



**EOAC GOVERNING BOARD MEETING  
MONDAY, March 27, 2023  
REMOTE & IN-PERSON  
5:30 P.M.**

**MEMBERS PRESENT**

Susan Copeland	In Person
Gary Luft	In Person
Dytrun Thirkill	In Person
Elizabeth Nelson	In Person
Ben Perry	In Person
Cassy Burleson	In Person
Charles Eaton Arrived 5:51PM	Zoom
Renee Turner	In Person
Nathesia White	In Person
Howard Childs	Zoom
Christopher Chance	Zoom

**STAFF MEMBERS**

Dorothy Marstaller
Robert Kunze
Brenda Sanchez
Deborah Wesson
Kanisha Johnson
Dolores Garcia
Latonya Glover
Susan Wilson
<b><u>STAFF MEMBERS</u></b>
Carl Ritter

**PRESENT**

In Person

**ABSENT**

**MEMBERS ABSENT**

Renee Turner

**VISITOR**

Samantha Madriyal
MJ Waits

Pieda Silvas
Magdalena Campos

**Call Meeting to Order**

Commissioner Perry called the meeting to order at 5:42 PM.

**Establish a Quorum**

A quorum was established.

**Ordering of the Agenda**

No changes to the order of the agenda

**Mission Statement**

Mission statement was read.

**Public Comment**

No public comment.

**Consent Agenda**

Consent items were reviewed the following items were approved.

- 1 EOAC Executive Committee Meeting Minutes February 27, 2023
- 2 EOAC Governing Board Meeting Minutes February 27, 2023
- 3 Weatherization Report March 2023
- 4 Head Start/Early Head Start 2023-2024 Program Calendar
- 5 Head Start/Early Head Start ACF FA 2 Program
- 6 Head Start/Early Head Start ACF Program Instruction on FY2023 Head Start Funding Increase

*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 for February 2023 (Organizational Standard 8.7)**

Ms. Sanchez presented the unaudited Financial Report for February 2023. Ms. Sanchez reported through February; revenues of \$21,777,987, expenditures of \$21,551,327. Ms. Sanchez reported an excess of revenue to expenditures of \$226,657. 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 February 2023 Monthly Financial Report as presented. All in favor, motion carries.*

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

Ms. Johnson presented the Community Services Board Report for March 2023. CEAP (Comprehensive Energy Assistance Program)

- Total Households assisted, 678. Total dollars expended \$1,093,497.95.

CSBG (Community Service Block Grant) 2023 Transition Out of Poverty Goal: 19

- One client has transitioned out of poverty in 2023.

Service Delivery

- Stopped accepting CEAP application on March 3, 2023, due to the high volume of applications in house and the rapid rate of funding being obligated. Will accept applications from priority households that have been disconnected or pending disconnection.
- Continue to accept applications for LIHWAP.
- Case Managers are only traveling to remote office sites if clients are unable to turn in applications. This is for vulnerable households.

Outreach – (Organizational Standard 2.3)

- Oakwood Neighborhood Association Burgers and Neighbors Community Event – 03/11/2023
- Stanley's Heart Blessing Blitz – 04/01/2023

LIHWAP (Low Income Household Water Assistance Program)

- Contract was extended through September 2023, remaining funds to be expended is less than \$100,000.00.

Ms. Johnson reported with less than \$400,000 remaining on funds to be received the focus will be on vulnerable clients and summer 2023 utilities.

*It comes as a recommendation from the Executive Committee to approve the Community Services Board Report for March 2023 as presented. All in favor motion carries.*

### **Head Start/Early Head Start COLA and Quality Improvement Supplemental Application**

Ms. Wilson explained that this year's cost of living adjustment is **5.6%**. Ms. Wilson is seeking approval to submit a supplemental application for the 5.6% COLA funds to permanently increase the pay scales of staff by \$279,903 in Head Start and \$192,491 in Early Head Start and Quality Improvement funds of \$172,643 in Head Start and \$75,899 in EHS to increase the pay scales of Head Start and Early Head Start positions in the program.

*It comes as a recommendation from the Executive Committee to approve the Head Start/Early Head Start COLA and Quality Improvement Supplemental Application as presented. All in favor motion carries.*

## **Head Start ARP Budget Revision Amendment & Covid Low-Cost Extension Amendment**

ARP Budget Revision Amendment: Wilson requested approval to submit a Budget Revision Amendment of the American Rescue Plan (ARP) funds the Head Start program received in 2021 (to purchase the New Road facility). The amendment will reallocate the remaining facility expenses of \$220,000 that were incurred to prepare the facility to open but not previously budgeted and include moving \$203,000 to "Other" (contracted services, building maintenance) and \$17,000 to "Contractual" (legal fees, contractual). COVID Low-Cost Extension Amendment: EOAC Head Start received approval from OHS on March 20, 2023, for a requested budget revision amendment to move \$95,000 in COVID funds from equipment to salaries and supplies. Wilson requested approval to submit a Low-Cost Extension Amendment to extend the deadline to obligate and close out the expenditure of \$60,000 for custodial supplies from March 31, 2023, to June 30, 2023. The extension is needed to locate suitable supplies and seek price comparisons as fiscal policy requires.

*It comes as a recommendation from the Executive Committee to approve the Head Start ARP Budget Revision Amendment & Covid Low-Cost Extension Amendment as presented. All in favor motion carries.*

## **Head Start/Early Head Start Director's Report**

Ms. Wilson reporting the following.

- The program received notice from the Office of Head Start (OHS) that EOAC is currently eligible for a non-competitive five-year grant award to operate the Head Start program. Contract with Office of Head Start has been extended for five years without having to recompetete.
- Discussion with Baylor School of Social Work to see if they can provide our program mental health support for our next program year 2023-24. Their response is pending the outcome of a grant.
- Current enrollment review

Federal review was good, area of concern was that not all employees have their Child Development Associates. Ms. Wilson is networking with other Head Start agencies to see how they are recruiting. Another area of concern was the physical financial policy is not being approved by the Policy Council. This will be corrected at the next Policy Council meeting. Ms. Copeland asked how many employees still need their Child Development Associates, Ms. Garcia responded four employees. Mr. Perry inquired on number of vacancies for staff, Ms. Garcia responded 15. Discussion on difficulty of hiring a Mental Health Specialist. Dr. Burleson commented that there has been a fifty percent increase in younger children in need of mental health attendance. Discussion on Baylor student Interns and the number needed for the program.

## **TEA Determination Letter**

Mr. Kunze reported that TEA has approved the return of the Waco Charter School effective July 31, 2023. Ms. Marstaller reported that Rappoport Charter School visited the staff at Waco Charter School to discuss possible employment opportunities, and Waco ISD will also meet with staff on Friday, March 31, 2023. Future meetings will be held as well for parents and staff.

## **Executive Session**

No Executive Session

## **Adjournment**

Commissioner Perry adjourned the meeting at 6:16 PM

DocuSigned by:

Commissioner Ben Perry

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3/29/2023

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**President**

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**Date**