

# Capital Area Community Action Agency

## Head Start Policy Council Meeting

### AGENDA

September 21, 2017

6:00 p.m.

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Policy Council Orientation
5. Consent
  - a. Policy Council Minutes
6. Action
  - a. Financial Report
  - b. Personnel Actions
7. Center Updates- What's working and what's not?
8. Education Coordinator Report
9. Director's Report
10. Office of Head Start Updates
11. Other Business
12. Meeting Adjourned

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**Next Meeting: Scheduled for October 19, 2017**



United Way of the Big Bend

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

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



# Capital Area Community Action Agency Head Start



## HEAD START PROGRAM GOVERNANCE POLICY COUNCIL

Capital Area  
**Community  
Action  
Agency**

## Welcome to the Policy Council



### OUR GOAL

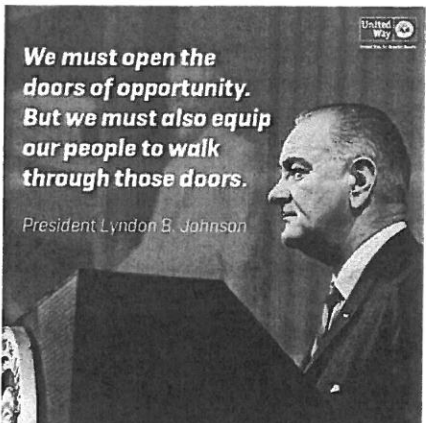

To ensure that all three and four year old children that participate in Head Start enter school ready to learn

### PROGRAM PHILOSOPHY

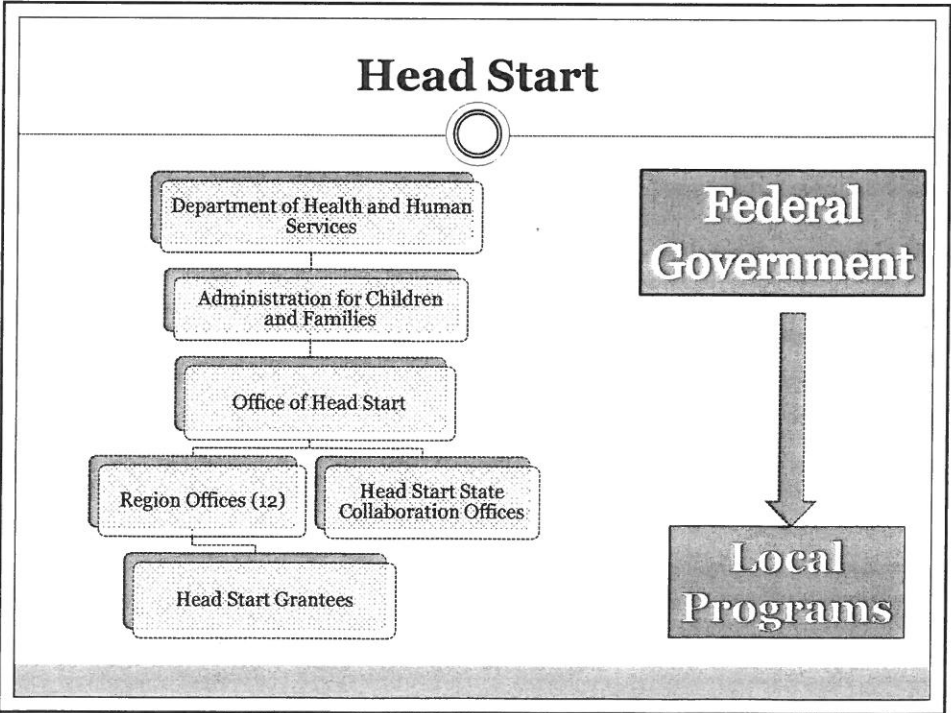
All children can succeed if given the proper tools to learn and develop in a healthy way. By providing them with a variety of educational experiences in all domains of learning, we foster cognitive development as well as creativity and self-expression

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## Overview



- In January 1964, President Lyndon B. Johnson declared a "War On Poverty"
- Goal was to eradicate the causes of poverty by creating job opportunities, increasing productivity, and enhancing the quality of life
- Led to Economic Opportunity Act of 1964 and included programs such as: Job Corps, Urban/Rural Community Action, VISTA, Project Head Start and many more.



## Purpose of Head Start

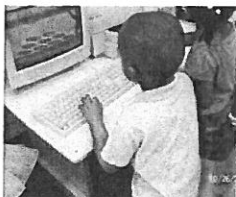


**Promote the school readiness of low-income children by enhancing their cognitive, social, and emotional development—**

- (1) in a learning environment that supports children's growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills, and approaches to learning; and
- (1) through the provision to low-income children and their families of health, educational, nutritional, social, and other services that are determined, based on family needs assessments, to be necessary.

***Head Start Act (Sec 636)***

## Early Childhood Education



**Learning Centers**



**Special Visitors**



**Field Trips**




**Outdoor Activities**



**Large & Small Group**


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## What We Do




**Head Start comprehensive services include:**

- Education
- Screenings and follow-up for health, development, and behavior
- Health and safety
- Social and emotional health
- Nutrition
- Family goal-setting
- Social services
- Transition services
- Services for children with disabilities




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## What We Do




- Comprehensive services are delivered in a learning environment that is individualized to support children's growth in the five essential domains.
- A minimum of 10 percent of a program's total enrollment must be children with disabilities.
- Additionally, Head Start services are designed to be responsive to each child and family's ethnic, cultural, and linguistic heritage.




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## What We Do




- Head Start services are responsive to each child and family's ethnic, cultural, and linguistic heritage.
- Head Start encourages the role of parents as their child's first and most important teachers.
- Programs build relationships with families that support positive parent-child relationships, family well-being, and connections to peers and community.



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## In Order to Continue to Serve




**Our agency must...**

- Have an **ACTIVE** Policy Council!
- Meet regulations:
  - **FEDERAL PERFORMANCE STANDARDS**
  - State of Florida Child Care licensing regulations
  - HS Policy and Procedures

Continuous improvement of Head Start is crucial to success


***Parents are the reason Head Start still exists today!!!***

**IN-KIND FORMS** must be completed and matched by all volunteers!!



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## Policy Council Eligibility



- **The Policy Council must be comprised of two types of representatives:**
  - parents of currently enrolled children
  - community representatives
- At least **51%** of the members must be **parents/guardians of currently enrolled children**
- All parent members must be elected or re-elected annually
- All community representatives must be selected annually
- Each center elects 1 representative and 1 alternate for every 50 children in the center
- Each representative has 1 vote in Policy Council

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## Officers' Roles




**CHAIRPERSON**

- Presides at all meetings and maintain order
- Helps to set agenda
- Serves on committees and coordinates activities
- Works closely with the Head Start Director
- Acts as the official representative of the Council
- Is knowledgeable of the By-laws, HS policies and requirements and performs other duties as assigned

**VICE-CHAIRPERSON**

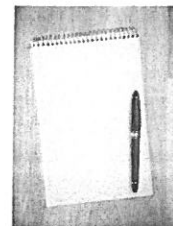
- presides in absence of the Chairperson or whenever the chair is vacated
- performs other duties as needed



## Officers Roles Continued



- The **SECRETARY** shall record the minutes of every Policy Council meeting and maintain copies of important information including: by-laws, standing rules, roster of members, and performs other duties as assigned.





## WHAT CAN BE EXPECTED WHILE SERVING ON POLICY COUNCIL?





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## Policy Council

- **SHARE** with the council the parent engagement activities at your child's center
- **APPROVE** or disapprove policies brought to the Policy Council
- **GIVE** input on hiring staff, designing new program options, evaluating the program and so much more
- **TRAVEL** as a representative of HS parents and the agency to trainings or events

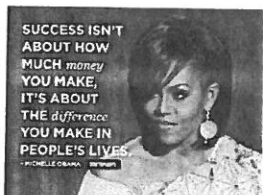
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## Policy Council

- **Be respected as a HS parent and an important member of a decision making team**
- **Need to attend a mandatory Policy Council training for PC members**
- **Receive travel dollars from your home to meetings and back (\$0.445 per mile)**
- **Free babysitting or receive a \$7.25 reimbursement per hour to help with babysitting costs**
- **Receive dinner at the monthly meeting**

# The Future



**Continuous improvement of Head Start is crucial to success**

**Parents are the reason HS still exists today!!**

# Head Start Policy Council Meeting

## Minutes

August 22, 2017

6:00pm

1. Meeting called to order at 6:06 pm
2. Roll call was taken by Hans Mardy. Representatives present included the following: Lauren Johnson (R), Hans Mardy (R), Patricia Ramos (R), Shantell Freeman (R), Charlean Lanier (CR), Luciana Brown (CR), and Tiffany Similien.

Capital Area Community Action Agency staff present included the following people: Cynthia Valencic, Nichele Rolle, and Kristin Reshard.

We now have a quorum.

### 3. Action Items

- a. Minutes- The minutes were reviewed by all members of Policy Council. No corrections or changes were needed.

A Motion to approve the minutes was made by Charlean. The motion was seconded by Luciana Brown. The motion was approved and carried forward.

- b. Financial Report- The financial report was reviewed by Cynthia Valencic.

A motion to accept and approve the financial report was made by Charlean Lanier. The motion was seconded by Hans Mardy. The motion was approved and carried forward.

- c. Personnel Actions- No personnel actions at this time.

- d. Supplemental Fund – Roneice Boston with HHS stated that we could apply for supplemental funding to help with the cost of renovations at the permanent location for next year in Franklin County. There was no guarantee we would receive the funding. Lauren Johnson asked what the total amount of renovations would be. There was no specific amount available. Kristin Reshard expounded further on the supplemental funding request, however policy council members still had questions regarding the location, condition of the building, other agencies sharing the building, cost, etc. Tim was not present to answer pending questions; therefore Hans Mardy and Chairwoman

Lauren Johnson suggested we table the issue/request until next meeting or call a special meeting/ teleconference. All members agreed.

Motion to table the authorization of the supplemental funding request to support the renovation of a permanent Head Start location in Franklin County was made by Charlean Lanier and second by Tiffany Similien. Vote was taken and all in favor, none against.

4. Director's Report: Charlean Lanier reviewed the attached Director's report in absence of Tim. There were questions about the temporary menu and South City. Nichele Rolle explained we are currently in the process of securing kitchen space at a nearby church and was waiting on the licensing/ inspection to be completed.
5. Office of Head Start Updates: No updates.
6. Chairperson's Report: No report provided for review. Lauren thanked the Policy Council for their dedication throughout the school year and Nichele passed out certificates of appreciation to all members.
7. Other Business: Incredible Years and Getting Ahead was promoted for the upcoming year. Orientation will be the last week in August with a session in the morning and the evening.
8. The meeting was adjourned at 6:45 p.m.

July 2017 HDST Programs Revenue & Expenditures

|                     |  | Total            | Current          | Total            |      |
|---------------------|--|------------------|------------------|------------------|------|
|                     |  | Budget -         | Year             | Budget           |      |
|                     |  | Original         | Actual           | - Original       | %    |
| <b>Revenue</b>      |  |                  |                  |                  |      |
| 4000                | Government Contracts - FEDERAL         | 3,372,460        | 2,694,667        | (677,793)        | 80%  |
| 4010                | Government Contracts - STATE           | 544,793          | 513,257          | (31,536)         | 94%  |
| 4020                | Government Contracts - LOCAL           | 60,000           | 50,494           | (9,506)          | 84%  |
| 4100                | Grants - Other Not-for-Profits         | 20,000           | 16,670           | (3,330)          | 83%  |
| 4210                | Contributions- Restricted              | 0                | 2,480            | 2,480            |      |
| 4995                | Other Revenue                          | <u>0</u>         | <u>500</u>       | <u>500</u>       |      |
|                     | <b>Total Revenue</b>                   | <u>3,997,253</u> | <u>3,278,068</u> | <u>(719,185)</u> | 82%  |
| <b>Expenditures</b> |  |                  |                  |                  |      |
| 6010                | Salaries & Wages                       | 1,915,267        | 1,487,237        | 428,030          | 78%  |
| 6110                | Fringe                                 | 523,556          | 419,471          | 104,085          | 80%  |
| 6180                | Staff Screenings                       | 1,800            | 2,793            | (993)            | 155% |
| 6210                | Indirect Costs                         | 487,920          | 378,466          | 109,454          | 78%  |
| 6310                | Travel - In Area                       | 2,000            | 1,124            | 876              | 56%  |
| 6315                | Travel - Out of Area                   | 4,000            | 2,757            | 1,243            | 69%  |
| 6410                | Office Supplies                        | 9,000            | 3,478            | 5,522            | 39%  |
| 6415                | Program Supplies                       | 21,291           | 19,818           | 1,473            | 93%  |
| 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,    | 9,000            | 8,360            | 640              | 93%  |
| 6600                | Postage and Delivery Expense           | 1,600            | 1,591            | 9                | 99%  |
| 6710                | Contractual Services/Professional      | 55,061           | 18,552           | 36,509           | 34%  |
| 6715                | Contractual Services – Health/Disabili | 110,517          | 144,282          | (33,765)         | 131% |
| 6810                | Rent/Space Cost                        | 184,000          | 161,337          | 22,663           | 88%  |
| 6820                | Utilities                              | 62,500           | 50,026           | 12,474           | 80%  |
| 6830                | General Liability and Property Insuran | 21,000           | 20,200           | 800              | 96%  |
| 6840                | Communications                         | 37,530           | 35,610           | 1,920            | 95%  |
| 6850                | Repairs and Maintenance- Building      | 148,867          | 129,792          | 19,075           | 87%  |
| 6910                | Equipment Maintenance                  | 18,500           | 14,778           | 3,722            | 80%  |
| 6920                | Vehicle Expense                        | 29,500           | 30,698           | (1,198)          | 104% |
| 6930                | Equipment Lease                        | 8,500            | 7,148            | 1,352            | 84%  |
| 6940                | Technology                             | 25,016           | 8,931            | 16,085           | 36%  |
| 7010                | Fees, Licenses, and Permits            | 5,000            | 2,516            | 2,484            | 50%  |
| 7020                | Dues/Subscriptions                     | 5,000            | 4,218            | 782              | 84%  |
| 7100                | Volunteer                              | 750              | 128              | 622              | 17%  |
| 7320                | Expendible Equipment                   | 35,500           | 1,851            | 33,649           | 5%   |
| 7410                | Registration Fees                      | 3,500            | 6,425            | (2,925)          | 184% |
| 7420                | Training/Meetings/Workshops            | 38,905           | 38,879           | 26               | 100% |

|      |  |                  |                  |                |      |
|------|--|------------------|------------------|----------------|------|
| 7430 | Staff Development                        | 5,889            | 345              | 5,544          | 6%   |
| 7440 | Advisory/Board Member Expenses           | 2,200            | 1,511            | 689            | 69%  |
| 7450 | Advertising                              | 5,668            | 1,345            | 4,323          | 24%  |
| 7460 | Parent Activities                        | 1,134            | 1,559            | (425)          | 137% |
| 7510 | Raw Food Cost                            | <u>144,397</u>   | <u>130,485</u>   | <u>13,912</u>  | 90%  |
|      | Total Expenditures                       | <u>3,997,253</u> | <u>3,185,621</u> | <u>811,632</u> | 80%  |
|      | Excess Revenue over (under) Expenditures | <u>0</u>         | <u>92,447</u>    | <u>92,447</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<br/>Needed</b> | <b>YTD</b>     | <b>YTD %</b> | <b>Remaining</b> | <b>Remaining<br/>%</b> |
|--------------------------------|-------------------------|----------------|--------------|------------------|------------------------|
| Government Contracts - Local   |                         | 50,494         |              |                  |                        |
| Grants - Other Not for Profits |                         | 16,670         |              |                  |                        |
| In-Kind Revenue                |                         | 427,179        |              |                  |                        |
| VPK/SR                         |                         | 273,191        |              |                  |                        |
|                                | <b>834,856</b>          | <b>767,534</b> | <b>92%</b>   | <b>67,322</b>    | <b>8%</b>              |

Head Start Credit Card Activity July 2017

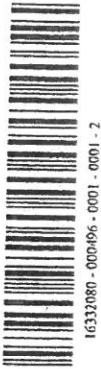
| <u>Vendor Name</u> | <u>Code</u> | <u>Code</u> | <u>Date</u> | <u>Number</u> | <u>Expenses</u> |
|--------------------|-------------|-------------|-------------|---------------|-----------------|
| LOWE'S             | 1064        | 6415        | 7/30/2017   | 073017LOWES   | 4.20            |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 4.21            |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 4.74            |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 8.52            |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 9.20            |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 17.11           |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 19.88           |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 20.43           |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 25.55           |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 56.98           |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 61.73           |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 71.39           |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 96.81           |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 104.88          |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 105.49          |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 1.42            |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 56.94           |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 171.81          |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 224.84          |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 293.83          |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 458.07          |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 62.64           |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 17.28           |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | 69.08           |
| LOWE'S             | 1064        | 6850        | 7/30/2017   | 073017LOWES   | <u>346.25</u>   |
|                    |             |             |             |               | <u>2,313.28</u> |
| HANCOCK BANK       | 1064        | 6180        | 7/27/2017   | 072717-KJ     | 36.25           |
| HANCOCK BANK       | 1064        | 6410        | 7/27/2017   | 072717-KJ     | 19.20           |
| HANCOCK BANK       | 1064        | 6850        | 7/27/2017   | 072717-KJ     | 24.99           |
| HANCOCK BANK       | 1064        | 6850        | 7/27/2017   | 072717-DJ     | 47.76           |
| HANCOCK BANK       | 1064        | 6850        | 7/27/2017   | 072717-DJ     | 287.99          |
| HANCOCK BANK       | 1064        | 6850        | 7/27/2017   | 072717-FO     | 8.59            |
| HANCOCK BANK       | 1064        | 6920        | 7/27/2017   | 072717-DJ     | 25.00           |
| HANCOCK BANK       | 1064        | 6920        | 7/27/2017   | 072717-DJ     | 32.00           |
| HANCOCK BANK       | 1064        | 6920        | 7/27/2017   | 072717-DJ     | 33.00           |
| HANCOCK BANK       | 1064        | 6920        | 7/27/2017   | 072717-DJ     | 42.00           |



|                    |      |      |                     |                 |
|--------------------|------|------|---------------------|-----------------|
| HANCOCK BANK       | 1064 | 6920 | 7/27/2017 072717-FO | 23.00           |
| HANCOCK BANK       | 1064 | 7010 | 7/27/2017 072717-DJ | 7.06            |
| HANCOCK BANK       | 1064 | 7010 | 7/27/2017 072717-DJ | 35.00           |
| HANCOCK BANK       | 1064 | 7010 | 7/27/2017 072717-NR | 35.00           |
| HANCOCK BANK       | 1064 | 7420 | 7/27/2017 072717-DJ | 720.54          |
| HANCOCK BANK       | 1064 | 7420 | 7/27/2017 072717-DJ | 720.54          |
| HANCOCK BANK       | 1064 | 7420 | 7/27/2017 072717-DJ | 720.54          |
| HANCOCK BANK       | 1064 | 7420 | 7/27/2017 072717-VT | 838.62          |
| HANCOCK BANK       | 1064 | 7420 | 7/27/2017 072717-VT | 838.62          |
| HANCOCK BANK       | 1064 | 7420 | 7/27/2017 072717-VT | 943.77          |
| HANCOCK BANK       | 1064 | 7420 | 7/27/2017 072717-KJ | <u>18.25</u>    |
|                    |      |      |                     | <u>5,457.72</u> |
| Total Credit Cards |      |      |                     | 7,771.00        |



Visa BusinessCard  
Statement of Account  
Issued by Whitney Bank



16332080-000496-0001-2

HANCOCK BANK  
PO BOX 61750  
NEW ORLEANS LA 70161-1750

RECEIVED  
AUG 04 2017

MEMO STATEMENT

Account Number

Statement Date

07-27-17



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><br><br>Toll Free 1-800-448-8812 |                | NEW PURCHASES AND OTHER CHARGES .00 |
|  |                | NEW CASH ADVANCES .00               |
|  |                | CREDITS 2,192.38                    |
|  |                | <b>STATEMENT TOTAL 2,192.38 cr</b>  |
|  |                | TOTAL IN DISPUTE .00                |
|  |                | CREDIT LIMIT 6,000.00               |

*[Handwritten signature]*

Capital Area  
**Community**  
**Action**  
 Agency

**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 [Signature]

Approved by Printed Name BRANDON WIENKE Charlean Lanier  
 Signature [Signature]

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-ADOPBE ACROPRO | 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 ✓   |               |         |
|      |                |                            |                          | <b>TOTAL</b> | \$ 1,566.55 ✓ | \$ 0.00 |

\*\*\*\*\*  
 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 CB: 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

101301

10130 (8/16) J13175\*

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    |
|-----------|------------|-------------------------|------|--|-----------|
| 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<br>0057968953 ARRIVAL: 07-03-17 | M604.00   |
| 07-07     | 07-06      | 24492157167894008566642 | 7392 | GULF POWER COMPANY 850-444-6662 FL                               | M175.00   |
| 07-17     | 07-15      | 24610437197004012533718 | 5734 | ADOBE *ACROPRO SUBS 800-833-6667 CA                              | M114.99   |
| 07-21     | 07-21      | 74270847202100007878370 | 0000 | BRANCH PAYMENT - THANK YOU                                       | M1,057.87 |
| 07-21     | 07-20      | 24692167201100624648437 | 5968 | GAN*1558TALLHDEMOCIRC 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 Cons.*  
*Admin*  
*Admin*  
*Leaship*  
*Board*  
*Holdings*  
*Repairs for Blag bird.*

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





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 # 072717-105 Payment Amount \$ 98.69

Notes 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

| Amount  |
|---------|
| \$98.69 |
| \$98.69 |

| Invoice   | Description                |
|-----------|----------------------------|
| 072717-KJ | [REDACTED] KRISTIN JACKSON |

Hancock Bank  
 MAHAN  
 08/16/17 13:22

Seq: 0087 ID: 103340 CB: 7121

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

LMP40 M/P CHECK

Rev 2.14



101301

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 - Beverly Noble*

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

\*\*\*\*\*

*[Handwritten Signature]*





Payee HANCOCK BANK  
 Vendor ID HANCOCK CC  
 Account

55931  
 8/15/2017

| Invoice   | Description                  |
|-----------|------------------------------|
| 072717-FO | [REDACTED] FATIMA OLEABHIELE |

| Amount  |
|---------|
| \$31.59 |

Hancock Bank  
 MAHAN  
 08/16/17 13:22

Seq: 0085 ID: 103340 CR: 7121

Credit Card Payment \$31.59

Posting Date: 08/16/17

Thank you for banking with Hancock

\$31.59

LMP40 M/P CHECK



10130 (9/16) J131756

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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 | <del>M23.00</del>  |
| 07-21     | 07-21      | 74270847202100007878339 | 0000 | BRANCH PAYMENT - THANK YOU   | <del>M263.31</del> |
| 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<br><br>Toll Free 1-800-448-8812 |                | NEW PURCHASES AND OTHER CHARGES 31.59 |
|   |                | NEW CASH ADVANCES .00                 |
|   |                | CREDITS 263.31                        |
|   |                | <b>STATEMENT TOTAL 231.72 cr</b>      |
|   |                | TOTAL IN DISPUTE .00                  |
|   |                | CREDIT LIMIT 2,000.00                 |

YLC

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-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  
880  
800  
800

| FUND  | GENERAL LEDGER | ACTIVITY               | LOCATION | DR          | CR      |
|-------|----------------|------------------------|----------|-------------|---------|
| 1064  | 7420 (Hotel)   | 110 (Peck & Jones)     | 600 (A)  | \$ 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] VENITA TREADWELL |

mount  
 \$2,621.01

Hancock Bank  
 MAHAN  
 08/16/17 13:19

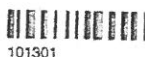
Seq: 0082 ID: 103340 CB: 7121

Credit Card Payment \$2,621.01  
 Posting Date: 08/16/17  
 Thank you for banking with Hancock

\$2,621.0

LMP40 MP CHECK

Rev 2/14



101301

10130 (9/16) J131755

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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<br>148515 ARRIVAL: 07-22-17 | M838.62 ✓ |
| 07-24     | 07-22      | 24906047203041700019214 | 3619 | ALOFT HOTEL TAMPA DNTN TAMPA FL<br>148513 ARRIVAL: 07-22-17 | M838.62 ✓ |
| 07-24     | 07-22      | 24906047203041700019073 | 3619 | ALOFT HOTEL TAMPA DNTN TAMPA FL<br>148511 ARRIVAL: 07-22-17 | M943.77 ✓ |

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

*[Handwritten signature]*

Local 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-DJ

Payment Amount \$ 2,671.43 ✓

Notes

Darrel James

Prepared or Submitted by

Printed Name Judy Green

Signature Judy Green 8-14-17

Approved by

Printed Name Darrel James

Signature Darrel James 8-14-17

| FUND             | GENERAL LEDGER                      | ACTIVITY                  | LOCATION   | DR           | CR          |
|------------------|-------------------------------------|---------------------------|------------|--------------|-------------|
| 1064             | <del>6920</del> <u>6920 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             | <del>7010</del> <u>7420</u> (Hotel) | <del>110</del> <u>255</u> | 600        | \$ 7.06      | ADDT Fees   |
| 1064             | 6850 (Franklin Cty Move)            | 251                       | 200        | \$ 47.76     | WHA         |
| 1064             | 6850 (Franklin Cty Move)            | 251                       | 200        | \$ 287.99    | WHA         |
| <u>(AS) 1064</u> | <u>6920</u>                         | <u>255</u>                | <u>600</u> | <u>33.00</u> | <u>Fuel</u> |
| TOTAL            |                                     |                           |            | \$ 2,638.43  | \$ 157.08   |

CAI

credit reflected on  
visa

800  
800  
800  
800  
600  
600

2671.43 (AS)

Finance Department Only

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

Payee HANCOCK BANK  
 Vendor ID HANCOCK CC Account

55930  
 8/15/2017

| Invoice   | Description  |
|-----------|--------------|
| 172717-DJ | DARREL JAMES |

Hancock Bank  
 MAHAM  
 08/16/17 13:21

Amount  
 \$2,671.43

Seq: 0094 ID: 103340 CB: 7121

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

Total: \$0.00 \$2,671.43

LMP40 M/P CHECK



10130 (9 16) J131756

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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<br>147557 ARRIVAL: 07-19-17 | M720.54   |
| 07-20     | 07-19      | 24906047200041700009853 | 3619 | ALOFT HOTEL TAMPA DNTN TAMPA FL<br>147558 ARRIVAL: 07-19-17 | M720.54   |
| 07-20     | 07-19      | 24906047200041700009861 | 3619 | ALOFT HOTEL TAMPA DNTN TAMPA FL<br>147559 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<br>147559 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  
 800  
 800  
 800  
 600  
 600

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

Bank.

WELLS FARGO BANK  
BOX 61750  
NEW ORLEANS LA 70161-1750

Visa BusinessCard  
Statement of Account  
Issued by Whitney Bank

MEMO STATEMENT

Account Number

Statement Date

07-27-17

PAID  
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 | - 1287.99 |

CAI

7e

credit reflected on  
visa

800  
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800

Fees

800  
600  
600

\*\*\*\*\*

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 <del>\$ 58.51</del> |
| 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                     |

\*\*\*\*\*

Finance Department Only

Session Date AP 170 501- ADDON Rush

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

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

Authorization for Payment- Version #1



# 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 | <i>Painting supplies</i>                    |
| 1064                           | 6850 (Mabry)                    | 250      | 600      | \$ 94.43  | <i>flooring supply</i>                      |
| <i>AS</i> 1064 <del>9990</del> | 7610 (Interest <i>charged</i> ) | 255      | 600      | \$ 21.09  |   |
| 1064                           | 6850 (Previous Balance)         | 255      | 600      | \$ 211.20 | <i>Disputed Amt from previous Statement</i> |
|                                |                                 |          |          | TOTAL     | \$ 538.29      \$ 0.00                      |

*not paying.*

\*\*\*\*\*

Finance Department Only

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



ACCT#XXXX6982- FATIMA OLEABHIELE  
ACCT#XXXX6623- DARREL JAMES  
ACCT#XXXX6623- DARREL JAMES  
ACCT#XXXX6706- NICHELE RICHARDS  
ACCT#XXXX6623- DARREL JAMES  
ACCT#XXXX6623- DARREL JAMES  
ACCT#XXXX6623- DARREL JAMES  
ACCT#XXXX5810- VENITA TREADWELL  
ACCT#XXXX5810- VENITA TREADWELL  
ACCT#XXXX5810- VENITA TREADWELL  
ACCT#XXXX7303- KRISTIN JACKSON

**Lowe's® 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

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rvices  
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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 |

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| Transaction Summary |           |                                     |                                      |              |
|---------------------|-----------|-------------------------------------|--------------------------------------|--------------|
| Tran Date           | Post Date | Reference Number/<br>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             |

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Financing\*\*  
urchase

**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](http://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.



P.O. Box 4019 Gulfport, MS 39502

Return Service Requested

478 110000 001

CAPITAL AREA COMMUNITY ACTION AGENCY  
HEAD START POLICY COUNCIL  
PARENT ACTIVITY FUND  
309 OFFICE PLAZA DR  
TALLAHASSEE FL 32301



Hancock Bank, a trade  
name of Whitney Bank



Page: 1 of 1

Statements Dates  
07/01/2017 - 07/31/2017

Account Number:  
4620332

Images:  
0

**\*ZERO CHECKS\* E0**

**WE'RE READY TO LEND WITH GREAT RATES ON PERSONAL LOANS.  
TO APPLY CALL 1-800-965-LOAN. NORMAL CREDIT CRITERIA APPLY.**

**Checking Account Summary**

|                   |          |                   |     |
|-------------------|----------|-------------------|-----|
| PREVIOUS BALANCE  | 1,187.68 | AVERAGE BALANCE   |     |
| + 0 CREDITS       | .00      | 1,187.68          |     |
| - 0 DEBITS        | .00      | YTD INTEREST PAID | .00 |
| - SERVICE CHARGES | .00      |                   |     |
| + INTEREST PAID   | .00      |                   |     |
| ENDING BALANCE    | 1,187.68 |                   |     |

● **Balance By Date**

| Date  | Balance  | Date | Balance | Date | Balance |
|-------|----------|------|---------|------|---------|
| 06/30 | 1,187.68 |      |         |      |         |



110000001

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.



United Way of the Big Bend

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

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



## **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         | 19                    | 84%                                   |
| Jefferson                            | 37         | 35                    | 90%                                   |
| Mabry                                | 77         | 71                    | 89%                                   |
| Royal                                | 57         | 57                    | 93%                                   |
| South City                           | 188        | 188                   | 91%                                   |
| <b>Total</b>                         | <b>378</b> | <b>370</b>            | <b>90%</b>                            |



# Family and Community Engagement Manager Monthly Monitoring Report

| <b>Number of Referrals (Review referrals)</b>                                 | <b>Franklin</b> | <b>Jefferson</b> | <b>Mabry</b> | <b>Royal</b> | <b>South City</b> | <b>Total</b> |
|---|-----------------|------------------|--------------|--------------|-------------------|--------------|
| 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)                                      | <b>Franklin</b> | <b>Jefferson</b> | <b>Mabry</b> | <b>Royal</b> | <b>South City</b> |              |
| 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>   | 297         |
| <b>Review of Parent Board</b>     | 13          |
| <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>  |
|---|
| <p>Verifying Head Start eligibility for all families enrolling in the program for the 2017-18 school year.</p> <p>Working with management team to prepare kitchen space to service the South City location.</p> <p>Ensuring documentation in ChildPlus is current to children enrolled.</p> <p>Reviewing Child Care Food Program renewal.</p> |