

Capital Area **Community Action** Agency

Executive Committee Meeting Agenda

Tuesday August 28, 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) Executive Committee Meeting - July
 - B. Fiscal Report
 - Narrative
 - Revenue & Expenditures Agency - 2 page
 - Balance Sheet
 - Head Start Match
 - Credit Card Activity Spreadsheet
 - Credit Card Statements
 - C. Board Member Update
- 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 10/23/18 – 5:30 pm – 309 Office Plaza Drive

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



United Way of the Big Bend

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



**Financial Statement Narrative
For the Nine Months Ending June 30, 2018
Capital Area Community Action Agency**

As of June 30, 2018, we have completed nine months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 75% of the annual budget, with some Head Start expenses closer to 83%. At month end, the Year to Date Actual Revenue and Expenses are 75% and 71% respectively, with net income of \$355,099 of which the overwhelming majority is restricted.

Year to Date in-kind and non-Federal share match totals \$749,330 which is 87% 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.

Workers Comp Insurance- is over the benchmark budget and will go over the budget for the year based on the previous month's average of around \$4000 per month. We will increase this for next year's budget.

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

Utilities – over the budget benchmark and expected to remain so through the end of the year. Utilities were expected to be lower due to closing one center. However, there are the still the same number of children. Overages will be paid out of slightly higher than expected School Readiness and VPK earnings.

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.

**Financial Statement Narrative
For the Nine Months Ending June 30, 2018
Capital Area Community Action Agency**

Communications – 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.

Equipment Maintenance - slightly over the benchmark budget and our forecast is to finish the year about 5% over the budget.

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 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 for 2018 and therefore no budget was set for this category. However, there is sufficient revenue in the fund where this was charged to cover this unbudgeted 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

Government Contracts – Local – is currently ahead of budget expectations, but expected to equal the budget by year-end.

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
Statement of Revenue and Expenditures
For the Nine Months Ended 6/30/18

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
4000	Government Contracts - FEDERAL - DIRECT	3,464,698	2,680,142	(784,556)	77%
4005	Government Contracts - Federal Indirect	6,418	4,814	(1,605)	75%
4010	Government Contracts - STATE	3,776,283	2,574,773	(1,201,510)	68%
4020	Government Contracts - LOCAL	162,000	144,087	(17,913)	89%
4100	Grants - Other Not-for-Profits	39,098	20,163	(18,935)	52%
4200	Contributions	3,500	11,350	7,850	324%
4210	Contributions- Restricted	0	58,826	58,826	
4300	Special Events	0	2,800	2,800	
4320	Commissions-Vending/Photo	2,000	2,550	550	128%
4950	Interest Income	0	46	46	
4960	Fringe Pool Revenue	744,738	573,347	(171,391)	77%
4970	Indirect Pool Revenue	627,868	495,220	(132,648)	79%
4995	Other Revenue	<u>9,750</u>	<u>16,702</u>	<u>6,952</u>	171%
	Total Revenue	<u>8,836,353</u>	<u>6,584,820</u>	<u>(2,251,533)</u>	75%
Expenditures					
6010	Salaries & Wages	2,817,576	2,020,261	797,315	72%
6110	Fringe	794,634	574,161	220,473	72%
6120	FICA	187,738	145,607	42,131	78%
6130	Unemployment	50,000	40,844	9,156	82%
6140	Workers Compensation	42,000	37,284	4,716	89%
6150	Health Insurance	385,000	301,956	83,044	78%
6160	Life Insurance	30,000	20,089	9,911	67%
6170	Retirement	35,000	26,897	8,103	77%
6180	Staff Screenings	4,013	760	3,253	19%
6210	Indirect Costs	690,978	501,509	189,470	73%
6310	Travel - In Area	24,545	10,263	14,282	42%
6315	Travel - Out of Area	13,552	0	13,552	0%
6410	Office Supplies	16,973	10,562	6,411	62%
6415	Program Supplies	22,650	19,659	2,991	87%
6420	Classroom Supplies	43,270	12,635	30,635	29%
6430	Kitchen Supplies	35,000	16,186	18,814	46%
6440	Medical/Dental Supplies	1,000	237	763	24%
6510	Copies/Printing/Copier	24,284	19,568	4,716	81%
Maintenance/Toner/Paper					
6600	Postage and Delivery Expense	5,212	2,487	2,724	48%
6710	Contractual Services/Professional	316,749	164,084	152,665	52%
6715	Contractual Services – Health/Disabilities	171,188	145,183	26,005	85%
6810	Rent/Space Cost	279,216	204,288	74,928	73%
6820	Utilities	71,784	62,784	9,000	87%
6830	General Liability and Property Insurance	45,451	43,603	1,849	96%
6840	Communications	63,719	57,704	6,015	91%
6850	Repairs and Maintenance- Building	153,317	118,724	34,593	77%

Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the Nine Months Ended 6/30/18

6910	Equipment Maintenance	23,088	20,223	2,865	88%
6920	Vehicle Expense	71,508	42,233	29,274	59%
6930	Equipment Lease	14,041	10,267	3,774	73%
6940	Technology	23,653	24,970	(1,317)	106%
7010	Fees, Licenses, and Permits	6,717	4,051	2,666	60%
7020	Dues/Subscriptions	19,548	11,719	7,829	60%
7110	Special Events	0	3,810	(3,810)	
7210	Client Assistance	2,013,571	1,312,583	700,988	65%
7320	Expendable Equipment	23,467	16,082	7,386	69%
7410	Registration Fees	11,202	7,867	3,335	70%
7420	Meetings/Workshops/Training	54,048	35,534	18,514	66%
7430	Training/Staff Development	42,998	16,638	26,360	39%
7440	Advisory/Board Member Expenses	7,500	2,229	5,271	30%
7450	Advertising	13,879	725	13,154	5%
7460	Parent Activities	1,200	125	1,075	10%
7510	Raw Food Cost	172,351	160,420	11,931	93%
7610	Interest Expense	7,000	122	6,878	2%
7630	Bank Service Charges	<u>3,500</u>	<u>2,789</u>	<u>711</u>	80%
	Total Expenditures	<u>8,834,119</u>	<u>6,229,721</u>	<u>2,604,398</u>	71%
	Excess Revenue over (under) Expenditures	<u>2,234</u>	<u>355,099</u>	<u>352,866</u>	

Capital Area Community Action Agency
Balance Sheet
For the Nine Months Ended 6/30/18

	Current Period Balance
Assets	
Petty Cash	510
Cash Operating Hancock Bank	879,908
Cash-Bank Restricted	77,740
Grants Receivable	336,782
Building	245,000
Accumulated Depreciation - Building	(70,795)
Equipment	76,691
Total Assets	<u>1,545,836</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	63,854
Accrued Leave	59,615
Accrued Wages	75,840
Accrued Fringe Benefits	12,365
Accrued Taxes	5,480
Contract Advances	81,030
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	463,255
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	402,584
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	727,482
Current Net Income	<u>355,099</u>
Total Net Assets	<u>1,082,581</u>
Total Liabilities and Net Assets	<u>1,545,836</u>

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the 9 Months Ending June 30, 2018

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		45,995			
Grants - Other Not for Profits		13,254			
In-Kind Revenue		322,170			
VPK/SR		367,911			
	866,176	749,330	87%	116,846	13%

June 2018 Headstart CC Transactions

Vendor Name	GL Code	Effective Date	Document Description	Transaction Description
	Expenses			
HANCOCK	(112.45) 6415	6/27/2018	ACCT#XXXX5810- VENITA	CREDIT- TALLAHASSEE MUSEUM FIELD TRIP AP180503HB
HANCOCK	(84.00) 6420	6/27/2018	ACCT#XXXX5810- VENITA	CREDIT- TALLAHASSEE MUSEUM FIELD TRIP AP180503HB
HANCOCK	10.95 6600	6/27/2018	ACCT#XXXX7366- NINA SELF	SHIPPING/HANDLING ON BOOK ORDER
HANCOCK	241.88 6850	6/27/2018	ACCT#XXXX7366- NINA SELF	PEST CONTROL FOR LB ROYAL
HANCOCK	228.03 6920	6/27/2018	ACCT#XXXX6623- DARREL JAMES	FUEL FOR CO. CAR
HANCOCK	35.00 7010	6/27/2018	ACCT#XXXX6623- DARREL JAMES	ANNUAL VISA FEE
HANCOCK	263.00 7010	6/27/2018	ACCT#XXXX6623- DARREL JAMES	RENEWAL FOR LICENSE TO HAVE STAND ALONE KITCHEN
HANCOCK	6.10 7010	6/27/2018	ACCT#XXXX6706- NICHELE	FEE FOR BOUNCE HOUSE
HANCOCK	46.68 7430	6/27/2018	ACCT#XXXX6623- DARREL JAMES	FOOD/ REGION IV TRAINING/ ATLANTA
HANCOCK	56.91 7430	6/27/2018	ACCT#XXXX6623- DARREL JAMES	FOOD/ REGION IV TRAINING/ ATLANTA
HANCOCK	35.00 7430	6/27/2018	ACCT#XXXX6623- DARREL JAMES	FUEL FOR CAR RENTAL/ REGION IV TRNG, ATLANTA
HANCOCK	799.06 7430	6/27/2018	ACCT#XXXX6623- DARREL JAMES	HOTEL/ REGION IV TRAINING/ ATLANTA
HANCOCK	38.12 7430	6/27/2018	ACCT#XXXX7303- KRISTIN JACKSON	FOOD/ REGIONS IV HEADSTART TRNG
HANCOCK	1,211.01 7430	6/27/2018	ACCT#XXXX7303- KRISTIN JACKSON	HOTEL/ REGIONS IV HEADSTART TRNG
HANCOCK	40.00 7430	6/27/2018	ACCT#XXXX7303- KRISTIN JACKSON	ON SITE REGISTRATION-REGION IVE HDST. TRNG.
HANCOCK	20.00 7430	6/27/2018	ACCT#XXXX7303- KRISTIN JACKSON	REGISTRATION-DCF CHILD CARE TRNG/ LETISHA MOORE
HANCOCK	650.00 7430	6/27/2018	ACCT#XXXX7303- KRISTIN JACKSON	REGISTRATION-SEMINARS A-J AT REGION IV HEADSTART
HANCOCK	114.00 7430	6/27/2018	ACCT#XXXX7366- NINA SELF	BOOKS FOR SERVICE TRAINING
HANCOCK	1,000.00 7430	6/27/2018	ACCT#XXXX7366- NINA SELF	DEPOSIT FOR PRE SERVICE TRAINING
HANCOCK	20.00 7430	6/27/2018	ACCT#XXXX5810- VENITA	EARLY CHILDHOOD CONFERENCE TRAINING
HANCOCK	210.00 7430	6/27/2018	ACCT#XXXX5810- VENITA	REGIST. SPECIAL PRESENTATION ONE GOAL CONF.
HANCOCK	450.00 7430	6/27/2018	ACCT#XXXX5810- VENITA	REGISTRATION FOR 6 TO ONE GOAL SUMMER CONF.
HANCOCK	75.72 7450	6/27/2018	ACCT#XXXX6706- NICHELE	T-SHIRTS FOR STAFF/ADVERTISING AT ACTIVITIES
	<u>5,355.01</u>			
LOWES	14.13 6410	6/27/2018	ACCT#XXX84241 FOR JUNE 2018	OIL PAINT MARKERS
LOWES	30.32 6410	6/27/2018	ACCT#XXX84241 FOR JUNE 2018	STORAGE CONTAINER
LOWES	128.92 6415	6/27/2018	ACCT#XXX84241 FOR JUNE 2018	TRASH / STORAGE BAGS
LOWES	159.18 6420	6/27/2018	ACCT#XXX84241 FOR JUNE 2018	STORAGE CONTAINER
	<u>332.55</u>			
Total	<u>5,687.56</u>			



Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

HANCOCK WHITNEY BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

MEMO STATEMENT

Account Number

Statement Date

06-27-18



16331780-006340-0001-0001-2

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

**N000634D

gc 7/5/18

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-11	06-10	24492158162894600950209	8244	PAYPAL *JONESCONNEX 402-935-7733-CA	M1650.00
06-12	06-11	24431058163207688700385	5812	SWEET GEORGIA'S JUKE JOI ATLANTA GA	M26.98
06-14	06-12	24692168164100542140023	3710	THE RITZ-CARLTON ATL D ATLANTA GA 141532 ARRIVAL 06-10-18	M709.06
06-15	06-14	24755428165171658075894	3503	SHERATON 404-6586500 GA	M194.18
06-15	06-14	24755428165171658075886	3503	SHERATON ATLANTA GA 118061412430167 ARRIVAL: 06-12-18	M307.77
06-18	06-18	74270848189100009287603	0000	BRANCH PAYMENT - THANK YOU	M295.59
06-18	06-13	24755428168261664208685	5812	SHERATON ATLANTA FB ATLANTA GA	M111.18
06-18	06-16	24431068168028471521890	8351	EARLY EDUC & CARE INC .ECKKIDS.ORG FL	M20.00
06-19	06-13	24493988169286652600414	8299	REGION IV HEAD START SNELLVILLE GA	M40.00

STATEMENT DATE 06-27-18	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,959.13
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 295.56
		STATEMENT TOTAL 1,663.57
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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MEMO STATEMENT

Account Number

Statement Date

06-27-18



16331760-002066-0001-0001-2



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

**N0002066

*Jan
7/5/18*

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-30	05-29	24431068149091071009982	9399	DEPT OF BUS AND PROF R BILLERPAYMENT FL	M269.00
05-31	05-29	24692168150100119729014	5542	GATE 1194 Q80 TALLAHASSEE FL	M50.00
06-04	06-01	24013998152000209030328	5999	AWARDS4U TALLAHASSEE FL	M33.95
06-04	06-01	24013998152000209030245	5999	AWARDS4U TALLAHASSEE FL	M225.40
06-06	06-04	24692168156100289444168	5542	GATE 1194 Q80 TALLAHASSEE FL	M50.00
06-11	06-08	24692168160100445268824	5542	GATE 1194 Q80 TALLAHASSEE FL	M35.00
06-12	06-11	24224438163101059270067	5814	AVENUES #28 ATLANTA GA	M3.25
06-12	06-10	24692168162190416158632	5814	ZAXBYS 103D BAINBRIDGE GA	M10.89
06-12	06-11	24326888162698997229802	5812	HOOTERS OF PEACHTREE ST ATLANTA GA	M18.00
06-12	06-11	24431058163207688709393	5812	SWEET GEORGIA'S JUKE JOI ATLANTA GA	M26.98
06-12	06-10	24692168162100380831836	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00
06-13	06-12	24224438164104007205168	5812	MAX LAGERS ATLANTA GA	M17.25
06-13	06-12	24755428163261632080009	5815	CAFE MOMO ATLANTA GA	M19.16
06-14	06-12	24692168164100542189991	3710	THE RITZ-CARLTON ATL D ATLANTA GA 141532 ARRIVAL: 06-10-18	M799.06
06-15	06-13	24427338165710014120756	5814	CHICK-FL-A #01577 FAIRBURN GA	M6.73
06-18	06-18	74270848169100009287561	0000	BRANCH PAYMENT - THANK YOU	M140.00
06-18	06-18	74270848169100009287710	0000	BRANCH PAYMENT - THANK YOU	M1,904.99
06-18	06-13	24755428166261664205687	5812	SHERATON ATLANTA FB ATLANTA GA	M3.54
06-18	06-14	24692168168100448932892	5542	GATE 1194 Q80 TALLAHASSEE FL	M35.00
06-25	06-22	24692168174100653744975	5542	GATE 1194 Q80 TALLAHASSEE FL	M48.00
06-27	06-27		0000	ANNUAL FEE	M35.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-18	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,723.03
		NEW CASH ADVANCES .00
		CREDITS 2,044.99
		STATEMENT TOTAL 321.96 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



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16331780 - 003582 - 0001 - 0001 - 2

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

**NDD003582

MEMO STATEMENT

Account Number

Statement Date

06-27-18

CK 7/15/18

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-06	06-05	24493988157200925200153	8299	EXCHANGE PRESS 402-467-6112 NE	M124.95
06-13	06-12	24692168183100185497431	8999	SQ *CRITTER GETTER TALLAHASSEE FL	M161.26
06-13	06-12	24692168183100159993004	5811	IN *SOCIAL CATERING AND E 850-2287849 FL	M2,999.52
06-18	06-18	74270848169100009287761	0000	BRANCH PAYMENT - THANK YOU	M2,457.53
06-19	06-18	24692168183100132491328	8999	SQ *CRITTER GETTER TALLAHASSEE FL	M80.63
06-22	06-21	24607948172207002800043	5785	SUPER FUN SHOW 770-781-9445 GA	M1,000.00

** Vendor will issue a credit for 7.5% sales tax on next bill
 → see attached email in how Critter Getter will credit.
 AS*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
06-27-18	[REDACTED]	NEW PURCHASES AND OTHER CHARGES	4,366.35
CUSTOMER SERVICE CALL		NEW CASH ADVANCES	00
		CREDITS	2,457.53
Toll Free 1-800-448-8812		STATEMENT TOTAL	1,908.82
		TOTAL IN DISPUTE	00
		CREDIT LIMIT	6,000.00



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Statement of Account
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HANCOCK WHITNEY BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750



1631780-008112-0001-0001-2

VENITA TREADWELL
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

**N0008112

MEMO STATEMENT

Account Number

Statement Date

06-27-18

Handwritten signature and date: 7/15/18

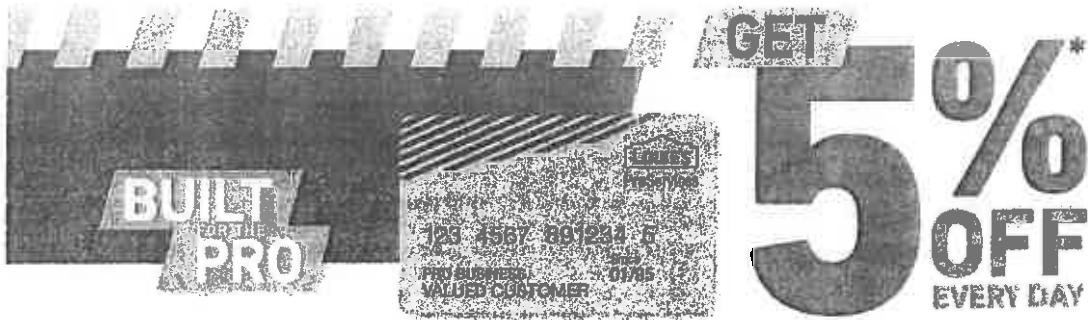
STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-04	06-01	2476501815220000000025	7221	TIM YOHO PHOTOGRAPHY 8503831830 FL	M11.00
06-04	06-01	2476501815220000000017	7221	TIM YOHO PHOTOGRAPHY 8503831830 FL	M203.75
06-06	06-05	74055238157026493834239	8398	BB TALLAHASSEE MUSEUM 8605758684 FL	M64.00cr
06-12	06-11	74892168162100440421589	5947	TCT RHYME UNIVERSITY 877-472-8738 MN	M75.99cr
06-16	06-14	24492158166894788871257	8398	FLAEO 754-999-0544 FL	M20.00
06-18	06-18	7427684816910009287587	0000	BRANCH PAYMENT - THANK YOU	M581.83
06-18	06-15	74692168166100643591051	5947	TCT RHYME UNIVERSITY 877-472-8738 MN	M36.46cr
06-20	06-19	24013398170003910092619	8299	CREATIVE CENTER FOR CHILD 850-8986270 FL	M450.00
06-21	06-20	24013398171004110052105	8299	CREATIVE CENTER FOR CHILD 850-8986270 FL	M210.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-18	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 894.75
		NEW CASH ADVANCES .00
		CREDITS 778.28
		STATEMENT TOTAL 116.47
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



*Exclusions apply. Can't be combined with other credit offers. See store for details.
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Summary of Account Activity	
Previous Balance	\$709.75
- Payments	\$709.75
- Other Credits	\$0.00
+ Purchases/Debits	\$1,744.28
+ Fees Charged	\$0.00
+ Interest Charged	\$8.00
New Balance	\$1,744.28
Credit Limit	\$10,000.00
Available Credit	\$8,255.00
Statement Closing Date	07/02/2018
Days in Billing Cycle	30

Payment Information	
New Balance	\$1,744.28
Total Minimum Payment Due	\$79.00
Payment Due Date	07/28/2018

EL 6/5/18

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
06/04	06/04	10919	STORE 0716 TALLAHASSEE FL	\$6.57
06/04	06/04	11427	STORE 0716 TALLAHASSEE FL	\$46.91
06/04	06/04	29474	STORE 0716 TALLAHASSEE FL	\$135.95
06/06	06/06	28722	STORE 0417 TALLAHASSEE FL	\$203.63
06/08	06/08	10822	STORE 0716 TALLAHASSEE FL	\$277.28
06/11	06/11	09398	STORE 0716 TALLAHASSEE FL	\$25.05
06/11	06/11	10517	STORE 0716 TALLAHASSEE FL	\$152.05
06/13	06/13	67810	STORE 0417 TALLAHASSEE FL	\$230.00
06/13	06/13	23964	STORE 0417 TALLAHASSEE FL	\$48.33
06/18	06/18		PAYMENT - THANK YOU	(\$709.75)
06/19	06/19	01692	STORE 0716 TALLAHASSEE FL	\$44.16
06/19	06/19	10277	STORE 0716 TALLAHASSEE FL	\$52.21
06/20	06/20	11830	STORE 0716 TALLAHASSEE FL	\$128.92
06/20	06/20	29829	STORE 0716 TALLAHASSEE FL	\$28.33
06/21	06/21	20273	STORE 0716 TALLAHASSEE FL	\$62.74

(Continued on next page)

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.



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Transaction Summary (Continued)

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
06/25	06/25	28720	STORE 0417 TALLAHASSEE FL	\$39.89
06/25	06/25	10705	STORE 0716 TALLAHASSEE FL	\$52.60
06/26	06/26	07919	STORE 0417 TALLAHASSEE FL - Holdings Bldg Mats	\$73.97
06/26	06/26	09587	STORE 0716 TALLAHASSEE FL	\$18.97
06/27	06/27	27005	STORE 0417 TALLAHASSEE FL	\$118.72

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

Important Account Information

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

Cardholder News and Information

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Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

HANCOCK WHITNEY BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750



16331780-003744-0001-0001-2

MEMO STATEMENT

Account Number

Statement Date

06-27-18



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

**ND0003744

gac 7/5/16

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-30	05-29	24445008150001016320576	5331	DOLLAR TREE TALLAHASSEE FL	M79.00
05-31	05-30	24492158150894101882952	8999	PAYPAL *ULONDACOOPE 402-935-7733 CA	M206.10
06-15	06-14	24431068165286053000016	7338	395 SHIRTS TALLY LLC TALLAHASSEE FL	M75.72
06-18	06-18	74270848169100009287694	0000	BRANCH PAYMENT - THANK YOU	<u>M1,623.90</u>

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
06-27-18	[REDACTED]	NEW PURCHASES AND OTHER CHARGES	360.82
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES	00
		CREDITS	1,623.90
		STATEMENT TOTAL	1,263.08 cr
		TOTAL IN DISPUTE	00
		CREDIT LIMIT	2,500.00

Capital Area
Community Action
Agency

August 16, 2018

Mr. Harold Ross
Director of Veterans Affairs
Wakulla County
23 Sixth Avenue
Crawfordville, FL 32327

Dear Mr. Ross:

I write to ask for a formal response to the Board regarding attendance provisions in the by-laws. Specifically, when a Board member has missed two Board meetings in a calendar year, a vacancy shall be presumed. The absent Board member may respond before formal action is taken.

According to the attendance records and minutes from meetings, you have missed formally noticed Board meetings on November 2017, January 2018, and July 2018. That is three of the six Board meetings in the fiscal year and two within the current calendar year.

I am concerned that Wakulla County deserves proper representation. I am additionally concerned in that it has become difficult to secure responses from you to voice mail, email and text messages. Communication is key to a successful organization.

After speaking to you, I realize that you desire to stay on the Board. Please provide a letter to be shared with the Board or be prepared to address the Board at its next meeting scheduled for 6pm on Tuesday, September 25, 2018.

Thanks for your service and dedication. I look forward to continuing to work with you.

Sincerely,



Tim Center, Esq.
Chief Executive Officer



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E. Removal and Recall

Any member of the Board of Directors may be removed by a vote of not less than two-thirds majority of the Board at a regular or special meeting called for such purpose and at which at least two thirds of the members of the Board are present. A vacancy shall thereupon exist upon the Board and in such office. Board members who fail to support Board activities through attendance at Board meetings or other activities as designated by the Board are subject to review for removal from the Board by a two-thirds majority vote. A board member who fails to attend two (2) regular meetings in a calendar year, will result in a letter, sent by certified mail, informing the member of their two absences in a calendar year. The notified member will have 30 days to respond to the letter with the reason for their absences. The Board will take into consideration the absences and determine if they are excused absences at the next Board meeting. A vote will be taken at that meeting to determine if the board member is removed or will remain on the Board. In the event of removal, the group, community or public body from which that person was selected, shall be immediately notified by mail and offered the opportunity to nominate another representative for membership on the Board.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Annie McDuffie, Program Manager, Crisis Program
RE: Board Update for July 2018 – *Emergency Services*
DATE: August 20, 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 August 2018.

County	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	April 2018	May 2018	June 2018	July 2018	Aug 2018	Sept. 2018	Total
<i>Calhoun</i>	27/59	13/23	24/43	43/94	23/54	25/40	24/49	22/57	13/28	13/27			227/474
<i>Franklin</i>	22/45	13/32	14/32	12/19	16/29	13/21	6/13	5/13	4/4	13/32			118/240
<i>Gadsden</i>	69/166	15/188	34/93	65/154	50/99	49/90	31/73	39/99	36/93	54/162			442/1,217
<i>Gulf</i>	23/38	11/22	11/26	19/28	14/37	25/35	20/42	6/13	9/25	16/37			154/303
<i>Jefferson</i>	20/47	18/60	30/84	45/113	57/125	52/114	26/65	16/40	7/13	10/28			281/689
<i>Leon</i>	279/1802	217/562	228/626	284/791	277/674	292/671	232/579	228/612	216/614	216/659			2,469/6,590
<i>Liberty</i>	11/22	4/9	7/21	16/34	19/45	3/11	4/17	7/16	2/7	11/24			84/206
<i>Liberty</i>	21/50	11/37	8/25	21/51	27/56	18/27	5/7	7/16	7/21	8/28			133/318
<i>Wakulla</i>	472/1,229	302/933	356/950	505/1,284	483/1,119	477/1,009	348/845	330/866	294/805	341/997			3,908/10,037

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 October 1st, Community Action will start providing assistance with propane, Low Income Home Energy Assistance will be in the winter phase of the program.

Program Manager was invited to attend CareerSource Gadsden County to discuss Community Action's emergency services programs.

JANUARY 2018 THRU MARCH 2019
MONTHLY ERROR REPORT

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	YEAR TO DATE Total
Casitie	13	13	9	2	1	-	1									39
Dawn	15	5	7	7	1	1	4									40
Demetris	18	36	15	6	4	4	8									91
Linda	18	26	10	5	9	4	13									85
Marcellas	-	-	-	3	-	-	1									4
Priscilla	46	29	19	14	12	7	9									136
Tamelia	20	15	19	4	7	8	8									81
Towanna	19	17	7	6	6	4	2									61
Peggy	-	18	3	2	2	2	5									32
Stephanie	-	-	-	-	-	-	-									-
Donald	-	-	-	-	-	-	-									-

TOTAL MONTHLY	149	159		49	42	30	51	-	-	-	-	-	-	-	-	569
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Capital Area Community Action Agency

MEMORANDUM

FROM: Terry Mutch
RE: Weatherization Assistance Program
DATE: August 8, 2018

The first modification of the 2017-2020 Weatherization contract is still in effect (\$479,082.00). On the recent WAP conference call on 8/3/18, it was disclosed that a 2nd modification would be forthcoming regarding the release of the additional WAP funds (\$469,522.20).

DEO's new financial reporting system (SERA – Sub-recipient Enterprise Resource Application) still has issues and has continued to cause some delays and challenges to the monthly reporting schedule.

As of August 1, 2018, 50 homes have been processed and inspected. Of those 50 homes, 26 homes have been completed and inspected, 15 homes are currently in pre-inspection, bid process or are currently in the process of being weatherized and 9 homes are in postponement/deferral stage due to client or dwelling issues.

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	2	0
Gadsden	11	4	12	0	3
Gulf	2	2	6	0	0
Jefferson	2	3	7	1	0
Leon	51	36	42	12	22
Liberty	-	0	6	0	0
Wakulla	4	2	7	0	1
Total	72	47	94	15	26



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Capital Area **Community Action** Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Anne Robinson
RE: Board Update for August – Staying Ahead Program
DATE: August 14, 2018

Wakulla

- Currently there are no participants in Staying Ahead.

Leon

- Currently there are 14 participants in the Staying Ahead Program
- 6 of the 14 (43%) are currently enrolled in Post- Secondary education and will receive degree's and or certifications within their 18-month contract for Staying Ahead
- 11 of the 14 (79%) are employed

Jefferson

- Currently there are 8 active participants in Staying Ahead
- 6 of the 8 (75%) participants are stable
- 5 of the 8 (63%) are employed
- 1 of the 8(8%) is currently enrolled in GED classes at Franklin Academy
- 1 of the 8 (8%) is pursuing a certificate online in Early Childhood Education

Gadsden

- Currently there are 3 active participants in Staying Ahead
- 2 of the 3 (67%) is employed
- 1 of the 3 (33%) is currently enrolled in an Online Safe Food Handler Course and will receive a certification upon completion.

Blountstown

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



United Way of the Big Bend

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FSS Program Manager Update

- The Family Support Services Program Manager provided the Franklin County residents who received trailers, the contact information for General contractor, Raymond Driesbach, LLC, who will be providing maintenance on the trailers when needed.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Melissa Watson
RE: Board Update for June
DATE: August 13, 2018

Getting Ahead Report

Current Enrollments as of 8/13/2018

County	Starting Enrollments	Current Enrollments	*Group A	*Group B	*Group C
Calhoun/Liberty	5	-	2	3	-
Gadsden	10	-	2	6	2
Jefferson	9/Still recruiting		1	5	3
Leon	14		2	7	5
Wakulla	11	-	2	6	3

Getting Ahead in the following counties:

Calhoun/Liberty

- 5 applicants have completed the GA process and are ready to attend class
- Classes begin August 27, 2018 from 10:00 a.m. – 12:00 p.m.
- Classes will be held at Rivertown Community Church, Blountstown, FL
- Case manager, Peggy Sullivan has developed a partnership with Calhoun Public Housing to hold a GA class in their community room. We are currently working out the logistics, date and time TBD.
- Case manager is partnering with the Calhoun County Healthy Start Case Manager. This is a result of a past graduate promoting the program. This establishes a referral process to our GA program
- Case manager will continue to recruit for the January class

Gadsden

- We currently have 11 applicants who have completed the GA process and are ready to attend class
- Class will begin August 29, 2018 from 10:00 a.m. – 12:00 p.m.
- Classes will be held at the Career Source Gadsden County Meeting Room

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- Case Manager, Donald Mackey has established partnerships with Gadsden County Head Start, Gadsden County School Department, Gadsden Technical Institute (GTI), Healthy Start, and Woman to Woman.
- GA Program Coordinator has been invited to the local Commissioners meeting to present Getting Ahead
- Case manager will continue to recruit for the January class

Jefferson

- 8 participants have completed the application process
- Classes are scheduled to begin August 30, 2018 from 6:00 p.m. – 8:00 p.m.
- GA Program Coordinator and Staying Ahead Program Manager are recruiting for Jefferson. Recruiting is still ongoing. Interviews are underway. Target number is 15.
- Business partnerships are being re-established
- GA Program Manager is currently working with Commissioner Stephen Fulford (per his request) to establish a Community Project in conjunction with Lloyd Truck Stop Owner Manju Kundra. The concept is to establish an economic/entrepreneurial opportunity program for Jefferson County. The GA curriculum has been requested as the course for the project. Lloyd Truck Stop is being remodeled and expanded. They will be looking to employ 80 – 100 employees. Mrs. Kundra stated at the Commissioners meeting, that they will employ the GA graduates and I quote “having seen the presentations, seeing some of graduates from GA program and their personnel successes, these graduates will be good employees.” The GA Program Coordinator is attending meetings to work out the logistics of the project.
- Recruitment is ongoing for January class

Wakulla

- We currently have 11 applicants who have completed the process and are ready to begin class
- Classes begin August 27, 2018 from 6:00 p.m. – 8:00 p.m.
- Classes will be held at TCC (Tallahassee Community College Wakulla) community room
- Partnerships are being re-established with Wakulla County Schools, Head Start, Adult Education and other local agencies.
- GA Program Coordinator is working with Desiree Gorman TCC Manager to organize a GA symposium in Wakulla with other local agencies. The concept is to provide an overview of GA. The focus is to provide a deeper insight of the GA program. The outcome of this event is to establish a referral base from the local Wakulla agencies. Ms. Gorman will host the event. The GA Program Coordinator is working with Ms. Gorman on the details. The date of the event is TBD. We are looking to have the event this calendar year.

Leon

- We currently have 14 applicants who have completed the GA process and are ready to attend class
- Classes begin August 28, 2018 from 6:00 p.m. – 8:00 p.m.
- Classes will be held at Bethel AME on Orange Avenue
- A partnership with Keiser has been established as referrals for GA applicants
- Case manager attends Keiser University events onsite to promote the GA program

Staying Ahead Mentor Program

- The Staying Ahead Mentor Program will resume upon completion of this session of GA classes
- Mentors will attend a mentor orientation to be held locally in each county
- All graduates of GA and current Staying Ahead participants will be matched with a mentor
- Date of mentor orientation is TBA. We will host the mentor orientation within this calendar year
- Recruiting for mentors is ongoing

Mentors

- The current mentor count for the counties below are as follows:
 1. Jefferson 10 mentors
 2. Leon 6 mentors
 3. Wakulla Currently recruiting
 4. Calhoun/Liberty 4 mentors
 5. Gadsden 5 mentors

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: August 15, 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 are filled. Extended Day staffing is still being built up as students enroll. 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.

Facilities

Facilities were ready for the new school year. Teachers decorated their classrooms while setting them up for Open House.

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

Enrollment

School started on Monday, August 13, 2018. Centers were nearly at full enrollment.

Center	Enrollment Count	Funded Enrollment	Percentage	# Needed
Franklin	17	17	100%	0
Jefferson	30	35	86%	5



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Louise B Royal	57	57	100%	0
Mabry Street	80	81	99%	1
South City	188	188	100%	0
	372	378	98%	6

Federal and State Regulations

No changes to regulations at this point.

Corrective Action plan for the spring monitoring report addressing the monitoring of health and safety procedures is due in two weeks.

Budget

Family and Community Engagement Manager Monthly Monitoring Report – August 2018

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
PROGRAM STATUS (Monthly)						
Number of Students Registered	17	29	71	57	188	362
Number of Student Withdrawals for Month	0	0	0	0	0	0
Number of Vacancies	0	6	10	0	0	16
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	17	29	71	57	188	362
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

Center	Head Start Enrollment and Attendance	
	Funded	Registrations on 8/9/18 August Average Daily Attendance (ADA)
Franklin	17	17
Jefferson	34	29
Mabry	82	71
Royal	57	57
South City	188	188
Total	378	362

Family and Community Engagement Manager Monthly Monitoring Report – August 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	1	2	0	4
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 – August 2018

Number of Files Reviewed	0
Review of Parent Board	0
Volunteers (PEC)	
Number of Volunteers	3
Total of Program In kind	6 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	0
Family Advocate Workers Trainings	0
Community Meetings	0

Transportation	
Field Trips	0
Maintenance	0
Trainings	0

Family and Community Engagement Manager
 Monthly Monitoring Report – August 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 – August 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	0
Child Care Food Program Tool	0
Kitchen Inspection Tool	0

Family and Community Engagement Manager

Monthly Monitoring Report – August 2018

<p>Corrective Action and Follow Up</p> <p>Funded Enrollment.</p> <ul style="list-style-type: none"> To reach our funded enrollment of 378 we need 16 more students. Extra recruitment efforts are being offered in the areas of Jefferson County and Mabry Street. Families continue to transfer to South City or Royal for extended day. <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. 	<p>Strengths</p> <ul style="list-style-type: none"> Families are still applying to the Head Start Program. More families are coming in for registrations with their medical records. The program will be incorporating Ready Rosie to involve more families with the program. Communication with families are improving with the new text features we have in ChildPlus.
---	---

Family and Community Engagement Manager Monthly Monitoring Report – August 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 attended training in Tampa in July
Family and Community Engagement Team attended training in New Orleans in July

Family and Community Engagement Manager Monthly Monitoring Report – August 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 AUGUST 2018

Administrative

- Implemented cost of living adjustments and salary adjustments.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Eastpoint Wildfire Emergency Recovery Response – all camper-trailers have been secured. Most have been placed. Some still remain to assist displaced families provided sites can be secured. Franklin County requested that Community Action administer donation funding.
- *Getting Ahead in a Just-Gettin’-By World/Staying Ahead*
 - New Classes start the last week of August.
 - Full classes in each county.
 - Franklin program with displaced families being developed
 - Gulf County being explored with North Florida Head Start partnership
- Head Start – Pre-Service was successful and opening of Centers went smoothly
- Head Start – Training and Technical Assistance to assist with the Corrective Action Plan had to be cancelled due to trainer illness. Report is due to HHS by September 8.
- City-County funding for Head Start through Community Human Service Partnership awarded \$45,000.

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
- Attended Tallahassee Chamber of Commerce Community Conference.
- Attended United Way meetings of launch and sessions with CEO on rebranded focus on priority goals and outcomes.

Impact: Developing the infrastructure necessary to support the Agency mission



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Resource Development

- Name a 2018 Lighting the Way grant winner by SunTrust Bank Foundation.

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

Out of Office

- Vacation – September 11-13 – Tallahassee – Working with the Office of Financial Regulation
- Vacation - October 25-26 – Tampa
- Vacation – December 6-7 – Miami

Upcoming Events

- Florida Head Start Association Directors meeting – October 29-30, 2018
- Tallahassee Chamber of Commerce Annual Community Conference – August 10-12, 2018 – Amelia Island
- Annual Community Action Partnership Conference – August 27-31 – Denver
- Florida Association for Community Action Board meeting – September 17 – Orlando
- SEACAA – September 18-21 - Orlando
- Workforce Florida Professional Workforce Summit – September 24-27 - Orlando
- Gulf Power Economic Symposium – October 10-12 – Sandestin
- Suntrust Bank Foundation – October 17-18 - Atlanta



August 17, 2018

Tim Center
Capital Area Community Action Agency
309 Office Plaza Drive
Tallahassee, Florida 32301

RE: The Fiscal Year 2018/2019 Community Human Service Partnership (CHSP) Funding Recommendation

Dear : Tim Center

Fiscal year 2018/19 marks the twenty-first anniversary of the Community Human Service Partnership (CHSP), which has been restructured to serve as the joint funding distribution process for the City of Tallahassee and Leon County. Each year, the City of Tallahassee Commission and the Leon County Board of County Commissioners dedicate funds to support the CHSP process. The City of Tallahassee provides this support by allocating general revenue funds, Change for Change contributions, and a portion of the Community Development Block Grant (CDBG), while Leon County allocates general revenue funds.

With the departure of the United Way of the Big Bend and implementation of a two-year grant process, this funding cycle has been one of the most challenging periods in the history of the CHSP. A total of \$2,793,322 was allocated to nine CHSP funding categories compared to \$4,813,884 in FY 2017/18, **representing \$2,020,562 in funding reductions across the nine CHSP categories**. Please note that the allocation of \$442,651 on Team 10: Promise Zone remained the same.

It is important to emphasize that any allocation received through the CHSP is a demonstration of support from both funding partners. Subsequently, the joint CHSP staff determined the most logical financial split based on several factors. When finalizing the recommendations, the following are some of the factors considered by the joint staff:

- The City's Community Development Block Grant (CDBG) funds are limited to funding programs that serve those on low to moderate incomes.
- In certain situations, it is far more efficient and economical for the agency to contract with one funding partner.
- Each partner allocates a different amount of funding into this process, which limits the number of agencies that any one particular partner can fund.

Funds allocated by the City of Tallahassee and Leon County through the CHSP are tentative until all pertinent steps in the funding process are completed. Specifically, the City of Tallahassee and Leon County will present their recommendations to both commissions in September. If funding changes are made, you **will** receive immediate notification.

Attached is your agency's FY 2018/2019 funding recommendation. Funding recommendations were determined based on your Citizens Review Team's priorities within the given service area, community needs, organizational capacity, service delivery model – with particular emphasis on participant outcomes, written materials provided, information gathered from the presentation, and total funds available. Please note that the FY 2019/20 recommendation is subject to the availability of funding based on the approval of the budgets for both the City of Tallahassee and Leon County.

Specific written comments, recommendations, and findings from the CHSP Citizens Review Team are attached. Findings represent chronic and/or vital programmatic or administrative concerns documented by the Citizens Review Team. **Please note findings and serious concerns that are not remedied may affect the level of funding that your organization receives in future funding cycles.** Please thoroughly review the comments and respond where necessary. If you choose, you may provide a written response to any comment, recommendation, or finding. Written responses must be received within 30 days of your receipt of this letter. Agency comments, recommendations, findings, and responses will be made available to the FY 2020/2021 Citizens Review Teams.

APPEALS

The Community Human Service Partnership employs an appeals process. Please note that a denial or reduction of the funding allocation alone is not appealable. An allocation made by the Citizens Review Team may be appealed only if the following condition applies:

A request for an appeal must include documented evidence that the funding request was inappropriately denied or reduced due to gross misconduct, error, or misinterpretation by the Citizens Review Team. This condition only applies to agencies funded by the CHSP process in fiscal year 2017/2018.

Requests for an appeals hearing must be submitted in writing via email to Pat Holliday **by 5:00 PM, on Thursday, August 23, 2018.** Please limit the appeals request to two pages, and state clearly how the condition (the appeals criteria) mentioned above applies to your agency. Pat's contact information is as follows: direct phone line, 891-6524; email address, patricia.holliday@talgov.com.

In the event the Appeals Committee approves the request for an appeal, **a hearing will be scheduled on Friday, September 7, 2018. Please note that the decisions made by the Appeals Committee are final.**

If you have any questions, please contact Pat Holliday.

Fiscal Year 2018/19 Program Funding Allocations and General Comments & Findings

	City	County	Total Allocation
Head Start	\$45,000.00	\$0.00	\$45,000.00
Total Allocation	\$45,000.00	\$0.00	\$45,000.00

General Comments from the Citizens' Review Team

1. The program addresses an important community need.
2. **Third year concern:** The fundraising and grant writing activities included in the application are outdated. For example, the grant writing activities reported in the application are dated 2016. In the next CHSP funding cycle, provide the specific policy that prohibits the agency from conducting fundraising activities.
3. The application was insufficient; please proofread the application for accuracy and comprehensiveness prior to submission. Also, explore obtaining assistance in grant writing in order to present a more professional product.
4. Ensure that the agency uploads the current legal documents in the CHSP portal.

Please note that this page includes general comments and findings noted by the Citizens' Review Team. General comments include suggestions, positive feedback, and other thoughts and ideas from the team that are meant to be constructive and helpful to the agency's success. Findings represent chronic and/or vital programmatic or administrative concerns documented by the Citizen's Review Team. Please note that findings not remedied may affect the level of funding that your organization receives in future funding cycles. Please read the comments and findings carefully and response where necessary. If you choose to respond, you may provide a written response to any comment or finding. Written responses must be received within 30 days of your receipt of this letter. This page will be made available to next year's allocation teams.

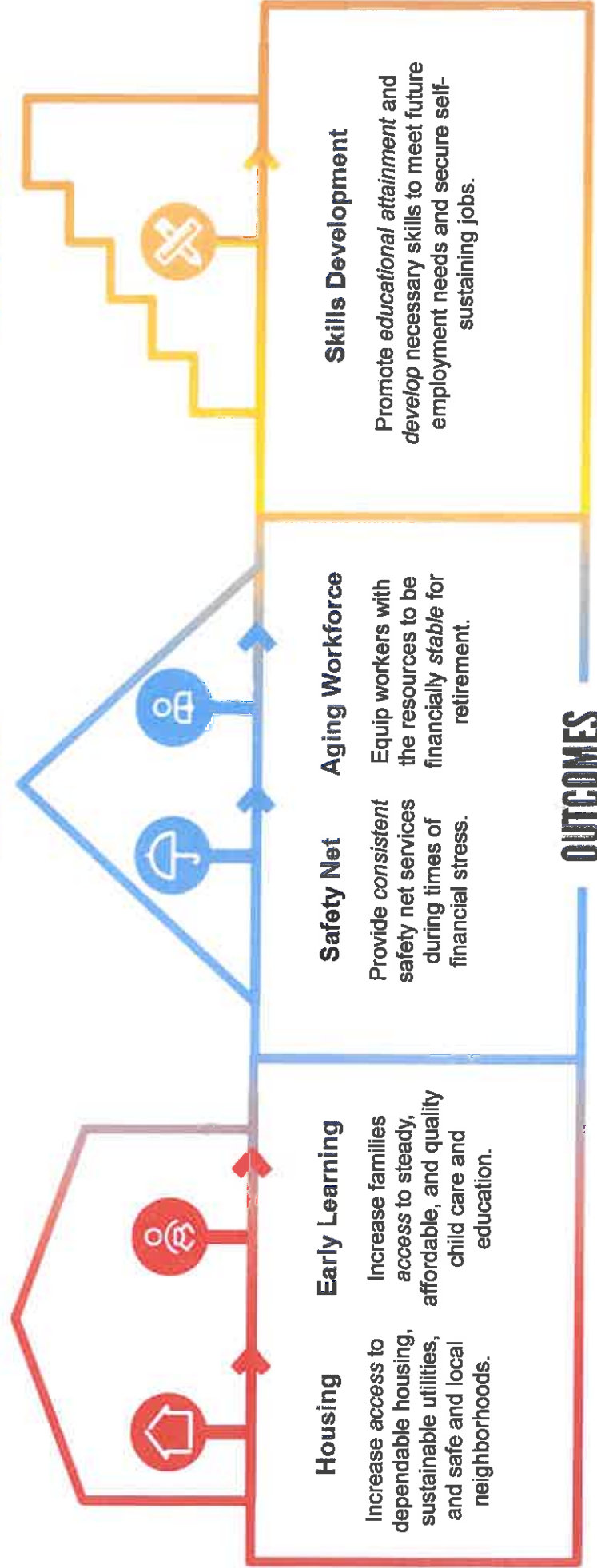
**Economic Empowerment Through Workforce Enablement
for Those at or Below The ALICE Threshold
(Asset Limited. Income Constrained. Employed.)**

GOALS

ACCESS

STABILITY

DEVELOPMENT



Understanding the Impact

AGENCY IMPACT

This is a major transformation which builds on our history and prepares us to lead for the future

Change

- Enhance Performance Accountability Measures
- Create Competitive Grants Process
- Remove Certification Process
- Allocate Based on Focused Community Priorities
- Move to Outcome Designations
- Enhance Application Portal
- Evaluate Internal Initiatives and Neighboring Counties