



EOAC GOVERNING BOARD MEETING
Monday, August 26, 2024
In-Person & Zoom
5:30 P.M.

MEMBERS PRESENT

Cassy Burluson	In Person
Elizabeth Nelson	In Person
Nathesia White	In Person
Gary Luft	In Person
Christopher Chance	Zoom
Howard Childs	Zoom
Dytrun Thirkill	Zoom

STAFF MEMBERS PRESENT

Jeff Case	In Person
Susan Wilson	In Person
Deborah Wesson	In Person
Dolores Garcia	In Person
James Jesse	In Person
Robert Kunze	In Person

MEMBERS ABSENT

Ben Perry	Absent
Renee Rains	Absent
Susan Copeland	Absent
Charles Eaton	Absent
Renee Turner	Absent

STAFF MEMBERS

Kanisha Johnson

ABSENT

Call Meeting to Order

Ms. Nelson called the meeting to order at 5:39 PM.

Establish a Quorum

A quorum was established.

Ordering of the Agenda

Motion made by Dr. Burluson to change the order of the agenda by presenter. Motion seconded by Mr. Luft. All in favor motion carries.

Mission Statement

The mission statement was read by Ms. Nelson.

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 6.24.2024
- 2 EOAC Governing Board Meeting Minutes 6.24.2024
- 3 Weatherization Report for July & August 2024
- 4 EOAC Head Start and Harmony Science Academy MOU 2024-2025

Motion made by Dr. Burluson to approve the consent agenda items as presented. Motion seconded by Mr. Luft. All in favor, motion carries.

Approve Monthly Financial Report July 31, 2024 (Organizational Standard 8.7)

Mr. Case presented the unaudited Financial Report for the period ending June and July.

June: Revenues	\$5,685,924	July: Revenues	\$6,660,560
Expenditures	\$5,834,878	Expenditures	\$6,799,756
Excess (deficit)	\$(148,954)	Excess (deficit)	\$139,196

Bank Reconciliation, Check Registers and Credit Card Statements were made available for board review. Mr. Case reported that the agency's fiscal year end is upcoming August 31st as well as the Head Start nutrition program in September.

Motion made by Mr. Luft to approve the July 31, 2024 Monthly Financial Report as presented. Motion seconded by Dr. White. All in favor, motion carries.

Approve 10% De Minimis Indirect Cost Allocation Plan

Mr. Case presented the 10% De Minimis Indirect Cost Allocation Plan that the agency currently carries out. This plan was presented for approval for the fiscal year.

Motion made by Dr. Childs to approve the 10% De Minimis Indirect Cost Allocation Plan as presented. Motion seconded by Mr. Luft. All in favor, motion carries.

Approve Cost Allocation Plan.

Mr. Case presented the Cost Allocation Plan for approval. A brief description of the plan was provided explaining that cost was allocated by program percentages. Mr. Case explained that the governing board is acting on the plan, program allocation percentages are evaluated by the CFO, and changes are approved by the Executive Director. Dr. Burleson inquired about an allocation for Marketing and Communications, Mr. Case responded that expense would most likely be charged to the agency Indirect Cost. Dr. Howard asked if the Cost Allocation Plan was accepted by the agency's auditors, Mr. Case responded, yes.

Motion made by Mr. White to approve the Cost Allocation Plan as presented. Motion seconded by Mr. Thirkill. All in favor, motion carries.

Approve CSBG Budget 2025

Mr. Case presented the Community Services Block Grant (CSBG) Budget for year 2025, total budget of \$518,505. Mr. Case explained that he reviews the expenses of the previous year as a guide to propose the following year's budget. This budget shows TDHCA that their funds are not being spent on other programs.

Motion made by Mr. Luft to approve the Community Services Block Grant Budget 2025 as presented. Motion seconded by Dr. Burleson. All in favor, motion carries.

Approve Community Services Client Satisfaction Survey (Organizational Standard 1.3)

Mr. Kunze presented the Community Services Client Satisfaction Survey results. Surveys were filled out online or mailed to households that received any services from the Community Services Department.

- 89% - felt welcomed by EOAC staff members
- 91% - treated with respect
- 89% - received the information and/or services requested
- 79% - informed about services offered by EOAC or other services provided by the local community
- 90% - stated that they did not encounter any issues with EOAC
- 98% - would recommend EOAC to family and/or friends
- 95% - were either satisfied or very satisfied with EOAC

Mr. Kunze commented on the 79 % score of clients that felt informed about services offered by EOAC or other services provided by the local community. This will be an area that the department will work on. Dr. Burleson commented that there were 76 participants that participated.

Motion made by Mr. Luft to approve the Community Services Client Satisfaction Survey as presented. Motion seconded by Dr. Howard. All in favor, motion carries.

Approve 2025 Community Action Plan (Organizational Standard 4.2)

Mr. Kunze presented the 2025 Community Action Plan. Mr. Kunze explained that this plan is developed to determine the best ways to service our communities. He also added that as the year progresses this plan may be updated. This plan also follows our Strategic Plan.

Motion made by Dr. White to approve the 2025 Community Action Plan as presented. Motion seconded by Dr. Howard. All in favor, motion carries.

Community Services Report (Organizational Standard 5.9)

Mr. Kunze presented the Community Services Board Report. CEAP funds are low and LIHEAP funds are less than \$200,000. Priority clients with household crisis and disconnects are being considered for assistance. Energy Aid funding is also low.

CSBG (Community Service Block Grant)

- Transition Out of Poverty PY 24 Goal: 19
 - People Transitioned Out of Poverty PY24: 11
 - 2 additional Case Management clients have gained employment with a salary above 200% of the Federal Income Poverty Guidelines, continue to be tracked for 90 days to ensure self-sufficiency before they can TOP out of the program.
 - 3 individuals obtained safe and affordable housing
 - 7 individuals avoided eviction
 - Participated in Project Homeless Connect on July 9 at the Waco Convention Center. This event was not solely for homeless individuals: open to all facing housing instability
- CSBG Case Managers provided 50 hygiene kits for men, 50 hygiene kits for ladies, plus an additional personal monthly hygiene kit for ladies
- Provided school supplies to 100 kids (notebook paper, crayons, markers, folders, pens, pencils) in McLennan County and Falls County

Service Delivery

- Applications for utility assistance are not being accepted currently. Staff is focused on processing the applications that were received prior to the close of business on April 13. Once those applications have been processed, applications will again be accepted and worked using the Priority Rating Sheet and applicants will only be able to receive assistance on the current amount due. No future months will be pledged.

Outreach – Organizational Standard 2.3

- Falls County Community Connection – September 18

2024 Community Action Mid- Year Report

Mr. Kunze reported on the 2024 Community Action Mid-Year progress. Brief discussion and explanation on targeted areas and overall report. Dr. Howard asked if we do not reach 100% achieved in targeted areas, is funding loss for that area. Mr. Kunze said no.

Head Start/Early Head Start Safety Update – Report

Ms. Smallwood reported on the progress that the Safety Committee has made to address facility concerns.

Head Start/Early Head Start 2025 Monitoring Process for Head Start & Early Head Start Recipients

Ms. Wilson reported on 2025 Monitoring Process for Head Start & Early Head Start Recipients. Ms. Wilson reviewed the different levels of monitoring. EOAC Head Start & Early Head Start are at the level of the “CLASS” reviews, which is observations of teachers in classrooms.

Head Start/Early Head Start Director's Monthly Report

Ms. Wilson reported on the following.

- Status of Re-Competition – EOAC has been notified that we will not have to recompetete.
- Conversion Approval – This was approved by the Office of Head Start and is a significant step forward in the program's evolution.
- Enrollment Targets – EOAC must sustain an enrollment rate of 97% for six months to ensure continued program stability and compliance.
- Child Care Licensing Inspection – Brazos Early Head Start successfully passed recent license inspection.
- Upcoming Programmatic Review: - Ms. Wilson reported EOAC will engage in an external consultant to conduct a comprehensive programmatic review.
- Safety Review and Improvement Plan – A full safety review is currently in progress, led by Ms. Smallwood, Ms. Montgomery, Ms. Garcia and Ms. Jordan of Head Start.

EOAC Strategic Plan Annual Progress Report

Mr. Jesse reported on the EOAC Strategic Plan Annual Progress. Mr. Jesse reported on four goal areas.

Goal 1: Strengthen Organizational Leadership and Capacity

- New Executive Director
- Culture Committee
- Revived Employee Picnic
- CCAP Training and Certifications
- Limitations – Implementation Delays

Goal 2: Strengthen Communities through Program Initiatives

- Early Childhood Education Collaboration
- Jump Start Head Start Classes
- Community Events
- Limitations – Program Reach, Sustainability

Goal 3: Strengthen Partnerships and Increase Community Engagement/Awareness

- Increased Social Media Activity
- Community Participation
- Limitations – Consistency and Reach, Measuring Impact

Goal 4: Sustainability: Develop Additional Sources of Unrestricted Funds, Develop a Donor Base, Identify New Grant Opportunities.

- Donations
- Fundraising Expertise
- Limitations – Donor Base Expansion – Opportunities

Update – 1800 Valley Mills Dr.

Mr. Jesse reported an update on the construction and move for 1800 Valley Mills Dr. Brief discussion regarding existing furniture, current lease at 500 Franklin, signage at 1800 Valley Mills.

Executive Director's Report

Mr. Jesse reported an update on goals that were assigned to the Executive Director.

Interim Executive Director Performance Appraisal

Motion made by Dr. White to move the Interim Executive Director Performance Appraisal to the next governing board meeting. Motion seconded by Mr. Luft. All in favor, motion carries.

Executive Session

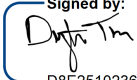
No Executive Session

Approve Interim Executive Director Performance Appraisal

No Action

Adjourn

Ms. Nelson adjourned the meeting at 7:05 PM

Signed by:

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Dytrun Thirkill Board Member

9/10/2024

Date