

Capital Area
Community Action
Agency

**Executive Committee Meeting
Agenda**

**Tuesday, February 25, 2020 – 6:00 pm
309 Office Plaza Drive, Tallahassee, FL - 32301
Conference Call (605) 475-4700; 275857#**

- I. Call to Order Derrick Jennings, Chair
II. Agenda Approval
III. Sign-in/Attendance/Introductions
IV. Action – Recommendation for Review and Approval
 A. Approval of Minutes
 i) Executive Committee – December 16, 2019
 B. 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
- V. Chief Executive Officer’s Report
VI. CSBG Organizational Standards Update
 A. Strategic Plan
 B. Governance
 C. Community Needs Assessment
VII. Staff Appreciation
VIII. Chair’s Report
IX. Adjournment

Next Executive Committee Meeting 4/28/2020 - 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

EXECUTIVE COMMITTEE

Meeting Minutes

December 16, 2019

Members in Attendance:

Christy McElroy, Chair
Derrick Jennings*, Vice Chair
Kara Palmer Smith, Treasurer/Secretary
Lauren Johnson*

CACAA Staff:

Tim Center
Nina self
Margaret Watson
Stephanie Sgouros

*Attended meeting by phone.

The meeting was called to order at 5:35 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 approve the agenda. It was seconded by Ms. Johnson, and unanimously approved.

ACTION ITEMS

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

FISCAL

Ms. Sgouros gave the financial report for the period ending October 31, 2019. She said we have completed one month of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 8% of the annual budget with some Head Start expenses around 11% due to the abbreviated 9-month contract. At month end, the Year to Date Actual Revenue and Expenses are 12% and 9% respectively, with mostly restricted net income of \$179,202 including \$70,458 SunTrust Grant and nearly \$82,000 for Franklin Co. Fire Victims.

Year to Date Non-Federal Share (NFS) Match reported totals \$101,905, which is 15% of the \$660,993 total match required for the fiscal year ending June 30, 2020.

New Variances and Explanations

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

modification is expected before September 2020 to move the budget from salaries and wages, fringe and indirect into contractual services.

Contractual Services/Health-Disabilities is over 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 over the following months.

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

Repairs & Bldg Maintenance – Nonrecurring is over the budget benchmark due to a large number of repairs in 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 the benchmark primarily due to the yearly Teaching Strategies subscription and virtual learning software. This is a category that uses most of its budget at the beginning of the school 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.

ESF 15 – Franklin County

Ms. Sgouros said that as of the end of November 2019, we have \$67,745.98.

Ms. Palmer Smith said every year the financial report is over for this time of the year. She said because we realize what the expenses are, why do we not account for the expenses. Mr. Center said we have tried to put the budget in terms so that it is understandable to the board. In the past, we received questions as to why we are spending so much. The narrative is provided to explain what the budget benchmark means.

The Chair asked if a definition could be added to the narrative that explains over the benchmark verses over budget.

Ms. Palmer Smith asked how many contractual services/professionals at \$15,000. Mr. Center said only one. He said we use Randstad Temporary Staffing Agency when we have an emergency vacancy in LIHEAP. Ms. Self said during that transition period you get to see how they work before hire.

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

Weatherization Assistance Program

Mr. Center reported that periodically we have program reviews where auditors come in to inspect the homes that we have serviced to determine if there are any problems. The findings questioned, provide request a medical waiver that was necessary to replace the HVAC. Provide reasoning as to why it was put on the H&S or payback funds.

Mr. Terry Mutch reviewed the report and is drafting an explanation to appeal the findings that would explain that we did not replace an HVAC, we repaired an HVAC.

CEO Report

Mr. Center reported that we had a meeting to renegotiate the lease for Leon County Schools and Friendship Baptist Church. He said we plan to follow up with Goodwill.

Mr. Center said that we are in the process of our exit strategy with our Franklin County Fire Camper trailers. DEO is working with Tri-County Community Action to facilitate a transfer of the usable camper-trailers from Franklin for use with Hurricane Michael victim in Jackson County (Marianna).

Mr. Center reported that we are working with TCC ASPIRE community initiative to focus on post-secondary education for struggling families.

Mr. Center said that we addressed the Society for Human Resource Management chapter about the Getting Ahead/Staying program and development of the Employer Resource Network with Freddy Branham, ECHO, for the Alice population. He said he will send the board a video of the employer resource network.

Mr. Center reported that in January will have visits from Head Start Training and Technical Assistance providers. He said he would be meeting with TYCO/Johnson Controls on the agency's security measures, as well as review video and security monitoring at Head Start Centers.

Board Meeting Dates

Mr. Center presented the calendar dates for 2020. The Chair asked if it would be possible to make a recommendation for the 2020 calendar dates. Mr. Center said we would bring this before the full board in January.

Ms. Palmer Smith asked if it would be possible to move the calendar dates to the previous week for both Board and Executive Committee.

Mr. Center said that both Mr. Jennings and Ms. Johnson's terms have expired on the board; however, they will serve until replaced. They both represent the Low Income Sector, which is handled through a public election. He said we will arrange to have those meetings in both Jefferson and Leon Counties. Ms. Ridley's term will also expire in January 2020.

Meeting adjourned at 6:40 P.M.

Kara Palmer Smith, Secretary

Date

DRAFT

**Financial Statement Narrative
For the Month Ending December 31, 2019
Capital Area Community Action Agency**

As of December 31, 2019, we have completed three months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 25% of the annual budget with Head Start's around 33% due to the abbreviated 9-month contract. At month end, the Year to Date Actual Revenue and Expenses are 33% and 29% respectively, with mostly restricted net income of \$317,904, including \$70,458 in the SunTrust Grant and nearly \$67,631 for Franklin Co. Fire Victims.

Year to Date Non-Federal Share (NFS) Match reported totals \$253,726, which is 38% 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 December 31, 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.

Salaries, Fringe and Indirect – current spending in this category is 4% over benchmark budget which, while significant, should even out over the month of June as long as it does not exceed the current level.

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 payments for contract intake workers. This money is offset by reduced salary, fringe and indirect 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 \$3,600 deficit. This is up \$2,600 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.

Equipment Maintenance – is over the benchmark budget for December but there are pending credits that will make the balance be in line for January.

Equipment Lease - is over the benchmark budget due to the quarterly postage machine lease charge. This is expected to even out over the next month or two.

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

Technology – was over the budget benchmark primarily due to the annual renewal of the Teaching Strategies Gold subscription as well as a virtual learning software. This category is now over budget. Management stated that the overage in this line item will be handled by

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

**Financial Statement Narrative
For the Month Ending December 31, 2019
Capital Area Community Action Agency**

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 Revenues and Expenditures - Unposted Transactions Included In Report
From 10/1/2019 Through 12/31/2019

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	2,697,910	993,390	(1,704,520)	37%
Government Contracts - Federal Indirect	4005	5,045	8,950	3,905	177%
Government Contracts - STATE	4010	3,278,813	842,586	(2,436,226)	26%
Government Contracts - LOCAL	4020	116,000	33,246	(82,754)	29%
Grants - Other Not-for-Profits	4100	125,219	70,941	(54,279)	57%
Grants - All Other Sources	4120	0	72,227	72,227	100%
Contributions	4200	50,500	16,810	(33,690)	33%
Contributions- Restricted	4210	0	101,509	101,509	100%
Commissions-Vending/Photo	4320	2,000	878	(1,122)	44%
Interest Income	4950	0	992	992	100%
Fringe Pool Revenue	4960	847,984	216,862	(631,122)	26%
Indirect Pool Revenue	4970	620,395	161,198	(459,197)	26%
Other Revenue	4995	4,000	18,663	14,663	467%
Total Revenue		<u>7,747,866</u>	<u>2,538,251</u>	<u>(5,209,615)</u>	33%
Expenditures					
Salaries & Wages	6010	2,184,729	740,593	1,444,136	34%
Fringe	6110	645,053	214,593	430,460	33%
FICA	6120	202,984	49,285	153,699	24%
Unemployment	6130	45,000	1,309	43,691	3%
Workers Compensation	6140	50,000	8,468	41,532	17%
Health Insurance	6150	450,000	116,224	333,776	26%
Life Insurance	6160	30,000	6,884	23,116	23%
Retirement	6170	40,000	11,190	28,810	28%
Staff Screenings	6180	2,335	116	2,219	5%
Indirect Costs	6210	467,601	160,488	307,113	34%
Travel - In Area	6310	12,573	2,520	10,053	20%
Travel - Out of Area	6315	(4,180)	0	(4,180)	0%
Office Supplies	6410	14,176	3,756	10,420	26%
Program Supplies	6415	22,088	8,337	13,750	38%
Classroom Supplies	6420	39,201	324	38,877	1%
Kitchen Supplies	6430	38,478	6,278	32,200	16%
Medical/Dental Supplies	6440	777	136	641	18%
Copies/Printing/Copier	6510	18,465	4,349	14,116	24%
Postage and Delivery Expense	6600	2,384	198	2,186	8%
Contractual Services/Professional	6710	327,600	73,903	253,697	23%
Contractual Services - Health/Disabilities	6715	131,935	71,475	60,460	54%
Rent/Space Cost	6810	200,150	77,110	123,040	39%
Utilities	6820	68,890	25,916	42,974	38%
General Liability and Property Insurance	6830	66,035	25,197	40,839	38%
Communications	6840	55,342	22,715	32,626	41%
Repairs & Bldg Maintenance- Recurring	6850	74,212	27,690	46,522	37%
Repairs & Bldg Maintenance - Nonrecurring	6855	17,750	14,954	2,796	84%

Capital Area Community Action Agency
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 10/1/2019 Through 12/31/2019

Equipment Maintenance	6910	23,037	8,382	14,655	36%
Vehicle Expense	6920	29,242	17,787	11,455	61%
Equipment Lease	6930	8,667	2,467	6,201	28%
Technology	6940	30,200	20,446	9,755	68%
Fees, Licenses, and Permits	7010	5,079	532	4,547	10%
Dues/Subscriptions	7020	9,822	2,917	6,905	30%
Special Events	7110	1,500	0	1,500	0%
Client Assistance	7210	2,083,014	397,135	1,685,879	19%
Expendable Equipment	7320	6,474	771	5,702	12%
Registration Fees	7410	4,833	0	4,833	0%
Meetings/Workshops/Training	7420	37,637	3,463	34,174	9%
Training/Staff Development	7430	31,376	14,846	16,530	47%
Advisory/Board Member Expenses	7440	2,933	965	1,968	33%
Advertising	7450	2,595	233	2,363	9%
Parent Activities	7460	900	0	900	0%
Raw Food Cost	7510	211,016	66,807	144,209	32%
Miscellaneous Expenses	7520	0	29	(29)	100%
Legal Expenses	7530	10,000	8,961	1,040	90%
Interest Expense	7610	12,664	0	12,664	0%
Bank Service Charges	7630	3,300	600	2,700	18%
Total Expenditures		<u>7,717,866</u>	<u>2,220,347</u>	<u>5,497,519</u>	29%
Excess Revenue over (under) Expenditures		<u>30,000</u>	<u>317,904</u>	<u>287,904</u>	

Capital Area Community Action Agency
Balance Sheet
For the Three Months Ended 12/31/2019

	<u>Current Period Balance</u>
Assets	
Petty Cash	860
Cash Operating Hancock Bank	147,067
Cash - Money Market Hancock Bank	76,507
Cash-Bank Restricted	29,641
Cash - Centennial Bank - Restricted	67,631
Grants Receivable	810,516
Property and Equipment Net	<u>227,308</u>
Total Assets	<u>1,359,529</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	136,188
Accrued Leave	49,802
Accrued Wages	114,298
Accrued Fringe Benefits	(3,890)
Accrued Taxes	25,601
Contract Advances	81,030
Contingent Liab Sunshine St Micro Obligated	22,993
Liability- Head Start Parent Activity	3,605
Notes Payable	<u>138,473</u>
Total Liabilities	568,101
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	149,436
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	474,334
Current Net Income	<u>317,094</u>
Total Net Assets	<u>791,428</u>
Total Liabilities and Net Assets	<u>1,359,529</u>

Capital Area Community Action Agency
Head Start - Statement of Revenues and Expenditures -
From 10/1/2019 Through 12/31/2019
33%

10/1/2019-6/30/2020

		Total Budget	Current Year	Total Budget	
		- Original	Actual	Variance -	
				Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	<u>2,697,910</u>	<u>993,390</u>	<u>(1,704,520)</u>	37%
Total Revenue		<u>2,697,910</u>	<u>993,390</u>	<u>(1,704,520)</u>	37%
Expenditures					
Salaries & Wages	6010	1,299,035	475,484	823,551	37%
Fringe	6110	376,460	137,795	238,665	37%
Staff Screenings	6180	913	41	872	4%
Indirect Costs	6210	301,589	111,372	190,217	37%
Travel - In Area	6310	2,625	43	2,582	2%
Office Supplies	6410	5,204	755	4,449	15%
Program Supplies	6415	20,239	8,183	12,056	40%
Classroom Supplies	6420	36,375	324	36,051	1%
Kitchen Supplies	6430	8,000	713	7,287	9%
Medical/Dental Supplies	6440	750	136	614	18%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	12,200	3,572	8,628	29%
Postage and Delivery Expense	6600	900	(26)	926	-3%
Contractual Services/Professional	6710	27,000	0	27,000	0%
Contractual Services – Health/Disabilities	6715	125,000	65,200	59,800	52%
Rent/Space Cost	6810	171,000	53,511	117,489	31%
Utilities	6820	59,664	23,264	36,400	39%
General Liability and Property Insurance	6830	28,000	9,504	18,496	34%
Communications	6840	39,000	13,958	25,042	36%
Repairs & Bldg Maintenance- Recurring	6850	68,250	25,176	43,074	37%
Repairs & Bldg Maintenance - Nonrecurring	6855	17,250	14,567	2,683	84%
Equipment Maintenance	6910	14,250	5,887	8,363	41%
Vehicle Expense	6920	21,000	9,710	11,290	46%
Equipment Lease	6930	6,450	1,564	4,886	24%
Technology	6940	13,680	14,681	(1,001)	107%
Fees, Licenses, and Permits	7010	1,125	167	958	15%
Dues/Subscriptions	7020	1,875	1,512	363	81%
Special Events	7110	1,500	0	1,500	0%
Expendable Equipment	7320	2,250	771	1,479	34%
Meetings/Workshops/Training	7420	300	100	200	33%
Training/Staff Development	7430	31,376	14,846	16,530	47%
Advisory/Board Member Expenses	7440	1,125	581	544	52%
Advertising	7450	2,625	0	2,625	0%
Parent Activities	7460	900	0	900	0%
Total Expenditures		<u>2,697,910</u>	<u>993,390</u>	<u>1,704,520</u>	37%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency
CSBG - Statement of Revenue and Expenditures
From Grant Inception Through 12/31/2019**

10/01/2016-3/31/2020

93%

		<u>Total Budget - Original</u>	<u>Current Period Actual</u>	<u>Total Budget Variance - Original</u>	<u>%</u>
Revenue					
Government Contracts - STATE	4010	<u>2,439,907.00</u>	<u>1,985,922.83</u>	<u>(453,984.17)</u>	81%
Total Revenue		<u>2,439,907.00</u>	<u>1,985,922.83</u>	<u>(453,984.17)</u>	81%
Expenditures					
Salaries & Wages	6010	907,800.45	782,561.91	125,238.54	86%
Fringe	6110	257,660.28	222,268.97	35,391.31	86%
Staff Screenings	6180	1,062.00	542.00	520.00	51%
Indirect Costs	6210	228,918.91	195,488.62	33,430.29	85%
Travel - In Area	6310	34,747.28	13,958.89	20,788.39	40%
Travel - Out of Area	6315	20,397.83	5,306.83	15,091.00	26%
Office Supplies	6410	9,307.99	4,960.53	4,347.46	53%
Program Supplies	6415	0.00	12.95	(12.95)	
Copies/Printing/Copier Maintenance/Toner/Paper	6510	14,923.77	6,217.89	8,705.88	42%
Postage and Delivery Expense	6600	3,327.48	1,101.91	2,225.57	33%
Contractual Services/Professional	6710	38,906.00	16,413.00	22,493.00	42%
Rent/Space Cost	6810	102,374.47	94,155.59	8,218.88	92%
Utilities	6820	14,341.57	10,047.34	4,294.23	70%
General Liability and Property Insurance	6830	19,326.31	14,562.14	4,764.17	75%
Communications	6840	40,063.17	34,844.28	5,218.89	87%
Repairs & Bldg Maintenance- Recurring	6850	16,123.86	8,607.82	7,516.04	53%
Repairs & Bldg Maintenance - Nonrecurring	6855	0.00	75.00	(75.00)	
Equipment Maintenance	6910	14,374.54	11,483.39	2,891.15	80%
Vehicle Expense	6920	47,056.26	44,241.69	2,814.57	94%
Equipment Lease	6930	6,234.69	3,230.55	3,004.14	52%
Technology	6940	18,118.95	8,586.87	9,532.08	47%
Fees, Licenses, and Permits	7010	10,659.14	6,433.14	4,226.00	60%
Dues/Subscriptions	7020	15,214.49	12,030.76	3,183.73	79%
Client Assistance	7210	553,637.68	420,979.33	132,658.35	76%
Expendable Equipment	7320	22,373.04	15,018.04	7,355.00	67%
Registration Fees	7410	13,965.50	9,911.49	4,054.01	71%
Meetings/Workshops/Training	7420	20,958.88	15,019.47	5,939.41	72%
Advertising	7450	<u>8,032.46</u>	<u>3,057.71</u>	<u>4,974.75</u>	38%
Total Expenditures		<u>2,439,907.00</u>	<u>1,961,118.11</u>	<u>478,788.89</u>	80%
Excess Revenue over (under) Expenditures		<u>0.00</u>	<u>24,804.72</u>	<u>24,804.72</u>	

Capital Area Community Action Agency
LIHEAP - Statement of Revenues and Expenditures
From Grant Inception Through 12/31/2019

4/1/2017 - 9/30/2020

79%

		Total Budget			
		Total Budget - Original	Current Period Actual	Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>7,592,223</u>	<u>4,995,432</u>	<u>(2,596,791)</u>	66%
Total Revenue		<u>7,592,223</u>	<u>4,995,432</u>	<u>(2,596,791)</u>	66%
Expenditures					
Salaries & Wages	6010	820,232	596,221	224,011	73%
Fringe	6110	233,601	170,163	63,438	73%
Staff Screenings	6180	1,949	526	1,424	27%
Indirect Costs	6210	209,863	152,360	57,503	73%
Travel - In Area	6310	12,443	6,267	6,176	50%
Travel - Out of Area	6315	8,926	674	8,252	8%
Office Supplies	6410	10,300	4,836	5,464	47%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	18,531	10,027	8,504	54%
Postage and Delivery Expense	6600	4,486	2,111	2,375	47%
Contractual Services/Professional	6710	27,500	28,079	(579)	102%
Rent/Space Cost	6810	77,945	65,857	12,088	84%
Utilities	6820	12,065	4,965	7,100	41%
General Liability and Property Insurance	6830	9,350	8,474	876	91%
Communications	6840	32,295	23,308	8,987	72%
Repairs & Bldg Maintenance- Recurring	6850	13,168	5,482	7,686	42%
Equipment Maintenance	6910	10,690	5,828	4,862	55%
Vehicle Expense	6920	11,390	3,631	7,759	32%
Equipment Lease	6930	5,375	2,275	3,100	42%
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	3,845,410	2,178,323	64%
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	235	2,503	9%
Advertising	7450	<u>2,000</u>	<u>0</u>	<u>2,000</u>	0%
Total Expenditures		<u>7,592,223</u>	<u>4,950,322</u>	<u>2,641,901</u>	65%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>45,110</u>	<u>45,110</u>	

**Capital Area Community Action Agency
WAP - Statement of Revenues and Expenditures
From Grant Inception Through 12/31/2019**

10/1/2017-9/30/2020

75%

		Current Total Budget			
		Total Budget - Original	Period Actual	Variance - Original	%
Revenue					
Government Contracts - STATE	4010	1,681,422	722,398	(959,025)	43%
Total Revenue		<u>1,681,422</u>	<u>722,398</u>	<u>(959,025)</u>	43%
Expenditures					
Salaries & Wages	6010	295,156	178,168	116,987	60%
Fringe	6110	84,060	50,810	33,250	60%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	75,843	45,236	30,607	60%
Travel - In Area	6310	15,000	8,565	6,435	57%
Office Supplies	6410	4,000	1,661	2,339	42%
Copies/Printing/Copier	6510	1,500	855	645	57%
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	6,971	1,969	78%
Utilities	6820	2,500	1,508	992	60%
General Liability and Property Insurance	6830	37,628	17,742	19,886	47%
Communications	6840	6,900	4,571	2,329	66%
Repairs & Bldg Maintenance- Recurring	6850	5,350	1,228	4,122	23%
Equipment Maintenance	6910	2,300	1,837	463	80%
Vehicle Expense	6920	17,500	8,684	8,816	50%
Equipment Lease	6930	600	498	102	83%
Technology	6940	500	254	246	51%
Fees, Licenses, and Permits	7010	1,350	712	638	53%
Dues/Subscriptions	7020	15,500	5,500	10,000	35%
Client Assistance	7210	1,040,852	338,041	702,810	32%
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%
Total Expenditures		<u>1,681,422</u>	<u>691,135</u>	<u>990,287</u>	41%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>31,263</u>	<u>31,263</u>	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the 3 Months Ending December 31, 2019

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		16,522			
Grants - Other Not for Profits		4,560			
In-Kind Revenue		155,905			
VPK		76,738			
	660,993	253,726	38%	407,267	62%

Head Start Credit Card Purchases Dec 2019

Vendor Name	Fund Code	GL Code	Activity Code	Location Code	Effective Date	Expenses	Session ID	Transaction Description
LOWES	1064	6420	250	600	12/10/2019	7.87	AP200103	ACCT#82130109084241, LOWES, Repairs
LOWES	1064	6850	250	600	12/10/2019	41.76	AP200103	ACCT#82130109084241, LOWES, Repairs
HANCOCK WHITNEY BANK	1064	7420	255	600	12/27/2019	50.00	AP0200103-	ACCT#7303, KRISTIN JACKSON RESHARD, Red Cross
HANCOCK WHITNEY BANK	1064	6920	255	600	12/27/2019	40.25	AP0200103-	ACCT#4466, DARREL JAMES, 12/27/2019 - GAS HS VEHICLE
HANCOCK WHITNEY BANK	1064	6920	255	600	12/27/2019	249.50	AP0200103-	ACCT#4466, DARREL JAMES, 12/27/2019 - TIRES HS VEHICLE
HANCOCK WHITNEY BANK	1064	7430	255	600	12/27/2019	2,432.76	AP0200103-	ACCT#4466, DARREL JAMES, 12/27/2019 - TRAVEL TO CA
HANCOCK WHITNEY BANK	1064	6920	255	600	12/27/2019	236.95	AP0200103-	ACCT#6982, FATIMA O. ALEXANDER, 12/27/19, HS VEHICLE REPAIR
HANCOCK WHITNEY BANK	1064	7430	100	600	12/27/2019	1,818.38	AP0200103-	ACCT#8165, NICHELLE ROLLE RICHARDS, 12/27/2019 - CA
HANCOCK WHITNEY BANK	1064	7440	255	600	12/27/2019	149.15	AP0200103-	ACCT#8165, NICHELLE ROLLE RICHARDS, 12/27/2019 - POLICY
HANCOCK WHITNEY BANK	1064	6420	250	600	12/27/2019	7.26	AP0200103-	#5810. VENITA TREADWELL, 12/27/19 - CLASSRM SUPP - MABRY
HANCOCK WHITNEY BANK	1064	6420	256	600	12/27/2019	19.00	AP0200103-	#5810. VENITA TREADWELL, 12/27/19 - CLASSRM SUPP - SOUTH CIT
						5,052.88		



**HANCOCK
WHITNEY**

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

Statement Date

12-27-19



16323610 - 017951 - 0001 - 0002 - 2



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

**N0037953

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-04	12-02	24692169397100164886226	5542	GATE 1194 Q80 TALLAHASSEE FL	M40.25 ✓
12-05	12-04	74445009339000937060342	5532	DISCOUNT-TIRE-CO FLT-01 TALLAHASSEE FL	M268.21 ✓
12-05	12-04	24445009339000937064307	5532	DISCOUNT-TIRE-CO FLT-01 TALLAHASSEE FL	M249.50 ✓
12-10	12-09	24445009344400223206839	5411	WM SUPERCENTER #5630 ANAHEIM CA	M10.30 ✓
12-10	12-09	24692169343100319374203	5812	CPK A DFW DALLAS TX	M18.39 ✓
12-10	12-08	24431069343978001588836	3001	AMERICAN AIR0010278340005 FORT WORTH TX JAMES/DARREL DEPARTURE: 12-08-19 EBC AA Y FEE	M30.00 ✓
12-11	12-09	24427339344710004020083	5812	DENNY'S INC 1800733669 ANAHEIM CA	M12.78 ✓
12-12	12-10	24692169345100958252221	3509	MARRIOTT ANAHEIM F&B ANAHEIM CA M34821 ARRIVAL: 12-10-19	M7.00 ✓
12-12	12-10	24137469345500844732012	5814	SARKU JAPAN #331 BREA CA	M12.04 ✓
12-12	12-10	24239009345900017884825	5812	ROSCOE'S CHICKEN N WAFFLE 714-8234130 CA	M13.68 ✓
12-13	12-13	74270849347100011422910	0000	BRANCH PAYMENT - THANK YOU	M1,771.82 ✓
12-13	12-12	24492159346740203167807	7299	SQ *LEON VALET PARK SOUTH GATE CA	M7.00 ✓
12-13	12-11	24692169346100536175315	5814	JACK IN THE BOX 3166 ANAHEIM CA	M13.41 ✓
12-13	12-12	24765019347207588700375	5812	HAROLD & BELLE'S RESTAUR LOS ANGELES CA	M43.50 ✓
12-13	12-12	24431069346200788200288	5812	BUBBA GUMP ANAHEIM ANAHEIM CA	M43.92 ✓
12-16	12-11	24307929347900012930411	5994	DFW 3003 HICKORY GRUB DALLAS TX	M11.91 ✓
12-16	12-13	24692169348100855376054	5812	BORDER GRILL T4 LAX LOS ANGELES CA	M14.22 ✓
12-16	12-13	24431069348978001493524	3001	AMERICAN AIR0010278641170 FORT WORTH TX JAMES/DARREL DEPARTURE: 12-13-19 EBC AA Y FEE	M30.00 ✓

1/7/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-19	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 2,865.49
		NEW CASH ADVANCES .00
		CREDITS 2,040.03
		STATEMENT TOTAL 825.46
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



**HANCOCK
WHITNEY**

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



16323610 - 017951 - 0002 - 0002 - 2

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number

Statement Date

12-27-19

TRANSACTION DETAIL

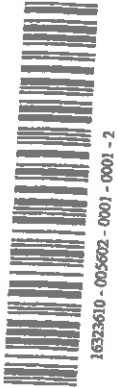
Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-16	12-13	24431069348978001438532	3001	AMERICAN AIR0010278641171 FORT WORTH TX MCCOY/ANNA DEPARTURE: 12-13-19 EBC AA Y FEE	M30.00 ✓
12-16	12-13	24431069348978001438540	3001	AMERICAN AIR0010278641172 FORT WORTH TX RICHARDS/NICHELE DEPARTURE: 12-13-19 EBC AA Y FEE	M30.00 ✓
12-16	12-13	24391219348826285123952	3366	BUDGET RENT-A-CAR LOS ANGELES CA	M549.56 ✓
12-16	12-14	24692169348100094688345	3509	MARRIOTT ANAHEIM ANAHEIM CA 005294 ARRIVAL: 12-08-19	M1,556.05 ✓
12-20	12-19	24231689354207088700012	5814	MOE'S SW GRILL #373 TALLAHASSEE FL	M142.88 ✓



**HANCOCK
WHITNEY**

HANCOCK WHITNEY BANK
PO BOX 61750
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Visa BusinessCard
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|||||
FATIMA OLEABHIELE
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0005602

MEMO STATEMENT

Account Number
[REDACTED]
Statement Date
12-27-19

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-04	12-03	24275399337900014000037	7598	AUTO XPERTS - CAPITAL 850-5319004 FL	M254.72 ✓
12-13	12-13	74270849347100011422894	0000	BRANCH PAYMENT - THANK YOU	M193.73
12-16	12-13	24692169348100631929871	5814	PANERA BREAD #600984 P TALLAHASSEE FL	M51.25

11/3/20

STATEMENT DATE 12-27-19	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 305.97
Toll Free	1-800-448-8812	NEW CASH ADVANCES .00
		CREDITS 193.73
		STATEMENT TOTAL 112.24
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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

MEMO STATEMENT

Account Number

Statement Date

12-27-19

16232610 - 008034 - 0001 - 0001 - 2



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

***00008034

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-05	12-04	24692169338100989960510	8398	ARC*RED CROSS DONATION 800-733-2767 CA	M25.00
12-05	12-04	24692169338100989960502	8398	ARC*RED CROSS DONATION 800-733-2767 CA	M60.00
12-06	12-05	74231698339722000054384	7011	HARD ROCK HOTEL-DAYTONA 3869477300 FL	M148.04 cr
12-20	12-20	74270849354100011449186	0000	BRANCH PAYMENT - THANK YOU	M828.20

1/3/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-19	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 75.00
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 976.24
		STATEMENT TOTAL 901.24 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
WHITNEY**

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MEMO STATEMENT

Account Number

* [REDACTED]

Statement Date

12-27-19

16323610 - 006676 - 0001 - 0001 - 2
NICHELE RICHARDS
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0006676

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-09	12-09	24892189343100131967807	5814	PANERA BREAD 203142 P DFW AIRPORT TX	M13.80 ✓
12-10	12-09	24445009344400223204323	5411	WM SUPERCENTER #5930 ANAHEIM CA	M21.52 ✓
12-10	12-08	24431069343978001588810	3001	AMERICAN AIR0010278336975 FORT WORTH TX RICHARDS/NICHELE DEPARTURE: 12-08-19 EBO AA Y FEE	M30.00 ✓
12-11	12-10	24431069345091345002254	5814	CHIPOTLE 2114 BREA CA	M7.81 ✓
12-11	12-09	24427339344710004020075	5812	DENNY'S INC 1800733669 ANAHEIM CA	M11.39 ✓
12-12	12-10	24239009345900017884817	5812	ROSCOE'S CHICKEN N WAFFLE 714-8234130 CA	M13.20 ✓
12-12	12-10	24122479345900012800821	5921	A MART 714-7782828 CA	M29.31 ✓
12-13	12-13	74270849347100011422829	0000	BRANCH PAYMENT - THANK YOU	M805.28 ✓
12-13	12-11	24431069346200788200296	5812	BUBBA GUMP ANAHEIM ANAHEIM CA	M24.66 ✓
12-13	12-12	24765019347207588700367	5812	HAROLD & BELLE'S RESTAUR LOS ANGELES CA	M41.23 ✓
12-16	12-13	24307829347900012930403	5994	DFW 3003 HICKORY GRUB DALLAS TX	M17.32 ✓
12-16	12-14	24892189348100094868444	3509	MARRIOTT ANAHEIM ANAHEIM CA 005472 ARRIVAL: 12-08-19	M1,637.55 ✓
12-18	12-17	24137469352001704597132	5411	PUBLIX #1051 TALLAHASSEE FL	M149.15 ✓

1/31/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-19	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 1,996.84
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 905.28
		STATEMENT TOTAL 1,091.56
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



**HANCOCK
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16323610 - 009278 - 0001 - 0001 - 2



VENITA TREADWELL
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2728

***NQ009278

MEMO STATEMENT

Account Number

Statement Date

12-27-19

STATEMENT MESSAGES

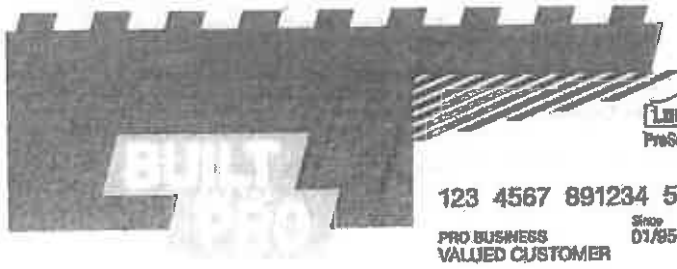
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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-10	12-09	24445009344000920887725	5331	DOLLARTREE TALLAHASSEE FL	M7.26 ✓
12-10	12-09	24445009344000920887642	5331	DOLLAR TREE TALLAHASSEE FL	M19.00 ✓
12-13	12-13	74270849347100011422746	0000	BRANCH PAYMENT - THANK YOU	M214.76

1/13/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-19	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 28.26
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 214.76
		STATEMENT TOTAL 188.60 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



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PRO BUSINESS VALUED CUSTOMER
Shop 01/85

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5%*
OFF

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

CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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

Summary of Account Activity		Payment Information	
Previous Balance	\$233.02	New Balance	\$49.63
- Payments	\$233.02	Total Minimum Payment Due	\$25.00
- Other Credits	\$0.00	Payment Due Date	01/28/2020
+ Purchases/Debits	\$49.63		
+ Fees Charged	\$0.00		
+ Interest Charged	\$0.00		
New Balance	\$49.63		
Credit Limit	\$11,000.00		
Available Credit	\$10,950.00		
Statement Closing Date	01/02/2020		
Days in Billing Cycle	31		

Transaction Summary				Amount
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	
12/10	12/10	28815	STORE 0417 TALLAHASSEE FL	\$49.63
12/15	12/15		PAYMENT - THANK YOU	(\$233.02)

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.

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBTT342, 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.

0002 0003

<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
000000000833205	124-FL OZ IE HGTV HG XWB(1.000	EA	\$35.13	\$35.13
000000000094692	16-QT POTTING MIX MIRACLE	1.000	EA	\$7.87	\$7.87
000000000854827	RD PS WHT WOOD SEAT	1.000	EA	\$6.63	\$6.63
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
SUB \$49.63		TAX \$0.00		TOTAL INVOICE	\$49.63
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$49.63

ACCOUNT # : ██████████ CAPITAL AREA COMM ACTION 218746
INVOICE # : 28815 LOWE'S BUSINESS ACCOUNT P.O. # : 0
TRANSACTION # : 0 DATE OF SALE : 191210 STORE # : 417
AUTHORIZATION : 000817 REGISTER # :

1-1

Franklin County - ESF15
Donation Revenues & Expenses
 Report for ~~November 2019~~ ^{January 2020}

	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	01/14/20		\$ 324.99	Repairs to travel trailer housing fire victims	\$ 67,305.99
29					
30					

Name: Tim Center

Title: CEO

Signature: 

Date: _____

February 13, 2020



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CAPITAL AREA COMMUNITY ACTION AGENCY, IN
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729

01/31/20
 [REDACTED]
 IMAGES 1
 CYCLE-031

*** CHECKING *** 0900 BUSINESS CK
 ACCOUNT NUMBER 0502818251
 PREVIOUS STATEMENT BALANCE AS OF 12/31/19 67,630.98
 PLUS 0 DEPOSITS AND OTHER CREDITS00
 LESS 1 CHECKS AND OTHER DEBITS 324.99
 CURRENT STATEMENT BALANCE AS OF 01/31/20 67,305.99
 NUMBER OF DAYS IN THIS STATEMENT PERIOD 31

CHECK TRANSACTIONS

SERIAL	DATE	AMOUNT	SERIAL	DATE	AMOUNT	SERIAL	DATE	AMOUNT
1020	01/27	324.99						


BALANCE BY DATE

DATE	BALANCE	DATE	BALANCE
12/31	67,630.98	01/27	67,305.99

[Handwritten signature]
 2/10/2020



NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION

CAPITAL AREA COMMUNITY ACTION AGENCY 301 OFFICE BLDG 28 TALLAHASSEE, FL 32301		 IN-473743	1020 1020
***Three Hundred Twenty Four and 69/100 Dollars		DATE 1/16/2020	AMOUNT \$324.99
BY TAM OF	FLORIDA-GEORGIA MOBILE RV SERVICE 6501 TAM TARA TALLAHASSEE, FL 32308	/S/ [Signature] /P/ [Signature]	
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01/27/2020 1020 \$324.99



Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT FEBRUARY 2020

Administrative

- Audit work has begun by Thomas Howell Ferguson.
- Notice of wrongful termination action received from EEOC.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Eastpoint Wildfire Emergency Recovery Response – Working with remaining camper trailers to transfer them to residents.
- Natural Disaster Recovery Funding – Working with DEO and Tri-County Community Action to explore how best to use federal funds for long-term recovery efforts for North Florida residents. Capital Area to serve as backbone organization and coordinate process.
- Working to develop Head Start Natural Disaster Recovery plan for Head Start Centers in each county. Plans will be brought to Policy Council and Board for approval.
- 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.
- Above the Fold radio interview with Steve Stewart.

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 3rd will be first class.

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

Out of Office

Upcoming Events

- February 27-28, 2020 – Gulf Power Economic Summit – Destin
- March 3-5, 2020 – Florida Head Start Association Annual Conference – Orlando
- May 12-15, 2020 – FACA Annual Conference – Fort Lauderdale



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



Capital Area
Community Action
Agency

Debt Reduction Plan

Head Start Budget - \$40,000

Golden Apple Gala

May 2020

Fundraising Goal - \$15,000

Sponsors – Vendors and Suppliers

Tickets

Community Action Focus Breakfast

November 2020

Fundraising Goal - \$25,000

Benevon Model

Ongoing Point of Entry events will develop Table Leaders for a special 60-minute breakfast highlighting the Agency accomplishments and goals.

Attendance – 10 tables – 8 people per table

Estimated give rate – 40 donors



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CAPITAL AREA COMMUNITY ACTION AGENCY

Strategic Plan, April 2019

Mission

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

OVERVIEW

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

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



Roles of the Capital Area

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

Strategic Plan Priorities

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

Single Mothers Living in Poverty

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

Children Living in Poverty

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

PRIORITY ISSUES

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

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

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

OTHER ISSUES

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

Housing

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

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

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

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

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

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

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

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

Poverty

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

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

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

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

Healthcare

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

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

Nutrition

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

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

Education

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

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

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

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

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

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

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

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

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

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

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

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

Employment

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

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

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

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

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

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

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

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

Transportation

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

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

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

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

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

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

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

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

COUNTY-SPECIFIC CHALLENGES

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

Calhoun County

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

Franklin County

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

Capital Area Community Action Agency Strategic Plan

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

Gadsden County

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

Gulf County

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

Jefferson County

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

Capital Area Community Action Agency Strategic Plan

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

Leon County

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

Liberty County

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

Wakulla County

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

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

ADDITIONAL ISSUES TO EXPLORE

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

NEXT STEPS FOR CAPITAL AREA TO CONSIDER

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

Capital Area Community Action Agency

Head Start Program
2017 Community Assessment

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Franklin County Demographics



Geographic Boundaries

Franklin County is 534.73 square miles. In terms of area Franklin is the fifty-sixth largest county in Florida. Franklin is bordered by Gulf, Liberty, and Wakulla Counties. Franklin County's southern border is the Gulf of Mexico.

Population

Franklin County is home to 11,815 individuals. Since the 2010 census Franklin County has seen a 1.8% increase in population. Currently, Franklin County is Florida's sixty-fifth largest county. The majority of the population is white, male, and of working age (See Tables 1, 2, and 3).

**Table 1: Racial and Ethnic Composition
Franklin County, FL**

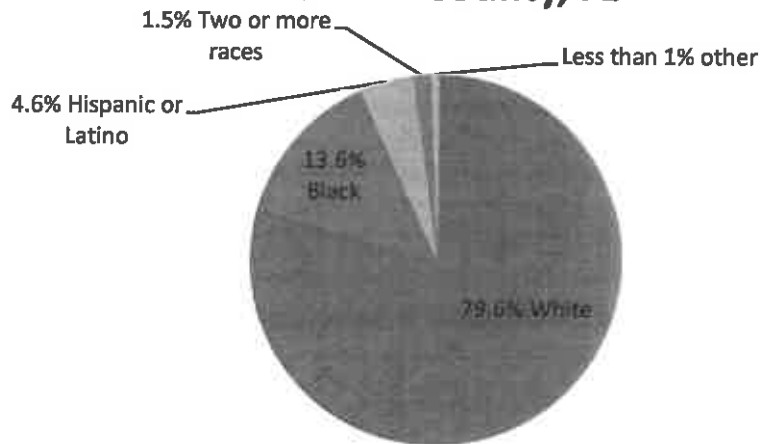


Table 2: Gender Franklin County, FL

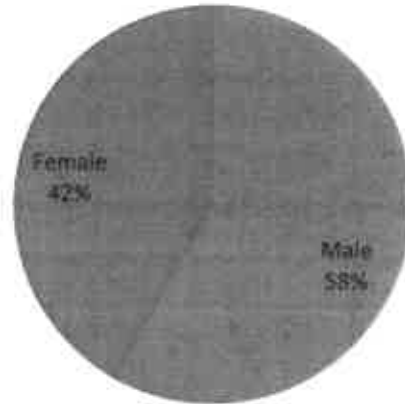
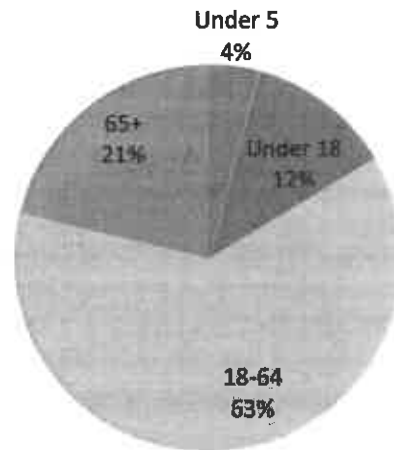


Table 3: Population Composition by Age, Franklin County



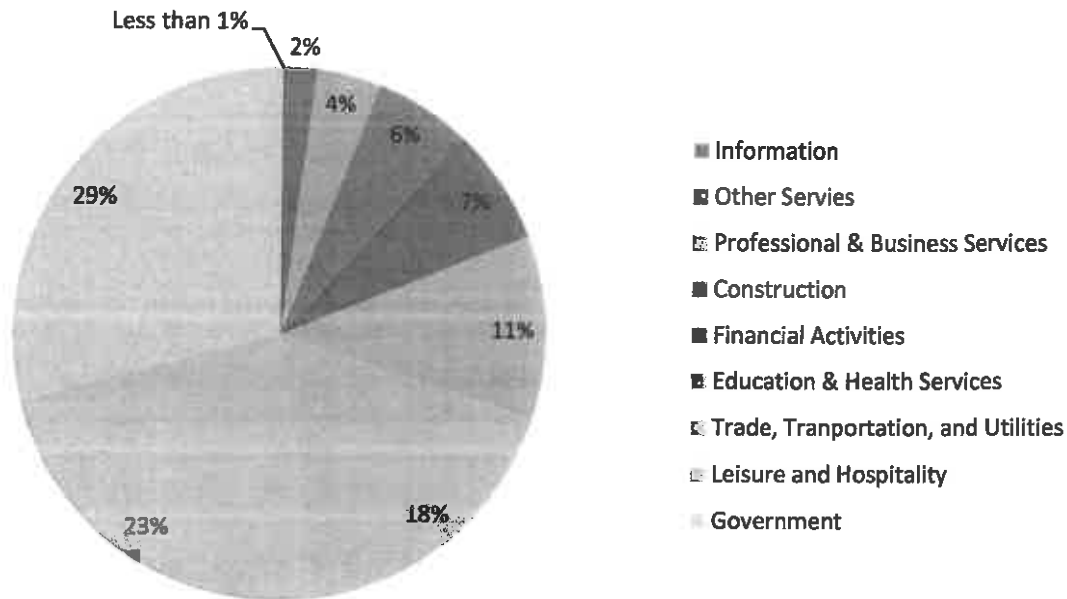
Household Composition

There are 4338 households in Franklin County, FL with an average of 2.24 individuals per household. The majority of households are comprised of married individuals (77%); however, 17% of the households in Franklin County have female heads of household. Male heads of household make up only approximately 6% of the population.

Economic Activity

The principle source of income in Franklin County, FL is from Government. Other large sources of income are provided by leisure and hospitality (See Table 4). The median income level in Franklin County is \$40,401.00 dollars a year. Twenty-four percent of the population lives in poverty.

Table 4: Economic Activities by Percent



Jefferson County Demographics



Geographic Boundaries

Jefferson County is 598.1 square miles. In terms of area Jefferson is the forty-fifth largest county in Florida. Jefferson county spans from the gulf coast to the Georgia line. Jefferson is also bordered by Leon, Wakulla, Madison, and Perry Counties.

Population

Jefferson County is home to 14,050 individuals. Since the 2010 census Jefferson County has seen a 4.6% decrease in population. Currently, Jefferson County is Florida's sixty-fourth largest county. The majority of the population is white, male, and of working age (See Tables 5, 6, and 7).

**Table 5: Racial and Ethnic Composition
Jefferson County, FL**

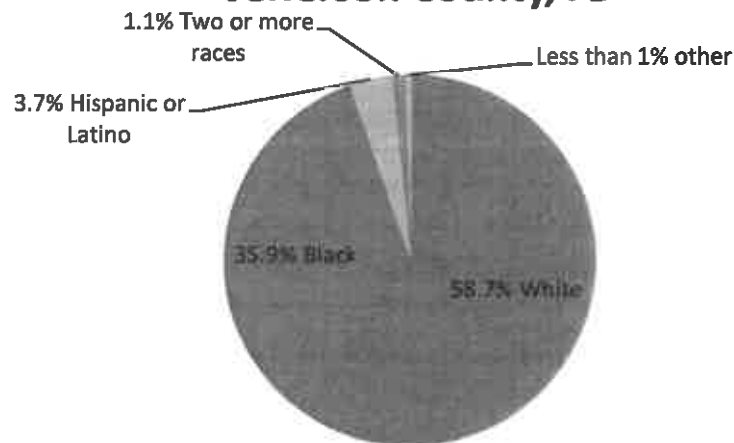


Table 6: Gender Jefferson County, FL

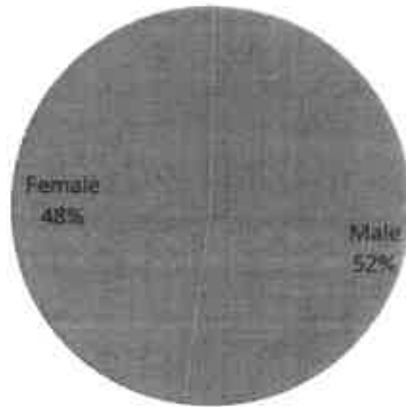
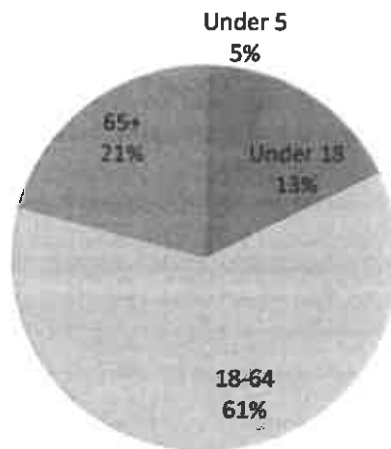


Table 7: Population Composition by Age, Jefferson County



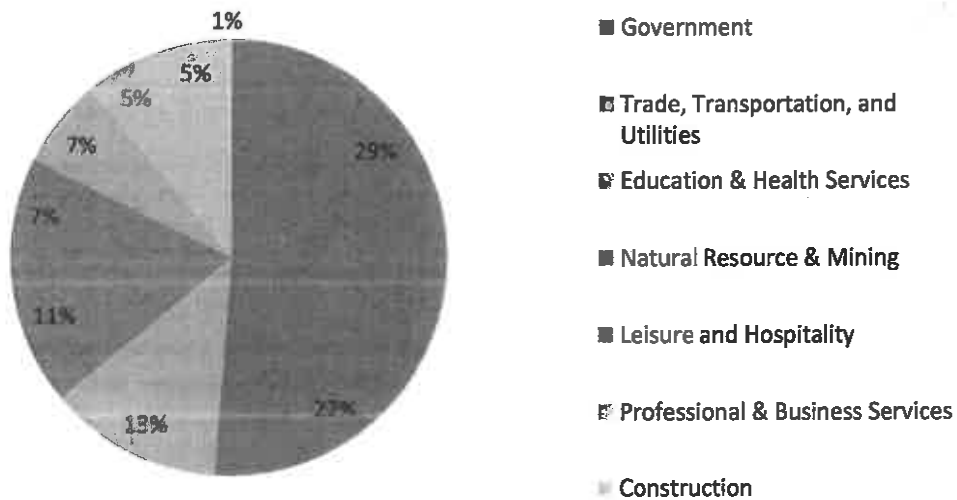
Household Composition

There are 5411 households in Jefferson County, FL with an average of 2.17 individuals per household. The majority of households are comprised of married individuals (72%); however, 23% of the households in Jefferson County have female heads of household. Male heads of household make up only approximately 5% of the population.

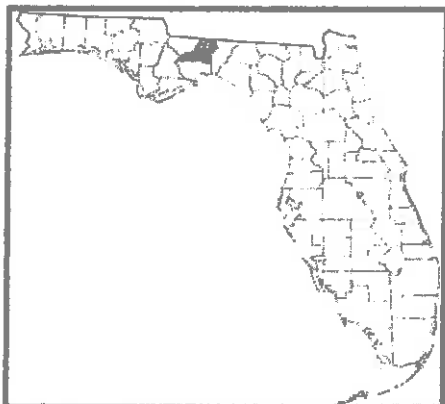
Economic Activity

The principle source of income in Jefferson County, FL is from Government. Other large sources of income are provided by trade, transportation, and Utilities (See Table 8). The median income level in Jefferson County is \$43, 335.00 dollars a year. Nineteen percent of the population lives in poverty.

Table 8: Economic Activities by Percent



Leon County Demographics



Geographic Boundaries

Leon County is 666.85 square miles. In terms of area Leon County is the thirty-seventh largest county in Florida. Leon County is bordered by the Georgia line. Leon County is also bordered by Gadsden, Liberty, Wakulla, and Jefferson Counties in Florida.

Population

Leon County is home to 283,988 individuals. Since the 2010 census Leon County has seen a 3.9% increase in population. Currently, Leon County is Florida's sixty-fifth largest county. The majority of the population is white, female, and of working age (See Tables 9, 10, and 11).

**Table 9: Racial and Ethnic Composition
Leon County, FL**

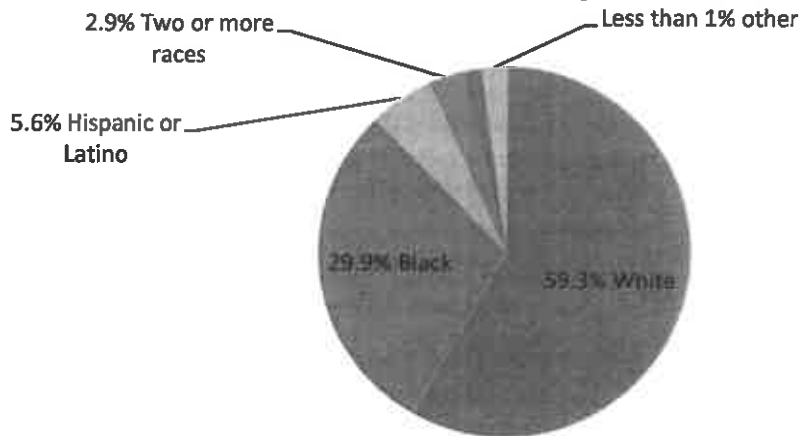


Table 10: Gender Leon County, FL

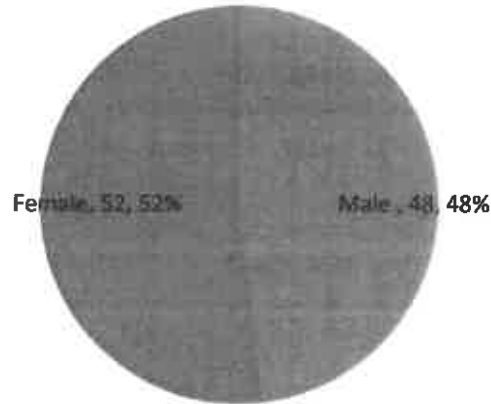
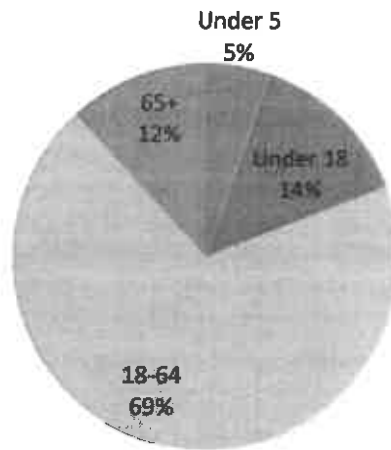


Table 11: Population Composition by Age, Leon County



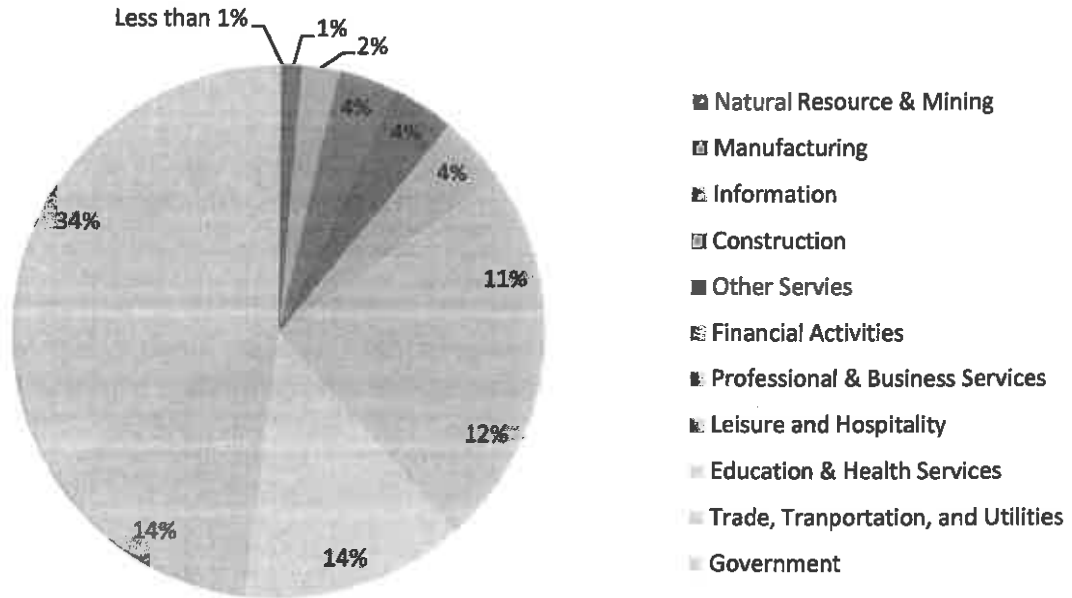
Household Composition

There are 110,834 households in Leon County, FL with an average of 2.43 individuals per household. The majority of households are comprised of married individuals (69%); however, 24% of the households in Leon County have female heads of household. Male heads of household make up only approximately 7% of the population.

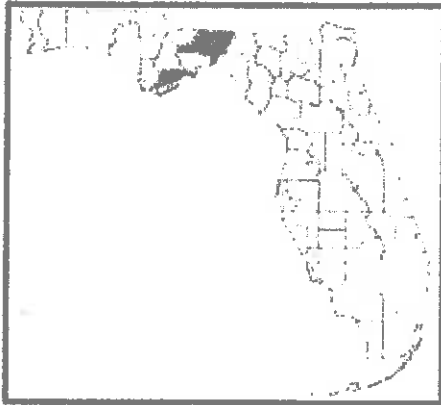
Economic Activity

The principle source of income in Leon County, FL is from Government. Other large sources of income are provided by trade, transportation, utilities, and education (See Table 12). The median income level in Leon County is \$46,745.00 dollars a year. Twenty-two percent of the population lives in poverty.

Table 12: Economic Activities by Percent



Capital Area Community Action Head Start Demographics



Geographic Boundaries

Capital Area Community Action Agency Head Start (Head Start) is located in three counties, Franklin; Jefferson; and Leon Counties. The Head Start northern border is the Georgia line. The Head Start southern border is the Gulf of Mexico. On the east Head Start is bordered by Madison and Taylor counties.

On the west, while Franklin is still in the Capital Area Community Action Agency territory, Franklin County Head Start is a virtual island cut off from the other Head Start centers.

Separated from the other Head Starts by Wakulla County, Franklin County Head Start extends the Head Start western border to Gulf, Liberty, and Gadsden counties. The two furthest Head Start centers are separated by approximately a two hours or 110 mile drive.

Further, Franklin County is the only county with in Capital Area Community Action Agency Head Start service area that is designated rural. Jefferson County is considered suburban as oppose to rural because of Jefferson County's proximity to Leon County. Leon County is home to the Florida Capital, Tallahassee, and is consider urban.

Population

The total combined population of Franklin, Jefferson and Leon counties is 309,853. The total combined population under five in the Head Start counties is 15,939. Capital Area Community Action Agency Head start funded enrollment allows approximately 2% of the total population of children under five that reside within the agency's Head Start Service area.

The Head Start funded enrollment is 378. Over the past three year, Head Start actual enrollment averaged 446 students. This represents approximately 68 students who left the program any time after classes began and did not re-enroll. Factors influencing student enrollment include: overall population decline in Jefferson County, population fluctuations due to the hospitality or natural resource industry, and the housing market.

Table 13: Racial and Ethnic Composition Head Start

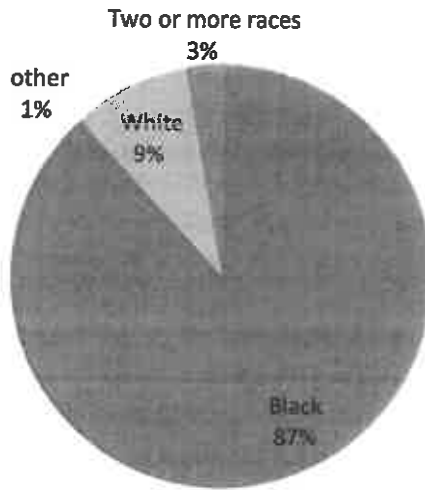
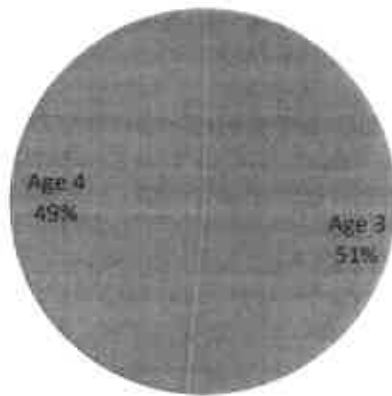


Table 14: Head Start Population Composition by Age at Enrollment



Household Composition

The number of households with in the Capital Area Community Action Agency Head Start Service area varies based on the size of the county. However, the average number of persons per household is two. On average 73 percent of the households in the Capital Area Community Action Agency Head Start service are married. Of the households who are not married 21 percent of the households have a female head. Six percent of the households have a male head.

On average the Capital Area Community Action Agency Head Start program has serves 342 unique families. The previous data indicates that some families have more than one child enrolled in the Head Start program during the school year. Nine percent of the Capital Area Community Action Agency Head Start families are married. Eight-seven percent of the households are not married. The 2013-2014 Program Information Report (PIR) did not capture data on the head of household by title (i.e. Mother, Father, Grandparent, other relative, foster, or etcetera) for single parent families. However, beginning with the 2015-2016 program year the PIR did capture data on the head of household by title. From 2015-2017 on average 11 percent of single parent families had male heads of households. The male head of household rate is almost double the Capital Area Community Action Agency Head Start Service area average rate of six percent.

Economic Activity

Similar to household composition, the median income level of households with in the Capital Area Community Action Agency Head Start Service area varies based on the size of the county. The average median income level of households with in the Capital Area Community Action Agency Head Start Service area is \$43,494.00. Franklin County had the lowest median income and Leon County had the highest.

The average poverty rate for individuals with in the Capital Area Community Action Agency Head Start Service area is 22 percent. Jefferson County had the lowest poverty rate and Franklin County had the highest poverty rate. There are several factors which may contribute to the low poverty rate in Jefferson County despite the negative employment by occupation according to the American Community Survey. Such factors include, but are not limited to population emigration.

The three most common economic sectors with in the Capital Area Community Action Agency Head Start Service area are: Government; Trade, Transportation, & Utilities; Education & Health. The Leisure and Hospitality sector is also one of the top economic sectors in Franklin and Leon due to personal (i.e. beaches) or business tourism (i.e. state legislature) opportunities occurring within the counties. Jefferson County, on the other hand, does not have the same type of tourism opportunities; hence, Natural Resources are still a large economic sector.

On average only six percent of Capital Area Community Action Agency Head Start parents are employed. The majority (84%) of our Head Start parents are attempting to put themselves in advantageous position when they do enter the workforce by going through a job training program or institution of education. The remaining parents (10%), whom are not working or going to school, maybe unable to work. These families may be dependent on Temporary Assistance for Needy Families (TANF) or Supplement Social

Security Income (SSI). However, additional follow-up with the remaining 10 percent of families who are not working or going to school is necessary to determine the true nature of their situation.

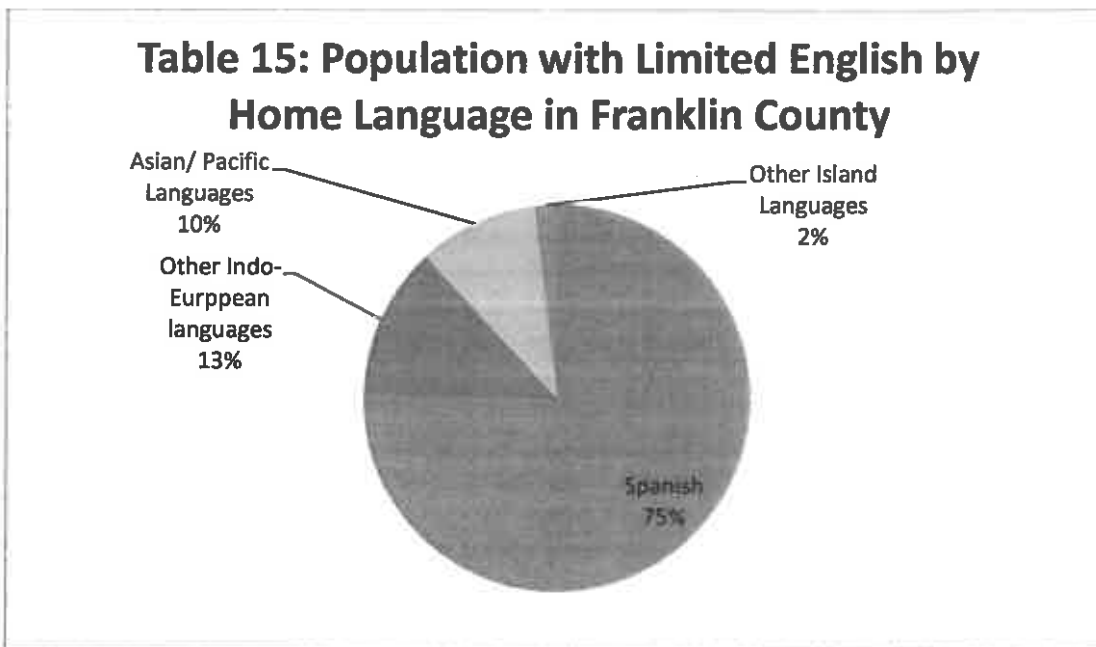
Demographic Areas to Explore

- Over the past three program terms on average 51% of the population being served are three year olds.
- The Capital Area Community Action Agency Head Start male head of household rate is almost double the Capital Area Community Action Agency Head Start Service area average rate of six percent.
- Follow-up with the remaining 10 percent of families who are not working or going to school to determine the true nature of their situation.

Franklin County Education Profile

Literacy

Functional literacy is the level of reading, writing, and calculation skills needed to function with in a community. In Franklin County, forty-two percent of the population has a functional literacy at or above fourth grade level. One potential barrier to increasing the literacy level is the population with limited English speaking ability. In Franklin County the three most common languages other than English are Spanish, Creole, and German (See Table 16: Population with Limited English by Home Language in Franklin County).



High School Graduation

Educational attainment is a predictor of well-being. More specifically, educational attainment is considered to be related to health, divorce, incarceration, socio-emotional well-being and economic success. In Franklin County, seventy-two percent of high school students graduate from the twelfth grade. Of the twenty-eight percent of student who did not complete the twelfth grade with their class seven percent obtained a high school diploma or GED by age twenty-five.

Higher Education

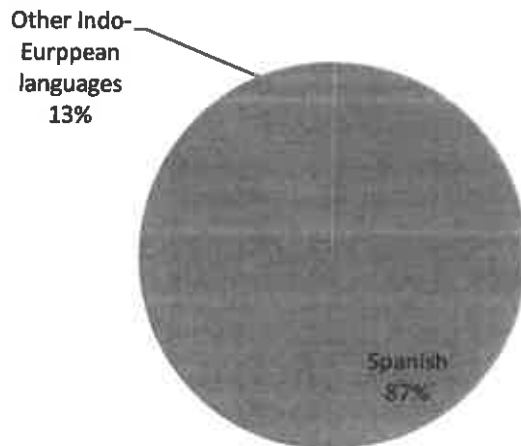
Franklin County does not have any institutions of higher education physically located in the county. Gulf Cost State College is located 50 miles to the east in Port Saint Joe. Despite not having an intuition of higher education within the county twenty-one percent of the population has an associate's degree or higher and sixteen percent have a bachelor's degree or higher.

Jefferson County Education Profile

Literacy

Functional literacy is the level of reading, writing, and calculation skills needed to function within a community. In Jefferson County, twenty-seven percent of the population has a functional literacy at or above fourth grade level. One potential barrier to increasing the literacy level is the population with limited English speaking ability. In Jefferson County the three most common languages other than English are Spanish, Creole, and German (See Table 16: Population with Limited English by Home Language in Franklin County).

Table 16: Population with Limited English by Home Language in Jefferson County



High School Graduation

Educational attainment is a predictor of well-being. More specifically, educational attainment is considered to be related to health, divorce, incarceration, socio-emotional well-being and economic success. In Jefferson County, fifty-five percent of high school students graduate from the twelfth grade. Of the forty-five percent of student who did not complete the twelfth grade with their class twenty-five percent obtained a high school diploma or GED by age twenty-five.

Higher Education

Jefferson County does not have any institutions of higher education physically located in the county. There are twelve colleges or universities located within 50 miles Monticello, FL. Despite not having an institution of higher education within the county twenty-seven percent of the population has an associate's degree or higher and eighteen percent have a bachelor's degree or higher.

Table 17: List of colleges and universities near Monticello, Florida

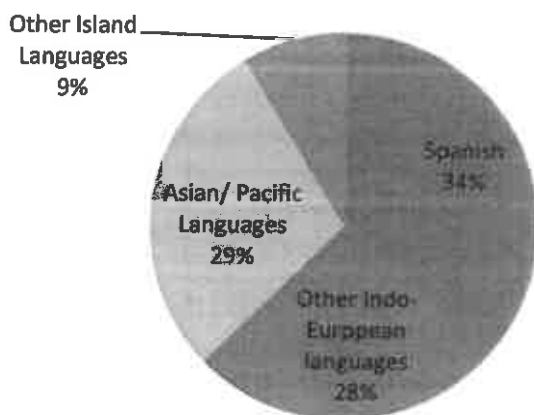
College/ University Name	Location	Distance
<u>Thomas University</u> Enrollment: 1,182 Tuition: \$16,400	Thomasville, Georgia	20 miles from Monticello center
<u>Southwest Georgia Technical College</u> Enrollment: Tuition: \$2,602	Thomasville, Georgia	23 miles from Monticello center
<u>Florida Agricultural and Mechanical University</u> Enrollment: 9,928 Tuition: \$5,785	Tallahassee, Florida	26 miles from Monticello center
<u>Florida State University</u> Enrollment: 40,830 Tuition: \$6,507	Tallahassee, Florida	26 miles from Monticello center
<u>North Florida Community College</u> Enrollment: 1,243 Tuition: \$3,054	Madison, Florida	27 miles from Monticello center
<u>Tallahassee Community College</u> Enrollment: 12,445 Tuition: \$2,026	Tallahassee, Florida	29 miles from Monticello center
<u>Wiregrass Georgia Technical College</u> Enrollment: 3,708 Tuition: \$2,734	Valdosta, Georgia	39 miles from Monticello center
<u>Valdosta State University</u> Enrollment: 11,302 Tuition: \$6,297	Valdosta, Georgia	41 miles from Monticello center
<u>Georgia Military College Valdosta Campus</u> Enrollment: Tuition: \$5,146	Valdosta, Georgia	43 miles from Monticello center
<u>Bainbridge College</u> Enrollment: 2,401 Tuition: \$3,227	Bainbridge, Georgia	46 miles from Monticello center
<u>Moultrie Technical College</u> Enrollment: Tuition: \$2,602	Moultrie, Georgia	46 miles from Monticello center
<u>Thomas University</u> Enrollment: 1,182 Tuition: \$16,400	Thomasville, Georgia	20 miles from Monticello center
<u>Southwest Georgia Technical College</u> Enrollment: Tuition: \$2,602	Thomasville, Georgia	23 miles from Monticello center
Collegesimply.com (2017). List of colleges and universities near Monticello, Florida. Retrieved from http://www.collegesimply.com/colleges-near/florida/monticello/		

Leon County Education Profile

Literacy

Functional literacy is the level of reading, writing, and calculation skills needed to function with in a community. In Leon County, fifty-eight percent of the population has a functional literacy at or above fourth grade level. One potential barrier to increasing the literacy level is the population with limited English speaking ability. In Leon County the three most common languages other than English are Spanish, Creole, and Chinese (See Table 18: Population with Limited English by Home Language in Franklin County).

Table 18: Population with Limited English by Home Language in Leon County



High School Graduation

Educational attainment is a predictor of well-being. More specifically, educational attainment is considered to be related to health, divorce, incarceration, socio-emotional well-being and economic success. In Leon County, eighty-four percent of high school students graduate from the twelfth grade. Of the sixteen percent of student who did not complete the twelfth grade with their class eight percent obtained a high school diploma or GED by age twenty-five.

Higher Education

Leon County has five institutions of higher education physically located in the county. Fifty-four percent of the population has an associate’s degree or higher. Forty-five percent of the population has a bachelor’s degree or higher.

Table 19: List of colleges and universities near Tallahassee, Florida		
College/ University Name	Location	Distance
Thomas University Enrollment: 1,182 Tuition: \$16,400	Thomasville, Georgia	20 miles from Monticello center
Southwest Georgia Technical College Enrollment: Tuition: \$2,602	Thomasville, Georgia	23 miles from Monticello center
Florida Agricultural and Mechanical University Enrollment: 9,928 Tuition: \$5,785	Tallahassee, Florida	26 miles from Monticello center
Florida State University Enrollment: 40,830 Tuition: \$6,507	Tallahassee, Florida	26 miles from Monticello center
North Florida Community College Enrollment: 1,243 Tuition: \$3,054	Madison, Florida	27 miles from Monticello center
Tallahassee Community College Enrollment: 12,445 Tuition: \$2,026	Tallahassee, Florida	29 miles from Monticello center
Bainbridge College Enrollment: 2,401 Tuition: \$3,227	Bainbridge, Georgia	35 miles from Tallahassee center
Collegesimply.com (2017). List of colleges and universities near Tallahassee, Florida. Retrieved from http://www.collegesimply.com/colleges-near/florida/tallahassee/		

Capital Area Community Action Head Start Education Profile

Literacy

Functional literacy is the level of reading, writing, and calculation skills needed to function within a community. On average, 42 percent of individuals within the Capital Area Community Action Agency Head Start service area are considered to have a functional literacy at fourth grade level. Jefferson County's functional literacy rate was the lowest, 27 percent. One potential barrier to increasing the literacy level is the population with limited English speaking ability. Approximately five percent of the population in Jefferson County speaks Spanish. The Spanish speaking population in Jefferson County is higher than that of Franklin and Leon Counties.

Currently 97 percent of Capital Area Community Action Agency Head Start families identify their primary language as English. Two percent of families identify their primary language as one of the following: Spanish, Native Central American, South American, and Mexican Languages. Data indicates that while the number of families that speak a language other than English is small, when the agency employs teaching staff able to speak the children's native language enrollment of families speaking the language rises.

Unemployment may also be a symptom of low functional literacy. Research suggests that when considering full time employment the functional literacy of men and women is equal. However when considering individuals employed less than full time the difference in functional literacy skills is an important factor.

Over the past three program terms on average 201 parents or guardians which come through the Capital Area Community Action Agency Head Start program are unemployed. Of the unemployed individuals only approximately 10 percent receive TANF or SSI because they are temporarily or permanently unable to work. This means the other 90 percent of individuals could potentially work. Capital Area Community Action Agency Head Start PIR did not begin tracking families who expressed interest in a service compared to individuals who received the service until the 2015-2016 program term. From August 2015 to May 2017 239 families expressed interest or identified the need for adult education (GED or College) and Job Training. Of the 239 families 53 percent of the families received the adult education (GED or College) and Job Training services for which the family expressed interest or identified the need. Additional follow up is needed with the individuals who are not currently working to determine whether improving overall literacy, specific job training or another type of assistance would in fact help them improve their economic status. Follow-up is also needed to determine why families who family expressed interest or identified the need do not receive the requested service.

High School Graduation

High school graduation rates examine the percentage of public high school students who graduate on time, as measured by the adjusted cohort graduation rate (ACGR). Florida calculates the ACGR by identifying the "cohort" of first-time 9th-graders in a particular school year and then subtracting students who leave or adding students who transfer into the cohort. Only students who graduate within four years with a regular high school diploma are counted as graduates in the ACGR.

The ACGR graduation rate varies widely among the counties within the Capital Area Community Action Agency Head Start service areas. The ACGR for the state of Florida is 77.9 percent. The Leon County ACGR exceeds the state average and is at 87 percent. Both the Jefferson County ACGR (75.6%) and the Franklin County ACGR (47%) are below the state average.

According to Child Trends, higher levels of parent educational attainment are strongly associated with positive outcomes for children in school readiness. Over the past three program terms on average 13 percent of the parents or guardians (58 individuals) which come through the Capital Area Community Action Agency Head Start program annually do not have their high school diploma or graduate equivalency degree (GED). Since the PIR began tracking the number of families that request a service in comparison to those on average who receive a service in 2015, Capital Area Community Action Agency Head Start data indicates that only 50 percent (23/46) of parents who request a need for adult education such as GED programs and college selection received the service.

In addition to working with the parents who do not have their high school diploma or GED, the Capital Area Community Action Agency Head Start team works with families to set the foundation for educational achievement. There are four key demographic characteristics and three performance characteristics associated with dropping out of school. The demographic characters include: low-family income, male, minority status, and being older than peers. The performance characteristics or ABCs of high school drop-outs include: Attendance, Behavior and Course Performance.

The demographic characteristics of Franklin and Jefferson Counties are similar. Both Franklin and Jefferson Counties are combination schools and have similar population demographics. Generally speaking the majority of the population has low to moderate income, is middle-aged, and is less educated. Additionally both Franklin (16:1) and Jefferson (12:1) counties have a higher student teacher ratio than the average for combination schools in Florida (9:9).

Currently, Capital Area Community Action Agency Head Start prepares, students who are "at risk" for not graduating high school for successful educational careers. Specifically, Capital Area Community Action Agency Head Start gives low to moderate income students (between 100-130% of the poverty level) preference at enrollment. Additionally, though effective implementation of the head start model family services and education work in concert to help families overcome the early warning ABCs. In order to equip students for success in spite of the early warning ABCs, Capital Area Community Action Agency Head Start does the following:

- **Attendance**
The agency aggregates attendance weekly and monitors aggregated data monthly. Based on monthly monitoring results specific strategies are implemented to assist students who are at risk for missing ten percent or more of the program year.
- **Behavior**
Capital Area Community Action Agency Head Start use Conscious Discipline, a program that equips children with the social-emotional and communication skills needed to manage themselves, resolve conflict and develop healthy behavior.
- **Course Performance**
Student academic performance is monitored quarterly and observation data is recorded on an ongoing bases. Based on assessment data, observation, and parental input each student receives some type of individualization through small group or one-on-one interaction. Student data is also aggregate quarterly to measure agency performance with regards to the Head Start Early Learning Framework.

Higher Education

Educational attainment is a powerful predictor of well-being because individuals who have completed higher levels of education are more likely to qualify for a border range of jobs, earn higher wages, better health, and better socio-emotional well-being. All three counties with in the community action service area have some access to higher education or vocational opportunities through a physical or virtual campus. On average 34% of parents or guardians that have had a child in Head Start have a some college, an associate's degree, vocational school, baccalaureate degree, or and advance degree.

Education Areas to Explore

- Data indicates that while the number of families that speak a language other than English is small, when the agency employs teaching staff able to speak the children's native language enrollment of families speaking the language rises.
- Additional follow up is needed with the individuals who are not currently working to determine whether improving overall literacy, specific job training or another type of assistance would help them improve their economic status.
- Follow-up is also needed to determine why families who family expressed interest or identified the need do not receive the requested service.
- Follow-up is need to determine the disconnect between families who request versus families who receive service
- Additional follow up is need on if parents who have advance degrees or baccalaureate degrees are unemployed, underemployed or did their child qualify for Head Start under a special selection criteria exemption

Franklin County Health Profile

Overview

Health is essential to individual/community well-being and participation in society. In collaboration between the Robert Wood Johnson Foundation and the University of Wisconsin Population Health Institute, Florida Counties were ranked from best to worse on their performance as measured by 31 health factors. Franklin County Florida ranked fifty-eighth out of sixty-seven counties. Based on the aforementioned study results, some strengths and key areas to explore to potentially improve community health are as follows:

Table 21: Franklin County Strengths

Health Factor	Franklin	Florida
Uninsured	19%	20%
Unemployment	4.6%	5.4%
Air pollution - particulate matter **	7.1	7.4

County Health Rankings & Roadmaps. (2017). County Snapshots: Franklin (FR). Retrieved from <http://www.countyhealthrankings.org/app/florida/2017/county/snapshots/037/exclude-additional>

Table 22: Franklin County Areas to Explore

Health Factor	Franklin	Florida
Adult Smoking	17%	16%
Adult Obesity	32%	26%
Alcohol-impaired driving deaths	55%	28%
Teen births	72	31
Primary care physicians	2,950:1	1,380:1
Preventable hospital stays	85	55
Mammography screening	53%	68%
High school graduation	48%	78%
Some college	37%	61%
Children in poverty	39%	23%
Violent crime	457	500

County Health Rankings & Roadmaps. (2017). County Snapshots: Franklin (FR). Retrieved from <http://www.countyhealthrankings.org/app/florida/2017/county/snapshots/037/exclude-additional>

In addition to the areas used to for the county health ranking process four other health factors were looked at in depth: incidence of child abuse/neglect, children with disabilities, prenatal care, and childhood immunizations.

Child Abuse and Neglect

According to Grandma's Place, in Florida, an average of 5 children die every day at the hands of an abuser and more than 50,000 children are victims of child abuse and neglect in Florida. In Franklin County between October 2014 and September 2015 there were 191 children the subject of maltreatment reports and 154 the subject of maltreatment investigations. The leading cause of removals of children to foster care between October 2014 and September 2015 was caretaker drug or alcohol use.

Disability Status

According to the 2015 Cornell University Disability Status Report, 0.7 percent of person age four or under (1,098,000 children) in the state of Florida had a visual, hearing, or other disability. In Franklin County during 2015, fifteen children age's three to five with disabilities received pre-k services.

Health and Prenatal Care

In the Child Trends May research brief, health insurance coverage was linked to improved child well-being. Base on the Robert Wood Johnson Foundation and the University of Wisconsin Population Health Institute 2017 estimates 81% percent of the Franklin County population is insured.

In 2015 there were 106 births in Franklin County. Fifty-five percent of births were to mothers whom received adequate prenatal care. Twenty percent (64) children born between 2013 and 2015 had a low birthweight or were preterm. Further data collected by the Florida Department of Health indicated 94% of kindergarten children are fully immunized.

Jefferson County Health Profile

Overview

Health is essential to individual/community well-being and participation in society. In collaboration between the Robert Wood Johnson Foundation and the University of Wisconsin Population Health Institute, Florida Counties were ranked from best to worse on their performance as measured by 31 health factors. Jefferson County Florida ranked forty-third out of sixty-seven counties. Based on the aforementioned study results, some strengths and key areas to explore to potentially improve community health are as follows:

Table 23: Jefferson County Strengths

Health Factor	Jefferson	Florida
Uninsured	17%	20%
Preventable Hospital Stays	46	55
Drinking Water Violations	None	

County Health Rankings & Roadmaps. (2017). County Snapshots: Jefferson (JE). Retrieved from <http://www.countyhealthrankings.org/app/florida/2017/county/snapshots/037/exclude-additional>

Table 24: Jefferson County Areas to Explore

Health Factor	Jefferson	Florida
Adult Smoking	18%	16%
Adult Obesity	32%	26%
Food Environment Index	5.9	7.1
Access to Exercise Opportunities	19%	92%
Primary Care Physicians	4,680:1	1,380:1
Some College	39%	61%
Children in Poverty	31%	23%
Violent Crime	764	500
Long Commute-driving alone	56%	39%

County Health Rankings & Roadmaps. (2017). County Snapshots: Jefferson (JE). Retrieved from <http://www.countyhealthrankings.org/app/florida/2017/county/snapshots/037/exclude-additional>

In addition to the areas used to for the county health ranking process four other health factors were looked at in depth: incidence of child abuse/neglect, children with disabilities, prenatal care, and childhood immunizations.

Child Abuse and Neglect

According to Grandma's Place, in Florida, an average of 5 children die every day at the hands of an abuser and more than 50,000 children are victims of child abuse and neglect in Florida. In Jefferson County between October 2014 and September 2015 there were 161 children the subject of maltreatment reports and 109 the subject of maltreatment investigations. The leading cause of removals of children to foster was not specified as the children were reentries into foster care within 12 months of previous discharge.

Disability Status

According to the 2015 Cornell University Disability Status Report, 0.7 percent of person age four or under (1,098,000 children) in the state of Florida had a visual, hearing, or other disability. In Jefferson County during 2015, thirty children age's three to five with disabilities received pre-k services.

Health and Prenatal Care

In the Child Trends May research brief, health insurance coverage was linked to improved child well-being. Base on the Robert Wood Johnson Foundation and the University of Wisconsin Population Health Institute 2017 estimates 83% percent of the Jefferson County population is insured.

In 2015 there were 124 births in Jefferson County. Fifty-four percent of births were to mothers whom received adequate prenatal care. Twenty-six percent (99) of children born between 2013 and 2015 had a low birthweight or were preterm. Further data collected by the Florida Department of Health indicated 98% of kindergarten children are fully immunized.

Leon County Health Profile

Overview

Health is essential to individual/community well-being and participation in society. In collaboration between the Robert Wood Johnson Foundation and the University of Wisconsin Population Health Institute, Florida Counties were ranked from best to worse on their performance as measured by 31 health factors. Leon County Florida ranked seventeenth out of sixty-seven counties. Based on the aforementioned study results, some strengths and key areas to explore to potentially improve community health are as follows:

Table 25: Leon County Strengths

Health Factor	Leon	Florida
Physical Inactivity	18%	23%
Access to Exercise Opportunities	94%	92%
Teen Births	15	31
Uninsured	14%	20
Mental Health Providers	540:1	750:1
Preventable Hospital Stays	48	55
High School Graduation	88%	78%
Some College	78%	61%
Social Associations	13.0	7.2
Injury Deaths	49	69

County Health Rankings & Roadmaps. (2017). County Snapshots: Leon (LO). Retrieved from <http://www.countyhealthrankings.org/app/florida/2017/county/snapshots/037/exclude-additional>

Table 26: Leon County Areas to Explore

Health Factor	Leon	Florida
Adult Smoking	16%	16%
Adult Obesity	26%	26%
Food Environment Index	5.6	7.1
Sexually Transmitted Infections	1003.0	430.6
Diabetes Monitoring	81%	86%
Income Inequality	5.7	4.7
Violent Crimes	683	500
Air Pollution-Particulate Matter	9.1	7.4
Severe Housing Problems	24%	22%

County Health Rankings & Roadmaps. (2017). County Snapshots: Leon (LO). Retrieved from <http://www.countyhealthrankings.org/app/florida/2017/county/snapshots/037/exclude-additional>

In addition to the areas used to for the county health ranking process four other health factors were looked at in depth: incidence of child abuse/neglect, children with disabilities, prenatal care, and childhood immunizations.

Child Abuse and Neglect

According to Grandma's Place, in Florida, an average of 5 children die every day at the hands of an abuser and more than 50,000 children are victims of child abuse and neglect in Florida. In Leon County between October 2014 and September 2015 there were 4,776 children the subject of maltreatment reports and 3,679 the subject of maltreatment investigations. The leading cause of removals of children to foster care was neglect. The second leading cause for removals was caretaker drug or alcohol use.

Disability Status

According to the 2015 Cornell University Disability Status Report, 0.7 percent of person age four or under (1,098,000 children) in the state of Florida had a visual, hearing, or other disability. In Leon County during 2015, seven hundred and twenty-one children age's three to five with disabilities received pre-k services.

Health and Prenatal Care

In the Child Trends May research brief, health insurance coverage was linked to improved child well-being. Base on the Robert Wood Johnson Foundation and the University of Wisconsin Population Health Institute 2017 estimates 86% percent of the Jefferson County population is insured.

In 2015 there were 3,047 births in Leon County. Fifty-five percent of births were to mothers whom received adequate prenatal care. Twenty-two percent (1,994) of children born between 2013 and 2015 had a low birthweight or were preterm. Further data collected by the Florida Department of Health indicated 96% of kindergarten children are fully immunized.

Capital Area Community Action Head Start Health Profile

Health Care

Having health insurance is important because it increase your chances or receiving timely care and as a result better outcomes with less financial burden. On average 11.95 percent of the population that lives with in the Capital Area Community Action Head Start program service area is uninsured. While the overall uninsured population with in the Capital Area Community Action Head Start program service is less than the state and national average of uninsured individuals the percent of uninsured children in Jefferson and Franklin counties is higher than average.

However, for Head Start children the statistics looked different. At the end of the August 2016 to May 2017 program term there were no children in the Capital Area Community Action Head Start program without health insurance. At the end of the previous two Head Start program terms approximately 8 percent of children did not have health insurance. Regardless of insurance coverage at the end of the program term all head start students had a medical home.

Dental

Oral health is a state of being free from mouth and facial pain, oral and throat cancer, oral infection and sores, periodontal (gum) disease, tooth decay, tooth loss, and other diseases and disorders. Oral health is important because healthy functioning teeth allow for good nutrition and contribute to overall well-being. Poor oral health does not only linked to problems in the mouth, but also to serious health problems such as diabetes, heart disease, strokes, premature births and other major conditions. In children poor oral health can also result in sleep problems.

The good news is poor oral health in most cases is preventable. According to the CDC, parents and caregivers can help their children prevent poor oral health by encouraging them to brush regularly, having children's teeth treated with varnish at the dentist office and simply by living in communities with fluorinated water. While proactive parenting is important, many of Capital Area Community Action Head Start program participants are adversely impacted by larger community barriers to good oral health such as lack of dentists in proportion to the population and a lack of pediatric dentists who accept Medicare.

In order to assist parents with finding dental care for their children, Capital Area Community Action Head Start program partners with the Florida Department of Health and private providers to ensure children receive preventive care and professional dental examinations. However, even with preventive care being provided on site on average only 45 percent of Head Start parent's too advantage of the service for their children. Despite high numbers of Medicaid or CHIP participation among Head Strat parents, only a limited number of parents (38 percent) had their child or children participate in a professional dental examination. Of the number of students that participated in a professional dental examine, 23 percent (104 students) needed follow up care. Of the hundred and four students who needed follow up care only twenty-three percent (40 students) received treatment.

Disability

According to the 2015 Cornell University Disability Status Report, 0.7 percent of person age four or under (1,098,000 children) in the state of Florida had a visual, hearing, or other disability. Based on the estimate that 0.7 percent population zero to four is in need of disability services one could estimate that the need is under met in Franklin, Jefferson and Leon Counties. In order to meet the need, the local education authorities (LEAs) have expanded the publicly funded preschool programs specifically enrolling four year old children with disabilities. In Jefferson County, the LEA is attempting to enroll model students in a 1:1 ratio with students with disabilities. It is likely that other districts will follow suite as there is increased funding for full day services for four year old students with diagnosed disabilities.

Health Profile Areas to Explore

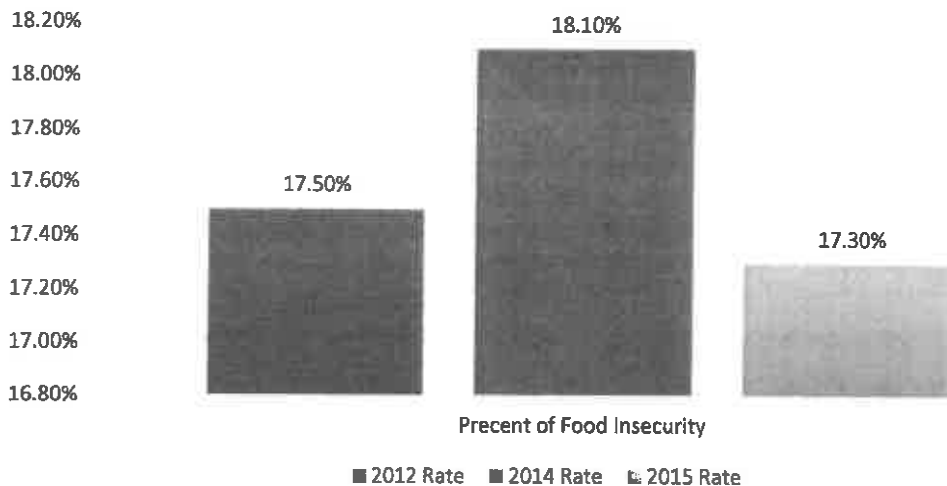
- Data indicates that the number of dental providers maybe a barrier to families receiving services. Additional investigation is needed to determine if the barrier is real or perceived.
- Further investigation is also needed to determine barrier to parents taking their children for needed follow-up care.
- Data indicates that there is additional need for services for children with disabilities. Additional investigation is needed to determine Capital Area Community Action Agency's ability to meet the need.
- Investigation is needed to determine the impact that LEA enrollment of a larger number of four years will have on the Head Start program in terms of space, staffing, recruitment, and etcetera.

Franklin County Nutrition

Research demonstrates nutrition influences school outcomes through impacting student performance on exams, task orientation, attendance, and behavior. Despite the fact that childhood obesity continues to be a concern it does not mean that both overweight and underweight children are not malnourished. Malnourishment occurs when the body does not get the right amount of the vitamins, minerals, and other nutrients it needs to maintain healthy tissues and organ function. Malnourishment can impact a children’s’ school outcomes, emotional response, reaction to stress, learning disabilities, and other medical complications.

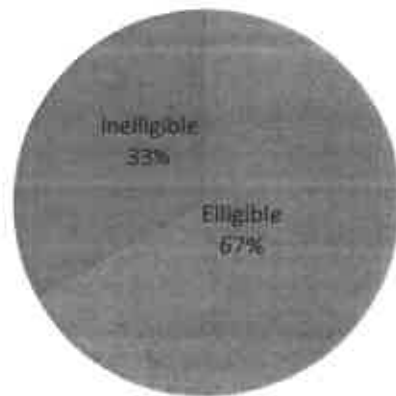
Nationally, Florida is ranked 10th in Overall Food-Insecurity and 8th in child hood food insecurity. A recent article in the Democrat by Margie Menzel which was sharing the results of the Feeding America Map the Meal Gap 2017 study stated, “The counties of the Big Bend have the highest rates in Florida of residents struggling to find enough food.” While the rest of America continues to recover from the recession over the past four years, the food insecurity rate in Franklin fluctuated less than 1% over the past four years and has risen since 2012.

**Table 27: Historical Food Insecurity
Franklin County, FL**



Feeding America Map the Meal Gap 2017, currently estimates there are 2,050 food insecure individuals in Franklin County, Florida. Approximately, 677 of the individuals that are food insecure in Franklin County are children. Ninety-nine percent of children who attend public school in Franklin County receive free breakfast/ lunch, thus receive at least two nutritious meals a day. However, these same children may not receive the same balance diet on the evenings, weekends, or over summer break. Only 66% (1369) of the food insecure individuals in Franklin only qualify for either food stamps (788) or WIC (581). With the average meal cost in Franklin County estimated at \$2.82 a person it would take approximately \$1,037,000 to meet the food needs in Franklin County, Florida.

**Table 28: Social Support Eligibility
Franklin County, Fl**

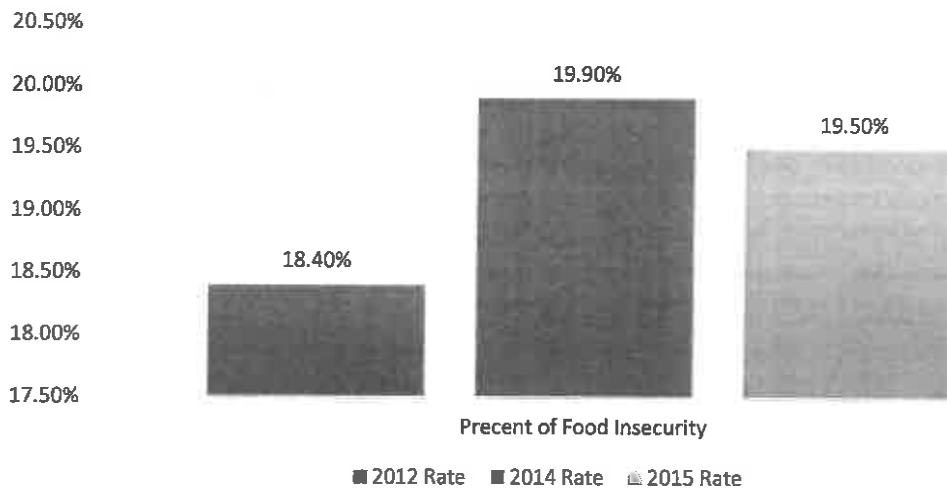


Jefferson County Nutrition

Research demonstrates nutrition influences school outcomes through impacting student performance on exams, task orientation, attendance, and behavior. Despite the fact that childhood obesity continues to be a concern it does not mean that both overweight and underweight children are not malnourished. Malnourishment occurs when the body does not get the right amount of the vitamins, minerals, and other nutrients it needs to maintain healthy tissues and organ function. Malnourishment can impact a children's' school outcomes, emotional response, reaction to stress, learning disabilities, and other medical complications.

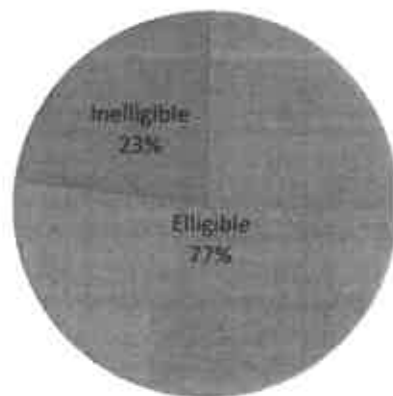
Nationally, Florida is ranked 10th in Overall Food-Insecurity and 8th in child hood food insecurity. A recent article in the Democrat by Margie Menzel which was sharing the results of the Feeding America Map the Meal Gap 2017 study stated, "The counties of the Big Bend have the highest rates in Florida of residents struggling to find enough food." While the rest of America continues to recover from the recession over the past four years, the food insecurity rate in Jefferson fluctuated less than 1% over the past four years and has risen since 2012.

**Table 29: Historical Food Insecurity
Jefferson County, FL**



Feeding America Map the Meal Gap 2017, currently estimates there are 2770 food insecure individuals in Jefferson County, Florida. Approximately, 776 of the individuals that are food insecure in Jefferson County are children. Sixty-four percent of children who attend public school in Jefferson County receive free breakfast/ lunch, thus receive at least two nutritious meals a day. However, these same children may not receive the same balance diet during the evenings, weekends, or over summer break. Only seventy-seven percent (2133) of the food insecure individuals in Jefferson qualify for either food stamps (942) or WIC (1191). With the average meal cost in Jefferson County estimated at \$3.05 a person it would take approximately \$1,517,000 to meet the food needs in Jefferson County, Florida.

**Table 30: Social Support Eligibility
Jefferson County, FL**

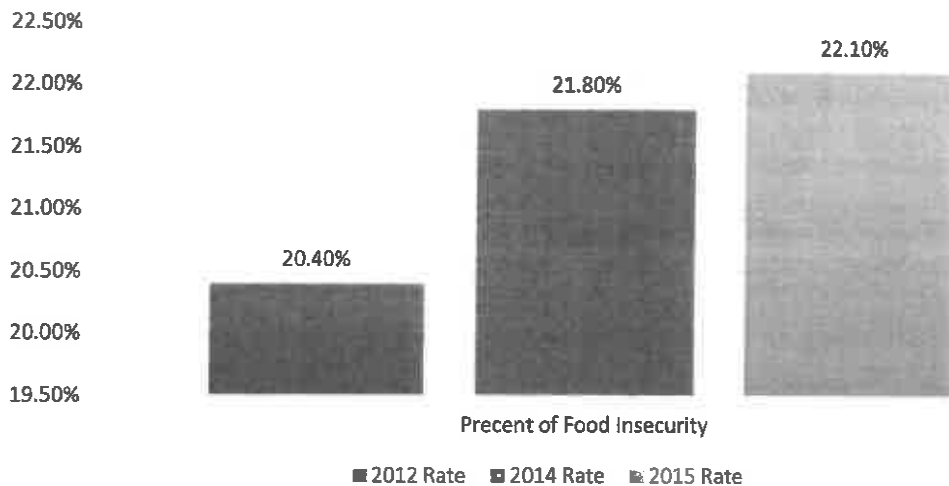


Leon County Nutrition

Research demonstrates nutrition influences school outcomes through impacting student performance on exams, task orientation, attendance, and behavior. Despite the fact that childhood obesity continues to be a concern it does not mean that both overweight and underweight children are not malnourished. Malnourishment occurs when the body does not get the right amount of the vitamins, minerals, and other nutrients it needs to maintain healthy tissues and organ function. Malnourishment can impact a children’s’ school outcomes, emotional response, reaction to stress, learning disabilities, and other medical complications.

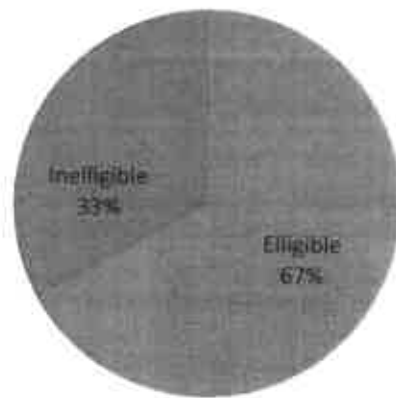
Nationally, Florida is ranked 10th in Overall Food-Insecurity and 8th in child hood food insecurity. A recent article in the Democrat by Margie Menzel which was sharing the results of the Feeding America Map the Meal Gap 2017 study stated, “The counties of the Big Bend have the highest rates in Florida of residents struggling to find enough food.” While the rest of America continues to recover from the recession over the past four years, the food insecurity rate in Leon County has gradually continued to increase since 2012.

**Table 30: Historical Food Insecurity
Leon County, FL**



Feeding America Map the Meal Gap 2017, currently estimates there are 62,390 food insecure individuals in Leon County, Florida. Approximately, 776 of the individuals that are food insecure in Leon County are children. Forty percent of children who attend public school in Leon County receive free breakfast/ lunch, thus receive at least two nutritious meals a day. However, these same children may not receive the same balance diet during the evenings, weekends, or over summer break. Seventy-seven percent (41801) of the food insecure individuals in Leon County qualify for either food stamps (13794) or WIC (28007). With the average meal cost in Leon County estimated at \$3.19 a person it would take approximately \$35,651,000 to meet the food needs in Leon County, Florida.

**Table 32: Social Support Eligibility
Leon County, FL**



Capital Area Community Action Head Start Nutrition Profile

Research demonstrates nutrition influences school outcomes through impacting student performance on exams, task orientation, attendance, and behavior. Nationally, Florida is ranked 10th in Overall Food-Insecurity and 8th in child hood food insecurity. In the three counties that Capital Area Community Action Agency Head Start serves between 2015 and 2017 the food insecurity rate has fluctuated less than one percent. Meaning the food insecurity rates in these counties remain in the highest in the state and the nation.

Further, Capital Area Community Action Agency traditionally enrolls 100 percent of its students from families at or below 130 percent of the poverty level. Thus, the majority of families are potentially impacted by food insecurity. For Head Start students the agency tries to combat this by providing two meals and a snack each day that meets the meal pattern guidelines on the days that school is in session. However, these same children may not receive the same balance diet on the evenings, weekends, or over summer break.

Nutrition Profile Areas to Explore

- The program may wish to explore the potential for expanding the number of days planned or alternate resources to help families meet nutrition needs during closures.

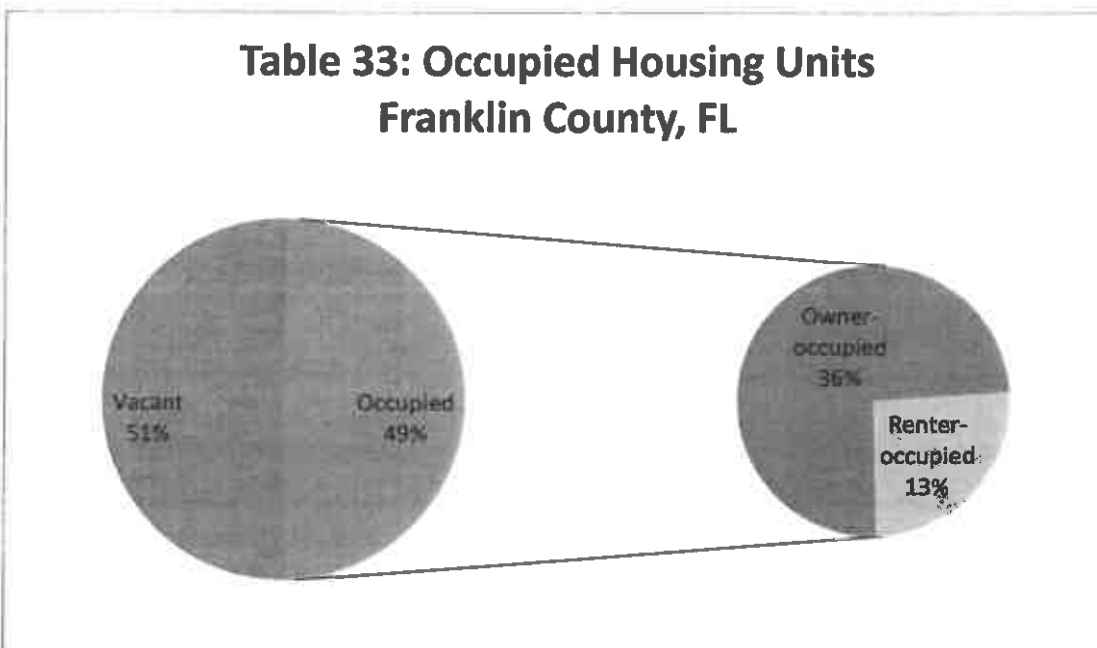
Franklin County Housing

HUD defines affordable housing as, "housing for which the occupant(s) is/are paying no more than 30 percent of his or her income for gross housing costs, including utilities." Affordable housing is important to and good for communities for the following reasons:

- 1) The environment - Local affordable housing reduces commute times.
- 2) Social structure- Well placed affordable housing reduce community segregation by income and family background.
- 3) Economy- Affordable housing provides businesses access to a local workforce.

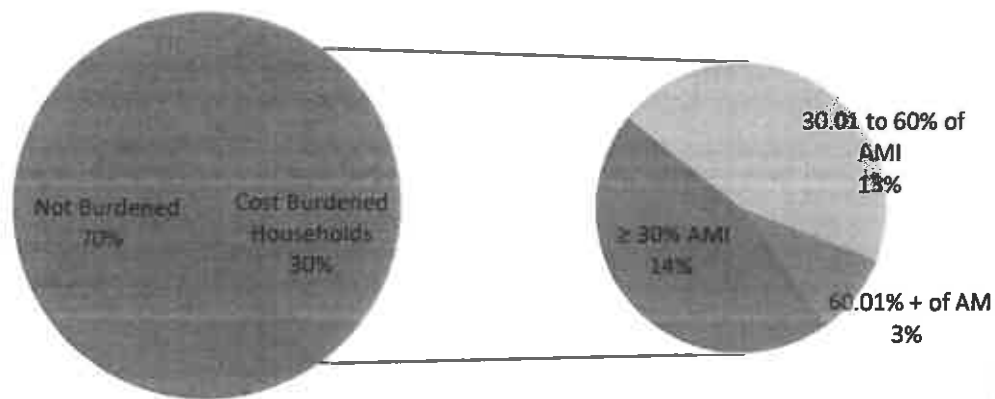
There are approximately 8,652 housing units available in Franklin County. Fifty one percent of the available housing units are currently vacant; however 21% of Franklin County's economic activity is generated from hospitality and tourism due to their costal location. Hence, the large number of vacancies could be related to the tourism industry. Further, according to the latest American Community Survey 5-year estimates 12.51% of the current population in-migrated within a one year period. Individuals relocating to the county also place a demand for housing.

**Table 33: Occupied Housing Units
Franklin County, FL**



Seventy percent of the available housing units are affordable. When individuals or families spend more than 40% of their income on housing, Shemberg Center for Housing Studies at the University of Florida labels the households as cost burdened. Using the data from the 2014 American Community Survey, the Florida Housing Finance Corporation, in their *2016 Rental Market Study*, estimated of the households who rent in Franklin County, 30% (327) are spending more than 40% of their income on housing.

**Table 34: Affordable Housing Units
Franklin County, FL**



Government subsidized rentals were built specifically to provide affordable rental housing. Currently, there are three primary programs that assist low income individuals with obtaining affordable housing: Section 236, Section 8, and the Low-Income Housing Tax Credit program (LIHTC). Currently, only 10% (121) of all rental housing in Franklin County is designated as HUD Housing. However the Census Bureau reports 20% of the population lives in poverty.

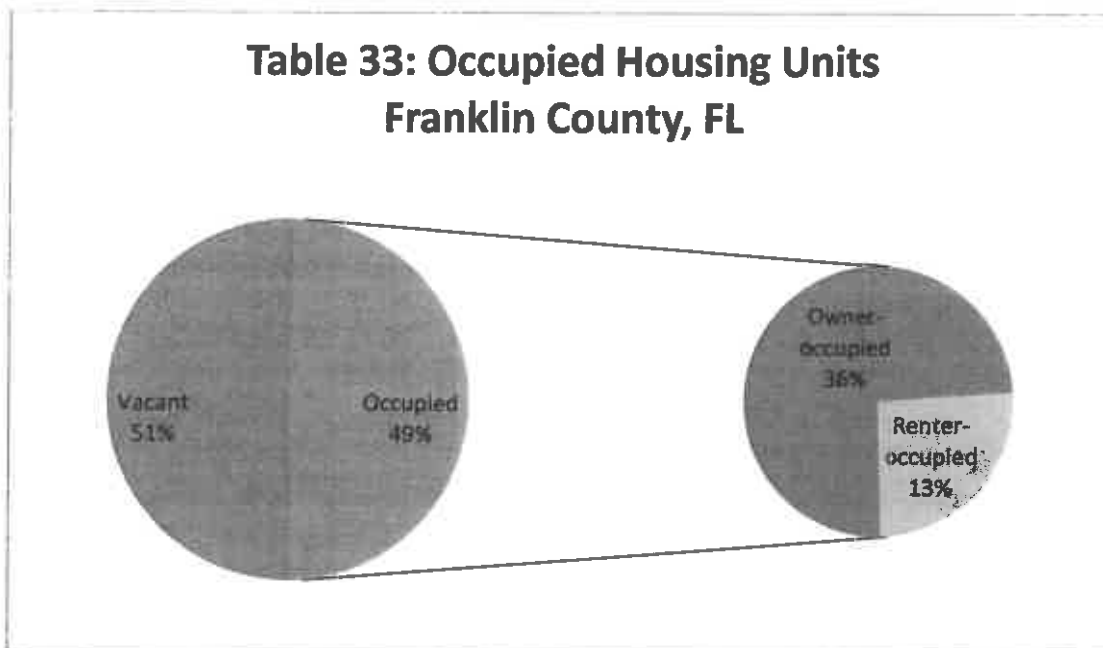
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**Table 34: Affordable Housing Units
Franklin County, FL**



Government subsidized rentals were built specifically to provide affordable rental housing. Currently, there are three primary programs that assist low income individuals with obtaining affordable housing: Section 236, Section 8, and the Low-Income Housing Tax Credit program (LIHTC). Currently, only 10% (121) of all rental housing in Franklin County is designated as HUD Housing. However the Census Bureau reports 20% of the population lives in poverty.

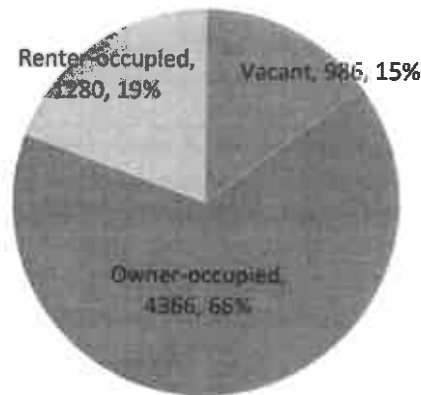
Jefferson County Housing

HUD defines affordable housing as, "housing for which the occupant(s) is/are paying no more than 30 percent of his or her income for gross housing costs, including utilities." Affordable housing is important to and good for communities for the following reasons:

- 1) The environment - Local affordable housing reduces commute times.
- 2) Social structure- Well placed affordable housing reduce community segregation by income and family background.
- 3) Economy- Affordable housing provides businesses access to a local workforce.

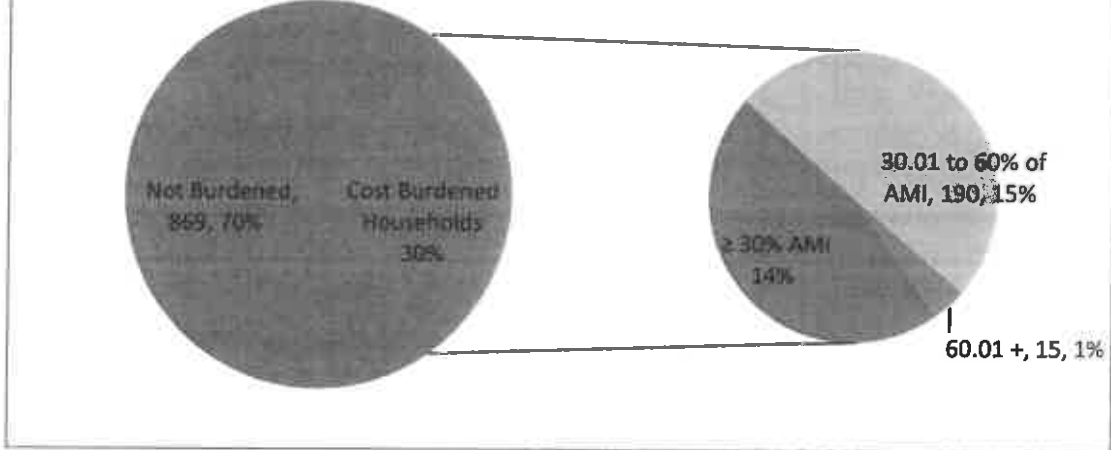
There are approximately 6,632 housing units available in Jefferson County. Fifteen percent of the available housing units are currently vacant. Individuals relocating to the county can also place a demand for housing. According to the latest American Community Survey 5-year estimates, Jefferson has experienced an 11.37 population in-migration within a one year period.

**Table 35: Occupied Housing Units
Jefferson County, FL**



Seventy percent of the available housing units are affordable. When individuals or families spend more than 40% of their income on housing, Shemberg Center for Housing Studies at the University of Florida labels the households as cost burdened. Using the data from the 2014 American Community Survey, the Florida Housing Finance Corporation, in their *2016 Rental Market Study*, estimated of the households who rent in Jefferson County, 30% (384) are spending more than 40% of their income on housing.

**Table 36: Affordable Housing Units
Jefferson County, FL**



Government subsidized rentals were built specifically to provide affordable rental housing. Currently, there are three primary programs that assist low income individuals with obtaining affordable housing: Section 236, Section 8, and the Low-Income Housing Tax Credit program (LIHTC). Currently, only 6% (75) of all rental housing in Jefferson County is designated as HUD Housing. However the Census Bureau reports 16% of the population lives in poverty.

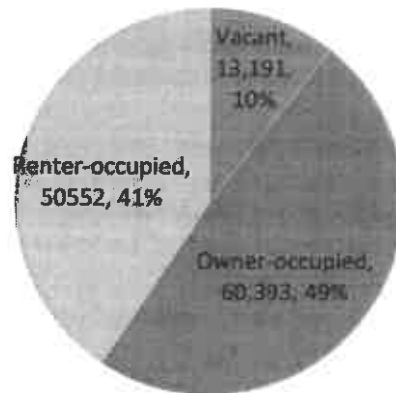
Leon County Housing

HUD defines affordable housing as, "housing for which the occupant(s) is/are paying no more than 30 percent of his or her income for gross housing costs, including utilities." Affordable housing is important to and good for communities for the following reasons:

- 4) The environment - Local affordable housing reduces commute times.
- 5) Social structure- Well placed affordable housing reduce community segregation by income and family background.
- 6) Economy- Affordable housing provides businesses access to a local workforce.

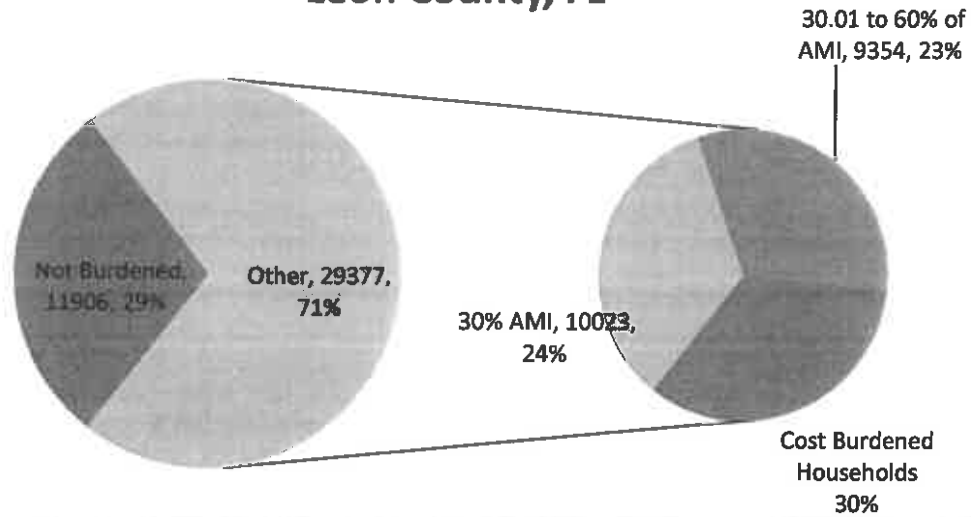
There are approximately 124,136 housing units available in Leon County. Eleven percent of the available housing units are currently vacant. Individuals relocating to the county can place a demand for housing. According to the latest American Community Survey 5-year estimates, Jefferson has experienced a 10.50% population in-migration within a one year period.

**Table 37: Occupied Housing Units
Leon County, FL**



Seventy percent of the available housing units are affordable. When individuals or families spend more than 40% of their income on housing, Shernberg Center for Housing Studies at the University of Florida labels the households as cost burdened. Using the data from the 2014 American Community Survey, the Florida Housing Finance Corporation, in their *2016 Rental Market Study*, estimated of the households who rent in Jefferson County, 30% (384) are spending more than 40% of their income on housing.

**Table 38: Affordable Housing Units
Leon County, FL**



Government subsidized rentals were built specifically to provide affordable rental housing. Currently, there are three primary programs that assist low income individuals with obtaining affordable housing: Section 236, Section 8, and the Low-Income Housing Tax Credit program (LIHTC). Currently, only 3% (1672) of all rental housing in Jefferson County is designated as HUD Housing. However the Census Bureau reports 22% of the population lives in poverty.

Capital Area Community Action Agency County Housing Profile

HUD defines affordable housing as, "housing for which the occupant(s) is/are paying no more than 30 percent of his or her income for gross housing costs, including utilities." Affordable housing is important to and good for communities for the following reasons:

- 1) The environment - Local affordable housing reduces commute times.
- 2) Social structure- Well placed affordable housing reduce community segregation by income and family background.
- 3) Economy- Affordable housing provides businesses access to a local workforce.

In each of the three counties that Capital Area Community Action Agency Head Start serves thirty percent or more of the households are cost burdened. However, according to the Capital Area Community Action Agency Head Start Program Information Report (PIR) on average only three percent of the cumulative enrolment were identified as homeless. Further from August 2013 to May 2017 twenty-three percent of the families with an expressed interest or identified need during the program year needed some form of housing assistance. Of the families with an expressed interest or identified need during the program year for housing assistance 46 percent of the families received a Head Start initiated service to meet that need.

Housing Profile Areas to Explore

- Due to the high number of cost burdened households additional emphasis may need to be put on identifying homeless families based on the McKinney Vento definition
- Additional partnerships maybe needed to meet the unmet need of the families with an expressed interest or identified need during the program year for housing assistance

Franklin County Transportation

Transportation and communication systems bridge the gaps between geographic locations. Transportation physically moves people and things. Communication systems move information. Although transportation and communication transport different things research show their relationship is mutualistic.

Research estimates that 386 (8.9%) households in Franklin County have no motor vehicle. Thirty-eight (146) percent of the households with no motor vehicle are owner-occupied households. The percentage of owner occupied households with no motor vehicle in Franklin County (4.64%) is higher than the average for the state of Florida (3.45%)

Despite Florida being the fourteenth most connected stated, in addition to limited access to transportation, Franklin County Residents have limited access to communication. There are seven internet service providers in Franklin County and one publicly funded internet site (the Franklin County Library) located in Franklin County. According to Broadbandnow, a comparison and research website, approximately 1.5% of population (177 individuals) in Franklin County has access to 25 mbps broadband. The average internet download speed in Florida is 30.8 mbps.

Jefferson County Transportation

Transportation and communication systems bridge the gaps between geographic locations. Transportation physically moves people and things. Communication systems move information. Although transportation and communication transport different things research show their relationship is mutualistic.

Research estimates that 383 (7.08%) households in Jefferson County have no motor vehicle. Twenty-seven (105) percent of the households with no motor vehicle are owner-occupied households. The percentage of owner occupied households with no motor vehicle in Jefferson County (2.53%) is lower than the average for the state of Florida (3.45%)

Despite being rural, Jefferson County Residents have access to transportation and communication. There are nine internet service providers in Jefferson County and three publicly funded internet sites located in the county. Florida is the fourteenth most connected stated. However, according to Broadbandnow, a comparison and research website, only approximately 45.5% of population (6393 individuals) in Jefferson County has access to 25 mbps broadband and the majority of the service is not through a wired connection. Wireless broad band can have connectivity issues.

Leon County Transportation

Transportation and communication systems bridge the gaps between geographic locations. Transportation physically moves people and things. Communication systems move information. Although transportation and communication transport different things research show their relationship is mutualistic.

Research estimates that 7,235 (6.53%) households in Leon County have no motor vehicle. Twenty (1466) percent of the households with no motor vehicle are owner-occupied households. The percentage of owner occupied households with no motor vehicle in Leon County (2.53%) is lower than the average for the state of Florida (3.45%). Being home to four intuitions of higher education and robust public transportation system may have some impact on the number of renter occupied households with no vehicle.

Leon County Residents have access to transportation and communication. There are twenty-four internet service providers in Leon County and forty-three publicly funded internet sites located in the county. According to Broadbandnow, a comparison and research website, approximately 94% of population (266,949 individuals) in Leon County has access to 25 mbps broadband. Florida is the fourteenth most connected stated. However, only nine percent of Leon County residents have access to fixed wireless internet service.

Capital Area Community Action Agency Transportation Profile

Transportation and communication systems bridge the gaps between geographic locations. Transportation physically moves people and things. Communication systems move information. Although transportation and communication transport different things research show their relationship is mutualistic.

The percentage of owner occupied households with no motor vehicle in Jefferson and Leon counties is lower than the state average. The percentage of owner occupied households with no motor vehicle in Franklin County is higher than the state average. In both Franklin and Jefferson Counties less than 50 percent of the population has access to 25 mbps broadband and the majority of the service is not through a wired connection. Wireless broad band can have connectivity issues.

Transportation Profile Areas to Explore

- Does the high percentage of owner occupied households with no motor vehicles impact Head Start enrollment and/ or attendance?
- Limited access to the internet can impact how the program advertises to and communicates with parents.

Franklin County Child Care Providers

There are seven child care agencies in Franklin County that serve 581 children. The project Impact sites serve school age children only. Hence there are only 81 slots available for children zero to three. Census data indicates there are approximately 484 children in Franklin whom are zero to four years old. Based on the number of births in 2013 and 2014 there should be approximately 212 three or four year olds residing in Franklin County during the 2017-2018 school year. Further based on the poverty rate of 20.3% there should be 43 students eligible for Head Start service.

License #	Program Name	Capacity	Origination Date
C02FR0686	Franklin County Head Start	44	8/18/2015
F02FR0093	Gatlin Family Day Care Home	10	10/12/2006
C02FR0687	Project Impact City of Apalachicola 21st CCLC Apalachicola Bay Charter School Site	345	10/9/2014
C02FR0688	Project Impact City of Apalachicola 21st CCLC City Municipal Complex Site	155	10/8/2014
C02FR0684	St Benedict Montessori Preschool	7	3/4/2015
F02FR0033	Stephens Family Day Care Home	10	3/9/1999
R02FR0800	Vause Family Day Care Home	10	12/30/2015

Jefferson County Child Care Providers

There are eight child care agencies in Jefferson County that serve 343 children. Census data indicates there are approximately 688 children in Jefferson County whom are zero to four years old. Based on the number of births in 2013 and 2014 there should be approximately 262 three or four year olds residing in Jefferson County during the 2017-2018 school year. Further based on the poverty rate of 16.2% there should be 42 students eligible for Head Start service.

License #	Program Name	Capacity	Origination Date
X02JE0003	Children's Enrichment Center	46	10/1/2002
C02JE0572	Creative Moments Learning Center Inc	42	10/31/2011
C02JE0022	Jefferson County Early Head Start	37	9/8/2003
C02JE0006	Jefferson County Head Start	60	4/3/2003
R02JE2001	Jones Family Day Care Home	10	4/10/2015
C02JE0366	Little Angels in Training LLC	74	9/30/2005
C02JE0350	Lucy's Christian Academy	18	4/6/2005
L02JE0013	Martha's Bouncing Babies	12	4/14/2006
C02JE0438	Our Blessings Early Learning Center	44	8/7/2007

Leon County Child Care Providers

There are one hundred and fifty-two child care agencies in Leon County that serve 12,629 children. Census data indicates there are approximately 14767 children in Leon County whom are zero to four years old. Based on the number of births in 2013 and 2014 there should be approximately 6096 three or four year olds residing in Leon County during the 2017-2018 school year. Further based on the poverty rate of 28.9% there should be 1762 students eligible for Head Start service.

License #	Program Name	Capacity	Origination Date
C02LE0308	A Little Heavens LLC I	48	9/29/2000
C02LE0047	A Little Heavens LLC II	64	11/6/2003
C02LE0455	ABC Learning Center Inc of Tallahassee	40	4/21/2008
R02LE0719	Abrams Family Day Care Home	10	7/17/2009
R02LE0261	Abron Family Day Care Home	10	11/3/1998
C02LE0656	Advent Parish Day School	218	9/27/2013
C02LE0697	All About Me Child Care Center	83	12/10/2014
C02LE0705	All My Children Childcare and Preschool	15	6/1/2015
C02LE0608	Anchor Inc Child Development Center	56	9/17/2012
R02LE2116	Anderson Family Day Care Home	10	4/8/2015
C02LE0220	Ann's Preschool And Kindergarten	50	11/1/1992
C02LE0222	Annsworth Academy	276	10/5/1992
C02LE0671	Baby Beginnings	32	7/28/2014
C02LE0223	Bainbridge Road Head-Start	71	5/5/1992
R02LE0225	Baldwin Family Day Care Home	10	1/4/2001
C02LE0691	Bananas 4 Kids CDC LLC	31	11/3/2014
R02LE2121	Beautiful Beginnings	10	4/24/2015
C02LE0602	Bethel Christian Academy	108	8/15/2012
C02LE0369	Betton Hills Preparatory School Inc	93	9/26/2005
C02LE0225	Brandon's Place At Lincoln	65	10/20/1986
C02LE0461	Bright Star Kid Care LLC	63	4/3/2008
C02LE0623	Brighter Day Academy	75	3/6/2013
F02LE0042	Brown Family Day Care Home	10	4/1/2004
C02LE0645	Brownsville Preparatory Institute LLC	27	9/23/2013
C02LE0314	Budd Bell Early Learning Center	68	3/2/2004
C02LE0228	Celebration Baptist Kinderschool	305	10/2/1997
C02LE0410	Child Growth and Development LLC	158	11/27/2006
C02LE0170	Childcare Network 116	150	12/1/2001

CAPITAL AREA COMMUNITY ACTION AGENCY, INC

License #	Program Name	Capacity	Origination Date
C02LE0169	Childcare Network 117	241	1/4/1999
R02LE0434	Clary Family Day Care Home	10	5/5/2005
X02LE0208	Community Christian School	20	6/5/2015
X02LE0202	Community Leadership Academy	27	5/7/2012
R02LE0593	Cooper-Brown Family Day Care Home	10	6/26/2007
C02LE0233	Covenant Presbyterian Preschool	40	11/19/1992
R02LE2089	Cox Family Day Care Home	10	3/31/2014
C02LE0005	Creative Child Learning Center	220	11/25/2015
R02LE0788	Dahlke Family Day Care Home	10	1/26/2011
R02LE2134	Davis Family Day Care Home	10	10/12/2015
C02LE0563	Dream Builders Greatness Child Development Center	37	8/29/2011
R02LE0260	DuCasse Family Day Care Home	10	3/12/1998
X02LE0001	Eagles Nest Child Care Center	0	10/14/2015
C02LE0236	Early Childhood Professional Development Center	220	7/1/1970
C02LE0237	Early Years Child Development Center Inc	164	6/23/1998
C02LE0238	East Hill Baptist Weekday	399	7/1/1970
C02LE0441	Elite Preschool	48	8/31/2007
C02LE0606	Enrichment Development Center of North Florida Inc	40	8/15/2012
X02LE0201	Epiphany Lutheran Preschool	80	4/3/2012
C02LE0242	Faith Baptist Church Child Development Center	200	6/18/1975
C02LE0243	Faith Presbyterian Preschool and Kindergarten	195	7/1/1970
C02LE0176	FAMU Educational Research Center for Child Development	146	12/29/2000
C02LE0430	Favour Child Development Center	56	6/13/2007
C02LE0674	Fire Dove Academy of Excellence	101	8/11/2014
C02LE0245	First Baptist Weekday Education	156	10/2/1986
C02LE0246	First Class Kids Inc	99	8/22/1990
C02LE0247	First Presbyterian Preschool Inc	60	7/1/1990
C02LE0460	First Steps Prep Childcare Preschool Inc	97	3/12/2008
F02LE0054	Ford Family Day Care Home	10	4/26/2000
C02LE0244	Freedom Church Preschool	95	1/14/2000
C02LE0260	FSU Infant Toddler Child Development Center	34	9/16/2002
C02LE0693	Gallops Family Center Inc	174	12/8/2014
C02LE0359	Gibson's Learning Academy LLC	29	8/1/2005
C02LE0641	Gingerbread Christian Academy	219	6/14/2013
C02LE0250	Golden Book Preschool	99	1/12/1988
C02LE0473	Good Samaritan Academy	141	8/18/2008
C02LE0251	Great Beginnings Preschool Inc	175	4/29/1990

CAPITAL AREA COMMUNITY ACTION AGENCY, INC

License #	Program Name	Capacity	Origination Date
C02LE0507	Growing Room Tallahassee 1	222	1/4/2010
C02LE0518	Growing Room Tallahassee 2	222	8/16/2010
C02LE0578	Growing Room Tallahassee 3	244	4/17/2012
F02LE0128	Harris Family Day Care Home	10	11/14/2014
C02LE0448	Heaven Sent Child Care Center II	110	10/15/2007
C02LE0704	Higher Learning Child Development Center	94	4/1/2015
C02LE0257	Horizons Unlimited Preschool	52	9/3/1980
R02LE2140	Howell Family Day Care Home	10	2/17/2016
C02LE0447	I'm Precious Too Learning Center	72	10/15/2007
C02LE0261	Imagination Day School Inc	99	7/1/2002
F02LE0069	Ivery Family Day Care Home	10	11/22/2000
C02LE0379	Ivy Hill Academy	87	2/13/2006
C02LE0262	Jolly Jo's Childcare Center Inc	98	4/8/1982
R02LE0663	Jones Family Day Care Home	10	6/25/2008
C02LE0706	Just Like Angels Child Care Center LLC	57	5/29/2015
C02LE0466	Kids Village Inc	116	6/30/2008
C02LE0266	Kidz Academy Educational Center Inc	68	6/16/1995
C02LE0484	Killearn Lakes Preschool	150	2/27/2009
X02LE0020	Killearn United Methodist Church Children's Camp	140	10/6/2000
X02LE0019	Killearn United Methodist Preschool	180	11/21/1997
C02LE0270	KinderSchool LLC	142	5/28/1999
C02LE0617	Kingdom Life Preparatory Academy	165	9/24/2012
R02LE0693	Kumuyi Family Day Care Home	10	1/29/2009
C02LE0571	LDM Academy	74	10/17/2011
L02LE0701	Legacy Early Learning Academy	12	4/2/2015
C02LE0271	Little Folk Haven Academic Preschool	37	8/1/1995
C02LE0272	Little Lambs Preschool	114	10/12/1993
C02LE0508	Little Red Too	149	1/21/2010
C02LE0007	Louise B Royal Head Start	66	3/28/2003
C02LE0002	Mabry Street Family Enrichment Center	98	9/1/2015
C02LE0511	Magnolia Preschool Inc	63	3/29/2010
C02LE0677	Majestic Eagles Childcare and Learning Academy Inc	43	8/15/2014
R02LE2103	McClenton Family Day Care Home	10	8/29/2014
C02LE0273	Miracle Temple Childcare Center	84	2/6/1978
C02LE0702	Miracles In Me Afterschool Summercamp and Tutorial	46	2/23/2015
C02LE0652	Miracles In Me Child Care Center I	143	9/25/2013
C02LE0653	Miracles In Me Child Care Center II	109	9/25/2013

CAPITAL AREA COMMUNITY ACTION AGENCY, INC

License #	Program Name	Capacity	Origination Date
C02LE0654	Miracles In Me Child Care Center III	119	9/25/2013
C02LE0715	Ms Darla's Childcare Cottage	42	7/20/2015
C02LE0276	New Enrichment Center For Children	78	3/3/1987
X02LE0041	North Florida Christian School	72	9/10/2009
C02LE0523	Parkway Early Head Start	44	7/26/2010
R02LE2076	Pearlman Family Day Care Home	10	7/24/2013
R02LE0802	Pichard Family Day Care Home	10	6/20/2011
C02LE0557	Precious Little Royal Angels Child Care Inc	45	8/8/2011
C02LE0278	Precious Years Day Care Center Inc	93	6/8/1987
C02LE0610	Progressive Pediatric Child Care	37	8/20/2012
C02LE0661	Quality Childcare Connection at Deeper Life LLC	56	3/6/2014
C02LE0340	Rose Child Care LLC	47	9/29/2004
C02LE0283	Saint Paul's United Methodist Parents Morning Out	41	9/13/1999
R02LE0251	Sawh Family Day Care Home	10	3/6/1999
C02LE0280	School For Young Children	70	7/17/1997
C02LE0521	Scottsdale Academy at Southwood	255	7/22/2010
C02LE0358	Scottsdale Academy Inc	187	7/22/2005
C02LE0390	Seminole Montessori School	44	5/22/2006
C02LE0400	South City Head Start	170	9/1/2006
C02LE0683	Sprouting Kids Academy Inc	86	10/20/2014
R02LE2108	Stennett Family Day Care Home	10	10/16/2014
R02LE0774	Stevens Family Day Care Home	10	10/1/2010
C02LE0287	Suttons Too Educational Preschool and Day Care LLC	86	2/3/1986
C02LE0609	Symphony Seven School of Arts and Technology	84	7/29/2013
C02LE0289	Tallahassee Memorial Child Care Center I	118	8/25/1988
C02LE0168	Tallahassee Memorial Child Care Center II	58	11/27/1996
C02LE0290	Tallahassee Museum Preschool	40	1/30/1974
R02LE2117	Talley Family Day Care Home	0	4/29/2015
C02LE0140	Temple Israel Preschool	150	3/15/1991
R02LE2120	Terrero Family Day Care Home	10	4/17/2015
C02LE0234	The Creative Pre-School	115	4/30/1987
C02LE0679	The Dick Howser Center for Childhood Services Inc	98	8/1/2014
C02LE0519	The Florida State University Children's Center	36	8/20/2010
R02LE2130	The Fox's Den Family Day Care Home	10	6/29/2015
C02LE0700	The Next Level Learning Academy Inc	60	12/12/2014
C02LE0574	The Teaching Tree Academy Inc	51	1/30/2012
R02LE0246	Thomas Family Day Care Home	10	1/21/2004

CAPITAL AREA COMMUNITY ACTION AGENCY, INC

License #	Program Name	Capacity	Origination Date
C02LE0172	Timberlane Church Of Christ Preschool	72	12/8/1998
R02LE2118	Tinley Family Day Care Home	10	4/20/2015
C02LE0538	Tiny Steps Learning Center Inc	120	3/1/2011
C02LE0420	Touched by Angels Christian Center	35	2/12/2007
C02LE0294	Trinity United Methodist Preschool	75	7/1/1990
C02LE0295	Trojan Tots Learning Center	45	8/31/1994
C02LE0604	Unity Child Care Development LLC	60	7/30/2012
C02LE0297	Wee Care Child Care Center	250	10/6/1981
C02LE0006	We're Touched By Angels Too	62	1/6/2016
C02LE0433	Wildwood Preschool	36	8/10/2007
R02LE0257	Williams Family Day Care Home	10	3/11/1997
C02LE0004	Young Scholars Academy LLC	82	11/4/2015
C02LE0712	You're Precious To Me Learning Center	56	6/26/2015

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Margaret Watson

From: Derrick Jennings <derrick.jennings36@yahoo.com>
Sent: Monday, February 3, 2020 4:04 PM
To: Margaret Watson
Subject: National staff appreciation day

Hi Marggie,

I know we have staff other than teachers. And i would like to show my appreciation to them with a declaration from the board. To say Thank you. For show your appreciation to our agency & child care centers. Sometimes a Thank you can go along ways and build confidence & character in a person. Can this be listed on the agenda for the next board meeting to be voted on.

Thank you

Derrick D. Jennings, Sr Owner

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Planning Comrnissioner, Jefferson County

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