

**Meeting Minutes
Process Workgroup
County Commission Conference Room
Walton County South Annex
31 Coastal Centre Boulevard
Santa Rosa Beach, Florida 32459
April 23, 2025
9:00 a.m. CT**

Members Present

Jay Trumbull, Sr. – Chair
David Humphreys – Vice Chair
Leslie Weiss – Treasurer
Bryan Corr, Sr. – Assistant Treasurer
David Bear
Charles Rigdon

Chair Trumbull called the meeting to order at 9:30 a.m. CT.

Use of Interest Funds

After a brief discussion, Leslie Weiss made a motion to accept the staff recommendation to designate \$2,000,000 from the existing \$56,747,316 to be used for administrative costs. In addition, she recommended that the board designate the first \$2,000,000 of interest earned each calendar year for administrative cost starting in 2026. All remaining interest funds will be considered undesignated *and available to be awarded to grants*.

Administrative funds would be exhausted in the following order.

- Grant compliance cost will be covered from the 5,000,000 appropriation that was restricted for Administration. (as previously board approved)
- The allowed .75% of settlement revenue
- Designated funds from motion above

David Humphreys seconded the motion which was approved without objection

Staffing

Executive Director Susan Skelton asked the workgroup to consider a recommendation to allow hiring additional staff to meet ongoing compliance review demands. She requested two additional Grant Compliance Consultant position authorizations and permission to engage a paid Grant Compliance Intern not to exceed \$20 per hour for up to 20 hours per week. Leslie Weiss made a motion, seconded by Bryan Corr, to recommend the requested positions. The motion was approved without objection.

Settlement and Interest Funds Received Annually:

After a brief discussion, Workgroup members decided to continue to direct staff to bring forward proposals that provide economic diversification and workforce training to the region. The group asked staff to focus on rural county proposals and proposals that bring high paying jobs to the

region with an emphasis on bringing forward proposals that score “A” on economic impacts. The group noted the importance of keeping a running tally of available funds. Leslie has asked staff to provide an additional report with this information for executed term sheets and grant award agreements.

Expiration of Grant Actions

Staff recommended a new policy to be added to Triumph’s Systems Document such that:

Term Sheet negotiations would expire if not brought to the Board nine months from the date the Board votes for staff to negotiate. Once Board directs staff to move to term sheet negotiations one extension of up to six months may be requested by the Grantee and approved by staff.

Agreement negotiations would expire if not brought to the Board twelve months from the date the Board votes for staff to negotiate, funds would automatically be deobligated. One extension of up to six months may be requested by the Grantee and approved by the Board.

A motion by Leslie Weiss, seconded by David Humphreys, to recommend staff recommendations to the full Board was approved without objection.

Grant Agreement Updates to be added to new agreements and to executed agreements when Amendments are request by Grantee

Staff recommended that:

Future Grant Agreements require the Grantee to submit a request for funds and match submission at least once annually for each year they have Triumph funds or Match commitments in the grant’s budget. If no funds are expended or requested by the annual report date in the Grant Agreement, the Grantee is to provide an explanation or update in the grant’s Annual Report.

Invoice, proof of payment, payroll records, or expenditures may not be submitted if they are older than **18 months**. After 18 months they are not eligible to be reimbursed with Triumph funds or counted as match funds (except for pre-award match described in the application and Grant Award Agreement budget.)

Final requests for funds/match submissions must occur within 180 days of a clearly defined grant end date.

A motion by Bryan Corr, seconded by David Humphreys, to recommend staff recommendations to the full Board was approved without objection.

The workgroup members discussed the need to have more of these type meetings to allow for Board conversations about the application, award and compliance processes. They agreed to recommending more such meetings in the future.

There being no further business to come before the workgroup, the meeting was adjourned at 10:15 a.m. CT.