

**BOARD OF DIRECTORS MEETING
MINUTES – APRIL 23, 2018
CENTRAL OFFICE
5:30 P.M.**

MEMBERS PRESENT

Susan Copeland
Dr. Howard Childs
Elizabeth Nelson
Commissioner Ben Perry
Sara Pinner
Stephanie Abright
Dr. Sylvia Edwards-Borens
Carolyn Cotton
Dr. Cassy Burluson
Gene Chillous
Gary Luft

MEMBERS ABSENT

Judith Benton
Renee Turner

STAFF PRESENT

Dorothy Marstaller
Kristine Jackson
Terry McDaniels
Debora Jones
Sabrina Gray
Sylvia Flores
Candice Lovell
Vickie Rodriguez

GUEST PRESENT

Michael De-Young Director of TDHCA
Laura Saintey-Project Manager, Training-TDHCA
Mike Marrs-Architect
Olivia Berry-Baylor Intern

The meeting was called to order at 5:46 p.m.

ESTABLISH QUORUM

A quorum was established.

ORDERING OF AGENDA

The agenda was re-ordered to moved #12 Nominating Committee Report & Recommendations, and #30 Executive Session, after #8 Presentation by Baylor Intern-Olivia Berry.

MISSION STATEMENT

Sara Pinner read the Mission Statement.

PUBLIC COMMENTS

There were none.

RESIGNATION OF BOARD CHAIR-ROBERT ROWE

Susan Copeland reported, due to health issues, Robert Rowe has resigned from the EOAC Board of Directors, effective April 22, 2018.

The Executive Committee recommends the acceptance of Robert Rowe's resignation, all in favor, motion carries.

SEATING OF WCS REPRESENTATIVE GENE CHILLOUS

Elizabeth Nelson made the recommendation to nominate Gene Chillous to be a member of the EOAC Board of Directors, representing the Waco Charter School, seconded by Dr. Childs, all in favor, motion carries unanimously.

PRESENTATION BY BAYLOR INTERN-OLIVIA BERRY

Olivia Berry reported that her focus was on maintenance of the website graphics and templates. The new EOAC logo will be used on agency letterhead. Olivia stated that she will provide information to all in Drop Box. Olivia has already raised funds for the EOAC golf tournament.

NOMINATING COMMITTEE REPORT & RECOMMENDATIONS

Stephanie Abright presented the Nominating Committee report and recommendations for review and approval.

The Nominating Committee recommends: Ben Perry-Board Chair, Susan Copeland-Vice Chair, Stephanie Abright-Treasurer, Sara Pinner-Secretary, Elizabeth Nelson-Parliamentarian Officer, Gary Luft-Member at Large, and Judith Benton-Member at Large.

Susan Copeland asked if there were any nominations from the floor. There were none.

Dr. Cassy Burleson moved to approve the slate of new officers, seconded by Commissioner Ben Perry, all in favor, motion carries unanimously.

The Nominating Committee recommends Renee Turner become a member of the Personnel/Grievance Committee. Renee Turner has agreed to serve on the Personnel/Grievance Committee.

Susan Copeland asked if there were any nominations from the floor. There were none.

Elizabeth Nelson made the motion to accept the Personnel/Grievance Committee, Fundraising/Marketing Committee, Audit Committee, and the Nominating Committee, as submitted, seconded by Gary Luft, all in favor, motion carries unanimously.

Board members, and staff present, introduced themselves to Gene Chillous. Michael DeYoung-Director Community Affairs Division (TDHCA) and Laura Saintey-Project Manager, Training (TDHCA), also introduced themselves to Mr. Chillous.

EXECUTIVE SESSION

The Board of Directors entered closed Executive Session at 6:03 p.m. The Board of Directors entered Open Session at 6:23 p.m.

It was recommended that Dorothy Marstaller be hired as the Interim Executive Director of EOAC, all in favor, motion carries unanimously.

It was recommended that the candidate for the Director of Community Programming and Resource Development position be hired, all in favor, motion carries unanimously.

MINUTES

Elizabeth Nelson moved to approve the March 26, 2018 Executive Committee minutes, March 26, 2018 Board of Directors minutes and the Nominating Committee minutes with correction (removed Stephanie Abright's name and changed to "unidentified person"), seconded by Dr. Childs, all in favor, motion carries unanimously.

CFO NOTES/EXPENDITURE REPORT MARCH 2018

Kristine Jackson presented the CFO Notes/Expenditure report for March 2018, for review and approval. It was reported that the Expenditure report is over 100 pages. Kristine Jackson requested authorization to not include program reports in the board packets, but to have them on hand for review by the Board of Directors at their request. Kristine Jackson will continue to provide actual reports, revenue, program expenditure reports, and CFO Notes in the board packets.

Susan Copeland stated that we were told that the program reports were required.

Laura Saintey, Project Manager, Training (TDHCA), stated that a condensed version of the program reports, using Dash Board, could be sent to the Board.

Laura Saintey asked if Kristine Jackson was familiar with Dash Board. Kristine Jackson responded, "we don't have that module yet."

Kristine Jackson reported that the CSBG 2018 grant has been approved for a total of \$230,340. The Head Start program expenditures for all programs in March 2016 were \$565,692, and to date were \$6,994,424. The Head Start nutrition program expenditures for the month were \$68,215.

Child Care operations expenditures were \$55,658 for March 2018 and year to date of \$345,335.

The Department of Energy (DOE) expenditures for March 2018 were \$679 and year to date were \$65,340. The Texas School Ready expenditures for the month of March 2018 were \$19,117, and to date were \$147,090.

Elizabeth Nelson moved to approve the CFO Notes, and the March 2018 Expenditure Report as presented, seconded by Stephanie Abright, all in favor, motion carries unanimously.

DISCUSSION AND REVIEW ON BOARD OF DIRECTORS BY-LAWS

Susan Copeland stated "In your packet are the new revised By-Laws. The By-Laws have been reviewed by the Lawyer, and there was only one correction." Susan Copeland stated that numerous hours were spent on the By-Laws. Gary Luft stated that the By-Laws have been rewritten, and more than 100 hours were spent rewriting the By-Laws.

Elizabeth Nelson stated that Policy Council Chair, Dr. Sylvia Edwards-Borens, has found some corrections that need to be made regarding the Policy Council. Elizabeth Nelson stated that on page 25, #2 should read "the Policy Council shall consist of no less than nineteen and no more than 24," #5 should be 19, not 15, and page 26, #6 should be 19, not 15.

Elizabeth Nelson recommends approval of the recommended Policy Council changes, and to move and adopt the By-Laws with the recommended changes, seconded by Dr. Edwards-Borens, all in favor, motion carries unanimously.

DISCUSSION ON FUNDRAISER PROGRAM FOR EOAC

Dorothy Marstaller reported that the golf tournament will not be held this year, not enough time to prepare. Dorothy Marstaller discussed a banquet this Fall sponsored by Insurors. Dr. Cassy Burleson stated, "we already have \$5,000 in donations that Olivia Berry has secured." Susan Copeland stated, "We need to create a calendar for the next fundraiser."

Dr. Cassy Burleson stated that the Marketing Committee would like to be a part of the meeting. It was stated that the meeting should be scheduled after May 15, 2018.

QUARTERLY UPDATE ON BOARD TRAINING

Michael DeYoung, Director of the Texas Department of Housing and Community Affairs (TDHCA), reported that TDHCA has 40 Community Action agencies. Texas is about to be hit with a wall of money, about 40%. EOAC currently received \$3 million from TDHCA and will now receive \$3.9 million. This will be a 40% increase for EOAC. EOAC will have 8 months to spend the money.

Laura Saintey-Project Manager, Training (TDHCA), told the Board they are responsible for running a background check, hiring, and evaluating the

Executive Director. The Board needs to be involved in the Community Needs Assessment.

Laura Saintey reviewed the following Organization Standards with the Board of Directors;

Standard 4.5 - The organization has a written succession plan in place for the CEO/ED, approved by the governing board, which contains procedures for covering an emergency/unplanned, short-term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.

Standard 5.1 – The organization’s governing board is structured in compliance with the CSBG Act; 1. At least one third democratically-selected representatives of the low-income community; 2. One-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interest in the community.

Standard 5.2 – The organization’s governing board has written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community.

Standard 7.7 - The organization has a whistleblower policy that has been approved by the governing board.

Standard 5.5 – The organization’s governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.

Standard 5.7 – The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.

Standard 5.9 - The organization’s governing board receives programmatic reports at each regular board meeting.

Standard 8.7 - The governing board receives financial reports at each regular meeting that include the following:

1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and
2. Balance sheet/statement of financial position.

Laura Saintey told Terry McDaniels to include in the minutes that a quorum was present and list the standard/s covered during the board meeting.

Laura Saintey told the Board that training is going to be held May 9 – 11 in San Antonio. Board sessions are scheduled for Thursday, the 10th. This is an allowable expense.

Laura Saintey told the Board that Open Meetings and Public Information training is to be completed by all Board members.

Open Government training and Open Government & Related Publications are to be completed by Board members that are public officials or represent public officials.

Michael DeYoung stated that an email about the four trainings will be emailed to Terry.

CONFLICT OF INTEREST POLICY FOR EOAC GOVERNING BOARD

Terry McDaniels reported that as of this meeting she has received all Conflict of Interest Policy forms.

CHILD CARE SERVICES DIRECTOR'S REPORT

Vickie reported that Child Care Services provided care for 1,961 children for the month of March 2018. The program will receive \$1,885,941 in the coming months. Enrollment will ramp up next week.

COMMUNITY PROGRAMMING DIRECTOR'S REPORT-STANDARD 5.9

Sylvia Flores reported that one adult obtained, and maintained, employment for at least 90 days. The number of households who avoided eviction is one. 763 clients received utility payment assistance.

Sylvia Flores asked the Board members to answer the community assessment focus group questions. There are only three questions to answer. Sylvia Flores was asked to email the questions to the Board members.

Susan Copeland moved to approve the Community Programming Director's Report as presented, seconded by Dr. Cassy Burleson, all in favor, motion carries unanimously.

WEATHERIZATION DIRECTOR'S REPORT

Candice Lovell reported that 148 homes are on the priority list, 4 homes have been assessed as of April 27, 2018, and bid packets/RFPs were posted and available April 16, 2018. The public notice will appear in several newspapers.

HS/EHS DIRECTOR'S SUMMARY REPORT

Debora Jones provided a report on meal count (breakfast, Lunch and snacks) and attendance for each HS/EHS center, as well as the number of children enrolled.

Elizabeth Nelson moved to approve the HS/EHS Director's Summary report as presented, seconded by Sara Pinner, all in favor, motion carries unanimously.

ELIGIBILITY POINT CHANGES RECOMMENDED BY POLICY COUNCIL

Debora Jones presented the Eligibility Point Changes recommend by the Policy Council. Dr. Edwards-Borens made a correction; 25 points – 50 points, to 75 points for Dual Custody.

Dr. Childs made the motion to approve the Eligibility Point Changes recommended by Policy Council, seconded by Elizabeth Nelson, all in favor, motion carries unanimously.

LEASE FOR MOODY

Debora Jones presented the 1-year lease for the Moody HS Center for review and approval.

Susan Copeland moved to approve the 1-year lease for the Moody HS Center as presented, seconded by Dr. Cassy Burleson, all in favor, motion carries unanimously.

SHARED DECISION MAKING – IMPASSE POLICY/PROCEDURES

Gary Luft stated that these are two requests that have been previously submitted to the governing board for consideration that have been tabled pending resolution, development, and rewriting of the bylaws for EOAC. "The reason they were tabled is because we wanted the Shared Decision Making and Impasses Policy/Procedures to be consistent with the wording of the governing board bylaws, and in fairness to the Policy Council, my guess is that they have not had the opportunity to review the bylaws since they were just approved tonight."

Gary Luft recommended that we table this one more time to give the Policy Council the opportunity to write an Impasse Policy/Procedures and Shared Decision-Making Policy consistent with the wording and the spirit of the governing board bylaws approved tonight, seconded by Dr. Howard Childs, all in favor, motion carries unanimously.

STATE HEAD START ASSOCIATION INSTITUTE LETTER

This agenda item was presented for information only.

TEXAS HEAD START ASSOCIATION INSTITUTE, FRISCO TEXAS June 25-29, 2018

This agenda item was presented for information only.

Commissioner Ben Perry stated that he would set up a meeting with Prosper Waco to find out if they plan to apply for the HS program. Commissioner Perry said he needs to know who will attend the meeting.

CONSENT AGENDA ITEM

Elizabeth Nelson made the motion to approve the consent agenda items as presented; CCS, Performance Measures March 2018, CCS Affordable Levels March 2018, Procedures for Resolving Community Complaints, Policy for on-going training, and HS/WISD MOU.

NEXT MEETING DATE-SUGGESTED DATE MONDAY, MAY 21, 2018

Susan Copeland moved to reschedule the board meeting for Monday, May 21, 2018, seconded by Gene Chillous, all in favor, motion carries unanimously.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:55 p.m.

Budy 6-7-18
Board Chair **Date**