

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

**MINUTES
BOARD OF DIRECTOR'S MEETING
AUGUST 8, 2024**

Tri-County Community Council, Inc., Board of Directors met on August 8, 2024 in a hybrid meeting due to ongoing COVID concerns and to practice social distancing.

The Board Chair called the meeting to order. Invocation was given and the Pledge of Allegiance was recited.

The 2024 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]	Joel Paul
Lani Burritt	Public	[X]	[]	Sharon Kent
Alan Bush	Public	[X]	[]	Heather Craft
Edward Crutchfield	Low-Income Elected	[X]	[]	Kim Gillis
Clint Erickson	Public	[X]	[]	Angie Moore
Jeri Faircloth	Low-Income Elected	[]	[X]	
Tara Finch	Low-Income Elected	[]	[X]	
Janice Flowers	Low-Income Elected	[X]	[]	
Danny Glidewell	Public	[X]	[]	
Anita Halling	Private	[]	[X]	
Lesley Hatfield	Private	[X]	[]	
Russ Henderson	Private	[X]	[]	
John Hofstad	Public	[X]	[]	
Ron Kelley	Private	[X]	[]	
Patricia Latson	Low-Income Elected	[X]	[]	
Alex McKinnie	Public	[X]	[]	
Chris Moore	Public	[]	[X]	
VACANT	Private	[]	[]	
Howard Vanselow	Low-Income Elected	[X]	[]	
 <u>ATTORNEY</u>				
Jeff Carter		[X]	[]	

Danny Glidewell made motion to approve the roll call and Russ Henderson seconded. Motion carried.

BOARD MINUTES - the April 2024 minutes were reviewed.

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

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FINANCE COMMITTEE REPORT – presented by Lesley Hatfield, Chair who stated the committee met just prior to the regular board meeting reviewing the following items and found everything to be in order with no issues noted.

Financial Status Reports - the committee reviewed the financial status reports for the fiscal year through July 2024. This report shows the grants in operation.

Balance Sheet - this reflects the financial position of the agency. Information presented shows the assets of the agency and liabilities owed.

Credit Card Purchases: credit card purchases were presented to the committee for review with no odd purchases noted.

FORM 941: reflects taxes paid for the quarter and wages paid. We had 93 employees at the end of June and paid \$188,988.71 in taxes.

Semi-Annual Head Start 425 Report: this report was filed with the Regional Office of Head Start that shows expenses from December 2023 to May 2024. We had \$1,019,247.69 in expenses and collected \$65,552.00 in In-Kind.

Form 5500 Flexible Benefits & 403(b) Plan Audit: 5500 is the short term disability insurance provided by the agency for employees. The plan period is from January 1, 2023 through December 31, 2023. There were 86 participants with the agency paying \$47,073 in premiums. The 2022 Benefit Plan for the 403(b) pension plan is for the period of October 1, 2022 to September 30, 2023. There were 110 active participating employees during this period. The agency paid \$87,765 in matching contributions. Carr, Riggs & Ingram performed a Pension Audit for the 5500 with no findings.

TD Non-Sponsored Grant Cash Match (10%) - the match has not been met but we anticipate it will be met by the end of the grant.

Items over \$10,000: \$13,000 paid to Mac Outdoors for tree removal and clean up around the fence line at the Transportation Maintenance Shop in Bonifay.

Banking Update: Investment at Peoples South auto renewed at 3.25%; Cetera reinvested at 5.3% and American Funds at 2.58%.

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

PERSONNEL COMMITTEE REPORT - Sharon Kent gave this report. The committee met just before the board meeting and discussed the following items.

Personnel Policies and Procedures Revision: updates were made to the Personnel Policies & Procedures. One suggestion was to add language to ban the use of the social media app TikTok. This will be in line with the Governor's ban on TikTok for government and school devices. All other changes were approved.

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Pay Scales: pay scales were reviewed and approved by the committee.

Mr. Glidewell noted the wages for some positions were quite low and asked how the agency was able to staff positions at these rates. He talked about the struggles he has with hiring and the wages are a lot higher than ours. Sharon Kent explained grant funding dictates what we can pay.

Russ Henderson asked about the high cost of CDL Licenses and how we are addressing it. Joel Paul said he had researched options for our drivers. He stated, the testing is now done by private vendors which drives the cost higher. Individuals who pay for and take this training generally seek out higher paying jobs as opposed to working for a non-profit organization. Joel said we would continue to investigate options. He asked board members, if they are given the opportunity to speak to someone in the legislature or federal government on our behalf, please do so. Further discussion took place on the possibility of taking the course through a state college with no cost. Joel explained this isn't offered through the college, but a private vendor, so they can charge what they want. It has created a serious problem for our Transportation and Head Start Programs.

Lesley Hatfield made motion to approve. Danny Glidewell seconded. Motion carried.

HEAD START COMMITTEE REPORT – presented by Janice Flowers, Chair. The committee met at 4:15 to discuss agenda items.

2024-25 Continuation Grant with TA Plans – The grant is close to completion. Goals were discussed and updates provided. Challenges were discussed such as staff retention, staff attendance and engaging families in the program. The budget was covered along with the wage increases.

In-Kind Waiver – requesting a waiver for the 2023-24 year and also a partial waiver for the 2024-25 continuation grant. It is difficult to get participation.

Pay Scale Changes – with the August update, all but one position will be at least \$15 per hour. In December that position will be increased to \$15 an hour. Other positions will be adjusted to ensure there is a difference in pay between employees and their supervisor.

Patricia Latson made a motion to approve. Danny Glidewell 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 May. A quorum was not established for either meeting so a phone / email poll was conducted. All of June items were approved. August approvals were pending the response of one more member which has since been received so those are approved as well.

Board Training Topic: Director's Report & Self-Assessment

June Policy Council Meeting:

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Presented the following for discussion:

...Policy Council Monthly Training Topic – Monitoring Reports – Kim went over the information & elaborated on the various categories and numbers.

...Shared Governance Training date change

...Grant Budget Input

...Under enrollment update

...Reduction/Conversion update

...Cost of Living Increase (COLA) 2.35%

...Cost Allocation Plan

...Tri-County Head Start/Early Head Start By-Laws

...PI – New Eligibility Provisions for American Indian and Alaska Native Programs

...IM – Strategies and Recommendations for Supporting Mental Health

August Policy Council Meeting:

...Policy Council Monthly Training Topic – Self-Assessment

...Under enrollment update

...2024-25 Enrollment

...Reduction/Conversion Update

...Continuation Grant including Budget & Training Plans

...Pay Scale Changes

...End of Year Outcomes Report 2023-24

...Non-Federal Share Waiver Request for 2024-25 Continuation Grant & for 2023-24

...IM – Fiscal Year 2025 Monitoring Process for Head Start & Early Head Start Recipients

HEAD START POLICY COUNCIL REPORT – Kim Gillis gave the Policy Council report.

June Approvals (All items mailed)

...May Minutes

...Director's Report

...Eligibility

...Cost Allocation Plan

...2024-25 Ongoing Monitoring Plan

...2024-25 HS/EHS Menus

...Tri-County Head Start/Early Head Start By-Laws

...Hires

- Allie Watson – EHS Teacher-in-Training
- Sarah Head – EHS Teacher
- Kaitlyn Wilkerson – EHS Teacher
- Lisa Wainwright – Teacher transfer from Walton to Westville - stayed at Walton

August Approvals (All items mailed)

...Director's Report – July & August

...Assessment-for-Individualization

...Home Visits

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- ...Parent Conference
- ...Reading Stories
- ...Teaching-and-the-Learning-Environment
- ...Attendance, Tracking and Addressing Chronic Absences
- ...Diapering and Toileting
- ...Classroom Observation
- ...Staff Health & Wellness
- ...Behavior Management Support
- ...Child Screening Assessment
- ...Safety Planning
- ...Response to Behavioral and Mental Health Concerns Procedures
- ...Continuation Grant including the budget and training plans
- ...Pay Scale Changes
- ...Non-Federal Share Waiver Request for 2024-25 Continuation Grant & for 2023-24
- ...Personnel Policies & Procedures Update 7/24
- ...FMLA Policy Update 7/24
- ...End of Year Outcomes Reports 2023-24
- ...Deleted Home-Based Policies
- ...EHS Home Based change of address
- ...Home-Based to Center-Based
- ...Socializations
- ...Home-Based Options
- ...Enrollment of EHS Home-Based/First Home Visit
- ...Education in Home-Based Programs (Curriculum)
- ...Education in Home-Based Programs
- ...Home Visit Procedures
- ...Emergency Preparedness-Homebased
- ...Hires
 - Kasey Davis - Floater
 - Daytona Barnes – Westville Center Assistant
 - Brittney Albritton – EHS Teacher-in-Training
 - Lurdes Cortes – Walton Teacher Assistant
 - Lydia Gibson – Westville Teacher Assistant to Teacher-in-Training
 - Margaret Kirkland – Westville Cook Assistant
 - Bryce Hopkins – Transfer from Westville Cook Assistant to Westville Cook
 - Madison Lamb – EHS Teacher
 - John Calverley – Chipley Cook

Russ Henderson asked why the Reading Stories Effective Practice under 1302.31 was deleted. Kim explained it was combined with another policy. He then inquired about the Safety for Staff in the Program. Mr. Henderson referenced 1302.45 Child Mental Health and Social & Emotional Well Being, Behavior Management Support and Discipline. He noted the section on Child

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restraint was struck out/deleted. He asked how we handle a situation when a child is having severe behavior issues that endangers themselves and others. Kim said a staff member just recently attended CPI Training which included skills to deescalate the child. If this type behavior is detected, a Safety Plan will be put in place with everyone involved in the plan including the parents of the child. If staff can't get the child calmed down, the parent would be called to come to the site and calm the child or take the child home. Head Start doesn't let us suspend a child but they do allow a modified day if that works better for the child. The only way a child will be restrained is if they are hurting themselves or someone else.

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

PROGRAM REPORTS - presented for information.

COMMUNITY SERVICES CUSTOMER SATISFACTION REPORTS - presented for information.

EXECUTIVE DIRECTOR REPORT –

The 2023-24 Strategic Plan Update is included in the board packet. We identify issues that affect the organization and update strategies to address them. Joel Paul referenced the update and gave review of items and opened for discussion.

Transportation

- Replacement vehicles that have been approved are not arriving in a timely manner. We currently have seven on order but it could be many months before we receive them.
- We raised the co-pay amount for one-way "in county" trips to \$2 effective August 1st. This was needed to keep pace with the 10% match required by TD funding. Fuel, insurance, and payroll costs have risen significantly since the \$1 co-pay was implemented almost ten years ago.
- Rent for our Santa Rosa Transportation office is rumored to increase in the near future. Long range strategic planning goal could include looking for a new location. We are in the discovery phase presently.
- Holmes EMS has turned back some Non-Emergency Medical trips recently. Holmes EMS does the stretcher contract for Holmes and Washington Counties. We will work through this to make sure our clients are served and we don't lose trips.

CSBG

- The poverty guidelines increased for eligibility to 200% allowing more households to qualify. This has been needed for some time. LIHEAP remains at 150%.

Life Enrichment Senior Center (LESC)

- We applied for an Impact 100 of Northwest Florida grant. The amount is \$100,000 to be primarily used for a new vehicle and software for the computers. If awarded, the grant would begin January 1, 2025.

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Audit and Financials

- Tri-County is beginning to prepare for the annual audit. Carr, Riggs & Ingram is contracted to perform the audit with the completion before our first meeting in January 2025. We expect a clean audit.
- We have secured very good interest rates for our investment funds. The interest helps off-set expenditures that are not allowed in the grants or for emergencies.

Technology

- Software and apps are needed to keep pace with the demands of information and communication. We are constantly looking for ways to improve our website and investigate new ways to serve the public, communicate with the Board and clients.

Mr. Paul concluded his report stating updates to these items will be reported on an ongoing basis as part of our Strategic Planning process.

Clint Erickson made a motion to approve the report. Russ Henderson seconded. Motion carried.

CHAIR REPORT – Mr. Kelley reported on the following:

The Executive Director's annual compensation and evaluation was performed. Mr. Paul was given high marks across the board. Great audits and staff retention were noted as indicators of Mr. Paul's management skills. Mr. Kelley congratulated Mr. Paul on a job well done and stated he has full confidence in the way this agency is being managed.

Alan Bush made a motion to approve. Clint Erickson seconded. Motion carried

NEW BUSINESS – None

OLD BUSINESS - None.

PUBLIC COMMENTS - None

The meeting adjourned at 6:07 p.m.



CHAIR

10/10/24

DATE



SECRETARY

10/10/24

DATE

As recorded by Sharon Kent, Board Liaison – 8/8/2024

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

Board of Director's
Finance Committee Meeting Minutes
August 8, 2024
4:15 p.m. at Senior Center

Members Present

Lesley Hatfield
Howard Vanselow via Google Meet
Edward Crutchfield via Google Meet

Members Absent

Chris Moore

Staff Present

Heather Craft

The following are items the Finance Committee reviewed:

- Financial Status Reports
- Balance Sheet
- Credit Card Purchases
- Second Quarter 941
- Semi-Annual Head Start SF-425 FY 23-24
- Form 5500 (Flexible Benefits & 403b Plan) Audit
- TD Non-Sponsor Grant Cash Match (10%)
- Items over \$10,000
- Banking Update - Investments

Mrs. Hatfield opened the meeting.

Financial Reports: This report shows all the grants that we have that are in operation. Mrs. Craft explained the CSBG & Liheap grant was set to end on June 30 but got extended to September 30. She explained they are running two Liheap grants concurrently & using mainly for direct client services. This will allow the opportunity to serve more clients.

Balance Sheet: Mrs. Craft explained that it shows the financial position of the agency. The report lists our assets and liabilities.

Credit Card Purchases: No odd purchases. Mrs. Craft explained we had several repairs that were done at the Head Start & Early Head Start locations.

Second Quarter 941: This is our quarterly federal tax return. In June we reported 93 employees and we paid \$188,988.71 in taxes for the quarter. Heather mentioned an issue that we have been dealing with since October. The IRS was trying to charge us with a \$16,000 fine for filing the 2022 W2s lately. The W2s were mailed before the deadline. Heather sent the documentation to the IRS the fine was removed.

Semi-Annual Head Start Form 425: This is for the current grant that we are in and it shows our expenses from December 2023 - May 2024. The expenses for that time period were \$1,019,247.69. We collected \$65,552.00 in in-kind.

Form 5500: The 2023 Benefit Plan is from 01/01/2023 – 12/31/2023. The agency provides short-term disability insurance to the employees. There were 86 active participants and the agency paid \$47,073.00 in premiums.

The 2022 Benefit Plan is for the 403b Pension Plan for the period of 10/01/22 – 09/30/23. There were 110 active participants. This includes former employees who are still on the plan. The agency contributed \$87,765.00 towards the plan. The agency will match up to 5% of the employee's contribution.

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Pension Audit: Carr, Riggs, and Ingram audited our pension plan. It confirms everything that was on our 5500 report. There were no findings. Heather mentioned the issue that the pension plan doc doesn't match the agencies personnel policies & procedures. It was discovered a terminated employee was rehired & was automatically eligible for match according to the plan doc. We did not match b/c the employee hadn't met the probation period. We did pay the match of roughly \$200 once this was discovered. Sharon had revised the personnel policies & procedure to include no waiting period on the pension match. The change will be presented at the board meeting for approval.

TD Non-Sponsor Grant Cash Match (10%): Mrs. Craft noted the grant has just begun. The match hasn't been met. The copays were increased at the beginning August.

Items over \$10,000: The Transportation program has a maintenance shop in Bonifay. There were several trees that were removed. Along with the cleanup they also cleared the fence line around the property. The vendor was Mac Outdoors and the total for the job was \$13,000.00

Banking Update: The monies that is invested at Peoples South auto renewed at 3.25% for 2 years. The monies with Cetera was reinvested with Goldman Sachs for 5.3% & American Funds for 2.85%.

Meeting adjourned.

Respectfully submitted:



Heather Craft

Enclosure:

Sign In Sheet
Agenda

Tri-County Community Council, Inc.

P O Box 1210

302 North Oklahoma Street

Bonifay, Florida 32425

Finance Committee Meeting

August 8, 2024

4:15 p.m.

Agenda

1. Financial Status Reports (Through 7/31/24) (Multi) –
 2. Balance Sheet (White) –
 3. Credit Card Purchases (Green) –
 4. 2nd Quarter 941 (Yellow)
 5. Head Start Semi-Annual Form 425 (Blue) –
 6. Form 5500 (Flexible Benefits & 403(b) Plan) Audits (Separate Enclosure) –
 7. TD Non-Sponsor Grant Cash Match (10%) -
 8. Items over \$10,000 –
 9. Banking Update (Investments) -
 10. Adjourn
-

TRI-COUNTY COMMUNITY COUNCIL, INC.
FINANCE COMMITTEE
August 8, 2024

SIGN-IN SHEET

Lesley Hatfield Lesley Hatfield

Edward Crutchfield Edward Crutchfield

Howard Vanselow Howard Vanselow

Chris Moore Chris Moore

Heather Craft Heather Craft

Hope Sharpe Hope Sharpe

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

Personnel Committee Minutes

Date: August 8, 2024; 4:15 p.m.

Member(s) Present: Lani Burritt & John Hofstad

Member(s) Absent: Isaac Becker

Staff Present: Sharon Kent

Sharon opened the meeting by referring to the Personnel Policies & Procedures update. There were several updates. Our Board Attorney, Mr. Jeff Carter has reviewed and blessed the updates. Mr. Hofstad suggested adding language to ban the use of the social media app TikTok to share information. He stated this would be in line with the Governor's ban for government and school devices. Ms. Kent said this could be done with a simple statement. We will get Mr. Carter's blessing if needed.

The next item discussed was the updated Pay Scales. They were reviewed by members. There was discussion on the rates for some positions being fairly low in comparison of other places. Ms. Kent stated, we apparently just get lucky and have good staff that are passionate about what they do. We do acknowledge our employees deserve higher pay but the grants dictate what we can actually pay.

Both items were approved by the committee. They will be presented to the board for approval.

Meeting Adjourned 4:25 p.m.

Recorded by: Sharon S Kent; 8/08/2024

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

HEAD START COMMITTEE MINUTES

August 8, 2024; 4:15 p.m.

Member present: Janice Flowers; Members absent Anita Halling, Patricia Latson

Staff present: Kim Gillis

Kim opened the meeting by discussing the continuation grant. The grant is about finished.

There is some wording that may need to be adjusted, the Program Management and Quality Program and the TA plans. Also explained the need to do comparisons to what the local schools compensation is. The school that the program is losing staff to is in one county. Discussed the five minute trainings and a few changes in the Board trainings – The eligibility training was changed to ensure that the members understand the process. The training will be done at the beginning of the school year and in January to ensure that new members have the information too. There were a few more changes made.

Next on the agenda the non-federal share waiver for 2024-2025 was discussed as well as the non-federal share waiver request for 2023-2024. The program is at 32%/17% and over half of the grant year is over. The program will not be able to reach the non-federal share requirement. It is a real struggle and stress on the staff. The 2024-2025 continuation grant will request a partial non-federal share waiver. It is difficult to get participation.

The last item discussed was the pay scale changes. The changes were listed and all but one pay grade would be at least \$15.00 an hour in August. In December some pay would have to be increased to ensure that employees are not making the same amount as their supervisors and the one pay grade that was not at \$15.00 an hour in August would be raised to \$15.00 an hour in December with the new grant.

The meeting adjourned at 4:45 p.m.

Recorded by: Kim Gillis 8/8/2024

Tri-County Head Start/Early Head Start
Board of Directors
Head Start Committee Meeting
August 8, 2024

AGENDA

Discussion on the following –

2024-2025 Continuation Grant including TA Plans
Non-Federal Share Waiver for 2024-2025 & Waiver Request
for the remainder of 2023-2024
Pay Scale Changes

Adjournment

Sign-in

Kim Gillis

Janice Flowers - zoom
