

Capital Area **Community Action** Agency

Executive Committee Meeting Agenda

Tuesday December 18, 2018 – 5:30 PM
309 Office Plaza Drive, Tallahassee, FL - 32301
Conference Call (605) 475-4700; 275857#

- I. Call to Order Christy McElroy, Chair
- II. Agenda Approval
- III. Sign-in/Attendance/Introductions
- IV. Action – Recommendation for Review and Approval
- A. Review of Minutes
- i) Executive Committee – October 23, 2018
 - ii) Board – September 25, 2018 – draft for review
 - iii) Board – November 27, 2018 – draft for review
- B. Fiscal Report
- Narrative
 - Revenue & Expenditures Agency - 2 page
 - Balance Sheet
 - Head Start Match
 - Credit Card Activity Spreadsheet
 - Credit Card Statements
- C. Fiscal Resolutions
- Hancock Whitney – Money Market (SunTrust award)
 - Centennial Bank – Certificate of Deposit (Credit Card)
- D. Head Start Non-Federal Share Waiver
- E. Timelines
- CSBG Standards
 - Head Start Self-Assessment
- F. Hurricane Update
- i) Offices
 - ii) Staff
 - iii) Board

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- V. Program Dashboard Updates
 - A. Crisis
 - B. Weatherization
 - C. Getting Ahead/Staying Ahead
 - i) Transition Ceremonies
 - ii) MOUs
 - D. Head Start
 - i) Franklin County

- VI. Operations Update
- VII. Chief Executive Officer's Report
- VIII. Chair's Report
- IX. Adjournment

Nina Self, COO
Tim Center

Next Executive Committee Meeting 2/26/19 – 5:30 pm – 309 Office Plaza Drive

***Next Board of Directors Meeting 1/22/19 – 6:00 pm – Ghazvini Center for
Healthcare Education***

Capital Area **Community Action** Agency

EXECUTIVE COMMITTEE MEETING MINUTES October 23, 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

Member Absent: Kara Smith

*Attended meeting by phone.

The meeting was called to order at 5:35 p.m. by the Chair. A quorum was established.

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

Mr. Ross made a motion for the approval of the minutes of August 28, 2018. Seconded by Ms. Johnson and unanimously approved.

ACTION ITEMS

Mr. Jennings questioned what Head Start Centers was the Agency paying for repairs? Mr. Center said that we are collecting the lease agreements. The Board asked for a workshop to discuss the lease arrangements for each of the lease buildings to show the comparisons and Agency obligations. Discuss future opportunities and how to move forward.

The Chair asked Mr. Center what timeframe can the information be gathered for the Board? The Chair said next week schedule a meeting on a conference call. Mr. Center will poll Board members availability to schedule a conference call for the week of October 29 – November 2, 2018.



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Mr. Jennings made a motion for a workshop to discuss the lease arrangements for each of the lease buildings. Seconded by Mr. Ross and unanimously approved.

FISCAL

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 total \$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 Explanation

Workers Comp Insurance – Over benchmark budget and will remain over budget for the year based on the previous month's average of around \$4000 per month. We plan to increase for next year's budget due to unanticipated increase in health insurance.

Healthcare – his 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 – Over benchmark budget due to a number of school year end purchases.

Utilities – Over 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.

General Liability and Property Insurance – Over the budget due to currently unreimbursed Pollution Occurrence Insurance (POI) payments for the Weatherization program. Insurance we provide to our contractors.

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 and telephone repairs.

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

Technology- Overages is for renewals for a number of our software programs close to the end of the fiscal year, and electronic personnel survey.

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, not anticipated this as a line item.

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. 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 – 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 (Transition Ceremony). Unspent revenue can be used in future years.

Commissions – More commissions were received in the current year than previously because of the parent picture packages.

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.

Mr. Jennings made a motion to accept the financial report; it was seconded by Mr. Ross.

CEO GOALS

- **Board of Directors**
 - Ensure a diverse and regionally representative number of Directors that complies with By-Law requirements. This does not excuse the Board from pursuing potential Board members.
 - Keep the Board apprised of all relevant operational policies and practices.
 - Keep the Board informed on all operations, fiscal and organizational.
 - Ensure that the Board meets the required training to comply with CSBG standards.
- **Outreach**
 - Conduct visits with county and city administrators in each county served and build relationships with area partners including Chambers, CareerSource and others in this field. There may be potential grant funds available to pursue for the Agency.
- **Fundraising**
 - Plan annual fundraising events that generate funds in excess of \$15,000 to meet programs mission. Train Board members on Benevon model for fundraising.
- **Administration**
 - Conduct annual evaluations of staff and direct reports.

The Chair asked that each of the Board members suggested goals be sent out to Board members.

The Chair said that the next Board meeting will be focused on the CEO Performance Goals. The Board will send their goals to Ms. Self.

HURRICANE UPDATE

All Agency offices are operating with the exception of Blountstown. We anticipate that the office will be up and running by Friday, October 27, 2018.

We had staff that was impacted by the storm through the loss of their homes and vehicles. We have issued to our staff information regarding how to secure funds from FEMA based on damages occurred.

The Chair was concerned that staff not go bankrupt trying to rebuild from the storm. Mr. Center stated that we will continue to work with staff to help them rebuild and provide counseling. Ms. Self is in constant contact with staff to address any concerns they may have.

Mr. Center reported that FEMA is offering temporary housing with vouchers to aid those impacted by the hurricane.

Mr. Center said that he will keep the Board posted on relief efforts.

PROGRAM UPDATES

LIHEAP

Mr. Center reported that we continue to work with the *Supplemental Funding* that became available to assist those impacted by Hurricane Michael.

We are reviewing our options on how we offer energy assistance to our clients which could buy generators. This is a potential assistance that we can provide.

The Chair asked Mr. Center to contact Mr. Kendall Dean, DuPont Foundation. The Charitable Institution that administers the mission of care to economically challenged children.

We have part-time positions for Intake Workers in Franklin and Gulf Counties for LIHEAP and a Full-time Case Manager position for both Franklin and Gulf Counties.

WEATHERIZATION

Most properties completed in Leon.

CSBG

Ms. Robinson stated that Staying Ahead is moving forward and the Getting Ahead is in the beginning stages of planning the transition ceremony held in December.

We completed the Getting Ahead – Alice Population. Mr. Center thanked Ms. Smith and Ms. Johnson for attending the program.

HEAD START

All Head Start Centers are up and running. Franklin County will be open on Wednesday, October 24, 2018. We are almost fully staffed on the Extended Day.

The Agency will have the follow-up meeting with our federal monitors. The final findings will be received in November 2018.

CEO

We are ordering LOGO shirts for all staff and Board members.

Open enrollment begins in November for staff with minimal increases forecasted.

As the Role of Franklin County ESF 15 – Currently working on training to manage donations and volunteers. Working closely with EOC and First United Methodist Church.

We have permission from DEO to use the unused camper trailers for housing for persons impacted by Hurricane Michael. We are working with Franklin County to meet the needs of all but encouraging those impacted to seek assistance from FEMA first before reaching out to the Agency.

Meeting adjourned at 6:33 p.m.

Mr. Ross, Secretary

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.

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 1st; 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.

Mr. Ross, Secretary

Date

Capital Area
Community Action
Agency

Board of Directors
Meeting Minutes
November 27, 2018

Members in Attendance:

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

CACAA Staff:

Tim Center
Nina Self
Stephanie Sgouros
Margaret Watson

Member absent: Deborah Peterson

*Attended meeting by phone.

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

The Chair called the full Board meeting to order. The agenda was approved by Ms. Edgar. Seconded by Mr. Ross and unanimously approved.

Ms. Sgouros asked that the financial report be amended. November is the month that we prepare September financial statements for fiscal year end. For this meeting, we will only report the Head Start Match update. We will bring September and October statements to the January Board meeting.

Ms. Sgouros reported that the resolutions were not included on the Agenda. Ms. Edgar made a motion to approve the agenda with necessary corrections. Seconded by Mr. Ross and unanimously approved.



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The Chair asked for approval of the minutes for September 25, 2018. Mr. Center stated that the copy included in the packet is incorrect, and copies of Executive Committee Meeting Minutes of October 23, 2018, and Board Meeting Minutes of September 25, 2018, will be emailed to Board members by the end of the week.

The minutes will be approved at the next Board Meeting of January 22, 2018.

ACTION ITEMS

The Chair stated that the Agency is moving from For-profit to Non-profit. Mr. Center reported that the Holdings Company which is a subsidiary property owner for our building was filed initially as For-profit Company. When we contacted the Internal Revenue Service (IRS) to change the designation to tax exempt status so that we would not have to pay property taxes we were informed that we filed incorrectly and should have filed as a Non-profit Agency. Therefore, we are asking the Executive Committee Officers to dissolve the Holdings Company as a For-profit in order to file Articles of Incorporation as a Non-profit as required by the Division of Corporations. We were instructed to dissolve the For-profit and file new; the initial filing could not be amended because we were changing the status of the Agency.

Mr. Ross made a motion to dissolve the Holdings Company as a For-profit to Non-profit. Seconded by Ms. Ridley. Ms. Ridley asked if it was just a matter of processing paperwork. Mr. Center said, "yes".

Ms. Johnson asked if the break down of the roles and responsibilities of the ESF 15 could be sent to the Board. Mr. Center said that we are to administer the funds raised for the Eastpoint Wildfire Recovery as it relates specifically to the donated funds of the Eastpoint wildfire; hire someone to administer LIHEAP dollars; hire a Case Manager for Getting Ahead/Staying Ahead; administer the Emergency Support Function for the recovery; have someone present in the community to have regular contact in the day-to-day operations and work in conjunction with the group; and ongoing role of working with the EOC and County regarding needs in that community.

Mr. Center reported that we have hired Ms. Webster as the Case Manager for Franklin County. The ESF Role as it relates to the day-to-day operations will soon end.

FISCAL

Ms. Sgouros provided the Head Start draft match explanation. She reported that we are at 99% of less than 5k to meet our goal. We expect to receive some VPK and School Readiness for August and September but the dollar amount is expected at \$5K or \$10K. We will meet our non-federal share match for last year.

Mr. Center stated that enrollment in our Extended Day Program is much lower than projected. Our plan is to see if we can get some considerations from Leon County to reduce our rent which would put the Agency in a better position to meet our match.

Ms. Ridley asked what constitutes In-kind revenue (food, school lunch, CHSP, other Not For-profit grants, volunteers, space, etc.) is anything that is not from a federal source. Ms. Ridley asked do we track our volunteer hours? Ms. Sgouros said, "yes".

Ms. Johnson asked how is the dollar amount set for the In-kind match? Ms. Sgouros said that it is a fourth of our Head Start budget (\$3.4M).

Ms. Johnson questioned what other sources are we pursuing to meet our match? Mr. Center stated that we shifted from School Readiness to Extended Day Program with our Head Start dollars in trying to make them separate with part-time staff. The Part-time staff for our Extended Day put the Agency in a weak position.

Mr. Center further stated that the School Board has taken the Agency to a full Market rate for real estate at the South City location. We need to negotiate for a lower rate or have them to donate so that we meet not only the In-kind match but to also have more funds for the Agency.

Our staff collaborates with other Head Start Programs on how they operate their programs.

Resolutions

Ms. Sgouros reported that we have 2 Resolutions for approval: (1) SunTrust Foundation Award - \$75,000 deposited in to a money market account. The Resolution authorizes Board members access to the account and allows us to transfer money and deposit in to our operating account; (2) Credit Card for Emergency Support Function (ESF) for large purchases for the displaced victims of the Eastpoint fire.

Of the \$234,000.00 deposited we are asking the Board to approve 10K in CD to secure the credit card for \$10K and a Resolution accepting the deposit for 10K.

The Chair stated that the Resolutions were not listed as an Agenda item. The Resolutions will need to be brought before the next Board meeting.

Ms. Sgouros reported that Centennial Bank will not allow access to the account until they have Resolutions signatures.

Ms. Ridley stated that this should be brought before the Executive Committee first. Mr. Center stated that it will be listed as an Agenda item at the next Executive Committee Meeting of December 13, 2018, and properly noticed.

Ms. Ridley asked whom will have access to the credit card? Mr. Center will have signature authority and Capital Area. The Chair said that any expenses over \$2,500.00 must be brought before the Board.

Mr. Center said that the reason for this process is because of the reimbursement for tie-downs for the camper trailers purchased on his credit card. Ms. Ridley asked what is the status of the camper trailers? Mr. Center stated that all campers are occupied with the exception of 6 trailers. We had 24 campers total. The 6 remaining campers will be used for hurricane victims who are homeless. We worked with the Emergency Operations Center (EOC) to place senior disabled victims, and families with children under the age of 5.

The Chair asked that the Board receive updates on the status of the camper trailers as they become available.

Budget Modifications

LIHEAP

Mr. Center stated that the budget modifications included 4 major contracts regarding the LIHEAP Modification Low Energy Assistance Program that pays the utility bills and CSBG for our Getting Ahead/Staying Ahead put together by Ms. Self and Program Managers to develop budgets. Mr. Center asked for Board approval for the LIHEAP Budget Modification.

Ms. Edgar made the motion to approve the LIHEAP Budget Modification. It was seconded by Ms. Johnson and unanimously approved.

CSBG

Ms. Self reported that all of our programs are running on different fiscal years so DEO is trying to have all our programs on the same funding year (October 1st – September 30th) to eliminate having to be refunded every 3-years. Instead of having to close out every year we will have a roll over.

The CSBG Program is funded to offer more direct services for client however, to do that we have to hire staff. We eliminated the Emergency Services position because the EOC may only be open a few weeks throughout the year. We redirected those funds and hired a full-time Case Manager in Franklin County, and a Full-time In-take Worker for LIHEAP. We will be able to provide more resources in Franklin County and Gulf County now that we have the staff to offer the services.

Also, Leon is our largest county of service so we will add another Case Manager for our Getting Ahead classes.

We are also hiring for a Jefferson County Case Manager.

We increased the rent from \$75.00 to \$1200.00 – for a new building.

Ms. Ridley asked if the client base decreased because rent was not available to offer to the community. Ms. Self stated that we could serve additional customers if we had rent.

We ask the Board to approve the CSBG Modification. Ms. Edgar made the motion to approve the budget modification. Seconded by Ms. Ridley and unanimously approved.

Organizational Standards

The Federal Government wanted from the Department of Health and Human Services (HHS) a way in which you could measure how effective an organization performed. HHS together with some partners developed the Organizational Standards – 82 Standards Requirements (Maintain, 2-years, 3-years and 5-years) on criteria and evidence and how often they are to be updated.

During the initial delivery of the Standards to the Board we provided our processes and procedures and what is expected of the Agency. The governing board receives an annual update on the success of specific strategies that we include in our Community Action Plan.

The Standards were due to DEO last week but we have an approved extension of that deadline from DEO until December 7, 2018.

Mr. Center asks for approval of the submission of the Organizational Standards. Ms. Edgar made a motion to approve the Organizational Standards. It was seconded by Mr. Ross and unanimously approved.

PROGRAM UPDATES

LIHEAP

The Low Income Home Energy Assistance (LIHEAP) contract and modification #3 was approved. It will begin April 1, 2018.

WEATHERIZATION

Weatherization (WAP) funding has not changed. A staff person in our Weatherization department was involved in an accident with minor damages.

A Weatherization provider in Brevard County has renegotiated their contract so the Agency has submitted a request for one of the vehicles at no charge to the Agency. We have 2 staff persons with one vehicle so we are in need of a vehicle.

CSBG

Ms. Webster has been hired as the Case Manager for Franklin County.

We are seeking to employ new Case Managers for the Getting Ahead/Staying Ahead so that we can serve more clients in the community.

Head Start

Our Grant Manager visited the Agency and toured several facilities. She informed us that she would no longer be the Grants Manager effective December 1st.

Corrective Action from federal monitoring report was accepted and subsequent follow-up monitoring report removed any issues to be addressed. We are waiting on the monitoring of all Head Start Centers which will be completed by the end of the calendar year to receive the new Class Score Standard established based on the year's monitoring report. We will know our position and if we will be bid out or not.

Ms. Reshard provided a Quality Counts document that explained an overall enrollment of the Head Start program.

CEO Report

Open enrollment will conclude by the end of November. A 4.5% rate increase was accessed in the current plan. Staff was encouraged to establish Flexible Spending Accounts for dependent and medical expenses.

We continue to work with Franklin County regarding the Eastpoint Wildfire Recovery.

Franklin County Emergency Support Function 15 role still requires onsite staffing. Mr. Center asked if Board members would like to receive a bi-weekly report highlighting where we are or as appropriate. The Chair asked that the Board receive camper trailer update as appropriate. She asked that a copy of the Contract be emailed to the Board. Mr. Center stated that we have a lease contract agreement. The initial short term housing relief was for a 6-month period to look for a more permanent solution.

DEO sent out the approved Modification to CSBG to assist eligible households whose home or household was destroyed by the Eastpoint Lime Rock Fire. The preliminary plan is to provide replacement homes. The Agency will assist in those efforts.

We are working with ECHO to explore how to provide Getting Ahead as a human resource benefit offered to major employers to expand the work with the ALICE population.

Mr. Center stated that the CEO goals were emailed to the Board. Mr. Center reported that he included programmatic goals. He asked Ms. Johnson were the programmatic goals included what she had in mind?

Ms. Johnson said that the concern is that the programs are succeeding and meeting the expected Agency performance.

Ms. Ridley stated that the Board set a strategic meeting to discuss CEO goals.

The meeting adjourned at 8:14 p.m.

Mr. Ross, Secretary

Date

**Financial Statement Narrative
For the First Month Ending October 31, 2018
Capital Area Community Action Agency**

As of October 31, 2018, we have completed one month of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 8% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 16% and 10% respectively, with mostly restricted net income of \$340,453 including \$75,000 Suntrust Grant and nearly \$225,000 for Franklin Co. Fire Victims.

Year to Date Non-Federal Share (NFS) Match reported totals \$17,017, which is 2% of the \$866,176 total match required for the fiscal year ending September 30, 2019. The October 2018 NFS Match report does not include In Kind contributions for October, so we expect this number to be a bit higher.

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.

Travel – In Area – is over benchmark budget due to extensive travel necessitated by the Franklin County Fires and Hurricane Michael.

Kitchen Supplies – is currently over the budget benchmark due to re-stocking expenses incurred at the beginning of the year.

General Liability and Property Insurance – is over benchmark budget after the 25% down payment and first month payment. This expense is charged over 10 months and much is expended upfront.

Repairs and Maintenance – Non-Recurring – The majority of these expenses (over \$5,500) are for the HeadStart Program and related to damage/clean up from Hurricane Michael.

Technology and Dues and Subscriptions – reflects a number of yearly expenses paid in October so it is over the benchmark budget currently but should even out over the course of the year.

Registrations – a number of training opportunities require early registration for best rate so this is over the budget benchmark for October, but should even out over the rest of the year.

**Financial Statement Narrative
For the First Month Ending October 31, 2018
Capital Area Community Action Agency**

Revenue Variances and Explanations

Government Contracts – Local and Grants – Other Not-For-Profits – is currently ahead of budget expectations, but expected to equal the budget by year-end.

Grants – All Other Sources – This contains the SunTrust Foundation award, which was unexpected and received lump-sum.

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

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

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

Capital Area Community Action Agency
Statement of Revenue and Expenditures
One Month Ended 10/31/2018

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
4000	Government Contracts - FEDERAL -	3,464,698	271,518	(3,193,180)	8%
4005	Government Contracts - Federal Indirect	3,209	4,382	1,173	137%
4010	Government Contracts - STATE	1,589,235	218,903	(1,370,332)	14%
4020	Government Contracts - LOCAL	108,000	17,098	(90,902)	16%
4100	Grants - Other Not-for-Profits	17,433	10,211	(7,222)	59%
4120	Grants - All Other Sources	15,000	75,566	60,566	504%
4200	Contributions	3,500	7,020	3,520	201%
4210	Contributions- Restricted	235,055	258,738	23,683	110%
4320	Commissions-Vending/Photo	2,000	-	(2,000)	0%
4960	Fringe Pool Revenue	796,597	50,115	50,115	6%
4970	Indirect Pool Revenue	690,118	43,554	(646,564)	6%
4995	Other Revenue	9,750	13,527	3,777	139%
	Total Revenue	<u>6,934,595</u>	<u>970,631</u>	<u>(5,167,367)</u>	14%
Expenditures					
6010	Salaries & Wages	2,381,134	179,138	2,201,996	8%
6110	Fringe	678,148	50,115	628,033	7%
6120	FICA	200,000	17,470	(17,470)	9%
6130	Unemployment	45,000	1,329	(1,329)	3%
6140	Workers Compensation	57,000	4,105	(4,105)	7%
6150	Health Insurance	415,000	36,421	(36,421)	9%
6160	Life Insurance	27,000	2,211	(2,211)	8%
6170	Retirement	39,597	3,297	(3,297)	8%
6180	Staff Screenings	2,800	-	2,800	0%
6210	Indirect Costs	570,514	44,357	526,157	8%
6310	Travel - In Area	9,959	1,955	8,004	20%
6315	Travel - Out of Area	5,716	-	5,716	0%
6410	Office Supplies	11,750	1,116	10,634	9%
6415	Program Supplies	24,887	3,104	21,783	12%
6420	Classroom Supplies	37,046	21	37,025	0%
6430	Kitchen Supplies	12,721	2,496	10,225	20%
6440	Medical/Dental Supplies	500	-	500	0%
6510	Copies/Printing/Copier Maintenance/Tone	17,636	839	16,798	5%
6600	Postage and Delivery Expense	3,175	31	3,144	1%
6710	Contractual Services/Professional	308,420	17,560	277,860	6%
6715	Contractual Services – Health/Disabilities	162,370	20,736	141,634	13%
6810	Rent/Space Cost	197,514	25,346	172,168	13%
6820	Utilities	67,158	4,582	62,576	7%
6830	General Liability and Property Insurance	33,410	17,104	16,307	51%

Capital Area Community Action Agency
Statement of Revenue and Expenditures

		One Month Ended 10/31/2018			
6840	Communications	49,120	6,967	42,153	14%
6850	Repairs & Bldg Maintenance- Recurring	87,644	6,392	81,252	7%
6855	Repairs & Bldg Maintenance - Nonrecurring	-	7,455	(7,455)	
6910	Equipment Maintenance	19,300	2,089	17,211	11%
6920	Vehicle Expense	61,986	5,937	56,050	10%
6930	Equipment Lease	11,150	1,464	9,686	13%
6940	Technology	19,200	9,356	9,844	49%
7010	Fees, Licenses, and Permits	3,625	65	3,560	2%
7020	Dues/Subscriptions	9,230	2,355	6,875	26%
7210	Client Assistance	1,075,370	125,305	950,065	12%
7320	Expendable Equipment	15,830	-	15,830	0%
7410	Registration Fees	8,959	3,694	5,265	41%
7420	Meetings/Workshops/Training	24,275	(163)	24,438	-1%
7430	Training/Staff Development	42,498	1,358	41,140	3%
7440	Advisory/Board Member Expenses	7,000	43	6,957	1%
7450	Advertising	9,050	51	8,999	1%
7460	Parent Activities	1,200	-	1,200	0%
7510	Raw Food Cost	170,203	24,328	145,875	14%
7610	Interest Expense	7,000	-	7,000	0%
7630	Bank Service Charges	3,500	150	3,350	4%
	Total Expenditures	<u>6,934,595</u>	<u>630,178</u>	<u>5,507,820</u>	9%
	Excess Revenue over (under) Expenditures	<u>0</u>	<u>340,453</u>	<u>340,453</u>	

Capital Area Community Action Agency
Balance Sheet
For the One Month Ended 10/31/18

	<u>Current Period Balance</u>
Assets	
Petty Cash	860
Cash Operating Hancock Bank	84,372
Cash - Money Market Hancock Bank	75,000
Cash-Bank Restricted	69,523
Cash - Centennial Bank	224,857
Grants Receivable	724,056
Building	245,000
Accumulated Depreciation - Building	(82,984)
Accumulated Depreciation - Equipment	(296,564)
Equipment	<u>338,977</u>
 Total Assets	 <u>1,383,097</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	76,352
Accrued Leave	65,341
Accrued Wages	5,800
Accrued Fringe Benefits	(22,548)
Accrued Taxes	(8,066)
Contract Advances	81,030
Due to Grantor	1,500
Contingent Liab Sunshine St Micro Unobligated	22,993
Liability- Head Start Parent Activity	3,605
Notes Payable	<u>138,473</u>
Total Liabilities	364,481
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	353,265
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	678,163
Current Net Income	<u>340,453</u>
Total Net Assets	<u>1,018,616</u>
Total Liabilities and Net Assets	<u>1,383,097</u>

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the 1 Month Ending October 31, 2018

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local	\$	5,866			
Grants - Other Not for Profits	\$	1,084			
In-Kind Revenue		Not Available			
VPK/SR	\$	10,067			
	866,176	\$ 17,017	2%	849,159	98%

Oct 2018 Head Start CC Transactions

Vendor Name	Expenses	GL Code	Fund Code	Effective Date	Document Description	Transaction Description
HANCOCK WHITNEY	351.98	6410	1064	10/29/201	ACCT#XXXX6623- DARREL JAMES	CHAIR/DESK FOR NEW ADVOCATE
HANCOCK WHITNEY	75.00	6920	1064	10/29/201	ACCT#XXXX6623- DARREL JAMES	FUEL FOR CO. CAR
HANCOCK WHITNEY	30.00	7430	1064	10/29/201	ACCT#XXXX6623- DARREL JAMES	3 COURSE MODULES FOR PAM JACKSON
HANCOCK WHITNEY	80.00	7430	1064	10/29/201	ACCT#XXXX6623- DARREL JAMES	8 COURSE MODULES FOR PAM JACKSON
HANCOCK WHITNEY	10.00	7430	1064	10/29/201	ACCT#XXXX6623- DARREL JAMES	COURSE MODULE FOR PAMELA JACKSON
HANCOCK WHITNEY	450.00	7430	1064	10/29/201	ACCT#XXXX6623- DARREL JAMES	REGISTRATION FOR BARBARA EVANS
HANCOCK WHITNEY	683.27	7430	1064	10/29/201	ACCT#XXXX6623- DARREL JAMES	TUITION FOR DELRETIA ROSS-CLASSES AT TCC
HANCOCK WHITNEY	40.00	6715	1064	10/29/201	ACCT#6982-FATIMA OLEABHIELE	REHAB FOR STUDENT, N. TAUNTON
HANCOCK WHITNEY	78.79	6850	1064	10/29/201	ACCT#6982-FATIMA OLEABHIELE	MULCH FOR FRANKLIN
HANCOCK WHITNEY	32.24	6850	1064	10/29/201	ACCT#6982-FATIMA OLEABHIELE	WEED KILLER
HANCOCK WHITNEY	3.57	6850	1064	10/29/201	ACCT#6982-FATIMA OLEABHIELE	YELLOW DUCT TAPE
HANCOCK WHITNEY	42.89	7440	1064	10/29/201	ACCT#6982-FATIMA OLEABHIELE	FOOD FOR ADVISORY MEETING
HANCOCK WHITNEY	4.77	6855	1064	10/29/201	ACCT#XXX7303- KRISTIN RESHARD	CABLE AND LOCK FOR SO CITY CENTER
HANCOCK WHITNEY	950.00	6855	1064	10/29/201	ACCT#XXX7303- KRISTIN RESHARD	FENCE REPAIR AT FRANKLIN AFTER
HANCOCK WHITNEY	5.98	6910	1064	10/29/201	ACCT#XXX7303- KRISTIN RESHARD	APPLIANCE BULB FOR FRANKLIN CENTER
HANCOCK WHITNEY	43.00	6920	1064	10/29/201	ACCT#XXX7303- KRISTIN RESHARD	FUEL FOR CO. CAR
HANCOCK WHITNEY	500.00	6940	1064	10/29/201	ACCT#XXX7303- KRISTIN RESHARD	TEACHSTONE SOFTWARE RENEWAL
HANCOCK WHITNEY	35.00	7010	1064	10/29/201	ACCT#XXX7303- KRISTIN RESHARD	ANNUAL VISA FEE
HANCOCK WHITNEY	2,000.00	6855	1064	10/29/201	ACCT#XXX7366-NINA SINGLETON	FENCE REPAIR AT FRANKLIN
HANCOCK WHITNEY	1,000.00	6855	1064	10/29/201	ACCT#XXX7366-NINA SINGLETON	FENCE REPAIR AT LB ROYAL
HANCOCK WHITNEY	105.00	7430	1064	10/29/201	ACCT#XXX7303- KRISTIN RESHARD	TRAINING WITH CARE COURSES
HANCOCK WHITNEY	51.25	7450	1064	10/29/201	ACCT#XXX7366-NINA SINGLETON	LOGO SHIRTS FOR STANLEY CULVERSON
HANCOCK WHITNEY	21.00	6420	1064	10/29/201	ACCTXXX5810- VENITA TREADWELL	SUPPLIES FOR CLASS SCIENCE BOARD
Total HANCOCK CC -	6,593.74					
LOWES	244.22	6850	1064	10/31/201	ACCT#XXXX84241- OCTOBER 2108	ACCT#XXXX84241- OCTOBER 2108
LOWES	1,265.46	6855	1064	10/31/201	ACCT#XXXX84241- OCTOBER 2108	ACCT#XXXX84241- OCTOBER 2108

Total LOWES - LOWES 1,509.68

Report Transaction Totals 8,103.42



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16323070-003602-0001-0001-2



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

**N0003602

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Account Number
~~XXXXXXXXXX~~
Statement Date
10-29-18

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
					M45.00
10-05	10-03	24692188277100785868409	5542	GATE 1194 Q80 TALLAHASSEE FL	M30.00
10-08	10-05	24692188279100992312991	5542	GATE 1194 Q80 TALLAHASSEE FL	M10.00
10-16	10-16	24431088289026935846835	8220	DAYTONA ST COL CHLD CARE 386-506-3595 FL	M18.26
10-16	10-15	24445008289000978250791	5411	PUBLIX #887 TALLAHASSEE FL	M30.00
10-16	10-16	24431068289026935824030	8220	DAYTONA ST COL CHLD CARE 386-506-3595 FL	M80.00
10-16	10-16	24431068289026935757099	8220	DAYTONA ST COL CHLD CARE 386-506-3595 FL	M15.90
10-18	10-17	24013398290003592130351	5499	FLWRBBAKRY0094 TALLAHASSEE FL	M18.29
10-18	10-17	24388948290432530000187	8220	TALLAHASSEE COMM COLL 800-3398131 FL	M864.98
10-18	10-17	24388948290432530000179	8220	TALLAHASSEE COMM COLL 800-3398131 FL	M829.66
10-22	10-22	74270848295100009808967	0000	BRANCH PAYMENT - THANK YOU	M31.40
10-23	10-22	24427338295720030326322	5411	PIGGLY WIGGLY #292 TALLAHASSEE FL	M450.00
10-25	10-23	24073148297900011939123	8220	TTAS WEB 270-7453026 KY	M351.98
10-26	10-24	24445748298100185553258	5943	OFFICE DEPOT #108 TALLAHASSEE FL	

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STATEMENT DATE 10-29-18	ACCOUNT NUMBER XXXXXXXXXX	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,745.81
		NEW CASH ADVANCES .00
		CREDITS 829.66
		STATEMENT TOTAL 916.15
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



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 FATIMA OLEABHIELE
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 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729

**N0005623

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-28	09-28	24231688271083360687850	5811	MOE'S SW GRILL #373 OLO TALLAHASSEE FL	M202.50 ✓
10-01	09-28	24445008272001026099148	5411	PUBLIX #1051 TALLAHASSEE FL	M10.88 ✓
10-01	09-28	24231688272400736000122	5812	PANERA BREAD #600984 TALLAHASSEE FL	M32.01 ✓
10-08	10-06	24988948280017058888497	8011	SACRED HEART HLTH SYS 850-416-4475 FL	M40.00 ✓
10-19	10-17	24610438291010186147766	5200	THE HOME DEPOT #6374 TALLAHASSEE FL	M3.57 ✓
10-19	10-18	24445008292000993679227	5599	TRACTOR SUPPLY #1223 TALLAHASSEE FL	M32.24 ✓
10-22	10-22	74270848295100009808983	0000	BRANCH PAYMENT - THANK YOU	M511.83 ✓
10-26	10-25	24431068299400183000650	5251	ACE HDWE APALACHICOLA FL	M78.79 ✓

11/6/18
JL

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-29-18	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 399.99
		NEW CASH ADVANCES .00
		CREDITS 511.83
		STATEMENT TOTAL 111.84 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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

***N0007540

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-03	10-02	24492158275637068975505	8299	TEACHSTONE TRAINING WWW.TEACHSTON.VA	M500.00
10-05	10-04	24431068278400185000422	5251	ACE HDWE APALACHICOLA FL	M5.98
10-05	10-04	24755428277272770400761	1799	GOOD FENCES GOOD NEIGHBOR CRAWFORDVILLE FL	M950.00
10-08	10-04	24247608278200140359179	5541	ARDS SERVICE EASTPOINT FL	M43.00
10-22	10-22	74270848295100009808926	0000	BRANCH PAYMENT - THANK YOU	M1,986.87
10-22	10-19	24445008293400142886138	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M4.77
10-26	10-25	24013398298005233433039	8241	CARE COURSES CARECOURSES.C.VA	M105.00
10-29	10-29		0000	ANNUAL FEE	M35.00

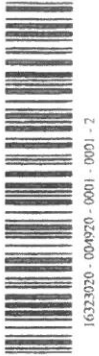
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STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-29-18		
CUSTOMER SERVICE CALL		
Toll Free	1-800-448-8812	
		NEW PURCHASES AND OTHER CHARGES 1,643.75
		NEW CASH ADVANCES .00
		CREDITS 1,986.87
		STATEMENT TOTAL 343.12 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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MEMO STATEMENT

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10-29-18

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-16	10-15	24755428288172882722028	1799	GOOD FENCES GOOD NEIGHBOR CRAWFORDVILLE FL	M1,000.00 ✓
10-22	10-22	74270848295100009808900	0000	BRANCH PAYMENT - THANK YOU	M173.65 ✓
10-25	10-24	24755428297262976721389	1799	GOOD FENCES GOOD NEIGHBOR 850-9269455 FL	M2,000.00 ✓
10-26	10-25	24210738298083318943741	8398	COMMUNITY ACTION PARTNER 202-265-7546 DC	M565.00 ✓
10-26	10-25	24210738298083721970802	8398	COMMUNITY ACTION PARTNER 202-265-7546 DC	M565.00 ✓
10-26	10-25	24210738298083722959614	8398	COMMUNITY ACTION PARTNER 202-265-7546 DC	M565.00 ✓
10-29	10-26	24765018299091805000037	5137	CLOTHESLINE TALLAHASSEE FL	M51.25 ✓
10-29	10-26	24445008300400149448438	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M112.23 ✓
10-29	10-26	24512398299900010500031	5661	THE SHOE BOX TALLAHASSE TALLAHASSEE FL	M169.99 ✓

for 11/4/10

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-29-18	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 5,028.47
		NEW CASH ADVANCES .00
		CREDITS 173.65
		STATEMENT TOTAL 4,854.82
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00



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

Visa BusinessCard
 Statement of Account
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1672020 - 009104 - 0001 - 0001 - 2

VENITA TREADWELL
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729
 **N0009104

MEMO STATEMENT

Account Number

Statement Date

10-29-18

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-01	09-28	24692168271100333797171	8398	ARC*RED CROSS DONATION 800-733-2767 CA	M25.00
10-05	10-04	24445008278000987575033	5331	DOLLARTREE TALLAHASSEE FL	M21.00
10-16	10-15	24445008289000978265310	5411	PUBLIX #782 TALLAHASSEE FL	M62.24
10-22	10-22	74270848295100009809064	0000	BRANCH PAYMENT - THANK YOU	M32.90

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STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-29-18	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 108.24
		NEW CASH ADVANCES .00
		CREDITS 32.90
		STATEMENT TOTAL 75.34
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



OK
11/18/19



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*Exclusions apply. Can't be combined with other credit offers. See store for details.
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Lowe's® Business Card Account

CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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Customer Service: 1-800-444-1408

Summary of Account Activity	
Previous Balance	\$1,595.98
- Payments	\$1,595.98
- Other Credits	\$113.54
+ Purchases/Debits	\$1,630.33
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$1,516.79
Credit Limit	\$11,000.00
Available Credit	\$9,483.00
Statement Closing Date	11/02/2018
Days in Billing Cycle	31

Payment Information	
New Balance	\$1,516.79
Total Minimum Payment Due	\$64.00
Payment Due Date	11/28/2018

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
10/02	10/03	08061	STORE 0417 TALLAHASSEE FL	✓ \$61.72
10/03	10/03	98604	LOWE'S INTERNET FUL WILKESBORO NC - 7	✓ \$209.84
10/04	10/04	06226	STORE 0417 TALLAHASSEE FL	✓ \$67.28
10/14	10/14	18684	STORE 0716 TALLAHASSEE FL	✓ \$19.77
10/15	10/15	24804	STORE 0417 TALLAHASSEE FL	✓ \$581.87
10/15	10/15		LOWE'S INTERNET FUL WILKESBORO NC Tax credited	✓ (\$14.64)
10/16	10/16	24963	STORE 0417 TALLAHASSEE FL	✓ \$34.58
10/17	10/17	10225	STORE 0716 TALLAHASSEE FL	✓ \$5.95
10/17	10/17	95531	LOWE'S INTERNET FUL WILKESBORO NC ~	✓ \$18.78
10/18	10/18	14504	STORE 0716 TALLAHASSEE FL	✓ \$162.84
10/18	10/18		STORE 0716 TALLAHASSEE FL	✓ (\$98.00)
10/18	10/18	18024	STORE 0716 TALLAHASSEE FL Tax credited	✓ \$101.91
10/22	10/22	07365	STORE 0417 TALLAHASSEE FL	✓ \$37.38
10/22	10/22	27259	STORE 0417 TALLAHASSEE FL	✓ \$81.28

(Continued on next page)

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBT942, or call toll-free 1-800-444-1408

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights Information and other important information



Transaction Summary (Continued)				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
10/22	10/22		LOWE'S INTERNET FUL WILKESBORO NC <i>missing receipt</i>	-\$0.90
10/23	10/23	28484	STORE 0417 TALLAHASSEE FL	✓\$22.27
10/26	10/26	26476	STORE 0417 TALLAHASSEE FL	✓\$93.92
10/30	10/30	10235	STORE 0716 TALLAHASSEE FL	✓\$29.11
10/30	10/30		PAYMENT - THANK YOU TALLAHASSEE FL	-\$1,595.98
10/31	10/31	39687	STORE 0417 TALLAHASSEE FL	✓\$73.12
11/01	11/01	67673	STORE 0417 TALLAHASSEE FL <i>missing receipt</i>	\$28.73

Interest Charge Calculation						
Your Annual Percentage Rate (APR) is the annual interest rate on your account						
Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method	
Regular Purchases	NA	21.99%	\$0.00	\$0.00	2D	

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

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1.2

Capital Area Community Action Agency, Inc.
Corporate Resolutions
December 18, 2018

I. Hancock Whitney Bank

Earlier this year, SunTrust Foundation awarded the Agency \$75,000 "to be used to further... efforts in the Getting Ahead Program." The money was received and deposited in October. Historically, Getting Ahead classes for the ALICE population have been held in August and September. This resolution is for a money market account in which to hold these funds until they are needed. Any interest earned in the interim will also be used to further efforts in the Getting Ahead program.

II. Centennial Bank

Per the ESF 15 contract with Franklin County, a new bank account with a presence in that county was opened to hold all donations received for the Franklin County Fire Victims and to pay for direct client services to those same people. When the account was originally opened, no credit card was requested, but has been determined needed, especially in emergencies. \$10,000 of the donations will secure an equivalent credit line for a credit card(s). The security will be kept in a CD. There will be no early withdrawal penalty on this CD if and when the credit card is cancelled.

HANCOCK WHITNEY BANK
2305 HWY 77
PANAMA CITY, FL 32405

Account Number: 61729039 "Account"
PREFERRED MONEY MARKET

CORPORATE AUTHORIZATION RESOLUTION

HANCOCK WHITNEY BANK

Branch Name: MAHAN 471
Name/User ID: A102813

CAPITAL AREA COMMUNITY ACTION AGENCY INC

Corporation
309 OFFICE PLAZA DR
Address
TALLAHASSEE, FL 32301
City, State, and Zip Code

A. I, Harold Ross, certify that I am Secretary (clerk) of the above named corporation organized under the laws of Florida, Federal Employer ID Number 591-11-7362, engaged in business under the trade name of CAPITAL AREA COMMUNITY ACTION AGENCY INC, and that following is a correct copy of resolutions adopted at a meeting of the Board of Directors of this corporation duly and properly called and held on 12-18-18. These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

B. Be it resolved that,

- (1) The Financial Institution named above is designated as a depository for the funds of this corporation.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by this Financial Institution.
- (3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of this corporation with this Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (4) Any of the persons named below, so long as they act in a representative capacity as agents of this corporation, are authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable to open this Account with the Financial Institution and for the effective exercise of their powers indicated below, from time to time with this Financial Institution, concerning funds deposited in this Financial Institution, moneys borrowed from this Financial Institution or any other business transacted by and between this corporation and this Financial Institution subject to any restrictions stated below including, but not limited to, agreements for the issuance to authorized persons of debit and/or ATM cards, and this corporation agrees to, and shall be bound by, the terms and conditions of and shall otherwise be liable under the terms of all such contracts, agreements, stipulations and orders.
- (5) Any and all prior resolutions adopted by the Board of Directors of this corporation and certified to this Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, unless supplemented or modified by this authorization.
- (6) This corporation agrees to the terms and conditions of any account agreement, properly opened by any authorized representative(s) of this corporation, and authorizes the Financial Institution named above, at any time, to charge this corporation for all checks, drafts, or other orders for the payment of money that are drawn on this Financial Institution.

C. Print the name(s) and title(s) of any person who is authorized to exercise the powers listed below:

CHRISTY MCELROY TIM CENTER

HAROLD ROSS


KARA PALMER


NINA SINGLETON SELF

- Endorse checks and orders for the payment of money and withdraw funds on deposit with this Financial Institution.
- Receive and use any debit and/or ATM card issued to him or her for the account of this corporation to make deposits and withdraw funds of this corporation, make purchases chargeable to this corporation and receive information, enter into transactions that may otherwise be available, from time to time, through the use of such cards).
- Enter into written lease for the purpose of renting and maintaining a Safe Deposit Box in this Financial Institution.

D. I further certify that the Board of Directors of this corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolutions and to confer the powers granted to the person named who have full power and lawful authority to exercise the same.

In Witness Whereof, I have hereunto subscribed my name on 12/18/18
Date


Attest by Officer/Other Officer
Kara Palmer Smith, Treas
Printed Name and Title


Secretary
Harold Ross
Printed Name

Hancock Whitney Bank, Member FDIC

**BUSINESS
CREDIT CARD –
NON-PROFIT ENTITY /
COMMUNITY ASSOCIATION
RESOLUTION FORM**



Resolution for Non-Profit Entity / Community Association

The resolutions contained herein have been duly adopted by the Board of Directors (the "Board") of Capital Area Community Action Agency, Inc. (the "Agency"), a non-profit entity or community association, duly organized and existing under the laws of the State of Florida, and are being delivered to Centennial Bank in connection with the Agency's request that Centennial Bank establish a credit card account for, or in the name of, the Agency.

I, _____, certify that I am an officer of the Agency, and the following is a true and correct copy of resolutions adopted at a meeting of the Board, which was duly and properly called and held on the 18th day of December, 20 18, at which a quorum was present, or by proper written action of the Board, all in conformity with the organizational documents, charter and by-laws of the Agency. These resolutions appear in the official corporate records of the Agency and have not since been rescinded, modified or amended.

RESOLUTIONS

RESOLVED, that the Business Credit Card Application, Business Cardholder Agreement and interest rates and fees disclosure (the "Applicant") is hereby approved and the official designated below ("Authorized Official") is hereby authorized and directed to execute the Application on behalf of and in the name of the Agency.

RESOLVED FURTHER, that such Authorized Official is hereby authorized and directed to name the individuals at the company who shall be authorized to instruct Centennial Bank to issue credit cards to one or more employees, representatives, or agents of the Agency, for the account of the Agency and in respect of which the Agency shall be responsible; and

RESOLVED FURTHER, that such Authorized Official is hereby authorized and directed to execute such Application, agreements and other documents and instruments and to pledge and encumber such property of the company for a credit line amount on the credit card account not to exceed \$10,000.00, as such Authorized Official may deem appropriate in connection with the foregoing transaction.

The following person is the Authorized Official referenced in the foregoing resolutions, and is duly elected and holding the office shown, and the signature appearing is the genuine signature of such person:

Printed Name of Authorized Official: _____

Title: _____

Signature: _____

Date: _____

Printed Name of Officer: _____

Title: _____

Signature: _____

Date: _____

Person signing as Officer may not be the same person that signed above as Authorized Official.

Attest by Other Officer (if required by Agency) _____

Attest by Other Officer (if required by Agency) _____

Capital Area Community Action Agency, Inc.
 Summary of Programs
 For the Month of November 2018

PROGRAMS: County	Getting Ahead	Staying Ahead	Emergency Services	WAP Contract 2017 - 2020		
	Current Enrollments	Active Participants	Households Served	Units Projected	In Progress	Completed
Calhoun	0	0	15	8	0	0
Franklin	0	0	17	6	2	0
Gadsden	9	0	56	12	0	3
Gulf	0	0	26	6	0	0
Jefferson	0	4	8	7	1	0
Leon	11	8	219	42	15	28
Liberty	0	0	4	6	0	0
Wakulla	6	0	14	7	0	1
TOTALS	26	12	359	94	18	32

HEAD START	Franklin	Jefferson	Mabry	Royal	South City	Total
# of Students Registered	17	32	80	56	180	365
# of Student Withdrawals	0	0	1	0	8	9
# of Vacancies	0	1	3	8		12
# of Students on Wait List	2	0	21	23		46
# of VPK Students Registered	N/A	N/A	N/A	16	60	76
# of School Readiness Students Registered	N/A	N/A	N/A	5	7	12
Funded Enrollment	17	33	83	57	188	378
Enrollment @ 11/30/18	17	32	80	56	180	365
Center Enrollment %	100.00%	96.97%	96.39%	98.25%	95.74%	96.56%
Average Daily Attendance (ADA)	84.78%	83.20%	81.70%	88.95%	87.42%	85.92%

COMING EVENTS:

Getting Ahead Transition Ceremonies

Wakulla	Monday, January 28, 2019	Time & Location TBD
Leon	Tuesday, January 29, 2019	Capital City Country Club - Time TBD
Gadsden	Wednesday, January 30, 2019	Time & Location TBD
Science Fair	Saturday, February 16, 2019	LeRoy Collins Library - 10:00 AM

Capital Area Community Action Agency, Inc.
Staff Demographics @ 12/11/2018

Total Staff	110	%
Full-time	101	91.82%
Part-time	9	8.18%
Gender:		
Male	9	8.18%
Female	101	91.82%
Ethnicity:		
African American	97	88.18%
Caucasian	5	4.55%
Hispanic	7	6.36%
Asian	1	0.91%
Age:		
24 - 30	14	12.73%
31 - 55	70	63.64%
56 - 65	19	17.27%
65+	7	6.36%
Note: Youngest staff member is 24; Oldest is 82		
By Department:		
Executive Office	4	3.64%
Emergency Services	9	8.18%
Family Support Services	7	6.36%
Weatherization	2	1.82%
Program Support	3	2.73%
Head Start (85 Total)		
Early Childhood	73	66.36%
Parent, Family, Community Engagement	10	9.09%
Administration	2	1.82%
Years of Service:		
Under 1 Year	26	23.64%
1 - 5 Years	45	40.91%
5 - 10 Years	17	15.45%
10 - 20 Years	10	9.09%
20 - 24 Years	5	4.55%
25+ Years	7	6.36%
Note: Longest seniority is 48.32 Years		

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Annie McDuffie, Program Manager, Crisis Program
RE: Board Update for November 2018 – *Emergency Services*
DATE: December 10, 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 2018 and will end September 30th 2019.

Low Income Home Energy Assistance Program

Below is the total unduplicated number of households/individuals served for November 2018.

County	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	April 2019	May 2019	June 2019	July 2019	Aug 2019	Sept. 2019	County
Calhoun	15/37	15/30											30/67
Franklin	13/23	19/53											32/76
Gadsden	17/31	57/153											74/184
Gulf	32/62	26/58											58/120
Jefferson	7/15	10/22											17/37
Leon	292/792	242/659											554/1,451
Liberty	5/6	4/4											9/10
Wakulla	20/25	14/34											34/59
Total	401/991	387/1,013											788/2,004

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 received notification that modification #4 has been approved and there will be an increase in Low Income Home Energy Assistance funding for administration and client services.

Starting October 1st, 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: December 10, 2018

WAP funding allocation has not changed. Current total contract amount is \$948,604.20 with a completion date of September 30, 2020.

As of December 1, 2018, 61 homes have been processed and inspected. Of those 61 homes, 32 homes have been completed and inspected, 18 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.

Due to the devastating effects of Hurricane Michael, inspections were placed on hold for the remainder of October and have resumed in November.

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	15	28
Liberty	-	0	6	0	0
Wakulla	4	2	7	0	1
Total	72	47	94	18	32



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Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Anne Robinson
RE: Board Update for November Staying Ahead Program
DATE: December 10, 2018

Wakulla

- Currently there are no participants in Staying Ahead
- Getting Ahead graduates from this session will transition into Staying Ahead

Leon

- Currently there are 8 participants in the Staying Ahead Program
- 5 of the 13 (38%) participants have transitioned out of Staying Ahead
- Of the 5, 3 (60%) are enrolled in Post-secondary education, projected date of completion May 2019. These participants will be recognized at the upcoming Getting Ahead Transition Ceremony and have completed the 18 month time frame for the Staying Ahead Program
- 3 of the 8 (37%) are currently enrolled in Post- Secondary education and will receive degree's and or certifications within their 18-month contract for Staying Ahead
- 6 of the 8 (75%) are employed
- 1 of the 8 (12%) is now over income for Community Service Block Grant (CSBG); her total household income is \$35,784.32. Maximum amount for a household of 4 = \$31,375.00. This participant increased her income by 14% from the maximum of \$31,375.00 to her current annual salary of \$35,784.32 allowed under the CSBG grant.



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Jefferson

- Currently there are 4 active participants in Staying Ahead
- 3 are no longer in the Staying Ahead Program
- 2 of the 7 (28%) are over income for CSBG
- 1 of the 7 (14 %) choose not to remain in the Staying Ahead Program
- 1 of 4 (25%) is currently enrolled in GED classes at Franklin Academy
- 1 of the 4 (25%) is pursuing a certificate in Early Childhood Education
- 1 of the 4 (25%) is currently enrolled in Post-Secondary education and will receive a B.A. degree within the 18-month contract for Staying Ahead
- 2 of the 4 (50%) are gainfully employed

Gadsden

- Currently there are no active participants in Staying Ahead

Blountstown

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

FSS Program Manager Update

- Angela Webster has been hired as a case manager for Franklin County, she is currently in training.
- We are still seeking a case manager for Jefferson County. Referrals from the board would be appreciated. The county is currently being monitored by Anne Robinson and Melissa Watson.
- There were items donated to Franklin County residents who were impacted from the fire and Hurricane Michael. The Carrabelle City Complex which held the donations was open to the public last week for selection.
- The donations that were left over in Franklin County will be picked up by Goodwill on December 11, 2018 at 11:00 a.m.
- Goodwill will provide clothing vouchers for the community, and the case manager Angela Webster will facilitate issuing the vouchers.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Melissa Watson
RE: Board Update for November
DATE: December 10, 2018

Getting Ahead Report

Current Enrollments as of 11/13/2018

County	Starting Enrollments	Current Enrollments	*Group A	*Group B	*Group C
Calhoun/Liberty	0	0	0	0	0
Gadsden	9	9	2	4	3
Jefferson	16/Still recruiting	TBD	TBD	TBD	TBD
Leon	13	11	2	7	2
Wakulla	10	6	0	5	1

Getting Ahead;

The Getting Ahead classes are currently wrapping up Module 5, The Importance of Language. Investigators learn nine language concepts that can improve interactions with diverse groups of people by building respectful relationships, resolving conflicts and exchanging information. The nine language concepts are; Register of language, discourse patterns, code switching, Voices: Parent, Child Adult, Story Structure, Language Experience, and Mediation: The What, The Why, The How, Using language to resolve problems, and the Basics of Negotiation. Investigators can use the information to help prepare their children to learn and be more successful.

Calhoun/Liberty

- We are currently recruiting for the next session of classes due to start the first week in February 2019
- The residents in this county are still dealing with the aftermath of Hurricane Michael
- We are partnering with Rivertown Community Church to offer Getting Ahead as a small group



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Gadsden

- 1 of the 10 (10%) obtained employment during Getting Ahead
- 1 of the 10 (10%) has enrolled in post-secondary education to obtain her Master's Degree
- Participants with young children were submitted for Christmas donations
- The Getting Ahead Transition Ceremony is Wednesday January 30, 2019, location and time TBD
- We are in the beginning of forming a partnership with Florida State Hospital to provide Getting Ahead to the staff that are income eligible

Jefferson

- Recruitment is ongoing for Jefferson
- Classes for Jefferson will start in February 2019
- Jefferson Outreach for Youth (JOY) has sponsored all Head Start children for Christmas as well as families in Staying Ahead
- The Getting Ahead Program Coordinator is working to strengthen, the partnership with Jefferson Correctional Institute and North Florida Community College (Dr. Grosskopf President) for potential income eligible GA applicants

Wakulla

- Recruiting is ongoing for Wakulla
- We are currently partnering with Tallahassee Community College Wakulla for potential Getting Ahead applicants
- A new partnership for Rivertown Community Church in Wakulla (new location) to establish Getting Ahead as a small group with Pastor Claude
- The Getting Ahead Transition Ceremony is Monday, January 28, 2019 location and time to be determined

Leon

- Recruiting is ongoing for Leon
- 2 of the 13 (15%) dropped from the class. One has entered a program for rehabilitation; the other stated that this was not a good time.
- All participants with children were sponsored for Christmas
- The Getting Ahead Transition Ceremony will be held on Tuesday January 29, 2019 at Capital City Country Club 1601 Golf Terrace Drive Tallahassee FL, 32301

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
- Mentor Orientation projected date is February 21, 2019. Venue to be determined.

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: December 12, 2018

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

Staffing

Alice Peck, a long-term employee of Community Action and the Jefferson County Head Start Center Director, passed away the week of December 3. The funeral is scheduled for Sunday, noon, December 16th, at New Bethel AME Church, 6496 Ashville Hwy, Monticello.. The Family will receive visitors on Saturday, December 15, 3-6 pm at Hagan & Bradwell, 175 N. Railroad, Monticello, FL 32344. The Department of Children and Families provides for six months to determine the new Director. There are no other major staffing issues to report.

Facilities

Mabry Head Start has a leaking roof which has been reported to the landlord. Jefferson County Facilities are open but have some repairs needed to the windows of the classrooms and experienced some damage to the playground from Hurricane Michael. Damage was experienced on playground fencing and has been repaired.

Curriculum

The Head Start program uses the Creative Curriculum for Pre-School from Teaching Strategies as its play-based curriculum. The focus of Head Start on providing individualized lesson planning is vital to preparing a student for kindergarten. Head Start staff need more substantial training in lesson planning and how to implement the curriculum. Additionally, the Education Coordinators need to be able to help coach and support teaching staff in carrying out the curriculum.

Staff met with Teaching Strategies staff to discuss training opportunities to better understand how best to develop a multi-year training program that can help to ensure proper use of the materials.



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Enrollment

Centers are nearly at full enrollment.

Federal and State Regulations

A new program specialist, Deirdre Mitchell, has been assigned to our program. An introductory conversation has already taken place. Attached is information about her.

Tim Center

From: Mitchell, Deirdre (ACF) (CTR) <Deirdre.Mitchell@acf.hhs.gov>
Sent: Thursday, December 6, 2018 12:18 PM
To: Tim Center
Subject: Introduction for Your Team

Greetings, Tim!

It was a pleasure to speak with you Monday! In lieu of my resume I have created a bio at a glance & photo you may share it with your staff.

My name is Deirdre Mitchell and I am excited to be your newly assigned Program Specialist here in the Region IV Office. I have been serving in Human Services for 15 years in the following industries: workforce development, public education, & non profits. I have served in a few Federal programs to include the Workforce Investment Opportunity Act (WIOA), Title One as a parent educator, and Vital Connections Early Head Start as a Family Advocate Male Involvement Manager (FAMI). I have also worked as a lead teacher in prek.

I completed my undergrad degree in Child and Families Studies with an Emphasis in Early Childhood Education from Columbia College in South Carolina. I am also a certified career development specialist. I understand my role as your Program Specialist is to provide you with optimal customer services to ensure you are providing the utmost services to the children and families in your service area.



Thanks & Enjoy the Day!

Deirdre Mitchell | Program Specialist

Health & Human Services | Administration of Children & Families | Office of Head Start
61 Forsyth Street SW | Suite 4M60 | Atlanta Georgia 30303
Desk: 404.562.2858 | Email: deirdre.mitchell@acf.hhs.gov

Quality Counts

October 2018



Vital Statistics

(Pulled November 6, 2018 beginning @ 1724 hours for October 1-31, 2018)

Enrollment

Compliance

NO

Current Enrollment

376

Cumulative Enrollment

386

Disability Services

(Reports 2001 & 2005)

Compliance

YES

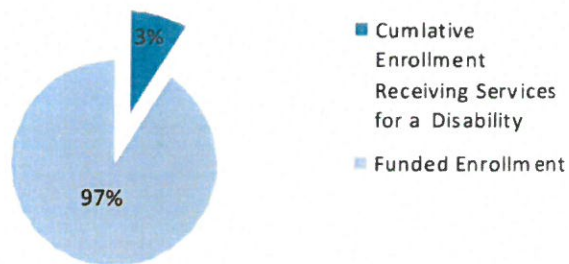
Students with Disabilities

12

Students with Concerns

8

Disability Services



NOTES:

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

Attendance

Compliance

YES

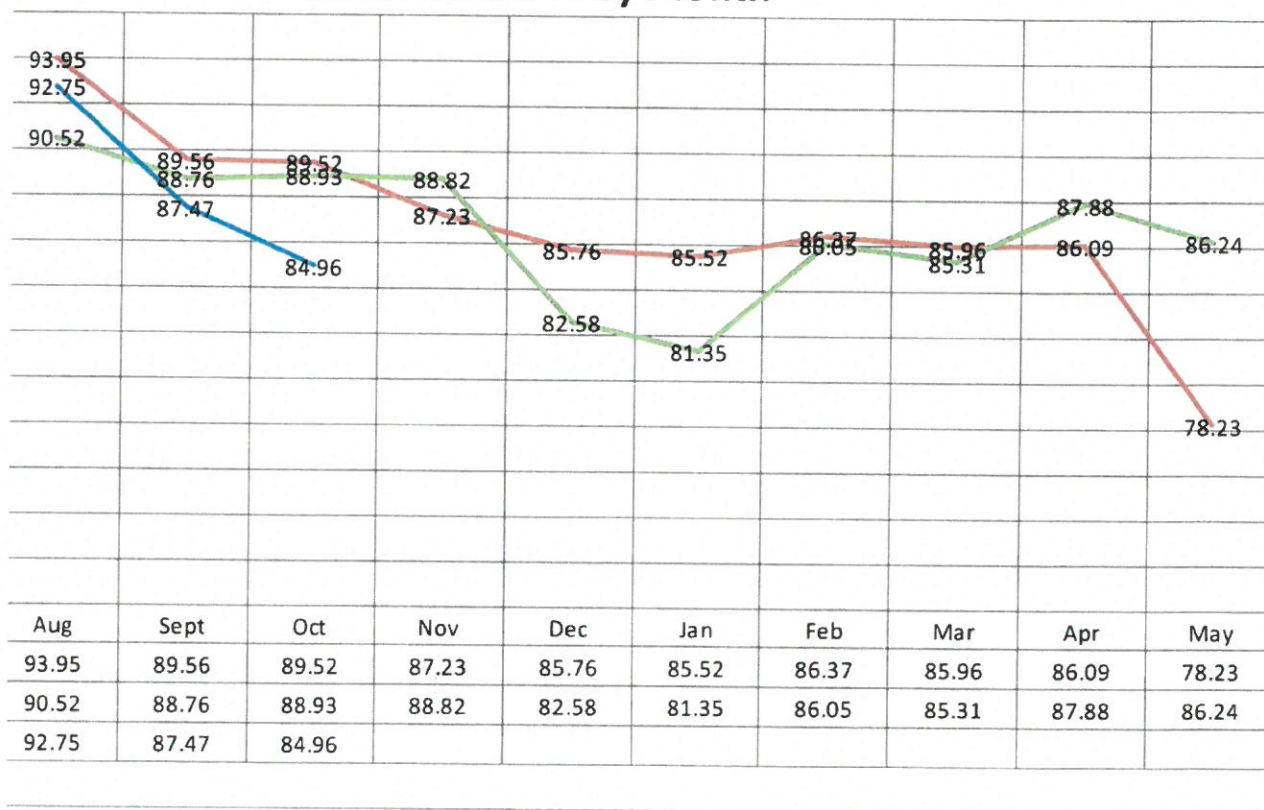
Funded Attendance

84.09

Actual Attendance

84.96

HISTORICAL ADA by Month



NOTES:

- 2018-2019 October attendance is lower than the historical average for this 5 year grant cycle.
- At this point in the school year 88 students have been absent for between 10% and 20% of the days offered to them and are at risk of missing 10% of the program.
- At this point in the school year 79 students have been absent for more than 20% of the days offered to them and are at risk of missing 20% of the program. (Report 2336 or 2306).

(Pulled November 11, 2018 beginning @ 1732 hours for October 1-31, 2018)



2018-2019 Goals Progress



Long Term Goals	Short Term Objectives	Activities/Outcomes
Reduce the caseloads of Family Advocates to allow for more direct services to families.	Research ways that caseloads can be reduced. This includes a time study to see where they are currently focusing their efforts, and a possible redistribution of the workload.	The average case load has been reduced to 47.25. Then mode is 54.
Develop partnerships with various agencies that will enable us to identify and serve the homeless population more effectively.	Partner with the Big Bend Homeless Coalition to enroll students of homeless families that are housed in local shelters.	Focus group being planned for January.
Relocate all Head Start centers to state of the art facilities.	As leases expire on current facilities renegotiate to renovate, or relocate better facilities to lease or purchase as funding permits.	Progress continues to be made on the Franklin County Early Education Center.
Create a more robust Family Engagement Plan and increase family involvement.	Increase family involvement to 10% the first year, and an additional 5% each year thereafter.	Program purchased and is in the process of rolling out Ready Rosie.
Establish a consolidated service center on the south side of Leon County to make services more accessible.	Offer expanded services at the South City Head Start location.	LIHEP services are offered at centers for families.
Restructure our organization to allow for seamless delivery of services.	Design an plan for a "one stop shop" for Agency services for all clients that seek us for any type of assistance.	Currently we have six Head Start team member that participated in Getting Ahead and have used the knowledge learned to better their employment. We also have one Head Start parent enrolled in Getting Ahead.
Increase the number of Head Start eligible children we can serve as well as provide services to children who qualify for subsidized care.	Create opportunities to provide services to children of families in targeted areas who aren't eligible for Head Start.	We are currently unable to progress towards this goal due to limited space.
The Agency will support a teaching staff with credentials in accordance with the revised Head Start Act Requirements. This includes 50% of Teachers with a bachelor degree and 50% of Teacher Assistants with associate degree.	At least 50% of Teachers will have a bachelor degree and at least 50% of Teacher Assistants will have an associate degree.	The Agency is currently supporting 12 staff on increasing their education (4= BS, 4=AA, 3= CDA)
Expand our Little Champions obesity prevention program to include Jefferson and Franklin counties.	Provide exercise activity to students enrolled in Franklin and Jefferson counties.	We are currently researching alternative programs, as the cost to train Franklin staff on Little Champions is prohibitive.

Incident Accident Reports

Incidents Added This Month



Students Involved This Month



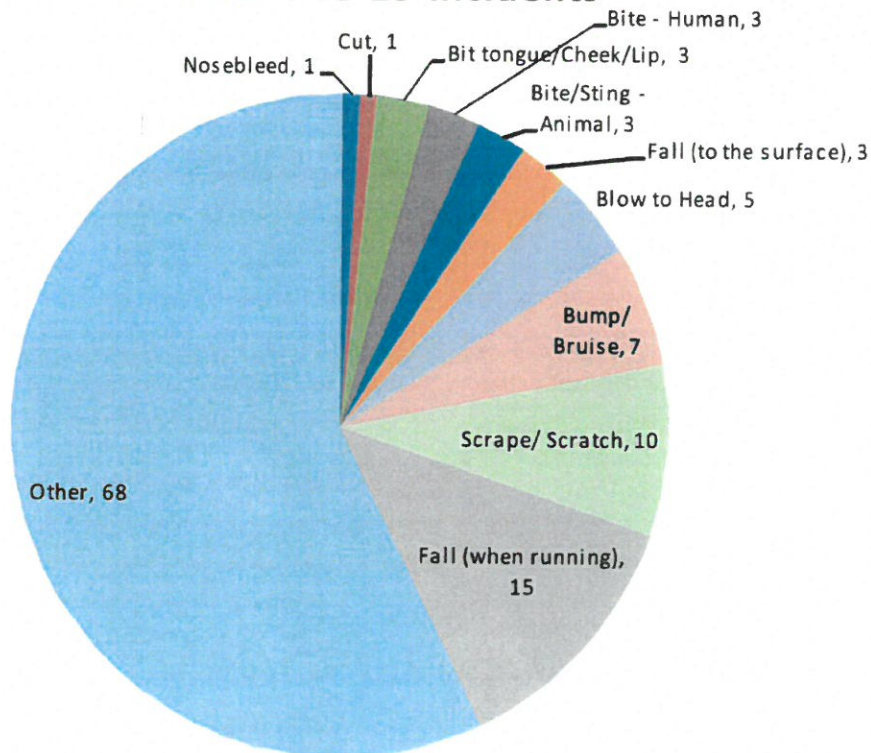
Incidents after 2:00pm



Cumulative 18-19 Incidents




Cumulative 18-19 Incidents



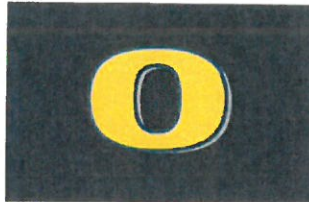
- The majority of incidents listed as “other” are from a child being hit or struck by another child or object. We may need to consider adding another reporting field for data clarity.
- Additionally, the majority of incidents/accidents this month occurred in the classroom.
- Incidents entered for a previous month after the QAM monthly report is generated are not included in the graphic.

Depart of Children & Families Violations

Inspections This Month



Violations This Month



Cumulative 17-18 Violations



(DCF Inspection Reports)

Quality Counts October 2018 Narrative

Vital Statistics

Enrollment

Community Action's deliverable enrollment is 378. The current actual enrollment for October 2018 was 376. We did not meet this deliverable for October 1-31, 2018 according to data recorded on Child Plus Report 2001.

Community Action's cumulative enrollment is 386.

Disability

Ten percent of the funded enrollment for Community Action is 37.8 or 38 students. Per the Head Start ERSEA review protocol, at this point in the program year, the program must have reached ten percent at some time during the last school year. The current number of students with diagnosed disability that attended at least one day August 2017 through May 2018 was thirty-nine as of May 31, 2018. Based on the current numbers at the time of this report we were meeting the deliverable for this requirement.

The current disability enrollment for this school year is 3% or 12 students. The Community Action teaching staff had also identified 8 additional students with disability concerns. The Special Service Coordinator had added the students identified by the teaching staff to the list of students with disability concerns; however, the local education authority (LEA) has yet to diagnose the students. Only the students with identified disability concerns will not count towards Community Action's ten percent disability requirement.

Attendance

The average actual attendance percentage for Community Action students is 84.96% or 95%. The October 2018 actual attendance is lower than the three year historical average for October. Hurricane Michael left many of our Head Start families without power or water for several days. The inability to shower and limited gas supplies could have impacted our attendance. The threshold for compliance is 85%. Despite the challenges presented by the hurricane, we meet this deliverable for October 1-31, 2018 according to data recorded on Child Plus Report 2301.

Child Plus Report 2335, Attendance Works Chronic Absence Charts, indicates that 44% (167/378) of our Head Start students struggled with moderate to chronic school absences. Students with moderate school attendance issues miss between 10% - 20% of the days offered to them and miss 10% - 20% of the program. Students with chronic school attendance issues miss between 21% or more of the days offered to them and miss over 20% of the program.

2018-2019 Program Goals

The program made no advancements towards our program goals October 1-31, 2018. Currently, we are not fully capturing our efforts with regards to our employee educational goal as we focus only on teachers. However, many other staff work towards and obtain credentials and certifications that supports us in our efforts towards becoming a high quality child development program. We should consider revising the Head Start employee education program goal to better capture our efforts. I have included the current wording below and also some proposed texts.

Version	Long Term Goals	Short Term Objectives	Activities/Outcomes
Current	The Agency will support a teaching staff with credentials in accordance with the revised Head Start Act Requirements. This includes 50% of Teachers with a bachelor degree and 50% of Teacher Assistants with associate degree.	At least 50% of Teachers will have a bachelor degree and at least 50% of Teacher Assistants will have an associate degree.	The Agency is currently supporting 12 staff on increasing their education (4= BS, 4=AA, 3= CDA)
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Incident Accident Reports

Twenty-three new incident accident reports were added into Child Plus this month. Seventeen students were involved. The majority of incidents accidents occurred between 7:30am and 2:00pm.

The program has had 122 cumulative incident/accidents this year. The leading cause incident/ accident reporting involves students touching, striking, or biting other student. The second leading cause of incident/ accident reporting was from trip and falls due to students running.

Department of Children and Family Violations

During October 2018 we had no DCF inspections. Louise B. Royal, South City Head Start, and Jefferson County Head Start are likely to have a routine inspection before the winter break.

Key

Green= Compliance

Orange=Area of concern/ Potential for Concern

Red= Non-Compliance

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Self- Assessment Timeline
(Version 1- Completed and Approved before Grant Packet)

Date	Topic	Individuals Involved
December 12,2018	Self- Assessment Discussion and Plan Approval	CEO COO
December 18, 2018	Self- Assessment Discussion and Plan Approval	Executive Board
December 20, 2018	Self- Assessment Discussion and Plan Approval	Policy Council
January 22, 2019	Self- Assessment Discussion and Plan Approval	Full Board
January 8-11, 2019	Self-Assessment Team Leads Report Training Day and Team Selections to QAM	Team Leads QAM CEO COO
January 14-18, 2019	Self- Assessment Team Training	Team Leads, Trainers and Participants
January 23-29,2019	Self-Assessment	Self-Assessment Teams
January 30-February 5, 2019	Work on Team Summaries	Self-Assessment Teams
February 6, 2019	Team Summary Presentation and Discussion	Self-Assessment Teams, CEO, COO and HS Management Team
April 13-15 2019	Corrective Actions Prepared	COO Family and Community Engagement Manager Quality Assurance Manager
February 16-19,2019	Work on Agency Self-Assessment Final Report	COO Family and Community Engagement Manager Quality Assurance Manager
February 20-26, 2019	Report to CEO and COO for Review	Quality Assurance Manager
February 27-March 5, 2019	Corrections Made	Quality Assurance Manager
March 6, 2019 (Incase policy council is moved up)	Final Report sent to Tim and Nichele for Board and Policy Council Packets	Quality Assurance Manager
March 21, 2019 (Tentative week of spring break)	Policy Council Review of the Self-Assessment Report	Policy Council
March 26, 2019	Board Review and Acceptance of the Self-Assessment Report	Full Board

Self- Assessment Timeline
 (Version 2- Completed and Approved at same time as Grant Application)

Date	Topic	Individuals Involved
December 12, 2018	Self- Assessment Discussion and Plan Approval	CEO COO
December 18, 2018	Self- Assessment Discussion and Plan Approval	Executive Board
December 20, 2018	Self- Assessment Discussion and Plan Approval	Policy Council
January 22, 2019	Self- Assessment Discussion and Plan Approval	Full Board
February 27, 2019	Self-Assessment Team Leads Report Training Day and Team Selections to QAM	Team Leads QAM CEO COO
March 6 -12, 2019	Self- Assessment Team Training	Team Leads, Trainers and Participants
March 13 –April 2, 2019	Self-Assessment	Self-Assessment Teams
April 3-9, 2019	Work on Team Summaries	Self-Assessment Teams
April 10, 2019	Team Summary Presentation and Discussion	Self-Assessment Teams, CEO, COO and HS Management Team
April 17-19, 2019	Corrective Actions Prepared	COO Family and Community Engagement Manager Quality Assurance Manager
April 20-23, 2019	Work on Agency Self-Assessment Final Report	COO Family and Community Engagement Manager Quality Assurance Manager
April 24-30, 2019	Report to CEO and COO for Review	Quality Assurance Manager
May 1-7, 2019	Corrections Made	Quality Assurance Manager
May 8, 2019	Final Report sent to Tim and Nichele for Board and Policy Council Packets	Quality Assurance Manager
May 16, 2019 <i>(In case it gets moved up due to Memorial Day & last Day of School)</i>	Policy Council Review of the Self-Assessment Report	Policy Council
May 21, 2019 <i>(In case it gets moved up due to Memorial Day)</i>	Board Review and Acceptance of the Self-Assessment Report	Full Board

Created 12/10/18 KR

Family and Community Engagement Manager
 Monthly Monitoring Report – November 2018

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
PROGRAM STATUS (Monthly)						
Number of Students Registered	17	32	80	56	180	365
Number of Student Withdrawals for Month	0	0	1	0	8	9
Number of Vacancies	0	1	3	1	8	13
Number of Students on Wait List	2	0	21	20	23	66
Number of VPK Students Registered	N/A	N/A	N/A	16	60	76
Number of School Readiness Students Registered	N/A	N/A	N/A	5	7	12
FAMILY STATUS						
Number of Family Needs Assessment	17	35	80	56	180	365
Family Partnership Agreement						
Number of FPA Initiated (45)	17	26	78	56	172	349
Number of FPAs in progress (February)						
Number of FPAs completed (May)						

Center	Head Start Enrollment and Attendance		
	Funded	Enrollment on 11/30/18	Average Daily Attendance (ADA)
Franklin	17	17	84.78%
Jefferson	33	32	83.2%
Mabry	83	80	81.70%
Royal	57	56	88.95%
South City	188	180	87.42%
Total	378	365	85.92%

Family and Community Engagement Manager
Monthly Monitoring Report – November 2018

Number of Referrals (Review referrals)	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)	17	9	15	13	38	92
Domestic Violence Referrals	0	0	1	1	1	3
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	3	1	4	2	9	19
Education Referral	0	0	2	5	14	21
Employment	0	0	1	4	12	17
Parent Meetings/Trainings						
Parent Committee Meetings						
Number of Parents at the Parent Committee Meetings						
Number of Male Parents at Parent Committee Meetings						
Number of parents Committee meetings attended (Family Advocate)						
Number of Parents Committee meetings attended (Parent Engagement Coordinator)						
Number of Parents in attendance on Policy Council	1	0	2	2	2	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	1	3	2	3	3	12
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						
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	17	4	56	47	138	262
Number of Contacts documented per absenteeism	1	0	5	4	12	22

Family and Community Engagement Manager
 Monthly Monitoring Report – November 2018

Number of Files Reviewed	0
Review of Parent Board	7
Volunteers (PEC)	
Number of Volunteers	121
Total of Program In kind	80 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	1
Family Advocate Workers Trainings	1
Community Meetings	1

Transportation	
Field Trips	12
Maintenance	0
Trainings	0

Family and Community Engagement Manager
 Monthly Monitoring Report – November 2018

HEALTH SPECIALIST		Total
PRE-ENROLLMENT REQUIREMENTS		
Up to date immunizations		355
Expired/Missing immunizations		11
Up to date Physicals		356
Expired/Missing Physicals		10
Number of individual Health Care Plan		8
Number of Children with Health Insurance		365
ENROLLMENT		
Number of children with dental home		256
Number of dental home referrals		0
Completed dental exams		113
Incomplete dental exams		253
Needed dental treatment		19
Receiving dental treatment		1
Completed dental treatment		1
Number of medical home		306
Number of medical home referrals to Advocates		0
45 DAYS REQUIREMENT		
Vision screenings		333
Vision referrals		0
Hearing screenings		301
Hearing Referrals		0
Growth Assessment		353
BMI Referrals		0

Family and Community Engagement Manager
 Monthly Monitoring Report – November 2018

90 DAYS REQUIREMENT	Total
Number of dental home established	256
Number of dental exams	113
Number of children requiring dental treatment	19
Number of completed dental treatment	1
Number of dental cleaning / fluoride treatment	45
Hematocrit / Hemoglobin	201
Blood Lead	189
Blood Pressure	320
NUTRITION	
Number of Breakfast	4,506
Number of Lunch	5,012
Number of PM Snacks	4,004
Number of Children with Special Diets	23
MONITORING ACTIVITIES	
Health Files Review	0
Child Care Food Program Tool	2
Kitchen Inspection Tool	0

Family and Community Engagement Manager Monthly Monitoring Report – November 2018

Corrective Action and Follow Up
<p>Funded Enrollment</p> <ul style="list-style-type: none"> The program met the funded enrollment requirement during the month of November, but families did not return after the Thanksgiving Holiday. <p>Extended Care</p> <ul style="list-style-type: none"> The program is calling up families from the Wait List, but the program is down a teacher and open slots remain at South City. <p>Parent Engagement</p> <ul style="list-style-type: none"> Parenting classes will begin in January, with one being offered midday and another one in the evening. <p>Referrals</p> <ul style="list-style-type: none"> Referrals must be completed for all students who are late without an excuse, and for students with excessive absences. <p>In-Kind</p> <ul style="list-style-type: none"> In-Kind is still be collected to meet the needs of the program. The amount is improving from donations to the program, fees from contracted professionals, and parent volunteers. <p>Field Trips</p> <ul style="list-style-type: none"> Communication of fieldtrips is improving. All 12 fieldtrips this month was completed with success.
Strengths
<ul style="list-style-type: none"> The program is now using new technology to communicate with parents and the results are improving. The referral process is improving attendance. 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.

Family and Community Engagement Manager
Monthly Monitoring Report – November 2018

Areas of Concerns and Barriers

Our families who work and attend school are becoming impatient with the Program's inability to provide extended care.
Behavior issues in the classrooms causing parents to want to withdraw their children.

Professional Development

Bi-weekly management and team meetings
Management Team Meetings

Family and Community Engagement Manager
Monthly Monitoring Report – November 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 DECEMBER 2018

Administrative

- Concluded open enrollment.
- Looking at Franklin County office options.
- Met with Wakulla County Administrator to discuss Board representation from the County.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Eastpoint Wildfire Emergency Recovery Response – Donations have been distributed to impacted families. Hurricane victims also had the chance to receive donations. Remainder was donated to Goodwill in exchange for clothing vouchers. Some remaining furniture is to be moved. Carrabelle City Complex should be clear before Christmas break.
- Franklin County Emergency Support Function 15 role still requires on site staffing. A request has been made to remove this requirement. This has become a bit problematic even with local staff. Training and re-writing the ESF Program Plan will be a priority.
- Proposed dates for transition ceremonies have been posted. Additionally, the CSBG budget provides for expansion of the program with contracted facilitators. Discussions with ECHO may offer trained facilitators in a timely manner.
- Head Start – A new Program Specialist Deirdre Mitchell has been named. Introductory calls took place. Extended day staffing has fallen short and resulted in fewer slots being offered. School readiness and VPK funding is used as a match. With a projected shortfall, the Agency will need to request of HHS a waiver from the 20% match requirement.

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, LCSD, City and County on Community School for Southside of Tallahassee
- Working with ECHO to explore how to provide Getting Ahead as a human resource benefit offered to major employers to expand the work with the ALICE population.

Impact: Developing the infrastructure necessary to support the Agency mission



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850.222.2043
www.CapitalAreaCommunityActionAgency.org



Resource Development

- Received \$11,000 from the Community Foundation of North Florida to provide services to the victims of the Eastpoint Wildfire in Franklin County.

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

Out of Office

- Vacation – February 6-8, 2019
- Vacation - March 7-8, 11, 2019

Upcoming Events

- Community Action Partnership Management and Leadership Conference – January 15-18, 2019 – New Orleans
- Florida Head Start Association – Board and Conference – April 1-4, 2019
- Leadership Florida Annual Meeting – June 20-23, 2019



Interest Business Checking

Minimum Deposit Required to Open		\$50.00
Monthly Maintenance Fee		
If no relationship requirements are met for the month	per month	\$25.00
Relationship Waiver options:		
If minimum daily balance for the month is \$25,000.00 or more		\$0.00
or, if combined deposit and loan balances for the month are \$50,000.00 or more	per month	\$0.00
Item Fees - Items counted include: Combined Checks, Debits, Credits, Deposit Tickets, Deposited Items, ACH Debits, ACH Credits, and any other customer initiated items including Bill Pay, Mobile Pay, and Online Banking assisted items.		
	First 500 items	per month \$0.00
	Each additional item over 500	per item, each \$0.50
Deposited Cash Fees – Combined Coin & Currency		
	First \$20,000	per month \$0.00
	Additional cash deposited over \$20,000	per \$100 \$0.15
Statement Type	Image	\$0.00
Dormant Fee		
No dormant fee will be charged on this account, regardless of balance.	per month	\$15.00
Early Closing Fee		
An Early Closing Fee will be charged if this account is closed within the first 360 days, regardless of balance	at closing	\$20.00
Interest Compounding and Crediting		
Interest will be compounded and credited to the account on a monthly basis. Interest begins to accrue no later than the business day credit is received for the deposit of non-cash items (for example, checks). If the account is closed before interest has been credited, all accrued interest will be paid to the customer.		
Rate Information		
Interest rates and annual percentage yields are based on the following tiers:		
Daily Collected Balance		
\$0-\$2,499.99	\$50,000 - \$99,999.99	
\$2,500 - \$9,999.99	\$100,000 - \$249,999.99	
\$10,000 - \$49,999.99	\$250,000+	
Contact your Hancock Whitney banker for specific interest rates and Annual Percentage Yields for this account.		
Frequency of Rate Changes		
Rates and Annual Percentage Yield (APY) are variable and subject to change at the bank's discretion without notice and are available upon request. Contact your Hancock Whitney banker for more information.		
Balance Computation Method		
The daily balance method is used to calculate the interest on the account. This method applies a daily periodic rate to the collected balance on the account each day.		
Online Banking	per month	\$0.00
Business Bill Pay	per month	\$0.00
	Bill Pay items	Unlimited \$0.00
Sub-users	First 2 users	\$0.00
	each additional	\$5.00
Automatic Funds Transfer Services		
- Direct Deposit of Payroll	per month	\$9.95
	Payroll Transactions First 25, \$0.00	Each additional \$1.00

Other Fees or Charges: For additional fees which may apply to this account, please refer to the Miscellaneous Fee section of this disclosure document.

Commercial Checking (Analyzed)		
Minimum Deposit Required to Open		\$100.00
Monthly Maintenance Fee	per month	\$20.00
Item Fees		
	Checks and Debits Paid	each \$0.18
	ACH Debits and Credits Received	each \$0.18
	On-Us Items Deposited	each \$0.11
	Other Items Deposited	each \$0.13
	Deposits	each \$0.50
	Deposit Correction Fee	per deposit \$7.50
	per \$1,000	\$1.40
Deposited Cash Fees – Combined Coin & Currency		
Earnings Credit Rate		

An earnings credit may be used to reduce monthly maintenance and transaction fees. This is calculated by applying an Earnings Credit Rate to your average available balance. This rate is subject to change monthly based on market conditions. Rates are available upon request.

Negative Collected Balance
 If an account has a negative collected balance for one or more days during the cycle, an uncollected funds charge (Bank Prime +3%) will be charged on the negative collected balance.

Supervision and Assessments Fee
 This monthly fee offsets expenses incurred in providing depository services for an analyzed checking account. This fee is calculated on a per \$1,000 average ledger balance for each analysis account. The supervision and assessments fee is variable and subject to change. This fee is included in our analysis fees and will be disclosed on your account analysis statement. Rates are available upon request.

Statement Type	Image	per month	\$0.00
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Important Information Concerning Your Hancock Whitney Bank Account

Effective January 1, 2019, Hancock Whitney Bank will update certain sections of the Business Services Information Disclosure Schedule of Fees as set forth below. The following fees may be assessed against your account.

For all business, commercial and non-profit accounts, the fee schedule is amended as follows:

Vault Services (Armored Car)

Vault Deposit (each)	\$ 1.50
Vault Deposit Adjustment (each)	\$ 6.00
Vault Bulk Coin - Fed-Standard Bag (each)	\$ 5.00
Vault Bulk Coin - Non-Standard Bag (each)	\$ 7.00
Vault Change Order - Standard (repetitive) (each)	\$ 5.00
Vault Change Order - Non-Standard (non-repetitive) (each)	\$ 7.00
Vault Change Order - Late (each)	\$30.00
Vault Currency Provided - Per Strap	\$ 0.60
Vault Currency Provided - Per Partial Strap (per bill)	\$ 0.02
Vault Mixed Deposit - Cash & Checks (in a single deposit) (each)	\$ 2.00
Vault Envelope Deposit (each)	\$ 1.00

For All Commercial Checking (Analyzed) and Institutional Checking (Analyzed) Accounts

Monthly Maintenance	\$22.00
Deposits (each)	\$ 0.80
Checks and Debits Paid (each)	\$ 0.20
Deposited Cash Fees - Combined Coin & Currency (per \$1,000)	\$ 1.50

If you have questions about these changes, contact your relationship manager or call 1-800-844-4450.

See other side for fee changes to **Treasury Services**.

Leon County			
Main Office			
Royal Head Start			
South City Head Start	Leon County School District,	\$9,411/month + \$3,152 utilities 9.05 sq ft	Lots of responsibilities for structure
Mabry Head Start	Goodwill of the Big Bend	\$3,605 /month plus utilities	
Jefferson County			
Head Start	Owned portables	Land donated by School District	
Main Office	Senior Citizens Center	\$1,000 / month (utilities incl)	
Wakulla County			
Main Office	CareerSource Capital Region	\$335/month	
Gadsden County			
Main Office	CareerSource Capital Region	\$335/month	
Calhoun County			
Main Office			
Franklin County			
Head Start	City of Apalachicola	\$400 / month plus all utilities	
Main Office	City of Apalachicola	113.33 / month	Two offices – building in serious need of upgrades and repair.
Gulf County			
Main Office	CareerSource Gulf Coast		

Other liabilities and debts

- Head Start – Kia auto loan - \$430/month – zero-interest loan – payoff:
- Hancock Whitney – Commercial Mortgage - \$2,332 month – payoff: \$400,000
- Hancock Whitney – Signature loan – mortgage down payment and Head Start Royal Center renovations - \$500 month – payoff \$95,000