



**EOAC GOVERNING BOARD MEETING**  
**Monday, January 28, 2025**  
***In-Person & Zoom***  
**5:30 P.M.**

**MEMBERS PRESENT**

Cassy Burleson  
Nathesia White  
Susan Copeland  
Dytrun Thirkill  
Christopher Chance  
Charles Eaton  
Renee Rains  
Amy Rossow  
Howard Childs

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

**STAFF MEMBERS PRESENT**

Jeff Case  
Susan Wilson  
Deborah Wesson  
James Jesse  
Dolores Garcia  
Bridget Montgomery  
Karmeshia Miller  
Kim Sheehy

In Person  
In Person  
In Person  
In Person  
In Person  
In Person  
In Person  
In Person

**MEMBERS ABSENT**

Elizabeth Nelson  
Ben Perry

**STAFF ABSENT**

Kanisha Johnson

**VISITORS**

**Call Meeting to Order**

Ms. Copeland called the meeting to order at 5:37 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 Ms. Copeland.

**Public Comment**

No Public Comment

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.

### **Approve Consent Agenda**

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

- 1 EOAC Executive Committee Meeting Minutes 11.18.2024
- 2 EOAC Governing Board Meeting Minutes 11.18.2024
- 3 Weatherization Report
- 4 CEAP IJJA Contract Extension Program Yr 2024
- 5 CEAP 4023 Contract Extension Program Yr 2024
- 6 CSBG 4134 Contract Extension Program Yr 204
- 7 CEAP and CEAP IJJA 4421 Program Year 2025
- 8 CSBG 4350 Program Year 2025
- 9 LIHEAP 4450 Program Year 2025
- 10 Weatherization Out of State Travel
- 11 EOAC Head Start 2023-24 Annual Report
- 12 EOAC Head Start 2025-26 TTA Plan
- 13 Organizational Standards Review
- 14 403B Audit

Brief discussion on consent items.

*Motion made by Mr. Eaton to approve the consent agenda items presented. The motion was seconded by Mr. Thirkill. All in favor motion carries.*

### **Approve Monthly Financial Report (Organizational Standard 8.7)**

Mr. Case presented the unaudited Financial Report for the period ending December 31, 2024. Revenues through December \$11,311,749 expenditures through December \$11,543,635. Mr. Case reported an excess (deficit) revenue to expenditures for December \$231,886. Bank Reconciliation, Check Registers and Credit Card Statements were made available for board review. Mr. Case reported the 2024 LIHEAP program ended December 31, 2024, and the CSBG & CEAP programs were extended through March 31, 2025. Funding for 2025 is available January 2025 but cannot be spent until the 2024 funds are expended. Clarification was given on the overlap of 2024 and 2025 funding for CSBG and CEAP programs.

*Motion made by Dr. White to approve the Monthly Financial Report as presented. Motion seconded by Mr. Eaton. All in favor motion carries.*

### **Approve the Resignation of Renee Turner from Board of Directors**

Mr. James informed the board that Ms. Renee Turner has resigned.

*Motion made by Mr. Eaton to approve the resignation of Renee Turner, board member of EOAC. Motion seconded by Dr. White. All in favor, motion carries.*

### **Approval Year 2025 EOAC Board Meeting Dates**

Mr. Jesse presented the board meeting dates for 2025.

*Motion made by Mr. Thirkill to approve the board meeting dates for 2025 as presented. Motion seconded by Ms. Rains. All in favor, motion carries.*

### **EOAC Head Start Long-Term Program (2025-30) & School Readiness Goals (2025-26)**

Ms. Wilson reported on the Head Start Long-Term Program Goals and School Readiness Goals. Ms. Wilson explained that the Long-Term Goals were developed by using the EOAC Head Start community assessment, self-assessment, ongoing program monitoring & developmental outcomes. Ms. Copeland asked if any new laws would affect what was presented. Ms. Wilson responded no. Mr. Eaton asked if the 85% measurable objective was in

line with historical data, Ms. Sheehy responded yes. Dr. Burleson asked if anyone has looked at the proposals for Project 2025 and if they could affect any of the EOAC Head Start programs.

*Motion made by Mr. Eaton to approve the EOAC Head Start Long-Term Program Goals & School Readiness Goals as presented. Motion seconded by Dr. White. All in favor motion carries.*

### **Approve the 2025-26 EOAC Head Start Selection Criteria**

Ms. Miller presented the Head Start Selection Criteria and noted changes as follows:

- Income - SNAP was already included as public assistance, "SNAP" the name was specified.
- Child Health – Child is premature/low birth weight
- Parental Status – Parent is experiencing a mental health crisis (e.g. abuse, mental health diagnosis)
- Parental Status -Parent is a current employee of EOAC Head Start

Ms. Miller noted that there is a Selection Criteria Team that reviews eligibility. General discussion on added criteria.

*Motion made by Dr. White to approve the 2025-26 EOAC Head Start Selection Criteria as presented. Motion seconded by Mr. Eaton. All in favor, motion carries.*

### **Approve Head Start Facilities Improvement Expenses**

Ms. Wilson presented eight facility improvement projects and one office supply project to replace old laptops and computers. Ms. Wilson reported that carryover funds from the unobligated balance of \$1,746,570 will be used for these expenses. The projects are within budget categories that the Office of Head Start has already approved, and the Board has already approved the carry-over funds. Today, as policy requires, she asked for approval for projects with an expense total of 25k or higher. Based on bids received and allowing a portion for a 10% contingency, the approximate total for all projects is \$860,479. Ms. Wilson noted that the carryover funds must be expended by April 30, 2025. Mr. Eaton raised a concern that 10% contingency may not be sufficient and recommended that the motion be made so that the project costs are up to the total amount of the carryover balance. Board members agreed, and there was general discussion on specific wording of the motion needed to reflect the board's intent.

*Motion made by Mr. Eaton to approve Head Start Facilities Improvement expenses as presented, using carryover funds. Motion seconded by Mr. Thirkill. All in favor motion carries.*

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

Mr. Jesse presented the Community Services Board Report in the absence of Kanisha Johnson, Director. Mr. Jesse reported on the following: Emergency Assistance, Supportive Services, Long-Term Impact. Job Training and Workforce Development Partnerships collaborating with the following: ATDS, Navarro Community College, McLennan Community College, Champion Barber & Beauty Academy, Upskill Waco, and Hill Colleges Job Training and Workforce Development programs.

#### **CEAP (Comprehensive Energy Assistance Program)**

Total Households Assisted for 8 counties 3,611

Total Cumulative Expended \$3,412,278.23

#### **CEAP Supplemental**

Total Households Assisted 8 Counties 239

Total Cumulative Expended \$159,556.91

#### **Energy Aid Program includes 9 Aid Sources**

Total Cumulative Expended \$353,399.28

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

- Transition Out of Poverty PY 24 Goal: 19
- People Transitioned Out of Poverty PY24: 17

Key Activities and Achievements:

- **Job Training Programs:** Through these partnerships, EOAC facilitated enrollment for individuals in job training programs, including certificate programs in healthcare, technology, and skilled trades.
- **Workforce Development:** These partnerships also focused on job readiness programs, offering soft skills training, resume building, interview preparation, and job placement services to increase employment opportunities.
- **Impact on the Community:** The collaborations have been a significant success, helping dozens of individuals gain stable employment and move towards self-sufficiency. It also helped local employers fill high-demand positions in the region, contributing to economic growth.
- **Community Resilience:** Through this quick response, EOAC not only addressed an immediate public health concerns but also helped maintain community resilience in a time of crisis.

### **Weatherization Assistance Program (WAP)**

The Weatherization Assistance Program achieved significant milestones in 2024, reinforcing our commitment to enhancing energy efficiency and improving the quality of life for low-income households in our community.

#### **Homes Weatherized:**

- A total of 37 homes were weatherized in 2024
- These households benefited by reducing their energy costs and improving their overall comfort and safety

Brief discussion on Weatherization and additional funds granted. Ms. Copeland asked what the status was on the balance of the funds for utility assistance. Mr. Case reported that additional funds were granted and that funds must be spent before using 2025 funds. Mr. Jesse reported that he and Ms. Johnson discussed rural area clients, and it was decided that EOAC will begin accepting applications from rural areas first for 3 weeks and then begin accepting applications from McLennan County.

### **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.

**Child Care Licensing Monitoring:** Brazos and New Road received unannounced visits from Child Care Licensing, resulting in zero findings.

**Professional Development Update:** Eight Early Head Start (EHS) teachers have earned their Infant-Toddler Child Development Associate (CDA) credential. Fifteen teachers are enrolled in CDA courses, including three Head Start teacher aides.

**Update on Classroom Staff Vacancies** (as of January 9, 2025):

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**

Ms. Copeland adjourned the meeting at 6:50 PM

DocuSigned by:  
  
47D7657CE6DA4A7...

1/31/2025

---

***Vice-President***

---

***Date***