

**BOARD OF DIRECTORS MEETING
MONDAY, AUGUST 27, 2018
CENTRAL OFFICE
3:00 P.M.**

MEMBERS PRESENT

Susan Copeland
Stephanie Abright
Gary Luft
Sara Pinner
Elizabeth Nelson
Carolyn Cotton
Dr. Sylvia Edwards-Borens
Dr. Cassy Burleson
Renee Turner
Gene Chillous
Judith Benton

MEMBERS ABSENT

Commissioner Ben Perry
Dr. Howard Childs

STAFF PRESENT

Dorothy Marstaller
Julia McDonald
Robert Kunze
Teresa Watson
Sabrina Gray
Debora Jones
Nancy Cross
Terry McDaniels

The meeting was called to order at 5:51 p.m. by Vice President, Susan Copeland.

ESTABLISH QUORUM

A quorum was established.

ORDERING OF AGENDA

The agenda remained the same.

MISSION STATEMENT

The Mission Statement was recited.

PUBLIC COMMENTS

There were none.

CONSENT AGENDA ITEMS

The Executive Committee recommends approval of the following consent agenda items: Minutes Executive Committee June 25, 2018, Minutes Board of Directors June 25, 2018, CCS Affordable Levels, CCS Performance Measures,

Weatherization Director's Report, HS/EHS Program Planning Procedures, 2019 Community Action Plan, Community Services CSBG 2019 Action Plan and the Community Services CEAP & CSBG Report, July 2018, all in favor, motion carries unanimously.

The EOAC Community Services Action Plan/CSBG 2019 is outcome-based, anti-poverty focused and ties directly to the community assessment, which covers Standard 4.2.

CACFP-GOVERNING BOARD AWARENESS-WRITTEN DECLARATION BY EACH BOARD MEMBER-HS/EHS PROGRAMS

Debora Jones reported that it is a requirement that all board members sign the written declaration, which states they are aware of the responsibilities and liability of CACFP participation.

The Executive Committee recommends approval of the written declaration, all in favor, motion carries unanimously.

CFO-EXPENDITURE REPORT JUNE 2018

Brad Stockreef presented the unaudited Monthly Financial Reports for the period ended June 30, 2018. It was reported that currently the only area of concern is the agencies amount of non-federal funds. One to three months of operating expenses is recommended. Otherwise, all programs are on target to meet budget.

CFO-EXPENDITURE REPORT JULY 2018

Brad Stockreef presented the unaudited Monthly Financial Reports for the period ended July 31, 2018. It was reported that currently the only area of concern is the agencies amount of non-federal funds. All programs are on target to meet budget.

The full board has been provided with organization wide financial reports, balance sheets and statements of financial position in their board packets. Standard 5.9

Elizabeth Nelson moved to approve the CFO-Expenditure Report for June 2018 and the CFO-Expenditure Report for July 2018, seconded by Sara Pinner, all in favor, motion carries unanimously.

FINANCIAL POLICY PROCEDURES MANUAL

Dorothy Marstaller reported that our Financial Policy and Procedure Manual is part of our corrective action plan for our 2017 annual audit. It was reported that information was put in the policy to stay in compliance.

The Executive Committee recommends approval of the Financial Policy Procedures Manual, all in favor, motion carries unanimously.

APPROVE ORGANIZATIONAL CHART

Dorothy Marstaller reported that Director of Administrative Resources has been changed to Manager of Human Resources. This is the only change that has been made to the organizational chart.

The Executive Committee recommends approval of the Organizational Chart, all in favor, motion carries unanimously.

LA PUERTA MOU

Julia McDonald reported that we have been invited by La Puerta Waco to partner with them in providing GED and ESL classes to members of the Hispanic community, particularly Hispanic mothers, ages 18-35. It was reported that La Puerta is unable to support the costs for both the teachers and the computers. The expense of the computers fits in well with the intended use of CSBG funds to improve education leading to more gainful employment. The \$9,000 expense for 30 computers is currently available as part of our direct client expense.

EOAC demonstrates partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area. Standard 2.1

The Executive Committee recommends approval of the La Puerta MOU, all in favor, motion carries unanimously.

HIRE HUMAN RESOURCE MANAGER & APPROVE HUMAN RESOURCE JOB DESCRIPTION

Dorothy Marstaller reported that the Human Resources Director job description was changed to Human Resources Manager and additional duties were added. The salary scale was changed from step 13 to a range of 13 to 14 to allow flexibility for experience and educational background. A Human Resource Manager has been selected.

The Executive Committee recommends approval of the Human Resource Manager job description and the hiring of the Human Resource Manager, all in favor, motion carries unanimously.

APPROVE NEW JOB DESCRIPTIONS & JOB DESCRIPTION REVISIONS

Dorothy Marstaller reported that the Early Head Start/Head Start Assistant Director and Customer Intake Specialist are new positions. The following job descriptions are approved positions with recommended revisions: Information Systems Management and Data Specialist, Assistant Controller, Food Service Assistant, Teacher Aide-Relief, Teacher Aide-Child Development Associate Certificate and Early Childhood Site Assistant.

The Executive Committee recommends approval of the following job descriptions to the governing board: Early Head Start/Head Start Assistant Director, Customer Intake Specialist, Information Systems Management and Data Specialist, Assistant Controller, Food Service Assistant, Teacher Aide-Relief, Teacher Aide-Child Development Associate Certificate and Early Childhood Site Assistant, all in favor, motion carries unanimously.

CONSIDER APPROVAL OF HEAD START/EARLY HEAD START CARRYFORWARD REQUEST

Dorothy Marstaller reported that EOAC is requesting to carryforward \$86,226 in unobligated balance of funds from the previous year's budget period to cover the cost of board approved allowable cost in the current budget period. The funds will be used for building security for central office, onboarding, VOIP, timekeeping system and vehicle purchase.

The Executive Committee recommends approval of the Carryforward amount of \$86,226 for building security for central office, onboarding, VOIP, timekeeping system and vehicle purchase, all in favor, motion carries unanimously.

HARMONY MOU

The Executive Committee recommends that this agenda item be referred to EOAC's attorney for legal review, all in favor, motion carries unanimously.

CONSIDER APPROVAL OF HEAD START/EARLY HEAD START GRANT WRITER

Dorothy Marstaller reported that EOAC has operated the Head Start/Early Head Start program for almost 30 years without the need to re compete for the grant.

This year EOAC will have to compete with other potential operators for the next 5-year grant award beginning 2019.

Ms. Jones has located a gentleman who is willing to contract with EOAC Head Start to write the grant. The grant is due November 22, 2018.

The Executive Committee recommends hiring a grant writer at the cost of \$14,000 plus travel expenses, all in favor, motion carries unanimously.

HEAD START/EARLY HEAD START POLICY COUNCIL BY-LAWS

Dorothy Marstaller presented the changes to the Head Start/Early Head Start Policy Council By-Laws for review and approval.

The three changes are as follows:

- (1) The Policy Council members shall change from 24 to 25 members to give a seat to a Harmony Charter School representative.
- (2) Change from 19 to 20, the number of members who shall be parents of children currently enrolled.
- (3) Change from 19 to 20 alternate members, who shall be parents of children currently enrolled in the Head Start or Early Head Start programs, shall be elected.

The Executive Committee recommends the three changes to the Head Start and Early Head Start Policy Council By-Laws as presented, all in favor, motion carries unanimously.

EARLY HEAD START SALARIES

Dorothy Marstaller reported Debora Jones is having difficulty hiring Bachelor's Degreed teachers in the Early Head Start program, because of the salaries. It was reported that there is money in the budget to support the increase. A chart of current and proposed salaries was provided for review.

The Executive Committee recommends approval of the Early Head Start Salary increases, all in favor, motion carries unanimously.

HEAD START/EARLY HEAD START DIRECTOR'S REPORT

Dorothy Marstaller reported that the Head Start/Early Head Start Directors Summary report includes monthly program information summaries, program enrollment report and monthly reports of meals and snacks provided through programs of the Department of Agriculture.

The Executive Committee recommends the approval of the Head Start/Early Head Start Director's Report as presented, all in favor, motion carries unanimously.

CHILD CARE SERVICES CONTRACT APPROVAL

Dorothy Marstaller reported that the contract negotiations were held on August 16th and August 23rd. The next negotiations will be held on August 29. The sticking point is health insurance for employees. No action is required at this time.

CHECK APPROVAL PROCESS

Dorothy Marstaller reported that all printed checks must be physically reviewed and approved before checks are released. Dorothy Marstaller reviewed the process with the governing board.

Renee Turner moved to approve the check approval process as presented, seconded by Elizabeth Nelson, all in favor, motion carries unanimously.

FORM 5500 EOAC EMPLOYEE INSURANCE PLAN

Dorothy Marstaller reported that Form 5500 EOAC Insurance Plan was filed in a timely manner. Traplena, Sullivan and Reinke were hired to prepare and file the annual return for EOAC.

Renee Turner moved to approve Form 5500 Employee Insurance Plan as presented, seconded by Elizabeth Nelson, all in favor, motion carries unanimously.

FORM 5500 (403b) THRIFT PLAN

Dorothy Marstaller reported that we have a 3rd party administrator (Mutual of America) who prepares and files the Form 5500 and an auditor (Pattillo, Brown & Hill) who conducts a DOL (Department of Labor) limited-scope audit of the financial statements of the 503b thrift plan.

The Executive Committee recommends approval of Form 5500 (403b) Thrift Plan as presented, all in favor, motion carries unanimously.

FORM 990 CONSIDER – (4/30/17)

Dorothy Marstaller reported that we hired McConnell & Jones to prepare and file the annual return (Form 990) for EOAC.

The EOAC IRS Form 990 is completed annually and made available to the governing board in their board packets for review, which covers Standard 8.6.

The Executive Committee recommends approval of Form 990 as presented, all in favor, motion carries unanimously.

EXECUTIVE SESSION

Executive Session is a standard agenda item and will appear on all governing board agendas.

REVIEW CUSTOMER SATISFACTION SURVEY

Dorothy Marstaller reported that 64 people reviewed the EOAC Customer Satisfaction Survey. The EOAC collects customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process, which covers Standard 6.4.

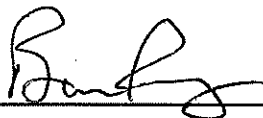
STRATEGIC PLANNING RETREAT-SET DATE

The Strategic Planning Retreat has been scheduled for Wednesday, September 5, 2018 at the Insurors of Texas building, 225 South 5th street, beginning at 11:00 a.m. Having a Strategic Plan is a requirement of TDHCA.

Board Members and staff will ensure that the Strategic Plan addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient and contain family, agency and/or community goals, which will cover Standard 6.2 and Standard 6.3.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:00 p.m.

 8/27/18

Board Chair