



**EOAC GOVERNING BOARD MEETING**

**Monday, March 24, 2025**

***In-Person & Zoom***

**5:30 P.M.**

**BOARD MEMBERS PRESENT**

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

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

**STAFF MEMBERS PRESENT**

Jeff Case  
Susan Wilson  
Deborah Wesson  
James Jesse  
Kanisha Johnson  
Ashley Smallwood  
Sonya Rodriguez

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

**STAFF ABSENT**

None

**BOARD MEMBERS ABSENT**

Ben Perry  
Renee Rains

**VISITORS**

Sheila White  
Patrick Turkett

**Call Meeting to Order**

Ms. Copeland called the meeting to order at 5:38 PM.

**Establish a Quorum**

A quorum was established.

**Ordering of the Agenda**

The agenda order was changed so that presenters may present all items at one time.

**Mission Statement**

The mission statement was read by Ms. Copeland.

**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 2.24.2025
- 2 EOAC Governing Board Meeting Minutes 2.24.2025
- 3 CSBG Contract 61250004350 Amendment
- 4 MOU RSVP/McLennan Community College

Ms. Copeland shared that an error was noted in the Executive Committee minutes and changed from called to order by Mr. Perry to call to order by Ms. Copeland.

*It comes as a recommendation from the Executive Committee to approve the Consent Agenda items noting the correction to the EOAC Executive Committee Meeting Minutes 2.24.2025. 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. Ms. Johnson reported on CEAP, CSBG, and Weatherization. Updates on the following were presented.

- Energy Aid Partnerships
- Atmos Donation Received
- CSBG Highlights, case management, vocational training, emergency assistance including temporary housing support
- Renaming the program Case Management to EmpowerU

Brief discussion regarding all programs. CSBG EmpowerU Case Manager, Sonya Rodriguez presented a Client Impact Story. During the presentation Ms. Rodriguez answered questions.

**Report- Director of Advancement**

Mr. Jesse introduced Mr. Patrick Turkett, EOAC Director of Advancement.

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

Mr. Case presented the unaudited Financial Report for the period ending February 2025. Revenues through February \$13,114,578 expenditures through February \$13,962,419. Mr. Case reported an excess (deficit) revenue to expenditures for February \$847,841. Mr. Case reported the deficit was influenced by the switch over to FY2025 CEAP a spend of \$540k in the first active month. Bank Reconciliation, Check Registers and Credit Card Statements were made available for board review. Mr. Case reported that the Department of Energy BIL has notified grantees that it has released 3-months of backlog of funding. Mr. Case explained that the IRS has assessed a \$17,980 fine for invalid 1099 forms issued in FY2022. The amount of the fine is \$290 per form. Brief discussion on IRS fine.

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

**Approve 2025-2026 EOAC Head Start/Early Head Start Calendar Adjustment**

Ms. Smallwood proposed the 2025-2026 EOAC Head Start/Early Head Start Calendar adjustment. The adjustment for Head Start is to reduce the workdays from 200 to 193 which will better align with operational needs. The adjustment for Early Head Start is to reduce the number of workdays from 235 to 231 days. This is solely due to changes in the holiday observances as approved by the board in October 2024. A brief financial analysis was also reported regarding the change in workdays.

*It comes as a recommendation from the Executive Committee to approve the 2025-2026 EOAC Head Start/Early Head Start Calendar Adjustment as presented. The motion was seconded by All in favor motion carries.*

**Approve Head Start Staff Qualifications Policy & Procedure**

Ms. Wilson presented the Head Start Staff Qualifications Policy & Procedure for approval. This update includes removing the Home Visitor position, add the Head Start Teacher waiver allowability, clarify the related field degree and CDA requirement, and include new Head Start regulations related to the Mental Health position requirements.

It comes as a recommendation from the Executive Committee to approve the Head Start Staff Qualifications Policy & Procedures as presented. All in favor motion carries.

**Approve 2025-2026 EOAC Head Start/Early Head Start Program Calendar**

Ms. Wilson presented the 2025-2026 EOAC Head Start/Early Head Start Program Calendar. Ms. Wilson explained Program Calendar is a tool developed by the grantee to provide important dates related to program operations, including program start and end dates and

school closures related to holidays and staff in-service. It's informative for families and allows the grantee to ensure it operates the program the required number of annual hours/days. This calendar is aligned with Waco ISD. Brief discussion on the difference between Head Start/Early Head Start Calendar. Ms. Wilson also mentioned that Marlin Head Start/Early Head Start will follow Marlin ISD Spring Break.

It comes as a recommendation from the Executive Committee to approve the 2025-2026 EOAC Head Start/Early Head Start Program Calendar as presented. All in favor, motion carries.

#### **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. Discussion on the progress of enrollment in programs.

Brief discussion on updates.

- In February, our Head Start program achieved 98% enrollment, and EHS achieved 97%, a success. We must meet at least 97% in each program for six consecutive months to be removed from the OHS Full Enrollment Initiative.
- A majority of the carryover fund projects have either been completed or are slated for completion by the deadline.
- Enrollment and Average Daily Attendance
- Review of recent Family Engagement Activities and Upcoming Events
- Parent volunteers, Parent/Teacher Conferences and Home Visits
- Professional Development/Training
- Health & Nutrition Services

#### **Discussion Executive Director's Performance Appraisal**

Ms. Smallwood reviewed a tentative timeline to prepare for the Executive Director's formal appraisal. Brief discussion regarding the process and timeline.

#### **Discussion By Law Revisions**

Mr. Jesse presented a brief review of proposed revisions suggested by the agency's attorney and himself. There will be a follow-up meeting regarding By Laws revisions.

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

Mr. Jesse presented the Executive Director's Report.

#### **Executive Session**

No Executive Session

#### **Adjourn**

Ms. Copeland adjourned the meeting at 6:46 PM

DocuSigned by:  
  
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4/7/2025

***Vice-President***

***Date***