

Capital Area **Community Action** Agency

EXECUTIVE COMMITTEE

Agenda

Tuesday, July 18, 2017 – 5:30 pm

1. Call to Order
2. Agenda Approval
3. Sign-in/Attendance
4. Consent
 - a. Executive Committee Minutes, June 20, 2017
5. Action – Recommendation for Review and Approval
 - a. Fiscal Report
 - b. LIHEAP Modification
 - c. Head Start COLA
 - d. Head Start Grant Application
 - e. Creation of Holding Company
 - f. Audit
6. Program Updates
7. Chair's Report
8. Adjournment

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

*Present by phone

The meeting was called to order by the Chair at 5:35 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 May 16, 2017 meeting. Mr. Wienke moved for approval of the Consent Agenda and Mr. Ross seconded the motion. It was unanimously approved.

Action Items

Fiscal Report

Ms. Sgouros gave the fiscal report for the period ended 4/30/17. She stated that we were seven months through the fiscal budget year, and we should be at about 58% of the annual budget for revenues and expenditures. We are on target with revenues and expenses at 59% and 58%. She reported some Head Start expenses are closer to 70% such as staff screenings, but they should be back on track due to the summer break. Overall year to date net income is \$108,581. We are at 77% or meeting the required federal match for the fiscal year ending September 30, 2017. Mr. Ross moved for approval of the fiscal report and Mr. Wienke seconded the motion. It was unanimously approved.

Program Updates

Weatherization

Mr. Center reported that the agreement for the period April 1, 2017 – March 31, 2018 Weatherization contract with DEO was included in the meeting package for review, and needed to be approved. The award amount was \$479,082.00. Mr. Wienke moved for approval of the Corporate Resolution and Mr. Ross seconded the motion. It was unanimously approved. Mr. Wienke moved for approval of the Sub grantee Agreement with DEO and Mr. Ross seconded the motion. It was unanimously approved.

Head Start

Mr. Center reported that in March 2017, the Board and Policy Council voted to close the Franklin Head Start Center due to the school not having room for the program, and other issues that had been discussed throughout the year. The public outcry received attention from Health and Human Services (HHS) in Atlanta, and elected officials in Washington. A task force of concerned citizens was formed, and were instrumental in finding a temporary location for Head Start to operate for this coming school year. Although we made a business case to HHS to close the location, due to the public outcry they said we need to make every effort to service the areas outlined in our grant application. Because of this the Board needs to reconstitute the Franklin County Head Start program. Ms. Thompson asked if the Board didn't vote to reconstitute the program what would happen with the funding. Mr. Center said our budget is approximately \$11,000 per slot for the 378 slots we are funded for. We would lose the funding for 37 slots which is close to \$400,000. We would also lose administrative funds earned from the indirect costs. Ms. Lanier moved to reconstitute the Franklin Head Start Program and it was seconded by Mr. Wienke. It was unanimously approved. The Board asked that they be kept up-to-date on the task force activities. Mr. Center suggested the Board create a memorandum of understanding with the task force to make the involvement more formal. Mr. Ross asked if there was a fallout clause if this arrangement doesn't work. Mr. Center said the Board could set some benchmarks over the next year. We want to make sure to make data driven decisions. Mr. Ross asked if we could get a MOU with HHS to document our concerns in case things blow up. Mr. Center said maybe a punch list or a social contract.

Michael Carter of Carr, Riggs & Ingram, the agency's audit firm, gave an update on the audit and presented draft statements. He stated the financials were looking better. The current assets to liabilities ratio is 1/25 to 1 which is good. There is a decrease in net assets due to the decrease in funding and donations. He said they were still working on the final documents but would have the final product in time for the Board to approve and have it uploaded to the clearinghouse by the deadline on the 30th.

Other Business

Mr. Wienke presented a \$2,500 check from SunTrust Community Foundation. He said it was an unsolicited donation with no strings attached. The members applauded and thanked him for the donation.

Mr. Wienke asked Mr. Center if he had time to explore the Bigger & Better concept as a method of fundraising. He said a school in Utah did this as a teaching model and it taught students how to talk to people and accept no as an answer. The agency could sell the final product, and use it as a continuous revenue source. Mr. Center said he hadn't explored it yet, but would get back with him on it after researching it.

Mr. Center let the Board know that we were still in need of a catering kitchen to prepare food for South City students. He asked if they knew of anything available to let him know.

Ms. Lanier reported that she attended the Golden Apple Gala and the Jefferson County transition ceremony and both were very nice events. Staff did a great job on both events. She stated the Board needed to be informed of all agency events in a timely manner so they can attend.

The next Executive Committee meeting will be held on July 18, 2017. The next full Board meeting will be held on July 25, 2017.

The meeting was adjourned at 7:06 p.m.

Harold Ross, Secretary

Date: _____

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

As of May 31, 2017, we are just over 66 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 67% of the annual budget with some Head Start expenses closer to 80%. At month end, the Year to Date Actual Revenue and Expenses are 67% and 66% of their respective budgets. Our overall year to date net income is showing as \$96,597. While a good amount of this money is restricted, the excess SR/VPK earnings can be used to cover Head Start obligations, such as needed child health services.

Year to Date in-kind and local match total \$675,994, which is 81% of the \$834,856 non-Federal share 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.

Unemployment- is over benchmark budget because this is charged on the first \$7500 earned by employees each year. As the year progresses, this expense drops significantly.

Staff Screenings- is over budget due to an influx of Head Start employees.

Program Supplies- is over the benchmark budget due to a number of purchases related to Incredible Years. This budget line has been depleted in the United Way grant so it will come back under budget over the course of the year.

Contractual Services – Health – is over 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.

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

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.

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.

Registration Fees – this item is over 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 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
Balance Sheet
For the 8 Months Ended 05/31/17

	Current Period Balance
Assets	
Petty Cash	510
Cash Operating Hancock Bank	218,567
Cash-Bank Restricted	77,740
Grants Receivable	680,650
Building	245,000
Accumulated Depreciation - Building	(70,795)
Equipment	76,691
Total Assets	<u>1,228,363</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	4,567
Accrued Leave	59,615
Accrued Wages	67,850
Accrued Fringe Benefits	5,864
Accrued Taxes	6,850
Contract Advances	283,033
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	592,851
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	214,017
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	538,915
Current Net Income	<u>96,597</u>
Total Net Assets	<u>635,512</u>
Total Liabilities and Net Assets	<u>1,228,363</u>

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 8 Months Ended 5/31/2017

		Total Budget -	Current	Total Budget	
		Original	Year Actual	Variance -	%
				Original	
Revenue					
4000	Government Contracts - FEDERAL	3,339,421	2,277,263	(1,062,158)	68%
4010	Government Contracts - STATE	3,511,868	2,261,512	(1,250,355)	64%
4020	Government Contracts - LOCAL	119,500	91,687	(27,813)	77%
4100	Grants - Other Not-for-Profits	26,000	17,773	(8,227)	68%
4200	Contributions	22,500	83,837	61,337	373%
4300	Special Events	0	582	582	
4320	Commissions-Vending/Photo	1,100	2,209	1,109	201%
4950	Interest Income	0	66	66	
4960	Fringe Pool Revenue	736,907	472,745	(264,162)	64%
4970	Indirect Pool Revenue	613,907	403,377	(210,530)	66%
4995	Other Revenue	0	5,738	5,738	
Total Revenue		8,371,203	5,616,790	(2,754,413)	67%
Expenditures					
6010	Salaries & Wages	2,688,796	1,720,840	967,956	64%
6110	Fringe	743,615	486,027	257,588	65%
6120	FICA	200,000	127,141	72,859	64%
6130	Unemployment	53,407	40,483	12,924	76%
6140	Workers Compensation	65,000	29,651	35,349	46%
6150	Health Insurance	350,000	250,130	99,870	71%
6160	Life Insurance	30,000	16,881	13,119	56%
6170	Retirement	30,000	20,606	9,394	69%
6180	Staff Screenings	2,305	2,688	(383)	117%
6210	Indirect Costs	635,743	413,581	222,161	65%
6310	Travel - In Area	18,872	7,362	11,509	39%
6315	Travel - Out of Area	22,182	7,375	14,807	33%
6410	Office Supplies	21,439	7,062	14,376	33%
6415	Program Supplies	23,561	19,001	4,560	81%
6420	Classroom Supplies	46,903	32,569	14,334	69%
6430	Kitchen Supplies	23,982	16,024	7,958	67%
6440	Medical/Dental Supplies	2,000	79	1,921	4%
6510	Copies/Printing/Copier Maintenance/Toner/Paper	27,226	13,570	13,657	50%
6600	Postage and Delivery Expense	5,373	2,737	2,637	51%
6710	Contractual Services/Professional	344,904	152,745	192,159	44%
6715	Contractual Services – Health/Disabilities	112,517	138,275	(25,758)	123%
6810	Rent/Space Cost	256,947	178,117	78,831	69%
6820	Utilities	74,524	43,486	31,037	58%
6830	General Liability and Property Insurance	42,109	33,442	8,667	79%
6840	Communications	65,604	45,001	20,604	69%

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 8 Months Ended 5/31/2017

6850	Repairs and Maintenance- Building	164,143	100,081	64,062	61%
6910	Equipment Maintenance	31,072	17,744	13,328	57%
6920	Vehicle Expense	41,964	35,596	6,369	85%
6930	Equipment Lease	15,743	9,368	6,375	60%
6940	Technology	37,600	14,412	23,188	38%
7010	Fees, Licenses, and Permits	8,410	5,548	2,861	66%
7020	Dues/Subscriptions	17,148	12,274	4,874	72%
7100	Volunteer	750	0	750	0%
7210	Client Assistance	1,877,160	1,272,868	604,291	68%
7320	Expendible Equipment	47,510	12,060	35,450	25%
7410	Registration Fees	12,223	13,129	(906)	107%
7420	Training/Meetings/Workshops	60,169	41,386	18,783	69%
7430	Staff Development	7,239	2,628	4,611	36%
7440	Advisory/Board Member Expenses	6,200	2,731	3,469	44%
7450	Advertising	7,433	1,739	5,694	23%
7460	Parent Activities	1,134	1,559	(425)	137%
7510	Raw Food Cost	144,397	130,485	13,912	90%
7530	Legal Expenses	0	39,884	(39,884)	
7610	Interest Expense	500	191	309	38%
7630	Bank Service Charges	3,400	1,638	1,762	48%
	Total Expenditures	<u>8,371,203</u>	<u>5,520,193</u>	<u>2,851,010</u>	66%
	Excess Revenue over (under) Expenditures	<u>0</u>	<u>96,597</u>	<u>96,597</u>	

Headstart CC Purchases May 2017

Vendor Name	Expenses	Effective Date	GL Code	Description
HANCOCK BANK	322.45	5/27/2017	6415	ACCT#XXXX5810-V.TREADWELL-PAY AHEAD TO CLEAR CREDIT LIMIT
HANCOCK BANK	1,697.71	5/27/2017	7420	ACCT#XXXX5810-V.TREADWELL-PAY AHEAD TO CLEAR CREDIT LIMIT
HANCOCK BANK	50.00	5/29/2017	6810	ACCT#XXXX6982- FATIMA OLEABHIELE ALEXANDER
HANCOCK BANK	12.50	5/29/2017	6850	ACCT#XXXX6623 - DARREL JAMES
HANCOCK BANK	105.98	5/29/2017	6850	ACCT#XXXX7303- KRISTIN JACKSON RESHARD
HANCOCK BANK	142.07	5/29/2017	6920	ACCT#XXXX6623 - DARREL JAMES
HANCOCK BANK	748.81	5/29/2017	6920	ACCT#XXXX- 6706 NICHELLE RICHARDS ROLLE
HANCOCK BANK	29.95	5/29/2017	6940	ACCT#XXXX7366- NINA (SINGLETON) SELF
HANCOCK BANK	95.72	5/29/2017	7420	ACCT#XXXX6982- FATIMA OLEABHIELE ALEXANDER
HANCOCK BANK	937.02	5/29/2017	7420	ACCT#XXXX7303- KRISTIN JACKSON RESHARD
HANCOCK BANK	926.17	5/29/2017	7420	ACCT#XXXX7366- NINA (SINGLETON) SELF
HANCOCK BANK	75.19	5/29/2017	7440	ACCT#XXXX6982- FATIMA OLEABHIELE ALEXANDER
HANCOCK BANK	130.96	5/29/2017	7440	ACCT#XXXX- 6706 NICHELLE RICHARDS ROLLE
HANCOCK BANK	767.09	5/29/2017	7450	ACCT#XXXX6623 - DARREL JAMES
HANCOCK BANK	152.96	5/29/2017	7460	ACCT#XXXX6623 - DARREL JAMES
HANCOCK BANK	692.76	5/29/2017	7460	ACCT#XXXX7303- KRISTIN JACKSON RESHARD
HANCOCK BANK	54.07	5/29/2017	7460	ACCT#XXXX- 6706 NICHELLE RICHARDS ROLLE
HANCOCK BANK	<u>400.00</u>	5/29/2017	7460	ACCT#6700- TIM CENTER
Total HANCOCK	7,341.41			
LOWE'S	301.24	5/31/2017	6850	ACCT#1113873- TOOLS AND BLDG MATERIALS FOR H/S CENTERS
TOTAL CC	7,642.65			

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING

55589

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account

55589
6/2/2017

Invoice	Description
052717-VT	V.TREADWELL-PAY AHEAD

Amount
\$2,116.04

Hancock Bank
MAHAN
06/06/17 10:30

Seq: 0018 ID: 102397 CB: 7124

Credit Card Payment \$2,116.04
Posting Date: 06/06/17
Thank you for banking with Hancock

Note: This payment was submitted
Clear credit BALANCE toward or

\$2,116.04

LMP40 M/P CHECK



101301

10130 (9/16) J131735

pay ahead of schedule to clear credit limit

Prepared or
Submitted by

Printed Name Judy Green

Signature

Judy Green

5-25-17

Approved by

Printed Name Nina Self

Signature

Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7420 (Training for Kim Smith)	110 (Car Rental)	600 0	\$ 208.43	
1064	7420 (Training for Kim Smith)	110 (Hotel)	600 0	\$ 674.64	1,349.28
1064	7420 (Training for V. Thompson)	110 (Registration)	600	\$ 20.00	
1064	7420 (Training for M. Mousa)	110 (Registration)	600	\$ 20.00	
1064	7420 (Training for J. Lloyd)	110 (Registration)	600	\$ 20.00	
1064	7420 (Training for D. Howard)	110 (Registration)	600	\$ 20.00	
1064	7420 (Training for D. Poltier)	110 (Registration)	600	\$ 20.00	
1064	7420 (Training for J. Eades)	110 (Registration)	600	\$ 20.00	
1064	7420 (Training for O. Harris)	110 (Registration)	600	\$ 20.00	
1064	6415 (Staff Appreciation)	255	600	\$ 95.88	
1064	6415 (Transition)	255 (Tassels)	600	\$ 322.45	
TOTAL				\$ 1,441.40	\$ 0.00

ELC 10th
Ann. Prov.
Conf.
6/17/17

Day
Trng.

CAT
800
800

Note: Deficit for

2116.04

As

[CL 7410-Registr.

Session Date

APR 17 2017

Check Date

Check #



HANCOCK BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

Visa BusinessCard
Statement of Account
Issued by Whitney Bank

MEMO STATEMENT

Account Number

Statement Date

05-29-17



VENITA TREADWELL
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

**N0003047

No pymnt due as 379.36 CR on account

STATEMENT MESSAGES

Hancock Bank is a trade name of Whitney Bank. Whitney Bank issues your Hancock Bank credit card and owns your card account.

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.

Transactions causing an over-limit situation on your account may not be honored. Access to credit may be declined at any time your account is in a past due status or may be delayed until check payments have cleared. Please refer to Terms and Conditions.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-01	04-29	24692167119000218781290	5947	TCT* RHYME UNIVERSITY 877-472-3738 MN	M322.45✓
05-04	05-02	24224437124101007697122	5814	KRISPY KREME #451 TALLAHASSEE FL	M95.88✓
05-15	05-11	24755427132271329040356	3503	SHERATON 404-6596500 GA 127051220580033 ARRIVAL: 05-10-17	M121.76✓
05-15	05-12	24164077132018411712717	3405	ENTERPRISE RENT-A-CAR TALLAHASSEE FL	M208.43✓
05-16	05-13	24755427135171356282514	3503	SHERATON 404-6596500 GA 129051521030262 ARRIVAL: 05-13-17	M173.52✓
05-18	05-18	74270847138100007608453	0000	BRANCH PAYMENT - THANK YOU	M178.18
05-24	05-23	24492157143894663865928	8398	PAYPAL *ELCBIGBENDR 402-935-7733 CA	M20.00✓
05-24	05-23	24492157143894663957563	8398	PAYPAL *ELCBIGBENDR 402-935-7733 CA	M20.00✓
05-24	05-23	24492157143894664050579	8398	PAYPAL *ELCBIGBENDR 402-935-7733 CA	M20.00✓
05-24	05-23	24492157143894664207435	8398	PAYPAL *ELCBIGBENDR 402-935-7733 CA	M20.00✓
05-24	05-23	24492157143894664283931	8398	PAYPAL *ELCBIGBENDR 402-935-7733 CA	M20.00✓
05-24	05-23	24492157143894664364574	8398	PAYPAL *ELCBIGBENDR 402-935-7733 CA	M20.00✓
05-24	05-23	24492157143894664479091	8398	PAYPAL *ELCBIGBENDR 402-935-7733 CA	M20.00✓

STATEMENT DATE
05-29-17

ACCOUNT NUMBER

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free 1-800-448-8812

*Sheraton charges = 969.92
See attached explanation
of discrepancy

PAGE 1 OF 2

NEW PURCHASES AND OTHER CHARGES	1,736.68
NEW CASH ADVANCES	.00
CREDITS	178.18
STATEMENT TOTAL	1,558.50
TOTAL IN DISPUTE	.00
CREDIT LIMIT	2,000.00

W



16331449-003017-0002-0002-2

HANCOCK BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

Visa BusinessCard
Statement of Account
Issued by Whitney Bank

MEMO STATEMENT

Account Number

[REDACTED]

Statement Date

05-29-17

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-29	05-25	24755427146271468836972	3503	SHERATON 404-6596500 GA 178052620560127	M674.64

ARRIVAL: 05-25-17

Community Action Agency

AUTHORIZATION FOR PAYMENT

RECEIVED
JUN 12 2017

Date Received 06/08/2017

Date Submitted 06/08/2017

Vendor Name Hancock Bank

Group or Invoice # 052917-FOA

Payment Amount \$ 603.14 ✓

Notes Fatima Oleabhiele Alexander

Prepared or
Submitted by

Printed Name Judy Green

Signature Judy Green 6-8-17

Approved by

Printed Name Nina Self

Signature Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
6214	7420 (Incredible Years)	255 (Food)	600	\$ 131.22 ✓	
6214	7420 (Incredible Years)	255 (Food)	600	\$ 3.98 ✓	
6214	7420 (Incredible Years)	255 (Food)	600	\$ 71.14 ✓	
6214	7420 (Incredible Years)	255 (Food)	600	\$ 125.92 ✓	
1064 <u>9990</u>	<u>7430</u> 6415 (Staff Appreciation)	255 (Gift Cards)	600	\$ 35.00 ✓	
1064	7420 (Director's Meeting)	255 (Food)	600	\$ 46.58 ✓	
1064	7440 (Advisory Meeting)	255 (Food)	600	\$ 48.27 ✓	
1064	7420 (Director's Meeting)	255 (Food)	600	\$ 49.14 ✓	
1064	7440 (Advisory Meeting)	255 (Food)	600	\$ 26.92 ✓	
6214	7420 (Incredible Years)	255 (Food)	600	\$ 14.97 ✓	
1064	6810 (Red Cross)	<u>rented space</u> 255 <u>for mtg</u>	600	\$ 50.00 ✓	
TOTAL				\$ 603.14	\$ 0.00

Finance Department Only

Session Date AP 170603 HB

Check Date

Check #

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

55666
6/20/2017

Invoice	Description
052917-FOA	FATIMA OLEABHIELE ALEXAN

ount
\$603.14

Hancock Bank
MAHAN
06/21/17 11:22

Seq: 0019 ID: 102397 CB: 7124

Credit Card Payment \$603.14
Posting Date: 06/21/17
Thank you for banking with Hancock

\$603.14

LMP40 M/P CHECK



101301

10130 (9/16) 113175e

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.

Transactions causing an over-limit situation on your account may not be honored. Access to credit may be declined at any time your account is in a past due status or may be delayed until check payments have cleared. Please refer to Terms and Conditions.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-04	05-03	24445007124000810789254	5814	BOSTON MARKET 0810 TALLAHASSEE FL	M131.22✓
05-11	05-10	24445007131000829581339	5411	PUBLIX #782 TALLAHASSEE FL	M3.98✓
05-11	05-10	24226387131400002557695	5411	WAL-MART #1408 TALLAHASSEE FL	M71.14✓
05-12	05-10	24269797131100438881135	5814	JIMMY JOHNS - 170 TALLAHASSEE FL	M125.92✓
05-18	05-18	74270847138100007608479	0000	BRANCH PAYMENT - THANK YOU	M342.10✓
05-23	05-22	24445007143000783261130	5411	PUBLIX #852 TALLAHASSEE FL	M35.00✓
05-23	05-22	24431067143200888201003	5814	BOJANGLES 1223 TALLAHASSEE FL	M46.58✓
05-23	05-22	24445007143000783261213	5411	PUBLIX #852 TALLAHASSEE FL	M48.27✓
05-23	05-22	24445007143000783261395	5411	PUBLIX #1051 TALLAHASSEE FL	M49.14✓
05-24	05-23	24427337143720008930978	5814	PANERA BREAD #00984 TALLAHASSEE FL	M26.92✓
05-25	05-24	24445007145000800028502	5411	PUBLIX #852 TALLAHASSEE FL	M14.97✓
05-26	05-25	24692167145000573330483	8398	ARC*RED CROSS DONATION 800-733-2767 CA	M50.00✓

STATEMENT DATE
05-29-17

ACCOUNT NUMBER
4502-9910-0012-0080

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	603.14
NEW CASH ADVANCES	.00
CREDITS	342.10
STATEMENT TOTAL	261.04
TOTAL IN DISPUTE	.00
CREDIT LIMIT	2,000.00

Local Area
**Community
Action**
Agency

AUTHORIZATION FOR PAYMENT



Date Received 06/12/2017

Date Submitted 06/12/2017

Vendor Name Hancock Bank

Group or Invoice # 052917-DJ

Payment Amount \$1,074.62 *ok*

Notes
Account #6623
Darrel James

Prepared or
Submitted by

Printed Name Judy Green

Signature Judy Green *6-12-17*

Approved by

Printed Name Nina Self

Signature Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6920 <i>fuel</i>	255	600	\$ 41.01 ✓	
1064	7450 (Recruitment)	255	600	\$ 8.56 ✓	
1064	7450 (Recruitment)	255	600	\$ 8.59 ✓	
1064	7450 (Recruitment)	255	600	\$ 50.45 ✓	
1064	7450 (Recruitment)	255	600	\$ 60.56 <i>AS</i>	
1064	7450 (Recruitment)	255	600	\$ 63.94 ✓	
1064	6920 <i>fuel</i>	255	600	\$ 51.06 ✓	
1064	7450 (Recruitment)	255	600	\$ 575.00 ✓	
1064	6850 (Bed Bugs)	256	600	\$ 12.50 ✓	
1064	6850 (Bed Bugs)	256	600	\$ 12.50	<i>Duplicate receipt AS</i>
1064	6920 <i>fuel</i>	255	600	\$ 50.00 ✓	
TOTAL				\$ 934.17	\$ 0.00

921.66 AS

Finance Department Only

Session Date AP 170603 HB

Check Date _____

Check # _____

AUTHORIZATION FOR PAYMENT

Date Received 06/12/2017

Date Submitted 06/12/2017

Vendor Name Hancock Bank

Group or Invoice # _____ Payment Amount \$ 1,074.62

Notes Account #6623
 Darrel James

Prepared or
 Submitted by

Printed Name Judy Green

Signature Judy Green 6-12-17

Approved by

Printed Name Nina Self

Signature _____

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7460 (Family Fun Day)	255	600	\$ 37.97 ✓	
1064	7460 (Family Fun Day)	255	600	\$ 114.99 ✓	
TOTAL				\$ 152.96	\$ 0.00

Finance Department Only

Session Date _____
 Check Date _____ Check # _____

Payee HANCOCK BANK
Vendor ID HANCOCK CC Account

55665

6/20/2017

Invoice	Description	Amount
052917-DJ	XXXXXXXXXX DARREL JAMES	\$1,074.62

Hancock Bank
MAHAN
06/21/17 11:22

Seq: 0018 ID: 102397 CB: 7124

~~Account Number~~
Credit Card Payment \$1,074.62
Posting Date: 06/21/17
Thank you for banking with Hancock

\$1,074.62

LMP#0 M/P CHECK



101301

10130 (9/16) J131758

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.

Transactions causing an over-limit situation on your account may not be honored. Access to credit may be declined at any time your account is in a past due status or may be delayed until check payments have cleared. Please refer to Terms and Conditions.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-04	05-02	24692167123000859892772	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.01 ✓
05-08	05-06	24226387127091006126144	5411	WAL-MART #1077 TALLAHASSEE FL	M8.56 ✓
05-08	05-05	24391217126508309844304	5945	TOYS R US #8730 TALLAHASSEE FL	M8.59 ✓
05-08	05-05	24692167126000552324120	5970	MICHAELS STORES 1551 TALLAHASSEE FL	M50.45 ✓
05-08	05-05	24445007126400152168117	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M60.55 ✓
05-08	05-05	24445007126200155351391	5999	PARTY CITY #327 TALLAHASSEE FL	M63.94 ✓
05-15	05-12	24399007132295041037939	5732	BEST BUY 00004358 TALLAHASSEE FL	M37.97 ✓
05-15	05-12	24692167133000248726572	5542	GATE 1194 Q80 TALLAHASSEE FL	M51.06 ✓
05-15	05-12	24692167133000976190363	5970	MICHAELS STORES 1551 TALLAHASSEE FL	M114.99 ✓
05-18	05-18	74270847138100007608537	0000	BRANCH PAYMENT - THANK YOU	M1,978.54 ✓
05-18	05-16	24141667137017023250232	7333	FASTSIGNS TALLAHASSEE FL	M575.00 ✓
05-22	05-20	24445007140200159557417	7211	OPS* WASH AROUND CLOCK 1A TALLAHASSEE FL	M72.59 ✓
05-25	05-23	24316057144548864004704	5542	SHELL OIL 57542530704 TALLAHASSEE FL	M50.00 ✓

STATEMENT DATE
05-29-17

ACCOUNT NUMBER

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	1,074.62
NEW CASH ADVANCES	.00
CREDITS	1,978.54
STATEMENT TOTAL	903.92 cr
TOTAL IN DISPUTE	.00
CREDIT LIMIT	3,000.00

de receipt

Community Action Agency

AUTHORIZATION FOR PAYMENT

RECEIVED
JUN 13 2017
@

Date Received 06/08/2017

Date Submitted 06/08/2017

Vendor Name Hancock Bank

Pg 1 of 2

Group or Invoice # 052917-KJR

Payment Amount \$ 1,735.76

Notes
Account #7303
Kristin Jackson Reshard

Prepared or
Submitted by

Printed Name Judy Green

Signature

Judy Green

6-8-17

Approved by

Printed Name Nina Self

Signature

Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6850 (Bed Bugs)	256	600	\$ 20.00 ✓	
1064	6850 (Bed Bugs)	256 (Clothes for Child)	600	\$ 15.52 ✓	
1064	6850 (Container for clothes)	256	600	\$ 39.98 ✓	
1064	7460 (Family Fun Day)	258 (Jefferson)	500	\$ 4.50 ✓	
1064	7460 (Family Fun Day)	250 (Mabry)	600	\$ 36.52 ✓	
1064	7460 (Family Fun Day)	258 (Jefferson)	500	\$ 15.10 ✓	
1064	7460 (Family Fun Day)	256 (South City)	600	\$ 30.69 ✓	
1064	7460 (Family Fun Day)	250 (Mabry)	600	\$ 40.61 ✓	
1064	7460 (Family Fun Day)	252 (Royal)	600	\$ 36.91 ✓	
1064	7460 (Family Fun Day)	259 (Bainbridge)	600	\$ 9.44 ✓	
1064	7460 (Family Fund Day)	250 (Mabry)	600	\$ 149.00 ✓	
TOTAL				\$ 398.27	\$ 0.00

maths
corr. if
wrong

Finance Department Only

Session Date

AP 170603HB

Check Date

Check #



AUTHORIZATION FOR PAYMENT

Date Received 06/08/2017

Date Submitted 06/08/2017

Vendor Name Hancock Bank

pg 2 of 2

Group or Invoice # _____

Payment Amount \$ 1,735.76

Notes
Account #7303
Kristin Jackson Reshard

Prepared or
Submitted by

Printed Name Judy Green

Signature

Judy Green

6-8-17

Approved by

Printed Name Nina Self

Signature

Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6850 (Bed Bugs)	256	600	\$ 5.48 ✓	
1064	6850 (Bed Bugs)	256 (Cleaning Clothes)	600	\$ 12.50 ✓	
1064	7460 (family Fund Day)	250 (Mabry)	600	\$ 21.00 ✓	
1064	6850 (Bed Bugs)	256 (Cleaning Clothes)	600	\$ 12.50 ✓	
1064	7460 (Family Fun Day)	251 (Franklin)	200	\$ 22.00 ✓	
1064	7460 (Family Fun Day)	256 (South City)	600	\$ 30.98 ✓	
1064	7460 (Family Fun Day)	250 (Mabry)	600	\$ 34.32 ✓	
1064	7460 (Family Fun Day)	256 (South City)	600	\$ 51.00 ✓	
1064	7460 (Transition)	255	600	\$ 164.25 ✓	
1064	7460 (Transition)	255	600	\$ 46.44 ✓	
1064	7420 (Training)	110 (Hotel)	600	\$ 937.02 ✓	
TOTAL				\$ 1,337.49	\$ 0.00

CAT

800

Finance Department Only

Session Date _____

Check Date _____

Check # _____

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATIONS

Payee HANCOCK BANK
Vendor ID HANCOCK CC Account #

55667
6/20/2017

Invoice Description
052917-KJR KRISTIN JACKSON RESHA

Amount
\$1,735.76

Hancock Bank
MAHAN
06/21/17 11:23

Seq: 0021 ID: 102357 CB: 7124

Credit Card Payment \$1,735.76
Posting Date: 06/21/17
Thank you for banking with Hancock

\$1,735.76

LMP40 M/P CHECK



10130 (9-16) J131758

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.

Transactions causing an over-limit situation on your account may not be honored. Access to credit may be declined at any time your account is in a past due status or may be delayed until check payments have cleared. Please refer to Terms and Conditions.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-01	04-28	24231687119837000097574	5331	FAMILY DOLLAR #0525 TALLAHASSEE FL	M20.00 ✓
05-08	05-07	24445007128400150916101	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M15.52 ✓
05-09	05-08	24445007129400144157787	5411	WM SUPERCENTER #1408 TALLAHASSEE FL	M39.98 ✓
05-10	05-09	24765017129006002436311	5541	PIT STOP MONTICELLO FL	M4.50 ✓
05-10	05-09	24226387130400000187280	5411	WAL-MART #4427 TALLAHASSEE FL	M51.62 ✓
05-10	05-09	24445007130400142038366	5411	WM SUPERCENTER #1408 TALLAHASSEE FL	M117.65 ✓
05-10	05-09	24445007130000805216513	5331	DOLLAR TREE TALLAHASSEE FL	M149.00 ✓
05-12	05-11	24445007132400147377189	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M5.48 ✓
05-12	05-11	24323007131254130010077	7211	WASH AROUND THE CLOCK TALLAHASSEE FL	M12.50 ✓
05-15	05-12	24445007133000924742875	5411	PUBLIX #782 TALLAHASSEE FL	M21.00 ✓
05-16	05-15	24445007135200126030545	7211	OPS* WASH AROUND CLOCK 1A TALLAHASSEE FL	M12.50 ✓
05-16	05-15	24391217136508300403025	5945	TOYS R US #8730 TALLAHASSEE FL	M22.00 ✓
05-17	05-15	24445007136200119321736	5999	PARTY CITY #327 TALLAHASSEE FL	M30.98 ✓
05-17	05-16	24391217137508309930050	5945	TOYS R US #8730 TALLAHASSEE FL	M34.32 ✓
05-17	05-16	24445007137000767088580	5331	DOLLAR TREE TALLAHASSEE FL	M51.00 ✓
05-17	05-16	24226387137400005799017	5411	WAL-MART #4520 TALLAHASSEE FL	M164.25 ✓
05-18	05-18	74270847138100007608370	0000	BRANCH PAYMENT - THANK YOU	M171.71 ✓

STATEMENT DATE
05-29-17

ACCOUNT NUMBER
[REDACTED]

ACCOUNT SUMMARY

NEW PURCHASES AND OTHER CHARGES	1,735.76
NEW CASH ADVANCES	.00
CREDITS	171.71
STATEMENT TOTAL	1,564.05
TOTAL IN DISPUTE	.00
CREDIT LIMIT	2,000.00

CUSTOMER SERVICE CALL

Toll Free 1-800-448-8812

[Handwritten signature]

Visa BusinessCard
Statement of Account
Issued by Whitney Bank

RECEIVED
JUN 13 2017

MEMO STATEMENT

Account Number

Statement Date

05-29-17

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-18	05-17	24445007138000791397394	5411	PUBLIX #273 TALLAHASSEE FL	- M46.44 ✓
05-29	05-26	24755427146151463998136	3695	EMBASSY SUITES LOUISVILLE KY	- M937.02 ✓
				023052603320079	

ARRIVAL: 05-26-17

211.94
203.59

Community Action Agency

AUTHORIZATION FOR PAYMENT

RECEIVED
JUN 13 2017
@

Date Received 06/12/2017

Date Submitted 06/12/2017

Vendor Name Hancock Bank

Group or Invoice # 052917-NR

Payment Amount \$ 1,543.03 ✓

Notes
Account #6706
Nichelle Richards Rolle

Prepared or
Submitted by

Printed Name Judy Green

Signature Judy Green

6-12-17

Approved by

Printed Name Nina Self

Signature Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
6214	6415 (Incredible Years)	255 (Gift Cards)	600	\$ 90.00 ✓	
1064	6920 (Tags)	255 (New Bus)	600	\$ 415.85 ✓	
6214 (AS)	6415 (Incredible Years)	255 (Food)	600	\$ 20.65 ✓	
1064	6920 (Battery)	255	600	\$ 332.96 ✓	
6214	6415 (Incredible Years)	255 (Supplies)	600	\$ 24.21 ✓	
6214	6415 (Incredible Years)	255 (Gift Cards)	600	\$ 30.00 ✓	
6214	6415 (Incredible Years)	255 (Gift Cards)	600	\$ 80.00 ✓	
6214 (AS)	6415 (Incredible Years)	255 (Food)	600	\$ 119.97 ✓	
1064	7440 (Policy Council)	255 (Food)	600	\$ 130.96 ✓	
1064	7460 (Family Fun Day)	259	600	\$ 9.98 ✓	
6214 (AS)	6415 (Incredible Years)	255 (Food)	600	\$ 77.96 ✓	
TOTAL				\$ 1,332.54	\$ 0.00

Finance Department Only

Session Date APR 17 2017

Check Date

Check # 0343

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING A

00009

Payee HANCOCK BANK
Vendor ID HANCOCK CC Account #:

55669
6/20/2017

Invoice Description
052917-NR [REDACTED] NICHELLE RICHARDS ROL

nount
\$1,543.03

Hancock Bank
MAHAN
06/21/17 11:23

Seq: 0022 ID: 102397 CB: 7124

Credit Card Payment \$1,543.03
Posting Date: 06/21/17
Thank you for banking with Hancock

\$1,543.03

LMP40 M/P CHECK



101301

10130 (9/16) J131758

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.

Transactions causing an over-limit situation on your account may not be honored. Access to credit may be declined at any time your account is in a past due status or may be delayed until check payments have cleared. Please refer to Terms and Conditions.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-04	05-03	24445007124600198362408	5912	WALGREENS #3374 TALLAHASSEE FL	M90.00✓
05-04	05-03	24445007123300453365805	9399	B2P*LEON COUNTY TALLAHASSEE FL	M415.85✓
05-05	05-04	24445007124300444939527	9399	B2P*LEON COUNTY TAX FEE TALLAHASSEE FL	M10.40✓
05-11	05-10	24445007131000829577964	5411	PUBLIX #1051 TALLAHASSEE FL	M20.65✓
05-16	05-15	24765017135206088100136	7399	BATTERY SOURCE #7 TALLAHASSEE FL	M332.96✓
05-18	05-18	74270847138100007608396	0000	BRANCH PAYMENT - THANK YOU	M767.55✓
05-18	05-17	24445007138000791392833	5331	DOLLAR TREE TALLAHASSEE FL	M24.21✓
05-18	05-17	24164077137091007779411	5310	TARGET 00019737 TALLAHASSEE FL	M30.00✓
05-18	05-17	24226387138400006751875	5411	WAL-MART #4520 TALLAHASSEE FL	M80.00✓
05-18	05-17	24224437138104004544705	5812	SONNY'S BBQ TALLAHASSEE FL	M119.97✓
05-22	05-18	24164077139140457650008	5812	OLIVE GARDEN 00012369 TALLAHASSEE FL	M130.96✓
05-24	05-23	24224437144103001242521	5812	NEWK'S - TALLAHASS TALLAHASSEE FL	M76.00✓
05-25	05-24	24445007145000890025797	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M9.98✓
05-25	05-24	24269797145000906786325	5812	MARCOS PIZZA - 8078 TALLAHASSEE FL	M77.96✓
05-29	05-25	24445007146200156286782	5999	PARTY CITY #327 TALLAHASSEE FL	M44.09✓
05-29	05-26	24445007147400163320629	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M80.00✓

STATEMENT DATE
05-29-17

ACCOUNT NUMBER

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

NEW PURCHASES AND
OTHER CHARGES 1,543.03

NEW CASH ADVANCES .00

CREDITS 767.55

STATEMENT TOTAL 775.48

TOTAL IN DISPUTE .00

CREDIT LIMIT 2,500.00



Date Received 06/05/2017

Date Submitted 06/07/2017

Vendor Name HANCOCK BANK VISA

Group or Invoice # 052917-NS

Payment Amount	1491.95
----------------	---------

Notes ACCT#XXXXX7366- NINA (SINGLETON) SELF

Prepared or Submitted by

Printed Name NINA SELF

Signature

Approved by

Printed Name TIM CENTER

Signature

$$\begin{array}{r} \text{CAP} \\ 600 \\ - 800 \\ - 800 \\ \hline .72 \end{array}$$
 subtract from Trvl
 ins. for entry

Finance Department Only

Session Date

Check Date

Check #

AUTHORIZATION FOR PAYMENT

Date Received 06/05/2017

Date Submitted 06/07/2017

Vendor Name HANCOCK BANK VISA

pg 2 of 2

Group or Invoice # _____

Payment Amount _____

Notes ACCT#XXXX7366- NINA (SINGLETON) SELF

Prepared or
Submitted by

Printed Name NINA SELF

Signature _____

Approved by

Printed Name TIM CENTER

Signature *[Signature]*

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6940	255-SOFTWARE DWNLD	WINZIP- 600	\$ 29.95	✓
1064	7420	255 BAGGAGE FEE	HS DATA TRNG	\$ 25.00	✓
1064	7420	255 BAGGAGE FEE	HS DATA TRNG	\$ 25.00	✓
1064	7420	255 HOTEL- NINA/ KRISTIN	HS DATA TRNG	\$ 780.33	✓
TOTAL				\$ 860.28	\$ 0.00

CAT
800
800
800

Finance Department Only

Session Date _____

Check Date _____

Check # _____

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

55670
6/20/2017

Invoice	Description
052917-NS	NINA (SINGLETON) SELF

ount
\$1,491.95

Hancock Bank
MAHAN
06/21/17 11:21

Seq: 0017 ID: 102397 CB: 7124

Credit Card Payment \$1,491.95
Posting Date: 06/21/17
Thank you for banking with Hancock

\$1,491.95

LMP40 M/P CHECK



101301

10130 (9/16) J101758

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.

Transactions causing an over-limit situation on your account may not be honored. Access to credit may be declined at any time your account is in a past due status or may be delayed until check payments have cleared. Please refer to Terms and Conditions.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-01	04-27	24071057118987170820717	5251	MARPAN RECYCLING LLC TALLAHASSEE FL	M9.50
05-02	05-01	24692167121000811060627	5969	INDEED 203-564-2400 CT	M298.57
05-08	05-04	24431067125978001908693	3001	AMERICAN AIR0010649955252 FORT WORTH TX SELF/NINA DEPARTURE: 05-04-17 RVU AA Y FEE	M24.56
05-08	05-04	24431067125978001908701	3001	AMERICAN AIR0010649955263 FORT WORTH TX RESHARD/KRISTIN DEPARTURE: 05-04-17 RVU AA Y FEE	M24.56
05-08	05-05	24755427125261258293166	5511	BOBBIN TRACE AUTOMOTIVE L 850-5750168 FL Legacy Toy	M72.34
05-08	05-04	24493987125026755044853	6300	TRAVEL INSURANCE POLICY 800-729-6021 VA	M95.84
05-08	05-04	24431067125978000704432	3001	AMERICAN AIR0012127111842 FORT WORTH TX SELF/NINA DEPARTURE: 05-22-17 TLH AA L CLT AA L SDF AA L CLT AA L TLH	M774.10
05-08	05-04	24431067125978000704440	3001	AMERICAN AIR0012127111843 FORT WORTH TX RESHARD/KRISTIN DEPARTURE: 05-22-17 TLH AA L CLT AA L SDF AA L CLT AA L TLH	M774.10
05-12	05-11	24431067131026780441049	9399	FDLE CCHINET 850-410-8161 FL	M24.00

CAT
6.00

8.00
8.00

6.72 - 800
Subtract from Trvl
ins. for entry

STATEMENT DATE
05-29-17

ACCOUNT NUMBER

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	3,089.27
NEW CASH ADVANCES	.00
CREDITS	4,767.72
STATEMENT TOTAL	1,678.45 cr
TOTAL IN DISPUTE	.00
CREDIT LIMIT	6,000.00

Bank.

WELLS FARGO BANK
BOX 61750
NEW ORLEANS LA 70161-1750

Visa BusinessCard
Statement of Account
Issued by Whitney Bank

CEIVE
UN 07 2017

MEMO STATEMENT

Account Number

Statement Date

05-29-17

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-12	05-11	24431067131026780599200	9399	FDLE CCHINET 850-410-8161 FL	M24.00
05-12	05-10	24164077131105001065977	5943	STAPLES 00110726 TALLAHASSEE FL	M107.42
05-18	05-18	74270847138100007608511	0000	BRANCH PAYMENT - THANK YOU	M4,767.72
05-22	05-19	24692167139000153813286	5734	CBI*WINZIP 800-799-9570 IL	M29.95
05-24	05-22	24431067143978001789463	3001	AMERICAN AIR0010282204411 FORT WORTH TX SELF/NINA DEPARTURE: 05-22-17 EBC AA Y FEE	M25.00
05-29	05-25	24431067146978001685452	3001	AMERICAN AIR0010282475019 FORT WORTH TX SELF/NINA DEPARTURE: 05-25-17 EBC AA Y FEE	M25.00
05-29	05-26	24755427146151463998128	3695	EMBASSY SUITES LOUISVILLE KY 023052603320078 ARRIVAL: 05-26-17	M780.33

CAT
600

800
800

6.72 - 800
subtract from Trv)
ins. for entry

Area
Community
Action
Agency

AUTHORIZATION FOR PAYMENT

Date Received 06/20/2017

Date Submitted 06/20/2017

Vendor Name HANCOCK BANK

Group or Invoice # 052917-TC

Payment Amount \$ 1,456.82

Notes ACCT#XXXX6700- TIM CENTER

Prepared or
Submitted by

Printed Name ANN SUSCO

Signature *Ann Susco*

Approved by

Printed Name TIM CENTER

Signature *Tim Center*

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
9000	7420	FACA CONF-GARAGE FEE	JACKSONVILLE, FL	\$ 4.00	
9000	7420	FACA CONF-GARAGE FEE	" "	\$ 5.00	
9000	7420	MEAL-FACA CONF	" "	\$ 11.04	
9000	7420	FACA CONF-GARAGE FEE	JACKSONVILLE, FL	\$ 14.00	
9000	7420	HOTEL(BRKFAST INCLD)	FACA CONF	\$ 303.00	
9000	7020	REOCURRING SUBSCRIP	ADOBE ACROPRO	\$ 14.99	
ok 1004 9990	7420 7460 ⁷⁵⁵	CONF.ROOM FOR	HEADSTRT TRANS. CEREM	\$ 400.00	via Tcc
9000	7420	HOTEL-CAREERSOURCE MTG	ST.PETE,FL	\$ 327.92	
9000	7410 ^(PS)	FACA CONF. REGIST FEE	JACKSONVILLE, FL	\$ 350.00	
9000	7020	REOCURING SUBSCRIPT	TALL DEMOCRAT PAPER	\$ 26.87	
TOTAL				\$ 1,456.82	\$ 0.00

Finance Department Only

Session Date APR 17 06 03 H

Check Date

Check #

55671

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #

55671
6/20/2017

Invoice	Description
052917-TC	[REDACTED]

mount
\$1,456.82

Hancock Bank
MAHAN
06/21/17 11:23

Seq: 0023 ID: 102397 CB: 7124

Credit Card Payment \$1,456.82
Posting Date: 06/21/17
Thank you for banking with Hancock

\$1,456.82

LMP40 M/P CHECK

Rev 2.14



101301

6/21/17 11:23

Save time and money. Automatically. For hassle-free details and to start saving with FREE today, visit visasavingsedge.com.

Transactions causing an over-limit situation on your account may not be honored. Access to credit may be declined at any time your account is in a past due status or may be delayed until check payments have cleared. Please refer to Terms and Conditions.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-11	05-09	24692167130000461262795	7523	OMNI GARAGE JACKSONVILLE FL	M4.00
05-11	05-09	24692167130000461262878	7523	OMNI GARAGE JACKSONVILLE FL	M5.00
05-15	05-11	24431067132200388200839	5812	WAFFLE HOUSE 0071 JACKSONVILLE FL	M11.04
05-15	05-12	24692167132000718520217	7523	OMNI GARAGE JACKSONVILLE FL	M14.00
05-15	05-13	24692167133000401645312	3690	COURTYARD JACKSONVILLE JACKSONVILLE FL	M303.00
				133018 ARRIVAL: 05-13-17	
05-17	05-15	24610437136004031524106	5734	ADOBE *ACROPRO SUBS 800-833-6587 CA recurring	M14.99
05-18	05-18	74270847138100007608412	0000	BRANCH PAYMENT - THANK YOU	M1,329.27
05-18	05-17	24755427138121383410017	8220	TCC CASHIERS OFFICE 850-2018525 FL	M400.00
05-19	05-17	24610437138072001003789	3504	HILTON HOTELS ST PETE ST PETERSBURG FL Career Source	M327.92
				0016835105170 ARRIVAL: 05-15-17	
05-22	05-19	24388947141630178333165	8299	FLORIDA ASSOCIATION FO 850-2244774 FL	M350.00
05-23	05-22	24692167142000055453319	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN recurring	M26.87

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-29-17	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 1,456.82
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 1,329.27
		STATEMENT TOTAL 127.55
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00

m

70554

Account #:

55652
6/15/2017

Invoice	Description	Discount	Amount
053117LOWES	██████████ TOOLS AND BLDG MATERIALS FOR H/S ...	\$0.00	\$301.24
Total :		\$0.00	\$301.24

Notes Janitorial supplies for centers (AS) Tools & Bldg materials for centers

Prepared or
Submitted by

Printed Name Judy Green

Signature

Judy Green

6-12-17

Approved by

Printed Name Nina Self

Signature

Nina Seef

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6850	259	600	\$ 14.25	- \$ 14.25
1064	6850	259	600	\$ 102.08	
1064	6850	256	600	\$ 67.38	
1064	6850	258	500	\$ 121.10	
1064	6850	256	600	\$ 10.68	
TOTAL				\$ 315.49	- \$ 14.25

cancels line entry

30.24 AS

Finance Department Only

Session Date

Check Date

Check #

ices

Lowes® Business Card Account

CAPITAL AREA COMM ACTION
Account Number [REDACTED]

Visit us at www.lowes.com/credit
Customer Service: 1-800-444-1408

ility may vary.
icing. Prices
s are subject
corrected
s the right to
any errors,
er an order

Summary of Account Activity

Previous Balance	\$360.72
- Payments	\$360.72
- Other Credits	\$14.25
+ Purchases/Debits	\$526.69
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00

New Balance **\$512.44**

Credit Limit	\$10,000.00
Available Credit	\$0.00
Statement Closing Date	06/02/2017
Days in Billing Cycle	31

Payment Information

New Balance	\$512.44
Total Minimum Payment Due	\$25.00
Payment Due Date	06/28/2017

Transaction Summary

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
05/02	05/02		STORE 0417 TALLAHASSEE FL	((\$14.25) CART
05/02	05/03	67889	STORE 0417 TALLAHASSEE FL	\$14.25
05/02	05/03	26352	STORE 0417 TALLAHASSEE FL	\$102.08
05/09	05/09	67390	STORE 0417 TALLAHASSEE FL	\$67.38
05/12	05/12		PAYMENT - THANK YOU	(\$360.72)
05/15	05/15	27400	STORE 0417 TALLAHASSEE FL	\$121.10 HARE
05/26	05/26	24292	STORE 0417 TALLAHASSEE FL	\$10.68
05/26	05/26	13793	STORE 1939 UNION NJ	\$211.20

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**disputed
See file for addtl notes*

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	21.99%	\$0.00	\$0.00	2D

ing &
very

ile!

Important Account Information

5% EVERYDAY CREDIT DISCOUNT WAS APPLIED AT POINT OF SALE FOR ALL QUALIFYING INVOICES THAT APPEAR ON THIS STATEMENT. PLEASE CONSULT YOUR ORIGINAL SALES RECEIPT FOR LINE ITEM DETAIL ON THE 5% SAVINGS. THANK YOU FOR USING LOWE'S AS YOUR SUPPLIER.

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: NAT478, or call toll-free 1-800-444-1408.

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights Information and other important information.

7009 0003 YWG

1

7 2

170602

A PAGE 1 of 5

9296 0011 8508 01DU7009

198095

Get Details >

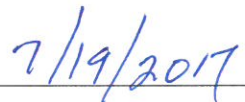
Capital Area Community Action Agency

To Whom It May Concern:

The Board of Directors of Capital Area Community Action Agency, Inc. met on Tuesday, July 19, 2017, and has reviewed and approved the FFY2017 LIHEAP Agreement Modification for Agreement 17EA-0F-12-00-04-005.



Charlean Lanier, Chair



Date

**FFY 2017 LIHEAP AGREEMENT
ATTACHMENT J
BUDGET SUMMARY AND WORKPLAN**
As modified by Modification [] to Agreement 17EA-OF-

SUBRECIPIENT: Capital Area Community Action Agency, Inc.

AGREEMENT: 17EA-OF-12-00-04-005

SECTION I: BUDGET SUMMARY

A. LIHEAP FUNDS ONLY		B. Last Approved Budget Amount	C. Adjustments to Approved Budget Increase/ (Decrease)	D. TOTAL AMENDED BUDGET AMOUNT B + C
1	LIHEAP FUNDS	\$1,761,266.00	\$174,999.00	\$1,936,265.00
ADMINISTRATIVE EXPENSES (Cell 2D cannot exceed Cell 1D times .085)				
Maximum Administrative Expenses:		\$164,582.53		
2	Salaries incl. Fringe, Rent, Utilities, Travel, Other	\$140,878.00	\$5,651.00	\$146,529.00
OUTREACH EXPENSES (Cell 3D cannot exceed Cell 1D minus Cell 2D times .15)				
Maximum Outreach Expenses:		\$268,460.40		
3	Salaries incl. Fringe, Rent, Utilities, Travel, Other	\$249,907.00	\$23,335.00	\$273,242.00
DIRECT CLIENT ASSISTANCE				
4	Home Energy Assistance Cell 4D must be at least 25% of Cell 1D Minimum Home Energy:	\$440,316.00	\$43,750.00	\$484,066.00
5	Crisis Assistance	\$894,940.00	\$98,763.00	\$993,703.00
6	Weather Related / Supply Shortage / Disaster Cell 6D must be at least 2% of cell 1D Minimum Weather Related:	\$35,225.00	\$3,500.00	\$38,725.00
7	Subtotal Direct Client Assistance (Line 4 + Line 5 + Line 6)	\$1,370,481.00	\$146,013.00	\$1,516,494.00
8	GRAND TOTAL (Line 2 + Line 3 + Line 7)	\$1,761,266.00	\$174,999.00	\$1,936,265.00

SECTION II: WORKPLAN

Type of Assistance	Last Approved Estimated Number of Households	Amended Estimated Number of Households	Estimated Cost Per Household	Amended Estimated Expenditures**
Summer Home Energy	735	935	300.00	280,500.00
Winter Home Energy	735	935	300.00	280,500.00
Summer Crisis	1,278	1,310	350.00	458,500.00
Winter Crisis	1,277	1,309	350.00	458,150.00
Weather Related/Supply Shortage	117	129	300.00	38,700.00
TOTAL	4,142	4,618		1,516,350.00

* If less than 8.5% of Line 1 is budgeted for Administrative Expenses, the maximum allowed for Outreach Expenses may be increased. The total Administrative Expenses plus the total Outreach Expenses may not exceed the sum of the original maximum allowed for these items.

Total of Line 2 plus Line 3 may not exceed: **\$433,042.93** Amount budgeted Line 2 + Line 3 = **\$419,771.00**

** Estimated Expenditures given in the Workplan must agree with the corresponding values on Lines 4-7.

FFY 2017 LIHEAP AGREEMENT
ADMINISTRATIVE AND OUTREACH BUDGET DETAIL (LINES 2 & 3) Revision # _____
Date of Revision: _____

SUBRECIPIENT: Capital Area Community Action Agency, Inc. _____

AGREEMENT: 17EA-OF-12-00-04-005 _____

Line Item Number	Expenditure Detail (Round all line items to dollars. Do not use cents and decimals in totals. Totals must agree with Attachment J)	LIHEAP FUNDS
2	ADMINISTRATIVE SALARIES INCLUDING FRINGE	
	CHIEF OPERATING OFFICER/PROGRAM DIRECTOR	
	11.250% CSBG; 80% HS & Admin.; 8.75% LIHEAP Admin	
	2,080 hrs. @ \$35.80/hr. = \$74,464	6,516
	LIHEAP PROGRAM MANAGER	
	18.1300% CSBG; 19.0680% LIHEAP Program, 62.800% LIHEAP Admin.	
	2,080 hrs. @ \$21.95/hr. = \$45,656	28,672
	DATA CONTROL COORDINATOR	
	28.1250% CSBG; 71.8750% LIHEAP Admin	
	2,080 hrs. @ \$15.00/hr. = \$31,200	22,425
	CSBG PROGRAM MANAGER	
	33.1800% CSBG; 12.1800% LIHEAP Admin; 54.640% LIHEAP Program	
	2,080 hrs. @ 20.50/hr. = \$42,640	5,193
	FRINGE BENEFITS; FICA, UC, HEALTH INSURANCE, WORKER'S COMP; RETIREMENT	17,887
	INDIRECT COST RATE @ 20.56% OF \$283,734 (Salaries/Wages/Fringe)	58,336
	AUDIT	7,500
2	TOTAL ADMINISISTRATIVE EXPENSES	146,529
3	OUTREACH EXPENSES	
3(A)	OUTREACH SALARIES INCLUDING FRINGE	
	DATA SPECIALIST	
	48.9500% CSBG; 51.0500% LIHEAP Program	
	2,080 hrs. @ 11.00/hr. = 22,880	11,680
	INTAKE WORKER (LEON)	
	19.2308% CSBG Program; 80.7692% LIHEAP Program	
	2,080 hrs. @ \$10.40/hr. = \$21,632	17,472
	INTAKE WORKER (JEFFERSON)	
	19.2308% CSBG Program; 80.7692% LIHEAP Program	
	2,080 hrs. @ \$10.40/hr. = \$21,632	17,472
	FAMILY SERVICES CASE MANAGER (CALHOUN/LIBERTY)	
	61.0263% CSBG Program; 38.9737% LIHEAP Program	
	2,080 hrs. @ \$14.42/hr. = \$29,994	11,690
	INTAKE WORKER (LEON)	
	19.2308% CSBG Program; 80.7692% LIHEAP Program	
	2,080 hrs. @ \$10.40/hr. = \$21,632	17,472
	INTAKE WORKER (GADSDEN)	
	19.2308% CSBG Program; 80.7692% LIHEAP Program	
	2,080 hrs. @ \$10.40/hr. = \$21,632	17,472
	FAMILY SERVICES CASE MANAGER (FRANKLIN/GULF)	

52.1546% CSBG Program; 47.8454% LIHEAP Program		
2,080 hrs. @ \$13.90/hr. = \$28,912		13,833
FAMILY SERVICES CASE MANAGER (LEON)		
98.7050% CSBG Program; 1.2950% LIHEAP Program		
2,080 hrs. @ \$15.00/hr. = \$31,200		404
FAMILY SERVICES CASE MANAGER (GADSDEN)		
83.0881% CSBG Program; 16.9119% LIHEAP Program		
2,080 hrs. @ \$13.90/hr. = \$28,912		4,890
INTAKE WORKER (LEON)		
0% CSBG Program; 100% LIHEAP Program		
1520 hrs. @ \$10.40/hr. = \$15,808		15,808
INTAKE WORKER (LEON)		
19.2308% CSBG Program; 80.7692% LIHEAP Program		
2,080 hrs. @ \$10.40/hr. = \$21,632		17,472
FAMILY SERVICES CASE MANAGER (Jefferson)		
92.2611% CSBG Program; 7.7339% LIHEAP Program		
2,080 hrs. @ \$13.90/hr. = \$28,912		2,236
FAMILY SERVICES CASE MANAGER (Wakulla)		
95.2472% CSBG Program; 4.7573% LIHEAP Program		
2,080 hrs. @ \$14.42/hr. = \$29,993.60		1,427
LIHEAP PROGRAM MANAGER		
18.1300% CSBG; 19.0680% LIHEAP Program, 62.800% LIHEAP Admin.		
2,080 hrs. @ \$21.95/hr. = \$45,656		8,706
FRINGE BENEFITS; FICA, UC, HEALTH INSURANCE, WORKER'S COMP; RETIREMENT		45,008
3(A)	TOTAL OUTREACH SALARIES INCLUDING FRINGE	203,041
3(B)	OUTREACH EXPENSES (OTHER)	
Advertising (Staff Recruitment, Outreach Materials, Publications)		500
Background Screenings (new staff)		225
Building Repair (Maintainance)		2,400
Communications (Telephone, Internet)		10,000
Copying/Printing		3,900
Dues and Subscriptions		200
General Insurance (Includes Liability Insurance)		2,500
Licenses and Fees		200
Office Supplies (Pens, Paper, File Folders, Envelopes, Staples, Labels, Calculator Tape, etc)		1,800
Postage		700
Technology (cmTools database amd electronic file storage)		3,900
OUTREACH EXPENSES (EQUIPMENT)		
Equipment Leases (Copiers)		2,000
Equipment Repair/Maintenance (Computers/Copiers)		2,400
Expendable Equipment (computer and printer replacemer printer replacement)		3,000
OUTREACH EXPENSES (RENT)		
Franklin County		900
Gadsden County		4,800
Gulf County		900
Jefferson County		6,000

	Leon County	666.67/mo. x 12 month	8,000
	Wakulla County	150/mo. x 12 months	1,800
	Storage for LIHEAP Files	98/mo. x 12 months	1,176
	Training Room Rental	2 trainings	600
	OUTREACH EXPENSES (UTILITIES)		
	200/mo. x 12		2,400
	OUTREACH EXPENSES (TRAVEL)		
	Vehicle Expense	Maintenance, cleaning, insurance, tires, repairs	2,000
	Local	Approx. imately 730.40 miles/mo. @ .445/mile x 12 months.	3,900
	Out of Town	Two (2) staff to attend the Florida Association for Community Action (FACA) Annual Training Conference. \$1,000/person x 2 for Hotel/Meals/Per Diem/ Airfare.	2,000
	Registration	15 Staff to attend Conferences, Workshops, Trainings. \$100/person.	1,500
	Trainings, Meetings, Workshops	Staff Training for 14 Staff	500
3(B)	TOTAL OUTREACH EXPENSES (OTHER)		70,201
	TOTAL ADMINISTRATIVE EXPENSES		146,529
	TOTAL OUTREACH EXPENSES		273,242
	TOTAL DIRECT CLIENT ASSISTANCE		1,516,494
	GRAND TOTAL		1,936,265

FFY 2017 LIHEAP AGREEMENT
MULTI-COUNTY FUND DISTRIBUTION *Revision # _____*
Date of Revision: _____

Subrecipient: Capital Area Community Action Agency, Inc.

Agreement: 17EA-0F-12-00-04-005

Number of Counties to be Served with this agreement: 8

If the Subrecipient will serve more than one county with this agreement, complete the form below. Describe how you will equitably allocate LIHEAP resources to each of the counties you serve. This plan must be in part based on the 150% poverty population of each county.

Instructions: *Enter appropriate data in the bold cells below. Percentages will automatically populate when the total direct client assistance amount and all three columns for each county are filled in.*

Poverty Population Data Source: Provide the U. S. Census data source for the 150% of poverty population used including the year of the data. If any other data or factors are used in allocating the funds, describe and give the source.	
Data Source and Description:	Based on the U.S. Census Bureau Poverty Status, 2009-2013 American Community Survey 5-Year Estimates.

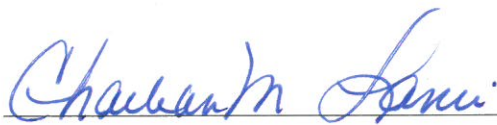
COUNTY	150% POVERTY POPULATION*1	COUNTY'S % OF POVERTY POPULATION IN SERVICE AREA	TOTAL DIRECT CLIENT ASSISTANCE	% OF AGENCY'S DIRECT CLIENT ASSISTANCE DOLLARS ALLOCATED TO THIS COUNTY
			COUNTY ALLOCATION	
			\$1,516,494.00	
Calhoun	5,162	4.05%	\$61,436.00	4.05%
Franklin	3,050	2.39%	\$36,269.00	2.39%
Gadsden	18,155	14.23%	\$215,815.00	14.23%
Gulf	4,069	3.19%	\$48,394.00	3.19%
Jefferson	3,781	2.96%	\$44,906.00	2.96%
Leon	85,373	66.93%	\$1,015,009.00	66.93%
Liberty	2,225	1.74%	\$26,405.00	1.74%
Wakulla	5,737	4.50%	\$68,260.00	4.50%
Total Budgeted Direct Client Assistance*	127,552	100.00%	1,516,494.00	100.00%

* Allocation must be equal to Attachment J, Budget Summary and Workplan, Line 7.

Capital Area
Community Action
Agency

To Whom It May Concern:

The Board of Directors of Capital Area Community Action Agency, Inc. has reviewed and approved the FY 2016-2017 Head Start Cost of Living Allowance (COLA) for grant #04CH10135.



Charlean Lanier, Chair



Date



United Way of the Big Bend

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



Capital Area Community Action Agency Budget Justification
COLA
October 1, 2016- September 30, 2017

Capital Area Community Action Agency, Inc. is applying for \$33,039 to provide Head Start salary increases of 1% with any remaining amounts going to offsetting higher operating costs in Leon, Jefferson and Franklin Counties, Florida. The budget that follows reflects these costs to the program for the grant year of October 1, 2016- September 30, 2017. The Head Start program will operate for 180 days per school year.

Personnel – \$ 4,673 14% of COLA Budget

All employees are compensated according to a salary scale approved by the Governing Board and Policy Council. By policy, no staff member receives compensation in excess of \$179,700. The program will employ 77 staff, plus substitutes. These costs are broken down according to the position specifications in the salary schedule of the budget. \$4,673

Fringe Benefits –\$ 1,283 4% of COLA Budget

Capital Area Community Action Agency provides mandated federal and state benefits in addition to health benefits and retirement contributions. The increase in total for fringe benefits is \$1,283. The Agency matches employee contributions up to 3% of their annual salary in a 401k Retirement Plan. The Agency provides health insurance with prescription coverage to all full-time employees, and contributes up to 85% of the premium. The Agency also provides life, accident and short-term disability coverage to all full-time employees at no cost to the employee. Substitutes do not receive benefits and are not charged fringe. \$1,283

Supplies – \$ 5,079 15% of COLA Budget

Supplies will be purchased in the amount of \$5,079 to enhance vital elements of the HS program.

- **Classroom Supplies:** The Classroom Supply budget is used to ensure the provision of well-stocked classrooms and resource rooms that provide staff with adequate developmentally appropriate materials including consumables, toys, props and books to fully implement the Creative Curriculum studies in a meaningful way for all students. In addition funds are used to re-stock both consumable materials and classroom materials and equipment to ensure quality of care and positive educational experiences are provided for all children. \$5,079

Other – \$ 20,779 63% of COLA Budget

- **Mental Health and Disabilities Services:** The program contracted with a new provider, Arthur D. Cleveland for mental health services. The consultant's hours are used to support classroom staff by observing children and making recommendations, and by meeting with families and making referrals to other agencies. The consultant charges the program a reduced rate and donates 1/3 of the usual rate as in-kind. Costs are allocated among classroom observation family consultation and therapeutic services. The program contracts with Lori McCoy for occupational therapy evaluations and therapy. Ms. McCoy charges the program a reduced rate and donates 20% of her usual rate as in-kind. The program contracts with Gaye O'Neal Harper for Speech and Language Services at a rate of \$48 per hour to cover therapy deemed necessary by the program but covered by the Local Education Agency (LEA). Ms. Harper donates 40% of her services as in-kind donation. Services not covered by the LEA are funded through CHSP and United Way of the Big Bend (UWBB) in Leon County and by United Way Neighboring Communities

**Capital Area Community Action Agency Budget Justification
COLA**

October 1, 2016- September 30, 2017

(UWNC) for Jefferson and Franklin Counties. Any costs which exceed that covered by other grants will come from Head Start funds. \$20,779

Indirect – \$1,225 4% of COLA Budget

The grantee's indirect cost rate is negotiated between Capital Area Community Action Agency and the funder. It is currently set at 20.56%. \$1,225

NONFEDERAL CONTRIBUTION – \$8,260 20% of COLA Budget

Capital Area Community Action Agency, Inc., has always strived to meet the non-federal share requirement. The Nonfederal budget narrative details the required federal match and grantee and community contribution funds.

Other: \$14,230

- **Mental Health and Disabilities Services:** All of the contracted providers of Mental Health and Disabilities Services provide 20% to 40% of their rates as in-kind to the program for services valued at \$6,912
- **In-kind Volunteers:** Services are provided by parents and community members to ensure the smooth operation of HS. This includes volunteer time of parents at a rate of \$11.69 per hour. Community members and groups provide various services as in-kind donations to include such things as guest speaking, interns, field trips and training. These are provided at the rate one would pay for these services. Parents and Community members serving on the Board of Directors and Policy Council are valued at \$42.86 per hour. \$1,348

Total \$8,260

Capital Area Community Action Agency, Inc.
FY 16-17 COLA

Fringe Benefits - Head Start grant FY 2016-17 - COLA Supplement

Description	Rate	HS BASE	HS Amount
Social Security Tax	6.20%	4,505	\$ 279
Medicare Tax	1.45%	4,505	\$ 65
Unemployment Tax	2.12%	4,505	\$ 96
Worker's Compensation	1.10%	4,505	\$ 50
Payroll Related Fringe	10.87%		\$ 490
Health Plan/ Life	15.61%	4,505	\$ 703
Retirement	2.00%	4,505	\$ 90
TOTAL	FRINGE		\$ 1,283

28.48% 28.48%

4,673 (includes substitutes)
1,283
5,956
20.56%
1,225

NFS Match

8,260

Category	NFS Amt.	Type	Methodology
Child Svcs Consultants	6,912	business services	20% to 40% in-kind
Teachers	491	volunteers	11.69/hour, 42 hours
Family/Parent Engagement	857	volunteers	42.86/hour, 20 hours
	1,348	volunteers	
	8,260		

Capital Area Community Action Agency
Active Head Start Employees at 7/1/17

520 July 1 to Sept. 30										
Last Name	First, MI Name	Position	Hire Date	Hourly Rate	Hourly Rate + COLA	Hourly Rate + COLA	Additional Salary/Wages	Additional Fringe	Additional IDC	
1	Green	Judy	Administrative Assistant	10/4/1993	17.26	17.4326	17.43	88.40	25.18	23.35
2	Treadwell	Venita G.	Early Childhood Dev. Mgr.	8/9/2010	20.55	20.7555	20.76	109.20	31.10	28.85
3	Jackson	Pamela	ECD Support Specialist	10/31/1992	17.82	17.9982	18.00	93.60	26.66	24.72
4	Brown	Antenette	EDUCATION COORDINATOR	9/21/1992	18.05	18.2305	18.23	93.60	26.66	24.72
5	Smith	Kimberly	EDUCATION COORDINATOR	9/10/2001	18.05	18.2305	18.23	93.60	26.66	24.72
6	James	Darrel J.	Fam. & Com. Prtnshp Mgr	3/10/2014	19.83	20.0283	20.03	104.00	29.62	27.47
7	Ford	Shanise S.	FAMILY ADVOCATE I	1/5/2015	15.27	15.4227	15.42	78.00	22.21	20.60
8	Brown	Jason-Earl C.	FAMILY ADVOCATE II	1/26/2015	15.27	15.4227	15.42	78.00	22.21	20.60
9	Henderson	Melody M.	FAMILY ADVOCATE II	8/17/2016	15.27	15.4227	15.42	78.00	22.21	20.60
10	Legree	Tia S.	FAMILY ADVOCATE II	7/17/2014	15.47	15.6247	15.62	78.00	22.21	20.60
11	Legree	Amber J.	FAMILY ADVOCATE II	4/25/2016	15.27	15.4227	15.42	78.00	22.21	20.60
12	VACANT	Royal	FAMILY ADVOCATE II		15.27	15.4227	15.42	78.00	22.21	20.60
13	VACANT	Franklin	FAMILY ADVOCATE II		15.27	15.4227	15.42	78.00	22.21	20.60
14	Proctor-Evans	Barbara	HEALTH SERVICES SPECIALIS	7/31/1995	18.90	19.089	19.10	104.00	29.62	27.47
15	Culver	Stanley	Maintenance Worker	8/1/2016	10.28	10.3828	10.38	52.00	14.81	13.74
16	Richards	Nichele T.	Parent Engagement Coord	3/30/2015	19.58	19.7758	19.78	104.00	29.62	27.47
17	Jackson	Kristin D.	Quality Assurance Manager	5/11/2015	20.06	20.2606	20.26	104.00	29.62	27.47
18	Oleabhielle-Alexander	Fatima D.	SPECIAL SERVICES COORDINA	5/2/2011	18.05	18.2305	18.23	93.60	26.66	24.72
19	McCoy	Anna	SUPPORT SERVICES COORDINA	8/13/2008	16.35	16.5135	16.51	83.20	23.70	21.98
							1,669.20	475.39	440.93	
400 August 1 to Sept. 30										
Last Name	First, MI Name	Position	Hire Date	Hourly Rate	Hourly Rate + COLA	Hourly Rate + COLA	Additional Salary/Wages	Additional Fringe	Additional IDC	
20	Anderson	Latoya D.	Cook	4/1/2016	10.28	10.3828	10.38	40.00	11.39	10.57
21	Harris	Ollie M.	Cook	8/8/2011	11.20	11.312	11.31	44.00	12.53	11.62
22	Hughes	Katina	Cook	11/8/2011	10.28	10.3828	10.38	40.00	11.39	10.57
23	Johnson	Tanzania W.	Cook	8/6/2012	10.57	10.6757	10.68	44.00	12.53	11.62
24	McIntosh	Shamika N.	Cook	10/3/2014	10.28	10.3828	10.38	40.00	11.39	10.57
25	Turner	Shirley A.	Cook	10/4/2010	10.28	10.3828	10.38	40.00	11.39	10.57
26	Willard	Megan J.	Cook	10/10/2016	10.10	10.201	10.20	40.00	11.39	10.57
27	Christoff	Thomas J.	Senior Bus Driver	8/28/2001	11.27	11.3827	11.38	44.00	12.53	11.62
28	Anderson	Gail C.	TEACHER ASSISTANT I	1/4/2016	10.28	10.3828	10.38	40.00	11.39	10.57
29	Baucham	Niygel E.	TEACHER ASSISTANT I	2/23/2015	10.31	10.4131	10.41	40.00	11.39	10.57
30	Carroll	Carrie	TEACHER ASSISTANT I	10/24/1979	13.81	13.9481	13.95	56.00	15.95	14.79
31	Corker	Shalyndria S.	TEACHER ASSISTANT I	1/7/2008	11.98	12.0998	12.10	48.00	13.67	12.68
32	Dandridge	Jessica L.	TEACHER ASSISTANT I	8/10/2015	10.69	10.7969	10.80	44.00	12.53	11.62
33	Flournah	Helenia N.	TEACHER ASSISTANT I	10/13/2015	10.28	10.3828	10.38	40.00	11.39	10.57
34	Gross	Sharon M.	TEACHER ASSISTANT I	2/24/2015	10.31	10.4131	10.41	40.00	11.39	10.57
35	Jackson	Shantell R.	TEACHER ASSISTANT I	3/21/2016	10.28	10.3828	10.38	40.00	11.39	10.57
36	Jones	Roxgena S.	TEACHER ASSISTANT I	2/29/2016	10.28	10.3828	10.38	40.00	11.39	10.57
37	Lloyd	Jacquinta A.	TEACHER ASSISTANT I	3/31/2015	10.28	10.3828	10.38	40.00	11.39	10.57
38	Robinson	Sheneakia L.	TEACHER ASSISTANT I	8/1/2005	10.67	10.7767	10.78	44.00	12.53	11.62

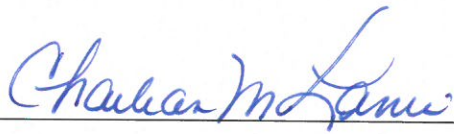
Capital Area Community Action Agency
Active Head Start Employees at 7/1/17

520 July 1 to Sept. 30									
Substitutes:									
Banks	Jennifer E.	SUBSTITUTE CLASSROOM AIDE	2/1/2017	12.00	12.12	12.12	48.00	9.87	
Birch	DeShondrea V.	SUBSTITUTE CLASSROOM AIDE	2/29/2016	10.28	10.3828	10.38	40.00	8.22	
Moore	Mary L.	SUBSTITUTE CLASSROOM AIDE	3/21/2016	10.28	10.3828	10.38	40.00	8.22	
Rivers	Kacey K.	SUBSTITUTE CLASSROOM AIDE	10/12/2016	10.10	10.201	10.20	40.00	8.22	
							168.00	34.54	
							4,673	1,283	1,225
							14%	4%	4%
							Total Salary, Fringe & IDC:		7,181 22%
							Total COLA:		33,039 100%
							Remaining:		25,858
							Additional Classroom Supplies:		5,079 15%
							Additional Children's Health Services:		20,779 63%
							Remaining:		-

Capital Area
Community Action
Agency

To Whom It May Concern:

The Board of Directors of Capital Area Community Action Agency, Inc. has reviewed and approved the FY 2017-2018 Head Start Non-Competing Continuation application for grant #04CH10135.



Charlean Lanier, Chair



Date

Capital Area **Community Action** Agency

HEAD START FIVE YEAR GRANT UPDATE FOR PROGRAM YEAR 2017 – 2018

SECTION I – Program Design and Approach to Service Delivery

1. Overview
2. Goals Update
3. Head Start Center Locations
4. Community Partnerships and MOU's
5. Head Start Early Learning Outcomes Framework
6. Organizational Chart
7. Staff Listing
8. 2016 – 2017 Self-Assessment Summary
9. Board and Policy Council Decisions
10. Indirect Cost Rate Agreement
11. 2017 – 2018 Training & Technical Assistance Plan

SECTION II – Budget and Budget Justification

1. 2017 – 2018 Budget
2. Budget Narrative

Capital Area Community Action Agency

TO: Capital Area Community Action Agency, Inc. Policy Council and Board Members

FROM: Tim Center, Chief Executive Officer

DATE: July 18, 2017

SUBJECT: 5 Year Grant Reapplication

In 2014, Health & Human Services (HHS) issued a Request for Proposals (RFP) for our Head Start program to go into recompetition. In response to the RFP we submitted a detailed proposal on how we would operate the program for the next five years if we were awarded the contract. As you know, we were successful in regaining our contract. Per the contract we are required to report annually the accomplishments made toward the goals we outlined in our original application. We are also allowed to add, delete or revise any of the goals at this time.

Attached is our second year application refunding package which is due to HHS on July 1, 2017. This application package has two key parts: program design/approaches to service delivery (section I) and budget/ budget narrative (section II). For your convenience this memo outlines key changes as follows:

Key Changes in Section I

- A. **Service Delivery**- We continue to operate in Leon, Franklin and Jefferson counties. We closed our Bainbridge Road location, which we leased for 20 years, at the end of school year 2016-2017 due to the expiration of our lease agreement, and the poor condition of the facility. We expanded our South City and Mabry locations to house the three classrooms. We will also relocate our Franklin facility. Due to the expansion of the Franklin County School system enrollment, the school needed the two classrooms we occupied. The City of Apalachicola has granted the use of their Community Center for one year until a permanent location can be found.
- B. **Approach to School Readiness**- Our school readiness goals were updated during the last reporting period. The new goals express, 85% of the Head Start children, who attend school at least 70% time, should meet or exceed the expectations for their developmental level in the following areas: approaches to learning; social/emotional development; language and literacy; and, perceptual/motor/physical development.

During the 2016/2017 school year, 85% of Head Start children met or exceeded the expectations for their developmental level, in the subject areas listed above. Scientific reasoning was not actively taught or measured during the 2016/2017 school year; however, during the 2017/2018 school year the Agency will make scientific reasoning an area of emphasis.

- C. **Parent, Family, and Community Engagement (PFCE)** – The Male Engagement program was enhanced to provide more opportunities for involvement and recruitment of more male family members. Because of this the contacts with fathers increased by 128% during the 2016-2017 school year.



United Way of the Big Bend

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



- D. **Governance, Organizational and Management Structure, and Ongoing Oversight**- The Chief Executive Officer continues in the role of Head Start Director. This has allowed the Program Managers to be more involved in the management of their programs. Board and staff received training on the new Head Start Performance Standards, and have already incorporated many of the changes into agency procedures and practices.

Capital Area Community Action Agency
SUB-SECTION A: Goals
2017 - 2018 Update

	A	B	C	D	E
	Long Term Goals	Short Term Objectives	Expected Outcomes	Progress Made 2015-2016	Progress Made 2016-2017
1	Reduce the caseloads of Family Advocates to allow for more direct services to families.	Research ways that caseloads can be reduced. This includes a time study to see where they are currently focusing their efforts, and a possible redistribution of the workload.	By reducing the number of families in the Family Advocates' caseload, they will have more quality time to spend with each family to work on the needs outlined in their Family Partnership Plan.	Family Advocates in Jefferson and Franklin Counties had less families to serve due to less students enrolled in those counties. The two Advocates services these counties have been assigned a classroom at South City and Mabry to reduce the caseloads of those Advocates. Staff is currently looking a processes to see if there are areas that can be done more efficiently. A time study is also planned for fall 2017. The Agency also hired one additional Family Advocate for the South City Head Start Center that serves 150 students.	Family Advocate client ratio for 2016-2017 was 1:54. Prior Family Advocate client ratio was 1:63.
2					
	Develop partnerships with various agencies that will enable us to identify and serve the homeless population more effectively.	Partner with the Big Bend Homeless Coalition to enroll students of homeless families that are housed in local shelters.	Pre-school age children of homeless families will have a stable learning environment while the agency assists them family with other area resources to stabilize the household.	The Mabry Enrichment Center is located in a facility owned by the Goodwill. That partnership works with the Kearney Center to provide Head Start services to families housed in that shelter... We will continue to work with them throughout the 2017-2018 school term.	During the 2016-2017 school year we served 9 homeless students. We have one staff member who routinely attends Big Bend CoC Networking meetings and serves on the Homeless Assistance plan committee.
3					
	Relocate all Head Start centers to state of the art facilities.	As leases expire on current facilities renegotiate to renovate, or relocate better facilities to lease or purchase as funding permits.	A state-of-the-art facility will create an environment more conducive to learning.	The Agency invested \$250,000 to renovate the Louise B. Royal Head Start Center this year. It is now our model state-of-the-art facility. Renovations were also completed at the Mabry Center to expand the kitchen to allow it to provide meals for both Mabry and South City Students. The lease for the Bainbridge Road Center expired and the classrooms will be relocated to the upgraded Mabry and South City locations.	At the end of the 2016-2017 school year we closed Bainbridge Road Head Start and added two additional classrooms at South City Head Start. We also added one classroom to our Mabry location.
4					

Capital Area Community Action Agency
SUB-SECTION A: Goals
2017 - 2018 Update

	A	B	C	D	E
	Long Term Goals	Short Term Objectives	Expected Outcomes	Progress Made 2015-2016	Progress Made 2016-2017
1	Create a more robust Family Engagement Plan and increase family involvement.	Increase family involvement to 10% the first year, and an additional 5% each year thereafter.	The involvement of family in a child's pre-K education will ensure the child will be ready to transition into kindergarten and have all the skills necessary to succeed.	Successfully launched the Incredible Years program to offer parenting skills training to parents; enhanced the Male Engagement Program to provide more opportunities for involvement and recruit more male family members. Family Advocates were trained on the "Getting Ahead" program to offer to families to help them develop a plan to move from poverty to self-sufficiency.	We increased the number of contacts with fathers from 83 in 2015-2016 school year to 189 in the 2016-2017 school year.
5	Establish a consolidated service center on the south side of Leon County to make services more accessible.	Offer expanded services at the South City Head Start location.	A consolidated service center on the South Side of Leon County will provide much needed services to the residents as they develop the plan to get their family out of poverty.	The Agency, in partnership with Leon County Schools, expanded the South City Head Start Center from three classrooms to eight. We will add two additional classrooms in 2017-2018 for a total of ten. This will allow us to serve more families in that community. We have also began to have our Family Support Services team provide utility and rental services onsite each month to assist the families with other agency services such as utility and rent payments, weatherization and the Getting Ahead class.	Our Family Support Services team continues to provide utility and rental services at our centers each month to assist the families in getting these services.
6	Restructure our organization to allow for seamless delivery of services.	Design an plan for a "one stop shop" for Agency services for all clients that seek us for any type of assistance.	The new structure will include a "one-stop" intake process where the Agency can identify all the needs of the client without having them go through multiple appointments. This will assist in increasing Head Start enrollments and collecting needed support documents at the intake stage to help expedite the enrollment process.	Head Start Family Advocates and Family Services Case Managers meet biweekly to learn of each others programs and to cross train as the first step in the restructuring process. This collaboration has led to more effective and efficient assistance to the Head Start families we serve.	The agency established a monthly program managers meeting to allow us to take a two generation approach to meeting families needs.
7	Increase the number of Head Start eligible children we can serve as well as provide services to children who qualify for subsidized care.	Create opportunities to provide services to children of families in targeted areas who aren't eligible for Head Start.	Identifying other resources that families may use for services will increase the income to be used for Head Start students and allow the Agency to increase enrollment and provide year-round school.	The Agency was approved to receive School Readiness funds which will allow us to provide more wrap-around services for Head Start students, and possibly after-school care for others.	During the 2016-2017 school year we began offering wrap around childcare to 43 three year old students
8					

Capital Area Community Action Agency
SUB-SECTION A: Goals
2017 - 2018 Update

	A	B	C	D	E
	Long Term Goals	Short Term Objectives	Expected Outcomes	Progress Made 2015-2016	Progress Made 2016-2017
1	The Agency will support a teaching staff with credentials in accordance with the revised Head Start Act Requirements. This includes 50% of Teachers with a bachelor degree and 50% of Teacher Assistants with associate degree.	At least 50% of Teachers will have a bachelor degree and at least 50% of Teacher Assistants will have an associate degree.	The update of credentials will assure classroom staff have the training and experience to provide high quality education and support to students and families enrolled in the Head Start program.	At the end of the 2015-2016 school year 42% of Teachers had a bachelor degree or above, and 43% of Teacher Assistants had an associate degree.	At the end of the 2016-2017 school year we had 29% of Teachers had a bachelor degree or above, and 43% of Teacher Assistants had an associate degree. Teacher turnover has caused the number of teachers with a bachelor degree to regress. We are looking at hiring additional staff with degrees and allowing more current teachers to transition on to TEACH.
9					
	Expand our Little Champions obesity prevention program to include Jefferson and Franklin counties.	Provide exercise activity to students enrolled in Franklin and Jefferson counties.	The participation in Little Champions and other health and exercise programs is imperative to the physical development and overall good health for every aspect of child development and learning.	Titus Sports Academy has expanded the Little Champions program to include Jefferson County. Teachers in Franklin County will be trained in the 2017-2018 school year to administer the program.	Titus agreed to train teachers as TITUS coaches in Franklin during the 2016-2017 school; however, teacher turn over did not allow us to accomplish this goal. We are looking into alternative programs for Franklin for 2017-2018.
10					

Head Start Center Locations

Name	Address	License #	License Expiration Date	Status
Jefferson County Head Start	950 Mamie Scott Drive, Monticello, FL 32344	C02JE0006	4/2/2018	17-18 ENROLLING
Louis B Royal Head Start	1124 North Duval Street, Tallahassee, FL 32303	C02LE0007	3/27/2018	17-18 ENROLLING
South City Head Start	2813 South Meridian Street, Tallahassee, FL 32301	C02LE0400	6/1/2017	17-18 ENROLLING
Franklin County Head Start	226 6th St, Apalachicola, FL 32320			17-18 Licensing In-progress
Mabry Street Family Enrichment Center	240 Mabry Street, Tallahassee, FL 32304	C02LEO0002	5/31/2017	17-18 Renewal In-progress
Bainbridge Road Head Start	2303 Old Bainbridge Road, Tallahassee, FL 32303	C02LE0223	5/4/2017	CLOSED 05/31/2017
Franklin County Head Start	1250 Highway 98, Eastpoint FL 32328	C02FR0686	5/31/2017	CLOSED 05/31/2017

Community Partnerships and MOUs

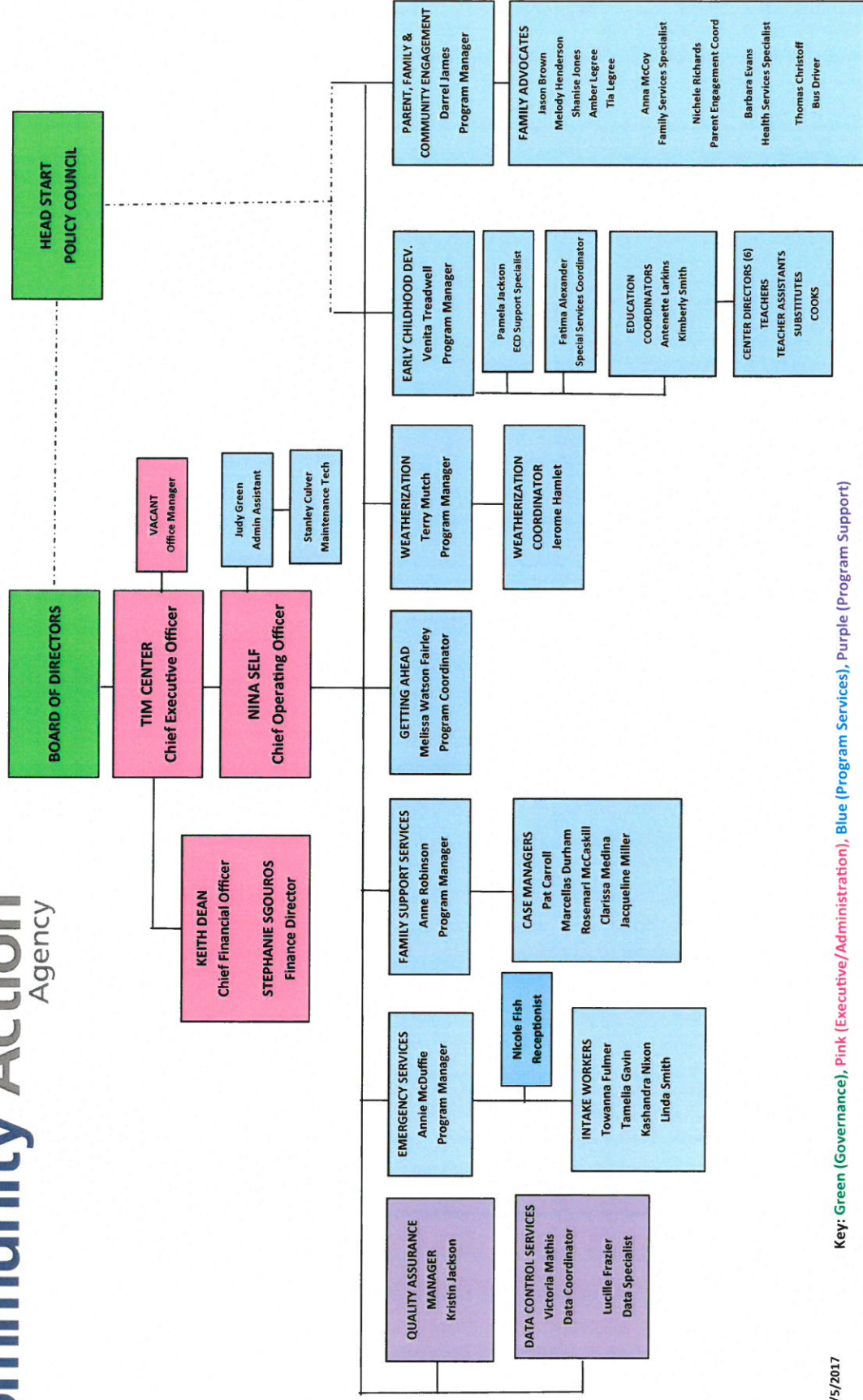
Agency Name	Exchange of Services	Resource Support	Referrals	Description of Services
Elder Care			X	Provide Foster Grandparent volunteers for classrooms.
Early Learning Coalition of the Big Bend	X	X	X	Plan, provide and support activities for the early childhood community in the Northwest Florida area. Includes: CLASS assessments; ECERs assessments; Referrals and assist with Self-Assessment
Early Learning Coalition of Northwest Florida	X	X	X	Plan, provide and support activities for the early childhood community in the Northwest Florida area.
Early Learning Coalition (VPK)	X	X	X	Provides extended hours for part day centers.
Titus Sports Academy	Provides physical fitness program for enrollees. Includes: sessions with children at all sites (Heights, Weights, BMI, Assessment			
School Board of Franklin County	X	X	X	Partnership to house 1 totally Head Start classroom (Community Action Staff) and 2 joint classrooms (1 will be an inclusion class) (Franklin staff – 3 positions paid for by Grantee) – use of facility, resources, minor cost for utilities printing etc. Franklin will provide transportation. Head Start will provide the curriculums, CLASS,
School Board of Franklin County	X	X	X	Provide IEPs, Bettelle Developmental Inventory 2 nd Edition DIAL 4 and other evaluations. Also conducts IEP Plan Staffing/Meeting on a maximum of five children, provided special services based on IEP Plan and to provide transition conferences for students transitioning to Franklin County Schools.
School Board of Jefferson County	X	X	X	Provide IEPs, Bettelle Developmental Inventory 2 nd Edition DIAL 4 and other evaluations. Participate in Community Pre-Kindergarten screenings; share parent and staff training schedules.
School Board of Leon County	X	X	X	Assist with the evaluation of Head Start enrollees suspected of having a developmental delay. Evaluates a maximum of forty enrollees who are suspected of having a developmental delay; participate in transition conferences for children receiving special services and transitioning from Head Start to Leon County Schools.
Leon County Extension Family & Consumer Science	X	X		Provide parent educational trainings on health, nutrition and budgeting. Provide staff training. Conduct nutritional and health education activities for children enrolled in Head Start.

School Readiness Goals

Capital Area Community Action Agency, Inc. in the Head Start Early Learning Outcome Framework

Central Domains					
Preschooler Domains	Approaches to Learning	Social and Emotional Development	Language and Literacy	Cognition	Perceptual, Motor, and Physical Development
	<p>Goal:</p> <p>Children will learn to successfully navigate learning experiences by developing the ability to self-regulate in a variety of situations.</p> <p>Objectives:</p> <p>Follow simple rules and routines with increasing independence (1b)</p> <p>Persists with a difficult or non-preferred activity and seeks help when needed (11b)</p> <p>Uses imagination in play and interactions with others to plan, initiate and complete learning activities (11e)</p>	<p>Goal:</p> <p>Children will gain a sense of identity and belonging through social interactions and positive emotional connections in order to experience personal success.</p> <p>Objectives:</p> <p>Build positive social relationship with peers and adult in a cooperative manner (2a, 2c, 2d)</p> <p>Recognize and use words/expressions of emotion, learn strategies to manage feelings and control impulses with increase independence (1a)</p>	<p>Goal:</p> <p>Children will learn and develop both receptive and expressive language skills to build a strong emergent literacy foundation to promote school readiness.</p> <p>Objectives:</p> <p>Listen to, understands and uses increasingly complex language (8a,8b,9a,9b,9c)</p> <p>Utilizes print concepts to understand print (17b)</p> <p>Identify and name letters of the alphabet and their corresponding sounds (16a,b)</p>	<p>Goal:</p> <p>Children will develop reasoning, memory, problem solving and thinking skills to connect experiences and organize their world.</p> <p>Objectives:</p> <p>Uses memory strategies and increased attention (12 a, b)</p> <p>Uses number concepts and operations (20a,b,c)</p> <p>Uses scientific inquiry skills by observing, predicting, comparing and classifying (24)**</p>	<p>Goal:</p> <p>Children will increase gross and fine motor skills and understand self-care skills to fully function and explore in their environment.</p> <p>Objectives:</p> <p>Demonstrates increasing control and strengthen gross motor and small muscles manipulation skills (6)</p> <p>Takes care of own needs appropriately (1c)</p> <p>Demonstrates fine motor strength and coordination with increased success (7 b)</p>
<p>Spring 2016-2017 Assessment Period 3 (AP3)</p> <p>Outcomes</p> <p>02/28/2017-05/30/2017</p>	<p>Outcomes:</p> <p>91% (338/369) of Head Start students meet or exceed expectations with regards to following simple rules and routines with increasing independence (1b). 22↑</p>	<p>Outcomes:</p> <p>78% (286/369) of Head Start students meet or exceed expectations with regards to forming relationships with adults in class (2a). 22↑</p>	<p>Outcomes:</p> <p>81% (301/369) of Head Start students meet or exceed expectations with regards to comprehending increasingly complex language (8a) 20↑</p>	<p>Outcomes:</p> <p>85% (313/369) of Head Start students meet or exceed expectations with regards to using memory strategies to recognize and recall (12a). 30↑</p>	<p>Outcomes:</p> <p>85% (312/369) of Head Start students meet or exceed expectations with regards to demonstrating gross motor manipulative skills (6). 20↑</p>
	<p>83% (308/369) of Head Start students meet or exceed expectations with regards to persisting with difficult or non-preferred activities and seeks help when needed (11b). 28↑</p> <p>97% (359/369) of Head Start students meet or exceed expectations with regards to showing flexibility and inventiveness in thinking (11e). 14↑</p>	<p>94% (348/369) of Head Start students meet or exceed expectations with regards to interacting with their peers (2c). 7↑</p> <p>96% (353/369) of Head Start students meet or exceed expectations with regards to making friends in class (2d). 19↑</p> <p>94% (348/369) of Head Start students meet or exceed expectations with regards to recognizing and using words/expressions of emotion use strategies to manage feelings and control impulses with increased independence (1a). 10↑</p>	<p>94% (348/369) of Head Start students meet or exceed expectations with regards to following directions (8b). 23↑</p> <p>87% (320/369) of Head Start students meet or exceed expectations with regards to using an expanding expressive vocabulary by class (9a). 22↑</p> <p>89% (325/369) of Head Start students meet or exceed expectations with regards to speaking clearly (9b). 16↑</p> <p>97% (357/369) of Head Start students meet or exceed expectations with regards to conversational grammar (9c). 12↑</p>	<p>82% (302/369) of Head Start students meet or exceed expectations with regards to make connections (12b). 12↑</p> <p>92% (341/369) of Head Start students meet or exceed expectations with regards to counting (20a). 23↑</p> <p>87% (324/369) of Head Start students meet or exceed expectations with regards to quantifying (20b). 25↑</p> <p>94% (343/364) of Head Start students meet or exceed expectations with regards to connecting numerals with their quantities (20c). 20↑</p>	<p>83% (308/369) of Head Start students meet or exceed expectations with regards to taking care of their own needs appropriately (1c). 28↑</p> <p>96% (351/369) of Head Start students meet or exceed expectations with regards to demonstrating fine motor strength and coordination with increased success (7b). 11↑</p>
<p>Percent change from AP1 indicated by number and directional arrow (↑)</p>					
<p>97% (295/304) of Head Start students meet or exceed expectations with regards to using scientific inquiry skills by observing, predicting, comparing and classifying (24). **</p> <p>**Scientific inquiry skills were only measured for 64 students in AP1</p>					
<p>94% (332/353) of Head Start students meet or exceed expectations with regards to using print concepts (17b). 28↑</p> <p>96% (352/ 367) of Head Start students meet or exceed expectations with regards to identifying names and letters (16a). 17↑</p> <p>97% (358/368) of Head Start students meet or exceed expectations with regards to using letter sound knowledge (16b). 12↑</p>					

Capital Area Community Action Agency



Updated: 6/5/2017

Key: Green (Governance), Pink (Executive/Administration), Blue (Program Services), Purple (Program Support)

Capital Area Community Action Agency
Head Start Salary Budget Worksheet
2017 - 2018

	Last Name	First, MI Name	Position	New Hourly Rate	#PP	Annual Wage	CCFP	VPK (30%)	CHSP	School Readiness	TOTAL HS PAYOLL	.2848 Fringe	.2056 IDC	TOTAL HS PAYROLL COSTS
	Green	Judy	Administrative Assistant (40% Admin)								\$ 14,504	\$ 4,131	\$ 3,831	\$ 22,466
1	Green	Judy	Administrative Assistant (60% Program)	\$ 17.43	26	\$ 36,260					\$ 21,756	\$ 6,196	\$ 5,747	\$ 33,699
2	Brown	Antenette	EDUCATION COORDINATOR	\$ 18.23	26	\$ 37,919					\$ 37,919	\$ 10,799	\$ 10,017	\$ 58,736
3	Christoff	Thomas J.	Senior Bus Driver	\$ 11.38	22	\$ 20,034					\$ 20,034	\$ 5,706	\$ 5,292	\$ 31,031
4	Culver	Stanley	Maintenance Worker	\$ 10.38	26	\$ 21,596					\$ 21,596	\$ 6,151	\$ 5,705	\$ 33,452
5	Jackson	Pamela	ECD Support Specialist	\$ 18.00	26	\$ 37,436					\$ 37,436	\$ 10,662	\$ 9,889	\$ 57,987
6	Jackson	Kristin D.	Quality Assurance Manager	\$ 20.26	26	\$ 42,142					\$ 42,142	\$ 12,002	\$ 11,132	\$ 65,276
7	James	Darrel J.	Fam. & Com. Ptrnshp Mgr	\$ 20.03	26	\$ 41,659			\$ 6,249		\$ 35,410	\$ 10,085	\$ 9,354	\$ 54,849
8	Richards	Nichele T.	Parent Engagement Coord	\$ 19.78	26	\$ 41,134			\$ 20,567		\$ 20,567	\$ 5,857	\$ 5,433	\$ 31,857
9	McCoy	Anna	SUPPORT SERVICES COORDINA	\$ 16.51	26	\$ 34,348					\$ 34,348	\$ 9,782	\$ 9,073	\$ 53,204
10	Mousa	Mariza	EDUCATION COORDINATOR	\$ 18.23	26	\$ 37,919					\$ 37,919	\$ 10,799	\$ 10,017	\$ 58,736
11	Olsebbiele-Alexander	Fatima D.	SPECIAL SERVICES COORDINA	\$ 18.23	26	\$ 37,919					\$ 37,919	\$ 10,799	\$ 10,017	\$ 58,736
12	Proctor-Evans	Barbara	HEALTH SERVICES SPECIALIS	\$ 19.09	26	\$ 39,705	\$ 9,926				\$ 29,779	\$ 8,481	\$ 7,866	\$ 34,595
13	McIntosh	Shanika N.	Cook	\$ 10.38	22	\$ 18,274	\$ 10,051				\$ 8,223	\$ 2,342	\$ 2,172	\$ 12,737
14	Johnson	Tanzania W.	Cook	\$ 10.68	22	\$ 18,789	\$ 10,334				\$ 8,455	\$ 2,408	\$ 2,233	\$ 13,097
15	Turner	Shirley A.	Cook	\$ 10.38	22	\$ 18,274	\$ 10,051				\$ 8,223	\$ 2,342	\$ 2,172	\$ 12,737
16	Anderson	Latoya D.	Cook	\$ 10.38	22	\$ 18,274	\$ 10,051				\$ 8,223	\$ 2,342	\$ 2,172	\$ 12,737
17	Harris	Ollie M.	Cook	\$ 11.31	22	\$ 19,909	\$ 10,950				\$ 8,959	\$ 2,552	\$ 2,367	\$ 13,877
18	Hughes	Kalina	Cook	\$ 10.38	22	\$ 18,274	\$ 10,051				\$ 8,223	\$ 2,342	\$ 2,172	\$ 12,737
19	Willard	Megan J.	Cook	\$ 10.20	22	\$ 17,954	\$ 9,875				\$ 8,079	\$ 2,301	\$ 2,134	\$ 12,514
20	Peck	Alice	Center Director Teacher	\$ 15.11	22	\$ 26,593		\$ 7,978			\$ 18,615	\$ 5,302	\$ 4,917	\$ 28,834
21	Moore	Mary L.	Teacher Assistant I	\$ 10.38	22	\$ 18,274		\$ 5,482			\$ 12,792	\$ 3,643	\$ 3,379	\$ 19,814
22	Politer	Drucilla N.	Center Director Teacher	\$ 15.11	22	\$ 26,593		\$ 7,978			\$ 18,615	\$ 5,302	\$ 4,917	\$ 28,834
23	Thompson	Vergerline	TEACHER ASSISTANT II	\$ 12.50	22	\$ 22,007		\$ 6,602			\$ 15,405	\$ 4,387	\$ 4,069	\$ 23,861
24	Anderson	Michelle	Teacher Assistant II	\$ 10.80	22	\$ 19,003		\$ 5,701			\$ 13,302	\$ 3,788	\$ 3,514	\$ 20,604
25	DeShields	Shelia	TEACHER ASSISTANT II	\$ 10.80	22	\$ 19,003		\$ 5,701			\$ 13,302	\$ 3,788	\$ 3,514	\$ 20,604
26	Lovette-Howard	Debra L.	TEACHER I	\$ 12.86	22	\$ 22,629		\$ 6,789			\$ 15,840	\$ 4,511	\$ 4,184	\$ 24,536
27	Harris	Ebony	TEACHER II	\$ 14.14	22	\$ 24,886		\$ 7,466			\$ 17,420	\$ 4,961	\$ 4,602	\$ 26,984

Capital Area Community Action Agency
Head Start Salary Budget Worksheet
2017 - 2018

	Last Name	First, MI Name	Position	New Hourly Rate	#PP	Annual Wage	CCFP	VPK (30%)	CHSP	School Readiness	TOTAL HS PAYROLL	.2848 Fringe	.2056 IDC	TOTAL HS PAYROLL COSTS
28	Baucham	Nigel E.	TEACHER ASSISTANT I	\$ 10.41	22	\$ 18,327		\$ 5,498			\$ 12,829	\$ 3,654	\$ 3,389	\$ 19,871
29	Davis	Latonia M.	Teacher Assistant II	\$ 12.72	22	\$ 22,380		\$ 6,714			\$ 15,666	\$ 4,462	\$ 4,138	\$ 24,266
30	Span	Regina R.	TEACHER ASSISTANT II	\$ 10.80	22	\$ 19,003		\$ 5,701			\$ 13,302	\$ 3,788	\$ 3,514	\$ 20,604
31	Warner	Earlaine R.	TEACHER ASSISTANT II	\$ 12.50	22	\$ 22,007		\$ 6,602			\$ 15,405	\$ 4,387	\$ 4,069	\$ 23,861
32	Allen	Deborah	TEACHER I	\$ 12.95	22	\$ 22,789		\$ 6,837			\$ 15,952	\$ 4,543	\$ 4,214	\$ 24,709
33	Brown	Shelia	TEACHER I	\$ 12.95	22	\$ 22,789		\$ 6,837			\$ 15,952	\$ 4,543	\$ 4,214	\$ 24,709
34	Strawler	Shakari S.	TEACHER I	\$ 12.95	22	\$ 22,789		\$ 6,837			\$ 15,952	\$ 4,543	\$ 4,214	\$ 24,709
35	Jones	Sandra S.	TEACHER II	\$ 14.58	22	\$ 25,669		\$ 7,701			\$ 17,968	\$ 5,117	\$ 4,746	\$ 27,832
36	Smith	Kimberly	EDUCATION COORDINATOR	\$ 18.23	26	\$ 37,919					\$ 37,919	\$ 10,799	\$ 10,017	\$ 58,736
37	Treadwell	Venita G.	Early Childhood Dev. Mgr.	\$ 20.76	26	\$ 43,171					\$ 43,171	\$ 12,295	\$ 11,404	\$ 66,871
38	Myers	Santana L.	Center Director/Advocate	\$ 15.11	22	\$ 26,593					\$ 26,593	\$ 7,574	\$ 7,025	\$ 41,191
39	Garrett	Patricia A.	TEACHER ASSISTANT II	\$ 10.61	22	\$ 18,665					\$ 18,665	\$ 5,316	\$ 4,930	\$ 28,911
40	VACANT		Teacher I	\$ 12.95	22	\$ 22,789					\$ 22,789	\$ 6,490	\$ 6,020	\$ 35,299
41	Ford	Shanise S.	FAMILY ADVOCATE I	\$ 15.42	26	\$ 32,079					\$ 32,079	\$ 9,136	\$ 8,474	\$ 49,689
42	Anderson	Gail C.	TEACHER ASSISTANT I	\$ 10.38	22	\$ 18,274					\$ 18,274	\$ 5,204	\$ 4,827	\$ 28,305
43	Jones	Lawanda	TEACHER ASSISTANT/FLOATER	\$ 10.38	22	\$ 18,274					\$ 18,274	\$ 5,204	\$ 4,827	\$ 28,305
44	Thompson	Althea	TEACHER I	\$ 12.95	22	\$ 22,789					\$ 22,789	\$ 6,490	\$ 6,020	\$ 35,299
45	Legree	Amber J.	FAMILY ADVOCATE II	\$ 15.42	26	\$ 32,079					\$ 32,079	\$ 9,136	\$ 8,474	\$ 49,689
46	Corker	Shalynndria S.	TEACHER ASSISTANT I	\$ 12.10	22	\$ 21,296					\$ 21,296	\$ 6,065	\$ 5,625	\$ 32,986
47	Robinson	Sheneakia L.	TEACHER ASSISTANT I	\$ 10.78	22	\$ 18,967					\$ 18,967	\$ 5,402	\$ 5,010	\$ 29,379
48	Forrest	Kareenia	TEACHER ASSISTANT/FLOATER	\$ 10.38	22	\$ 18,274					\$ 18,274	\$ 5,204	\$ 4,827	\$ 28,305
49	Banks	Jennifer E.	Teacher I	\$ 12.95	22	\$ 22,789					\$ 22,789	\$ 6,490	\$ 6,020	\$ 35,299
50	Kapagam	Chellam	TEACHER I	\$ 12.95	22	\$ 22,789					\$ 22,789	\$ 6,490	\$ 6,020	\$ 35,299
51	McLemore	Kendra	Center Director/Floater	\$ 15.32	22	\$ 26,966					\$ 26,966	\$ 7,680	\$ 7,123	\$ 41,769
52	Henderson	Melody M.	FAMILY ADVOCATE II	\$ 15.42	26	\$ 32,079					\$ 32,079	\$ 9,136	\$ 8,474	\$ 49,689
53	Ryles	Shantesha M.	Teacher I	\$ 13.58	22	\$ 23,909					\$ 23,909	\$ 6,809	\$ 6,316	\$ 37,034
54	Carroll	Carrie	TEACHER ASSISTANT I	\$ 13.95	22	\$ 24,549					\$ 24,549	\$ 6,991	\$ 6,485	\$ 38,025
55	Brown	Angela D.	TEACHER ASSISTANT II	\$ 10.80	22	\$ 19,003					\$ 19,003	\$ 5,412	\$ 5,020	\$ 29,434
56	Mitchell-Conley	Erikka J.	TEACHER I	\$ 12.95	22	\$ 22,789					\$ 22,789	\$ 6,490	\$ 6,020	\$ 35,299

Capital Area Community Action Agency
Head Start Salary Budget Worksheet
2017 - 2018

	Last Name	First, MI Name	Position	New Hourly Rate	#PP	Annual Wage	CCFP	VPK (30%)	CHSP	School Readiness	TOTAL HS PAYROLL	.2848 Fringe	.2056 IDC	TOTAL HS PAYROLL COSTS
57	Jameh	Kumba C.	Center Director/Floater	\$ 15.11	22	\$ 26,593					\$ 26,593	\$ 7,574	\$ 7,025	\$ 41,191
58	Jones	Carol A.	Center Director/Floater	\$ 16.45	22	\$ 28,957					\$ 28,957	\$ 8,247	\$ 7,649	\$ 44,853
59	Brown	Jason-Earl C.	FAMILY ADVOCATE II	\$ 15.42	26	\$ 32,079					\$ 32,079	\$ 9,136	\$ 8,474	\$ 49,689
60	Legree	Tia S.	FAMILY ADVOCATE II	\$ 15.62	26	\$ 32,499					\$ 32,499	\$ 9,256	\$ 8,585	\$ 50,340
61	VACANT		FAMILY ADVOCATE II	\$ 15.42	26	\$ 32,079					\$ 32,079	\$ 9,136	\$ 8,474	\$ 49,689
62	Birch	DeShondrea V.	Substitute - 20 hours/wk	\$ 10.38	22	\$ 9,137					\$ 9,137	-	\$ 1,879	\$ 11,015
63	Dandridge	Jessica L.	Substitute - 20 hours/wk	\$ 10.80	22	\$ 9,501					\$ 9,501	-	\$ 1,953	\$ 11,455
64	Rivers	Kacey K.	Substitute - 20 hours/wk	\$ 10.20	22	\$ 8,977					\$ 8,977	-	\$ 1,846	\$ 10,823
65	Jones	Roxgena S.	TEACHER ASSISTANT I	\$ 10.38	22	\$ 18,274					\$ 18,274	\$ 5,204	\$ 4,827	\$ 28,305
66	Ross	Delretia Q.	TEACHER ASSISTANT I	\$ 10.38	22	\$ 18,274					\$ 18,274	\$ 5,204	\$ 4,827	\$ 28,305
67	Vause	Mary C.	TEACHER ASSISTANT I	\$ 11.01	22	\$ 19,376					\$ 19,376	\$ 5,518	\$ 5,118	\$ 30,012
68	Bush	Antionette S.	TEACHER ASSISTANT II	\$ 10.80	22	\$ 19,003					\$ 19,003	\$ 5,412	\$ 5,020	\$ 29,434
69	Fellu	Natalie	Teacher Assistant II	\$ 10.80	22	\$ 19,003					\$ 19,003	\$ 5,412	\$ 5,020	\$ 29,434
70	Gross	Sharon M.	TEACHER ASSISTANT/FLOATER	\$ 10.41	22	\$ 18,327					\$ 18,327	\$ 5,220	\$ 4,841	\$ 28,388
71	Jackson	Shantell R.	TEACHER ASSISTANT/FLOATER	\$ 10.38	22	\$ 18,274					\$ 18,274	\$ 5,204	\$ 4,827	\$ 28,305
72	Washington	Laquetta R.	TEACHER ASSISTANT/FLOATER	\$ 12.86	22	\$ 22,629					\$ 22,629	\$ 6,445	\$ 5,978	\$ 35,051
73	Lloyd	Jacquinta A.	Teacher I	\$ 12.95	22	\$ 22,789					\$ 22,789	\$ 6,490	\$ 6,020	\$ 35,299
74	Powell	Shwana U.	TEACHER I	\$ 13.64	22	\$ 23,998					\$ 23,998	\$ 6,835	\$ 6,339	\$ 37,171
75	Colbert	Jasmine K.	TEACHER II	\$ 14.14	22	\$ 24,886					\$ 24,886	\$ 7,088	\$ 6,574	\$ 38,548
76	Conway	Natasha N.	TEACHER II	\$ 14.39	22	\$ 25,331					\$ 25,331	\$ 7,214	\$ 6,691	\$ 39,236
77	Eades	Janet	TEACHER II	\$ 14.58	22	\$ 25,669					\$ 25,669	\$ 7,310	\$ 6,780	\$ 39,759
78	Hawkins	Shenika B.	TEACHER II	\$ 14.14	22	\$ 24,886					\$ 24,886	\$ 7,088	\$ 6,574	\$ 38,548
79	Duchalkiewicz	Judy	Disabilities Coordinator (60 hr/pp)	\$ 20.00	20	\$ 20,000				\$ 20,000	\$ -	\$ -	\$ -	\$ -
						Salary/Wage	\$ 81,287	\$ 106,421	\$ 26,816	\$ 20,000	\$ 1,704,612	\$ 477,609	\$ 448,665	\$ 2,619,354
						Fringe	\$ 23,151	\$ 30,309	\$ 7,637					
						IDC	\$ 21,472	\$ 28,112	\$ 7,083	\$ 4,112				
						Total	\$ 125,910	\$ 164,842	\$ 41,536	\$ 24,112			Grand Total	\$ 2,987,286

2016-2017 Annual Self- Assessment Process Overview

The self-assessment process assists with determining whether the management systems and program services currently in place are being properly administered. The annual self-assessment is mandated by rules and regulations established by the following Head Start Act and Head Start Program Performance Standards provisions:

- 1) Pursuant to 42 USC§9837 the Grantee must review and approve all major policies of the Head Start Program, including but not limited to the annual self-assessment; and
- 2) Pursuant to 45 CFR Ch. XIII Subchapter B § 1302.102(b)(2)(i) that at least once each program year, the Grantee must conduct a self- assessment to determine the effectiveness and progress of implementing the goals and objectives of the Head Start program. In addition, the self-assessment is to be performed in accordance with federal regulations and include participation from Policy Council and community members.

The process involved an analysis of a wide array of information including, but not limited to, conducting interviews with parents, teachers, reviewing family files, lesson plans, manuals, records, and reports, classroom observations, and facility observations.

In order to ensure the annual self-assessment was performed in the most effective and efficient manner, Self-assessment teams were established and trained. These teams were composed of Head Start staff, parents, Policy Council members, board members and members of the community. Self-assessment teams were asked to assess Capital Area Community Action Agency Head Start performance based on 14 key performance areas identified by the Office of Head Start. The tools utilized to carry out the assessment included Head Start Monitoring Protocol, Self-Assessment Comprehensive Approach & Tool (CATscan), Family Files Checklist, the Classroom Assessment Scoring System (CLASS), Personnel Checklist, Health & Safety Screener, Head Start Governance, Leadership, Checklist, and Playground Safety Inspection Checklist, data logged in Child Plus, Incident Accident Reports, and the HSELOF. Each Key Performance Area and their indicators of performance were scored using the following metrics.

2016-2017 Self-Assessment Findings

The Self-Assessment Process resulted in Community Action Identifying four strengths, twelve areas for improvement, and three weaknesses or areas in need of immediate attention as follows:

Strengths

- Addressing child and family strengths and needs
- Planning for transitions
- Eligibility
- Evaluating performance and stimulating ongoing improvement

Opportunities

- Assessing child and family strengths and needs
- Addressing child and family strengths and needs
- Proving high quality teaching and learning
- Planning for transitions
- Assessing child and family strengths and needs
- Attendance
- Enrollment
- Program planning
- Operating and implementing the program
- Governing body document review
- Operating and implementing the program
- Developing and organizing resources

Weakness

- Proving high quality teaching and learning
- Evaluating performance and stimulating ongoing improvement
- Program planning

The 2016-2017 Self-Assessment did not identify any areas as threats to the program. Performance area leads are being asked to write quality improvement plans for any area under their leadership identified as a weakness. Performance area leads are also being able to identify an area listed as an opportunity to focus on improving during the 2017- 2018 school year.

SUMMARY OF MOTIONS OF GOVERNING BODIES 2016 – 2017

BOARD MEETING MOTIONS

September 27, 2016

- The motion to formally accept Ms. Pinky Jackel to the Board was made by Ms. Thompson, seconded by Mr. Wienke. It passed unanimously.
- The motion to formally accept Ms. Christy McElroy to the Board was made by Mr. Wienke, seconded by Ms. Thompson. It passed unanimously.
- Mr. Center explained that the certificate of corporate resolution will cover our three grants through DEO: LIHEAP, CSBG, and Weatherization and give Mr. Center the authorization to sign documents on behalf of the board. Mr. Wienke made the motion to accept the certificate of corporate resolution. Mr. Green seconded the motion. It passed unanimously.
- The 990 tax return, which was already sent in and approved by the Executive Committee on behalf of the board of directors, was formally accepted by the full board. Mr. Wienke made the motion and Mr. Stucks seconded the motion. It was unanimous to approve the motion.
- Ms. McElroy made the motion to let the executive committee approve the 2016 LIHEAP Bridge agreement contract when it comes in. Ms. Ridley seconded the motion. It was approved unanimously.
- Mr. Wienke made the motion to approve the annual budget for 2016-17. Mr. Stucks seconded the motion. The budget passed unanimously.
- Ms. Sgouros gave the narrative on the financial statements through July 31, 2016. She made explanations in detail for comparisons. Mr. Stucks made the motion to accept the financial report and Mr. Wienke seconded the motion. It passed unanimously.
- Ms. Sgouros explained the travel policy update which requires travelers to fill out a form showing the total expense of the trip and getting advance approval before booking reservations and registrations. She also explained the vehicle policy update which permits only licensed employees who are insured under the company insurance to operate the vehicle and passengers restricted to employees, and board/policy council members. Programs other than the purchasing program will be billed at the federal charity rate. The motion to accept the travel policy update was made by Mr. Stucks and seconded by Ms. Thompson. It was approved unanimously.
- He shared that Ms. Saunders has had too many absences which required notification with a certified letter being sent to her. She had one month to respond and no response was given. The motion was made by Mr. Stucks and seconded by Mr. Wienke. The motion to remove Ms. Saunders was unanimous.

November 15, 2016

- The motion to formally accept Ms. Lauren Johnson to the Board was made by Ms. McElroy, seconded by Mr. Ross. It passed unanimously.

- The motion to formally accept Mr. Derrick Jennings to the Board was made by Ms. McElroy, seconded by Mr. Ross. It passed unanimously.
- The minutes of the September 27, 2016 meeting were reviewed. Ms. McElroy made the motion to accept the minutes. Ms. Thompson seconded the motion. It passed unanimously.
- Mr. Center and Ms. Sgouros gave a summary of the review process to select an audit/tax firm for the next three years. The Audit Committee's recommendation was Carr, Riggs & Ingram. Ms. Palmer Smith made the motion to accept the Audit Committee report and to accept the proposed Audit firm. Ms. Thompson seconded the motion and it passed unanimously.
- The Records Retention Policy in the Accounting Policies and Procedures book need to have a slight change due to a grant's new requirements. The usual procedure was to keep deposit records for three years, but the new provision requires keeping the records for five years. Mr. Ross made the motion to approve the proposed change of keeping deposit records for a term of five years. Ms. McElroy seconded the motion and the motion passed unanimously.
- Ms. Self explained a proposed amendment to the 401(k) Profit-Sharing Plan that will provide employees an opportunity to change from a 401(k) (before tax dollars) plan to a Roth IRA (after tax dollars). This will prevent tax charges. Ms. Palmer Smith made the motion to adopt the amendment as part of the 401(k) sharing plan. Mr. Ross seconded the motion and it passed unanimously.
- Safety Box Access was discussed by Ms. Sgouros. The Agency has had a safety box for a number of years. Any employees who had access to it are no longer with the agency. She suggests keeping important papers such as vehicle ownership papers in the box. The suggested four people will each have entry privileges to the box. Mr. Ross made the motion to accept the plan. Ms. McElroy seconded the motion and the motion passed unanimously.
- Ms. Sgouros gave the narrative on the financial statements through for the twelve month period ending October 30, 2016. She addressed in detail the Revenue and Expenditures, Balance Sheet, Credit Card activity and statements, and the Head Start match. She stated that although the period is over, the Agency will still continue to get bills attributed to the past fiscal year. This is a preliminary report that shows 98% of Revenue and Expenses, but that number will probably change. The repairs and renovation at Royal was a large investment, but it's expected that the outstanding amount will be paid off this year. The In-Kind exceeded federal required match for the Head Start fiscal year. Mr. Ross made the motion to accept the financial report and Ms. Thompson seconded the motion. It passed unanimously.

January 24, 2017

- 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. Stengle made the motion for approval of the Fiscal report. It was seconded by Mr. Wienke, and unanimously approved.
- Mr. Stengle made the motion to approve the IS Survey. Mr. Wienke seconded the motion and it was unanimously approved.

March 28, 2017

- Mr. Wienke made the motion for approval of the consent agenda. The motion was second by Ms. Johnson and it was unanimously approved.
- Mr. Weinke made a motion to approve the Fiscal Report. Mr. Jennings seconded the motion and Mr. Wienke made the motion to close the Franklin County Head Start Center. Ms. Johnson seconded the motion and it was unanimously approved.
- unanimously approved.
- Mr. Weinke made a motion to allow us to purchase the building underneath a holding company at the appraised value.

EXECUTIVE COMMITTEE MOTIONS

December 16, 2016

- Mr. Wienke moved for approval of the CSB Contract for FY 2017 – 2018, and Mr. Ross seconded the motion. It was unanimously approved.
- February 21, 2017
- 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.
- The amount of the LIHEAP 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.
- Ms. Thompson moved for approval of the fiscal report and Mr. Wienke seconded the motion. It was unanimously approved.
- 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.

March 21, 2017

- Mr. Wienke moved for approval of the fiscal report and Mr. Ross seconded the It was unanimously approved.

April 18, 2017

- Mr. Wienke moved for approval of the fiscal report and Mr. Ross seconded the motion. It was unanimously approved.

May 16, 2017

- The next item was the Consent Agenda which included the Executive Committee minutes from the April 18, 2017 meeting. Mr. Wienke moved for approval of the Consent Agenda and Ms. Thompson seconded the motion. It was unanimously approved.
- Mr. Wienke moved for approval of the fiscal report and Mr. Ross seconded the motion. It was unanimously approved.

POLICY COUNCIL MOTIONS

October 2016

- Financial Report- Motion to accept and approve Financial Report by Charlean Lanier and 2nd by Hans Mardy
- November
- Financial Report- Motion to accept and approve Financial Report by Nasheida Francois and 2nd by Hans Mardy

December 2016

- Financial Report- Motion to accept and approve Financial Report by Charlean Lanier and 2nd by Hans Mardy

January 2017

- Financial Report- Motion to accept and approve Financial Report by Hans Mardy and 2nd by Luciana Brown
- Personnel Action- Motion to approve the hiring of Jasmin Colbert and Jennifer Banks pending backgrounds by Hans Mardy and 2nd by Luciana Brown.

February 2017

- Financial Report tabled until next meeting

March 2017

- Financial Report- Motion to accept and approve Financial Report by Charlean Lanier and 2nd by Luciana Brown
- PC Representatives- Motion to approve the transition of 2 alternate representatives to main representatives was made by Luciana Brown and 2nd by Hans Mardy.
- Franklin County Slots- Motion to move 37 slots from Franklin County to Leon County and close Franklin County Head Start was made by Charlean Lanier and 2nd by Hans Mardy. All were in favor and none opposed

April 2017

- Financial Report- Tabled until next month

May 2017

- Financial Report- Motion to accept and approve March Financial Report by Charlean Lanier and 2nd by Luciana Brown
- Selection Criteria- Motion to accept and approve the enrollment selection criteria was made by Charlean Lanier and 2nd by Hans Mardy.

June 2017

- Financial Report- Motion to accept and approve Financial Report by Luciana Brown and 2nd by Charlean Brown
- Personnel Action- Motion to approve the hiring of Ms. Harris pending background by Charlean Lanier and 2nd by Luciana Brown.
- Reconstitution of Franklin County slots- Motion to approve the reconstitution of Franklin County Head Start program by Tiffany Similien and 2nd by Hans Mardy. Vote taken; 1 nay.
- Self- Assessment- Motion to approve and accept the self-assessment by Charlean Lanier and 2nd by Luciana Brown
- Amendment to Bylaws- Motion to change the Policy Council bylaws to include new 5 year office term instead of 3 year term by Tiffany Similien and 2nd by Luciana Brown.

2017-2018 Head Start Training and Technical Assistance (T&TA) Plan

PART 1: IDENTIFIED T/TA GOALS

1. T/TA Goal (Long Range): Ensure Education Program Improves Child Outcomes and School Readiness for all Children

STATUS	Short Term Objectives	Staff Outcomes	Measurement Tool	Documentation
NS	1. To improve implementation of the Creative Curriculum as measured by Creative Curriculum Fidelity tool and classroom observation data	<ol style="list-style-type: none"> 75% of teachers will demonstrate implement the creative curriculum by April 2018 The education coordinators will assess levels of fidelity in implementing The Creative Curriculum® for Preschool and Teaching Strategies GOLD®. Based on assessment results the education coordinators will identify specific coaching strategies based on different levels of teacher implementation and the four elements of the coaching process. 	Fidelity Tool Classroom observation data	ChildPlus T&TA records Professional Development Plans
IP	<ol style="list-style-type: none"> To increase the scores in both (a) classroom organization and (b) instructional support as measured by CLASS by 1 point by April, 2018 	<ol style="list-style-type: none"> Teachers will demonstrate an increase in their average classroom organization and instructional support scores. Based on CLASS scores the education coordinators will identify specific coaching strategies including the use of the NCQTL Suites to assist teachers struggling to scores at or above the national average. 	CLASS scores Classroom observation data	ChildPlus T&TA records Professional Development Plans
NS	<ol style="list-style-type: none"> To increase the number of teachers using Teaching strategies GOLD to plan for individualization as measured by teacher input logs to 60% by April 2018 	<ol style="list-style-type: none"> Teachers will individualize creative curriculum studies for each child in Teaching Strategies GOLD by December 2018 Education coordinators will identify specific coaching strategies for teachers who struggle with individualization. 	Lesson Plans Teaching Strategies Input Log	Teaching Strategies Input Log Professional Development Plans

2017-2018 Head Start Training and Technical Assistance (T&TA) Plan

Corresponding Objective	Training	T/TA Resources	Target Audience or HS Management System	Responsible Manager	Timeline	Status	Estimated Cost	Actual Cost
1	Train on proper implementation of Creative Curriculum studies and purpose of fidelity tool	Teaching Strategies	Teaching Staff	Early Childhood Development Manager	Fall 2018	Need Fidelity Tool Training	\$2000.00 \$3015.00	
2	Provide training conscious discipline during pre-service and mid- year	Special Service Coordinator	Teaching Staff	Early Childhood Development Manager	Fall 2016	Complete	\$0.00	
1	Provide additional T/TA as it relates to monitoring findings, classroom observation and fidelity tool results	<ul style="list-style-type: none"> Quality Assurance Manager Early Childhood Development Manager 	Education Coordinators Center Directors	Quality Assurance Manager	Winter 2018	In-progress	\$0.00	
3	Re-train staff on the Teaching Strategies GOLD	Education Coordinators	Teaching Staff	Early Childhood Development Manager	As new staff are hired	In-progress	\$0.00	
2	Train for CLASS certification	Early Learning Coalition or Region IV	Directors Quality Assurance Special Service Coordinator	Early Childhood Development Manager	Fall 2017	In-progress	\$0.00	\$875.00
2	Train for CLASS (re)certification	CLASS Video Library	Education Coordinators	Early Childhood Development Manager	Fall 2017 & annually	In-progress	\$900.00	
1/3	Train on school readiness,	Gindy Kaier, Region IV EC Specialist	<ul style="list-style-type: none"> Teaching Staff Education Coordinators Center Directors Early Childhood Development Manager Quality Assurance Manager 	Early Childhood Development Manager	Fall 2016	Complete	\$0.00	\$25.00

2017-2018 Head Start Training and Technical Assistance (T&TA) Plan

2	Train on CLASS with focus on instructional support	Cindy Kaier, Region IV EC Specialist	<ul style="list-style-type: none"> • Teaching Staff • Education Coordinators • Center Directors • Early Childhood Development Manager • Quality Assurance Manager 	Early Childhood Development Manager	Fall 2016	Complete	\$0.00	\$25.00
2	Train on ECERS	Environment Rating Scales Institute	<ul style="list-style-type: none"> • Education Coordinators • Center Directors • Early Childhood Development Manager • Quality Assurance Manager • Special Service Coordinator 	Quality Assurance Manager	Fall 2017	Not started	\$750.00	
1/3	Train on child outcomes	Cindy Kaier, Region IV EC Specialist	<ul style="list-style-type: none"> • Teaching Staff • Education Coordinators • Center Directors • Early Childhood Development Manager • Quality Assurance Manager 	Early Childhood Development Manager	Fall 2016	Complete	\$0.00	\$25.00

2017-2018 Head Start Training and Technical Assistance (T&TA) Plan

2	Active Supervision Training	ECLKC Region IV EC Specialist	<ul style="list-style-type: none"> • Teaching Staff • Education Coordinators • Center Directors • Early Childhood Development Manager • Quality Assurance Manager 	Early Childhood Development Manager	Winter 2018	In-progress	\$0.00	
---	-----------------------------	----------------------------------	--	-------------------------------------	-------------	-------------	--------	--

2017-2018 Head Start Training and Technical Assistance (T&TA) Plan

2. **T/TA Goal (Long Range):** Improve system of record keeping and reporting that will ensure effective and affective system to provide accurate and timely information regarding children, family and staff.

STATUS	Short Term Objectives	Staff Outcomes	Measurement Tool	Documentation
	To ensure accuracy and timeliness of all records and reports as measured by monitoring files, Child Plus, and Teaching Strategies reports.	<ol style="list-style-type: none"> Managers will increase the frequency from which they aggregate data and make program adjustments to manage accountability and service/ process effectiveness. Staff will enter data daily to allow for expedited information to manage service effectiveness. Update policies and procedures to reflect the desire for accurate timely records and reports. 	<p>Monthly Reports</p> <p>2330-Consecutive Absences</p> <p>Case Events or Notes</p> <p>2303-Addendace Monitoring</p> <p>TSG Documentation Report</p> <p>Assessment Status Report</p> <p>Incident Accident Reports</p> <p>3015-Health Requirements(45/90)</p> <p>3060-Expired Health Events</p>	<p>Monthly Reports</p> <p>Policy Council Reports</p> <p>Board Reports</p> <p>Updated policies and procedures.</p>

2017-2018 Head Start Training and Technical Assistance (T&TA) Plan

Corresponding Objective	Training	T/TA Resources	Target Audience or HS Management System	Responsible Manager	Timeline	Status	Estimated Cost	Actual Cost
3	Train staff on new policy and procedures for record keeping and reporting.	Family and Community Engagement Manager Quality Assurance Manager Early Childhood Development Manager	All staff	Quality Assurance Manager	January 2018	Not started		
2	Train on ChildPlus system as it relates to inputting, tracking and monitoring of data in all service areas.	Belicia Carter , Child Plus Training Consultant	Family advocates	Family and Community Engagement Manager Quality Assurance Manager Early Childhood Development Manager	2015-2016 School Year	Completed initial In-progress, training new hires		
2	Train on utilizing ChildPlus for tracking corrective actions	Belicia Carter , Child Plus Training Consultant Quality Assurance Manager	Family advocates	Quality Assurance Manager	2015-2016 School Year	Completed initial In-progress, training new hires		

2017-2018 Head Start Training and Technical Assistance (T&TA) Plan

2	Train on tracking, recording and providing follow-up on ERSEA	Belicia Carter , Child Plus Training Consultant Family and Community Engagement Manager	Family advocates	Family and Community Engagement Manager	2015-2016 School Year	Completed initial In-progress, training new hires		
2	Train on inputting and recording family partnership agreement data	Belicia Carter , Child Plus Training Consultant Family and Community Engagement Manager	Family advocates	Family and Community Engagement Manager	2015-2016 School Year	Completed initial In-progress, training new hires		
2	Train on ChildPlus for recording services to families and entering case notes	Belicia Carter , Child Plus Training Consultant Family and Community Engagement Manager	Family advocates	Family and Community Engagement Manager	2015-2016 School Year	Completed initial In-progress, training new hires		
1	Training on Systems Approach to Service Delivery as it relates to a robust record keeping and reporting system		Management Team	Quality Assurance Manager	Spring 2018	Not started		
2	Re-train staff on the Teaching Strategies GOLD	Education Coordinators	Teaching Staff	Early Childhood Development Manager	As new staff are hired	In-progress	\$0.00	

2017-2018 Head Start Training and Technical Assistance (T&TA) Plan

3. T/TA Goal (Long Range): Improve family and community engagement by maintaining a family services plan that promotes parent engagement in all aspect of the program.

STATUS	Short Term Objectives	Staff Outcomes	Measurement Tool	Documentation
IP	1) To increase parent participation in program activities to 50% as measured by ChildPlus in school year 2016-2017.	<ol style="list-style-type: none"> 1. Staff will encourage active parent participation in student learning. 2. Staff will establish regular, meaningful communication between home and school. 3. Staff will accommodate language and cultural differences. 4. Staff will design and distribute parent surveys to allow parents to share their concerns and opinions about school and the community, and then address those concerns. 	In-Kind Forms Parent Survey Sign In Sheets	Sign In Sheets Child Plus Flyers Agendas Monthly program newsletter Weekly classroom newsletter Parent Survey
IP	2) To increase the percentage of Family Partnership Agreements initiated by Family Advocates with families to 95 % as measured by Child Plus report 1013 in school year 2017-2018.	<ol style="list-style-type: none"> 1. Build staff capacity to challenge parent mind-sets related to the traditional expectations and encourage an asset orientation 2. Staff will design and distribute parent surveys to allow parents to share their concerns and opinions about school and the community, and then address those concerns. 	File review Monitoring tool Child Plus report 1013 Parent Survey	Family Partnership Agreements Parent Survey

2017-2018 Head Start Training and Technical Assistance (T&TA) Plan

Corresponding Objective	Training	T/TA Resources	Target Audience or HS Management System	Responsible Manager	Timeline	Status	Estimated Cost	Actual Cost
1/2	Train on Parent, Family and Community Engagement Framework (1 Person)	Parent and Family Engagement Conference	PFCE Team	Family and Community Engagement Manager	Winter 2017 As new staff are hired	In-progress	\$6000.00 \$1500.00	
2	Train on Family Partnership Agreement Process and building relationships with families (2 People)	PFCE Framework Parent and Family Engagement Conference One Gold	All Staff PFCE Team All Staff	Family and Community Engagement Manager		Not Started	\$1600.00	
1/2	Train on managing comprehensive health services(2 People- Health & ED)	Western Kentucky	Health Services Coordinator	Family and Community Engagement Manager	December 2017	Not Started	\$2310.00	
2	Family Development Credential Training as needed		PFCE Team	Family and Community Engagement Manager		Not Started	\$0.00	
1	Train on new Child Care Food Program meal pattern	Florida Department of Health Bureau of Child Care Food Programs	Health Service Coordinator Cooks	Family and Community Engagement Manager	Fall 2017		\$0	\$0

2017-2018 Head Start Training and Technical Assistance (T&TA) Plan

4. T/TA Goal (Long Range): To improve the ERSEA system.

STATUS	Short Term Objectives	Staff Outcomes	Measurement Tool	Documentation
	1. To increase number of children on the Wait List as tracked and recorded in Child Plus from 2% to 10% during the 2017-18 school term.	Staff will be able to replace children who leave program within the 30 days allowed. The program will meet the required enrollment status each month.	Child Plus reports	HHS monthly reporting.

Corresponding Objective	Training	T/TA Resources	Target Audience or HS Management System	Responsible Manager	Timeline	Status	Estimated Cost	Actual Cost
1	Training on the ERSEA system (2 People)	Western Kentucky	Family and Community Engagement Manager Family Services Specialist	Family and Community Engagement Manager	July 2018	Not Started	\$3000.00	

2017-2018 Head Start Training and Technical Assistance (T&TA) Plan

5. T/TA Goal (Long Range): To improve on-going monitoring system of Head Start operations to ensure compliance.

STATUS	T/TA Goal (Long Range)	Short Term Objectives	Staff Outcomes	Measurement Tool	Documentation
IP	1. To ensure an effective system for ongoing monitoring as evidenced in Child Plus reports, Teaching Strategies, and monthly monitoring reports and data.	1) Written monitoring plan 2) Electronic File with completed monitoring instruments 3) Electronic File with Monitoring Reports	1) Written monitoring plan 2) Electronic File with completed monitoring instruments 3) Electronic File with Monitoring Reports	Child Plus Reports Teaching Strategies Monitoring Tools	Monitoring Reports

Corresponding Objective	Training	T/TA Resources	Target Audience or HS Management System	Responsible Manager	Timeline	Status	Estimated Cost	Actual Cost
1	Region IV Head Start	Region IV	<ul style="list-style-type: none"> Education Quality Assurance Manager Family and Community Engagement Manager Policy Council Member 	Quality Assurance Manager	Winter 2018	In-progress Annual Updates	\$6000.00	
1	OMB Super Circular webinar	The Private Client Law Group	<ul style="list-style-type: none"> Early Childhood Development Manager Quality Assurance Manager Family and Community Engagement Manager Policy Council Member 	Quality Assurance Manager	Fall 2018	Not started	\$500.00	

2017-2018 Head Start Training and Technical Assistance (T&TA) Plan

1	Region IV T&TA Update Training		Region IV T&TA	<ul style="list-style-type: none"> • Board Member • Early Childhood Development Manager • Quality Assurance Manager • Family and Community Engagement Manager 	Quality Assurance Manager	Spring 2018	Not started	\$4000.00	
1	ServSafe Manager Training and Test		University of Florida Food Safety and Quality Program Gainesville, FL	<ul style="list-style-type: none"> • Health Service Coordinator • Cooks 	Family and Community Engagement Manager	January 2018	Not Started	\$1500.00	
1	Train on health in head start		Florida Head Start Collaboration Office	<ul style="list-style-type: none"> • Health Service Coordinator 	Family and Community Engagement Manager	February 2018	Not Started	\$220	
1	Train on Facilities and/or Playground Safety			<ul style="list-style-type: none"> • Facilities Coordinator • Maintenance 	Facilities Coordinator	July 2018 Fall/Winter 2017/2018	Not started	\$220 \$1000.00	

2017-2018 Head Start Training and Technical Assistance (T&TA) Plan

Part 2: Required Head Start Training

Required Training (including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
Head Start Act Section 648(a)(3)(B)(x) Meet the unique needs of homeless children, children with limited English proficiency (LEP), and children with disabilities, as appropriate	Homeless Education Program	HS Staff	The Program will provide appropriate experiences and improve quality of services provided for children who are homeless, have LEP, and children with disabilities	Early Childhood Development Manager	Oct. 2016 through Sept.	-0-
45CFR(XIII) 1302.92 Identification and reporting of child abuse and neglect including methods for identifying and reporting child abuse and neglect that comply with applicable State and local laws using, so far as possible, a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers. Orientation for parents on the need to prevent abuse and neglect and provide protection for abused or neglected children.	Dept. of Children and Families	Parents HS Staff	Information and training provided targeted to reduce risks to children of being abused or neglected. Cases of child abuse and/or neglect will be identified and reported	Family/Community Partnership Manager	Aug Nov	-0-
642(e)(5)(a)(i)(V)(III); 45CFR(XIII)1302.70; 45CFR(XIII)1302.71; Parent participation and transition of children into HS and from HS to the public school	Early Childhood Manager, Special Services Specialist & Parent Involvement Specialist	HS Staff	Children and families will successfully transition into and out of the Head Start program	Early Childhood Development Manager	Aug.	-0-
645(a)(5); 45CFR(XIII) 1302.91; 45CFR(XIII) 1302.92; 45CFR(XIII) 1302.101(a)(3); 45CFR(XIII) 1303.72(d) Orientation for new staff, consultants and volunteers	Human Resource Director, Head Start Director, Finance Director, Management Team	HS Staff Area Consultants Volunteers	All new staff, consultants, and volunteers will receive an orientation which includes the goals and underlying philosophy of Early Head Start and/or Head Start and the ways in which they are implemented by the program.	Chief Operating Officer/HS Director	Oct and as needed through Sept	-0-

2017-2018 Head Start Training and Technical Assistance (T&TA) Plan

HS Act See 624(d)(3); see 648 (a)(B)(xiii); 45 CFR(XIII)1301.5 Training for Governing body, Policy Council, Policy Committee to ensure that members can fulfill their functions.	ICF International Parent Involvement Specialist	Board of Directors & Policy Council	Governing Body and Policy Council group members will have information to develop knowledge and skills needed to make informed decisions and to understand their roles to effectively oversee and be able to participate in the program	Executive Director, Head Start Director Head Start Director	Nov. Oct.	\$1420
645(a)(5); 45CFR(XIII) 1302.91;45CFR(XIII) 1302.92; 45CFR(XIII) 1302.101(a)(3); 45CFR(XIII) 1303.72(d) Provide training opportunities, including in- service and pre- service designed to improve the ability of staff and volunteers to fulfill job responsibilities and to deliver services required by Head Start regulations and policies	Human Resource Director Head Start Director Management Team Community Partners conferences	Head Start Staff Volunteers	Program staff and volunteers will acquire or increase the knowledge and skills they need to fulfill their job responsibilities. Training will be directed toward improving the ability of staff and volunteers to deliver services required by Head Start regulations an policies	Chief Operating Officer, Head Start Director	Oct. Jan. Feb. Aug.	\$6,850
45CFR(XIII)1302.12 (m)	Head Start Director	Head Start Staff	All governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures will be trained.	Head Start Director	Aug.	-0-
45CFR(XIII)1303.72(d)(2)(i) Administer basic first aid and CPR	Jim Butta, Red Cross, Southeastern School of Health Services	Transportation Staff Other Head Start Staff	Staff and volunteers will obtain knowledge and skill in administering first aid to injured students and staff.	Health Services Coordinator	2 x Year	\$1,000
45CFR(XIII)1303.72(d)(2)(i) Handle emergency situations	Red Cross, Fire Department, Leon County Schools	Transportation Staff Other Head Start Staff	Staff and volunteers will obtain knowledge and skill in following appropriate procedures to handle emergency situations.	Family/Community Engagement Manager Early Childhood Manager	2 x Year	-0-
45CFR(XIII) 1303.72(d)(2)(i) Operate special equipment	Leon County Schools, Senior Bus Driver, Support Services Coordinator	Transportation Staff, Support Services Coordinator	Staff will obtain knowledge and skills in operating special equipment.	Family/Community Engagement Manager	Oct.	-0-

2017-2018 Head Start Training and Technical Assistance (T&TA) Plan

45CFR(XIII) 1302.72(d)(2)(i) Conduct maintenance and safety checks	Leon County Schools, Senior Bus Driver, Support Services Coordinator	Head Start Transportation Staff	Staff and volunteers will obtain knowledge and skill in conducting maintenance and safety checks to ensure a safe environment	Family/Community Partnership Manager	Oct. through Sept.	-0-
641(d)(2) of the Act (Parent) How to be the primary teacher for their children and full partners in the education of their children	Early Childhood Staff	Parents	Parents will obtain knowledge and skills in guiding their child's education	Early Childhood Manager	Sept.	-0-
45CFR(XIII) 1302.92(b)(3) Preparation for parents to exercise their rights and responsibilities concerning the education of their children in the school setting. Training staff to work successfully with parents and for parents to become empowered.	Early Childhood Development Manager, Parent Involvement Specialist, Special Services Specialist, Family Advocates	Parents	Parents will obtain knowledge of their rights and responsibilities concerning the education of their children in the school setting. Parents will develop skill in exercising their rights as parents in the school setting.	Family/Community Partnership Manager	Oct. through Sept.	-0-
45CFR(XIII)1302.46(b)(v) If the agency provides transportation, training that includes vehicle and pedestrian safety	Support Services Coordinator, Parent Involvement Specialist and Teachers	Parents Enrollees	Parents and children will demonstrate knowledge and skill in vehicular safety methods and pedestrian safety methods.	Family/Community Partnership Manager & Early Childhood Development Manager	Sept. and as needed for new enrollees through March	-0-
45CFR(XIII)1302.46(b)(ii) Family assistance with nutrition	Health Services Specialist, Family Advocates, Nutrition Consultant, Extension Agency, WIC Program	Families	Families will receive information on resources to assist with nutrition needs. Families will receive instruction on proper nutrition and meal planning.	Family/Community Partnerships Manager Early Childhood Development Manager	Oct. through Sept.	-0-
45CFR(XIII)1302.41(a) 45CFR(XIII)1302.41(b)(v) Parent education of mental health issues	Mental Health Specialist conferences Consultant	Staff Parents	Parents will obtain knowledge of mental health issues in children, including characteristics/signs to watch for.	Early Childhood Development Manager	Oct. through Sept.	\$1,000

2017-2018 Head Start Training and Technical Assistance (T&TA) Plan

HS ACT See 648(a)(3)(B)(ii) T/TA to support the provision of family literacy services.	Early Childhood Manager Parent Involvement Specialist	Families	Effective provision of family literacy services.	Early Childhood Development Manager	Oct. through Sept.	0
<p>45CFR(XIII)1302.46 Parent involvement in health, nutrition, and mental health education.</p> <p>45CFR(XIII)1302.93 Provide medical, dental, nutrition, and mental health education programs for program staff, parents, and families</p> <p>45CFR(XIII)1302.101(b)(3) That all components of HS are appropriately involved in the integration of children with disabilities and their parent.</p>	<p>In-house, consultants, parent meetings, flyers, parent handbook</p> <p>Conferences Region IV</p> <p>TA Network, ICF</p> <p>AV Materials</p> <p>Community Partners Internal</p> <p>Monitoring</p> <p>Licensing</p> <p>Inspections</p> <p>Self-Assessment</p> <p>Federal Review</p> <p>EPSTD</p> <p>EMDR training MH;</p> <p>Age appropriate hygiene skills; LMHC national conference;</p> <p>Oral Health seminars-</p> <p>Food safety certification;</p> <p>Psychiatric medication training (Health and MH); Medication training (health)</p>	Parents and staff	<p>Parents will participate in a system of well childcare. Staff will understand, design, and implement program practices responsive to identified behavioral and mental health concerns of an individual child or groups of children;</p> <p>understand and implement the promotion of children's mental wellness by providing group and individual staff and parent education on mental health issues. Staff will understand and facilitate the provision of special help for children with atypical behavior or development.</p> <p>Staff will understand proper Medication administration; ensure parents are educated in the need for preventive dental measures and ongoing care; stay abreast of changes in the field. Provide care in accordance with IEP's and IFSP's. Staff will understand and implement procedures to use information from screenings for developmental, sensory, behavioral concerns, the ongoing observations, medical and dental evaluations and treatments, and insights from parents to help staff and parents determine how the program can best respond to each child's individual characteristics, strengths, and needs. Understand and implement emergency health procedures</p>	Health Services Coordinator Special Services Coordinator,	During In-Service Pre-Service And periodically throughout the year	\$5,000
<p>42 U.S.C. 9843 (d)(2)(A) and (B) Ongoing training in language and emergent literacy, including appropriate curricula and assessment to improve instruction and learning. Such trainings will include methods to promote vocabulary development and phonological awareness (including phonemic awareness) in a developmentally, culturally, and linguistically appropriate manner and support children's development in their native language.</p>	ICF Department of Education (DOE) Consultants	All Program Operations Educational Staff	Teaching staff will provide an environment rich in literature in which the children will acquire the language and early literacy skills that will prepare children to succeed in school.	Early Childhood Development Manager,	During In-Service Pre-Service And periodically throughout the year	\$500

2017-2018 Head Start Training and Technical Assistance (T&TA) Plan

42 U.S.C. 9843 (d)(2)(C) Training on how to work with parents to enhance positive language and early literacy development at home.	ICF Consultants	Educational Staff	Teaching staff will help parents build language and early literacy skills using activities in the home.		During In-Service Pre-Service During the year	-0-
42 U.S.C. 9843 (d)(2)(D) Address the needs of children who are limited English proficient	ICF, Consultants	Educational Staff	Teaching staff will ensure the classroom environment and materials reflect the native language of the children.		During In-Service Pre-Service Periodically during	-0-
42 U.S.C. 9843 (d)(2)(E) How to best address the language and literacy needs of children with disabilities, including training on how to work with specialists in language development.	ICF, Consultants Community Support Groups	Educational Staff	Teaching staff will ensure that the classroom language needs of children with disabilities are incorporated within the lesson plan and classroom activities to meet targeted goals/objectives.		In-Service Pre-Service as needed during the year	-0-
45CFR(XIII)1302.91 Sec. 648A Staff Qualifications and Development The Program will offer training assist in enrollment into credentialled courses and higher education: Assist all teaching staff to acquire educational credentials that will meet the anticipated federal requirements. Support teachers in obtaining their bachelor degree Assist teacher assistants in pursuing their associate degree Assist Family and Community Engagement staff and Service Area staff to obtain the Family Development Credential	Local Colleges and Universities On-line classes In-house Certified teachers/trainers Cohorts with Institutes of higher educ. Audio/Visual Equipment Computers and Internet Consultants Conferences Self-Assessment	Education staff Service area staff Family advocates	Staff will obtain the necessary credentials to perform the functions required of them by the Head Start Performance Standards Staff will obtain and maintain the necessary training to fulfill the functions associated with their roles and responsibilities for teaching staff working in Head Start classrooms	Head Start Director, Early Childhood Development Manager, Family and Community Engagement Manager	During each semester of the school year at Colleges and Univ. and year on site	\$5000

2017-2018 Head Start Training and Technical Assistance (T&TA) Plan

42 U.S.C. 9837 d(3) Training and Technical Assistance – Program Governance Orientation to the goals and objectives of Head Start and appropriate training for Policy Council, Policy Committee, Board, Parent Committees, and volunteers as required by the Performance Standards; to include officer training, volunteer recognition, training to enhance parents self-sufficiency and advocacy skills	In-house, outside consultants ICF, HSD, Senior Case Managers	Board members, Policy Council members, Policy Committee, parents and staff, Community Partners, Family Advocates	Members will understand the information they receive, their roles and can effectively oversee and participate in the programs of the Head Start agency <ul style="list-style-type: none"> All Policy Council members are able to clearly articulate and implement HS Federal Standards, policies and procedures, and conduct meeting using recognized parliamentary practices. Decisions made within established time frames in all required areas. 	Head Start Director, Early Childhood Development Manager, Family and Community Engagement manager	when new policy council is seated and as needed during year Monthly @ Policy Council meetings Pre- service Board meetings	See Part 1
---	---	--	--	---	---	------------

Capital Area Community Action Agency
Head Start Proposed Budget
FY 2017 - 2018

1064 - Head Start		2017-2018					
		Projected HHS Budget	CHSP (COT and UWBB)	School Readiness	USDA/CCFP	VPK	TOTAL
Revenue							
Government Contracts - FEDERAL	4000	3,372,460					3,372,460
Government Contracts - STATE	4010	0	-	51,953.00	317,672	256,000	625,625
Government Contracts - LOCAL	4020	0	80,000				80,000
Contributions- Restricted	4210	0		1,429.00			1,429
Other Revenue	4995	0					-
Total Revenue		3,372,460	80,000	53,382.00	317,672	256,000	4,079,514
Expenditures							
Salaries & Wages	6010	1,704,612	26,816	20,000.00	81,287	106,421	1,939,136
Fringe	6110	477,609	7,637		23,151	30,309	538,706
Staff Screenings	6180	3,500					3,500
Indirect Costs	6210	448,665	7,083	4,112.00	21,472	28,112	509,444
Travel - In Area	6310	1,500					1,500
Travel - Out of Area	6315	2,500					2,500
Office Supplies	6410	9,000					9,000
Program Supplies	6415	20,150	1,641	-		-	21,791
Classroom Supplies	6420	43,270		-		-	43,270
Kitchen Supplies	6430	0	-	-	24,982	-	24,982
Medical/Dental Supplies	6440	1,000					1,000
Copies/Printing/Copier Maintenance/Toner/Paper	6510	10,000					10,000
Postage and Delivery Expense	6600	1,700					1,700
Contractual Services/Professional	6710	30,000					30,000
Contractual Services - Health/Disabilities	6715	155,151	27,079	-	-		182,230
Rent/Space Cost	6810	160,330		24,270.00	7,944	8,737	201,281
Utilities	6820	62,500					62,500
General Liability and Property Insurance	6830	21,000					21,000
Communications	6840	37,530					37,530
Repairs and Maintenance- Building	6850	46,873				82,421	129,294
Equipment Maintenance	6910	14,000					14,000
Vehicle Expense	6920	37,350					37,350
Equipment Lease	6930	8,500					8,500
Technology	6940	11,500		5,000.00			16,500
Fees, Licenses, and Permits	7010	3,000					3,000
Dues/Subscriptions	7020	5,000					5,000
Expendible Equipment	7320	5,000				-	5,000
Registration Fees	7410	4,000					4,000
Training/Meetings/Workshops	7420	2,500	6,355				8,855
Staff Development (T&TA)	7430	35,520	3,389				38,909
Advisory/Board Member Expenses	7440	2,500					2,500
Advertising	7450	5,500					5,500
Parent Activities	7460	1,200					1,200
Raw Food Costs	7510	0	-	-	158,836	-	158,836
Total Expenditures		3,372,460	80,000	53,382.00	317,672	256,000	4,079,514

Capital Area Community Action Agency
Budget Justification Narrative
October 1, 2017- September 30, 2018

Capital Area Community Action Agency, Inc. is applying for \$3,372,460 to provide Head Start services to 378 children residing in Leon, Jefferson and Franklin Counties, Florida. The budget that follows reflects the costs necessary to operate the program for the grant year of October 1, 2017 – September 30, 2018. The Head Start program will continue to operate for 180 days.

Salaries & Wages – \$1,704,612 51% of Budget

All applicable salaries and benefits are blended with funds from Voluntary Pre-kindergarten (VPK) and Community Human Services Program (CHSP) using percentages determined by conducting time studies. All employees are compensated according to a salary scale approved by the Governing Board and Policy Council. No staff member receives compensation in excess of \$179,700. The program will employ 79 staff. This includes substitutes to ensure all classrooms are fully staffed when someone is absent from work, allowing the program to maintain proper coverage and stay in ratio. Personnel costs are broken down according to the position specifications in the salary schedule of the budget. \$1,704,612

Fringe Benefits –\$477,609 15% of Budget

Capital Area Community Action Agency provides mandated federal and state benefits in addition to health benefits and retirement contributions. The line item total for fringe benefits is \$477,609. The Agency matches employee contributions up to 3% of their annual salary in a 401k Retirement Plan. The Agency provides health insurance with prescription coverage to all full-time employees, and contributes up to 85% of the premium. The Agency also provides life, accident and short-term disability coverage to all full-time employees at no cost to the employee.

Indirect – \$448,665 14% of Budget

The grantee's indirect cost rate is negotiated between Capital Area Community Action Agency and the funder. Current rate is 20.56%. \$448,665

Travel –\$ 10,500 <1% of Budget

Staff in-area travel funds totaling \$1,500 are budgeted for staff travel to and from centers and administration office at a rate of \$.445/mile, as well as to meetings. This also includes \$9,000 for travel out-of-area and meeting and registration fees for additional meetings not associated with the T&TA plan. Travel costs related to Training and Staff Development are covered in the Training and Technical Assistance section.

Supplies – \$ 65,620 2% of Budget

Supplies will be purchased in the amount of \$65,620 to enable the program to implement vital elements of the HS program. The requested amount will support the attainment of program goals and ensure facilities are developmentally appropriate and safe for children.

- **Program Supplies:** Supplies to ensure the services to children and families are of a high quality and to ensure centers function properly. \$20,150
- **Classroom Supplies:** The Classroom Supply budget is used to ensure the provision of well-stocked classrooms and resource room that provides staff with adequate developmentally appropriate materials including consumables, toys, props and books to fully implement the Creative Curriculum studies in a meaningful way for all students. In addition funds are used to re-stock both consumable materials and classroom materials

Capital Area Community Action Agency
Budget Justification Narrative
October 1, 2017- September 30, 2018

and equipment to ensure quality of care and positive educational experiences are provided for all children. \$43,270.

- **Medical and Dental Supplies** budget is used to purchase toothbrushes, Band-Aids, first aid supplies, and other materials to ensure children's needs are met. Funding for disabilities and mental health supplies is provided through the Community Human Service Partnership (CHSP) grant and includes adaptive equipment and materials to support child problem solving and nurturing environments. \$1,000
- **Parent Activity Supplies:** Funding of supplies for these activities and events are covered through from HS and non-federal share funds from the CHSP grant. Supplies include parent education materials such as books, handouts, and other small items that will support activities such as Policy Council meetings and male engagement activities. Parent meetings and workshop topics will be decided by parents at the beginning of the year and will be based on the needs of enrolled families and the community. Parent education, activity supplies, and family literacy materials are also supported by this account and include: educational materials such as books and other family partnership supplies such as materials for use during male engagement events. Non-federal share dollars from CHSP will also be used to support parent activities. \$1,200

Contractual – \$30,000 1% of Budget

- \$13,500 is budgeted for **Professional services** (legal services, audited financial statements and OMB reports)
- **Franklin County School Board Educational Services:** The agency will contract with Franklin County Schools for student meal service. The County will provide breakfast and lunch for the 37 students in Franklin. \$16,500.

Construction: N/A

Other – \$ 599,934 18% of Budget

- **Telephone/Internet/Utilities:** The **budget** is based on actual costs of Head Start-dedicated telephone lines, internet services and utilities. \$100,030
- **Vehicle Expenses** include all maintenance and repair of the Head Start vans and buses. Vans are used by staff for home visits, training, visits to outlying centers, etc. Buses are used for field trips. Leon County Schools donated a bus to the program which will increase the overall vehicle expenses from the previous year. \$37,350
- **Dues and Subscriptions:** These funds will cover the costs of dues for NHSA, FHSA, Region IV HSA, and accreditation. \$5,000
- **Staff Screening:** The cost of any rescreening needed for staff is covered with these funds. Initial screenings are paid for by new hires. \$3,500
- **Mental Health and Disabilities Services:** The program uses licensed consultants to support classroom staff by observing children and making recommendations, and by meeting with families and making referrals to other agencies. The consultants charge the program a reduced rate and in-kind the remainder of the usual rate. Costs are allocated among classroom observation family consultation and therapeutic services. The program partners with TITUS Sports Academy to implement a program to support obesity prevention; a serious nationwide issue. In addition to the budgeted amount in-kind

Capital Area Community Action Agency
Budget Justification Narrative
October 1, 2017- September 30, 2018

services provided are by this partner. The program contracts with Gaye Harper for Speech and Language Services at a rate of \$48 per hour to cover therapy deemed necessary by the program but covered by the Local Education Agency (LEA). Ms. Harper donates 40% of her services as in-kind donation. \$155,151. Services not covered by the LEA are funded through CHSP and United Way of the Big Bend (UWBB) in Leon County and by United Way Neighboring Communities (UWNC) for Jefferson and Franklin Counties and School Readiness for an additional \$27,029.

- **Fees, Licenses, Permits:** The cost of child care licenses through the State of Florida, building permits and business licenses. \$3,000
- **Postage and Delivery:** A budget is designated for postage which allows the program to communicate with the staff, community and funders. \$1,700
- **Expendable Equipment:** Funds will be used to replace playground equipment and support replacement of computer hardware, monitors, keyboards, etc. on an as-needed basis. \$5,000
- **Equipment Lease:** One copier/scanner/fax/printer will be leased for the administration office. \$8,500
- **Printing and Duplication:** Funds will be used to pay for printing the annual report, parent handbooks, forms and business cards. \$10,000
- **Building Repairs and Maintenance:** A budget is established for pest control, security services, lawn services, custodial services, signage, repairs and maintenance will also be required to support general program operations. The agency closed its Bainbridge Road location which was an older building that required frequent maintenance. Classes were relocated to current centers which should reduce the annual maintenance costs. \$46,873. An additional \$82,421 is provided by VPK funds.
- **Rent:** Three centers in Leon County are leased. \$160,330. VPK, USDA and School Readiness contribute additional funds to the overall budget.
- **Building and Child Liability Insurance:** \$21,000
- **Advisory Board Expenses:** Food and related expenses will be covered for Advisory Committee meetings (Health Services, Disabilities and Mental Health, School Readiness and ERSEA and Family Engagement). \$2,500
- **Technology/Software:** The budget includes online tracking/reporting services such as ChildPlus and Teaching Strategies Gold. Included is a Child Plus subscription for monitoring purposes, and Teaching Strategies Gold which supports child assessment. The total budget is \$11,500. School Readiness provides additional funds for this line item.
- **Equipment Maintenance:** Repairs and maintenance to equipment such as computers, printers and phones. \$14,000
- **Advertising:** Funds will cover the cost of brochures, flyers, vehicle magnets, flyers, banners, newspaper and radio and television advertisements. Public Service Announcements will be used whenever possible. Funds will also be used to cover advertisements for vacant positions. \$5,500
- **Office Supplies:** Office supplies include paper, file supplies, writing utensils, ink cartridges, and other general items used to maintain an office. \$9,000

**Capital Area Community Action Agency
Budget Justification Narrative
October 1, 2017- September 30, 2018**

Training and Technical Assistance Plan – \$35,520 >1% of Budget

Training and Technical Assistance dollars of \$35,520 will be used to support the annual Staff Development Plan. The allocation of these dollars is reflected in the attached narrative and plan. A summary of anticipated activities includes:

Activity	Amount
Class Recertification for 9 staff	\$ 900.00
ECERS Training and certification for 5 staff	\$ 750.00
Parent & Family Engagement Conference - Winter 2017 (1 person)	\$ 1,500.00
Parent & Family Engagement One Goal Conference (2 people)	\$ 1,600.00
Comprehensive Health Services training by Western Kentucky University - December 2017 (2 people)	\$ 2,310.00
ERSEA Training by Western Kentucky University - July 2018 (2 people)	\$ 3,000.00
Region IV Head Start Conference (4 people)	\$ 6,000.00
Region IV Special Topics TBA	\$ 4,950.00
ServSafe Manager Training and Test for 1 new Cook	\$ 150.00
CCFP training updates (2/year)	\$ 440.00
Facilities training on Playgrounds (online - 2 people)	\$ 1,000.00
Governing body training	\$ 1,420.00
In-Service and Pre-Service Staff Trainings	\$ 2,000.00
CPR and First Aide for staff	\$ 1,000.00
Parent Education on Mental Health issues	\$ 1,000.00
Health & Nutrition training for parents and staff	\$ 2,000.00
Ongoing language and emergent literacy training	\$ 500.00
Staff Qualifications and Development training through TEACH program	\$ 5,000.00
TOTAL T&TA	\$ 35,520.00

NONFEDERAL CONTRIBUTION – \$843,115 20% of Budget

Capital Area Community Action Agency, Inc. has always strived to meet the non-federal share requirement. The Nonfederal budget narrative details the required federal match and grantee and community contribution funds.

Personnel: \$153,237

- Teaching Staff: Voluntary Pre-Kindergarten (VPK) - salary for 16 staff @ 30% = \$106,421; School Readiness - wages for one part-time staff = \$20,000
- Program Staff: Half of the Parent Engagement Coordinator's salary and 15% of the Family and Community Partnership Coordinator is paid through the CHSP grant. \$26,816

Fringe Benefits: \$37,946

- Fringe Benefits include Health/Dental/Life Insurance, Social Security Tax, Worker's Compensation/Unemployment, Retirement and Medicare expenses. Funds from CHSP

Capital Area Community Action Agency
Budget Justification Narrative
October 1, 2017- September 30, 2018

and VPK cover the cost of Fringe Benefits for the portions of positions paid for by those funders. \$37,946

Repairs and Maintenance Expense: \$82,421

- VPK funds support the repairs and maintenance costs at the centers. \$82,421

Rent/Space Cost: \$33,007

- School Readiness and VPK dollars support the cost of rent at centers that are leased. \$33,007

Child Services Consultants: \$27,079

- Mental Health, Disabilities Services and Obesity Prevention Services are provided through the CHSP Grant \$27,079

Other: \$59,425

- **Travel:** Many Policy Council members donate the reimbursement they would otherwise receive for mileage to attend the meetings. \$150
- **Supplies:** Program Supplies are supported through CHSP for Leon County. \$1,641
- **Staff Development:** Some staff development is supported through CHSP for Leon County. \$3,389
- **Rent/Space Cost In-Kind:** Some centers' space is provided nearly free or at reduced from market value rates. \$56,033
- **Technology:** The budget includes online tracking/reporting services such as ChildPlus and Teaching Strategies Gold. Included is a Child Plus subscription for monitoring purposes, and Teaching Strategies Gold which supports child assessment. We will also purchase and/or upgrade computers for the classroom as necessary. \$5,000
- **In-kind Volunteers:** Services are provided by parents and community members to ensure the smooth operation of HS. This includes volunteer time of parents at a rate of \$11.69 per hour. Community members and groups provide various services as in-kind donations to include such things as guest speaking, interns, field trips and training. These are provided at the rate one would pay for these services. Parents and Community members serving on the Board of Directors and Policy Council are valued at \$42.86 per hour. The Foster Grandparent program provides volunteers to assist the Teachers in the classroom. They read to the children and provide a hand with classroom activities. They assign at last three volunteers to our program for about 20 hours per week each. \$35,831
- **In-kind Volunteers - Renovations:** The Franklin County Task Force has volunteered to provide in-kind services to renovate appropriate space for the new Franklin County Head Start Center location which is expected to open by August 1, 2018. \$112,526
- **Child Services Consultants:** A large portion of Obesity Prevention Services are provided by TITUS Sports Academy at no cost to the program for Obesity Prevention Services The Speech and Language Therapist, Mental Health Therapist and Dietician all provide some services at no cost to the agency. Total valued at \$242,994
- **Other In-kind:** Certain vendors have donated items such as books and gas and materials to effect minor center repairs in the past and are expected to continue to do so. \$5,200
- **Training/Workshops** Parent Engagement training, materials, meetings, events funded through CHSP and UWBB grants. \$6,355
- **Donated cash:** \$1,000

**Capital Area Community Action Agency
Budget Justification Narrative
October 1, 2017- September 30, 2018**

Indirect Costs: \$39,307

- Funds from VPK, School Readiness and CHSP cover the indirect costs related to the positions they are funding. \$39,307

Total \$843,115

ICF INTERNATIONAL INC.

FACILITY EVALUATION REPORT

MAYOR VAN W. JOHNSON SR. COMPLEX, APALACHICOLA, FL

May 30, 2017

PREPARED BY: BRUCE CHANDLER, REHS

OVERVIEW

1. Purpose

Assessment of the present condition and potential suitability of the Mayor Van W. Johnson, Sr. Complex, 192 14th Street Apalachicola, Florida 32320. This facility is being considered for renovation, to be used as the new Franklin County Florida Head Start and Early Head Start Facility.

2. Historical Facility Information

This facility was originally constructed in the early to mid-1970's as a High School. The facility currently houses the Mayor's office along with various community action programs. The majority of classrooms being considered for Head Start are currently being used for storage.

3. Summary of Needed Facility Improvements

- **Building Security:** Attention and upgrades to improving security in the proposed front entrance. Installation of secure doors and windows separating the proposed Head Start wing and the remainder of the facility that will be open to public access.
- **Fire Safety:** Evaluation of the currently installed fire detection and alarm system. Installation of pull-down fire alarm switches in each classroom. Installation or update of designated secondary egress fire exit windows and doors in classrooms. Installation of required emergency lighting and emergency exit signage in hallways.
- **Electrical:** Evaluation of existing electrical system. Removal of old and replaced electrical components, especially breaker boxes. Shielding or guards installed over sharp edges of external wall conduit tubing and stabilization clamps.
- **HVAC:** Evaluation of current air-condition window units, installed in each classroom. Safety of installation, inside and outside of the classroom. Evaluation of each unit's ability to effectively cool and heat classrooms. Proper and safe installation of effective HVAC units for each classroom.
- **Restrooms:** Renovation of existing restrooms to meet minimal Head Start Requirements. Maintaining building security following the renovation incorporation of existing restroom

facilities. Construction of restroom facilities that are age appropriate for Head Start Students.

- **Parking/Drop-Off/Pick-Up:** Development of traffic controlled drop off and pick up area, adjacent to the proposed front entrance area that is separated and shielded from the street in front of the main facility and does not present a hazard to the playground area.
- **Playground:** Development/Construction of a playground with adequate fencing, shielded from parking area and does not expose children to hazards from the exterior of the building or pathway between the facilities and the playground.

4. Detailed Description of Conditions Observed

A. Building Security:

- Attention and upgrades to improving security in the proposed front entrance.
 - Glass doors are not shatterproof or safety glass and aluminum door frames are not sturdy enough to provide adequate protection during a lock-down condition. No steel constructed doors, shatterproof safety windows, no cameras, no electronic locking mechanism for securing door.
 - The front entryway glass and aluminum doors, apparently original to the initial construction of this facility, are the only barrier between persons entering this facility and the classroom doors.
 - There are several windows and emergency egress exits that are constructed of thin plywood. These entryways compromise the security of the classrooms.
 - Doorways between the proposed Early Head Start classrooms and the public access portion of the building have bolt locks and no panic hardware.



B. Fire Safety:

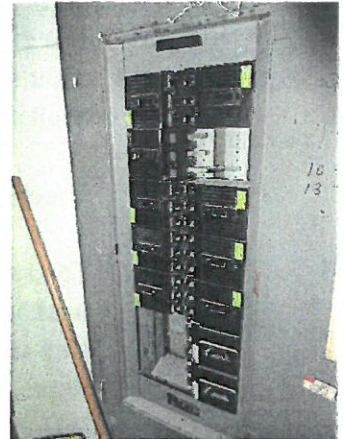
- As noted and pictured above, several of the classrooms have secondary exits or egress windows constructed of plexi-glass/plywood with aluminum latches. These windows appear to be very old, if not original to the construction of the building. Although they meet the 5.3 square foot minimum exit area required for secondary

egress windows, their reliability and ease of opening and closing, especially during an emergency situation, is questionable.

- II. There is a fire detection and alarm system box, located in a storage room. This indicates that there is a fire alarm and detection system installed. Documentation of testing and verification that this system is currently functioning was not provided.
- III. The long hallway/corridor between the classrooms did not have adequate emergency battery operated flood lighting. This lighting is critical for emergency evacuation.

C. Electrical:

- I. There are electrical panel/breaker boxes which appear to be abandoned; having been replaced by new panels. These abandoned electrical breaker boxes were open. There was no signage to indicate if these panels were energized or not. These panels present a serious hazard. The panel pictured to the right, is located in a janitor's closet, along with the newer and active panel/breaker box and what appears to be a floor mounted dry type electrical transformer. This janitor's closet also contains a water source. Flooding in this room would present a serious electrical hazard inside of this closet and in the adjacent hallway.



D. HVAC:

- I. The original forced air HVAC system is no longer in service. There is what appears to be a large HVAC system, located in a double-door closet in the midway down the main corridor.
- II. Currently the classrooms are being cooled and heated with window mounted air conditioners. (See Pic Right) These window mounted units require 220v electrical outlets, which are mounted on the exterior classroom side of the classroom walls. More efficient and securely mounted HVAC units may be required in these classroom. If these units remain, the exterior or outside wall mounts will need to be reinforced.



E. Restrooms:

- I. The existing restrooms available for the section of this facility proposed for Head Start classrooms are located in the center connecting hallway. There is a double fire door separating the men's and women's restrooms, with the janitor's closet having the electrical hazards located between. These are also the only restrooms available to the public access and fitness center portion of the adjoining building wing.
- II. The stalls, toilets and sinks in these restrooms are adult size. There are no separate adult/staff toilets available.
- III. There are four (4) toilets available in each restroom.
- IV. The restroom on the proposed Head Start section/wing of the facility is the women's restroom. Use of the men's restrooms, which are located on the public access side of the fire doors, would present security issues.



F. Parking/Drop-Off/Pick-Up:

- I. The proposed parking and drop-off/pick-up area (See attached Site-Location Plan), located on the NW corner of the facility, is presently a dirt driving path with no traffic control markings or curbs.
- II. As seen in the picture to the right, there are no parking barriers, curbs or designated lines. Directional parking and a clearly designated parking area, away from the front entrance would be needed in order to use this area as the Head Start front entrance.



G. Playground:

- I. There is no playground adjacent to this wing of the facility. A designate and properly fenced playground would need to be constructed. This playground area, if located directly outside of the proposed classrooms, would need to be protected from the parking area with adequate barriers.

SCMF: $1/\sigma^2 = 1 - \sigma^2$ 

NORTHEAST ELEVATION IMAGE



2	NORTHWEST ELEVATION IMAGE
---	---------------------------



SITE LOCATION PLAN

located within the
MAYOR VAN W. JOHNSON, SR. COMPLEX

Copyright © 2017 D&B Associates, Inc.
S&B, FLORIDA ACCOUNT CORPORATION
AMERICAN BANK NOTE COMPANY

**EXISTING
CONDITIONS**

EC1.1

1 MAY 2017

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 April 2017.

County	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	Total
<i>Calhoun</i>	24/52	28/54	19/52	14/31	23/45	26/42	12/22	20/30	17/47	183/375
<i>Franklin</i>	10/24	18/50	7/18	9/21	10/16	18/36	3/7	4/10	7/18	86/200
<i>Gadsden</i>	74/214	78/228	47/120	97/211	89/231	84/200	61/141	72/193	69/159	671/1,697
<i>Gulf</i>	13/25	12/28	3/11	10/17	9/11	6/15	5/7	8/18	19/56	85/188
<i>Jefferson</i>	25/64	31/55	32/92	30/76	35/73	34/62	19/37	18/42	7/19	231/520
<i>Leon</i>	288/844	248/705	205/574	258/681	204/483	239/589	176/462	247/678	245/654	2110/5,670
<i>Liberty</i>	12/35	10/36	10/29	12/28	16/31	14/23	6/12	8/21	8/17	96/232
<i>Wakulla</i>	15/52	26/86	13/43	12/29	18/46	8/28	10/22	14/48	11/50	127/404
<i>Totals</i>	461/1,310	451/1,242	336/939	442/1,094	404/936	429/995	292/710	391/1,040	383/1,020	3,589/9,286

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.