

# Capital Area Community Action Agency

## BOARD OF DIRECTORS

### Agenda

Tuesday, July 25, 2017 – 6:00 pm

Ghazvini Center for Healthcare Education

Conference Call –Dial In - (605) 475-4700, participant code 275857#

---

- I. Call to Order Charlean Lanier, Chair
  - II. Agenda Approval
  - III. Sign-in/Attendance/Introductions
  - IV. Consent
    - A. Board of Directors Minutes May 23, 2017
    - B. 3<sup>rd</sup> Quarter FOCAS Report
  - V. Action
    - A. Audit Presentation
    - B. Fiscal Report
      - Narrative
      - Revenue & Expenditures Agency - 2 page
      - Balance Sheet
      - Credit Card Activity Spreadsheet
      - Credit Card Statements
      - Revenue & Expenditures by program
      - Head Start Match
    - C. LIHEAP Modification
    - D. Head Start Grant Application
    - E. Head Start Cost of Living Allowance (COLA)
    - F. Capital Area Community Action Holding Company
  - VI. Program Updates
    - A. Family Support Services Department
    - B. Head Start
  - VII. Chief Executive Officer's Report
  - VIII. Chair's Report
  - IX. Adjournment
- 

***Next Executive Committee Meeting 8/15/17 – 5:30 pm – Agency Conference Room***

***Next Board of Directors Meeting – 9/26/17 6:00 pm – Ghazvini Center for Healthcare Education***



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043  
[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



Capital Area  
**Community Action**  
Agency

**Board of Directors**  
**DRAFT Meeting Minutes**  
**May 23, 2017 - 6:00 pm**

**Members in Attendance:**

Charlean Lanier, Chair  
Cheryl Thompson, Vice Chair  
Brandon Wienke, Treasurer  
Harold Ross, Secretary  
Pam Ridley  
Bishop Willie Green  
Lauren Johnson  
Debra Peterson  
Kara Palmer

**CACAA Staff:**

Tim Center  
Nina Self  
Stephanie Sgouros  
Venita Treadwell

Meeting called to order by the Board Chair Charlean Lanier at 6:01pm. Motion from Kara to approve the Agenda, Second by Bishop Willie Green.

Motion made for the Consent by Darrell James, Second by Harold Ross

Fiscal Report given by Stephanie Sgouros, Ms. Sgouros reported the 2nd-3rd quarter report stating we are 50% through the Fiscal year

Actual expenses and Revenue to be around 50% of the annual budget with some Head start expenses closer to 60%. Classroom supplies

Motion made to accept Fiscal Report (Financial) by Ms. Thompson, Ms. Palmer-Smith. Second the motion

Mr. Derick Jennings reported on the follow up on success of the Getting Ahead Graduates in Jefferson County.

Program updates by Mr. Center.

Mr. Center reflected on the historical recaps of the removal of the Head Start program out of Franklin County. The communication chain included citizens and community groups (Bring me a Book) Community Leaders and has gone High as Senator Bill Nelson. Mr. Center mentioned we have no intent in delegating Head Start services to members of Franklin County Community groups and are in search of a suitable site for the program. Mr. Center after talking to Bob Bialis asked the Board to reconsider the vote to withdraw head Start services out of Franklin County.

Bishop Green said he believes we have a true director and credentialing of teachers or waivers. But Franklin has a larger problem in the scope of Education!

Ms. Lanier is concerned that we are being forced to remain in Franklin County

Mr. Center explained the funding crunch and future funding changes makes it difficult for Capital Area Community Action Agency to pull the Head Start program. Busing is not an option. We are trying to be respectful to the community,

We have a five year Grant in place in which we have the opportunity to modify the plan.

Ms. Venita asked if transportation will remain in place if we move out of Franklin and stated that Mr. Bob said there needs to be a cultural change in Franklin County.

As the standards of Montessori differ from Head Start how can a Montessori director operate under both hats?

Mr. Center stated that the Director is ours. With that being said the directives and standards of Head Start will be followed but in the stakeholders are composed of differing agencies.

#### CONCERNS OF THE BOARD PERTAINING TO FRANKLIN COUNTY HEAD START

- 1) If we can adequately provide Head Start services, in Head Start way, with staffing in place that is actually about the center.
- 2) No connection to the parent
- 3) The Board conclude that open communication with the stakeholders in the form of a conference call, Town Hall, or closed meeting can work to identify key stakeholder and constituent issues with Community Action's Head Start Program and work to form a basis of understanding going forward.

Update Ms. Treadwell attended an award ceremony in Jefferson County Schools. Most of the students who received awards were Head Start students

Jefferson County has benefited from Capital Area Community Action Agency and invited to a meeting on a 1st or 3rd Thursday of the month. To issue a proclamation of appreciation tentatively scheduled for 6 of July.

Mr. Center introduced the bios of new case managers for Leon, Gadsden, and Wakulla County

Mr. Center stated we made an offer of \$525,000 and the bank accepted. We have to draft the contract and inspect the building. The roof needs to be replaced it needs to have at least 5 years of life. The roof is 21 years old. The a/c was inspected by heat and air and the elevator was inspected. We will be \$60,000 in repairs that will be written into the loan and deducted from the sales price.

Ms. Palmer-Smith after reading the Executive Brief asked if an assistant was hired and a status of the United Way Awards program

The Board Chair adjourned the meeting at 7:38pm.

DRAFT

# FFY 2017 CSBG QUARTERLY FOCAS REPORT

**STEP 1: Complete contact information**

GRANTEE: Capital Area Community Action Agency, Inc.  
 AGREEMENT NUMBER: 17SB-OD-12-00-04-004

CONTACT: Tim Center

PHONE: 850-222-2043

EMAIL: tim.center@caaacinc.org

**STEP 2: Enter the date each report was generated:**

| Units Expected To Be Achieved | Actual Year-to-Date |         | Actual Year-to-Date |         | 1st Quarter                 |         | 2nd Quarter                 |         | 3rd Quarter                 |         | 4th Quarter                 |         | 5th Quarter                 |         | 6th Quarter                 |         |
|-------------------------------|---------------------|---------|---------------------|---------|-----------------------------|---------|-----------------------------|---------|-----------------------------|---------|-----------------------------|---------|-----------------------------|---------|-----------------------------|---------|
|                               | Units Achieved      | Percent | Units Achieved      | Percent | Units Achieved this Quarter | Percent | Units Achieved this Quarter | Percent | Units Achieved this Quarter | Percent | Units Achieved this Quarter | Percent | Units Achieved this Quarter | Percent | Units Achieved this Quarter | Percent |
| 16,500                        | 8,118               | 49.2%   | 2,510               | 1,404   | 2,891                       | 2,717   | 2,891                       | 2,717   | 2,891                       | 2,717   | 2,891                       | 2,717   | 2,891                       | 2,717   | 2,891                       | 2,717   |
| 7,500                         | 3,685               | 49.1%   | 1,404               | 1,043   | 1,238                       | 1,043   | 1,238                       | 1,043   | 1,238                       | 1,043   | 1,238                       | 1,043   | 1,238                       | 1,043   | 1,238                       | 1,043   |

**STEP 3: Enter the total number of individuals and families served during the quarter**

**NUMBER OF CLIENTS SERVED**

| Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date |
|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 16,500              | 8,118               | 49.2%               | 2,510               | 1,404               | 2,891               | 2,717               | 2,891               | 2,717               | 2,891               | 2,717               | 2,891               | 2,717               | 2,891               | 2,717               | 2,891               | 2,717               | 2,891               |

**STEP 4: Enter your quarterly expenditures by category**

**EXPENDITURES REPORT**

| Table 1   Expenditures by Category                                       | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| A. Community Services Block Grant  | 9,031,115           | 4,286,419           | 47.3%               | 1,435,742           | 1,525,843           | 1,525,843           | 1,525,843           | 1,525,843           | 1,525,843           | 1,525,843           | 1,525,843           | 1,525,843           | 1,525,843           | 1,525,843           | 1,525,843           | 1,525,843           | 1,525,843           |
| B. Federal Government Resources other than CSBG                          | 384,000             | 154,943             | 40.3%               | 55,860              | 51,879              | 51,879              | 51,879              | 51,879              | 51,879              | 51,879              | 51,879              | 51,879              | 51,879              | 51,879              | 51,879              | 51,879              | 51,879              |
| C. State Resources (Non-federal, state-appropriated funds)               | 165,000             | 62,994              | 38.2%               | 30,511              | 14,562              | 14,562              | 14,562              | 14,562              | 14,562              | 14,562              | 14,562              | 14,562              | 14,562              | 14,562              | 14,562              | 14,562              | 14,562              |
| D. Local Government Resources  | 714,000             | 16,171              | 2.3%                | 6,016               | 6,341               | 6,341               | 6,341               | 6,341               | 6,341               | 6,341               | 6,341               | 6,341               | 6,341               | 6,341               | 6,341               | 6,341               | 6,341               |
| E. Private Sector Resources  | 10,294,115          | 4,522,527           | 43.9%               | 1,528,129           | 1,598,625           | 1,598,625           | 1,598,625           | 1,598,625           | 1,598,625           | 1,598,625           | 1,598,625           | 1,598,625           | 1,598,625           | 1,598,625           | 1,598,625           | 1,598,625           | 1,598,625           |
| TOTAL NON-CSBG RESOURCES (Federal+State+Local Government+Private Sector) | 10,294,115          | 4,522,527           | 43.9%               | 1,528,129           | 1,598,625           | 1,598,625           | 1,598,625           | 1,598,625           | 1,598,625           | 1,598,625           | 1,598,625           | 1,598,625           | 1,598,625           | 1,598,625           | 1,598,625           | 1,598,625           | 1,598,625           |
| TOTAL CSBG Funds   | 1,032,412           | 301,510             | 29.2%               | 94,450              | 95,366              | 95,366              | 95,366              | 95,366              | 95,366              | 95,366              | 95,366              | 95,366              | 95,366              | 95,366              | 95,366              | 95,366              | 95,366              |
| TOTAL AGENCY BUDGET  | 11,326,527          | 4,824,037           | 42.6%               | 1,622,579           | 1,693,991           | 1,693,991           | 1,693,991           | 1,693,991           | 1,693,991           | 1,693,991           | 1,693,991           | 1,693,991           | 1,693,991           | 1,693,991           | 1,693,991           | 1,693,991           | 1,693,991           |

**STEP 5: Complete NPI's 1-6 below**

**OUTCOMES**

| NPI  | Expected | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date | Actual Year-to-Date |
|--|----------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 1.1 Employment   | 96       | 10                  | 10.4%               | 0                   | 5                   | 5                   | 5                   | 5                   | 5                   | 5                   | 5                   | 5                   | 5                   | 5                   | 5                   | 5                   | 5                   |
| A. Unemployed and obtained a job   | 52       | 3                   | 5.8%                | 0                   | 2                   | 2                   | 2                   | 2                   | 2                   | 2                   | 2                   | 2                   | 2                   | 2                   | 2                   | 2                   | 2                   |
| B. Employed and maintained a job for at least 90 days  | 30       | 7                   | 23.3%               | 0                   | 4                   | 4                   | 4                   | 4                   | 4                   | 4                   | 4                   | 4                   | 4                   | 4                   | 4                   | 4                   | 4                   |
| C. Employed and obtained an increase in employment income and/or benefits  | 0        | 0                   | 0%                  | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |
| D. Achieved "living wage" employment and benefits  | 0        | 0                   | 0%                  | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |
| 1.2 Employment Supports  | 120      | 28                  | 23.3%               | 0                   | 13                  | 13                  | 13                  | 13                  | 13                  | 13                  | 13                  | 13                  | 13                  | 13                  | 13                  | 13                  | 13                  |
| A. Obtained skills/competencies required for employment  | 30       | 1                   | 3.3%                | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |
| B. Completed ABE/GED and received certification or diploma   | 96       | 3                   | 3.1%                | 0                   | 1                   | 1                   | 1                   | 1                   | 1                   | 1                   | 1                   | 1                   | 1                   | 1                   | 1                   | 1                   | 1                   |
| C. Completed post-secondary education program and obtained certificate or diploma                                    | 230      | 169                 | 73.5%               | 134                 | 34                  | 34                  | 34                  | 34                  | 34                  | 34                  | 34                  | 34                  | 34                  | 34                  | 34                  | 34                  | 34                  |
| D. Enrolled children in before or after school programs  | 834      | 399                 | 47.8%               | 378                 | 21                  | 21                  | 21                  | 21                  | 21                  | 21                  | 21                  | 21                  | 21                  | 21                  | 21                  | 21                  | 21                  |
| E. Obtained care for child or other dependent  | 100      | 18                  | 18.0%               | 0                   | 9                   | 9                   | 9                   | 9                   | 9                   | 9                   | 9                   | 9                   | 9                   | 9                   | 9                   | 9                   | 9                   |
| F. Obtain access to reliable transportation and/or driver's license  | 748      | 451                 | 60.3%               | 408                 | 43                  | 43                  | 43                  | 43                  | 43                  | 43                  | 43                  | 43                  | 43                  | 43                  | 43                  | 43                  | 43                  |
| G. Obtained health care services for themselves or a family member   | 0        | 0                   | 0%                  | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |
| H. Obtained and/or maintained safe and affordable housing  | 160      | 171                 | 106.9%              | 0                   | 148                 | 148                 | 148                 | 148                 | 148                 | 148                 | 148                 | 148                 | 148                 | 148                 | 148                 | 148                 | 148                 |
| I. Obtained food assistance  | 0        | 0                   | 0%                  | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |
| J. Obtained non-emergency LIHEAP energy assistance   | 0        | 0                   | 0%                  | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |
| K. Obtained non-emergency WX energy assistance   | 0        | 0                   | 0%                  | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |
| L. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not include LIHEAP or WX) | 0        | 0                   | 0%                  | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |
| Other Obtained identification or work permit documentation for employment (social security card, work permit, etc.)  | 0        | 0                   | 0%                  | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |
| 1.3 Economic Asset Enhancement and Utilization   | 750      | 318                 | 42.4%               | 228                 | 90                  | 90                  | 90                  | 90                  | 90                  | 90                  | 90                  | 90                  | 90                  | 90                  | 90                  | 90                  | 90                  |
| Enhancement  | 0        | 0                   | 0%                  | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |
| A. Participants in tax preparation programs who qualified for any type of Federal or State tax credit.               | 0        | 0                   | 0%                  | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |
| B. Participants obtaining court-ordered child support payments.  | 0        | 0                   | 0%                  | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |
| C. Number enrolled in telephone lifeline and/or energy discounts with agency assistance.                             | 750      | 318                 | 42.4%               | 228                 | 90                  | 90                  | 90                  | 90                  | 90                  | 90                  | 90                  | 90                  | 90                  | 90                  | 90                  | 90                  | 90                  |
| Utilization  | 15       | 1                   | 6.7%                | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |
| D. Participants demonstrating ability to complete and maintain a budget for over 90 days                             | 0        | 0                   | 0%                  | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |
| E. Participants opening an Individual Development Account (IDA) or other savings account                             | 0        | 0                   | 0%                  | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |
| F. Participants who increased their savings through IDA or other savings account                                     | 0        | 0                   | 0%                  | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |
| G. Number capitalizing a small business with accumulated savings   | 0        | 0                   | 0%                  | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |
| H. Number pursuing post-secondary education with savings   | 0        | 0                   | 0%                  | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   |



**STEP 4: Enter your quarterly expenditures by category**  
**EXPENDITURES REPORT**

|   | Units Expected To Be Achieved | Actual Year-to-Date Units Achieved | Actual Year-to-Date Percent Achvd | 1st Quarter Units Achieved this Quarter | 2nd Quarter Units Achieved this Quarter | 3rd Quarter Units Achieved this Quarter | 4th Quarter Units Achieved this Quarter | 5th Quarter Units Achieved this Quarter | 6th Quarter Units Achieved this Quarter |
|---|-------------------------------|------------------------------------|-----------------------------------|---|---|---|---|---|---|
| Others: Please identify:  |                               |                                    |                                   |   |   |   |   |   |   |
| 1) Media  | 1                             | 1                                  | 100.0%                            | 1                                       | 0                                       | 0                                       | 0                                       | 0                                       | 0                                       |
| 2)  |                               |                                    |                                   |   |   |   |   |   |   |
| N. Total unduplicated number of organizations agency actively works with to expand resources & opportunities        | 112                           | 112                                | 100.0%                            | 112                                     | 0                                       | 0                                       | 0                                       | 0                                       | 0                                       |
| <b>5.1 AGENCY DEVELOPMENT - Agency increases its Capacity to Achieve Results Through Training</b>                   |                               |                                    |                                   |   |   |   |   |   |   |
| A. Number of Certified Community Action Professionals   | Expected                      | Achieved                           | Percent                           | Achieved                                | Achieved                                | Achieved                                | Achieved                                | Achieved                                | Achieved                                |
| B. Number of Nationally Certified ROMA Trainers   | 0                             | 0                                  |                                   | 0                                       | 0                                       | 0                                       | 0                                       | 0                                       | 0                                       |
| C. Number of Family Development Certified Staff   | 0                             | 0                                  |                                   | 0                                       | 0                                       | 0                                       | 0                                       | 0                                       | 0                                       |
| D. Number of Child Development Certified Staff  | 0                             | 6                                  |                                   | 5                                       | 1                                       | hs                                      |   |   |   |
| E. Number of staff attending trainings  | 178                           | 81                                 | 45.5%                             | 62                                      | 16                                      | 3                                       |   |   |   |
| F. Number of board members attending trainings  | 36                            | 1                                  | 2.8%                              | 0                                       | 1                                       | 0                                       |   |   |   |
| G. Hours of staff in trainings  | 3,700                         | 487                                | 13.2%                             | 56                                      | 395                                     | 36                                      |   |   |   |
| H. Hours of board members in training   | 157                           | 32                                 | 20.4%                             | 0                                       | 32                                      | 0                                       |   |   |   |
| <b>6.1 Independent Living</b>   |                               |                                    |                                   |   |   |   |   |   |   |
| A. Senior Citizens (55 years old or older)  | Expected                      | Achieved                           | Percent                           | Achieved                                | Achieved                                | Achieved                                | Achieved                                | Achieved                                | Achieved                                |
| B. Individuals with Disabilities  | 2,060                         | 870                                | 42.2%                             | 220                                     | 399                                     | 251                                     |   |   |   |
| 1. Ages 0 - 17  | 1,820                         | 1,327                              | 72.91%                            | 346                                     | 551                                     | 430                                     | 0                                       | 0                                       | 0                                       |
| 2. Ages 18 - 54   | 320                           | 369                                | 115.31%                           | 114                                     | 128                                     | 127                                     |   |   |   |
| 3. Ages 55 and Over   | 750                           | 475                                | 63.33%                            | 121                                     | 193                                     | 161                                     |   |   |   |
| 4. Age Unknown  | 0                             | 483                                | 64.40%                            | 111                                     | 230                                     | 142                                     |   |   |   |
| <b>6.2 Emergency Assistance</b>   |                               |                                    |                                   |   |   |   |   |   |   |
| A. Emergency Food   | Expected                      | Achieved                           | Percent                           | Achieved                                | Achieved                                | Achieved                                | Achieved                                | Achieved                                | Achieved                                |
| B. Emergency Fuel or Utility payments (including LIHEAP or other public or private funding source)                  | 15,000                        | 8,079                              | 53.8%                             | 2,624                                   | 2,791                                   | 2,664                                   |   |   |   |
| C. Emergency Rent or Mortgage Assistance  | 0                             | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| D. Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)                                  | 54                            | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| E. Emergency Temporary Shelter  | 0                             | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| F. Emergency Medical Care   | 0                             | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| G. Emergency Protection from Violence   | 0                             | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| H. Emergency Legal Assistance   | 0                             | 11                                 |                                   | 0                                       | 8                                       | 3                                       |   |   |   |
| I. Emergency Transportation   | 0                             | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| J. Emergency Disaster Relief  | 0                             | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| K. Emergency Clothing   | 0                             | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| <i>Other Provide translation assistance in order for person to receive emergency services</i>                       |                               |                                    |                                   |   |   |   |   |   |   |
| <b>6.3 Child and Family Development</b>   |                               |                                    |                                   |   |   |   |   |   |   |
| <b>Infants and Children</b>   |                               |                                    |                                   |   |   |   |   |   |   |
| A. Infants and children obtain age appropriate immunizations, medical and dental care                               | 782                           | 436                                | 55.8%                             | 408                                     | 21                                      | 7                                       |   |   |   |
| B. Infants and children health and physical development are improved as a result of adequate nutrition              | 818                           | 369                                | 45.1%                             | 378                                     | 21                                      | 0                                       |   |   |   |
| C. Children participate in pre-school activities to develop school readiness skills                                 | 874                           | 403                                | 46.1%                             | 378                                     | 21                                      | 4                                       |   |   |   |
| D. Children participating in pre-school activities are developmentally ready for Kindergarten or 1st Grade          | 324                           | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| <b>Youth</b>  |                               |                                    |                                   |   |   |   |   |   |   |
| E. Youth improve health and physical development  | 0                             | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| F. Youth improve social/emotional development   | 60                            | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| G. Youth avoid risk-taking behavior for a defined period of time  | 0                             | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| H. Youth have reduced involvement with criminal justice system  | 0                             | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| I. Youth increase academic, athletic or social skills by participating in before or after school programs           | 60                            | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| <b>Adults</b>   |                               |                                    |                                   |   |   |   |   |   |   |
| J. Parents and other adults learn and exhibit improved parenting skills   | 120                           | 2                                  | 1.7%                              | 0                                       | 1                                       | 1                                       |   |   |   |
| K. Parents and other adults learn and exhibit improved family functioning skills                                    | 120                           | 38                                 | 31.7%                             | 0                                       | 20                                      | 18                                      |   |   |   |
| <b>6.4 Family Supports</b>  |                               |                                    |                                   |   |   |   |   |   |   |
| A. Enrolled children in before or after school programs   | Expected                      | Achieved                           | Percent                           | Achieved                                | Achieved                                | Achieved                                | Achieved                                | Achieved                                | Achieved                                |
| B. Obtained care for child or other dependent   | 0                             | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| C. Obtained access to reliable transportation and/or driver's license   | 0                             | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| D. Obtained health care services for themselves or a family member  | 0                             | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| E. Obtained safe and affordable housing   | 0                             | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| F. Obtained food assistance   | 0                             | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| G. Obtained non-emergency LIHEAP energy assistance  | 660                           | 121                                | 18.3%                             | 60                                      | 41                                      | 20                                      |   |   |   |
| H. Obtained non-emergency WX energy assistance  | 60                            | 20                                 | 33.3%                             | 10                                      | 7                                       | 3                                       |   |   |   |
| I. Obtained other non-emergency energy assistance (State-local/private energy program. Do NOT include LIHEAP or WX. | Expected                      | Achieved                           | Percent                           | Achieved                                | Achieved                                | Achieved                                | Achieved                                | Achieved                                | Achieved                                |
| A. Food Boxes   | 0                             | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| B. Pounds of Food   | 0                             | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| C. Units of Clothing  | 0                             | 0                                  |                                   | 0                                       | 0                                       | 0                                       |   |   |   |

**STEP 4: Enter your quarterly expenditures by category**  
**EXPENDITURES REPORT**

|                                   | Units Expected To Be Achieved | Actual Year-to-Date Units Achieved | Actual Year-to-Date Percent Achvd | 1st Quarter Units Achieved this Quarter | 2nd Quarter Units Achieved this Quarter | 3rd Quarter Units Achieved this Quarter | 4th Quarter Units Achieved this Quarter | 5th Quarter Units Achieved this Quarter | 6th Quarter Units Achieved this Quarter |
|-----------------------------------|-------------------------------|------------------------------------|-----------------------------------|---|---|---|---|---|---|
| D. Rides Provided                 | 0                             |                                    |                                   | 0                                       | 0                                       | 0                                       |   |   |   |
| E. Information and Referral Calls | 0                             |                                    |                                   | 0                                       | 0                                       | 0                                       |   |   |   |



**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<br>Balance |
|---|---------------------------|
| <b>Assets</b>                                 |                           |
| 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>          |
| <b>Liabilities and Net Assets</b>             |                           |
| <b>Liabilities</b>                            |                           |
| 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                   |
| <b>Net Assets</b>                             |                           |
| 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           |            |
| <b>Revenue</b>      |  |                  |                  |                    |            |
| 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              |            |
|                     | <b>Total Revenue</b>                           | <b>8,371,203</b> | <b>5,616,790</b> | <b>(2,754,413)</b> | <b>67%</b> |
| <b>Expenditures</b> |  |                  |                  |                    |            |
| 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                     | <u>3,400</u>     | <u>1,638</u>     | <u>1,762</u>     | 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      |                |         |   |
| LOWES         | 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 ~~HANCOCK CC~~ Account

55589  
 6/2/2017

| Invoice   | Description                                 |
|-----------|---|
| 052717-VT | <del>XXXXXXXXXX</del> V.TREADWELL-PAY AHEAD |

Amount  
 \$2,116.04

Hancock Bank  
 MAHAN  
 06/06/17 10:30

Seq: 0018 ID: 102397 CB: 7124

~~XXXXXXXXXX~~  
 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) J1:1755

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)   | 000 0    | \$ 208.43   |         |
| 1064  | 7420 (Training for Kim Smith)   | 110 (Hotel)        | 000 0    | \$ 674.64   |         |
| 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. Poitier)  | 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 10<sup>th</sup>  
 Ann. Prov.  
 Conf.  
 6/17/17

Day  
 Fring.

CLAT  
 800  
 800

Note: Deficit for

2116.04

CL 7410-Registr.

Session Date

APR 17 2017

Check Date

Check #

HANCOCK BANK  
PO BOX 61750  
NEW ORLEANS LA 70161-1750



VENITA TREADWELL  
CAPITAL AREA CAA  
309 OFFICE PLZ  
TALLAHASSEE FL 32301-2729  
\*\*N0003047

**MEMO STATEMENT**

Account Number

Statement Date

05-29-17

*No pymnt due as 3M-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<br>127051220580033                | M121.76 ✓ |
| 05-15     | 05-12      | 24164077132018411712717 | 3405 | ARRIVAL: 05-10-17<br>ENTERPRISE RENT-A-CAR TALLAHASSEE FL | M208.43 ✓ |
| 05-16     | 05-13      | 24755427135171358282514 | 3503 | SHERATON 404-6596500 GA<br>129051521030262                | M173.52 ✓ |
| 05-18     | 05-18      | 74270847138100007608453 | 0000 | ARRIVAL: 05-13-17<br>BRANCH PAYMENT - THANK YOU           | M178.18 ✓ |
| 05-24     | 05-23      | 24492157143894663865928 | 8398 | PAYPAL *ELCBIGBENDR 402-935-7733 CA                       | M20.00 ✓  |
| 05-24     | 05-23      | 24492157143894663957568 | 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                          | ACCOUNT NUMBER | ACCOUNT SUMMARY                             |
|---|----------------|---|
| 05-29-17                                | [REDACTED]     | pre pd. 2116.04 b/a = \$379.36              |
| CUSTOMER SERVICE CALL                   |                | NEW PURCHASES AND OTHER CHARGES 1,736.68 CR |
| Toll Free 1-800-448-8812                |                | NEW CASH ADVANCES .00                       |
| *Sheraton charges = 969.92              |                | CREDITS 178.18                              |
| See attached explanation of discrepancy |                | <b>STATEMENT TOTAL 1,558.50</b>             |
| 121.76                                  |                | TOTAL IN DISPUTE .00                        |
| 173.52                                  |                | CREDIT LIMIT 2,000.00                       |
| 674.64                                  |                |   |







HANCOCK BANK  
PO BOX 61750  
NEW ORLEANS LA 70161-1750

*Visa BusinessCard*  
**Statement of Account**  
Issued by Whitney Bank

**MEMO STATEMENT**

Account Number

~~XXXXXXXXXXXX~~

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<br>178052620560127 | M674.64 |

ARRIVAL: 05-25-17

**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 <del>9990</del> | 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)          | rented space<br>255 for mtg<br>one service | 600      | \$ 50.00 ✓       |                |
| <b>TOTAL</b>         |                           |  |          | <b>\$ 603.14</b> | <b>\$ 0.00</b> |

\*\*\*\*\*

Finance Department Only

Session Date AP170603HB

Check Date \_\_\_\_\_

Check # \_\_\_\_\_

Payee HANCOCK BANK  
Vendor ID HANCOCK CC

Account #:

55666  
6/20/2017

| Invoice    | Description              | Amount   |
|------------|--------------------------|----------|
| 052917-FOA | FATIMA OLEABHIELE ALEXAN | \$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



10130 (9/16) J131756

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](http://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 TALLAHASEE FL              | M35.00 ✓  |
| 05-23     | 05-22      | 24431067143200888201003 | 5814 | BOJANGLES 1223 TALLAHASSEE FL          | M46.58 ✓  |
| 05-23     | 05-22      | 24445007143000783261213 | 5411 | PUBLIX #852 TALLAHASEE 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 TALLAHASEE FL              | M14.97 ✓  |
| 05-26     | 05-25      | 24692167145000573330483 | 8398 | ARC*RED CROSS DONATION 800-733-2767 CA | M50.00 ✓  |

| STATEMENT DATE                                    | ACCOUNT NUMBER | ACCOUNT SUMMARY                        |
|---|----------------|--|
| 05-29-17  | [REDACTED]     | NEW PURCHASES AND OTHER CHARGES 603.14 |
| CUSTOMER SERVICE CALL<br>Toll Free 1-800-448-8812 |                | NEW CASH ADVANCES .00                  |
|   |                | CREDITS 342.10                         |
|   |                | <b>STATEMENT TOTAL 261.04</b>          |
|   |                | TOTAL IN DISPUTE .00                   |
|   |                | CREDIT LIMIT 2,000.00                  |

**AUTHORIZATION FOR PAYMENT**

RECEIVED  
 JUN 13 2017  
 RECEIVED  
 JUN 13 2017  
 e

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 ✓          |                             |
| <del>1064</del> | <del>6850 (Bed Bugs)</del> | <del>256</del> | <del>600</del> | <del>\$ 12.50</del> | <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 # \_\_\_\_\_





# 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

*synthesis  
 corr if  
 wrong*

| 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 ✓ |         |
| <b>TOTAL</b> |                              |                         |          | \$ 398.27   | \$ 0.00 |

\*\*\*\*\*

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 ✓        |                |
| <b>TOTAL</b> |                        |                        |          | <b>\$ 1,337.49</b> | <b>\$ 0.00</b> |

CAT

800

\*\*\*\*\*

Finance Department Only

Session Date \_\_\_\_\_  
Check Date \_\_\_\_\_ Check # \_\_\_\_\_



55667  
6/20/2017

Payee HANCOCK BANK  
Vendor ID HANCOCK CC Account #

Amount  
\$1,735.76

Invoice Description  
052917-KJR [REDACTED] KRISTIN JACKSON RESHAF

Hancock Bank  
MAHAN  
06/21/17 11:23

Seq: 0021 ID: 102397 CB: 7124

[REDACTED]  
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](http://visasavingsedge.com).

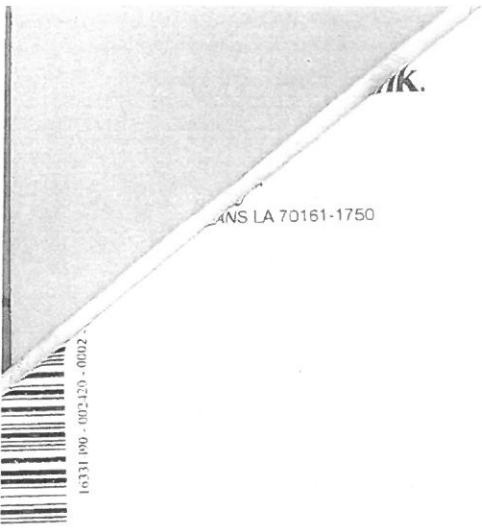
Transactions causing an over-limit situation on your account may not be honored. Access to credit may be declined at any time your account is in a past due status or may be delayed until check payments have cleared. Please refer to Terms and Conditions.

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            | M117.65 ✓ |
| 05-10     | 05-09      | 24445007130400142038366 | 5411 | WM SUPERCENTER #1408 TALLAHASSEE FL      | M149.00 ✓ |
| 05-10     | 05-09      | 24445007130000805216513 | 5331 | DOLLAR TREE TALLAHASSEE FL               | M5.48 ✓   |
| 05-12     | 05-11      | 24445007132400147377189 | 5411 | WM SUPERCENTER #1077 TALLAHASSEE FL      | M12.50 ✓  |
| 05-12     | 05-10      | 24323007131254130010077 | 7211 | WASH AROUND THE CLOCK TALLAHASSEE FL     | M21.00 ✓  |
| 05-15     | 05-12      | 24445007133000924742875 | 5411 | PUBLIX #782 TALLAHASSEE FL               | M12.50 ✓  |
| 05-16     | 05-15      | 24445007135200126030545 | 7211 | OPS* WASH AROUND CLOCK 1A TALLAHASSEE FL | M22.00 ✓  |
| 05-16     | 05-15      | 24391217136508300403025 | 5945 | TOYS R US #8730 TALLAHASSEE FL           | M30.98 ✓  |
| 05-17     | 05-15      | 24445007136200119321736 | 5999 | PARTY CITY #327 TALLAHASSEE FL           | M34.32 ✓  |
| 05-17     | 05-16      | 24391217137508309930050 | 5945 | TOYS R US #8730 TALLAHASSEE FL           | M51.00 ✓  |
| 05-17     | 05-16      | 24445007137000767088580 | 5331 | DOLLAR TREE TALLAHASSEE FL               | M164.25 ✓ |
| 05-17     | 05-16      | 24226387137400005799017 | 5411 | WAL-MART #4520 TALLAHASSEE FL            | M171.71 ✓ |
| 05-18     | 05-18      | 74270847138100007608370 | 0000 | BRANCH PAYMENT - THANK YOU               |           |

| STATEMENT DATE                                    | ACCOUNT NUMBER | ACCOUNT SUMMARY                 |                 |
|---|----------------|---------------------------------|-----------------|
| 05-29-17  | [REDACTED]     | NEW PURCHASES AND OTHER CHARGES | 1,735.76        |
| CUSTOMER SERVICE CALL<br>Toll Free 1-800-448-8812 |                | NEW CASH ADVANCES               | .00             |
|   |                | CREDITS                         | 171.71          |
|   |                | <b>STATEMENT TOTAL</b>          | <b>1,564.05</b> |
|   |                | TOTAL IN DISPUTE                | .00             |
|   |                | CREDIT LIMIT                    | 2,000.00        |

\*\*\*\*\*



ANS LA 70161-1750

Visa BusinessCard  
Statement of Account  
Issued by Whitney Bank

RECEIVED  
JUN 13 2017

MEMO STATEMENT

Account Number

[REDACTED]

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<br>023052603320079 | - M937.02 ✓ |

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) <sup>Registration</sup> | 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 06 03 43

Check Date \_\_\_\_\_

Check # \_\_\_\_\_

Payee HANCOCK BANK  
 Vendor ID HANCOCK CC Account #:

55669  
 6/20/2017

| Invoice   | Description           |
|-----------|-----------------------|
| 052917-NR | NICHELLE RICHARDS ROL |

Amount  
 \$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](http://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 | M110.40 ✓ |
| 05-11     | 05-10      | 24445007131000829577964  | 5411 | PUBLIX #1051 TALLAHASSEE FL            | M20.65 ✓  |
| 05-16     | 05-15      | 247650171352068088100136 | 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      | 244450071450008900025797 | 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           | ACCOUNT NUMBER | ACCOUNT SUMMARY                          |
|--------------------------|----------------|--|
| 05-29-17                 | [REDACTED]     | NEW PURCHASES AND OTHER CHARGES 1,543.03 |
| CUSTOMER SERVICE CALL    |                | NEW CASH ADVANCES .00                    |
| Toll Free 1-800-448-8812 |                | CREDITS 767.55                           |
|                          |                | STATEMENT TOTAL 775.48                   |
|                          |                | TOTAL IN DISPUTE .00                     |
|                          |                | CREDIT LIMIT 2,500.00                    |

Capital Area  
**Community  
 Action**  
 Agency

**RECEIVED**  
 JUN 07 2017

**AUTHORIZATION FOR PAYMENT**

Date Received 06/05/2017

Date Submitted 06/07/2017

Vendor Name HANCOCK BANK VISA pg 1 of 2

Group or Invoice # 052917-05 Payment Amount 1491.95

Notes ACCT#XXXX7366- NINA (SINGLETON) SELF

Prepared or Submitted by Printed Name NINA SELF

Signature *[Handwritten Signature]*

Approved by Printed Name TIM CENTER

Signature *[Handwritten Signature]*

| FUND         | GENERAL LEDGER              | ACTIVITY                                 | LOCATION          | DR        | CR       |
|--------------|-----------------------------|--|-------------------|-----------|----------|
| 9000         | 7010                        | DISPOSAL FEE AT DUMPT FOR                | OFFICE FURN       | \$ 9.50   | ✓        |
| 3366         | 7450                        | ADV CASE MNGR POSITION                   | 0                 | \$ 298.57 | ✓        |
| 1064         | 7420                        | <del>155</del> PREF. SEAT FEE-N. SELF    | TRVL HS DATA TRNG | \$ 24.56  | ✓        |
| 1064         | 7420                        | <del>255</del> PREF. SEAT FEE-K. RESHARD | TRVL HS DATA TRNG | \$ 24.56  | ✓        |
| 3366         | 6920                        | SERVICE-CO. VEH                          | FOR PAT CARROLL   | \$ 72.34  | ✓        |
| 1064         | 7420                        | <del>255</del> TRVL INSUR.               | HS DATA TRNG      | \$ 95.84  | ✓        |
| 1064         | 7420                        | AIRLINE TICKET                           | HS DATA TRNG      |           | \$ 49.12 |
| 3366         | 6180                        | BACKGRND CHECK                           | R. MCCASKILL      | \$ 24.00  | ✓        |
| 3366         | <del>6180</del>             | BACKGRND CHECK                           | M. DURHAM         | \$ 24.00  | ✓        |
| 9000         | 6410                        | ADMIN SUPPLIES                           | 600               | \$ 52.47  | ✓        |
| 3366         | <del>6415</del> <u>7210</u> | GETTING AHEAD SUPPLIES                   | <u>0633</u>       | \$ 54.95  | ✓        |
| <b>TOTAL</b> |                             |  |                   | \$ 680.79 | \$ 49.12 |

CAT  
600  
800  
800  
enter as 40.72 - 800  
subtract from Trvl ins. for entry

\*\*\*\*\*  
Finance Department Only      Session Date APR 7 2017  
 Check Date \_\_\_\_\_ Check # \_\_\_\_\_



Payee HANCOCK BANK  
 Vendor ID HANCOCK CC Account #:

55670  
 6/20/2017

| Invoice   | Description                      |
|-----------|----------------------------------|
| 052917-NS | [REDACTED] NINA (SINGLETON) SELF |

Amount  
 \$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

101301911610131758

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   | M95.50  |
| 05-02     | 05-01      | 24692167121000811060627 | 5969 | INDEED 203-564-2400 CT  | M298.57 |
| 05-08     | 05-04      | 24431067125978001908693 | 3001 | AMERICAN AIR0010649955262 FORT WORTH TX<br>SELF/NINA DEPARTURE: 05-04-17<br>RVU AA Y FEE                                  | M24.56  |
| 05-08     | 05-04      | 24431067125978001908701 | 3001 | AMERICAN AIR0010649955263 FORT WORTH TX<br>RESHARD/KRISTIN DEPARTURE: 05-04-17<br>RVU AA Y FEE                            | M24.56  |
| 05-08     | 05-05      | 24755427125261258293166 | 5511 | BOBBIN TRACE AUTOMOTIVE L 850-5750168 FL  | 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<br>SELF/NINA DEPARTURE: 05-22-17  | M774.10 |
| 05-08     | 05-04      | 24431067125978000704440 | 3001 | AMERICAN AIR0012127111843 FORT WORTH TX<br>RESHARD/KRISTIN DEPARTURE: 05-22-17<br>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  
 600  
~~800~~  
~~800~~  
 6.72 - 500  
 Subtract from Trvl ins. for entry

| STATEMENT DATE           | ACCOUNT NUMBER | ACCOUNT SUMMARY                          |
|--------------------------|----------------|--|
| 05-29-17                 | [REDACTED]     | NEW PURCHASES AND OTHER CHARGES 3,089.27 |
| CUSTOMER SERVICE CALL    |                | NEW CASH ADVANCES .00                    |
| Toll Free 1-800-448-8812 |                | CREDITS 4,767.72                         |
|                          |                | STATEMENT TOTAL 1,678.45 cr              |
|                          |                | TOTAL IN DISPUTE .00                     |
|                          |                | CREDIT LIMIT 6,000.00                    |

Bank.

WELLS FARGO BANK  
PO BOX 61750  
NEW ORLEANS LA 70161-1750



Visa BusinessCard  
Statement of Account  
Issued by Whitney Bank

RECEIVED  
JUN 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<br>SELF/NINA DEPARTURE: 05-22-17<br>EBC AA Y FEE | M25.00 ✓    |
| 05-29     | 05-25      | 24431067146978001685452 | 3001 | AMERICAN AIR0010282475019 FORT WORTH TX<br>SELF/NINA DEPARTURE: 05-25-17<br>EBC AA Y FEE | M25.00 ✓    |
| 05-29     | 05-26      | 24755427146151463998128 | 3695 | EMBASSY SUITES LOUISVILLE KY<br>023052603320078 ARRIVAL: 05-26-17                        | M780.33 ✓   |

CAT  
 600  
 - 800  
 - 800  
 6.72 ✓ - 800  
 subtract from (TVI)  
 ins. for entry

\*\*\*\*\*



**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                 | REOCCURRING SUBSCRIP   | ADOBE ACROPRO         | \$ 14.99    |         |
| ok (1084) <del>9990</del> | 7420 <del>7460</del> | CONF.ROOM FOR          | HEADSTRT TRANS. CEREM | \$ 400.00   | via Tcc |
| 9000                      | 7420                 | HOTEL CAREERSOURCE MTG | ST.PETE,FL            | \$ 327.92   |         |
| 9000                      | 7420                 | FACA CONF. REGIST FEE  | JACKSONVILLE, FL      | \$ 350.00   |         |
| 9000                      | 7020                 | REOCCURRING SUBSCRIP   | TALL DEMOCRAT PAPER   | \$ 26.87    |         |
| <b>TOTAL</b>              |                      |                        |                       | \$ 1,456.82 | \$ 0.00 |

\*\*\*\*\*

Finance Department Only

Session Date APR 20 6 03 AM  
 Check Date \_\_\_\_\_ Check # \_\_\_\_\_

55671

Payee HANCOCK BANK  
Vendor ID HANCOCK CC

Account #

55671  
6/20/2017

| Invoice   | Description |
|-----------|-------------|
| 052917-TC | [REDACTED]  |

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

mount  
\$1,456.82

\$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](http://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<br>133018 ARRIVAL: 05-13-17                      | M303.00   |
| 05-17     | 05-15      | 24610437136004031524106 | 5734 | ADOBE *ACROPRO SUBS 800-833-6687 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<br>0016835105170 ARRIVAL: 05-15-17 | M327.92   |
| 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    |                | NEW CASH ADVANCES .00                    |
| Toll Free 1-800-448-8812 |                | CREDITS 1,329.27                         |
|                          |                | <b>STATEMENT TOTAL 127.55</b>            |
|                          |                | TOTAL IN DISPUTE .00                     |
|                          |                | CREDIT LIMIT 6,000.00                    |

*M*

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING ACCOUNT

00002

55652  
6/15/2017

Payee LOWE'S  
Vendor ID LOWES

Account #:

| Invoice     | Description  | Discount | Amount   |
|-------------|--|----------|----------|
| 053117LOWES | <del>XXXXXXXXXX</del> TOOLS AND BLDG MATERIALS FOR H/S ... | \$0.00   | \$301.24 |
| Total :     |  | \$0.00   | \$301.24 |

Notes ~~XXXXXXXXXX~~ 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 Self

| FUND            | GENERAL LEDGER  | ACTIVITY       | LOCATION       | DR                   | CR                  |
|-----------------|-----------------|----------------|----------------|----------------------|---------------------|
| <del>1064</del> | <del>6850</del> | <del>259</del> | <del>600</del> | <del>\$ 14.25</del>  | <del>\$ 14.25</del> |
| 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           |                 |                |                | <del>\$ 315.49</del> | <del>\$ 14.25</del> |

cancel line extra

301.24 AS

\*\*\*\*\*

Finance Department Only

Session Date ~~APR 17 2017~~ APR 17 2017  
Check Date \_\_\_\_\_ Check # \_\_\_\_\_

ICES

Lowes® Business  
Card Account

CAPITAL AREA COMM ACTION  
Account Number [REDACTED]

Visit us at [www.lowes.com/credit](http://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/<br>Invoice Number | Description of Transaction or Credit | Amount     |
|-----------|-----------|-------------------------------------|--------------------------------------|------------|
| 05/02     | 05/02     |                                     | STORE 0417 TALLAHASSEE FL            | (\$14.25)  |
| 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   |
| 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 additional 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             |

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.

CART  
HARE  
ing & very  
ile!

**CUSTOMER SERVICE:** For Account Information log on to [www.lowes.com/credit](http://www.lowes.com/credit). This account is not registered. The authentication code is: NATT478, 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.

Get Details >

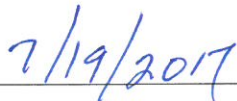
Capital Area  
**Community Action**  
Agency

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



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043  
[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



**FFY 2017 LIHEAP AGREEMENT  
ATTACHMENT J  
BUDGET SUMMARY AND WORKPLAN**  
As modified by Modification [ ] to Agreement 17EA-0F-\_\_\_\_\_

SUBRECIPIENT: Capital Area Community Action Agency, Inc.

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

**SECTION I: BUDGET SUMMARY**

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

**SECTION II: WORKPLAN**

| Type of Assistance              | Last Approved<br>Estimated Number of<br>Households | Amended Estimated<br>Number of Households | Estimated Cost Per<br>Household | Amended Estimated<br>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                           |
| <b>TOTAL</b>                    | <b>4,142</b>                                       | <b>4,618</b>                              |                                 | <b>1,516,350.00</b>                 |

\* 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-0F-12-00-04-005

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

|             |  |  |         |
|-------------|--|--|---------|
|             | 52.1546% CSBG Program; 47.8454% LIHEAP Program<br>2,080 hrs. @ \$13.90/hr. = \$28,912  |  | 13,833  |
|             | <b>FAMILY SERVICES CASE MANAGER (LEON)</b><br>98.7050% CSBG Program; 1.2950% LIHEAP Program<br>2,080 hrs. @ \$15.00/hr. = \$31,200       |  | 404     |
|             | <b>FAMILY SERVICES CASE MANAGER (GADSDEN)</b><br>83.0881% CSBG Program; 16.9119% LIHEAP Program<br>2,080 hrs. @ \$13.90/hr. = \$28,912   |  | 4,890   |
|             | <b>INTAKE WORKER (LEON)</b><br>0% CSBG Program; 100% LIHEAP Program<br>1520 hrs. @ \$10.40/hr. = \$15,808                                |  | 15,808  |
|             | <b>INTAKE WORKER (LEON)</b><br>19.2308% CSBG Program; 80.7692% LIHEAP Program<br>2,080 hrs. @ \$10.40/hr. = \$21,632                     |  | 17,472  |
|             | <b>FAMILY SERVICES CASE MANAGER (Jefferson)</b><br>92.2611% CSBG Program; 7.7339% LIHEAP Program<br>2,080 hrs. @ \$13.90/hr. = \$28,912  |  | 2,236   |
|             | <b>FAMILY SERVICES CASE MANAGER (Wakulla)</b><br>95.2472% CSBG Program; 4.7573% LIHEAP Program<br>2,080 hrs. @ \$14.42/hr. = \$29,993.60 |  | 1,427   |
|             | <b>LIHEAP PROGRAM MANAGER</b><br>18.1300% CSBG; 19.0680% LIHEAP Program, 62.800% LIHEAP Admin.<br>2,080 hrs. @ \$21.95/hr. = \$45,656    |  | 8,706   |
|             | <b>FRINGE BENEFITS; FICA, UC, HEALTH INSURANCE, WORKER'S COMP; RETIREMENT</b>  |  | 45,008  |
| <b>3(A)</b> | <b>TOTAL OUTREACH SALARIES INCLUDING FRINGE</b>  |  | 203,041 |
| <b>3(B)</b> | <b>OUTREACH EXPENSES (OTHER)</b>   |  |         |
|             | Advertising (Staff Recruitment, Outreach Materials, Publications)  |  | 500     |
|             | Background Screenings (new staff)  | Approx. 3 staff                                    | 225     |
|             | Building Repair (Maintainance)   | 200.00/mo. x 12 months                             | 2,400   |
|             | Communications (Telephone, Internet)   | 833.33/mo. x 12 months                             | 10,000  |
|             | Copying/Printing   | 325/mo. x 12 months                                | 3,900   |
|             | Dues and Subscriptions   |  | 200     |
|             | General Insurance (Includes Liability Insurance)   |  | 2,500   |
|             | Licenses and Fees  | Occupational Licenses, Driver's License Screenings | 200     |
|             | Office Supplies (Pens, Paper, File Folders, Envelopes, Staples, Labels, Calculator Tape, etc)  | 150.00/mo x 12 months                              | 1,800   |
|             | Postage  | 50/mo. x 12 months                                 | 700     |
|             | Technology (cmTools database amd electronic file storage)  | 325/mo. x 12 months                                | 3,900   |
|             | <b>OUTREACH EXPENSES (EQUIPMENT)</b>   |  |         |
|             | Equipment Leases (Copiers)   | 166.67/mo. x 12 months                             | 2,000   |
|             | Equipment Repair/Maintenance (Computers/Copiers)   | 200/mo. x 12 months                                | 2,400   |
|             | Expendable Equipment (computer and printer replacemer printer replacement)   | 250/mo. x 12 months                                | 3,000   |
|             | <b>OUTREACH EXPENSES (RENT)</b>  |  |         |
|             | Franklin County  | 75/mo. 12 months                                   | 900     |
|             | Gadsden County   | 400/mo. x 12 months                                | 4,800   |
|             | Gulf County  | 75/mo. x 12 months                                 | 900     |
|             | Jefferson County   | 500/mo. x 12 months                                | 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              |
|             |  |  |                  |
|             | <b>OUTREACH EXPENSES (UTILITIES)</b>   |  |                  |
|             | 200/mo. x 12                           |  | 2,400            |
|             |  |  |                  |
|             | <b>OUTREACH EXPENSES (TRAVEL)</b>      |  |                  |
|             | 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              |
|             |  |  |                  |
| <b>3(B)</b> | <b>TOTAL OUTREACH EXPENSES (OTHER)</b> |  | <b>70,201</b>    |
|             |  |  |                  |
|             | <b>TOTAL ADMINISTRATIVE EXPENSES</b>   |  | <b>146,529</b>   |
|             | <b>TOTAL OUTREACH EXPENSES</b>         |  | <b>273,242</b>   |
|             | <b>TOTAL DIRECT CLIENT ASSISTANCE</b>  |  | <b>1,516,494</b> |
|             | <b>GRAND TOTAL</b>                     |  | <b>1,936,265</b> |

**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              |   |
|   |                           |  | <b>\$1,516,494.00</b>          |   |
| 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%   |
|   |                           |  |                                |   |
|   |                           |  |                                |   |
|   |                           |  |                                |   |
|   |                           |  |                                |   |
| <b>Total Budgeted Direct Client Assistance*</b> | 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

## **Proposal**

Create a subsidiary company called Capital Area Community Action Agency Holdings, Inc. - a real property holding company to manage property for the Agency.

## **Rationale**

Federal funding guidelines prevent payment of interest on loans. This limits that ability of the organization to purchase property to provide mission-critical services.

Also, most grants are cost-reimbursement. This means that the ability to plan for operations and maintenance of any property owned must be handled out of pocket.

With a real property holding company, Community Action can cover mortgage plus interest payments while saving a percentage each month toward major renovations and upkeep of the property.

Additionally, the payment of mortgage and interest and maintenance in a single payment may offer quite considerable savings over a normal lease arrangement.

Management of said company would be the executive officers of the Agency.

As a subsidiary of a non-profit, the real property company will be considered a disregarded entity and not-subject to federal income taxes.



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043  
[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



# Capital Area **Community Action** Agency

## MEMORANDUM

**TO:** Head Start Policy Council and Board of Directors  
**FROM:** Tim Center, CEO and Head Start Director  
**RE:** Head Start Director's Report  
**DATE:** July 21, 2017

---

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

### Staffing

All positions for Leon and Jefferson County Head Start Centers are filled and staff know their assignments. Pre-service training is set and ready to begin on August 2, 2017.

All applicants for Franklin County Head Start Center positions were interviewed – no matter whether they currently had all the required credentials. Top candidates are having background references checked and criminal history screened.

### Facilities

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

Franklin County's Apalachicola City Commission approved a one year lease arrangement for the use of the 6<sup>th</sup> Street Recreation Center to house the Head Start Center. Some typical work will need to be done to prepare the program. Issues identified include:

- Phone/Internet
- Security
- Smoke detectors
- Mop sink
- Window blinds
- Storage shed
- Shelving
- Exterior Signage
- Exit signs
- Soap dispensers
- Paper Towel Holders
- Handwashing sink
- First aid kit/Disaster box
- Fencing
- Mulch/sand



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043  
[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



## **Curriculum**

The Education Manager and Education Specialists continue to focus on fidelity to the Creative Curriculum including the need for improved lesson plans and documentation of effort. Additional work will be completed this year in Jefferson County focusing on literacy for both students and families.

The pre-service program has been developed for this year. One highlight will be the one-day trauma informed care training to help staff identify when students are exhibiting behaviors prompted by underlying trauma

## **Enrollment**

Current registration and enrollment processes are underway. All slots should be full by the start of the school year. Franklin County has 14 students registered currently. Other families have expressed an interest in the program. Some families stated that they will need an extended day to care for their children. The Agency is working to provide an extended day to improve enrollment. No four-year old students are signed up for Head Start in Franklin County at this time.

## **Federal and State Regulations**

There are no new regulations to share at this time.

The annual Re-Funding Application was submitted to the Region IV HHS Office.

## **Budget**

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

## Family and Community Engagement Manager Monthly Report

### Program Status

- The total cumulative enrollment for the 2016-17 school year was **429**
- The total enrollment for the 2017-18 school year is **268 of 378** families have been enrolled
  1. Franklin County Head Start - **10 of 37** families enrolled
  2. Jefferson County Head Start - **26 of 40** families enrolled
  3. Mabry Street Head Start - **50 of 56** families enrolled
  4. Louise B. Royal Head Start - **57 of 57** families enrolled
  5. South City Head Start - **125 of 188** families enrolled

### Health Report

|   |  |
|---|--|
| <b>Immunizations and Physical examinations</b>            | 366 Immunizations<br>358 Physical Examinations |
| <b>Established medical homes</b>                          | 320  |
| <b>Established dental homes and received dental exams</b> | 204 Dental Homes<br>141 Dental Exams           |
| <b>Hearing screenings</b>                                 | 349  |
| <b>Vision screenings</b>                                  | 358  |
| <b>Students that need follow-up (vision)</b>              | 26   |
| <b>Molar express screened (dental)</b>                    | 187  |
| <b>Focus First screened (vision)</b>                      | 288  |
| <b>Students that need follow-up</b>                       | 24   |

- Menus for the 2017-18 school year have been completed and is attached to this report

### Family and Community Engagement

- 6 volunteers were active for June
- 26 hours of In Kind was reported for June

### Areas of Concern

- Serving 37 families in new Franklin County Head Start location
  1. If 37 families are not enrolled in Franklin County, 1 mixed class of 20 students will be served and a class of 17 will be added to the Mabry Street location
- Food Preparation for Franklin and South City locations
- ChildPlus.Net –Tracking/Reporting –Inaccurate Reports
- Meeting 45/90 day health Screenings requirements (Vision/Hearing/Dental Exams/Lead/Hemoglobin/Hematocrit) for the 2017-18 school year
- Maintaining children’s files
- Medical Exclusion Process

# HEAD START MENUS 2017-2018 SCHOOL TERM

Dates of Use:

| Week : I   | MONDAY   | TUESDAY   | WEDNESDAY   | THURSDAY   | FRIDAY  |
|------------|--|---|---|--|---|
| BREAKFAST  | 1/2 c Orange Juice<br>1/4 c Oatmeal *<br>3/4 c 1% Lowfat Milk  | 1/2 c Sliced Peaches<br>1/3 c Corn Flakes<br>3/4 c 1% Lowfat Milk   | 1/2 c Orange Juice<br>1/3 c Rice Krispies<br>3/4 c 1% Lowfat Milk   | 1/2 c Sliced Bananas<br>1/3 c Cheerios<br>3/4 c 1% Lowfat Milk   | 1/2 c Orange Wedges<br>1/4 c Grits w/ 1/2 oz<br>Lowfat Am Cheese<br>3/4 c 1% Lowfat Milk                  |
| LUNCH      | 1/2 Grilled Chicken<br>Patty (= 2 oz) on<br>1/2 WW Bun *<br>1/4 c Corn (or on cob)<br>1/4 c Fruit Cocktail<br>3/4 c 1% Lowfat Milk | 1 Toasted Cheese<br>WW Sandwich *(F-13)<br>1/4 c Sweet Potato Fries<br>1/4 c Sliced Bananas<br>3/4 c 1% Lowfat Milk | 1/2 c Beef & Spaghetti<br>Casserole (D-3)<br>1/4 c Green Beans<br>1/2 WW Roll *<br>1/4 c Pineapple Chunks<br>3/4 c 1% Lowfat Milk | 1/2 c Tuna Salad (F-11)<br>1/2 sl WW Bread *<br>1/2 c Lettuce & Tomato<br>Wedges<br>1/4 c Sliced Peaches<br>3/4 c 1% Lowfat Milk | 1 1/2 oz Hamburger on<br>1/2 WW Bun *<br>1/4 c Peas & Carrots<br>1/4 c Applesauce<br>3/4 c 1% Lowfat Milk |
| P.M. SNACK | 4 Saltine Crackers w/<br>1/2 oz Lowfat American<br>Cheese  | 1/2 c Strawberries<br>1/4 c Lowfat Yogurt   | 1/2 Bagel<br>1 T Peanut Butter  | 1/2 c Orange Juice<br>2 squares Graham<br>Crackers (plain)   | 1/2 c Grape Juice<br>1/2 c Goldfish Crackers  |

Note: (letter - #) Refer to Child Care Recipes - Food for Health & Fun from USDA's Child Adult Child Care & Food Program

+ (pg #) Refer to FL CCFP Cookbook (yellow cover)

All Fruit Juices = 100% full strength juice & pasteurized; ≈ has CN label; c = cup; T = tablespoon; sl = slice; ea = each; oz = ounce; WW = whole wheat

Bread Servings: 4 Saltine Crackers = 10 gm or 0.4 oz; 1/2 c Goldfish Crackers = 0.5 oz

1/2 Bun or 1/2 Roll, 2 Graham Crackers or 1/2 Bagel = 13 gm or 0.5 oz

1/2 c Orange Wedges = 1 Whole orange cut in 1/4's

Tues : 1 Toasted Cheese Sandwich = 2 oz Cheese (2 oz Meat/MA) + 2 sl bread

Wed : 1/2 c Beef & Spaghetti Casserole = 1 1/2 oz Meat, 1/4 c veg, 1/2 serving grain

Thurs: 1/2 c Tuna Salad = 2 oz Meat

• When juice or milk is not indicated with the p.m. snack, serve 1/2 c water. (Remember water is NOT considered a meal component).

\*Donates at least one daily serving requirement of 100% Whole Wheat or WGR

Menus Approved By: \_\_\_\_\_

Title: Head Start Consultant Dietitian

# HEAD START MENUS 2017-2018 SCHOOL TERM

Dates of Use:

| Week : II  | MONDAY   | TUESDAY  | WEDNESDAY  | THURSDAY   | FRIDAY  |
|------------|--|--|--|--|---|
| BREAKFAST  | 1/2 c Applesauce<br>1/4 c Grits<br>3/4 c 1% Lowfat Milk<br>1/4 c Scrambled Egg   | 1/2 c Orange Juice<br>1/3 c Rice Krispies<br>3/4 c 1% Lowfat Milk  | 1/2 c Orange Wedges<br>1/3 c Cheerios<br>3/4 c 1% Lowfat Milk  | 1/2 c Strawberries<br>1/3 c Corn Flakes<br>3/4 c 1% Lowfat Milk  | 1/2 c Sliced Bananas<br>1/4 c Oatmeal *<br>3/4 c 1% Lowfat Milk                             |
| LUNCH      | 1 portion Oven-Baked BBQ Chicken (D-29)<br>1/4 c Steamed Broccoli<br>1/2 WW Roll *<br>1/4 c sl Peaches<br>3/4 c 1% Lowfat Milk | 1 c Cheese & Vegetable WW Pasta* +(pg 74)<br>1/2 c Tossed Salad w/<br>1 T Salad Dressing<br>1/4 c Fruit Cocktail<br>3/4 c 1% Lowfat Milk | 1/2 c Chicken Salad (E-7) on<br>1/2 sl WW Bread *<br>1/2 c Lettuce & Tomato<br>1/4 c Diced Pears<br>3/4 c 1% Lowfat Milk | 1/2 c Shepherd's Pie + (pg 43)<br>1/4 c Cucumber & Tomato Salad<br>1/2 WW Roll *<br>3/4 c 1% Lowfat Milk | 4 Baked Fish Nuggets ≈<br>1/4 c Cole Slaw<br>1/4 c Mandarin Oranges<br>3/4 c 1% Lowfat Milk |
| P.M. SNACK | 1/2 c Orange Juice<br>5 ea Animal Crackers (plain)   | 1/2 c Sliced Apples<br>2 T Peanut Butter Dip+ (pg 158)   | 1/2 c Carrot & Celery Sticks<br>1 T Lowfat Dressing<br>4 Saltine Crackers  | 1/2 c Apple Juice<br>6 ea Hard Pretzels  | 1/2 c Grape Juice<br>4 Ritz Crackers  |

Note: (letter - #) Refer to Child Care Recipes - Food for Health & Fun from USDA's Child Adult Child Care & Food Program

+ (pg #) Refer to FL CCFP Cookbook (yellow cover)

All Fruit Juices = 100% full strength juice & pasteurized; ≈ has CN label; c = cup; T = tablespoon; sl = slice; ea = each; oz = ounce; WW = whole wheat

Bread Servings: 6 ea Hard Pretzels, 4 Saltine or Ritz Crackers = 10 gm or 0.4 oz

1/2 Roll or 5 Animal Crackers = 13 gm or 0.5 oz

1/2 c Orange Wedges = 1 whole orange cut in 1/4's

Tues: 1 c Cheese & Vegetable Pasta (= 1 1/2 oz meat/alt; 1/4 c vegetables; 3/4 G/B)

Wed: 1/2 c Chicken Salad = 2 oz meat

Thurs: Shepherd's Pie = 1 1/2 oz M/MA + 3/8 c veg.

Fri: 4 (= 4 oz) Fish Nuggets = 2 oz M/MA + 1.5 servings bread (CN)

• When juice or milk is not indicated with the p.m. snack, serve 1/2 c water. (Remember water is NOI considered a meal component).

\*Donates at least one daily serving requirement of 100% Whole Wheat or WGR

Menus Approved By: \_\_\_\_\_

Title: Head Start Consultant Dietitian



# HEAD START MENUS 2017-2018 SCHOOL TERM

Dates of Use:

| Week: III  | MONDAY  | TUESDAY   | WEDNESDAY   | THURSDAY   | FRIDAY   |
|------------|---|---|---|--|--|
| BREAKFAST  | 1/2 c Sliced Apples<br>1/4 c Oatmeal *<br>w/Cinnamon<br>3/4 c 1% Lowfat Milk  | 1/2 c Mandarin Oranges<br>1/3 c Cheerios<br>3/4 c 1% Lowfat Milk  | 1/2 c Orange Wedges<br>1/3 c Corn Flakes<br>3/4 c 1% Lowfat Milk  | 1/2 c Apple Juice<br>1/3 c Rice Krispies<br>3/4 c 1% Lowfat Milk   | 1/2 c Orange Juice<br>1/4 c Grits w/ 1/2 oz<br>Lowfat Am Cheese<br>3/4 c 1% Lowfat Milk  |
| LUNCH      | 5 Baked Chicken Nuggets≈<br>w/2 T Honey Mustard<br>Sauce (pg 13)<br>1/4 c Green Peas<br>1/4 c Carrot & Raisin<br>Salad + (98)<br>3/4 c 1% Lowfat Milk | 1/2 c Chili + (pg 52)<br>1/2 c Tossed Salad w/<br>1 T Lowfat Dressing<br>4 Saltine Crackers<br>3/4 c 1% Lowfat Milk | 3/8 c Blackeyed Peas<br>1/4 c Macaroni & Cheese<br>1/4 c Turnip Greens<br>1 sl Cornbread<br>1/4 c Sliced Apples<br>3/4 c 1% Lowfat Milk | Chicken & Yellow Rice=<br>(pg20)<br>1/4 c Stir Fry Vegetables<br>(1-10)<br>1/2 sl WW Bread *<br>1/4 c Mandarin Oranges<br>3/4 c 1% Lowfat Milk | 2/3 c Lasagna +(pg 42)<br>1/2 c Lettuce+ Tomato w/<br>1 T Lowfat Dressing<br>1/2 WW Roll *<br>1/4 c Applesauce<br>3/4 c 1% Lowfat Milk |
| P.M. SNACK | 1/2 c Orange Juice<br>1/2 c Goldfish Crackers   | 1/2 sl WW Bread *<br>1 T Peanut Butter  | 7 WGR Tortilla Chips*<br>1/2 c Salsa  | 1/2 c Carrot Sticks w/<br>1 T Lowfat Dressing<br>4 Ritz Crackers   | 1/2 c Fruit Cocktail<br>1/4 c Lowfat Yogurt  |

Note: (letter - #) Refer to Child Care Recipes - Food for Health & Fun from USDA's Child Adult Child Care & Food Program  
+ (pg #) Refer to FL CCFP Cookbook (yellow cover)

All Fruit Juices = 100% full strength juice & pasteurized; ≈ has CN label; c = cup; T = tablespoon; sl = slice; ea = each; oz = ounce; WW = whole wheat  
Bread Servings: 1/2 Roll or 7 WGR Tortilla Chips = 13 gm or 0.5 oz; 1 sl Cornbread = 16 gm or 0.6 oz; 1/2 c Goldfish Crackers = 0.5 oz

4 Ritz Crackers = 10 gm or 0.4 oz;

1/2 c Orange Wedges = 1 whole orange cut in 1/4's

Mon: 5 Chicken Nuggets = 2.0 oz M/MA + 1.0 bread (CN)

Tues: 1/2 c Chili = 1 1/2 oz M/MA + 1/2 c veg

Thurs: Chicken + Yellow Rice = 1 piece chicken (= 1 1/2 oz M/MA) + 3/4 c rice mix (= 1/4 c veg, 1 grain)

Fri: Lasagna = 1 1/2 oz M/MA, 1/8 c veg, 1/2 grain

• When juice or milk is not indicated with p.m. snack, serve 1/2 c water. (Remember water is NOT considered a meal component).

\* Donates at least one daily serving requirement of 100% Whole Wheat or WGR

Menus Approved By: \_\_\_\_\_  
Title: Head Start Consultant Dietitian

# HEAD START MENUS 2017-2018 SCHOOL TERM

Dates of Use:

| Week : IV  | MONDAY   | TUESDAY  | WEDNESDAY  | THURSDAY  | FRIDAY   |
|------------|--|--|--|---|--|
| BREAKFAST  | 1/2 c Pineapple Chunks<br>1/4 c Grits<br>3/4 c 1% Lowfat Milk<br>1/2 oz Turkey Sausage Patty                                       | 1/2 c Orange Wedges<br>1/3 c Corn Flakes<br>3/4 c 1% Lowfat Milk                                       | 1/2 c Orange Juice<br>1/3 c Rice Krispies<br>3/4 c 1% Lowfat Milk  | 1/2 c Sliced Bananas<br>1/3 c Cheerios<br>3/4 c 1% Lowfat Milk  | 1/2 c Orange Juice<br>1/2 Biscuit<br>3/4 c 1% Lowfat Milk  |
| LUNCH      | 1 1/2 oz sl Turkey w/<br>1 T Gravy<br>1/4 c Mashed Potatoes (1-9)<br>1/4 c Turnip Greens<br>1 sl Cornbread<br>3/4 c 1% Lowfat Milk | 2 ea Beef Soft Tacos (D-24)<br>(w/ lettuce & tomatoes)<br>1/4 c Sliced Peaches<br>3/4 c 1% Lowfat Milk | 1/2 c Chicken Salad (E-7) on<br>1/2 sl WW Bread *<br>1/2 c Vegetable Soup +<br>(=1/4 c veg); (pg 96)<br>1/4 c Pineapple Chunks<br>3/4 c 1% Lowfat Milk | 3/8 c Red Beans w/<br>1/4 c Brown Rice *<br>1/4 c Green Beans<br>1/4 c Mandarin Oranges<br>3/4 c 1% Lowfat Milk | 1 portion Oven Baked<br>Chicken (D-29)<br>1/4 c Mashed Sweet Potatoes<br>1/4 c Steamed Broccoli<br>1/2 WW Roll *<br>3/4 c 1% Lowfat Milk |
| P.M. SNACK | 7 WGR Tortilla Chips*<br>1/2 c Hummus  | 1/2 sl WW Bread *<br>1/2 oz Lowfat American<br>Cheese  | 1/2 c Pears<br>2 squares Graham<br>Crackers (plain)  | 1/2 c Grape Juice<br>5 ea Animal Crackers<br>(plain)  | 6 ea Hard Pretzels<br>2 T Peanut Butter Dip<br>+ pg 158  |

Note: (letter - #) Refer to Child Care Recipes - Food for Health & Fun from USDA's Child Adult Child Care & Food Program  
+ (pg #) Refer to FL CCFP Cookbook (yellow cover)

All Fruit Juices = 100% full strength juice & pasteurized; ≈ has CN label; c = cup; T = tablespoon; sl = slice; ea = each; oz = ounce; WW = whole wheat

Bread Servings: 4 Ritz Crackers or 6 ea Hard Pretzels = 10 gm or 0.4 oz;

1/2 Roll, 1/2 biscuit, 7 WGR Tortilla Chips, or 2 squares Graham Crackers = 13 gm or 0.5 oz

1/2 c Orange Wedges = 1 whole orange cut in 1/4's

Tues: 2 ea Beef Soft Tacos = 2 oz cooked meat, 1/2 c veg, = to 1 sl bread (=2 grain)

Wed: 1/2 c Chicken Salad = 2 oz Meat

• When juice or milk is not indicated with the p.m. snack, serve 1/2 c water. (Remember water is NOT considered a meal component)

\*Donates at least one daily serving requirement of 100% Whole Wheat or WGR

Menus Approved By: \_\_\_\_\_

Title: Head Start Consultant Dietitian

**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:

- I. Attention and upgrades to improving security in the proposed front entrance.
  - a. 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.
  - b. 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.
  - c. There are several windows and emergency egress exits that are constructed of thin plywood. These entryways compromise the security of the classrooms.
  - d. 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:

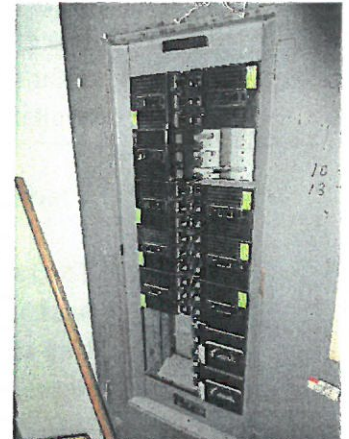
- I. As noted and pictured above, several of the classrooms have secondary exits or egress windows constructed of plexi-glass/plywood with aluminum latches. These windows appear to be very old, if not original to the construction of the building. Although they meet the 5.3 square foot minimum exit area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



## 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 30<sup>th</sup> 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 1<sup>st</sup>, 2016 to December 31<sup>st</sup>, 2016 a total of (358) families were assisted with emergency rental assistance (22) families received assistance with a rental deposit.



# Capital Area Community Action Agency

## CHIEF EXECUTIVE OFFICER REPORT JULY 2017

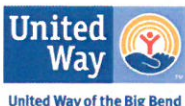
### Administrative

- The closing on the building purchase is scheduled for the end of July. It is recommended that the building be put in the name of a real property holding company that is a subsidiary of the Agency. By a subsidiary holding the loan, the Agency can pay the subsidiary for full rent including a maintenance and repair fee that can build over time. The building financing will include the cost to re-roof and install a new HVAC system.

*Impact: Better benefits for staff. Better fiscal accountability.*

### Programmatic

- *Getting Ahead in a Just-Gettin'-By World/Staying Ahead*
  - A summer in-service will focus on training case managers on the case management process and delivering the needed services regarding the GA/SA program.
  - New Case Managers Rosmari McCaskill and Marcellas Durham. Wendy Brown is a possible candidate for the Wakulla County post. Franklin County's Pat Carrol has been diagnosed with stage four lung cancer and she is taking leave to pursue treatment options. Recent announcements of resignations include Clarissa Medina (Liberty/Calhoun) to pursue an MSW and work with PlayBig and Jacqueline Miller (Jefferson) to return to Chicago.
  - Anne Robinson will have the charge to build her case management team, accordingly
  - Melissa Watson completed training with ECHO to help their staff implement Getting Ahead..
- Head Start
  - The annual Refunding Application has been filed with the Region IV of HHS.
  - The Leon County School Board is set to review and approve an updated lease for additional classroom space. The cost of the additional space will go up following this school year if we renew the lease arrangement.
  - Somerset/Academica, Jefferson County Charter School Company, will hold some joint literacy training with the Jefferson County Head Start team at the beginning of the month.
  - Franklin County Schools alleges the Agency owes \$15,000 for fees dating back to the beginning of the school year. We are challenging.
  - The City of Apalachicola approved a year lease for the 6<sup>th</sup> Avenue Recreation Center. There will have to be some minor upgrades to prepare the facility for DCF certification.



309 Office Plaza Drive • Tallahassee, Florida • 32301 •  
850.222.2043

[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



- HHS released its review and assessment of the proposed Franklin County Head Start site. There is no budget assigned for these improvements. The Franklin County Task Force is working with the City Commission to reallocate \$25,000 from a park project to the renovations.

*Impact: Redesigning entitlement programs to toward more independency services.*

### **Communications and Outreach**

- United Way surrounding county grant applications were submitted. Presentations are currently taking place.
- Continuing work with the Income Council of the United Way of the Big Bend strategic initiatives with a special emphasis from ECHO and CareerSource Capital Region.
- Participated in the United Partners for Human Services Board Meeting and retreat planning for the coming year
- Completed an interview for Bernice Cox, *Our Issues Tallahassee* Sunday news program.
- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region. Co-locating offices has increased partnership between the agencies.

*Impact: Developing the infrastructure necessary to support the Agency mission*

### **Resource Development**

- Working to outline the *Prosperity Circle* fundraising campaign for a 2017 launch. Donors to make three-year pledges. Wells Fargo is included.

*Impact: Broaden the community network supporting the Agency efforts and services.*

### **Florida Association for Community Action Board**

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

### **Out of Office**

- July 14-20 – medical procedure and home sick

### **Upcoming Events**

- CAP Annual Conference – August 29-September 1 - Philadelphia