

**EOAC BOARD OF DIRECTORS MEETING
MONDAY, AUGUST 24, 2020
REMOTE
5:30 P.M.**

MEMBERS PRESENT

**Ben Perry – In Person
Elizabeth Nelson – In Person
Judith Benton -Remote
Susan Copeland - Remote
Gary Luft - Remote
Charles Eaton – In Person
Dytrun Thirkill – In Person
Robert Brock Jones – In Person
Cassy Burlison – Remote**

STAFF MEMBERS PRESENT

**Dorothy Marstaller
Heather Shelton-Faulk
Nancy Cross
Carl Ritter
Cassie Bianchi
Brenda Sanchez**

MEMBERS ABSENT

**Carolyn Cotton
Steve Hernandez
Renee Turner
Billie Myers**

The meeting was called to order by President Ben Perry at 6:10 p.m.

ESTABLISH QUORUM

A quorum was established.

ORDER OF AGENDA

The agenda remained the same.

MISSION STATEMENT

The Mission Statement was read by Ben Perry.

PUBLIC COMMENTS

There were none.

Approve 2021 Community Service Block Grant Budget

Dorothy Marstaller explained this agenda item is an annual requirement by the Texas Department of Housing and Community Affairs (TDHCA). There was a Public Hearing prior to the Board of Directors meeting.

Approve 2021 Community Action Plan

Dorothy Marstaller presented this agenda item in the absent of Robert Kunze. This is a requirement of the TDHCA. There was a Public Hearing prior to the Board of Directors meeting.

Accept Resignation of Executive Committee Member, Stephanie Abright

Dorothy recognized Stephanie Abright for her 10 years of service on the EOAC Board. Stephanie was a member of the Executive Committee, Personnel & Grievance Committee, and the Nominating Committee. She represented Early Childhood Education; the board will need to fill her vacant seat.

The Board of Directors praised Stephanie for her hard work and dedication. The Executive Committee recommends accepting the resignation of Stephanie Abright, as presented, all in favor, motion carries unanimously.

CONSENT AGENDA ITEMS

The Executive Committee recommends approval of the following consent agenda items, June 22, 2020 Executive Committee Meeting Minutes, June 22, 2020 Board of Directors Meeting Minutes, July 1, 2020 Executive Committee Special Called Meeting Minutes, Financial Reports – June & July 2020, Community Service Monthly Report, WAP Board Report, ACE Truck Driving School -MOU, Approve EOAC Fiscal Year Change, Approve Employee Handbook Revision, Approve Head Start ERSEA Job Description, Approve Head Start Assistant Director Job Description, Approve Change to Payroll Accountant Job Description, all in favor, motion carries unanimously.

Approve MOUs

Waco ISD/Head Start – Susan Wilson presented this agenda item. The MOU with Waco ISD and Head Start is a continuation, there will be 4 classrooms that will collaborate with Waco ISD staff. The Waco Charter and Head Start MOU will also have a collaboration classroom.

The Executive Committee recommends approval of the MOUs with Waco ISD/Head Start and Waco Charter School and Head Start, all in favor, motion carries unanimously.

Appoint Committee Members

Dorothy asked the Board of Directors to email the Executive Assistant, Madison Shaw, if they are interested in joining any of the committees. Ben Perry recommended having a Nominating Committee meeting in 10-14 days and then focus on the Executive Committee and the others on a later date. Dorothy commented the Executive Committee is needing a Parliamentarian and Treasure.

No action was taken on this agenda item.

Approve Change to Employee Leave Policy – Paid Time Off (PTO)

This agenda item was deferred to a later meeting.

Approve Change to Employee Handbook – Seniority Language

This agenda item was deferred to a later meeting.

Approve Community Service Customer Satisfaction Survey

Organizational Standard 1.3

Heather Shelton-Faulk presented all Community Service clients take the same survey. There were only 11 responses and Heather believes this is due to COVID-19. Heather read the responses to the Board of Directors. Since March, clients have not been able to enter the building, all communication has been via email, phone, or fax.

The Executive Committee recommends approval of the Community Service Customer Satisfaction Survey, all in favor, motion carries unanimously.

Review Executive Director’s Succession Plan

Organizational Standard 4.5

Dorothy Marstaller presented this agenda item. Dorothy explained she used the same succession plan as last year but made minor changes to final decision. On this Succession Plan, Dorothy gave the Board of Directors the power to make the final decision.

The Executive Committee recommends approval of the Executive Director’s Succession Plan, all in favor, motion carries unanimously.

Head Start Director Report

Susan Wilson presented the back to school plan. Staff and students will undergo daily screening to ensure they do not have a fever or COVID-19 symptoms before they will be allowed to enter the building. There was a change in the calendar, students will now return in September and there will be smaller class sizes and limiting groups to 10. They will follow the AABBC model. Susan addressed that enrollment is very low for the upcoming school year. The Office of Head Start has given flexibility based on local and state recommendations. The Executive Committee recommends approval of the Head Start Director Report, all in favor, motion carries unanimously.

Review & Approve Head Start Revised Program Calendar 2020-2021

The Board of Directors agreed to accept the calendar on a month to month basis due to the changing events of COVID-19.

The Executive Committee recommends approval of the month of September on the 2020-2021 HS Calendar, all in favor, motion carries unanimously.

Approve Purchase of Building – Head Start

Susan Wilson presented this agenda item. The building is in Mart and owned by the Baptist Church. The building can accommodate 17 children. Dorothy Marstaller commented that Robert Kunze went on the tour of the Mart building and suggested the only repairs would be installing insulation because the air conditioner runs frequently. The listing price is \$55,000 but EOAC is going to offer \$48,000. Gary Luft suggested we address our 37 years of faithfulness to the Baptist Church when we negotiate the price.

The Executive Committee recommends approval of the Purchase of the Head Start Building, contingent upon the \$48,000 price, all in favor, motion carries unanimously.

HS/EHS Program Management & Quality Improvement

Susan Wilson explained this agenda item is a formality to ensure there is a policy on how Head Start will conduct business and to make sure there is a fiscal year and Human Resource management.

The Executive Committee recommends approval of the HS/EHS Program Management & Quality Improvement, all in favor, motion carries unanimously.

Executive Director Evaluation

Heather Shelton-Faulk explained this a requirement of Organizational Standards. This agenda item was discussed and voted on during Executive Session.

2020 EOAC Agency Annual Strategic Plan – Annual Progress Report

Organizational Standard – 6.5

Heather Shelton-Faulk read the goals to the Board of Directors and discussed the progress EOAC has made.

2020 Community Action Plan – Annual Progress Report

Organizational Standard - 4.2

Dorothy Marstaller explained this is for July only. Dorothy discussed the adults that were employed and maintained employment.

EOAC Bylaw’s Distribution to Governing Board

Dorothy announced the Bylaws were distributed via email due to COVID-19 and they can also be found on Director Point.

Board Members Training Hours Update

Madison Shaw explained most of the board members have completed the Open Meeting Act training. There are two members that need to complete the training. She also informed the Board of Directors that there would be an email sent out in the next week to discuss online training hours.

Executive Director Report

Dorothy Marstaller did not have much to report to the Board of Directors this month. Weatherization will go back into the field after Labor Day. Community Service Department is watching the number of COVID-19 cases in McLennan County, to hopefully allow clients back into the building. The City of Waco has taken the Rental Assistance Program over. Dorothy also took the time to introduce the new Community Service Office Manager, Kanisha Johnson.

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 6:49 p.m.

Board Chair

Date