



**EOAC GOVERNING BOARD MEETING  
MONDAY, August 28, 2023  
IN-PERSON & REMOTE  
5:30 P.M.**

**MEMBERS PRESENT**

Cassy Burleson	In Person
Elizabeth Nelson	In Person
Ben Perry	In Person
Gary Luft	In Person
Susan Copeland	In Person
Nathesia White	Zoom
Christopher Chance	Zoom
Charles Eaton	In Person
Renee Turner (6:10 PM)	Zoom

**STAFF MEMBERS PRESENT**

Dorothy Marstaller	In Person
Robert Kunze	In Person
Jeff Case	In Person
Susan Wilson	In Person
Kanisha Johnson	In Person
Deborah Wesson	In Person
Ashley Smallwood	In Person
Dolores Garcia	In Person

**MEMBERS ABSENT**

Dytrun Thirkill  
Howard Childs

**STAFF MEMBERS**

**ABSENT**

**VISITOR**

Mike Marrs

**Call Meeting to Order**

Commissioner Perry called the meeting to order at 5:39 PM.

**Establish a Quorum**

A quorum was established.

**Ordering of the Agenda**

Change in item "Approve Remodel/Renovation of 1800 N. Valley Mills" to be moved to the first item to accommodate architect, Mike Marrs.

**Mission Statement**

Commissioner Perry read the Mission statement.

**Public Comment**

No public comment.

**Approve Remodel/Renovation of 1800 N. Valley Mills**

Architect, Mike Marrs, reviewed the proposed budget for the remodel at 1800 Valley Mills Dr. Level One basic carpet and paint approximate budget, \$169,000.00. Level Two total interior remodel creating office spaces approximate budget, \$578,500.00. Mr. Eaton asked if these amounts are from direct contractors, Mr. Marrs responded that the amounts are his estimates. Ms. Copeland asked if a target date of completion was realistic for January 2024. Mr. Marrs responded no. Mr. Perry asked what the timeline would be, Mr. Marrs responded approximately four months. Mr. Perry asked how long it will take to move EOAC to the new building, Mr. Kunze responded, one month. Ms. Copeland asked if installing the technology can occur while construction is ongoing, Mr. Marrs responded, yes. Mr. Eaton inquired about the signage, brief discussion regarding early signage. Mr. Perry suggested that Mr. Kunze form a committee to assist in planning the actual move. Mr. Luft asked if the budget is interior only. Mr. Marrs responded, yes only interior.

*Motion made by Mr. Eaton to approve the Remodel/Renovation of 1800 N Valley Mills Dr. as presented. Motion seconded by Ms. Burleson. All in favor, motion carries.*

### **Consent Agenda**

No changes to the consent agenda, the following items were approved.

- 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

*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 June and July 2023 (Organizational Standard 8.7)**

Ms. Smallwood presented the unaudited Financial Report for Waco Charter School ending July 2023. Revenues through July \$2,864,592.70, expenditures through July \$2,641,314.48. Ms. Smallwood reported an excess (deficiency) revenue to expenditures as of July \$223,278.22. Bank Reconciliation, Check Registers and Credit Card Statements were made available for board review. Ms. Marstaller added to the report that there will be a few more expenses that will have to be paid for Waco Charter School (WCS) such as utilities and final audit fees. Ms. Smallwood reported that all WCS employees received their final paycheck on July 25, 2023, and severance payment on July 26, 2023. Ms. Marstaller informed the board that Dr. Parker has been appointed as the Superintendent for WCS and TEA has assigned 3 new board members. Ms. Smallwood presented the unaudited Financial Report for EOAC ending July 2023. Revenues through July \$19,470,929.27, expenditures through July \$19,334,764.04. Ms. Smallwood reported an excess (deficiency) revenue to expenditures as of July \$136,165.23. Bank Reconciliation, Check Registers and Credit Card Statements were made available for board review. Ms. Burleson asked if all employees were successful in finding employment, Ms. Smallwood responded she was only aware of two employees who had not..

*It comes as a recommendation from the Executive Committee to approve the Monthly Financial Report as presented. All in favor, motion carries.*

### **Approve 10% De Minimis Indirect Cost Allocation Plan (Organizational Standard 8.12)**

Mr. Kunze reported that the 10% De Minimis Indirect Cost Allocation Plan must be reviewed/approved by the board annually. One revision was recommended to remove the Waco Charter School percentage, as it is no longer a part of the agency.

*It comes as a recommendation from the Executive Committee to approve the 10% De Minimis Indirect Cost Allocation Plan as presented. All in favor, motion carries.*

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

Ms. Johnson presented the Community Services Board Report.

CEAP (Comprehensive Energy Assistance Program)

- Total Households assisted, 2,492. Total dollars expended \$3,290,167.97.

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

- Three clients have transitioned out of poverty in 2023. 23 clients are working towards Transitioning Out of Poverty (TOP).

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)

- Attended July 28 0- Project Homeless Connect
- Attended July 29 – Family Health & Back to School Expo
- Scheduled October 3 – Bellmead National Night Out

LIHWAP (Low Income Household Water Assistance Program)

- Contract will end September 2023 however all funds have been spent.

Ms. Johnson reported that the second CEAP contract opened in July. These funds are limited, utility rates are increasing as well as usage. Ms. Johnson shared that Atmos Energy has reached out in regard to participating in an event with EOAC in the fall.

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

**Approve Community Service Customer Satisfaction Survey** (Organizational Standard 1.3)

Ms. Johnson reported the following results of the 2023 EOAC Community Services Customer Satisfaction Survey:

- All surveys were completed online via JotForm
- 24 respondents
- 88% - felt welcomed by EOAC staff members
- 88% - treated with respect
- 83% - received the information and/or services requested
- 92% - informed about services offered by EOAC or other services provided by the local community
- 88% - satisfied and very satisfied

Mr. Eaton asked how the survey was sent to clients, Ms. Johnson responded that the Case Managers email the survey or send a QR code. Ms. Burlison confirmed that only 24 clients responded and close to 3,000 clients were served. Ms. Burlison commented that she hopes the agency can find additional ways to receive survey comments.

*It comes as a recommendation from the Executive Committee to approve the 2023 Community Service Customer Satisfaction Survey. All in favor, motion carries.*

**Approve CSBG Budget 2024** (Organizational Standard 8.9)

Mr. Kunze presented the proposed budget for the 2024 Community Service Block Grant in the amount of \$509,679.00. Mr. Kunze explained the TDHCA requirements.

*Motion made by Mr. Eaton to approve the CSBG Budget 2024 as presented. Motion seconded by Ms. Copeland. All in favor motion carries.*

**Approve 2024 Community Action Plan (Organizational Standard 4.2)**

Ms. Johnson presented the 2023 Community Action Plan for approval. Ms. Johnson explained that the plan is developed each year to determine the best way to serve the communities. The Community Action Plan is supported by the Community Services Block Grant (CSBG) budget.

*It comes as a recommendation from the Executive Committee to approve the 2024 Community Action Plan as presented. All in favor, motion carries.*

**Approve EOAC Strategic Plan Annual Progress Report (Organizational Standard 6.5)**

Mr. Kunze reported on the progress of the agency's five-year Strategic Plan. Most all goals have been achieved. Ms. Nelson commented that the goals were realistic goals. Ms. Burleson commented that the goal pertaining to social media has much improved. Mr. Kunze mentioned that planning for the next Strategic Plan will begin soon.

*It comes as a recommendation from the Executive Committee to approve the EOAC Strategic Plan Annual Progress Report as presented. All in favor, motion carries.*

**Approve EOAC 5.6% COLA EOAC Salary Scale, CEAP, Weatherization, Administration**

Mr. Kunze recommended that CEAP, Weatherization, and Administration receive a 5.6% COLA. Mr. Kunze mentioned that 5.6% will be the same amount that the Office of Head Start granted.

*It comes as a recommendation from the Executive Committee to approve the EOAC 5.6% COLA EOAC Salary Scale, CEAP, Weatherization, Administration. All in favor, motion carries.*

**Approve Purchase of Modular Cubicles from First National Bank of Central Texas for 1800 Valley Mills**

Mr. Kunze recommended the purchase of cubicles from Cubicles.com and furniture from First National Bank of Central Texas cost \$97,824.00. Mr. Kunze mentioned that each program will allocate their portion of the expense. Mr. Luft asked if cubicles were new or used from the bank, Mr. Kunze responded, cubicles are new. Discussion on furnishings for the building.

*Motion by Mr. Eaton to approve the purchase of Modular Cubicles and furniture from First National Bank of Central Texas. Motion seconded by Ms. Nelson. All in favor motion carries.*

**Approve EOAC Succession Plan 2023**

Mr. Kunze reviewed the current Succession Plan and explained that it is required for the board to review/update and approve this plan annually. Mr. Kunze recommended the plan be approved as it currently states, without any changes at this time.

*It comes as a recommendation from the Executive Committee to approve the EOAC Succession Plan as presented. All in favor, motion carries.*

### **Approve the recommendation for Chief Financial Officer**

Mr. Kunze recommended that Jeffrey Case be approved as the new EOAC Chief Financial Officer.

*It comes as a recommendation from the Executive Committee to approve Jeffrey Case as EOAC Chief Financial Officer. All in favor, motion carries.*

### **Approve Employee Handbook Revision**

Mr. Kunze reviewed the following revisions to the Employee Handbook; all references to Waco Charter school be removed and revise Early Head Start 11 months employees paid leave from five (5) days to ten (10) days and neither program will be paid for unused leave.

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

### **Approve Head Start/Early Head Start Under-Enrollment Plan**

Ms. Wilson explained the “under-enrollment” letter that EOAC Head Start/Early Head Start received because the program operated with an actual enrollment that is less than full funded enrollment for at least four consecutive months. The program has been given 12 months to achieve at least 97% enrollment during the period July 10, 2023 – July 10, 2024. Further explained was Potential Actions and Next Steps along with the Under-Enrollment Plan that requires board approval. Mr. Perry commented that this is a serious situation, however, this is a nationwide issue. Ms. Wilson stated they are continuing every effort to hire qualified employees.

*It comes as a recommendation from the Executive Committee to approve the Head Start/Early Head Start Under-Enrollment Plan as presented. All in favor, motion carries.*

### **2023 Community Action Plan Annual Progress Report (Organizational Standard 4.4)**

Ms. Johnson reported on the progress of the 2023 Community Action Plan, and the department is working to ensure that all targets are met by the end of the program year (December 2023). Ms. Johnson reported that the department continues to work towards identifying ways for better data reporting, systems to ensure that reports accurately reflect the services rendered to clients and streamlining client intake and application process to become more efficient.

### **Head Start/Early Head Start Information Memorandum Report**

Ms. Wilson reported on the memorandum received in reference to rebates, tax credits, refunds, discounts, and similar cost savings that affect the net cost of goods and services or received as cash payments, such as insurance proceeds and cash-back credit rewards. Guidance on cost-saving measures and how the savings should be treated was explained in the memorandum.

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

Ms. Wilson reported the following.

#### Operations

- Enrollment as of August 1, 2023, for Head Start funded for children, 333 enrolled.  
Early Head Start funded for 180 children 153 enrolled.
- Total Staff Vacancies 19

### **Executive Director’s Report**

Mr. Kunze recognized board member Ms. Turner for 7 years of service to EOAC.

**Discussion Personnel Matters**

No Discussion

**Executive Session**

No Executive Session

**Action Item – Personnel**

No Action Taken

**Adjournment**

Commissioner Perry adjourned the meeting at 6:40 PM

DocuSigned by:  
*Susan Copeland*  
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9/6/2023

***Vice-President***

***Date***