

**EOAC BOARD OF DIRECTORS MEETING  
TUESDAY, AUGUST 27, 2019  
500 FRANKLIN AVENUE 5:30 P.M.**

**MEMBERS PRESENT**

**Ben Perry  
Sara Pinner  
Gary Luft  
Elizabeth Nelson  
Susan Copeland  
Stephanie Abright  
Carolyn Cotton  
Cassy Burleson  
Sylvia Edwards-Borens  
Dytrun Thirkill  
Billie Myers**

**MEMBERS ABSENT**

**Judith Benton  
Howard Childs  
Renee Turner**

**STAFF PRESENT**

**Dorothy Marstaller  
Vickie Rodriguez  
Robert Kunze  
Nancy Cross  
Carl Ritter  
Cassie Bianchi  
Kristine Jackson  
Heather Faulk  
Terry McDaniels**

**The meeting was called to order by Board Chair Ben Perry at 5:30 p.m.**

**ESTABLISH QUORUM**

**A quorum was established.**

**ORDERING OF AGENDA**

**The agenda remained the same.**

**MISSION STATEMENT**

**Ben Perry read the Mission Statement.**

**PUBLIC COMMENTS**

**There were none.**

**CONSENT AGENDA ITEMS**

**The Executive Committee recommends approval of the following consent agenda items: May 13, 2019 Special Called Executive Committee Minutes, June**

24, 2019 Executive Committee Minutes, June 24, 2019 Board of Directors Minutes, July 10, 2019 Special Called Executive Committee Minutes, July 18, 2019 Special Called Executive Committee Minutes, CCS Affordable Levels, CCS Performance Measures, Weatherization Director's Report Standard 5.9, HS/EHS Director's Report Standard 5.9, Customer Satisfaction Results Standard 1.3, Community Programming Director's Report Standard 5.9, HS/EHS Program Planning Procedure, Community Action Plan Annual Update (CAP) Standard 4.2 & 4.4, Community Action Plan 2020, Accept Marketing/PR Intern Job Description, Financial Report June 2019, and the Financial Report July 2019 as presented, all in favor, motion carries unanimously.

#### **RESIGNATION OF BOARD MEMBER SARA PINNER**

Sara Pinner said that she has enjoyed every minute of this association. Sara Pinner said children are very important to her, and she likes what EOAC does for the children. Sara Pinner said that she is leaving the EOAC Board of Directors to volunteer in her community.

Sara Pinner will officially resign from the EOAC Board of Directors after the September 2019 board meeting.

The Executive Committee recommends the acceptance of the resignation of Sara Pinner from the EOAC Board of Directors, all in favor, motion carries unanimously.

#### **ACCEPT RESIGNATION OF DIRECTOR OF COMMUNITY PROGRAMMING CHARLES HARRIS**

Dorothy Marstaller asked the Executive Committee to officially accept the resignation of Charles Harris.

The Executive Committee recommends acceptance of the resignation of Charles Harris, all in favor, motion carries unanimously.

#### **ADOPT THE 2019-2024 EOAC STRATEGIC PLAN STANDARD 6.1**

Dorothy Marstaller reported that a lot of work went into the development of the 2019-2024 Strategic Plan (Standard 6.1). Dorothy Marstaller said that there was participation from board members and staff in creating the 2019-2024 Strategic Plan. Dorothy Marstaller said, "We think it's an excellent plan."

The Executive Committee recommends approval of the 2019-2024 EOAC Strategic Plan (Standard 6.1) as presented, all in favor, motion carries.

#### **EXECUTIVE DIRECTOR'S SUCCESSION PLAN STANDARD 4.5**

Dorothy Marstaller reported that Gary Luft had some concerns with some of the language in the Executive Director's Succession Plan (Standard 4.5). The language was modified according to his suggestions.

Dorothy Marstaller read the following revisions:

The Board of Directors will determine the procedures and policies for filling the position of Executive Director. In situations where the Executive Director takes leave or resigns, the "succession plan" will be utilized by the Board of Directors.

In the event of an emergency/unplanned, short-term absence of 3 months or less, the Chief Financial Officer would fill the position on a temporary basis.

In normal sequence of job placement, the Executive Directors job description will be advertised on the EOAC and other applicable websites.

The EOAC board personnel committee shall review the pool of applicants and select those candidates who best meet the qualifications and educational requirements. Both external and internal applicants will be considered for employment.

The Executive Committee recommends approval of the modified language as read by Dorothy Marstaller, all in favor, motion carries unanimously

#### **EOAC COMPREHENSIVE RISK ASSESSMENT STANDARD 4.6**

Kristine Jackson presented the EOAC Comprehensive Risk Assessment (Standard 4.6) for review and approval. Kristine Jackson reported that the EOAC Comprehensive Risk Assessment is seventy-six pages long. Kristine Jackson stated that if board members wanted a printed copy, they can request that from Terry McDaniels.



Kristine Jackson reviewed the Risk Assessment Executive Summary with the Executive Committee that covers risk management basics, governance risk, facilities and building security, human resources and employment practices, contracts, client and participant safety, transportation, technology and privacy risk management, special events, crisis management and business continuity planning, volunteer risk management and fundraising and resource development.

**The Executive Committee recommends approval of the summary report and approval of the EOAC Comprehensive Risk Assessment (Standard 4.6) as presented, all in favor, motion carries unanimously.**

#### **CSBG BUDGET FOR 2020**

Kristine Jackson reported that the Texas Department of Housing and Community Affairs (TDHCA) has allocated \$481,267 in CSBG funds to EOAC for 2020. Kristine Jackson reviewed the proposed budget.

The Executive Committee recommends approval of the CSBG Budget for 2020 as presented, all in favor, motion carries unanimously.

#### **HANDBOOK UPDATE 10 MONTH LEAVE PRORATION**

Heather Faulk requested that the Board of Directors update to the Ten (10) Month Leave policy to include the proration of dates for employees who begin their assignment, to a ten (10) month schedule based on the chart presented.

The Executive Committee recommends approval of the handbook update 10 month leave proration as presented, all in favor, motion carries unanimously.

#### **HS/EHS (PIR) PROGRAM INFORMATION REPORT**

Dorothy Marstaller reported that Debora Jones has been out sick for a few days and she is going to present the Program Information Report in Debora Jones' absence.

Dorothy Marstaller reported that the Program Information Report (PIR) provides comprehensive data on the services, staff, children, and families served by Head Start and Early Head Start programs nationwide. Dorothy Marstaller reported that this year we were required to submit the PIR by June

**30, 2019 in order to capture the funding year end, and prior to the beginning of the new funding grant.**

**The Executive Committee recommends approval of the HS/EHS Program Information Report as presented, all in favor, motion carries unanimously.**

**HS/EHS CACFP GOVERNING BODY MEMBER DECLARATION-BOARD MEMBERS**  
**Ben Perry asked that Executive Committee members sign the form provided and return it to Terry McDaniels.**

**EOAC SELF-FUNDED HEALTH CARE SURPLUS DISCUSSION**

**Heather Faulk reported that the EOAC Self-Funded Health Care has a surplus amount of \$100,000-\$150,000. However, claims may be submitted for payment until December 2019, so this amount is an estimate at this time.**

**OFFICE OF HEAD START LETTER REGARDING MONITORING REPORTS**

**Dorothy Marstaller reported that EOAC received notice that our agency will receive a Focus Area 1 review in Program Year 2019-2020 for Head Start. We will receive additional information regarding the review, including review dates approximately 60 days prior to the review.**

**PROPOSED RULES FOR FOOD & NUTRITION SERVICES**

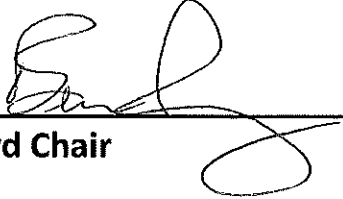
**Dorothy Marstaller reported that new rules specify that grains must be credited using "ounce equivalents." The ounce equivalents provision would bring the Child and Adult Care Food Program (CACFP) in line with the National School Lunch and School Breakfast Programs, as well as the technical measurement approach reflected in the Dietary Guidelines for Americans.**

**EXECUTIVE SESSION**

**Ben Perry reported that the Executive Committee will meet on Tuesday, September 3, 2019, at 3:00 p.m., and the full Board of Directors will meet on Tuesday, September 3, 2019, at 4:00 p.m.**

**ADJOURNMENT**

**There being no further business, the meeting was adjourned at 4:19 p.m.**

  
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**Board Chair**

8/31/19  
\_\_\_\_\_  
**Date**