

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

**MINUTES
BOARD OF DIRECTOR'S MEETING
MAY 9, 2024**

Tri-County Community Council, Inc., Board of Directors met on May 9, 2024 in a hybrid meeting due to ongoing COVID concerns and to practice social distancing.

The Board Chair was delayed so Tara Finch, Secretary called the meeting to order and deferred to Joel Paul, Executive Director. 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]	[]	
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]	
Malcolm Nelson	Private	[]	[X]	
Howard Vanselow	Low-Income Elected	[X]	[]	
 <u>ATTORNEY</u>				
Jeff Carter		[X]	[]	

Lesley Hatfield made motion to approve the roll call and Tara Finch seconded. Motion carried.

BOARD MINUTES - the March 2024 minutes were reviewed.

Edward Crutchfield made motion to approve and Alan Bush 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 April 2024.

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.

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, this year we had \$76,877.96 in unspent funds but we anticipate being able to spend all funds next year due to the conversion/reduction we are currently working on.

FORM 941: reflects taxes paid for the quarter and wages paid. We had 107 employees at the end of March and paid \$152,806.10 in taxes.

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.

Tara Finch made a motion to approve and Edward Crutchfield seconded. Motion carried.

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

There has been one Policy Council meeting since the board met in March and one scheduled for May 13, 2024. A quorum was not established for the April meeting so a telephone / email poll was taken for the meeting. All items were approved.

Board Training Topic: Home-based home visits and socializations requirements & eligibility.

April Policy Council Meeting:

Presented the following for discussion:

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

...Self-Assessment/SWOT Analysis Progress

...Grant Application 3.01

...Upcoming Shared Governance Training May 6, 2024 which has changed to May 13, 2024.

May Policy Council Meeting - Projected since we haven't met yet:

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Presented the following for discussion:

- ...Policy Council Monthly Training Topic – EHS Home-Base and Socialization Requirements
- ...Upcoming Shared Governance Training right after the regular May 13, 2024 meeting
- ...Mid-year Outcomes Report 2023-2024. Kim gave a brief overview of this stating the areas being looked at are Socialization, Fiscal, Cognitive, Language, Literacy & Mathematics.
- ...Grant/Budget Input – new process with additional documents not asked for previously
- ...Corrective Action Plan Submitted
- ...Self-Assessment Improvement Plan – staff attendance was an area that stood out. It was noted that out of 44 staff, 11 have chronic absences with 5 of those being teaching staff.
- ...Community Assessment Update 2024
- ...Under enrollment Update
- ...Reduction/Conversion Update – in the final stage
- ...Remainder of our funding
- ...Cost of Living Increase (COLA) 2.35%
- ...PI – Fiscal Year 2024 (FY 2024) Head Start Funding Increase

Mr. Ron Kelley, Chair joined the meeting at 5:13 p.m. He asked if there were any questions for Ms. Kim Gillis regarding the Director's Report. There were none.

HEAD START POLICY COUNCIL REPORT – Kim Gillis gave the Policy Council report. The report included 94 policies for April and 82 for May. In the review process, 114 policies were deleted, 146 were combined or updated and there are 17 new policies.

...Policies

- Head Start/Early Head Start Meals
- USDA/CCFP Regulations
- Cellular Phones
- Personal Actions on Company Time- delete
- Code of Conduct/Ethics & Classroom Conduct
- Employee Breaks
- Lunch Breaks for FSAs- delete
- Holidays- delete
- Employee Discipline & Investigation Process
- Internal Child Abuse & Neglect- delete
- Onboarding & Introductory Training
- Training of New Education Staff-delete
- Required Classes
- Hiring Process & Background Checks
- Volunteers-delete
- Parent Committee Participation in Recruitment & Screening of Employees- delete
- Background Checks & Selection Procedure-delete
- Background Checks & Selection (5 year rescreen)-delete
- Hiring Current and Former Parents- delete
- Staff Attendance

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- Calling in Sick-delete
- Staff Supervision & Evaluation
- Staff Evaluation-delete
- Marginal Employee-delete
- Teaching Staff Assignment
- Racial/Ethnic Makeup of Classroom Staff-delete
- Timesheets
- Flex Time-delete
- Staff Qualifications and Continuing Education
- Teacher Qualifications-delete
- Staff Qualifications & Competency Requirements-delete
- CDA Requirement-delete
- CDA Credential Renewal-delete
- Taking Classes- delete
- Ongoing Training, Professional Development & Coaching
- Training & Professional Development-delete
- Practice Based Coaching- delete
- Orientations
- Orientations of New Employees-delete
- New Employee Handbook-delete
- Orientation of Consultants and Volunteers-delete
- Staff Health and Wellness
- Employee Health-delete
- Employee Assistance Program-delete
- Administration of DECA-delete
- Behavior Management Support & Discipline
- Mental Health On-site Services & Resources
- Providing Information, Support & Referrals for Children & Families
- Response to Behavioral & Mental Health Concerns
- Safety Planning
- Community Partnerships & Coordination
- Service Provider Credentials-delete
- Contracted Services-delete
- Child Screening & Assessment
- Child Screening & Assessments (Characteristics of Screening and Assessment)-delete
- Child Screening & Assessment (Screening)-delete
- Child Screening & Assessment (Ineligible for Intervention)-delete
- Additional Services for Inclusion
- Request for Special Equipment
- Interagency Agreement- delete
- Child Classroom/Program Transitions
- Transition from EHS-delete
- Transition to Kindergarten-delete
- Transition Between Programs-delete

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- Active Supervision of Children
- Supervision & Transitions-delete
- Emergency Preparedness
- Emergency Preparedness-Home Based
- Fire Drills/Fire Extinguishers-delete
- Fire Plan- delete
- Tornado Drill-delete
- Emergency/Preparedness Drills/Disaster Plan-delete
- Intruder Alerts & Drills-delete
- Security Awareness-delete
- Child Safety
- Administering First Aid-delete
- Administering CPR-delete
- Staff Personal Belongings-delete
- Administration of Medication
- Diapering and Toileting
- Infection Control
- Handwashing-delete
- Handling Bodily Fluids-delete
- Sanitizing Contaminated Toys-delete
- Short Term Exclusion
- Head Lice-delete
- Outdoor Prevention
- Tricycles-delete
- Medical Emergency
- Significant Injury/Illness-delete
- Safety Training- delete
- Preventing SIDs & Shaken Baby Syndrome
- Tap out Procedures
- Reporting Child Abuse & Neglect
- ...Policies – Updated/Changes
 - Training of Policy Council and Board Members
 - Eligibility
 - Filling Vacancies & Change of Status
 - Eligibility Training
 - Follow up of Family Services & Referrals
 - Multicultural Communication
 - Emergency Preparedness
 - Heights and Weights
 - Dental Hygiene
 - Children with Disabilities/Medication
 - Bus and Pedestrian Safety Training
 - Bus Safety and Evacuation
 - Transportation Training

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- Bus Trip & Alternate Routing
- Response to Behavior & Mental Health Concerns
- Licensing Reports
- Grievance Policy
- Fiscal Management
- Monitoring Program Performance
- Protection of Personally Identifiable Information
- Grant Application
- Work-related Travel
- Communication System
- Computer Use and Maintenance

Deleted and Combined Policies

- Annual Training PC & BOD
- Eligibility Training
- Confidentiality of Information
- Parent Grievance Policy
- Field Trip Safety
- Child Education File
- Medications on the Bus
- Bus and Pedestrian Safety Training (Parents)
- Bus Evacuation
- Bus Driver Qualifications
- Bus Driver Training
- Bus Monitor
- Bus Monitor Trainings
- Alternate Routes
- Activity Delivery & Service Tracking
- Documenting Home Visits and Parent Conferences (non-educational)
- Closing Schools/Bad Weather
- Child Plus Input
- Community Complaints
- Complaints within the Program
- Buying and Submitting Bills
- Credit Cards
- Davis Bacon Act
- Financial Reports
- Fund Raising
- In-House Invoices
- Inventories
- Invoices
- Petty Cash
- Petty Cash Reimbursement
- Purchase Orders
- Management Systems-Coordinated Approaches

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- Confidentiality of Disability Record
- Retention and Disposal of Records
- Information that Can Be Given Out Over the Phone
- Confidentiality of Records
- Grant Application/Budget
- Local Travel Reimbursement
- Out of Town Travel Preparation
- Answering Telephone/Taking Messages
- Memos
- Incoming Mail
- Center Staff Meetings
- Management Team Meeting
- Weekly Reports to Director
- Communication with Other Programs
- Communication with Parents
- Bulletin Boards (Office)
- Social Media/Personal Phone
- Communication in the Early Childhood Community
- Child Outcome Report to Policy Council and Board
- Quarterly Newsletter
- Basic Computer Maintenance
- Computer System and Equipment
- Non-employee Use of HS/EHS Computers
- Scheduling Fillmore Conference Room
- Updating Files
- Radios in Office

Lesley Hatfield made motion to approve the policy updates and Janice Flowers seconded. Motion carried.

Kim Gillis then presented the following Policy Council items for approval:

April Approvals (All items mailed)

...Director's Report

...March 4, 2024 minutes

May Approvals (All items mailed)

...Director's Report

...April 1, 2024 minutes

...Hires

- Michelle Myers – Transfer from EHS teacher to Coach Specialist
- Amber Braddy – Transfer from Westville parent-in-training to EHS Teacher in Training
- Kayla Graham – Family Service/ERSEA Specialist

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- Mid-year Outcomes Report 2023-2024
- Self-Assessment Improvement Plan
- Community Assessment Update 2024
- Cost of Living Increase (COLA) 2.35%

Tara Finch made a motion to approve the report and Lesley Hatfield seconded. Motion carried.

LIHEAP REPORT - presented for information.

PROGRAM REPORTS - presented for information.

COMMUNITY SERVICES CUSTOMER SATISFACTION REPORTS - presented for information.

EXECUTIVE DIRECTOR REPORT - a lot of information is provided regularly about the Head Start & CSBG Programs so Joel took this opportunity to focus on the transportation program. He reported the following:

...Operating costs continue to rise and so will mileage rates. Higher rates result in fewer trips overall.

...Struggles in the Transportation area include paying a competitive wage, recruiting CDL drivers and changing with the times. Our society and culture seems to be moving away from using our program.

...Increases in minimum wage, insurance costs, and obtaining replacement vehicles in a timely manner presents additional challenges for Tri-County.

...Obtaining a CDL license has become a cumbersome and expensive process. If board members get a chance to talk with state officials about how hard it is for drivers to get a CDL, please do so. Third party schools and testers have taken over the industry and are charging in the neighborhood of \$5,000 to go through a class with testing is as much as \$600. They have fenced us out, leaving us very few options. In the near future, without CDL drivers, Head Start will face additional hardships meeting enrollment so this problem doesn't just affect the transportation program.

...Three criteria for riding under non-sponsor program: Age, Disability or Income. This doesn't cover everyone like public transportation bus services in larger areas where federal grants fund the service.

...Tri-County is collecting fuel tax payments again after a four-month delay involving taxes at the state level.

...We are behind in collecting co-pays from riders. Within our county lines, co-pays are an affordable \$1 each way. We need to go through the process of asking for an increase in the very

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near future. Our non-sponsored grant requires us to collect a 10% co-pay. The state grant gives us the other 90%.

...Concluding the report with good news, for the second year in a row, the agency Health Insurance with Florida Blue will not see an increase this year.

CHAIR REPORT – Mr. Kelley reported on the following:

...An add on item to the agenda is the resignation of Reverend Malcolm Nelson, the Private Sector Representative for Washington County. We received his resignation letter on May 7, 2024. If board members know of someone that might be interested in serving in this capacity, please let Admin staff know so we can reach out to them. Mr. Kelley expressed thanks to Reverend Nelson for his many years of dedicated service.

Tara Finch made a motion to approve seeking a new member. Lesley Hatfield seconded. Motion carried

NEW BUSINESS – Ron Kelley, Chair presented the following:

DRAFT Bylaws review/update - proposed changes are on page 6.

Lesley Hatfield made a motion to approve. Tara Finch seconded. Motion carried

Cost of Living Adjustment (COLA) – received notice of the Head Start COLA of 2.35%. It is requested to grant this increase to all employees retroactive to December 1, 2023.

Lesley Hatfield made a motion to approve. Janice Flowers seconded. Motion carried.

OLD BUSINESS - None.

PUBLIC COMMENTS - None

The meeting adjourned at 5:36 p.m.



CHAIR

8/9/24

DATE

SECRETARY

DATE

As recorded by Sharon Kent, Board Liaison – 5/9/2024

Tri-County Community Council, Inc.

P O Box 1210

302 North Oklahoma Street

Bonifay, Florida 32425

Finance Committee Meeting

May 9, 2024

4:15 p.m.

Agenda

1. Financial Status Reports (Through 4/30/24) (Multi) –
2. Balance Sheet (White) –
3. Credit Card Purchases (Green) –
4. Head Start Annual Form 425 (Blue) –
5. 1st Quarter 941 (Lilac) –
6. TD Non-Sponsor Grant Cash Match (10%) -
7. Adjourn

TRI-COUNTY COMMUNITY COUNCIL, INC.
FINANCE COMMITTEE
May 9, 2024

SIGN-IN SHEET

Lesley Hatfield Lesley Hatfield

Google meet Edward Crutchfield

google meet Howard Vanselow

_____ Chris Moore

Heather Craft Heather Craft

Hope Sharpe Hope Sharpe

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

Board of Director's
Finance Committee Meeting Minutes
May 09, 2024
4:15 p.m. at Senior Center

Members Present

Lesley Hatfield

Members Absent

Chris Moore

Staff Present

Heather Craft

Hope Sharpe

Members Present via Google Meet

Edward Cruthchfield

Howard Vanselow

The following are items the Finance Committee reviewed:

- Financial Status Reports
- Balance Sheet
- Credit Card Purchases
- Annual Final Form 425
- 1st Qtr Form 941
- TD Non-Sponsor Cash Match 10%

Ms. Hatfield opened the meeting. This being her first meeting as chairperson, Heather Craft assisted.

Financial Status Reports: There were no changes to the status reports. Heather noted that we have 3 grants that will be ending June 30th, CSBG, LH, and Non-Sponsor.

Balance Sheet: The balance sheet shows the financial position of our agency, our assets and liabilities.

Credit Card Purchases: There were no odd purchases. Heather did explain a \$10 credit on her credit card. It was initially a bank charge. She had received a fraud alert on her credit card. She called the bank and they cancelled her card and issued her a new one, but they charged the \$10 fee for getting a new card. She was able to call and get that removed, so it shows as a credit on the statement. We are anticipating fuel cost to go up, with Memorial Day coming at the end of the month.

HS Annual Final Form 425: This report was filed with the Regional Office of Head Start. The final report shows that we spent \$2,657,000.04 and we had a remaining balance of \$76,877.96. We were required to get \$155,465 in in-kind and we were able to get \$183,927.

1st Qtr Form 941: This is the employer's quarterly federal tax return. In March, there were 107 employees and the agency paid \$152,806.10 in taxes for the quarter.

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. We have been able to get our fuel tax refunds started back again and this will go towards the match.

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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