



**EOAC GOVERNING BOARD MEETING**  
**MONDAY, February 26, 2024**  
*In-Person & Zoom*  
**5:30 P.M.**

**MEMBERS PRESENT**

Dytrun Thirkill	In Person
Ben Perry	In Person
Susan Copeland	In Person
Gary Luft	In Person
Elizabeth Nelson	In Person
Christopher Chance	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

**MEMBERS ABSENT**

Cassy Burluson	Absent
Howard Childs	Absent
Renee Turner	Absent

**STAFF MEMBERS**

None

**ABSENT**

**VISITOR**

None

**Call Meeting to Order**

Ms. Copeland called the meeting to order at 5:33 PM.

**Establish a Quorum**

A quorum was established.

**Ordering of the Agenda**

No changes to the order of the agenda

**Mission Statement**

Mission statement was read by Mr. Perry

**Public Comment**

No public comment.

**Consent Agenda**

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

- 1 EOAC Executive Committee Meeting Minutes 1.22.2024
- 2 EOAC Governing Board Meeting Minutes 1.22.2024
- 3 EOAC Special Called Executive Committee Meeting Minutes 2.8.2024
- 4 Weatherization Report
- 5 Community Services MOU Aloft Waco
- 6 Child Adult Care Food Program Out of State Travel
- 7 HS/EHS Program Information 425 - 428 Update
- 8 Head Start Annual Volunteer Recognition Banquet
- 9 Head Start Texas Department of Agriculture Preliminary Report
- 10 Job Description Community Services Director
- 11 Job Description Executive Director

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

### **Approve Monthly Financial Report for January 2024**

(Organizational Standard 8.7)

Mr. Case presented the unaudited Financial Report for the period ending January 2024. Revenues through January \$14,727,305 expenditures through January \$15,042,328. Mr. Case reported an excess (deficit) revenue to expenditures for January \$315,023. Bank Reconciliation, Check Registers and Credit Card Statements were made available for board review. Mr. Case reported that the Texas Workforce Childcare Relief Fund unspent balance of \$453,000 will be returned, the program ended November 2023.

*It comes as a recommendation from the Executive Committee to approve the Monthly Financial Report for January 2024 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.

#### **CSBG (Community Service Block Grant)**

- 4 individuals enrolled in a vocational training program.  
(2 earned certifications)
- 1 TOP client was assisted with employment supplies (work boots)
- 1 temporary housing placement
- 4 emergency rent payments  
(3 households avoided eviction)  
(1 household obtained safe and affordable housing)

#### **Service Delivery**

Applications from Bosque, Hill, Falls, Freestone, Limestone, Ellis, and Navarro are being accepted via mail, fax, and drop off.

#### **Outreach** – (Organizational Standard 2.3)

- TSTC Spring Community Resource Fair – February 14
- EOAC Presentation at the Falls County Community Connections – February 21

Ms. Johnson reported that new applications for McLennan County have been paused temporarily, to serve other counties. Ms. Johnson plans to begin accepting applications for McLennan County in 2 weeks.

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

### **Approve EOAC Logo**

Mr. Kunze presented a logo revision for the signage at 1800 Valley Mills Dr, adding an icon heart and the the words “Community Action Agency”. It was mentioned to keep the heart icon on the logo for stationary but remove for the signage. The sign company will present several drafted options. Mr. Luft shared that the icon heart is the nation community action partnership logo.

*It comes as a recommendation from the Executive Committee to approve the revised logo for signage removing the heart icon and adding “Community Action Agency”. All in favor, motion carries.*

### **Approve EOAC By-Law Changes**

Mr. Kunze presented one change to the current By-Laws, changing the number of governing board members from “no less than 11 (eleven) to no less than 12 (twelve). The purpose of this revision is to be compliant with 10 TAC Chapter 6 Subchapter B RULE §6.210 - Board Structure for the CSBG program. The board must be a tripartite board.

*It comes as a recommendation from the Executive Committee to approve the EOAC By-Law change presented. All in favor motion carries.*

### **Approve Employee Handbook Revision**

Mr. Kunze presented the revision regarding Agency Paid Authorized Absence. Mr. Kunze explained that this type of employee absence would be due to an unexpected office closure. The employee must be scheduled to work and present to receive the paid absence. If an employee is on FMLA or off, the employee is not eligible.

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

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

- Policy Council meeting.
- Demolition of Woodrow Logan (wood building): plans for the April completion have been delayed. The gas, electric, water/sewage lines from the condemned building must be relocated from the condemned to the working building before demolition can begin. Cost estimates are being secured now.
- The Texas Department of Agriculture CACFP Administrative Review of the program was completed in January.
- A health & safety Incident was reported on February 1st to the Office of Head Start (OHS) regarding an incident between a teacher and child at Thurman E. Dorsey. The child is still enrolled; the staff resigned. The results of the investigation are pending.

Ms. Copeland inquired about the time of the upcoming May Head Start/Early Head Start Banquet; Dr. White responded 6:00 PM at the Bellmead Civic Center.

### **Executive Director’s Report**

Mr. Kunze reported on the following.

- Recognition – Mr. Kunze recognized Charles Eaton – 4 years of service.
- Board Packets for monthly meetings, and preference of delivery was discussed.
- Mr. Kunze informed the board that Waco ISD will be closed on April 8, 2024, Head Start follows their calendar. There was a brief discussion on other area closings. All agreed for EOAC to close.

### **Discussion Governing Board Training Information**

Mr. Kunze reported that each board member must receive training every two years. Ms. Wesson will email all board members a link for training on the Open Meetings Act. Certificate of completion should be emailed to Ms. Wesson for the board file. Mr. Kunze briefly shared that the TACAA Annual conference will be in May 2024, and this year there will be training specific to board members for those that are interested.

**Discussion Executive Director Position**

Mr. Perry updated the board on the timeline of the posting, approximately 30 days, depending on the number of applications received. March 11, 2024, HR will email the personnel committee a list of applicants for screening. EOAC directors will also add input. Mr. Perry reviewed the names of those on the personnel committee; Mr. Perry, Susan Copeland, Gary Luft, Renee Turner, Dytrun Thirkill and Elizabeth Nelson.

**Discussion Personnel**

No Discussion

**Executive Session**


No Executive Session

**Action Item – Personnel**

No Action Taken

**Adjournment**

Mr. Perry adjourned the meeting at 5:56 PM

DocuSigned by:  
  
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3/11/2024

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***Vice President***

***Date***