



**EXECUTIVE COMMITTEE MEETING
MONDAY, MAY 24, 2021
REMOTE & IN-PERSON
3:00 P.M.**

MEMBERS PRESENT

Ben Perry – *In Person*
Susan Copeland – *In Person*
Gary Luft – *In person*
Elizabeth Nelson – *In person*
Judith Benton – *Remote*
Terronga Weaver – *Remote*

STAFF MEMBERS PRESENT

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

MEMBERS ABSENT

The meeting was called to order by President Ben Perry at 3:11 p.m.

ESTABLISH QUORUM

A quorum was established.

ORDER OF AGENDA

The agenda was altered to show the Community Needs Assessment would be presented by Robert Kunze instead of Kanisha Johnson, and that the assessment would be an action item.

MISSION STATEMENT

The mission statement will be read at the 5:30PM Meeting

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance will be read at the 5:30PM Meeting

PUBLIC COMMENTS

No public comment

APPROVAL OF BOARD MEMBER DYTRUN THURKIL TO EXECUTIVE COMMITTEE

Dorothy Marstaller presented the item to elect Mr. Dytrun Thurkill, Board Member and Accountant, to the Executive Committee of the EOAC governing board. Susan Copeland makes a motion to approve Mr. Thurkill's appointment to the Executive Committee. Gary Luft seconds the motion. All in favor, motion carries unanimously.

CONSENT AGENDA

The Consent Agenda is presented with the following items:

- Executive Committee Meeting Minutes – April 26, 2021
- Weatherization Director's Report – April 2021
- All items from the April 26, 2021 Full board meeting

Ben Perry asked if anyone would like to pull anything for further consideration or questions. All in favor, motion carries unanimously.

EOAC FINANCIAL DATA MONTHLY REPORT – APRIL 2021

(ORGANIZATIONAL STANDARD 8.7)

Cassandra Bianchi presented the Finance Report for April 2021 to the Executive Committee. Ms. Bianchi reported on the agency's financial obligations, and reported that the agency is in good financial standing. EOAC is continuing to spend down 2020 contracts, as the agency receives new 2021 contracts. Finance is continuing to monitor all programs, to ensure that EOAC is spending down old contracts first. The Head Start fiscal year ended 4/30, and Estimated balances are presented to the Executive Committee. Final expenses are being calculated, however, finance predicts \$500,000 to roll-over to next year 2021 – 2022, and that COVID funds are also eligible to roll-over and for use next year. Mr. Perry asks if the board has any questions for Ms. Bianchi, and no questions are asked. Gary Luft makes a motion to accept the finance report as presented. Susan Copeland seconds the motion.

All in favor, motion carries unanimously.

COMMUNITY SERVICE PROGRAM MONTHLY REPORT – APRIL 2021

(ORGANIZATIONAL STANDARD 2.3 AND 5.9)

Kanisha Johnson presented the Community Service report for April 2021. Ms. Johnson spoke that the department is continuing to process energy assistance applications, as these applications are received. Twenty-seven people have topped out of the CSBG TOPS program, and have transitioned out of poverty. Three more clients are in process to TOP out in the April-June time frame. More TOPS clients will complete the process by year-end. The online application is working well, and those applications are in the queue to be processed. Ms. Johnson stated the new online application is working very well. Ms. Johnson stated clients are allowed in the office one at a time to receive assistance with applications. However, clients can submit an online application, mail, fax, or drop off their application in the walkup foyer

Ms. Johnson reported that EOAC had received a discretionary grant for \$42,000 to assist clients with rent and water. Ms. Copeland asked who had funded the grant, and Ms. Johnson responded that TDHCA had provided the discretionary grant funding to EOAC.

The Money Matters Budgeting class was presented by Amanda Weiss at Veteran's One Stop. Ms. Johnson stated the classes will be held on the 1st, 3rd, and 5th Tuesday of each month. Ms. Johnson stated that Take Heart Ministries provided EOAC with Love Tots to distribute to those in need of feminine hygiene products.

Mr. Perry asked Ms. Johnson how EOAC is receiving most applications, online or through paper format. Ms. Johnson responded that most applications are now coming through the online portal, and the online application process has been essential. Most clients are comfortable using the online

application, or receive help from a family member or friend. Mr. Perry called for any further questions, and no questions were asked. Mr. Perry called for a motion to accept the Community Service Program Monthly Report. Mr. Gary Luft makes a motion to approve the Community Services Monthly Report. Mr. Ben Perry seconds the motion.

All in favor, motion carries unanimously.

REVIEW EXECUTIVE DIRECTOR SALARY (STANDARD 7.5)

Heather Faulk presented TDHCA standard 7.5, that the Governing Board must approve the salary of the Executive Director each year. Due to the nature of the discussion, Mr. Perry requests that the item be discussed in Executive Session. No action taken at this time.

EXECUTIVE DIRECTOR JOB DESCRIPTION – SET DATE TO REVIEW

Heather Faulk spoke that the Executive Director job description needs to be reviewed, as it has not been reviewed in a few years. The board discussed two dates for the review, June 8th and June 10, 2021. It was determined that June 8, 2021 works best for the personnel committee's calendar. A meeting is set for 12:00PM on June with lunch provided. Susan Copeland makes a motion to set June 8, 2021 as the meeting date to review the Executive Director job description. Terronga Weaver seconds the motion.

All in favor, motion carries unanimously

2021 – 2022 HEAD START INSTRUCTIONAL CALENDAR

Susan Wilson presented the 2021 – 2022 Head Start/Early Head Start instructional calendar for board approval. Ms. Wilson reported that the Head Start/Early Head Start Instructional Calendar aligned with the Waco ISD calendar as much as possible, for convenience for the parents who have children in both programs. Ms. Wilson explained how days on the calendar are displayed, including instructional days, closure days, professional development days, and holidays. Head start staff will work 200 days, with 173 days of instruction, and Early Head Start staff will work 248 days, with 213 days required for EHS students. Mr. Perry called for a motion to accept the 2021 – 2022 Head Start Instructional Calendar. Mr. Gary Luft makes a motion to approve the 2021 – 2022 Head Start Instructional Calendar. Ms. Susan Copeland seconds the motion.

All in favor, motion carries unanimously

HEAD START – 2021 – 2022 MOU BETWEEN EOAC AND BAYLOR UNIVERSITY APPLIED BEHAVIOR ANALYSIS GRADUATE PROGRAM AND SCHOOL PSYCHOLOGY PARTNERSHIP GRANT

Susan Wilson presented the 2021 – 2022 MOU between EOAC and Baylor University. Graduate Students from Baylor University will provide assistance and counseling to students with severe behavior problems. Ms. Wilson reported that this grant is a continuation from the previous school year. Mr. Perry asked Ms. Wilson how many students participate in the program. Ms. Wilson responded that she couldn't recall the number off-the-top of head, but that the Graduate students work with the Head Start and Early Head Start students with the most severe behavior problems. Ben asked how many graduate students would be provided from Baylor University. Ms. Wilson responded that Baylor will send two Master's degree students, and one Doctoral student. Ms. Copeland asked if EOAC pays Baylor for the graduate students. Ms. Wilson responded that we provide a stipend to have the students, and that these students work part-time, and come to work with Head Start and

Early Head Start students each day. Mr. Perry called for a motion to accept the 2021 – 2022 Head Start MOU with Baylor University. Ms. Susan Copeland makes a motion to approve the 2021 – 2022 Head Start MOU with Baylor University. Mr. Gary Luft seconds the motion.

All in favor, motion carries unanimously

HEAD START – PROCEDURE FOR RESOLVING COMMUNITY COMPLAINTS

Susan Wilson presented the Head Start Procedure for Resolving Community Complaints. Ms. Wilson explained that the policy has no changes, however, she was requesting the board review the policy, and approve after it was reviewed by the Policy Council. Mr. Perry asked if there had been any changes to the policy, and Ms. Wilson confirmed that there were no changes to the policy; complaints start at the center level with the Site Manager, then progress through management to the Head Start Director, and the Executive Director, if needed. Susan Copeland asked if the board was approving the policy, or the rollover of the policy into the next school year, and Ms. Wilson explained that the policy requires annual review, and must be approved by the governing board. Mr. Perry called for a motion to accept the Head Start Procedure for Resolving Community Complaints. Mr. Ben Perry makes a motion to Head Start Procedure for Resolving Community Complaints. Ms. Susan Copeland seconds the motion.

All in favor, motion carries unanimously

HEAD START/EARLY HEAD START RECRUITMENT OF CHILDREN

Susan Wilson presented the plan to recruit children into the Head Start and Early Head Start program for the 2021 – 2022 school year. Ms. Wilson explained that EOAC Head Start/Early Head Start was placing ads on radio stations, and that there would be a community fair on Saturday, 6/26/2021 to provide information on services to children and families. Ms. Wilson explained that the goal of Head Start and Early Head Start is to be fully-enrolled by the start of the 2021 – 2022 school year. Mr. Perry called for a motion to accept the Head Start Recruitment of Children. Ms. Judith Benton makes a motion to Head Start Recruitment of Children. Ms. Susan Copeland seconds the motion.

All in favor, motion carries unanimously

HEAD START CHILD & ADULT CARE FOOD PROGRAM (CACFP) REVIEW RESULTS

Susan Wilson presented the Child and Adult Care Food Program (CACFP) Review Results. In April of 2021, CACFP reviewed the program, and results from the review were received. The program had no findings. Mr. Perry called for a motion to accept the Child and Adult Care Food Program (CACFP) Review Results. Ms. Susan Copeland makes a motion to Child and Adult Care Food Program (CACFP) Review Results. Mr. Ben Perry seconds the motion.

All in favor, motion carries unanimously

AMERICAN RESCUE PLAN ONE TIME SUPPLEMENTAL FUNDS FOR HEAD START

Susan Wilson presented the American Rescue Plan One Time Supplemental Funds for Head Start. Ms. Wilson explained that the supplemental funds could be used to add classrooms to existing buildings or to make repairs to buildings. EOAC Head Start plans to use the funds to make repairs to the Woodrow Logan location. EOAC Head Start applied for the funds due to the short deadline, and was bringing the application to the board for approval. EOAC Head Start applied for \$1,000,000 to make structural repairs to Woodrow Logan. Mr. Perry asked about the timeline for the funds, and Ms.

Wilson explained that we had not received a timeline at this time. Ms. Copeland asked if the board would approve the budget for the project, and Ms. Bianchi stated that the board did not need to certify the funds, if the Office of Head Start approved them, however, the board would need to approve the project. Mr. Perry asked if we did not use all the funds, could we return them without penalty, and Dorothy stated that the funds could be returned without penalty, and that the funds could be used for improving facilities, and that she would talk more in the Executive Director's report about the need at Woodrow Logan. Mr. Perry called for a motion to accept the American Rescue Plan One Time Supplemental Funds for Head Start. Ms. Judith Benton makes a motion to American Rescue Plan One Time Supplemental Funds for Head Start. Ms. Susan Copeland seconds the motion.

All in favor, motion carries unanimously

DANYA AVAILABILITY CALENDAR

Susan Wilson presented the DANYA availability calendar; this calendar gives the Office of head Start the dates that the program is available for review, and must be provided each year to OHS. Ms. Wilson explained the days that the program is available, which is all days, except the days when the program is closed, and the two weeks in January when the grant is being written for the next year. No questions were asked by the board. Report only.

HEAD START DIRECTOR'S REPORT

Susan Wilson presented the Head Start Director's report. Instruction has continued face to face. Virtual instruction is dropping significantly. Ms. Wilson reported that the Head Start program had no COVID-19 cases in May. Enrollment is still low, due to COVID-19. Recruitment is doubled next year due to vacancies. Ms. Copeland asked if Benchmark or goals waived due to COVID-19. Ms. Wilson explained that the goals were waived, however, the program is conducting summer school to help children who are falling behind. Some students are significantly behind due to absences. Ms. Wilson also explained that the program gives children a safe place to be and come eat. EOAC Head Start also received notice that COVID-19 funds are rolling-over until next year. Attendance is at 85% - and the program is doing well. Report only.

COMMUNITY NEEDS ASSESSMENT – CSBG ORGANIZATIONAL STANDARD

Robert Kunze presented the Community Needs Assessment, which is a requirement from CBSG through TDCHA, and is due every three years. Mr. Kunze Reviewed previous assessments and noted that not a lot of change had occurred. EOAC Collected data in February and March and compiled it, however, COVID-19 affected needs assessment. Mr. Kunze Partnered with TDHCA, and was advised to look at 2019 numbers to avoid skewing data due to COVID-19. The Community Needs Assessment Identified the Top needs – employment, living wage, affordable housing, education. EOAC will review this survey to create our CAP plan, which explains how CSBG money will be spent in 2022. This report only covers the 6 CSBG counties. Ms. Copeland asked if we are anticipating any funding changes? Mr. Kunze replied that we are not. EOAC receives \$493,000 each year through CSBG. It is possible that EOAC might receive further funding through the CSBG American Recovery Act. EOAC spent CARES money on rent, as rent is a major need, along with affordable housing. No additional sources at this time are presenting for rent assistance. The EOAC CAP plan targets the needs of the community. Employment and Education help with affordable housing. Mr. Perry called for a motion to accept Community Needs Assessment Report. Mr. Gary Luft makes a motion to approve the Community Needs Assessment Report. Ms. Susan Copeland seconds the motion.

All in favor, motion carries unanimously

EXECUTIVE DIRECTOR REPORT – WOODROW LOGAN HEAD START, OTHER BUSINESS, AND BOARD TRAINING JUNE 4

Dorothy Marstaller discussed that there will be a June 4th Board Training from 9:00AM – 4:00PM. Ms. Marstaller stated she will cover the training again at 5:30PM meeting, and get head count for the training.

Ms. Marstaller then moved on to discuss the repairs needed at the Woodrow Logan Center, located in Bellmead, 3510 Latimer. Ms. Marstaller had inspection conducted of building. There are two buildings at the site. The first is a Wooden building built in 1950 – the roof has started to collapse and the wood beam that supports the 2nd story, was built on top of metal structure and wooden building. There is water damage, possible truss damage. Ms. Marstaller had a structural engineer look at the damage, as well as a construction company, and architect. Unfortunately, the beam is rotting. For safety, parents were given option to go remote or take children to TED. EOAC received multiple options from architect to repair the building or replace the building. At current prices, it will cost \$1.6 million to build new building on the site. Another options is to only use metal building, and not fix the wooden building. The architect does not want to fix wood building, as there are life safety issues with old building. However, there are a lot of options to discuss as a board. EOAC is looking to receive American Rescue funds to support the cost of the project. One option is to remove the old beam and disconnect wooden building, and not use it anymore. The company could make repairs to wood, and build a stairway inside the metal building, along with remodel kitchen, etc. Currently, there are 3 classrooms in the wooden building, and six classrooms in the metal building. BuiltRite construction has bought the Connally ISD Elm Mott center, and EOAC is working to rent building for next year, while repairs are underway. According to records, a large majority of parents live in Lacy Lakeview – the Elm Mott Center would be convenient location. TED also needs a roof replacement. About ten years ago, TED had portion of roof replaced, however, now the rest of the roof needs replacing as well. The Office of Head Start has given permission to use money from roll-forward so long as it is under \$300,000 dollars. This is planned to fix the roof.

With Logan building, OHS told us that we must make a decision, and have it in progress within one year or we must make the building inactive.

Mr. Perry stated that the board needs to create a sub-committee to determine the repairs to the Woodrow Logan building. Mr. Perry stated he is glad to chair the sub-committee, as the project is large. Ms. Copeland asked if the committee would meet for a few year, and Mr. Perry confirmed that he believes it will take a few hours to go through plans and make decisions. Ms. Marstaller volunteered to bring Mike Maars to give his professional opinion as an architect to the sub-committee; Mr. Maars can also discuss and talk about life safety issues. Mr. Perry called for volunteers for the committee, and Mr. Luft, Mr. Perry and Ms. Copeland volunteered for the committee. Mr. Perry stated he would repeat the call for volunteers at the 5:30PM meeting with the full governing board. Report only.

EXECUTIVE SESSION

The Executive Session is a standard agenda item and will appear on all governing board agendas. The Governing Board entered Executive Session under 551.074 at 4:11PM. The governing board Exited Executive Session at 4:33PM to vote on the Executive Director Salary. Susan Copeland made a motion not to make any changes to the Executive Director Salary at this time. Gary Luft seconds the motion.

All in favor, motion carries unanimously

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:33PM

Board Chair

Date



**GOVERNING BOARD MEETING
MONDAY, MAY 24, 2021
REMOTE & IN-PERSON
5:30 P.M.**

MEMBERS PRESENT

Ben Perry – *In Person*
Susan Copeland – *In Person*
Gary Luft – *In person*
Elizabeth Nelson – *In person*
Judith Benton – *Remote*
Terronga Weaver – *Remote*
Dr. Cassy Burlison - *Remote*
Dytrun Thurkill – *Remote*
Billie Myers – *Remote*
Renee Turner – *Remote*
Carolyn Cotton – *Remote*
Dr. Howard Childs – *Remote*
Betsey Gilchrist – *Remote*

STAFF MEMBERS PRESENT

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

MEMBERS ABSENT

Steve Hernandez
Charles Eaton

The meeting was called to order by President Ben Perry at 5:30 p.m.

ESTABLISH QUORUM

A quorum was established.

ORDER OF AGENDA

The agenda was altered to show the Community Needs Assessment would be presented by Robert Kunze instead of Kanisha Johnson, and that the assessment would be an action item.

MISSION STATEMENT

Mr. Perry read the mission statement.

PUBLIC COMMENTS

No public comment

APPROVAL OF BOARD MEMBER DYTRUN THURKIL TO EXECUTIVE COMMITTEE

Dorothy Marstaller presented the item to elect Mr. Dytrun Thurkill, Board Member and Accountant, to the Executive Committee of the EOAC governing board. All in favor, motion carries unanimously.

CONSENT AGENDA

The Consent Agenda is presented with the following items:

- Executive Committee Meeting Minutes – April 26, 2021
- Weatherization Director's Report – April 2021
- All items from the April 26, 2021 Full board meeting

Ben Perry asked if anyone would like to pull anything for further consideration or questions. Mr. Perry calls for a vote to accept the Consent Agenda. All in favor, motion carries unanimously.

EOAC FINANCIAL DATA MONTHLY REPORT – APRIL 2021 (ORGANIZATIONAL STANDARD 8.7)

Cassandra Bianchi presented the Finance Report for April 2021 to the Executive Committee. Ms. Bianchi reported on the agency's financial obligations, and reported that the agency is in good financial standing. EOAC is continuing to spend down 2020 contracts, as the agency receives new 2021 contracts. Finance is continuing to monitor all programs, to ensure that EOAC is spending down old contracts first. The Head Start fiscal year ended 4/30, and Estimated balances are presented to the Executive Committee. Final expenses are being calculated, however, finance predicts \$500,000 to roll-over to next year 2021 – 2022, and that COVID funds are also eligible to roll-over and for use next year. Mr. Perry asks if the board has any questions for Ms. Bianchi, and no questions are asked. Mr. Perry calls for a vote to accept the Finance Report.

All in favor, motion carries unanimously.

COMMUNITY SERVICE PROGRAM MONTHLY REPORT – APRIL 2021 (ORGANIZATIONAL STANDARD 2.3 AND 5.9)

Kanisha Johnson presented the Community Service report for April 2021. Ms. Johnson spoke that the department is continuing to process energy assistance applications, as these applications are received. Twenty-seven people have topped out of the CSBG TOPS program, and have transitioned out of poverty. Three more clients are in process to TOP out in the April-June time frame. More TOPS clients will complete the process by year-end. The online application is working well, and those applications are in the queue to be processed. Ms. Johnson stated the new online application is working very well. Ms. Johnson stated clients are allowed in the office one at a time to receive assistance with applications. However, clients can submit an online application, mail, fax, or drop off their application in the walkup foyer

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stated that Take Heart Ministries provided EOAC with Love Tots to distribute to those in need of feminine hygiene products.

Mr. Perry asked Ms. Johnson how EOAC is receiving most applications, online or through paper format. Ms. Johnson responded that most applications are now coming through the online portal, and the online application process has been essential. Most clients are comfortable using the online application, or receive help from a family member or friend. Mr. Perry called for any further questions, and no questions were asked. Mr. Perry calls for a vote to accept the Community Service Program Monthly Report.

All in favor, motion carries unanimously.

REVIEW EXECUTIVE DIRECTOR SALARY (STANDARD 7.5)

Heather Faulk presented TDHCA standard 7.5, that the Governing Board must approve the salary of the Executive Director each year. Due to the nature of the discussion, Mr. Perry requests that the item be discussed in Executive Session. No action taken at this time.

EXECUTIVE DIRECTOR JOB DESCRIPTION – SET DATE TO REVIEW

Heather Faulk spoke that the Executive Director job description needs to be reviewed, as it has not been reviewed in a few years. The board discussed two dates for the review, June 8th and June 10, 2021. It was determined that June 8, 2021 works best for the personnel committee's calendar. A meeting is set for 12:00PM on June with lunch provided. Mr. Perry calls for a vote to accept the June 8th date.

All in favor, motion carries unanimously

2021 – 2022 HEAD START INSTRUCTIONAL CALENDAR

Susan Wilson presented the 2021 – 2022 Head Start/Early Head Start instructional calendar for board approval. Ms. Wilson reported that the Head Start/Early Head Start Instructional Calendar aligned with the Waco ISD calendar as much as possible, for convenience for the parents who have children in both programs. Ms. Wilson explained how days on the calendar are displayed, including instructional days, closure days, professional development days, and holidays. Head start staff will work 200 days, with 173 days of instruction, and Early Head Start staff will work 248 days, with 213 days required for EHS students. Mr. Perry called for a motion to accept the 2021 – 2022 Head Start Instructional Calendar.

All in favor, motion carries unanimously

HEAD START – 2021 – 2022 MOU BETWEEN EOAC AND BAYLOR UNIVERSITY APPLIED BEHAVIOR ANALYSIS GRADUATE PROGRAM AND SCHOOL PSYCHOLOGY PARTNERSHIP GRANT

Susan Wilson presented the 2021 – 2022 MOU between EOAC and Baylor University. Graduate Students from Baylor University will provide assistance and counseling to students with severe behavior problems. Ms. Wilson reported that this grant is a continuation from the previous school year. Mr. Perry asked Ms. Wilson how many students participate in the program. Ms. Wilson responded that she couldn't recall the number off-the-top of head, but that the Graduate students work with the Head Start and Early Head Start students with the most severe behavior problems. Mr. Perry called for a motion to accept the 2021 – 2022 Head Start MOU with Baylor University.

All in favor, motion carries unanimously

HEAD START – PROCEDURE FOR RESOLVING COMMUNITY COMPLAINTS

Susan Wilson presented the Head Start Procedure for Resolving Community Complaints. Ms. Wilson explained that the policy has no changes, however, she was requesting the board review the policy, and approve after it was reviewed by the Policy Council. Mr. Perry asked if there had been any changes to the policy, and Ms. Wilson confirmed that there were no changes to the policy; complaints start at the center level with the Site Manager, then progress through management to the Head Start Director, and the Executive Director, if needed. Susan Copeland asked if the board was approving the policy, or the rollover of the policy into the next school year, and Ms. Wilson explained that the policy requires annual review, and must be approved by the governing board. Mr. Perry called for a motion to accept the Head Start Procedure for Resolving Community Complaints.

All in favor, motion carries unanimously

HEAD START/EARLY HEAD START RECRUITMENT OF CHILDREN

Susan Wilson presented the plan to recruit children into the Head Start and Early Head Start program for the 2021 – 2022 school year. Ms. Wilson explained that EOAC Head Start/Early Head Start was placing ads on radio stations, and that there would be a community fair on Saturday, 6/26/2021 to provide information on services to children and families. Ms. Wilson explained that the goal of Head Start and Early Head Start is to be fully-enrolled by the start of the 2021 – 2022 school year. Mr. Perry called for a motion to accept the Head Start Recruitment of Children.

All in favor, motion carries unanimously

HEAD START CHILD & ADULT CARE FOOD PROGRAM (CACFP) REVIEW RESULTS

Susan Wilson presented the Child and Adult Care Food Program (CACFP) Review Results. In April of 2021, CACFP reviewed the program, and results from the review were received. The program had no findings. Mr. Perry called for a motion to accept the Child and Adult Care Food Program (CACFP) Review Results. Mr. Perry calls for a vote to accept the CACFP Review Results.

All in favor, motion carries unanimously

AMERICAN RESCUE PLAN ONE TIME SUPPLEMENTAL FUNDS FOR HEAD START

Susan Wilson presented the American Rescue Plan One Time Supplemental Funds for Head Start. Ms. Wilson explained that the supplemental funds could be used to add classrooms to existing buildings or to make repairs to buildings. EOAC Head Start plans to use the funds to make repairs to the Woodrow Logan location. EOAC Head Start applied for the funds due to the short deadline, and was bringing the application to the board for approval. EOAC Head Start applied for \$1,000,000 to make structural repairs to Woodrow Logan. Mr. Perry asked about the timeline for the funds, and Ms. Wilson explained that we had not received a timeline at this time. Ms. Copeland asked if the board would approve the budget for the project, and Ms. Bianchi stated that the board did not need to certify the funds, if the Office of Head Start approved them, however, the board would need to approve the project. Mr. Perry asked if we did not use all the funds, could we return them without penalty, and Dorothy stated that the funds could be returned without penalty, and that the funds could be used for improving facilities, and that she would talk more in the Executive Director's report about the need at Woodrow Logan. Mr. Perry called for a motion to accept the American Rescue Plan One Time Supplemental Funds for Head Start.

All in favor, motion carries unanimously

DANYA AVAILABILITY CALENDAR

Susan Wilson presented the DANYA availability calendar; this calendar gives the Office of head Start the dates that the program is available for review, and must be provided each year to OHS. Ms. Wilson explained the days that the program is available, which is all days, except the days when the program is closed, and the two weeks in January when the grant is being written for the next year. No questions were asked by the board. Report only.

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All in favor, motion carries unanimously

EXECUTIVE DIRECTOR REPORT – WOODROW LOGAN HEAD START, OTHER BUSINESS, AND BOARD TRAINING JUNE 4

Dorothy Marstaller discussed that there will be a June 4th Board Training from 9:00AM – 4:00PM. Ms. Marstaller stated she will cover the training again at 5:30PM meeting, and get head count for the training.

Ms. Marstaller then moved on to discuss the repairs needed at the Woodrow Logan Center, located in Bellmead, 3510 Latimer. Ms. Marstaller had inspection conducted of building. There are two buildings at the site. The first is a Wooden building built in 1950 – the roof has started to collapse and the wood beam that supports the 2nd story, was built on top of metal structure and wooden building. There is water damage, possible truss damage. Ms. Marstaller had a structural engineer look at the damage, as well as a construction company, and architect. Unfortunately, the beam is rotting. For safety,

parents were given option to go remote or take children to TED. EOAC received multiple options from architect to repair the building or replace the building. At current prices, it will cost \$1.6 million to build new building on the site. Another options is to only use metal building, and not fix the wooden building. The architect does not want to fix wood building, as there are life safety issues with old building. However, there are a lot of options to discuss as a board. EOAC is looking to receive American Rescue funds to support the cost of the project. One option is to remove the old beam and disconnect wooden building, and not use it anymore. The company could make repairs to wood, and build a stairway inside the metal building, along with remodel kitchen, etc. Currently, there are 3 classrooms in the wooden building, and six classrooms in the metal building. BuiltRite construction has bought the Connally ISD Elm Mott center, and EOAC is working to rent building for next year, while repairs are underway. According to records, a large majority of parents live in Lacy Lakeview – the Elm Mott Center would be convenient location. TED also needs a roof replacement. About ten years ago, TED had portion of roof replaced, however, now the rest of the roof needs replacing as well. The Office of Head Start has given permission to use money from roll-forward so long as it is under \$300,000 dollars. This is planned to fix the roof.

With Logan building, OHS told us that we must make a decision, and have it in progress within one year or we must make the building inactive.

Mr. Perry stated that the board needs to create a sub-committee to determine the repairs to the Woodrow Logan building. Mr. Perry stated he is glad to chair the sub-committee, as the project is large. Ms. Copeland asked if the committee would meet for a few year, and Mr. Perry confirmed that he believes it will take a few hours to go through plans and make decisions. Ms. Marstaller volunteered to bring Mike Maars to give his professional opinion as an architect to the sub-committee; Mr. Maars can also discuss and talk about life safety issues. Mr. Perry called for volunteers for the committee, and Mr. Luft, Mr. Perry and Ms. Copeland volunteered for the committee.

EXECUTIVE SESSION

The Executive Session is a standard agenda item and will appear on all governing board agendas. The Governing Board did not enter Executive Session on 5/24/2021.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:50PM

Board Chair

Date