

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

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

Tri-County Community Council, Inc., Board of Directors met at the Life Enrichment Senior Center in DeFuniak Springs on Thursday, October 12, 2023, at 5:00 p.m. The meeting was held in a hybrid format due to 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 roll was called and a quorum 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]	[ ]	Joel Paul
Alan Bush	Public	[X]	[ ]	Sharon Kent
Rickey Callahan	Private	[X]	[ ]	Heather Craft
Edward Crutchfield	Low-Income Elected	[X]	[ ]	Kim Gillis
Clint Erickson	Public	[X]	[ ]	Angie Moore
Jeri Faircloth	Low-Income Elected	[X]	[ ]	Cameron Holmes
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]	<b>GUEST</b>
Alex McKinnie	Public	[X]	[ ]	Madeline Crutchfield
Chris Moore	Public	[ ]	[X]	
Malcolm Nelson	Private	[ ]	[X]	
VACANT	Low-Income Elected	[ ]	[ ]	
Howard Vanselow	Low-Income Elected	[ ]	[X]	
 <b><u>ATTORNEY</u></b>				
Jeff Carter		[X]	[ ]	

Alan Bush made motion to approve the roll call and Edward Crutchfield seconded. Motion carried.

**AUGUST 2023 BOARD MINUTES** - the minutes were reviewed. Danny Glidewell made motion to approve the minutes and Clint Erickson seconded. Motion carried.

**BOARD OF DIRECTOR'S MEETING  
OCTOBER 12, 2023  
PAGE TWO**

**BOARD DEVELOPMENT COMMITTEE REPORT** – presented by Tara Finch, Chair. On September 14, 2023, Santa Rosa County Board of County Commissioners appointed Ms. Lani Burritt as the public sector representative for Santa Rosa County replacing Mr. Andrew Hill.

Rickey Callahan made motion and Danny Glidewell seconded.

Joel Paul thanked Mr. Hill for his service. Mr. Hill thanked Mr. Paul and said he enjoyed working with our board and was confident he was leaving us in good hands with Ms. Burritt.

**FINANCE COMMITTEE REPORT** – Rickey Callahan deferred to Heather Craft, CFO for this report.

**Financial Status Reports** - The final reports for FY ending 9/30 are temporary due to closing out the books. There will be a final year-end report in November.

**Balance Sheet** - this report was reviewed reflecting the financial position of the agency. Information shows assets we have and liabilities we owe.

**Credit Card Purchases** - the committee also reviewed the credit card purchases and stated there were no odd purchases.

**ANNUAL AGENCY BUDGET** – projected revenue and expense for the 2023-24 year. Heather noted funding was going back to normal in the absence of COVID or Cares money.

**TD Non-Sponsored Grant Cash Match Report** - the 10% match hasn't been met yet due to being in the beginning of the contract but we anticipate it will be met by the end of contract.

**ANNUAL INCENTIVE** - based on most recent employee evaluation. Last year the board granted \$500 per employee based on status and time in service. All programs have the available funds in their budgets. Overall estimated cost will be \$52,000.

Ron Kelley thanked Heather for the report and asked if any questions. There were none.

Danny Glidewell made motion to approve Clint Erickson seconded. Motion carried.

**PERSONNEL COMMITTEE REPORT** – John Hofstad gave this report. The committee met prior to the meeting and discussed adding President's Day to the list of paid agency holidays. Mr. Hofstad stated this was consistent with his county as they added another holiday as well. The personnel committee supports this request.

Tara Finch made motion and Danny Glidewell seconded. Motion carried.

**BOARD OF DIRECTOR'S MEETING  
OCTOBER 12, 2023  
PAGE THREE**

**HEAD START COMMITTEE** – there was no Head Start Committee Report

**HEAD START DIRECTOR'S REPORT** - Kim Gillis, Head Start/Early Head Start Director, gave the following report:

Two Policy Council meetings since the board met in August. A quorum was not established for September but a phone poll was conducted and all items were approved. A quorum was established for the October meeting with all items approved.

Training: PIR & Eligibility. Kim explained the Program Information Report (PIR) that is required annually. Various information is submitted in this report such as enrollment for the year, attendance, ethnicity, gender, disability, health, family services, disability and staff education. Head Start reviews this data to make sure we are meeting a certain percentage. Kim also went over the Eligibility (ERSEA) Process. ERSEA stands for Eligibility, Recruitment, Selection, Enrollment, and Attendance. This training is required annually and anytime we have new Board or Policy Council members. This is a required training because several years ago, children were being admitted to the program that weren't eligible. As a result, we are also required to have consequential policy. If it is discovered staff or parents falsified information to get the child in the program, the employee is terminated and the child could be unenrolled.

The first step is the application submitted by the parents. Age and income are the qualifiers. The Family Services Coordinator then completes the Priority Criteria sheet and points are assigned to determine eligibility. Foster care, SNAP benefits, and homelessness are automatic eligibility qualifiers for us as well. Two people then check all information related to age and income and sign off on it. The Family Services Coordinator then moves them to the wait list if eligible and the over-income list if not. We are allowed to accept 10% over income if we don't have enough eligible children.

September Items

Policy Council Monthly Training Topic: Program Information Report (PIR) & Reports

...Under Enrollment Plan – three things we are addressing in the under enrollment plan are VPK being added to local schools, workforce and not being able to have full staff, and the transportation of children. We had to come up with a plan and action steps to get to full enrollment. Those action steps include, becoming more present on Social Media platforms and planning to attend as many events as possible that pertain to our children. We are also working on a new conversion/reduction plan that will help with staff shortages. Lastly, we will continue to do as much transportation as we can. We already do location pickups to be able to transport as many children as possible.

**BOARD OF DIRECTOR'S MEETING  
OCTOBER 12, 2023  
PAGE FOUR**

...Grant Application – for the conversion/reduction we were going to do 58 reductions and add 12 Early Head Start slots. We were trying to reduce enough to get additional money to give pay raises. When our Program Specialist met with us in September, she said we may need to do more than originally planned. We started talking about reducing an additional 20 which would eliminate another classroom giving us 7 classrooms instead of 11. Kim talked with the Program Specialist earlier in the day, and discussed the struggle to give pay increases. She said Head Start is not going to approve raises unless they are substantial. She suggested since we are having a hard time hiring staff, maybe we should only convert 4 Early Head Start slots so this is what we are planning. We will only do one Early Head Start classroom instead of two which will eliminate two positions. We finally have a budget we can work with and give substantial raises to those under \$15 as well as the Teaching Staff that have degrees. We are hoping to resubmit it next week.

...Annual Report

October Items

Policy Council Monthly Training Topic: Director's Report & Eligibility

...Head Start Awareness Month

...Under Enrollment/budget change request

...Staff Needed

...Need Community Representative (Holmes & Walton)

In closing, Kim gave an overview of what the final conversion/reduction would look like. She stated the reduction would result in Chipley staying the same with 20 children. Walton would be reduced to 3 or 4 classrooms. They have 71 children enrolled at this time with Westville having only 40 children so Walton may be reduced even more. We were originally planning for 54 for Westville. We have one Early Head Start classroom at Westville but with Walton having the heavier waitlist, we may have to look at Walton for the other Early Head Start classroom. We are focusing on cutting the 4-year old classrooms due to VPK.

There were no questions.

**HEAD START POLICY COUNCIL REPORT** – Kim Gillis, Head Start Director gave this report for Anita Halling due to technical issues with sound.

September Approvals – All Items Mailed

August Minutes

Director's Report

Approvals

Policy

Strategic Planning Goals 2024-2028

**BOARD OF DIRECTOR'S MEETING  
OCTOBER 12, 2023  
PAGE FIVE**

Hires

...Mea Shirah – Chipley Head Start Cook  
...Sandra Romaldo – Walton Teacher Assistant  
...Jennifer Chisholm – Walton Teacher Assistant

October Approvals – All Items Mailed  
September Minutes  
Director's Report

Approvals

Policies

...Parent Committee – Participate in Recruitment and Screening of Head Start/Early Head Start Employees  
...Early Head Start Calendar (Westville)  
...Head Start Eligibility Priority Criteria  
...Early Head Start Eligibility Priority Criteria  
...Budget Change Request

Hires/Transfers

...Mea Shirah – from Chipley Cook to Teacher Assistant  
...Deana Byrd – Westville Teacher Assistant

Danny Glidewell made motion to approve both reports and Clint Erickson seconded. Motion carried.

**PROGRAM REPORTS** - presented for information.

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

**EXECUTIVE DIRECTOR REPORT** - Joel Paul reported on the following:

Insurance costs are major issues with businesses today. For that reason, staff looked at our coverages and cost this past year. As a result, Tri-County has transitioned to Florida Insurance Trust for Auto, Workers' Compensation, and Property Insurance. After several months, we have worked through most of the issues. The cost savings was significant especially in the Workers' Comp area. However, with the savings, we are questioning the service and the claims management not being what we are accustomed to. If this continues to be an issue, next year we may have to look at our options. Positive traits we have with the new company include the same renewal dates for all policies & FIT offers higher coverages in several areas with a cost savings.

**BOARD OF DIRECTOR'S MEETING  
OCTOBER 12, 2023  
PAGE SIX**

Tri-County still has a board opening for the Bay County Low Income Sector. If you know of an interested party, please let us know or have them reach out to us.

Tri-County fiscal year ended September 30<sup>th</sup> and we have started the yearly audit process with Carr, Riggs, and Ingram. The audit report will be presented during the January 2024 meeting. We hope to report on another great year.

Mr. Paul said he can't thank staff enough for all the hard work. He stated, they are truly exceptional staff. The support of the board and the time you donate is very much appreciated as well. We hope you are proud of what we accomplish as a team.

**CHAIR REPORT** – nothing to report.

**NEW BUSINESS** –

Community Action Plan Update – this CAP Plan is a reflection of the most recent Community Needs Assessment and requires an annual update.

Tara Finch made a motion to approve the Community Action Plan and Edward Crutchfield seconded. Motion carried.

Risk Assessment – identifies potential hazards in the agency.

Clint Erickson made a motion to approve the Risk Assessment and Danny Glidewell seconded. Motion carried.

Board Forms – remind all members to return the forms that were in the packet via email, fax or regular mail.

**ROMA TRAINING** – Angie Moore, Certified ROMA Trainer conducted the training referring to the handouts included in the board packet. She reviewed the Results Oriented Management Accountability (ROMA) cycle and the significance of each stage. She further explained the ROMA cycle had been enhanced and the steps can be reversed or initiated as a result of a question asked in another section. The ROMA process ensures the CAA is being operated with a “results oriented” perspective. These results determine how the agency implements services and strategies.

Angie concluded the training and asked if there were any questions. No questions were asked.


**BOARD OF DIRECTOR'S MEETING  
OCTOBER 12, 2023  
PAGE SEVEN**

At this time, Mr. Paul asked for the floor to recognize Ms. Lani Burritt who had joined the call earlier in the meeting. He welcomed her to the board, noting she has been officially seated and is able to fully participate in all board business. Mr. Kelley thanked Ms. Burritt for her willingness to serve and said we look forward to working with her.

**OLD BUSINESS** – none

**PUBLIC COMMENTS** – none

The meeting adjourned at 5:35 p.m.

  
CHAIR

11/9/23  
DATE

  
SECRETARY

11-9-23  
DATE

As recorded by Sharon Kent, Board Liaison; 10/12/23

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

**BOARD DEVELOPMENT COMMITTEE REPORT  
October 12, 2023**

On September 14, 2023, the Santa Rosa Board of Commissioners approved Ms. Lani Burritt as the public sector representative for Santa Rosa County replacing Mr. Andrew Hill.

This item is submitted to the board for approval.



Tri-County Community Council, Inc.  
P.O. Box 1210/ 302 N. Oklahoma St.  
Bonifay, FL 32425

Board of Director's  
Finance Committee Meeting Minutes  
October 12, 2023  
4:15 p.m. at Senior Center

**Members Present**

Edward Crutchfield

**Members Absent**

Rickey Callahan  
Chris Moore  
Howard Vanselow

**Staff Present**

Heather Craft

The following are items the Finance Committee reviewed:

- Financial Status Reports
- Balance Sheet
- Credit Card Purchases
- Annual Budget FY 2023-24
- Annual Incentive
- TD Non-Sponsor Grant Cash Match (10%)

Mrs. Craft opened the meeting.

**Financial Reports:** The committee reviewed the financial status reports. Mrs. Craft explained the report shows all of our grants. This report is temporary, due to the agency closing out our fiscal year. We will have a final report at our meeting in November.

**Balance Sheet:** The committee reviewed the balance sheet. Mrs. Craft explained that it shows the financial position of the agency, as of September 30. The report lists our assets and liabilities and shows that everything is in balance.

**Credit Card Purchases:** The committee reviewed the credit card purchases for July 2023, August 2023 and March 2023.

**Annual Budget for FY 2022-2023:** This report shows the projected revenue and expenses for the 2022-2023 fiscal year. Mrs. Craft explained we are seeing the trend of our funding for FY 2023-24 going back to pre-covid funding. We have very few CRRRSA funds left to spend.

**Annual Incentive:** We are requesting approval for an annual incentive. The incentive would be based on the most recent evaluation on file.. We would like to give \$500 this year, as well. Full-time employees will receive \$500, part-time employees will receive \$250, and employees who have been here less than 6 months will receive \$125. The estimated cost will be \$52,000.

**TD Non-Sponsor Grant Cash Match (10%):** Mrs. Craft noted the 10% match has not been met yet. We do anticipate the match to met.

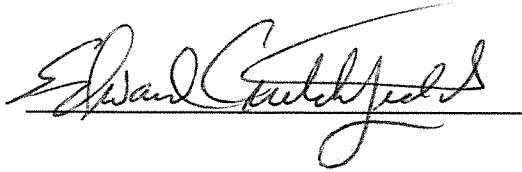
The attending committee member was in favor to submit the items to the board for approval

Recorded by: Heather Craft – CFO

0  
TRI-COUNTY COMMUNITY COUNCIL, INC.  
FINANCE COMMITTEE  
October 12, 2023

SIGN-IN SHEET

\_\_\_\_\_ Rickey Callahan

 \_\_\_\_\_ Edward Crutchfield

\_\_\_\_\_ Howard Vanselow

\_\_\_\_\_ Chris Moore

 \_\_\_\_\_ Heather Craft

\_\_\_\_\_ Hope Sharpe

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Tri-County Community Council, Inc.**

P O Box 1210

302 North Oklahoma Street

Bonifay, Florida 32425

**Finance Committee Meeting**

October 12, 2023

4:15 p.m.

**Agenda**

1. Financial Status Reports (Temp through 9/30/23) (Multi) –
2. Balance Sheet (White) –
3. Credit Card Purchases (Green) –
4. Annual Agency Budget for FY 2023-24 (Multi) –
5. Annual Incentive –
6. TD Non-Sponsor Grant Cash Match (10%) -
7. Adjourn

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

Personnel Committee Minutes

Date: October 12, 2023; 4:15 p.m.

Member(s) Present: Andrew Hill & John Hofstad

Member(s) Absent: Isaac Becker

Staff Present: Sharon Kent

Mr. Hofstad was the only one on the call at 4:15 so Sharon asked if we could delay starting for a few minutes. Mr. Hofstad agreed. Sharon started discussion at 4:20 p.m. reviewing what was submitted to the committee in the email. We are proposing adding President's Day to the agency list of paid holidays. This would be a total of 11 holidays for employees. We have been looking into ways of recruiting and retaining staff and this is just one thing we can do. Mr. Hofstad said he agreed with adding the extra holiday and stated they also added a holiday for staff. He asked why we picked this particular holiday. Sharon told him it was because there is a long break between the Martin Luther King and Memorial Day Holidays. Sharon added we didn't want to add a holiday that fell in summer because our Head Start centers are closed for the summer. Policy states you don't get paid unless you are on paid status so a number of employees would not benefit from a summer holiday. Mr. Hofstad said that he understood the rationale. Mr. Andrew Hill stated he supported the proposal as well.

Mr. Hofstad will present this information to the board for approval.

Meeting Adjourned 4:30 p.m.

Recorded by: Sharon S Kent; 10/12/2023