

**EOAC BOARD OF DIRECTORS MEETING  
MONDAY, FEBRUARY 25, 2019  
500 FRANKLIN AVENUE  
5:30 P.M.**

**MEMBERS PRESENT**

**Commissioner Ben Perry  
Sara Pinner  
Stephanie Abright  
Susan Copeland  
Elizabeth Nelson  
Carolyn Cotton  
Dr. Sylvia Edwards-Borens  
Renee Turner  
Dytrun Thirkill  
Dr. Cassy Burleson**

**MEMBERS ABSENT**

**Judith Benton  
Dr. Howard Childs  
Gary Luft**

**STAFF PRESENT**

**Dorothy Marstaller  
Kristine Jackson  
Debora Jones  
Robert Kunze  
Terry McDaniels  
Cassandra Bianchi  
Charles Harris  
LaShenta Talton  
Heather Faulk  
Vickie Rodriguez**

**The meeting was called to order by Board Chair, Commissioner Ben Perry at 5:30 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; January 16, 2019 Executive Committee Minutes, January 28, 2019 Executive Committee Minutes, January 28, 2019 Board of Directors Minutes, Weatherization Director's Report, Community Services Director's Report, CCS Affordable Levels, CCS Performance Measures, Conflict of Interest Policy Governing Board-Standard 5.6, Policy Council Timeline, and the Head Start Director's Report, all in favor, motion carries unanimously.**

## **HIRE PROGRAM DIRECTOR FOR COMMUNITY PROGRAMMING**

**Dorothy Marstaller introduced Charles Harris to the EOAC Board of Directors. Charles Harris spoke briefly about his affiliation with EOAC.**

**The Executive Committee recommends Charles Harris as the Director of Community Programming, all in favor, motion carries unanimously.**

## **COST ALLOCATION PLAN & CERTIFICATION**

**Kristine Jackson reported that the EOAC's Cost Allocation Plan must be reviewed and certified every year. The Cost Allocation Plan was last brought to the Board in August 2017. The Cost Allocation Plan will be added to the agency calendar and become a standing agenda item for the April board meeting so that it is not overlooked in the future. After carefully reviewing policies of other agencies, and consultation with Wipfli, several changes were made (see summary of changes).**

**The Executive Committee recommends approval of the Cost Allocation Plan & Certification as presented, all in favor, motion carries unanimously.**

## **COMMUNITY SERVICES PROCEDURE MANUAL**

**Kristine Jackson reported that all policies for Community Services will be kept in this document. The Community Programming Director will be responsible for updating, as needed, and will bring to the board for review every January.**

**The Executive Committee recommends approval of the Community Services Procedure Manual as presented, all in favor, motion carries unanimously.**

#### **FINANCIAL REPORT JANUARY 2019-STANDARD 8.7**

**Kristine Jackson presented the unaudited monthly financial report for January 2019 for the period ended January 31, 2019. Kristine Jackson reported that the only area of concern is the agencies amount of non-federal funds. One to three months of operating expenses is recommended.**

**The Executive Committee recommends approval of the January 2019 Financial Report as presented, all in favor, motion carries unanimously.**

#### **HS/EHS COLA AMOUNT**

**Debora Jones reported that HS received \$18,091 in cost-of-living adjustment, and EHS received \$4,200. The total amount received is \$22,291. Debora Jones requested authorization to approve the 1.77 percent cost of living increase for staff salaries and fringe benefits.**

**The Executive Committee recommends approval of the 1.77 percent cost of living increase for staff salaries and fringe benefits, all in favor, motion carries unanimously.**

#### **MISSION STATEMENT-STANDARD 4.1**

**Dorothy Marstaller reported that organizational standard 4.1 requires the governing board to review the reorganization's mission statement every 5 years, and assure that the mission addresses poverty, and that the organization's programs and services are in alignment with the mission.**

**Dorothy Marstaller reported that she removed the word to and the mission statement flows much better.**

**The Executive Committee recommends approval of the following revised mission statement; To serve people in need with compassion and dignity, help those who can achieve economic independence, and ease the pain of poverty barriers, all in favor, motion carries unanimously.**

#### **TACAA CONFLICT OF INTEREST POLICY & DISCLOSURE FORM**

**Dorothy Marstaller requested that all board members complete the disclosure form included in their packet and return to Terry McDaniels before leaving this evening.**

**EXECUTIVE SESSION**

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

**STRATEGIC PLAN UPDATE-STANDARD 6.5**

Dorothy Marstaller reported that organizational standard 6.5 requires administration to provide a report to the governing board demonstrating progress toward strategic plan goals over the 12 months.

Dorothy Marstaller reviewed the goals from the Strategic Plan 2013-2018 and progress made toward each one during the past year.


The Board of Directors were pleased with the progress report.

**LETTER FROM WORKFORCE NO LONGER SANCTIONED**

Kristine Jackson reported that the EOAC received a letter from the Workforce Solutions' Child Care Service Contract (EOAC) was placed under sanction for non-payment of \$20,966.77 of disallowed cost. A check dated January 17, 2019, was received from EOAC in the amount of \$20,966.77; therefore, the sanction is lifted.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:48 p.m.

  
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Board Chair

3-26-19  
\_\_\_\_\_  
Date