

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

**MINUTES
BOARD OF DIRECTOR'S MEETING
October 14, 2021**

Tri-County Community Council, Inc., Board of Directors met on Thursday, October 14, 2021, at 5:00 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 twelve 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
Jerrie 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]	Sheila Fitzgerald
Phillip Music	Public	[X]	[]	
Malcolm Nelson	Private	[X]	[]	
Anthony Pilot	Low-Income Elected	[]	[X]	
Bruce Smith	Low-Income Elected	[]	[X]	
Howard Vanselow	Low-Income Elected	[]	[X]	
 <u>ATTORNEY</u>				
Jeff Carter		[X]	[]	

Phillip Music made motion to approve the roll call and Russ Henderson seconded. Motion carried.

AUGUST 2021 BOARD MINUTES - the minutes were reviewed. Mr. Kelley noted the vehicle purchased with ARP funds for Head Start was a 2020 and not 2002 as the minutes reflected. Suzan Gage made motion to approve the minutes with the correction and Malcolm Nelson seconded. Motion carried.

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FINANCE COMMITTEE REPORT - presented by Rickey Callahan, Chair.

Financial Status Reports - The final reports for FY ending 9/30 are temporary due to closing out the books. There will be a final year-end report in January. No issues were noted when reviewed by the committee.

Balance Sheet - this report was reviewed reflecting the financial position of the agency.

Credit Card Purchases - the committee also reviewed the credit card purchases and stated there were no odd purchases. Still working on Hurricane Michael projects so Lowe's credit card purchases will likely be higher than normal due to purchases for these projects.

ANNUAL AGENCY BUDGET – projected revenue and expense for the upcoming year.

ANNUAL INCENTIVE - based on most recent employee evaluation. The usual amount is \$300. This year we would like to increase it to \$500 to help with employee morale and due to the sacrifices and accommodations employees made working during the pandemic. It would revert back to \$300 next year. All programs have available funds in their budgets. Overall estimated cost will be \$52,000.

TD Non-Sponsored Grant Cash Match Report - the 10% match has been met at this point.

Ron Kelley thanked Mr. Callahan for the report and was in agreement with increasing the incentive for this year noting the last 18 months have been stressful on employees and appreciate their loyalty to the agency.

Phillip Music made motion to approve the report and Suzan Gage seconded. Motion carried.

BOARD DEVELOPMENT COMMITTEE – The Committee didn't meet due to the timing of the elections of the Low-Income Representative.

Ms. Suzan Gage, Chair, presented the Board Calendar.

Sharon Kent presented Low Income Representatives and Private Sector Appointments for the 2022-23 term.

Community Elections were held on October 11, 2021 to elect Low-Income Representatives for 2022-23 resulting in the following:

...Jerrie Faircloth - Okaloosa County Low-Income Representative
...Bruce Smith – Walton County Low-Income Representative

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Community Election on October 12, 2021 resulted in the election of the following:

...Edward Crutchfield – Jackson County Low-Income Representative.

We have received the following Private Sector Appointments for 2022-23:

...Rickey Callahan - Holmes County

...Anita Halling – Jackson County

...Ron Kelley – Walton County

Phillip Music made motion to approve and Rickey Callahan seconded. Motion carried.

HEAD START COMMITTEE – Ms. Gage stated there was no Head Start Committee Meeting. It was inadvertently added to the agenda. Ms. Gillis sent out email notifying committee members there would be no meeting.

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

Two Policy Council meetings since the board met in August. A quorum was established for both meetings and all items approved.

Training: PIR & Eligibility. Kim explained the Program Information Report (PIR). Various information is reported in the PIR. One is provided in the board packet for reference. Kim also went over the Eligibility (ERSEA) Process. ERSEA stands for Eligibility, Recruitment, Selection, Enrollment, and Attendance. This training is required annually and anytime we have new Board or Policy Council members. The application received with child's date of birth and income. Interview is conducted and information verified then staff processes application to ensure eligibility. Priority Criteria sheet is completed and points assigned to develop waiting list and determine most needy children.

September Items

Policy Council Monthly Training Topic: Program Information Report (PIR)

September Director's Report

PIR Reports for HS and EHS

2020-2021 Child Outcomes

Update for new school year

...Closures – COVID, Weather & Short Staff

...Still need positions filled – Nine vacancies

...Enrollment as of today – 139 HS Children & 33 EHS

...67 below our normal enrollment

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...We have until January 2022 to be at full enrollment

October Items

Policy Council Monthly Training Topic: Director's Report & Eligibility

October Director's Report

HS mandating vaccine

Received the Carryover

FY 2022 Focus Area Two – Monitoring Protocol start in January

FY 2022 CLASS reviews will not be conducted

IM – Supporting the Wellness of All Staff in the Head Start Workforce

Letter from National Head Start Association together with Regional Offices requesting some flexibility from Head Start on the following items

...Suspend Enrollment Checks and implementation of under enrollment plans until September 1, 2022

...Suspend all in person monitoring until October 2022 at the earliest

...Allow grantees to shift program options based on parent needs & staffing limitations for PY 2021-22

...Release PI or Information Memorandum which clearly states staff can be hired on provisional basis if they are on track to receive credentials within a reasonable timeframe.

...Expand Head Start eligibility by defining public assistance to include SNAP eligibility through a Program Instruction.

...Ensure Regional Offices are providing the same flexibilities and guidance.

HEAD START POLICY COUNCIL REPORT – Kim Gillis, Director gave the report in the absence of Patricia Latson, Board Liaison.

September Approvals – All Items Mailed

August Minutes

Director's Report

Early Head Start requested \$125 from parent fund for Fall Festival

Policy Council Bylaws

Child Outcome Report

Hires

...Dyani Spence – Early Head Start Cook

...Chequita Brown – Walton Cook Floater

...Vanessa Nash – Westville Teacher Assistant

...Erika Renteria – Walton Temporary Teacher Assistant

...Rosie Williams – Chautauqua Teacher

...Ashley Campbell – Chautauqua Floater

...Dawn Yates – Chipley Cook

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October Approvals – All Items Mailed with the exception of Director's Report

September Minutes

Director's Report

Hires

...Maggie Langston – Walton Teacher Assistant

Phillip Music made motion to approve and Rickey Callahan seconded. Motion carried.

PROGRAM REPORTS - presented for information.

CUSTOMER SATISFACTION REPORTS - presented for information.

EXECUTIVE DIRECTOR REPORT - Joel Paul reported on the following:

DRSF Funding for Hurricane Michael - \$1,000,000 previously moved to assist Rebuild Florida clients for temporary housing has been re-designated by DEO for repair of homes damaged by Hurricane Michael. Tri-County has 26 homes to complete before the end of the month expending almost all of the DRSF Phase 2 funding. Phase 3 will continue with the mission of assisting Rebuild Florida with temporary housing and Tri-County repairing damaged homes.

Employment – retention and hiring remains a struggle for most agencies and business in Northwest Florida. We need Drivers and Head Start staff as we are unable to compete with higher wages offered by some other agencies. We will continue to try to raise wages as funding allows and bring those to the board.

Funding – program funding remains intact at this time. New funding opportunities have arrived at the right time and staff remains busy. COVID related programs still popular; clients are being helped with rent, going back to work and assisting the agency with safety cleanliness and ensuring COVID protocols are being followed.

Audit – the yearly audit will take place before we meet again in January when the Board will receive the audit report. We are expecting some good news thanks to some hard work by staff.

Live Meeting – we are working through the phone meetings and the Board have been champions trying to make it work. We hope as COVID numbers go down we can poll the board for opinions on going back to live meetings. In some ways, it helps with communication. We are grateful to the Board for enduring the technology or the lack of technology sometimes with the phones. This will be a recommendation that will be brought to the Board to see if live meetings would be entertained again.

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2020-21 Strategic Plan Update – was included in the board packet. Joel Paul gave a review of each item and then opened for discussion.

Mr. Kelley thanked Mr. Paul for his report and stated it was good that we were still helping Hurricane Michael victims. He also stated he looked forward to in-person meetings in the future.

Rickey Callahan made motion to approve and Jeri Faircloth seconded. Motion carried.

CHAIR REPORT – remind all Board Members to return forms sent out. One form is for the Auditor and we are going through that at this time. If you didn't receive the forms, please let staff know.

NEW BUSINESS –

Community Action Plan – this CAP Plan begins with the Community Needs Assessment and flows into Strategic Plan and then captured in the Community Action Plan. The CAP Plan is updated annually.

Risk Assessment – a new Risk Assessment has been completed as required by Organizational Standards. The Risk Assessment is a process to identify potential hazards within the agency. Mr. Kelly noted it was particularly enlightening and showed what all the agency is doing to mitigate risks.


Mr. Kelley asked if there were any questions on either report. There were none.

William Crutchfield made motion to approve and Rickey Callahan seconded.

OLD BUSINESS - None.

PUBLIC COMMENTS -


The meeting adjourned at 5:35 p.m.



CHAIR

1/14/22

DATE



SECRETARY

1/14/2022

DATE

As recorded by Sharon Kent, Board Liaison; 10/14/21

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302 NORTH OKLAHOMA STREET
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Finance Committee Meeting Minutes

October 14, 2021

Date & Time: October 14, 2021 - 4:15 p.m. via Google Meet

Members Present: Rickey Callahan, Edward Crutchfield, Pam 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 – The financial status reports show the agencies revenue and expenses. These reports are temporary due to the agency is closing out our fiscal year. The final reports will be available for the January 2022 meeting. We are also currently preparing for our annual audit to begin in November.

Balance Sheet - This report shows the financial position of the agency.

Credit Card Purchases - The purchases were reviewed. Nothing out of the ordinary. We expect to see an increase in Lowe's due to home repairs for hurricane Michael clients.

Annual Budget for FY2021-22 – This shows the projected revenue & expenses for the new fiscal year.

Annual Incentive – We are requesting an increase to the annual incentive this year, due to employee morale, and increased cost and burden to our employees as they have worked through this pandemic. We are asking to increase it to \$500 for full-time, \$250 for part-time, and \$125 for employees who have been with us for less than 6 months. This increase is just for this year. Next year will return to \$300. All programs have the funds available in their budgets. The estimated cost will be \$52,00.

TD Non-sponser Grant Cash Match 10% – The 10% match has been met.

All members were in favor to submit the items to the board for approval.

Recorded by: Hope Sharpe – Finance Officer

10/14/21

BOARD DEVELOPMENT REPORT TO BOARD

October 14, 2021

The Board Development Committee did not meet due to the timing of the elections so the following is being made as a report to the Board. We will need approval on all items.

1. Board Calendar – in packet (separate enclosure)
2. For the Low-Income, the following were elected to serve as representatives for the 2022-23 term.

Community Meetings on 10/11/2021 resulted in the election of

- ✓ Jeri Faircloth – Okaloosa County
- ✓ Bruce Smith – Walton County

Community Meeting on 10/12/2021 resulted in the election of

- ✓ Edward Crutchfield – Jackson County

3. For the Private Sector, the following have been reappointed to the Board for 2022-23.

- ✓ Holmes County – Rickey Callahan
- ✓ Jackson County – Anita Halling
- ✓ Walton County – Ron Kelley