



EOAC GOVERNING BOARD MEETING

Monday, November 18, 2024

In-Person & Zoom

5:30 P.M.

MEMBERS PRESENT

Cassy Burleson Present 5:38 PM
Elizabeth Nelson Dismissed at 5:41 PM
Nathesia White
Susan Copeland
Dytrun Thirkill
Christopher Chance Present 5:43 PM
Ben Perry
Charles Eaton
Renee Turner

Zoom
In Person
In Person
In Person
In Person
Zoom
In Person
In Person
In Person

STAFF MEMBERS PRESENT

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

STAFF ABSENT

None

MEMBERS ABSENT

Renee Rains
Howard Childs

VISITORS

Amy Rossow In Person
Gayla Thornton – Zoom
Armstrong, Backus &
Co., LLP

Call Meeting to Order

Mr. Perry called the meeting to order at 5:31 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

Susan Copeland requested board members over the age of 55 years old to complete a form from Retired Senior Volunteer Program (RSVP). This form is used for recording the hours of board members' service to EOAC.

Report - Annual Audit and Auditor's Report

Ms. Gayla Thornton of Armstrong, Backus & Co., LLP presented the agency's audit for fiscal year 2023. The report included the combined statement of financial position. No internal control deficiencies were reported. Standard adjustments have been completed. Mr. Case reported that Ms. Gayla Thornton and team were very efficient and prompt. Mr. Case also reported that Armstrong and Backus & Co., LLP are ready to begin the next audit.

Appoint New Board Member-Amy Rossow, Heart of Texas Council of Governments

Mr. Perry introduced Ms. Amy Rossow of the Heart of Texas Council of Governments. Ms. Rossow was elected by clients served by 211 to represent low-income community members on the EOAC Board. Mr. Perry, board president, requested Ms. Rossow read aloud the Oath of Office.

Motion made by Mr. Eaton to appoint Ms. Amy Rossow as board member of the EOAC Board. The motion was seconded by Ms. Copeland. All in favor motion carries.

Appoint Board Member, Cassy Burleson, to EOAC Executive Committee

Mr. Jesse reported that Cassy Burleson has agreed to serving on the EOAC Executive Committee.

Motion made by Mr. Eaton to appoint Cassy Burleson to the EOAC Executive Committee. Motion was seconded by Ms. Copeland. All in favor, motion carries.

Approve Consent Agenda

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

- 1 EOAC Executive Committee Meeting Minutes 10.28.2024
- 2 EOAC Governing Board Meeting Minutes 10.28.2024
- 3 Weatherization Report
- 4 National Community Action Partnership Out of State Travel
- 5 MOU Greater Waco Collective Impact Initiative (Prosper Waco) and EOAC
- 6 Head Start 2024-25 Self-Assessment Report
- 7 Head Start Baseline Non-Competing Application FY 2025
- 8 Head Start 2024 Community Assessment Update Report
- 9 Head Start Information Memorandum Reporting Child Health & Safety Incidents
- 10 Head Start Information Memorandum FY 2025 Monitoring Process for Head Start Recipients
- 11 Head Start Information Memorandum Facilities Guidance
- 12 Head Start Program Instruction Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming - Technical Updates
- 13 Head Start Program Instruction Final Rule to Delay Effective Date for Increasing the CLASS Instructional Support Domain Competitive

Mr. Perry noted that the minutes did not reflect Mr. Eaton's attendance at the 10.28.2024 Governing Board Meeting, he was present. Ms. Copeland asked what the funding amount for item 7 Head Start Baseline Non-Competing Application FY 2025 and the enrollment. Ms. Wilson responded that the application enrollment for Head Start is 332, Early Head Start is 230. The amount of funding requested for application is \$9,478,558. Ms. Wilson reported that the application is due February 1, 2025, and the grant year will be from May 1, 2025, to April 30, 2026.

Motion made by Mr. Eaton to approve the consent agenda items presented. The motion was seconded by Dr. White. All 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 October 2024. Revenues through October \$9,340,055 expenditures through October \$9,477,956. Mr. Case reported an excess (deficit) revenue to expenditures for October \$137,902. Bank Reconciliation, Check Registers and Credit Card Statements were made available for board review. Mr. Case reported LIHEAP, CEAP program funding will be expended by year end.

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

Approve Audit Findings (Organizational Standard 8.2)

Mr. Case reported that there were no findings in the 2023 audit report, as previously stated by Ms. Gayla Thornton, of Armstrong & Backus Co., LLC.

It comes as a recommendation of the Executive Committee to approve the Audit Findings as presented. All in favor, motion carries.

2CFR200.414 De Minimis Indirect Cost

No Action Taken

Mr. Case reported on an update from the office of Health and Human Services Grant Policy Statement, Interim Final Rule effective October 1, 2024. This update states recipients and subrecipients that do not have a current federal negotiated indirect cost rate (including provisional rate) may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC). The recipient or subrecipient is authorized to determine the appropriate rate up to this limit. Mr. Perry has requested that Mr. Jesse, Mr. Case and Ms. Wilson meet to discuss a de minimis rate recommendation to present to the board at a later date.

Report - Review of IRS 990

Mr. Case reported the IRS 990 was filed. He noted that the IRS 990 is not filed until the audit is completed.

Report – 5500 IRS 403B Audit

Ms. Smallwood reported that the audit report will be presented at the next board meeting.

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 3,550

Total Cumulative Expended \$3,399,435.46

- CEAP Supplemental

Total Households Assisted 8 Counties 43

Total Cumulative Expended \$38,282.01

- Energy Aid Program includes 9 Aid Sources

Total Cumulative Expended \$331,091.69

CSBG (Community Service Block Grant)

- Transition Out of Poverty PY 24 Goal: 19

- People Transitioned Out of Poverty PY24: 16

Ms. Johnson reported that 3 clients are earning income/wages above poverty level, however, they will roll over to the 2025 program, so that they can continue to be monitored and served to assure clients are self-sufficient/sustainable.

- Currently working to potentially partner with Hill College. The college recently conducted a ribbon cutting on their new Truck Driving Academy and has other job training programs that would be beneficial to residents of Hill County. Meeting scheduled with the Vice-President of Student Learning and Success and the Dean of Job Training & Workforce Development on December 3.

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

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.

- Ribbon Cutting for Early Head Start Brazos Center, November 19, 2024
- Children's Harves Luncheon at sites
- Thanksgiving Holiday
- Waco Family Medicine partnership
- MCC Nursing Program partnership

Brief discussion on each item reported.

Executive Director's Report

Mr. Jesse presented the Executive Director's Report.

Comments from the board regarding media and possible collaborations. Appreciation was expressed by board members for fellow board member Dr. Childs and 29 years of service.

Discussion Personnel

No Discussion

Executive Session

No Executive Session

Approve Personnel

No Action

Adjourn

Mr. Perry adjourned the meeting at 6:16 PM

DocuSigned by:

47D7657CE6DA4A7...

12/4/2024

Vice-President

Date