

Capital Area
Community Action
Agency

BOARD MEETING PACKAGE

Tuesday, December 5, 2017

Council on Culture & Arts (COCA)

816 S Martin Luther King Jr. Blvd

Tallahassee, FL 32301

6:00 PM

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Agency Vision

To provide opportunities for economic security for
low-income individuals and families.

Agency Mission

It is the mission of Capital Area Community Action Agency, Inc. to provide a comprehensive, seamless system of services and resources to reduce the detrimental effects of poverty, empower low-income citizens with skills and motivation to become self-sufficient and improve the overall quality of their lives, and our community.



www.CapitalAreaCommunityActionAgency.org



Capital Area **Community Action** Agency

BOARD OF DIRECTORS

Agenda

Tuesday, December 5, 2017 – 6:00 pm

Council on Culture & Arts (COCA)

816 S Martin Luther King Jr. Blvd

Tallahassee, FL 32301

Conference Call – 605.475.4700; 275857#

- I. Call to Order Christy McElroy, Chair
- II. Agenda Approval
- III. Sign-in/Attendance/Introductions
- IV. Consent
 - A. Minutes - Board of Directors Meeting – November 13, 2017
- V. Action – Recommendation for Review and Approval
 - A. Corporate Resolution with New Officer Names
 - B. Executive Committee Elections (filling remainder of term for vacant positions)
 - i) Vice Chair
 - ii) Member at Large
 - C. Nominating Committee
 - D. Board Committee Opportunities
 - i) Membership/Nominating
 - ii) Personnel
 - iii) Program Planning
 - iv) Public Relations/Fundraising
 - v) Budget and Finance
 - E. Fiscal Report
 - Narrative
 - Revenue & Expenditures Agency - 2 page
 - Balance Sheet
 - Credit Card Activity Spreadsheet
 - Credit Card Statements
 - Revenue & Expenditures by program
 - Head Start Match



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityActionAgency.com



VI. Program Updates

- A. Family Support Services Department
- B. Head Start
 - Credit Card report

VII. Chief Executive Officer's Report

VIII. Chair's Report

- A. Performance Evaluation – Chief Executive Officer

IX. Adjournment

Next Executive Committee Meeting 1/16/17 – 5:30 pm – 309 Office Plaza Drive

***Next Board of Directors Meeting 1/23/17 – 6:00 pm – Ghazvini Center for
Healthcare Education***

DRAFT

**Board of Directors Meeting
Monday, November 13, 2017
Minutes**

Members in Attendance:

Christy McElroy, Chair
Kara Palmer, Treasurer
Lauren Johnson
Pam Ridley
Debra Peterson*

Staff:

Tim Center
Stephanie Sgouros
Nina Self

Absent: Karen Henry, Derrick Jennings, Harold Ross, Dan Stengle

Guests:

Bill Krizner*, Alivia Murphy, Alan Williams

*Attended by Phone

The meeting was called to order by the Chair at 6:07 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 Ms. Smith and unanimously approved.

Ms. Smith made corrections to the September 26, 2017, minutes. She added "Smith" to her last name which is listed as "Palmer". She asked that her name be consistent throughout the document, either "Palmer Smith" or "Smith". She also noted on page 6, paragraph 5, second line the word "said" should be deleted. Ms. Ridley motioned for the September 26, 2017, minutes to be approved with noted corrections. It was seconded by Ms. Smith and unanimously approved.

Ms. Smith motioned for the minutes of the October 11, 2017, Emergency Meeting be approved noting that her name also needs to be consistent. Ms. Johnson seconded the motion and it was unanimously approved.

Mr. Center introduced Alivia Murphy to the Board. She was recommended by the Gadsden County NAACP as the replacement for Bishop Willie Green whose term ended at the last meeting. She would be the Gadsden County Low-Income representative on the Board. Ms. Murphy gave a brief overview of her background, stating that she lives in Leon County, but has been active with the Gadsden County NAACP for several years. She is familiar with the Agency and its mission, and would welcome the opportunity to serve. Ms. Smith motioned that Ms. Alivia Murphy be formally seated as a member of the Board. Ms. Johnson seconded the motion and it was unanimously approved.

Mr. Krizner, Employment Law Attorney for the Board, joined the meeting by phone. He was there at the request of the Board to continue the discussion of the previous Emergency Meeting regarding the process to evaluate the performance of the CEO. Ms. McElroy opened the discussion by reviewing conversations she had with Mr. Center and Ms. Self individually concerning observations of current management operations. She felt the Board needed to: 1.) Review the current responsibilities of the CEO and the COO to see where they are carrying extra responsibilities due to the elimination of Head Start Director and the Family Support Services positions. She wanted to make sure their position descriptions adequately reflect what they do, and that they are fairly compensated for the additional duties. She felt the CEO's contract doesn't reflect his current duties. 2.) The CEO and COO need administrative support, especially someone to take the minutes. They are both active participants in the meetings of the Board and it distracts them to have to take the minutes during the meetings; and, 3.) Consider getting the CEO and COO agency cell phones to ensure there are no violations of the Florida Sunshine Law. She would like to discuss this further with possible implementation by mid-January.

Ms. Johnson stated that she thought Mr. Center's Head Start Director responsibility was only supposed to last for a year. Mr. Center replied that the agreement was it was temporary to be evaluated after a year to determine which way to go with it. Ms. Johnson said she still felt the Head Start Director position necessary. Ms. McElroy stated that the Board needed to get Mr. Center and Ms. Self's concerns and have a conversation on the new organizational structure before making any decisions. Ms. Sgouros said they also need to include her in the conversation as Finance Director since the decision will have a budgetary impact.

Mr. Center excused himself from the meeting so the Board could talk freely with Mr. Krizner about the CEO evaluation process. Mr. Krizner began the conversation by outlining where he felt he could help facilitate the Board discussion. These areas were: 1.) Solidifying the Board/CEO relationship and stabilizing where the relationship is now. Making sure there is a viable contract that outlines that relationship, and putting the contract back in place; and, 2.) Ensuring good communication between the Board and CEO moving forward. The Board should choose a viable evaluation tool with tangible and measurable goals.

Ms. Johnson asked if a Board member could talk to staff under the Sunshine law. Ms. McElroy responded, yes. If more than one Board member is included in the conversation and the topic of discussion is something that the Board will vote on later, then the meeting should be noticed as per the Sunshine Law.

Ms. Smith asked what is the current evaluation process for the CEO. Ms. Self said in the past, all Board members were given the evaluation tool to note their comments, and the Executive Committee incorporated their comments on the final document that was reviewed with the CEO during the annual review. The final document included goals for the coming year, and noted any areas that needed improvement. Ms. Smith commented that at her agency, Career Source Capital Region, the Chair met with the CEO's direct reports to see if there were any recurring themes that needed to be addressed. Ms. McElroy said a 360° evaluation tool would be a good idea. Mr. Krizner said that would be good, but he felt the most important issue before that is what the Board was going to do about the CEO currently operating without a contract. He said when a contract expires, all terms of the contract carry forward as is, if it is not renewed. Ms. McElroy

asked if the Board could do a temporary contract until they could do a 360° evaluation. Mr. Krizner said that would make sense. He suggested they give the temporary agreement a three to six-month period. The contract should agree to the compensation to be paid during the period, and state that it will be revisited at the end of the temporary agreement. The Board could do this as an extension of the current contract. Mr. Krizner said once the Board decides on which way they were going with the temporary contract, let him know and he will help put the new contract together. He signed out of the meeting at 7:08 p.m.

Ms. Smith motioned to extend the current CEO contract as is for 90 days (from 12/1/17 – 2/28/18). Ms. Johnson seconded the motion and it was unanimously approved. Ms. McElroy said she would send an email to Mr. Krizner to verify the Board voted to extend the current agreement as is for 90 days for the period 12/1/17 – 2/28/18.

The discussion continued regarding the use of a 360° evaluation tool. Ms. Self said the agency used a 360° evaluation process a couple of years ago to evaluate Program Managers. She couldn't remember the tool used. She knows they had talked to Tallahassee Community College about their services, but it was too expensive at the time. She would look for the document and share with the Board. Ms. Smith said she has worked with different tools before and would share them with Ms. Self before the holiday. She also said they needed to determine which employees would evaluate the CEO for he only has one direct report according to the organizational chart. She asked for a copy of the current organizational chart, so they could make that determination.

Ms. McElroy said the CEO should take action to hire an Administrative Assistant as soon as possible. Ms. Ridley motioned that the CEO act to hire an Administrative Assistant as soon as possible. It was seconded by Ms. Smith and unanimously approved.

Ms. McElroy said there were still vacancies on the Executive Committee that needed to be filled. The Vice Chair and the Member-at-Large positions were vacant. She asked members to think about filling the positions. The regular election of officers will be held at the January 2018 meeting.

The Chair said she felt a more condensed version of the evaluation tool should be sent to the Board members for their input. She felt that since many of the members were new, they didn't have enough information to determine the measures as outlined on the assessment that was emailed to them. She asked Ms. Self to research other tools, including 360° formats, that could be used to evaluate the CEO. The Chair also asked Ms. Self to get input from Mr. Krizner, then send to the Board members for edits before the final form is put in place. Ms. Smith motioned that the COO sends the Board a sample evaluation tool to use for the CEO's evaluation by the end of the week for feedback. Ms. Johnson seconded the motion and it was unanimously approved.

Mr. Center rejoined the meeting. He introduced former State Representative Alan Williams who was visiting the meeting. He is considering joining the Board.

Ms. Sgouros reviewed the Fiscal report. There were no areas of concern. Ms. Johnson motioned for approval of the Fiscal report. Ms. Smith seconded the motion and it was unanimously approved.

Ms. Center said the next full Board meeting is scheduled for December 5th. He said he would take a poll to see the availability of the Board members. He said he would like to begin some strategic planning at that meeting.

The meeting was adjourned at 7:57 p.m.

Harold Ross, Secretary

Date Approved

**Financial Statement Narrative
For the One Month Ending October 31, 2017
Capital Area Community Action Agency**

As of October 31, 2017, we have completed the first month of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 8% of the annual budget, with some HeadStart expenses closer to 10%. At month end, the Year to Date Actual Revenue and Expenses are both 9%, with net income of \$29,324.

Year to Date in-kind and local match totals \$86,991, which is 10% of the \$843,116 non-Federal share match required for the fiscal year ending September 30, 2018.

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.

General Liability and Property Insurance – is over the budget benchmark due to the deposit and first payment of insurance. This line item is paid over the first eight months of the year so will even out over the course of the year.

Technology- is for renewals of technology for various programs which are paid at the beginning of the fiscal year. There should not be any more expenses charged here for the remainder of the year.

Dues and Subscriptions –is over the budget benchmark but is also made up of expenses that mostly occur at the beginning of the fiscal year.

Client Assistance - is slightly over benchmark budget due to timing issues related to various grant periods.

Raw Food Cost – is slightly over budget but is expected to be a bit lower after implementation of the newly rented kitchen.

Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the One Month Ending 10/31/2017

		Total Budget -	Current	Total Budget	
		Original	Period Actual	Variance -	%
				Original	
Revenue					
4000	Government Contracts - FEDERAL	3,372,460	256,017	(3,116,443)	8%
4010	Government Contracts - STATE	2,526,376	310,948	(2,145,428)	12%
4020	Government Contracts - LOCAL	122,000	8,013	(113,987)	7%
4100	Grants - Other Not-for-Profits	39,098	1,633	(37,465)	4%
4200	Contributions	3,500	4,809	1,309	137%
4320	Commissions-Vending/Photo	2,000	0	(2,000)	0%
4960	Fringe Pool Revenue	744,738	45,494	(699,244)	6%
4970	Indirect Pool Revenue	627,868	38,620	(589,248)	6%
4995	Other Revenue	9,750	0	(9,750)	0%
	Total Revenue	7,447,790	665,534	(6,712,256)	9%
Expenditures					
6010	Salaries & Wages	2,525,093	161,960	2,363,134	6%
6110	Fringe	711,335	45,494	665,841	6%
6120	FICA	187,766	15,851	171,915	8%
6130	Unemployment	50,000	1,019	48,981	2%
6140	Workers Compensation	42,000	3,970	38,030	9%
6150	Health Insurance	385,000	28,690	356,310	7%
6160	Life Insurance	30,000	1,747	28,253	6%
6170	Retirement	35,000	1,293	33,707	4%
6180	Staff Screenings	4,013	142	3,871	4%
6210	Indirect Costs	608,069	38,620	569,449	6%
6310	Travel - In Area	16,035	1,614	14,421	10%
6315	Travel - Out of Area	13,837	0	13,837	0%
6410	Office Supplies	16,173	419	15,754	3%
6415	Program Supplies	25,520	2,914	22,606	11%
6420	Classroom Supplies	58,270	0	58,270	0%
6430	Kitchen Supplies	40,000	1,650	38,350	4%
6440	Medical/Dental Supplies	1,000	0	1,000	0%
6510	Copies/Printing/Copier Maintenance/Toner/Paper	12,148	807	11,340	7%
6600	Postage and Delivery Expense	4,237	117	4,120	3%
6710	Contractual Services/Professional	313,099	17,575	295,523	6%
6715	Contractual Services – Health/Disabilities	181,188	16,143	165,045	9%
6810	Rent/Space Cost	266,702	24,495	242,207	9%
6820	Utilities	79,376	6,835	72,541	9%
6830	General Liability and Property Insurance	43,791	18,270	25,520	42%
6840	Communications	55,029	6,319	48,710	11%
6850	Repairs and Maintenance- Building	127,747	8,844	48,904	7%
6910	Equipment Maintenance	20,538	2,083	18,455	10%
6920	Vehicle Expense	48,571	6,761	41,810	14%
6930	Equipment Lease	13,190	1,427	11,763	11%
6940	Technology	21,238	21,125	114	99%
7010	Fees, Licenses, and Permits	5,041	528	4,514	10%
7020	Dues/Subscriptions	15,930	7,300	8,630	46%
7100	Volunteer	0	137	(137)	
7210	Client Assistance	1,180,216	163,071	1,017,145	14%
7320	Expendible Equipment	19,113	962	18,151	5%
7410	Registration Fees	9,243	70	9,173	1%
7420	Training/Meetings/Workshops	41,897	1,665	40,232	4%

Capital Area Community Action Agency
Balance Sheet
For the One Month Ended 10/31/17

	Current Period Balance
Assets	
Petty Cash	510
Cash Operating Hancock Bank	181,844
Cash-Bank Restricted	77,740
Grants Receivable	867,198
Building	245,000
Accumulated Depreciation - Building	(70,795)
Equipment	76,691
Total Assets	<u>1,378,188</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	20,125
Accrued Leave	59,615
Accrued Wages	48,526
Accrued Fringe Benefits	10,524
Accrued Taxes	3,641
Contract Advances	329,729
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	637,231
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	386,735
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	711,633
Current Net Income	<u>29,324</u>
Total Net Assets	<u>740,957</u>
Total Liabilities and Net Assets	<u>1,378,188</u>

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

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		2386			
Grants - Other Not for Profits		1633			
In-Kind Revenue		44811			
VPK/SR		38161			
	843,116	86991	10%	756,125	90%

Vendor Name	Fund Code	GL Code	Expenses	Effective Date	Document Description	Transaction Description
HANCOCK BANK	1064	6180	68.50	10/27/2017	ACCT#XXXX6623- DARREL JAMES	BACKGROUND CHECK FOR
HANCOCK BANK	1064	6415	3.98	10/27/2017	ACCT#XXXX5810- VENITA TREADWELL	AWARD MEDALS FOR SCIENCE FAIR
HANCOCK BANK	1064	6415	16.00	10/27/2017	ACCT#XXXX5810- VENITA TREADWELL	AWARD RIBBONS FOR SCIENCE FAIR
HANCOCK BANK	1064	6415	40.00	10/27/2017	ACCT#XXXX5810- VENITA TREADWELL	PUBLIX GIFT CARDS FOR AWARDS
HANCOCK BANK	1064	6415	17.00	10/27/2017	ACCT#XXXX7303- KRISTIN JACKSON	BALLOONS
HANCOCK BANK	1064	6715	10.99	10/27/2017	ACCT#XXXX6623- DARREL JAMES	DIGITAL WEIGHT SCALE FOR CENTER
HANCOCK BANK	1064	6715	76.46	10/27/2017	ACCT#XXXX7303- KRISTIN JACKSON	ITEMS FOR DISABILITY/ HEALTH
HANCOCK BANK	1064	6850	53.50	10/27/2017	ACCT#XXXX7303- KRISTIN JACKSON	TERMINEX PEST CONTROL TRMNT-
HANCOCK BANK	1064	6920	146.50	10/27/2017	ACCT#XXXX6623- DARREL JAMES	FUEL FOR CO CAR
HANCOCK BANK	1064	6920	90.97	10/27/2017	ACCT#XXXX6700- TIM CENTER	FUEL FOR HEAD START TRCK AND
HANCOCK BANK	1064	6920	242.98	10/27/2017	ACCT#XXXX6706-- NICHELE	BATTERY FOR CO. VEHICLE
HANCOCK BANK	1064	6920	2.00	10/27/2017	ACCT#XXXX6706-- NICHELE	LEON CO TAX FEE FOR CAR
HANCOCK BANK	1064	6920	34.10	10/27/2017	ACCT#XXXX6706-- NICHELE	RENEWAL OF CAR REGISTRATION
HANCOCK BANK	1064	7010	35.00	10/27/2017	ACCT#XXXX7303- KRISTIN JACKSON	ANNUAL FEE FOR VISA
HANCOCK BANK	1064	7100	137.00	10/27/2017	ACCT#XXXX7303- KRISTIN JACKSON	BACKGROUND CHECK FOR PARENT
HANCOCK BANK	1064	7410	17.50	10/27/2017	ACCT#XXXX7366- NINA SELF	REGISTRATION FOR LEON WORKS
HANCOCK BANK	1064	7420	400.00	10/27/2017	ACCT#XXXX5810- VENITA TREADWELL	RECERTIFICATION TRAINING FOR 4
HANCOCK BANK	1064	7420	39.54	10/27/2017	ACCT#XXXX6706-- NICHELE	FOOD FOR PARENT MEETING
HANCOCK BANK	1064	7420	38.27	10/27/2017	ACCT#XXXX6706-- NICHELE	SUPPLIES/ FOOD FOR PARENT
HANCOCK BANK	1064	7420	149.00	10/27/2017	ACCT#XXXX7303- KRISTIN JACKSON	WEBINAR ONLINE TRAINING
HANCOCK BANK	1064	7430	91.97	10/27/2017	ACCT#XXXX7303- KRISTIN JACKSON	COLLEGE BOOKS FOR SANTANA
HANCOCK BANK	1064	7430	341.25	10/27/2017	ACCT#XXXX7303- KRISTIN JACKSON	COLLEGE COURSE FOR SANTANA
HANCOCK BANK	1064	7440	12.11	10/27/2017	ACCT#XXXX6706-- NICHELE	DRINKS FOR POLICY COUNCIL
HANCOCK BANK	1064	7440	<u>129.97</u>	10/27/2017	ACCT#XXXX6706-- NICHELE	FOOD FOR POLICY COUNCIL

2,194.59
2,194.59

Total HANCOCK

Report

Bank

Visa BusinessCard
Statement of Account
Issued by Whitney Bank

WELLS FARGO BANK
BOX 61750
NEW ORLEANS LA 70161-1750

RECEIVED
NOV 07 2017

NOV 07 2017

MEMO STATEMENT

Account Number _____

Statement Date _____

10-27-17



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

**N0000671

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-29	09-28	24431067271026876365789	9399	FDLE CCHINET 850-410-8161 FL	M24.00 ✓
10-13	10-13	74270847286100008225927	0000	BRANCH PAYMENT - THANK YOU	M895.38 ✓
10-16	10-13	24492157286717624276934	7399	EB 2017 LEON WORKS EX 801-413-7200 CA	M35.00 ✓
10-16	10-13	24492157286894204739837	8398	PAYPAL *CAREERSOURC 402-935-7733 CA	M35.00 ✓

Case Barber
registration
for Leon Works
expo

Nina Selz 11/6/17

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-27-17		NEW PURCHASES AND OTHER CHARGES 94.00
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 895.38
		STATEMENT TOTAL 801.38 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00

[Handwritten signature]



COCK BANK
 BOX 61750
 NEW ORLEANS LA 70161-1750

Visa BusinessCard
 Statement of Account
 Issued by Whitney Bank

CEIVED
 11 13 2017

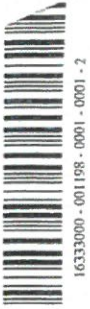
MEMO STATEMENT

Account Number

Statement Date

10-27-17

@



16333000-001198-0001-0001-2



KRISTIN JACKSON
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729

**N0001198

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-09	10-06	24164077280105001344330	5943	STAPLES 00110726 TALLAHASSEE FL	M76.46 ✓
10-11	10-10	24435657283083709883223	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50 ✓
10-13	10-13	74270847286100008225794	0000	BRANCH PAYMENT - THANK YOU	M532.37 ✓
10-13	10-12	24492157285894164977832	4816	SMARTHORIZONS 850-475-4041 OK	M149.00 ✓
10-17	10-16	24906417289045664904339	7342	SVM*TERMINIX INTL 800-8376464 TN	M53.50 ✓
10-18	10-17	24435657290083753773800	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50 ✓
10-18	10-17	24707807290030036113421	8220	GULF COAST STATE COLLEGE PANAMA CITY FL	M341.25 ✓
10-19	10-18	24692167291100784749596	5942	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	M91.97 ✓
10-23	10-21	24445007295000896119411	5331	DOLLAR TREE TALLAHASSEE FL	M17.00 ✓
10-27	10-27		0000	ANNUAL FEE	M35.00

CR	
	items for health
	webinar online
	Terminex tmnt
	coverage course
	Books
	Balloons
	0.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-27-17		NEW PURCHASES AND OTHER CHARGES 901.18
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
Toll Free	1-800-448-8812	CREDITS 532.37
		STATEMENT TOTAL 368.81
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

Handwritten signature

HANCOCK BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

RECEIVED
NOV 13 2017

MEMO STATEMENT

Account Number _____

Statement Date _____

10-27-17



DARREL JAMES
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0000413

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-13	10-13	74270847286100008225836	0000	BRANCH PAYMENT - THANK YOU	M736.09
10-13	10-11	24610437285004033048947	5310	ROSS STORES #113 TALLAHASSEE FL	M10.99 ✓
10-13	10-11	24692167285100097110526	5542	GATE 1194 Q80 TALLAHASSEE FL	M48.00 ✓
10-20	10-18	24692167292100085522238	5542	GATE 1194 Q80 TALLAHASSEE FL	M49.00 ✓
10-24	10-23	24445007297000944077726	5411	PUBLIX #610 TALLAHASSEE FL	M8.14 ✓
10-25	10-23	24692167297100119059830	5542	GATE 1194 Q80 TALLAHASSEE FL	M49.50 ✓
10-26	10-25	24435657298083315310333	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50 ✓
10-27	10-25	24224437300101006781758	5814	KRISPY KREME #451 TALLAHASSEE FL	M25.47 ✓

CR	WRIGHT
✓	Digital Sale
✓	
✓	799
✓	Background check
✓	
✓	0.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-27-17	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 259.60
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
Toll Free	1-800-448-8812	CREDITS 736.09
		STATEMENT TOTAL 476.49 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00

[Handwritten signature]

Hancock Bank.

HANCOCK BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

Visa BusinessCard
Statement of Account
Issued by Whitney Bank

RECEIVED
1082017

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date
10-27-17



NICHELE RICHARDS
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

**N0000710

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-11	10-10	24445007283300458413812	9399	B2P*LEON COUNTY TALLAHASSEE FL	M34.10 ✓
10-12	10-11	24445007284300449462075	9399	B2P*LEON COUNTY TAX FEE TALLAHASSEE FL	M2.00 ✓
10-13	10-13	74270847286100008225901	0000	BRANCH PAYMENT - THANK YOU	M299.37 ✓
10-20	10-19	24445007293000970189498	5411	PUBLIX #1051 TALLAHASSEE FL	M12.11 ✓
10-20	10-19	24431067293091149000310	5814	KFC J718202 TALLAHASSEE FL	M129.97 ✓
10-20	10-19	24765017292206088100309	7399	BATTERY SOURCE #7 TALLAHASSEE FL	M242.98 ✓
10-25	10-24	24445007298000951559334	5411	PUBLIX #1051 TALLAHASSEE FL	M17.98 ✓
10-25	10-24	24445007298400134029751	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M38.27 ✓
10-25	10-24	24445007298400134029835	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M100.00 ✓
10-26	10-25	24445007299000945434445	5411	PUBLIX #1051 TALLAHASSEE FL	M17.78 ✓
10-26	10-25	24269797299001051542152	5812	MARCOS PIZZA - 8078 TALLAHASSEE FL	M68.71 ✓
10-27	10-25	24164077299140145090001	5812	OLIVE GARDEN 00012369 TALLAHASSEE FL	M19.99 ✓
10-27	10-26	24445007300000938049124	5411	WINN-DIXIE #0003 MONTICELLO FL	M21.56 ✓

CR
Car registration
Lease Tax Fee
Car Vehicle
Batteries
gift cards
0.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-27-17	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 705.45
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
Toll Free	1-800-448-8812	CREDITS 299.37
		STATEMENT TOTAL 406.08
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

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 2017 and will end September 30th 2018.

Low Income Home Energy Assistance Program

Below is the total unduplicated number of households/individuals served for November 2017.

County	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	August 2018	Sept. 2018	Total
<i>Calhoun</i>	27/59	13/23											40/82
<i>Franklin</i>	22/45	13/32											35/77
<i>Gadsden</i>	69/166	45/118											114/284
<i>Gulf</i>	23/38	11/22											34/60
<i>Jefferson</i>	20/47	18/60											38/107
<i>Leon</i>	279/802	217/562											496/1,364
<i>Liberty</i>	11/22	4/9											15/31
<i>Wakulla</i>	21/50	11/37											32/87
Totals	472/1,179	332/863											804/2,042

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. Start date September 4th, ending December 2nd 2017.

Emergency Services / Donated Funds – Rentals Assistance For the month of September 2017, Total Served 20 households.

Starting October 1st, Low Income Home Energy Assistance funds can also assist with purchasing Propane.

Weatherization Assistance Program

The 2016-17 weatherization contract is currently in the process of being reconciled and closed. All unused monies will be reallocated to the current weatherization contract for 2017-18.

For the 2017-18 weatherization contract, CACAA received its Notice of Funds Availability (1st of three awards) from DEO on October 20, 2017. The current amount available for draw is \$272,692.40. The final 2 awards will be released based on the agency spend rate.

Work on the 2017-18 weatherization contract is currently under way as of November 1, 2017. To date, 10 homes have been processed and inspected. Of those 10 homes, 8 have been released to contractors.

The county allocations will be recalculated and reinserted in this report when the closeout and all redirected monies are finalized and approved.

Education Program Report – This report covers activity from June 2017 through August 2017

June 2017:

The Golden Apple Gala was a huge success and was embraced by the staff. The event was Friday, June 9, 2017 from 5:30 – 9:00 pm at the American Red Cross, Tallahassee, FL. Mrs. Charlean Lanier, Board of Directors Chair, and Mrs. Nina Self, COO, represented the Agency. The program honored Head Start staff in many categories. A copy of the program is attached.

Staffing changes and interviewing for teaching positions during the month of June was better this year due to the low teacher turnover rate; less than 5%.

Preparation for the Director's Pre-Service was reduced to one day this year compared to an entire week in 2016.

Staff In-Service was planned and confirmed with presenters. Education Team spent time preparing materials for a productive In-Service. A copy of the agenda is attached.

July 2017:

Setting up Franklin County Head Start was a big project over the entire summer; materials had to be ordered, furniture moved into the new location and curriculum materials made available. A new Director/Advocate and a new Lead Teacher were hired. The Education team spent a week in Franklin setting up the Center so that it could be licensed.

31st Pre-Service for Center Directors, Head Start Conference Room

August 2017:

1 – 11 Pre-Service for Head Start Staff, American Red Cross (agenda attached).

3rd Opened new classroom at Mabry Head Start – capacity 15.

8th Opened two new classrooms at South City Head Start.

9th Meet and Greet at all Head Start Centers for parents during the hours of 2:00 – 4:00 p.m.

31st Opened another new classroom at Mabry Head Start – capacity 13.

Center Updates:

Franklin began the school year with four (4) employees; however, they are now down to three (3). One interview was conducted to replace the teacher assistant position left vacant. The committee did not recommend hiring the applicant. The Center has some concerns:

1. The park across the street seems to attract unwanted behavior, such as drinking alcohol.
2. Custodial work is needed once a week to deep clean.
3. An assistant teacher position is needed.

South City is fully staffed and the two new classrooms are fully functioning. The growth of South City dictated the need for another director and Ms. Kumba Janneh was promoted to this role. The Center has a few concerns:

1. Children continue to arrive late. We do not turn them away; however, it is disruptive to the class flow.
2. Substitute teachers are needed.

Jefferson County has a dedicated staff and receives high marks during monitoring visits. The only need in Jefferson at this time is an additional Teacher Floater position.

Mabry Head Start grew by two classrooms to accommodate failing number in Franklin. The Center is functioning well and the Center Director has put in place some very creative team building measures.

The Center has the following concerns:

1. Repair work seems extensive, especially the roof and ceiling.
2. The Director now needs to come out the classroom to manage five (5) classrooms.
3. Late pick-up is an issue – they have them every day.
4. Flooding in the parking lot.

Louise B. Royal inherited many of the employees from Bainbridge Road when Bainbridge closed. The biggest concern is late pick-up of children.

Attachments:

1. List of Accomplishments 2016-2017
2. Golden Apple Gala Program
3. In-Service 2017 Agenda

Submitted by Venita Treadwell, Early Childhood Development Manager, Head Start – September 15, 2017

**Education Team Accomplishments
June 2016 - August 2017**

1. Art Gallery at main office featuring work of Head Start students
2. First ever Director's Pre-Service one week in 2016, one day in 2017
3. Set up cafeteria at Mabry
4. Education Coordinators have been functioning as Education Coordinators mentoring and coaching in the classroom
5. Implementation of Coaching in the classroom – all Education Coordinators have received COACH Training with Cindy Kaier, Region IV Head Start
6. On-going COACH Training with Cindy Kaier – 2 day session at Pre-Service 2017
7. Established a true Substitute Teacher Pool
8. Fully Staffed school beginning 2016 and beginning school year 2017
9. Revised and wrote many new forms for Directors to implement in Centers
10. A. Larkins, K. Smith, C. Jones, and V. Treadwell became CLASS Certified and CLASS Assessments are being done in all Head Start classrooms
11. All Centers are at the National level for CLASS
12. On –going CLASS training and counseling with Cindy Kaier
13. All Centers received new classroom supplies 2016 and 2017
14. Orientation for all newly hired teachers was done in January 2017
15. Bi-Weekly Education Meetings
16. Monthly Center Director Meeting
17. Employee of the Month recognition
18. Center Director of the Month Recognition
19. Added the new position of Education Coordinator/Dual Language Learner Specialist; this was a proactive move to be in position to meet the new Head Start Performance Standards
20. Added the new position of Individualization Specialist to actively be in compliance with our Region IV Head Start T/TA Plan. This position will assist with DIAL Assessments, Individualization of children with IEP's, Special Services and assist with all other Individualization of children; also this position will deal exclusively with Franklin County
21. Translated the Head Start Enrollment Application to Spanish
22. All Head Start Centers will make their own playdough
23. Added new Director position at South City Head Start to meet the needs of a center that grew from eight (8) classrooms to ten (10)
24. Training for Education Team: K. Smith - Mentor/Coach Training, Fatima O-Alexander – Disabilities Training, A. Larkins, K. Smith, C. Jones, and V. Treadwell – CLASS Training
25. Implemented a special training for all teaching staff titled Saturday Seminars; mandatory sessions will focus on emergency teaching and others sessions will be optional to teachers but will increase their professionalism in the workplace.
26. Teacher credentials have improved; all staff have the mandatory Department of Children and Families required hours, nine (9) teachers received their CDA credential (N. Baucham, S. Jackson, S. Corker, S. Robinson, A. Brown, D. Ross, A. Brown, M. Moore, and V. Thompson)
27. Parent Points of Interest go out to parents bi-weekly. These are short notes to parents sharing an Early Childhood concept that will help them understand our partnership more fully.
28. Preparing to focus more on STEM (Science, Technology, Engineering, and Math) in our classrooms; to support this goal, the Education Team attended an Environmental Science Training at North Florida Community College, Madison, FL, on March 31, 2017

29. Environmental Field Trip reservations for September with the Project Learning Tree – St. Marks Wildlife; three of our centers will travel to St. Marks for a two hour science program designed for young learners
30. Organizing our first Science Fair to include all Head Start Centers and participating families – October 21, 2017
31. Five Directors attended the ONE GOAL Summer Training for Head Start 2017 (Kumba, C. Jones, M. Mousa, A Peck, and D. Poitier). Various courses were offered to participants
32. Low teacher turnover rate for beginning school year 2017 – we lost 2 teachers which is less than 5% of our staff. We were able to hire two teachers before school began
33. Exhibitor at GaP (Grandparents as Parents) monthly meeting to showcase what Head Start has to offer - August 30, 2017
34. Trauma Smart training offered at 2017 Pre-Service for all staff of Capital Area Community Action Agency
35. A. Larkins, K. Smith, C. Jones, V. Treadwell – recertified CLASS above the required 80% goal.
36. M. Mousa and A. Peck passed the initial CLASS Certification.

Submitted by Venita Treadwell, Early Childhood Development Manager, November 30, 2017



Capital Area Community Action Agency, Inc.
 Head Start Program Pre-Service Training

"A Whole New World"

Tuesday, August 1, 2017

Tuesday, August 1, 2017

Report To: American Red Cross, 1115 Easterwood Dr. (Agency Staff)

CONTINENTAL BREAKFAST

8:30 a.m.	-	8:45 a.m.	Tim Center – Welcome and Introduce Guest Speaker
8:45 a.m.	-	9:15 a.m.	Rocky Hanna – Superintendent, Leon County School District
9:15 a.m.	-	9:30 a.m.	Active Shooter
9:30 a.m.	-	9:45 a.m.	Nina Self – Agency Business
9:45 a.m.	-	10:45 a.m.	Stephanie Sgouros - Fiscal
10:45 a.m.	-	11:00 a.m.	Break (Head Start Staff Returns)
11:00 a.m.	-	12:00 a.m.	Family Community Engagement Team Darrel James – Family Community Engagement Manager Barbara Proctor-Evans – Health Services Specialist Anna McCoy – Support Services Coordinator Nichele Rolle – Parent Engagement Coordinator
12:00 p.m.	-	1:00 p.m.	Lunch
1:00 p.m.	-	2:00 p.m.	Connie Betterly - Health and Nutrition
2:00 p.m.	-	3:00 p.m.	Valencia McGriff - Communicable Disease and Medication Administration
3:00 p.m.	-	3:15 p.m.	Break
3:15 p.m.	-	4:15 p.m.	Center Team Building
4:15 p.m.	-	5:00 p.m.	Classroom Team Building

Wednesday, August 2, 2017

Report To: American Red Cross, 1115 Easterwood Dr. (Head Start Staff)

8:30 a.m.	-	9:00 a.m.	Kimberly Smith - Discussion of Team Building
9:00 a.m.	-	9:30 a.m.	Dr. Jarmon – Motivational Speaker
9:30 a.m.	-	10:30 a.m.	Fatima Alexander – Special Services
10:30 a.m.	-	10:45 a.m.	Break
10:45 a.m.	-	12:00 a.m.	Fatima Alexander – Special Services
12:00 p.m.	-	1:00 p.m.	Lunch
1:00 p.m.	-	2:30 p.m.	Mrs. Brie Southall -Child Abuse Reporting
2:30 p.m.	-	2:45 p.m.	Break
2:45 p.m.	-	3:45 p.m.	Antenette Larkins - Childcare Facility, Fire Safety Planning, Cleaning and Disinfecting in the Childcare Environment, Head Start Program Disaster Planning
3:45 p.m.	-	5:00 p.m.	Team Building

Thursday, August 3, 2017 and Friday, August 4, 2017 – In Centers

Monday, August 7, 2017

Report To: American Red Cross, 1115 Easterwood Dr. (Head Start Staff)

8:30 a.m.	-	9:30 a.m.	Class Training
9:30 a.m.	-	10:00 a.m.	Venita Treadwell - Age Appropriate Lesson Planning, Tablet Usage
10:00 a.m.	-	10:30 a.m.	Kristin Reshard – New Head Start Performance Standards
10:30 a.m.	-	10:45 a.m.	Break
10:45 a.m.	-	11:15 a.m.	Kimberly Smith - DIAL Training (PowerPoint)
11:15 a.m.	-	11:45 a.m.	Maritza Mousa - STEM
11:45 a.m.	-	12:30 p.m.	Team Building
12:30 p.m.	-	1:30 p.m.	Pot Luck and Return to Centers

Tuesday, August 8, 2017

Report To: American Red Cross, 1115 Easterwood Drive. – **Education Team and Center Directors Only. Training with Cindy Kaier from 10:00 a.m. to 4:00 p.m.**

8:00 a.m. - 4:00 p.m. All Teaching Teams report to the Centers

Wednesday, August 9, 2017

Report To: American Red Cross, 1115 Easterwood Dr.

All Directors and Education Team Only

8:30 a.m. - 5:00 p.m. **Cindy Kaier, Coach Training**

8:00 a.m. - 4:00 p.m. All Teachers, Teacher Assistants and Cooks Report to Your Center

2:00 p.m. - 4:00 p.m. Meet and Greet, Center Permits

Thursday, August 10, 2017

Report To: American Red Cross, 1115 Easterwood Dr. (Agency Staff)

8:30 a.m. - 12:00 p.m. **Gladys Alaverez - Trauma Smart**

12:00 p.m. - 1:00 p.m. Sack Lunch

1:00 p.m. - 5:00 p.m. Continuing Trauma Smart

Friday, August 11, 2017

8:00 a.m. - 5:00 p.m. WORK IN CENTERS



Capital Area Community Action Agency

Head Start

Presents...

The Golden Apple Gala

Friday, June 9, 2017

American Red Cross 1115 Easterwood Drive, Tallahassee

5:30 p.m. - 9:00 p.m.

5:30 p.m. Social Hour

6:30 p.m. Program and Awards Ceremony

Master and Mistress of Ceremony, Mr. & Mrs. William Lamar

Welcome and Occasion Nina Self, Chief Operating Officer

Meet the Board of Directors Mrs. Charlean Lanier, Chair

Meet the Policy Council Mr. Darrel James, Family and

Community Engagement Manager

Recognition of Agency Staff Mrs. Nina Self

Recognition of Teachers and Support Staff

Recognition of Family and Community Engagement Staff

Recognition of Service Providers

Closing Remarks

7:30 p.m. Dancing and Pictures



Board of Directors:

Charlean Lanier, Chair Cheryl Thompson, Vice Chair Harold Ross, Secretary
Brandon Weeks, Treasurer Kara Palmer Smith Christy McElroy
Dor Seagle Lauren Johnson Derrick Jennings
Pamela Ridley Bishop Willie Green Carol Barfield

Policy Council Members:

Jatara Bradley Lauren Johnson Luciana Brown
Charlean Lanier Hans Mandy Patricia Ramos
Bob Shattuck Kassandra Watson Tiffany Similien
Shantell Freeman Cassiana Spruelling

Service Providers Recognition:

Gaye O'Neal Harper, Speech and Language Sidney Watts,
Tina Sports Academy

Award for Teaching Staff:

Rookie of the Year Award 110% Award
Batman and Robin Award Support Staff of the Year

Most Seasoned Teacher Award

Outside the Box Teacher Award

Calm in the Eye of the Storm Award

Miss Congeniality Award

Best Teacher Attendance Award

Director Leadership Award

Center Staff Picks for Best in Center Awards (6)

Get the Job Done

Heart of Gold for the Children

Golden Spoon for Head Start Cooks

Family and Community Engagement Awards

110% Award

Support Staff of the Year

Award Highlights

You Make Our Life Easier

2016 - 2017 Employee of the Year

2016 - 2017 Center That Rocks

Special Thanks to:

Gaye O'Neal Harper, Speech and Language

Darrel Simmons, DD DANCER

Sigouria's Photo

CACAA-Head Start Early Child Development Education Team Monthly Report

Month: November 2017

Activities/Services	Total (YTD)	Mabry (81)	Franklin (19)	Jefferson (36)	Royal (54)	South City (188)	All Centers
SCREENINGS							
Initial Developmental (Dial 4)	214	63	N/A	N/A	30	121	
Re-screen (Dial 4)	2	0	0	0	1	1	
Initial Developmental (BDI)	37	N/A	17	20	N/A	N/A	
Teacher questionnaire (S/E Dial 4)	293	72	18	32	29	142	
REFERRALS							
Mental Health Referrals							
Referrals for Students	6	0	0	1	0	5	
Referrals for Family Members	1	0	0	0	0	1	
Parental Refusal of Services	0	0	0	0	0	0	
Developmental							
Referrals to LEA	14	1	2	5	0	6	
Referrals to CARD	0	0	0	0	0	0	
EVALUATIONS							
Speech & Language	21	0	0	8	0	13	
Occupational	18	0	0	9	1	8	
Psychological	0	0	0	0	0	0	

Activities/Services	Total	Mabry (81)	Franklin (19)	Jefferson (36)	Royal (54)	South City (188)	All Centers
AREAS of DIAGNOSES (LEA)							
Speech & Language	1	0	0	1	0	0	
Developmental Delay	13	0	0	0	3	10	
Developmental Delay w/ S&L	0	0	0	0	0	0	
MEETINGS & CONFERENCES							
Special Services							
Individual Education Plan Meeting (LEA)	0	0	0	0	0	0	
MH Multi-Disciplinary Team Meetings	5	0	0	0	2	3	
Transition Meetings Into/Out Of (May)	0	0	0	0	0	0	
CHILD ASSESSMENTS							
Initial Child Assessment (Teaching Strategy Gold) October	0	0	0	0	0	0	
Initial VPK Assessment 1 October	0	0	0	0	0	0	
Mid-Year (Teaching Strategy Gold) January	0	0	0	0	0	0	
Mid-Year VPK Assessment (February) January	0	0	0	0	0	0	
Final (Teaching Strategies Gold) April	0	0	0	0	0	0	
Final VPK Assessment (May)	0	0	0	0	0	0	
OBSERVATIONS/MONITORING							
Child Observation by SSC	9	2	0	1	2	4	
Class Observation by MH Consultant	0	0	0	0	0	0	
Child Observation by MH Consultant	0	0	0	0	0	0	
Classroom Monitoring by SSC	8	2	0	2	2	2	

Classroom Monitoring by ECDM	14	5	1	2	3	3	All Centers
Activities/Services	Total	Mabry (81)	Franklin (19)	Jefferson (36)	Royal (54)	South City (188)	
SERVICES PROVIDED							
Mental Health							
Therapy for Parents (MH)	1	0	0	0	0	1	
Classroom Intervention	6	2	0	0	1	3	
Positive Behavioral Support Plan	0	0	0	0	0	0	
Disability Services							
Speech & Language Therapy	0	0	0	0	0	0	
Occupational Therapy	0	0	0	0	0	0	
Classroom Individualization Training	18	3	2	3	3	7	
Services through Community Resources	0	0	0	0	0	0	
STUDENT COUNT							
Students Receiving MH Services	0	0	0	0	0	0	
Students w/ IEP (LEA)	0	0	0	0	0	0	
Students Dismissed from Services (MH)	0	0	0	0	0	0	
Students Dismissed/Transition from Services (LEA)	0	0	0	0	0	0	
Students Dismissed from Services (S/L/OT)	0	0	0	0	0	0	
Students Withdrawn (MH)	0	0	0	0	0	0	
Students Withdrawn (S/L/OT)	0	0	0	0	0	0	
TRAINING & TECHNICAL ASSISTANCE							
Parent Trainings	0	0	0	0	0	0	
Training Conferences Attended	0	N/A	N/A	N/A	N/A	N/A	

T/TA Provided	0	0	0	0	0	0	0	0	0	All Centers
Activities/Services Education Coordinator	Total	Mabry (81)	Franklin (19)	Jefferson (36)	Royal (54)	South City (188)	All Centers			
EDUCATION										
Initial Home Visits	357	80	0	0	0	176				
Unsuccessful Home Visits	44	7	0	13	2	22				
Initial Parent Conferences (November)	353	78	16	29	53	177				
Final Parent Conferences (March)	0	0	0	0	0	0				
Final Home Visits (May)	0	0	0	0	0	0				
Requirement										
Pre-Enrollment										
Classroom Inventory/Environment Checklist August /May	0	1	1	1	1	1	5			
Initial Coaching Meeting	0	1	1	1	1	1	5			
New Teacher Orientation	0	1	1	1	1	1	5			
Observations										
Initial Classroom Observation (August)	0	5	1	2	3	10	21			
Follow-up Classroom Observation (On-going)	0	0	0	0	0	0				
Record Keeping										
Lesson Plans (Monthly)	0	0	0	0	0	0				
Child Assessment Data (TSGold)	73	12	4	9	14	34				
Observation and Coaching Plans	105	21	2	16	19	47				
Individualization (Students)	0	0	0	0	0	0				
Professional Development Plans (CDA, DCF, TEACH)	0	0	0	0	0	0				
Training and Technical Assistance										
Pre-Service/In-Service Trainings	0	0	0	0	0	0	2			
Individual T/TA	21	5	1	2	3	10				

CLASS Observations (Per Center)	10	2	2	2	2	2
Classroom Modeling	40	8	3	3	10	6
Corrective Action Follow Up (Write Up)	0	0	0	0	0	0

SSC Monthly Narrative

Working with parents for the students to be evaluated by LEA, inputting data in ChildPlus, classroom and center monitoring, observing classrooms weekly, Center Directors meeting and Early Childhood meetings.

Coordinator Monthly Narrative

Coaching teaching staff, classroom and center monitoring , file monitoring, input data in ChildPlus, Center Directors meeting and Early Childhood meetings.

Early Childhood Manager Narrative

All Head Start Centers planned and implemented a “Fall Celebration.” Parents were invited to participate. Treadwell attended two training sessions during this month; Trauma-Informed Care Basics (11/30/17, Leon Human Resources, Disc Village, Tallahassee) and Tallahassee VPK Learning Circle: Supporting Social and Emotional Development (11/30/17, ELC of the Big Bend Region). All Centers are planning Winter programs for families and early release days will be in effect December 13 -15, 2017. Hours for children are 7:30 am – 1:00 pm. We have added one substitute teacher to South City Head Start.

Early Childhood Team Working On

Our Region IV Monitoring event is approaching, therefore, we are will spend our January In-service cleaning and decluttering centers. Mock inspections are being planned to prepare us for the actual visit.

Capital Area **Community Action** Agency

CHIEF EXECUTIVE OFFICER REPORT DECEMBER 2017

Administrative

- No lawsuits.
- New benefit year kicked off December 1.
- Office was closed the week of Thanksgiving and the week of Christmas.
- Wakulla County (Crawfordville) location has moved.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- *Getting Ahead in a Just-Gettin'-By World/Staying Ahead*
 - New Getting Ahead Class selected for Leon County and set to start by December 1.
- Head Start
 - Franklin County Early Education Task Force will host a fundraiser December 12.

Impact: Redesigning entitlement programs to toward more independency services.

Communications and Outreach

- Working with the United Way and the Income Council on a proposal for expanding Getting Ahead for the ALICE population. Also, attended United Way briefing of the new grant process for FY 18-19.
- Submitted a \$200,000 grant proposal with CareerSource regional board (Capital Region, Gulf Coast, Chipola and North Florida) to joint-case management efforts with Getting Ahead clients. The proposal also includes the Tallahassee-Leon Federal Credit Union to help with financial literacy and credit habilitation efforts.
- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region. Co-locating offices has increased partnership between the agencies.
- Presented at the Florida Chamber of Commerce and Florida Chamber Foundation on a statewide Poverty to Prosperity Summit in Tampa.

Impact: Developing the infrastructure necessary to support the Agency mission



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



Resource Development

- Franklin County fundraiser luncheon scheduled for December 12, 2017
- \$200,000 Grant Proposal submitted
- UWBB Income Council proposal being discussed with UWBB senior leadership.
- 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

- Board meeting TBA

Out of Office

- December 6-8 – Vacation – Fort Meyers
- December 11 – Vacation – Tampa
- December 20 – Vacation – Orlando
- January 24-25 – Vacation - Jacksonville

Upcoming Events

- January 7 – 10, 2018 – Community Action Partnership Management Conference, Houston
- January 11-12, 2018 – Leadership Alabama – Pathway to Prosperity – Mobile

Tim Center

From: Katrina Rolle <Katrina@uwbb.org>
Sent: Friday, December 1, 2017 3:43 PM
To: Katrina Rolle
Cc: Susan Dunlap
Subject: UWBB -- Meeting Summary

Hi all,

I hope that everyone had a wonderful Thanksgiving.

During one of the recent UWBB Allocation Process Update Sessions, I was ask to provide a summary of what was shared by UWBB during the sessions. Below is the requested summary.

Re-certification/financial review

UWBB decided that the fairest way to score your agency's financial documents submitted as a part of the UWBB Agency Certification would be a green, yellow, and red scoring system. If the teams identified any opportunities for improvement, UWBB has already been in contact with your agency about the need for a corrective action plan to address identified issues before the release of the applications for the 2018 funding cycle. Your agency will present this plan to UWBB's Collective Impact Committee. If the CI Committee accepts the proposed plan, it will present the plan to the full board for approval.

Program Funding Allocation Process

- **Funding Cycle/Categories/Priorities**

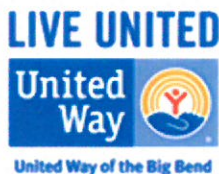
- For the 2018 funding allocation process, grants will be for one year only. While the board remains committed to a multi-year funding cycle, the board felt it would be most prudent for this coming cycle to be used as a transition year. This will allow UWBB to have the flexibility to make any needed adjustments before moving to a multi-year process. In addition, the board is currently undergoing a strategic planning process and will determine funding priorities as a part of this process which should be completed by third quarter 2018. The priorities identified by the board will be what guide our funding process for 2019. Having the priorities determined by third quarter 2018 will give still provide your agency with sufficient time to consider any new programs you might want to present to address those priorities, or how your current programs might be further bolstered before submitting your application for 2019 funding.
- Since we won't have funding priorities in place for the 2018 allocation process, we will instead use funding categories. Attached is a copy of the categories and your agencies category

- However, when we last met in April, the majority of you wanted time for a short presentation to the community impact panel. So at least for this transition year, we are working to build in a 30 minute Presentation/Q & A session.

In closing, if you have any follow-up questions, please feel free to contact Susan Dunlap or me. We remain available to each of you to talk and discuss any questions you have about this process. As we continue to move forward, know that our hearts and minds remain focused on finding ways to work with you to ensure our community receives strong programs/services, ensure our investors can see the impact, and help ensure your agencies are strong and viable as we collaboratively work to meet the most pressing needs in our community.

Thank you for what you do every day and for being a United Way agency.

My best,
Katrina



Katrina D. Rolle, President and CEO
office 850-414-0855 | cell 850-545-2517 | fax 850-414-0852
307 East 7th Avenue, Tallahassee, FL 32303
Visit **United Way of the Big Bend** at www.uwbb.org
[Become a fan on Facebook](#) | [Follow us on Twitter](#)

New Agency Categories

CHILDREN & YOUTH

1. Early Learning Coalition
2. Kids, Inc.
3. Dick Howser
4. Capital City Youth Services
5. PACE Center for Girls
6. Turn About
7. Big Brothers Big Sisters
8. Boys Choir
9. Boy Scouts
10. Boys and Girls Club
11. Children's Home Society

FAMILY & COMMUNITY SUPPORT

1. Refuge House
2. 2-1-1 Big Bend
3. Capital Area Community Action Agency
4. Legal Aid
5. Legal Services
6. Literacy Volunteers
7. Office of the Public Guardian
8. Special Olympics
9. Brehon

HEALTH

1. A Life Recovery Center
2. Hospice
3. Epilepsy Association
4. Florida Disabled Outdoors Association
5. Lighthouse
6. Big Bend Cares
7. Capital Area Healthy Start Coalition
8. Capital Medical Society/We Care
9. Neighborhood Medical Center
10. Alzheimer's Project
11. Elder Care Services

BASIC NEEDS & EMERGENCY SERVICES

1. Ability 1st
2. American Red Cross
3. America's Second Harvest
4. Big Bend Homeless Coalition
5. Catholic Charities
6. CESC (Shelter)
7. ECHO

Capital Area Community Action Agency, Inc.
360 Evaluation Tool
Staff Evaluation of CEO or Manager

	A	B	C	D	E	F	G	H	I	J
1		1		2		3		4		5
2	STRATEGIC VISION AND LEADERSHIP									
3	Ensures all programs are aligned with the mission and vision of the agency.									
4	Ensures all staff know and understand the mission and vision of the agency and frequently reviews it when discussing program policies and procedures.									
5	Exhibits leadership qualities when representing the Agency to internal and external partners.									
6	Demonstrates positive problem solving skills to arrive at solutions and improvements.									
7	Motivated and committed to success in the organization.									
8	Controls costs, expenses and waste.									
9	Ensures compliance with relevant laws that govern funding received by the Agency, and internal policies and procedures for agency practices.									
10	Work methods and approaches to accomplishing the job are effective, efficient and continuously improving.									
11										
12	TEAM MANAGEMENT									
13	Exhibits positive interpersonal skills with employees.									
14	Makes an effort and tries to understand other peoples ideas.									
15	Respects team decisions even if they oppose their views.									
16	Gives complete and proper instructions when delegating tasks to team members.									
17	Provides motivation and enthusiasm to others.									
18	Sets appropriate example with his/her conduct.									
19	Handles problems and pressures well.									
20	Is honest in dealing with others.									
21	Is able to deal with conflict easily.									
22	Effectively communicates so that you are clear on his/her message, meaning, and what is needed from you.									
23	Comes up with new ideas, fresh approaches, and innovative solutions to address issues.									
24	Provides periodic feedback to team members to encourage and/or redirect if necessary.									
25										
26	INTERPERSONAL SKILLS									
27	Conflict Management									
28	Coaching									
29	Customer Service									
30	Listening									
31	Negotiating									
32	Public Speaking									
33	Respect									

Capital Area Community Action Agency, Inc.
360 Evaluation Tool
Staff Evaluation of CEO or Manager

	A	B	C	D	E	F	G	H	I	J
34	Team Building									
35	Verbal Communication									
36	Written Communication									