

Capital Area Community Action Agency

BOARD OF DIRECTORS

Agenda

Tuesday, May 23, 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. Minutes - Board of Directors Meeting – May 23, 2017
 - B. Minutes - Executive Committee Minutes April 18, 2017 (Information Only)
- V. Action – Recommendation for Review and Approval
 - A. Fiscal Report
 - Narrative
 - Revenue & Expenditures Agency - 2 page
 - Balance Sheet
 - Credit Card Activity Spreadsheet
 - Credit Card Statements
 - Revenue & Expenditures by program
 - Head Start Match
- VI. Program Updates
 - A. Family Support Services Department
 - B. Head Start
 - Credit Card report
 - Credit Card statements
- VII. Chief Executive Officer's Report
- VIII. Chair's Report
- IX. Adjournment

Next Executive Committee Meeting 6/20/17 – 5:30 pm – 309 Office Plaza Drive

Next Board of Directors Meeting 7/25/17 – 6:00 pm – Ghazvini Center for Healthcare Education



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



Capital Area Community Action Agency

Board of Directors Meeting Minutes March 28, 2017

Member in Attendance:

Charlean Lanier, Chair
Brandon Wienke, Treasurer
Harold Ross, Secretary*
Bishop Willie Green*
Derrick Jennings
Lauren Johnson
Christy McElroy*
Kara Palmer Smith*

Staff:

Tim Center
Stephanie Sgouros
Venita Treadwell
Kristin Reshard
Judy Green

*Attended by phone

Absent:

The meeting was called to order by the Chair at 6:03 p.m. and a quorum was established. The sign in sheet was passed out for signatures.

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

Mr. Wienke made the motion for approval of the consent agenda. The motion was second by Ms. Johnson and it was unanimously approved.

Mrs. Sgouros gave the financial report for the 3rd quarter. She said that 33% of the budget was spent. She also said that the In-kind match was at 48% which is right about where we should be, but we must keep a close on it. We are over budget for legal expenses. Ms. Sgouros also said a \$42,000 draw down was done to cover the overage for the renovations done at Louise B. Royal. The savings of the food cost has been used to cover part of the overage for Louise B. Royal.

Mr. Weinke made a motion to approve the Fiscal Report. Mr. Jennings seconded the motion and unanimously approved.

Ms. Lanier wanted to know about the contributions and legal expenses.

Mr. Center said that the parents on School Readiness need to be properly invoiced for payment. He then told the Board that pages 36 through 43 are the monthly Head Start reports.

Golden Apple Gala

Mr. Center said that at the last Board meeting Mrs. Treadwell proposed a “Golden Apple Gala” to honor staff. Mr. Center then asked Mrs. Treadwell to speak. Mrs. Treadwell then passed out the information she and her team had put together to present to the Board. The sheet broke out the expenditures for the event. Mr. Center said he would like for a couple of Board member to be on the final committee. Mrs. Treadwell said with Gala maybe it would inspire our teachers and help with the retention of staff. It would also help the staff know who the Board and Policy Council members are. She felt like not only would it cause great retention but pride in our Agency. Mrs. Treadwell said we already had one sponsor, Mrs. Gaye Harper, who has volunteered to do all decoration for the event free. Mrs. Treadwell said that we are looking at two sites, the Tallahassee Elk Lodge and the Country Club with a tentative date of May 20th. Mr. Center said if any Board member would like to help please contact Mrs. Treadwell. Mr. Weinke suggested Cheryl Thompson the Vice Chair of the Board.

Mr. Center said that the LIHEAP contract will be closing out the end of this month and we have spent 95% of the funds which is great. The new contract should start in April.

Mr. Center told the Board that the Weatherization program has been expended for 3 months. He also said that Terry Mutch and Jerome Hamlet have done a great job with this program.

Mr. Center said that the Jefferson County Getting Ahead Program just had their graduation program. He also said that the Liberty and Calhoun County Getting Ahead Programs are getting started. The Getting Ahead Programs in Gadsden and Leon County have stalled because they don't have case managers. Mr. Center said that they are trying to get those 2 positions as well as a Case Manager Supervisor position filled. Ms. Johnson wanted to know if the positions have been advertised. Mr. Center said yes.

CEO Report

Mr. Center told the Board that Diane Haggerty had exhausted her FMLA and they had made contact with her about it. Mr. Center said he didn't think that she will be returning to her position, so the position will be advertised.

Mr. Center said the grant review for the city and county will be held on April 11th and April 19th around 5:00 p.m. Mr. Center told the Board that the review team will take notice when the Board participates in the review process. He said it would be nice if some Board members could show up for either review. Mr. Center also told the Board that there is an Income Council as well as Wells Fargo who are inviting us to apply for some funds that are available.

Foreclosure Update

Mr. Weinke made a motion the adjourn the meeting at 7:20 p.m. It was seconded by Ms. Johnson and unanimously approved.

Harold Ross, Secretary

Date Approved

DRAFT

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	Current	Total	
		Budget -	Year	Budget	
		Original	Actual	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	0	5,237	5,237	
	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	<u>3,400</u>	<u>1,368</u>	<u>2,032</u>	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>

March 2017 CC Expenses

Vendor Name	Expenses	GL Code	Fund Code	Effective Date	Document Description
HANCOCK BANK	100.55	6415	1064	3/27/2017	Supplies
HANCOCK BANK	46.49	6415	1064	3/27/2017	Suggestion Box
HANCOCK BANK	189.97	6510	1064	3/27/2017	ACCT#XXXX6623- DARREL
HANCOCK BANK	14.95	6600	1064	3/27/2017	Postage for Clean Kits
HANCOCK BANK	25.00	6810	1064	3/27/2017	Policy Council - Rental of Space
HANCOCK BANK	10.75	6850	1064	3/27/2017	ACCT#XXXX6623- DARREL
HANCOCK BANK	395.00	6910	1064	3/27/2017	ACCT#XXXX6623- DARREL
HANCOCK BANK	391.57	6920	1064	3/27/2017	ACCT#XXXX6623- DARREL
HANCOCK BANK	141.86	6920	1064	3/27/2017	Car Seats
HANCOCK BANK	43.80	6920	1064	3/27/2017	Clean Kits
HANCOCK BANK	34.00	7420	1064	3/27/2017	ACCT#XXXX6623- DARREL
HANCOCK BANK	76.84	7420	1064	3/27/2017	In-Service
HANCOCK BANK	44.28	7440	1064	3/27/2017	Advisory Committee
HANCOCK BANK	154.86	7440	1064	3/27/2017	Policy Council
HANCOCK BANK	<u>43.01</u>	7440	1064	3/27/2017	Advisory Meeting
Total HANCOCK	<u>1,712.93</u>				
LOWES	28.44	6850	1064	3/31/2017	Repairs & Maintenance
LOWES	38.16	6850	1064	3/31/2017	Repairs & Maintenance
LOWES	<u>730.47</u>	6850	1064	3/31/2017	Repairs & Maintenance
	797.07				
Total Credit Card Purchases	<u>2,510.00</u>				

Area
**Community
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 Agency

AUTHORIZATION FOR PAYMENT

RECEIVED
 APR 05 2017
 @

Date Received 04/04/2017

Date Submitted 04/04/2017

Vendor Name Hancock Bank

Group or Invoice # 032717 FO Payment Amount \$ 121.12

Notes Account #6982
Fatima Oleabhie

Prepared or Submitted by Printed Name Judy Green

Signature Judy Green 4-4-17

Approved by Printed Name Nina Self

Signature Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7440 (Advisory Committee)	255 (Food)	600	\$ 44.28 ✓	
1064	7420 (In-service)	255 (Food)	600	\$ 20.91 ✓	
1064	7420(In-service)	255 (Food)	600	\$ 55.93 ✓	
TOTAL				\$ 121.12	\$ 0.00

Finance Department Only

Session Date APR 17 04 03 HR
 Check Date _____ Check # _____

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account

55329
 4/17/2017

Invoice	Description	Amount
032717FO	ACCT#XXXX6982- FATIMA OLEABHIELE	\$121.12
		\$121.12

Hancock Bank
 MAHAN
 04/17/17 16:35

Seq: 0099 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx6982
 Credit Card Payment \$121.12
 Posting Date: 04/17/17
 Thank you for banking with Hancock

LMP40 M/P CHECK



Rev 2/14

10130 (9/16) J131758

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
03-01	02-28	24427337059720006658524	5814	PANERA BREAD #601419 TALLAHASSEE FL	M44.28 ✓
03-21	03-20	24445007080000801814980	5411	PUBLIX #1051 TALLAHASSEE FL	M20.91 ✓
03-22	03-20	24224437081102003069135	5814	KRISPY KREME #451 TALLAHASSEE FL	M55.93 ✓
03-23	03-23	74270847082100007350946	0000	BRANCH PAYMENT - THANK YOU	M441.16cr

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03/27/17	4802-3910-0012-6982	NEW PURCHASES AND OTHER CHARGES <i>(Signature)</i> 121.12
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
		CREDITS 441.16
Toll Free 1-800-448-8812		STATEMENT TOTAL 320.04 _{cr}
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,000.00

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account #:

55330
 4/17/2017

Invoice	Description
032717KJ	ACCT#7303- KRISTIN JACKSON

ount
 \$321.72

Hancock Bank
 MAHAN
 04/17/17 16:35

Seq: 0100 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx7303
 Credit Card Payment \$321.72
 Posting Date: 04/17/17
 Thank you for banking with Hancock

\$321.72

LMP40 MP CHECK



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J131758

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
03-14	03-13	24226387073400005993079	5411	WAL-MART #4427 TALLAHASSEE FL	M141.86 ✓
03-17	03-16	24692167075000119159036	8398	ARC*RED CROSS DONATION 800-733-2767 CA	M25.00 ✓
03-23	03-23	74270847082100007350888	0000	BRANCH PAYMENT - THANK YOU	M1,750.53cr
03-24	03-23	24224437083105008022601	5812	4R SMOKEHOUSE OF T TALLAHASSEE FL	M154.86 ✓

for Policy Council

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03/27/17	4802-3920-0002-7303	NEW PURCHASES AND OTHER CHARGES <i>us</i> 321.72
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES 0.00
		CREDITS 1,750.53
		STATEMENT TOTAL 1,428.81cr
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,000.00

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account

55332
 4/17/2017

Invoice	Description	Amount
032717NR	ACCT#XXXX6706- NICHELE RICHARDS	\$280.99

Hancock Bank
 MAHAN
 04/17/17 16:36

Seq: 0102 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx6706

Credit Card Payment \$280.99

Posting Date: 04/17/17

Thank you for banking with Hancock

\$280.99

LMP40 M/P CHECK

Rev 2/14



10130 (9/16) J131758

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
02-28	02-27	24445007059000766443681	5411	PUBLIX #1051 TALLAHASSEE FL	M43.01✓
03-09	03-08	24767257068000001004462	5814	POPEYES 140 TALLAHASSEE FL	M89.44✓
03-23	03-23	74270847082100007351001	0000	BRANCH PAYMENT - THANK YOU	M173.52cr
03-23	03-22	24445007082000803515054	5411	PUBLIX #782 TALLAHASSEE FL	M21.88✓
03-24	03-22	24801637082286002964472	5814	BROOKLYN PIZZA TALLAHASSEE FL	M67.91✓
03-27	03-26	24692167085000970295067	5047	QUADMED, INC. 800-933-7334 FL	M58.75✓

fits

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03/27/17	4802-3910-0009-6706	NEW PURCHASES AND OTHER CHARGES <i>(initials)</i> 280.99
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
		CREDITS 173.52
Toll Free 1-800-448-8812		STATEMENT TOTAL 107.47
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,500.00

Area
**Community
 Action**
 Agency

AUTHORIZATION FOR PAYMENT

RECEIVE
 APR 05 2017

Date Received 04/04/2017

Date Submitted 07/04/2017

Vendor Name Hancock Bank

Group or Invoice # 032717 NR Payment Amount \$ 280.99

Notes
 Account #6706
 Nichele Richards

Prepared or Submitted by Printed Name Judy Green

Signature Judy Green 4-4-17

Approved by Printed Name Nina Self

Signature Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7440 (Advisory Meeting)	255 (Food)	600	\$ 43.01 ✓	
6214	7420(Incredible Years)	255 (Food)	600	\$ 89.44 ✓	
6214	7420 (Incredible Years)	255 (Food)	600	\$ 21.88 ✓	
6214	7420 (Incredible Years)	255 (Food)	600	\$ 67.91 ✓	
1064	6920 (Clean Kits for Bus)	255	600	\$ 43.80 ✓	
1064	6660	255	shipping for	14.95 ✓	clean kits
TOTAL				\$ 280.99	\$ 0.00

Finance Department Only

Session Date APR 17 04 03 HB
 Check Date _____ Check # _____

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account

55334
 4/17/2017

Invoice	Description
032717TC	ACCT# XXXX6700-TIM CENTER

Amount
 \$273.16

Hancock Bank
 MAHAN
 04/17/17 16:37
 Seq: 0104 ID: 101764 CB: 7122
 Account Number: xxxxxxxxxxxx6700
 Credit Card Payment \$273.16
 Posting Date: 04/17/17
 Thank you for banking with Hancock

\$273.16

LMP40 M/P CHECK



Rev. 2-14

10130 (9/16) J131758

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
02-28	02-27	24445007059000766441529	5411	PUBLIX #1051 TALLAHASSEE FL - <i>ADAM - BE RECEIPT</i>	M40.29 ✓
03-01	02-27	24138297059802005262627	5719	BED BATH & BEYOND #388 TALLAHASSEE FL	M11.56 ✓
03-03	03-01	24445747061100193111401	5943	OFFICE DEPOT #108 TALLAHASSEE FL - <i>HEAD STORE</i>	M46.49 ✓
03-17	03-15	24610437075004028151320	5734	ADOBE *ACROPRO SUBS 800-833-6687 CA <i>RECURRING</i>	M14.99 ✓
03-21	03-20	24692167079000789570336	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN <i>RECURRING</i>	M27.95 ✓
03-23	03-23	74270847082100007350862	0000	BRANCH PAYMENT - THANK YOU	M3,288.82cr ✓
03-24	03-23	24906417082037387914280	4816	DNH*GODADDY.COM 480-5058855 AZ	M131.88 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03/27/17	4802-3910-0005-6700	NEW PURCHASES AND
CUSTOMER SERVICE CALL		OTHER CHARGES 273.16
		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 3,288.82
		STATEMENT TOTAL 3,015.66cr
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 6,000.00

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%

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 March 2017.

County	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	Total
<i>Calhoun</i>	24/52	28/54	19/52	14/31	23/45	26/42	12/22	146/298
<i>Franklin</i>	10/24	18/50	7/18	9/21	10/16	18/36	3/7	75/172
<i>Gadsden</i>	74/214	78/228	47/120	97/211	89/231	84/200	61/141	530/1354
<i>Gulf</i>	13/25	12/28	3/11	10/17	9/11	6/15	5/7	55/114
<i>Jefferson</i>	25/64	31/55	32/92	30/76	35/73	34/62	19/37	206/459
<i>Leon</i>	288/844	248/705	205/574	258/681	204/483	239/589	176/462	1618/4338
<i>Liberty</i>	12/35	10/36	10/29	12/28	16/31	14/23	6/12	80/194
<i>Wakulla</i>	15/52	26/86	13/43	12/29	18/46	8/28	10/22	102/306
Totals	461/1,310	451/1,242	336/939	442/1,094	404/936	429/995	292/710	2812/7,235

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

In March 2017, DEO announced an extension to the 2016 contract to September 30, 2017 in addition to a Department of Energy budget increase of \$77,995. Modifications to original contract are still in process.

Under the current approved contract, approximately 69 homes will be weatherized (no change from last report). The number of homes *remaining* by county is listed below based on \$5,000 average per home, not including health and safety.

Once the final modifications have been processed and approved, the number of units to be weatherized will be adjusted accordingly to the approved modified contract numbers.

- Franklin – 2 homes
- Gadsden – 8 homes
- Gulf – 2 homes
- Jefferson – 3 homes
- Leon - 33 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.

The chart will be updated once the modified contract has been approved to include adjusted county allocations and time extension.

County	Amount Allocated*	Amount Spent**	J	A	S	O	N	D	J	F	M	A	M	J	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	\$11,437	0	0	0	0	0	0	0	2	0	0	0	0	2
<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	\$67,239	2	0	2	4	4	4	3	0	1	0	0	0	20
<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	\$	2	0	2	4	4	4	3	0	0	0	0	0	22

Capital Area
Community Action
Agency

MEMORANDUM

TO: TIM CENTER, CEO
FROM: Nina Self, COO
DATE: May 19, 2017
RE: CASE MANAGER RECOMMENDATIONS

During the month of April we advertised for the Case Manager position on Employ Florida and Indeed.com. We received over 140 applicants. The interview team of Darrel James, Melissa Watson and Nina Self reviewed the applications and interviewed 10 candidates for the vacancies in Leon, Gadsden and Wakulla counties. Our recommendations are as follow:

Leon County

Marcellas Durham has a B.S. in Social Welfare from Florida A&M University. His career includes over 20 years in the Florida Department of Corrections as a Probation and Parole Officer. In this role he worked with offenders that were released from prison and assisted them with issues they may have had once released. He monitored those that were on court ordered probation and parole to ensure they were following their release agreement. He was also a Supported Living Coach for persons with physical disabilities and helped them achieve their goals for independent living. Mr. Durham's background will assist us as we attempt to help our clients that have criminal backgrounds. He will really be instrumental if we broaden our program to include the Getting Ahead While Getting Out program. His references and background checks were favorable.

_____ Approve _____ Disapprove

Gadsden County

Rosemari McCaskill has a B.A. Degree in Social Science from the University of South Florida and a M.A. in Administration/Organizational Development. Her experience includes being an Adult Clinical Case Manager for a Community Mental Health Center; and Aftercare Services Director for a transitional housing program for women and children living in a residential program seeking permanent housing; a Family Advocate working with TANF recipients during welfare transition, and lately a Domestic Violence Advocate for Refuge House in Gadsden and Liberty Counties. She said she left Refuge House because they wanted to expand her territory to Leon County and she really prefers working in rural areas. She is from Gadsden County and knows the community and has working relationships and contacts. Her references and background checks were favorable.

_____ Approve _____ Disapprove



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Wakulla County

John Farrington has a B.S. in Psychology and relocated to Tallahassee from the State of Michigan. His experience includes being a Family Independence Case Managers for Michigan Child Protective Services investigating abuse and neglect, and working with families to reunify them and help them make decisions for the best interest of the children. He has also been a Case Manager/Housing Coordinator for Senior Neighbors program to develop and implement service plans for seniors to help them live independently. His reference and background checks were favorable.

_____ Approve

_____ Disapprove

We will start all of them on June 5th. We are currently developing an extensive training plan that includes a lot of hands-on activities that will hopefully include a summer Getting Ahead class. We are excited about this new team that will be working with Anne Robinson, our newly appointed Family Support Services Program Manager. I believe this is the team that could take us where we are trying to go.

Signature

Date

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.

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	34	31	53	53	148	371
Number of Student Withdrawals for Month	0	3	0	3	1	0	7
Number of Vacancies	0	3	1	1	2	0	7
Number of Students on Wait List	21	0	0	18	11	49	99
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 4/30/17 August Average Daily Attendance (ADA)
Bainbridge	52	87%
Franklin	37	79%
Jefferson	31	79%
Mabry	56	82%
Royal	54	87%
South City	148	87%
Total	378	85%

Family and Community Engagement Manager Monthly Monitoring Report

Number of Referrals (Review referrals)	Bainbridge	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)	5	8	2	2	3	11	31
Domestic Violence Referrals	0	0	0	0	0	0	0
Substance Abuse Referrals (prevention or treatment)	0	0	0	0	0	1	1
Child Abuse or Neglect Referrals	0	0	0	0	0	1	1
Assistance for incarcerated Family Members	0	0	0	0	1	0	1
Education Referral	7	0	4	2	4	2	19
Employment	5	2	2	0	6	3	18
Parent Meetings/Trainings							
Parent Committee Meetings	1	1	1	1	1	1	6
Number of Parents at the Parent Committee Meetings	0	0	0	0	0	0	0
Number of Male Parents at Parent Committee Meetings	0	0	0	0	0	0	0
Number of parents Committee meetings attended (Family Advocate)	1	1	1	0	0	1	4
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	1	0	1	1	1	1	5
Number of Parents in attendance on Policy Council	1	0	1	1	0	1	4
Number of Coordinated Trainings for Policy Council							0
Number of Parenting Classes							4
Number of Family Activities/Events Coordinated							17
Number of Family Activities Specific to Male Engagement							0
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	11	5	2	7	2	11	38
Number of Contacts documented per absenteeism	5	6	2	6	1	6	26

Family and Community Engagement Manager Monthly Monitoring Report

Number of Files Reviewed	12
Review of Parent Board	0
Volunteers (PEC)	
Number of Volunteers	77
Total of Program In kind	176 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	2
Family Advocate Workers Trainings	0
Community Meetings	2

Transportation	
Field Trips	16
Maintenance	0
Trainings	0

Family and Community Engagement Manager
Monthly Monitoring Report

HEALTH SPECIALIST	Total
PRE-ENROLLMENT REQUIREMENTS	
Up to date immunizations	366
Expire immunizations	5
Up to date Physicals	365
Expired Physicals	4
Number of individual Health Care Plan	15
Number of Children with Health Insurance	382
ENROLLMENT	
Number of children with dental home	204
Number of dental homes referrals	0
Completed dental exams	141
Incomplete dental exams	234
Needed dental treatment	26
Receiving dental treatment	1
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	204
Number of dental exams	141
Number of children requiring dental treatment	26
Number of completed dental treatment	0
Number of medical homes established	371
Hematocrit/Hemoglobin	180
Blood lead	201
NUTRITION	
Number of Breakfast	6,140
Number of Lunch	6,245
Number of PM Snacks	5,589
Number of Children with Special Diets	15
MONITORING ACTIVITIES	
Health Files Review	1
Child Care Food Program Tool	0
Kitchen Inspection Tool	0

Family and Community Engagement Manager

Monthly Monitoring Report

Corrective Action and Follow Up
<p>Attendance.</p> <ul style="list-style-type: none"> The required Average Daily Attendance (ADA) requirements at each Center were met for April. The ADA was 85% for the month. All centers met the ADA requirement, except Franklin, Jefferson, and Mabry. These three centers did not make the required ADA in February or March either. Attendance in Franklin continues to be down due to the potential closing of the head start center. Medical exclusions and transportation issues contribute to attendance issues at Jefferson and Mabry. <p>Extended Day.</p> <ul style="list-style-type: none"> Families continue to come off the Community Action Wait List due to ELC offering School Readiness to them. Students will not be accepted into the VPK program for the remainder of the school year, but we are signing children up for VPK for the 2017-18 school year. We continue to work with the Fiscal Department to assist with invoicing parents that owe balances, and to improve the collection of fees from parents enrolled in the School Readiness program and on the Community Action Wait List. <p>Late Policy.</p> <ul style="list-style-type: none"> We still continue to have late parents, but they are being dealt with consistently by the Education and Family Engagement 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.
Strengths
<p>Students continue to be called up from the Wait List to receive School Readiness from the Early Learning Coalition.</p> <p>For August through March, 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> <p>Families are turning in applications for the 2017-18 school year.</p> <p>Radio advertisement has begun for the 2017-18 school year. New signage is for recruitment has also been completed.</p>

Family and Community Engagement Manager Monthly Monitoring Report

Areas of Concerns and Barriers

Closing Head Start in Franklin County, and finding space for 36 additional children in Leon County.

Having appropriate kitchen space and equipment to prepare for students at Mabry and South City.

The closing of Bainbridge Road Head Start Center, and the ability to locate new space to replace the center.

Filing documents and maintaining children files at the centers.

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

Professional Development

Bi-weekly management and team meetings

Manager Monitoring Activities

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

Reviewing reports in ChildPlus as it relates to attendance

Ensuring documentation in ChildPlus relating to absences

Reviewing Child Care Food Program claim

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



Head Start to shut down next year

Wednesday

Posted Apr 12, 2017 at 4:00 PM

Updated Apr 16, 2017 at 10:18 AM

By DAVID ADLERSTEIN

Apalachicola Times Editor

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A lack of affordable space and transportation, and a difficulty finding certified staff, have prompted closure of the county's Headstart program, at least for the next school year.

In an April 7 letter to the parents of the 37 students currently enrolled in the program, Tim Center, CEO of the Capital Area Community Action Agency (CACAA), which administers Head Start in the county, outlined the reasons why the program for 3 to 5-year-olds will not be accepting applications for the 2017-18 school year.

"A number of factors require us to make significant changes that will impact Franklin County for an indefinite period of time," he wrote. "This decision was not made lightly."

In a telephone interview last week, Center said that both the board of the non-profit CACAA, as well as the policy council that governs the Head Start contract for Leon, Jefferson and Franklin counties, had voted to approve cancelling the program in Franklin County for next year.

"We have been working through this for several months, and have had conversations with Superintendent Traci Moses to figure out what decisions will be made for us and what we do in light of those decisions," he said. "We'll be taking at least a year off."

"We were trying to make a very significant attempt in Franklin County to meet the needs of most of those folks eligible for our services, and at the same time we're strengthening the entire family structure by encouraging students to come to school," Center said.

"There's an intangible value when little brother goes with big brother. You get a kid thinking 'I go to school, that's what I do.' These are all very good things that were happening and we have a very difficult choice right now that will be temporary but is necessary," he said.

Center also made clear that transportation and available space were not the only reasons for discontinuing the program.

"To open a classroom in each of the three towns would require enough staff who have the required credentials to serve in Head Start, including a four-year degree in early childhood education and the Childhood Development Associate (CDA) credential," he wrote in his letter. "Finding qualified staff in Franklin County who meet the federal rules has been very difficult."

Center said four of the program's six staffers in the county - a director, two teachers, two CDAs and a family advocate - are employed under waivers from federal guidelines because they have not earned the required educational credentials.

"The way Head Start has progressively increased the requirements and credentials of the educational staff, we would need to be able to find staff who met all qualifications," he said. "In instances where it is difficult to find those staff we have been requesting waivers of staff not having requisite requirements."

"Without transportation to a centralized site in Franklin County, we would have to shift to multiple locations and we're having difficulty staffing within a single location now," Center said. "Multiply that by two or three, it becomes nearly impossible."

"The issue is that when you need to hire qualified staff, that the workforce available in Franklin County is not there and that can be a challenge," he said.

“I don’t like to see programs like that just go away because people don’t feel like doing their jobs and overcoming government challenges of keeping these programs in place,” she said.



Head Start rethinks leaving county

Saturday

Posted May 13, 2017 at 10:32 PM

Updated May 13, 2017 at 10:32 PM

By DAVID ADLERSTEIN

Apalachicola Times Editor

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A local task force's push to prevent Head Start from leaving the county next fall made headway last week, securing a promise from the Tallahassee executive who directs the program that he will consider keeping it here if suitable space could be found.

Tim Center, CEO of the Capital Area Community Action Agency, which administers Head Start in the county, told a May 4 gathering at the Bring Me A Book Franklin offices at the former Apalachicola High School that he is open to reversing a decision to shift the 37 slots now in Franklin County to Tallahassee.

"My staff brought me a recommendation several months ago (to move the slots). I fought them the entire time. This is not my personal desire to do this," he told the task force, chaired by Michaelin and David Watts, both instrumental in instituting the Bring Me A Book program several years ago in the county.

"It's not that we don't want to help," Center said.

The Watts had appeared at the April 27 school board meeting, where they secured the board's support for the task force's efforts to keep Head Start from moving out of the county.

Superintendent Traci Moses and the school board decided earlier this year that, due to a growth in the kindergarten through second grades, they would need to use the two classrooms set aside for Head Start. In addition, without a central location on the Franklin County School campus, the district would no longer provide transportation for Head Start children.

“Education has traditionally not been valued,” he said. “We have to change the culture of education.”

Center said he is looking for ways in which child care options, particularly for 3 year olds who could not enroll in the school’s voluntary pre-kindergarten program, could be supported with existing funding, or with a program of micro-loans.

Apalachicola Bay Charter School Assistant Principal Elizabeth Kirvin said her experience in helping to found the Bay Community School, which closed last year, indicates that finding sufficient child care alternatives may be difficult.

“Our area needs Head Start services,” she said. “Licensed child care is not the answer as far as Head Start slots.”

After extensive discussion about the level of staffing that would be needed to keep Head Start here, as well as the comparative salary structure, Center agreed to reconsider Capital Area’s decision, if Johnson could locate a suitable site. The mayor said efforts are ongoing to find space in Apalachicola and/or Carrabelle.

The task force plans to meet this afternoon, May 11, also at the Bring Me A Book Franklin office.