

**EOAC BOARD OF DIRECTORS AND HS/EHS POLICY COUNCIL JOINT MEETING
MONDAY, NOVEMBER 18, 2019
THURMAN E. DORSEY HEAD START CENTER
3221 SPEIGHT AVENUE
5:30 P.M.**

MEMBERS PRESENT

**Ben Perry
Susan Copeland
Gary Luft
Elizabeth Nelson
Stephanie Abright
Dr. Howard Childs
Dytrun Thirkill
Billie Myers
Dr. Cassey Burleson
Carolyn Cotton
Renee Turner**

MEMBERS ABSENT

Judith Benton

HS/EHS POLICY COUNCIL PRESENT

**Ursula Brooks
Robert Brock-Jones
Sandra Hurth
Sylvia Edwards-Borens
Kerrie Haralson
Faith Rogers
Denecia Drakes
Terronga Weaver
Stacy Washington
Janet Martinez**

EOAC STAFF PRESENT

**Dorothy Marstaller
Debora Jones
Robert Kunze
Nancy Cross
Carl Ritter
Terry McDaniels
Madison Shaw
Kristine Jackson
Cassie Bianchi
Heather Faulk
Rosie Sanders**

GUEST PRESENT

Charlotte Costley

Dr. Sylvia Edwards-Borens, HS/EHS Policy Council Chair, called the HS/EHS Policy Council meeting to order at 4:42 p.m.

OCTOBER 23, 2019 HS/EHS MINUTES

Robert Brock-Jones moved to approve the HS/EHS October 23, 2019 minutes as submitted, seconded by Kerrie Haralson, all in favor, motion carries unanimously.

BUDGET REPORT/CREDIT CARD EXPENDITURES

Debora Jones reviewed the budget report/credit card expenditures for review and approval.

Terronga Weaver moved to approve the budget report/credit card expenditures as presented, seconded by Robert Brock-Jones, all in favor, motion carries unanimously.

HEAD START/WACO CHARTER SCHOOL MOU

This agenda item was tabled until the January 2020 meeting.

SLOT CONVERSION BUDGET

Debora Jones presented the Slot Conversion Budget for review and approval. Debora Jones reported that Head Start grantees may request conversion of funded enrollment slots and a proportionate reallocation of funds from Head Start to Early Head Start. Debora Jones stated that she is proposing to submit a request to Regional Office for conversion of Head Start services to Early Head Start services. The number of conversion slots is 54 from Head Start to 16 Early Head Start enrollment slots.

Robert Brock-Jones moved to approve the Slot Conversion Budget as presented, seconded by Marisela Jimenez, all in favor, motion carries unanimously.

ROLES AND RESPONSIBILITIES OF GOVERNING BOARD MEMBERS

Debora Jones reviewed the roles and responsibilities of governing board members for review and approval.

Terronga Weaver moved to approve the roles and responsibilities of governing board members, seconded by Kerrie Haralson, all in favor, motion carries unanimously.

PC/PARENT COMMITTEE REIMBURSEMENT RATES

Debora Jones reviewed the Policy Council/Parent Committee reimbursement rates for review and approval.

Robert Brock-Jones moved to approve the Policy Council/Parent Committee reimbursement rate as presented, seconded by Terronga Weaver, all in favor, motion carries unanimously.

OUT OF COUNTY TRAVEL TO ATLANTA FOR CACFP CONFERENCE

Debora Jones requested that the HS/EHS Policy Council approve the new Nutrition Manager and one other to attend the Child Nutrition Conference on April 14-16, 2020, in Atlanta, Georgia.

Kerrie Haralson moved to approve that the new Nutrition Manager, and one other attend the Child Nutrition Conference on April 14-16, 2020, in Atlanta, Georgia, seconded by Marisela Jimenez, all in favor, motion carries unanimously.

EOAC HEAD START/EARLY HEAD START DIRECTOR'S REPORT/SUMMARY

Debora Jones presented a review of the Focus Area 1 monitoring review. Debora Jones reported that that there are a couple of issues that we need to work on.

Terronga Weaver moved to accept the EOAC HS/EHS Director's Report/Summary as presented, seconded by Robert Brock-Jones, all in favor, motion carries unanimously.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:00 p.m.

The EOAC Board of Directors meeting was called to order by Board Chair Ben Perry at 6:10 p.m.

ESTABLISH QUORUM

A quorum was established.

ORDERING OF AGENDA

The agenda remained the same.

MISSION STATEMENT

Gary Luft read the Mission Statement.

PUBLIC COMMENTS

There were none.

DIRECTOR POINT/CHROME BOOK TRAINING

This agenda item was tabled until January 2020.

APPOINT BOARD SECRETARY

The Executive Committee recommends Elizabeth Nelson as the EOAC Board Secretary, all in favor, motion carries unanimously.

APPOINT NEW BOARD MEMBER-STEVE HERNANDEZ VETERAN'S ONE STOP

This agenda item was tabled until the January 2020 meeting.

CONSENT AGENDA ITEMS

The Executive Committee recommends approval of the following consent agenda items; September 23, 2019 Executive Committee Meeting Minutes, September 23, 2019 Board of Directors Meeting Minutes, Weatherization Director's Report, HS/Policy Council Impasse Policy, EOAC HS/EHS Director's September 2019 Report/Summary, EOAC HS/EHS Director's October 2019 Report/Summary, Roles & Responsibilities of Governing Board Members, Policy Council Parent Committee Reimbursement Rates, Office of HS Letter Requesting Extension to Draw Funds, Office of HS Letter Response to Extension to Draw Funds, HS MOU With Texas Health & Human Services, Update Cost Allocation Plan, EOAC Engagement Letter/McConnell & Jones LLP, 5500 EOAC Employee Insurance Plan, 5500 A(403b) Thrift Plan, Executive Assistant Job Description Update, Head Start Director Job Description Update, all in favor, motion carries unanimously.

FINANCIAL REPORT SEPTEMBER 2019

Kristine Jackson presented the September 2019, Financial Report for review and approval. Kristine Jackson reported that the only area of concern is the agency's amount of non-federal funds; one to three months of operating expenses is recommended.

Kristine Jackson presented the October 2019 Financial Report for review and approval. Kristine Jackson reported that the only area of concern is the agency's amount of non-federal funds. One to three months of operating expenses is recommended.

The Executive Committee recommends approval of both the September 2019, Financial Report and the October 2019, Financial Report, all in favor, motion carries unanimously.

COMMUNITY SERVICES MONTHLY REPORT 2019

Kristine Jackson presented the Community Services Monthly Report for October 2019 for review and approval.

Kristine Jackson reported that 10 individuals have transitioned out of poverty, and 41 individuals are working toward transitioning. EOAC's goal is to transition 19 individuals before December 31, 2019.

The Executive Committee recommends approval of the October 2019 Community Services Monthly Report as presented, all in favor, motion carries unanimously.

SLOT CONVERSION FROM HS/EHS

Debora Jones reported that Head Start grantees may request conversion of funded enrollment slots and a proportionate reallocation of funds from Head Start to Early Head Start. Debora Jones stated that she is proposing to submit a request to Regional Office for conversion of Head Start Services to Early Head Start services. The number of conversion slots is 54 from Head Start to 16 Early Head Start enrollment slots.

Debora Jones reported that the recommendation from the HS/EHS Policy Council is to continue to operate one Head Start classroom in Marlin to support

the current enrollment of 11 children, and to have transition placement for children who will transition from Early Head Start.

Debora Jones reported that the second recommendation is to move both Head Start and Early Head Start into one facility, making it a 0-5 center.

The Executive Committee recommends approval of the Slot Conversion from HS/EHS as presented, all in favor, motion carries unanimously.

JOB DESCRIPTIONS

Heather Faulk reported that the Maintenance/Bus Driver position is new and has been assigned a market rate of Grade 8, as approved by the Chief Financial Officer.

Heather Faulk reported that the Head Start Directors Grade and Step on the Salary Scale will remain the same; there are no financial changes at this time.

It was reported that a baccalaureate degree is now a requirement in the revised HS/EHS Director job description.

The Executive Committee recommends approval of the Maintenance/Bus Driver and Head Start Director job descriptions as presented, all in favor, motion carries unanimously.

NON-EXEMPT ATTENDANCE POLICY

Heather Faulk reported that the definition of excessive absences, or attendance, isn't defined in our current policy, and has caused confusion among staff and supervisors as to what level of attendance rises to excessive. The changes to the policy set forth a standard for acceptable attendance so that employees understand what is expected of them. It also details the disciplinary action to be taken when expectations are not met.

The Executive Committee recommends approval of the Non-Exempt Attendance Policy as presented, all in favor, motion carries unanimously.

DOL SALARY EXEMPTION RULE

Heather Faulk reported that a final rule issued by the U.S. Department of Labor raises the minimum salary threshold for an employee to qualify as exempt to \$35,568 a year, as of January 1, 2020, an increase from the current \$23,660.

Heather Faulk reported that she and the Finance Director and Executive Director have reviewed all positions to determine if they will be exempt or non-exempt.

Heather Faulk provided a list of positions that will become exempt.

The Executive Committee recommends approval of the DOL Salary Exemption Rule as presented, all in favor, motion carries unanimously.

OPEN ENROLLMENT BENEFIT (UPDATE) FOR 2020

Heather Faulk reported that benefits remain with Blue Cross Blue Shield of Texas, and we offer the same four plans, at the same employee cost. We are also keeping most of our ancillary (dental, vision, etc.) benefits, with the exception of Group (EOAC paid) Life, with Guardian. Group (EOAC paid) Life is moving to MetLife, for a rate savings.

HS/EHS CACFP NUTRITION PROJECTED BUDGET 2019-2020

Debora Jones presented the HS/EHS CACFP Nutrition Projected Budget 2019-2020 for review and approval.

The Executive Committee recommends approval of the HS/EHS CACFP Nutrition Projected Budget 2019-2020 as presented, all in favor, motion carries

OUT OF COUNTY TRAVEL TO ATLANTA FOR CACFP CONFERENCE

This agenda item was tabled until the January 2020 board meeting.

HS/EHS FOCUS AREA 1 MONITORING REVIEW

Debora Jones provided a review of the Focus Area 1 monitoring review. There was discussion.

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 6:25 p.m.


Board Chair

1-27-20
Date