



**EOAC EXECUTIVE COMMITTEE MEETING  
MONDAY, APRIL 26, 2021  
REMOTE & IN-PERSON  
3:00 P.M.**

**MEMBERS PRESENT**

Ben Perry – *In Person*  
Terronga Weaver – *In person*  
Elizabeth Nelson – *In person*  
Judith Benton - Zoom

**MEMBERS ABSENT**

Susan Copeland  
Gary Luft

**STAFF MEMBERS PRESENT**

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

The meeting was called to order by President Ben Perry at 3:04 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.

**PUBLIC COMMENTS**

No public comment

**CONSENT AGENDA**

The Consent Agenda is presented with the following items:

1. March 29, 2021 Executive Committee Meeting Minutes
2. March 29, 2021 Governing Board Meeting Minutes
3. Maintenance Supervisor Job Description
4. Weatherization Director Report

*Ben Perry asked if anyone would like to pull anything for further consideration or questions. No items were pulled. Elizabeth Nelson made the motion to approve and accept the above Consent Agenda items, seconded by Terronga Weaver, all in favor, motion carries unanimously.*

## **EOAC FINANCIAL DATA MONTHLY REPORT – MARCH 2021**

### **(ORGANIZATIONAL STANDARD 8.7)**

Cassandra Bianchi 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. The agency is now in the timeframe of March – May, where we are moving through different program beginning and ending dates, concurrent programs might be shown on the report, due to end of year close-outs.

*Elizabeth Nelson made the motion to approve the Financial Report for March 2021, seconded by Judith Benton, all in favor, motion carries unanimously.*

## **COMMUNITY SERVICE PROGRAM MONTHLY REPORT – MARCH 2021**

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

Kanisha Johnson presented the Community Service report for March 2021. Ms. Johnson reported that things are running smoothly in the Community Services department, and there are no issues. Applications, both in-person and online are processing smoothly. Currently, three households have transitioned out of poverty, and we are working to transition 12 more households. The Love Tote program is going well, and providing much needed hygiene items to the community. Staff made an off-site trip to Marlin to collect applications, and it went well. Staff are prepared to travel off-site in the future. Ben Perry asked how the household numbers for CSBG are established, and if we can help more people than the 19 households we help each year. Robert Kunze explained the 19 households is dictated by the CSBG funding source; we'd love to help more households, unfortunately, CSBG does not provide more funding. Robert reported that there might be an increase in funding coming through the American Recovery Act, and we are expecting to know more in the coming months.

Judith Benton left the virtual meeting at 3:12PM, and Mr. Perry stopped the meeting at 3:12PM. Ms. Benton was able to join the virtual meeting at 3:13PM, and Mr. Perry called the meeting back to order at 3:13PM.

Mr. Perry asked if the board had any questions for Kanisha. No further questions were asked.

*Elizabeth Nelson made the motion to approve the Community Service Program Report for March 2021, seconded by Ben Perry, all in favor, motion carries unanimously.*

## **SALARY SCALE - COST OF LIVING ALLOCATION 2021**

Heather Shelton-Faulk presented that Head Start/Early Head Start had approved the 2021-2022 COLA for 1.22%. Ms. Faulk presented the updated 2021 – 2022 Agency Salary Scale that reflects the new agency salary rates with the 1.22% COLA applied. All staff will receive the COLA according to EOAC policy, at the end of their program fiscal year, providing funding is available.

*Elizabeth Nelson made the motion to approve the EOAC Salary Scale, seconded Judith Benton, all in favor, motion carries unanimously.*

## **2020 – 2021 HEAD START MIDDLE OF THE YEAR ASSESSMENT REPORT**

Susan Wilson gave the Head Start Middle of the Year (MOY) Assessment report. Head Start staff are creating plans to assist children. Head Start Management staff has met with each teacher to make arrangements to help each child improve. Unfortunately, children were falling behind due to COVID. EOAC Head Start has applied for funds to have intensive summer school program to help children be

prepared for kindergarten. After reviewing the report, Ben Perry asked why students in Marlin lost ground. Ms. Wilson explained that COVID affected attendance in November and December terribly, and the center had to be closed several times during the winter due to staff or students testing positive for COVID-19. Mr. Perry asked if the board had any questions for Ms. Wilson. The board had no questions.

*Elizabeth Nelson makes the motion approve the middle of the year report, seconded by Terronga Weaver, all in favor, motion carries unanimously.*

### **2021 – 2022 HEAD START PROGRAM CALENDAR**

Susan Wilson presented the Head Start/Early Head Start Calendars for the 2021 – 2022 school year. Ms. Wilson aligned the program calendar closely to Waco ISD to serve our students and parents who have multiple children, some in the ISD. Staff will return from summer break on 8/5/2021, and children will return on 8/23/2021. Staff will have inservice days this year that align with WISD inservice days. Early Head Start operates a year-round program, and their calendar is separate from Head Start. Mr. Perry asked if the board had any questions for Ms. Wilson. The board had no questions. Report only.

### **OHS PROGRAM INSTRUCTION: HEAD START CENTER BASED SERVICE DURATION REQUIREMENT**

Susan Wilson presented that Head Start requires that programs provide 1020 hours of instructional time each year. EOAC Head Start surpasses that requirement each year, so this new requirement is not a concern for our program. Report Only.

### **HEAD START DIRECTOR REPORT**

Susan Wilson reported that the EOAC Head Start/Early Head Start Program continue to operate full-time. Ms. Wilson provided a COVID-19 update – no cases in February, had some in March at TED and Marlin that did not impact the centers. EOAC Head Start/Early Head Start had it's annual CACFP review; the initial results state we don't have any findings. Enrollment is still low, due to COVID-19. Most families are coming back to centers. EOAC Head Start is required to serve 10% of children with disabilities; currently, the program only has 6% enrollment for students with disabilities. Head Start is currently working with board member, Betsey Gilchrist to determine next steps for students with disabilities and to partner with Waco ISD. Community assessment states there are children with special needs, but the program is not sure where these students are enrolled, as they are not enrolled at Head Start or Waco ISD. Ms. Gilchrist is going to ARD meetings to encourage families to have their children assessed. EOAC Head Start will apply for a waiver this year. EOAC Head Start/Early Head Start has started recruitment for next year. Banners, a recruitment phone line, and new brochure are all items' Head Start/Early Head Start is using to reach families. The local radio station is broadcasting recruitment information as well. EOAC Head Start/Early Head Start is applying to a waiver for the in-kind match, due to COVID, we have not been able to reach the threshold for volunteer in-kin hours. Regional office provided guidance for this waiver. The program applied for CRRSA funds – COVID funds; these funds would be used to create an intensive summer school program to help address the learning slide caused by COVID-19. EOAC Head Start/Early Head Start also applied for funding from the Office of Head Start to purchase another nutrition vehicle, and a new bus. Head Start/Early Head Start is planning to sell the busses the program currently owns, as they are in need of repair, and would be costly to fix. Report only.

**EXECUTIVE DIRECTOR UPDATE**

Dorothy Marstaller reported that EOAC has hired an Executive Assistant, and the Assistant will start on May 17, 2021. Ms. Marstaller reminded the Executive Committee that the EOAC bylaws permit adding a 7<sup>th</sup> person to the Executive Committee, and Ms. Marstaller requested that the board please email her the names of good candidates for the Executive Committee. 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 June 4, 2021 with Stephanie Kucera at Region 12 to provide the board members with the required training. Report only.

**EXECUTIVE SESSION**

The Executive Session is a standard agenda item and will appear on all governing board agendas. The Executive Committee did not enter Executive Session on 04/26/2021.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:29PM

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*Board Chair*

\_\_\_\_\_  
*Date*