

# Capital Area **Community Action** Agency

## Board Meeting Agenda

Monday, January 28, 2020 – 6:00 pm  
Ghazvini Center for Healthcare, 1528 Surgeons Drive, Tallahassee  
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
  - i) Board Meeting – December 16, 2019
- B. Board Administration
  - i) Shanetta Keel, Private Sector, Capital City Bank, Tallahassee
  - ii) Election of Officers and Executive Committee At-Large Member
- C. Fiscal Report
  - Narrative
  - Revenue & Expenditures Agency-wide
  - Balance Sheet
  - Revenue & Expenditures – major programs
  - Head Start Non Federal Share Match
  - Credit Card Activity Spreadsheet and Statements
  - ESF 15 (Franklin County) Report
- D. Community Services Block Grant Organizational Standards
  - i) CAP Plan
  - ii) Risk Assessment
- E. Draw on Line of Credit – Head Start program - \$38,230.35
- V. Chief Operating Officer's Report
  - A. Program Updates
- VI. Chief Executive Officer's Report
- VII. Chair's Report
  - A. Proposed Meeting Dates for 2020
- VIII. Adjournment

***Next Executive Committee Meeting 2/25/2020 - 5:30 pm – 309 Office Plaza Drive***

***Next Board of Directors Meeting 3/24/2020 – 6:00 pm – Ghazvini Center for Healthcare Education***



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# Capital Area **Community Action** Agency

## **Special Call-in Meeting Community Action Board of Directors Audit Proposals December 16, 2019**

### **Members in Attendance:**

Christy McElroy, Chair  
Kara Palmer Smith, Treasurer/Secretary  
Lisa Edgar\*  
Allen Jones\*  
Lauren Johnson\*  
Pam Ridley\*

### **CACAA Staff:**

Tim Center  
Nina Self  
Stephanie Sgouros  
Margaret Watson

Members Absent: Derrick Jennings, Brent Couch, Quincee Messersmith,

\*Attended by Phone

The meeting was called to order at 5:30 p.m. by the Chair. A quorum was established.

The Chair asked for a motion to approve the agenda. Ms. Palmer Smith made a motion to accept the agenda. It was seconded by Ms. Johnson, and unanimously approved.

### **ACTION ITEMS**

The Chair said that the Special Call-in meeting was convened to discuss the action item to review proposals and approve an audit firm.

Mr. Center reported that the final email sent to the Board reflected the final scores from the Board members scoring the proposals as submitted based on the presentations that were received. Lanigan & Associates, P.C.- 65 points, Thomas Howell Ferguson - 57 points, and Carr, Riggs & Ingram, LLC -22 points. He said if he and Ms. Self's points were included the outcome would change with Thomas Howell Ferguson leading by 2 points.

Mr. Center said the question before the Board is why each member rated the proposals the way they were rated. He provided an overview of each of the Boards responses. He said the Board needs to make a decision.

Ms. Palmer Smith made a motion that based on the narrative feedback about the proposals and points received, Thomas Howell Ferguson should be the audit firm. It was seconded by Ms. Edgar, and unanimously approved.

Mr. Center suggested the Board take this opportunity to consider how to avoid this in the future. The selected firm will be contracted for 1-year with 2 renewals. He said the Board can make another motion for consideration that if this contract with the selected firm does not work out, we can defer to the second choice without having to complete a new RFP.

The Chair said the Board will table any new considerations until the full Board meeting in January.

The meeting adjourned at 5:53 p.m.

\_\_\_\_\_  
Kara Palmer Smith

\_\_\_\_\_  
Date

# Shanetta Chess

2074 Midyette Rd 638 | [Tallahassee, FL 32301] | [3522222771] | [shanettac6@gmail.com]

## Professional Summary

Experienced Professional with focus on continuous development. Strong belief in empowering myself and others to grow and reach their highest potential. Dedicated to remarkable customer service and impactful Community Service.

## Education

- University of Florida, Gainesville, FL
- Bachelor of Science | Fall 2010
- Major: Family, Youth, and Community Sciences | Minor: Education

## Experience

April 2018-Present

Traveling Associate | Capital City Bank | Tallahassee, FL

- Personal and Direct Services
- Build Relationships
- Advise Clients
- Uphold Service Standards

October 2017-March 2018

Seasonal Flow Team Member

[Target-Bradfordville] Tallahassee, FL

- Unload freight
- replenish stock on floor
- assist guests

April 2017-Present

Lean and Quality/Team Lead | Chick-Fil-A North Monroe | Tallahassee, FL

- Ensure fresh and safe food preparation environment daily
- Monitor and uphold food safety standards
- Simplify processes and systems
- Customer service and guest engagement

May 2017-July 2017\*

Supervisor| Sodexo | Tallahassee, FL

- Hold up food safety standards to ensure guest safety
- Schedule shifts to maximize service and minimize labor costs
- Train and develop team members
- Prevent bottlenecks in service

February 2008-May 2014/February 2017- June 2017

Supervisor| Aramark | Gainesville & Tallahassee, FL\*

- Manage several different locations to grow my skills and certifications in the company
- Hold up food safety standards to ensure guest safety
- Schedule shifts to maximize service and minimize labor costs
- Train and develop team members
- Prevent bottlenecks in service

April 2016-March 2017

Zaxby's GM (Rolling) | Demmerseman Group, Inc. (Franchise)

- Manage all aspects of store to create maximum value
- Establish and build relationships with team and guests to create positive experiences
- Schedule shifts to maximize service and minimize labor costs
- Maintain building through scheduled cleaning and maintenance to create a safe and clean environment

May 2013-April 2016

Director FOH | Chick-Fil-A | Governor's Square Mall Tallahassee, FL 32301

- Collaborated with BOH Director and Owner to set yearly, quarterly, and monthly goals to run a profitable, competitive, and growing business
- Trained and Developed Managers and team members to maximize leadership
- Schedule shifts to maximize service and minimize labor costs
- Establish and build relationships with team and guests to create positive experiences

## Volunteer Experience

- Classroom volunteer 2002-2010
- Various events through employment at Chick-Fil-A
- Reading Pals (United Way) September 2016-2018
- New Mt.Zion AME Hospitality Ministry 2017-present

## Awards and Acknowledgments

- 2010 Volunteer of the Year A. Quinn Jones School Gainesville, FL
- Aramark Employee of the Month April 2015
- CFA Promotion from team member to Jr. leader Fall 2013
- CFA Promotion from Jr. Leader to Sr Leader Spring 2014
- CFA Promotion from Sr.Leader to Director January 2015
- CFA Monthly Bonus(s) earned for Meeting and Exceeding Sales and Labor Goals
- Team Member of the Month August 2017
- Promotion to Lean and Quality Director August 2017

**Financial Statement Narrative  
For the Month Ending November 30, 2019  
Capital Area Community Action Agency**

As of November 30, 2019, we have completed two months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 17% of the annual budget with Head Start's around 22% due to the abbreviated 9-month contract. At month end, the Year to Date Actual Revenue and Expenses are 24% and 20% respectively, with mostly restricted net income of \$298,077, including \$70,458 in the SunTrust Grant and nearly \$72,000 for Franklin Co. Fire Victims.

Year to Date Non-Federal Share (NFS) Match reported totals \$181,013, which is 27% of the \$660,993 total match required for the fiscal year ending June 30, 2019.

**Expenditure Variances and Explanations**

The Agency-wide 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, explanations are provided. These explanations frequently feature the terms "over budget" or "over the budget benchmark". "Over budget" usually refers to situations where more has been spent in total than was allocated. It may also refer to unexpected expenses that will cause the line item to be overspent by year/grant end. "Over the budget benchmark" refers to items that are currently over what we would expect, if expense were incurred evenly each month. Usually, the items that are "over the budget benchmark" are not incurred evenly each month and are expected to be at or near what was allocated by year/grant end.

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.

**New Circumstances**

In Fiscal Year 2019-2020, the agency faces an unusual situation. Nearly half (11) of all currently active grants (23) have a grant period that differs from the Agency's fiscal year. Furthermore, none of the Agency's largest grants are on the Agency's fiscal year.

What this means is that the Agency-wide statement has lost some of its effectiveness as a management tool. While it is still a good way to judge overall performance such as total revenues, total expenditures and net income/(loss), it is less reliable by budget line item with differing fiscal years.

**Financial Statement Narrative  
For the Month Ending November 30, 2019  
Capital Area Community Action Agency**

To compensate for this issue, we have decided to focus on the major programs' statements instead for individual line item budgets. This leaves us with the following items.

**Program Supplies – is currently over the benchmark budget due to an abundance of needs at the beginning of the year.**

Contractual Services/Professional – is over benchmark budget due to nearly \$15,000 paid for contract intake workers since August. This money is offset by reduced salary and fringe expenses.

Contractual Services/Health-Disabilities – is over the budget benchmark due to the large number of assessments that are done during the first 3 months of the school year. This item is expected to decrease in following months.

**Utilities – is over the benchmark budget by 4% which equates to a \$3600 deficit. This is up \$2600 over last year's spending. The overages are mainly at Royal and Jefferson. Management is investigating the reason(s) for the why utilities have increased and potential solutions, such as installing programmable thermostats.**

General Liability and Property Insurance – is over the budget benchmark due to payment of the binder but is expected to even out over the year.

Repairs & Bldg Maintenance – Nonrecurring – is over the benchmark budget due to a large number of repairs at the centers as well as extra lawn services.

Vehicle Expense - is over the budget benchmark due to payment of the auto insurance binder but is expected to decrease in following months.

Technology – is over benchmark budget primarily due to the annual renewal of the Teaching Strategies Gold subscription as well as a virtual learning software. This is a category that uses most of its budget at the beginning of the school year.

**Dues and Subscriptions – is currently over the benchmark budget but should level out over the course of the year.**

Training/Staff Development - is over the budget benchmark due to a number of trainings in the early part of the fiscal year. It is expected to even out over the year.

**Advisory/Board Member Expenses – is over the budget benchmark and on track to finish over budget. This is up \$200 over the same period last year. Management will work on obtaining donations of food from local businesses which will lower costs and provide in-kind as well.**

**Legal Expenses – is currently over the benchmark budget. However, the Agency's legal insurance deductible is \$10,000 and the Agency does not anticipate any expenses after the deductible is met.**



Capital Area Community Action Agency  
Statement of Revenue and Expenditures  
For the 2 Months Ended 11/30/2019

		Total	Total	Total	
		Budget -	Current	Budget	
		Original	Year	Variance -	
		Original	Actual	Original	%
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	2,697,910	677,413	(2,020,497)	25%
Government Contracts - Federal Indirect	4005	5,045	8,950	3,905	177%
Government Contracts - STATE	4010	3,278,813	601,051	(2,677,762)	18%
Government Contracts - LOCAL	4020	116,000	20,742	(95,258)	18%
Grants - Other Not-for-Profits	4100	125,219	60,768	(64,452)	49%
Grants - All Other Sources	4120	0	72,083	72,083	100%
Contributions	4200	50,500	16,110	(34,390)	32%
Contributions- Restricted	4210	0	101,509	101,509	100%
Commissions-Vending/Photo	4320	2,000	878	(1,122)	44%
Interest Income	4950	0	894	894	100%
Fringe Pool Revenue	4960	847,984	147,330	(700,654)	17%
Indirect Pool Revenue	4970	620,395	110,636	(509,759)	18%
Other Revenue	4995	<u>4,000</u>	<u>16,774</u>	<u>12,774</u>	419%
<b>Total Revenue</b>		<u>7,747,866</u>	<u>1,835,137</u>	<u>(5,912,729)</u>	24%
<b>Expenditures</b>					
Salaries & Wages	6010	2,184,729	508,498	1,676,231	23%
Fringe	6110	645,053	147,347	497,706	23%
FICA	6120	202,984	32,806	170,178	16%
Unemployment	6130	45,000	1,071	43,929	2%
Workers Compensation	6140	50,000	5,633	44,367	11%
Health Insurance	6150	450,000	74,208	375,793	16%
Life Insurance	6160	30,000	4,590	25,410	15%
Retirement	6170	40,000	7,400	32,600	18%
Staff Screenings	6180	2,335	50	2,285	2%
Indirect Costs	6210	467,601	110,636	356,965	24%
Travel - In Area	6310	12,573	1,466	11,107	12%
Travel - Out of Area	6315	(4,180)	0	(4,180)	0%
Office Supplies	6410	14,176	2,551	11,625	18%
Program Supplies	6415	22,088	6,230	15,858	28%
Classroom Supplies	6420	39,201	280	38,921	1%
Kitchen Supplies	6430	38,478	4,627	33,851	12%
Medical/Dental Supplies	6440	777	136	641	18%
Copies/Printing/Copier	6510	18,465	3,229	15,236	17%
Postage and Delivery Expense	6600	2,384	417	1,966	18%
Contractual Services/Professional	6710	327,600	47,089	280,510	14%
Contractual Services - Health/Disabilities	6715	131,935	59,700	72,235	45%
Rent/Space Cost	6810	200,150	51,012	149,138	25%
Utilities	6820	68,890	19,497	49,393	28%
General Liability and Property Insurance	6830	66,035	21,186	44,849	32%
Communications	6840	55,342	16,201	39,140	29%
Repairs & Bldg Maintenance- Recurring	6850	74,212	16,652	57,560	22%
Repairs & Bldg Maintenance -	6855	17,750	6,768	10,982	38%
Equipment Maintenance	6910	23,037	4,216	18,822	18%
Vehicle Expense	6920	29,242	14,241	15,001	49%
Equipment Lease	6930	8,667	1,827	6,841	21%
Technology	6940	30,200	13,350	16,850	44%

Capital Area Community Action Agency  
Statement of Revenue and Expenditures  
For the 2 Months Ended 11/30/2019

Fees, Licenses, and Permits	7010	5,079	347	4,732	7%
Dues/Subscriptions	7020	9,822	2,704	7,119	28%
Special Events	7110	1,500	0	1,500	0%
Client Assistance	7210	2,083,014	280,125	1,802,889	13%
Expendable Equipment	7320	6,474	413	2,100	6%
Registration Fees	7410	4,833	0	4,833	0%
Meetings/Workshops/Training	7420	37,637	1,893	35,744	5%
Training/Staff Development	7430	31,376	10,629	20,747	34%
Advisory/Board Member Expenses	7440	2,933	721	2,212	25%
Advertising	7450	2,595	233	2,363	9%
Parent Activities	7460	900	0	900	0%
Raw Food Cost	7510	211,016	47,719	163,297	23%
Legal Expenses	7530	10,000	8,961	5,000	90%
Interest Expense	7610	12,664	0	12,664	0%
Bank Service Charges	7630	<u>3,300</u>	<u>404</u>	<u>2,896</u>	12%
Total Expenditures		<u>7,717,866</u>	<u>1,537,060</u>	<u>6,180,806</u>	20%
Excess Revenue over (under) Expenditures		<u>30,000</u>	<u>298,077</u>	<u>268,077</u>	

Capital Area Community Action Agency  
 Balance Sheet  
 For the Two Months Ended 11/30/2019

	<u>Current Period Balance</u>
<b>Assets</b>	
Petty Cash	860
Cash Operating Hancock Bank	148,238
Cash - Money Market Hancock Bank	76,507
Cash-Bank Restricted	31,310
Cash - Centennial Bank - Restricted	67,746
Grants Receivable	648,521
Property and Equipment Net	<u>227,308</u>
<b>Total Assets</b>	<u><b>1,200,490</b></u>
<b>Liabilities and Net Assets</b>	
<b>Liabilities</b>	
Accounts Payable	36,602
Accrued Leave	49,802
Accrued Wages	82,451
Accrued Fringe Benefits	(6,742)
Accrued Taxes	21,458
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>429,673</b>
<b>Net Assets</b>	
<b>Beginning Net Assets</b>	
Unrestricted Net Assets	147,842
Invested Property and Equipment	<u>324,898</u>
<b>Total Beginning Net Assets</b>	<b>472,740</b>
Current Net Income	<u>298,077</u>
<b>Total Net Assets</b>	<u><b>770,817</b></u>
<b>Total Liabilities and Net Assets</b>	<u><b>1,200,490</b></u>

Capital Area Community Action Agency  
 HDST - Statement of Revenue and Expenditures  
 For the Two Months Ended 11/30/19

10/01/2019-6/30/2020	22%	Total Budget - Current Year Original	Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	<u>2,697,910</u>	<u>677,413</u>	<u>(2,020,497)</u>	25%
<b>Total Revenue</b>		<u>2,697,910</u>	<u>677,413</u>	<u>(2,020,497)</u>	25%
<b>Expenditures</b>					
Salaries & Wages	6010	1,299,035	325,992	973,043	25%
Fringe	6110	376,460	94,472	281,988	25%
Staff Screenings	6180	913	0	913	0%
Indirect Costs	6210	301,589	76,356	225,233	25%
Travel - In Area	6310	2,625	22	2,603	1%
Office Supplies	6410	5,204	428	4,776	8%
<b>Program Supplies</b>	<b>6415</b>	<b>20,239</b>	<b>6,172</b>	<b>14,067</b>	<b>30%</b>
Classroom Supplies	6420	36,375	280	36,095	1%
Kitchen Supplies	6430	8,000	545	7,456	7%
Medical/Dental Supplies	6440	750	136	614	18%
Copies/Printing/Copier	6510	12,200	2,587	9,613	21%
Postage and Delivery Expense	6600	900	194	706	22%
Contractual Services/Professional	6710	27,000	0	27,000	0%
<b>Contractual Services - Health/Disabilities</b>	<b>6715</b>	<b>125,000</b>	<b>53,425</b>	<b>71,575</b>	<b>43%</b>
Rent/Space Cost	6810	171,000	35,613	135,387	21%
<b>Utilities</b>	<b>6820</b>	<b>59,664</b>	<b>16,845</b>	<b>42,819</b>	<b>28%</b>
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>28,000</b>	<b>7,654</b>	<b>20,346</b>	<b>27%</b>
Communications	6840	39,000	9,990	29,010	26%
Repairs & Bldg Maintenance- Recurring	6850	68,250	14,840	53,410	22%
<b>Repairs &amp; Bldg Maintenance - Nonrecurring</b>	<b>6855</b>	<b>17,250</b>	<b>6,768</b>	<b>10,482</b>	<b>39%</b>
Equipment Maintenance	6910	14,250	2,968	11,282	21%
<b>Vehicle Expense</b>	<b>6920</b>	<b>21,000</b>	<b>7,217</b>	<b>13,783</b>	<b>34%</b>
Equipment Lease	6930	6,450	1,183	5,267	18%
<b>Technology</b>	<b>6940</b>	<b>13,680</b>	<b>7,585</b>	<b>6,095</b>	<b>55%</b>
Fees, Licenses, and Permits	7010	1,125	35	1,090	3%
<b>Dues/Subscriptions</b>	<b>7020</b>	<b>1,875</b>	<b>1,512</b>	<b>363</b>	<b>81%</b>
Special Events	7110	1,500	0	1,500	0%
Expendable Equipment	7320	2,250	413	1,837	18%
Meetings/Workshops/Training	7420	300	50	250	17%
<b>Training/Staff Development</b>	<b>7430</b>	<b>31,376</b>	<b>10,629</b>	<b>20,747</b>	<b>34%</b>
<b>Advisory/Board Member Expenses</b>	<b>7440</b>	<b>1,125</b>	<b>432</b>	<b>693</b>	<b>38%</b>
Advertising	7450	2,625	0	2,625	0%
Parent Activities	7460	900	0	900	0%
<b>Total Expenditures</b>		<u>2,697,910</u>	<u>684,344</u>	<u>2,013,566</u>	25%
<b>Excess Revenue over (under) Expenditures</b>		<u>0</u>	<u>(6,931)</u>	<u>(6,931)</u>	

Capital Area Community Action Agency  
 CSBG - Statement of Revenue and Expenditures  
 From Grant Inception Through 11/30/2019

10/01/2016 - 03/31/2020

90%

		Total Budget			
		Total Budget - Original	Current Year Actual	Variance - Original	%
<b>Revenue</b>					
Government Contracts - STATE	4010	<u>2,439,907</u>	<u>1,953,493</u>	<u>(486,414)</u>	80%
<b>Total Revenue</b>		<u>2,439,907</u>	<u>1,953,493</u>	<u>(486,414)</u>	80%
<b>Expenditures</b>					
Salaries & Wages	6010	907,800	766,320	141,481	84%
Fringe	6110	257,660	217,562	40,098	84%
Staff Screenings	6180	1,062	542	520	51%
Indirect Costs	6210	228,919	191,684	37,235	84%
Travel - In Area	6310	34,747	13,595	21,152	39%
Travel - Out of Area	6315	20,398	5,307	15,091	26%
Office Supplies	6410	9,308	4,944	4,364	53%
Program Supplies	6415	0	13	(13)	
Copies/Printing/Copier	6510	14,924	6,197	8,727	42%
Postage and Delivery Expense	6600	3,327	1,102	2,226	33%
Contractual Services/Professional	6710	38,906	16,413	22,493	42%
Rent/Space Cost	6810	102,374	91,607	10,767	89%
Utilities	6820	14,342	10,047	4,294	70%
General Liability and Property Insurance	6830	19,326	13,973	5,353	72%
Communications	6840	40,063	33,919	6,144	85%
Repairs & Bldg Maintenance- Recurring	6850	16,124	8,470	7,654	53%
Repairs & Bldg Maintenance - Nonrecurring	6855	0	75	(75)	
Equipment Maintenance	6910	14,375	11,188	3,186	78%
Vehicle Expense	6920	47,056	43,312	3,745	92%
Equipment Lease	6930	6,235	3,178	3,056	51%
Technology	6940	18,119	8,587	9,532	47%
Fees, Licenses, and Permits	7010	10,659	6,433	4,226	60%
Dues/Subscriptions	7020	15,214	11,916	3,299	78%
Client Assistance	7210	553,638	419,499	134,139	76%
Expendable Equipment	7320	22,373	15,018	7,355	67%
Registration Fees	7410	13,966	9,911	4,054	71%
Meetings/Workshops/Training	7420	20,959	14,229	6,730	68%
Advertising	7450	<u>8,032</u>	<u>3,058</u>	<u>4,975</u>	38%
<b>Total Expenditures</b>		<u>2,439,907</u>	<u>1,928,101</u>	<u>511,806</u>	79%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>25,392</u>	<u>25,392</u>	

Capital Area Community Action Agency  
 LIHEAP - Statement of Revenues and Expenditures  
 From Grant Inception Through 11/30/2019

04/01/2017 - 9/30/2020

76%

		Total Budget	Current Year	Total Budget	
		- Original	Actual	Variance -	%
				Original	
<b>Revenue</b>					
Government Contracts - STATE	4010	<u>7,592,223</u>	<u>4,863,344</u>	<u>(2,728,879)</u>	64%
<b>Total Revenue</b>		<u>7,592,223</u>	<u>4,863,344</u>	<u>(2,728,879)</u>	64%
<b>Expenditures</b>					
Salaries & Wages	6010	820,232	572,907	247,325	70%
Fringe	6110	233,601	163,406	70,195	70%
Staff Screenings	6180	1,949	501	1,449	26%
Indirect Costs	6210	209,863	146,899	62,964	70%
Travel - In Area	6310	12,443	6,205	6,238	50%
Travel - Out of Area	6315	8,926	674	8,252	8%
Office Supplies	6410	10,300	4,416	5,884	43%
Copies/Printing/Copier	6510	18,531	10,019	8,512	54%
Postage and Delivery Expense	6600	4,486	2,111	2,375	47%
<b>Contractual Services/Professional</b>	<b>6710</b>	<b>27,500</b>	<b>28,079</b>	<b>(579)</b>	<b>102%</b>
Rent/Space Cost	6810	77,945	62,668	15,277	80%
Utilities	6820	12,065	4,965	7,100	41%
<b>General Liability and Property</b>	<b>6830</b>	<b>9,350</b>	<b>7,872</b>	<b>1,478</b>	<b>84%</b>
Communications	6840	32,295	22,384	9,911	69%
Repairs & Bldg Maintenance- Recurring	6850	13,168	5,226	7,942	40%
Equipment Maintenance	6910	10,690	5,402	5,288	51%
Vehicle Expense	6920	11,390	3,631	7,759	32%
Equipment Lease	6930	5,375	2,195	3,180	41%
Technology	6940	19,888	7,305	12,583	37%
Fees, Licenses, and Permits	7010	850	172	678	20%
Dues/Subscriptions	7020	675	175	500	26%
Client Assistance	7210	6,023,733	3,753,738	2,269,995	62%
Expendable Equipment	7320	16,730	3,474	13,256	21%
Registration Fees	7410	5,500	2,470	3,030	45%
Meetings/Workshops/Training	7420	2,738	0	2,738	0%
Advertising	7450	<u>2,000</u>	<u>0</u>	<u>2,000</u>	0%
<b>Total Expenditures</b>		<u>7,592,223</u>	<u>4,816,893</u>	<u>2,775,330</u>	63%
<b>Excess Revenue over (under) Expenditures</b>		<u>0</u>	<u>46,451</u>	<u>46,451</u>	

Capital Area Community Action Agency  
WAP - Statement of Revenue and Expenditures  
From Grant Inception Through 11/30/2019

10/01/2017-09/30/2020

72%

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - STATE	4010	<u>1,681,422</u>	<u>695,270</u>	<u>(986,152)</u>	41%
<b>Total Revenue</b>		<u>1,681,422</u>	<u>695,270</u>	<u>(986,152)</u>	41%
<b>Expenditures</b>					
Salaries & Wages	6010	295,156	171,994	123,162	58%
Fringe	6110	84,060	49,036	35,024	58%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	75,843	43,720	32,124	58%
Travel - In Area	6310	15,000	8,312	6,688	55%
Office Supplies	6410	4,000	1,636	2,364	41%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	1,500	840	660	56%
Postage and Delivery Expense	6600	900	267	633	30%
Contractual Services/Professional	6710	22,814	3,000	19,814	13%
Rent/Space Cost	6810	8,940	6,373	2,567	71%
Utilities	6820	2,500	1,508	992	60%
General Liability and Property Insurance	6830	37,628	17,478	20,150	46%
Communications	6840	6,900	4,297	2,603	62%
Repairs & Bldg Maintenance- Recurring	6850	5,350	1,165	4,185	22%
Equipment Maintenance	6910	2,300	1,706	594	74%
Vehicle Expense	6920	17,500	8,560	8,940	49%
Equipment Lease	6930	600	463	137	77%
Technology	6940	500	254	246	51%
Fees, Licenses, and Permits	7010	1,350	712	638	53%
Dues/Subscriptions	7020	15,500	5,475	10,025	35%
Client Assistance	7210	1,040,852	324,503	716,348	31%
Expendable Equipment	7320	3,500	930	2,571	27%
Registration Fees	7410	0	1,226	(1,226)	
Meetings/Workshops/Training	7420	37,628	12,607	25,021	34%
Advertising	7450	900	264	636	29%
<b>Total Expenditures</b>		<u>1,681,422</u>	<u>666,325</u>	<u>1,015,097</u>	40%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>28,945</u>	<u>28,945</u>	

Capital Area Community Action Agency, Inc.  
 Head Start NFS Match Requirements  
 For the 2 Months Ending November 30, 2019

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		7,293			
Grants - Other Not for Profits		4,560			
In-Kind Revenue		114,387			
VPK		54,773			
	<b>660,993</b>	<b>181,013</b>	<b>27%</b>	<b>479,980</b>	<b>73%</b>



Head Start Credit Card Charges Nov 2019

Vendor Name	GL Code	Transaction Description	Effective Date	Expenses
HANCOCK WHITNEY BANK	6920	ACCT#:6700, TIM CENTER, 10/28/19 - FLOOR MAT FOR HS VEHICLE	11/14/2019	29.99
HANCOCK WHITNEY BANK	7430	ACCT#:6700, TIM CENTER, 10/28/19 - FL HEAD START CONF GAS	11/14/2019	33.40
HANCOCK WHITNEY BANK	7430	ACCT#:6700, TIM CENTER, 10/28/19 - FL HEAD START CONF GAS	11/14/2019	33.88
HANCOCK WHITNEY BANK	7430	ACCT#:6700, TIM CENTER, 10/28/19 - FL HEAD START CONF HOTEL	11/14/2019	60.84
HANCOCK WHITNEY BANK	6920	ACCT#6700, TIM CENTER, 11/27/19 GAS HS VEHICLE	11/27/2019	26.12
HANCOCK WHITNEY BANK	6415	ACCT#7303, KRISTEN JACKSON RESHARD, 11/27/19 - PROG. SUPP	11/27/2019	13.16
HANCOCK WHITNEY BANK	7010	ACCT#7303, KRISTEN JACKSON RESHARD, 11/27/19 - ANNUAL FEE	11/27/2019	35.00
HANCOCK WHITNEY BANK	7430	ACCT#7303, K. JACKSON RESHARD, FOOD SAFETY TRAIN - 7 STAFF	11/27/2019	05.00
HANCOCK WHITNEY BANK	7430	ACCT#7303, K. JACKSON RESHARD, 11/27/19, TRAINING - A. KIZER	11/27/2019	625.04
HANCOCK WHITNEY BANK	7430	ACCT#7303, KRISTEN JACKSON RESHARD, FACILITY RULES TRAINING	11/27/2019	50.00
HANCOCK WHITNEY BANK	6920	ACCT#4466, DARREL JAMES, 11/27/19, GAS HS VEHICLE	11/27/2019	43.00
HANCOCK WHITNEY BANK	6920	ACCT#4466, DARREL JAMES, 11/27/19, GAS HS VEHICLE	11/27/2019	43.01
HANCOCK WHITNEY BANK	6920	ACCT#4466, DARREL JAMES, 11/27/19, TIRES HS TRUCK	11/27/2019	268.21
HANCOCK WHITNEY BANK	7430	ACCT#4466, DARREL JAMES, 11/27/19, AIRLINE TICKET, A.MCCOY	11/27/2019	448.01
HANCOCK WHITNEY BANK	7430	ACCT#4466, DARREL JAMES, 11/27/19, AIRLINE TICKET, D.JAMES	11/27/2019	448.01
HANCOCK WHITNEY BANK	7430	ACCT#4466, DARREL JAMES, 11/27/19, AIRLINE TICKET, N.ROLLE	11/27/2019	448.01
HANCOCK WHITNEY BANK	6420	ACCT#6982, OLEABHIELE ALEXANDER, 11/27/19, CLSSRM SUPPLY	11/27/2019	31.00
HANCOCK WHITNEY BANK	7430	ACCT#6982, OLEABHIELE ALEXANDER, 11/27/19, INSERVICE ROOM	11/27/2019	00.00
HANCOCK WHITNEY BANK	7440	ACCT#6982, OLEABHIELE ALEXANDER, 11/27/19 ADVISORY MEETING	11/27/2019	22.73
HANCOCK WHITNEY BANK	7440	ACCT#8165, NICHELE RICHARDS ROLLE, POLICY COUNCIL MEETING	11/27/2019	249.80
HANCOCK WHITNEY BANK	7430	ACCT#5810, V.TREADWELL, 11/27/19 GAS/JUDY GREEN TRAVEL 10/19	11/25/2019	25.00
HANCOCK WHITNEY BANK	7430	ACCT#5810, V.TREADWELL, 11/27/19 HOTEL/JUDY GREEN TRAV.10/19	11/25/2019	50.76
HANCOCK WHITNEY BANK	6420	ACCT#5810, VENITA TREADWELL, 11/27/19/ BINS FRANKLIN HS	11/25/2019	39.00

LOWE'S	6410	ACCT#82130109084241, HEAD START, 11/4/19 - GORILLA GLUE	11/4/2019	11.74
LOWE'S	6855	ACCT#82130109084241, HEAD START, 11/4/19 - BLINDS	11/4/2019	7.40
LOWE'S	6855	ACCT#82130109084241, HEAD START, 11/4/19 - BLINDS	11/4/2019	16.68
LOWE'S	6855	ACCT#82130109084241, HEAD START, 11/4/19 - BLINDS	11/4/2019	18.75
LOWE'S	6855	ACCT#82130109084241, HEAD START, 11/4/19 - BLINDS	11/4/2019	25.62
LOWE'S	6855	ACCT#82130109084241, HEAD START, 11/4/19 - DOOR ALARM	11/4/2019	28.46
LOWE'S	6855	ACCT#82130109084241, HEAD START, 11/4/19 - HOSE RODEO	11/4/2019	47.48
LOWE'S	6855	ACCT#82130109084241, HEAD START, 11/4/19 - LARGE TRASH CANS	11/4/2019	<u>76.89</u>

Transaction Total 3,661.99

3,661.99



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  
10-28-19



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

\*\*NDD04446

*Eg...*

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-03	10-02	24906419275080504356485	4816	DNH*GODADDY.COM 480-5058855 AZ	M21.17
10-09	10-07	24892189281100244179416	5542	GATE 1194 Q80 TALLAHASSEE FL	M34.93
10-10	10-10	74270846283100011182569	0000	BRANCH PAYMENT - THANK YOU	M437.57
10-11	10-09	24164059283378012938023	5542	EXXONMOBIL 99382873 LAKELAND FL	M33.88
10-14	10-11	24431059285838000512503	5542	MURPHY8857ATWALMART LIVE OAK FL	M33.40
10-14	10-11	24231889285722544899522	7011	HARD ROCK HOTEL-DAYTONA 3889477300 FL 978183889477300 ARRIVAL: 10-09-19	M180.84
10-16	10-15	24055239288837000010104	7538	SUPER-LUBE #451 TALLAHASSEE FL	M93.23
10-17	10-16	24431089289028643947891	5734	ADOBE ACROPRO SUBS 800-833-8887 CA	M14.99
10-22	10-21	24892189294100674492948	5988	GAN*1558TALLHDEMOCIRC 888-428-0491 IN	M81.28
10-25	10-24	24892189297100398008355	5942	AMZN MKTP US*5XDLJ7V93 AMZN.COM/BILL WA	M29.99

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-28-19	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 483.71
		NEW CASH ADVANCES .00
		CREDITS 437.57
		<b>STATEMENT TOTAL 48.14</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00



HANCOCK WHITNEY BANK  
 PO BOX 81750  
 NEW ORLEANS LA 70161-1750

Visa BusinessCard  
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1623310-004674-0001-0001-2

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

**MEMO STATEMENT**

Account Number

Statement Date

11-27-19

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-01	10-31	24892189904100741771270	8200	LOWES #00417* TALLAHASSEE FL	M32.33
11-14	11-14	74270840918100011911290	0000	BRANCH PAYMENT - THANK YOU	M483.71
11-15	11-13	24892189918100828471199	5542	GATE 1194 Q80 TALLAHASSEE FL	M26.12
11-18	11-18	24491089320026728909118	5734	ADOBE ACROPRO SUBS 800-869-8887 CA	M14.99
11-19	11-18	24040899322900014801588	5812	NEWK'S EATERY TALLAHASSEE TALLAHASSEE FL	M97.69
11-21	11-20	24892189924100069428378	5988	GAN*1658TALLHDEMOCIFRC 888-426-0401 IN	M59.13

*ck*  
 12/4/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-19	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 230.66
		NEW CASH ADVANCES .00
		CREDITS 483.71
		<b>STATEMENT TOTAL</b> 253.15 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00



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



**MEMO STATEMENT**

Account Number  
[REDACTED]

Statement Date

11-27-19

  
KRISTIN JACKSON  
CAPITAL AREA CAA  
309 OFFICE PLZ  
TALLAHASSEE FL 32301-2729  
\*\*N0007867

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-29	10-29		0000	ANNUAL FEE	M35.00
10-31	10-30	24276399309900016900193	6211	GULF COAST LUMBER SUPPL 850-9972519 FL	M18.18
11-08	11-07	24717059312733121903958	8220	UF IFAS LEON COUNTY EXT 850-8065200 FL	M105.00
11-11	11-08	24231899312722547599079	7011	HARD ROCK HOTEL-DAYTONA 3999477300 FL 1099913999477300 ARRIVAL: 11-12-19	M181.24
11-14	11-14	74270849318100011311381	0000	BRANCH PAYMENT - THANK YOU	M2,077.80
11-18	11-18	24692189320100415115770	8998	ARC*RED CROSS DONATION 800-733-2767 CA	M50.00
11-18	11-15	24231899320722541655555	7011	HARD ROCK HOTEL-DAYTONA 3999477300 FL 1099913999477300 ARRIVAL: 11-12-19	M443.80

*Handwritten signature*  
11/4/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-19	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8612		NEW PURCHASES AND OTHER CHARGES 828.20
		NEW CASH ADVANCES .00
		CREDITS 2,077.80
		<b>STATEMENT TOTAL 1,249.80 cr</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK  
WHITNEY**

HANCOCK WHITNEY BANK  
PO BOX 61750  
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1632310-007508-0001-0001-2

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

\*\*\*N0007508

**MEMO STATEMENT**

Account Number  
[REDACTED]

Statement Date

11-27-19

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-29	10-28	24445000902000856816881	5532	DISCOUNT-TIRE-CO FLT-01 TALLAHASSEE FL	M288.21 ✓
11-01	10-31	240189009304000010588216	5462	NOTHING BUNDT CAKES 220 TALLAHASSEE FL	M21.25 ✓
11-01	10-31	24187489308001281884741	5912	OVB/PHARMACY #01288 TALLAHASSEE FL	M45.00 ✓
11-14	11-14	74270849818100011811824	0000	BRANCH PAYMENT - THANK YOU	M2,761.33
11-15	11-13	24692189818100828471920	5642	GATE 1194 Q80 TALLAHASSEE FL	M49.00 ✓
11-21	11-20	24187489825001507938834	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M7.32 ✓
11-22	11-20	24692189825100818298867	5642	GATE 1194 Q80 TALLAHASSEE FL	M49.01 ✓
11-22	11-20	24481089825978001089498	3001	AMERICAN AIR0012390105344 FORT WORTH TX JAMES/DARREL DEPARTURE: 12-08-19 TLH AA S DFW AA S LAX AA G DFW AA G TLH	M448.01 ✓
11-22	11-20	24431089825978001089606	3001	AMERICAN AIR0012390105346 FORT WORTH TX MCCOY/ANNA DEPARTURE: 12-08-19 TLH AA S DFW AA S LAX AA G DFW AA G TLH	M448.01 ✓
11-22	11-20	24431089825978001089614	3001	AMERICAN AIR0012390105348 FORT WORTH TX RICHARDS/NICHELE DEPARTURE: 12-08-19 TLH AA S DFW AA S LAX AA G DFW AA G TLH	M448.01 ✓

*gc*  
*12/4/19*

<b>STATEMENT DATE</b> 11-27-19	<b>ACCOUNT NUMBER</b> [REDACTED]	<b>ACCOUNT SUMMARY</b>	
<b>CUSTOMER SERVICE CALL</b>		NEW PURCHASES AND OTHER CHARGES	1,771.82
		NEW CASH ADVANCES	.00
Toll Free 1-800-448-8812		CREDITS	2,761.33
		<b>STATEMENT TOTAL</b>	<b>999.51 cr</b>
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	3,000.00



**HANCOCK  
WHITNEY**

HANCOCK WHITNEY BANK  
PO BOX 81750  
NEW ORLEANS LA 70161-1750

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**Statement of Account**  
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|||||  
FATIMA OLEABHIELE  
CAPITAL AREA CAA  
309 OFFICE PLZ  
TALLAHASSEE FL 32301-2729  
\*\*NB005485

**MEMO STATEMENT**

Account Number  
[REDACTED]

Statement Date

11-27-19

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-30	10-29	24892189303100788187851	5814	PANERA BREAD #600984 P TALLAHASSEE FL	M22.73
10-31	10-30	24445009904000885074705	5331	DOLLAR TREE ORAUFORDVILLE FL	M31.00
11-11	11-08	24892189312100589987711	8998	ARC*RED CROSS DONATION 800-783-2767 CA	M100.00
11-14	11-14	74270849318100011311340	0000	BRANCH PAYMENT - THANK YOU	M473.81
11-20	11-18	2442739923710011063451	5814	CHICK-FIL-A #01370 TALLAHASSEE FL	M40.00
11-21	11-21	24892189325100120862467	5968	AMAZON PRIME AMZN.COM/BILL WA	M13.15

*to be credit!*

*YK  
12/4/19*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-19	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-9812		NEW PURCHASES AND OTHER CHARGES 208.88
		NEW CASH ADVANCES .00
		CREDITS 473.81
		<b>STATEMENT TOTAL 286.93 cr</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK  
WHITNEY**

*Visa BusinessCard*  
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HANCOCK WHITNEY BANK  
PO BOX 61760  
NEW ORLEANS LA 70161-1750



1632310 - 003565 - 0001 - 0001 - 2  
  
 NICHELE RICHARDS  
 CAPITAL AREA CAA  
 309 OFFICE PLZ  
 TALLAHASSEE FL 32301-2729

\*\*N000L566

**MEMO STATEMENT**

Account Number  
 [REDACTED]

Statement Date

11-27-19

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-31	10-30	24445006304000685075793	5912	WALGREENS #11637 TALLAHASSEE FL	M90.00 ✓
10-31	10-30	24445006304000685075811	5912	WALGREENS #11637 TALLAHASSEE FL	M70.00 ✓
11-01	10-31	24013399304000010686356	5482	NOTHING BUNDT CAKES 220 TALLAHASSEE FL	M19.50 ✓
11-01	10-30	24427339304710006936589	5814	CHICK-FIL-A #00672 TALLAHASSEE FL	M141.20 ✓
11-07	11-07	24231689311063326999103	5811	MOE'S SW GRILL #373 OLO TALLAHASSEE FL	M167.00 ✓
11-14	11-14	74270849318100011511407	0000	BRANCH PAYMENT - THANK YOU	M610.73
11-14	11-13	24137489318001444717522	5411	PUBLIX #1061 TALLAHASSEE FL	M18.77 ✓
11-20	11-19	24137489324001483121018	5411	WINN-DIXIE #0003 MONTICELLO FL	M26.46 ✓
11-21	11-20	24137489325001507933620	5411	PUBLIX #887 TALLAHASSEE FL	M40.00 ✓
11-21	11-20	24733099324400732000010	5814	JERSEY MIKES 13076 TALLAHASSEE FL	M59.95 ✓
11-21	11-20	24137489325001507933648	5411	PUBLIX #887 TALLAHASSEE FL	M92.80 ✓
11-22	11-21	24428089325300620930074	5814	MISSION BBQ TALLAHASSEE F TALLAHASSEE FL	M249.80 ✓

*See  
12/4/19*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-19	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 905.28
		NEW CASH ADVANCES .00
		CREDITS 610.73
		<b>STATEMENT TOTAL 294.66</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00





**HANCOCK  
WHITNEY**

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

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



16323310 - 092114 - 0001 - 0001 - 2

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

**MEMO STATEMENT**

Account Number  
[REDACTED]

Statement Date

11-27-19

**STATEMENT MESSAGES**

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Whitney Business Credit Card for FREE today, visit [visasavingsedge.com](http://visasavingsedge.com).

**TRANSACTION DETAIL**

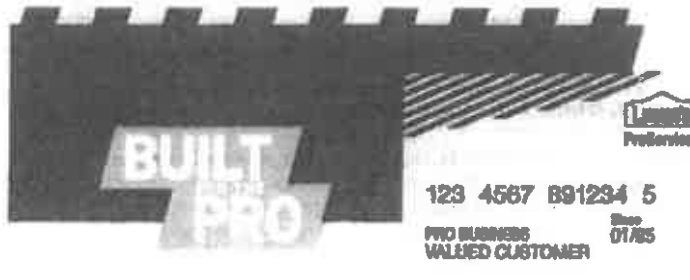
Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-01	10-30	742753099304900016244490	7011	THE FLORIDA HOTEL AND CON 407-8501500 FL	M83.62 or
11-01	10-30	24184069904978012440328	5542	EXXONMOBL 48205983 ORLANDO FL	M25.00 ✓
11-01	10-30	242753099304900016283193	7011	THE FLORIDA HOTEL AND CON ORLANDO FL 5907286 ARRIVAL: 10-28-19	M150.76 ✓
11-11	11-08	24231689318837000060809	5331	FAMLY DOLLAR #0804 APALACHICOLA FL - 7	M39.00 ✓
11-14	11-14	74270849318100011811274	0000	BRANCH PAYMENT - THANK YOU	M204.46

*gn 12/4/19*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
11-27-19	[REDACTED]	NEW PURCHASES AND OTHER CHARGES	214.76
CUSTOMER SERVICE CALL		NEW CASH ADVANCES	.00
		CREDITS	237.98
Toll Free 1-800-448-8812		<b>STATEMENT TOTAL</b>	<b>23.22 or</b>
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	4,000.00



01/21/15



GET **5% OFF**

123 4567 891234 5  
PRO BUSINESS  
VALUED CUSTOMER

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

CAPITAL AREA COMM ACTION

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

Summary of Account Activity	
Previous Balance	\$779.04
- Payments	\$779.04
- Other Credits	\$0.00
+ Purchases/Debits	\$233.02
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
<b>New Balance</b>	<b>\$233.02</b>
Credit Limit	\$11,000.00
Available Credit	\$10,766.00
Statement Closing Date	12/02/2019
Days in Billing Cycle	30

Payment Information	
New Balance	\$233.02
Total Minimum Payment Due	\$25.00
Payment Due Date	12/28/2019

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
11/04	11/04	05320	STORE 0417 TALLAHASSEE FL	\$233.02
11/26	11/26		PAYMENT - THANK YOU TALLAHASSEE FL	(\$779.04)

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

**Important Account Information**  
5% EVERYDAY CREDIT DISCOUNT WAS APPLIED AT POINT OF SALE FOR ALL QUALIFYING INVOICES THAT APPEAR ON THIS STATEMENT PLEASE CONSULT YOUR ORIGINAL SALES RECEIPT FOR LINE ITEM DETAIL ON THE 5% SAVINGS. THANK YOU FOR USING LOWE'S AS YOUR SUPPLIER  
Please note that brand THOR is now excluded from Lowe's 5% off every day credit discount.

**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 EBTT242, 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

**Franklin County - ESF15**  
**Donation Revenues & Expenses**  
**Report for <sup>Dec</sup> November 2019**

	Date	Revenues	Expenditures	Description	Balance
1	10/01/18	\$ 100.00	\$ -	loan from agency to open checking account	\$ 100.00
2	10/02/18	\$ 224,857.36	\$ -	transfer of donations to agency	\$ 224,957.36
	11/05/18	\$ -	\$ 10,000.00	CD to secure VISA card	\$ 214,957.36
3	11/13/18	\$ -	\$ 200.00	reimburse loan from agency to open checking and savings account (\$100 each)	\$ 214,757.36
4	11/29/18	\$ 10,198.00	\$ -	Community Foundation donation	\$ 224,955.36
5	12/31/18	\$ -	\$ -	No activity	\$ 224,955.36
6	01/14/19	\$ -	\$ 331.72	utility pole for Frances and Edward Estes	\$ 224,623.64
7	01/14/19	\$ -	\$ 225.00	trailer repairs at 605 Wilderness Rd	\$ 224,398.64
8	03/01/19	\$ 12,768.80	\$ -	donation from Emerald Coast Recycling	\$ 237,167.44
9	03/01/19	\$ 3,500.00	\$ -	administrative fees	\$ 240,667.44
10	03/11/19	\$ -	\$ 31.12	check order (deducted from administrative fees received)	\$ 240,636.32
11	05/10/19	\$ -	\$ 550.00	Repairs to two travel trailers housing fire victims	\$ 240,086.32
12	05/10/19	\$ -	\$ 97,701.20	Purchase of 2 homes for fire victim families	\$ 142,385.12
13	05/23/19	\$ -	\$ 175.57	Supplies (deducted from administrative fees received)	\$ 142,209.55
14	06/26/19		\$ 489.00	Apartment Deposit fee for client	\$ 141,720.55
15	07/11/19		\$ 7,400.00	Septic tank & install	\$ 134,320.55
16	07/12/19		\$ 230.00	triler replacement battery	\$ 134,090.55
17	07/12/19		\$ 53,459.50	Purchase of 2 mobile homes for Golden & Johnson	\$ 80,631.05
18	07/12/19		\$ 700.00	Transport & set up trailers for 2 clients (paid out of CUMBAA recyclables donation)	\$ 79,931.05
19	08/02/19		\$ 1,400.00	Water & Sewer Connection - 723 Home Pl.	\$ 78,531.05
20	08/12/19	\$ 5,908.00		CUMBAA recyclables donation (check originally made out to County)	\$ 84,439.05
21	08/16/19		\$ 1,099.76	Repairs and moving for client at 601 Ridge Rd; Repairs at 667 and 701 Ridge Rd.	\$ 83,339.29
22	09/05/19		\$ 10,250.00	Approved Purchase of FEMA Trailer by Limerock client	\$ 73,089.29
23	09/12/19		\$ 1,600.00	Water tap installation for Limerock client	\$ 71,489.29
24	10/30/19	\$ -	\$ -	No activity	\$ 71,489.29
25	11/01/19		\$ 450.00	Repairs for Trailers housing Limerock Fire victims	\$ 71,039.29
26	11/27/19		\$ 3,293.31	Partial Reimbursement for Fiscal Contract Services attributable to ESF 15	\$ 67,745.98
27	12/12/20		\$ 115.00	Replace Battery in client's trailer	\$ 67,630.98
28					
29					
30					

Name: Tim Center



Title: CEO

Signature: 

Date: 1/13/2020

01/13/20



CAPITAL AREA COMMUNITY ACTION AGENCY 3800 W. 14TH ST. FARMINGTON, TX 79121		 FARMINGTON, TX 79121	1010
**Check # 402818251 and 20 MC 04075		DATE 7/18/2018	AMOUNT 2715.00
FOR CHECK BY	GULF COAST AUTO PARTS AND SERVICE, L.L.C. PO BOX 483 FARMINGTON P., TEXAS		
⑆00101⑆ ⑆02818251⑆ ⑆052818251⑆			





**FLORIDA DEPARTMENT of  
ECONOMIC OPPORTUNITY**

**Community Services Block Grant (CSBG)**

**Community Action Plan**

Submission Date:

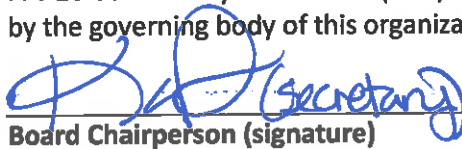
FFY:

**Agency Contact Person Regarding the Community Action Plan:**

Name:	Tim Center
Title:	Chief Executive Officer
Phone:	850.222.2043 x 102
Email:	Tim.center@cacaainc.org

**Certification of Community Action Plan and Assurances**

The undersigned hereby certify that this agency complies with the Assurances and Requirements of this FFY 20 Community Action Plan (CAP) and the information in this CAP is correct and has been authorized by the governing body of this organization.

  
Board Chairperson (signature)

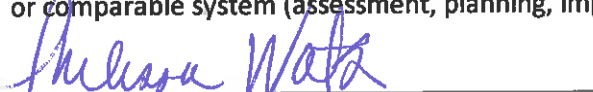
  
Date

  
Executive Director (signature)

  
Date

**Certification of ROMA Trainer or Implementer**  
***(if applicable)***

The undersigned hereby certifies that this organization's Community Action plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation).

  
NCRT/NCRI

  
Date

## Agency Information

<b>Agency Name:</b>	Capital Area Community Action Agency	
<b>Address:</b>	309 Office Plaza Drive	
<b>Phone:</b>	850.222.2043	
<b>Website:</b>	<a href="http://www.CapitalAreaCommunityActionAgency.com">www.CapitalAreaCommunityActionAgency.com</a>	
<b>ED/CEO:</b>	Tim Center	
<b>Board Chair:</b>	Christy McElroy	
<b>Type of Agency:</b>	Local Government	
	Farmworker	
	Nonprofit	X

## Geographic Service Area

The Capital Area Community Action Agency operates an anti-poverty program in accordance with the Community Services Block Grant Act through funds allocated by the Executive Director of the Florida Department of Economic Opportunity and the U.S. Department of Health and Human Services.

List all Counties Served through CSBG:

Calhoun
Franklin
Gadsden
Gulf
Jefferson
Leon
Liberty
Wakulla

Provide the location for all service centers, including the main office, below OR attach a listing of all service centers at **Attachment A**.

## Geographic Service Area map

Attach a map of the Agency's service area at **Attachment B**

needs assessment should describe local poverty-related needs and prioritize eligible activities to be funded by CSBG.

Agency needs assessments shall identify the processes used to collect the most applicable information. In particular, describe how the agency ensures that the needs assessment reflects the current priorities of the low-income population in the service area, beyond the legal requirement for a local public hearing of the community action plan.

Please note which combination of activities to perform needs assessments were used, including when and how these activities occurred in the spaces below. If the activity was not used, please type N/A or Not Used.

<b>Focus Groups</b>	<i>Getting Ahead/Staying Ahead conversations</i>
<b>Asset Mapping</b>	
<b>Surveys</b>	<i>United Way of the Big Bend Community Agency Surveys of Clients</i>
<b>Community Dialogue</b>	
<b>Interviews</b>	
<b>Public Records</b>	<i>Community Commons data through Community Action Partnership</i>

## Define Your Community Needs Assessment (CNA) Process

1. Describe your agency’s approach or system for collecting, analyzing, and reporting customer satisfaction data to the governing board. (Organizational Standard 1.1)  
*Clients are surveyed upon receipt of services from the Agency. These client satisfaction survey results are aggregated and reported quarterly to the Board of Directors.*
2. Describe how the agency analyzes information collected from low income individuals as part of the community needs assessment process (methodology). (Organizational Standard 1.2)  
*Through client satisfaction surveys and input given by Getting Ahead/Staying Ahead clients, staff are able to analyze and assess the needs of low-income residents served by the Agency. The Agency also worked with the United Way of the Big Bend which serves most of the Agency’s eight-county region. Their client and community survey was in the field for several months and offered a wider-audience upon which the Agency can make data-driven decisions.*
3. For each key sector of the community listed below, summarize the information gathered from each sector and how it was used to assess needs and resources during the needs assessment process (or other planning process throughout the year). (Organizational Standard 2.2)

<b>Community-Based Organizations</b>	<i>United Way of the Big Bend-funded agencies and their clients shared that services for seniors, housing and childcare continue to be the most pressing concerns.</i>
<b>Faith-Based Organizations</b>	<i>Conversations with leaders of domestic mission efforts from the faith community indicate a frustration in the</i>



## Describe the findings and results of your Community Needs Assessment

Top Five Needs	Agency Priority (Yes/No)	Description of programs/services /activities	Coordination
1. <i>Housing Assistance – rent, affordability</i>	Yes	<i>Through a partnership with FEMA and using CSBG funding the Agency is able to provide limited assistance with housing including deposits and rent. The Agency’s Weatherization Assistance Program provides services that reduces utility expenses and increasing affordability.</i>	<i>The Agency also works with the Tallahassee Housing Authority and Tallahassee Lender’s Consortium to help promote self-sufficiency among clients served.</i>
2. <i>Seniors services</i>	Yes	<i>Through LIHEAP funding the Agency is able to prioritize seniors for the first half of each month.</i>	<i>The Agency also works with Elder Care Services</i>
3. <i>Affordable Childcare</i>	Yes	<i>The Agency’s contribution to this space includes the Head Start program. Agency clients served through Getting Ahead/Staying Ahead receive eligibility priority for Head Start services. Additionally, Head Start parents are recruited for the Getting Ahead/Staying Ahead self-sufficiency program.</i>	<i>The Agency also works with the Early Learning Coalition and with local educational authorities to build coalition services for low-income and deserving families.</i>
4. <i>Self-sufficiency and employment</i>	Yes	<i>The Agency’s Getting Ahead/Staying Ahead self-sufficiency</i>	<i>The Agency works collaborative with Career Source in each of</i>

1. Describe the agency's service delivery system for services provided using CSBG funds. Please include when and how clients enter into your program.

*The Agency's service delivery system ensures that people seeking services through programs like Head Start, Emergency Services including LIHEAP, and the Weatherization Assistance Program, are made aware of and are referred to all appropriate services within the Agency. For Example, Family Advocates in the Head Start program refer Head Start parents to the Getting Ahead/Staying Ahead self-sufficiency case managers to assess parents for the program and subsequent job training and education services funded through CSBG.*

*In addition, the Agency works closely with local agencies such as CareerSource and faith-based institutions to ensure that their clients and members are aware of the Agency's program. The agencies are provided applications for the services provided under CSBG funding.*

2. Provide a copy of your agency's most current CSBG Workplan See Organizational Standard 4.3.
3. How do your services/programs differ from those of other providers?

*The Agency's self-sufficiency program is based on a Getting Ahead/Staying Ahead. Getting Ahead in a Just-Gettin'-by-World is an evidence-based program that serves as the entry point to CSBG-funded activities designed to help promote economic mobility and reduce dependency on public assistance. The Getting Ahead curriculum empower people living in poverty or the working poor (ALICE population) to break the tyranny of the moment, learn and understand fundamental rules of economic class and language, and to develop their future story. The transformation that occurs helps move clients from concrete thought to abstract thought and act accordingly. The future story serves as a basis for their plan of action in the Staying Ahead (self-sufficiency) program.*

*Staying Ahead pairs volunteer mentors with Getting Ahead graduates coupled with Agency case management. The mentors help re-enforce the lessons learned in Getting Ahead, build the client's social capital in the resourced community and assist in helping them achieve the goals in their future plan. Case managers work directly with clients to assist in accomplishing the steps necessary to achieve their future story goals. The mentorship program lasts about six months and case management may last a couple months longer. Staying Ahead is based on the evidence-based Circles USA model.*

*The services differ from other agencies because they are not designed to provide immediate assistance, but build capacity and transformative skills in clients that will help them break the cycle of what is usually a generational poverty situation. It is the Agency's goal to expand this type of programming to other service providers. ECHO, a faith-based nonprofit, adopted the model and was set to implement the Getting Ahead program in 2018.*

2. Describe how the strategic plan addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient. (Organizational Standard 6.2)

*The priority of the Agency has been to focus on how best to reduce poverty. The transformative program of Getting Ahead/Staying Ahead has been a key strategy used to achieve this goal. Staff turnover requires significant training and technical assistance to keep up the momentum created by the program amongst the clients served.*

3. Describe the family, agency and/or community goals contained in the strategic plan. (Organizational Standard 6.3)

**Goal 1: Help Low-Income People Become More Self-Sufficient.** *Low-income people often must rely upon government programs for economic sufficiency due to lack of opportunities, education and job training for employability. Strategies include: Getting Ahead/Staying Ahead classes; enrolling clients in education and job training programs; Offering Head Start childcare services to clients; and providing supportive direct services to clients including food, transportation and housing assistance.*

**Goal 2: Improve the conditions in which low-income people live.** *Low-income people often do not have the knowledge and skills to advocate for themselves and their own interests.*

**Goal 3: Help low-income residents obtain the skills and knowledge to advocate for themselves and their interests.** *Strategies include: offering opportunities through business mentorships in Staying Ahead, Employment and job training programs; and community initiatives such as Step Up for Gadsden.*

**Goal 6: Strengthen families and offer support to help low-income residents achieve their potential.** *Low-income families often do not have the basic knowledge and skills or sufficient income to improve their standard of living/quality of life. Community Action will meet low-income individuals where they are and strive to provide these families with the services and resources needed to improve their lives. Strategies include: Priority assistance to seniors, disabled and families with young children, provide emergency assistance where available, and partner with available programs to ensure healthy children ready to learn.*

4. Describe the customer satisfaction data and customer input contained in the strategic plan along with a brief explanation of how this data was used. (Organizational Standard 6.4)

Client data and input helps to ensure that the delivery of services meets the ultimate mission of empowering low-income citizens with skills and motivation to become self-sufficient.

4. **Community Action has memorandums of understanding /agreements with the four Career Source regional boards that cover the Agency's service area. It also has agreements with the EHEAP providers.**

## Tripartite Board of Directors

(For reference, refer to Organizational Standards Category 5: Board Governance.)

1. What is the total number of Board members as stated by your Bylaws? maximum of 27  
Directors
2. Vacancy Resolution Plan – Does your board currently have any vacancies?  Yes  No  
If yes, please complete the table below for each vacant seat.

Position	Date Vacancy Occurred	Estimated Date to be Filled	Reason for Vacancy	Steps taken to fill Vacancy
Low Income – Franklin	3/17	1/19	attendance	Working with area representatives to identify candidates
Low Income - Calhoun	2/19	3/19	No willing partner	Working with area representatives to identify candidates
Public Sector – Franklin		3/19	Election loss	Speaking to Commissioners
Public Sector – Gadsden	1/17/19	3/19	No willing partner	Speaking to Commissioners

## Annual Analysis of the Agency's Outcomes

Does your agency provide an annual analysis or report to the governing board to include the following:

Report Type	Yes	No	Date Provided to the Board (Most Recent)
Update on the success of the specific strategies include in this Community Action Plan	X		Bi-monthly Board meetings – 3/19
Update on the progress of meeting the goals of the strategic plan	X		3/19
An analysis of the agency's outcomes and any operational or program adjustment and improvements identified	X		3/19

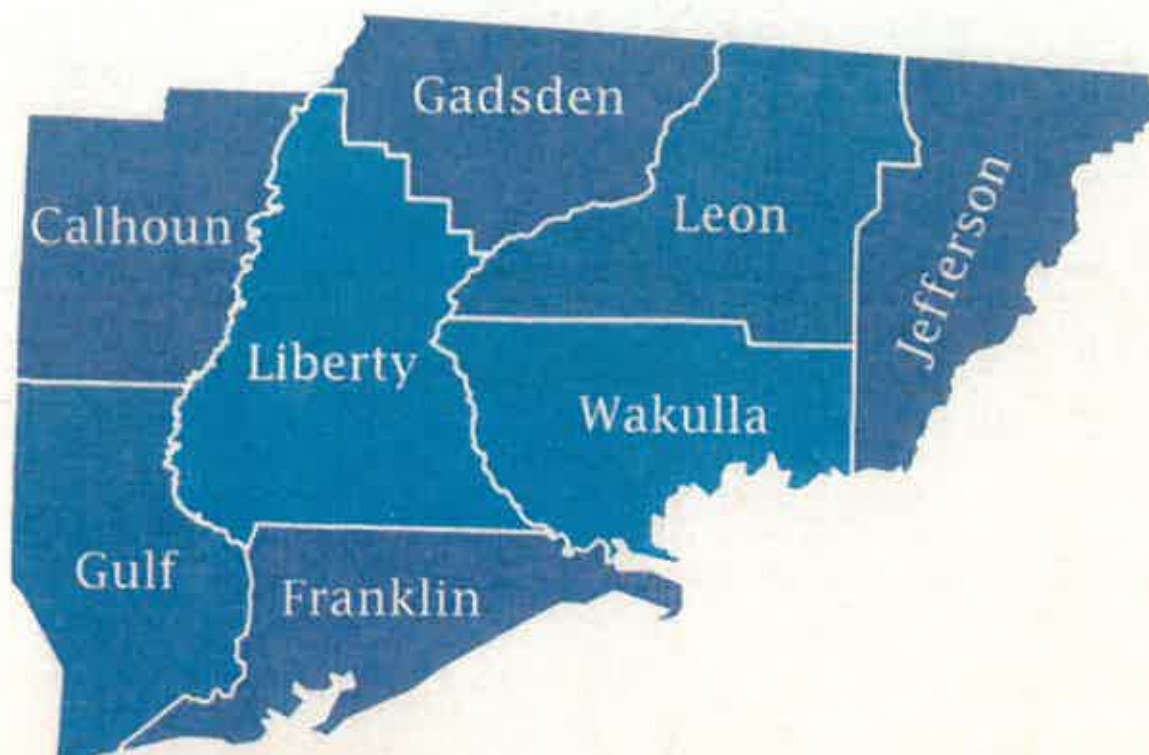
(For reference, refer to Organizational Standards 4.4, 6.5, 9.3)

## Federal Assurances and Certification

Public Law 105-285, s. 676 (b) establishes federal assurances eligible entities are to comply with. DEO, in its state plan submission, provides a narrative describing how the eligible entities in Florida will comply with the assurances. By completing and submitting this Community Action Plan, your agency certifies that it will comply with all Federal Assurances, the annual DEO Federally Funded Subgrant Agreement, and any other laws, rules, and statutes in the performance of the activities funded through this grant.

## Attachment B

### Map of Region



#### **Service Area Overview**

Capital Area Community Action Agency serves Calhoun, Franklin, Gadsden, Gulf, Jefferson, Leon, Liberty and Wakulla Counties.

**CAPITAL AREA COMMUNITY ACTION AGENCY, INC.**

**RISK ASSESSMENT**

Risk Assessment Questions	Yes	No	Comments
<p>1. Have there been any material weaknesses and reportable conditions, questioned costs and other findings cited within the last three years in annual audits, State monitoring assessments, Inspector General Reviews, or other Government Agency reviews of entity finances and operations.</p> <p><i>If yes, provide the source of the issue, a statement of the issue, how it was resolved and what actions have been taken to prevent future similar issues from arising.</i></p>	<p><b>X</b></p>		<p><b>Audits: FY 2017, &amp; 2018.</b></p> <ul style="list-style-type: none"> <li>• According to the report completed by CARR, RIGGS &amp; INGRAM for FY 2017 and 2018 there were one material weakness. “ The summary of the Audit results states “ One material weakness disclosed during the audit of the consolidated financial statements is reported in the Independent Auditors’ Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with the Government Auditing Standards,”</li> <li>• <b>Other Summary Findings:</b> FY 2017 and 2018               <ul style="list-style-type: none"> <li>• No instances of noncompliance material to the consolidated financial statements of the Agency, which would require to be reported in accordance with Government Auditing Standards, were disclosed during the audit.</li> <li>• No significant deficiencies in internal control over major federal award programs are disclosed in the Independence Auditors’ Report on Compliance for Each Major Federal Program and Report on Internal Control</li> </ul> </li> </ul>

		<p>over Compliance required by the Uniform Guidance.</p> <ul style="list-style-type: none"> <li>• The auditors' report on compliance for the major federal programs of the Agency expresses an unmodified opinion on all major federal programs.</li> </ul> <p><i>See Attachment 1, "Schedule of Findings and Questioned Costs – Federal Awards" for details of the findings for FY 2017 and 18.</i></p> <p><b>Monitoring Reports: FY 2017 &amp; 2018</b> The agency was monitored by the Department of Economic Opportunity (DEO) on June 26, 2018. See attachment for the DEO Monitoring Report Response to the June 26, 2018 monitoring review. Attachment 11 Monitoring Reports for LIHEAP and CSBG</p> <p><b>Head Start Attach Report</b> The Triennial Monitoring Review conducted FY 28.</p> <p><i>Attachment 111 Program Performance Summary Report .</i></p>
<p>2. Does the entity have in place standard financial and operating controls to ensure assets and information are protected against fraud, waste and abuse, and mismanagement of Federal funds? <i>Describe or provide a copy of these policies and procedures. When and by whom was the last time these policies and procedures were reviewed and/or amended?</i></p>	<p><b>X</b></p>	<p>The agency has an Accounting &amp; Financial Policy and Procedures Manual which was amended on Sept. 2019. The manual was approved by the Board of Directors.</p> <p><i>Attachment IV, "Policy on Suspected Fraud and Misconduct"</i></p>



<p>3a. Does the entity have in place a clearly stated and current administrative, fiscal and programmatic policies and operating procedures in accordance with the Federal and State statutes? <i>Describe or provide a copy of these policies and procedures.</i></p>	<p><b>X</b></p>	<p>The agency has clearly stated fiscal policies and procedures that have been updated and are in compliance with the current OMB guidelines.</p> <p>Attachment V " CSBG, LIHEAP , Accounting &amp; Financial Policy and Procedures Manuals.</p>
<p>3b. Does the entity assures that policies and procedures are distributed to staff accompanied by training? <i>Describe who is responsible for assuring that policies and procedures are updated regularly and that staff is informed and trained?</i></p>	<p><b>X</b></p>	<p>Program manuals are updated by management in order to remain in compliance with the most current program policies and procedures.</p> <p>All program staff is provided with a copy of the most current Program Manuals. Management provides training to all staff on a regular basis in order to assure that they are informed and up to date on program policies and operations.</p>

<b>Risk Assessment Questions</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<p>4a. Does the entity have a methodology in place for monitoring compliance with internal policies and procedures? <i>Describe or provide a copy of these policies and procedures.</i></p>	<p><b>X</b></p>		<p>The monitoring of fiscal policies and procedures takes place at various levels. At the program level, client assistance payments are monitored for compliance by the supervisors. Client assistance payments are handled by at least 2 separate people, 1 of whom are supervisors before the request for payment is received in the fiscal department. It is handled by at least 2 additional staff members before the check is signed.</p>
<p>4b. Have internal policies and procedures been reviewed for compliance with requirements of the OMB Circulars, ACF Grant Terms and Conditions and other contractual terms and conditions? <i>Describe who is responsible for assuring that both</i></p>	<p><b>X</b></p>		<p>The Program Manager of Family Services updates the program policies and procedures and the Director of Finance assures that the fiscal policies and procedures</p>

<p><i>programmatic and fiscal policies and procedures are updated regularly and that staff is informed and trained? How are key staff members provided up-to-date training on these requirements?</i></p>		<p>are updated. All program policies and procedures are revised in order to assure compliance with the OMB Guidelines and any other funding related requirements. All program related training is provided by program supervisors.</p> <p>The training is provided to staff when new policies are required or current policies are revised.</p> <p>The fiscal training is provided to key staff on an as needed basis.</p> <p><i>See Attachment V, Accounting and Financial Policies and Procedures, CSBG and LIHEAP Program Manuals.</i></p>
<p>5. Do you have procedures in place to assure that any general purpose equipment purchased with grant funds is directly related to specific services under the grant funded program? <i>Provide copy of procedure.</i></p>	<p><b>X</b></p>	<p>All equipment bought under a specific grant is allocated to that grant. All equipment above \$5,000 is capitalized and depreciated on a straight line basis annually. Equipment in disuse is disposed of according to the terms of the specific contract. Program income is recorded if the disposal creates a net positive income.</p> <p><i>See Attachment VI "Equipment Purchased with Federal Funds" policy. Pages 102 and 103</i></p>
<p>Risk Mitigation Activities – A "yes" to question number one indicates a potential risk area for program implementation. A "no" to questions 2-5 indicates a potential risk area.</p>		

**Certification Statement:** I certify that a risk assessment has been conducted to assure appropriate expenditures of federal funds received through the Florida Department of Economic Opportunity. This risk assessment addressed previous audit or monitoring findings within the last three years, a review of existing internal controls and a review of statutory and regulatory compliance to assure a direct relationship to federal funding resources... Where potential risks have been identified, appropriate risk mitigation measures and compensating controls have been identified.

**Chief Executive Officer:** \_\_\_\_\_

Signature

Date Signed

\_\_\_\_\_  
Tim Center  
Name

\_\_\_\_\_

**Board Chairperson:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

-

Name Typed or Printed

Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
All HeadStart Related Grants/Funds  
From 10/1/2018 Through 9/30/2019

		Current Period Actual	Current Year Actual	Total Budget - Original	Total Budget Variance - Original
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	3,525,297.00	3,525,297.00	3,525,297.00	0.00
Government Contracts - STATE	4010	674,838.75	674,838.75	426,240.00	248,598.75
Government Contracts - LOCAL	4020	53,500.00	53,500.00	53,500.00	0.00
Contributions	4200	2.65	2.65	0.00	2.65
Contributions- Restricted	4210	4,585.53	4,585.53	0.00	4,585.53
Special Events	4300	9,429.15	9,429.15	0.00	9,429.15
Commissions-Vending/Photo	4320	5,137.80	5,137.80	0.00	5,137.80
Other Revenue	4995	400.00	400.00	0.00	400.00
<b>Total Revenue</b>		<u>4,273,190.88</u>	<u>4,273,190.88</u>	<u>4,005,037.00</u>	<u>268,153.88</u>
<b>Expenditures</b>					
Salaries & Wages	6010	2,049,100.67	2,049,100.67	1,975,270.82	(73,829.85)
Fringe	6110	574,456.07	574,456.07	562,558.11	(11,897.96)
Staff Screenings	6180	320.00	320.00	2,500.00	2,180.00
Indirect Costs	6210	518,083.92	518,083.92	520,957.53	2,873.61
Travel - In Area	6310	3,347.75	3,347.75	3,500.00	152.25
Travel - Out of Area	6315	35.00	35.00	500.00	465.00
Office Supplies	6410	5,832.09	5,832.09	7,500.00	1,667.91
Program Supplies	6415	28,231.38	28,231.38	22,780.00	(5,451.38)
Classroom Supplies	6420	33,023.88	33,023.88	38,245.54	5,221.66
Kitchen Supplies	6430	20,841.77	20,841.77	12,721.00	(8,120.77)
Medical/Dental Supplies	6440	269.67	269.67	500.00	230.33
Copies/Printing/Copier Maintenance/Toner/Paper	6510	15,534.97	15,534.97	12,000.00	(3,534.97)
Postage and Delivery Expense	6600	839.64	839.64	1,200.00	360.36
Contractual Services/Professional	6710	16,163.00	16,163.00	15,000.00	(1,163.00)
Contractual Services – Health/Disabilities	6715	181,754.12	181,754.12	169,837.00	(11,917.12)
Rent/Space Cost	6810	222,154.34	222,154.34	150,000.00	(72,154.34)
Utilities	6820	97,386.94	97,386.94	62,500.00	(34,886.94)
General Liability and Property Insurance	6830	26,386.49	26,386.49	21,000.00	(5,386.49)
Communications	6840	54,288.51	54,288.51	37,530.00	(16,758.51)
Repairs & Bldg Maintenance- Recurring	6850	87,791.09	87,791.09	75,000.00	(12,791.09)
Repairs & Bldg Maintenance - Nonrecurring	6855	38,739.97	38,739.97	0.00	(38,739.97)
Equipment Maintenance	6910	18,094.61	18,094.61	14,000.00	(4,094.61)
Vehicle Expense	6920	25,137.36	25,137.36	37,350.00	12,212.64
Equipment Lease	6930	6,876.33	6,876.33	8,500.00	1,623.67
Technology	6940	13,266.98	13,266.98	12,500.00	(766.98)
Fees, Licenses, and Permits	7010	2,152.10	2,152.10	1,500.00	(652.10)
Dues/Subscriptions	7020	2,269.33	2,269.33	2,500.00	230.67
Special Events	7110	3,910.23	3,910.23	0.00	(3,910.23)
Client Assistance	7210	0.00	0.00	0.00	0.00
Expendable Equipment	7320	3,404.21	3,404.21	5,000.00	1,595.79
Registration Fees	7410	5,688.00	5,688.00	2,000.00	(3,688.00)
Meetings/Workshops/Training	7420	11,615.11	11,615.11	4,250.00	(7,365.11)

Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
All HeadStart Related Grants/Funds  
From 10/1/2018 Through 9/30/2019

Training/Staff Development	7430	26,906.69	26,906.69	40,998.00	14,091.31
Training and Technical Assistance	7435	0.00	0.00	0.00	0.00
Advisory/Board Member Expenses	7440	1,793.68	1,793.68	2,000.00	206.32
Advertising	7450	378.50	378.50	2,000.00	1,621.50
Parent Activities	7460	0.00	0.00	1,200.00	1,200.00
Raw Food Cost	7510	214,942.13	214,942.13	180,139.00	(34,803.13)
Legal Expenses	7530	400.00	400.00	0.00	(400.00)
Bank Service Charges	7630	4.70	4.70	0.00	(4.70)
Total Expenditures		<u>4,311,421.23</u>	<u>4,311,421.23</u>	<u>4,005,037.00</u>	<u>(306,384.23)</u>
Excess Revenue over (under) Expenditures		<u>(38,230.35)</u>	<u>(38,230.35)</u>	<u>0.00</u>	<u>(38,230.35)</u>

**Capital Area Community Action Agency, Inc.**  
**COO Summary of Programs**  
**For the Month of December 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	7	0	13	14	2	0
Franklin*	0	0	1	9	1	2
Gadsden*	0	2	19	19	2	3
Gulf*	0	0	6	9	1	0
Jefferson	10	2	31	9	2	1
Leon	10	3	186	72	2	46
Liberty	0	0	4	8	0	0
Wakulla	4	0	7	12	1	4
<b>TOTALS</b>	<b>31</b>	<b>7</b>	<b>267</b>	<b>152</b>	<b>11</b>	<b>56</b>

\*Still recruiting. Classes not started yet. \*\*Closed one week for holidays so numbers are low

<b>HEAD START 2019/20 Enrollments</b>	<b>Franklin</b>	<b>Jefferson</b>	<b>Mabry</b>	<b>Royal</b>	<b>South City</b>	<b>Total</b>
# of Students Registered @ 12/31/19	17	33	83	57	188	378
# of Student Withdrawals for month	0	2	2	1	6	11
# of Vacancies over 30 days	0	0	0	0	0	0
# of Students on Wait List	0	6	22	16	17	61
# of VPK Students Registered	N/A	N/A	21	30	63	114
Funded Enrollment	17	33	83	57	188	378
Center Enrollment %	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Average Daily Attendance (ADA)	84.31%	82.74%	78.23%	85.65%	81.91%	81.85%

**NOTES:**

Students with Disabilities            9  
Students with Concerns                47  
In Compliance?                            No

Per the 2016 Head Start ERSEA review protocol, programs are expected to reach the 10 percent requirement at any point during the program year. For reviews occurring between October and December, the program must have reached 10 percent at some time during the previous program year. For reviews occurring between January and September, the program must have reached 10 percent at some time during the current program year.

# Capital Area **Community Action** Agency

## MEMORANDUM

TO: TIM CENTER, CEO  
FROM: Nina Self, COO  
DATE: January 22, 2020  
RE: Notes to December 2019 Program Reports

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The following are notes to the COO Summary of Programs:

### PROGRAMS

Getting Ahead classes are active in Leon, Jefferson, Calhoun and Wakulla counties with 31 participants. They should all be finished by mid-February.

We began the class “Getting Ahead While Getting Out”, (the model of Getting Ahead to reduce recidivism), to participants in the Gadsden County Jail. There are currently 8 women who are attending.

Orientation for the Franklin County Getting Ahead class will be held on January 27, 2020 at the Franklin Library. Classes are scheduled to begin on February 10, 2020 at the same location.

We are working with Wakulla High School to offer Getting Ahead, (the “R” Rules), to the senior class, and also with Wakulla Environmental to offer the program to their student population.

We are still casting a call for Getting Ahead facilitators. As we expand to other dimensions of the program we need experienced group facilitators to carry out the mission. We are planning a train-the-trainer workshop for people with some training experience who would like to facilitate a Getting Ahead class. If any Board member is interested, or knows of someone who is, please contact me.

Several Financial Literacy workshops have been held with the grant funds received from Western Union. The workshops are done in three sessions: Part One – Tracking Your Spending; Part Two – Budgeting; and Part Three – Credit Repair. To date classes have been held in Jefferson, Wakulla, Calhoun, Gadsden and Leon counties.

### STAFFING

#### New Employees

Tammie Williams, Substitute Classroom Aide, Franklin County Head Start



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## Vacancies

### ***Teacher – Franklin County***

The Head Start Teacher prepares and implements appropriate curriculum and performance standards for 3 and 4 year-old students, conducts ongoing observations, assessments and maintains anecdotal records for children. The Teacher also supervises the Teacher Assistant assigned to the class. A Bachelor's degree in Early Childhood Development or related field is required, and at least two (2) years' experience in child care in a classroom setting. An A.S. degree in Early Childhood with at least 2 years classroom experience may substitute for the Bachelor's degree. This is a 10-month position, summers off. Salary Range: \$13.50 – \$16.00/hour based on experience and credentials.

### ***Case Manager – Gadsden County***

The Family Services Case Manager assists families enrolled in the Agency's Family Self-Sufficiency Program (FSSP) in development and implementation of a plan to address employment, housing, educational, social and other challenges in order to become self-sufficient. Essential functions include conducting a family assessment to determine needs, assess any emergency services needed, identify partnerships with other community agencies that provide family services, and outreach to attract participants and partners for the program. Preferred candidate should have experience in facilitating small group sessions and have a working knowledge of resources in the Gadsden County area.

An Associates' degree and two (2) years of experience working in a social service program is required. B.A. degree in Social Work preferred. Good computer skills required. Applicant must have case management experience, preferably in a social work environment. Beginning Salary Range: \$15.00/hour - \$16.50/hour based on experience.

## **OTHER**

- I attended the Ribbon Cutting Ceremony for “The Dwellings”, a Tiny House community on Blountstown Highway in Tallahassee. This community is designed as a sustainable housing solution for individuals who are financially, socially, or institutionally disadvantaged, who don't meet the requirements of traditional housing options in Tallahassee. We have started the conversation with their Case Manager on having a Getting Ahead class on site for their residents.
- We have held meetings with Main Office staff on security for the office. We have many people walk in our office each day for various forms of assistance, and sometimes they become irate if we can't assist them. We have ordered panic buttons for the Intake Workers so if they feel threatened they can just push the button for assistance. Staff will develop policy and procedure for use of the panic buttons before they are distributed.
- We had a visit from representatives of our Worker's Comp carrier to do a review of our policies and processes regarding office safety. This is an annual review where they make



recommendations on any issues concerning safety, and to adjust our Worker's Comp insurance rates. Because of our proactive safety measures our rates have decreased for the past two years.

- Head Start Center Staff attended an Active Shooter Training for Pre-School Students. The training was specifically for Early Childhood educators on how to keep pre-school students safe in an active shooter emergency situation. A similar training will be held for main office staff to be presented by the Leon County Sheriff's Office.
- Head Start Management team received training and technical assistance on Head Start Governance and Ongoing Monitoring. The training was presented by Carol Coffee of the Head Start Regional T/TA Network. The trainer provided great information on the shared governance concept of Head Start, and encouraged great conversation from the group on how the three branches (Board, Policy Council and Management Team) work together to make the program work. Staff will present this information to the Board and Policy Council at a future meeting.

## COMING EVENTS

1/28/2020	Employee Safety Training with Leon County Sheriff's Office Southeastern School of Health Sciences 243 Office Plaza Drive, Tallahassee 12:00 PM – 1:30 PM
2/18/2020	Leon Getting Ahead Graduation Ceremony Capital City Country Club 6:00 PM – 8:00 PM
2/21/2020	Calhoun/Liberty Getting Ahead Graduation Liberty County IFAS; 10405 Theo Jacobs Way, Bristol FL 6:00 PM – 8:00 PM
2/17/2020	President's Day Holiday – Office Closed
3/16/2020 – 3/20/2020	Spring Break – Students and Teachers Out
3/23/2020	Head Start In-Service Training

# Capital Area Community Action Agency

## MEMORANDUM

**TO:** Tim Center, Chief Executive Officer  
**FROM:** Melissa Watson  
**RE:** Board Update for November  
**DATE:** January 21, 2020

### Getting Ahead Report

#### Current Enrollments as of 01/21/2020

County	Starting Enrollments	Current Enrollments	*Group A	*Group B	*Group C	*Group D- ALICE
Calhoun/Liberty	7	7	1	5	0	1
Gadsden	Still recruiting					
Jefferson	18	10	1	9	0	0
Leon	14	10	0	7	0	3
Wakulla	8	4	0	3	0	1
Franklin	Recruiting					
Gulf	Recruiting					

#### **Calhoun/Liberty**

- *The class has completed all Modules and are preparing for the ceremony*
- *The ceremony will be held at Liberty County IFAS 10405 Theo Jacobs Way Bristol Florida, 32321 from 6:00 p.m. to 8:00 p.m. on February 21, 2020*

#### **Gadsden**

- *We have started the classes at the Gadsden County jail. We currently have 8 women who are attending.*
- *All participants will have an opportunity to participate in the Staying Ahead piece upon release. We will provide contact information to the graduate to reach the local case manager upon their release for guidance on their next step to the Staying Ahead Program.*

### **Jefferson**

- *The class is currently working on Module 8 Community Assessments. They will also start the planning sections on how to create SMART goals*
- *Marie Rigdon from the Jefferson County Victim Advocate for the Jefferson County Sherriff's Department has informed us that we are able to start the program for both the men and women in their facility. We are looking to start the 3<sup>rd</sup> week of February.*
- *The case manager is currently recruiting for the upcoming sessions.*

### **Wakulla**

- *Wakulla is in Module 9, SMART goals.*
- *We are working with the high school to offer Getting Ahead to the senior class, as well as working with Wakulla Environmental to offer the program to their student population*

### **Leon**

- *The class is approaching the final modules 8 and 9. They are putting together their plans and goals*
- *The transition ceremony will be held on February 18, 2020 at Capital City Country Club from 6:00 p.m. to 8:00 p.m.*
- *The case manager is recruiting for the upcoming class.*

### **Franklin/Gulf**

- *We will be holding the orientation for Franklin on January 27, 2020 at the Franklin Library with a launch date of February 10, 2020 to start classes at the same location from 6:00 p.m. to 8:00 p.m.*
- *The case manager will continue her recruiting efforts for Getting Ahead*

# Capital Area **Community Action** Agency

## MEMORANDUM

**TO:** Tim Center, Chief Executive Officer  
**FROM:** Anne Robinson  
**RE:** Board Update for December 2019 Staying Ahead Program  
**DATE:** January 15, 2019

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### Wakulla

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

### Leon

- Currently there are three participants in the Staying Ahead Program
- 2 of the 3 (67 %) are enrolled in Post-secondary education.
- 2 of the 3 (67 %) are currently enrolled in Post- Secondary education and will receive a degree's and or certifications within their 18-month contract for Staying Ahead
- 2 of the 3 (67 %) are employed
- 1 of the 3 (33 %) is on pause for medical issues

### Jefferson

- Currently there's 2 active participant in Staying Ahead
- 2 of the 2 (100%) is currently enrolled in GED classes at Jefferson County School Board
- 2 of the 2 (100%) is gainfully employed
- 1 of the 2 (50%) is enrolled in an online Real Estate School to become a Real Estate Sales Associate
- 1 of the 2 (50%) is now a full time employee with Capital Area Community Action as an Intake Worker. The promotion from part-time to full time allows this person to have and increase in pay as well as the opportunity to obtain health insurance.



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**Gadsden**

- Currently there are two active participants in Staying Ahead
- 1 of the 2 (50%) are gainfully employed full time with the Head Start program, Capital Area Community Action.
- 1 of the 2 (50%) successfully met all requirements for the Florida Child Care and Education Program and now has her Director Credentials.
- 1 of the 2 (50%) is waiting for a date to take her CNA test.

**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.

## **Financial Literacy Report**

The Financial Literacy Workshops are done in three sessions. The three sessions are as follows: Part One – Tracking your spending; Part Two – Budgeting; Part Three – Credit Repair.

### **Jefferson County**

16 participants has completed all three sessions of the Financial Literacy workshops.

16 of the 16 (100%) have started to budget

2 of the 16 (13 %) have started a savings account

16 of the 16 (100%) participants are working with the Case Manager to improve/fix their credit

### **Wakulla County**

8 participants have completed part two of the Financial Literacy Workshops.

### **Calhoun County**

7 participants has completed all three sessions of the Financial Literacy workshops

1 of the 7 (14%) have started a savings account

7 of the 7 (100%) have started to budget

6 of the 7 (86%) participants are working with the Case manager to improve/fix their credit

### **Gadsden County**

2 of the 2 (100 %) are working with the Case Manager to improve/fix their credit

### **Leon County**

6 participants completed part one, part two of the financial literacy session is scheduled for January 28<sup>th</sup>.

## **CASE MANAGER HIGHLIGHTS BY COUNTY – November/December 2019**

### Calhoun County - Peggy Sullivan, Case Manager

Due to the resignation of the Gadsden County Intake Worker in October, I traveled to Gadsden to do LIHEAP services until the replacement was hired and trained. I also trained the new LIHEAP Intake Worker in Gadsden County during the month of December.

I also actively recruited eight candidates for the Getting Ahead class which began in September 2019.

### Wakulla Highlight - Stephanie Weems, Case Manager

Highlighting Wakulla County for the month of November, I participated on the planning board for the Wakulla Veterans of Foreign Wars (VFW) Veterans Day Celebration. On the day of the event Community Action was able to provide handouts and meet the veterans in the community resource area displaying the Agency's Getting Ahead and LIHEAP programs.

### Jefferson County Highlight - Sybil Thomas, Case Manager

I have been working with the Jefferson County School Board (assistant to the superintendent) Mrs. Theresa Sterling in putting together and starting a GED program for GA participants and other residents of Jefferson County. Currently theirs five participants in enrolled in the GED program.

I have been working with Career Source of North Florida came to the IFAS location and met with GA participants and completed registration for Employflorida,; completed one on one *resume assistance and started working on skills assessments in the employflorida.*

Career source of North Florida met with GA participants at the library and provided one on one mock interviews and feedback. The participants also completed some of the skill assessment in employflorida.

### Franklin County Highlight - Angela Webster, Case Manager

1. I attended the quarterly meeting for the Economic Development Council Carrabelle, of which I am a member. The current initiative is to establish a commercial working waterfront and clean up the shoreline. Our first step is

to contact all waterfront property owners for partnerships and/or sale of property.

2. I had a meeting with Career Source case manager, Valentina Webb to discuss employment and education opportunities available.
  - a) Spoke with Carrabelle City Manager in reference to employment program at Career Source. City of Carrabelle interested in adopting Career Source employment program. Per Career Source, instructed City Manager to email job descriptions.

Spoke with Plumbing instructor for Franklin Correctional Institution, Doug Fordham, in reference to apprenticeship with Career Source. Mr. Fordham very interested in teaming up with CACAA and Career Source to create opportunities within our community.

I recruited for Franklin County Toy Project for the Toys for Tots program. I Coordinated with Franklin County Public Library assistant, Teresa Jackson, to recruit teens to 'bag for bucks' at the local grocery store to help raise funds for the Toy Project.

#### GULF COUNTY:

1. Met with Cora Curtis to create mentorships for upcoming GA class in Gulf County.
2. Met with Brenda Woods at Gulf County Adult Education to partner for upcoming GA class in Gulf County.
3. Met with Lee Ellzey for knowledge on prospects for partnering and ideas to create foundation for upcoming GA class in Gulf County.

#### Leon County – Marcellas Durham and Ann Susco, Case Managers

Mrs. Susco and Mr. Durham attended three workshops in December. The first was the 32304+ Prosperity For All Summit. In this workshop we gained a better understanding about the possible causes and effects of poverty and economic inequity. We learned that billions are spent each year by both Florida and the federal government to provide financial benefits to those below the poverty line which could be reduced if people move above the poverty threshold. Over three million Floridians live below the poverty line, of which more than 900,000 are children.



The second workshop that we attended was sponsored by Florida Kiwanis Foundation entitled NO Small Matters. At this workshop we learned that millions of American children are not getting the care they need to succeed-or even keep up. And while it's the poorest children who are the most vulnerable, middle class families are increasingly feeling the squeeze, as the cost of quality child care soars.

The third workshop was sponsored by Florida Prosperity Partnership. The topic that was discussed was how Community Developers and Financial Capability practitioners of all types are invited to join in a 3 hour interactive learning and action-planning session sharing insights around the future Community development.

The Roundtable seeks to engage participants in thoughtful conversation and potential action-planning to enhance the vitality of our Florida communities

Gadsden County – Larry Simmons, Case Manager

Larry Simmons resigned in December due to extenuating medical issues. Before his resignation he was inspirational in spear heading a GA class at the Gadsden County Correctional Center.

# Capital Area Community Action Agency

**MEMORANDUM**

**TO:** Tim Center, Chief Executive Officer  
**FROM:** Victoria Mathis, Emergency Services Program Manager  
**RE:** Board Update for December 2019 – *Emergency Services*  
**DATE:** January 16, 2020

*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 2019 and will end September 30<sup>th</sup> 2020.*

*Low Income Home Energy Assistance Program*

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

County	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	April 2020	May 2020	June 2020	July 2020	Aug 2020	Sept. 2020	County
<i>Calhoun</i>	36/73	19/45	13/24										68/142
<i>Franklin</i>	33/63	7/13	1/4										41/80
<i>Gadsden</i>	22/67	18/41	19/47										59/155
<i>Gulf</i>	15/31	7/12	6/6										28/49
<i>Jefferson</i>	14/31	19/46	31/55										64/132
<i>Leon</i>	258/754	171/510	186/559										615/1823
<i>Liberty</i>	8/15	9/19	4/8										21/42
<i>Wakulla</i>	25/83	5/11	7/19										37/113
<i>Total</i>	411/1117	255/697	267/722										933/2536

**Additional information listed below:**

Number of Single Parent's assisted.

Female	125
Male	4

Total Emergency Services Utility Assistance (from Donated Funds) = 40
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# Capital Area Community Action Agency

## MEMORANDUM

**FROM:** Terry Mutch  
**RE:** Weatherization Assistance Program  
**DATE:** January 3, 2020

**Current total contract amount: \$2,140,708**  
**Completion date: September 30, 2020.**

As of January 1 2020, 87 homes have been processed and inspected. Of those 87 homes, 56 homes have been completed and inspected, 11 homes are currently in pre-inspection, bid process or are currently in the process of being weatherized and 20 homes are in postponement/deferral stage due to client or dwelling issues.

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

### Weatherization at a Glance

County	2015-16 Contract Units Completed	2016-17 Contract Units Completed	2017-2020 Contract Units Projected*	2017-2020 Contract Units In progress	2017-2020 Contract Units Completed
Calhoun	-	-	14	2	0
Franklin	2	0	9	1	2
Gadsden	11	4	19	2	3
Gulf	2	2	9	1	0
Jefferson	2	3	9	2	1
Leon	51	36	72	2	46
Liberty	-	0	8	0	0
Wakulla	4	2	12	1	4
<b>Total</b>	<b>72</b>	<b>47</b>	<b>152</b>	<b>11</b>	<b>56</b>



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Capital Area  
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## MEMORANDUM

**TO:** Head Start Policy Council and Board of Directors  
**FROM:** Tim Center, CEO and Head Start Director  
**RE:** Head Start Director's Report  
**DATE:** January 22, 2020

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

### Staffing

CLASS assessments when compared to previous years show promising results that the staff interactions with students is improving. The mid-year assessments will help confirm this conclusion.

### Facilities

A new maintenance solution is in place. Work orders are prioritized to ensure DCF licensing matters are addressed. A playhouse has been donated and will be installed at South City pending approval from Leon County School District. A walk-in refrigerator at South City has stopped working. Conversations with LCSD to address this concern have not resulted in an acceptable agreement yet.

### Curriculum

The Teaching Strategies Creative curriculum coaching continues and in-service training session focus on how best to implement the curriculum to fidelity. Also, Ready Rosie is being used to reinforce with parents what is being taught in class. One third of all parents are accessing the online videos.

### Enrollment

Centers are at full enrollment. Special emphasis is being made to encourage attendance both in regular Head Start hours and VPK extended day hours.

### Federal and State Regulations

The Head Start grant award announcement is not expected until Summer. This may have a significant impact on staffing.



United Way of the Big Bend

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# Capital Area Community Action Agency

## MEMORANDUM

TO: Tim Center, Chief Executive Officer  
From: Venita Treadwell, Early Childhood Education Manager  
RE: Board Report for December 2019  
Date: January 23, 2020

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### Training:

- Head Start Teacher In-Service was held on Monday, October 15, 2019. Head Start staff received training from Ready Rosie. Ready Rosie is a research based parent curriculum. The goal is to get parents to partner with teaching their children.
- Select members of staff will receive Renaissance Literacy Training so that implementation can begin on School Readiness assessment testing. This training will assist staff in testing children in the same manner as the public school. The benefit to the child will be familiarity with the testing process. Teachers also benefit because the test will show areas of weakness and staff can support the child. The test will be administered by Autumn Murphy, Speech and Language Specialist.

### Coaching:

- Kim Smith, Curriculum Coach, has visited all classrooms and will now proceed with monitoring for teaching to fidelity using the Creative Curriculum tool.
- Practice Based Coaches, Antenette Larkins and Maritza Mousa, are visiting teaching teams and formulating their coaching plans.

We are complete with CLASS Observations for the winter assessment. The Early Learning Coalition of the Big Bend conducted the winter assessments.

Fatima Alexander, our Mental Health Specialist, is near completion with data collection of DIAL-4 and BDI screenings. This year to capture accurate baseline figures, our Speech and Language Specialist conducted all screenings. Ms. Alexander and Ms. Treadwell are both working with the Leon County School Early Childhood Director, Brooke Brunner, to arrange for Head Start children to receive Individualized Educational Plans (IEP) and/or referral for services for Head Start children.

Field trips are essential for exposing children to learning experiences off the campus and we are excited to report that classrooms have been engaged in meaningful field trips to various community locations; for example, in November all classrooms visited the pumpkin patch within the community.



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The 3<sup>rd</sup> Annual Science Fair was very successful with participation from both individual classrooms and family-led entries. Participation ribbons and prizes were awarded.

We have been fortunate to find additional staffing in Franklin County Head Start.

Lastly, we were excited to receive visitors on October 17<sup>th</sup>; Nacole Guyton, Head Start State Collaboration Director, Office of Early Learning, and Wanda Minnick, Executive Director Florida Head Start Association. The ladies came and spoke to the Central Office staff about Head Start Updates and then visited the South City Head Start and Louise B. Royal Head Start to visit the classrooms and talk to staff. It was very refreshing to hear from our Head Start connections.

Capital Area Community Action Head Start Staff will be operating a booth at the Children's Week at the Capital, January 26 – 28, 2020. We were invited by the Florida Head Start Association to assist with staffing a booth. Our theme is, "A Healthy Adventure Awaits." Two Head Start classrooms will also be attending this grand event and many classrooms are sending children's handprints to the Capitol Rotunda for the "Hanging of the Hands" event. This display of solidarity in support of children's programming in our state will be an awesome way to start the year.

We are looking forward to safety training for Teacher In-Service on January 6, 2020. The training will focus on active shooter in a preschool setting. It is being presented by PEARLS \*(Preschool Emergency Alert Response Learning System), sponsored by the From Cradle to College Foundation and the State of Florida. The safety of the children and staff has become an issue with the growth of violence, especially mass shootings, in our communities. We are eager to learn how to protect the children.

We are off to a great start and look forward to an exciting year.

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

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
<b>PROGRAM STATUS (Monthly)</b>						
Number of Students Enrolled	17	33	84	57	189	380
Number of Student Withdrawals for Month	0	2	2	1	6	11
Number of Vacancies over 30 days	0	0	0	0	0	0
Number of Students on Wait List	0	6	18	12	22	58
Number of VPK Students Enrolled	N/A	N/A	21	30	63	114
<b>FAMILY STATUS</b>						
Number of Family Needs Assessment	17	33	84	57	189	380
<b>Family Partnership Agreement</b>						
Number of FPA Initiated (45)	17	33	82	52	131	315
Number of FPAs in progress (February)						
Number of FPAs completed (May)						

Center	Head Start Enrollment and Attendance	
	Funded	Enrollment on 12/31/19
Franklin	17	17
Jefferson	33	33
Mabry	83	83
Royal	57	57
South City	188	188
<b>Total</b>	<b>378</b>	<b>378</b>
		August Average Daily Attendance (ADA)
		84.31%
		82.74%
		78.23%
		85.65%
		81.91%
		81.85%

## Family and Community Engagement Manager Monthly Monitoring Report – December 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)	6	11	9	7	9	42
Domestic Violence Referrals	0	0	0	0	0	0
Substance Abuse Referrals (prevention or treatment)	0	0	0	0	0	0
Child Abuse or Neglect Referrals	0	0	0	0	0	0
Assistance for incarcerated Family Members	2	2	1	1	3	9
Education Referral	3	7	4	6	6	26
Employment Referral	2	5	3	5	4	19
<b>Parent Meetings/Trainings</b>						
Parent Committee Meetings	1	1	1	1	1	5
Number of Parents at the Parent Committee Meetings	4	5	7	4	11	31
Number of Male Parents at Parent Committee Meetings	0	0	0	1	2	3
Number of parents Committee meetings attended (Family Advocate)	1	1	1	1	1	5
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	1	1	1	1	1	5
Number of Parents in attendance on Policy Council	1	0	2	1	2	6
Number of Coordinated Trainings for Policy Council	0	0	0	0	0	0
Number of Parenting Classes	0	0	0	0	0	0
Number of Family Activities/Events Coordinated	0	1	3	1	0	5
Number of Family Activities Specific to Male Engagement	0	0	0	0	0	0
Number of Parent Trainings Conducted	0	0	0	0	0	0
Number of Volunteer Orientations	0	0	0	0	0	0
<b>Home Visits</b>						
Required Home Visit Follow up (February)	0	0	0	0	0	0
Number of Additional Home Visits/Meetings	0	0	0	0	0	0
Number of Contacts documented in Case Notes	15	32	18	45	116	226
Number of Contacts documented per absenteeism	7	11	9	4	31	62



Family and Community Engagement Manager  
 Monthly Monitoring Report – December 2019

<b>Number of Files Reviewed</b>	0
<b>Review of Parent Board</b>	0
<b>Volunteers (PEC)</b>	
Number of Volunteers	42
Total of Program In kind	112 hours
<b>FAMILY AND COMMUNITY</b>	
Family Advocate Workers Meetings	1
Family Advocate Workers Trainings	1
Community Meetings	0

<b>Transportation</b>	
Field Trips	5
Maintenance	0
Trainings	0

Family and Community Engagement Manager  
 Monthly Monitoring Report – December 2019

<b>HEALTH SPECIALIST</b>	<b>Total</b>
<b>PRE-ENROLLMENT REQUIREMENTS</b>	
Up to date immunizations	347
Expired/Missing immunizations	15
Up to date Physicals	350
Expired/Missing Physicals	12
Number of Individual Health Care Plan	11
Number of Children with Health Insurance	311
<b>ENROLLMENT</b>	
Number of children with dental home	256
Number of dental home referrals	0
Completed dental exams	76
Incomplete dental exams	276
Needed dental treatment	10
Receiving dental treatment	0
Completed dental treatment	0
Number of medical home	354
Number of medical home referrals to Advocates	0
<b>45 DAYS REQUIREMENT</b>	
Vision screenings	240
Vision referrals	0
Hearing screenings	193
Hearing Referrals	0
Growth Assessment	343
BMI Referrals	0

Family and Community Engagement Manager  
 Monthly Monitoring Report – December 2019

<b>90 DAYS REQUIREMENT</b>	<b>Total</b>
Number of dental home established	256
Number of dental exams	76
Number of children requiring dental treatment	0
Number of completed dental treatment	0
Hematocrit / Hemoglobin	158
Blood Lead	183
Blood Pressure	306
<b>NUTRITION</b>	
Number of Breakfast	4,228
Number of Lunch	4,470
Number of PM Snacks	4,185
Number of Children with Special Diets	15
<b>MONITORING ACTIVITIES</b>	
Health Files Review	0
Child Care Food Program Tool	0
Kitchen Inspection Tool	0

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

### Corrective Action and Follow Up

#### Funded Enrollment

- 378 were enrolled for the month of December.

#### Extended Day

- Total VPK is 114. No more VPK students will be accepted after December 20.

#### Parent Engagement

- Families are engaged with the program through Readie Rosie, Volunteering, Parent Meetings, and Field Trips for the month.

#### Attendance / Late Policy

- The Family and Community Engagement Team and Education Team continue to work together to improve the Attendance Policy.

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

Strengths
<p>The Education and Family Engagement Team continue to work together for program improvement.</p> <p>The Head Start Team has submitted the grant package.</p>

Areas of Concerns and Barriers
<p>Extended Day program.</p> <p>Replacing computers for Family Advocates</p> <p>Wait List</p>

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

<b>Professional Development</b>
Bi-weekly management and team meetings
Management Team Meetings

<b>Manager Monitoring Activities</b>
Verifying Head Start eligibility for all families enrolling in the program for the 2019-20 school year.
PIR data
Monitoring recruitment activities
Monitoring Family and Community Engagement Activities

**Submitted by:** Darrel James

**Date:**

# Quality Counts

December 2019



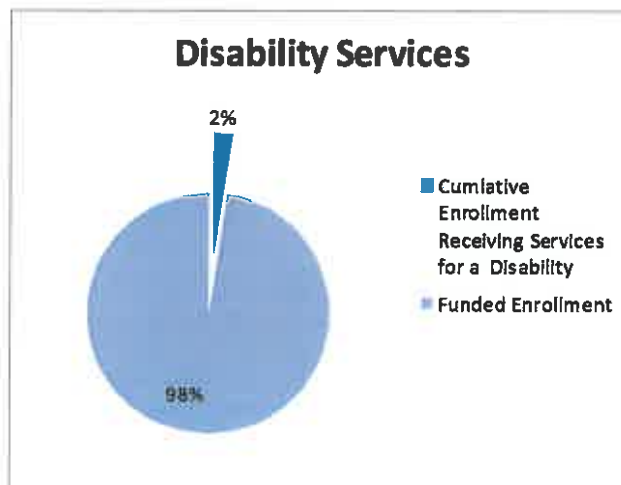
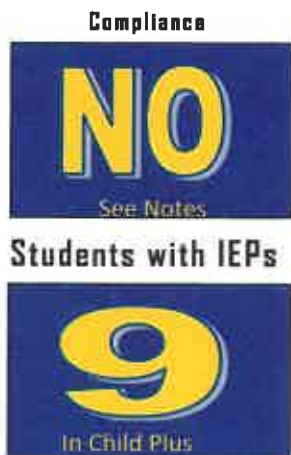
## Vital Statistics

### Enrollment

(Pulled beginning January 10, 2020 @ 1409 hours for December 1—31, 2019)



### Disability Services



Regulations: 1302.14(b)(1) & 640(d)(1)  
(Report 3540)

#### NOTES:

- Per the 2016 Head Start ERSEA review protocol, programs are expected to reach the 10 percent requirement at any point during the program year. For reviews occurring between January and September, the program must have reached 10 percent at some time during the current program year.
- In addition to the students above, who are currently in Child Plus:
  - 20 students have information at LCS and we are awaiting testing results
  - 16 students are waiting on parents to provide proof of residency for LCS
  - 11 students are waiting on parental consent for testing

# Attendance

Compliance

**NO**

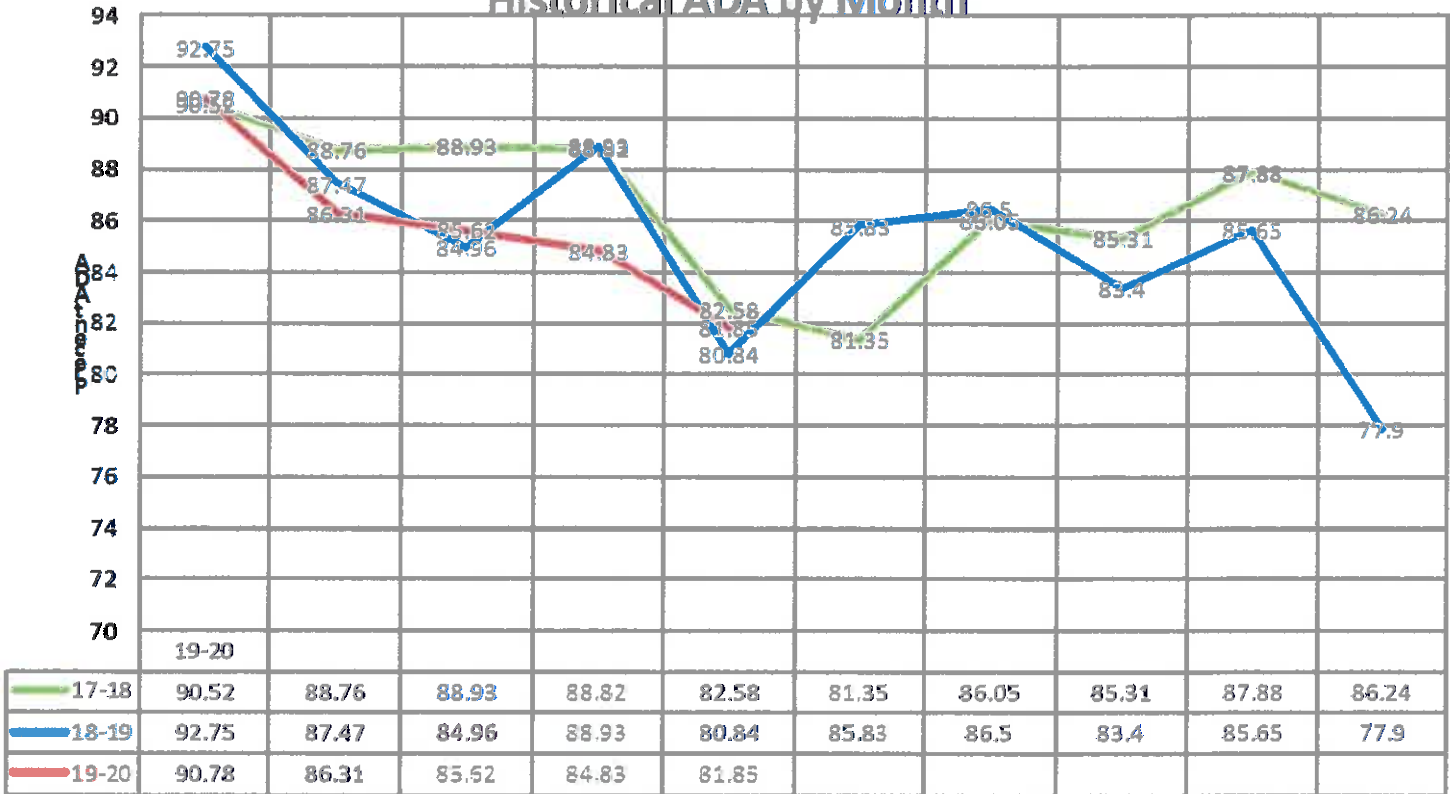
Funded Attendance

**80.04**

Actual Attendance

**81.85**

Historical ADA by Month



NOTES:

- 2019-2020 December attendance was lower than the historical average for this 5 year grant cycle.
- At this point in the school year 118 (31%) students have been absent for between 10% and 20% of the days offered to them and are at risk of missing 10% of the program.
- At this point in the school year 83 (22%) students have been absent for more than 20% of the days offered to them and are at risk of missing 20% of the program. (Report 2336 or 2306).

(Pulled January 15, 2020 beginning @ 1122 hours for December 1-31, 2019)





# 2018-2019 Goals Progress



Long Term Goals	Short Term Objectives	Activities/Outcomes
Reduce the caseloads of Family Advocates to allow for more direct services to families.	Research ways that caseloads can be reduced. This includes a time study to see where they are currently focusing their efforts, and a possible redistribution of the workload.	The average case load has been reduced to 47.25. The mode is 54.
Develop partnerships with various agencies that will enable us to identify and serve Head Start eligible students who are homeless or in foster care more effectively.	Partner with the Big Bend Homeless Coalition to enroll students of homeless families that are housed in local shelters.	Members of the Head Start Management team met with the HOPE family shelter team and are working on a direct referral system.  Foster (2) and homeless (10) enrollment is up during 2019-2020
Relocate all Head Start centers to state of the art facilities.	As leases expire on current facilities renegotiate to renovate, or relocate better facilities to lease or purchase as funding permits.	Progress continues to be made on the Franklin County Early Education Center.
Create a more robust Family Engagement Plan and increase family involvement.	Increase family involvement to 10% the first year, and an additional 5% each year thereafter.	Teaching staff trained. Directors retrained on Ready Rosie.
Establish a consolidated service center on the south side of Leon County to make services more accessible.	Offer expanded services at the South City Head Start location.	LIHEAP services are offered at centers for families.
Restructure our organization to allow for seamless delivery of services.	Design and plan for a "one stop shop" for Agency services for all clients that seek us for any type of assistance.	Currently we have six Head Start team members that participated in Getting Ahead and have used the knowledge learned to better their employment. We also have one Head Start parent enrolled in Getting Ahead.
Increase the number of Head Start eligible children we can serve as well as provide services to children who qualify for subsidized care.	Create opportunities to provide services to children of families in targeted areas who aren't eligible for Head Start.	We renewed our school readiness contract for the 2019-2-20 school year.
Assist staff in obtaining the education credentials as outlined in the Head Start Performance Standards and to provide opportunities for continuous learning for staff to ensure the agency is able to provide a high quality education to Head Start Students.	At least 50% of Teachers will have a bachelor degree and at least 50% of Teacher Assistants will have an associate degree.	The Agency is currently supporting 7 staff on increasing their education (1=MS, 3= BS, 2=AA, 1= CDA).
Expand our obesity prevention program to include Jefferson and Franklin Counties.	Provide exercise activity to students enrolled in Franklin and Jefferson counties.	UF/IFAS will conduct a nutrition and exercise Program for Franklin staff and students. The training is scheduled for November 19-December 18th .

# Department of Children & Families Violations

December 2019

## Inspections This Month



## Violations This Month



## Cumulative 19-20 Violations



(DCF Inspection Reports)

- **Franklin County Head Start had an inspection on 12/10/2019**
  - 14-05 Cleaning (other than general clean-up activities) of a room took place while children were present in the room. CCF Handbook, Section 3.1, G
- **Jefferson County Head Start– No inspection**
- **Louise B. Royal Head Start– No inspection**
- **South City Head Start– No Inspection**
- **Mabry Street Family Enrichment Center on 12/16/2019**
  - 32-07 The ground cover or other protective surface under the [the swings and at the base of the slide. ] was not maintained. CCF Handbook, Section 3.12, D

# Capital Area **Community Action** Agency

## CHIEF EXECUTIVE OFFICER REPORT JANUARY 2020

### Administrative

- United Way of the Big Bend employee charitable campaign has concluded with nearly \$2,500 donated and pledged.
- A letter of engagement was executed with Thomas Howell Ferguson CPA firm for the audit and tax preparation services.

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

### Programmatic

- Eastpoint Wildfire Emergency Recovery Response – Transfers of the usable camper-trailers from Franklin to Tri-County Community Action for use with Hurricane Michael victims in Jackson County (Marianna).
- Coordinating Head Start Training and Technical Assistance offers referred by HHS Program Specialist Deirdre Mitchell.
- Working with TYCO/Johnson Controls to review video and security monitoring at Head Start Centers. Panic buttons being implemented this month for intake staff.

**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. The initiative is called Forward Leon.

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

### Resource Development

- Working on the UWBB subgrant with ECHO for Getting Ahead with the ALICE population. March 5<sup>th</sup> will be first class.

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

### Out of Office

- Vacation – February 6-7, 2020

### Upcoming Events

- February 11-12, 2020 – Leadership Florida - Jacksonville
- March 3-5, 2020 – Florida Head Start Association Annual Conference – Orlando
- May 12-15, 2020 – FACA Annual Conference – Fort Lauderdale



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Capital Area  
**Community Action**  
Agency

**2020 Board Meeting Calendar Notice**

**Board of Directors**

*The volunteer Board meets every 4<sup>th</sup> Tuesday at 6:00 pm every other month at the TCC Ghazvini Center for Healthcare, 1528 Surgeons Drive, Tallahassee. Meetings are open to the public.*

- January 28, 2020
- March 24, 2020
- May 26, 2020
- July 28, 2020
- September 22, 2020
- November 17, 2020

**Executive Committee**

*The Board's Executive Committee meets the 4th Tuesday on alternate months at 5:30 PM at the main office 309 Office Plaza Drive, Tallahassee. Meetings are open to the public.*

- February 25, 2020
- April 28, 2020
- June 23, 2020
- August 25, 2020
- October 27, 2020
- December 15, 2020



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**Ron DeSantis**  
GOVERNOR



**Ken Lawson**  
EXECUTIVE DIRECTOR

December 19, 2019

**Certified Mail**  
**Return Receipt Requested**

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

Dear Mr. Center,

I am pleased to inform you that the Department of Economic Opportunity (DEO) has selected Capital Area Community Action Agency, Inc. (CACAA) as the established provider of Weatherization Assistance Program (WAP) services to the income qualified residents of Calhoun and Liberty counties.

If you have any questions please contact Azhar Mahboob, Community Program Manager at 850-717-8456 or via email at [azhar.mahboob@deo.myflorida.com](mailto:azhar.mahboob@deo.myflorida.com).

Sincerely,

  
Debbie Smiley, Chief  
Bureau of Economic Self Sufficiency

cc: CACAA Board of Directors

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
850.245.7105 | [www.FloridaJobs.org](http://www.FloridaJobs.org)  
[www.twitter.com/FLDEO](https://www.twitter.com/FLDEO) | [www.facebook.com/FLDEO](https://www.facebook.com/FLDEO)

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TD equipment via the Florida Relay Service at 711.

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58% off

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\$14.99

## Conversation helps build bridges to a sustainable community

Tim Center, Guest Columnist

Published 2:29 p.m. ET Jan. 13, 2020



Tim Center, CEO of Capital Area Community Action Agency. (Photo: Capital Area Community Action Agency)

Florida Trend – Florida’s Business Authority – features Tallahassee and Leon County in its January issue. Included in the 66-page section painting our region as an amazing place to work, learn, and play is a meaningful conversation about community initiatives designed to help meet community needs – with a priority focus on poverty.

Struggling neighbors and neighborhoods do not contribute to the typical “Chamber of Commerce” story. But what makes it a great story is how the community is coming together to collectively address the opportunity.

The struggle in this conversation is how to get away from the us-versus-them mentality of the dialogue. How do we help the under-resourced without destroying the resourced? What can possibly be done to reduce the above-average-national and -state poverty in our community?

For more than five years, the Capital Area Community Action Agency has offered a 15-week course called “Getting Ahead in a Just-Gettin’-by World”. More than 75% complete the class (missing fewer than 2 classes of the weekly program). Many student become employed, finish post-secondary efforts, and move away from living in the tyranny of the moment.

What is incredible is that 45% of Getting Ahead grads become independent of public assistance! That’s right – nearly half of all those who struggle to make ends meet get on a path to prosperity independent of the social service agencies, charities, and churches that serve them.

Even more exciting is that several sectors have begun to sharpen their focus. It has been proven in other communities that you can reduce poverty and increase quality of life metrics when the community holistically works toward the same goal.

Today there are several initiatives that show promise including the United Way’s strategic direction to fund three priorities including anti-poverty efforts. The ASPIRE Capital Region is focused on increasing post-secondary credentials among those who struggle the most.

County Commissioner Bill Proctor convened a series of well-attended community summits to address prosperity for 32304 and other high-poverty communities. And, the effort to redesign the south side to create mixed-income, mixed-tenancy with subsidized options, higher quality educational offerings, and increased retail and office space can result a new outlook for a proud neighborhood in our community.

What is especially encouraging is that the Florida Chamber and now the Greater Tallahassee Chamber of Commerce have identified the need to engage in creating pathways to prosperity. It is in their best interest that we tackle the ‘Tale of Two Tallys’ as presented by Amber R. Tynan in her recent community column. Chamber representatives have attended and actively participated in each of the initiatives mentioned above.

Together we can build bridges toward a more sustainable community that strengthens our workforce, puts more customers in our stores and restaurants, and increase the ability of small and medium business to grow.

Over the course of this year, look for ways to become involved in this conversation. An Employer Resource Network will be developed to help employers provide meaningful support for those good employees who struggle with child care, housing, transportation and other distractions — more on this in a future article.

Choose to participate in Bridges training that engages all sectors to better understand the challenges of those who struggle and want to get ahead.

Together we can work to disrupt the social services system in a manner that creates true change and transforms lives of families living in poverty and those who struggle paycheck to paycheck.

*Tim Center* Tim Centeris Chief Executive Officer of the Capital Area Community Action Agency, a \$9.6 million federally-funded non-profit that offers a safety net in eight north Florida counties and is a Board member of the United Partners for Human Services.

Never miss a story: [Subscribe to the Tallahassee Democrat. \(https://offers.tallahassee.com/specialoffer?gps-source=CPNEWS&utm\\_medium=onsite&utm\\_source=news&utm\\_campaign=NEWSROOM&utm\\_content=marthagrue\)](https://offers.tallahassee.com/specialoffer?gps-source=CPNEWS&utm_medium=onsite&utm_source=news&utm_campaign=NEWSROOM&utm_content=marthagrue)

Read or Share this story: <https://www.tallahassee.com/story/life/causes/2020/01/13/conversation-helps-build-bridges-sustainable-community/4429229002/>

### **Battling stress at work?**

**Coaching on stress management & effective team communication produces positive results and a less stressed employee.**

*The employee talked of being very stressed at work due to inadequate staffing. During initial conversation Success Coach pursued tools for stress management. Subsequently, employee stated that she did not have time to apply these exercises.*

*Further conversation identified that much of the stress was linked to an attempt to control how/when others would do their job and holding it as her responsibility. **Success Coach focuses on employee** and helps employee to focus on what was in their control and effective communication of appropriate expectations.*

S u c c e s s   S t o r y



Employer Resource Network

Phone: 518.723.0799

Email: info@ERN-NY.com

www.ERN-NY.com

### **Are you concerned about your living situation?**

**Employee had been living in hotel for 8 months with spouse & four children.**

*Family was looking for an apartment, food resources, clothing and furniture. Success Coach used online housing resources to help them locate new apartment, while connecting family to resources from 5 different agencies for clothing, house furnishings, bedding, & furniture.*

S u c c e s s   S t o r y

**"Thanks! Having a Success Coach stand up for me got things moving in the right way!"**

*HR manager referred an employee to Success Coach who was facing a housing crisis. Coach views pictures of peeling paint/other areas where there was mold damage plus little bugs flying around the apt.*

*Employee asks for someone to be "her voice in this matter!" Success Coach contacts the apartment manager. Manager assures employee that issues would be addressed the next morning.*

E m p l o y e e   T e s t i m o n y

*"My Success Coach defused my panic when I needed to start taking over the management of my mother's affairs. She made an overwhelming task seem possible and suggested starting points and resources."*

*Employee – Union College*

*"Last year I had a problem with National Grid and they helped me.... The Success Coach will help you no matter who you are or where you are from!"*

*Employee – Albany Medical Center*

E m p l o y e e   T e s t i m o n i e s

### **Would you like to communicate more effectively?**

**Success Coach helped employee prepare for a successful meeting with supervisor.**

*A staff member came to me upset due to having been written up for an incident at work. As a long time employee with no prior incidents the employee wanted to talk with the supervisor but did not know how to go about it and was concerned about causing a problem by speaking up. We reviewed the report, identified changes that could be made to ensure that there would be no further occurrences and discussed proper communications skills and a solution based approach that would demonstrate accountability, loyalty, and professionalism. The meeting took place and went very well with no further issues.*

S u c c e s s   S t o r y

### **Do you have legal troubles?**

**Employee who was excelling in several areas had a major legal set back**

*Employee presented with serious criminal charges. Employee, a young father, had been excelling at work and taking GED classes prior to these charges. Employee was devastated by these event. Coach was able to connect Employee to an excellent attorney (with great contacts in the county at issue), who agreed to a reasonable payment schedule. Eventually, charges were dismissed. Recently, Employee received his GED degree. He is looking at attending community college. He is very grateful for getting a second chance to be a father and work on his future goals.*

*"My Coach is always making sure he provides me with all the information that could help my family"*

*Employee – Proctors*

E m p l o y e e   T e s t i m o n y



## What is a Success Coach?

### What is the S.A.V.E. program?



## *explanation for* **Supervisors | Managers | HR**

### What is the S.A.V.E. program?

Success Assistance for Valued Employees via an on-site, confidential Success Coach.

### What does a success coach do?

We schedule time on a weekly basis to be on site and meet face-to-face with your employees helping them **confidentially** navigate through life's challenges. Consider what your employees struggle with—financial stress, day care, transportation, personal strife, etc. We **coach, refer and advocate**, allowing employees to be more productive and focused on their work. Our goal is stabilizing the situation and helping the employee reach self-sustainability. We immerse ourselves in your workplace culture and become a part of the team, working to successfully achieve retention goals. We find that your employees become **loyal, productive members of the team** long term. Our value is supported by reporting monthly metrics to you on the employees we serve.

## *explanation for* **EMPLOYEES**

A Success Coach is a confidential service available to assist you through difficult work, home, or life issues. We connect you with resources, advocate for you and coach you through real life situations like receiving a disconnect notice from National Grid or perhaps you are having some financial stress due to debt, student loans or just making ends meet. Did you recently have an increase in health care costs or need a solution for affordable housing? We can help there too! **If it weighs heavy on your mind, heavy on your heart or gives you a pit in your stomach...visit your success coach!**

# Florida Trend

FLORIDA'S BUSINESS AUTHORITY

# 2020

# IN FOCUS

ECONOMIC  
OUTLOOK  
INSIGHTS  
TRENDS  
STATE

\$4.95 JANUARY 2020

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**PLUS**

Legislative Preview p30

Cancer Care p8

Spotlight: Tallahassee p90



Under the direction of muralist Cosby Hayes, KCCI Community Catalysts painted the "Unity Mural."

**Ten Best Places  
to Get a  
Fresh Start  
in 2019**

*Liveability*

"High quality housing, education, and health and wellness resources are the crucial building blocks for a healthy neighborhood."

— Lorraine Ausley  
Co-chair,  
South City  
Foundation  
Board of  
Directors



## A COMMUNITY FOR ALL

The characteristics of generosity, thoughtfulness, concern, and a willingness to pitch in to effect change are the essence of what it means to be a Tallahasseean.

Tallahassee braced itself for Hurricane Michael in 2018, but the city was spared major damage. The surrounding communities were not. Rebuild 850, a volunteer group chaired by former Florida House Speakers Allan Bense and Will Weatherford, provided post-hurricane donations and assistance. Tallahasseeans have similarly come together to meet community needs.

In 2018, the United Way of the Big Bend shifted its strategic direction.

"After an extensive review of our Tallahassee community and our seven surrounding counties, we determined those most in need were our neighbors living in poverty as well as the working poor living paycheck to paycheck," says Berneice Cox, interim president and CEO.

The move had a ripple effect.

"Tallahassee is lucky: We have community leaders and citizens who recognize the need to address and fund research-based services through a collective impact model with proven results that move businesses, academia, churches, and schools out of silos to work together collaboratively," says Tim Center, CEO of the Capital Area Community Action Agency.

Recent community projects include:

- The new Care Point Health & Wellness Center, bringing state-of-the-art medicine to the city's underserved.
- 32304 Prosperity for All Summits, convened by Leon County Commissioner Bill Proctor to target poverty through a collective impact model.

- Tallahassee Community College's Eagles Nest, a food pantry for food-insecure students.

- The Tallahassee/Leon County Commission on the Status of Women and Girls and the Women's Economic Security Summit.

- ASPIRE, Tallahassee Community College partnering with WFSU Public Media and others to help struggling students.

- CareerSource Florida, managing Apprentice Florida, an apprenticeship program providing mentorship and technical instruction to job seekers.

- Inspired Technologies' apprenticeship program.

- A partnership between the Capital Area Community Action Agency and ECHO Ministries to develop an Employer Resource Network to assist employees with emergency microloans and services.

- Independence Landing, the brainchild of Allison Tant Richard, an affordable, safe, residential community in the works for adults with varying intellectual and/or developmental disabilities.

- The Kearney Center, a state-of-the-art shelter providing comprehensive emergency services to Leon County's homeless population.

- The Dwellings, a revolutionary tiny-home community of 89 occupied homes that fills a gap for people in need of affordable housing after crises.

- Purpose Built Communities, working with the South City Foundation and other local agencies to revamp a public housing complex.