

**TRI-COUNTY COMMUNITY COUNCIL, INC.
P.O. BOX 1210; 203 NORTH OKLAHOMA STREET
BONIFAY, FL 32425**

**MINUTES
BOARD OF DIRECTOR'S MEETING
November 10, 2022**

Tri-County Community Council, Inc., Board of Directors met on Thursday, November 10, 2022, at 5:05 p.m. via conference call due to COVID-19 and to practice social distancing.

The meeting was called to order by Ron Kelley, Chair. Invocation was given and the Pledge of Allegiance was recited.

The roll was called and a quorum declared with eleven members present.

<u>PRESENT</u>	<u>SECTOR</u>	<u>PRESENT</u>	<u>ABSENT</u>	<u>STAFF</u>
Alan Bush	Public	[X]	[]	Joel Paul
Rickey Callahan	Private	[]	[X]	Sharon Kent
Pam Chapman	Public	[X]	[]	Heather Craft
Edward Crutchfield	Low-Income Elected	[X]	[]	Hope Sharpe
Jeri Faircloth	Low-Income Elected	[]	[X]	Kim Gillis
Suzan Gage	Low-Income Elected	[]	[X]	Angie Moore
Danny Glidewell	Public	[]	[X]	
Anita Halling	Private	[X]	[]	
Russ Henderson	Private	[X]	[]	
Andrew Hill	Public	[X]	[]	
John Hofstad	Public	[]	[X]	
Ron Kelley	Private	[X]	[]	
Patricia Latson	Low-Income Elected	[X]	[]	GUEST
Alex McKinnie	Public	[]	[X]	
Phillip Music	Public	[X]	[]	
Malcolm Nelson	Private	[X]	[]	
Anthony Pilot	Low-Income Elected	[]	[X]	
Vacant	Low-Income Elected	[]	[]	
Howard Vanselow	Low-Income Elected	[X]	[]	
 <u>ATTORNEY</u>				
Jeff Carter		[]	[X]	

Alan Bush made motion to approve the roll call and Phillip Music seconded. Motion carried.

OCTOBER 2022 BOARD MINUTES - the minutes were reviewed. Phillip Music made motion to approve the minutes and Anita Halling seconded. Motion carried.

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FINANCE COMMITTEE REPORT - presented by Heather Craft, CFO in the absence of Rickey Callahan, Chair.

Financial Status Reports - The final reports for FY ending 9/30 along with the reports for October were submitted and reviewed by the committee.

Balance Sheet - this report was reviewed reflecting the assets and liabilities of the agency.

Credit Card Purchases - the committee also reviewed the credit card purchases and stated they were routine and nothing out of the ordinary.

FORM 941 - reflects taxes paid for the third quarter and wages paid with 111 employees.

Items over \$10,000 - Two ADA Compliant Dodge Caravans for Walton County purchased with Shirley Conroy grant.

TD Non-Sponsored Grant Cash Match Report - the 10% match has not been met at this point but anticipate it will be met by the end of the contract year in June.

William Crutchfield made motion to approve the report and Phillip Music seconded. Motion carried.

BOARD DEVELOPMENT COMMITTEE – presented by Sharon Kent in the absence of Suzan Gage, Chair.

Committee presents the 2023 Board Calendar for approval.

Resignations were presented next. Mr. Bruce Smith, Low-Income Representative for Walton County submitted his resignation on October 18, 2022 due to retirement. He wished the agency well.

On October 11, 2022, Ms. Suzan Gage informed us of her inability to serve for the upcoming year due to work conflict. Since she was not able to attend the October meeting and is not present for this meeting, we would like to submit a verbal resignation on her behalf.

Both of these members have been so dedicated to serve on our board for many years and we wish them well.

Community Elections were held to elect Low-Income Representatives for 2023-24 resulting in the following:

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October 31, 2022

- Patricia Latson – Holmes County (re-elected)
- Tara Finch – Washington County (filling seat vacated by Suzan Gage)

November 1, 2022

- Anthony Pilot – Bay County (re-elected)

November 7, 2022

- Howard Vanselow – Santa Rosa County (re-elected)
- Isaac Becker – Walton County (filling seat vacated by Bruce Smith)

Private Sector Expiring 12/2022

- Malcolm Nelson, Washington County
- Russ Henderson, Santa Rosa County – appointment letter received

Public Appointment Request letters have been sent out.

Phillip Music made motion to approve and Anita Halling seconded. Motion carried.

HEAD START DIRECTOR'S REPORT - Kim Gillis, Program Director, gave the following report:

One Policy Council meeting since the board met in October. A quorum was established and all items approved.

Training: Monitoring Reports & Disability Requirements. Kim explained the Monitoring reports and a brief overview of the Monitoring Plan and process. She also explained the Disability requirements of 10% and where we are right now per Head Start / Early Head Start. If we are not able to meet the requirements, we must request a waiver.

Kim gave a report on the following:

November Policy Council Meeting:

Training Topic: Disability Requirement

...Strategic Planning on October 24, 2022. Kim explained the different groups that were set up at this meeting. Kim invited the board to participate in these meetings.

...Waiver Requests for teacher in Head Start; Professional Development Plan in place

...EHS Home-based; Struggling to fill those slots and options to consider

...Policy Council Handbook including By-Laws

...IM – Fiscal Year 2023 Monitoring Process for Head Start & Early Head Start Recipients

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Pamm Chapman had a question regarding disability reporting. She asked how that information is shared. Kim explained it is on our application and also on flyers that are distributed in the community.

HEAD START POLICY COUNCIL REPORT – Kim Gillis gave the report for Patricia Latson, Board Liaison, who joined the meeting late.

November Approvals:

- ...October Minutes
- ...Center Requests
 - EHS \$125 for Fall Festival
 - CEEC \$125 for Christmas Parent/Child Activity
 - Chipley HS \$125 Christmas Activity & Visit with Santa
- ...Director's Report
- ...Waiver Requests for teacher in Head Start
- ...Policy Council Handbook including By-Laws

Hires/Transfers

- ...Ebony Flowers – EHS – Caregiver in Training
- ...Alyssa Santos – EHS Floater
- ...Dominique McCall – Walton Floater
- ...Allison Hines – Walton Teacher Assistant
- ...Porcha Daniels – Walton Teacher Assistant
- ...Kayla Graham – Transfer from Teacher to Education Specialist

Anita Halling made motion to approve Alan Bush seconded. Motion carried.

LIHEAP QUARTERLY REPORT – presented for information

PROGRAM REPORTS - presented for information

CUSTOMER SATISFACTION REPORTS - presented for information.

EXECUTIVE DIRECTOR REPORT - Joel Paul reported on the following:

Letter of Interest Transportation - We are in the process of submitting our Letter of Interest and Qualifications to be the Community Transportation Coordinator for the Holmes-Washington and Walton County for the next five years. We will provide updates as we go through the process

Employment – In spite of increasing wages, we are still struggling to recruit & retain staff, especially in the Transportation and Head Start/Early Head Start programs.

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Transportation – Trips in Holmes & Washington county remain down since COVID and we invite all who will to make referrals to our programs if you run into someone who we can assist.

Board Meetings/Survey – Board Members will receive a survey in the near future to gather feedback about upcoming meetings. The survey will ask for input on the type meeting you would like (virtual or in person), the location and if a meal is a significant factor for those attending. Your feedback will help us “find a new normal” since COVID.

Mr. Paul concluded his report by wishing all a safe Veterans Day.

CHAIR REPORT – no report

OTHER – Ms. Bradley was unable to speak at this meeting. We look forward to hearing from her at an upcoming meeting.

NEW BUSINESS – None

OLD BUSINESS - None.

PUBLIC COMMENTS – None

The meeting adjourned at 5:35 p.m.



CHAIR



DATE



SECRETARY

DATE

As recorded by Sharon Kent, Board Liaison; 11/10/22

Tri-County Community Council, Inc.

P O Box 1210

302 North Oklahoma Street

Bonifay, Florida 32425

Finance Committee Meeting

November 10, 2022

4:15 p.m.

Agenda

1. Financial Status Reports (Final through 9/30/22 & 10/31/22)
2. Balance Sheet
3. Credit Card Purchases
4. 3rd Quarter Form 941
5. Items over \$10,000
6. TD Non-Sponsor Grant Cash Match (10%)
7. Adjourn

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Finance Committee Meeting Minutes

November 10, 2022

Date & Time: November 10, 2022 - 4:15 p.m. via Google Meet

Members Present: Howard Vanselow, Pamm Chapman

Staff Present: Heather Craft & Hope Sharpe

The Finance Committee was sent copies of documents before the meeting.

Heather gave a review on the following items:

Financial Status Reports – There are 2 financial status reports. The first one is the final status report for the fiscal year 10/01/21 – 09/30/22. The agency had about 10.7 million in revenue and 10.6 million in expenses. The second one is for the new fiscal year, which started October 1st.

Balance Sheet – This reflects the financial position of the agency, our assets and liabilities.

Credit Card Purchases – Nothing out of the ordinary to report. We have noticed that our Lowes purchases have gone down with the ending of the DRSF grant.

3rd Quarter Form 941- This is the Employer's quarterly federal tax return. It shows that in September we had 111 employees and we paid \$190,923.16 in taxes during the quarter.

Items over \$10,000 – The agency has been awarded funding from the Shirley Conroy grant to purchase 2 ADA compliant low-floor minivans. We were able to purchase the Dodge Caravan Voyagers from Florida Transportation Systems. Both vehicles will be for Walton County and the cost is \$125,170.

TD Non-Sponsor Grant Cash Match 10% - We anticipate meeting the 10% match by the end of the contract in June.

Pamm Chapman had a question concerning the Financial Status Reports and the \$100,000 difference between the revenue and expenses and what we do with that money. Heather explained that we were able to reinvest some of it. The remainder had to do with at the time of our audit, the money had not yet been spent, but by the time the grant ended in June, it would be.

The attending committee members were in favor to submit the items to the board for approval.

Recorded by: Hope Sharpe – Finance Officer

11/10/2022

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BOARD DEVELOPMENT REPORT TO BOARD

November 10, 2022

Resignations:

- Mr. Bruce Smith resigned effective October 18, 2022 due to retirement.
- Ms. Suzan Gage informed me on October 11th she would not be able to serve for the 2023-24 term due to work conflict. She stated she would continue to serve throughout 2022, however due to not being able to attend we would like to submit a verbal resignation on her behalf.

Low Income Elections for 2023-24 were held and resulted in election of the following:

- Ms. Patricia Latson was re-elected on October 31, 2022 to serve for Holmes County.
- Ms. Tara Finch was elected on October 31, 2022 to serve for Washington County filling the seat vacated by Ms. Gage.
- Mr. Anthony Pilot was re-elected on November 1, 2022 for Bay County.
- Mr. Howard Vanselow was re-elected on November 7, 2022 for Santa Rosa County.
- Mr. Isaac Becker was elected on November 7, 2022 for Walton County filling the seat vacated by Mr. Bruce Smith.

Private Sector Expiring 12/2022. Both have committed to serve again if appointed.

- Mr. Malcolm Nelson, Washington County
- Mr. Russ Henderson, Santa Rosa County – received his appointment letter.

Public Appointment request letters have been sent out.