

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

**MINUTES  
BOARD OF DIRECTOR'S MEETING  
MAY 13, 2021**

Tri-County Community Council, Inc., Board of Directors met on May 13, 2021 via conference call due to COVID-19 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. A quorum was declared with fifteen members present.

<u><b>PRESENT</b></u>	<u><b>SECTOR</b></u>	<u><b>PRESENT</b></u>	<u><b>ABSENT</b></u>	<u><b>STAFF</b></u>
Alan Bush	Public	[X]	[ ]	Joel Paul
Rickey Callahan	Private	[X]	[ ]	Sharon Kent
Pamm Chapman	Public	[ ]	[X]	Hope Sharpe
Edward Crutchfield	Low-Income Elected	[X]	[ ]	Kim Gillis
Jeri Faircloth	Low-Income Elected	[ ]	[X]	Angie Moore
Vacant	Low-Income Elected	[ ]	[ ]	
Suzan Gage	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]	[ ]	
Bruce Smith	Low-Income Elected	[X]	[ ]	
Howard Vanselow	Low-Income Elected	[X]	[ ]	

**ATTORNEY**

Jeff Carter	[ ]	[X]
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Phillip Music made motion to approve the roll call and Suzan Gage seconded. Motion carried.

**March 2021 BOARD MINUTES** - the minutes were reviewed. Phillip Music made motion to approve and Rickey Callahan seconded. Motion carried.

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**BOARD DEVELOPMENT COMMITTEE** – presented by Suzan Gage – Chair. The Bay County Community meeting resulted in the election of Mr. Tony Pilot as the representative for Bay County low-income. This item is submitted to the board for approval. Suzan Gage made a motion and Edward Crutchfield seconded. Motion carried.

**FINANCE COMMITTEE REPORT** – presented by Rickey Callahan, Chair.

Financial Status Reports - the committee reviewed the financial status reports through April 2021 which show current revenue and expenses. Committee reports everything appears to be in order.

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 nothing out of the ordinary. It was noted the agency expects to see an increase in Wright's Express due to the rise in gas prices.

Final Form 425 Head Start Report - two reports filed with the first being the annual report showing funds awarded and expended. We were able to get a waiver for in-kind not collected. The second report is for CARES funding. We were unable to spend all funds due to timing of release of funding but have requested it be carried over into the new funding period.

Form 941: reflects taxes and wages paid for the quarter. We had 125 employees at the end of March and paid \$153,809.79 in taxes. We are still expecting a refund of \$10,301.43 from the IRS for COVID related sick leave.

TD Non-Sponsored Grant Cash Match (10%) - the match has not yet been met for Santa Rosa and Walton counties but anticipate it will be by end of the contract.

Increase on Agency Portion of Health Insurance – Finance Committee was polled by email on April 15, 2021 to review the request to pay an additional \$50 for health insurance bringing agency total to \$550. This is due to the rising cost of health insurance and to stay in compliance with ACA regulation.

Russ Henderson made a motion to approve and Phillip Music seconded. Motion carried.

**HEAD START COMMITTEE REPORT** - presented by Suzan Gage, Committee Chair.

The committee discussed the self- assessment improvement developed and it appears to be a robust improvement plan and look forward to all the successes that come from that.

The American Rescue Plan was also reviewed by the committee. Tri-County was awarded approximately \$286,000 to be expended over a two-year time period. Kim and team have put together an extensive list they anticipate will be approved. One particular item to be noted is the

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purchase of a Head Start Bus to serve children in the Mossy Head area which is several miles outside of DeFuniak Springs. Other ideas for use of funds include a curriculum with mental health support for the children, additional staff, extending the program year, incentive for staff getting the COVID vaccine and possibly a new vehicle for Early Head Start. All items considered are necessary and needed. With the description of things applied for, the committee felt comfortable presenting to the board for approval.

Rickey Callahan made a motion to approve and Edward Crutchfield seconded. Motion carried.

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

Policy Council met in April and May with neither meeting having quorum. However, for both meetings we were able to do a phone poll so all items were approved.

Board Training Topic: EHS Home-Base Requirements & Eligibility

April Policy Council Meeting:

Presented the following for discussion:

...Policy Council Monthly Training Topic – In-Kind and Eligibility

...Director's Report (mailed)

...COLA 1.22% (HS - \$23,176; EHS \$5,596; Total \$28,772)

...2020-21 Self-Assessment Plan

...2020-21 Mid-Year Child Outcomes (mailed)

...PI – Head Start Center-Based Service Duration Requirement for 45% of Slots (mailed)

May Policy Council Meeting:

Presented the following for discussion:

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

...Director's Report (mailed)

...2020-21 Self-Assessment

...Correction for Holmes County School Calendar

...IM – Updated Coronavirus Disease 2019 (COVID-19) Fiscal Administrative Flexibilities (mailed)

**HEAD START POLICY COUNCIL REPORT** – Kim Gillis gave the report in the absence of Patricia Latson, Head Start Board Liaison.

April Approvals (All items mailed)

...March minutes

...Director's Report

...Funds for Westville's \$250 graduation activities

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### Policies

- Background Checks and Selection Procedure (Five-year rescreening)
- Safety Environment (Staff)
- Staff Attendance
- Taking Classes
- CDA Requirement
- Eligibility Training
- Orientation of New Employees
- Teacher Qualifications
- Volunteers
- Additional Services for Parent Inclusion
- Training of New Education Staff
- Teaching Strategies Gold Input
- Behavior Management Support
- 2021-2022 School Calendars – Holmes, Walton, Washington, & EHS
- COLA 1.22%(HS-\$23,176; EHS \$5,59; Total \$28,7726)
- Updated Pay Scale with 1.22% COLA and change in the cook, cook assistant, and center assistant positions rate of pay
- 2020-2021 Self-Assessment Plan
- 2020-2021 Mid-Year Child Outcomes

### Hire/s

- Brandy Odom – Walton Teacher
- Linda Darlene Commander – Westville Part-Time Center Assist.

### May Approvals (All items mailed)

...April minutes

...Director's Report

...Funds for Walton's \$250 graduation activities

### Policies

- Basic Computer Maintenance
- Communication System (Tabled till next meeting)
- Communication with Parents
- Head Start Grant Application/Process
- Updating Files
- Out of Town Travel preparation
- Monitoring Program Performance
- Transition from Early Head Start
- Transition to Kindergarten
- Child Education File
- Delete – Parents as Volunteers
- Delete – Volunteer Supervision

### Hire/s

- Mara Odom – Walton Cook Assistant
- Zakariah Lee – Floater

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There were no questions.

Russ Henderson made a motion. Rickey Callahan. Motion carried.

**PROGRAM REPORTS** - presented for information.

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

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

...We have been invited to assist Rebuild Florida in Bay, Holmes, Jackson, & Washington counties providing temporary housing for victims of Hurricane Michael while their house is being worked on.

...Continuing to spend Hurricane Michael funding in many counties. Many clients are also applying to the Rebuild Florida program which allows for more funding to be spent on a home. Tri-County is limited to \$10,000 per home.

...We have been asked to add weekend routes for Transportation to the GoWal Route in Walton County. We are currently waiting on Walton County for approval to begin May 31<sup>st</sup>.

...In Santa Rosa County, we are looking at better ways to secure the vehicles. Parking, signs and lighting will be utilized to make these improvements.

...Continuing to monitor the minimum wage requirement and the impact to our programs.

...COVID procedures are being monitored and adjusted as changes occur in regards to vaccinations, Governor mandates etc.

This concludes the Executive Director report.

**CHAIR REPORT** – Ron Kelley gave to the following report to be ratified regarding action taken between meetings by the Executive Committee:

Due to a deadline of April 15, 2021, the Executive Committee was polled by email April 7, 2021 regarding the 1.22% Cost of Living Adjustment (COLA) application for the Head Start Program. Information was attached giving detail of the funding. The COLA is retroactive to December 1, 2020 and will increase the pay scale by 1.22%. Approval was also given to the other agency programs.

Due to open enrollment for Health Care Insurance beginning May 01, the Executive Committee was polled by email April 15, 2021 after recommendation of the Finance Committee to increase the Agency portion to \$550 (an increase of \$50). This will ensure the agency meets the requirements of Affordable Healthcare Act and avoids IRS penalties.

Phillip Music made motion to approve and Edward Crutchfield seconded. Motion carried.


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**NEW BUSINESS - None**


**OLD BUSINESS - None.**

**PUBLIC COMMENTS - None**

The meeting adjourned at 5:36 p.m.

  
\_\_\_\_\_  
CHAIR

8/13/21  
DATE

  
\_\_\_\_\_  
SECRETARY

8/13/2021  
DATE

As recorded by Sharon Kent, Board Liaison – 5/13/2021