

**BOARD OF DIRECTORS MEETING  
MONDAY, SEPTEMBER 24, 2018  
500 FRANKLIN AVENUE  
5:30 P.M.**

**MEMBERS PRESENT**

**Commissioner Ben Perry  
Stephanie Abright  
Gary Luft  
Elizabeth Nelson  
Susan Copeland  
Dr. Howard Childs  
Dr. Cassy Burlison  
Carolyn Cotton  
Dr. Sylvia Edwards-Borens  
Judith Benton**

**MEMBERS ABSENT**

**Sara Pinner  
Renee Turner**

**STAFF PRESENT**

**Dorothy Marstaller  
Kristine Jackson  
Debora Jones  
Robert Kunze  
Teresa Watson  
Heather Faulk  
Julia McDonald  
Nancy Cross  
Terry McDaniels**

**The meeting was called to order by Board Chair Commission Ben Perry at 5:46 p.m.**

**ESTABLISH QUORUM**

**A quorum was established.**

**ORDERING OF AGENDA**

**The agenda remained the same.**

**MISSION STATEMENT**

**Dorothy Marstaller read the Mission Statement.**

**PUBLIC COMMENTS**

**There were none.**

### **CONSENT AGENDA ITEMS**

The Executive Committee recommends approval of the following consent agenda items: Minutes, Executive Committee August 27, 2018, Minutes Board of Directors August 27, 2018, Minutes Special Called Executive Committee 9/13/18, Weatherization Director's Report, Community Services Director's Report, CCS Affordable Levels and CCS Performance Measures, all in favor, motion carries unanimously.

Julia McDonald asked the Board of Directors to please complete the survey behind the Community Services Director's Report and return it this week. The survey is required by the Texas Department of Housing and Community Affairs (TDHCA).

### **CFO NOTES/EXPENDITURE REPORT AUGUST 2018**

Kristine Jackson presented the unaudited Monthly Financial Reports for the period ended August 31, 2018. It was reported that behind the summary page is a detailed revenue and expenditure report for each program. It was reported that the only area of concern is the agency's amount of non-federal funds. One to three months of operating expenses is recommended. All programs are on target to meet budget.

The EOAC Board of Directors receives programmatic reports at each regular board meeting. Standard 5.9

The Executive Committee recommends approval of the CFO Notes/Expenditure Report for August 2018, all in favor, motion carries unanimously.

### **AUTHORIZATION TO OPEN SEALED EXECUTIVE COMMITTEE MINUTES**

This agenda item was pulled from the agenda. No action taken.

### **HARMONY MOU REVISIONS**

This agenda item was pulled from the agenda. No action taken.

### **CHILD CARE SERVICES CONTRACT**

The Executive Committee recommends that Gary Luft and Commissioner Ben Perry meet with Dorothy Marstaller and Kristine Jackson on Wednesday,

September 26, 2018, at 9:00 a.m. in the EOAC board room to review the revisions made by EOAC's attorney to the Child Care Services Contract, one abstention Dr. Howard Childs, motion carries.

#### **JOB DESCRIPTIONS**

Dorothy Marstaller reported that the Early Head Start/Head Start Assistant Director position is being upgraded on the scale from an 11 to a 13 based on qualification and job responsibilities.

The Home Energy Assessor job has been given a new name and the grade range changed from a 10 to 11.

The EOAC Maintenance Technician position is being upgraded on the scale from a 7 to a range of 8-9, based on the 2018 Waco Salary Survey and Careeronestop.org.

Dorothy Marstaller discussed with the Executive Committee if it was necessary to bring existing job descriptions to the governing board for approval. It was discussed if existing job descriptions were being tweaked to fix the needs of the agency and not a person it may be okay.

Heather Faulk, EOAC's new Human Resource Manager, will meet with Dorothy Marstaller and Kristine Jackson to review job descriptions.

Heather Faulk introduced herself to the Board of Directors.

The Executive Committee recommends approval of the Early Head Start/Head Start Assistant Director, Home Energy Assessor and the EOAC Maintenance Technician as presented, all in favor, motion carries unanimously.

#### **HS/EHS NUTRITION BUDGET 2018-2019**

Kristine Jackson and Debora Jones presented the HS/EHS Nutrition Budget 2018-2019 for review and approval.

Kristine Jackson reviewed E1-total annual costs of nonprofit food service, E2-total anticipated annual CACFP reimbursement for the Program Year, E3-enter the total of other income to the nonprofit food service and E4-total income.

**Debora Jones reported that operational costs are costs associated with serving meals to eligible participants and that EOAC is required to submit an annual operational budget for the Head Start and Early Head Start feeding program. The budget has been developed to cover the 2018-2019 year.**

**The Executive Committee recommends approval of the HS/EHS Nutrition Budget 2018-2019 as presented, all in favor, motion carries unanimously.**

#### **HS/EHS PROGRAM INFORMATION REPORT 2017-2018**

**Debora Jones presented the HS/EHS Program Information Report 2017-2018 for review and approval. Debora Jones reported that all Head Start agencies are required to submit an annual Program Information Report (PIR), which includes data collected on each child, pregnant woman and family at the time of enrollment. The PIR's are collected by the national U.S. Office of Head Start (OHS), who analyze the data for inclusion in the biennial Reports to Congress.**

**The Executive Committee recommends approval of the HS/EHS Program Information Report 2017-2018 as presented, all in favor, motion carries unanimously.**

#### **HEAD START DIRECTOR'S REPORT**

**Debora Jones reported that the Head Start Act requires that the governing Board and Policy Council receive a monthly financial statement, including credit card expenditures, monthly program information summaries, program enrollment report, and monthly reports of meals and snacks provided through programs of the Department of Agriculture.**

**Debora Jones reported that we are officially up for re-competition and the re-competition has been posted.**

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

**HEALTH INSURANCE BROKER**

Commissioner Perry reported that the Executive Committee met on Thursday, September 13, 2018 at 9:00 a.m. and engaged Insurors of Texas to reinstate insurance for employees effective November 1, 2018.

Gary Luft reported that Insurors will reinstate much of the packet we have had in the past. Gary Luft stated that we spoke with four different brokers to hear what services they can offer. We chose Insurors because they understand our situation and have enough staff to handle the process. We will have far better insurance than what we have now.

Commissioner Perry thanked the Executive Committee, Dorothy Marstaller and Kristine Jackson for trying to establish a quality program that is a benefit for employees.

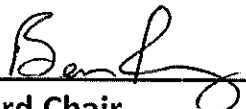
The Executive Committee recommends approval to engage Insurors of Texas as EOAC’s insurance broker, all in favor, motion carries unanimously.

**EXECUTIVE SESSION**

There was no discussion or action taken.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:10 p.m.

	11-9-18
Board Chair	Date

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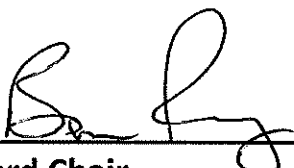
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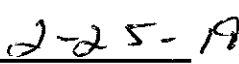
**EXECUTIVE SESSION**

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Board Chair

  
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Date