



EOAC GOVERNING BOARD MEETING
Monday, June 24, 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

MEMBERS ABSENT

Ben Perry	Absent
Renee Rains	Absent

STAFF MEMBERS PRESENT

Bridget Montgomery	In Person
Jeff Case	In Person
Susan Wilson	In Person
Deborah Wesson	In Person
Kanisha Johnson	In Person
Kim Sheehy	In Person
Latonya Glover	In Person
Dolores Garcia	In Person
James Jesse	In Person
Robert Kunze	Zoom

STAFF MEMBERS

Susan Wilson

ABSENT

Call Meeting to Order

Ms. Copeland called the meeting to order at 5:43 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.

Approve Consent Agenda

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

- 1 EOAC Executive Committee Meeting Minutes 5.29.2024
- 2 EOAC Governing Board Meeting Minutes 5.29.2024
- 3 Weatherization Report
- 4 Out of State Travel CSBG

Motion made by Mr. Eaton to approve the consent agenda items as presented. Motion seconded by Ms. Nelson. All in favor, motion carries.

Approve Monthly Financial Report for May 2024 (Organizational Standard 8.7)

Mr. Case presented the unaudited Financial Report for the period ending May. Revenues through May \$3,441,664, expenditures through April \$4,239,976. Mr. Case reported an excess (deficit) revenue to expenditures for May \$798,312. Bank Reconciliation, Check Registers and Credit Card Statements were made available for board review. Mr. Case presented an

engagement letter for accounting consulting services with CPA, Marlon Williams. Also reported was the Quarterly Indirect Revenue Report, projected reserve balance of \$1,216,098.

Motion made by Mr. Eaton to approve the May 2024 Monthly Financial Report as presented. Motion seconded by Mr. Luft. All in favor, motion carries.

Approve Auditor Selection

No action on this item. Mr. Case reported that the Request for Proposal for auditing services has closed, and EOAC did not receive any submissions. Mr. Case is reaching out to other agencies for possible auditing firms that may be interested in working with EOAC.

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

Ms. Johnson presented the Community Services Board Report, reporting that while May utility assistance expenditures were just over \$400,000, June is approaching \$700,000. Therefore, starting July 1 only Priority 1 households will be assisted as well as those clients that meet the household crisis criteria. This is to allow for the availability of funds in later months.

CSBG (Community Service Block Grant)

- Transition Out of Poverty PY 24 Goal =19
People working towards TOP:15
People Transitioned Out of Poverty:4
Anticipate 2-3 additional clients to TOP in June
- Enrolled 4 case management clients into ATDS
1 case management client enrolled in summer school to continue her pursuit of a B.S. in Nursing
1 case management client that obtained her Associates from TSTC in May has now been accepted into Tarleton State University to pursue a B.S. in Social Work.
2 additional clients obtained their CDL
- Provided a month's worth of groceries for 1 case management client.
- Job coaching and referrals provided for 1 case management client.
- 2 more case management clients obtained employment with a salary that places them above a living wage.
- 3 clients that were experiencing housing instability were able to obtain safe and affordable homes.

Service Delivery

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

Outreach—Organizational Standard 2.3

- Project Homeless Connect—July 9
- Falls County Back to School Expo at Chilton ISD—August 17
- Waco Back to School Event – August 4
- Homeless Connect Event
- August 4 Back to School Event

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

Bridget Montgomery, Assistant Head Start/Early Head Start Director, presented the partnership and lease agreement between EOAC and Waco ISD. Waco ISD proposes to lease space at the Brazos campus, at no cost to EOAC to support the childcare needs of Waco ISD students. The agreement is for one year and provides for automatic annual renewals for up to ten years. Either party may terminate the agreement upon ninety (90) days' written notice. EOAC proposes to use six classrooms. Ms. Montgomery reported on the staffing plan and possible fiscal implications. Brief discussions on playground equipment, and two handwashing sinks needed at the site.

It comes as a recommendation from the Executive Committee to approve the Waco ISD & EOAC Partnership and Lease Agreement. All in favor, motion carries.

Approve EOAC Head Start/Early Head Start and Waco ISD MOU

Ms. Bridget Montgomery presented the EOAC Head Start/Early Head Start MOU for approval. Ms. Montgomery reported the following description of program has been added to the MOU from the previous year.

Description of Program

Collaborative Head Start/ISD Pre-k classrooms will serve four-year-old children who meet eligibility regulations for pre-k Enrollment of the Texas Education Agency and the enrollment guidelines for HeadStart programs. The children will be served on two campuses in 4 classrooms (see "Attachment A"). Enrollment will include a maximum of 20 children per classroom. Enrollment of 20 children per classroom must be maintained to comply with Federal regulations. This collaboration will follow the district-adopted school calendar year.

This collaboration will include eligible children who may receive (ECSE)Early Childhood Special Education Services in a self-contained Jump Start or Head Start classroom for dual enrollment opportunities. Preschool children with disabilities will be provided a free and appropriate public education (FAPE), including the development and implementation of an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP), which includes all the components of an IEP, procedural safeguards, and the provision of related services.

It comes as a recommendation from the Executive Committee to approve the EOAC Head Start/Early Head Start and Waco ISD MOU as presented. All in favor, motion carries.

Approve Head Start/Early Head Start 2023-24 End of Year Outcomes Report

Ms. Kimberly Sheehy presented the Head Start/Early Head Start 2023-24 End of Year Outcomes Report.

HEAD START: During this assessment period, a majority of the children are considered on track in the overall measures. For all of Head Start, we are meeting 4 out of 6 goals. For every goal that we did not meet, there was a difference of 5% or less between our results and our goal. The lowest measures for Head Start are as follows:

1. Alliteration (Increase from 26% to 42%)
2. Rhyming (Increase from 36% to 53%)
3. Words in a Sentence (Increase from 49% to 58%)
4. Listening (Increase from 43% to 59%)
5. Onset-Rime (Increase from 52% to 63%)

EARLY HEAD START: During this assessment period, a majority 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 as of the Spring Checkpoint. The three (3) areas with the lowest overall percentage meeting or exceeding expectations are:

1. Language: (66% meeting/exceeding expectations)
2. Mathematics: (70% meeting/exceeding expectations), and
3. Literacy: (72% meeting/exceeding expectations)

Ms. Sheehy added that in the Early Head Start program there were 13 new teachers, 12 resignations and 31 new students. Meetings are being scheduled with managers and teachers regarding the outcomes report

It comes as a recommendation from the Executive Committee to approve the Head Start/Early Head Start 2023-24 End of Year Outcomes Report as presented. All in favor, motion carries.

Approve EOAC Salary Scale Adjustment

Mr. Case presented the EOAC Salary Scale adjustment. Mr. Case explained that the Office of Head Start issued all Head Start staff a cost-of-living increase of 2.35% effective 05/01/2024. The EOAC salary scale adjustment presented reflects a 2.35% cost-of-living increase. It is recommended EOAC CEAP, Weatherization, and administrative staff also receive a 2.35% increase. The EOAC salary scale will be adjusted by 2.35% to reflect the COLA effective 09/01/2024.

It comes as a recommendation from the Executive Committee to approve the EOAC Salary Schedule Adjustment as presented. All in favor, motion carries.

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

Mr. Kunze reported on options and costs received for repaving and striping the parking lot at 1800 Valley Mills. Three options were received from Waco Paving.

Option #1 - \$48,731.00 to seal coat and stripe entire parking lot.

Option # 2 - \$82,833.00 to repave and stripe entire parking lot.

Option #3 - \$69,300.00 to repave and stripe front 2/3 and seal coat only back 1/3 this would allow 75 marked parking spaces.

Brief discussion on options, traffic flow, markings, and possible warranty of work performed. The board has requested a drawing of the project layout and striping prior to work.

It comes as a recommendation from the Executive Committee to approve the Option 2 quote from Waco Paving for \$82,833.00. All in favor, motion carries.

Approve Exterior Painting for 1800 Valley Mills Dr.

Mr. Kunze presented 2 estimates for exterior painting: Color Concepts, \$38,650.00 and Skunk Daddy, \$43,275.00. Discussion on cost, and timeline. The board has requested a timeline from the approved contractor for the project.

Motion made by Mr. Eaton to approve Color Concepts for the exterior painting project at 1800 Valley Mills Dr. \$38,650.00. Motion seconded by Mr. Luft. All in favor, motion carries.

EOAC Safety Protocols Update – Report

No report presented

Head Start/Early Head Start Director's Monthly Report

Ms. Bridget Montgomery, Assistant Director, Head Start/Early Head Start presented the monthly report.

1. Updates: The Head Start program year ended on 5/23/24 for children and 6/6/24 for 10-month staff

2. Monitoring:

- Health & Safety Incident reported to OHS: On 6/6/2024, a staff member left a 17-month-old child unsupervised in the classroom for 13 seconds during departure time.

- Child Care Licensing:

5/8/2024, W. Logan received an unannounced monitoring visit. No deficiencies were cited.

5/13/2024, TED received a warning letter that states CCR may recommend or impose enforcement action against the operation due to the repetition or patterns of deficiencies and/or serious deficiencies of late if the compliance history does not improve.

5/14/2024, Mitchell received an unannounced monitoring visit. No deficiencies were cited.

5/16/2024, TED received an unannounced follow-up monitoring visit. No deficiencies were cited. Brief discussion on monitoring visits.

3. Services

4. Other

2023-24 Educational Accomplishments Presented by Dolores Garcia, Associate Director. Brief discussion on educational assistance for employees.

2023-24 HS/EHS Parent Satisfaction Survey Results LaTonya Glover, Senior Manager

Executive Director's Report

Mr. Jesse reported on the following.

- New building 1800 Valley Mills progress
- Public Awareness
- Agency future growth

Discussion Personnel

No Discussion

Executive Session

No Executive Session

Action Item Personnel

No Action

Adjourn

Ms. Copeland adjourned the meeting at 6:49 PM

DocuSigned by:

Susan Copeland

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7/25/2024

Vice-President

Date