

**EOAC BOARD OF DIRECTORS MEETING
MONDAY, APRIL 22, 2019
500 FRANKLIN AVENUE
3:00 P.M.**

MEMBERS PRESENT

**Commissioner Ben Perry
Sara Pinner
Susan Copeland
Gary Luft
Stephanie Abright
Elizabeth Nelson
Judith Benton
Dytrun Thirkill
Carolyn Cotton
Renee Turner
Dr. Cassy Burleson**

MEMBERS ABSENT

**Dr. Howard Childs
Dr. Sylvia Borens**

Staff Present

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

The meeting was called to order at 5:50 p.m. by Board Chair Commissioner Ben Perry.

ESTABLISH QUORUM

A quorum was established.

ORDERING OF AGENDA

The agenda remained the same.

MISSION STATEMENT

The Mission Statement will be recited at the full board meeting.

PUBLIC COMMENTS

There were none.

CONSENT AGENDA ITEMS

The Executive Committee recommends approval of the following consent agenda items; March 25, 2019 Executive Committee Minutes, March 25, 2019 Board of Directors Minutes, CCS Affordable Levels, CCS Performance Measures, Weatherization Director's Report, HS/EHS Procedure for Resolving Community Complaints, Program Management & Quality Improvement Monitoring and the Head Start Director's Report, all in favor, motion carries unanimously.

CCS OUT OF STATE TRAVEL REQUEST FOR RISING STAR MENTORS/ASSESSORS

Vickie Rodriguez presented the out of state CCS travel request for review and approval. Vickie Rodriguez requested authorization for Julie Johnson-Mentor/Assessor, Juanita Rogers-Mentor/Assessor, Jan Schofield-Mentor, Lori Jones-Mentor, and Tamera Carter-Assessor to attend the required continuing education and professional development of TRS Mentors/Assessors. The group will travel to Long Beach, California June 2, 2019 – June 5, 2019, for the training. It was reported that the Texas Workforce Commission increased Texas Rising Star (TRS) Mentor and Assessor funding to include professional development.

The Executive Committee recommends approval of the CCS out of state travel request for the required continuing education and professional development of TRS Mentors/Assessors Julie Johnson, Juanita Rogers, Jan Schofield, Lori Jones and Tamera Carter to Long Beach, California, June 2, 2019 – June 5, 2019, all in favor, motion carries unanimously.

FINANCIAL REPORT MARCH 2019-STANDARDS 8.7

Kristine Jackson presented the unaudited monthly financial reports for the period ended March 31, 2019. Kristine Jackson reviewed the summary page of financials, detailed revenue and expenditures for each program, check registers and credit card statements. 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 March 2019 Financial Report as presented, all in favor, motion carries unanimously.

CORRECTIVE ACTION PLAN FOR AUDIT 2018-STANDARD 8.2

Kristine Jackson reported that on March 26, 2019, McConnell & Jones met with EOAC's leadership team to discuss the non-standard entries needed to conform to generally accepted accounting principles. Those entries consist of 1) fixed asset accounting to use a contra account, so it is separated from net assets and 2) accounting for end of year healthcare claims. It was reported that there was a significant deficiency in internal control over financial reporting.

It was reported that the EOAC's Assistant Controller will maintain and reconcile the depreciation schedule to the fixed assets accounts, annually, at the end of the agency's fiscal year.

It was reported that as of December 1, 2018, EOAC moved from a self-funded healthcare plan to a fully funded healthcare plan, therefore eliminating the requirement of an account for healthcare claims that have been incurred, but not paid.

The Executive Committee recommends approval of the Corrective Action Plan as presented, all in favor, motion carries unanimously.

FINANCIAL POLICY & PROCEDURE MANUAL

Kristine Jackson presented the Financial Policy and Procedure Manual for review and approval. Kristine Jackson reviewed the summary of proposed changes: cash disbursements (check-writing) policies and release of checks, exceptions to policy requiring board approval for checks over \$25k and property and equipment depreciation schedule.

There was discussion regarding CCS child care providers payments and payroll liabilities, and a \$40k cap on checks, instead of a \$25k cap.

The Executive Committee recommends approval of the Financial Policy and Procedure Manual, with a \$40k cap on checks, instead of a \$25k cap, all in favor, motion carries unanimously.

UPDATE SALARY SCALE

Kristine Jackson presented the Update Salary Scale for review and approval. Kristine Jackson reported that, effective upon the notice of grant award (NOGA), a 1.77% COLA increase would go into effect for all Head Start employees. This increase has no effect on their current budget, because the COLA is sent as a separate award.

For all other programs the 2019-2020 Salary Scale (1.77%) would go into effect at the beginning of the new contract period, so that it can be built into each of those budgets.

7.4 SALARY ADJUSTMENT AND IMPLEMENTATIONS

Weatherization Assistance Program (WAP)	March 1
Comprehensive Energy Assistance Program (CEAP)	January 1
Waco Charter School (WCS)	September 1
Child Care Services (CCS)	October 1
Head Start/Early Head Start (HS/EHS)	Prior to May 1
Finance/Administration	Corresponding to specific funding source

The Executive Committee recommends approval of the updated salary schedule as presented, all in favor, motion carries unanimously.

COMMUNITY PROGRAMMING DIRECTOR'S REPORT

Charles Harris reported that, for the month of March 2019, Community Services served 394 households with CEAP funds, and 83 households with CSBG funds. \$1,394.71 was used to assist clients with Neighbor to Neighbor funds, \$3,488.43 was used to assist clients over the income guidelines with TXU Energy Aid, and \$3,711.06 was used to assist clients with Atmos Energy Aid.

It was reported that EOAC Community Services has partnered with Compassion Corsicana, of Corsicana, in Navarro County. Services in Navarro County will begin April 2019.

It was reported that EOAC Community Services partnered with ATMOS Energy and held a Blitz at the Centex Hispanic Chamber of Commerce. Over 500 ATMOS customers received services with their gas bills. There were no limits or restrictions for assistance.

Charles Harris reported that he has implemented an Employee of the Month program. Lupe Gonzalez is the Community Services employee of the month for March 2019. The National Provider Indicators (NPI's) spreadsheet was reviewed.

The Executive Committee recommends approval of the Community Services Director's Report 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.

EXECUTIVE DIRECTOR'S PERFORMANCE APPRAISAL STANDARD 7.4 & STANDARD 7.5

Board Chair Commissioner Ben Perry reported that the Executive Committee will meet on Monday, May 13, 2019, at 11:00 a.m., and review the compiled information received from all board members for the performance appraisal of the Executive Director.

EOAC EXECUTIVE DIRECTOR SUCCESSION PLAN STANDARD 4.5

Board Chair Ben Perry reported that the Executive Committee will meet on Monday, March 13, 2019, at 11:00 a.m., and review the compiled information received from all board members for the EOAC Executive Director Succession Plan.

OFFICE OF HEAD START MEASLES OUTBREAK

Debora Jones reviewed information and program guidance from HHS-Office of Head Start regarding the measles.

PARENT VOLUNTEER RECOGNITION BANQUET

Debora Jones reported that the Parent Volunteer Recognition Banquet is scheduled for Thursday, May 9, 2019, at the Lee Lockwood Museum. Debora Jones distributed invitations and requested that RSVP's be sent in to Rosie Sanders.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:18 p.m.



Board Chair

Date