

EOAC BOARD OF DIRECTORS MEETING
MONDAY, OCTOBER 26, 2020
REMOTE
5:30 P.M.

MEMBERS PRESENT

Ben Perry – In Person
Judith Benton – Remote
Dr. Cassy Burlison – Remote
Dr. Howard Childs – Remote
Susan Copeland – Remote
Charles Eaton – Remote
Betsy Gilchrest – Remote
Steve Hernandez – Remote
Robert Brock-Jones – Remote
Gary Luft – Remote
Billie Myers – Remote
Elizabeth Nelson – Remote
Dytrun Thirkill – Remote

MEMBERS ABSENT

Carolyn Cotton
Renee Turner

STAFF MEMBERS PRESENT

Dorothy Marstaller – Remote
Cassandra Bianchi – In Person
Brenda Sanchez – In Person
Robert Kunze – In Person
Kanisha Johnson – In Person
Nancy Cross – In Person
Susan Wilson – Remote
Amber Snider – In Person

STAFF MEMBERS ABSENT

Heather Shelton-Faulk

The meeting was called to order by President Ben Perry at 5:33 p.m.

ESTABLISH QUORUM

A quorum was established.

ORDER OF AGENDA

The agenda remained the same.

MISSION STATEMENT

The Mission Statement was read by President Ben Perry.

PUBLIC COMMENTS

There were no public comments.

APPOINTMENT NEW BOARD MEMBER

Ben Perry welcomed Betsy Gilchrist, Director of Special Education for Waco ISD, to the EOAC Board. Ms. Gilchrist will fill the Board vacancy for Group B - Low Income Representative and Early Childhood Education. Mr. Perry stated that Ms. Gilchrist is a lifelong advocate for early childhood education.

Charles Eaton made the motion to approve appointing Ms. Gilchrist to the Board of EOAC, seconded by Dr. Howard Childs, all in favor, motion carries unanimously.

CONSENT AGENDA

The Executive Committee recommends approval of the following Consent Agenda Items; September 28, 2020 Executive Committee Meeting Minutes, September 28, 2020 Regular Meeting Minutes, Financial Report – September 2020, Head Start/Early Head Start Director's Report, all in favor, motion carries unanimously.

EOAC 2019-2020 403(B) AUDIT 5500

Cassie Bianchi stated one correction needs to be made, the 5500 403(b) Thrift Plan Audit is for the 2019 calendar year. Ms. Bianchi stated that EOAC is required to have an annual audit on the 403(b) Thrift Plan based on the number of individuals employed with EOAC. A 3rd party administrator (Mutual of America) prepares and files the Form 5500 and an Auditor (Pattillo, Brown & Hill) conducts a Department of Labor limited scope audit of the financial statements of the 403(b) Thrift Plan.

The Executive Committee recommends approval of the EOAC 2019 403(b) Audit 5500 as presented, all in favor, motion carries unanimously.

EOAC 2019-2020 INSURANCE AUDIT 5500

Cassie Bianchi stated one correction needs to be made, the Form 5500 EOAC Insurance Plan is for the 2019 calendar year. Ms. Bianchi stated that EOAC hired CPA Firm, Traplena, Sullivan & Reinke to prepare and file the annual Form 5500. Ms. Bianchi had nothing additional to report.

The Executive Committee recommends approval of the EOAC 2019 403(b) Audit 5500 as presented, all in favor, motion carries unanimously.

COMMUNITY SERVICES OPERATIONS REPORT

Kanisha Johnson presented the Community Services report ending as of September 2020. Ms. Johnson stated a total of 206 clients from eight counties totaling \$432,756.12 were assisted in the month ending September 2020. Ms. Johnson stated that the balance left to spend by December 31, 2020 is \$281,898.34.

Ms. Johnson also stated that the CEAP Cares Program assisted 482 clients in eight counties totaling \$128,003.62 for the month of September 2020. Ms. Johnson stated that the CEAP Cares budget is \$1,639,600.00 with a balance of \$1,160,483.12 to spend by June 30, 2021.

Ms. Johnson stated that all the funds in the Community Service Block Grant have been spent expect for the Transition out of Poverty. The goal of the TOP program was 19 individuals, at this time there are 26 individuals working toward transitioning out of poverty and two individuals have transitioned out of poverty.

Ms. Johnson stated that due to COVID-19 they are still not allowing clients in the office. Clients have the choice to mail, email, fax, or drop off their application. Ms. Johnson stated that a walkup area in the foyer has been implemented that allows the client to drop off the application and have a staff member verify the application is completed and all the required documents are attached.

The Executive Committee recommends approval of the Community Services Operations Report as presented, all in favor, motion carries unanimously.

WEATHERIZATION DIRECTOR'S REPORT

Robert Kunze presented the WAP Report as of September 2020. As of September 2020, 12 clients in five counties totaling \$111,074.00 were assisted. Mr. Kunze stated that clients have been very receptive to the staff coming out and completing assessments of their homes. Mr. Kunze stated they conduct a COVID-19 questionnaire prior to going out to the client's home.

The Executive Committee recommends approval of the Weatherization Directors Report as presented, all in favor, motion carries unanimously.

HEAD START/EARLY HEAD START CHILD AND ADULT CARE FOOD PROGRAM NUTRITION BID 2020-2021

This agenda item was removed from the agenda. Tabled with no action.

HEAD START/EARLY HEAD START CHANGE IN SCOPE

Susan Wilson presented the Notice of Award Change in Scope. Ms. Wilson stated that in the Spring of 2020, the EOAC Head Start Program requested a conversion of 54 Head Start slots to 16 Early Head Start slots. The Office of Head State notified the EOAC Head Start Program of their approval effective September 1, 2020. The new Head Start funded enrollment is 769 and the new revised Early Head Start funded enrollment is 128. The revised annual base funding level for Head Start operations is \$6,033,317 and the training and technical assistance allocation is \$73,530. The revised annual base funding level for Early Head Start operations is \$2,070,347 and the training and technical assistance allocation is \$33,309. The designated Head Start and Early Head Start service areas are Waco, McLennan County, Texas and Marlin, Falls County, Texas. Ms. Wilson also stated that the notice of award also included the funds requested through the CARES application submitted in June 2020 to afford COVID-19 expenses.

HEAD START/EARLY HEAD START NOVEMBER 2020 CALENDAR

Susan Wilson presented the updated program calendar for November 2020. Ms. Wilson stated the calendar was corrected to include November 23-25 as staff in service/work days rather than holidays.

The Executive Committee recommends approval of the Head Start/Early Head Start November 2020 Calendar as presented, all in favor, motion carries unanimously.

**HEAD START/EARLY HEAD START COVID-MONITORING PROCEDURES
- PHASE 2**

Susan Wilson presented the COVID Monitoring Procedures Phase 2. Ms. Wilson stated that monitoring will continue and will be virtual. Ms. Wilson stated that the EOAC Head Start 0-5 Monitoring Review for Focus Areas 2 will be conducted virtually this year and could take place as early as January 4, 2021. The Office of Head Start will give a 45-day notice as to when the monitoring process will take place.

EXECUTIVE DIRECTOR'S REPORT

Dorothy Marstaller stated that we continue to deal with COVID-19. Ms. Marstaller stated that TEA will join us virtually at the November 16, 2020 Board meeting.

NOVEMBER BOARD MEETING

Dorothy Marstaller reminded all Board Members due to the Thanksgiving Holiday, the EOAC Governing Board and WCS Governing Board meetings were moved to Monday, November 16, 2020.

HEAD START/EARLY HEAD START VIRTUAL TRAINING

Susan Wilson stated there is a schedule Program Governance training for Policy Council and the Governing Board on Tuesday, November 10, 2020 from 5-7pm. The training will be provided virtually. A link will be sent to all members in order to participate.

EXECUTIVE SESSION

The Executive Session is a standard agenda item and will appear on all governing board agendas. The Executive Committee did not enter Executive Session on 10/26/2020.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:54 p.m.



Board Chair



Date