

**Minutes of Meeting**

The Board of Directors of Williamson-Burnet County Opportunities, Inc. met in regular session May 19, 2008, at the Burnet Neighborhood Center, 102 E. Johnson Street, Burnet, Texas at 6:30 p.m.

<b><u>Members Present</u></b>	<b><u>Members Absent</u></b>	<b><u>Vacancies</u></b>	<b><u>Staff/Guests</u></b>
Shirley Schmidt, Public	Rick Atkins, Public	2 Target Area	Andrew Shell
Gumisindo Gonzales, TA	Mary Anne Bose, Private		Brenagh
Nancy Kind, TA	Hon. Dan Gattis, Public		Fitzpatrick
George Munley, TA	Renee Hanson, TA		Christie Joyner
William DeLeon, Public	Chuck Schwartz, TA		Marie Johnson
Larry Nicholson, Private	Carmen Womack, PC		Paula Goodson
Dr. Larry Fane, TA	Charles Gursbach, TA		Terry Acker
Pat Moore, Private	Sue Kennedy, TA		
Alicia Martinez, Public	Leslie Hill, Public		
Nettie Ruth Bratton, Public			

Meeting was called to order by Chairperson Larry Nicholson.

**I. Public Comment**

Public Comment was solicited for the FFY 2008 Community Services Block Grant (CSBG) Budget Hearing. Terry Acker, Executive Assistant, outlined the FFY 2008 CSBG Budget, noting that there was only a slight increase in funding from FFY 2007, and that CSBG is not funded at as high a level as in counties with higher rates of poverty. She also answered questions concerning percentage of the budget for personnel costs.

Nancy Kind moved to approve the FFY 2008 CSBG Budget as presented, Larry Fane seconded. Motion carried unanimously.

## **II. Minutes**

Shirley Schmidt moved to approve the March 31<sup>st</sup>, 2008 minutes as presented, William DeLeon seconded. Motion carried unanimously.

## **III. Board Vacancies**

A review of Board vacancies was conducted by Brenagh Fitzpatrick. There are currently two Target Area vacancies (Burnet and Granite Shoals). It is preferable to recruit a member with an Early Childhood background to meet new Head Start guidance.

## **IV. Financial Report**

Christie Joyner, Fiscal Officer presented the Financial Report. She highlighted the following items:

- Texans Feeding Texans has its own program line item, so funding has not been applied to Title III deficit yet, making deficit seem higher.
- Title XIX receivables have not been entered yet.
- CCFP and ACFP are expected to operate at deficit – only 85% of costs are reimbursed. Their respective programs (Head Start/Adult Day Care) are supposed to cover overages.
- CEAP PY 2007 shows \$13,000 deficit due to not receiving enough crisis funds to cover salaries. This is determined by extreme temperatures and utility costs.

## **V. Program Update**

Program Update was distributed in advance. The following items were highlighted by Mr. Shell:

### **Administration:**

- Marsha Williams, former Site Leader at Madella Hilliard, has been promoted to Payroll Coordinator, filling Christie Joyner's former position. Ms. Williams has a Bachelor's Degree in Business Administration from Southwestern University.
- Larry Nicholson and Brenagh Fitzpatrick attended "Building a Better Board" training presented by Barry Silverberg. Training provided was excellent.

Discussion followed regarding the training and related importance of Boards having a 100% contribution rate. All Board members present and staff members subsequently made contributions to WBCO, Inc., and all gifts were receipted.

### **Marie Johnson, Head Start Director, highlighted the following:**

- Teleconference with Dallas Region VI Head Start Risk Management Meeting – May 28 at 9:30 a.m. Board members will be requested to be present. Conference call is anticipated to last an hour and a half.

- Head Start Gala held May 10 at VFW Park in Leander – 9:30 a.m. – 2:00 p.m. Over 450 parents and family members were in attendance.
- Bartlett is having a challenge recruiting for 2008-2009. Although demand for services is relatively low, it is area of greatest need and poverty.

**Paula Goodson, Senior Nutrition Program Director, highlighted the following:**

- Client numbers are continuing to increase.
- Expanding program to include clients in Weir.
- Georgetown kitchen is in severe need of expansion due to increased numbers.
- Plans for new Taylor Senior Center in former middle school moving forward, need metal grate door to separate areas and architect and engineer to do pro-bono work and review plans. Many thanks to Chuck Schwartz for all the hard work put in making this a reality.

**Cedar Ridge:**

- Currently 92% Occupied, 99% Leased.
- Annual Fish Fry in March had great participation – served 150 dinners.
- New courtesy officer - Officer Jason Walden from Williamson County Sheriff's Dept. moved on property – has been a big help.

**Burnet Senior Housing:**

- Had four move-outs this month – will be replaced by persons on waiting list.

**VI. Action Items**

**a. Consider approval of Head Start Training and Technical Assistance Plan.**

Larry Fane moved to approve the Head Start Training and Technical Assistance Plan as presented. Nancy Kind seconded the motion. Motion carried unanimously.

**b. Consider approval of Contract to Transfer Operations of Adult Day/Health Care.**

Nettie Ruth Bratton moved to approve the contract as corrected with the following corrections/amendments: removal of \$500 rent paid to WBCO; contract for food service to be addressed under separate agreement, modified indemnification clause; and clause specifically excluding property at 110 S. Brown in Round Rock from transfer. Shirley Schmidt seconded the motion. Motion carried unanimously.

**c. Consider approval of application for reimbursement of \$3,645,46 in expenses related to CRADLE training.**

Larry Fane moved to approve application for reimbursement of CRADLE expenses, Nancy Kind seconded. Motion carried unanimously.

**d. Consider approval of submission for Supplemental Training and Technical Assistance funding.**

William DeLeon moved to approve application for supplemental Training and Technical Assistance funding to pay for tuition for approximately 25 teachers in the summer, Larry Fane seconded. Motion carried unanimously.

**e. Consider approval of submission for renewal of Head Start 0-5 Funding.**

Funding amounts available for FY 2008 are as follows:

Head Start Base Funding - \$3,244,759

Head Start Training and Technical Assistance - \$37,857

Early Head Start Base Funding - \$1,881,689

Early Head Start Training and Technical Assistance - \$27,808

No Cost of Living Allowance funds are available this year.

Nancy Kind moved to approve application for Head Start renewal funds as stated, Alicia Martinez seconded. Motion carried unanimously.

**VII. Agenda Items for Next Meeting**

Next Board meeting will be held July 28<sup>th</sup> at Mary Bailey Head Start.

As there was no further business to discuss, motion to adjourn was made by Larry Nicholson.

Respectfully submitted,

Brenagh Fitzpatrick