

**EOAC BOARD OF DIRECTORS MEETING  
MONDAY, JUNE 25, 2018  
CENTRAL OFFICE  
5:30 P.M.**

**MEMBERS PRESENT**

Stephanie Abright  
Susan Copeland  
Sara Pinner  
Gary Luft  
Elizabeth Nelson  
Commissioner Ben Perry  
Judith Benton  
Carolyn Cotton  
Dr. Howard Childs  
Dr. Cassy Burleson

**MEMBERS ABSENT**

Dr. Sylvia Edwards-Borens

**STAFF PRESENT**

Dorothy Marstaller  
Teresa Watson  
Julia McDonald  
Debora Jones  
Robert Kunze  
Debbie Keener  
Terry McDaniels

The meeting was called to order by Commissioner Ben Perry, at 5:38 p.m.

**ESTABLISH QUORUM**

A quorum was established.

**ORDERING OF AGENDA**

The agenda was reordered to move agenda item #16 Executive Session after agenda item #25 Information Agenda Items.

**MISSION STATEMENT**

Commissioner Ben Perry read the Mission Statement.

**PUBLIC COMMENTS**

There were none.

**CONSENT AGENDA ITEMS**

The Executive Committee recommends approval of following consent agenda items: Minutes Executive Committee May 21, 2018, Minutes Board of Directors May 21, 2018, CCS Affordable Levels, CCS Performance Measures, HS/EHS Operating Calendar 2018-2019, Weatherization Director's Report, Board of

**Directors July Vacation-Authorization for the Executive Committee to Meet in July 2018, Job Description Information Systems Worker and Human/Resources Administrative Assistant, all in favor, motion carries unanimously.**

**CHILD CARE SERVICES INCENTIVE AWARDS CHILD SERVICES STAFF**

**Teresa Watson reported that a letter from Julie Talbert, the Workforce Board CCS Contract Manager is provided in the packet to inform the Board of the reason this money is provided to CCS staff and the amount given.**

**The Executive Committee recommends approval of the Child Care Services awards for the Child Care Services staff, all in favor, motion carries unanimously.**

**Teresa Watson reported that CCS has won the CCS Contract for another 5 years. CCS scored 92.4%; their competitor scored 84.7%. CCS will receive an additional \$2.3 million dollars.**

**CFO NOTES/EXPENDITURE REPORT MAY 2018**

**Debbie Keener presented the unaudited Monthly Financial Reports for the period ended May 31, 2018. Behind the summary page is a detailed revenue and expenditure report for each program.**

**Currently the only area of concern is the agency's amount of non-federal funds. One to three months of operating expenses is recommended. Otherwise all programs are on target to meet budget.**

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

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

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

**The Executive Committee recommends acceptance of the CFO Notes/Expenditure Report as presented, all in favor, motion carries.**

**APPROVAL TO PURCHASE TIME KEEPING SYSTEM**

Dorothy Marstaller reported that she received a phone call from Michael DeYoung's Assistant today, who informed her that there is extra CSBG money. Dorothy Marstaller reported that she has made a wish list of 14 items and has emailed them to the Assistant.

The Executive Committee recommends approval of the purchase of the time keeping system (MIP Microix), contingent on funding, all in favor, motion carries unanimously.

**AGENCY SALARY SCALE REVISION FOR 2018**

Dorothy Marstaller reported that Kristine Jackson prepared the salary scale to meet the Head Start 2.6% salary increase. The increase has no effect on Head Start's current budget because the COLA is sent as a separate award and is effective 05/01/2018 for all Head Start employees.

For all other programs the 2018 Salary Scale would go into effect at the beginning of the new contract period so that it can be built into each of those budgets.

The Executive Committee recommends approval of the agency salary scale revision for 2018 as presented, all in favor, motion carries unanimously.

**SCHEDULE DATE FOR POLICY COUNCIL & GOVERNING BOARD TO DISCUSS POLICY COUNCIL BY-LAWS**

The Executive Committee recommends that a mutual meeting be held between the Executive Committee of the Policy Council and the Executive Committee of the governing board on Wednesday, July 11, 2018 at 5:30 p.m. in the EOAC boardroom. This date will be confirmed with Dr. Sylvia Edwards-Borens and the Policy Council, all in favor, motion carries unanimously.

**HS/EHS COST OF LIVING ADJUSTMENT FROM THE OFFICE OF HEAD START**

Debora Jones reported that the cost of living adjustment (COLA) of 2.6 percent is to assist in increasing staff salaries and fringe benefits and to offset higher operating costs. The agency also received an increase in training and technical assistance (T/TA) dollars.

**The Executive Committee recommends acceptance of the COLA and training and technical assistance funds, all in favor, motion carries unanimously.**

#### **WISD & EOAC HEAD START MOU 2018-2019**

**Debora Jones, Dorothy Marstaller and Ben Perry, EOAC Board President met with Waco ISD School Superintendent Dr. A. Marcus Nelson, Grace Benson and Dr. Mary Konrad to discuss continued collaboration for four pre-k classrooms. The MOU remains the same.**

**The Executive Committee recommends acceptance of the WISD and EOAC Head Start MOU for 2018-2019 with no changes, all in favor, motion carries unanimously.**

#### **HARMONY ACADEMY & EOAC HEAD START MOU 2018-2019**

**Julie Johnson, Debora Jones and Dorothy Marstaller met with Harmony Science Academy representatives Blanca Centeno and Lindy Ermoian to discuss possible collaboration for a pre-k classroom at Harmony Science Academy.**

**The Executive Committee recommends permission be given to Debora Jones to continue to pursue a collaboration with Harmony Science Academy, all in favor, motion carries unanimously.**

#### **HS/EHS DIRECTOR'S SUMMARY REPORT**

**Debora Jones reported for compliance, each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council.**

**Debora Jones reported that Head Start cumulative enrollment is 867, Early Head Start cumulative enrollment is 102 and pregnant mom cumulative enrollment is 26.**

**The Executive Committee recommends approval of the HS/EHS Director's Summary Report as presented, all in favor, motion carries unanimously.**

#### **SUCCESSION PLAN**

**Dorothy Marstaller reported that TDHCA requires EOAC to have a Succession Plan so departments will operate smoothly when an absence or vacancy occurs**

**Dorothy Marstaller reported that the individuals listed in this Succession Plan can support operations daily for their department. This does not mean the individual listed would become the permanent replacement in the event the job is posted.**

**The Executive Committee recommends acceptance of the Succession Plan as presented, all in favor, motion carries unanimously.**

**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.**

#### **ANNUAL UPDATE ON 2018 COMMUNITY ACTION PLAN**

**Julia McDonald reported that the current CAP was submitted to TDHCA in September of last year. Julia McDonald reported that Community Programming staff will be working toward better identification of potential case management clients; making our utility intake processes and staffing more efficient to allow more time for required case management; developing better data reporting systems for our early childhood, education and child care colleagues. No action is required.**

**STANDARD 4.4. The governing board receives an annual update on the success of specific strategies included in the Community Action plan.**

#### **APPROVAL OF MAY 2018 COMMUNITY NEEDS ASSESSMENT**

**Julia McDonald reported that the attached Community Needs Assessment reflects findings across 8 of EOAC's 9 county service area. Johnson county was excluded as we are not using CSBG funds to serve this area.**

**The Community Needs Assessment will inform and direct the activities to be developed in the 2019 Community Action Plan that will be submitted to the Board later this summer.**

**The Executive Committee recommends approval of the May 2018 Community Needs Assessment, all in favor, motion carries unanimously.**

**Standard 3.1 The organization conducted a community assessment and issued a report within the past 3 years.**

**Standard 3.2 As part of the community assessment, the organization collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s)**

**Standard 3.3 The organization collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.**

**Standard 3.4 The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.**

**Susan Copeland moved to accept May 2018 Community Needs Assessment as presented, seconded by Sara Pinner, all in favor, motion carries unanimously.**

**Standard 3.5 The governing board formally accepts the completed community assessment.**

#### **TDHCA MISSION STATEMENT REQUIREMENTS**

**Laura Saintey, Project Manager of Training, Texas Department of Housing and Community Affairs (TDHCA) has reviewed the revised Mission Statement. The revised Mission Statement does not meet Results Oriented Management Accountability (ROMA) standards. ROMA instructs that Mission Statements should contain 4 key elements: population, services, outcomes and relationships. Services and relationships are not reflected in the revised Mission Statement.**

**Standard 4.1 The governing board has reviewed the organization's Mission Statement within the past 5 years and assured that: 1. The mission addresses poverty, and 2. The organization's programs and services are in alignment with the mission.**

#### **BOARD VACANCIES**

**Terry McDaniels reported that the governing board has vacancies on Group B-Representative of target areas and Group C-Representatives of**

**organizations/agencies. The board must fill the Group C seat with someone with a background in finance. The individual does not have to be a CPA. This is a Head Start Readiness Act requirement.**

**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 by-laws.**

#### **ELECTED PUBLIC OFFICIALS**

**Terry McDaniels reported that Andrea Jackson Barefield has won the bid for the District 1 City Council seat. The board must decide if they want to offer her the District 1 seat on the board or offer the seat to someone else.**

**Commission Ben Perry will speak with Andrea Jackson Barefield about the seat on the EOAC Board of Directors.**

#### **CONFLICT OF INTEREST POLICY**

**Terry McDaniels reported that the EOAC Waco Conflict of Interest Policy relates to the agency overall and is an IRS compliance requirement. All board members will sign the policy.**

**Standard 5.6 Each governing board member has signed a conflict of interest policy within the past 2 years.**

#### **MANDATED BOARD TRAININGS (TDHCA)**

**Terry McDaniels reported that all board members have completed the Open Meeting Act training and have certificates on file. Board members were provided with a link to complete the Public Information Act training online and were asked to provide a copy of their certificate to Terry McDaniels.**

**Standard 5.8 Governing board members have been provided with training on their duties and responsibilities within the past 2 years.**

#### **INFORMATION AGENDA ITEMS**


**Debora Jones reviewed enrollment requirements. No action was required.**

**EXECUTIVE SESSION**

Gary Luft moved to accept the written resignation of Ashley Reinke, seconded by Judith Benton, all in favor, motion carries unanimously.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:29 p.m.

  
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Board Chair

6-25-18  
\_\_\_\_\_  
Date