

**BOARD OF DIRECTORS MEETING  
TUESDAY, MAY 26, 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 May 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  
Cassy Burleson – Remote**

**STAFF PRESENT**

**Dorothy Marstaller  
Nancy Cross  
Cassie Bianchi  
Heather Faulk  
Mandy Barber  
Madison Shaw  
Robert Kunze  
Brenda Sanders  
Madison Shaw  
Susan Wilson  
Debora Jones**

**The meeting was called to order by Board Chair Ben Perry at 5:34 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.**

## **CONSENT AGENDA ITEMS**

The Executive Committee recommends approval of the following consent agenda items, April 27, 2020 Executive Committee Meeting Minutes, April 27, 2020 Board of Directors Meeting Minutes, Financial Report – April 2020, WAP Board Update – April 2020, Memorandum of Understanding – City of Waco, Tenant Based Rental Grant Resolution, EFC Region 19 Interlocal Agreement, TDHCA/CEAP & CSBG CARES Grant, Waco Way Emergency Food & Shelter Phase 37 & EFS CARES Grant, all in favor, motion carries unanimously.

### **HS/EHS Budget Application – Supplemental COVID-19 One Time Fund**

Dorothy Marstaller presented this agenda item. She explained this a federal fund to provide a one-time payment to prevent, prepare for, and respond to COVID-19. The Office of Head Start provided \$238,670 for Head Start and \$32,480 for Early Head Start.

The Executive Committee recommends approval of the HS/EHS Budget Application – Supplemental COVID-19 One Time Fund, all in favor, motion carries unanimously.

### **HS/EHS Recruitment & Enrollment Strategies**

Debora Jones explained to the Board of Directors, in order to reach those in need, EOAC must develop and implement a recruitment process designed to actively inform all families, within the recruitment areas, of available programs. The Executive Committee recommends approval of the HS/EHS Recruitment & Enrollment Strategies as presented, all in favor, motion carries unanimously.

### **HS/EHS DANYA Availability Calendar**

Debora Jones presented to the Board of Directors, the DANYA is the monitoring Support contractor for the Office of Head Start. The OHS has requested EOAC complete an Availability Calendar for the 2020-2021 school year. OHS will use the information submitted to schedule onsite monitoring reviews and visits by Regional Office staff. Debora Jones asked the Board of Directors to approve the calendar that was proposed.

The Executive Committee recommends approval of the HS/EHS DANYA Availability Calendar, all in favor, motion carries unanimously.

**EOAC Infectious Disease Policy**

Heather Shelton-Faulk presented to the Board of Directors that although EOAC has not closed operations, as we are essential, many employees have been working from home. Employees are beginning to come back into the office, and we want to ensure we are following all safety procedures. To protect the health and safety of all staff, Heather has created an Infectious Disease Policy for staff to follow which includes daily check-in procedures with temperature checks and symptom screening and what procedures to follow if a staff member is ill. The Executive Committee recommends approval of EOAC Infection Disease Policy, all in favor, motion carries unanimously.

**Review Salary & Set Date for Executive Director Evaluation**

These agenda items were voted on together. Heather Shelton-Faulk presented that according to Organization Standard 7.5, the Governing Board must evaluate the Executive Director by September. Ben Perry suggested Heather send all board members the evaluation packet and the board members must be ready to give Dorothy Marstaller her evaluation during the June Board Meeting. The Executive Committee recommends approval of the Review of Salary & Set Date for Executive Director Evaluation, all in favor, motion carries unanimously.

**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 6:15 p.m.

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<b>Board Chair</b>	<b>Date</b>
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