

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

MINUTES
BOARD OF DIRECTOR'S MEETING
AUGUST 11, 2022

Tri-County Community Council, Inc., Board of Directors met on August 11, 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. A quorum was declared with thirteen 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]	[]	

ATTORNEY

Jeff Carter	[X]	[]
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Rickey Callahan made motion to approve the roll call and Anita Halling seconded. Motion carried.

May 2022 BOARD MINUTES - the minutes were reviewed. Danny Glidewell made motion to approve and Edward Crutchfield seconded. Motion carried.

BOARD OF DIRECTOR'S MEETING
AUGUST 11, 2022
PAGE TWO

FINANCE COMMITTEE REPORT – presented by Rickey Callahan, Chair.

Financial Status Reports - the committee reviewed the financial status reports through July 2022 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 81 employees at the end of June and paid \$152,527.60 in taxes.

Semi Annual 425 Head Start Report - report shows expenses from December 2021 through May 2022 with \$1,016,814.35 in expenses and in kind collected \$72,884.80.

Head Start Annual ARP Form 425 FFY 21-22 Report – report shows expenses of \$158,748.26 from April 2021 to March 2022 with no in-kind requirement. This grant will expire in 2023.

Head Start Annual CRSSA Form 425 FFY 21-22 Report – expenses from April 2021 to March 2022 of \$17,046.03 with no in-kind requirement.

Head Start Annual ACF Performance Progress Report – this report shows progress and struggles associated with the ARP and CRSSA funding from April 2021 through March 2022.

Items Over \$10,000 – four large purchases. Head Start Funding was used to purchase Teaching Strategies Curriculum with enhancements. Head Start ARP Funding was used to pay for Flooring at Walton Head Start and to Cut Trees at Walton Head Start. A new Tire Changing Machine was purchased for the Transportation Shop with DOT 5311 ARP Funding.

Form 5500 – enclosures include two form 5500's. First is the 2021 Benefit Plan from January through December 2021. The agency provides short-term disability to employees with 90 active participants and paid \$50,854 in premiums. The second Form 5500 was for the agency 403b 2020 Pension Plan. This was for the time period of October 2020 through September 30, 2021 with 116 employees participating and the agency contributing \$83,702 towards participating plans.

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

**BOARD OF DIRECTOR'S MEETING
AUGUST 11, 2022
PAGE THREE**

TD Non-Sponsored Grant Cash Match (10%) - the 10% required cash match was met for contract ending June 30, 2022.

Danny Glidewell made a motion to approve and Edward Crutchfield seconded. Motion carried.

PERSONNEL COMMITTEE REPORT – Committee Chair gave a brief overview of items and deferred to Sharon Kent to offer more information.

Personnel Policies & Procedures Update – included in the board packet as Enclosure 11. It adds a One-Time Pay Section to Personnel Policies with a subsection of Longevity Pay which states:

Section 16. One-Time Pay - A one-time payment may be given to employees that is deemed appropriate by a specified funding source that provides the additional funding.

16.2 Longevity Pay is a one-time payment that may be given to employees in recognition of the added value longer-service employees bring to the agencies' skills and capabilities. The amount received is based on established criteria utilizing time in service in conjunction with the level of education and/or training an employee possesses.

The second item is the updated Pay Scales for the Community Services and Transportation Department. They are included in the board packet as Enclosure 12. At the March meeting, we requested to increase wages for Transportation staff in order to recruit and retain employees. It was approved with a promise to provide an updated Transportation Pay Scale in the future. On July 12, 2022, Personnel Committee members were emailed a request to increase the wages in the Community Services Department to a comparable wage. The committee approved the request and it was subsequently approved by the Executive Committee on July 13th.

Rickey Callahan made motion and Andrew Hill seconded. Motion carried.

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

Angie discussed current and future grants.

CSBG Funding – we currently have three CSBG grants running at this time that are set to expire in the next two months. The first is the regular CSBG grant with the majority of funding allocated to help families and individuals become self-sufficient in gaining and retaining employment. The second is CSBG CARES Act funding which is for those affected by the pandemic. It is used for rent, utilities or anything else fitting that category related to the pandemic. The last is the Disaster Recovery Supplemental grant. Funds are for Bay, Jackson, Washington & Holmes Counties for clients affected by Hurricane Michael. Funding is primarily used to assist with home repairs and temporary housing through Rebuild Florida. Households must meet poverty guidelines and meet other criteria to get help with this funding.

BOARD OF DIRECTOR'S MEETING
AUGUST 11, 2022
PAGE FOUR

LIHEAP Funding – two grants being administered currently, the FY 2021 LIHEAP and LIHEAP ARP. The regular LIHEAP is used to assist households with energy obligations. The LIHEAP ARP is to assist with energy costs for families experiencing added costs due to COVID. Both of these grants are closing September 30, 2022.

New funding in CSBG and LIHEAP:

FY 2022 CSBG Funding – these are our regular CSBG funds that are used primarily for self-sufficiency. Funds are also used for youth development and a small amount for emergency assistance, medical assistance and document replacement. This grant will run through September 30, 2023.

2022 LIHEAP Funding – assist with energy obligations. Households are eligible for a one-time calendar assistance with their power bill under Home Energy and a crisis benefit that typically allows for a summer benefit and a winter one. Grant will run through September 30, 2023

LIHWAP Funding – a new grant the Low Income Home Water Assistance Program provides funds to assist households with water and waste water obligations. The maximum per household is \$1,000.00. There are two categories with one being a crisis module and the second an energy relief module. Crisis module pays for delinquent bills at risk of disruption of service. The Energy Relief module pays for bills before they are past due. Households can receive a combination of Crisis and Energy Relief but cannot exceed the maximum benefit of \$1,000. We are currently working through budget preparation and obtaining vendor agreements with the water departments in the service area. Funding is set to expire on September 30, 2023.

Angie Moore concluded the report.

Danny Glidewell made motion and Rickey Callahan seconded. Motion carried.

HEAD START COMMITTEE REPORT - presented by Kim Gillis in the absence of Suzan Gage, Committee Chair.

The committee discussed the grant application for FY 2023. 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. Also discussed was the request of a partial (75%) in-kind waiver. There is still some uncertainty which is the reason for the partial request. The longevity incentive was also discussed. This incentive is based on time in service in conjunction with training, expertise and level of education. Staff will receive amounts based on established criteria. The incentive will convey to existing staff how much they are appreciated and how their expertise helps our program operate more efficiently. Core Values were discussed as well. Six Core Values have been established based on staff input.

Anita Halling made motion and Danny Glidewell seconded. Motion carried.

**BOARD OF DIRECTOR'S MEETING
AUGUST 11, 2022
PAGE FIVE**

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

Policy Council met in June and August with neither meeting having a 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 & elaborated on the various reports.

We just completed the Self-Assessment so we will be talking about the Program Improvement Plan which is required annually. We will be looking at how our program is doing, making sure we are doing what we are supposed to and if not, make improvements. We try to get Board Members, Policy Council Members, Parent and Staff to participate in this process.

June Policy Council Meeting:

Presented the following for discussion:

- ...Policy Council Monthly Training Topic – Monitoring Reports
- ...Director's Report (mailed)
- ...2021-22 Mid-year Child Outcomes
- ...2021-22 Self-Assessment Improvement Plan
- ...2021-22 Community Assessment Update
- ...2021-22 Policy Council Annual Calendar
- ...Two Calendar Changes – Teaching staff return July 18th and Early Head Start end date moved to July 21st.
- ...Continuation Grant/Budget
- ...Recruitment Activities
- ...Purchase Teaching Strategies Enhancements

August Policy Council Meeting:

Presented the following for discussion:

- ...Policy Council Monthly Training Topic – Self-Assessment
- ...Director's Report (mailed)
- ...Core Values
- ...Continuation Grant – HS \$1,999,611 and EHS \$30,488
- ...Partial In-Kind Waiver (25%) HS \$124,976 and EHS \$30,488
- ...Training Plans – Staff, Policy Council/Board of Directors and Parents
- ...Longevity Incentive
- ...Request to purchase a vehicle if funds are available
- ...Parent Committee President interview policy
- ...Expenses for Flooring (Gammons) and Tree Cut/Clean-Up (B & D)
- ...Recruitment Activities

BOARD OF DIRECTOR'S MEETING

AUGUST 11, 2022

PAGE SIX

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

- Vendor Food Shopping
- USDA/CCFP Regulations
- 2021-22 Mid-Year Child Outcomes
- 2021-22 Self-Assessment Improvement Plan
- 2021-22 Community Assessment Update
- Teaching Staff return July 18th instead of July 25th
- Early Head Start end date move to July 21st from July 28th
- Policy Council Training Calendar for 2022-23 School Year
- Purchase Teaching Strategies Enhancements

August Approvals (All items mailed)

...June minutes

...Director's Report - July and August

Policies

- Height and Weight
- Dental Hygiene
- Administration of DECA
- Sexual Predator
- Child Discipline
- Time Out
- Providing Info, Support and Referrals for Children and Families
- Mental Health On-Site Services and Resources
- Behavior Management Support and Discipline
- Response to Behavioral and Mental Health Concerns
- Delete – Mental Health Referrals for Families
- Delete – Mental Health Referrals for Children
- Delete – Mental Health On-Site Services
- Delete – Behavior Management Principles
- Delete – Support for Effective Classroom Management
- Delete – Mental Health Procedures
- Delete – Mental Health Assessment & Concerns/Emergency Concerns
- Cost Allocation Plan
- On-going Monitoring Plan
- Continuation Grant HS \$1,999,611 and EHS \$487,807
- Partial In-Kind Waiver (25%) HS \$124,976 and EHS \$487,807
- Partial In-Kind Waiver (25%)

BOARD OF DIRECTOR'S MEETING

AUGUST 11, 2022

PAGE SEVEN

- Training Plans – Staff, Policy Council/Board of Directors, and Parents
- Longevity Incentive (September)
- Request to purchase a vehicle if funding is available

Hires/Transfers

Stephanie Bradshaw – Westville - from Teacher Assistant to Teacher

Kalista Butler – Westville – from Floater to Teacher Assistant

Lisa Wainwright – CEEC – from Walton Cook Assistant to CEEC Teacher Assistant

Zachariah Lee – Walton – hired as Teacher Assistant

Brandy Odom – EHS – from CEEC Teacher to EHS Home Visitor

Rickey Callahan made a motion. Danny Glidewell seconded. Motion carried.

PROGRAM REPORTS - presented for information.

COMMUNITY SERVICES CUSTOMER SATISFACTION REPORTS - presented for information.

EXECUTIVE DIRECTOR REPORT - Joel Paul reported the following:

2021-22 Strategic Plan Update – included in the board packet. We try to identify issues in society that affect the agency and helps us target where which direction we want to go and what we want to do. Joel Paul gave review of each item and opened for discussion. There were no questions.

We are in the last two months of the DRSF (Hurricane Michael) Program for Bay, Holmes, Jackson and Washington Counties. Construction and assistance with Rebuild Florida will end in September. This program has been difficult to administer. Funding was late and damage to homes was already two years old. The rules made it difficult for clients to satisfy.

All programs are experiencing like issues and problems

...Difficult to hire and retain staff

...cost to run programs are increasing especially in utilities and rent

...fuel has only returned to last year levels

...transportation trips are down in two rural counties

...replacement vehicles are difficult to order and obtain

...funding increases have not matched increased expenses

...Tri-County is starting our pre-audit with fiscal year ending September 30th.

Mr. Paul thanked the staff and Board of Directors for dedicated service to our clients. The commitment recognized and is appreciated.

This concludes the Executive Director report.

**BOARD OF DIRECTOR'S MEETING
AUGUST 11, 2022
PAGE EIGHT**

Alan Bush made a motion. Danny Glidewell seconded. Motion carried.

CHAIR REPORT – Ron Kelley reported on Executive Committee business. On June 7th, the committee was polled by email regarding two items related to the Head Start/Early Head Start Program. The first request is to change Early Head Start's last day from July 28th to July 21st to allow staff to attend training and have repairs done at the center. Request number two was to purchase new curriculum enhancements. Three of five members approved this request; no response from two members.

The Executive Committee was also polled on July 13th by recommendation of the Personnel Committee to request a pay scale adjustment for the Community Services Department. Pay increases are needed to recruit and retain staff and maintain minimum wage requirements. Four of five members responded in favor of the pay scale adjustment. One member did not respond.

Executive Director's annual compensation & evaluation was performed. Out of a possible score of 5, Mr. Paul scored very high exceeding job requirements. The board is very happy with Mr. Paul's work. Ron Kelley congratulated him for doing a job well.

Rickey Callahan made a motion. Danny Glidewell seconded. Motion carried.

NEW BUSINESS – included in board packet as separate enclosures

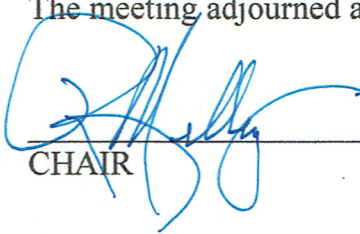
- CSBG Monitor Report
- CSBG DRSF (THF) Monitor Report
- DOT Monitor Report
- 5 Year Strategic Plan
- Title VI Update #2

Danny Glidewell made a motion to approve. Rickey Callahan seconded. Motion carried.

OLD BUSINESS - None.

PUBLIC COMMENTS - None

The meeting adjourned at 5:44 p.m.



CHAIR

10/14/22

DATE

SECRETARY

DATE

As recorded by Sharon Kent, Board Liaison – 8/12/2022

Tri-County Community Council, Inc.

P O Box 1210

302 North Oklahoma Street

Bonifay, Florida 32425

Finance Committee Meeting

August 11, 2022

4:15 p.m.

Agenda

1. Financial Status Reports (through 7/31/22) (Multi on White) –
2. Balance Sheet (White) –
3. Credit Card Purchases (Green) –
4. 2nd Quarter 941 (Yellow) -
5. Semi-Annual HS Form 425 (Pink) -
6. Annual HS APR Form 425 (Blue) -
7. Annual HS CRRSA Form 425 (Lilac) -
8. Head Start Annual ACF Performance Progress Report (Yellow) -
9. Items Over \$10,000 (Green) –
10. Form 5500 (Flexible Benefits & 403 (b) Plan Audit (Separate Enclosure –
11. TD Non-Sponsor Grant Cash Match (10%) -
12. Adjourn

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

Finance Committee Meeting Minutes

August 11, 2022

Date & Time: August 11, 2022 - 4:15 p.m. via Google Meet

Members Present: Rickey Callahan, Edward Crutchfield, Howard Vanslow

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 all of our grants. Our non-sponsored grant ended on June 30th, and was re-funded on July 1st. Also, DRSF and CSBG Cares will be ending Sept. 30th.

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

Credit Card Purchases – Fuel costs increased a bit, but other than that there were no odd purchases.

2nd Qtr. Form 941 – This is the employer's quarterly federal tax return. In June, we had 81 employees and paid \$152,527.60 in taxes during the quarter.

The next 4 Head Start reports are filed with the Regional Office:

Semi-Annual HS Form 425 – This report shows our expenses from Dec. 2021 – May 2022. During that time, we had \$1,016,814.35 in expenses and collected \$72,884.80 in in-kind.

Annual HS ARRP Form 425 – This report shows our expenses from April 2021 – March 2022. The expenses during that time period were \$158,748.26. In-kind was not required. This grant will expire in 2023.

Annual HS CRSSA Form 425 – This report also shows our expenses from April 2021 – March 2022, which were \$17,046.03, and In-kind was not required.

Head Start Annual ACF Performance Progress Report – This report is for the period of April 2021 – March 2022. It is a summary of the progress and struggles for the projects associated with the ARP & CRSSA funding.

Items over \$10,000 – The Head Start program currently uses Teaching Strategies, a curriculum that offers enhancements that will benefit our children and staff. The cost is \$30,040 and would come from our current Head Start grant.

-The agency was awarded the American Rescue Plan funding for Head Start to make minor updates. The Walton center had classrooms that needed new flooring, due to safety issues.

Gammon Services gave the cheapest quote of \$27,600.

-Also, at the Walton Head Start sight were several trees that needed to be cut down. The funding will come from the current Head Start grant. B&D Services could do the job for \$19,800.

-DOT awarded the agency American Rescue Plan funds to purchase a tire changer machine. It was purchased from O'Reilly for \$11,915.25.

Form 5500 –The 2021 Benefit Plan is from 1/1/21 – 12/31/21. The agency provides short-term disability insurance to the employees. There were 90 active participants and the agency paid \$50,854 in premiums.

The 2020 Benefits plan is for the 403B Pension plan, from 10/01/20 – 09/30/21. There were 116 active participants and the agency contributed \$83,702 towards participating employee's plan.

Pension Audit –Carr, Riggs, & Ingram did an in-depth review of our records. The audit confirms the information in the Form 5500. There were no findings.

Banking Update – We have monies invested with Peoples South Bank. Every 2 years it auto renews. The last renewal rate, 2 years ago, was at .5%, but this year's rate jumped to 2.75%.

TD Non-Sponsor Grant 10 % Cash Match- We met our 10% match.

The attending committee members were in favor to submit the items to the board for approval.

Recorded by: Hope Sharpe – Finance Officer

08/11/2022

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

PERSONNEL COMMITTEE REPORT

The Personnel Policies and Procedures were updated to add a One-Time Pay Category. There is Head Start ARP funding that will pay for Longevity or Time in Service Incentive. It is Enclosure 11 in your board packet.

The updated pay scales for the Community Services and Transportation Department are also included in the board packet – Enclosure 12. Increasing wages for Transportation staff was discussed and approved at the March 2022 meeting with a promise to provide Pay Scale at a later date. Community Services updated pay scales were emailed to the Personnel Committee and approved on July 12th. The Executive Committee approved them on the 13th.

We need approval on these two items.

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

PROGRAM DEVELOPMENT COMMITTEE REPORT

August 11, 2022

Members Present: Danny Glidewell

Staff Present: Angie Moore

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

She discussed the various programs.

EXISTING GRANTS

Community Services Block Grant FY 2021 (CSBG)

- The majority of funds are dedicated to Self-Sufficiency. Funds also assist with Youth Development and a small amount for emergency assistance, medical, document replacement.
- Contract end date was September 30, 2022, but it has been extended until October 31, 2022.
- DEO has requested CSBG CARES funds be expended before the remaining CSBG funds are used.

Community Services Block Grant CARES (CSBG CARES)

- Funds released to assist families impacted by COVID. Funds used for rent, utilities, food, etc.
- Contract end date for this program in September 31, 2022.

Low Income Home Energy Assistance Program ARP (LIHEAP ARP)

- Funds released to assist with energy cost for family's experiences added cost due to COVID. Funds assist households in the crisis module. Households can apply multiple times for assistance up to \$5,000.00. The \$5,000.00 is a combination of all LIHEAP Crisis beginning in 2019.
- Contract end date for this program is September 30, 2022.

Low Income Home Energy Assistance Program FY 2021 (LIHEAP)

- These funds are to assist families with their energy obligations. The LIHEAP funds are to assist families with their energy obligations.
- Contract end date is September 30, 2022.
- The funds are broken down into three categories:
 - *Home Energy* – This is a once a calendar year assistance program. The LIHEAP Matrix determines the amount of funding based on income, family size, and household make up.
 - *Crisis* – These funds are to assist households with past due energy cost to avoid disconnection or households that the energy has been disconnected. The funds can only pay the amount required to avoid disconnection or have energy restored. The maximum amount of assistance is the same as with LIHEAP ARP. The total amount per household cannot exceed \$5,000.00 and must include all Crisis funds from previous program year and ARP funds. The \$5,000.00 is a combination of all LIHEAP Crisis beginning in 2019.
 - *Weather Related Funds* - These funds can only be administered when the President or Governor declares an emergency. DEO will instruct agencies affected by the emergency on the requirements to use the funds. If there has been a disaster or weather related incident by December 15 of the program year, the weather funds will be allocated to Home Energy or Crisis.

Disaster Relief Supplemental Funds (DRSF)

- Funds to assist homeowners with repairs to their home resulting from Hurricane Michael and temporary housing for households that qualified for home repairs/replacement through Rebuild Florida.
- Spending deadline for this program is September 30, 2022.

NEW GRANTS

Low Income Home Water Assistance Program (LIHWAP)

- Funds to assist households with water and wastewater obligations. The maximum per household is \$1,000.00. The benefit has two categories: one is a crisis module and one is an energy relief module. The crisis module can pay a delinquent bill (amount required to avoid disruption of services) and the relief module for households that do not have a delinquent bill (similar to LIHEAP Home Energy) The household can receive either a crisis, relief, or a combination of crisis and relief modules, but both modules together cannot exceed the \$1,000.00 maximum per household. We are currently working on getting this program set up.
- Contract end date for these funds will be 9/30/2023.

Community Services Block Grant FY 2022 (CSBG)

- Normal grant funds to assist with Self-Sufficiency. A small amount of funds is for our Youth Development and a small amount for emergency assistance, medical, document replacement.
- Spending deadline for these funds will be September 30, 2023

Low Income Home Energy Assistance Program FY 2022 (LIHEAP)

- These funds are to assist families with their energy obligations. The LIHEAP funds are to assist families with their energy obligations.
- Spending deadline for these funds will be September 30, 2023
- The funds are broken down into three categories:
 - *Home Energy* – This is a once a calendar year assistance program. The LIHEAP Matrix determines the amount of funding based on income, family size, and household make up.
 - *Crisis* – These funds are to assist households with past due energy cost to avoid disconnection or households that the energy has been disconnected. The funds can only pay the amount required to avoid disconnection or have energy restored. The maximum amount of assistance is the same as with LIHEAP ARP. The total amount per household cannot exceed \$5,000.00 and must include all Crisis funds from previous program year and ARP funds.
 - *Weather Related Funds* - These funds can only be administered when the President or Governor declares an emergency. DEO will instruct agencies affected by the emergency on the requirements to use the funds. If there has been a disaster or weather related incident by December 15 of the program year, the weather funds will be allocated to Home Energy or Crisis.

By Angie Moore, Community Resource Director
08/11/2022

Tri-County Head Start/Early Head Start
Board of Directors
Head Start Committee Meeting
August 11, 2022

AGENDA

Discussion on the following –

- Budget/In-kind
- Longevity Incentive
- CORE Values

Adjournment

Sign-in

Malcolm Nelson - virtual

Kim Gulis - Staff

Sharon Kent - Staff

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

HEAD START COMMITTEE MINUTES

August 11, 2022; 4:15 p.m.

Members present: Malcolm Nelson

Member(s) absent: Suzan Gage, Anita Halling, Patricia Latson

Staff present: Kim Gillis, Sharon Kent

Kim opened the meeting by discussing the first thing on the agenda, the budget. The budget was sent to members for review and input. Kim asked if Mr. Nelson had any questions. Mr. Nelson said it looked good. Kim stated it would be submitted as presented unless there were some very minor tweaks needed but that isn't expected.

In-Kind was brought up next. Kim stated that we haven't met the in-kind for at least the last two years due to COVID, a waiver that was in place, and staff shortages. We are getting back into doing in-kind but she is going to ask for a waiver for a just a percentage of the required amount. We are going to be opening up fully and allowing parents to come back into the centers but since there are still some uncertainties, she will be asking for a 75% in-kind waiver with us only raising 25%. Kim is not sure it will be approved by Head Start but is asking the Board to approve it tonight. Kim asked if there were any questions.

The Longevity Incentive was discussed next. Kim stated the ARP funds are expected to be spent by March 23, 2023. One of the things mentioned by Head Start for use of ARP funds was staff incentives. Discussion had taken place at the May committee meeting about incentives and Suzan Gage had shared with Kim how the Early Learning Coalition did their longevity incentive with time in service in conjunction with education level. Kim reviewed the established criteria with the committee. Mr. Nelson stated the longevity should let employees who have been there a while know that they are appreciated and he thought that was always a good thing.

Kim then reviewed the last item on the agenda, Core Values. A trainer asked about our Core Values which we didn't have so we sent surveys to all staff members of what they thought our core values should look like. They were then asked to pick five from the most popular ones. We ended up with six due to two of them being very close in topic and number of votes. Kim went over the Core Values and said posters will be made that will be displayed around the sites. This will be a daily reminder of what we believe is important and implement them intentionally. Mr. Nelson stated having Core Values are important and gives us something specific to focus on.

Meeting adjourned at 4:30 p.m. Kim remained on the line until 4:45 to allow for late members to join. No one else joined the meeting.

Recorded by: Sharon Kent; 8/11/2022

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

Executive Committee Report

August 11, 2022

1. The Executive Committee was polled by email June 7, regarding two items:
 - a. Request to change Early Head Start's last day from July 28, 2022 to July 21, 2022 to allow staff to attend training and to have repairs done at the center.
 - b. Purchase new curriculum with enhancements - \$26,290

Three of five members approved this request; no response from two members.

2. The Executive Committee was polled by email on July 13, 2022 by recommendation of the Personnel Committee to request a pay scale adjustment for the Community Services Department. Pay increases are needed to recruit and retain staff and to maintain minimum wage requirements. Four of five members responded in favor of Pay Scale Adjustments.