



**EOAC GOVERNING BOARD MEETING**  
**Wednesday, May 29, 2024**  
***In-Person & Zoom***  
**5:30 P.M.**

**MEMBERS PRESENT**

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

**STAFF MEMBERS PRESENT**

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

**STAFF MEMBERS**

None

**ABSENT**

**MEMBERS ABSENT**

Renee Turner	Absent
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**VISITOR**

Renee Rains

**Call Meeting to Order**

Mr. Perry called the meeting to order at 5:52 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.

**Appoint Renee Rains as New Board Member**

Mr. Perry introduced Renee Rains. Ms. Rains read aloud the Oath of Office.

*Motion made by Mr. Eaton, to appoint Renee Rains as EOAC Board Member. Motion seconded by Ms. Burleson. All in favor, motion carries.*

**Approve Consent Agenda**

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

- 1 EOAC Executive Committee Special Called Meeting Minutes 3.27.2024
- 2 EOAC Executive Committee Meeting Minutes 4.22.2024
- 3 EOAC Governing Board Meeting Minutes 4.22.2024
- 4 EOAC Personnel Committee Meeting Minutes 4.24.2024
- 5 Weatherization Report
- 6 MOU-Harmony & EOAC
- 7 Head Start Out of State Travel-Education Coach Camp

## 8 Approve Head Start/EHS Nutrition Services Policies & Procedures

*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 April 2024 (Organizational Standard 8.7)**

Mr. Case presented the unaudited Financial Report for the period ending April. Revenues through April \$10,384,668, expenditures through April \$11,336,858. Mr. Case reported an excess (deficit) revenue to expenditures for April \$952,190. Bank Reconciliation, Check Registers and Credit Card Statements were made available for board review. Mr. Case reported a non-compliance incident regarding the agency's purchase policy. This involved work that was authorized for capital improvement greater than \$3,500 without an approved purchase order and CFO approval. The 10% De minimis calculation and 7.2% admin calculation was explained. A general overview was presented regarding programs rent and mortgage cost.

*It comes as a recommendation from the Executive Committee to approve the Monthly Financial Report for April 2024 as presented. All in favor, motion carries.*

### **Approve EOAC Financial Policies and Procedures Manual Revisions**

Mr. Case presented revision updates to the Financial Policies and Procedures for approval. Brief discussion on the updates. Mr. Case explained that the revisions reflect current practices and are in alignment with workflows in the current software program. Also discussed was revising the personal own vehicle mileage rate to reflect current GSA rate.

*It comes as a recommendation from the Executive Committee to approve the Financial Policies and Procedures Manual Revisions as presented. All in favor, motion carries.*

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

Ms. Johnson presented the Community Services Board Report.

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

- 1 Case Management client graduated from TSTC with an AA in Chemical Dependency Counseling. Continuing in the fall to work on obtaining BSW from Tarleton by way of MCC. Due to graduating from TSTC, the client could no longer reside in student housing on campus. She was approved for an Emergency Housing Voucher (EHV) through the Waco Housing Authority and signed a lease to a rental house. Since this is a case management client, we assisted with the security deposit and 1st month rent.
- Job coaching and referrals provided for 1 case management client.
- 2 case management clients obtained employment with a salary that places them above a living wage.

#### **Service Delivery**

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

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

- Limestone/Freestone County CRCG - April 5
- Johnette Hicks Head Start Family Fun Day - May 22 (two case managers not attending TACAA conference)

Ms. Johnson reported that there is a waiting list for case management education and job training program. Intensive Case Manager's will have a few clients completing the program in two weeks. Ms. Johnson reported that there have been several calls for assistance for McLennan Community College. Mr. Perry asked how many clients have transitioned out of poverty this year, Ms. Johnson responded the goal is 19, three (3) clients have transitioned, two (2) additional clients will transition within the next few weeks. Mr. Eaton asked about Section 8 housing process with EOAC, Ms. Johnson explained EOAC is not affiliated with Section 8 or Public Housing. Ms. Rains asked if utility assistance is open to all counties, Ms. Johnson

commented that pausing applications for a county could occur if that county has had an excessive number of clients already assisted. This would allow assistance to other counties in need. Ms. Burluson inquired about apartments in Lorena that accepted EOAC housing assistance. Ms. Johnson explained that EOAC does not have a housing assistance program and that when EOAC administered the McLennan County Emergency Rental Assistance Program, that a couple of apartments in the Lorena area accepted rental assistance funds on behalf of their tenants. The McLennan County ERA ended.

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

**Approve Waco ISD & EOAC Partnership & Lease Agreement**

No Action Taken

**Approve Head Start/EHS Request to Carry Over Unobligated Funds FY2022 to FY2024**

Ms. Wilson reported that 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 the Head Start program could not find qualified candidates to fill vacancies. Ms. Wilson requested approval to apply with 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 2024, budget period 05: 05/01/2024-04/30/2025.

*It comes as a recommendation from the Executive Committee to approve the Head Start/EHS Request to Carry Over Unobligated Funds FY2022 to FY2024 as presented. All in favor, motion carries.*

**Approve Head Start Non-Federal Match Waiver Request for FY2023**

Ms. Wilson reported that the non-federal match (NFM) is a statutory requirement of the Head Start Act Section 640(b). The grantee agency must provide 20 % of the total costs of the Head Start program unless a waiver has been granted. The grantee agency must provide the Administration for Children and Families (ACF) Regional Office with written documentation of the need to receive a waiver or a reduction in the required non-federal match. As of March 31, 2024, EOAC has not secured the required 20%. Ms. Wilson reviewed the five criteria for receiving this waiver. Criteria – “Lack of community resources may prevent the Head Start agency from providing all or a portion of the non-federal contribution that may be required” is the justification for requesting the Non-Federal Match Waiver. The amount of the shortfall is \$691,865.44 as of March 31<sup>st</sup>, though currently it is closer to 200K.

*It comes as a recommendation from the Executive Committee to approve the Head Start Non-Federal Match Waiver Request for FY2023 as presented. All in favor, motion carries.*

**Approve Head Start/Early Head Start Salary Scale Adjustment**

Ms. Smallwood reported that the Office of Head Start has approved a permanent salary cost of living increase of 2.35%. This increase will be effective to all Head Start and Early Head Start staff as of 05/01/2024. EOAC HS/EHS salary scales will be adjusted to reflect the 2.35% COLA increase. This adjustment requires board approval.

*It comes as a recommendation from the Executive Committee to approve the Head Start/Early Head Start Salary Scale adjustment as presented. All in favor, motion carries.*

**Approve Personal Leave Increase for EOAC Head Start 200 Calendar Day Staff**

Ms. Smallwood presented a request to increase personal leave for EOAC Head Start 200-day calendar day staff. Ms. Smallwood explained Head Start 200 Calendar Day Staff currently receives 5 days of Personal Leave every assignment year with a max accrual of 20 days. Early Head Start 235 Calendar Day Staff receive 10 days of

Personal Leave every assignment year with a max accrual of 20 days. The prorated leave days was explained.

*It comes as a recommendation from the Executive Committee to approve the Personal Leave Increase for EOAC Head Start 200 Calendar Day as presented. All in favor, motion carries.*

**Approve/Review EOAC Mission Statement (Organizational Standard 4.1)**

Mr. Kunze explained that CSBG Organizational Standard 4.1 requires the Governing Board to review the agency's Mission statement every 5 years and assure that the statement addresses poverty and the organization's programs and services are in alignment with the mission. Mission statement was reviewed. EOAC mission statement - ***"To serve people in need with compassion and dignity, help those who can achieve economic independence, and ease the pain of poverty barriers."***

*It comes as a recommendation from the Executive Committee to approve the EOAC Mission Statement. All in favor, motion carries.*

**Approve EOAC Comprehensive Risk Assessment (Organizational Standard 4.6)**

Mr. Kunze presented the EOAC Comprehensive Risk Assessment for approval. Brief discussion regarding the assessment.

*It comes as a recommendation from the Executive Committee to approve the EOAC Comprehensive Risk Assessment as presented. All in favor, motion carries.*

**Approve EOAC Community Needs Assessment (Organizational Standard 3.1)**

Mr. Kunze presented the EOAC Community Needs Assessment for approval. Brief discussion regarding the assessment. It was suggested that Mr. Kunze share the assessment with other organizations.

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

**Approve Cost of the Exterior Sign at 1800 N. Valley Mills Dr.**

Mr. Kunze reviewed the quote from H&H Sign, Inc. for \$13,312.00. Mr. Kunze made a recommendation for board approval.

*It comes as a recommendation from the Executive Committee to approve the quote from H&H Sign Company for the exterior sign at 1800 N. Valley Mills Dr. as presented. All in favor, motion carries.*

**Approve Cost of Parking Lot Project at 1800 N. Valley Mills Dr.**

No Action Taken

**Approve Out of State Travel for Weatherization**

Mr. Kunze presented a request for out state travel to attend training and certification requirements for the weatherization program.

*It comes as a recommendation from the Executive Committee to approve Out of State Travel as presented. All in favor, motion carries.*

### **Annual Audit & Financial Statement Report**

Mr. Case reported that on May 16, 2024, he received a notification from MGO, the agency's auditing firm, notifying the agency of their intent to terminate their engagement with EOAC. Mr. Case reported that the agency will not meet the audit deadline of May 31, 2024, for the Head Start program. He has notified the Office of Head Start of the current situation. Waco Charter School audit was completed by MGO. The agency has posted a Request for Proposal, with a deadline of submissions due by June 21, 2024, for a new auditing firm. Mr. Case discussed current finance software and challenges that both auditors and finance staff experience.

### **Program Instruction: Fiscal Year 2024 (FY 2024) Head Start Funding Increase and FY 2024 COLA Award**

Ms. Wilson reported on the 2.35% increase in COLA funds awarded by the Office of Head Start.

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

Ms. Wilson reported on the following updates:

1. Updates: The Head Start to EHS Change of Scope: Conversion Application was submitted at the end of April 2024. We anticipate having a decision from the Regional Office within 90 days.
2. **OHS Aligned Monitoring System Availability Calendar**  
The Availability Calendar is used to schedule monitoring reviews and visits by Head Start Regional Office staff. It allows our program to inform the Office of Head Start (OHS) when it is not open for operation and when children are not in session during the October through September program year. *OHS reserves the right to conduct unannounced reviews at any time. Programs identified for unannounced reviews will not receive advance notification of the review dates, though availability dates are considered when scheduling unannounced reviews.*
3. **EOAC HS/EHS Classroom Location for 2024-25** attachment in board packet.
4. Monitoring:
  - Health & Safety Incident reported to OHS: n/a
  - Licensing: W. Logan received an unannounced monitoring visit on 5/8/2024. No deficiencies.
5. Services: Reports were included in board packets
6. Other: Wilson out June-July 2024

Mr. Kunze reported a safety incident which occurred at a site that resulted in an employee being harmed. As a result, safety meetings have been scheduled and safety protocols are being discussed. Mr. Perry has requested a corrective action plan for the next regularly scheduled board meeting. Ms. Wilson updated the board on a previous incident which she reported to the Office Head Start. The final findings indicated child abuse by the staff member did occur and resulted in a \$1,000.00 fine by Child Care Licensing. Ms. Wilson reported this result to the regional office. Regarding the incident, Mr. Perry asked if teachers are trained Ms. Wilson responded, yes. Also reported was a safety incident which occurred at a site that resulted in an employee being harmed. As a result, safety meetings have been scheduled and safety protocols are being discussed. Corrective action plan will be reported on.

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

Mr. Kunze reported on the following.

- No Recognition
- 1800 Valley Mills Construction Update
- 1800 Valley Mills Temporary Sign
- WCS Building Sale

Ms. Nelson asked what fund the proceeds from the sale will be assigned to, Mr. Kunze responded non-federal fund. Mr. Luft commented on a job well done by Mr. Kunze, Interim Executive Director.

**Approve the Employment of James Jesse as Executive Director**

Mr. Perry reported to the board recommendation for hire of James Jesse for the position of Executive Director, EOAC.

*It comes as recommendation from the Executive Committee to approve the hiring of James Jesse, as EOAC Executive Director. All in favor, motion carries.*

**Executive Session**

No Executive Session

**Adjournment**

Mr. Perry adjourned the meeting at 7:29 PM

DocuSigned by:

*Susan Copeland*

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6/5/2024

***Vice-President***

***Date***