

# Capital Area Community Action Agency

**Executive Committee Meeting  
Agenda  
Tuesday, April 23, 2019 – 5:30 pm  
309 Office Plaza Drive, Tallahassee, FL - 32301  
Conference Call (605) 475-4700; 275857#**

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- I. Call to Order Christy McElroy, Chair
- II. Agenda Approval
- III. Sign-in/Attendance/Introductions
- IV. Action – Recommendation for Review and Approval
- A. Approval of Minutes
    - i) Executive Committee Meeting – 2.26.2019
    - ii) Board Meeting – 3.26.2019
  - B. Fiscal Report
    - Narrative
    - Revenue & Expenditures Agency - 2 page
    - Balance Sheet
    - Head Start Match
    - Credit Card Activity Spreadsheet
    - Credit Card Statements
  - C. Board Seat – Wakulla County
  - D. Draft Strategic Plan
- 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
- A. CEO Review
- VIII. Adjournment

***Next Executive Committee Meeting 6/25/2019 – 5:30 pm – 309 Office Plaza Drive***

***Next Board of Directors Meeting 5/28/2019 – 6:00 pm – Ghazvini Center for Healthcare Education***



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043  
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**Financial Statement Narrative  
For the Five Months Ending February 28, 2019  
Capital Area Community Action Agency**

As of February 28, 2019, we have completed five months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 42% of the annual budget with some Head Start expenses closer to 50%. At month end, the Year to Date Actual Revenue and Expenses are 56% and 47% respectively, with mostly restricted net income of \$658,522 including \$75,000 for the SunTrust award and approximately \$235,000 for the Franklin Co. Fire Victims fund.

Year to Date Non-Federal Share (NFS) Match totals \$363,305 or 42% of the \$866,176 total match required for the fiscal year ending September 30, 2019. We would expect NFS to be in the 45% to 50% 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 Head Start staffing. Management is making changes in order to bring this in line before year end.

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

Unemployment - is slightly higher than the benchmark but this is a first and second quarter expense primarily and will taper off as employees meet the threshold.

Program Expenses – are currently over the benchmark budget but will be netted with Classroom Supplies and will fall in line.

Contractual Services – Health/Disabilities – is currently over the budget benchmark due to most of this cost being incurred earlier in the school 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 \$25,000 to \$30,000.

**Financial Statement Narrative  
For the Five Months Ending February 28, 2019  
Capital Area Community Action Agency**

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.

Vehicle Expense– is over the benchmark budget due to the purchase of the 2019 Ford Escape for the CSBG program. This will be covered when the new contract modification is received.

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.

Raw Food – is over the budget benchmark and with the current rate of spending, a budget deficit of \$30,000 is forecast.

**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 Five Months Ended 2/28/2019

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>				
4000	3,464,698	1,692,270	(1,772,428)	49%
4005	3,209	4,382	1,173	137%
4010	2,529,039	1,582,722	(946,317)	63%
4020	156,500	78,169	(78,331)	50%
4100	25,733	16,023	(9,710)	62%
4120	15,000	81,554	66,554	544%
4200	3,500	9,805	6,305	280%
4210	235,055	272,164	37,108	116%
4300	-	690	690	
4320	2,000	3,668	1,668	183%
4950	-	479	479	
4960	796,597	347,905	(448,692)	44%
4970	690,118	292,010	(398,108)	42%
4995	9,750	22,114	12,364	227%
<b>Total Revenue</b>	<b>7,931,199</b>	<b>4,403,956</b>	<b>(3,527,243)</b>	<b>56%</b>
<b>Expenditures</b>				
6010	2,561,926	1,242,146	1,319,780	48%
6110	729,638	347,906	381,732	48%
6120	200,000	93,444	106,556	47%
6130	45,000	25,332	19,668	56%
6140	57,000	18,524	38,476	32%
6150	415,000	194,999	220,001	47%
6160	27,000	11,864	15,136	44%
6170	39,597	18,195	21,402	46%
6180	3,397	366	3,031	11%
6210	621,222	295,679	325,543	48%
6310	19,296	8,729	10,567	45%
6315	7,085	35	7,050	0%
6410	15,950	6,067	9,883	38%
6415	26,623	15,046	11,577	57%
6420	38,246	3,237	35,009	8%
6430	12,721	11,105	1,616	87%
6440	500	270	230	54%
6510	20,902	8,643	12,259	41%
6600	4,093	805	3,288	20%
6710	323,122	97,038	226,084	30%
6715	170,870	101,979	68,891	60%
6810	207,807	130,048	77,759	63%
6820	68,683	40,025	28,657	58%
6830	42,508	32,025	10,484	75%
6840	52,968	32,838	20,130	62%
6850	91,978	46,286	45,692	66%
6855	-	14,173	(14,173)	
6910	20,595	10,423	10,172	51%
6920	68,031	40,152	27,880	59%
6930	11,738	4,184	7,554	36%
6940	21,629	16,885	4,744	78%

Capital Area Community Action Agency  
Statement of Revenue and Expenditures  
For the Five Months Ended 2/28/2019

7010	Fees, Licenses, and Permits	4,075	1,545	61	38%
7020	Dues/Subscriptions	14,230	5,528	11,171	39%
7110	Special Events	-	21	(21)	
7210	Client Assistance	1,668,926	721,327	947,599	43%
7320	Expendable Equipment	22,711	5,530	17,180	24%
7410	Registration Fees	9,554	8,812	742	92%
7420	Meetings/Workshops/Training	35,893	15,431	20,462	43%
7430	Training/Staff Development	42,498	6,271	36,227	15%
7440	Advisory/Board Member Expenses	7,000	1,687	5,313	24%
7450	Advertising	9,350	3,939	5,411	42%
7460	Parent Activities	1,200	-	1,200	0%
7510	Raw Food Cost	180,139	105,567	74,572	59%
7530	Legal Expenses	-	500	(500)	
7610	Interest Expense	7,000	-	7,000	0%
7630	Bank Service Charges	3,500	830	2,670	24%
	Total Expenditures	7,931,199	3,745,434	4,185,765	47%
	Excess Revenue over (under) Expenditures	0	658,522	658,522	

Capital Area Community Action Agency  
Balance Sheet  
For the Five Months Ended 2/28/2019

	Current Period Balance
<b>Assets</b>	
Petty Cash	860
Cash Operating Hancock Bank	156,598
Cash - Money Market Hancock Bank	75,450
Cash-Bank Restricted	69,523
Cash - Centennial Bank	224,399
Grants Receivable	793,962
Property and Equipment Net	<u>227,308</u>
<b>Total Assets</b>	<u><b>1,548,099</b></u>
<b>Liabilities and Net Assets</b>	
<b>Liabilities</b>	
Accounts Payable	71,693
Accrued Leave	65,341
Accrued Wages	62,411
Accrued Fringe Benefits	(9,512)
Accrued Taxes	(8,520)
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>
<b>Total Liabilities</b>	<b>429,015</b>
<b>Net Assets</b>	
<b>Beginning Net Assets</b>	
Unrestricted Net Assets	135,664
Invested Property and Equipment	<u>324,898</u>
<b>Total Beginning Net Assets</b>	<b>460,562</b>
Current Net Income	<u>658,522</u>
<b>Total Net Assets</b>	<u><b>1,119,084</b></u>
<b>Total Liabilities and Net Assets</b>	<u><b>1,548,099</b></u>

Capital Area Community Action Agency, Inc.  
 Head Start NFS Match Requirements  
 For the 5 Months Ending February 28, 2019

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		32,125			
Grants - Other Not for Profits		5418			
In-Kind Revenue		220,386			
VPK/SR		105,376			
	<b>866,176</b>	<b>363,305</b>	<b>42%</b>	<b>502,871</b>	<b>58%</b>

Capital Area Community Action Agency  
 CSBG - Statement of Revenues and Expenditures  
 From Grant Inception Through 2/28/2019

		Total	Total	Total	
		Budget -	Current	Budget	
		Original	Year Actual	Variance -	%
				Original	
<b>Revenue</b>					
4010	Government Contracts - STATE	2,073,710	1,521,347	(552,363)	73%
	<b>Total Revenue</b>	<u>2,073,710</u>	<u>1,521,347</u>	<u>(552,363)</u>	<u>73%</u>
<b>Expenditures</b>					
6010	Salaries & Wages	686,720	571,230	115,489	83%
6110	Fringe	195,578	161,805	33,773	83%
6180	Staff Screenings	49	438	(389)	894%
6210	Indirect Costs	181,401	142,357	39,044	78%
6310	Travel - In Area	18,309	8,128	10,181	44%
6315	Travel - Out of Area	32,445	5,307	27,138	16%
6410	Office Supplies	5,600	2,551	3,049	46%
6510	Copies/Printing/Copier Maintenance/Tc	18,470	4,471	13,999	24%
6600	Postage and Delivery Expense	3,600	927	2,673	26%
6710	Contractual Services/Professional	37,400	9,906	27,494	26%
6810	Rent/Space Cost	101,526	69,426	32,100	68%
6820	Utilities	12,000	8,167	3,833	68%
6830	General Liability and Property Insurance	8,321	9,005	(684)	108%
6840	Communications	29,980	25,173	4,807	84%
6850	Repairs & Bldg Maintenance- Recurring	13,500	6,996	6,504	52%
6910	Equipment Maintenance	10,600	9,358	1,242	88%
6920	Vehicle Expense	52,373	34,627	17,746	66%
6930	Equipment Lease	6,200	2,582	3,618	42%
6940	Technology	10,100	7,319	2,781	72%
7010	Fees, Licenses, and Permits	5,951	4,668	(1,663)	78%
7020	Dues/Subscriptions	14,620	8,602	8,964	59%
7210	Client Assistance	569,904	368,196	201,708	65%
7320	Expendable Equipment	21,926	14,089	7,837	64%
7410	Registration Fees	11,838	8,362	3,477	71%
7420	Meetings/Workshops/Training	10,700	9,675	1,025	90%
7440	Advisory/Board Member Expenses	-	430	(430)	
7450	Advertising	14,600	2,616	11,984	18%
	<b>Total Expenditures</b>	<u>2,073,710</u>	<u>1,496,413</u>	<u>577,298</u>	<u>72%</u>
<b>Excess Revenue over (under) Expenditures</b>		-	<u>24,934</u>	<u>24,934</u>	



Capital Area Community Action Agency  
 LIHEAP - Statement of Revenue and Expenditures  
 From Grant Inception to 2/28/2019

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
4010	Government Contracts - STATE	4,455,344	3,524,767	(930,577)	79%
	<b>Total Revenue</b>	<b>4,455,344</b>	<b>3,524,767</b>	<b>(930,577)</b>	<b>79%</b>
<b>Expenditures</b>					
6010	Salaries & Wages	509,204	369,824	139,380	73%
6110	Fringe	145,020	105,326	39,694	73%
6180	Staff Screenings	1,219	292	927	24%
6210	Indirect Costs	134,658	96,473	38,185	72%
6310	Travel - In Area	8,438	5,774	2,664	68%
6315	Travel - Out of Area	5,238	674	4,564	13%
6410	Office Supplies	6,700	2,950	3,750	44%
6510	Copies/Printing/Copier Maintenance/Tc	11,331	7,948	3,383	70%
6600	Postage and Delivery Expense	2,986	1,510	1,476	51%
6710	Contractual Services/Professional	20,000	7,338	12,662	37%
6810	Rent/Space Cost	48,377	41,008	7,369	85%
6820	Utilities	7,265	3,222	4,043	44%
6830	General Liability and Property Insurance	4,850	4,928	(78)	###
6840	Communications	20,295	15,496	4,799	76%
6850	Repairs & Bldg Maintenance- Recurring	8,368	3,690	4,678	44%
6910	Equipment Maintenance	6,490	3,775	2,715	58%
6920	Vehicle Expense	6,590	3,478	3,112	53%
6930	Equipment Lease	3,275	1,705	1,570	52%
6940	Technology	10,888	6,003	4,885	55%
7010	Fees, Licenses, and Permits	550	29	522	5%
7020	Dues/Subscriptions	375	175	200	47%
7210	Client Assistance	3,472,859	2,776,898	695,961	80%
7320	Expendable Equipment	13,730	3,474	10,256	25%
7410	Registration Fees	3,400	2,045	1,355	60%
7420	Meetings/Workshops/Training	2,238	0	2,238	0%
7450	Advertising	1,000	0	1,000	0%
	<b>Total Expenditures</b>	<b>4,455,344</b>	<b>3,464,032</b>	<b>991,312</b>	<b>78%</b>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>60,735</u>	<u>60,735</u>	

Capital Area Community Action Agency  
WAP - Statement of Revenue and Expenditures  
From Grant Inception Through 2/28/19

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>				
4010				
Government Contracts - STATE	713,843	452,020	(261,823)	63%
<b>Total Revenue</b>	<b>713,843</b>	<b>452,020</b>	<b>(261,823)</b>	<b>63%</b>
<b>Expenditures</b>				
6010	126,226	110,250	15,976	87%
6110	35,950	31,399	4,550	87%
6180	150	0	150	0%
6210	33,003	28,071	4,932	85%
6310	12,750	5,286	7,464	41%
6410	3,000	637	2,363	21%
6510	1,575	480	1,095	31%
6600	450	216	234	48%
6710	13,928	1,623	12,305	12%
6810	5,248	3,498	1,750	67%
6820	0	790	(790)	
6830	12,634	12,952	(318)	103%
6840	3,450	2,471	979	72%
6850	3,825	610	3,215	16%
6910	0	1,159	(1,159)	
6920	7,500	5,755	1,745	77%
6930	300	266	34	89%
6940	225	192	33	85%
7010	675	396	279	59%
7020	7,500	5,250	2,250	70%
7210	427,166	201,516	225,649	47%
7320	1,500	0	1,500	0%
7410	0	1,226	(1,226)	
7420	16,338	9,871	6,467	60%
7450	450	264	186	59%
<b>Total Expenditures</b>	<b>713,843</b>	<b>424,179</b>	<b>289,664</b>	<b>59%</b>
Excess Revenue over (under) Expenditures	(0)	<u>27,841</u>	<u>27,841</u>	

Capital Area Community Action Agency  
 HDST Programs - Statement of Revenue and Expenditures  
 For the Five Months Ended 2/28/2019

		Total Budget -	Current Year	Total Budget	
		Original	Actual	Variance -	%
				Original	
<b>Revenue</b>					
4000	Government Contracts - FEDERAL - DIRECT	3,464,698	1,692,270	(1,772,428)	49%
4010	Government Contracts - STATE	426,240	405,132	(21,108)	95%
4020	Government Contracts - LOCAL	53,500	28,468	(25,032)	53%
4100	Grants - Other Not-for-Profits	13,000	5,418	(7,582)	42%
4210	Contributions- Restricted	0	1,059	1,059	
	<b>Total Revenue</b>	<b>3,957,438</b>	<b>2,132,347</b>	<b>(1,825,091)</b>	<b>54%</b>
<b>Expenditures</b>					
6010	Salaries & Wages	1,937,004	934,176	1,002,828	48%
6110	Fringe	551,659	260,196	291,463	47%
6180	Staff Screenings	2,500	147	2,353	6%
6210	Indirect Costs	511,126	234,510	276,615	46%
6310	Travel - In Area	3,500	1,778	1,722	51%
6315	Travel - Out of Area	500	35	465	7%
6410	Office Supplies	7,500	2,736	4,764	36%
6415	Program Supplies	22,579	14,743	7,836	65%
6420	Classroom Supplies	38,246	3,237	35,009	8%
6430	Kitchen Supplies	12,721	11,105	1,616	87%
6440	Medical/Dental Supplies	500	270	230	54%
6510	Copies/Printing/Copier	12,000	5,470	6,530	46%
6600	Postage and Delivery Expense	1,200	348	852	29%
6710	Contractual Services/Professional	15,000	0	15,000	0%
6715	Contractual Services - Health/Disabilities	170,837	101,819	69,018	60%
6810	Rent/Space Cost	150,000	104,416	45,584	70%
6820	Utilities	62,500	37,511	24,989	60%
6830	General Liability and Property Insurance	21,000	17,079	3,921	81%
6840	Communications	37,530	23,769	13,761	63%
6850	Repairs & Bldg Maintenance- Recurring	75,000	43,298	31,702	76%
6855	Repairs & Bldg Maintenance -	0	13,876	(13,876)	
6910	Equipment Maintenance	14,000	7,506	6,494	54%
6920	Vehicle Expense	37,350	12,283	25,067	33%
6930	Equipment Lease	8,500	3,128	5,372	37%
6940	Technology	12,500	11,619	881	93%
7010	Fees, Licenses, and Permits	1,500	1,015	485	68%
7020	Dues/Subscriptions	2,500	1,894	606	76%
7320	Expendable Equipment	5,000	2,412	2,588	48%
7410	Registration Fees	2,000	4,313	(2,313)	216%
7420	Meetings/Workshops/Training	14,850	9,632	5,218	65%
7430	Training/Staff Development	40,998	6,172	34,826	15%
7440	Advisory/Board Member Expenses	2,000	674	1,326	34%
7450	Advertising	2,000	103	1,898	5%
7460	Parent Activities	1,200	0	1,200	0%
7510	Raw Food Cost	180,139	105,567	74,572	59%
	<b>Total Expenditures</b>	<b>3,957,438</b>	<b>1,976,835</b>	<b>1,980,603</b>	<b>50%</b>
	<b>Excess Revenue over (under) Expenditures</b>	<b>0</b>	<b>155,512</b>	<b>155,512</b>	

February 2019 Head Start Credit Card Purchases

Vendor Name	GL Code	Fund Code	Effective Date	Transaction Description	Document Description	Document Number
HANCOCK WHITNEY BANK	11.76 6410	1064	2/27/2019	LATCHING PLASTIC TOTES	ACCT#XXXX6623- DARREL JAMES FEB 2019	022719DJ
HANCOCK WHITNEY BANK	122.86 6920	1064	2/27/2019	FUEL- CO. CAR	ACCT#XXXX6623- DARREL JAMES FEB 2019	022719DJ
HANCOCK WHITNEY BANK	90.00 7010	1064	2/27/2019	FEE FOR DESK ASSEMBLY	ACCT#XXXX6623- DARREL JAMES FEB 2019	022719DJ
HANCOCK WHITNEY BANK	14.00 6410	1064	2/27/2019	BINDERS & DIVIDERS	ACCT#XXXX7303- KRISTIN JACKSON	022719KJR
HANCOCK WHITNEY BANK	(53.58) 7420	1064	2/27/2019	CREDIT-HOTEL/PARENT FAMILY ENGAGE. CONF.	ACCT#XXXX7303- KRISTIN JACKSON	022719KJR
HANCOCK WHITNEY BANK	135.00 7430	1064	2/27/2019	MATERIALS FOR EC'S TRAINING KEPT IN ADMIN'S	ACCT#XXXX7303- KRISTIN JACKSON	022719KJR
HANCOCK WHITNEY BANK	24.98 6410	1064	2/27/2019	SPEAKERS TO BE USED ON LAPTOP FOR TRAININGS	ACCT# XXXX6982- FATIMA OLEABHIELE	022719FOA
HANCOCK WHITNEY BANK	7.00 6600	1064	2/27/2019	SHIPPING FEE OF NEW NOTARY STAMP	ACCT# XXXX6982- FATIMA OLEABHIELE	022719FOA
HANCOCK WHITNEY BANK	120.00 6715	1064	2/27/2019	THERAPY FOR STUDENT, TAUTON AT FRANKLIN	ACCT# XXXX6982- FATIMA OLEABHIELE	022719FOA
HANCOCK WHITNEY BANK	28.50 6850	1064	2/27/2019	MARPAN DUMP FOR OLD MULCH REMOVAL	ACCT# XXXX6982- FATIMA OLEABHIELE	022719FOA
HANCOCK WHITNEY BANK	589.00 6850	1064	2/27/2019	RUBBER MULCH FOR SO. CITY HEAD START	ACCT# XXXX6982- FATIMA OLEABHIELE	022719FOA
HANCOCK WHITNEY BANK	35.00 7010	1064	2/27/2019	ANNUAL VISA FEE	ACCT# XXXX6982- FATIMA OLEABHIELE	022719FOA
HANCOCK WHITNEY BANK	99.43 7010	1064	2/27/2019	JUDY GREEN-NOTARY RENEWAL FEE	ACCT# XXXX6982- FATIMA OLEABHIELE	022719FOA
HANCOCK WHITNEY BANK	315.31 7440	1064	2/27/2019	FOOD FOR POLICY COUNCIL	ACCT#XXX8165- NICHELE RICHARDS	022719NR
HANCOCK WHITNEY BANK	35.00 7010	1064	2/27/2019	ACCT#XXXX5810/ VENITA TREADWHEEL/ FEB 2019	ACCT#XXXX5810/ VENITA TREADWHEEL/	022719VT
Total HANCOCK CC -	1,574.26					
LOWES	94.06 6855	1064	2/28/2019	MAINT. SUPPLIES FOR SO CITY HEAD START	ACCT#XXXX84241- FEB 2019	022819LO
Total LOWES - LOWES	94.06					
Report Transaction Totals	1,668.32					



**HANCOCK  
WHITNEY**

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

**MEMO STATEMENT**

Account Number

Statement Date

02-27-19

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-06	02-04	24692169038100840982427	5542	GATE 1194 Q80 TALLAHASSEE FL	M54.06
02-11	02-08	24427839039720032032109	5411	PIGGLY WIGGLY #292 TALLAHASSEE FL	M12.88
02-11	02-08	24692169040100165903358	5542	GATE 1194 Q80 TALLAHASSEE FL	M33.80
02-13	02-12	24446009043300489473006	1799	APOLLO-FURNITURE ASSEMBLY 813-712-2528 FL	M90.00
02-14	02-13	24226389045400001975444	5411	WAL-MART #4620 TALLAHASSEE FL	M11.78
02-15	02-15	74270849048100010281162	0000	BRANCH PAYMENT - THANK YOU	M944.55
02-25	02-22	24692169054100211472104	5542	GATE 1194 Q80 TALLAHASSEE FL	M35.00

122.86

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-27-19	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>		NEW PURCHASES AND OTHER CHARGES 237.50
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 944.55
		<b>STATEMENT TOTAL 707.05 cr</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



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KRISTIN JACKSON  
CAPITAL AREA CAA  
309 OFFICE PLZ  
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\*\*N0007806

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-30	01-29	24445009030000945648952	5931	DOLLAR TREE TALLAHASSEE FL	M14.00
01-31	01-26	74755429030730277778980	3722	WYNDHAM ORLANDO FL	M53.58cr
02-04	02-01	24492159032637786754226	8398	DIVISION FOR EARLY CHI WWW.DECSPED.O CA	M135.00
02-07	02-05	74445009037600550883271	5942	FL-INT-U-MI-BKSTORE #7850 MIAMI FL	M16.10cr
02-13	02-12	74055239043083003751589	5310	WALMART.COM 8009886546 BENTONVILLE AR	M2.94cr
02-13	02-12	74445009043300489477895	5942	FL-AM-UNIV-BKSTORE #7530 TALLAHASSEE FL	M19.58cr
02-15	02-15	74270849046100010281188	0000	BRANCH PAYMENT - THANK YOU	M770.48

*Handwritten signature*  
3/6/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-27-19	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 149.00
		NEW CASH ADVANCES .00
		CREDITS 862.68
		<b>STATEMENT TOTAL 713.68cr</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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16320580-005735-0001-0001-2



FATIMA OLEABHIELE  
CAPITAL AREA CAA  
309 OFFICE PLZ  
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\*\*N0005735

**MEMO STATEMENT**

Account Number

Statement Date

02-27-19

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-30	01-28	24164078029105001954487	6843	STAPLES 00110726 TALLAHASSEE FL	M24.88
01-31	01-30	24445009031000858143826	6411	PUBLIX #1051 TALLAHASSEE FL	M8.58
01-31	01-29	24269798030100191009587	6814	JIMMY JOHNS - 170 - EC 850-942-9929 FL	M32.24
02-01	01-30	24269798031100165104138	6814	JIMMY JOHNS - 170 - EC 850-942-9929 FL	M85.58
02-04	02-02	24988949034017070150220	8011	SACRED HEART HLTH SYS 850-416-4475 FL	M40.00
02-04	02-01	24210739032083714350367	7899	NOTARY PUBLIC FLORIDA TALLAHASSEE FL	M106.43
02-08	02-04	24071059036827150805438	5251	MARPAN RECYCLING LLC TALLAHASSEE FL	M28.50
02-16	02-15	74270849048100010281121	0000	BRANCH PAYMENT - THANK YOU	M348.70
02-18	02-15	24988949048017055427953	8011	SACRED HEART HLTH SYS 850-416-4475 FL	M40.00
02-25	02-22	24988949053017050293095	8011	SACRED HEART HLTH SYS 850-416-4475 FL	M40.00
02-25	02-21	24275549053011400657796	5261	BEST RUBBER MULCH LLC 877-2698208 AZ	M589.00
02-26	02-26		0000	ANNUAL FEE	M35.00

120.00

*Handwritten signature*  
3/6/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-27-19	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,010.29
		NEW CASH ADVANCES .00
		CREDITS 348.70
		<b>STATEMENT TOTAL 661.59</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 2,000.00</b>



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NICHELE RICHARDS  
CAPITAL AREA CAA  
309 OFFICE PLZ  
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Account Number  
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Statement Date  
02-27-19

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-14	02-13	24445009045001194502889	5411	PUBLIX #1051 TALLAHASSEE FL	M19.54
02-14	02-13	24226389045400005877133	5411	WAL-MART #4520 TALLAHASSEE FL	M130.00
02-14	02-13	24445009045001194502943	5912	WALGREENS #11637 TALLAHASSEE FL	M130.00
02-15	02-15	74270849046100010261204	0000	BRANCH PAYMENT - THANK YOU	M124.97
02-21	02-20	24445009052000914567806	5411	PUBLIX #1051 TALLAHASSEE FL	M2.99
02-21	02-20	24445009052000914567723	5331	DOLLARTREE TALLAHASSEE FL	M79.00
02-21	02-20	24247609051800547579329	5812	BAMBOO WOK TALLAHASSEE FL	M156.00
02-21	02-21	24692169052100835866030	5192	INCREDIBLE YEARS, INC. 206-285-7565 WA	M612.04
02-22	02-21	24445009053000997397575	5411	PUBLIX #1051 TALLAHASSEE FL	M13.97
02-25	02-21	24431069059400417000314	5812	OLIVE GARDEN 0021236 TALLAHASSEE FL	M145.34

*YBC*  
*3/6/19*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-27-19	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,288.88
		NEW CASH ADVANCES .00
		CREDITS 124.97
		<b>STATEMENT TOTAL</b> 1,163.91
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00





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VENITA TREADWELL  
CAPITAL AREA CAA  
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TALLAHASSEE FL 32301-2729

\*\*N0009310

**MEMO STATEMENT**

Account Number



Statement Date

02-27-19

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-26	02-26		0000	ANNUAL FEE	M35.00

*Handwritten signature*  
3/6/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-27-19	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 35.00
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 35.00
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 4,000.00



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 Account Number [REDACTED]

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 Customer Service: 1-800-444-1408

Summary of Account Activity	
Previous Balance	\$879.04
- Payments	\$879.04
- Other Credits	\$0.00
+ Purchases/Debits	\$94.06
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
<b>New Balance</b>	<b>\$94.06</b>
Credit Limit	\$11,000.00
Available Credit	\$10,905.00
Statement Closing Date	03/02/2019
Days in Billing Cycle	28

Payment Information	
New Balance	\$94.06
Total Minimum Payment Due	\$25.00
Payment Due Date	03/28/2019

*[Handwritten Signature]*  
3/17/19

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
02/04	02/04	09978	STORE 0716 TALLAHASSEE FL	\$62.65
02/11	02/11	53993	STORE 0417 TALLAHASSEE FL	\$31.41
02/17	02/17		PAYMENT - THANK YOU	(\$879.04)

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](http://www.lowes.com/credit). This account is not registered. The authentication code is: EBT642, 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

## EXECUTIVE COMMITTEE MEETING MINUTES February 26, 2019

### Members in Attendance:

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

### CACAA Staff:

Tim Center  
Nina Self  
Stephanie Sgouros  
Margaret Watson

Member Absent: Mr. Jennings

\*Attended meeting by phone.

The meeting was called to order at 5:37 p.m. by the Chair. A quorum was established.

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

### ***ACTION ITEMS***

#### ***Review of Minutes***

The Chair asked that the minutes be corrected to reflect that Mr. Center applied for the City Commission not County Commission. Ms. Smith made the motion to accept the minutes with necessary correction. 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 to 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%.

The only new variance for the current month is utilities which was over by \$30,000 due to the increase in rent expenses for Head Start space at South City.

Ms. Smith stated that there was also an additional line item added. Recurring and Nonrecurring Repairs & Building Maintenance.



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Ms. Johnson asked if it was possible to see program budgets that included Head Start. Mr. Center stated that fiscal is working with staff on their budgets to get an understanding of how to read budgets. The Chair asked that the Board be given a quarterly trend. Ms. Sgouros stated that the Organizational Standards highlights a more detailed budget which could be provided to the Board.

Ms. Smith made a motion to accept the financial report. It was seconded by Mr. Ross and unanimously approved.

#### *Current Contracts and Rental Agreements*

Mr. Center provided to the Board a document that outlines all current contract and rental agreements. Ms. Smith questioned the expired contracts. Mr. Center stated that the expired contracts changes to month –to-month contracts. The Chair asked that all contracts/agreements above \$15,000 be separated out by an asterisk (\*).

Ms. Johnson asked where are we with the discussion on South City Head Start lease? Mr. Center reported on the meeting that he attended with Ms. Edgar. They suggested a \$1.00 a year – The School Board will take under consideration. Mr. Center said that he would keep the Board posted on updates as they become available.

#### *Head Start*

Mr. Center reported that Congress appropriated to the Department of Health and Human Services (HHS) for Head Start a 2019 Cost of Living Adjustment. The adjustments total is \$60,599 reflecting a 1.77% increase in staff salaries.

Mr. Center said that the proposal that we have before you was brought before the Policy Council and approved but requires action to be taken. Specifically, this adjustment would enhance all salaries in Head Start by 1.70%. This increase with the fringe benefits will total \$49,300.58 reflects 81% of the COLA budget allocated to the Agency. After the indirect cost rate is applied, the remaining balance of the allocation will go to classroom supplies.

We asked for a motion to accept the COLA plan. Mr. Ross made a motion to approve the COLA plan. It was seconded by Ms. Johnson and unanimously approved.

Mr. Jennings raised concerns that the Jefferson County Head Start Center be renamed. When the Head Start Center moves into the Elementary Center there will be a renaming of the 2 classrooms: Mutch/Peck Center. The Chair asked the Mr. Jennings letter be sent to the Board.

### **PROGRAM UPDATES**

#### *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. \$74,000 set aside for weather related services.

Ms. Mathis has been appointed as the Emergency Services Program Manager. Ms. Frazier was appointed as the Data Control Coordinator to replace Ms. Mathis.

Interviews were held for the Case Manger vacancy in Jefferson County. We anticipate hiring with the next two weeks.

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

Ms. Johnson asked what would be a Weather Related Crisis. Ms. Self replied a Hurricane.

We still have DEAP funds available. \$40,000.

### ***WEATHERIZATION***

Contracts were lost due to Hurricane Michael construction.

### ***CSBG***

As of January 2019 the Getting Ahead Program held 3 transition ceremonies: Gadsden County graduated 9; Leon County graduate 6; Wakulla County graduated 6. Fourteen GA participants will transition to Staying Ahead.

### ***HEAD START***

Ms. Self reported that 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%, depending on the final funding decisions, to assist grantees increasing staff salaries and fringe benefits and offsetting higher operating costs.

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

Ms. Self provided a GA Calendar for the upcoming classes for the remainder of the year (Spring/Fall). Ms. Smith asked where the classes will be held? Mr. Center reported that traditionally we try not to meet where low income people are being served but common areas where people of all types commingle.

The Case Managers are in the process of recruitment for the next GA classes.

Ms. Self provided to the Board a copy of Mr. Center’s direct reports on management performance.

### ***CEO***

We recently discovered water damage in the building. The adjuster to come out to look at the roof next week.

New office opened in Franklin County.

The Board asked for 360° Performance Evaluation – three votes approved the new Goals.

Mr. Center reported that he and the Board Chair met with Franklin County Administrator and Board Chair to discuss the efforts to move to permanent housing for the Eastpoint Wild Fire Victims. The three families will not qualify for HUD-financed permanent housing in Franklin County. Working with the Florida Manufactured Housing Association to purchase permanent housing for them using the donated funds. The returned campers will be moved to an area located by the Sheriff's office and redistributed to Hurricane victims in Gulf and Franklin Counties.

Mr. Center reported that a Strategic Planning Session is in the planning stages. It will inform of the mission of the organization. This followed by a report in a group session of our goals – informed by data which was created in this Community Action Partnership Report.

Ms. Watson to poll Board availability for a Strategic Planning meeting March 27<sup>th</sup> at 4:00 – 7:00 pm.

Ms. Peterson has formally resigned from the Board.

Meeting adjourned at 7:55 p.m.

\_\_\_\_\_  
Mr. Ross, Secretary

\_\_\_\_\_  
Date

# Capital Area **Community Action** Agency

## **Board of Directors Meeting Minutes March 26, 2019**

### **Members in Attendance:**

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

### **CACAA Staff:**

Tim Center  
Margaret Watson  
Stephanie Sgouros

Members Absent: Ms. McElroy and Mr. Ross

The meeting was called to order at 6:11 p.m. by the Vice-Chair. A quorum was established.

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

Mr. Center requested members make formal introduction: Ms. Watson, Executive Assistant, Mr. Jennings, Jefferson County, Mr. Center, CEO, Ms. Smith, Treasurer, Career Source Capital Region, Ms. Sgouros, Acting Chief Financial Officer, Ms. Ridley, Self- Storage Business, Ms. Johnson, Member-at-Large/Policy Council, Ms. Edgar, Attorney, Mr. Jones, NAACP – Gadsden County.

The Vice-Chair asked for a motion to accept Mr. Jones on the Board. Ms. Edgar made a motion to accept Mr. Jones on the Board. Seconded by Ms. Ridley, unanimously approved.

### ***ACTION ITEMS***

#### ***Review of Minutes***

The Vice-Chair asked for a motion to approve the minutes of January 22, 2019. Ms. Smith made a motion to accept the minutes. Seconded by Ms. Edgar and unanimously approved.

### ***FISCAL***

Ms. Sgouros reported that as of January 31, 2019, we have completed four months of the fiscal year and, as benchmark, we would expect the year-to-date actual expenses and revenue to be around 33% of the annual budget with some Head Start expenses closer to 40% of the annual budget. At month end, the Year to Date Actual Revenue and expenses are 45% and 35% respectively, with mostly restricted net income of \$508,485, including \$75,000 for the SunTrust award and approximately \$235,000 for the Franklin County Fire victims fund due to the funds being received at the beginning of the year.



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The Year to Date Non-Federal Share (NFS) Match totals \$255,732, or 30% of the \$866, 176 total match that is required for the fiscal year ending September 30, 2019. We expected the NFS to be between 35% to 40% range at this point in the year but we are behind. She said that there were three line-items over budget: (1) contractual services due to testing at the beginning of the year; (2) Raw Food items ordered and food items required to be ordered by the program. Ms. Johnson inquired as to whether the food orders were completed by the Center Director. The food items are ordered by the cooks.

Ms. Johnson questioned the LIHEAP budget balance. Ms. Sgouros said that the budget ends on March 29, 2019, but we expect to receive a MOD to carry through the end of the fiscal year. She further inquired as to whether there were any restrictions on the Sun Trust Funds. Ms. Sgouros said the monies have to be spent by September 30, 2019.

Ms. Johnson made a motion to approve the financial report. Seconded by Ms. Smith, and unanimously approved.

### ***Board Updates***

Mr. Center announced that Ms. Peterson has officially resigned from the Board. He also said that that we have not received any information on whether Mr. Ross will continue as a Board Member, as he is no longer employed with Wakulla County. However, the County is moving forward with an appointment to the Board.

### ***HEAD START***

#### ***Self-Assessment***

Mr. Center reported that annually our Head Start program is assessed through a self-assessment of operations, governance, and classrooms as well as how we interact in the community. The result of this timeline is used for our refunding application, and we are currently working on a corrective action.

We are asking for Board approval for the 2018-2019 Annual Self-Assessment. Ms. Johnson asked what program staff completed the self-assessment. Mr. Center said we would provide names to the Board at a later date because Ms. Reshard our Quality Assurance Manager, is currently out on maturity leave.

Ms. Smith made a motion to accept the 2018-2019 Annual Self-Assessment. It was seconded by Mr. Allen, and unanimously approved.

#### ***Jefferson County***

Mr. Center informed that Ms. Alice Peck was the Head Start Director, Jefferson County, for a number of years and the Vice-Chair thought it would be appropriate to rename the Head Start Center after Ms. Peck. However, Ms. Mutch, a previous Director, had dedicated many years to the Agency as well. We think it would be in the best interest of everyone to rename the Head Start Center Classrooms to Mutch/Peck. The Board will table the issue until they address the matter with the families.

#### ***CLASS Evaluations – DRS Notice***

We received a notice for Health and Human Services (HHS) requiring an open competition to submit an application to compete with other entities for the Head Start grant. The agency has been determined to have an average score across all classrooms observed that is in the lowest ten percent on one of the three CLASS.



We will have to submit an application for funding opportunity that will be announced at a later date which may require us to hire a grant writer. We will not be submitting a refunding application this year because the self-assessment is part of the approval process but we will have budget approval.

Ms. Johnson asked at what point we will review hiring a Head Start Director for the Program. Mr. Center said in order to effectuate this process a number of factors would be involved such as elimination of positions or salary reduction because the Head Start Directors salary has been distributed in to the management team.

Ms. Ridley inquired where the shortfall is. We have education coordinators to monitor what is being taught in the classes and have invested in staff, managers and training which will take time to see the full effect of all the trainings.

## **PROGRAM UPDATES**

### ***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. Also, there is a limited amount of rental funding available in all counties. We are reconciling the allocation to determine the balance available for the period that ends March 31, 2019. We also have DEAP funds for rental assistance in Leon County only. The amount is \$40,000.

Ms. Ridley asked how we are advertising. Mr. Center said the County, facebook page, as well as our website.

Mr. Center reported that we hired Ms. Thomas as the new Case Manager for Jefferson County, Ms. Tremelody Robinson as our new Intake Worker for Jefferson County and Ms. Carolyn Luke, Intake Worker for Wakulla and Leon Counties.

Several Promotional opportunities have taken place at our Main office. Ms. Mathis has been appointed as the Emergency Services Program Manager. Ms. Frazier was appointed as the Data Control Coordinator to replace Ms. Mathis. Ms. Balcon, Receptionist has been selected as the Data Specialist to replace Ms. Frazier.

### ***CSBG***

Transition services for Getting Ahead were held in January for 21 participants. Staff is in the process of transitioning those that are still income eligible to the Staying Ahead program.

New Getting Ahead classes begin in Wakulla, Leon and Gadsden counties beginning the week of March 25<sup>th</sup>. We continue to recruit for Jefferson, Calhoun and Franklin counties. We anticipate classes beginning in those locations by the end of April.

Mr. Center reported that we are working with the Franklin County Chamber of Commerce on a grant. The Franklin County program office relocated February 1<sup>st</sup>. The new address is: 111 Avenue E, Suite A, Apalachicola, FL 32320. We hired Ms. Webster, Office Manager/Case Manager and Teresa Martin, Intake Worker. They also provide services to Gulf County.

The CSBG Block Grant- Organizational Standards requires that the Agency shall have a Strategic Plan based on needs of the community. We hired Ms. Julie Dennis formerly employed with DEO, to facilitate the Strategic Planning Session at the Care Point Center from 4:00 PM – 7:00 PM.

***HEADSTART***

The Continuing Appropriation 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 decision, 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.

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.

***CEO***

We will submit the 2019 -2020 United Way of the Big Bend Grant by Friday, March 29, 2019. We are partnering with ECHO and Career Source Capital Region. The grant will be appropriated among ECHO Ministries and Career Source Capital Region to explore how to provide Getting Ahead/Staying Ahead in our communities. We are also applying for Head Start funding.

We secured approval from the County Commission to purchase three mobile homes for clients that would not otherwise qualify for Community-Development Block Grant funded housing. We purchased at a cost of \$40,000 which normally would cost \$80,000. We are working to secure approval for impacted clients for the remaining funds.

Mr. Center reported that we received a grant from a Florida versus Western Union Settlement of \$14,622 for financial literacy. Funds should be available next month.

Meeting adjourned at 7:50 p.m.

\_\_\_\_\_  
Mr. Ross, Secretary

\_\_\_\_\_  
Date

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

PROGRAMS:  County	Getting Ahead	Staying Ahead	Emergency Services	WAP Contract 2017 - 2020		
	Enrollments or Recruits	Active Participants	Households Served	Units Projected	In Progress	Completed
Calhoun*	0	0	16	14	0	0
Franklin*	7	0	18	9	1	1
Gadsden	8	7	57	19	0	3
Gulf	0	0	6	9	0	0
Jefferson*	8	2	28	9	1	0
Leon	14	10	176	72	17	33
Liberty	0	0	8	8	0	0
Wakulla	4	4	21	12	0	1
<b>TOTALS</b>	<b>41</b>	<b>23</b>	<b>330</b>	<b>152</b>	<b>19</b>	<b>38</b>

\*Still recruiting. Classes not started yet.

HEAD START	Franklin	Jefferson	Mabry	Royal	South City	Total
# of Students Registered	17	33	80	57	186	373
# of Student Withdrawals	1	1	3	0	2	7
# of Vacancies	0	0	2	0	1	3
# of Students on Wait List	0	0	22	18	17	57
# of VPK Students Registered	N/A	N/A	N/A	16	69	85
# of School Readiness Students Registered	N/A	N/A	N/A	6	9	15
Funded Enrollment	17	33	83	57	188	378
Enrollment @ 3/31/19	17	33	80	57	186	373
Center Enrollment %	100.00%	100.00%	96.39%	100.00%	98.94%	98.68%
Average Daily Attendance (ADA)	85.88%	84.85%	74.09%	82.76%	87.24%	83.40%

Students with Disabilities In Compliance?      36  
No      (Compliance is 37)

# Capital Area **Community Action** Agency

## MEMORANDUM

TO: TIM CENTER, CEO  
FROM: Nina Self, COO  
DATE: April 22, 2019  
RE: Notes to March 2019 Program Reports

---

The following are notes to the COO Summary of Programs:

### **STAFFING**

A Letter of Intent was given to all Head Start Center employees to assess who would be returning during the fall. There were no resignations. All employees have committed to return.

The Education Team is working on the 2019 – 2020 Staffing Schedule. The schedule will return to the previous format of staggering regular staff hours between 7:00 a.m. and 6:00 p.m. to ensure coverage for Head Start and Extended Day programs. There will be no need for additional staff which should make the salary allocation less for the next year.

### **New Employees**

There is a new friendly voice on our front desk. Deborah (Debby) Bonebrake has been hired as the new Receptionist. Debby is very familiar with our agency and the service we provide. She was the Receptionist for Elder Care for several years.

### **Other Personnel Actions**

The following promotions were approved by the Policy Council and are effective April 22, 2019:

- *Althea Thompson* has been promoted to Teacher/Center Director for Jefferson Head Start.
- *Gail Anderson* has been promoted to Teacher/Family Advocate for Jefferson Head Start.

### **Vacancies**

We are currently advertising for a part-time Intake Worker for Jefferson County. The person hired last month decided to explore other opportunities. It is a 25 hour per week job that pays \$10.40 per hour. Please refer any candidates you may know to Nina.



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## **HEAD START**

We are still waiting on the approval and funding of our COLA application. It is still being processed.

## **GETTING AHEAD/STAYING AHEAD**

We continue to recruit for Jefferson, Calhoun and Franklin counties. We anticipate classes beginning in those locations by the end of May.

## **ADMINISTRATIVE**

### **Facilities**

The Franklin County program office relocated effective February 1st. The new address is: 111 Avenue E, Suite A, Apalachicola FL 32320. The Apalachicola Chamber of Commerce will sponsor a Grand Opening at our new location on Thursday, April 25, 2019, from 5:30 pm – 7:30 pm. Your presence will be greatly appreciated.

### **Training**

Financial Literacy training was held on April 18<sup>th</sup> for all Case Managers, Intake Workers and Family Advocates. This is a part of the activities funded by the grant from Western Union. This training is part of the professional development to be used to better assist our clients.

Three Program Managers will attend the Leadership and Development Training presented by Career Source Capital Region on April 25 – 26.

Forty staff members are registered to attend the United Partners for Human Services (UPHS) 2019 Annual Conference to be held May 15<sup>th</sup>. The main office will be closed on that day.

# Capital Area Community Action Agency

## MEMORANDUM

**TO:** Tim Center, Chief Executive Officer  
**FROM:** Victoria Mathis, Emergency Services Program Manager  
**RE:** Board Update for March 2019 – *Emergency Services*  
**DATE:** April 19, 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 30<sup>th</sup> 2019.*

### *Low Income Home Energy Assistance Program*

Below is the total unduplicated number of households/individuals served for March 2019.

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	28/55	16/29							121/244
<i>Franklin</i>	13/23	19/53	14/38	38/86	21/39	18/35							123/274
<i>Gadsden</i>	17/31	57/153	52/138	52/127	42/83	57/109							277/641
<i>Gulf</i>	32/62	26/58	18/32	24/48	10/16	6/14							116/230
<i>Jefferson</i>	7/15	10/22	17/35	23/48	20/39	28/68							105/227
<i>Leon</i>	292/792	242/659	189/535	238/633	154/358	176/396							1291/3373
<i>Liberty</i>	5/6	4/4	3/16	11/26	10/22	8/14							41/88
<i>Wakulla</i>	20/25	14/34	13/35	19/38	12/29	21/47							99/208
<b>Total</b>	401/991	387/1013	319/855	439/1073	297/641	330/712							2173/5285

Listed below is rental assistance for the month of March.

CSBG Rent	3/7	\$1,428
DEAP Rent	5/12	\$1,973
<b>TOTAL</b>	<b>8/19</b>	<b>\$3,401</b>



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# Capital Area Community Action Agency

## MEMORANDUM

**TO:** Tim Center, Chief Executive Officer  
**FROM:** Melissa Watson  
**RE:** Board Update for March 2019  
**DATE:** April 15, 2019

### Getting Ahead Report

#### Current Enrollments as of 03/31/2019

County	Starting Enrollments	End Enrollments	*Group A	*Group B	*Group C	*Group D- ALICE
Calhoun/Liberty	Recruiting	0	0	0	0	0
Gadsden	8	0	2	6	0	0
Jefferson	8	0	1	7	0	1
Leon	14	0	0	9	2	*3
Wakulla	4	0	1	2	1	
Franklin	7-still recruiting	0			0	
Gulf	Recruiting					

#### **Getting Ahead;**

***The Getting Ahead classes have begun in Leon, Wakulla and Gadsden. We are currently in Module 1- My Life Now. The participants begin to investigate and identify the many barriers that those with low resources encounter on a daily basis.***

#### **Calhoun/Liberty**

- *Case manager is actively recruiting*
- *We are projecting classes to start in the first week of May.*

#### **Gadsden**

- *Gadsden County Jail has requested that we start classes in June. We are still working on the some minor details.*
- *Classes are being held at GTI to accommodate dual enrolled students. Students that are currently enrolled at GTI and Getting Ahead.*



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### **Jefferson**

- *The new case manager is still recruiting.*
- *We are strengthening our partnership with North Florida Community College. We are working on an event day in which our participants will have the opportunity to work one on one with the following departments: Financial aid representatives for application assistance as well as advice, Career Education, Student Support Services which is a new program (self-contained from the other departments), Dean of Advisors and the college president will personally do the campus tour. North Florida Community College will also specifically design classes for our participants in the Jefferson Getting Ahead and Staying Ahead program. They will attend classes 2 times per week. The day of the event is TBD within the next 30 days. North Florida Community College is taking the lead on this event.*
- *We are also working with Big Bend Transit to provide transportation for our Jefferson County residents.*

### **Wakulla**

- *Classes are being held at Career Source Wakulla from 6:00 p.m. to 8:00 p.m.*

### **Leon**

- *Classes are being held at the American Red Cross from 6:30 – 9:00 p.m.*

### **Franklin/Gulf**

- *The case manager is currently working to gather required documentation to complete the Getting Ahead application process.*



# Capital Area Community Action Agency

## MEMORANDUM

**FROM:** Terry Mutch  
**RE:** Weatherization Assistance Program  
**DATE:** April 12, 2019

**Current total contract amount:** \$1,681,422  
**Completion date:** September 30, 2020.

As of April 1, 2019, 70 homes have been processed and inspected. Of those 70 homes, 38 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 13 homes are in postponement/deferral stage due to client or dwelling issues.

*\*Projected numbers are based on the current average cost per unit of \$4500 and not the \$7212 maximum cost which gives a more realistic picture of the number of units that need to be completed. The final number can be more or less than the current projection based on that average cost.*

### 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	-	-	14		0
Franklin	2	0	9	1	1
Gadsden	11	4	19	0	3
Gulf	2	2	9	0	0
Jefferson	2	3	9	1	0
Leon	51	36	72	17	33
Liberty	-	0	8	0	0
Wakulla	4	2	12	0	1
<b>Total</b>	<b>72</b>	<b>47</b>	<b>152</b>	<b>19</b>	<b>38</b>



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# Capital Area **Community Action** Agency

## MEMORANDUM

**TO:** Tim Center, Chief Executive Officer  
**FROM:** Anne Robinson  
**RE:** Board Update for March 2019 Staying Ahead Program  
**DATE:** April 16, 2019

---

### Wakulla

- Currently there are four active participants in Staying Ahead

### Leon

- Currently there are 10 participants in the Staying Ahead Program
- Of the 5, 3 (60%) are enrolled in Post-secondary education, projected date of completion August 2019. These participants will be recognized at the upcoming Getting Ahead Transition Ceremony.
- 3 of the 10 (30%) are currently enrolled in Post- Secondary education and will receive degree's and or certifications within their 18-month contract for Staying Ahead
- 9 of the 10 (90%) 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
- 2 of 2 (100%) are gainfully employed

### Gadsden

- Currently there are seven active participants in Staying Ahead

### Blountstown

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



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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:** April 15, 2019

---

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

### Staffing

There are no major staffing issues currently. Management is currently evaluating each teacher and assistant for possible return next year.

### Facilities

South City lease expires at the end of May. We are working with the Superintendent to evaluate more affordable options.

Jefferson County's Center may be relocated to the closed Elementary School as part of a neighborhood revitalization effort by the AME Church.

### Curriculum

The Teaching Strategies curriculum team has been meeting with Leon County Schools Head Start staff for training opportunity to focus on lesson planning and implementation of the Creative Curriculum.

### Enrollment

Centers are nearly at full enrollment.

### Federal and State Regulations

The program has received notice that it will go on DRS and have to bid for the grant. This will occur about 6 months sooner than anticipated for the grant cycle.



United Way of the Big Bend

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Family and Community Engagement Manager  
Monthly Monitoring Report – March 2019

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
<b>PROGRAM STATUS (Monthly)</b>						
Number of Students Registered	17	33	80	57	186	373
Number of Student Withdrawals for Month	1	1	3	0	2	7
Number of Vacancies	0	0	2	0	1	3
Number of Students on Wait List	0	0	22	18	17	57
Number of VPK Students Registered	N/A	N/A	N/A	16	69	85
Number of School Readiness Students Registered	N/A	N/A	N/A	6	9	15
<b>FAMILY STATUS</b>						
Number of Family Needs Assessment	17	33	80	57	186	373
<b>Family Partnership Agreement</b>						
Number of FPA Initiated (45)	17	33	80	57	186	373
Number of FPAs in progress (February)	17	13	80	57	186	353
Number of FPAs completed (May)						

Center	Head Start Enrollment and Attendance	
	Funded	Enrollment on 3/31/19 Average Daily Attendance (ADA)
Franklin	17	17 85.88%
Jefferson	33	33 84.85%
Mabry	83	80 74.09%
Royal	57	57 82.76%
South City	188	186 87.24%
<b>Total</b>	<b>378</b>	<b>373</b> <b>83.40%</b>

## Family and Community Engagement Manager Monthly Monitoring Report – March 2019

<b>Number of Referrals (Review referrals)</b>	<b>Franklin</b>	<b>Jefferson</b>	<b>Mabry</b>	<b>Royal</b>	<b>South City</b>	<b>Total</b>
Emergency Assistance (Food, shelter, clothing)	0	3	3	1	5	12
Domestic Violence Referrals	0	0	0	0	1	1
Substance Abuse Referrals (prevention or treatment)	0	0	0	0	0	0
Child Abuse or Neglect Referrals	0	0	2	0	0	2
Assistance for incarcerated Family Members	0	0	1	0	4	5
Education Referral	0	0	0	0	7	7
Employment	1	0	0	0	2	3
<b>Parent Meetings/Trainings</b>						
Parent Committee Meetings						0
Number of Parents at the Parent Committee Meetings						0
Number of Male Parents at Parent Committee Meetings						0
Number of parents Committee meetings attended (Family Advocate)						0
Number of Parents Committee meetings attended (Parent Engagement Coordinator)						0
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						3
Number of Family Activities/Events Coordinated	0	1	2	2	1	6
Number of Family Activities Specific to Male Engagement	1	1	1	1	1	5
Number of Parent Trainings Conducted	0	0	0	0	0	0
Number of Volunteer Orientations	0	0	0	0	0	0
<b>Home Visits</b>	<b>Franklin</b>	<b>Jefferson</b>	<b>Mabry</b>	<b>Royal</b>	<b>South City</b>	
Required Home Visit Follow up (February)	0	0	0	0	0	0
Number of Additional Home Visits/Meetings	0	0	0	0	0	0
Number of Contacts documented in Case Notes	7	8	28	22	65	130
Number of Contacts documented per absenteeism	0	0	7	2	9	18

## Family and Community Engagement Manager Monthly Monitoring Report – March 2019

<b>Number of Files Reviewed</b>	<b>0</b>
<b>Review of Parent Board</b>	<b>0</b>
<b>Volunteers (PEC)</b>	
Number of Volunteers	141
Total of Program In kind	98 hours
<b>FAMILY AND COMMUNITY</b>	
Family Advocate Workers Meetings	1
Family Advocate Workers Trainings	0
Community Meetings	1

<b>Transportation</b>	
Field Trips	6
Maintenance	0
Trainings	0

Family and Community Engagement Manager  
 Monthly Monitoring Report – March 2019

<b>HEALTH SPECIALIST</b>	<b>Total</b>
<b>PRE-ENROLLMENT REQUIREMENTS</b>	
Up to date immunizations	373
Expired/Missing immunizations	3
Up to date Physicals	372
Expired/Missing Physicals	4
Number of individual Health Care Plan	10
Number of Children with Health Insurance	345
<b>ENROLLMENT</b>	
Number of children with dental home	293
Number of dental homes referrals	0
Completed dental exams	126
Incomplete dental exams	250
Needed dental treatment	19
Receiving dental treatment	1
Completed dental treatment	1
Number of medical home	339
Number of medical home referrals to Advocates	0
<b>45 DAYS REQUIREMENT</b>	
Vision screenings	342
Vision referrals	0
Hearing screenings	310
Hearing Referrals	0
Growth Assessment	367
BMI Referrals	0

Family and Community Engagement Manager  
Monthly Monitoring Report – March 2019

<b>90 DAYS REQUIREMENT</b>	<b>Total</b>
Number of dental/medical home established	293/339
Number of dental exams	126
Number of children requiring dental treatment	19
Number of completed dental treatment	1
Number of dental cleaning / fluoride treatment	62
Hematocrit / Hemoglobin	185
Blood Lead	197
Blood Pressure	341
<b>NUTRITION</b>	
Number of Breakfast	3,350
Number of Lunch	4,235
Number of PM Snacks	3,818
Number of Children with Special Diets	23
<b>MONITORING ACTIVITIES</b>	
Health Files Review	0
Child Care Food Program Tool	1
Kitchen Inspection Tool	1



# Family and Community Engagement Manager Monthly Monitoring Report – March 2019

<p><b>Corrective Action and Follow Up</b></p>
<p><b>Funded Enrollment</b></p> <ul style="list-style-type: none"> <li>The program did not meet the funded enrollment requirement for March 2019. Mabry (74.09%) and Louise B. Royal (82.75%) were Centers to fall below the required Average Daily Attendance (ADA) rate of 85%. Short-term exclusions due to medical requirements, children out sick and transportation were reasons why children did not attend school as required. Center staff completed referrals on families with poor attendance, and the Family Engagement Team is working with the families to improve their attendance.</li> </ul> <p><b>Extended Day</b></p> <ul style="list-style-type: none"> <li>The program continues to work to hire staff for the Extended Day program. Efforts will continue through the summer to make improvements to the program, offer Extended Day at all Leon County locations beginning August 2019.</li> </ul> <p><b>Parent Engagement</b></p> <ul style="list-style-type: none"> <li>Parenting classes continue at South City. Staff is in the implementation process to improve the Incredible Years class for next school term. The parenting curriculum within the Ready Rosie program may be included to parenting classes next year.</li> </ul> <p><b>Referrals</b></p> <ul style="list-style-type: none"> <li>The Family Engagement Team trained the teaching staff on the referral procedure during In-Service.</li> </ul> <p><b>Re-enrollment</b></p> <ul style="list-style-type: none"> <li>Re-enrollment will end April 30.</li> </ul>
<p><b>Strengths</b></p>
<ul style="list-style-type: none"> <li>The Family Engagement Team continues to recruit families for the 2019-20 school year.</li> <li>The referral process is improving attendance.</li> <li>Ready Rosie is now available to our families. Ready Rosie is a research-based and standards-aligned comprehensive family engagement resource.</li> <li>The Family Engagement Team is working with local professionals to improve the participation of families with the program.</li> <li>Families are submitting VPK certificates for next school term.</li> </ul>

# Family and Community Engagement Manager Monthly Monitoring Report – March 2019

<b>Areas of Concerns and Barriers</b>
Location of the Mabry Street location for next school term
Extended Day Services for families with VPK and School Readiness vouchers

<b>Professional Development</b>
Bi-weekly Management Team Meetings
Monthly Team Meetings
Budget Training

# Family and Community Engagement Manager Monthly Monitoring Report – March 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
Reviewing family files
Reviewing referrals

**Submitted by:** Darrel James

**Date:**

# Capital Area Community Action Agency Head Start

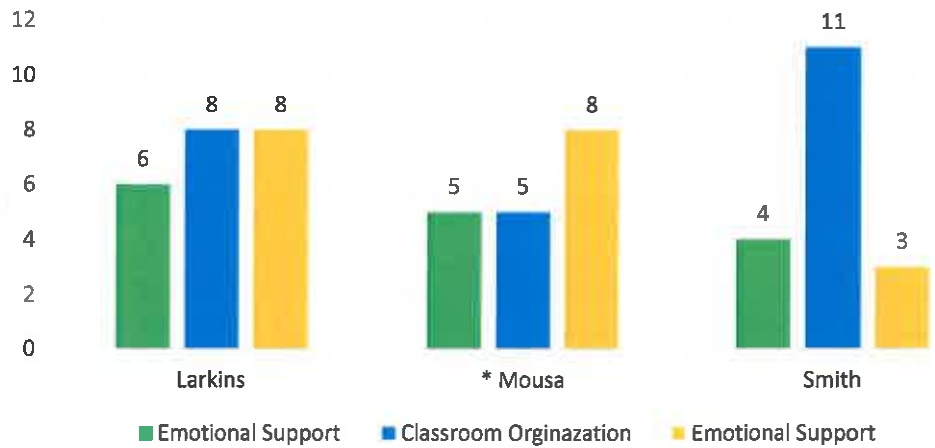
## Monthly Coaching Report March 2019

Coaching is based on a 3 tier triangle system top down approach. Teachers are placed according to their Fall CLASS assessment scores. The level of coaching a teacher can receive is severe, moderate, and mild. Top tier teachers receive severe coaching. Middle tier teacher receive Moderate Coaching. Bottom tier teachers receive Mild Coaching.

March total hours coached:

58

Hours Coached in Class Domains



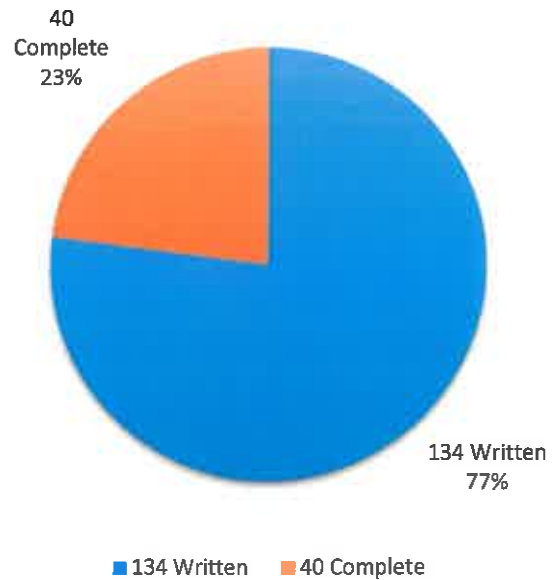
Number of Goals Written

Larkins	Mousa	Smith
46	35	53
Total		
		134

Number of Goals Complete

Larkins	Mousa	Smith
15	10	15
Total		
		40

Coaching Goals Completed



A 15% projected increase by May 2019

\* Dual Language Coordinator

# Capital Area **Community Action** Agency

## CHIEF EXECUTIVE OFFICER REPORT APRIL 2019

### Administrative

- Insurance will cover about \$14,000 of new roof. About \$9,000 has been set aside. The Agency will need another \$10,000 to cover the entire replacement cost.

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

### Programmatic

- Eastpoint Wildfire Emergency Recovery Response – Secured approval from the County Commission to purchase three mobile homes for clients that would not otherwise qualify for Community-Development Block Grant funded housing. Working to secure approval from impacted clients.
- Exploring grant writer options for Head Start grant.

**Impact: Redesigning entitlement programs to toward more independency services.**

### Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region.
- Working with Representative Lorraine Ausley, Whole Child Leon, ELC, LCSD, City and County on Community School for Southside of Tallahassee
- 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**

### Resource Development

- Began implementation of financial literacy training per the Western Union grant.

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

### Out of Office

- Vacation – May 7-8, 2019
- Vacation – June 10-12, 2019
- Vacation – July 8-12, 15, 2019
- Vacation July 24-26, 2019

### Upcoming Events

- Leadership Florida Annual Meeting – June 20-23, 2019
- Community Action Partnership – Annual Conference – August 27-30, 2019



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# CAPITAL AREA COMMUNITY ACTION AGENCY

Strategic Plan, April 2019

## Mission

*Our Mission is to provide a comprehensive, seamless system of services and resources to reduce the detrimental effects of poverty, empower low-income citizens with skills and motivation to become self-sufficient, and improve the overall quality of their lives, and our community.*



## OVERVIEW

The Capital Area Community Action Agency (Capital Area) is a private non-profit organization that helps people in crisis make ends meet while assisting those in poverty to become independent of government assistance. The Capital Area provides services to an eight-county region including: Calhoun, Franklin, Gadsden, Gulf, Jefferson, Leon, Liberty and Wakulla counties.

On April 27, 2019 the Capital Area Board of Directors, Head Start Policy Council Members and program management staff met to discuss community needs on a regional and individual county basis and determine the role the Capital Area plays or should play in addressing these needs. This strategic planning exercise was meant to guide current and future activities of the agency as well as discuss strategic partnerships to ensure community needs are met. The exercise was informed by the Community Needs Assessment for the region as well as a client survey conducted by the United Way. In addition, the group considered the impacts that Hurricane Michael had on the region and ways that some of these issues have been compounded by this disaster. The Capital Area understands that it has limited bandwidth and must focus attention on areas that align with their mission that can create change in the community. Recognizing this limited scope and mission, the group identified various roles that could be played to address an issue.



## Roles of the Capital Area

<b>Fix</b>	We have programs and tools that can help address this issue.
<b>Facilitate</b>	We can convene people with programs and tools to help address this issue.
<b>Advocate</b>	We can advocate publicly for the needs of the community, even though we may not have the resources to address the issue.
<b>Share</b>	We can promote other programs that address this issue and share information with our clients.
<b>Aware</b>	While we may not have the tools to address this issue, we should be aware that it influences other issues that we address.
<b>Pass to a Friend</b>	We recognize that there are other organizations in the community that address this issue and we should not focus on it.

## PRIORITY ISSUES

Sixteen issues were identified by Board Members, Policy Council Members and program staff as a priority where the Capital Area has program and tools to help address the problem in the community. They have been ranked according to priority by the leadership team.

1. **Single mothers living in poverty.** For the region, 6.3 percent of the total population consists of families with a female householder. This is higher than the a little over five percent statistic for the state and nation. However, there are specific counties where more than half of the families living in poverty are headed up by a female householder.
  - Calhoun County: 51.4%
  - Gadsden County: 74.3%
  - Gulf County 55.9%
2. **High regional poverty rate.** Over 20 percent of the population within the Capital Area lives in poverty. This is significantly higher than the rate of approximately 16.5 percent in the state and 16 percent in the nation.
3. **Veterans living in poverty.** While the community needs assessment does not show data for veterans living in poverty, according to Veterans Data Center, 7.5 percent of veterans in Florida live in poverty. With a higher concentration of veterans living within the area, this could be a regional issue.
4. **Children living in poverty.** Over 22 percent of the children living in the region are living in poverty. This is higher than the state average of 21.3 percent and the National average of 19.5 percent. This number is even higher for some counties within the region.
  - Calhoun County: 30.9%
  - Franklin County: 35.9%
  - Gadsden County 33.9%
  - Gulf County 29.9%
  - Jefferson County 28.5%
  - Liberty County: 29.2%
5. **High rate of individuals who do not have a high school diploma (Tied with #6).** The percentage of the population that lacks a high school diploma is significantly higher in some counties throughout the region than the state/national average of about 13%. This includes:
  - Calhoun County: 23.4%
  - Franklin County: 20.2%
  - Gadsden County: 22%
  - Gulf County: 16.11%
  - Jefferson County: 20.3%
  - Liberty County: 21.5%
6. **Need for more qualified staff in schools, including Head Start facilities (Tied with #5).** Anecdotally, the leadership team recognized a need for more qualified staff in schools, starting with the Head Start facilities.



7. **High percentage of uninsured individuals (Tied with #8).** According to the community needs assessment, the region has a lower percentage of uninsured individuals than the state average (which is relatively high at 12 percent). However, almost all the counties had a higher percentage of uninsured individuals than the national average.
8. **Need for financial literacy to help individuals and families manage income (Tied with #7).** Client responses to the United Way survey indicated a strong need for assistance with personal finances. Anecdotally, the leadership team also discussed the challenge of financial literacy in the community.
9. **Lack of services for those that are disabled.** The United Way client survey indicated a high need for seniors and those with disabilities. Due to the rural nature of many communities, there is a lack of services for those who are disabled and/or uninsured.
10. **Need for affordable, quality childcare, including afterschool care.** The United Way Survey indicated a major need in the community is access to affordable childcare. Leadership team members anecdotally discussed that in addition, there is a need for quality childcare as some options that are affordable may not be the best places for children to thrive.
11. **Access to healthy, fresh, affordable food.** There are many food deserts within communities that make it difficult for families and individuals to access healthy food at an affordable rate.
12. **No public transportation in many areas throughout the region.** Access to public transportation was identified as a way that clients could live a better life through the United Way Survey. Anecdotally, the leadership team discussed the challenges with public transportation and the role they could play in addressing these challenges.
13. **Establishing healthy eating habits, starting with children.** Anecdotally, the leadership team discussed a need to establish healthy eating habits and an opportunity to do this starting with Children through the Head Start Program.
14. **Lack of gas money to get to work.** Anecdotally, the leadership team considered the lack of gas money as a challenge for individuals who need transportation to work.
15. **Limited evacuation options for residents along the Gulf Coast.** With limited access to public transportation and other challenges, it was recognized that there are few evacuation options for communities along the coast like Gulf, Franklin and Wakulla counties who may need to evacuate in advance of a hurricane.
16. **Disaster Support.** While the community needs assessment does not focus on the need for support following emergencies, the leadership team felt that the Capital Area could play a stronger role in helping in the aftermath of a disaster.

## OTHER ISSUES

These issues were identified as major issues in the community, but the Capital Area recognizes that it may not currently have programs or tools to address the issues. However, the group identified potential roles that the Capital Area can play to help address these problems. The main role identified for each issue received the most support from respondents. In addition, other potential roles identified by respondents are listed.

### Housing

**Need for affordable housing.** Anecdotally, the leadership team reported that rents were too high in many areas and there was a need for additional affordable housing.

- ❖ **Advocate.** We can advocate publicly for the needs of the community; even though we may not have the resources to address the issue.
- ❖ Other roles identified include facilitate, share, aware and pass to a friend.

**Need for safe and sanitary housing.** There are pockets throughout the region where over two percent of homes lack complete plumbing facilities.

- ❖ **Pass to a Friend.** We recognize that there are other organizations in the community that address this issue and we should not focus on it.
- ❖ Other roles identified include facilitate, advocate and aware.

**Unsafe homes with structural foundation issues.** Anecdotally, the leadership team identified the issue of unsafe homes where structures were sinking within Gulf County.

- ❖ **Advocate and Pass to a Friend.** We can advocate publicly for the needs of the community, even though we may not have the resources to address the issue. We recognize that there are other organizations in the community that address this issue and we should ultimately not focus on it.
- ❖ Other roles identified include facilitate and share.

**Safety of homes following Hurricane Michael.** Leadership team members also pointed out that there were safety issues throughout the community, including at residences where debris piles were still waiting to be removed and homes remained unrepaired, following Hurricane Michael.

- ❖ **Advocate and Pass to a Friend.** We can advocate publicly for the needs of the community, even though we may not have the resources to address the issue. We recognize that there are other organizations in the community that address this issue and we should ultimately not focus on it.
- ❖ Other roles identified include facilitate and share.

### Poverty

**Seniors living in poverty.** Leadership team members identified seniors living in poverty as a regional issue. While the community needs assessment shows that the region has a lower percentage of seniors living in poverty than the state or region, there are counties within the region that are that are higher.

- ❖ **Facilitate.** We can convene people with programs and tools to help address this issue.
- ❖ Other roles identified include advocate and pass to a friend.

**Grandparents raising grandchildren.** Anecdotally, the leadership team identified a concern for the number of families where children were raised by grandparents.

- ❖ An equal number of respondents felt that the Capital Area could perform the following roles:
  - **Advocate.** We can advocate publicly for the needs of the community; even though we may not have the resources to address the issue.
  - **Share.** We can promote other programs that address this issue and share information with our clients.
  - **Aware.** While we may not have the tools to fix this issue, we should be aware that it influences other issues that we address.
  - **Pass to a Friend.** We recognize that there are other organizations in the community that address this issue and we should not focus on it.

### Healthcare

**Need for more mental health and grief counseling.** In the wake of Hurricane Michael, the need for these services has significantly increased as many are dealing with the trauma of having lived through the storm and the long-term effects of relocating to a new home, becoming homeless or seeing their community in shambles.

- ❖ **Aware.** While we may not have the tools to address this issue, we should be aware that it influences other issues that we address.
- ❖ Other roles identified include advocate, share and pass to a friend.

### Nutrition

**High Number of Children on Free/Reduced Lunch.** While the region has a lower percentage of students eligible for free or reduced lunch than the state/national average, there are counties such as Gadsden, Gulf and Jefferson, where this number is significantly higher.

- ❖ **Aware.** While we may not have the tools to address this issue, we should be aware that it influences other issues that we address.
- ❖ Other roles identified include facilitate, share and pass to a friend.

### Education

**High number of veterans with no high school diploma.** While the region has a lower percentage of veterans that lack a high school diploma, there are counties such as Franklin, Gadsden, Jefferson and Liberty where this percentage is much higher.

- ❖ **Pass to a Friend.** We recognize that there are other organizations in the community that address this issue and we should not focus on it.
- ❖ Other roles identified include facilitate, advocate, share and aware.

**High number of illiterate people in the region.** While the region has a lower percentage of individuals lacking literacy skills, there are many counties where 20 percent of the population is illiterate and in Gadsden County this figure is 25 percent.

- ❖ An equal number of respondents felt that the Capital Area could perform the following roles:
  - **Advocate.** We can advocate publicly for the needs of the community; even though we may not have the resources to address the issue.
  - **Share.** We can promote other programs that address this issue and share information with our clients.
  - **Pass to a Friend.** We recognize that there are other organizations in the community that address this issue and we should not focus on it.
- ❖ One additional role, facilitate, was identified.

**Many underfunded public schools in the region.** Anecdotally, the leadership team identified underfunded public schools as a challenge for the education system.

- ❖ **Pass to a Friend.** We recognize that there are other organizations in the community that address this issue and we should not focus on it.
- ❖ Other roles identified include advocate and share.

**Difficulty getting children to school.** Anecdotally, the leadership team stated that parents had difficulty getting their children to school.

- ❖ **Aware.** While we may not have the tools to address this issue, we should be aware that it influences other issues that we address.
- ❖ Other roles identified include facilitate, share and pass to a friend.

**Poor performing schools, with school zoning as an issue that contributes to this problem.** Anecdotally, the leadership team reported the need for better performing schools. Franklin, Jefferson and Gadsden counties received “C” district ratings in 2018. The leadership team stated that they feel the ways schools are zoned can contribute to some schools ratings being much lower within the community.

- ❖ **Pass to a Friend.** We recognize that there are other organizations in the community that address this issue and we should not focus on it.
- ❖ One additional role, advocate, was identified.

**Lack of parent involvement in school.** Anecdotally, the leadership team identified lack of parent involvement in school as a challenge for education facilities within the region.

- ❖ **Facilitate.** We can convene people with programs and tools to help address this issue.
- ❖ Other roles identified include advocate and pass to a friend.

## Employment

**Low median household income in portions of the region.** Throughout the region, many of the rural areas have a significantly lower median house hold income than that of the state or nation. This can lead to individuals classified as not meeting low- and moderate-income standards for certain programs but still being unable to make ends meet.

- ❖ **Facilitate and Advocate.** We can convene people with programs and tools to help address this issue. We can also advocate publicly for the needs of the community, even though we may not have the resources to address the issue.
- ❖ One additional role, share, was identified.

**Many considered working poor due to underemployment.** While the unemployment rate for the region is low, the median household incomes reported indicate that many who are employed are still struggling to make ends meet.

- ❖ **Facilitate.** We can convene people with programs and tools to help address this issue.
- ❖ Other roles identified include advocate, aware and pass to a friend.

**Need for jobs that provide livable wages.** The leadership team and United Way survey pointed to the need for jobs that provide wages that can sustain an individual or families living expenses as a challenge in the community. The leadership team specifically pointed to the construction and service-based industries as a challenge for the region.

- ❖ **Advocate.** We can advocate publicly for the needs of the community; even though we may not have the resources to address the issue.
- ❖ Other roles identified include facilitate, share, aware and pass to a friend.

**Limited private sector employers and opportunities for job growth.** As a region centered around the state capitol, much of the employment opportunities are government-based. The leadership team identified the need for more private sector opportunities within the region.

- ❖ **Aware and Pass it to a Friend.** While we may not have the tools to address this issue, we should be aware that it influences other issues that we address. We recognize that there are other organizations in the community that address this issue and we should not focus on it.
- ❖ One additional role, share, was identified.

## Transportation

**Long commutes to work.** Many communities within the region have a long commute to work as most commute to Leon County for employment. This was significantly higher in some pockets of counties where the commute could exceed 28 minutes.

- ❖ **Aware and Pass it to a Friend.** While we may not have the tools to address this issue, we should be aware that it influences other issues that we address. We recognize that there are other organizations in the community that address this issue and we should not focus on it.
- ❖ One additional role, advocate, was identified.

**Lack of working vehicle.** The leadership team identified lack of a working vehicle as a constraint for many low-income individuals who needed transportation to place of employment or service providers.

- ❖ **Pass to a Friend.** We recognize that there are other organizations in the community that address this issue and we should not focus on it.
- ❖ Other roles identified include facilitate, advocate and aware.

**Missing car payments leading to car repossession.** Anecdotally, the leadership team mentioned missing car payments, leading to car repossession as an issue that contributed to transportation challenges.

- ❖ **Pass to a Friend.** We recognize that there are other organizations in the community that address this issue and we should not focus on it.
- ❖ Other roles identified include advocate, share and aware.

**Lack of safe multi-modal transportation options.** The leadership team noted the major dependence on cars for transportation and lack of safe bike paths and sidewalks to encourage multi-modal transportation options.

- ❖ **Pass to a Friend.** We recognize that there are other organizations in the community that address this issue and we should not focus on it.
- ❖ Other roles identified include advocate and aware.

## COUNTY-SPECIFIC CHALLENGES

The Capital Area recognizes that throughout its eight-county region, needs can vary. This can be due to the rural and urban nature of many communities, along with other differences. The following county-specific challenges were identified based on the community needs assessment, where statistics were higher than that of the state/national average.

### Calhoun County

- Approximately 22% of residents live in poverty, which is significantly higher than the state/national average.
- Over half of families living in poverty are headed up by female householders (51.4%)
- The unemployment rate is currently 4.4 percent, which is higher than the state/national average.
- Median household income is \$36,708, which is significantly lower than the state/national average.
- In portions of Gulf County, individuals have a work commute time of over 28 minutes.
- Eighteen percent of the population lacks literacy skills, which is lower than the state but higher than the national average.
- Almost percent of children are eligible for free/reduced lunch which is on par with the state/national average but still higher than most of the region.
- The percentage of veterans living in the county is slightly higher than that of the state (9.62%)
- The percentage of veterans without a high school diploma is significantly higher than that of the state or nation (16.18%).
- Anecdotally, the leadership team identified Calhoun County as an isolated area with poor access to quality healthcare.

### Franklin County

- Approximately 23% of residents live in poverty, which is significantly higher than the state/national average.
- Over 30 percent of children live in poverty (32.1%)
- Median household income is \$37,479, which is significantly lower than the state/national average.
- Seventeen percent of the population lacks literacy skills, which is lower than the state but higher than the national average.
- The percentage of veterans living in the community is higher than that of the state (10.89%)
- The percentage of veterans without a high school diploma is higher than that of the state or nation (7.13%).



## Capital Area Community Action Agency Strategic Plan

- A need for quality education was noted, with Franklin County receiving a rating of “C” for 2018.
- Anecdotally, the leadership team recognizing a general lack of openness to change in Franklin County.
- Evacuation issues were also identified as a challenge in Franklin County in advance of hurricanes.

### Gadsden County

- Approximately 21% of residents live in poverty, which is significantly higher than the state/national average.
- Approximately 75 percent of families living in poverty are headed up by female householders (74.3%)
- Over 40 percent of children live in poverty (40.8%)
- Approximately 12 percent of seniors live in poverty (compared to state average of 10.3 percent and national average of 9.3 percent)
- The unemployment rate is currently 4.7 percent, which is higher than the state/national average.
- Median household income is \$40,865, which is significantly lower than the state/national average.
- In portions of Gadsden County, individuals have a commute time of over 28 minutes.
- Twenty-five percent of the population lacks literacy skills, which is higher than the state/national average.
- Homes in Gadsden County are older than traditional housing stock in Florida.
- Over 75 percent of children are eligible for free/reduced lunch which is significantly higher than the state/national average.
- The percentage of veterans living in the community is higher than that of the state (10.02%)
- The percentage of veterans without a high school diploma is higher than that of the state or nation (7.7%).
- A need for quality education was noted, with Gadsden County receiving a rating of “C” for 2018.
- The leadership team noted that Gadsden County faced the most challenges within the region.

### Gulf County

- Approximately 24% of residents live in poverty, which is significantly higher than the state/national average.
- Over half of the families living in poverty are headed up by female householders (55.9%)
- While the total percentage of children living in poverty is lower than the state/national average, there are pockets within Gulf County where over 30 percent of children live in poverty.
- Median household income is \$38,381, which is significantly lower than the state/national average.
- Sixteen percent of the population lacks literacy skills, which is lower than the state but higher than the national average.
- Over 60 percent of children are eligible for free/reduced lunch which is higher than the state/national average.
- The percentage of veterans living in the community is higher than that of the state (11.01%)
- The percentage of veterans without a high school diploma is significantly higher than that of the state or nation (12.69%).
- There are pockets within Gulf County where over 2% of housing units lack complete plumbing facilities.
- Evacuation issues were also identified as a challenge in Franklin County in advance of hurricanes.

### Jefferson County

- Approximately 19% of residents live in poverty, which is significantly higher than the state/national average.
- While the total percentage of children living in poverty is lower than the state/national average, there are pockets within Jefferson County where over 30 percent of children live in poverty.

## Capital Area Community Action Agency Strategic Plan

- The unemployment rate is currently 4.2 percent, which is higher than the state/national average.
- Median household income is \$43,463, which is significantly lower than the state/national average.
- In portions of Jefferson County, individuals have a work commute time of over 28 minutes.
- Seventeen percent of the population lacks literacy skills, which is lower than the state but higher than the national average.
- Over 75 percent of children are eligible for free/reduced lunch which is significantly higher than the state/national average.
- There are no federally qualified health centers located in Jefferson County.
- The percentage of veterans living in the community is higher than that of the state (9.97%)
- The percentage of veterans without a high school diploma is higher than that of the state or nation (8.89%).
- A need for quality education was noted, with Jefferson County receiving a rating of “C” for 2018. It should be noted that this is an improvement over the last two years where Jefferson County received a “D” rating.
- There are pockets within Jefferson County where over 2 percent of housing units lack complete plumbing facilities.
- The leadership team noted anecdotally that there is a lack of recreation options within Jefferson County, requiring residents to travel to other areas to spend their money for entertainment.

### Leon County

- Approximately 19% of residents live in poverty, which is significantly higher than the state/national average.
- Approximately 60 percent of families living in poverty are headed up by female householders (59.6%)
- While the total percentage of children living is lower than the state/national average, there are pockets within Leon County where over 30% of children live in poverty.
- There are pockets within Leon County where over 2% of housing units lack complete plumbing facilities.
- The leadership team noted anecdotally that the homeless population in Leon County is growing.
- The leadership team also identified the prevalence of crime as a major issue within Leon County.

### Liberty County

- Approximately 24% of residents live in poverty, which is significantly higher than the state/national average.
- Over 16 percent of seniors living in poverty (compared to state average of 10.3 percent and national average of 9.3 percent)
- Median household income is \$38,900, which is significantly lower than the state/national average.
- Twenty percent of the population lacks literacy skills, which is lower than the state but higher than the national average.
- Anecdotally, the leadership team identified Calhoun County as an isolated area with poor access to quality healthcare.

### Wakulla County

- Approximately 12 percent of seniors live in poverty (compared to state average of 10.3 percent and national average of 9.3 percent)
- The percentage of veterans living in the community is higher than that of the state (11.2%)
- There are pockets within Wakulla County where over 2% of housing units lack complete plumbing facilities.



- The Panacea Community within Wakulla County was identified as having a concentrated number of individuals living in poverty.

### ADDITIONAL ISSUES TO EXPLORE

- The group discussed a need to discuss the Capital Area's role in addressing Seniors living in Poverty and whether it is aligned with the mission of the agency, recognizing the dependency of many seniors on government services and lack of opportunities to reduce this need.
- Participants noted a slower population growth in many rural areas within the region. While the region overall grew at a rate of over 17% change from 2000 – 2017, some communities – specifically Franklin and Gadsden Counties – were growing at a much slower pace.
- Participants noted the need to think about demographic shifts in the future and the services provided. As the Boomer Generation enters the senior state of life, in many communities there may be a higher number of elderly individuals than children.

### NEXT STEPS FOR CAPITAL AREA TO CONSIDER

- **Program Gaps Analysis** – With a clear picture of the community's issues and what the leadership team thinks the role is for each issue, a good next step is to figure out what the Capital Area is currently doing to fulfill these roles. A follow-up meeting or analysis might present all these issues and the programs that currently managed by the Capital Area. The meeting could examine all the issues/roles previously discussed and determine there are gaps.
- **Partners** – In areas where the group identifies a major need, it could be good to explore other partners in the community that play a role in this issue as well. This may lead to discussions about future partnerships or ways to leverage programs to better address the issue.
- **Effectiveness** – The Capital Area could examine the budget for various programs and the agency overall to see if the way that the funding is spent, aligns with the major community needs. Capital Area might also consider looking at statistics or metrics for each program (or establishing them, if they don't exist) to see if the programs, as they currently are implemented, are working to move the needle.
- **Revise Programs or Create New Programs** – After looking at gaps that exist, potential partners for collaboration and the effectiveness of programs, the Capital Area might think about ways to revise current programs to make them more effective or examine best practices from around the nation about other programs that might be implemented to help achieve the mission of the agency.