

Capital Area Community Action Agency

Board of Directors Agenda

Tuesday, March 22, 2016 – 6:00 pm

Tallahassee Community College Ghazvini for Health Care Education
1528 Surgeon's Drive, Tallahassee 32308
Conference Call –Dial In - (605) 475-4700, participant code 275857#

1. Call to Order Charlean Lanier, Chair
2. Agenda Approval
3. Sign-in/Attendance
4. Consent
 - a. Board of Directors Minutes – January 26, 2016
 - b. Executive Committee Minutes February 16, 2016
5. Health and Human Services Update
 - a. Ronniece Boston, HHS Region IV Program Manager
 - b. Maisah Williams, HHS Region IV Program Director
6. Action
 - a. Fiscal Report
 - i. Narrative
 - ii. Revenue & Expenditures Agency
 - iii. Balance Sheet
 - iv. Credit Card Activity Spreadsheet
 - v. Credit Card Statements
 - vi. Revenue & Expenditures by program
7. Program Updates
 - a. Family Support Services Department
 - b. Head Start
8. Chief Executive Officer's Report
9. Chair's Report
10. Adjournment

Next Executive Committee Meeting 4/19/16 – 5:30 pm – Agency Conference Room

Next Board of Directors Meeting 5/24/16- 6:00 pm- Ghazvini Center for Healthcare Education



United Way of the Big Bend

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Capital Area
Community Action
Agency

Board of Directors
Meeting Minutes DRAFT
January 26 2016 6:00 pm

Members in Attendance:

Roger Newsome, Chair
Charlean Lanier, Vice Chair
Pamela Manuel, Secretary
Cheryl Thompson, Member at Large
Allen Stucks, Treasurer
Sandra Saunders
Brandon Wienke
Bishop Willie Green
Kara Palmer
Harold Ross
Dan Stengle
Carol Barfield
Na'Sheida Francois
Pam Ridley

CACAA Staff:

Tim Center
Nina Self
Cynthia Valencic
Stephanie Sgouros
Diane Haggerty
Susan Lawrence
Kristin Jackson
Darrel James

Via Phone:
Debra Peterson
Clarice Powell

Absent: Kim Bodine

The meeting was called to order by the Chair at 6:04 p.m. and a quorum was established. The attendance sheet was passed for signature.

Agenda

Mr. Center announced that there were a few changes to the agenda due to one board member having to leave early and a staff member who was sick. The following were moved up: Election of new officers; Head Start announcement regarding change of leadership; and Fiscal Report. After review, Mr. Stucks made the motion to accept the revised agenda. Ms. Lanier seconded the motion. It was approved.

Consent Agenda

- Board of Directors Minutes, November 17, 2015

Ms. Lanier made the motion to approve the consent agenda and Ms. Manuel seconded the motion. It was unanimously approved.



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Action

- Election: Ms. Lanier made a motion to add Mr. Harold Ross in the open slot as Secretary to the proposed slate of officers. Ms. Thompson seconded the motion. Mr. Newsome asked if there were any other nominations from the floor. None were made. Mr. Stengle made the motion to approve the full slate of officers as noted: Ms. Charlean Lanier as Board Chairman, Ms. Cheryl Thompson as Vice Chair, Mr. Harold Ross as Secretary, Mr. Brandon Wienke as Treasurer, and Ms. Pamela Manuel as Member at Large. Ms. Manuel seconded the motion. It was unanimously approved.
- Mr. Center made the presentation of plaques for outstanding service to the board. Mr. Newsome, outgoing Chairman, and Mr. Stucks, outgoing Treasurer were the recipients. Mr. Newsome also received a crystal clock for his service as Board Chairman. Mr. Newsome gave his State of the Agency report. He feels that the Agency has done a complete turnaround in its services provided and the changes are for the better. He said that he will be on hand to participate in board matters until his term as a Board member is up in July. He then turned the gavel over to Ms. Lanier, as the incoming Board Chairman. She led the rest of the meeting.

The Fiscal Report was given by Ms. Stephanie Sgouros as Mr. Dean was traveling. Ms. Sgouros went through the report noting the variances. She answered questions regarding certain line items.

Questions were taken. Ms. Ridley asked for information on the Head Start fitness costs. Mr. Center explained it is an obesity prevention program for the students. There will be a cost adjustment to reduce costs by working with Titus Academy, reducing the number of times Titus comes in a week, and Titus training staff to continue the program on the days Titus is not present. It was suggested adding a memo to the fiscal report that shows 'obesity'. Ms. Sgouros will get the schedule and review what it says.

Ms. Ridley asked about the raw food costs which seemed very high. She asked about how many meals a day are served. Mr. Center explained that the amount Head Start receives for two meals and a snack daily is slightly less than the cost charged by Leon County Schools at the South City campus. When there were 40 children at South City a minimal deficit was covered by other revenue streams. With the 150 students now present, the deficit ranges from \$5,000 – \$6,000 a month. The kitchen facilities are not working at the location and Head Start has had to purchase the meals from Leon County Schools and the children don't like the food. Staff is now trying to lower costs by cooking meals at another Head Start that has kitchen facilities and bringing the food in. The projection is to break even by the end of the year. The Head Start Director's salary will be used to offset the deficit up-to-date. The goal is to have this plan up and running by March 1, 2016 in South City.

At the conclusion of Ms. Sgouros report, Mr. Stucks made the motion to accept the Fiscal Report. Mr. Newsome seconded the motion. The motion was passed unanimously.

- Mr. Center announced that Ms. Laurie Leiner has resigned at the first of the year. There is a copy of her resignation letter, Mr. Center's acceptance of her resignation letter, and memo from Mr. Center to the Executive Committee. Mr. Stucks made a motion for the CEO to serve as interim Head Start Director for the next six months to one year, with monthly reports to the Executive Committee and bi-monthly reports to the full Board. Mr. Newsome seconded the motion. It was approved unanimously.
- ACTION
- Mr. Center gave detailed background for the DEO CSBG/LIHEAP Monitoring Response Report. The report and the response to the report were reviewed by the Board. Mr. Center said that the addition of Ms. Susan Lawrence to the team was a significant improvement to this process. The response to the DEO monitoring was presented to the Board. Mr. Stucks made the motion to approve the Response to the Monitoring Report, seconded by Ms. Thompson. The motion passed unanimously.
- Mr. Roger Newsome was formally seated for the remainder of his second term. Mr. Stucks made the motion and Mr. Stengle seconded the motion. The motion was approved unanimously.

CSBG ORGANIZATIONAL STANDARDS

- The Succession Plan was presented by Mr. Center for approval. Ms. Palmer had a question regarding whether the plan was reviewed by Human Relations (HR) before presentation to the board. Mr. Center answered that it had been reviewed by HR and explained that it was derived from the State of Florida and other Community Action succession plans. Mr. Stengle made the motion to accept the Succession Plan. Mr. Stucks seconded the motion. It had a unanimous vote to accept the Succession Plan.
- Personnel Policies were presented and Mr. Center gave a summary explaining that these were the current policies used by the Agency. The board members reviewed the Personnel Policies. There were no questions. Mr. Stengle moved that the Personnel Policies be accepted. It was seconded by Mr. Stucks and unanimously approved.
- The new Whistleblower Policy was presented for review. Mr. Stengle made the motion to accept the policy and Mr. Stucks seconded the motion. The motion passed unanimously.
- The Community Needs Assessment notebooks were available for review. The board was reminded by Mr. Center that this was already presented to them but a formal vote to accept it had not been taken. Mr. Stengle moved to accept the Community Needs Assessment. Mr. Stucks seconded the motion. The motion passed unanimously.

- The Mission Statement needed formal approval. Mr. Stengle made the motion to accept the Mission Statement and Mr. Stucks seconded the motion. The motion passed unanimously.
- The Community Action Plan Update 2016 was presented for approval. Mr. Stengle made the motion to accept it. Mr. Stucks seconded the motion. The motion passed unanimously.
- The IRS Form 990 was presented to the Board in the packet (notebook). Mr. Stengle moved to accept it and Mr. Stucks seconded the motion. It passed unanimously.
- The Information Survey was presented for approval. Mr. Stengle made the motion and Mr. Stucks seconded it. It passed unanimously.
- The Fiscal Policies and Procedures were presented for approval and are located in the board packet (notebook) on pages 273 – 419. A summary of the changes to the Fiscal Policies and Procedures was available on page 271 – 272. Mr. Stengle made the motion to accept the Fiscal Policies and Procedures. It was seconded by Mr. Stucks and unanimously accepted.
- The Procurement Policy was then presented for approval. Mr. Stengle made the motion to accept and Mr. Stucks seconded the motion. It passed unanimously.

LIHEAP FY 2016 Contract

Ms. Valencic explained that this year's contract has \$25,000 less than last year, but hopefully will receive a modification for additional funds later in the year. The budget will be adjusted if that happens. This is a reimbursement contract. The modification will be allocated based on unspent monies from agencies throughout Florida who do not spend down their monies and send it back. Those monies are then re-distributed to the agencies as a modification to the contract. The motion was made by Mr. Stucks and it was seconded by Mr. Green.

Ms. Lanier had questions regarding salaries for administrative staff, rent, LIHEAP. It was labeled 'outreach expenses' and was really for program salaries. Ms. Ridley asked about how it will be spent and is there a cap on how much can be spent on Admin.

Ms. Palmer asked if Wakulla only had office staff there twice weekly. Ms. Valencic explained that a new case manager will be starting in the Wakulla office on February 8 but the Jefferson County staff will work Wakulla County on Tuesdays and Thursdays.

Ms. Ridley asked how monies are allocated. Mr. Center and Ms. Valencic explained how the counties are pro-rated based on the population of people in the county and the population of those living in poverty.

Ms. Barfield said that the modification can't be counted on regarding how much it will be and that the agency must spend it all so no monies will be returned.

Mr. Ross asked if stabilization of homeless would reflect on funding. Ms. Valencic answered that it's based on the U.S. Census. Mr. Ross said that a Homeless Count is coming up and it's a good opportunity to provide wraparound services.

The vote was taken and it was approved unanimously.

PROGRAM UPDATES

- Family Self Sufficiency

Mr. Center gave the Family Self Sufficiency report. He noted that the *Staying Ahead* program was launched in Leon County. They meet monthly for six months with mentors over a light meal that the Agency provides. He reported that the founder of Getting Ahead, Phil DeVol, is coming into Tallahassee in three months. The Agency will host training for all of staff and other non-profits CAPs in the state. Mr. Center reported that an estimated 25 people moved out of poverty after attending the Getting Ahead program. He said that we need more people doing the same successful program to make significant changes. This training would be open to all other agencies doing social services. Ms. Valencic added that Ms. Watson is trying to cover three counties with Getting Ahead while new staff get trained. New staff is being added with a new Wakulla County staff beginning February 8 and the Agency is currently checking references for a new Jefferson County hire. In Franklin County, Franklin's Promise does the same program. Mr. Center added that the Agency will compliment the program with the addition of *Staying Ahead*.

- Weatherization

The program has been on hold regarding weatherizing mobile homes, waiting to hear when the program could resume. We are now on track and are also doing mobile homes. There is no penalty for the process of not spending down as its almost impossible with the delay.

- LIHEAP

The program has not run out of funds. As soon as the programs run out of funds, the board will be notified and kept informed.

- Head Start

Mr. Center gave the report and shared that there are a variety of different challenges facing Head Start. Ms. Self has been working with the Head Start teams working through understanding how we operate and how to fix problems. At the back of the notebook is Tim Center's memo about Head Start and the problems and the matters being addressed.

The Royal Head Start Center is owned by the Agency. HHS provided \$138,000 to renovate and update this property. Given the problems encountered with the older building, the project is overbudget by about \$60,000 due to a leaking roof that damaged the insulation, duct work, and ceiling. When the ceiling came down, it was discovered that the wiring was not up to code. Once we get the new wiring, new insulation, new ceiling, and new roof, the location will be great.

The other building at that location had wood rot on the decks, rails, and stairs and repairs were done where necessary. Generally speaking, the Head Start budget has more monies allocated for repairs than for rent. The investment into Royal center will require tapping the line of credit to pay for these necessary renovations. Several locations were closed down and the children relocated into better facilities. The children from Royal Head Start have been temporarily moved to another location and the goal is to return the children and re-open by March 1.

Raw food costs are too high. Staff will begin cooking in another center and bring the food to South City. The Head Start Director's salary is allocated to make up the overages on food costs to date.

Head Start needs an adequate bullpen of substitutes and floaters to replace teachers when they're out. Currently, the education coordinators must fill those spots.

Mr. Center shared that we are not the only Agency that has a CEO also as a Head Start Director. He shared that documents will be sent to HHS to illustrate what we're doing. His oversight of Head Start did not need Policy Council approval since he's already an employee.

Training is coming up next week in Atlanta. Three staff will be attending. Also, Ms. Jackson and Ms. Self will be going to Dallas in three weeks for another training. The Head Start staff and Mr. Center have been having frequent ongoing meetings.

Mr. Center shared that in two months Head Start should be in a better space – budgeting, meals, etc. He stated that we're moving in the right direction.

Ms. Ridley asked how contractors are hired, for example, for the Royal Head Start renovation. Mr. Center shared that bids are taken in answer to RFPs and then contractor chosen from those bids. The contractor doing the renovations on Royal is well respected in the community and has in fact done several federal buildings. The Agency webpage posts the RFPs. Currently, there is an RFP for lawn service for three Tallahassee Head Start centers and the Jefferson County Head Start center for year-long service.

CHIEF EXECUTIVE OFFICER REPORT

- Mr. Center reported on his legislative efforts, working with FACA.

He shared that *Step Up for Gadsden* is a steering committee made up of private and public sector groups. The event on Thursday went well.

Mr. Center shared that he is in contact with Gil Ziffer on the Community School idea for Wesson campus.

He asked board members to save two days in March for training with Phil DeVol.

Mr. Center asked the Board members for input as to the types of issues they would like to have included in his reports. He asked them to please respond to emails.

CHAIRMAN'S REPORT

- Ms. Lanier thanked the Board for their vote of confidence. She spoke about the Agency and confidence for the future.
- She announced Ms. Pamela Ridley as an honored Board member who recently received the Diamond Award for Women of Distinction. Board members received a printout of Ms. Ridley's press coverage.
- Ms. Lanier talked about the Leadership Conference that she attended with Mr. Center in New Orleans. She said that she learned quite a bit and was glad that she attended.

ADJOURN

- The meeting was adjourned at 7:33 pm.

Pamela Manuel, Secretary

Date: March 22, 2016

Capital Area Community Action Agency, Inc.
Executive Board Meeting
February 16, 2016

MINUTES

Members in Attendance:

Charlean Lanier, Chair
Cheryl Thompson, Vice Chair
Brandon Wienke, Treasurer
Pamela Manuel, Member at Large
Harold Ross, Secretary (via phone)

CACAA Staff:

Tim Center
Diane Haggerty
Stephanie Sgouros

The meeting was called to order by the Chair at 5:34 p.m. and a quorum was established.

Ms. Lanier called for review and approval of the agenda. Ms. Thompson moved for approval and Mr. Wienke seconded the motion. It was unanimously approved.

The next item was the consent agenda which included the Executive Committee minutes from the January 19, 2016 meeting. Mr. Wienke moved and Ms. Thompson seconded the approval of the minutes. The motion was unanimously approved.

Action Items

- A. Corporate Resolution – Authorized Bank Signatures – Ms. Sgouros explained that since new officers have been elected to the Executive Committee and others have left the it is now necessary to have signators that reflect those changes. Mr. Center explained the check approvals process and said that both he and Ms. Self have authority to sign for up to \$1,500. Any amount above that requires a co-signature by an Executive Committee board member. Mr. Wienke made the motion to sign the corporate resolution. It was seconded by Ms. Thompson. The motion carried with a unanimous vote.
- B. Mayoral Appointment of Kara Palmer – Public Sector Mayor Gillum has appointed Kara Palmer to the Board in the Public Sector. She will be moved from the Private Sector to the Public Sector. Ms. Thomspson moved and Mr. Wienke seconded the motion to accept the mayoral appointment. It was unanimously accepted.
- C. Fiscal Report - Ms. Sgouros presented the fiscal report in detail referring to the attached budget and revenue and expense sheets. She reported that the report covers the three-month period ending December 31, 2015. The Agency was expected to be a quarter of the way through the annual budget expenses. The actual little amount is now 28%. The agency is at 32% of federally required match. She noted Workers Comp was over the annual budget item for the year. There was an increase in travel and professional supplies. Ms. Sgouros went through the fiscal portion of the packet line by line. Ms. Manuel moved and Ms. Thompson seconded the motion to approve the Fiscal Report. It was unanimously approved.

Program Reports

Mr. Center provided the following updates on Agency programs:

Family Services: Mr. Center explained that the Getting Ahead and the Staying Ahead programs have new staff in Wakulla and Jefferson counties. Ms. Lanier spoke about the difficulty in attracting folks to the program(s). Mr. Center discussed the ongoing issue of getting referrals. He's hoping that the graduates will attract their friends and peer groups into the program. He suggested that the Program Committee can work with this. It's time for the committees to be filled from the board. The Vice Chair can help the Chair to fill committee positions by reaching out to board members. Ms. Manuel spoke about the Getting Ahead class participants and how they can be recruiters for the program. She suggested banners that might say "I don't want another job...I want a better life...Getting Ahead". She said we should speak to the heart of the people we want to recruit.

Mr. Center shared the dates for the upcoming transition ceremonies: Leon County – March 8; Gadsden County – March 11; Jefferson County – March 21. The board should invite their contacts: elected officials; potential sponsors/funders; again we'll invite Wells Fargo and Florida Blue (previous sponsors). The agency will also apply for the CHSP grant for the Getting Ahead program. Head Start has been recipients of the CHSP grant for several years for its Incredible Years and male engagement programs.

Weatherization: The agency has been granted permission to begin working on mobile homes. Mr. Center informed the committee that a lawsuit was filed against agency due to work done by a contractor on a home that was weatherized. The list of grievances blamed the contractor for multiple claims. Mr. Center was in a mediation session last week with the attorney for the plaintiff, attorneys for the agency's insurance company and the contractor. He gave a summary of the meeting and reported that it is possible that it will go to trial in Gadsden County next year. Mr. Center shared that the Weatherization Mod was received for an additional three months, but with no additional monies to service homes in those three months.

Mr. Center directed the committee's attention to the report on the number of emergency clients served. With the new organizational standards, the agency needs to report to the Board and to DEO.

Ms. Lanier asked about the replacement search for Ms. Valencic who will be retiring October 1, 2016. Mr. Center shared that her strong points are data reporting to the required agencies and processing invoices to funders, not management. Hiring someone to do data processing for both Family Services and for Head Start and someone to do fiscal processing for both Family Services and for Head Start would be a smarter solution. There would be more specialized swim lanes and more reorganization than replacing Ms. Valencic, per se. This would be implemented in the summertime. Mr. Center has spoken to Ms. Valencic about becoming a contracted part-time employee. Ms. Thompson asked if he'd spoken to Mr. Krizner about this and suggested that he do so.

Mr. Center announced that Mr. Phil DeVol, author of the Getting Ahead program, will be coming to train on Getting Ahead March 29-30. We will offer the training opportunity to all community action agencies all over the state. The fee will be \$225 for the training with lunch and will be held at the Capital City Country Club. Mr. Center explained that the cost to train 10 staff is \$5,000. By charging for the training, the agency can cover the cost of the program. Mr. DeVol will train on the first day and Ms. Watson will train on the second day on how to execute on what they learned from Mr. DeVol's training. Ms. Manuel would like to attend this training.

Head Start: Mr. Center and Ms. Self have been meeting regularly with program managers and education coordinators. The plan is to fully staff the centers so that would free up the education coordinators to implement training the staff.

The teachers would receive training during the in-service training on March 21.

It will take about six months to fully implement these plans.

VPK evaluates students in Kindergarten and we receive a report from the Department of Education. Students who graduated from Bainbridge into Kindergarten received a score of 100%; South City, 95%; Bond, 100%; Murat, 91%, and one more for 100%.

Early Learning Coalition did teaching assessments of our Head Start program. We received good marks in the classrooms being set up for learning and for relationships with parents. We were found wanting in regard to classroom curriculum. ELC said that every program evaluated had this concern but added that after training, they will see an improvement. In the Fall, Mr. Center intends to have two-three days of training on curriculum during pre-service.

Mr. Center attended Region IV Head Start Association Conference and included his report in the packet. Ms. Jackson attended this conference and reported that there is a company that will look at everything that Head Start will look at during its monitoring next year. Before the end of March, we'll contact this company and pay the fee for this service. The agency will be in a good place for the monitoring next year by readying ourselves based on their assessment.

Mr. Center reported that \$270,000 will be spent on Royal Head Start. The monies for this were initially from Head Start, and the Agency has opted to use the Line of Credit at Hancock Bank for the remainder. One building is done and the other is still being worked on. It should be ready by the first week of March and the children and teacher will be able to be back in the building. Mr. Wienke asked how long will it take to break even on the cost. Mr. Center said that the plan is to run a summer day-care in the building to earn money. He said with those monies, the money saved on Ms. Leiner's salary and benefits money, and paying rent back to ourselves on the building plus the maintenance budget for next year – the plan is to have it paid off in 18 months.

It's re-enrollment time and teachers must remind them to re-enroll their children in VPK as that is flexible money that can go to paying off the debt.

Regarding filling Kathryn's position, there haven't been any responses to the ad so far.

Ms. Thompson asked about the Head Start food budget. Mr. Center said that by Friday all new kitchen equipment will be ordered (\$12,000) which includes the containers to transport the food. Before the end of the school year, the agency will recoup these costs and cut in half the deficit on the food budget. The goal on food is to have it up and running by March 1 which will mean no more Leon County Schools food expenses.

Chief Executive Officer Report

Mr. Center provided a written copy of the Executive Directors Report for February 2016. Highlights included:

- Fundraising this year will be a luncheon. Ms. Ridley said that she would help in the planning and implementation of this fundraiser. Mr. Thompson will probably come back and participate. The will be mission-focused and donations will be encouraged.
- Mr. Center spotlighted upcoming training events and encouraged board attendance. Ms. Lanier shared that the CAPLAW training was very informative and recommended the board to try to attend.

The meeting was adjourned at 7:01 p.m.

Minutes recorded by:
Nina Self
Chief Operating Officer

Harold Ross, Secretary

Date: 3/15/16

**Financial Statement Narrative
For the Four Months Ending January 31, 2016
Capital Area Community Action Agency**

As of January 31, 2016, we are 33% of the way through the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses to be approximately 33% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 42% and 40% of their respective budgets. Our overall year to date net income is \$142,819.

In-kind revenue for Federal purposes was \$51,423 for January for a total of \$214,813 for the fiscal year. The local match for the year so far is \$127,609. We are at 42% of the \$820,251 Federal match required for the fiscal year ending September 30th 2016.

Expenditure Variances and Explanations

The Statement of Revenue and Expenditures tracks year-to-date progress by budget line item. Actual revenues and expenditures are compared to the original budget for each budget line item by amount and percentage. Some budget line items may be below or above the expected percentage at any given point in the year. This can be caused by something as innocuous as the revenue or expense occurring unevenly at different points of time during the year, such as a one-time insurance payment. In other words, one twelfth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, the following explanations are provided. It is important to note that, while a specific line item may be over budget, the overall Agency budget should not be over budget. Adjustments are often made at the end of a grant or fiscal year to ensure that all budgets are balanced.

Workers Comp- is over budget benchmark due primarily to a large up front binder and then a payment to our former carrier based on a closing audit. However, based on the rate increase due this line item will likely be over the annual budget for the year.

Indirect Costs – is over benchmark budget because the Indirect rate has been raised from 17.2% to 20%. We can expect this number to continue to be over the budget benchmark.

Travel – Out of Area – is cyclical and will reflect an increase in training travel in the next few weeks. It is also a line item that we may adjust when budgeting cost overruns in other areas.

Program Supplies - is over the budget benchmark due to a number of purchases made at the beginning of the Head Start school year. This expense will return to the expected benchmark in the next couple of months.

Speech Services – is over budget benchmark due to a majority of the work being done in the early part of the school year.

Financial Statement Narrative
For the Four Months Ending January 31, 2016
Capital Area Community Action Agency

Health/Fitness- is over the budget benchmark but based on the school year being 40% complete, it is right on target.

General Liability and Property- is over benchmark because there is a substantial binder paid at the beginning of the fiscal year for our Liability Insurance in addition to POI insurance being paid (this is reimbursed by our Weatherization vendors) and Special Risk Assessment Insurance for Head Start.

Communications – is over budget benchmark due to the revamping of the Head Start phone system early in the year. This expense will not continue to increase at the same rate for the remainder of the fiscal year as most of the work has been completed.

Repairs and Maintenance- is over the benchmark budget primarily due to the cost overruns at Royal. When the work is done, we will determine what needs to be expensed and what should be capitalized.

Equipment Maintenance – is higher than the benchmark budget due to a number of maintenance issues. This number may need to be adjusted as the year progresses.

Vehicle Expense - is over the benchmark budget due to a binder, which is made at the beginning of the fiscal year for our auto insurance.

Technology – is over the benchmark budget due to a large number of software contracts being renewed in addition to expenses carried forward from last fiscal year.

Fees, Licenses, and Permits – are higher the budget benchmark due to accreditation expenses in Head Start.

Dues/Subscriptions – are over the benchmark due to a number of payments being made to organizations at the beginning of the year. Over the course of the year, this variance is expected to even out.

Client Assistance – is expected to be higher as the Liheap and Weatherization grants are coming to their close.

Expendable Equipment – is over the budget benchmark due to the purchase of equipment at the beginning of the school year.

Registration Fees – are over the benchmark because a number of meetings are coming up in the near future. In addition, in the past some meeting registrations have been included in travel costs for conferences and this year we are separating these out in order to get a better picture of travel costs.

Financial Statement Narrative
For the Four Months Ending January 31, 2016
Capital Area Community Action Agency

Training, Meetings and Workshops – are higher than the benchmark because training is done primarily during the school year and this will even out as the year progresses.

Staff Development – expenses are over the budget benchmark due to the purchase holiday gift cards given to employees in December. This number will level out during the remainder of the year.

Advertising – is over the benchmark budget due to a number of positions being open and the process of filling those positions.

Raw Food Cost – is higher than budgeted but given that the school year is 40% complete this number is realistic. As the new food service plan is implemented, raw food costs should go down.

Capital Area Community Action Agency
Statement of Revenues and Expenditures Report
For the Four Months Ending 1/31/2016

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue				
4000 Government Contracts - FEDERAL	3,281,002	1,284,567	(1,996,435)	39%
4010 Government Contracts - STATE	2,489,315	1,221,472	(1,267,844)	49%
4020 Government Contracts - LOCAL	117,500	36,726	(80,774)	31%
4100 Grants - Other Not-for-Profits	40,800	8,831	(31,969)	22%
4200 Contributions	37,500	8,567	28,933	23%
4320 Commissions-Vending/Photo	1,100	862	(238)	78%
4960 Fringe Pool Revenue	629,891	254,059	(375,832)	40%
4970 Indirect Pool Revenue	<u>533,706</u>	<u>204,587</u>	<u>(329,119)</u>	38%
Total Revenue	<u>7,130,814</u>	<u>3,019,671</u>	<u>(4,111,143)</u>	42%
Expenditures				
6010 Salaries & Wages	2,382,173	895,067	1,487,105	38%
6110 Fringe	678,584	254,059	424,526	37%
6120 FICA	169,157	60,522	108,635	36%
6130 Unemployment	37,800	13,613	24,187	36%
6140 Workers Compensation	52,245	23,559	28,686	45%
6150 Health Insurance	317,989	104,195	213,794	33%
6160 Life Insurance	25,200	8,540	16,660	34%
6170 Retirement	24,000	8,582	15,418	36%
6180 Staff Screenings	3,769	1,426	2,343	38%
6210 Indirect Costs	487,766	205,987	281,779	42%
6310 Travel - In Area	21,052	3,958	17,094	19%
6315 Travel - Out of Area	13,602	239	13,363	2%
6410 Office Supplies	25,591	6,142	19,449	24%
6415 Program Supplies	20,423	9,574	10,849	47%
6420 Classroom Supplies	62,585	14,124	48,461	23%
6430 Kitchen Supplies	20,000	5,926	14,074	30%
6440 Medical/Dental Supplies	3,500	717	2,783	20%
6510 Copies/Printing/Copier	38,751	5,008	33,743	13%
6600 Postage and Delivery Expense	6,444	564	5,879	9%
6710 Contractual Services/Professional	316,356	91,170	225,186	29%
6720 Speech Services	23,550	15,712	7,838	67%
6740 Mental Health Services	12,875	2,350	10,525	18%
6750 Health/Fitness	79,200	36,058	43,142	46%
6810 Rent/Space Cost	305,454	85,790	219,664	28%
6820 Utilities	92,116	24,095	68,021	26%
6830 General Liability and Property	38,528	24,272	14,256	63%

Capital Area Community Action Agency
Statement of Revenues and Expenditures Report
For the Four Months Ending 1/31/2016

6840 Communications	54,171	27,761	26,410	51%
6850 Repairs and Maintenance-	152,804	67,570	85,235	44%
6910 Equipment Maintenance	22,450	9,938	12,512	44%
6920 Vehicle Expense	29,864	13,907	15,957	47%
6930 Equipment Lease	20,200	4,234	15,967	21%
6940 Technology	43,550	24,932	18,618	57%
7010 Fees, Licenses, and Permits	7,249	4,875	2,374	67%
7020 Dues/Subscriptions	11,995	6,310	5,685	53%
7100 Volunteer	750	0	750	0%
7210 Client Assistance	1,138,288	658,066	480,222	58%
7310 Equipment (\$5,000 or more)	20,387	0	20,387	0%
7320 Expendible Equipment	26,918	12,389	14,529	46%
7410 Registration Fees	5,350	3,247	2,103	61%
7420 Training/Meetings/Workshops	63,107	28,332	34,774	45%
7430 Staff Development	6,000	2,437	3,563	41%
7440 Advisory/Board Member Expenses	5,600	1,685	3,915	30%
7450 Advertising	5,881	4,324	1,557	74%
7460 Parent Activities	1,134	321	813	28%
7510 Raw Food Cost	255,582	104,439	151,143	41%
7630 Bank Service Charges	<u>3,050</u>	<u>836</u>	<u>2,214</u>	27%
Total Expenditures	<u>7,133,039</u>	<u>2,876,852</u>	<u>4,256,187</u>	40%
Excess Revenue over (under)	<u>(2,225)</u>	<u>142,819</u>	<u>145,044</u>	

Capital Area Community Action Agency
Balance Sheet
For the Period Ending 1/31/2016

Current Period
Balance

Assets

Petty Cash	498
Cash Operating Hancock Bank	473,455
Cash in Bank - Restricted	76,812
Grants Receivable	612,444
Building	245,000
Accumulated Depreciation - Building	(80,514)
Equipment	<u>13,973</u>
Total Assets	<u>1,341,668</u>

Liabilities and Net Assets

Liabilities

Accounts Payable	38,368
Accrued Wages	99,571
Accrued Fringe Benefits	6,200
Contract Advances	255,596
Contingent Liab-Sunshine St Micro	22,993
Liability- Head Start Parent Activity	3,605
Notes Payable	138,473
Deferred Income	<u>51,476</u>
Total Liabilities	<u>616,283</u>

Net Assets

Beginning Net Assets

Unrestricted Net Assets	284,448
Invested Property and Equipment	<u>298,118</u>
Total Beginning Net Assets	582,566
Current Net Income	<u>142,819</u>
Total Net Assets	<u>725,385</u>
Total Liabilities and Net Assets	<u>1,341,668</u>

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending January 31, 2016

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		15,723			
Grants - Other Not for Profits		6,667			
In-Kind Revenue		214,813			
VPK		105,219			
		342,422	42%	477,829	58%
		820,251			

Capital Area Community Action Agency
 Head Start Credit Card Activity
 For the Month of January 2016

<u>HANCOCK BANK</u>	<u>FUND</u>	<u>GL</u>	<u>AMOUNT</u>
Red Cross	1064	7420	50.00
Gate	1064	6920	41.92
FL Fingerprint	1064	6180	76.75
FL Fingerprint	1064	6180	76.75
QuickIDCards.com	1064	6415	295.13
Fiscal Insti	1064	7420	300.00
Region IV Headstart	1064	7420	325.00
Office Depot	1064	6415	35.96
Hodges Heating and Air	1064	6850	371.00
Gate	1064	6920	41.02
RPS	1064	7420	2.50
Region IV Headstart	1064	7420	325.00
Sheraton ATL	1064	7420	169.72
FDLE	1064	6180	24.00
Indeed	1064	7450	959.74
American Airlines/Great Wolf	1064	7420	1,399.72
Office Depot	1064	7460	25.98
Publix	1064	7440	9.27
Olive Garden	1064	7440	127.75
Walmart	1064	6420	101.49
Early Education & Care	1064	7430	80.00
DTIS UPS	1064	6180	68.50
Toys R Us	1064	6420	8.99
Early Education & Care	1064	7430	10.00
WKU T TAS	1064	7420	275.00
Window World	1064	6850	82.50
Early Education & Care	1064	7430	10.00
Eastbay	1064	6415	33.01
Michaels	1064	6420	62.96
Walmart	1064	6415	61.76
Pods	1064	6850	149.00
Total Hancock Bank			5,600.42
LOWES	1064	6850	153.37
LOWES	1064	6850	<u>222.13</u>
TOTAL LOWES PURCHASES			375.50

52541

Payee HANCOCK BANK
Vendor ID HANCOCK CC Account #

52541
2/12/2016

Bank

Invoice	Description	Amount
012716DJ	ACCT# XXXX6623/ DARREL JAMES	\$1,809.90

Hancock Bank
MAHAN
02/17/16 12:35

Seq: 0024 ID: 102385 CB: 7123

Account Number: xxxxxxxxxxxx6623
Credit Card Payment \$1,809.90
Posting Date: 02/17/16
Thank you for banking with Hancock

\$1,809.90

LMP40 M/P CHECK

Rev 2/14

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
01-04	12-31	24692165365000694437503	8398	ARC*RED CROSS DONATION 800-733-2767 CA	M50.00
01-05	01-04	24445006005000578666674	5411	PUBLIX #610 TALLAHASSEE FL	M15.37
01-06	01-04	24692166005000246658576	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.92
01-11	01-08	24692166008000860126071	9399	FL FINGERPRINT 626-32 PASADENA CA	M76.75
01-11	01-08	24692166008000860126113	9399	FL FINGERPRINT 626-32 PASADENA CA	M76.75
01-13	01-13	74270846013100005533812	0000	BRANCH PAYMENT - THANK YOU	M1,350.10
01-18	01-16	24071056017985325599008	7999	SKY ZONE - TALLAHASSEE TALLAHASSEE FL	M2.00
01-18	01-16	24071056017985325598950	7999	SKY ZONE - TALLAHASSEE TALLAHASSEE FL	M10.00
01-18	01-16	24071056017985325598836	7999	SKY ZONE - TALLAHASSEE TALLAHASSEE FL	M13.00
01-18	01-16	24071056017985325598992	7999	SKY ZONE - TALLAHASSEE TALLAHASSEE FL	M20.00
01-18	01-16	24071056017985325599040	7999	SKY ZONE - TALLAHASSEE TALLAHASSEE FL	M33.00
01-18	01-14	24692166015000286908533	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.02
01-18	01-16	24071056017985325598828	7999	SKY ZONE - TALLAHASSEE TALLAHASSEE FL	M43.00
01-18	01-16	24071056017985325598786	7999	SKY ZONE - TALLAHASSEE TALLAHASSEE FL	M60.00
01-18	01-15	24254776017473520402056	5111	QUICKIDCARD.COM, INC. 800-8775704 NY	M295.13
01-20	01-19	24492156019894665458949	7392	PAYPAL *FISCALINSTI 402-935-7733 CA	M300.00
01-20	01-19	24431066020206011500088	8641	REGION IV HEADSTART 770-490-9198 GA	M325.00
01-22	01-20	24445746021100406434468	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M35.96
01-22	01-20	24426296021980002944393	1711	HODGES HEATING AC & REFRI 850-576-1401 FL	M371.00

wa - Red Cross
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STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01/27/16	4802-3900-0050-6623	NEW PURCHASES AND OTHER CHARGES 1,809.90
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 1,350.10
		STATEMENT TOTAL 459.80
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 3,000.00

52543

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

52543
2/12/2016

Invoice	Description
012716LL	ACCT# XXX6067/ LAURIE LEINER

Amount
\$497.22

Hancock Bank
MAHAN
02/17/16 12:39

Seq: 0036 ID: 102385 CB: 7123

Account Number: xxxxxxxxxxxx6067
Credit Card Payment \$497.22
Posting Date: 02/17/16
Thank you for banking with Hancock

\$497.22

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
01-11	01-07	24755426008150088939987	7523	RPS TALLAHASSEE KLEMAN PL TALLAHASSEE FL	M2.50
01-12	01-11	24431066012206011000089	8641	REGION IV HEADSTART 770-490-9198 GA	M325.00
01-13	01-13	74270846013100005533754	0000	BRANCH PAYMENT - THANK YOU	M1,015.28cr
01-13	01-12	24431056012036015938807	3503	SHERATON ATLANTA HOTEL ATLANTA GA 1593880 ARRIVAL: 01-12-16	M169.72

Headstart Conf.

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01/27/16	4802-3900-0046-6067	NEW PURCHASES AND OTHER CHARGES 497.22
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 1,015.28
		STATEMENT TOTAL 518.06
		TOTAL IN DISPUTE 0.00cr
		CREDIT LIMIT 3,500.00

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account

52546
 2/12/2016

Invoice	Description	Amount
012716NS	ACCT#XXXX7366/ NINA SINGLETON (SELF)	\$2,628.22

Hancock Bank
 MAHAN
 02/17/16 12:34
 Seq: 0022 ID: 102385 CB: 7123
 Account Number: xxxxxxxxxxx7366
 Credit Card Payment \$2,628.22
 Posting Date: 02/17/16
 Thank you for banking with Hancock

\$2,628.22

LMP40 M/P CHECK

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
01-04	01-01	24692166001000509169158	5969	INDEED 203-564-2400 CT	M201.46 ✓
01-13	01-13	74270846013100005533853	0000	BRANCH PAYMENT - THANK YOU	M2,748.42cr
01-14	01-13	24431066013026234126894	9399	FDLE CCHINET 850-410-8161 FL	M24.00 ✓
01-18	01-15	24692166015000531752710	5969	INDEED 203-564-2400 CT	M500.23 ✓
01-27	01-25	24906046026041600015103	3618	GREAT WOLF GRAPEVINE GRAPEVINE TX 117793730 ARRIVAL: 01-25-16	M179.66 ✓
01-27	01-25	24906046026041600015319	3618	GREAT WOLF GRAPEVINE GRAPEVINE TX 117793752 ARRIVAL: 01-25-16	M179.66 ✓
01-27	01-26	24692166026000942513674	5969	INDEED 203-564-2400 CT	M502.81 ✓
01-27	01-25	24717056026870265638108	3001	AMERICAN AI 0017735717785 CHICAGO IL SELF/NINA DEPARTURE: 02-16-16 TLH AA O DFW AA N TLH	M520.20 ✓
01-27	01-25	24717056026870265638116	3001	AMERICAN AI 0017735717786 CHICAGO IL JACKSON/KRISTIN DEPARTURE: 02-16-16 TLH AA O DFW AA N TLH	M1,040.40 } M520.20 ✓

Wipfli Training - Nina + Krishin

Nina Self 2/15/16

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01/27/16	4802-3910-0008-7366	NEW PURCHASES AND OTHER CHARGES <i>(Signature)</i> 2,628.22
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
		CREDITS 2,748.42
Toll Free 1-800-448-8812		STATEMENT TOTAL 120.20
		TOTAL IN DISPUTE 0.00cr
		CREDIT LIMIT 3,500.00

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account:

52545
 2/12/2016

Invoice	Description
012716NR	ACCT#XXXX6706/ NICHELE RICHARDS

Amount
 \$163.00

Hancock Bank
 MAHAN
 02/17/16 12:37

Seq: 0030 ID: 102385 CB: 7123
 Account Number: xxxxxxxxxxxx6706
 Credit Card Payment \$163.00
 Posting Date: 02/17/16
 Thank you for banking with Hancock

\$163.00

LMP40 M/P CHECK

Rev 2/14

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
01-13	01-13	74270846013100005533713	0000	BRANCH PAYMENT - THANK YOU	M690.51cr
01-13	01-11	24445746012100411363661	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M25.98
01-22	01-21	24445006022000597073232	5411	PUBLIX #1051 TALLAHASSEE FL	M9.27
01-25	01-21	24164076022140111430005	5812	OLIVE GARDEN 00012369 TALLAHASSEE FL	M127.75

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
01/27/16	4802-3910-0009-6706	NEW PURCHASES AND OTHER CHARGES	163.00
CUSTOMER SERVICE CALL		NEW CASH ADVANCES	0.00
		CREDITS	690.51
Toll Free 1-800-448-8812		STATEMENT TOTAL	527.51
		TOTAL IN DISPUTE	0.00cr
		CREDIT LIMIT	2,500.00

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account

52542
2/12/2016

Invoice	Description	Amount
012716KJ	ACCT#XXXX7303- KRISTEN JACKSON	\$1,160.71

Hancock Bank
MAHAN
02/17/16 12:38

Seq: 0034 ID: 102385 CB: 7123

Account Number: xxxxxxxxxxxx7303
Credit Card Payment \$1,160.71
Posting Date: 02/17/16
Thank you for banking with Hancock

\$1,160.71

LMP40 M/P CHECK

Rev 2/14

10130/10130 (5/15) 673322

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
12-31	12-30	24226385365400001867880	5411	WAL-MART #4520 TALLAHASSEE FL	M101.49
01-11	01-08	24435656008083755017961	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M88.50
01-11	01-08	24431066009026209581848	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M80.00
01-13	01-13	74270846013100005533770	0000	BRANCH PAYMENT - THANK YOU	M149.00cr
01-15	01-14	74435656014083004217443	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M88.50
01-18	01-15	24391216016508309838103	5945	TOYS R US #8730 TALLAHASSEE FL	M8.99
01-18	01-15	24492156015894577328853	7392	PAYPAL *FISCALINSTI 402-935-7733 CA reimb feb Stmt	M300.00
01-20	01-20	74270846020100005555659	0000	BRANCH PAYMENT - THANK YOU made 1/20	M969.99cr
01-20	01-19	24073146019900016100029	8220	WKU T TAS 999-9999999 KY	M275.00
01-21	01-20	24493986021207612600031	5200	WINDOW WORLD OF TALLAHAS 8505628800 FL	M82.50
01-21	01-20	24013396020002616218862	4225	PODS #102 PODS.COM FL	M149.00
01-22	01-21	24431066022026269423876	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M10.00
01-22	01-21	24435656021083316674683	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50
01-25	01-22	74013396022002890408299	4225	PODS #102 TALLAHASSEE FL	M149.00cr
01-25	01-22	24431066023026272544899	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M10.00
01-25	01-22	24717056022160229291036	5655	EASTBAY 800-8262205 WI	M33.01
01-25	01-23	24692166024000598476558	5970	MICHAELS STORES 1551 TALLAHASSEE FL	M62.96
01-26	01-25	24445006026400145001246	5411	WM SUPERCENTER #1408 TALLAHASSEE FL	M61.76
01-27	01-26	24013396026003436115282	4225	PODS #102 PODS.COM FL	M149.00

Supplies for In Service
riding - V. Johnson Ford
V. Johnson Ford
Supplies for In Service
Institute - S. Spa
Leslie
Royal
Royal
Shondrea Bir
D. Birds
Thomas Cristo

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01/27/16	4802-3920-0002-7303	NEW PURCHASES AND OTHER CHARGES <i>M</i> 1,460.71
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 1,336.49
		STATEMENT TOTAL 124.22
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,000.00

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Lowe's® Business Card Account

CAPITAL AREA COMM ACTION
Account Number 821 3010 111387 3

Visit us at www.lowes.com/credit
Customer Service: 1-800-444-1408

Summary of Account Activity	
Previous Balance	\$180.44
- Payments	\$180.44
- Other Credits	\$0.00
+ Purchases/Debits	\$375.50
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$375.50
Credit Limit	\$10,000.00
Available Credit	\$9,624.00
Statement Closing Date	02/02/2016
Days in Billing Cycle	31

Payment Information	
New Balance	\$375.50
Total Minimum Payment Due	\$25.00
Payment Due Date	02/28/2016

RECEIVED

FEB 08 2016

BY: _____

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
01/06	01/06	39070	STORE 0417 TALLAHASSEE FL	\$153.37
01/06	01/06	24017	STORE 0417 TALLAHASSEE FL	\$222.13
01/16	01/16		PAYMENT - THANK YOU	(\$180.44)

Interest Charge Calculation					
Your Annual Percentage Rate (APR) is the annual interest rate on your account.					
Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	21.00%	\$0.00	\$0.00	2D

Important Account Information
5% EVERYDAY CREDIT DISCOUNT WAS APPLIED AT POINT OF SALE FOR ALL QUALIFYING INVOICES THAT APPEAR ON THIS STATEMENT. PLEASE CONSULT YOUR ORIGINAL SALES RECEIPT FOR LINE ITEM DETAIL ON THE 5% SAVINGS. THANK YOU FOR USING LOWE'S AS YOUR SUPPLIER.

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: NAT078, or call toll-free 1-800-444-1408.

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights Information and other important information.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center
FROM: Cynthia Valencic
RE: March 9, 2016
DATE: Family Support Services Program Update

Family Self-Sufficiency Program

National Performance Indicator

Goal 1: Low Income People Become More Self-Sufficient

Getting Ahead/Staying Ahead

The Fall Getting Ahead Fall classes have finished and transition ceremonies are now taking place. The dates and locations are:

- Leon County – March 8, 2016, 12:00 noon – 2:00 p.m., Capital City Country Club
- Gadsden County - March 11, 2016, 12:00 noon – 2:00 p.m., Golf Club of Quincy
- Jefferson County – March 21, 2016m 12:00 noon – 2:00 p.m., Monticello Opera House

Applicants for the spring classes are now being interviewed and classes will begin in early April. In addition, case managers are now evaluating their Getting Ahead participants for transition into Staying Ahead.

Below are enrollments in Getting Ahead and FSSP by County for FY 15-16.

County	Enrolled	Graduates	Staying Ahead	
			GA	No GA
<i>Calhoun</i>	0	0	0	0
<i>Franklin</i>	0	0	1	0
<i>Gadsden</i>	5	5	8	0
<i>Gulf</i>	0	0	0	1
<i>Jefferson</i>	13	8	20	0
<i>Leon</i>	19	16	20	0
<i>Liberty</i>	0	0	2	0
<i>Wakulla</i>	0	0	3	0

Staying Ahead meeting dates for Leon Staying Ahead are March 17, April 21, May 19 and June 16.



United Way of the Big Bend

309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityAction.org



Weatherization Assistance Program

National Performance Indicator

Goal 2: The Conditions In Which Low-Income People Live Are Improved

The chart below tracks the number of weatherized homes for the contract year-to-date beginning May 1, 2015 through the end of the contract on March 31, 2016.

County	Amount Allocated*	Amount Spent**	M	J	J	A	S	O	N	D	J	F	M	A	Total
<i>Franklin</i>	\$15,962	\$12,633	0	0	0	0	0	0	1	0	0	1	0	0	2
<i>Gadsden</i>	\$90,436	\$59,407	0	0	6	0	0	0	1	3	0	0	0	0	10
<i>Gulf</i>	\$16,502	\$0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Jefferson</i>	\$20,012	\$14,150	0	0	0	0	0	0	1	1	0	0	0	0	2
<i>Leon</i>	\$383,560	\$136,408	0	0	0	0	1	4	4	2	2	10	0	0	23
<i>Wakulla</i>	\$30,785	\$17,340	0	0	0	0	0	0	0	2	2	0	0	0	4
Totals*	\$557,257	\$239,938	0	0	6	0	1	4	7	8	4	11	0	0	41

*The amount allocated per county is based on total award.

**The amount spent includes the 30% program support.

Emergency Services Program

National Performance Indicator

Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential By Strengthening Family and Other Supportive Environments.

The LIHEAP contract for 2015-2016 began April 1, 2015. Below are the unduplicated counts of households and individuals (HH/IND) served by county through February 29, 2016.

County	Apr. – Nov. 2015	Dec. 2015	Jan. 2016	Feb. 2016	March 2016	Total
<i>Calhoun</i>	126/313	17/41	17/39	24/64		184/457
<i>Franklin</i>	83/197	13/41	16/55	21/46		133/339
<i>Gadsden</i>	561/1514	90/267	85/212	97/193		833/2186
<i>Gulf</i>	110/213	11/36	11/30	10/22		142/301
<i>Jefferson</i>	214/474	26/42	37/72	39/81		316/669
<i>Leon</i>	2107/6114	222/632	288/733	235/566		2852/8045
<i>Liberty</i>	84/215	8/32	11/30	19/39		122/316
<i>Wakulla</i>	180/505	16/76	20/60	14/38		230/679
Totals	3465/9545	403/1167	485/1231	459/1049		4812/12992

Administration

The Agency submitted its Organizational Standards, as required under the Community Services Block Grant, by March 2, 2016, prior to the March 4 deadline.

Capital Area Community Action Agency

MEMORANDUM

TO: Head Start Policy Council
FROM: Tim Center, CEO and Acting Head Start Director
RE: Head Start Director's Report
DATE: March 14, 2016

The following memo serves as my update to the Community Action Head Start Policy Council and Board of Directors.

Staffing

Vacancies include the Early Childhood Development Manager, a Family Advocate, and Education Coordinator. New substitute teachers and a Teacher Assistant for Jefferson County have been hired. This will enable Venita Treadwell, Education Coordinator, to get out of the classroom and work with teachers and teacher assistants.

The Early Childhood Development Manager position responsible for education and child development related duties has been advertised. Recruitment efforts have come up short in terms of qualified applicants. We are working with CareerSource for head hunting efforts. The position needs to be filled as soon as possible.

One of the three Education Coordinators, Latreas Palmer, resigned. She is moving to Miami. Head Start Centers have been assigned to the other two Coordinators – Antenette Larkins and Venita Treadwell. We reclassified a teacher in Franklin to have Director/Education Coordinator responsibilities.

The Early Learning Coalition of the Big Bend has offered to assist with training needs related to *Creative Curriculum*. Teachers also enrolled in a *Quality of Feedback* course to address an area where they scored low on the CLASS assessment.

Facilities

Louise B. Royal Head Start Center renovations will complete this week with final inspections taking place during Spring Break. Students will return to the Royal Head Start Center on Tuesday, March 22, 2016. The budget for the renovation costs above the start-up funds will be close to \$70,000. This will be financed through the use of a line of credit.



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Kitchen upgrades at the Mabry location will enable the program to cook meals for both Mabry and the South City location. Ovens are being installed during Spring Break. Staff are being hired. Delivery of meals will begin the week of March 28th.

Curriculum

Education Coordinators have been working with the Early Learning Coalition to prepare a rigorous training program at the beginning of the next school year in order to implement the *Creative Curriculum* uniformly

Federal and State Regulations

Ronniece Boston, HHS Program Administrator, and Maisah Williams, HHS Project Director, will visit the Agency the week of March 22. They plan to visit with the management team, the Board of Directors, and Policy Council members. This is not a formal monitoring but a trip to familiarize themselves with our program and agency.

The week of March 7 had Back 2 Basics conduct a mock Environmental Health and Safety monitoring visit of the six Head Start locations. A written report was delivered at the end of the review. A number of issues were identified including:

- Classroom cleanliness
- Appropriate staff monitoring of students
- Cleaning supplies
- Proper notices on bulletin boards
- Working flashlights

Staff are working to implement the changes necessary. Contracted cleaning crews are being instructed as to the expectations per the regulations.

State licensing of child care centers by the Department of Children and Families is being conducted currently in Royal and Mabry Centers. These licenses should be renewed without problem.

Capital Area
Community Action
Agency

MEMORANDUM

TO: Head Start Task Force
FROM: Tim Center
RE: Head Start Update
DATE: March 14, 2016

The following serves as my update regarding the Head Start program. My Head Start Director's Report is also serving to update on the program for the Directors and Policy Council.

Budget

The projected renovations budget shortfall will be absorbed by a line of credit. The food budget with the pending changes will keep the program budget line solvent and ahead of budget by the end of the fiscal year.

Staffing

Weekly Management Team meetings and Education Coordinator meetings focus on current job descriptions, responsibilities and current workloads to ensure accountability and responsibility. This process is also revealing concerns about certain aspects about operations that are also being addressed.

Curriculum

Working with the Early Learning Coalition, we will develop a training protocol to implement the *Creative Curriculum*.

Facilities

Royal Head Start Center will open the first day of spring break. Mabry Center kitchen upgrades will be complete by the end of the month.

Federal and State Regulations

The Agency contracted with Back 2 Basics to conduct a thorough Environmental Health and Safety monitoring. The report was enlightening as to the steps necessary to clean up the classrooms and meet with regulations associated with the subject.

HHS Program Director and Manager will be on site to visit the program the week of March 21.



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Family and Community Engagement Manager Monthly Monitoring Report

Requirement	Bainbridge	Franklin	Jefferson	Mabry	Royal	South City	TOTAL
PROGRAM STATUS (Monthly)							
Number of Families Enrolled	52	36	31	55	53	146	373
Number of Students Withdrawals	2	1	0	1	1	5	5
Number of Vacancies	0	1	0	1	1	2	5
Number of Students on Wait List	16	0	1	14	17	32	80
Average Daily Attendance	87%	85%	79%	80%	85%	85%	84%
Number of Students Recruited	14	20	16	26	25	81	182
Number of VPK Students Enrolled	23	N/A	10	19	19	41	112
FAMILY STATUS							
Number of Family Needs Assessment	52	36	31	56	54	146	375
Number of Initial Home Visits (45)							
Family Partnership Agreement							
Number of FPA Initiated (45)	52	36	31	55	53	146	373
Number of FPAs in progress (February)	52	36	30	55	53	146	372
Number of FPAs completed (May)							

Center	Head Start Enrollment and Attendance	
	Funded	Enrollment on 2-29-16 January Average Daily Attendance (ADA)
Bainbridge	52	87%
Franklin	37	85%
Jefferson	31	79%
Mabry	56	80%
Royal	54	85%
South City	148	85%

Family and Community Engagement Manager Monthly Monitoring Report

Number of Referrals (Review referrals)	Bainbridge	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)	3	2	3	3	1	1	13
Domestic Violence Referrals	0	0	0	1	0	0	0
Substance Abuse Referrals (prevention or treatment)	0	0	0	0	0	0	0
Child Abuse or Neglect Referrals	0	0	0	1	0	0	1
Assistance for incarcerated Family Members	0	0	0	1	1	0	2
Education Referral	0	0	0	2	0	2	4
Employment	0	1	3	2	0	2	8
Parent Meetings/Trainings							
Parent Committee Meetings	1	1	0	1	1	1	5
Number of Parents at the Parent Committee Meetings	0	0	0	3	3	7	13
Number of Male Parents at Parent Committee Meetings	0	0	0	1	1	2	4
Number of parents Committee meetings attended (Family Advocate)	0	1	1	1	1	2	6
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	1	1	1	1	1	1	6
Number of Parents in attendance on Policy Council							5
Number of Coordinated Trainings for Policy Council	0	0	0	0	0	0	0
Number of Parenting Classes							4
Number of Family Activities/Events Coordinated				1			
Number of Family Activities Specific to Male Engagement							1
Number of Parent Trainings Conducted							0
Number of Volunteer Orientations							0
Home Visits	Bainbridge	Franklin	Jefferson	Mabry	Royal	South City	Total
Required Home Visit Follow up (February)							
Number of Additional Home Visits/Meetings	0	0	0	0	2	2	4
Number of Contacts documented in Case Notes	0	0	14	10	12	70	106
Number of Contacts documented per absenteeism	0	0	5	13	3	4	25

Family and Community Engagement Manager Monthly Monitoring Report

Number of Files Reviewed	36
Review of Parent Board	0
Volunteers (PEC)	
Number of Volunteers	48
Total of Program In kind	208 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	2
Family Advocate Workers Trainings	1
Community Meetings	5

Transportation	
Field Trips	3
Maintenance	3
Trainings	0

Family and Community Engagement Manager
Monthly Monitoring Report

HEALTH SPECIALIST	Total
PRE-ENROLLMENT REQUIREMENTS	
Up to date immunizations	373
Expire immunizations	0
Up to date Physicals	372
Expired Physicals	1
Number of individual Health Care Plan	39
Number of Children with Health Insurance	242
ENROLLMENT	
Number of children with dental home	121
Number of dental homes referrals	0
Completed dental exams	164
Incomplete dental exams	209
Needed dental treatment	6
Receiving dental treatment	2
Completed dental treatment	0
Number of medical home	368
Number of medical home referrals to Advocates	0
45 DAYS REQUIREMENT	
Vision screenings	355
Vision referrals	23
Hearing screenings	361
Hearing Referrals	0
Growth Assessment	359
BMI Referrals	0

Family and Community Engagement Manager Monthly Monitoring Report

90 DAYS REQUIREMENT		Total
Number of dental home established	121	
Number of dental exams	164	
Number of children requiring dental treatment	6	
Number of completed dental treatment	0	
Number of medical homes established	126	
Hematocrit/Hemoglobin	282	
Blood lead	240	
NUTRITION		
Number of Breakfast	5,529	
Number of Lunch	5,882	
Number of PM Snacks	5,076	
Number of Children with Special Diets	22	
MONITORING ACTIVITIES		
Health Files Review	373	
Child Care Food Program Tool	2	
Kitchen Inspection Tool	2	

Family and Community Engagement Manager Monthly Monitoring Report

Screenings	Completed
30 Day Requirement	
Physical Examinations	372
Immunizations	373
45 Day Requirement	
Hearing	361
Vision	355
90 Day Requirement	
Dental	164
Hemoglobin/Hematocrit	282
Lead	240
Growth Assessment	359

Corrective Action and Follow

Average Daily Attendance.

- Attendance continues to be monitored weekly by the Family Services Specialist and submitted to the FCEM. We did not meet our overall Average Daily Attendance of 85%; however we did improve from 83% in January to 84% for the month of February. Jefferson (79%) and Mabry Street (80%) Head Start Centers did not meet the attendance requirement; however Franklin improved from 84% to 85% for the month of February. Transportation, sickness, and inclement weather, and short term exclusions were factors in the two centers not meeting the attendance requirements. The Family and Community Engagement Manager uses ChildPlus Reports 2330 (Consecutive Absences) and 2305 (Monthly Attendance) to identify children with poor attendance. The FCEM then reviews Family Services information in ChildPlus to look for notes explaining absences, if notes are not documented the FCEM is directing each Family Advocate to input the necessary information.

File Reviews.

- A team consisting of members from the Family Engagement Team and Education are reviewing files to check for required documents and

Family and Community Engagement Manager

Monthly Monitoring Report

file documents that need to in each child's file.

Physicals and Immunizations.

- Physicals and immunizations are now monitored a month in advance by the Health Services Coordinator to ensure all children have the required up-to-date medical records to remain in school. Children without up to date physicals and immunizations will be excluded until current documents are provided. The Family and Community Engagement Team will ensure that that Education team has notice of children being excluded and in danger of being excluded so they will be able to assist with communication with parents.

Food Costs.

- Kitchen equipment has been purchased for the Mabry kitchen to begin preparing meals for the South City students April 4. The electrical work has been completed and a convection oven will be placed in the kitchen. A new stove with an additional convection oven will replace the current stove in the center. Additional shelving has been placed in the storage area to store the extra food to be ordered for South City students. Notice will be given to Leon County schools on March 18, 2016 to terminate our South City meals contract.

Data Entry.

- Since the removal of the Data Entry position and ChildPlus Administrator (Pam Jackson's old position), we have not had a staff person identified to enter data. The Data Entry position was responsible for entering all data into ChildPlus. Currently, the Family Services Specialist is entering all Head Start family applications into the system. Health information is being entered by a combination of the Health Services Coordinator, Family Services Specialist and Family and Community Engagement Manager. The Head Start Team received ChildPlus training February 23 – 25, and now the Family Advocates will be responsible for entering in the physical and immunizations in ChildPlus. The Head Start team has been strategizing with Nina Self to find ways to improve the data entry process.

Strengths

The kitchen at Mabry is on target to be completed by April 4, so meals can be prepared for the South City location.

The Head Start team received quality ChildPlus training.

Male Engagement activities are occurring on a monthly basis.

Family and Community Engagement Manager

Monthly Monitoring Report

Areas of Concerns and Barriers

The Louise B. Royal Head Start center being ready for the return of students after Spring Break.

Food budget.

Transportation to Male Engagement Activities to increase attendance.

To provide transportation in Jefferson County to increase attendance, enrollment and wait list.

Attendance of parent meetings and trainings by Head Start parents.

Professional Development

ChildPlus onsite training for Head Start Staff

A list of trainings for the Family and Community Engagement Team will be forwarded to Nina Self for approval.

Manager Monitoring Activities

Monitoring attendance weekly through ChildPlus reports and weekly attendance.

Verifying Head Start eligibility for all families enrolled into the Head Start program.

Family and Community Engagement Manager Monthly Monitoring Report

Area Updates

A male engagement activity, Bowling with Dad, took place on February 27. Twelve Dads attended the event with their children.

Re-enrollment applications for our returning students.

Families are reporting to the main office to sign up for Head Start slots for next Fall.

A Data Team has been formed to enter remaining data into the ChildPlus system.

ERSEA team has begun meeting to make a changes or additions for the enrollment process for next Fall.

Incredible Years training class for parents continue to occur weekly.

The Family and Community Engagement Team are working with Early Head Start families to enroll their transitioning children in Head Start next Fall.

Submitted by: **Darrel James**

Date: **3/8/16**

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT MARCH 2016

Administrative

- Completed Human Resources Audit and held management training session with Bill Krizner.
- Held an OSCARS contest for staff.
- Opened new office in Jefferson County.
- Pending a re-organization of office responsibilities, personnel review will examine assignments and responsibilities to encourage cross-training and holistic approach to families through bundled services.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- *Getting Ahead in a Just-Gettin'-By World* transition luncheons held in Leon and Gadsden. Jefferson County will be March 21. Wakulla and Calhoun/Liberty will be next. Working to strengthen community connections. *Staying Ahead* mentor orientation held in Leon County with more than 20 new mentors.
- Successfully began offering bundled services and outreach opportunities for Intake and Head Start to work together. Launched outreach plans for South City and Mabry Street. Setting up monthly calendar to serve all Centers.
- Co-located the Wakulla County office with the CareerSource Capital Region office. Wakulla County staff resigned and new hire is being pursued.
- Hosting Phil DeVol, author of *Getting Ahead*, to conduct regional training for facilitators which will include Case Managers and Head Start Family Advocates – March 29-30, 2016.
- Secured a \$25,000 grant from the Office of the Attorney General for Financial Literacy efforts.

Impact: Redesigning entitlement programs to toward more independency services.

Communications and Outreach

- Step Up for Gadsden being evaluated for the model for other community engagement and recruitment efforts.
- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region and now participating in the Community of Practice effort.
- Will be working with CareerSource Florida Executive Committee in April to discuss new vision of prosperity for employers and employees.

Impact: Developing the infrastructure necessary to support the Agency mission

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Resource Development

- Developing a work plan for the Spring *Benevon* mission-focused luncheon. Board member participation will be critical for fundraising.

Impact: Broaden the community network supporting the Agency efforts and services.

Florida Association for Community Action Board

- Thursday, March 24th – Board Conference Call

Out of Office

- Florida Head Start Conference – April 19-22, 2016
- Vacation – May 5, 2016
- Florida Association for Community Action Conference – May 10-13, 2016
- Vacation – May 13, 2016
- CAPLAW Conference – June 22-23, 2016
- Vacation – June 24, 2016
- National Community Action Partnership Conference – August 30-September 2, 2016