



**EOAC GOVERNING BOARD MEETING
MONDAY, MAY 23, 2022
REMOTE & IN-PERSON
5:30 P.M.**

MEMBERS PRESENT

Ben Perry – In Person
Dytrun Thirkill – In Person
Cassy Burleson – In Person
Gary Luft – In Person
Susan Copeland – In Person
Billie Meyers – In Person
Nathesia White – In Person
Christopher Chance – Zoom
Howard Childs - Zoom

STAFF MEMBERS PRESENT

Dorothy Marstaller – In Person
Carl Ritter – In Person
Susan Wilson – In Person
Kanisha Johnson – In Person
Robert Kunze – In Person
Brenda Sanchez – In Person
Casey Shilling – In Person
Deborah Wesson – In Person

MEMBERS ABSENT

All Present

STAFF MEMBERS ABSENT

All Present

Call Meeting to Order

Commissioner Perry called the meeting to order at 5:44 PM.

Establish a Quorum

A quorum was established

Ordering of the Agenda

No reordering of the agenda was needed

Mission Statement

Commissioner Perry was read at the 5:30 PM WCS Governing Board Meeting

Public Comment

There was no one present for public comment.

Consent Agenda

No changes to the Consent Agenda

It comes as a recommendation from the Executive Committee to approve the Consent Agenda Items as presented. All in favor motion carries.

Financial Report

Financial Report for period ending April 2022, was presented by Brenda Sanchez. Section 1 – Financial Summary, Section 2 – EOAC Check Register, Section 3 – Credit Card Statements. Ms. Sanchez reported the only area of concern was amount of non-

federal funds. One to three months of operating expenses is recommended.
(Organizational Standard 8.7)

It comes as a recommendation from the Executive Committee to approve the Financial Report for period ending April 2022 as presented. All in favor motion carries.

Community Services Board Report

Ms. Johnson presented the Community Services Board Report for April 2022.
Organizational Standard 5.9

Ms. Johnson reported caseworkers are continuing to process rental assistance applications. Low Income Water Assistance program has begun however, the City of Waco Water Department has not responded. June 15, 2022 will be the Atmos Energy Blitz held at the Hispanic Chamber of Commerce. Ms. Copeland asked how the event is being advertised, Ms. Johnson responded, Facebook, flyers, and through the Hispanic Chamber of Commerce.

It comes as a recommendation from the Executive Committee to approve the April 2022 Community Community Services Board Report as presented. All in favor motion carries.

Approve Head Start/Mart ISD Facility Agreement

There was no action taken

Approve Update to Operational Plan: Transitions from Early Head Start to Head Start

Ms. Wilson presented the update.

- A. Current: a child who turns three years old is moved to the new program on their third birthday.

Update: child remains in their EHS classroom until the end of their birthday month and begins in their new program on the month following their birthday.

- B. Current: a child who turns three years old in the summer months remains in their EHS classroom until Head Start opens in August, regardless of if there are children on the waiting list for their EHS classroom.

Update: child can remain in their EHS classroom only if no children are waiting for their enrollment spot.

It comes as a recommendation from the Executive Committee to approve the Update to Operation Plan: Transitions from Early Head Start to head Start. All in favor, motion carries.

Approve Head Start Cost of Living Allocation FY 2022

Ms. Wilson reported that the Consolidated Appropriations Act, 2022 contains an increase for Head Start.

- The COLA supports a 2.28 % adjustment above FY 2021 funding levels to increase the pay scales of Head Start and Early Head Start staff, including vacant positions and fringe benefits, and to offset higher operating costs.
- Quality Improvement funds are allocated proportionately based on federal funded enrollment levels, with additional adjustments given to smaller grant recipients to allow for a meaningful investment, as permitted by the Act.

Ms. Wilson is requesting the approval of the supplemental application for the permanent increase in FY 2022 funding total of \$233,076 COLA and QI. Ms. Marstaller commented that fringe benefits could change the actual percentage of increase and will investigate this further.

It comes as a recommendation from the Executive Committee to approve the Head Start Cost of Living Allocation (COLA) FY 2022. All in favor motion carries.

Approve 2022-2023 Head Start & Early Head Start Program Calendar

Ms. Wilson presented the proposed 2022-2023 Head Start & Early Head Start Program Calendar; this calendar is very aligned with Waco ISD.

It comes as a recommendation from the Executive Committee to approve the 2022-2023 Head Start & Early Head Start Program Calendar as presented. All in favor motion carries.

Approve Employee Handbook Revisions

Ms. Shilling presented two revisions; evaluations to be given once per year at the time as opposed to different times throughout the year, this will streamline the process for payroll/accounting for all programs. Second, new employees will have a 90-day probationary period with an evaluation and no pay increase at that time. Ms. Copeland commented that some employees could possibly have to wait additional months to receive a salary increase. Ms. Shilling confirmed that would be true for some employees depending on their hire date.

It comes as a recommendation from the Executive Committee to approve the Employee Handbook Revisions as presented. All in favor motion carries.

Appoint Executive Committee

Ms. Marstaller reviewed the names of those currently serving on the Executive Committee, President Ben Perry, Vice-President Susan Copeland, Treasurer Gary Luft, Board Members Dytrun Thirkill and Elizabeth Nelson. There has been no interest in new members serving, or current serving members being removed. Commissioner Perry recommends current committee members to remain on committee.

It comes as a recommendation from the Executive Committee to approve the current members serving on Executive Committee to remain. All in favor motion carries.

Approve Resignation of Chief Financial Officer

Approval to accept the resignation of Chief Financial Officer, Cassie Bianchi.

It comes as a recommendation from the Executive Committee to approve the resignation of Chief Financial Officer. All in favor motion carries.

Approve Job Order Contractor Procedure for 1407 N. New Road

Ms. Marstaller requested to use current Job Order Contract procedure with a local contractor for completing the renovations at 1407 N. New Road.

It comes as a recommendation from the Executive Committee to approve the Job Order Contractor Procedure for 1407 N New Road project. All in favor motion carries.

Approve Cost Estimate to Paint and Replace Flooring at 1407 N. New Road

Information was not available, no action taken on item

Approve Notice of Federal Interest for New Road Facility/Property

Ms. Wilson requested that authorization be given to Ms. Dorothy Marstaller, Executive Director, to execute the Notice of Federal Interest for the 1407 N. New Road facility/property.

It comes as a recommendation from the Executive Committee to approve the Federal Interest for New Road Facility/Property as presented. All in favor motion carries.

Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program

Ms. Wilson reported and explained that Head Start may now begin using the Supplemental Nutrition Assistance Program (SNAP) receipt as an eligibility to enroll in Head Start this will simplify the process of determining program eligibility for grantees.

Head Start/Early Head Start Director's Report

Ms. Wilson presented the Head Start/Early Head Start Director's Report.

1. Grants – 1303 Facility Application was approved.
2. Operations – Mart Head Start building has been identified; availability and funding still pending.
3. Staffing – Ms. Wilson reported current staffing needs by campus. Ms. Wilson attended a job fair for Early Head Start resulting in 15 potential candidates. There will be a Job Fair in June specific to Head Start.
4. Ms. Wilson reported on enrollment as of April 30, 2022, Head Start funded enrollment 610 actual enrollment 453. Early Head Start funded enrollment 180 actual enrollment 91.

Executive Directors Report

Ms. Marstaller presented the Executive Director's report. Training events and dates were discussed. Discussions continue with Midway ISD regarding collaboration with Head Start.

Executive Session

There was not an Executive Session for this meeting

Adjournment

Commissioner Perry adjourned the meeting at 6:04 PM

DocuSigned by:

Commissioner Ben Perry

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6/7/2022

Board President

Date