

Capital Area Community Action Agency

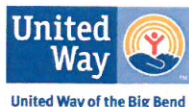
Special Board Meeting Agenda

Tuesday, April 17, 2018 – 5:30 pm
309 Office Plaza Drive, 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. Action – Recommendation for Review and Approval
 - A. Approval of Minutes
 - i) Board Meeting – 3.27.2018
 - ii) Executive Committee – 3.20.2018
 - B. Fiscal Report
 - Narrative
 - Revenue & Expenditures Agency - 2 page
 - Balance Sheet
 - Head Start Match
 - Credit Card Activity Spreadsheet
 - Credit Card Statements
 - C. Chief Executive Evaluation
- V. Program Updates
 - A. Crisis
 - B. Weatherization
 - C. Getting Ahead/Staying Ahead
 - D. Head Start
- VI. Chief Executive Officer's Report
- VII. Chair's Report
- VIII. Adjournment

Next Executive Committee Meeting 5/15/18 – 5:30 pm – 309 Office Plaza Drive

Next Board of Directors Meeting 5/22/18 – 6:00 pm – Ghazvini Center for Healthcare Education



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Capital Area Community Action Agency

Board of Directors Meeting Minutes March 27, 2018

Members in Attendance:

Christy McElroy, Chair
Harold Ross*, Secretary
Kara Smith*, Treasurer
Lauren Johnson
Deborah Peterson*

CACAA Staff:

Tim Center
Darryl James
Annie McDuffie
Nina Self
Stephanie Sgouros
Venita Treadwell
Margaret Watson

Members absent: Derrick Jennings

*Attended by phone

The meeting was called order at 6:10 PM by the Chair. A quorum was established.

Ms. Ridley made the motion for the approval of the minutes. Seconded by Ms. Johnson and unanimously approved.

ACTION ITEMS

Board Resignation

Mr. Center reported that Alivia Murphy submitted her resignation. He will reach out to the administrator in Gadsden for a recommendation for a replacement.

Ms. Peterson was attending the meeting unofficially as we are waiting for her reappointment letter from the Commissioner.

FISCAL

Ms. Sgouros presented the fiscal report. As of January 31, 2018, we have completed four months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 33% of the annual budget, with some Head Start expenses closer to 40%. At month end, the Year-to-Date Actual Revenue and Expenses are 43% and 37% respectively, with net income of \$421,456, of

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which over half is from Prior Year 2016-17 carry forwards. Year to Date in-kind and non-Federal share match totals \$306,848, which is 36% of the \$843,116 total match required for the fiscal year ending September 30, 2018.

Expenditure variances include new vehicle expenses for general liability and property insurance which were reallocated specifically to the programs to which the vehicles are allocated. It will balance out over the rest of the year due to insurance being a 9-month period with 3-months of no expenses.

Contributions - Restricted were received from unsolicited donations: School Readiness/Extended Day Parent payments; Utility donations; Tap and Duke Energy Neighbor; and Getting Ahead/Staying Ahead donations which can be used in the future for these particular purposes.

Ms. Smith made a motion to accept the financial report, and Mr. Ross seconded the motion. It was unanimously approved.

PROGRAM UPDATES

LIHEAP

Mr. Center reported that DEO will monitor CSBG and LIHEAP programs the week of April 2-6, 2018. There will be an open interview and an exit interview and Board members are invited to attend. Our biggest corrective action is to increase our Board numbers which should be done as quickly as possible.

Ms. Ridley inquired if we had any prospective Board members or persons that would meet the Boards qualifications. Mr. Center stated that if any Board members were aware of persons they felt met Board qualifications to provide names to the Board. The Chair stated that what the Agency provides is a much needed organization. Mr. Center emphasized that the Agency is in need of a communications persons, media/radio, and housing and development to secure federal dollars to meet the Agency's mission.

Mr. Center reported that we have expended all the funds allocated for LIHEAP client services and expect and new contract by April 1st.

Ms. McDuffie and her Emergency Service team had experienced a data increase due to staff errors in the input report. The new data system will assist in correcting current input reports.

CSBG

We are in the process of planning the graduation ceremonies for the Leon and Jefferson County Getting Ahead classes. The Leon County Getting Ahead graduation luncheon will be held April 24th from 6:00 PM – 8:00 PM, at the Capital City County Club. We currently have vacancies for Case Managers in Jefferson, Gadsden and Wakulla counties. Hiring has been put on hold until after the monitoring because staff isn't able to train them until that time.

Head Start

The federal monitoring for Head Start is completed. We are seeking a new lease.

CEO REPORT

We hired Margaret Watson as the new Executive Assistant for the Executive team.

Mr. Center reported that Mutual of America – Employee Retirement Planning Representative was unable to attend the meeting but will be present at the next meeting. We have 69% of our staff participating in 401K. The cost to the Agency is inexpensive and we continue to encourage staff to invest.

The agency presentation for the United Way grant is April 5th and Board members are welcome to attend.

Board members completed the 2017-18 Conflict of Interest Disclosure form at the Executive Committee Meeting on March 20, 2018. By Laws are available during our Board meetings.

CHAIR'S REPORT

The Chair reported that the issue of Mr. Roger Newsome was not unanimously voted on during the last meeting. She requested that Mr. Center draft a third letter to be mailed to Mr. Roger Newsome regarding breach of contract. We sent the first letter on December 5, 2017, that stated all of his contract expectations, and the fact that he has not fulfilled his obligations to the contract, and the money needs to be returned to the Agency. There was an additional letter sent on January 10, 2018, that he did not accept. We are now sending a third letter March 20, 2018. There is a monitoring forthcoming, and Mr. Center has been asked to be put this issue in the minutes. The agency will do our due diligence, and the monitors will be told, and we will provide documentation.

The Chair stated that the governing board review and approve the Chief Executive Officer/Executive Director compensation.

Ms. Ridley made a motion to approve the contract and Mr. Ross seconded. It was not unanimously approved. Mr. Center to report back April 17, 2018, Matrix and Goals, and the Board are encouraged to do the same.

Ms. Johnson asked if the 7% would be voted on. Why is \$1,500.00 Mental Health hours and in 6-months another evaluation different from the current contract? Mr. Center stated that the contract would give commitment to the Agency.

The Chair asked for an emergency Board meeting in the next few days. She asked Mr. Center and Ms. Self to schedule the meeting.

The meeting was adjourned at 7:40pm.

Mr. Ross, Secretary

Date

Capital Area Community Action Agency

Executive Board Meeting March 20, 2018

Members in Attendance:

Christy Mc Elroy, Chair
Derrick Jennings, Vice Chair
Harold Ross, Secretary
Kara Smith, Treasurer
Lauren Johnson

CACAA Staff:

Tim Center
Stephanie Sgouros
Nina Self
Margaret Watson

The meeting was called order at 5:43 PM by the Chair. A quorum was present.

The minutes were distributed and the Board reviewed the minutes. Ms. Smith made a motion to approve the minutes seconded by Mr. Ross. The motion was unanimously approved. The Chair officially welcomed Ms. Margaret Watson as the new Administrative Assistant for the Executive team. She stated the position that much needed to be filled. Mr. Center said she is the Board liaison and Office Manager, and will eventually have some Human Resources responsibilities which will relieve Ms. Self of some of her workload.

ACTION ITEMS

Board Resignation

Mr. Center reported that Alivia Murphy submitted her resignation. She said that she was over extended due to previous obligations individual school class load and will be unable to fulfill her role on the Board. She is the NAACP representative from Gadsden County.

Ms. Karen Henry has all but abandoned her role as a Board member. She hasn't responded to any communication sent to her and has missed every meeting since she joined the Board. The Chair asked Mr. Center to reach out to the administrator in Gadsden for a recommendation for a replacement. She asked if the NAACP will fill the position. Mr. Center stated that the person should be from the low-income sector-and the NAACP Gadsden Chapter has helped fill that role.



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FISCAL

Ms. Sgouros presented the fiscal report. As of January 31, 2018, we have completed four months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 33% of the annual budget, with some Head Start expenses closer to 40%. At month end, the Year-to-Date Actual Revenue and Expenses are 43% and 37% respectively, with net income of \$421,456, of which over half is from Prior Year 2016-17 carry forwards. Year to Date in-kind and non-Federal share match totals \$306,848, which is 36% of the \$843,116 total match required for the fiscal year ending September 30, 2018.

Expenditure variances include vehicle expenses for general liability and property insurance which were reallocated specifically to the programs to which the vehicles are allocated. It will even out over the rest of the year.

Ms. Johnson asked when we readjust the budget where is that reflected in the line item. Mr. Center explained that the narrative is there to explain why some expenses are over or under the anticipated percentages. Ms. Sgouros explained that the report offers percentages and provides an explanation of each line-item. Ms. Johnson also, questioned line item 4200 and 4210, contributions and restricted funds. She asked what they were and if they were normal items. Ms. Sgouros stated that we don't budget for those things, so when we get donations it shows as increased percentages. Ms. Johnson asked the donations were for Franklin County. Mr. Center said no and a summary of extra income sources at the Board meeting.

Ms. Smith questioned Communications being over because of maintenance issues. Mr. Center stated that there are two wings at Wesson, the South City Head Start location. There are two classrooms inside the main building where the communication system does not connect automatically. There has been additional work to get these classroom connected to the rest of the classrooms. The Chair asked for the narrative to reflect the explanation. Ms. Sgouros said staff will figure out how to balance the line item.

Ms. Johnson made a motion to accept the financial report, and Ms. Smith seconded the motion. It was unanimously approved.

Mr. Center explained DCF Board Affidavit Requirement that DCF is now requiring Board members to sign a Non-Active Member Affidavit that exempts them from having a Level II background screen. As a licensed child care provider we will need to have this on file since Board members don't spend time in the centers when the children are present.

PROGRAM UPDATES

LIHEAP

Mr. Center reported that DEO will monitor CSBG and LIHEAP programs the week of April 2-6, 2018. There is usually an opening interview and an exit interview. Board members will be invited once they have been scheduled so they can attend. Ms. Dorothea Austin, our DEO Program Specialist will conduct both reviews.

Mr. Center said one of the issues DEO will revisit is progress on completing the Organizational Standards. For example, the Board has not had a Results-Oriented Management Accountability (ROMA) training which is the logic model process that we use. We have a staff person who has gone through some of the ROMA training to be certified, but she has not yet been certified. We will have someone to come to the May meeting to train the Board, which should take about 40 minutes. Ms. Smith asked if all Board members were required to be trained. The Chair said if this is their expectation then the Board should comply. The other option is to have the entire Board come to the Executive Committee meeting to have the training completed, at the April 17th meeting from 5:30 PM – 6:00 PM. Ms. Johnson asked if the third-party training met the training criteria. Mr. Center stated it would be sufficient to meet the criteria provided there is documentation. Another area cited was the Board had not reviewed and approved the compensation plan for the CEO. All areas of concern need to be cured by June 29th.

LIHEAP

Mr. Center reported that we were on target to spend all of the allocated LIHEAP funds by the end of the contract year. In years past, the Agency had to work extra hard to avoid having to return funds but Ms. McDuffie and her Emergency Service team worked diligently to ensure the funds allocated for utility services were spent.

CSBG

We are in the process of planning the graduation ceremonies for the Leon and Jefferson County Getting Ahead classes. We currently have vacancies for Case Managers in Jefferson, Gadsden and Wakulla counties. Some applicants have been interviewed and there are several other applicants that will be scheduled to interview. Hiring has been put on hold until after the monitoring because staff isn't able to train them until that time. Ms. Johnson asked do we offer any information on social media about our Getting Ahead Program. Mr. Center stated that we have a Getting Ahead Facebook page, in addition to our main agency page and one for Head Start. We post events and vacancies on each.

Head Start

The federal monitoring for Head Start is completed. The review covered two areas: the CLASS (Classroom Assessment of Teachers), and the Focus Area II which involves fiscal matters and Parent

Family Community Engagement, issues and processes of the Agency. The Agency received the results of the CLASS Assessment, but have not received the remaining results. The process was less regulatory and a more conversational processes. We anticipate receiving the monitoring report by the end of April. Ms. Reshard, our Quality Assurance Manager, created a chart that provided historical statistics on the CLASS scores since winter 2013. If a program is in the bottom 10% of the CLASS Assessment the Head Start contract can be put out to bid. Our numbers are fairly good. We can have Ms. Reshard provide more detail on how our outcomes are tracked at the next meeting.

Results of our CLASS monitoring will be incorporated in the plan submitted in the refunding application to the Department of Health and Human Services, and used in the self-assessment. The grant application is due July 1, and must be approved by the Policy Council and the Board. It will be provided at the May meeting. There are several areas in the self-assessment: Program Design, Education, Health, Family Engagement, and Fiscal structure. Board and Policy Council members may be asked to participate in the Self-Assessment to provide input.

As part of The Franklin County Early Education Task Force, the Agency is looking to submit a request to the US Department of Agriculture for assistance with funding in Franklin County. Head Start center staff had an in-service training on Monday. We need to keep an eye on our In-kind so we won't have a budget issue at the end of the year. We need to talk as a Board and Policy Council about what is a full-day at Head Start. Head Start is six hours which is free to parents. Parents that work and attend school may need more assistance with those kids after hours. In the past, Head Start was paying for the extended day, but now Head Start should only pay for Head Start, and the extended day should be paid through sources including VPK and School Readiness. The problem with School Readiness is that it requires parents to work or attend school to receive the funds, and 70 percent of our parents do not work. Ms. Johnson asked why we would want to drop VPK. Mr. Center said we are not a year-round program, and parents could use their VPK vouchers for summer programs.

CEO REPORT

The Leon County Getting Ahead graduation luncheon will be held April 24th from 6:00 PM – 8:00 PM, at the Capital City County Club. The agency presentation for the United Way grant is April 5th and Board members are welcome to attend.

CHAIR'S REPORT

CEO Evaluation

The Chair said Board members sent their CEO performance evaluation documents to Ms. Self. She has summarized them and given her the results, as well as a draft of Mr. Center's contract. Mr. Center is no

longer under contract; his last contract was April 21, 2015. He has not had a bonus since 2016. He has taken on additional responsibilities as Head Start Director with no additional compensation. She recommends that the Board resolve this issue as soon as possible because DEO has already cited this as a finding in the Organizational Standards. Ms. Smith asked is there a copy of the evaluation that has goals for Mr. Center's evaluation. Ms. Self said no one submitted any goals when they returned their evaluation documents. The Chair said the goals should be a joint effort between the CEO and the Board. She asked Mr. Center to prepare a draft of goals for the Board and get to her by the next meeting. They would review, discuss and work with him to finalize to make sure their goals are incorporated in the document. Mr. Ross stated that his goals should meet with the mission of what the Agency has established goals. The Chair said that staff needs to be encouraged to give feedback and the Board needs to give feedback, which is continuous quality improvement. Ms. Smith says within 30 days Mr. Center should provide some goals for improved performance. Ms. Smith made motion to approve CEO contract. Mr. Jennings seconded, and it was unanimously approved.

The Chair reported that she had Mr. Center draft a third letter to be mailed to Mr. Roger Newsome regarding breach of contract. We sent the first letter on December 5, 2017, that stated all of his contract expectations, and the fact that he has not fulfilled his obligations to the contract, and the money needs to be returned to the Agency. There was an additional letter sent on January 10, 2018, that he did not accept. We are now sending a third letter March 20, 2018. There is a monitoring forthcoming, and Mr. Center has been asked to be put this issue in the minutes. The agency will do our due diligence, and the monitors will be told, and we will provide documentation. The Chair asked if anyone had any questions. Ms. Johnson asked why staff did not follow the checks and balances. How did \$5,000 leave the budget without the final work being complete? She asked why the formal Chair, who co-signed the check, did not come to the Board. Ms. Smith asked who the second signature on the check was. (The Chair said that is why it is so important for Mr. Center to have a contract). Ms. Smith wanted verification that we sent out two certified letters to Mr. Roger Newsome. Mr. Center provided copies to all Board members. The Chair requested that the Board review the letters. Mr. Jennings asked when the letter will go out. The Chair said that we will go through the Clerk of the Courts if he refuses to comply. Mr. Jennings informed that if we receive no response after the Clerk of the Court, we should call an emergency meeting of the Board. It was agreed to bring all this to the full Board.

The meeting was adjourned at 7:50pm.

Mr. Ross, Secretary

Date

**Financial Statement Narrative
For the Five Months Ending February 28, 2018
Capital Area Community Action Agency**

As of February 28, 2018, we have completed five months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 42% of the annual budget, with some Head Start expenses closer to 50%. At month end, the Year to Date Actual Revenue and Expenses are 53% and 47% respectively, with net income of \$466,046, of which \$230,136 is 2016-17 carryforwards.

Year to Date in-kind and non-Federal share match totals \$388,050 which is 46% of the \$843,116 total 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.

Communications – is slightly over the percentage desired due to a number of maintenance issues. This is expected to continue through the end of the year. Any overage remaining in this category will be covered by unused budget in office supplies, expendable equipment and advertising.

Vehicle Expense – is currently over benchmark budget due to a reallocation of car insurance but will even out over the rest of the year.

Technology- is for renewals of technology for various programs which are paid at the beginning of the fiscal year. Overages in this category will be covered with unspent funds in expendable equipment.

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

Client Assistance - is slightly over benchmark budget due to timing of the various grant periods.

**Financial Statement Narrative
For the Five Months Ending February 28, 2018
Capital Area Community Action Agency**

Raw Food Cost – is slightly over budget but is expected to fall back in-line with budget as a result of the implementation of the newly rented kitchen.

Revenue Variances and Explanations

Contributions – The majority of revenue in this category is from unsolicited donations and can be used for any legal purpose of the agency. Unspent revenue can be used in future years.

Contributions – Restricted – The revenue balance in this category are from three major areas: (1) School Readiness/Extended Day parent payments, (2) utility donations, such as TAP and Duke Energy Neighbor, and (3) Getting Ahead/Staying Ahead donations. Unspent revenue can be used in future years.

Other Revenue – The majority of these funds are carryforwards of revenues that were not spent last fiscal year. Reasons for this include a vacant administrative department position and non-grant revenues received late in the year.

Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the Five Months Ended February 28, 2018

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue				
	3,372,460	1,563,810	(1,808,650)	46%
4000	2,523,288	1,604,260	(919,028)	64%
4010	122,000	75,573	(46,427)	62%
4020	24,098	13,631	(25,467)	57%
4100	3,500	12,738	9,238	364%
4200	15,000	41,891	26,891	279%
4210	2,000	1,052	(948)	53%
4320	0	15	15	
4950	744,738	342,614	(402,124)	46%
4960	627,868	282,701	(345,167)	45%
4970	9,750	43,960	34,210	451%
4995	<u>7,444,702</u>	<u>3,982,246</u>	<u>(3,462,456)</u>	53%
Expenditures				
	2,526,500	1,139,141	1,387,359	45%
6010	711,735	324,427	387,308	46%
6110	187,738	78,198	109,540	42%
6120	50,000	23,694	26,306	47%
6130	42,000	19,927	22,073	47%
6140	385,000	127,958	257,042	33%
6150	30,000	11,269	18,731	38%
6160	35,000	14,099	20,901	40%
6170	4,013	645	3,368	16%
6180	608,543	286,190	322,354	47%
6210	16,535	5,593	10,942	34%
6310	11,087	0	11,087	0%
6315	16,173	4,394	11,779	27%
6410	22,650	12,203	10,447	54%
6415	43,270	8,974	34,296	21%
6420	35,000	9,625	25,375	27%
6430	1,000	107	893	11%
6440	21,648	9,508	12,140	44%
6510	4,387	1,067	3,320	24%
6600	313,099	79,087	234,012	25%
6710	171,188	85,823	85,365	50%
6715	246,702	115,685	131,017	47%
6810	69,626	35,939	33,688	52%
6820	44,041	34,911	9,130	79%
6830	55,629	31,545	24,084	57%
6840	150,617	80,843	69,774	54%
6850	20,788	10,734	10,054	52%
6910	49,071	28,593	20,478	58%
6920	13,190	4,775	8,415	36%
6930	21,953	22,677	(723)	103%

6940	Fees, Licenses, and Permits	5,041	1,854	3,188	37%
7010	Dues/Subscriptions	16,018	8,118	7,900	51%
7020	Client Assistance	1,204,547	761,961	442,586	63%
7210	Expendible Equipment	14,638	6,074	8,564	41%
7320	Registration Fees	7,243	3,648	3,595	50%
7410	Training/Meetings/Workshops	50,397	17,558	32,839	35%
7420	Staff Development	37,520	4,419	33,101	12%
7430	Advisory/Board Member	7,500	650	6,850	9%
7440	Advertising	7,329	177	7,153	2%
7450	Parent Activities	1,200	125	1,075	10%
7460	Raw Food Cost	172,351	101,975	70,376	59%
7510	Interest Expense	7,000	122	6,878	2%
7610	Bank Service Charges	<u>3,500</u>	<u>1,890</u>	<u>1,610</u>	54%
7630	Total Expenditures	<u>7,442,468</u>	<u>3,516,200</u>	<u>3,926,268</u>	47%
	Expenditures	<u>2,234</u>	<u>466,046</u>	<u>463,812</u>	

Capital Area Community Action Agency
Balance Sheet
For the Five Months Ended 2/28/18

	Current Period Balance
Assets	
Petty Cash	510
Cash Operating Hancock Bank	420,642
Cash-Bank Restricted	77,740
Grants Receivable	790,324
Building	245,000
Accumulated Depreciation - Building	(70,795)
Equipment	76,691
Total Assets	<u>1,540,112</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	8,705
Accrued Leave	59,615
Accrued Wages	110,895
Accrued Fringe Benefits	14,236
Accrued Taxes	22,150
Contract Advances	222,091
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	602,763
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	146,405
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	471,303
Current Net Income	<u>466,046</u>
Total Net Assets	<u>937,349</u>
Total Liabilities and Net Assets	<u>1,540,112</u>

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending February 28, 2018

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		31,191			
Grants - Other Not for Profits		7,454			
In-Kind Revenue		146,978			
VPK/SR		202,427			
	843,116	388,050	46%	455,066	54%

HDST CC PURCHASES FEB 2018

Vendor Name	Fund Code	GL Code	Activity Code	Location Code	Effective Date	Expenses Transaction Description
HANCOCK BANK	1064	6410	255	600	2/27/201	0.98 SOAP FOR HEADSTART ADMIN OFFC.BATHROOM
HANCOCK BANK	1064	6415	250	600	2/27/201	5.92 CHILD SAFETY LOCKS
HANCOCK BANK	1064	6415	250	600	2/27/201	19.99 THERMOMETER TO MEASURE PLAYGROUND EQUIP
HANCOCK BANK	1064	6415	251	200	2/27/201	11.99 THERMOMETER TO MEASURE PLAYGROUND EQUIP
HANCOCK BANK	1064	6415	252	600	2/27/201	2.98 CHILD SAFETY LOCKS
HANCOCK BANK	1064	6415	252	600	2/27/201	19.99 THERMOMETER TO MEASURE PLAYGROUND EQUIP
HANCOCK BANK	1064	6415	255	600	2/27/201	41.37 ATTENDANCE SUPPLIES FOR ALL CENTERS
HANCOCK BANK	1064	6415	255	600	2/27/201	79.16 ATTENDANCE SUPPLIES FOR ALL CENTERS
HANCOCK BANK	1064	6415	256	600	2/27/201	5.49 CHILD SAFETY LOCKS
HANCOCK BANK	1064	6415	256	600	2/27/201	5.84 CHILD SAFETY LOCKS
HANCOCK BANK	1064	6415	256	600	2/27/201	8.88 CHILD SAFETY LOCKS
HANCOCK BANK	1064	6415	256	600	2/27/201	150.97 HANDICAP SIGNS (LESS SALES TAXES CREDITED)
HANCOCK BANK	1064	6415	256	600	2/27/201	14.97 PADLOCK FOR SC CNTR
HANCOCK BANK	1064	6415	256	600	2/27/201	19.99 THERMOMETER TO MEASURE PLAYGROUND EQUIP
LOWE'S	1064	6415	256	600	2/28/201	5.68 LYSOL DISENFECTANT SPRAY
HANCOCK BANK	1064	6415	258	500	2/27/201	11.99 THERMOMETER TO MEASURE PLAYGROUND EQUIP
HANCOCK BANK	1064	6420	256	600	2/27/201	106.97 PLAY BOX FOR SC CENTER
HANCOCK BANK	1064	6600	256	600	2/27/201	57.06 S/H-ORDER FOR HANDICAP SIGNAGE(LESS S/H TAXES
HANCOCK BANK	1064	6910	256	600	2/27/201	149.28 SC PLAYGROUND EQUIPM MAINTC.
HANCOCK BANK	1064	6920	255	600	2/27/201	51.00 FUEL FO CO. CAR
HANCOCK BANK	1064	6920	255	600	2/27/201	52.00 FUEL FO CO. CAR
HANCOCK BANK	1064	6920	255	600	2/27/201	52.39 FUEL FO CO. CAR
HANCOCK BANK	1064	7010	255	600	2/27/201	35.00 ACCT#XXXX6982- FATIMA OLEABHIELE
HANCOCK BANK	1064	7010	255	600	2/27/201	35.00 ACCT#XXXX5810- VENITA TREADWELL
HANCOCK BANK	1064	7420	255	600	2/27/201	17.00 PARENT ENGAGEMENT GATHERING
HANCOCK BANK	1064	7420	255	600	2/27/201	19.00 PARENT ENGAGEMENT GATHERING
HANCOCK BANK	1064	7440	255	600	2/27/201	7.28 FOOD FOR POLICY COUNCIL MTG
HANCOCK BANK	1064	7440	255	600	2/27/201	14.85 FOOD FOR POLICY COUNCIL MTG
HANCOCK BANK	1064	7440	255	600	2/27/201	20.97 FOOD FOR POLICY COUNCIL MTG
HANCOCK BANK	1064	7440	255	600	2/27/201	36.50 FOOD FOR POLICY COUNCIL MTG
HANCOCK BANK	1064	7440	255	600	2/27/201	61.97 FOOD FOR POLICY COUNCIL MTG

TOTAL

1,122.46

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #: _____

57152
3/15/2018

Invoice	Description
022718-DJ	[REDACTED] - DARREL JAMES

Amount
\$440.71

Hancock Bank
MAHAN
03/21/18 13:25

Seq: 0066 ID: 105996 CB: 7122

Account Number: [REDACTED]
Credit Card Payment \$440.71
Posting Date: 03/21/18
Thank you for banking with Hancock

\$440.7

LMP40 MP CHECK

Rev 1/17



10447 (11/17) J187161

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-31	01-29	24207858030167201876698	5046	BIG BEND RESTAURANT SUPPL TALLAHASSEE FL	M20.85
01-31	01-29	24207858030167201876680	5046	BIG BEND RESTAURANT SUPPL TALLAHASSEE FL	M253.05
02-08	02-06	24692168038100419166782	5542	GATE 1194 Q80 TALLAHASSEE FL	M52.39
02-12	02-09	24427338040720034973390	5411	PIGGLY WIGGLY #292 TALLAHASSEE FL	M11.42
02-19	02-16	24692168048100363628728	5542	GATE 1194 Q80 TALLAHASSEE FL	M52.00
02-21	02-21	74270848052100008797339	0000	BRANCH PAYMENT - THANK YOU	M417.93
02-23	02-21	24692168053100776634166	5542	GATE 1194 Q80 TALLAHASSEE FL	M51.00

Handwritten signature/initials
3/26/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-27-18	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 440.71
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 417.93
		STATEMENT TOTAL 22.78
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00

57153
57153
3/15/2018

Payee HANCOCK BANK
Vendor ID HANCOCK CC Account

Invoice	Description	Amount
022718-FO	[REDACTED] - FATIMA OLEABHIELE	\$35.00

Hancock Bank
MAHAN
03/21/18 13:24

Seq: 0064 ID: 105996 CB: 7122

Account Number: [REDACTED]
Credit Card Payment \$35.00
Posting Date: 03/21/18

Thank you for banking with Hancock

\$35.00

LMP40 M/P CHECK



Rev 1/17



104471

10447 (11/17) J187161

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-21	02-21	74270848052100008797354	0000	BRANCH PAYMENT - THANK YOU	M1,026.50
02-26	02-26		0000	ANNUAL FEE	M35.00

*3/6/18
JC*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-27-18	[REDACTED]	
<p>CUSTOMER SERVICE CALL</p> <p>Toll Free 1-800-448-8812</p>		NEW PURCHASES AND OTHER CHARGES 35.00
		NEW CASH ADVANCES .00
		CREDITS 1,026.50
		STATEMENT TOTAL 991.50 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

57160
3/15/2018

Invoice	Description
022718KJR	[REDACTED] - KRISTIN JACKSON RESHARD

int
\$668.04

Hancock Bank
MAHAN
03/21/18 13:24

Seq: 0062 ID: 105996 CB: 7122

Account Number: [REDACTED]
Credit Card Payment \$689.05
Posting Date: 03/21/18
Thank you for banking with Hancock

See also copy money order included w/ payment

\$668.0

LMP40 M/P CHECK

Rev 1/17



104471

10447 (11/17) J187161

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-02	02-01	24445008033400118833663	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M14.95 ✓
02-05	02-03	24692168034100699104226	5200	LOWES #00716 TALLAHASSEE FL	M149.28 ✓
02-06	02-05	24692168036100549067662	5942	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA <i>Total receipt</i>	M28.54 ✓
02-06	02-05	24692168036100687631782	5942	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA <i>02-1-01</i>	M192.47 ✓
02-09	02-07	24610438039010183073251	5200	THE HOME DEPOT #6374 TALLAHASSEE FL	M44.08 ✓
02-14	02-13	24692168044100582097618	5942	AMAZON.COM AMZN.COM/BILL WA <i>Personal exp. Reimb. by Kristin</i>	M21.01 ✓
02-14	02-13	24512398044900018300077	5713	BRIAN BARNARD'S FLOORIN 850-3868639 FL	M47.22 ✓
02-21	02-21	74270848052100008797370	0000	BRANCH PAYMENT - THANK YOU	M1,212.64 ✓
02-23	02-21	24164078053105006243878	5943	STAPLES 00110726 TALLAHASSEE FL	M79.16 ✓
02-26	02-22	24445748054500526861498	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M41.37 ✓
02-27	02-26	24231688058091022454741	5251	HARBOR FREIGHT TOOLS 238 TALLAHASSEE FL	M83.95 ✓

*bc
3/6/18*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-27-18	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 702.03
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS 1,212.64
Toll Free 1-800-448-8812		STATEMENT TOTAL 510.61 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account

57155
3/15/2018

Invoice	Description	Amount
022718-NR	[REDACTED] - NICHELE RICHARDS	\$374.00

Hancock Bank
MAHAN
03/21/18 13:22

Seq: 0058 ID: 105996 CB: 7122

Account Number: [REDACTED]
Credit Card Payment \$374.00
Posting Date: 03/21/18
Thank you for banking with Hancock

\$374.0

LMP40 M/P CHECK

Rev 1/17



104471

10447 (11/17) J187161

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-30	01-29	24445008030400119696112	5411	WM SUPERCENTER #1408 TALLAHASSEE FL ✓	M17.00 ✓
01-30	01-29	24445008030400119696039	5411	WM SUPERCENTER #1077 TALLAHASSEE FL ✓	M19.00 ✓
02-02	02-01	24445008033000985729513	5411	PUBLIX #887 TALLAHASSEE FL ✓	M179.85 ✓
02-02	02-01	24224438033103002527591	5814	MISSION BBQ TALLAH TALLAHASSEE FL ✓	M7.28 ✓
02-09	02-08	24445008040001010596738	5411	WINN-DIXIE #0086 TALLAHASSEE FL ✓	M20.97 ✓
02-09	02-08	24445008040001010596654	5814	HUNGRY HOWIE'S #0145 TALLAHASSEE FL ✓	M36.50 ✓
02-09	02-08	24013398039002006019206	5462	NOTHING BUNDT CAKES 220 TALLAHASSEE FL ✓	M741.66 ✓
02-21	02-21	74270848052100008797198	0000	BRANCH PAYMENT - THANK YOU ✓	M14.85 ✓
02-23	02-22	24445008054000959710246	5411	PUBLIX #1051 TALLAHASSEE FL ✓	M61.97 ✓
02-23	02-22	24269798054001087585251	5812	MARCOS PIZZA - 8078 TALLAHASSEE FL ✓	

GC
3/16/18

STATEMENT DATE 02-27-18	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 374.00
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 741.66
		STATEMENT TOTAL 367.66 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

57156

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account #

57156
 3/15/2018

Invoice	Description	Amount
022718-NS	[REDACTED] - NINA SINGLETON(SELF)	\$1,672.69

Hancock Bank
 MAHAN
 03/21/18 13:21

Seq: 0056 ID: 105996 CB: 7122

Account Number: [REDACTED]
 Credit Card Payment \$1,822.69
 Posting Date: 03/21/18
 Thank you for banking with Hancock
 etc.

*see copy attached
 holding check payment until*

\$1,672.69

LMP40 M/P CHECK

Rev 1/17



104471

10447 (11/17) J187161

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
02-02	02-01	24431068032026820762402	9399	FDLE CCHINET 850-410-8161 FL	M24.00
02-13	02-12	24427338043720039145926	9399	SUNBIZ.ORG / FL. FILIN 850-245-6939 FL	M70.00
02-13	02-12	24427338043720039145926	9399	SUNBIZ.ORG / FL. FILIN 850-245-6939 FL	M150.00
02-14	02-13	24445008045001155425409	9402	USPS PO 1188920683 TALLAHASSEE FL	M6.70
02-16	02-15	24445008047400118341380	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M320.00
02-21	02-21	74270848052100008797297	0000	BRANCH PAYMENT - THANK YOU	M5,141.58
02-21	02-20	24226388052091005675999	5411	WAL-MART #1077 TALLAHASSEE FL	M580.00
02-23	02-22	24692168053100982884753	4722	EXPEDIA 7331742194553 EXPEDIA.COM WA	M37.00
02-23	02-22	24231688054091013992794	5251	HARBOR FREIGHT TOOLS 238 TALLAHASSEE FL	M106.97
02-26	02-22	24431068054344900322127	3001	AMERICAN AIR0017050704579 FORT WORTH TX MUTCH/TERRI MARTINEZ DEPARTURE: 03-04-18 TLH AA V CLT AA S TLH	M521.11
02-27	02-26	24445008058000995045405	9402	USPS PO 1188920683 TALLAHASSEE FL	M6.91

GC 3/14/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-27-18	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 1,822.69
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
Toll Free	1-800-448-8812	CREDITS 5,141.58
		STATEMENT TOTAL 3,318.89 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00

Payee HANCOCK BANK
Vendor ID HANCOCK CC Account

Invoice	Description	Amount
022718-VT	VENITA TREADWELL	\$35.00
Hancock Bank MAHAN 03/21/18 13:17 Seq: 0047 ID: 105996 CB: 7122 Credit Card Payment \$35.00 Posting Date: 03/21/18 Thank you for banking with Hancock		\$35.00

LMP40 M/P CHECK

Rev 1/17



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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-21	02-21	74270848052100008797214	0000	BRANCH PAYMENT - THANK YOU	M69.32
02-26	02-26		0000	ANNUAL FEE	M35.00

gc
3/16/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-27-18		NEW PURCHASES AND OTHER CHARGES 35.00
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 69.32
		STATEMENT TOTAL 34.32 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

Payee LOWE'S
Vendor ID LOWES

Account #:

57161
3/20/2018

Invoice	Description	Discount	Amount
022818-LOWES	[REDACTED] FEB 2018	\$0.00	\$1,701.44
Total :			\$0.00
			\$1,701.44

Transaction Summary

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
02/02	02/03	53070	STORE 0417 TALLAHASSEE FL	
02/03	02/03	20847	STORE 0716 TALLAHASSEE FL	\$238.57
02/05	02/05	53556	STORE 0417 TALLAHASSEE FL - Holdings Acc.	\$110.08
02/05	02/05	53530	STORE 0417 TALLAHASSEE FL	\$24.50
02/06	02/06	67452	STORE 0417 TALLAHASSEE FL	\$98.00
02/06	02/06	67461	STORE 0417 TALLAHASSEE FL	\$36.35
02/12	02/12	27450	STORE 0417 TALLAHASSEE FL	\$163.85
02/12	02/12	09890	STORE 0417 TALLAHASSEE FL	\$18.96
02/13	02/13	24377	STORE 0716 TALLAHASSEE FL	\$25.65
02/13	02/13	82347	STORE 0417 TALLAHASSEE FL	\$22.95
02/13	02/13	02106	STORE 0716 TALLAHASSEE FL	\$118.36
02/15	02/15	11632	STORE 0716 TALLAHASSEE FL	\$165.06
02/15	02/15	20892	STORE 0716 TALLAHASSEE FL	\$22.05
02/16	02/16	09304	STORE 0716 TALLAHASSEE FL	\$68.74
02/20	02/20	20820	STORE 0716 TALLAHASSEE FL	\$59.84
02/21	02/21	29014	STORE 0716 TALLAHASSEE FL	\$162.62
02/22	02/22	67561	STORE 0716 TALLAHASSEE FL	\$64.59
02/22	02/22	29228	STORE 0417 TALLAHASSEE FL	\$22.72
02/23	02/23		STORE 0716 TALLAHASSEE FL	\$97.84
02/23	02/23	10547	PAYMENT - THANK YOU	(\$2,726.65)
02/23	02/23	10517	STORE 0716 TALLAHASSEE FL	\$1.90
02/23	02/23		STORE 0716 TALLAHASSEE FL	\$35.57
02/23	02/23	18861	STORE 0716 TALLAHASSEE FL	\$94.06
02/24	02/24	29494	STORE 0716 TALLAHASSEE FL	\$284.93
02/26	02/26	29700	STORE 0716 TALLAHASSEE FL	\$37.00
			STORE 0716 TALLAHASSEE FL	\$44.41

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%	\$0.00	\$0.00	2D

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBTT842, 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.

Handwritten signature and date: 3/19/18

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000358822	TAPCON 1/4 REDUCED HEAD W	1.000	PC	\$5.68	\$5.68
000000000121363	BERCOM HANDY PAIL LINERS	1.000	EA	\$4.72	\$4.72
000000000552265	1-5/8-1-3/8IN LOOP CAP	1.000	EA	\$1.66	\$1.66
000000000456833	PTFE TAPE 1/2-IN X 43-FT	1.000	EA	\$1.41	\$1.41
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
SUB \$162.62		TAX \$0.00		TOTAL INVOICE	\$162.62
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$162.62

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000049437	116-FL OZ VAL A-RST OIL C	1.000	EA	\$31.34	\$31.34
000000000805317	MOLD ARMOR PRO TRIGGER SP	1.000	EA	\$8.53	\$8.53
000000000253307	PROJECT SOURCE 2-IN BRUSH	3.000	EA	\$2.83	\$8.49
000000000042875	19-OZ LYSOL DISINFECT SPR	1.000	EA	\$5.68	\$5.68
000000000126352	TRIMACO SPRAY SOCK	2.000	EA	\$2.36	\$4.72
000000000105859	PROJECT SOURCE 2-IN FOAM	4.000	EA	\$0.75	\$3.00
0000000000533148	ZERO WASTE PREMIUM 10CT R	1.000	EA	\$2.83	\$2.83
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
SUB \$64.59		TAX \$0.00		TOTAL INVOICE	\$64.59
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$64.59

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000656936	BHK 5/16-IN SS QUICK LINK	4.000	UN	\$5.68	\$22.72
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Annie McDuffie, Program Manager, Crisis Program
RE: Board Update for March – *Emergency Services*
DATE: April 9, 2018

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 March 2018.

County	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept. 2018	Total
Calhoun	27/59	13/23	24/43	43/94	23/54	25/40							155/313
Franklin	22/45	13/32	14/32	12/19	16/29	13/21							90/178
Gadsden	69/166	45/118	34/93	65/154	50/99	49/90							312/720
Gulf	23/38	11/22	11/26	19/28	14/37	25/35							103/186
Jefferson	20/47	18/60	30/84	45/113	57/125	52/114							222/543
Leon	279/802	217/562	228/626	284/791	277/674	292/671							1,527/4,126
Liberty	11/22	4/9	7/21	16/34	19/45	3/11							60/142
Wakulla	21/50	11/37	8/25	21/51	27/56	18/27							106/246
Totals	472/1,229	332/863	356/950	505/1,284	433/1,119	477/1,009							2,575/6,454

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 the weather. Total amount \$38,725 to be divided between the 8 counties. Start date September 4th, ending December 2nd 2017.

Community Action has submitted a modification to Department of Economic Opportunity to spend the \$38,725 released for Low Income Home Energy Assistance Weather-Related/Supply-Shortage funds, in addition to the Weather-Related/Supply Shortage funds,

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Community Action received an additional adjustment to the original budget in the amount of \$68,824 also to be divided between the 8 counties.

Starting April 1st, Community Action will no longer take applications for propane assistance. Clients can receive assistance with electric bills only.

Capital Area Community Action Agency

MEMORANDUM

FROM: Terry Mutch

RE: Weatherization Assistance Program

DATE: April 11, 2018

The first modification to the 2017-18 Weatherization contract was received on March 22, 2018 extending the time frame and contract amount. The changes include a contract extension through September 30, 2020 and a contract award increase to \$948,604.20 for the new contract period. The modification also includes the fund allocation for Calhoun County which was previously unavailable. Under the new modification, approximately 94 homes are projected to be completed. The new county-specific projections are indicated in the chart below.

As of April 1, 2018, 35 homes have been processed and inspected. Of those 35 homes, 5 homes have been deferred due to client/dwelling issues (2 homes put back into process after dwelling issues resolved), 13 homes have been completed and inspected, and 17 homes are currently in the bid process or are currently in the process of being weatherized.

Weatherization at a Glance

County	2015-16 Contract Units Completed	2016-17 Contract Units Completed	2017-2020 Contract Units Projected*	2017-2020 Contract Units In progress	2017-2020 Contract Units Completed
Calhoun	-	-	8	0	0
Franklin	2	0	6	0	0
Gadsden	11	4	12	1	2
Gulf	2	2	6	0	0
Jefferson	2	3	7	1	0
Leon	51	36	42	15	10
Liberty	-	0	6	0	0
Wakulla	4	2	7	0	1
Total	72	47	94	17	13



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Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Anne Robinson
RE: Executive Board Meeting
DATE: April 4, 2018

Staying Ahead County Summary

Wakulla

- Currently there are no participants in Staying Ahead
- Interviews are ongoing to fill the case manager position

Leon

- Currently there are 9 participants in the Staying Ahead Program
- 5 of the 9 (55%) are currently enrolled in Post- Secondary education and will receive degree's and or certifications within their 18 month contract for Staying Ahead

Jefferson

- Currently there are 4 active participants in Staying Ahead
- 3 of the 4 (75%) are employed
- The current Getting Ahead class which has 16 investigators is projected to enter Staying Ahead no later than April 2018.

Gadsden

- Currently there are no active participants in Staying Ahead
- Interviews are ongoing to fill the case manager position



United Way of the Big Bend

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Blountstown

- Currently there are 2 active participants in Staying Ahead
- 1 of the 2 (50%) are currently enrolled in Post-Secondary School for Nursing. The projected completion date is March 2018
- 1 of the 2 (50%) has passed her State Board for her LPN license and is now employed with Washington Rehab and Nursing Care she works from 7pm-7am, with a starting salary 16.50 per hour and a 1000 sign on bonus. With the salary increase she is now over income.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Melissa Watson
RE: Board Update for March
DATE: April 12, 2018

Getting Ahead Report

Current Enrollments as of 4/12/2018

County	Starting Enrollments	Current Enrollments	*Group A	*Group B	*Group C
Calhoun/Liberty	TBD	-	-	-	-
Gadsden	TBD	-	-	-	-
Jefferson	16	13	3	7	3
Leon	15	12	3	7	2
Wakulla	7	-	0	7	0

**Recruiting criteria are based on the following groups and the applicants are assessed as follows:

Group A

- No GED
- Unemployed
- Entry level employment skills (minimum or none)
- No certificate or degree
- This applicant will approximately spend 2 – 3 years to demonstrate any upward mobility

Group A will be considered for Getting Ahead if:

1. Currently enrolled in GED preparation program
2. Willing to dual enroll in GED while in Getting Ahead
3. TABE tested and scores are on the higher end of the spectrum
4. Demonstrates through Interview process a desire to change



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** Case Managers will refer other Group A applicants to the local GED/Adult Education Program and encourage them to reapply.

Group B

- GED/High School Diploma
- Holds a certification (possibly)
- Currently enrolled in post-secondary education
- Working – income eligible for Community Service Block Grant (CSBG 125% or below Federal Poverty Guidelines)
- This applicant will approximately spend 9 – 18 months to demonstrate upward mobility

Group C

- GED/High School Diploma
- College Degree and or certifications
- Employment Skills (advanced)
- Underemployed (income eligible for CSBG)
- Desire to get ahead
- This applicant will demonstrate upward mobility within 3 – 6 months.

Getting Ahead in the following counties:

Calhoun/Liberty

- Recruiting on going August 2018 (next session of classes to begin)
- 10 applicants from Head Start applied for Getting Ahead
- New class to begin first week of May 2018

Gadsden

- Recruiting on going August 2018 (next session of classes to begin)
- 11 applicants applied
- Orientation – TBD
- Class anticipated to begin April 26,2018

Jefferson

- Class is currently in Module 10 Community Assessment (class ends 4-12-2018)
- Recruiting for August 2018 ongoing (next session of classes to begin)
- 81 % (13 of the 16) will transition from Getting Ahead to Staying Ahead
- 6% (1 of the 16) is over income for the Staying Ahead Program – above the 125% Federal Poverty Guidelines for Community Service Block Grant (CSBG)
- Transition Ceremony April 26, 2018 United Episcopal Fellowship Hall on York Street Monticello Florida, from 6pm -8pm.

Leon County

- Class is currently in Module 10 Community Assessment (class ends 4-17-2018)
- Recruiting for the August 2018 ongoing (next session of classes begins)
- 73% (11 of the 15) will transition from Getting Ahead to Staying Ahead
- Transition Ceremony will be held on April 24, 2018 from 6pm – 8pm at Capital City Country Club

Wakulla

- All 7 participants have passed the background screening
- All 7 participants are Group B candidates
- Start date April 23, 2017
- Classes will be held on Monday evenings from 6pm – 8 pm at the local Career Source

Staying Ahead Mentor Program

- Mentor/mentee's match for the active Staying Ahead participants are underway
- Recruiting is ongoing

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: April 12, 2018

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

Staffing

Based on the continuing transition toward programmatic accountability, plans are underway to develop a staffing model that covers Head Start exclusively with Extended Day programming staffed by a separate team funded by School Readiness and Voluntary Pre-Kindergarten funding.

Facilities

The Commission of the City of Apalachicola, Franklin County, approved a one-year lease of the 6th Avenue Recreation Center for the Head Start Franklin program.

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

Centers are fully enrolled with waiting lists for all but Franklin County. Registration and recruitment for the coming school year is now open.

Federal and State Regulations

Federal monitoring reports have not yet been delivered. CLASS monitoring results have been delivered and offer an opportunity for improvement.

Cindy Kaier, HHS Education Specialist, will be meeting with our Head Start team to review and discuss the CLASS monitoring results.



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Self-Assessment is an ongoing tool to foster data collection and improvement of the Head Start program.

Budget

All looks good regarding the program budget at this time. A slight amendment may be necessary to cover some ongoing maintenance matters.



Head Start Transition Program

Venue: TCC Main Campus Auditorium

Address: 444 Appleyard Drive, Tallahassee, FL 32304

Wednesday, May 16, 2018

9:30-11:30----- South City Head Start

12:00-1:00----- Mabry Family Enrichment Center

1:30-2:30----- Louise B. Royal Head Start

Outlining Counties

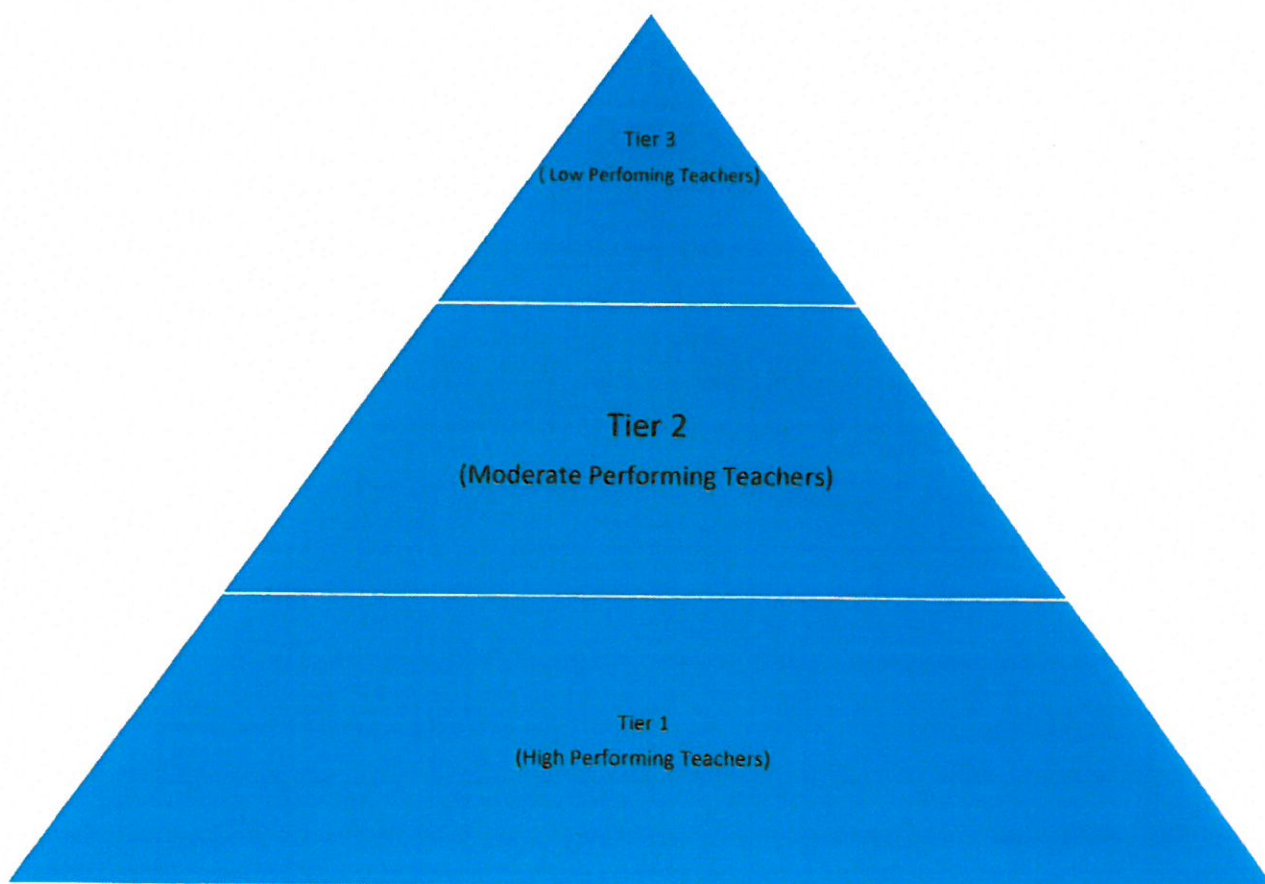
May 9, 2018-----10:00-11:00-----Jefferson County Head Start

May 10, 2018 10:00-11:00am -----Franklin County Head Start

We will give out more information in the invitations to the parent at the end of this month.

How do Head Start Coaches coach Teachers?

1. Coaches use the CLASS observations tool to place teachers in a pyramid of concern (below). There are 3 different tiers of concerns based on the CLASS observation scores.
 - a) Tier 1 – High performing Teachers – this group of educators need slight coaching and can do peer- to – peer coaching with other teachers. This coaching method is providing suggestion, and listening to the concerns of the teacher.
 - b) Tier 2 – Moderate performing teachers. This group of educators will receive moderate coaching. This coaching method is provided by going to the classroom doing focused observation (Attached). Once observation is completed, the coach will sit down with the teacher discuss, areas of concerns, and come up with goals for improving their scores.
 - c) Tier 3 Low performing teachers –This group of educators require similar coaching as moderate tier teachers with frequent visits of intensive coaching. This tier of teachers get classroom modeling, help with classroom arrangements, printed material, classroom visit support, help with creating classroom material for behavior management.





Capital Area Community Action Agency

Action Plan and Shared Goals

Name: _____ Center: South City Date: January 17, 2018

Action Plan

The Goal I will work on: Is to maintain a positive climate, and will hold longer conversations with the children. I will work on getting the children to expand on planning, and brainstorming to solve predictions in the classroom by asking why, and how questions. Also, deepen the conversational time with the children to develop their thought process by having back and forth exchanges, and expanding on information. This type of coaching is moderate. Tier II

Goal Supports: (circle as many as applies)

CLASS: Positive Climate Teacher Sensitivity Regard for Student Perspective Behavior Management Productivity Instructional Learning Formats
 Concept Development Quality of Feedback Language Modeling

Steps to achieve this goal

Getting the children to work on pretzel move using The Conscious Discipline. Modeling the technique for the children. Have a job chart, and the children carry out job.

Explain rules in the classroom and remind the children of the rules during center time.

Give cues when transitioning from one activity to the next.

Apply conversation in the classroom during center, and meal time. Ask open-ended questions. Expand on conversation to prompt thought process.

Resources needed:	Start date	In progress	Complete
Conscious Discipline.	1/19/2018	1/22/2018	On Going 1/22/18
Rules posted in classroom. Job Chart.	1/19/2018	1/22/2018	1/22/18
Information on transitioning	1/19/2018	1/22/2018	On going
Teacher/Teacher Assistant And children	1/19/2018	1/22/2018	On Going

I know I achieved this goal because _____

I am making progress towards this goal and will keep implementing my action plan

I need to make changes to my plan to achieve this goal by revising this goal or change the action steps

Action Plan and Shared Goals

Name: _____ Date: January 11, 2018
 Center: Louise B. Royal

Action Plan **Intensive coaching Plan**

The Goal I will work on:

- Create Classroom Rules
- Use Job Charts Daily
- Create Transitions
- Add conversations throughout the day
- Give clear instruction and expectations to the students daily

Goal Supports: (circle as many as applies)

CLASS: Positive Climate Teacher Sensitivity Regard for Student Perspective Behavior Management Productivity Instructional Learning Formats
 Concept Development Quality of Feedback Language Modeling

Steps to achieve this goal

	Resources needed:	Start date	In progress	Complete
Creating 3-5 classroom rules		1/18/18		
Use job chart every day				
Create transitions				
Add conversation in the classroom (open ended questions)				
Give the student clear expectations you have for them in each activity and center	Given open ended question handout	1/16/18	✓	
Will receive week modeling and coaching from Education coordinator	Create expectation	1/18/18		
On March 7, Teacher was moved to South City to float so see other high performing teacher in action.		1/18/18	✓	

I know I achieved this goal because

I am making progress towards this goal and will keep implementing my action plan

I need to make changes to my plan to achieve this goal by revising this goal or change the action steps



Coaching Summary

Place: Mabry

Teachers: A/B

Date: 4/4/2018

Time: 8:00am

Coach: Maritza Mousa

Coaching Summary of visit:

I went to visit Mabry to do Site Observations/Coaching. First I went to Mrs. A/B's classroom. Mrs. A was engage with the children, having an animated conversation of last night events. Ms. B was greeting the children and their parents as they came into the room. While walking around the room I observed a clean and organized room. Lesson plans were posted and up to date. Children's art work was up on display in a neat and organized way on the walls. When it was time for centers Mrs. A had all her activities ready for the children, so there was no waiting time and the children's transitions were brief and effortless. The children and teachers were engaged at all times while I was in the room observing.

This is a Tier One high performing teacher.

How I coached:

I suggested to Mrs. A that she should let the children set up the activities for center time. That gives the children a sense of ownership and responsibility.

Quality Counts March 2018 Narrative

Vital Statistics

Enrollment

Community Action's deliverable enrollment is 378. The current actual enrollment for March 2018 was 378. We meet this deliverable for March 1-31, 2018 according to data recorded on Child Plus Report 2001.

Community Action's cumulative enrollment is 422. Our cumulative enrollment was 435 for the 2016-2017 school years. Office of Head Start does not have a maximum cumulative enrollment; however in the event that our cumulative enrollment exceeds 435 causes of turn over should be examined in more detail.

Disability

Ten percent of the funded enrollment for Community Action is 37.8 or 38 students. Per the Head Start ERSEA review protocol, at this point in the program year, the program must have reached ten percent at some time during the current program year. The current number of students with diagnosed disability that attended at least one day August 2017 through March 2018 was thirty-six as of March 31, 2018.

The Community Action teaching staff has currently identified 30 additional students with disability concerns. The Special Service Coordinator has added the students identified by the teaching staff to the list of students with disability concerns; however, the local education authority has to diagnose the students for the students to count towards Community Action's ten percent disability requirement. Based on the current numbers at the time of this report we are not meeting the deliverable for this requirement.

Attendance

The average actual attendance percentage for Community Action students is 85.31%. The March 2018 actual attendance is above the three year historical average for March. We meet this deliverable for March 1-31, 2018 according to data recorded on Child Plus Report 2301.

The threshold for compliance is 85%. Historically, attendance starts to decline in April. We will need to be proactive in maintaining our attendance numbers next month.

Program Health Indicators

Health Requirements

In order to avoid sharing inaccurate data, the health requirements section was omitted for the month of February. The Health Services Coordinator, the Quality Assurance Manager, and the PFCE Manager worked together to update the health requirement reporting. The goal of this new format is to make sure the regulations and the corresponding requirements remain clear, but allow the data to be distinguished by intended use. Thus the PIR (Program Information Report) numbers which are required as a part of our annual report to HHS are distinguished for comparison from the data used for internal monthly reports.

In general, the new format reflects the need to align the data automatically being aggregated by Child Plus for our PIR with the general Child Plus reports staff use. In addition, the data indicates that the program is still struggling to assist students with meeting all of the EPSDT (Early Periodic Screening and Diagnostic Testing) requirements and dental care requirements. Additional research needs to be done to explore why families struggle with meeting EPSDT and Dental requirements for their children. Based on the additional information, the program will be able to determine how to better support these families.

Incident Accident Reports

During March 2018, 66 new incident/accident reports involving 55 children were added into Child Plus. We have had 208 cumulative incident/ accidents during the 2017-2018 school year. The majority of incident/ accidents happened before 2:00pm and/ or while the children were outside. The majority were trip/falls, biting, or fighting. The majority of incidents occurred at South City Head Start.

Department of Children and Family Violations

During March 2018 we had three DCF inspections. There was one violation found in Franklin.

Targeted Monitoring

Targeted monitoring was not conducted in March 2018. Instead focus was placed on preparing for the self-assessment and analyzing historical CLASS data.

Key

Green= Compliance

Orange=Area of concern/ Potential for Concern

Red= Non-Compliance

Quality Counts

April 2018



Vital Statistics

(Pulled April 4, 2018 beginning @ 0838 hours for March 1-31, 2018)

Enrollment

Compliance

YES

Current Enrollment

378

Cumulative Enrollment

422

Disability Services

(Reports 2001 & 2005)

Compliance

NO

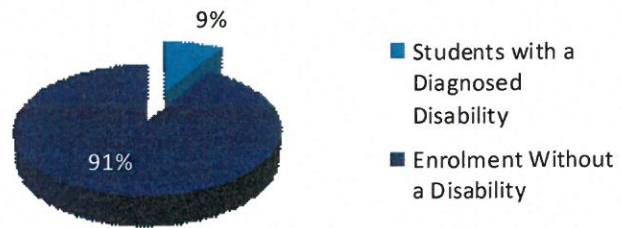
Students with Disabilities

36

Students with Concerns

30

Percent of Students with a Disability



NOTES:

Per the Head Start ERSEA review protocol, programs are expected to reach the 10 percent requirement at any point during the program year. For reviews occurring between October and December, the program must have reached 10 percent at some time during the previous program year. For reviews occurring between January and September, the program must have reached 10 percent at some time during the current program year.

April 2018

Attendance

Compliance

YES

Funded Attendance

83.86%

Actual Attendance

85.31%

Historical ADA by Month



NOTES:

- 2017-2018 March attendance is on pace with the historical average for this 5 year grant cycle.
- At this point in the school year 125 students have been absent for 10% (13/130 of the entire school year or days available based on start date) of the days offered to them and are at risk of missing 10% of the program.
- At this point in the school year 86 students have been absent for 20% (26/130 or days available based on start date) of the days offered to them and are at risk of missing 20% of the program. (Report 2336 or 2306).

(Pulled April 9, 2018 beginning @ 1030 hours for March 1-31, 2018)



Program Health Indicators

Health Requirements

Regulation	Requirement	PIR Report #	PIR Data	+/- Last Month	CP Report #	CP Data	+/- Last Month
1302.42(a)	Health Insurance	9706	375 (89%)	N/A			
1302.42(a)	Medical Home	9707	296 (70%)	N/A	3021	287 (68%)	N/A
1302.42(b)(1)(i)	Immunizations (at enrollment)	9708	360 (85%)	N/A	3330	372 (88%)	N/A
DCF 65C-22	Physicals (Physicals only represent current enrollment non-expired)	N/A	N/A	N/A	3035	354 (94%)	N/A
1302.33(a)(1) 1302.42(b)(2)	Developmental, sensory, behavioral Screenings (cumulative enrollment)	9714	385 (91%)	N/A	3035	373 (88%)	N/A
1302.42(b)(1)(i)	Early and Periodic Screening, Diagnostic and Treatment (EPSDT) (Non-Expired/Missing at Enrollment)	9711	99 (23%)	N/A	3015	283 (67%)	N/A
1302.42(b)(1)(i)	Dental Exam	9708	76 (18%)	N/A	3035	263 (62%)	N/A
1302.42(b)(1)(i)	Dental Home	9708	224 (53%)	N/A	3021	197 (47%)	N/A
1302.42(b)(1)(i)	Height/Weight (BMI)-EPSDT	9760	407 (96%)	N/A	3035	411 (97%)	N/A

Key

- N/A= Not Applicable / Data not captured in that format/No recorded previous Month
- NC=No Change
- EPSDT: Physical, Immunization, Hemoglobin/Hematocrit, Immunizations, and Lead

(Pulled April 9-10 2018 beginning @ 1030 hours April 9th for March 1-31, 2018)

Incident Accident Reports

Incidents Added This Month

66

Students Involved This Month

55

Incidents after 2:00pm

21

Cumulative 17-18 Incidents

208

(Report 2132)

Depart of Children & Families Violations

Inspections This Month

3

Violations This Month

1

Cumulative 17-18 Violations

11

(DCF Inspection Reports)

Family and Community Engagement Manager
 Monthly Monitoring Report – March 2018

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
PROGRAM STATUS (Monthly)						
Number of Students Enrolled for Month	16	34	82	57	192	380
Number of Student Withdrawals for Month	1	1	1	3	5	11
Number of Vacancies	1	1	0	3	6	11
Number of Students on Wait List	2	0	13	23	24	62
Number of VPK Students Enrolled	N/A	12	20	32	85	149
Number of School Readiness Students Enrolled	N/A	2	14	13	41	70
FAMILY STATUS						
Number of Family Needs Assessment	16	34	82	57	192	380
Family Partnership Agreement						
Number of FPA Initiated (45)	16	34	82	57	192	380
Number of FPAs in progress (February)	16	33	81	54	184	368
Number of FPAs completed (May)						

Center	Head Start Enrollment and Attendance	
	Funded	Enrollment on 3/30/18
Franklin	17	15
Jefferson	35	33
Mabry	81	81
Royal	57	54
South City	188	184
Total	378	367
		August Average Daily Attendance (ADA)
		86%
		78%
		84%
		86%
		86%
		85%

Family and Community Engagement Manager Monthly Monitoring Report – March 2018

Number of Referrals (Review referrals)	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)	1	5	9	7	15	37
Domestic Violence Referrals	0	0	0	0	0	0
Substance Abuse Referrals (prevention or treatment)	0	1	0	0	2	3
Child Abuse or Neglect Referrals	0	0	0	3	1	4
Assistance for incarcerated Family Members	3	2	1	2	3	11
Education Referral	0	1	4	5	2	12
Employment	0	1	3	2	7	13
Parent Meetings/Trainings						
Parent Committee Meetings	1	0	0	0	0	1
Number of Parents at the Parent Committee Meetings	3	0	0	0	0	6
Number of Male Parents at Parent Committee Meetings	0	1	0	0	0	1
Number of parents Committee meetings attended (Family Advocate)	1	1	0	1	3	6
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	1	1	1	1	1	5
Number of Parents in attendance on Policy Council	1	0	1	1	3	6
Number of Coordinated Trainings for Policy Council	0	0	0	0	0	0
Number of Parenting Classes	0	0	0	0	0	3
Number of Family Activities/Events Coordinated	0	0	0	0	0	0
Number of Family Activities Specific to Male Engagement						0
Number of Parent Trainings Conducted						0
Number of Volunteer Orientations						0
Home Visits	Franklin	Jefferson	Mabry	Royal	South City	
Required Home Visit Follow up (February)						
Number of Additional Home Visits/Meetings						
Number of Contacts documented in Case Notes	12	13	27	18	75	145
Number of Contacts documented per absenteeism	10	9	17	14	62	112

Family and Community Engagement Manager
 Monthly Monitoring Report – March 2018

Number of Files Reviewed	0
Review of Parent Board	0
Volunteers (PEC)	
Number of Volunteers	17
Total of Program In kind	42 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	1
Family Advocate Workers Trainings	1
Community Meetings	0

Transportation	
Field Trips	3
Maintenance	0
Trainings	0

Family and Community Engagement Manager
 Monthly Monitoring Report – March 2018

HEALTH SPECIALIST	Total
PRE-ENROLLMENT REQUIREMENTS	
Up to date immunizations	367
Expired/Missing immunizations	5
Up to date Physicals	361
Expired/Missing Physicals	11
Number of individual Health Care Plan	14
Number of Children with Health Insurance	352
ENROLLMENT	
Number of children with dental home	246
Number of dental home referrals	0
Completed dental exams	246
Incomplete dental exams	126
Needed dental treatment	26
Receiving dental treatment	16
Completed dental treatment	9
Number of medical home	372
Number of medical home referrals to Advocates	0
45 DAYS REQUIREMENT	
Vision screenings	346
Vision referrals	0
Hearing screenings	311
Hearing Referrals	0
Growth Assessment	364
BMI Referrals	0

Family and Community Engagement Manager
 Monthly Monitoring Report – March 2018

90 DAYS REQUIREMENT	Total
Number of dental home established	246
Number of dental exams	246
Number of children requiring dental treatment	26
Number of completed dental treatment	9
Number of medical homes established	369
Hematocrit/Hemoglobin	182
Blood lead	186
Blood Pressure	312
NUTRITION	
Number of Breakfast	4,663
Number of Lunch	5,229
Number of PM Snacks	4,495
Number of Children with Special Diets	12
MONITORING ACTIVITIES	
Health Files Review	0
Child Care Food Program Tool	2
Kitchen Inspection Tool	2

Family and Community Engagement Manager Monthly Monitoring Report – March 2018

Manager Monitoring Activities
Verifying Head Start eligibility for all families enrolling in the program for the 2017-18 and 2018-19 school years.
Ensuring documentation in ChildPlus is current to ensure PIR information is correct.
Reviewing Child Care Food Program monthly reports.
Entering attendance in ChildPlus

Submitted by: Darrel James

Date:

Family and Community Engagement Manager

Monthly Monitoring Report – March 2018

<p>Corrective Action and Follow Up</p>
<p>Funded Enrollment.</p> <ul style="list-style-type: none"> We are in compliance with our funded enrollment number of 378, and vacant slots have been filled within the 30 day requirement. We had students to drop during the month and it will be a challenge to meet the required funded enrollment for the remainder of the year. <p>Attendance.</p> <ul style="list-style-type: none"> We met the required Average Daily Attendance of 85% as a program for the month of March. Although as a program we met the required ADA for February, Jefferson County (78%) failed meet the required ADA again. Franklin County improved from failing last month at 82% to 86% this month. The one hour rule is resulting in an improvement in both attendance and making the parents accountable for student absences. Telephone difficulties at some centers make it difficult to complete phone calls to families with unexpected absences a challenge. Live attendance continues at the Louise B. Royal Head Start Center. <p>Program Information Report</p> <ul style="list-style-type: none"> Data must be updated in ChildPlus. Information will be updated at each Head Start center by the Family and Community Engagement Team reviewing each file and entering necessary information. A schedule will be made with the process being completed by May 31
<p>Strengths</p>
<ul style="list-style-type: none"> Continuing to develop new Family Outcomes that will be implemented into the Parent, Family and Community Engagement Framework. Piloting live attendance at Louise B. Royal Head Start Center The ability to provide LIHEAP and other emergency services at each Head Start Center with the presence of a Family Advocate

Family and Community Engagement Manager Monthly Monitoring Report – March 2018

Areas of Concerns and Barriers
<p>Building and obtaining wait lists in Franklin and Jefferson counties.</p> <p>Filling funded enrollment slots in all Head Start Centers at the end of the school year.</p> <p>Obtaining lead, hemoglobin, hematocrit and dental exams from families.</p> <p>Entering data into ChildPlus to update PIR information</p> <p>Filing documents at centers, maintaining files at the centers</p>
Professional Development
<p>Bi-weekly management and team meetings</p> <p>Management Team Meetings</p>

Capital Area **Community Action** Agency

CHIEF EXECUTIVE OFFICER REPORT APRIL 2018

Administrative

- Evaluating staff pay plans and developing budgets to accommodate performance-based increases.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- *Getting Ahead in a Just-Gettin'-By World/Staying Ahead*
 - Leon Getting Ahead Transition Ceremony – April 24, 2018, at Capital City Country Club.
 - Jefferson County Transition Ceremony – April 26, 2018 at Fellowship Hall on Young Street
 - Extending Getting Ahead to Head Start in Calhoun/Liberty County
- Case Management – vacancies in our case management ranks are being filled. Staff are trying to better identify the skill set needed for the role or recruiter, promoter, case manager and office manager.
- Head Start – Franklin County lease will be extended one year while funding is secured for new site.
- Completed monitoring of the CSBG and LIHEAP programs without findings.

Impact: Redesigning entitlement programs to toward more independency services.

Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region.
- Did a radio show for I Heart Radio.
- Addressed the Commission of the City of Apalachicola
- Working with Representative Loranne Ausley, ELC, LCSD, City and County on Community School for Southside of Tallahassee
- Working with Whole Child Leon for development of high quality early child care framework for Leon County

Impact: Developing the infrastructure necessary to support the Agency mission



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Resource Development

- Presented to the United Way Grant Review Team the Head Start and Getting Ahead Grants. Community Human Services Partnership from City/County. United Way presentation scheduled for April 24, 2018, at 4 PM.
- Reaching out to funders for the Golden Apple Gala to honor Head Start employees.
- Need serious focus on Board member recruitment.

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

Florida Association for Community Action Board

- FACA Annual Conference – May 13-18 - Tampa

Out of Office

- April 18-20 – Vacation – Syracuse, New York
- May 8-9 – Vacation - Tampa
- June 27-29 – Vacation – Orlando

Upcoming Events

- Florida Chamber Pathways to Prosperity – May 2-3 - Orlando
- Florida Head Start Association Leadership Florida Annual Meeting – June 14-17 – Sarasota
- CAPLAW Annual Conference – June 20-22 – Albuquerque
- Annual Community Action Partnership Conference – August 27-31 - Denver

Capital Area **Community Action** Agency

MEMORANDUM

TO: Board of Directors
FROM: Tim Center, Chief Executive Officer
RE: Performance Goals
DATE: April 13, 2018

As part of the annual evaluation of the Chief Executive Officer, I am sharing with you proposed performance goals for the coming year.

Board of Directors

- Ensure a diverse and regionally representative number of Directors that complies with By-Law requirements.
- Keep the Board apprised of all relevant operational, fiscal and organizational policies and practices.
- Ensure an annual training of the Board to comply with CSBG Organizational Standards.

Outreach

- Conduct annual visits with County Administrators in each county served
- Conduct annual visits with City managers of each county served
- Maintain contact with area partners including Chambers, CareerSource and others

Fundraising

- Develop an annual fundraising event
- Generate at least \$15,000 in funds annually for programs and mission
- Train Board members on Benevon model for fundraising

Administration

- Conduct annual evaluations of direct reports



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PRESS RELEASE
FOR IMMEDIATE RELEASE
WASHINGTON, DC *April 11, 2018* TUESDAY

On President Trump's Executive Order to Review Welfare Programs:

The national-network of Community Action Agencies, local agencies that respond to community needs in 99 percent of the counties in the United States, have a message for President Trump after the release of his latest Executive Order calling for welfare reform. That message: Come see about us!

The order calls for a welfare system that follows the administration's "Principles of Economic Mobility." Included in these principles is the creation of an accountability system for local, state and federal governments, which the Community Action network already has in place. The order calls for the empowerment of the private sector and local communities to develop and apply locally based solutions to poverty, which our agencies accomplish through their Community Needs Assessments. It also calls for the establishment of clear metrics that measure outcomes, which we see in our CSBGIS reports. In other words, these "Principles of Economic Mobility"-- accountability, flexibility, local priorities, streamlined efficiency and limited bureaucracy, innovation, private sector involvement -- are all cornerstones of the Community Action network.

Local Community Action Agencies receive funding through the Community Services Block Grant (CSBG). Ninety percent of the federal funding is directed locally by the designated community organization, which is governed by a tripartite board of directors comprised of 1/3 local elected officials, 1/3 representatives from the business community, and 1/3 representatives from the low-income community. No two Community Action Agencies are the same, as each agency responds to its community's unique needs through innovative programming and public-private partnerships. Agencies are able to connect individuals and families who have fallen into poverty to comprehensive, targeted interventions that will help them achieve self-sufficiency. Agencies outcomes and activities are reported every year to the federal government.

David Bradley, CEO of the National Community Action Foundation, the organization that represents local Community Action Agencies in Washington, DC, said this:

"If the President is really serious, he owes it to the public to take an honest, fair look at programs. The first program we hope the President examines openly and without prejudice is CSBG. The Community Action network, through the policy of the Community Services Block Grant, exemplifies the Principles of Economic Mobility the President outlines in his Executive Order."

###

For more information, please contact Brett Bauer at brettbauer@ncaf.org or (202) 842-2092.



Fact Sheets

President Donald J. Trump's Economic Mobility Reforms Will Restore Independence and Dignity to Millions of Americans

[Social Programs](#)

Issued on: April 10, 2018

• Share:



☰ All News

Quote

We can lift our citizens from welfare to work, from dependence to independence, and from poverty to prosperity.

President Donald J. Trump

ACTION TOWARD REFORM: President Trump's Executive Order on Economic Mobility takes the first steps toward welfare reform in America.

- The order provides nine “Principles of Economic Mobility,” which will guide agencies that administer public assistance programs to effectively reform the welfare system by directing that they:
 - improve employment outcomes and economic independence;
 - promote marriage and family as a way of escaping poverty;
 - address the challenges of hard-to-employ populations;
 - provide more flexibility to States, while ensuring accountability for achieving outcomes;
 - streamline services to more effectively use taxpayer resources;
 - reserve benefits for those truly in need;
 - consolidate duplicative programs;
 - facilitate greater sharing of information between States and localities; and
 - empower the private sector to find solutions to poverty.
- The order focuses on increasing opportunities for those in need by:
 - strengthening current work requirements;
 - empowering States, localities, tribal governments, and private-sector entities to serve individuals and families in need; and
 - using taxpayer dollars for their intended purpose, which includes ensuring only eligible persons receive benefits.
- The order directs Federal agencies that administer public assistance programs to:
 - review all regulations and guidance documents relating to work;
 - ensure such regulations and documents are consistent with the principles for reform;
 - send a report to the President on what they can do to get Americans back to work; and
 - take steps to implement such recommendations.

WELFARE ENROLLMENT FOR ABLE-BODIED ADULTS IS AT RECORD HIGHS: Welfare enrollment is at a record high for able-bodied adults in America, despite near-record low unemployment in most places.

Under President Trump, unemployment has hit and remained at near-record lows, and businesses are facing labor shortages.

The United States unemployment rate has remained at 4.1 percent for the third straight month, which is the lowest level since 2000.

The seasonally adjusted unemployment rate has not exceeded 4.8 percent during President Trump's tenure.

According to a January 2018 survey released by the Federal Reserve, businesses across the country are having challenges finding enough workers to fill the quality jobs that are available.

Despite labor market shortages, welfare enrollment has remained at or near-historic highs.

In 2016, over 16 million able-bodied adults were enrolled in the Supplemental Nutrition Assistance Program (SNAP).

In January 2018, over 74 million Americans were enrolled in Medicaid and the Children's Health Insurance Program (CHIP), a 29 percent increase over the 2013 baseline period.

Today, there are a record 28 million able-bodied adults on Medicaid. In fact, since 2000, the number of able-bodied adults on Medicaid has quadrupled.

WORK IS THE SOLUTION: Adding or enforcing work requirements for able-bodied adults on welfare is an effective solution to help millions of Americans regain their independence.

- Work leads to a higher income than welfare can provide and is the best pathway to the middle class.
 - According to the Center for Budget and Policy Priorities, a hypothetical poor single-mother with two children could see her net annual income double with a part-time job at minimum wage, or even quadruple, with a full time job at minimum wage, compared to not working and receiving welfare.
 - U.S. Census Bureau data shows that more than 97 percent of people who work full-time move out of poverty.
- Work is often the solution to many societal problems:
 - A non-violent offender's ability to have and keep a job once released from prison reduces recidivism by twenty percent.
 - Those working are less likely to have kids before marriage and enter poverty.
 - According to the Harvard Business Review, employed people rate the quality of their lives much more highly on average than the unemployed.
- Work decreases dependency on governmental assistance programs.
 - In States that have restored work requirements, people on welfare are twice as likely to work.
 - Welfare work requirements can cut the average time on the food stamp program in half.

REAL IMPACTS IN STATES: States that have enacted commonsense work requirements are seeing positive results, improving the lives of thousands of individuals and families.

- After Kansas implemented work requirements for able-bodied, childless adults on food stamps, caseloads dropped by 75 percent and the average amount of time spent on welfare was cut in half. In addition, thousands of people went back to work in more than 600 industries.
- Maine re-instated work requirements for able-bodied adults with no kids in 2014 and saw individuals' incomes increase 114 percent in one year.
- Studies conducted after reforms in Maine and Kansas show that individuals who left welfare and went back to work saw their incomes increase, more than doubling on average; this increase more than offset the welfare benefits they lost. Welfare enrollment also dropped by 75 to 90 percent.
- More States have noticed and are leading the charge to provide greater opportunities to their citizens. Alabama, Arkansas, Kentucky, Mississippi, Oklahoma, Tennessee, Texas, West Virginia, and Wisconsin are currently implementing work requirements.



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Executive Orders

Executive Order Reducing Poverty in America by Promoting Opportunity and Economic Mobility

[Social Programs](#)

Issued on: April 10, 2018

- (vii) Reduce wasteful spending by consolidating or eliminating Federal programs that are duplicative or ineffective;
- (viii) Create a system by which the Federal Government remains updated on State, local, and tribal successes and failures, and facilitates access to that information so that other States and localities can benefit from it; and
- (ix) Empower the private sector, as well as local communities, to develop and apply locally based solutions to poverty.

(c) As part of our pledge to increase opportunities for those in need, the Federal Government must first enforce work requirements that are required by law. It must also strengthen requirements that promote obtaining and maintaining employment in order to move people to independence. To support this focus on employment, the Federal Government should:

(i) review current federally funded workforce development programs. If more than one executive department or agency (agency) administers programs that are similar in scope or population served, they should be consolidated, to the extent permitted by law, into the agency that is best equipped to fulfill the expectations of the programs, while ineffective programs should be eliminated; and

(ii) invest in effective workforce development programs and encourage, to the greatest extent possible, entities that have demonstrated success in equipping participants with skills necessary to obtain employment that enables them to financially support themselves and their families in today's economy.

(d) It is imperative to empower State, local, and tribal governments and private-sector entities to effectively administer and manage public assistance programs. Federal policies should allow local entities to develop and implement programs and strategies that are best for their respective communities. Specifically, policies should allow the private sector, including community and faith-based organizations, to create solutions that alleviate the need for welfare assistance, promote personal responsibility, and reduce reliance on government intervention and resources.

(i) To promote the proper scope and functioning of government, the Federal Government must afford State, local, and tribal governments the freedom to design and implement programs that better allocate limited resources to meet different community needs.

(ii) States and localities can use such flexibility to devise and evaluate innovative programs that serve diverse populations and families. States and localities can also model their own initiatives on the successful programs of others. To achieve the right balance, Federal leaders must continue to discuss opportunities to improve public assistance programs with State and local leaders, including our Nation's governors.

(e) The Federal Government owes it to Americans to use taxpayer dollars for their intended purposes. Relevant agencies should establish clear metrics that measure outcomes so that agencies administering public assistance programs can be held accountable. These metrics should include assessments of whether programs help individuals and families find employment, increase earnings, escape poverty, and avoid long-term dependence. Whenever possible, agencies should harmonize their metrics to facilitate easier cross-programmatic comparisons and to encourage further integration of service delivery at the local level. Agencies should also adopt policies to ensure that only eligible persons receive benefits and enforce all relevant laws providing that aliens who are not otherwise qualified and eligible may not receive benefits.

(i) All entities that receive funds should be required to guarantee the integrity of the programs they administer. Technology and innovation should drive initiatives that increase program integrity and reduce fraud, waste, and abuse in the current system.

(ii) The Federal Government must support State, local, and tribal partners by investing in tools to combat payment errors and verify eligibility for program participants. It must also work alongside public and private

partners to assist recipients of welfare assistance to maximize access to services and benefits that support paths to self-sufficiency.

Sec. 3. Review of Regulations and Guidance Documents. (a) The Secretaries of the Treasury, Agriculture, Commerce, Labor, Health and Human Services, Housing and Urban Development, Transportation, and Education (Secretaries) shall:

- (i) review all regulations and guidance documents of their respective agencies relating to waivers, exemptions, or exceptions for public assistance program eligibility requirements to determine whether such documents are, to the extent permitted by law, consistent with the principles outlined in this order;
- (ii) review any public assistance programs of their respective agencies that do not currently require work for receipt of benefits or services, and determine whether enforcement of a work requirement would be consistent with Federal law and the principles outlined in this order;
- (iii) review any public assistance programs of their respective agencies that do currently require work for receipt of benefits or services, and determine whether the enforcement of such work requirements is consistent with Federal law and the principles outlined in this order;
- (iv) within 90 days of the date of this order, and based on the reviews required by this section, submit to the Director of the Office of Management and Budget and the Assistant to the President for Domestic Policy a list of recommended regulatory and policy changes and other actions to accomplish the principles outlined in this order; and
- (v) not later than 90 days after submission of the recommendations required by section 3(a)(iv) of this order, and in consultation with the Director of the Office of Management and Budget and the Assistant to the President for Domestic Policy, take steps to implement the recommended administrative actions.

(b) Within 90 days of the date of this order, the Secretaries shall each submit a report to the President, through the Director of the Office of Management and Budget and the Assistant to the President for Domestic Policy, that:

- (i) states how their respective agencies are complying with 8 U.S.C. 1611(a), which provides that an alien who is not a “qualified alien” as defined by 8 U.S.C. 1641 is, subject to certain statutorily defined exceptions, not eligible for any Federal public benefit as defined by 8 U.S.C. 1611(c);
- (ii) provides a list of Federal benefit programs that their respective agencies administer that are restricted pursuant to 8 U.S.C. 1611; and
- (iii) provides a list of Federal benefit programs that their respective agencies administer that are not restricted pursuant to 8 U.S.C. 1611.

Sec. 4. Definitions. For the purposes of this order:

- (a) the terms “individuals,” “families,” and “persons” mean any United States citizen, lawful permanent resident, or other lawfully present alien who is qualified to or otherwise may receive public benefits;
- (b) the terms “work” and “workforce” include unsubsidized employment, subsidized employment, job training, apprenticeships, career and technical education training, job searches, basic education, education directly related to current or future employment, and workfare; and (c) the terms “welfare” and “public assistance” include any program that provides means-tested assistance, or other assistance that provides benefits to people, households, or families that have low incomes (i.e., those making less than twice the Federal poverty level), the unemployed, or those out of the labor force.

Sec. 5. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:

- (i) the authority granted by law to an executive department or agency, or the head thereof; or
- (ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.
- (b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.
- (c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

DONALD J. TRUMP

THE WHITE HOUSE,

April 10, 2018.




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