

# Capital Area **Community Action** Agency

**Executive Committee Meeting  
Agenda  
Tuesday October 23, 2018 – 5:30 PM  
309 Office Plaza Drive, Tallahassee, FL - 32301  
Conference Call (605) 475-4700; 275857#**

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- I. Call to Order Christy McElroy, Chair
- II. Agenda Approval
- III. Sign-in/Attendance/Introductions
- IV. Action – Recommendation for Review and Approval
- A. Review of Minutes
    - i) Executive Committee – August 28, 2018
    - ii) Board – September 25, 2018
  - B. Fiscal Report
    - Narrative
    - Revenue & Expenditures Agency - 2 page
    - Balance Sheet
    - Head Start Match
    - Credit Card Activity Spreadsheet
    - Credit Card Statements
  - C. CEO Annual Goals
  - D. Hurricane Update
    - i) Offices
    - ii) Staff
    - iii) Board
- 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 12/18/18 – 5:30 pm – 309 Office Plaza Drive**

**Next Board of Directors Meeting 11/27/18 – 6:00 pm – Ghazvini Center for Healthcare Education**



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Capital Area  
**Community Action**  
Agency

**EXECUTIVE COMMITTEE  
MEETING MINUTES  
August 28, 2018**

**Members in Attendance:**

Christy McElroy, Chair  
Harold Ross\*, Secretary  
Kara Smith\*, Treasurer  
Derrick Jennings\*  
Lauren Johnson

**CACAA Staff:**

Tim Center\*  
Nina Self  
Cynthia Valencic  
Margaret Watson

\*Attended meeting by phone.

The meeting was called to order at 5:36 p.m. by the Chair. A quorum was established.

The Chair asked for approval of the Agenda. Ms. Smith made a motion to approve the agenda. It was seconded by Ms. Johnson, the motion was unanimously approved.

The Chairs stated that there were no minutes to approve.

***ACTION ITEMS***

Ms. Self provided a grid of the Getting Ahead classes so that Board members are aware of the meetings dates if interested in attending.

Board members expressed concerns that they were having issues retrieving the Board Packet. Mr. Center requested Ms. Watson, when polling for meeting attendance, confirm that Board members are able to retrieve the packet online. Ms. Smith asked would it be possible to have the packet sent out before the meeting. Mr. Center said that we do not send as an attachment due to the size of the packet.



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Mr. Center stated that in his Director's report he provided, via email, an invitation from Franklin County to provide administrative support in the role as the Emergency Support Function (ESF) per FEMA. The request was to administer the funds raised by Franklin's Promise for the Eastpoint Wildfire Recovery.

Mr. Center asked for Board approval for Community Action to move forward to become the Fiscal Agency for ESF 15, as it relates specifically to the donated funds of the Eastpoint wildfire. Ms. Johnson asked Mr. Center what operations questions were asked to become the fiscal administrator. Mr. Center stated that we will need to hire someone to administer LIHEAP dollars, Case Manager for Getting Ahead/Staying Ahead, and responsibility for administering the Emergency Support Function for the recovery. The reason this is a priority, is to have someone present in the community to have regular contact in the day-to-day operations and working in conjunction with the group.

Ms. Johnson asked Mr. Center if the motion for Board approval was to assume this role or move forward with the conversation to assume the role? Mr. Center stated that the details need to be worked. Ms. Johnson asked are we the only Agency that Franklin County offered an invitation. Mr. Center said that we are the only Agency at this time, but to note that, this would not be a free service.

Mr. Center further stated that, being under current contract with Franklin County, our fiscal office will ensure that the money raised is used for support of the families and not administrative purposes, acquire a local bank account in Franklin County, and some administrative requirements from a fiscal standpoint.

The Chair stated that this is outside the normal requirements of a Board member. The Chair stated that she is not able to make a motion at this time. She asked Mr. Center to provide details on the information requested by Franklin County, and call a full Board conference call and then hear from Ms. Self.

Mr. Center said he will get in touch with Mr. Shuler to prepare a proposal that would be limited to the donated funds for the wildfire.

The Chair asked what is going to be the communication matrix to ensure that the public is aware? Mr. Center stated that we will have a proposal.

### *Board Member Updates*

Mr. Center stated that the By Laws require that Board members attend meetings and are excused 2 absences per calendar year, or it will require a response before formal action is taken. In this case, Mr. Ross, has missed 3 of the last 6 meetings, a meeting last calendar year, and 2 meetings this calendar year.

Mr. Center further stated that he spoke with Mr. Ross to share his attendance as an issue per our By Laws, as to whether he wants to remain on the Board. Mr. Ross indicated that he wanted to remain on the Board. Mr. Center said that Mr. Ross needs to provide an explanation at the upcoming Board meeting of September 25, 2018, on whether he wants to reside on the Board as secretary.

### ***FISCAL***

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.

Ms. Valencic stated that the budget is close to year end so we have some budget items that are paid up front and others paid at various times during the year which allows for budget being over benchmark which will increase the budget next year.

### **Expenditure Variances and Explanation**

Works Comp Insurance – Over benchmark budget and will remain over budget for the year based on the previous month's average of around \$400 per month.

Ms. Valencic asked Ms. Self if she had any suggestions on how to decrease the budget. Ms. Self stated that the budget would decrease because we now have a new insurance and we plan to bid out the worker's comp this year. Our plan is to change employee classification to include an administrative role, suggested by our agent to decrease our rate.

Program Supplies – Over benchmark budget due to a number of school year end purchases. The number will even out over the remainder of the year and any overages will come from school supplies, which is significantly under budget. This budget will be adjusted at the end of the school year.

Utilities – Over the budget benchmark and expected to remain through the end of the year. Utilities were lowered due to the closing of Bainbridge Center. However, we currently have the same number of children. Overages will be paid out of slightly higher than expected School Readiness and VPK earnings.

The Chair asked that a comparison be made with last year's utilities or would the situation be similar? Ms. Valencic stated that last year Bainbridge Center was open, and the utilities were high due to maintenance problems. Classes were added in South City so the utilities even out because we have the same number of children.

The Chair stated that the financial report for September's Board Meeting include the details of the utilities fluctuation due to the closing of Bainbridge.

General Liability and Property Insurance – Over the budget benchmark due to the deposit and first payment of insurance over the first nine months of the year, so it will even out over the course of the year.

Communications – 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 - 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 for the Golden Apple Gala. We will create a line item for this in the budget next year.

Raw Food Cost – 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 – 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 contributions 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.

Ms. Valencic stated that the utilities donations received from the TAP and Duke Energy Neighbor will be put in a new code (4120 – Grants other sources) because those will be restricted funds.

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.

Head Start Match NFS Match Requirement - We are at 87% of our match, we need 13% by the end of the year to meet the Head Start Match.

Credit Card Transactions – There were some expenses for Head Start travel and registration for 11 staff persons to attend the One Goal Summer Conference, Atlanta, Georgia, and the Head Start Region IV Training. There were some credits received for registration.

Ms. Smith made a motion to accept the financial report, it was seconded by Ms. Johnson.

**PROGRAM UPDATES**

***LIHEAP***

The Agency is completing a review of our policies and procedures regarding how we operate the program. We were in compliance with all our monitoring reports.

A copy of LIHEAP's error report is provided for January 2018 through March 2019.

### ***WEATHERIZATION***

Liberty County is now receiving weatherization services so all 8 counties are being serviced. The change in the last few months is the online data system which the state is requiring us to submit.

### ***CSBG***

The Getting Ahead classes have been launched with participants in all Counties but Wakulla, as we continue to struggle to get a class larger than 3 or 4 students. Alice Getting Ahead classes have started.

We continue to seek a Program Manager in Jefferson County.

We have Camp Trailers that have not been distributed because those families that needed housing have been placed with other housing. Mr. Center stated that he was notified that we would receive a number of trailers back because organizations have adopted these families. The Chair asked Mr. Center to get a count of how many trailers we currently have and include description, title, and condition and include as an agenda item for the next meeting.

### ***HEAD START***

The Agency will be submitting the corrective action plan for the federal monitoring the week of September 3, 2018. We are submitting a number of provisions on trainings on the use of forms, which will be submitted to HHS.

The Chair thanked Ms. Smith for attending the Policy Council meeting August 16, 2018. She asked Ms. Watson to send out a reminder for the next Policy Council meeting on September 20, 2018, to get Board members on the call.

Mr. Center stated that we are fully staffed and fully enrolled in all our Centers, but the Extended Day we have not been able to find a sufficient number of part-time employees. Ms. Treadwell continues to interview weekly.

Mr. Center said we had a successful orientation due to the new process of texting parent reminders. Normally the attendance would be 20%, but we sent a text with an 80% turnout. We will continue this new process moving forward.

We have a new program called Ready Rosey that will allow for parent engagement in the educational materials that is taking place in the classroom to reinforce learning at home. This is done through video link that can be accessed at home.

### **CEO Report**

We received from the Community Human Services Partnership (CHSP) \$45,000.00 for our Head Start Program.

The United Way is undergoing a change in the way they brand the organization. They were an organization that raised money but has since become a non-profit. The idea is that they will not be raising money for the purpose of supporting non-profit but raising money to fund grants for specific purposes. The Agency that meets the goals of the United Way will be invited to submit a grant proposal that will be evaluated. This process will allow for the organization to fund fewer grants at increased dollars. Through this process we would be in a better position to be funded for our Getting Ahead.

Mr. Center stated that he will continue to seek outside funding for the Agency.

We received \$75,000 from Sun Trust Bank to be included as a line-item on our annual budget.

The Chair stated that the Board needs to start the evaluation process for Mr. Center. The Chair asked Mr. Center to provide a narrative on what he has accomplished in the last 5-6 months. Ms. Johnson stated the Board requested Mr. Center to provide a mid-term evaluation of performance. Ms. Johnson asked if goals were finalized?

The Chair asked Mr. Center to review previous goals and send out to the Board.

Meeting adjourned 6:59 p.m.

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Mr. Ross, Secretary

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Date



# Capital Area **Community Action** Agency

## **Board of Directors Meeting Minutes September 25, 2018**

### **Members in Attendance:**

Christy McElroy, Chair  
Derrick Jennings, Vice-Chair  
Kara Smith, Treasurer\*  
Deborah Peterson\*  
Lauren Johnson  
Lisa Edgar  
Pam Ridley

### **CACAA Staff:**

Tim Center\*  
Nina Self  
Stephanie Sgouros  
Margaret Watson

Member absent: Harold Ross

\*Attended meeting by phone.

The meeting was called to order at 6:06 p.m. by the Chair. A quorum was established.

The minutes were distributed and the Board was asked to review the minutes. Mr. Center asked that the minutes of July 24, 2018, be corrected to reflect Mr. Ross as being present for the meeting. Ms. Ridley made a motion to approve the minutes of July 24, 2018, with necessary corrections. It was seconded by Mr. Jennings, and unanimously approved.

Mr. Jennings made a motion to approve the amended agenda. Seconded by Ms. Smith, and unanimously approved.

### ***ACTION ITEMS***

Mr. Center stated that the By Laws provided that Board members attend meetings but are excused 2 absences per calendar year, or it will require a response before formal action is taken. Mr. Ross, has missed 3 of the last 6 meetings, a meeting last calendar year, and 2 meetings this calendar year. Mr. Ross was notified back in August of his absences.

Mr. Center said that he will contact Mr. Ross to see if he would resign before pursuing a meeting with the County Administrator. Mr. Center asked that the Board take a vote to terminate Mr. Ross's term on the



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Board. Ms. Edgar made a motion to defer this item for action until a later date until Mr. Center contacts Mr. Ross. It was seconded by Ms. Johnson, and unanimously approved.

## ***FISCAL***

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 Explanation**

Worker's 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 benchmark budget due to a number of school year end purchases. This will even out over the remainder of the year and any overages 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 of the Bainbridge Center. However, there are still the same numbers 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 overages 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 within the budget as a result of the implementation of the newly rented kitchen.

Non federal share

Government Contracts - Ms. Ridley asked where is the \$49,350 spent? Ms. Sgouros said that it is spent on Community Health Services Partnerships Grant Money (City and County).

Grants – Other Non for Profits – Mr. Center stated that the United Way funding has decreased. However, we are expecting to receive an additional \$8,500 from CHSP for our Head Start Program Grant.

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

### *Annual Budget*

Ms. Sgouros stated that funds received are allocated specifically for budgeted line items by our grantors with rules on where and how it should be spent. TAP, Project Help and Project Share is what is spent on client assistance.

Ms. Ridley asked what is Client Assistance and how is it spent? Ms. Sgouros said that it is a \$150,000 budget item for the entire region. Ms. Self stated that the entire amount does not include rent, we redirected some of the money allocated for rent to the Franklin County fire victims.

Ms. Sgouros further stated that all our state contracts and federal contracts that run through the state are on a 3-year cycle, which benefits the Agency due to having access to the money immediately.

Ms. Johnson asked is the IDC hourly rate employee raises for employees across the Board or for new hire employees coming into the Agency? Ms. Sgouros stated that we increased the hourly rate from \$10.00 to \$10.40 for existing employees; new hires at \$10.40. Ms. Self stated that staff are hired at various grants and budgets. Head Start receives COLA when no one else receives a raise. Now that we have a new 3-budget cycle it is easier to put in increases, and the extra money will be rolled over to the following year. When we compared our positions to the current industry standards, our staff was underpaid so we wanted to meet the current standards. The only budget that never increases in the Agency is Weatherization.

Ms. Self asked is LIHEAP included in the budget? Ms. Sgouros said no.

Repairs and Maintenance – Ms. Johnson asked are we doing any more repairs on our building in Franklin County. Mr. Center said that Franklin County’s budget does not include maintenance attached to the contract. The Chair stated that the Landlord should be responsible for all maintenance on the buildings. Is there no clause in the contracts?

Mr. Jennings stated that the Board should attend a workshop to discuss the lease of the buildings and what course of action to take. Ms. Edgar requested to have the Agency put together some documents: lease agreements, budget, grant opportunities, policies and procedures, lease vs renting, and repair/maintenance contract, etc.

Mr. Jennings made a motion to request the Board attend a workshop. Ms. Edgar seconded, it was unanimously approved.

The Chair asked Ms. Watson to send out some dates to the Board for a Workshop beginning October 22, 2018.

Ms. Edgar made a motion to accept the annual budget with the understanding that the CHSP amount could be increased to \$8,500 within the next few days and that staff be approved to make that change and any other changes over 10 percent and 10K be brought before the Board. It was seconded by Mr. Jennings, and unanimously approved.

#### *Franklin County ESF*

Mr. Center reported that at the last meeting the Board agreed that the Agency would accept the invitation to serve in the support function role for the Franklin County wildfire relief efforts. Part of the agreement was to open a local Bank account in Franklin County.

Mr. Center is asking for the Board to accept The Certificate of Corporate Resolution which authorizes the Agency to complete the work required for Franklin County as it relates to the Emergency Support Function Agreement.

Ms. Edgar made a motion to accept the Certificate of Corporate Resolution to enter into an agreement with Franklin County for the Emergency Support Function (ESF) 15. Mr. Jennings seconded, and unanimously approved.

## **PROGRAM UPDATES**

### ***LIHEAP***

Mr. Center said Ms. McDuffie and intake staff have served 10,057 with emergency services.

Mr. Center reported that a current employee and a former employee filed a complaint alleging mismanagement of LIHEAP services rendered. It was reported as a whistle blower and is currently being investigated.

Ms. Johnson asked will DEO come in to investigate. Ms. Self reported that she spoke with Ms. Dedman, Grants Manager, DEO who asked that the 2 complaints be sent to their office for further review. Ms. Self further stated that Mr. Bill Krisner, HR Attorney, is in agreement with way the investigation was handled.

Ms. Ridley stressed the importance of meeting the needs of clients and client complaints about not getting through the appointment line. Mr. Center stated that we are trying to improve the process. We will talk with our provider about what type of system we currently operate.

### ***WEATHERIZATION***

The DEO has changed the reporting process to a more detailed invoicing process allowing for reimbursement. They are requiring justification on all our invoicing.

The Agency was approached about renovation work to offer as an additional service to receive some funding. The requirements includes a general contractor's license so training in this area would be necessary for our Program Manager.

### **CSBG**

Ms. Watson with Getting Ahead is working in collaboration with Kelley Otte, Pace Center for Girls, and TCC/Wakulla, Desire Harmon to bring an Economic Summit next fall 2019.

We will be graduating our Alice Participants, on Friday, October 28, 2018, 6:00 to 8:00 PM, at the Capital City County Club.

Mr. Center recounted that while attending the Workforce Development Symposium - they offered information on career pathways course work to assist in developing skills for applicants seeking employment that can be applied in our GA classes. For more information go to the website at: [mycareerpathway.org](http://mycareerpathway.org).

## Head Start

Head Start submitted the Corrective Action for the Federal Monitoring as it relates to the Environmental Health & Safety Management System. We are working with the consultants at HHS to complete the follow-up monitoring to improve our processes. This has allowed us to modify our forms both in and out of the classroom. There will be a conference call with the Consultant to discuss the findings in October. Board members are welcomed to attend.

We have updated our Child Plus to track work orders, generate reports, and case notes. This system offers reporting that can be written and maintained in the system.

We have been informed that there is a sexual offender working at the Goodwill located next to a Mabry Street Childcare Facility. Our teachers have taken all necessary precautions to keep our kids safe.

Ms. Treadwell has invited poets to come in to the Centers to read to the kids the week of October 1<sup>st</sup>; the last week in October is the annual Science Fair.

The Chair asked that an annual calendar be created with these events? Mr. Center informed the Board to "Like" the Facebook Page to see events happening throughout the Centers. Ms. Johnson said that Ms. Rolle distributes a Policy Council calendar that could incorporate Agency wide events.

Mr. Jennings asked that a "Care Package" be sent to the families of the children of the recent car accident in Jefferson County Head Start.

## CEO Report

Ms. Reshard received an email from the Federal Agency with the Health and Human Services Department (HHS) asking for the corrective action that were taken in response to a 2013 Audit Report. The week of October 1 – 5, 2018, we will be submitting our response to the 2013 Audit Report.

We are seeking to fill the position vacancies in Franklin County.

A listing of the trailer inventory is available for review.

The Chair informed Mr. Center that his performance goals need to be submitted to Board members.

The meeting adjourned at 8:19 p.m.

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Mr. Ross, Secretary

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Date

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

As of August 31, 2018, we have completed eleven months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 92% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 89% and 86% respectively, with mostly restricted net income of \$254,037.

Year to Date in-kind and non-Federal share match totals \$775,384 which is 90% of the \$866,176 total match required for the fiscal year ending September 30, 2018. The August 2018 In Kind report does not include In Kind contributions for August, so we expect this number to change.

**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 \$4,000 per month. We will increase this for next year's budget.

Healthcare – *this budget line has gone over budget due to greater participation by employees during fiscal year 17-18 and a decrease in employee turnover.*

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 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 overage remaining in this

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

category will be covered by unused budget in office supplies, expendable equipment and advertising.

Repairs & Building Maintenance – is over the benchmark and expected to remain so mostly due to unanticipated Head Start Center repairs, such as tree removal, ballast in lights replacement, plumbing work, health element replacement, hv/ac repair, etc.

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 less than expected as a result of the implementation of the newly rented kitchen. Overages in this line item will be covered with additional earnings expected in the Child Care Food Program (CCFP).

**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 11 Months Ended 8/31/18

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
4000	Government Contracts - FEDERAL - DIRECT	3,464,698	3,218,601	(246,097)	93%
4005	Government Contracts - Federal Indirect	6,418	4,814	(1,605)	75%
4010	Government Contracts - STATE	4,006,283	3,283,421	(722,863)	82%
4020	Government Contracts - LOCAL	162,000	157,554	(4,446)	97%
4100	Grants - Other Not-for-Profits	39,098	21,929	(17,169)	56%
4120	Grants - All Other Sources	0	110	110	
4200	Contributions	3,500	9,252	5,752	264%
4210	Contributions- Restricted	0	59,547	59,547	
4300	Special Events	0	4,300	4,300	
4320	Commissions-Vending/Photo	2,000	2,550	550	128%
4950	Interest Income	0	48	48	
4960	Fringe Pool Revenue	744,738	681,870	(62,868)	92%
4970	Indirect Pool Revenue	627,868	587,536	(40,332)	94%
4995	Other Revenue	9,750	23,610	13,860	242%
	<b>Total Revenue</b>	<u>9,066,353</u>	<u>8,055,142</u>	<u>(1,011,211)</u>	89%
<b>Expenditures</b>					
6010	Salaries & Wages	2,817,576	2,406,155	411,421	85%
6110	Fringe	794,634	682,684	111,950	86%
6120	FICA	187,738	180,541	7,197	96%
6130	Unemployment	50,000	42,335	7,665	85%
6140	Workers Compensation	42,000	46,069	(4,069)	110%
6150	Health Insurance	385,000	377,944	7,056	98%
6160	Life Insurance	30,000	24,643	5,357	82%
6170	Retirement	35,000	33,155	1,845	95%
6180	Staff Screenings	4,013	1,513	2,500	38%
6210	Indirect Costs	690,978	595,185	95,793	86%
6310	Travel - In Area	24,545	12,693	11,852	52%
6315	Travel - Out of Area	13,552	1,569	11,983	12%
6410	Office Supplies	16,973	14,235	2,738	84%
6415	Program Supplies	22,650	25,223	(2,573)	111%
6420	Classroom Supplies	43,270	41,837	1,433	97%
6430	Kitchen Supplies	35,000	19,447	15,553	56%
6440	Medical/Dental Supplies	1,000	237	763	24%
6510	Copies/Printing/Copier	24,284	23,511	773	97%
6600	Postage and Delivery Expense	5,212	2,888	2,323	55%
6710	Contractual Services/Professional	316,749	208,494	108,255	66%
6715	Contractual Services – Health/Disabilities	171,188	151,177	20,011	88%
6810	Rent/Space Cost	279,216	260,165	19,051	93%
6820	Utilities	71,784	86,199	(14,414)	120%
6830	General Liability and Property Insurance	45,451	45,986	(534)	101%
6840	Communications	63,719	69,651	(5,932)	109%

Capital Area Community Action Agency  
Statement of Revenue and Expenditures  
For the 11 Months Ended 8/31/18

6850	Repairs & Bldg Maintenance	153,317	152,125	1,193	99%
6910	Equipment Maintenance	23,088	25,414	(2,326)	110%
6920	Vehicle Expense	71,508	50,800	20,707	71%
6930	Equipment Lease	14,041	12,186	1,855	87%
6940	Technology	23,653	32,482	(8,828)	137%
7010	Fees, Licenses, and Permits	6,717	6,454	262	96%
7020	Dues/Subscriptions	19,548	13,104	6,443	67%
7110	Special Events	0	3,810	(3,810)	
7210	Client Assistance	2,243,571	1,854,585	388,986	83%
7320	Expendable Equipment	23,467	19,340	4,128	82%
7410	Registration Fees	11,202	8,517	2,685	76%
7420	Meetings/Workshops/Training	54,048	39,961	14,086	74%
7430	Training/Staff Development	42,998	32,204	10,794	75%
7440	Advisory/Board Member Expenses	7,500	3,306	4,194	44%
7450	Advertising	13,879	4,646	9,233	33%
7460	Parent Activities	1,200	233	967	19%
7510	Raw Food Cost	172,351	185,030	(12,679)	107%
7610	Interest Expense	7,000	246	6,754	4%
7630	Bank Service Charges	<u>3,500</u>	<u>3,124</u>	<u>376</u>	89%
	Total Expenditures	<u>9,064,119</u>	<u>7,801,105</u>	<u>1,263,015</u>	86%
	Excess Revenue over (under) Expenditures	<u>2,234</u>	<u>254,037</u>	<u>251,804</u>	

Capital Area Community Action Agency  
Balance Sheet  
For the Eleven Months Ended 8/31/18

	Current Period Balance
<b>Assets</b>	
Petty Cash	510
Cash Operating Hancock Bank	359,870
Cash-Bank Restricted	77,740
Grants Receivable	724,056
Building	245,000
Accumulated Depreciation - Building	(70,795)
Equipment	<u>76,691</u>
Total Assets	<u>1,413,072</u>
<b>Liabilities and Net Assets</b>	
<b>Liabilities</b>	
Accounts Payable	58,795
Accrued Leave	59,615
Accrued Wages	5,800
Accrued Fringe Benefits	1,690
Accrued Taxes	825
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	372,826
<b>Net Assets</b>	
<b>Beginning Net Assets</b>	
Unrestricted Net Assets	461,311
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	786,209
Current Net Income	<u>254,037</u>
Total Net Assets	<u>1,040,246</u>
Total Liabilities and Net Assets	<u>1,413,072</u>

Capital Area Community Action Agency  
Balance Sheet  
For the Eleven Months Ended 8/31/18

	Current Period Balance
<b>Assets</b>	
Petty Cash	510
Cash Operating Hancock Bank	359,870
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Total Assets	<u>1,413,072</u>
<b>Liabilities and Net Assets</b>	
<b>Liabilities</b>	
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Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	786,209
Current Net Income	<u>254,037</u>
Total Net Assets	<u>1,040,246</u>
Total Liabilities and Net Assets	<u>1,413,072</u>

Aug 2018 CC Expenses for Head Start

Vendor Name	Expenses Code	GL Fund Code	Effective Date	Document Description	Transaction Description
HANCOCK WHITNEY BANK	200.00 6180	1064	8/27/2018	ACCT#XXXX7366-NINA SINGLETON	BACKGROUND CHECKS FOR HEADSTART
HANCOCK WHITNEY BANK	12.00 6180	1064	8/27/2018	ACCT#XXXX7366-NINA SINGLETON	MOVE BACKGROUND CHECK TO AGENCY
HANCOCK WHITNEY BANK	93.91 6410	1064	8/27/2018	ACCT#XXXX6982- FATIMA	CLASSROOM SUPPLIES FOR CENTERS
HANCOCK WHITNEY BANK	180.00 6420	1064	8/27/2018	ACCT#XXXX7303-KRISTIN JACKSON	CLASSROOM SUPPLIES
HANCOCK WHITNEY BANK	300.00 6420	1064	8/27/2018	ACCT#XXXX7303-KRISTIN JACKSON	CLASSROOM SUPPLIES FOR ALL CENTERS
HANCOCK WHITNEY BANK	110.00 6920	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	DETAILING SERVICE FOR HEADSTART BUSES
HANCOCK WHITNEY BANK	45.00 6920	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	FUEL CO CAR
HANCOCK WHITNEY BANK	146.00 6920	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	FUEL CO. CAR
HANCOCK WHITNEY BANK	51.00 6920	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	FUEL FOR CO CAR
HANCOCK WHITNEY BANK	748.98 6920	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	REPAIRS/ 2003 CHEVY FLEET TRUCK
HANCOCK WHITNEY BANK	354.15 6920	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	TIRES FOR FLEET TRUCK
HANCOCK WHITNEY BANK	130.00 6920	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	TOWING FOR FLEET TRUCK
HANCOCK WHITNEY BANK	30.00 6920	1064	8/27/2018	ACCT#XXXX7303-KRISTIN JACKSON	FUEL FOR CO CAR
HANCOCK WHITNEY BANK	706.28 6920	1064	8/27/2018	ACCT#XXXX7366-NINA SINGLETON	TIRES FOR HEADSTART BUS
HANCOCK WHITNEY BANK	43.00 7430	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	FOOD- GAS/ NEW ORLEANS, LA
HANCOCK WHITNEY BANK	33.86 7430	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	FOOD- TRAINING/ NEW ORLEANS, LA
HANCOCK WHITNEY BANK	1,296.99 7430	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	HOTEL- TRAINING/ NEW ORLEANS, LA
HANCOCK WHITNEY BANK	139.00 7430	1064	8/27/2018	ACCT#XXXX7303-KRISTIN JACKSON	HOTEL- TRAINING-ORLANOD, FL/ BARBARA
HANCOCK WHITNEY BANK	250.00 7430	1064	8/27/2018	ACCT#XXXX7303-KRISTIN JACKSON	ROOM RENTAL FOR PRE SERVICE MTG.
HANCOCK WHITNEY BANK	50.00 7430	1064	8/27/2018	ACCT#XXXX7303-KRISTIN JACKSON	TRAINING TALLHASSE/ KRISTIN RESHARD
HANCOCK WHITNEY BANK	41.54 7430	1064	8/27/2018	ACCT#XXXX6706- NICHELE	FOOD / TRAINING IN NEW ORLEANS, LA
HANCOCK WHITNEY BANK	61.88 7430	1064	8/27/2018	ACCT#XXXX5810--VENITA	PROPS FOR PRE SERVICE MEETING
HANCOCK WHITNEY BANK	209.95 7440	1064	8/27/2018	ACCT#XXXX6706- NICHELE	FOOD FOR POLICY COUNCIL
HANCOCK WHITNEY BANK	15.90 7450	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	STAFF T-SHIRTS
HANCOCK WHITNEY BANK	100.00 7460	1064	8/27/2018	ACCT#XXXX6706- NICHELE	GIFT CARDS- PARENT ENGAGEMENT
HANCOCK WHITNEY BANK	3.00 7460	1064	8/27/2018	ACCT#XXXX6706- NICHELE	SUPPLIES FOR PARENT ENGAGEMENT
HANCOCK WHITNEY BANK	5.00 7460	1064	8/27/2018	ACCT#XXXX6706- NICHELE	SUPPLIES/ PARENT ORIENTATION MTG.

5,357.44

Total HANCOCK CC - 5,357.44

Report Opening/Current

Report Transaction Totals 5,357.44

Report Current Balances



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

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Statement of Account  
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163732390 - 003809 - 0001 - 0001 - 2

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

\*\*N0005809

**MEMO STATEMENT**

Account Number

Statement Date

08-27-18

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-30	07-27	24164058208897019671001	5541	EXXONMOBIL 48058331 APALACHICOLA FL	✓ M30.00 ✓
07-30	07-27	24164058208897019671035	5541	EXXONMOBIL 48058331 APALACHICOLA FL	✓ M50.00 ✓
07-30	07-27	24431068208400187000358	5251	ACE HDWE APALACHICOLA FL	✓ M04.10 ✓
07-30	07-27	24692168208100908871994	5200	LOWES #00716* TALLAHASSEE FL	✓ M168.90 ✓
08-02	08-01	24607948213297002500107	5735	SUPER FUN SHOW CUMMING GA	✓ M180.00 ✓
08-06	08-04	24692168216100291213169	8398	ARC*RED CROSS DONATION 800-733-2767 CA	✓ M250.00 ✓
08-10	08-10	74270848222100009522681	0000	BRANCH PAYMENT - THANK YOU	M53.98
08-15	08-14	24122598226027010821590	7399	ELSASSERS LOCK KEY TALLAHASSEE FL	✓ M4.30 ✓
08-17	08-16	24906048228041600152130	7011	ROSEN SHNGLE CR ONLINE ORLANDO FL	✓ M139.00 ✓
08-27	08-26	24492158238719787421700	7922	EB WOMEN ON FIRE WOME 888-810-2083 CA	✓ M50.00 ✓
08-27	08-24	244921582386937310487457	8299	TEACHSTONE TRAINING WWW.TEACHSTON VA	✓ M300.00 ✓

*Handwritten signature and date: JK 9/4/18*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-18	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,266.30
		NEW CASH ADVANCES .00
Toll Free 1-800-448-8812		CREDITS 53.98
		<b>STATEMENT TOTAL 1,212.32</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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



1632390 - 001897 - 0001 - 0001 - 2



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

\*\*N0001877

**MEMO STATEMENT**

Account Number

Statement Date

08-27-18

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-30	07-26	24445008208500588372192	5814	WENDY'S 208 NEW ORLEANS LA	✓ M7.84
07-30	07-25	24725198208900012802242	5812	DEANIE'S SEAFOOD NEW ORLEANS LA	✓ M26.02
07-30	07-26	24289108208005683228323	5542	MARATHON PETRO168278 GAUTIER MS	✓ M43.00
07-30	07-28	24682158210100914466034	5542	GATE 1194 Q80 TALLAHASSEE FL	✓ M51.00
07-30	07-26	24755428208282083289772	3504	HILTON HOTELS 504-5810500 LA 312072716280042	✓ M591.51
				ARRIVAL: 07-26-18	
07-30	07-28	24755428208282083300745	3504	HILTON HOTELS 504-5810500 LA 312072716280139	✓ M705.48
				ARRIVAL: 07-26-18	
08-07	08-06	24431088219091459000016	7338	395 SHIRTS TALLY LLO TALLAHASSEE FL	✓ M15.90
08-10	08-10	74270848222100009522707	0000	BRANCH PAYMENT - THANK YOU	M3,018.01
08-10	08-08	24682168221100859415936	6542	GATE 1194 Q80 TALLAHASSEE FL	✓ M45.00
08-13	08-11	24755428223282238611631	7549	PARKWAY WRECKER SERVICE 850-8786811 FL	✓ M130.00
08-13	08-11	24482158223740179741015	7538	SQ *PRECISION MOTOR TALLAHASSEE FL	✓ M748.98
08-15	08-14	24767258227000000085924	5532	NEECE TIRE AND SERVICE CT TALLAHASSEE FL	✓ M354.15
08-16	08-14	24682168227100034756919	5541	GATE 1194 Q80 TALLAHASSEE FL	✓ M50.00
08-24	08-22	24682168235100902727964	5541	GATE 1194 Q80 TALLAHASSEE FL	✓ M45.00
08-27	08-24	24682168237100416349455	5542	GATE 1194 Q80 TALLAHASSEE FL	✓ M51.00
08-27	08-24	24482158236894522605982	8999	PAYPAL *DERRICKBUTL 402-935-7733 CA	✓ M110.00 ✓

*08/27/18*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-18	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>		
Toll Free	1-800-448-8812	
		NEW PURCHASES AND OTHER CHARGES 2,974.88
		NEW CASH ADVANCES .00
		CREDITS 3,019.01
		<b>STATEMENT TOTAL 44.13 cr</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



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



16332390-003997-0001-0001-2

**FATIMA OLEABHIELE**      \*\*N0003997  
 CAPITAL AREA CAA  
 309 OFFICE PLZ  
 TALLAHASSEE FL 32301-2729

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**Statement of Account**  
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**MEMO STATEMENT**

Account Number  
 [REDACTED]

Statement Date

08-27-18

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-30	07-27	24431068209400187000556	5251	ACE HDWE APALACHICOLA FL	✓ M84.20 ✓
08-10	08-10	74270848222100009522723	0000	BRANCH PAYMENT - THANK YOU	M1,506.94
08-15	08-14	24226388227400008292563	5411	WAL-MART #1408 TALLAHASSEE FL	M63.91 ✓

*Handwritten:*  
 9/14/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-18	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 128.11
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS 1,506.34
Toll Free 1-800-448-8812		<b>STATEMENT TOTAL</b> 1,378.23 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00





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16332390-003376-0001-0001-2

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

\*\*N0003376

**MEMO STATEMENT**

Account Number

Statement Date

08-27-18

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-30	07-26	24555368209131510492026	5812	CAFE DU MONDE - RIVE 504-5870841 LA	✓ M2.99
07-30	07-26	24445008208500568372929	5814	WENDY'S 208 NEW ORLEANS LA	✓ M4.76
07-30	07-25	24725198208900012802234	5812	DEANIE'S SEAFOOD NEW ORLEANS LA	✓ M93.79
08-09	08-08	24445008221001005955114	5331	DOLLAR TREE TALLAHASSEE FL	✓ M5.00
08-09	08-08	24445008221001005955296	5912	WALGREENS #11537 TALLAHASSEE FL	✓ M100.00
08-10	08-10	74270848222100009522640	0000	BRANCH PAYMENT - THANK YOU	M403.25
08-10	08-08	24445008221500539550713	5331	FIVE BELOW # 948 TALLAHASSEE FL	✓ M8.00
08-17	08-17	24231688229083707412312	5811	MOE'S SW GRILL #373 OLO TALLAHASSEE FL	✓ M184.50
08-20	08-16	24445008229500618527329	5411	PUBLIX #1051 TALLAHASSEE FL	M25.45

*GC  
8/4/18*

<b>STATEMENT DATE</b> 08-27-18	<b>ACCOUNT NUMBER</b> [REDACTED]	<b>ACCOUNT SUMMARY</b>
<b>CUSTOMER SERVICE CALL</b>  Toll Free                      1-800-448-8812		NEW PURCHASES AND OTHER CHARGES                      359.49
		NEW CASH ADVANCES                      .00
		CREDITS                      403.25
		<b>STATEMENT TOTAL</b> 43.76 cr
		TOTAL IN DISPUTE                      .00
		CREDIT LIMIT                      2,500.00



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 NINA SINGLETON  
 CAPITAL AREA CAA  
 309 OFFICE PLZ  
 TALLAHASSEE FL 32301-2729  
 \*\*N0003232

**MEMO STATEMENT**

Account Number  
[REDACTED]

Statement Date

08-27-18

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-06	08-03	24988948215017060949071	7399	FLORIDA MVR SERVICES 800-910-8201 FL	M300.00 ✓
08-10	08-10	74270848222100009522749	0000	BRANCH PAYMENT - THANK YOU	M568.12
08-10	08-09	24787258222000000072164	5532	NEECE TIRE AND SERVICE CT TALLAHASSEE FL	✓M708.28 ✓
08-17	08-16	24512398228900018700019	5074	KETH MCNEILL PLUMBING TALLAHASSE FL <i>Holdings</i>	M489.03 ✓
08-22	08-21	24431068234400673000945	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	✓M0.39 ✓
08-22	08-21	24431068233400551002022	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	✓M12.00 ✓

*GC*  
*9/14/18*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-18	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,507.70
		NEW CASH ADVANCES .00
		CREDITS 568.12
		<b>STATEMENT TOTAL 939.58</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00



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HANCOCK WHITNEY BANK  
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NEW ORLEANS LA 70161-1750



16332390-007414-0001-0001-2

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

\*\*\*N0007414

**MEMO STATEMENT**

Account Number



Statement Date

08-27-18

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-30	07-28	24445008210000896905801	5331	DOLLAR TREE TALLAHASSEE FL	M11.00 ✓
07-30	07-28	24445748210100364217167	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M50.88 ✓
08-10	08-10	74270848222100009522608	0000	BRANCH PAYMENT - THANK YOU	M1,318.95
08-15	08-14	24226388227400007372721	5411	WAL-MART #1408 TALLAHASSEE FL	M267.15 ✓

*Handwritten signature/initials*  
9/14/14

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-18	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 329.03
		NEW CASH ADVANCES .00
		CREDITS 1,318.95
		<b>STATEMENT TOTAL 989.92 or</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

Capital Area Community Action Agency, Inc.  
 Head Start NFS Match Requirements  
 For the 11 Months Ending August 30, 2018

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD % Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		52,763		
Grants - Other Not for Profits		15,754		
In-Kind Revenue		334,278		
VPK/SR		372,589		
	<b>866,176</b>	<b>775,384</b>	<b>90%</b>	<b>10%</b>

# Capital Area Community Action Agency

## MEMORANDUM

**TO:** Tim Center, Chief Executive Officer  
**FROM:** Annie McDuffie, Program Manager, Crisis Program  
**RE:** Board Update for September 2018 – *Emergency Services*  
**DATE:** October 18, 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 30<sup>th</sup> 2018.*

### *Low Income Home Energy Assistance Program*

Below is the total unduplicated number of households/individuals served for September 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	17/38	244/512
Franklin	22/45	13/32	14/32	12/19	16/29	13/21	6/13	5/13	4/4	13/32	20/41	19/34	157/274
Gadsden	69/166	15/188	34/93	65/154	50/99	49/90	31/73	39/99	36/93	54/162	82/165	64/159	588/1,376
Gulf	23/38	11/22	11/26	19/28	14/37	25/35	20/42	6/13	9/25	16/37	16/31	27/56	197/359
Jefferson	20/47	18/60	30/84	45/113	57/125	52/114	26/65	16/40	7/13	10/28	21/60	12/39	314/728
Leon	279/802	217/562	228/626	284/791	277/674	292/671	232/579	228/612	216/614	216/659	347/928	284/806	3,100/7,396
Liberty	11/22	4/9	7/21	16/34	19/45	3/11	4/17	7/16	2/7	11/24	10/21	9/21	103/227
Wakulla	21/50	11/37	8/25	21/51	27/56	18/27	5/7	7/16	7/21	8/28	33/70	26/60	192/398
<b>Total</b>	<b>472/1,229</b>	<b>302/933</b>	<b>356/950</b>	<b>505/1,284</b>	<b>483/1,119</b>	<b>477/1,009</b>	<b>348/845</b>	<b>330/866</b>	<b>294/805</b>	<b>341/997</b>	<b>529/1,384</b>	<b>458/1,213</b>	<b>4,895/11,270</b>

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 1<sup>st</sup>. and will continue. Community Action is currently working modification #4 which will include an increase in Low Income Home Energy Assistance funding.

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

Due to hurricane Michael the Department of Economic Opportunity has authorized the release of our Weather Related funds in the amount of \$33,894 to assist families.



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# Capital Area Community Action Agency

## MEMORANDUM

**FROM:** Terry Mutch

**RE:** Weatherization Assistance Program

**DATE:** October 17, 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 2<sup>nd</sup> modification would be forthcoming regarding the release of the additional WAP funds (\$469,522.20).

As of October 1, 2018, 59 homes have been processed and inspected. Of those 59 homes, 32 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 11 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	28
Liberty	-	0	6	0	0
Wakulla	4	2	7	0	1
<b>Total</b>	<b>72</b>	<b>47</b>	<b>94</b>	<b>16</b>	<b>32</b>



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# Capital Area Community Action Agency

## MEMORANDUM

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

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### Wakulla

- Currently there are no participants in Staying Ahead.

### Leon

- Currently there are 13 participants in the Staying Ahead Program
- 5 of the 13 (38%) 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 13 (84%) are employed
- 1 of the 13 (8%) Referred to Vocational Rehabilitation for additional job placement support
- 1 of the 13 (8%) Referred to Goodwill for additional job placement support

### Jefferson

- Currently there are 7 active participants in Staying Ahead
- 6 of the 7 (85%) participants are stable
- 5 of the 7 (71%) are employed
- 1 of the 7(14%) is currently enrolled in GED classes at Franklin Academy
- 1 of the 7 (14%) is pursuing a certificate in Early Childhood Education
- 1 of the 7 (14%) is currently enrolled in Post-Secondary education and will receive a B.A. degree within the 18-month contract for Staying Ahead

### Gadsden

- Currently there are 2 active participants in Staying Ahead
- 2 of the 2 (100%) is employed
- 



United Way of the Big Bend

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- 1 of the 2 (50%) is currently enrolled in a Chiropractic Assistant Program. Upon completion of this certification her income will increase.

#### **Blountstown**

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

#### **FSS Program Manager Update**

- Three families that were affected by the fire in Franklin County have moved into mobile homes and have returned the travel trailers.



# Capital Area Community Action Agency

## MEMORANDUM

**TO:** Tim Center, Chief Executive Officer  
**FROM:** Melissa Watson  
**RE:** Board Update for June  
**DATE:** October 22, 2018

### Getting Ahead Report

#### Current Enrollments as of 10/22/2018

County	Starting Enrollments	Current Enrollments	*Group A	*Group B	*Group C
Calhoun/Liberty	5	5	2	3	0
Gadsden	9	9	2	4	3
Jefferson	9/Still recruiting		1	5	3
Leon	12	12	2	7	3
Wakulla	10	10	3	6	1

#### **Getting Ahead in the following counties:**

***The participants are currently investigating Module Three, The Gap between the Rich and Poor. This module will focus on the causes of poverty, participants will learn the three social economic classes, how middle class was created and how wealth can lead to access to power. Due to hurricane Michael classes had been cancelled. Classes will resume in Leon, Gadsden and Wakulla. Case managers have been in touch with participants to inquire what their needs maybe and make any necessary referrals.***

#### **Calhoun/Liberty**

- Case manager is currently making contact with participants to assess needs
- Recruitment for January session is ongoing

#### **Gadsden**

- 1 of the 9 (11%) obtained employment
- Power to been restored to all homes except one who is using a generator
- Case manager went to the various distribution stations within Gadsden county and was able to deliver hot meals, batteries, gas for a generator, flash lights and water to his GA participants

### ***Jefferson***

- Recruitment is ongoing for Jefferson
- Classes for Jefferson will start in January

### ***Wakulla***

- Power has been restored to all participants
- Class will resume Monday October 22, 2018

### ***Leon***

- Power has been restored to all GA participants
- Class will resume Tuesday October 22, 2018

### ***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 14 mentors
  2. Leon 12 mentors
  3. Wakulla Currently recruiting
  4. Calhoun/Liberty 4 mentors
  5. Gadsden 9 mentors

Mentors are aware that mentor recruitment is ongoing. They are also referring colleagues to participate.

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:** October 22, 2018

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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 still has some openings. 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 are open and experience little damage from Hurricane Michael. Damage was experienced on playground fencing and has been repaired. Centers were closed for the week of the storm. Franklin County just opened up Friday.

**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**

Centers are nearly at full enrollment.

**Federal and State Regulations**

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



Family and Community Engagement Manager  
Monthly Monitoring Report – September 2018

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
<b>PROGRAM STATUS (Monthly)</b>						
Number of Students Registered	17	35	79	57	183	371
Number of Student Withdrawals for Month	0	0	6	0	8	14
Number of Vacancies	0	0	2	0	5	7
Number of Students on Wait List	2	0	26	17	16	61
Number of VPK Students Registered	N/A	N/A	N/A	16	38	54
Number of School Readiness Students Registered	N/A	N/A	N/A	6	7	13
<b>FAMILY STATUS</b>						
Number of Family Needs Assessment	17	35	79	57	183	371
<b>Family Partnership Agreement</b>						
Number of FPA Initiated (45)	17	19	55	57	150	298
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	Enrollment on 9/18/28 August Average Daily Attendance (ADA)
Franklin	17	87%
Jefferson	35	88%
Mabry	81	85%
Royal	57	87%
South City	183	89%
<b>Total</b>	<b>378</b>	<b>87%</b>

## Family and Community Engagement Manager Monthly Monitoring Report – September 2018

Number of Referrals (Review referrals)	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)	3	5	2	5	11	26
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	1	1
Assistance for incarcerated Family Members	4	2	2	0	3	11
Education Referral	0	0	0	0	0	0
Employment	0	0	0	0	0	0
<b>Parent Meetings/Trainings</b>						
Parent Committee Meetings	1	1	1	1	1	5
Number of Parents at the Parent Committee Meetings	9	8	20	7	5	49
Number of Male Parents at Parent Committee Meetings	0	2	3	0	1	6
Number of parents Committee meetings attended (Family Advocate)	1	1	1	1	1	5
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	1	1	1	1	1	5
Number of Parents in attendance on Policy Council	1	0	0	3	3	7
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	0
Number of Family Activities Specific to Male Engagement	0	0	0	0	0	0
Number of Parent Trainings Conducted	0	0	0	0	0	0
Number of Volunteer Orientations	0	0	0	0	0	0
<b>Home Visits</b>						
Required Home Visit Follow up (February)						
Number of Additional Home Visits/Meetings						
Number of Contacts documented in Case Notes	10	7	28	21	113	179
Number of Contacts documented per absenteeism	0	0	5	3	24	32

**Family and Community Engagement Manager  
Monthly Monitoring Report – September 2018**

<b>Number of Files Reviewed</b>	<b>17</b>
<b>Review of Parent Board</b>	<b>0</b>
<b>Volunteers (PEC)</b>	
Number of Volunteers	<b>57</b>
Total of Program in kind	<b>272 hours</b>
<b>FAMILY AND COMMUNITY</b>	
Family Advocate Workers Meetings	<b>1</b>
Family Advocate Workers Trainings	<b>0</b>
Community Meetings	<b>0</b>

<b>Transportation</b>	
Field Trips	<b>4</b>
Maintenance	<b>2</b>
Trainings	<b>0</b>

Family and Community Engagement Manager  
 Monthly Monitoring Report – September 2018

<b>HEALTH SPECIALIST</b>	<b>Total</b>
<b>PRE-ENROLLMENT REQUIREMENTS</b>	
Up to date immunizations	365
Expired/Missing immunizations	5
Up to date Physicals	366
Expired/Missing Physicals	4
Number of individual Health Care Plan	8
Number of Children with Health Insurance	356
<b>ENROLLMENT</b>	
Number of children with dental home	230
Number of dental homes referrals	0
Completed dental exams	110
Incomplete dental exams	260
Needed dental treatment	0
Receiving dental treatment	0
Completed dental treatment	0
Number of medical home	303
Number of medical home referrals to Advocates	0
<b>45 DAYS REQUIREMENT</b>	
Vision screenings	343
Vision referrals	0
Hearing screenings	210
Hearing Referrals	0
Growth Assessment	363
BMI Referrals	0

Family and Community Engagement Manager  
 Monthly Monitoring Report – September 2018

<b>90 DAYS REQUIREMENT</b>	<b>Total</b>
Number of dental home established	230
Number of dental exams	115
Number of children requiring dental treatment	0
Number of completed dental treatment	0
Hematocrit / Hemoglobin	177
Blood Lead	162
Blood Pressure	308
<b>NUTRITION</b>	
Number of Breakfast	5,283
Number of Lunch	5,689
Number of PM Snacks	4,982
Number of Children with Special Diets	23
<b>MONITORING ACTIVITIES</b>	
Health Files Review	17
Child Care Food Program Tool	0
Kitchen Inspection Tool	0



# Family and Community Engagement Manager Monthly Monitoring Report – September 2018

<p><b>Corrective Action and Follow Up</b></p> <p><b>Funded Enrollment</b></p> <ul style="list-style-type: none"> <li>• The program met the funded enrollment requirement during the month of September, but families who need extended care continue to withdraw.</li> </ul> <p><b>Program Information Report</b></p> <ul style="list-style-type: none"> <li>• A schedule has been set to begin inputting data in ChildPlus for this school year for the PIR report.</li> </ul>
<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• The program is now using technology to communicate with parents and the results are improving.</li> <li>• The referral process is improving attendance.</li> <li>• The use of company cell phones (voice and text) helps staff contact families more successfully, and families are able to respond back to staff faster.</li> </ul>

# Family and Community Engagement Manager Monthly Monitoring Report – September 2018

<b>Areas of Concerns and Barriers</b>
<p>The Program’s ability to provide extended day services to families.</p> <p>Our families who work and attend school are becoming impatient with the Program’s inability to provide extended care.</p>

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

# Family and Community Engagement Manager Monthly Monitoring Report – September 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 OCTOBER 2018

### Administrative

- Holdings – building a nest egg for HVAC repairs needed.
- Ordering logo shirts with Shoe Box to secure a logo shirts for all staff and board.
- Open enrollment – begins in November for staff. Minimal increases forecast.
- Franklin County coverage can be sticky until we get staff in place. May use a camper/trailer for staff housing.

***Impact: Better benefits for staff. Better fiscal accountability.***

### Programmatic

- Eastpoint Wildfire Emergency Recovery Response – Camper trailers are in the field and tied down for the storm. Some trailers came back and will be redeployed for Hurricane Michael housing assistance.
- Franklin County and Community Action agree to Emergency Support Function 15 role. Opened Centennial Bank account and waiting for transfer of funds for Eastpoint Fire. Also, working on training for ESF 15 role to manage donations and volunteers. Working closely with EOC and First United Methodist Church.
- *Getting Ahead in a Just-Gettin'-By World/Staying Ahead classes* are underway.
- Head Start – Corrective Action from federal monitoring report has been submitted and follow-up call with monitors took place last week.
- City-County funding for CHSP restored all funding from last year.

***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, Whole Child Leon, ELC, LCSO, City and County on Community School for Southside of Tallahassee
- Attended United Way meetings with the Director to discuss possible metrics, outcomes and program criteria to help envision their new goals.

***Impact: Developing the infrastructure necessary to support the Agency mission***

### Resource Development

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



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***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 – November 5 – Tampa
- Vacation – November 14 - Tampa
- Vacation – December 6-7 – Miami

**Upcoming Events**

- Florida Head Start Association Directors meeting – October 29-30, 2018
- Community Action Partnership Management and Leadership Conference – January 15-18, 2018 – New Orleans



## Capital Area to serve as ESF 15

By **DAVID ADLERSTEIN**

**Apalachicola Times Editor**

Posted Sep 27, 2018 at 1:27 PM

Updated Sep 27, 2018 at 1:27 PM

### County agrees to return about \$22,700 in donations to Watkins family

Franklin County commissioners have turned to the Capital Area Community Action Agency to succeed Franklin's Promise Coalition as the ESF-15 emergency support function agency overseeing the administration and disbursement of close to \$300,000 raised in the aftermath of the June 24 Lime Rock Road fire.

The Sept. 18 vote was 3-2, with Commissioners Cheryl Sanders and William Massey voting no.

Sanders voiced opposition to the contract drawn up by County Attorney Michael Shuler because it allowed for a \$3,500 subsidy to Capital Area, to be paid out of the county's professional services budget, and not directly out of donations.

"I'm concerned about this because when the ESF 15 contract was discussed, myself and Noah (Lockley) were very explicit we wanted 100 percent of the funds to go to the fire victims in Eastpoint, and we did not want any administrative money paid on this," she said.

Sanders noted that the previous ESF contractor, Franklin's Promise, was made up entirely of volunteers "and they didn't charge nothing."

In a disagreement over the terms of a proposed contract, Franklin's Promise last month chose to withdraw as the ESF 15 agency, and has since returned all the funds they gathered to the county, approximately \$280,000.

"This ESF 15 organization is a volunteer organization. We shouldn't be paying money for it," said Sanders. "I don't care if it's Franklin's Promise, I don't care if it's CERT (Community Emergency Response Team). We should not have to have no money put in there.

"I don't think it's right," she said, adding that she preferred a local entity, rather than one based in Tallahassee, be the ESF 15.

"I would rather it be our local folks who have been here," Sanders said. "I don't have no problem with nobody. We need local and we don't need one penny to go in supplementing somebody's budget."

Shuler said none of the donations would be used to pay Capital Area, which he said plans to hire a fulltime local employee at about \$30,000 annually. That individual would succeed the late Pat Carroll, who was a longtime Capital Area staffer responsible for assisting local people with utility bills and other essential needs.

Capital Area, directed by Tim Center, administers the local Head Start program, provides utility assistance, and most recently purchased the many former FEMA travel trailers, at a cost of about \$200,000, that have provided temporary housing for displaced fire victims.

In a subsequent vote, also 3-2, the commissioners voted to return about \$22,700 to organizations connected to the family of the late Ben Watkins.

The return of the money had been asked for by the Watkins family, with their citing the fact that it had been their intention to donate it to a private non-profit entity, and not the government, on behalf of the fire victims.

The funds include a \$10,000 donation made by the J. Ben Watkins Private Foundation, and administered by J. Ben "Benjy" Watkins III; a \$10,198 donation made by the Community Foundation of North Florida, a non-profit directed by Joy Watkins, wife of J. Ben Watkins III; and a \$2,500 donation made by Apalachicola attorney Steve Watkins.

"They genuinely love the people of the county," said Sanders. "The man is dead and gone. I had high regard for him.

“They’re putting it in there with a heart. They felt the money wasn’t given to the proper thing,” she said. “We went against the purpose of why they put the money in there and I think they deserve the money back. If they want their money they need to have it back.”

Both Noah Lockley and Smokey Parrish voted no on the motion to return all the funds. Parrish said he was not against returning the funds, but wanted it done on a pro-rated basis, as recommended by the county’s accounting firm. He said since some of the money had already been spent on fire victims, that prorated percentage of the donations should not be returned.

“I’m not opposed to giving them the money back, but we’ve spent some of it,” he said.

Steve Watkins said the family intends to reassign the donations to the fire victims, but that it won’t be going to the sheriff’s relief fund, because that too is connected to a government entity.

“Joy is researching it,” he said. “We’ll follow her lead.”