

**Panhandle Community Services
Board of Directors' Meeting Minutes
Panhandle Community Services Central Office – 1309 SW 8th Ave. - Amarillo TX, 79101
Minutes for August 18, 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
Amy Taylor	P	Jo Anne Cook	P	Judge Rowdy Rhoades	P
Robert Coffee	P	Aaron Lopez	P	Judge Dan Looten	P
Amanda Quillin	P	John Sharp	P	Comm. Kirk Frye	P
Audriana Vandiver	P	Lori Quiroz	A	Judge Chris Porter	P
Hobert Brown	A				

<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	Energy Assistance Director
Audra Rea	Family Development Director
Susie Ybarra	Housing Choice Voucher Program Director
Melissa Darsey	Outreach Services Program Director
Lisa Matthyse	Executive Administrative Assistant

Guest

Roxann Ball

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

Judge Cindy Irwin, President, called the regular business meeting to order at 10:06 a.m. central daylight 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). Judge Irwin led the Pledge of Allegiance and the recital of the Panhandle Community Services (PCS) mission statement. Randy Cazarez, Human Resources Director, led the prayer.

Consent Agenda

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 second quarter Programs Committee and Resource Development Committee reports (OS 5.9) (PTE 1.3), minutes from the June 16-17, 2022 Board Retreat, correspondence, a list of items signed by the Executive Director for ratification by the Board, and a list of grants submitted/received.)

Motion: To approve the consent agenda.
Moved By: Lydia Villanueva **Second:** Amanda Quillin
Vote: **Motion carried by voice vote**

Board Training: Fundraising (OS 5.8) (PTE 1.1; 1.3) (25-minute Board Training Session)

Roxann Ball, Amarillo Area Foundation Nonprofit Center, gave a presentation on “The Board’s Role in Fundraising.” (Training materials and a PowerPoint of the presentation were emailed to Board members.) Ms. Ball said there are three things board members can do to help with fundraising: give a personal gift, share names and participate. She stressed the importance of making a personal gift and stated that a best practice is to have the Board President sit down with each Director and discuss making a gift. Ms. Ball reviewed the following topics:

- Cycle of Fundraising: Every Board member can find their place in the cycle; and,
- Asking: 5 Steps to Secure a Gift.

Board Engagement Series: CAPLAW Conference (OS 5.8) (PTE 1.1; 1.3)

Judge Irwin gave a presentation on the 2022 CAPLAW National Training Conference held in Chicago, and asked the other attendees – Board members Lydia Villanueva, Amanda Quillin and Judge Dan Looten, and CFO Robert Carlton – to share what they learned at the conference. Judge Irwin gave an account of the pre-conference tour that took the group to a weatherization training center, a community center in Pullman, and the Pullman Museum. Ms. Quillin noted that high school students can attend class and receive certification in weatherization at the training center. Mr. Carlton said that the facility is also used to train technicians from HVAC companies. Judge Irwin reported on the conference workshops the directors attended and stated that the training they received was relevant to their duties on the Board. The workshops included training on ethical issues, equity, sustainability, governance, leadership, financial decisions, and more.

Board Resignation: Hobert Brown (OS 1.1; 5.1; 5.5)

Denese Skinner, Governance Committee Chair, reviewed Hobert Brown’s resignation letter (included in the packet) and stated that Mr. Brown resigned for personal reasons. Ms. Skinner asked the Board to accept Mr. Brown’s resignation.

Motion: To accept Hobert Brown’s resignation.
Moved By: Judge Dan Looten **Second:** Lydia Villanueva
Vote: **Motion carried by voice vote**

Seat Amy Taylor(OS 1.1; 5.1; 5.5)

Ms. Skinner stated that the NAACP reappointed Amy Taylor as their representative to the PCS Board of Directors. Ms. Skinner asked for a motion to reseat Amy Taylor to the Board.

Motion: To accept Amy Taylor as the NAACP representative to the Board.
Moved By: John Sharp **Second:** Amanda Quillin
Vote: **Motion carried by voice vote**

Region 3, Private Sector Seat(OS 1.1; 5.1; 5.5)

The Board discussed finding a candidate for the Region 3 Private Sector Seat. Ms. York also reported that five other Board members' terms would end this year. She stated that three of the directors have agreed to serve a second term. She asked Robert Coffee, present at the meeting, if he would agree to serve a second term as the Low-Income Sector Representative from Region 2 and he said yes. Ms. York reported that Comm. Frye, Region 5 Public Sector Representative, will be resigning at the end of the year.

Governance Committee Meeting(OS 1.1; 5.1; 5.5) (PCS Board Bylaws, Article III, Section E (1) a.-f.)

Ms. Skinner reported on the July 27, 2022 Governance Committee Meeting. (The minutes of the meeting were included in the packet.) She said the meeting was called to review Board members' terms and determine what seats would need to be filled next year. Ms. Skinner said that all but one of the five Board members whose terms end this year have now agreed to serve a second term. Ms. York stated that the committee prioritized a list of community organizations which will be used to help recruit future Board member candidates. She also asked Board members for recommendations to fill the upcoming vacancies.

Ms. York reported that Lori Quiroz, the current Region 3 Private Sector Representative, has missed five meetings in the last year, and noted that our bylaws (*Article III, Section E (1) b.*) allow for a Board member to be removed after three unexcused absences. Judge Irwin asked for a motion to remove Lori Quiroz from the Board of Directors.

Motion: To remove Lori Quiroz from the Board of Directors.
Moved By: Lydia Villanueva **Second:** Amanda Quillin
Vote: **Motion carried by voice vote**

Approve Community Action Plan (CAP) Budget (OS 4.4)

Audrea Rea, Family Development Director, stated that we are required to do a Community Action Plan (CAP) every year and the Board is required to approve the budget before we can turn the CAP in to the state. Ms. Rea reviewed the budget and explained that her department is moving to a layered approach where all members of the team will work in all programs. With the layered approach, families will not have to change workers if they apply for a different program. Ms. Rea stated that they will continue to have a dedicated staff member for the Veterans program because that is what the grant requires. Ms. Rea reviewed how the new approach will affect her budget. She detailed line items in the CAP budget including salaries and fringe benefits for her staff, the travel budget, purchasing equipment and

supplies, and the amount for client services (approximately \$52,000.00) and Indirect costs (\$103,000.00).

The Board discussed the changes to the Family Development program and asked questions about some of the items on the budget. Robert Carlton said the Community Services Block Grant (CSBG) is a base grant for the agency and CSBG dollars can cover some expenses in other programs if the expense falls under family services. Ms. York explained that CSBG is our primary Family Development component and it is where we do our intense work with families to move them from poverty to self-sufficiency.

Ms. Rea asked for a motion to accept the proposed CAP Budget.

Motion: To accept the CAP Budget.
Moved By: Denese Skinner **Second:** John Sharp
Vote: **Motion carried by voice vote**

HCV Administrative Plan Changes

Susie Ybarra, Housing Choice Voucher Program Director, stated that, about five years ago, we added preferences to our pre-application for HCV, but now we have decided to return to a first-come first-served basis. Ms. Ybarra said that, under the preferences system, a client's preferences when pulled from the waiting list had to match their preferences when they applied, or they would be returned to the waiting list. Applications will now be pulled from the waiting list according to the date and time they were turned in. Ms. Ybarra asked for approval of the revisions to the HCV Administrative Plan.

Motion: To approve the revisions to the HCV Administrative Plan.
Moved By: Judge Dan Looten **Second:** Amy Taylor
Vote: **Motion carried by voice vote**

Finance Report (OS 8.7) (PTE 6.1)

John Sharp, Treasurer, stated that the Audit and Finance committee reviewed the following items: a request by Robert Carlton to present their Board reports a month behind; hiring a second Assistant Finance Director; and, approval to use \$50,000.00 in unrestricted funds to hire a firm to help write grants. Mr. Sharp reviewed the reasons for the requests. Discussion followed.

Mr. Sharp presented the balance sheet and grant summary, and referred questions to Robert Carlton, CFO. (The June Finance Report, Balance Sheet, Comparative Balance Sheet, Grant Summary (an organization-wide report on revenue and expenditures that compares budget to actual, categorized by program), and Unrestricted Funds were included in the packet sent to the Board.) Mr. Carlton reviewed the Finance Department Reorganization memo (included in the packet). Mr. Carlton said that with Don Rea being hired as Asst. Finance Director, finance will always have a supervisor in the building.

Judge Irwin asked for a motion to accept the Finance Report.

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

Executive Director's Report

Ms. York reported on the following:

- TDHCA Monitoring – Ms. York reviewed the recent Texas Department of Housing and Community Affairs (TDHCA) monitoring which included Weatherization Assistance Program (WAP) and Comprehensive Energy Assistance Program – American Rescue Plan (CEAP ARP) grants. (The Monitoring Report Review with required corrective actions, and Ms. York’s response were included in the packet.) Ms. York reported on issues in the weatherization department. She stated that we have selected a candidate for Weatherization Director and plan to offer him the position. Ms. York asked Board officers if they would be willing to meet with TDHCA to discuss our weatherization program.
- Staffing – Ms. York reported on the proposed reorganization of our service regions and rural centers (maps of the current and proposed regions were included in the packet). The plan is to create hubs and satellite centers to provide better service and facilitate stronger relationships in the communities. Under the plan, the agency will have to add additional staff, including a full-time receptionist in every center. Board members discussed staffing and cross-training, office locations, how the proposed changes may affect our customers, and the difficulties customers have when seeking assistance. The Board also discussed providing a weatherization education program for high-school or college students.

Ms. York asked for a motion to accept her report.

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

Hearing no objections meeting was adjourned at 12:15 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 June 16, 2022.

Signature:  _____

Name: Judge Dan Looten

Title: Board Secretary

PCS Board of Directors' Meeting Minutes, August 18, 2022