



Meeting Book - EOAC Governing Board of Directors Meeting

Agenda - August 28, 2023

Call Meeting to Order

Establish a Quorum

Ordering of the Agenda

Mission Statement

Public Comment

ACTION

Consent Agenda

- 1 EOAC Executive Committee Meeting Minutes 6.26.2023
- 2 EOAC Governing Board Meeting Minutes 6.26.2023
- 3 WCS Executive Committee Meeting Minutes 6.26.2023
- 4 WCS Governing Board Meeting Minutes 6.26.2023
- 5 WC Governing Board Special Called Meeting Minutes 7.27.2023
- 6 EOAC Governing Board Special Called Meeting Minutes 7.27.2023
- 7 Weatherization Report for August 2023
- 8 Job Description Revision - Assistant Controller
- 9 Job Description Revision - Staff Accountant
- 10 Job Description Revision - HR/Payroll Coordinator
- 11 Job Description Revision - Head Start/Early HS Custodian
- 12 Head Start/Early Head Start Organizational Chart 2023
- 13 Head Start/Early Head Start Special Services Policies & Procedures

ACTION

Approve Monthly Financial Report June and July 2023

(Organization Standard 8.7)

Ashley
Smallwood

ACTION

Approve 10% De Minimis Indirect Cost Allocation Plan

(Organizational Standard 8.12)

Ashley
Smallwood
Robert Kunze

ACTION

Approve Community Services Report

(Organizational Standard 5.9)

Kanisha
Johnson

ACTION

Approve Community Service Customer Satisfaction Survey

(Organizational Standard 1.3)

Kanisha
Johnson

ACTION

Approve CSBG Budget 2024

(Organizational Standard 8.9)

Robert Kunze

ACTION

Approve 2024 Community Action Plan

(Organizational Standard 4.2)

Kanisha
Johnson

ACTION

Approve EOAC Strategic Plan Annual Progress Report

(Organizational Standard 6.5)

Robert Kunze

ACTION

Approve 5.6% COLA EOAC Salary Scale, CEAP,

Robert Kunze

Weatherization, Administration

| | | |
|------------|---|----------------------------|
| ACTION | Approve the remodel/renovation of 1800 N. Valley Mills Dr. Waco, Tx | Robert Kunze Mike Marrs |
| ACTION | Approve the purchase of cubicles for 1800 N. Valley Mills Dr. Waco, Tx | Robert Kunze |
| ACTION | Approve EOAC Succession Plan 2023 (Organizational Standard 4.5) | Robert Kunze |
| ACTION | Approve the recommendation for Chief Financial Officer | Robert Kunze |
| ACTION | Approve Employee Handbook Revision | Robert Kunze |
| ACTION | Approve Head Start/Early Head Start Underenrollment Plan | Susan Wilson |
| REPORT | 2023 Community Action Plan Annual Progress Report (Organizational Standard 4.4) | Kanisha Johnson |
| REPORT | Head Start/Early Head Start Information Memorandum Treatment of Rebates, Refunds, Discounts, and Similar Savings | Susan Wilson |
| REPORT | Head Start/Early Head Start Director's Report | Susan Wilson |
| REPORT | Executive Director's Report * Renee Turner 7 Years of Service | Robert Kunze |
| DISCUSSION | Personnel | Robert Kunze |
| | Executive Session 551.071 Private Consultation with boards attorney 551.072 Discussing purchase, exchange, lease, or value of real property. 551.073 Discussing negotiated contracts for prospective gifts or donations. 551.074 Discussing personnel or to hear complaints against personnel. | |
| ACTION | Personnel | Robert Kunze |
| | Adjourn | |