



EOAC GOVERNING BOARD MEETING
MONDAY, January 23, 2023
REMOTE & IN-PERSON
5:30 P.M.

MEMBERS PRESENT

Susan Copeland - In Person
Nathesia White – in Person
Charles Eaton – In Person
Elizabeth Nelson – In Person
Cassy Burleson – In Person
Howard Childs – Zoom
Christopher Chance – Zoom
Renee Turner (6:19 PM)

MEMBERS ABSENT

Dytrun Thirkill
Gary Luft
Ben Perry

STAFF MEMBERS PRESENT

Dorothy Marstaller
Robert Kunze
Carl Ritter
Kelley Holdman
Brenda Sanchez
LaTonya Glover
Bridget Montgomery
Dolores Garcia
Kanisha Johnson
Deborah Wesson

STAFF MEMBERS ABSENT

Susan Wilson

VISITOR - None

Call Meeting to Order

Ms. Copeland called the meeting to order at 6:01 PM.

Establish a Quorum

A quorum was established.

Ordering of the Agenda

No changes

Mission Statement

Mission statement was read.

Public Comment

No public comment.

Consent Agenda

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

- EOAC Executive Committee Meeting Minutes December 7, 2022
 - EOAC Executive Committee Meeting Minutes November 14, 2022
 - Weatherization Report
 - Head Start/Early Head Start Associate Director of Program Svcs Job Description
 - Head Start/Early Head Start Beginning of Year Outcomes Report
 - Head Start/Early Head Start 2021 Annual Report
- Approved Items by Executive Committee December 7, 2022
- Installation of toilets and sink at Head Start Woodrow Logan location
- Consent Items for November 14, 2022 EOAC Executive Committee Meeting
- EOAC Executive Committee Meeting Minutes October 26, 2022

- EOAC Executive Committee Meeting Minutes October 24,2022
- EOAC Governing Board Meeting Minutes October 24, 2022
- Weatherization Travel
- Weatherization Report
- Head Start Retention Bonus

Approved Items by Executive Committee November 14, 2022

- Head Start Early Head Start Carry Over Request
- EOAC Succession Plan (Organizational Standard 4.5)
- Retention Bonus for Community Services and Finance
- EOAC Executive Committee Meeting October 24, 2022, Minutes
- EOAC Governing Board Meeting October 24, 2022, Minutes
- EOAC Executive Committee Special Called Meeting October 26, 2022,
- Weatherization Report
- Weatherization Travel
- Head Start Retention Bonus

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

Monthly Financial Report October, November and December 2022 (Organizational Standard 8.7)

Ms. Sanchez included October, November, and December financials for board review. Ms. Sanchez reported revenues of \$18,366,960 through December 2022, and expenditures of \$18,009,120 through December 2022. Ending the month of December 2022 Ms. Sanchez reported an access of \$357,840. Bank Reconciliation, Check Registers and Credit Card Statements were made available for board review.

It comes as a recommendation from the Executive Committee to approve the October 2022, November 2022 and December 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 December 2022.

- CEAP assisted 3,687 households.
- Energy Aid: TXU 96 households, Atmos 187 households, and Reliant 41 households were assisted.
- Ms. Johnson reported that she is working with the City of Walnut Springs to assist their clients with water utility.
- CSBG Case Managers began working with Waco ISD Student Support Specialists on January 13, 2023, to discuss resources available for families. Community Services is excited about the new partnership.
- TXU and Atmos held a training for Case Managers here at EOAC to review processes.
- Program year for 2023 opened, Monday, January 23, 2023, Community Services Department has received over 400 online applications and clients also began dropping off hard copy applications.

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

Approve Thurman E Dorsey Head Start Roof Replacement

Ms. Marstaller reported that a formal bidding process will begin soon to replace the roof at Thurman E Dorsey. Project not to exceed \$224,000, funding will be taken from the carry-over budget.

It comes as a recommendation from the Executive Committee to approve the Thurman E Dorsey Head Start Roof Replacement, with project not to exceed \$224,000. All in favor motions carries.

Approve Head Start/Early Head Start 2022-23 Self-Assessment Results & Improvement

Ms. Montgomery reviewed the findings in the 2022-23 Self-Assessment and reported on areas of improvement.

It comes as a recommendation from the Executive Committee to approve the Head Start/Early Head Start 2022-23 Self-Assessment Results and Improvement Plan as presented. All in favor motion carries.

Approve Head Start/Early Head Start 2023-24 Continuation Application

Ms. Montgomery reviewed the Continuation Grant Application for budget year 5/1/2023 – 4/30/2024. Ms. Marstaller stated that she is working with the Program Specialist in possibly reducing the Head Start staff by 14% and reallocating those funds to salaries. This could potentially allow an increase in staff salaries and recruitment.

It comes as a recommendation from the Executive Committee to approve the Head Start/Early Head Start 2023-24 Continuation Application. All in favor motion carries.

Approve Head Start/Early Head Start 2023-24 Training & Technical Assistance Plan

Ms. Montgomery reviewed the 2023-24 Training & Technical Assistance Plan.

It comes as a recommendation from the Executive Committee to approve the Head Start/Early Head Start 2023-24 Training & Technical Assistance Plan. All in favor motion carries.

Approve Head Start/Early Head Start 2023-24 Program Strategic & School Readiness Goals

Ms. Montgomery reviewed the Head Start/Early Head Start 2023-24 Program Strategic & School Readiness Goals.

It comes as a recommendation from the Executive Committee to approve the Head Start/Early Head Start 2023-24 Program Strategic & School Readiness Goals as presented. All those in favor motion carries.

Approve Head Start/Early Head Start 2023-24 Selection Criteria

Ms. Montgomery reviewed the the Selection Criteria for the 2023-24 program. Ms. Montgomery stated the only change from last year's criteria is the addition of Supplemental Nutrition Assistance Program (SNAP) under the category of Public Assistance.

It comes as a recommendation from the Executive Committee to approve the Head Start/Early Head Start 2023-24 Selection Criteria as presented. All in favor motions carries.

Approve the Resignation of Executive Director

Ms. Marstaller ask that the board accept her resignation effective January 31, 2023. It was agreed that Ms. Marstaller will be available as needed after January 31, 2023.

It comes as a recommendation from the Executive Committee to accept the resignation of Dorothy Marstaller, Executive Director effective January 31, 2023. All in favor motion carries.

Approve EOAC Number of Governing Board Members

Ms. Marstaller presented the recommendation of revising the number of governing board members from thirteen (13) to eleven (11). This will reduce the number of members needed to establish a quorum.

It comes as a recommendation from the Executive Committee approve the the number of governing board members from thirteen (13) to eleven (11). All in favor motion carries.

Approve Bylaw Change in Representation

Ms. Marstaller presented the change in representation to Group A Elected Officials or Designee, Mr. Charles Eaton will now represent Hill and Bosque County.

It comes as a recommendation from the Executive Committee to approve the change in representation to Group A as presented. All in favor motion carries.

Approve Principal Reduction Payment-1800 N Valley Mills Drive

Ms. Marstaller presented the recommendation to make a principal reduction payment in the amount of \$549,815.39 for the property at 1800 N Valley Mills Drive. Ms. Marstaller reviewed the current unaudited indirect cost pool unrestricted balance of \$2,699,261.54 as of December 31, 2022.

It comes as a recommendation from the Executive Committee to approve the principal reduction payment of \$549,815.39 for the property at 1800 N Valley Mills Drive. All in favor motion carries.

Approve roofing proposal for 1800 N Valley Mills Drive

Ms. Marstaller reported that the RFP bids for the roof replacement at 1800 N Valley Mills Drive have been reviewed. The Executive Committee is recommending that the Clark Roofing colored roof option be approved for \$129,054.87. Should the project require plywood replacement for decking, it will be \$5.57 per square foot.

It comes as a recommendation from the Executive Committee to approve the Clark Proposal bid as presented. All in favor motion carries.

Approve Revision to Employee Handbook: Benefits during unpaid FMLA

Ms. Marstaller presented the recommended revision; regarding unpaid FMLA; "Failure of the employee to pay their share of the health insurance premium can result in loss of coverage if the employee's premium payment is more than 30 days late.

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

Head Start/Early Head Start Director’s Report

Ms. Montgomery presented the Director’s Report in the absence of Ms. Wilson, Head Start Director. Ms. Montgomery shared information on the events that took place in month of December and future Job Fairs. Also noted was that the Federal Review has been completed and overall, the department participated well. The results will be available in approximately ten weeks.

Head Start/Early Head Start Informational Memorandum-Reporting Child Health & Safety Incidents

Ms. Montgomery reviewed the reporting requirements of 45 CFR 1302.102(d)(1)(ii)

Executive Directors Report

Ms. Marstaller reported the Head Start Early Head Start Federal Review occurred and the team should be praised for their efforts and participation.

Recognition


Ms. Susan Copeland	31	Years of Service
Dr. Howard Childs	25	Years of Service
Mr. Dytrun Thirkill	4	Years of service
Dr. Nathesia White	1	Year of Service

Executive Session

No Executive Session

Adjournment

Commissioner Perry adjourned the meeting at 6:45 PM

DocuSigned by:

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Vice - President

2/2/2023

Date