



**EOAC GOVERNING BOARD MEETING**  
**MONDAY, October 24, 2022**  
**REMOTE & IN-PERSON**  
**5:30 P.M.**

**MEMBERS PRESENT**

Susan Copeland – In Person  
Gary Luft - In Person  
Cassy Burleson – In Person  
Nathesia White – In Person  
Howard Childs – Zoom  
Christopher Chance - Zoom

**STAFF MEMBERS PRESENT**

Dorothy Marstaller  
Robert Kunze  
Brenda Sanchez  
Susan Wilson  
Kanisha Johnson  
Dolores Garcia  
Latoya Glover  
Deborah Wesson

**MEMBERS ABSENT**

Elizabeth Nelson  
Ben Perry  
Renee Turner  
Charles Eaton  
Dytrun Thirkill

**STAFF MEMBERS ABSENT**

All Present

**Call Meeting to Order**

Ms. Copeland called the meeting to order at 5:58 PM.

**Establish a Quorum**

A quorum was established

**Ordering of the Agenda**

No change was needed to the order of the agenda

**Mission Statement**

Mission statement was read by Ms. Copeland

**Public Comment**

There was no one present for public comment.

**Consent Agenda**

No changes to the Consent Agenda, the following items were approved.

- EOAC Executive Committee Special Called Meeting August 15, 2022 Minutes
- EOAC Executive Committee Meeting September 19, 2022, Minutes
- EOAC Governing Board Meeting September 19, 2022, Minutes

- EOAC Executive Committee Special Called Meeting September 23, 2022
- Job Descriptions -  
Payroll and Benefits Accountant  
Behavior Specialist Early Head Start  
Custodian-Head Start/Early Head Start  
Maintenance/Custodian Head Start/Early Head Start  
Quality Assurance
- Weatherization Report

*It comes as a recommendation from the Executive Committee to approve the consent agenda items as presented. All in favor motion carries.*

**Approve August 2022 and September 2022 Monthly Financial Report (Organizational Standard 8.7)**

Ms. Sanchez reported on the August 31, 2022, financial statements. Ms. Sanchez reported year to date totals of revenue \$24,066,818 and expenses \$23,205,262 resulting in an excess of revenue to expenditures of \$861,556. Ms. Sanchez reported for the month of September, total revenue of \$24,586,310 and expenses of \$22,787,898 resulting in an excess of revenue to expenditures of \$1,798,411. Bank Reconciliation, Check Registers and Credit Card Statements were made available for review. Also reviewed were the quarterly Indirect balances.

*It comes as a recommendation from the Executive Committee to approve August 2022 and September 2022 Monthly Financial Reports as presented. All in favor motion carries.*

**Community Services Board Report (Organizational Standard 5.9)**

Ms. Johnson presented the Community Services Board Report for October 2022. CEAP assisted 3,091 households. All funds for the CEAP program have been allocated. Energy Aid: TXU provided \$50,000 in aid for their customers, Reliant provided an additional \$20,000 in assistant for their customers, HILCO provided \$45,000 to assist their customers. Ms. Johnson reported the LIHWAP program is still accepting applications. CSBG program has transitioned 14 clients with 2 left to transition, caseworkers are working closely with clients. Rental Assistance ERA 1 has ended. ERA 2 payment has been received from the county and finance is working to process those obligations already approved. Ms. Johnson reported on upcoming outreach community events.

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

**Approve Revised Unrestricted Fund Balance Policy**

Ms. Marstaller presented the Unrestricted Fund Balance Policy revision to include "Unrestricted Fund will be designated for the monthly debt service payment and any repairs, remodel, general maintenance, grounds keeping, property taxes, and insurance and any other expense applicable to the building at 1800 N. Valley Mills Drive."

*It comes as a recommendation from the Executive Committee to approve the added statement "The Unrestricted Fund will be designated for the monthly debt service payment and any repairs, remodel, general maintenance, grounds keeping, property*

*taxes, and insurance and any other expense applicable to the building at 1800 N. Valley Mills Drive. All in favor, motion carries.*

### **Approve Opening Bank Account with First National Bank of Central Texas**

Ms. Marstaller explained that First National Bank of Central Texas (FNBCT) is renting the building at 1800 N. Valley Mills Drive until March 31, 2023. Administration would like to open a bank account with FNBCT so the rent and utility payments can be deposited directly into this account. This account will be used for other deposits in the future as well. Question if having two banks was acceptable, Ms. Marstaller responded yes, and FNBCT can participate in the next Depository Contract bid which will be open next year.

*It comes as a recommendation from the Executive Committee to approve the opening of an account with First National Bank of Central Texas. All in favor, motion carries.*

### **Approve Employee Handbook Revisions**

Ms. Marstaller presented several revisions to the Employee Handbook. Many of the revisions relate to changes in the Head Start Program language to address employee standards of conduct as it relates to working with children. Other revisions were made for clarification in requesting time off and leave without pay. There was general discussion regarding sick leave earned for employees.

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

### **Approve Veteran's Day**

Ms. Marstaller recommended that the paid Floating Holiday be replaced with Veteran's Day beginning in 2023. Ms. Marstaller explained that federal offices are generally closed this holiday. Mr. Luft commented that this would be consistent with the community.

*It comes as a recommendation from the Executive Committee to approve replacing the Floating Holiday with Veterans Day permanently beginning in year 2023. All in favor, motion carries.*

### **Approve Head Start 2022 Community Assessment Update**

Ms. Wilson presented the Head Start 2022 Community Assessment Update. Highlighting outcomes of; Strengthening Relationships with Community Partners and Continuing Collaborations with Local Schools, and possible conversion of additional Head Start children's openings with Early Head Start. Ms. Wilson reported public schools appear to be serving 3- to 4-year-old children. It is possible that this is more convenient for parents who have school age children attending public schools. The assessment revealed that there is an infant and toddler care need that is not being met in the EOAC service area. Converting Head Start children's openings to Early Head Start openings will help meet this need.

*It comes as a recommendation from the Executive Committee to approve the Head Start 2022 Community Assessment Update as presented. All favor, motion carries.*

### **Approve Head Start Retention Bonus**

Ms. Wilson reported that Head Start has received from the Texas Workforce Commission (Federal American Rescue Plan Act 2021) a grant of \$1,566,351.

Allowable uses of the funds are deemed necessary to reopen or maintain business operations and can include:

- Rent or mortgage (including insurance)
- Utilities
- Payroll (salaries, wages, benefits, and payroll taxes)
- One-time staff bonuses and wage supplements
- Increases in compensation, bonuses, or wage supplements and premium or hazard pay
- Personal protective equipment
- Cleaning supplies

Ms. Wilson explained staffing has continued to be difficult. Ms. Wilson recommends a retention bonus to be issued to all 194 Head Start Staff as follows: \$2,000 in December 2022 and \$1,500 in April 2023. An additional \$1,500 in May 2023 to retain staff for the 2023-24 school with the understanding if they do not return in August 2023, the funds will be withdrawn from their last paycheck. Staff is ineligible for this retention bonus if they are subject to disciplinary action during the 2022-23 school year. Discussion regarding specific areas of; staffing needs, teacher assistants being grossly under paid, the inability to serve children due to staffing. Ms. Copeland asked if this bonus is tied to performance, Ms. Wilson responded no. Mr. Luft commented that it is unfair to exclude other employees. Ms. Marstaller explained that the other grants are not funding a bonus retention.

*It comes as a recommendation from the Executive Committee to approve the Head Start Retention Bonus as presented. In favor; Mr. Chance, Dr. White, Dr. Burlison, Mr. Luft, and Ms. Copeland. Dr. Child's abstained from vote as he currently serves as a Board of Director for the Heart of Texas Workforce Development Board, Inc.*

### **Approve Head Start Policies and Procedure Updates Pertaining to Child Wellness, Health, and Safety**

Ms. Wilson reviewed the updates to Policies and Procedures. These updates provide direction for staff to follow to ensure children's social and emotional wellness, health, and safety as they participate in the EOAC Head Start/Early Head Start program. Ms. Wilson explained these updates are included in the Quality Improvement Plan required for the deficiency EOAC received from the Office of Head Start. Areas updated are Health, Education, Human Resource Management, Family Community Partnership.

*It comes as a recommendation from the Executive Committee to approve the Head Start Policies and Procedure Updates Pertaining to Child Wellness, Health and Safety updates as presented. All in favor motion carries.*

### **Approve Head Start Quality Improvement Plan**

Ms. Wilson presented for approval the Quality Improvement Plan to address the deficiency EOAC received in May 2022. Included in the QIP are steps the program has or will take to ensure staff, consultants, contractors, and volunteers consistently implement positive strategies to support children's well-being and prevent and address challenging behavior so as not to maltreat or endanger the health and safety of any child.

*It comes as recommendation from the Executive Committee to approve the Head Start Quality Improvement Plan as presented. All in favor motion carries.*

**Head Start Strategies to Stabilize the Head Start Workforce**

Ms. Wilson presented the Information Memorandum: Strategies to Stabilize the the Head Start Workforce.

**Head Start/Early Head Start Director’s Report**

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

- 1. Operation
  - a. New Road License status: Renovations are complete now waiting on licensing visit
  - b. Enrollment:
 

Head Start August 407	September 441
EHS August 113	September 138

Head Start funding for 610 children, 437 enrolled, 85 waiting list

Early Head Start funding for 180 children, 142 enrolled, 100 waiting list

- 2. Classroom Staff Vacancies as 10/12/2022
  - 8 Teacher Vacancies

Ms. Wilson reported that there will be Governance Training though Zoom for board members.

**Executive Directors Report**

No report

**Recognition**

Christopher Chance 1 Years of Service

Gary Luft 7 Years of Service

Elizabeth Nelson 8 Years of Service

**Board Member Continuing Education Hours**

Ms. Marstaller updated board members that all have met the requirements.

**Discussion Real Estate**

No discussion on this item

**Discussion Personnel**

No discussion on this item

**Executive Session**


Board did not go into Executive Session

**Real Estate**

No action taken on this item

**Adjournment**

Ms. Copeland adjourned the meeting at 6:40 PM

DocuSigned by:  
  
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11/1/2022

**Board Vice President**

**Date**