

EOAC EXECUTIVE COMMITTEE MEETING
MONDAY, NOVEMBER 16, 2020
REMOTE
3:00 P.M.

MEMBERS PRESENT

Ben Perry – *In Person*
Susan Copeland – *Remote*
Gary Luft – *Remote*
Elizabeth Nelson – *Remote*

MEMBERS ABSENT

Judith Benton

STAFF MEMBERS PRESENT

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

The meeting was called to order by President Ben Perry at 3:38 p.m.

ESTABLISH QUORUM

A quorum was established.

ORDER OF AGENDA

The agenda remained the same.

MISSION STATEMENT

The Mission Statement will be read at the 5:30 p.m. meeting per Ben Perry.

PUBLIC COMMENTS

There were no public comments.

APPOINTMENT CHARLES EATON TO THE EOAC EXECUTIVE COMMITTEE

Mr. Perry stated this item was being pulled until a later date. No action was taken on this agenda item.

CONSENT AGENDA

Susan Copeland made the motion to approve the following Consent Agenda Items: October 26, 2020 – Executive Committee Meeting Minutes, October 26, 2020 – Regular Meeting Minutes, Financial Report – October 2020, EOAC Head Start/Early Head Start Director’s Report, Community Services Operations Report, Weatherization Director’s Report, Memorandum of Understanding – Southern Career Institute and Job Description – Community Services Division Director, seconded by Elizabeth Nelson, all in favor, motion carries unanimously.

HEAD START/EARLY HEAD START CHILD AND ADULT CARE FOOD PROGRAM (CACFP) AND BUDGET

Susan Wilson stated that EOAC Head Start/Early Head Start designs and implements a nutrition program that meets the nutritional needs and feeding requirements of each child enrolled in the program, including those with special dietary needs and children with disabilities. The program participates and uses funds from USDA Child and Adult Care Food Program (CACFP) as the primary source of payment for meal services. Early Head Start/Early Head Start funds may be used to cover those allowable costs not covered by the USDA. The program follows all applicable CACFP guidelines, including enrollment, meal participation, meal counts, etc. As required, monthly nutrition reports are presented to the Governing Board to review, including the number of meals and snacks provided through the CACFP program. Each Board Member must submit a Governing Body Member form as written declarations acknowledging that they are aware of the organization’s responsibilities and liabilities associated with participation in the CACFP.

The summary of projected income and expenses are as follows:

- Total annual costs of nonprofit food service \$962,951.21
- Total anticipated annual CACFP reimbursement for the Program Year \$776,093.32
- Total of other income to the nonprofit food service (from HS/EHS) \$186,857.89

Gary Luft made the motion to approve the Head Start/Early Head Start Child and Adult Care Food Program (CACFP) Budget, seconded by Susan Copeland, all in favor, motion carries unanimously.

HEAD START/EARLY HEAD START DECEMBER 2020 CALENDAR

Susan Wilson presented the Head Start/Early Head Start calendar for December 2020. The program calendar is a tool developed by the grantee to provide important dates related to program operations including program start and end dates, and school closures related to holidays and staff in-service days. It also allows the grantee to ensure it operates the program the required number of hours in center-based enrollment. The calendar is aligned with the Local Education Agency (LEA).

Ms. Wilson stated the attached 2020-2021 calendar has been corrected to reflect the change of in-service/workdays during the Thanksgiving week from two days to one day for 10-month staff to ensure they have 200 working days. Ms. Wilson stated there were no changes to days of operations for children or families.

Gary Luft made the motion to approve the Head Start/Early Head Start December 2020 calendar, seconded by Elizabeth Nelson, all in favor, motion carries unanimously.

PURCHASE OF TIMECLOCK PLUS V7 LICENSES AND CLOCKS FOR SKYWARD CONVERSION PROJECT

Cassie Bianchi stated with the transition to Skyward Qmlativ software in January 2021, EOAC needs to upgrade the timeclocks to better integrate the financial software programs.

Ms. Bianchi stated the current Microix/Abila timeclocks will be obsolete and unable to upgrade to meet the needs of the Skyward software. Ms. Bianchi stated the Waco Charter School has an existing timeclock with TimeClock Plus and the system and functionality will allow for a smooth transition to the Skyward software.

Ms. Bianchi stated the total cost to purchase the timeclocks/hardware and licenses is \$68,871.10.

Susan Copeland made the motion to approve the purchase of the TimeClock Plus V7 licenses and timeclocks for the Skyward Conversion project, seconded by Gary Luft, all in favor, motion carries unanimously.

EXECUTIVE DIRECTOR’S REPORT

Executive Director’s Report was not given during this meeting.

EXECUTIVE SESSION

The Executive Session is a standard agenda item and will appear on all governing board agendas. The EOAC Executive Committee went into Executive Session at 3:46 p.m. under 551.074 – Discussing personnel or to hear complaints against personnel. The Executive Session ended at 4:08 p.m., with no items for action from the session.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:10 p.m.

Board Chair

Date