

Capital Area Community Action Agency
Head Start
Presents...

The Golden Apple Gala
Saturday, June 3, 2017

Place

5:00 p.m. – 9:00 p.m.

5:00 p.m. Social Hour

6:00 p.m. Program and Awards
Ceremony

Welcome

Greeting

Occasion

Meet the Board of Directors

Meet the Policy Council

Recognition of Teachers and Support Staff

Recognition of Family and Engagement Staff

Recognition of Service Providers

Closing Remarks

7:00 p.m. Dancing and Pictures

Board of Directors:

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

Policy Council Members:

Na'sheida Francois	Lauren Johnson	Luciana Brown
Charlean Lanier	Hans Mardy	Patricia
Ramos		
Bob Shattuck	Kassandra Watson	Tiffany
Similien		

Service Providers:

Gaye O'Neal Harper and Associates – Speech and Language
Titus Sports Academy
Occupational Therapist
Art – Mental Health

Award Categories for Teachers:

Cooks:

Rookie of the Year Award
Presentation
Batman and Robin Award
Encouraging to Staff
Most Years in Service Award
Outside the Box Thinker Award
Calm in the Eye of the Storm Award
Miss Congeniality Award
Best Teacher Attendance Award
Leadership Award

Award Categories for

Golden Spoon for Pride in
Golden Spoon for Most

Center Staff Picks for Best In Center Awards (6)

Employee of the Year Award

VPK Outcome Leader

TSG Outcome Leader

CLASS Leader

Award

ADA Leader

You Make our Life Easier

It's a Surprise!

GALA

1. Beautiful invitations – hand deliver to teachers and staff, mail to board members and policy council.
2. Flowers and plants: large and gorgeous fresh arrangement on buffet table, clear containers of apples on tables with balloons, balloon arch at entrance. We can put plants by the stage area.
3. No sit down dinner – heavy Hors d’oeuvres.
4. NO ALCOHOL – could we create a signature non-alcoholic drink, raspberry ginger ale with apple slices and a twist of lime? Just an idea.
5. Approximately 25 awards, 10 certificates of recognition framed
6. Programs to be placed at seats – 1st draft attached
7. Must have a DJ for atmosphere, awards, and dancing.
8. Linens for tables
9. Photographer – Red Carpet photo backdrop
10. Newspapers – Democrat, Capital Outlook, Tallahassee Magazine, Tallahassee Woman
11. Contact television stations to come and report something positive
12. Decorate in gold, white and red
13. Adult only affair
14. Attire: Formal
15. All CACAA staff are free – invited guests require a \$20.00 ticket to be paid in advance
16. Nomination forms to be given to Centers to select their “Best in Center Awards”
17. Presenters: Tim Center, Nina Self, a board member, a policy council member, the mayor of Tallahassee, a Head Start parent.
18. The PLACE must be very nice and spacious; ideas include, Florida State Turnbull Center or Florida State University Club, Florida A&M Grand Ballroom, Double Tree Hotel, Hotel Duval. We need microphones and Video possibilities.
19. Reception Table hostesses: Judy Green, Pamela Jackson, Kimberly Smith, Antenette Larkins, Fatima Alexander, Nichele Richards, Anna McCoy, Barbara Evans, Tia Legree, Amber Legree, Kauki James, Ms. Melody, Ms. Ford, Ms. Pat Carroll, and Kristin Jackson. These ladies need to be asked and would have to accept – remember this is only a draft.
20. Mrs. Gaye O’Neal Harper of Gaye Harper, Speech and Language Services, has agreed to become the site decorator for the event.
21. We may want to consider doing this on a Friday night if we could get a better price.
22. Door prizes would be awesome!
23. Door prizes would be fantastic!
24. Did I mention, door prizes would be the bomb!

Committee members: Venita Treadwell, Nina Self, Kimberly Smith, Antenette Larkins

2/14/17 – Draft 1; vmt

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #

54707
1/12/2017

Invoice	Description
122716-DJ	ACCT#XXX[REDACTED] DARREL JAMES

Amount
\$2,544.99

Hancock Bank
MAHAN
01/18/17 11:38

Seq: 0044 ID: 102397 CB: 7124

Account Number: xxxxxxxx[REDACTED]
Credit Card Payment \$2,544.99
Posting Date: 01/18/17
Thank you for banking with Hancock

\$2,544.99

LMP40 M/P CHECK

Rev 2/14



101301

10130/10130 (11/15) 678099

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
11-30	11-29	24445006335400165021518	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M91.98 ✓
12-01	11-29	24692166335000336124191	5542	GATE 1194 Q80 TALLAHASSEE FL	M44.00 ✓
2-07	12-06	24445006342000865076548	5532	DISCOUNT-TIRE-CO FLT-01 TALLAHASSEE FL	M147.00 ✓
2-08	12-07	24445006343000913626657	5411	PUBLIX #887 TALLAHASSEE FL	M9.93 ✓
12-09	12-07	24164076343105003274078	5943	STAPLES 00110726 TALLAHASSEE FL	M11.99 ✓
12-12	12-09	24755426345173451209343	7523	RPS TALLAHASSEE KLEMAN PL TALLAHASSEE FL	M2.00 ✓
12-12	12-10	24692166345000360292136	5200	LOWES #00716* TALLAHASSEE FL	M30.79 ✓
12-12	12-09	24692166345000103780850	5542	GATE 1194 Q80 TALLAHASSEE FL	M36.00 ✓
12-12	12-08	24207856344329000484471	8699	INSTITUTE FOR NONPROFIT I 850-2019766 FL	M45.00 ✓
12-12	12-09	24760626345412500932788	5111	QUICKIDCARD.COM INC. 800-8775704 NY- <i>Baggies</i>	M261.19 ✓
12-13	12-12	24224436348101012099860	5814	BRUEGGERS #798 MAH TALLAHASSEE FL	M12.55 ✓
12-13	12-12	24431066347083453833848	4784	SUNPASS*ACC22360702 888-865-5352 FL	M34.00 ✓
12-13	12-12	24210736348207771300040	8041	TLC CHIROPRACTIC, INC. 850-222-5700 FL	M40.00 ✓
12-14	12-12	24231686348091003368872	5814	POLLO TROPICAL 10035 FORT LAUDERDA FL	M12.86 ✓
12-14	12-12	24316056348548906004601	5542	SHELL OIL 57543704100 OKEECHOBEE FL	M32.93 ✓
12-14	12-13	24692166349000438457121	3504	HILTON FT LD MARINAHOT FORT LAUDERDA FL 010013 ARRIVAL: 12-12-16	M90.00 ✓
12-15	12-13	24323006349036578945876	5814	BROWARD COUNTY CC F&B FT LAUDERDALE FL- <i>Missing receipt</i>	M11.00 ✓
12-15	12-13	24431066349206188100120	5812	BURGERFI-17TH STREET FORT LAUDERDA FL	M11.78 ✓
12-15	12-13	24164076349397329300000	5812	LONGHORN 00051938 HOLLYWOOD FL- <i>Missing receipt</i>	M26.20 ✓
12-16	12-14	243230063350036578946441	5814	BROWARD COUNTY CC F&B FT LAUDERDALE FL	M15.00 ✓
12-16	12-15	246921663351000808013020	5812	CALIFORNIA PIZZA 054 FORT LAUDERDA FL	M17.89 ✓
12-19	12-15	246921663351000087682917	5812	GYROVILLE FOUR LLC FT LAUDERDALE FL	M10.60 ✓
12-19	12-15	24164076351491152140263	5812	APPLEBEES NEIG98376288 TALLAHASSEE FL	M15.30 ✓
12-19	12-15	24316056351548993004690	5542	SHELL OIL 57543704100 OKEECHOBEE FL	M41.00 ✓

CAF

deposit to)
800
↓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12/27/16	[REDACTED]	NEW PURCHASES AND OTHER CHARGES <i>M</i> 2,544.99
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
		CREDITS 162.23
Toll Free 1-800-448-8812		STATEMENT TOTAL 2,382.76
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 3,000.00

Hancock Bank.

HANCOCK BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

Visa BusinessCard
Statement of Account
Issued by Whitney Bank

MEMO STATEMENT

Account Number

Statement Date

12/27/16

RECEIVED
JAN 09 2017

TRANSACTION DETAIL						
Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount	
12-19	12-16	24692166352000517226789	3504	HILTON FT LD MARINAHOT FORT LAUDERDA FL 010013	M447.00	✓
				ARRIVAL: 12-12-16		
12-19	12-16	24692166352000517226763	3504	HILTON FT LD MARINAHOT FORT LAUDERDA FL 010013	M462.00	✓
				ARRIVAL: 12-12-16		
12-19	12-16	24692166352000517226755	3504	HILTON FT LD MARINAHOT FORT LAUDERDA FL 010013	M537.00	✓
				ARRIVAL: 12-12-16		
12-21	12-21	74270846356100006955415	0000	BRANCH PAYMENT - THANK YOU	M162.23cr	
12-21	12-19	24692166355000843897904	5542	GATE 1194 Q80 TALLAHASSEE FL	M48.00	✓

CAT

deposit to) - 800
↓

Capital Area
**Community
Action**
Agency

AUTHORIZATION FOR PAYMENT

RECEIVED
JAN 09 2017

Date Received 01/06/2017

Date Submitted 01/06/2017

Vendor Name Hancock Bank

Group or Invoice # 102716 - DJ

Payment Amount \$ 2,544.99

Notes
Account ~~██████████~~
Darrel James

Prepared or
Submitted by

Printed Name Judy Green

Signature Judy Green

1-6-17

Approved by

Printed Name Nina Self

Signature Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6415 (Tooth paste)	255	600	\$ 91.98 (1)	✓
1064	6920 (Tire)	255	600	\$ 147.00 (2)	✓
AS 1064 1464	(7510) MILK ok	256 (South City)	600	\$ 9.93 (3)	✓
1064	6415 (Phone Cord)	259 (Bainbridge)	600	\$ 11.99 (4)	✓
1064	(B) 6415 6470	255 (Keys all centers)	600	\$ 30.79 (5)	✓
1064	6415 (ID Badges)	255 (All Centers)	600	\$ 261.19 (6)	✓
1064	7420 (Training)	110 (Food)	600 0	\$ 12.55 (7)	✓
1064	637420 (Training)	110 (Sunpass)	600 0	\$ 34.00 (8)	✓ (replenish deposit to)
1064	7420 (Training)	110 (Food)	600 0	\$ 12.86 (9)	✓
1064	7420 (Training)	110 (Hotel Parking)	600 0	\$ 90.00 (10)	✓
1064	7420 (Training)	110 (Food)	600 0	\$ 11.00 (11)	✓
TOTAL				\$ 713.29	\$ 0.00

CAF

- 800

Finance Department Only

Session Date AP 17010343
Check Date _____ Check # _____

Area
Community Action
 Agency

AUTHORIZATION FOR PAYMENT

Date Received 01/06/2017

Date Submitted 01/06/2017

Vendor Name Hancock Bank

Group or Invoice # _____

Payment Amount \$ 2,544.99

Notes

Account # ~~██████████~~
 Darrel James

Prepared or Submitted by

Printed Name Judy Green

Signature Judy Green

1-6-17

Approved by

Printed Name Nina Self

Signature _____

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7420 (Training)	110 (Food)	600	✓ \$ 11.78	(18) ✓
1064	7420 (Training)	110 (Food)	600	✓ \$ 15.00	(20) ✓
1064	7420 (Training)	110 (Food)	600	✓ \$ 17.89	(21) ✓
1064	7420 (Training)	110 (Gas)	600	✓ \$ 41.00	(22) ✓
1064	7420 (Training)	110 (Hotel)	600	✓ \$ 447.00	(23) ✓
1064	7420 (Training)	110 (Hotel)	600	✓ \$ 537.00	(15) ✓
1064	7420 (Training)	110 (Parking)	600	✓ \$ 2.00	(16) ✓
1064	6920	255 (Gas)	600	✓ \$ 48.00	(2) ✓
1064	7420 (Training)	110 (Food)	600	✓ \$ 15.30	(23) ✓
1064	7420 (Training)	110 (Gas)	600	✓ \$ 32.93	(19) ✓
1064	7420 (Training)	110 (Registration Fee)	600	✓ \$ 45.00	(14) ✓
TOTAL				\$ 4,210.90	\$ 0.00

CAT
 800
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 CAT 800

Finance Department Only

Session Date _____
 Check Date _____ Check # _____

Local Area
Community Action Agency

AUTHORIZATION FOR PAYMENT

Date Received 01/06/2017

Date Submitted 01/06/2017

Vendor Name Hancock Bank

Group or Invoice # _____

Payment Amount \$ 2,544.99

Notes Account [redacted]
Darrel James

Prepared or Submitted by _____ Printed Name Judy Green

Signature Judy Green 1-6-17

Approved by _____ Printed Name Nina Self

Signature _____

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7420 (Training)	110 (Food)	600	\$ 10.60	(25)
1064	7420 (Training)	110 (Hotel)	600	\$ 462.00	(24)
1064	6920	255 (Gas)	600	\$ 36.00	(6)
1064	6920	255 (Gas)	600	\$ 44.00	
1064	6710 (Physicals)	255 (2 children)	600	\$ 40.00	(3) missing receipt
1064	7420 (Training)	110 (Food)	600	\$ 26.20	(1) missing receipt
1064	7420	255 Klemm Plaza parking	600	2.00	(5)
				<u>620.80</u>	
TOTAL				\$ 616.80	\$ 0.00

CAT
800
800

Finance Department Only

Session Date _____
 Check Date _____ Check # _____

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account #

54713
 1/12/2017

Invoice	Description
22716-TC	ACCT#XXXX- TIM CENTER

mount
 \$217.17

See also personal check

Hancock Bank
 NAHAN
 01/17/17 13:07

Seq: 0060 ID: 010553 CB: 7126

Account Number: xxxxxxxxxxxx
 Credit Card Payment \$223.57
 Posting Date: 01/17/17
 Thank you for banking with Hancock

\$217.17

LMP40 M/P CHECK

Rev 2/14



10130/10130 (11/15) 678099

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
12-07	12-05	24445746341500564385548	5943	OFFICE DEPOT #2669 TALLAHASSEE FL - <i>Head St</i>	M82.80 ✓
12-08	12-06	24445746342500551016584	5943	OFFICE DEPOT #2669 TALLAHASSEE FL - <i>Head St</i>	M95.68 ✓
12-15	12-14	24445006350000925501518	5331	DOLLAR TREE TALLAHASSEE FL - <i>Admin</i>	M6.45 <i>missing</i>
2-19	12-15	24610436351004031734507	5734	ADOBE *ACROPRO SUBS 800-833-6687 CA - <i>recurring</i>	M14.99
12-21	12-21	74270846356100006955514	0000	BRANCH PAYMENT - THANK YOU	M39.72 cr
12-21	12-20	24692166355000211737674	5968	GAN*1558TALLHDEMOCCIRC 888-426-0491 IN - <i>recurring</i>	M23.65

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12/27/16	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 223.57
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES 0.00
		CREDITS 39.72
		STATEMENT TOTAL 183.85
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 6,000.00

[Handwritten signature]

RECEIVED
JAN 09 2017

Local Area
**Community
Action
Agency**

AUTHORIZATION FOR PAYMENT

Date Received 01/04/2017

Date Submitted 01/09/2017

Vendor Name HANCOCK VISA

Group or Invoice # 122716-TC

Payment Amount \$ ~~223.57~~ 217.17

Notes ACCT# ~~XXXX~~ TIM CENTER

Prepared or Submitted by

Printed Name ANN SUSCO

Signature *Ann Susco*

Approved by

Printed Name TIM CENTER or Nina Self

Signature *Nina Self*

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6510	255- printing	0	\$ 91.74	
1064	7320	netgear ethernet switch	0	\$ 56.40	
9000	6410	-cards for annual perf. ltr	600	\$ 6.45	
9000	7020 6940	Adobe-reoccur. mo. subscr	0	\$ 14.99	
9000 3316	7020	Tell Demcr- reoccur. mo. subs	600	\$ 23.65	
1064	6410	3 badges-headstart	0	\$ 18.00	
	6510	tax forms-personal exp	reimb by personal check	\$ 6.40	
9000	6510	copy paper	600	\$ 5.94	
TOTAL				\$ 223.57 <u>217.17</u>	\$ 0.00

Finance Department Only

Session Date _____
Check Date _____ Check # _____

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account #:

54708
 1/12/2017

Invoice	Description
22716-FO	ACCT# XXXXXXXX FATIMA OLEABHIELE

Amount
 \$1,355.53

Hancock Bank
 MAHAN
 01/13/17 13:07

Seq: 0065 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx
 Credit Card Payment \$1,355.53
 Posting Date: 01/13/17
 Thank you for banking with Hancock

\$1,355.53

LMP40 M/P CHECK

Rev 2/14



101301

11/15) 678099

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
11-29	11-28	24445006334600221017803	5812	TST* NEYOW'S CREOLE CAFE NEW ORLEANS LA	M29.26 ✓
11-30	11-28	24299106334004069056434	5542	MARATHON PETRO ROBERTSDALE AL	M18.10 ✓
12-01	11-30	24013396335004286073494	5812	BON TON CAFE NEW ORLEANS LA	M8.40 ✓
12-01	11-29	24755426335173350731126	5812	HILTON RIVER BLENDS NEW ORLEANS LA	M11.21 ✓
12-01	11-30	24445006335300452536451	5812	TST* NEYOW'S CREOLE CAFE NEW ORLEANS LA	M16.26 ✓
12-02	12-01	24692166337000510979301	5812	MOTHER'S RESTAURANT NEW ORLEANS LA	M19.10 ✓
12-02	12-01	24164076336018423308799	3405	ENTERPRISE RENT-A-CAR TALLAHASSEE FL D488952	M207.37 ✓
12-05	12-01	24164056338378001528683	5542	EXXONMOBIL 47934518 KENNER LA	M19.15 ✓
12-05	12-01	24164056337378006463127	5542	EXXONMOBIL 42288886 CHIPLEY FL	M21.00 ✓
12-05	12-02	24755426338283381611861	3504	HILTON HOTELS NEW ORLEANS LA 2829484 ARRIVAL: 12-02-16	M421.64 ✓
12-13	12-12	244450063348600238748311	5912	WALGREENS #10901 TALLAHASSEE FL	M5.36 ✓
12-14	12-12	242316863348091003368849	5814	POLLO TROPICAL 10035 FORT LAUDERDA FL	M10.47 ✓
12-14	12-13	24081626348980002242590	5812	NEW YORK MARINA DELI FORT LAUDERDA FL	M12.99 ✓
12-15	12-13	24323006349036585780563	5814	BROWARD COUNTY CC F&B FT LAUDERDALE FL	M3.00 ✓
12-15	12-14	24431056349207588600546	5812	EINSTEIN BROS BAGELS0777 FORT LAUDERDA FL	M5.76 ✓
12-15	12-14	246921663350000195610306	5814	SHULA BURGER FT LAUDERDALE FL	M7.40 ✓
12-15	12-13	24164076349397329290003	5812	LONGHORN 00051938 HOLLYWOOD FL	M23.88 ✓
12-16	12-15	24733096351258000403676	5541	BUSY BEE LIVE OAK FL	M3.18 ✓
12-16	12-15	24445006351000964556885	5331	DOLLAR TREE FORT LAUDERDA FL	M4.24 ✓
12-16	12-15	24733096351258000403585	5541	BUSY BEE LIVE OAK FL	M4.59 ✓
12-16	12-14	24692166351000811119202	5812	FT LAUDERDALE GRAND F& FORT LAUDERDA FL	M5.83 ✓
12-16	12-15	24692166351000808013004	5812	CALIFORNIA PIZZA 054 FORT LAUDERDA FL	M23.74 ✓
12-19	12-15	24692166351000087682909	5812	GYROVILLE FOUR LLC FT LAUDERDALE FL	M10.60 ✓

Trng Descrip
 LA = T/MS

FT Lauderdale =

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12/27/16	[REDACTED]	NEW PURCHASES AND OTHER CHARGES <i>MS</i> 1,355.53
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 642.07
		STATEMENT TOTAL 713.46
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,000.00

Bank.

BANK
61750
ORLEANS LA 70161-1750

Visa BusinessCard
Statement of Account
Issued by Whitney Bank

RECEIVED
JAN 08 2017

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date
12/27/16

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
12-19	12-16	24692166352000517226771	3504	HILTON FT LD MARINAHOT FORT LAUDERDA FL 010013 ARRIVAL: 12-12-16	M462.00
12-21	12-21	74270846356100006955431	0000	BRANCH PAYMENT - THANK YOU	M642.07cr

Trng Descr
LA = T/MAS
↓
Ft Lauderdale

Area
Community Action Agency

AUTHORIZATION FOR PAYMENT

RECEIVED
JAN 06 2017

Date Received 01/03/2017

Date Submitted 01/03/2017

Vendor Name Hancock Bank

Group or Invoice # 122716 FE

Payment Amount \$ 1,355.53

Notes Account # [REDACTED]
Fatima Oleabhie

Prepared or Submitted by Printed Name Judy Green
Signature Judy Green 1-4-17

Approved by Printed Name Nina Self
Signature Nina Self

CAT
800

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7420 (Training)	110 (Food)	600	\$ 29.26	
1064	7420 (Training)	110 (Food)	600	\$ 18.10	
1064	7420 (Training)	110 (Food)	600	\$ 9.40	
1064	7420 (Training)	110 (Food)	600	\$ 11.21	
1064	7420 (Training)	110 (Food)	600	\$ 16.26	
1064	7420 (Training)	110 (Food)	600	\$ 19.10	
1064	7420 (Training)	110 (Car Rental)	600	\$ 207.37	
1064	7420 (Training)	110 (Gas)	600	\$ 19.15	
1064	7420 (Training)	110 (Gas)	600	\$ 21.00	
1064	7420 (Training)	110 (Hotel In New Orleans)	600	\$ 421.64	
1064	7420 (Training)	110 (Sunpass)	600	\$ 5.36	
TOTAL				\$ 777.85	\$ 0.00

Trng Descrip
LA = T/MAS

LA = T/MAS
F Lauderdale =

Finance Department Only

Session Date APR 17 2017
Check Date _____ Check # _____

AUTHORIZATION FOR PAYMENT

Date Received 01/03/2017

Date Submitted 01/03/2017

Vendor Name Hancock Bank

Group or Invoice # _____

Payment Amount \$ 1,355.53

Notes Account [REDACTED]
 Fatima Oleabhie

Prepared or
 Submitted by

Printed Name Judy Green

Signature _____

Approved by

Printed Name Nina Self

Signature _____

*CAI
800*

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7420 (Training)	110 (Food)	600	\$ 10.47	✓
1064	7420 (Training)	110 (Food)	600	\$ 12.99	✓
1064	7420 (Training)	110 (Food)	600	\$ 3.00	✓
1064	7420 (Training)	110 (Food)	600	\$ 5.76	✓
1064	7420 (Training)	110 (Food)	600	\$ 7.40	✓
1064	7420 (Training)	110 (Food)	600	\$ 23.88	✓
1064	7420 (Training)	110 (Food)	600	\$ 3.18	✓
1064	7420 (Training)	110 (Food)	600	\$ 4.24	✓
1064	7420 (Training)	110 (Food)	600	\$ 4.59	✓
1064	7420 (Training)	110 (Food)	600	\$ 5.83	✓
1064	7420 (Training)	110 (Food)	600	\$ 23.74	✓
1064	7420 (Training)	100 (Food)	600	\$ 23.74	✓
TOTAL				\$ 105.08	\$ 0.00

Ft Lauderdale

Finance Department Only

Session Date _____

Check Date _____

Check # _____

Area
**Community
 Action**
 Agency

AUTHORIZATION FOR PAYMENT

Date Received 01/03/2017

Date Submitted 01/03/2017

Vendor Name Hancock Bank

Group or Invoice # _____

Payment Amount \$ 1,355.53

Notes
 Account ~~██████████~~
 Fatima Oleabhie

Prepared or
 Submitted by

Printed Name Judy Green

Signature _____

Approved by

Printed Name Nina Self

Signature _____

CR
800
↓

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7420 (Training)	110 (Food)	600	\$ 10.60	/
1064	7420 (Training)	110 (Hotel in FL Lauderdale)	600	\$ 462.00	/
TOTAL				\$ 472.60	\$ 0.00

Finance Department Only

Session Date _____

Check Date _____

Check # _____

Payee **HANCOCK BANK**
 Vendor ID **HANCOCK CC** Account #:

54709
 1/12/2017

Invoice	Description
716-KJ	ACCT# █████-KRISTIN JACKSON

int
 \$832.16

Hancock Bank
 MAHAN
 01/13/17 13:08

Seq: 0066 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx █████
 Credit Card Payment \$832.16
 Posting Date: 01/13/17
 Thank you for banking with Hancock

\$832.16

LMP40 M/P CHECK

Rev 2/14



10130/10130 (11/15) 678099

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
12-12	12-10	24164076345741219791196	4215	FEDEX 784935072695 MEMPHIS TN	M34.50
12-14	12-13	24435656348083358042951	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50
12-14	12-13	24435656348083710235061	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50
12-14	12-13	24435656348083756390812	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50
12-14	12-13	24435656348083761615179	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50
12-15	12-15	24431066350026448826124	8220	DAYTONA ST COL CHLD CARE 386-506-3595 FL	M10.00
12-15	12-15	24431066350026448851387	8220	DAYTONA ST COL CHLD CARE 386-506-3595 FL	M10.00
12-15	12-15	24431066350026448863424	8220	DAYTONA ST COL CHLD CARE 386-506-3595 FL	M10.00
12-15	12-14	24493986349606000643765	5021	THE HON CO. CUST. SERVIC 800-336-8398 IA	M51.00
12-15	12-14	24435656349083307472258	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50
12-15	12-14	24435656349083311951206	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50
12-15	12-14	24435656349083701025314	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50
12-15	12-14	24055226350207324100207	8398	COUNCIL FOR PROFESSIONAL 202-265-9090 DC	M125.00
12-16	12-15	24445006351400184264171	5411	WM SUPERCENTER #1408 TALLAHASSEE FL	M112.16
12-21	12-21	74270846356100006955456	0000	BRANCH PAYMENT - THANK YOU	M677.50cr

Trading Strategies Contract

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
12/27/16	████████████████████	NEW PURCHASES AND OTHER CHARGES	832.16
CUSTOMER SERVICE CALL		NEW CASH ADVANCES	0.00
		CREDITS	677.50
Toll Free 1-800-448-8812		STATEMENT TOTAL	154.66
		TOTAL IN DISPUTE	0.00
		CREDIT LIMIT	2,000.00

Area
Community
Action
Agency

AUTHORIZATION FOR PAYMENT

RECEIVED
JAN 06 2017

Date Received 01/03/2017

Date Submitted 01/03/2017

Vendor Name Hancock Bank

Group or Invoice # 122716KJ

Payment Amount \$ 832.16

Notes Account # [redacted]
Kristin Jackson

Prepared or Submitted by

Printed Name Judy Green

Signature Judy Green

1-4-17

Approved by

Printed Name Nina Self

Signature Nina Self

AT

800
800
800

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6600	255	600	\$ 34.50	✓
1064	6180 (Background)	256 (Wamer/South City)	600	\$ 68.50	✓
1064	6180 (Background)	255 (Kim Smith/Office)	600	\$ 68.50	✓
1064	6180 (Background)	256 (Larkins/South City)	600	\$ 68.50	✓
1064	6180 (Background)	258 (Thompson/Jefferson)	500	\$ 68.50	✓
1064	7430 (DCF Training)	250 (Gordon/Mabry)	600	\$ 10.00	✓
1064	7430 (DCF Training)	250 (Gordon/Mabry)	600	\$ 10.00	✓
1064	7430 (DCF Training)	250 (Gordon/Mabry)	600	\$ 10.00	✓
1064	6415 (Keys) (4)	255 (Kristin's Office)	600	\$ 51.00	✓
1064	6180 (Background)	256 (C Carroll/South City)	600	\$ 68.50	✓
1064	6180 (Background)	259 (Thompson/Bainbridge Rd)	600	\$ 68.50	✓
TOTAL				\$ 526.50	\$ 0.00

Foxe Teaching Strategies Contract

Finance Department Only

Session Date AP170103HB

Check Date _____ Check # _____

Area
**Community
 Action**
 Agency

AUTHORIZATION FOR PAYMENT

Date Received 01/03/2017

Date Submitted 01/03/2017

Vendor Name Hancock Bank

Group or Invoice # _____

Payment Amount \$ 832.16

Notes
 Account # [redacted]
 Kristin Jackson

Prepared or
 Submitted by

Printed Name Judy Green

Signature _____

Approved by

Printed Name Nina Self

Signature _____

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6180 (Background)	256 (Brown/South City)	600	\$ 68.50	✓
1064	(AS) 7430 (CDA) 7010	259 (Corkle/Barnes)	600	\$ 125.00	✓
1064	6415	255	600	\$ 112.16	48.84
1064	6410	255	600	63.32	
TOTAL				\$ 305.66	\$ 0.00

Finance Department Only

Session Date _____

Check Date _____

Check # _____

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING

54711

Payee HANCOCK BANK
Vendor ID HANCOCK CC Account #

54711
1/12/2017

Invoice	Description
2716-NR	ACCT# [REDACTED] NICHELE RICHARDS

amount
\$152.53
\$152.53

Hancock Bank
MAHAN
01/13/17 13:08

Seq: 0067 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx [REDACTED]
Credit Card Payment \$152.53
Posting Date: 01/13/17
Thank you for banking with Hancock

LMP40 M/P CHECK

Rev 2/14



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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
12-02	12-01	24492156336741418694609	5812	SQ *GAINES STREET P TALLAHASSEE FL	M85.25✓
12-09	12-08	24445006344000925605987	5411	PUBLIX #782 TALLAHASSEE FL	M67.28✓
12-21	12-21	74270846356100006955498	0000	BRANCH PAYMENT - THANK YOU	M407.21cr

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
12/27/16	[REDACTED]	NEW PURCHASES AND	152.53
CUSTOMER SERVICE CALL		OTHER CHARGES	0.00
		NEW CASH ADVANCES	0.00
		CREDITS	407.21
		STATEMENT TOTAL	254.68
		Toll Free	1-800-448-8812
		CREDIT LIMIT	2,500.00

[Handwritten signature]

AUTHORIZATION FOR PAYMENT

RECEIVED
JAN 06 2017

Date Received 01/03/2017

Date Submitted 01/03/2017

Vendor Name Hancock Bank

Group or Invoice # 122716 NR

Payment Amount \$ 152.53

Notes

Account # [REDACTED]
Nichele Richards
122716 NR

Prepared or
Submitted by

Printed Name Judy Green

Signature Judy Green 1-4-17

Approved by

Printed Name Nina Self

Signature Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
6214	7430 (Incredible Years)	255 (Food)	600	\$ 85.25	
1064	7440 (Policy Council)	255 (Food)	600	\$ 67.28	
TOTAL				\$ 152.53	\$ 0.00

Finance Department Only

Session Date AP170103HB
Check Date _____ Check # _____

Emergency Services Program

National Performance Indicator

Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential By Strengthening Family and Other Supportive Environments. This report started October 1st 2016 and will end September 30th 2017.

Low Income Home Energy Assistance Program

Below is the total unduplicated number of households/individuals served for January 2017.

County	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Total
<i>Calhoun</i>	24/52	28/54	19/52	14/31			85/189
<i>Franklin</i>	10/24	18/50	7/18	9/21			44/113
<i>Gadsden</i>	74/214	78/228	47/120	97/211			296/773
<i>Gulf</i>	13/25	12/28	3/11	10/17			38/81
<i>Jefferson</i>	25/64	31/55	32/92	30/76			118/287
<i>Leon</i>	288/844	248/705	205/574	258/681			999/2804
<i>Liberty</i>	12/35	10/36	10/29	12/28			44/128
<i>Wakulla</i>	15/52	26/86	13/43	12/29			66/210
Totals	461/1310	451/1242	336/939	442/1094			1690/4585

The Department of Economic Opportunity recently unveiled a new combined reporting requirement for LIHEAP. This combined report is merging the new required Performance Measures Report with the Annual Household Report. All household information and service information from October 1, 2015 – September 30, 2016, must be entered into the new system by November 18, 2016. The November 18th deadline was extended due to issues with the new system.

Emergency Services Community Services Block Grant – Rentals Assistance 6.2.C

From October 1st, 2016 to December 31st, 2016 a total of (358) families were assisted with emergency rental assistance (22) families received assistance with a rental deposit.

Capital Area Community Action Agency

FAMILY SUPPORT SERVICES BOARD REPORT FOR GETTING AHEAD / STAYING AHEAD PROGRAM STATUS UPDATE AS OF FEBRUARY 17, 2017

Current Staffing

COUNTY	CASE MANAGER	PHONE	LOCATION
Calhoun/Liberty	Clarissa Medina	(850) 674-5067	Calhoun County Court House – Room 308; 20859 Central Avenue, Blountstown 32320
Franklin/Gulf	Pat Carroll	(850) 653-8057	Apalachicola One Stop Service Center, Suite 113; 192 14 th St, 32320
Gadsden	Anne Robinson*	(850) 222-2043, ext. 103	1140 W. Clark St., Quincy 32351
Jefferson	Jacqueline Miller	(850) 997-8231	1155 North Jefferson St., Monticello 32344
Leon	Anne Robinson*	(850) 222-2043, ext. 103	309 Office Plaza Drive, Tallahassee 32301
Wakulla	Wendy Brown	(850) 926-3122	2932 Crawfordville Hwy; Crawfordville 32327

*These positions are currently vacant. Ms. Robinson is in a temporary position working both counties

The Getting Ahead/Staying Ahead program has been in transition since the retirement of Cynthia Valencic, Family Support Services Director and the resignation of Susan Lawrence, Case Manager Supervisor. Nina Self, Chief Operating Office is currently working directly with staff to retrain them on case management principles and retool the program to produce more outcomes. Staff is excited and reenergized by the changes and progress being made thus far.

Calhoun, Jefferson and Wakulla counties have recently completed their Getting Ahead classes. Wakulla held their transition luncheon in December. Jefferson will hold its transition luncheon on February 23rd (details attached). Calhoun has 2 graduates and they will be going to lunch with the Case Manager for a more personal gathering. Leon's current class will end 3/7/17. Transition luncheon details to be announced later.

Calhoun has started two new classes in February, and Gadsden has started one. Jefferson anticipates its next class starting 3/1/17 and Wakulla on 3/15/17. Leon will start another class in March, date to be determined.



United Way of the Big Bend

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All of the Getting Ahead classes that start in February or March should be completed by mid-June. Case Managers will use the months of June and July to close out those classes, recruit and enroll for fall classes, update and organize all case files in preparation for monitoring, extensive case management with clients, and staff training opportunities. Classes for all counties will start the first week in August to allow them all to be on the same schedule. Our goal is to have a calendar like the school calendar – fall classes in August, and winter classes beginning in January.

Two Case Managers resigned in January. Gina Ash, Leon County, left to return to her home in Virginia with her family, and Sylvania Jones, Gadsden County, resigned to take a less stressful opportunity. We were fortunate to hire Anne Robinson, a former FSS employee, in the interim to continue the services to our clients in those counties. Anne worked with our agency in 2009 – 2010 as an Employment Specialist, and for a short time as Case Manager Supervisor. She left when the ARRA funding ended. We are currently advertising for Case Managers in both counties.

The Chase Financial Literacy Grant that was scheduled to end 12/31/16 was extended through 3/31/17. Staff is working to offer additional financial literacy workshops in their counties.

Melissa Watson has been providing outreach to several agencies who are interested in training their staff in facilitating Getting Ahead training. She is currently working on developing a workshop to present at the 2017 FACA Conference in May.

A recap of what is happening in the counties is attached.

Nina Self
Chief Operating Officer

Getting Ahead Staying Ahead
 Board Update
 February 21, 2017

	A	B	D	F	H	J	L
1		Calhoun	Franklin	Gadsden	Jefferson	Leon	Wakulla
2	Most Recent Class						
3	# of Participants	2			10		5
4	End Date	2/6/2017			2/2/2017	3/7/2017	12/1/2016
5	Meeting Day and Time	Finished			Finished	Tuesday 10:30 - 12:30	Finished
6	Meeting Location						
7							
8	Transition Ceremony						
9	Date Scheduled	2/27/2017			2/23/17	TBD	
10	Time				5:00 - 7:00		
11	Location	Main Street Café (participants only)			Parrish Hall, Christ Episcopal Church		
12	Address				425 N. Cherry St, Monticello		
13							
14	Next Class						
15	Anticipated # Participants	13		4	11	TBD	9
16	Start Date	2/9/2017		2/16/2017	3/1/2017		3/15/2017
17	Anticipated End Date	5/31/2017		5/31/2017	6/7/2017	5/31/2017	5/31/2017
18	Meeting Day and Time	Thursdays 5:00 - 7:00		Thursday 10:30 - 12:30	Wednesday 10:00 - 12:30		TBD
19	Meeting Location	Rivertown Community Church		Career Center	Library		TBD
20							
21	Class 2:						
22	Participants	5					
23	Start Date	2/15/2017					
24	Meeting Day & Time	Wednesday 10:00 - 12:00					
25	Meeting Location	Rivertown Community Church					
26							
27							
28	SA/FSSP Update						
29	# of Current Clients	1	1	6	2	13	3
30	# of Active Mentors	4	0	TBD	30	TBD	4
31							
32							

Getting Ahead Staying Ahead
Board Update
February 21, 2017

	A	B	D	F	H	J	L
1		Calhoun	Franklin	Gadsden	Jefferson	Leon	Wakulla
33							
	<u>Financial Literacy Training</u>						
34		TBD	TBD	TBD	3/21/2017	TBD	3/8/2017
35					5:00 - 6:00		5:00 - 6:00
36					Library		Capital City
37							
38	<u>January Outreach</u>						
		Met with representatives of Rivertown Community Church on GA and mentor recruitment	Attended monthly Chamber of Commerce meeting		GA class participated in the MLK Parade in Jefferson	Participated in the MLK Holiday Event at Cascades Park -Received 10 GA applications that look favorable, and also some mentor applications	Promise Land Ministries may partner with Operation Santa to do a GA class
39							
		Attended monthly Chamber of Commerce meeting	Phone outreach to Career Source and Gulf Early Learning		3 GA Participants attended the Dept of Health Committee meetings - One was selected to chair the Students Working Against Tobacco (SWAT) Committee	Negotiating with Career Source in Madison to train them to do GA	
40							
		Met with representatives of Chipola Law Program and Healthy Start for mentors and GA participant recruitment	Attended monthly meeting of Franklin's Promise		Outreach to Goodwill resulted in 13 program participants have enrolling in classes with Goodwill, including GED	Also working on agreements with ECHO, Disc Village and Refuge House for GA classes	
41							
		LIHEAP outreach services to Liberty County	LIHEAP outreach services in Wewahitcha and Port St. Joe		Working with Jefferson Family Advocate on Head Start parent outreach to encourage GA enrollment		
42							
43					5 GA graduates became employed		

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT FEBRUARY 2017

Administrative

- Litigation matters –All matters have been settled. There are no issues pending.
- Stronger integrated program managers meetings facilitating better cross-training and service delivery. Work continues to break down silos between divisions and build partnerships external to the organization.

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. COO conducts meetings weekly with the Case Managers. 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. All case managers were certified with Financial Social Work certificates.
- 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

- Working with Wells Fargo for community development initiative for grass roots organizing.
- Actively participated in meetings designing the separation of the United Way from the Community Human Service Program. Continuing work with the Income Council of the United Way of the Big Bend strategic initiatives.
- Developed partnership with Refuge House for transitional living grant application to offer *Getting Ahead* for their clients.
- Continuing to work with ECHO for roll out of *Getting Ahead* with Early Learning Coalition collaboration.
- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region. Co-locating offices has increased partnership between the agencies.
- Invited to present to Leadership Florida program day in Tallahassee in March.

Impact: Developing the infrastructure necessary to support the Agency mission

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United Way of the Big Bend



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 20 and June 17, 2017

Out of Office

- Vacation – February 7-9, 2017
- Vacation – March 2-3, 6, 2017
- Vacation – March 13, 2017
- Vacation – March 20-23, 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