

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

**MINUTES
BOARD OF DIRECTOR'S MEETING
MAY 12, 2022**

Tri-County Community Council, Inc., Board of Directors met on March 12, 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 roll was called with only 9 members present. We did not have enough members to make quorum. The Executive Director's report had been moved to the top of the agenda to allow Mr. Paul to attend graduation activities for his son so he offered to give the Executive Director's report at this time. This would allow time for more members to join the meeting.

EXECUTIVE DIRECTOR REPORT – Joel Paul reported the following:

... We are continuing to partner with Feeding the Gulf Coast for their senior food program in Walton County. The program has donated a pallet jack to move the food. Feeding the Gulf Coast had solicited the another agency to store the food but were unable to find one.

... Home repairs are continuing in the Hurricane Michael counties with funding ending in September 2022. LIHEAP has received funding for HVAC repair as part of their funding.

... Recently, Head Start announced the COLA to be 2.28%. If approved later in this meeting, Tri-County employees will be receiving the COLA with exception of transportation employees granted increases to exceed the minimum wage levels and for retention strategy discussed at the last meeting. These increases exceeded the 2.28%. In comparison, this COLA was higher than last year at 1.22%.

... Agency insurance, fuel, wages, and electric/utility costs have increased this year. Like our clients and employees, Tri-County staff has wrestled with the budget to find ways to meet these increases. Cuts to spending are difficult choices and we will continue to provide updates in the near future. This concludes the Executive Director report. Mr. Paul asked if there were any questions.

Mr. Russ Henderson asked what kind of things are being used to solicit people to make use of the funds that are still available in the LIHEAP and home repairs by Hurricane Michael. Joel stated we already have LIHEAP clients and others will come in. We are using notices and other partner agencies to get the word out. Mr. Kelley asked how a person would qualify if not receiving some other Tri-County service. Joel stated they would need to contact our office and fill out an application to see if they qualify. There are income guidelines and if they qualify the application would be processed. Our staff will counsel and help people with the process. Russ then asked if a hurricane were to hit this summer, how long would it take for funding to be available to help

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people. Joel stated it could take up to a year after a declaration by the Federal Government for funding to hit the streets.

Mr. Kelley asked if other members had joined the meeting. Mr. Glidewell had joined in person at the Administrative Office in Bonifay and a quorum was declared with ten 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]	[]	Vince Staten
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]	
Bruce Smith	Low-Income Elected	[]	[X]	
Howard Vanselow	Low-Income Elected	[]	[X]	
 <u>ATTORNEY</u>				
Jeff Carter		[X]	[]	

Danny Glidewell made motion to approve the roll call and Alex McKinnie seconded. Motion carried.

March 2022 BOARD MINUTES - the minutes were reviewed with two corrections noted by Mr. Kelley. Mr. Alan Bush and Ms. Jeri Faircloth were present at the March board meeting but were marked absent. Alan Bush made motion to approve and Phillip Music seconded. Motion carried.

BOARD DEVELOPMENT COMMITTEE REPORT – presented by Suzan Gage, Chair. Mr. John Hofstad was appointed to the board as Public Sector Representative for Okaloosa County at the Commissioner's meeting on March 15, 2022. With this approval, all seats are be filled. Ms. Latson made the motion and Mr. Glidewell seconded. Motion carried.

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FINANCE COMMITTEE REPORT – presented by Heather Craft, CFO in the absence of Mr. Callahan, Chair. She reported on the following:

Financial Status Reports – shows the revenue and expenses from October through April. Some negatives are related to the billing being a month behind and quarterly reporting.

Balance Sheet - this reflects the financial position of the agency, assets and liabilities.

Credit Card Purchases: shows the various credit card expenditures for February and March bringing attention to the increased amount of the Wrights Express Fuel charges which is to be expected with rising fuel costs. The LOWES charges were also up this month because we were able to use volunteer groups for labor which allowed us to get more work accomplished in the DRSF Program.

FORM 941: reflects taxes paid for the quarter and wages paid. We had 108 employees in March and paid \$143,152.61 in taxes for the quarter.

Final Form 425 Head Start Report: We filed two reports with the Head Start Region IV Office. The first is for our annual funding. It shows amount awarded and unspent amount of \$86,323.37 which was due to being in the middle of the pandemic and unable to fill several positions during that time. We were able to get a waiver for the in-kind requirement. The second report is the CARES funding. It is listed as an annual report but it is actually a final report. Due to the timing of the release of the funds, we were unable to spend \$50,000 of this funding.

Certificate of Deposit (CD) Investment: the Finance Committee was polled by email on April 12, 2022 to review and approve a ladder CD investment for unrestricted funds with Cetera. It is short term investment so we can access the money if needed and it is FDIC insured. The committee approved the investment.

Increase on Agency Portion of Health Insurance: the Finance Committee was polled again by email on April 26, 2022 for review and approval of increase to the agency portion of Health Insurance from \$550 to \$565. This would help reduce the burden of additional costs to our employees and keep the agency compliant with the Affordable Health Care regulation. The committee approved the request.

Auditor Selection for 2022-2026: two firms requested bid packets but only Carr, Riggs, & Ingram responded with cost of \$60,500 a year.

TD Non-Sponsored Grant Cash Match (10%): the match has not been met yet for Santa Rosa and Walton counties but we anticipate it will be by end of the contract.

Finance Policy Update: updated minor wording changes to the policy. Language was also added stating who holds the titles & deeds for the agency and prohibiting loans to employees.

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FORM 990: this annual report filed with the IRS that provides information on the agency's mission, programs and finances. It provides detail that supports the agency's strengths or weakness. This report can be found on GuideStar.org.

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

HEAD START COMMITTEE REPORT - presented by Suzan Gage, Committee Chair. Committee discussed a SWOT Analysis and Self-Assessment that staff are working on. Kim shared some feedback from staff and asked committee members for input. Also discussed was a COLA and Quality Improvement funds for Head Start/Early Head Start to help support the staff. The committee votes favorably on this noting any increases we can give staff is probably a good thing given the challenge of retention of staff as well as the cost of everything going up exponentially. Kim also discussed an incentive for Head Start / Early Head Start staff with the use of ARP funding. Committee agreed that would be a good use of funding to work for staff retention and increase of salaries. Kim and team have been working with staff regarding CORE values of the program and are just at the initiating stages of that exploration.

Mr. Glidewell made a motion to approve and Russ Henderson seconded. Motion carried.

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 March. A quorum was not established for the April or May meeting. A phone poll was conducted and all items were approved.

Board Training Topic: EHS Home Base – Home Visits and Socializations Requirements & Eligibility.

April Policy Council Meeting:

Presented the following for discussion:

- ...Policy Council Monthly Training Topic – In-Kind / Eligibility
- ...Director's Report (mailed)
- ...Results from our Focus Two Area Monitoring
- ...Self-Assessment
- ...Conflict of Interest Form (sign)
- ...Program Leadership Responsibilities (from Venn Circles)
- ...Action Planning Tools
- ...Request to bring Teachers back July 18th instead of July 25th

May Policy Council Meeting:

Presented the following for discussion:

- ...Policy Council Monthly Training Topic – EHS Home-Base – Home Visits & Socialization Requirements

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...Director's Report (mailed)

...2021-22 Mid-Year Child Outcomes not presented due to Education Specialist resignation; the Policy Council will get them in June and they will be ready for the board in August.

...Emailed 5/10/2022 – Full 2.28% COLA & Quality Improvement Request; Transition Policy & COVID Policy; All staff will receive the 2.28%. Any remaining funds would be placed back into personnel budget to offset the 5% increase given to staff in March. The Quality Improvement request will be used to increase wages to meet the minimum wage requirement of \$11 in September. Quality Improvement funds will also be used to increase the Cook's rate of pay to differentiate between Cook and Cook Assistant wages. The Cook supervises the Cook Assistant and has more responsibilities. Kim also noted correction on EHS COLA & Quality Improvement numbers.

...Accounting & Financial Policies and Procedures Manual

...SWOT Analysis Results

...Self-Assessment

...Eligibility Priority Criteria

...PI – FY 2022 Head Start Funding Increase

...IM – Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program.

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

April Approvals (All items mailed)

...March minutes

...Director's Report

...Policies

- Background Checks and Selection Procedure (five-year rescreening)
- Background Checks and Selection Procedure
- Hiring Current and Former Program Parents
- Taking Classes
- Teacher Qualifications
- CDA Requirement
- Additional Services for Parent Inclusion
- Request for Special Equipment
- Interagency Agreement
- Transition from Early Head Start
- Parent Committee Meetings
- Parent Meetings & Activities
- 2022-23 School Calendar – Holmes County
- 2022-23 School Calendar – Washington County
- 2022-23 School Calendar – Walton County
- 2022-23 School Calendar – EHS Center-Base
- 2022-23 School Calendar – EHS Home-Base

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...New Hires

- Wanda Myers – Westville Center Assistant
- Madison Kersey – Westville Floater

May Approvals (All items mailed)

...April minutes

...Walton Center – two events @ \$250 each for total of \$500

...Director's Report

...Policies

- Parent activities to Promote Learning and Development
- Parent Involvement in Health, Nutrition & Mental Health
- Accessing Community Services
- Partnerships with Child Abuse Prevention Programs
- Follow-up of Family Services
- Basic Computer Maintenance
- Child Outcomes Report to Policy Council & Board
- Grant Application/Budget
- Quarterly Monthly Newsletter
- Protect Personally Identifiable Information
- Child's Education File
- Bus and Pedestrian Safety Education Training (Children) Safety Procedures
- Field Trip Request
- Field Trip Safety
- Emailed Policy 5/4/22 Transition from Early Head Start
- Emailed Policy 5/10/22 COVID Policy
- Emailed complete COLA (2.28%) and Quality Improvement Request 5/10/22
- COLA HS- \$43,842; EHS- \$10,586/Quality Improvement HS-\$10,565; EHS-\$2,862
- Request waiver for in-kind by putting \$0 in correct column
- Accounting Finance Policies & Procedures Manual
- Eligibility Priority Criteria - EHS
- Eligibility Priority Criteria – HS
- Application for Admission

...New Hires

- Melissa Ivey – EHS Center Assistant
- Sarah Beth McManus – Family Service Coordinator
- Kalista Butler – Floater

There were no questions.

Danny Glidewell made a motion. Phillip Music seconded. Motion carried.

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PROGRAM REPORTS - presented for information.

COMMUNITY SERVICES CUSTOMER SATISFACTION REPORTS - presented for information.

CHAIR REPORT – Increase on Agency Portion of Health Insurance. Mr. Kelley reported the Executive Committee was emailed a request to increase the agency portion of Health Insurance from \$550 to \$565 per month. This will leave an employee balance of \$102.60 per month and ensure the agency meets the requirements of Affordable Healthcare Act and avoids IRS penalties. All members approved the recommendation from the Finance Committee to increase the agency portion by \$15.

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

NEW BUSINESS –

Community Needs Assessment, Title VI Policy, & COVID Policy (all mailed in board packet)
Add-on item: Cost of Living Adjustment of 2.28% - as referenced by Mr. Paul in the Executive Director's report and Ms. Gillis in the Head Start Director's report, we recently received notice of the HS COLA of 2.28%. It is requested by the agency to grant this increase to all employees with the exception of transportation employees that received increases in March. Those increases exceed the 2.28% COLA. The COLA will be retroactive to December 1, 2021.

OLD BUSINESS – This item was not on the agenda. Updated Transportation Pay Scales. We were not able to complete the updated Pay Scales for Transportation before this meeting. The COLA was received late. We are attempting to include all changes on one pay scale to include the upcoming minimum wage increase for Transportation and other programs to bring to the board at the August meeting.

Ms. Latson asked if the Commodities Services in the Program Reports had been cut out and then added back recently or a new program. She also wanted to know why the report had zero people served in March. Sharon said she would ask Angie Moore, Community Services Director and send an answer by email.

PUBLIC COMMENTS – Vince Staten stated he would like to speak on one subject. Present policy states after 12 weeks of medical leave you are terminated from employment. Mr. Staten requested the policy be revisited to pay out a portion of sick leave upon termination due to a medical event. Mr. Kelley stated the request would be forwarded to Mr. Paul to look into and respond to Mr. Staten.

The meeting adjourned at 5:55 p.m.

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8-12-22

CHAIR

DATE

SECRETARY

DATE

As recorded by Sharon Kent, Board Liaison – 5/12/2022

**TRI-COUNTY COMMUNITY COUNCIL, INC.
302 NORTH OKLAHOMA STREET
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BOARD DEVELOPMENT REPORT TO THE BOARD

for

May 12, 2022

Mr. John Hofstad was appointed to the Tri-County Board of Directors as Public Sector Representative for Okaloosa County at the Commissioners Meeting on March 15, 2022.

With this appointment, all seats are filled. This item is submitted to the board for approval.

Tri-County Community Council, Inc.

P O Box 1210

302 North Oklahoma Street

Bonifay, Florida 32425

Finance Committee Meeting

May 12, 2022

4:15 p.m.

Agenda

1. Financial Status Reports (through 4/28/22) (Multi on White) –
2. Balance Sheet (White) –
3. Credit Card Purchases (Green) –
4. 1st Quarter 941 (Lilac)
5. Final HS Form 425 (Blue)
6. CD Investment -
7. Increase on Agency Portion of Health Insurance –
8. Auditor Selection (2022-2026) -
9. TD Non-Sponsor Grant Cash Match (10%) –
10. Finance Policy & Procedures Revision –
11. Form 990 -
12. Adjourn

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

May 12, 2022

Date & Time: May 12, 2022 - 4:15 p.m. via Google Meet

Members Present: Edward Crutchfield

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 through April. There were not any major changes.

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

Credit Card Purchases – It reflects our normal purchases.

1st Qtr. Form 941 – This is the employer's quarterly federal tax return. In March, we had 108 employees and paid \$143,152.61 in taxes during the quarter.

Final HS Form 425 – We filed two reports with the Head Start Regional Office. The first report is for our annual funding. It shows the amount of funding awarded. We were unable to spend \$86,323.37. We were able to get a waiver for our In-Kind requirement.

The second report is for our Cares funding. The report shows it as our Annual Report, but it is actually our Final report. We were unable to spend all of the funds, due to the timing the funds were released. We received the funds around September and they needed to be spent by November.

Certificate of Deposit (CD) Investment – We polled the Finance Committee by email, on April 12, 2022, to review and approve a ladder CD investment with Cetera. The funds are FDIC insured and would be unrestricted monies. The committee approved the investment.

Increase on Agency Portion of Health Insurance – Again, we polled the Finance Committee, on April 26, 2022, for review and approval of an increase to the Agency Health Insurance by an extra \$15 per covered employee. This would bring the Agency Benefit to \$565 and keep the Agency compliant with the Affordable Health Care regulation. The committee approved the increase.

Auditor Selection for 2022-2026 – Every 5 years we have to go out for bids for our Auditor. This year we only received one bid from Carr, Riggs, & Ingram for \$60,500 a year.

TD Non-Sponsor 10% Grant Cash Match – We currently have not met the 10% match for Santa Rosa and Walton counties, but we do anticipate the match to be met before the end of the contract.

Finance Policy & Procedures Revision – Minor wording changes were made to the policies. We also added language stating who holds the titles & deeds for the agency and prohibiting loans to employees.

Form 990 (Separate Enclosure) – The 990 is an annual report filed with the IRS. It provides information on the agencies mission, programs, & finances. It is also located on GuideStar.org for public view.

The attending committee member was in favor to submit the items to the board for approval.

Recorded by: Hope Sharpe – Finance Officer

5/12/22

Tri-County Head Start/Early Head Start
Board of Directors
Head Start Committee Meeting
May 12, 2022

AGENDA

Discussion on the following –

- SWOT and Self-Assessment
- COLA and Quality Improvement Funds
- Staff Incentive
- CORE Values

Adjournment

Sign-in

SUZAN Geagu
Patricia Latson

Kim Gellis
Sharon Kemp

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

May 12, 2022; 4:15 p.m.

Members present: Suzan Gage, Patricia Latson

Member(s) absent: Malcolm Nelson

Staff present: Kim Gillis, Sharon Kent

Kim opened the meeting by discussing the first thing on the agenda, the SWOT Analysis. Looking at weaknesses and threats, Kim stated she would like to have board input. She shared staff concerns which include not enough staff, staff calling in, pay, health insurance costs, & low computer literacy of some staff. Family & community engagement weakness included not having center activities & feeling separated and the poverty guidelines. Another threat discussed is the opening of Pre-K in Chipley and in Vernon. It was suggested we also needed to enhance our social media presence. COVID mask and immunization mandates could also be considered a threat. Suzan asked if the wages were competitive. She said the pay scale that was submitted looks low but not sure how much increases the program could sustain. Suzan stated private childcare is facing some of the same things we are. We are all having to look at wages with the minimum wage increases and we are also now competing for the same type of employees. What is it about working at Tri-County that makes someone believe in the mission or be willing to accept the lower wages and believe in the work they are doing? Kim stated our TA was working with us on staff retention. One of the questions also asked by them was what were the things that made people want to stay? One of the things mentioned was the need was to know what was expected of them. They also need recognition, praise and to know they felt appreciated. It wasn't always about the money. Suzan agreed and stated it isn't always about the money but did we ask when people leave, what were the reasons? Kim said, some go to the school system, others do leave for more money and the COVID situation and reluctance to wear masks. Perks included taking child with them to school and take them home. Suzan said she sees the same things that staff were listing as threats.

Kim stated the self-assessment is in progress and should be ready for Policy Council in June.

The COLA and Quality Improvement Funds were discussed next. The 2.28% COLA increase will be given across the board. A 5% increase was given in March for all staff. Kim has requested that any leftover money from the COLA be put back into personnel costs to offset that increase. Kim requested to use the Quality Improvement funds bump everyone up to \$11 an hour. She also requested Quality Improvement funds be used to increase the Cook's rate of pay to differentiate between Cook and Cook Assistant wages.

Patricia Latson stated Holmes County teachers are some of the lowest paid in the area and they start out making \$40,000 a year which is a 40% increase from Head Start Teacher salaries. She stated she couldn't turn that down if she were in that position especially with the opportunity to be able to drive her own kids to school and home. Kim said she fully understood as we had an employee leave us last year to take a Teacher's Aid position making \$19 an hour. She stated, we can't begin to compete with that type of salary unless Head Start increases our budget because our Teachers don't even make that amount. Suzan stated that childcare is facing the same issue. Suzan suggested any money that could be put toward staffing should be but she doesn't think it's going to solve the challenges we are experiencing because the system doesn't have enough money.

Kim stated we wanted to start highlighting the benefits that Tri-County offers to employees. Ms. Latson stated it might be a good idea to put a dollar amount on the combined salary and benefit for employees.

Kim said we still have American Recovery Funding and some programs are using those funds for recruitment incentives. For instance, if a staff recruits someone, they and the person hired would get a certain amount of money and if the new employee is still employed after 90 days, they get the other half. Also discussed was retention incentives. Suzan stated they had given retention and longevity incentives as well.

Ms. Latson noted we haven't been meeting our match. She asked if we met our match moneywise, is that money able to go into the pool to pay staff? She also asked if we could use donated "incentives" such as beach stays as incentives for our teacher? Kim stated it is tricky with In-Kind because it's not actual money we get. Whatever service someone does that we would normally pay for, is something we could use for in-kind but hotel stays and such are not things we could use as in-kind. Even if people donate money, it becomes in-kind after we spend the money on something that Head Start would pay for.

Kim then discussed CORE Values. She stated they discussed the need for a vision that staff can really connect with. Kim sent out a survey asking staff what they think are important core values. Some of the responses received so far are commitment, honesty & passion. Once all are received, a new request will be sent asking staff to choose 5 of the Core Values and start building on them. Staff are looking at on-boarding and training to strengthen it so staff will know what is expected of them.

Suzan asked if any type of recognition is being done. Kim stated she tries to do some things like a monthly newsletter. This was in response to some feedback received from staff of the lack of direct communication. Kim now sends important topics to everyone and not just center coordinators so all could be well informed. She also sends challenges out. She is not sure if it really helps but she has received some positive feedback.

An item not on the agenda was discussed. We have requested TA assistance and are looking at reduction and conversion of Head Start slots to Early. We've been told if it's approved and you do a reduction, there's a possibility you can keep the money if your reasoning is to increase staff wages. We have one more year on our 5-year project so we will be looking at different options. Once you convert, you can't go back so we have to make sure that is what we want to do. Suzan stated she thought conversion was a brilliant idea considering the opening of Pre-K sites in Washington County.

Suzan asked how enrollment was looking at this point. Kim stated we aren't at full enrollment at this time and we aren't enrolling now because we are so close to the end of year. Kim stated we are up to 35 for Early Head Start Home Based. She stated we also did our first selection with Westville and selected 35 with some of those being returning students. On Thursday we will be doing the Walton selection.

Meeting adjourned at 4:45p.m.

Recorded by: Sharon Kent; 5/12/2022

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Executive Committee Report
(Health Insurance Increase)
April 27, 2022

Due to Open Enrollment for Health Care Insurance beginning May 1, the Executive Committee was polled by email April 26, 2022 after recommendation of the Finance Committee to increase the Agency portion to \$565 (an increase of \$15).

This will leave the employee balance of \$102.60 per month and ensure the agency meets the requirements of Affordable Healthcare Act and avoids IRS penalties.

All members approved the recommendation from the Finance Committee to increase the agency portion by \$15.