



EOAC GOVERNING BOARD MEETING
Monday, September 30, 2024
In-Person & Zoom
5:30 P.M.

MEMBERS PRESENT

Cassy Burleson	In Person
Elizabeth Nelson	In Person
Nathesia White	In Person
Gary Luft	In Person
Susan Copeland	In Person
Renee Rains	In Person
Dytrun Thirkill	In Person
Elizabeth Nelson	In Person
Christopher Chance	Zoom
Howard Childs	Zoom
Charles Eaton	Zoom

MEMBERS ABSENT

Ben Perry
Renee Turner

STAFF MEMBERS PRESENT

Jeff Case	In Person
Susan Wilson	In Person
Deborah Wesson	In Person
Dolores Garcia	In Person
James Jesse	In Person
Robert Kunze	In Person
Kanisha Johnson	In Person
Ashley Smallwood	In Person

STAFF MEMBERS

None

ABSENT

Call Meeting to Order

Ms. Copeland called the meeting to order at 5:35 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.

Approve Consent Agenda

Brief discussion on presented Consent Agenda items. Ms. Copeland explained that the Executive Committee is recommending following items; 4. Job Description Director of Finance, 5. Job Description Assistant Director of Finance, 6. Job Description Director of Advancement, and 7. Job Description Director of Operations be pulled for further review.

- ~~4 Job Description Director of Finance~~—Pulled for further review
- ~~5 Job Description Assistant Director of Finance~~—Pulled for further review
- ~~6 Job Description Director of Advancement~~ Pulled for further review
- ~~7 Job Description Director of Operations~~—Pulled for further review

- 1 EOAC Governing Board Meeting Minutes 8.26.2024
- 2 Weatherization Report
- 3 CSBG Out of State Travel (Organizational Standards Training)
- 8 Head Start Program Information Report

9 Head Start 2024-25 Self-Assessment Plan & Timeline
10 Head Start Program Instruction Final Rule Workforce & Consistent
Quality Programming

It comes as a recommendation from the Executive Committee to approve following consent agenda items; 1. EOAC Governing Board Meeting Minutes 8.26.2024, 2. Weatherization Report, 3. CSBG Out of State Travel (Organizational Standards Training), 8. Head Start Program Information Report, and 9. Head Start 2024-25 Self-Assessment Plan & Timeline. All those in favor, motion carries.

Approve Monthly Financial Report August 2024 (Organizational Standard 8.7)

Mr. Case presented the unaudited Financial Report for the period August 2024. Revenues through August \$7,983,828, expenditures through August \$8,164,216. Mr. Case reported an excess (deficit) revenue to expenditures for August \$180,388. Bank Reconciliation, Check Registers and Credit Card Statements were made available for board review. Also presented was the Unrestricted Reserves Report ending August 2024.

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

Approve Organization Wide Budget (Organizational Standard 8.9)

Mr. Case presented an Organization Wide budget. Mr. Case explained that the budget is based on prior year actual expenditures with adjustments made for know year-year changes and assumption that upcoming funding renewals will remain materially unchanged. Brief discussion.

It comes as a recommendation from the Executive Committee to approve the Organization Wide Budget as presented. All in favor, motion carries.

Approve EOAC Handbook Revisions (Organizational Standard 7.1)

Mr. Jesse reported on the agency's attorney's review of EOAC Handbook.

- Updated the wording of several policies to align with current legislation.
- There are no major changes to any policies or procedures.

Mr. Jesse noted that there are additional questions the attorney posed that may prompt further revisions. Mr. Jesse briefed the board on the process of maintaining two-time off banks, Paid Time Off and Sick Time. He proposed to combine both time off banks to one Paid Time Off (PTO). Mr. Jesse explained that transitioning to a single bank of Paid Time Off (PTO) will streamline payroll processing and provide employees with greater flexibility to use their earned time as they see fit. Brief discussion.

It comes as a recommendation from the Executive Committee to approve the EOAC Handbook Revisions as presented. All in favor, motion carries.

Approve the Resignation of Mr. Luft, Board Member

Mr. Gary Luft, Board Member, submitted his resignation.

It comes as a recommendation from the Executive Committee to approve the resignation of board member, Gary Luft. All in favor, motion carries.

Approve 2023-24 Early Head Start Summer Outcomes Report

Ms. Wilson presented the 2023-24 Early Head Start Summer Outcomes Report. Brief discussion on each goal. Early Head Start Improvement Plan was also presented.

It comes as a recommendation from the Executive Committee to approve the 2023-24 Early Head Start Summer Outcomes Report. 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.

- CEAP (Comprehensive Energy Assistance Program)
Total Households Assisted for 8 counties 3,366
Total Cumulative \$ 3,250,995.34
- Energy Aid Program
Includes 9 Aid Sources
Total Cumulative \$ 26,517.20

CSBG (Community Service Block Grant)

- Transition Out of Poverty PY 24 Goal: 19
 - People Transitioned Out of Poverty PY24: 13
 - 2 case management clients Transitioned Out of Poverty in September
 - 4 case management clients obtained their CDL
 - 3 additional case management clients obtained employment
o Income will be tracked for 90 days to ensure self-sufficiency before they can TOP
 - 1 more client completed their associate's degree at the end of August
 - CSBG Case Managers are being provided office space at the Veterans One Stop on Thursdays to visit with veterans to discuss available services.
 - CSBG Case Managers participated in the MCC Fall Resource Fair
 - On September 27, CSBG staff will be attending the 2024 McLennan County College Basic Needs Summit: Innovative Solutions for the College Basic Needs Crisis
- Service Delivery
- Due to limited funds, currently no new applications are being accepted for utility assistance.

When

application submission is reopened, applications will be worked using the Priority Rating Sheet.
Only

Priority 1 households will be able to receive assistance on the current amount due. No future months will

be pledged.

Outreach – Organizational Standard 2.3

- Bellmead National Night Out – October 1
- North Waco Neighborhood Association National Night Out – October 1
- Hill County Resource Fair – October 9
- Atmos Sharing the Warmth Blitz – October 23

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.

- Brazos Early Head Start Center
- Head Start Regulations Update
- Program Information Report (PIR) 2023-24
- Health and Safety

Brief discussion on each item reported.

Executive Director's Report

Mr. Jesse presented the Executive Director's Report.

Report on Interim Executive Director Performance Appraisal

No Discussion

Executive Session

Ms. Copeland called for an Executive Session under chapter 551.74.

The board entered at 6:39 PM.

The board reconvened into open session at 6:50 PM.

Approve Interim Executive Director Performance Appraisal

Motion made by Mr. Luft to approve the Interim Executive Director Performance Appraisal.

Motion seconded by Dr. Burlison. All in favor, motion carries.

Adjourn

Ms. Copeland adjourned the meeting at 6:52 PM

DocuSigned by:

Susan Copeland

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10/15/2024

Vice-President

Date