

# Capital Area Community Action Agency

## Board Meeting Agenda

Tuesday, September 27, 2017 – 6:00 pm  
Ghazvini Center for Healthcare, 1528 Surgeons Drive, Tallahassee  
Conference Call (605) 475-4700; 275857#

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- I. Call to Order Charlean Lanier, Chair
- II. Agenda Approval
- III. Sign-in/Attendance/Introductions
- IV. Consent
  - A. Board Meeting Minutes – July 28, 2017
  - B. Executive Committee Minutes August 15, 2017
- V. Action – Recommendation for Review and Approval
  - A. Fiscal Report
    - Narrative
    - Revenue & Expenditures Agency - 2 page
    - Balance Sheet
    - Credit Card Activity Spreadsheet
    - Credit Card Statements
    - Revenue & Expenditures by program
    - Head Start Match
  - B. Proposed Budget for FY 17-18
- VI. Program Updates
  - A. Family Support Services Department
  - B. Head Start
- VII. Chief Executive Officer's Report
- VIII. Chair's Report
  - A. Update on Consultant Deliverables
- IX. Adjournment

**Next Executive Committee Meeting 10/18 – 5:30 pm – 309 Office Plaza Drive**

**Next Board of Directors Meeting 11/22/17 – 6:00 pm – Ghazvini Center for Healthcare  
Education** (Meeting Date may change for Thanks giving Holiday)



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





Capital Area Community Action Agency, Inc.  
Executive Board Meeting  
August 15, 2017

**Members in Attendance:**

Charlean Lanier, Chair  
Harold Ross, Secretary

**CACAA Staff:**

Tim Center  
Stephanie Sgouros  
Nina Self  
Annie McDuffie

The meeting was called to order by the Chair at 5:50 pm and a quorum was established.

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

The next item was the Consent Agenda which included the Executive Committee minutes from the July 18, 2017 meeting. Mr. Ross moved for approval of the Consent Agenda. It was unanimously approved.

**ACTION ITEMS**

***Fiscal Report***

Ms. Sgouros gave the fiscal report for the period ended 6/30/17. She stated that we were nine months through the fiscal budget year, and we should be at about 75% of the annual budget for revenues and expenditures. We are on target with revenues and expenses at 76% and 73% respectively. She reported some Head Start expenses are closer to 85% such as staff screenings, but they should be back on track due to the summer break. Overall year to date net income is \$214,642. We are at 91% of meeting the required federal match for the fiscal year ending September 30, 2017. She said if the COLA is awarded prior to September 30, 2017, only 1% more of non-federal share match will be required. She reported that the expense category "program supplies" has come back under budget over the course of the year as this is mostly Head Start expenses, which are expected to be at about 85%. Mr. Ross moved for approval of the fiscal report and it was unanimously approved.

***Calhoun County LIHEAP***

Mr. Center reported that he was informed by the Department of Economic Opportunity that Calhoun County will no longer serve as the Weatherization Assistance Program provider. Since Calhoun County is within our eight-county service region, DEO offered us the opportunity to serve as the provider in that community beginning with the 2017-2018 budget year. There would be a budget modification of \$134,000 to provide this service. Mr. Ross moved for approval of the Calhoun County LIHEAP expansion and it was unanimously approved.

### ***Board Resignations***

Mr. Center reported that he received letters of resignation dated August 14, 2017, from Board members Cheryl Thompson, Vice Chair and Brandon Wienke, Treasurer, both effective immediately. They both stated they felt the Board had lost its focus and their interests are no longer aligned. Mr. Center stated that since they both held seats on the Executive Committee the Board may need to hold an election at the next meeting to fill the vacancies.

## **PROGRAM UPDATES**

### ***Emergency Services***

A couple of Wakulla clients contacted Ms. Lanier regarding LIHEAP service issues in their county. Mr. Center asked Ms. McDuffie to address this concern. Ms. McDuffie said due to current vacancies in the outlying offices, Leon County staff has been providing services to Franklin, Calhoun and Wakulla counties. The staff member experienced IT issues in Calhoun the day before she went to Wakulla so she had to manually complete the Calhoun applications to submit to ensure the clients weren't cut off. This caused a delay in her leaving for Wakulla County the next day. The Intake Worker apologized to the clients when she arrived, and service was provided to all. Since that time we have contacted our partners in each county to provide contact information for Ms. McDuffie and the Intake Worker and to give them the schedule of when we will be in each area for service. We are also working on a plan to ensure adequate coverage and ensure workload is distributed more evenly until new staff is hired.

### ***Weatherization***

The program is working according to the plan. We are currently operating under two contracts: the 2016-2017 extension and the 2017-2018 new contract.

### ***Head Start***

- Teachers returned to work on August 1<sup>st</sup>, and the students on August 14<sup>th</sup>. We started the school year fully staffed.
- All three counties; Leon, Jefferson and Franklin are on the same school calendar.
- The new Franklin Center is up and running. They are licensed for 36 children, but it will probably be reduced to about 25 when DCF considers the space needed for the office and the therapy room. There were 14 children present on opening day. One of the Teacher Assistants was recruited by Early Head Start and resigned the first day of school. Even with that, we are still in compliance with staffing.
- The schedule was worked so all Center Directors are out of the classroom. The Franklin Center Director also serves as the Family Advocate.
- Pre-Service training was good. The opening keynote speaker was Rocky Hanna, Leon County Superintendent of Schools. His talk was motivational, and he touched on the strong partnership between the agency and Leon County Schools.
- All staff, including Family Support Services, received training on Trauma Informed Care.
- The carpet was removed in the three remaining exterior classrooms at South City and replaced with vinyl flooring to eliminate the possibility of mold. We are still seeking a way to do hot meals at South City. We have found a church that will partner with us, but we need to get a catering license.

## CEO REPORT

### *Building Purchase*

Mr. Center reported that he submitted a request to HHS to remove the federal interest from Royal to use as collateral for a down payment for the purchase of 309 Office Plaza Drive. It was denied. He is in the process of doing a formal request for reconsideration.

Our mortgage company wouldn't accept the appraisal submitted by Centennial Bank because it didn't address the lack of parking spaces for the size of the building. Centennial asked their appraisal company if they would address their report to state that they had considered this issue when rendering the appraised value. Because they wouldn't agree to update their appraisal, we had to get a new one done. Once the final report is in we will be ready to close on the building.

### *Other*

The CHSP process has awarded \$9,000 for the Getting Ahead program and \$68,000 for Head Start. Both are reductions from the prior year due to the shortfall in the CHSP fundraising.

Franklin County Schools billed the agency for charges incurred during the 2016-2017 school term before the contract was signed. In dispute, we remitted only the portion billed after the contract was signed. We had the bill reviewed by our attorney, and made an offer to settle. We are awaiting a response.

The next Executive Committee meeting will be held on September 19, 2017. The next full Board meeting will be held on September 26, 2017.

The meeting was adjourned at 7:10 p.m. for a closed session with the Executive Committee and Tim Center, CEO.

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Harold Ross, Secretary

Date: \_\_\_\_\_



Capital Area  
**Community Action**  
Agency

**DRAFT**  
**Board of Directors Meeting**  
**Minutes**  
**July 28, 2017**

**Member in Attendance:**

Charlean Lanier, Chair  
Brandon Wienke, Treasurer  
Harold Ross, Secretary  
Dan Stengle\*  
Derrick Jennings  
Lauren Johnson  
Kara Palmer Smith\*  
Pam Ridley

**Staff:**

Tim Center  
Stephanie Sgouros  
Nina Self

**Others:**

Michael Carter, Carr, Riggs  
& Ingram, LLC

\*Attended by phone

Absent: Cheryl Thompson, Bishop Willie Green, Christy McElroy, Carol Barfield

The meeting was called to order by the Chair at 6:05 p.m. and a quorum was established. The sign in sheet was passed out for signatures.

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

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

**ACTION ITEMS**

***2016 Audit Report***

The first action item was the Audit Presentation for the period ended September 30, 2016. Michael Carter, CPA and Partner with the audit firm of Carr, Riggs & Ingram, LLC, presented the audit report. Highlights include:

- Total Assets were down \$160,000 and net liabilities were down \$130,000. Net assets decreased by \$20,000.

- The change in unrestricted net assets was (\$25,248) as compared to (\$12,104) the prior year. This figure should be close to zero for a non-profit. This decrease was probably due to less fundraising income.
- There was a prior period adjustment of \$19,106 due to accrued leave. This was a good adjustment and helps the bottom line.
- The current ratio (Current Assets/Current Liabilities) increased from 1.42 in 2015 to 1.52 in 2016. Anything above 1.25 is very positive so the agency is looking good in this measure.
- Program Efficiency ratio (Program Expenses/Total Expenses) was .92 in 2005 and remains the same for 2016. This means only \$.08 of each dollar is used for general and administrative expenses. This is also a good measure.
- There were no instances of noncompliance.

There was one comment in Internal Control Findings where one disbursement over \$1,500 was not dual signed. It was considered to be an isolated incident. Both 2015 findings have been resolved. Mr. Wienke moved and Mr. Ross seconded approval of the audit report. It was unanimously approved.

#### ***Finance Report***

Mrs. Sgourous gave the financial report for the period ended May 31, 2017. She said that we are just over 66% 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. They are 67% and 66% respectively. Head Start expenses are closer to 80%. Overall year-to-date net income is showing \$96,597. While a good amount of this money is restricted, the excess School Readiness/VPK earnings can be used to cover Head Start obligations such as needed child health services. Ink-kind and local match is on target at 88%.

Mr. Wienke made a motion to approve the Fiscal Report. Mr. Ross seconded the motion and it was unanimously approved.

#### ***LIHEAP Modification***

A budget amendment to the FFY2017 LIHEAP Agreement was presented. It included an increase of \$174,999 spread through all budget areas including client assistance. Mr. Wienke made a motion to approve the LIHEAP Modification. Mr. Ross seconded the motion and it was unanimously approved.

#### ***Head Start Grant Application***

The annual Head Start refunding application was due 6/30/17. HHS granted permission to file late due to extenuating circumstances (Franklin County negotiations), and it was submitted to HHS on 7/20/17. Mr. Wienke made a motion to approve the Head Start Grant Refunding Application. Mr. Ross seconded the motion and it was unanimously approved.



### ***Head Start Cost of Living Allowance (COLA)***

Congress authorized a COLA of 1% adjustment for salaries and benefits. The agency applied for \$33,039 to provide Head Start salary increases of 1% with any remaining amounts going to offsetting higher operating costs in Leon, Jefferson and Franklin counties. This is for the grant year of October 1, 2016 – September 30, 2017. Mr. Stengle made a motion to approve the Head Start Cost of Living Allowance (COLA). Mr. Ross seconded the motion and it was unanimously approved.

### ***Capital Area Community Action Holding Company***

Mr. Center reported that in a prior meeting the Board approved staff to make an offer to Centennial Bank to purchase the main office building at 309 Office Plaza Drive. The offer was made and accepted. We put down a \$5,000 deposit. Federal funds can't be used to pay interest on a mortgage loan, and we can't set aside dollars for repair and maintenance outside of a current budget year. Mr. Center researched the model used by Community Based Care of Central Florida that formed a holding company to purchase property and resolve these issues. He recommended that the Board use this model to purchase this property. The Holding Company would get the mortgage and the Agency would lease from them. The Holding Company would be a subsidiary, and a Disregarded entity which exempts them from federal and property tax. The Executive Committee of the Board would be the Board of the Holding Company. Liability insurance would cover the Holding Company and the Board. Members aren't personally liable. Purchasing the building would save the agency about \$20,000 annually over leasing it. With that money we could get a new roof and HVAC system.

Mr. Stengle made a motion to approve Mr. Center to draft and file documents to create the Capital Area Community Action Holding Company. Mr. Ross seconded the motion and it was unanimously approved.

## **PROGRAM UPDATES**

### ***Head Start***

Franklin Update - Mr. Center said all staff positions in Leon and Jefferson counties are filled. Selection has been made on Franklin staff, but we are waiting on backgrounds to clear. Staff is preparing for the licensing inspection from DCF. We are hiring a handyman to complete the punch list of things that must be done before the inspection. Cost should be around \$2,800. Franklin County Schools will provide and deliver meals for the children.

We received the report from HHS on the evaluation of the site that was recommended by the Task Force as a permanent location for Franklin Head Start. The report states a lot of changes and upgrades must be made to the building before it would pass DCF or Head Start requirements. The Task Force has \$2,500 from the City of Apalachicola towards the renovation which must be completed by 6/1/18.

We received a bill from Franklin County Schools for \$15,000 for expenses incurred before we had a signed agreement. Staff is not in agreement, and we are currently working with them to resolve this issue.

South City - Staff is still looking for an off-site kitchen to prepare meals for South City students. The kitchen at South City would require extensive and expensive renovations. Staff has prepared an alternative menu that wouldn't require cooking for the first few weeks of school until this is resolved.

***Family Support Services***

We now have four Intake Workers in Leon County. This will allow us to serve more clients in Leon where there is a great need, and to have an alternate to travel to the counties if someone is out. We received resignations from Case Managers Jacqueline Miller in Jefferson County and Clarissa Medina in Calhoun County. Both have resigned to pursue other opportunities. Pat Carroll, Case Manager in Franklin is out for an extended period on medical leave. Vacant positions are being advertised and will be filled as soon as possible. The management team will work together to fill in the gaps until new employees are hired and trained.

***Weatherization***

We had a meeting of contractors because a few were having issues satisfying their obligations. It was agreed that they would continue working to complete the jobs they had agreed to do.

**CHAIR'S REPORT**

Ms. Lanier said we needed to recruit more Board members. Some current members terms will be expiring soon, plus we have a number of vacancies. We also need a Member-at-Large for the Executive Committee from the low income sector. Ms. Palmer said her first term ends in November, and she would let the Board know by the end of August if she wants to be reappointed. Ms. Lanier said we really need a member from Career Source due to the partnership. Ms. Johnson said she will stay even after her Policy Council term expires.

Mr. Jennings said Jefferson County Schools had property available and we may want to look at it for a Head Start location.

The next Executive Committee meeting is August 15, 2017. The next full Board meeting is September 26, 2017.

The meeting was adjourned at 7:15 p.m.

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Harold Ross, Secretary

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Date Approved

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

As of July 31, 2017, we are 83 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 83% of the annual budget with some Head Start expenses closer to 90%. At month end, the Year to Date Actual Revenue and Expenses are 81% and 78%, with net income of \$185,276. 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 which restarted in mid-August.

Year to Date in-kind and local match total \$767,534, which is 91% of the \$843,116 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.

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

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.

Vehicle Expense – is now only slightly over budget after a journal entry to reclassify part of this expense as General Liability to meet WAP mandates.

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.

Parent Activities- is over budget based on the mandated Head Start amounts. The amount over is relatively small and was determined to be necessary.

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

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

Capital Area Community Action Agency  
Statement of Revenue and Expenditures  
For the Ten Months Ended 7/31/2017

		Total Budget	Current Year	Total Budget	
		- Original	Actual	Variance -	%
				Original	
<b>Revenue</b>					
4000	Government Contracts - FEDERAL	3,339,421	2,694,667	(644,754)	81%
4010	Government Contracts - STATE	3,574,264	2,719,952	(854,312)	76%
4020	Government Contracts - LOCAL	119,500	106,469	(13,031)	89%
4100	Grants - Other Not-for-Profits	27,625	24,274	(3,351)	88%
4200	Contributions	22,500	96,648	74,148	430%
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	658,546	(78,361)	89%
4970	Indirect Pool Revenue	613,907	478,559	(135,348)	78%
4995	Other Revenue	0	10,333	10,333	
<b>Total Revenue</b>		<u>8,435,223</u>	<u>6,792,306</u>	<u>(1,642,917)</u>	81%
<b>Expenditures</b>					
6010	Salaries & Wages	2,703,200	2,045,562	657,638	76%
6110	Fringe	750,932	578,322	172,611	77%
6120	FICA	200,000	147,394	52,606	74%
6130	Unemployment	53,407	41,320	12,087	77%
6140	Workers Compensation	65,000	31,423	33,577	48%
6150	Health Insurance	350,000	315,515	34,485	90%
6160	Life Insurance	30,000	21,042	8,958	70%
6170	Retirement	30,000	24,554	5,446	82%
6180	Staff Screenings	2,305	3,307	(1,002)	143%
6210	Indirect Costs	641,163	493,664	147,499	77%
6310	Travel - In Area	19,671	8,925	10,746	45%
6315	Travel - Out of Area	22,182	7,647	14,535	34%
6410	Office Supplies	21,439	6,894	14,545	32%
6415	Program Supplies	23,561	19,990	3,571	85%
6420	Classroom Supplies	46,903	33,805	13,098	72%
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	15,801	11,425	58%
6600	Postage and Delivery Expense	5,373	3,056	2,317	57%
6710	Contractual Services/Professional	349,018	208,182	140,836	60%
6715	Contractual Services – Health/Disabilities	112,517	144,852	(32,335)	129%
6810	Rent/Space Cost	256,947	215,327	41,620	84%
6820	Utilities	74,524	55,882	18,642	75%
6830	General Liability and Property Insurance	43,785	37,817	5,968	86%

Capital Area Community Action Agency  
Statement of Revenue and Expenditures  
For the Ten Months Ended 7/31/2017

6840	Communications	65,604	55,674	9,931	85%
6850	Repairs and Maintenance- Building	164,143	137,571	26,572	84%
6910	Equipment Maintenance	31,072	23,994	7,078	77%
6920	Vehicle Expense	41,964	42,819	(855)	102%
6930	Equipment Lease	15,743	10,886	4,857	69%
6940	Technology	37,600	15,351	22,249	41%
7010	Fees, Licenses, and Permits	8,410	5,950	2,459	71%
7020	Dues/Subscriptions	17,148	16,017	1,130	93%
7100	Volunteer	750	128	622	17%
7110	Special Events	0	(50)	50	
7210	Client Assistance	1,905,286	1,560,805	344,481	82%
7320	Expendible Equipment	47,510	12,792	34,718	27%
7410	Registration Fees	12,223	14,429	(2,206)	118%
7420	Training/Meetings/Workshops	62,331	52,325	10,006	84%
7430	Staff Development	7,239	2,892	4,347	40%
7440	Advisory/Board Member Expenses	6,200	3,010	3,190	49%
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	374	126	75%
7630	Bank Service Charges	3,400	2,012	1,388	59%
	<b>Total Expenditures</b>	<u>8,435,223</u>	<u>6,607,030</u>	<u>1,828,193</u>	78%
	<b>Excess Revenue over (under) Expenditures</b>	<u>0</u>	<u>185,276</u>	<u>185,276</u>	

Capital Area Community Action Agency  
Balance Sheet  
For the 10 Months Ended 07/31/17

	Current Period Balance
<b>Assets</b>	
Petty Cash	510
Cash Operating Hancock Bank	378,295
Cash-Bank Restricted	77,740
Grants Receivable	455,452
Building	245,000
Accumulated Depreciation - Building	(70,795)
Equipment	76,691
Total Assets	<u>1,162,893</u>
<b>Liabilities and Net Assets</b>	
<b>Liabilities</b>	
Accounts Payable	12,854
Accrued Leave	59,615
Accrued Wages	10,264
Accrued Fringe Benefits	4,589
Accrued Taxes	1,852
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	537,279
<b>Net Assets</b>	
<b>Beginning Net Assets</b>	
Unrestricted Net Assets	115,440
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	440,338
Current Net Income	<u>185,276</u>
Total Net Assets	<u>625,614</u>
Total Liabilities and Net Assets	<u>1,162,893</u>





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

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		50,494			
Grants - Other Not for Profits		16,670			
In-Kind Revenue		427,179			
VPK/SR		273,191			
	<b>843,116</b>	<b>767,534</b>	<b>91%</b>	<b>75,582</b>	<b>9%</b>





Visa BusinessCard  
Statement of Account  
Issued by Whitney Bank

HANCOCK BANK  
PO BOX 61750  
NEW ORLEANS LA 70161-1750

RECEIVED  
AUG 04 2017

**MEMO STATEMENT**

Account Number

Statement Date

07-27-17



16332080-000196-0001-0001-2

NINA SINGLETON  
CAPITAL AREA CAA  
309 OFFICE PLZ  
TALLAHASSEE FL 32301-2729

\*\*N0000496

**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](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
07-21	07-21	74270847202100007878255	0000	BRANCH PAYMENT - THANK YOU	M2,192.38

*Nina Reef*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-17	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>		
Toll Free	1-800-448-8812	
		NEW PURCHASES AND OTHER CHARGES <i>Mr</i> .00
		NEW CASH ADVANCES .00
		CREDITS 2,192.38
		<b>STATEMENT TOTAL</b> 2,192.38 cr
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 6,000.00

*FAK*

**AUTHORIZATION FOR PAYMENT**

Date Received 08/07/2017

Date Submitted 08/08/2017

Vendor Name HANCOCK BANK

Group or Invoice # 072717-TC Payment Amount \$ 1,566.55

Notes [REDACTED] / TIM CENTER

Prepared or Submitted by Printed Name ANN SUSCO

Signature *Ann Susco*

Approved by Printed Name BRANDON WIENKE Charlean Lanier

Signature *Charlean M Lanier*

CAT  
 800  
 800  
 800

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
9000	7410	TALL ANN. CHAMBER COMMERCE	CONFREGIST / 600	\$ 575.00 ✓	
9000	7420	HOTEL-LDRSHP FL CONF	PALM BEACH, FL	\$ 604.00 ✓	
9000	7410	REGIST-GULF POWER ECON.	SYMPOSIUM, SANDESTIN, FL	\$ 175.00 ✓	
9000	7020	MO. SUBSCRIP-ADOPE ACROPRD	0	\$ 14.99 ✓	
3366	7020	MO. SUBSCRIP-TALL DEMOC	600	\$ 26.88 ✓	
9000	7440	FOOD-BRD MTG 7/25	600	\$ 81.00 ✓	
9000	7010	ANNUAL CC FEE	0	\$ 35.00 ✓	
9000	6850	SUPPLIES FOR REPAIRS	TO PURCH BLDG	\$ 54.68 ✓	
				TOTAL	\$ 1,566.55 ✓ \$ 0.00

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Finance Department Only

Session Date AP 170803 HB  
 Check Date \_\_\_\_\_ Check # \_\_\_\_\_

Payee HANCOCK BANK  
 Vendor ID HANCOCK CC Account #:

55935  
 8/15/2017

Invoice	Description
072717-TC	[REDACTED]

nount  
 \$1,566.55

Hancock Bank  
 MAHAN  
 08/16/17 13:21

Seq: 0085 ID: 103340 EB: 7121

Credit Card Payment \$1,566.55  
 Posting Date: 08/16/17  
 Thank you for banking with Hancock

\$1,566.55

LMP40 M/P CHECK



Rev 2/14

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.

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-28	06-27	24761977178074975010082	8699	GREATER TALLAHASSEE CO 850-224-8116 FL	M575.00
07-04	07-03	24431057184698579689538	7011	THE BREAKERS HOTEL PALM BEACH FL 0057968953 ARRIVAL: 07-03-17	M604.00
07-07	07-06	24492157187894008566642	7392	GULF POWER COMPANY 850-444-8662 FL	M175.00
07-17	07-15	24610437197004012533718	5734	ADOBE *ACROPRO SUBS 800-833-6687 CA	M14.99
07-21	07-21	74270847202100007878370	0000	BRANCH PAYMENT - THANK YOU	M1,057.87
07-21	07-20	24692167201100624648437	5968	GAN*1558TALLHDEMOCCIRC 888-426-0491 IN	M26.88
07-26	07-25	24224437207103001214961	5812	NEWK'S - TALLAHASS TALLAHASSEE FL	M81.00
07-27	07-27		0000	ANNUAL FEE	M35.00
07-27	07-26	24692167208100460825498	5200	LOWES #00417* TALLAHASSEE FL	M54.68

*Annual Cont.*  
*Admin*  
*Admin - Leadership*  
*Board*  
*Holdings -*  
*Repairs for Bldg lurch.*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-17	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,566.55
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 1,057.87
		STATEMENT TOTAL 508.68
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00

**RECEIVED**  
 AUG 14 2017

**AUTHORIZATION FOR PAYMENT**

Date Received 08/14/2017

Date Submitted 08/14/2017

Vendor Name Hancock Bank

Group or Invoice # 072717-NR

Payment Amount \$ 38.00 35.<sup>00</sup> (AS)

Notes [REDACTED]  
 Nichele Richards

Prepared or Submitted by

Printed Name Judy Green

Signature Judy Green 8-14-17

Approved by

Printed Name Nichele Richards

Signature Nichele Richards

CAT  
800

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
<del>1064</del>	<del>7420 (Hotel)</del>	<del>110</del>	<del>000</del>	<del>\$ 3.00</del>	<u>was credited</u>
1064	7010 (Annual Fee)	255	<del>600</del>	\$ 35.00	
<b>TOTAL</b>				<del>\$ 38.00</del>	\$ 0.00

35.00

\*\*\*\*\*

Finance Department Only

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

Payee            HANCOCK BANK  
 Vendor ID HANCOCK CC

55934  
 8/15/2017

Invoice	Description
072717-NR	[REDACTED] NICHELE RICHAF

Amount
\$35.00

Hancock Bank  
 MAHAN  
 08/16/17 13:23

Seq: 0089 ID: 103340 CB: 7121

[REDACTED]  
 Credit Card Payment \$35.00  
 Posting Date: 08/16/17  
 Thank you for banking with Hancock

\$35.00

LMP40 M/P CHECK

Rev 2/14

10

10130 (9/16) J131758

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-21	07-21	74270847202100007878297	0000	BRANCH PAYMENT - THANK YOU	M102.12
07-24	07-22	74906047203041700018880	3619	ALOFT HOTEL TAMPA DNTN TAMPA FL	M3.00cr
07-24	07-22	24906047203041700018638	3619	ALOFT HOTEL TAMPA DNTN TAMPA FL 147558 ARRIVAL: 07-22-17	M3.00
07-27	07-27		0000	ANNUAL FEE	M35.00

*edited*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-17	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 38.00
		NEW CASH ADVANCES .00
		CREDITS 105.12
		<b>STATEMENT TOTAL 67.12 cr</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

\*\*\*\*\*

*[Handwritten Signature]*

Capital Area  
**Community  
Action**  
Agency

**AUTHORIZATION FOR PAYMENT**

**RECEIVED**  
AUG 14 2017

Date Received 08/14/2017

Date Submitted 08/14/2017

Vendor Name Hancock Bank

Group or Invoice # 072717-115

Payment Amount \$ 98.69

Notes  
XXXXXXXXXX  
 Kristin Jackson Reshard

Prepared or Submitted by Printed Name Judy Green

Signature Judy Green 8-14-17

Approved by Printed Name Kristin Jackson Reshard

Signature Kristin Reshard

Cost  
800

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6850	250	600	\$ 24.99	Battery for Exit Light
1064	6850 <u>6410</u>	251	200	\$ 19.20	Supplies for Franklin's Tent
1064	7420 (Supplies)	110	600	\$ 18.25	for class training
1064	6180	251	200	\$ 36.25	Fingerprinting - Beverly Noble
<b>TOTAL</b>				\$ 98.69	\$ 0.00

\*\*\*\*\*

Finance Department Only

Session Date APR 70 803 HB  
 Check Date \_\_\_\_\_ Check # \_\_\_\_\_



Payee HANCOCK BANK  
 Vendor ID HANCOCK CC Ac

55932  
 8/15/2017

Invoice	Description
072717-KJ	[REDACTED] KRISTIN JACKSON

Amount
\$98.69

Hancock Bank  
 MAHAN  
 08/16/17 13:22

Seq: 0087 ID: 103340 CB: 7121

[REDACTED]  
 Credit Card Payment \$98.69  
 Posting Date: 08/16/17  
 Thank you for banking with Hancock

\$98.69

LMP40 M/P CHECK

Rev 2/14



101361

10130 (9/16) J131755

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-18	07-17	24765017198206088100437	7399	BATTERY SOURCE #7 TALLAHASSEE FL	M24.99 ✓
07-19	07-18	24226387200091005586405	5411	WAL-MART #3307 CRAWFORDVILLE FL	M19.20 ✓
07-21	07-21	74270847202100007878313	0000	BRANCH PAYMENT - THANK YOU	M494.44 ✓
07-25	07-24	24445007206400143026534	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M18.25 ✓
07-26	07-25	24692167206100477563993	9399	L2G*GAPS FINGERPRINT 626-325-9600 CA	M36.25 ✓

*for Exit Light  
 for Franklin's tent  
 training  
 ating - Barclay Noble*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-17	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 98.69
		NEW CASH ADVANCES .00
		CREDITS 494.44
		<b>STATEMENT TOTAL 395.75 cr</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

\*\*\*\*\*

*[Signature]*

Capital Area  
**Community  
Action**  
Agency

**AUTHORIZATION FOR PAYMENT**

**RECEIVED**  
AUG 14 2017

Date Received 08/14/2017

Date Submitted 08/14/2017

Vendor Name Hancock Bank

Group or Invoice # 072717-FO

Payment Amount \$ 31.59

Notes  
Fatima Oleabhiele Alexander

Prepared or  
Submitted by

Printed Name Judy Green

Signature

*Judy Green*

8-14-17

Approved by

Printed Name Fatima Alexander

Signature

*Fatima Alexander* 8/14/17

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6920	255	600	\$ 23.00	<i>Fuel - co car</i>
1064	6850	251	200	\$ 8.59	<i>Key Made - franklin center</i>
<b>TOTAL</b>				<b>\$ 31.59</b>	<b>\$ 0.00</b>

\*\*\*\*\*  
**Finance Department Only**

Session Date  
Check Date

*AP170803HB*  
\_\_\_\_\_

Check #

Payee HANCOCK BANK  
 Vendor ID HANCOCK CC Account

55931  
 8/15/2017

Invoice	Description
072717-FO	FATIMA OLEABHIELE

Amount
\$31.59
\$31.59

Hancock Bank  
 MAHAN  
 08/16/17 13:22

Seq: 0086 ID: 103340 CB: 7121

Credit Card Payment \$31.59  
 Posting Date: 08/16/17  
 Thank you for banking with Hancock

LMP40 M/P CHECK

Rev 2/14



101301

10130 (9/16) J131758

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-30	06-28	24692167180100625307301	5542	GATE 1194 Q80 TALLAHASSEE FL	M23.00
07-21	07-21	74270847202100007878339	0000	BRANCH PAYMENT - THANK YOU	M263.31
07-27	07-26	24431067208400183000579	5251	ACE HDWE APALACHICOLA FL	M8.59

2 car  
 le - Franklin Center

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-17	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 31.59
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 263.31
		STATEMENT TOTAL 231.72 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

YLC

**AUTHORIZATION FOR PAYMENT**

**RECEIVED**  
 AUG 14 2017

Date Received 08/14/2017

Date Submitted 08/14/2017

Vendor Name Hancock Bank

Group or Invoice # 072717-VT

Payment Amount \$ 2,621.01

Notes Training in Tampa for One Goal Summer Conference

[Redacted] Venita Treadwell

Prepared or  
Submitted by

Printed Name Judy Green

Signature Judy Green

8-14-17

Approved by

Printed Name Venita Treadwell

Signature Venita Treadwell

8/14/17

AI  
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 800  
 800

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7420 (Hotel)	110 (Peck & Jones)	600 (15)	\$ 838.62	✓
1064	7420 (Hotel)	110 (Poitier & Jannah)	600	\$ 838.62	✓
1064	7420 (Hotel)	110 (Mousa)	600	\$ 943.77	✓
TOTAL				\$ 2,621.01	\$ 0.00

\*\*\*\*\*  
 Finance Department Only  
 Session Date AP170903HB  
 Check Date \_\_\_\_\_ Check # \_\_\_\_\_

Payee HANCOCK BANK  
 Vendor ID HANCOCK CC Account #

55937  
 8/15/2017

Invoice	Description
072717-VT	[REDACTED] ENITA TREADWELL

mount  
 \$2,621.01

Hancock Bank  
 MAHAN  
 08/15/17 13:19

Seq: 0082 ID: 103340 CB: 7121

[REDACTED]  
 Credit Card Payment \$2,621.01  
 Posting Date: 08/15/17  
 Thank you for banking with Hancock

\$2,621.0

LMP40 M/P CHECK

Rev 2/14



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10130 (9/16) J131758

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-24	07-22	74906047203041700019201	3619	ALOFT HOTEL TAMPA DNTN TAMPA FL	M105.15cr
07-24	07-22	24906047203041700018620	3619	ALOFT HOTEL TAMPA DNTN TAMPA FL 148515 ARRIVAL: 07-22-17	M838.62 ✓
07-24	07-22	24906047203041700019214	3619	ALOFT HOTEL TAMPA DNTN TAMPA FL 148513 ARRIVAL: 07-22-17	M838.62 ✓
07-24	07-22	24906047203041700019073	3619	ALOFT HOTEL TAMPA DNTN TAMPA FL 148511 ARRIVAL: 07-22-17	M943.77 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-17	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 2,621.01
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS 105.15
Toll Free 1-800-448-8812		<b>STATEMENT TOTAL 2,515.86</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

*[Handwritten Signature]*

Community Action Agency

AUTHORIZATION FOR PAYMENT

RECEIVED  
AUG 14 2017

Date Received 08/14/2017

Date Submitted 08/14/2017

Vendor Name Hancock Bank

Group or Invoice # 072717-DJ

Payment Amount \$ 2,671.43 ✓

Notes  
[Redacted]  
Darrel James

Prepared or Submitted by

Printed Name Judy Green

Signature Judy Green 8-14-17

Approved by

Printed Name Darrel James

Signature [Signature] 8-14-17

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6920 <u>7010</u>	255 ✓	600	\$ 35.00 ✓	Annual Fee
1064	6920	255	600	\$ 42.00 ✓	fuel
1064	6920	255	600	\$ 32.00 ✓	fuel
1064	7420 (Hotel)	110 (McCoy & Richards)	600	\$ 720.54 ✓	\$ 78.54
1064	7420 (Hotel)	110 (Evans)	600	\$ 720.54 ✓	\$ 78.54
1064	7420 (Hotel)	110 (Brown)	600	\$ 720.54 ✓	
1064	6920	255	600	\$ 25.00 ✓	
1064	<u>7010</u> 7420 (Hotel)	110 <u>255</u>	600	\$ 7.06	Airport Fees
1064	6850 (Franklin Cty Move)	251	200	\$ 47.76	UNAN
1064	6850 (Franklin Cty Move)	251	200	\$ 287.99	UNAN
(AS) 1064	6920	255	600	33.00 ✓	fuel
TOTAL				\$ 2,638.43	\$ 157.08

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by ->

2671.43 (AS)

Finance Department Only

Session Date 8/17/2017 HB  
Check Date \_\_\_\_\_ Check # \_\_\_\_\_

Payee HANCOCK BANK  
 Vendor ID HANCOCK CC  
 Account

Invoice	Description
172717-DJ	[REDACTED] DARREL JAMES

Hancock Bank  
 MAHAN  
 08/16/17 13:21

Amount
\$2,671.43
<b>\$2,671.43</b>

Seq: 0084 ID: 103340 CB: 7121

Credit Card Payment \$2,671.43  
 Posting Date: 08/16/17  
 Thank you for banking with Hancock

Total: \$0.00

LMP40 M/P CHECK



101301

10130 (9/16) J131758

Rev 2/14

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-28	06-28		0000	ANNUAL FEE	M35.00
07-03	06-30	24692167182100055112633	5542	GATE 1194 Q80 TALLAHASSEE FL	- M42.00
07-10	07-06	24692167188100856034485	5542	GATE 1194 Q80 TALLAHASSEE FL	- M33.00
07-19	07-17	24692167199100088989693	5542	GATE 1194 Q80 TALLAHASSEE FL	- M32.00
07-20	07-19	24906047200041700009846	3619	ALOFT HOTEL TAMPA DNTN TAMPA FL ARRIVAL: 07-19-17	M720.54
07-20	07-19	24906047200041700009853	3619	ALOFT HOTEL TAMPA DNTN TAMPA FL ARRIVAL: 07-19-17	M720.54
07-20	07-19	24906047200041700009861	3619	ALOFT HOTEL TAMPA DNTN TAMPA FL ARRIVAL: 07-19-17	M720.54
07-21	07-21	74270847202100007878354	0000	BRANCH PAYMENT - THANK YOU	M531.90
07-21	07-19	24316057201548001053119	5542	SHELL OIL 57543724009 CRAWFORDVILLE FL	M25.00
07-24	07-22	74906047203041700019185	3619	ALOFT HOTEL TAMPA DNTN TAMPA FL	M78.54 cr
07-24	07-22	74906047203041700019193	3619	ALOFT HOTEL TAMPA DNTN TAMPA FL	M78.54 cr
07-24	07-22	24906047203041700018893	3619	ALOFT HOTEL TAMPA DNTN TAMPA FL ARRIVAL: 07-22-17	M7.06
07-24	07-21	24445007203200110612966	7513	U-HAUL AT FLORIDA STATE U TALLAHASSEE FL	- M47.76

CAI  
 credit reflected on visa  
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 600

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-17	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 2,671.43
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 688.98
		<b>STATEMENT TOTAL 1,982.45</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00

Bank.

WELLS FARGO BANK  
BOX 61750  
NEW ORLEANS LA 70161-1750

16332080 - 001653 - 0002 - 0002 - 2

Visa BusinessCard  
Statement of Account  
Issued by Whitney Bank

MEMO STATEMENT

Account Number

Statement Date

07-27-17

FIVED  
4 2017

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-24	07-21	24445007203200110613048	7513	U-HAUL AT FLORIDA STATE U TALLAHASSEE FL	M287.99

CAI

2e

credit reflected on visa ) 800  
800  
800

Fees ✓ 800  
✓ 600  
600

\*\*\*\*\*

*gc*



Head Start Credit Card Activity July 2017

<u>Vendor Name</u>	<u>Fund Code</u>	<u>GL Code</u>	<u>Effective Date</u>	<u>Document Number</u>	<u>Expenses</u>	<u>Document Description</u>
LOWE'S	1064	6415	7/30/2017	073017LOWES	4.20	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	4.21	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	4.74	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	8.52	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	9.20	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	17.11	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	19.88	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	20.43	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	25.55	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	56.98	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	61.73	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	71.39	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	96.81	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	104.88	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	105.49	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	1.42	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	56.94	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	171.81	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	224.84	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	293.83	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	458.07	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	62.64	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	17.28	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	69.08	ACCT#XXXX3873
LOWE'S	1064	6850	7/30/2017	073017LOWES	<u>346.25</u>	ACCT#XXXX3873
					<u>2,313.28</u>	
HANCOCK BANK	1064	6180	7/27/2017	072717-KJ	36.25	ACCT#XXXX7303- KRISTIN JACKSON
HANCOCK BANK	1064	6410	7/27/2017	072717-KJ	19.20	ACCT#XXXX7303- KRISTIN JACKSON
HANCOCK BANK	1064	6850	7/27/2017	072717-KJ	24.99	ACCT#XXXX7303- KRISTIN JACKSON
HANCOCK BANK	1064	6850	7/27/2017	072717-DJ	47.76	ACCT#XXXX6623- DARREL JAMES
HANCOCK BANK	1064	6850	7/27/2017	072717-DJ	287.99	ACCT#XXXX6623- DARREL JAMES
HANCOCK BANK	1064	6850	7/27/2017	072717-FO	8.59	ACCT#XXXX6982- FATIMA OLEABHIELE
HANCOCK BANK	1064	6920	7/27/2017	072717-DJ	25.00	ACCT#XXXX6623- DARREL JAMES
HANCOCK BANK	1064	6920	7/27/2017	072717-DJ	32.00	ACCT#XXXX6623- DARREL JAMES

HANCOCK BANK	1064	6920	7/27/2017	072717-DJ	33.00	ACCT#XXXX6623- DARREL JAMES
HANCOCK BANK	1064	6920	7/27/2017	072717-DJ	42.00	ACCT#XXXX6623- DARREL JAMES
HANCOCK BANK	1064	6920	7/27/2017	072717-FO	23.00	ACCT#XXXX6982- FATIMA OLEABHIELE
HANCOCK BANK	1064	7010	7/27/2017	072717-DJ	7.06	ACCT#XXXX6623- DARREL JAMES
HANCOCK BANK	1064	7010	7/27/2017	072717-DJ	35.00	ACCT#XXXX6623- DARREL JAMES
HANCOCK BANK	1064	7010	7/27/2017	072717-NR	35.00	ACCT#XXXX6706- NICHELE RICHARDS
HANCOCK BANK	1064	7420	7/27/2017	072717-DJ	720.54	ACCT#XXXX6623- DARREL JAMES
HANCOCK BANK	1064	7420	7/27/2017	072717-DJ	720.54	ACCT#XXXX6623- DARREL JAMES
HANCOCK BANK	1064	7420	7/27/2017	072717-DJ	720.54	ACCT#XXXX6623- DARREL JAMES
HANCOCK BANK	1064	7420	7/27/2017	072717-VT	838.62	ACCT#XXXX5810- VENITA TREADWELL
HANCOCK BANK	1064	7420	7/27/2017	072717-VT	838.62	ACCT#XXXX5810- VENITA TREADWELL
HANCOCK BANK	1064	7420	7/27/2017	072717-VT	943.77	ACCT#XXXX5810- VENITA TREADWELL
HANCOCK BANK	1064	7420	7/27/2017	072717-KJ	<u>18.25</u>	ACCT#XXXX7303- KRISTIN JACKSON
					<u>5,457.72</u>	

Total Credit Cards

7,771.00

Payee LOWE'S  
Vendor ID LOWES

Account #:

55864  
7/28/2017

Invoice	Description	Discount	Amount
063017LOWES	[REDACTED]	\$0.00	\$1,862.89
Total :		\$0.00	\$1,862.89

Notes  
Repair supplies for centers  
[REDACTED]

Prepared or Submitted by Printed Name Judy Green

Signature Judy Green 7-17-17

Approved by Printed Name Darrel James

Signature [Signature] 7-17-17

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
9000	6850 (Light Bulbs)	255 (AS)	600 ✓	\$ 20.89	
9000	6850 (Screws for toilet seat)	255 (AS)	600 ✓	\$ 2.47	
1064	6850 (All centers)	255	600 ✓	\$ 386.42	Pressure Washing supplies
1064	6850 (Mabry Street)	250	600 ✓	\$ 164.71	flooring
1064	6850 (Swings) 10count	250	600 ✓	\$ 360.59	
1064	6850 (Mabry Street)	250	600 ✓	\$ 116.99	\$ 58.48
9000	6850 screws	255 (AS)	600 ✓	\$ 1.12	
1064	6850 (Mabry)	250	600 ✓	\$ 10.80	Paint Scraper + Blades
1064	6850 (Mabry)	250	600 ✓	\$ 228.34	flooring + its supplies
1064	6850 (Mabry)	250	600 ✓	\$ 229.38	flooring
1064	6850 (Mabry)	250	600 ✓	\$ 93.66	flooring
TOTAL				\$ 1,615.37	\$ 58.48

\$ 58.51 Shop vac  
Tile cut  
razors  
+ other ng  
supplies

\*\*\*\*\*  

Finance Department Only	Session Date <u>AP 170 801- ADDON RUSH</u>
	Check Date _____ Check # _____

# Capital Area Community Action Agency

## AUTHORIZATION FOR PAYMENT

Date Received 07/17/2017

Date Submitted 07/17/2017

Vendor Name Lowe's

Group or Invoice # \_\_\_\_\_

Payment Amount \$ 2,095.18 ~~\$ 1,862.89~~ (ll)

Notes Repairs for centers and previous balance

Prepared or Submitted by Printed Name Judy Green

Signature Judy Green 7-17-17

Approved by Printed Name Darrel James

Signature [Signature] 7-17-17

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6850 (Mabry)	250	600	\$ 211.57	Painting supplies
1064	6850 (Mabry)	250	600	\$ 94.43	flooring supply
<del>AS 1064 9990</del>	<del>7610 (Interest charged)</del>	<del>255</del>	<del>600</del>	<del>\$ 21.09</del>	
1064	6850 (Previous Balance)	255	600	\$ 211.20	Disputed Amnt from previous Statement
					net paying.
TOTAL				\$ 538.29	\$ 0.00

\*\*\*\*\*

Finance Department Only

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

Lowe's® Business Card Account

CAPITAL AREA COMM ACTION Account Number [REDACTED]

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

res do rvice e er and order

Summary of Account Activity	
Previous Balance	\$512.44
- Payments	\$301.24
- Other Credits	\$58.48
+ Purchases/Debits	\$1,921.37
+ Fees Charged	\$0.00
+ Interest Charged	\$21.09
<b>New Balance</b>	<b>\$2,095.18</b>
Credit Limit	\$10,000.00
Available Credit	\$7,904.00
Statement Closing Date	07/02/2017
Days in Billing Cycle	30

Payment Information	
New Balance	\$2,095.18
Total Minimum Payment Due	\$88.00
Payment Due Date	07/28/2017

PRINT

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
06/08	06/08	27447	STORE 0417 TALLAHASSEE FL	\$20.89
06/14	06/14	34320	STORE 0417 TALLAHASSEE FL	\$2.47
06/14	06/14	27637	STORE 0417 TALLAHASSEE FL	\$386.42
06/15	06/15	08846	STORE 0417 TALLAHASSEE FL	\$164.71
06/16	06/16	73456	STORE 0417 TALLAHASSEE FL	\$360.59
06/16	06/16	07652	STORE 0417 TALLAHASSEE FL	\$116.99
06/16	06/16		STORE 0417 TALLAHASSEE FL	(\$58.48)
06/16	06/16	28370	STORE 0417 TALLAHASSEE FL	\$1.12
06/17	06/17		PAYMENT - THANK YOU	(\$301.24)
06/20	06/20	28083	STORE 0417 TALLAHASSEE FL	\$10.80
06/22	06/22	08541	STORE 0417 TALLAHASSEE FL	\$228.34
06/25	06/25	09447	STORE 0716 TALLAHASSEE FL	\$229.38
06/28	06/28	07197	STORE 0417 TALLAHASSEE FL	\$94.43
06/28	06/28	07307	STORE 0417 TALLAHASSEE FL	\$211.57
07/01	07/01	06971	STORE 0417 TALLAHASSEE FL	\$93.66
07/02	07/02		*INTEREST CHARGE*	\$21.09

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Interest Charge Calculation						
Your Annual Percentage Rate (APR) is the annual interest rate on your account.						
Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method	
Regular Purchases	NA	21.99%	\$1,166.61	\$21.09	2D	

ery Day Financing\*\* rchase s p

Important Account Information

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

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: NATT878, 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.









## Explanations for Annual Budget Variances

The following explanations are provided for variances of more than 10% **and** more than \$10,000. GL code numbers are used for reference. Of particular note, the budget changed much less from FY 16-17 to 17-18 than it did for FY 15-16 to 16-17, indicating that program managers have improved in their ability to predict program financial needs.

4010 and 7210 – Government State (revenue) and Client Assistance - This decrease is due to reduced government funding in most programs.

4200 – Contributions – This budget line item was reduced in order to be more in line with historic performance.

4990 and 7810 – In-Kind Contributions and In-Kind Services - Due to an increase in Head Start matching funds from the State of Florida, less matching in the form of in-kind is needed.

6715 – Contractual Services – Health/Disabilities - This category is projected to be more this year mostly due to an increase in the number of students requiring services. An additional contributing factor is the first increase in service costs in at least 3 years.



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:** September 14, 2017

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

### Staffing

Staff turnover from the prior year was extremely low. All but two staff returned.

### Facilities

After the storm, all facilities are up and running. Jefferson was delayed getting re-opened due to utility outages. Food was re-ordered where necessary.

We are negotiating a renewed lease with Goodwill for the Mabry Child Enrichment Center.

We entered into a lease with the Friendship Primitive Baptist Church in South City to serve as a catering kitchen for our South City Center. The kitchen should be operational next week.

### Curriculum

No new reports on curriculum issues. The focus with staff is in documenting in the online portal the individualized educational metrics about the students.

### Enrollment

Head Start Centers are fully enrolled. Jefferson County was the last to get all its students. We are considering offering transportation in Jefferson County to facilitate better enrollment.

It is clear that child care competition is heating up. Marketing and outreach will need to be addressed. Franklin County only had 20 students register – down from 37. Most four-year old students chose to enroll in the Franklin County Schools VPK program.



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## **Franklin County**

The Franklin County school schedule has been adjusted to match the calendars of Leon and Jefferson. Each Center will start on Monday, August 14. We will wait a couple weeks to do an official grand opening. We have spoken to the Mayor about a Ribbon Cutting. This will permit the Early Education Task Force and the community to celebrate the re-opening of Head Start.

Next steps for the Task Force will be to convene to discuss possible renovations to the Van Johnson Complex and explore how to fund the operation. Additionally, we will need to focus on alternative locations for the coming year.

## **Federal and State Regulations**

There are no new regulations to share at this time.

## **Budget**

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

# Family and Community Engagement Manager Monthly Monitoring Report

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
<b>PROGRAM STATUS (Monthly)</b>						
Number of Students Enrolled for Month	19	33	70	57	188	367
Number of Student Withdrawals for Month	3	2	1	0	1	7
Number of Vacancies	0	1	10	0	0	11
Number of Students on Wait List	1	0	9	16	29	55
Number of VPK Students Enrolled	0	11	14	26	64	115
Number of School Readiness Students Enrolled	0	0	6	7	24	37
<b>FAMILY STATUS</b>						
Number of Family Needs Assessment	19	35	71	57	188	370
Number of Initial Home Visits (45)	0	0	0	0	0	0
<b>Family Partnership Agreement</b>						
Number of FPA Initiated (45)	19	35	71	57	188	370
Number of FPAs in progress (February)						
Number of FPAs completed (May)						

Head Start Enrollment and Attendance		
Center	Funded	Enrollment on 8/31/17 August Average Daily Attendance (ADA)
Franklin	19	84%
Jefferson	37	90%
Mabry	77	89%
Royal	57	93%
South City	188	91%
<b>Total</b>	<b>378</b>	<b>90%</b>

# Family and Community Engagement Manager

## Monthly Monitoring Report

Number of Referrals (Review referrals)	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)	0	0	0	0	11	11
Domestic Violence Referrals	0	0	0	0	0	0
Substance Abuse Referrals (prevention or treatment)	0	0	0	0	0	0
Child Abuse or Neglect Referrals	0	0	0	1	0	1
Assistance for incarcerated Family Members	1	0	0	0	0	1
Education Referral	0	0	0	0	0	0
Employment	0	0	0	0	0	0
<b>Parent Meetings/Trainings</b>						
Parent Committee Meetings	0	1	1	1	1	4
Number of Parents at the Parent Committee Meetings	0	7	9	17	39	72
Number of Male Parents at Parent Committee Meetings	0	3	1	2	3	9
Number of parents Committee meetings attended (Family Advocate)	0	0	1	1	1	3
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	0	1	1	1	1	4
Number of Parents in attendance on Policy Council	0	1	1	1	1	4
Number of Coordinated Trainings for Policy Council	0	0	0	0	0	0
Number of Parenting Classes	0	0	0	0	0	0
Number of Family Activities/Events Coordinated	0	1	1	1	1	4
Number of Family Activities Specific to Male Engagement	0	0	0	0	0	0
Number of Parent Trainings Conducted	0	0	0	0	0	0
Number of Volunteer Orientations	0	1	1	1	1	4
<b>Home Visits</b>						
Required Home Visit Follow up (February)	Franklin	Jefferson	Mabry	Royal	South City	
Number of Additional Home Visits/Meetings						
Number of Contacts documented in Case Notes						
Number of Contacts documented per absenteeism						

# Family and Community Engagement Manager Monthly Monitoring Report

<b>Number of Files Reviewed</b>	<b>297</b>
<b>Review of Parent Board</b>	<b>13</b>
<b>Volunteers (PEC)</b>	
Number of Volunteers	45
Total of Program In kind	53.25 hours
<b>FAMILY AND COMMUNITY</b>	
Family Advocate Workers Meetings	1
Family Advocate Workers Trainings	0
Community Meetings	0

<b>Transportation</b>	
Field Trips	5
Maintenance	2
Trainings	0

# Family and Community Engagement Manager Monthly Monitoring Report

<b>HEALTH SPECIALIST</b>	<b>Total</b>
<b>PRE-ENROLLMENT REQUIREMENTS</b>	
Up to date immunizations	324
Expired/Missing immunizations	20
Up to date Physicals	321
Expired/Missing Physicals	23
Number of individual Health Care Plan	12
Number of Children with Health Insurance	289
<b>ENROLLMENT</b>	
Number of children with dental home	116
Number of dental homes referrals	0
Completed dental exams	79
Incomplete dental exams	265
Needed dental treatment	2
Receiving dental treatment	0
Completed dental treatment	0
Number of medical home	179
Number of medical home referrals to Advocates	0
<b>45 DAYS REQUIREMENT</b>	
Vision screenings	188
Vision referrals	0
Hearing screenings	190
Hearing Referrals	0
Growth Assessment	301
BMI Referrals	0



## Family and Community Engagement Manager Monthly Monitoring Report

<b>90 DAYS REQUIREMENT</b>	<b>Total</b>
Number of dental home established	116
Number of dental exams	79
Number of children requiring dental treatment	2
Number of completed dental treatment	0
Number of medical homes established	179
Hematocrit/Hemoglobin	149
Blood lead	150
<b>NUTRITION</b>	
Number of Breakfast	4,200
Number of Lunch	4,298
Number of PM Snacks	3,651
Number of Children with Special Diets	12
<b>MONITORING ACTIVITIES</b>	
Health Files Review	297
Child Care Food Program Tool	0
Kitchen Inspection Tool	0

# Family and Community Engagement Manager Monthly Monitoring Report

<p><b>Corrective Action and Follow Up</b></p> <p><b>Funded Enrollment.</b></p> <ul style="list-style-type: none"><li>• Due to relocating slots back from our two rural locations, Jefferson and Franklin County, we have not met our funded enrollment. Additional classrooms have been added at the Mabry Street location and we are currently filling the remainder of the slots to meet our funded enrollment.</li></ul> <p><b>Kitchen.</b></p> <ul style="list-style-type: none"><li>• Due to the increase of students at Mabry Street and South City, we can no longer prepare meals at Mabry Street for both locations. Meals are being prepared at Mabry Street, but a temporary cold menu is being used for the South City location. The management team has located a stand-alone kitchen to prepare meals for our South City location, and is in the process of preparing the kitchen to produce meals for the South City location.</li></ul>
<p><b>Strengths</b></p> <ul style="list-style-type: none"><li>• We were able to close our Bainbridge Road location and increase slots at South City and Mabry Street.</li><li>• We were able to continue to offer Head Start in Franklin County.</li></ul>

# Family and Community Engagement Manager Monthly Monitoring Report

<b>Areas of Concerns and Barriers</b>
Having appropriate kitchen space and equipment to prepare for students at South City.

<b>Professional Development</b>
Bi-weekly management and team meetings

<b>Manager Monitoring Activities</b>
Verifying Head Start eligibility for all families enrolling in the program for the 2017-18 school year. Working with management team to prepare kitchen space to service the South City location. Ensuring documentation in ChildPlus is current to children enrolled. Reviewing Child Care Food Program renewal.

**Family and Community Engagement Manager  
Monthly Monitoring Report**

**Submitted by:**

**Darrel James**

**Date: 9-13-17**

**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 August 2017.

County	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	July 2017	August 2017	Total
<i>Calhoun</i>	24/52	28/54	19/52	14/31	23/45	26/42	12/22	20/30	17/47	26/60	21/44	230/479
<i>Franklin</i>	10/24	18/50	7/18	9/21	10/16	18/36	3/7	4/10	7/18	5/9	12/24	103/233
<i>Gadsden</i>	74/214	78/228	47/120	97/211	89/231	84/200	61/141	72/193	69/159	88/229	62/157	821/2,083
<i>Gulf</i>	13/25	12/28	3/11	10/17	9/11	6/15	5/7	8/18	19/56	4/6	5/10	94/204
<i>Jefferson</i>	25/64	31/55	32/92	30/76	35/73	34/62	19/37	18/42	7/19	16/44	28/72	275/636
<i>Leon</i>	288/844	248/705	205/574	258/681	204/483	239/589	176/462	247/678	245/654	253/723	290/811	2,653/7,204
<i>Liberty</i>	12/35	10/36	10/29	12/28	16/31	14/23	6/12	8/21	8/17	12/32	6/23	114/287
<i>Wakulla</i>	15/52	26/86	13/43	12/29	18/46	8/28	10/22	14/48	11/50	17/46	27/68	171/518
<b>Totals</b>	461/1,310	451/1,242	336/939	442/1,094	404/936	429/995	292/710	391/1,040	383/1,020	421/1,149	451/1,209	4,461/11,644

Due to the impact of hurricane Irma, the State of Florida, Office Of The Governor has released an approved the release of the FY 2017-2018 Low Income Home Energy Assistance Weather-Related/Supply-Shortage funds to assist low-income households in counties affected by weather. Total amount to be spend \$38,725 to be divided between the 8 counties.

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.



## Family Support Service Manager

### Liberty/Calhoun

5 Staying Ahead participants

2 attending L.P.N school

2 employed

### Jefferson

5 SA participants

1 has acquired her CNA certification

4 employed

1 is attending school

### Gadsden

3 SA participants

1 employed

2 waiting to enroll in school

### Leon

9 SA participants

1 obtained her AA degree

1 is enrolled in L.P.N. school

7 employed

Interviewed positions for Leon and Wakulla last week, finals were submitted to Mrs. Self.

Orientation for Jefferson and Leon had to be rescheduled due to the weather.





## Weatherization Assistance Program

The final contract modification for the 2016-17 Weatherization contract has been received and executed. Under the newly approved budget, the total agreement amount is \$674,950.

Under the current approved contract with the increase in health and safety dollars and increase in program support, approximately 68 homes will be weatherized. The number of homes *remaining* by county listed below based on \$4,000 average per home (which is based on most recent spend rates – will fluctuate due to housing stock), not including health and safety.

Franklin – 2 homes  
 Gadsden – 9 homes  
 Gulf – 2 homes  
 Jefferson – 2 homes  
 Leon - 12 homes  
 Liberty – 2 homes  
 Wakulla – 3 homes

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

Note – The allocation amount below does not include the program support dollars as in previous report to give a more accurate client service allocation.

County	Amount Allocated*	Amount Spent**	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	Total
<i>Franklin</i>	\$7,887.00	\$0	0	0	0	0	0	0	0	0	0	0	0	0	0			0
<i>Gadsden</i>	\$40,794.00	\$11,437.00	0	0	0	0	0	0	0	2	0	0	0	0	0			2
<i>Gulf</i>	\$8,159.00	\$0	0	0	0	0	0	0	0	0	0	0	0	0	0			0
<i>Jefferson</i>	\$9,791.00	\$7,026.00	0	0	0	0	0	0	0	0	0	0	0	0	1			1
<i>Leon</i>	\$182,756.00	\$100,986.00	2	0	2	4	4	4	3	0	1	3	2	2	4			31
<i>Liberty</i>	\$7,614.00	\$0	0	0	0	0	0	0	0	0	0	0	0	0	0			0
<i>Wakulla</i>	\$14,958.00	\$10,271.00	0	0	0	0	0	0	0	0	0	0	1	0	1			2
<i>Totals</i>	\$271,959.00	\$129,720.00	2	0	2	4	4	4	3	2	1	3	3	2	6			36



# Capital Area Community Action Agency

## CHIEF EXECUTIVE OFFICER REPORT SEPTEMBER 2017

### Administrative

- The purchase of the building is complete. Holdings is the landlord. Rent payments have commenced. We will focus on paying down the Line Of Credit first since HHS did not remove the federal interest from the Royal Head Start Center. The building was appraised at \$550,000 by Hancock Bank. The purchase price was \$525,000.
- Capital Area Community Action Agency Holdings, Inc., was created and will hold the mortgage note for the main office building purchase.
- Working with Roger Newsome, consultant, hired to conduct process evaluation and assist with evaluation of CEO.

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

### Programmatic

- *Getting Ahead in a Just-Gettin'-By World/Staying Ahead*
  - The ALICE Getting Ahead class, funded by CHSP, will have a transition ceremony on Saturday, September 30, 2017, at the Capital City Country Club.
  - A new work plan for covering outlying counties is being developed.
- Head Start
  - Franklin County Early Education Task Force will meet next week to discuss possible renovations to the Van Johnson Complex. Staff are exploring alternative locations for Franklin County.

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

### Communications and Outreach

- The CHSP process has awarded \$9,000 for the Getting Ahead program and \$68,000 for Head Start. Both are reductions reflecting a \$5000,00 shortfall in fundraising by the United Way of the Big Bend.
- Continuing work with the Income Council of the United Way of the Big Bend strategic initiatives. The current plan is to submit a proposal with the CareerSource Capital Region and Tallahassee-Leon Federal Credit Union.
- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region. Co-locating offices has increased partnership between the agencies.



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- Working with the Florida Chamber of Commerce and Florida Chamber Foundation on a statewide Poverty to Prosperity Summit scheduled for October 18 in Tampa.
- Attended the Bethel Empowerment Foundation dinner.

*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**

- October 5-6 – Vacation - Bucs game

### **Upcoming Events**

- Gulf Power Economic Symposium – October 1-3, 2017
- Florida Chamber Summit – October 18 - Tampa

# CAPITAL AREA COMMUNITY ACTION AGENCY

## INDEPENDENT CONTRACTOR'S AGREEMENT

This Agreement is made and entered into as of the 22nd day of August, 2017, by and between the **Capital Area Community Action Agency**, not-for-profit corporation whose address is 309 Office Plaza Drive Tallahassee, Florida 32327 (the "**Corporation**") and **Roger Newsome**, whose address is 3518 Tullamore Lane Tallahassee, Florida 32309. ("**Contractor**").

**WHEREAS**, Corporation desires to hire Contractor to provide services in accordance with the terms of this Agreement and to compensate Contractor for services rendered to the Chairman of the Board of the Corporation on a basis described in this Agreement due to the public exigency requirement. The Contractor has specialized knowledge that can only be addressed from a single source.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements contained in this Agreement, Corporation and Contractor agree as follows:

1. **SERVICES AND TERM.** Contractor shall perform the services for Corporation and deliver written products described in Exhibit A, Scope of Work, attached to and made part of this Agreement. Unless otherwise agreed and stated in writing in this Agreement. The Agreement shall expire on the 23rd day of September 2017.
2. **FEES AND PAYMENT.** Corporation shall pay Contractor a fee of \$4,950 for 30 day assessment and work performed during the term of this Agreement. Payment is for completion and delivery to Corporation of the services and/or written deliverables described in Exhibit A which Contractor has agreed to perform for and deliver to Corporation.
3. **MANNER OF PERFORMANCE.** Contractor warrants, that he is fully skilled and experienced in the above described service, and that Corporation shall rely upon him to perform the expected services lawfully and in a manner consistent with high standards and ethical conduct. Contractor will be responsible for selecting the time, location, manner, sequence, method of, and person(s) to be utilized in completing each service. Corporation shall expect Contractor to perform without any additional training, direction, supervision, or control on his/her part, except that Corporation retains the right to specify the results to be achieved. Corporation also retains the right to confirm that the expected standards are met



and results achieved, as well as to call to Contractor's attention and to direct correction of any deviation from the expected standards or results.

Contractor is responsible for the timely completion of the work. All business and/or local traveling expenses of Contractor or his/her assistants will be entirely contractor's responsibility. Any out of town travel will be billed separately to the Corporation at the current IRS mileage rate. Contractor will be required to furnish tools and equipment necessary to perform the work.

Contractor is free to hire and employ assistants whose payment, direction, and supervision will be entirely Contractor's responsibility. Contractor's employees will not be provided by Corporation. Contractor and his employees may work in the office of the organization or at other site designated by the Contractor to complete the work as outlined in Attachment "A" of this agreement. Contractor shall provide the Corporation with information on all employees assigned to this project who will have access to agency sensitive information. Required information includes a resume of experience with references, and a background check or information for the Corporation Human Resources Department to complete a background check.

Contractor (including all of Contractor's employees, Contractors, agents, officers, and directors) is an independent contractor who is not employed by Corporation. Corporation shall not be liable for any withholding taxes, Social Security taxes, workers' compensation fees or payments, health care costs, insurance costs or any other expense or liability attributable to an employer/employee relationship. Contractor shall solely be responsible for all such taxes, fees, payments, costs, expenses or liabilities. Contractor is retained temporarily by Corporation only for the purposes and to the extent set forth in this Agreement. Contractor is free to dispose of any portion of Contractor's entire time, energy and skill during regular business hours which Contractor has not voluntarily committed to work for Corporation under the terms of this Agreement in such manner as Contractor sees fit and to such persons, firms, or corporations as Contractor may deem advisable. Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements or distributions by the Corporation pertaining to or in connection with any benefits or any kind which Corporation may offer to or provide for its employees.

4. **PROFESSIONAL RESPONSIBILITY.** Nothing in this Agreement shall be construed to interfere with or otherwise affect the rendering of services by Contractor in accordance with Contractor's independent and professional judgment and duty. This Agreement shall be subject to the rules and regulations of any and all professional organizations or associations to which Contractor may from time to





time belong and the laws and regulations governing said practice in jurisdictions that govern the work of Contractor.

5. **OWNERSHIP AND USE OF WORK PRODUCT.** Contractor hereby assigns to Corporation all right, title and interest in all written and other materials which Contractor may produce for Corporation under this Agreement, including but not limited to, rights of copyright and trademark in the United States and in all other countries of the world. Contractor acknowledges that Corporation shall have an exclusive worldwide license and right to publish, copy, modify, display, distribute, perform and broadcast the submitted material, in whole or in part, in any print, electronic or digital media or software of any kind now existing or developed in the future. Contractor will not enjoin or interfere with the distribution, licensing or exploitation of merchandise or any other products produced under this Agreement or otherwise produced by Corporation. Contractor warrants and represents to Corporation that all materials prepared by Contractor under this Agreement will be original to Contractor or derived from materials to which Contractor has obtained any required permissions, releases, rights or licenses, and the use thereof by Corporation will not violate any patent, copyright, trademark, trade secret or other personal or proprietary rights of any party. Corporation warrants and represents to Contractor that all materials provided by Corporation under this Agreement will be original to Corporation or derived from materials to which Corporation has obtained any required permissions, releases, rights or licenses, and that the use thereof by Contractor will not violate or infringe any patent, copyright, trademark, trade secret or other person or proprietary rights of any party. Corporation further represents and warrants to Contractor that Corporation will not enjoin or interfere with the distribution, licensing or exploitation of Contractor's merchandise or other products.
6. **CONFIDENTIALITY.** Contractor hereby agrees that Contractor will maintain strict confidentiality of all information which Contractor discovers or generates, or which is produced for Contractor by any party whatsoever, and which relates in any way to the duties which Contractor has agreed to perform under the terms of this Agreement; will return or deliver all such material to Corporation no later than the end of the term of this Agreement; and will not retain or deliver to any other party, without Corporation's specific prior written approval any such material, or copies or lists of such material after the end of the term of this Agreement, except as required under compulsion of law. This provision of the Agreement shall survive the term of the Agreement by Twenty (20) years.
7. **AVAILABLE FUNDING.** Contractor recognizes that Corporation is a not for profit entity and that all financial obligations of Corporation under this Agreement are



subject to the availability of funding to Corporation to make payments. Corporation shall advise Contractor in advance of any risk of non-payment of which it is aware that may be caused by lack of availability of funding to Corporation to pay Contractor.

8. **REPORTING.** For Corporation, Capital Area Community Action, shall maintain ongoing liaison with Contractor. For Contractor, John R. Newsome III, will report to and maintain ongoing liaison with Corporation.
9. **NON-EXCLUSIVE RELATIONSHIP.** Neither Contractor nor Corporation has an exclusive relationship with the other. Contractor is free to perform the above described services for any other person or business, so long as this does not interfere with Contractor's satisfactory performance of services for Corporation under this Agreement
10. **TERMINATION.** Either party to this Agreement may terminate the Agreement upon giving Thirty (30) days prior written notice to the other party. Any notice of termination shall be sent to the principal address of the other party as listed in the opening of this Agreement. Notices may be sent by overnight courier, signature required, or by a reputable messenger service that delivers a receipt. Any such notice shall be effective upon receipt. Upon termination, Contractor shall be entitled to all fees and reimbursement of reasonable expenses incurred through the effective date of termination but Contractor shall make reasonable efforts to cease all work and cease incurring expenses upon receipt of notice of termination.
11. **INDEMNITIES.** Each party indemnifies and holds the other harmless from and against any losses, costs, expenses (including reasonable attorney's fees), judgments, settlements and damages resulting from any claim of action arising out of a breach of any of the warranties and representations made by one party to the other in this Agreement.

Contractor agrees that he is solely responsible, and shall hold the Corporation, its principals, officers, directors, partners, agents, affiliates, related entities and employees harmless for the payment of any and all pertinent federal, state, or local self-employment or income taxes, or other assessments levied by governmental authorities on any earnings made as a result of his independent contractor relationship with the Corporation. Contractor agrees to reimburse the Corporation for any claim or assessment by any taxing authority arising from this paragraph.

Moreover, Contractor agrees to indemnify and hold the Corporation, its principals, officers, directors, partners, agents, affiliates, related entities and employees harmless for any and all claims brought against either himself or the Corporation,



or for liabilities incurred by the Corporation, as a result of the parties' independent contractor relationship, whether under workers' compensation laws, or under any other federal, state, or municipal laws, rules or regulations which may be applicable to other relationships in the employer-employee context, or which may be applicable to any other set of circumstances not specifically addressed herein.

12. **DISPUTES AND ARBITRATION.** If any controversy or claim arising out of this Agreement cannot be settled by the involved parties, such controversy or claim shall be settled by submission to an arbitrator, upon whom both parties agree. The single arbitrator shall have full power to set all procedural rules for the arbitration and, if he or she is unavailable or unwilling to act, procedural rules shall be settled by arbitration in accordance with the prevailing rules of the American Arbitration Association. Arbitration shall be held in Tallahassee, FL. Each party shall bear its own costs and one-half of the costs of the arbitrator.
13. **ENTIRE AGREEMENT.** This Agreement sets forth the entire understanding between the parties hereto with respect to the subject hereof, and shall not be changed, modified, or amended, except by an instrument in writing, signed by the parties hereto. There are no other agreements or understandings, oral or written, between the parties hereto, with regard to the subject matter thereof that are not merged herein or superseded hereby.
14. **ASSIGNMENT.** This Agreement may not be assigned without the prior written consent of both parties. This Agreement will be binding upon and will ensure to the benefit of each party's permitted successors and assigns.
15. **SEVERABILITY.** The parties agree that the covenants of this Agreement are severable and that if any single clause or clauses shall be found unenforceable, the entire Agreement shall not fail but shall be construed and enforced without any severed clauses in accordance with the terms of this Agreement.
16. **HEADINGS.** The headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.



**IN WITNESS WHEREOF**, Corporation and Contractor have executed this Agreement as of the day and year first written above with full corporate authority to enter into this binding Agreement.

**CONTRACTOR**

(x)  8/22/17  
**Roger Newsome** **Date**

**Capital Area Community Action Agency - CORPORATION**

(x)  8/22/2017  
**Authorized Representative for CACAA** **Date**

TIM CENTER  
**Print Name**





## **ATTACHMENT A**

### **Statement of Work**

This contractual agreement between **Capital Area Community Action Agency (Corporation)** and **Roger Newsome (Contractor)**, includes, but is not limited to managerial assessment services as outlined in this attachment.

#### **Purpose of Agreement**

The purpose of this agreement is to assist in building the capacity of CACAA through learning and continuous improvement based on the assessments of seven organizational categories:

- Organizational Leadership
- Strategic Planning and Direction
- Customer, Constituent, and Partner Focus
- Measurement, Analysis, and Performance Management
- Human Resource Focus
- Organizational Process Management
- Organizational Results

Weekly progress reports will be provided to the Chairman to be presented to the board.

#### A. Contractor Duties and Services

##### **Tasks and Deliverables**

The Contractor will complete the following tasks:

- a) Assess current resources, assets, and needs. The Contractor will report on the Assessment Findings and Recommendations, including proposed objectives. The report will be completed within 30 days of contract start



date. The assessment will include recommendations for efficiency measures, technology evaluation, staff development, and board support.

- b) Provide twelve hours of training over no more than six days.. Specific objectives should be determined by the assessment and approved by The Corporation. Training will be completed within 90 days of the contract start date. The training will yield an action plan for further education and implementation.
- c) Provide 10 hours of follow-up individual consulting with the Board of Directors and executive staff. After training, the Contractor will provide a schedule of follow up consulting.
- d) The Contractor will provide bi-weekly progress reports to the Corporation during follow-up consulting.

## B. Corporation Agreement

### 1. **Information Gathering**

The Corporation will provide access to systems, information, website, financial data, human resources policies and procedures, and non-confidential internal communications.

### 2. **Cooperation with Contractor**

The Executive Director will be responsible for providing information and completing tasks requested by the Contractor. The Corporation acknowledges that full participation by the board and staff is required to fully execute this project.

### 3. **Deliverables**

- Review and report on the CACAA Delivery System
- Provide report on agency community communications. Marketing Pamphlets and external website. Public Annual Report. Organization Chart.
- Reviews of board training and recommendations to improve.
- Report on committee assignments and develop action plan.
- Review HR update and report of Ken Mayo activities and accomplishments.



- Report on Policy and Procedure revisions. Provide oversight to bring up to date if necessary.
- Review executive staff and staff. Define current responsibilities on how it compares to CACAA job descriptions.
- Review and report on staff performance evaluations and update employee folders to ensure signed copies of employee manuals required by federal regulations.
- Review exit interviews for the last 12 months and provide report on findings.
- Review and report on staff training and career development.
- Review, report and update travel procedure for staff and CEO.
- Review and report on current vehicle policy.
- Review current technology and make recommendations to maintain secure records and workflows. Track ability to be audited and monitored.
- Document workflows and computer usage. Report on staff comfort levels with current systems.
- Review need for potential Employee Manual Update.
- Provide historic and current outcomes along with trending opportunities or threats.

