

**EOAC BOARD OF DIRECTORS MEETING
THURSDAY, MAY 23, 2019
500 FRANKLIN AVENUE
5:30 P.M.**

MEMBERS PRESENT

**Commissioner Ben Perry
Susan Copeland
Sara Pinner
Gary Luft
Elizabeth Nelson
Judith Benton
Dr. Howard Childs
Dr. Sylvia Edwards-Borens
Carolyn Cotton
Dr. Cassy Burleson
Renee Turner
Billie Myers
Dytrun Thirkill**

**MEMBERS ABSENT
Stephanie Abright**

STAFF PRESENT

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

The meeting was called to order at 5:33 p.m. by Board Chair Commissioner Ben Perry.

ESTABLISH QUORUM

A quorum was established.

ORDERING OF AGENDA

The agenda remained the same.

MISSION STATEMENT

Sara Pinner read the Mission Statement.

PUBLIC COMMENTS

There were none.

CONSENT AGENDA ITEMS

The Executive Committee recommends approval of the April 22, 2019 Executive Committee Minutes and, the April 22, 2019 Governing Board of Directors Minutes with a correction being made to page 5, 5th paragraph; change March 13, 2019, to May 13, 2019, all in favor, motion carries unanimously.

The Executive Committee recommends approval of the following consent agenda items; April 22, 2019 Executive Committee Minutes, with a correction to page 5, 5th paragraph; change March 13, 2019 to May 13, 2019, April 22, 2019 Board of Directors Minutes with a correction to page 5, 5th paragraph; change March 13, 2019, to May 13, 2019, CCS Affordable Levels, CCS Performance Measures, Community Services Director's Report, Weatherization Director's Report and the Personnel Policies Update as presented, all in favor, motion carries unanimously.

HS/EHS DIRECTOR'S REPORT-STANDARD 5.9

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 reviewed recruitment strategy and reported that Jorge Sandoval Head Start Program Specialist instructed that EOAC HS/EHS continue to enroll pregnant women. Debora Jones reported that EOAC HS/EHS was requested to submit an availability calendar. Debora Jones stated, "You are requested to submit an availability calendar when they (DANYA) want to see you." The availability calendar has been submitted.

Dr. Howard Childs asked, "Is there a certain number of 3-year-olds you can serve?"

Debora Jones responded, "We must serve 873 3 & 4-year-old children."

Bridget Montgomery reviewed the CLASS Assessment EOY and its importance. Bridget Montgomery reported that each center receives either CLASS observations or classroom observations, classroom management, curriculum planning, computer programming, classroom environment and classroom daily scheduling.

Elizabeth Nelson moved to approve the HS/EHS Director's Report as presented, seconded by Dr. Sylvia Edwards-Borens, all in favor, motion carries unanimously.

EOAC COMPANY PROPERTY POLICY UPDATE

Heather Faulk reported that the policy specifies that agency property must be properly cared for, while in the custody of the employee. The policy also specifies security of certain assets such as passwords, gate codes, door codes, and system access. Any unauthorized disclosure will result in disciplinary action, up to and including termination, depending on the severity and sensitivity of the asset. The policy also provides that employees must report any loss or theft of the property to the appropriate EOAC Personnel.

A sign-off sheet will be provided to all employees who have assets, which states the policy, and the assets currently in the possession of the employee.

If the employee's employment is separated, the assets must be returned to EOAC, or EOAC will withhold the amount of the asset from the employee's final paycheck, as stated in the policy, and the sign-off sheet.

The Executive Committee recommends approval of the Company Property Policy as presented, all in favor, motion carries unanimously.

SET DATE FOR SCHOLARSHIP REVIEW

Heather Faulk reported that annually, EOAC awards a scholarship or scholarships, depending on funding and applications to eligible employees, former Head Start students and former Charter School students. All applications are due to EOAC HR by 6/3/2019. HR will review the scholarship applications, to ensure they are complete, and will provide the completed scholarship application to the Board for review and award selection.

Heather Faulk reported that the EOAC website has scholarship information, and there is currently \$5,660.00 in the fund.

The Executive Committee recommends Ben Perry and Gary Luft meet and review scholarship applications and present the recipients for approval to the Executive Committee and Governing Board during the June 24, 2019 meetings, all in favor, motion carries unanimously.

FINANCIAL REPORT

Kristine Jackson presented the unaudited Monthly Financial Reports for the period ended April 30, 2019. Kristine Jackson reported that due to the timing of the April 22, 2019, meetings, there could be additional changes to the financial reports. The changes should be minimal and will be reflected in the year to date numbers presented in the May financials.

Kristine Jackson reported that there are no concerns, and all programs know where they are and what they have to spend.

The Executive Committee recommends approval of the Monthly Financial Reports for the period ended April 30, 2019, all in favor, motion carries unanimously.

COST ALLOCATION PLAN

Kristine Jackson presented the Cost Allocation Plan for review and approval. Kristine Jackson reported that changes on page 7 were made to clarify allocation of finance personnel, on page 9 changes were made to update and clarify allocation of storage facilities, on page 10 changes were made to update to "Subscriptions & Memberships, an appendix was added to pages 16-25 as requirements by a specific funding source.

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

ACCEPTANCE OF THE EXECUTIVE DIRECTOR'S EVALUATION

This agenda item will be discussed during Executive Session.

EXECUTIVE SESSION

The Executive Committee entered into Executive Session at 6:11 p.m. and returned to Open Session at 6:25 p.m.

Commissioner Ben Perry requested that the EOAC salary schedule be structured and brought back to the governing board in August 2019.

The Executive Committee recommends acceptance of the performance appraisal of the Executive Director (Dorothy Marstaller), and to make an adjustment in the Executive Director's (Dorothy Marstaller) salary, all in favor, motion carries unanimously. STANDARD 7.4 & STANDARD 7.5

The Executive Committee recommends adjustment in the CFO's (Kristine Jackson) salary, all in favor, motion carries unanimously.

Elizabeth Nelson moved to allow Dorothy Marstaller to send a letter requesting the pending CEAP investigation be closed, seconded by Dr. Howard Childs, all in favor, motion carries unanimously.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:26 p.m.



Board Chair Date