

# Capital Area Community Action Agency

## BOARD OF DIRECTORS

### Agenda

Tuesday, January 24, 2016 – 6:00 pm  
Ghazvini Center for Healthcare Education  
1528 Surgeons Drive, Tallahassee, Tallahassee  
Conference Call – 605.475.4700; 275857#

---

- I. Call to Order Charlean Lanier, Chair
- II. Agenda Approval
- III. Sign-in/Attendance/Introductions
- IV. Consent
  - A. Minutes - Board of Directors Meeting – November 15, 2016
  - B. Minutes - Executive Committee Minutes December 20, 2016 (Information Only)
- V. Action – Recommendation for Review and Approval
  - A. Fiscal Report
    - Narrative
    - Revenue & Expenditures Agency - 2 page
    - Balance Sheet
    - Credit Card Activity Spreadsheet
    - Credit Card Statements
    - Revenue & Expenditures by program
    - Head Start Match
  - B. CSBG IS Survey Review
- VI. Program Updates
  - A. Family Support Services Department
    - Customer Survey Report, 10/1/15 - 12/31/16
  - B. Head Start
    - Credit Card report
    - Credit Card statements
- VII. Chief Executive Officer's Report
- VIII. Chair's Report
- IX. Adjournment

***Next Executive Committee Meeting 2/21/17 – 5:30 pm – 309 Office Plaza Drive***

***Next Board of Directors Meeting 3/28/17 – 6:00 pm – Ghazvini Center for Healthcare Education***



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043  
[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



# Capital Area Community Action Agency

## Board of Directors DRAFT Meeting Minutes November 15, 2016 - 6:00 pm

### Members in Attendance:

Charlean Lanier, Chair  
Cheryl Thompson, Vice Chair  
Harold Ross, Secretary  
Kara Palmer Smith  
Christy McElroy  
Debra Peterson via phone  
Dan Stengle via phone  
Lauren Johnson  
Derrick Jennings

### CACAA Staff:

Tim Center  
Nina Self  
Stephanie Sgouros  
Diane Haggerty  
Nichele Rolle

Absent: Brandon Wienke, Pam Ridley, Carol Barfield, Bishop Green, Pinki Jackel

The meeting was called to order by the Chair at 6:08 p.m. and a quorum was established. The attendance sheet was passed for signature.

Two new board members were introduced: Derrick Jennings recently elected to the Low-Income Sector from Jefferson County and Lauren Johnson newly elected Chair to the Policy Council and will serve as the Council's representative to the Board.

### Action

- The motion to formally accept Ms. Johnson was made by Ms. McElroy, seconded by Mr. Ross. It passed unanimously.
- The motion to formally accept Mr. Jennings was made by Ms. McElroy, seconded by Mr. Ross. It passed unanimously.
- The minutes of the September 27, 2016 meeting were reviewed. Ms. McElroy made the motion to accept the minutes. Ms. Thompson seconded the motion. It passed unanimously.
- Mr. Center and Ms. Sgouros gave a summary of the review process to select an audit/tax firm for the next three years. The Audit Committee's recommendation was Carr, Riggs & Ingram. Ms. Palmer Smith made the motion to accept the Audit Committee report and to accept the proposed Audit firm. Ms. Thompson seconded the motion and it passed unanimously.
- The Records Retention Policy in the Accounting Policies and Procedures book need to have a slight change due to a grant's new requirements. The usual procedure was to keep deposit records for three years, but the new provision requires keeping the records for five years. Mr. Ross made the motion to approve

309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043

[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



the proposed change of keeping deposit records for a term of five years. Ms. McElroy seconded the motion and the motion passed unanimously.

- Ms. Self explained a proposed amendment to the 401(k) Profit-Sharing Plan that will provide employees an opportunity to change from a 401(k) (before tax dollars) plan to a Roth IRA (after tax dollars). This will prevent tax charges. Ms. Palmer Smith made the motion to adopt the amendment as part of the 401(k) sharing plan. Mr. Ross seconded the motion and it passed unanimously.
- Safety Box Access was discussed by Ms. Sgouros. The Agency has had a safety box for a number of years. Any employees who had access to it are no longer with the agency. She suggests keeping important papers such as vehicle ownership papers in the box. The suggested four people will each have entry privileges to the box. Mr. Ross made the motion to accept the plan. Ms. McElroy seconded the motion and the motion passed unanimously.
- Ms. Sgouros gave the narrative on the financial statements through for the twelve month period ending October 30, 2016. She addressed in detail the Revenue and Expenditures, Balance Sheet, Credit Card activity and statements, and the Head Start match. She stated that although the period is over, the Agency will still continue to get bills attributed to the past fiscal year. This is a preliminary report that shows 98% of Revenue and Expenses, but that number will probably change. The repairs and renovation at Royal was a large investment, but it's expected that the outstanding amount will be paid off this year. The In-Kind exceeded federal required match for the Head Start fiscal year. Mr. Ross made the motion to accept the financial report and Ms. Thompson seconded the motion. It passed unanimously.

### **Board Training**

- Ms. Rolle gave the Board Training on Head Start Governance with a PowerPoint presentation. Mr. Center explained that this is the annual cycle of training for Capital Area Community Action Agency as required by the Head Start regulations. Although Community Action is the governing body, the Head Start Policy Council has an important oversight role. Ms. Rolle gave detailed information about who Head Start is, what it does, and who participates. She had several questions from Board members after sharing that 10% of Head Start enrollment must be children with disabilities. Ms. McElroy asked to be provided with a list of disabilities that are served (no names). There are new performance standards that staff will be trained on in the coming weeks.

Ms. Johnson spoke to the Board and explained what the program means to her and shared that her son had a speech disability and how much the Head Start program has helped him. She shared how she reaches out to Head Start parents.

Mr. Center shared that open lines of communication are so important. He said that Ms. Johnson is now the Policy Council representative to the Board and Ms. Lanier is the Board representative to the Policy Council.

## **Program Updates**

- **Family Services**

Mr. Center announced that the program report will be in a different format in the future. It will be in the form of a 1-2 page dashboard. The Agency is still looking for a Case Manager Supervisor. Once the case managers have been re-trained in their roles, that position will be filled will take place.

The Wakulla County *Getting Ahead* class is almost finished with the program and the Jefferson County class is underway. *Staying Ahead* is being re-tooled for a launch in January 2017.

Ms. Thompson added that she'd like more structure for *Staying Ahead*. She recommends during workshops that the class is set up and that they understand what needs to happen.

Mr. Center shared that programs are designed to serve clients holistically and should provide wraparound services for bundled services. The outcome should be more positive. He directed the board to review the organization chart and pointed out that all programs are now the same blue color as an indication of a Community Action program – not the individual programs.

- **Head Start**

Staffing levels are good. Background screening under the new provisions are being completed.

Head Start Education Coordinators became CLASS-Certified after attending training. As a result, the Agency became the first center in the region to have 100% certified Education Coordinators.

Staff is being coached and supported in the implementation of the Creative Curriculum and Family Advocates have recently received training on Teaching Strategies Gold.

In South City, all mildew concerns have been mitigated and the children have moved back into the classrooms.

*Donuts for Dads and Dudes* was launched and was a big success. The program is gaining more engagement from the males and even some females who are single parents participate. There are now two fathers who will be serving on the Policy Council.

The Department of Health and Human Services has released a final set of new performance standards. Staff will be trained in sessions held in January and ready to implement the new standards.

Mr. Center reported that a Head Start programmatic and budget review revealed an accounting problem regarding the Extended Day Program services to children of parents who were either working or going school or both. Mr. Center explained

in detail the plan that will begin in January to address this issue. Any student using the Extended Day Program will need to be enrolled in either VPK or School Readiness with the Early Learning Coalition.

Mr. Center addressed the Head Start budget and said that a 6-hour day is offered through Head Start free of charge to qualifying families of 3-and-4 year olds. Extended childcare opportunities at Head Start are offered through VPK and School Readiness (through a contract with Early Learning Coalition). The Agency is reimbursed for extended day child care through those two programs. In January, this policy will be in place and all parents who wish to leave their children for a longer period of time have been notified that they will need to have a VPK certificate or one from School Readiness (a longer process) for the Agency to receive the compensation for extended hours.

A series of meetings are being held to answer any questions parents may have. Implementing this program for 168 children may bring upwards of \$250,000 into the Agency's coffers. Those monies would enable the Agency to pay off the remaining costs for the Royal renovations. Of those currently enrolled, 100 are eligible for VPK right now. Mr. Center shared that there is a scheduled meeting with parents tomorrow and an ELC representative will be there to answer any questions about the program and how it works. Family Advocates have been advised in a meeting and are also able to field questions. There were questions from the Board members about the implementation of this program and how the funding will be used.

### ***Chief Executive Officer***

Open enrollment for staff healthcare benefits has been an ongoing event. There is a slight increase in insurance costs over last year.

The United Way Charitable Giving Campaign has been launched and staff is hoping for 100% participation. The Head Start and Getting Ahead programs are supported by this program.

The re-organization plans are being implemented and monitored. A series of meetings have been held with supervisors to advise and take questions.

There are still four litigations pending against the Agency. Mr. Center will keep the Board informed.

- **Communications and Outreach**

Mr. Center shared that he has been attending meetings designing the separation of the United Way from the Community Human Service Program (CHSP). Twenty years ago, the CHSP program was combined with United Way funds and each got awarded individually. CHSP was brought under the United Way umbrella. United Way is now pulling out of the process and it will impact all the United Way funded groups. United Way will be going into a three-year allocation of grants and they will now come to the Agency and look at program and fiscal to determine if the agency will be hurt if funds are not allocated. United Way will pick priorities (i.e., kids' dentistry or homelessness) and find the agencies that will

do the most good for their priority. For this year, the Agency will still go through the CHSP program.

Mr. Center and Board members met with CareerSource about the Wakulla County dress code for CareerSource clients. We will all be relocating in the spring and be able to adjust to different client needs.

The board had a brief on fundraising. The Board discussed resource development. After much discussion, they agreed to meet in the future to spend time brainstorming and do strategic planning.

***Chairperson's Report***

Ms. Lanier shared that she recently attended a board recruitment workshop and found it enlightening. She realized that in one more year her two terms will be up and she will leave the Board. The workshop brought attention to the fact that the board members should be actively looking for possible members in their everyday meetings and activities. In order to fully engage the board, she shared, the members need to utilize their talents fully – but don't overuse.

***Adjourn***

The meeting adjourned at 8:06 pm.

\_\_\_\_\_ Date: January 24, 2017

Harold Ross, Secretary

Capital Area Community Action Agency, Inc.  
Executive Board Meeting  
December 20, 2016

**MINUTES DRAFT**

---

**Members in Attendance:**

Charlean Lanier, Chair  
Cheryl Thompson, Vice Chair  
Brandon Wienke, Treasurer  
Harold Ross, Secretary

**CACAA Staff:**

Tim Center  
Nina Self  
Stephanie Sgouros

The meeting was called to order by the Chair at 5:32 pm and a quorum was established.

Ms. Lanier called for the review and approval of the agenda. Mr. Ross 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 November 15, 2016 meeting. The minutes weren't available at the time of the meeting so they were tabled until the next meeting.

**Action Items**

***Fiscal Report***

Ms. Sgouros gave the fiscal report for the period ended 10/31/16. She stated that was the first month of the fiscal budget year, and expenditures should be about 9% of the annual allocation. She reported Head Start is close to 12.5% and other expenditures are about 11% due to the front loading of expenses at the beginning of the year such as insurance binder payments and association dues. This will even out throughout the year. We are at 10% for in-kind which is about where we should be. Mr. Wienke moved for approval and Mr. Ross seconded the motion. It was unanimously approved.

***CSBG Contract for FY 2017-2018***

Mr. Center presented the 2017 Community Services Block Grant (CSBG) Agreement between the Agency and the Department of Economic Opportunity (DEO). This Agreement covers the period of October 1, 2016 through March 31, 2018. He stated that this is a new process that they award a two year grant which eliminates the need for a mid-year modification. It allows the agency to do long-term planning knowing what the budget will be during the two year duration. The contracted amount for the period is \$1,032,412.00. Mr. Wienke moved for approval of the CSB Contract for FY 2017 – 2018, and Mr. Ross seconded the motion. It was unanimously approved.

## **Program Updates**

### ***Head Start***

Mr. Center gave an update on the Extended Day Program. He said all parents were given a letter outlining the payment choices for their child to participate in the Extended Day Program which begins at 2:00 p.m. when the Head Start Day ends. Parents of 4-year olds could choose to enroll in the VPK program or the School Readiness program, both available through the Early Learning Coalition. Parents of 3-year olds only had the School Readiness option because VPK only serves 4-year olds. Parents could also choose private pay or to pick their children up at 2:00 to end their school day. Most parents have returned their letters and made the choice, and the Family Advocates are working with those that haven't to ensure we know their intent before their child returns in January.

Mr. Center discussed the current publicity concerning the water quality in Leon County Schools. All schools in Leon County had their water supply tested for lead. South City Head Start is located in a Leon County School facility and was also tested. The tests resulted in the water supply being clear from any type of lead.

Staff will be brain-storming on the possibility of a summer program for Head Start. The vision is to provide a program that will be available for Head Start students as well as private pay, and house it at the Royal Center since that is the center the agency owns. It will be funded by VPK, School Readiness and private pay dollars. The Board will be given more information once a plan is developed.

### ***Chief Executive Officer's Report***

Mr. Center reported the 2016 United Way Campaign raised \$1,800 in pledges from employees. This was less than the amount raised last year.

Mr. Center said the agency reorganization was coming along well. In the new structure a layer of management was removed with the retirement of Cynthia Valencic and the resignation of Laurie Leiner earlier in the year. This gives the Program Managers the opportunity to manage their own areas, including being included in the development and oversight of their budgets. Ms. Self, in her role as Chief Operating Officer, has held a couple of team meetings so they departments can learn about the services they each provide, and network on how to coordinate services to better serve our clients.

Getting Ahead/Staying Ahead program continues to progress. Graduation was held for the Wakulla class on last week. Gadsden and Leon are currently still in class. The Case Manager Supervisor position is still vacant. Ms. Self continues to work with the Case Managers to assess what is needed in that area before filling the position. We are retooling the Staying Ahead program to make sure we are producing the necessary outcomes.

United Way will no longer be a part of the CHSP process. The City and County are working on the new process for applying for the funding. Staff is involved in all the public meetings and keeping abreast on what we will need to do to receive funds.



Mr. Center shared the holiday letter sent to all staff that recaps the successes of 2016. An end of the year performance award was given to each staff member in the form of a \$20 Walmart gift card, and a \$50 Walmart gift card for managers.

The agency will be closed for the holidays from December 23<sup>rd</sup> through January 2<sup>nd</sup>. Staff returns on January 3<sup>rd</sup> and Head Start students on January 4<sup>th</sup>.

The meeting was adjourned at 6:02 pm by the Board Chair.

---

Harold Ross, Secretary

Date: \_\_\_\_\_

**Financial Statement Narrative  
For the One Month Ending November 30, 2016  
Capital Area Community Action Agency**

As of November 30, 2016, we are at the beginning of the fiscal year and as a benchmark, we would expect the year-to-date actual expenses and revenue to be approximately 17% of the annual budget with some Head Start expenses close to 20%. At month end, the Year to Date Actual Revenue and Expenses are both 20% of their respective budgets. Our overall year to date net income is \$9,701.

November's In-kind revenue for Federal purposes was \$59,246.47. When paired with our local match for the year of \$60,148.12, we are at 20% of the \$834,856 Federal match required for the fiscal year ending September 30, 2017.

**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.

Staff Screenings- is over budget benchmark due to an influx of Head Start employees. This number should even out over the course of the year.

Travel –Out of Area Travel is tied to the extended CSBG contract through 12/31/2016. This number is not over the benchmark budget for the fiscal year and will drop after December 2016.

Copies/Printer/Copier - is over benchmark budget due to a large stock up of toner. This number will even out over the year.

Speech Services- is over benchmark budget due to evaluations and more services at the beginning of the year.

General Liability and Property Insurance – is over the benchmark budget due to a large upfront deposit. This expense incurs over 10 months.

Vehicle Expense – part of the Auto Insurance is charged to this line item and is tied to the large upfront deposit as above. This balance will come back in-line with budget during of the course of the year.

**Financial Statement Narrative**  
**For the One Month Ending November 30, 2016**  
**Capital Area Community Action Agency**

Technology – the Abila/MIP contract for our accounting software and ChildPlus for Head Start is paid once a year which has resulted in this balance being over its benchmark budget.

Fees, Licenses, and Permits – is over the budget benchmark because of the CSBG CMA Contract tied to the extended grant.

Dues/Subscriptions – this line item is over the benchmark budget because a number of subscriptions are renewed at the beginning of the fiscal year.

Client Assistance – this item is over benchmark budget due to the CSBG grant. After December 2016 this should even out.

Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the 2 Month Period Ended 11/30/16

		Total Budget	Current	Total Budget Variance -	
		- Original	Year Actual	Original	%
<b>Revenue</b>					
4000	Government Contracts - FEDERAL	3,339,421	500,697	(2,838,724)	15%
4010	Government Contracts - STATE	2,046,678	644,139	(1,402,539)	31%
4020	Government Contracts - LOCAL	119,500	19,719	(99,781)	17%
4100	Grants - Other Not-for-Profits	26,000	4,334	(21,666)	17%
4200	Contributions	22,500	11,800	(5,392)	52%
4320	Commissions-Vending/Photo	1,100	0	(1,100)	0%
4960	Fringe Pool Revenue	736,907	109,011	(627,896)	15%
4970	Indirect Pool Revenue	613,907	89,506	(524,401)	15%
	<b>Total Revenue</b>	<u>6,906,013</u>	<u>1,377,969</u>	<u>(5,528,044)</u>	20%
<b>Expenditures</b>					
6010	Salaries & Wages	2,369,136	388,043	1,981,093	16%
6110	Fringe	652,629	109,011	543,618	17%
6120	FICA	200,000	32,003	167,997	16%
6130	Unemployment	53,407	2,765	50,642	5%
6140	Workers Compensation	65,000	6,652	58,348	10%
6150	Health Insurance	350,000	56,632	293,368	16%
6160	Life Insurance	30,000	4,258	25,742	14%
6170	Retirement	30,000	3,149	26,851	10%
6180	Staff Screenings	2,256	1,160	1,096	51%
6210	Indirect Costs	553,651	98,670	454,981	18%
6310	Travel - In Area	10,417	2,001	8,415	19%
6315	Travel - Out of Area	6,005	2,286	3,719	38%
6410	Office Supplies	17,612	2,653	14,959	15%
6415	Program Supplies	23,561	4,965	18,597	21%
6420	Classroom Supplies	46,903	78	46,825	0%
6430	Kitchen Supplies	23,982	4,594	19,388	19%
6440	Medical/Dental Supplies	2,000	0	2,000	0%
6510	Copies/Printing/Copier	15,227	4,082	11,145	27%
6600	Postage and Delivery Expense	3,310	544	2,766	16%
6710	Contractual Services/Professional	315,365	41,318	274,047	13%
6720	Speech Services	13,680	5,160	8,520	38%
6730	Medical/Dental Services	5,800	3	5,797	0%
6740	Mental Health Services	12,387	1,944	10,443	16%
6750	Health/Fitness	80,650	20,848	59,802	26%
6810	Rent/Space Cost	218,178	44,450	173,728	20%
6820	Utilities	69,048	10,907	58,141	16%

Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the 2 Month Period Ended 11/30/16

6830	General Liability and Property Insu	36,977	15,245	21,732	41%
6840	Communications	49,051	9,927	39,125	20%
6850	Repairs and Maintenance-	157,615	21,375	136,240	14%
6910	Equipment Maintenance	25,210	4,321	20,889	17%
6920	Vehicle Expense	35,985	10,967	25,019	30%
6930	Equipment Lease	11,433	2,307	9,126	20%
6940	Technology	30,588	11,590	18,999	38%
7010	Fees, Licenses, and Permits	6,400	2,698	3,703	42%
7020	Dues/Subscriptions	12,118	5,103	7,015	42%
7100	Volunteer	750	0	750	0%
7210	Client Assistance	1,113,090	388,129	724,961	35%
7320	Expendible Equipment	42,008	994	41,014	2%
7410	Registration Fees	8,336	1,634	6,702	20%
7420	Training/Meetings/Workshops	55,737	5,765	49,971	10%
7430	Staff Development	7,239	71	7,168	1%
7440	Advisory/Board Member	6,200	860	5,340	14%
7450	Advertising	6,216	0	6,216	0%
7460	Parent Activities	1,134	87	1,047	8%
7510	Raw Food Cost	144,397	38,753	105,644	27%
7610	Interest Expense	500	0	500	0%
7630	Bank Service Charges	<u>3,400</u>	<u>268</u>	<u>3,132</u>	8%
	Total Expenditures	<u>6,924,589</u>	<u>1,368,268</u>	<u>5,556,321</u>	20%
	Excess Revenue over (under) Expenditures	<u>(18,576)</u>	<u>9,701</u>	<u>28,277</u>	

Capital Area Community Action Agency  
Balance Sheet  
For the Period Ended 11/30/2016

Current Period  
Balance

Assets

Petty Cash	510
Cash Operating Hancock Bank	169,569
Cash-Bank Restricted	77,740
Grants Receivable	633,468
Building	245,000
Accumulated Depreciation - Building	(70,795)
Equipment	76,691
<b>Total Assets</b>	<b><u>1,132,184</u></b>

Liabilities and Net Assets

Liabilities

Accounts Payable	23,456
Accrued Leave	59,615
Accrued Wages	78,452
Accrued Fringe Benefits	4,206
Accrued Taxes	12,477
Contract Advances	404,852
Due to Grantor	4,272
Contingent Liab Sunshine St Micro Unobligated	22,993
Liability- Head Start Parent Activity	3,605
Notes Payable	<u>138,473</u>
<b>Total Liabilities</b>	<b>752,402</b>

Net Assets

Beginning Net Assets	
Unrestricted Net Assets	45,183
Invested Property and Equipment	<u>324,898</u>
<b>Total Beginning Net Assets</b>	<b>370,081</b>
Current Net Income	<u>9,701</u>
<b>Total Net Assets</b>	<b><u>379,782</u></b>
<b>Total Liabilities and Net Assets</b>	<b><u>1,132,184</u></b>

**COMMUNITY SERVICES BLOCK GRANT  
INFORMATION SYSTEM (IS)  
SURVEY**

**FY 2016**

by

**THE NATIONAL ASSOCIATION FOR STATE  
COMMUNITY SERVICES PROGRAMS**

for

**FEDERAL FISCAL YEAR 2016  
(October 1, 2015 to September 30, 2016)**

Reporting Agency: Capital Area Community Action Agency

Contact: Nina Self

E-Mail: nina.self@cacaainc.org

Phone: (850) 222-2043

Fax: (850) 942-2090

Address: 309 Office Plaza Drive

Tallahassee, Florida 32301

**DUE TO DEO NO LATER THAN NOVEMBER 15, 2016**

E-Mail completed IS Survey to: [ron.lynn@deo.myflorida.com](mailto:ron.lynn@deo.myflorida.com)

Reporting Agency: Capital Area Community Action Agency

## Section D: Accomplishments and Coordination of Funds

### 1. Strategic Thinking for Long-Term Solutions

**a. Please describe an agency strategy which addresses a long-term solution to a persistent problem affecting members of the low-income community. Address the following questions:**

**i** How did the agency identify the community need?

In 2013 the Agency conducted a Needs Assessment in its eight county region which showed that the counties served by the Agency had higher overall poverty rates and poverty rates for female headed households and children relative to the Florida rate. Using the needs assessment, we focus on understanding the communities in which we operate. Step Up for Gadsden is one such initiative born from the identified need to united a community to deliver more positive outcomes for families in Gadsden County. Following the Bridges Out of Poverty teachings from Ruby Payne, Step Up is uniting community asset representatives to encourage breaking down silos, facilitating intra-agency cooperation and referrals, and taking the initial steps toward developing a shared vision for the community.

**ii** How were CSBG funds used to plan, manage, and/or develop the approach?

CSBG funds were used for staff time to participate in the planning of the project, developing a page on Community Action's website (<http://capitalareacommunityactionagency.com/step-up-for-gadsden/>) and recruitment of mentors .

**iii** What local partners were involved, and how did each contribute to the program?

Local partners included Talquin Electric, United Way of the Big Bend, Capital City Bank Group, Tallahassee Community College, Goodwill Big Bend, Tallahassee Memorial Healthcare, Gadsden Men in Action, and Tri-Eagle Sales. These partners have been involved in the planning and development of Step Up for Gadsden and are helping to recruit new partners for the project.

**iv** What outcome indicators did the agency use to measure success?



Step Up for Gadsden had 65 people attend the first community roundtable which featured a speed-dating-like concept to facilitate introductions and promote collaboration. 20 different organizations were represented from social services agencies to civic groups to citizen volunteers.

v What outcomes have resulted in FY 2015? If no outcomes yet, when?

In FY 2015, 85 participants completed the Getting Ahead class and learned skills that will help them improve their time management, job skills, budget and family and parenting skills. As part of the class, participants developed their future story which they will use to help them move toward economic stability. So far, 18 received post-secondary certification, 28 have found employment.

## 2. Delivering High-Quality, Accessible, and Well-Managed Services

a. Please describe what you consider to be the top management accomplishment achieved by your State CSBG office during FY 2014. Show how responsible, informed leadership led to effective and efficient management of CSBG.

Top State Management Accomplishment:

The State Management team conducted a state-wide workshop in June 2016 to review the Organizational Standards and the proposed LIHEAP Data Upload process. The state also kept the grantees aware of program updates and changes through webinars and conferences call throughout the program year.

b. Please describe what you consider to be the top three management accomplishments achieved by your agency during FY 2015. Show how responsible, informed leadership and effective, efficient processes led to high-quality, accessible, and well-managed services.

Top THREE Agency Management Accomplishments:

1

The Agency worked with a group to develop a community school mode for co-locating social services on a school campus to promote bundling of services and a two-generation approach. The Agency has expanded its Head Start services in at its South City site in Leon County and is also expanding its Family Support Services outreach to that site for Head Start parents to develop our two-generation approach. The agency continues to work with a group of partners in the development of a community school mode for co-locating social services.

2

The Agency worked with CareerSource to co-locate the Agency's Gadsden County outreach to the CareerSource's Community Resource Center in Quincy, Fl and the Wakulla County outreach office to the CareerSource center in Crawfordville, Fl. Case Management, Intake Services and Getting Ahead classees are now held at both of these locations. This will provide the Agency and CareerSource the opportunity to bundle our services and promote the services of both groups as well as reduce the Agency's costs of operating a separate office.

3

[Empty text box]

**Mobilizing Resources to Support Innovative Solutions**

3.

a. Please describe how your agency addressed a cause or condition of poverty in the community using an innovative or creative approach. Showcase how your agency relied on mobilization and coordination of resources to help reach interim and final outcomes. Demonstrate how CSBG "works" as it funds staff activities, investments, or services to meet a community need. Include the following elements:

i Agency name (no acronyms please)

Capital Area Community Action Agency, Inc.

ii Program name

Getting Ahead/Staying Ahead

iii CSBG service category

Education

iv Description of program (capacity, duration, targeted population, etc.)

The Agency continued its Getting Ahead Program in FY 2016. The Program is designed to help participants better understand where they are, the causes of poverty for themselves and the community and explore where they want to take their lives. In FY 2105, the Agency added a second component, Staying Ahead. Staying Ahead provides Getting Ahead graduates with two mentors over the course of a six week period. The mentors provide guidance and advice as the participants begin seeking jobs, seeking better jobs and undertake training and education. In addition, at the monthly mentor meetings, 30-minute mini-workshops are provided on such topics as budgeting, credit repair, resume writing, etc.

**v** How was the agency's approach innovative or creative? Please be specific.

Getting Ahead is one of the few research-based programs that has been shown to be effective. By looking at poverty both personally and in the community, learning about the theory of change, understanding the hidden rules of class, the rules of language and verbalizing issues of concern in their own lives, the participants learn the steps needed to move out of poverty. Participants learn the need for change and the difficulty in doing so. At the end of the 15 weeks, participants prepare a future story to help guide their continued journey. The mentor program increases the participants' social capital to help them navigate the challenges that may arise as they move toward economic stability.

**vi** Outcomes achieved (include the number of people enrolled and areas affected)

65 participants completed the Getting Ahead class and learned skills that will help them improve their time management, job skills, budget and family and parenting skills. As part of the class, participants developed their future story which they will use to help them move toward economic stability. So far, 18 received post-secondary certification, 28 have found employment.

**vii** How were CSBG funds used? Please be specific.

CSBG funds were used to provide the training for the Getting Ahead participants and the mentor training including facility rental, workbooks, stipends for participants, childcare, transportation assistance, portfolios, pens, paper, flipcharts, markers, and other costs associated with training. CSBG funds were also used for tuition, books and materials, exam fees, background screenings, licenses, transportation, on-the-job trainings, childcare and other employment and educational support services.

**viii** What local partners were involved, and how did each contribute to the program?

Local partners such as 3 county United Ways, Wells Fargo, and Florida Blue Foundation provided small grants to help pay for participant meals and other needs not funded by CSBG; local partners such as the Leon County Public Library and the Methodist Church in Monticello, FL provided free venues for trainings and mentor meetings, local business representatives became mentors. Local workforce boards, Head Start and other agencies helped recruit participants for Getting Ahead and mentors for Staying Ahead.

**4. Providing Positive Results for Vulnerable Populations**

**a. Please describe one youth-focused initiative that illustrates how CSBG funding was used and coordinated with other programs and resources. Include the following elements:**

**i** Description of initiative

The Agency does not have a youth-specific program.

**ii** What local partners were involved, and how did each contribute to the program?

**iii** Outcomes achieved (include the number of people enrolled and areas affected)

**iv** How were CSBG funds used? Please be specific.

**b. Please describe one senior-focused initiative that illustrates how CSBG funding was used and coordinated with other programs and resources. Include the following elements:**

**i** Description of initiative

The Agency does not have a senior focused program.

**ii** What local partners were involved, and how did each contribute to the program?

**iii** Outcomes achieved (include the number of people enrolled and areas affected)

**iv** How were CSBG funds used? Please be specific.

CSBG IS SURVEY FY 2016

Reporting Agency: Capital Area Community Action Agency

**Section E: CSBG Expenditures by Service Category**

**Table 1: Total amount of CSBG funds expended in FY 2016 by Service Category**

	Service Category	CSBG Funds
1	Employment	\$73,603
2	Education	\$63,717
3	Income Management	\$0
4	Housing	\$0
5	Emergency Services	\$0
6	Nutrition	\$0
7	Linkages	\$0
8	Self Sufficiency	\$415,314
9	Health	\$0
10	Other	\$0
	<b>Totals</b>	<b>\$552,634</b>

Of the CSBG funds reported above, this amount was used for administration \$97,718 → Administration % of CSBG funds 17.68%

◀ Administration funds cannot exceed 15%

2015 CSBG Funds	% of change from 2015 to 2016	Requires Explanation
\$66,464	10.74%	
\$203,609	-68.71%	
\$0	-	
\$169,271	-100.00%	Required
\$0	-	
\$9,000	-100.00%	Required
\$0	-	
\$217,199	91.21%	
\$0	-	
\$291	-100.00%	Required

\$50,994	91.63%
----------	--------

**Table 1 - Year to Year Comparison Explanation** (include item letter/number)

Table 1, (1) We did not receive the housing funds until three days prior to September 30, 2016 (end of the current CSBG grant), therefore, no funds were expended. Funds will be expended in the next quarter as part of the CSBG contract extension to December 31, 2016.

Table 1, (6) Nutrition in FY 16 was stipends that were included in Self-Sufficiency.

Table 1, (10) No "Other" funds were expended.

Table 1, Admin. - The CSBG contract was extended to 12/31/16. At that time the admin will be under 15%.

Table 2: Of the funding listed in Table 1: Funds for Services by Demographic Category, FY 2016

Demographic Category		CSBG Funds	2015 CSBG Funds	% of change from 2015 to 2016	Requires Explanation
1	Youth (Individuals aged 12 - 18)	\$0	\$0	-	
2	Seniors (Individuals aged 55 and up)	\$0	\$0	-	

Table 2 - Year to Year Comparison Explanation (include item letter/number)


**Section F. Resources Administered and Generated by the CSBG Network**

1	Name of Local Agency Reporting	Capital Area Community Action Agency
---	--------------------------------	--------------------------------------

2	Amount of FY 2016 CSBG allocated to reporting agencies	Amount	2015 Amount	% of change from 2015 to 2016	Requires Explanation
		\$960,133	\$879,607	9.15%	

2. Amount - Year to Year Comparison Explanation


3	Federal Resources (Other than CSBG)	Resources	2015 Resources	% of change from 2015 to 2016	Requires Explanation
		\$0	\$77,419	-100.00%	Required

3	Weatherization (DOE) (include oil overcharge \$\$)	\$0	\$77,419	-100.00%	Required
---	--	-----	----------	----------	----------

<b>4 Health and Human Services (HHS)</b>			
<b>a</b>	LIHEAP - Fuel Assistance (include oil overcharge \$\$)	\$1,902,603	
<b>b</b>	LIHEAP - Weatherization (include oil overcharge \$\$)	\$434,777	
<b>c</b>	Head Start	\$3,339,421	
<b>d</b>	Early Head Start	\$0	
<b>e</b>	Older Americans Act	\$0	
<b>f</b>	Social Services Block Grant (SSBG)	\$0	
<b>g</b>	Medicare/Medicaid	\$0	
<b>h</b>	Assets for Independence (AFI)	\$0	
<b>i</b>	Temporary Assistance for Needy Families (TANF)	\$0	
<b>j</b>	Child Care Development Block Grant (CCDBG)	\$0	

\$2,026,507	-6.11%	
\$476,401	-8.74%	
\$3,419,501	-2.34%	
\$0	-	
\$0	-	
\$0	-	
\$0	-	
\$0	-	
\$0	-	
\$0	-	

<b>k Other HHS Resources:</b>			
<b>i</b>		CFDA#	\$0
<b>ii</b>		CFDA#	\$0
<b>iii</b>		CFDA#	\$0
<b>iv</b>		CFDA#	\$0

\$0	-	
\$0	-	
\$0	-	
\$0	-	

**Total Other HHS Resources** **4.k.** \$0

<b>5 Department of Agriculture (USDA)</b>			
<b>a</b>	Special Supplemental Nutrition for Women, Infants, and Children (WIC)	\$0	
<b>b</b>	All USDA Non-Food programs (e.g. rural development)	\$0	
<b>c</b>	All other USDA Food programs	\$283,102	

\$0	-	
\$0	-	
\$265,528	6.62%	

<b>6 Department of Housing and Urban Development (HUD)</b>			
<b>a</b>	Community Development Block Grant (CDBG) - Fed., State, and local	\$0	
<b>b</b>	Section 8	\$0	
<b>c</b>	Section 202	\$0	
<b>d</b>	Home tenant based assistance	\$0	
<b>e</b>	HOPE for Homeowners Program (H4H)	\$0	

\$0	-	
\$0	-	
\$0	-	
\$0	-	
\$0	-	



<b>f</b>	Emergency Solutions Grant (ESG)	\$0	-
<b>g</b>	Continuum of Care (CofC)	\$0	-
<b>h</b>	All other HUD including homeless programs	\$0	-

<b>7</b>	<b>Department of Labor (US DOL)</b>		
<b>a</b>	Workforce Innovation and Opportunity Act (WIOA) / (fka WIA)	\$0	-
<b>b</b>	Other DOL Employment and training programs	\$0	-
<b>c</b>	All other DOL programs	\$0	-

<b>8</b>	<b>Corporation for National and Community Service (CNCS) Programs</b>	\$0	-
----------	---	-----	---

<b>9</b>	<b>Federal Emergency Management Agency (FEMA)</b>	\$0	-100.00%	Required
----------	---	-----	----------	----------

<b>10</b>	<b>Department of Transportation</b>	\$0	-
-----------	-------------------------------------	-----	---

<b>11</b>	<b>Department of Education</b>	\$0	-
-----------	--------------------------------	-----	---

<b>12</b>	<b>Department of Justice</b>	\$0	-
-----------	------------------------------	-----	---

<b>13</b>	<b>Department of Treasury</b>	\$0	-
-----------	-------------------------------	-----	---

<b>14</b>	<b>Other Federal Resources:</b>		
<b>i</b>		CFDA#	\$0
<b>ii</b>		CFDA#	\$0
<b>iii</b>		CFDA#	\$0
<b>iv</b>		CFDA#	\$0

Total Other Federal Resources **14** \$0

<b>15</b>	<b>TOTAL: NON-CSBG FEDERAL RESOURCES</b>	\$5,959,903
-----------	--	-------------

**Section F. 3. - 14. Resources - Year to Year Comparison Explanation** (include item letter/number)

3. Weatherization (DOE) (include oil overcharge \$\$): The contract modification has not been received to date, therefore, no funds have been expended.  
 9. Federal Emergency Management Agency (FEMA): No FEMA funds were awarded in FY 2016.


State Resources		Resources	2015 Resources	% of change from 2015 to 2016	Requires Explanation
-----------------	--	-----------	----------------	-------------------------------	----------------------

16 State Resources					
a	State appropriated funds used for the same purpose as federal CSBG funds	\$0	\$0	-	
b	State Housing and Homeless programs (include housing tax credits)	\$0	\$0	-	
c	State Nutrition programs	\$0	\$0	-	
d	State Day Care and Early Childhood programs	\$225,209	\$226,021	-0.36%	
e	State Energy programs	\$0	\$0	-	
f	State Health programs	\$0	\$0	-	
g	State Youth Development programs	\$0	\$0	-	
h	State Employment and Training programs	\$0	\$0	-	
i	State Head Start programs	\$0	\$0	-	
j	State Senior programs	\$0	\$0	-	
k	State Transportation programs	\$0	\$0	-	
l	State Education programs	\$0	\$0	-	
m	State Community, Rural and Economic Development programs	\$0	\$0	-	
n	State Family Development programs	\$0	\$0	-	

Other State Resources:					
i		\$0	\$0	-	
ii		\$0	\$0	-	
iii		\$0	\$0	-	
iv		\$0	\$0	-	

**Total Other State Resources** \$0 **16.o.**

**16. Resources - Year to Year Comparison Explanation** *(include item letter/number)*


**17 TOTAL: STATE RESOURCES** \$225,209

**18** If any of these resources were also reported under Item 15 (Federal Resources) please estimate the amount \$0

<b>Local Resources</b>	<b>Resources</b>
------------------------	------------------

2015 Resources	% of change from 2015 to 2016	Requires Explanation
----------------	-------------------------------	----------------------

**19 Local Resources**

<b>a</b> Amount of unrestricted funds appropriated by local government	\$0
<b>b</b> Amount of restricted funds appropriated by local government	\$0
<b>c</b> Value of Contract Services	\$60,000
<b>d</b> Value of in-kind goods/services received from local government	\$0

\$0	-	
\$0	-	
\$75,000	-20.00%	
\$0	-	

**19. Resources - Year to Year Comparison Explanation** *(include item letter/number)*


**20 TOTAL: LOCAL PUBLIC RESOURCES** \$60,000

**21** If any of these resources were also reported under Items 15 or 17, (Federal or State resources) please estimate.. \$0

<b>Private Sector Resources</b>	<b>Resources</b>
---------------------------------	------------------

2015 Resources	% of change from 2015 to	Requires Explanation
----------------	--------------------------	----------------------

22 Private Sector Resources		Resources	2016
a	Funds from foundations, corps., United Way, other nonprofits	\$56,008	-10.84%
b	Other donated funds	\$85,333	-6.43%
c	Value of other donated items, food, clothing, furniture, etc.	\$0	-
d	Value of in-kind services received from businesses	\$451,045	38.22%
e	Payments by clients for services	\$0	-
f	Payments by private entities for goods or services for low-income clients or communities	\$0	-

22. Resources - Year to Year Comparison Explanation (include item letter/number)


23 TOTAL: PRIVATE SECTOR RESOURCES \$592,386

24 If any of these resources were also included in subtotal Items 15, 17, or 20 (Federal, State, or Local resources) please estimate the amount. \$0

25 TOTAL: ALL NON-CSBG RESOURCES (FEDERAL, STATE, LOCAL, PRIVATE) Less amount of double count from items 18, 21, and 24 \$6,837,498

26 TOTAL: Including CSBG (Item 25 plus Item 2) \$7,797,631

Section G. Program Participant Characteristics

All data, on all clients, whether or not funded directly by CSBG or by other reported funding sources, should be reported in Section G.

1 Name of Agency Reporting	Capital Area Community Action Agency
2a Total Non CSBG Resources Reported in Section F	\$6,837,498
2b Total amount of CSBG Funds allocated	\$960,133

Total Unduplicated Numbers		Unduplicated Number	2015 Number	% of change from 2015 to 2016	Requires Explanation
<b>3</b>	Total unduplicated number of persons about whom one or more characteristics were obtained:	10,740	11,395	-5.75%	
<b>4</b>	Total unduplicated number of persons about whom no characteristics were obtained:	442	0	-	Required
<b>5</b>	Total unduplicated number of families about whom one or more characteristics were obtained:	3,949	4,565	-13.49%	
<b>6</b>	Total unduplicated number of families about whom no characteristics were obtained:	442	0	-	Required

Persons		Number of Persons	2015 Number	% of change from 2015 to 2016	Requires Explanation
<b>7</b>	<b>Gender</b>				
	a Male	4,264	4,552	-6.33%	
	b Female	6,476	6,843	-5.36%	
	<b>TOTAL</b>	<b>10,740</b>			

Age		Number of Persons	2015 Number	% of change from 2015 to 2016	Requires Explanation
<b>8</b>	<b>Age</b>				
	a 0 - 5	1,885	2,414	-21.91%	
	b 6 - 11	1,738	1,734	0.23%	
	c 12 - 17	1,377	1,425	-3.37%	
	d 18 - 23	928	865	7.28%	
	e 24 - 44	2,681	2,622	2.25%	
	f 45 - 54	794	858	-7.46%	
	g 55 - 69	1,051	1,112	-5.49%	
	h 70+	286	365	-21.64%	
	<b>TOTAL</b>	<b>10,740</b>			

9 Ethnicity/Race		
I Ethnicity		
a	Hispanic, Latino or Spanish Origins	160
b	Not Hispanic, Latino, or Spanish Origins	10,580
<b>TOTAL</b>		<b>10,740</b>

176	-9.09%	
11,219	-5.70%	

II Race		
a	White	1,785
b	Black or African American	8,615
c	American Indian and Alaska Native	3
d	Asian	15
e	Native Hawaiian and Other Pacific Islander	7
f	Other	121
g	Multi-Race (any two or more of the above)	194
<b>TOTAL</b>		<b>10,740</b>

2,046	-12.76%	
9,001	-4.29%	
9	-66.67%	
25	-40.00%	
6	16.67%	
142	-14.79%	
166	16.87%	

10 Education Levels of Adults # (# For Adults 24 Years Or Older Only)		
a	0-8	167
b	9-12/Non-Graduate	959
c	High School Graduate/GED	2,677
d	12+ Some Post Secondary	367
e	2 or 4 years College Graduate	642
<b>TOTAL</b>		<b>4,812</b>

222	-24.77%	
1,021	-6.07%	
2,602	2.88%	
405	-9.38%	
609	5.42%	

2015 "Yes"	% of change from 2015 to 2016	Requires Explanation
10,132	-4.08%	
1,940	-0.15%	

2015 "No"	% of change from 2015 to 2016	Requires Explanation
1,263	-19.16%	
9,455	-6.90%	

11 Other Characteristics		"Yes"	"No"	TOTAL
a	Health Insurance	9,719	1,021	10,740
b	Disabled	1,937	8,803	10,740

2015	% of change	Number of
------	-------------	-----------

2015	% of change	Denominator
------	-------------	-------------

**Families**

2015 Number	from 2015 to 2016	Requires Explanation
-------------	-------------------	----------------------

Number of Families
--------------------

2015 Number	from 2015 to 2016	Requires Explanation
1,956	-23.67%	
41	17.07%	
504	-30.16%	
1,337	-2.62%	
365	-12.05%	
362	19.61%	

12 Family Type	Number of Families
a Single Parent Female	1,493
b Single Parent Male	48
c Two Parent Household	352
d Single Person <i>(12d and 13a should not have large variances between reported numbers)</i>	1,302
e Two Adults NO children	321
f Other	433
<b>TOTAL</b>	<b>3,949</b>

2015 Number	from 2015 to 2016	Requires Explanation
1,337	-2.32%	
1,019	-19.43%	
874	-16.25%	
680	-22.94%	
402	-16.67%	
167	-13.77%	
56	-14.29%	
30	30.00%	

13 Family Size	Number of Families
a One <i>(13a and 12d should not have large variances between reported numbers)</i>	1,306
b Two	821
c Three	732
d Four	524
e Five	335
f Six	144
g Seven	48
h Eight or more	39
<b>TOTAL</b>	<b>3,949</b>

2015 Number	from 2015 to 2016	Requires Explanation
4,211	-17.60%	
354	34.18%	

14 Source of Family Income	Number of Families
a Unduplicated # Families Reporting One or More Sources of Income	3,470
b Unduplicated # Families Reporting Zero Income	475
<b>TOTAL</b>	<b>3,945</b>

Below, please report the total # of families identifying the applicable sources of income. (Remember - most families have more than one source of income, report all sources.)

c TANF	272	-30.88%
d SSI	1,411	-0.85%

		1,178	-13.07%	
e	Social Security			
f	Pension	181	-20.99%	
g	General Assistance	15	-33.33%	
h	Unemployment Insurance	107	-42.06%	
i	Employment + Other Source	79	-17.72%	
j	Employment Only	1,718	-26.72%	
k	Other	311	-24.76%	
l				

		1,024		
e	Social Security			
f	Pension	143		
g	General Assistance	10		
h	Unemployment Insurance	62		
i	Employment + Other Source	65		
j	Employment Only	1,259		
k	Other	234		
l	<b>Total (Items c-k)</b>	<b>4,384</b>		

**15 Level of Family Income (% Of HHS Guideline)**

a	Up to 50%	1,336	-21.50%	
b	51% to 75%	944	-4.84%	
c	76% to 100%	800	-17.86%	
d	101% to 125%	546	0.37%	
e	126% to 150%	255	-9.89%	
f	151% to 175%	30	-9.09%	
g	176% to 200%	17	41.67%	
h	201% and over	17	-32.00%	
	<b>TOTAL</b>	<b>3,945</b>		

**16 Housing**

a	Own	679	-21.95%	
b	Rent	2,873	-14.90%	
c	Homeless	2	-71.43%	
d	Other *	395	26.60%	
	<b>TOTAL</b>	<b>3,949</b>		

**e** \* Please describe housing situations included in **sec. G 16d Other:**  
Housing situations included people living in heired property or living with family or friends in on-site housing such as a travel trailers or living in subsidized housing and paying zero rent.





CSBG IS SURVEY FY 2016

Reporting Agency: Capital Area Community Action Agency

**Goal 1: Low-income people become more self-sufficient.**

**1.1: The number and percentage of low-income participants who get a job or become self-employed, as a result of Community Action assistance.**

NPI 1.1	Employment	I.) Number Enrolled	II.) Number Expected	III.) Number Achieving	IV.) Percent Achieve/Expected	Requires Explanation	2015 III.) Number Achieving	% of change from 2015 to 2016	Requires Explanation
A.	Unemployed and obtained a job	35	35	24	68.57%	Required	28	-14.29%	
B.	Employed and maintained a job for at least 90 days	35	35	13	37.14%	Required	25	-48.00%	
C.	Employed and obtained an increase in employment income and/or benefits	15	15	5	33.33%	Required	12	-58.33%	
D.	Achieved "living wage" employment and/or benefits	0	0	0	-		0	-	

*In the rows below, please include any additional indicators that were not captured above.*

		0	0	0	-		0	-	
		0	0	0	-		0	-	

**NPI 1.1 - Target Number Explanation (include item letter/number)**

- 1.1 A: Fewer people obtained jobs originally anticipated.
- 1.1 B: The number maintaining a job for ninety days is closer to 24, however, data was not entered in the client tracking system.
- 1.1 C: Fewer people obtained an increase in employment income and/or benefit then originally anticipated.

**NPI 1.1 - Year to Year Comparison Explanation (include item letter/number)**


**1.2: The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action.**

NPI 1.2	Employment Supports (individuals who are able to work)	I.) Number Enrolled	II.) Number Achieving	2015 II.) Number Achieving	% of change from 2015 to 2016	Requires Explanation
A.	Obtained skills/competencies required for employment	80	70	65	7.69%	

<b>B.</b>	Completed ABE/GED and received certificate or diploma	4	4	4	0	-	Required
<b>C.</b>	Completed post-secondary education program and obtained certificate or diploma	30	6	18	-66.67%		
<b>D.</b>	Enrolled children in before or after school programs	115	115	163	-29.45%		
<b>E.</b>	Obtained care for child or other dependent	442	442	441	0.23%		
<b>F.</b>	Obtained access to reliable transportation and/or driver's license	35	35	86	-59.30%		
<b>G.</b>	Obtained health care services for themselves or family member	374	374	264	41.67%		
<b>H.</b>	Obtained and/or maintained safe and affordable housing	0	0	0	-		
<b>I.</b>	Obtained food assistance	388	388	134	189.55%		
<b>J.</b>	Obtained non-emergency LIHEAP energy assistance	8	8	5	60.00%		
<b>K.</b>	Obtained non-emergency WX energy assistance	0	0	0	-		
<b>L.</b>	Obtained other non-emergency energy assistance (State/Local/Private energy programs, Do Not include LIHEAP or WX)	0	0	0	-		

*In the rows below, please include any additional indicators that were not captured above.*

Obtained Identification or work permit documentation for employment ***	0	0	0	0	-		
	0	0	0	0	-		
	0	0	0	0	-		

\*\*\* Common indicator for NPI 1.2, added for convenience

**NPI 1.2 - Year to Year Comparison Explanation** (include item letter/number)

1.2.B: More people took the GED classes in FY 2016 and passed then in FY 2015.


**1.3: The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome.**

NPI 1.3	Economic Asset Enhancement and Utilization	I.) Number Enrolled	II.) Number Expected	III.) Number Achieving	IV.) Percent Achieve/Expect	V.) Aggregated Dollar Amounts	Requires Explanation	2015 III.) Number Achieving	% of change from 2015 to 2016	Requires Explanation
---------	--	---------------------	----------------------	------------------------	-----------------------------	-------------------------------	----------------------	-----------------------------	-------------------------------	----------------------

ENHANCEMENT										
<b>A.</b>	# of participants in tax preparation programs who qualified for any type of Federal	0	0	0	-	\$0		0	-	
<b>B.</b>	# of participants who obtained court-ordered child support payments and the expected	0	0	0	-	\$0		0	-	

# of participants who were enrolled in telephone lifeline and/or energy discounts with	1,180	500	1,180	236.00%	\$180,000	Required	920	28.26%
	0	0	0	-	\$0		0	-
	0	0	0	-	\$0		0	-

In the rows below, please include any additional indicators that were not captured above.

**NPI 1.3 Enhancement - Target Number Explanation** (include item letter/number)

1.3.C: This program must be authorized annually by the local government entity. It was originally anticipated that the program would be re-authorized, therefore, the number expected was only for the portion of the year that was under the previous authorization.

**NPI 1.3 Enhancement - Year to Year Comparison Explanation** (include item letter/number)


**1.3: The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome.**

NPI 1.3	Economic Asset Enhancement and Utilization	I.) Number Enrolled	II.) Number Expected	III.) Number Achieving	IV.) Percent Achieve/Expect	V.) Aggregated Dollar Amounts	Requires Explanation	2015 III.) Number Achieving	% of change from 2015 to 2016	Requires Explanation
---------	--	---------------------	----------------------	------------------------	-----------------------------	-------------------------------	----------------------	-----------------------------	-------------------------------	----------------------

**UTILIZATION**

D.	# of participants demonstrating ability to complete and maintain a budget for over 90 days	18	10	18	180.00%	N/A	Required	7	157.14%	
E.	# of participants opening an Individual Development Account (IDA) or other savings	0	0	0	-	N/A		0	-	
F.	# of participants who increased their savings through IDA or other savings accounts and the	0	0	0	-	\$0		0	-	
G.	# of participants capitalizing a small business with accumulated IDA or other	0	0	0	-	\$0		0	-	
H.	# of participants pursuing post-secondary education with accumulated IDA or other	0	0	0	-	\$0		0	-	
I.	# of participants purchasing a home with accumulated IDA or other savings	0	0	0	-	\$0		0	-	

<b>J.</b>	# of participants purchasing other assets with accumulated IDA or other savings	0	0	0	0	-	\$0	0	-
	<i>In the rows below, please include any additional indicators that were not captured above.</i>								
		0	0	0	0	-	\$0	0	-
		0	0	0	0	-	\$0	0	-

**NPI 1.3 Utilization - Target Number Explanation** (include item letter/number)

1.3.D: More people enrolled than originally expected.

**NPI 1.3 Utilization - Year to Year Comparison Explanation** (include item letter/number)


**Goal 2: The conditions in which low-income people live are improved.**

**2.1: Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of Community Action projects/initiatives or advocacy with other public and private agencies.**

<b>NPI 2.1</b>	<b>Community Improvement and Revitalization</b>	I.) Number of Projects	II.) Number of Opportunities	2015 I.) Number of Projects	% of change from 2015 to 2016	2015 II.) Number of Opportunities	% of change from 2015 to 2016	Requires Explanation
<b>A.</b>	Jobs created, or saved, from reduction or elimination in the community	0	0	0	-	0	-	
<b>B.</b>	Accessible "living wage" jobs created, or saved, from reduction or elimination in the community	0	0	0	-	0	-	
<b>C.</b>	Safe and affordable housing units created in the community	0	0	0	-	0	-	
<b>D.</b>	Safe and affordable housing units in the community preserved or improved through construction, weatherization or	6	71	5	20.00%	72	-1.39%	
<b>E.</b>	Accessible safe and affordable health care services/facilities for low-income people created...or saved from reduction or	3	374	3	0.00%	264	41.67%	

<b>F.</b>	Accessible safe and affordable child care or child development placement opportunities for low-income families created, or saved	3	437	3	0.00%	3	0.00%	437	0.00%
<b>G.</b>	Accessible before-school and after-school program placement opportunities for low-income families created, or saved from	3	114	3	0.00%	3	0.00%	165	-30.91%
<b>H.</b>	Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available	0	0	0	-	0	-	0	-
<b>I.</b>	Accessible or increased educational and training placement opportunities, or those that are saved from reduction or	0	0	0	-	0	-	0	-
<i>In the rows below, please include any additional indicators that were not captured above.</i>									
		0	0	0	-	0	-	0	-
		0	0	0	-	0	-	0	-

**NPI 2.1 I.) Number of Projects - Year to Year Comparison Explanation** (include item letter/number)


**NPI 2.1 II.) Number of Opportunities - Year to Year Comparison Explanation** (include item letter/number)


**2.2: The quality of life and assets in low-income neighborhoods are improved by a Community Action initiative or advocacy.**

<b>NPI 2.2</b>	<b>Community Quality of Life and Assets</b>	<b>I.) Number of Initiatives</b>	<b>II.) Number of Assets</b>	<b>2015 I.) Number of Initiatives</b>	<b>% of change from 2015 to 2016</b>	<b>Requires Explanation</b>	<b>2015 II.) Number of Assets</b>	<b>% of change from 2015 to 2016</b>	<b>Requires Explanation</b>
<b>A.</b>	Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of	0	0	0	-		0	-	
<b>B.</b>	Increase in the availability or preservation of community facilities	0	0	0	-		0	-	

<b>C.</b>	Increase in the availability or preservation of community services to improve public health and safety	0	0	0	0	0	-
<b>D.</b>	Increase in the availability or preservation of commercial services within low-income neighborhoods	0	0	0	0	0	-
<b>E.</b>	Increase in or preservation of neighborhood quality-of-life resources	0	0	0	0	0	-

In the rows below, please include any additional indicators that were not captured above.

	0	0	0	0	0	0	-
	0	0	0	0	0	0	-

**NPI 2.2 I.) Number of Initiatives - Year to Year Comparison Explanation (include item letter/number)**


**NPI 2.2 II.) Number of Assets - Year to Year Comparison Explanation (include item letter/number)**


**2.3: The number of community members working with Community Action to improve conditions in the community.**

<b>NPI 2.3</b>	<b>Community Engagement</b>	<b>I.) Total Contribution</b>	<b>2015 I.) Total Contribution</b>	<b>% of change from 2015 to 2016</b>	<b>Requires Explanation</b>
<b>A.</b>	Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives	169	909	-81.41%	<b>Required</b>
<b>B.</b>	Number of volunteer hours donated to the agency (This will be ALL volunteer hours)	1,630	15,348	-89.38%	<b>Required</b>

**NPI 2.3 - Year to Year Comparison Explanation (include item letter/number)**

<b>2.3 A:</b>	The agency did not have a major fund raiser in FY 2016 which provided a large number of volunteers in past years.
<b>2.3 B:</b>	The agency did not have a major fund raiser in FY 2016 which provided a large number of volunteer hours in past years. In addition, Head Start did not have as many volunteers as in the past year.

**3.1: The number of volunteer hours donated to Community Action.**

NPI 3.1	Community Enhancement through Maximum Feasible Participation	I.) Number of Hours	2015 I.) Number of Hours	% of change from 2015 to 2016	Requires Explanation
<b>A.</b>	Total number of volunteer hours donated by low-income individuals to Community Action (This is ONLY the number of volunteer hours from individuals who are low-income)	1,446	1,192	21.31%	
	<i>In the rows below, please include any additional indicators that were not captured above.</i>	0	0	-	
		0	0	-	

**NPI 3.1 - Year to Year Comparison Explanation (include item letter/number)**


**3.2: The number of low-income people mobilized as a direct result of Community Action initiative to engage in activities that support and promote their own well-being and that of their community.**

NPI 3.2	Community Empowerment through Maximum Feasible Participation	I.) Number of People	2015 I.) Number of People	% of change from 2015 to 2016	Requires Explanation
<b>A.</b>	Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy-setting through Community Action efforts	0	0	-	
<b>B.</b>	Number of low-income people acquiring businesses in their community as a result of Community Action assistance	0	0	-	
<b>C.</b>	Number of low-income people purchasing their own home in their community as a result of Community Action assistance	0	0	-	
<b>D.</b>	Number of low-income people engaged in non-governance community activities or groups created or supported by Community Action	54	70	-22.86%	

*In the rows below, please include any additional indicators that were not captured above.*

0	-	
0	-	

**NPI 3.2 - Year to Year Comparison Explanation (include item letter/number)**




**Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.**

**4.1: The number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes.**

NPI 4.1	Expanding Opportunities through Community-Wide Partnerships		I.) Number of Organizations		II.) Number of Partnerships		Requires Explanation
	I.) Number of Organizations	II.) Number of Partnerships	% of change from 2015 to 2016	2015 Number of Organizations	2015 Number of Partnerships	% of change from 2015 to 2016	
A. Nonprofit	21	22	16.67%	18	18	22.22%	
B. Faith Based	7	7	-12.50%	8	8	-12.50%	
C. Local Government	16	26	-5.88%	17	26	0.00%	
D. State Government	3	5	0.00%	3	3	66.67%	
E. Federal Government	3	3	0.00%	3	3	0.00%	
F. For-Profit Business or Corporation	31	36	-3.13%	32	39	-7.69%	
G. Consortiums/Collaboration	14	14	40.00%	10	10	40.00%	
H. Housing Consortiums/Collaboration	0	0	-100.00%	1	1	-100.00%	Required
I. School Districts	3	3	0.00%	3	3	0.00%	
J. Institutions/post secondary edu/train	3	6	0.00%	3	5	20.00%	
K. Financial/Banking Institutions	3	3	0.00%	3	3	0.00%	
L. Health Service Institutions	10	10	400.00%	2	2	400.00%	Required
M. State wide associations/collaboration	3	3	0.00%	3	3	0.00%	
Media	1	1	-80.00%	5	5	-80.00%	Required
	0	0	-	0	0	-	
<b>N. Total organizations/partnerships</b>	<b>118</b>	<b>139</b>					

*In the rows below, please include any additional indicators that were not captured above.*

**NPI 4.1 I.) Number of Organizations - Year to Year Comparison Explanation (include item letter/number)**

4.1.H: The agency no longer partners with the Florida Housing Coalition with their Hardest Hit Program
4.1.L: The agency formed more partnerships with health departments and health insurance companies than anticipated

Media: The agency did not have its major fund raising event in FY 2016.

**NPI 4.1 II.) Number of Partnerships - Year to Year Comparison Explanation** (include item letter/number)  
 4.1.H: The agency no longer partners with the Florida Housing Coalition with their Hardest Hit Program  
 4.1.L: The agency formed more partnerships with health departments and health insurance companies than anticipated  
 Media: The agency did not have its major fund raising event in FY 2016.

**Goal 5: Agencies increase their capacity to achieve results.**

**5.1: The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes.**

NPI 5.1	Agency Development	I.) Resources in Agency	2015 I.) Resources in Agency	% of change from 2015 to 2016	Requires Explanation
<b>A.</b>	Number of Certified Community Action Professionals	0	0	-	
<b>B.</b>	Number of Nationally Certified ROMA Trainers	0	0	-	
<b>C.</b>	Number of Family Development Certified Staff	0	0	-	
<b>D.</b>	Number of Child Development Certified Staff	0	48	-100.00%	Required
<b>E.</b>	Number of staff attending trainings	109	235	-53.62%	
<b>F.</b>	Number of board members attending trainings	11	14	-21.43%	
<b>G.</b>	Hours of staff in trainings	2,484	2,189	13.48%	
<b>H.</b>	Hours of board members in trainings	78	79	-1.27%	
		0	0	-	
		0	0	-	

In the rows below, please include any additional indicators that were not captured above.

**NPI 5.1 - Year to Year Comparison Explanation** (include item letter/number)  
 5.1.D: Head Start had no staff receiving Child Development Certification in FY 2016.


**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**6.1: The number vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services.**

<b>NPI 6.1</b>	<b>Independent Living</b>	I.) Number of Individuals	2015 Number of Individuals	% of change from 2015 to 2016	Requires Explanation
----------------	---------------------------	---------------------------	----------------------------	-------------------------------	----------------------

<b>A. Senior Citizens (seniors can be reported twice, once under Senior Citizens and again if they are disabled under Individuals with Disabilities, ages 55-over)</b>		1,337	1,477	-9.48%	
--	--	-------	-------	--------	--

<b>B. Individuals with Disabilities</b>					
Ages: 0-17		458	372	23.12%	
18-54		742	792	-6.31%	
55-over		737	776	-5.03%	
Age Unknown		0	0	-	
<b>TOTAL Individuals with disabilities</b>		<b>1,937</b>			

*In the rows below, please include any additional indicators that were not captured above.*

		0	0	-	
		0	0	-	

**NPI 6.1 - Year to Year Comparison Explanation (include item letter/number)**


**6.2: The number of low-income individuals served by Community Action who sought emergency assistance and the number of those individuals for whom assistance was provided.**

<b>NPI 6.2</b>	<b>Emergency Assistance</b>	I.) Number Seeking	II.) Number Receiving	2015 Number Receiving	% of change from 2015 to 2016	Requires Explanation
----------------	-----------------------------	--------------------	-----------------------	-----------------------	-------------------------------	----------------------

<b>A.</b>	Emergency Food	0	0	0	12	-100.00%	Required
<b>B.</b>	Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources	12,208	12,006	12,006	10,746	11.73%	
<b>C.</b>	Emergency Rent or Mortgage Assistance	0	0	0	1,410	-100.00%	Required
<b>D.</b>	Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)	9	9	9	0	-	Required
<b>E.</b>	Emergency Temporary Shelter	0	0	0	0	-	
<b>F.</b>	Emergency Medical Care	0	0	0	0	-	
<b>G.</b>	Emergency Protection from Violence	0	0	0	0	-	
<b>H.</b>	Emergency Legal Assistance	0	0	0	0	-	
<b>I.</b>	Emergency Transportation	10	10	10	97	-89.69%	Required
<b>J.</b>	Emergency Disaster Relief	0	0	0	0	-	
<b>K.</b>	Emergency Clothing	0	0	0	0	-	

In the rows below, please include any additional indicators that were not captured above.

Provide translation assistance in order to receive emergency services ***					0	0	0
					0	0	0
					0	0	0

\*\*\* Common indicator for NPI 6.2, added for convenience

None of these items should be greater than the total of sec. G 3&4

**NPI 6.2 - Year to Year Comparison Explanation** (include item letter/number)

6.2.A:	Agency did not provide emergency food in FY 2016.
6.2.C:	The agency did not the CSBG modification in time to provide rental assistance contained in the modification.
6.2.D:	As part of the FSSP program, the agency added emergency car repair for FSSP participants.
6.2.I:	No as many participants received gas cards as originally anticipated.

**6.3: The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs who achieve program goals.**

NPI	Child and Family Development	I.) Number Enrolled	II.) Number Expected	III.) Number Achieving	IV.) Percent Achieve/Expect	Requires Explanation	2015 III.) Number Achieving	% of change from 2015 to 2016	Requires Explanation
<b>6.3</b>									
<b>INFANTS &amp; CHILDREN</b>									
<b>A.</b>	Infants and children obtain age appropriate immunizations, medical, and dental care	391	391	391	100.00%		264	48.11%	
<b>B.</b>	Infant and child health and physical development are improved as a result of	409	409	409	100.00%		404	1.24%	

440	-0.68%
201	83.58%

C.	Children participate in pre-school activities to develop school readiness skills	437	437	437	100.00%
D.	Children who participate in pre-school activities are developmentally ready to enter	369	369	369	100.00%

0	-
0	-
0	-
0	-
0	-

<b>YOUTH</b>					
E.	Youth improve health and physical development	0	0	0	-
F.	Youth improve social/emotional development	0	0	0	-
G.	Youth avoid risk taking behavior for a defined period of time	0	0	0	-
H.	Youth have reduced involvement with criminal justice system	0	0	0	-
I.	Youth increase academic, athletic, or social skills for school success	0	0	0	-

74	-60.81%
84	-28.57%
0	-
0	-

<b>ADULTS</b>					
J.	Parents and other adults learn and exhibit improved parenting skills	29	29	29	100.00%
K.	Parents and other adults learn and exhibit improved family functioning skills	60	60	60	100.00%
		0	0	0	-
		0	0	0	-

*In the rows below, please include any additional indicators that were not captured above.*

**NPI 6.3 - Target Number Explanation** (include item letter/number)


**NPI 6.3 - Year to Year Comparison Explanation** (include item letter/number)


**6.4: Low-income people who are unable to work, especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated.**

NPI 6.4	Family Supports (Seniors, Disabled and Caregivers) <i>(Individuals who are unable to work)</i>	Service Counts			Requires Explanation
		I.) Number Enrolled	II.) Number Achieving	% of change from 2015 to 2016	
A.	Enrolled children in before or after school programs	0	0	-	
B.	Obtained care for child or other dependent	0	0	-	
C.	Obtained access to reliable transportation and/or driver's license	0	0	-	
D.	Obtained health care services for themselves or family member	0	0	-	
E.	Obtained and/or maintained safe and affordable housing	0	0	-	
F.	Obtained food assistance	0	0	-	
G.	Obtained non-emergency LIHEAP energy assistance	237	237	-53.35%	
H.	Obtained non-emergency WX energy assistance	38	38	-9.52%	
I.	Obtained other non-emergency energy assistance (State/Local/Private. Do Not Include LIHEAP or WX)	0	0	-100.00%	Required

*In the rows below, please include any additional indicators that were not captured above.*

0	-	
0	-	

**NPI 6.4 - Year to Year Comparison Explanation** *(include item letter/number)*

6.4.I: The agency provided no non-emergency assistance in FY 2016.


**6.5: The number of services provided to low-income individuals and/or families.**

NPI 6.5	Service Counts	Service Counts			Requires Explanation
		I.) Number of Services	% of change from 2015 to 2016		
A.	Food Boxes	0	-		
B.	Pounds of Food	0	-		
C.	Units of clothing	0	-		

D. Rides Provided	0	-
E. Information and Referral Calls	0	-

	0
	0

*In the rows below, please include any additional indicators that were not captured above.*

	0	-
	0	-

	0
	0

**NPI 6.5 - Year to Year Comparison Explanation (include item letter/number)**








# Capital Area **Community Action** Agency

## **MEMORANDUM**

**TO:** Head Start Policy Council and Board of Directors  
**FROM:** Tim Center, CEO and Acting Head Start Director  
**RE:** Head Start Director's Report  
**DATE:** January 17, 2016

---

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

### **Staffing**

Staffing in Franklin County continues to be an issue and has been a major issue in working to ensure the staff with proper credentials. Recent changes to background screening requirements have resulted in a backlog at the Department of Children and Families. Staffing levels are good at most Centers. Franklin County needs to hire bus monitors.

### **Facilities**

Franklin County requires an agreement for operating on their campus. We have worked with them to prepare such a contract. We will work with their team to discuss options for next school year.

### **Curriculum**

CLASS evaluations are ongoing with teacher development plans being implemented.

### **Federal and State Regulations**

The Department of HHS released a final set of new performance standards. Staff attended a training in Biloxi. Work is underway to download what was learned. Slight amendments to organization and policies will be brought before the Board and Council for input.

### **Budget**

A properly funded Extended Day Program is being implemented effective January 4. This will cover all expenses for the full day program.



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043  
[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



# Family and Community Engagement Manager Monthly Monitoring Report

Requirement	Bainbridge	Franklin	Jefferson	Mabry	Royal	South City	TOTAL
<b>PROGRAM STATUS (Monthly)</b>							
Number of Students Enrolled for Month	52	36	31	56	54	148	377
Number of Students Currently Enrolled	52	36	32	56	54	148	378
Number of Student Withdrawals for Month	0	0	0	0	1	1	2
Number of Vacancies	0	0	0	0	0	0	0
Number of Students on Wait List	24	0	0	24	11	53	112
Number of VPK Students Enrolled	30	0	5	14	22	62	133
Number of School Readiness Students Enrolled	6	0	0	1	3	10	20
Number of School Readiness Wait List Students Enrolled							
<b>FAMILY STATUS</b>							
Number of Family Needs Assessments	52	37	31	56	54	148	378
Number of Initial Home Visits (45)							
<b>Family Partnership Agreement</b>							
Number of FPA Initiated (45)	52	37	31	56	54	148	378
Number of FPAs in progress (February)							
Number of FPAs completed (May)							

Center	Head Start Enrollment and Attendance	
	Funded	Enrollment on 12/31/16 August Average Daily Attendance (ADA)
<b>Bainbridge</b>	52	88%
<b>Franklin</b>	36	85%
<b>Jefferson</b>	31	90%
<b>Mabry</b>	56	78%
<b>Royal</b>	54	88%
<b>South City</b>	148	86%
<b>Total</b>	<b>377</b>	<b>86%</b>

## Family and Community Engagement Manager Monthly Monitoring Report

<b>Number of Referrals (Review referrals)</b>	<b>Bainbridge</b>	<b>Franklin</b>	<b>Jefferson</b>	<b>Mabry</b>	<b>Royal</b>	<b>South City</b>	<b>Total</b>
Emergency Assistance (Food, shelter, clothing)	2	0	33	3	2	7	47
Domestic Violence Referrals	0	0	0	0	1	0	1
Substance Abuse Referrals (prevention or treatment)	0	0	0	0	0	1	1
Child Abuse or Neglect Referrals	0	0	0	0	0	1	1
Assistance for incarcerated Family Members	0	0	0	0	1	1	2
Education Referral	0	0	1	0	0	0	1
Employment	0	0	1	0	0	1	2
<b>Parent Meetings/Trainings</b>							
Parent Committee Meetings	0	0	0	0	0	0	0
Number of Parents at the Parent Committee Meetings	0	0	0	0	0	0	0
Number of Male Parents at Parent Committee Meetings	0	0	0	0	0	0	0
Number of parents Committee meetings attended (Family Advocate)	0	0	0	0	0	0	0
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	0	0	0	0	0	0	0
Number of Parents in attendance on Policy Council							5
Number of Coordinated Trainings for Policy Council							0
Number of Parenting Classes							2
Number of Family Activities/Events Coordinated							0
Number of Family Activities Specific to Male Engagement							0
Number of Parent Trainings Conducted							0
Number of Volunteer Orientations							0
<b>Home Visits</b>	<b>Bainbridge</b>	<b>Franklin</b>	<b>Jefferson</b>	<b>Mabry</b>	<b>Royal</b>	<b>South City</b>	<b>Total</b>
Required Home Visit Follow up (February)							
Number of Additional Home Visits/Meetings							
Number of Contacts documented in Case Notes	6	0	3	7	0	10	26
Number of Contacts documented per absenteeism	5	0	3	10	4	10	32

# Family and Community Engagement Manager Monthly Monitoring Report

<b>Number of Files Reviewed</b>	0
<b>Review of Parent Board</b>	0
<b>Volunteers (PEC)</b>	
Number of Volunteers	70
Total of Program In kind	103 hours
<b>FAMILY AND COMMUNITY</b>	
Family Advocate Workers Meetings	1
Family Advocate Workers Trainings	1
Community Meetings	2

<b>Transportation</b>	
Field Trips	0
Maintenance	2
Trainings	0

Family and Community Engagement Manager  
Monthly Monitoring Report

<b>HEALTH SPECIALIST</b>	<b>Total</b>
<b>PRE-ENROLLMENT REQUIREMENTS</b>	
Up to date immunizations	357
Expire immunizations	17
Up to date Physicals	361
Expired Physicals	13
Number of individual Health Care Plan	15
Number of Children with Health Insurance	339
<b>ENROLLMENT</b>	
Number of children with dental home	108
Number of dental home referrals	0
Completed dental exams	108
Incomplete dental exams	266
Needed dental treatment	13
Receiving dental treatment	0
Completed dental treatment	0
Number of medical home	374
Number of medical home referrals to Advocates	0
<b>45 DAYS REQUIREMENT</b>	
Vision screenings	372
Vision referrals	24
Hearing screenings	365
Hearing Referrals	1
Growth Assessment	372
BMI Referrals	0

## Family and Community Engagement Manager Monthly Monitoring Report

<b>90 DAYS REQUIREMENT</b>	<b>Total</b>
Number of dental home established	108
Number of dental exams	108
Number of children requiring dental treatment	13
Number of completed dental treatment	0
Number of medical homes established	373
Hematocrit/Hemoglobin	145
Blood lead	164
<b>NUTRITION</b>	
Number of Breakfast	3,717
Number of Lunch	3,732
Number of PM Snacks	3,463
Number of Children with Special Diets	12
<b>MONITORING ACTIVITIES</b>	
Health Files Review	0
Child Care Food Program Tool	0
Kitchen Inspection Tool	0

## Family and Community Engagement Manager Monthly Monitoring Report

Screenings	30 Day Requirement	Completed
Physical Examinations		361
Immunizations		357
Hearing		365
Vision		372
Dental		108
Hemoglobin/Hematocrit		145
Lead		164
Growth Assessment		372

### Corrective Action and Follow Up

#### Attendance.

- The required Average Daily Attendance (ADA) requirements at each Center were met again for December. The ADA was 86% for the month down from 87% in November. All centers met the ADA requirement, except Mabry. Several Mabry students had consecutive absences due to illnesses, transportation issues, and no shows. Families with attendance issues are being contacted by the Family Advocate to talk about ways to improve attendance and the consequences for them if attendance does not improve.

#### Extended Day.

- In order to remain in any center after 2:00 p.m. families now must be enrolled in either the Voluntary Pre-Kindergarten Program (VPK) and/or School Readiness (SR) with the Early Learning Coalition (ELC). Families placed on the Wait List for SR are given a sliding fee scale through Community Action until they are provided services through ELC. Some families returned from the Christmas Break with VPK and/or SR, where as some stated that they were not aware of the changes. All families were contacted regarding the changes and two parent meetings were held in conjunction with the ELC to inform the families. Families continue to submit both SR and VPK documentation to receive Extended Day services.

#### Late Policy.

- Management is working through late policies for children being brought to school late and picked up late from schools. Head Start does



# Family and Community Engagement Manager

## Monthly Monitoring Report

not allow children to be removed from school for these issues, and the late policy continues to be an issue for staff.

### Health Requirements.

- Entering health data into ChildPlus was slowed to work through the Extended Day changes. A new timeline will be set to ensure health data is placed in ChildPlus.

### File Reviews.

- File reviews were also slowed to work through the Extended Day changes. A new timeline will also be set to ensure current documents are in all children files.

### Strengths

Students with School Readiness and VPK vouchers continue to increase.

The Extended Day program is operating better than expected at the end of December.

For August, September, October and November and December we have met the Average Daily Attendance requirements.

Three classrooms exceeded the Average Daily Attendance requirements with 90% or higher, and at South City Strawter and Baucham class had the highest with an ADA of 95%. Their class also had the highest ADA in November.

No Head Start center has been cited for a health violation during DCF visits this school year.

Wait Lists continue to build for all Head Start Centers.

# Family and Community Engagement Manager Monthly Monitoring Report

## Areas of Concerns and Barriers

Moving a slot from Franklin to Jefferson County to ensure we meet our funded enrollment.

Increasing Wait Lists in Franklin and Jefferson County

Late policy for students arriving to school and leaving.

Attendance is declining at some centers.

Making daily calls to parents regarding unexcused absences of all children with an hour of arrival time.  
Enrolling families into VPK and School Readiness in Jefferson County.

Family Advocate position in Franklin County.

Filing documents and maintaining children files at the centers

Incorporating new Head Start Performance Standards and getting staff trained on the new standards.

Parent parking at Bainbridge Road.

## Professional Development

Bi-weekly management and team meetings.

Staff will begin training on new performance standards in January 2017.

# Family and Community Engagement Manager Monthly Monitoring Report

<b>Manager Monitoring Activities</b>
Verifying Head Start eligibility for all families enrolled into the Head Start program.
Reviewing reports in ChildPlus as it relates to attendance
Ensuring documentation in ChildPlus relating to absences
Reviewing Child Care Food Program claim

<b>Area Updates</b>
The process of the new Extended Day program began January 4, 2017.
Male Engagement training and breakfast January 28, 2017.

**Submitted by:** Darrel James

**Date:** 1-18-2017

Payee LOWE'S  
Vendor ID LOWES

Account #:

Invoice	Description	Discount	Amount
113016LOWES	ACCT#XXXX NOV 2016	\$0.00	\$994.72
Total :			\$994.72

Notes Account # XXXX  
NOV 2016

Prepared or Submitted by

Printed Name Judy Green

Signature Judy Green

12-12-16

Approved by

Printed Name Nina Self

Signature Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	<del>6415 6850</del>	256	600	<del>\$ 259.02</del>	<del>\$ 21.70</del>
1064	<del>6415 6850</del>	256	600	<del>\$ 45.03</del>	<del>\$ 7.48</del>
1064	<del>6415 6850</del>	256	600	\$ 166.00	
1064	<del>6415 6850</del>	256	600	\$ 39.01	
1064	<del>6415 6850</del>	258	500	\$ 139.84	
1064	<del>6415 6850</del>	258	500	\$ 52.58	
1064	<del>6415 6850</del>	250	600	\$ 38.00	
1064	<del>7320 6415</del> (Blower)	255	600	\$ 208.06	for Stanley
1064	<del>6415 6850</del>	250	600	\$ 76.36	
TOTAL				\$ 1,023.90	\$ 29.18

257.32  
37.55

994.72

\*\*\*\*\*

Finance Department Only

Session Date APR 16 2013

Check Date \_\_\_\_\_

Check # \_\_\_\_\_

# LOWE'S CAN HELP YOU WITH ALL YOUR HOME PROJECTS.



## SPECIAL ORDER SERVICE

Don't see what you're looking for at Lowe's? You can special order over 400,000 products at [Lowe's.com](http://Lowe's.com), or look for the special order catalogs in the red kiosks throughout our stores.

Our sales associates are always glad to answer your questions and help you place your orders.



© 2011 by Lowe's® Companies, Inc. Lowe's® and the gable design are registered trademarks of LF, LLC. All rights reserved.

### Lowe's® Business Card Account

CAPITAL AREA COMM ACTION  
Account Number [REDACTED]

Visit us at [www.lowes.com/credit](http://www.lowes.com/credit)  
Customer Service: 1-800-444-1408

Summary of Account Activity	
Previous Balance	
- Payments	\$1,045.89
- Other Credits	\$1,045.89
+ Purchases/Debits	\$29.18
+ Fees Charged	\$1,023.90
+ Interest Charged	\$0.00
<b>New Balance</b>	<b>\$994.72</b>
Credit Limit	\$10,000.00
Available Credit	\$9,005.00
Statement Closing Date	12/02/2016
Days in Billing Cycle	30

Payment Information	
New Balance	\$994.72
Total Minimum Payment Due	\$42.00
Payment Due Date	12/28/2016

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
11/02	11/03	34739		
11/07	11/07		STORE 0417 TALLAHASSEE FL	✓ \$259.02
11/07	11/07		STORE 0417 TALLAHASSEE FL	✓ (\$21.70)
11/07	11/07	27552	STORE 0417 TALLAHASSEE FL	✓ (\$7.48)
11/07	11/07	24783	STORE 0417 TALLAHASSEE FL	✓ \$45.03
11/08	11/08	23793	STORE 0417 TALLAHASSEE FL	✓ \$166.00
11/14	11/14	23064	STORE 0417 TALLAHASSEE FL	✓ \$39.01
11/22	11/22	24506	STORE 0417 TALLAHASSEE FL	✓ \$139.84
11/23	11/23		STORE 0417 TALLAHASSEE FL	✓ \$52.58
11/30	11/30	07220	PAYMENT - THANK YOU	✓ (\$1,045.89)
11/30	11/30	27554	STORE 0417 TALLAHASSEE FL	✓ \$38.00
			STORE 0417 TALLAHASSEE FL	✓ \$284.42

237.32  
37.55

**CUSTOMER SERVICE:** For Account Information log on to [www.lowes.com/credit](http://www.lowes.com/credit). This account is not registered. The authentication code is: NAT278, 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.

7009 0004 YWG

1 7 2 161202

PAGE 1 of 7

9296 0011 8508 01DU7009

7813

Authorization for Payment- Version #1

Payee HANCOCK BANK  
 Vendor ID HANCOCK CC

Account #:

54570  
 12/15/2016

Invoice	Description
112816NS	ACCT#XXXX NINA SINGLETON (SELF)

unt  
 \$2,804.37

Hancock Bank  
 MAHAN  
 12/21/16 13:12

Seq: 0055 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx  
 Credit Card Payment \$2,804.37  
 Posting Date: 12/21/16  
 Thank you for banking with Hancock

\$2,804.37

LMP40 M/P CHECK

Rev 2/14



101301

678096

(a) Average Daily Balance of Cash Advances (including new cash advances) to get the average daily balance...  
 Cash Advances: We take the beginning balance of your Account each day, including unpaid Finance Charges on Cash Advances, but excluding any other unpaid fees or charges and outstanding Purchases, we add any new Cash Advances that you add and subtract payments and credits posted to the Cash Advance balance as of that day. This gives us

Prepared or Submitted by

Printed Name Nina Self

Signature

Approved by

Printed Name Tim Center

Signature

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6180	258	258 50	\$ 68.50	Background cler- Alice Venette
1064	6180	259	258 600	\$ 68.50	" " - Maritza Mousa
<del>3366</del> 3365	6415 7210	STIPENDS/GA		\$ 2,000.00	
<del>3366</del> 3365	6410	(2) Filerolling bags		\$ 91.77	CSBG Case workers
9000	6410	OFF SUPPLIES	607 38-78-2	\$ 89.75	\$ 50.97
<del>3366</del> 3365	6315 6210	Hotels/Trip	for Pearson C. Medina	\$ 522.82	CAT: 800
3365	6600	Postage - Stipends		14.00	
TOTAL				\$ 2,855.34	\$ 50.97

2804.37

\*\*\*\*\*

Finance Department Only

Session Date AP161203 HB  
 Check Date \_\_\_\_\_ Check # \_\_\_\_\_

Payee HANCOCK BANK  
Vendor ID HANCOCK CC

Account #:

04070  
54570  
12/15/2016

Invoice	Description
112816NS	ACCT#XXXXX- NINA SINGLETON (SELF)

unt  
\$2,804.37

Hancock Bank  
MAHAN  
12/21/16 13:12

Seq: 0055 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx  
Credit Card Payment \$2,804.37  
Posting Date: 12/21/16  
Thank you for banking with Hancock

\$2,804.37

LMP40 M/P CHECK  
Rev 2/14



76099

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Business Credit Card for FREE today, visit [visasavingsedge.com](http://visasavingsedge.com).

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
10-31	10-27	74164076302105001133105	5943	STAPLES 00110726 TALLAHASSEE FL	M50.97cr
11-03	11-01	24164076307105001848109	5943	STAPLES 00110726 TALLAHASSEE FL	M89.75
11-09	11-08	24435656313083300163658	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50
11-09	11-08	24435656313083301108785	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50
11-21	11-21	74270846326100006829526	0000	BRANCH PAYMENT - THANK YOU	M580.07cr
11-21	11-18	24692166323000029992676	5310	WALMART.COM 800-966-6546 AR	M2,014.00
11-23	11-22	24692166327000310449457	4722	HOTELS.COM HOTELS.COM WA	M522.82
11-28	11-26	24445746332100252882095	5943	OFFICE DEPOT #2669 TALLAHASSEE FL	M91.77

*Nina Self 12/15/16*

*nd dr Alice Venette  
Peck  
Maritza Mousa  
see workers  
CAT: 800*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11/28/16	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 2,855.34
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 631.04
		STATEMENT TOTAL 2,224.30
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 3,500.00

Payee **HANCOCK BANK**  
 Vendor ID **HANCOCK CC**

Account #:

04001  
 54567  
 12/15/2016

Invoice	Description
112816KJ	ACCT#XXXX-XXXX / KRISTIN JACKSON (RESHARD)

int  
 \$677.50

Hancock Bank  
 MAHAN  
 12/21/16 13:10

Seq: 0050 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx-XXXX  
 Credit Card Payment \$677.50  
 Posting Date: 12/21/16

Thank you for banking with Hancock

\$677.50

LMP40 M/P CHECK

Rev 2/14



101301

3099

(a) Average Daily Balance of Cash Advances (including new Cash Advances). To get the average daily balance in Cash Advances, we take the beginning balance of your Account each day, including unpaid Finance Charges on Cash Advances, and add any new Cash Advances.

Prepared or Submitted by

Printed Name Judy Green

Signature

*Judy Green*

12-12-16

Approved by

Printed Name Nina Self

Signature

*Nina Self*

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7420 (DCF Training)	251 (Jasmine Lewis)	200	\$ 45.00	
1064	7420 (DCF Training)	251 (Shanika Hill)	600	\$ 30.00	
1064	6850 (South City)	256 (Movers)	600	\$ 296.00	
1064	6180 (Background Screening)	259 (Karpagam)	600	\$ 68.50	
1064	6850 (South City)	256 (Pods Storage)	600	\$ 189.00	
1064	6850 (South City)	256 (Pods Storage)	600	\$ 49.00	
TOTAL				\$ 677.50	\$ 0.00

CAT  
 800  
 800

Storage during flooring install.

Finance Department Only

Session Date

APR 16 2013 HRB

Check Date

Check #

Authorization for Payment- Version #1



payee HANCOCK BANK  
 vendor ID HANCOCK CC

Account #:

04007  
 12/15/2016

Invoice	Description
12816KJ	ACCT#XXXXXXX / KRISTIN JACKSON (RESHARD)

Int  
 \$677.50

Hancock Bank  
 MAHAN  
 12/21/16 13:10

Seq: 0050 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx  
 Credit Card Payment \$677.50  
 Posting Date: 12/21/16  
 Thank you for banking with Hancock

\$677.50

LMP40 M/P CHECK



Rev 2/14

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Business Credit Card for FREE today, visit [vicasavingsedge.com](http://vicasavingsedge.com).

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
10-28	10-27	24431066302026455748061	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M45.00
10-31	10-28	24431066303026460457848	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M30.00
11-02	11-01	24692166306000977636714	8999	SQ *ALL ABOUT MOVING TALLAHASSEE FL	M296.00
11-07	11-04	24435656309083755143441	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50
11-11	11-10	24013396315001499688005	4225	PODS #102 PODS.COM FL	M189.00
11-16	11-14	24013396320002112458043	4225	PODS #102 PODS.COM FL	M49.00
11-21	11-21	74270846326100006829443	0000	BRANCH PAYMENT - THANK YOU	M771.56cr

CAT  
 800  
 800

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
11/28/16	[REDACTED]	NEW PURCHASES AND OTHER CHARGES	677.50
CUSTOMER SERVICE CALL  Toll Free 1-800-448-8812		NEW CASH ADVANCES	0.00
		CREDITS	771.56
		<b>STATEMENT TOTAL</b>	<b>94.06cr</b>
		TOTAL IN DISPUTE	0.00
		CREDIT LIMIT	2,000.00

\*\*\*

Payee HANCOCK BANK  
 Vendor ID HANCOCK CC

Account #:

54565  
 12/15/2016

Invoice	Description
112816DJ	ACCT#XXXX <del>XXXX</del> DARREL JAMES

int
\$162.23
\$162.23

Hancock Bank  
 MAHAN  
 12/21/16 13:09

Seq: 0048 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx  
 Credit Card Payment \$162.23  
 Posting Date: 12/21/16  
 Thank you for banking with Hancock

LMP40 M/P CHECK  
 Rev 2/14



1013010130 (11:15) 678099

Save time and money Automatically. For hassle-free details and to start saving with your eligible Hancock Business Credit Card for FREE

Prepared or Submitted by

Printed Name Judy Green

Signature Judy Green 12-12-16

Approved by

Printed Name Nina Self

Signature Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6920 (Gas)	255	600	\$ 47.00 ✓	
1064	6130 6415 (Toothpaste)	259 (Bainbridge Road)	600	\$ 3.23	
1064	6920 (Gas)	255	600	\$ 45.00 ✓	
1064	6920 (Gas)	255	600	\$ 37.00 ✓	
1164/0214	6415 (Incredible Years)	255 (Supplies)	600	\$ 30.00	gift cards
TOTAL				\$ 162.23	\$ 0.00

\*\*\*\*\*

Finance Department Only

Session Date AP161203HB  
 Check Date \_\_\_\_\_ Check # \_\_\_\_\_

Payee HANCOCK BANK  
 Vendor ID HANCOCK CC

Account #:

54565  
 54565  
 12/15/2016

Invoice	Description
112816DJ	ACCT#XXXX [REDACTED] DARREL JAMES

int  
 \$162.23

Hancock Bank  
 MAHAN  
 12/21/16 13:09

Seq: 0048 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx [REDACTED]  
 Credit Card Payment \$162.23  
 Posting Date: 12/21/16

Thank you for banking with Hancock

\$162.23

LMP40 M/P CHECK

Rev 2/14



10130/10150 (11/15) 678099

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Business Credit Card for FREE today, visit visasavingsedge.com.

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
11-04	11-02	24692166308000054124509	5542	GATE 1194 Q80 TALLAHASSEE FL	M47.00 ✓
11-10	11-09	24231686315837000044620	5331	FAMILY DOLLAR #2118 TALLAHASSEE FL	M3.23 ✓
11-11	11-09	24692166315000978284448	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00 ✓
11-14	11-12	24692166318000885662808	5542	GATE 1194 Q80 TALLAHASSEE FL	M37.00 ✓
11-21	11-21	74270846326100006829427	0000	BRANCH PAYMENT - THANK YOU	M2,076.33cr
11-22	11-21	24445006327400184277208	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M30.00 ✓

ArDS

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11/28/16	[REDACTED]	NEW PURCHASES AND OTHER CHARGES <i>ArDS</i> 162.23
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free	1-800-448-8812	CREDITS 2,076.33
		STATEMENT TOTAL 1,914.10cr
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 3,000.00

\*\*\*\*\*

*ArDS*

Payee HANCOCK BANK  
Vendor ID HANCOCK CC

Account #:

Invoice	Description
112816FO	ACCT# XXXX / FATIMA OLEABHIELE (ALEXANDI

it  
\$642.07

Hancock Bank  
MAHAN  
12/21/16 13:09

Seq: 0049 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx  
Credit Card Payment \$642.07

Posting Date: 12/21/16

Thank you for banking with Hancock

\$642.07

LMP40 M/P CHECK

Rev 2/14



101301

8099

(3) Average Daily Balance of Cash Advances (including new cash advances) to get the average daily balance of your Account each day, including unpaid Finance Charges on Cash Advances.

Prepared or Submitted by

Printed Name Judy Green

Signature Judy Green

12-12-14

Approved by

Printed Name Nina Self

Signature Nina Self

AT  
500

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7420 (Hotel Deposit)	255	600	\$ 152.32	
<del>1164</del> 6214	7420 (Incredible Years)	255 (Food)	600	\$ 160.77	
<del>1164</del> 6214	7420 (Incredible Years)	255 (Food)	600	\$ 90.00	
<del>1164</del> 6214	6415 (Incredible Years)	255 (Supplies)	600	\$ 60.00	
<del>1164</del> 6214	7420 (Incredible Years)	255 (Food)	600	\$ 118.98	
<del>1164</del> 6214	6415 (Incredible Years)	255 (Supplies)	600	\$ 60.00	
TOTAL				\$ 642.07	\$ 0.00

for T/TA / Marg. Disabilities in Head Start + EHS  
GIFT CARDS  
GIFT CARDS

\*\*\*\*\*

Finance Department Only

Session Date

AP 16/203 HB

Check Date

Check #

Payee HANCOCK BANK  
 Vendor ID HANCOCK CC

Account #:

54566  
 54566  
 2/15/2016

Invoice	Description
112816FO	ACCT# XXXX [REDACTED] FATIMA OLEABHIELE (ALEXANDI

it  
 \$642.07

Hancock Bank  
 MAHAN  
 12/21/16 13:09

Seq: 0049 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx [REDACTED]  
 Credit Card Payment \$642.07

Posting Date: 12/21/16

Thank you for banking with Hancock

\$642.07

LMP40 M/P CHECK

Rev 2/14



101301

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Business Credit Card for FREE today, visit visasavingsedge.com.

399

**TRANSACTION DETAIL**

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
10-31	10-28	24755426302173021077163	3504	HILTON HOTELS NEW ORLEANS LA 00028294 ARRIVAL: 10-28-16	M152.32 ✓
10-31	10-27	24164076302140801631004	5812	OLIVE GARDEN 00012369 TALLAHASSEE FL	M160.77 ✓
11-07	11-04	24055236310400370000631	5814	LARRY'S GIANT SUBS 159 TALLAHASSEE FL	M90.00 ✓
11-15	11-14	24445006320000743698287	5912	CVS/PHARMACY #01256 TALLAHASSEE FL	M60.00 ✓
11-18	11-17	24445006323000810029827	5814	BOSTON MARKET 0810 TALLAHASSEE FL	M118.98 ✓
11-21	11-21	74270846326100006829609	0000	BRANCH PAYMENT - THANK YOU	M529.41cr
11-28	11-26	24445006332000766552573	5912	CVS/PHARMACY #01256 TALLAHASSEE FL	M60.00 ✓

TA/Marg. Disabilities  
 in Head Start + EHS

CARDS

CARDS

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11/28/16	[REDACTED]	NEW PURCHASES AND OTHER CHARGES <i>MA</i> 642.07
<b>CUSTOMER SERVICE CALL</b>		NEW CASH ADVANCES 0.00
Toll Free	1-800-448-8812	CREDITS 529.41
		<b>STATEMENT TOTAL 112.66</b>
		TOTAL IN DISPUTE 0.00
		<b>CREDIT LIMIT 2,000.00</b>

\*\*\*\*\*

Payee HANCOCK BANK  
Vendor ID HANCOCK CC

Account #:

54568

54568  
12/15/2016

Invoice	Description
112816MW	ACCT#XXXXX / MELISSA WATSON

Amount  
\$1,364.70

Hancock Bank  
MAHAN  
12/21/16 13:10

Seq: 0051 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx  
Credit Card Payment \$1,364.70  
Posting Date: 12/21/16  
Thank you for banking with Hancock

\$1,364.70

LMP40 M/P CHECK

Rev 2.14



101301

678099

(a) Average Daily Balance of Cash Advances (including new cash advances, cash advances on existing cash advances, and cash advances on credit cards) is calculated by multiplying the outstanding balance of your account each day, including unpaid finance charges on cash advances, by the number of days that balance is outstanding, and then dividing the total by the number of days in the month. This gives us the average daily balance.

Prepared or Submitted by: Printed Name Melissa Watson  
Signature See Attached

Approved by: Printed Name Nina Self  
Signature see attached

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR	
3750	7210	FOOD	500	30.58	Blue Cross	Jeff. G/A classes
6215	7210	FOOD	800	40.77	Wakulla	G/A class
3365	7210	584	800	24.00	Baymond	Chick - TISHA Williams
3365	7210	584	800	24.00	" "	- Akshun Chambers
3365	7210	584	800	24.00	" "	Emily Vickers
3750	7210	FOOD	500	8.00	Blue Cross	Jeff G/A class
6215	7210	FOOD	800	30.78	Wakulla	G/A class
3750	7210	Pinellas Co. Trng	600	16.00	about G/A	/supplies Blue Cross
3365	6310	Fuel Co Car	600	23.23		
6215	7210	FOOD	800	27.96	Wakulla	G/A class
3365	6310	Fuel for Car		14.54		
TOTAL				\$ 0.00	\$ 0.00	

\*\*\*\*\*

Finance Department Only

Session Date AP 16/203 HB  
Check Date \_\_\_\_\_ Check # \_\_\_\_\_

Authorization for Payment- Version #1

Capital Area  
**Community Action**  
 Agency

**AUTHORIZATION FOR PAYMENT**

Date Received \_\_\_\_\_

Date Submitted \_\_\_\_\_

Vendor Name \_\_\_\_\_ *pg 2 of 2*

Group or Invoice # \_\_\_\_\_ Payment Amount \_\_\_\_\_

Notes

Prepared or Submitted by Printed Name Melissa Watson

Signature \_\_\_\_\_

Approved by Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
✓ 3365	6310	Fuel Co. Car	600	✓ 116.37	
✓ 3366	6310	fuel	600	✓ 19.32	
✓ 3366	6920	car wash detail	600	✓ 69.95	
✓ 3365	7210	584	600	155.00	CNA App fee - Keyonna Shaw
✓ 6215	7210	584	600	155.00	CNA App fee - Ashley Jones
✓ 3366	6310	food	800	✓ 25.98	WAKULLA G/A class
✓ 3366	7210	fuel	600	23.26	
-800- ✓ 3366	7420	fingerprinting	600	✓ 80.96	Ashley Jones - S/A
-800- ✓ 1064	7420	Hotel	600	278	FACA OMB Trng - Melissa
✓ 3366	7420	Hotel	600	✓ 139.00	FACA OMB Training S.
		Hotel	600	✓ 139.00	FACA OMB Trng / spouses
TOTAL				\$ 0.00	\$ 0.00

\*\*\*\*\*

Finance Department Only

Session Date \_\_\_\_\_  
 Check Date \_\_\_\_\_ Check # \_\_\_\_\_

Payee HANCOCK BANK  
Vendor ID HANCOCK CC

Account #:

54568

54568  
12/15/2016

Invoice	Description
112816MW	ACCT#XXXX / MELISSA WATSON

unt  
\$1,364.70

Hancock Bank  
MAHAN  
12/21/16 13:10

Seq: 0051 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx  
Credit Card Payment \$1,364.70

Posting Date: 12/21/16

Thank you for banking with Hancock

\$1,364.70

LMP40 M/P CHECK

Rev 2/14



101301

678099

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Business Credit Card, today, visit [visasavingedge.com](http://visasavingedge.com).

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
10-28	10-27	24445006302600196151643	5411	WINN-DIXIE #0003 MONTICELLO FL	M30.58-
10-28	10-26	24164076301096350318149	5812	PIZZA HUT CRAWFORDVILLE FL	M40.77-
11-01	10-31	24431066305026871069594	9399	FDLE CCHINET 850-410-8161 FL	M24.00-
11-01	10-31	24431066305026871077316	9399	FDLE CCHINET 850-410-8161 FL	M24.00-
11-01	10-31	24431066305026871081326	9399	FDLE CCHINET 850-410-8161 FL	M24.00-
11-04	11-03	24445006309600193814378	5411	WINN-DIXIE #0003 MONTICELLO FL	M8.00-
11-04	11-02	24164076308096350324421	5812	PIZZA HUT CRAWFORDVILLE FL	M30.78-
11-07	11-06	24445006312000691869716	5331	DOLLAR TREE TALLAHASSEE FL	M16.00-
11-07	11-03	24299106309000416028820	5542	RAJ FOOD STORE MONTICELLO FL	M22.23
11-07	11-03	24164076309096350354492	5812	PIZZA HUT MONTICELLO FL	M27.96-
11-09	11-07	24164056313378000546479	5542	EXXONMOBIL 99184590 GAINESVILLE FL	M16.37
11-14	11-10	24316056316548886056280	5542	SHELL OIL 57542490602 TAMPA FL	M14.54
11-16	11-14	24692166320000007819449	5542	GATE 1194 Q80 TALLAHASSEE FL	M19.32
11-16	11-15	24765016320006000020231	7549	SUPER SUDS TALLAHASSEE FL	M69.95
11-17	11-16	24692166321000817030673	8299	PROMETRIC EXAM FEE 800-853-6769 MD	M155.00
11-17	11-16	24692166321000817030798	8299	PROMETRIC EXAM FEE 800-853-6769 MD	M155.00
11-18	11-16	24164076322096350303336	5812	PIZZA HUT 000-0000000 FL	M25.98-
11-21	11-21	74270846326100006829567	0000	BRANCH PAYMENT - THANK YOU	M529.64cr
11-21	11-18	24316056324548876005594	5542	SHELL OIL 57529537706 LLOYD FL	M23.26
11-21	11-17	24717056323163237205937	7393	IBT IIS FINGERPRINT COM 217-7932080 TN	M80.96
11-21	11-18	24692166324000442454956	3592	OMNI JACKSONVILLE JACKSONVILLE FL	M278.00
			145456	ARRIVAL: 11-16-16	
11-21	11-18	24692166324000442454972	3592	OMNI JACKSONVILLE JACKSONVILLE FL	M278.00
			145457	ARRIVAL: 11-16-16	

Jeff. G/A classes  
G/A class  
Fred - TISHA Williams  
Kshon Chambers  
Emily Vickers  
Jeff G/A class  
G/A class  
2/supplies Blueing  
G/A class

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11/28/16		NEW PURCHASES AND
CUSTOMER SERVICE CALL		OTHER CHARGES 1,364.70
		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 529.64
		STATEMENT TOTAL 835.06
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,500.00



Payee HANCOCK BANK  
Vendor ID HANCOCK CC

Account #:

54569  
12/15/2016

Invoice Description  
112816NR ACCT#XXXXX NICHELE RICHARDS (ROLLE)

int  
\$407.21

Hancock Bank  
MAHAN  
12/21/16 13:11

Seq: 0052 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx  
Credit Card Payment \$407.21  
Posting Date: 12/21/16

Thank you for banking with Hancock

\$407.21

LMP40 M/P CHECK

Rev 2/14



(a) Average Daily Balance or Cash Advances (including new Cash Advances). To get the average daily balance or Cash Advances we take the beginning balance of your Account each day, including unpaid Finance Charges on Cash Advances.

Prepared or Submitted by

Printed Name Judy Green

Signature

12-12-16

Approved by

Printed Name Nina Self

Signature

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
6214 1164 ok	7420 (Incredible Years)	255 (Food)	600	\$ 2.99	
6214 1184 ok	7420 (Incredible Years)	255 (Food)	600	\$ 39.43	
6214 1164	6415 (Incredible Years)	255 (Supplies)	600	\$ 30.00	gift card
6214 1164	6415 (Incredible Years)	255 (Supplies)	600	\$ 40.00	gift cards
6214 1164 ok	7420 (Incredible Years)	255 (Food)	600	\$ 83.00	
1064	7440 (Policy Council)	255 (Food)	600	\$ 4.00	
1064	7440 (Policy Council)	255 (Food)	600	\$ 205.80	
6214 1184	7420 (Incredible Years)	255 (Food)	600	\$ 1.99	
TOTAL				\$ 407.21	\$ 0.00

Finance Department Only

Session Date

APR 16 12 03 PM '16

Check Date

Check #

Authorization for Payment- Version #1

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING ACCOUNT

Payee HANCOCK BANK  
 Vendor ID HANCOCK CC.

Account #:

54569  
 12/15/2016

Invoice	Description
12816NR	ACCT#XXXXX7 NICHELE RICHARDS (ROLLE)

amt  
 \$407.21

Hancock Bank  
 MAHAN  
 12/21/16 13:11

Seq: 0052 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx  
 Credit Card Payment \$407.21  
 Posting Date: 12/21/16  
 Thank you for banking with Hancock

\$407.21

LMP40 M/P CHECK

Rev 2/14



101301 (11/15) 678099

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Business Credit Card for FREE today, visit [vicasavingsedge.com](http://vicasavingsedge.com).

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
10-28	10-27	24445006302000742329688	5411	PUBLIX #782 TALLAHASSEE FL	M2.99 ✓
11-04	11-03	24445006309000772902373	5411	PUBLIX #782 TALLAHASSEE FL	M1.99 ✓
11-04	11-03	24445006309000772902456	5411	PUBLIX #1051 TALLAHASSEE FL	M39.43 ✓
11-10	11-09	24445006315600191535217	5912	WALGREENS #3374 TALLAHASSEE FL	M30.00 ✓
11-10	11-09	24445006315400138682176	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M40.00 ✓
11-11	11-10	24247606315300484323291	5812	BAMBOO WOK TALLAHASSEE FL	M83.00 ✓
11-18	11-17	24445006323000810026443	5411	PUBLIX #852 TALLAHASSEE FL	M4.00 ✓
11-18	11-17	24445006323000810026369	5814	BOSTON MARKET 0810 TALLAHASSEE FL	M205.80 ✓
11-21	11-21	74270846326100006829542	0000	BRANCH PAYMENT - THANK YOU	M448.62cr ✓

ADD  
 ADDS

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11/28/16	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 407.21
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 448.62
		<b>STATEMENT TOTAL</b> 41.41cr
		TOTAL IN DISPUTE 0.00
		<b>CREDIT LIMIT</b> 2,500.00

\*\*\*\*\*

*[Handwritten signature]*

# Capital Area Community Action Agency

## Customer Service Survey Results 10/1/16 – 12/31/16

Number of Respondents: 719

1. How did you learn about agency?  
Return client: 80%   Advertising: 2%   Another Agency: 13%   Website: 5%
2. How long to schedule appointment?  
First time: 67%;   2-3 days: 20%   4-7 days: 6 %   More than 1 week: 7 %
3. How quickly were you seen?  
Within 15 minutes: 84%   More than 15 minutes: 16%
4. Did you know what documents to bring? Yes: 100%   No: Less than 0%
5. How attentive was the staff to your needs:  
Not very: 1%   Average: 1%   Very: 98%
6. How understanding was the staff to your needs?  
Not very: 1%   Average: 1%   Very: 98%
7. How knowledgeable was the staff?  
Not very: 1%   Average: 1%   Very: 98%
8. Were you treated with respect?   Yes: 100%   No: %
9. How satisfied were you with our service:  
Not very: 1%   Average: 0%   Very: 99%



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043  
[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



# Capital Area Community Action Agency

## CHIEF EXECUTIVE OFFICER REPORT JANUARY 2016

### Administrative

- Litigation matters –Settled: Kaye Crawford, former Head Start employee alleging age discrimination in her termination; No update: Student A, alleging inappropriate touching at a Head Start Center (staff were cleared by the Department of Children and Families Child Abuse investigation).
- Stronger integrated program managers meetings facilitating better cross-training and service delivery.

***Impact: Better benefits for staff. Better fiscal accountability.***

### Programmatic

- *Getting Ahead in a Just-Gettin'-By World/Staying Ahead*
  - Chief Operating Officer acting as Case Manager Supervisor and working through evaluations of files and processes. A Supervisor will be hired once the Case Managers are re-trained on their roles.
  - Chase Financial Grant for Financial Training extended until March 2017.
- Head Start
  - Extended Day Program implementation is underway. No reported problems.
- Worked with researchers for HHS on program performance and outcomes for two-generation approach.

***Impact: Redesigning entitlement programs to toward more independency services.***

### Communications and Outreach

- Beneficiary of Martin Luther King Dare to Dream Association effort on MLK holiday at Cascades Park – solicited mentors, Getting Ahead students and Head Start applications. Collected hundreds of children books.
- Working with Wells Fargo for community development initiative for grass roots organizing.
- Attended the CAP Management and Leadership Annual Meeting with Board Chair.
- Actively participated in meetings designing the separation of the United Way from the Community Human Service Program.
- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region. Co-locating offices has increased partnership between the agencies.

***Impact: Developing the infrastructure necessary to support the Agency mission***



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043  
[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



## **Resource Development**

- Working to outline the *Prosperity Circle* fundraising campaign for a 2017 launch. Donors to make three-year pledges. Wells Fargo is included.

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

## **Florida Association for Community Action Board**

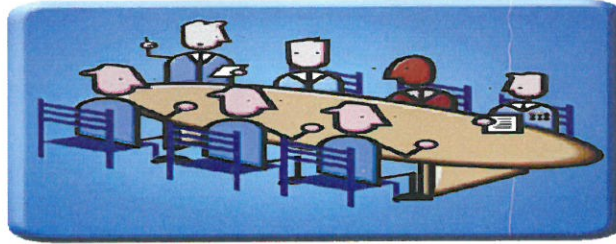
- Board Meetings - March 4 and June 17, 2017

## **Out of Office**

- Vacation – January 18-20, 2017
- Vacation – February 7-9, 2017
- Vacation – March 2-3, 6, 2017

## **Upcoming Events**

- FACA Annual Conference – May 9-12 - Jacksonville
- CAPLAW – June 7-9 - Denver
- Leadership Florida Annual Conference – June 29-July 2 – West Palm Beach
- CAP Annual Conference – August 29-September 1 - Philadelphia



**CAPITAL AREA COMMUNITY ACTION AGENCY MEETING POSTINGS**

**BOARD OF DIRECTORS:** Meetings are held at 6:00 pm on the 4<sup>th</sup> Tuesday of alternating months and will take place at the  
**Ghazvini Center for Healthcare, 1528 Surgeons Drive, Tallahassee**

November 15, 2016

January 24, 2017

March 28, 2017

May 23, 2017

July 25, 2017

September 26, 2017

**EXECUTIVE COMMITTEE:** Meetings are held at 5:30 pm on the 3<sup>rd</sup> Tuesday of every month and will take place at the Agency main office

**Capital Area Community Action Agency, 309 Office Plaza Drive, Tallahassee**

October 18, 2016

April 18, 2017

November 15, 2016

May 16, 2017

December 20, 2016

June 20, 2017

January 17, 2017

July 18, 2017

February 21, 2017

August 15, 2017

March 21, 2017

September 19, 2017