

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

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

Tri-County Community Council, Inc., Board of Directors met on March 10, 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 2022 roll was called. A quorum was declared with sixteen members present.

<u><b>PRESENT</b></u>	<u><b>SECTOR</b></u>	<u><b>PRESENT</b></u>	<u><b>ABSENT</b></u>	<u><b>STAFF</b></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]	[ ]	
Vacant	Public	[ ]	[ ]	
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]	[ ]	

**ATTORNEY**

Jeff Carter	[X]	[ ]
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Rickey Callahan made motion to approve the 2022 roll call and Edward Crutchfield seconded. Motion carried.

**January 2022 BOARD MINUTES** - the minutes were reviewed. Rickey Callahan made motion to approve and Alex McKinnie seconded. Motion carried.

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**EXECUTIVE COMMITTEE REPORT** – this is an add-on item not on the agenda. Kim Gillis has proposed a 5% wage increase for Head Start/Early Head Start Staff to try to retain and recruit staff. The Executive Committee was polled on February 28, 2022 and voted unanimously to proceed with the increase.

Patricia Latson made motion to approve and Danny Glidewell seconded. Motion carried.

**FINANCE COMMITTEE REPORT** – presented by Heather Craft, CFO. She combined the report with the Annual Finance Training.

Financial Status Reports - the committee reviewed the financial status reports for the fiscal year through February 2022 and reported they looked to be in order. Heather reviewed the layout of the report explaining the various sections.

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 had also reviewed the credit card purchases and stated they were routine and no odd purchases noted during the time period. CFO reviewed the purpose of this report detailing the various types of purchases that you see on the report by program. We anticipate this report will reflect higher amounts in the next few months due to rising costs of food, gas, electricity etc.

FORM 941: reflects taxes paid for the quarter and wages paid. We had 109 employees at the end of December 2021 and paid \$184,378.29 in taxes.

Annual Form 425 Head Start Report: This report is the final Head Start report for the last grant year from December 1, 2020 to November 30, 2021. Heather stated we had \$2,249,256.30 in expenses. We did not collect the full in-kind and received a waiver but still collected and tracked in-kind.

Annual Form 429 Head Start Report: This is an annual report that shows all the buildings that Head Start has. We report if there is federal interest and how we pay for it.

TD Non-Sponsored Grant Cash Match (10%) - the match has not been met yet but anticipate it will be by end of the grant in June.

Russ Henderson made a motion to approve and Edward Crutchfield seconded. Motion carried.

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

## **BOARD OF DIRECTOR'S MEETING**

**MARCH 10, 2022**

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It was discovered after the January meeting that Ms. Sheila Fitzgerald is not able to serve on the board because she is not an Okaloosa County resident. Committee members were informed on March 2, 2022.

Danny Glidewell made a motion to approve and Patricia Latson seconded. Motion carried.

**HEAD START COMMITTEE REPORT** - Kim Gillis, Director gave the report due to Ms. Suzan Gage's absence.

Kim stated there were three items discussed at the meeting. The first item is retaining staff. The rate increase is just one way to try to retain staff. Kim went over some other things that have been implemented to provide stress relief for staff and ways to let staff know how much they are appreciated.

The second item is to discuss looking at the program for the future. In a little over a year, we will be applying for a new 5-year project period. She mentioned different ideas of what could be considered for the future of the program.

The last item is involvement in the budget planning for 2022-23. She said Head Start really wants input and involvement from the Policy Council and the Board for budget planning and we want to follow what Head Start expects. She asked for suggestions or if there were any questions.

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

There have been two Policy Council meetings since the board met in January. A quorum was established for both the February and March meetings and all items presented were approved.

Board Training Topic: Finance/Budget Development.

February Policy Council Meeting:

Presented the following for discussion:

...Policy Council Monthly Training Topic – Shared Governance

...Director's Report (mailed)

...Disability Waiver

...Staff – 5% Pay Increase. Estimated amount for EHS is \$14,120 and for HS is \$80,630.

...Focus Area Two Monitoring no results but thank members that assisted with the review

...Vaccination Policy for Staff, Contractors & Volunteers is on hold because of the stay

...Encouraging but not requiring masks

...Education Advisory Committee

...PI – Final Rule on Flexibility for Head Start Designation Renewals in Emergencies

...IM – Head Start Transportation Services & Vehicles during COVID-19 Pandemic

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March Policy Council Meeting:

Presented the following for discussion:

- ...Policy Council Monthly Training Topic – Finance/Budget Development
- ...Director's Report (mailed)
- ...Self-Assessment
- ...Conflict of Interest Form
- ...Action Planning Tool
- ...IM – Documenting Services to Enrolled Pregnant Women

Kim asked if there were any questions. There were none.

Andrew Hill made a motion to approve the Head Start Committee Report and the Head Start Director's Report. Danny Glidewell seconded. Motion Carried.

**HEAD START POLICY COUNCIL REPORT** – Patricia Latson, Board Liaison gave the following report:

February Approvals (All items mailed)

- ...January minutes
- ...Director's Report
- ...Disability Waiver (if needed)
- ...Staff 5% Pay Increase
- ...Hires
  - Janeese Vogel transferred from Center Coordinator to Care Giver at EHS

There were no questions.

Rickey Callahan made a motion to approve the February approvals and Edward Crutchfield seconded. Motion Carried.

March Approvals (All items mailed)

- ...February minutes
- ...Director's Report
- ...Policies
  - Dual Language Learning Plan for Classroom
  - Home Visits
  - Parent Conference
  - Education I Home Based Program
  - Eligibility
  - Program Accessibility
  - Mental Health on-site services
  - Disaster Meal Plan
  - USDA Regulations

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Hires

- Mekhyalla Dawsey

There were no questions.

Danny Glidewell made a motion for March approvals. Alex McKinnie seconded. Motion carried.

**PROGRAM REPORTS** - presented for information.

**COMMUNITY SERVICES CUSTOMER SATISFACTION REPORTS** - presented for information.

**EXECUTIVE DIRECTOR REPORT** - Joel Paul reported the following:

...With the loss of drivers in our Transportation Program since the new minimum wage took effect, Tri-County has studied starting hourly wages throughout the panhandle. Santa Rosa County staff have reminded us that we can't recruit drivers due to our pay scale being too low. Staff will be finalizing a new pay scale for starting pay within the next week. We would like the opportunity to move forward with the new rates of starting pay in Transportation before our next board meeting. The board will not meet again until May. If agreed upon, the Executive Committee could review it and bring it to the board for ratification at the May meeting. Tentatively, the new driver starting pay will begin at \$13 per hour. The new funding cycle will start July 1<sup>st</sup> and we will see what the budget can afford. Even at \$13/hour, this will have to be addressed again as minimum wages increases. With insurance, gasoline and wages increasing, we hope that funding will keep pace with the additional costs. The Senate and House both have appropriations that could see cuts to transportation. One funding formula uses last year's trips for the basis of funding, a period when COVID-19 had everything shut down for some time. Mr. Paul asked if there were any questions. Mr. Glidewell asked if \$13 per hour was enough. Mr. Paul stated it would have to do for now until we see what the budget can afford and that it would at least address the upcoming minimum wage increases. Rickey Callahan made a motion to approve and Edward Crutchfield seconded. Motion carried.

...Washington County Commissioners have asked for a donated pot of unspent money be used to assist Washington County residents with their power bills. If we are notified to move forward, Tri-County will pay up to \$200 towards a power bill if specified criteria is met. We anticipate the funding of just over \$15,000 will be exhausted fast.

...Mr. Paul was in Bay county on Sunday meeting with DEO to assess the needs of victims affected by the wildfires. Funding has been made available and Tri-County is ready to assist with requests for help. The mandatory evacuation has been lifted and the rain has helped.

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... We still have Hurricane Michael funding until September. The client must meet the 125% poverty guidelines. Due to this very low threshold, set by the Federal Government, we have been unable to qualify many families.

This concludes the Executive Director report.

**CHAIR REPORT** – no business items. Thanked members for attending the Annual Training. It had a lot of good information and it is good to be reminded of the details.

**ROMA TRAINING** – Presented by Angie Moore, Certified ROMA Trainer. Angie referred to the handouts that were in the board packet. She discussed each phase of the ROMA cycle and explained the significance of the continuous cycle. She spoke in depth of the Assessment phase since we are beginning the process of a new Community Needs Assessment.

**NEW BUSINESS** – The Agency Annual Report was presented for approval.

Danny Glidewell made a motion and Patricia Latson seconded. Motion carried

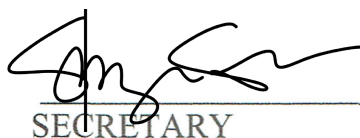
**OLD BUSINESS** - None.

**PUBLIC COMMENTS** - None

The meeting adjourned at 5:45 p.m.

  
CHAIR

5/17/22  
DATE

  
SECRETARY

5/26/2022  
DATE

As recorded by Sharon Kent, Board Liaison – 3/10/2022

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

Executive Committee Report

March 10, 2022

In an effort to recruit and retain staff, Ms. Kim Gillis, Head Start/Early Head Start Director would like to give an increase of 5% to all Head Start/Early Head Start employees. If approved, the yearly increase for Head Start would be approximately \$80,626.00 and approximately \$14,118 for Early Head Start.

The Executive Committee was polled by email February 28, 2022, regarding the proposed increase. Mr. Andrew Hill asked how the increase was calculated and what data was used or study performed to make an accurate comparison. We looked at the 2020 wage comparability study for Florida Head Start and determined agency wages for Head Start and Early Head Start Staff were less than the norm in that study. If this increase is implemented, wages will be compatible with the wages listed in the 2020 study.

All members unanimously approved to proceed. A report of this action will be made to the full board at the meeting on March 10, 2022.

By: Sharon S. Kent, Board Liaison

Members Contacted:

Ron Kelley-Chair	Responded – Approve
Danny Glidwell – Vice Chair	Responded – Approve
Rickey Callahan – Treasurer	Responded – Approve
Suzan Gage – Secretary	Responded – Approve
Andrew Hill – Member-at-Large	Responded – Approve

**TRI COUNTY COMMUNITY COUNCIL, INC.  
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**Finance Committee Meeting Minutes**

**March 10, 2022**

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

Members Present: Rickey Callahan, 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 – The report shows our revenue and expenses from January through February, as well as our YTD total and variances. We are getting ready to close out our LH grant.

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

Credit Card Purchases – No odd purchases to mention. Mr. Callahan did ask about our Wright's Express card for our fuel purchases. He was asking if we were going to need to increase our limits on our cards due to the increase in as prices. We told him we had actually just increased those limits the day before.

4<sup>th</sup> Qtr. Form 941 – This is the employer's quarterly federal tax return. In December, we had 109 employees and paid \$184,378.29 in taxes during the quarter. The COVID reimbursements are over, so we are now reporting our taxes normally.

Annual SF 425 – We submit this report to the HS Regional Office. It shows that we spent \$2,249,256.30. This year we were not able to spend all of our money. This is partially due to not being able to fill all of our positions as well as a lot of absence with our children. We were also able to get a waiver for the In-Kind.

Annual SF 429 – We file this report annually with the HS Regional Office. It shows all of our buildings and any federal interest we have associated with them.

TD Non-Sponsor Cash Match – We have not currently met our 10% match. We do anticipate having it met by the time the grant ends in June.

Heather also mentioned that we are expecting to see an increase in costs over the next few months. This will be reflected in our fuel, food (USDA) for HS, supplies, possibly even our health insurance. We are also discussing an increase in wages for our employees. We welcome any suggestions from the Board.



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

Recorded by: Hope Sharpe – Finance Officer

3/10/22

**Tri-County Community Council, Inc.**

P O Box 1210

302 North Oklahoma Street

Bonifay, Florida 32425

**Finance Committee Meeting**

March 10, 2022

4:15 p.m.

**Agenda**

1. Financial Status Reports (through 2/28/22) (Multi on White) –
2. Balance Sheet (White) –
3. Credit Card Purchases (Green) –
4. 4th Quarter 941 (Lilac)
5. Annual HS Form 425 (Blue)
6. Annual HS Form 429 (Lilac) -
7. TD Non-Sponsor Grant Cash Match (10%) –
8. Adjourn

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302 NORTH OKLAHOMA STREET  
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**BOARD DEVELOPMENT REPORT TO THE BOARD**

**for**

**March 10, 2022**

After the January meeting, it was discovered that Sheila Fitzgerald is not eligible to serve on the board because she is not an Okaloosa County resident. Committee members were informed of this issue by email on March 2, 2022.

This item is submitted to the board for approval.

**Per the By-Laws:** *Every member of the of the Board who is selected to represent a specific geographical designated neighborhood within the community must reside within the neighborhood he/she represents unless they represent a private community group...*

*This requirement of residency shall apply to:*

- (a) All representatives of the low-income.*
- (b) Those public officials (or their designee as defined in Article IV, Item 1(b)) who represent specific political districts.*

Tri-County Head Start/Early Head Start  
Board of Directors  
Head Start Committee Meeting  
March 10, 2022

**AGENDA**

Discussion on the following –

Retaining Staff  
Looking at our Programs Future a Time to Revamp  
Budget Planning for 2022-2023

Adjournment

**Sign-in** (Virtual/Zoom)

Reverend Nelson

Patricia Latson (Signed in late)

Kim Gillis

Sharon Kent

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**TRI-COUNTY COMMUNITY COUNCIL, INC.  
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**HEAD START COMMITTEE MINUTES**

March 10, 2022; 4:15 p.m.

Members present: Malcolm Nelson; Patricia Latson (joined late)

Member(s) absent: Suzan Gage

Staff present: Kim Gillis, Sharon Kent

Kim stated there were three topics on the agenda to discuss. The first item on the agenda is retaining staff. Kim talked about the 5% increase for all Head Start/Early Head Start employees that would be presented tonight for approval. We are also looking at mental health issues, making sure staff are provided a place to get away for a few minutes with a snack and drink. We are doing a monthly newsletter which recognizes staff birthdays with a drawing at the end of the month and the winner receiving a gift card to a restaurant. We are also recognizing employee time of service with Head Start. Kim asked for suggestions. There were none.

The second topic is looking to the future. It may be a time to revamp the program. We are possibly looking at converting slots from Head Start to Early Head Start or reducing slots to be able to offer higher wages for staff. We are looking at our wait list for the last couple of years, along with our Community Assessment, and VPK. As VPK expands we could possibly lose our 4 year olds and we may have to look more at birth to three. We have had enrollment struggles this year and even last year. We have requested from our Program Specialist to have T/TA staff work with us. They will help us look for ways to retain staff and some of the other issues that we have mentioned. We should be receiving a phone call later this month to discuss setting this up. Head Start now has project years which are 5-year grants. We update every year during the project year but 2023 is our last year so we will have to go through the whole process which means if we were going to change the scope of the program, now would be a good time. Once you do something like reduce slots, we can't go back so we want to make sure it's the best thing to do for our program. Does anyone have any input? Being none, Kim moved to the next topic.

The last thing on the agenda is budget planning. It's getting to that time of the year where we start looking at planning the budget. Head Start really wants Policy Council & the Board to be involved in the actual planning process. Kim asked for ideas to get members involved in this process. She stated usually she works on the grant and then it is discussed when it is almost done. The committee is usually involved but hoping to get the board involved in actually helping prepare the grant. Kim suggested a zoom type meeting or her traveling to meet with a few board members to get input on the grant in the planning process.

Patricia Latson joined the meeting late so Kim revisited all the agenda topics. Ms. Latson said it sounded like Kim had everything covered and the things being done to recognize staff sounded good to her. Mr. Nelson said everything sounded good and it appeared that Kim had things in order and planned out well. Kim thanked members for their time and encouraged members to reach out to her to share any ideas they may think of later.

Meeting adjourned at 4:18 p.m.

Recorded by: Sharon Kent; 3/10/2022