

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

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

Tri-County Community Council, Inc., Board of Directors met at the Life Enrichment Senior Center in DeFuniak Springs on Thursday, November 9, 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 eleven 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
Lani Burritt	Public	[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]	[]	Hope Sharpe
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]	[]	
John Hofstad	Public	[X]	[]	
Ron Kelley	Private	[X]	[]	
Patricia Latson	Low-Income Elected	[]	[X]	GUEST
Alex McKinnie	Public	[]	[X]	
Chris Moore	Public	[]	[X]	
Malcolm Nelson	Private	[X]	[]	
VACANT	Low-Income Elected	[]	[]	
Howard Vanselow	Low-Income Elected	[X]	[]	
 <u>ATTORNEY</u>				
Jeff Carter		[]	[X]	

Clint Erickson made motion to approve the roll call and Danny Glidewell seconded. Motion carried.

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

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FINANCE COMMITTEE REPORT – Heather Craft, CFO gave the report in the absence of Rickey Callahan, Chair.

Financial Status Reports - two reports in the packet. The final reports for FY ending 9/30 along with the report for October were submitted.

Balance Sheet - this report was reviewed reflecting the assets and liabilities of the agency.

Credit Card Purchases - credit card purchases were reviewed and nothing out of the ordinary noted.

FORM 941 – reflects taxes paid for the third quarter and wages paid of \$146,515.89 with 106 employees.

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.

Items over \$10,000 – add on item; Head Start Child Plus Software offers Learning Management Modules for \$25,000. Child Plus is sole provider so we don't have to bid it out.

There were no questions.

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

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

One Policy Council meeting since the board met in October. A quorum was established and all items were approved.

Training: Monitoring Reports & Disability Requirements. Kim explained the Monitoring Report and the process. We have a plan that states what will be monitored, the timeframe, responsible person(s), & what we are looking for. If all is good, it's just checked off. If not, they are given a certain amount of time to correct it. If it can't be fixed, it is noted in the monitoring. Kim also explained the Disability requirements. Head Start requires we maintain 10% Disability. Screenings are conducted for about half of the year. If the child qualifies, Head Start children have an Individualized Education Plan (IEP). If it's an Early Head Start child, they have an Individualized Family Service Plan (IFSP). The report shows how many we have at each center and where they are in the referral process. We are not at the 10% yet but are working towards that.

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Mr. Kelley asked how close to our 10% are we. Kim stated, if we base it on current enrollment, we are at about 8%. If we look at the 203 children that we are supposed to have, we are between 4 and 5 percent.

November Items

Policy Council Monthly Training Topic: Disability / Requirements

- ...Policy Council chose the member to represent their center in the interview process
- ...Requested Seizure & CPR Training
- ...Under Enrollment Plan
- ...Staff & Enrollment struggles
- ...Parent concern hiring Center Coordinator
- ...End of Fiscal Year – November 30, 2023

Kim mentioned, at the Policy Council meeting, there was discussion on hiring of a Center Coordinator due to a vacancy. Two internal applications were received and both were qualified. Staff moved forward with hiring the one with the higher degree, specialized in Early Childhood Leadership. One parent voted no for this recommendation, with all other parents voting yes. It's up to the board to approve this recommendation or reject it. Mr. Kelley asked if it was staff recommendation to move forward with the person chosen for the Center Coordinator position. Kim Gillis stated yes it is the recommendation. Coordinators had reviewed the qualifications and had in-depth discussion prior to choosing this person for the position.

HEAD START POLICY COUNCIL REPORT – Anita Halling, Chair presented this report.

November Approvals – All Items Mailed

- October Minutes
- Walton Event
- ChIPLEY Event
- Westville Event
- Director's Report

Approvals

- Policies
- Policy Council By-Laws (Updated)
- Policy Council Handbook (Updated)

Hires/Transfers

- ...Miriah Osterhoff – Walton part-time Center Assistant
- ...Xiaomin Riddle – Westville Teacher to Center Coordinator
- ...April Kirk - Walton Cook Assistant
- ...Ashley Seigle – ChIPLEY Cook
- ...JaKevia Works – Floater
- ...Haley Lamb - Floater

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

Board of Director's
Finance Committee Meeting Minutes
November 09, 2023
4:15 p.m. at Senior Center

Members Present via Google Meet

Edward Crutchfield
Howard Vanelow

Members Absent

Rickey Callahan
Chris Moore

Staff Present

Heather Craft
Hope Sharpe

The following are items the Finance Committee reviewed:

- Financial Status Reports
- Balance Sheet
- Credit Card Purchases
- 3rd Qtr Form 941
- TD Non-Sponsor Grant Cash Match (10%)

Mrs. Craft opened the meeting.

Financial Reports: The committee reviewed 2 financial status reports. Mrs. Craft explained that one report was the final for our last fiscal year. That report reflected that we had 9.3 million in revenue and 9.4 million in expenses. The second report is for our new fiscal year, which began October 1. It shows a lot of negatives because we bill a month after the month end.

Balance Sheet: The committee reviewed the balance sheet. Mrs. Craft explained that it shows the financial position of the agency.

Credit Card Purchases: The committee reviewed the credit card purchases. Mrs. Craft explained that there were less purchases because we had paid most of them in September with the end of our fiscal year.

3rd Qtr Form 941: Mrs. Craft explained that the Form 941 shows our taxes for the 3rd qtr. In September we had 106 employees and paid \$146,515.89.

TD Non-Sponsor Grant Cash Match (10%): Mrs. Craft noted the 10% match has not been met yet, but we do anticipate meeting it by June.

FYI: We are in the middle of our audit and are working with Carr, Riggs & Ingram.

Add On-Item Over \$10,000: We are in the process of closing out our HS grant and were needing some consulting work. Head Start uses Child Plus software. For \$25,000 they offer Learning Management modules, as well as one on one. Because they are the sole provider of this software, we do not have to go out for bids. We do need to get this approved.

The committee members were in favor of submitting the items to the board for approval

Recorded by: Hope Sharpe – Finance Officer

Tri-County Community Council, Inc.

P O Box 1210

302 North Oklahoma Street

Bonifay, Florida 32425

Finance Committee Meeting

November 9, 2023

4:15 p.m.

Agenda

1. Financial Status Reports (Final through 9/30/23 & 10/31/23) (Multi) –
2. Balance Sheet (Yellow) –
3. Credit Card Purchases (Green) –
4. 3rd Quarter Form 941 (Lilac) –
5. TD Non-Sponsor Grant Cash Match (10%) -
6. Adjourn

TRI-COUNTY COMMUNITY COUNCIL, INC.
FINANCE COMMITTEE
November 09, 2023

SIGN-IN SHEET

_____ Rickey Callahan

_____ Edward Crutchfield

_____ Howard Vanselow

_____ Chris Moore

Heather Craft _____ Heather Craft

Hope Sharpe _____ Hope Sharpe
