



**EOAC GOVERNING BOARD MEETING**  
**MONDAY, June 27, 2022**  
**REMOTE & IN-PERSON**  
**5:30 P.M.**

**MEMBERS PRESENT**

Ben Perry – In Person  
Dytrun Thirkill – Zoom  
Cassy Burleson – In Person  
Gary Luft – In Person (Excused at 6:00 PM)  
Elizabeth Nelson – In Person  
Charles Eaton - In Person  
Nathesia White – In Person  
Christopher Chance – Zoom  
Howard Childs - Zoom  
Renee Turner – (Video not available unable to vote)

**STAFF MEMBERS PRESENT**

Dorothy Marstaller – In Person  
Carl Ritter – In Person  
Susan Wilson – In Person  
Kanisha Johnson – In Person  
Robert Kunze – In Person  
Brenda Sanchez – In Person  
Deborah Wesson – In Person  
Amber Crocker – In Person  
Katie Johnson – In Person

**MEMBERS ABSENT**

Carolyn Cotton  
Billie Myers  
Susan Copeland

**STAFF MEMBERS ABSENT**

All Present

**Call Meeting to Order**

Commissioner Perry called the meeting to order at 5:40 PM.

**Establish a Quorum**

A quorum was established

**Ordering of the Agenda**

No reordering of the agenda was needed

**Mission Statement**

Mission Statement read by Commissioner Perry

**Public Comment**

There was no one present for public comment.

**Consent Agenda**

No changes to the Consent Agenda

*Ms. Nelson made a motion to approve the Consent Agenda Items as presented. Motion seconded by Ms. Burleson. All in favor motion carries.*

**Financial Report**

Financial Report for period ending May 31, 2022, was presented by Brenda Sanchez. Section 1 – Financial Summary, Section 2 – Bank Reconciliation and Bank Statements Section 3 - EOAC Check Register, Section 4 – Credit Card Statements. Ms. Sanchez

reported the only area of concern was amount of non-federal funds. One to three months of operating expenses is recommended. (Organizational Standard 8.7)

*Mr. Eaton made a motion to approve the Financial Report for period ending May 31, 2022, as presented. Motion seconded by Ms. Nelson. All in favor motion carries.*

### **Community Services Board Report**

Ms. Johnson presented the Community Services Board Report for June 2022. Organizational Standard 5.9

Ms. Johnson presented updates on CEAP ARP, CEAP. CSBG -highlighting the transition of 4 individuals out of poverty in 2022. Updates on ERA 1 and ERA 2 programs. Ms. Johnson reported that during the June 15<sup>th</sup> Atmos Energy Blitz 400 clients were assisted for a total of \$153,983.83, this event was held at the Hispanic Chamber of Commerce. Mr. Eaton commented that all the hard work of the department is much appreciated.

*Ms. Nelson made a motion to approve June 2022 Community Community Services Board Report as presented. Motion seconded by Mr. Eaton. All in favor motion carries.*

### **Approve Change to Program Hours in Response to Self-Assessment**

Ms. Wilson reported that the finding on the 2021-22 Head Start 0-5 Self-Assessment indicated that current program hours do not allow teacher planning time. Ms. Wilson is recommending that program hours be adjusted to 7:30AM – 3:30 PM.

*Ms. Nelson made a motion to approve the Change to Program Hours in Response to the Self-Assessment as presented. Motion seconded by Ms. Burleson. All in favor motion carries.*

### **Approve 2021-2022 Head Start/Early Head Start End of Year Outcomes Report**

Ms. Johnson presented the 2021-2022 Head Start/Early Head Start End of Year Outcomes Report for approval.

Head Start – Four-Year-Old program has met 2 school readiness goals. Mr. Perry asked how many goals were set, Ms. Johnson responded there are six goals. 22 of 31 measures showed an increase in percentage of children On Track compared to BOY results. Percentage On Track for these areas has more than doubled since BOY assessments. Of the 257 four-year-old assessed 221 are school-ready at EOY. Early Head Start – Most children are meeting or exceeding the set benchmark based on their age. Program has met two of the six goals.

Considerations – Three classrooms were closed during the entire or majority of the assessment period. Fifty percent of children in Head Start are Considered to be 3 years old for assessments. Since there are measures without benchmarks for 3s, this can lower the overall percentage on track. Seventy-two percent of Early Head Start children were in the same class as during the winter assessments.

*Mr. Eaton made a motion to approve the Head Start/Early Head Start End of Year Outcomes Report as presented. Motion seconded by Mr. Luft. All in favor, motion carries.*

### **Approve Revisions for EOAC Employee Handbook**

Ms. Marstaller reviewed the final wording for probationary period, merit, and COLA increases in the EOAC Employee Handbook, pages 63-65. Ms. Marstaller explained that increases are only if funding is available. (Organizational Standard 7.1)

*Mr. Luft made a motion to approve the EOAC Employee Handbook Revisions as presented. Motion seconded by Ms. Burleson. All in favor motion carries.*

### **Approve the Hire of the Chief Financial Officer**

Ms. Marstaller presented for approval Ms. Brenda Sanchez as Chief Financial Officer.

*Ms. Burleson made a motion to approve Ms. Brenda Sanchez as Chief Financial Officer. Motion seconded by Mr. Eaton. All in favor motion carries.*

### **Approve Deputy Director Position and Job Description**

Ms. Marstaller reviewed the position of Deputy Director. This position would oversee the agency in the absence of the Executive Director. Should there become a vacancy in the Executive Director position, the Deputy Director would assume the position of Interim Executive Director until the Governing Board appoints an interim and/or hires for the Executive Director position. Mr. Perry commented this position would relieve some pressure from the Executive Director and possibly be a candidate should the position be vacant. Mr. Luft stated that this position is not a guarantee to become the Executive Director as there are specific needs and qualifications for that position. Ms. Burleson and Mr. Child's agreed that there is a need for this position. Mr. Eaton commented this position could possibly be an opportunity to train a new Executive Director should the vacancy become open.

*Mr. Childs made a motion to approve the position of Deputy Director and Job Description as presented. Motion seconded by Ms. Burleson. All in favor motion carries.*

### **Head Start/Early Head Start Director's Report**

Ms. Wilson presented the Head Start/Early Head Start Director's Report.

1. Grants – Application status for property at 1407 N New Road facility is now closed. Ms. Wilson reported including with this purchase EOAC now owns four facilities funded with federal dollars.
2. Operations – Mart Head Start building has been identified; availability and funding still pending. Spirit of Love lease will terminate 7/30/2022. Three EHS classrooms from this location will move to New Road location.
3. Staffing – Ms. Wilson reported current staffing needs by campus reporting Job Fair results from May for EHS 17 candidates were offered a position, 16 pending and 1 declined. Head Start Job Fair will be June 27-30 at TED location. Four new employees will start week of June 27, 2022, and two new employees will begin in July.
4. Ms. Wilson reported on enrollment as of May 31, 2022, Head Start funded enrollment 610 actual enrollment 455. Early Head Start funded enrollment 180 actual enrollment is 101.

### **Executive Directors Report**

Ms. Marstaller updated the board on upcoming events.

### **Executive Session**

Board entered executive session at 6:09PM and reconvened into regular session at 6:26 PM.

**Adjournment**

Commissioner Perry adjourned the meeting at 6:26 PM

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*Commissioner Ben Perry*  
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7/6/2022

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*Board President*

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*Date*