



**EOAC GOVERNING BOARD MEETING**  
**MONDAY, March 25, 2024**  
***In-Person & Zoom***  
**5:30 P.M.**

**MEMBERS PRESENT**

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

**STAFF MEMBERS PRESENT**

Robert Kunze	In Person
Jeff Case	In Person
Susan Wilson	In Person
Kanisha Johnson	In Person
Karmeshia Miller	In Person
Kim Sheehy	In Person
Deborah Wesson	In Person

**MEMBERS ABSENT**

Ben Perry	Absent
Renee Turner	Absent

**STAFF MEMBERS**

None

**ABSENT**

**VISITOR**

Renee Rains

**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**

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 2.26.2024
- 2 EOAC Governing Board Meeting Minutes 2.26.2024
- 3 Weatherization Report
- 4 Head Start Out of State Travel Request

*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 February 2024**

**(Organizational Standard 8.7)**

Mr. Case presented the unaudited Financial Report for the period ending February 2024. Revenues through January \$14,682,063, expenditures through February \$15,391,264. Mr. Case reported an excess (deficit) revenue to expenditures for February \$709,201. Bank Reconciliation, Check Registers and Credit Card Statements were made available for board review. Mr. Case presented an Operating Income Three Year Comparison of Revenue, Expense, and Income. The board was informed that we are operating "Post Covid" (loss of additional funding), the agency is now working towards a new normal financially. An update on the 10% De Minimis In Direct Reserve was reviewed. Mr. Case explained that the proceeds approximate amount of \$300,000 from the sale of the Waco Charter School building will be applied after the sale has been completed. Ms. Copeland commented that EOAC owned 14% of the building so the \$300,000.00 is 14% of the proceeds.

*It comes as a recommendation from the Executive Committee to approve the Monthly Financial Report for February 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)**

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.

- 8 individuals enrolled in a vocational training program.
- 4 TOP clients obtained employment up to a living wage or higher.
- 7 emergency rent payments
- 1 emergency mortgage payment

### **Service Delivery**

Applications are being accepted via mail, fax, and drop off.

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

- Blessing Blitz and Easter Eggravanganza – March 16
- Limestone/Freestone County CRCG – April 5

Ms. Johnson added that all counties are now being served, and up to 3 months of utility service being paid at this time.

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

## **Approve Head Start/Early Head Start Change of Scope-Home Base Program**

Ms. Wilson presented a Change of Scope for the Head Start/Early Head Start Home-Base program. The recommendation based on data from the recent full Community Assessment is to remove the home-based program option and convert the 24 Head Start and 12 Early Head Start home-based slots to center-based beginning in August 2024 to better meet the needs of families in the EOAC HS/EHS service area. Ms. Wilson explained the difference between the Home-Based and Center-Based program options. Home-Base children will be placed at a center beginning in August 2024. Home Visitors currently working in the Home-Base program will have an option to move to an existing position.

*It comes as a recommendation from the Executive Committee to approve the Head Start/Early Head Start Change of Scope-Home Base Program as presented. All in favor, motion carries.*

**Approve Head Start/Early Head Start Change of Scope Conversion HS to EHS**

Ms. Wilson presented a Change of Scope Conversion of 187 Head Start slots to add 44 Early Head Start slots to better meet the needs of the EOAC service area as indicated in the Community Assessment. Community data indicates school districts in our service area can serve over 2,200 economically disadvantaged pre-K children on their campuses; Waco ISD alone has over 800 pre-kindergarten slots. Attracting and sustaining qualified Head Start teachers with the required college degree in early childhood continues to be a program challenge, resulting in staffing shortages and classroom closures. Enrollment in the HS program has been 73-82% of 100% enrollment, and as such, EOAC Head Start has been under-enrolled since the start of the school year. Ms. Copeland asked if the Office of Head Start would approve, and Ms. Wilson responded that they encourage the conversion. If the Office of Head Start grants the program this conversion, it will take effect at the start of the new program year beginning in August 2024.

*It comes as a recommendation from the Executive Committee to approve the Head Start/Early Head Start Change of Scope Conversion Head Start to Early Head Start as presented. All in favor, motion carries.*

**Approve Head Start/Early Head Start Code of Conduct Policy**

Ms. Wilson presented the Head Start/Early Head Start Code of Conduct Policy for Parents, Guardians, and Visitors for approval. The policy was revised to add consequences to protect staff members from inappropriate behavior from parents. This policy applies to all program options and program functions. It will be included in the Parent Handbook as well as the Volunteer Orientation. A signature will be secured to indicate the policy has been read and understood.

*It comes as a recommendation from the Executive Committee to approve the Head Start/Early Head Start Code of Conduct Policy as presented. All in favor, motion carries.*

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

Ms. Sheehy presented the 2023-2024 Middle of the Year Outcomes Report. Ms. Sheehy reported the following results:

**HEAD START:** During this assessment period, the data indicates the majority of children are on track regarding overall measures. Three out of six goals for Head Start have been met. For every goal not met, there was improvement from the Beginning of Year assessment results.

The lowest measures for Head Start are as follows:

1. Alliteration (Increase from 6% to 26%)
2. Rhyming (Increase from 7% to 36%)
3. Listening (Increase from 15% to 43%)
4. Operations (Increase from 21% to 43%)
5. Rote Counting (Increase from 15% to 46%)

**EARLY HEAD START:** During this assessment period, the data indicates that a majority of children meet or exceeds the set benchmark based on their age for all areas.

We are meeting one of our school readiness goals. There was improvement from the Beginning of Year results for every goal we are not meeting. Some goals are one percent away from meeting them.

The three (3) areas with the lowest overall percentage meeting or exceeding expectations are:

1. Language: (73% meeting/exceeding expectations)
2. Mathematics: (79% meeting/exceeding expectations), and
3. Physical: (81% meeting/exceeding expectations)

*It comes as a recommendation from the Executive Committee to approve the Head Start/Early Head Start 2023-2024 Middle of the year Outcomes Report as presented. All in favor, motion carries.*

### **Approve the Sign Design at 1800 North Valley Mills Drive**

Mr. Kunze presented a design for the street sign at 1800 North Valley Mills Drive. Mr. Kunze reported that vendors have not yet submitted quotes for the cost. General discussion regarding the sign, a recommendation was made that the star be a bright color of metallic gold. General discussion regarding signage for the building

*It comes as a recommendation from the Executive Committee to approve the exterior sign design adding the star color to be metallic gold. All in favor, motion carries.*

### **Approval IT Infrastructure 1800 North Valley Mills Drive**

Mr. Kunze presented two quotes for the IT Infrastructure project at 1800 North Valley Mills Drive. Extraco, total quote including moving systems/equipment from 500 Franklin to 1800 N. Valley Mills \$97,339.00. KHT Electronics, total quote \$97,878.90 cost does not include moving systems/equipment from 500 Franklin to 1800 N. Valley Mills. Mr. Kunze made the recommendation to accept the Extraco quote. General discussion regarding the project. Mr. Eaton asked if Extraco was familiar with the buildings, Mr. Kunze responded yes.

*It comes as a recommendation from the Executive Committee to approve the Extraco quote for the IT Infrastructure project at 1800 N. Valley Mills Drive. All in favor, motion carries.*

### **Report - Head Start Eligibility Training**

Ms. Miller reviewed the Head Start Eligibility guidelines for the Head Start/Early Head Start program. In addition, the guidelines Ms. Miller reviewed the current forms for enrollment. Mr. Eaton asked who will conduct the training for staff, Ms. Miller responded herself.

### **Report - Head Start & Early Head Start Full Community Assessment**

Ms. Wilson presented a summary of the recent full community assessment. Ms. Wilson explained that the assessment is used to design a program that meets community needs and builds on strengths and resources. It uses data that describes community strengths, needs, and resources and explains at a minimum;

1. The number of eligible infants, toddlers, preschool-age children, and expectant mothers, including their geographic location, race, ethnicity, and languages they speak, including:
  - a. Children experiencing homelessness in collaboration with, to the extent possible, McKinneyVento Local Education Agency Liaisons (42 USC 11432 (6) (A));
  - b. Children in foster care; and

- c. Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies.
2. The education, health, nutrition, and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being.
3. Typical work, school, and training schedules of parents with eligible children.
4. Other child development, childcare centers, and family childcare programs that serve eligible children, including home visiting, publicly funded state and local preschools, and the approximate number of eligible children served;
5. Resources that are available in the community to address the needs of eligible children and their families;
6. Strengths of the community.

Ms. Wilson briefly reviewed the collection and analysis of data related to the needs in the EOAC service area which consists of Falls and McLennan counties. Ms. Wilson shared that this data assists the program in planning and budgeting. A brief discussion on the sources used to retrieve the data, which include Census Data, Texas Workforce Commission, Public Schools, and Kids Count from the Annie E. Casey Foundation. Essential Elements completed the assessment for the program.

#### **Discussion - Executive Director Appraisal**

Ms. Smallwood presented the Executive Director Appraisal form asking board members to review. Mr. Kunze shared that in past years, this appraisal is presented in March and approved in April or May. Ms. Smallwood will work with Mr. Perry on a timeline for this to be completed by all board members.

#### **Discussion - Date of May Board Meeting**

Mr. Kunze reported a date conflict for the May 2024 board meeting. Brief discussion regarding a rescheduled date. It was suggested that the Executive Committee meet on Wednesday May 29, 2024, for the regular May meeting, and all members will be invited to attend if they are able. There will not be a full governing board meeting in May. All items approved by the Executive Committee on May 29, 2024, will be brought to the full board in June.

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

Ms. Wilson reported the on the following updates:

Childcare Licensing concluded their investigation on the health & safety incident that occurred at the end of January at one of the EOAC Head Start sites and that was reported to OHS by Ms. Wilson on February 1<sup>st</sup>. The site received notification that the issue was closed, and there were no findings. As previously reported, the student is still enrolled, and the teacher has resigned.

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

Mr. Kunze reported on the following.

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- No Recognition

- Mr. Kunze reminded board members of the Open Meetings training that needs to be completed as well as the Agency's Community Needs Assessment.
- 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.
- Update and discussion on the parking lot project for 1800 N. Valley Mills. Approval for cost will be brought for approval in April.
- Sale of Waco Charter School building update

**Discussion Personnel**

No Discussion

**Executive Session**

No Executive Session

**Action Item – Personnel**

No Action Taken

**Adjournment**

Ms. Copeland adjourned the meeting at 6:38 PM

DocuSigned by:  
  
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4/9/2024

***Vice - President***

***Date***