



EOAC GOVERNING BOARD MEETING
Monday, June 23, 2025
In-Person & Zoom
5:30 P.M.

BOARD MEMBERS PRESENT

Howard Childs
Charles Eaton
Susan Copeland
Dytrun Thirkill
Christopher Chance
Renee Rains
Amy Rossow
James Lee
Elizabeth Nelson

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

STAFF MEMBERS PRESENT

Susan Wilson
Deborah Wesson
James Jesse
Kanisha Johnson
Ashley Smallwood
Patrick Turkett
Dolores Garcia
John Goray
Carla De La Hoya
Kim Sheehy

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

BOARD MEMBERS ABSENT

Cassy Burleson
Nathesia White

STAFF ABSENT

None

VISITORS

Ben Perry

In Person

Call Meeting to Order

Mr. Thirkill called the meeting to order at 5:30 PM.

Establish a Quorum

A quorum was established.

Ordering of the Agenda

No change to the order of the agenda.

Mission Statement

Mission Statement read by Mr. Thirkill.

Public Comment

Former board member/President Mr. Ben Perry addressed the board.

Consent Agenda

- 1 5.19.2025 Executive Committee Meeting Minutes
- 2 5.19.2025 Governing Board Meeting Minutes
- 3 6.16.2025 Executive Committee Special Call Meeting Minutes
- 4 FY 2025 CEAP Amendment No. 2 Contract 58250004386
- 5 FY 2025 Community Services Block Grant Amendment No. 2 Contract 61250004350
- 6 Out of State Travel for Executive Director
- 7 Philadelphia Insurance Flexi Plus Five Renewal
- 8 Revised Oath of Office for EOAC Board Members
- 9 Treasury Signatory
- 10 Mr. Ben Perry Resignation Letter

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

Approve the administration of the Oath of Office and Seat the Honorable James E. Lee to EOAC Board

Board President, Dytrun Thirkill, administered the Oath of Office to the Honorable James E. Lee. Judge Lee was then officially seated. Judge Lee's nomination was previously voted and approved at the May 19, 2025, meeting.

Approve Monthly Financial Report (Organizational Standard 8.7)

Ms. De La Hoya presented the unaudited Financial Report for the period ending May 2025. Revenues through May \$3,776,067 expenditures through May \$3,999,198. Ms. De La Hoya reported an excess (deficit) revenue to expenditures for May \$223,131. Ms. De La Hoya reported on a few updates.

- May 2025 Unrestricted Reserves
- 2025 Head Start Grant is being funded at 100% of Award Letter amount.
- 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 990 Form FY2024 (Organizational Standard 8.6)

Ms. De La Hoya presented the 2024 IRS Form 990 for board review. Ms. De La Hoya explained that this form was electronically filed by Armstrong, Backus & Co. LLP. A brief discussion followed.

It comes as a recommendation from the Executive Committee to approve the 990 IRS Form FY2024 as presented. All in favor motion carries.

Approve Head Start Certification of Compliance with Health & Safety Screening & Action Plan

Mr. Goray reported on the Head Start Certification of Compliance with Health & Safety Screening. Mr. Goray explained that he and the Head Start Health Manager, Ms. Jordan completed a walkthrough at each of our ten sites using the screening instrument provided by the Office of Head Start. No health and safety issues were found so no Action Plan was needed. A brief discussion followed.

It comes as a recommendation from the Executive Committee to approve the Head Start Certification of Compliance with Health & Safety Screening as presented. All in favor motion carries.

Approve Head Start Certification of Governance & Leadership Capacity Screening & Action Plan

Ms. Wilson presented the Head Start Certification of Governance & Leadership Capacity Screening & Action Plan. Ms. Wilson explained the requirements set by the Office of Head Start. The Executive Director, Board President, Policy Council President, and Head Start Director completed a screener on May 27, 2025, and an action plan was developed to address areas needing improvement. A brief discussion followed.

It comes as a recommendation from the Executive Committee to approve the Head Start Certification of Governance & Leadership Capacity Screening and Action Plan as presented. All in favor motion carries.

Approve EOAC New or Updated Policies & Procedures

Ms. Wilson and Ms. Smallwood presented new policies and procedures for Head Start, those included were in the Governance & Leadership Action Plan. Also updated was the policy regarding Drug Testing Guidelines. Ms. Smallwood answered questions regarding the updated Drug Testing Guidelines. A brief discussion followed.

It comes as a recommendation from the Executive Committee to approve the EOAC New and Updated Policies & Procedures as presented. All in favor motion carries.

Report – Head Start Quarterly Outcomes Report

Ms. Sheehy, Education Services Manager, presented the Head Start 2024-25 Quarterly Outcomes Report. The report included the following information.

- Head Start Preschool End of Year Results
- Early Head Start Spring Results
- Program Improvement Plan

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

Ms. Wilson presented the Head Start/Early Head Start Directors report. The following key updates were reported.

- FY2025 Budget: EOAC Head Start has received the remaining FY2025 funding for the 2025-26 program year.
- Non-Federal Share Met: EOAC Head Start fulfilled the 20% non-federal share requirement for the budget ending April 30, 2025.
- 2024-25 Disability Percentage Met: In May, EOAC Head Start fulfilled the 10% enrollment requirement for children with identified disabilities.
- EOAC Head Start achieved the 97% minimum enrollment requirement for May 2025.
- Other updates included ERSEA, program services, monitoring, human resources, and fiscal updates.
- Monitoring and Compliance including a health & safety incident that was self-reported to Texas childcare licensing and the Office of Head Start.
- Ms. Sheehy presented a Head Start Client Impact Story

A discussion followed.

Report - Community Programs Board Report (Organizational Standard 5.9)

Ms. Johnson presented the Community Programs Report. The following items were updated.

Community Service Block Grant (CSBG)

- Education and Training Progress
- Housing Stability
- Financial Literacy Workshop
- New Source for the program – Good Neighbor Program by Heart of Texas Goodwill Partnership

Comprehensive Energy Assistance Program (CEAP)

- Program Household Assisted and Total Dollars Expended
- Private Energy Aid Donations

Weatherization Program

- Upcoming Monitoring Review
- Energy Assessor Professional Development (Preparation for Certification Exam)

It was requested that, if possible, Ms. Johnson investigate the number of clients served in the last 5 years. A brief discussion followed.

Report - Community Programs 2025 Client Satisfaction Survey Results

(Organizational Standard 1.3)

Ms. Johnson presented the Community Programs 2025 Client Satisfaction Survey Results. A brief discussion followed.

Report – Operations

Mr. Goray presented the Operations report. Updates included the following.

- Staff Alignment
- Project Updates
- Maintenance Ticket System and Inventory Tracking

Report – Advancement

Mr. Turkett presented the Advancement report. Updates included the following.

- Website Rebuild with SeedHouse Creative
- Internal Communications (TEAMS)
- EOAC Publications Update (with Brand Guidelines)
- Building relationships with community stakeholders to support future fundraising and outreach efforts.
- The Waco Foundation Critical Needs Grant

A brief discussion followed.

Report – Executive Director

Mr. Jesse presented the Executive Director report.

Discussion - Executive Director Performance Appraisal (Organizational Standard 7.4 & 7.5)

No Discussion

Executive Session

The board entered Executive Session under Texas Government Code; 551.074 at 6:38 PM.

The board reconvened into Open Session at 6:56 PM.

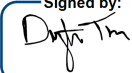
Approve Executive Director Performance Appraisal (Organization Standard 7.4 & 7.5)

A consensus was reached on the Executive Director Performance Appraisal and related compensation changes.

Motion made by Mr. Eaton to approve the Executive Director Performance Appraisal. Motion seconded by Amy Rossow. Eight members in favor, 1 abstention James Lee. Mr. Lee is a new board member and did not participate in the appraisal process as he was not yet seated.

Adjourn

Mr. Thirkill adjourned the meeting at 7:03 PM

Signed by:

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Dytrun Thirkill, Board President

6/27/2025

Date