

Capital Area **Community Action** Agency

BOARD OF DIRECTORS

Agenda

Tuesday, March 28, 2017 – 6:00 pm
Ghazvini Center for Healthcare Education
1528 Surgeons Drive, Tallahassee, Florida 32308
Conference Call – 605.475.4700; 275857#

- I. Call to Order Charlean Lanier, Chair
- II. Agenda Approval
- III. Sign-in/Attendance/Introductions
- IV. Consent
 - A. Board Meeting Minutes – January 24, 2017
 - B. Executive Committee Minutes – February 21, 2017
- 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. Head Start Franklin action
- VI. Program Updates
 - A. Family Support Services Department
 - B. Head Start
 - i) Credit Card statements
- VII. Chief Executive Officer's Report
 - A. Foreclosure Update
- VIII. Chair's Report
- IX. Adjournment

Next Executive Committee Meeting 4/18/17 – 5:30 pm – 309 Office Plaza Drive

Next Board of Directors Meeting 5/23/17 – 6:00 pm – Ghazvini Center for Healthcare Education



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
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Capital Area Community Action Agency

Board of Directors DRAFT Meeting Minutes January 24, 2017

Members in Attendance:

Cheryl Thompson, Vice Chair
Brandon Wienke, Treasurer
Harold Ross, Secretary*
Bishop Willie Green*
Derrick Jennings
Lauren Johnson
Christy McElroy
Kara Palmer Smith*
Debra Peterson*
Pam Ridley
Dan Stengel

Staff:

Tim Center
Nina Self
Venita Treadwell
Cynthia Valencic
Kristin Reshard
Keith Dean*

Guests

Gene Hall, Jefferson County Commissioner

*Attended by phone

Absent: Charlean Lanier, Carol Barfield, Pinki Jackel

The meeting was called to order by the Vice Chair at 6:02 p. m. and a quorum was established. The attendance sheet was passed for signature.

Ms. Ridley made the motion for the approval of the agenda. It was seconded by Mr. Wienke and unanimously approved.

Mr. Weinke made the motion for the approval of the consent agenda which included the Minutes from the November 15, 2016 Board meeting. The minutes from the December 20, 2016 Executive Committee meeting were included on the consent agenda for information purposes only. Mr. Stengle seconded the motion and it was unanimously approved.

Mr. Dean provided the Fiscal report for the two month period ending November 30, 2016. He stated that we were 17% through the fiscal year and 20% through the budget. Net income is approximately \$10,000. The agency has met about 20% of the required in-kind federal match for the fiscal year ending September 30, 2017. There were no unusual variances in expenditures. Mr. Stengle made the motion for approval of the Fiscal report. It was seconded by Mr. Wienke, and unanimously approved.



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Mr. Center reviewed the CSBG – IS Survey. He said the IS Survey is a required report as outlined in our performance standards with the Department of Economic Opportunity (DEO). The Agency reports to DEO, DEO reports to the Federal Department of Health & Human Services (HHS); HHS reports to Congress. This reports on who we served, how, and how we spent the dollars allocated to us by the federal government. We generally serve over 10,000 people annually, and 400 Head Start families. This report was timely filed by Susan Lawrence before she left the agency in November, however the minutes didn't reflect that it had been approved by the Board. The Executive Committee approved the report in its January 17, 2017 meeting. Mr. Stengle made the motion to approve the IS Survey. Mr. Wienke seconded the motion and it was unanimously approved.

Program Updates

Head Start

Staff is currently reviewing the future of the Franklin Head Start program. The lack of candidates for employment that have the required educational credentials and that can pass the background screen has caused the agency to request waivers from HHS to get staff approved to work in the program. This has hindered the program in providing qualified staff for the classrooms. Also Franklin County Schools has notified us that due to student growth in their county, they will need to move all of the Pre-K classrooms off campus to another location in the fall. The location they suggested would not be acceptable for our Head Start program, even with extensive clean up. It would cost too much to renovate the space. Staff is researching other locations, and the possibility of moving the 37 slots to Leon and Jefferson counties.

In general, Head Start is doing great. The team is doing well. There will be three CLASS assessments this year, all done by our on Certified CLASS Assessors on our staff. Ms. Self, Treadwell and Reshard attended training on the new Head Start Performance Standards. The goal of the revised standards is to cut criteria by at least a third, and to allow more flexibility to the programs providing the service.

The new Extended Day Program was effective January 4, 2017. Parents had to enroll in funding for services after 2:00 p.m. when the Head Start day ended if they wanted their child to stay until 5:30 p.m. They could apply for VPK or School Readiness funds through the Early Learning Coalition. Most parents complied with the new requirements for the extended day program.

Staff will be reviewing the concept of having a summer program. Dubbed, "The Royal Summer", the program would be held at the Louise B. Royal center, and would include a mixed income population. The proposal would be brought to the Policy Council and Board once it is designed.

Ms. Ridley asked why the Mabry attendance was only 78%, and not the required 85%. Ms. Reshard said there was a glitch in the Child Plus system that calculates the percentages. It was being worked on. Ms. Reshard said Mabry is a transplant center from the students that attended Bond. There were many walkers in the neighborhood and sometimes inclement weather keeps them from coming to school. Ms. Treadwell added that there are transportation issues with Mabry, Jefferson and Franklin centers. Students

in Franklin currently ride the school bus with their older siblings. However, if we move from the school that could be an issue. Ms. Ridley asked if we provide bus passes. Ms. Treadwell replied that the Family Advocates work with families to help eliminate their transportation issues. This includes bus passes in Leon County.

Ms. Johnson provided input as the Policy Council Chair. She feels things are working well. She said parents report seeing the improvement in their teachers, and their children are learning. She said she receives great parent feedback. She also gets good feedback from the top down. The Education Coordinators are a great resource to the centers. She feels the issue is changing the mindset of the parents. She is open to suggestions. She also thought the multiple orientations and the open house helped to enhance parent communication.

Ms. Ridley asked about teacher incentives. Ms. Treadwell introduced the idea for an appreciation event honoring the teaching staff. It would be called the “Golden Apple Gala”. She said it could be a dressy occasion to honor the teachers. She asked for ideas and support from the Board to help this concept become a reality.

Family Support Services

Customer Service Survey Results from 10/1/16 – 12/31/16 were shared with the Board. Survey shows that 80% of clients had received services from the agency before. 98% of the 719 respondents said staff was attentive and understanding to their needs, and knowledgeable. 100% were treated with respect, and 99% were satisfied for the services received.

There were 1948 households/3491 individuals served by LIHEAP for the period October 1, 2016 – December 31, 2016. For the same period 358 families were assisted with emergency rental assistance and 22 families received assistance with a rental deposit.

The Chase Financial Grant for Financial Training has been extended until March 2017. This will allow time for more financial literacy classes in our counties served.

Chief Executive Office Report

The litigation matter for Kaye Crawford, former Head Start employee, has been settled.

The agency was a beneficiary of the Martin Luther King Dare to Dream Association effort on MLK holiday at Cascades Park. The event collected hundreds of children’s books for our Head Start students, and solicited mentors for Getting Ahead students and Head Start applications.

We were informed that the office building located at 309 Office Plaza Drive is in foreclosure. There is a March sale date of the property. The amount owned by Rudnick Development, the owner, is \$600,000. Staff is researching options for the agency to purchase the building. Dan Stengle and Keith Dean are working with staff on this issue. The Board will be kept informed as this action progresses.

Mr. Stengle made a motion to adjourn the meeting at 7:05 p.m. It was seconded by Ms. McElvoy and unanimously approved.

Harold Ross, Secretary

Date Approved

Capital Area Community Action Agency, Inc.
Executive Board Meeting
February 21, 2017

MINUTES DRAFT

Members in Attendance:

Charlean Lanier, Chair
Cheryl Thompson, Vice Chair
Brandon Wienke, Treasurer

CACAA Staff:

Tim Center
Nina Self
Stephanie Sgouros

Absent: Harold Ross, Secretary

The meeting was called to order by the Chair at 5:39 pm and a quorum was established.

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

The next item was the Consent Agenda which included the Executive Committee minutes from the January 17, 2017 meeting. Mr. Wienke moved for approval and Ms. Thompson seconded the motion. It was unanimously approved.

Action Items

LIHEAP Subgrant Agreement Modification 2

The first action item was the review and approval of the Low-Income Home Energy Assistance Program (LIHEAP) Subgrant Agreement Modification 2 with the Florida Department of Economic Opportunity. The amount of the modification is \$1,838,829. This modification is for Fiscal Year 2015 carryover funds. Mr. Wienke moved for approval and Ms. Thompson seconded the motion. It was unanimously approved.

Fiscal Report

Ms. Sgouros gave the fiscal report for the period ended 12/31/16. She stated that we were three months into the fiscal budget year, and expenditures should be about 25% of the annual allocation. She reported expenses and revenues are at about 30%, and there is a net loss of \$3,088. She stated it should even out before the end of the year. A new budget category entitled "Contractual Services – Health" was created. It combines the categories Speech, Medical/Dental, Mental Health and Health/Fitness Services. This change will allow us to more easily spend funds on the services that the children need without requiring the movement of budget authority. Ms. Thompson moved for approval of the fiscal report and Mr. Wienke seconded the motion. It was unanimously approved.

Chief Executive Officer's Report

Mr. Center reported the administrative office building is being foreclosed on by Centennial Bank. He met with the owner, Jim Rudnick to get more information and to determine if the agency could possibly buy the building. Chip Ciocchetti, our banker from Hancock Bank, and Board members Brandon Wienke and Cheryl Thompson were also in attendance. Staff attending was Stephanie Sgouros and Nina Self. Mr. Rudnick said this building was collateral for another project he was working on that didn't work out. The building price is \$600,000. We currently pay a sub-prime rental rate of \$8/sq. ft. If someone else bought the building they may go to market price which is \$14.00/sq. ft. Rudnick said he could find another investor to buy the building and rent it to us if we decided we didn't want to buy it. Mr. Center said we would come out better buying over renting. A down payment of 20% would be required. He said we have 10% now, but it would wipe out our reserve.

Mr. Center has talked with the representative at Centennial Bank who said the bank would probably buy the building back and resell it. They are willing to work with us if we wanted to purchase it. Centennial is in the process of getting an appraisal. After some discussion Ms. Lanier said the two Board members, Wienke and Thompson, would have to recuse themselves from voting on the financing if their bank submitted a proposal for financing.

Mr. Wienke moved for Mr. Center to go forward with the process of obtaining a loan for \$600,000 to purchase the building. Ms. Thompson seconded the motion, and it was unanimously approved.

Mr. Wienke moved for Mr. Center to encumber the Louise B. Royal Head Start Center for 20% of the loan. Ms. Thompson seconded the motion, and it was unanimously approved.

Program Updates

Head Start

Mr. Center reported that Franklin County Schools contacted us to say they will need to move all Pre-K classrooms to another location in the fall due to an increase in their enrollment. This includes the two classrooms we occupy and the ones that their Pre-K program occupies. The proposed site is an older building that needs a lot of repair and maintenance. Staff has been looking at alternative locations, but has not been successful in locating one yet. Staff has reported to the Board on several occasions the difficulty of finding staff with the right credentials to teach Head Start in Franklin County. Because of these two major issues staff is researching the need to no longer provide Head Start in Franklin County. Once sufficient data has been collected to justify the reallocation of slots, staff will present it to the Board for approval. This would also require approval from HHS. We wouldn't lose the 37 slots, but they would be transferred to Leon County to expand the program here.

CLASS evaluations are ongoing with teacher development plans being implemented. HHS Advisors visited with our team this week to provide technical assistance in this area.

A concept paper for the “Golden Apple Gala” was shared with the Board. The concept was introduced at the last Board meeting and excitement for the event has been generated from Board and staff. More details will be given in the next meeting.

The next full Board meeting will be held on March 20, 2017.

The meeting was adjourned at 7:02 pm by the Board Chair.

Harold Ross, Secretary

Date: _____

DRAFT

**Financial Statement Narrative
For the Four Months Ending January 31, 2017
Capital Area Community Action Agency**

As of January 31, 2017, we are a third of the way through the fiscal year and as a benchmark, we would expect the year-to-date actual expenses and revenue to be approximately 33% of the annual budget with some Head Start expenses close to 40%. At month end, the Year to Date Actual Revenue and Expenses are both 41% and 40% of their respective budgets. Our overall year to date net income is \$100,960 which includes over \$80,000 in restricted funds.

January's In-kind revenue for Federal purposes was \$48,801. When paired with our local match for the year of \$140,334, we are at 41% 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.

Contractual Services – Health – is over benchmark budget due to evaluations and more services at the beginning of the year. This is a new line item that was formed from Speech, Mental and Health Services.

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.

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

**Financial Statement Narrative
For the Four Months Ending January 31, 2017
Capital Area Community Action Agency**

Dues and Subscriptions – is over the benchmark budget due to a large number of subscriptions due in the early part of the year but will even out.

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

Registration Fees – this item is over benchmark budget due to an influx of registrations tied to the CSBG grant ending December 2016.

Raw Food Cost – is slightly over the benchmark budget. Over the course of the year, this should even out.

Contributions and Legal Expenses - are both over their benchmark budget due to settlements in two Human Resource lawsuits, which were not anticipated in the original budget. Insurance reimbursed CACAA for most of the cash outlay.

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending January 31, 2017

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		26,969			
Grants - Other Not for Profits		6,668			
In-Kind Revenue		201,787			
VPK		106,697			
	834,856	342,121	41%	492,735	59%

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 4 Months Ended 1/31/17

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
4000	Government Contracts - FEDERAL	3,339,421	1,165,920	(2,173,501)	35%
4010	Government Contracts - STATE	2,610,918	1,224,759	(1,386,159)	47%
4020	Government Contracts - LOCAL	119,500	49,315	(70,185)	41%
4100	Grants - Other Not-for-Profits	26,000	18,097	(7,903)	70%
4200	Contributions	22,500	68,898	(1,413)	306%
4300	Special Events	0	582	582	
4320	Commissions-Vending/Photo	1,100	860	(240)	78%
4960	Fringe Pool Revenue	736,907	318,971	(417,936)	43%
4970	Indirect Pool Revenue	613,907	211,221	(402,686)	34%
4995	Other Revenue	0	(1,237)	(1,237)	
	Total Revenue	<u>7,470,253</u>	<u>3,057,386</u>	<u>(4,412,866)</u>	41%
Expenditures					
6010	Salaries & Wages	2,586,280	912,364	1,673,916	35%
6110	Fringe	714,418	256,952	457,466	36%
6120	FICA	200,000	62,415	137,585	31%
6130	Unemployment	53,407	14,193	39,214	27%
6140	Workers Compensation	65,000	13,001	51,999	20%
6150	Health Insurance	350,000	126,075	223,925	36%
6160	Life Insurance	30,000	8,909	21,091	30%
6170	Retirement	30,000	9,561	20,439	32%
6180	Staff Screenings	2,305	2,165	140	94%
6210	Indirect Costs	609,400	221,685	387,715	36%
6310	Travel - In Area	16,922	3,798	13,124	22%
6315	Travel - Out of Area	21,182	2,596	18,586	12%
6410	Office Supplies	20,539	4,969	15,570	24%
6415	Program Supplies	23,561	8,899	14,662	38%
6420	Classroom Supplies	46,903	4,266	42,637	9%
6430	Kitchen Supplies	23,982	8,404	15,578	35%
6440	Medical/Dental Supplies	2,000	0	2,000	0%
6510	Copies/Printing/Copier	25,276	6,811	18,465	27%
6600	Postage and Delivery Expense	5,073	756	4,317	15%
6710	Contractual Services/Professional	339,694	78,756	260,939	23%
6715	Contractual Services -	112,517	70,135	32,964	62%
6810	Rent/Space Cost	244,859	88,884	155,975	36%
6820	Utilities	73,324	20,378	52,946	28%
6830	General Liability and Property	40,859	25,021	15,838	61%

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 4 Months Ended 1/31/17

6840	Communications	60,604	21,602	39,003	36%
6850	Repairs and Maintenance-	162,943	58,723	104,220	36%
6910	Equipment Maintenance	29,872	8,658	21,214	29%
6920	Vehicle Expense	41,964	20,613	21,352	49%
6930	Equipment Lease	14,743	5,417	9,326	37%
6940	Technology	35,650	11,651	23,999	33%
7010	Fees, Licenses, and Permits	8,310	3,421	4,888	41%
7020	Dues/Subscriptions	17,048	11,407	5,641	67%
7100	Volunteer	750	0	750	0%
7210	Client Assistance	1,173,158	718,451	454,707	61%
7320	Expendible Equipment	46,010	9,950	36,060	22%
7410	Registration Fees	11,473	8,649	2,824	75%
7420	Training/Meetings/Workshops	60,169	16,873	43,966	28%
7430	Staff Development	7,239	2,751	4,488	38%
7440	Advisory/Board Member	6,200	1,107	5,093	18%
7450	Advertising	7,187	0	7,187	0%
7460	Parent Activities	1,134	87	377	8%
7510	Raw Food Cost	144,397	66,618	77,779	46%
7530	Legal Expenses	0	38,360	(38,360)	
7610	Interest Expense	500	0	500	0%
7630	Bank Service Charges	3,400	1,094	2,306	32%
	Total Expenditures	<u>7,470,253</u>	<u>2,956,426</u>	<u>4,513,827</u>	40%
	Excess Revenue over (under)	<u>0</u>	<u>100,960</u>	<u>100,960</u>	

Capital Area Community Action Agency
Balance Sheet
For the 4 Months Ended 01/31/17

	Current Period Balance
Assets	
Petty Cash	510
Cash Operating Hancock Bank	76,458
Cash-Bank Restricted	77,740
Grants Receivable	540,576
Building	245,000
Accumulated Depreciation - Building	(70,795)
Equipment	76,691
Total Assets	<u>946,180</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	0
Accrued Leave	59,615
Accrued Wages	70,481
Accrued Fringe Benefits	4,206
Accrued Taxes	6,852
Contract Advances	182,581
Due to Grantor	0
Contingent Liab Sunshine St Micro Unobligated	22,993
Liability- Head Start Parent Activity	3,605
Notes Payable	<u>138,473</u>
Total Liabilities	488,807
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	31,515
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	356,413
Current Net Income	<u>100,960</u>
Total Net Assets	<u>457,373</u>
Total Liabilities and Net Assets	<u>946,180</u>

Head start CC Activity - January 2017

Vendor Name	Expenses	Document Date	GL Code	Fund Code	Document Description	Document Number
HANCOCK BANK	20.00	1/27/2017	6415	1064	ACCT#XXXX6623/ DARREL JAMES	012717DJ
HANCOCK BANK	59.90	1/27/2017	6415	1064	ACCT#XXXX7303- KRISTIN JACKSON-RESHARD	012717KJ
HANCOCK BANK	66.53	1/27/2017	6415	1064	ACCT# XXXX6706- NICHELE RICHARDS	012717NR
HANCOCK BANK	20.00	1/27/2017	6710	1064	ACCT#XXXX6623/ DARREL JAMES	012717DJ
HANCOCK BANK	48.00	1/27/2017	6820	1064	ACCT#XXXX6623/ DARREL JAMES	012717DJ
HANCOCK BANK	45.01	1/27/2017	6920	1064	ACCT#XXXX6623/ DARREL JAMES	012717DJ
HANCOCK BANK	223.05	1/27/2017	7320	1064	ACCT#XXXX6623/ DARREL JAMES	012717DJ
HANCOCK BANK	1,625.00	1/27/2017	7410	1064	ACCT#XXXX6623/ DARREL JAMES	012717DJ
HANCOCK BANK	1,120.00	1/27/2017	7410	1064	ACCT#XXXX7303- KRISTIN JACKSON-RESHARD	012717KJ
HANCOCK BANK	975.00	1/27/2017	7410	1064	ACCT# XXXX6706- NICHELE RICHARDS	012717NR
HANCOCK BANK	889.20	1/27/2017	7420	1064	ACCT#XXXX6623/ DARREL JAMES	012717DJ
HANCOCK BANK	380.04	1/27/2017	7420	1064	ACCT#XXXX7303- KRISTIN JACKSON-RESHARD	012717KJ
HANCOCK BANK	598.08	1/27/2017	7420	1064	ACCT#XXXX7366/NINA SINGLETON (SELF)	012717NS
HANCOCK BANK	30.00	1/27/2017	7430	1064	ACCT#XXXX6982/ FATIMA OLEABHIELE-	012717FOA
HANCOCK BANK	64.01	1/27/2017	7440	1064	ACCT# XXXX6706- NICHELE RICHARDS	012717NR
	<u>6,163.82</u>					
LOWES	<u>1,094.53</u>	1/31/2017	6850	1064	013117LOWES	
Total CC Activity	<u>7,258.35</u>					

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account #:

54951
 2/9/2017

Invoice	Description
012717FOA	ACCT#XXXX6982/ FATIMA OLEABHIELE-ALEXAI

ount
 \$631.93

Hancock Bank
 MAHAN
 02/14/17 16:38

Seq: 0082 ID: 102397 CB: 7124

Account Number: xxxxxxxxxxxx6582
 Credit Card Payment \$631.93
 Posting Date: 02/14/17

Thank you for banking with Hancock

\$631.93

LMP40 MP CHECK

Rev 2/14



101301

10130/10130 (11/15) 6/8/09

HANCOCK BANK is a trade name of Whitney Bank. Whitney Bank issues your Hancock Bank credit cards and more.

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
01-13	01-13	74270847013100007057008	0000	BRANCH PAYMENT - THANK YOU	M1,355.53cr
01-13	01-13	24231687013083354065209	5811	MOES SW GRILL 100454 ONL TALLAHASSEE FL	M250.00
01-19	01-18	24445007019000719345826	5912	CVS/PHARMACY #01256 TALLAHASSEE FL	M200.46
01-20	01-19	24445007020000744774724	5331	DOLLARTREE TALLAHASSEE FL	M32.00
01-20	01-19	24445007020400134728530	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M43.50
01-23	01-19	24269797020100271098098	5814	JIMMY JOHNS - 169 TALLAHASSEE FL	M75.97
01-24	01-23	24431067024026410262047	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M10.00
01-24	01-23	24431067024026410499227	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M10.00
01-24	01-23	24431067024026410528835	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M10.00

RECEIVED
 FEB 03 2017

DCF training

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01/27/17	██████████6982	NEW PURCHASES AND OTHER CHARGES <i>M</i> 631.93
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 1,355.53
		STATEMENT TOTAL 723.60cr
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,000.00

Local Area
**Community
Action
Agency**

AUTHORIZATION FOR PAYMENT

RECEIVED
FEB 03 2017

Date Received 02/03/2017

Date Submitted 02/03/2017

Vendor Name Hancock Bank

Group or Invoice # 012717 FOA

Payment Amount \$ 631.93

Notes
Account 6982
Fatima Oleabhiele-Alexander

Prepared or
Submitted by

Printed Name Judy Green

Signature Judy Green 2-3-17

Approved by

Printed Name Nina Self

Signature Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
✓ 6214	7460 (Incredible Years)	255 (Food)	600	\$ 250.00 ✓	
✓ 6214	6415 (Incredible Years)	255 (Supplies)	600	\$ 200.46	
✓ 6214	6415 (Incredible Years)	255 (Supplies)	600	\$ 32.00	
✓ 6214	6415 (Incredible Years)	255 (Supplies)	600	\$ 43.50	
✓ 6214	7460 (Incredible Years)	255 (Food)	600	\$ 75.97	
✓ 1064 <u>7430</u>	<u>6180 (Background Screening)</u>	<u>256 (Conway/SC)</u>	600	\$ 10.00 ✓	
✓ 1064 <u>7430</u>	<u>6180 (Background Screening)</u>	<u>256 (Jannah/SC)</u>	600	\$ 10.00 ✓	
✓ 1064 <u>7430</u>	<u>6180 (Background Screening)</u>	<u>256 (Hawkins/SC)</u>	600	\$ 10.00 ✓	
TOTAL				\$ 631.93	\$ 0.00

DCF training
↓

Finance Department Only

Session Date AP17020343

Check Date _____

Check # _____

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account #:

54950
 2/9/2017

Invoice	Description
012717DJ	ACCT#XXXX6623/ DARREL JAMES

ount
 \$2,870.26

Hancock Bank
 MAHAN
 02/14/17 16:37

Seq: 0081 ID: 102397 CB: 7124

Account Number: xxxxxxxxxxxx6623
 Credit Card Payment \$2,870.26
 Posting Date: 02/14/17
 Thank you for banking with Hancock

\$2,870.26

LMP40 MP CHECK



10130 10130 (11/15) 678099

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
01-06	01-04	24692167005000213090686	5542	GATE 1194 Q80 TALLAHASSEE FL	✓ M48.00 ✓
01-09	01-05	24828247008980014802997	5722	APPLIANCE WHOLESALERS TAL TALLAHASSEE FL	✓ M223.05 ✓
01-11	01-09	24692167010000014474629	5542	GATE 1194 Q80 TALLAHASSEE FL	✓ M45.01 ✓
01-16	01-14	24755427015160156756543	3504	HILTON HOTELS ATLANTA GA 2493694	✓ M177.84 ✓
01-16	01-14	24755427015160156756550	3504	HILTON HOTELS ATLANTA GA 2493695	✓ M177.84 ✓
01-16	01-14	24755427015160156757715	3504	HILTON HOTELS ATLANTA GA 2493696	✓ M177.84 ✓
01-16	01-14	24755427015160156759034	3504	HILTON HOTELS ATLANTA GA 2493697	✓ M177.84 ✓
01-16	01-14	24755427015160156759042	3504	HILTON HOTELS ATLANTA GA 2493698	✓ M177.84 ✓
01-16	01-13	24431067014206011400152	8641	REGION IV HEADSTART 770-490-9198 GA	✓ M1,625.00 ✓
01-18	01-18	74270847018100007070865	0000	BRANCH PAYMENT - THANK YOU	M2,544.99cr
01-25	01-24	24445007025600205843671	5912	WALGREENS #11537 TALLAHASSEE FL	✓ M20.00 ✓
01-27	01-26	24210737027207771500033	8041	TLC CHIROPRACTIC, INC. 850-222-5700 FL	✓ M20.00 ✓

RECEIVED
 FEB 03 2017

CAT

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 800

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01/27/17	██████████-6623	NEW PURCHASES AND OTHER CHARGES <i>no</i> 2,870.26
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 2,544.99

		STATEMENT TOTAL 325.27
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 3,000.00

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al Area
**Community
 Action**
 Agency

AUTHORIZATION FOR PAYMENT

RECEIVED
 FEB 03 2017

Date Received 02/03/2017

Date Submitted 02/03/2017

Vendor Name Hancock Bank

Group or Invoice # 012717 DS

Payment Amount \$ 2,870.26

Notes
 Account #6623
 Darrel James

Prepared or
 Submitted by

Printed Name Judy Green

Signature Judy Green

2-3-17

Approved by

Printed Name Nina Self

Signature Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6920 (Vehicle/Gas)	255	600	\$ 48.00	
1064	7320 (Stove)	250 (Mabry)	600	\$ 223.05	
1064	6920 (Vehicle/Gas)	255	600	\$ 45.01	
1064	7420 (Training in Atl)	110 (Hotel/D. James))	600	\$ 177.84	
1064	7420 (Training in Atl)	110 (Hotel/A. McCoy)	600	\$ 177.84	
1064	7420 (Training in Atl)	110 (Hotel/N. Rolle)	600	\$ 177.84	
1064	7420 (Training in Atl)	110 (Hotel/B. Evans)	600	\$ 177.84	
1064	7420 (Training in Atl)	110 (Hotel/L. Jackson)	600	\$ 177.84	
1064	<u>BS</u> 7420 (Training in Atl)	110 (Registration 5 persons) @ 325.00 ea	600	\$ 1,625.00	
1064	6415 (Supplies)	255	600	\$ 20.00	
1064	6710 (Physical)	256 (Cunningham/SC)	600	\$ 20.00	
TOTAL				\$ 2,870.26	\$ 0.00

CAT

800

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800

gift cards for Highest Aid

Finance Department Only

Session Date APR 02 2013

Check Date _____

Check # _____

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account #

54952
 2/9/2017

Invoice	Description
012717KJ	ACCT#XXXX7303- KRISTIN JACKSON-RESHA

Amount
 \$1,877.89

Hancock Bank
 MAHAN
 02/14/17 16:36

Seq: 0076 ID: 102397 CB: 7124

Account Number: xxxxxxxxxxxx7303
 Credit Card Payment \$1,877.89
 Posting Date: 02/14/17
 Thank you for banking with Hancock

\$1,877.89

LMP40 M/P CHECK



101301

1013010130 (11/15) 678099

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
01-12	01-10	24431067011698988118960	3764	BEAU RIVAGE - FRONT DESK BILOXI MS 0098611896 ARRIVAL: 01-10-17	M155.80 ✓
01-13	01-13	74270847013100007057024	0000	BRANCH PAYMENT - THANK YOU	M832.16cr
01-16	01-13	24435657013083303512415	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50 ✓
01-16	01-13	24435657013083354564216	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50 ✓
01-16	01-14	24755427015160156759026	3504	HILTON HOTELS ATLANTA GA 2493661 ARRIVAL: 01-14-17	M224.24 ✓
01-16	01-13	24431067014206011400111	8641	REGION IV HEADSTART 770-490-9198 GA	M325.00 ✓
01-16	01-13	24492157013694719720322	8351	PAYPAL *DBASARAHGRE 402-935-7733 CA	M550.00 ✓
01-19	01-18	24692167018000621287655	9399	L2G*FL FINGERPRINT 626-325-9600 CA	M50.00 ✓
01-20	01-19	24445007020600201067734	5912	WALGREENS #4311 TALLAHASSEE FL	M130.95 ✓
01-26	01-25	24492157025894037928959	7392	PAYPAL *JWALKERENTE 402-935-7733 CA	M245.00 ✓
01-27	01-26	24122597026980016252299	7399	ELSASSERS LOCK KEY TALLAHASSEE FL	M59.90 ✓

RECEIVED
 FEB 03 2017

800 } Reg II
 800 } Head Start
 Conf.
 Sarah Greene

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01/27/17	██████████-7303	NEW PURCHASES AND OTHER CHARGES <i>M</i> 1,877.89
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free	1-800-448-8812	CREDITS 832.16
		STATEMENT TOTAL 1,045.73
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,000.00

Capital Area Community Action Agency

AUTHORIZATION FOR PAYMENT

RECEIVED
FEB 03 2017

Date Received 02/03/2017

Date Submitted 02/03/2017

Vendor Name Hancock Bank

Group or Invoice # 02717 KJ

Payment Amount \$ 1,877.89

Notes
Account #7303
Kristin Jackson-Reshard

Prepared or
Submitted by

Printed Name Judy Green

Signature Judy Green 2-3-17

Approved by

Printed Name Nina Self

Signature Nina Self

15)
LAT
800

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800

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7420 (Training in Bilox)	110 (Hotel)	600	\$ 155.80 ✓	
1064	6180 (Background Screening)	255 (New Hire-Banks))	600	\$ 68.50 ✓	
1064	6180 (Background Screening)	251 (New Hire-Carroll)	600	\$ 68.50 ✓	
1064	7420 (Training in Atlanta)	110 (Hotel)	600	\$ 224.24	
1064	7410 (Training in Atlanta)	110 (Registration)	600	\$ 325.00 ✓	
1064	7410 Pre conference Training)	255 (Registration/Att)	600	\$ 550.00 ✓	regist. fr.
1064	6180 (Background Screening)	251 (New Hire-Carroll)	600	\$ 50.00 ✓	
1064	6180 (Background Screenings)	255 (Several staff)	600	\$ 130.95	\$ 123.90
1064	7410 Pre-Conference Training)	255 (Registration Fee)	600	\$ 245.00 ✓	reg. IV preconf.
1064	6415 (Keys)	255 (Lock Boxes/Office)	600	\$ 59.90 ✓	
9990	4210	000	000	1.10	
9990	7630	455	000	5.95	
TOTAL				\$ 1,877.89	\$ 0.00

800 Reg IV
800 Head Start
800 Conf.
Sarah Greene

Finance Department Only
 Session Date AP 170203 HB
 Check Date _____ Check # _____

54954

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #

54954
2/19/2017

Invoice	Description
012717NR	ACCT# XXXX6706- NICHELE RICHARDS

Amount
\$1,389.64

Hancock Bank
MAHAN
02/14/17 16:39

Seq: 0084 ID: 102397 CB: 7124

Account Number: xxxxxxxxxx6706
Credit Card Payment \$1,389.64
Posting Date: 02/14/17
Thank you for banking with Hancock

\$1,389.64

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Rev. 2/14



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1013010130111101672059

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
01-05	01-05	24445007006000724309036	5411	PUBLIX #782 TALLAHASSEE FL	M3.98✓
01-06	01-05	24445007006000724309119	5411	PUBLIX #852 TALLAHASSEE FL	M47.21✓
01-06	01-05	2476725700600000343866	5814	POPEYES 139 TALLAHASSEE FL	M78.91✓
01-10	01-09	24431067010206011000089	8641	REGION IV HEADSTART 770-490-9198 GA	M975.00✓
01-12	01-11	24164077011091008279685	5411	TARGET 00008441 TALLAHASSEE FL	M9.98✓
01-12	01-11	24164077011091008287530	5411	TARGET 00019737 TALLAHASSEE FL	M9.98✓
01-13	01-13	74270847013100007057115	0000	BRANCH PAYMENT - THANK YOU	M152.53cc
01-13	01-12	74164077012091012551792	5411	TARGET 00008441 TALLAHASSEE FL 3 of 4 returned	M14.97cc
01-13	01-12	24445007013400143924986	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M20.78✓
01-16	01-13	24692167014000092497043	5970	MICHAELS STORES 1551 TALLAHASSEE FL	M19.98✓
01-16	01-13	24226387014091006702114	5411	WAL-MART #1223 TALLAHASSEE FL	M20.78✓
01-20	01-19	24445007020000744771753	5411	PUBLIX #1401 TALLAHASSEE FL	M14.06✓
01-20	01-19	24733097020400604000859	5399	JERSEY MIKE'S SUBS 13069 TALLAHASSEE FL	M49.95✓
01-23	01-21	24164077022091007698148	5310	TARGET 00019737 TALLAHASSEE FL	M60.00✓
01-27	01-26	24247607026300454040246	5812	BAMBOO WOK TALLAHASSEE FL	M94.00✓

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FEB 03 2017

t. 0.325⁰⁰ ea.
4.99 ea.
3 of 4 returned

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01/27/17	██████████6706	NEW PURCHASES AND OTHER CHARGES 1,404.61
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 167.50
		STATEMENT TOTAL 1,237.11
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,500.00

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AUTHORIZATION FOR PAYMENT

RECEIVED
FEB 03 2017

Date Received 02/03/2017

Date Submitted 02/03/2017

Vendor Name Hancock Bank

Group or Invoice # 012717 NR

Payment Amount ~~\$ 1,404.61~~ 1,389.64

Notes
Account #6706
Nichele Richards
Page 1 of 2

Prepared or
Submitted by

Printed Name Judy Green

Signature Judy Green

2-3-17

Approved by

Printed Name Nina Self

Signature Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
6214	7460 (Incredible Years)	255 (Food)	600	\$ 3.98	✓
6214	7460 (Incredible Years)	255 (Food)	600	\$ 47.21	✓
6214	7460 (Incredible Years)	255 (Food)	600	\$ 78.91	✓
800 - 1064	7470 (Region IV Training)	110 (Atlanta)	600	\$ 975.00	3 Regist. @ 325 ⁰⁰ ea. 4.99 ea. ✓ 3 of 4 returned
1064	6415 (MLK Event)	255 (Cascade Park)	600	4.99 \$ 9.98	\$ 14.97
1064	6416 (MLK Event)	255 (Cascade Park)	600	\$ 9.98	
1064	6415 (MLK Event)	255 (Cascade Park)	600	\$ 20.78	✓
1064	6415 (MLK Event)	255 (Cascade Park)	600	\$ 19.98	✓
1064	6415 (MLK Event)	255 (Cascade Park)	600	\$ 20.78	(AS) ✓
1064	7440 (Policy Council)	255 (Food)	600	\$ 14.06	✓
1064	7440 (Policy Council)	255 (Food)	600	\$ 49.95	✓
TOTAL				\$ 1,250.61	\$ 14.97

1235.64 (AS)

Finance Department Only

Session Date AP 170203HB

Check Date _____ Check # _____

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

54955
 2/19/20

Invoice	Description
012717NS	ACCT#XXXX7366/NINA SINGLETON (SELF)

Amount
 \$3,120.19

Hancock Bank
 MAHAN
 02/14/17 16:37

Seq: 0079 ID: 102397 CB: 7124

Account Number: xxxxxxxxxxxx7366
 Credit Card Payment \$3,120.19
 Posting Date: 02/14/17

Thank you for banking with Hancock

\$3,120.

LMP40 M/P CHECK

Fig 2/14



1013010130 (11/15) 676096

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
01-02	12-31	24692165366000550588511	5310	WALMART.COM 800-966-6546 AR	M2,000.00
01-05	01-05	24692167005000138762518	4722	EXPEDIA7234761659131 EXPEDIA.COM WA	M598.08
01-18	01-18	74270847018100007070840	0000	BRANCH PAYMENT - THANK YOU	M3,481.08cr
01-23	01-20	24493987021286026402497	5734	AATRIX SOFTWARE 701-746-6814 ND	M372.13
01-25	01-24	24224437025104001936447	5812	NEWK'S - TALLAHASS TALLAHASSEE FL	M116.00
01-26	01-24	24164077025105001942141	5943	STAPLES 00110726 TALLAHASSEE FL	M9.98
01-27	01-26	24431057026026854843417	9399	FDLE CCHINET 850-410-8161 FL	M24.00

CAT
 Eff date 12/31
 800 Biloxi, MS

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01/27/17	██████████7366	NEW PURCHASES AND
CUSTOMER SERVICE CALL		OTHER CHARGES 3,120.19
		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 3,481.08
		STATEMENT TOTAL 360.89cr
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 6,000.00



AUTHORIZATION FOR PAYMENT

Date Received 01/27/2017

Date Submitted 02/03/2017

Vendor Name Hancock Bank

Group or Invoice # ~~7366~~ 012717 NS

Payment Amount \$ 3,120.19

Notes Nina Self VISA expenses for 1/27/17 billing

acct# 7366

Prepared or
Submitted by

Printed Name Nina Self

Signature *Nina Self*

Approved by

Printed Name Tim Center

Signature *Tim Center*

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR.	CR	CAT
3366 <u>12/31 3366</u>	7210	633	GA <u>STIPEND</u>	\$ 2,000.00 ✓		<u>est date 12/31/16</u>
1064	5315 <u>7420</u>	Hotel - 110	Reg IV T/TH <u>Tranf.</u>	\$ 598.08 ✓		<u>500 Biloxi, MS</u>
3366	7010		<u>1099's filing</u>	\$ 372.13 ✓		
9000 <u>9990</u>	7440		<u>FUND Bd Mtg</u>	\$ 116.00 ✓		
9000	6410		<u>600 Bd Fastners - Pkgs.</u>	\$ 9.98 ✓		
3366	5180 <u>7010</u>	<u>Anne Robinson</u>	<u>Background check</u>	\$ 24.00		
TOTAL				\$ 3,120.19	\$ 0.00	

Finance Department Only

Session Date AP 17 2017

Check Date _____

Check # _____

Payee LOWE'S
Vendor ID LOWES

Account #

54992
2/17/2017

Invoice	Description	Discount	Amount
013117LOWES	ACCT# XX13873- FOR JAN 2017/SUPPLIES NEEDED FOR...	\$0.00	\$1,094.53
Total :		\$0.00	\$1,094.53

Notes: Supplies needed for repair work at centers *acct # ~~xx~~ 13873*
for Jan 2017

Prepared or Submitted by

Printed Name Kimberly Smith

Signature *Judy Green*

2-10-17

Approved by

Printed Name Nina Self

Signature *Nina Self*

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6415 (Supplies)	250 (Mabry Street)	600	\$ 23.15	
1064	6415 (Supplies)	259 (Bainbridge Rd)	600	\$ 496.05	
1064	6415 (Supplies)	250 (Mabry Street)	600	\$ 106.32	
1064	6415 (Supplies)	259 (Bainbridge Rd)	600	\$ 200.01	
1064	6415 (Supplies)	252 (Royal)	600	\$ 17.24	
1064	6415 (Supplies)	256 (South City)	600	\$ 20.83	
1064	6415 (Supplies)	255 (Office)	600	\$ 10.16	
1064	6415 (Supplies)	258 (Jefferson Cty)	500 <i>30.53</i>	\$ 39.27	\$ 2.74
1064	6415 (Supplies)	259 (Bainbridge Rd)	600	\$ 25.20	
1064	6415 (Supplies)	255 (Office)	600	\$ 18.96	
1064	6415 (Supplies)	256 (South City)	600	\$ 140.08	
TOTAL				\$ 1,097.27	\$ 2.74

Finance Department Only

Session Date *AP 170203*

Check Date

Check #

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: March 18, 2017

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

Staffing

Staff had the Spring Break and returned to in-service Monday. Recent CLASS evaluations need to be reviewed. It is possible that the internal CLASS evaluators (our staff) may be too strict. Several Franklin County staff continue to operate under a waiver from the HHS.

Facilities

The Franklin County School Superintendent informed Community Action that there would not be space for the Head Start program on the main K-12 campus or on the older elementary school campus that houses administration. It is clear that Franklin County will present a significant challenge to Community Action and that alternatives must be considered. Alternatives include closing Head Start in Franklin County and moving the 37 slots to Leon County.

Curriculum

The Education Manager and Education Specialists continue to focus on fidelity to the Creative Curriculum including the need for improved lesson plans and documentation of effort.

Federal and State Regulations

There are no new regulations to share at this time.

Budget

The Extended Day Program is underway. Staff are evaluating better means of collecting the parent-portion of their tuition which must be collected.




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www.CapitalAreaCommunityAction.org



Capital Area
Community Action
Agency

REVISED MEMORANDUM

TO: TIM CENTER, CEO
FROM: Nina Self, COO 
DATE: March 13, 2017
RE: Head Start in Franklin County

We currently operate the Head Start Program in Franklin County for 37 children. We are located in the Franklin County School building along with the school systems Pre-K through 12th grade students. This is the third term we have been collocated with the school system.

It has always been a challenge to find staff for our classrooms that have the credentials required by the Head Start program. The last school year where all of our staff was fully credentialed was 2011-2012, and we weren't located in the Franklin County School at that time. This school year most of our staff is on education waivers to allow them to work in the classroom (see Attachment A). Franklin County school system also has problems finding qualified candidates for their vacancies, and their credentials are less stringent than Head Start. Most of the residents of Franklin County were employed in the oyster industry, and since it has declined, many are unemployed. Most residents aren't college educated.

We also have experienced difficulty in staying fully enrolled. We actually had to transfer a vacancy to Leon County this year because we couldn't find a student before the 30 day vacancy deadline. We would have lost that slot.

On February 23, 2017 we were informed by Traci Moses, the new Superintendent, that they won't have room to house our Head Start program on their main campus, or the extended campus that they once said would be available to us due to their expansion (see Attachment B). If we aren't housed on school property we won't be able to use the district's buses to transport our children to and from school. That is one of the main reasons we moved into the school because of our low attendance numbers due to lack of transportation.

Staff has researched other available properties in Franklin County for us to relocate, to no avail. The following list outlines obstacles to our agency continuing to provide Head Start services in Franklin County:

1. Franklin County Schools has no room in their facilities for our program.
2. Lack of available properties in Franklin County to relocate the program.
3. Lack of transportation for the children if we move off the school campus.



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4. Lack of qualified staff in Franklin County who have the credentials required by Head Start.
5. The distance between Leon and Franklin make it difficult for staff to provide the necessary technical assistance for the teaching staff.
6. Franklin County Schools provide VPK services. Most of the 4-year olds attend the program in the school.
7. Sporadic attendance of students and staff. (See Staff Attendance in **Attachment C**).
8. Difficulty in synchronizing the school schedule of Leon and Franklin counties to enable all of our centers to operate with the same days off, and teacher training days.
9. Difficulty in meeting the DCF requirements for playground because the specifications for K-12 are different than Pre-K. We had an agreement with the school system to fix the playground before school started, but they failed to comply with their portion of the agreement. (See **Attachment D**).

Therefore, it is the recommendation that we don't provide Head Start services in Franklin County during the next school year. We are currently recruiting for fall enrollment and need to make a decision as soon as possible so we can notify parents and staff that we won't be there in the fall.

Please let me know if you need any additional information.

Thanks!

Attachment B

Nina Self

From: Tim Center
Sent: Thursday, February 23, 2017 2:56 PM
To: Nina Self
Subject: Fwd: Head Start Follow Up

Well - that is clear as a window.

We are released from their family.

We will need a bottom line business proposal by next Friday indicating the need to exit.

Tim Center
Chief Executive Officer
Capital Area Community Action Agency
309 Office Plaza Drive
Tallahassee, Florida 32301
M 850.212.2684
O 850.222.2043 x 102

Begin forwarded message:

From: Traci Moses <tmoses@franklin.k12.fl.us>
Date: February 23, 2017 at 1:59:30 PM EST
To: Sue Summers <ssummers@franklin.k12.fl.us>, Tim Center <tim.center@cacaainc.org>
Subject: Re: Head Start Follow Up

Good Afternoon Tim,

Than you for contacting me. I am designating Dr. Sue Summers to be the contact for Headstart.

At this time, we are over capacity and will not have space on the main campus at FCS to house head start.

We are restructuring our Alternative Education program and will need more space on the district office campus. We will also be housing an adult education program on this campus, as well as all of our administrative offices.

At this time, we do not have any space at either of our facilities to house the Head Start for the 2017-18 school year.

If something changes, and we are able to find available space for the Head Start program, I will contact you as soon as possible.

Please call Dr. Summers if you have any further questions.

Have a great day!

Traci Moses

On Thu, Feb 16, 2017 at 4:48 PM Tim Center <tim.center@cacaainc.org> wrote:

ATTACHMENT C
2016-2017 FRANKLIN STAFF ATTENDANCE

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		Garrett		Lewis		Myers		Sullivan		Taylor					
2	Pay Date	Paid	LWOP	Paid	LWOP	Paid	LWOP	Paid	LWOP	Paid	LWOP				
3	8/16/2016			80.00	-	80.00	-	24.00	56.00	72.00	8.00				
4	8/30/2016			79.75	0.25	79.25	0.75	78.00	2.00	79.00	1.00				
5	9/13/2016			80.00	-	70.50	9.50	76.50	3.50	65.50	14.50				
6	9/27/2016			61.25	18.75	77.75	2.25	76.50	3.50	71.50	8.50				
7	10/13/2016			80.00	-	79.00	1.00	69.50	10.50	71.00	9.00				
8	10/27/2016	74.50	5.50	69.50	10.50	62.50	17.50	77.25	2.75	69.75	10.25				
9	11/10/2016	77.75	2.25	60.00	20.00	79.25	0.75	63.75	16.25	40.00	40.00				
10	11/23/2016	75.00	5.00	72.25	7.75	70.50	9.50	60.00	20.00	42.00	38.00				
11	12/8/2016	61.00	19.00	20.25	59.75	74.75	5.25	76.00	4.00	74.75	5.25				
12	12/22/2016	68.50	11.50	79.50	0.50	79.75	0.25	77.75	2.25	59.50	20.50				
13	1/5/2017	80.00	-	80.00	-	80.00	-	80.00	-	80.00	-				
14	1/19/2017	70.75	9.25	78.25	1.75	77.50	2.50	68.00	12.00	76.00	4.00				
15	2/2/2017	55.75	24.25	71.25	8.75	79.75	0.25	48.00	32.00	74.75	5.25				
16	2/16/2017	73.25	6.75	78.00	2.00	79.50	0.50	79.75	0.25	77.25	2.75				
17	3/2/2017	72.00	8.00	61.00	19.00	64.00	16.00	68.00	12.00	65.75	14.25				
18	3/16/2017	62.25	17.75	70.00	10.00	76.25	3.75	79.00	1.00	68.50	11.50				
19															
20	TOTAL	770.75	109.25	1,121.00	159.00	1,210.25	69.75	1,102.00	178.00	1,087.25	192.75				
21	Total Working Hours	-	800.00	-	1,200.00	-	1,200.00	-	1,200.00	-	1,200.00				
22	(Holiday Not Included)														
23															
24	Absence %		13.66%		13.25%		5.81%		14.83%		16.06%				

Nina Self

From: Nina Singleton
Sent: Thursday, August 04, 2016 3:01 PM
To: Sue Summers (ssummers@franklin.k12.fl.us)
Cc: Tim Center; Darrel James; Hillary Hopkins; Venita Treadwell
Subject: Today's Meeting

Sue,

Thanks again for taking time out of your busy schedule to meet with us this morning. We feel good about the plan we came up with in the meeting. Just wanted to make sure I accurately captured everything we agreed upon as follows:

Students

1. Community Action (CA) will have two Head Start classes: one 3 year old class (17 students) and one mixed 3 and 4 year old class (20 students). Franklin County Schools (FCS) will do VPK, CA will not. The 4's in the CA class will be students whose parents could not afford to pay for VPK. FCS will refer 4 year old students to CA if their parents can't afford to pay for VPK.
2. If FCS parents chose VPK but can't afford the extended day, they will be referred to CA to complete their day at Head Start. They will be dual enrolled in both of our programs.
3. Since FCS won't have to open an additional VPK class, CA can continue to use the furniture that is in the mixed-age classroom.

Transportation

1. FCS will continue to transport Head Start students on their buses. After bus assignments are made next week, FCS will recruit and hire the necessary amount of Bus Monitors for the buses that Head Start students ride. FCS will bill CA on the monthly invoice for the hours worked by the Bus Monitors.

Playground

1. CA agrees to provide the following items to clean up the playground: Sand for the sandboxes, cloth liner for the sandboxes; borders for the playground equipment to contain the mulch, covers for the sandboxes, clamps for the swings to replace the current S-closure hooks. CA will deliver items no later than Monday, August 8th to allow time for installation before school starts on the 15th.
2. FCS will provide the labor to change the hooks on the swings, line and fill the sandboxes, install the borders for the mulch and to install the mulch. FCS will also purchase the mulch for the fall zones under the playground equipment.
3. FCS will clean up the playground including mowing the lawn and removing all dead grass and weeds, and replacing the mulch all over the playground.
4. FCS will provide additional shade for the playground, fix the broken fence and spray for ants and wasps.

Other

1. CA may use the new playground area behind the current playground if it is available when needed.
2. CA will be given a scheduled time to use the gym for indoor activity.
3. FCS will provide the afternoon snack for Head Start students.

Hopefully, this captures everything we discussed today. Please let me know if there are any corrections needed. Thanks again for everything.

Looking forward to a wonderful school year!

Nina Singleton Self

Nina Self

From: Venita Treadwell
Sent: Friday, September 30, 2016 12:11 PM
To: Nina Singleton
Subject: FW: Back Playground

-----Original Message-----

From: Hillary Hopkins
Sent: Friday, September 30, 2016 11:50 AM
To: bstrange@franklin.k12.fl.us
Cc: Venita Treadwell; Kristin Jackson
Subject: Back Playground

Hello Bud,

I was writing to request a work order for the back playground behind the multi-purpose building. For Head Start to be able to utilize the playground, it needs to have couple things done to it so it can be up to DCF standards. I have spoken with Sue Summers, Tammy Sasnett and Harolyn Walker about it as well and I have been directed to you.

Basically we need "Fall Zones," meaning around the two climbing structures and the swings there needs to be a designated, mulched area about 8-10 feet out from all corners of the structures and needs to be about 12 inches deep of mulch of some kind. Sue had agreed to purchase the mulch for this project if we would provide the wood necessary to build the outer structure for the zones.

We have purchased the wood for this project and would like to start it as soon as it is possible, so our Head Start program is able to go on a playground at the campus.

We are hoping that in the meantime, while this project is getting accomplished, that we could utilize that back, fenced-in field area that was fenced in this summer to set up outside learning areas for our children. Would this be okay with you to use?

I will be glad to get you the exact measurements for the fall zone areas that need to be built. We have already measured it out.

I really appreciate any assistance you are able to provide for this project because not only will this be providing a safe environment for our children, but also the FCS Pre-k classes that are utilizing it as well. Thank you and I look forward to speaking with you about this!

Have a great weekend,

Hillary Hopkins
Franklin County Head Start
Educational Coordinator/Family Advocate
Franklin County Schools
1250 Hwy 98
Eastpoint, FL 32328
(850)670-2800 Ext. 1606
Hillary.Hopkins@cacaainc.org

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 February 2017.

County	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Total
Calhoun	24/52	28/54	19/52	14/31	23/45		108/234
Franklin	10/24	18/50	7/18	9/21	10/16		54/129
Gadsden	74/214	78/228	47/120	97/211	89/231		385/1004
Gulf	13/25	12/28	3/11	10/17	9/11		47/92
Jefferson	25/64	31/55	32/92	30/76	35/73		153/360
Leon	288/844	248/705	205/574	258/681	204/483		1203/3287
Liberty	12/35	10/36	10/29	12/28	16/31		60/159
Wakulla	15/52	26/86	13/43	12/29	18/46		84/256
Totals	461/1310	451/1242	336/939	442/1094	404/936		2094/5521

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.

Weatherization Assistance Program

National Performance Indicator

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

In December, Capital Area received a contract modification increasing the 2016-2017 contract to \$596,955.00. The increases were a result of:

1. Statewide weatherization contract extension through June 30, 2017.
2. Addition of DOE budget (\$94,127)

Under the new contract amounts, approximately 69 homes will be weatherized. The number of homes *remaining* by county is listed below based on \$5,000 average per home, not including health and safety.

- Franklin – 2 homes
- Gadsden – 10 homes
- Gulf – 2 home
- Jefferson – 3 homes
- Leon - 34 homes
- Liberty – 2 homes
- Wakulla – 4 homes

The chart below tracks the number of weatherized homes for the 16-17 contract year-to-date beginning April 1, 2016 through the end of the contract on June 30, 2017.

County	Amount Allocated*	Amount Spent**	A	M	J	J	A	S	O	N	D	J	F	M	Total
<i>Franklin</i>	\$10,041.57	\$0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Gadsden</i>	\$51,939.15	\$0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Gulf</i>	\$10,387.83	\$0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Jefferson</i>	\$12,465.40	\$0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Leon</i>	\$232,687.39	\$64,397	0	0	0	2	0	2	4	4	4	3	0	0	19
<i>Liberty</i>	\$9,695.31	\$0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Wakulla</i>	\$19,044.36	\$0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	\$346,261.00	\$	0	0	0	2	0	2	4	4	4	3	0	0	19

Family and Community Engagement Manager Monthly Monitoring Report

Requirement	Bainbridge	Franklin	Jefferson	Mabry	Royal	South City	TOTAL
PROGRAM STATUS (Monthly)							
Number of Students Enrolled for Month	52	36	31	55	52	145	375
Number of Student Withdrawals for Month	0	0	1	2	2	5	10
Number of Vacancies	0	0	1	1	2	5	9
Number of Students on Wait List	21	0	0	15	11	50	97
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							
FAMILY STATUS							
Number of Family Needs Assessment	52	37	31	56	54	148	378
Number of Initial Home Visits (45)							
Family Partnership Agreement							
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 2/28/17 August Average Daily Attendance (ADA)
Bainbridge	52	90%
Franklin	37	84%
Jefferson	31	81%
Mabry	56	80%
Royal	54	85%
South City	148	88%
Total	378	86%

Family and Community Engagement Manager Monthly Monitoring Report

Number of Referrals (Review referrals)	Bainbridge	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)	7	10	1	5	3	11	37
Domestic Violence Referrals	0	0	0	0	1	0	1
Substance Abuse Referrals (prevention or treatment)	0	2	0	0	0	1	3
Child Abuse or Neglect Referrals	0	0	0	2	0	4	6
Assistance for incarcerated Family Members	0	0	2	2	1	1	6
Education Referral	5	0	1	0	3	1	10
Employment	8	0	1	3	4	2	18
Parent Meetings/Trainings							
Parent Committee Meetings	1	1	1	1	1	1	6
Number of Parents at the Parent Committee Meetings	7	2	4	8	6	11	38
Number of Male Parents at Parent Committee Meetings	2	1	0	1	0	2	6
Number of parents Committee meetings attended (Family Advocate)	1	0	1	1	1	1	5
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	1	1	0	1	1	1	5
Number of Parents in attendance on Policy Council							5
Number of Coordinated Trainings for Policy Council							0
Number of Parenting Classes							4
Number of Family Activities/Events Coordinated							1
Number of Family Activities Specific to Male Engagement							1
Number of Parent Trainings Conducted							0
Number of Volunteer Orientations							0
Home Visits	Bainbridge	Franklin	Jefferson	Mabry	Royal	South City	Total
Required Home Visit Follow up (February)							
Number of Additional Home Visits/Meetings							
Number of Contacts documented in Case Notes	10	0	7	11	12	25	65
Number of Contacts documented per absenteeism	4	0	3	6	3	20	36

Family and Community Engagement Manager Monthly Monitoring Report

Number of Files Reviewed	36
Review of Parent Board	6
Volunteers (PEC)	
Number of Volunteers	62
Total of Program In kind	97 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	2
Family Advocate Workers Trainings	0
Community Meetings	2

Transportation	
Field Trips	9
Maintenance	2
Trainings	1

Family and Community Engagement Manager
Monthly Monitoring Report

HEALTH SPECIALIST	Total
PRE-ENROLLMENT REQUIREMENTS	
Up to date immunizations	365
Expire immunizations	6
Up to date Physicals	364
Expired Physicals	7
Number of individual Health Care Plan	15
Number of Children with Health Insurance	352
ENROLLMENT	
Number of children with dental home	136
Number of dental homes referrals	0
Completed dental exams	136
Incomplete dental exams	237
Needed dental treatment	13
Receiving dental treatment	0
Completed dental treatment	0
Number of medical home	371
Number of medical home referrals to Advocates	0
45 DAYS REQUIREMENT	
Vision screenings	367
Vision referrals	24
Hearing screenings	359
Hearing Referrals	1
Growth Assessment	372
BMI Referrals	0

Family and Community Engagement Manager Monthly Monitoring Report

90 DAYS REQUIREMENT	Total
Number of dental home established	108
Number of dental exams	108
Number of children requiring dental treatment	19
Number of completed dental treatment	0
Number of medical homes established	371
Hematocrit/Hemoglobin	168
Blood lead	183
NUTRITION	
Number of Breakfast	5,414
Number of Lunch	5,493
Number of PM Snacks	5,008
Number of Children with Special Diets	12
MONITORING ACTIVITIES	
Health Files Review	0
Child Care Food Program Tool	2
Kitchen Inspection Tool	2

Family and Community Engagement Manager

Monthly Monitoring Report

<p>Corrective Action and Follow Up</p>
<p>Attendance.</p> <ul style="list-style-type: none"> The required Average Daily Attendance (ADA) requirements at each Center were met for February. The ADA was 86% for the month. All centers met the ADA requirement, except Franklin, Jefferson, and Mabry. Compared to our normal trend with attendance, we are doing much better than prior years. The
<p>Extended Day.</p> <ul style="list-style-type: none"> The Extended Day program continues to grow. Families are continuing to enroll in School Readiness and VPK.
<p>Late Policy.</p> <ul style="list-style-type: none"> Management continues to work through late policies for children being brought to school late and picked up late. Head Start does not allow children to be removed from school for these issues, and the late policy continues to be an issue for staff.
<p>Health Requirements.</p> <ul style="list-style-type: none"> Health requirements continue to be upheld. Children are excluded if their health records expire, and staff works with them to get them updated so they can return to school as quickly as possible.
<p>Strengths</p>
<p>Students with School Readiness and VPK vouchers continue to increase.</p> <p>For August, September, October and November and December, January and February we have met the Average Daily Attendance requirements.</p> <p>No Head Start center has been cited for a health violation during DCF visits this school year.</p>

Family and Community Engagement Manager Monthly Monitoring Report

Areas of Concerns and Barriers
<p>Closing Head Start in Franklin County, and finding space for 36 additional children in Leon County.</p> <p>Attendance is declining at some centers.</p> <p>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.</p> <p>Filing documents and maintaining children files at the centers</p> <p>Incorporating new Head Start Performance Standards and getting staff trained on the new standards.</p>

Professional Development
<p>Bi-weekly management and team meetings.</p> <p>Staff received training at Region IV Conference in Atlanta.</p>

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

Family and Community Engagement Manager
Monthly Monitoring Report

Submitted by:

Darrel James

Date:

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT MARCH 2017

Administrative

- Diane Haggerty has exhausted our FML. Nina and I are evaluating a shared Administrative Support position.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- *Getting Ahead in a Just-Gettin'-By World/Staying Ahead*
 - Chief Operating Officer continues to act as Case Manager Supervisor conducting weekly with the Case Managers. A Supervisor will be hired within the next 60 days to reinforce the new procedures and efforts.
 - Jefferson County graduated a new class. See the article attached.
- Head Start
 - Extended Day Program implementation is underway. Collection of parent share is an issue being addressed.

Impact: Redesigning entitlement programs to toward more independency services.

Communications and Outreach

- Met with the City CHSP management to discuss improvements to our CHSP presentations slated for April 11 (Head Start) and 19 (Getting Ahead).
- Continuing work with the Income Council of the United Way of the Big Bend strategic initiatives.
- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region. Co-locating offices has increased partnership between the agencies.
- Presented to Leadership Florida program with Ruby Payne.

Impact: Developing the infrastructure necessary to support the Agency mission

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.



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www.CapitalAreaCommunityAction.org



Florida Association for Community Action Board

- Board Meetings - March 20 and June 17, 2017

Out of Office

- Vacation – March 20-23, 2017

Upcoming Events

- CAP Branding – April
- 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

“Getting Ahead” students transition to “Staying Ahead”

LYNETTE NORRIS
ECB PUBLISHING, INC.

Tim Center, Executive Director of the Capital Area Community Action Agency, offered congratulations to the latest class of “Getting Ahead” students on their “four months of tremendous work. The Getting Ahead Transition Ceremony is probably the most powerful event we have every few months.”

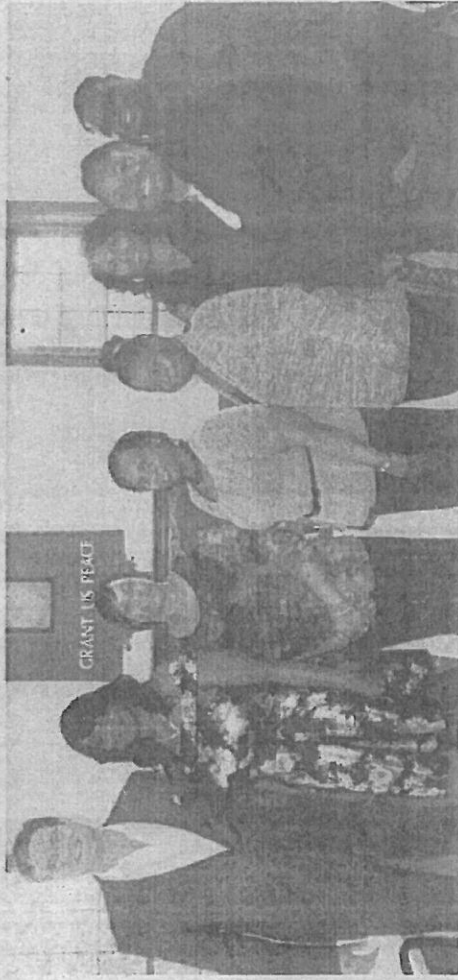
As the class prepared to transition to the Staying Ahead phase, Center reminded them that the agency would continue to work with them as they moved forward.

The Getting Ahead program works with people living in poverty who

want to change their lives and learn how to move forward. Over the course of 15 weeks of classes, they figure out where they are and what their next steps should be. For many, the biggest “awakening point” is when they realize how much in poverty they really are.

Antonio Norton called the program “just amazing...I felt like I needed that push...you have to stand out, make that first step.” The program had opened a lot of doors for him in the community and he is now going into the CNA program.

Lawanda Jones came from a place of people telling her she would never amount to anything, and



Capital Area Community Action Agency representatives stand with the transitioning students of the latest “Getting Ahead” class. From left to right are: Tim Center, Executive Director; Annie Jones; Irene Kyler; Vickie Alexander; Lawanda Jones; Nicole Parrish; Jackie Miller, Office/Case Manager for Jefferson County; and Antonio Norton.

learned she had to pull away from those who were more productive. “I’m staying focused and go after what I want to go after.”

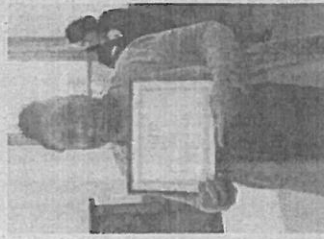
Annie Jones spoke of the learning how to manage her time in order to be more productive. “I’m taking everything I learned in class to the CNA program,” she said. Meanwhile, as this class moves into the Staying Ahead phase they will continue working with case managers putting their plans into action, becoming and remaining self-sufficient.



Vickie Alexander



Annie Jones



Lawanda Jones



Dining Out Guide

NEW
HONG KONG
CHINESE RESTAURANT

850-997-5561

This Month's Special:
Honey Chicken

Wednesday March 22, 2017

<< Previous Auction Current Next Auction >>

Pursuant to new legislation effective July 1, 2008, F. S. 45.031(10), and F. S. 197.542 (4)(a),(b) the Clerk may conduct the sale of real or personal property under an order or judgment by electronic means, and tax deed sales in lieu of public outcry.

Running Auctions

There are no cases currently being auctioned.

Auctions Closed or Canceled

page 1 of 1

Auction Status
Canceled per County

Auction Type: FORECLOSURE
Case #: [2013 CA 001441](#)
Final Judgment Amount: \$207,957.48
Parcel ID: [211537 D0200](#)
Property Address: 2009 INDIAN SPRINGS CT
TALLAHASSEE, 32303
Assessed Value: \$234,596.00
Plaintiff max bid: \$207,957.48

Auction Sold
03/22/2017 11:06 AM ET

Amount
\$21,600.00
Sold To
Plaintiff

Auction Type: FORECLOSURE
Case #: [2015 CA 002640](#)
Final Judgment Amount: \$86,686.58
Parcel ID: [212635 O0201](#)
Property Address: 1114 JOE LOUIS ST
TALLAHASSEE, 32304
Assessed Value: \$78,171.00
Plaintiff max bid: Hidden

Auction Status
Canceled per County

Auction Type: FORECLOSURE
Case #: [2015 CA 002906](#)
Final Judgment Amount: \$370,897.26
Parcel ID: [121517 A0070](#)
Property Address: 1268 ARCHANGEL WAY
TALLAHASSEE, 32317
Assessed Value: \$294,342.00
Plaintiff max bid: \$370,897.26

Auction Sold
03/22/2017 11:07 AM ET

Amount
\$400,100.00
Sold To
Plaintiff

Auction Type: FORECLOSURE
Case #: [2016 CA 001830](#)
Final Judgment Amount: \$598,249.02
Parcel ID: [113168 D0010](#)
Property Address: **309 OFFICE PLAZA DR**
TALLAHASSEE, 32301
Assessed Value: \$503,298.00
Plaintiff max bid: Hidden