

**Panhandle Community Services
Board of Directors' Meeting Minutes
Panhandle Community Services Central Office – 1309 SW 8th Ave. - Amarillo TX, 79101
Minutes for March 17, 2022 @ 10:00am**

Board Members by Sector:

<u>Low Income</u>		<u>Private</u>		<u>Public</u>	
Lydia Villanueva	P	Denese Skinner	P	Judge Cindy Irwin	P
Hobert Brown	P	Jo Anne Cook	P	Judge Rowdy Rhoades	A
Robert Coffee	A	Aaron Lopez	A	Judge Dan Looten	P
Amanda Quillin	P	John Sharp	P	Comm. Kirk Frye	P
Open Seat		Lori Quiroz	A	Judge Chris Porter	P

<u>Staff</u>	<u>Position/Title</u>
Magi York	Executive Director
Robert Carlton	Chief Financial Officer
John Mejia	Asst. Director of Finance
Dennis Garvey	Information Services Director
Randy Cazarez	Human Resources Director
Lylene Springer	Transportation Director
Kaitlin Mosley	RSVP & Health Services Director
Christy Hilbert	Communications Director
Christina Cristan	Director of Utility Services
Audra Rea	Director of Family Services
Susie Ybarra	Director of Housing Choice Voucher Program
Melissa Darsey	Director of Outreach Services
Lisa Matthyse	Executive Assistant

NOTICE – This meeting was publicized in compliance with the state open meetings law, as documented in Appendix A to these minutes. Appendix A also includes a list of the documents provided to members with the meeting notice and agenda.

Call to Order

Judge Cindy Irwin, President, called the regular business meeting to order at 10:06 a.m. central daylight time (OS 2.4) and announced the Initial Public Comment Period. Lisa Matthyse, Executive Assistant, called roll and determined that a quorum of directors was present (OS 5.5). Judge Irwin led the Pledge of Allegiance and the recital of the Panhandle Community Services (PCS) mission statement. Magi York, Executive Director, led the prayer.

Consent Agenda

Judge Irwin referred to the consent agenda and asked if there was anything to add. Hearing no response, Judge Irwin asked for a motion to approve the consent agenda. (The consent agenda and all reports associated with it were included in the Board Packet. Reports included the 'Three Things for the Board to Know' Programs Report (OS 5.9), previous Board meeting minutes, correspondence, and a list of items signed by the Executive Director for ratification by the Board.)

Motion: To approve the consent agenda.
Moved By: Lydia Villanueva **Second:** Judge Dan Looten
Vote: **Motion carried by voice vote**

Board Engagement Series: Judge Dan Looten

Judge Dan Looten spoke about some of his experiences with the media and handed out a tip sheet for talking to reporters. Judge Looten said that reporters have a job to do and that they like positive stories. He recommended that Board members get to know their local reporters and call them when they have information about PCS they want to share.

Board Information

Dennis Garvey, Information Services Director, announced that the agency is moving to Microsoft Teams for virtual meetings. Mr. Garvey reviewed the benefits of Microsoft Teams and said that he would contact each Board member to ensure they could make the switch without any difficulties.

Board Action Items

Governance Committee Report

Denese Skinner, Governance Committee Chair, reviewed two of the committee descriptions included in the Governance Committee Report emailed to the Board earlier this week. Ms. Skinner stated that the Governance Committee is recommending that the Board approve forming the following two standing committees:

- The Strategic Planning Committee – This committee would allow the Board to be more involved in overseeing in the Strategic Plan by providing two additional reports to the Board each year (*OS 6.5*). The Board discussed the roles, responsibilities and composition of the Strategic Planning Committee and asked Ms. York to consult with an attorney about naming a former Board member as an ex officio member of the Board to serve on the committee.
- The Governance Committee – This committee is currently an ad hoc committee and the recommendation is to move it to a standing committee and formally name the Executive Committee’s Member-at-Large as the chair.

Judge Irwin asked for a motion to approve the Strategic Planning Committee and the Governance Committee as standing committees.

Motion: To approve the Strategic Planning Committee and the Governance Committee as standing committees.
Moved By: Judge Dan Looten **Second:** Lydia Villanueva
Vote: **Motion carried by voice vote**

Board Member Resignation: Amy Taylor

Ms. Skinner stated that Amy Taylor has resigned from the PCS Board of Directors because she is no longer a member of the NAACP. The NAACP has chosen to have an active member of their Board represent them. Ms. Skinner reported that Amy Taylor turned in her resignation to Ms. York.

Motion: To accept the resignation of Amy Taylor.
Moved By: Jo Anne Cook **Second:** Amanda Quillin
Vote: **Motion carried by voice vote**

Seat New Board Members (OS 5.5; OS 5.1)

Judge Irwin announced that the next motion was to seat two new Board members, Hobert “Gunny” Brown and Comm. Kirk Frye. After brief introductions by both nominees, Ms. Skinner reviewed the details of the vacancies each nominee would fill.

- Hobert “Gunny” Brown was chosen by the NAACP Amarillo Branch as their representative to our Board. Mr. Brown will complete Ms. Taylor’s term as the Low-Income Sector Representative from Region 1.
- Comm. Kirk Frye was appointed by the Parmer County Commissioners’ Court to complete the term of their previous representative to our Board. Comm. Frye will be the Public Sector Representative from Region 5.

Judge Irwin requested a motion to seat both new members.

Motion: To seat Hobert Brown and Comm. Kirk Frye to the PCS Board of Directors.
Moved By: Lydia Villanueva **Second:** Judge Dan Looten
Vote: **Motion carried by voice vote**

Reseat Lori Quiroz to Private Sector Region 3 (OS 5.5; OS 5.1)

Ms. Skinner reviewed the difficulties in finding a representative from the Private Sector in Region 3. She stated that the Governance Committee approved moving Lori Quiroz from the Low-Income Sector to the Private Sector to fill the vacancy, and that Mrs. Quiroz agreed to the move. Mrs. Quiroz, as the manager of a low-income housing apartment complex, would continue to represent her employer, FDI Management, only now, she would represent them as a private sector business. Ms. York reviewed some of the steps the agency would take to find a representative to fill the Low-Income Sector seat vacated by Mrs. Quiroz.

Motion: To reseat Lori Quiroz to the Region 3 Private Sector seat on the Board.
Moved By: Jo Anne Cook **Second:** Hobert Brown
Vote: **Motion carried by voice vote**

Formally Adopt the Promise of Community Action (PTE 1.2)

Ms. Skinner reported that the Board has never formally adopted the Promise of Community Action, which is a requirement of Pathways. Ms. Skinner asked that the Board formally adopt the Promise.

Motion: To formally adopt the Promise of Community Action.
Moved By: Comm. Kirk Frye **Second:** Hobert Brown
Vote: **Motion carried by voice vote**

Formally Adopt the Use of a Consent Agenda

Ms. Skinner stated that the Governance Committee approved the use of a consent agenda and is recommending that the full Board formally approve it as well. After discussion about the procedures for using a consent agenda, Judge Irwin asked for a motion to adopt the use of a consent agenda.

Motion: To adopt the use of a consent agenda.
Moved By: Judge Dan Looten **Second:** Lydia Villanueva
Vote: **Motion carried by voice vote**

Policy Approvals

Audra Rea, Director of Family Services, referred to the draft of the Fraud / Release of Information / Appeal Policy (included in the packet) and reported the following:

- Ms. Rea reviewed the combined Fraud Policy, Authorization for Release of Information, Termination of Services, and Appeal Policy document. After discussion, the Board recommended adding a line stating that a refusal to sign the Authorization for Release of Information may affect services. The Board also asked that Ms. York consult with an attorney regarding the agency’s right to refuse service.

Motion: To approve the policies with the recommendation as discussed.
Moved By: Hobert Brown **Second:** Amanda Quillin
Vote: **Motion carried by voice vote**

Lylene Springer, Transportation Director, referred to the Drug and Alcohol Policy (included in the packet) and reported the following:

- Drug and Alcohol Policy – Ms. Springer said that the policy is agency-wide, not just for Transit. She reviewed the change to the policy and stated that a recent audit had prompted the change. Ms. Springer asked that the Board approve the revised Drug and Alcohol Policy.

Motion: To approve the Drug and Alcohol Policy.
Moved By: Lydia Villanueva **Second:** Amanda Quillin
Vote: **Motion carried by voice vote**

Client Satisfaction Surveys (PTE 3.2; OS 1.3)

Christy Hilbert, Communications Director, presented the summary for the Client Satisfaction Survey that ran from August 15, 2021 to February 15, 2022. (The Client Satisfaction Survey results and survey samples were included in the packet.) Ms. Hilbert said that we received 347 responses from a diverse representation of our clients across our service area. She reviewed some of the responses and noted that many of the survey’s responses listed our staff as our agency’s greatest strength. Ms. Hilbert said that agency directors will review the results of the survey and develop an action plan to address their findings. Ms. Hilbert will report back to the Board within 90 days with their action plan. After discussion by the Board, Judge Irwin asked for a motion to approve the Client Satisfaction Survey.

Motion: To approve the Client Satisfaction Survey.
Moved By: Jo Ann Cook **Second:** Denese Skinner
Vote: **Motion carried by voice vote**

Transportation: Board Restricted Funds

Robert Carlton, CFO, reviewed the circumstances that lead to the creation of a Board Restricted Fund for Transportation. Mr. Carlton stated that he would now like to place the funds in a CD and asked the Board for permission to shop for a CD. John Sharp, Board Treasurer and Chair of the Audit and Finance Committee, recommended writing an investment policy before shopping for a CD. The Board decided to table this discussion until after an investment policy could be written.

Finance Report (OS 8.7)

Mr. Carlton reviewed the February Finance Report. All reports, including the written Finance Report, Grant Summary (an organization-wide report on revenue and expenditures that compares budget to actual, categorized by program), County Funds, and Unrestricted Funds, were included in the board packet. The Balance Sheet for February was handed out at the meeting and emailed to the Board members attending virtually. Mr. Carlton reviewed the issues with reconciling the Balance Sheet and stated that we will be back on track in March. Mr. Carlton reported on the status of renovations and construction on our buildings in Dimmitt and Dumas, and reviewed the details of an opportunity to purchase a building for our Friona office. Mr. Carlton stated that all transportation grants were closed out, and that the Low-Income Home Energy Assistance Program (LIHEAP), Comprehensive Energy Assistance Program (CEAP), Community Services Block Grant (CSBG) and Retired and Senior Volunteer Program (RSVP) grants will close out in March. He then reviewed the Grant Summary, Unrestricted Funds and County Funds reports. Mr. Carlton asked the Board to accept his report.

Motion: To accept the Finance Report.
Moved By: Lydia Villanueva **Second:** Comm. Kirk Frye
Vote: **Motion carried by voice vote**

Board Training: Understanding Financial Documents (OS 5.8) (20-minute Board Training Session)

John Mejia, Assistant Finance Director, referred to the handout for his training presentation (copies were also emailed to the Board) and said he would review the financial documents that are used in the monthly Finance Report, only in more detail. Mr. Mejia used the 2021 year-end financial reports for his presentation. Mr. Mejia explained how to read and understand the following:

- Grant Summary
- Balance Sheet
- General Unrestricted Funds
- County Funds

Convene to Closed Session (OS 7.4; OS 7.5)

Convened to Closed Session to Discuss the Following:

- Sec. 551.074 - Personnel Matters: Executive Director's Evaluation and Compensation

The Board may convene in closed session according to Texas Government Code, Chapter 551, Sec. 551.074 - Personnel Matters. The Board convened into closed session at 11:54 am.

Motion: To convene to closed session.
Moved By: Lydia Villanueva **Second:** Judge Dan Looten
Vote: **Motion carried by voice vote**

Reconvene in Open Session

The Board may convene in closed session according to Texas Government Code, Chapter 551, Sec. 551.074 - Personnel Matters. The Board reconvened into open session at 1:16 pm.

Motion: To come out of closed session.
Moved By: Hobert Brown **Second:** Judge Dan Looten
Vote: **Motion carried by voice vote**

Judge Irwin asked for a motion to approve the Executive Director’s evaluation, which was discussed in closed session.

Motion: To approve the Executive Director’s evaluation.
Moved By: Lydia Villanueva **Second:** Hobert Brown
Vote: **Motion carried by voice vote**

Judge Irwin stated that the Executive Director’s compensation was tabled in the closed session and asked to place another closed session on the agenda for the April Board Meeting.

Governance Committee Report

Judge Irwin asked to return to the Governance Committee Report and approve the report as a whole, as the Board had only approved the section of the report relating to forming two new standing committees. Ms. Skinner, Governance Committee Chair, referred to the committee’s report and asked Ms. York to review the Risk Assessment Committee (*OS 4.6*) proposal, which had been tabled during the Governance Committee Meeting. After discussion, the Board agreed that agency staff would perform the risk assessment and bring it to the Board for review. Staff would then write up the final report and bring it back to the Board for approval to satisfy Organizational Standard 4.6. Judge Irwin asked for a motion to approve the Governance Committee Report.

Motion: To approve the Governance Committee Report.
Moved By: John Sharp **Second:** Jo Anne Cook
Vote: **Motion carried by voice vote**

Executive Director’s Report

Ms. York reported on the following:

- CAPLAW Conference (*OS 5.8*) – Ms. York asked Board members to let us know if they would like to attend the conference.
- TACAA Conference (*OS 7.9*) – Ms. York said that she and some of the staff will be attending the conference in May. Ms. York stated that, as the conference is scheduled for the same week as our Board meeting that month, she would attend the Board meeting virtually.
- Board Calendar – Ms. York asked if any Board members had conflicts with future Board meeting dates. No conflicts were noted beyond those previously reported.
- Pathways to Excellence Launch Meeting – Ms. York said we had our first meeting with the Partnership. She said our goal is that, at the awards ceremony in August of 2023, we will walk across the stage as an agency of excellence.

Motion: To accept the Executive Director’s report as presented.
Moved By: Lydia Villanueva **Second:** Amanda Quillin
Vote: **Motion carried by voice vote**

Final Public Comment Period

Judge Irwin called for public comment. No public comments were made.

The Promise of Community Action

Judge Irwin led the board in reciting the Promise of Community Action:


Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Motion to Adjourn

Motion: To adjourn.
Moved by: Lydia Villanueva **Second:** Comm. Kirk Frye
Vote: **Motion carried by voice vote**

Hearing no objections meeting was adjourned at 1:33 p.m. (OS 2.4).

I hereby certify that this is a true and correct copy of the minutes approved by the Panhandle Community Services Board of Directors on April 28, 2022.

Signature: 
Name: Judge Dan Looten
Title: Board Secretary
PCS Board of Directors' Meeting Minutes, March 17, 2022