



EOAC GOVERNING BOARD MEETING
MONDAY, September 25, 2023
IN-PERSON & REMOTE
5:30 P.M.

MEMBERS PRESENT

Cassy Burleson	Zoom
Elizabeth Nelson	In Person
Ben Perry	In Person
Susan Copeland	In Person
Nathesia White	In Person
Christopher Chance	Zoom
Howard Childs	Zoom
Renee Turner	Zoom
Dytrun Thirkill	In Person

STAFF MEMBERS PRESENT

Robert Kunze	In Person
Jeff Case	In Person
Susan Wilson	In Person
Kanisha Johnson	In Person
Deborah Wesson	In Person
Ashley Smallwood	In Person
Kim Sheehy	In Person

MEMBERS ABSENT

Gary Luft
Charles Eaton

STAFF MEMBERS

None

ABSENT

VISITOR

None

Call Meeting to Order

Commissioner Perry called the meeting to order at 5:31 PM.

Establish a Quorum

A quorum was established.

Ordering of the Agenda

No change in the order of the agenda.

Mission Statement

Commissioner Perry read the Mission statement.

Public Comment

No public comment.

Consent Agenda

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

- 1 EOAC Executive Committee Meeting Minutes 8.28.2023
- 2 EOAC Governing Board Meeting Minutes 8.28.2023
- 3 Weatherization Report
- 4 2022-23 Head Start/Early Head Start Program Information Report
- 5 Job Description Revision – Head Start Teacher and Provisional Teacher

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 August 2023 (Organizational Standard 8.7)

Mr. Case presented the unaudited Financial Report for the period ending August 31, 2023, for EOAC. Revenues through August \$28,075,746.22, expenditures through August \$28,269,084.08. Mr. Case reported an excess (deficiency) revenue to expenditures as of August \$193,337.86. Bank Reconciliation, Check Registers and Credit Card Statements were made available for board review. Mr. Case reported on the Quarterly Indirect Cost Pool Analysis Excess (deficit) (\$473,701.90). Area of concern is the agencies' amount of non-federal funds, one to three months of operating expenses recommended. Mr. Case updated the board on the unrestricted balance, \$1,600,000.00, outstanding mortgage balance of \$578,000.00, excess available \$563,000.00.

It comes as a recommendation from the Executive Committee to approve the 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.

CEAP (Comprehensive Energy Assistance Program)

- Total Households assisted, 2,493. Total dollars expended \$3,290,715.09.

CSBG (Community Service Block Grant) 2023

- Continuing to work with TOP clients to help them become self-sufficient.
- Bringing back financial literacy classes and working with a local bank to schedule time for a bank representative to speak with clients regarding checking and savings accounts.
- Developing a resume writing workshop along with interview skills training and mock interviews.

Service Delivery

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

Outreach – (Organizational Standard 2.3)

- MCC Fall Resource Fair – September 6th McLennan Community College
- Falls County Community Connection – September 20th Rosebud, Tx
- Atmos Sharing the Warmth Blitz - September 27th Centex African American Chamber of Commerce
- Community Partners Resource Forum September 28th South Waco Library
- Bellmead National Night Out – October 3

Ms. Johnson reported that utility client assistance is being processed only for energy aid providers. EOAC will receive a grant from Baylor Scott and White in the amount of \$30,000.00 to assist EOAC clients.

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

Approve 2022-2023 Early Head Start Summer Outcomes Report

Ms. Kim Sheehy reported that Most children meet or exceed their developmental benchmark (target based on age) for every area overall during this assessment period.

However, our school readiness goals for EHS were not met during this assessment period. Ms. Sheehy explained that most children have more transitions in EHS compared to Head Start. An Improvement Plan was shared involving training for the low-scoring areas of Language and Mathematics. Teaching strategies will be monitored weekly.

It comes as a recommendation from the Executive Committee to approve the 2022-2023 Early Head Start Summer Outcomes Report as presented. All in favor, motion carries.

Approve 2023-2024 Head Start/Early Head Start Self-Assessment Plan

Ms. Wilson reported Head Start programs are required to complete an annual Self-Assessment of their program. This year, the program will identify strengths and recommend strategies to fix systemic problems in the HS/EHS program by analyzing various data, including but not limited to ongoing monitoring, self-assessment, school readiness goals, attendance, and program information reports. Ms. Wilson reported that there will be recruitment of outside individuals to participate in this process. Ms. Wilson stated that previous monitoring was compliance driven.

It comes as a recommendation from the Executive Committee to approve the 2023-2024 Head Start/Early Head Start Self-Assessment Plan as presented. All in favor, motion carries.

Approve Health Benefits Proposal

Mr. Kunze reported that Blue Cross/Blue Shield was the lowest proposal at this time with a 25% increase. Negotiations are still pending with Blue Cross/Blue Shield. Higginbotham has requested several quotes from other companies but no response. Mr. Kunze shared that EOAC is considered a high-risk client with the average age of 47 years old, and 80% female were a few factors. At current less than 50% of employees participate in the health benefits package due to the high cost of premiums. Discussion on the increase, Dr. Burleson commented that she personally has experienced the increase in insurance premiums. Ms. Nelson requested to see how many employees have coverage through their spouse's plan. Mr. Kunze replied he would try and see if this information is available. Mr. Perry explained that the board may approve the insurance proposal as presented so that a benefit plan is in place. This item may be revisited next month as Mr. Kunze will schedule an insurance meeting to make certain there are no other options more affordable to EOAC employees.

It comes as a recommendation from the Executive Committee to approve the Health Benefits Proposal as presented. All in favor, motion carries.

Head Start/Early Head Start Director's Report

Ms. Wilson reported the following.

Operations

- Enrollment for August 2023, for Head Start funded for 519 children, 374 children enrolled. Early Head Start funded for 180 children 163 enrolled.

- Total Staff Vacancies 16

Ms. Wilson reported that the 2022-23 Disability Wavier has been approved by the Office of Head Start on 9/13/23. The program continues to see the same struggles with vacancies. Included in the information board packet were parent engagement updates, upcoming events for September and October and Community Collaboration.

Update on Waco Charter School Building Sale

Mr. Kunze reported the following.

- The conservator/ Superintendent for WCS signed the contract of sale between EOAC and Heart of Texas Region MHMR Center DBA Heart of Texas Behavioral Health Network on September 10, 2023. The amount was \$2,200,00.00 with the final proceeds of \$315,000 to EOAC and the remaining balance to TEA. EOAC agreed to pay Principal Broker and Cooperating Broker fees of 3% each. Ms. Marstaller visited with the TEA representative on the amount of funds that would be returned to EOAC. TEA representative only confirmed that \$315,000 would be the final amount.

Discussion regarding Governing Board Structure/Frequency of Meetings

Mr. Kunze requested that Board members review the Caplaw Information that will be emailed to each board member along with the Roles of the CSBG Board Member. There will be future discussions on this item.

Discussion on 1800 N. Valley Mills Dr. Signage/Design

Brief discussion on how to proceed with the selection and design of the signage as well as the interior of the new building. Mr. Kunze recommended a subcommittee be formed. Ms. Copeland requested the specifications on the signage and a budget. Mr. Kunze confirmed he would have that information soon.

Appoint Design and Sign Committee for 1800 N. Valley Mill Dr.

Brief discussion on those interested in serving on the sub-committee.

Motion made by Mr. Perry to appoint Ms. Copeland, Dr. Burlison, Dr. Childs, Ms. Nelson and Mr. Thirkill to the Design and Sign Sub-Committee for the 1800 N. Valley Mills Dr. building. Motion seconded by Mr. Thirkill. All in favor, motion carries.

Executive Director's Report

Mr. Kunze recognized board member Dr. Burlison for 9 years of service and Mr. Perry for 6 years of service to EOAC. A brief update was presented on the 1800 N. Valley Mills building along with Mr. Kunze upcoming Conference schedule as well as the upcoming TACAA Board Meeting. Mr. Kunze noted that he and Ms. Johnson will begin the Community Action National certification process.

Discussion Personnel Matters

No Discussion

Executive Session

No Executive Session

Action Item – Personnel

No Action Taken

Adjournment

Commissioner Perry adjourned the meeting at 6:00 PM

DocuSigned by:
Commissioner Ben Perry
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10/2/2023

President

Date