



**EOAC GOVERNING BOARD MEETING**  
**Monday, October 28, 2024**  
***In-Person & Zoom***  
**5:30 P.M.**

**MEMBERS PRESENT**

Cassy Burluson	In Person
Elizabeth Nelson	In Person
<del>Nathesia White</del> Charles Eaton	In Person
Susan Copeland	In Person
Dytrun Thirkill	In Person
Elizabeth Nelson	In Person
Christopher Chance	Zoom
Howard Childs	Zoom
Nathesia White	Zoom

**MEMBERS ABSENT**

Renee Rains  
Renee Turner

**STAFF MEMBERS PRESENT**

Jeff Case	In Person
Susan Wilson	In Person
Deborah Wesson	In Person
Kim Sheehy	In Person
James Jesse	In Person
Kanisha Johnson	In Person
Ashley Smallwood	In Person

**STAFF ABSENT**

None

**VISITOR**

Amy Rossow

**Call Meeting to Order**

Mr. Perry 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**

The mission statement was read by Mr. Perry.

**Public Comment**

No public comment.

**Report - Annual Audit and Auditor's Report**

Item not presented

**Approve Consent Agenda**

No changes to the consent agenda.

1 EOAC Special Called Governing Board Meeting Minutes 9.23.2024

2 EOAC Executive Committee Meeting Minutes 9.30.2024

3 EOAC Governing Board Meeting Minutes 9.30.2024

- 4 Weatherization Report
- 5 Job Description Director of Finance
- 6 Job Description Assistant Director of Finance
- 7 Job Description Director of Advancement
- 8 Job Description Director of Operations
- 9 Job Description Director of Community Programs
- 10 Job Description Assistant Director of Weatherization
- 11 MOU -NeighborWorks Community Loan Center
- 12 Health Benefits Proposal

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

**Approve Monthly Financial Report September 2024 (Organizational Standard 8.7)**

Mr. Case presented the unaudited Financial Report for the period ending September 2024. Revenues through September \$8,668,025, expenditures through September \$8,760,169. Mr. Case reported an excess (deficit) revenue to expenditures for September \$92,144. Bank Reconciliation, Check Registers and Credit Card Statements were made available for board review. Mr. Case reported that September was a standard month with no concerns. The new fiscal year began for the Child and Adult Care Food Program.

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

**Elect Treasurer to EOAC Governing Board**

Mr. Perry nominated Mr. Dytrun Thirkill as Treasurer, replacing the resigned treasurer, Mr. Gary Luft. No other nominations were brought before the board, board president, Mr. Perry declared the nominee, Mr. Dytrun Thirkill elected.

*It comes as a recommendation from the Executive Committee to accept Mr. Dytrun Thirkill as Treasurer to EOAC Governing Board. All in favor, motion carries.*

**Approve Treasury Signatory Assignment**

Mr. Case explained the EOAC Financial Policy states the Board of Directors are responsible for authorizing establishment of all bank accounts and check signers. In practice two board members are designated as signatory for EOAC's operating accounts.

*It comes as a recommendation from the Executive Committee to approve Dytrun Thirkill as a Treasury Signatory for EOAC. All in favor, motion carries.*

**Approve EOAC Policies and Procedures Handbook Revisions (Organizational Standard 7.1)**

Mr. Jesse presented two proposed revisions to the EOAC Handbook.

- Expanding the Thanksgiving holiday to one and the Christmas holiday to two weeks for all employees. Also adding Juneteenth and Indigenous People's Day as paid holidays.
- A new Cell Phone Policy for Head Start and Early Head Start Programs was proposed. The objective is to ensure a safe focused and professional environment that prioritizes the well-being and development of children. There are no major changes to any policies or procedures.

Brief discussion on both revisions.

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

### **Approve Head Start/Early Head Start Readiness Goals**

Ms. Sheehy presented the Head Start/Early Head Start Readiness Goals. Ms. Sheehy explained that school readiness goals are aligned with the Early Learning Outcomes Framework (ELOF), Texas early learning guidelines, requirements, and expectations of schools. They are mapped to align with indicators of child outcomes from the program's child assessment system.

*It comes as a recommendation from the Executive Committee to approve the Head Start/Early Head Start Readiness Goals as presented. All in favor motion carries.*

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

Ms. Johnson presented the Community Services Board Report.

- CEAP (Comprehensive Energy Assistance Program)  
Total Households Assisted for 8 counties 3,458  
Total Cumulative Expended \$3,313,994.14
- Energy Aid Program includes 9 Aid Sources  
Total Cumulative Expended \$324,625.61

CSBG (Community Service Block Grant)

- Transition Out of Poverty PY 24 Goal: 19
- People Transitioned Out of Poverty PY24: 13
- 1 more client obtained employment above a living wage
- 3 individuals facing homelessness obtained temporary shelter
- 4 individuals obtained affordable housing
- 6 individuals avoided eviction
- 1 individual avoided foreclosure

Service Delivery

- Due to limited funds, applications are only being accepted from households that are classified as vulnerable by the state/federal definition. Assistance is granted based on Priority Ranking - must be a Priority 1 household to receive the assistance.

Outreach – Organizational Standard 2.3

- Hill County Resource Fair – October 9
- Atmos Sharing the Warmth Blitz – October 23

Mr. Eaton shared positive comments regarding staff that participated in a Hillsboro Outreach event.

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

Ms. Wilson presented the Head Start/Early Head Start Monthly Report. Updates on the following were reported.

- October Head Start Awareness Month
- Moving to the new space
- Media Coverage on new Brazo Early Head Start Center
- Health and Safety
- Child & Adult Food Program (CACFP Budget Approved)
- Professional Development Highlights
- Program Governance Training November 16, 2024

Brief discussion on each item reported.

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

Mr. Jesse presented the Executive Director's Report.

**Discussion Personnel**

No Discussion

**Executive Session**

No Executive Session

**Approve Personnel**

No Action

**Adjourn**

Mr. Perry adjourned the meeting at 6:14 PM

DocuSigned by:

*Susan Copeland*

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11/4/2024

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***Vice-President***

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***Date***