

**EOAC BOARD OF DIRECTORS MEETING
MONDAY, JUNE 24, 2019
500 FRANKLIN AVENUE
5:30 P.M.**

MEMBERS PRESENT

**Commissioner Ben Perry
Carolyn Cotton
Billie Myers
Elizabeth Nelson
Sara Pinner
Stephanie Abright
Dr. Howard Childs
Susan Copeland
Dr. Cassy Burleson
Dytrun Thirkill
Renee Turner**

MEMBERS ABSENT

**Gary Luft
Judith Benton
Dr. Sylvia Edwards-Borens**

STAFF PRESENT

**Dorothy Marstaller
Heather Faulk
Cassie Bianchi
Debora Jones
Robert Kunze
Nancy Cross
Terry McDaniels**

The meeting was called to order by Board Chair Commissioner Ben Perry at 6:30 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.

HIGGINBOTHAM INSURANCE

Mike Simon of Higginbotham Insurance reported to the governing board that EOAC is insured with Philadelphia Indemnity Insurance Company. EOAC's

Directors & Officers Liability coverage is \$6,000,000, Employment Practices Liability is \$5,000,000, Fiduciary Liability is \$1,000,000 and Workplace Violence is \$1,000,000. No action was required.

HS/EHS NOTICE OF GRANT UPDATE

Debora Jones reported that EOAC has been awarded the HS/EHS grant through 2025. No action required.

OUT OF STATE TRAINING-CASSIE BIANCHI MIP XPERIENCE, NOVEMBER 10-13, 2019 ORLANDO, FL

Cassie Bianchi asked for authorization to travel to Orlando, Florida, to attend the MIP Xperience, training scheduled for November 10-13, 2019.

The Executive Committee recommends approval for Cassie Bianchi to travel to Orlando, Florida, to attend the MIP Xperience training scheduled for November 10-13, 2019, all in favor, motion carries unanimously.

CONSENT AGENDA ITEMS

The Executive Committee recommends approval of the following consent agenda items; May 23, 2019 Executive Committee Minutes, May 23, 2019 Board of Directors Minutes with the addition of Jorge Sandoval's job title (Head Start Program Specialist, Dallas Regional Office), CCS Affordable Levels, CCS Performance Measures, CCS Final Fiscal Monitoring Report, Community Services Director's Report, MOU between the Heart of Texas Workforce Development Board & EOAC CEAP Program, CEAP Customer Service Survey-Standard 1.3, HS/EHS Director's Report/Summary, and the Seating of Billie Myers, all in favor, motion carries unanimously.

WEATHERIZATION DIRECTOR'S REPORT-STANDARD 5.9

Robert Kunze reported that we did not properly allocate personnel costs. A review of two (2) employees time sheets revealed that salary costs were not allocated to all weatherization funding to ensure all benefitted activities incurred expenses on a reasonable and consistent basis.

Robert Kunze and Kristine Jackson will ensure all programmatic salary expenditures to date are reasonably allocated among the following contracts:

LIHEAP Contract #81180002887, DOE Contract #56180002957, and any other applicable fund leveraged with weatherization (TACAA).

Robert Kunze also reported that he is in training to become a ROMA Implementer. TDHCA is requiring all agencies to have a qualified ROMA Implementer.

The Executive Committee recommends approval of the Weatherization Director's Report-Standard 5.9 as presented, all in favor, motion carries unanimously.

FINANCIAL REPORT MAY 2019-STANDARD 8.7

Cassie Bianchi presented the May 2019 Financial Report for review and approval. Cassie Bianchi reviewed Section 4 Final Program Financial Reports: Financial report for Head Start program period ending 5/20/19. Cassie Bianchi reported that accountants will meet regularly with Program Directors to discuss variances.

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

FINANCIAL POLICY AND PROCEDURE MANUAL

Cassie Bianchi presented the Financial Policy and Procedure Manual for review and approval. Cassie Bianchi reviewed page 30 billing/invoicing policies, page 33 control grid for revenue and cash receipts, page 35 added agency specific information, page 38 updated authorizations and purchasing limits grid to clarify purchases of \$3,500 are considered small purchases and pages 39-41 use of purchase orders – updated to clarify the agency's use of purchase orders and purchase order procedures.

The Executive Committee recommends approval of the Financial Policy and Procedure Manual as presented, all in favor, motion carries unanimously.

EOAC HANDBOOK GRIEVANCE POLICY REVISION

Heather Faulk reported that a minor update to the grievance policy is recommended to ensure that any action that could result in an adverse action for an employee is included in the grievance policy, and to allow the Executive

Director, and the HR Director to work together during a grievance investigation, with one acting as investigator, and the other acting as a note taking witness.

The Executive Committee recommends approval of the EOAC Handbook Grievance Policy Revision as presented, all in favor, motion carries unanimously.

APPROVAL OF SCHOLARSHIP APPLICATION REVIEW

Heather Faulk reported that four scholarship applications have been received from Head Start staff applying for funding from the 2019 EOAC Scholarship Fund. These employees are wanting to take a second class, and the scholarship funds would help.

Renee Turner asked about GPA's of applications being recommended. There was discussion.

Commissioner Ben Perry stated that the money comes from donations from employees, and the employees should be the ones to make changes to the process.

The Executive Committee recommends that \$500.00 be awarded to each of the four Head Start employees, all in favor, motion carries unanimously.

STRATEGIC PLAN-AGENCY VALUES

Heather Faulk reported that on June 6, 2019, agency employees met at Insurors of Texas to continue development of the agency strategic plan. During the meeting, the team came up with the attached values for EOAC. These values were selected by employees as the most important to EOAC during the strategic planning meeting on May 21, 2019.

EOAC Values

- 1. Respect – we respect the differences of individuals**
- 2. Integrity – always doing the right thing, even when no one is watching**
- 3. Compassion – comes from the heart**
- 4. Communication – we listen, and speak to be understood**
- 5. Teamwork – working together to help others**
- 6. Empowerment – support and encourage others to be their best**

- 7. Equality – offering opportunities to all**
- 8. Customer Service – striving to display the core values of EOAC**

The Executive Committee recommends approval of the strategic plan-agency values as presented, all in favor, motion carries unanimously.

HS CHILD OUTCOMES FOR END OF YEAR

Debora Jones introduced Tracy Carter Child Outcomes Coordinator. Tracy Carter reported that in September, January, and the middle of May is when we assess our children to see where they are. It is the teacher’s responsibility to ensure that the children are progressing accordingly. We plan with teachers that need to be coached and what they need to be coached in.

The Executive Committee recommends approval of the HS Child Outcomes for end of year as presented, all in favor, motion carries unanimously.

EARLY CHILDHOOD MENTAL HEALTH CONSULTANT

Debora Jones presented an MOU between EOAC and Baylor University. The MOU requires that Baylor University provide early childhood mental health consultation support to Head Start staff, children and families.

Debora Jones reported that the total cost for these services will be \$19,872, with a savings of \$30,000.

The Executive Committee recommends approval of the MOU between EOAC and Baylor University to provide early childhood mental health consultation support to Head Start staff, children and families, all in favor, motion carries unanimously.

HS COMMUNITY ASSESSMENT

Debora Jones presented the HS Community Assessment for review and approval. Debora Jones reported that a program must annually review and update the community assessment to reflect any significant changes including increased availability of publicly funded pre-kindergartens, including an assessment of how the pre-kindergartens available in the community meet the needs of the parents and children served by the program, and whether they are offered for a full school day.

The Executive Committee recommends approval of the HS Community Assessment as presented, all in favor, motion carries unanimously.

HS PRE-SERVICE TRAINING AUGUST 5TH – 8TH AT MCC

Debora Jones reported that a program must establish and implement a systematic approach to staff training and professional development designed to assist staff in acquiring, or increasing, the knowledge and skills needed to provide high quality comprehensive services within the scope of their job responsibilities and attached to academic credit, as appropriate.

Debora Jones invited board members to attend the training.

LICENSING CHART FOR OFFENSES/HS/EHS

Debora Jones reported that this chart applies to all criminal history checks conducted under the Title 40*, Texas Administrative Code, Chapter 745, Licensing, Subchapter F, Background Checks. Although the crimes listed in this reflect only offenses in Texas statutes, the same criminal history requirements apply to similar criminal offenses under the laws of another state or federal laws.

BOARD VACANCY GROUP B REPRESENTATIVE OF TARGET AREAS

Terry McDaniels reported that we still have a board vacancy that must be filled.

MANDATORY CULTURAL DIVERSITY TRAINING AUGUST 8, 2019

Heather Faulk reported that every year the agency will conduct training on Cultural Diversity and Sensitivity Training. This training will be held in conjunction with HS/EHS pre-service and will involve all employees. The pre-service training usually runs on tracks, so the training will repeat a few times throughout the day. Heather Faulk reported that once times have been confirmed, we will contact all board members so they can make plans to attend.

DIRECTORPOINT BOARD SOFTWARE

Terry McDaniels reported that members will receive an invite to create their account and password with Directorpoint. Board members were asked to please create their account and password.

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 6:19 p.m.


_____ 8/27/19
Board Chair Date