

Capital Area Community Action Agency

Executive Committee Meeting Agenda

Tuesday, February 26, 2019 – 5:30 pm
309 Office Plaza Drive, Tallahassee, FL - 32301
Conference Call (605) 475-4700; 275857#

- I. Call to Order Christy McElroy, Chair
- II. Agenda Approval
- III. Sign-in/Attendance/Introductions
- IV. Action – Recommendation for Review and Approval
- A. Approval of Minutes
 - B. Executive Committee Meeting – 12.18.2018
 - C. Board Meeting – 1.22.2019
 - D. Fiscal Report
 - Narrative
 - Revenue & Expenditures Agency - 2 page
 - Balance Sheet
 - Head Start Match
 - Credit Card Activity Spreadsheet
 - Credit Card Statements
 - E. Current Contracts and Rental Agreements
 - F. Head Start
 - i) COLA
 - ii) Jefferson County Center naming
- V. Program Updates
- A. Crisis
 - B. Weatherization
 - C. Getting Ahead/Staying Ahead
 - D. Head Start
- VI. Chief Executive Officer's Report
- VII. Chair's Report
- VIII. Adjournment

Next Executive Committee Meeting 4/23/19 – 5:30 pm – 309 Office Plaza Drive

Next Board of Directors Meeting 3/26/19 – 6:00 pm – Ghazvini Center for Healthcare Education



United Way of the Big Bend

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Capital Area Community Action Agency

**Capital Area Community Action Agency, Inc.
Executive Board Meeting
December 18, 2018**

Members in Attendance:

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

CACAA Staff:

Tim Center
Stephanie Sgouros
Nina Self

*Meeting attended by phone

The meeting was called to order by the Chair at 5:51 pm and a quorum was established.

The Chair called for the review and approval of the agenda. Ms. Smith moved for approval. It was seconded by Mr. Ross and unanimously approved.

ACTION ITEMS

Review of Minutes

Mr. Ross moved for approval of the October 23, 2018, Executive Committee minutes. It was seconded by Ms. Smith and unanimously approved.

Fiscal Report

Ms. Sgouros stated that she still didn't have the statement prepared for the fiscal year ending September 30, 2018. She is waiting for the Early Learning Coalition to get their system fixed so she can determine how much revenue we received from School Readiness and VPK.

Ms. Sgouros gave the fiscal report for the period ending October 31, 2018. She stated that this was the first month of the new fiscal year, and we should be at about 8% of the annual budget for revenues and expenditures. Revenues and expenses were at 16% and 10% respectively for the period. Overall year to date net income is \$340,453 which included a \$75,000 grant from SunTrust Bank, and nearly \$225,000 for Franklin County fire victims.

Ms. Sgouros said for Non-federal Share match is currently at \$17,017 which is 2% of the \$866,176 needed to meet the required federal match for the new fiscal year that ends September 30, 2019. She said we would possibly have a bit more when the October in-kind report is entered. It wasn't completed in time to add to



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this report. She discussed some of the budget line items that were over the benchmark. She said this was only the first month of the year and some of the new contracts required deposits upfront, but would balance out before the year ends. She said she projects a shortfall of in-kind due to fewer students enrolled in the Extended Day program which would bring in less VPK and School Readiness funds than anticipated. She said we may have to request a waiver for in-kind for both the 2017/18 and the 2018/19 contract years if we don't get any new sources. She reported that we received the credit cards for Centennial Bank for the Franklin Fire funds. The cards have a \$10,000 limit and both Mr. Center and Ms. Self are authorized users. The funds used to establish collateral for the credit cards were to be placed in interest bearing Certificate of Deposit. Ms. Smith moved for approval of the Fiscal report. Mr. Ross seconded the motion and it was unanimously approved.

Ms. Sgouros presented two resolutions for approval. The first was for Hancock Whitney Bank to establish the Money Market account for the SunTrust award funds of \$75,000. Ms. Smith moved for establishment of the Hancock Whitney Money Market account. It was seconded by Mr. Ross and unanimously approved. The second resolution was for the credit cards for the Certificate of Deposit account with Centennial Bank for the Franklin County Fire funds. Ms. Smith moved for establishment of the Centennial Bank account. It was seconded by Mr. Ross and unanimously approved.

PROGRAM UPDATES

Ms. Self presented a Program Update Dashboard that captured the activity of all the agency programs. She stated that this was a suggested draft that would allow them to see the activity of each county across all programs in one line. She would also add comments on any new activity that was happening in each program as needed. Mr. Center said this was a draft that he wanted the Executive Committee to review and give comments on. This will be presented to the full Board at the next meeting and they could decide then if they want to go with this format only, or have it in addition to the separate department reports that they currently receive. Ms. Self also included a snapshot of staff demographics to give the Board an idea on the composition of the agency staff.

CEO REPORT

Mr. Center said staff is currently working on the annual updates to the CSBG Organizational Standards. These are the policies and procedures that govern our Weatherization, LIHEAP and Self-Sufficiency programs as required by DEO and the State of Florida. Staff will begin working on the Head Start Self - Assessment in January. This has to be completed before working on the Head Start Refunding Application which is due in June. He said he is working on a calendar for the coming year that includes all the meeting dates and pertinent reporting dates for all of the funders of Agency programs. The Chair asked that he add some text to the calendar so the Board knew what the items listed were and to send to all Board members after the first of the year.

Mr. Center reported that the Emergency Operations Center in Franklin is in the process of being closed out. Staff held several opportunities for the families in Franklin could come to get the donated goods that

included furniture, household furnishings, clothing, diapers, water and other necessities. Anything left over was donated to Goodwill in exchange for clothing vouchers to be given to residents in Franklin, Gulf and Calhoun counties for hurricane victims. He is currently working on the process of how to best distribute the vouchers between the counties.

The Agency is partnering with Career Source Capital Region and ECHO to apply for a grant from the United Way. It will be a 2-year grant to fund a collaboration that will enhance the self-sufficiency program of each agency. The letter of intent is due on January 25th.

The Gadsden County NAACP elected a new member to represent them on the Board. Rev. Allen Jones was elected and will attend the January Board meeting.

Mr. Center announced that he was “throwing his hat in the ring” for the vacant County Commission seat in Leon County. It is the position that was vacated by Scott Maddox when he was indicted. He said it doesn’t lessen his commitment to the Board or the time he is working for the Agency. The Chair said she thought it was a good fit for him and the Agency, and wished him success.

The meeting was adjourned at 7:55 pm.

Harold Ross, Secretary

Date

Capital Area **Community Action** Agency

Board of Directors Meeting Minutes January 22, 2019

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: Pam Ridley

The meeting was called to order at 6:05 p.m. by the Chair. A quorum was established.

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

The minutes were approved by Ms. Edgar. Seconded by Ms. Johnson and unanimously approved.

The Chair asked for introductions: Ms. Watson, Executive Assistant; Ms. Edgar, Attorney; Ms. Johnson, Member-at-Large and Policy Council; Ms. Sgouros, Finance Director; Ms. McElroy, Gulf County; Mr. Center, CEO, Head Start Director; Mr. Jones, Gadsden County, Mr. Jennings, Jefferson County; Ms. Smith, Treasurer and Career Source Capital Region; Ms. Self, Chief Operating Officer.

Mr. Center reported that in previous years the Board has had representation from the NAACP in Gadsden County. At the Gadsden County Board of County Commission Meeting, Mr. Jones was selected to represent their Chapter on the Board.

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

ACTION ITEMS

Mr. Center stated that the Board needs to address the matter of Mr. Ross absentees from meeting attendance. The By Laws require members to support Board activities through attendance at Board



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meetings or other activities. Mr. Center further stated that now the procedure will permit an explanation as to why he was unable to attend meetings.

Mr. Ross reported that he missed meetings due to medical issues as well as an adoption process that consumed a major part of his life. He asked that the Board allow him to remain on the Board.

The Chair asked if he had considered stepping down from the Executive Board. Mr. Ross said that he is able to attend Board meetings and wished to remain on the Board.

Ms. Johnson asked if he travels from Wakulla County to attend meetings? Mr. Ross stated that it takes him 30 minutes. Ms. Johnson suggested that he call-in to the meetings in the future, if he were unable to attend.

The Chair asked that Board members be more proactive, if they are going to miss a meeting. Communicate with Ms. Watson so that the Board is compliant with the By Laws.

Ms. Smith made a motion to retain Mr. Ross on the Board. Seconded by Ms. Johnson and unanimously approved.

FISCAL

As of November 30, 2018, we have completed two months of the fiscal year and, as benchmark, we would expect the year-to-date actual expenses and revenue to be around 16% of the annual budget with some Head Start expenses closer to 20% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 27% and 22% respectively, with mostly restricted net income of \$370,018, including \$75,000 for the SunTrust award and approximately \$225,000 for the Franklin County Fire Victims fund due the funds being received at the beginning of the year.

Year to Date Non-Federal Share (NFS) Match reported totals \$117,095, which is 14% of the \$866,176 total match required for the fiscal year ending September 30, 2019. Our goal is to be at 20% rather than 14%.

Expenditures Variances and Explanations

Current monthly expenditures are highlighted on the report, and those expenditures not highlighted was discussed at the October 2018 meeting.

The revenue and expenditures are for October and November of the new fiscal year.

Salaries/Wages, Fringe and Indirect Costs – Currently slightly over budget due to Head Start staffing. Management is making changes in order to bring this in line before year end.

Ms. Johnson asked what our current vacancy percentage is and will our budget handle the full and part-time vacancy. Ms. Self reported that the Head Start budget is out of line because we changed the process. Head Start staff would work split shifts and cover throughout the end of the day. What we discovered was that it was not effective because VPK and staff was burned-out at the end of the day.

This year we hired new Extended Day Staff, part-time teachers and teacher assistants. We were not able to open as many Extended Day Classes as assumed so that has cut into the School Readiness and VPK monies.

Ms. Johnson stated that prior to the Board meeting she attended the Policy Council Head Start meeting where she was able to see the Head Start budget overall. She requested from Mr. Center a pre-empt plan of action because that budget is negative - \$44,000.00. Ms. Johnson questioned who are we going to have monitor the budget? Who will be responsible to bring the budget in line? Without a plan she is not comfortable and it appears that we are struggling.

The Chair asked what is the plan for the shortfall?

The Chair asked what changes will be made? Mr. Center said a meeting is set with Superintendent Rocky Hanna to discuss the partnership with Representative Lorraine Ausley to make South City Head Start Center an investment location showcase for Early Childhood Education. The matter of discussion is to have our rent cost eliminated and put that money into other budgeted areas.

Ms. Johnson questioned what changed to increase the Head Start budget. Mr. Center said the terms of the lease changed with the current school year - we did not account for the increase. We used last year's budget.

Ms. Johnson asked is this considered In-kind to eliminate the rent cost? Mr. Center said it does 2 things, it gives the rent to count for a non-federal share in-kind contribution, and reduces our fixed cost of rent in the budget.

Ms. Johnson asked what is the end date of the lease? Mr. Center stated that this will be discussed in the meeting, and if an agreement is made, we would ask for an immediate modification of the lease.

The Chair suggested that Ms. Edgar attend the meeting with Mr. Center because we are responsible financially. Ms. Johnson asked if the Board would receive a status update?

Rent/Space Cost – Over the benchmark budget. Unless changes are made this line item will exceed budget by approximately \$105,000 by the end of year.

Communications – Currently over the benchmark budget with only a couple of repairs in the expenses with the purchase of new phones at Mabry Center. This item is forecasted to be over budget by year end, unless changes are made.

Ms. Edgar asked what is involved in communications. Ms. Sgouros stated that it involves phones, cable, and internet. She asked how many facilities? Main office; 5 Head Start Centers and 5 CAP offices.

Repairs and Building Maintenance – Non-recurring – The majority of these charges are for clean up after Hurricane Michael at various Head Start Centers. The remaining COLA (\$1.77% per staff person) will be used to cover these expenses at \$3K- 4K to be used for unexpected expenses.

The Chair asked if Ms. Sgouros could provide a more detailed financial report in future meetings.

Ms. Smith made a request to review the financial report before the meeting.

Meetings/Workshops/Training – Over benchmark budget with expenses mostly attributed to the Florida Head Start Association Conference (FHSA). However, budget currently in Training/Staff Development can be moved here if needed.

Head Start has a budget line-item of \$42,000 for training only.

Government contracts – Federal Indirect - This is a timing difference in the FEMA budget which will be corrected before the end of the year.

The Chair asked what is the status of the \$234,000 budget – Franklin County. The Emergency Operations Center and the County have not offered a plan for distribution.

Our leases will be extended after the 6-months for a period of time. One family will need permanent housing. We will need to distribute \$225,000 to the remaining displaced families. We have received calls from attorneys asking for assistance. We do not make any decisions we make recommendations for the county.

The Chair suggested that the Agency provide a standard letter of reply to any persons contacting the Agency so that everyone receives the same information.

Mr. Jennings asked how many families have found permanent housing? Mr. Center reported 5 of the 36. Mr. Center said that our lease will end in February. Mr. Jennings asked if we could receive an update

from the County? Mr. Center stated that he would provide an update to the Board after the next meeting with the County.

The Chair asked for a motion to accept the financial report. Ms. Edgar made a motion to accept the financial report. It was seconded by Ms. Johnson and unanimously approved.

The Chair asked what the contract renewal is for auditors. Mr. Center replied that we have a 3-year contract to renew in August 2019. The Agency contracts on a 3-year contract with Carr, Riggs & Ingram, LLC, to prepare our audit and IRS Form 990.

The Chair asked that the March Meeting Agenda include information on current contracts and rental agreements to include costs.

Board Training

Mr. Center stated that the Department of Economic Opportunity (DEO) requires of all Community Action Agencies a series of criteria to meet the CSBG Organizational Standards. The Board is to receive every 2-years a set of By Laws to govern Board members roles and responsibilities. Board members are required to attend an annual Board training. Mr. Center stated that the year was broken out so that Board members can complete the 58-Standards throughout the year.

The Head Start Policy Council and the Governing Board of the Agency share the Head Start governing issues so Board members are required to attend the annual training.

Mr. Center completed the governing Board members annual training on their duties and responsibilities as a Board member. Mr. Center asked Board members to complete a self-assessment.

A copy of the By Laws was included in the meeting packet.

CEO Performance Goals

Mr. Center provided Board members with a copy of the CEO Goals – In July Board members asked to have performance goals and timelines to evaluate CEO performance: Communication and Outreach, Board Recruitment Development and Retention, Fund Raising Resource and Development, and Organizational Leadership.

The Chair asked for Board members to review CEO Performance Goals. Include 360° Performance to staff that directly report to the CEO: Ms. Watson, Ms. Self, Mr. James, and Ms. Treadwell.

Mr. Center stated that at the next Board meeting, March 26, 2019, review the 360° Performance Review to include results.

The Chair stated that Board members need to review for feedback.

PROGRAM UPDATES

Ms. Self reported that the program report is a consolidated report of all programs. Program Managers submit an overview of their program where a dashboard is created.

We introduced this during our Executive Committee Meeting and wanted to bring it to the full Board.

WEATHERIZATION

Ms. Johnson asked if the Agency found a new contractor to assist with Weatherization. Mr. Center stated, not at this time, but will continue to work with the current providers.

LIHEAP

Ms. Self stated that part of the budget for LIHEAP contains a home energy assistance, crisis assistance, and weather related funds for emergencies such as Hurricane Michael. If funds are not spent by December they will revert back to the regular allocation for the utility services. Our allocation was \$74,000 this budget year. After we reconcile what was spent, the balance will be moved to home energy and/or crisis assistance to provide client services in that area.

We are providing rental assistance in all our counties. A total of \$75,864.08 is allocated to all counties that we serve utilizing the multicounty distribution percentages used for LIHEAP funds. The Agency has been reapproved to administer the Direct Emergency Assistance Program (DEAP) funds for rental assistance in Leon County only - \$40,000.00.

Ms. Self reported that as far as CSBG and LIHEAP those dollars were already budgeted.

CSBG

Franklin County program office will be moving to a new location effective March 1, 2019. We now have two staff people in Franklin County and we needed more space. We will provide you with the new address once the lease is signed.

Ms. Edgar accompanied Ms. Self and Mr. Center on a visit to Franklin County – new office space.

Head Start

The funding enrollment for Head Start in December was not met. Our daily attendance was impacted due to holiday season. We continue to brainstorm ways to increase the enrollment in the Extended Day program. Parents in Leon County were surveyed to assess how many needed extended day services. There are currently 20 parents who have VPK vouchers who would be interested. We are currently working on staffing so we can open an additional class at Royal before the end of the month.

Ms. Johnson asked do we follow Leon County School schedule. Mr. Center said we follow the regular schedule of Leon County Schools.

Ms. Johnson asked is the after school available for half-day? This could impact the low attendance enrollment.

Ms. McElroy asked that the Program Reports continue to be provided in the packets.

Board members were provided with 2019 Calendars of upcoming Getting Ahead Transition Ceremonies and Policy Council Meetings.

CEO Report

By the end of the week the Agency will submit to United Way of the Big Bend the Letter of Intent for funding cycle – 2019-2020.

The Agency is working with ECHO and Career Source Capital Region to explore how to provide Getting Ahead as a human resource benefit to expand the work with the ALICE population. A letter of Intent will be submitted for Head Start as well.

Ms. Johnson asked if the Letter of Intent will be restricted for the Alice Population. Mr. Center said the Letter will address the Alice in Poverty.

We plan to complete a similar proposal for outlining counties.

The meeting adjourned at 8:20 p.m.

Mr. Ross, Secretary

Date

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

As of December 31, 2018, we have completed a quarter of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 25% of the annual budget with some Head Start expenses closer the 30%. At month end, the Year to Date Actual Revenue and Expenses are 39% and 32% respectively, with mostly restricted net income of \$500,400 including \$75,000 for the SunTrust award and approximately \$225,000 for the Franklin Co. Fire Victims fund.

Year to Date Non-Federal Share (NFS) Match totals \$171,568, or 20% of the \$866,176 total match required for the fiscal year ending September 30, 2019. We would expect NFS to be in the 25% to 30% range at this point in the year.

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.

Salaries / Wages, Fringe and Indirect Costs – are currently slightly over budget due to HeadStart staffing. Management is making changes in order to bring this in line before year end.

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.

Rent/Space Cost – is over the benchmark budget due to several rate increases. Unless changed, this item will exceed budget by approximately \$105,000 by year end.

Utilities – are over the benchmark budget. Based on prior year data (\$96K in FY17-18), it is expected that this budget line will go over by approximately \$30,000.

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.

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

Communications – is currently over the benchmark budget with only a couple of repairs in the expenses. This item is forecast to be over budget by year end, unless changes are made.

Repairs and Building Maintenance - The majority of these charges are for non-recurring clean up expenses after Hurricane Michael at various HS Centers.

Technology– 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 the best rate so this is over the budget benchmark for October, but should even out over the rest of the year.

Meetings/Workshops/Training – is over the benchmark budget with expenses mostly attributed to the FHSA conference. However, budget currently in Training/Staff Development can be moved here if needed.

Revenue Variances and Explanations

Government Contracts – Federal Indirect – This is a timing difference in the FEMA budget which will be corrected before year end.

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
For the Three Months Ended 12/31/18

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
4000	Government Contracts - FEDERAL - DIRECT	3,464,698	1,054,560	(2,410,138)	30%
4005	Government Contracts - Federal Indirect	3,209	4,382	1,173	137%
4010	Government Contracts - STATE	1,589,235	826,401	(762,834)	52%
4020	Government Contracts - LOCAL	156,500	43,299	(113,201)	28%
4100	Grants - Other Not-for-Profits	17,433	13,117	(4,316)	75%
4120	Grants - All Other Sources	15,000	79,407	64,407	529%
4200	Contributions	3,500	8,405	4,905	240%
4210	Contributions- Restricted	235,055	270,814	35,759	115%
4300	Special Events	-	690	690	
4320	Commissions-Vending/Photo	2,000	2,550	550	128%
4950	Interest Income	-	245	245	
4960	Fringe Pool Revenue	796,597	217,240	(579,357)	27%
4970	Indirect Pool Revenue	690,118	187,893	(502,225)	27%
4995	Other Revenue	9,750	21,954	12,204	225%
Total Revenue		<u>6,983,095</u>	<u>2,730,958</u>	<u>(4,252,137)</u>	<u>39%</u>
Expenditures					
6010	Salaries & Wages	2,381,134	774,860	1,606,274	33%
6110	Fringe	678,148	217,240	460,908	32%
6120	FICA	200,000	51,858	148,142	26%
6130	Unemployment	45,000	3,426	41,574	8%
6140	Workers Compensation	57,000	12,354	44,646	22%
6150	Health Insurance	415,000	109,118	305,882	26%
6160	Life Insurance	27,000	6,831	20,169	25%
6170	Retirement	39,597	9,735	29,862	25%
6180	Staff Screenings	2,800	317	2,483	11%
6210	Indirect Costs	574,514	190,203	384,311	33%
6310	Travel - In Area	9,959	6,610	3,350	66%
6315	Travel - Out of Area	5,716	35	5,681	1%
6410	Office Supplies	11,750	3,607	8,143	31%
6415	Program Supplies	24,887	6,665	18,222	27%
6420	Classroom Supplies	37,046	245	36,800	1%
6430	Kitchen Supplies	12,721	5,824	6,897	46%
6440	Medical/Dental Supplies	500	-	500	0%
6510	Copies/Printing/Copier Maintenance/Toner/Paper	17,636	2,973	14,663	17%
6600	Postage and Delivery Expense	3,175	610	2,565	19%
6710	Contractual Services/Professional	308,420	60,881	247,539	20%
6715	Contractual Services - Health/Disabilities	170,870	56,548	114,322	33%
6810	Rent/Space Cost	197,514	75,611	121,903	38%
6820	Utilities	67,158	25,055	42,103	37%
6830	General Liability and Property Insurance	33,410	24,189	9,221	72%

Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the Three Months Ended 12/31/18

6840	Communications	49,120	17,686	31,434	36%
6850	Repairs & Bldg Maintenance- Recurring	87,644	29,595	58,049	69%
6855	Repairs & Bldg Maintenance - Nonrecurring	-	10,649	(10,649)	
6910	Equipment Maintenance	19,300	6,256	13,044	32%
6920	Vehicle Expense	61,986	11,050	50,937	18%
6930	Equipment Lease	11,150	3,112	8,038	28%
6940	Technology	19,200	16,357	2,843	85%
7010	Fees, Licenses, and Permits	3,625	1,048	2,577	29%
7020	Dues/Subscriptions	9,230	2,649	6,581	29%
7210	Client Assistance	1,111,370	409,048	702,322	37%
7320	Expendable Equipment	15,830	2,342	13,488	15%
7410	Registration Fees	8,959	5,962	2,997	67%
7420	Meetings/Workshops/Training	24,275	9,374	14,901	39%
7430	Training/Staff Development	42,498	2,981	39,517	7%
7440	Advisory/Board Member Expenses	7,000	422	6,578	6%
7450	Advertising	9,050	1,957	7,093	22%
7460	Parent Activities	1,200	-	1,200	0%
7510	Raw Food Cost	170,203	54,305	115,898	32%
7530	Legal Expenses	-	500	(500)	
7610	Interest Expense	7,000	-	7,000	0%
7630	Bank Service Charges	3,500	469	3,031	13%
	Total Expenditures	<u>6,983,095</u>	<u>2,230,558</u>	<u>4,752,537</u>	32%
	Excess Revenue over (under) Expenditures	<u>0</u>	<u>500,400</u>	<u>500,400</u>	

Capital Area Community Action Agency
Balance Sheet
For the Three Months Ended 12/31/18

	Current Period Balance
Assets	
Petty Cash	860
Cash Operating Hancock Bank	340,957
Cash - Money Market Hancock Bank	75,215
Cash-Bank Restricted	69,523
Cash - Centennial Bank	224,955
Grants Receivable	661,200
Building	245,000
Accumulated Depreciation - Building	(82,984)
Accumulated Depreciation - Equipment	(296,564)
Equipment	<u>338,977</u>
TOTAL ASSETS	<u>1,577,139</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	76,352
Accrued Leave	65,341
Accrued Wages	78,468
Accrued Fringe Benefits	(10,542)
Accrued Taxes	(4,032)
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	453,188
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	298,653
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	623,551
Current Net Income	<u>500,400</u>
Total Net Assets	<u>1,123,951</u>
Total Liabilities and Net Assets	<u>1,577,139</u>

HDST CC Purchases Dec 2018

Vendor Name	Expenses Code	GL Code	Fund Code	Effective Date	Document Description	Transaction Description
HANCOCK WHITNEY BANK	35.00	6315	1064	12/27/2018	ACCT#XXX6982- FATIMA OLEABHIELE-	FUEL FOR CAR- ORLANDO CONF. TRAINING
HANCOCK WHITNEY BANK	113.99	6410	1064	12/27/2018	ACCT#XXX6623- DARREL JAMES	PRINTER FOR FRANKLIN HEADSTART
HANCOCK WHITNEY BANK	282.52	6410	1064	12/27/2018	ACCT#XXX7303- KRISTIN JACKSON-RESHARD	DIRECTIONAL SIGNAGE FOR SC CENTER
HANCOCK WHITNEY BANK	7.99	6410	1064	12/27/2018	ACCT#XXX7303- KRISTIN JACKSON-RESHARD	ENERGIZER BATTERY
HANCOCK WHITNEY BANK	37.58	6420	1064	12/27/2018	ACCT#XXX6982- FATIMA OLEABHIELE-	BOOKS FOR CLASSROOM SUPPLIES
HANCOCK WHITNEY BANK	240.00	6715	1064	12/27/2018	ACCT#XXX6982- FATIMA OLEABHIELE-	REHAB APPT. FOR STUDENT/ N. TAUNTON-
HANCOCK WHITNEY BANK	11.00	6810	1064	12/27/2018	ACCT#7366- NINA SINGLETON SELF	GILMORE STORAGE- 10/12/18- 11/11/18
HANCOCK WHITNEY BANK	21.53	6850	1064	12/27/2018	ACCT#7366- NINA SINGLETON SELF	GILMORE SHREDDING- INV# 78670, 10/25/18
HANCOCK WHITNEY BANK	158.10	6855	1064	12/27/2018	ACCT#XXX6700- TIM CENTER	FLOORING REPAIR SUPPLIES FOR MABRY
HANCOCK WHITNEY BANK	315.71	6920	1064	12/27/2018	ACCT#XXX6623- DARREL JAMES	FUEL CO. CAR
HANCOCK WHITNEY BANK	29.00	6920	1064	12/27/2018	ACCT# XXX8165- NICHELE RICHARDS	FUEL CO. CAR
HANCOCK WHITNEY BANK	38.00	7010	1064	12/27/2018	ACCT#XXX6623- DARREL JAMES	BUS PASS FOR SC. HEADSTART PARENT
HANCOCK WHITNEY BANK	385.00	7410	1064	12/27/2018	ACCT#XXX7303- KRISTIN JACKSON-RESHARD	REGISTRATION FEE FOR FHSA CONF.
HANCOCK WHITNEY BANK	76.48	7420	1064	12/27/2018	ACCT#XXX6623- DARREL JAMES	CAR RENTAL -ATLANTA CONF.
HANCOCK WHITNEY BANK	17.30	7420	1064	12/27/2018	ACCT#XXX6623- DARREL JAMES	FOOD- ATLANTA TRAINING CONF.
HANCOCK WHITNEY BANK	57.58	7420	1064	12/27/2018	ACCT#XXX6623- DARREL JAMES	FOOD- ATLANTA TRAINING CONF.
HANCOCK WHITNEY BANK	105.00	7420	1064	12/27/2018	ACCT#XXX6623- DARREL JAMES	HOTEL- ATLANTA, TRAINING CONF.
HANCOCK WHITNEY BANK	274.16	7420	1064	12/27/2018	ACCT#XXX6623- DARREL JAMES	HOTEL-BARBARA EVANS TRAINING
HANCOCK WHITNEY BANK	79.00	7420	1064	12/27/2018	ACCT#XXX6623- DARREL JAMES	PARKING FEE AT ATLANTA CONF.
HANCOCK WHITNEY BANK	147.10	7420	1064	12/27/2018	ACCT#XXX6982- FATIMA OLEABHIELE-	FOOD - ORLANDO CONF. TRAINING
HANCOCK WHITNEY BANK	109.52	7420	1064	12/27/2018	ACCT#XXX6982- FATIMA OLEABHIELE-	HOTEL- FATIMA/ ORLANDO CONF.
HANCOCK WHITNEY BANK	99.52	7420	1064	12/27/2018	ACCT#XXX6982- FATIMA OLEABHIELE-	HOTEL/ AMBER & TIA LEGREE-ORLANDO
HANCOCK WHITNEY BANK	120.00	7420	1064	12/27/2018	ACCT#XXX7303- KRISTIN JACKSON-RESHARD	HOTEL - ATLANTA, GA CONF.
HANCOCK WHITNEY BANK	820.87	7420	1064	12/27/2018	ACCT#XXX7303- KRISTIN JACKSON-RESHARD	HOTEL- ATLANTA, GA CONF.
HANCOCK WHITNEY BANK	52.61	7420	1064	12/27/2018	ACCT# XXX8165- NICHELE RICHARDS	FOOD/ ATLANTA TRAINING CONF.
HANCOCK WHITNEY BANK	20.00	7420	1064	12/27/2018	ACCT# XXX8165- NICHELE RICHARDS	HOTEL/ ATLANTA TRAINING CONF.
HANCOCK WHITNEY BANK	40.00	7420	1064	12/27/2018	ACCT# XXX8165- NICHELE RICHARDS	PARKING FEE/ ATLANTA TRAINING CONF.
Total HANCOCK CC -	3,694.56					
HANCOCK WHITNEY BANK						
LOWES	44.52	6850	1064	12/31/2018	ACCT#XXXX4241- DEC 2018	ACCT#XXXX4241- DEC 2018
LOWES	333.10	6855	1064	12/31/2018	ACCT#XXXX4241- DEC 2018	ACCT#XXXX4241- DEC 2018
Total LOWES - LOWES	377.62					
Report Transaction Totals	4,072.18					



HANCOCK
WHITNEY

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HANCOCK WHITNEY BANK
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16323610-004713-0001-0001-2



TIM CENTER
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

**N0004713

MEMO STATEMENT

Account Number

Statement Date

12-27-18

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-28	11-27	24224438332103014412145	5812	NEWK'S EXPRESS CAF TALLAHASSEE FL	M93.00
12-03	11-30	24810438335010177129300	5200	HOMEDEPOT.COM 800-430-3976 GA	M169.96
12-04	12-03	24299108337000399561989	5542	MARATHON PETRO202861 TALLAHASSEE FL	M5.41
12-04	12-03	24692168338100691137193	5542	CIRCLE K # 23900 TALLAHASSEE FL	M20.18
12-10	12-08	24755428348163438927479	7523	RPS TALLAHASSEE AIRPORT TALLAHASSEE FL	M33.00
12-17	12-16	24431088350026885225535	5734	ADOBE *ACROPRO SUBS 800-833-8887 CA recurring	M14.99
12-19	12-19	74270848353100010048683	0000	BRANCH PAYMENT - THANK YOU	M13.98
12-19	12-19	74270848353100010048680	0000	BRANCH PAYMENT - THANK YOU	M9,895.75
12-21	12-20	24692168354100701099705	5988	GAN*1558TALLHDEMOCIRC 888-428-0491 IN recurring	M55.91

11.86 = 15P. 1D

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-18	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 392.40
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 3,409.73
		STATEMENT TOTAL 3,017.33 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00

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

MEMO STATEMENT

Account Number

Statement Date

12-27-18



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

**NDD34049

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-30	11-29	24431088334288088900509	7011	THE DESOTO HOTEL SAVANNAH GA 25432420 ARRIVAL: 11-29-18	M274.16
12-03	11-29	24316058334548834008734	5541	SHELL OIL 57529611907 TALLAHASSEE FL	M38.70
12-03	11-29	24445748334100241840521	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M113.99
12-05	12-04	24445008338300612919278	8399	CBT*TAL GOV FEE EAST PROVIDEN RI	M0.89
12-05	12-04	24445008338300512919195	4789	CBT*STAR METRO TALLAHASSEE FL	M38.00
12-07	12-06	24445008341001185580871	5411	PUBLIX #1051 TALLAHASSEE FL	M31.03
12-07	12-05	24692188340100179454738	5542	GATE 1194 Q80 TALLAHASSEE FL	M33.00
12-10	12-07	24231888342400767000070	5812	PANERA BREAD #600984 TALLAHASSEE FL	M22.98
12-10	12-07	24692188342100487359389	5542	GATE 1194 Q80 TALLAHASSEE FL	M49.00
12-12	12-11	24183108345900015400430	5812	OLD LADY GANG ATLANTA GA	M20.14
12-13	12-12	24765428348283484575700	5815	CAFE MOMO ATLANTA GA	M18.27
12-14	12-11	24622758347500810779555	5814	TJ S SANDWICHES ATLANTA GA	M9.79
12-14	12-12	24755428347173478302978	5812	HILTON POINT OF VIEW ATLANTA GA	M11.88
12-14	12-12	24299108347001774687357	7523	ATLANTA HILTON ATLANTA GA	M40.00
12-17	12-13	24445008348500807845480	5814	KRYSTAL ALB001 ALBANY GA	M8.41
12-17	12-13	24222148349029170071979	5812	MANGOS CARIBBEAN RESTAURA 404-6983992 GA	M10.89
12-17	12-13	24299108348001917848572	7523	ATLANTA HILTON ATLANTA GA	M15.00
12-17	12-13	24299108348001917848515	7523	ATLANTA HILTON ATLANTA GA	M24.00
12-17	12-14	24692188349100313623255	5542	GATE 1194 Q80 TALLAHASSEE FL	M43.00
12-17	12-14	24692188349100014799888	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00
12-17	12-14	24391218348613173194388	3395	THRIFTY CAR RENTAL TALLAHASSEE FL	M76.48
12-17	12-14	24445008348100245265678	7011	GEORGIAN TERRACE ATLANTA GA 13325364 ARRIVAL: 12-10-18	M105.00

57.58
parking
17.30
parking

STATEMENT DATE
12-27-18

ACCOUNT NUMBER

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	1,132.12
NEW CASH ADVANCES	.00
CREDITS	2,668.80
STATEMENT TOTAL	1,536.88 or
TOTAL IN DISPUTE	.00
CREDIT LIMIT	3,000.00

gc 1/3/18



**HANCOCK
WHITNEY**



16323610 - 014049 - 0002 - 0002 - 2

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

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-19	12-19	74270848353100010046606	0000	BRANCH PAYMENT - THANK YOU	M2,668.80
12-21	12-19	24692168354100422363794	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00 ✓
12-24	12-20	24692168355100115438054	5542	GATE 1194 Q80 TALLAHASSEE FL	M82.01 ✓



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16323610-007815-0001-0001-2

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

**N0007815

MEMO STATEMENT

Account Number

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12-27-18

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-05	12-04	24055228338083708663218	5399	SMARTSIGN 718-797-1900 NY	M162.70 ✓
12-06	12-04	24610438339010178455381	5200	HOMEDEPOT.COM 800-430-3376 GA	M34.90 ✓
12-10	12-08	24445008342500712979022	7011	GEORGIAN TERRACE ATLANTA GA 13317815 ARRIVAL: 12-09-18	M820.87 ✓
12-11	12-10	24055228344083312592902	5399	SMARTSIGN 718-797-1900 NY	M59.90 ✓
12-12	12-10	74610438345010188156420	5200	THE HOME DEPOT #8374 TALLAHASSEE FL	M34.90 cr
12-14	12-14	24431068348083081274539	5310	TARGET.COM * 800-591-3889 MN	M96.72 ✓
12-17	12-14	24445008349001296792215	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M7.99 ✓
12-17	12-14	24055228348083718882202	5399	SMARTSIGN 718-797-1900 NY	M25.02 ✓
12-17	12-14	24445008348100245273755	7011	GEORGIAN TERRACE ATLANTA GA 23317815 ARRIVAL: 12-09-18	M120.00 ✓
12-19	12-19	74270848353100010046739	0000	BRANCH PAYMENT - THANK YOU	M1,297.58
12-24	12-22	74431068356083093319512	5310	TARGET.COM * 800-591-3889 MN	M96.72 cr
12-24	12-20	24207858355166202491488	8699	FLORIDA HEAD START ASSOCI 850-6946477 FL	M385.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-18	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,713.10
		NEW CASH ADVANCES .00
		CREDITS 1,429.20
		STATEMENT TOTAL 283.90
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

[Handwritten signature] 1/2/18



HANCOCK WHITNEY

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1623610-005773-0001-0001-2

FATIMA OLEABHIELE
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0005773

MEMO STATEMENT

Account Number

Statement Date

12-27-18

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-06	12-04	24445008339100238781187	5942	BARNES & NOBLE #2849 TALLAHASSEE FL	M37.58
12-06	12-05	24988948339017050189374	8011	SACRED HEART HLTH SYS 850-418-4475 FL	M40.00
12-06	12-05	24988948339017050189366	8011	SACRED HEART HLTH SYS 850-418-4475 FL	M80.00
12-06	12-05	24988948339017050189358	8011	SACRED HEART HLTH SYS 850-418-4475 FL	M120.00
12-18	12-17	24622768351300607739984	5812	BETH S BURGER BAR ORLANDO FL	M15.15
12-18	12-17	24445008352001375821848	5411	PUBLIX #1191 ORLANDO FL	M26.88
12-19	12-19	74270848353100010048897	0000	BRANCH PAYMENT - THANK YOU	M310.59
12-19	12-18	24445008353001368189842	5411	PUBLIX #741 ORLANDO FL	M12.46
12-20	12-18	24908048353041600094885	5814	ROSEN SHINGLE SM JAVA ORLANDO FL	M7.72
12-20	12-19	24055238354207288500054	5812	HURRICANE GRILL & WINGS ORLANDO FL	M16.08
12-21	12-21	24431068355400654000750	5812	CHEESECAKE ORLANDO ORLANDO FL	M8.47
12-21	12-19	24908048354041800098398	5814	ROSEN SHNGL 18 MONROE ORLANDO FL	M11.11
12-21	12-20	24431068355400354000484	5812	AT THE DINER LLC ORLANDO FL	M17.32
12-24	12-20	24908048355041800127517	5814	ROSEN SHINGLE SM JAVA ORLANDO FL	M6.39
12-24	12-21	24431068355400328000086	5812	BAHAMA BREEZE 0053001 ORLANDO FL	M25.52
12-24	12-21	24892188355100368172430	5541	CHEVRON 0902418 ORLANDO FL	M35.00
12-24	12-21	24908048356041800120545	3782	ROSEN HOTELS SHNGL CRK ORLANDO FL	M99.52
			1	ARRIVAL: 12-17-18	
12-24	12-21	24908048356041800120283	3782	ROSEN HOTELS SHNGL CRK ORLANDO FL	M109.62
			1	ARRIVAL: 12-17-18	

240.00
147.10

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-18	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 888.72
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 310.59
		STATEMENT TOTAL 358.13
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

dc 9/3/18



YJC 1/6/19

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1-2

Lowe's® Business Card Account

CAPITAL AREA COMM ACTION
 Account Number [REDACTED]

Visit us at www.lowes.com/credit
 Customer Service: 1-800-444-1408

Summary of Account Activity	
Previous Balance	\$157.47
- Payments	\$157.47
- Other Credits	\$0.00
+ Purchases/Debits	\$385.64
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$385.64
Credit Limit	\$11,000.00
Available Credit	\$10,540.00
Statement Closing Date	01/02/2019
Days in Billing Cycle	31

Payment Information	
New Balance	\$385.64
Total Minimum Payment Due	\$25.00
Payment Due Date	01/28/2019

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
12/03	12/03	27516	STORE 0417 TALLAHASSEE FL	✓ \$225.13
12/04	12/04	67922	STORE 0417 TALLAHASSEE FL - <i>HOLDINGS</i>	✓ \$8.02
12/07	12/07	09065	STORE 0716 TALLAHASSEE FL	✓ \$11.40
12/13	12/13	27454	STORE 0417 TALLAHASSEE FL	✓ \$63.65
12/17	12/17	53926	STORE 0417 TALLAHASSEE FL	✓ \$77.44
12/19	12/19		PAYMENT - THANK YOU	(\$157.47)

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

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBTT442, 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.

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the 3 Months Ending December 31, 2018

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		25,254			
Grants - Other Not for Profits		3250.77			
In-Kind Revenue		112,213			
VPK/SR		30,850			
	866,176	171,568	20%	694,608	80%

MASTER LIST
ACTIVE CONTRACTS, LEASES, AGREEMENTS

VENDOR NAME	TYPE OF AGREEMENT	EXPIRATION DATE	Contact	SPECIAL NOTES
A. KEITH DEAN	FISCAL SERVICES	1/1/16	Stephanie/TIM	
ADVANTICA	EMPLOYEE DENTAL / VISION PLAN INSURANCE	10/26/16	NINA SELF	
JEFFERSON CO. SENIOR CITIZENS CENTER, INC.	JEFFERSON CO. CAP OFFICE LEASE AGREEMENT	2/28/17	VICTORIA MATHIS	
GOODWILL IND. BIG BEND, INC.(GIBB FOUNDATION)	MABRY HEADSTART CNTR. LEASE AGREEMENT	7/15/17	Tim Center	MONTH TO MONTH-IN NEG. PER TIM
BIG BEND JOBS & ED. COUNCIL INC.	GADSDEN CO CAP OFFICE LEASE AGREEMENT	6/30/18	VICTORIA MATHIS	
STATE OF FL-SCHOOL READINESS/ROYAL CNTR	CONTRACT FOR SCHOOL READINESS LOCATIONS	9/1/18	Pam Jackson	
STATE OF FL-SCHOOL READINESS/SO. CITY CNTR.	CONTRACT FOR SCHOOL READINESS LOCATIONS	9/1/18	Pam Jackson	
PRESLEY, TERRY	INDEPENDENT CONTRACTOR AGREEMENT	10/30/18	NINA	
WAP CONTRACTORS (FOR ALL CONTRACTORS USED)	INDEPENDENT CONTRACTOR AGREEMENT	10/30/18	Terry Mutch	
BIG BEND JOBS & ED. COUNCIL INC.	WAKULLA CO. CAP OFFICE LEASE AGREEMENT	10/31/18	VICTORIA MATHIS	
TEACHING STRATEGIES	SUBSCRIPTION AGREEMENT/MS CHILD PORTFOLIO SOFTWARE	10/31/18	Pam Jackson	
CALHOUN CO. BOARD OF CO. COMMISSIONERS	SUBSCRIPTION AGREEMENT/MEMO OF COMMITMENT	12/31/18	Anne Robinson	ANNUAL FEE REQUIRED TO RENEW/ EXP OCT 31, 2019
FRIENDSHIP PRIMITIVE BAPTIST CHURCH	KITCHEN/STORAGE CLOSET LEASE AGREEMENT	5/31/19	Barbara Evans	
GULF CO. ARC AND TRANSPORTATION	TRANSPORTATION OF FRANKLIN HDSTRT FOOD	5/31/19	Barbara Evans	
CITY OF APALACHICOLA	HEAD START FRANKLIN CO CENTER LEASE AGREEMENT	6/30/19	Nina/ Tim	
SCHOOL BRD. OF LEON CO.	PARTNERSHIP AGREEMENT	6/30/19	Nina/ Tim	
SCHOOL BRD. OF LEON CO.	SO. CITY HEADSTART-LEASE AGREEMENT	6/30/19	Tim Center	
TITULUS SPORTS ACADEMY	SERVICE AGREEMENT	8/20/19	KRISTIN/JUDY	
CMA TECHNOLOGIES	FOR CMTTOOLS CLIENT DATABASE	8/31/19	VICTORIA MATHIS	
STRUSS, LINDSAY	E-RATE AGREEMENT TO ASSES / VERIFY ELIGIBILITY	9/30/19	TIM CENTER	ANNUAL PAYMENT RENEWAL SINCE OCT 2007
TEACHING STRATEGIES	SUBSCRIPTION FOR LICENSE	10/1/19	KRISTIN/JUDY	
CENTER, TIM	GEO EMPLOYMENT AGREEMENT	3/1/20	Tim	Term 2 years
DUKE ENERGY FLORIDA	ENERGY NEIGH. FUND PROG.	6/30/20	VICTORIA MATHIS	
APALACHICOLA WELLNES, LLC	FRANKLIN CO. CAP OFFICE LEASE AGREEMENT	1/31/21	TIM	FEB 1, 2019 TO JAN 31, 2019
THYSSENKRUPP ELEVATOR CORP	SERVICE AGREEMENT	7/28/22	TIM	
HANCOCK LETTER OF CREDIT	LOAN DATE 9/4/2017	8/4/22	TIM	LOAN MATURITY: AUG 4, 2022
FRANKLIN CO. EMERGENCY SUPPORT FUNCTION(ESF)15	CONTRACT- COLLECT/MANAGE DONATIONS FOR RECOVERY DURING AND AFTER DISASTERS	9/30/23	TIM CENTER	FIVE YEARS/ EXPIRES SEPT 2023
CACAA-HOLDINGS ACCOUNT	LEASE AGREEMENT WITH CACAA, INC.	8/25/27	TIM	
JOHNSON SECURITY SOLUTIONS (PREV.TYCO)	SALES AND SERVICE AGREEMENT-Inclds.main ofc/headstart	AUTO RENEWS	Nina/ Tim	AUTO RENEWS ANNUALLY/ ESTABLISHED AUG 15, 2012
PITNEY BOWES GLOBAL FINANCIAL SERVICES.	POSTAGE MACHINE - 48 MO. EQUIP. LEASE AGREEMENT	AUTO RENEWS	Nina	AUTO RENEWS UNTIL UPGRADED
GULF COAST WORKFORCE BOARD dba CAREERSOURCE	MEMO OF UNDERSTANDING-FRANKLIN/GULF CO. CAP OFFICE	ONGOING	VICTORIA MATHIS	UNLESS TERMINATED BY BOTH PARTIES-NO DATE SET
PARALLEL SYNERGISTIC CONSILTG	SERVICE AGREEMENT	ONGOING	Nina/ Tim	ONGOING- ESTABLISHED JAN 1, 2016
REITZ TRACTOR SERVICE	INDEPENDENT CONTRACTOR AGREEMENT	ONGOING	Nina/ Tim	ONGOING- ESTABLISHED MAY 01, 2012
TALQUIN ELECTRIC	CONTRACT FOR TAP UTILITY PROGRAM	ONGOING	Nina Self	ONGOING- ESTABLISHED JUN 1, 2009
MARPAN SUPPLY CO., INC.	EQUIP. LEASE AGREEMENT- REFUSE CONTAINER/PUTNAM DR.	ONGOING	VICTORIA MATHIS	ONGOING- ESTABLISHED SEP 21, 2107
MARPAN SUPPLY CO., INC.	EQUIP.LEASE-BCY REFUSE CONTRACT/ CONTAINERS- SO. CITY CENTER	ONGOING	TIM	ONGOING- ESTABLISHED 10/2/2018
BODISON'S JANITORIAL	JANITORIAL SERVC- FOR ADMIN AND HEAD START	ONGOING	TIM CENTER	ONGOING- ESTABLISHED 10/2/2018
ANTHONY ASH	INDEPENDENT CONTRACTOR AGREEMENT	ONGOING	Wendell Bodison	EST FEB 8, 2018
JEFFERSON CO. SOLID WASTE DEPT	REFUSE CONTRACT/ MAIN OFFICE CONTAINERS	ONGOING	NINA SELF	ESTABLISHED AUG 1, 2017
PAYCHEX	SERVICE AGREEMENT	ONGOING	Nina/ Tim	LAST RCVD: SEPT 30, 2005
CITY OF TALLAHASSEE	SERVICES- ELECTRICAL/ UTILITIES	ONGOING	NINA SELF	ONGOING- ESTABLISHED JUN 27, 14
COPY FAX / SUNRAY LEASING	14 MO EQUIP. LEASE & EQUIPMENT MAINT. AGREEMENT	ONGOING	Nina/ Tim	ESTABLISHED JUL 31, 2014
ELECTRONET	LETTER OF AUTHORIZATION	ONGOING	Nina/ Tim	MAINT AGREEMNT.-AUTO RENEWS-EST. JUL 1, 2014.
CITY OF TALLAHASSEE-LIHEAP	HOME ENERGY VENDOR PAYMENT AGRMNT	ONGOING	TIM	ESTABLISHED APR. 2016
CENTURY LINK	SERVICES-VOICE,INERNET,EMAIL, WEB	ONGOING	VICTORIA MATHIS	LAST RCVD: MAR 31, 2014
COMCAST	SERVICES- VOICE LINES/ VOICEMAIL	ONGOING	Nina/ Tim	ONGOING SINCE AUG 3, 2015
KIA AUTOSPROT	PURCHASE CONTRACT- HEADSTART VEH	PURCHASE	TIM	ESTABLISHED APR 26, 2013
LONG GROVE (LB ROYAL) CENTER	PURCHASE CONTRACT-HEADSTART CNTR	PURCHASE	Nina/ Tim	PURCHASED JUN 14, 2016
CENTENNIAL BANK TO CACAA	PURCHASE CONTRACT	PURCHASE	TIM	PURCHASED OCTOBER 2002
COMMUNICATION SOLUTIONS UNLIMITED	SERVICE/REPAIRS-COMM./ALARM LINES		TIM	EXECUTED MAY 30,2017
MASSY SERVICES	SERVICE AGREEMENT FOR OFFICE PLAZA		Nina	INCOMPLETE IN FILE- (4/18/18-requested copy by email-NOT RECEIVED)
STATE OF FL DEPT OF STATE	CORP. ARTICLES OF CORPORATION		Nina/ Tim	UNSIGNED: NO DATE
			NINA/ TIM	LAST RENEWED 2/2018

VENDOR NAME	TYPE OF AGREEMENT	EXPIRATION DATE	Contact	SPECIAL NOTES
COMMUNICATION SOLUTIONS UNLIMITED	SERVICE/REPAIRS-COMM./ALARM LINES		Nina	INCOMPLETE IN FILE- (4/18/18-requested copy by email-NOT RECEIVED)
MASSEY SERVICES	SERVICE AGREEMENT FOR OFFICE PLAZA		Nina/ Tim	UNASSIGNED: NO DATE
A. KEITH DEAN	FISCAL SERVICES	1/1/16	Stephanie/ TIM	
ADVANTICA	EMPLOYEE DENTAL / VISION PLAN INSURANCE	10/26/16	NINA SELF	
JEFFERSON CO. SENIOR CITIZENS CENTER, INC.	JEFFERSON CO. CAP OFFICE LEASE AGREEMENT	2/28/17	Annie McDuffie	
GOODWILL IND. BIG BEND, INC.(GIBB FOUNDATION)	MABRY HEADSTART CNTR. LEASE AGREEMENT	7/15/17	Tim Center	MONTH TO MONTH-IN NEG. PER TIM

County	Location	Monthly
Calhoun	Courthouse	
Franklin	Head Start	400
	Main Office	1,250
Gadsden	Quincy	334
Gulf		
Jefferson	Senior Citizens Center	1,000
Leon	South City - Wesson	3,153
	Mabry	3,605
Liberty		June and July no classroom rent
Wakulla	Crawfordville	June and July no rent
		293
		10,035

Capital Area **Community Action** Agency

MEMORANDUM

TO: Deirdre Mitchell, HHS Program Specialist
FROM: Tim Center
RE: 2019 Refunding Application Narrative
DATE: February 21, 2019

Please permit this memo to serve as the program narrative required for the 2019 Cost of Living Adjustment. The Agency is applying for \$60,599 reflecting a 1.77% increase in staff salaries and any remaining funding being allocated to offset higher operating costs in Leon, Jefferson and Franklin Counties, Florida. The budget that follows reflects these costs to the program for the grant year of October 1, 2018 – September 30, 2019. The Head Start program will continue to operate for 180 days.

Specifically, all Head Start employees of the Capital Area Community Action Agency will receive a salary increase of 1.70%. This increase in salaries will total \$38,372.18. Additionally, the fringe benefits that accompany this raise will total \$10,928.40. In total, this \$49,300.58 reflects 81% of the COLA budget allocated to the Agency. This will ensure that the Head Start staff are compensated at a competitive level for early child care support.

The Indirect Cost rate of 20.56% applied to the salary and fringe total is \$10,136.20.

The use of 1.70% was used because if the entire 1.77% was used, the budget would exceed the amount authorized when calculating fringe benefits and the indirect cost rate.

The remainder of the funds will be allocated to the classroom supplies (\$1,162). These funds will ensure better classroom support and improved school-readiness outcomes.

The Non-federal share generated by this COLA totals \$15,149.75. Additional volunteer services in the classroom and in-kind donations of recreational equipment will cover this amount.

These funds in their entirety will help improve the overall Head Start program outcomes.



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Capital Area Community Action Agency
Head Start Coia Worksheet
March 2019

A	B	C	D	E	F	G	H	I	J	K	L	M		N	O	P	Q			R	S	T	U	V
												Hours Worked 10/1/18 - 2/8/19	Retro Increase				Regular	OT	Total Retro					
1	Last Name	First Name	Position	Hire Date	Current Hourly Rate		x 1.70% Increase		New Hourly Rate		Hours Worked 10/1/18 - 2/8/19		Retro Increase			Total With Retro								
					Regular	Overtime	Regular	Overtime	Regular	Overtime	Regular	OT	Total Retro											
2	TEACHER I		8/1/2016	\$ 13.29	\$ 19.94	\$ 0.23	\$ 0.34	\$ 13.52	\$ 20.27	1,088.50	1.00	\$ 245.92	\$ 0.34	\$ 246.26	\$ 234.97	\$ 481.23								
3	TEACHER I		8/14/2018	\$ 13.29	\$ 19.94	\$ 0.23	\$ 0.34	\$ 13.52	\$ 20.27	889.25	-	\$ 200.91	\$ -	\$ 200.91	\$ 234.97	\$ 436.88								
4	TEACHER I		1/4/2016	\$ 10.65	\$ 15.98	\$ 0.18	\$ 0.27	\$ 10.83	\$ 16.25	1,094.00	0.25	\$ 198.07	\$ 0.07	\$ 198.14	\$ 188.29	\$ 386.43								
5	TEACHER I		8/1/2017	\$ 13.29	\$ 19.94	\$ 0.23	\$ 0.34	\$ 13.52	\$ 20.27	1,083.25	-	\$ 244.74	\$ -	\$ 244.74	\$ 234.97	\$ 479.71								
6	TEACHER ASSISTANT I		2/23/2015	\$ 10.86	\$ 16.02	\$ 0.18	\$ 0.27	\$ 10.86	\$ 16.29	1,076.50	-	\$ 195.45	\$ -	\$ 195.45	\$ 188.82	\$ 384.27								
7	TEACHER ASSISTANT II		7/6/2018	\$ 12.44	\$ 18.66	\$ 0.21	\$ 0.32	\$ 12.65	\$ 18.98	1,096.25	-	\$ 231.83	\$ -	\$ 231.83	\$ 219.94	\$ 451.77								
8	TEACHER II		7/31/2018	\$ 14.36	\$ 21.54	\$ 0.24	\$ 0.37	\$ 14.60	\$ 21.91	1,070.00	-	\$ 261.21	\$ -	\$ 261.21	\$ 253.88	\$ 515.09								
9	TEACHER ASSISTANT II		8/17/2016	\$ 11.08	\$ 16.62	\$ 0.19	\$ 0.28	\$ 11.27	\$ 16.90	1,081.25	0.25	\$ 203.66	\$ 0.07	\$ 203.73	\$ 195.89	\$ 399.63								
10	EDUCATION COORDINATOR		9/21/1992	\$ 18.70	\$ 28.05	\$ 0.32	\$ 0.48	\$ 19.02	\$ 28.53	1,096.00	-	\$ 348.42	\$ -	\$ 348.42	\$ 330.82	\$ 679.03								
11	FAMILY ADVOCATE II		1/26/2015	\$ 16.50	\$ 24.75	\$ 0.28	\$ 0.42	\$ 16.78	\$ 25.17	1,104.00	0.50	\$ 309.67	\$ 0.21	\$ 309.88	\$ 291.72	\$ 601.60								
12	TEACHER I		3/7/1997	\$ 13.29	\$ 19.94	\$ 0.23	\$ 0.34	\$ 13.52	\$ 20.27	1,089.50	-	\$ 246.15	\$ -	\$ 246.15	\$ 234.97	\$ 481.12								
13	TEACHER I		8/3/2015	\$ 13.29	\$ 19.94	\$ 0.23	\$ 0.34	\$ 13.52	\$ 20.27	1,081.75	-	\$ 244.40	\$ -	\$ 244.40	\$ 234.97	\$ 479.37								
14	FAMILY ADVOCATE II		7/31/2017	\$ 17.57	\$ 26.36	\$ 0.30	\$ 0.45	\$ 17.87	\$ 26.80	1,083.25	1.00	\$ 323.56	\$ 0.45	\$ 324.00	\$ 310.64	\$ 634.64								
15	TEACHER ASSISTANT I		10/24/1979	\$ 14.31	\$ 21.47	\$ 0.24	\$ 0.36	\$ 14.55	\$ 21.83	1,063.50	0.25	\$ 258.72	\$ 0.09	\$ 258.81	\$ 253.00	\$ 511.81								
16	Senior Bus Driver		8/28/2001	\$ 11.88	\$ 17.52	\$ 0.20	\$ 0.30	\$ 11.88	\$ 17.82	1,072.25	0.75	\$ 212.91	\$ 0.22	\$ 213.13	\$ 206.50	\$ 419.63								
17	TEACHER II		2/1/2017	\$ 14.51	\$ 21.77	\$ 0.25	\$ 0.37	\$ 14.76	\$ 22.14	1,096.00	-	\$ 270.35	\$ -	\$ 270.35	\$ 255.54	\$ 526.89								
18	Teacher II		1/3/2019	\$ 14.76	\$ 22.14	\$ 0.25	\$ 0.38	\$ 15.01	\$ 22.52	168.75	-	\$ 42.34	\$ -	\$ 42.34	\$ 260.96	\$ 303.30								
19	TEACHER I		1/7/2008	\$ 13.19	\$ 19.79	\$ 0.22	\$ 0.34	\$ 13.41	\$ 20.12	990.25	-	\$ 222.04	\$ -	\$ 222.04	\$ 233.20	\$ 455.24								
20	Maintenance Worker		8/1/2016	\$ 10.65	\$ 15.98	\$ 0.18	\$ 0.27	\$ 10.83	\$ 16.25	1,103.50	3.50	\$ 199.79	\$ 0.95	\$ 200.74	\$ 188.29	\$ 389.03								
21	TEACHER ASSISTANT II		8/16/2012	\$ 11.08	\$ 16.62	\$ 0.19	\$ 0.28	\$ 11.27	\$ 16.90	1,083.50	4.25	\$ 204.09	\$ 1.20	\$ 205.29	\$ 195.89	\$ 401.18								
22	TEACHER ASSISTANT II		4/7/2008	\$ 11.08	\$ 16.62	\$ 0.19	\$ 0.28	\$ 11.27	\$ 16.90	1,091.50	0.75	\$ 205.69	\$ 0.21	\$ 205.81	\$ 195.89	\$ 401.70								
23	TEACHER II		8/6/2007	\$ 14.96	\$ 22.44	\$ 0.25	\$ 0.38	\$ 15.21	\$ 22.82	1,096.00	-	\$ 278.73	\$ -	\$ 278.73	\$ 264.49	\$ 543.23								
24	TEACHER II		8/6/2018	\$ 14.96	\$ 22.44	\$ 0.25	\$ 0.38	\$ 15.21	\$ 22.82	1,043.75	0.50	\$ 265.45	\$ 0.19	\$ 265.64	\$ 264.49	\$ 530.13								
25	TEACHER ASSISTANT II		11/12/1991	\$ 12.44	\$ 18.66	\$ 0.21	\$ 0.32	\$ 12.65	\$ 18.98	1,096.00	-	\$ 231.78	\$ -	\$ 231.78	\$ 219.94	\$ 451.72								
26	TEACHER ASSISTANT I		10/13/2015	\$ 10.65	\$ 15.98	\$ 0.18	\$ 0.27	\$ 10.83	\$ 16.25	1,074.50	-	\$ 194.54	\$ -	\$ 194.54	\$ 188.29	\$ 382.83								
27	Administrative Assistant		10/4/1993	\$ 17.88	\$ 26.82	\$ 0.30	\$ 0.46	\$ 18.18	\$ 27.28	1,066.75	13.75	\$ 333.37	\$ 6.27	\$ 339.64	\$ 316.12	\$ 655.76								
28	TEACHER ASSISTANT I		2/24/2015	\$ 10.68	\$ 16.02	\$ 0.18	\$ 0.27	\$ 10.86	\$ 16.29	1,063.50	-	\$ 191.27	\$ -	\$ 191.27	\$ 188.82	\$ 380.10								
29	TEACHER II		8/1/2017	\$ 14.65	\$ 21.96	\$ 0.25	\$ 0.37	\$ 14.90	\$ 22.35	1,023.50	-	\$ 254.90	\$ -	\$ 254.90	\$ 259.01	\$ 513.91								
30	TEACHER ASSISTANT II		9/17/2018	\$ 12.44	\$ 18.66	\$ 0.21	\$ 0.32	\$ 12.65	\$ 18.98	820.75	-	\$ 173.57	\$ -	\$ 173.57	\$ 219.94	\$ 393.51								
31	Cook		8/8/2011	\$ 11.60	\$ 17.40	\$ 0.20	\$ 0.30	\$ 11.80	\$ 17.70	1,069.50	0.25	\$ 210.91	\$ 0.07	\$ 210.98	\$ 205.09	\$ 416.07								

Capital Area Community Action Agency
Head Start Child Worksheet
March 2019

A	B	C	D	E	F		G	H	I	J	K	L	M		N	O	P	Q		R	S	T	U	V	
					Current Hourly Rate	x 1.70% Increase							New Hourly Rate	Hours Worked 10/1/18 - 2/28/19				Retro Increase	Projected Hours						Total With Retro
	Last Name	First Name	Position	Hire Date	Regular	Overtime	Regular	Overtime	Regular	Overtime	Regular	Overtime	Regular	Overtime	Regular	Overtime	Regular	Overtime	Regular	Overtime	Regular	Overtime	Regular	Overtime	
1																									
2																									
33			Extended Day Director	9/13/2016	\$ 16.00	\$ 24.00	\$ 0.27	\$ 0.41	\$ 16.27	\$ 24.41	1,097.25	3.00	\$ 298.45	\$ 1.22	\$ 289.68	\$ 282.88	\$ 582.56								
34			FAMILY ADVOCATE II	8/17/2016	\$ 16.50	\$ 24.75	\$ 0.28	\$ 0.42	\$ 16.78	\$ 25.17	1,079.75	-	\$ 302.87	\$ -	\$ 302.87	\$ 291.72	\$ 594.59								
35			TEACHER ASSISTANT II	7/31/2018	\$ 12.44	\$ 18.66	\$ 0.21	\$ 0.32	\$ 12.65	\$ 18.98	1,046.25	-	\$ 221.26	\$ -	\$ 221.26	\$ 219.94	\$ 441.20								
36			Cook	11/8/2011	\$ 10.65	\$ 15.98	\$ 0.18	\$ 0.27	\$ 10.83	\$ 16.25	1,071.50	0.25	\$ 194.00	\$ 0.07	\$ 194.06	\$ 188.29	\$ 382.35								
37			Quality Assurance Manager	5/11/2015	\$ 21.90	\$ 32.85	\$ 0.37	\$ 0.56	\$ 22.27	\$ 33.41	1,096.00	-	\$ 408.04	\$ -	\$ 408.04	\$ 387.19	\$ 795.23								
38			ECD Support Specialist	10/31/1992	\$ 18.47	\$ 27.71	\$ 0.31	\$ 0.47	\$ 18.78	\$ 28.18	1,098.75	43.00	\$ 345.00	\$ 20.25	\$ 365.25	\$ 326.55	\$ 691.80								
39			TEACHER ASSISTANT I	3/21/2016	\$ 10.65	\$ 15.98	\$ 0.18	\$ 0.27	\$ 10.83	\$ 16.25	669.50	-	\$ 121.21	\$ -	\$ 121.21	\$ 188.29	\$ 309.50								
40			Fam. & Com. Ptnrshp Mgr	3/10/2014	\$ 22.60	\$ 33.90	\$ 0.38	\$ 0.56	\$ 22.98	\$ 34.48	1,096.00	-	\$ 421.08	\$ -	\$ 421.08	\$ 399.57	\$ 820.65								
41			Center Director	2/20/2006	\$ 15.54	\$ 23.31	\$ 0.26	\$ 0.40	\$ 15.80	\$ 23.71	1,096.75	3.00	\$ 289.74	\$ 1.19	\$ 290.93	\$ 274.75	\$ 566.68								
42			TEACHER II	3/19/2018	\$ 14.36	\$ 21.54	\$ 0.24	\$ 0.37	\$ 14.60	\$ 21.91	1,092.50	9.75	\$ 266.70	\$ 3.67	\$ 270.27	\$ 253.88	\$ 524.16								
43			Cook	8/6/2012	\$ 10.96	\$ 16.44	\$ 0.19	\$ 0.28	\$ 11.15	\$ 16.72	1,090.50	0.25	\$ 201.32	\$ 0.07	\$ 201.39	\$ 193.77	\$ 395.16								
44			Center Director/Teacher	8/8/2011	\$ 16.88	\$ 25.32	\$ 0.29	\$ 0.43	\$ 17.17	\$ 25.75	1,097.75	4.75	\$ 315.01	\$ 2.04	\$ 317.05	\$ 298.44	\$ 615.49								
45			TEACHER ASSISTANT I	2/29/2016	\$ 10.65	\$ 15.98	\$ 0.18	\$ 0.27	\$ 10.83	\$ 16.25	958.75	-	\$ 173.58	\$ -	\$ 173.58	\$ 188.29	\$ 361.87								
46			TEACHER II	4/5/2010	\$ 14.96	\$ 22.44	\$ 0.25	\$ 0.38	\$ 15.21	\$ 22.82	1,040.75	-	\$ 264.68	\$ -	\$ 264.68	\$ 264.49	\$ 529.18								
47			TEACHER I	8/7/1995	\$ 13.29	\$ 19.94	\$ 0.23	\$ 0.34	\$ 13.52	\$ 20.27	1,061.75	0.50	\$ 239.88	\$ 0.17	\$ 240.05	\$ 234.97	\$ 475.02								
48			FAMILY ADVOCATE II	10/9/2018	\$ 16.00	\$ 24.00	\$ 0.27	\$ 0.41	\$ 16.27	\$ 24.41	662.00	-	\$ 180.06	\$ -	\$ 180.06	\$ 282.88	\$ 462.94								
49			FAMILY ADVOCATE II	4/25/2016	\$ 16.50	\$ 24.75	\$ 0.28	\$ 0.42	\$ 16.78	\$ 25.17	1,081.50	14.25	\$ 303.36	\$ 6.00	\$ 309.36	\$ 291.72	\$ 601.08								
50			FAMILY ADVOCATE II	7/17/2014	\$ 16.71	\$ 25.07	\$ 0.28	\$ 0.43	\$ 16.99	\$ 25.49	1,088.00	-	\$ 309.07	\$ -	\$ 309.07	\$ 295.43	\$ 604.50								
51			TEACHER I	3/31/2015	\$ 13.19	\$ 19.79	\$ 0.22	\$ 0.34	\$ 13.41	\$ 20.12	1,067.75	-	\$ 239.42	\$ -	\$ 239.42	\$ 233.20	\$ 472.62								
52			TEACHER I	8/3/2015	\$ 13.19	\$ 19.79	\$ 0.22	\$ 0.34	\$ 13.41	\$ 20.12	1,099.75	9.25	\$ 246.60	\$ 3.11	\$ 249.71	\$ 233.20	\$ 482.91								
53			SUPPORT SERVICES COORDINA	8/13/2008	\$ 16.94	\$ 25.41	\$ 0.29	\$ 0.43	\$ 17.23	\$ 25.84	1,096.00	-	\$ 315.63	\$ -	\$ 315.63	\$ 299.50	\$ 615.13								
54			TEACHER I	3/23/2015	\$ 13.29	\$ 19.94	\$ 0.23	\$ 0.34	\$ 13.52	\$ 20.27	1,045.00	-	\$ 236.10	\$ -	\$ 236.10	\$ 234.97	\$ 471.06								
55			TEACHER ASSISTANT II	9/5/2018	\$ 12.44	\$ 18.66	\$ 0.21	\$ 0.32	\$ 12.65	\$ 18.98	862.00	0.25	\$ 182.30	\$ 0.08	\$ 182.38	\$ 188.29	\$ 383.40								
56			TEACHER ASSISTANT I	3/21/2016	\$ 10.65	\$ 15.98	\$ 0.18	\$ 0.27	\$ 10.83	\$ 16.25	1,076.50	0.75	\$ 194.90	\$ 0.20	\$ 195.10	\$ 188.29	\$ 383.40								
57			EDUCATION COORDINATOR	2/23/2000	\$ 18.70	\$ 28.05	\$ 0.32	\$ 0.48	\$ 19.02	\$ 28.53	1,096.00	-	\$ 348.42	\$ -	\$ 348.42	\$ 330.62	\$ 679.03								
58			TEACHER ASSISTANT I	8/1/2016	\$ 11.40	\$ 17.10	\$ 0.19	\$ 0.29	\$ 11.59	\$ 17.39	1,100.50	8.00	\$ 213.28	\$ 2.33	\$ 215.60	\$ 201.55	\$ 417.15								
59			FAMILY ADVOCATE II	8/1/2017	\$ 15.19	\$ 22.79	\$ 0.26	\$ 0.39	\$ 15.45	\$ 23.17	1,076.00	-	\$ 277.86	\$ -	\$ 277.86	\$ 268.56	\$ 546.41								
60			SPECIAL SERVICES COORDINA	5/2/2011	\$ 16.70	\$ 28.05	\$ 0.32	\$ 0.48	\$ 19.02	\$ 28.53	1,096.00	-	\$ 348.42	\$ -	\$ 348.42	\$ 330.62	\$ 679.03								
61			Center Director/Teacher	8/4/2014	\$ 15.50	\$ 23.25	\$ 0.26	\$ 0.40	\$ 15.76	\$ 23.65	1,065.00	15.00	\$ 286.16	\$ 5.93	\$ 292.09	\$ 274.04	\$ 566.13								
62			HEALTH SERVICES SPECIALIS	7/31/1995	\$ 19.59	\$ 29.39	\$ 0.33	\$ 0.50	\$ 19.92	\$ 29.88	1,096.00	-	\$ 365.00	\$ -	\$ 365.00	\$ 346.35	\$ 711.35								

Capital Area Community Action Agency
Head Start COLA Worksheet
March 2019

A	B	C	D	E	F	G	H	I	J	K	L	M		N	O	P	Q	R		S	T	U	V
												Current Hourly Rate	x 1.70% Increase					New Hourly Rate	Hours Worked 10/1/18 - 2/28/19				
	Last Name	First Name	Position	Hire Date	Regular	Overtime	Regular	Overtime	Regular	Overtime	Regular	Overtime	Regular	OT	Regular	OT	Regular	OT	Total Retro	13pp (1040 hours) 2/11/19 - 9/30/19	Total With Retro		
1																							
2																							
63			TEACHER ASSISTANT II	8/13/2018	\$ 12.44	\$ 18.66	\$ 0.21	\$ 0.32	\$ 12.65	\$ 18.98	1,027.25	1.75	\$ 217.24	\$ 0.56	\$ 217.80	\$ 219.94	\$ 437.74						
64			Parent Engagement Coord	3/30/2015	\$ 20.29	\$ 30.44	\$ 0.34	\$ 0.52	\$ 20.63	\$ 30.95	1,096.00	-	\$ 378.04	\$ -	\$ 378.04	\$ 358.73	\$ 736.77						
65			TEACHER ASSISTANT I	8/1/2005	\$ 11.06	\$ 16.59	\$ 0.19	\$ 0.28	\$ 11.25	\$ 16.87	1,090.25	0.25	\$ 204.99	\$ 0.07	\$ 205.06	\$ 195.54	\$ 400.60						
66			TEACHER ASSISTANT I	1/13/2016	\$ 10.65	\$ 15.98	\$ 0.18	\$ 0.27	\$ 10.83	\$ 16.25	1,050.75	-	\$ 190.24	\$ -	\$ 190.24	\$ 188.29	\$ 378.53						
67			Center Director/Teacher	8/12/2013	\$ 15.72	\$ 23.58	\$ 0.27	\$ 0.40	\$ 15.99	\$ 23.98	1,096.75	4.00	\$ 293.10	\$ 1.60	\$ 294.70	\$ 277.93	\$ 572.63						
68			EDUCATION COORDINATOR	9/10/2001	\$ 18.70	\$ 28.05	\$ 0.32	\$ 0.48	\$ 19.02	\$ 28.53	1,096.00	-	\$ 348.42	\$ -	\$ 348.42	\$ 330.52	\$ 678.93						
69			TEACHER ASSISTANT II	8/12/2013	\$ 11.08	\$ 16.62	\$ 0.19	\$ 0.28	\$ 11.27	\$ 16.90	1,063.75	1.50	\$ 200.37	\$ 0.42	\$ 200.79	\$ 195.89	\$ 396.69						
70			TEACHER ASSISTANT I	11/14/2017	\$ 10.36	\$ 15.54	\$ 0.18	\$ 0.26	\$ 10.54	\$ 15.80	1,090.00	-	\$ 191.97	\$ -	\$ 191.97	\$ 183.16	\$ 375.14						
71			TEACHER I	8/10/2015	\$ 13.29	\$ 19.94	\$ 0.23	\$ 0.34	\$ 13.52	\$ 20.27	1,096.00	-	\$ 247.62	\$ -	\$ 247.62	\$ 234.97	\$ 482.59						
72			TEACHER I	8/5/1996	\$ 13.29	\$ 19.94	\$ 0.23	\$ 0.34	\$ 13.52	\$ 20.27	1,092.75	0.75	\$ 246.89	\$ 0.25	\$ 247.14	\$ 234.97	\$ 482.11						
73			Cook	11/17/2017	\$ 10.65	\$ 15.98	\$ 0.18	\$ 0.27	\$ 10.83	\$ 16.25	1,045.25	-	\$ 189.24	\$ -	\$ 189.24	\$ 188.29	\$ 377.53						
74			TEACHER ASSISTANT II	8/28/1970	\$ 12.83	\$ 19.25	\$ 0.22	\$ 0.33	\$ 13.05	\$ 19.57	1,091.50	2.75	\$ 238.07	\$ 0.90	\$ 238.97	\$ 226.83	\$ 455.80						
75			Early Childhood Dev. Mgr.	8/9/2010	\$ 23.60	\$ 35.40	\$ 0.40	\$ 0.60	\$ 24.00	\$ 36.00	1,096.00	-	\$ 439.72	\$ -	\$ 439.72	\$ 417.25	\$ 856.96						
76			Cook	10/4/2010	\$ 10.65	\$ 15.98	\$ 0.18	\$ 0.27	\$ 10.83	\$ 16.25	862.50	0.75	\$ 156.16	\$ 0.20	\$ 156.36	\$ 188.29	\$ 344.65						
77			TEACHER ASSISTANT I	1/12/2009	\$ 11.30	\$ 16.95	\$ 0.19	\$ 0.29	\$ 11.49	\$ 17.24	1,093.00	-	\$ 209.97	\$ -	\$ 209.97	\$ 199.78	\$ 408.75						
78			Cook	1/3/2018	\$ 10.36	\$ 15.54	\$ 0.18	\$ 0.26	\$ 10.54	\$ 15.80	1,066.25	-	\$ 187.79	\$ -	\$ 187.79	\$ 183.16	\$ 370.95						
79			Cook	10/10/2016	\$ 10.47	\$ 15.71	\$ 0.18	\$ 0.27	\$ 10.65	\$ 15.97	866.75	-	\$ 154.27	\$ -	\$ 154.27	\$ 185.11	\$ 339.38						
80													\$ 19,207.82	\$ 60.59	\$ 19,268.40	\$ 19,103.77	\$ 38,372.18						
81			Total COLA Allocation:														\$ 60,599.00						
82																							
83			COLA Wages																			\$ 38,372.18	
84			20.48% Fringe																			\$ 10,528.40	
85			Sub-total:																			\$ 49,300.58	
86			20.56% Indirect																			\$ 10,136.20	
87			TOTAL COST OF COLA																			\$ 59,436.78	
88																							
89			Difference:																			\$ 1,162.22	

Margaret Watson

From: Nina Self
Sent: Friday, February 1, 2019 11:56 AM
To: Margaret Watson
Cc: Tim Center
Subject: RE: agenda for next board meeting

This is a great idea but we must remember Ophelia Mutch started the same time she did and was the Center Director. We wouldn't want to offend anyone.

Nina Singleton Self
Chief Operating Officer
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f. 850.201.2057
nina.singleton@cacaainc.org
www.CACAInc.org

From: Margaret Watson
Sent: Friday, February 01, 2019 9:20 AM
To: Derrick Jennings
Cc: Margaret Watson; Tim Center; Nina Self
Subject: RE: agenda for next board meeting

Good morning Derrick,

Received your request for Jefferson Head Start Center renaming - Agenda item for March board meeting.

Margie.

From: Derrick Jennings [mailto:derrick.jennings36@yahoo.com]
Sent: Friday, February 1, 2019 8:42 AM
To: Margaret Watson <Margaret.Watson@cacaainc.org>
Subject: agenda for next board meeting

Good Morning,

I want an item place on the agenda for the next board meeting. About renaming the Community Action Daycare Building After Ms. Alice Peck. Ms. peck has been dedicated & committed to staff,parents & students of our county who wishes to uses Capital Area Community Action Agency Services. It still hurts that she is not here. But i want her legacy to continue and that is providing love & loyalty to the public that this agency serves.

Derrick D. Jennings

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month of January 2019


PROGRAMS: County	Getting Ahead	Staying Ahead	Emergency Services	WAP Contract 2017 - 2020		
	January Transitions	Active Participants	Households Served	Units Projected	In Progress	Completed
Calhoun	0	0	34	14	0	0
Franklin	0	0	38	9	2	0
Gadsden	9	0	52	19	0	3
Gulf	0	0	24	9	0	0
Jefferson	0	2	23	9	1	0
Leon	6	8	238	71	18	32
Liberty	0	0	11	8	0	0
Wakulla	6	0	19	11	0	1
TOTALS	21	10	439	150	21	36

HEAD START	Franklin	Jefferson	Mabry	Royal	South City	Total
# of Students Registered	17	33	83	57	188	378
# of Student Withdrawals	0	0	4	1	5	10
# of Vacancies	0	0	0	0	0	0
# of Students on Wait List	0	0	20	18	21	59
# of VPK Students Registered	N/A	N/A	N/A	16	68	84
# of School Readiness Students Registered	N/A	N/A	N/A	6	3	9
Funded Enrollment	17	33	83	57	188	378
Enrollment @ 1/31/19	17	33	83	57	188	378
Center Enrollment %	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Average Daily Attendance (ADA)	84.83%	81.11%	81.28%	89.56%	87.19%	85.62%

Students with Disabilities In Compliance? 15 No

Capital Area
Community Action
Agency

MEMORANDUM

TO: TIM CENTER, CEO
FROM: Nina Self, COO 
DATE: February 21, 2019
RE: NOTES TO JANUARY 2019 PROGRAM REPORTS

The following are notes to the COO Summary of Programs:

STAFFING

Promotions

Victoria Mathis has been appointed as the Emergency Services Program Manager. She has worked with the Agency for over 20 years with the LIHEAP and other Emergency Services Grants, most recently as the Data Control Coordinator. She has a wealth of knowledge and experience in the area.

Lucile Frazier was appointed as the Data Control Coordinator to replace Victoria. She has been with the agency since 2014, initially hired as an Intake Worker and promoted to Data Specialist. Before joining our agency she worked and retired from the Florida Department of Children & Families as an Economic Self-Sufficiency Supervisor. She and Victoria are a great team in that department.

There are three internal candidates that have applied for the vacant Data Specialist position vacated due to the promotion of Ms. Frazier. They will be interviewed and a candidate selected within the next two weeks.

Vacancies

Interviews were held for the Case Manager vacancy in Jefferson County. A candidate has been selected and currently going through the reference, background and drug screens. If favorable, we anticipate hiring within the next two weeks.

Positions Currently Advertised

- Intake Worker – Jefferson County (Part-time)
- Intake Worker – Leon County (Full-time)
- Head Start Center Director – Jefferson County



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EMERGENCY SERVICES

LIHEAP

Weather Related LIHEAP funds have been reconciled and reallocated to other program areas. The remaining balance of \$62,376 has been divided between the Home Energy and Crisis categories of Client Assistance, to be used by all counties.

Rental Assistance

A limited amount of CSBG rental funding is still available in all counties. We are currently reconciling the allocation to determine the balance available for the period that ends 3/31/19. Our agency was also reapproved to administer the Direct Emergency Assistance Program (DEAP) funds for rental assistance in Leon County only. That amount is \$40,000.

HEAD START

COLA

The Continuing Appropriations Act of 2019 contained an increase for programs under the Head Start Act for Fiscal Year (FY) 2019. A portion of the increase provides a cost-of-living adjustment (COLA) of 1.77 percent, depending on the final funding decisions, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs. Programs must apply for the funds by submitting a supplemental application by March 1, 2019. The proposal will be presented during this meeting for Board approval.

Education

A new program report is being introduced this month for Education. It gives information on the number of hours of coaching that were given to the teaching staff in various areas.

ADMINISTRATIVE

Facilities

The Franklin County program office relocated effective February 1st. The new address is: 111 Avenue E, Suite A, Apalachicola FL 32320. We are also fully staffed in that location with Angela Webster as the Office/Case Manager and Teresa Martin as the Intake Worker. They also service Gulf County.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Victoria Mathis, Program Manager, Crisis Program
RE: Board Update for January 2019 – *Emergency Services*
DATE: February 20, 2019

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 December 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
<i>Calhoun</i>	15/37	15/30	13/26	34/67									77/160
<i>Franklin</i>	13/23	19/53	14/38	38/86									84/200
<i>Gadsden</i>	17/31	57/153	52/138	52/127									178/349
<i>Gulf</i>	32/62	26/58	18/32	24/48									100/200
<i>Jefferson</i>	7/15	10/22	17/35	23/48									67/120
<i>Leon</i>	292/792	242/659	189/535	238/633									961/2,619
<i>Liberty</i>	5/6	4/4	3/16	11/26									23/52
<i>Wakulla</i>	20/25	14/34	13/35	19/38									66/132
Total	401/991	387/1,013	319/855	439/1073									1,546/3,932

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. The Agency received notification that LIHEAP modification #4 has been approved which reallocated \$62,376 of unspent Weather Related funds to Home Energy and Crisis allocations.

The Agency was awarded \$40,000 from Leon County for the Direct Emergency Assistance Program (DEAP) for rental assistance for residents of Leon County for the period 10/1/18 – 9/30/19.



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2018 Low Income Home Energy Assistance Program (LIHEAP)

MONTHLY ERROR REPORT

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEAR TO DATE Total
Casfie	13	13	9	2	1	0	1	10	4	2	2	2	59
Dawn	15	5	7	7	1	1	4	6	1	5	0	0	52
Demetris	18	36	15	6	4	4	8	13	3	16	14	10	147
Linda	18	26	10	5	9	4	13	23	19	7	10	13	157
Priscilla	46	29	19	14	12	7	9	20	25	14	19	14	228
Tamella	20	15	19	4	7	8	8	13	24	14	12	5	149
Towanna	19	17	7	6	6	4	2	12	21	15	5	3	117
Marcellas	0	0	0	3	0	0	1	1	1	2	6	0	14
Peggy	0	18	3	2	2	2	5	5	5	2	5	4	53
Stephanie	0	0	0	0	0	0	0	0	2	0	3	0	5
Donald	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL MONTHLY	149	159		49	42	30	51	103	105	77	76	51	981

2019 Low Income Home Energy Assistance Program (LIHEAP)

MONTHLY ERROR REPORT

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEAR TO DATE
													Total
Casitie	12												12
Dawn													0
Demetris	14												14
Linda	7												7
Priscilla	5												5
Tamella	20												20
Towanna	13												13
Marcellas													0
Peggy													0
Stephanie													0
Donald													0
TOTAL MONTHLY	71	0		0	0	0	0	0	0	0	0	0	71

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Melissa Watson
RE: Board Update for January 2019
DATE: February 20, 2019

Getting Ahead Report

Current Enrollments as of 02/20/2019

County	Starting Enrollments	End Enrollments	*Group A	*Group B	*Group C
Calhoun/Liberty	Recruiting	0	0	0	0
Gadsden	10	9	2	4	2
Jefferson	Recruiting	TBD	TBD	TBD	TBD
Leon	13	6	2	4	0
Wakulla	10	6	0	5	1

Getting Ahead;

We have successfully completed our 13th session of Getting Ahead classes in Gadsden, Wakulla and Leon County. We are actively recruiting for the next session to begin in March. Actual date is to be determined.

Calhoun/Liberty

- *Case manager is reconnecting with community to establish a Getting Ahead class*

Gadsden

- *9 participants transitioned from Getting Ahead and will enter Staying Ahead*
- *3 of the 9 (34%) obtained employment while in Getting Ahead*
- *1 of the 9 (12) increased wages via a promotion while in Getting Ahead*
- *Gadsden County Transition Ceremony raised \$745.00*

Jefferson

- *We are currently holding interviews for a case manager*

Wakulla

- *6 of the 10 (60 %) transitioned from Getting Ahead*
- *2 of the 10 (20%) obtained employment and were not able to return, while one stated she was not ready. The case manager will follow up with participant to see if they are ready for the upcoming session*
- *4 of the 6 (67%) will transition into Staying Ahead*
- *2 of the 6 (34%) are over income for Staying Ahead*

Leon

- *6 of the 13 (47%) transitioned from Getting Ahead*
- *4 of the 6 (67%) will transition into Staying Ahead*
- *2 of the 6 (34%) are over income to enter Staying Ahead and will be monitored for six months*
- *4 of the 13 (31%) obtained employment while in Getting Ahead, while 2 participants were not able to return due to personal reasons*

Franklin/Gulf

- *The case manager Angela Webster is currently undergoing the Getting Ahead Training Process*
- *Ms. Webster is actively seeking applicants to enroll in the Getting Ahead Program*
- *She is also partnering with Gulf County Head Start Program to offer Getting Ahead on site to their parents.*

Staying Ahead Mentor Program

- *The Getting Ahead Transition Ceremonies were successful in that we have received numerous mentor applications*
- *The Staying Ahead Mentor Orientation will be scheduled in each county for the month of March. We will launch the first Mentor meetings in April. Exact dates and location for each county are being addressed with mentors and mentees currently and will be determined*

Capital Area **Community Action** Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Anne Robinson
RE: Board Update for February Staying Ahead Program
DATE: February 20, 2019

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
- 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.
- 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

Jefferson

- Currently there are 2 active participants in Staying Ahead
- 1 of 2(50%) is currently enrolled in GED classes at Franklin Academy
- 1 of 2 the 4 (50%) are gainfully employed

Gadsden

- Currently there are noactive 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.



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**COMMUNITY SERVICES BLOCK GRANT
ORGANIZATIONAL STANDARDS ASSESSMENT FORM
FFY 2019**

PART I - AGENCY INFORMATION

AGENCY:	Capital Area Community Action Agency
DATE:	2/8/2019

PART II - OS CHECKLIST

Standard Number	Standard	Met	Not Met	1 st Year/ Repeat	Corrective Action Taken	Cure Date
MAXIMUM FEASIBLE PARTICIPATION – Category 1: Consumer input and involvement						
1.1	The organization demonstrates low-income individuals' participation in its activities.	X				
1.2	The organization analyzes information collected directly from low-income individuals as part of the community assessment.	X				
1.3	The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.	X				
MAXIMUM FEASIBLE PARTICIPATION – Category 2: Community Engagement						
2.1	The organization has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.	X				
2.2	The organization utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.	X				
2.3	The organization communicates its activities and its results to the community.	X				
2.4	The organization documents the number of volunteers and hours mobilized in support of its activities.	X				

**CSBG Organizational Standards
Field Guide Assessment Form**

Standard Number	Standard	Met	Not Met	1 st Year/ Repeat	Corrective Action Taken	Cure Date
MAXIMUM FEASIBLE PARTICIPATION – Category 3: Community Assessment						
3.1	The organization conducted a community assessment and issued a report within the past 3 years.	X				
3.2	As part of the community assessment, the organization collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).	X				
3.3	The organization collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.	X				
3.4	The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.	X				
3.5	The governing board formally accepts the completed community assessment.	X				
VISION AND DIRECTION – Category 4: Organizational Leadership						
4.1	The governing board has reviewed the organization's mission statement within the past 5 years and assured that: 1. The mission addresses poverty, and 2. The organization's programs and services are in alignment with the mission.	X				
4.2	The organization's Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.	X				
4.3	The organization's Community Action plan and strategic plan document the continuous use of the full ROMA cycle. In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.	X				
4.4	The governing board receives an annual update on the success of specific strategies included in the Community Action plan.	X				
4.5	The organization has a written succession plan in place for the CEO/ executive director, approved by the governing board, which contains procedures for covering an emergency/ unplanned, short- term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.	X				
4.6	An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.	X				

CSBG Organizational Standards
Field Guide Assessment Form

Standard Number	Standard	Met	Not Met	1 st Year/Repeat	Corrective Action Taken	Cure Date
VISION AND DIRECTION – Category 5: Board Governance						
5.1	The organization's governing board is structured in compliance with the CSBG Act: 1. At least one third democratically-selected representatives of the low income community; 2. With one-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interests in the community.	X				
5.2	The organization's governing board has written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community.	X				
5.3	The organization's bylaws have been reviewed by an attorney within the past 5 years.	X			Minutes, attorney email & audit provided. (Agency documentation during cure period).	1/24/2019
5.4	<i>The organization documents that each governing board member has received a copy of the bylaws within the past 2 years.</i>	X				
5.5	The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.	X				
5.6	Each governing board member has signed a conflict of interest policy within the past 2 years.	X				
5.7	The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.	X				
5.8	Governing board members have been provided with training on their duties and responsibilities within the past 2 years.	X				
5.9	The organization's governing board receives programmatic reports at each regular board meeting.	X				
VISION AND DIRECTION – Category 6: Strategic Planning						
6.1	The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past 5 years.	X				
6.2	The approved strategic plan addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient.	X				

**CSBG Organizational Standards
Field Guide Assessment Form**

Standard Number	Standard	Met	Not Met	1 st Year/ Repeat	Corrective Action Taken	Cure Date
6.3	The approved strategic plan contains family, agency, and/or community goals.	X				
6.4	Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process.	X				
6.5	The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.	X				
OPERATIONS AND ACCOUNTABILITY -- Category 7: Human Resource Management						
7.1	The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board within the past 5 years.	X			Minutes, attorney email & audit provided. (Agency provided required documentation during cure period).	1/24/2019
7.2	The organization makes available the employee handbook (or personnel policies in cases without a handbook) to all staff and notifies staff of any changes.	X				
7.3	The organization has written job descriptions for all positions, which have been updated within the past 5 years.	X				
7.4	The governing board conducts a performance appraisal of the CEO/ executive director within each calendar year.	X				
7.5	The governing board reviews and approves CEO/executive director compensation within every calendar year.	X				
7.6	The organization has a policy in place for regular written evaluation of employees by their supervisors.	X				
7.7	The organization has a whistleblower policy that has been approved by the governing board.	X				
7.8	All staff participate in a new employee orientation within 60 days of hire.	X				
7.9	The organization conducts or makes available staff development/ training (including ROMA) on an ongoing basis.	X				
OPERATIONS AND ACCOUNTABILITY -- Category 8: Financial Operations and Oversight						
8.1	The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit threshold requirements.	X				

**CSBG Organizational Standards
Field Guide Assessment Form**

Standard Number	Standard	Met	Not Met	1 st Year/ Repeat	Corrective Action Taken	Cure Date
8.2	All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.	X				
8.3	The organization's auditor presents the audit to the governing board.	X				
8.4	The governing board formally receives and accepts the audit.	X				
8.5	The organization has solicited bids for its audit within the past 5 years.	X				
8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	X				
8.7	The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position.	X				
8.8	All required filings and payments related to payroll withholdings are completed on time.	X				
8.9	The governing board annually approves an organization-wide budget.	X				
8.10	The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board.	X				
8.11	A written procurement policy is in place and has been reviewed by the governing board within the past 5 years.	X				
8.12	The organization documents how it allocates shared costs through an indirect cost rate or through a written cost allocation plan.	X				
8.13	The organization has a written policy in place for record retention and destruction.	X				
OPERATIONS AND ACCOUNTABILITY -- Category 9: Data and Analysis						
9.1	The organization has a system or systems in place to track and report client demographics and services customers receive.	X				
9.2	The organization has a system or systems in place to track family, agency, and/or community outcomes.	X				
9.3	The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.	X				

**CSBG Organizational Standards
Field Guide Assessment Form**

Standard Number	Standard	Met	Not Met	1 st Year/ Repeat	Corrective Action Taken	Cure Date
9.4	The organization submits its annual CSBG Information Survey data report and it reflects client demographics and organization-wide outcomes.	x				

Ron DeSantis
GOVERNOR



Ken Lawson
EXECUTIVE DIRECTOR

February 13, 2019

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

Re: Weatherization Assistance Program (WAP) Risk Assessment Report

Dear Mr. Center,

During past eighteen months, the Florida Department of Economic Opportunity (DEO) has worked to improve the Florida Weatherization Assistance Program (WAP). As part of the improvement plan, DEO engaged the services of a professional certified public accounting firm, Thomas Howell Ferguson P.A. (THF) to conduct a baseline risk assessment of the fiscal operations of the Florida WAP subrecipient agencies.

Enclosed please find a copy of the WAP Risk Assessment Report resulting from the 2017-2018 Risk Assessment conducted by THF completed on April 18, 2018. The report includes specific observations and the corresponding risk factors based on an overall assessment of your entity's fiscal operations and its internal control and compliance environment.

The Bureau of Self-Sufficiency has collaborated with DEO's Financial Monitoring and Accountability team to determine what level of risk would influence our recommendation for in-depth financial monitoring. Subrecipients with an overall "High" risk factor will be visited by DEO's Financial Monitoring and Accountability team during the next scheduled program monitoring to conduct further assessment's and provide any required follow up guidance.

Please review the enclosed report with your staff and board of directors. If you have any questions regarding this report, please do not hesitate to contact me at Debbie.Smiley@deo.myflorida.com or 850-717-8467.

Sincerely,

Debbie Smiley, Chief
Bureau of Economic Self Sufficiency

DS/bh

cc: Mario Rubio, Director, Division of Community Development
Mr. Terry Mutch, WAP Coordinator

Enclosure

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
850.245.7105 | www.FloridaJobs.org
www.twitter.com/FLDEO | www.facebook.com/FLDEO

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Capital Area Community Action Agency, Inc.
Report of Weatherization Assistance Program Subrecipient Risk Assessment
Issued to the Florida Department of Economic Opportunity



Capital Area Community Action Agency, Inc.

Report of Weatherization Assistance Program Subrecipient Risk Assessment

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Consultant's Report

Department of Economic Opportunity
Bureau of Economic Self-Sufficiency

Subrecipient: Capital Area Community Action Agency, Inc.

Pursuant to the Scope of Work designated under Purchase Order No. B15BB4 originally issued July 12, 2017, with the state of Florida Department of Economic Opportunity ("DEO"), we hereby submit our Report of Weatherization Assistance Program ("WAP") Subrecipient Risk Assessment for Capital Area Community Action Agency, Inc. ("Subrecipient").

The purpose of this report is to assist DEO by performing a risk assessment of the fiscal operations of the Subrecipient that administers the WAP in the Subrecipient's designated service area. Our report objective is to identify potential risks associated with the Subrecipient's fiscal competency and provide an overall indication of the risk for DEO to engage the Subrecipient as a provider for WAP services based on the accumulated results of the risk assessment, and to assist DEO in its planning of future monitoring procedures related to the Subrecipient.

Our report includes an overall risk-based assessment of the Subrecipient's fiscal operations and its internal control and compliance environment. Our risk assessment evaluation was designed based on our understanding of applicable rules and regulations, including the applicable provisions of the Federal WAP regulations and guidance and Title 2 of the U.S. Code of Federal Regulations Part 200 (commonly referred to as the "Uniform Guidance"). We are not responsible for any action DEO may take based on this report.

The Subrecipient is responsible for:

- (1) Establishing and maintaining effective internal control over financial reporting and safeguarding assets;
- (2) Identifying and ensuring that it complies with the requirements of laws and regulations applicable to the WAP as well as their WAP-related contract(s) with DEO and pass-through entities; and
- (3) Making all financial records and related information available to us, including existing internal control documentation and management's evaluation of the design and operating effectiveness of internal control over financial reporting and compliance.

Page Two

Our report is organized in the following sections:

- **Subrecipient Summary:** provides a background and overview of the Subrecipient by us.
- **Risk Assessment Procedures and Results:** identifies procedures performed by us and the resulting risk assessment for all relevant areas identified in our contract with DEO.

Our report is intended solely for the information and use of DEO and management of the Subrecipient and is not intended to be, and should not be, used by anyone other than these specified parties. In addition, the results of our risk assessment procedures and the conclusions communicated in this report are based solely on the information provided to us by the Subrecipient. Had we been engaged to perform a site visit to the Subrecipient and/or had we been otherwise engaged to validate certain responses provided to us by the Subrecipient, it is possible our risk assessments or overall conclusions could change. This report is not intended for persons or entities without adequate knowledge and understanding of this limitation on its use.

We would like to thank the employees at Capital Area Community Action Agency, Inc. for their cooperation and assistance with this risk assessment engagement.

Thomas Howell Ferguson P.A.

Tallahassee, Florida
November 29, 2017

Capital Area Community Action Agency, Inc.

Report of Weatherization Assistance Program Subrecipient Risk Assessment

Subrecipient Summary

Capital Area Community Action Agency, Inc. (“Subrecipient” or “CACAA”) is a private, non-profit organization created in 1965 to serve low-income residents of Leon County with childcare and transportation. Since that time, CACAA has expanded to also serve Gadsden, Jefferson, Calhoun, Liberty, Franklin, Wakulla, and Gulf Counties. CACAA is the grantee agency for a variety of services established to assist low-income families become self-sufficient. CACAA’s mission is to provide a comprehensive system of services and resources to reduce the detrimental effects of poverty, empower low-income citizens with skills and motivation to become self-sufficient, gain financial independence, and improve the overall quality of both their lives and the aforementioned communities. CACAA states that approximately 7% of its annual revenue derives from the Weatherization Assistance Program.

CACAA employs more than 120 employees with nine employees involved with weatherization activities. The Chief Executive Officer and the Chief Operating Officer have the responsibility of providing direction for all facets of the Agency’s operation throughout the geographical area. The Weatherization Program Manager and Weatherization Coordinator are both responsible for WAP program support. The finance team consisting of the Chief Financial Officer, Finance Director, two Senior Accountants, and one Fiscal Assistant administer the fiscal processes including accounts payable, payroll and cash management.

WAP Metrics	
Contract number	16WX-0G-12-00-04-007
Total contract amount	\$ 674,950
Total expended as of August 14, 2017	\$ 319,045
Percentage spend rate	47%
Units weatherized this contract period as of August 14, 2017	30

Capital Area Community Action Agency, Inc.

Report of Weatherization Assistance Program Subrecipient Risk Assessment

Risk Assessment Procedures and Results

Procedures

1. In cooperation with DEO we designed a customized risk assessment tool for WAP subrecipients (the “Risk Assessment Tool”). This tool was constructed based on 14 functional areas specified by DEO and included questions and requests for documentation to aid in the evaluation of the Subrecipient’s operational, financial, and compliance controls.
2. The approved Risk Assessment Tool was distributed to Florida’s 20 current WAP subrecipients for completion.
3. The Subrecipient’s responses to the Risk Assessment Tool were evaluated and we performed follow-up inquiries with Subrecipient personnel as necessary.
4. Based on information provided by the Subrecipient, we assigned a relative risk factor to each observation identified. The risk factors were based on the following criteria:
 - **High** – Controls and/or processes need to be established or improved to mitigate the likelihood that a probable risk will have a significant impact on the Subrecipient and/or its delivery of WAP services under its contract(s) with DEO. These have the highest level of concern and require prompt Subrecipient attention.
 - **Moderate** – Existing controls and/or processes should be strengthened to minimize the likelihood or impact of risk to the WAP program, albeit at a lesser level of concern than the “High” risk areas. Nevertheless, these have an elevated level of concern that require Subrecipient attention.
 - **Low** – Existing controls and/or processes are either (1) predominantly adequate as described or (2) could be improved to enhance efficiency and/or effectiveness but in their current form do not have a significant adverse impact on the WAP program.
5. Developed an overall risk rating based on the risk factors assigned in procedure step 4. The overall risk rating considers the totality of the risk assessment observation points we developed and weights each according to the overall engagement objectives.

Results

The following is a summary of observations based on the procedures performed and information made available to us. We reserve the right to modify or supplement our findings if additional information comes to light or if the scope of our evaluation is expanded. Such expanded evaluation will occur only at the specific instruction of DEO; we are under no obligation to update this risk assessment report for subsequently discovered facts.

Capital Area Community Action Agency, Inc.

Report of Weatherization Assistance Program Subrecipient Risk Assessment

Observation	YES, NO, N/A	Risk Factor
(1) Organizational Structure		
Subrecipient has sufficient employee positions filled to administer the WAP.	Yes	Low
Turnover of executive management is low.	Yes	Low
Executive management is considered competent and/or has relevant experience to administer the WAP.	Yes	Low
Subrecipient processes applications timely and in accordance with standard criteria and preference metrics.	Yes	Low
Applications are formally approved before acceptance into the WAP.	Yes	Low
(2) Financial Management		
The Subrecipient has a written accounting policies and procedures manual that effectively covers activities associated with the WAP.	Yes	Low
Access to accounting software is limited to proper employees.	Yes	Low
Employees with ability to post journal entries do not have custody of cash and/or check stock or check signing authority.	Yes	Low
Employees are informed of accounting policies and procedures.	Yes	Low
An annual WAP operating budget is prepared and formally approved by the Board and/or Finance/Audit Committee.	Yes	Low
Funds specifically relating to WAP are maintained in a separate bank account.	No	High
Petty cash is not significant and there is little turnover in funds.	Yes	Low
The subrecipient has no excess cash relating to grant receipts in excess of \$250,000.	No	Moderate
Bank reconciliations are performed for all WAP related bank accounts on a timely basis.	Yes	Low
Bank reconciliations are formally approved by an individual independent of preparation.	No <i>(electronic approval)</i>	Moderate
Access to online banking applications, including wire/ACH initiations, is limited to proper employees.	Yes	Low
Authorized signers are limited to upper management and are designated through a formal review process.	Yes	Low
Closing occurs on a monthly basis and includes reconciliations between grant funding requests and the general ledger.	Yes	Low
There have been no findings related to the WAP in the Subrecipient's most recent audit(s).	Yes	Low

Capital Area Community Action Agency, Inc.

Report of Weatherization Assistance Program Subrecipient Risk Assessment

Observation	YES, NO, N/A	Risk Factor
(3) Fund Accounting		
There are written policies and procedures that relate to accounting for and reporting expenditures to DEO.	Yes	Low
WAP expenses and related activity are coded and tracked independently of other programs in the general ledger.	Yes	Low
Reconciliations of actual costs incurred and requests for reimbursement are performed by a qualified individual and are formally approved by an employee independent of reconciliation preparation.	Yes	Low
The subrecipient has processes and procedures in place to ensure WAP funding is not comingled with other programs.	Yes	Low
Cash advances are requested on an as-needed basis and are tracked separately to ensure expending within the applicable time frame or that excess funds and/or earnings are remitted.	Yes	Low
(4) Administrative Costs		
The Subrecipient has processes in place to ensure only valid administrative costs are directly charged to the WAP.	Yes	Low
The Subrecipient has sufficient understanding of which costs should be treated as administrative and has processes in place to ensure these expenses are not duplicated on the monthly invoices to DEO.	Yes	Low
(5) Billable Rate		
The Subrecipient has processes in place to ensure only valid expenditures (direct material, labor, etc.) are directly charged to the WAP.	Yes	Low
To charge direct expenses, the Subrecipient has a real-time posting of labor and materials to unique WAP projects that are integrated in the general ledger.	Yes	Low
(6) Cost Allocation		
The Subrecipient has a written cost allocation plan that includes the use of an agency approved indirect cost rate or cost allocation method.	Yes	Low
Cost allocation methodologies are implemented through a formal, standardized process.	Yes	Low
Costs used in the cost allocation plan are formally approved and determined allowable based on policy.	Yes	Low

Capital Area Community Action Agency, Inc.

Report of Weatherization Assistance Program Subrecipient Risk Assessment

Observation	YES, NO, N/A	Risk Factor
(7) Indirect Cost Rate		
The Subrecipient utilizes an appropriate indirect cost rate method which is supported by internal documentation.	Yes	Low
Costs are evaluated at least annually for inclusion as direct or indirect. Internal procedures (time studies, etc.) are performed to substantiate classification.	Yes	Low
Employees charged to WAP as direct, program support, or administrative are determined based on logical classification criteria.	Yes	Low
(8) Payroll		
Supervisors formally review and approve time charged for hourly employees.	Yes	Low
There is formal documentation of approval of payroll reports prior to initiation of pay runs.	Yes	Low
Employees directly charged to WAP are separately identifiable in the system.	Yes	Low
System has limitations in place to restrict charging of WAP grants to authorized employees only.	Yes	Low
Pay rates, including changes, are determined based on relevant employee criteria and are formally approved.	Yes	Low
(9) Property		
Property and equipment and related information is continuously tracked. Assets are tagged and reconciled to physical property on hand.	Yes	Low
Impairment is evaluated at least annually. The Subrecipient aims to use assets for the entirety of their useful lives and does not hold idle property or equipment.	Yes	Low
Property and equipment is disposed of in a cost efficient manner to most benefit the WAP.	Yes	Low
(10) Procurement		
The Subrecipient has a written policy that addresses procurement.	Yes	Low
Only valid individuals are given the authority to expend grant funds.	Yes	Low
The subrecipient utilizes a competitive bidding process to determine major vendors and/or contractors under the WAP.	Yes	Low
Any inventory on hand (direct material) is secured and tracked until use.	N/A	Low
Changes to the vendor master file must be made by authorized individuals after valid approval.	Yes	Low

Capital Area Community Action Agency, Inc.

Report of Weatherization Assistance Program Subrecipient Risk Assessment

Observation	YES, NO, N/A	Risk Factor
(10) Procurement (continued)		
Invoices are formally reviewed by the authorized check signer prior to payment	Yes	Low
Payments over specified thresholds require additional signatures.	Yes	Low
(11) Governance		
The Subrecipient has an independent Board of Directors that meet at least quarterly and have required term limits for its members.	Yes	Low
The Board of Directors (or equivalent) operates under a written conflict of interest policy, which is signed by each member.	Yes	Low
Formal minutes are taken at each meeting and are approved at the subsequent meeting.	Yes	Low
(12) Systems		
The Subrecipient has systems in place to effectively track new applications, approved applications, projects in progress, and completed projects.	Yes	Low
The Subrecipient has systems in place to ensure weatherization costs fall into WAP guidelines.	Yes	Low
A written quality assurance (QA) policy is in place to ensure effective weatherization. Costs relating to the QA process are properly captured on the invoices to DEO.	Yes	Low
(13) Transparency		
The Subrecipient provides appropriate information concerning the WAP available on their public webpage.	Yes	Low
The Subrecipient is proactive in promoting transparency within the organization.	Yes	Low
(14) Fraud and Abuse		
There are written policies in place relating to self-dealing, nepotism, whistleblowers, and reporting fraud and abuse.	Yes	Low
There have been no instances of fraud or abuse at the Subrecipient agency for the past three years.	Yes	Low
These policies, including fraud hotlines and whistleblower rights, are posted or made readily available to all employees.	Yes	Low
Employees working either directly or indirectly on the WAP sign a conflict of interest statement annually.	No	High
Overall Risk Assessment		Low

Note: The risk ratings shown above, including the overall risk assessment, pertain only to the purpose for which this engagement was performed and its defined scope. See the Consultant's Report.

Capital Area Community Action Agency

MEMORANDUM

FROM: Terry Mutch

RE: Weatherization Assistance Program

DATE: January 11, 2019

Current total contract amount: \$948,604.20

Completion date: September 30, 2020.

As of January 1, 2019, 66 homes have been processed and inspected. Of those 66 homes, 35 homes have been completed and inspected, 19 homes are currently in pre-inspection, bid process or are currently in the process of being weatherized and 11 homes are in postponement/deferral stage due to client or dwelling issues.

Weatherization at a Glance

County	2015-16 Contract Units Completed	2016-17 Contract Units Completed	2017-2020 Contract Units Projected*	2017-2020 Contract Units In progress	2017-2020 Contract Units Completed
Calhoun	-	-	8	0	0
Franklin	2	0	6	2	0
Gadsden	11	4	12	0	3
Gulf	2	2	6	0	0
Jefferson	2	3	7	1	0
Leon	51	36	42	16	31
Liberty	-	0	6	0	0
Wakulla	4	2	7	0	1
Total	72	47	94	19	35



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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: February 18, 2019

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

Staffing

The Jefferson County Head Start Director position is advertised. We have two internal candidates that will need their credentials should they be interested in pursuing the position. In the meantime, Venita Treadwell, Education Manager, is spending three days a week in Jefferson.

We need more part-time staff to expand the Extended Day program. Staffing continues to be a tough concern in this economy as most people want more hours and full-time position.

Facilities

Working to improve drainage for the Royal Head Start Center recreation area.

Curriculum

Training and technical assistance on fidelity coaching took place and Coordinators will be trained with Directors on Teaching Strategies curriculum next month.

Enrollment

Centers are nearly at full enrollment.

Federal and State Regulations

We await national CLASS rankings to come out within the month which will tell us whether we will be competing for our current grant.



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Margaret Watson

From: Tim Center
Sent: Wednesday, February 6, 2019 8:56 AM
To: Allen Jones; Christy McElroy; Deborah Peterson; Derrick Jennings; Harold Ross (hross@mywakulla.com); Kara Palmer; Keith Dean; Lauren Johnson; Lisa Edgar; Margaret Watson; Nina Self; Pamela Ridley; Stephanie Sgouros; Tim Center
Cc: Nina Self
Subject: Community Action - South City Head Start Update

Dear Board –

Just a quick note to follow up on the meeting Leon County Schools. Alan Cox, Martha Fletcher and Brooke Brunner met with Lisa Edgar and I about the current lease that expires in May. We discussed the concerns about continued expenses to repair and maintain the building that we do not own. Additionally, we expressed a desire to rent the building at a substantially lesser rate to permit us to make improvements necessary to permit the building to serve as a the anchor for the Early Childhood project being led by Representative Loranne Ausley and Whole Child Leon.

It was agreed that we would re-assemble the Whole Child workgroup to discuss the plans to work with EduCare and explore how we can proceed with a \$1 a year long-term lease. The School District team did share that should improvements be made to the building, it would have to be up to code – and not grandfathered as a school district building operated by the district. This may cause additional costs not foreseen initially.

Whole Child Leon has been in touch with the EduCare team out of Chicago. A meeting is planned later this month. No date has been set.

At this point, the District is aware of our concerns and desires. We will keep you posted.

Thanks.

Tim Center, Esq.

Chief Executive Officer

Head Start Director

Capital Area Community Action Agency

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Family and Community Engagement Manager
Monthly Monitoring Report – January 2019

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
PROGRAM STATUS (Monthly)						
Number of Students Registered	17	33	83	57	188	378
Number of Student Withdrawals for Month	0	0	4	1	5	10
Number of Vacancies	0	0	0	0	0	0
Number of Students on Wait List	0	0	20	18	21	59
Number of VPK Students Registered	N/A	N/A	N/A	16	68	84
Number of School Readiness Students Registered	N/A	N/A	N/A	6	3	9
FAMILY STATUS						
Number of Family Needs Assessment	17	33	83	57	188	378
Family Partnership Agreement						
Number of FPA Initiated (45)	17	33	79	56	183	368
Number of FPAs in progress (February)	17	11	79	56	183	346
Number of FPAs completed (May)						

Center	Head Start Enrollment and Attendance		
	Funded	Enrollment on 1/31/19	Average Daily Attendance (ADA)
Franklin	17	17	84.83%
Jefferson	33	33	81.11%
Mabry	83	83	81.28%
Royal	57	57	89.56%
South City	188	188	87.19%
Total	378	378	85.62%

Family and Community Engagement Manager
Monthly Monitoring Report – January 2019

Number of Referrals (Review referrals)	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)	6	8	15	12	17	58
Domestic Violence Referrals	0	0	1	0	1	2
Substance Abuse Referrals (prevention or treatment)	0	0	0	0	0	0
Child Abuse or Neglect Referrals	0	0	0	0	0	0
Assistance for incarcerated Family Members	3	0	2	0	3	8
Education Referral	0	0	5	4	8	17
Employment	0	0	6	6	7	19
Parent Meetings/Trainings						
Parent Committee Meetings						
Number of Parents at the Parent Committee Meetings						
Number of Male Parents at Parent Committee Meetings						
Number of parents Committee meetings attended (Family Advocate)						
Number of Parents Committee meetings attended (Parent Engagement Coordinator)						
Number of Parents in attendance on Policy Council	1	0	1	1	2	5
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	1	1	1	1	5
Number of Family Activities Specific to Male Engagement	1	1	1	1	1	1
Number of Parent Trainings Conducted	0	0	0	0	0	0
Number of Volunteer Orientations						
Home Visits						
Required Home Visit Follow up (February)	1	2	0	0	3	6
Number of Additional Home Visits/Meetings	1	1	0	0	5	7
Number of Contacts documented in Case Notes	7	12	32	42	89	221
Number of Contacts documented per absenteeism	6	2	8	9	14	35

Family and Community Engagement Manager
 Monthly Monitoring Report – January 2019

Number of Files Reviewed	20
Review of Parent Board	0
Volunteers (PEC)	
Number of Volunteers	116
Total of Program In kind	231 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	1
Family Advocate Workers Trainings	2
Community Meetings	0

Transportation	
Field Trips	5
Maintenance	0
Trainings	1

Family and Community Engagement Manager
 Monthly Monitoring Report – January 2019

HEALTH SPECIALIST		Total
PRE-ENROLLMENT REQUIREMENTS		
Up to date immunizations		373
Expired/Missing immunizations		3
Up to date Physicals		371
Expired/Missing Physicals		5
Number of individual Health Care Plan		10
Number of Children with Health Insurance		326
ENROLLMENT		
Number of children with dental home		275
Number of dental home referrals		0
Completed dental exams		118
Incomplete dental exams		258
Needed dental treatment		19
Receiving dental treatment		1
Completed dental treatment		1
Number of medical home		327
Number of medical home referrals to Advocates		0
45 DAYS REQUIREMENT		
Vision screenings		346
Vision referrals		0
Hearing screenings		323
Hearing Referrals		0
Growth Assessment		375
BMI Referrals		0

Family and Community Engagement Manager
 Monthly Monitoring Report – January 2019

90 DAYS REQUIREMENT	Total
Number of dental/medical home established	275/327
Number of dental exams	118
Number of children requiring dental treatment	19
Number of completed dental treatment	1
Number of dental cleaning / fluoride treatment	61
Hematocrit / Hemoglobin	344
Blood Lead	197
Blood Pressure	344
NUTRITION	
Number of Breakfast	4,371
Number of Lunch	3,987
Number of PM Snacks	8,393
Number of Children with Special Diets	23
MONITORING ACTIVITIES	
Health Files Review	20
Child Care Food Program Tool	0
Kitchen Inspection Tool	0

Family and Community Engagement Manager Monthly Monitoring Report – January 2019

Corrective Action and Follow Up	
Funded Enrollment	<ul style="list-style-type: none"> The program met the funded enrollment requirement for January 2019. Jefferson (81.11) and Mabry (81.28) fell below the required Average Daily Attendance rate of 85%.
Extended Care	<ul style="list-style-type: none"> The program continues to brainstorm on ways to increase the Extended Day programs. Families surveyed at Mabry and Louise B. Royal where very interested in the Extended Day Program. Some families even have vouchers and just waiting for enrollment.
Parent Engagement	<ul style="list-style-type: none"> Parenting classes did not begin in January but are set to go February 13.
Referrals	<ul style="list-style-type: none"> The referral process for families with excessive tardies and absences encourages families to change their behavior or move to the Wait List. Teachers and Family Advocates will receive more training in this area to continue to improve the process.
In-Kind	<ul style="list-style-type: none"> Management will receive training to improve this process in March 2019.
Strengths	<ul style="list-style-type: none"> The program is now using new technology to communicate with parents to get information out quicker. The referral process is improving attendance and communication with the parents.

Family and Community Engagement Manager
Monthly Monitoring Report – January 2019

Areas of Concerns and Barriers
Re-enrollment of children
Extended Day Services for families with VPK and School Readiness vouchers
Professional Development
Bi-weekly management and team meetings
Management Team Meetings

Family and Community Engagement Manager
Monthly Monitoring Report – January 2019

Manager Monitoring Activities
Verifying Head Start eligibility for all families enrolling in the program for the 2018-19 and 2019-20 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

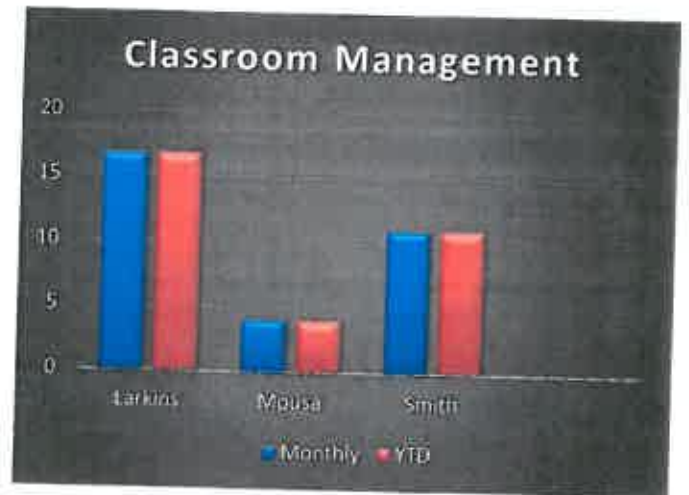
Date:

Education Report

February 2019

Number of hours coached:	<u>27.75</u> Mousa *	<u>30.5</u> Larkins	<u>28</u> Smith
Number of hours coaching top tier:	<u>4</u> Mousa	<u>6</u> Larkins	<u>10</u> Smith
Number of goals written (new):	<u>15</u> Mousa	<u>46</u> Larkins	<u>53</u> Smith
Number of goals completed:	<u>0</u> Mousa	<u>0</u> Larkins	<u>0</u> Smith
Number of CLASS Observations:	<u>4</u> Mousa	<u>4</u> Larkins	<u>7</u> Smith

Hours Coached in CLASS Domains



*Dual Language Learner Activities/Coaching

Quality Counts

January 2019



Vital Statistics

(Pulled February 15, 2019 beginning @ 1408 hours for January 1-31, 2019)

Enrollment

Compliance

YES

Current Enrollment

378

Cumulative Enrollment

418

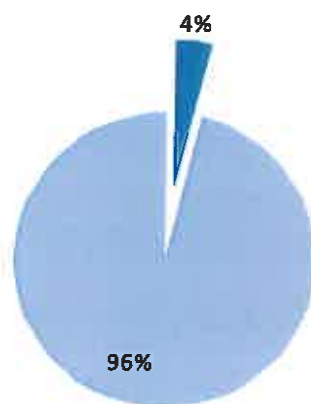
Disability Services

(Reports 2001 & 2005)

Compliance

NO

Disability Services



- Cumulative Enrollment Receiving Services for a Disability
- Funded Enrollment

Students with Disabilities

15

Students with Concerns

21

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

January 2019

Attendance

Compliance

YES

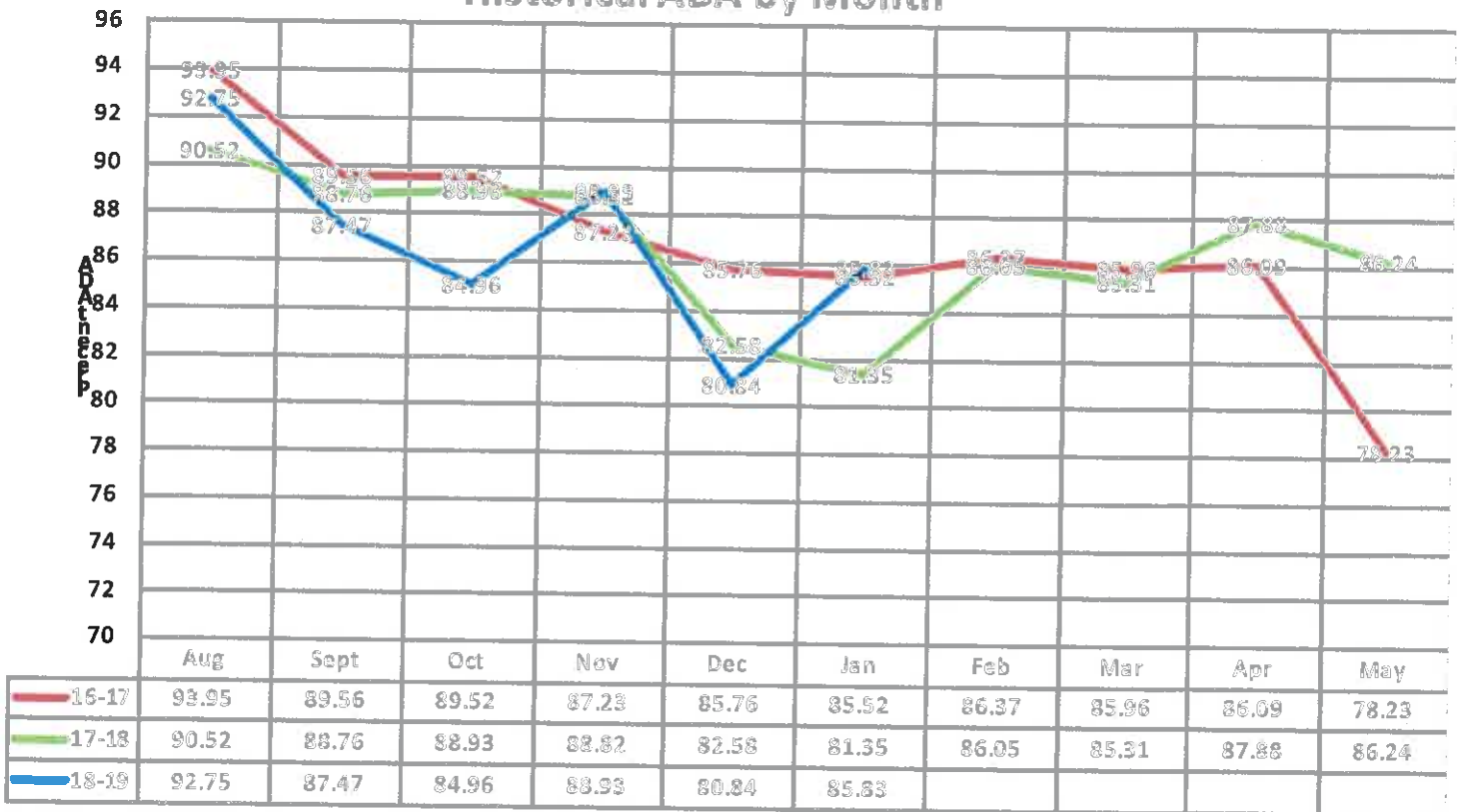
Funded Attendance

84.50

Actual Attendance

85.83

Historical ADA by Month



NOTES:

- 2018-2019 January attendance is higher than the historical average for this 5 year grant cycle.
- At this point in the school year 98 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 88 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 February 15, 2019 beginning @ 1432 hours for January 1-31, 2019)



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. The 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 has been postponed until June.
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 11 staff on increasing their education (4= BS, 3=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.

Department of Children & Families Violations

January 2019

Inspections This Month

1

Violations This Month

0

Cumulative 17-18 Violations

2

(DCF Inspection Reports)

During the 2018 Legislative Session, House Bill 1079 was passed by the legislature and signed into law by the governor. This law became effective on July 1, 2018.

Distracted Adult HB1079 amended s. 402.305(9), F.S. requiring operators of child care facilities and homes must provide parents with information pertaining to the dangers of leaving a child in a vehicle and tips for prevention during the months of April and September. Providers may create their own flyer or use the one created by the Department.

To ensure that we are in compliance flyers will need to be sent out flyers to parent in April/ May and August/September.

Capital Area **Community Action** Agency

CHIEF EXECUTIVE OFFICER REPORT FEBRUARY 2019

Administrative

- Opened the new main office in Franklin County.
- Working on relocating Jefferson County Head Start to elementary school campus with Reverend Lee Plummer.
- Met with Apalachicola City Manager to discuss renovations, rent and federal interest on Children's Learning Center wing of Van Johnson Complex.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Eastpoint Wildfire Emergency Recovery Response – Board Chair and I met with Franklin County administrator and Board Chair to discuss the effort to move to permanent housing. Three families will not qualify for HUD-financed permanent housing. Working with the FMHA to explore option. Donated funds will have to be used for this purpose.
- Franklin County Emergency Support Function 15 role has shifted and Angela Webster, Case Manager, is point person in Franklin County to help the EOC with distribution of donated items like flooring from Mohawk.
- Getting Ahead Transition events went well. Mentoring orientation sessions are planned. Recruitment for next GA classes are underway. CSBG budget provides for expansion of the program with contracted facilitators. Discussions with ECHO may offer trained facilitators in a timely manner.
- Head Start –Non-Federal Share training from HHS scheduled tentatively for week of March 4.

Impact: Redesigning entitlement programs to toward more independency services.

Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region.
- Working with Representative Lorraine Ausley, Whole Child Leon, ELC, LCSO, City and County on Community School for Southside of Tallahassee
- Started outline of Annual Report. Will work with Tallahassee Democrat for layout design, print and distribution.
- Working with the UPHS Board to explore how to work better with INIE and reduce silos while encouraging collaboration.

Impact: Developing the infrastructure necessary to support the Agency mission



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Resource Development

- Florida Settlement with Western Union will produce a grant of 14,622 for financial literacy. Funds should be available next month. Working with Tallahassee-Leon Federal Credit Union on certification training.

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

Out of Office

- Vacation - March 1, 2019

Upcoming Events

- Florida Association for Community Action – Board Meeting – Tampa – March 7-8, 2019
- Florida Head Start Association – Board and Conference – April 1-4, 2019
- Leadership Florida Annual Meeting – June 20-23, 2019