

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

**MINUTES
BOARD OF DIRECTOR'S MEETING**

JANUARY 11, 2024

Tri-County Community Council, Inc., Board of Directors met on January 11, 2024 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 and a quorum declared with twelve members present.

<u>MEMBER</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]	Hope Sharpe
Edward Crutchfield	Low-Income Elected	[X]	[]	Kim Gillis
Jeri Faircloth	Low-Income Elected	[X]	[]	Angie Moore
Tara Finch	Low-Income Elected	[X]	[]	Cameron Holmes
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]	
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]	[]	

Danny Glidewell made motion to approve the 2023 roll call and Isaac Becker seconded. Motion carried.

BOARD DEVELOPMENT COMMITTEE REPORT – presented by Sharon Kent.

RESIGNATION

Holmes County Low-Income Representative Rickey Callahan resigned upon seating of the new member.

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APPOINTMENTS

PUBLIC SECTOR 2024

Bay County – Chris Moore
Holmes County – Clint Erickson
Jackson County – Alex McKinnie
Okaloosa County – John Hofstad
Santa Rosa County – Lani Burritt
Walton County – Danny Glidewell
Washington County – Alan Bush

LOW-INCOME SECTOR 2024-25

Bay County – Janice Flowers
Holmes County – Patricia Latson
Jackson County – Edward Crutchfield
Okaloosa County – Jeri Faircloth

PRIVATE SECTOR – 2024-25

Holmes County – Lesley Hatfield
Jackson County – Anita Halling
Walton County – Ron Kelley

BOARD OFFICERS 2024

Chair - Ron Kelley
Vice Chair - Danny Glidewell
Treasurer - Lesley Hatfield
Secretary - Tara Finch
Member-at-Large - Lani Burritt

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

The 2024 roll was called. A quorum was declared with fifteen members present.

<u>MEMBER</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]	[]	Hope Sharpe
Clint Erickson	Public	[]	[X]	Kim Gillis
Jeri Faircloth	Low-Income Elected	[X]	[]	Angie Moore
Tara Finch	Low-Income Elected	[X]	[]	Cameron Holmes
Janice Flowers	Low-Income Elected	[X]	[]	
Danny Glidewell	Public	[X]	[]	

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Anita Halling	Private	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lesley Hatfield	Private	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Russ Henderson	Private	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Hofstad	Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ron Kelley	Private	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patricia Latson	Low-Income Elected	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alex McKinnie	Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chris Moore	Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Malcolm Nelson	Private	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Howard Vanselow	Low-Income Elected	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ATTORNEY

Jeff Carter		<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Russ Henderson made motion to approve the 2024 roll call and Isaac Becker seconded. Motion carried.

November 2023 BOARD MINUTES - the minutes were reviewed. Tara Finch made motion to approve and Danny Glidewell seconded. Motion carried.

FINANCE COMMITTEE REPORT – Ms. Heather Craft, CFO will give the report. She deferred to Mr. Tyler Dunnaway to present the 2022-23 Annual Audit report.

Annual Audit – Mr. Dunnaway stated this agency was well managed and in a good financial position. He gave a review of the audit stating there were no findings or non-compliance issues. He referred to Auditor's Report which reflects the highest level of opinion offered. He noted the agency has about 4.7 months' worth of expenses in net assets which is good for non-profits. These assets are needed to meet the 90-day reserve grant requirements. Mr. Dunnaway stated that grants and contracts were down by \$1.4 million from the previous year which is due to many of the grants received last year being one-time grants. He added, this number is up by about 1 million from pre Hurricane Michael and COVID numbers. This year, the programs tested to ensure compliance requirements of the grants were the Energy Assistance and Transportation program. Mr. Dunnaway concluded the report and asked if there were any questions. There were none. Mr. Kelley thanked Mr. Dunnaway and commended staff and the good report.

Tara Finch made motion to approve the 2022-23 Audit. Danny Glidewell seconded. Motion carried.

Financial Status Reports - the committee reviewed the financial status report through December 31, 2023 which reflects revenue and expenses through that time period. Agency operates on cash reimbursement basis so we expect a more favorable report next month.

Credit Card Purchases: the committee also reviewed the credit card purchases. There were no odd purchases noted during this time period.

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

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Items over \$10,000 – FDOT 5339 funds to purchase two 22' Ford Minibuses for a total of \$190,458. They will be purchased from Florida Transportation Systems.

TD Non-Sponsored Grant Cash Match (10%) - the match has not been met yet but is anticipated to be met by the end of the funding on June 30th.

Danny Glidewell made a motion to approve and Isaac Becker seconded. Motion carried.

HEAD START COMMITTEE REPORT - presented by Kim Gillis, Program Director.

We will be resubmitting the reduction/conversion budget if the board approves. It was included in the regular grant submission but we were asked to remove it due to the potential shutdown. We have been asked to resubmit it now.

Kim discussed two screenings that are required at the beginning of the new 5-year project period. The first is the Governance, Leadership, and Oversight Capacity Screener. Review and input from the Board and the Policy Council is required. The second is a Health Screening ensuring we have done all that is required. Both require certifications signed by the Board Chair.

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

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

Board Training Topic: School Readiness and In-Kind. Kim explained the School Readiness plan required by Head Start to get children ready when they go to kindergarten. The plan has five specific areas that are targeted with goals to meet.

Kim also explained that In-Kind match of 20% is required by Head Start. In-Kind is anything we would pay for and use in our program. Some examples of in-kind are parent volunteers, inmate work, and speech. We asked for and were granted a partial waiver this year.

November Policy Council Meeting:

Presented the following for discussion:

- ...Policy Council Training Topic – School Readiness
- ...Notice of Proposed Rulemaking (NPRM) – Overview Fact Sheet – discussed proposed items, pros and struggles associated with each; referred members to ECLKC for in-depth explanation
- ...Governance, Leadership, and Oversight Capacity Screener
- ...Health & Safety Certification
- ...Update – Grant/Budget
- ...Update Under Enrollment Plan
- ...2023-24 Policy Council Annual Calendar
- ...Shared Governance Training – postpone until April due to not being able to secure trainer
- ...PI – Notice of Proposed Rulemaking (NPRM) on supporting the Head Start and Consistent Quality Programming – Public Comment Period

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HEAD START POLICY COUNCIL REPORT – Kim Gillis gave the report for Anita Halling, Policy Council Liaison.

January Approvals – all items mailed
...November minutes
...Center Requests – Chipley HS – Easter Activity
...Director's Report

Approvals
...2023-24 Policy Council Annual Calendar
...Resubmit Conversion/Reduction Request

Hires/Transfers
...Amanda Rushing – Walton Teacher Assistant
...Nicky Kiper – Floater
...Yasmin Johnson – Walton Teacher
...Rochelle Howard – Early Head Start Teacher
...Ellen Baker – transfer from Early Head Start Cook to Center Director
...Dominic McCall – transfer from Walton Teacher Assistant to Teacher-in-Training

There were no questions.

Danny Glidewell made a motion to approve Head Start reports. Tara Finch seconded. Motion carried.

PROGRAM REPORTS - presented for information.

COMMUNITY SERVICES CUSTOMER SATISFACTION REPORTS - presented for information.

EXECUTIVE DIRECTOR REPORT - Joel Paul reported the following:

...Continuing to monitor budgets approaching mid-year on most of our grants with exception of Head Start / Early Head Start which began in December.

...Closed the agency Tuesday due to severe weather event granting employees Admin Leave. There was no structural damage to any of our buildings. We are ready to assist families that may have been displaced or have property damage and anticipate this number being larger in Bay and Jackson County.

Mr. Paul concluded his report by giving credit to staff for the great audit report.

CHAIR REPORT -

...Mr. Kelley commended staff as well, stating the clean audits speaks volumes about the level of expertise and dedication that is exhibited every day.

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...Annual Board Training that was scheduled for February 8, 2024 will be postponed until April. Members will be notified of the new date once a trainer is secured.

...Mr. Kelley reminded members to please return the board forms as soon as possible. They are required and time sensitive.

NEW BUSINESS -

The Annual Resolution Re Authority of Executive Director was submitted in the board packet authorizing the Executive Director to negotiate terms, and to enter into and execute corporate documents.

Russ Henderson made a motion to approve. Danny Glidewell seconded. Motion carried.


The agency Annual Report was distributed at the meeting and emailed to all other members prior to the meeting. A hard copy will be mailed to board members not in attendance.

Isaac Becker made a motion to approve the Annual Report. Danny Glidewell seconded. Motion carried.

OLD BUSINESS - None

PUBLIC COMMENTS - None

The meeting adjourned at 5:40 p.m.



CHAIR

3-14-24

DATE

SECRETARY

DATE

As recorded by Sharon Kent, Board Liaison – 1/11/2024

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

Board of Director's
Finance Committee Meeting Minutes
January 11, 2024
4:15 p.m. at Senior Center

Members Present via Google Meet
Howard Vanselow

Members Absent
Rickey Callahan
Chris Moore
Edward Crutchfield

Staff Present
Heather Craft
Hope Sharpe

The following are items the Finance Committee reviewed:

- Financial Status Reports
- Credit Card Purchases
- Balance Sheet
- Items over \$10,000
- TD Non-Sponsor Grant Cash Match (10%)
- Annual Audit

Mrs. Craft opened the meeting and gave a review of the following items:

Financial Report: This report shows the different programs we have. We do our billing at the end of the month or the end of the quarter. We just finished up the very last CRRSA grant, so we are now operating with our normal grants pre-covid.

Credit Card Purchases: Nothing out of the ordinary, just normal purchases.

Balance Sheet: This shows the financial position of our agency.

Items over \$10,000: We are going to order two 22' Ford Minibuses from Florida Transit Systems. This will be funded from the 5339 grant with DOT. The total for the buses will be \$190,458.

TD Non-Sponsor Grant Cash Match (10%): We still have not met the match yet. We had some issues with our fuel tax refunds and had not been receiving them. We were able to resolve those issues and re-instate our contract so we will be able to put that money toward our match.

Annual Audit: Carr, Riggs and Ingram did our audit. We had a clean audit with no findings. They usually pick one large federal program and one large state program to audit. This year they picked our LIHEAP program for the federal piece and Trip & Equipment for the state piece. Tyler will be presenting the audit to the board.

The committee member was 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

January 11, 2024

4:15 p.m.

Agenda

1. Financial Status Reports (Through 12/31/23) (Multi) –
2. Balance Sheet (White) –
3. Credit Card Purchases (Green) –
4. Items over \$10,000 –
5. Annual Audit FY 2022-23
6. TD Non-Sponsor Grant Cash Match (10%) -
7. Adjourn

TRI-COUNTY COMMUNITY COUNCIL, INC.
FINANCE COMMITTEE
January 11, 2024

SIGN-IN SHEET

_____ Rickey Callahan

_____ Edward Crutchfield

_____ Howard Vanselow

_____ Chris Moore

Heather Craft _____ Heather Craft

Hope Sharpe _____ Hope Sharpe

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

HEAD START COMMITTEE MINUTES

January 11, 2024; 4:30 p.m.

Member(s) present: Malcolm Nelson

Members absent: Anita Halling, Patricia Latson

Staff present: Kim Gillis, Cameron Holmes

Kim opened the meeting by discussing the reduction/conversion. When the grant was submitted, the reduction/conversion was included in the grant. They were later asked to re-submit the grant with the exclusion of the reduction/conversion. They are now asking us to re-submit the reduction/conversion. We plan to re-submit the grant with the reduction/conversion as long as the Board sees no issues with that. Malcolm Nelson confirmed a resubmission would be fine.

Next on the agenda is the Governance, Leadership, and Oversight Capacity Screener. This is redone during the new 5-year project period, which is starting with the new grant. This screening lists questions that the Board can answer, questions the Policy Council can answer, and a few that both can answer. Kim mentioned that she needs to discuss the Screener with Ron Kelley, as he will be the one certifying it, but that she wanted input from Mr. Nelson regarding the information in the Screener. Mr. Nelson confirmed that he did not have the Screener information in front of him, at which point Kim offered to read the questions for Mr. Nelson. The questions regard things we do with the Board and the responses can be as follows: "This is a practice/procedure currently in place", "this is a practice/procedure that will be fully implemented within the first three months of funding", or "our organization needs assistance in understanding and implementing this regulation".

The following topics were discussed:

The governing body has the required composition; in regards to fiscal/accounting background, experience in early childhood and development, having a licensed attorney, and including members that reflect the community. Mr. Nelson affirmed that these practices/procedures are currently in place.

The Policy Council has the required composition; in regards to the majority of members being parents of children in the Head Start program, other members of the Policy Council are representatives of the communities served by the program, and members are elected by the parents of the children who are enrolled in the Head Start Program. Mr. Nelson affirmed that these practices/procedures are currently in place.

The Head Start program must ensure that members of the: Governing body do not have a conflict of interest, and the Policy Council do not have a conflict of interest. Mr. Nelson affirmed that these practices/procedures are currently in place.

The Head Start Program has established a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible. Mr. Nelson affirmed that these practices/procedures are currently in place.

The governing body may establish advisory committees as it deems necessary for effective governance and improvement of the program. Kim informed Mr. Nelson that this section was not applicable and need not be responded to.

Members of the governing body receive effective and ongoing training and technical assistance to ensure that they understand the information they receive and are able to provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency. Mr. Nelson affirmed that these practices/procedures are currently in place.

The governing body exercises the following responsibilities: Establishes procedures for recruiting, selecting, and enrolling children. Develops procedures for selecting Policy Council Members, and reviews applications and amendments to funding applications. Mr. Nelson affirmed that these practices/procedures are currently in place. Kim stated that one section of this question was not applicable; selects delegate agencies.

The governing body exercises responsibility for the following: Approval of all major financial expenditures of the agency, annual approval of the budget of the agency, the selection of independent financial auditors to report all critical accounting policies and practices to the governing body, the financial audit, and monitoring the agency's actions to correct any audit findings. Mr. Nelson affirmed that these practices/procedures are currently in place.

The governing body is engaged in reviewing and approving each of the following: the annual self-assessment, the agency's progress in carrying out provisions in grant applications, personnel policies regarding hiring, evaluation, termination, and compensation of employees, and results from monitoring, including follow-up activities. Mr. Nelson affirmed that these practices/procedures are currently in place.

The program staff ensures the parent committee assumes responsibility for the following: work with staff to determine the best methods to engage families most effective in their community, advise staff in developing and implementing local program policies, activities, and services to meet the needs of children and families, and participate in the recruitment and screening of Early Head Start and Head Start employees. Mr. Nelson affirmed that these practices/procedures are currently in place. Kim stated that one section of this question was not applicable; have a process for communication with the Policy Council and policy committee.

The Head Start program works with the governing body and Policy Council to make available to the public a report published at least once each year that discloses the amount of public and private funds received as well as an explanation of budgetary expenditures and proposed budget for the fiscal year. The total number of children and families served, the results of the most recent review and the financial audit, the percentage of enrolled children that received medical and dental exams, information about family engagement activities, and any other information required by the Secretary. Mr. Nelson affirmed that these practices/procedures are currently in place. Kim noted that the Policy Council Chair and herself believe that two sections of the question could be fully implemented within the first three months of funding; the agency's efforts to prepare children for kindergarten, as well as a summary of the program's most recent community assessment. Mr. Nelson disagreed and stated that he felt these practices were currently in place.

The following reports are received by the governing body and the Policy Council and members find them useful: Annual reports, Monthly or Bi-monthly reports, and any additional reports. Mr. Nelson affirmed that these practices/procedures are currently in place.

Four additional questions were not discussed with Mr. Nelson, as he needed time to prepare for the Board Meeting. Kim thanked Mr. Nelson for his input during the meeting. The meeting adjourned at 4:48 p.m.

Recorded by: Cameron Holmes 01/11/2024