

**EOAC Board of Director Minutes**  
**Monday, April 27, 2020**  
**Remote**  
**5:30 P.M.**

*Due to COVID – 19 outbreak and Governor Abbott’s restriction of no more than 10 people gathering at one location, the April 2020 board meeting was conducted via Teleconference.*

**MEMBERS PRESENT**

**Ben Perry - Local**  
**Susan Copeland - Remote**  
**Gary Luft - Remote**  
**Elizabeth Nelson - Remote**  
**Judith Benton - Remote**  
**Stephanie Abright - Remote**  
**Dytrun Thirkill - Remote**  
**Howard Childs - Remote**  
**Charles Eaton – Remote**  
**Renee Turner – Remote**  
**Carolyn Cotton – Remote**  
**Steve Hernandez – Remote**  
**Billie Myers – Remote**  
**Robert Brock Jones - Remote**

**MEMBERS ABSENT**

**Cassy Burleson**

**STAFF PRESENT**

**Dorothy Marstaller**  
**Nancy Cross**  
**Madison Shaw**  
**Cassie Bianchi**  
**Heather Faulk**  
**Mandy Barber**

The meeting was called to order by Board Chair Ben Perry at 5:35 p.m.

**ESTABLISH QUORUM**

A quorum was established.

**ORDER OF AGENDA**

The agenda remained the same.

**MISSION STATEMENT**

The Mission Statement was read by Dorothy Marstaller.

## **PUBLIC COMMENTS**

There were none.

### **Approve Nomination of Steve Hernandez to Represent the Community**

Dorothy Marstaller explained the flyer campaigning for Steve Hernandez to join the Board of Directors to represent the community was posted at Veterans One Stop and the Dollar Store on La Salle, in Waco. No votes or other nominations from the public were presented during the two-day period, Steve Hernandez was elected by default. This comes as a formality to officially nominate Steve Hernandez in accordance to the EOAC By-Laws.

The Executive Committee recommends approval for the nomination of Steve Hernandez to represent the community, all in favor, motion carries unanimously.

## **CONSENT AGENDA ITEMS**

The Executive Committee recommends approval of the the following consent agenda items, March 23, 2020 Executive Committee Meeting Minutes, Financial Report – March 2020, Community Service Monthly Report – March 2020, WAP Board Update – April 2020, HS Director Report – April 2020, HS/EHS Policy for On-Going Monitoring, Board of Directors – Approve February & March Agenda Items, all in favor, motion carries unanimously.

### **Approve Recommendation for Chief Financial Officer**

Dorothy Marstaller explained the CFO position was posted on the EOAC website and Career Plug, which is a nation-wide website. Three applicants were interviewed via Zoom, including Cassie Bianchi, the Assistant Controller. Cassie is an Accounting major with a Bachelor's and Master's in Business Administration, she also has extensive knowledge in Federal Grant Reporting. Dorothy Marstaller asked the Board of Directors to approve the hire of Cassie Bianchi with a salary that is within the salary scale approved by the Board of Directors and within the budget.

The Executive Committee recommends approval of the Recommendation for Chief Financial Officer, all in favor, motion carries unanimously.

**Approve Business Manager Job Description**

Heather Shelton-Faulk presented the Business Manager job description, which was originally the Waco Charter School Accountant job description. Heather explained the updated job description includes the PEMIS submission for Waco Charter School and more descriptive accounting duties. EOAC currently has a contract with Region 12 but there is need to bring this position back into the agency and save some costs.

Dorothy Marstaller commented that she will be meeting with Region 12 to discuss possible software and transitioning this position back within the agency. The Executive Committee recommends approval of the Business Manager Job Description as presented, all in favor, motion carries unanimously.

**Hazard Pay Policy – Exempted & Non-Exempt**

This agenda item was tabled.

**EOAC Salary Scale – COLA Increase 5.1.2020**

Heather Shelton-Faulk presented the Office of Head Start has included a 2% COLA increase, effective in May, and it has been added to the agency salary scale for approval

The Executive Committee recommends approval for EOAC Salary Scale – COLA Increase 5.1.2020 as presented, all in favor, motion carries unanimously.

**HS Salary Scale – Separate Scale & COLA Increase 5.1.2020**

Heather Shelton-Faulk has requested that Head Start move to a separate salary scale. There has been conflict with competitive pay. There are a few positions that require higher salaries, having a separate scale will allow flexibility to stay competitive within the market.

The Executive Committee recommends approval of the EOAC Salary Scale – COLA Increase 5.1.2020 as presented, all in favor, motion carries unanimously.

**Director Salary Scale**

Heather Shelton-Faulk requested the Director salary scale be separated from the agency's salary scale to be more marketable to good candidates. Susan Copeland asked if this would be within budget. Dorothy Marstaller explained it would be within the budget.

The Executive Committee recommends approval of the Director Salary Scale as presented, all in favor, motion carries unanimously.

### Review Executive Director Evaluation

Heather Shelton-Faulk would like the Executive Committee and Board of Directors to take into consideration some suggestion for the Executive Director evaluation since the agency has transitioned into the indirect cost structure. Fund raising will be conducted differently due to the indirect cost rate.

### Resolution – Emergency Modifications to Policies

Dorothy Marstaller explained Texas Association of Community Action has suggested there be a resolution put into place that the Executive Director can make quick decisions, after notifying the Board of Directors, in the event of an emergency.

Dorothy said the City of Waco has given EOAC a \$378,000 grant to help with rental assistance for people who have been out of work for more than 30 days. The grant can help individuals for a maximum of 3 months and \$2400. The City of Waco would like for this to be effective immediately. Dorothy explained all MOUs must be presented to the Board of Directors for approval. Dorothy asked the Board of Directors to approve her decision when she receives the MOU from the city. This would be an example of an emergency decision.

The Executive Committee recommends approval of the Resolution – Emergency Modification to policies as presented, all in favor, motion carries unanimously.

### Cost Allocation Plan

Cassie Bianchi noted the changes will be the indirect cost method, which will allow an internal service funds budget to capture any expenditure expenses for administrative costs; such as salaries, fringe, travel, or any expenses that would usually be charged for the administrative staff or Executive Director. Instead of charging individual programs, there would be an internal service budget.

Dorothy Marstaller added that they have already spoken to TDHCA and the Office of Head Start as well as other agencies who have transitioned to this cost method.

Susan Copeland asked Dorothy if there was been any push back from the Program Directors. Dorothy explained there has been no push back but some concern since it is a new concept.

The Executive Committee recommends approval of the Cost Allocation Plan as presented, all in favor, motion carries unanimously.

### HS/EHS COLA and Quality – Budget

Debora Jones explained Head Start has several different funding sources, including the COLA and Quality Improvement. Quality Improvement for Head Start would be \$218,918 and \$40,992 for Early Head Start. This money would be used for infrastructure, such as computers and tablets for the children. Debora Jones needs approval from the Board of Directors so she can submit the funds to the Office of Head Start.

The Executive Committee recommends approval of the HS/EHS COLA and Quality - Budget as presented, all in favor, motion carries unanimously.

### HS/EHS Summer School Funding Operation

Debora Jones presented this agenda item. This funding comes from COVID-19. This money would be used for a summer programs at Thurman E. Dorsey, Woodrow Logan, and Marlin. The money would be used to purchase special tablets to monitor certain education levels of the 4-year-old children who would be going into Pre-K in the fall. This money would also go to 10-month employees, to work during the summer. A psychology department would also be implemented.

The Executive Committee recommends approval of the HS/EHS Summer School Funding Operation as presented, all in favor, motion carries unanimously.

### HS/EHS Continued Wages & Benefits

Debora Jones presented this agenda item. Employees who do not work in the summer will not be eligible for the supplemental pay, only those who work 12 months.

Gary Luft asked if there would be any double pay. Dorothy Marstaller explained there would not be double pay.

The Executive Committee recommends approval of the HS/EHS Continued Wages & Wages as presented, all in favor, motion carries unanimously.

### Executive Director Report

Dorothy Marstaller mentioned the MOU with Waco once more and told the Board of Directors she will bring the MOU to the next meeting.

### Open Meetings Act Training Reminder

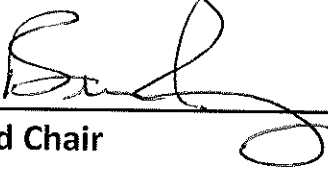
Ben Perry asked that the Board of Directors to complete their Open Meetings Act Training.


**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 5:52 p.m.

  
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Board Chair

  
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Date