

Capital Area Community Action Agency

EXECUTIVE COMMITTEE
Agenda
Tuesday, May 16, 2017 – 5:30 pm
309 Office Plaza Drive, Tallahassee

- I. Call to Order Charlean Lanier, Chair
- II. Agenda Approval
- III. Sign-in/Attendance/Introductions
- IV. Consent
- A. Executive Committee Minutes April 18, 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
- VI. Program Updates
- A. Family Support Services Department
- B. Head Start
- VII. Chief Executive Officer's Report
- 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 3/28/17 – 6:00 pm – Ghazvini Center for Healthcare Education



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Capital Area Community Action Agency, Inc.
Executive Board Meeting
April 18, 2017

Members in Attendance:

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

CACAA Staff:

Tim Center
Nina Self
Stephanie Sgouros

The meeting was called to order by the Chair at 6:10 pm and a quorum was established.

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

The next item was the Consent Agenda which included the Executive Committee minutes from the February 21, 2017 and March 21, 2017 meetings. Mr. Ross moved for approval of the Consent Agenda and Mr. Wienke seconded the motion. It was unanimously approved.

Action Items

Fiscal Report

Ms. Sgouros gave the fiscal report for the period ended 2/28/17. She stated that we were five months into the fiscal budget year, and we were on track with our expenditures. She reported expenses and revenues are at 49%, and In-kind Contributions were at 53% which is where we should be at this time of the year. There were no new variances to discuss. Mr. Wienke moved for approval of the fiscal report and Mr. Ross seconded the motion. It was unanimously approved.

Program Updates

Head Start

Mr. Center reported that he has received calls and emails from concerned citizens in Franklin County regarding the closing of the Head Start program there. He continues to dialog with the community group to provide technical assistance as they find ways to continue childcare services in their area.

The license for the Franklin Head Start center expires five days before school ends. Mr. Center contacted DCF to inform them that we wouldn't need the license for the next school year and they agreed to extend the current license for the five additional days.

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

As of March 31, 2017, we are 50 percent of the way through the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 50% of the annual budget with some Head Start expenses closer to 60%. At month end, the Year to Date Actual Revenue and Expenses are 57% and 57% of their respective budgets. Our overall year to date net income is \$2,478.

March's In-kind revenue for Federal purposes was \$46,667. When paired with our local match for the year of \$238,188, we are at 65% 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 due to an influx of Head Start employees.

Classroom Supplies- is a bit over benchmark budget due to a large number of classroom supplies being purchased in March. The rest of the funds will be budgeted to be purchased over the remainder of the fiscal 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 occurs 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 benchmark budget due to additional staff screening charges incurred for new and existing employees. More will be budgeted in

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

staff screenings next fiscal year, to accommodate the additional screenings that new rules now require. For the rest of this year however, we will charge staff screenings to this line item, where we expect there to be excess budget authorization so as to remain within overall spending authority for the year.

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 ending of the LIHEAP grant. This is expected to change in April, with the start of the new LIHEAP grant.

Registration Fees – this item is over benchmark budget due to a change in the way registrations are now accounted for, separately from other travel costs. Any overages will be covered by training and out-of-town travel budget.

Raw Food Cost – is slightly over the benchmark budget. Over the course of the year, this should even out, especially as there will be no expenses in this category in June and July.

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
Statement of Revenues and Expenditures
For the Six Months Ended 3/31/17

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
4000	Government Contracts - FEDERAL	3,339,421	1,719,232	(1,620,189)	51%
4010	Government Contracts - STATE	2,631,235	1,731,919	(899,316)	66%
4020	Government Contracts - LOCAL	119,500	75,144	(44,356)	63%
4100	Grants - Other Not-for-Profits	26,000	15,606	(10,394)	60%
4200	Contributions	22,500	81,216	58,716	361%
4300	Special Events	0	582	582	
4320	Commissions-Vending/Photo	1,100	860	(240)	78%
4950	Interest Income	0	33	33	
4960	Fringe Pool Revenue	736,907	325,613	(411,294)	44%
4970	Indirect Pool Revenue	613,907	307,840	(306,067)	50%
4995	Other Revenue	<u>0</u>	<u>5,237</u>	<u>5,237</u>	
	Total Revenue	<u>7,490,570</u>	<u>4,263,281</u>	<u>(3,227,288)</u>	57%
Expenditures					
6010	Salaries & Wages	2,586,280	1,321,970	1,264,310	51%
6110	Fringe	714,418	321,245	393,173	45%
6120	FICA	200,000	98,573	101,427	49%
6130	Unemployment	53,407	35,322	18,085	66%
6140	Workers Compensation	65,000	20,591	44,409	32%
6150	Health Insurance	350,000	188,499	161,501	54%
6160	Life Insurance	30,000	12,820	17,180	43%
6170	Retirement	30,000	15,634	14,366	52%
6180	Staff Screenings	2,305	2,602	(297)	113%
6210	Indirect Costs	609,400	317,506	291,894	52%
6310	Travel - In Area	16,922	5,814	11,107	34%
6315	Travel - Out of Area	21,182	2,607	18,575	12%
6410	Office Supplies	20,539	5,694	14,845	28%
6415	Program Supplies	23,561	14,546	9,016	62%
6420	Classroom Supplies	46,903	32,569	14,334	69%
6430	Kitchen Supplies	23,982	12,841	11,141	54%
6440	Medical/Dental Supplies	2,000	0	2,000	0%
6510	Copies/Printing/Copier Maintenanc	25,276	9,813	15,463	39%
6600	Postage and Delivery Expense	5,073	1,981	3,092	39%
6710	Contractual Services/Professional	341,154	115,324	225,829	34%
6715	Contractual Services – Health/Disc	112,517	103,463	9,054	92%

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Six Months Ended 3/31/17

6810	Rent/Space Cost	244,859	132,775	112,084	54%
6820	Utilities	73,324	33,427	39,896	46%
6830	General Liability and Property Insur	40,859	31,310	9,549	77%
6840	Communications	60,604	34,416	26,188	57%
6850	Repairs and Maintenance- Building	162,943	82,701	80,241	51%
6910	Equipment Maintenance	29,872	13,501	16,371	45%
6920	Vehicle Expense	41,964	29,669	12,296	71%
6930	Equipment Lease	14,743	7,226	7,517	49%
6940	Technology	35,650	12,190	23,460	34%
7010	Fees, Licenses, and Permits	8,310	5,467	2,842	66%
7020	Dues/Subscriptions	17,048	11,625	5,423	68%
7100	Volunteer	750	0	750	0%
7210	Client Assistance	1,191,919	1,033,996	157,923	87%
7320	Expendible Equipment	46,010	12,060	33,950	26%
7410	Registration Fees	11,473	9,449	2,024	82%
7420	Training/Meetings/Workshops	60,169	28,454	31,715	47%
7430	Staff Development	7,239	1,951	5,288	27%
7440	Advisory/Board Member Expenses	6,200	1,553	4,647	25%
7450	Advertising	7,283	0	7,283	0%
7460	Parent Activities	1,134	87	1,047	8%
7510	Raw Food Cost	144,397	98,276	46,121	68%
7530	Legal Expenses	0	39,884	(39,884)	
7610	Interest Expense	500	0	500	0%
7630	Bank Service Charges	3,400	1,368	2,032	40%
	Total Expenditures	<u>7,490,569</u>	<u>4,260,803</u>	<u>3,229,766</u>	57%
	Excess Revenue over (under) Expenditures	<u>0</u>	<u>2,478</u>	<u>2,478</u>	

Capital Area Community Action Agency
Balance Sheet
For the 6 Months Ended 03/31/17

	Current Period Balance
Assets	
Petty Cash	510
Cash Operating Hancock Bank	126,779
Cash-Bank Restricted	77,740
Grants Receivable	577,348
Building	245,000
Accumulated Depreciation - Building	(70,795)
Equipment	76,691
Total Assets	<u>1,033,273</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	83,475
Accrued Leave	59,615
Accrued Wages	42,570
Accrued Fringe Benefits	8,781
Accrued Taxes	11,047
Contract Advances	80,487
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	451,047
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	254,850
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	579,748
Current Net Income	<u>2,478</u>
Total Net Assets	<u>582,226</u>
Total Liabilities and Net Assets	<u>1,033,273</u>

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

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		36,566			
Grants - Other Not for Profits		10,002			
In-Kind Revenue		302,133			
VPK		191,620			
	834,856	540,320	65%	294,536	35%

Capital Area
Community Action
Agency

MEMORANDUM

TO: Head Start Policy Council and Board of Directors
FROM: Tim Center, CEO and Head Start Director
RE: Head Start Director's Report
DATE: May 15, 2017

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

Staffing

Staff evaluations and meetings are taking place over the course of the last couple weeks for the purposes of planning for next year. While the Franklin County program will be suspended for a year, efforts are underway to recruit eligible staff for the community.

Facilities

Plans are underway for two new classrooms at the South City location. Also, the cafeteria will be used. Given the larger population of students, the kitchen is being evaluated to determine how to set it up to produce meals. Staff are working with the Leon County School District staff..

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 20% match is close to being on schedule. We do not anticipate needing to request a waiver.

Capital Area **Community Action** Agency

CHIEF EXECUTIVE OFFICER REPORT MAY 2017

Administrative

- Diane Haggerty has exhausted our FML. Nina and I are evaluating a shared Administrative Support position.
- An offer of \$525,000 to purchase the main office building from Centennial Bank was accepted by Centennial Bank. Staff are working through the financing and contracts with Hancock Bank. New contract being drafted by the closing company. New roof and possibly HVAC are needed now. This will be a negotiating term.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- *Getting Ahead in a Just-Gettin'-By World/Staying Ahead*
 - A summer in-service will focus on training case managers on the case management process and delivering the needed services regarding the GA/SA program.
 - New Case Managers and a Supervisor are soon to be announced. Interviews have gone well.
- Head Start
 - Leon County Schools has pledged through the Superintendent's office two more classrooms in the South City location, use of the cafeteria. We received the new (to us) used school bus.
 - The Head Start team is busy enrolling students for the next school year.
 - Facilities to replace Bainbridge Road are being considered.
 - The Refunding Application is due July 1 and will be available at the next Committee meeting.

Impact: Redesigning entitlement programs to toward more independency services.

Communications and Outreach

- United Way surrounding county grant applications are due June 5
- 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.

Impact: Developing the infrastructure necessary to support the Agency mission



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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

- Chairing the Transition and Selection Committee in the Executive Director search process.

Out of Office

- May 31 – June 2 – Vacation with family

Upcoming Events

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