



EOAC GOVERNING BOARD MEETING
MONDAY, January 22, 2024
IN-PERSON
5:30 P.M.

MEMBERS PRESENT

Dytrun Thirkill	In Person
Cassy Burleson	In Person
Susan Copeland	In Person
Gary Luft (dismissed 6:05)	In Person
Christopher Chance	Zoom
Howard Childs	Zoom
Charles Eaton	Zoom
Nathesia White	Zoom
Renee Turner	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

Ben Perry
Elizabeth Nelson

STAFF MEMBERS ABSENT

None

VISITOR

Mike Marrs, Architect

Call Meeting to Order

Ms. Copeland called the meeting to order at 5:36 PM.

Establish a Quorum

A quorum was established.

Ordering of the Agenda

Item Approve Contractor for 1800 Valley Mills Dr was moved to allow visitor to present.

Mission Statement

Mission statement was read by Ms. Copeland

Public Comment

No public comment.

Consent Agenda

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

- 1 EOAC Executive Committee Meeting Minutes 11.27.2023
- 2 EOAC Governing Board Meeting Minutes 11.27.2023
- 3 Weatherization Report
- 4 Weatherization Out of State Travel
- 5 Executive Director Out of State Travel

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

Approve Contractor for Remodel and Renovation 1800 Valley Mills Drive Waco, Texas

Mike Marrs, Architect, reviewed proposals received for the remodel/renovation project. Mr. Marrs recommended that TC Construction be awarded the bid. After comparing and scoring the proposals it was his opinion that it was the best offer. Mr. Marrs noted that the bid, although the lowest proposed at \$617,770.00, was between \$60k to \$70K more than his estimate. Mr. Marrs also noted that subcontracting prices were higher. Dr. Childs commented that the bid total seemed high. Discussion regarding a time frame, negotiating this could cause the price to increase. Mr. Marrs noted that the alternative would be to start over with the RFP and try to receive new proposals. On the TC Construction proposal Dr. Childs mentioned that the date in one area was incorrect.

Ms. Copeland made a recommendation to approve TC Construction for the remodel/renovation project at 1800 Valley Mills Dr. Waco, Texas. All board members in favor.

Approve Monthly Financial Report for November & December 2023 **(Organizational Standard 8.7)**

Mr. Case presented the unaudited Financial Report for the period ending November and December 2023, for EOAC. Revenues through November \$12,914,551 expenditures through November \$13,141,743. Mr. Case reported an excess (deficiency) revenue to expenditures for November of \$227,192. Revenues through December \$13,795,533 expenditures through December of 14,040,540. Mr. Case reported an excess (deficiency) revenue to expenditures for December of \$245,007. Bank Reconciliation, Check Registers and Credit Card Statements were made available for board review. Also reported was the unaudited operating reserve balance of \$1,691,932 and the 75% debt service policy amount of \$407,092. Mr. Case reported that the Childcare Relief Fund expired in November 2023 remaining funds not spent will need to be returned.

It comes as a recommendation from the Executive Committee to approve the Monthly Financial Report for November & December 2023 as presented. All in favor, motion carries.

Approve Extraco Bank for Depository and Banking Services

Mr. Kunze reviewed the the request for proposals for banking services from those banks that submitted proposals. Information was sent to Extraco Bank, TFNB, The First National Bank of Central Texas and Community Bank and Trust. Two (2) banks submitted proposals, Extraco Bank and TFNB, after reviewing and scoring proposals Mr. Kunze and Jeff Case, CFO, recommend that the board accept the Extraco proposal. Banking contract commitment will be for three (3) years with the option of renewing it for two (2) additional years. Mr. Kunze added that the interest rate offered by Extraco was higher than TFNB. Ms. Burleson asked what the interest rate was, Mr. Kunze responded prime minus one half percent.

It comes as a recommendation from the Executive Committee to approve the Extraco Bank Contract for Depository and Banking services. 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) & CEAP Supplemental Program

- Total Households assisted for the 2023 year, 3,522. Total dollars expended \$4,151,309.

Energy Aid funds

- Atmos Fueling Safe and Thriving Communities – 150 households: \$70,139
- Atmos Sharing the Warmth – 536 households \$153,078
- Heart of Texas Electric Cooperative – 14 households \$9631
- HILCO Energy Aid - 10 households - \$1399
- Neighbor to Neighbor (Direct Energy) – 36 households \$12903
- Reliant CARES – 87 households \$27395
- TXU Energy Aid – 159 households \$63265

CSBG (Community Service Block Grant) 2023

- 22 individuals that were experiencing homelessness were able to obtain temporary shelter in 2023
- 10 households were able to obtain safe and affordable housing
- 69 households avoided eviction
- 43 unemployed adults obtained employed up to a living wage or higher
- 81 individuals received vocational skills training
- 1 individual graduated with an Associate degree in nursing

Service Delivery

- EOAC will open up the 2024 Program Year on January 16

Outreach – (Organizational Standard 2.3)

- Limestone/Freestone CRCG Meeting – January 5
- MCC Resource Fair – January 18
- Falls County Community Connection – January 17
- Project Homeless Connect – January 26

Ms. Burleson asked how long the temporary shelter assistance is. Ms. Johnson explained 30 days, there is a plan in place for clients. Most clients are in transition, for example waiting on a apartment.

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

Approve Employee Handbook Revision

No action

Approve Board Member Change in Representation (Organizational Standard 5.1)

Mr. Kunze reviewed the CSBG standard 5.1 explaining board structure and representation of board members. Mr. Kunze recommended that Group C (Private Groups and Interest) be revised by assigning Elizabeth Nelson, representing Falls County. Removing her from Group B (Democratically Elected Low-Income and Individuals and Families).

It comes as a recommendation from the Executive Committee to approve the the Board Member Change in Representation as presented. All in favor, motion carries.

Review and Approve Real Estate Proposal for property at 615 N. 25th St Waco, Tx

Mr. Kunze presented a Letter of Intent from prospective buyer Paul Jobson which was received January 22, 2024. The offer amount is \$2,350,000.00, buyer is requesting a 60-day feasibility period with 30 days to close. EOAC must provide a recent survey available to the buyer. After board approval of the offer, Mr. Kunze will report to Dr. Parker for TEA's approval.

It comes as a recommendation from the Executive Committee to approve the Letter of Intent from Paul Jobson for \$2,350,000.00 as presented. All in favor, motion carries.

Approve Head Start/EHS 2022-23 Strategic Goals Status/Update

Ms. Wilson presented an annual update on Strategic Goals for year 4 of the 5-year Head Start project (2022-23.)

Activities to further advance the achievement of goals/objectives include:

- The ½ hour of planning time currently available for teachers is insufficient. The goal is 1 hour per day.
- Monitoring classroom observations and implementation of conscious discipline in the classroom is ineffective. We need to evaluate the system to determine the issue.
- Tracking the success of children who leave the Head Start program through 3rd grade (to evaluate the impact of the Head Start experience) has not been successful to date.
- Parent engagement has increased, but attendance is still low at learning events such as literacy and math nights.
- More bilingual staff are needed to appropriately serve families whose language is not English
- Additional CLASS/Mentor Coach positions are needed. Currently, the program has 2 Mentor/Coaches to support 42 EHS Teachers and 28 Head Start teachers (1:35). The goal is to add at least two more soon (1:17), though 7 (1:10) is ideal.
- A comprehensive professional development plan needs to be developed to engage new hires from the onset and individualize training based on experience and need.
- Classroom supplies/furniture are not consistently available in every classroom. This issue in a jumpstart classroom involves coordinating classroom logistics with the ISD staff.

It comes as a recommendation from the Executive Committee to approve the HeadStart/EHS 2022-23 Strategic Goals Status/Update as presented. All in favor, motion carries.

Approve Head Start/EHS 2023-24 Beginning of the Year Outcomes Report

Ms. Kim Sheehy, Education Manager presented the Head Start/EHS 2023-24 Beginning of the year Outcomes Report.

Results Summary Presented

HEAD START: During this assessment period, most of the children are considered on track in the *overall measures*. We are currently meeting our Social Emotional and Approaches to Learning school readiness goals for Head Start with the BOY results. The lowest measures for Head Start are as follows:

1. Alliteration
2. Rhyming
3. Listening
4. Syllabication
5. Operations

Ms. Sheehy reported that there is a need for additional Head Start mentors/coaches. Head Start currently has 2 for the program. Ms. Copeland asked if volunteers could fill this need. Ms. Sheehy responded that the possibility has not been explored yet. Sheehy shared that the program is currently working on having current teachers become peer teachers or mentor teachers.

EARLY HEAD START: During this assessment period, most of the children are meeting or exceeding the set benchmark based on their age for every overall area. We are not meeting our school readiness goals with the BOY results. The three (3) areas with the lowest percentage meeting or exceeding expectations are:

1. Language: (63% meet/exceed expectations)
2. Mathematics: (72% meet/exceed expectations), and
3. Cognitive: (77% meet/exceed expectations)

It comes as a recommendation from the Executive Committee to approve the HeadStart/EHS 2023-24 Beginning of the Year Outcomes Report as presented. All in favor, motion carries.

Approve Head Start/EHS Non-Competitive Continuation Application for 2024-2025

Ms. Wilson reviewed the application for approval, also highlighting the following information.

<u>Funding Type</u>	<u>Head Start</u>	<u>Early Head Start</u>
Program Operations	\$ 5,502,283	\$ 3,654,257
Training and Technical Assistance	\$ 73,530	\$ 33,309
Total Funding	\$9,263,379	
Program	<u>Head Start</u>	<u>Early Head Start</u>
Federal Funded Enrollment	<u>519</u>	<u>180</u>

It comes as a recommendation from the Executive Committee to approve the HeadStart/EHS Non-Competitive Continuation Application 2024-25 as presented. All in favor, motion carries.

Approve 2024-25 Head Start & Early Head Start Training & Technical Assistance Plan

Ms. Wilson presented the 2024-25 Head Start & Early Head Start Training and Technical Assistance plan for approval. Ms. Wilson explained that the TTA plan is to address findings of the 2023-24 Self-Assessment, Ongoing Monitoring, individual professional development plans, goals, and state and federal training requirements. Ms. Wilson reported the financial implications to be estimated at \$73,530 for Head Start and \$33,309 for Early Head Start.

It comes as a recommendation from the Executive Committee to approve the 2024-25 HeadStart/Early Head Start Training and & Technical Assistance Plan as presented. All in favor, motion carries.

Approve 2024-25 Head Start/Early Head Start Selection Criteria

Ms. Wilson presented the 2024 -24 Selection Criteria for approval. EOAC Head Start and Early Head Start use data from the community assessment/update to establish selection criteria for each program year. The Selection Criteria for the 2024-25 program year has not changed from the 2023-24 program year.

1. Income-eligible families are given priority for enrollment of their child(ren). (Income eligible signifies the family meets the current Federal Poverty Guidelines)
2. Enrollment of over-income families is limited to 10% of enrollment. They are selected only if no income-eligible children (or expanded income-eligible) children are on the waiting list.
3. A minimum of 10% enrollment opportunities each year will be available to children with disabilities.
4. The program's database develops a waiting list from applications received. Children are ranked on the waiting list based on Selection Criteria, with those with the greatest

need being selected first for enrollment. Children are selected for enrollment based on need, not on a first-come, first-served basis.

It comes as a recommendation from the Executive Committee to approve the 2024-25 HeadStart/Early Head Start Selection Criteria as presented. All in favor, motion carries.

2022-2023 Head Start/Early Head Start Annual Report

Ms. Wilson presented the 2022-23 Head Start Early Head Start Annual Report.

Information presented; 2022 Budget, Results of Recent Federal Monitoring Review, Enrollment, Medical services, Curriculum, Developmental Screening and Assessment, Readiness Goals, Parent Engagement, Collaboration.

Head Start/Early Head Start Director's Monthly Report

Ms. Wilson reported the on the following:

Operations

- Demolition of Woodrow Logan (wood building): plans are underway to have this completed by 4/30/2024
- Enrollment for December 2023: 403 of 519 enrolled in HS and 169 of 180 enrolled in EHS.
- Under Enrollment Plan: the OHS requirement is for the program to achieve 97% enrollment in 12 months with a deadline of 7/10/2024. Current enrollment after 6 months: EHS 95% HS 64%
- Conversion Application: Head Start will request approval to submit an application to convert Head Start to Early Head Start slots soon. This will support the need for more infant/toddler slots, as identified in the Community Assessment, address our current under-enrollment issue and Head Start Teacher and TA vacancies. Also reported was the possibility of collaboration with Waco ISD to support their parenting students who need child care so they can stay enrolled in school.
- The carryover funds approved by the Board in November 2023- will be used to support conversion slots with a spending due-date of 04.30.2025
- Monitoring
 - Child & Adult Care Food Program (CACFP): Administrative Review of our program begins 01/23/2024
 - Center Monitoring (December 2023):
 - a) 12.01.2023 W. Logan Health & Safety Incident reported (as required) to Child-Care Licensing (CCL)
 - 12.04.2023: Reported (as required) to Office of Head Start (OHS)
 - 12.07.2023 CCL Unannounced Investigation (2 deficiencies)
 - 12.20.2023 CCL Unannounced Follow-up (No deficiencies)
 - b) 12.05.2023 New Road CCL Unannounced Monitoring (2 deficiencies)
 - c) 12.13.2023 Mitchell CCL Unannounced Monitoring (No deficiencies)

Executive Director's Report

Mr. Kunze reported on the following.

- Recognition – Dr. White – 2 years of service
Dytrun Thirkill – 5 years of service
Susan Copeland – 32 years of service
- Notice of fine from IRS – Mr. Kunze and Jeff Case, CFO reported that for fiscal years 2021 and 2022 the agencies auditors failed to file the 990 Extension Request with the IRS resulting in a fine notice of \$90,000.00. Ms. Nelson asked how late the extension request was, Mr. Case responded he does not have a copy of the form and the IRS notice does not have this information. General discussion on timelines

and responsibilities of auditors. Auditors McConnell and Jones are aware, Mr. Case is waiting for a response.

Discussion Personnel Matters

No Discussion

Executive Session

No Executive Session

Action Item – Personnel

No Action Taken

Adjournment

Ms. Copeland adjourned the meeting at 6:32 PM

DocuSigned by:

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1/29/2024

Vice -President

Date