



**EOAC GOVERNING BOARD MEETING
MONDAY, June 26, 2023
REMOTE & IN-PERSON
5:30 P.M.**

MEMBERS PRESENT

Dytrun Thirkill	In Person
Elizabeth Nelson	In Person
Cassy Burleson	In Person
Charles Eaton	Zoom
Nathesia White	In Person
Howard Childs	Zoom
Christopher Chance	Zoom
Renee Turner	Zoom

STAFF MEMBERS

Dorothy Marstaller
Robert Kunze
Brenda Sanchez
Deborah Wesson
Kanisha Johnson
Kim Sheehy
Susan Wilson
Dolores Garcia
Ashley Smallwood
Bridget Montgomery

PRESENT

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

MEMBERS ABSENT

Susan Copeland
Gary Luft
Ben Perry

STAFF MEMBERS

None

VISITOR

None

ABSENT

Call Meeting to Order

Ms. Nelson called the meeting to order at 5:54 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 April 24, 2023
- 2 EOAC Governing Board Meeting Minutes April 24, 2023
- 3 EOAC Special Called Executive Committee Meeting Minutes June 8, 2023
- 4 Weatherization Report May and June 2023
- 5 Head Start/Early Head Start 2023-24 Availability Calendar
- 6 Head Start/Early Head Start 2023-24 Classroom Locations
- 7 Head Start/Early Head Start Non-Federal Match Waiver
- 8 Head Start/Early Head Start Disabilities Waiver
- 9 Head Start Change of Scope Enrollment Reduction - Revised
- 10 EOAC Head Start & Baylor University MOA
- 11 2023-24 EOAC Head Start & Waco ISD MOU
- 12 2023-24 EOAC Head Start & Harmony Science Academy MOU

13 Updated Head Start/Early Head Start Medical/Dental Enrollment Requirements Policy & Procedure

14 Roof Replacement Phase 2 Thurman E Dorsey

15 Principal Reduction Payment - 1800 N. Valley Mills Drive

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 April and May 2023 (Organizational Standard 8.7)

Ms. Sanchez presented the unaudited Financial Report ending May 2023. Revenues through May \$23,582,557.16, expenditures through May \$23,339,242.97. Ms. Sanchez reported an excess (deficiency) revenue to expenditures as of May \$243,511.19 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 April and May 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 April and May 2023. CEAP (Comprehensive Energy Assistance Program)

- Total Households assisted, 2,289. Total dollars expended \$3,018,320.49.

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

- Two clients have transitioned out of poverty in 2023. 23 clients are working towards Transitioning Out of Poverty (TOP). Clients are participating in the following programs: CDL, TSTC, Nursing Degree.

Service Delivery

- Applications are being accepted for households Priority 1 clients facing an immediate crisis: via mail, email, fax, and drop off.

Outreach – (Organizational Standard 2.3)

- June 2 – Agency Collaboration meeting between EOAC and Caritas (Salvation Army was a no-show)

- July 29 – Family Health & Back to School Expo – Chilton ISD (Falls County) other districts may attend, the event is held at Chilton ISD

LIHWAP (Low Income Household Water Assistance Program)

- Contract will end September 2023. Ms. Johnson reported the agency will receive additional funding for this program to used specifically for current LIHWAP clients.

McLennan County Emergency Rental Assistance Program

- \$82,0871.77 allocated in April and May to assist 17 households that were facing eviction. Ms. Johnson reported that Judge Lee was very helpful.

- No additional funds remain for rental assistance.

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

Approve EOAC Head Start Corrective Action Plan

Ms. Wilson reported and submitted for approval a Corrective Action Plan to the Office of Head Start Federal Monitoring Review that took place in January 2023. EOAC Head Start received a non-compliance of section 642(d)(2)(A)-(I) of the Head Start Act,

Budget Planning and Development. The finding states, "The program did not share accurate and regular financial information with the policy council." Ms. Wilson explained that the program shares monthly credit card information, funding applications, and amendments. However, the program was not sharing monthly budget reports. She also stated that the core cause can be attributed to having new staff in key positions who will now receive training on program policies and Head Start regulations. Ms. Wilson reviewed/explained that the Corrective Action Plan is to correct this issue and put systems in place to ensure it does not occur again. The plan is to be submitted to the Office of Head Start by July 2, 2023

It comes as a recommendation from the Executive Committee to approve the Head Start Corrective Action Plan as presented. All in favor motion carries.

Approve Revised Head Start Staff Accountant Job Description

Ms. Sanchez presented this item for approval. The job description for the Head Start Staff Accountant has been revised to include responsibilities related to the financial information that must be regularly provided to Policy Council. Revising the job description is an action step in the FA2 Head Start Corrective Action Plan.

It comes as a recommendation from the Executive Committee to approve the Revised Head Start Staff Accountant Job Description as presented. All in favor motions carries.

Approve Head Start Policy Council Duties & Responsibilities

Ms. Wilson presented for approval and update to The Policy Council Duties & Responsibilities Plan/Policy. Ms. Wilson also explained the responsibilities and duties have been updated to include the Policy Council Calendar and more information on the required financial and other reports that must be shared with the policy council and governing board regularly. The policy council will be presented with a draft copy of financials for information purposes, then the governing board will give the final approval. This update is an action step in the Head Start FA2 Corrective Action Plan.

It comes as a recommendation from the Executive Committee to approve the Head Start Policy Council Duties & Responsibilities as presented. All in favor motions carries.

Approve Head Start Program Governance Training Plan/Policy

Ms. Wilson presented for approval the new Head Start Program Governance Training Plan/Policy. The policy/plan describes the program governance training the policy council and governing board will receive to ensure members understand the information they receive and can effectively oversee and participate in the Head Start/Early Head Start program.

It comes as a recommendation from the Executive Committee to approve the Head Start Program Governance Training Plan/ Policy as presented. All in favor motions carries.

Approve 2022-23 Head Start/Early Head Start End of Year Outcomes Report

Ms. Sheehy, Head Start Early Childhood Education Manager, presented the 2022-23 Head Start/Early Head Start End of Year Outcomes Report for approval. This report includes the overall end-of-year (EOY) developmental assessment results for all

children enrolled in EOAC Head Start and Early Head Start for the 2022 – 2023 school year. Ms. Sheehy mentioned there was growth in most all areas, with Early Head Start.

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

Approve Bylaw Change (Audit/Finance Committee)

Mr. Kunze reviewed the current Bylaws; the EOAC Board has an Audit/Finance Committee that consists of five (5) members but not less than three (3) the board has only been able to have three (3) members serve for the last few years. Mr. Kunze recommended to revise/change the by-laws to read; The Committee will consist of not less than three (3) board members representative of the Governing Board and will consist of a member from Group A, B, and C when possible; and must include the Treasurer and the President. A quorum will consist of two (2) members. Dr. Burleson asked for clarification that this committee is to have the board President and Treasurer serve, Mr. Kunze replied, yes.

It comes as a recommendation of the Executive Committee to approve the Bylaw change to the Audit/Finance Committee as presented. All in favor motions carries.

Accept the Resignation of Chief Financial Officer

Mr. Kunze informed the board that Ms. Brenda Sanchez has resigned as EOAC Chief Financial Officer. Her last day of employment will be July 7, 2023.

It comes as a recommendation of the Executive Committee to accept the resignation of Brenda Sanchez, Chief Financial Officer. All in favor motions carries.

Head Start/Early Head Start Director's Report

Ms. Wilson reported the following.

Operations

- Enrollment for Head Start, funded for 610 children, currently 429 enrolled. Early Head Start funded, for 180 children currently 141 enrolled.
- Total Staff Vacancies 25 and Total Classroom closures 15

Services

- 6/8/23, Head Start/EHS held a Job Fair at TED, and 26 people showed up to complete an application and participate in interviews. Jobs were offered to 13 applicants: 7 EHS Teachers, 1 HS Teacher, 4 Head Start TA, and 2 HS Relief.
- 6/8/2023, Head Start/ EHS received the Notice of Award for the COLA & Quality Improvement funds.
- 6/17/23, Head Start/EHS hosted an End of the Year Father Engagement Activity from 1-3 pm at 2420 Creekview Dr, Waco. There was bowling, food and information was shared on community services by STARRY Counseling Program. The attendance was very good.
Professional Development - 22 HS/EHS staff earned an educational credential this school year.
 - 18 CDA (13 Infant/Toddler; 5 Pre-k)
 - 2 AA ECE
 - 2 BA (1 ECE; 1 Sociology)

Executive Director's Report

Mr. Kunze reported on the status for the building at 1800 N. Valley Mills Dr. Ms. Marstaller and Mr. Kunze have made an offer for the used furniture left in the building that would be suitable for EOAC, no response to offer yet. Also reported was an update on the storage building and Mr. Mike Marrs, architect, is finalizing the plans for the building.

Discussion Personnel

No discussion

Executive Session

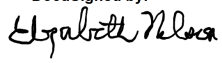
No Executive Session

Action Item-Personnel

Deferred to next meeting.

Adjournment

Ms. Nelson adjourned the meeting at 6:23 PM

DocuSigned by:

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8/1/2023

Parliamentarian

Date