

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

**MINUTES  
BOARD OF DIRECTOR'S MEETING  
MAY 11, 2023**

Tri-County Community Council, Inc., Board of Directors met on May 11, 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 thirteen members present.

<u>PRESENT</u>	<u>SECTOR</u>	<u>PRESENT</u>	<u>ABSENT</u>	<u>STAFF</u>
Isaac Becker	Low-Income Elected	[X]	[ ]	Sharon Kent
Alan Bush	Public	[X]	[ ]	Heather Craft
Rickey Callahan	Private	[ ]	[X]	Kim Gillis
Edward Crutchfield	Low-Income Elected	[X]	[ ]	Angie Moore
Clint Erickson	Public	[ ]	[X]	
Jeri Faircloth	Low-Income Elected	[X]	[ ]	
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	[ ]	[ ]	
Chris Moore	Public	[X]	[ ]	
Malcolm Nelson	Private	[X]	[ ]	
Vacant	Low-Income Elected	[ ]	[ ]	
Howard Vanselow	Low-Income Elected	[X]	[ ]	
 <u>ATTORNEY</u>				
Jeff Carter		[X]	[ ]	

Edward Crutchfield made motion to approve the roll call and Russ Henderson seconded. Motion carried.

**March 2023 BOARD MINUTES** - the March 2023 minutes were reviewed. Chris Moore made motion to approve and Anita Halling 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 various grants, revenue and expenses through April.

Balance Sheet - this reflects the financial position of the agency, assets and liabilities as of April 30th.

Credit Card Purchases: shows the various credit card expenditures for February and March. Charges appear to be in order with nothing out of the ordinary.

Semi Annual/Annual Form 425 Head Start Report: We filed two reports with the Head Start Region IV Office. The first is the ARP report which is for the COVID money we were awarded. We received a total of \$71,932 for this grant. The second report is the CRRSA or Coronavirus Response & Relief Supplemental Appropriation. We received and expended \$285,964 for this grant. Both grants ran from April 1, 2021 through March 31, 2023.

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

FORM 941: reflects taxes paid for the quarter. We had 110 employees in March and paid \$148,517.98 in taxes for the quarter.

TD Non-Sponsored Grant Cash Match (10%): the match has not been met yet. We anticipate it will be met for all counties except for Santa Rosa due to an issue with reimbursement for the cash match funds from that county. These funds will be paid from unrestricted funds.

Items over \$10,000: This is the first of two add on items since the packet was mailed out. In November we applied for a budget revision to purchase and upgrade camera system for the Head Start Program. The approval was received after the grant closed. We applied for carryover balance. The approval was received this week. The quote received was for \$36,343 to upgrade the camera system at the Walton & Westville sites and for cameras for door monitoring so staff can see who is at the door prior to opening it.

DEO Update: The second add-on item is the on-going issue with the Department of Economic Opportunity exceeding the budget authority. We met with DEO earlier this week, the funding source for CSBG, LIHEAP & LIHWAP grants. We received new funding notices from DEO. The new LIHWAP funding notice is for less than what we have already been paid. We have informed DEO that we are unable to serve any LIHWAP clients until July 1 due to the reduced funding. We were told by DEO that future funding is going to be released on a quarterly basis and it can't be overspent or underspent per each quarter. This is a statewide issue, not unique to our agency.

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



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**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 established for the April and May meeting 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

...Center Change Update – express thanks to Mr. Glidewell for assisting us with an inmate crew to move.

...Self-Assessment – a copy of the Improvement Plan was provided and discussed

...PI – Hurricanes Fiona and Ian Disaster Recovery Funds – not applicable to us

Kim provided an update on the incident with a child and staff member that was discussed at the March meeting.

May Policy Council Meeting:

Presented the following for discussion:

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

...Center Change Update – all children and staff are at the Walton Head Start with 89 children

...5.6% COLA & Quality Improvement – the request has been submitted. The COLA has been issued to staff with retro pay back to December 1, 2022. The Quality Improvement funds will be issued when approved and will also be retroactive back to December 1, 2022. With the Quality Improvement funds, all Head Start staff will receive an additional \$.75 and those close to an incremental amount will be bumped up to the next dollar. The minimum entry level pay for any Head Start position will be \$12.50 per hour once approved and implemented.

...Mid-Year Outcome Report

...Walton County Community Representative needed on Policy Council

...Self-Assessment Improvement Plan

...Staff needed

...Add-On request received after Policy Council meeting – Walton Center \$375 for graduation activities and supplies.

...Staff Appreciation Week

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

April Approvals (All items mailed)

...March minutes

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...Center Request – Walton \$375 for Prom Activity in April

...Director's Report

...Policies

- Employee Assistance Program
- Staff Wellness
- Behavior Management Support & Discipline
- Child Discipline – Time Out
- Mental Health On Site Services & Resources
- Providing Info, Support & Referrals to Children & Families
- Response to Behavioral & Mental Health Concerns
- Change in Legal Custody
- Child Custody Issues
- Orientation of Parents
- Parent Committee Meetings
- Parent Meetings & Activities
- Education & Training Material
- Family Participation in Literacy
- Multicultural Communication
- Non-Enrolled Children
- Parent Involvement in Child Development & Education
- Parent Involvement in Education
- Parent Involvement in Educational Activities
- Accident or Sudden Illness of Child or Staff
- Active Supervision
- Child Safety
- Reporting Accidents
- Safety Training – Staff with Regular Child Contact
- Additional Services for Parent Inclusion

...Other

- 2023-24 School Calendar – Holmes County
- 2023-24 School Calendar – Washington County
- 2023-24 School Calendar – Walton County
- 2023-24 School Calendar – EHS Center-Base
- 2023-24 School Calendar – EHS Home-Base
- 5.6% COLA HS - \$110,729; EHS \$26,755
- Quality Improvement HS \$57,453; EHS \$15,180
- Non-Federal Share Waiver Request

May Approvals (All items mailed)

...April minutes

... Director's Report

...Walton Center – phone poll for graduation services \$375

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...Policies

- Confidentiality of Information
- Family Partnership Agreement & Goal Setting
- Follow-Up of Family Services
- Community Partnerships & Coordination
- Calling in Sick

...Delete Policies

- Parent activities to Promote Learning and Development
- Parent Involvement (General)
- Parent Involvement in Community Advocacy
- Parent Involvement in Health, Nutrition, & mental Health
- Parent Involvement in Home Visits
- Referral Procedures
- Accessing Community Services
- Collaborative Partnerships – Relationships with Agencies
- Emergency – Crisis Intervention
- Partnerships with Agencies for Children with Disabilities
- Partnerships with Child Abuse Prevention Programs
- Partnerships with Health Care, Mental Health & Nutrition
- Partnerships with Local Elementary Schools
- Partnerships with Other Organizations

...Other

- Self-Assessment Improvement Plan

Kim asked if there were any questions. Anita Halling asked if there was a Guidance Counselor on staff to comply with mental health. Kim stated we have a consultant that comes when needed. Our Family Services Coordinator also serves in the Mental Health capacity. She works with the children and with the Mental Health Consultant.

Anita Halling made a motion. Patricia Latson seconded. Motion carried.

**LIHEAP QUARTERLY REPORT** – presented for information.

**PROGRAM REPORTS** – presented for information.

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

Chris Moore asked about the budget halts and reduction in services on the Program Reports. Angie Moore explained these were due to the issue with DEO who funds our CSBG, LIHEAP and LIHWAP grants. DEO had exceeded their spending authority and had not assured us they would be able to reimburse our agency for services rendered. For a short time period, we only assisted in crisis situations.



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**CHAIR REPORT** – item to ratify due to action taken between meetings:

Cost of Living Increase 5.6% for all employees

- Sent to Personnel Committee on April 24, 2023 – all approved
- Sent to Executive Committee on April 25, 2023 - all approved

Edward Crutchfield made motion to approve. Patricia Latson seconded. Motion carried.

**NEW BUSINESS** –

The Title VI Policy was updated to include Santa Rosa County data in reference to the Limited English Proficiency (LEP) Plan due to Tri-County now being the direct recipient of 5311 funds from the state.

Tara Finch made motion to approve. Chris Moore seconded. Motion carried.

**OLD BUSINESS** – None

**PUBLIC COMMENTS** – Mrs. Crutchfield said it was a pleasure attending Tri-County Community Council, Inc. meetings stating staff was well prepared and the reports were very informative. Mr. Kelley stated he agreed with Mrs. Crutchfield and added Tri-County Community Council, Inc. has the best staff.

The meeting adjourned at 5:31 p.m.

  
CHAIR

  
DATE

  
SECRETARY

  
DATE

As recorded by Sharon Kent, Board Liaison – 5/11/2023