

Capital Area Community Action Agency

Board Meeting Agenda

Tuesday, May 28, 2019 – 6:00 pm
Ghazvini Center for Healthcare, 1528 Surgeons Drive, Tallahassee
Conference Call (605) 475-4700; 275857#

- I. Call to Order Christy McElroy, Chair
- II. Agenda Approval
- III. Sign-in/Attendance/Introductions

- IV. Action – Recommendation for Review and Approval
 - A. Approval of Minutes
 - i) Board Meeting – 3.26.19
 - B. Board Representatives
 - i) Seat: Quincee Messersmith, Wakulla County
 - ii) Building Better Boards
 - C. Fiscal Report – September 2018 and March 2019
 - Narrative
 - Revenue & Expenditures Agency - 2 page
 - Balance Sheet
 - Head Start Match
 - Credit Card Activity Spreadsheet
 - Credit Card Statements
 - D. Strategic Planning
 - E. Head Start Readiness Corrective Action
- V. Program Updates
 - A. Crisis
 - B. Weatherization
 - C. Getting Ahead/Staying Ahead
 - D. Head Start
- VI. Chief Executive Officer's Report
- VII. Chair's Report
- VIII. Adjournment

Next Executive Committee Meeting 06/25/2019 - (proposed) – 5:30 pm – 309 Office Plaza Drive

Next Board of Directors Meeting 07/23/2019 – 6:00 pm – Ghazvini Center for Healthcare Education



United Way of the Big Bend

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



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.



United Way of the Big Bend

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



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 25th. 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 1st. 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



WAKULLA
C O U N T Y

April 30, 2019

**BOARD OF
COUNTY COMMISSIONERS**

Charles Hess, Ph.D.
Chairman, District 5

Mike Stewart
Vice-Chairman, District 3

Ralph Thomas
District 1

Randy Merritt
District 2

Quincee Messersmith
District 4

J. David Edwards
County Administrator

Heather J. Encinosa
County Attorney
(850) 224-4070

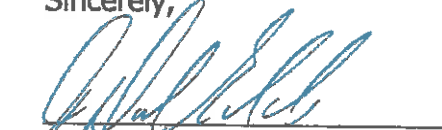
Capital Area Community Action Agency
Attn: Tim Center, Chief Executive Director
309 Office Plaza Dr.
Tallahassee, FL 32301

Dear Mr. Center:

Please be advised the Wakulla County Board of County Commissioners appointed Commissioner Quincee Messersmith to serve as the BOCC appointee on the Capital Area Community Action Agency Board of Directors.

If you have any questions, please feel free to contact me at 926-0919 ext. 702 or dedwards@mywakulla.com.

Sincerely,



David Edwards
County Administrator

Administration Office
Post Office Box 1263
Crawfordville, FL 32326
(850) 926-0919
(850) 926-0940 FAX

PLANNING AND ZONING

(CD5:14) 19. Request Board Approval to Conduct the Final Public Hearing and Adopt a Large-Scale Comprehensive Plan Map Amendment to the Comprehensive Plan Future Land Use Map CP18-08 (John and Petra Shuff, Applicants; Thurman Roddenberry/Elva Peppers, Agents)

Commissioner Merritt moved to Conduct the Final Public Hearing and Adopt the Large-Scale Comprehensive Plan Map Amendment, amending the Future Land Use Map designation from Agriculture (Primary Agriculture) and Rural 2 land uses to Rural 2, based upon the recommendation of the Planning Commission and the findings of fact and conclusions of law made by the Board and any evidence submitted at the Hearing hereon; second by Commissioner Thomas and the motion passed 4/1 with Commissioners Thomas, Merritt, Stewart, and Messersmith voting for and Commissioner Hess voting against.

COMMISSIONER AGENDA ITEMS

(CD5:21) 20. Commissioner Hess

a. Request Board Select and Appoint a Commissioner to Serve on the Capital Area Community Action Agency Board of Directors

Commissioner Merritt moved to Select and Appoint Commissioner Messersmith to Serve on the Capital Area Community Action Board of Directors; second by Commissioner Stewart and the motion passed unanimously, 5/0.

COUNTY ATTORNEY

None

COUNTY ADMINISTRATOR

(CD5:23) Wildwood Drive update

(CD5:24) Luke Smith Road update

CITIZENS TO BE HEARD

None

DISCUSSION ISSUES BY COMMISSIONERS

(CD5:25) COMMISSIONER MERRITT – Septic Tank Information

(CD5:32) COMMISSIONER THOMAS – Sopchoppy did a wonderful job at the Worm Gruntin' Festival

(CD5:32) COMMISSIONER MESSERSMITH – Good Job Panacea Area Waterfronts on the Egg Drop event

(CD5:33) There being no further business to come before the Board, Commissioner Merritt made a motion to adjourn; second by Commissioner Stewart and the motion passed unanimously, 5/0.

**Financial Statement Narrative
For the Year Ending September 30, 2018
Capital Area Community Action Agency**

As of September 30, 2018, we are at the fiscal year end, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 100% of the annual budget. At year end, the Year to Date Actual Revenue and Expenses are both 93% , with a net income of \$10,122, of mostly admin funds.

Year to Date in-kind and non-Federal share match totals \$868,970 which is 100.3% of the \$866,176 total match required for the fiscal 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.

~~Finance is over budget due to more part-time staff was participated, but more full-time staff was need.~~

Workers Comp Insurance- is over budget as predicted. We will increase this for next year's budget.

Healthcare – is over budget due to greater participation by employees during fiscal year 17-18 and a decrease in employee turnover.

Program Supplies – is over the budget as expected due to a number of school year end purchases. This is offset by underspending in classroom and office supplies.

~~Books/Printing/Copies/Maintenance/Travel/Phone are over the budget due to increased usage.~~

Utilities – are over the budget benchmark as expected. Utilities were expected to be lower due to closing one center. However, there are the still the same number of children. Overages were paid out of slightly higher than expected School Readiness and VPK earnings.

Communications – is over budget due to a number of maintenance issues. This overage remaining in this category will be covered was covered by unused budget in expendable equipment and advertising.

Repairs & Building Maintenance – is over the budget due to unanticipated Head Start Center repairs, such as tree removal, ballast in lights replacement, plumbing work, heating element

**Financial Statement Narrative
For the Year Ending September 30, 2018
Capital Area Community Action Agency**

replacement, hv/ac repair, etc. Overages were paid out of slightly higher than expected earnings in certain funds.

Equipment Maintenance - is over the budget as expected.

Technology- is over budget due to unanticipated repairs and electronic surveys and were covered out of applicable funds carried forward from the prior fiscal year.

Special Events - No special events were anticipated for 2018 and therefore no budget was set for this category. However, there was sufficient revenue in the fund where this was charged to cover this unbudgeted expense.

Raw Food Cost - is over budget but less than expected as a result of the implementation of a newly rented kitchen. Overages in this line item were covered with additional earnings in the Child Care Food Program (CCFP).

Revenue Variances and Explanations

Government Contracts / Commissions / Other Revenue- the unearned revenue from these categories has been carried forward to the current fiscal year.

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.

Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the Year Ended 9/30/2018

		Total Budget -	Current Year	Total Budget	
		Original	Actual	Variance -	%
				Original	
Revenue					
4000	Government Contracts - FEDERAL - DIRECT	3,464,698	3,464,698	0	100%
4005	Government Contracts - Federal Indirect	6,418	5,245	(1,173)	82%
4010	Government Contracts - STATE	4,386,565	3,651,837	(734,727)	83%
4020	Government Contracts - LOCAL	162,000	124,044	(37,956)	77%
4100	Grants - Other Not-for-Profits	39,098	16,304	(22,794)	42%
4120	Grants - All Other Sources	0	110	110	
4200	Contributions	3,500	3,447	(53)	98%
4210	Contributions- Restricted	0	29,528	29,528	
4300	Special Events	0	3,610	3,610	
4320	Commissions-Vending/Photo	2,000	0	(2,000)	0%
4950	Interest Income	0	52	52	
4960	Fringe Pool Revenue	744,738	763,994	19,256	103%
4970	Indirect Pool Revenue	627,868	637,641	9,773	102%
4990	In-Kind Revenue	439,236	461,356	22,121	105%
4995	Other Revenue	9,750	4,595	(5,155)	47%
5000	Operating Transfers In	0	70,215	70,215	
	Total Revenue	<u>9,885,870</u>	<u>9,236,678</u>	<u>(649,193)</u>	<u>93%</u>
Expenditures					
6010	Salaries & Wages	2,852,689	2,695,580	157,109	94%
6110	Fringe	804,634	814,604	(9,970)	101%
6120	FICA	187,738	197,567	(9,829)	105%
6130	Unemployment	50,000	43,312	6,688	87%
6140	Workers Compensation	42,000	56,405	(14,405)	134%
6150	Health Insurance	385,000	412,077	(27,077)	107%
6160	Life Insurance	30,000	26,812	3,188	89%
6170	Retirement	35,000	36,617	(1,617)	105%
6180	Staff Screenings	4,509	1,807	2,703	40%
6210	Indirect Costs	700,253	646,170	54,083	92%
6310	Travel - In Area	25,314	14,032	11,282	55%
6315	Travel - Out of Area	14,921	1,793	13,129	12%
6410	Office Supplies	22,173	17,267	4,906	78%
6415	Program Supplies	22,650	28,421	(5,771)	125%
6420	Classroom Supplies	43,270	41,919	1,351	97%
6430	Kitchen Supplies	35,000	23,433	11,567	67%
6440	Medical/Dental Supplies	1,000	237	763	24%
6510	Copies/Printing/Copier Maintenance	27,250	30,492	(3,243)	112%
6600	Postage and Delivery Expense	5,830	3,366	2,463	58%
6710	Contractual Services/Professional	313,899	227,115	86,784	72%
6715	Contractual Services - Health/Disabilities	171,188	164,673	6,515	96%
6810	Rent/Space Cost	286,010	276,789	9,222	97%
6820	Utilities	73,809	96,081	(22,272)	130%
6830	General Liability and Property Insurance	46,126	46,151	(24)	100%
6840	Communications	65,266	75,999	(10,733)	116%
6850	Repairs & Bldg Maintenance- Recurring	155,101	169,713	(14,612)	109%
6910	Equipment Maintenance	25,133	27,497	(2,364)	109%
6920	Vehicle Expense	70,553	52,940	17,612	75%
6930	Equipment Lease	14,428	13,233	1,195	92%
6940	Technology	26,532	32,839	(6,306)	124%

Capital Area Community Action Agency
Balance Sheet
For the Year Ended 9/30/2018

Assets	
Cash Operating Hancock Bank	539,901
Cash - Bank Restricted	69,523
Petty Cash	775
Grants Receivable	794,924
Prepaid Other	129,983
Property and Equipment Net	184,455
Total Assets	<u><u>1,719,562</u></u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	171,703
Accrued Expenses - Other	49,802
Accrued Wages	64,279
Accrued Fringe Benefits	(38,591)
Accrued Taxes	(8,066)
Contract Advances	148,541
Due to Grantor	15,676
Contingent Liab-Sunshine St Micro	22,993
Liability- Head Start Parent Activity	3,605
Notes Payable	136,378
Deferred Income	590,086
Total Liabilities	<u>1,153,209</u>
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	231,332
Invested Property and Equipment	324,898
Total Beginning Net Assets	<u>556,230</u>
Current Net Income	10,122
Total Net Assets	<u>566,353</u>
Total Liabilities and Net Assets	<u><u>1,719,562</u></u>

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Year Ended September 30, 2018

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		53,500			
Grants - Other Not for Profits & Donations		21,119			
In-Kind Revenue		461,356			
VPK/SR		332,994			
	866,176	868,970	100%	-2,794	-0.32%

Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the Year Ended 9/30/2018

7010	Fees, Licenses, and Permits	6,717	6,613	103	98%
7020	Dues/Subscriptions	19,548	13,418	6,129	69%
7110	Special Events	0	3,810	(3,810)	
7210	Client Assistance	2,537,369	2,047,776	489,593	81%
7320	Expendable Equipment	28,098	19,340	8,759	69%
7410	Registration Fees	11,797	8,517	3,280	72%
7420	Meetings/Workshops/Training	57,167	43,310	13,857	76%
7430	Training/Staff Development	42,998	32,595	10,403	76%
7440	Advisory/Board Member Expenses	7,500	3,915	3,585	52%
7450	Advertising	13,879	4,676	9,203	34%
7460	Parent Activities	1,200	271	929	23%
7510	Raw Food Cost	172,351	211,660	(39,309)	123%
7610	Interest Expense	5,000	246	4,754	5%
7630	Bank Service Charges	3,500	3,300	200	94%
7710	Depreciation	0	20,594	(20,594)	
7810	In-Kind Services	309,780	326,608	(16,828)	N/A
7820	In-Kind Space	118,846	118,846	0	N/A
7830	In-Kind Travel	12	12	0	N/A
7840	In-Kind Other	979	979	0	N/A
7850	In-Kind Materials	9,618	14,911	(5,293)	N/A
9000	Operating Transfers Out	0	70,215	(70,215)	
	Total Expenditures	<u>9,883,636</u>	<u>9,226,555</u>	<u>657,081</u>	93%
	Excess Revenue over (under) Expenditures	<u>2,234</u>	<u>10,122</u>	<u>7,889</u>	

Head Start Credit Card Purchases Sept 2018

Vendor Name	Document Description	Expenses	Effective Date	Transaction Description
HANCOCK WHITNEY	ACCT#XXXX6982- FATIMA OLEABHIELE ALEXANDER	134.38	9/27/2018	REPAIR HEADLINER IN CO. TRUCK
HANCOCK WHITNEY	ACCT#XXXX6982- FATIMA OLEABHIELE ALEXANDER	237.00	9/27/2018	THERAPY FOR FRANKLIN STUDENT- TAUNTON
HANCOCK WHITNEY	ACCT#XXXX6623- DARREL JAMES	42.50	9/27/2018	FUEL FOR CO. CAR
HANCOCK WHITNEY	ACCT#XXXX6623- DARREL JAMES	45.00	9/27/2018	FUEL FOR CO. CAR
HANCOCK WHITNEY	ACCT#XXXX6623- DARREL JAMES	50.00	9/27/2018	FUEL FOR CO. CAR
HANCOCK WHITNEY	ACCT#XXXX6623- DARREL JAMES	20.00	9/27/2018	PHYSICAL FOR NEW STUDENT- BARKLEY
HANCOCK WHITNEY	ACCT#XXXX6623- DARREL JAMES	20.00	9/27/2018	PHYSICAL FOR NEW STUDENT- BROWN
HANCOCK WHITNEY	ACCT#XXXX6623- DARREL JAMES	20.00	9/27/2018	PHYSICAL FOR NEW STUDENT- JOHNSON
HANCOCK WHITNEY	ACCT#XXXX6623- DARREL JAMES	20.00	9/27/2018	PHYSICAL FOR NEW STUDENT- RAY
HANCOCK WHITNEY	ACCT#XXXX7303- KRISTIN JACKSON RESHARD	10.00	9/27/2018	DCF TRAINING- HAWKINS
HANCOCK WHITNEY	ACCT#XXXX7303- KRISTIN JACKSON RESHARD	5.63	9/27/2018	PICTURE HANGERS FOR SOUTH CITY
HANCOCK WHITNEY	ACCT#XXXX7303- KRISTIN JACKSON RESHARD	13.00	9/27/2018	SUPPLIES FOR SAFETY TRAINING CLASS-BLEACH
HANCOCK WHITNEY	ACCT#XXXX7303- KRISTIN JACKSON RESHARD	16.00	9/27/2018	SUPPLIES FOR SAFETY TRAINING CLASS-BLEACH
HANCOCK WHITNEY	ACCT#XXXX7303- KRISTIN JACKSON RESHARD	17.00	9/27/2018	SUPPLIES FOR SAFETY TRAINING CLASS-BLEACH
HANCOCK WHITNEY	ACCT#XXXX7303- KRISTIN JACKSON RESHARD	48.88	9/27/2018	SUPPLIES FOR SAFETY TRAINING CLASS-BLEACH
HANCOCK WHITNEY	ACCT#XXXX7303- KRISTIN JACKSON RESHARD	59.08	9/27/2018	SUPPLIES FOR SAFETY TRAINING CLASS-BLEACH
HANCOCK WHITNEY	ACCT#XXXX7303- KRISTIN JACKSON RESHARD	61.01	9/27/2018	SUPPLIES FOR SAFETY TRAINING CLASS-BLEACH
HANCOCK WHITNEY	ACCT#XXXX6706- NICHELE RICHARDS ROLLE	11.46	9/27/2018	FOOD FOR POLICY COUNCIL MEETING
HANCOCK WHITNEY	ACCT#XXXX6706- NICHELE RICHARDS ROLLE	196.03	9/27/2018	FOOD FOR POLICY COUNCIL MEETING
HANCOCK WHITNEY	ACCT#XXXX6706- NICHELE RICHARDS ROLLE	43.37	9/27/2018	FUEL FOR CO. CAR
HANCOCK WHITNEY	ACCT#XXXX6706- NICHELE RICHARDS ROLLE	20.00	9/27/2018	GIFT CARD- PARENT MEETING FOR FRANKLIN
HANCOCK WHITNEY	ACCT#XXXX6706- NICHELE RICHARDS ROLLE	20.00	9/27/2018	GIFT CARDS- PARENT MEETINGS FOR MABRY
HANCOCK WHITNEY	ACCT#XXXX6706- NICHELE RICHARDS ROLLE	403.35	9/27/2018	REGISTRATION AND TAGS FOR HEADSTART BUS
HANCOCK WHITNEY	ACCT#XXXX7366/ NINA SINGLETON SELF	7.62	9/27/2018	POSTAGE FOR CERTIFIED LTR. TO KENDRA MCLEMORE
HANCOCK WHITNEY	ACCT#XXXX5810- VENITA TREADWELL	25.00	9/30/2018	RENTAL SPACE-AMERICAN RED CROSS- FOR TEACHER
LOWES	ACCT#XXXX84241 FOR SEPT 2018 FY 17-18	999.37	9/30/2018	ACCT#XXXX84241 FOR SEPT 2018 FY 17-18
Total Credit Cards		<u>2,545.68</u>		Charge was for Jefferson HS Center to fix the flooring

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING A

58303

Payee HANCOCK WHITNEY BANK
 Vendor ID HANCOCK CC Account #:

58303
 10/16/2018
 ount
 \$511.83

Invoice Description
 092718FOA [REDACTED] FATIMA OLEABHIELE ALEXAI

Hancock Whitney Bank
 NHHN
 10/22/18 09:17

Seq: 0025 ID: 106579 CB: 7123

Account Number: [REDACTED]
 Credit Card Payment \$511.83
 Posting Date: 10/22/18
 Thank you for banking with us.

\$511.8

MP CHECK
 Rev 1-17

104471

10/27 (11/27) 10/27/18

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-05	09-04	24247608247200160065484	7841	COVER TIME UPHOLSTRY TALLAHASSEE FL	M184.38
09-11	09-10	24246608263900019800038	8882	SACRED HEART HOSP GLIF 888-860877 FL	M237.00
09-18	09-18	74270848261100008676570	0000	BRANCH PAYMENT - THANK YOU	M128.11
09-20	09-19	24445088263001804366708	5411	PUBLIX #1051 TALLAHASSEE FL	M5.48
09-20	09-19	24767268283000001258358	5814	POPEYE'S 188 TALLAHASSEE FL	M134.07

[Handwritten Signature]
 10/3/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
09-27-18	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 511.83
		NEW CASH ADVANCES .00
		CREDITS 128.11
		STATEMENT TOTAL 383.72
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

Payee HANCOCK WHITNEY BANK
 Vendor ID HANCOCK CC Account

58304
 58304
 10/16/2018

Invoice	Description	Amount
092718KJR	ACCT# [REDACTED] KRISTIN JACKSON RESH	\$1,986.87

Hancock Whitney Bank
 NNNN
 10/22/18 09:15

Seq: 0022 ID: 106679 CB: 7123

Account Number: [REDACTED]
 Credit Card Payment \$1,986.87
 Posting Date: 10/22/18
 Thank you for banking with us.

\$1,986.87

LMP40 MP CHECK

Rev 1/17



104471

Card for FREE today, visit vissavingsedge.com.

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-31	08-30	24491068249026475084081	8351	EARLY EDUC & CARE INC .EEGKIDS.ORG FL	M16.00 ✓
08-31	08-30	24492158242894725874179	4818	SMARTHORIZONS 850-475-4041 OK	M700.00 ✓
09-10	09-07	24445008251400187072680	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M5.89 ✓
09-10	09-08	24610438250018177426794	5200	THE HOME DEPOT #0254 TALLAHASSEE FL	M23.90 ✓
09-10	09-08	24610438250018194787663	5200	THE HOME DEPOT #6374 TALLAHASSEE FL	M20.47 ✓
09-14	09-13	24492158250037203270955	8299	SSHS CLASSREGISTRATION WWW.SOUTHEAST FL	M05.00 ✓
09-17	09-16	24445008260000879008430	5331	DOLLARTREE TALLAHASSEE FL	M13.00 ✓
09-17	09-16	24445008260000879008362	5331	DOLLAR TREE TALLAHASSEE FL	M17.00 ✓
09-18	09-18	7427084826110000878564	0000	BRANCH PAYMENT - THANK YOU	M1,288.30 ✓
09-18	09-17	24445008261000041997878	5331	DOLLARTREE TALLAHASSEE FL	M16.00 ✓
09-18	09-17	2423188261001014533422	5251	HARBOR FREIGHT TOOLS 288 TALLAHASSEE FL	M48.88 ✓
09-18	09-17	2422898261400004818955	5411	WAL-MART #4520 TALLAHASSEE FL	M89.08 ✓
09-18	09-17	24228388261001000424838	5411	WAL-MART #1077 TALLAHASSEE FL	M81.01 ✓
09-27	09-26	24492158260894899482548	4818	SMARTHORIZONS 850-475-4041 OK	M700.00 ✓

OK
 10/3/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
09-27-18	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,986.87
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 1,266.30
		STATEMENT TOTAL 720.57
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

Payee HANCOCK WHITNEY BANK
Vendor ID HANCOCK CC Account

58302
10/18/2018

Invoice	Description
092718DJ	[REDACTED] - DARREL JAMES

Amount
\$829.66

Hancock Whitney Bank
NHNH
10/22/18 09:17

Seq: 0024 ID: 106679 CB: 7123

Account Number: [REDACTED]
Credit Card Payment \$829.66
Posting Date: 10/22/18
Thank you for banking with us.

\$829.66

LMP40 MP CHECK



Rev 1/17

16147 (11/17) J187181

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-28	08-27	24210788289207771190075	8041	TLC CHIROPRACTIC, INC. TALLAHASSEE FL	M80.00
08-09	08-31	248821882441002482800438	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.50
09-10	09-06	24882188250400800724873	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00
09-14	09-13	24427338255720931809951	5411	PIGGLY WIGGLY #282 TALLAHASSEE FL	M12.16
09-17	09-14	24882188258100111927357	5542	GATE 1184 Q80 TALLAHASSEE FL	M80.00
09-18	09-18	24228388282400600073637	5411	WAL-MART #4528 TALLAHASSEE FL	M600.00

[Handwritten Signature]
10/3/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
09-27-18	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 829.66
Toll Free 1-808-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 829.66
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00

3407

Payee HANCOCK WHITNEY BANK
 Vendor ID HANCOCK CC

Account #:

59407
 1/15/2019
 \$417.20

Invoice	Description
032719-DJ	DARREL JAMES

Hancock Whitney Bank
 MWHN
 04/16/19 13:25

Seq: 0019 ID: 103340 CB: 7121

Account Number: [REDACTED]
 Credit Card Payment \$417.20
 Posting Date: 04/16/19
 Thank you for banking with us.

\$417.20

MP40 MP CHECK
 Rev 1/17



10447

Card for FREE today, visit www.savingsedge.com.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-08	03-08	24892189088100557804508	5542	GATE 1194 Q80 TALLAHASSEE FL	M52.80
03-20	03-18	24892189078100805493254	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00
03-22	03-22	74270849081100010417287	0000	BRANCH PAYMENT - THANK YOU	M237.50
03-25	03-22	24207859082180302245553	5048	BIG BEND RESTAURANT SUPPL TALLAHASSEE FL	M819.80

97.60

Handwritten signature
 4/13/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-27-19	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 417.20
		NEW CASH ADVANCES .00
		CREDITS 237.50
		STATEMENT TOTAL 178.70
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00

Payee HANCOCK WHITNEY BANK
 Vendor ID HANCOCK CC Account #

58306
 10/16/2018
 amount
 \$694.21

Invoice	Description
092718NR	NICHELE RICHARDS ROLL

Hancock Whitney Bank
 MANN
 10/22/18 09:19

Seq: 0027 ID: 106679 CB: 7123

Account Number: [REDACTED]
 Credit Card Payment \$694.21
 Posting Date: 10/22/18
 Thank you for banking with us.

\$694.2

LMP40 MP CHECK

Rev. 1/17



9947 (12/17) 118716

Card for more today, visit www.savingsedge.com.

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-12	09-11	24445008265001015528848	5812	WALGREENS #11537 TALLAHASSEE FL	✓ \$40.00
09-12	09-11	24022078255018008297418	5542	SUNOCO 8929944100 TALLAHASSEE FL	✓ \$43.87
09-18	09-18	74270848281100009676530	0000	BRANCH PAYMENT - THANK YOU	✓ \$59.49
09-21	09-20	24445008264601008187543	5411	PUBLIX #1051 TALLAHASSEE FL	✓ \$11.46
09-24	09-20	2443108826400417000253	5812	OLIVE GARDEN 0021230 TALLAHASSEE FL	✓ \$158.09
09-27	09-28	24445008269300475737355	6800	B2P LEON COUNTY TALLAHASSEE FL	✓ \$403.85

OK 10/13/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
09-27-18	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 694.21
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 359.49
		STATEMENT TOTAL 334.72
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

58307

583

10/18/20

Amount

\$173.

Payee HANCOCK WHITNEY BANK
Vendor ID HANCOCK CC ACCC

Invoice	Description
092718NS	ACCT: [REDACTED] NINA SINGLETON SEI

Hancock Whitney Bank
MHRN
10/22/18 09:14

Seq: 0021 ID: 106679 CB: 7123

Account Number: [REDACTED]
Credit Card Payment \$173.65
Posting Date: 10/22/18
Thank you for banking with us.

\$173

LMP40 MP CHECK

Rev 1/17



10/17 (1/17) J187561

Save time and money. Automatically. For hassle-free details and to start saving with just one card, visit www.savingsedge.com.

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-29	08-29		0080	ANNUAL FEE	M95.00
08-29	08-27	24164078248105001793013	5948	STAPLES 00116726 TALLAHASSEE FL	M27.00
08-31	07-03	74692188242100285408481	6999	SQ *ORITTER GETTER TALLAHASSEE FL	M21.86 cr
08-03	08-31	24445008244001101832418	9402	USPS PO 1189020683 TALLAHASSEE FL	M17.02
09-03	08-30	24071058243827131343628	6251	MARPAN RECYCLING LLC TALLAHASSEE FL	M11.80
08-12	08-11	24431068254981000028845	6251	SHERWIN WILLIAMS 702079 TALLAHASSEE FL - <i>Holdings</i>	M64.74
09-18	09-18	74270848281100009676812	0000	BRANCH PAYMENT - THANK YOU	M1,507.70
09-28	09-25	24445008269000983211125	5411	PUBLIX #1051 TALLAHASSEE FL	M18.87

JHC 10/3/18

no 10/4/18

173.65

STATEMENT DATE 09-27-18	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 198.51
		NEW CASH ADVANCES .00
		CREDITS 1,529.68
		STATEMENT TOTAL 1,334.05 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 8,000.00

Payee LOWE'S
Vendor ID LOWES

Acco#

58371
58371
10/25/2018

Invoice	Description
093018LOWES	ACCT# [REDACTED] FOR SEPT 2018 FY 1



LOWE'S HOME CENTERS, LLC
2121 NE CAPITAL CIRCLE
TALLAHASSEE, FL 32308 (850) 386-5022

LOWE'S CREDIT CARD PAYMENT

SALESMAN: 50417JW2 10-30-18

LCC ACCOUNT NUMBER: [REDACTED]

TRANSACTION AMOUNT: 1,595.90
CHECK: 1,595.90

Amount
\$1,595.98

\$1,595.9E

LMP#0 MP CHECK

REV 1/17



104471

0417 32 10/30/18 12:39:44 REF: 212

17 (11/17) J167191

Summary of Account Activity

Previous Balance	\$6,291.37
- Payments	\$6,291.37
- Other Credits	\$24.68
+ Purchases/Debits	\$1,620.66
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$1,895.98
Credit Limit	\$11,000.00
Available Credit	\$9,343.00
Statement Closing Date	10/02/2018
Days in Billing Cycle	30

New Balance	\$1,895.98
Total Minimum Payment Due	\$67.00
Payment Due Date	10/28/2018

Transaction Summary

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
09/04	09/04	67536	STORE 0417 TALLAHASSEE FL	\$140.63
09/05	09/05		STORE 0417 TALLAHASSEE FL	(\$24.68)
09/05	09/05	27503	STORE 0417 TALLAHASSEE FL	\$35.13
09/07	09/07		PAYMENT - THANK YOU	(\$2,921.39)
09/11	09/11	67167	STORE 0417 TALLAHASSEE FL	\$117.14
09/12	09/12	07392	STORE 0417 TALLAHASSEE FL	\$9.40
09/13	09/13	02484	STORE 0716 TALLAHASSEE FL	\$55.42
09/17	09/17	28694	STORE 0417 TALLAHASSEE FL	\$150.09
09/18	09/18	27555	STORE 0417 TALLAHASSEE FL	\$14.86
09/24	09/24	06737	STORE 0417 TALLAHASSEE FL	\$37.14
09/26	09/26	39251	STORE 0417 TALLAHASSEE FL	\$809.37
09/26	09/26	24701	STORE 0417 TALLAHASSEE FL	\$7.29
09/27	09/27	08312	STORE 0716 TALLAHASSEE FL	\$10.42
09/27	09/27		PAYMENT - THANK YOU TALLAHASSEE FL	(\$3,350.98)
09/28	09/28	28787	STORE 0417 TALLAHASSEE FL	\$43.67

Ms 10/15/18

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBT7842, 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 pertinent information.

Includes Purchase for repairs on 309 Office Plaza, See Holdings

04C 1 7 2 18180Z

PAGE 1 of 7

7276 0011 8508 01007009

56818

**Financial Statement Narrative
For the Six Months Ending March 31, 2019
Capital Area Community Action Agency**

As of March 31, 2019, we have completed six months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 50% of the annual budget with some Head Start expenses closer the 60%. At month end, the Year to Date Actual Revenue and Expenses are 65% and 56% respectively, with mostly restricted net income of \$676,430 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 \$440,745 or 51% of the \$866,176 total match required for the fiscal year ending September 30, 2019. We would expect NFS to be in the 50% to 60% 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.

Unemployment Tax Expense- 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.

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

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 and we anticipate this item significantly exceeding budget by year end.

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

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

**Financial Statement Narrative
For the Six Months Ending March 31, 2019
Capital Area Community Action Agency**

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

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

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

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

Raw Food – is slightly over the budget benchmark and with the current rate of spending, a budget deficit of \$35,000 is expected.

Revenue Variances and Explanations

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

Government Contracts – State - This is also a timing difference.

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 in a 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.

Commissions - This is a timing difference. Revenues that were not spent in the prior year were carried forward.

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 Six Months Ended 3/31/2019

				Total Budget	
		Total Budget	Current Year	Variance -	
		- Original	Actual	Original	%
Revenue					
4000	Government Contracts - FEDERAL - DIRECT	3,464,698	2,002,794	(1,461,904)	58%
4005	Government Contracts - Federal Indirect	3,209	4,382	1,173	137%
4010	Government Contracts - STATE	2,529,039	1,830,019	(699,020)	72%
4020	Government Contracts - LOCAL	156,500	84,656	(71,844)	54%
4100	Grants - Other Not-for-Profits	25,733	31,705	5,972	123%
4120	Grants - All Other Sources	15,000	81,775	66,775	545%
4200	Contributions	3,500	10,584	7,084	302%
4210	Contributions- Restricted	235,055	285,331	50,275	121%
4300	Special Events	0	690	690	100%
4320	Commissions-Vending/Photo	2,000	3,668	1,668	183%
4950	Interest Income	0	610	610	100%
4960	Fringe Pool Revenue	796,597	412,441	(384,156)	52%
4970	Indirect Pool Revenue	690,118	345,837	(344,281)	50%
4995	Other Revenue	<u>9,750</u>	<u>22,312</u>	<u>12,562</u>	229%
	Total Revenue	<u>7,931,199</u>	<u>5,116,803</u>	<u>(2,814,397)</u>	65%
Expenditures					
6010	Salaries & Wages	2,561,926	1,472,013	1,089,913	57%
6110	Fringe	729,638	412,451	317,187	57%
6120	FICA	200,000	109,947	90,053	55%
6130	Unemployment	45,000	30,476	14,524	68%
6140	Workers Compensation	57,000	26,502	30,498	46%
6150	Health Insurance	415,000	235,656	179,344	57%
6160	Life Insurance	27,000	14,184	12,816	53%
6170	Retirement	39,597	21,525	18,072	54%
6180	Staff Screenings	3,397	486	2,911	14%
6210	Indirect Costs	621,222	350,596	270,627	56%
6310	Travel - In Area	19,296	10,341	8,955	54%
6315	Travel - Out of Area	7,085	35	7,050	0%
6410	Office Supplies	15,950	8,825	7,125	55%
6415	Program Supplies	26,623	16,679	9,945	63%
6420	Classroom Supplies	38,246	3,754	34,492	10%
6430	Kitchen Supplies	12,721	12,272	449	96%
6440	Medical/Dental Supplies	500	270	230	54%
6510	Copies/Printing/Copier Maintenance/Toner	20,902	11,669	9,233	56%
6600	Postage and Delivery Expense	4,093	1,025	3,068	25%
6710	Contractual Services/Professional	323,122	113,790	209,332	35%
6715	Contractual Services - Health/Disabilities	170,870	119,527	51,343	70%
6810	Rent/Space Cost	207,807	156,644	51,164	75%
6820	Utilities	68,683	48,270	20,413	70%
6830	General Liability and Property Insurance	42,508	35,939	6,569	85%
6840	Communications	52,968	38,580	14,387	73%

Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the Six Months Ended 3/31/2019

6850	Repairs & Bldg Maintenance - Recurring	91,978	53,838	58,140	74%
6855	Repairs & Bldg Maintenance - Nonrecurring	0	14,627	(14,621)	100%
6910	Equipment Maintenance	20,595	12,635	7,960	61%
6920	Vehicle Expense	68,031	42,888	25,143	63%
6930	Equipment Lease	11,738	4,747	6,991	40%
6940	Technology	21,629	16,900	4,729	78%
7010	Fees, Licenses, and Permits	4,075	1,923	2,152	47%
7020	Dues/Subscriptions	14,230	5,975	8,255	42%
7110	Special Events	0	21	(21)	100%
7210	Client Assistance	1,668,926	859,463	809,463	51%
7320	Expendable Equipment	22,711	7,389	15,321	33%
7410	Registration Fees	9,554	9,412	142	99%
7420	Meetings/Workshops/Training	35,893	17,822	18,071	50%
7430	Training/Staff Development	42,498	11,301	31,197	27%
7440	Advisory/Board Member Expenses	7,000	1,625	5,375	23%
7450	Advertising	9,350	4,355	4,995	47%
7460	Parent Activities	1,200	0	1,200	0%
7510	Raw Food Cost	180,139	122,457	57,682	68%
7530	Legal Expenses	0	500	(500)	100%
7610	Interest Expense	7,000	0	7,000	0%
7630	Bank Service Charges	<u>3,500</u>	<u>1,047</u>	<u>2,453</u>	30%
	Total Expenditures	<u>7,931,199</u>	<u>4,440,373</u>	<u>3,490,826</u>	56%
	Excess Revenue over (under) Expenditures	<u>0</u>	<u>676,430</u>	<u>676,430</u>	

Capital Area Community Action Agency
Balance Sheet
For the Six Months Ended 3/31/2019

	Current Period Balance
Assets	
Petty Cash	860
Cash Operating Hancock Bank	18,459
Cash - Money Market Hancock Bank	75,450
Cash-Bank Restricted	69,523
Cash - Centennial Bank - Restricted	224,399
Grants Receivable	720,458
Property and Equipment Net	<u>227,308</u>
 Total Assets	 <u>1,336,456</u>
 Liabilities and Net Assets	
Liabilities	
Accounts Payable	7,452
Accrued Leave	49,802
Accrued Wages	(51,479)
Accrued Fringe Benefits	(19,458)
Accrued Taxes	(6,530)
Contract Advances	81,030
Contingent Liab Sunshine St Micro Obligated	22,993
Liability- Head Start Parent Activity	3,605
Notes Payable	<u>138,473</u>
Total Liabilities	225,889
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	109,239
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	434,137
Current Net Income	<u>676,430</u>
Total Net Assets	<u>1,110,567</u>
Total Liabilities and Net Assets	<u>1,336,456</u>

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the 6 Months Ending March 31, 2019

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		35,589			
Grants - Other Not for Profits		6,502			
In-Kind Revenue		264,059			
VPK/SR		134,596			
	866,176	440,745	51%	425,431	49%

Capital Area Community Action Agency
 HDST Program Revenue and Expenditures
 For the Six Months Ended 3/31/2019

		Total	Current	Total		
		Budget -	Year	Budget	Variance -	Prior Year
		Original	Actual	Original	Original	Actual
						%
Revenue						
4000	Government Contracts - FEDERAL -	3,464,698	2,002,794	(1,461,904)	1,641,723	58%
4010	Government Contracts - STATE	426,240	451,561	25,321	532,148	106%
4020	Government Contracts - LOCAL	53,500	28,468	(25,032)	34,712	53%
4100	Grants - Other Not-for-Profits	13,000	6,502	(6,498)	7,504	50%
4210	Contributions- Restricted	0	1,407	1,407	11,151	
	Total Revenue	3,957,438	2,490,732	(1,466,706)	2,227,237	63%
Expenditures						
6010	Salaries & Wages	1,937,004	1,104,332	832,672	1,027,385	57%
6110	Fringe	551,659	307,735	243,924	292,599	56%
6180	Staff Screenings	2,500	147	2,353	475	6%
6210	Indirect Costs	511,126	277,414	233,712	271,386	54%
6310	Travel - In Area	3,500	2,337	1,163	2,102	67%
6315	Travel - Out of Area	500	35	465	0	7%
6410	Office Supplies	7,500	3,131	4,369	3,660	42%
6415	Program Supplies	22,579	16,375	6,204	14,551	73%
6420	Classroom Supplies	38,246	3,754	34,492	9,135	10%
6430	Kitchen Supplies	12,721	12,272	449	11,791	96%
6440	Medical/Dental Supplies	500	270	230	237	54%
6510	Copies/Printing/Copier	12,000	6,548	5,452	7,681	55%
6600	Postage and Delivery Expense	1,200	448	752	591	37%
6700	Contractual Services - Professional	15,000	0	15,000	4,650	0%
6715	Contractual Services - Health/Qualities	170,887	119,357	51,530	105,754	67%
6810	Rent/Space Cost	150,000	125,244	24,756	106,344	83%
6820	Utilities	62,500	45,285	17,215	36,373	72%
6830	General Liability and Property Insurance	21,000	19,301	1,699	14,337	92%
6840	Communications	37,530	27,528	10,002	24,873	73%
6850	Repair & Bldg Maintenance - Recurring	75,000	50,473	24,527	25,013	67%
6855	Repair & Bldg Maintenance -	0	14,221	(14,221)	0	0%
6910	Equipment Maintenance	14,000	9,135	4,865	8,249	65%
6920	Vehicle Expense	37,350	14,236	23,114	23,739	38%
6930	Equipment Lease	8,500	3,550	4,950	4,937	42%
6940	Technology	12,500	11,619	881	12,128	93%
7010	Fees, Licenses, and Permits	1,500	676	824	502	45%
7020	Dues/Subscriptions	2,500	2,269	231	2,024	91%
7320	Expendable Equipment	5,000	2,412	2,588	2,289	48%
7410	Registration Fees	2,000	4,313	(2,313)	1,945	216%
7420	Meetings/Workshops/Training	14,850	10,454	4,396	10,893	70%
7430	Training/Staff Development	40,998	11,202	29,796	4,015	27%
7440	Advisory/Board Member Expenses	2,000	894	1,106	763	45%
7450	Advertising	2,000	103	1,898	650	5%
7460	Parent Activities	1,200	0	1,200	125	0%
7510	Raw Food Cost	180,139	122,457	57,682	120,102	68%
	Total Expenditures	3,957,438	2,329,938	1,627,500	2,211,698	59%
Excess Revenue over (under) Expenditures		0	160,794	160,794	15,540	

March 2019 Head Start Credit Card Charges

Vendor Name	Expenses Code	GL Fund Code	Effective Date	Document Description	Document Number	Transaction Description
LOWE'S	125.83	6855 1064	3/28/2019	ACCT# 82130109084241- MARCH	032819LOWES	ACCT# 82130109084241 - MARCH 2019
HANCOCK WHITNEY BANK	97.60	6920 1064	3/27/2019	ACCT#XXXX6623- DARREL JAMES	032719-DJ	FUEL FOR CO. CAR
HANCOCK WHITNEY BANK	25.00	7420 1064	3/27/2019	ACCT#XXXX5810- YENITA	032719-VT	RENTAL SPACE FOR IN SERVICE
HANCOCK WHITNEY BANK	220.00	7440 1064	3/27/2019	ACCT#XXXX8165- NICHELE	032719-NR	FOOD FOR POLICY COUNCIL MEETING
Total Credit Cards	<u>468.43</u>					

Payee HANCOCK WHITNEY BANK
 Vendor ID HANCOCK CC Account #:

59409
 4/15/2019
 it
 \$776.76

Invoice	Description
032719-NR	NICHELE RICHARDS

Hancock Whitney Bank
 NASHN
 04/16/19 13:23

Seq: 0026 ID: 106964 CB: 7122

Account Number: [REDACTED]
 Credit Card Payment \$776.76
 Posting Date: 04/16/19
 Thank you for banking with us.

\$776.76

1MP40 MP CHECK
 Rev 1/17



10:17

Card for FREE today, visit visa.savingsedge.com.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-28	02-27	24445009069000994142945	5411	PUBLIX #1061 TALLAHASSEE FL	M26.82 ✓
02-28	02-27	24286799059001148999820	5812	MARDOS PIZZA - 8078 TALLAHASSEE FL	M80.99 ✓
03-01	02-28	24431089060028862831991	8951	EARLY EDUC & CARE INC .BECKIDS.ORG FL	M70.00 ✓
03-01	02-28	24231689069069033827814	5811	MOE'S SW GRILL #373 OLO TALLAHASSEE FL	M220.00 ✓
03-07	03-06	24428099065900591827408	5814	MISSION BBQ TALLAHASSEE F TALLAHASSEE FL	M167.85 ✓
03-14	03-13	24445009078001018839401	5411	PUBLIX #1061 TALLAHASSEE FL	M24.76 ✓
03-21	03-20	24783099060400787000019	5814	JERSEY MIKES 18076 TALLAHASSEE FL	M158.40 ✓
03-22	03-22	74270849081100010417341	0000	BRANCH PAYMENT - THANK YOU	M1,288.88

dk
 4/13/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-27-19	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 778.76
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS 1,288.88
Toll Free 1-800-448-8812		STATEMENT TOTAL 512.12 or
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

Payee: HANCOCK WHITNEY BANK
 Vendor ID HANCOCK CC Account #:

59413
 4/15/2019
 amt
 \$25.00

Invoice	Description
032719-VT	[REDACTED]

Hancock Whitney Bank
 NASHN
 04/16/19 13:25

Seq: 0028 ID: 106964 CB: 7122

Account Number: [REDACTED]
 Credit Card Payment \$25.00
 Posting Date: 04/16/19
 Thank you for banking with us.

\$25.00

MEMO M/F CHECK
 Rev 1/17



USE IN FREE MONEY, VISA, MASTERCARD, AMERICAN EXPRESS

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-22	03-22	74270849081100010417424	0000	BRANCH PAYMENT - THANK YOU	M85.00
03-27	03-26	24692169085100809679994	8998	ARC'RED CROSS DONATION 800-733-2787 CA	M25.00

GL
 4/13/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-27-19	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 25.00
		NEW CASH ADVANCES .00
		CREDITS 85.00
		STATEMENT TOTAL 10.00 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

Payee LOWE'S
Vendor ID LOWES

Account #:

59392
4/11/2019

Invoice	Description	Discount	Amount
032819LOWES	MARCH 2019	\$0.00	\$125.83

Total: \$0.00 \$125.83

Lowe's Business Card Account

CAPITAL AREA COMM ACTION
Account Number

Visit Us at www.lowe.com/credit
Customer Service: 1-800-444-1408

Previous Balance	\$04.06
- Payments	\$04.06
- Other Credits	\$19.45
+ Purchases/Debits	\$203.21
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$183.75
Credit Limit	\$11,000.00
Available Credit	\$10,816.00
Statement Closing Date	04/02/2019
Days in Billing Cycle	31

New Balance	\$183.75
Total Minimum Payment Due	\$25.00
Payment Due Date	04/28/2019

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
03/18	03/18		PAYMENT - THANK YOU	(\$04.06)
03/25	03/25	23553	STORE 0417 TALLAHASSEE FL	\$46.87
03/26	03/26	39696	STORE 0417 TALLAHASSEE FL	\$4.07
03/27	03/27	39847	STORE 0417 TALLAHASSEE FL	\$7.97
03/28	03/28	10538	STORE 0716 TALLAHASSEE FL	\$19.45
03/28	03/28		STORE 0716 TALLAHASSEE FL	(\$19.45)
03/28	03/28	29770	STORE 0716 TALLAHASSEE FL	\$29.91
04/01	04/01	24039	STORE 0417 TALLAHASSEE FL (57.62 is Holdings)	\$04.83

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.lowe.com/credit. This account is not registered. The authentication code is: EBT1542, 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
 LIHEAP Statement of Revenue and Expenditures
 From Grant Inception Through 3/31/19

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue				
4010 Government Contracts - STATE	<u>4,455,344</u>	<u>3,659,607</u>	<u>(795,737)</u>	82%
Total Revenue	<u>4,455,344</u>	<u>3,659,607</u>	<u>(795,737)</u>	82%
Expenditures				
6010 Salaries & Wages	509,204	384,724	124,480	76%
6110 Fringe	145,020	109,569	35,451	76%
6180 Staff Screenings	1,219	340	879	28%
6210 Indirect Costs	134,658	100,355	34,303	75%
6310 Travel - In Area	8,438	5,851	2,587	69%
6315 Travel - Out of Area	5,238	674	4,564	13%
6410 Office Supplies	6,700	3,433	3,267	51%
6510 Copies/Printing/Copier	11,331	8,257	3,074	73%
6600 Postage and Delivery Expense	2,986	1,624	1,362	54%
6710 Contractual Services/Professional	20,000	7,338	12,662	37%
6810 Rent/Space Cost	48,377	43,260	5,117	89%
6820 Utilities	7,265	3,343	3,922	46%
6830 General Liability and Property Insurance	4,850	5,150	(300)	106%
6840 Communications	20,295	16,298	3,997	80%
6850 Repairs & Bldg Maintenance- Recurring	8,368	3,800	4,568	45%
6910 Equipment Maintenance	6,490	3,925	2,565	60%
6920 Vehicle Expense	6,590	3,478	3,112	53%
6930 Equipment Lease	3,275	1,741	1,534	53%
6940 Technology	10,888	6,018	4,870	55%
7010 Fees, Licenses, and Permits	550	32	518	6%
7020 Dues/Subscriptions	375	175	200	47%
7210 Client Assistance	3,472,859	2,883,669	589,190	83%
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%
Total Expenditures	<u>4,455,344</u>	<u>3,598,572</u>	<u>856,772</u>	81%
Excess Revenue over (under) Expenditures	<u>0</u>	<u>61,035</u>	<u>61,035</u>	

Capital Area Community Action Agency
 CSBG Statement of Revenue and Expenditures
 From Grant Inception Through 3/31/2019

		Total Budget			
		Total Budget	Current Year	Variance -	
		- Original	Actual	Original	%
Revenue					
4010	Government Contracts - STATE	2,073,710	1,568,163	(505,548)	76%
	Total Revenue	<u>2,073,710</u>	<u>1,568,163</u>	<u>(505,548)</u>	<u>76%</u>
Expenditures					
6010	Salaries & Wages	686,720	593,123	93,597	86%
6110	Fringe	195,578	168,040	27,538	86%
6180	Staff Screenings	49	462	(413)	943%
6210	Indirect Costs	181,401	148,059	33,342	82%
6310	Travel - In Area	18,309	8,729	9,580	48%
6315	Travel - Out of Area	32,445	5,307	27,138	16%
6410	Office Supplies	5,600	3,039	2,561	54%
6510	Copies/Printing/Copier	18,470	5,124	13,346	28%
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	71,894	29,632	71%
6820	Utilities	12,000	8,342	3,658	70%
6830	General Liability and Property Insurance	8,321	9,326	(1,005)	112%
6840	Communications	29,980	26,063	3,917	87%
6850	Repairs & Bldg Maintenance- Recurring	13,500	7,124	6,376	53%
6910	Equipment Maintenance	10,600	9,575	1,025	90%
6920	Vehicle Expense	52,373	35,056	17,317	67%
6930	Equipment Lease	6,200	2,635	3,565	42%
6940	Technology	10,100	7,319	2,781	72%
7010	Fees, Licenses, and Permits	5,951	5,659	292	95%
7020	Dues/Subscriptions	14,620	8,024	6,596	55%
7210	Client Assistance	569,904	373,108	196,796	65%
7320	Expendable Equipment	21,926	15,018	6,908	68%
7410	Registration Fees	11,838	8,362	3,477	71%
7420	Meefings/Workshops/Training	10,700	10,105	595	94%
7450	Advertising	14,600	3,032	11,568	21%
	Total Expenditures	<u>2,073,710</u>	<u>1,543,359</u>	<u>530,351</u>	<u>74%</u>
Excess Revenue over (Under) Expenditures		0	24,804	24,804	

Capital Area Community Action Agency
WAP Statement of Revenue and Expenditures
From Grant Inception to 3/31/19

		Total Budget - Current Year		Total Budget	
		Original	Actual	Original	Variance - %
Revenue					
4010	Government Contracts - STATE	713,843	471,233	(242,610)	66%
	Total Revenue	713,843	471,233	(242,610)	66%
Expenditures					
6010	Salaries & Wages	126,226	116,130	10,096	92%
6110	Fringe	35,950	33,074	2,876	92%
6180	Staff Screenings	150	0	150	0%
6210	Indirect Costs	33,003	29,603	3,400	90%
6310	Travel - In Area	12,750	5,659	7,091	44%
6410	Office Supplies	3,000	1,042	1,958	35%
6510	Copies/Printing/Copier	1,575	806	769	51%
6600	Postage and Delivery Expense	450	216	234	48%
6710	Contractual Services/Professional	13,928	1,623	12,305	12%
6810	Rent/Space Cost	5,248	3,740	1,508	71%
6820	Utilities	0	837	(837)	
6830	General Liability and Property Insurance	12,634	13,038	(404)	103%
6840	Communications	3,450	2,617	833	76%
6850	Repairs & Bldg Maintenance- Recurring	3,825	642	3,183	17%
6910	Equipment Maintenance	0	1,217	(1,217)	
6920	Vehicle Expense	7,500	5,999	1,501	80%
6930	Equipment Lease	300	280	20	93%
6940	Technology	225	192	33	85%
7010	Fees, Licenses, and Permits	675	398	277	59%
7020	Dues/Subscriptions	7,500	5,275	2,225	70%
7210	Client Assistance	427,166	219,443	207,722	51%
7320	Expendable Equipment	1,500	930	571	62%
7410	Registration Fees	0	1,226	(1,226)	
7420	Meetings/Workshops/Training	16,338	10,771	5,567	66%
7450	Advertising	450	264	186	59%
	Total Expenditures	713,843	455,023	258,821	64%
Excess Revenue over (under) Expenditures		(0)	16,210	16,211	



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

Fix	We have programs and tools that can help address this issue.
Facilitate	We can convene people with programs and tools to help address this issue.
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 address 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.

Strategic Plan Priorities

The information covered and processed by the Board of Directors, Head Start Policy Council, and the Agency Management Team covers a variety of issues which extend far beyond the current capacity and scope of the Agency and its mission. With a priority focus on serving community in poverty, the Board adopts the following priorities.

Single Mothers Living in Poverty

- A workplan will be developed to help methods of prioritizing services to single mothers through Getting Ahead, Head Start, LIHEAP and other related programs and services.
- By increasing the percentage of clients served, the Agency can – in partnership with other agencies and organizations – focus on reducing the percentage of single mothers living at or below the poverty line.

Children Living in Poverty

- The workplan will include a specific focus on strengthening a two-generation approach to families in poverty especially when the head of household is a single mother.
- The ultimate goal of any intervention will be to reduce dependence on public assistance programs and prepare both the children and the mother for a prosperity.

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.

Capital Area Community Action Agency Strategic Plan

- ❖ **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.

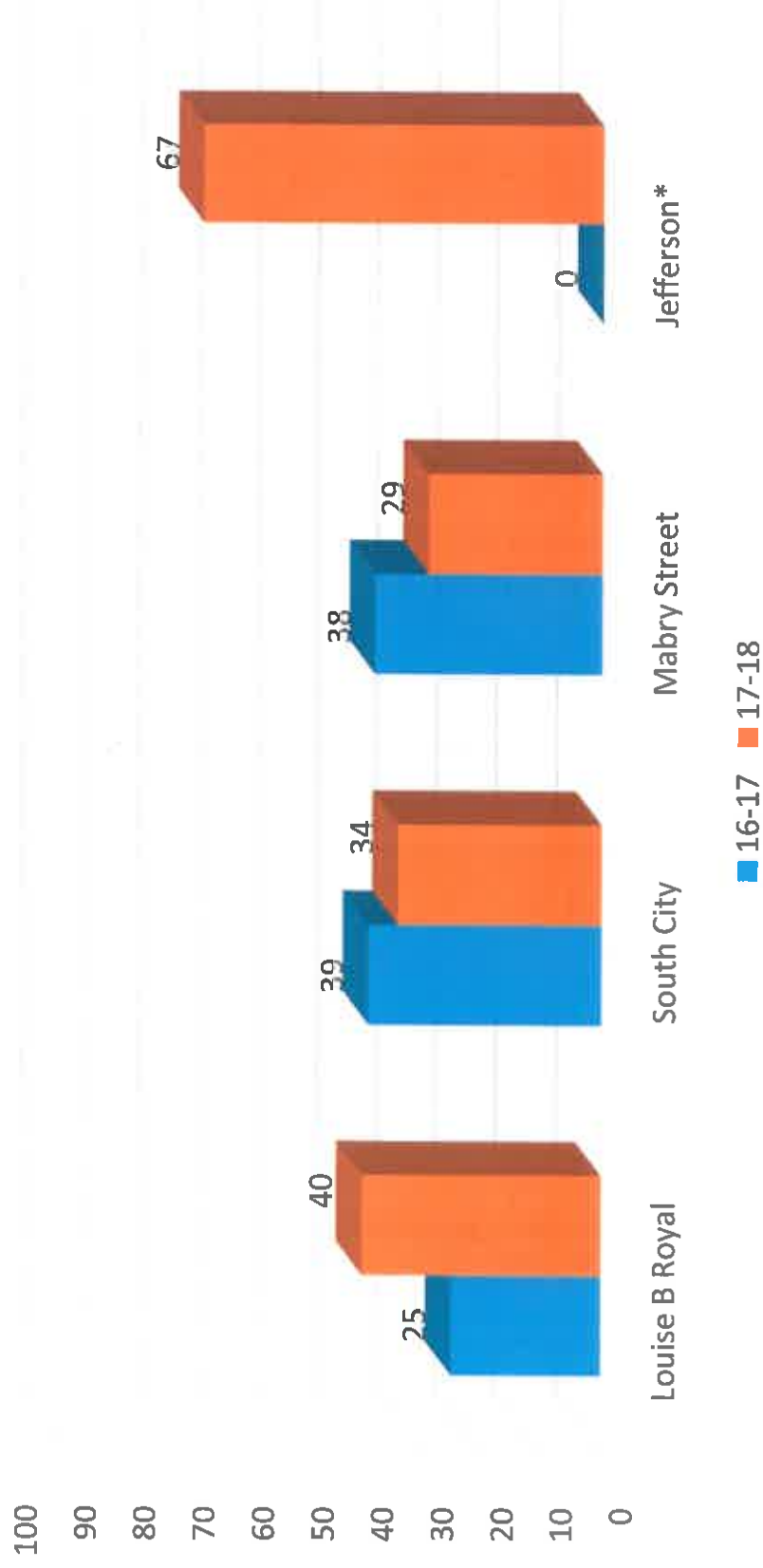
Corrective Action Plan for Improvement of School Readiness Rates

1. **Professional Development of Teachers**

A plan has been put in place this year to require all teaching staff to enroll in DCF classes that directly target Early Childhood Professional Knowledge. The VPK Trainer for the state of Florida conducted classes last summer for teachers and will also conduct classes this year for teachers. The courses are in the area of Mathematical Thinking and Literacy. Teachers who do not take the coursework, may take a class on their own and submit certificates.
2. All teachers will be required to enroll in a course, "Interrater Reliability." This course will help observation skills when assessing children. We are pursuing through ELC and/or Teachstone.
3. Maintain staff that are CLASS Certified and use the CLASS tool to coach teachers to fidelity. CLASS assessments help to identify areas of weakness in teacher/student classroom interactions.
4. Set up an aggressive system of coaching. We have identified a Curriculum Coach and two Practice Based Coaches. Coaches are now coaching 65% of the work week; our goal is for coaching at the 85% level. Coaches do perform other tasks such as monitoring. The need has arisen to evaluate removing these other tasks and delegating to another team member.
5. Training at the 2019 Pre-Service from Teaching Strategies on "Teaching to Fidelity"; this is a two day training. This training became a reality after a visit from Teaching Strategies specialist Donna Fowler revealed that a revamp of curriculum was necessary. The trainer, Donna Fowler, identified a need to begin with Classroom Environment.
6. All classroom teachers will do intensive classroom environment set-up the first week of Pre-Service.
7. Offer more school programs for parents. Parents love to see their children in a special program and will come and help. We can plan to have parent meetings at the performances to heighten the awareness of the parents that we have a partnership to help the children and we need them to do their part. Monthly Family award nights will encourage attendance and family participation.
8. Consider one year contracts for the retention of teachers.
9. Quarterly Head Start Lecture Series on topics of interest to families. Guest speakers could range from School Principals, Kindergarten teachers, ELC, City librarians, Karate school, and Head Start/Capital Area Community Action Agency personnel.
10. Training Directors in preparing accurate Employee Evaluations. Target date is Friday, August 9, 2019.
11. Directors of Head Start Centers become Leadership trained so that they can accept the new mapping out of their increased responsibilities. Target date is Thursday, August 8, 2019.
12. Train an a coach in Conscious Discipline techniques to that the coach can deliver high quality coaching in the area of Classroom Behavior Management as outlined in the CLASS Observation Tool. Target date for training is August 5 – 7, 2019, Orlando, FL. The coach receiving the training is Antenette Larkins.
13. Looking into training for the Curriculum Coach; the Curriculum Coach is Kim Smith.

14. Our program would benefit by having a Special Education Teacher on staff. We would like to explore this possibility.
15. Training teachers to identify, document and refer children who appear to need early intervention. Target date for training is Pre-Service, Thursday, August 1, 2019
16. Identifying two teaching staff members to become Trauma Informed. The Department of Children and Families are preparing an intensive course that upon completion will result in a special credential being added to the DCF transcript. We are waiting for the release of course registration.
17. We have started a conversation with Jennifer Travieso, MSW to investigate the steps to have one classroom at each Head Start Center Trauma Informed Care Qualified. Ms. Fatima is working on this; however, no date has been set to implement.

Two Year School Readiness Rate Comparison



JEFFERSON COUNTY HEAD START

309 OFFICE PLAZA DR
MONTICELLO, FL 32344
JEFFERSON COUNTY

Provider Type

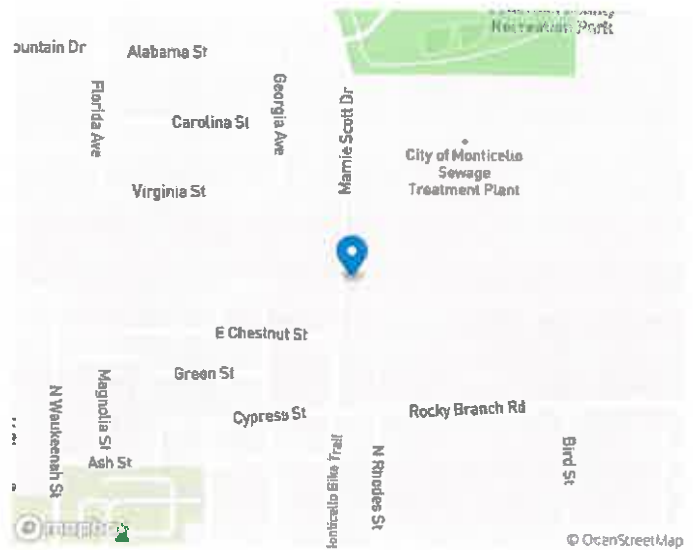
Private Center

Coalition

Big Bend (Jefferson, Liberty, Madison, Taylor,
Wakulla, Gadsden, Leon)

Faith Based Provider

No



School-Year

Readiness Rate	Children Served	Children Meeting Substantial Completion	Children Screened	Children In Readiness Rate Calculation	Children Ready for Kindergarten	Details
<p>67</p> <p>2017-18 SCHOOL-YEAR</p> <p>Minimum Readiness Rate 60/100</p>	12	12	12	12 (100%)	8	
<p>N.R.</p> <p>2015-16 SCHOOL-YEAR</p> <p>Minimum Readiness Rate 70/100</p>	10	N/A	N/A	N/A	N/A	No providers received a 2015-16 readiness rate.
<p>N.R.</p> <p>2014-15 SCHOOL-YEAR</p> <p>Minimum Readiness Rate 70/100</p>	8	N/A	N/A	N/A	N/A	No providers received a 2014-15 readiness rate.
<p>86</p> <p>2012-13 SCHOOL-YEAR</p> <p>Minimum Readiness Rate 70/100</p>	11	9	9	7 (64%)	6	

LOUISE B. ROYAL HEAD START

309 OFFICE PLAZA DR
TALLAHASSEE, FL 32303
LEON COUNTY

Provider Type

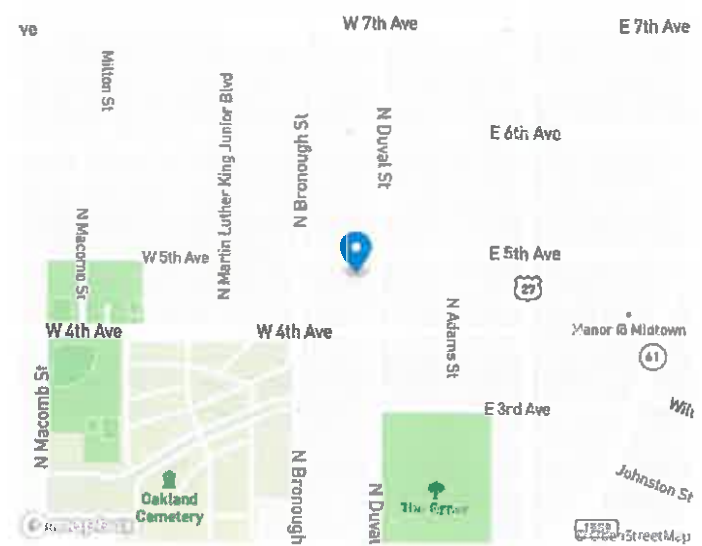
Private Center

Coalition

Big Bend (Jefferson, Liberty, Madison, Taylor, Wakulla, Gadsden, Leon)

Faith Based Provider

No



School-Year

Readiness Rate	Children Served	Children Meeting Substantial Completion	Children Screened	Children in Readiness Rate Calculation	Children Ready for Kindergarten	Details
<p>40</p> <p>2017-18 SCHOOL-YEAR</p> <p>Minimum Readiness Rate 60/100</p>	32	26	30	25 (78%)	10	<p>LPP Low Performing Provider</p> <p>POP Provider on Probation</p>
<p>25</p> <p>2016-17 SCHOOL-YEAR</p> <p>Minimum Readiness Rate 60/100</p>	27	18	25	16 (59%)	4	<p>LPP Low Performing Provider</p>
<p>N.R.</p> <p>2015-16 SCHOOL-YEAR</p> <p>Minimum Readiness Rate 70/100</p>	21	N/A	N/A	N/A	N/A	No providers received a 2015-16 readiness rate.
<p>N.R.</p> <p>2014-15 SCHOOL-YEAR</p> <p>Minimum Readiness Rate 70/100</p>	30	N/A	N/A	N/A	N/A	No providers received a 2014-15 readiness rate.
<p>N.R.</p> <p>2013-14 SCHOOL-YEAR</p> <p>Minimum Readiness Rate 70/100</p>	34	N/A	N/A	N/A	N/A	No providers received a 2013-14 readiness rate, as no children were screened on the FAIR-FS assessment.
<p>74</p> <p>2012-13 SCHOOL-YEAR</p> <p>Minimum Readiness Rate 70/100</p>	30	24	24	19 (63%)	14	
<p>85</p> <p>2011-12 SCHOOL-YEAR</p> <p>Minimum Readiness Rate 70/100</p>	21	15	17	13 (62%)	11	
<p>67</p> <p>2010-11 SCHOOL-YEAR</p> <p>Minimum Readiness Rate 70/100</p>	33	23	31	21 (64%)	14	<p>LPP Low Performing Provider</p> <p>POP Provider on Probation</p>

MABRY STREET FAMILY ENRICHMENT CENTER

309 OFFICE PLAZA DRIVE
TALLAHASSEE, FL 32304
LEON COUNTY

Provider Type

Private Center

Coalition

Big Bend (Jefferson, Liberty, Madison, Taylor,
Wakulla, Gadsden, Leon)

Faith Based Provider

No



School-Year

Readiness Rate	Children Served	Children Meeting Substantial Completion	Children Screened	Children In Readiness Rate Calculation	Children Ready for Kindergarten	Details
<p>29</p> <p>2017-18 SCHOOL-YEAR</p> <p>Minimum Readiness Rate 60/100</p>	20	17	20	17 (85%)	5	<p>LPP Low Performing Provider</p> <p>POP Provider on Probation</p>
<p>38</p> <p>2016-17 SCHOOL-YEAR</p> <p>Minimum Readiness Rate 60/100</p>	15	9	14	8 (53%)	3	<p>LPP Low Performing Provider</p>
<p>N.R.</p> <p>2014-15 SCHOOL-YEAR</p> <p>Minimum Readiness Rate 70/100</p>	21	N/A	N/A	N/A	N/A	No providers received a 2014-15 readiness rate.
<p>N.R.</p> <p>2013-14 SCHOOL-YEAR</p> <p>Minimum Readiness Rate 70/100</p>	26	N/A	N/A	N/A	N/A	No providers received a 2013-14 readiness rate, as no children were screened on the FAIR-FS assessment.
<p>94</p> <p>2012-13 SCHOOL-YEAR</p> <p>Minimum Readiness Rate 70/100</p>	27	24	20	18 (67%)	17	
<p>100</p> <p>2011-12 SCHOOL-YEAR</p> <p>Minimum Readiness Rate 70/100</p>	20	12	14	7 (35%)	7	
<p>59</p> <p>2010-11 SCHOOL-YEAR</p> <p>Minimum Readiness Rate 70/100</p>	20	17	20	17 (85%)	10	<p>LPP Low Performing Provider</p> <p>POP Provider on Probation</p>

SOUTH CITY HEAD START

309 OFFICE PLAZA DR
TALLAHASSEE, FL 32301
LEON COUNTY

Provider Type

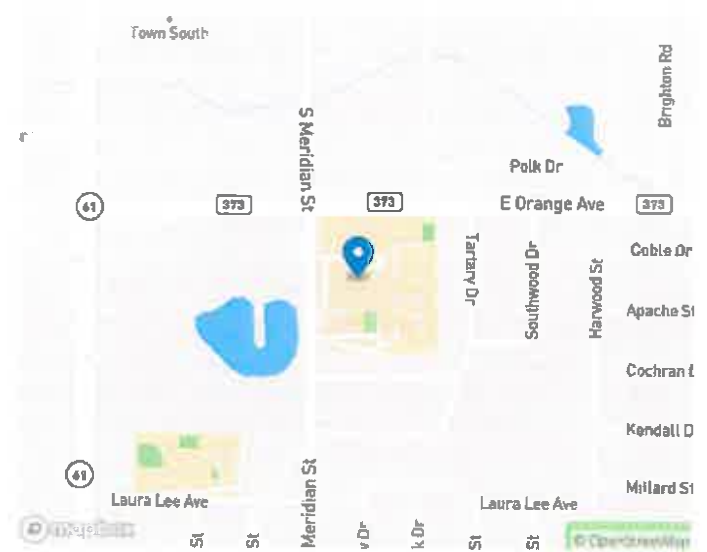
Private Center

Coalition

Big Bend (Jefferson, Liberty, Madison, Taylor, Wakulla, Gadsden, Leon)

Faith Based Provider

No



School-Year

Readiness Rate	Children Served	Children Meeting Substantial Completion	Children Screened	Children in Readiness Rate Calculation	Children Ready for Kindergarten	Details
34 2017-18 SCHOOL-YEAR Minimum Readiness Rate 60/100	82	65	76	61 (74%)	21	LPP Low Performing Provider POP Provider on Probation
39 2016-17 SCHOOL-YEAR Minimum Readiness Rate 60/100	64	34	52	31 (48%)	12	LPP Low Performing Provider POP Provider on Probation
N.R. 2015-16 SCHOOL-YEAR Minimum Readiness Rate 70/100	44	N/A	N/A	N/A	N/A	No providers received a 2015-16 readiness rate.
N.R. 2014-15 SCHOOL-YEAR Minimum Readiness Rate 70/100	22	N/A	N/A	N/A	N/A	No providers received a 2014-15 readiness rate.
N.R. 2013-14 SCHOOL-YEAR Minimum Readiness Rate 70/100	14	N/A	N/A	N/A	N/A	No providers received a 2013-14 readiness rate, as no children were screened on the FAIR-FS assessment.
69 2012-13 SCHOOL-YEAR Minimum Readiness Rate 70/100	18	14	14	13 (72%)	9	LPP Low Performing Provider POP Provider on Probation
50 2011-12 SCHOOL-YEAR Minimum Readiness Rate 70/100	19	12	14	8 (42%)	4	LPP Low Performing Provider POP Provider on Probation
77 2010-11 SCHOOL-YEAR Minimum Readiness Rate 70/100	19	14	16	13 (68%)	10	

Readiness Rate Guide

The information below is provided to help you understand the Readiness Rate Report. For more information, contact the Office of Early Learning, by calling 1-866-447-1159 or via e-mail at vpkquestions@oel.myflorida.com

Terminology

Readiness Rate

Measurement of how well a VPK provider has prepared 4-year-olds to be ready for kindergarten. It's expressed as a percentage of the provider's students who are assessed as ready for kindergarten. Providers only receive a readiness rate if at least four children completed the provider's VPK program and were also screened upon entry into kindergarten.

Maximum Rate

Highest readiness rate that providers can achieve for the program year.

Minimum Rate

Minimum readiness rate that providers must achieve to demonstrate satisfactory delivery of the VPK program.

Low Performing Provider

Provider who scores below the minimum rate; therefore, not demonstrating satisfactory delivery of the VPK program.

Program Type

VPK programs are either school-year (540 instructional hours) or summer (300 instructional hours).

Florida Kindergarten Readiness Screener (FLKRS)

Statewide kindergarten screening instrument that gathers information about a child's overall development and addresses each student's readiness for kindergarten based on the Florida Early Learning and Developmental Standards for 4-Year-Olds to Kindergarten. FLKRS is administered in the first 30 days of kindergarten. Beginning with the 2017-18 VPK Program Year, FLKRS consisted of the Star Early Literacy assessment.

Children Included in Readiness Rate Calculation

Children Served

Number of children enrolled at the provider for the school-year or summer program.

Children Meeting Substantial Completion

Number of children who attended at least 70% of the provider's school-year or summer program.

Children Screened

Number of children who were screened on FLKRS.

Children in Readiness Rate Calculation

Number of children who met substantial completion and were screened on Star Early Literacy. Percentage represents children in the readiness rate calculation divided by the number of children served.

Readiness Rate Results

Children Ready for Kindergarten

Number of children whose results on FLKRS demonstrated readiness for kindergarten.

Providers Not Included in the Readiness Rate

Some private and public school VPK providers will not meet the criteria for the calculation of a kindergarten readiness rate because they did not serve at least four children who substantially completed the program and were screened on Star Early Literacy. Information as to why a private or public school VPK provider was not included in the readiness rate calculation will be included on the Readiness Rate Report.

Program Year Specifics

This section of the guide lists changes between program years.

VPK Program Year 2016-17

- FLKRS includes the Star Early Literacy assessment.
- Children must score 500 or higher on the Star Early Literacy assessment to be considered ready for kindergarten.
- Maximum Rate: 100
- Minimum Rate: 60

VPK Program Years 2013-14, 2014-15, and 2015-16

- No providers received a readiness rate.

VPK Program Years 2010-11, 2011-12, and 2012-13

- FLKRS included a subset of the Early Childhood Observation System™ (ECHOSTM) and the Florida Assessments for Instruction in Reading (FAIR)
- Readiness for kindergarten on ECHOSTM is demonstrating or emerging/progressing.
- Readiness for kindergarten on FAIR is a probability of reading success at or above 67%.
- Maximum Rate: 100
- Minimum Rate: 70

LILA MITCHELL HEAD START CENTER	5151 RALEIGH ST ORLANDO, FL 32811	Orange	Orange	Private Center	School-Year	2017-18	50	42	32	N	N
ENGELWOOD ELEMENTARY HEAD START OF YARHILL LEARNING@ S. MIAMI(HEAD START)	5985 LA COSTA DR ORLANDO, FL 32807	Orange	Orange	Private Center	School-Year	2017-18	50	29	24	N	N
FCIA DR DAZELL SIMPSON HEAD START	6225 SW 48 STREET MIAMI, FL 33143	Dade	Miami- Dade/Monroe	Private Center	School-Year	2017-18	50	20	12	N	N
HEAD START PRESCHOOL	1850 NW 26 AVE MIAMI, FL 33154	Dade	Miami- Dade/Monroe	Private Center	School-Year	2017-18	48	84	56	N	N
DOUGLAS HEAD START CENTER	6001 KIMBERLY BOULEVARD NORTH LAUDERDALE, FL 39068	Broward	Broward IRMO (Indian River, Martin, Okeachobee)	Private Center	School-Year	2017-18	48	47	31	Y	N
ALPI FRANCINA DUVAL HEAD START	8445 64TH AVE. WABASSO, FL 32970	Indian River	IRMO (Indian River, Martin, Okeachobee)	Private Center	School-Year	2017-18	48	66	40	Y	N
HCPS SHEEHY HEAD START	1035 SOUTH EAST 27TH CIRCLE	St. Lucie	St. Lucie	Private Center	School-Year	2017-18	47	26	17	N	N
HEAD START PRESCHOOL II	6402 N 40TH STREET TAMPA, FL 33610	Hillsborough	Hillsborough	Public School	School-Year	2017-18	47	22	17	N	N
HCPS CLAIR MEL HEAD START	8070 WEST MCNAB ROAD NORTH LAUDERDALE, FL 39068	Broward	Broward	Private Center	School-Year	2017-18	45	61	31	Y	N
BOCC MAHGO HEAD START/EHS BOCC NORTH TAMPA COMMUNITY HEAD START	1025 S. 78TH STREET TAMPA, FL 33619	Hillsborough	Hillsborough	Public School	School-Year	2017-18	44	21	18	N	N
LSF INC HEAD START JORDAN PARK LULLIE M. WILLIAMS HEAD START CENTER NYC LUTHERAN SS FL INC 8TH ST HEAD START	11210 E BROADWAY AVE SEFFNER, FL 33584	Hillsborough	Hillsborough	Private Center	School-Year	2017-18	44	42	34	N	N
BOCC LA PALOMA HEAD START BOCC BRANDON COMMUNITY HEAD START	14013 N. 22ND STREET TAMPA, FL 33613	Hillsborough	Hillsborough	Private Center	School-Year	2017-18	44	45	36	N	N
CALLAHAN HEAD START	2390 9 AVE S ST PETERSBURG, FL 33712	Pinellas	Pinellas	Private Center	School-Year	2017-18	44	68	45	N	N
LOUISE B. ROYAL HEAD START	770 NW 83 ST MIAMI, FL 33150	Dade	Miami- Dade/Monroe	Private Center	School-Year	2017-18	44	28	9	Y	N
BOCC BRANCO COMMUNITY HEAD START	20 WEST 8TH STREET JACKSONVILLE, FL 32206	Duval	Duval	Private Center	School-Year	2017-18	44	42	28	N	N
CALLAHAN HEAD START	3439 N. NEBRASKA AVENUE TAMPA, FL 33605	Hillsborough	Hillsborough	Private Center	School-Year	2017-18	42	36	31	N	N
LOUISE B. ROYAL HEAD START	9547 E COLUMBUS DRIVE TAMPA, FL 33619	Hillsborough	Hillsborough	Private Center	School-Year	2017-18	41	35	27	N	N
LOUISE B. ROYAL HEAD START	101 N PARABORRE AVE ORLANDO, FL 32801	Orange	Orange	Private Center	School-Year	2017-18	40	31	20	N	N
LOUISE B. ROYAL HEAD START	1124 N. DUVAL STREET TALLAHASSEE, FL 32303	Leon	Big Bend (Jefferson, Liberty, Madison, Taylor, Wakulla, Gadsden, Leon)	Private Center	School-Year	2017-18	40	32	25	Y	N
FELLSMERE HEAD START CENTER 4C HEAD START MIDWAY DEVELOPMENT CENTER	1339 WILLOW STREET FELLSMERE, FL 32948	Indian River	IRMO (Indian River, Martin, Okeachobee)	Private Center	School-Year	2017-18	40	11	11	N	N
CHISHOLM HEAD START CENTER	2255 RIGSBYWAY STREET SANFORD, FL 32771	Seminole	Seminole	Private Center	School-Year	2017-18	40	18	11	N	N
CAP HEAD START MOLINO CENTER	521 MARY AVE NEW SMYRNA BEACH, FL 32168	Volusia	Flagler/Volusia	Private Center	School-Year	2017-18	40	7	5	N	N
HOLLY HILL HEAD START	6460 NORTH HWY 95A MOLINO, FL 32577	Escambia	Escambia	Private Center	School-Year	2017-18	40	28	15	N	N
HCPS LINCOLN MAGNET HEAD START	719 WALKER ST HOLLY HILL, FL 32117	Volusia	Flagler/Volusia	Private Center	School-Year	2017-18	40	12	10	Y	N
JOHN H BRIDGES HEAD START CENTER BOCC ROBLES PARK HEAD START CENTER	1207 E RENFRO ST PLANT CITY, FL 33563	Hillsborough	Hillsborough	Public School	School-Year	2017-18	39	21	18	N	N
LSF INC HEAD START ISAY M GUILLEY CENTER	445 W 13TH ST APOPKA, FL 32703	Orange	Oranga	Private Center	School-Year	2017-18	39	31	18	N	N
BOCC BEALSVILLE HEAD START CENTER	3814 W CENTRAL AVE TAMPA, FL 33609	Hillsborough	Hillsborough	Private Center	School-Year	2017-18	38	23	16	N	N
ECS-BOYNTON HEAD START	1045 N MARTIN LUTHER KING AVE CLEARWATER, FL 33755	Pinellas	Pinellas	Private Center	School-Year	2017-18	38	15	11	N	N
BTHLO HEAD START	1701 NW 10TH STREET OCALA, FL 34475	Marion	Marion	Private Center	School-Year	2017-18	38	35	22	N	N
LSF INC HEAD START TARPON SPRINGS CTR	18501 WASHINGTON AVE ORLANDO, FL 32820	Orange	Orange	Private Center	School-Year	2017-18	38	14	11	N	N
BOCC BEALSVILLE HEAD START CENTER	516 SOUTH HUEY TARPON SPRINGS, FL 34689	Pinellas	Pinellas	Private Center	School-Year	2017-18	38	39	33	N	N
SOUTH CITY HEAD START	5100 HORTON ROAD PLANT CITY, FL 33567	Hillsborough	Hillsborough	Private Center	School-Year	2017-18	35	22	20	N	N
SOUTH CITY HEAD START	2813 S. MERIDIAN STREET TALLAHASSEE, FL 32301	Leon	Big Bend (Jefferson, Liberty, Madison, Taylor, Wakulla, Gadsden, Leon)	Private Center	School-Year	2017-18	34	32	21	N	N
ALPI GARDEN TERRACE HEAD START ALPI CLIBEN TOWNSEND HEAD START CENTER II	1110 NORTH 32ND STREET FORT PIERCE, FL 34947	St. Lucie	St. Lucie	Private Center	School-Year	2017-18	33	48	46	N	N
EASTER BEALS NORTH COUNTY (HEAD START)	2202 AVENUE Q FORT PIERCE, FL 34950	St. Lucie	St. Lucie	Private Center	School-Year	2017-18	33	132	91	N	N
BOCC PLANT CITY HEAD START CENTER	3201 NW 207 STREET MIAMI GARDENS, FL 33056	Dade	Miami- Dade/Monroe	Private Center	School-Year	2017-18	33	11	9	N	N
MALLOY HEAD START CENTER	1304 ALSOBROOK ST PLANT CITY, FL 33563	Hillsborough	Hillsborough	Private Center	School-Year	2017-18	30	23	20	N	N
HCPS BRYAN HEAD START	390 E BETTA ST DELEON SPRINGS, FL 32130	Volusia	Flagler/Volusia	Private Center	School-Year	2017-18	30	28	20	N	N
MARRY STREET FAMILY ENRICHMENT CENTER	2006 W OAK AVE PLANT CITY, FL 33563	Hillsborough	Hillsborough	Public School	School-Year	2017-18	28	21	17	N	N
CHAPPELL HEAD START EMERSON	280 MARRY STREET TALLAHASSEE, FL 32304	Leon	Big Bend (Jefferson, Liberty, Madison, Taylor, Wakulla, Gadsden, Leon)	Private Center	School-Year	2017-18	28	20	17	N	N
CAP HEAD START LINCOLN PARK OF ARBIL LINING @ ARTHUR MAYS(HEAD START)	3851 EMERSON STREET SUITE 2 JACKSONVILLE, FL 32207	Duval	Duval	Private Center	School-Year	2017-18	28	35	24	N	N
ALPI LINCOLN PARK HEAD START CENTER	7600 KERSHAW ST. PENSACOLA, FL 32534	Escambia	Escambia	Private Center	School-Year	2017-18	27	22	18	N	N
ECS-HOWARD HEAD START	11341 SW 216 STREET MIAMI, FL 33170	Dade	Miami- Dade/Monroe	Private Center	School-Year	2017-18	27	25	11	N	N
LUTHERAN SS FL INC A.L. LEWIS HEAD START	1400 AVENUE M FORT PIERCE, FL 34950	St. Lucie	St. Lucie	Private Center	School-Year	2017-18	27	59	47	N	N
ALPI LINCOLN PARK HEAD START CENTER	306 NW 7TH AVENUE OCALA, FL 34475	Marion	Marion	Private Center	School-Year	2017-18	27	20	14	N	N
ALPI LINCOLN PARK HEAD START CENTER	3655 RIBAUT SCENIC DRIVE JACKSONVILLE, FL 32208	Duval	Duval	Private Center	School-Year	2017-18	15	24	13	N	N

Mode= 40

Provider Name	Address	Provider Type	Readiness Rate	Children Served	Children In Readiness Rate Calculation	School Readiness Provider	Faith Based
COMMUNITY CHRISTIAN SCHOOL (VPK)	4859 KERRY FOREST PKWY TALLAHASSEE, FL 32309	Private Center	100	20	15	N	Y
LCS-ECP-BOND	2204 SAXON STREET TALLAHASSEE, FL 32310	Public School	100	8	4	N	N
LCS-ECP-CHAIRES	4774 CHAIRES CROSSROADS TALLAHASSEE, FL 32317	Public School	100	12	7	N	N
LCS-ECP-DESOTO TRAIL	5200 TREDINGTON PARK DRIVE TALLAHASSEE, FL 32309	Public School	100	12	11	N	N
LCS-ECP-FT BRADEN	15100 BLOUNTSTOWN HIGHWAY TALLAHASSEE, FL 32310	Public School	100	6	4	N	N
LCS-ECP-GILCHRIST	1301 TIMBERLANE ROAD TALLAHASSEE, FL 32312	Public School	100	6	5	N	N
LCS-ECP-RUEDIGER	526 W. 10TH AVENUE TALLAHASSEE, FL 32303	Public School	100	6	5	N	N
LCS-ECP-WOODVILLE	9373 WOODVILLE HIGHWAY TALLAHASSEE, FL 32304	Public School	100	6	4	N	N
CELEBRATION BAPTIST KINDERSCHOOL	3300 SHAMROCK STREET EAST TALLAHASSEE, FL 32309	Private Center	92	41	39	N	Y
FAMU ERCCD	459 FAMU WAY TALLAHASSEE, FL 32307	Private Center	92	14	13	Y	N
KIDZ ACADEMY EDUCATIONAL CENTER, INC	324 EAST GEORGIA STREET TALLAHASSEE, FL 32301	Private Center	92	16	13	Y	N
ANNSWORTH ACADEMY	2919 KERRY FOREST PARKWAY TALLAHASSEE, FL 32309	Private Center	91	40	34	Y	N
BETTON HILLS PREPARATORY SCHOOL INC	1815 NORTH MERIDIAN ROAD TALLAHASSEE, FL 32303	Private Center	91	26	11	Y	N
LCS-ECP-CANOPY OAKS	3250 POINT VIEW DRIVE TALLAHASSEE, FL 32303	Public School	91	12	11	N	N
IVY HILL ACADEMY	971 BRIARCLIFF ROAD TALLAHASSEE, FL 32308	Private Center	90	16	10	N	N
MAGNOLIA PRESCHOOL INC	1101 SOUTH MAGNOLIA DRIVE TALLAHASSEE, FL 32301	Private Center	89	12	9	Y	N
BRIGHT STAR KID CARE LLC	2920 OLD BAINBRIDGE ROAD TALLAHASSEE, FL 32303	Private Center	88	16	16	Y	N
EAST HILL BAPTIST WEEKDAY	912 MICCOSUKEE ROAD TALLAHASSEE, FL 32308	Private Center	88	22	17	N	Y
LITTLE LAMBS PRESCHOOL	1689 OLD ST. AUGUSTINE ROAD TALLAHASSEE, FL 32301	Private Center	87	29	23	N	Y
ROSE CHILD CARE LLC	1268-F TIMBERLANE ROAD TALLAHASSEE, FL 32312	Private Center	86	8	7	Y	N
LCS-ECP-HAWKS RISE	205 MEADOW RIDGE ROAD TALLAHASSEE, FL 32312	Public School	83	6	6	N	N
LCS-ECP-SPRINGWOOD	3801 FRED GEORGE ROAD TALLAHASSEE, FL 32303	Public School	83	12	12	N	N
LDM ACADEMY	3377 JIM LEE ROAD TALLAHASSEE, FL 32301	Private Center	83	8	6	Y	N
TALLAHASSEE MUSEUM PRESCHOOL	3945 MUSEUM DRIVE TALLAHASSEE, FL 32310	Private Center	83	11	6	N	N
TRINITY UNITED METHODIST PRESCHOOL	120 W. PARK AVENUE TALLAHASSEE, FL 32302	Private Center	83	18	18	N	Y
ANN'S PRESCHOOL AND KINDERGARTEN	1777 N. MERIDIAN ROAD TALLAHASSEE, FL 32303	Private Center	82	17	11	Y	N
CREATIVE CHILD LEARNING CENTER	4390 GROVE PARK DRIVE TALLAHASSEE, FL 32311	Private Center	81	77	62	Y	N
TINY STEPS LEARNING CENTER INC	2707-C KILLARNEY WAY TALLAHASSEE, FL 32309	Private Center	80	20	15	Y	N
WILDWOOD PRESCHOOL	100 OX BOTTOM ROAD EXT# 210 TALLAHASSEE, FL 32312	Private Center	79	37	24	N	N
COVENANT PRESBYTERIAN PRESCHOOL	2221 OLD BAINBRIDGE ROAD TALLAHASSEE, FL 32303	Private Center	78	10	9	N	Y
KILLEARN UNITED METHODIST PRESCHOOL	2800 SHAMROCK STREET TALLAHASSEE, FL 32309	Private Center	78	70	55	N	Y

THE CREATIVE PRESCHOOL	2746 W THARPE STREET TALLAHASSEE, FL 32303 9569 TIMBERLANE SCHOOL ROAD	Private Center	78	10	9	Y	N	
TIMBERLANE CHURCH OF CHRIST PRESCHC	TALLAHASSEE, FL 32312 3000 N. MERIDIAN ROAD	Private Center	77	16	13	N	Y	
NORTH FLORIDA CHRISTIAN SCHOOL	TALLAHASSEE, FL 32312 1800 CAPITAL CIRCLE NE	Private School	76	46	17	N	Y	
ANCHOR PREPARATORY ACADEMY INC	TALLAHASSEE, FL 32308 1967 RAYMOND DIEHL ROAD	Private Center	75	13	8	Y	N	
CHILDCARE NETWORK #116	TALLAHASSEE, FL 32308 1000 W THARPE STREET STE. 24	Private Center	75	20	12	Y	N	
KIDS VILLAGE INC	TALLAHASSEE, FL 32303 5777 PIMLICO DRIVE	Private Center	75	8	4	Y	N	
LCS-ECP-ROBERTS	TALLAHASSEE, FL 32309 2813 RIDGEWAY STREET	Public School	75	6	4	N	N	
LCS-ECP-SABAL PALM	TALLAHASSEE, FL 32310 624 N. GADSDEN STREET	Public School	75	6	4	N	N	
SCHOOL FOR YOUNG CHILDREN	TALLAHASSEE, FL 32301	Private Center	75	9	8	N	N	
FIRST BAPTIST WEEKDAY EDUCATION	108 WEST COLLEGE AVENUE TALLAHASSEE, FL 32301	Private Center	74	25	23	N	Y	
GROWING ROOM TALLAHASSEE 2	6266 OLD WATER OAK ROAD TALLAHASSEE, FL 32312	Private Center	74	39	34	Y	N	
KILLEARN LAKES PRESCHOOL	8051 DEERLAKE ROAD EAST TALLAHASSEE, FL 32312	Private Center	74	20	19	N	N	
LCS-ECP-W T MOORE	1706 DEMPSEY MAYO ROAD TALLAHASSEE, FL 32308 3519 EASTER STANLEY CT	Public School	73	12	11	N	N	
THE LEARNING PAVILION	TALLAHASSEE, FL 32308 1150 CAPITAL CIRCLE SE	Private Center	72	23	18	Y	N	
EARLY YEARS CHILD DEV. CENTER INC	TALLAHASSEE, FL 32301 2200 N. MERIDIAN ROAD	Private Center	71	17	14	Y	N	
FAITH PRES. PRESCHOOL & KINDERGARTEN	TALLAHASSEE, FL 32303 650 TROJAN TRAIL	Private Center	70	40	30	N	Y	
LCS-ECP-APALACHEE	TALLAHASSEE, FL 32311 1200 E. 6TH AVE	Public School	70	13	10	N	N	
TALLAHASSEE MEMORIAL CHILD CARE CEN	TALLAHASSEE, FL 32303	Private Center	70	12	10	Y	N	
LCS-ECP-CONLEY	2400 ORANGE AVENUE EAST TALLAHASSEE, FL 32311	Public School	69	18	16	N	N	Median/ Middle of the data
SCOTTSDALE ACADEMY AT SOUTHWOOD	3693 COULDGE COURT TALLAHASSEE, FL 32311	Private Center	69	45	35	Y	N	
EDGE ACADEMY	2532 WEST THARPE STREET TALLAHASSEE, FL 32309 3720 CAPITAL CIRCLE SE	Private Center	67	7	6	Y	N	
GOOD SAMARITAN ACADEMY	TALLAHASSEE, FL 32311 1271 METROPOLITAN BOULEVARD	Private Center	67	33	21	Y	Y	
GROWING ROOM TALLAHASSEE 3	TALLAHASSEE, FL 32312 2696 CENTENNIAL PLACE	Private Center	67	34	27	Y	N	
GROWING ROOM TALLAHASSEE I	TALLAHASSEE, FL 32308 2304 OLD ST. AUGUSTINE ROAD	Private Center	67	38	27	Y	N	
I'M PRECIOUS TOO LEARNING CENTER	TALLAHASSEE, FL 32301 702 EAST ORANGE AVE	Private Center	67	17	12	Y	N	
KINGDOM LIFE PREPARATORY ACADEMY	TALLAHASSEE, FL 32301 1600 PEDRICK ROAD	Private Center	67	16	6	Y	N	
LCS-ECP-BUCKLAKE	TALLAHASSEE, FL 32317 8037 DEER LAKE EAST	Public School	67	9	9	N	N	
LCS-ECP-KILLEARN LAKES	TALLAHASSEE, FL 32312 2344-2 LAKE BRADFORD ROAD	Public School	67	6	6	N	N	
MILESTONES LEARNING ACADEMY	TALLAHASSEE, FL 32310 3705 N MONROE STREET	Private Center	67	18	12	Y	N	
WEE CARE CHILD CARE CENTER	TALLAHASSEE, FL 32303 3498 MAHAN DRIVE	Private Center	67	30	27	Y	N	
SCOTTSDALE ACADEMY INC (VPK)	TALLAHASSEE, FL 32308 3324 N. MONROE STREET	Private Center	66	45	35	N	N	
GINGERBREAD CHRISTIAN ACADEMY	TALLAHASSEE, FL 32303 3123 ELIZA ROAD	Private Center	64	30	22	Y	N	
GOLDEN BOOK PRE-SCHOOL	TALLAHASSEE, FL 32308 2555 N. MONROE STREET SUITE 10 11 12	Private Center	64	14	11	Y	N	
UNITY CHILD CARE DEVELOPMENT	TALLAHASSEE, FL 32303	Private Center	64	17	11	Y	N	

BROWNSVILLE PREPARATORY INSTITUTE, I	1401 OLD BAINBRIDGE ROAD TALLAHASSEE, FL 32303	Private Center	63	25	8	Y	N	
CHILD GROWTH AND DEVELOPMENT, LLC.	1989 COMMONWEALTH LANE TALLAHASSEE, FL 32303	Private Center	62	20	13	Y	N	
KINDERSCHOOL LLC	9561 TIMBERLANE SCHOOL ROAD TALLAHASSEE, FL 32312	Private Center	62	25	21	Y	N	
EPIPHANY LUTHERAN PRESCHOOL	8300 DEERLAKE ROAD WEST TALLAHASSEE, FL 32312	Private Center	61	33	23	N	Y	Minimum Readiness Rate
FIRST PRESBYTERIAN PRESCHOOL	110 N ADAMS STREET TALLAHASSEE, FL 32301	Private Center	60	20	15	Y	Y	
LCS-ECP-ASTORIA PARK	2465 ATLAS ROAD TALLAHASSEE, FL 32303	Public School	60	6	5	N	N	Mode= 67
SEMINOLE MONTESSORI SCHOOL	2211 THOMASVILLE ROAD TALLAHASSEE, FL 32308	Private Center	60	32	25	N	N	Median= 69
TOUCHED BY ANGELS CHRISTIAN CENTER	1676 CAPITAL CIRCLE S.E. TALLAHASSEE, FL 32301	Private Center	60	9	5	Y	N	Average=67.20792
GREAT BEGINNINGS PRESCHOOL INC	1904 TALPECO ROAD TALLAHASSEE, FL 32303	Private Center	58	15	12	Y	N	
FAVOUR CHILD DEVELOPMENT CENTER	1615 HOLTON STREET TALLAHASSEE, FL 32310	Private Center	57	8	7	Y	Y	
FREEDOM CHURCH PRESCHOOL	2801 THOMASVILLE ROAD TALLAHASSEE, FL 32308	Private Center	57	10	7	Y	Y	
GIBSON'S LEARNING ACADEMY LLC	1408 HENDRIX ROAD TALLAHASSEE, FL 32301	Private Center	57	9	7	Y	N	
CHILDCARE NETWORK 117	2881 EAST PARK AVENUE TALLAHASSEE, FL 32301	Private Center	56	35	27	Y	N	
IMAGINATION DAY SCHOOL	3472 N. MONROE STREET TALLAHASSEE, FL 32303	Private Center	56	14	9	Y	N	
MIRACLES IN ME AFTERSCHOOL & SUMME	2529 HARTSFIELD ROAD TALLAHASSEE, FL 32304	Private Center	56	12	9	Y	N	
GALLOP'S FAMILY CENTER, INC.	2811 INDUSTRIAL PLAZA DRIVE TALLAHASSEE, FL 32301	Private Center	50	5	4	Y	N	
LCS-ECP-PINEVIEW	2330 LAKE BRADFORD ROAD TALLAHASSEE, FL 32310	Public School	50	6	4	N	N	
LITTLE FOLK HAVEN ACADEMIC PRESCHOO	2311 MONDAY ROAD TALLAHASSEE, FL 32301	Private Center	50	7		N	N	
PRECIOUS LITTLE ROYAL ANGELS CHILD CA	3715 WOODVILLE HIGHWAY TALLAHASSEE, FL 32305	Private Center	50			Y	N	
PRECIOUS YEARS DAY CARE CENTER	4224 CRAWFORDVILLE HIGHWAY TALLAHASSEE, FL 32305	Private Center	50		4	Y	N	
MIRACLES IN ME CHILD CARE CENTER II	217 AUSLEY ROAD TALLAHASSEE, FL 32304	Private Center	46	23	13	Y	N	
FIRST CLASS KIDS	10223 WOODVILLE HIGHWAY TALLAHASSEE, FL 32305	Private Center	40	8	5	Y	N	
FIRST STEPS PREP CHILDCARE PRESCHOOL	2425 SPOONWOOD DRIVE TALLAHASSEE, FL 32303	Private Center	40	16	5	Y	N	
LOUISE B. ROYAL HEAD START	1124 N. DUVAL STREET TALLAHASSEE, FL 32303	Private Center	40	32	25	Y	N	
GREATER MIRACLE TEMPLE APOSTOLIC CH	2200 SAINT MARKS STREET TALLAHASSEE, FL 32310	Private Center	38	13	8	Y	N	
SOUTH CITY HEAD START	2813 S. MERIDIAN STREET TALLAHASSEE, FL 32301	Private Center	34	82	61	Y	N	
ALL ABOUT ME CHILD CARE CENTER INC	2042 LAKE BRADFORD ROAD TALLAHASSEE, FL 32310	Private Center	33	15	9	Y	N	
LITTLE RED'S LEARNING CENTER LLC	7980 BLOUNTSTOWN HIGHWAY TALLAHASSEE, FL 32310	Private Center	33	13	12	Y	N	
MIRACLES IN ME CHILD CARE CENTER I	2403 W. THARPE STREET TALLAHASSEE, FL 32303	Private Center	33	15	9	Y	N	
MABRY STREET FAMILY ENRICHMENT CEN	240 MABRY STREET TALLAHASSEE, FL 32304	Private Center	29	20	17	Y	N	
LCS-ECP-GRETCHEN EVERHART	2750 MISSION ROAD TALLAHASSEE, FL 32304	Public School	25		4	N	N	
LCS-ECP-OAK RIDGE	4530 SHELFER ROAD TALLAHASSEE, FL 32305	Public School	25	6	4	N	N	
PROGRESSIVE PEDIATRIC CHILD CARE	1725 HERMITAGE BLVD TALLAHASSEE, FL 32308	Private Center	25	4	4	Y	N	
JUST LIKE ANGELS CHILD CARE CTR, LLC	310 LAURA LEE AVE. TALLAHASSEE, FL 32301	Private Center	20	8	5	Y	N	
LCS-ECP-KATE SULLIVAN	927 MICCOSUKEE ROAD TALLAHASSEE, FL 32308	Public School	17	6	6	N	N	

HEAVEN SENT CHILD CARE CENTER II	2428 HARTSFIELD ROAD TALLAHASSEE, FL 32303	Private Center	10	12	10	Y	N
----------------------------------	---	----------------	----	----	----	---	---

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
TOTALS	41	23	330	152	19	38

*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.



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



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 18th 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 15th. 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 30th 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
Total	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
TOTAL	8/19	\$3,401



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



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.



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



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
Total	72	47	152	19	38



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



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.



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



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

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



Family and Community Engagement Manager
Monthly Monitoring Report – March 2019

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
PROGRAM STATUS (Monthly)						
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
FAMILY STATUS						
Number of Family Needs Assessment	17	33	80	57	186	373
Family Partnership Agreement						
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%
Total	378	373	83.40%

Family and Community Engagement Manager
Monthly Monitoring Report – March 2019

Number of Referrals (Review referrals)	Franklin	Jefferson	Mabry	Royal	South City	Total
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
Parent Meetings/Trainings						
Parent Committee Meetings						
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						
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
Home Visits	Franklin	Jefferson	Mabry	Royal	South City	
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**

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

Transportation	
Field Trips	6
Maintenance	0
Trainings	0

Family and Community Engagement Manager
 Monthly Monitoring Report – March 2019

HEALTH SPECIALIST	Total
PRE-ENROLLMENT REQUIREMENTS	
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
ENROLLMENT	
Number of children with dental home	293
Number of dental home 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
45 DAYS REQUIREMENT	
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**

90 DAYS REQUIREMENT	Total
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
NUTRITION	
Number of Breakfast	3,350
Number of Lunch	4,235
Number of PM Snacks	3,818
Number of Children with Special Diets	23
MONITORING ACTIVITIES	
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>Corrective Action and Follow Up</p> <p>Funded Enrollment</p> <ul style="list-style-type: none"> 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. <p>Extended Day</p> <ul style="list-style-type: none"> 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. <p>Parent Engagement</p> <ul style="list-style-type: none"> 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. <p>Referrals</p> <ul style="list-style-type: none"> The Family Engagement Team trained the teaching staff on the referral procedure during In-Service. <p>Re-enrollment</p> <ul style="list-style-type: none"> Re-enrollment will end April 30. <p>Strengths</p> <ul style="list-style-type: none"> The Family Engagement Team continues to recruit families for the 2019-20 school year. The referral process is improving attendance. Ready Rosie is now available to our families. Ready Rosie is a research-based and standards-aligned comprehensive family engagement resource. The Family Engagement Team is working with local professionals to improve the participation of families with the program. Families are submitting VPK certificates for next school term.

Family and Community Engagement Manager Monthly Monitoring Report – March 2019

Areas of Concerns and Barriers

Location of the Mabry Street location for next school term

Extended Day Services for families with VPK and School Readiness vouchers

Professional Development

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

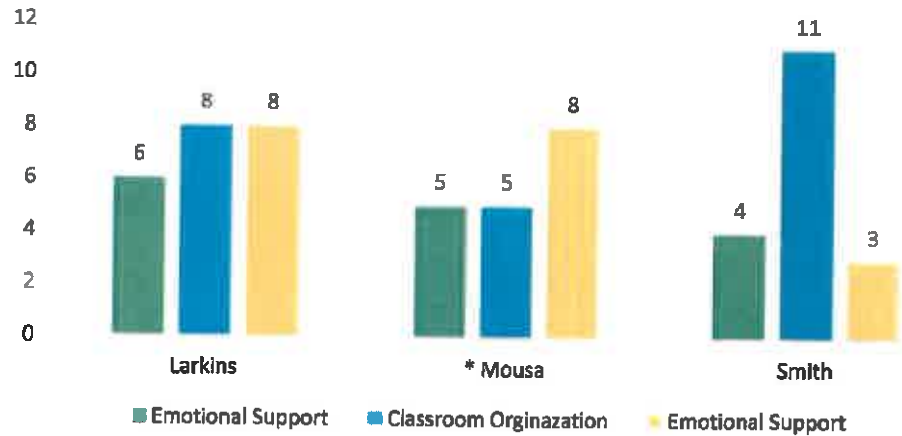
Monthly Coaching Report March 2019

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



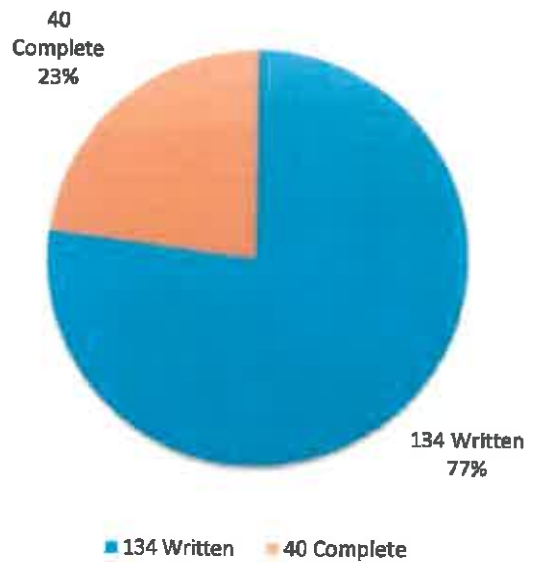
Number of Goals Written

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 MAY 2019

Administrative

- Roof repair should begin by the end of the month per Burnette Roofing.
- Nice Franklin office grand opening reception with the Apalachicola Chamber of Commerce.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Eastpoint Wildfire Emergency Recovery Response – New mobile homes coming in for residents purchased with donated funds for Franklin County. One camper trailer will be bought by the county for use by a resident as a permanent home. Additional paperwork is being pursued with other clients. Repurposing camper trailers for hurricane relief requires that clients meet income eligibility. Working with DEO and HHS for waivers.
- 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 Brooke Brunner and Superintendent Hanna for the South City Lease arrangements and the partnership of professional development to improve outcomes for students.
- Working with the UPHS Board to explore how to work better with INIE and reduce silos while encouraging collaboration.
- Speaking at Florida Chamber Foundation Pathway to Prosperity Summit in West Palm Beach.
- Made two presentations at the annual FACA Conference.

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.



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



Capital Area **Community Action** Agency

Out of Office

- 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



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

