

**TRI-COUNTY COMMUNITY COUNCIL, INC.
P.O. BOX 1210; 302 NORTH OKLAHOMA STREET
BONIFAY, FL 32425**

**MINUTES
BOARD OF DIRECTOR'S MEETING
AUGUST 12, 2021**

Tri-County Community Council, Inc., Board of Directors met on August 12, 2021 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. A quorum was 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
Pamm 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]	
Alex McKinnie	Public	[]	[X]	
Phillip Music	Public	[]	[X]	
Anthony Pilot	Low-Income Elected	[]	[X]	
Malcolm Nelson	Private	[X]	[]	
Bruce Smith	Low-Income Elected	[]	[X]	
Howard Vanselow	Low-Income Elected	[X]	[]	
 <u>ATTORNEY</u>				
Jeff Carter		[]	[X]	

Russ Henderson made motion to approve the roll call and Pamm Chapman seconded. Motion carried.

May 2021 BOARD MINUTES - the minutes were reviewed. Danny Glidewell made motion to approve and Alan Bush seconded. Motion carried.

BOARD OF DIRECTOR'S MEETING
AUGUST 12, 2021
PAGE TWO

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

Financial Status Reports - the committee reviewed the financial status reports through July 2021 which show revenue and expenses for reporting period. Committee reviewed and everything appears to be in order.

Balance Sheet - this reflects the financial position of the agency. Information presented shows the assets of the agency and liabilities owed. The committee found this report to be in order upon review.

Credit Card Purchases - the committee also reviewed the credit card purchases for April through June and stated they were routine with no odd purchases.

Form 941: reflects taxes and wages paid for the second quarter. We had 125 employees at the end of June and paid \$154,904.88 in taxes.

Semi Annual 425 Head Start Report - report shows expenses from December 2020 through May 2021 of \$1,072,404.60 and collected \$83,971.20 in in-kind which was waived due to COVID but we still collect as much as possible.

Items Over \$10,000 – funding was received for three large purchases. DRSF Funding was used to purchase a 2020 Chevrolet Equinox for staff to transport to other sites and client homes. Head Start was awarded ARP Funding which was used to purchase a 2020 Micro Bird bus for 35 passengers and also a covered walkway for the new classroom in Walton County.

Form 5500 – enclosures include two form 5500's. First is the 2020 Benefit Plan from January through December 2020. The agency provides short-term disability to employees with 106 active participants and paid \$47,165 in premiums. The second Form 5500 was for the agency 403b Pension Plan. This was for the time period of October 2019 through September 30, 2020 with 125 employees participating and the agency contributing \$80,439 towards participating plans.

Pension Audit – Carr, Riggs & Ingram performed an in-depth review of records that matched to the 5500 with no findings.

TD Non-Sponsored Grant Cash Match (10%) - the 10% required cash match was met for contract ending June 30, 2021.

Pamm Chapman made a motion to approve and Suzan Gage seconded. Motion carried.

PERSONNEL COMMITTEE REPORT – presented by Sharon Kent due to committee chair not being present at the committee meeting.

**BOARD OF DIRECTOR'S MEETING
AUGUST 12, 2021
PAGE THREE**

Sharon Kent stated she would address the first item related to Personnel Policies and defer to Ron Kelley's report for the Executive Director evaluation & compensation package topic.

Personnel Policies & Procedures Update – add a Section to Personnel Policies related to Hazard Pay for employees working through the COVID pandemic which states:

Section 16. Hazard Pay - A one-time hazard payment would be given to employees that have been on-site or at work. Payment must be deemed appropriate by a funding source that provides the additional funding. Employee must: (1) Be declared essential, or (2) Work in a job with exposure to the public, (3) Work in a position that could pose future harm through exposure to COVID-19 or other virulent biologicals.

There is at least one funding source that is making funds available for this payment. Andrew Hill asked if there is a cap on the amount given. Kim Gillis stated the anticipated amount for Head Start/Early Head Start employees was between \$500 and \$750. Andrew confirmed it would be a one-time payment.

Danny Glidewell made motion and Suzan Gage seconded. Motion carried.

PROGRAM DEVELOPMENT COMMITTEE REPORT – presented by Angie Moore, Community Resource Director.

CSBG Funding – we currently have three grants running under this funding at this time. The first being the regular CSBG grant at \$700,750 and income based at 200% of poverty guidelines. The main purpose of this grant is to help families and individuals become self-sufficient in gaining and retaining employment. The second is CSBG CARES Act funding which is used for the pandemic in the amount of \$904,000 at 200% poverty guidelines. It is used for rent, utilities or anything else fitting that category related to the pandemic. The limit per household is \$3,000. This funding ends September 30, 2021 and we have funds available so please send clients our way if you know of anyone that needs assistance in these areas. The other is the Disaster Recovery Supplemental Funds in the amount of \$1,829,301 at 200% poverty guidelines. Funds are for Bay, Jackson, Washington & Holmes Counties for clients affected by Hurricane Michael. We can assist with roofs, roofing repairs, home interiors repairs, tree removal and other services. Households must meet poverty guidelines and meet other criteria to get help with this funding. The limit per household is an average of \$10,000. We moved \$1,000,000 to the Rebuild Florida category to assist in providing temporary housing to clients that Rebuild Florida repair or replaces their homes.

LIHEAP Funding – the first of three new programs is under the American Recovery Program in the amount of \$1,766,264 with \$883,132 being released at this time. The second half to be received at a later date. This funding is at 150% poverty guidelines at capped at \$5,000 per household. The \$5,000 will be reduced by the amount that clients received through LIHEAP Crisis for FY2019, FY 2020, LIHEAP CARES ACT, Ext. 1 & 2. The remaining amount is what

BOARD OF DIRECTOR'S MEETING
AUGUST 12, 2021
PAGE FOUR

households can receive from ARP funds. Another new program related to LIHEAP is the Low Income Household Water Assistance Program (LIHWAP) which will assist families with past due water utility obligations. We will be notified of the amount once the State Plan has been approved. The Low Income Homes Energy Assistance Program (LIHEAP) FY 2021 is in the amount of \$2,012,929. We have received the Notice of Fund Availability and will be working on a budget to submit to DEO for final approval. We will share more information in the future.

The current LIHEAP FY 2020 is for \$1,943,462 and based on 150% poverty guidelines. Client services are under three categories – Home Energy, Crisis and Weather Related. Clients can receive the Home Energy benefit one time in a calendar year, and Crisis Energy benefit one time in the summer and one time in the winter. The Weather Related funds are for a significant weather event declared by the Governor or the President.

Angie Moore concluded the report.

HEAD START COMMITTEE REPORT - presented by Suzan Gage, Committee Chair.

The committee discussed the grant application for FY 2022. Kim will provide more information and an in-depth discussion in her report. Committee is asking for approval for the application since it has been reviewed. Ron Kelley asked if any questions.

Danny Glidewell made motion and Malcolm Nelson seconded. Motion carried.

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

Policy Council met in June and August with neither meeting having quorum so a phone poll was conducted. All items were approved.

Board Training Topic: Director's Report and Self-Assessment

Kim explained the importance of information & reports provided giving some examples.

June Policy Council Meeting:

Presented the following for discussion:

- ...Policy Council Monthly Training Topic – Monitoring Reports
- ...Director's Report (mailed)
- ...Community Assessment Update
- ...2020-21 Self-Assessment Improvement Plan
- ...2021-22 Policy Council Annual Calendar
- ...Impasse/Internal Resolution
- ...EHS Center-Based and Home-Based School Calendar
- ...Training Plan for Policy Council Review
- ...American Rescue Plan Funding
- ...Open Positions

BOARD OF DIRECTOR'S MEETING
AUGUST 12, 2021
PAGE FIVE

- ...PI – FY 2021 American Rescue Plan Funding Increase for Head Start Programs
- ...PI – Office of Head Start (OHS) Expectations for Head Start Programs in PY 2021-22

August Policy Council Meeting:

Presented the following for discussion:

- ...Policy Council Monthly Training Topic – Self-Assessment
- ...Director's Report (mailed)
- ...Opening Plan for 2021-22
- ...Chart Guidance/TCCC Updated COVID Guidance
- ...Continuation Grant Inclusive of training plans
- ...Changes??
- ...Hazard Pay
- ...EHS Center-Based and Home-Based School Calendar
- ...American Rescue Plan Funding update on activity
- ...Enrollment and Head Start's expectations
- ...Open Positions
- ...IM – Group Health Insurance Plan Premiums for Furloughed Employees
- ...IM – Fiscal Year (FY) 2022 Monitoring Process for Head Start/Early Head Start Grantees
- ...IM – Terminology Changes ACF-IM-HS-21-04

Kim Gillis went over the Opening Plan and stated a recent Head Start webinar on safety and considerations suggested children two and up and staff wear masks at all times. Kim stated staff will disinfect utilizing Microban spray which lasts for 24 hours. They will apply it in the afternoon leaving it to dry overnight and it should keep working until the next afternoon when it is reapplied. Children will be required to wash hands when switching from one play area to another one. Kim stated these were the main points of the Opening Plan. They are still discussing if visitors are required to wear masks but they will be opening up to visitors, staggering parent activities to one class at a time and attempting to do as many outside gatherings as possible.

Kim discussed the Head Start grant stating they are allowing us to do an abbreviated grant this year. Our grant starts out with some background information on how many children we are going to serve, how many days we are open, and what counties we serve. The budget justification requires a list of employees, their positions, salaries & fringes, contractual, supplies, travel, training and other categories. Kim asked the board to approve a request of non-federal share waiver this year in the amount of \$604,891 for Head Start & Early Head Start combined due to the uncertainty associated with the pandemic. We will still try to collect it but just wouldn't have to collect it if unable to. The budget justification provided to you today has been updated and is more refined than the one mailed out.

Ron Kelley mentioned the opening plan and the requirement of masks for staff & children. He asked how much of that is left to our discretion and how much is mandated by state and federal policy. Kim stated it is not mandated but was strongly suggested in the Head Start webinar last

BOARD OF DIRECTOR'S MEETING
AUGUST 12, 2021
PAGE SIX

week. Ron Kelley stated there were some studies suggesting masks for young children could be harmful to them. Kim stated they would be reviewing the plan monthly.

Andrew Hill thanked Kim Gillis for the thorough report.

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

June Approvals (All items mailed)

- ...May minutes
- ...Director's Report

Policies

- Communication System Policy
- New Education Staff Training Plan (Delete)
- Ongoing Monitoring Plan
- Impasse/Internal Resolution
- Community Assessment Update
- 2020-21 Self-Assessment Improvement Plan
- 2021-22 Policy Council Annual Calendar
- Training Plan for Policy Council
- Change two days for EHS Center and Home-based School Calendar
- Head Start Eligibility Priority Criteria
- Early Head Start Eligibility Priority Criteria

August Approvals (All items mailed)

- ...June minutes
- ...Director's Report

Policies (mailed)

- Ongoing Monitoring Plan
- Staff Dress Code
- Monitoring Program Performance
- Hazard Pay
- Transitioning from EHS
- 2021-22 Menus
- Continuation Grant inclusive of Board of Director, Policy Council & Parent Training
- Training Plan for Policy Council
- Change two days for EHS Center and Home-based School Calendar
- Opening Plan for 2021-22

BOARD OF DIRECTOR'S MEETING
AUGUST 12, 2021
PAGE SEVEN

Hire's

Terri Harris – transfer from Westville to Walton as part-time center assistant
Mara Odom – transfer from Walton to Westville as center assistant
Sarah Head – transfer from Family Service Coordinator to Westville Teacher

Zakariah Lee – transfer from Floater to Teacher Assistant for Walton

Russ Henderson made a motion. Andrew Hill seconded. Motion carried.

PROGRAM REPORTS - presented for information.

COMMUNITY SERVICES CUSTOMER SATISFACTION REPORTS - presented for information.

EXECUTIVE DIRECTOR REPORT - Joel Paul reported the following:

- ...COVID is continuing to alter our workday
- ...Hiring employees is an ongoing issue
- ...New Florida minimum wage goes into effect September 30, 2021 at \$10 per hour
- ...Rebuild Florida has begun home repair. The agency is partnering with them to provide temporary housing for eligible clients through CSBG for Bay, Jackson, Holmes & Washington Counties.
- ...Tri-County is starting our pre-audit with fiscal year ending September 30th.
- ...We are monitoring next week's weather waiting for more accurate forecast.

This concludes the Executive Director report.

CHAIR REPORT – Ron Kelley reported on the Executive Director's annual compensation & evaluation. John Hofstad assisted in performing the evaluation. Joel Paul scored an almost perfect score exceeding job requirements. The board thanked Joel Paul for the superb job that he does. Ron Kelley congratulated him on a well-run agency.

Alan Bush made a motion to approve and thanked Joel Paul for all that he does. Russ Henderson seconded. Motion carried.


NEW BUSINESS - None

OLD BUSINESS - None.

PUBLIC COMMENTS - None

**BOARD OF DIRECTOR'S MEETING
AUGUST 12, 2021
PAGE EIGHT**

The meeting adjourned at 5:56 p.m.



CHAIR

10/19/21

DATE

SECRETARY

DATE

As recorded by Sharon Kent, Board Liaison – 8/12/2021

Tri-County Community Council, Inc.
P O Box 1210
302 North Oklahoma Street
Bonifay, Florida 32425

Finance Committee Meeting
August 12, 2021

Agenda

1. Financial Status Reports (Multi) – There are no changes to the status reports. Do you have any question?
2. Balance Sheet (White) - The balance sheet shows the financial position of our agency. The information shows the asset we have & the liabilities which is what we owe. Do you have any questions?
3. Credit Card Purchases (Green) – No odd purchases. Do you have any questions?
4. 2nd Quarter Form 941 (yellow) - Employer’s quarterly federal tax return. In June, there was 125 employees. We paid \$154,904.88 in taxes during the quarter.
5. Semi-Annual HS Form 425 (blue) - The report is filed with the Regional office of Head Start. The report show the expenses from December 2020 – May 2021. The expense during that time period was \$1,072,404.60. We have collected \$83,971.20 in in-kind. Do you have any questions?
6. Items over \$10,000 (pink) – The agency has been awarded funding from the DRSF funding to purchase a 2020 Chevrolet Equinox vehicle. The vehicle cost is \$23,280.

The agency was awarded American Rescue Plan funding for Head Start to purchase a 2020 Micro Bird bus, 35 passenger for \$67,917. Also, with the funding Head Start is approved to do a covered walkway for the new classroom at the Walton Head Start Center. The cost is \$18,300.

7. Form 5500 (separate enclosure): The 2020 Benefit plan is from 1/1/20-12/31/20. The agency provides short-term disability insurance to the employees. There were 106 active participants. The agency paid \$47,165 in premiums.

The 2019 Benefits plan is for the 403B Pension plan from 10/1/19-9/30/20. There were 125 active participants. The agency contributed \$80,439 towards participating employee’s plan. Do you have any questions?

8. Pension Audit (separate enclosure) – Carr, Riggs, & Ingram did an in-depth review of our records. The audit confirms what the Form 5500 has. There were no findings. Do you have any questions?
9. TD Non-sponsor Grant Cash Match 10% - The 10% match was met.
10. Adjourn

Tri-County Community Council, Inc.
P.O. Box 1210/ 302 N. Oklahoma St.
Bonifay, FL 32425

Board of Director's
Finance Committee Meeting Minutes
August 12, 2021
4:15 p.m. via Google Meet

Members Present

Howard Vanselow
Pamm Champman

Members Absent

Edward Crutchfield
Rickey Callahan

Staff Present

Heather Craft

The following are items the Finance Committee reviewed:

- Financial Status Reports
- Balance Sheet
- Credit Card Purchases
- 2nd Quarter Form 941
- Semi-Annual HS Form 425
- Form 5500
- Pension Audit
- TD Non-Sponsor Grant Cash Match (10%)

Ms. Craft opened the meeting.

Financial Reports: The committee reviewed the financial status reports. Ms. Craft discussed the outstanding revenue not received was due to quarterly billing. The committee members had no further questions and recommended the financial reports for Board approval.

Balance Sheet: The committee reviewed the balance sheet. Ms. Craft explained that it shows the financial position of the agency, as of July 31. The report lists our assets and liabilities and shows that everything is in balance. There were no questions and the members recommended the balance sheet for Board approval.

Credit Card Purchases: The committee reviewed the credit card purchases for April - June 2021. Ms. Craft explained the various credit cards the agency has along with how the cards are used. The committee members agreed that all looked in order on the credit card statements and recommended the report for Board approval.

2nd Quarter Form 941: The committee reviewed the 2nd Quarter Form 941. The agency had 81 employees in June and paid \$154,904.88 in taxes. Ms. Craft explained we did not report for any Covid reimbursements this quarter. She stated we will file for one in the 3rd quarter since the Covid numbers are rising. The committee members agreed that all looked in order on the Form 941 and recommended the report for Board approval.

Semi-Annual HS Form 425: The committee reviewed the Semi-Annual Form 425. The report is filed with the Regional Office of Head Start. It shows the expenses from December 2020 – May 2021. We had \$1,072,404.60 in expenses. Ms. Chapman asked about the recipient share of expenditures. Ms. Craft explained that is the in-kind that we have collected. She explained the grant requires 20% match but this is we were given a waiver due to the Covid virus. She mentioned we are still collecting in-kind to keep staff in the habit. Also, she explained the types of in-kind we are able to collect. The committee members agreed that all looked in order on the Form 425 and recommended the report for Board approval.

Tri-County Community Council, Inc.
P.O. Box 1210/ 302 N. Oklahoma St.
Bonifay, FL 32425

Items over \$10,000: Ms. Craft explained we had received funding for several large purchases. First, she explained DRSF funding was approved to purchase a vehicle for the staff to use to go to the various job sites or clients homes. We received several bids. Triangle Chevrolet in DeFuniak Springs was the vendor we chose. The vehicle was a 2020 Chevrolet Equinox for \$23,280.

Next, Head Start was awarded ARP funding that could be used to purchase a bus. The vendor is Florida Transportation Systems. The bus is a 2020 Micro Bird bus for 35 passengers. The cost is \$67,917. Also, with the same funding we were approved to add a cover walkway to our new classroom at Walton Head Start. The cost would be \$18,300.

The committee members agreed that all was in order for the purchases and recommended the report for Board approval.

Form 5500: There were two Form 5500's that Mrs. Craft went over with the committee. The first being the 2020 Benefit plan. This is from 1/1/20 – 12/31/20. This plan provides short-term disability insurance to the employees. We had 106 active participants and paid \$47,165 in premiums.

The second Form 5500 was for our 403b Pension Plan. Mrs. Craft explained that the agency matches up to 5% of the employee's contribution. We had 125 active participants during the period of 10/01/19 – 9/30/20 and the agency contributed \$80,439 towards the participating employee's plan. Ms. Chapman asked if we anticipate less employees the plan next year. Ms. Craft explained at this time all employees have been working and we do not anticipate the number to be less. The committee recommended the Form 5500 for Board approval.

Pension Audit: Mrs. Craft reviewed the Pension Audit with the committee. She explained that Carr, Riggs & Ingram did an in-depth review of our records and that the audit confirms what the Form 5500 stated. There were no findings during the audit. There were no questions. The committee recommended the Audit for Board approval.

TD Non-Sponsor Grant Cash Match (10%): Ms. Craft mentioned the 10% match has been met for the contract the ended June 30. She explained we have started our new contract July 1. The committee recommended the update for Board approval.

Meeting adjourned.

Respectfully submitted:



Heather Craft

Enclosure:

Agenda

**TRI COUNTY COMMUNITY COUNCIL, INC.
302 NORTH OKLAHOMA STREET
BONIFAY, FL 32425**

PROGRAM DEVELOPMENT COMMITTEE REPORT

August 12, 2021

Members Present: Jeri Faircloth

Staff Present: Angie Moore

Angie opened the meeting at 4:15 p.m.

She discussed LIHEAP Programs.

Low Income Home Energy Assistance Program American Recovery Program (LIHEAP ARP). The amount of this grant is \$1,766,264 with \$883,132 being released at this time and the remaining amount released at a later date. This program is based on 150% poverty guidelines and has a maximum household amount of \$5,000. This maximum amount will be reduced by any assistance the client received previously through LIHEAP Crisis for FY 2019, FY 2020, LIHEAP CARES Act, Ext 1 & 2.

Another new LIHEAP related program is the Low Income Household Water Assistance Program (LIHWAP) which will assist families with past due water obligations. We will receive funding amount once the State Plan has been approved.

The FY 2021 Low Income Home Energy Assistance Program (LIHEAP) is in the amount of \$2,012,929. We have received the Notice of Funding Availability and will be working on the budget to submit to DEO for approval. More information is forthcoming.

The current Low Income Home Energy Assistance Program (LIHEAP) FY 2020 is for \$1,943,462 and is based on 150% Poverty Guidelines. Client services are under three categories – Home Energy, Crisis and Weather Related. Clients can receive Home Energy one time in a calendar year and Crisis Energy once in the Summer and again in the Winter. The Weather Related funds are for a significant weather event declared by the Governor or President.

Community Services Block Grant (CSBG) funding was discussed next. We currently have three programs running simultaneously.

The regular CSBG Grant is in the amount of \$700,750 and is based on 200% poverty guidelines. The primary purpose of this grant is to help families and individuals become self-sufficient, gaining and sustaining employment.

The CSBG CARES ACT funding is \$904,000 and also at 200% poverty level guidelines. It is used for rent, utilities, or anything else fitting the category related to the pandemic. Household limit is \$3,000 with funding ending September 30, 2021. Please send clients to us if you know of anyone that needs the assistance.

The final CSBG is the Disaster Recovery Supplemental Funding or DRSF in the amount of \$1,829,301 which is to assist clients affected by Hurricane Michael. It is based on 200% Poverty Guidelines and the limit per household is an average of \$10,000. Counties served by this grant are Bay, Jackson, Holmes & Washington. DEO encouraged us to move \$1,000,000 to Rebuild Florida category to assist with temporary housing for clients that Rebuild Florida is in the process of repairing or rebuilding their home. This can be moved back out of that category at later time if not fully spent.

By Angie Moore, Community Resource Director
08/12/2021



Program Development Board Meeting

New Programs

Low Income Home Energy Assistance Program (LIHEAP) American Recovery Program (ARP)

- \$1,766,264.00 amount of grant.
- \$883,132.00 will be released once budget has been approved by Department of Economic Opportunity (DEO) (budget has been submitted). The second half of funding will be received at a later date,
- This program is based on income and is at 150% of the Federal Poverty Guidelines.
- Funds will be used to assist families with past due energy cost due to the Pandemic.
- \$5,000.00 is the maximum amount per household.
- Previous funds from LIHEAP Crisis module for FY2019, FY 2020, LIHEAP CARES ACT, Ext. 1&2 that household has received must be deducted from the maximum amount. Remaining funds from maximum amount will be what household can receive from ARP funds.

Low Income Household Water Assistance Program (LIHWAP)

- These funds will be used to assist families with past due water utility obligations.
- DEO will notified TCCC with a Notice of Grant Awards/Funds Availability (NFA) the allocated amount that will be received once the State Plan has been approved.

Low Income Home Energy Assistance Program (LIHEAP) FY 2021

- \$2,012,929.00 amount of grant.
- The Notice of Grant Award/Fund Availability has been received. The budget will be completed and submitted to DEO for final approval. Budget details will be shared once it had been submitted and approved.

Current Programs

Low Income Home Energy Assistance Program (LIHEAP) FY 2020

- \$1,943,462.00 amount of grant.
- This program is based on income and is at 150% of the Federal Poverty Guidelines.
- These funds are used to assist households with their energy obligations. Program is based on 150% of the Federal Poverty Guidelines.
- Client services are available under 3 categories:
- Home Energy – As a one-time a calendar year benefit.
- Crisis Energy – A one-time summer and one-time winter benefit.
- Weather Related – These funds are for a disaster/weather related incident that must be declared by the President or Governor. If funds are not used by December 15th of contract year they will be allocated to Home Energy or Crisis Energy, depending on need at time.

Community Services Block Grant (CSBG)

- \$700,750.00 amount of grant
- This program is income based and is currently at 200% Federal Poverty Guidelines. Guidelines were increased due to the Pandemic.
- The main focus of this grant is to assist families/individuals to become Self-Sufficient. Funds will be used for families/individuals to overcome obstacles that interfere with them obtaining employment. There is funding for emergency services, but since other agencies, organizations, and programs provide emergency services TCCC does not have a large amount of funding for those categories. Amount per household depends on funding availability.
- Programs for this grant
- Self-Sufficiency Employment
- Self-Sufficiency Education
- GED
- Transportation
- Youth development
- Emergency rent
- Emergency utilities
- Emergency food
- Emergency medical
- Replacement of documents

Community Services Block Grant CARES

- \$904,012.00 amount of grant
This program is income based and is at 200% Federal Poverty Guidelines. These funds are used to assist families with services that are needed due to the Pandemic. Services normally are used for past due rent or utilities. The funding is limited to \$3,000.00 per household. All services are under the umbrella of Crisis Assistance.
- Crisis Assistance funds will be used for past due rent or utilities. Under this grant rent or utilities can be paid for multiple months.

Community Service Block Grant Disaster Supplemental Relief Funds (DSRF)

- amount of grant.
This program is income based and currently it is at 200% of the Federal Poverty Guidelines. Guidelines were increased due to the Pandemic. As of October 1, 2021 guidelines will return to 125% of the Federal Poverty Guidelines. There are four counties (Bay, Holmes, Jackson, and Washington) that these funds apply to. These funds are used to assist households that were affected by Hurricane Michael. The funding limit is \$10,000.00 averaged per household. Services can include roof repair/replacement, home interior repair, tree removal (if tree are show to be a danger to the home), etc.
- TCCC will work with Rebuild Florida to assist households with temporary housing while their home is repaired or replaced.

**TRI-COUNTY COMMUNITY COUNCIL, INC.
302 NORTH OKLAHOMA STREET
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HEAD START COMMITTEE MINUTES

August 12, 2021; 4:15 p.m.

Members present: Malcolm Nelson, Susan Gage

Staff present: Kim Gillis, Hope Sharpe

Kim began the meeting by discussing the Head Start grant, including the budget and budget justification. The grant is due by the end of August. Normally, the grant would be for a larger amount, but because of some flexibilities Head Start is allowing us to do an abbreviated grant. With the abbreviated grant we are basically doing a continuation application and only doing the budget and budget justification narrative.

The application asks several questions, including how many children will be enrolled (203), what counties do we serve (Holmes, Washington, and Walton), how many days the children will be in school (HS 179-180, EHS 230)?

The Budget Justification lists the number of employees, their positions, salaries, fringe benefits, travel, supplies (including office, classroom and food service), contractual, rent, utilities, insurance, maintenance, services, volunteers, parent services, publications/advertising, technology services, other (screenings for employees and volunteers, memberships, fuel, etc.), and training.

Kim also noted that we will be requesting a waiver of the non-federal share (in-kind) due to the continued effects of the COVID-19 pandemic. The waiver would be for \$604,891.00.

Other items discussed:

--The program received a 1.22% COLA. There are 6 positions that still need to be increased to meet the \$10.00 hr requirement by September.

--Standards for Financial Management Systems: TCCC maintains a financial management systems that provides the requirements noted in 45 CFR Part 75.302(b) of the Uniform Guidance.

--Equipment purchased with Federal funds: These purchases, when applicable, will be approved, in advance and in writing, by the awarding agency.

--Internal Controls: Tri-County will adequately safeguard all assets and ensure they are used solely for authorized purposes.

--Training Plans: includes plans for the Policy Council, Board of Directors, and staff

Kim discussed the opening plan for Head Start. We are trying to implement precautions to keep everyone safe, as the COVID numbers begin to rise again. Head Start is suggesting that children and staff all wear masks. We are researching and discussing the right way to do this. We will continue to take the temperatures of the children and the children will wear masks on the bus.

Kim asked if the board members had any input or concerns about the opening plan. Ms. Gage said that she didn't have any concerns. Mr. Nelson said that the counties may have different rules that they are following, so we should be aware of that. Kim stated that she planned to go over this a little more in depth during the board meeting.

Meeting adjourned at 4:50 p.m.

Recorded by: Hope Sharpe; 08/12/2021