

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

**MINUTES
BOARD OF DIRECTOR'S MEETING
MARCH 14, 2024**

Tri-County Community Council, Inc., Board of Directors met on March 14, 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 2024 roll was called. A quorum was 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
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]	[]	
Anita Halling	Private	[X]	[]	
Lesley Hatfield	Private	[X]	[]	
Russ Henderson	Private	[]	[]	
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]	
Howard Vanselow	Low-Income Elected	[X]	[]	
 <u>ATTORNEY</u>				
Jeff Carter		[X]	[]	

Danny Glidewell made motion to approve the roll call and Chris Moore seconded. Motion carried.

BOARD MINUTES - the January 2024 minutes were reviewed.

Danny Glidewell made motion to approve and Janice Flowers seconded. Motion carried.

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FINANCE COMMITTEE REPORT – presented by Heather Craft, CFO who combined the report with the Annual Finance Training.

Financial Status Reports - the committee reviewed the financial status reports for the fiscal year through February 2024 and reported they looked to be in order. Heather reviewed the layout of the report explaining the various sections and what they represent.

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 odd was noted during the time period. Heather reviewed the various types of purchases on the report by program as well as the different cards issued and what they are used for.

FORM 941: reflects taxes paid for the quarter and wages paid. We had 105 employees at the end of December 2023 and paid \$199,826.28 in taxes.

Annual Head Start 425 Report: this is the annual Head Start report for the grant year from December 1, 2022 to November 30, 2023. Heather stated we had \$2,548,653.16 in expenses. We collected \$183,927.27 in in-kind which exceeded the amount we are required to match.

Annual Form 429 Head Start Report: an annual report that shows all the buildings that we have with Head Start and any federal interest we have on those buildings.

Head Start SF 428 Tangible Property Report: this report is required at the end of the 5-year contract with Head Start. It shows any items that are on hand.

Items over \$10,000: 2 Ford Minibuses at 22' each purchased with 5339 Funds for a total of \$190,458. Vehicles are for Santa Rosa County.

Banking Update: an investment and CD matured so we were able to get those funds and reinvest them at a rate of 4%. We were also offered a much higher interest rate for the ICS operating account at a rate of 3% for 6 months.

Finance Policy & Procedures Revision: The primary update is increasing the capital equipment threshold from \$1,000 to \$5,000 to keep up with inflation. We also did some minor wording updates just for clarification.

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

Form 990: annual report filed with the IRS. Provides information on the agency mission,

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programs and finances along with financial strengths and weaknesses. The agency is in a financially strong position. This report can be found on GuideStar.org.

In closing, Heather added a couple of other things we will see throughout the year is the 5500 Pension Audit that will be coming up at the August meeting. She also reminded the board that we are required to match 20% of Head Start funds that we receive as in-kind. She explained that in-kind is anything we would buy with Head Start funds.

Edward Crutchfield made a motion to approve and Danny Glidewell seconded. Motion carried.

HEAD START COMMITTEE REPORT – no Committee report due to no one in attendance.

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 January. A quorum was not established for either the February or March so an email poll was conducted. All items were approved.

Board Training Topic: Finance/Budget Development.

February Policy Council Meeting:

Presented the following for discussion:

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

...Self-Assessment - in process now.

...SWOT Analysis – discussed outcome of the analysis and asked the board for input as well.

Mr. Kelley asked about one of the discoveries, the reason children are leaving the program. Kim said the primary reason is due to them moving from the area but others just aren't coming so perhaps we aren't meeting their needs. This analysis should give us the true picture of why they are dropping.

...Under Enrollment Plan Update – revamping our website and increasing social media presence

...Change of Scope Request Update – submitted

...PI – Federal Reporting of Standard Form 425 & 428

March Policy Council Meeting:

Presented the following for discussion:

...Policy Council Monthly Training Topic – Finance/Budget Development

...Self-Assessment – runs from March 1st through April 8th. Board should have an update at the May meeting.

...SWOT Analysis

...Incidents – there have been two incidents. The first happened when the bus escort was attending to a sick child on the bus which resulted in two other children being left on the bus and transported back to the transportation yard. The children were never left alone and were brought

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back to the center by the driver with an escort. Policy states the bus should be swept by staff prior to leaving the Head Start site to make sure no children are left on the bus. The second incident occurred when one child hurt another child. The staff member was holding the child, trying to get control of him. He was fighting her, bit her, and drew blood. The employee pulled the child's head back. The Mother reported it to the police. The police reviewed the video and have closed their investigation saying it was not intentional. Kim Gillis reported it to Head Start and DCF. The DCF investigation is ongoing. The employee is off without pay pending outcome of the DCF investigation. We are working on policies to put things in place to help staff deal with behavior issues.

...CAP – required to do a corrective action plan due to the incident last year with the Center Coordinator. The plan must be submitted by May 11th.

...Labor/HHS Bill

...Upcoming Shared Governance Training for Policy Council is May 6, 2024

Ms. Flowers asked if the child that bit staff was still in the program. Kim said the child's mother withdrew him.

HEAD START POLICY COUNCIL REPORT – Anita Halling deferred to Kim Gillis to give Policy Council report:

February Approvals (All items mailed)

...January minutes

...SWOT/Self-Assessment

...Hires

- Amber Braddy – Westville Parent-in-Training
- Jami Crowningshield – EHS Cook
- Lisa Blue – Westville Teacher

March Approvals (All items mailed)

...February minutes

...Center Request – Westville parents requested \$250 for an Easter event & Early Head Start requested \$125 for their spring Easter event.

...Policies

- Center-Base Option
- Home Based Option
- Dual Language Learning Plan
- Reading Stories
- Teaching and the Learning Environment
- Curricula
- Field Trip Preparation – delete
- Field Trip Request – delete
- Input into TSG
- Home Visits
- Parent Conference

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- Parent Involvement in Education
- HS/EHS Meals
- Infant/Toddler Gram
- Meal Times
- Source of Health Care
- Enrollment
- Multi-Disciplinary Team
- Self-Assessment Areas
- Financial Manual with a few updates
- Eligibility Priority Criteria (HS)
- Eligibility Priority Criteria (EHS)
- 2024-25 Washington County School Calendar
- 2024-25 Walton County School Calendar
- 2024-25 EHS Center-based (Walton) School Calendar
- 2024-25 Holmes County School Calendar
- 2024-25 EHS Holmes School Calendar (correction Oct 14th to Oct 4th)

Hires

- Madison Lamb – Floater
- Beatrice Rugg – Westville Teacher
- Lydia Gibson – Westville Teacher Assistant
- Christan Clark – EHS Teacher in Training
- Jayden Jones – Floater
- Amy Padgett – Coach Specialist to Education Coordinator

Mr. Kelley asked if photos were taken of new employees when they are hired. Kim stated they had just started that process and they were being shared on the Head Start Facebook.

Danny Glidewell made a motion to approve the Director's Report and the Policy Council Report. Anita Halling seconded. Motion carried.

PROGRAM REPORTS - presented for information.

COMMUNITY SERVICES CUSTOMER SATISFACTION REPORTS - presented for information.

EXECUTIVE DIRECTOR REPORT - Joel Paul reported the following:

...Agency reinvested some of our reserves in a significant rate increase as the market offered an opportunity as existing plans matured. It is almost impossible to add funds back to our reserves since grants do not allow you to earn a fee and keep it. Interest may be the only way to replace funds we had to spend for emergencies. The new investment interest rate is 4% and the sweep account rate increased to 3%.

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...Blue Cross – Florida Blue Health policy for agency employees will tentatively not increase this year. The company has agreed to keep rates the same if we do not shop, called non-compete. This is the second year the agency has not seen a rate increase. This helps employees by keeping their cost from going up.

...Tri-County is evaluating the economic trends of our grants as we rebound back post COVID and the impact in the communities. Trips are down in the Transportation program, CDL drivers are impossible to hire. Competition for workers, in relation to wages will continue for some time to come. Housing and rent costs have made it impossible for people to find a place to live. Inflation continues to present problems with the cost of food, fuel and insurance listed as common issues.

...We continue to explore ways to lower costs and compete. We thank the board for the time you donate and as always would like to ask that you acknowledge the dedication and hard work of our staff.

CHAIR REPORT – Mr. Kelley reported on the following:

...The Annual Board Training will be held on April 11, 2024 at 5:00 p.m. in the Westville Head Start Conference Room. Board Members may attend in person or virtually. Material for the training will be sent out. You will also receive an invite with the call in information. A light meal will be provided for those in attendance. Please let us know how you will be attending.

ROMA TRAINING – Presented by Angie Moore, Certified ROMA Trainer. Angie referred to the handouts, discussing what ROMA stands for and its history. ROMA focuses on outcomes in addition to the traditional counts of clients or units of service. ROMA initially had 6 goals but were reduced to 3 with ROMA Next Generation. The three goals represent family and individuals, the community and people with low-income. In 1998, the CSBG act was amended mandating implementation of a comprehensive performance based management system across the entire community services network. Results Oriented Management and Accountability (ROMA) was identified as that system. Until then, community action agencies were not required to use a system. As of October 1, 2001, all community action agencies were required to use ROMA for their performance reporting to the feds.

Angie concluded the training by extending an invitation to all to attend a full 2-day training on ROMA in the near future.

NEW BUSINESS – the updated Board Calendar was presented. It was edited due to a revised Annual Board Training date.


Mr. Glidewell made a motion to approve. Edward Crutchfield seconded. Motion carried.

OLD BUSINESS - None.


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PUBLIC COMMENTS - None

The meeting adjourned at 5:40 p.m.


CHAIR

May 9, 2024
DATE


SECRETARY

5-9-24
DATE

As recorded by Sharon Kent, Board Liaison – 3/14/2024

TRI-COUNTY COMMUNITY COUNCIL, INC.
FINANCE COMMITTEE
March 14, 2024

SIGN-IN SHEET

Google Meet

✓ Lesley Hatfield

✓ Edward Crutchfield

✓ Howard Vanselow

✓ Chris Moore

Heather Craft

Heather Craft

Hope Sharpe

Hope Sharpe

Tri-County Community Council, Inc.

P O Box 1210

302 North Oklahoma Street

Bonifay, Florida 32425

Finance Committee Meeting

March 14, 2024

4:15 p.m.

Agenda

1. Financial Status Reports (Through 2/29/24) (Multi) –
2. Balance Sheet (White) –
3. Credit Card Purchases (Green) –
4. 4th Quarter 941 (Yellow) –
5. Head Start Annual Form 425 (Lilac) –
6. Head Start Annual Form 429 (Lilac) –
7. Head Start SF 428 Tangible Property Report (Pink) –
8. Items over \$10,000 –
9. Banking Update –

10. Finance Policy & Procedures Revision (Separate Enclosure) –
11. TD Non-Sponsor Grant Cash Match (10%) –
12. Form 990 (Separate Enclosure) -
13. Adjourn

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

Board of Director's
Finance Committee Meeting Minutes
March 14, 2024
4:15 p.m. at Senior Center

Members Present via Google Meet

Lesley Hatfield
Edward Cruthchfield
Howard Vanselow
Chris Moore

Members Absent

Staff Present

Heather Craft
Hope Sharpe

The following are items the Finance Committee reviewed:

- Financial Status Reports
- Balance Sheet
- Credit Card Purchases
- 4th Quarter Form 941
- Annual HS Form 429
- HS SF 428 Tangible Property
- Form 990
- Items over \$10,000
- Banking Update
- Finance Policy & Procedures Revision
- TD Non-Sponsor Cash Match 10%

Mrs. Craft opened the meeting. She noted that this meeting would include more detailed financial training, which is required each year.

Financial Status Reports: This report shows all of the different grants/programs that we have and the revenue and expenses to date.

Balance Sheet: This report shows the financial position of our agency, our assets and our liabilities.

Credit Card Purchases: There were no odd purchases to discuss. We have a Lowe's credit card, which allows our maintenance employee to be able to pick up materials needed for maintenance or repairs. We have a Walmart credit card so we are able to purchase supplies for our departments. Head Start uses it to purchase USDA food/formula for the children. Our department heads also have a Visa MasterCard to use to purchase things that we need. Angie uses hers in our services program to help purchase uniforms for clients that need them for work.

4th Quarter 941: This is our quarterly federal tax return. In the month of December, we had 105 employees and paid \$199,826.28 in taxes for the quarter. We pay our taxes bi-weekly so we don't have a large lump sum to pay at the end of the year.

Annual HS Form 425: The annual report shows that we spent \$2,548,653.16 for HS and EHS and we collected \$183,927.27 in in-kind. We actually exceeded the match requirement.

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Annual HS 429: This report is filed annually with the Regional Office for Head Start. It shows the buildings that we have and any federal interest that we have on those buildings.

HS SF 428 Tangible Property: This is reported at the end of our 5-year contract. It reports everything that we have on hand. We have provided you with only a two-page report but we have the complete in depth list if you would like to see it.

Form 990: The 990 is an annual report filed with the IRS. It provides information on the agency's mission, programs, and finances. It provides details of the financial strengths or weaknesses of the agency. It shows that the agency is financially strong. The report is also located on GuideStar.org.

Items over \$10,000: We have received another FDOT 5339 grant to purchase 2 more 22' Ford Mini Buses. The total for the buses will be \$190,458. This would be purchased from the Florida Transportation Systems. Those two vehicles will go to Santa Rosa County.

Banking Update: We had an investment with Athene that has matured. It is an annuity. We closed out that account and had them send us the money. We also had an investment with Cetera that matured. We added those together and had \$500,000. We were able to open an investment account with our bank, First Federal Bank in Bonifay, making 4% interest. We also have an ICS account (a sweep account) with our operating account that was paying .5% interest but the bank was able to get us 3% for the next 6 months.

Finance Policy & Procedures Revision: We just made some wording changes and clarification. The main update was increasing equipment that is capitalized from \$1,000 to \$5,000.

TD Non-Sponsor Grant Cash Match (10%): The match has not been met yet, but we do anticipate that we will meet it by the end of the contract in June.

The committee members had no questions and were in favor of submitting the items to the board for approval.

Recorded by: Hope Sharpe – Finance Officer

Tri-County Head Start/Early Head Start
Board of Directors
Head Start Committee Meeting
March 14, 2024

AGENDA

Discussion on the following –

SWOT Analysis
Self-Assessment

Adjournment

Sign-in

Kim Gillis

Cameron Holmes

No members called in