

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

**MINUTES
BOARD OF DIRECTOR'S MEETING
MARCH 9, 2023**

Tri-County Community Council, Inc., Board of Directors met on March 9, 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 2023 roll was called. A quorum was declared with fourteen members present.

<u>PRESENT</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]	[]	
 <u>ATTORNEY</u>				
Jeff Carter		[X]	[]	

Danny Glidewell made motion to approve the roll call and Edward Crutchfield seconded. Motion carried.

BOARD MINUTES - the January 2023 minutes were reviewed. Note a correction on page two of the November 10, 2022 minutes. Correct the name William Crutchfield to Edward Crutchfield.

BOARD OF DIRECTOR'S MEETING
MARCH 9, 2023
PAGE TWO

Edward Crutchfield made motion to approve and Tara Finch seconded. Motion carried.

BOARD DEVELOPMENT COMMITTEE REPORT – presented by Sharon Kent.

Washington County Board of Commissioners appointed Alan Bush to represent Washington County Public Sector for 2023.

Anthony Pilot Low-Income Representative for Bay County continues to be absent from meetings and has not responded to phone calls, emails or mail. If the board approves his removal, an election can be held for this position on the board.

Danny Glidewell made motion to approve. Clint Erickson 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 28, 2023 and reported they looked to be in order. Heather reviewed the layout of the report explaining the various sections and their significance.

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 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. She also discussed the different types of cards issued and what purpose they are used for.

FORM 941: reflects taxes paid for the quarter and wages paid. We had 113 employees at the end of December 2022 and paid \$193,129.46 in taxes. The fourth page of the report shows how much we paid per pay period.

Annual Head Start 425 Report: the system we use marks this report as the Semi-Annual report but it is actually the annual Head Start report for the grant year from December 1, 2021 to November 30, 2022. Heather stated we had \$2,455,359.84 in expenses. We also received an in-kind waiver but we still collect and track it.

Final Head Start 425 Report: This report is marked as the Annual but is actually the Final Head Start report. We filed the report early due to a remaining balance in the grant. The report shows we spent \$2,451,075 leaving a remaining balance of \$36,343 to carry over into the new grant to purchase the cameras we requested in November 2022.

**BOARD OF DIRECTOR'S MEETING
MARCH 9, 2023
PAGE THREE**

Annual Form 429 Head Start Report: an annual report that shows all the buildings that we have with Head Start and any federal interest we have on those buildings.

Form 990: annual report filed with the IRS. Provides information on the agency mission, programs and finances along with financial strengths and weaknesses. The agency is in a financially strong position. This report can be found on GuideStar.org.

TD Non-Sponsored Grant Cash Match (10%) - the match has not been met but we anticipate it will be by the end of the grant period in June in all counties except Santa Rosa County. The cash match obligated by Santa Rosa County was provided with funding we are not able to use as cash match for the Trip & Equipment grant.

Patricia Latson made a motion to approve and Clint Erickson seconded. Motion carried.

HEAD START COMMITTEE REPORT - Kim Gillis, Director gave the report.

Kim reported on the change of scope request, the carryover balance approved by the Executive Committee, the update to the reduction/conversion and the COLA/Quality Improvement funds we just received notice of today. More in-depth information will be provided in her discussion.

Edward Crutchfield approved the report and Tara Finch 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 January. A quorum was established for both the February and March meetings and all items were approved.

Board Training Topic: Finance/Budget Development.

February Policy Council Meeting:

Presented the following for discussion:

...Policy Council Monthly Training Topic – Shared Governance which the board received at the Annual Training in February.

...Self-Assessment is in process now. We hope to have completed by end of month and ready by the May meeting to share the improvement plan with the board.

...Change of Scope Request to change EHS Home-Based to Center-Based. Eight of the twelve EHS Home-Based slots will be moved to our Westville Center in an Early Head Start Classroom. The max you can have in an EHS classroom is eight so the remaining four will continue to be served as Home-Based until the reduction/conversion is approved.

...New 5-year Project Period Grant will be a new grant that is due in August. This will not be a continuation grant but a new grant that we will apply for.

...Tri-County Annual Report

BOARD OF DIRECTOR'S MEETING
MARCH 9, 2023
PAGE FOUR

March Policy Council Meeting:

Presented the following for discussion:

...Policy Council Monthly Training Topic – Finance/Budget Development

...Strategic Planning Meeting discussing reduction/conversion. We hired a consultant to work with us. He has presented the narrative to us. Our goal is to reduce 40 slots of Head Start Children, converting them to 16 Early Head Start Children which includes the four that are left in the Home-Based to EHS Center-Based. This would allow us to open two Early Head Start classrooms with eight in each classroom. This would probably be in Walton County. The reason we are reducing is due to the ongoing struggle to hire staff, to increase pay and we are not meeting enrollment. This gives us \$394,000 to use for Early Head Start & Head Start. It would take \$183,275 to convert the slots to Early Head Start. The remaining \$210,725 would be used to increase staff wages. It is proposed to start teachers at \$19 per hour and Center Coordinators at \$21 per hour to be able to compete with school systems and to work toward getting quality back in the program by being able to pay competitive wages. We have been hiring staff without degrees.

...Change in Center – we received a letter from the college saying we need to be out by April 30th so we are going to move the Chautauqua Center to the Walton Head Start Center. We will use spring break to move and the children will report to the Walton Center upon their return from spring break on the 27th.

...Carryover Balance Request had to change from budget revision request to carryover balance request due to end of our budget year. It was approved by the Executive Committee.

...Reduction/Conversion Request

...Self-Assessment

...Conflict of Interest Form

...Board Liaison - Patricia Latson can't serve in this capacity anymore but Anita Halling has agreed to. She has been approved by Policy Council.

...PI – FY 2023 Head Start Funding Increase ACF-PI-HS-23-03 is the notification of the 5.6% COLA and Quality Increase. For the COLA, the Head Start expected amount is \$110,729 and Early Head Start is \$26,755. All staff will receive this and it will be retroactive to the new budget year which is December 1, 2022. Quality Improvement funds for Head Start is \$57,453 and \$15,180 for Early Head Start. Any additional COLA money would be used to get staff pay up to \$15 per hour. The Quality money will also be used for staff wages. Any left-over funds will be used to change the covering on the Early Head Start playground. We are also requesting a non-federal share waiver. We are asking for approval on this because the due date is before our next meeting.

**BOARD OF DIRECTOR'S MEETING
MARCH 9, 2023
PAGE FIVE**

HEAD START POLICY COUNCIL REPORT – Kim Gillis gave the following report:

February Approvals (All items mailed)

...January minutes

...Director's Report

...Hires

- Melanie Ahrens – Cook Assistant for Walton
- Kimberly Hammett – from EHS Caregiver to EHS Center Coordinator
- Ebony Dickson – Cook for Chipley Head Start

There were no questions.

March Approvals (All items mailed)

...February minutes

...Director's Report

...Center Request – Westville \$250 for Prom Activity in April

...Policies

- Covid-19 (Coronavirus Disease 2019) Mitigation
- Community Assessment & Data
- Center-Base Option
- Disaster Meal Plan
- Emergency Meal Plan
- Food Shopping
- HS/EHS Meals
- Meal Times
- Menu Changes
- Training on Eligibility
- Recruitment
- Selection
- Wait List
- Enrollment
- Attendance, Tracking, Addressing Chronic Absenteeism/Tardiness
- Multi-Disciplinary Team
- Fees
- Filling Vacancies and Change of Status
- Curricula
- Fieldtrip Preparation
- Assessment for Individualization
- Input into Teaching Strategies Gold
- Home Visits
- Parent Conference
- Parent Involvement in Education & Child Development Services
- Education in Home Based Program
- Education in Home Based Program (Curriculum)

BOARD OF DIRECTOR'S MEETING

MARCH 9, 2023

PAGE SIX

Delete the Following Policies

- Application Process
- Determination Records
- Eligibility Duration
- Enrolling EHS Children (Eligibility Verification & Enrollment Process)
- Family Tracking
- Enrollees, Withdrawal, Drop, Vacancies, Change of Status
- Enrollment & Selection
- Absentee Follow-Up
- Arrival, Departure & Attendance
- Follow-Up Absence
- Irregular Attendance
- Tardy
- Tracking Attendance
- Disruptive Behavior Suspension & Expulsion (old)
- Suspension & Expulsion
- Filling Vacancies
- Extended Care Allowable Fees

Other

- ...Reduction/Conversion (HS/EHS) Request
- ...Board Liaison – Anita Halling
- ...COLA
- ...Quality Improvement
- ...Non-Federal Share Waiver

Hires

- Jessica Hobby – transfer from EHS Caregiver to Education Specialist
- Jhovana Reynoso – from Walton Floater to Walton Teacher Assistant

Patricia Latson made a motion to approve the Director's Report and the Policy Council Report. Danny Glidewell seconded. Motion carried.

Kim offered comments related to an incident with staff and a child for information only. We are providing additional training and doing some stress management as we see a lot of challenging behaviors.

PROGRAM REPORTS - presented for information.

COMMUNITY SERVICES CUSTOMER SATISFACTION REPORTS - presented for information.

BOARD OF DIRECTOR'S MEETING
MARCH 9, 2023
PAGE SEVEN

Chris Moore, Bay County Board Member asked about the acronyms used in the reports such as CSBG, LIHWAP and LIHEAP. Joel Paul said they are acronyms for DEO Programs. CSBG stands of Community Service Block Grant. The grant assists individuals in becoming self-sufficient by going back to work. It also gives us the opportunity to help people in crisis such as past due rent. It also has a youth development element to help pay for sports registrations, band fees, uniforms etc. LIHWAP is the Low Income Housing Water Assistance Program which assists with water and sewer bills. LIHEAP is the Low Income Housing Energy Assistance Program helps pay for energy bills such as electric or gas. We get CSBG Funding for all seven counties but the LIHEAP Funding is only received for five counties excluding Bay & Jackson County. The CSBG Program is what designates us as Community Action Agency and also the makeup of our Board.

EXECUTIVE DIRECTOR REPORT - Joel Paul reported the following:

...The GoWal transportation grant ended February 23rd. Tri-County did not miss any day of service for the 666-day contract. We are closing out for final payment for the last two months of the grant. We are looking ahead to see if we can be involved in a future project like this.

...The Department of Economic (DEO), handling the LIHEAP, LIHWAP, and CSBG grants finally made payment for the 90-day period that was mentioned at the last board meeting. DEO had overspent their authorization and agencies throughout the state were asked to be patient and to continue serving clients. We were one of the fortunate agencies with reserves, which allowed us to continue serving clients as we waited for payment. This amount reached approximately \$700,000.

...As directed by the Board in January, Joel met with the employee that brought an issue of losing annual leave to the Board. We were able to meet twice. However, after researching Federal, State, grant rules, auditors and board attorney, we were unable to see how the policy could be changed. The employee requested the policy be changed and we feel we are vulnerable to an audit finding if leave is paid out. Staff will work to craft guidelines for the future to ensure this will be avoided this year.

...Mr. Paul stated he hasn't missed but one board meeting in 22 years. However, in May, he will be attending his oldest son's Law School graduation which is a once in a lifetime event. He asked for the Board and Staff forgiveness for missing the meeting. If possible, Mr. Paul will attempt to call in but this may not work well depending on his location. Staff will have everything covered and no problems are anticipated.

...Tri-County is anticipating being named the Community Transportation Coordinator for Holmes-Washington and Walton County for another 5-year contract. If approved by the Florida Transportation Commission in May, we will begin the contract July 1st.

BOARD OF DIRECTOR'S MEETING

MARCH 9, 2023

PAGE EIGHT

...Staff is looking at insurance policies. We are awaiting a quote from Florida Insurance Trust, which could consolidate everything under one roof. Workers Comp and Health insurance is first in the renewal cycle. We will keep you posted.

This concludes the Executive Director report. Mr. Paul said he would entertain any questions. There were none.

CHAIR REPORT – there are three items to be ratified regarding action taken between meetings by the Executive Committee:

...Head Start Pay Scales – approved by Executive Committee December 7, 2022.

...Head Start Carryover Request – approved by Executive Committee on February 16, 2023.

...Head Start Change of Scope Request – Executive Committee approval on February 16, 2023.

Danny Glidewell made a motion to approve and Chris Moore seconded. Motion carried

Mr. Kelley deferred to Jeff Carter, Board Attorney for an update that board member need to keep in mind.

Mr. Carter mentioned two items to be considerate of as board members.

The first is the Sunshine Laws. Veteran board members are probably well aware of this but it's a good reminder and certainly for new board members to keep in mind. The ethics training is not only for the agency's protection but for your personal protection as well. Don't discuss anything that may or could ever come before the board for a vote or for discussion on business amongst yourselves or with another board member outside of a publicly noticed meeting. Please refrain from doing. If it may, can or will be coming before the board for discussion, vote or action, please do not talk about it amongst yourselves.

The second thing, with respect to admin, employee and employee issues, oftentimes employees don't see things the way we see them or the way their supervisor sees them and sometimes they will turn to board members directly to try and get help. It is in everybody's best interest, including the employee ultimately, and certainly administration and the board itself to please refer employees back to their immediate supervisors to admin under the admin structure itself. Even though it is well meaning to take the call and try to help it is not good for the overall process and can cause a lot of problems for the employee and the board as well. Make sure the chain of command is preserved and allow things to run as it should.

Clint Erickson asked if any employees were confronted or a memo put out to employees. Mr. Paul stated we didn't confront any employees that we heard had went to board members but a memo had been sent out with the policy and asked them to sign it affirming they understand the policy.

BOARD OF DIRECTOR'S MEETING

MARCH 9, 2023

PAGE NINE

ROMA TRAINING – Presented by Angie Moore, Certified ROMA Trainer. Angie discussed the history of ROMA and the reason for implementing it. It is now a requirement for receiving CSBG funds. She then referred to the handouts that were in the board packet reviewing each goal of ROMA. The six national goals have been reduced to three which represent family and individuals, the community and low-income people. The purpose of ROMA did not change due to the reduction of goals, it just enhanced the way the agency uses it. ROMA is broken into two sections – the management part and the accountability part. ROMA is embedded in the Organizational Standards and require board members of community action agencies to receive ongoing board training.

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

NEW BUSINESS – None

OLD BUSINESS - None.

PUBLIC COMMENTS - None

The meeting adjourned at 6:00 p.m.



CHAIR

5/11/23
DATE



SECRETARY

5-11-23
DATE

As recorded by Sharon Kent, Board Liaison – 3/9/2023

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

BOARD DEVELOPMENT COMMITTEE MINUTES

March 9, 2023; 4:15 p.m.

Member(s) Present: Tara Finch

Member(s) absent: Russ Henderson; Alex McKinnie

Staff present: Sharon Kent

Sharon opened the meeting at 4:15. Tara Finch was present in person. We have one new appointment. On January 19, 2023, Mr. Alan Bush was appointed by the Washington County Board of County Commissioners to serve on the Tri-County Board for the 2023 term.

Mr. Anthony Pilot, Low-Income Representative for Bay County has been absent from the last several meetings. Staff is unable to reach him by phone, email or mail. If the board approves his removal, an election could be held for this position on the board.

Tara Finch agree with the nomination of Mr. Alan Bush and the request to remove Mr. Anthony Pilot from the board. Information will be made in the form of a report to the board.

Meeting adjourned at 4:22 p.m.

Recorded by Sharon Kent
3/9/2023

Tri-County Community Council, Inc.

P O Box 1210

302 North Oklahoma Street

Bonifay, Florida 32425

Finance Committee Meeting

March 9, 2023

4:15 p.m.

Agenda

1. Financial Status Reports (Final through 2/28/23) (Multi on White) –
2. Credit Card Purchases (Green)
3. Balance Sheet (White) –
4. 4th Quarter 941 (Yellow) –
5. Annual Head Start SF-425 (Lilac) –
6. Final Head Start SF-425 (Blue) –
7. Annual Head Start Form 429 (Pink) –
8. Form 990 (Separate Enclosure) -
9. TD Non-Sponsor Grant Cash Match (10%) -
10. Adjourn

TRI-COUNTY COMMUNITY COUNCIL, INC.
FINANCE COMMITTEE
March 9, 2023

SIGN-IN SHEET

_____ Rickey Callahan

Edward Crutchfield Edward Crutchfield

Present via Google Meet Howard Vanselow

_____ Heather Craft

Hope Sharpe Hope Sharpe

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

Finance Committee Meeting Minutes

March 09, 2023

Date & Time: March 09, 2023 - 4:15 p.m.

Members Present: Edward Crutchfield, Howard Vanselow via Google Meet

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 – The reports go through Feb. 28, 2023. There are not really any changes to report. In our last meeting we mentioned that we had not received our money from DEO, due to some budgeting authority issues that the state had, but we did finally receive our money a couple of weeks ago.

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

Credit Card Purchases – This shows the purchases made in Dec. and Jan. with our different credit cards.

4th Quarter 941 – This is our quarterly federal tax return. In Dec. we had 113 employees and paid \$193,129.46 in taxes. The 4th page of the report shows our pay dates and how much we paid each pay period.

Annual HS Form 425 - They have this report listed as our Semi-Annual report (which is usually due around May). We can't change that, so we have to just leave it and report our totals for our Annual report. This report shows that we had spent \$2,455,359.84. It also shows that we received a waiver for our in-kind, but we still continued to collect in-kind.

Final HS Form 425 – This report shows that it is our Annual report, but it is actually our Final report. We filed this report earlier than we normally would have because we were working on trying to get a carryover balance. In November we had asked for some cameras, but we never received the approval from Head Start. In late January we finally got the approval, but we were already into our new grant year. We were advised to do a carryover request into the new grant. So our Final report shows that we spent \$2,451,075.00 with a remaining balance of \$36,343.00. That is the amount we asked to carry over into the new grant to purchase the cameras. We are waiting on approval. We did collect \$193,986.16 in in-kind.

Annual SF-429 - This report is filed annually with the Regional Office of Head Start. It shows every building that we have with Head Start and any federal interest that we have on those buildings.

Form 990 – This report is done yearly and our auditors Carr, Riggs, & Ingram completes this for us. It is an annual report that is filed with the IRS. It provides information on the agencies mission, programs, and finances. It provides detail of our financial strengths and weaknesses, which our agency is financially strong. Tyler was able to confirm that from our audit at our last meeting. The agency name and tax status are on page 1. Page 9, section 8 lists the revenue and page 10 section 9 lists the expenses. Schedule A page 2 part 2 compares the past few years of revenue. The 990 can be found on GuideStar.org.

TD Non-Sponsor Cash Match 10% - We anticipate being able to meet our 10% match in all counties except Santa Rosa county. We have been in discussion with the county concerning a contract we've had with them since 2015 for \$1,500 a month toward our Trip & Equipment grant to help meet the match. Within the last few weeks we were notified that all of the Cares money they have been given since September 2020 had been billed to the DOT Cares grant. We were not aware of this, so as of now we are out \$42,000 of cash match. We don't anticipate getting that, so we will not be able to meet that cash match, unless we possibly use some of our unrestricted monies.

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

Recorded by: Hope Sharpe – Finance Officer

03/09/2023

Tri-County Head Start/Early Head Start
Board of Directors
Head Start Committee Meeting
March 9, 2023

AGENDA

Discussion on the following –

- Budget Revision Revised/Carryover Balance \$36,343
- Strategic Planning Meeting Update – Reduction/Conversion
- Change of Scope for Early Head Start Request
- IM – FY 2023 Head Start Funding Increase ACF-PI-HS-23-03

Adjournment

Sign-in

Malcolm Nelson - Virtual

Kim Gillis - Staff

Cameron Holmes - Staff

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

HEAD START COMMITTEE MINUTES

March 9, 2023; 4:15 p.m.

Members present: Malcolm Nelson

Member(s) absent: Anita Halling, Patricia Latson

Staff present: Kim Gillis, Cameron Holmes

Kim opened the meeting by discussing the first thing on the agenda, the budget revision revised/carryover balance, which was \$36,343. After submission, the Program Specialist informed Kim that she was working on getting it approved, but we still have not received approval. Kim stated that she sent out an e-mail requesting approval through the Executive Committee, because during closeouts in February, the Budget Revision Request changed to a Carryover Balance Request. That is still in the waiting process, and that was for the cameras and the door monitors.

Next on the agenda is the Strategic Planning update. We hired a consultant to work with us on the Reduction/Conversion, and he has sent the narrative for it. What we are asking for is to reduce Head Start from 203 children served to 163. That would be a reduction of 40 slots. Of those 40 slots, we would do 12 Early Head Start slots to add to what we currently have, which would bring us up to 48 children. The savings for Head Start is just over \$394,000. Of that \$394,000, we would need approximately \$183,000 to cover the Early Head Start Conversion. That would leave us approximately \$210,000 of the Head Start funds that we can use to increase our wages. I will ask for approval tonight to submit this. There is still a bit of work that needs to be done, we still need to draw up the budget and everything that goes along with that. Some of those specific numbers include the \$210,725 that would be remaining after we deduct the Early Head Start Conversion cost. We are hoping to get our staff up to at least \$15.00 per hour for the ones who are not already making that. We would also like to get the staff that have degrees an increase in wage as well. Kim asked Mr. Nelson if he had any questions. Mr. Nelson stated that he did not. Kim stated that she would be asking for that approval, and once she got the budget finalized, she would be able to submit it. She stated that it could take a few months to hear anything back about this, but that she would like this to be implemented in August when school starts back.

Next on the agenda is the Change of Scope for Early Head Start. The Executive Committee received an e-mail to try to get approval for just the Early Head Start. We would like to take the 12 home-based slots and put them into center-based slots. The maximum classroom size for EHS is 8 children. We have a room at the Westville Center that, pending approval, we could use and start enrolling children. That would leave 4 children that we could not put in that classroom, because we cannot have more than 8, but we also cannot have a class of 4. We would continue to offer home-based slots for those 4 children until the conversion gets approved. Once approved, to the 12 home-based slots, we would add 4 children, which would bring us up to 16 children. At that point, we would open two classrooms of 8 children each. We are looking at Walton County to open those two classrooms. They have 29 children on the wait-list at Early Head Start, so that is what the Change of Scope is based on. We have submitted this, but we have not heard back yet.

The next thing discussed was on the IM- the Funding Increase. We received word that the Head Start was going to get a 5.6% Cost of Living Increase. There was also going to be some quality money that Head Start would get. This morning we received the actual amounts that we are

going to get. The Cost of Living for Head Start would be \$110,729 and Early Head Start is \$26,755. This would be used for wages only. The only thing on the quality money is that Early Head Start is not receiving much, \$15,180. We are not sure if we would need to take that money to help with the wage increase, or if we would be able to use that money for the playground. We would like to switch from using a sand barrier to rubber barriers. That will be the request tonight for approval to submit this Cost of Living and Quality Money because they are due by April 21st, The Board will not be meeting again before that due date. We would put as much of that funding as possible towards wage increases, and if there is anything leftover for Early Head Start that we do not need right away for wages, we would like to put that towards their playground. The quality money that Head Start got is \$57,453. Kim asked Mr. Nelson if he had any questions. Mr. Nelson stated that sounded good and that he had no questions. Kim mentioned that it seems like there is a lot going on right now, but we are trying to stay on top of everything. She just want to make sure she is not missing anything.

Kim then discussed what would happen if all of the increases and conversion were approved. We are looking at the possibility of paying our Teachers with 4-year degrees \$19 per hour, our Teacher Assistants with 4-year degrees \$16 per hour, the Family Advocates \$16 per hour, and our Center Coordinators would go to \$21 per hour. These would be tentative amounts depending on when we start putting in those numbers, and taking into account longevity and those with degrees. We are hoping to at least increase wages to \$19 per hour. That would make us a bit more competitive with the Walton County Schools. Right now they are paying \$19 per hour for Teacher Assistants. Kim asked Mr. Nelson is he would like her to report this at the Board Meeting. Mr. Nelson confirmed he would like Kim to report. Mr. Nelson continued to discuss that many places are having trouble with pay increases and lack of staffing. The line starts to cut out here, so it is not clear exactly what he said. Kim responded that the Regional Office and USDA have mentioned not having enough staff, which is causing even the high-paying positions to struggle. Mr. Nelson mentioned that he was hearing some of the same issues from educators in Mississippi, and that it seemed to be an issue across the education field right now. Kim asked Mr. Nelson if they shared any new ideas besides wage increases. Mr. Nelson stated that he heard this from the school system, not the Head Start program. Mr. Nelson then stated that he was thankful to be a part of the work that we do. Kim asked Mr. Nelson if he had any further questions. Mr. Nelson stated that he did not.

Kim reminded Mr. Nelson that they would be meeting again for the Board Meeting. The meeting adjourned at 4:27 p.m.

Recorded by: Cameron Holmes; 03/09/2023