Amarillo Continuum of Care (CoC TX-611)

Board of Directors' Meeting Agenda

Date of Meeting: June 10th, 2026, at 9:00am
Location: Hillside Christian Church – N. Grand, 3508 NE 24th Ave, Amarillo, TX 79107

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- **Board Members Present**
  - James Bellar, Lacey Korn, Michelle Shields, Steve Smart (via Microsoft Teams), Virginia Williams Trice, Stefanie Rodarte-Suto, Juan Maldonado, Rudy Montano
- **Board Members Absent**
  - Major Tex Ellis, Audra Rea
  - *Board Member Appointees Absent: Janell Menahem, Dianne Ridgway*
- **Observers in Attendance**
  - Shaira Joyce (CA), Jackie Simmons (CA), Nick Mitchell (Homebase), Rusty Donelson, Kathy Olson, APD Officer Padron, APD Officer Blanco

1. **Call to Order**
   a. The meeting was called to order at 9:08 am by James Bellar.
2. **Consent Agenda**
   a. *Consider Approval of Minutes*
      i. Michelle Shields motioned to approve the May 13th Board minutes, as well as the May 22nd board meeting minutes. Juan Maldonado seconded the motion. All were in favor, none were opposed. The motion passed, and the minutes were approved.
      ii. During discussion, Lacey Korn noted a correction to the May 13th General Meeting minutes. The wording should be changed from "honoring deceased community member" to "honoring deceased community members."
      iii. Stefanie Rodarte-Suto moved to approve the May 13th General Meeting minutes with Lacey Korn's proposed correction, changing "member" to

"members." Michelle Shields seconded the motion. All were in favor, none were opposed. The motion passed, and the minutes will be corrected.

b. *Written Committee Reports*
    i. A motion was requested to accept the written committee reports that had been distributed via email. Rudy Maldonado moved to accept the reports, and Michelle Shields seconded the motion. All were in favor, none were opposed. The motion passed.

c. *Collaborative Applicant Written Report*
    i. Michelle Shields moved to accept the Collaborative Applicant Written Report. Juan Maldonado seconded the motion. All were in favor, none were opposed. The motion passed.

3. Discussion Items

a. *Introduction of New Board Members (Michelle Shields)*
    i. The board discussed the status of the new members and applicants. Dianne Ridgway with the Amarillo Children's Home is currently on vacation so she will be introduced during the next board meeting. Janell Menahem with 2-1-1 Texas Panhandle United Way Helpline was not in attendance, and Robert Burton with Faith City Mission had to decline the nomination as he mentioned he doesn't have the capacity to be an active board member.
    ii. Board nominees will be introduced during July's General Membership meeting and the membership will vote on their appointment.

b. *TA Provider, Nick Mitchell, Homebase*
    i. Nick Mitchell with Homebase presented to the Board, followed by discussing Board capacity planning. He explained his presence during the meeting was to gather feedback on what the Board would like to see from this process, and he noted the follow up Board training in July, including a review of the details of the plan.
        1. Members of the Board brought up several points, such as discussions about coordinated entry, and the police officers in attendance brought up the need for after-hours communication.
        2. Michelle Shields brought up the point of addressing the issue in the general meeting as there are more organizations there that need to be included in the discussion.
    ii. Nick Mitchell closed out his portion of the agenda and thanked everyone for their feedback.

c. *The Board discussed the July Board training and meeting schedule.*
    i. To ensure adequate time for training and regular business, Board members discussed moving the July Board meeting start time to 8:30 a.m.

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d. *The next General Membership Meeting will be held on July 8th following the Board meeting.*
   - i. The Board discussed creating a promotional flyer for the General Membership Meeting.
   - ii. Members discussed attaching a script to accompany the current flyer. Michelle Shields suggested issuing a press release to local news outlets.
   - iii. Stefanie Rodarte-Suto stated that her team would provide any support needed. She also noted that a formal vote was not necessary. Michelle Shields will update and resend the calendar invitation accordingly.

e. *Lacey Korn announced the memorial service honoring unhoused and formerly unhoused individuals who have passed away.*
   - i. The service will be held on Saturday, June 27, at 3:00 p.m. Board members were encouraged to attend.
   - ii. Virginia Williams Trice requested that names of deceased unhoused or recently housed individuals be forwarded to Lacey for inclusion in the memorial.

f. *PIT Presentation – Requested Data Review (Shaira Joyce)*
   - i. Shaira presented an overview of PIT Count data and requested Board feedback.
     1. Topics presented included:
        - a. Youth homelessness data
        - b. Domestic violence data
        - c. Shelter count breakdowns by agency
     2. The presentation highlighted:
        - a. Areas where data was incomplete or missing
        - b. Data elements that were not collected consistently through Clarity and other reporting systems
        - c. Reasons for missing information within survey responses
     3. Discussion included concerns regarding data quality and completeness. Members noted that incomplete data impacts Continuum of Care performance and may negatively affect HUD application scoring.
   - **ii.** *Lacey Korn* departed the meeting at **10:10 a.m.**
   - iii. *Rudy Montano* departed the meeting at **10:10 a.m.**

g. *NOFO- Review of timeline and upcoming needs from the Board.*
   - i. Stefanie Rodarte-Suto reviewed the upcoming NOFO process and timeline.
   - ii. Key dates discussed:
     1. August 11: Deadline to submit ranking decisions to HUD.

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2. August 26: Deadline for all project applicants to submit applications.
iii. She reviewed changes to the NOFO process and noted that some changes resulted from advocacy efforts by the National Alliance to End Homelessness. She mentioned seeking guidance from the organization regarding the recent funding notice.
iv. The Board was informed of the need to:
    1. Nominate three to five members to serve on the Scoring and Ranking Committee.
    2. Establish a deadline for committee nominations.
    3. Form a separate Appeals Committee consisting of non-conflicted members.
v. Stefanie Rodarte-Suto clarified that:
    1. Members may not serve on both the Scoring and Ranking Committee and the Appeals Committee.
    2. Individuals affiliated with agencies submitting applications may not participate in scoring or ranking those applications.
vi. Officer Padron provided the following contact information for future coordination:
    1. Sheldon West, Email: sheldon.west@amarillo.gov, Phone: 806-378-9402
vii. Officer Padron requested that Sheldon West be added to future meeting invitations and stated that he can assist in connecting the Board with the lieutenant, captain, and newly appointed assistant chief once finalized.

4. Non-Consent Agenda

i. Members noted that Pride events would be held at San Jacinto Park during the upcoming weekend.

ii. Juneteenth activities on June 19 were also acknowledged.

5. Adjournment

a. James Bellar adjourned the meeting at 10:18am

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