

Capital Area **Community Action** Agency

Board Meeting Agenda

**Tuesday, September 25, 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. Approval of Minutes**
 - i) Board Meetings – 7.24.108 and 9.5.2018
 - B. Fiscal Report**
 - Narrative
 - Revenue & Expenditures Agency - 2 page
 - Balance Sheet
 - Head Start Match
 - Credit Card Activity Spreadsheet
 - Credit Card Statements
 - C. Annual Budget**
 - D. Franklin County ESF Account Update**
 - E. Board Seat – Wakulla County**

- 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 10.23.2018 – 5:30 pm – 309 Office Plaza Drive

Next Board of Directors Meeting 11.27.2018 – 6:00 pm – Ghazvini Center for Healthcare Education



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Capital Area **Community Action** Agency

Board of Directors Meeting Minutes July 24, 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

Members absent: Deborah Peterson and Harold Ross

The meeting was called to order at 6:04 p.m. by the Chair. A quorum was established.

Ms. Ridley made a motion for approval of Special Joint Head Start Meeting Minutes of June 15, 2018. Seconded by Mr. Jennings, and unanimously approved. Mr. Jennings made the motion to approve the Board Meeting Minutes of May 22, 2018. Seconded by Ms. Smith, and unanimously approved.

The Chair asked for introductions from members and attendees: Michael Carter, CPA, Carr, Riggs & Ingram; Ms. Edgar, Attorney; Ms. Watson, Executive Assistant; Ms. Self, Chief Operating Officer, Mr. Center, CEO/Head Start Director; Ms. McElroy, Gulf County; Mr. Jennings, Jefferson County; Ms. Ridley, Business Owner; Ms. Sgouros, Finance Director; Ms. Smith, Treasurer, Career Source Capital Region; Ms. Johnson, Board of Directors Policy Council.

The Chair asked for a motion to seat Ms. Edgar on the Board. Mr. Jennings made a motion to accept Ms. Edgar on the Board. Seconded by Ms. Smith and unanimously approved.

Audit Presentation

Mr. Center stated that this was the best audit the Agency has received, which is a testament to the work the Finance Department has provided to the Agency. The Agency receives a Community



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Service Block Grant Performance Standard (CSBG), which requires that an annual audit be completed of the organization.

Mr. Carter, Carr, Riggs &, Ingram, audit partner to the Agency, asked members to review the Audited Financial Statements report because this report will provide a complete overview of the Agency's financials. He further stated that the financial statements are shown as consolidated financial position of the Agency.

Ms. Edgar asked what the total liabilities and nets assets difference in \$1 million for line "L". Mr. Carter stated that the cash increased \$150K, Grants receivables increased \$250K, property and equipment increased by \$500K which is net increase in assets. He further stated that liabilities increased from \$714K to \$1.6M which includes: mortgage, line of credit that includes building down payment.

Mr. Center explained that most of the Agency's grants are cost-reimbursable grants. The Agency has to spend the money then invoice to be reimbursed by the funder. Head Start funds are the only grants that the Agency receives directly from the federal government. Ms. Sgouros stated that we have to have funds by September 30th as bills come due.

Mr. Center said that because we are a cost-reimbursable grant we would have to spend the money then request be reimbursed by the funder. The problem we face is that federal grants do not allow for spending on interest but principal. We created a company "Community Action Holdings", as a subsidiary of the non-profit, it is identified through a non-profit status which exempts from property taxes, but it allows paying into holdings and is reimbursed for the entire amount.

Mr. Carter stated that overall Capital Area Community Action Agency, Inc. and Subsidiary did not qualify as a low-risk auditee. It is recommended improvement and documentation of annual closeout procedures to promote the identification of potential bookkeeping errors associated with year-end accruals and other adjustments.

Mr. Jennings made a motion to accept the audit report. Seconded by Ms. Smith and unanimously approved.

ACTION ITEMS

Mr. Center stated that at the last Executive Committee Meeting concerns were raised about the number of meetings being held in a month. There was a request to amend the By Laws so that 2 meetings are not held in 1-month. Mr. Center said that the By Laws do not state the number of meetings held in a month so the months when Board meetings are held there will be no

Executive Committee Meetings. Board meetings will be held at 6:00 p.m., and the Executive Committee Meetings held on the 4th Tuesday of alternating months.

The Chair stated that out of consideration of everyone consistency across the Board to change the meeting time to 6:00 p.m. Ms. Ridley stated that based on past experience you should keep the current meeting times. The Chair stated that the previous 2 meetings began late. She suggest to Board members if you are going to be late please call-in. She would like for meetings to convene at 5:30 p.m.

Mr. Center stated that Board members receive an email reminder followed-up with a phone call from Ms. Watson the day before the meeting. The Chair reiterated that the Executive Committee Meetings will convene at 5:30 p.m. whether on the phone or in person.

Ms. Johnson stated that she is seated on the Board as representative for Policy Council and suggests that Board members consider attending Policy Council to get a clear understanding of what the Agency does. She further stated that because Head Start is a part of our program, Board members attend to see what occurs in the Policy Council meetings. Mr. Center stated that there is the governing body of the Agency which is the Board of Directors, and Head Start has a requirement for parents and community leaders engage in Policy Council. We began the process of having a liaison that serves on the Board, and a member of Board to serve on the Policy Council. In the last year, we have lost that Board member attending the Policy Council meetings.

Mr. Center stated that Ms. Johnson would like to see rotation of Board members attending Policy Council, as well as attending the meetings. Ms. Smith asked do the By Laws state that the Chair is a member of Policy Council? Mr. Center stated that it was written in the By Laws for representative from the Policy Council on the Board. Ms. Johnson asked is representative attending or serving? Mr. Center said serving on the Policy Council, as a voting member.

Franklin Eastpoint Fires

Mr. Center stated that on Sunday, June 24, 2018, a wild fire swept through Eastpoint, Florida, Franklin County, destroying 36 homes, displacing 45 to 50 families. On Wednesday, June 27, 2018, the Agency reached out to assist. We were contacted by the Department of Economic Opportunity (DEO), asking if the Agency's in a position to assist in the recovery with the purchase of some FEMA surplus trailers to provide temporary housing?

Mr. Center stated that the Agency looked at the Community Service Block Grant (CSBG) to determine where the dollars could be reallocated at \$150K. DEO contacted the Agency to offer assistance to purchase the trailers that were identified by the Governor's office. During Hurricane Irma 24 trailers were on the lot in Homestead that was available from displaced families during the storm. The Agency moved forward to purchase the trailers, but discovered that the Agency was not able to purchase surplus federal property in bulk, so Franklin County gave the Agency money to purchase the trailers and Agency pay back Franklin County. The Agency purchased \$204,000 camper trailers which housed 18 of the 24 families as a temporary housing for 6-months.

The Agency's Case Managers will work with these families to get them in to the work force or to direct them to our Getting Ahead/Staying Ahead Self-sufficiency programs.

The Chair stated that Gulf County offered support to the Eastpoint as well. The Chair further stated that she asked Mr. Center to meet with Commissioners at Gulf County Commission Meeting to speak on the Agency efforts to assist in the disaster.

Ms. Edgar stated that she would be interested in offering information on transition electric providers to the Board.

FISCAL

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 58% respectively, with net income of \$277,097, of which most 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. Ms. Sgouros stated that she forecasted the Agency would be about \$20,000 of the goal for year ending September 20, 2018, due to Government Local contract being expended. The Grants – Other Not for Profits are budgeted at \$15,000 at 3% increase. These grants are spent on an uneven basis throughout the year. The same with VPK and School Readiness because the Agency will not receive funding June, July and part of August. Ms. Sgouros stated that Ms. Richards provided suggestions for In-kind contributions for Head Start to get donated computers for the Centers.

The Chair asked if Board members attend Policy Council would this provide In-kind for Head Start. The Chair asked that a reminder email be sent to the entire Board of the next Policy Council meetings scheduled for August 16, 2018, at 6:00 p.m., and September 20, 2018, at 6:00 p.m. Ms. Johnson asked if Board members receive In-kind if attended meetings by phone? Ms. Sgouros said each member will receive \$42.00 an hour per person.

Expenditure Variances and Explanation

Unemployment – No new variances but unemployment which will even-out over the year.

Travel – Out of Area – Ms. Johnson questioned line item 6315, as used funds. Ms. Sgouros stated that those funds were reallocated in Head Start. Ms. Smith asked did staff not use travel? Ms. Sgouros stated that staff understands what constitutes travel – out of area? Travel throughout outlining counties is not considered travel – out-of-area. Ms. Smith asked what line item is travel? Ms. Sgouros said Meetings/Workshop/Trainings, and Training/Staff Development.

Contribution – Restricted – Separate unrestricted funds. Ms. Johnson asked what is Contribution – Restricted? Ms. Sgouros stated those contributions strictly allocated for a specific line item.

On page 24, the Golden Apple Gala, shows overage but we have received donations, this will even out.

Ms. Johnson made a motion to accept the financial report. Seconded by Ms. Edgar and unanimously approved.

PROGRAM UPDATES

LIHEAP

The Agency received a cover letter to our LIHEAP Program Monitoring Report. We received no findings or concerns of our fiscal and program operations.

CSBG

Mr. Center stated that Ms. Robinson provided an overview of each of our counties Staying Ahead Program. We are preparing for our Getting Ahead Orientation in Leon County, with

twenty clients registered. We are working to establish the Getting Ahead Program for the Eastpoint wildfire victims.

Ms. Smith asked why no participants in Wakulla County Staying Ahead Program? Mr. Center stated that the Agency recently hired Ms. Weems, Case Manager for Wakulla, currently no participants enrolled in the July 30, 2018, orientation.

Mr. Center stated that our Agency is contacting Ruby Reason for our Self-Sufficiency Program.

Head Start

Pre-service training will begin on July 30, 2018, for Center Directors, on Tuesday, July 31-August 3, 2018, the entire Agency. We are in the process of completing enrollment, and registration. Head Start will begin in 2-weeks, August 13, 2018, with Orientation sessions for families registering.

Ms. Treadwell is in the process of hiring staff for the Extended Day Program. Head Start hours are 7:30 a.m. to 3:00 p.m. The last hour is available for staff to complete In-service Training, and working on their individual lesson plans, and case notes. This is a new program designed for Head Start to be more focused on CLASS and most effective in the classrooms.

We have hired most of the staff so we will focus on special training from the Office of Early Learning to assist with School Readiness and VPK. A planning meeting has already taken place. We are hiring a group to come in and train staff to do well with their CLASS Assessment.

Ms. Johnson asked with the Extended Day Staff, is that 3:00 p.m. – 5:15 p.m. and what Centers. Mr. Center stated 3:00 p.m. – 5:15, at Royal and South City Head Start. The Early Learning Coalition has a new process that they are using as an on-line portal to track hours and days, which is accumulation of not more than 540 hours. Ms. Johnson asked is the Extended Day Staff hiring standards requirements same as the Head Start staff? Mr. Center stated that they are held to the same standards but do not have to go through Policy Council.

We will also have someone from Baltimore, Maryland to come in and provide training and technical assistance on Health and Safety Processes. We have to take corrective-action on some of our safety processes as required for DEO Federal Monitoring.

Ms. Ridley asked what is the age to register for Head Start? Mr. Center stated 3-5 year old for VPK.

The lease for South City will renew in 2019, there was a discrepancy in the renewal dates.

The meeting adjourned at 8:14 p.m.

Mr. Ross, Secretary

Date

Capital Area **Community Action** Agency

Special Call Meeting Community Action Board of Directors – Emergency Support Function 15 – Franklin County September 5, 2018

Members in Attendance:

Christy McElroy*, Chair
Harold Ross*, Secretary
Kara Smith*, Treasurer
Lauren Johnson*
Pam Ridley*
Lisa Edgar*

CACAA Staff:

Tim Center
Nina Self
Margaret Watson

Members absent: Derrick Jennings and Deborah Peterson

*Attended by phone

The meeting was called to order by the Chair at 4:04 p.m. and a quorum was established.

Mr. Center opened the meeting informing members that the purpose of the Special Call Meeting was to discuss the request from Franklin County for Community Action to become the Emergency Support Function 15 (ESF 15) for the Franklin County wildfire relief efforts. He indicated that the Agency was presented with a proposal that was initially presented to Franklin's Promise Coalition as an example of what the contract would entail. However, Franklin's Promise declined the offer so the County offered the contract to the Agency.

The Federal Emergency Management Agency provides for a national response framework that outlines the role of the Emergency Support Function (ESF). Given the amount of monies raised Franklin County asked Michael Shuler to draft a contract to outline the role and responsibilities of the two parties. The draft contract assigns ESF-15 responsibilities to this Agency as it relates to the financial donations related to the Eastpoint Wildfire. The contract provided for regular supporting and transparency and accountability to Franklin County, and the public for donations received in its capacity as the ESF15.



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The contract provided detailed information asking Community Action to provide direct support as it relates to the financial donations of the Eastpoint Wildfire incident.

During the Executive Committee Meeting of August 28, 2018, questions were raised as to the support function timelines as well as the specific dollar amount proposed. Mr. Center provided a Recommended Task List Timeline detailing individual tasks for Week 1 through Week 6. He indicated that \$249,659.00, will be transferred in the local bank account that will be administered by the selected Agency as the ESF 15.

Mr. Center ask for Board approval to accept the invitation to become the Emergency Support Function 15 (ESF) for Franklin County wildfire relief efforts. The Chair asked Mr. Center will there be a separate bank account for these funds? Mr. Center said these are County dollars, but they will be administered by the Agency. The Agency will be required to have an audit completed by Carr, Riggs, & Ingram, LLC.

The Chair asked has the criteria for the position been determined? Mr. Center said that as referenced above, the proposed contract has been drafted and edited to outline the role and responsibilities for the Agency to become the ESF 15. The Chair stated that the County will be the decider for the decision-making for this contract.

The contract also states that all expenditures in excess of \$1,500.00 shall require the prior approval of Franklin County's Coordinator. Franklin County will pay \$3,500.00 annually to cover administrative fees, staffing costs and other related expenses while it serves in this capacity. Ms. Edgar stated that \$3,500.00 is extremely low, and if he had any knowledge of what the workload will be? Mr. Center stated that he provided a copy of Recommended Task List Timeline for Week 1 through Week 6 detailing each task.

The Chair asked Ms. Self if she had any concerns as it relates to the role of the Emergency Support Function 15 (ESF 15). Ms. Self stated that the position would need to hire a full-time person for LIHEAP and CSBG. We are working with Head Start staff in Franklin and Liberty to assist in filling the positions.

Ms. Johnson inquired as to whether all negotiations will be completed by Week 3, if the positions are not currently filled in those counties. Mr. Center said he plans to meet with the County during that time. Ms. Johnson asked how we will train the staff to meet our accomplishments. Mr. Center stated that we will need coaching from Franklin County's team.

Ms. Smith made a motion to accept the invitation to become the Emergency Support Function 15 (ESF) for Franklin County wildfire relief efforts. Ms. Edgar seconded, and it was not unanimously approved. Ms. Johnson opposed.

The meeting was adjourned at 4:55p.m.

Mr. Ross, Secretary

Date

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

As of July 31, 2018, we have completed ten months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 83% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 79% and 78% respectively, with net income of \$94,645.47.

Year to Date in-kind and non-Federal share match totals \$766,043 which is 88% 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 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 slightly over the budget due currently unreimbursed POI insurance payments for the Weatherization program.

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

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

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 Ten Months Ended 7/31/18

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
4000	Government Contracts - FEDERAL - DIRECT	3,464,698.00	2,888,859.16	(575,838.84)	83%
4005	Government Contracts - Federal Indirect	6,418.00	4,813.50	(1,604.50)	75%
4010	Government Contracts - STATE	4,006,283.15	2,818,916.17	(1,187,366.98)	70%
4020	Government Contracts - LOCAL	162,000.00	150,558.58	(11,441.42)	93%
4100	Grants - Other Not-for-Profits	39,098.00	21,796.21	(17,301.79)	56%
4120	Grants - All Other Sources	0.00	0.00	0.00	
4200	Contributions	3,500.00	9,252.02	5,752.02	264%
4210	Contributions- Restricted	0.00	59,491.32	59,491.32	
4300	Special Events	0.00	4,300.00	4,300.00	
4320	Commissions-Vending/Photo	2,000.00	2,550.40	550.40	128%
4950	Interest Income	0.00	48.08	48.08	
4960	Fringe Pool Revenue	744,738.00	618,974.60	(125,763.40)	83%
4970	Indirect Pool Revenue	627,868.00	533,406.43	(94,461.57)	85%
4995	Other Revenue	9,750.00	23,537.10	13,787.10	241%
Total Revenue		<u>9,066,353.15</u>	<u>7,136,503.57</u>	<u>(1,929,849.58)</u>	79%
Expenditures					
6010	Salaries & Wages	2,817,576.08	2,180,913.66	636,662.42	77%
6110	Fringe	794,634.16	619,788.78	174,845.38	78%
6120	FICA	187,738.00	159,230.30	28,507.70	85%
6130	Unemployment	50,000.00	41,282.10	8,717.90	83%
6140	Workers Compensation	42,000.00	40,627.90	1,372.10	97%
6150	Health Insurance	385,000.00	342,350.86	42,649.14	89%
6160	Life Insurance	30,000.00	22,407.61	7,592.39	75%
6170	Retirement	35,000.00	28,960.96	6,039.04	83%
6180	Staff Screenings	4,012.50	759.50	3,253.00	19%
6210	Indirect Costs	690,978.11	540,275.12	150,702.99	78%
6310	Travel - In Area	24,544.74	11,197.24	13,347.50	46%
6315	Travel - Out of Area	13,552.17	748.23	12,803.94	6%
6410	Office Supplies	16,973.21	12,147.86	4,825.35	72%
6415	Program Supplies	22,650.00	20,036.04	2,613.96	88%
6420	Classroom Supplies	43,270.00	20,002.65	23,267.35	46%
6430	Kitchen Supplies	35,000.00	16,222.20	18,777.80	46%
6440	Medical/Dental Supplies	1,000.00	236.54	763.46	24%
6510	Copies/Printing/Copier	24,284.08	21,432.03	2,852.05	88%
Maintenance/Toner/Paper					
6600	Postage and Delivery Expense	5,211.61	2,709.60	2,502.01	52%
6710	Contractual Services/Professional	316,748.62	184,697.39	132,051.23	58%
6715	Contractual Services – Health/Disabilities	171,188.00	145,182.80	26,005.20	85%
6810	Rent/Space Cost	279,215.91	226,251.43	52,964.48	81%
6820	Utilities	71,784.49	71,886.40	(101.91)	100%
6830	General Liability and Property Insurance	45,451.20	46,380.52	(929.32)	102%
6840	Communications	63,718.87	64,742.67	(1,023.80)	102%
6850	Repairs and Maintenance- Building	153,317.25	133,937.79	19,379.46	87%
6910	Equipment Maintenance	23,088.15	22,435.60	652.55	97%

Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the Ten Months Ended 7/31/18

6920	Vehicle Expense	71,507.53	46,546.91	24,960.62	65%
6930	Equipment Lease	14,040.50	11,222.06	2,818.44	80%
6940	Technology	23,653.32	32,481.52	(8,828.20)	137%
7010	Fees, Licenses, and Permits	6,716.51	5,762.84	953.67	86%
7020	Dues/Subscriptions	19,547.52	13,018.64	6,528.88	67%
7110	Special Events	0.00	3,810.08	(3,810.08)	
7210	Client Assistance	2,243,571.01	1,693,702.50	549,868.51	75%
7320	Expendable Equipment	23,467.46	16,081.81	7,385.65	69%
7410	Registration Fees	11,202.36	8,517.22	2,685.14	76%
7420	Meetings/Workshops/Training	54,047.62	38,612.84	15,434.78	71%
7430	Training/Staff Development	42,998.00	26,444.37	16,553.63	62%
7440	Advisory/Board Member Expenses	7,500.00	2,814.54	4,685.46	38%
7450	Advertising	13,879.34	2,350.27	11,529.07	17%
7460	Parent Activities	1,200.00	124.99	1,075.01	10%
7510	Raw Food Cost	172,351.00	160,419.90	11,931.10	93%
7610	Interest Expense	7,000.00	122.27	6,877.73	2%
7630	Bank Service Charges	3,500.00	2,981.56	518.44	85%
	Total Expenditures	<u>9,064,119.32</u>	<u>7,041,858.10</u>	<u>2,022,261.22</u>	78%
	Excess Revenue over (under) Expenditures	<u>2,233.83</u>	<u>94,645.47</u>	<u>92,411.64</u>	

Capital Area Community Action Agency
Balance Sheet
For the Ten Months Ended 7/31/18

	Current Period Balance
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Assets	
Petty Cash	510
Cash Operating Hancock Bank	650,653
Cash-Bank Restricted	77,740
Grants Receivable	575,949
Building	245,000
Accumulated Depreciation - Building	(70,795)
Equipment	76,691
Total Assets	<u>1,555,749</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	74,630
Accrued Leave	59,615
Accrued Wages	3,647
Accrued Fringe Benefits	1,005
Accrued Taxes	890
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	385,888
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	750,317
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	1,075,215
Current Net Income	<u>94,645</u>
Total Net Assets	<u>1,169,861</u>
Total Liabilities and Net Assets	<u>1,555,749</u>

Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the 10 Months Ending July 31, 2018

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		49,350			
Grants - Other Not for Profits		14,504			
In-Kind Revenue		334,278			
VPK/SR		367,911			
	866,176	766,043	88%	100,133	12%

Vendor Name	Fund Code	Cod e	Effective Date	Expenses Document Description	Transaction Description
HANCOCK	1064	6410	7/27/201	53.98 ACCT#XXXX7303- KRISTIN JACKSON	OFFICE SUPPLIES FOR CLASS TRAINING
HANCOCK	1064	6410	7/27/201	4.28 ACCT#XXXX6623-DARREL JAMES	SUPPLIES FOR RECRUITMENT EVENT
HANCOCK	1064	6850	7/27/201	403.12 ACCT#XXXX7366- NINA SINGLETON	REMOVAL OF RACOONS AT LB ROYAL
HANCOCK	1064	6920	7/27/201	91.07 ACCT#XXXX6982-FATIMA OLEABHIELE	FUEL FOR CO. TRUCK
HANCOCK	1064	6920	7/27/201	45.00 ACCT#XXXX6623-DARREL JAMES	FUEL FOR CO. CAR
HANCOCK	1064	6920	7/27/201	50.00 ACCT#XXXX6623-DARREL JAMES	FUEL FOR CO. CAR
HANCOCK	1064	6920	7/27/201	51.00 ACCT#XXXX6623-DARREL JAMES	FUEL FOR CO. CAR
HANCOCK	1064	6920	7/27/201	15.05 ACCT#XXXX6982-FATIMA OLEABHIELE	FUEL FOR CO. CAR
HANCOCK	1064	7010	7/27/201	35.00 ACCT#XXXX6706-NICHELE RICHARDS	VISA ANNUAL FEE
HANCOCK	1064	7430	7/27/201	1,555.74 ACCT#XXXX6623-DARREL JAMES	HOTEL FOR MULTIPLE STAFF-ONE GOAL SUMMER
HANCOCK	1064	7430	7/27/201	83.46 ACCT#XXXX6623-DARREL JAMES	PARKING FEE- ONE GOAL SUMMER CONFERENCE
HANCOCK	1064	7430	7/27/201	500.00 ACCT#XXXX6623-DARREL JAMES	REGISTRATION FEES- ONE GOAL SUMMER
HANCOCK	1064	7430	7/27/201	468.44 ACCT#XXXX6982-FATIMA OLEABHIELE	ONE GOAL SUMMER CONF- RENTAL CAR
HANCOCK	1064	7430	7/27/201	4.27 ACCT#XXXX6982-FATIMA OLEABHIELE	ONE GOAL SUMMER CONF-FOOD
HANCOCK	1064	7430	7/27/201	11.17 ACCT#XXXX6982-FATIMA OLEABHIELE	ONE GOAL SUMMER CONF-FOOD
HANCOCK	1064	7430	7/27/201	15.05 ACCT#XXXX6982-FATIMA OLEABHIELE	ONE GOAL SUMMER CONF-FOOD
HANCOCK	1064	7430	7/27/201	16.87 ACCT#XXXX6982-FATIMA OLEABHIELE	ONE GOAL SUMMER CONF-FOOD
HANCOCK	1064	7430	7/27/201	24.09 ACCT#XXXX6982-FATIMA OLEABHIELE	ONE GOAL SUMMER CONF-FOOD
HANCOCK	1064	7430	7/27/201	44.47 ACCT#XXXX6982-FATIMA OLEABHIELE	ONE GOAL SUMMER CONF-FOOD
HANCOCK	1064	7430	7/27/201	33.00 ACCT#XXXX6982-FATIMA OLEABHIELE	ONE GOAL SUMMER CONF-FOOD
HANCOCK	1064	7430	7/27/201	50.00 ACCT#XXXX6982-FATIMA OLEABHIELE	ONE GOAL SUMMER CONF-FUEL FOR RENTAL CAR
HANCOCK	1064	7430	7/27/201	4.62 ACCT#XXXX6706-NICHELE RICHARDS	ONE GOAL SUMMER CONF-FUEL FOR RENTAL CAR
HANCOCK	1064	7430	7/27/201	10.82 ACCT#XXXX6706-NICHELE RICHARDS	FOOD - PARENT ENGAGEMENT CONF- NEW
HANCOCK	1064	7430	7/27/201	1.63 ACCT#XXXX6706-NICHELE RICHARDS	FOOD - PARENT ENGAGEMENT CONF- NEW
HANCOCK	1064	7430	7/27/201	4.94 ACCT#XXXX6706-NICHELE RICHARDS	FOOD- PARENT ENGAGEMENT CONF-NEW
HANCOCK	1064	7430	7/27/201	8.69 ACCT#XXXX6706-NICHELE RICHARDS	FOOD- PARENT ENGAGEMENT CONF-NEW
HANCOCK	1064	7430	7/27/201	31.22 ACCT#XXXX6706-NICHELE RICHARDS	FOOD- PARENT ENGAGEMENT CONF-NEW
HANCOCK	1064	7430	7/27/201	417.00 ACCT#XXXX5810- VENITA TREADWELL	ONE GOAL SUMMER CONF.-HOTEL
HANCOCK	1064	7430	7/27/201	417.00 ACCT#XXXX5810- VENITA TREADWELL	ONE GOAL SUMMER CONF.-HOTEL
HANCOCK	1064	7430	7/27/201	417.00 ACCT#XXXX5810- VENITA TREADWELL	ONE GOAL SUMMER CONF.-HOTEL
HANCOCK	1064	7430	7/27/201	6.40 ACCT#7600- TIM CENTER	PARKING FEE FOR HEAD START ASSOCIATION MTG
HANCOCK	1064	7450	7/27/201	585.00 ACCT#XXXX6623-DARREL JAMES	SIGNS FOR BUSES
HANCOCK	1064	7450	7/27/201	75.73 ACCT#XXXX6623-DARREL JAMES	T-SHIRTS FOR STAFF

HANCOCK	1064	7450	7/27/201	75.00	ACCT#XXXX6706-NICHELE RICHARDS	SITE TO HOST RECRUITMENT EVENT
HANCOCK	1064	7450	7/27/201	<u>195.45</u>	ACCT#XXXX6706-NICHELE RICHARDS	T-SHIRTS FOR STAFF
				<u>5,805.56</u>		
LOWE'S	1064	6415	7/31/201	89.01	ACCT#9084241- JULY 2018	SWING(RCPT \$93.70 LESS \$6.68 SALES TAX (TO BE
LOWE'S	1064	6415	7/31/201	<u>232.67</u>	ACCT#9084241- JULY 2018	ACCT#9084241- JULY 2018
LOWE'S	1064	6415	7/31/201	<u>45.48</u>	ACCT#9084241- JULY 2018	STORAGE BINS
				<u>367.16</u>		
Cards				6,172.72		

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING

Payee HANCOCK WHITNEY BANK
Vendor ID HANCOCK CC

Account #

57945

57945
8/9/2018

Invoice	Description
072718-NR	NICHELE RICHARDS (ROLI

Amount
\$403.25

Hancock Whitney Bank
MAHAN
08/10/18 13:57

Seq: 0082 ID: 101764 CB: 7124

Credit Card Payment \$403.25

Posting Date: 08/10/18

Thank you for banking with us.

\$403.25

LMP40 MP CHECK

Rev 1/17



104471

10447 (11/17) J187181

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-17	07-16	24492158197894082838855	8661	PAYPAL *OASISCTR 402-935-7733 CA	✓ M76.00 ✓
07-18	07-18	74270848199100009418453	0000	BRANCH PAYMENT - THANK YOU	M360.82
07-23	07-20	24226388202091007108766	5411	WAL-MART #1077 TALLAHASSEE FL	✓ M35.88 ✓
07-23	07-20	24431088202091456000018	7338	395 SHIRTS TALLY LLC TALLAHASSEE FL	✓ M195.46 ✓
07-25	07-24	24226388208091008642581	5411	WAL-MART #5022 NEW ORLEANS LA	✓ M4.94 ✓
07-25	07-23	24427338205710011647878	5814	CHICK-FIL-A #01370 TALLAHASSEE FL	✓ M8.69 ✓
07-26	07-24	24755428206172089393212	5812	HILTON CRESCENT MKTPL NEW ORLEANS LA	✓ M1.83 ✓
07-26	07-24	24755428206172089391218	5812	HILTON DRAGOS NEW ORLEANS LA	✓ M31.22 ✓
07-27	07-27		0000	ANNUAL FEE	✓ M35.00 ✓
07-27	07-24	24427338207710048869399	5814	RAISING CANE'S #135 NEW ORLEANS LA	✓ M4.62 ✓
07-27	07-26	24431088207722763826654	5814	VILLA FIK 2803 NEW ORLEANS LA <i>lost receipt. Afford.</i>	✓ M10.82 ✓

CP
8/31/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-18		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 403.25
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 360.82
		STATEMENT TOTAL 42.43
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING AC

Payee HANCOCK WHITNEY BANK
Vendor ID HANCOCK CC

Account #:

57941

57941
8/9/2018

Invoice	Description
072718-DJ	DARREL JAMES

ount
\$3,019.01

Hancock Whitney Bank
MAHAN
08/10/18 13:58

Seq: 0095 ID: 101764 CB: 7124

Credit Card Payment \$3,019.01

Posting Date: 08/10/18

Thank you for banking with us.

\$3,019.01

LMP40 MP CHECK



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104471 (11/17/18) 104471

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-28	06-27	24431068178288053800014	7338	395 SHIRTS TALLY ILC TALLAHASSEE FL	M75.73
07-02	06-28	24445008180100215031309	5331	DOLLAR-GENERAL #4821 MONTICELLO FL	M4.28
07-02	06-29	24141668181017041378414	7333	FASTSIGNS TALLAHASSEE FL	M585.00
07-04	07-02	24692168184100007907805	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00
07-09	07-05	24692168187100569301099	5542	GATE 1194 Q80 TALLAHASSEE FL	M50.00
07-13	07-11	24692168183100583350659	5542	GATE 1194 Q80 TALLAHASSEE FL	M51.00
07-18	07-14	24692168195100101127679	4722	CCP HOTEL RESVGETAROOM 800-292-0712 TX	M1,555.74
07-18	07-18	74270848199100009416370	0000	BRANCH PAYMENT - THANK YOU	M1,723.03
07-19	07-18	24013398199003749479034	8299	CREATIVE CENTER FOR CHILD TALLAHASSEE FL	M500.00
07-23	07-21	24073148203900011291114	3503	SHERATON TAMPA RIVERWALK TAMPA FL	M83.46
				697454 ARRIVAL 07-17-18	
07-25	07-23	24427338205710011648052	5814	CHICK-FIL-A #01370 TALLAHASSEE FL - <i>Relo Orleans Trng</i>	M7.16
07-26	07-24	24755428206172069389178	5812	HILTON RIVER-BLENDS NEW ORLEANS LA	M8.25
07-26	07-25	24013398206005291298576	5814	MANDARIN EXPRESS #544 RIV NEW ORLEANS LA	M12.31
07-26	07-24	24755428206172069390176	5812	HILTON DRAGOS NEW ORLEANS LA	M31.22
07-27	07-25	24755428207262070665184	5812	HILTON CRESCENT MKTPL NEW ORLEANS LA	M4.37
07-27	07-24	24427338207710043889407	5814	RAISING CANE'S #135 NEW ORLEANS LA	M5.50

Food
New Orleans Trng

OK 8/31/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-18		NEW PURCHASES AND
CUSTOMER SERVICE CALL		OTHER CHARGES 3,019.01
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 1,723.03
		STATEMENT TOTAL 1,295.98
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING A

Payee HANCOCK WHITNEY BANK
Vendor ID HANCOCK CC

Account #

57947

57947

8/9/2018

Invoice Description
072718-TC TIM CENTER

mount
\$1,931.32

Hancock Whitney Bank
MAHAN
08/10/18 14:00

Seq: 0089 ID: 101764 CB: 7124

Credit Card Payment \$1,931.32

Posting Date: 08/10/18

Thank you for banking with us.

\$1,931.32

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Rev 1/17

104471

10447 (11/17) J187161

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-29	06-28	24492158179894398301376	7392	PAYPAL *GULF POWER 402-935-7733 FL	M200.00 ✓
07-02	06-20	24431068180200946100199	4121	RIGOBERTO TAXI ALBUQUERQUE NM	M20.00 ✓
07-02	06-29	24692168180100821140669	3530	RENAISSANCE HOTELS SEA ORLANDO FL 013841 ARRIVAL: 06-27-18	M205.88 ✓
07-12	07-11	24492158182894904435315	7392	PAYPAL *GULF POWER 402-935-7733 FL	M200.00 ✓
07-16	07-12	24445008184200113041832	7011	SANDESTIN GOLF/BEACH SANDESTIN FL 0000811393 ARRIVAL: 07-11-18	M149.00 ✓
07-16	07-12	24445008184200113041915	7011	SANDESTIN GOLF/BEACH SANDESTIN FL 0000611400 ARRIVAL: 07-11-18	M149.00 ✓
07-17	07-16	24431068187026617091362	4816	ADOBE *ACROPRO SUBS 800-833-6687 CA	M14.99 ✓
07-18	07-18	74270848199100008416511	0000	BRANCH PAYMENT - THANK YOU	M1,324.86 ✓
07-18	07-17	24431068199207088501109	7523	FT BROOK GAR TAMPA FL	M6.40 ✓
07-18	07-17	24692168198100594079376	5942	AMAZON.COM AMZN.COM/BILL WA	M494.64 ✓
07-23	07-20	24908418201057916817873	7399	WPY*UNITED WAY OF THE BIG 855-4893729 CA	M25.00 ✓
07-23	07-23	24692168204100544663594	4722	EXPEDIA 7367868994390 EXPEDIA.COM WA	M193.91 ✓
07-25	07-24	24224438206104025165360	5812	NEWK'S EXPRESS CAF TALLAHASSEE FL	M15.00 ✓
07-25	07-24	24224438206104025165352	5812	NEWK'S EXPRESS CAF TALLAHASSEE FL	M103.00 ✓
07-26	07-25	24492158206637038590074	7372	LO AND CO DESIGN LO AN LOANDCO.CO FL	M120.00 ✓
07-27	07-27		0000	ANNUAL FEE	M35.00 ✓

8/6/8/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-18		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,931.32
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 1,324.86
		STATEMENT TOTAL 606.46
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERA1

Payee HANCOCK WHITNEY BANK
Vendor ID HANCOCK CC Account

57943
57943
8/9/2018

Invoice	Description
072718-KJ	KRISTIN JACKSON (RE

Amount
\$53.98

Hancock Whitney Bank
MAHAN
08/10/18 13:58

Seq: 0084 ID: 101764 CB: 7124

Credit Card Payment \$53.98
Posting Date: 08/10/18
Thank you for banking with us.

\$53.98

LMP40 M/P CHECK

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10447 (11/17) J187161

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-23	07-19	24445748201500584456813	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M53.98

gc
8/3/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-18		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 53.98
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 53.98
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING AC

Payee HANCOCK WHITNEY BANK
Vendor ID HANCOCK CC

Account #:

57942

57942

8/9/2018

Invoice	Description
072718-FOA	FATIMA OLEABHIELE (ALEXA)

ount
\$1,506.34Hancock Whitney Bank
NHNH
08/10/18 13:59

Seq: 0086 ID: 101764 CB: 7124

Credit Card Payment \$1,506.34

Posting Date: 08/10/18

Thank you for banking with us.

\$1,506.34

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Rev 1/17



104471

10447 (11/17) J187161

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Hancock Whitney Business Credit

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-18	07-18	74270848199100009416438	0000	BRANCH PAYMENT - THANK YOU	M96.46
07-18	07-18	74270848199100009416364	0000	BRANCH PAYMENT - THANK YOU	M1,959.13
07-18	07-17	24445008199000955713511	5411	PUBLIX #852 TALLAHASSEE FL	M11.17
07-18	07-17	24445008199400130897316	5411	WM SUPERCENTER #1960 TAMPA FL	M24.09
07-19	07-17	24000978199842403531808	5812	JAMAICAN TROPICALE TAMPA FL	M16.87
07-20	07-18	24269798200500700992003	5812	ULELE 0601 TAMPA FL	M44.47
07-20	07-19	24022078201018008462825	5541	SUNOCO 0299185900 TAMPA FL	M50.00
07-23	07-20	24224438203101069778800	5812	TACO BUS LUTZ LUTZ FL	M4.27
07-23	07-20	24326888201200299200764	5812	TOOJAYS DWNTWN TAMPA TAMPA FL	M15.05
07-23	07-20	24692168202100708184827	5542	GATE 1194 Q80 TALLAHASSEE FL fuel	M15.05
07-23	07-20	24316058202548305015613	5542	SHELL OIL 57545056806 LUTZ FL	M33.00
07-23	07-20	24391218202825738805428	3389	AVIS RENT-A-CAR 1 TALLAHASSEE FL	M468.44
07-26	07-25	24431068207400184001120	5251	ACE HDWE APALACHICOLA FL	M77.74
07-26	07-25	24427338206720004548446	5541	PIGGLY WIGGLY #381 APALACHICOLA FL fuel	M91.07
07-26	07-25	24431068207400184000676	5251	ACE HDWE APALACHICOLA FL	M239.20
07-27	07-26	24431068208400185000542	5251	ACE HDWE APALACHICOLA FL	M415.92

96
8/3/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-18		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,506.34
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 2,055.69
		STATEMENT TOTAL 549.25
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING ACC

Payee HANCOCK WHITNEY BANK
Vendor ID HANCOCK CC

Account #:

57949

57949

8/9/2018

Invoice	Description
072718-VT	VENITA TREADWELL

Int
\$1,318.95

Hancock Whitney Bank
MAHAN
08/10/18 13:56

Seq: 0080 ID: 101764 CB: 7124

Credit Card Payment \$1,318.95
Posting Date: 08/10/18
Thank you for banking with us.

\$1,318.95

LMP40 M/P CHECK

Rev 1/17



104471

10447 (11/17) J187181

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-04	07-03	24431068185026489418521	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M10.00 ✓
07-10	07-09	24431068191026420683385	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M10.00 ✓
07-10	07-09	24431068191026420710261	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M10.00 ✓
07-12	07-11	24231688193400003549914	5812	PANERA BREAD #600984 TALLAHASSEE FL	M13.99 ✓
07-12	07-11	24445008193000823712361	5411	PUBLIX #1051 TALLAHASSEE FL	M23.96 ✓
07-18	07-18	74270848199100009416479	0000	BRANCH PAYMENT - THANK YOU	M894.75 ✓
07-23	07-20	24906048202040100046115	3504	HILTON TAMPA TAMPA FL	M417.00 ✓
			0000701520	ARRIVAL 07-17-18	
07-23	07-20	24906048202040100046123	3504	HILTON TAMPA TAMPA FL	M417.00 ✓
			0000701621	ARRIVAL 07-17-18	
07-23	07-20	24906048202040100047303	3504	HILTON TAMPA TAMPA FL	M417.00 ✓
			0000701622	ARRIVAL 07-17-18	

9/3/18
CH

STATEMENT DATE 07-27-18	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,318.95
		NEW CASH ADVANCES .00
		CREDITS 894.75
		STATEMENT TOTAL 424.20
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING ACCOUNT

Payee HANCOCK WHITNEY BANK
Vendor ID HANCOCK CC

Account #:

946
57946
3/9/2018

Invoice	Description
072718-NS	NINA SINGLETON (SELF)

\$568.12

Hancock Whitney Bank
MAHAN

08/10/18 13:59

Seq: 0087 ID: 101764 CB: 7124

Credit Card Payment \$568.12

Posting Date: 08/10/18

Thank you for banking with us.

\$568.12

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104471

10447 (11/17) J187101

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TRANSACTION DETAIL

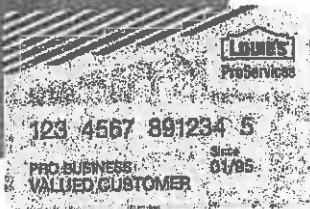
Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-29	06-28	24492158179740281924495	8999	SQ *CRITTER GETTER TALLAHASSEE FL	M161.25
07-04	07-03	24492158184740235985686	8999	SQ *CRITTER GETTER TALLAHASSEE FL	M80.62
07-04	07-03	24692168184100187429026	8999	SQ *CRITTER GETTER TALLAHASSEE FL	M161.25
07-04	07-03	24692168184100141796882	8999	SQ *LOCK BUSTERS, INC. DB TALLAHASSEE FL	M165.00
07-18	07-18	74270848199100009416339	0000	BRANCH PAYMENT - THANK YOU	M4,366.35

Handwritten signature/initials
8/31/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-18		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 568.12
		NEW CASH ADVANCES .00
		CREDITS 4,366.35
		STATEMENT TOTAL 3,798.23 or
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00

OK 9/8/2018

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CAPITAL AREA COMM ACTION

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Customer Service: 1-800-444-1408

Summary of Account Activity

Previous Balance	\$1,744.28
- Payments	\$1,744.28
- Other Credits	\$86.97
+ Purchases/Debits	\$3,008.36
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$2,921.39
Credit Limit	\$11,000.00
Available Credit	\$8,041.00
Statement Closing Date	08/02/2018
Days in Billing Cycle	31

Payment Information

New Balance	\$2,921.39
Total Minimum Payment Due	\$122.00
Payment Due Date	08/28/2018

07/05/2018

352325342

include
Sales Tax
quantity 4.47
8 credited 7/09/18

Transaction Summary

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
07/03	07/03	53113	STORE 0417 TALLAHASSEE FL	\$39.48
07/05	07/05	24296	STORE 0417 TALLAHASSEE FL	\$177.08
07/05	07/05		STORE 0417 TALLAHASSEE FL	(\$82.50)
07/06	07/06	10144	STORE 0716 TALLAHASSEE FL	\$31.68
07/09	07/09	34158	STORE 0417 TALLAHASSEE FL	\$19.50
07/09	07/09	96721	LOWE'S INTERNET FUL WILKESBORO NC	\$64.06
07/09	07/09		LOWE'S INTERNET FUL WILKESBORO NC	(\$4.47)
07/11	07/11	28620	STORE 0417 TALLAHASSEE FL	\$41.75
07/11	07/11	94640	LOWE'S INTERNET FUL WILKESBORO NC	\$281.40
07/16	07/16	98000	STORE 0716 TALLAHASSEE FL	\$80.78
07/16	07/16	29848	STORE 0716 TALLAHASSEE FL	\$10.71
07/16	07/16	92401	LOWE'S INTERNET FUL WILKESBORO NC	\$95.69
07/16	07/16	90437	LOWE'S INTERNET FUL WILKESBORO NC	\$45.69
07/16	07/16	90548	LOWE'S INTERNET FUL WILKESBORO NC	\$131.10
07/17	07/17	29985	STORE 0716 TALLAHASSEE FL	\$28.80

(Continued on next page)

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937

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Explanations for Annual Budget Variances

The following explanations are provided for variances of more than 10% and more than \$10,000. GL code numbers are used for reference. Although funding from some sources decreased significantly, the overall budget increased nearly 11% from the prior fiscal year which helps offset increasing costs.

4010 and 7210 – Government State (revenue) and Client Assistance - This increase is due in part to higher levels of government funding in three programs, and also to the new process of quickly crediting carryovers of unspent funds from prior periods.

4020 – Government (revenue) Local – This decrease is due to the reduction in CHSP funding which has been trending downward for the last 4 years.

6210 – Indirect Costs – This increase is the cumulative result of an increase in salaries and fringe due to the HeadStart COLA, employee raises and an increase in the agency's minimum hourly rate.

6715 – Contractual Services – Health/Disabilities - This category is projected to be a bit less this year as the number of students requiring services last year was higher than usual.

6850 – Repairs and Maintenance – This category is less than in the prior year as it is anticipated that the previously made repairs will reduce the upcoming year's expenses.

7320 – Expendable Equipment – This budget line item was reduced in order to be more in line with historic performance.

7420 & 7430 – Trainings, Workshops, Meetings & Staff Development - The changes in these two items are due to two factors: (a) There was a nearly \$6K increase in training funds from HHS and (b) there was an internal change in how these two categories are allocated for better tracking.

7510 – Raw Food – This increase is mostly due to an afternoon snack that will be served to students in the Extended Day Program (funded by VPK and SR).

7810 through 7850 – In-Kind Expenditures - Due to a decrease in Head Start matching funds from other sources, more matching in the form of in-kind is needed.

CAPITAL AREA COMMUNITY ACTION AGENCY INC.

PROPOSED BUDGET FOR 10/01/18 - 09/30/19

B/L Code	BUDGET LINE	Head Start	VPK	CZP	School Readiness	HS- Untrd Way	HS-CHIP	Untrd Way - NC	FEMA	CSBG*	LIFEAP*	WAP-WX	TAP	Project Help	Project Share	Indirect Cost Pool	General Fund	Fund Raising	Total 2018-19	Total 2017-18	Change In Dollars	Percentage Change	
4000	Government-Federal	3,464,698																		3,464,698	3,372,460	92,238	2.8%
4010	Government-State		214,133	336,240	108,120					759,110	1,847,392	479,082								3,744,077	3,021,547	722,530	20.9%
4020	Government-Local					45,000								7,500	52,000				104,500	122,000	-17,500	-14.6%	
4100	Grants - Non profit							4,600	4,600				15,000							37,200	44,347	-7,147	-17.6%
4200	Contributions					13,000													23,500	23,500	0	0.0%	
4320	Commissions																		2,000	2,000	0	0.0%	
4970	Indirect Pool Revenue																		690,118	627,868	62,250	10.1%	
4990	In-kind Contributions	484,722																		484,722	448,615	36,107	7.2%
4995	Other Revenue																			9,750	9,750	0	0.0%
	TOTAL REVENUE	3,949,420	214,133	336,240	108,120	13,000	45,000	4,600	4,600	759,110	1,847,392	479,082	15,000	7,500	52,000	690,118	15,250	20,000	8,560,565	7,672,087	888,478	10.9%	
6010	Salary And Wages	1,763,108	113,973	98,335	57,547	105	25,077			274,902	219,489	78,985				259,331			2,889,832	2,691,887	197,945	7.4%	
6110	Fringe		502,133			30	7,142			78,345	62,510	22,495				73,573			796,597	744,738	51,859	7.0%	
6180	Staff Screening	2,500								300	113	100				300				3,313	2,233	1,080	38.7%
6210	Indirect Costs	465,734	26,488	25,975	13,374	28	6,444			73,157	58,054	20,864			8,400				698,518	636,268	62,250	10.0%	
6310	Local Travel	2,500		1,000						7,545	3,450	8,500				1,200			500	24,695	20,972	3,723	16.4%
6315	Travel out of town	500								12,302	1,250									14,052	20,424	-6,372	-39.4%
6410	Office Supplies	7,500								2,123	1,150	2,000				3,250	200		500	21,387	21,150	237	1.1%
6415	Program Supplies	20,150				1,237														43,028	46,903	-3,875	-8.3%
6420	Classroom Supplies	37,046	3,975		2,007															24,721	26,000	-1,279	-5.3%
6430	Kitchen Supplies	-	7,974	12,721	4,026														500	500	2,000	-1,500	-75.0%
6440	Medical/Dental Supplies	500								6,784	3,450	1,050				3,000			26,784	26,345	439	1.4%	
6510	Copies/Copier supplies	12,000								1,387	875	300				1,100	50			4,912	5,061	-149	-3.0%
6600	Postage & Shipping	1,200								13,171	7,500	9,285				271,770	5,000		321,726	336,356	-14,630	-4.6%	
6710	Contractual Services	15,000																	163,537	174,715	-11,178	-10.0%	
6715	Contractual Services - Health/Disabilities	155,000				1,000	6,337	1,200		42,993	17,394	3,499				15,000			244,257	250,261	-6,004	-2.3%	
6810	Rent/Space cost	150,000	10,214		5,157											2,500			71,784	72,638	-854	-1.1%	
6820	Utilities	62,500								4,676	2,108					11,000			45,451	46,118	-667	-1.5%	
6830	Liability Insurance	21,000								3,278	1,750	8,423				2,500			63,719	63,296	423	0.7%	
6840	Communications	37,530								11,789	8,600	2,300				9,944			135,438	163,560	-28,122	-16.8%	
6850	Building Repair & Maint	75,000	26,858		13,562					5,124	2,400	2,550				3,000		500	23,888	28,298	-4,710	-16.9%	
6910	Equipment Maintenance	14,000								4,138	1,950					3,000			71,508	42,730	28,778	70.7%	
6920	Vehicle Expense	37,350								24,708	2,250	5,000				1,800			14,041	15,190	-1,149	-6.5%	
6930	Equipment Lease	8,500								2,291	1,250	200				5,000			24,653	37,938	-13,285	-31.8%	
6940	Technology	12,500								3,838	3,165	150				450		500	5,717	8,511	-2,794	-32.9%	
7010	Licensees/Fees/permits	1,500								2,542	275	450				3,200			17,048	18,399	-1,351	-7.0%	
7020	Dues/Subscriptions	2,500								6,160	188	5,000							0	750	-750	-100.0%	
7100	Volunteers	-																	0	0	0	0.0%	
7110	Special Event Expenses	-																	1,964,456	1,388,164	576,292	30.9%	
7210	Client Assistance	-						3,400	4,600	150,985	1,442,632	296,739	15,000	7,500	43,600				21,037	47,085	-26,048	-56.9%	
7320	Expendable Equipment	5,000								10,053	2,984					2,000		1,000		0	0	0	0.0%
7310	Equipment	-																	0	0	0	0.0%	
7410	Registration Fees	2,000								5,097	1,105					3,000			11,202	10,607	595	7.4%	
7420	Training/Workshops/Meetings	4,250								4,343	1,000	10,892				7,500		5,200	43,785	63,869	-20,084	-30.2%	
7430	Staff Development	40,995				10,600													42,498	6,250	36,248	613.5%	
7440	Advisory/ Board Member	2,000														3,500	1,500		7,000	7,000	-200	-3.2%	
7450	Advertising	2,000														500		1,000	11,379	8,674	2,705	26.2%	
7460	Parent Activities	1,200								7,079	500	300							1,200	1,134	66	5.5%	
7510	Raw food	-	9,791	170,203	4,944														184,938	146,293	38,645	26.8%	
7610	Interest Expense	-																	7,000	7,000	0	0.0%	
7630	Bank Service Charge	-														2,000	5,000		3,800	3,800	0	0.0%	
7810	In-kind Services	360,722														1,500	2,000	300	360,722	318,615	42,107	11.7%	
7820	In-kind Space	75,000																	75,000	110,000	-35,000	-29.2%	
7830	In-kind Travel	5,000																	5,000	0	5,000	0.0%	
7840	In-kind Other	32,000																	32,000	10,000	22,000	68.8%	
7850	In-kind Material	12,000																	12,000	10,000	2,000	16.7%	
	TOTAL EXPENSES	3,949,420	214,133	336,240	108,120	13,000	45,000	4,600	4,600	759,110	1,847,392	479,082	15,000	7,500	52,000	690,118	15,250	10,000	8,560,565	7,659,833	890,713	10.9%	
	NET INCOME	-	0	0	0	0	0	0	0	759,110	1,847,392	479,082	15,000	7,500	52,000	690,118	15,250	10,000	8,560,565	7,659,833	890,713	10.9%	
																			10,000	19,999	-10,000	43.0%	

* = CSBG, LIFEAP, and WAP are 3 year grants and are prorated/estimated for the annual budget. Carryforwards are also included.

CERTIFICATE OF CORPORATE RESOLUTION

I, Harold Ross, as Secretary of Capital Area Community Action Agency, Inc., a Florida nonprofit Corporation ("Corporation"), hereby certify that the following is a full, true and accurate copy of the resolution of the Board of Directors of the Corporation, duly and regularly passed and adopted at a meeting of the Board duly called and held in all respects as required by law and by the bylaws of the Corporation on September 2018, at which meeting a quorum of the Board was present, and that the resolution remains in full force and effect and has not been modified or repealed.

WHEREAS, it is in the best interest of the Corporation to enter into an agreement with Franklin County for the Emergency Support Function (ESF) 15.

RESOLVED, that Tim Center or Nina Self, as the Chief Executive Officer or the Chief Operating Officer, respectively, of the Corporation is hereby authorized and empowered on behalf of the Corporation to negotiate the terms for and to enter into and execute agreements with the Franklin County, and to negotiate the terms for and to execute any and all related documents which are necessary to effectuate the terms of said agreement.

Executed by me as Secretary of the Corporation on _____
Date

Secretary

President

(Corporate Seal)

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Annie McDuffie, Program Manager, Crisis Program
RE: Board Update for August 2018 – *Emergency Services*
DATE: September 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	County
Calhoun	27/59	13/23	24/43	43/94	23/54	25/40	24/49	22/57	13/28	13/27	24/68		227/474
Franklin	22/45	13/32	14/32	12/19	16/29	13/21	6/13	5/13	4/4	13/32	20/41		138/240
Gadsden	69/166	15/188	34/93	65/154	50/99	49/90	31/73	39/99	36/93	54/162	82/165		524/1,217
Gulf	23/38	11/22	11/26	19/28	14/37	25/35	20/42	6/13	9/25	16/37	16/31		170/303
Jefferson	20/47	18/60	30/84	45/113	57/125	52/114	26/65	16/40	7/13	10/28	21/60		302/689
Leon	279//802	217/562	228/626	284/791	277/674	292/671	232/579	228/612	216/614	216/659	347/928		2,816/6,590
Liberty	11/22	4/9	7/21	16/34	19/45	3/11	4/17	7/16	2/7	11/24	10/21		94//206
Wakulla	21/50	11/37	8/25	21/51	27/56	18/27	5/7	7/16	7/21	8/28	33/70		166/338
Total	472/1,229	302/933	356/950	505/1,284	483/1,119	477/1,009	348/845	330/866	294/805	341/997	529/1,384		4,437/10,057

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. Community Action is currently working modification #4 which will include an increase in Low Income Home Energy Assistance funding.

Starting October 1st, Community Action will be assisting will be assisting with propane and utility bills.



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Capital Area Community Action Agency

MEMORANDUM

FROM: Terry Mutch

RE: Weatherization Assistance Program

DATE: September 12, 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) has continued to pose issues but all recent reimbursements requests were submitted on time.

As of September 1, 2018, 54 homes have been processed and inspected. Of those 54 homes, 29 homes have been completed and inspected, 16 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	13	25
Liberty	-	0	6	0	0
Wakulla	4	2	7	0	1
Total	72	47	94	16	29



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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: 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.



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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: Head Start Policy Council and Board of Directors
FROM: Tim Center, CEO and Head Start Director
RE: Head Start Director's Report
DATE: September 19, 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

Updated checklists and processes are being implemented in classrooms and Centers in response to HHS Monitoring report. ChildPlus has been updated to collect work orders to provide more efficient tracking.

Curriculum

No new reports on curriculum issues. The focus with staff is in documenting in the online portal the individualized educational metrics about the students.

Enrollment

Centers are at full enrollment. Some dropouts have prompted waiting list recruitment.

Federal and State Regulations

No changes to regulations at this point.

Budget

Head Start Budget year ends September 30 – trying to spend down balance.



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Family and Community Engagement Manager Monthly Monitoring Report – August 2018

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
PROGRAM STATUS (Monthly)						
Number of Students Enrolled for Month	17	33	81	57	188	376
Number of Student Withdrawals for Month	0	0	0	0	0	0
Number of Vacancies	0	2	0	0	0	2
Number of Students on Wait List	2	0	34	18	17	71
Number of VPK Students Enrolled	N/A	N/A	N/A	15	40	55
Number of School Readiness Students Enrolled	N/A	N/A	N/A	6	7	13
FAMILY STATUS						
Number of Family Needs Assessment	17	33	81	57	188	376
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	Enrollment on 8/31/18
Franklin	17	17
Jefferson	35	33
Mabry	81	81
Royal	57	57
South City	188	188
Total	378	376
		92%

August Average Daily Attendance (ADA)

92%

94%

90%

93%

93%

92%

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)	1	0	3	2	7	13
Domestic Violence Referrals	0	0	0	0	0	0
Substance Abuse Referrals (prevention or treatment)	0	0	0	0	0	0
Child Abuse or Neglect Referrals	0	0	0	0	0	0
Assistance for incarcerated Family Members	2	1	1	2	1	7
Education Referral	0	0	0	0	0	0
Employment	0	0	0	0	0	0
Parent Meetings/Trainings						
Parent Committee Meetings	0	0	0	0	0	0
Number of Parents at the Parent Committee Meetings	0	0	0	0	0	0
Number of Male Parents at Parent Committee Meetings	0	0	0	0	0	0
Number of parents Committee meetings attended (Family Advocate)	0	0	0	0	0	0
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	0	0	0	0	0	0
Number of Parents in attendance on Policy Council	0	0	1	1	2	4
Number of Coordinated Trainings for Policy Council	0	0	0	0	0	0
Number of Parenting Classes	0	0	0	0	0	0
Number of Family Activities/Events Coordinated	0	0	0	0	0	1
Number of Family Activities Specific to Male Engagement						0
Number of Parent Trainings Conducted						0
Number of Volunteer Orientations						0
Home Visits	Franklin	Jefferson	Mabry	Royal	South City	
Required Home Visit Follow up (February)						
Number of Additional Home Visits/Meetings						
Number of Contacts documented in Case Notes	4	3	16	12	41	76
Number of Contacts documented per absenteeism	0	0	0	0	0	0

Family and Community Engagement Manager

Monthly Monitoring Report – August 2018

Number of Files Reviewed	376
Review of Parent Board	8
Volunteers (PEC)	
Number of Volunteers	15
Total of Program In kind	129 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	1
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	369
Expired/Missing immunizations	2
Up to date Physicals	368
Expired/Missing Physicals	3
Number of individual Health Care Plan	7
Number of Children with Health Insurance	302
ENROLLMENT	
Number of children with dental home	229
Number of dental home referrals	0
Completed dental exams	115
Incomplete dental exams	259
Needed dental treatment	0
Receiving dental treatment	0
Completed dental treatment	0
Number of medical home	298
Number of medical home referrals to Advocates	0
45 DAYS REQUIREMENT	
Vision screenings	261
Vision referrals	0
Hearing screenings	213
Hearing Referrals	0
Growth Assessment	367
BMI Referrals	0

Family and Community Engagement Manager

Monthly Monitoring Report – August 2018

90 DAYS REQUIREMENT	Total
Number of dental home established	229
Number of dental exams	115
Number of children requiring dental treatment	0
Number of completed dental treatment	0
Number of dental cleanings/fluoride treatment	115
Number of medical homes established	298
Hematocrit/Hemoglobin	180
Blood Lead	165
Blood Pressure	316
NUTRITION	
Number of Breakfast	4,268
Number of Lunch	4,647
Number of PM Snacks	4,211
Number of Children with Special Diets	23
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

Corrective Action and Follow Up	
Funded Enrollment.	<ul style="list-style-type: none"> • We did not comply with our funded enrollment of 378. Jefferson County needs two more students to be full. Although the Leon County Centers are fully enrolled, families will be leaving their slots due to Extended Day (VPK and School Readiness) not being available.
Staffing.	<ul style="list-style-type: none"> • Additional staffing for the Extended Day program (VPK and School Readiness). Families needing extended care are choosing to leave for other program options in the area, making it difficult to meet our funded enrollment consistently. • An additional Family Advocate position is open for classrooms between South City and Mabry.
Strengths	
	<ul style="list-style-type: none"> • Radio advertisement increased enrollment numbers • More families are coming in with their required medical information • Completing Registration Notebooks for the Family Advocates • Using WIC consent forms to obtain Hemoglobin/Hematocrit results • Parent Orientation • Health Screenings will be completed at each Head Start Center by Health Providers

Family and Community Engagement Manager

Monthly Monitoring Report – August 2018

Areas of Concerns and Barriers
<p>Meeting and holding funded enrollment numbers</p> <p>Staffing for the Extended Day program</p> <p>Entering data into ChildPlus to update PIR information</p> <p>Filing documents at centers, maintaining files at the centers</p>

Professional Development
<p>Bi-weekly management and team meetings</p> <p>Management Team Meetings</p>

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.	
Reviewing Child Care Food Program Renewal	
Entering attendance in ChildPlus	

Submitted by: Darrel James

Date:

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT SEPTEMBER 2018

Administrative

- Began updating lighting in main office – switching to LED – more cost efficient and standard light color.
- Working with Shoe Box to secure a embroidered logo shirts for all staff. Board, too?

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Eastpoint Wildfire Emergency Recovery Response – Camper trailers are in the field. Some are scheduled to be returned. Liquidation plan being discussed with the Department of Economic Opportunity.
- Franklin County has approved Community Action serving as the Emergency Support Function 15 for the community to manage funds, volunteers and donations for emergency recovery. Working on staffing now. Office location is also at issue.
- *Getting Ahead in a Just-Gettin'-By World/Staying Ahead*
 - New Classes are underway.
 - Franklin program with displaced families being developed
 - Gulf County being explored with North Florida Head Start partnership
- Head Start – Fire drills and extra training conducted. Pre-Service was successful and opening of Centers went smoothly
- Head Start – Filed Corrective Action report with HHS and working with follow-up monitor now to review the steps taken to ensure proper management system in place to provide healthy and safe environments in Centers.
- City-County funding for Head Start through Community Human Service Partnership awarded \$45,000. This was less than previously received and plans are being considered by the two commissions to restore funding.

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
- Report due next week on Whole Child Leon development of high quality early child care framework for Leon County.



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



Impact: Developing the infrastructure necessary to support the Agency mission

Resource Development

- Named 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 – December 6-7 – Miami

Upcoming Events

- Florida Head Start Association Directors meeting – October 29-30, 2018
- Workforce Florida Professional Workforce Summit – September 24-27 - Orlando
- Gulf Power Economic Symposium – October 10-12 – Sandestin
- Suntrust Bank Foundation – October 17-18 - Atlanta

United Way of the Big Bend

09/18/2018

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

Dear Mr. Center,

Listed below are the funding recommendations for your agency from the UWBB neighboring counties.

Franklin	Gadsden	Jefferson	Liberty	Madison	Taylor	Wakulla
32.90	2,000.00	1,400.00				1,000.00

Funding will begin October 2018 and end September 2019. If you have any questions about funding, please feel free to contact me at (850) 414-0856.

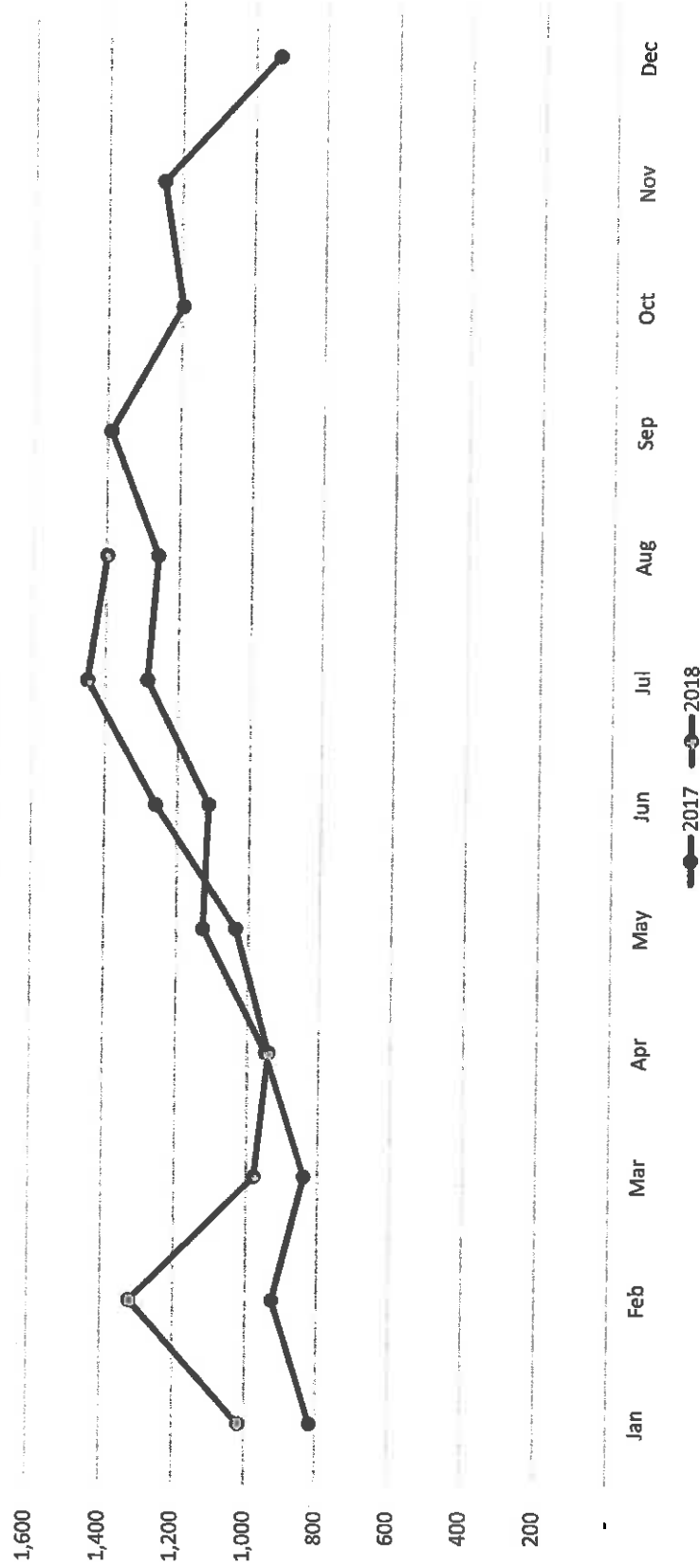
Sincerely,

Susan Dunlap
Vice President, Collective Impact

Utility Charges

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	818	926	839	950	1,127	1,114	1,286	1,258	1,390	1,197	1,251	931
2018	1,016	1,322	979	941	1,035	1,260	1,449	1,397				

Utility Charges



KWH Usage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	216	232	229	265	323	334	360	372	403	336	326	194
2018	246	288	265	272	342	425	410	405				

KWH Usage

