

**EOAC BOARD OF DIRECTORS MEETING
MONDAY, JANUARY 27, 2019
WACO CHARTER SCHOOL
615 N. 25th Street
5:30 P.M.**

MEMBERS PRESENT

**Ben Perry
Susan Copeland
Gary Luft
Elizabeth Nelson
Stephanie Abright
Dr. Howard Childs
Dytrun Thirkill
Billie Myers
Dr. Cassey Burleson
Carolyn Cotton
Renee Turner
Robert Brock-Jones
Steve Hernandez**

MEMBERS ABSENT

None

GUEST PRESENT

Charles Easton

EOAC STAFF PRESENT

**Dorothy Marstaller
Debora Jones
Robert Kunze
Nancy Cross
Carl Ritter
Madison Shaw
Kristine Jackson
Cassie Bianchi
Heather Faulk
Bridget Montgomery**

The EOAC Board of Directors meeting was called to order by Board Chair Ben Perry at 5:51 p.m.

ESTABLISH QUORUM

A quorum was established.

ORDERING OF AGENDA

The ordering of the agenda was changed.

MISSION STATEMENT

Stephanie Abright read the Mission Statement.

PUBLIC COMMENTS

There were none.

APPROVE 2019 AGENCY AUDIT REPORT

Marlin Williams presented the 2019 Agency Audit Report, dated January 14, 2020, to this Board of Directors. No significant findings were reported. Mr. Williams commented on improvements from previous years.

Elizabeth Nelson made the motion to approve the 2019 Agency Audit Report as presented, seconded by Gary Luft, all in favor, motion carries unanimously.

RECOGNIZE SYLVIA EDWARDS-BORENS

Dorothy Marstaller presented Sylvia Edwards-Borens with a gift of appreciation for her many years of hard work and dedication to EOAC as a member of the Policy Council. Robert Brock-Jones also present Sylvia with a plaque of appreciation.

APPOINT NEW BOARD MEMBER – STEVE HERNANDEZ, VETERAN’S ONE-STOP

The Board of Directors welcomed Steve Hernandez, representing Veterans One-Stop, to join the board. Steve Hernandez expressed his excitement to be apart of the Board of Directors.

Gary Luft moved to approve Steve Hernandez as a new member of the Board of Directors, second by Susan Copeland, all in favor, motion carried unanimously.

APPOINT NEW POLICY COUNCIL REPRESENTATIVE – ROBERT BROCK-JONES

Robert Brock-Jones will be taking the place of Sylvia Edwards-Borens, as the policy council representative.

Elizabeth Nelson moved to approve Robert Brock-Jones as the Policy Council Representative, second by Stephanie Abright, all in favor, motion carried unanimously.

DIRECTOR POINT/CHROME BOOK TRAINING

Heather Faulk and Madison Shaw gave a brief tutorial of Director Point. Most of the Board of Directors were able to log into Director Point and scroll through their agendas on the Chrome Books that were purchased by EOAC.

CONSENT AGENDA ITEMS

The Executive Committee recommends approval of the following consent agenda items: November 18, 2019 Executive Committee Meeting Minutes, November 18, 2019 Annual Joint Meeting Minutes, Financial Reports November & December 2019, Head Start/Early Head Start Training and Technical Plan, Head Start/Early Head Start School Readiness Plan, Head Start Director's Report, all in favor, motion carries unanimously.

COMMUNITY SERVICES MONTHLY REPORTS NOVEMBER & DECEMBER 2019

Kristine Jackson presented the Community Services Monthly Report for November and December 2019 to the Board of Directors for review and approval.

Kristine Jackson reported that 3,880 households were served in 2019 and a total of \$2,757,160 was spent. On January 6, 2020 Community Programming began taking applications, by January 13, 2020 there were over 600 applications. Kristine Jackson reported the first two weeks of February, they will close the doors, in order to process all the applications.

Kristine Jackson reported CSBG has started Money Matters classes for Veterans on the 2nd and 4th Tuesday of January at the Veteran's One Stop, taught by EOAC employee, Karicia Parker. The plan is to open these classes up to the public on Thursdays.

The Executive Committee recommends approval of the Community Services Monthly Reports November and December 2019 as presented, all in favor, motion carries unanimously.

The EOAC governing board receives programmatic reports at each regular board meeting. STANDARD 5.9

FINANCIAL POLICY UPDATE

Kristine Jackson asked the Board of Directors to accept the request to start using 10% de minimis indirect cost rate at the start of the EOAC Fiscal Year – May 1, 2020. This will increase the amount of unrestricted funds available.

The Executive Committee recommends approval of the Financial Policy Update as presented by Kristine Jackson, all in favor, motion carries unanimously.

OUT OF STATE TRAVEL - LAS VEGAS, NEVADA, ATLANTA, GEORGIA, AND NEW ORLEANS, LOUISIANA

These agenda items were presented together as they are all relevant to out of state travel.

Kristine Jackson requested permission from the Board of Directors to attend the Wipfli Nation Training, in Las Vegas, Nevada, July 12-17, 2020. Attendees include Kristine Jackson, Head Start Director (or their designee) and a Board Member.

The estimated cost to attend is \$2,958 - \$3,108 per person. This price includes Flight, Hotel, Conference Registration, Meals, and transportation.

Kristine Jackson requested permission from the Board of Directors to send 4 EOAC employees to the Child Nutrition Conference in Atlanta, Georgia from April 14-16, 2020. The attendees include Dolores Garcia – Head Start/ Early Head Start, William Busch – Head Start/ Early Head Start, Maria Rincon – Head Start/Early Head Start, and Brenda Sanchez – Waco Charter School.

The estimated cost to attend is \$1,500 per person. This price includes Flight, Conference Registration, Hotel, Meals, and Transportation.

Robert Kunze requested permission from the Board of Directors for himself and Daniel Bohon to attend the 2020 Home Performance Convention in New Orleans, Louisiana, April 26-30,2020. If a board member wanted to attend this conference, Robert would need to get approval from TDHCA.

The estimated cost to attend is \$3,196. This price includes Flight for Robert and Daniel, Hotel, and Per Diem.

The Executive Committee recommends approval of the Out of State Travel to Las Vegas, Nevada, Atlanta, Georgia, and New Orleans, Louisiana, as presented by Kristine Jackson and Robert Kunze, all in favor, motion carries unanimously.

APPROVE JOB DESCRIPTION REVISIONS

Heather Faulk reported that the Executive Assistant position is a restructure of the Associate Director of Administrative Resources position. She has combined the Associate Director of Administrative Resources with the HR Generalist position and realigned the pay with the current market in Waco, TX. This position would be a salary grade 12, costing the agency between \$50,337.05-\$56,654.00 with benefits. This would be an \$80,000 savings for the agency.

Heather Faulk reported the only changes made to the Nutrition Manager job description is the education requirements. Other ISDs do not require Nutrition Managers to have a bachelor's degree and will consider experience in lieu of education.

Heather Faulk reported the only change to the Community Programming Director position is the title of the position. The title has been changed to Community Service Director. Many applicants find the Community Programming Director name misleading and it attracts Software Programmers and IT applicants. That is not the duties of the job.

The Executive Committee recommends approval of the Job Description Revisions as presented, all in favor, motion carries unanimously.

OUT OF STATE TRAVEL TO SAN DIEGO, CALIFORNIA

Heather Faulk requested permission to attend the SHRM Annual Conference & Exposition June 28 – July 1, 2020, in San Diego, California. Heather Faulk reported this conference would focus on Diversity and Inclusion, which would benefit the agency

The estimated cost to attend is \$2,835.00. This price includes Flight, Hotel, Registration, and Per Diem.

The Executive Committee recommends approval of the Out of State Travel to San Diego, California as presented, all in favor, motion carries unanimously.

REQUEST TO ADD TWO ADDITIONAL AGENCY HOLIDAYS

Heather Faulk requested permission from the Board of Directors to add two additional agency holidays, New Year's Eve and a floating holiday. Heather reported this can be a great retention and recruitment benefit for staff.

Heather Faulk reported many other businesses are closed New Year's Eve and many EOAC staff request off that day, leaving the agency with a very small staff count.

Heather Faulk reported the floating holiday can be used by staff who might have a day that is important to themselves, that the agency is not closed for. Many companies have incorporated floating holidays. All full-time, twelve-month employees would receive one floating holiday per year, it cannot be rolled over from year to year and the staff member must have worked for 6 months to be eligible.

The Executive Committee recommends approval of the addition of two agency holidays as presented, all in favor, motion carries unanimously.

HS/EHS CONTINUATION APPLICATION 2020

Debora Jones presented the HS/EHS Continuation Application 2020. The Head Start Act requires the Policy Council to approve and submit to the governing body decisions about the application for funding and amendments.

Debora Jones reported the Federal Funded Enrollment for Head Start is 823, the Program Operations is \$5,839,344, and Training and Technical is \$73,530. The Federal Funded Enrollment for Early Head Start is 112, the Program Operations is \$1,850,611, and Training and Technical is \$33,309. Total funding for Head Start and Early Head Start is \$7,796,794.00.

Debora Jones reported EOAC will submit a proposal to OHS for a 10% de minimis indirect cost rate for the fiscal year beginning May 1, 2020.

The Executive Committee recommends approval of the HS/EHS Continuation Application 2020 as presented, all in favor, motion carries unanimously.

APPROVE POLICY COUNCIL BY-LAWS REVISIONS

Debora Jones requested the Board of Directors approve the revisions to the Policy Council By-Laws. She reported Logue Lane Head Start Center closed at the end of the 2018-2019 school year. This closure reduced the number of parents elected representatives.

Debora Jones requested the By-Laws be changed from 20 elected parent representatives to 19 elected parent representatives.

The Executive Committee recommends approval of the Policy Council By-Laws Revisions as presented, all in favor, motion carries unanimously.

APPROVE BEGINNING OF THE YEAR CLASS REPORT

Bridget Montgomery presented the Beginning of the Year Class Report. Ms. Montgomery reported there are 38 Head Start classrooms and 13 Early Head Start Classrooms. The findings of the report were good. There was 55% growth from previous years.

APPROVE HIRE FOR HS/EHS DIRECTOR

Dorothy Marstaller presented to the Board of Directors that there were 3 qualified candidates, but she believed Susan Siegfried-Wilson would be the right fit for the position. Elizabeth Nelson, Gary Luft, Ben Perry, and members from the policy council met with Ms. Siegfried-Wilson and asked questions to get to know her and her past work experiences. Dorothy reported to the Board of Directors that the Office of Head Start first must approve Susan Siegfried-Wilson.

The Executive Committee recommends approval of Susan Siegfried-Wilson, pending the approval from the Office of Head Start, all in favor, motion carries unanimously.

WAP UPDATE

Robert Kunze reported to the Board of Directors that 12 houses are in progress and 12 houses have been completed.

EOAC INTRANET (SHARE POINT)

Heather Faulk reported that employees have expressed they want more communication. Heather Faulk and Madison Shaw launched an Intranet that is available to all staff through SharePoint. SharePoint was launched December 2019. Employees have access to digital documents including the EOAC Handbook and financial policies and procedures, a monthly newsletter that recognizes employee work anniversaries, an online suggestion box, a whistleblower tool, training videos, and an Employee Shout-Out box.

BOARD MEMBER TRAINING DATES/HOURS REQUIRMENTS

Dorothy Marstaller presented to the Board of the Directors the hour requirements and current balance for each board member that Madison Shaw created. The Board of Directors discussed potential training dates for the year 2020.

EXECUTIVE SESSION

The Executive Session is a standard agenda item and will appear on all governing board agendas.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:59 p.m.

Board Chair _____ Date _____