

**Panhandle Community Services
Board of Directors' Meeting Minutes
Panhandle Community Services Central Office – 1309 SW 8th Ave. - Amarillo TX, 79101
Minutes for September 16, 2021 @ 10:00am**

Board Members by Sector:

Low Income

Lydia Villanueva
Amy Taylor
Robert Coffee
Lori Quiroz
Amanda Quillin

P
P
P
A
P

Private

Genevieve Sheets-Allred
Denese Skinner
Jo Anne Cook
Aaron Lopez
Tim Cooper

A
P
P
P
A

Public

Judge Cindy Irwin
Judge Rowdy Rhoades
Judge Dan Looten
Sheriff Randy Geris
Judge Chris Porter

P
P
P
P
A

Staff

Magi York
Robert Carlton
Dennis Garvey
Randy Cazarez
Lylene Springer
Kaitlin Mosley
Christy Hilbert
Christina Cristan
Audra Rea
Susie Ybarra
Melissa Darsey
Lisa Matthyse

Position/Title

Executive Director
Chief Financial Officer
IT Director
HR Director
Transit Director
RSVP Director
Communications Director
Interim Director of Emergency Services
Interim Director of Family Development
Interim Director of Housing Choice Voucher
Interim Director of Outreach Services
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

Aaron Lopez, President, called the regular business meeting to order at 10:05 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). Mr. Lopez led the Pledge of Allegiance and the recital of the Panhandle Community Services (PCS) mission statement. Magi York, Executive Director, led the prayer.

Correspondence

Ms. York reported on the following:

- The Texas Dept. of Housing and Community Affairs (TDHCA) Monitoring Report Desk/Virtual Review – TDHCA sent their report detailing the findings of their recent Desk Review. Ms. York stated that she would review the letter during her Executive Director’s Report.

CLAS Standards Training (OS 5.8)

Melissa Darsey, Interim Director of Outreach Services, introduced Angela Piteris, Vice President, Interpreting Solutions at ASLI Interpreting Solutions. Ms. Darsey stated that ASLI is our new interpreting service and that Ms. Piteris will be providing training over the next few months on CLAS (Culturally and Linguistically Appropriate Services) Standards.

Ms. Piteris introduced Alexandra Phillips, a project coordinator with ASLI. (Ms. Piteris and Ms. Phillips attended the meeting via WebEx.) Ms. Piteris gave an overview of CLAS Standards, including Governance, Leadership and Workforce; Communication and Language Assistance; and Engagement, Continuous Improvement and Accountability. She said the guiding principle is to establish a framework for organizations to serve the nation’s increasingly diverse communities. Future lessons will go over how to recruit and train a diverse workforce, how to incorporate CLAS Standards in our everyday work, and how to tie in the standards to our strategic plan.

Board Action Items
Approval of Minutes

Minutes for the August 19, 2021 Board of Directors Board Retreat were presented by Lydia Villanueva, Secretary, and submitted for approval.

Motion: To approve the August 19, 2021 board meeting minutes as presented.
Moved By: Judge Dan Looten **Second:** Judge Cindy Irwin
Vote: **Motion carried by voice vote**

Resignation – Tim Cooper

Denese Skinner, Governance Committee Chair, said that Tim Cooper has offered his resignation to the board effective immediately. Mr. Cooper has accepted a position in Abilene. Ms. Skinner asked the board to accept Tim Cooper’s resignation.

Motion: To accept the resignation of Tim Cooper.
Moved By: Judge Rowdy Rhoades **Second:** Lydia Villanueva
Vote: **Motion carried by voice vote**

New Business
Ratify the Signing of the Following:

Ms. York asked the board to ratify her signature on the following:

- a. Community Services Block Grant (CSBG) amendment #2 for Contract 31200003349 extending end date from July 31, 2021, to December 31, 2021.
- b. Amendment #2 Community Services Block Grant (CSBG) Contract #61210003459 increasing funds from \$570,178 to \$575,880 ending 12/31/21.

Motion: To ratify Ms. York’s signature on the grants as presented.
Moved By: Judge Cindy Irwin **Second:** Judge Rowdy Rhoades
Vote: **Motion carried by voice vote**

Notice of Intent to Apply and Receive Grants:

Ms. York asked the board to approve our submission and acceptance of the MOU with SPCAA. Ms. York stated that Kaitlin Mosley, RSVP Director, will run the program for PCS.

- a. Accept the Center for Medicaid and Medicare Services (CMS) Navigator Services contract with South Plains Community Action Association (SPCAA). The contract term will be August 27, 2021 through August 26, 2022 with funding in the amount of \$405,430.00.

Motion: To approve the contract as presented.
Moved By: Judge Rowdy Rhoades **Second:** Amanda Quillin
Vote: **Motion carried by voice vote**

County Funds Overview and Procedures

Judge Cindy Irwin spoke about her experience working with PCS staff to use County Funds to help individuals and families in need in Hutchinson County. Judge Irwin said the staff at PCS helped guide her through the process when she first began and has always answered any questions she had.

Christina Cristan, Interim Director of Emergency Services, reviewed PCS' County Funds Procedures. Ms. Cristan said that we need strong communication between county judges and PCS staff to provide services using county funds. She noted that, twice a year, PCS sends the county judges a report on how their funds were spent. The report also includes demographic information on the families served. Ms. Cristan asked that the board approve the County Funds Procedures.

Motion: To approve the County Funds Procedures.
Moved By: Judge Cindy Irwin **Second:** Judge Rowdy Rhoades
Vote: **Motion carried by voice vote**

Ratify the Minutes of the Executive Committee

Handbook (OS 7.1)

Mr. Lopez reviewed the Executive Committee Minutes for August 31, 2021 (included in the packet). He said Randy Cazarez, HR Director, reported, in detail, to the committee on the Employee Handbook revisions and had explained the process of working with the HR Committee and our lawyer to make the revisions to the handbook. Mr. Lopez asked the board to ratify the August 31, 2021 Executive Committee Meeting minutes.

Motion: To ratify the minutes from the August 31, 2021 Executive Committee Meeting.
Moved By: Sheriff Randy Geries **Second:** Judge Rowdy Rhoades
Vote: **Motion carried by voice vote**

Audit (OS 8.3, OS 8.4, OS 8.6)

Mr. Lopez referred to the September 9, 2021 Executive Committee Meeting minutes (included in the packet). He said that the 2020 Audit was presented by Neil Phillips at the meeting, and that it was a good audit with no findings. Ms. York reported that the auditor went page by page through the audit, and he answered questions about the issues with our HUD program and what steps to take to prevent those issues in the future. Both the 2020 Audit and Form 990 were included in the packet emailed to the board, and a hard copy of the audit and management letter were handed out to board members at the meeting. Mr. Lopez asked the board to receive and accept the 2020 Audit and Form 990. (OS 8.3, OS 8.4, OS 8.6)

Motion: To receive and accept the 2020 Audit and Form 990.
Moved By: Judge Dan Looten **Second:** Judge Cindy Irwin
Vote: **Motion carried by voice vote**

Approve Fiscal Manual Revision (OS 8.10)

Robert Carlton, CFO, stated that he updated the Fiscal Manual to address the issues with HUD and our record retention policy. Rather than update the record retention policy itself, Mr. Carlton added an addendum that addressed the specific requirements surrounding HUD files. Mr. Carlton asked that the board approve the addendum to the Fiscal Manual.

Motion: To approve the addendum to the Fiscal Manual.
Moved By: Judge Rowdy Rhoades **Second:** Robert Coffee
Vote: **Motion carried by voice vote**

Financial Report (OS 8.7)

Amy Taylor, Treasurer, gave the floor to Mr. Carlton to give the Financial Report. Mr. Carlton reviewed the Finance Report and noted that we had no findings in our audit for the eighth year in a row. He reported that we have closed out the 2020 LIHEAP grant and will close out the 2020 HPG grant next week. He noted that we did not have the anticipated deficit due to the CARES funds we received. Mr. Carlton gave an update on the building in Dimmitt and reviewed some security concerns. He referred to the TDHCA Desk Review and said we will continue to work on responding to their monitoring report.

Mr. Carlton reviewed the Audited Balance Sheet, the Balance Sheet, Balance Sheet Comparison, and Grant Summary (an organization-wide report on revenue and expenditures that compares budget to actual, categorized by program), County Funds, and Unrestricted Funds. (All reports were included in the board packet.)

Motion: To approve the Financial Report.
Moved By: Lydia Villanueva **Second:** Judge Cindy Irwin
Vote: **Motion carried by voice vote**

Human Resources Report

Mr. Cazarez reviewed the Human Resources Report (included in the packet). He reported on his plans for the October All-Staff Day and said he would distribute the employee handbook at the event. Mr. Cazarez said he had invitee our new HR Consultant, Mallory Herrin, to give training on ethics at All-Staff Day. He reported that he would be working with Ms. Herrin over the next few months to revise our job descriptions to help with succession planning.

Mr. Cazarez reported on his conversations with local banks concerning our 403(b) Retirement Plan. He gave his reasons for wanting to move PCS' retirement fund to First State Southwest. He said he would ask First Bank Southwest to provide a performance report that he could send to board members. Mr. Cazarez asked that the board consider his proposal and said he would bring the matter to the board in October.

Mr. Cazarez asked the board to approve his Human Resources Report.

Motion: To approve the Human Resources Report.
Moved By: Judge Rowdy Rhoades **Second:** Amanda Quillin
Vote: **Motion carried by voice vote**

Program Report (OS 5.9)

Kaitlin Mosley, RSVP Director, referred to the “Three Things for the Board to Know” program report included in the packet. Ms. Mosley reviewed the highlights from the following programs: Communications, Information Technology, RSVP, Weatherization, Transportation, Family Development (CSBG), Emergency Solutions Grant (ESG), Earned-Income Tax Credit Program (EITC), Comprehensive Energy Assistance Program (CEAP and CEAP CARES), Housing Choice Voucher Program (HCV), Texas Veterans Commission (TVC), and Texas Emergency Mortgage Assistance Program (TEMAP). Ms. Mosley asked the board to accept the program report.

Motion: To accept the Program Report as presented.
Moved By: Sheriff Randy Geris **Second:** Robert Coffee
Vote: **Motion carried by voice vote**

Appoint Nominating Committee for Board Officers

Mr. Lopez asked Ms. York to explain the procedures for nominating officers to serve on the board. Ms. York reviewed the procedures and said our bylaws require that the board chair name a nominating committee to recruit a slate of officers and present them to the board in December. Mr. Lopez explained that we need representatives from each sector – Low-Income, Public and Private – on the nominating committee. He asked Lydia Villanueva (Low-Income), Jo Anne Cook (Private), and Judge Rowdy Rhoades (Public) if they would like to serve on the committee and they agreed. Ms. Villanueva agreed to chair the committee.

Executive Director’s Report

Ms. York reported on the following:

- a. Community Events - Board members were reminded that they are required to attend at least one community event.
- b. Governance Committee Meeting - Denese Skinner, Governance Committee Chair, was asked to schedule a meeting to discuss how to fill Tim Cooper’s seat and the upcoming annual vacancies on the board.
- c. County Relief Officers - We will have meetings with judges in November and Ms. York asked that the judges bring County Relief Officers (or similar courthouse staff) to the meetings to learn about PCS.
- d. TDHCA Monitoring – We will be working on gathering and uploading the documents requested in the monitoring report. Ms. York reported on the issues with our indirect cost plan and her Meliora contract.

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

Public Comment Period

Mr. Lopez called for public comment. No public comments were made.

The Promise of Community Action

Mr. Lopez 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: Robert Coffee **Second:** Judge Cindy Irwin
Vote: **Motion carried by voice vote**

Hearing no objections meeting was adjourned at 12:14 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.

Signature: 

Name: Lydia Villanueva

Title: Board Secretary

PCS Board of Directors' Meeting Minutes, September 16, 2021