

**BOARD OF DIRECTORS MEETING  
MONDAY, JUNE 22, 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 June 2020 board meeting was conducted via Teleconference.*

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

**STAFF PRESENT**

**Dorothy Marstaller  
Susan Wilson  
Nancy Cross  
Carl Ritter  
Madison Shaw  
Cassie Bianchi  
Heather Faulk  
Mandy Barber  
Brenda Sanchez**

**The meeting was called to order by Board Chair Ben Perry at 5:36 p.m.**

**ESTABLISH QUORUM**

**A quorum was established.**

**ORDER OF AGENDA**

**The agenda remained the same.**

**MISSION STATEMENT**

**The Mission Statement was read during the Executive Committee Meeting.**

## **PUBLIC COMMENTS**

There were none.

## **CONSENT AGENDA ITEMS**

The Executive Committee recommends approval of the following consent agenda items; May 26, 2020 Executive Committee Meeting Minutes, May 26, 2020 Board of Directors Meeting Minutes, Financial Report – May 2020, Community Service Monthly Report – April & May 2020, WAP Board Update – June 2020, HS/EHS Director Report – May 2020, all in favor, motion carries unanimously.

### **EOAC 2020-2025 Strategic Plan**

Dorothy Marstaller explained the agency will be submitting the Strategic Plan soon. She met with committees, employees, and board members to complete the Strategic Plan and the plan is connected to the Community Needs Assessment.

The Executive Committee recommends approval of the EOAC 2020-2025 Strategic Plan, all in favor, motion carries unanimously.

### **Community Action Plan**

Dorothy Marstaller explained the Community Action Plan is an annual report that addresses the needs of the clients and is apart of the Strategic Plan.

Dorothy also thanked Robert Kunze for his hard work on preparing this report. The Executive Committee recommends approval of the Community Action Plan as presented, all in favor, motion carries unanimously.

### **MOU- ATDS Truck Driving School**

Mandy Barber explained to the Board of Directors that a lawyer has reviewed the MOUs for EOAC and has made some additions. Mandy asked the Board of Directors to review and approve the template to be used for all future MOUs. Dorothy Marstaller added the lawyer addressed the legal and financial liability. The ATDS Truck Driving School MOU would be for our Transition Out of Poverty (TOP) clients.

The Executive Committee recommends approval of the MOU-ATDS Truck Driving School, all in favor, motion carries unanimously.

### **EOAC Indirect Cost Rate – Estimated Funds**

Cassie Bianchi explained this is a report item and no action is necessary. Cassie walked the Board of Directors through the Indirect Cost Rate report. Cassie explained this a forecast and what is expected to be spent over the next year.

### **Approve Operation Manager Job Description**

Heather Shelton-Faulk explained there is a need for a second level supervisor in the Community Services Department. This job description was originally for the Quality Assurance position, which has been vacant for a month. The only changes made was the Operations and Supervisory roles. There are no changes to the salary, so this job has already been incorporated into the budget.

The Executive Committee recommends approval of the Operation Manager Job Description, all in favor, motion carries unanimously.

### **HS/EHS Education Manager Job Description**

Heather Shelton-Faulk explained this job description was originally for the Education and Disabilities Manager, but it was determined that position had too many responsibilities that were being shared with other current positions within Head Start.

Susan Wilson explained this position was previously responsible for the Education and Disabilities as well as supervising the Site Managers. Based on the history and vacancy of this position, there has been very high turnover. Susan and Heather agreed the best way to prevent turnover is to separate these roles.

The Executive Committee recommends approval of the HS/EHS Education Manager Job Description, all in favor, motion carries unanimously.

### **HS/EHS Operating Calendar**

Susan Wilson explained this calendar was presented to the Policy Council with the understanding the start date is tentative due to COVID-19. The calendar has the start date as August 18,2020. The calendar matches the Waco ISD calendar schedule.

The Executive Committee recommends approval of the HS/EHS Operating Calendar 2020-2021, all in favor, motion carries unanimously.

### **HS/EHS Community Assessment – Update**

Susan Wilson explained the Office of Head Start (OHS) requires a Community Assessment Report every 5 years. The last Community Assessment Report was completed in 2018. This is a formality to explain Susan will start to reevaluate the Community Assessment.

### **HS/EHS Supplemental Funds – Update**

Susan Wilson explained the OHS informed centers they could submit applications for Supplemental Funds as well as One Time Activities, which EOAC Head Start has applied for. Due to COVID-19, OHS has removed that process and now EOAC HS can submit one application based on funded enrollment. EOAC HS has applied for COVID funds. The total funds were \$821,685. EOAC Head Start has not received the funds yet but the application was submitted.

### **HS/EHS ACF Grant Flexibility – COVID 19**

Susan Wilson explained due to COVID-19, OHS has allowed several flexibilities to the grants. Susan addressed EOAC Head Start is aware of the flexibilities.

### **Executive Director Report**

Dorothy Marstaller reported the Community Services department is full of applications, the department has stopped accepting new applications for the time being, while the case managers process all the existing applicants. The number of people entering Central Office has been limiting and temperature checks are being done.

### **Executive Director Evaluation**

Heather Shelton-Faulk explained the Executive Director Evaluation must be done annually to stay in compliance with the CSBG Organization Standards. Ben Perry extended the deadline for the Executive Director Evaluation until the August Board Meeting. He instructed the Board of Directors to send their completed evaluations to Heather Shelton-Faulk.

### **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 6:10 p.m.**

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**Board Chair**

**Date**