

Capital Area  
**Community Action** Agency  
Executive Committee Meeting  
Agenda

Tuesday, August 27, 2019 – 5:30 pm  
308 Office Plaza Drive – Tallahassee - 32301  
Conference Call (605) 475-4700; 275857#

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- I. Call to Order Christy McElroy, Chair
- II. Agenda Approval
- III. Sign-in/Attendance/Introductions
- IV. Action – Recommendation for Review and Approval
- A. Approval of Minutes
    - i) Executive Committee – June 25, 2019
  - B. Board Member Candidate
    - i) Brent Couch, Lighthouse Health Plan
  - C. Fiscal Report
    - Narrative
    - Revenue & Expenditures Agency-wide
    - Balance Sheet
    - Head Start Match
    - Credit Card Activity Spreadsheet and Statements
    - Revenue & Expenditures – major programs
  - D. Corporate Resolution – Hancock Whitney Bank
    - Operating Account
    - Safety Deposit Box
  - E. Fiscal Management – RFP
- V. Head Start 2019-20 Budget – Revised
- VI. Personal Identifying Information Policy Updates
- A. Orientation and Training Policies
- VII. Information– IRS Tax Returns
- Agency
  - Holdings
- VIII. Chief Operating Officer's Report
- A. Program Updates
- IX. Chief Executive Officer's Report
- X. Chair's Report
- A. CEO – Annual Evaluation
- XI. Adjournment

**Next Executive Committee Meeting 10/22/2019 - 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

## EXECUTIVE COMMITTEE

### Meeting Minutes

June 25, 2019

#### Members in Attendance:

Christy McElroy\*, Chair  
Derrick Jennings, Vice-Chair  
Kara Palmer Smith, Treasurer  
Lauren Johnson

#### CACAA Staff:

Tim Center  
Nina Self  
Margaret Watson  
Stephanie Sgouros

\*Attended meeting by phone.

The meeting was called to order at 5:40 p.m. by the Vice-Chair. A quorum was established.

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

#### **ACTION ITEMS**

The Vice-Chair asked for approval of the minutes. Ms. Palmer Smith made a motion to approve the minutes. It was seconded by Ms. Johnson, the motion was unanimously approved.

#### *Board Officer Update*

Mr. Center proposed that Ms. Quincee Messersmith or Mr. Allen Jones become the Secretary of the Board. He asked Board members to think on the matter for a later discussion before the full board.

#### **FISCAL**

Ms. Sgouros gave the financial report for the period ending April 30, 2019. She said 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 58% of the annual budget with some Head Start expenses closer to 70%. At month end, the Year to Date Actual Revenue and Expenses are 73% and 64% respectively, with mostly restricted net income of \$690,732 including \$75,000 for the SunTrust award and approximately \$240,000 for the Franklin County Fire Victims fund.

Ms. Sgouros said that the CSBG, LIHEAP and Weatherization grants have received funding through March 2019. She said though additional funding through at least the end of the fiscal year is expected, we have not received it to date.

The Year to Date Non-Federal Share (NFS) Match totals were \$552,661 or 59% of the \$881,324 total match required for the fiscal year ending September 30, 2019. She also said it was expected that the NFS will be 60% to 70% range at this point in the year but we are behind about 6%. We expect some months of VPK, School Readiness, and In-kind.



United Way of the Big Bend

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We had no new variances and explanations for this report.

Ms. Johnson asked how we will utilize contributions restricted for the Sun Trust award. Mr. Center reported that we should hear from the United Way in July or August. We are partnering with ECHO and Career Source Capital Region. The grant will be appropriated among ECHO Ministries and Career Source Capital Region to explore how to provide Getting Ahead/Staying Ahead in our communities.

Ms. Johnson asked if we are sure we will have to apply for a waiver. Mr. Center replied that we will receive a benefit from the Leon County School on the lease but it will not be sufficient to meet the match needed.

Ms. Johnson questioned Mr. James credit card charges? Mr. Center said that we would provide an answer at the next Board meeting. She also questioned charges on Ms. Self's credit card. It was explained that she is representing the agency through travel. The reimbursement for the expenses was paid by CareerSource because her position is tied to CareerSource.

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

#### ***Audit***

Mr. Center reported that he was contacted by the DEO Office of the Inspector General. An audit was completed about five months ago in the areas of identifying personal information and how information is kept. The audit findings recommended some internal control improvements for the agency's information system.

The take away to this process was to improve our security processes. We reached out to other agencies for assistance and was told that all CareerSource's have an entire training on information technology policies and procedures.

Ms. Johnson asked are we presenting a plan. He said we will have something for the Board to review at the next meeting. We will implement a formal plan to adopt. The agency will address all findings in six months.

#### ***Strategic Plan***

Mr. Center said that at the last meeting there were two areas targeted for discussion. Single mothers living in poverty and Children living in poverty. We would like to include Single mothers for the first fifteen days of the month. The Vice Chair asked for a motion to add the Single mothers to LIHEAP's Priority's List.

Ms. McElroy made a motion to add Single mothers to the Priority's List in July. It was seconded by Ms. Palmer Smith, and unanimously approved.

We will report to the Board quarterly to keep you updated.

#### ***Head Start Updates***

Mr. Center reminded the Board that the Agency did not need to file with HHS Head Start Office a formal re-funding application. However, the governing body needed to approve the budget for the coming year and agree to provide head start services for FY 19-20.

The Board agreed to submit the FY 19-20 application and budget.

Mr. Center presented the FY October 2019 through September 2020 Proposed Head Start Budget and Proposed Budget for School Year October 2019 through September 2020. We are allocating 50% to salaries and wages, 14% fringe benefit, and 13% IDC, and the remaining for operating programs and classrooms, etc.

Ms. Johnson would like to review contracts greater than \$25,000.00. Is it possible to spend less on contracts? Ms. Palmer Smith asked do we have a surplus funds set aside. Ms. Sgouros said we are not allowed to set aside monies for the agency in restricted funds only unrestricted.

Mr. Center said that we would submit by July 17<sup>th</sup>, a staffing plan on what they can expect the upcoming school year. In doing this we will need to submit a revised Head Start Budget with the goals needed.

The Vice-Chair asked for Board approval for adoption of the FY October 2019 through September 2020 Proposed Head Start Budget and Proposed Budget for School Year October 2019 through September 2020. Ms. Palmer Smith made a motion to approve FY October 2019 through September 2020 Proposed Head Start Budget and Proposed Budget for School Year October 2019 through September 2020. It was seconded by Ms. McElroy, and unanimously approved.

The Vice-Chair asked staff to bring a revised budget July 17<sup>th</sup> before the full Board. Ms. Johnson made a motion to have staff bring a revised budget July 17<sup>th</sup> before the full Board. It was seconded by Ms. Palmer Smith, and unanimously approved.

Mr. Center announced that the entire education team will present to the Board at the next Board meeting July 23<sup>rd</sup>.

#### ***Non-Federal Share Waiver***

Mr. Center informed that this fiscal year resulted in shortfall in our Non-Federal Share so we will have to request a waiver. Requesting a waiver, and being granted the waiver will allow us to draw down the entire grant amount. This will help us meet the Non-Federal Share match.

The Vice-Chair asked for a motion for approval to submit a waiver to HHS for the Non-Federal Share. Ms. Johnson made the motion for approval to submit a waiver to HHS for the Non-Federal Share. It was seconded by Ms. Palmer Smith, and unanimously approved.

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

Mr. Center asked the Vice-Chair to request a motion to approve the Self-Assessment. Ms. Johnson made a motion to approve the Self-Assessment. It was seconded by Mr. Jennings, and unanimously approved.

#### **PROGRAM UPDATES**

##### ***CSBG***

Mr. Center said that we are working with the County on our DEAP funds. We have improved in the way we deliver the service. We had a meeting with other agencies to see if we can assist their clients. They can call our Agency if they need assistance.

***WEATHERIZATION***

One of the Weatherization providers in the state was shut down due to fraud. We were selected to receive two pickup trucks. We were also given four generators that will be used in our Head Start Centers.

***CSBG***

Mr. Center reported that Wakulla Correctional Facility has requested that we facilitate Getting Ahead While Getting Out. Once the material is cleared by the Department of Corrections we will move forward to have the class on Tuesday morning from 9:00 a.m. to 11:00 a.m. The targeted group is with the Horticultural inmates who are taking this trade and will be placed in job positions upon release.

***CEO***

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

We have a new HVAC system being installed.

Ms. Johnson asked about the hiring status of the grant writer for Head Start. Mr. Center said that the RFP has not be sent out. Our goal is to get the RFP out by August and have the grant writer hired by October.

Ms. Palmer Smith requested details on Board recruitment. Mr. Center explained the Board recruit process and asked Board members to recruit members.

Mr. Center and Ms. Self are working to set up the Benevon Program - Annual Fund Raiser to generate unrestricted funds.

Meeting adjourned at 7:50 P.M.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

**Brent Couch**

3711 Shamrock St W Apt O-271, Tallahassee, FL 32309

850-980-3337

brentacouch@gmail.com

July 12, 2019

Capital Area Community Action Agency

309 Office Plaza Drive

Tallahassee, FL 32327

To Whom it May Concern,

I'm writing to share my bio with your organization since I'm interested in serving as a Board Member. First and foremost, I'm a Tallahassee native who is married with two beautiful daughters and have almost 20 years of experience working in various industries developing, managing, and collaborating with others to administer business practices, along with executing processes to enhance productivity through innovative ideas and improvement measures. I've worked in health care of over 10 years with Capital Health Plan as an Administrator and now serving as the Community Engagement Coordinator for Region 2 for Lighthouse Health Plan. Previously, I've worked in the banking sector as a Manager and in the manufacturing industry as an Operations Coordinator.

In addition, I've graduated from Florida State University in 2003 with a Bachelor's degree in Economics and Interdisciplinary Social Sciences and in 2016 I obtained my Master's degree in Management from American Public University.

Furthermore, I understand the importance of communicating and administering projects and business policies to fulfill organizational initiatives and meet stakeholder expectations. I'm confident that with my keen business insight and in-depth knowledge of business practices that I can assist in the implementation of organizational strategic plans to achieve optimal results.

Finally, I am confident my combination of drive, knowledge, and experience will provide as an invaluable resource and for Capital Area Community Action Agency.

Thank you for your consideration and I eagerly look forward to your response.

Respectfully,

Brent Couch

**Financial Statement Narrative  
For the Nine Months Ending June 30, 2019  
Capital Area Community Action Agency**

As of June 30, 2019, we have completed nine months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 75% of the annual budget with some Head Start expenses closer to 80%. At month end, the Year to Date Actual Revenue and Expenses are 90% and 82% respectively, with mostly restricted net income of \$636,754 including \$75,000 for the SunTrust award and approximately \$140,000 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 \$599,258 or 68% of the \$881,324 total match required for the fiscal year ending September 30, 2019. We would expect NFS to be in the 75% to 80% range at this point in the year.

**Expenditure Variances and Explanations**

The Statement of Revenue and Expenditures tracks year-to-date progress by budget line item. Actual revenues and expenditures are compared to the original budget for each budget line item by amount and percentage. Some budget line items may be below or above the expected percentage at any given point in the year. This can be caused by something as innocuous as the revenue or expense occurring unevenly at different points of time during the year, such as a one-time insurance payment. In other words, one twelfth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, the following explanations are provided. It is important to note that, while a specific line item may be over budget, the overall Agency budget should not be over budget. Adjustments are often made at the end of a grant or fiscal year to ensure that all budgets are balanced.

**Salaries, Fringe and Indirect- is over the benchmark budget due to full staffing and lower VPK numbers.**

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 budget due to several rate increases and we anticipate this item significantly exceeding budget by year end.

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



**Financial Statement Narrative  
For the Nine Months Ending June 30, 2019  
Capital Area Community Action Agency**

**General Liability and Property Insurance – is over budget due to a mid-year premium increase as well as additional insurance to cover vehicles.**

Communications – is over the budget with only a couple of repairs in the expenses. Last year's actual expenses were \$76,000 and it is expected that this year's expenses will be similar.

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.

Equipment Maintenance – is over budget benchmark and will go over budget due to long term contractual obligations. This number is actually \$1,500 less than YTD prior year charges.

Registrations – is over budget but when netted with Meetings/Workshops/Training and Training/Staff Development, the amount of total budget in these areas is 75% and on track.

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

**Legal Expenses – This consists of two items: a fine from DCF and legal advice for an EEOC complaint.**

**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 grant-end.

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

Contributions – The balance consists of unrestricted general donations and can be used by any of the agency programs as needed. 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 Duke Energy Neighbor, and (3) Getting Ahead/Staying Ahead donations. Unspent revenue can be used in future years.

**Special Events – This revenue is from the Golden Apple Gala.**

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

**Financial Statement Narrative  
For the Nine Months Ending June 30, 2019  
Capital Area Community Action Agency**

**Interest Income** – *The majority of this income is from the SunTrust grant, which was put in a Money Market account, where it will be kept until it is spent.*

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 Revenues and Expenditures  
From 10/1/2018 Through 6/30/2019

|  |      | Total<br>Budget -<br>Original | Current<br>Year Actual | Total<br>Budget<br>Variance -<br>Original | %          |
|--|------|-------------------------------|------------------------|---|------------|
| <b>Revenue</b>                                 |      |                               |                        |   |            |
| Government Contracts - FEDERAL - DIRECT        | 4000 | 3,525,297                     | 2,955,764              | (569,533)                                 | 84%        |
| Government Contracts - Federal Indirect        | 4005 | 3,209                         | 4,382                  | 1,173                                     | 137%       |
| Government Contracts - STATE                   | 4010 | 2,529,039                     | 2,535,683              | 6,644                                     | 100%       |
| Government Contracts - LOCAL                   | 4020 | 156,500                       | 113,847                | (42,653)                                  | 73%        |
| Grants - Other Not-for-Profits                 | 4100 | 25,733                        | 36,064                 | 10,331                                    | 140%       |
| Grants - All Other Sources                     | 4120 | 15,000                        | 90,790                 | 75,790                                    | 605%       |
| Contributions                                  | 4200 | 3,500                         | 12,687                 | 9,187                                     | 362%       |
| Contributions- Restricted                      | 4210 | 235,055                       | 286,241                | 51,186                                    | 122%       |
| Special Events                                 | 4300 | 0                             | 8,429                  | 8,429                                     | 100%       |
| Commissions-Vending/Photo                      | 4320 | 2,000                         | 5,138                  | 3,138                                     | 257%       |
| Interest Income                                | 4950 | 0                             | 1,000                  | 1,000                                     | 100%       |
| Fringe Pool Revenue                            | 4960 | 796,597                       | 621,167                | (175,430)                                 | 78%        |
| Indirect Pool Revenue                          | 4970 | 690,118                       | 518,997                | (171,121)                                 | 75%        |
| Other Revenue                                  | 4995 | 9,750                         | 24,878                 | 15,128                                    | 255%       |
| <b>Total Revenue</b>                           |      | <u>7,991,798</u>              | <u>7,215,066</u>       | <u>(776,733)</u>                          | <u>90%</u> |
| <b>Expenditures</b>                            |      |                               |                        |   |            |
| Salaries & Wages                               | 6010 | 2,600,298                     | 2,212,613              | 387,685                                   | 85%        |
| Fringe   | 6110 | 740,567                       | 621,134                | 119,433                                   | 84%        |
| FICA   | 6120 | 200,000                       | 159,470                | 40,530                                    | 80%        |
| Unemployment                                   | 6130 | 45,000                        | 32,555                 | 12,445                                    | 72%        |
| Workers Compensation                           | 6140 | 57,000                        | 42,272                 | 14,728                                    | 74%        |
| Health Insurance                               | 6150 | 415,000                       | 358,944                | 56,056                                    | 86%        |
| Life Insurance                                 | 6160 | 27,000                        | 21,436                 | 5,564                                     | 79%        |
| Retirement                                     | 6170 | 39,597                        | 30,023                 | 9,574                                     | 76%        |
| Staff Screenings                               | 6180 | 3,397                         | 706                    | 2,691                                     | 21%        |
| Indirect Costs                                 | 6210 | 631,082                       | 526,704                | 104,379                                   | 83%        |
| Travel - In Area                               | 6310 | 19,296                        | 14,249                 | 5,047                                     | 74%        |
| Travel - Out of Area                           | 6315 | 7,085                         | 35                     | 7,050                                     | 0%         |
| Office Supplies                                | 6410 | 15,950                        | 11,971                 | 3,979                                     | 75%        |
| Program Supplies                               | 6415 | 28,061                        | 23,084                 | 4,977                                     | 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 Maintenance/Toner/Paper | 6510 | 20,902                        | 17,533                 | 3,369                                     | 84%        |
| Postage and Delivery Expense                   | 6600 | 4,093                         | 1,479                  | 2,614                                     | 36%        |
| Contractual Services/Professional              | 6710 | 323,122                       | 185,958                | 137,164                                   | 58%        |
| Contractual Services - Health/Disabilities     | 6715 | 170,870                       | 161,705                | 9,165                                     | 95%        |
| Rent/Space Cost                                | 6810 | 207,807                       | 222,594                | (14,786)                                  | 107%       |
| Utilities                                      | 6820 | 68,683                        | 72,255                 | (3,572)                                   | 105%       |
| General Liability and Property Insurance       | 6830 | 42,508                        | 46,133                 | (3,625)                                   | 109%       |
| Communications                                 | 6840 | 52,968                        | 55,733                 | (2,766)                                   | 105%       |
| Repairs & Bldg Maintenance- Recurring          | 6850 | 91,978                        | 74,160                 | 17,818                                    | 81%        |
| Repairs & Bldg Maintenance - Nonrecurring      | 6855 | 0                             | 21,331                 | (21,331)                                  | 100%       |
| Equipment Maintenance                          | 6910 | 20,595                        | 18,885                 | 1,710                                     | 92%        |
| Vehicle Expense                                | 6920 | 68,031                        | 56,003                 | 12,028                                    | 82%        |
| Equipment Lease                                | 6930 | 11,738                        | 7,080                  | 4,658                                     | 60%        |
| Technology                                     | 6940 | 21,629                        | 17,149                 | 4,480                                     | 79%        |
| Fees, Licenses, and Permits                    | 7010 | 4,075                         | 3,317                  | 758                                       | 81%        |
| Dues/Subscriptions                             | 7020 | 14,230                        | 7,037                  | 7,193                                     | 49%        |
| Special Events                                 | 7110 | 0                             | 3,760                  | (3,760)                                   | 100%       |

Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
From 10/1/2018 Through 6/30/2019

|  |      |                  |                  |                  |      |
|--|------|------------------|------------------|------------------|------|
| Client Assistance                        | 7210 | 1,668,926        | 1,277,877        | 391,049          | 77%  |
| Expendable Equipment                     | 7320 | 22,711           | 7,414            | 15,296           | 33%  |
| Registration Fees                        | 7410 | 9,554            | 13,357           | (3,803)          | 140% |
| Meetings/Workshops/Training              | 7420 | 35,893           | 30,722           | 5,171            | 86%  |
| Training/Staff Development               | 7430 | 42,498           | 21,942           | 20,556           | 100% |
| Advisory/Board Member Expenses           | 7440 | 7,000            | 3,226            | 3,774            | 46%  |
| Advertising                              | 7450 | 9,350            | 4,401            | 4,949            | 47%  |
| Parent Activities                        | 7460 | 1,200            | 0                | 1,200            | 0%   |
| Raw Food Cost                            | 7510 | 180,139          | 162,543          | 17,596           | 90%  |
| Legal Expenses                           | 7530 | 0                | 852              | (852)            | 100% |
| Interest Expense                         | 7610 | 7,000            | 0                | 7,000            | 0%   |
| Bank Service Charges                     | 7630 | 3,500            | 1,587            | 1,913            | 45%  |
| Total Expenditures                       |      | <u>7,991,798</u> | <u>6,578,312</u> | <u>1,413,487</u> | 82%  |
| Excess Revenue over (under) Expenditures |      | 0                | <u>636,754</u>   | <u>636,754</u>   |      |

Capital Area Community Action Agency  
Balance Sheet  
For the Nine Months Ended 6/30/2019

|   | <u>Current Period<br/>Balance</u> |
|---|-----------------------------------|
| <b>Assets</b>                               |                                   |
| Petty Cash                                  | 860                               |
| Cash Operating Hancock Bank                 | 745,780                           |
| Cash - Money Market Hancock Bank            | 75,833                            |
| Cash-Bank Restricted                        | 69,523                            |
| Cash - Centennial Bank - Restricted         | 141,721                           |
| Grants Receivable                           | 414,397                           |
| Property and Equipment Net                  | <u>227,308</u>                    |
| <b>Total Assets</b>                         | <u><b>1,675,422</b></u>           |
| <b>Liabilities and Net Assets</b>           |                                   |
| <b>Liabilities</b>                          |                                   |
| Accounts Payable                            | 15,207                            |
| Accrued Leave                               | 49,802                            |
| Accrued Wages                               | 63,242                            |
| Accrued Fringe Benefits                     | (42,857)                          |
| Accrued Taxes                               | 5,780                             |
| 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>                    |
| <b>Total Liabilities</b>                    | <b>337,276</b>                    |
| <b>Net Assets</b>                           |                                   |
| <b>Beginning Net Assets</b>                 |                                   |
| Unrestricted Net Assets                     | 376,495                           |
| Invested Property and Equipment             | <u>324,898</u>                    |
| <b>Total Beginning Net Assets</b>           | <b>701,392</b>                    |
| Current Net Income                          | <u>636,754</u>                    |
| <b>Total Net Assets</b>                     | <u><b>1,338,146</b></u>           |
| <b>Total Liabilities and Net Assets</b>     | <u><b>1,675,422</b></u>           |

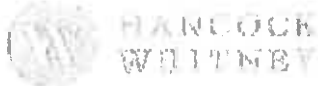
Capital Area Community Action Agency, Inc.  
 Head Start NFS Match Requirements  
 For the 9 Months Ending June 30, 2019

| Match Source                   | Total Needed   | YTD            | YTD %      | Remaining      | Remaining % | 9/30/19 expected/estimated | Unmet         | Unmet %   |
|--------------------------------|----------------|----------------|------------|----------------|-------------|----------------------------|---------------|-----------|
| Government Contracts - Local   |                | 47,768         |            |                |             | 53,500                     |               |           |
| Grants - Other Not for Profits |                | 8,249          |            |                |             | 13,000                     |               |           |
| In-Kind Revenue                |                | 367,344        |            |                |             | 437,344                    |               |           |
| VPK/SR                         |                | 80,999         |            |                |             | 300,200                    |               |           |
|                                | <b>881,324</b> | <b>504,360</b> | <b>57%</b> | <b>376,964</b> | <b>43%</b>  | <b>804,044</b>             | <b>77,280</b> | <b>9%</b> |

Head Start Credit Card Purchases June 2019

| Vendor Name     | Code | Transaction Description                           | Document Description                   | Date      | Expenses        |
|-----------------|------|---|--|-----------|-----------------|
| HANCOCK WHITNEY | 7430 | HOTEL- REGION IV CONF                             | ACCT#XXXX7303- KRISTIN JACKSON RESHARD | 6/27/2019 | 693.61          |
| HANCOCK WHITNEY | 7430 | BOOKS FOR KUMBA JENNEH                            | ACCT#XXXX7303- KRISTIN JACKSON RESHARD | 6/27/2019 | 27.95           |
| HANCOCK WHITNEY | 7430 | BOOKS FOR KUMBA JENNEH                            | ACCT#XXXX7303- KRISTIN JACKSON RESHARD | 6/27/2019 | 29.99           |
| HANCOCK WHITNEY | 6920 | FULEL- CO. CAR                                    | ACCT#XXXX6623- DARREL JAMES            | 6/27/2019 | 43.00           |
| HANCOCK WHITNEY | 7010 | ANNUAL VISA FEE                                   | ACCT#XXXX6623- DARREL JAMES            | 6/27/2019 | 35.00           |
| HANCOCK WHITNEY | 7430 | FOOD/ TRAINING- REGION IV CONF                    | ACCT#XXXX6623- DARREL JAMES            | 6/27/2019 | 5.34            |
| HANCOCK WHITNEY | 7430 | FOOD/ TRAINING- REGION IV CONF                    | ACCT#XXXX6623- DARREL JAMES            | 6/27/2019 | 10.43           |
| HANCOCK WHITNEY | 7430 | FOOD/ TRAINING- REGION IV CONF                    | ACCT#XXXX6623- DARREL JAMES            | 6/27/2019 | 15.07           |
| HANCOCK WHITNEY | 7430 | FOOD/ TRAINING- REGION IV CONF                    | ACCT#XXXX6623- DARREL JAMES            | 6/27/2019 | 17.54           |
| HANCOCK WHITNEY | 7430 | FOOD/ TRAINING- REGION IV CONF                    | ACCT#XXXX6623- DARREL JAMES            | 6/27/2019 | 21.00           |
| HANCOCK WHITNEY | 7430 | FOOD/ TRAINING- REGION IV CONF                    | ACCT#XXXX6623- DARREL JAMES            | 6/27/2019 | 24.50           |
| HANCOCK WHITNEY | 7430 | FOOD/ TRAINING- REGION IV CONF                    | ACCT#XXXX6623- DARREL JAMES            | 6/27/2019 | 1,131.48        |
| HANCOCK WHITNEY | 7430 | HOTEL- REGION IV CONF.                            | ACCT#XXXX6623- DARREL JAMES            | 6/27/2019 | 280.16          |
| HANCOCK WHITNEY | 7430 | RENTAL CAR FEE- REGION IV CONF.                   | ACCT#XXXX6623- DARREL JAMES            | 6/27/2019 | 45.00           |
| HANCOCK WHITNEY | 7430 | INSURANCE- RENTAL CAR/ REGION IV CONF.            | ACCT#XXXX6623- DARREL JAMES            | 6/27/2019 | 21.00           |
| HANCOCK WHITNEY | 7430 | PARKING FEE/ HOTEL- REGION IV CONF                | ACCT#XXXX6623- DARREL JAMES            | 6/27/2019 | 21.00           |
| HANCOCK WHITNEY | 7430 | PARKING FEE/ HOTEL- REGION IV CONF                | ACCT#XXXX6623- DARREL JAMES            | 6/27/2019 | 21.00           |
| HANCOCK WHITNEY | 7430 | IN SERVICE RENTAL SPACE                           | ACCT#XXXX6982- FATIMA OLEABHIELE       | 6/27/2019 | 75.00           |
| HANCOCK WHITNEY | 7430 | IN SERVICE RENTAL SPACE                           | ACCT#XXXX6982- FATIMA OLEABHIELE       | 6/27/2019 | 75.00           |
| HANCOCK WHITNEY | 7010 | DEPT.BUS.PROF.REGUL. ANNUAL FEE-STAND ALONE       | ACCT#XXXX8165- NICHELE ROLLE           | 6/27/2019 | 150.00          |
| HANCOCK WHITNEY | 7320 | WALMART-SMART TABLET FOR RECRUITMENT PURPOSES     | ACCT#XXXX8165- NICHELE ROLLE           | 6/27/2019 | 263.00          |
| HANCOCK WHITNEY | 7430 | HOTEL- REGION IV CONF                             | ACCT#XXXX8165- NICHELE ROLLE           | 6/27/2019 | 24.88           |
| HANCOCK WHITNEY | 7430 | FOOD/ REGION IV HEAD START CONF-ATLANTA, GA       | ACCT# XXXX5810- VENITA TREADWELL       | 6/27/2019 | 951.48          |
| HANCOCK WHITNEY | 7430 | FOOD/ REGION IV HEAD START CONF-ATLANTA, GA       | ACCT# XXXX5810- VENITA TREADWELL       | 6/27/2019 | 8.38            |
| HANCOCK WHITNEY | 7430 | FOOD/ REGION IV HEAD START CONF-ATLANTA, GA       | ACCT# XXXX5810- VENITA TREADWELL       | 6/27/2019 | 10.80           |
| HANCOCK WHITNEY | 7430 | FOOD/ REGION IV HEAD START CONF-ATLANTA, GA       | ACCT# XXXX5810- VENITA TREADWELL       | 6/27/2019 | 17.42           |
| HANCOCK WHITNEY | 7430 | FOOD/ REGION IV HEAD START CONF-ATLANTA, GA       | ACCT# XXXX5810- VENITA TREADWELL       | 6/27/2019 | 17.66           |
| HANCOCK WHITNEY | 7430 | FOOD/ REGION IV HEAD START CONF-ATLANTA, GA       | ACCT# XXXX5810- VENITA TREADWELL       | 6/27/2019 | 19.85           |
| HANCOCK WHITNEY | 7430 | FOOD/ REGION IV HEAD START CONF-ATLANTA, GA       | ACCT# XXXX5810- VENITA TREADWELL       | 6/27/2019 | 43.62           |
| HANCOCK WHITNEY | 7430 | PARKING FEE/HOTEL- REGION IV CONF                 | ACCT# XXXX5810- VENITA TREADWELL       | 6/27/2019 | 45.00           |
| HANCOCK WHITNEY | 7430 | PARKING FEE/HOTEL- REGION IV CONF                 | ACCT# XXXX5810- VENITA TREADWELL       | 6/27/2019 | 90.00           |
|                 |      |   |  |           | <u>4,138.96</u> |
| LOWE'S          | 6855 | ACCT#XXX84241 FOR JUN 2019- PAINT/MAINT. SUPPLIES | ACCT#XXX84241 FOR JUN 2019             | 6/30/2019 | 46.50           |
| LOWE'S          | 6855 | ACCT#XXX84241 FOR JUN 2019- PAINT/MAINT. SUPPLIES | ACCT#XXX84241 FOR JUN 2019             | 6/30/2019 | 246.60          |
| LOWE'S          | 6855 | ACCT#XXX84241 FOR JUN 2019- PAINT/MAINT. SUPPLIES | ACCT#XXX84241 FOR JUN 2019             | 6/30/2019 | 279.74          |
| LOWE'S          | 6855 | AIRLESS PAINT SPRAYER EQUIPMENT                   | ACCT#XXX84241 FOR JUN 2019             | 6/30/2019 | 246.07          |
|                 |      |   |  |           | <u>818.91</u>   |

4,957.87



*Visa BusinessCard*  
**Statement of Account**  
 Issued by Hancock Whitney Bank

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



16321790 . 007807 . 0001 . 0001 . 2

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

\*\*N0007807

**MEMO STATEMENT**

Account Number

Statement Date

06-27-19

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

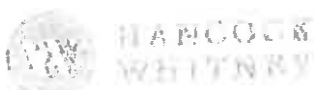
| Post Date | Trans Date | Reference Number        | MCC  | Transaction Description                                   | Amount    |
|-----------|------------|-------------------------|------|---|-----------|
| 06-19     | 06-19      | 74270849170100010788723 | 0000 | BRANCH PAYMENT - THANK YOU                                | M46.60    |
| 06-24     | 06-20      | 24431069172722254961647 | 3640 | HYATT REGENCY ATLANTA 8885886308 GA<br>228978218685886308 | M693.51 ✓ |
| 06-27     | 06-25      | 24137469177500864984241 | 5942 | FLINTUMIBKSTORE #7859 305-348-2691 FL                     | M27.95 ✓  |
| 06-27     | 06-25      | 24137469177500864984324 | 5942 | FLINTUMIBKSTORE #7859 305-348-2691 FL                     | M29.99 ✓  |

*OK  
7/3/19*

| STATEMENT DATE   | ACCOUNT NUMBER | ACCOUNT SUMMARY                        |
|--|----------------|--|
| 06-27-19   | [REDACTED]     |  |
| <b>CUSTOMER SERVICE CALL</b><br><br>Toll Free 1-800-448-8812 |                | NEW PURCHASES AND OTHER CHARGES 751.55 |
|  |                | NEW CASH ADVANCES .00                  |
|  |                | CREDITS 46.60                          |
|  |                | <b>STATEMENT TOTAL 704.95</b>          |
|  |                | TOTAL IN DISPUTE .00                   |
|  |                | <b>CREDIT LIMIT 2,000.00</b>           |







Visa BusinessCard  
Statement of Account  
Issued by Hancock Whitney Bank

HANCOCK WHITNEY BANK  
PO BOX 61750  
NEW ORLEANS LA 70181-1750

**MEMO STATEMENT**

Account Number  
[REDACTED]

Statement Date  
06-27-19

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

\*\*N0005592

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

| Post Date | Trans Date | Reference Number        | MCC  | Transaction Description                | Amount    |
|-----------|------------|-------------------------|------|--|-----------|
| 05-30     | 05-29      | 24445009150001003732815 | 5331 | DOLLAR TREE TALLAHASSEE FL             | M18.00 ✓  |
| 05-31     | 05-30      | 24445009151001072029399 | 5331 | DOLLAR TREE TALLAHASSEE FL             | M1.00 ✓   |
| 05-31     | 05-30      | 24013399150004074451007 | 5999 | AWARDS4U TALLAHASSEE FL                | M10.00 ✓  |
| 05-31     | 05-30      | 24692169151100335799259 | 5970 | MICHAELS STORES 1551 TALLAHASSEE FL    | M10.17 ✓  |
| 05-31     | 05-30      | 24445009151001072029472 | 5411 | PUBLIX #1051 TALLAHASSEE FL            | M24.00 ✓  |
| 05-31     | 05-30      | 24226389151091004238555 | 5300 | SAMSCLUB #8120 TALLAHASSEE FL          | M81.38 ✓  |
| 05-31     | 05-30      | 24765018150200000000017 | 7221 | TIM YOHO PHOTOGRAPHY 8503831830 FL     | M211.75 ✓ |
| 05-31     | 05-30      | 24445009152001125760874 | 5411 | PUBLIX #1051 TALLAHASSEE FL            | M44.95 ✓  |
| 06-03     | 06-31      | 24445009152001125760874 | 5411 | PUBLIX #1051 TALLAHASSEE FL            | M75.00 ✓  |
| 06-08     | 06-06      | 24692169156100637703006 | 8398 | ARC*RED CROSS DONATION 800-733-2787 CA | M150.00 ✓ |
| 06-06     | 06-05      | 24692169156100637702974 | 8398 | ARC*RED CROSS DONATION 800-733-2787 CA | M311.29 ✓ |
| 06-19     | 06-19      | 74270849170100010786707 | 0000 | BRANCH PAYMENT - THANK YOU             |           |

*Handwritten signature/initials*

| STATEMENT DATE                                    | ACCOUNT NUMBER | ACCOUNT SUMMARY                        |
|---|----------------|--|
| 06-27-19  | [REDACTED]     | NEW PURCHASES AND OTHER CHARGES 626.25 |
| CUSTOMER SERVICE CALL<br>Toll Free 1-800-448-8812 |                | NEW CASH ADVANCES .00                  |
|   |                | CREDITS 311.29                         |
|   |                | <b>STATEMENT TOTAL 314.96</b>          |
|   |                | TOTAL IN DISPUTE .00                   |
|   |                | CREDIT LIMIT 2,000.00                  |





Visa BusinessCard  
Statement of Account  
Issued by Hancock Whitney Bank

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

**MEMO STATEMENT**

Account Number  
[REDACTED]

Statement Date  
06-27-19



16321780-009146-0001-0001-2



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

\*\*N00091346

**STATEMENT MESSAGES**

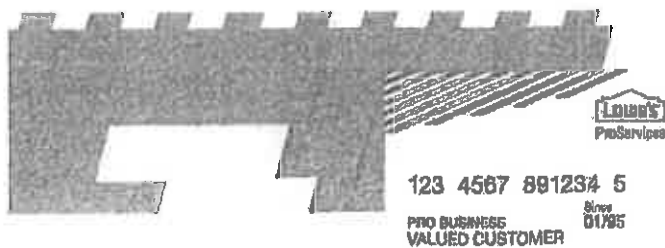
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**TRANSACTION DETAIL**

| Post Date | Trans Date | Reference Number        | MCC  | Transaction Description                                  | Amount    |
|-----------|------------|-------------------------|------|--|-----------|
| 06-17     | 06-16      | 24431069168400111000125 | 5814 | KFC J718245 TALLAHASSEE FL - last rept added             | M8.38     |
| 06-19     | 06-19      | 74270849170100010768855 | 0000 | BRANCH PAYMENT - THANK YOU                               | M1,069.00 |
| 06-19     | 06-18      | 24224439170104002597908 | 5812 | MAX LAGERS ATLANTA GA                                    | M17.42    |
| 06-20     | 06-19      | 24269798171001207516075 | 5812 | GUSS WORLD FAMOUS FRIE ATLANTA GA                        | M10.80    |
| 06-21     | 06-20      | 24445008171300490911576 | 5812 | GOLDEN CORRAL 2478 CORDELE GA                            | M17.68    |
| 06-21     | 06-20      | 24445008171300490911576 | 5814 | CHICK-FIL-A #00238 ATLANTA GA                            | M19.65    |
| 06-21     | 06-19      | 24427939171710006645588 | 5542 | BP#1722032CKW 2211933 ATLANTA GA                         | M43.82    |
| 06-21     | 06-20      | 24122549172744001275191 | 3640 | HYATT REGENCY ATLANTA ATLANTA GA Parking                 | M45.00    |
| 06-24     | 06-20      | 24431069172722254981332 | 3640 | HYATT REGENCY ATLANTA 8885888308 GA<br>ARRIVAL: 06-17-19 | M90.00    |
| 06-24     | 06-20      | 24431069172722252622811 | 3640 | HYATT REGENCY ATLANTA 8885888308 GA<br>ARRIVAL: 06-17-19 | M951.48   |
| 06-24     | 06-20      | 24431069172722253845833 | 3640 | HYATT REGENCY ATLANTA ATLANTA GA<br>ARRIVAL: 06-16-19    |           |

*Handwritten signature/initials*

|                                   |                                     |  |
|-----------------------------------|-------------------------------------|--|
| <b>STATEMENT DATE</b><br>06-27-19 | <b>ACCOUNT NUMBER</b><br>[REDACTED] | <b>ACCOUNT SUMMARY</b>                   |
| <b>CUSTOMER SERVICE CALL</b>      |                                     |  |
| Toll Free 1-800-448-8812          |                                     | NEW PURCHASES AND OTHER CHARGES 1,204.01 |
|                                   |                                     | NEW CASH ADVANCES .00                    |
|                                   |                                     | CREDITS 1,069.00                         |
|                                   |                                     | <b>STATEMENT TOTAL 135.01</b>            |
|                                   |                                     | TOTAL IN DISPUTE .00                     |
|                                   |                                     | CREDIT LIMIT 4,000.00                    |



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\*Exclusions apply. Can't be combined with other credit offers. See store for details.  
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**Lowe's<sup>SM</sup> Business Card Account**

CAPITAL AREA COMM ACTION  
Account Number [REDACTED]

Visit us at [www.lowes.com/credit](http://www.lowes.com/credit)  
Customer Service: 1-800-444-1408

1-2

| Summary of Account Activity |                 | Payment Information       |            |
|-----------------------------|-----------------|---------------------------|------------|
| Previous Balance            | \$87.07         | New Balance               | \$818.91   |
| - Payments                  | \$87.07         | Total Minimum Payment Due | \$35.00    |
| - Other Credits             | \$0.00          | Payment Due Date          | 07/28/2019 |
| + Purchases/Debits          | \$818.91        |                           |            |
| + Fees Charged              | \$0.00          |                           |            |
| + Interest Charged          | \$0.00          |                           |            |
| <b>New Balance</b>          | <b>\$818.91</b> |                           |            |
| Credit Limit                | \$11,000.00     |                           |            |
| Available Credit            | \$10,181.00     |                           |            |
| Statement Closing Date      | 07/02/2019      |                           |            |
| Days in Billing Cycle       | 30              |                           |            |

*Handwritten note: (M) 7/9/19*

| Transaction Summary |           |                                     |                                      |           |
|---------------------|-----------|-------------------------------------|--------------------------------------|-----------|
| Trans Date          | Post Date | Reference Number/<br>Invoice Number | Description of Transaction or Credit | Amount    |
| 06/06               | 06/03     | 10038                               | STORE 0716 TALLAHASSEE FL            | \$279.74  |
| 06/07               | 06/07     | 10886                               | STORE 0716 TALLAHASSEE FL            | \$46.50   |
| 06/12               | 06/12     | 09155                               | STORE 0716 TALLAHASSEE FL            | \$492.67  |
| 06/24               | 06/24     |                                     | PAYMENT - THANK YOU TALLAHASSEE FL   | (\$87.07) |

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

**CUSTOMER SERVICE:** For Account Information log on to [www.lowes.com/credit](http://www.lowes.com/credit). This account is not registered. The authentication code is: EBTT142 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 Nine Months Ended 6/30/2019

|   |      | Total<br>Budget -<br>Original | Current<br>Year Actual | Total<br>Budget<br>Variance -<br>Original | %          |
|---|------|-------------------------------|------------------------|---|------------|
| <b>Revenue</b>                                  |      |                               |                        |   |            |
| Government Contracts - FEDERAL - DIRECT         | 4000 | 3,525,297                     | 2,955,764              | (569,533)                                 | 84%        |
| Government Contracts - STATE                    | 4010 | 426,240                       | 568,076                | 141,836                                   | 133%       |
| Government Contracts - LOCAL                    | 4020 | 53,500                        | 47,768                 | (5,732)                                   | 89%        |
| Grants - Other Not-for-Profits                  | 4100 | 13,000                        | 9,752                  | (3,248)                                   | 75%        |
| Contributions- Restricted                       | 4210 | 0                             | 2,157                  | 2,157                                     |            |
| <b>Total Revenue</b>                            |      | <b>4,018,037</b>              | <b>3,583,517</b>       | <b>(434,520)</b>                          | <b>89%</b> |
| <b>Expenditures</b>                             |      |                               |                        |   |            |
| Salaries & Wages                                | 6010 | 1,975,376                     | 1,620,238              | 355,138                                   | 82%        |
| Fringe  | 6110 | 562,588                       | 452,425                | 110,163                                   | 80%        |
| Staff Screenings                                | 6180 | 2,500                         | 245                    | 2,255                                     | 10%        |
| Indirect Costs                                  | 6210 | 520,986                       | 407,982                | 113,003                                   | 78%        |
| Travel - In Area                                | 6310 | 3,500                         | 2,800                  | 700                                       | 80%        |
| Travel - Out of Area                            | 6315 | 500                           | 35                     | 465                                       | 7%         |
| Office Supplies                                 | 6410 | 7,500                         | 4,254                  | 3,246                                     | 57%        |
| Program Supplies                                | 6415 | 24,017                        | 22,592                 | 1,425                                     | 94%        |
| Classroom Supplies                              | 6420 | 38,246                        | 10,994                 | 27,501                                    | 29%        |
| Kitchen Supplies                                | 6430 | 12,721                        | 16,067                 | (3,346)                                   | 126%       |
| Medical/Dental Supplies                         | 6440 | 500                           | 270                    | 230                                       | 54%        |
| Copies/Printing/Copier                          | 6510 | 12,000                        | 10,814                 | 1,186                                     | 90%        |
| Postage and Delivery Expense                    | 6600 | 1,200                         | 552                    | 648                                       | 46%        |
| Contractual Services/Professional               | 6710 | 15,000                        | 8,543                  | 6,547                                     | 57%        |
| Contractual Services – Health/Disabilities      | 6715 | 170,837                       | 161,545                | 9,292                                     | 95%        |
| Rent/Space Cost                                 | 6810 | 150,000                       | 174,552                | (24,552)                                  | 116%       |
| Utilities                                       | 6820 | 62,500                        | 67,760                 | (5,260)                                   | 108%       |
| General Liability and Property Insurance        | 6830 | 21,000                        | 25,967                 | (4,967)                                   | 124%       |
| Communications                                  | 6840 | 37,530                        | 38,781                 | (1,251)                                   | 103%       |
| Repairs & Bldg Maintenance- Recurring           | 6850 | 75,000                        | 69,681                 | 5,319                                     | 121%       |
| Repairs & Bldg Maintenance -                    | 6855 | 0                             | 21,247                 | (21,247)                                  |            |
| Equipment Maintenance                           | 6910 | 14,000                        | 13,635                 | 365                                       | 97%        |
| Vehicle Expense                                 | 6920 | 37,350                        | 21,810                 | 15,540                                    | 58%        |
| Equipment Lease                                 | 6930 | 8,500                         | 5,348                  | 3,152                                     | 63%        |
| Technology                                      | 6940 | 12,500                        | 11,619                 | 881                                       | 93%        |
| Fees, Licenses, and Permits                     | 7010 | 1,500                         | 1,067                  | 94  | 71%        |
| Dues/Subscriptions                              | 7020 | 2,500                         | 2,269                  | 231                                       | 91%        |
| Expendable Equipment                            | 7320 | 5,000                         | 2,437                  | 2,563                                     | 49%        |
| 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                        | 21,843                 | 19,155                                    | 53%        |
| Advisory/Board Member Expenses                  | 7440 | 2,000                         | 1,504                  | 496                                       | 75%        |
| Advertising                                     | 7450 | 2,000                         | 139                    | 1,862                                     | 7%         |
| Parent Activities                               | 7460 | 1,200                         | 0                      | 1,200                                     | 0%         |
| Raw Food Cost                                   | 7510 | 180,139                       | 162,543                | 17,596                                    | 90%        |
| <b>Total Expenditures</b>                       |      | <b>4,018,037</b>              | <b>3,380,198</b>       | <b>637,839</b>                            | <b>84%</b> |
| <b>Excess Revenue over (under) Expenditures</b> |      | <b>0</b>                      | <b>203,318</b>         | <b>203,318</b>                            |            |

Capital Area Community Action Agency  
 LIHEAP - Statement of Revenues and Expenditures  
 From Grant Inception Through 6/30/2019

|   |      | Total<br>Budget -<br>Original | Current<br>Year<br>Actual | Total<br>Budget<br>Variance -<br>Original | %    |
|---|------|-------------------------------|---------------------------|---|------|
| <b>Revenue</b>                                  |      |                               |                           |   |      |
| Government Contracts - STATE                    | 4010 | 4,455,344                     | 4,024,902                 | (430,442)                                 | 90%  |
| <b>Total Revenue</b>                            |      | <u>4,455,344</u>              | <u>4,024,902</u>          | <u>(430,442)</u>                          | 90%  |
| <b>Expenditures</b>                             |      |                               |                           |   |      |
| Salaries & Wages                                | 6010 | 509,204                       | 458,194                   | 51,010                                    | 90%  |
| Fringe  | 6110 | 145,020                       | 130,494                   | 14,527                                    | 90%  |
| Staff Screenings                                | 6180 | 1,219                         | 413                       | 806                                       | 34%  |
| Indirect Costs                                  | 6210 | 134,658                       | 118,625                   | 16,033                                    | 88%  |
| 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                         | 3,613                     | 3,087                                     | 54%  |
| Copies/Printing/Copier Maintenance/Toner/Paper  | 6510 | 11,331                        | 9,130                     | 2,201                                     | 81%  |
| Postage and Delivery Expense                    | 6600 | 2,986                         | 1,833                     | 1,153                                     | 61%  |
| Contractual Services/Professional               | 6710 | 20,000                        | 10,163                    | 9,837                                     | 51%  |
| Rent/Space Cost                                 | 6810 | 48,377                        | 49,791                    | (1,414)                                   | 103% |
| Utilities                                       | 6820 | 7,265                         | 3,731                     | 3,534                                     | 51%  |
| General Liability and Property Insurance        | 6830 | 4,850                         | 5,817                     | (967)                                     | 120% |
| Communications                                  | 6840 | 20,295                        | 18,520                    | 1,775                                     | 91%  |
| Repairs & Bldg Maintenance- Recurring           | 6850 | 8,368                         | 4,083                     | 4,285                                     | 49%  |
| Equipment Maintenance                           | 6910 | 6,490                         | 4,375                     | 2,115                                     | 67%  |
| Vehicle Expense                                 | 6920 | 6,590                         | 3,568                     | 3,022                                     | 54%  |
| Equipment Lease                                 | 6930 | 3,275                         | 1,879                     | 1,396                                     | 57%  |
| Technology                                      | 6940 | 10,888                        | 6,018                     | 4,870                                     | 55%  |
| Fees, Licenses, and Permits                     | 7010 | 550                           | 67                        | 483                                       | 12%  |
| Dues/Subscriptions                              | 7020 | 375                           | 175                       | 200                                       | 47%  |
| Client Assistance                               | 7210 | 3,472,859                     | 3,134,485                 | 338,374                                   | 90%  |
| 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 | 1,000                         | 0                         | 1,000                                     | 0%   |
| <b>Total Expenditures</b>                       |      | <u>4,455,344</u>              | <u>3,977,572</u>          | <u>477,772</u>                            | 89%  |
| <b>Excess Revenue over (under) Expenditures</b> |      | <u>0</u>                      | <u>47,331</u>             | <u>47,331</u>                             |      |

Capital Area Community Action Agency  
 CSBG - Statement of Revenues and Expenditures  
 From Grant Inception Through 6/30/2019

|  |      | Total<br>Budget -<br>Original | Current<br>Year Actual | Total<br>Budget<br>Variance -<br>Original | %          |
|--|------|-------------------------------|------------------------|---|------------|
| <b>Revenue</b>                                 |      |                               |                        |   |            |
| Government Contracts - STATE                   | 4010 | 2,073,710                     | 1,719,265              | (354,446)                                 | 83%        |
| <b>Total Revenue</b>                           |      | <b>2,073,710</b>              | <b>1,719,265</b>       | <b>(354,446)</b>                          | <b>83%</b> |
| <b>Expenditures</b>                            |      |                               |                        |   |            |
| Salaries & Wages                               | 6010 | 686,720                       | 664,300                | 22,420                                    | 97%        |
| Fringe   | 6110 | 195,578                       | 188,312                | 7,266                                     | 96%        |
| Staff Screenings                               | 6180 | 49                            | 462                    | (413)                                     | 943%       |
| Indirect Costs                                 | 6210 | 181,401                       | 166,353                | 15,048                                    | 92%        |
| Travel - In Area                               | 6310 | 18,309                        | 11,163                 | 7,146                                     | 61%        |
| Travel - Out of Area                           | 6315 | 32,445                        | 5,307                  | 27,138                                    | 16%        |
| Office Supplies                                | 6410 | 5,600                         | 3,870                  | 1,730                                     | 69%        |
| Program Supplies                               | 6415 | 0                             | 13                     | (13)                                      |            |
| Copies/Printing/Copier Maintenance/Toner/Paper | 6510 | 18,470                        | 5,276                  | 13,194                                    | 29%        |
| Postage and Delivery Expense                   | 6600 | 3,600                         | 1,011                  | 2,589                                     | 28%        |
| Contractual Services/Professional              | 6710 | 37,400                        | 14,863                 | 22,537                                    | 40%        |
| Rent/Space Cost                                | 6810 | 101,526                       | 79,209                 | 22,317                                    | 78%        |
| Utilities                                      | 6820 | 12,000                        | 8,902                  | 3,098                                     | 74%        |
| General Liability and Property Insurance       | 6830 | 8,321                         | 11,225                 | (2,904)                                   | 135%       |
| Communications                                 | 6840 | 29,980                        | 28,687                 | 1,293                                     | 96%        |
| Repairs & Bldg Maintenance- Recurring          | 6850 | 13,500                        | 7,533                  | 5,967                                     | 56%        |
| Repairs & Bldg Maintenance - Nonrecurring      | 6855 | 0                             | 75                     | (75)                                      |            |
| Equipment Maintenance                          | 6910 | 10,600                        | 10,225                 | 375                                       | 96%        |
| Vehicle Expense                                | 6920 | 52,373                        | 36,539                 | 15,834                                    | 70%        |
| Equipment Lease                                | 6930 | 6,200                         | 2,833                  | 3,367                                     | 46%        |
| Technology                                     | 6940 | 10,100                        | 7,319                  | 2,781                                     | 72%        |
| Fees, Licenses, and Permits                    | 7010 | 5,951                         | 6,069                  | (118)                                     | 102%       |
| Dues/Subscriptions                             | 7020 | 14,620                        | 8,377                  | 6,243                                     | 57%        |
| Client Assistance                              | 7210 | 569,904                       | 392,881                | 177,023                                   | 69%        |
| Expendable Equipment                           | 7320 | 21,926                        | 15,018                 | 6,908                                     | 68%        |
| Registration Fees                              | 7410 | 11,838                        | 9,911                  | 1,927                                     | 84%        |
| Meetings/Workshops/Training                    | 7420 | 10,700                        | 13,943                 | (3,243)                                   | 130%       |
| Advertising                                    | 7450 | 14,600                        | 3,042                  | 11,558                                    | 21%        |
| <b>Total Expenditures</b>                      |      | <b>2,073,710</b>              | <b>1,702,719</b>       | <b>370,992</b>                            | <b>82%</b> |
| Excess Revenue over (under) Expenditures       |      | 0                             | 16,546                 | 16,546                                    |            |



Capital Area Community Action Agency  
WAP - Statement of Revenues and Expenditures  
From Grant Inception Through 6/30/2019

|   |      | Total<br>Budget -<br>Original | Current<br>Year<br>Actual | Total<br>Budget<br>Variance -<br>Original | %   |
|---|------|-------------------------------|---------------------------|---|-----|
| <b>Revenue</b>                                  |      |                               |                           |   |     |
| Government Contracts - STATE                    | 4010 | 1,315,013                     | 543,985                   | (771,028)                                 | 41% |
| <b>Total Revenue</b>                            |      | <u>1,315,013</u>              | <u>543,985</u>            | <u>(771,028)</u>                          | 41% |
| <b>Expenditures</b>                             |      |                               |                           |   |     |
| Salaries & Wages                                | 6010 | 234,312                       | 138,035                   | 96,277                                    | 59% |
| Fringe  | 6110 | 66,732                        | 39,312                    | 27,420                                    | 59% |
| Staff Screenings                                | 6180 | 200                           | 0                         | 200                                       | 0%  |
| Indirect Costs                                  | 6210 | 60,493                        | 35,232                    | 25,261                                    | 58% |
| Travel - In Area                                | 6310 | 16,000                        | 6,465                     | 9,535                                     | 40% |
| Office Supplies                                 | 6410 | 4,000                         | 1,336                     | 2,664                                     | 33% |
| Copies/Printing/Copier Maintenance/Toner/Paper  | 6510 | 1,800                         | 811                       | 989                                       | 45% |
| Postage and Delivery Expense                    | 6600 | 750                           | 228                       | 522                                       | 30% |
| Contractual Services/Professional               | 6710 | 20,692                        | 3,000                     | 17,692                                    | 14% |
| Rent/Space Cost                                 | 6810 | 9,219                         | 4,459                     | 4,761                                     | 48% |
| Utilities                                       | 6820 | 0                             | 988                       | (988)                                     |     |
| General Liability and Property Insurance        | 6830 | 27,237                        | 13,298                    | 13,939                                    | 49% |
| Communications                                  | 6840 | 5,750                         | 3,042                     | 2,708                                     | 53% |
| Repairs & Bldg Maintenance- Recurring           | 6850 | 6,375                         | 752                       | 5,623                                     | 12% |
| Equipment Maintenance                           | 6910 | 0                             | 1,392                     | (1,392)                                   |     |
| Vehicle Expense                                 | 6920 | 13,750                        | 9,948                     | 3,802                                     | 72% |
| Equipment Lease                                 | 6930 | 500                           | 333                       | 167                                       | 67% |
| Technology                                      | 6940 | 400                           | 192                       | 208                                       | 48% |
| Fees, Licenses, and Permits                     | 7010 | 1,125                         | 433                       | 692                                       | 38% |
| Dues/Subscriptions                              | 7020 | 12,750                        | 5,350                     | 7,400                                     | 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 | 750                           | 264                       | 486                                       | 35% |
| <b>Total Expenditures</b>                       |      | <u>1,315,013</u>              | <u>515,414</u>            | <u>799,599</u>                            | 39% |
| <b>Excess Revenue over (under) Expenditures</b> |      | <b>(0)</b>                    | <u>28,571</u>             | <u>28,571</u>                             |     |

**CORPORATE AUTHORIZATION RESOLUTION**

**Hancock Whitney Bank**

Branch Name: Downtown Tallahassee  
Name/User ID 101326

CAPITAL AREA COMMUNITY ACTION AGENCY INC "Operating account"  
Corporation  
309 OFFICE PLAZA DR  
Address  
TALLAHASSEE FL 32301  
City, State, and Zip Code

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

B. Be it resolved that,

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

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

TIM CENTER                      DERRICK JENNINGS  
NINA SELF                      LAUREN JOHNSON  
CHRISTY MCELROY  
KARA PALMER SMITH

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

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

In Witness Whereof, I have hereunto subscribed my name on \_\_\_\_\_  
Date

\_\_\_\_\_  
Attested by One Other Officer  
\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Secretary  
\_\_\_\_\_  
Printed Name

**CORPORATE AUTHORIZATION RESOLUTION**

**Hancock Whitney Bank**

Branch Name: Downtown Tallahassee  
Name/User ID 101326

CAPITAL AREA COMMUNITY ACTION AGENCY INC "Safety Deposit Box"  
Corporation  
309 OFFICE PLAZA DR  
Address  
TALLAHASSEE FL 32301  
City, State, and Zip Code

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

B. Be it resolved that,

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

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

STEPHANIE SGOUROS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

In Witness Whereof, I have hereunto subscribed my name on \_\_\_\_\_  
Date

\_\_\_\_\_  
Attested by One Other Officer  
\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Secretary  
\_\_\_\_\_  
Printed Name

|   |      | Approved 6/20/19<br>HEAD START | New & Revised<br>HEAD START | Difference |
|---|------|--------------------------------|-----------------------------|------------|
| <b>Revenue</b>                                    |      |                                |                             |            |
| Government Contracts - FEDERAL                    | 4000 | 3,525,297                      | 3,525,297                   | -          |
| Government Contracts - STATE & LOCAL              |      |                                |                             |            |
| Other   |      | -                              | -                           |            |
| <b>Total Revenue</b>                              |      | <b>3,525,297</b>               | <b>3,525,297</b>            | <b>-</b>   |
| <b>Expenditures</b>                               |      |                                |                             |            |
| Salaries & Wages - Head Start                     | 6010 | 1,749,563                      | 1,732,046                   | (17,517)   |
| Fringe - Head Start                               | 6110 | 498,276                        | 501,947                     | 3,671      |
| Staff Screenings                                  | 6180 | 1,150                          | 1,150                       | -          |
| Indirect Costs - Head Start                       | 6210 | 449,567                        | 402,119                     | (47,448)   |
| Travel - In Area                                  | 6310 | 3,500                          | 3,500                       | -          |
| Office Supplies                                   | 6410 | 5,500                          | 6,938                       | 1,438      |
| Program Supplies                                  | 6415 | 26,985                         | 26,985                      | -          |
| Classroom Supplies                                | 6420 | 25,000                         | 48,500                      | 23,500     |
| Kitchen Supplies                                  | 6430 | 10,000                         | 8,000                       | (2,000)    |
| Medical/Dental Supplies                           | 6440 | 750                            | 1,000                       | 250        |
| Copies/Printing/Copier Maintenance/Toner/Paper    | 6510 | 13,000                         | 14,000                      | 1,000      |
| Postage and Delivery Expense                      | 6600 | 950                            | 1,200                       | 250        |
| Contractual Services/Professional                 | 6710 | 12,000                         | 31,000                      | 19,000     |
| Contractual Services – Health/Disabilities        | 6715 | 145,000                        | 135,059                     | (9,941)    |
| Rent/Space Cost                                   | 6810 | 207,862                        | 207,862                     | -          |
| Utilities   | 6820 | 83,000                         | 79,552                      | (3,448)    |
| General Liability and Property Insurance          | 6830 | 26,000                         | 28,000                      | 2,000      |
| Communications                                    | 6840 | 46,000                         | 52,000                      | 6,000      |
| Repairs and Maintenance- Building - Recurring     | 6850 | 86,000                         | 91,000                      | 5,000      |
| Repairs and Maintenance- Building - Non-Recurring | 6855 | 13,996                         | 23,000                      | 9,004      |
| Equipment Maintenance                             | 6910 | 16,000                         | 19,000                      | 3,000      |
| Vehicle Expense                                   | 6920 | 26,000                         | 28,000                      | 2,000      |
| Equipment Lease                                   | 6930 | 8,600                          | 8,600                       | -          |
| Technology  | 6940 | 15,000                         | 18,241                      | 3,241      |
| Fees, Licenses, and Permits                       | 7010 | 1,500                          | 1,500                       | -          |
| Dues/Subscriptions                                | 7020 | 2,500                          | 2,500                       | -          |
| Special Events                                    | 7110 | 2,000                          | 2,000                       | -          |
| Expendable Equipment                              | 7320 | 3,000                          | 3,000                       | -          |
| Registration Fees                                 | 7410 | 13,134                         | -                           | (13,134)   |
| Meetings/Workshops/Training                       | 7420 | 400                            | 400                         | -          |
| Staff Development                                 | 7430 | 27,864                         | -                           | (27,864)   |
| Training & Technical Assistance                   | 7435 |                                | 40,998                      | 40,998     |
| Advisory/Board Member Expenses                    | 7440 | 2,000                          | 1,500                       | (500)      |
| Advertising                                       | 7450 | 2,000                          | 3,500                       | 1,500      |
| Parent Activities                                 | 7460 | 1,200                          | 1,200                       | -          |
| Raw Food Cost                                     | 7510 | -                              | -                           | -          |
| <b>Total Expenditures</b>                         |      | <b>3,525,297</b>               | <b>3,525,297</b>            | <b>-</b>   |

# Identifying & Securing Personally Identifiable Information

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## 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 [Margaret.Watson@cacaainc.org](mailto:Margaret.Watson@cacaainc.org) (850.222.2043 x 101)
  - 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.

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

| <b>PROGRAMS:</b> | <b>Getting Ahead</b>           | <b>Staying Ahead</b>       | <b>Emergency Services</b> | <b>WAP Contract 2017 - 2020</b> |                    |                  |
|------------------|--------------------------------|----------------------------|---------------------------|---------------------------------|--------------------|------------------|
| <b>County</b>    | <b>Enrollments or Recruits</b> | <b>Active Participants</b> | <b>Households Served</b>  | <b>Units Projected</b>          | <b>In Progress</b> | <b>Completed</b> |
| Calhoun*         | 0                              | 0                          | 26                        | 14                              | 0                  | 0                |
| Franklin*        | 0                              | 0                          | 24                        | 9                               | 1                  | 1                |
| Gadsden          | 7                              | 2                          | 44                        | 19                              | 0                  | 3                |
| Gulf*            | 0                              | 0                          | 19                        | 9                               | 0                  | 0                |
| Jefferson        | 10                             | 2                          | 33                        | 9                               | 3                  | 0                |
| Leon             | 12                             | 6                          | 201                       | 72                              | 10                 | 38               |
| Liberty          | 0                              | 0                          | 11                        | 8                               | 0                  | 0                |
| Wakulla*         | 0                              | 2                          | 22                        | 12                              | 3                  | 1                |
| <b>TOTALS</b>    | <b>29</b>                      | <b>12</b>                  | <b>380</b>                | <b>152</b>                      | <b>17</b>          | <b>43</b>        |

\*Still recruiting. Classes not started yet.

| <b>HEAD START**</b><br><b>2019/20 Enrollments</b> | <b>Franklin</b> | <b>Jefferson</b> | <b>Mabry</b> | <b>Royal</b> | <b>South City</b> | <b>Total</b> |
|---|-----------------|------------------|--------------|--------------|-------------------|--------------|
| <b># of Students Registered @ 8/22/19</b>         | 17              | 33               | 81           | 55           | 177               | 363          |
| <b># of Student Withdrawals</b>                   | 0               | 0                | 0            | 0            | 0                 | 0            |
| <b># of Vacancies</b>                             | 0               | 1                | 1            | 2            | 11                | 15           |
| <b># of Students on Wait List</b>                 | N/A             | N/A              | N/A          | N/A          | N/A               | 0            |
| <b># of VPK Students Registered</b>               | N/A             | N/A              | 12           | 21           | 33                | 66           |
| <b>Funded Enrollment</b>                          | 17              | 34               | 82           | 57           | 188               | 378          |
| <b>Center Enrollment %</b>                        | 100.00%         | 97.06%           | 98.78%       | 96.49%       | 94.15%            | 96.03%       |
| <b>Average Daily Attendance (ADA)</b>             | N/A             | N/A              | N/A          | N/A          | N/A               | N/A          |

**NOTES:**

Students with Disabilities - After receiving confirmation from the Local Education Authority (LEA) that additional students qualified for Individualized Education Plans (IEPs), Capital Area Community Action Head Start program met the requirement under 1302.14 of the Head Start Program Performance Standards that 10% of its total funded enrollment (38 students) was filled by children eligible for services under IDEA during the 2018-2019 program year.

\*\*On summer break



Capital Area  
**Community Action**  
Agency

**MEMORANDUM**

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

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The following are notes to the COO Summary of Programs:

**STAFFING**

**New Employees**

Larry Simmons, Case Manager, Gadsden County  
Erica Foster, Intake Worker, Gadsden County (Temp)  
Cathy Williams, Case Manager, Leon County (Temp)  
Asha Campbell, Teacher, South City  
Doretta Williams, Teacher, South City  
Thea Clement, Teacher Assistant (PT), South City  
Shekedra Battles, Cook, South City  
Lawanda Jones, Teacher Assistant, Jefferson  
Jeff Ryan, Special Projects Coordinator (Temp Project)

**Vacancies**

Intake Worker Leon County  
Teacher – Franklin County

**PROGRAMS**

Attached are the reports of the various programs. Students returned on August 12<sup>th</sup> so there was nothing to report for July. The Head Start report reflects current fall enrollments.

Getting Ahead classes have ended for Leon and Wakulla. Transition for Leon is September 10<sup>th</sup> at the Capital City Country Club from 6:30 pm – 8:30 pm.



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# Capital Area Community Action Agency

**MEMORANDUM**

**TO:** Tim Center, Chief Executive Officer  
**FROM:** Victoria Mathis, Emergency Services Program Manager  
**RE:** Board Update for July 2019 – *Emergency Services*  
**DATE:** August 14, 2019

*National Performance Indicator*

*Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential By Strengthening Family and Other Supportive Environments. This report started October 1st 2018 and will end September 30<sup>th</sup> 2019.*

*Low Income Home Energy Assistance Program*

Below is the total unduplicated number of households/individuals served for July 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     | 26/72     |          |            | 207/447   |
| <i>Franklin</i>  | 13/23    | 19/53    | 14/38    | 38/86    | 21/39    | 18/35    | 12/25      | 11/21    | 13/19     | 24/48     |          |            | 183/387   |
| <i>Gadsden</i>   | 17/31    | 57/153   | 52/138   | 52/127   | 42/83    | 57/109   | 22/73      | 24/62    | 25/72     | 44/129    |          |            | 392/977   |
| <i>Gulf</i>      | 32/62    | 26/58    | 18/32    | 24/48    | 10/16    | 6/14     | 9/15       | 6/14     | 7/14      | 19/34     |          |            | 157/307   |
| <i>Jefferson</i> | 7/15     | 10/22    | 17/35    | 23/48    | 20/39    | 28/68    | 17/31      | 26/58    | 22/51     | 33/75     |          |            | 203/442   |
| <i>Leon</i>      | 292/792  | 242/659  | 189/535  | 238/633  | 154/358  | 176/396  | 188/565    | 206/559  | 199/574   | 201/603   |          |            | 2085/5674 |
| <i>Liberty</i>   | 5/6      | 4/4      | 3/16     | 11/26    | 10/22    | 8/14     | 9/17       | 11/25    | 4/14      | 11/31     |          |            | 76/175    |
| <i>Wakulla</i>   | 20/25    | 14/34    | 13/35    | 19/38    | 12/29    | 21/47    | 9/24       | 6/13     | 8/19      | 22/56     |          |            | 144/320   |
| <b>Total</b>     | 401/991  | 387/1013 | 319/855  | 439/1073 | 297/641  | 330/712  | 284/780    | 301/784  | 309/832   | 380/1048  |          |            | 3447/8729 |

Listed below is additional emergency assistance for the months of May-July.

|               |              |                   |
|---------------|--------------|-------------------|
| CSBG Rent     | 10/25        | \$6,274.24        |
| DEAP Rent     | 3/9          | \$1,200.00        |
| <b>Totals</b> | <b>13/34</b> | <b>\$7,924.00</b> |



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# Capital Area **Community Action** Agency

## MEMORANDUM

**TO:** Tim Center, Chief Executive Officer  
**FROM:** Anne Robinson  
**RE:** Board Update for August, 2019 Staying Ahead Program  
**DATE:** August 14, 2019

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### 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 6 participants in the Staying Ahead Program
- 2 of the 6 (33%) are enrolled in Post-secondary education. 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.
- 1 of the 6 (17%) are currently enrolled in Post- Secondary education and will receive a degree's and or certifications within their 18-month contract for Staying Ahead
- 6 of the 6 (100 %) are employed

### Jefferson

- Currently there are 2 active participants in Staying Ahead
- 1 of 2 (50%) is currently enrolled in GED classes at Franklin Academy
- 2 of 2 (100%) are gainfully employed

### Gadsden

- Currently there are two active participants in Staying Ahead
- 2 of the 2 (100%) are gainfully employed



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### **Blountstown**

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

### **Franklin**

- Currently there are no active participants in Staying Ahead at this time.

**Highlights:** The Glick Company and Sienna Square give back to the community by means of volunteering at least once a year. They are seeking an opportunity to volunteer at one of the United Way 501(C)3 partners. If your organization has a project, our staff is willing to volunteer our time. The company wide volunteer month is in the month of September; therefore, I ask that your agency reach out to me as soon as possible, if this is an option for your organization. I plan to present the options to the team here at Sienna Square in the next week. The tentative date for the volunteer outreach is September 24th or 26th from 9:00 am -3:00 pm.

Here at Sienna Square we have a team of seven (7) personnel that includes; Service Coordinator ( Social Worker), Property manager, Assistant Property Manager, Leasing Agent, and 3 Maintenance Workers. We are open to doing some repairs, painting, administrative work etc. I ask that you consider this request and follow up with me regarding your decision by August 15, 2019.

Capital Area Community Action is partnering with Bond Specialty Care and Wellness Center to assist the Staying Ahead participants with Cooking and Nutrition classes.

Capital Area Community Action is also partnering with Franklin Academy to provide Getting Ahead and Staying Head participants with GED classes.

I met with Renae Rollins (owner) of World Class Academy of Beauty Careers and obtained four Getting Ahead applications for the up and coming class.

The Emergency Food and Shelter National Board Program awarded Capital Area Community Action \$6, 5000 (Leon), \$500.00 for (Jefferson) and \$568.00 to Wakulla to be use for rental assistance.

# Capital Area Community Action Agency

## MEMORANDUM

**TO:** Tim Center, Chief Executive Officer  
**FROM:** Melissa Watson  
**RE:** Board Update for August  
**DATE:** August 19, 2019

### Getting Ahead Report

#### Current Enrollments as of 08/19/2019

| County          | Starting Enrollments | Current Enrollments | *Group A | *Group B | *Group C | *Group D- ALICE |
|-----------------|----------------------|---------------------|----------|----------|----------|-----------------|
| Calhoun/Liberty | 9                    |                     | 3        | 6        | 0        | 0               |
| Gadsden         | 7                    | 7                   | 2        | 4        | 0        | 1               |
| Jefferson       | 14                   | 10                  | 2        | 3        | 0        | 5               |
| Leon            | 14                   | 12                  | 0        | 6        | 2        | *4              |
| Wakulla         | 9                    |                     | 2        | 7        | 0        |                 |
| Franklin        | 7-still recruiting   | 0                   |          |          | 0        |                 |
| Gulf            | Recruiting           |                     |          |          |          |                 |

#### **Calhoun/Liberty**

- *The Getting Ahead class was re-scheduled due to conflict in participants' schedule. Class will resume the last week of August*

#### **Gadsden**

- *We are finishing Module 9 Building Resources. We will start Module 10 Personal and Community Plans at the upcoming class on Wednesday August 21, 2019*
- *The transition ceremony is scheduled for September 25, 2019 from 12:00 p.m. – 2:00 p.m. The ceremony will be held at the University of Florida Food and Agriculture Sciences, 155 research Road Quincy FL 32351*
- *The new case manager is recruiting for the upcoming Getting Ahead class*



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**Jefferson**

- *The class is currently working in Module 10 Personal and Community Plans*
- *There are 4 participants who were not able to remain in class due to employment*
- *The new Getting Ahead session will start August 29, 2019*
- *The current enrollment for the new session is 15, the case manager will continue to recruit*

**Wakulla**

- *The new Getting Ahead class will begin August 26, 2019 from 6:00 p.m. – 8:30 p.m.*

**Leon**

- *The Leon class ended August 13, 2019*
- *The Getting Ahead transition ceremony is September 10, 2019 from 6:30 p.m. to 8:30 p.m.*
- *Orientation for the next Getting Ahead session is August 20, 2019 from 6:30 p.m. to 7:30 p.m.*

**Franklin/Gulf**

- *The case manager is recruiting for Franklin County*
- *We will be meeting with the Dean of Gulf Coast Community College September 4, 2019 to establish a partnership and offer Getting Ahead to their students*

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

| Requirement                             | Franklin | Jefferson | Mabry | Royal | South City | Total |
|---|----------|-----------|-------|-------|------------|-------|
| <b>PROGRAM STATUS (Monthly)</b>         |          |           |       |       |            |       |
| Number of Students Registered           | 17       | 33        | 81    | 55    | 177        | 363   |
| Number of Student Withdrawals for Month | 0        | 0         | 0     | 0     | 0          | 0     |
| Number of Vacancies                     | 0        | 1         | 1     | 2     | 11         | 15    |
| 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       | 18    | 28    | 54         | 100   |
|   |          |           |       |       |            |       |
|   |          |           |       |       |            |       |
|   |          |           |       |       |            |       |
| <b>FAMILY STATUS</b>                    |          |           |       |       |            |       |
| Number of Family Needs Assessment       | 17       | 33        | 81    | 55    | 177        | 363   |
|   |          |           |       |       |            |       |
| <b>Family Partnership Agreement</b>     |          |           |       |       |            |       |
| 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 8/22/19<br>August Average Daily Attendance (ADA) |
| Franklin     | 17                                   | N/A  |
| Jefferson    | 33                                   | N/A  |
| Mabry        | 81                                   | N/A  |
| Royal        | 55                                   | N/A  |
| South City   | 177                                  | N/A  |
| <b>Total</b> | <b>378</b>                           | <b>N/A</b>   |

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

| <b>Number of Referrals (Review referrals)</b>                                 | <b>Franklin</b> | <b>Jefferson</b> | <b>Mabry</b> | <b>Royal</b> | <b>South City</b> | <b>Total</b> |
|---|-----------------|------------------|--------------|--------------|-------------------|--------------|
| Emergency Assistance (Food, shelter, clothing)                                |                 |                  |              |              |                   |              |
| Domestic Violence Referrals   |                 |                  |              |              |                   |              |
| Substance Abuse Referrals (prevention or treatment)                           |                 |                  |              |              |                   |              |
| Child Abuse or Neglect Referrals  |                 |                  |              |              |                   |              |
| Assistance for incarcerated Family Members                                    |                 |                  |              |              |                   |              |
| Education Referral  |                 |                  |              |              |                   |              |
| Employment  |                 |                  |              |              |                   |              |
| <b>Parent Meetings/Trainings</b>  |                 |                  |              |              |                   |              |
| 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                             | 0               | 1                | 0            | 1            | 1                 | 3            |
| 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  |                 |                  |              |              |                   |              |
| <b>Home Visits</b>  |                 |                  |              |              |                   |              |
| Required Home Visit Follow up (February)                                      | Franklin        | Jefferson        | Mabry        | Royal        | South City        |              |
| 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 – July 2019

|                                   |                |
|-----------------------------------|----------------|
| <b>Number of Files Reviewed</b>   | <b>363</b>     |
| <b>Review of Parent Board</b>     | <b>0</b>       |
| <b>Volunteers (PEC)</b>           |                |
| Number of Volunteers              | <b>2</b>       |
| Total of Program In kind          | <b>3 hours</b> |
| <b>FAMILY AND COMMUNITY</b>       |                |
| Family Advocate Workers Meetings  | <b>0</b>       |
| Family Advocate Workers Trainings | <b>0</b>       |
| Community Meetings                | <b>0</b>       |
|                                   |                |

|                       |          |
|-----------------------|----------|
| <b>Transportation</b> |          |
| Field Trips           | <b>0</b> |
| Maintenance           | <b>0</b> |
| Trainings             | <b>0</b> |

Family and Community Engagement Manager  
 Monthly Monitoring Report – July 2019

| <b>HEALTH SPECIALIST</b>                      | <b>Total</b> |
|---|--------------|
| <b>PRE-ENROLLMENT REQUIREMENTS</b>            |              |
| Up to date immunizations                      | 360          |
| Expired/Missing immunizations                 | 3            |
| Up to date Physicals                          | 358          |
| Expired/Missing Physicals                     | 5            |
| Number of Individual Health Care Plan         | 305          |
| Number of Children with Health Insurance      | 349          |
|   |              |
| <b>ENROLLMENT</b>                             |              |
| Number of children with dental home           |              |
| Number of dental home 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 |              |
|   |              |
| <b>45 DAYS REQUIREMENT</b>                    |              |
| Vision screenings                             |              |
| Vision referrals                              |              |
| Hearing screenings                            |              |
| Hearing Referrals                             |              |
| Growth Assessment                             |              |
| BMI Referrals                                 |              |

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

| <b>90 DAYS REQUIREMENT</b>                    | <b>Total</b> |
|---|--------------|
| 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                                |              |
|   |              |
| <b>NUTRITION</b>                              |              |
| Number of Breakfast                           |              |
| Number of Lunch                               |              |
| Number of PM Snacks                           |              |
| Number of Children with Special Diets         |              |
|   |              |
| <b>MONITORING ACTIVITIES</b>                  |              |
| Health Files Review                           | <b>363</b>   |
| Child Care Food Program Tool                  |              |
| Kitchen Inspection Tool                       |              |
|   |              |

# Family and Community Engagement Manager

## Monthly Monitoring Report – July 2019

### **Corrective Action and Follow Up**

#### **Funded Enrollment**

- To reach our funded enrollment of 378 we need 15 more students. We are using radio (Cumulus), flyers, Facebook and ChildPlus to advertise to families.

#### **Program Information Report**

- The Family and Community Engagement Team is working with ChildPlus reports to correct data for the PIR.

#### **Extended Day**

- VPK only will be offered at South City (4 classrooms), Mabry (2 classrooms), and Royal (1 classrooms). The program will begin August 12, and VPK children will be able to remain in school until 5:00 p.m. beginning the first day of school.

#### **Orientation**

- Orientation for Head Start families was August 6 at Lincoln Neighborhood Center. Louise B. Royal and Mabry orientations was at 11:30 a.m. and South City's orientation was at 5:30 p.m. The turnouts were great!

#### **Parent Engagement**

- The Head Start team has completed the schedule for Parent Meetings for the year. A Male Engagement calendar is in progress.

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

## Strengths:

- Recruitment is improving as compared to previous years.
- Recruitment activities for the month included events at Sienna Apartments, radio, and placing flyers in recruitment areas.
- Family Engagement and Education teams are filling classrooms for upcoming school year.

## Areas of Concerns and Barriers

Head Start did not receive grant funding from the United Way.

All families who state they have VPK certificates are not turning them in.

The management team has not made a decision on providing School Readiness for the upcoming school year.

Replacing computers for Family Advocates

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

| Professional Development   |
|--|
| Bi-weekly management and team meetings<br>Management Team Meetings |

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

Submitted by: **Darrel James**

Date:

# Capital Area Community Action Agency

## MEMORANDUM

**TO:** Tim Center, Chief Executive Officer  
**FROM:** Venita Treadwell, Early Childhood Education Manager  
**RE:** Board Report for August 2019  
**DATE:** August 21, 2019

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The 2019 – 2020 Head Start year opened with Pre-Service Training. Mr. Tim Center, CEO, and Mrs. Nina Self, COO, opened the session on Wednesday, July 31, 2019 with Management and Leadership Development Training for Head Start Program Managers and Center Directors. Head Start Teaching Staff Pre-Service was August 1 – 5, 2019. Kim Smith, Curriculum Coach, facilitated the Curriculum Training. Teaching staff then reported to their classrooms for environmental set-up. Meet and Greet was on Thursday, August 8, 2019 from 2:00 – 3:00 pm; attendance by families was very good. The kitchen staff was also present for one day of training followed by set-up in the Head Start centers. All classrooms received Teaching Strategies Gold Curriculum materials to begin the year.

Antenette Larkins attended a Conscious Discipline Conference to assist in her position of Practice Based Coaching. This training will help her to coach teachers in behavior management issues.

Our Dual Language Learner Specialist and Coach, Maritza Mousa, demonstrated what a Spanish lesson will include when she visits the Head Start Centers. Ms. Mousa has also identified children who will benefit from an interpreter the first week of school.

CLASS Observations will begin September 30, 2019.

We staffed four (4) vacant positions and all centers are fully staffed with the exception of Franklin County Head Start. We are searching for a teacher in Franklin County.

Extended Day/VPK started on the first day of school and we are still receiving certificates.

Curriculum Night is scheduled for Tuesday, September 17, 2019 starting at 4:00 pm. Parents will learn about our Teaching Strategies Curriculum, classroom schedules and jobs, and expectations of students.

Nothing else to report at this time as school has just begun.



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# Capital Area **Community Action** Agency

## CHIEF EXECUTIVE OFFICER REPORT AUGUST 2019

### **Administrative**

- Continual work to review lapsed contracts and begin procurement and renewal where necessary.
- Added management huddles to develop long-term sustainable budget.

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

### **Programmatic**

- Eastpoint Wildfire Emergency Recovery Response – Working with DEO to secure permission from HHS to transfer title to willing recipients wanting the camper-trailer as their permanent housing option. Monthly spreadsheet updated.
- Secured Essential Elements for grant writing for the Head Start proposal. Grant release forecast for September 4 and due November 4, 2019.
- Interviewing for Intake for Leon County.
- New lease contract with Leon County School District approved by the School Board and reduces monthly cost by \$1,000.

***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.
- Attended the Tallahassee Chamber of Commerce Annual Conference.

***Impact: Developing the infrastructure necessary to support the Agency mission***



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## **Resource Development**

- Engaging ARC for assistance in placing a Special Projects Coordinator to assist with development and implementation of the Benevon Model of fundraising.
- Applying for grant from Glick Philanthropies to support Male Engagement activities and Getting Ahead/Staying Ahead
- Working with the Junior League to identify allies for the Staying Ahead program.

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

## **Out of Office**

### **Upcoming Events**

- Community Action Partnership – Annual Conference – August 27-30, 2019

## Tim Center

---

**From:** Angela Webster  
**Sent:** Tuesday, August 20, 2019 2:35 PM  
**To:** Tim Center  
**Cc:** Anne Robinson; Nina Self  
**Subject:** RE: Camper-Trailer Inventory  
**Attachments:** UPDATED VIN#S.docx

Hi Tim,

Please see attached updated list of camper-trailers.

The client approved by Board of County Commissioners to receive camper-trailer as replacement for loss of residence is Deborah Neller (*highlighted in blue*).

Bubba Sanders and Mason Moore are also requesting camper-trailer as a replacement for loss of residence.

The four clients highlighted in yellow have received new mobile homes for loss of residence, but mobile home set up is not complete at this time. Camper-trailers will be returned once new mobile home set up is complete and ready for occupancy.

I have noted four clients as approved by CDBG, but purchase of new homes is delayed due to deed requirements.

1. LUTHER GLASS – currently at St. James Health and Rehabilitation Center. According to Mr. Glass, he is buying land from his uncle, and working on obtaining required documentation for deed.
2. MARY THOMAS – name is on deed, but deed includes ex-husband's name. According to Mrs. Thomas, she was awarded the land as part of an injunction following divorce. She has been advised to retrieve those documents from the courts.
3. ARLENE THOMPSON – adopted by ReNew of Northwest Florida. Tress and I met with Pastor Ronnie McBrayer, who has agreed to purchase land for Mrs. Thompson. As soon as land is purchased, and deeded to Mrs. Thompson, Deborah will proceed with the purchase of a new home.
4. JAMES JOYNER – currently behind on land payments, both Mr. Joyner and Ms. Kennett are unemployed. Property owner is asking for \$25,000 payoff. Deborah and I have been working on ways to assist this couple.

We have a new client (tenant), Mary Page. Mrs. Page recently approached the county and CACAA after being released from jail. The County approved Mrs. Page for temporary housing with a six month lease because she is a Limerock Fire survivor. Mrs. Page and her husband informed the County and myself they will be moving on to rental space at the end of their six months.

This leaves us with Michael Boone and Tammy Butler. Mr. Boone is currently incarcerated. Tammy Butler is the client whose lawyer has asked why she does not have a power pole. I explained this family was originally set up with donated funds at 15 Washington Street, and moved to 606 Wilderness without warning. The property owner the clients are currently renting space from, is not willing to fund the cost for the power pole, so Michael Moron is weighing all options to see how we can best resolve this issue.

| ID#     | TAG#    | VIN#              | NAME                             | LOCATION                  | MAKE/MODEL     |
|---------|---------|-------------------|----------------------------------|---------------------------|----------------|
| 2075583 | 474 9UP | 5ZT2AVTB81B016462 |                                  | ON LOT                    | Avenger        |
| 1761568 | 475 7UP | 5ZT2AVTB21B917459 | Gregory Allen                    | 1830 Bluff Road, AP       | Avenger        |
| 2075602 | 476 6UP | 54CTM3127A022805  | David Burke                      | 1207 Hill Road, AP        | Winnebago (HC) |
| 2075497 | 475 2UP | 5ZT2SHUB2JE010268 | Mary & Jesse Page                | 291 Old Ferry Dock Rd, EP | Revere         |
| 1761561 | 476 0UP | 4E2TU262X15036142 | Buddy Wayne Butler               | 43 Pine Drive, AP         | Spartan LP     |
| 1761676 | 475 6UP | 4X4TPUH28JP071598 |                                  | ON LOT                    | Puma           |
| 2075024 | 474 8UP | 5ZT2CARB7HK000957 |                                  | ON LOT                    | Catalina       |
| 72108   | 475 1UP | 4X4TPUH23JP072108 | Luther Glass (CDBG)              | 595 Ridge Road, EP        | Puma           |
| 2075412 | 475 9UP | 5SFNB2824HE342113 | Mason Moore (BLUE)               | 413 Brownsville Road, AP  | Sundance       |
| 2075507 | 476 4UP | 5ZT2LCXB8JB009252 | Dallas Gilbert                   | 576 Ridge Road, EP        | Lacrosse       |
| 2075438 | 476 7UP | 54CTM1R20H3034588 | Glenn Woodall                    | 605 Wilderness Road, EP   | Winnebago      |
| 2075596 | 475 4UP | 4YDT31928HP911577 | Mary Thomas (CDBG)               | 633 Ridge Road, EP        | Aerolite       |
| 72111   | 475 0UP | 4X4TPUH23JP072111 | Shawn Boatwright                 | 601 Ridge Road, EP        | Puma           |
| 2075436 | 476 5UP | 4YD128225HF910411 | Odessa Conley                    | 1509 Highway 65, EP       | Aerolite       |
| 2075021 | 474 4UP | 521BT2827JP016774 | Arlene Thompson (CDBG)           | 714 Buck Street, EP       | Dream          |
| 1761648 | 476 1UP | 54CTM1R23J3039158 |                                  | ON LOT                    | Minnie Winnie  |
| 2075031 | 476 2UP | 4YDT26223H3104921 | James Joyner (CDBG)              | 701 Ridge Road, EP        | Springdale     |
| 20933   | 476 3UP | 4X4TPAZ23GN020933 | Stephanie Johns & Charles Golden | 675 Ridge Road, EP        | Solaire        |
| 2075588 | 474 6UP | 5ZT2SSPB0HE009591 | Deborah Neller                   | 16 Washington Street, EP  | Oasis          |
| 2075028 | 475 8UP | 5ZT2TRUB71B513587 | Carol Finch                      | 367 Stanley Drive, WEWAH  | Tracker        |
| 1761583 | 475 5UP | 5ZT2AVRB3HB912319 |                                  | ON LOT                    | Avenger        |
| 2075018 | 474 7UP | 5ZT2CANB6JK001724 |                                  | ON LOT                    | Coachman       |
| 1761603 | 475 3UP | 5ZT2CARB7JK001905 | Bubba Sanders (BLUE)             | 19 Shuler Street, EP      | Catalina       |
| 2075602 | 474 5UP | 5ZT2SSPB8HE009533 | Michael Boone & Tammy Butler     | 606 Wilderness Road, EP   | Oasis          |

\*YELLOW – New Mobile Home

\*GREEN – Hurricane Victim

\*BLUE – Camper Replace Loss of Residence

## CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement (this "Agreement") is made and entered into as of August 20, 2019 (the "Effective Date") by and between Essential Elements, LLC, a Maryland limited liability company with a mailing address of 5268-G Nicholson Lane, Suite 186, Kensington, Maryland 20895 ("Essential Elements, LLC") and Capital Area Community Action Agency, a Florida nonprofit corporation with a mailing address of 309 Office Plaza Drive, Tallahassee, Florida 32301 ("CLIENT").

WHEREAS, CLIENT is in the business of providing educational services, and Essential Elements, LLC, is engaged in the business of providing Training and Technical Assistance Services; and

WHEREAS, CLIENT desires to engage Essential Elements, LLC, to provide Training and Technical Assistance Services; including grant writing.

WHEREAS, Essential Elements, LLC, desires to provide Training and Technical Assistance Services to CLIENT subject to and in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Essential Elements, LLC, and CLIENT hereby agree as follows:

1. Description of Services: Essential Elements, LLC, agrees to provide Training and Technical Assistance Services to CLIENT and others as requested, as more fully outlined in Exhibit A (Scope of Work), attached hereto.
2. Compensation; Expenses:
  - a. CLIENT agrees to compensate Essential Elements, LLC, in the amount of \$9,500 (the "Compensation") for the Training and Technical Assistance Services. There are no travel expenses as the work will be done long distance (via phone and email).
  - b. A down payment of half of the fee (\$4,750) will be paid to Essential Elements, LLC, within five (5) business days after CLIENT's receipt of Essential Elements' invoice. The remainder of the payment (\$4,750) will be paid upon receipt of the finished product (as outlined in the Scope of Work in Exhibit A) within five (5) business days after CLIENT's receipt of Essential Elements' invoice.
  - c. The Compensation received under this Agreement shall be the sole compensatory fee received for the Training and Technical Assistance Services rendered.
  - d. This Agreement is subject to the receipt by CLIENT of funds from the Department of Health and Human Services/Administration for Children and Families (HHS/ACF).
  - e. Client recognizes that timely payment is a material part of this Agreement. Interest on any unpaid amounts will accrue at the rate of 1-½ % per month for any charges not timely paid. Client shall be liable for any costs incurred by Essential Elements, LLC, including reasonable attorneys' fees, in collecting unpaid payments.

**3. Term and Termination:**

- a. This Agreement shall be effective as of the date hereof and shall terminate upon the completion of the Training and Technical Assistance Services; including grant writing
- b. The Parties expect that Essential Elements, LLC, will commence providing its Training and Technical Services no later than August 23, 2019 (the “Commencement Date”) and will be completed by the grant application deadline in the RFP from HHS.
- c. This Agreement may be terminated by either party, with or without cause, upon 30 days written notice to the other party. Irrespective of whomever shall effect termination, Client shall, within thirty (30) days of termination, pay Essential Elements, LLC for any portion of its Training and Technical Services rendered and all Compensable Expenses incurred up to the time of termination, as well as those costs associated with the termination itself, in accordance with the Compensation fee as set out above and expense reimbursement policy.
- d. In the event that CLIENT cancels this Agreement with less than thirty (30) days written notice before the Commencement Date, CLIENT will be responsible for paying the full Compensation to Essential Elements in addition to any Compensable Expenses incurred by Essential Elements, LLC.

**4. Mutual Indemnification:**

- a. ESSENTIAL ELEMENTS, LLC, hereby indemnifies, defends and forever holds harmless CLIENT, and its officers, directors, members, partners, employees, agents and servants (collectively, “CLIENT Indemnitees”) from and against any and all claims, liabilities, losses, demands, fines, penalties, actions, judgments or other expenses (including, but not limited to, defense costs and reasonable attorneys’ fees and costs) imposed upon any CLIENT Indemnitee arising from any negligence or willful misconduct, acts or omissions of Contractor.
- b. CLIENT hereby indemnifies, defends and forever holds harmless Essential Elements, LLC from and against any and all claims, liabilities, losses, demands, fines, penalties, actions, judgments or other expenses (including, but not limited to, defense costs and reasonable attorneys’ fees and costs) imposed upon Essential Elements, LLC arising from any negligence or willful misconduct, acts or omissions of the CLIENT or its officers, directors, members, partners, employees, agents and servants.

**5. Independent Contractor:** The parties to this Agreement intend that Essential Elements, LLC, shall be an independent contractor and not an employee or joint venture of CLIENT. Except as otherwise provided herein, Essential Elements, LLC, shall have sole control over the details of, and the manner and means of performing, its duties. Essential Elements, LLC, shall not be entitled to receive any of the benefits provided by CLIENT to its officers or employees, and Essential Elements, LLC, shall be responsible for the payment of its income tax, F.I.C.A., and other applicable taxes and insurance premiums.

**6. Delay/Changes:** ESSENTIAL ELEMENTS, LLC shall not be liable for delays or failure to perform its Training and Technical Assistance Services caused directly or indirectly by circumstances beyond control of ESSENTIAL ELEMENTS LLC, including but not limited to, acts of god, fire, flood, war, sabotage, accident, labor dispute, shortage, government action including regulatory requirements,

changed conditions or delays resulting from actions or inactions of any third parties, or inability of others to obtain material, labor, equipment, or transportation.

7. Assignment of Intellectual Property Rights: CLIENT and Essential Elements, LLC, agree that all intellectual property rights, including copyrights, trademark rights (including the goodwill associated with such trademarks) and/or patent rights to any materials or other work product of Essential Elements, LLC produced for CLIENT or in conjunction with CLIENT shall be assigned to Essential Elements, LLC and shall constitute the sole property of Essential Elements, LLC, and CLIENT hereby assigns any and all such intellectual property rights to Essential Elements, LLC.
8. Confidentiality. All information presented to Essential Elements, LLC in the course of its duties under this Agreement shall be deemed confidential and shall not be disclosed by Essential Elements, LLC.
9. Assignment. Neither party will delegate, assign, or transfer any interest in this Agreement without the prior written consent of the other.
10. Notices: Unless this Agreement provides otherwise, all notices required or permitted to be given under this Agreement shall be in writing and shall be given by overnight or certified mail, postage-prepaid, addressed to the appropriate party at the address appearing at the end of this Agreement. A change in either party's address may be effected by notice in writing given by such party to the other party.
11. Entire Agreement; Waivers: This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. It supersedes any prior agreement or understanding between them, and it may not be modified or amended except by a writing signed by both parties. The terms of this Agreement may be waived only by a written instrument signed by the party waiving compliance.
12. Interpretation; Forum: This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Maryland. If any provision of this Agreement is held to be unenforceable, this Agreement shall be considered divisible and inoperative as to such provision to the extent it is deemed to be unenforceable by limitation thereof, and such provision shall be enforceable to the maximum extent permitted by law. Any action with respect to this Agreement shall be instituted and litigated in the appropriate court in the State of Maryland.
13. Headings: Paragraph headings are included solely for convenience and are not intended to be full or accurate descriptions of the content of the paragraphs and shall not be construed to enlarge, limit, or otherwise change the express provisions of this Agreement.
14. Counterparts: This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which shall be deemed for all purposes to be one agreement.

The parties hereto, intending to be legally bound, have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

ESSENTIAL ELEMENTS, LLC

By: \_\_\_\_\_  
Rob Kaiser, Managing Member

Date: \_\_\_\_\_

CLIENT: Capital Area Community Action Agency

By:  \_\_\_\_\_  
Tim Center, CEO and Head Start Director

Date: 8/23/19

**EXHIBIT A**

**Scope of Work**

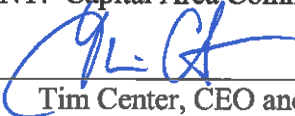
1. Essential Elements will write the full narrative of the Capital Area Community Action Agency Head Start Re-competition grant application.
2. Essential Elements will provide Capital Area Community Action Agency with a list of needed information to write the grant application and Capital Area Community Action Agency will provide Essential Elements with that information in a timely manner.
3. Essential Elements will provide a draft of the grant application to Capital Area Community Action Agency for review and Essential Elements will make revisions upon request.
4. Essential Elements and Capital Area Community Action Agency will be available to discuss information needed from the client to write the grant application.
5. Essential Elements will submit the application on behalf of Capital Area Community Action Agency within the timeline required or emailed to Capital Area Community Action Agency for submission (per the RFP).

ESSENTIAL ELEMENTS, LLC

By: \_\_\_\_\_  
Rob Kaiser, Managing Member

Date: \_\_\_\_\_

CLIENT: Capital Area Community Action Agency

By:  \_\_\_\_\_  
Tim Center, CEO and Head Start Director

Date: 8/27/19



| <b>SUMMARY</b>                    | <b>Unsatisfactory</b> | <b>Below Expectations</b> | <b>Satisfactory</b> | <b>Exceeds Expectations</b> | <b>Outstanding</b> | <b>Total Respondents</b> |
|-----------------------------------|-----------------------|---------------------------|---------------------|-----------------------------|--------------------|--------------------------|
| Strategic Vision                  | 0.00%                 | 0.00%                     | 66.67%              | 33.33%                      | 0.00%              | 100.00%                  |
| Operations                        | 0.00%                 | 16.67%                    | 50.00%              | 16.67%                      | 16.67%             | 100.00%                  |
| Staff Development                 | 0.00%                 | 16.67%                    | 50.00%              | 16.67%                      | 16.67%             | 100.00%                  |
| Program Development and Oversight | 0.00%                 | 0.00%                     | 83.33%              | 16.67%                      | 0.00%              | 100.00%                  |
| Leadership                        | 0.00%                 | 16.67%                    | 50.00%              | 16.67%                      | 16.67%             | 100.00%                  |
| Board Relations                   | 0.00%                 | 0.00%                     | 100.00%             | 0.00%                       | 0.00%              | 100.00%                  |
| <b>Average</b>                    | <b>0.00%</b>          | <b>8.33%</b>              | <b>66.67%</b>       | <b>16.67%</b>               | <b>8.33%</b>       | <b>100.00%</b>           |