



**EOAC GOVERNING BOARD MEETING**  
**MONDAY, October 23, 2023**  
**REMOTE & IN-PERSON**  
**5:30 P.M.**

**MEMBERS PRESENT**

Dytrun Thirkill	In Person
Elizabeth Nelson	In Person
Ben Perry	In Person
Gary Luft	In Person
Susan Copeland	In Person
Cassy Burleson	In Person
Christopher Chance	Zoom
Howard Childs	Zoom
Charles Eaton	Zoom
Nathesia White	Zoom

**STAFF MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Renee Turner

**STAFF MEMBERS**

None

**ABSENT**

**VISITOR**

None

**Call Meeting to Order**

Commissioner Perry called the meeting to order at 5:32 PM.

**Establish a Quorum**

A quorum was established.

**Ordering of the Agenda**

No changes to 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 9.25.2023
- 2 EOAC Governing Board Meeting Minutes 9.25.2023
- 3 Weatherization Report
- 4 Job Description Revision – Head Start Lead Cook

*It comes as a recommendation of the Executive Committee to approve the consent agenda items as presented. All in favor, motion carries.*

**Monthly Financial Report for September 2023** (Organizational Standard 8.7)

Mr. Case presented the unaudited Financial Report for the period ending September 30, 2023, for EOAC. Revenues through September \$11,095,180.96, expenditures through September \$11,481,440.94. Mr. Case reported an excess (deficiency) revenue to expenditures as of September \$386,259.98. Bank Reconciliation, Check Registers and Credit Card Statements were made available for board review. Also reported was the unaudited operating reserve balance of \$1,784,667.82 and the 75% debt service policy amount of \$427,238.00. Mr. Case reported that the Child Care Relief Fund will expire in November 2023.

*It comes as a recommendation of the Executive Committee to approve the September 2023 Monthly Financial Report as presented. All in favor, motion carries.*

**Community Services Board Report (Organizational Standard 5.9 and 2.3)**

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.

CEAP Supplemental Program

- Total Households assisted, 837. Total dollars expended \$787,242.57.

CSBG (Community Service Block Grant) 2023

- Continuing to work with TOP clients to help them become self-sufficient. 7 TOP clients have successfully transitioned out of the program.

Service Delivery

- Only accepting applications for TXU, Reliant, Direct Energy, HILCO, Heart of Texas Electric Cooperative, and Atmos IF the household is facing disconnection AND has not been assisted by our agency this year.

Outreach – (Organizational Standard 2.3)

- Community Cross Training hosted by the HOT Aging and Disability Resource Center – October 5
- Community in Schools Family Fall Festival - October 14
- Limestone County Health Expo (Coolidge, TX) – October 18
- Cen-Tex Hispanic Chamber of Commerce Trunk or Treat – October 21
- Limestone County Health Expo (Mexico) - November 4

Ms. Johnson reported on the Atmos outreach event, this event assisted approximately 330 households, and was extended the following day. Atmos donation presentation (\$75,000) for Fueling Safe Thriving Communities initiative was held at this same event. Ms. Copeland shared a client's positive experience attending this event. The donation from Baylor Scott and White (\$30,000) reported last month has not been received.

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

**Approve Amended Health Benefits Proposal (2024)**

Mr. Kunze reported that the 25% health insurance premium increase approved last month remains the best offer. Mr. Kunze presented three options of increasing employer contributions; 1.) \$600.00 an increase of \$120.00, 2.) \$650.00 an increase of \$170.00, and 3.) \$680.00, an increase of \$200.00. Mr. Kunze stated that only option (1) of increasing employer contributions to \$600.00 was financially sustainable should there be a 100% participation rate. EOAC has not had in the past 100% participation. Mr. Luft commented that increasing the employer contribution to \$600.00 would be a 25% increase in contributions made toward health insurance. Mr. Perry commented that next

year the agency should start earlier to begin reviewing possible increases. Ms. Copeland, when will the employees be notified, Ms. Smallwood responded next week. Dr. Childs asked if it would be possible for the agency to work with other agencies to possibly get a combined better premium offer. Mr. Case responded that he inquired about that exact possibility, but Higginbotham's response was no. What has changed is the amount the employer will contribute towards health insurance premiums.

*It comes as a recommendation of the Executive Committee to approve the contribution for health insurance premiums from \$480.00 to \$600.00 per employee for the upcoming plan year. All in favor, motion carries.*

### **Approve Head Start/Early Head Start School Readiness Report**

Ms. Sheehy reported on the Head Start & Early Start Head School Readiness report. Included in the report were Outcomes of the 2022-2023 School Readiness Goals based on quarterly child outcome assessment results for that same year and proposed goals for the 2023-2024 program year. Two Early Head Start goals have been added: one each in social-emotional and gross motor development.

*It comes as a recommendation of the Executive Committee to approve the Head Start/Early Head Start School Readiness Report as presented. All in favor, motion carries.*

### **Approve Head Start Carry-Over Request of Unobligated Funds**

Ms. Wilson presented a Carry-Over Request for Unobligated Funds. Ms. Wilson explained the Head Start program has \$1,922,688.94 of unspent funds from fiscal year 2022. Funds were underspent primarily from the personnel category as both the Head Start and Early Head Start programs could not find qualified candidates to fill vacancies. Ms. Wilson is requesting approval to submit an application to the Office of Head Start to carry over the unobligated balance of Head Start & Early Head Start funds from fiscal year 2022, budget period 04: 05/01/2022- 04/30/2023 to fiscal year 2023, budget period 05: 05/01/2023-04/30/2024. Carry-over funds will be used for the following.

- Personnel: retention stipends to attract & retain qualified staff
- Child & Family Supplies: EHS classroom supplies for proposed EHS conversion of classrooms; classroom and playground supplies to improve the use of space and environment at TED, including large motor space, wellness space, staff workspace, parent library, family-friendly entrance, and supplies to support children with behavior concerns and/or disabilities.
- Office supplies: replace outdated laptops and desktops; new iPads for proposed EHS conversion classrooms; add firewall protection at 3 of the 6 sites; replace the security camera system 6 sites and 49 classrooms.
- Other: building maintenance funds for needed building repairs; consultants to help analyze the community assessment and develop long-term strategic goals, leadership development; recruitment items for recruitment of staff and families.

Ms. Copeland asked for clarification on the Unobligated carryover amount. After discussion, it was discovered the document included two amounts. The correct amount of unspent funds is \$1,931,169.00, which is the amount of the request in the carryover application. This will be the amount of the request. Dr. Burleson asked if there are staff to work with students with disabilities, Ms. Wilson replied the program has a behavior specialist, but it is not enough for the behavior challenges the program is experiencing.

Ms. Wilson commented that there is a need for a behavior specialist to work with students. Question was raised about applying the carryover funds to hire a behavior specialist, Ms. Wilson replied that the funds must be spent by April 30, 2024. Mr. Luft asked about the rollover from last year.

*It comes as a recommendation of the Executive Committee to approve the Head Start Carry-Over Request for Unobligated Funds. All in favor, motion carries.*

### **Discussion regarding Governing Board Structure/Frequency of Meetings**

Mr. Kunze reviewed the information included in the board packets regarding board members and training requirements. Brief discussion on training options and timeline. Mr. Kunze has set a goal of 100% of the requirements being met, when submitting 2024 Organizational Standards in September 2024. Ms. Copeland asked how many hours training will be required, Mr. Kunze responded that the only requirement is that board members attend a training.

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

Ms. Wilson reported the the self-assessment will take place between 10/16/23 – 11/3/23. Six volunteers will be supporting this effort. Five Head Start classrooms were closed due to staffing. Two Head Start Teacher waivers were submitted, approval is still pending.

#### **Operations**

- Enrollment for September 2023, for Head Start funded for 519 children, 398 children enrolled. Early Head Start funded for 180 children 178 enrolled.
- Total Staff Vacancies 22 as of 10/11/23

Upcoming Governance Training for board members will be Saturday, November 4, 2023 at 9:00 location will be at Thurman E Dorsey.

### **Executive Director's Report**

Mr. Kunze recognized board member Mr. Chance for 2 years of service, Mr. Luft for 8 years of service and Ms. Nelson for 9 years of service to EOAC. A brief update was presented on the 1800 N. Valley Mills building along with an update on the Waco Charter School building and the buyers. Mr. Kunze reminded board members that the November meeting will be November 27, 2023 (Monday after Thanksgiving). Discussion on the agency extending the holiday paid time off, to December 21, 22 and regularly scheduled December 24, and 25, 2023. Mr. Perry recommended this item be a ratified item on November's Agenda. Dr. Burlison supported this discussion. Mr. Luft commented that grant funds are nearly all spent. Mr. Kunze commented that December is a slow month in the offices and Head Start is out on Christmas Break. Many employees chose to take time off in December.

### **Discussion Personnel Matters**

No Discussion

**Executive Session**

No Executive Session

**Action Item – Personnel**

No Action Taken

**Adjournment**

Commissioner Perry adjourned the meeting at 6:13 PM

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*Commissioner Ben Perry*  
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***President***

10/31/2023

***Date***