

**BOARD OF DIRECTORS MEETING
MINUTES – MAY 21, 2018
CENTRAL OFFICE
5:30 P.M.**

MEMBERS PRESENT

**Dr. Howard Childs
Elizabeth Nelson
Commissioner Ben Perry
Sara Pinner
Dr. Sylvia Edwards-Borens
Dr. Cassy Burleson
Gary Luft
Renee Turner**

MEMBERS ABSENT

**Susan Copeland
Stephanie Abright
Judith Benton
Carolyn Cotton
Gene Chillous**

STAFF PRESENT

**Dorothy Marstaller
Kristine Jackson
Debora Jones
Sabrina Gray
Teresa Watson
Julia McDonald
Robert Kunze
Terry McDaniels
Sylvia Flores
Bridgett Montgomery
Kim Sheehy**

The meeting was called to order at 5:41 p.m. by Board Chair, Commissioner Ben Perry.

ESTABLISH QUORUM

A quorum was established.

ORDERING OF AGENDA

The agenda remained the same.

MISSION STATEMENT

Commissioner Ben Perry read the Mission Statement.

PUBLIC COMMENTS

There were none.

MINUTES EXECUTIVE COMMITTEE APRIL 23, 2018

The Executive Committee recommends approval of the April 23, 2018 Executive Committee minutes, all in favor, motion carries unanimously.

MINUTES BOARD OF DIRECTORS APRIL 23, 2018

Dr. Childs made the motion to approve the April 23, 2018 Board of Directors minutes as presented, seconded by Renee Turner, all in favor, motion carries unanimously.

CFO NOTES/EXPENDITURE REPORT APRIL 2018

Brad Stockreef reported that the CSBG 2018 Discretionary Contract has been approved for a total of \$21,558 and runs from 02/01/2018 – 01/31/2019.

The Head Start program expenditures for all programs in April were \$593,326. The NOGA for the Carryover request has been received for \$420,861. These funds will be used to offset the current overages for Head Start of \$97,909 and Early Head Start of \$45,049. The contract end date is 04/30/2018 and we have 45 days from that date to finalize the expenses occurred during this program year.

The Child Care Services operations expenditures were \$55,967 for April. The Child Care Quality improvement expenditures were \$18,765 for April.

The 2018 LIHEAP expenditures for April were \$7,901.

The 2018 Comprehensive Energy Assistance program had April expenditures of \$166,861.

Brad Stockreef reported that Kristine Jackson, CFO, wants the Board to know that EOAC is financially sound.

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.**

APPROVAL OF JOB DESCRIPTIONS

Dorothy Marstaller reported that during last month's meeting the following job descriptions were approved in Executive Session but were not recommended for approval in Open Session: Weatherization Assistant, Quality Assurance Monitor, and Director of Community Services and Resource Development.

The Executive Committee recommends approval of the Weatherization Assistant, Quality Assurance Monitor, and Director of Community Services and Resource Development job descriptions, seconded by Gary Luft, all in favor, motion carries unanimously.

HS/EHS REVIEW AND ANALYSIS OF CHILD OUTCOMES FOR YEAR END

Kim Sheehy reported that Head Starts goal is to have our children ready for any ISD they attend. Kim Sheehy reported that we have had gains in all areas: language and literacy, mathematics, physical development, and social emotional development. Head Start will be collaborating in science with Harmony.

The Executive Committee recommends approval of the HS/EHS Review and Analysis of Child Outcomes for Year End as presented, all in favor, motion carries unanimously.

LETTER FROM THE OFFICE OF HEAD START (FUNDING INCREASE & COLA)

Debora Jones requested authorization to apply for additional funds for a 2.6% increase cost of living adjustment for HS/EHS staff.

The Executive Committee recommends approval to apply for the additional funds for a 2.6% increase cost of living adjustment for HS/EHS staff, all in favor, motion carries unanimously.

COMMUNITY PROGRAMMING DIRECTOR'S REPORT-STANDARDS 5.9

Sylvia Flores introduced Julia McDonald to the Board of Directors. Julia McDonald stated that Sylvia Flores was her right hand and that she has a wonderful staff.

Sylvia Flores reported that two unemployed adults obtained and maintained employment for at least 90 days. One household obtained safe and affordable housing. Three households improved energy efficiency and/or energy burden reduction. One individual achieved educational/vocational skills.

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

The Executive Committee recommends approval of the Community Programming Directors Report as presented, all in favor, motion carries unanimously.

CHILD CARE SERVICES DIRECTOR'S REPORT

Teresa Watson reported that CCS had to repay the Workforce Board \$1,218.77 in disallowed costs. This is the first time in 27 years CCS has had disallowed costs. The check has already been sent to the Workforce Board.

Teresa Watson reported that the proposal for the CCS Contract was delivered to the Local Workforce Board Office on Tuesday, May 15, 2018. The second Thursday in June 2018 we will know if EOAC gets the CCS Contract for another five years.

The Executive Committee recommends approval of the Child Care Services Directors Report.

WEATHERIZATION DIRECTOR'S REPORT

Robert Kunze reported that we only received one contract for HVAC and one contract for General Contractor. We must have three bids each. We will have to procure next year for both contracts. The current contracts are only for one year.

INFORMATION AGENDA ITEMS

Dorothy Marstaller reported that information agenda items are included in the board packets for review.

Dorothy Marstaller reported that instead of a convocation, an employee picnic has been scheduled for August 17, 2018 at the Carleen Bright Arboretum. Board members are invited to attend.

CONSENT AGENDA ITEMS

Commissioner Ben Perry stated that to be respectful of people's time, we will put as much agenda items under consent. If you wish to pull an item, we will do that.

Dorothy Marstaller asked board members to please complete the Agency Conflict of Interest form and give to Terry tonight.

Dorothy Marstaller reviewed the consent agenda items and asked if anyone wanted to pull an item. There was no response.

CONSENT AGENDA ITEMS

- HS/EHS Recruitment Strategies**
- Agency Conflict of Interest**
- HS/EHS Directors**
 - Enrollment**
 - School Readiness**
 - CACFP Meals Reimbursement Report**
 - Program Operations Information Local/Regional/National**
 - Corrective Action Plan Response 2014-2017**

Dorothy Marstaller stated that next month we are going to try and put some of the board packet information on the projector.

Elizabeth Nelson reported that the Texas Association of Community Action Agencies (TACAA) training held in San Antonio was very good.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:13 p.m.

Ben Long 8-1-18
Board Chair Date