



EOAC GOVERNING BOARD MEETING
MONDAY, November 27, 2023
REMOTE & IN-PERSON
5:30 P.M.

MEMBERS PRESENT

Dytrun Thirkill	In Person
Susan Copeland	In Person
Cassy Burluson	In Person
Christopher Chance	Zoom
Howard Childs (5:39PM)	Zoom
Renee Turner	Zoom
Nathesia White	Zoom

STAFF MEMBERS PRESENT

Robert Kunze	In Person
Jeff Case	In Person
Kanisha Johnson	In Person
Deborah Wesson	In Person
Bridget Montgomery	In Person
Ashley Smallwood	In Person

MEMBERS ABSENT

Charles Eaton
Gary Luft
Ben Perry
Elizabeth Nelson

STAFF MEMBERS

Susan Wilson

ABSENT

VISITOR

None

Call Meeting to Order

Ms. Copeland called the meeting to order at 5:34 PM.

Establish a Quorum

A quorum was established.

Ordering of the Agenda

No changes to the order of the agenda

Mission Statement

Ms. Copeland 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 10.23.2023
- 2 EOAC Governing Board Meeting Minutes 10.23.2023
- 3 Weatherization Report
- 4 Approve Weatherization Out of State Travel

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 October 2023 (Organizational Standard 8.7)

Mr. Case presented the unaudited Financial Report for the period ending October 31, 2023, for EOAC. Revenues through October \$11,754,816 expenditures through October \$11,882,004. Mr. Case reported an excess (deficiency) revenue to expenditures as of October \$127,188. Bank Reconciliation, Check Registers and Credit Card Statements were made available for board review. Also reported was the unaudited operating reserve balance of \$1,676,931 and the 75% debt service policy amount of \$420,482. Mr. Case reported that the Childcare Relief Fund will expire in November 2023.

It comes as a recommendation of the Executive Committee to approve the October 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 \$784,616.59.

CSBG (Community Service Block Grant) 2023

- Continuing to work with TOP clients to help them become self-sufficient. 10 TOP clients have successfully transitioned out of the program. Four individuals plus a household of 6 will transition out before the end of December.
- Provided 31-day bus passes to 4 homeless individuals that are striving to get back on their feet (referrals came from Manna House and My Brother's Keeper).

Service Delivery

- Limited funds are available through Energy Aid services. Accepting applications if the household has not already received assistance this program year.

Outreach – (Organizational Standard 2.3)

- Falls County Community Connection – November 8
- Dean Highland Neighborhood Christmas Party – December 2
- Project Homeless Connect – January 26

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

Approve Design for Exterior Sign at 1800 Valley Mills

Mr. Kunze briefed the executive committee on the Sign Committee's recommendation for exterior signage at the new building, 1800 Valley Mills. Mr. Kunze has reached out to 3 sign contractors. The Sign Committee is recommending EOAC's current logo and changing the star to be a different color other than grey. Discussion on the existing sign at 500 Franklin being used at the new building. Brief discussion on cubicles and offices and expectations. Ms. Copeland and the Sign Committee are requesting to meet at the new building for their next meeting. Mr. Kunze reported that a temporary EOAC sign will be installed when construction begins.

It comes as a recommendation of the Executive Committee to approve the Sign Committee's recommendation as presented for the exterior sign at 1800 Valley Mills as presented. All in favor, motion carries.

Approve Three (3) Additional Non-Workdays

Mr. Kunze reported that during the October meeting there was discussion of EOAC's holiday schedule. It has been requested that EOAC allow employees to have three (3) additional non-workdays, December 21, 22, & 27, 2023.

It comes as a recommendation of the Executive Committee to approve December 21, 22, & 27, 2023 as additional non-workdays for EOAC central office. All in favor, motion carries.

Head Start/Early Head Start 2023-24 Self-Assessment Final Report

Ms. Montgomery reported that Head Start/Early Head Start programs conducted an annual self-assessment. The process includes time to identify the program's systemic issues identified by ongoing monitoring patterns. Data is reviewed thoroughly to help analyze problems and determine the root cause. When the program has a successful systems strategy, the program will look to see if that system can be replicated elsewhere. Recommendations for improvement are made by Self-Assessment (SA) team members. Management staff take action to implement the recommendations for improvement. The results of the SA are compiled into a report, which is used to support planning, continuous quality improvement, and achieve goals. The EOAC HS/EHS 2023-24 self-assessment was conducted in October 2023. A report was attached for the presentation that included the results of the systems analysis meetings and recommendations for improvement. Team Leaders have already implemented or will soon implement recommendations to realize system improvements before the start of the new program year.

Office of Head Start New Proposed Rule

Ms. Montgomery report on the Office of Head Start notice of proposed rulemaking (NPRM), Supporting the Head Start Workforce and Consistent Quality Programming. Proposed changes to the Head Start Program Performance Standards (HSPPS) described in the NPRM would ensure fair compensation is a key component of high-quality early care and education. These proposed changes, if enacted, will stabilize the Head Start workforce and improve the quality of the comprehensive services that Head Start families count on. The HSPPS are the foundation on which programs design and deliver consistent, high-quality programming across a variety of Head Start services. Ms. Montgomery reviewed a few of the proposed changes. One of those changes would be salaries and becoming more nationally competitive. Ms. Montgomery reported that health benefits are another component of the proposed rule. Mr. Kunze mentioned that EOAC is already offering health benefits to Head Start/Early Head Start employees and the agency has increased its salary recently. Mr. Kunze has visited with other Texas agencies who do not offer health benefits, or if they do the amount of employer contribution is much lower than EOAC's. Dr. Burleson asked if we have counselor on the Head Start/Early Head Start staff, Ms. Montgomery answered no but they are continuing the search for one. Dr. Burleson asked if contracting was an option for mental health counselors, Ms. Montgomery answered that contracting was being looked into.

Head Start/Early Head Start Director's Report

Ms. Montgomery reported the on the following:

Operations

- Enrollment for October 2023, for Head Start funded for 519 children, 414 children enrolled. Early Head Start funded for 180 children 180 enrolled.
 - Total staff vacancies not reported.
 - Conversion - In January 2024, the HS Director will bring a request to the PC and Board to apply for the conversion of Head Start slots to Early Head Start slots. Justification: 1) Preschool is well-funded and supported by 22 of our service area's 24 ISD/Charter schools. 2) Our recent full community assessment indicates our community's overwhelming need for infant/toddler care.
 - Waco ISD contacted us a few weeks ago regarding a need for childcare for their teen parents. They have a facility they may be able to share to support an EHS site.
 - We do not yet have a definite answer on the number of additional EHS slots we can support as far as appropriate facilities. However, we do know we can convert around 91 Head Start slots.
 - HS Director has posed questions to the Regional Office, though a response has not yet been received:
 - o Will conversion help our under-enrollment issue in Head Start?
 - o If we are awarded the conversion, will we have start-up time to secure and train staff, or will we have to be fully enrolled by the July 2024 full enrollment deadline?
 - Classroom Closures - Head Start: 5 (due to staff shortage). Of the 2 HS Teacher waivers submitted, 1 was approved Early Head Start: 0
- Dr. Bursleson asked what the qualifications are for a teacher, Ms. Montgomery stated an associate in early childhood education.

Executive Director's Report

Mr. Kunze reported the following.

- Mr. Kunze recognized board member Dr. Childs for 28 years of service.
- New building at 1800 Valley Mills – Remodel project bidding process will begin with the week. Two contractors have reached out to the agency's architect with interest in bidding. Tentative dates are December 14, 2023, Pre-Bids and January 9, 2023, bids are due. Mr. Kunze reported that the building will have a few lighting issues, however, engineers will give guidance and suggestions to stay compliant with code. One HVAC system will need to be added as well as one restroom. Existing restrooms will only need to be painted.
- Charter School Building - Realtor has approached the two other bidders that had interest in the building. Both have declined interest. On December 15, 2023, the building will be the responsibility of TEA appointed conservators and Dr. Bobby Parker. TEA has 86% interest in the building, they will decide the next process and communicate with the agency. Mr. Kunze reported that should EOAC want to purchase the building it would have to pay 110% of 86% of the appraised value. Mr. Perry requested that Mr. Kunze visit with our legal counsel to inquire about "stepping away" from the building all together. Brief discussion on what is still involved in keeping the building. Mr. Case responded that TEA is reimbursing the agency for utilities.

Ms. Copeland asked if there is an offer is EOAC obligated to accept the offer. Mr. Kunze responded that TEA owns 86% of the building, so they would make the decision. Dr. Bursleson asked if not selling the building puts EOAC in a financial situation? Mr. Kunze responded no, we can fund the remodel of the new building, 1800 Valley Mills. Mr. Kunze noted that "rent" can be funded through federal budgets, but mortgages must be

funded privately. Mr. Case commented that the agency will have opportunities to re-evaluate the mortgage rate. Dr. Burleson asked what the interest rate is now, Mr. Kunze and Mr. Case stated around 7%.

Discussion Personnel Matters

No Discussion

Executive Session

No Executive Session

Action Item – Personnel

No Action Taken

Adjournment

Ms. Copeland adjourned the meeting at 6:06 PM

DocuSigned by:

47D7657CE6DA4A7

11/30/2023

Vice-President

Date