

**Panhandle Community Services
Board of Directors Meeting Minutes
Panhandle Community Services Central Office – 1309 SW 8th Ave. - Amarillo TX, 79101
Minutes for May 15, 2025, @ 11:00 am**

Board Members by Sector:

<u>Low Income</u>		<u>Private</u>		<u>Public</u>	
Lydia Villanueva	P	Denese Skinner	P	Judge Tim Glass	P
Robert Coffee	P	Jason Vanosdol	P	Judge Rowdy Rhoades	A
Amanda Quillin	P	John Sharp	P	Judge Dan Looten	P
Teresa Lane	P	Brian Gillispie	P	CM Esmeralda Mills	P
Janice Faggan	P	Kerry George	P	Judge Mitchell Locke	P

<u>Staff</u>	<u>Position/Title</u>
Magi York	Executive Director
John Mejia	CFO
Dennis Garvey	Information Services Division Director
Lylene Springer	Transportation Division Director
Audra Rea	Family Services Division Director
Christy Hilbert	Communications Division Director
Christina Cristan	Energy Assistance Director
Benita San Miguel	Weatherization Director
Lisa Matthyse	Executive Assistant
Cassandra Hernandez	Administrative Specialist

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. Appendix B includes committee meeting minutes.

Call to Order

Board President John Sharp called the regular business meeting to order at 11:05 a.m. Central Time (Organizational Standard 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). Mr. Sharp led the Pledge of Allegiance and the recital of the Panhandle Community Services (PCS) Mission Statement and Vision Statement. Jason Vanosdol led the prayer.

Consent Agenda (OS 5.9, OS 8.7)

Mr. Sharp asked if anyone would like to remove an item from the consent agenda for discussion. Hearing no requests for discussion, Mr. Sharp requested a motion to approve the consent agenda. (The consent agenda and all associated reports were included in the Board Packet. Reports included minutes from the April 17, 2025, Board of Directors Meeting; a list of grants submitted; a list of signed items presented for ratification by the Board; the Funding Applications Report; Program Status Reports (OS 5.9); and the March Financial Statements, including the Balance

Sheet, Comparative Balance Sheet, Grant Summary (an organization-wide report on revenue and expenditures that compares budget to actual, categorized by program), County Funds Statement, County Funds Summary, and Unrestricted Funds Statement (OS 8.7).)

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

Second: Lydia Villanueva

Board Training: Jason Sabo – Legislative Updates (OS 5.8)

Mr. Sharp introduced Jason Sabo, lobbyist for the Texas Association of Community Action Agencies (TACAA), to provide a legislative update. Mr. Sabo noted that the Texas Legislature is approaching the end of its 140-day session, with today being the final day for bills to be voted out of the House of Representatives. He stated that while there have been controversial bills, there is less division between the House and Senate this session. Mr. Sabo described the leadership styles in the Senate and the House, which have become more centralized.

A major focus of the session is on school vouchers and public education funding. Mr. Sabo highlighted House Bill 2 (HB2), which aims to increase funding for public schools. Rural communities are particularly concerned about voucher programs due to the limited private school infrastructure in those areas. Another key piece of legislation, House Bill 18 (HB18), which addresses rural healthcare, has moved to the Senate floor. Additionally, HB2294 is being considered to improve childcare access in local workforce development efforts.

Mr. Sabo emphasized that this is the most critical period in the legislative cycle. He urged Board members to reach out to legislators and share stories about community action and why investments in the Community Services Block Grant (CSBG) are so important. At the federal level, concerns remain about potential funding cuts under the Trump administration, particularly to CSBG.

Finally, Mr. Sabo emphasized the importance of advocacy and building bipartisan support, especially concerning disaster response and essential services. Ms. York mentioned that she has been visiting local judges to seek support for our programs. Mr. Sabo indicated that he has a meeting with the Texas Association of Counties to discuss these issues, noting that many county judges have expressed concerns about cuts in CSBG.

(Jason Sabo left the meeting at 11:34 p.m.)

Executive Director's Report

Magi York, Executive Director, reported the following:

- NCAP Conference – The National Community Action Partnership Annual Conference will take place from August 27 to August 29, 2025, in Detroit, Michigan. Ms. York discussed the importance of having Board members attend the conference. She mentioned that four PCS staff members have the potential to walk across the stage as Certified Community Action Professionals (CCAP). Amy Francis has passed both sections of the certification process, while the others have finished their testing and will subsequently take the written exam. Ms. York expressed confidence that they will succeed and be recognized at the conference.

- TACAA Conference Recap—Ms. York stated that this year, the classes covered topics such as emotional intelligence, managing highly effective employees, generational differences, and organizational finances. This includes the need for foundation grants and unrestricted dollars from fundraising. She emphasized the importance of dedicating more time to advocacy and developing our story. Ms. York mentioned that there were classes on AI and its impact on non-profits, noting that our IS Division Director, Dennis Garvey, provided training on AI at our recent All-Staff Day. Ms. York stated that she was honored at the conference for her years of service and spoke about her lifelong dedication to Community Action Agencies. Additionally, Ms. York noted that Family Services Division Director Audra Rea serves on the TACAA Conference Committee and has shared feedback from our directors. Ms. Rea is currently the committee chair, while Christina Cristan, Energy Assistance Director, serves as the secretary. Ms. York encouraged Board members to attend the conference next year.
- Judges' Meetings—Ms. York reported that her visits with County Judges have been positive, and they have stated that they will support us. She mentioned that Tracy Lee, Assistant Director of Health Services, has accompanied her and informed the judges about what is happening with our Health Navigator program.
- Update on Executive Orders—Ms. York reported that our Comprehensive Energy Assistance Program (CEAP) funding is secure for this year, and we have received our final allotment. Ms. York stated that we consistently utilize all of our CEAP funds.

Ms. York reported on our Community Services Block Grant (CSBG) and stated that we currently have funds for Quarters 1 and 2. However, we have not yet received the funding letter for Quarters 3 and 4, which we would typically have received 30 to 40 days ago. CSBG is the grant that allows us to be a Community Action Agency.

Ms. York stated that our Health Navigator program has provided assistance to families in obtaining health insurance. She explained that we are a sub-grantee of the South Plains Community Action Agency. Due to a reduction in funds for the program, they are not renewing our contract this year. Ms. York mentioned that there are 54 Health Navigator programs nationwide, and some are opting not to accept funding because the amount will not cover administrative costs. Ms. York expressed hope that the funds would be redistributed. Audra Rea noted that this program year, we enrolled 399 individuals in health insurance through the Marketplace and made 217 referrals to Medicaid.

Ms. York reported on our Housing Choice Voucher program, stating that we are maintaining nearly 2,000 housing vouchers. She indicated that we received notice last week about a potential 50% funding reduction. Our concern is that landlords may not rent at lower rates to families.

Ms. York stated that our Weatherization Assistance Program (WAP), which includes the Department of Energy (DOE) Bipartisan Infrastructure Law (BIL), the DOE WAP, and the Low-Income Home Energy Assistance Program (LIHEAP) grants, is in a good position. She mentioned that LIHEAP is funded with 10% of CEAP. She noted that the energy conservation measures provided through weatherization help reduce families' energy burden, so they may not require utility assistance.

Ms. York asked that her report be accepted.

Motion: To accept the Executive Director's Report.
Moved By: Denese Skinner **Second:** Teresa Lane
Vote: Motion carried by voice vote

Committee Reports

Audit and Finance Committee (OS 8.7)

Brian Gillispie, Treasurer, reported that the committee reviewed the financial statements, which were included in the Board meeting's consent agenda. The committee also examined the agency's credit card statements. Mr. Gillispie stated that PCS has a line of credit for the Transit Maintenance Facility, which has increased from \$1 million to \$2 million. The facility is on track to be completed in October 2025. Mr. Gillispie reported that our auditors will be onsite on July 28th. He also noted that personnel changes occurred in the department and that there would be a 19.6% increase in health insurance.

Resource Development Committee (OS 8.7)

Amanda Quillin, Secretary, reported that HR had seventeen terminations and eleven new hires this year. She stated that Mr. Mejia also reported on the renewal of PC health benefits. All-Staff Day was on May 3, 2025, with 99 out of 120 employees attending. We received positive feedback from the event. HR is currently reviewing the employee handbook and will soon begin the second phase. Communications reported that they handled 13,793 phone calls and 5,247 visitors at the PCS service centers. We held four Advisory Committee meetings this year and are scheduling additional meetings soon, which will bring ideas and suggestions to the board. We are looking to hire a Communication Specialist in Dalhart. Ms. Quillin stated that information for the Festival of Trees has been sent out. She noted that the move to the new Perryton office has been completed and reported that Dennis Garvey, IS Division Director, also presented the Emergency Preparedness Plan, the Disaster Recovery Plan, and the IT Policy, all of which were approved by the committee.

Programs Committee (OS 8.7)

Judge Dan Looten, Vice President, stated that Ms. York had already covered much of his report. He mentioned that the committee reviewed the PCS Community Impact Statement and noted that PCS has spent money in every county within our service area. He said that Health Navigators continue to reach out to enroll people in health insurance, and the Weatherization program now has three contractors to assist with production. CEAP has finished expending 2024 funds and has begun working on the 2025 grant. The Volunteer Income Tax Assistance (VITA) program exceeded its goals with only twelve volunteers. Judge Looten noted that the number of volunteers in our Retired and Senior Volunteer Program (RSVP) has decreased due to COVID-19.

Mr. Sharp requested a motion to accept all committee reports.

Motion: To accept all committee reports.
Moved By: Lydia Villanueva **Second:** Amanda Quillin
Vote: Motion carried by voice vote

