

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

**MEMBERS PRESENT**

**Susan Copeland  
Elizabeth Nelson  
Sara Pinner  
Stephanie Abright  
Gary Luft  
Carolyn Cotton  
Judith Benton  
Renee Turner**

**MEMBERS ABSENT**

**Commissioner Ben Perry  
Dr. Sylvia Edward-Borens  
Dr. Howard Childs  
Dr. Cassy Burleson  
Dytrun Thirkill**

**STAFF PRESENT**

**Dorothy Marstaller  
Nancy Cross  
Heather Faulk  
Vickie Rodriguez  
Robert Kunze  
Charles Harris  
Kristine Jackson  
Cassie Bianchi  
Terry McDaniels  
Debora Jones**

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

**ESTABLISH QUORUM**

**A quorum was established.**

**ORDERING OF AGENDA**

**The agenda was reordered to move #17 Executive Session behind #20 Board Vacancies.**

**MISSION STATEMENT**

**Stephanie Abright read the Mission Statement.**

## **PUBLIC COMMENTS**

There were none.

## **CONSENT AGENDA ITEMS**

The Executive Committee recommends approval of the following agenda items; February 25, 2019 Executive Committee Meeting, February 25, 2019 Board of Directors Meeting, Weatherization Director's Report, 2018 EOAC Monitoring Guide (TACAA), Community Services Director's Report, CCS Affordable Levels, CCS Performance Measures, Memorandum of Understanding (MOU) for E-Verify, and the Head Start Director's Report as presented, all in favor, motion carries unanimously.

## **HIRE DIRECTOR OF CHILD CARE SERVICES-VICKIE RODRIGUEZ**

Vickie Rodriguez introduced herself and provided an overview of her family and working backgrounds. Vickie Rodriguez has been employed with the Child Care Services Program for 28 years.

The Executive Committee recommends Vickie Rodriguez be approved as the Director of Child Care Services, all in favor, motion carries unanimously.

## **AGENCY BUDGET-MAY 1, 2019 – APRIL 30, 2020**

Cassey Bianchi presented the 2019-2020 EOAC Annual Operating Budget and reported that all programs were analyzed based on a 12-month period to forecast a complete operating budget agency wide.

The Executive Committee recommends approval of the 2019-2020 EOAC Annual Operating Budget as presented, all in favor, motion carries unanimously.

## **FORM 990-STANDARD 8.6**

Kristine Jackson reported that the best practice is for a draft of the 990 to be reviewed and approved by the Board, prior to being filed. EOAC hired McConnell & Jones to prepare and file the annual return (Form 990) on February 7<sup>th</sup>, shortly after our annual audit was complete. We did file by the deadline, but because the annual audit is used to prepare the 990, there was not enough time to bring a draft to the Board. The deadline for EOAC, after filing all extensions, is March 15<sup>th</sup>.

**Renee Turner asked what is a 990? It was explained that even though tax-exempt nonprofits do not pay federal taxes, they do have to file an information form with the IRS. Having to file the 990 makes sure that nonprofits conduct their business in a way that is consistent with their public responsibilities.**

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

#### **FINANCIAL REPORT FEBRUARY 2019 – STANDARD 8.7**

**Kristine Jackson reviewed the Monthly Financial Report for the period ended February 28, 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 February 2019 Financial Report as presented, all in favor, motion carries unanimously.**

#### **STANDARD 7.4 & STANDARD 7.5 PERFORMANCE APPRAISAL/COMPENSATION OF EXECUTIVE DIRECTOR**

**The governing board conducts a performance appraisal of the Executive Director within each calendar year. Board minutes with motion and vote regarding performance appraisal within the current year must be provided to TDHCA as proof. Standard 7.4**

**The governing board reviews and approves Executive Director compensation within every calendar year. Board minutes with motion and vote regarding compensation for the Executive Director, within the current calendar year must be provided to TDHCA as proof. Standard 7.5**

**This agenda item was tabled until the April 22, 2019 board meeting.**

#### **JOB DESCRIPTION**

**Heather Faulk reported that the Human Resource Generalist is a new job description. Heather Faulk reported that the Human Resource department needs a Human Resource Generalist with experience and education to assist the Human Resource Director with day-to-day issues. The position will allow for a**

seamless succession for the Human Resource department and will replace the current Administrative Assistant role.

The Executive Committee recommends approval of the Human Resource Generalist Grade 10 job description as presented, all in favor, motion carries unanimously.

#### **EOAC SUCCESSION PLAN REVISION**

The agenda item was pulled on the recommendation of the Executive Director.

#### **HS/EHS RECORD KEEPING, REPORTING POLICY & PROCEDURE**

Debora Jones reported that a program must establish procedures on data management, and have them approved by the governing body and policy council, in areas such as quality of data and effective use and sharing of data, while protecting the privacy of child records, in accordance with subpart C of part 1303 of the Head Start Performance Standards, and applicable federal, state, local, and tribal laws.

The Executive Committee recommends approval of the HS/EHS Record Keeping and Reporting Policy and Procedures as presented, all in favor, motion carries unanimously.

#### **HS/EHS RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE POLICIES & PROCEDURES**

Debora Jones reported that the policy council shall approve and submit to the governing body, decisions about program recruitment, selection and enrollment priorities.

Debora Jones reported that the governing board shall be responsible for ensuring compliance with Federal laws, including regulations, and applicable State, tribal, and local laws, including regulations.

Elizabeth Nelson reported that the staff had nothing to do with the recruitment, selection, enrollment, and attendance policies and procedures. Staff only answered questions asked by the Policy Council. Elizabeth Nelson reported that there is a homeless video that everyone should see.

**The Executive Committee recommends approval of the HS/EHS Recruitment, Selection, Enrollment, and Attendance Policies and Procedures, all in favor, motion carries unanimously.**

#### **HS/EHS MIDDLE OF YEAR REPORT**

**Kim Sheehy reported that the results show the children's progress, from October to January, toward mastering school readiness skills. The outcomes are based on teacher observations, formal assessments, and work samples and include benchmark data for CW Ortlip, Thurman E. Dorsey (including home-based), Logue Lane, Woodrow Logan, Mart Head Start, Johnette Hicks, and the TSTC center.**

**Judith Benton moved to approve the HS/EHS Middle of Year Report as presented, seconded by Elizabeth Nelson, all in favor, motion carries unanimously.**

#### **HS/EHS CARRY FORWARD REQUEST BUDGET-RECEIVED NOGA**

**Debora Jones reported that EOAC requested to carry forward \$86,226 in unobligated balance of funds from the previous year's budget period to cover the cost of board approved allowable costs in the current budget period. The funds are in support of activities aligned with existing program goals and objectives as identified in the agency's strategic plan. No action taken, information only.**

#### **DELAY OF HS/EHS NOTICE OF GRANT AWARD**

**Dorothy Marstaller reported that the HS/EHS grant term ends April 30, 2019. Grantees re-competing for these grants have not been notified of the outcome of the grant application process. No action taken, information only.**

#### **BOARD VACANCY**

**Susan Copeland reported that we have 2 vacancies that need to be filled. It was reported that Principal Nancy Cross is looking for someone to represent the EOAC Waco Charter School on the governing board.**

#### **EXECUTIVE SESSION**

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

**ADJOURNMENT**

**There being no further business, the meeting was adjourned at 6:48 p.m.**

  
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**Board Chair**

**Date**