

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

**MINUTES
BOARD OF DIRECTOR'S MEETING
OCTOBER 10, 2024**

Tri-County Community Council, Inc., Board of Directors met on October 10, 2024 via hybrid format.

Mr. Glidewell, Vice-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 twelve 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 Fairecloth	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]	

Lesley Hatfield made motion to approve the roll call and Isaac Becker seconded. Motion carried.

BOARD MINUTES - the August minutes were reviewed.

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

Mr. Kelley arrived and took over the meeting at this time.

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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 financial status reports for the fiscal year ending 9/30 are temporary due to closing out the books. There will be a final year-end report in November. There was nothing noted by the committee.

Balance Sheet - this reflects the financial position of the agency, our assets and liabilities.

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

Annual Budget FY 2024-25: this report shows the projected revenue and expense for the 2024-25 year.

Annual Incentive: based on the most recent employee evaluation. Last year the board granted \$500 per employee based on status and time in service. All programs have available funds in their budgets. The overall estimated cost will be \$52,000.

Finance Policy and Procedures Revision: minor word clarification. Updates also reflect the recent changes in the Personnel Policy & Procedures.

Items over \$10,000: received funding from the Shirley Conroy grant to purchase a 23' Ford Cutaway for Walton County transportation. We also received funding to purchase video recording systems for transportation vehicles. Holmes & Washington were approved for 11 cameras in the amount of \$56,860. Walton was approved \$53,198 for 10 cameras.

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 period.

Anita Halling made a motion to approve and Danny Glidewell 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: four minor updates were made to the Personnel Policies & Procedures for clarification. The committee approved the changes.

Tara Finch made motion to approve. Isaac Becker seconded. Motion carried

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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 August. A quorum was established for both the September and October meetings with all items approved.

Board Training Topic: Program Information Report (PIR) & Eligibility

September Policy Council Meeting:

Presented the following for discussion:

- ...Policy Council Monthly Training Topic – Program Information Report (PIR)
- ...Update – Continuation Grant
- ...Final Rule – Approved August 21, 2024; changes in Performance Standards
- ...Monitoring Summary
- ...Shared Governance Training – October 7, 2024
- ...PI – Final Rule on Supporting the Head Start Workforce & Consistent Quality Programming.

October Policy Council Meeting:

- ...Policy Council Monthly Training Topic – Director's Report/Eligibility
- ...Training Plan
- ...Updated Performance Standards
- ...2024-25 Non Federal Share Waiver Request
 - The Continuation Grant amounts for Head Start is \$1,704,443 and \$1,055,724 for Early Head Start for a total of \$2,760,167
 - A Non-Federal Share Waiver of \$517,531 is being requested which is 75% of the required amount. Head Start will collect \$106,528 and Early Head Start will collect \$65,983.
- ...2023-24 Non Federal Share Waiver Request
 - The total request is for \$301,358. Head Start waiver request is \$172,567 and Early Head Start is \$128,791. The amount generated for Head Start is \$84,892 and for Early Head Start \$27,772 for a total of \$112,664.
- ...Shared Governance Training prior to the regular meeting
- ...IM–Affirming the Use of Indigenous Knowledge to meet Curricula and Assessment Requirements in American Indian & Alaska Native Head Start Programs
- ...Updated HS/EHS Criteria Sheet – clarified categories that allow for extra points
- ...Ongoing Training, Professional Development & Coaching – wording update

Anita Halling asked what happens if we don't meet the disability criteria. Kim explained we would ask for a waiver but we've only had to one time. Usually by January we have met it because screening has been completed and disabilities identified.

Danny Glidewell made a motion to approve the Head Start Director's report and Tara Finch seconded. Motion carried.

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HEAD START POLICY COUNCIL REPORT – Janice Flowers gave the Policy Council report.

September Approvals (All items mailed)

...August Minutes
...Director's Report
...Parent Committee Request for \$125 for an event

...Policies

Dental Hygiene
Signing Children in and out

October Approvals (All items mailed)

...September Minutes
...Director's Report
...Policies
Child Screening & Assessment
Code of Conduct/Ethics & Classroom Conduct
Orientations
Reporting Child Abuse & Neglect
Employee Discipline & Investigation Process
Ongoing Training, Professional Development & Coaching
Financial Policies & Procedures Manual
Non-federal Share Waiver Request 2024-25 (Continuation Grant)
HS/EHS Criteria Sheets

Kim Gillis, Director gave the report on new hires

...Hires

- MiKayla O'Connor – Teacher - DeFuniak Springs
- Laura Goodlin – Teacher Assistant - DeFuniak Springs
- Shylah Ritter - Teacher - Westville
- Grady Peacock – Teacher Assistant - Westville
- Megan Lindsey – EHS Family Service Advocate Westville & DeFuniak Springs
- Kaylee Trammell – EHS Floater Westville & DeFuniak Springs

Danny Glidewell made a motion to approve the Policy Council Report and Isaac Becker seconded. Motion carried.

PROGRAM REPORTS - presented for information.

COMMUNITY SERVICES CUSTOMER SATISFACTION REPORTS - presented for information.

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EXECUTIVE DIRECTOR REPORT – Joel Paul, Jr. reported the following.

Hurricanes have been on everyone's radar for the past month. Tri-County has been spared any damage. We closed offices during Helene as a precaution for employees and clients. Admin leave was granted to cover employee's time.

Transportation Program is experiencing heavy costs, i.e. transmissions, due to the mileage and age of our transportation fleet. Replacement vehicles have been delayed at the state level. We will continue to report on this.

Turnover has kept the agency busy with hiring. The job market has many opportunities for people and we are seeing our fair share of movement due to the competitive nature of our economy. Other agencies are seeing the same trends.

Our budget year (with the exception of Head Start) began October 1st. As we report on closeouts for the past year, we recognize that the yearly audit is pending with work already begun. The audit report will be presented at the January meeting.

In general, departments are busy and productive. Funding remains steady and we will keep serving clients as we are an important resource for those living in troublesome times.

Mr. Paul concluded his report by thanking the board for the annual incentive stating employees are grateful to receive it.

CHAIR REPORT – Mr. Kelley reported on the following:

Add on item: Mr. Howard Vanselow, Low Income Representative for Santa Rosa County resigned on 10/02/2024. Mr. Kelley expressed thanks to Mr. Vanselow for his many years of dedicated service to the agency.

NEW BUSINESS –

Community Action Plan (CAP) Annual Update – the CAP Plan is a reflection of the most recent Community Needs Assessment and includes a review of the agency Vision and Mission statement. Danny Glidewell made a motion to approve the CAP Plan and Isaac Becker seconded. Motion carried.

Board Forms – included in the board packet. Mr. Kelley reminded members to submit their forms to staff.

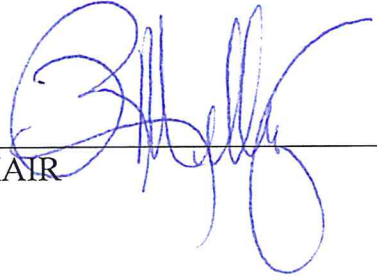
ROMA TRAINING – Angie Moore, Certified ROMA Trainer, presented training on the Mission of the agency. A handout was included in the packet.

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OLD BUSINESS - None

PUBLIC COMMENTS - None

The meeting adjourned at 5:55 p.m.



CHAIR DATE 11/13/24

 11-13-24

SECRETARY DATE

As recorded by Sharon Kent, Board Liaison – 10/10/2024

TRI COUNTY COMMUNITY COUNCIL, INC.
302 NORTH OKLAHOMA STREET
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Finance Committee Meeting Minutes

October 10, 2024

Date & Time: October 10, 2024 - 4:15 p.m. via Google Meet

Members Present: Leslie Hatfield
Edward Crutchfield via Google Meet

Members Absent: Chris Moore

Staff Present: Heather Craft
Hope Sharpe via Google Meet

The Finance Committee were sent copies of documents before the meeting.

Heather gave a review on the following items:

Financial Status Reports – The report shows all of our grants. This report is temporary, due to the agency closing out our fiscal year. We will have a final report at our meeting in November.

Balance Sheet – This reflects the financial position of the agency, our assets and liabilities.

Credit Card Purchases – Report shows purchases. Nothing out of the ordinary to report.

Annual Budget for FY 2024-2025 – This report shows the projected revenue and expenses for the 2024-2025 fiscal year.

Annual Incentive- We are requesting approval for an annual incentive. In the past we have given \$500, based on the most recent evaluation on file. Full-time employees will receive \$500, part-time employees will receive \$250, and employees who have been here less than 6 months will receive \$125. The estimated cost will be \$52,000.

Finance Policy & Procedures Revision – We did some word clarification. We also reflected the changes made in the Personnel Policy & Procedures.

Items over \$10,000- We were awarded a Shirley Conroy grant from the Commission for Transportation Disadvantaged. They approved funds for us to purchase 1 23' Ford Cutaway for Walton County. The total for the cutaway is \$128,124. We will purchase that from Florida Transportation Systems, they are on state contract. We were also awarded funds to purchase a video recording system for our vehicles. Walton County was approved for 10 cameras for \$53,198 and Holmes and Washington were approved for 11 cameras for \$56,860. The cameras will be purchased from AngelTrax, they are on state contract, as well.

Mr. Crutchfield asked how many passengers would the vans carry. Heather stated that she thinks it carries 8 or 12 passengers. She told him we were trying not to purchase vehicles that required a CDL because we were having trouble hiring drivers with their CDL's. She also stated that the

vans were handicap accessible, so we were ADA compliant. Leslie asked Heather about the Shirley Conroy grant. She explained that it came from the Commission for the Transportation Disadvantaged, which is the same group that we get our non-sponsor dollars from. That money is typically used for vehicles and equipment.

TD Non-Sponsor Grant Cash Match 10% - We haven't met our match yet, but we anticipate doing that by the end of the contract. We have increased our copays from \$1.00 to \$2.00.

The attending committee members were in favor of submitting the items to the board for approval.

Recorded by: Hope Sharpe – Finance Officer

10/10/2024

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Personnel Committee Minutes

Date: October 10, 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 four very minor updates for clarification.

1. Political activity – prohibits the transportation of voters to polls does not apply to transportation funded routes.
2. Tobacco use – it is prohibited on all Early Childhood campuses.
3. Fringe benefits for Introductory Employees – plan does not allow us to make agency match before introductory employee meets the 6-month probationary period.
4. Sick leave – 3.8 referenced 3.14 - a typo that was corrected to 3.13

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

Meeting Adjourned 4:20 p.m.

Recorded by: Sharon S Kent; 10/10/2024