



**EOAC GOVERNING BOARD MEETING**

**Monday, April 21, 2025**

***In-Person & Zoom***

**5:30 P.M.**

**BOARD MEMBERS PRESENT**

Cassy Burleson  
Nathesia White  
Susan Copeland  
Dytrun Thirkill  
Christopher Chance  
Howard Childs  
Elizabeth Nelson

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

**STAFF MEMBERS PRESENT**

Jeff Case  
Susan Wilson  
Deborah Wesson  
James Jesse  
Kanisha Johnson  
Ashley Smallwood  
LaShenta Talton  
Patrick Turkett  
Karmeshia Miller

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

**BOARD MEMBERS ABSENT**

Ben Perry  
Renee Rains  
Charles Eaton  
Amy Rossow

**STAFF ABSENT**

None

**VISITORS**

Gayla Thornton (Auditor)  
John Goray

Carla De La Hoya

**Call Meeting to Order**

Ms. Copeland called the meeting to order at 5:32 PM.

**Establish a Quorum**

A quorum was established.

**Ordering of the Agenda**

No change to the order of the agenda.

**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 3.24.2025
- 2 EOAC Governing Board Meeting Minutes 3.24.2025
- 3 CEAP Contract Amendment 58250004386
- 4 Head Start/Early Head Substitute Job Description
- 5 Head Start/Early Head Start Information of Memorandum
- 6 Head Start/Early Head Start Out of State Travel
- 7 Human Resources Out of State Travel

*It comes as a recommendation from the Executive Committee to approve the Consent Agenda items as presented. All in favor motion carries.*

**Approve 2024 Annual Financial Audit Report** (Organizational Standard 8.1, 8.2, 8.3, 8.4)

Mr. Case reviewed Organizational Standards 8.1, 8.2, 8.3, 8.4. Mr. Case introduced Ms. Gayla Thornton, CPA with Armstrong, Backus & Co. LLP. Mr. Case reported that the audit process went well, and he was pleased with the time frame it was completed. Ms. Thornton presented the organization's annual audit for the year ending August 31, 2024. Ms. Thornton reported the agency's finances were reasonably stated and materially correct in accordance with Generally Accepted Accounting Principles (GAAP). The firm issued an unmodified opinion (clean opinion). Ms. Thornton reviewed detailed areas of the audits.

*Motion made by Ms. Nelson to accept the 2024 Annual Financial Audit Report as presented. Motion seconded by Ms. Burseson. All in favor, motion carries.*

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

Mr. Case presented the unaudited Financial Report for the period ending March 2025. Revenues through March \$15,528,566 expenditures through March \$15,962,974. Mr. Case reported an excess (deficit) revenue to expenditures for March \$434,408. Mr. Case updated the board on the closing of the 2024 CEAP grant that was extended and is now fully spent. He also reported that the 2025 CEAP grant has expended 60% of annual funding in 3 months of activity. Bank Reconciliation, Check Registers and Credit Card Statements were made available for board review.

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

**Approve By Laws Revision** (Organizational Standards 5.3)

Mr. Jesse presented revisions that were recommended by the By Laws Committee. He explained that the committee met and performed a full review. He explained that EOAC's bylaws have been revised to better reflect how the organization currently operates and to support clearer, more efficient governance. Ms. Copeland commented that the Bylaws Committee reviewed these changes in depth. The changes include:

- Updating language for clarity and consistency
- Clarifying the roles of the Governing Board and Executive Director
- Removing outdated sections that no longer apply
- Aligning board terms, committees, and advisory roles with actual practice
- Ensuring compliance with current federal and state requirements

Mr. Jesse stated that these revisions are part of EOAC's ongoing work to strengthen the organization's structure and support good decision-making.

*It comes as a recommendation of the Executive Committee to approve the By Laws revisions as presented. All in favor motion carries.*

**Approve 2025 Board Cohort Terms**

Mr. Jesse presented the 2025 Board Cohort Terms. Mr. Jesse explained the agency will move to a cohort system for board terms, with service terms now aligned to begin and end in April, following the annual meeting. This change allows for clearer tracking of board member terms and ensures a more orderly and predictable rotation of members over time. The 2025 cohort reflects board members whose current term officially begins this April. Brief discussion.

*It comes as a recommendation of the Executive Committee to approve the 2025 Board Cohort Terms as presented. All in favor, motion carries.*

**Approve Board Member Representation Assigned Groups** (Organizational Standard 5.1)

Mr. Jesse reviewed the current EOAC board groups; Group A (Public Officials), Group B (Low-Income Representatives), and Group C (Private Sector). He explained that the groups are to be reviewed at least annually. Mr. Jesse reported that no changes to group assignments are being recommended. All current members remain appropriately classified based on their original designation and the composition of the board continues to meet all compliance standards. Brief discussion.

*It comes as a recommendation from the Executive Committee to approve the Board Member Representation Assigned Groups as presented. All in favor, motion carries.*

**Approve EOAC Revised Executive Director Succession Plan** (Organizational Standard 4.5)

Mr. Jesse presented the revised EOAC Succession Plan noting that the previous plan documents were not aligned with the current bylaws and did not provide clear guidance for a range of possible scenarios. The revised Executive Director Succession Policy addresses these gaps by outlining specific procedures for temporary absences, emergency situations, and permanent vacancies. It clarifies the responsibilities of the Board President and the Personnel Committee and ensures leadership continuity in times of transition. Brief discussion.

*It comes as a recommendation from the Executive Committee to approve the revised EOAC Executive Director Succession Plan as presented. All in favor, motion carries.*

**Approve Head Start/Early Head Start Leave Policy**

Ms. Smallwood presented an increase leave for Head Start/Early Head Start. Ms. Smallwood explained Head Start 193 Calendar Day Staff currently receive 8 days of personal leave each assignment year, with a maximum accrual of 20 days. Early Head Start 231 Calendar Day Staff currently receive 10 days of personal leave each assignment year, with a maximum accrual of 20 days. Ms. Smallwood recommended increasing the personal leave days for Head Start staff to 10 days per assignment year, and for Early Head Start staff to 12 days per assignment year, with a maximum accrual of 20 days she also explained that this change would align with practices in other school districts in our area (McLennan and Falls County). Further explained was the financial implication resulting in a 0.91% effective pay increase for Early Head Start employees and 1.09% effective pay increase for Head Start employees. Brief discussion.

It comes as a recommendation from the Executive Committee to approve the Head Start/Early Head Start Leave Policy as presented. All in favor, motion carries.

**Discussion Executive Director Performance Appraisal Timeline**

Ms. Smallwood reviewed the process and timeline for the Executive Director Performance Appraisal. No discussion.

**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.

- Collaboration with City of Waco Housing and Community Development to explore efforts aimed at providing essential home repair services to eligible homeowners in Waco.
- Collaboration with the City of Waco's Solar for All project, which focuses on expanding access to solar energy solutions for low-income households. As part of this effort our WAP staff will attend Solar for All virtual training to gain insights into program requirements, implementation strategies, and potential areas for EOAC involvement. Zach Williamson from Weatherization will serve on the advisory board for this project.
- Case managers toured the UpSkill Waco facility.

- Increasing our engagement with Community Resource Coordination Groups (CRCGs) across our service area. While we were already active with CRCGs in Falls, Limestone, and Freestone counties, we have now successfully established contact with CRCGs in McLennan, Hill, and Bosque counties.
- Update to the CSBG EmpowerU program
- Update on Outreach efforts

Brief discussion regarding all programs. CSBG EmpowerU Case Manager, LaShenta Talton presented a Client Impact Story.

### **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. Brief discussion on key updates.

- Consolidation of Head Start Regional Offices:
- EOAC Head Start's new funding year begins May 1, 2025. We still await receipt of that award.
- Baylor Missions, Service & Public Life students volunteered with EOAC during Steppin' Out on Saturday, April 5th. Their hard work made a big difference across our Head Start sites—from laying fresh sod at Woodrow Logan to cleaning up the warehouse at Thurman E. Dorsey to sprucing up the grounds at Johnette Hicks.
- Midway ISD Career Day occurred this month, where we connected with over 600 high school juniors. The EOAC Head Start team shared valuable information about career opportunities in early childhood education, inspiring the next generation to consider a future in making a difference from the very start.
- Enrollment for March 2025 for Head Start 98% EHS 98%. Attendance for March 2025 Head Start 92% EHS 89%.
- Health/Nutrition Services
- Education, Family & Community Engagement
- Staffing Update
- Fiscal & Budget Report (presented by Mr. Case)
- Monitoring, Compliance & Continuous Improvement
- Upcoming Events

### **Head Start ERSEA Training**

Ms. Miller presented the Head Start Eligibility training to the governing board. General discussion on eligibility requirements.

### **Report-Director of Advancement**

Mr. Turkett reported on the following updates.

- Marketing and Communications
- EOAC Brand Audit
- Public Relations and Fundraising
- Possible grant application for Texas Mutual

General discussion

### **Report- Director of Finance and Director of Operations**

Mr. Jesse introduced new directors Carla De La Hoya, Director of Finance, and John Goray, Director of Operations.

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

Mr. Jesse presented the Executive Director's Report.

**Discussion Personnel**

No discussion

**Executive Session**

The board entered Executive Session under the Texas Government Code; 551.71, 551.72, 551.73, 551.74 at 6:40 PM.

Board reconvened into Open Session at 6:55

**Action Item Personnel**

It comes as a recommendation from the Personnel committee to uphold the termination of the employee who filed a grievance. All in favor, motion carries.

**Approve Resignation of Mr. Ben Perry, Board President**

No action taken

**Adjourn**

Ms. Copeland adjourned the meeting at 6:55 PM

DocuSigned by:  
  
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5/5/2025

***Vice-President***

***Date***