



EOAC FULL GOVERNING BOARD MEETING
MONDAY, August 22, 2022
REMOTE & IN-PERSON
5:30 P.M.

MEMBERS PRESENT

Ben Perry – In Person
Dytrun Thirkill – Zoom
Elizabeth Nelson – In Person
Gary Luft – In Person
Susan Copeland – In Person
Christopher Chance – Zoom
Howard Childs - Zoom
Charles Eaton – In Person
Billie Myers – In Person
Renee Turner – Zoom
Nathesia White – In Person

STAFF MEMBERS PRESENT

Dorothy Marstaller – In Person
Susan Wilson – In Person
Robert Kunze – In Person
Brenda Sanchez – In Person
Kanisha Johnson – In Person
Carl Ritter – In Person
Kelley Holdman – In Person
Deborah Wesson – In Person
Bridgette Montgomery - In person
Dolores Garcia – In Person

MEMBERS ABSENT

All Present

STAFF MEMBERS ABSENT

All Present

Call Meeting to Order

Commissioner Perry called the meeting to order at 6:14 PM.

Establish a Quorum

A quorum was established

Ordering of the Agenda

No reordering of the agenda was needed

Mission Statement

Commissioner Perry read the mission statement

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.

Community Services Block Grant (CSBG) Budget and Certification of Public Hearing

Ms. Sanchez presented the Community Services Block Grant Budget for year 2023 for approval.

Ms. Burleson made a motion to approve the Community Services Block Grant Budget for the 2023 year as presented. Motion seconded by Mr. Eaton. All in favor motion carries.

Financial Report

Financial Report for period ending June and July 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 approve the Financial Reports as as presented. All in favor, motion carries.

Approve 10% De Minimis Indirect Cost Allocation Plan (Organizational Standard 8.12)

Ms. Sanchez presented the updated EOAC 10% De Minimis Indirect Cost Rate policy for approval.

It comes as a recommendation from the Executive Committee to approve the 10% De Minimis Indirect Cost Allocation Plan as presented. All those in favor, motion carries.

Approve Community Service Customer Satisfaction Survey (Organizational Standard 1.3)

Ms. Johnson presented the Customer Satisfaction Survey report. Special noted was multiple positive comments and discussion of possible telephone queue system for incoming calls.

It comes as a recommendation from the Executive Committee to approve the Customer Satisfaction Survey report as presented. All those in favor, motion carries.

Community Services Board Report (Organizational Standard 5.9)

Ms. Johnson presented the Community Services Board Report for June and July 2022. CEAP and Rental Assistance programs were reviewed. LIHWAP has begun and City of Waco Water has turned in agreement. Also reported on was the CSBG TOP program. Case Managers are continuing to travel to remote sites bi-weekly. Ms. Johnson highlighted many upcoming outreach community events Community Services will try and attend.

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

Approve 2023 Community Action Plan

Mr. Kunze presented the 2023 Community Action Plan for approval.

It comes as a recommendation from the Executive Committee to approve the the 2023 Community Action Plan as presented. All in favor, motion carries.

Approve 2022 EOAC Agency Annual Strategic Plan (Organizational Standard 6.5)

Ms. Marstaller reported on the 2022 EOAC Agency Annual Strategic Plan update for the past 12 months.

Goal 1: Strengthen Organizational Leadership and Capacity (Agency Goal), Goal 2: Strengthen Communities thru Program Initiatives, Goal 3: Strengthen Partnerships and Increase Community Engagement/Awareness, and Goal 4: Sustainability: Develop additional sources of unrestricted funds. Develop a donor base. Identify new grant opportunities were all reviewed, and progress was reported.

It comes as a recommendation from the Executive Committee to approve the 2022 EOAC Agency Annual Strategic Plan progress. All in favor, motion carries.

Approve EOAC Salary Scale Adjustment for CEAP, Weatherization, Administrators, Paraprofessional, and Auxiliary – 2.28% Cost-of-Living (COLA)

Ms. Marstaller presented a recommendation of a 2.28% cost-of-living increase for EOAC, CEAP, Weatherization, Administrators, Paraprofessional, and Auxiliary employees. Ms. Marstaller mentioned that the Office of Head Start assigned a cost-of-living of 2.28% for its employees, recommendation is in alignment with the Office of Head Start. It was mentioned that the from the Community Services Block Grant no cost-of-living increase was granted.

It comes as a recommendation from the Executive Committee to approve the recommendation of a 2.28% Cost-of-Living increase as presented. All in favor, motion carries.

Approve Employee Handbook Revisions

Ms. Marstaller reviewed updates and clarified revisions recommended to the Employee Handbook. Items revised were overtime guidelines, performance reviews and eligibility for salary increases.

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

Approve EOAC By Laws Revision

Ms. Marstaller presented the recommendation to approve the number of members on the Executive Committee to be no less than three (3) and no more than a maximum of five (5). This recommendation will enable the Executive Director to schedule an Executive Committee meeting quickly as certain situations that call for timely action.

It comes as a recommendation from the Executive Committee to approve the EOAC By Law Revision as presented. All in favor, motion carries.

2022 Community Action Plan Update Report (Organizational 4.4)

Ms. Johnson presented an update on the 2022 Community Action Plan. Ms. Johnson noted that the Community Service Department is working to ensure that all targets are met by the end of the program year (December 31, 2022). The department continues to work towards identifying ways for better data reporting so that reports accurately reflect the services rendered to our clients. The department will also work towards streamlining client intake and application process to become more efficient.

Office of Head Start Report on Competitive Bonuses for the Head Start Work Force

Ms. Wilson reported on grant funds that will be granted to be used as a short-term strategy to invest in the Head Start workforce and promote retention of current staff to fill vacant positions. These funds are granted only once.

Head Start/Early Head Start Director's Report

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

1. We received notice on 7/22/22 that the Office of Head Start (OHS) will conduct a Focus Area 2 (FA2) review in Program Year 2022-2023– 1303 Facility Application was approved.

2. Board Members must sign this form acknowledging that they are aware of the organization's responsibilities and liabilities associated with participation in the Child and Adult Care Food Program (CACFP) (See attached form) Please complete and submit the attached Governing Body Awareness form and submit along with a copy of your Texas Driver's License to Maria Rincon, Nutrition Manager at maria.rincon@eoacwaco.org or Rosie Sanders, Administrative Services Manager at rosie.sanders@eoacwaco.org

3. Operations

- a. New Road License is pending completion of renovations.
- b. Status of Mitchell Investigation
- c. Sites for 2022-23:

Staffing – Ms. Wilson reported current staffing needs by campus.

EOAC Scholarship Recipient – Gessel Torres

Ms. Johnson announced the recipient of the EOAC Scholarship grant of \$1,000.00 was Gessel Torres.

Executive Directors Report

Ms. Marstaller presented the Executive Director's report.

Executive Session

There was not an Executive Session for this meeting

Adjournment

Commissioner Perry adjourned the meeting at 6:57 PM

DocuSigned by:
Commissioner Ben Perry
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Board President

10/11/2022

Date