

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

**MINUTES
BOARD OF DIRECTOR'S MEETING
JANUARY 12, 2023**

Tri-County Community Council, Inc., Board of Directors met on January 13, 2023 in a hybrid meeting due to ongoing COVID concerns 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 and a quorum declared with eleven members present.

<u>MEMBER</u>	<u>SECTOR</u>	<u>PRESENT</u>	<u>ABSENT</u>	<u>STAFF</u>
Isaac Becker	Low-Income Elected	[X]	[]	Joel Paul
Alan Bush	Public	[X]	[]	Sharon Kent
Rickey Callahan	Private	[]	[X]	Heather Craft
Pamm Chapman	Public	[]	[X]	Hope Sharpe
Edward Crutchfield	Low-Income Elected	[X]	[]	Kim Gillis
Jeri Faircloth	Low-Income Elected	[X]	[]	Angie Moore
Tara Finch	Low-Income Elected	[X]	[]	
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]	
Howard Vanselow	Low-Income Elected	[]	[X]	
 <u>ATTORNEY</u>				
Jeff Carter		[]	[X]	

Edward Crutchfield made motion to approve the 2022 roll call and Isaac Becker seconded. Motion carried.

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BOARD DEVELOPMENT COMMITTEE REPORT – Appointments to the board presented by Ron Kelley in the absence of Committee Chair.

PUBLIC SECTOR 2023

- Bay County** – Chris Moore
- Holmes County** – Clint Erickson
- Jackson County** – Alex McKinnie
- Okaloosa County** – John Hofstad
- Santa Rosa County** – Andrew Hill
- Walton County** – Danny Glidewell
- Washington County** – TBD

PRIVATE SECTOR – 2023-24

- Santa Rosa County** – Russ Henderson
- Washington County** – Malcolm Nelson

Tara Finch was nominated by the board to be the new Secretary to fill the position vacated by Ms. Suzan Gage.

Isaac Becker made a motion to approve and Edward Crutchfield seconded. Motion carried.

The 2023 roll was called. A quorum was declared with eleven members present.

<u>MEMBER</u>	<u>SECTOR</u>	<u>PRESENT</u>	<u>ABSENT</u>	<u>STAFF</u>
Isaac Becker	Low-Income Elected	[X]	[]	Joel Paul
Vacant	Public	[]	[]	Sharon Kent
Rickey Callahan	Private	[]	[X]	Heather Craft
Edward Crutchfield	Low-Income Elected	[X]	[]	Hope Sharpe
Clint Erickson	Public	[X]	[]	Kim Gillis
Jeri Faircloth	Low-Income Elected	[X]	[]	Angie Moore
Tara Finch	Low-Income Elected	[X]	[]	
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]	[]	
Chris Moore	Public	[]	[X]	
Malcolm Nelson	Private	[X]	[]	
Anthony Pilot	Low-Income Elected	[]	[X]	
Howard Vanselow	Low-Income Elected	[]	[X]	

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ATTORNEY

Jeff Carter

[]

[X]

Tara Finch made motion to approve the 2023 roll call and Isaac Becker seconded. Motion carried.

November 2022 BOARD MINUTES - the minutes were reviewed. Russ Henderson made motion to approve and Isaac Becker 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. Tyler Dunnaway to present the 2021-22 Annual Audit report.

Annual Audit – Tyler Dunnaway, Carr Riggs & Ingram presented the 2021-22 audit report. He noted Kameron Strickland with the firm is on the call as well. Mr. Dunnaway stated that presenting financial statements from September 2022 at a January 12th meeting is an extremely quick turnaround in the auditing profession which is a testament to the staff and how efficiently the programs are run. He noted a couple of financial measures that are critically important to non-profits, administrative percent and cash reserves on hand. He stated anything less than 10% is considered an A+ and the agency administrative percent last year was 9%. The second thing he spoke on was the requirement of a 45-day cash reserve due to most grants being operated on a cost reimbursement basis. The agency exceeds the required threshold. He presented the auditor's report which is the auditor's opinion of the agency. The agency was rated with the highest level of opinion that could be offered. Page 4, Statement of Financial Position was presented reflecting the net assets and liabilities of the agency. He noted the agency has approximately 6.5 month's expenses in net assets which is in the recommended frame for non-profits. The grants and contracts was up approximately \$250,000 this past fiscal year mostly due to an energy assistance program. He discussed the Statement of Cash Flows next noting there was a net decrease of approximately \$300,000 due to some payables being paid off, leaving some liabilities and purchasing some certificates of deposits. The agency is still meeting grant requirements and best practices. He noted the investments of the agency are considered safe and secure investments. Lastly Mr. Dunnaway discussed the programs tested this year to ensure compliance requirements of the grants. The two programs tested were the Head Start and a Transportation Program. There were no findings or internal control issues. Mr. Dunnaway concluded the report and offered to answer any questions. There were no questions. Mr. Kelley thanked Mr. Dunnaway and reiterated praise for staff and the good report.

Financial Status Reports - the committee reviewed the financial status report through December 31, 2022 which reflects revenue and expenses through that time period. Agency operates on cash reimbursement basis so we expect a more favorable report next month.

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Credit Card Purchases: the committee also reviewed the credit card purchases. There were no odd purchases noted during the time period.

Balance Sheet - this reflects the financial position of the agency. Information presented shows the assets of the agency and liabilities owed.

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.

Anita Halling made a motion to approve and Edward Crutchfield seconded. Motion carried.

HEAD START COMMITTEE REPORT - presented by Kim Gillis, Director. The committee discussed a budget revision. Originally the request was for a vehicle and some cameras because we thought there would be more money left at the end of the year but we didn't have as much so a revised budget was submitted taking the car off. The cameras and door monitoring were viewed as more important. The amount of the budget went from \$63,447 to \$36,343. At the last meeting, we discussed the strategic planning meeting to discuss the possibility of converting and reducing some slots. We are looking at reducing 40 slots from Head Start and converting them to Early Head Start. It is a 2 to 1 ratio meaning every 2 Head Start children converts to 1 Early Head child. The conversion process is very difficult and it was getting confusing so we are now working with a consultant who has a plan ready. We will be meeting with the consultant on the 23rd of January. For Early Head Start, we want to take the Home Based children and convert them into Center Based and add 4 more children which will be 16. There will be 2 classes of 8 children. These will likely be at DeFuniak Springs and Westville because we have the space at those sites. The money gained from the conversion will be used to increase salaries and to outfit the new classrooms to serve EHS. Over the holidays, congress also voted in \$986 million with \$586 million for a cost of living increase with \$296 thousand for quality money which can also be used to increase pay. Head Start had been saying we could do a reduction and conversion but didn't give a lot of guidance but now have issued an IM with guidance which is in your packet.

Tara Finch made a motion to approve the report. Anita Halling seconded. Motion carried.

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

One Policy Council meetings since the board met in November. A quorum was established for the January meeting and all items were approved.

Board Training Topic: School Readiness and In-Kind. Kim explained the School Readiness plan required by Head Start to get children ready when they go to kindergarten. The plan has specific areas that are targeted.

She also explained that In-Kind match of 20% is required by Head Start. We asked for and were granted a 75% waiver this year. In-Kind is anything we would pay for and use in our program.

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January Policy Council Meeting:

Presented the following for discussion:

- ...Policy Council Training Topic – School Readiness & In-Kind
- ...Budget Revision \$63,447 to \$35,343
- ...Strategic Planning Meeting Update
- ...Meeting Date for February Training
- ...Annual Shared Governance Training – February 9, 2023
- ...IM – Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots
- ...IM – Supplementary information on Establishing an Evidence-based Covid-19 Mitigation Policy

HEAD START POLICY COUNCIL REPORT – Kim Gillis gave the report in the absence of Patricia Latson.

November Approvals – all items mailed

- ...November minutes
- ...Center Requests – Westville \$250 for Valentines Activity; Chipley \$125 Valentine Activity
- ...Director's Report

Policies –

- ...Active Supervision of Children
- ...Early Head Start Selection

New Hires –

- ...Cheyenne Carroll – Floater for Westville
- ...Denise Gentry – Teacher Assistant for CEEC
- ...Sharon Smith – Substitute Bus Driver for Westville
- ...Dominique McCall – Transfer from Floater to Teacher Assistant at DeFuniak (Walton)
- ...Greenleigh Stubbs – Teacher Assistant for Walton
- ...Jhovanna Reynoso – Floater for Walton
- ...Brenda Ealum – Part-time Center Assistant for Walton

There were no questions.

Edward Crutchfield made a motion. Anita Halling 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:

...Tri-County is responding to an RFP to continue as the Community Transportation Coordinator for Holmes-Washington & Walton Counties again for 5 years. If successful, the contract would begin July 1st. The process requires being nominated after being scored and interviewed, approved by the Local Coordinating Board and lastly approved by the Commission for Transportation Disadvantaged. We hope to give the board good news in a couple of months.

...The Department of Economic Opportunity, the funding source for Community Services Block Grant and the Low Income Housing Energy Assistance Program requested an emergency call in December to put agencies on notice that reimbursement from the state agency could be delayed from 3 weeks up to 90 days. This could pose a problem. Tri-County reserves could only assure about 90 days. DEO wanted to know how we were going to handle this. If necessary, we will cut back on client applications serving fewer requests. The unfortunate side of this is that the clients will start receiving the power bills for the cold snap we had over Christmas and will be coming in the office for assistance. The explanation by DEO was understood as the spending authorization had been exceeded their budgeted amount and they were trying to get updated approval. Basically, their reimbursement from Washington was slow and they don't have the money to pay us.

...We met with the Florida Insurance Trust a Florida Statutes created insurance pool for non-profit agencies like us. We are exploring the possibility of joining this pool to provide better coverage and lower premiums for Health, Property and Casualty and Worker's Comp under one group. Insurance costs are a considerable expense for each program and any savings would be helpful. We especially need these savings for the Health Insurance side to help our employees. If we decided to go to this, it will be brought before the board.

...It is a tremendous amount of work by staff to have a flawless audit year after year and they need to be commended. We appreciate the board's support to help us accomplish these good reports.

Mr. Paul concluded his report and offered to entertain any questions.

Isaac Becker asked when the board could expect some feedback on potential insurance savings. Mr. Paul stated we would be providing the company census data in the near future and would hopefully have something by March or April to compare to.

CHAIR REPORT –

...Annual Board Training is scheduled for 5:00 p.m. on February 9th. It will be conducted both in-person and virtually at the Head Start Conference Room in Westville. We have to attest to the fact that we are keeping up with training. It is vitally important to attend this training. He encouraged all board members to attend.

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...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.

Isaac Becker made a motion to approve. Alex McKinnie seconded. Motion carried.

The agency Annual Report was distributed at the meeting and emailed to all other members prior to the meeting. A hard copy will be mailed to board members not in attendance.

Russ Henderson made a motion. Edward Crutchfield seconded. Motion carried.

OLD BUSINESS - None.

PUBLIC COMMENTS - employee Vince Staten requested to speak on Annual Leave policy for Santa Rosa County. For the past 18 years, Mr. Staten states he has lost leave to cover routes for employees working under him. He would like the board to look at compensating him for time lost for the last three years - 2020, 2021, & 2022 due to having to work. He states there was little to no decrease in ridership in Santa Rosa County due to the pandemic. He spoke of losing staff members including the Office Manager in October 2021, which resulted in an increased workload for him. In 2022, a key staff member was out for two and a half months which resulted in him running the program by himself. On 10/17/2021, Mr. Staten said he was asked to cancel his trip to the Transportation Conference due to transportation being in crisis mode. Mr. Staten stated that at the same meeting Mr. Paul suggested that perhaps the agency would pay transportation staff for unused leave due to that crisis. He explained in August of 2022, two new employees were hired and the one that was going to do the scheduling has already quit. In the interview, these two employees were told they would not have to drive which meant he did. Other drivers quit in December leaving four drivers in Santa Rosa County to cover trips. Mr. Staten stated he was told by a DOT staff member many years ago that all rides are considered life sustaining. He said by allowing drivers to be off it resulted in him losing his leave. Mr. Staten concluded by stating again he would like for the board to look at reimbursing him for the leave he has lost for the last three years and also looking at a policy that would cover supervisors that have to work to during difficult times. Mr. Staten thanked the board.

Mr. Kelley thanked Vince for the comments. He then stated when speakers address the board, the board does not respond to the request for action, the board is to note the request and to

**BOARD OF DIRECTOR'S MEETING
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respond at a later time after board members have had an opportunity to deliberate. Mr. Kelley further quoted board policy which states, "Board Members will not take complaints, suggestions, requests or demands from staff except through the Executive Director. When a board member receives a complaint or suggestion from a staff member other than the Executive Director, the board member will remind the staff member of the board's policy about following the chain of command."

Mr. Kelley stated he felt it was appropriate for the board to ask Mr. Paul to respond directly to Mr. Staten and subsequently asked if any board member had any questions. Mr. Clint Erickson asked Mr. Staten if this has been reported to Mr. Paul. Mr. Staten said this has been going on for 18 years and is not just a recent issue. Mr. Staten stated it has been brought up on numerous occasions when he has met with Mr. Paul and his supervisor.

Mr. Kelley asked if the board would like for Mr. Paul to respond to Mr. Staten directly. Alex McKinnie made a motion. Russ Henderson seconded. Motion carried.

The meeting adjourned at 6:01 p.m.


CHAIR

3/9/23
DATE


SECRETARY

3-9-23
DATE

As recorded by Sharon Kent, Board Liaison – 1/12/2023

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

BOARD DEVELOPMENT COMMITTEE MINUTES

January 12, 2023; 4:15 p.m.

Member(s) Present: Alex McKinnie

Member(s) absent: Russ Henderson

Staff present: Joel Paul & Cameron Holmes

Cameron opened the meeting at 4:15. The new appointments for 2023 were reviewed per the enclosure in the board packet. It was noted there was an additional appointment since the board packet was mailed – Jackson County Public Sector, Mr. Alex McKinnie. The board needs to elect a new Secretary due to the resignation of Ms. Suzan Gage. Ms. Tara Finch was noted as a potential candidate for this position. She has knowledge of the agency, is able to attend the meetings in person and is readily available for signing required documents due to the close proximity to the administrative office. There is still one vacancy in the public sector. The Washington County Board of County Commissioners haven't named the appointee for this year. They are expected to name one at their January meeting.

Mr. McKinnie agreed with the nominations. Information will be made in the form of a report to the board.

Meeting adjourned at 4:20 p.m.

Recorded by Cameron Holmes
1/12/2023

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

Finance Committee Meeting Minutes

January 12, 2023

Date & Time: January 12, 2023 - 4:15 p.m.

Members Present: Edward Crutchfield

Staff Present: Heather Craft & Hope Sharpe

The Finance Committee were sent copies of documents before the meeting.

Heather gave a review on the following items:

Financial Status Reports – Not really any changes. We had a couple of grants that renewed. The Headstart grant and the LH grant started Dec. 1. We have a lot of money that's out that we are waiting to get reimbursement on. We were able to purchase 2 vehicles through our Shirley Conroy grant.

Credit Card Purchases – No odd purchases.

Balance Sheet – This reflects the financial position of the agency.

TD Non-Sponsor Grant Cash Match 10% - Currently we have not met our match, but we feel like we will by the end of the grant period.

Annual Audit – Tyler Dunnaway will do our presentation to the board. We had a good audit with no findings. This year they reviewed our Headstart program, for the federal piece. For the state piece they reviewed our trip and equipment, which is our non-sponsor grant. We were able to keep our Adm. cost around 9%, which is really good. Heather also shared with the committee a review of the Statement of Financial Position, Statement of Activities, and Statement of Cash Flow over multiple years.

Heather mentioned that we are going out for an RFP, which is something we have to do every 5 years, for the non-sponsor grant to do transportation in Holmes, Washington and Walton counties. Our proposal is due by Jan. 20. There is another agency, out of Pensacola, that is going up against us.

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

Recorded by: Hope Sharpe – Finance Officer

01/12/2023

Tri-County Community Council, Inc.

P O Box 1210

302 North Oklahoma Street

Bonifay, Florida 32425

Finance Committee Meeting

January 12, 2023

4:15 p.m.

Agenda

1. Financial Status Reports (Final through 12/31/22) (Multi on White) –
2. Credit Card Purchases (Green)
3. Balance Sheet (Yellow) –
4. Annual Audit -
5. TD Non-Sponsor Grant Cash Match (10%) -
6. Adjourn

TRI-COUNTY COMMUNITY COUNCIL, INC.
FINANCE COMMITTEE
January 12, 2023

SIGN-IN SHEET

_____ Rickey Callahan

Edward Crutchfield Edward Crutchfield

_____ Howard Vanselow

Heather Craft Heather Craft

Hope Sharpe Hope Sharpe

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

HEAD START COMMITTEE MINUTES

January 12, 2023; 4:15 p.m.

Members present: Anita Halling, Malcolm Nelson

Member(s) absent: Patricia Latson

Staff present: Kim Gillis, Sharon Kent

Kim opened the meeting by discussing the first item on the agenda, the budget revision revised. Originally we asked for approval to move \$63,447 from wages to the equipment line to purchase a vehicle and door monitoring equipment with cameras to allow staff to see who was at the door prior to opening it. After reviewing the budget, it was discovered we didn't have as many funds left as originally expected so our fiscal specialist returned the request and allowed us to revise the budget. We removed the car because we felt the cameras and door monitoring were more important. The revised total to move from wages to equipment is \$36,343 which will be used to upgrade cameras at two sites and to put camera monitors at several doors because there is no peep hole.

The second item on the agenda is the Strategic Planning Meeting update. We've met a couple of times and discussed how many Head Start children we may need reduce by because we are looking at converting those Head Start slots to Early Head Start slots. You have to take two Head Start slots for every Early Head Start slot so if you reduce Head Start slots by twenty, you may only get ten Early Head Start slots. We have been struggling for the last few years with meeting enrollment in the Early Head Start home based because parents want their children to be in the center base. There are twelve home based slots in the Early Head Start program right now. Currently there are four enrolled and none on the waiting list. We would like to take our twelve home base slots and move them to center based and add an additional four children. This will give us two Early Head Start classes with eight per class. We are looking at adding one Early Head Start class in Westville and another in DeFuniak Springs because that's where we have the room. The cost per child for Head Start is \$9,850 and for Early Head Start it is \$13,550 so you can see the difference in the cost to have an Early Head Start child versus a Head Start child. We are looking at possibly reducing forty Head Start slots using any additional money to outfit the Early Head Start classroom and playground to meet their requirements. We also hope to increase wages with some of the money because we have not been able to compete with other programs in that area. We are also struggling to fill our slots in other Head Start centers so if we reduce by twenty slots, we hope we can meet our enrollment. It has been a struggle trying to figure the cost of the conversion due to the differences in the cost of a center based child versus a home based child. The home based child doesn't cost quite as much. We have started working with a consultant who has the plan ready and we are meeting with him on January 23rd. He should have the plan and have the budget ready.

While we have been working on all of this, Congress has approved an increase in the Head Start budget with \$596 million going toward a cost of living raise which is estimated by the National Head Start Association to be an approximate 5.4% cost of living increase. As well, Head Start is also approved to get \$296 thousand in quality money. We hope with the reduction/conversion changes and this quality money we will be able to increase salaries to a compatible level.

Kim asked if there were any questions. Anita Halling asked with all the shortages in Head Start, are we meeting all the Head Start requirements. Kim said right now we are entering our fourth month of under enrollment. She explained after four months of under enrollment, Head Start

will come in and do a plan to get your enrollment back up within a year. If we are in the process of reducing and converting, we are hopeful they will take that into account. If not, they will do the plan to get our enrollment back up. We are also having trouble hiring qualified staff. We have staff going to school and we have had to ask for a waiver for those staff. Our program specialist has some questions and we will be meeting with her to discuss that.

Head Start released an IM on reduction and conversion of slots, listing what it takes to do the application, things to consider and our Community Assessment is a big part of that. It appears Head Start is in favor of this. It's not just our program but Head Starts across the country are struggling with enrollment and being able to hire quality staff.

Kim asked if there were any questions on anything that was discussed tonight. Mr. Nelson asked how the Chipley site was doing. Kim stated the Chipley site was doing well and we had been able to maintain the twenty slots there.

There were no additional questions so Kim thanked members for their attendance.

Meeting adjourned at 4:28 p.m.

Recorded by: Sharon Kent; 1/12/2023

Tri-County Head Start/Early Head Start
Board of Directors
Head Start Committee Meeting
January 12, 2023

AGENDA

Discussion on the following –

- Budget Revision Revised \$63,447 to \$36,343
- Strategic Planning Meeting Update
- IM – Enrollment Reductions and Conversions of HS to EHS Slots

Adjournment

Sign-in

Malcolm Nelson - virtual

Anita Halling - virtual

Kim Gillis - Staff

Sharon Kent - Staff
