

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

MINUTES
BOARD OF DIRECTOR'S MEETING
JANUARY 13, 2022

Tri-County Community Council, Inc., Board of Directors met on January 13, 2022 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 2021 roll was called and a quorum declared with fifteen 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
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]	[]	
Alex McKinnie	Public	[X]	[]	
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]	[]	

Russ Henderson made motion to approve the roll call and Alex McKinnie seconded. Motion carried.

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BOARD DEVELOPMENT COMMITTEE REPORT – Appointments to the board presented by Suzan Gage, Committee Chair.

PUBLIC SECTOR 2021

- Bay County** – Pamm Chapman
- Holmes County** – Phillip Music
- Jackson County** – Alex McKinnie
- Okaloosa County** – Sheila Fitzgerald
- Santa Rosa County** – Andrew Hill
- Walton County** – Danny Glidewell
- Washington County** – Alan Bush

2022 OFFICERS

- Chair** – Ron Kelley
- Vice Chair** – Danny Glidewell
- Secretary** – Suzan Gage
- Treasurer** – Rickey Callahan
- Member-at-Large** – Andrew Hill

Phillip Music made a motion to approve the appointments and Howard Vanselow seconded. Motion carried.

The 2022 roll was called. A quorum was declared with fifteen 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
Jerrie Faircloth	Low-Income Elected	[X]	[]	Kim Gillis
Sheila Fitzgerald	Public	[X]	[]	Angie Moore
Suzan Gage	Low-Income Elected	[X]	[]	
Danny Glidewell	Public	[X]	[]	
Anita Halling	Private	[X]	[]	
Russ Henderson	Private	[X]	[]	
Andrew Hill	Public	[X]	[]	
Ron Kelley	Private	[X]	[]	
Patricia Latson	Low-Income Elected	[X]	[]	
Alex McKinnie	Public	[X]	[]	
Phillip Music	Public	[X]	[]	
Malcolm Nelson	Private	[X]	[]	
Anthony Pilot	Low-Income Elected	[]	[X]	
Bruce Smith	Low-Income Elected	[]	[X]	

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<u>PRESENT</u>	<u>SECTOR</u>	<u>PRESENT</u>	<u>ABSENT</u>	<u>STAFF</u>
Howard Vanselow	Low-Income Elected	[X]	[]	
<u>ATTORNEY</u> Jeff Carter		[X]	[]	

Philip Music made motion to approve the 2021 roll call and Patricia Latson seconded. Motion carried.

October 2021 BOARD MINUTES - the minutes were reviewed. Phillip Music made motion to approve and Patricia Latson seconded. Motion carried.

FINANCE COMMITTEE REPORT – Ms. Heather Craft will be giving the report in the absence of Mr. Callahan, Committee Chair. She deferred to Mr. Hilton Galloway to present the 2020-21 Annual Audit report.

Annual Audit – Hilton Galloway, Carr Riggs & Ingram presented the 2020-21 audit report. Mr. Galloway stated the agency is second to none in terms of the quality of administrative personnel and financial reports in non-profits of this size. He gave a review of the Financial Statements stating their opinion noting no material deficiencies in the numbers. He then reviewed the Statement of Financial position showing assets and liabilities and net worth. The agency ended the year in a very strong position. Mr. Galloway stated it's great to have a strong cash position because it allows the agency to incur expenditures necessary to generate grant receivables. He also mentioned the admin cost incurred was approximately 9% ratio. He stated in the world of non-profits, it is very rare to see an agency operate with an admin cost below 10%. Mr. Galloway referred to the Notes section of the audit noting there were no findings, internal control issues or deficiencies. He stated it was a clean audit and went smoothly this year. Mr. Galloway asked if there were any questions. Being none, he stated if anyone had any questions at a later time, the firm would be glad to answer questions. Mr. Kelley thanked Mr. Galloway and staff for the work they do. He also thanked agency staff for doing a good job. There were no questions.

Financial Status Reports - the committee reviewed two financial status reports. The first is the Final Status Report for the fiscal year ending 09/30/2021 and the other is the report for the new fiscal year beginning October 1st through December 31st.

Credit Card Purchases: the committee also reviewed the credit card purchases. Due to closing out of programs, there were multiple purchases and payments. There were no odd purchases noted during the time period.

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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.

3rd Quarter 941 – this is the employer's quarterly federal tax return. We had 118 employees in September and paid \$187,146.45 in taxes this quarter. We are expecting a \$17,000 refund for leave paid out to employees due to COVID.

TD Non-Sponsored Grant Cash Match (10%) - the match has not been met yet but is anticipated to be met by the end of the funding on June 30th.

Phillip Music made a motion to approve and Russ Henderson seconded. Motion carried.

HEAD START COMMITTEE REPORT - presented by Suzan Gage, Committee Chair. The committee discussed COVID-19 and mandates for vaccine and mask requirement. Ms. Gage stated this topic would be covered by Ms. Gillis in her report due to the complexity of it.

The second item is the Focus Two Area Monitoring review. Ms. Gage stated we needed two board members to assist with the review on January 18th from 10 to 11 a.m. The meeting will be conducted by zoom. Please let Kim know if you are available to help with the monitoring review.

Phillip Music made a motion to approve and Alan Bush seconded. Motion carried.

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

Two Policy Council meetings since the board met. A quorum was established for November and all items were approved. A quorum was not established for the January meeting so a phone poll is in process. All items were approved with the exception of the vaccine policy for contractors and staff. One policy council member would not approve it. Kim has reached out to the member to determine why.

Training Topic: School Readiness and In-Kind. Kim explained the School Readiness plan required by Head Start that have five areas addressed in the plan. She also explained that In-Kind match of 20% is required by Head Start. We have been granted a waiver for In-Kind this year. We have had to request a waiver the past couple of years.

November Policy Council Meeting:

Policy Council Training Topic: Disability Requirements

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...Director's Report (emailed November and December's Head Start Report on 12/9/21)

...Update for new school year

- There have been some closures due to positive cases or exposure to COVID.
- HS mandating vaccine. Kim elaborated on the vaccine and mask mandate issued by Office of Head Start. On November 30th, we received notice that staff would have to be vaccinated or be granted an exemption and be willing to test weekly. They also stated by January 31, 2022 masks would be worn by staff and children. There was a comment period where you could express your concerns. Parents submitted concerns to Kim and she passed them on to our Program Specialist to submit to the Office of Head Start. Some parents have not been happy with the mask requirement and one parent even pulled their child out of the program. Kim sent a memo to parents letting them know masks would not be forced but encouraged to wear one. Some staff are wearing masks and others not. Some staff have stated if the mandates pass, they would leave the program and seek employment elsewhere. We are concerned with losing good staff due to the mandates. As of this time the mandate has been stayed awaiting litigation. We are moving forward as if the mandates are in place. We are close to 50% of staff being vaccinated but recently discovered if you haven't received a booster when eligible you are not considered fully vaccinated at this point. We will have to see how Head Start rules in the future.

- Fiscal year ending November 30, 2021

- FY 2022 Focus Area Two – Monitoring Protocol starts Monday January 17th.

- National Head Start Association – Letter to OHS urging to leverage flexibility

No meeting in December 2021

January Policy Council Meeting:

Policy Council Training Topic: School Readiness

...November Minutes (mailed)

...Director's Report mailed with blank areas

- Required Home Visits for the Early Head Start Home Based – updated numbers provided at the meeting.

...Recruitment / Parent Curriculum Plan

...2021 Audit

...FY 2022 Focus Area Two Monitoring scheduled for the week of January 17, 2022. We need two or three board members willing to speak with the reviewers.

The shared governance training usually held the second week of February must be rescheduled for February 24th and it must be 3 hours long.

Kim recognized two staff members that obtained their degrees in December. Amy Padgett and Kaycee Vaughn graduated with Bachelor's Degree and Kayla Graham graduated with Associates Degree.

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HEAD START POLICY COUNCIL REPORT – Patricia Latson deferred to Kim Gillis to give the report.

November Approvals -

...August minutes (all items mailed)

...Director's Report

...New Hires

- Andala Shirah – Teacher Assistant at Westville
- Alezavia Bryant – Teacher at Walton
- Lisa Wainwright – Cook Assistant at Walton
- Monica Harris – transfer from Teacher Assistant to Family Service Advocate at Walton
- Ellen Baker – transfer from Care Giver to Cook at EHS

January Approvals (all items mailed with exception of Recruitment/Parent Curriculum Plan and two new hires)

...November minutes

...Cost Allocation Plan 2021-22

...Staff Wellness Policy

...Vaccination Requirement Policy Staff

...Vaccination Requirement Policy for Contractors & Volunteers

...Child Safety

...Safety Training Staff with Regular Child Contact

...Recruitment / Parent Curriculum Plan

...Early Head Start Eligibility Priority Criteria

...Head Start Eligibility Priority Criteria

...2021 Audit

...New Hires

- Amy Padgett – Transfer from Teacher at Walton to Coach Specialist
- Selena Solis – Floater at Walton
- Isis Solis – Teacher Assistant at Walton

There were no questions.

Russ Henderson made a motion. Alan Bush seconded. Motion carried.

PROGRAM REPORTS - presented for information.

COMMUNITY SERVICES CUSTOMER SATISFACTION REPORTS - presented for information.

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EXECUTIVE DIRECTOR REPORT - Joel Paul reported the following:

...Hurricane Michael funding is still being used in four county areas - Bay, Holmes, Jackson & Washington. We are in Phase 3 of this grant. The drawback is that the income guidelines are more restrictive in this Phase so it may make spending the money more difficult.

...Agency still struggling with COVID. Maintaining staff is a constant battle. We are continually crafting new COVID policy to coincide with CDC guidelines. Today's Supreme Court ruling will help us with compliance and burdens that could have caused a loss of employees.

...Recruitment and retention of employees is an ongoing issue. This is a common theme throughout the area. Head Start seems to be most vulnerable at this time.

...Thank the board and staff for dedication as we work through difficult times. The audit is validation to that hard work.

CHAIR REPORT –

...Annual Board Training must be rescheduled to February 24th. It will be done virtually but if board members would like attend in the Head Start Conference Room in Westville, they can view it with staff there.

...Reminded board members of forms in the packet that are required. Please complete and return as soon as possible. They are time sensitive.

NEW BUSINESS -

The Annual Resolution Re Authority of Executive Director was submitted in the board packet authorizing the Executive Director to negotiate terms, to enter into and execute corporate documents.


There were no questions. Phillip Music made motion to approve both items and Anita Halling seconded. Motion carried.

OLD BUSINESS - None.

PUBLIC COMMENTS - None

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The meeting adjourned at 5:57 p.m.


CHAIR _____ DATE 3/14/22

SECRETARY _____ DATE

As recorded by Sharon Kent, Board Liaison – 1/13/2022

TRI COUNTY COMMUNITY COUNCIL, INC.
302 NORTH OKLAHOMA STREET
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Finance Committee Meeting Minutes

January 13, 2022

Date & Time: January 13, 2022 - 4:15 p.m. via Google Meet

Members Present: Edward Crutchfield, Howard Vanselow

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 reports to share. The first is the Final Report for Oct. 1, 2020 – Sept. 30, 2021. The agency had around 10.5 million in revenue and 9.8 million in expenses for the fiscal year. The second report is for the new fiscal year, which began Oct. 1st.

Credit Card Purchases – No odd purchases, however, due to the agency closing out the fiscal year there were a few extra purchases/payments made.

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

3rd Qtr Form 941 – This is the employer's quarterly federal tax return. It shows that we had 118 employees in September and paid in \$187,146.45 in taxes for the quarter. We are expecting a refund of around \$17,000 for leave paid for employees that were out due to covid.

TD Non-sponser Grant Cash Match 10% – The 10% match has not been met, but we anticipate that it will before the end of the contract.

Annual Audit - Hilton Galloway with Carr, Riggs, & Ingram will present the Annual Audit to the Board. There were no findings.

FYI - HS monitoring will be next week. It will be both virtual and on-site.

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

Recorded by: Hope Sharpe – Finance Officer

1/13/22

Tri-County Community Council, Inc.

P O Box 1210

302 North Oklahoma Street

Bonifay, Florida 32425

Finance Committee Meeting

January 13, 2022

4:15 p.m.

Agenda

1. Financial Status Reports (through 9/30/21 Final) (Multi on White) –
2. Financial Status Reports (through 12/31/21) (Multi on White) –
3. Balance Sheet (White) –
4. Credit Card Purchases (Green) –
5. 3rd Quarter 941 (Lilac)
6. Annual Audit (Separate Enclosure) -
7. TD Non-Sponsor Grant Cash Match (10%) –
8. Adjourn

Tri-County Head Start/Early Head Start
Board of Directors
Head Start Committee Meeting
January 13, 2022

AGENDA

Discussion on the following –

Vaccine and Mask Mandate
Focus Area Two

Adjournment

Sign-in

Suzan Gage _____

Malcolm Nelson _____

Staff: _____

Kim Gellis _____

Sharon _____

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

January 13, 2022; 4:15 p.m.

Members present: Suzan Gage-Chair; Malcolm Nelson

Member(s) absent: Patricia Latson

Staff present: Kim Gillis, Sharon Kent

Kim began by discussing the first item on the agenda – Vaccine and Mask Mandates. Head Start had a mandate in effect that required vaccine and mask mandate for staff and children under two. As of January 1, 2022 that mandate has been stayed pending further litigation. The agency was also under the Occupational Safety and Health Administration (OSHA) mandate due to us having more than 100 employees. Today, the Supreme Court of the United States stayed the (OSHA) mandate so at this time we are not under any specific mandate. The Head Start Program is moving forward as if we are still under the mandate but if employees or parents refuse, it won't be enforceable so then we would wait until we get clear direction from Head Start. There was a comment period through December 30th but also during this time the updated performance standards were released with the vaccine and mask requirement in them. We are not sure how it will play out but just want to keep everyone updated with what we know. We are close to having 50% of staff vaccinated but found out last week that now CDC states if eligible for the booster and you haven't received it, you are not considered fully vaccinated. Staff were alarmed to find out they were not considered fully vaccinated at this point. Some parents are stating they will not agree to children having to wear masks and even one has withdrew their child due to the mandate. We are not requiring the children to wear the masks but encouraging them per guidance. Ms. Gage stated she wasn't sure how you would get 3 year olds to wear a mask. Kim states that some staff have also said they would leave if the vaccine and/or mask mandate was enforced. Kim expressed concern over losing good staff due to the requirements.

The next item is the Focus Area Two monitoring. Kim stated she sent out some questions that would possibly be asked in the monitoring process with the policy council and governing board. The review team leader said Kim could get two or three board members to sit in and it would be on January 18, 2022 from 10-11 a.m. It was going to be on-site but have since decided it would be done via zoom meetings but they will be going to some of the classrooms. Ms. Gage stated she is unavailable during that time but may be able to do it after 2:30 on that day. Kim stated she always thinks of Ms. Gage with anything early childhood related due to her expertise but understood and she would seek out other members. If she can't get other members to obligate, then she would ask the reviewer to allow a change in the schedule. Kim went over the questions with the committee to get feedback on how members received training and information. Ms. Gage stated she felt well informed with all the information received either at the meetings or in between meetings via emails and referenced specific documents that keep members informed and involved. She stated member receive reports every month and that it is an ongoing process between the board and agency. Ms. Gage stated we appear to follow agency policies in getting board approval and never act outside of authority.

Meeting adjourned at 4:31 p.m.

Recorded by: Sharon Kent; 1/13/2022