



**EOAC GOVERNING BOARD MEETING
MONDAY, April 24, 2023
REMOTE & IN-PERSON
5:30 P.M.**

MEMBERS PRESENT

Gary Luft
Dytrun Thirkill
Elizabeth Nelson
Ben Perry
Cassy Burleson Arrived 5:37PM
Charles Eaton
Nathesia White
Howard Childs
Christopher Chance
Renee Turner Joined 6:20 no
video unable to vote

In Person
In Person
In Person
In Person
In Person
Zoom
In Person
Zoom
Zoom
Zoom

STAFF MEMBERS

Dorothy Marstaller
Robert Kunze
Brenda Sanchez
Deborah Wesson
Kanisha Johnson
Kim Sheehy
Susan Wilson
Carl Ritter

PRESENT

In Person
In Person
In Person
In Person
In Person
In Person
In Person
In Person

STAFF MEMBERS

NONE

ABSENT

MEMBERS ABSENT

Susan Copeland

VISITOR

NONE

Call Meeting to Order

Commissioner Perry called the meeting to order at 5:46 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 March 27, 2023
- 2 EOAC Governing Board Meeting Minutes March 27, 2023
- 3 Weatherization Report April 2023
- 4 Out of State Travel for National Community Action Partnership Annual Convention
- 5 Child and Adult Care Food Program Participation and Budget
- 6 Head Start/Early Head Start Health Assistant Job Description
- 7 Head Start Annual Volunteer Recognition Banquet
- 8 Head Start Thurman E Dorsey Playground Renovation

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 March 2023 (Organizational Standard 8.7)

Ms. Sanchez presented the unaudited Financial Report for March 2023. Revenues through March \$24,626,205, expenditures through March \$24,382,694. Ms. Sanchez reported an excess (deficiency) revenue to expenditures of \$243,511. Bank Reconciliation, Check Registers and Credit Card Statements were made available for board review. Ms. Sanchez reported on the In-Direct Cost Allocation

It comes as a recommendation from the Executive Committee to approve the March 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, 1,430. Total dollars expended \$2,1443,442.78.

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

- One client has transitioned out of poverty in 2023. Ms. Johnson is encouraged that within a couple of months a few clients will complete their programs.

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.

- Case Managers are not traveling to remote office sites.

Outreach – (Organizational Standard 2.3)

- Ms. Johnson and Mr. Kunze attended the Texas Association of Community Action Agencies Legislative Action Day in Austin.

LIHWAP (Low Income Household Water Assistance Program)

- Contract was extended through September 2023, remaining funds to be expended is less than \$40,000.00.

Dr. Burleson commented on the positive social media posting regarding the TOPS program success.

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 Middle of the Year Outcomes Report 2022-23

Ms. Sheehy reported on the Head Start/Early Head Start Middle of the Year Outcomes Report for 2022-23. Head Start met four of the six School Readiness Goals. Early Head Start met three of the six School Readiness Goals. For every goal not met, there was improvement from the Beginning of the Year results.

It comes as a recommendation from the Executive Committee to approve the Head Start/Early Head Start Middle of the Year Outcomes Report 2022-23 as presented. All in favor motion carries.

Head Start/Early Head Start Amendment & Carryover Budget Request

Ms. Wilson presented a carryover budget request of \$931,556.58 of unspent funds from fiscal year 2021. Ms. Wilson explained the following request; submit an application to the Office of Head Start to request a carry-over of Head Start & Early Head Start operations funds for this amount from fiscal year 2021, budget period 03: 05/01/2021 - 04/30/2022 to fiscal year 2023, budget period 05: May 1, 2023 - April 30, 2024. Ms. Wilson noted the carry over funds will be used for the following.

- Personnel: sign-on bonuses to attract & retain qualified staff
- Child & Family Supplies, including classroom and playground supplies, curriculum, Laminator machines, Woodrow Logan playground, defibrillator replacement machines,
- Office supplies to purchase skyward inventory and asset modules to track inventory and assets, office furniture for six offices at the new building, and replace conference room cameras in the training room at TED.
- Other: purchase professional polo shirts for staff to wear during recruitment and job fairs, staff t-shirts for recruitment of new hires and children, and increase pride in working for EOAC, nutrition vehicles, demolition of condemned Woodrow Logan building, completion of professional community assessment, replace ½ doors at TED and Marlin, install outlets for air purifiers, replace riding and push mowers.

It comes as a recommendation from the Executive Committee to approve the Head Start/Early Head Start Amendment & Carryover Budget Request as presented. All in favor motions carries.

Head Start/Early Head Start New Hire Sign-on Bonus

Ms. Wilson presented for approval a sign-on bonus to recruit and retain qualified staff for positions hired on April 1, 2023, through September 1, 2023. The sign-on bonus will require a commitment from the new hire to work one program year at EOAC Head Start/EHS. Ms. Wilson explained that the funding will come from childcare-relief funds for staff working at sites with those funds and Head Start funds for those without those funds. Based on current vacancies, the total funds anticipated using is \$61,000. Dr. Burleson asked if Ms. Wilson believes a sign on bonus will help; Ms. Wilson responded that she is cautiously optimistic. Brief discussion on the possible scenario of an employee leaving, that has received the bonus. Mr. Perry asked if the Waco Charter teachers would be interested, Mr. Ritter responded that salary for the year is what most teachers appeal to.

It comes as a recommendation from the Executive Committee to approve the Head Start/Early Head Start New Hire Sign-on Bonus as presented. All in favor motions carries.

Governing Board Special Committees 2023

It is the recommendation of the nominating committee; Dr. Howard Childs, Susan Copeland, and Ben Perry that all EOAC special committees remain the same for the 2023 year. There has been no interest from within to change, add or remove current members from those committees. All members on current committees have agreed to

continue to serve for the 2023 year. All committee appointments will be approved in one action.

Appoint Executive Committee Members

Executive Committee members re-appointed to serve for the 2023 year; Ben Perry, Susan Copeland, Gary Luft, Elizabeth Nelson, Dytrun Thirkill

Appoint Parliamentarian to Serve on Executive Committee and Governing Board

Parliamentarian, Elizabeth Nelson, re-appointed to serve for the 2023 year.

Appoint Nominating Committee

Nominating Committee members re-appointed to serve for the 2023 year; Ben Perry, Dr. Howard Childs, Susan Copeland.

Appoint Audit Committee

Audit Committee members re-appointed to serve for the 2023 year; Ben Perry, Gary Luft, Dytrun Thirkill.

Appoint Personnel & Grievance Committee

Personnel & Grievance Committee members re-appointed to serve for the 2023 year; Ben Perry, Susan Copeland, Gary Luft, Renee Turner.

Appoint Marketing/Fund Raising Committee

Marketing/Fund Raising Committee members re-appointed to serve for the 2023 year; Dr. Cassy Burleson, Susan Copeland, Gary Luft, Ben Perry, Renee Turner.

It comes as a recommendation of the Executive Committee to re-appoint the 2022 committee members as listed above to serve for the 2023 year. All in favor motions carries.

Head Start Programs Addressing Lead in Water

Ms. Wilson reported on Head Start role in preventing lead poisoning in children. Head Start is monitoring programs and processes to identify and mitigate lead hazards. Ms. Wilson stated that the EOAC Head Start Health Manager currently tests water for cooking and drinking. The Office of Head Start has made available resources for programs to address lead in water.

Head Start/Early Head Start Director's Report

Ms. Wilson is reported the following.

Operations

- Dr. Stacey Voigt, Director of Elementary Curriculum at Midway ISD, informed us they will not renew the MOU for the 2023-2024 program year: "Due to an increase in student enrollment, our PreK classrooms will be redistributed among campuses for the coming school year." Dr. Burleson asked if there would be an alternative collaboration with Midway ISD, Mrs. Wilson responded not at this time. Mr. Luft asked where the children will be attending Head Start now, and Ms. Wilson responded that there is classroom space at existing EOAC Head Start schools and some children may stay at Midway ISD.
- Enrollment for Head Start, funded for 610 children, currently 430 enrolled. Early Head Start, funded for 180 children currently 143 enrolled.
- Total Staff Vacancies 37 and Total Classroom closures 15

Services

- March 23, 2023, Thurman E Dorsey Head Start hosted Box Car family event.
- Tarleton State University selected Ms. Latonya Glover, EOAC Head Start Snr Parent, Family & Community Engagement Manager, for their 2022-2023 Waco

Field Supervisor of the Year for all the work she does with their Bachelor of Social Work students! She was honored at their reception on April 10th.

- April 13, 2023, the EOAC Head Start Education department held a "Pathways to Success" transition event for the parents of children attending Kindergarten in the fall.

Executive Director's Report

Mr. Kunze reported on the status and tentative timeline for the building at 1800 N. Valley Mills Dr. Also, Mr. Kunze updated the board on the roof replacement and status at Thurman E Dorsey Head Start.

Discussion Personnel Matters

Mr. Kunze informed the board that teachers will receive their final pay August 4, 2023. EOAC Waco Charter School will pay for the health insurance premiums still owed for August to assure employee coverage through August.

Approve TEA Proposal to sell EOAC Waco Charter School Real Estate

Ms. Marstaller reported that Bruce Marchand from Texas Education Agency (TEA) has approved EOAC to handle the sale of the Waco Charter School building. Ms. Marstaller explained that a Resolution will need to be approved and signed by all governing board members and forwarded to TEA. Mr. Luft read the proposed Resolution. Dr. Childs asked if our attorney would review, Ms. Marstaller shared that TEA is allowing our attorney to draft the real estate contract. Ms. Marstaller included that the Audit shows EOAC should receive \$407,247 from the sale.

Motion made by Dr. Childs to approve the Texas Education Agency's proposal to sell EOAC Waco Charter School Real Estate as presented. Motion seconded by Mr. Eaton. All in favor motion carries.

Appoint EOAC Waco Charter School Superintendent to work with TEA Conservator to Sell EOAC Waco Charter School Real Estate

Ms. Marstaller explained that TEA is requesting the approval of EOAC Waco Charter School Superintendent to work with the TEA Conservator to sell the EOAC Waco Charter School real estate.


Motion made by Dr. Burlison to appoint EOAC Waco Charter School Superintendent to work with TEA Conservator to sell the EOAC Waco Charter School real estate. Motion seconded by Ms. Nelson. All in favor motion carries.

Executive Session

No Executive Session

Adjournment

Commissioner Perry adjourned the meeting at 6:35 PM

DocuSigned by:

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4/27/2023

President

Date