

Capital Area **Community Action** Agency

Board Meeting Agenda

Tuesday, July 24, 2018 – 6:00 pm
Ghazvini Center for Healthcare, 1528 Surgeons Drive, Tallahassee
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. Board Member – Lisa Edgar – Attorney
 - B. Approval of Minutes
 - i) Board Meeting – 5.22.2018
 - C. By-Laws Review – Executive Committee
 - D. Fiscal Report
 - Narrative
 - Revenue & Expenditures Agency - 2 page
 - Balance Sheet
 - Head Start Match
 - Credit Card Activity Spreadsheet
 - Credit Card Statements
 - E. Franklin County Eastpoint Wildfire Update
 - i) Lease review
 - ii) Life cycle – six months

- 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 8/21/18 – 5:30 pm – 309 Office Plaza Drive

Next Board of Directors Meeting 9/25/18 – 6:00 pm – Ghazvini Center for Healthcare Education



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ARTICLE VII. COMMITTEES OF THE BOARD

A. Executive Committee

The Executive Committee, made up of the Chairman, Vice-Chairman, Secretary, Treasurer, and Member-at-Large, shall act for the full Board in between regular meetings and/or at times when it is inconvenient to convene the full Board and shall perform the following functions:

1. Resolve all issues that do not necessarily require the attention of the full Board;
2. Provide temporary approval on items that do require actions of the full Board;
3. By the above actions, make it easier for the Board to transact its regular business; and, report to the full Board.

Repeat absences of an Executive Committee member will require a letter being sent after four (4) Executive Committee absences and removal after a missed fifth (5th) meeting in a Board year.

Capital Area Community Action Agency

Special Joint Meeting Community Action Board of Directors and Head Start Policy Council Meeting June 15, 2018

Members in Attendance:

Christy McElroy*, Chair
Harold Ross*, Secretary
Kara Smith*, Treasurer
Lauren Johnson**
Pam Ridley*
Kim Wilson**
Geraldine Kersaint**
Letisha Moore, Council Chair**
Khenitha Peterson**
Tiffany Similien**

CACAA Staff:

Tim Center
Nina Self
Margaret Watson
Kristin Reshard
Nichele Rolle

Members absent: Derrick Jennings and Deborah Peterson

*Attended by phone

**Policy Council Members

Board of Directors

The meeting of the Board of Directors was called to order by the Chair at 12:35 p.m. and a quorum was established.

Mr. Center asked for a Roll Call of all Board and Policy Council Members.

Mr. Center asked the members to read the Cost of Living Allowance Supplemental Budget Packet which presents the 2.6% COLA as an increase to all Head Start wages retroactive to October 1. A supplemental check will be cut during the summer. And the pay raise will be in effect the coming school year. Mr. Center asked if any Board members had questions regarding the budget?



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Mr. Center stated that Congress had appropriated funds for Head Start as a Cost of Living Adjustment. Mr. Center said that we are proposing to the Board approval to increase Head Start staff salaries to 2.6% as outlined in the document. The Agency will submit on Monday, June 18, 2018, the 2.6% Cost of Living budget to Health and Human Services Department (HHS), which will be reviewed and approved by the HHS department. Mr. Center asked for the Board to approve the 2.6% Cost of Living Supplemental Budget Plan.

Ms. Johnson asked is the COLA budgeting period from October 1, 2017 through September 30, 2018, and why is the Estimated Work Hours from June 2, 2018, through September 30, 2018. Ms. Self stated that on the Worksheet Column "W" shows the Retro period from October 1, 2017 through June 1, 2018, and from June 2, 2018 through September 30, 2018, are wages to be paid. The Retro wages is the COLA check that each employee will be paid. Staff hourly rate will be increased to the new wage to be paid for the remainder of the budget period.

Ms. Smith made a motion to approve the Head Start 2.6% budget packet. It was seconded by Ms. Johnson. Mr. Center requested approval from Policy Council members to approve the Head Start 2.6% Cola Budget. Geraldine Kersaint made a motion to approve the budget. It was seconded by Kimberly Wilson. It was unanimously approved.

The meeting was adjourned at 12:45 p.m.

Head Start Policy Council

The Policy Council Chair called the meeting of the Council to order at 12:45 pm. A quorum was present. Since the Council members had heard the discussion of the Board, the Council Chair asked for a motion to accept the proposed COLA Budget.

A motion was made by Kim Wilson and seconded by Khenitha Peterson. The motion passed unanimously. The meeting was adjourned at 12:50 pm.



Mr. Ross, Secretary

6/17/18

Date



Ms. Moore, Council Chair

6/19/18

Date

Capital Area Community Action Agency

Board of Directors Meeting Minutes May 22, 2018

Members in Attendance:

Christy McElroy, Chair
Derrick Jennings, Vice-Chair
Harold Ross, Secretary
Kara Smith, Treasurer*
Lauren Johnson
Pam Ridley

CACAA Staff:

Tim Center
Nina Self
Stephanie Sgouros
Margaret Watson
Kristin Reshard

Member absent: Deborah Peterson

*Attended meeting by phone.

The meeting was called to order at 6:00 p.m. by the Chair. A quorum was established.

The minutes were distributed and the Board reviewed the minutes. Ms. Smith made a motion to correct the minutes of April 17, 2018, from Mr. Ridley to Ms. Ridley. It was seconded by Ms. Johnson, the motion was unanimously approved.

The Chair asked members to introduce themselves: Kristian Reshard, Head Start, Quality Assurance Manager; Derrick Jennings, Vice-Chair, Jefferson County Representative; Stephanie Sgouros, Finance Director; Christy McElroy, Chair, Gulf County; Tim Center, CEO/Head Start Director, Community Action; Margaret Watson, Executive Assistant, Community Action; Nina Self, COO, Community Action; Lauren Johnson, Member-at-Large and Board of Directors; Policy Council Representative; Kara Palmer-Smith, Board Treasurer.

Mr. Center introduced Lisa Edgar, attending the meeting by phone. Ms. Edgar is interested in becoming a member of Board. Ms. Edgar indicated that she was on travel status, but would be in attendance at the next meeting.



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ACTION ITEMS

Mr. Center stated that we are required to submit annually to DEO that we are in compliant with the Community Services Block Grant Operational Standards (CSBG) through the Department of Health and Human Services.

We will have a Results Management Oriented Accountability (ROMA) Specialist to review our plan to ensure that the services we provide meet the desired outcome in assisting our clients in becoming self-sufficient.

In April, we received the results from the Department of Economic Opportunity (DEO), which indicated that we were not in compliant in 5 of the 58 standards and corrective action is being taken. The Board has completed the annual training required by DEO to be in compliant with the Community Services Block Grant Operational Standards (CSBG) as shown below:

Annual Board Training	<u>Action</u>
➤ Board review and approve CEO Compensation	Complete
➤ Individual Board Self-Evaluation	Complete
➤ Community Action Plan Strategies	Complete
➤ Undergo Annual Training of Board Roles and Responsibilities every 2-years	Complete
➤ Submit to DEO a complete copy of training agenda (Community Action Staff attended UPHS Workshop and the FACA Conference)	Complete

Mr. Center reported that the Community Needs Assessment was approved by the Board which indicated that we need to focus on housing assistance, rent, affordability, senior services, high quality childcare, self-sufficiency and employment. Mr. Center stated that housing assistance is a critical element to fund because we do not have the funds to offer for rent assistance. We have applied for FEMA funding and using CSBG funding the Agency is able to provide limited assistance with housing including deposit and rent. Our Weatherization Assistance Program provides services that reduce utility expenses and increased affordability.

Mr. Center stated that the Agency will work with the Tallahassee Housing Authority and the Tallahassee Lender’s Consortium to help promote self-sufficiency among clients served to keep clients in their homes. Mr. Center stated that the key to the success is to work with the Case

Manager's to work with those clients to enroll those clients in the Agency's Getting Ahead/Staying Ahead to receive eligibility priority for Head Start services. Additionally, Affordable Childcare is another critical element for the Agency as Head Start parents are recruited for the Getting Ahead/Staying Ahead Self-sufficiency Program.

Mr. Center stated that the FOCAS Reports are filed Quarterly. Ms. Ridley asked what is the Board doing to recruit members? Mr. Center stated that we must continue to recruit members. The Chair asked Mr. Center to talk with Mr. Richard Williams, Opportunity Florida, because they are a regional board.

Ms. Johnson asked how we recruit members? Mr. Center stated to invite them to the Board, one of the Committee's is Board membership. Mr. Center said we need to have someone from each of our sector representation (Low-Income, Private Sector, Public Sector).

Head Start

Mr. Ross stated that we have had a problem with attrition in the past. Has the Board addressed our needs assessment in Franklin County? Mr. Center stated that Ms. Treadwell has met and delivered to our staff the invitation and their assignment for next year. The Head Start Program Design is changing for next school year, which will be shown in the refunding application.

Mr. Center stated that Congress passed the budget for Cost of Living Adjustment (COLA). We have not received authorization from the Federal Government or Release of the Funds. Mr. Center said that we will need to apply for the 2.6% COLA with a budget. Mr. Center asked for the Board to approve 2.6% COLA budget and brings back to the Board at the next meeting. Ms. Johnson asked what we are approving? Mr. Center stated that Board approval is needed for the 2.6% COLA budget plan. Mr. Center said that the budget will also have to go before the Policy Council.

The Chair stated when the details are complete to make a conference call to the Board.

Mr. Center stated that we have a 5-year grant for Head Start which begins October 1. Each year the Agency is to submit refunding application 90-days before the end of the grant period. The Agency will be developing the refunding application that will be before the Executive Committee in June. Mr. Center stated that the application will be submitted to Health and Human Services (HHS) after Policy Council. Ms. Johnson asked if the Board could receive a chart showing the line-item in the budget.

FISCAL

As of March 31, 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 50% of the annual budget, with some Head Start expenses closer to 60%. At month end, the Year-to-Date Actual Revenue and Expenses are 63% and 58% respectively, with net income of \$403,464, of which the overwhelming majority is restricted.

Year to Date in-kind and non-Federal share match totals \$446,547 which is 53% of what is needed for the fiscal year ending budget September 30, 2018.

We continue to lag at 47% in the budget which we are projecting an increase from Franklin County through volunteers or donations so that we can raise the year-to-date to eliminate the need to request a waiver.

Expenditure Variances and Explanation

Unemployment - is over the benchmark budget due to upfront calendar expense, these expenses occur once employees meet the earnings threshold in the 2nd quart. This percentage evens out over the rest of the fiscal year.

Special Events – No Special events were anticipated, therefore no budget was set for this category. There is sufficient revenue in the fund where this was charged to cover the expense.

Expendable Equipment – Over budget due to a large expenditure for replacement printers and a new copier. This overage will be paid out of applicable funds carried forward from the previous fiscal year.

Ms. Sgouros asked for Board approval to add Ms. Johnson and Mr. Jennings to the Hancock account. She stated that she would need an official resolution acceptable by the Board stating that they agree to the terms of the resolution. Ms. Smith made a motion to approve adding Ms. Johnson and Mr. Jennings to the Hancock account. It was seconded by Ms. Johnson and unanimously approved.

Mr. Jennings made a motion to approve the financial report. It was seconded by Ms. Johnson and unanimously approved.

PROGRAM UPDATES

LIHEAP

Mr. Center stated that starting April 1, 2018, Community Action will receive assistance for electric bills only.

WEATHERIZATION

Mr. Center asked the Board members to read Thomas Howell Ferguson, who was commissioned by the Department of Economic Opportunity to Review all Weatherization providers and complete a Risk Assessment. Mr. Center stated and he and Ms. Sgouros reviewed the assessment but were not concerned with the review. We will develop a conflict of interest policy for the Board to review. Ms. Ridley asked if the Board would receive the findings of the assessment. Mr. Center stated that the Agency has not been given any instruction on the process for completion.

Mr. Center stated that he would contact Ms. Ridley and Ms. Sgouros to schedule the meeting to go to Hancock Bank to discuss the balance incur on statements.

CSBG

Mr. Center stated that the Agency hired two new Case Managers, Stephanie Weems, Wakulla County, and Donald Mackey, Gadsden County.

We graduated two Getting Ahead classes one in Leon and one in Jefferson counties. The goal is to get clients in the Staying Ahead Program.

Mr. Center reported that after 1-year of turn-over we have our Getting Ahead/Staying Ahead Program operating effectively. He reported that we are working with Career Source Capital Region line staff to build partnerships with Community Action's Case Manager's on joint case management to coordinate services that we are providing between the two Agencies and others.

Mr. Center said we have struggled in our Financial Literacy because the clients enrolling in Getting Ahead/Staying Ahead struggle with a lack of knowledge in budgets, savings, restoring credits, and banking. The Agency Case Management staffs have been trained in Financial Social

Work methods and include financial institution partnership with Getting Ahead/Staying Ahead to teach budgeting, credit and promote being banked and establishing savings habits.

We will continue to strengthen our financial partnership which will strengthen our financial literacy programs to strengthen the clients that we are serving.

The Chair asked Mr. Center has he been in contact with Sunshine State Credit Union. Mr. Center stated that we had a client to go through the Alice Getting Ahead Class as well as mentoring. The Agency has also established a relationship with Lisa Brown, CEO, Tallahassee-Leon Federal Credit Union to provide federal dollars for program mentorship.

Mr. Ross stated that opportunities have opened up for the Agency within the criminal justice system. Mr. Ross said when persons commit an offence, instead of punishing them through probation or jail detention. They can pair up with TCC to complete their GED which counts towards community service and then they are sent to the Veterans Department. Mr. Ross went on to state that there is an area of partnership where the Getting Ahead/Staying Ahead would be a self-sufficiency agent for the clients. Mr. Center asked who the contacts are for the Second Judicial Circuit. Mr. Ross said Ms. Keisha Oliver and Mr. Ross, Veterans Department.

Head Start

Mr. Center stated that we were monitored by the Federal Government both for CLASS (The Assessment of Teacher Performance in Classroom) and Focus II. The Report was delivered to the Agency and emailed to the Board last week.

Mr. Center stated that Ms. Johnson expressed a concern at our last Board meeting about our CLASS scores. We invited our Health and Human Services, Education Specialist to give an overview of CLASS scores and what they mean. The Agency will know the impact of the scores at the end of the year.

Ms. Reshard stated that the meeting with the Education Specialist was positive feedback that the Agency can use to build upon. She provided ideas on how to improve the program and move forward.

We held the Agency transition ceremonies for our Head Start Centers: (South City, Mabry, and Louise B. Royal) Wednesday, May, 16, 2018, from 9:00 A.M. – 12:00 P.M. at the Tallahassee

Community College Turner Auditorium (TCC); and Jefferson Head Start Center, Tuesday, May 8, 2018, at 10:00 A.M.

CEO Report

Mr. Center stated that he attended a strategic planning session with Mr. McShane, Career Source Capital Region and Representative Loraine Ausley, on the issues of Children Services Council proposal.

The Jefferson County Journal/Community News has written an article on the Agency's Getting Ahead/Staying Ahead Program. We have attached copies of the articles at the back of the Board packets.

Mr. Center reported that the Golden Apple Gala is being held Friday, June 1, 2018 from 6:30 P.M.- 10:00 P.M. at the Capital City County Club.

The meeting adjourned at 7:39 p.m.



Mr. Ross, Secretary

Date

Capital Area Community Action Agency
Balance Sheet
For the Eight Months Ended 5/31/18

	Current Period Balance
Assets	
Petty Cash	510
Cash Operating Hancock Bank	358,299
Cash-Bank Restricted	77,740
Grants Receivable	695,034
Building	245,000
Accumulated Depreciation - Building	(70,795)
Equipment	76,691
Total Assets	<u>1,382,479</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	10,883
Accrued Leave	59,615
Accrued Wages	104,762
Accrued Fringe Benefits	12,365
Accrued Taxes	12,740
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	587,527
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	192,957
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	517,855
Current Net Income	<u>277,097</u>
Total Net Assets	<u>794,952</u>
Total Liabilities and Net Assets	<u>1,382,479</u>

**Financial Statement Narrative
For the Eight Months Ending May 31, 2018
Capital Area Community Action Agency**

As of May 31, 2018, we have completed eight months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 67% of the annual budget, with some Head Start expenses closer to 80%. At month end, the Year to Date Actual Revenue and Expenses are 68% and 64% respectively, with net income of \$277,097 of which the overwhelming majority is restricted.

Year to Date in-kind and non-Federal share match totals \$707,935 which is 82% of the \$866,176 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.

Program Supplies – is over the bench mark budget due to a number of school year end purchases. This number should even out over the remainder of the year and any overage will come from classroom supplies, which is currently significantly under budget.

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.

Technology- is for renewals of technology for various programs which are paid at the beginning of the fiscal year. Overages in this category include unanticipated repairs

**Financial Statement Narrative
For the Eight Months Ending May 31, 2018
Capital Area Community Action Agency**

and electronic personnel surveys and will be covered out of applicable funds carried forward from the prior fiscal year.

Special Events – No special events were anticipated, therefore no budget was set for this category. However, there is sufficient revenue in the fund where this was charged to cover the expense.

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.

Commissions – More commissions were received in the current year than previously, despite having the same number of students.

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, Inc.
 Head Start NFS Match Requirements
 For the 8 Months Ending May 31, 2018

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		41,299			
Grants - Other Not for Profits		12,004			
In-Kind Revenue		309,298			
VPK/SR		345,334			
	866,176	707,935	82%	158,241	18%

May 2018 Head Start CC Purchases

Vendor Name	Fund Code	GL Code	Effective Date	Expenses	Document Description	Transaction Description
HANCOCK WHITNEY BANK	1064	6180	5/28/201	42.00	ACCT#XXXX255- NINA	UPDATED BACKGROUND SCREEN-SHARON
HANCOCK WHITNEY BANK	1064	6415	5/28/201	406.94	ACCT#XXXX5810-	TASSELS FOR HEAD START CNTR GRADUATIONS
HANCOCK WHITNEY BANK	1064	6415	5/28/201	29.70	ACCT#XXXX7303-	BED BUG PREVENTION WITH INTEGRATED PEST
HANCOCK WHITNEY BANK	1064	6415	5/28/201	5.91	ACCT#XXXX7303-	FOR TRANSITION-ALL CNTRS (BAL OF CR-\$30 ON
HANCOCK WHITNEY BANK	1064	6420	5/28/201	66.11	ACCT#XXXX5810-	BLANKETS FOR SOUTH CITY STUDENTS
HANCOCK WHITNEY BANK	1064	6420	5/28/201	78.00	ACCT#XXXX5810-	FIELD TRIP FOR FRANKLIN HEAD START
HANCOCK WHITNEY BANK	1064	6810	5/28/201	25.00	ACCT#XXXX6982-	RENTED SPACE FOR MEETINGS
HANCOCK WHITNEY BANK	1064	6920	5/28/201	212.00	ACCT#6623- DARREL	FUEL .
HANCOCK WHITNEY BANK	1064	6920	5/28/201	411.68	ACCT#6623- DARREL	SERVICE REPAIRS TO FLEET VEHICLE
HANCOCK WHITNEY BANK	1064	6920	5/28/201	292.00	ACCT#XXXX6706-	TIRES FOR FLEET VEHICLE
HANCOCK WHITNEY BANK	1064	7010	5/28/201	1.36	ACCT#XXXX255- NINA	SERVICE FEE FOR BACKGROUND CHECK
HANCOCK WHITNEY BANK	1064	7430	5/28/201	563.01	ACCT#6623- DARREL	HOTEL- PLAYGROUND SAFETY TRNG- STANELY
HANCOCK WHITNEY BANK	1064	7430	5/28/201	527.01	ACCT#6623- DARREL	HOTEL- PLAYGROUND SAFETY TRNG-JUDY GREEN
HANCOCK WHITNEY BANK	1064	7430	5/28/201	200.00	ACCT#XXXX7303-	ADMISSION DEPOSIT-KUMBA/ FL INTERN'L
HANCOCK WHITNEY BANK	1064	7430	5/28/201	30.00	ACCT#XXXX7303-	APP FEE- KUMBA/FL INTERN'L ONLINE TRNG
HANCOCK WHITNEY BANK	1064	7430	5/28/201	10.00	ACCT#XXXX7303-	DCF TRAINING - V. TREADWELL
HANCOCK WHITNEY BANK	1064	7430	5/28/201	10.00	ACCT#XXXX7303-	DCF TRAINING/ V. TREADWELL
HANCOCK WHITNEY BANK	1064	7430	5/28/201	4.00	ACCT#XXXX7303-	SERV FEE FOR KUMBA FL INTERN'L ONLINE
		Total		<u>2,914.72</u>		

Payee HANCOCK WHITNEY BANK
Vendor ID HANCOCK CC

Account #:

Hancock Whitney Bank
MAHAN
06/18/18 19:23

57622
1/2018

Invoice	Description
052818-KJR	KRISTIN JACKSON (RESHARD)

Seq: 0099 ID: 106108 CB: 7122

289.61

Account Number: [REDACTED]
Credit Card Payment \$295.56
Posting Date: 06/18/18
Thank you for banking with us.

*Total voids attachd
money order*

Total : \$0.00 \$289.61

LMP40 MP CHECK

Rev 1/17



104471

10447 (11/17) J187161

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-30	04-27	24445748118100300738360	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M29.70 ✓
05-03	05-03	24431068123026706566968	8220	FIU ADMISSIONS 305-348-7184 FL	M30.00 ✓
05-16	05-15	24431068136028950904712	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M10.00 ✓
05-16	05-15	24445008136400185152556	5411	WAL-SUPERCENTER #4520 TALLAHASSEE FL	M35.91 ✓
05-21	05-21	74270848141100009170182	0000	BRANCH PAYMENT - THANK YOU	M11.43 ✓
05-21	05-17	74226388140360309273358	5411	WAL-MART #4520 TALLAHASSEE FL	M30.00 ✓
05-25	05-24	24692168144100337288214	5968	AUDIBLE US 888-283-5051 NJ - Personal chrg - Reimb	M5.95 ✓
05-28	05-24	24388948145432530003105	8220	FLORIDA INT'L UNIVERS! 800-3398131 FL	M4.00 ✓
05-28	05-25	24431068146026432528905	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M10.00 ✓
05-28	05-24	24388948145432530003097	8220	FLORIDA INT'L UNIVERS! 800-3398131 FL	M200.00 ✓

** See Attached Money order **

*FIU ?
charges*

*Audible?
What bank?
- TM*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-28-18	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 325.56
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 41.43
		STATEMENT TOTAL 284.13
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

Payee **HANCOCK WHITNEY BANK**

Vendor ID **HANCOCK CC**

Account #

MAHAN

06/18/18 13:22

57628

6/14/2018

Invoice	Description
052818-VT	VENITA TREADWELL

Seq: 0097 ID: 106108 CB: 7122

mount
\$581.83

Account Number:
Credit Card Payment \$581.83
Posting Date: 06/18/18
Thank you for banking with us.

Total : \$0.00 \$581.83

LMP40 M/P CHECK

Rev 1/17



104471

10447 (11/17) J187181

Card for FREE today, visit visasavingsedge.com.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-30	04-27	24445008118400139846759	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M66.11 ✓
05-09	05-08	24445008129400137202028	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M23.88 ✓
05-09	05-08	24692168128100150180530	8398	IN *GULF SPECIMAN MARINE 850-9845297 FL	M78.00 ✓
05-11	05-10	24445008131400143023075	5411	WM SUPERCENTER #3307 CRAWFORDVILLE FL	M6.92 ✓
05-17	05-16	24692168136100057852454	5947	TCT* RHYME UNIVERSITY 877-472-3738 MN	M406.94 ✓
05-21	05-21	74270848141100009170042	0000	BRANCH PAYMENT - THANK YOU	M3,152.32 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-28-18		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 581.83
		NEW CASH ADVANCES .00
		CREDITS 3,152.32
		STATEMENT TOTAL 2,570.49 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

Payee HANCOCK WHITNEY BANK
 Vendor ID HANCOCK CC Account

57621
 6/14/2018

Invoice	Description
052818-FO	[REDACTED] - FATIMA OLEABHIELE

Amount
 \$140.00

Hancock Whitney Bank
 MAHAN
 06/18/18 13:20

Seq: 0095 ID: 106108 CB: 7122

Account Number: [REDACTED]
 Credit Card Payment \$140.00
 Posting Date: 06/18/18
 Thank you for banking with us.

\$140.00

LMP40 MP CHECK



Rev 1/17

104471

10447 (11/17) J187161

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-30	04-28	24692168118100582571720	8398	ARC*RED CROSS DONATION 800-733-2767 CA	M25.00 ✓
05-09	05-08	24445008129001065497364	5331	DOLLAR TREE TALLAHASSEE FL	M5.00 ✓
05-09	05-08	24445008129001065497448	5912	WALGREENS #11537 TALLAHASSEE FL	M110.00 ✓
05-21	05-21	74270848141100009170141	0000	BRANCH PAYMENT - THANK YOU	M276.65 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-28-18	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 140.00
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS 276.65
Toll Free 1-800-448-8812		STATEMENT TOTAL 136.65 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERA

57620

Payee HANCOCK WHITNEY BANK
 Vendor ID HANCOCK CC

Hancock Whitney Bank
 MAHAN
 06/18/18 13:26

57620
 6/14/2018

Invoice	Description
052818-DJ	[REDACTED] - DARREL JAMES

Seq: 0109 ID: 106108 CB: 7122

Amount
 \$1,904.99

Account Number: [REDACTED]
 Credit Card Payment \$1,904.99
 Posting Date: 06/18/18
 Thank you for banking with us.

\$1,904.99

LMP40 MP CHECK

Rev 1/17



1/17 J187181

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-30	04-28	24692168118100620570585	3503	SHERATON ORLANDO NORTH MAITLAND FL 721309 ARRIVAL: 04-24-18	M527.01 ✓
04-30	04-28	24692168118100620569876	3503	SHERATON ORLANDO NORTH MAITLAND FL 721308 ARRIVAL: 04-24-18	M583.01 ✓
05-07	05-04	24692168125100360778886	5542	GATE 1194 Q80 TALLAHASSEE FL	M35.00 ✓
05-07	05-04	24692168125100360779157	5542	GATE 1194 Q80 TALLAHASSEE FL	M38.00 ✓
05-10	05-08	24692168129100400425353	5541	GATE 1194 Q80 TALLAHASSEE FL	M50.00 ✓
05-11	05-10	24492158190740198497369	7538	SQ *PRECISION MOTOR TALLAHASSEE FL	M411.68 ✓
05-14	05-11	24692168132100014569096	5542	GATE 1194 Q80 TALLAHASSEE FL	M37.00 ✓
05-24	05-22	24692168143100589272305	5542	GATE 1194 Q80 TALLAHASSEE FL	M52.00 ✓
05-24	05-23	24445008144001032365505	5411	PUBLIX #1427 TALLAHASSEE FL	M93.61 ✓
05-25	05-24	24226388145400000411996	5411	WAL-MART #1408 TALLAHASSEE FL	M28.48 ✓
05-25	05-24	24445008144300503335637	5812	GOLDEN CORRAL - #734 TALLAHASSEE FL	M71.22 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-28-18	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,904.99
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,904.99
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00

Payee HANCOCK WHITNEY BANK
 Vendor ID HANCOCK CC Account #:

Hancock Whitney Bank
 NAHAN
 06/18/18 13:26

57624
 6/14/2018

Invoice	Description
052818-NR	NICHOLE RICHARDS

Seq: 0107 ID: 106108 CB: 7122

unt
 \$1,623.90

Account Number: [REDACTED]
 Credit Card Payment \$1,623.90
 Posting Date: 06/18/18
 Thank you for banking with us.

Total: \$0.00 \$1,623.90

LMP40 M/P CHECK

Rev 1/17



104471

10447 (11/17) J167161

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-30	04-27	24445008118400139841057	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M50.00 ✓
04-30	04-27	24765018117400693000019	7217	BILLS CARPET CARE 8505562388 FL	M187.95 ✓
04-30	04-28	24445008118300485904842	5812	GOLDEN CORRAL - #734 TALLAHASSEE FL	M245.10 ✓
05-02	05-01	24427338121720033306933	5411	PIGGY WIGGLY #292 TALLAHASSEE FL	M13.42 ✓
05-02	05-01	24733098122400737000573	5814	JERSEY MIKE'S SUBS 13076 TALLAHASSEE FL	M107.65 ✓
05-15	05-14	24445008135000982657391	5532	DISCOUNT-TIRE-CO FLT-01 TALLAHASSEE FL	M292.00 ✓
05-16	05-15	24445008136000993947939	5411	PUBLIX #1051 TALLAHASSEE FL	M3.00 ✓
05-16	05-15	24247608135300556883002	5812	BAMBOO WOK TALLAHASSEE FL	M125.25 ✓
05-21	05-21	74270848141100009170166	0000	BRANCH PAYMENT - THANK YOU	M1,041.89 ✓
05-21	05-19	24492158139741493975563	7991	SQ *FRONT TALLAHASSEE FL	M438.00 ✓
05-23	05-22	24013398142004640021238	5462	NOTHING BUNDT CAKES 220 TALLAHASSEE FL	M18.50 ✓
05-24	05-22	24445748143500515514358	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M24.68 ✓
05-24	05-22	24431068143400416000293	5812	OLIVE GARDEN 0021236 TALLAHASSEE FL	M118.35 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-28-18	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 1,623.90
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 1,041.89
		STATEMENT TOTAL 582.01
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

Payee HANCOCK WHITNEY BANK
 Vendor ID HANCOCK CC Account #:

57625
 6/14/2018

Invoice	Description
052818-NS	NINA SINGLETON (SELF)

Hancock Whitney Bank
 MAHAN
 06/18/18 13:27

ount
 \$2,457.53

Seq: 0113 ID: 106108 CB: 7122

Account Number: x
 Credit Card Payment \$2,457.53
 Posting Date: 05/18/18
 Thank you for banking with us.

\$2,457.53

LMP40 MP CHECK

Rev 1/17



104471

10447 (11/17) J187161

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-30	04-27	24492158117717995468600	8299	ASHFORD.EDU/866-475-0317 CA	M2,057.00 ✓
05-02	04-30	24071058121432530000422	5511	LEGACY TOYOTA OF TALLA 000-0000000 FL	M159.30 ✓
05-11	05-09	24445748130500541570403	5943	OFFICE DEPOT #447 TALLAHASSEE FL	M48.87 ✓
05-16	05-15	24431068136400675000185	9399	AHCA *SERVICE.FEE BILLERPAYMENT FL	M1.36 ✓
05-16	05-15	24431068135400553000411	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M42.00 ✓
05-16	05-14	24632698135500546789201	7311	BLR/HCPRO 615-661-0249 TN	M149.00 ✓
05-21	05-21	74270848141100009170026	0000	BRANCH PAYMENT - THANK YOU	M2,610.31 ✓

*Ashford?
-JW*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-28-18		NEW PURCHASES AND OTHER CHARGES 2,457.53
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
Toll Free	1-800-448-8812	CREDITS 2,610.31
		STATEMENT TOTAL 152.78 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00

Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the 8 Months Ended 5/31/18

		Total Budget			
		Total Budget	Current	Variance -	
		- Original	Year Actual	Original	%
Revenue					
4000	Government Contracts - FEDERAL	3,372,460	2,407,445	(965,015)	71%
4010	Government Contracts - STATE	3,776,283	2,348,984	(1,427,299)	62%
4020	Government Contracts - LOCAL	162,000	92,572	(69,428)	57%
4100	Grants - Other Not-for-Profits	39,098	18,530	(20,568)	47%
4200	Contributions	3,500	11,350	7,850	324%
4210	Contributions- Restricted	0	58,340	58,340	
4300	Special Events	0	100	100	
4320	Commissions-Vending/Photo	2,000	2,550	550	128%
4950	Interest Income	0	31	31	
4960	Fringe Pool Revenue	744,738	509,999	(234,739)	68%
4970	Indirect Pool Revenue	627,868	442,832	(185,036)	71%
4995	Other Revenue	<u>9,750</u>	<u>16,102</u>	<u>6,352</u>	165%
	Total Revenue	<u>8,737,697</u>	<u>5,908,836</u>	<u>(2,828,862)</u>	68%
Expenditures					
6010	Salaries & Wages	2,762,678	1,795,313	967,365	65%
6110	Fringe	778,999	510,813	268,186	66%
6120	FICA	187,738	132,299	55,439	70%
6130	Unemployment	50,000	40,247	9,753	80%
6140	Workers Compensation	42,000	33,828	8,172	81%
6150	Health Insurance	385,000	267,336	117,664	69%
6160	Life Insurance	30,000	17,808	12,192	59%
6170	Retirement	35,000	24,315	10,685	69%
6180	Staff Screenings	4,013	760	3,253	19%
6210	Indirect Costs	676,477	448,456	228,021	66%
6310	Travel - In Area	21,795	8,834	12,961	41%
6315	Travel - Out of Area	16,302	0	16,302	0%
6410	Office Supplies	16,973	8,900	8,073	52%
6415	Program Supplies	22,650	19,642	3,008	87%
6420	Classroom Supplies	43,270	12,273	30,997	28%
6430	Kitchen Supplies	35,000	16,186	18,814	46%
6440	Medical/Dental Supplies	1,000	237	763	24%
6510	Copies/Printing/Copier Maintenanc	24,284	16,900	7,384	70%
6600	Postage and Delivery Expense	5,212	2,365	2,846	45%
6710	Contractual Services/Professional	316,749	129,839	186,909	41%
6715	Contractual Services - Health/Disa	171,188	145,183	26,005	85%
6810	Rent/Space Cost	279,216	182,444	96,772	65%
6820	Utilities	71,784	53,728	18,056	75%
6830	General Liability and Property Insur	45,451	43,603	1,849	96%
6840	Communications	63,719	52,320	11,399	82%
6850	Repairs and Maintenance-	153,317	108,952	44,366	71%
6910	Equipment Maintenance	23,088	17,834	5,254	77%
6920	Vehicle Expense	71,508	40,812	30,696	57%
6930	Equipment Lease	14,041	9,170	4,870	65%
6940	Technology	23,653	24,609	(955)	104%

Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the 8 Months Ended 5/31/18

7010	Fees, Licenses, and Permits	6,717	3,362	3,355	50%
7020	Dues/Subscriptions	19,548	9,111	10,436	47%
7110	Special Events	0	240	(240)	
7210	Client Assistance	2,007,153	1,223,698	783,455	61%
7320	Expendable Equipment	23,467	16,110	7,358	69%
7410	Registration Fees	11,202	7,797	3,405	70%
7420	Meetings/Workshops/Training	52,322	31,449	20,873	60%
7430	Training/Staff Development	37,520	9,398	28,122	25%
7440	Advisory/Board Member Expenses	7,500	1,680	5,820	22%
7450	Advertising	13,879	650	13,230	5%
7460	Parent Activities	1,200	125	1,075	10%
7510	Raw Food Cost	172,351	160,407	11,944	93%
7610	Interest Expense	7,000	122	6,878	2%
7630	Bank Service Charges	3,500	2,584	916	74%
	Total Expenditures	<u>8,735,463</u>	<u>5,631,739</u>	<u>3,103,724</u>	64%
	Excess Revenue over (under) Expenditures	<u>2,234</u>	<u>277,097</u>	<u>274,863</u>	

RESIDENTIAL LEASE

LEASE AGREEMENT, entered into between **Capital Area Community Action Agency, Inc., (Landlord)** and _____ (Tenant).

For good consideration it is agreed between the parties as follows:

1. Landlord hereby leases and lets to Tenant a Camper Travel Trailer (Trailer) at the **address** located at:

2. This lease shall be for a term of six (6) months commencing on _____, 2018 and ending _____, 2019.
3. There will be no charge for the use of the Trailer during said term provided the Tenant actively participates in programs and services provided through the Capital Area Community Action Agency.
4. The Tenant shall at its expense provide the following utilities or services:
 - a. Water _____
 - b. Sewer _____
 - c. Electric _____
5. **Tenant further agrees that:**
 - a. Upon the expiration of the Lease it shall return possession of the leased premises in its present condition, reasonable wear and tear, fire casualty excepted. Tenant shall commit no waste to the leased premises.
 - b. Tenant shall not assign or sublet said premises or allows any other person to occupy the leased premises without Landlord's prior written consent.
 - c. Tenant shall not make any material or structural alterations to the leased premises without Landlord's prior written consent.
 - d. Tenant shall comply with all building, zoning, and health codes and other applicable laws for the use of said premises.
 - e. Tenant shall be responsible for any damage and repair of \$25 or less.
 - f. Tenant shall not conduct on premises any activity deemed hazardous, or a nuisance, or requiring an increase in fire insurance premiums.

- g. The Tenant may not relocate the Trailer on the property or move the Trailer off the property without prior written approval from the Landlord.
 - h. In the event of any breach of the payment of rent or any other allowed charge, or breach of this Lease, Landlord shall have full rights to terminate this Lease in accordance with state law and re-enter and re-claim possession of the leased premises, in addition, to such other remedies available to Landlord arising from said breach.
6. Guest(s) staying over 15 days without the written consent of the Landlord shall be considered a breach of this agreement. ONLY the following individuals, AND NO OTHERS shall occupy the subject residence for more than 15 days unless the expressed written consent of Landlord obtained in advance.
 7. Pets are allowed to be kept on the premises or in any common areas of the residence and about the premises, for any amount of time without, obtaining the prior written consent and meeting the requirements of the Landlord.
 8. No liquid filled furniture, receptacle containing more than ten gallons of liquid is permitted without prior written consent and meeting the requirements of the Landlord.
 9. Tenant agrees not to cause or allow any noise or activity on the premises which might disturb the peace and quiet of another resident and/or neighbor. Said noise and/or activity shall be a breach of this agreement.
 10. If the premises become totally or partially destroyed during the term of this Agreement so that resident's use is seriously impaired, Landlord or Tenant may terminate this Agreement immediately upon written notice to the other.
 11. Tenant acknowledges that he has examined the premises and that said premises, all furnishings, fixtures, furniture, plumbing, heating, electrical facilities and/or all other items provided by Landlord are all clean, and in good satisfactory condition except as may be indicated elsewhere in this Agreement. Tenant agrees to keep the premises and all items in good order and good condition and to immediately pay for costs to repair and/or replace any portion of the above damaged by Tenant, his guests and/or invitees, except as provided by law. At the termination of this Agreement, all of above items in this provision shall be returned to Landlord in clean and good condition

except for reasonable wear and tear and the premises shall be free of all personal property and trash not belonging to Landlord. It is agreed that all dirt, holes, tears, burns, and stains of any size or amount in the carpets, drapes, walls, fixtures, and/or any other part of the premises, do not constitute reasonable wear and tear.

12. Smoking is not permitted inside the Trailer

13. Tenant shall not paint, wallpaper, alter or redecorate, change or install locks, install antenna or other equipment, screws, fastening devices, large nails, or adhesive materials, place signs, displays, or other exhibits, on or in any portion of the premises without the written consent of the Landlord except as may be provided by law.

14. Landlord may enter, inspect, and/or repair the premises at any time in case of emergency or suspected abandonment. Landlord shall give 24 hours advance notice and may enter for the purpose of showing the premises during normal business hours to prospective renters, buyers, lenders, for smoke alarm inspections, and/or for normal inspections and repairs. Landlord is permitted to make all alterations, repairs and maintenance that in Landlord's judgment is necessary to perform.

15. This Lease shall be binding upon and insure to the benefit of the parties, their successors, assigns and personal representatives.

16. This Lease shall be subordinate to all present or future mortgages against the property.

17. Additional Lease terms:

- A. Community Action will provide ongoing case management to the Tenant during the lease period with the purpose of assisting in securing a long-term housing solution and developing a self-sufficiency plan.
- B. Community Action will work with the Tenant to acquire additional resources from federal, state and community-based resources to assist in the long-term sustainability.
- C. The Tenant will provide the documentation necessary to determine eligibility.
- D. The Trailer may be sold or donated to the Tenant at any point during the lease.

- Continued Next Page -

Failure to

Tenant Information:

Name	Date of Birth	Social Security Number

Landlord contact information:

Capital Area Community Action Agency

309 Office Plaza Drive, Tallahassee, FL 32301

850.222.2043

Local Contact: Peggy Sullivan, 850.653.8057

Signed this _____ day of _____, 2018

Landlord Signature

Tenant Signature

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Annie McDuffie, Program Manager, Crisis Program
RE: Board Update for May and June – *Emergency Services*
DATE: July 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 April 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	24/49	22/57	13/28				214/447
Franklin	22/45	13/32	14/32	12/19	16/29	13/21	6/13	5/13	4/4				105/208
Gadsden	69/166	45/118	34/93	65/154	50/99	49/90	31/73	39/99	36/93				418/985
Gulf	23/38	11/22	11/26	19/28	14/37	25/35	20/42	6/13	9/25				148/266
Jefferson	20/47	18/60	30/84	45/113	57/125	52/114	26/65	16/40	7/13				271/661
Leon	279/802	217/562	228/626	284/791	277/674	292/671	232/579	228/612	216/614				2,203/5,931
Liberty	11/22	4/9	7/21	16/34	19/45	3/11	4/17	7/16	2/7				73/182
Wakulla	21/50	11/37	8/25	21/51	27/56	18/27	5/7	7/16	7/21				125/290
Totals	472/1,229	332/863	356/950	505/1,284	433/1,119	477/1,009	348/845	330/866	294/805				3,557/8,970

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



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addition to the Weather-Related/Supply Shortage funds, Community Action received an additional adjustment to the original budget in the amount of \$68,824 also to be divided between the 8 counties.

The Low Income Home Energy Assistance contract and modification #3 was also approved in the amount of \$1,694,692.00. This modification started April 1st. and will continue.

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

Program Manager attended Talquin Electric's annual meeting held at East Gadsden High School and distributed information regarding Community Action services to well over 900 Talquin members and employees.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Anne Robinson
RE: Board Update for June – Staying Ahead Program
DATE: July 16, 2018

Wakulla

- Currently there are no participants in Staying Ahead.

Leon

- Currently there are 17 participants in the Staying Ahead Program
- 5 of the 17 (29%) are currently enrolled in Post- Secondary education and will receive degree's and or certifications within their 18-month contract for Staying Ahead
- 12 of the 17 (71%) are employed

Jefferson

- Currently there are 14 active participants in Staying Ahead
- 11 of the 14 (79%) are employed
- 1 of the 14 (7%) is currently enrolled in GED classes
- 1 of the 14 (7%) is pursuing a certificate in Early Childhood Education
- 1 of the 14 (7%) is currently seeking employment

Gadsden

- Currently there are 3 active participants in Staying Ahead
- 1 of the 3 (33%) is employed
- 1 of the 3 (33%) is currently enrolled in Post- Secondary education and will receive a degree.
- 1 of the 3 (33%) is currently seeking employment



United Way of the Big Bend

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Blountstown

- Currently there are no active participants in Staying Ahead, due to participants reaching their 18-month term.

FSS Program Manager Update

- The Family Support Services Program Manager participated in interviewing residents of Franklin County with assistance in re-establishing their living situations due to an unfortunate fire. Travel trailers have been delivered to 13 residents as temporary housing for those affected. Continued support will be provided by Capital Area Community Action Agency, if the need arises.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Melissa Watson
RE: Board Update for June
DATE: July 16, 2018

Getting Ahead in the following counties:

Calhoun/Liberty

- *7 applicants have completed the Getting Ahead process and meet the eligibility criteria*
- *3 additional applicants applied, however they have become employed and are over income to receive services through the Community Service Block Grant (CSBG).*
- *Orientation is scheduled for July 19, 2018 10:00am at Blountstown courthouse conference room*
- *Classes will begin August 27 – December 10, 2018 from 10:00 -12:00am*
- *Case Manager Peggy Sullivan will continue to recruit for January semester*
- *Peggy is working with Healthy Start, Rivertown Community Church, Head Start, and Sutton Creek Apartments. These partnerships will provide recruiting opportunity.*

Gadsden

- *14 applications have been received to date*
- *The case manager (Donald Mackey) is currently gathering supporting documentation to determine eligibility criteria*
- *Orientation is July 25, 2018 from 10:00 – 11:00 am at Career Source*
- *Start date for the GA class is August 29, 2018 – December 12, 2018.*
- *Classes will be held at Career Source Gadsden County*
- *Mr. Mackey is currently establishing partnerships with Tallahassee Community College, Gadsden County Head Start, Gadsden Technical Institute, Goodwill, and the Gadsden County School Board.*
- *Recruiting for January semester is ongoing.*
- *Mr. Mackey is also identifying local business residents to recruit for the mentor program.*



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Jefferson County

- *6 applicants have completed the Getting Ahead process*
- *Recruiting is on going*
- *Case manager position is still vacant. GA Coordinator and Family Self Sufficiency Program Manager are recruiting*
- *Orientation TBD*
- *Class will start August 30, 2018 – December 13, 2018*
- *GA Coordinator is currently working with Career Source North Florida Center Manager Anthony Jennings to strengthen the current partnership. This will provide the opportunity for case managers from both organizations to provide services needed for the common customer.*
- *GA coordinator is working with Jefferson County Commissioner Stephen Fulford to help develop an economic entrepreneur opportunity and curriculum for Jefferson County. GA has produced great outcomes in Jefferson County and the curriculum under strong consideration is Getting Ahead. GA was recommended by the county commissioner. The proprietors Manju Kumba of the Lloyd Truck Stop will partner with Community Action to implement the program.*
- *GA Coordinator is establishing a relationship with the new owners Kim Gray of the Orange Processing Plant to provide job opportunities, private donations and help to increase the mentor pool.*

Wakulla

- *13 applications have been received under the new case manager Stephanie Weems*
- *4 of the 13 have completed the eligibility criteria, the remaining supporting documentation is currently being submitted to case manager*
- *Orientation is July 30, 2018*
- *Classes will begin August 27, 2018 – December 10, 2018. Venue TBD*
- *Case manager is actively working to acquaint herself with local businesses and other agencies.*
- *Recruiting for the January is ongoing*

Leon County

- *30 applications have been received*
- *6 applicants have completed the eligibility criteria*
- *24 applicants are currently submitting documentation to case manager*
- *Orientation will be held on July 24, 2018 at 6:00pm New Bethel AME*
- *Case manager has established partnerships with Goodwill, Career Source, and Keiser*

Leon County (cont.)

- *Recruiting for January semester 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: July 16, 2018

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

Staffing

Head Start staffing assignments for teaching staff have been made and provided to staff. Pre-Service training will commence July 31, 2018, with teaching staff. Teaching staff hours will be discrete to Head Start and run 7:00 to 3:00 pm permitting an hour of professional development at the end of each day.

Head Start Center Directors will have in-service training on July 30 and August 6, 2018.

Extended Day staffing has been advertised and interviews are taking place. Fewer than 25 staff are needed the Extended Day programming funded by School Readiness and Voluntary Pre-Kindergarten.

Facilities

Repairs and maintenance to the facilities is nearly complete for the coming school year. In response to the Focus Area 2 Monitoring Report from HHS, staff are reviewing and updating policies and procedures regarding the health and safety checks of facilities including the playground areas. Special Training and Technical Assistance is being provided by HHS August 2-3, 2018. This will permit specialized training to HS Center staff and a review of the policies and practices.

A new lease for South City is being negotiated with the Leon County School District. The Agency is asking for a discount on the current square footage rate. This should help meet the in-kind non-federal share match requirement.

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. Pre-Service will



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again focus on Trauma Informed Care and include a special day of training on CLASS monitoring.

Enrollment

Recruitment, enrollment and registration is ongoing. A radio advertisement campaign is underway.

Center	Date	Enrollment Count	Funded Enrollment	Percentage	# Needed
Franklin	7/16/2018	15	17	88%	2
Jefferson	7/16/2018	19	35	54%	16
Louise B Royal	7/16/2018	51	57	89%	6
Mabry Street	7/16/2018	47	81	58%	44
South City	7/16/2018	145	188	77%	43

Federal and State Regulations

No changes to regulations at this point.

The Agency submitted its annual re-funding application on time before the June 30, 2018, deadline.

Budget

Based on new estimates, there is a possibility that the non-federal share match requirement could be short up to \$20,000. A waiver request may be needed. Staff are working on potential solutions to enable the match requirement to be met.

Quality Counts

June and July 2018



Vital Statistics

(Pulled July 16, 2018 beginning @ 0907 hours for May 1-31, 2018)

Enrollment

Compliance

NO

Current Enrollment

375

Cumulative Enrollment

433

Disability Services

(Reports 2001 & 2005)

Compliance

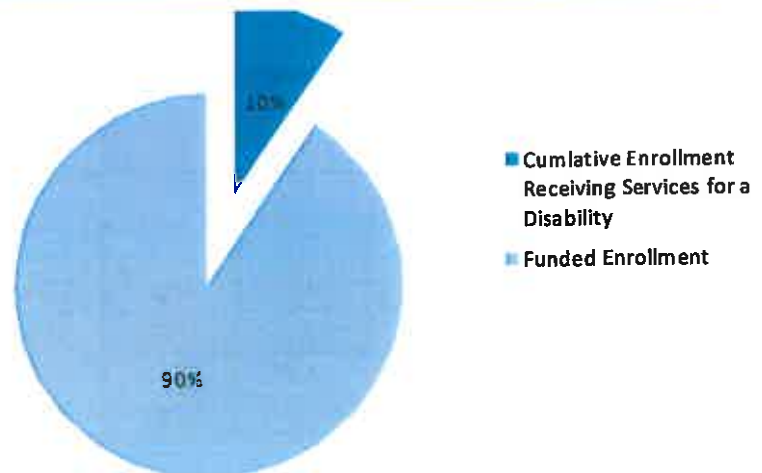
YES

Students with Disabilities

39

Students with Concerns

29



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.

Attendance

Compliance

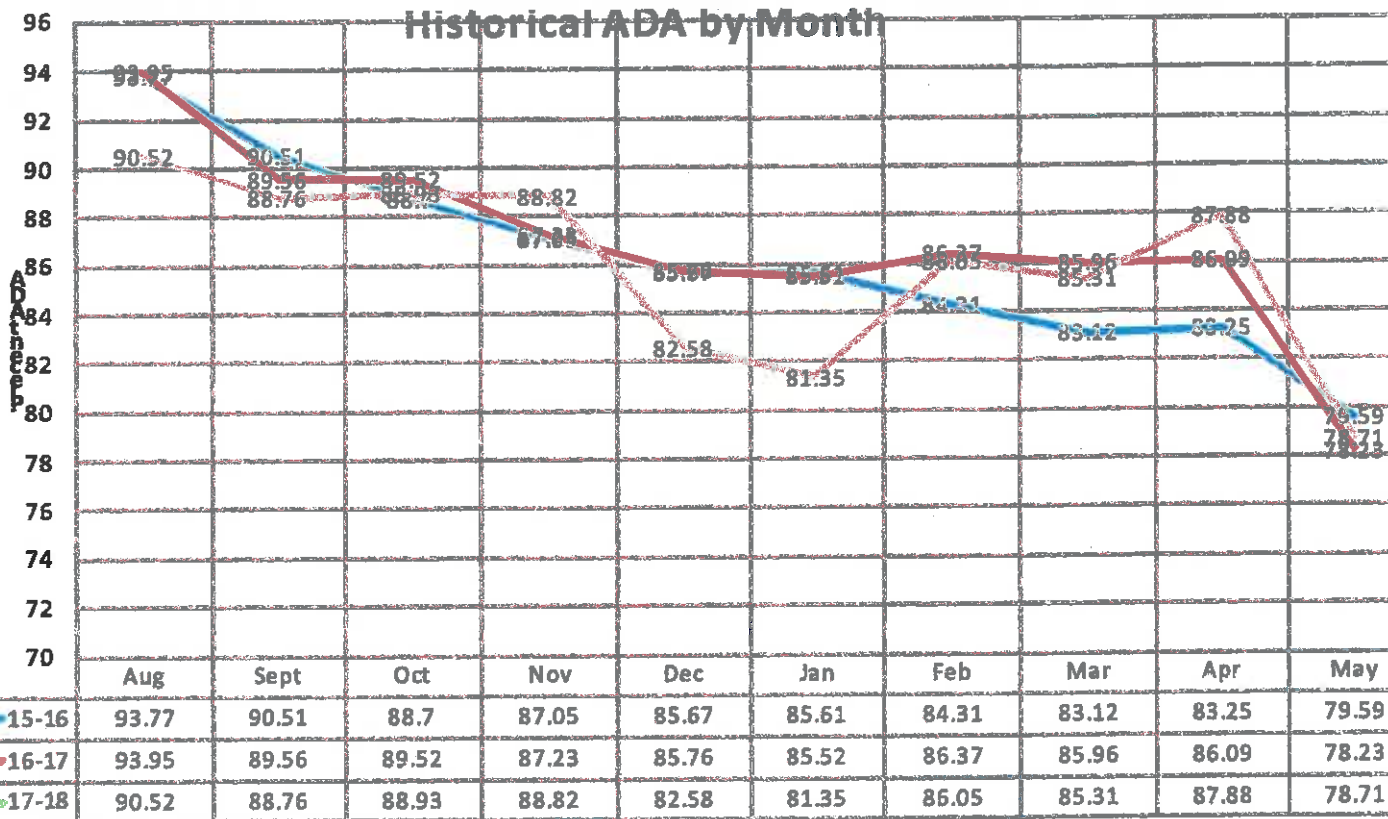
NO

Funded Attendance

77.86

Actual Attendance

78.71



NOTES:

- 2017-2018 May attendance is slightly lower than the historical average for this 5 year grant cycle.
- By the end of the school year 130 students had been absent for between 10% and 20% of the days offered to them and missed 10% of the program.
- By the end of the school year 99 students had been absent for more than 20% of the days offered to them and are missed 20% or more of the program. (Report 2336 or 2306).
- 61% (229/378) or the majority of our Head Start students struggled with moderate to chronic school absences.

(Pulled July 16, 2018 beginning @ 0929 hours for May 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	381 (88%)	+			
1302.42(a)	Medical Home	9707	402 (93%)	+	3021	326 (75%)	+
1302.42(b)(1)(i)	Immunizations (at end)	9708 & 9760	388 (90%)	+	3330	388 (90%)	+
DCF 65C-22	Physicals (Enrollment Status: Enrolled, Dropped, Drop/Wait, Drop/Accept, Completed Event Types: (selected); Statuses: (selected); Show Events: non-expired)				3035	429 (99%)	+
1302.33(a)(1) 1302.42(b)(2)	Developmental, sensory, behavioral Screenings (cumulative new enrollment)	9700	299/ 302 (99%)	+			
1302.42(b)(1)(i)	Early and Periodic Screening, Diagnostic and Treatment (EPSDT) (Non-Expired/Missing at End of Enrollment)	9711	148 (34%)	+			
1302.42(b)(1)(i)	Dental Exam	9708	80 (18%)	+	3035	265 (61%)	+
1302.42(b)(1)(i)	Dental Home	9708	323 (75%)	+	3021	244 (56%)	+
1302.42(b)(1)(i)	Height/Weight (BMI)-EPSDT	9760	419 (97%)	+	3035	424 (98%)	+

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 July 16, 2018 beginning @ 1354 hours for May 1-31, 2018)

Incident Accident Reports

Incidents Added This Month



Students Involved This Month



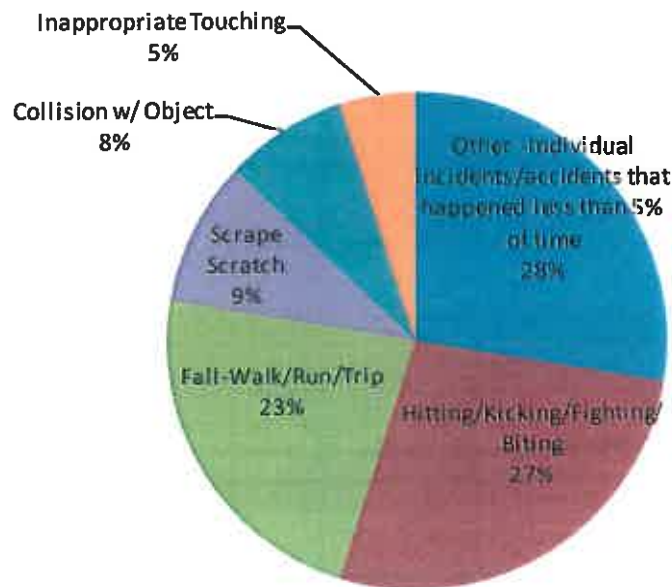
Incidents after 2:00pm



Cumulative 17-18 Incidents



Cumulative Incident /Accidents by Percent



This graphic only represents 70% (224/320) of the incidents/accidents that happened this year. Incidents entered for a previous month after the QAM monthly report is generated are not included in the graphic. It should also be noted that as of 07/16/2018 at 1410 hours there were no incident accident reports for the month of May 2018.

(Report 2132)

Depart of Children & Families Violations

Inspections This Month



Violations This Month



Cumulative 17-18 Violations



(DCF Inspection Reports)

Center Name	Anticipated Re-inspection Date for 2018-2019	Repairs needed before school to ensure DCF Compliance
Franklin County Head Start	07/27/2018	Fence repairs and mulch needed before re-inspection (Previously rescheduled once).
Jefferson County Head Start	Not due until after 08/13/2018. Previously monitored in November.	Kitchen and bathroom floor need repairs
Mabry Street Family Enrichment Center	Due before 08/31/2018. In order to process license before expiration renewal inspection by 08/17/2018.	Need to ensure roof and floor in portable are in decent condition before the renewal inspection.
Louise B. Royal Head Start	Not due until after 08/13/2018. Previously monitored in November.	
South City Head Start	Not due until after 08/13/2018. Previously monitored in August.	Although the play structure was an HHS finding we need to ensure it is repaired before the play area is used by children, in compliance with the DCF Child Care Handbook.

Quality Counts June and July 2018 Narrative

Vital Statistics

Enrollment

Community Action's deliverable enrollment is 378. The current actual enrollment for May 2018 was 375. We did not meet this deliverable for May 1-31, 2018 according to data recorded on Child Plus Report 2001.

Community Action's cumulative enrollment is 433. Our cumulative enrollment was 435 for the 2016-2017 school years. Enrollment turnover was less than our three year historical average.

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 May 2018 was thirty-nine as of May 31, 2018.

The Community Action teaching staff had also identified 29 additional students with disability concerns. The Special Service Coordinator had added the students identified by the teaching staff to the list of students with disability concerns; however, the local education authority (LEA) has yet to diagnose the students. Although the students with identified disability concerns will not count towards Community Action's ten percent disability requirement, it would be beneficial to the program if we could identify which, if any, of the twenty-nine students are returning. Once identified, we can begin working with the LEA to have the children screened expeditiously during the 2018-2019 school year. Based on the current numbers at the time of this report we were meeting the deliverable for this requirement.

Attendance

The average actual attendance percentage for Community Action students is 78.71%. The May 2018 actual attendance is on pace with the three year historical average for May. The threshold for compliance is 85%. We did not meet this deliverable for May 1-31, 2018 according to data recorded on Child Plus Report 2301.

Child Plus Report 2335, Attendance Works Chronic Absence Charts, indicates that 61% (229/378) or the majority of our Head Start students struggled with moderate to chronic school absences. Students with moderate school attendance issues miss between 10% - 20% of the days offered to them and miss 10% - 20% of the program. Students with chronic school attendance issues miss 21% or more of the days offered to them and miss over 20% of the program.

Program Health Indicators

Health Requirements

During the 2016-2017 Self-Assessment process the program identified ensuring up-to-date child health status as an area of concern. As a result of the 2016-2017 Self-Assessment findings the program set a goal to, "Increase the number of children meeting 90 day health screening requirements (dental exam, hematocrit/ hemoglobin and blood lead screenings) by 20% (245 from to 294). Hence the Family and Community Engagement Manager, the Health Services Coordinator, and the Quality Assurance Manager have place additional emphasis on health program requirement monitoring during the 2017-2018 school year to monitor progress towards meeting our goal. As of May 31, 2018, we realized a 16.5% increase in students meeting 90 day health screening requirements when compared to the May 2017 numbers.

Incident Accident Reports

No new incident accident reports we added into Child Plus during May 2018.

Department of Children and Family Violations

During May 2018 we had no DCF inspections. Mabry Street Family Enrichment Center, Louise B. Royal, and South City Head Start are likely to have a renewal or routine inspection before the end of August. Franklin County Head Start DCF Inspection was originally scheduled for early July. Franklin's inspection was postponed until July 27, 2018 to allow us time to repair the fencing and add 6" of mulch around play structures.

Targeted Monitoring

Targeted monitoring was not conducted in May (Focus was on the grant renewal process).

Key

Green= Compliance

Orange=Area of concern/ Potential for Concern

Red= Non-Compliance

Capital Area Community Action Agency

In-Service Meeting
Tuesday, June 5, 2018
American Red Cross

AGENDA

Welcome

Mr. Tim Center, CEO/Head Start Director
State of Head Start Address
Changes
Challenges
Looking Ahead

Mrs. Nina Self, COO
Closing Out the Year Information

Treadwell

Summer Training
Pre-Service dates: Director's Pre-Service Monday, July 30th
Staff Pre-Service begins Tuesday, July 31st
Certificates

Have a safe and wonderful summer!



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Family and Community Engagement Manager Monthly Monitoring Report – June 2018

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
PROGRAM STATUS (Monthly)						
Number of Students Registered	12	15	50	47	135	259
Number of Student Withdrawals for Month	0	0	0	0	0	0
Number of Vacancies	5	19	32	10	53	118
Number of Students on Wait List						
Number of VPK Students Registered	N/A	N/A	N/A	12	25	37
Number of School Readiness Students Registered	N/A	N/A	N/A	2	3	5
FAMILY STATUS						
Number of Family Needs Assessment	12	15	50	47	135	259
Family Partnership Agreement						
Number of FPA Initiated (45)	0	0	0	0	0	0
Number of FPAs in progress (February)	0	0	0	0	0	0
Number of FPAs completed (May)	0	0	0	0	0	0

Head Start Enrollment and Attendance		
Center	Funded	Registrations on 6/29/18
Franklin	17	12
Jefferson	34	15
Mabry	82	50
Royal	57	47
South City	188	135
Total	378	259

August Average Daily Attendance (ADA)

Family and Community Engagement Manager Monthly Monitoring Report – June 2018

Number of Referrals (Review referrals)	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)						
Domestic Violence Referrals						
Substance Abuse Referrals (prevention or treatment)						
Child Abuse or Neglect Referrals						
Assistance for incarcerated Family Members						
Education Referral						
Employment						
Parent Meetings/Trainings						
Parent Committee Meetings						
Number of Parents at the Parent Committee Meetings						
Number of Male Parents at Parent Committee Meetings						
Number of parents Committee meetings attended (Family Advocate)						
Number of Parents Committee meetings attended (Parent Engagement Coordinator)						
Number of Parents in attendance on Policy Council	1	0	2	2	1	6
Number of Coordinated Trainings for Policy Council						
Number of Parenting Classes						
Number of Family Activities/Events Coordinated						
Number of Family Activities Specific to Male Engagement						
Number of Parent Trainings Conducted						
Number of Volunteer Orientations						
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						
Number of Contacts documented per absenteeism						

Family and Community Engagement Manager Monthly Monitoring Report – June 2018

Number of Files Reviewed	0
Review of Parent Board	0
Volunteers (PEC)	
Number of Volunteers	8
Total of Program In kind	10 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	2
Family Advocate Workers Trainings	1
Community Meetings	0

Transportation	
Field Trips	1
Maintenance	0
Trainings	0

Family and Community Engagement Manager
 Monthly Monitoring Report – June 2018

HEALTH SPECIALIST	Total
PRE-ENROLLMENT REQUIREMENTS	
Up to date immunizations	360
Expired/Missing immunizations	12
Up to date Physicals	354
Expired/Missing Physicals	18
Number of individual Health Care Plan	14
Number of Children with Health Insurance	392
ENROLLMENT	
Number of children with dental home	281
Number of dental homes 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	360
Number of medical home referrals to Advocates	0
45 DAYS REQUIREMENT	
Vision screenings	388
Vision referrals	0
Hearing screenings	335
Hearing Referrals	0
Growth Assessment	361
BMI Referrals	0

Family and Community Engagement Manager Monthly Monitoring Report – June 2018

90 DAYS REQUIREMENT	Total
Number of dental home established	281
Number of dental exams	246
Number of children requiring dental treatment	26
Number of completed dental treatment	9
Hematocrit / Hemoglobin	321
Blood Lead	181
Blood Pressure	328
NUTRITION	
Number of Breakfast	0
Number of Lunch	0
Number of PM Snacks	0
Number of Children with Special Diets	12
MONITORING ACTIVITIES	
Health Files Review	6
Child Care Food Program Tool	0
Kitchen Inspection Tool	0

Family and Community Engagement Manager Monthly Monitoring Report – June 2018

Corrective Action and Follow Up
<p>Funded Enrollment.</p> <ul style="list-style-type: none"> To reach our funded enrollment of 378 we need 118 more students. By comparison at this point last year, we have 9 less students. To increase our numbers a radio advertisement has been purchased, and yard signs have been placed in our target areas. The problem centers are Jefferson and Mabry. We are losing students to Somerset Academy in Jefferson due to transportation. I have met with Administration at Somerset and they will refer students to us who they cannot serve as soon as their testing period is over. We are losing students at Mabry because we are not offering extended day services at this center. Recruitment efforts will be focused in the areas of Mabry and South City to boost numbers. <p>Program Information Report</p> <ul style="list-style-type: none"> Data is being 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.
Strengths
<ul style="list-style-type: none"> Upcoming recruiting event at Oasis Fun Fest at Tom Brown Park. Registration numbers are about where they were last year at this point. Calls into the main office are increasing since the radio advertisement and yard signs.

Family and Community Engagement Manager Monthly Monitoring Report – June 2018

Areas of Concerns and Barriers

Filling funded enrollment slots in all Head Start Centers by August 13, the first day of school.

Enrolling students into our VPK and School Readiness programs.

Entering data into ChildPlus to update PIR information

Professional Development

Bi-weekly management and team meetings

Management Team Meetings

Family Advocates will attend training in Tampa in July

Family and Community Engagement Team will attend training in New Orleans in July

Family and Community Engagement Manager Monthly Monitoring Report – June 2018

Manager Monitoring Activities

Verifying Head Start eligibility for all families enrolling in the program for the 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:

Capital Area **Community Action** Agency

CHIEF EXECUTIVE OFFICER REPORT JULY 2018

Administrative

- Implemented cost of living adjustments and salary adjustments.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Eastpoint Wildfire Emergency Recovery Response – working with Governor’s Division of Emergency Management and the Department of Economic Opportunity for temporary housing and long-term case management.
- *Getting Ahead in a Just-Gettin’-By World/Staying Ahead*
 - New Classes being recruited
 - Staying Ahead case management underway
 - Jefferson County Case manager position still open
- Head Start – Training and Technical Assistance Training – August 2-3, 2018
- Head Start – Danya has requested next school year calendar for Focus Area 1 monitoring.

Impact: Redesigning entitlement programs to toward more independency services.

Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region.
- Working with Representative Lorraine 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

Resource Development

- Working with Hancock Whitney on proposal to solicit books for Head Start

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

Upcoming Events

- Florida Head Start Association Directors meeting – July 17, 2018
- Tallahassee Chamber of Commerce Annual Community Conference – August 10-12, 2018 – Amelia Island



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- Annual Community Action Partnership Conference – August 27-31 – Denver
- Gulf Power Economic Symposium – October 10-12, 2018 – Sandestin
- Workforce Florida Professional Workforce Summit – October 23-26 - Orlando

Rick Scott
GOVERNOR



Cissy Proctor
EXECUTIVE DIRECTOR

June 26, 2018

Mr. Tim Center, Chief Executive Officer
Capital Area Community Action Agency, Inc.
309 Office Plaza Drive
Tallahassee, Florida 32301

Re: Low Income Home Energy Assistance Program (LIHEAP)
Agreement # 15EA-OF-12-00-04-005
Agreement # 16EA-OF-12-00-04-005

Dear Mr. Center:

During the period of April 2-6, 2018, Ms. Thea Austin and Mr. Azhar Mahboob visited your agency to monitor the agreements identified above. I appreciate the cooperation your staff extended them during the visit.

The accompanying monitoring report reflects the review of three areas: Administrative Operations, Fiscal Operations, and Program Administration for the agreements noted above. Our report is based only on a sample of activities and is not intended to relieve the Recipient of its obligation to manage the grants in accordance with applicable rules and sound management practices. A "finding" relates to specific issues of noncompliance with a specific federal, state or contractual requirement. Each finding includes corrective actions that must be taken to resolve the problem. A "concern" relates to a potential problem that may result in noncompliance, questioned costs or other management issues. Each area of concern is followed by a course of recommended action that may be considered in working toward resolution of the issue. In addition, please See Attachment A for issues that may have been corrected during the monitoring, and Attachment B for technical assistance that is being provided for your information and possible action.

After your review, please share this report with your administration, board and staff members. Evidence that this report has been reviewed in its entirety by your Community Action Board is required. A copy of the minutes from the meeting at which the report was reviewed, or a letter from the Board Chair will satisfy this requirement. A written response is due to DEO within 35 days from the date of this letter. Please send your response to Ms. Austin at the address noted

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below. If you have questions about the monitoring report or any other issue, please contact Ms. Austin at (850) 717-8460 or by email at dorothea.austin@deo.myflorida.com.

Sincerely,



Debbie Smiley, Chief
Bureau of Economic Self-Sufficiency

DS/ta

Enclosure

cc: Ms. Charlean Lanier, Board Chair

**DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)
MONITORING REPORT**

SUBRECIPIENT: Capital Area Community Action Agency, Inc.

AGREEMENTS: Low Income Home Energy Assistance Program (LIHEAP)
Agreement #15EA-0F-12-00-04-005
Agreement #16EA-0F-12-00-04-005

MONITORING DATES: April 2-6, 2018

EXIT CONFERENCE ATTENDED BY:

Representing the Subrecipient:

Tim Center, Chief Executive Officer
Victoria Mathis, Data Coordinator
Cynthia Valencic, Fiscal Specialist
Annie McDuffie, LIHEAP Program Manager
Nina Self, Chief Operating Officer
Melissa Watson, CSBG Program Manager

Representing DEO:

Thea Austin, GOC II - Grant Manager
Azhar Mahboob, GOC II - Grant Manager

PURPOSE OF THE MONITORING VISIT

Proper oversight and monitoring of LIHEAP funds is important in order to ensure compliance with federal and state LIHEAP policies, procedures and law. Monitoring can also be important in identifying additional controls and procedures that could strengthen a particular agency or the LIHEAP program overall. Under the block grant framework established in the LIHEAP Act, States have both the authority and the responsibility for effective oversight of eligible entities that receive LIHEAP funds. Section 2605(b) (10) of the LIHEAP Act requires State LIHEAP Subrecipients to establish “fiscal controls and fund accounting procedures...as necessary to assure disbursement and accounting for Federal funds paid to the State under this title, including procedures for monitoring the assistance provided under this title...”

Florida’s monitoring process includes reviewing the agency’s compliance with specific grant requirements, with one or more grant years reviewed during any one on-site visit. The process also includes reviewing an agency’s current performance and ongoing compliance with requirements such as fiscal controls, program requirements, current policies and procedures, etc.

*Florida Department of Economic Opportunity: Capital Area
Community Action Agency, Inc. Monitoring Report*

RESPONSIBILITIES OF THE SUBRECIPIENT

1. For each Finding or Concern noted in the three sections below (Administrative, Fiscal and Program), the Subrecipient must provide a written response and submit any backup documentation as necessary or noted to cure the Finding or Concern. This written response is due within 35 days of the date of the transmittal letter.
2. This report is to be shared with the Subrecipient's administration, staff and board members.
3. The Subrecipient should continue to operate its program(s) according to all applicable laws, rules, regulations and contractual requirements. If further training and technical assistance is needed, the Subrecipient should contact DEO to schedule additional on-site assistance.

RESULTS OF THE MONITORING VISIT

I. ADMINISTRATIVE OPERATIONS

The following areas of administrative operations pertaining to the actions of the Subrecipient were reviewed: personnel policies; administrative policies; personnel files and payroll.

There were no findings and no concerns related to the administrative operations.

II. FISCAL OPERATIONS

The following areas of fiscal operations were reviewed for LIHEAP program: revenue and expense statements; cost allocation methodology; general ledger trial balances and spreadsheets; personnel expenses; transaction analysis; check requisitions and accompanying documents; financial trends.

There were no findings and no concerns related to the fiscal operations.

III. PROGRAM OPERATIONS

The following areas of program operations for LIHEAP were reviewed: program policies and procedures; client files; subcontractor program activities; program reports; client reporting systems; client intake policies and procedures and client eligibility determinations.

There were no findings and no concerns related to program operations.

ATTACHMENT A

*Florida Department of Economic Opportunity: Capital Area
Community Action Agency, Inc. Monitoring Report*

Page 2

Issues of Non-Compliance Corrected During Monitoring

No Issues of non-compliance corrected during monitoring.

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ATTACHMENT B
Technical Assistance

Not Applicable.

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By OMAR VILLAFRANCA / CBS NEWS / June 28, 2018, 6:45 PM

"Controlled burn" in Florida accidentally torches dozens of homes across 800 acres

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EASTPOINT, Fla. -- It was supposed to be a "controlled burn," a fire deliberately set to prevent future wildfires. But it ended up burning much more than planned, including dozens of homes in the Florida Panhandle town of Eastpoint.

Glenn Woodall says he only had minutes to save his pets and himself when the Limerock Fire approached his property.

"The fire was in my backyard, so I found the puppy that was in the bedroom in there, I got it out and I didn't have no time to get nothing," he said.

Woodall is one of 36 homeowners in the Franklin County community who lost everything.

"It all got burned up," Woodall said.

Florida's agriculture commissioner blames a local company that was hired by the Florida Fish and Wildlife Conservation Commission (FWC) to conduct a controlled burn. The fire was supposed to burn 480 acres by ended up torching more than 800 acres.

The company started the control burn on June 18. Six days later, the fire engulfed the Eastpoint neighborhood, and it took two days for firefighters to control the flames.

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In a statement, the FWC said they "have suspended our prescribed fire program statewide and the inspector general has begun an investigation."

But homeowner Pennie Bryant wants the state to pay for everything she lost.

"We hear they don't replace the sheds and stuff like that," she said. "That ain't right. They should have to replace everything."

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Eargo Max

Tallahassee, Florida: This Unbelievable, Tiny Company Is Disrupting a \$200 Billion Industry

EverQuote Insurance Quotes

NEW FIRE TV APP

Fire victims to get trailers, but settlement money not likely for years

By **DAVID ADLERSTEIN**

Apalachicola Times Editor

Posted Jul 14, 2018 at 1:30 PM

Updated Jul 14, 2018 at 3:52 PM

The nonprofit Capital Area will oversee the units for up to six months and provide case management to help the displaced families, including 83 children, find permanent housing.

EASTPOINT — The light at the end of a long, dark, fire-ravaged tunnel is reflecting this week off the shine of a new trailer.

Through a coordinated effort assisted by Franklin County, state and federal officials, more than two dozen trailers for temporary housing began arriving Wednesday, to help shelter the 36 families displaced by the Lime Rock Road fire that ravaged Buck Street, Ridge Road and Wilderness Road on June 24.

Twenty-four trailers had all arrived and were being cleaned and prepared Saturday at the Franklin County Sheriff's Office. An additional three travel trailers have been donated by individuals.

At a special meeting Monday afternoon, county officials voted unanimously to approve the purchase of 24 surplus mobile homes from the federal General Services Administration. The mobile homes were used by the Federal Emergency Management Agency to shelter victims of Hurricanes Irma in the Keys.

The price tag for the temporary units \$8,500 each, for a total cost, including transportation from Homestead, of \$204,000. This represents a savings of 37 percent over their market value.

The county fronted the money for the trailers, but they won't be owning them long, as they will soon be transferred into the hands of the Capital Area Community Action Agency, which will be administering their usage. Regulations restrict the purchase to government entities, which is why the county had to serve as a middle man for the transaction.

The nonprofit Capital Area will oversee the units for up to six months and provide case management to help the displaced families, including 83 children, find permanent housing, said Tim Center, CEO of the Community Action Agency.

"We're excited that this could be a potential model for other community action programs in the state and country," Center said. "And we're also excited about being able to help the displaced families rebuild after the disaster."

County commissioners sounded a hopeful note at the Monday special meeting, pleased at the comparative swiftness the deal had been completed with the help of both U.S. senators, the governor and the staff at the Florida Division of Emergency Management.

But they weren't without their anger, led by Commissioner Noah Lockley, who argued that Wildlands Service Inc., the Tallahassee company that handled a controlled burn that ultimately got out of control and triggered the whirlwind blaze, should be doing more.

Commissioner Cheryl Sanders said the controlled burn had been done on land owned and administered by the Florida Fish and Wildlife Conservation Commission.

Chairman Smokey Parrish said once investigators from the Florida Department of Agriculture and Consumer Services determined that the cause had been from the controlled burn, supposed to have been completely extinguished six days prior, Wildlands Service Inc. "lawyered up," and it could be as long as four years before any settlement dollars flow into the affected property owners.

"We're never going to make them whole again," Sanders said.

"We got a lawyer," Lockley said. "Let him send them something, and let's we lawyer up. Let them know we ain't playing."

Commissioners stressed that Capital Area would be in charge of determining who would receive the FEMA trailers, with property owners topping the list. Lockley stressed that he felt renters, and even those without a documented claim to residency, should be giving priority as well.

“They didn’t ask for this,” he said. “If they were on the books or not, they were there.”

Commissioner Ricky Jones, who has served as point man on the ground for the county while the other commissioners were away at a Florida Association of Counties meeting, told Commissioner William Massey he estimated the county also had lost as much as \$20,000 in asphalt road work because of the fire.

Jones, who as a child experienced a fire that burned his family out of their home, served as a quiet, reassuring presence in the days immediately after the fire, even though the affected areas are just outside his district. He told his colleagues he was grateful to see their unified effort at this stage. “This was no tabletop exercise,” he said.

While there was not an extensive discussion about the legal ramifications of the fire, County Attorney Michael Shuler advised commissioners they would not have legal standing in matters that involve private property owners.

“They (Wildland Services) are not going to voluntarily resolve these lawsuits,” Shuler said, whose family previously secured a judgment of more than \$700,000 for timberlands they owned that were destroyed from a controlled burn by the state.

Shuler said Capital Area will pay for all title costs associated with the trailer purchase, and he expected that to be completed within the next two to three weeks.

He also noted that the county has the ability to buy other equipment, such as air conditioners, from the GSA at a discount.

Massey noted that an enormous amount of household furnishings, from coffee pots and dishes to mattresses, have been accumulated thanks to the generosity of donors from throughout the region.

“We could equip 10 houses,” he said.

Tress Dameron, emergency services coordinator, told commissioners that of the affected properties, 16 were residences owned by people who owned the land as well, while another 13 were places rented by families as their primary residence. Four were non-primary residences, she said, with another eight places not destroyed but in need of repair. The remaining damages were of an as-yet undetermined number of sheds, outbuildings, vehicles, boats, tools and other equipment.

Land clearing by crews from four companies — Jason White, Coastline, Roberts and Roberts, and the city of Tallahassee — took place Monday and Tuesday, and things went well, according to Sheriff A.J. Smith.

He said he has three additional fifth-wheel travel trailers that have been donated to his fundraising campaign, and the first of these was given away Tuesday, to a senior woman recently out of the hospital who lost everything in the blaze.

Smith said he is in negotiation to buy six permanent mobile homes, all constructed to Zone 3 hurricane standards, out of the more than \$106,000 his GoFundMe campaign has raised thus far. He said his office will be determining who receives them based on need, with seniors and families with small children a top priority.

The FEMA trailers are being stored at the sheriff's office. In addition, county officials plan to spray paint addresses on all the vehicles and boats moved offsite, so they can be identified easily for insurance purposes in the weeks ahead.