

**EOAC GOVERNING BOARD MEETING**

**TUESDAY, MARCH 29, 2021**

***REMOTE & IN-PERSON***

**5:30 P.M.**

**MEMBERS PRESENT STAFF MEMBERS PRESENT**

Ben Perry – *In Person* Dorothy Marstaller – *In Person*

Susan Copeland – *In Person*  Heather Shelton-Faulk – *In Person*

Gary Luft – *In person* Nancy Cross – *In Person*

Elizabeth Nelson– *In person* Susan Wilson *– Remote*

Terronga Weaver– *In person* Brenda Sanchez – *In Person*

Renee Turner – Remote Robert Kunze – *In Person*

Charles Eaton – Remote Kanisha Johnson – *In Person*

Steve Hernandez – Remote

Dr. Cassy Burleson – Remote

Dr. Howard Childs – Remote

Betsey Gilchrist – Remote

Dytrun Thurkill - Remote

**MEMBERS ABSENT**

Judith Benton

Carolyn Cotton

Billie Myers

The meeting was called to order by President Ben Perry at 5:30 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**

No public comment

**APPROVAL OF BOARD MEMBER TERRONGA WEAVER TO EXECUTIVE COMMITTEE**

Dorothy Marstaller presented the item to elect Ms. Terronga Weaver, Board Member and Policy Council Representative, to the Executive Committee of the EOAC governing board. All in favor, motion carries unanimously.

**CONSENT AGENDA**

The Consent Agenda is presented with the following items:

* Executive Committee Meeting Minutes - March 2, 2021
* Board of Directors Meeting Minutes - March 2, 2021
* Executive Assistant Job Description
* HR Clerk Job Description
* Head Start Directors Report
* Head Start Funding Increase FY2021 - Program Instruction
* Weatherization Directors Report
* Memorandum of Understanding - LaQuinta Inn *(Organizational Standard 2.1)*

*Ben Perry asked if anyone would like to pull anything for further consideration or questions. All in favor, motion carries unanimously.*

**EOAC FINANCIAL DATA MONTHLY REPORT – FEBRUARY 2021**

***(ORGANIZATIONAL STANDARD 8.7)***

Brenda Sanchez presented the Finance Report for February 2021 to the Executive Committee. Ms. Sanchez reported on the agency’s financial obligations, and reported that the agency is in good financial standing.

*All in favor, motion carries unanimously.*

**FORM 990 *(ORGANIZATIONAL STANDARD 8.6)***

Brenda Sanchez presented the EOAC 990 form for the period ending 4/30/2020 to the Executive Committee. Ms. Sanchez reported that this is an annual tax form that tax exempt agencies must file. The firm of McConnell and Jones complied the 990 form, and the form covers the last full audited year. The deadline for the form was 3/15/2021.

*All in favor, motion carries unanimously.*

**COMMUNITY SERVICE PROGRAM MONTHLY REPORT – JANUARY 2021**

***(ORGANIZATIONAL STANDARD 2.3 AND 5.9)***

Kanisha Johnson presented the Community Service report for February 2021. Ms. Johnson spoke that the department had received an influx of applications, due to the freeze event that occurred in February 2021. EOAC staff is working to process the influx of applications quickly. Three households have topped out of the CSBG TOPS program, and have transitioned out of poverty. Five more clients are in process to TOP out in the April-June time frame. More TOPS clients will complete the process by year-end. The online application is working well, and those applications are in the queue to be processed. Ms. Johnson stated the new online application is working very well. Ms. Johnson stated clients are still not allowed in the office at this time. However, clients can submit an online application, mail, fax, or drop off their application in the walkup foyer.

The Money Matters Budgeting class was presented by Amanda Weiss at Veteran’s One Stop. Ms. Johnson stated the classes will be held on the 1st, 3rd, and 5th Tuesday of each month. Ms. Johnson stated that Take Heart Ministries provided EOAC with Love Tots to distribute to those in need of feminine hygiene products.

*All in favor, motion carries unanimously.*

**HEAD START COST OF LIVING ALLOCATION 2021**

Susan Wilson presented that EOAC Head Start/Early Head Start plans to apply for the 2021 COLA (Cost of Living Adjustment) funds available from the Office of Head Start. The COLA will be 1.22%, and board approval is needed to proceed with the application for these COLA funds.

*All in favor, motion carries unanimously*.

**Executive Directors Performance Appraisal - Schedule Meeting Date (Organizational Standard 7.4 & 7.5)**

Heather Faulk spoke that the Executive Director appraisal is due in June/July 2021. With board approval, the Appraisal form will be sent digitally through DocuSign this year to all Governing Board members. Ben Perry requests that the appraisal be sent in Mid-April to all Board Members.

*All in favor, motion carries unanimously*

**NEW BOARD MEMBER ORIENTATION (Organizational Standard 5.7)**

Dorothy Marstaller stated that in accordance with our bylaws, and CSBG funding source guidelines, all board members must have new board member orientation. Ms. Marstaller stated that the following board members will need orientation: Betsey Gilchrist, Steve Hernandez, Charles Eaton, and Terronga Weaver. The Executive Committee requested a video orientation be created. Heather Faulk will partner with Dorothy Marstaller to create the training. Report only.

**BOARD MEMBER TRAINING HOURS AND REQUIREMENTS**

Dorothy Marstaller discussed the current board member training hours and requirements. Ms. Marstaller stated that current Board members are required to have 6 hours of training each year and new Board members are required to have 12 hours of training. Ms. Marstaller has scheduled training on April 9, 2021 with Stephanie Kucera at Region 12 to provide the board members with the required training. Another date will be available June 4, 2021. Report only.

**EXECUTIVE DIRECTOR UPDATE**

Dorothy Marstaller discussed that there are needed electrical and plumbing repairs at sites after the winter freeze. The portables at Waco Charter School require a lot of work, due to broken plumbing. Work is also needed at Woodrow Logan (Head Start site) for various issues, and EOAC is obtaining a report of the damage. The asbestos walk-thru will occur on Good Friday at Waco Charter School, and that work should complete this summer while school is out. The agency is closed for Good Friday, April 2, 2021. Ms. Nelson asked if the damage at Woodrow Logan is from the storm. Ms. Marstaller reported that from the initial assessment, it seems that the damage pre-dates the storm. Report only.

**EXECUTIVE SESSION**

The Executive Session is a standard agenda item and will appear on all governing board agendas. The Governing Board did not enter Executive Session on 3/29/2021.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:43PM

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 ***Board Chair Date***