

Capital Area Community Action Agency

Board Meeting Agenda

Tuesday, July 23, 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. Presentation – FY 17-18 Audited Financial Statements and Single Audit Report
- V. Action – Recommendation for Review and Approval
 - A. Approval of Minutes
 - i) Board Meeting – May 28, 2019
 - B. Board Officer Election
 - i) Secretary
 - ii) Annual Meeting Elections in January
 - C. Fiscal Report
 - Narrative
 - Revenue & Expenditures Agency-wide
 - Balance Sheet
 - Head Start Match
 - Credit Card Activity Spreadsheet and Statements
 - Revenue & Expenditures – major programs
 - D. 990 IRS Returns
 - i) Capital Area Community Action Agency
 - ii) Capital Area Community Action Agency Holdings
- VI. Head Start 2019-20 Budget – Revised
- VII. Personal Identifying Information Policy Updates
 - A. Audit Response
 - B. Orientation and Training Policies
- VIII. CSBG Operational Standards
 - A. Customer Survey Results
- IX. Chief Operating Officer's Report
 - A. Program Updates
- X. Chief Executive Officer's Report
- XI. Chair's Report
 - A. CEO – Annual Evaluation
- XII. Adjournment

Next Executive Committee Meeting 08/27/2019 - 5:30 pm – 309 Office Plaza Drive

Next Board of Directors Meeting 09/24/2019 – 6:00 pm – Ghazvini Center for Healthcare Education



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Capital Area Community Action Agency

Board of Directors Meeting Minutes May 28, 2019

Members in Attendance:

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

CACAA Staff:

Tim Center
Margaret Watson
Stephanie Sgouros
Kristin Reshard

Members Absent: Mr. Jennings and Ms. Johnson

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

Mr. Center requested members make formal introductions: Ms. Messersmith, Wakulla County BOCC, Ms. Watson, Community Action, Pam Ridley, Business Owner (Sentry Storage), Nina Self, COO, Community Action, Kara Smith, Treasurer, Ms. McElroy, Chair, Gulf County, Tim Center, CEO, Community Action, Stephanie Sgouros, Finance Director, Lisa Edgar, Attorney, Kristin Reshard, Community Action, Shanetta Keel, Guest.

Board Representatives

The Chair asked for a motion to seat Ms. Messersmith on the Board. Ms. Edgar made a motion to seat Ms. Messersmith on the Board. It was seconded by Ms. Smith and unanimously approved.

Building Better Boards

Ms. Edgar gave a report on Building Better Boards Training. She said that her take away from the training emphasized the importance that Board members are to be conversant of the mission, budget, funding and purpose. Board members are to know their roles which are different from staff, as well as advocate for the Agency. She also said she attended a session lead by SACS Communication who offered information on emergency communication engaging the community and media which was very informational.

Ms. Ridley said that what she drew from the speaker was that failure was not an option as a Board. He said your mission statement should be on your agenda at every meeting. She said that very few Boards have diversity on the Board and that Boards very seldom changes.

ACTION ITEMS

Review of Minutes

The Chair asked for a motion to approve the minutes of March 26, 2019. Ms. Smith made a motion to accept the minutes. Seconded by Ms. Ridley and unanimously approved.



United Way of the Big Bend

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FISCAL

September Closeout

Ms. Sgouros gave the September 31, 2018, closeout. She said that we were at the fiscal year end, and expected the year-to-date actual expenses and revenue to be around 100% for the annual budget. However, at year end, the Year to Date Actual Revenue and Expenses are both 93%, with a net income for \$10,122, of mostly admin funds. Year to Date in-kind and non-federal share match was \$868,970 at 100.3% of the \$866,176 total match required for the fiscal year. She said that we have two new line-items over budget: (1) Fringe benefits due to the increase in hiring full/part-time staff; (2) Copies/Printing/Copier/Maintenance due to the increase in usage.

Mr. Center added that the Head Start Grant totaled about \$4M of what we are required to match at 20% of \$800K, for services, in-kind contributions, and fund raisers to support the grant.

March 2019

Ms. Sgouros gave the March 31, 2019, financial report. She said that we have completed six months of the fiscal year and as a benchmark expect the year-to-date expenses and revenue to be around 50% of the annual budget with some Head Start expenses closer to 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 County Fire Victims fund. Revenue and Expenses are right where we expected to be at this point in the year.

The Year to Date Non-Federal Share (NFS) March totals \$440,745 or 51% of the \$866,176 total match required for the fiscal year ending September 30, 2019, with expectation of NFS to be in the 50% to 60% range at this point in the year.

Ms. Smith requested clarification on budget items 6850, 6855, 6710 and 6715. Ms. Sgouros explained that we wanted to track the expenditures on how much is being spent.

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

STRATEGIC PLANNING

Mr. Center reported on the strategic planning session. He asked the Board to provide comments on the two issues, Mother's in poverty and Children in poverty. We are working with other parents to combine our resources. He asked that the Board give feedback in order to submit to DEO.

Mr. Center stated that the strategies we use will assist our communities. The Getting Ahead Program frequently focuses on mothers. When the Board provides input it helps us to meet our goals.

Ms. Ridley asked if we are working with other organizations to achieve the strategic goals. Mr. Center said that he is working with the community college to see if they can pilot a program in the future.

Ms. Edgar questioned Single mothers and Single fathers, as this could be seen as gender discrimination. Ms. Edgar said it is important to see data with the issues and concerns. She asked that data be provided as backup to eliminate any concerns later.

We are asking the Board to adopt the Strategic Plan Priorities. Mr. Center said we will provide more details and plans at the upcoming Board meeting.

Ms. Edgar made a motion to adopt the Strategic Plan Priorities. It was seconded by Ms. Smith, and unanimously approved.

FINANCIAL AUDIT REPORT

Ms. Sgouros reported that they have not completed the budget but are about 1-month from the upload which should be done by June 30, 2019. This will be the official end of the audit which requires a two part authentication. She said the two parts include financials and audit act reports for our various programs (state and federal).

Mr. Center said the auditors will report at the next meeting in July.

HEAD START READINESS ACTION

Mr. Center reported that DOE released the kindergarten rate. The readiness rate measures how well a VPK provider has prepared 4-year olds for kindergarten. The matrix of our program is not meeting standards, and our scores have been low.

Ms. Edgar asked is there anything as a Board we can do to help with the program.

Mr. Center said that we should receive a lease from South City this week. The lease amount will decrease with improvements to the playground area.

PROGRAM UPDATES

Ms. Self presented program updates. She said that she would meet with the Chair to discuss CEO Performance Goals.

She said a Letter of Intent was given to all the Head Start Centers employees to assess who would be returning. All teachers will return with the exception of one teacher during the fall.

Ms. Deborah 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 in a similar position.

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

LIHEAP

In the month of March we have serviced 330 households.

WEATHERIZATION

Our contract goes through 2017 through 2020. The units projected are 152 with 38 completed and 19 in progress.

CSBG

Ms. Self reported that we currently have four (4) Getting Ahead classes in session: Gadsden, Leon and Wakulla, and Jefferson and we continue to recruit for Calhoun, Franklin. She said that we anticipate those classes to begin in May, with 23 participants in our Staying Ahead program.

The 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. Financial Literacy Session Part two will be held May 29-30, 2019, 9:00 AM - 12:00 PM at Care Pointe Health and Wellness Center.

HEAD START

Ms. Self reported that Head Start COLA has been approved. It will be issued in June 2019.

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.

The Head Start Gala is May 31, 2019, at the Capital City County Club from 6:30 PM – 10:30 PM.

CEO

The roof at 309 Office Plaza is being replaced.

We have new mobile homes coming in for residents purchased with donated funds for Franklin County. One camper will be purchased by the county for use by a residents as a permanent home. Additional paperwork is being pursued with other clients.

Mr. Center reported that three generators were donated to us by Indian River Weatherization Program. The generators will be located at our Head Start Centers.

Mr. James, Community Family Engagement Manager, was accepted in to the Leadership Tallahassee Program, along with Ms. Kara Smith.

Currently exploring grant writer options for Head Start grant.

Ms. Smith requested an update on the United Way Grant. Mr. Center reported that we have not received any updates.

Meeting adjourned at 8:00 p.m.

Secretary

Date

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

As of May 31, 2019, we have completed seven months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 67% of the annual budget with some Head Start expenses closer to 80%. At month end, the Year to Date Actual Revenue and Expenses are 84% and 76% respectively, with mostly restricted net income of \$637,435 including \$75,000 for the SunTrust award and approximately \$240,000 for the Franklin Co. Fire Victims fund.

Please note that the CSBG, LIHEAP and Weatherization grants have received funding through March 2019, though additional funding through at least the end of the fiscal year is expected. This can cause some percentages to appear skewed, but it is only a timing difference.

Year to Date Non-Federal Share (NFS) Match totals \$577,313 or 66% of the \$881,324 total match required for the fiscal year ending September 30, 2019. We would expect NFS to be in the 65% to 75% 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.

Kitchen Supplies – is over the budget but in line with the numbers from prior year. The total spent in 2017-2018 was \$23,433 – almost twice the budgeted amount for 2018-2019.

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 Eight Months Ending May 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 – will go over budget but is actually \$20,000 under YTD from 2017-2018. The total expense that year was \$169,713.

Registrations – is over budget and some expenses will need to be moved to Training/Staff Development.

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 Eight Months Ended 5/31/2019

		Total Budget	Current Year	Total Budget	
		- Original	Actual	Variance -	%
				Original	
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,525,297	2,761,684	(763,613)	78%
Government Contracts - Federal Indirect	4005	3,209	4,382	1,173	137%
Government Contracts - STATE	4010	2,529,039	2,341,228	(187,811)	93%
Government Contracts - LOCAL	4020	156,500	107,113	(49,387)	68%
Grants - Other Not-for-Profits	4100	25,733	34,611	8,878	134%
Grants - All Other Sources	4120	15,000	90,678	75,678	605%
Contributions	4200	3,500	11,987	8,487	342%
Contributions- Restricted	4210	235,055	286,241	51,186	122%
Special Events	4300	0	4,855	4,855	
Commissions-Vending/Photo	4320	2,000	5,138	3,138	257%
Interest Income	4950	0	867	867	
Fringe Pool Revenue	4960	796,597	576,833	(219,764)	72%
Indirect Pool Revenue	4970	690,118	483,668	(206,450)	70%
Other Revenue	4995	9,750	23,278	13,528	239%
Total Revenue		<u>7,991,798</u>	<u>6,732,562</u>	<u>(1,259,236)</u>	84%
Expenditures					
Salaries & Wages	6010	2,600,298	2,056,949	543,349	79%
Fringe	6110	740,567	576,801	163,766	78%
FICA	6120	200,000	144,099	55,901	72%
Unemployment	6130	45,000	32,216	12,784	72%
Workers Compensation	6140	57,000	38,443	18,557	67%
Health Insurance	6150	415,000	318,847	96,153	77%
Life Insurance	6160	27,000	19,056	7,944	71%
Retirement	6170	39,597	28,358	11,239	72%
Staff Screenings	6180	3,397	657	2,740	19%
Indirect Costs	6210	631,082	490,395	140,687	78%
Travel - In Area	6310	19,296	13,642	5,654	71%
Travel - OUT OF Area	6315	7,085	35	7,050	0%
Office Supplies	6410	15,950	11,394	4,556	71%
Program Supplies	6415	28,061	23,022	5,039	82%
Classroom Supplies	6420	38,246	10,745	27,501	28%
Kitchen Supplies	6430	12,721	16,067	(3,346)	126%
Medical/Dental Supplies	6440	500	270	230	54%
Copies/Printing/Copier	6510	20,902	15,862	5,040	76%
Postage and Delivery Expense	6600	4,093	1,479	2,614	36%
Contractual Services/Professional	6710	323,122	166,800	156,322	52%
Contractual Services - Health/Disabilities	6715	170,870	161,632	9,238	95%
Rent/Space Cost	6810	207,807	209,376	(1,568)	101%
Utilities	6820	68,683	66,167	2,515	96%
General Liability and Property Insurance	6830	42,508	42,813	(304)	101%
Communications	6840	52,968	49,803	3,165	94%
Repairs & Bldg Maintenance- Recurring	6850	91,978	70,589	21,389	77%
Repairs & Bldg Maintenance - Nonrecurring	6855	0	18,187	(18,187)	

Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the Eight Months Ended 5/31/2019

Equipment Maintenance	6910	20,595	16,802	3,793	82%
Vehicle Expense	6920	68,031	50,836	17,195	75%
Equipment Lease	6930	11,738	6,397	5,340	55%
Technology	6940	21,629	16,900	4,729	78%
Fees, Licenses, and Permits	7010	4,075	2,772	1,303	68%
Dues/Subscriptions	7020	14,230	6,842	7,388	48%
Special Events	7110	0	2,849	(2,849)	
Client Assistance	7210	1,668,926	1,172,319	496,607	70%
Expendable Equipment	7320	22,711	7,389	15,321	33%
Registration Fees	7410	9,554	12,682	(3,128)	133%
Meetings/Workshops/Training	7420	35,893	28,441	7,451	79%
Training/Staff Development	7430	42,498	15,193	27,305	36%
Advisory/Board Member Expenses	7440	7,000	2,880	4,120	41%
Advertising	7450	9,350	4,401	4,949	47%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	180,139	162,422	17,717	90%
Legal Expenses	7530	0	852	(852)	
Interest Expense	7610	7,000	0	7,000	0%
Bank Service Charges	7630	<u>3,500</u>	<u>1,447</u>	<u>2,053</u>	41%
Total Expenditures		<u>7,991,798</u>	<u>6,095,127</u>	<u>1,896,671</u>	76%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>637,435</u>	<u>637,435</u>	

Capital Area Community Action Agency
Balance Sheet
For the Eight Months Ended 5/31/2019

	<u>Current Period Balance</u>
Assets	
Petty Cash	860
Cash Operating Hancock Bank	782,806
Cash - Money Market Hancock Bank	75,833
Cash-Bank Restricted	69,523
Cash - Centennial Bank - Restricted	240,636
Grants Receivable	459,612
Property and Equipment Net	<u>227,308</u>
Total Assets	<u>1,856,578</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	78,435
Accrued Leave	49,802
Accrued Wages	96,854
Accrued Fringe Benefits	14,568
Accrued Taxes	7,541
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	493,302
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	400,944
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	725,841
Current Net Income	<u>637,435</u>
Total Net Assets	<u>1,363,276</u>
Total Liabilities and Net Assets	<u>1,856,578</u>

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the 8 Months Ending May 31, 2019

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		44,254			
Grants - Other Not for Profits		8669			
In-Kind Revenue		350,270			
VPK/SR		174,120			
	881,324	577,313	66%	304,011	34%

Capital Area Community Action Agency
Vendor Activity
From 5/1/2019 Through 5/31/2019

May 2019 Head Start Credit Card Expenses

Vendor Name	GI	Code	Transaction Description	Document Description	Effective Date	Expenses
HANCOCK WHITNEY BANK	6920		FUEL FOR CO. CAR	ACCT# XXXX6623- DARREL JAMES	5/27/2019	42.00
HANCOCK WHITNEY BANK	6920		FUEL FOR CO. CAR	ACCT# XXXX6623- DARREL JAMES	5/27/2019	42.00
HANCOCK WHITNEY BANK	6920		TIRE FOR CO. VEHICLE- TRUCK	ACCT# XXXX6623- DARREL JAMES	5/27/2019	115.00
HANCOCK WHITNEY BANK	6920		TIRE FOR CO. VEHICLE- TRUCK	ACCT# XXXX6623- DARREL JAMES	5/27/2019	185.00
HANCOCK WHITNEY BANK	7410		REGISTRATION- TRAINING W/ THE GRAVELY	ACCT# XXXX6623- DARREL JAMES	5/27/2019	265.00
HANCOCK WHITNEY BANK	7440		FOOD FOR ADVISORY COMMITTEE	ACCT# XXXX6623- DARREL JAMES	5/27/2019	50.00
HANCOCK WHITNEY BANK	6715		COUNSELING FOR FRANKLIN STUDENT- TAUTMAN	ACCT# XXXX6982/ FATIMA OLEABHIELE	5/27/2019	40.00
HANCOCK WHITNEY BANK	6715		COUNSELING FOR FRANKLIN STUDENT- TAUTMAN	ACCT# XXXX6982/ FATIMA OLEABHIELE	5/27/2019	40.00
HANCOCK WHITNEY BANK	6715		COUNSELING FOR FRANKLIN STUDENT- TAUTMAN	ACCT# XXXX6982/ FATIMA OLEABHIELE	5/27/2019	40.00
HANCOCK WHITNEY BANK	6850		SAND FOR PLAYGROUND/ SNAKE REPELLANT	ACCT# XXXX6982/ FATIMA OLEABHIELE	5/27/2019	121.84
HANCOCK WHITNEY BANK	6855		DUMP FEE FOR CLEAN UP SO. CITY HEAD START	ACCT# XXXX6982/ FATIMA OLEABHIELE	5/27/2019	11.50
HANCOCK WHITNEY BANK	7430		BOOKS FOR SHANTESHIA RYLES	ACCT# XXXX7303- KRISTIN JACKSON RESHARD	5/27/2019	46.60
HANCOCK WHITNEY BANK	7010		NOTARY RENEWAL	ACCT# XXXX7303/KRISTIN JACKSON-PREPAY	5/14/2019	171.00
HANCOCK WHITNEY BANK	7430		REGION IV LEADERSHIP	ACCT# XXXX7303/KRISTIN JACKSON-PREPAY	5/14/2019	951.48
HANCOCK WHITNEY BANK	7430		SERVSAFE CLASS	ACCT# XXXX7303/KRISTIN JACKSON-PREPAY	5/14/2019	190.89
HANCOCK WHITNEY BANK	7420		PARENT ENGAGEMENT MEETING	ACCT# XXXX8165- NICHELE RICHARDS	5/27/2019	50.00
HANCOCK WHITNEY BANK	7440		POLICY COUNCIL- FOOD	ACCT# XXXX8165- NICHELE RICHARDS	5/27/2019	20.38
HANCOCK WHITNEY BANK	7440		POLICY COUNCIL- FOOD	ACCT# XXXX8165- NICHELE RICHARDS	5/27/2019	105.66
HANCOCK WHITNEY BANK	7440		POLICY COUNCIL- FOOD	ACCT# XXXX8165- NICHELE RICHARDS	5/27/2019	112.35
HANCOCK WHITNEY BANK	7430		REGISTRATION - REG. IV CONFERENCE	ACCT# XXXX7366- NINIA SINGLETON	5/27/2019	650.00
HANCOCK WHITNEY BANK	7430		TRAINING FOR AN TENETTE LARKIN	ACCT# XXXX5180- VENITA TREADWELL	5/27/2019	349.00
HANCOCK WHITNEY BANK	6920		FUEL FOR CO. VEHICLE	ACCT# XXXX8380- ANNE ROBINSON	5/27/2019	5.88
HANCOCK WHITNEY BANK	6410		PADLOCK ANDCHAIN LESS TAX CHARGED	ACCT# XXXX8921- TERRY MUTCH	5/27/2019	72.96
LOWES	6855		ACCT# 82130109084241 FOR MAY 2019	ACCT# 82130109084241 FOR MAY 2019	5/31/2019	12.10
LOWES	6855		ACCT# 82130109084241 FOR MAY 2019	ACCT# 82130109084241 FOR MAY 2019	5/31/2019	22.77
LOWES	6855		ACCT# 82130109084241 FOR MAY 2019	ACCT# 82130109084241 FOR MAY 2019	5/31/2019	37.98
LOWES	6855		LOCK FOR ADMIN HEALTH SUPPLY DOOR	ACCT# 82130109084241 FOR MAY 2019	5/31/2019	14.22
Transactio						3,765.61

3,765.61



HANCOCK
WHITNEY

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank



16321470-003765-0001-0001-2

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

MEMO STATEMENT

Account Number

Statement Date

05-27-19

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

**N0003765

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-03	05-02	24226389123091003230915	5411	WAL-MART #1077 TALLAHASSEE FL	✓ M122.86
05-06	05-04	24231689125091041341314	5251	HARBOR FREIGHT TOOLS 238 TALLAHASSEE FL	✓ M15.98
05-06	05-02	24692169123100190340386	5542	GATE 1194 Q80 TALLAHASSEE FL	✓ M42.00 ←
05-06	05-04	24692169125100453112397	5542	GATE 1194 Q80 TALLAHASSEE FL	✓ M42.00 ←
05-06	05-04	24231689125837000077947	5331	FAMILY DOLLAR #0525 TALLAHASSEE FL	M61.42
05-06	05-03	24226389124400008306019	5411	WAL-MART #4520 TALLAHASSEE FL	✓ M148.04
05-13	05-10	24765019131400004171921	5812	CANOPY ROAD CAFE TALLAHASSEE FL	✓ M150.00 ←
05-21	05-20	24492159140894607979008	7392	PAYPAL *GRAVELYGROU 402-935-7733 CA	✓ M265.00 ←
05-22	05-22	74270849142100010661119	0000	BRANCH PAYMENT - THANK YOU	M2,965.81
05-22	05-21	24445009142001025141715	5532	DISCOUNT-TIRE-CO FLT-01 TALLAHASSEE FL	✓ M115.00 ←
05-24	05-23	24445009144001064090714	5532	DISCOUNT-TIRE-CO FLT-01 TALLAHASSEE FL	✓ M185.00 ←

Recruiting Event held @
Cascades Park

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6/13/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-19	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,047.30
Toll Free 1-800-448-8812		NEW CASH ADVANCES 00
		CREDITS 2,965.81
		STATEMENT TOTAL 1,918.51 cr
		TOTAL IN DISPUTE 00
		CREDIT LIMIT 3,000.00



Visa BusinessCard
Statement of Account
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HANCOCK WHITNEY BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750



16371170 - 005567 - 0001 - 0001 - 2

FATIMA OLEABHIELE
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0005562

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date

05-27-19

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
✓ 05-01	04-30	24988949120017034050560	8011	SACRED HEART HLTH SYS 850-416-4475 FL	M40.00 ✓
✓ 05-06	05-03	24071059124627141283383	5251	MARPAN RECYCLING LLC TALLAHASSEE FL	M11.50 ✓
✓ 05-07	05-06	24431069127400188000990	5251	ACE HDWE APALACHICOLA FL	M121.84 ✓
05-08	05-07	24988949127017036147672	8011	SACRED HEART HLTH SYS 850-416-4475 FL	M40.00 ✓
05-22	05-22	74270849142100010661218	0000	BRANCH PAYMENT - THANK YOU	M894.46 ✓
05-23	05-22	24988949142017035384822	8011	SACRED HEART HLTH SYS 850-416-4475 FL	M40.00 ✓
✓ 05-24	05-23	24013399143003138080810	5999	AWARDS4U TALLAHASSEE FL	M42.95 ✓
✓ 05-27	05-24	24013399144003284606284	5999	AWARDS4U TALLAHASSEE FL	M15.00 ✓

*g/c
6/3/19*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-19	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 311.29
		NEW CASH ADVANCES 00
		CREDITS 894.46
		STATEMENT TOTAL 583.17 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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

**N0007762

MEMO STATEMENT

Account Number

Statement Date

05-27-19

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-06	05-03	24445009123200128647221	5942	FLINTUMIBKSTORE #7859 305-348-2691 FL	M46.60
05-09	05-09	24492159129717525093047	7922	EB CRAWFORDVILLE FL S 801-413-7200 CA	M190.89
05-17	05-16	24431069136722255158107	3640	HYATT REGENCY ATLANTA 8885886308 GA 228978218885886308 ARRIVAL: 08-16-19	M951.48
05-22	05-22	74270849142100010661135	0000	BRANCH PAYMENT - THANK YOU	M1,313.37

5/20 Notary fee \$171⁰⁰ hasn't applied to this statement. Look for on June statement. I was prepaid 5/21/19 to clear credit limit.

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STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
05-27-19	[REDACTED]	NEW PURCHASES AND OTHER CHARGES	1,188.97
CUSTOMER SERVICE CALL		NEW CASH ADVANCES	.00
		CREDITS	1,313.37
Toll Free 1-800-448-8812		STATEMENT TOTAL	124.40 cr
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	2,000.00



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
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|||||
NINA SINGLETON
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0004926

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date
05-27-19

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-03	05-02	24431069122026705879551	9399	FDLE CCHINET 850-410-8161 FL	M24.00 ✓
05-09	05-08	24765429128261282180663	3513	WESTIN CHARLOTTE 704-3752600 NC 2205021 ARRIVAL: 05-08-19	M224.74 ✓
05-10	05-09	24906419129072829335225	5968	SMK*SURVEYMONKEY.COM 971-2445555 CA	M37.00 ✓
05-21	05-20	24493989140200166500046	8299	REGION IV HEAD START 770-490-9198 GA	M650.00 ✓
05-24	05-24	74270849144100010668666	0000	BRANCH PAYMENT - THANK YOU	M1,790.08 ✓

6/13/19

STATEMENT DATE 05-27-19	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 935.74
		NEW CASH ADVANCES .00
		CREDITS 1,790.08
		STATEMENT TOTAL 854.34 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00



**HANCOCK
WHITNEY**

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Issued by Hancock Whitney Bank

HANCOCK WHITNEY BANK
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MEMO STATEMENT

Account Number
[REDACTED]

Statement Date

05-27-19



16321470 - 0099110 - 0001 - 0001 - 2



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

**N0009110

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-07	05-06	24755429127121277447074	8220	TCC CASHIERS OFFICE 850-2018525 FL	M720.00
05-22	05-22	74270849142100010661234	0000	BRANCH PAYMENT - THANK YOU	M655.05
05-23	05-22	24492159142894682740430	8299	PAYPAL *LOVING GUID 402-935-7733 FL	M349.00 ←

6/13/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
05-27-19	[REDACTED]	NEW PURCHASES AND OTHER CHARGES	1,069.00
CUSTOMER SERVICE CALL		NEW CASH ADVANCES	.00
		CREDITS	655.05
Toll Free 1-800-448-8812		STATEMENT TOTAL	413.95
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	4,000.00



HANCOCK WHITNEY BANK
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ANNE ROBINSON
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0009933

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date

05-27-19

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-09	05-08	24399009128295044023870	5732	BEST BUY 00004358 TALLAHASSEE FL 336-16410	✓ M24.99
05-09	05-07	24247609128200136423336	7531	MCDUGALDS SERVICE AND TI BLOUNTSTOWN FL 6310	✓ M36.95
05-20	05-17	24431089138722163816232	3640	GRAND HYATT TAMPA BAY TAMPA FL 22363653 ARRIVAL: 05-13-19 3405-630	✓ M636.00
05-22	05-22	74270849142100010681192	0000	BRANCH PAYMENT - THANK YOU	M984.16
05-23	05-22	24226389143091002864256	5411	WAL-MART #0488 QUINCY FL 3360-2110	✓ M140.00
05-24	05-22	24692169143100884081450	5542	GATE 1194 Q80 TALLAHASSEE FL -	✓ M11.75
05-24	05-23	24445009144400160384579	5411	WM SUPERCENTER #4520 TALLAHASSEE FL 3360	✓ M200.00

gpc
6/3/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-19	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,049.69
		NEW CASH ADVANCES .00
		CREDITS 984.16
		STATEMENT TOTAL 65.53
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
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Statement of Account
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10371470-003595-0001-0001-2

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 TERRY MUTCH
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729

**N0005595

MEMO STATEMENT

Account Number

Statement Date

05-27-19

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-01	04-30	24299109120004002587521	5542	MARATHON PETRO164327 TALLAHASSEE FL - lost receipt	M54.50
05-06	05-03	24692169123100584011031	5542	CHEVRON 0048061 TALLAHASSEE FL	✓M58.00
05-13	05-09	24692169130100346929539	5542	GATE 1194 Q80 TALLAHASSEE FL	✓M55.00
05-20	05-19	24431069139026845088256	5734	ADOBE *ACROPRO SUBS 800-833-6687 CA	✓M24.99
05-20	05-18	24431069138722161474190	3640	GRAND HYATT TAMPA BAY TAMPA FL	✓M795.00
				22422759 ARRIVAL 05-12-19	
05-21	05-20	24512399140028169688628	7542	OASIS EXPRESS WASH TALLAHASSEE FL	✓M17.20
05-22	05-22	74270849142100010661093	0000	BRANCH PAYMENT - THANK YOU	M746.87
05-22	05-20	24316059141548918038202	5542	SHELL OIL 57542530506 TALLAHASSEE FL	✓M50.38
05-24	05-23	24231689144091023012807	5251	HARBOR FREIGHT TOOLS 238 TALLAHASSEE FL	✓M78.43
05-27	05-23	24316059144548001038116	5542	SHELL OIL 57542530506 TALLAHASSEE FL - lost receipt	M54.25

due 6/3/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-19	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,187.75
		NEW CASH ADVANCES 00
		CREDITS 746.87
		STATEMENT TOTAL 440.88
		TOTAL IN DISPUTE 00
		CREDIT LIMIT 2,500.00



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

CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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

Summary of Account Activity		Payment Information	
Previous Balance	\$535.32	New Balance	\$87.07
- Payments	\$535.32	Total Minimum Payment Due	\$25.00
- Other Credits	\$0.00	Payment Due Date	06/28/2019
+ Purchases/Debits	\$87.07		
+ Fees Charged	\$0.00		
+ Interest Charged	\$0.00		
New Balance	\$87.07		
Credit Limit	\$11,000.00		
Available Credit	\$10,912.00		
Statement Closing Date	06/02/2019		
Days in Billing Cycle	31		

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
05/13	05/13	08937	STORE 0417 TALLAHASSEE FL	\$12.10
05/15	05/15	10231	STORE 0716 TALLAHASSEE FL	\$22.77
05/16	05/16	07236	STORE 0417 TALLAHASSEE FL	\$52.20
05/18	05/18		PAYMENT - THANK YOU	(\$535.32)

Handwritten: (37.95 + 14.22)

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

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is EBTT742, 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
Head Start Programs Statement of Revenue and Expenditures
For the Eight Months Ended 5/31/19

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,525,297	2,761,684	(763,613)	78%
Government Contracts - STATE	4010	426,240	551,043	124,803	129%
Government Contracts - LOCAL	4020	53,500	44,254	(9,246)	83%
Grants - Other Not-for-Profits	4100	13,000	8,669	(4,331)	67%
Contributions- Restricted	4210	-	2,157	2,157	
Total Revenue		<u>4,018,037</u>	<u>3,367,807</u>	<u>(650,230)</u>	84%
Expenditures					
Salaries & Wages	6010	1,975,376	1,528,320	447,056	77%
Fringe	6110	562,588	426,247	136,341	76%
Staff Screenings	6180	2,500	245	2,255	10%
Indirect Costs	6210	520,986	384,363	136,622	74%
Travel - In Area	6310	3,500	2,800	700	80%
Travel - Out of Area	6315	500	35	465	7%
Office Supplies	6410	7,500	3,893	3,607	52%
Program Supplies	6415	24,017	22,530	1,487	94%
Classroom Supplies	6420	38,246	10,745	27,501	28%
Kitchen Supplies	6430	12,721	16,067	(3,346)	126%
Medical/Dental Supplies	6440	500	270	230	54%
Copies/Printing/Copier	6510	12,000	9,442	2,558	79%
Postage and Delivery Expense	6600	1,200	552	648	46%
Contractual Services/Professional	6710	15,000	4,624	10,376	31%
Contractual Services - Health/Disabilities	6715	170,837	161,472	9,365	95%
Rent/Space Cost	6810	150,000	166,808	(16,808)	111%
Utilities	6820	62,500	62,213	287	100%
General Liability and Property Insurance	6830	21,000	23,745	(2,745)	113%
Communications	6840	37,530	34,870	2,660	93%
Repairs & Bldg Maintenance- Recurring	6850	75,000	66,405	(9,583)	113%
Repairs & Bldg Maintenance -	6855	-	18,178		
Equipment Maintenance	6910	14,000	12,135	1,865	87%
Vehicle Expense	6920	37,350	19,319	18,031	52%
Equipment Lease	6930	8,500	4,806	3,694	57%
Technology	6940	12,500	11,619	881	93%
Fees, Licenses, and Permits	7010	1,500	1,108	392	74%
Dues/Subscriptions	7020	2,500	2,269	231	91%
Expendable Equipment	7320	5,000	2,412	2,588	48%
Registration Fees	7410	2,000	5,688	(3,688)	284%
Meetings/Workshops/Training	7420	14,850	12,953	1,897	87%
Training/Staff Development	7430	40,998	15,094	25,904	37%
Advisory/Board Member Expenses	7440	2,000	1,504	496	75%
Advertising	7450	2,000	139	1,862	7%
Parent Activities	7460	1,200	-	1,200	0%
Raw Food Cost	7510	180,139	162,422	17,717	90%
Total Expenditures		<u>4,018,037</u>	<u>3,195,291</u>	<u>822,746</u>	80%
Excess Revenue over (under) Expenditures		-	<u>172,516</u>	<u>172,516</u>	

Capital Area Community Action Agency
LIHEAP - Statement of Revenue and Expenditures
From Grant Inception Through 5/31/2019

		Total Budget	Current Year	Total Budget	
		- Original	Actual	Variance -	%
				Original	
Revenue					
Government Contracts - STATE	4010	<u>4,455,344</u>	<u>3,905,657</u>	<u>(549,687)</u>	<u>88%</u>
Total Revenue		<u>4,455,344</u>	<u>3,905,657</u>	<u>(549,687)</u>	<u>88%</u>
Expenditures					
Salaries & Wages	6010	509,204	437,042	72,162	86%
Fringe	6110	145,020	124,470	20,550	86%
Staff Screenings	6180	1,219	364	855	30%
Indirect Costs	6210	134,658	113,604	21,054	84%
Travel - In Area	6310	8,438	5,981	2,457	71%
Travel - Out of Area	6315	5,238	674	4,564	13%
Office Supplies	6410	6,700	3,591	3,109	54%
Copies/Printing/Copier	6510	11,331	9,011	2,320	80%
Postage and Delivery Expense	6600	2,986	1,833	1,153	61%
Contractual Services/Professional	6710	20,000	11,125	8,875	56%
Rent/Space Cost	6810	48,377	47,634	743	98%
Utilities	6820	7,265	3,593	3,672	49%
General Liability and Property Insurance	6830	4,850	5,595	(745)	115%
Communications	6840	20,295	17,796	2,499	88%
Repairs & Bldg Maintenance- Recurring	6850	8,368	4,007	4,361	48%
Equipment Maintenance	6910	6,490	4,225	2,265	65%
Vehicle Expense	6920	6,590	3,568	3,022	54%
Equipment Lease	6930	3,275	1,843	1,432	56%
Technology	6940	10,888	6,018	4,870	55%
Fees, Licenses, and Permits	7010	550	32	518	6%
Dues/Subscriptions	7020	375	175	200	47%
Client Assistance	7210	3,472,859	3,052,164	420,695	88%
Expendable Equipment	7320	13,730	3,474	10,256	25%
Registration Fees	7410	3,400	2,470	930	73%
Meetings/Workshops/Training	7420	2,238	0	2,238	0%
Advertising	7450	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0%</u>
Total Expenditures		<u>4,455,344</u>	<u>3,860,289</u>	<u>595,055</u>	<u>87%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>45,369</u>	<u>45,369</u>	

Capital Area Community Action Agency
 CSBG - Statement of Revenue and Expenditures
 From Grant Inception Through 5/31/2019

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	2,073,710	1,683,200	(390,510)	81%
Total Revenue		<u>2,073,710</u>	<u>1,683,200</u>	<u>(390,510)</u>	81%
Expenditures					
Salaries & Wages	6010	686,720	644,450	42,270	94%
Fringe	6110	195,578	182,658	12,920	93%
Staff Screenings	6180	49	462	(413)	943%
Indirect Costs	6210	181,401	161,251	20,150	89%
Travel - In Area	6310	18,309	10,777	7,532	59%
Travel - Out of Area	6315	32,445	5,307	27,138	16%
Office Supplies	6410	5,600	3,859	1,741	69%
Program Supplies	6415	0	13	(13)	
Copies/Printing/Copier	6510	18,470	5,191	13,279	28%
Postage and Delivery Expense	6600	3,600	1,011	2,589	28%
Contractual Services/Professional	6710	37,400	16,105	21,295	43%
Rent/Space Cost	6810	101,526	76,779	24,747	76%
Utilities	6820	12,000	8,702	3,298	73%
General Liability and Property Insurance	6830	8,321	10,669	(2,348)	128%
Communications	6840	29,980	27,743	2,237	93%
Repairs & Bldg Maintenance- Recurring	6850	13,500	7,423	6,077	55%
Equipment Maintenance	6910	10,600	10,008	592	94%
Vehicle Expense	6920	52,373	36,110	16,263	69%
Equipment Lease	6930	6,200	2,781	3,419	45%
Technology	6940	10,100	7,319	2,781	72%
Fees, Licenses, and Permits	7010	5,951	6,034	(83)	101%
Dues/Subscriptions	7020	14,620	8,318	6,302	57%
Client Assistance	7210	569,904	385,493	184,411	68%
Expendable Equipment	7320	21,926	15,018	6,908	68%
Registration Fees	7410	11,838	9,236	2,602	78%
Meetings/Workshops/Training	7420	10,700	13,780	(3,080)	129%
Advertising	7450	14,600	3,042	11,558	21%
Total Expenditures		<u>2,073,710</u>	<u>1,659,540</u>	<u>414,171</u>	80%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>23,660</u>	<u>23,660</u>	

Capital Area Community Action Agency
WAP - Statement of Revenue and Expenditures
From Grant Inception Through 5/31/2019

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>1,315,013</u>	<u>521,872</u>	<u>(793,141)</u>	40%
Total Revenue		<u>1,315,013</u>	<u>521,872</u>	<u>(793,141)</u>	40%
Expenditures					
Salaries & Wages	6010	234,312	131,860	102,452	56%
Fringe	6110	66,732	37,554	29,178	56%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	60,493	33,645	26,847	56%
Travel - In Area	6310	16,000	6,243	9,757	39%
Office Supplies	6410	4,000	1,219	2,781	30%
Copies/Printing/Copier	6510	1,800	810	990	45%
Postage and Delivery Expense	6600	750	228	522	30%
Contractual Services/Professional	6710	20,692	2,500	18,192	12%
Rent/Space Cost	6810	9,219	4,220	4,999	46%
Utilities	6820	0	934	(934)	
General Liability and Property Insurance	6830	27,237	13,211	14,026	49%
Communications	6840	5,750	2,890	2,860	50%
Repairs & Bldg Maintenance- Recurring	6850	6,375	723	5,653	11%
Equipment Maintenance	6910	0	1,334	(1,334)	
Vehicle Expense	6920	13,750	7,719	6,031	56%
Equipment Lease	6930	500	319	181	64%
Technology	6940	400	192	208	48%
Fees, Licenses, and Permits	7010	1,125	398	727	35%
Dues/Subscriptions	7020	12,750	5,325	7,425	42%
Client Assistance	7210	799,222	236,081	563,141	30%
Expendable Equipment	7320	3,250	930	2,321	29%
Registration Fees	7410	0	1,226	(1,226)	
Meetings/Workshops/Training	7420	29,706	12,307	17,399	41%
Advertising	7450	<u>750</u>	<u>264</u>	<u>486</u>	35%
Total Expenditures		<u>1,315,013</u>	<u>502,133</u>	<u>812,880</u>	38%
Excess Revenue over (under) Expenditures		(0)	<u>19,739</u>	<u>19,739</u>	

Capital Area Community Action Agency

TO: TIM CENTER, CEO
 FROM: Nina Self, COO
 DATE: July 18, 2019
 RE: Narrative to Head Start Budget Revision

The following is the outline of proposed adjustments made to the Head Start budget that was approved by the Board and Policy Council in June, 2019.

EXPENDITURES

Salaries & Wages, Fringe and Indirect Costs – Approximately three years ago Pre-Service Training for Center staff changed from one week to two weeks prior to school starting. That meant we had to pay salary and benefits for staff for an extra 40 hours annually. After talking with staff it was decided that we would return to only one week of Pre-Service Training for Center staff, and the Head Start Administrative Staff would also have one week of unpaid leave during the fiscal year. This would reduce the Salaries & Wages, Fringe and Indirect budget lines. The revision also includes a projected increase in the Fringe rate (from .2848 to .2898), and a decrease in the Indirect Cost Rate (from .20 to .18).

Two positions were also cut from the budget:

Maintenance Worker – In 2016 Head Start added the new position of Maintenance Worker as a 40 hour per week, full-time position. Prior to this we used on-call maintenance workers on an as-needed basis. After the resignation of the person in this position we reevaluated our need and resources, and determined that it may be best to return to contracting this function out. We are currently using a local service that was referred to us to prepare the centers for the school opening.

Individualization Specialist – This was a part-time, up to 20 hours per pay period position to assist the teaching staff in Franklin County with individualizing the lessons for students with IEP's and disabilities. This function will now be handled by our current Education Team that provides this service in Leon and Jefferson counties.

Category		2019/20 Approved	2019/20 Revised	Difference	2018/19 Allocation
Salaries & Wages	6010	2,007,785	1,978,916	(28,869)	2,072,284
Fringe (.2898)	6110	571,818	573,490	1,672	569,559
Indirect (.18)	6210	515,919	459,433	(56,486)	542,917
Net Change				(83,683)	



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The reduction in these areas allowed us to reallocate funds as follows:

Category		2019/20 Approved	2019/20 Revised	Difference	2018/19 Allocation
Office Supplies	6410	6,000	7,438	1,438	7,500
Classroom Supplies ¹	6420	27,000	58,000	31,000	38,246
Medical/Dental Supplies	6440	760	1,500	740	500
Copies/Printing	6510	14,000	15,250	1,250	12,000
Postage & Delivery	6600	950	1,200	250	1,200
Contractual Services – Professional ²	6710	12,000	31,000	19,000	15,000
Contractual Services – Health & Disabilities	6715	154,367	165,772	11,405	169,837
Rent/Space Cost	6810	220,862	223,862	3,000	178,491
Utilities	6820	86,000	85,000	(1,000)	62,500
General Liability	6830	26,000	25,000	(1,000)	21,000
Communications	6840	46,000	40,000	(6,000)	37,530
Maintenance - Recurring	6850	86,000	90,000	4,000	75,000
Maintenance – Non-recurring	6855	13,996	20,000	6,004	0
Equipment Maintenance	6910	16,000	15,000	(1,000)	14,000
Technology	6940	15,000	18,241	3,241	12,500
Registration Fees	7410	13,134	13,134	0	2,500
Meetings/Workshops/Trainings	7420	400	400	0	4,250
Staff Development	7430	27,864	32,863	4,999	40,998
Advisory/Board Member Expenses	7440	2,000	1,500	(500)	2,000
Advertising	7450	2,000	4,000	2,000	2,000
Raw Food Cost	7510	186,440	191,296	4,856	180,131
Net Change				83,683	

¹Supplies \$1,000/classroom; upgrade curriculum materials

²Increase Contractual Services Professional for new building maintenance contract

Capital Area Community Action Agency
 Difference Between Approved vs. Revised Head Start Budget
 Fiscal Year 10/1/19 - 9/30/20

	A	B	S	T	U
1					
			APPROVED HEAD START BUDGET (All Funding Sources)	REVISED HEAD START BUDGET (All Funding Sources)	DIFFERENCE
2					
3	Revenue				
4	Government Contracts - FEDERAL	4000	3,525,297		
5	Government Contracts - STATE & LOCAL		629,636		
6	Other		-		
7	Total Revenue		4,154,933	4,154,933	-
8					
9	Expenditures				
10	Salaries & Wages - Head Start	6010	2,007,785	1,978,916	(28,869)
11	Fringe - Head Start	6110	571,818	573,490	1,672
12	Staff Screenings	6180	1,400	1,400	-
13	Indirect Costs - Head Start	6210	515,919	459,433	(56,486)
14	Travel - In Area	6310	4,500	4,500	-
15	Office Supplies	6410	6,000	7,438	1,438
16	Program Supplies	6415	27,985	27,985	-
17	Classroom Supplies	6420	27,000	58,000	31,000
18	Kitchen Supplies	6430	23,043	23,043	-
19	Medical/Dental Supplies	6440	760	1,500	740
20	Copies/Printing/Copier Maintenance/Toner/Paper	6510	14,000	15,250	1,250
21	Postage and Delivery Expense	6600	950	1,200	250
22	Contractual Services/Professional	6710	12,000	31,000	19,000
23	Contractual Services – Health/Disabilities	6715	154,367	165,772	11,405
24	Rent/Space Cost	6810	220,862	223,862	3,000
25	Utilities	6820	86,000	85,000	(1,000)
26	General Liability and Property Insurance	6830	26,000	25,000	(1,000)
27	Communications	6840	46,000	40,000	(6,000)
28	Repairs and Maintenance- Building - Recurring	6850	86,000	90,000	4,000
29	Repairs and Maintenance- Building - Non-Recurring	6855	13,996	20,000	6,004
30	Equipment Maintenance	6910	16,000	15,000	(1,000)
31	Vehicle Expense	6920	26,000	26,000	-
32	Equipment Lease	6930	8,600	8,600	-
33	Technology	6940	15,000	18,241	3,241
34	Fees, Licenses, and Permits	7010	1,500	1,500	-
35	Dues/Subscriptions	7020	2,500	2,500	-
36	Special Events	7110	2,000	2,000	-
37	Expendable Equipment	7320	3,910	3,910	-
38	Registration Fees	7410	13,134	13,134	-
39	Meetings/Workshops/Training	7420	400	400	-
40	Staff Development	7430	27,864	32,863	4,999
41	Advisory/Board Member Expenses	7440	2,000	1,500	(500)
42	Advertising	7450	2,000	4,000	2,000
43	Parent Activities	7460	1,200	1,200	-
44	Raw Food Cost	7510	186,440	191,296	4,856
45					
46	Total Expenditures		4,154,933	4,154,933	(0)

Capital Area Community Action Agency

July 10, 2019

Debra K. Clark, CPA, CIGA, CISA
Director of Audit
Department of Economic Opportunity
107 E. Madison St.
Tallahassee, FL 32399

Dear Ms. Clark:

Please accept this management response to the Audit of Personally Identifiable Information Internal (PII) Control Practices at the Capital Area Community Action Agency (CACAA or Agency). Per your instructions, the response will acknowledge the findings, corrective action and anticipated timelines.

Finding 1: CACAA had not established a comprehensive security awareness training program to facilitate all Agency employees' ongoing education and training on security responsibilities and the handling of sensitive and confidential information.

Agency Response: We concur that the Agency does not have a comprehensive training program. Our Agency provides an orientation to every new employee hired. The Employee Policy and Procedures Manual includes provisions regarding the confidentiality of client information. Each employee has signed an acknowledgement of receiving the manual. The New Employee Orientation process will be amended to include specific training regarding the confidentiality and handling of personal identifying information. This new Orientation training will be in place by August 31, 2019. Also, the Agency conducts an annual staff meeting in the fall. This annual meeting will now include a review of the policies and procedures regarding the handling of personal identifying information.

Finding 2: CACAA did not have a written PII breach response plan that includes policies and procedures for reporting, investigating, managing and documenting a PII data breach.

Agency Response: We concur that the Agency does not have a PII breach response plan. Management is reviewing policies of other organizations in preparation of a new policy to be reviewed and adopted by the Board of Directors at their regularly-scheduled meeting on July 30, 2019.

Finding 3: CACAA did not timely remove IT access privileges of a user who separated from employment or when the access to the IT resource was no longer needed.

Agency Response: The Agency acknowledges that there was an anomaly with a single former employee who was not immediately removed from having access to the Agency's online client information system. This was an employee who temporarily separated from the Agency and returned within days. Her online access was terminated within five days of her permanently leaving the Agency's employment. Usually,



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access is discontinued within 24-hours of the separation of employment. The Agency is drafting a formal statement for the program policy and procedures manuals to address this practice. This should be drafted in place in time for consideration and approval by the Board of Directors at its regularly scheduled meeting on July 30, 2019.

Finding 4: CACAA did not have a formal process for access authorizations or use access authorization forms for employees to gain access to the Agency's information system.

Agency Response: While employees must sign a form acknowledging receipt of the Employee Policy and Procedures manual that includes provisions regarding the confidentiality of personal identifying client information, we acknowledge that there is not a specific authorization form. The Agency is drafting a formal authorization form for use with all employees and new hires. The form will be part of the new Employee Orientation and be added to all personnel files once completed. The form should be ready for consideration and approval by the Board of Directors at its regularly scheduled meeting on July 30, 2019.

Finding 5: Periodic user access reviews did not occur on user accounts that access the LIHEAP client PII.

Agency Response: We concur that there is no review process. The Agency will adopt a formal policy to provide for an annual review by program managers of users with access to personal identifying information. This policy should be ready for consideration and approval by the Board of Directors at its regularly scheduled meeting on July 30, 2019.

Finding 6: Certain security controls related to user authentication and transmission of electronic data need improvement.

Agency Response: We concur that there is a need to review available measures to ensure the confidentiality of personal identifying information. Agency management is reviewing with its Information Technology vendor the available steps that we can take to ensure the confidentiality of client information. This review should be completed and any necessary actions taken by August 31, 2019.

In closing, we thank the Department for the opportunity to learn more about the matter of personal identifying information and cybersecurity. We learned a lot during the review. We are especially thankful for and commend Mr. Richard Pearson and Ms. Tingting Fan for their professional and considerate handling of the entire audit.

Sincerely,



Tim Center, Esq.
Chief Executive Officer

Identifying & Securing Personally Identifiable Information

Procedure

Community Action employees, in the course of their normal job responsibilities, will come into contact with Personally Identifiable Information (PII). It is important for employees to understand their roles in the collection and storage of PII.

1. Purpose

The purpose of this procedure is to provide details on how to identify and handle Personally Identifiable Information (PII), the process of securely storing any PII that the organization is required to maintain, and what to do in the event of a disclosure of PII.

2. Scope

All staff, employees and entities working on behalf of **Community Action** who are using **Community Action** owned or personally-owned computer or workstations that are connected to the **Community Action** network are subject to this procedure.

3. Procedure

Identifying PII

There are two (2) types of Personally Identifiable Information (PII) and identification of each type will dictate the actions needed to ensure its safety and integrity.

- Public PII

This is information that is available in public sources such as telephone books, employee directories, public websites, etc. The following information can be considered Public PII:

- First and Last Name
- Address
- Work Telephone Number
- Work email address
- Home telephone number
- General educational credentials
- Student email address(es)*
- Photos and videos

*Note: Student email addresses can be considered directory info under the Family Educational Rights and Privacy Act (FERPA) and could be included on this list if there is no written request to withhold student directory information. In general, it would be best to consider ANY student information as protected until the existence of a request to withhold student directory information is verified or disproved.

- Protected PII

This is defined as any information which, if lost, compromised or disclosed without authorization could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. It includes any one or more of the types of information that are outlined below:

- Social Security Number
- Username and password
- Passport number
- Alien registration number
- Credit card number
- Clearances
- Banking information
- Biometrics
- Date and place of birth
- Mother's maiden name
- Criminal, medical and financial records
- Educational transcripts*
- Photos and video including any of the above

*Note: Educational transcripts do fall under FERPA guidelines, please see the FERPA Compliance procedure for details.

Maintaining PII

During the course of normal job responsibilities, employees may come in contact with either Public or Protected PII, either already existing in the **Community Action** network, or as part of a business process. Because Protected PII requires special handling due to potential risk associated with its disclosure, it is important to 1) verify the need for the existence of PII in the **Community Action** network and 2) ensure that the information is properly secured.

- Verifying the need to collect PII

Best practice dictates that an organization only collects the least amount of information in order to follow standard business procedures. Caution should especially be taken when collecting Protected PII. The need to collect the information should be periodically reviewed, and if deemed unnecessary, the procedures should be altered to reflect the change.

- Collection Procedures

If PII does need to be collected, employees have certain responsibilities in making sure the data is secured. Any written information as a result of a phone conversation must be destroyed via shredding. Physical files that contain PII should be locked in a secure cabinet or room when not being actively viewed or modified. Any PII data collected should not be stored on the local workstation; it would need to reside in OneDrive, where it is encrypted and backed up.

- Verifying the need to store PII

Whenever PII is found residing in the **Community Action** network, a determination needs to be made regarding whether the information is needed for an existing business practice, or if it can be securely disposed. If the information does need to be retained, please contact the **Community Action** department for guidance on the best means to secure or dispose of the information properly.

Maintaining PII (cont.)

- Authorized dissemination of PII

In the event an outside entity would need to have any data that includes Protected PII, said entity would need to confirm that they understand the sensitivity of the information, and the need to properly safeguard it. Once it leaves the **Community Action** network, the **[department]** team cannot guarantee its security. Transport of data should be done through secure means (ideally shared through OneDrive; otherwise encryption or secured transport are necessary.)

- Unauthorized dissemination of PII

In the event of an unauthorized disclosure or access of PII:

- Report the incident to your direct supervisor
- Send an email to **[support@email.com]**
 - Do NOT forward any compromised information in the email
 - Include the location of the information (email or network location)
 - If email, include the sender and subject (unless the subject contains the PII)
 - Include any other relevant details, such as location and contact phone number
- Comply with the instructions from the Incident Response Team

4. Enforcement

This procedure is for your protection. Violation of this procedure could be reported to the appropriate supervisor and could be subject to potential disciplinary action, up to and including termination.

5. Exceptions

Limited exceptions to the procedure must be approved by the **Community Action**.

6. Definitions

- Personally Identifiable Information (PII): Information which can be used to distinguish or trace an individual's identity, such as his/her name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.
- FERPA: The Family Educational Rights and Privacy Act of 1974 sets forth requirements regarding the rights of students and the obligations of institutions to ensure the privacy and accuracy of education records.

FY 2019 CSBG ORGANIZATIONAL STANDARDS

	Due	Org Standard	Standard Number	Completed	
1	January	By-Laws	5.4	√	
2	January	Board Training	5.8	√	
3	January	Community Wide Needs Assessment	3.1		
4	February	Strategic Planning Session (Preparation)		√	
5	March	Strategic Planning to be adopted	6.4	√	
6	March	CEO Review	7.4-7.5	√	
7	May	Head Start Grant Preparation - due in July		√	
8	July	Risk Assessment	4.6		
9	July	Audit	8.3-8.4	√	
10	July	Quarterly Surveys (Customer service and service needs)	1.3	√	
11	September	Conflict of Interest	5.6		
12	September	Budget Approval	8.9		
13	November	IS Survey Results	9.4		
14	November	FFY2020 Org Standards - due			

Customer Service Survey Results 10/1/18-07/17/19

LEON

	Return Client		Another Agency		Advertising		Website		Other Agencies	TOTAL
	Actual	%	Actual	%	Actual	%	Actual	%		
1 How Did You Find out About this Agency?	1032	75%	102	7%	125	9%	110	8%		1369
2 How long did it take to schedule your appointment through the phone?	First Day I tried									
	Actual	%	Actual	%	Actual	%	Actual	%		
	961	70%	265	19%	66	5%	80	6%		1372
3 How quickly were you seen by your Intake specialist?	Within 15 Minutes of Appt. Time									
	Actual	%	Actual	%						
	1255	90%	144	10%						1399
5 Have You Been Here Before?	YES									
	Actual	%	Actual	%						
	1103	80%	269	20%						1372
6 Had you worked with this person before?	YES									
	Actual	%	Actual	%						
	508	38%	831	62%						1339
7 What kind of assistance did you need?	Electric Bill/Utilities									
	Actual	%	Actual	%	Actual	%	Actual	%	Other	
	1256	92%	108	8%	6	0%				1370
8 Did you know what documents to bring?	YES									
	Actual	%	Actual	%						
	1327	99%	16	1%						1370
9 Were we able to assist you directly with your issue?	YES									
	Actual	%	Actual	%						
	1352	99%	18	1%						1370
10 If not, were we able to suggest another agency for referral?	YES									
	Actual	%	Actual	%	Actual	%	Actual	%		
	302	59%	209	41%						511
11 How attentive was staff to your needs?	NOT VERY									
	Actual	%	Actual	%	Actual	%	Actual	%		
	15	1%	26	2%	1227	97%				1268
12 How understanding was staff to your needs?	NOT VERY									
	Actual	%	Actual	%	Actual	%	Actual	%		
	14	1%	59	4%	1249	94%				1322
13 How knowledgeable was staff?	NOT VERY									
	Actual	%	Actual	%	Actual	%	Actual	%		
	14	1%	49	4%	1254	95%				1317
14 Were you treated with respect?	YES									
	Actual	%	Actual	%	Actual	%	Actual	%		
	1290	99%	13	1%						1303
15 How satisfied were you with our service?	NOT VERY									
	Actual	%	Actual	%	Actual	%	Actual	%		
	11	1%	42	3%	1260	96%				1313

CALHOUN

1 How Did You Find out About this Agency?	Return Client		Another Agency		Advertising		Website		Other Agencies	TOTAL
	Actual	%	Actual	%	Actual	%	Actual	%		
2 How long did it take to schedule your appointment through the phone?	65	75%	12	14%	9	10%	1	1%		87
	First Day I tried									
3 How quickly were you seen by your Intake specialist?	Actual	%	Actual	%	4-7 Days		More than a Week			TOTAL
	51	57%	30	33%	7	8%	2	2%		90
5 Have You Been Here Before?	Within 15 Minutes of Appt. Time									
	Actual	%	Actual	%	NO					TOTAL
6 Had you worked with this person before?	84	95%	4	5%						88
	Actual	%	Actual	%						TOTAL
7 What kind of assistance did you need?	72	79%	19	21%						91
	Actual	%	Actual	%	NO					TOTAL
8 Did you know what documents to bring?	47	54%	40	46%						87
	Electric Bill/Utilities									
9 Were we able to assist you directly with your issue?	Actual	%	Actual	%	Rental Assistance		Other			TOTAL
	85	86%	7	7%	7	7%				99
10 If not, were we able to suggest another agency for referral?	YES									
	Actual	%	Actual	%	NO					TOTAL
11 How attentive was staff to your needs?	88	100%	0	0%						88
	Actual	%	Actual	%	NO					TOTAL
12 How understanding was staff to your needs?	86	99%	1	1%						87
	Actual	%	Actual	%	NO					TOTAL
13 How knowledgeable was staff?	54	90%	6	10%						60
	NOT VERY									
14 Were you treated with respect?	Actual	%	Actual	%	AVERAGE		VERY			TOTAL
	1	1%	11	13%	74	86%				86
15 How satisfied were you with our service?	Actual	%	Actual	%	AVERAGE		VERY			TOTAL
	0	0%	11	13%	72	87%				83
16 How satisfied were you with our service?	NOT VERY									
	Actual	%	Actual	%	AVERAGE		VERY			TOTAL
17 How satisfied were you with our service?	0	0%	11	13%	76	87%				87
	Actual	%	Actual	%	NO					TOTAL
18 How satisfied were you with our service?	87	100%	0	0%						87
	Actual	%	Actual	%	AVERAGE		VERY			TOTAL
19 How satisfied were you with our service?	0	0%	10	11%	78	89%				88
	Actual	%	Actual	%	AVERAGE		VERY			TOTAL

FRANKLIN

	Return Client		Another Agency		Advertising		Website		Other Agencies	TOTAL
	Actual	%	Actual	%	Actual	%	Actual	%		
1 How Did You Find out About this Agency?	85	79%	9	8%	12	11%	1	1%		107
2 How long did it take to schedule your appointment through the phone?	First Day I tried		2-3 Days		4-7 Days		More than a Week			TOTAL
3 How quickly were you seen by your Intake specialist?	89	82%	9	8%	5	5%	6	6%		109
5 Have You Been Here Before?	Within 15 Minutes of Appt. Time		More than 15 minutes							TOTAL
	99	89%	12	11%						111
6 Had you worked with this person before?	YES		NO							TOTAL
	87	79%	23	21%						110
7 What kind of assistance did you need?	YES		NO							TOTAL
	21	18%	93	82%						114
8 Did you know what documents to bring?	Electric Bill/Utilities		Rental Assistance		Other					TOTAL
	108	94%	3	3%	4	3%				115
9 Were we able to assist you directly with your issue?	YES		NO							TOTAL
	103	97%	3	3%						106
10 If not, were we able to suggest another agency for referral?	YES		NO							TOTAL
	104	98%	2	2%						106
11 How attentive was staff to your needs?	NOT VERY		AVERAGE		VERY					50
	31	62%	19	38%						TOTAL
	1	1%	3	3%	107	96%				111
12 How understanding was staff to your needs?	NOT VERY		AVERAGE		VERY					TOTAL
	0	0%	4	4%	105	96%				109
13 How knowledgeable was staff?	NOT VERY		AVERAGE		VERY					TOTAL
	0	0%	4	4%	107	96%				111
14 Were you treated with respect?	YES		NO							TOTAL
	108	98%	2	2%						110
15 How satisfied were you with our service?	NOT VERY		AVERAGE		VERY					TOTAL
	0	0%	3	3%	108	97%				111

GADSDEN

1 How Did You Find out About this Agency?	Return Client		Another Agency		Advertising		Website		Other Agencies	TOTAL
	Actual	%	Actual	%	Actual	%	Actual	%		
2 How long did it take to schedule your appointment through the phone?	38	72%	10	19%	3	6%	2	4%		53
	First Day I tried									
3 How quickly were you seen by your intake specialist?	26	49%	16	30%	6	11%	5	9%		53
	Within 15 Minutes of Appt. Time									
5 Have You Been Here Before?	53	100%	0	0%						TOTAL
	YES									
6 Had you worked with this person before?	40	77%	12	23%						52
	YES									
7 What kind of assistance did you need?	21	38%	34	62%						TOTAL
	Electric Bill/Utilities									
8 Did you know what documents to bring?	49	92%	1	2%	3	6%				53
	YES									
9 Were we able to assist you directly with your issue?	53	100%	0	0%						TOTAL
	YES									
10 If not, were we able to suggest another agency for referral?	31	100%	0	0%						31
	YES									
11 How attentive was staff to your needs?	15	79%	4	21%						TOTAL
	NOT VERY									
12 How understanding was staff to your needs?	0	0%	3	6%	49	94%				52
	NOT VERY									
13 How knowledgeable was staff?	0	0%	3	6%	49	94%				52
	NOT VERY									
14 Were you treated with respect?	0	0%	2	4%	50	96%				52
	YES									
15 How satisfied were you with our service?	52	100%	0	0%						TOTAL
	NOT VERY									
AVERAGE										
VERY										

GULF

1 How Did You Find out About this Agency?	Return Client		Another Agency		Advertising		Website		Other Agencies	TOTAL
	Actual	%	Actual	%	Actual	%	Actual	%		
2 How long did it take to schedule your appointment through the phone?	57	73%	8	10%	10	13%	3	4%		78
	First Day I tried									
3 How quickly were you seen by your Intake specialist?	Actual	%	Actual	%	4-7 Days		More than a Week			TOTAL
	55	69%	16	20%	7	9%	2	3%		80
5 Have You Been Here Before?	Within 15 Minutes of Appt. Time									
	Actual	%	Actual	%						TOTAL
6 Had you worked with this person before?	69	88%	9	12%						78
	YES									
7 What kind of assistance did you need?	Actual	%	Actual	%						TOTAL
	57	72%	22	28%						79
8 Did you know what documents to bring?	NO									
	Actual	%	Actual	%						TOTAL
9 Were we able to assist you directly with your issue?	26	34%	51	66%						77
	Electric Bill/Utilities									
10 If not, were we able to suggest another agency for referral?	Actual	%	Actual	%	Other					TOTAL
	79	94%	3	4%	2	2%				84
11 How attentive was staff to your needs?	YES									
	Actual	%	Actual	%						TOTAL
12 How understanding was staff to your needs?	78	99%	1	1%						79
	NO									
13 How knowledgeable was staff?	Actual	%	Actual	%	VERY					TOTAL
	32	82%	7	18%						39
14 Were you treated with respect?	NOT VERY									
	Actual	%	Actual	%	VERY					TOTAL
15 How satisfied were you with our service?	0	0%	7	9%	73	91%				80
	AVERAGE									
16 How satisfied were you with our service?	Actual	%	Actual	%	VERY					TOTAL
	0	0%	5	6%	73	94%				78
17 How satisfied were you with our service?	YES									
	Actual	%	Actual	%						TOTAL
18 How satisfied were you with our service?	79	100%	0	0%						79
	NOT VERY									
19 How satisfied were you with our service?	Actual	%	Actual	%	VERY					TOTAL
	1	1%	6	8%	72	91%				79

JEFFERSON

	Return Client		Another Agency		Advertising		Website		Other Agencies	TOTAL
	Actual	%	Actual	%	Actual	%	Actual	%		
1 How Did You Find out About this Agency?	78	79%	8	8%	10	10%	3	3%		99
2 How long did it take to schedule your appointment through the phone?	First Day I tried		2-3 Days		4-7 Days		More than a Week			TOTAL
3 How quickly were you seen by your Intake specialist?	61	65%	25	27%	5	5%	3	3%		94
5 Have You Been Here Before?	Within 15 Minutes of Appt. Time		More than 15 minutes							TOTAL
6 Had you worked with this person before?	88	95%	5	5%						93
7 What kind of assistance did you need?	YES		NO							TOTAL
8 Did you know what documents to bring?	76	81%	18	19%						94
9 Were we able to assist you directly with your issue?	YES		NO							TOTAL
10 If not, were we able to suggest another agency for referral?	47	50%	47	50%						94
11 How attentive was staff to your needs?	Electric Bill/Utilities		Rental Assistance		Other					TOTAL
12 How understanding was staff to your needs?	90	92%	4	4%	4	4%				98
13 How knowledgeable was staff?	YES		NO							TOTAL
14 Were you treated with respect?	93	99%	1	1%						94
15 How satisfied were you with our service?	93	100%	0	0%						93
	NOT VERY		AVERAGE		VERY					TOTAL
	16	42%	22	58%						38
	NOT VERY		AVERAGE		VERY					TOTAL
	2	2%	3	3%	89	95%				94
	NOT VERY		AVERAGE		VERY					TOTAL
	1	1%	4	4%	88	95%				93
	NOT VERY		AVERAGE		VERY					TOTAL
	1	1%	2	2%	91	97%				94
	YES		NO							TOTAL
	93	100%	0	0%						93
	NOT VERY		AVERAGE		VERY					TOTAL
	1	1%	1	1%	92	98%				94

LIBERTY

1 How Did You Find out About this Agency?	Return Client		Another Agency		Advertising		Website		Other Agencies	TOTAL
	Actual	%	Actual	%	Actual	%	Actual	%		
2 How long did it take to schedule your appointment through the phone?	23	74%	6	19%	1	3%	1	3%		31
	First Day I tried									
3 How quickly were you seen by your Intake specialist?	20	67%	8	27%	2	7%	0	0%		30
	Within 15 Minutes of Appt. Time									
5 Have You Been Here Before?	28	93%	2	7%						30
	YES									
6 Had you worked with this person before?	24	80%	6	20%						30
	NO									
7 What kind of assistance did you need?	17	57%	13	43%						30
	Electric Bill/Utilities									
8 Did you know what documents to bring?	29	91%	2	6%	1	3%				32
	YES									
9 Were we able to assist you directly with your issue?	29	97%	1	3%						30
	NO									
10 If not, were we able to suggest another agency for referral?	30	100%	0	0%						30
	YES									
11 How attentive was staff to your needs?	21	95%	1	5%						22
	NOT VERY									
12 How understanding was staff to your needs?	0	0%	2	7%	28	93%				30
	AVERAGE									
13 How knowledgeable was staff?	0	0%	2	7%	28	93%				30
	NOT VERY									
14 Were you treated with respect?	0	0%	2	7%	28	93%				30
	YES									
15 How satisfied were you with our service?	29	97%	1	3%						30
	NOT VERY									
	0	0%	2	7%	28	93%				30
	VERY									

WAKULLA

	Return Client		Another Agency		Advertising		Website		Other Agencies	TOTAL
	Actual	%	Actual	%	Actual	%	Actual	%		
1 How Did You Find out About this Agency?	38	68%	4	7%	13	23%	1	2%		56
2 How long did it take to schedule your appointment through the phone?	First Day I tried		2-3 Days		4-7 Days		More than a Week			TOTAL
	Actual	%	Actual	%	Actual	%	Actual	%		
	37	64%	17	29%	3	5%	1	2%		58
3 How quickly were you seen by your Intake specialist?	Within 15 Minutes of Appt. Time		More than 15 minutes							TOTAL
	Actual	%	Actual	%						
	50	88%	7	12%						57
5 Have You Been Here Before?	YES		NO							TOTAL
	Actual	%	Actual	%						
	41	72%	16	28%						57
6 Had you worked with this person before?	YES		NO							TOTAL
	Actual	%	Actual	%						
	32	56%	25	44%						57
7 What kind of assistance did you need?	Electric Bill/Utilities		Rental Assistance		Other					TOTAL
	Actual	%	Actual	%	Actual	%				
	56	97%	0	0%	2	3%				58
8 Did you know what documents to bring?	YES		NO							TOTAL
	Actual	%	Actual	%						
	56	98%	1	2%						57
9 Were we able to assist you directly with your issue?	YES		NO							TOTAL
	Actual	%	Actual	%						
	57	100%	0	0%						57
10 If not, were we able to suggest another agency for referral?	YES		NO							TOTAL
	Actual	%	Actual	%						
	6	50%	6	50%						12
11 How attentive was staff to your needs?	NOT VERY		AVERAGE		VERY					TOTAL
	Actual	%	Actual	%	Actual	%				
	2	4%	1	2%	54	95%				57
12 How understanding was staff to your needs?	NOT VERY		AVERAGE		VERY					TOTAL
	Actual	%	Actual	%	Actual	%				
	0	0%	1	2%	56	98%				57
13 How knowledgeable was staff?	NOT VERY		AVERAGE		VERY					TOTAL
	Actual	%	Actual	%	Actual	%				
	0	0%	1	2%	56	98%				57
14 Were you treated with respect?	YES		NO							TOTAL
	Actual	%	Actual	%						
	56	100%	0	0%						56
15 How satisfied were you with our service?	NOT VERY		AVERAGE		VERY					TOTAL
	Actual	%	Actual	%	Actual	%				
	0	0%	0	0%	56	100%				56

Capital Area
Community Action
Agency

MEMORANDUM

TO: TIM CENTER, CEO
FROM: Nina Self, COO
DATE: July 17, 2019
RE: Notes to June 2019 Program Reports

The following are notes to the COO Summary of Programs:

STAFFING

New Employees

Mercedes Edwards was hired as the part-time Intake Worker for Jefferson County. She works 25 hours per week. She is a native of Jefferson County and has an A.A. degree in Business Management.

Vacancies

Case Manager Gadsden County – Interviews have been held and currently in process of getting background check and references of candidate of choice. Hope to have on board by first week in August.

Intake Worker Leon County (2 positions) – We are in the process of reviewing applications. We will begin scheduling interviews within the next two weeks.

Cook for South City Head Start – Received a resignation from one of the Cooks. We are in the process of advertising and reviewing applications.

HEAD START

Head Start employees received a 1.70% COLA increase that was paid on 6/14/19.

Center staff will return to work for Pre-Service training on July 31, 2019. Center Directors will receive Leadership and Management training on that day, with the remaining staff returning on August 1st.

The Head Start budget has been revised and is a part of the budget section of the Board package. A narrative is included.



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The Head Start Maintenance Worker resigned to take another position. We are working with a maintenance company to get all Centers prepared for the opening of school. They can provide the services we need to maintain the facilities. We are in the process of negotiating a contract with them to provide the needed services, and won't be filling the vacant position at this time.

GETTING AHEAD/STAYING AHEAD

Getting Ahead class began in Jefferson County in June with 12 participants and in Calhoun County in July with 8 participants. Leon, Gadsden and Wakulla Counties should complete their current class in August.

EMERGENCY SERVICES

Over 3,000 households have received utility assistance since October 2018. These households represent over 7,600 individuals. Sixteen households received rental assistance totaling \$9,000 in the month of May, 2019.

WEATHERIZATION

The Department of Economic Opportunity (DEO) donated three trucks and four generators to the agency. It was part of the inventory of the Indiantown Weatherization program that was closed several years ago. Two of the trucks were older and needed repair. We will be selling them. The other one is in pretty good shape so we may keep. The generators need to be inspected and tuned up to determine if they are working. These donated items had been sitting stagnant for about four years.

ADMINISTRATIVE

I attended the Community Action Program Legal Services (CAPLAW) National Training Conference in Charlotte, NC. This was one of the best training programs I have attended. Training is provided for the leaders of CAP agencies in areas of governance, human resources, financial, program and sustainability. It provided me with insight on some of the issues we face in the administration of our programs, and a great opportunity to network with peers to see how they address the same issues in their agencies.

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	8	0	31	14	0	0
Franklin*	7	0	13	9	1	1
Gadsden	8	3	25	19	0	3
Gulf	0	0	7	9	0	0
Jefferson	12	2	22	9	3	0
Leon	12	10	199	72	10	38
Liberty	0	0	4	8	0	0
Wakulla	2	2	8	12	3	1
TOTALS	49	17	309	152	17	43

*Still recruiting. Classes not started yet.

HEAD START** 2019/20 Enrollments	Franklin	Jefferson	Mabry	Royal	South City	Total
# of Students Registered @ 6/28/19	17	30	68	43	131	289
# of Student Withdrawals	0	0	0	0	0	0
# of Vacancies	0	3	15	14	57	89
# of Students on Wait List	N/A	N/A	N/A	N/A	N/A	0
# of VPK Students Registered	N/A	N/A	11	14	23	48
Funded Enrollment	17	33	83	57	188	378
Center Enrollment %	100.00%	90.91%	81.93%	75.44%	69.68%	76.46%
Average Daily Attendance (ADA)	N/A	N/A	N/A	N/A	N/A	N/A

Students with Disabilities In Compliance? N/A

**On summer break

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for June 2019 – *Emergency Services*
DATE: July 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 June 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	18/30	11/32	31/69				181/375
<i>Franklin</i>	13/23	19/53	14/38	38/86	21/39	18/35	12/25	11/21	13/19				159/339
<i>Gadsden</i>	17/31	57/153	52/138	52/127	42/83	57/109	22/73	24/62	25/72				348/848
<i>Gulf</i>	32/62	26/58	18/32	24/48	10/16	6/14	9/15	6/14	7/14				138/273
<i>Jefferson</i>	7/15	10/22	17/35	23/48	20/39	28/68	17/31	26/58	22/51				170/367
<i>Leon</i>	292/792	242/659	189/535	238/633	154/358	176/396	188/565	206/559	199/574				1884/5071
<i>Liberty</i>	5/6	4/4	3/16	11/26	10/22	8/14	9/17	11/25	4/14				65/144
<i>Wakulla</i>	20/25	14/34	13/35	19/38	12/29	21/47	9/24	6/13	8/19				122/264
Total	401/991	387/1013	319/855	439/1073	297/641	330/712	284/780	301/784	309/832				3067/7681

Listed below is additional emergency assistance for the month of May.

CSBG Rent	9/25	\$6,195.90
DEAP Rent	7/17	\$2,800.00
Totals	16/42	\$8,995.90



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Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: **Melissa Watson**
RE: Board Update for July
DATE: **July 17, 2019**

Getting Ahead Report

Current Enrollments as of 07/17/2019

County	Starting Enrollments	Current Enrollments	*Group A	*Group B	*Group C	*Group D- ALICE
Calhoun/Liberty	8	8	4	4	0	0
Gadsden	8	8	2	6	0	0
Jefferson	12	12	1	8	0	3
Leon	14	12	0	6	2	*4
Wakulla	4	2	0	1	1	
Franklin	7-still recruiting	0			0	
Gulf	Recruiting					

Calhoun/Liberty

- *The Getting Ahead class started July 10, 2019*
- *Classes are being held at the Liberty Civic Center from 9:00 a.m. – 11:00 a.m.*
- *The class begins their GA workshop experience with class rules and Module One. Module One is my Life Now and investigators discuss some of the barriers that those in poverty deal with daily.*

Gadsden

- *We are currently in Module 5, The Importance of Language*

Jefferson

- *3 of the 12 25% have obtained employment while in Getting Ahead*



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Wakulla

- *The last day of class was Monday July 15, 2019*
- *We have two GA participants who will enter into Staying Ahead Program*
- *A small intimate dinner will be held on Monday July*

Leon

- *2 of the 12 17% have obtained employment while in Getting Ahead*

Franklin/Gulf

- *The case manager is recruiting.*

Capital Area **Community Action** Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Anne Robinson
RE: Board Update for July, 2019 Staying Ahead Program
DATE: July 19, 2019

Wakulla

- Currently there are two participants in Staying Ahead
- 2 of the 2 (100%) are employed
- 1 of the 2 (50%) are currently enrolled in Post-Secondary education and will receive a AA degree and or certification within their 18-month contract for the Staying Ahead Program.

Leon

- Currently there are 10 participants in the Staying Ahead Program
- 3 of the 10 (30%) are enrolled in Post-secondary education, projected date of completion August 2019. These participants will be recognized at the upcoming Getting Ahead Transition Ceremony and have completed the 18 month time frame for the Staying Ahead Program.
- 5 of the 10 (50%) are currently enrolled in Post- Secondary education and will receive a degree's and or certifications within their 18-month contract for Staying Ahead
- 1 of the 10 (10%) received a Child Development Associate Certification
- 8 of the 10 (80 %) are employed
- 2 of the 10 (20%) is over income

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



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Gadsden

- Currently there are three active participants in Staying Ahead
- 3 of the 3 (100%) are gainfully employed

Blountstown

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

Franklin

- A new mobile home was delivered Stephanie John and Charles Golden.

Capital Area Community Action Agency

MEMORANDUM

FROM: Terry Mutch
RE: Weatherization Assistance Program
DATE: July 1, 2019

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

As of July 1, 2019, 75 homes have been processed and inspected. Of those 75 homes, 43 homes have been completed and inspected, 17 homes are currently in pre-inspection, bid process or are currently in the process of being weatherized and 15 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	3	0
Leon	51	36	72	10	38
Liberty	-	0	8	0	0
Wakulla	4	2	12	3	1
Total	72	47	152	17	43



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Family and Community Engagement Manager Monthly Monitoring Report – June 2019

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
PROGRAM STATUS (Monthly)						
Number of Students Registered	17	30	68	43	131	289
Number of Student Withdrawals for Month	0	0	0	0	0	0
Number of Vacancies	0	3	15	14	57	89
Number of Students on Wait List	N/A	N/A	N/A	N/A	N/A	N/A
Number of VPK Students Registered	N/A	N/A	11	14	23	48
FAMILY STATUS						
Number of Family Needs Assessment	17	30	68	43	131	289
Family Partnership Agreement						
Number of FPA Initiated (45)	0	0	0	0	0	0
Number of FPAs in progress (February)	0	0	0	0	0	0
Number of FPAs completed (May)	0	0	0	0	0	0

Center	Head Start Enrollment and Attendance	
	Funded	Registrations through 6/28/19 August Average Daily Attendance (ADA)
Franklin	17	N/A
Jefferson	30	N/A
Mabry	68	N/A
Royal	43	N/A
South City	131	N/A
Total	378	N/A

Family and Community Engagement Manager Monthly Monitoring Report – June 2019

Number of Referrals (Review referrals)	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)						
Domestic Violence Referrals						
Substance Abuse Referrals (prevention or treatment)						
Child Abuse or Neglect Referrals						
Assistance for incarcerated Family Members						
Education Referral						
Employment						
Parent Meetings/Trainings						
Parent Committee Meetings						
Number of Parents at the Parent Committee Meetings						
Number of Male Parents at Parent Committee Meetings						
Number of parents Committee meetings attended (Family Advocate)						
Number of Parents Committee meetings attended (Parent Engagement Coordinator)						
Number of Parents in attendance on Policy Council	1	1	1	1	2	6
Number of Coordinated Trainings for Policy Council						
Number of Parenting Classes						
Number of Family Activities/Events Coordinated						
Number of Family Activities Specific to Male Engagement						
Number of Parent Trainings Conducted						
Number of Volunteer Orientations						
Home Visits	Franklin	Jefferson	Mabry	Royal	South City	
Required Home Visit Follow up (February)						
Number of Additional Home Visits/Meetings						
Number of Contacts documented in Case Notes						
Number of Contacts documented per absenteeism						

Family and Community Engagement Manager
Monthly Monitoring Report – June 2019

Number of Files Reviewed	289
Review of Parent Board	0
Volunteers (PEC)	
Number of Volunteers	7
Total of Program In kind	7 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	1
Family Advocate Workers Trainings	0
Community Meetings	2

Transportation	
Field Trips	0
Maintenance	0
Trainings	0

Family and Community Engagement Manager
 Monthly Monitoring Report – June 2019

HEALTH SPECIALIST	Total
PRE-ENROLLMENT REQUIREMENTS	
Up to date immunizations	
Expired/Missing immunizations	
Up to date Physicals	
Expired/Missing Physicals	
Number of individual Health Care Plan	
Number of Children with Health Insurance	
ENROLLMENT	
Number of children with dental home	
Number of dental homes referrals	
Completed dental exams	
Incomplete dental exams	
Needed dental treatment	
Receiving dental treatment	
Completed dental treatment	
Number of medical home	
Number of medical home referrals to Advocates	
45 DAYS REQUIREMENT	
Vision screenings	
Vision referrals	
Hearing screenings	
Hearing Referrals	
Growth Assessment	
BMI Referrals	

Family and Community Engagement Manager
 Monthly Monitoring Report – June 2019

90 DAYS REQUIREMENT	Total
Number of dental home established	
Number of dental exams	
Number of children requiring dental treatment	
Number of completed dental treatment	
Hematocrit / Hemoglobin	
Blood Lead	
Blood Pressure	
NUTRITION	
Number of Breakfast	
Number of Lunch	
Number of PM Snacks	
Number of Children with Special Diets	
MONITORING ACTIVITIES	
Health Files Review	
Child Care Food Program Tool	
Kitchen Inspection Tool	

Family and Community Engagement Manager

Monthly Monitoring Report – June 2019

Corrective Action and Follow Up
<p>Funded Enrollment</p> <ul style="list-style-type: none"> To reach our funded enrollment of 378 we need 90 more students. By comparison at this point last year, we have 28 more students registered for Head Start. We are using radio (Cumulus), flyers, Facebook and ChildPlus to advertise to families. <p>Program Information Report</p> <ul style="list-style-type: none"> The Family and Community Engagement Team submitted data for approval. <p>Extended Day</p> <ul style="list-style-type: none"> VPK only will be offered at South City (4 classrooms), Mabry (2 classrooms), and Royal (1 classrooms). The program begins September 3, and administrators must decide if children will remain in school until 5:00 p.m. the first three weeks of school. <p>Orientation</p> <ul style="list-style-type: none"> Orientation for Head Start families is on August 6 at Lincoln Neighborhood Center. Details are being worked out. <p>Parent Engagement</p> <ul style="list-style-type: none"> The Head Start team will devise a schedule for Parent Engagement Activities for the year.
Strengths
<ul style="list-style-type: none"> Recruitment is improving as compared to previous years. Recruitment activities for the month included events at Early Head Start, What Women Want Conference, Sienna Apartments, radio, and placing flyers in recruitment areas. Family Engagement and Education teams are filling classrooms for upcoming school year.

Family and Community Engagement Manager Monthly Monitoring Report – June 2019

Areas of Concerns and Barriers
Head Start did not receive grant funding from the United Way.
Families are not turning in certificates for their VPK.
Replacing computers for Family Advocates

Professional Development
Bi-weekly management and team meetings
Management Team Meetings
Leadership training in Atlanta was June 17 - 20

Family and Community Engagement Manager Monthly Monitoring Report – June 2019

Manager Monitoring Activities
Verifying Head Start eligibility for all families enrolling in the program for the 2019-20 school year.
PIR data
Monitoring recruitment activities

Submitted by: Darrel James

Date:

Head Start + Voluntary Pre-Kindergarten (VPK) Extended Day Logic Model

Goal: Prepare four year old students entering in the 2019-2020 Head Start + VPK extended day program are ready for kindergarten.

INPUTS		ACTIVITIES		OUTCOMES	
WHAT WE INVEST	WHAT WE DO	WHO WE REACH	WHY THIS PROJECT: Short Term Results (Change Knowledge & Ability)	WHY THIS PROJECT: Intermediate Results (Change Actions)	WHY THIS PROJECT: Long-Term Results (Change Conditions)
<p>Classroom Staffing:</p> <ul style="list-style-type: none"> VPK Lead Teachers with AA degrees or higher VPK Assistant Teachers with CDAs Training 	<p>Annually 8 additional Hours of TTA:</p> <ul style="list-style-type: none"> Assessment Curriculum RTI for Math & Literacy Child Plus/Gold Documentation Ready Rosie 	VPK Staff	Staff with the ability to implement math or literacy intervention based on assessment results	Teachers implement high quality math and literacy intervention during extended day through individualizing for every student and modifying classroom instruction to focus on what could move the groups math and literacy skills forward	Centers which meet or exceeds the minimum readiness rates in 2021 (2 years from now)
Assessment Software	Assess students at least 4 times a year using Renaissance Star Early Literacy Reports for Pre-K (assessment covers both math and literacy)	VPK Staff & Students	Teaching staff whom are aware of how their students would perform if the FLKERS* was administered that day	Students receive individualized support based on their Renaissance Star Early Literacy performance	Families moving out of poverty (15-20 years down the road)
Materials	<p>Ensure every classroom has:</p> <ul style="list-style-type: none"> Curriculum specific math and literacy supplies required for implementation & additional books Additional math and literacy supplies needed to implement RTI Basic classroom supplies 	VPK Staff	Teaching staff whom have ability to implement intensive math and literacy intervention	By May 2019 students all 4 year olds will score between 452-498 on the Renaissance Star Early Literacy assessment	
Technology	<p>Program will purchase 7 tablets so classroom will have access to</p> <ul style="list-style-type: none"> TSG Documentation Child Plus live Attendance Ready Rosie 	VPK Staff Family Advocates Parents	Teaching staff will be able to collect video and photo documentation of student performance to document & share student progress with parents	Teachers will send custom content home to parents to allow parents the opportunity to individualize with their child	
			Teaching staff will have the ability to use Ready Rosie to send custom activity suggestions for parents to use with their children at home	Increased parent participation	Increased In-kind

				Parents can look for custom content and work with children in addition to what is recommend	
				Advocates will be able to track student attendance in real time and support parents with improving their child's attendance	
Family Advocates	Encourage parent engagement such as: <ul style="list-style-type: none"> • Full day and full time attendance • Parents as first teachers 	Parents	Parents will become more knowledgeable as to how to be their child's first teacher		

Assumptions		External Factors	
<ul style="list-style-type: none"> • VPK parents are willing to be engaged with their child's education & support learning • Students are able to be ready with proper intervention 	<ul style="list-style-type: none"> • Parents will support attendance of 70% of days & time • Parents willing to help children with developmental delays 	<ul style="list-style-type: none"> • Adverse Childhood Experiences affecting students, families, & staff • Culture/ Values • Trauma in home or community 	<ul style="list-style-type: none"> • Transportation • Level of education • Timely diagnoses of students with disabilities • Students will participate in educational summer activities • Unidentified developmental delays

Acronyms		
VPK	Voluntary Pre-Kindergarten	FLKERS*
AA	Associates Degree	Florida Kindergarten Readiness Screener (Currently Renaissance Star Early Literacy-See attachment for more info)
CDA	Child Development Associates (Terminal)	
TTA	Training and Technical Assistance	
RTI	Response to Intervention	
TSG	Teaching Strategies Gold	

Head Start + Voluntary Pre-Kindergarten (VPK) Extended Day Logic Model

Goal: Prepare four year old students entering in the 2019-2020 Head Start + VPK extended day program are ready for kindergarten.

INPUTS		ACTIVITIES		OUTCOMES	
WHAT WE INVEST	WHAT WE DO	WHO WE REACH	WHY THIS PROJECT: (Change Knowledge & Ability)	WHY THIS PROJECT: Intermediate Results (Change Actions)	WHY THIS PROJECT: Long-Term Results (Change Conditions)
<p>Classroom Staffing:</p> <ul style="list-style-type: none"> VPK Lead Teachers with AA degrees or higher VPK Assistant Teachers with CDAs Training 	<p>Annually 8 additional Hours of TTA:</p> <ul style="list-style-type: none"> Assessment Curriculum RTI for Math & Literacy Child Plus/Gold Documentation Ready Rosie 	VPK Staff	Staff with the ability to implement math or literacy intervention based on assessment results	Teachers implement high quality math and literacy intervention during extended day though individualizing for every student and modifying classroom instruction to focus on what could move the groups math and literacy skills forward	Centers which meet or exceeds the minimum readiness rates in 2021 (2 years from now)
Assessment Software	Assess students at least 4 times a year using Renaissance Star Early Literacy Reports for Pre-K (assessment covers both math and literacy)	VPK Staff & Students	Teaching staff whom are aware of how their students would perform if the FLKERS* was administered that day	Students receive individualized support based on their Renaissance Star Early Literacy performance	Families moving out of poverty (15-20 years down the road)
Materials	<p>Ensure every classroom has:</p> <ul style="list-style-type: none"> Curriculum specific math and literacy supplies required for implementation & additional books Additional math and literacy supplies needed to implement RTI Basic classroom supplies 	VPK Staff	Teaching staff whom have ability to implement intensive math and literacy intervention	By May 2019 students all 4 year olds will score between 452-498 on the Renaissance Star Early Literacy assessment	
Technology	<p>Program will purchase 7 tablets so classroom will have access to</p> <ul style="list-style-type: none"> TSG Documentation Child Plus live Attendance Ready Rosie 	VPK Staff Family Advocates Parents	Teaching staff will be able to collect video and photo documentation of student performance to document & share student progress with parents	Teachers will send custom content home to parents to allow parents the opportunity to individualize with their child	
			Teaching staff will have the ability to use Ready Rosie to send custom activity suggestions for parents to use with their children at home	Increased parent participation	Increased In-kind

				Parents can look for custom content and work with children in addition to what is recommend	
				Advocates will be able to track student attendance in real time and support parents with improving their child's attendance	
Family Advocates	Encourage parent engagement such as: <ul style="list-style-type: none"> • Full day and full time attendance • Parents as first teachers 	Parents	Parents will become more knowledgeable as to how to be their child's first teacher		

Assumptions		External Factors	
<ul style="list-style-type: none"> • VPK parents are willing to be engaged with their child's education & support learning • Students are able to be ready with proper intervention 	<ul style="list-style-type: none"> • Parents will support attendance of 70% of days & time • Parents willing to help children with developmental delays 	<ul style="list-style-type: none"> • Adverse Childhood Experiences affecting students, families, & staff • Culture/ Values • Trauma in home or community 	<ul style="list-style-type: none"> • Transportation • Level of education • Timely diagnoses of students with disabilities • Students will participate in educational summer activities • Unidentified developmental delays

Acronyms		
VPK	Voluntary Pre-Kindergarten	FLKERS*
AA	Associates Degree	Florida Kindergarten Readiness Screener (Currently Renaissance Star Early Literacy-See attachment for more info)
CDA	Child Development Associates (Terminal)	
TTA	Training and Technical Assistance	
RTI	Response to Intervention	
TSG	Teaching Strategies Gold	

Star Early Literacy Reports for Pre-K

Renaissance Star Early Literacy® measures students' vocabulary, phonics, language, and numeracy skills, monitors achievement and growth, and tracks understanding of literacy concepts aligned to Pre-K learning standards. Pre-K educators can use data from Star Early Literacy to identify skills students are likely ready to work on and to determine if students are on track to be ready for kindergarten.

While Star Early Literacy is not currently normed for Pre-K students, the assessment provides actionable data. This document highlights scores and reports that will be most relevant when working with Pre-K students.

Score definitions for Star Early Literacy

Scaled Score (SS) is useful for comparing student performance over time and across grades. A scaled score is calculated based on the difficulty of questions and the number of correct responses. Star Early Literacy scaled scores range from 300 to 900 and relate directly to the literacy classifications.

- The scaled score that indicates kindergarten readiness is 530 SS.
- Educators can reference Third Grade Readiness Indicators to get a sense of how students are performing against prerequisite skills. They are the cut scores at each grade level that indicate students are on track to be reading at grade level by the end of Grade 3. The mastery standard you use should be determined by your district or school. Do you want to set a goal for students to have at least 60 percent of the skills needed to be on track? 70 or 80 percent?

Grade 3 Reading Proficiency Cut Scores					
Mastery Standard	Pre-K	Grade K	Grade 1	Grade 2	Grade 3
60	452	616	680	712	740
70	498	681	737	763	797
80	565	748	792	810	828

Literacy classifications are the stages of literacy development measured in Star Early Literacy and associated with scaled scores: Emergent Reader (300–674), Transitional Reader (675–774), and Probable Reader (775–900). These stages are an easy way to monitor student progress:

- **Emergent Reader (300-674)**
 - *Early Emergent Reader (300-487)*: Student is beginning to understand that printed text has meaning. The student is learning that reading involves printed words and sentences, and that print flows from left to right and from the top to the bottom of the page. The student is also beginning to identify colors, shapes, numbers, and letters.
 - *Late Emergent Reader (488-674)*: Student can identify most of the letters of the alphabet and can match most of the letters to their sounds. The student is also beginning to “read” picture books and familiar words around the home. Through repeated reading of favorite books with an adult, students at this stage are building their vocabularies, listening skills, and understandings of print.
- **Transitional Reader (675–774)**: Student has mastered alphabet skills and letter-sound relationships. The student can identify many beginning and ending consonant sounds and long and short vowel sounds, and is probably able to blend sounds and word parts to read simple words. The student is also likely using a variety of strategies to figure out words, such as pictures, story patterns, and phonics.
- **Probable Reader (775–900)**: Student is becoming proficient at recognizing many words, both in and out of context. The student spends less time identifying and sounding out words, and more time understanding what was read. Probable readers can blend sounds and word parts to read words and sentences more quickly, smoothly, and independently than students in the other stages of development.

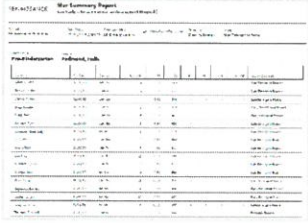


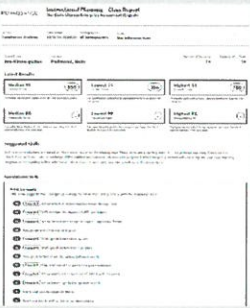
Domain Scores estimate a student's mastery of each domain for the student's grade level. For example, a domain score of 50 for a kindergarten student means the student would be expected to answer correctly approximately 50 percent of the kindergarten items in that domain.

Literacy sub-domain scores are criterion-referenced scores that represent the percentage of items a student would be expected to answer correctly within a sub-domain. Literacy sub-domain scores are reported for Star Early Literacy only and range from 0 to 100 in ten areas, covering 41 skill sets, which contain 145 separate literacy skills:

- **Alphabetic Principle (AP)** assesses a student's knowledge of letter names, alphabetic letter sequences, and the sounds associated with letters.
- **Concept of Word (CW)** assesses a student's understanding of print concepts regarding written word length and word borders and the difference between words and letters.
- **Visual Discrimination (VS)** assesses a student's ability to differentiate both upper- and lowercase letters, identify words that are different, and match words that are the same.
- **Phonemic Awareness (PA)** assesses a student's understanding of rhyming words; blending and segmenting word parts and phonemes; isolating and manipulating initial, final, and medial phonemes; and identifying the sounds in consonant blends.
- **Phonics (PH)** assesses a student's understanding of short, long, and variant vowels and other vowel sounds; initial and final consonants; consonant blends and digraphs; consonant and vowel substitution; and identification of rhyming words and sounds in word families.
- **Structural Analysis (SA)** assesses a student's understanding of affixes and syllable patterns in decoding and identification of compound words.
- **Vocabulary (VO)** assesses a student's knowledge of high-frequency words, regular and irregular sight words, multi-meaning words, words used to describe categorical relationships, position words, synonyms and antonyms.
- **Sentence-Level Comprehension (SC)** assesses a student's ability to identify the meaning of words in contextual sentences.
- **Paragraph-Level Comprehension (PC)** assesses a student's ability to identify the main topic of text and the ability to answer literal and inferential questions after listening to or reading text.
- **Early Numeracy (EN)** assesses a student's ability to identify and name numbers; understand number-object correspondence; complete sequences; compose and decompose groups of up to ten; and compare sizes, weights, and volumes.

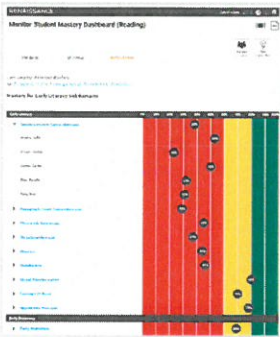
Suggested Star Early Literacy reports for Pre-K

The table below highlights the relevant reports for use with Pre-K students and the purpose for using each report. Click on the report image to open a sample report in a new window.

Report	Purpose	Questions this report can help answer
<p>Summary Report</p> 	<p>The Summary Report displays scaled scores and literacy classifications for each student in a class or group. Students are also ranked from highest to lowest scaled score on this report.</p> <p>Use this report to get a high-level overview of student performance.</p>	<ul style="list-style-type: none"> • How did my students perform on the latest Star assessment? • How do my students' scaled scores compare to the Kindergarten Readiness score (530 SS)? • What is the literacy classification for each of my students? • Are there students with similar scaled scores I can group together for targeted instruction?
<p>Student Diagnostic Report</p> 	<p>The Student Diagnostic Report provides information about how students are performing across early literacy domains.</p> <p>The report helps you identify individual student's strengths and weaknesses, so you can plan appropriate personalized instruction.</p>	<ul style="list-style-type: none"> • How are individual students performing on early literacy domains? • How much time did it take for the student to take the test? • Are there any fidelity indicators I should be concerned with?
<p>Instructional Planning – Student</p> 	<p>The Instructional Planning Report – Student suggests a list of skills that an individual student is likely ready to work on based on the student's scaled score.</p> <p>Use your professional judgement and combine this information with what you know about your students to inform your instruction.</p>	<ul style="list-style-type: none"> • Which skills is this student likely ready to work on next? • Where could instruction focus to move this student forward?
<p>Instructional Planning – Class</p> 	<p>The Instructional Planning Report – Class suggests a list of skills that a class or group of students is likely ready to work on based on the median scaled score of the group.</p> <p>Use your professional judgement and combine this information with what you know about your students to inform your instruction.</p>	<ul style="list-style-type: none"> • Which skills are this group of students likely ready to work on next? • Where could instruction focus to move students forward?

When looking at data in Monitor Student Mastery (see the reports below), consider what level of mastery you would expect Pre-K students to have on early literacy sub-domains and skills. Sub-domains such as Sentence- or Paragraph-level Comprehension are likely difficult for students at the Pre-K level. Also, keep in mind the time of year. At the beginning of the school year, students are more likely to be in the developing stage of mastery because they haven't yet received instruction on the skills they are expected to learn in Pre-K. Watch for students to achieve higher levels of mastery as the school year progresses.

Monitor Student Mastery – Early Literacy Sub-domains

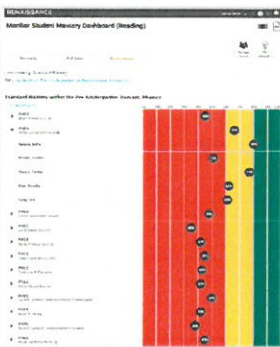


The first level of information presented in the Early Literacy tab of the Monitor Student Mastery Dashboard provides information about how students are performing across early literacy sub-domains listed on page 2.

The report helps you identify students' strengths and weaknesses, so you can plan appropriate instruction.

- What level of mastery do my students (individual, group, or class) have in each of the early literacy sub-domains?
- Are students beginning (red), developing (yellow), or secure (green) in their mastery of sub-domains?
- Where could instruction focus to move students forward?

Monitor Student Mastery – Early Literacy Skills within Sub-domains



The second level of information (click on any sub-domain) in the Early Literacy tab of the Monitor Student Mastery Dashboard provides information about how students are performing on each skill set within the sub-domain.

The report helps you identify students' strengths and weaknesses, so you can plan appropriate instruction.

- What level of mastery do my students (individual, group, or class) have in each of the subskills within the early literacy domains?
- Are students beginning (red), developing (yellow), or secure (green) in their mastery of sub-domains?
- Where could instruction focus to move students forward?

More information

The following sites will provide you with more information about Star Early Literacy and early literacy skills.

- [Star Early Literacy Technical Manual](#) (pages 12–18)—The tables on these pages provide the domains, subdomains, skill sets, and skills included in the Star Early Literacy item bank.
- [Kindergarten Literacy Readiness Indicators](#)—To help students who do not yet have the initial early literacy skills expected of kindergarteners, focus on the Kindergarten Literacy Readiness Indicators included in this document.
- [At-Home Activities for Emergent Readers](#)—This document includes activities that can be completed at home with parents or in the classroom to develop reading skills for emergent readers.

Capital Area **Community Action** Agency

CHIEF EXECUTIVE OFFICER REPORT JULY 2019

Administrative

- One of four HVAC systems was replaced.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Eastpoint Wildfire Emergency Recovery Response – Awaiting approval from DEO/ HHS to transfer title of camper trailer to wildfire victim. Transfer approved by Franklin County Commission. Franklin County program staff working on distribution of other vehicles to hurricane victims which has proven more burdensome than anticipated.
- Exploring grant writer options for Head Start grant.
- Needing to hire two Intake Workers for Leon County.
- Head Start Maintenance to be contracted.
- Awaiting new lease from Leon County Schools for South City (Wesson) Campus. Jefferson County Head Start program to stay put for now until new arrangement between school board and church is resolved. Terms save \$1,000 per month and no charge for summer retroactive to October 1, 2018.

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 on the partnership of professional development to improve outcomes for students.

Impact: Developing the infrastructure necessary to support the Agency mission



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www.CapitalAreaCommunityActionAgency.org



Resource Development

- Awarded \$160,000 for Leon County Getting Ahead and \$24 for Getting Ahead in other counties from the United Way of the Big Bend.
- Began implementation of financial literacy training per the Western Union grant.
- Exploring using a OJT position to jump start a development operation using the Benevon model.

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

Out of Office

- Vacation July 24-26, 2019

Upcoming Events

- Tallahassee Chamber of Commerce Annual, Amelia Island, August 16-18
- Community Action Partnership – Annual Conference – August 27-30, 2019

MEMORANDUM

TO: Tim Center, Capital Area Community Action Agency

FROM: Susan Dunlap, United Way of the Big Bend

DATE: July 16, 2019

SUBJECT: 2019-21 Neighboring County Allocations

Listed below are the funding recommendations made by volunteers in each neighboring county in which your agency applied. These recommendations were approved by the United Way of the Big Bend Board of Directors at their meeting last week.

A zero indicates your agency either did not apply for funding in that county or was not awarded any funding by the volunteer review team.

2019-20 Funding

Franklin	Gadsden	Jefferson	Liberty	Madison	Taylor	Wakulla
\$2,343	\$5,000	\$2,000	\$0	\$0	\$0	\$2,210

2020-21 Funding

Franklin	Gadsden	Jefferson	Liberty	Madison	Taylor	Wakulla
\$3,500	\$5,000	\$2,000	\$0	\$0	\$0	\$2,210

This is a 21-month funding cycle. Funding for 2019-20 will begin October, 2019, and end June, 2020. Funding for 2020-21 will begin July, 2020, and end June, 2021. Funding for the 2020-21 year is contingent on funds raised in that year's campaign.

If you have any questions about funding, please feel free to contact me by phone at 414-0856 or email at susan@uwbb.org.

MEMORANDUM

TO: Tim Center, Capital Area Community Action Agency

FROM: Katrina Rolle, United Way of the Big Bend

DATE: July 12, 2019

SUBJECT: 2019-21 Allocation

I regret to inform you that United Way of the Big Bend (UWBB) is unable to provide funding for the Head Start program you submitted to our allocation process this year. Following a comprehensive review process and hundreds of hours of work by local volunteers, the UWBB Board approved \$1.6 million in funding for 20 programs in Leon County. While there is not an appeals process, we will be available in the coming months for follow up conversations, as we know how critical every dollar of funding is for our local non-profit organizations.

If you applied for funding from one or more of the seven neighboring county processes, you will receive notification of those decisions next week.

This was an incredibly competitive and outcome-focused process. Our volunteers had the difficult task of determining where to allocate available resources to many amazing programs. They collectively spent more than 630 hours on this process. The volunteers were quick to share that there are tremendous programs in our community that are not a part of our funding process simply because available resources could not meet the need and volunteers had to determine which programs would best address the priorities and most significant needs. We know that every agency that competed in our process is worthy of our community's support and we are sharing that fact as part of our announcement of funding allocations.

The UWBB collective community impact for 2019/2020 is \$4.36 million which includes \$1.6 million in Leon County allocations, \$366,000 in neighboring counties allocations, and significant grants, including some targeted specifically for Hurricane Michael recovery efforts. It also encompasses UWBB- driven Initiatives including ReadingPals, MathPals, SMILE UNITED, Early Childhood Institute, VITA, Reality Store, Mental Health Services Provider Directory, 21st Century After-School Program, and administrative costs. Some of the UWBB-driven initiatives will phase out as funding is expended or the program is transferred to another provider, to ensure our programs also align with the new priorities. In addition, several local partners help implement UWBB-driven initiatives and grant programs.

We have spent more than two years of research and community input on a new UWBB model designed to help those with the greatest needs, stabilize the working poor and reduce the root causes of poverty. It is focused on strong financial information, metrics, and outcomes that align with the UWBB priorities of housing, early learning, safety net, aging workforce and skills development. We

307 East Seventh Avenue, Tallahassee, FL 32303

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Your community partner in Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor and Wakulla counties

sincerely regret that additional donor dollars were not available to allow us to fund additional important programs.

I want to personally thank you for the time and effort expended in preparing your application for funding this year. We know you provide valuable services to our community and wish you continued success.

Sincerely,

Katrina Rolle
President/CEO

MEMORANDUM

TO: Tim Center, Capital Area Community Action Agency
FROM: Katrina Rolle, United Way of the Big Bend
DATE: July 12, 2019
SUBJECT: 2019-21 Allocation

The United Way of the Big Bend (UWBB) is pleased to inform you that the following program funding has been approved by the United Way Board of Directors:

Impact Area – Skills Development	2019-20	2020-21
Getting Ahead	\$80,000	\$80,000

As noted in the Funding Opportunity Announcement, this is a 21-month funding cycle. Funding for 2019-20 begins October 15, 2019, and ends June 15, 2020. Second-year funding begins July 15, 2020, and ends June 15, 2021. If you applied for funding from one or more of the seven neighboring county processes, you will be notified of those decisions next week. As always, all funding from all counties will be disbursed in equal monthly Electronic Funds Transfer transactions.

You will receive your contract for the 2019-21 allocation cycle within the next two months.

Your program funding is the result of more than two years of research and community input on a new UWBB model designed to help those with the greatest needs, stabilize the working poor and reduce the root causes of poverty. It is a direct recognition of your work to provide strong financial information, metrics, and outcomes that align with UWBB priorities of housing, early learning, safety net, aging workforce and skills development. We believe your program is important to bring about positive change in the lives of people in our community. The board's allocation decisions are final and cover two years of funding, provided metrics are met and funding is available in the second year.

This was an incredibly competitive and outcome-focused process. Our volunteers had the difficult task of determining where to allocate available resources to many amazing programs. They collectively spent more than 630 hours on this process. The volunteers were quick to share that there are tremendous programs in our community that are not a part of our funding process simply because available resources could not meet the need and volunteers had to determine which programs would best address the priorities and most significant needs. We know that every agency that competed in our process is worthy of our community's support.

The UWBB collective community impact for 2019/2020 is \$4.36 million which includes \$1.6 million in Leon County allocations, \$366,000 in neighboring counties allocations, and significant grants,

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including some targeted specifically for Hurricane Michael recovery efforts. It also encompasses UWBB- driven Initiatives including ReadingPals, MathPals, SMILE UNITED, Early Childhood Institute, VITA, Reality Store, Mental Health Services Provider Directory, 21st Century After-School Program, and administrative costs. Some of the UWBB-driven initiatives will phase out as funding is expended or the program is transferred to another provider, to ensure our programs also align with the new priorities. In addition, several local partners help implement UWBB-driven initiatives and grant programs.

I want to personally thank you for the time and effort expended in preparing your application for funding this year. We know this program will provide valuable services to our community – services that will help change lives. We look forward to working together to have a positive collective community impact.

Congratulations!

Sincerely,

Katrina Rolle
President/CEO



Hope kindled one year later

By **DAVID ADLERSTEIN**

Apalachicola Times Editor

Posted Jun 26, 2019 at 6:34 PM

Updated Jun 26, 2019 at 6:35 PM

It was a year ago Monday that Brandy and Brandon Polous piled their 19 dogs and their cages into their cars and trucks, and as the smoke darkened the sky, they and their children fled the flames coming to dance across their neighborhood.

Their Wilderness Road home was spared, and so was most of a vacant lot right down the road, where thanks to a great deal that came his way not long after the fire, the family now lives. Brandon's uncle Matthew Polous, on Ridge Road, wasn't so lucky, they lost everything.

Neighbors like Jimmy Boone also bore the brunt of the destruction, which took out about three dozen homes completely, and left many homeless, when fire from a controlled burn in the adjacent state lands, one week after the private company that lit it and the state that contracted for it each said was out but wasn't, reignited and, buffeted by a twist in the wind, sped southwesterly and led to a bewildered rush of cars and trucks, desperate people fleeing on a late Sunday afternoon.

Some stayed and fought the flames themselves, some with success and some without. Others were lucky because when the Eastpoint Volunteer Fire Department got there, their house was not among those that the flames made clear had little or no chance to be saved.

"I teared up when I saw people who had lost all their stuff," said Brandy, reflecting back on watching people pick through rubble in the aftermath of the blazes. "Some of them, all they had was memories left, and they lost all of those."

Their neighbor Jimmy Boone was among those whose home was consumed that afternoon. In the year that's passed, he's passed way, and his granddaughter now lives in the mobile home that he got from charitable donations that poured in to the sheriff's fund.

Sheriff, county, CDBG all have helped

Within days of the fire, Sheriff A.J. Smith defied tradition, and beat the drum loudly for a GoFundMe charitable fund suggested to him by Gov. Rick Scott, who was among SUVs full of government officials who poured into Eastpoint like the thunderstorm that hadn't come when the fires leaped from lot to lot.

The fact that no one had taken into consideration how dry and welcoming to a fire the conditions were at that time, baffles Brandy. "We're hunters," she said. "You could see how dusty it was."

Within the first couple weeks after the flames were, this time, out for good, the sheriff's fund soon swelled to several hundred thousand dollars, and the Eastpoint Fire House was soon packed with donations of everything from mops to shampoo to fidget spinners.

Boone's mobile home was one of seven the fund bought with about \$300,000, plus two more that two churches in the county bought, all given over to the residents, no strings attached.

Monies were also raised directly by the county through private donations, funds collected and managed by the organization that handles the support needs of the county's emergency management office. At that time it was Franklin's Promise, and the non-profit organization's volunteers stepped in to manage the collection, as well as the multiple stacks of goods that had to be moved to the Carrabelle municipal building at the old high school.

A contract terminology dispute over how much direct and thorough scrutiny the county would have over the donation process led to a parting of their ways with Franklin's Promise, and the shifting of this support function over to Capital Area Community Action Agency, a 50-year-old multi-county anti-poverty agency headquartered in Tallahassee that handles everything from Head Start to home energy efficiency.

Capital Area entered the picture after about \$220,000 was given over from Franklin's Promise, and since then, with the passing of time that greyed like ash the urgency of the situation, raised another \$30,000 in private donations.

A chunk of that money went towards a bulk purchase of two dozen new camper trailers owned by FEMA, made possible through a partnership with the county.

All but three weren't used at all, said Capital Area CEO Tim Center, and with the county willing to relax zoning rules in the affected areas, the deployment of the temporary homes began soon after the fire.

"It was twice as fast of what FEMA is able to do. These were brand new, with granite countertops and leather furnishings. In some situations they were not nearly the size of what they had before.

"It was a temporary fix," he said. "We were shooting for initially six months, it took about a year. And we were able to provide housing rent free for that year."

One resident liked the fifth-wheel enough to say she'd be willing to make repairs if she could keep it, rather than go for one of the new mobile homes that will soon be coming in thanks to a \$2.6 million Community Development Block Grant the county secured to pay for them.

Center said the woman's request to transfer title has to go through the Florida Department of Economic Opportunity, and the federal Housing and Urban Development, because the federal funding Capital Area used to buy the campers attached a federal interest to those properties.

"She said 'this was nicer than what I had before. I'd like to have repairs made and keep it,'" said Center, noting that this should save about \$40,000 over the cost of providing her a new mobile home.

As the remaining campers now are set to give way to permanent mobile homes, they are moving west, being redeployed to Gulf and Liberty counties.

"We get them cleaned up and repaired and make them available for victims of the hurricane," said Center.

It's all been new to Capital Area, which has in the past year opened a permanent office in Apalachicola, where Angela Webster serves as case manager.

"We have definitely elevated our presence in our county, we're more accessible than before," said Center. "(Capital Area) has not been in this space before, the state reached out to us to see if we could be the conduit to get housing relief to the victims of the fire.

"It took a lot of collaboration and partners from the county and state and governor's office to help make this happen," he said. "The fact that we had residents in housing within 30 days I think was a home run. The fact that it took another year, is a lot longer than I think we expected. I'm glad we're moving in the right direction."

Interest modest in CDBG funding

Permanent housing, in the form of one-, two- and three-bedroom mobile homes, bought from between about \$65,000 and \$80,000 from Ironwood Homes of Perry, will start coming in the weeks ahead, said Deborah Belcher, the county grant writer.

She worked with the state last year to reopen a \$700,000 Community Development Block Grant, finished up in July 2018, which had been used to provide assistance to 10 households, including two replacement homes in Eastpoint, within the unincorporated areas of the county.

Belcher and state staff worked through the legal process of waiving the limit for how much county can receive, and by November, \$2.63 million was added, targeted specifically for the Eastpoint fire zone, which includes portions of Ridge Road, Wilderness Road and Buck Street.

Applications were taken but not everyone could qualify. "Right now the county says they have to own the land," she said, and they have to screen tenants for income eligibility. "As of now Franklin County does not have a rental rehab program for owners to get replacement homes built.

"There are rent limits they have to adhere to," Belcher said. "The owner has to agree to a minimum seven-year affordability.

"Right now I don't have applications from other people who qualify and are homeowners on the land and who have not been assisted already," she said.

With 2018 limits set at gross income of \$29,200 for one person, \$33,400 for two. \$37,550 for three and \$41,700 for four, some people make too much money, plus there are requirements that they be up to date with taxes and mortgage payments.

“It doesn’t do any good to provide a home and they be behind on taxes or lost it in foreclosure,” she said.

The grants can be spent on dwellings damaged or destroyed by the fire, and the total cost of repairs is considered. “The CDBG program requires that everything that is wrong with a dwelling be taken care of during the rehab process,” Belcher said. “If the home was damaged by the fire and we are looking at assisting, then we have to look at everything not just the fire damage. We have to treat it as a normal rehab job.

“We can repair things that aren’t even damaged by the fire if the home had damage,” she said. “If it’s not worth the investment we look at demolition.”

The county waived zoning rules for a time, but those rules of one house per lot must be adhered to with these grants.

“We have one where there was a second dwelling on a lot and I have a copy of title to mobile home that was burned,” Belcher said. “We could not replace on the same location, it was illegal as far as zoning, as it was a second dwelling.

So far there are only five purchases on tap, with one of them completed. “They will arrive I’m hoping this month, she said.

“There are some people who I am hoping are going to get their title issues resolved, at least three to four right now,” Belcher said. “We have one that is a replacement, and the problem is care of property. State rules are that junk and trash or other normal code violations (can’t be present.). We’re waiting for them to finish cleaning up their yard. It’s a factor in eligibility.”

In other instances, individuals may be holding off for a windfall in their suit for civil damages. “Some still blame the state for damages, or think it’s important not have encumbrances. They still do not want to accept those terms and that’s their choice.

"I hope people understand that lawsuits typically are based on the value of what's lost," she said. "In this case what the county can provide for the dwelling may be greater than what was lost.

She said some delays have come because of due diligence requirements, for example environmental reviews, such as a biologist checking for wetlands.

"We couldn't just start spending money back in November," Belcher said, the matters often complicated because the monies were not as well-tailored and flexible as would be a disaster recovery grant.

And there can be title issues, complicated by divorce or family estrangement. "There are divorce situations where property was never divided between the ex-spouse and current spouse," she said. "There are title problems on some of these."

Requests that didn't fit with the CDBG rules were referred to the SHIP program, all part of finding creative solutions to help people have a decent home to live in again.

On one of them the county provided \$53,220 in assistance to someone who had insurance," she said. "We paid what they did not have in insurance, and the mortgage got paid off. The owner didn't have the ability to get a new mortgage."

In another instance, the county will provide \$80,000 to a family moving outside the fire zone but within the county.

"There are some that they don't own the land, and so we have to have a place to put the mobile home," she said. The terms are attractive, a forgivable 10-year mortgage with no monthly payments, that require flood insurance but, ironically, not for fire.

For those victims who were not income eligible for the CDBG funds, Capital Area plans to spend about \$150,000 to buy homes for three of them. Center says there's about \$90,000 left, and some of that will go to plug other gaps that stand in the way of housing victims permanently.

"We would like to get ourselves of the business," he said. "We have decided the priority is housing. But housing is but one part of the effort to make victims whole. They lose vehicles, the content of their homes, their livelihoods, in terms

of boats used to work on water.”

Unless the county changes its rules, the funds won't be going towards replacing those lost items. “The more permanent relief for families will have to come from the courts,” Center said.

The items donated for victims have been winnowed down, with Capital Area giving away remaining items to victims of Hurricane Michael. “Anything else we had Goodwill collect and we received vouchers for use in Goodwill stores for other clients,” he said.

SHARE

City winnows possible locations for TPD headquarters in top 10 list

Karl Etters

Tallahassee Democrat USA TODAY NETWORK – FLORIDA

Whittled from a list of 68, city officials have ranked their top 10 sites in consideration for the new Tallahassee Police Department's headquarters.

Topping the list is the Northwood Center, which was recently purchased by the city in an auction, the Governors Square Mall and TPD's current headquarters on 7th Avenue.

The city has been on the hunt for a new location to house its police department for the past few years.

A shopping plaza on South Monroe Street was selected but officials received extensive public pushback because a move there may have required the relocation of several businesses, including a grocery store.

City commissioners abruptly abandoned the site in February following two public meetings to gather input.

The site, the TowneSouth plaza near the corner of Orange Avenue, is ranked ninth on the current list of proposed properties.

The hope is that in the next 18 to 24 months, TPD will move out of its current location, where it's been since 1972.

The larger list was developed from a free-for-all call to the public for possible places to put TPD. The 10-site list was developed using set criteria.

City officials looked at sites that were at least 9 acres and evaluated the extent of required demolition and relocation to be considered. They looked at sites located along corridor roadways not adjacent to neighborhoods, preferably two miles from the center of town at the intersection of Monroe and Tennessee streets, and have enough space for the department's 600 or so employees.

After receiving public input on the sites, the City Commission will select the top three for further consideration.

Staff addressed the Northwood Centre's possibility to house TPD.

See SITES, Page 3A

Continued from Page 1A

When the 34-acre property was purchased at auction in April, it was made clear that it would not guarantee its selection for TPD. If the current headquarters on 7th avenue is selected by city officials, Northwood, since it's cityowned, could be used as a transition property during renovations.

The city's top 10 list for a new TPD HQ site

1 1904 North Monroe/514 West Tharpe Street (Northwood) 2 1500 Apalachee Parkway (Governors Square) 3 234 East 7th Avenue (Current TPD Site) 4 2813 S. Meridian Street (South City Head Start, Leon County Schools) 5 2415 North Monroe Street (Tallahassee Mall) 6 1625 Apalachee Parkway (Dick's Sporting Goods/Toys 'R' Us/PetSmart Center) 7 111 South Magnolia Drive (Winn Dixie/Magnolia Retail Center) 8 1317 Winewood Boulevard (DCF Headquarters thru 01/2020) 9 2525 South Monroe Street (TowneSouth) 10 1815 Lake Bradford Road (COT Wastewater Treatment Plant) Contact Karl Etters at ketters@tallahassee.com or [@KarlEtters](https://twitter.com/KarlEtters) on Twitter



A vacant office space is shown inside the Northwood Centre in May. ALICIA DEVINE/TALLAHASSEE DEMOCRAT

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