

# Capital Area **Community Action** Agency

## Board Meeting Agenda

Tuesday, March 24, 2020 – 6:00 pm  
Conference Call (605) 475-4700; 275857#

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- I. Call to Order Derrick Jennings, Chair
- II. Agenda Approval
- III. Sign-in/Attendance/Introductions
- IV. Action – Recommendation for Review and Approval
  - i) Board Meeting – January 28, 2020
  - B. Board Administration
    - i) Kim Wilson, Policy Council Chair (Low Income Sector)
    - ii) Lauren Johnson (Low Income Sector)
    - iii) Executive Committee – Member-at-Large
  - C. Fiscal Report
    - Narrative
    - Revenue & Expenditures Agency-wide
    - Balance Sheet
    - Revenue & Expenditures – major programs
    - Head Start Non Federal Share Match
    - Credit Card Activity Spreadsheet and Statements
    - ESF 15 (Franklin County) Report
  - D. Corporate Resolution and Signature Cards
- V. Chief Executive Officer’s Report
- VI. Head Start Centers – Update Venita Treadwell  
Tim Center
  - A. VPK School Readiness Scores
  - B. Coronavirus
  - C. Staff Appreciation – Lapel Pins
- VII. Chief Operating Officer’s Report
  - A. Program Updates
- 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 5/26/2020 – 6:00 pm – Ghazvini Center for  
Healthcare Education**



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# Capital Area Community Action Agency

## Board of Directors Meeting Minutes January 28, 2020

### Members in Attendance:

Derrick Jennings, Vice-Chair  
Kara Palmer Smith, Treasurer/Secretary  
Allen Jones  
Brent Couch\*  
Lauren Johnson  
Lisa Edgar  
Pam Ridley  
Quincee Messersmith\*

### CACAA Staff:

Tim Center  
Nina Self  
Keith Dean  
Margaret Watson  
Kristin Reshard

Member Absent: Christy McElroy, Chair

\*Attended by Phone

The meeting was called to order at 6:05 p.m., by Vice-Chair Jennings who presided as Chair for the meeting. A quorum was established.

The acting Chair asked for introductions. All members and staff introduced themselves.

### **ACTION ITEMS**

#### **Approval of Minutes**

The acting Chair asked for a motion to approve the minutes of December 16, 2020. Ms. Palmer Smith made the motion to approve the minutes. It was seconded by Ms. Edgar and unanimously approved.

#### ***Election of Officers and Executive Committee At-Large Member***

Mr. Center stated that every two-years, at the Board's annual meeting in January, new officers are elected to the Executive Committee. The officer positions are Chairman, Vice-Chairman, Secretary, Treasurer, and an At-Large member. He stated that the current Chair, Ms. McElroy will step down as Chair and remain on the Board.

The Vice-Chair asked for nominations for Election of Officers and Executive Committee At-Large Member.

Ms. Edgar made a motion to nominate Mr. Jennings for Chair. It was seconded by Mr. Jones, and unanimously approved.

Ms. Ridley made a motion to nominate Mr. Couch for Vice-Chair. It was seconded by Ms. Edgar, and unanimously approved.

Ms. Edgar made a motion to nominate Ms. Messersmith for Secretary. It was seconded by Ms. Palmer Smith, and unanimously approved.

Ms. Ridley made a motion to nominate Ms. Palmer Smith for Treasurer. It was seconded by Ms. Edgar, and unanimously approved.

Ms. Palmer Smith made a motion to nominate Ms. Edgar for At-Large Member. Ms. Johnson asked if she was eligible to nominate herself for At-Large Member. Mr. Center answered, yes. He said that Ms. Johnson currently served in a role that termed out in November 2019 as elected to the Board by the Head Start Policy Council. The Policy Council had not yet made new appointments to the Board. Ms. Johnson's term was in limbo.

Ms. Johnson asked for a point of order to clarify that the By-Laws provide that the At-Large seat is to be filled by a representative of the low-income community. Given the current limbo status, she asked if the election of the At-Large Member nomination would be postponed until the next Policy Council meeting.

Ms. Edgar made a motion take no action on the nomination for At-Large Member until the next Board meeting, March 24, 2020. It was seconded by Ms. Ridley, and unanimously approved.

***Board Administration***

The acting Chair asked for a motion to seat Ms. Shanetta Keel on the Board of Directors. Ms. Edgar made a motion to have Ms. Keel seated on the Board. It was seconded by Mr. Jones, and unanimously approved.

New Elected Officers

Chair – Mr. Jennings

Vice-Chair – Mr. Couch

Treasurer – Ms. Palmer Smith

Secretary- Ms. Messersmith

***FISCAL***

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

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

***New Variances and Explanations***

The Chief Financial Officer reviewed the financial report noting any variances that were above or below the budget benchmark for this time in the budget year.

Mr. Jennings asked what is being spent in Training/Staff Development. Mr. Center said that the Head Start grant requires that we spend a percentage on Training & Technical Assistance (T&TA) budget. Staff travelled to training at the beginning of the year, so that caused the budget to be over benchmark budget.

Ms. Palmer Smith questioned utilities. Mr. Center replied that Louise B. Royal left the HVAC unit on during the winter break. The plan is to install programmable thermostats. Additionally, Ms. Ridley asked for a policy to address management of the HVAC system by the Head Start Center Directors. Mr. Center said that a written procedure will be in place.

Ms. Johnson said that she requested a copy of the SunTrust Award letter and asked for the plan for how the money will be spent. Mr. Center shared that he emailed the award letter to the Board. He said the funds are being used in conjunction with the United Way Grant for the Getting Ahead Class for the ALICE Population.

Ms. Johnson questioned the legal expenses. Mr. Center explain that the costs were associated with litigation from former employees and that the attorneys representing the Agency's insurance company recommended settling the case for a small amount.

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

***Community Services Block Grant Organizational Standards***

Mr. Center said that the Agency submits to DEO our Annual Report regarding the Community Services Block Grant program. This submission of documents include the Community Action Plan. This plan describes the reason why we serve and the services that we provide.

Mr. Center said that we are asking for Board approval of the Community Action Plan.

***Risk Assessment***

Mr. Center said that included in your packet is Community Action Agency's Risk Assessment. He said this document explains how we mitigate our risks as it relates to our financial procedures in our fiscal policy and procedures.



The Vice-Chair asked for a motion to approve the Community Action Plan and the Risk Assessment. Ms. Palmer Smith made a motion to approve the Community Action Plan and Risk Assessment. It was seconded by Ms. Edgar, and unanimously approved.

***Draw of Line of Credit***

Mr. Center said that Head Start is over budget \$38,230.35. We use the line of credit when we have a cash flow problem and any overages in a program budget. He ask the Board to approve the draw \$38,230.35 on the line of credit.

Mr. Couch asked why the equipment, food, and perishable items not budgeted. He said they will work to correct this issue.

Ms. Palmer Smith asked if we would look at fund raising this year. Mr. Center said the Golden Apple Gala is one of our fundraising events. The Benevon model is also under consideration but will require the Board's training and involvement.

Mr. Center said that a plan on how we will pay back \$38,230.35, will be sent to the Board by February 19, 2020.

The Vice-Chair asked for a motion to approve the draw of \$38,230.35 on the line of credit. Ms. Edgar made a motion to approve the draw of \$38,230.35 on the line of credit. It was seconded by Ms. Palmer Smith, and unanimously approved.

**PROGRAM UPDATES**

***COO Report***

Ms. Self reported that the Getting Ahead classes are active in Leon, Jefferson, Calhoun and Wakulla counties with 31 participants. They should be finished by mid-February. She said we continue to look for Getting Ahead facilitators.

**CEO Report**

Mr. Center reported that he is working with the Eastpoint Wildfire Emergency Recovery Response. He is coordinating Head Start Training and Technical Assistance offers referred by HHS Program Specialist Deirdre Mitchell.

Mr. Center also explained that the team was working on emergency recovery funds for Head Start facilities and a special project with the DEO to help with long-term recovery in the panhandle.

Mr. Center said that he will continue to work with agencies in the community.

Mr. Center asked for Board approval for the 2020 Board Meeting Schedule. Ms. Edgar made a motion to approve the 2020 Board Meeting Schedule. It was seconded by Ms. Palmer Smith, and unanimously approved.

The meeting adjourned at 8:04 p.m.

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Ms. Kara Palmer Smith

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Date

**Financial Statement Narrative  
For the Four Months Ending January 31, 2020  
Capital Area Community Action Agency**

As of January 31, 2020, we have completed four months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 33% of the annual budget with Head Start's around 44% due to the abbreviated 9-month contract. At month end, the Year to Date Actual Revenue and Expenses are 41% and 38% respectively, with mostly restricted net income of \$293,570, including \$70,458 in the SunTrust Grant and nearly \$69,557 for Franklin Co. Fire Victims.

Year to Date Non-Federal Share (NFS) Match reported totals \$325,799, which is 49% of the \$660,993 total match required for the fiscal year ending June 30, 2020.

**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 and none of the Agency's largest grants are on the Agency's same fiscal year.

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

**Financial Statement Narrative  
For the Four Months Ending January 31, 2020  
Capital Area Community Action Agency**

differing fiscal years. (For example, "travel-out-of-area" appears to have a negative budget, but this is just a reduction in a 3 year grant with an overall budget of more than \$20K.)

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 variances:

Salaries, Fringe and Indirect – current spending in this category is 4-5% 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 and will ultimately produce off-setting reductions in personnel 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.

**Rent/Space Cost – is currently over the budget benchmark, but will be amended during the WAP budget modification (#5).**

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 has investigated the reason(s) for the increases and implemented solutions, including 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.

**Communications - is over benchmark budget and expected to remain so, due to some repairs of telephones at the centers.**

**Repairs & Maintenance – Recurring – is over the benchmark budget due to several repairs performed by outside sources as we no longer have a maintenance worker on staff.**

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 Lease - is over the benchmark budget due to the quarterly prepaid postage machine lease deposit. This is expected to even out in subsequent months.

Vehicle Expense - is over the budget benchmark due to payment of the auto insurance binder which is prepaid and will come inline with the budget in subsequent months.

**Financial Statement Narrative  
For the Four Months Ending January 31, 2020  
Capital Area Community Action Agency**

Technology – was over the budget benchmark due to the annual renewal of the Teaching Strategies Gold subscription as well as a virtual learning software. This category is also over budget in Head Start.

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

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

Advisory/Board Member Expenses – is over the budget benchmark and on track to finish over budget. 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. The Agency's insurance deductible is \$10,000 per event so this line item may need to be adjusted as the year progresses for any additional events.**



Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the Four Months Ended 1/31/2020

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	2,697,910	1,287,019	(1,410,891)	48%
Government Contracts - Federal Indirect	4005	5,045	8,950	3,905	177%
Government Contracts - STATE	4010	3,251,885	1,110,320	(2,141,564)	34%
Government Contracts - LOCAL	4020	119,293	39,951	(79,342)	33%
Grants - Other Not-for-Profits	4100	145,219	81,114	(64,106)	56%
Grants - All Other Sources	4120	0	72,227	72,227	100%
Contributions	4200	50,500	14,710	(35,790)	29%
Contributions- Restricted	4210	77,821	101,609	23,788	131%
Commissions-Vending/Photo	4320	2,000	878	(1,122)	44%
Interest Income	4950	0	992	992	100%
Fringe Pool Revenue	4960	847,984	282,870	(565,114)	33%
Indirect Pool Revenue	4970	620,395	210,667	(409,728)	34%
Other Revenue	4995	4,000	18,315	14,315	458%
<b>Total Revenue</b>		<u>7,822,053</u>	<u>3,229,622</u>	<u>(4,592,430)</u>	41%
<b>Expenditures</b>					
Salaries & Wages	6010	2,176,878	968,364	1,208,514	44%
Fringe	6110	642,778	283,382	359,396	44%
FICA	6120	202,984	73,879	129,105	36%
Unemployment	6130	45,000	11,169	33,831	25%
Workers Compensation	6140	50,000	15,066	34,934	30%
Health Insurance	6150	450,000	153,840	296,160	34%
Life Insurance	6160	30,000	9,340	20,660	31%
Retirement	6170	40,000	16,889	23,111	42%
Staff Screenings	6180	2,335	1,006	1,329	43%
Indirect Costs	6210	465,778	215,704	250,074	46%
Travel - In Area	6310	12,592	3,639	8,953	29%
Travel - Out of Area	6315	(4,180)	0	(4,180)	0%
Office Supplies	6410	14,058	5,365	8,693	38%
Program Supplies	6415	21,628	11,254	10,374	52%
Classroom Supplies	6420	38,375	354	38,021	1%
Kitchen Supplies	6430	34,189	8,946	25,243	26%
Medical/Dental Supplies	6440	760	200	560	26%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	18,227	5,670	12,557	31%
Postage and Delivery Expense	6600	2,364	258	2,105	11%
Contractual Services/Professional	6710	336,615	97,362	239,253	29%
Contractual Services - Health/Disabilities	6715	131,275	78,494	52,781	60%
Rent/Space Cost	6810	200,150	102,630	97,520	51%
Utilities	6820	67,535	37,443	30,092	55%
General Liability and Property Insurance	6830	66,035	29,207	36,828	44%
Communications	6840	55,342	30,517	24,825	55%
Repairs & Bldg Maintenance- Recurring	6850	74,212	41,077	33,135	55%
Repairs & Bldg Maintenance - Nonrecurring	6855	17,750	16,871	879	95%
Equipment Maintenance	6910	23,037	8,382	14,655	36%

Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the Four Months Ended 1/31/2020

Vehicle Expense	6920	29,242	22,705	6,536	78%
Equipment Lease	6930	8,667	4,385	4,283	51%
Technology	6940	29,889	20,656	9,234	69%
Fees, Licenses, and Permits	7010	5,079	747	4,332	15%
Dues/Subscriptions	7020	9,822	5,710	4,112	58%
Special Events	7110	1,500	0	1,500	0%
Client Assistance	7210	2,170,518	527,117	1,643,401	24%
Expendable Equipment	7320	6,474	3,352	3,121	52%
Registration Fees	7410	4,833	0	4,833	0%
Meetings/Workshops/Training	7420	37,637	5,326	32,312	14%
Training/Staff Development	7430	31,376	18,882	12,494	60%
Advisory/Board Member Expenses	7440	2,933	1,830	1,103	62%
Advertising	7450	2,595	233	2,363	9%
Parent Activities	7460	900	0	900	0%
Raw Food Cost	7510	208,907	88,933	119,974	43%
<b>Legal Expenses</b>	<b>7530</b>	<b>10,000</b>	<b>9,053</b>	<b>947</b>	<b>91%</b>
Interest Expense	7610	12,664	0	12,664	0%
Bank Service Charges	7630	<u>3,300</u>	<u>815</u>	<u>2,485</u>	25%
Total Expenditures		<u>7,792,052</u>	<u>2,936,052</u>	<u>4,856,000</u>	38%
Excess Revenue over (under) Expenditures		<u>30,000</u>	<u>293,570</u>	<u>263,570</u>	

Capital Area Community Action Agency  
Balance Sheet  
As of 1/31/2020

Current Period  
Balance

Assets

Petty Cash	860
Cash Operating Hancock Bank	232,450
Cash - Money Market Hancock Bank	76,604
Cash-Bank Restricted	31,310
Cash - Centennial Bank - Restricted	67,305
Grants Receivable	659,878
Property and Equipment Net	<u>227,308</u>

Total Assets	<u>1,295,715</u>
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Liabilities and Net Assets

Liabilities

Accounts Payable	31,958
Accrued Leave	49,802
Accrued Wages	62,450
Accrued Fringe Benefits	(3,465)
Accrued Taxes	12,568
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	399,415
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Net Assets

Beginning Net Assets

Unrestricted Net Assets	277,833
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	602,730

Current Net Income	<u>293,570</u>
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Total Net Assets	<u>896,300</u>
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Total Liabilities and Net Assets	<u>1,295,715</u>
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Capital Area Community Action Agency  
Head Start - Statement of Revenues and Expenditures  
For the Four Months Ended 1/31/2020

10/1/2019-6/30/2020

44%

		Total Budget - Original	Current Total Budget Period Actual	Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	2,697,910	1,287,019	(1,410,891)	48%
Total Revenue		<u>2,697,910</u>	<u>1,287,019</u>	<u>(1,410,891)</u>	<u>48%</u>
Expenditures					
Salaries & Wages	6010	1,299,035	622,672	676,363	48%
<b>Fringe</b>	<b>6110</b>	<b>376,460</b>	<b>183,231</b>	<b>193,229</b>	<b>49%</b>
Staff Screenings	6180	913	90	823	10%
<b>Indirect Costs</b>	<b>6210</b>	<b>301,589</b>	<b>148,095</b>	<b>153,494</b>	<b>49%</b>
Travel - In Area	6310	2,625	366	2,259	14%
Office Supplies	6410	5,204	1,137	4,067	22%
<b>Program Supplies</b>	<b>6415</b>	<b>20,239</b>	<b>11,099</b>	<b>9,140</b>	<b>55%</b>
Classroom Supplies	6420	36,375	354	36,021	1%
Kitchen Supplies	6430	8,000	1,091	6,909	14%
Medical/Dental Supplies	6440	750	200	550	27%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	12,200	3,718	8,482	30%
Postage and Delivery Expense	6600	900	(26)	926	-3%
Contractual Services/Professional	6710	27,000	0	27,000	0%
<b>Contractual Services - Health/Disabilities</b>	<b>6715</b>	<b>125,000</b>	<b>72,219</b>	<b>52,781</b>	<b>58%</b>
Rent/Space Cost	6810	171,000	71,332	99,668	42%
<b>Utilities</b>	<b>6820</b>	<b>59,664</b>	<b>32,925</b>	<b>26,739</b>	<b>55%</b>
General Liability and Property Insurance	6830	28,000	11,353	16,647	41%
Communications	6840	39,000	18,560	20,440	48%
<b>Repairs &amp; Bldg Maintenance- Recurring</b>	<b>6850</b>	<b>68,250</b>	<b>36,925</b>	<b>31,325</b>	<b>54%</b>
<b>Repairs &amp; Bldg Maintenance - Nonrecurring</b>	<b>6855</b>	<b>17,250</b>	<b>16,484</b>	<b>766</b>	<b>96%</b>
Equipment Maintenance	6910	14,250	5,887	8,363	41%
<b>Vehicle Expense</b>	<b>6920</b>	<b>21,000</b>	<b>11,576</b>	<b>9,424</b>	<b>55%</b>
Equipment Lease	6930	6,450	2,806	3,645	43%
<b>Technology</b>	<b>6940</b>	<b>13,680</b>	<b>13,331</b>	<b>349</b>	<b>97%</b>
Fees, Licenses, and Permits	7010	1,125	227	898	20%
<b>Dues/Subscriptions</b>	<b>7020</b>	<b>1,875</b>	<b>1,512</b>	<b>363</b>	<b>81%</b>
Special Events	7110	1,500	0	1,500	0%
<b>Expendable Equipment</b>	<b>7320</b>	<b>2,250</b>	<b>3,352</b>	<b>(1,102)</b>	<b>149%</b>
Meetings/Workshops/Training	7420	300	100	200	33%
<b>Training/Staff Development</b>	<b>7430</b>	<b>31,376</b>	<b>18,882</b>	<b>12,494</b>	<b>60%</b>
Advisory/Board Member Expenses	7440	1,125	479	646	43%
Advertising	7450	2,625	0	2,625	0%
Parent Activities	7460	900	0	900	0%
Total Expenditures		<u>2,697,910</u>	<u>1,289,976</u>	<u>1,407,934</u>	<u>48%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(2,957)</u>	<u>(2,957)</u>	

Capital Area Community Action Agency  
 CSBG - Statement of Revenues and Expenditures  
 From Grant Inception Through 1/31/2020

10/01/2016-3/31/2020

95%

		<u>Total Budget - Original</u>	<u>Current Period Actual</u>	<u>Total Budget Variance - Original</u>	<u>%</u>
Revenue					
Government Contracts - STATE	4010	2,439,907	1,995,112	(444,795)	82%
Total Revenue		<u>2,439,907</u>	<u>1,995,112</u>	<u>(444,795)</u>	<u>82%</u>
Expenditures					
Salaries & Wages	6010	907,800	798,430	109,371	88%
Fringe	6110	257,660	226,867	30,793	88%
Staff Screenings	6180	1,062	689	373	65%
Indirect Costs	6210	228,919	199,205	29,714	87%
Travel - In Area	6310	34,747	14,450	20,297	42%
Travel - Out of Area	6315	20,398	5,307	15,091	26%
Office Supplies	6410	9,308	5,455	3,853	59%
Copies/Printing/Copier	6510	14,924	6,633	8,291	44%
Postage and Delivery Expense	6600	3,327	1,102	2,226	33%
Contractual Services/Professional	6710	38,906	16,713	22,193	43%
Rent/Space Cost	6810	102,374	96,623	5,751	94%
Utilities	6820	14,342	10,423	3,919	73%
General Liability and Property Insurance	6830	19,326	15,151	4,175	78%
Communications	6840	40,063	35,854	4,209	89%
Repairs & Bldg Maintenance- Recurring	6850	16,124	8,845	7,279	55%
Equipment Maintenance	6910	14,375	11,558	2,816	80%
Vehicle Expense	6920	47,056	46,370	686	99%
Equipment Lease	6930	6,235	3,362	2,873	54%
Technology	6940	18,119	9,367	8,752	52%
Fees, Licenses, and Permits	7010	10,659	6,433	4,226	60%
Dues/Subscriptions	7020	15,214	13,945	1,270	92%
Client Assistance	7210	553,638	422,448	131,189	76%
Expendable Equipment	7320	22,373	15,018	7,355	67%
Registration Fees	7410	13,966	9,911	4,054	71%
Meetings/Workshops/Training	7420	20,959	15,069	5,889	72%
Advertising	7450	8,032	3,058	4,975	38%
Total Expenditures		<u>2,439,907</u>	<u>1,998,287</u>	<u>441,620</u>	<u>82%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(3,175)</u>	<u>(3,175)</u>	



Capital Area Community Action Agency  
LIHEAP - Statement of Revenues and Expenditures  
From Grant Inception Through 1/31/2020

4/1/2017-9/30/2020

81%

		<u>Total Budget</u> <u>Original</u>	<u>Current</u> <u>Period</u> <u>Actual</u>	<u>Total Budget</u> <u>Variance -</u> <u>Original</u>	<u>%</u>
Revenue					
Government Contracts - STATE	4010	<u>7,592,223</u>	<u>5,143,966</u>	<u>(2,448,257)</u>	68%
Total Revenue		<u>7,592,223</u>	<u>5,143,966</u>	<u>(2,448,257)</u>	68%
Expenditures					
Salaries & Wages	6010	820,232	618,092	202,140	75%
Fringe	6110	233,601	176,501	57,100	76%
Staff Screenings	6180	1,949	771	1,179	40%
Indirect Costs	6210	209,863	157,483	52,380	75%
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	5,374	4,926	52%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	18,531	10,643	7,888	57%
Postage and Delivery Expense	6600	4,486	2,139	2,347	48%
<b>Contractual Services/Professional</b>	<b>6710</b>	<b>27,500</b>	<b>28,079</b>	<b>(579)</b>	<b>102%</b>
Rent/Space Cost	6810	77,945	68,843	9,102	88%
Utilities	6820	12,065	5,535	6,530	46%
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>9,350</b>	<b>9,075</b>	<b>275</b>	<b>97%</b>
Communications	6840	32,295	24,364	7,931	75%
Repairs & Bldg Maintenance- Recurring	6850	13,168	5,915	7,253	45%
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	2,426	2,949	45%
Technology	6940	19,888	8,085	11,803	41%
Fees, Licenses, and Permits	7010	850	302	548	36%
Dues/Subscriptions	7020	675	175	500	26%
Client Assistance	7210	6,023,733	3,953,965	2,069,768	66%
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>	<u>0%</u>
Total Expenditures		<u>7,592,223</u>	<u>5,100,344</u>	<u>2,491,879</u>	67%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>43,622</u>	<u>43,622</u>	

Capital Area Community Action Agency  
WAP - Statement of Revenues and Expenditures  
From Grant Inception Through 1/31/2020

10/1/2017-9/30/2020

78%

		<u>Total Budget</u> <u>- Original</u>	<u>Current</u> <u>Period</u> <u>Actual</u>	<u>Total Budget</u> <u>Variance -</u> <u>Original</u>	<u>%</u>
Revenue					
Government Contracts - STATE	4010	<u>1,681,422</u>	<u>748,054</u>	<u>(933,368)</u>	44%
Total Revenue		<u>1,681,422</u>	<u>748,054</u>	<u>(933,368)</u>	44%
Expenditures					
Salaries & Wages	6010	295,156	184,343	110,813	62%
Fringe	6110	84,060	52,600	31,461	63%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	75,843	46,682	29,161	62%
Travel - In Area	6310	15,000	8,870	6,130	59%
Office Supplies	6410	4,000	1,844	2,156	46%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	1,500	856	644	57%
Postage and Delivery Expense	6600	900	267	633	30%
Contractual Services/Professional	6710	22,814	3,000	19,814	13%
<b>Rent/Space Cost</b>	<b>6810</b>	<b>8,940</b>	<b>7,563</b>	<b>1,377</b>	<b>85%</b>
Utilities	6820	2,500	1,758	742	70%
General Liability and Property Insurance	6830	37,628	18,006	19,622	48%
Communications	6840	6,900	4,971	1,929	72%
Repairs & Bldg Maintenance- Recurring	6850	5,350	1,342	4,008	25%
Equipment Maintenance	6910	2,300	1,837	463	80%
Vehicle Expense	6920	17,500	9,608	7,893	55%
<b>Equipment Lease</b>	<b>6930</b>	<b>600</b>	<b>585</b>	<b>15</b>	<b>98%</b>
Technology	6940	500	254	246	51%
Fees, Licenses, and Permits	7010	1,350	712	638	53%
Dues/Subscriptions	7020	15,500	5,525	9,975	36%
Client Assistance	7210	1,040,852	347,440	693,411	33%
Expendable Equipment	7320	3,500	930	2,571	27%
Registration Fees	7410	0	1,226	(1,226)	100%
Meetings/Workshops/Training	7420	37,628	13,799	23,830	37%
Advertising	7450	<u>900</u>	<u>264</u>	<u>636</u>	29%
Total Expenditures		<u>1,681,422</u>	<u>714,280</u>	<u>967,142</u>	42%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>33,775</u>	<u>33,775</u>	

Capital Area Community Action Agency, Inc.  
 Head Start NFS Match Requirements  
 For the 4 Months Ending January 31, 2020

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		19,878			
Grants - Other Not for Profits		4,560			
In-Kind Revenue		198,843			
VPK		102,517			
	<b>660,993</b>	<b>325,799</b>	<b>49%</b>	<b>335,194</b>	<b>51%</b>

Capital Area Community Action Agency  
 Vendor Activity  
 From 1/1/2020 Through 1/31/2020

Head Start CC Expenses Feb 2020

Vendor ID	Fund Code	GL Code	Activity Code	Expenses Transaction Description	Original Invoice/Credit Number
HANCOCK CC	1064	6310	255	7.19 ACCT#7303, KRISTEN JACKSON RESHARD, 2/21/2020 - KEYS	022120-KJR
HANCOCK CC	1064	6415	255	247.11 ACCT#4466, DARREL JAMES, 2/21/2020 - ID BADGES HS	022120-DJ
HANCOCK CC	1064	6415	258	129.00 ACCT#4466, DARREL JAMES, 2/21/2020 - CART JEFFERSON	022120-DJ
HANCOCK CC	1064	6420	251	30.00 ACCT#7303, KRISTEN JACKSON RESHARD, 2/21/2020 -	022120-KJR
HANCOCK CC	1064	6440	255	63.34 ACCT#4466, DARREL JAMES, 2/21/2020 - MEDICAL SUPPLIES	022120-DJ
HANCOCK CC	1064	6820	258	1,029.17 ACCT#7366, NINA SINGLETON SELF, DUKE ENERGY BILL	022120-NSS
HANCOCK CC	1064	6850	251	69.90 ACCT#4466, DARREL JAMES, 2/21/2020 - PLAY SAND	022120-DJ
HANCOCK CC	1064	6920	255	50.02 ACCT#4466, DARREL JAMES, 2/21/2020 - GAS HS VEHICLE	022120-DJ
HANCOCK CC	1064	6920	255	41.00 ACCT#4466, DARREL JAMES, 2/21/2020 - GAS HS VEHICLE	022120-DJ
HANCOCK CC	1064	6920	255	27.98 ACCT#6982, FATIMA ALEXANDER, 2/21/2020, HS VEHICLE	022120-FOA
HANCOCK CC	1064	6920	255	22.39 ACCT#5810, VENITA TREADWELL, GAS WAP VEHICLE	022120-VT
HANCOCK CC	1064	7430	250	1,677.30 ACCT#6982, FATIMA ALEXANDER, TUITION HS-SHANTESHA	022120-FOA
HANCOCK CC	1064	7430	250	1,026.50 ACCT#7303, KRISTEN JACKSON RESHARD, TUITION	022120-KJR
HANCOCK CC	1064	7430	256	417.24 ACCT#7303, KRISTEN JACKSON RESHARD, TUITION KUMBA	022120-KJR
HANCOCK CC	1064	7440	255	5.19 ACCT#8165, NICHELE RICHARDS ROLLE, POLICY COUNCIL	022120-NRR
HANCOCK CC	1064	7440	255	41.88 ACCT#8165, NICHELE RICHARDS ROLLE, POLICY COUNCIL	022120-NRR

4,885.21



**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

01-27-20



16320270-007340-0001-0001-2



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

\*\*\*N0007340

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-10	01-09	24445000010400183911570	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M63.34
01-10	01-10	24692160010100396342116	7399	QUICKIDCARD.COM 917-640-5388 NY	M279.45
01-13	01-10	24692160011100287836670	5542	GATE 1194 Q80 TALLAHASSEE FL	M50.02
01-13	01-09	24207850010166301596900	5046	BIG BEND RESTAURANT SUPPL TALLAHASSEE FL	M129.00
01-16	01-16	74270840016100011540884	0000	BRANCH PAYMENT - THANK YOU	M2,865.49
01-17	01-16	24431060017400180000297	5251	ACE HDWE APALACHICOLA FL	M69.90
01-20	01-17	24692160018100668253043	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.00
01-27	01-25	24445730026600114236179	5311	MACYS TALLAHASSEE TALLAHASSEE FL	M26.87

*Handwritten signature and date: 2/4/20*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-20	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 659.58
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS 2,865.49
Toll Free 1-800-448-8812		<b>STATEMENT TOTAL</b> 2,205.91 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00





**HANCOCK  
WHITNEY**

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

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



16320270 - 005398 - 0001 - 0001 - 2

  
 FATIMA OLEABHIELE \*\*N0005398  
 CAPITAL AREA CAA  
 309 OFFICE PLZ  
 TALLAHASSEE FL 32301-2729

**MEMO STATEMENT**

Account Number

Statement Date

01-27-20


**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-13	01-10	24137460011001545212646	5533	AUTOZONE #0305 TALLAHASSEE FL	M27.98 ✓ ←
01-16	01-16	74270840016100011540900	0000	BRANCH PAYMENT - THANK YOU	M305.97 ✓ ←
01-27	01-23	24388940024939148659949	8220	FLORIDA INT'L UNIVERSI 800-3398131 FL	M43.30 ✓ ←
01-27	01-23	24388940024939148659931	8220	FLORIDA INT'L UNIVERSI 800-3398131 FL	M1,634.00 ✓ ←

*gpc  
2/4/20*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-20		
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,705.28
		NEW CASH ADVANCES .00
		CREDITS 305.97
		<b>STATEMENT TOTAL</b> 1,399.31
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 2,000.00

CAPITAL  
Payee  
Vendr

**HANCOCK  
WHITNEY**

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

Visa BusinessCard  
Statement of Account  
Issued by Hancock Whitney Bank

**MEMO STATEMENT**

Account Number

Statement Date

01-27-20



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

\*\*N0007851

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-13	01-12	74692160012100687626998	5942	AMAZON.COM AMZN.COM/BILL WA	M2.02cr
01-13	01-12	74692160012100676200904	5942	AMAZON.COM AMZN.COM/BILL WA	M8.00cr
01-13	01-12	74692160012100731264192	5942	AMAZON.COM AMZN.COM/BILL WA	M21.27cr
01-13	01-11	24692160011100388625980	5942	AMAZON.COM*4K3312IZ3 AMZN.COM/BILL WA	M114.65 ✓
01-13	01-11	24692160011100399008861	5942	AMAZON.COM*QC1FD93Z3 AMZN.COM/BILL WA	M333.88 ✓
01-22	01-21	24269750021900010900118	7399	PRECISION LOCKSMITH 850-8777297 FL	M7.19 ✓
01-23	01-21	24137460022500775495877	5331	FIVE BELOW # 948 TALLAHASSEE FL	M30.00 ✓
01-27	01-23	24388940024939148660004	8220	FLORIDA INT'L UNIVERSI 800-3398131 FL	M26.50 ✓
01-27	01-23	24388940024939148659998	8220	FLORIDA INT'L UNIVERSI 800-3398131 FL	M1,000.00 ✓

2/4/20  
gc

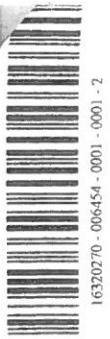
<b>STATEMENT DATE</b> 01-27-20	<b>ACCOUNT NUMBER</b> [REDACTED]	<b>ACCOUNT SUMMARY</b>
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,512.22
		NEW CASH ADVANCES .00
		CREDITS 31.29
		<b>STATEMENT TOTAL</b> 1,480.93
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 2,000.00

**MEMO STATEMENT**

Account Number

Statement Date

01-27-20



NICHELE RICHARDS  
 CAPITAL AREA CAA  
 309 OFFICE PLZ  
 TALLAHASSEE FL 32301-2729

\*\*N0006454

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-16	01-16	74270840016100011540983	0000	BRANCH PAYMENT - THANK YOU	M1,996.84
01-17	01-16	24137460017001406195298	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M5.19 ✓
01-17	01-16	24445000017000830786186	5814	HUNGRY HOWIE'S #0145 TALLAHASSEE FL	M41.88 ✓

*Handwritten signature and date: 2/4/20*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-20	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 47.07
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS 1,996.84
Toll Free 1-800-448-8812		<b>STATEMENT TOTAL</b> 1,949.77 cr
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 2,500.00

# HANCOCK WHITNEY

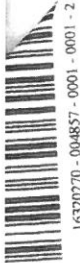
HANCOCK WHITNEY BANK  
 P O BOX 61750  
 NEW ORLEANS LA 70161-1750

Visa BusinessCard  
 Statement of Account  
 Issued by Hancock Whitney Bank

## MEMO STATEMENT

Account Number  
 [REDACTED]

Statement Date  
 01-27-20



\*\*\*N0004857  
 NINA SINGLETON  
 CAPITAL AREA CAA  
 309 OFFICE PLZ  
 TALLAHASSEE FL 32301-2729

### STATEMENT MESSAGES

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### TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-02	12-31	24436540001010798119894	8999	SOCIETYFORHUMANRESOURCE 800-2837476 VA	M184.00 ✓
01-03	01-02	24692160002100508197390	4900	SPEEDPAY:DUKE-ENERGY 800-777-9898 NC	M510.07 ✓
01-03	01-02	24692160002100508197101	4900	SPEEDPAY:DUKE-ENERGY 800-777-9898 NC	M519.10 ✓
01-15	01-14	24137460015001376938349	9402	USPS PO 1188920683 TALLAHASSEE FL	M7.45 ✓
01-16	01-16	74270840016100011541007	0000	BRANCH PAYMENT - THANK YOU	M25.00 ✓

*g*  
*2/4/20*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
01-27-20	[REDACTED]	NEW PURCHASES AND OTHER CHARGES	1,220.62
CUSTOMER SERVICE CALL		NEW CASH ADVANCES	.00
		CREDITS	25.00
Toll Free 1-800-448-8812		<b>STATEMENT TOTAL</b>	<b>1,195.62</b>
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	6,000.00



**HANCOCK  
WHITNEY**

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

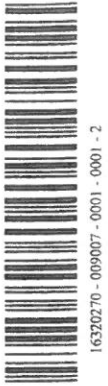
HANCOCK WHITNEY BANK  
PO BOX 61750  
NEW ORLEANS LA 70161-1750

**MEMO STATEMENT**

Account Number

Statement Date

01-27-20



16320270 - 009007 - 0001 - 0001 - 2



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

\*\*\*N0009007

**STATEMENT MESSAGES**

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

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-13	01-09	24692160010100626488895	5541	GATE 1194 Q80 TALLAHASSEE FL	M22.39 ✓
01-16	01-16	74270840016100011541064	0000	BRANCH PAYMENT - THANK YOU	M26.26

*Yoc  
2/4/20*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-20	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 22.39
		NEW CASH ADVANCES .00
		CREDITS 26.26
		<b>STATEMENT TOTAL</b> 3.87 cr
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 4,000.00



**Franklin County - ESF15  
Donation Revenues & Expenses  
Report for February 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
				reimburse loan from agency to open checking and savings	
3	11/13/18	\$ -	\$ 200.00	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
				Transport & set up trailers for 2 clients (paid out of	
18	07/12/19		\$ 700.00	CUMBAA recyclables donation)	\$ 79,931.05
19	08/02/19		\$ 1,400.00	Water & Sewer Connection - 723 Home Pl.	\$ 78,531.05
				CUMBAA recyclables donation (check originally made out	
20	08/12/19	\$ 5,908.00		to County)	\$ 84,439.05
				Repairs and moving for client at 601 Ridge Rd; Repairs at	
21	08/16/19		\$ 1,099.76	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
				Partial Reimbursement for Fiscal Contract Services	
26	11/27/19		\$ 3,293.31	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	02/29/20				\$ 67,305.99
30					

Name: Tim Center

Title: CEO

Signature: 

Date: 3/10/2020

March 9, 2020



P.O. BOX 966  
CONWAY, AR 72033  
888-372-9788  
www.my100bank.com



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

02/29/20

CYCLE-031

---

\*\*\* CHECKING \*\*\* 0900 BUSINESS CK  
ACCOUNT NUMBER 0502818251  
PREVIOUS STATEMENT BALANCE AS OF 01/31/20 ..... 67,305.99  
PLUS 0 DEPOSITS AND OTHER CREDITS ..... .00  
LESS 0 CHECKS AND OTHER DEBITS ..... .00  
CURRENT STATEMENT BALANCE AS OF 02/29/20 ..... 67,305.99  
NUMBER OF DAYS IN THIS STATEMENT PERIOD 29

**BALANCE BY DATE**

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
01/31	67,305.99						

*Handwritten signature*  
3/6/20



**CORPORATE AUTHORIZATION RESOLUTION**

**Hancock Whitney Bank**

Branch Name: DOWNTOWN TALLAHASSEE

Name/User ID: \_\_\_\_\_

CAPITAL AREA COMMUNITY ACTION AGENCY INC

Corporation

309 OFFICE PLAZA DR

Address

TALLAHASSEE FL 32301

City, State, and Zip Code

A. I, QUINCEE MESSERSMITH, certify that I am Secretary (clerk) of the above named corporation organized under the laws of FLORIDA, Federal Employer ID Number 59-1117362, engaged in business under the trade name of CAPITAL AREA COMMUNITY ACTION AGENCY INC and that following is a correct copy of resolutions adopted at a meeting of the Board of Directors of this corporation duly and properly called and held on \_\_\_\_\_. These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

B. Be it resolved that,

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

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

<u>TIM CENTER</u>	<u>QUINCEE MESSERSMITH</u>
<u>NINA SINGLETON SELF</u>	<u>BRENT COUCH</u>
<u>KARA PALMER SMITH</u>	<u>LAUREN JOHNSON</u>
<u>DERRICK JENNINGS</u>	

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

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

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

\_\_\_\_\_  
Attested by One Other Officer

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Printed Name and Title

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

# HANCOCK WHITNEY BANK

Branch Name: DOWNTOWN TALLAHASSEE  
 Name/User ID:

**ACCOUNT NUMBER**  
 3071511

**OWNERSHIP OF ACCOUNT - CONSUMER PURPOSE**

INDIVIDUAL/SINGLE PARTY  
 JOINT/MULTIPLE PARTY (LA/AL ONLY)  
 JOINT/MULTIPLE PARTY W/ SURVIVORSHIP (FL/MS/AL/TX ONLY)  
 TRUST \_\_\_\_\_  
 PAYABLE ON DEATH \_\_\_\_\_

**OWNERSHIP OF ACCOUNT - BUSINESS PURPOSE**

SOLE PROPRIETORSHIP  
 CORPORATION:  FOR PROFIT  NOT FOR PROFIT  
 PARTNERSHIP  LIMITED LIABILITY COMPANY  
 NON PROFIT ORGANIZATION  
 BUSINESS: \_\_\_\_\_

**ACCOUNT OWNER(S) NAME & ADDRESS**

CAPITAL AREA COMMUNITY ACTION AGENCY INC  
 OPERATING ACCOUNT  
 309 OFFICE PLAZA DR  
 TALLAHASSEE FL 32301

**TYPE OF ACCOUNT**

CHECKING  SAVINGS  
 MONEY MARKET  CERTIFICATE OF DEPOSIT  
 NOW  \_\_\_\_\_

This is your (check one):  
 Permanent  Temporary account agreement.

DATE OPENED \_\_\_\_\_ BY \_\_\_\_\_  
 INITIAL DEPOSIT \$ \_\_\_\_\_  
 CASH  CHECK \_\_\_\_\_

**FIRST PARTY:**  
 HOME TELEPHONE # \_\_\_\_\_  
 BUSINESS PHONE # \_\_\_\_\_  
 DRIVER'S LICENSE # \_\_\_\_\_  
 EMPLOYER \_\_\_\_\_  
 MOTHER'S MAIDEN NAME \_\_\_\_\_  
 Name and address of \_\_\_\_\_  
 someone who will always \_\_\_\_\_  
 know your location: \_\_\_\_\_

**SECOND PARTY:**  
 HOME TELEPHONE # \_\_\_\_\_  
 BUSINESS PHONE # \_\_\_\_\_  
 DRIVER'S LICENSE # \_\_\_\_\_  
 EMPLOYER \_\_\_\_\_  
 MOTHER'S MAIDEN NAME \_\_\_\_\_  
 Name and address of \_\_\_\_\_  
 someone who will always \_\_\_\_\_  
 know your location: \_\_\_\_\_

THE UNDERSIGNED AGREE(S) TO THE TERMS STATED ON THIS PAGE AND ACKNOWLEDGE(S) RECEIPT OF A COPY HEREOF AND THE FOLLOWING DISCLOSURES, IN ADDITION TO A COMPLETED COPY OF THE BANK'S DEPOSIT AGREEMENT WHICH CONTAINS THE TERMS AND CONDITIONS OF THE ACCOUNT, AND UNDERSIGNED HEREBY AGREES TO THE TERMS OF THE DEPOSIT AGREEMENT AND THE FOLLOWING DISCLOSURES:

- Electronic Funds Transfer Disclosure
- Privacy Policy
- Truth in Savings Disclosure
- Funds Availability Disclosure

**W9 BACKUP WITHHOLDING CERTIFICATIONS**  
 (Non-"U.S. Persons" - Use separate form W-8)

By signing at right, I, \_\_\_\_\_, certify under penalties of perjury that the statements made in this section are true.

TIN: \_\_\_\_\_  
 The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number.

**Not Subject to Backup Withholding.** I am NOT subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.

**Exempt Recipient.** I am an exempt recipient under the Internal Revenue Service Regulations. Exempt payee code (if any) \_\_\_\_\_

FATCA Code. The FATCA code entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. N/A

**U.S. Person.** I am a U.S. citizen or other U.S. person (as defined in the instructions).

[ \_\_\_\_\_ ]  
 X \_\_\_\_\_ DATE \_\_\_\_\_  
 SSN \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 ID TYPE/# \_\_\_\_\_  
 ISSUE DATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

[ \_\_\_\_\_ ]  
 X \_\_\_\_\_ DATE \_\_\_\_\_  
 SSN \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 ID TYPE/# \_\_\_\_\_  
 ISSUE DATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

[ \_\_\_\_\_ ]  
 X \_\_\_\_\_ DATE \_\_\_\_\_  
 SSN \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 ID TYPE/# \_\_\_\_\_  
 ISSUE DATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

[ \_\_\_\_\_ ]  
 X \_\_\_\_\_ DATE \_\_\_\_\_  
 SSN \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 ID TYPE/# \_\_\_\_\_  
 ISSUE DATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

**AUTHORIZED SIGNER**

[ \_\_\_\_\_ ]  
 X TIM CENTER DATE \_\_\_\_\_  
 SSN \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 ID TYPE/# \_\_\_\_\_  
 ISSUE DATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_



### Signature Card for Additional Signers

ACCOUNT NUMBER  
3071511

THE UNDERSIGNED AGREE(S) TO THE TERMS STATED ON THIS PAGE AND ACKNOWLEDGE(S) RECEIPT OF A COPY HEREOF AND THE FOLLOWING DISCLOSURES, IN ADDITION TO A COMPLETED COPY OF THE BANK'S DEPOSIT AGREEMENT WHICH CONTAINS THE TERMS AND CONDITIONS OF THE ACCOUNT, AND UNDERSIGNED HEREBY AGREES TO THE TERMS OF THE DEPOSIT AGREEMENT AND THE FOLLOWING DISCLOSURES:

- Electronic Funds Transfer Disclosure
- Funds Availability Disclosure
- Truth in Savings Disclosure

(1):  NINA SINGLETON SELF DATE \_\_\_\_\_  
 SSN \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 ID TYPE/# \_\_\_\_\_  
 ISSUE DATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

(2):  KARA PALMER SMITH DATE \_\_\_\_\_  
 SSN \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 ID TYPE/# \_\_\_\_\_  
 ISSUE DATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

(3):  LAUREN JOHNSON DATE \_\_\_\_\_  
 SSN \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 ID TYPE/# \_\_\_\_\_  
 ISSUE DATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

(4):  DERRICK JENNINGS DATE \_\_\_\_\_  
 SSN \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 ID TYPE/# \_\_\_\_\_  
 ISSUE DATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

(5):  QUINCEE MESSERSMITH DATE \_\_\_\_\_  
 SSN \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 ID TYPE/# \_\_\_\_\_  
 ISSUE DATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

(6):  BRENT COUCH DATE \_\_\_\_\_  
 SSN \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 ID TYPE/# \_\_\_\_\_  
 ISSUE DATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

(7):  \_\_\_\_\_ DATE \_\_\_\_\_  
 SSN \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 ID TYPE/# \_\_\_\_\_  
 ISSUE DATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

(8):  \_\_\_\_\_ DATE \_\_\_\_\_  
 SSN \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 ID TYPE/# \_\_\_\_\_  
 ISSUE DATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

(9):  \_\_\_\_\_ DATE \_\_\_\_\_  
 SSN \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 ID TYPE/# \_\_\_\_\_  
 ISSUE DATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

(10):  \_\_\_\_\_ DATE \_\_\_\_\_  
 SSN \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 ID TYPE/# \_\_\_\_\_  
 ISSUE DATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

(11):  \_\_\_\_\_ DATE \_\_\_\_\_  
 SSN \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 ID TYPE/# \_\_\_\_\_  
 ISSUE DATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

(12):  \_\_\_\_\_ DATE \_\_\_\_\_  
 SSN \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 ID TYPE/# \_\_\_\_\_  
 ISSUE DATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

(13):  \_\_\_\_\_ DATE \_\_\_\_\_  
 SSN \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 ID TYPE/# \_\_\_\_\_  
 ISSUE DATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

(14):  \_\_\_\_\_ DATE \_\_\_\_\_  
 SSN \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 ID TYPE/# \_\_\_\_\_  
 ISSUE DATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

**INTERNAL USE ONLY**

Short Name:

Sys Type:

Linkage:

# Capital Area Community Action Agency

## CHIEF EXECUTIVE OFFICER REPORT MARCH 2020

### Administrative

- The audit with Thomas Howell Ferguson CPA firm has begun and auditors will be on sight for a second week in April.
- We implemented new screening of clients entering the Agency to address concerns regarding the COVID-19 pandemic. Cleaning of surfaces and entry points is happening regularly. Office closures are eminent give federal and state guidance.

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

### Programmatic

- Eastpoint Wildfire Emergency Recovery Response – Staff are working with the County to resolve outstanding issues regarding the final five clients in trailers. Trailers are being transferred to Tri-County or transferred to clients where appropriate.
- Management is working on new grant opportunities with the Department of Economic Opportunity to help manage disaster relief efforts for the region. This will assume a quarterback position for more than 30 counties in coordination with our neighboring Community Action agencies.
- Working with TYCO/Johnson Controls to review video and security monitoring at Head Start Centers. We will seek funding through E-Rate to facilitate these improvements.
- All Getting Ahead classes are suspended through the pandemic response.

***Impact: Redesigning entitlement programs to toward more independency services.***

### Communications and Outreach

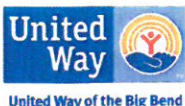
- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region.
- Working with Brooke Brunner and Superintendent Hanna on the partnership of professional development to improve outcomes for students. The initiative is called Forward Leon.
- A new local podcast promoted the conversation about economic segregation - <https://bit.ly/3dfh5ks>

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

### Resource Development

- Staff are working on the grant applications for Community Human Services Partnership grant application for Head Start and Getting Ahead. The application is due March 31, 2020.

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



309 Office Plaza Drive • Tallahassee, Florida • 32301 •

850.222.2043

[www.CapitalAreaCommunityActionAgency.org](http://www.CapitalAreaCommunityActionAgency.org)



**Out of Office**

- N/A

**Upcoming Events**

- N/A
-

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



309 Office Plaza Drive • Tallahassee, Florida • 32301 •

850.222.2043

[www.CapitalAreaCommunityActionAgency.org](http://www.CapitalAreaCommunityActionAgency.org)





**Nonprofit Information:**

<b>Organization Name:</b>	<b>Capital Area Community Action Agency</b>
<b>Address:</b>	309 Office Plaza Drive, Tallahassee, Florida 32301
<b>Contact Person (submitting report):</b>	Tim Center
<b>Contact Email Address:</b>	tim.center@cacaainc.org

**Provide a brief overview of your organization and its mission:**

The Capital Area Community Action Agency is an antipoverty safety-net program that provides 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. With self-sufficiency as the goal, Community Action has expanded its focus with a research-based curriculum called Getting Ahead in the Workplace to assist the Asset-Limited, Income-Constrained, Employed (ALICE - working poor).

**Provide a brief synopsis of the project or program funded by this award:**

Community Action used the grant to develop an economic development program for employers and the ALICE population (the working poor) in combination with another agency, ECHO. Together, we were able to develop an employer resource network among major employers with a employee stabilization effort through the Getting Ahead in the Workplace set of classes. The Getting Ahead program provides resource development skills that assist employees to minimize the negative impact of incidents such as a transportation troubles, child care, health care, and more, and improve their attendance. This reduces turnover and improves organizational effectiveness. Working with ECHO, two classes were held concurrently.

**Give a general breakdown of how the grant funds were spent:**

Lighting the Way grant funds will be used as follows:

- Staffing for Getting Ahead ALICE classes - \$35,000
- Materials and supplies for classes - \$8,000
- Meals for classes - \$3,000
- Stipends - \$18,000
- Case Management Assistance - \$11,000

**What impact has the project had?**

Nearly 90% of clients complete the Getting Ahead program. More than 20% pursued post-secondary education efforts. Nearly 60% increasing their savings. All clients maintain their employment or were promoted.

**Number of lives impacted by this award?**

30 clients are set to participate in the Getting Ahead classes.

**What are the organization's plans for continuing this work or project?**

Thanks to the Lighting the Way award, Community Action was able to leverage the success of the program with the United Way of the Big Bend to receive a grant to continue the work into 2020.

**Please complete the final report and return via email to  
[STFoundationAdmin@SunTrust.com](mailto:STFoundationAdmin@SunTrust.com) by December 31, 2019.**

If you have questions, please contact Renee Villanueva at [renee.villanueva@suntrust.com](mailto:renee.villanueva@suntrust.com).

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
JANUARY	1.1	The organization will provide DEO with a roster showing members of the low income sector.	On going	N/A	Completed
	1.3	The organization provides each customer with a customer satisfaction survey to determine how well customers are being served.	On going	N/A	
	2.1	The organization has demonstrated partnerships across the community with other anti-poverty organizations within the area by agreements and MOUs	On Going	N/A	
	2.3	The organization communicates to the community residence via the website. The website provides a list of programs the agency currently offers.	on going	N/A	
	2.4	The organization documents the number of volunteers and hours mobilized in support of its activities via sign in sheets.	on going	N/A	
	4.2	The Organization will complete, date and sign the Community Action Plan	On going	5/26/2020	
	4.3	The Organization will complete, date and have Community Action Plan signed by the Certified ROMA trainer or trainer on staff	On going	N/A	
MARCH	4.4	The governing board will receive annual updates on success on strategies included in the Community Action Plan	Annually	3/24/2020, Needs Board Approval	
	4.5	The organization has a written succession plan in place for the CEO/ED, approved by the governing board, which contains procedures for covering an emergency/unplanned, short term absence of 3 months	Maintain	3/24/2020 Needs Board approval	
			Maintain	3/24/2020	
	5.1	The organization's governing board is structured in compliance with the CSBG Act according to the Boards Bylaws and Board Roster 1. At least one third democratically-selected representatives of the low-income community; 2. One-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interest in the community.	On Going	3/24/2020 Needs Board Approval	
	5.2	The organization's governing board has written procedures that document a democratic selection process for low-income board members according to the bylaws including procedure to document democratic selection	On Going	3/24/2020 Needs Board approval	
	5.5	The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws	Maintain	N/A	
	5.7	The organization has a process to provide a structured orientation for governing board members within 6 months of	Maintain	N/A	
	5.9	The organization's governing board receives programmatic reports at each regular board meeting	Maintain	3/24/2020	
	6.5	The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.	Annually	3/24/2020	
	7.2	The organization make available the employee handbook (or personnel policies in case without a handbook) to all staff and notifies staff of any changes.	Maintain	N/A	
MAY	7.4	The governing board conducts a performance appraisal of the CEO/executive director within each calendar year.	Annually	5/26/2020 Needs Board Review	
	7.5	The governing board reviews and approves CEO/executive director compensation within every calendar year.	Annually	5/26/2020	
	7.6	The organization has a policy in place for regular written evaluation of employees by their supervisors	Maintain	N/A	
	7.7	The organization has a whistle blower policy that has been approved by the governing board.	Ongoing	N/A	
	7.8	All staff participates in a new employee orientation within 60 days of hire.	Ongoing	N/A	
	7.9	The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis. All participants will complete sign in sheets, received an agenda and training materials.	Maintain	N/A	
	8.1	The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant within the allotted timeframe of 1 year.	Annually		



Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	8.2	All finding from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate and board minutes will reflect the review of the audit.	Annually		
<b>JULY</b>	8.3	The organization's auditor presents the audit to the governing board.	Annually	7/28/2020 Needs board approval	
	8.4	The governing board formally receives and accepts the audit to reflect the approval of the audit by the board	Annually		
	8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	Annually		
	8.7	The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position and copies of the financial report will be	Ongoing		
	8.8	All required filings and payments related to payroll withholdings are completed on time.	Ongoing		
	8.9	The governing board annually approves an organization-wide budget.	Annually		
	8.12	The organization documents how it allocates shared cost through an indirect cost rate plan or through a written cost allocation plan.	Maintain		
	8.13	The organization has a written policy in place for record retention and destruction.	Maintain		
<b>SEPTEMBER</b>	9.1	The organization has systems in place to track and report client demographics and services customers receive via client intake system.	Ongoing		
	9.2	The organization has a system or systems in place to track family, agency, and/ or community outcomes via the intake	Maintain		
	9.3	The organization has presented to the governing board for review or action within the past 12 months, an analysis of the agency's outcomes and operational programs, adjustments and improvements identified via minutes, notes and reports	Annually		
	9.4	The organization submits its annual CSBG Information Survey data report and it reflects client demographics and organization-wide outcomes.	Annually		
<b>November</b>		<b>SUBMIT</b>			

# SOUTH CITY HEAD START

2813 S MERIDIAN ST  
TALLAHASSEE, FL 32301  
LEON COUNTY

**Provider Type**

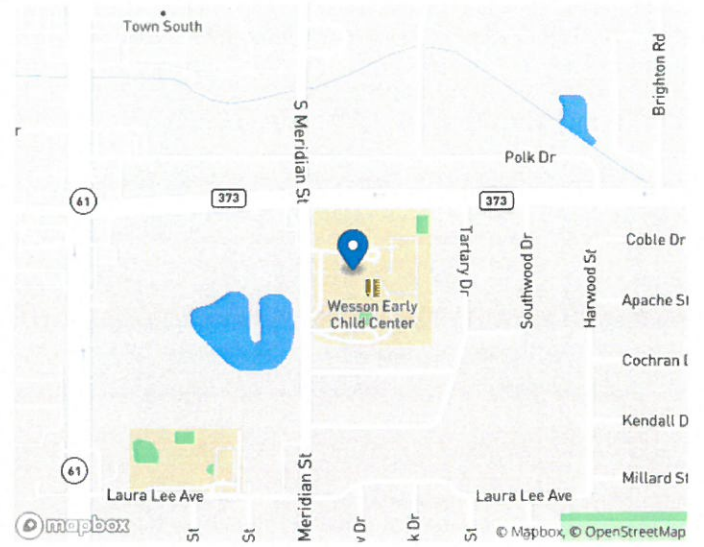
Private Center

**Coalition**

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

**Faith Based Provider**

No



# School-Year

Readiness Rate	Children Served	Children Meeting Substantial Completion	Children Screened	Children In Readiness Rate Calculation	Children Ready for Kindergarten	Children With Learning Gains	Details
<b>38</b> <b>2018-19</b> <b>SCHOOL-YEAR</b> Minimum Readiness Rate $\hat{=}$ 60/100	79	47	70	42 (53%)	15	<10	Low Performing Provider Provider on Probation
<b>34</b> <b>2017-18</b> <b>SCHOOL-YEAR</b> Minimum Readiness Rate $\hat{=}$ 60/100	82	65	76	61 (74%)	21		Low Performing Provider Provider on Probation
<b>39</b> <b>2016-17</b> <b>SCHOOL-YEAR</b> Minimum Readiness Rate $\hat{=}$ 60/100	64	34	52	31 (48%)	12		Low Performing Provider Provider on Probation
<b>N.R.</b> <b>2015-16</b> <b>SCHOOL-YEAR</b> Minimum Readiness Rate $\hat{=}$ 70/100	44	N/A	N/A	N/A	N/A		No providers received a 2015-16 readiness rate.
<b>N.R.</b> <b>2014-15</b> <b>SCHOOL-YEAR</b> Minimum Readiness Rate $\hat{=}$ 70/100	22	N/A	N/A	N/A	N/A		No providers received a 2014-15 readiness rate.
<b>N.R.</b> <b>2013-14</b> <b>SCHOOL-YEAR</b> Minimum Readiness Rate $\hat{=}$ 70/100	14	N/A	N/A	N/A	N/A		No providers received a 2013-14 readiness rate, as no children were screened on the FAIR-FS assessment.
<b>69</b> <b>2012-13</b> <b>SCHOOL-YEAR</b> Minimum Readiness Rate $\hat{=}$ 70/100	18	14	14	13 (72%)	<10		Low Performing Provider Provider on Probation
<b>50</b> <b>2011-12</b> <b>SCHOOL-YEAR</b> Minimum Readiness Rate $\hat{=}$ 70/100	19	12	14	8 (42%)	<10		Low Performing Provider Provider on Probation
<b>77</b> <b>2010-11</b> <b>SCHOOL-YEAR</b> Minimum Readiness Rate $\hat{=}$ 70/100	19	14	16	13 (68%)	10		

# Readiness Rate Guide

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

## Terminology

### Readiness Rate

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

### Maximum Rate

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

### Minimum Rate

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

### Low Performing Provider

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

### Program Type

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

### Florida Kindergarten Readiness Screener (FLKRS)

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

## Children Included in Readiness Rate Calculation

### Children Served

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

### Children Meeting Substantial Completion

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

### Children Screened

Number of children who were screened on FLKRS.

### Children in Readiness Rate Calculation

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

## Readiness Rate Results

### Children Ready for Kindergarten

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

### Children with Learning Gains

Number of children included in the readiness rate who demonstrated gains from the VPK assessment. Percentage represents children with learning gains divided by the number of children in the readiness rate calculation.

## Providers Not Included in the Readiness Rate

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

## Program Year Specifics

This section of the guide lists changes between program years.

### VPK Program Year 2018-19 forward

- Readiness Rate includes points added for learning gains, calculated as the percent of children included in the readiness rate who demonstrated gains from the VPK assessment multiplied by 0.1.

### VPK Program Year 2016-17 forward

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

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

- No providers received a readiness rate.

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

- FLKRS included a subset of the Early Childhood Observation System™ (ECHOSTM) and the Florida Assessments for Instruction in Reading (FAIR)

- Readiness for kindergarten on EHOSTM is demonstrating or emerging/progressing.
- Readiness for kindergarten on FAIR is a probability of reading success at or above 67%.
- Maximum Rate: 100
- Minimum Rate: 70



# LOUISE B. ROYAL HEAD START

1124 N DUVAL ST  
TALLAHASSEE, FL 32303  
LEON COUNTY

**Provider Type**

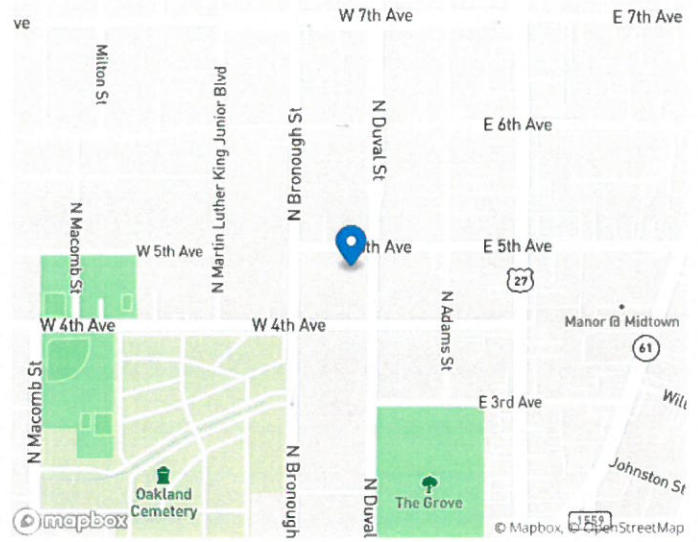
Private Center

**Coalition**

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

**Faith Based Provider**

No



# School-Year

Readiness Rate	Children Served	Children Meeting Substantial Completion	Children Screened	Children In Readiness Rate Calculation	Children Ready for Kindergarten	Children With Learning Gains	Details
<p><b>15</b> 2018-19 SCHOOL-YEAR</p> <p>Minimum Readiness Rate <math>\hat{60/100}</math></p>	15	14	14	13 (87%)	<10	<10	<p><b>LPP</b> Low Performing Provider</p> <p><b>POP</b> Provider on Probation</p>
<p><b>40</b> 2017-18 SCHOOL-YEAR</p> <p>Minimum Readiness Rate <math>\hat{60/100}</math></p>	32	26	30	25 (78%)	10		<p><b>LPP</b> Low Performing Provider</p>
<p><b>25</b> 2016-17 SCHOOL-YEAR</p> <p>Minimum Readiness Rate <math>\hat{60/100}</math></p>	27	18	25	16 (59%)	<10		<p><b>LPP</b> Low Performing Provider</p>
<p><b>N.R.</b> 2015-16 SCHOOL-YEAR</p> <p>Minimum Readiness Rate <math>\hat{70/100}</math></p>	21	N/A	N/A	N/A	N/A		No providers received a 2015-16 readiness rate.
<p><b>N.R.</b> 2014-15 SCHOOL-YEAR</p> <p>Minimum Readiness Rate <math>\hat{70/100}</math></p>	30	N/A	N/A	N/A	N/A		No providers received a 2014-15 readiness rate.
<p><b>N.R.</b> 2013-14 SCHOOL-YEAR</p> <p>Minimum Readiness Rate <math>\hat{70/100}</math></p>	34	N/A	N/A	N/A	N/A		No providers received a 2013-14 readiness rate, as no children were screened on the FAIR-FS assessment.
<p><b>74</b> 2012-13 SCHOOL-YEAR</p> <p>Minimum Readiness Rate <math>\hat{70/100}</math></p>	30	24	24	19 (63%)	14		
<p><b>85</b> 2011-12 SCHOOL-YEAR</p> <p>Minimum Readiness Rate <math>\hat{70/100}</math></p>	21	15	17	13 (62%)	11		
<p><b>67</b> 2010-11 SCHOOL-YEAR</p> <p>Minimum Readiness Rate <math>\hat{70/100}</math></p>	33	23	31	21 (64%)	14		<p><b>LPP</b> Low Performing Provider</p> <p><b>POP</b> Provider on Probation</p>

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**Capital Area Community Action Agency, Inc.**  
**COO Summary of Programs**  
**For the Month of February 2020**

PROGRAMS:  County	Getting Ahead	Staying Ahead	Emergency Services	WAP Contract 2017 - 2020		
	Enrollments or Recruits	Active Participants	Households Served	Units Projected	In Progress	Completed
Calhoun*	0	4	2	14	2	0
Franklin	5	0	9	9	1	2
Gadsden*	0	2	25	19	3	3
Gulf*	0	0	6	9	1	0
Jefferson*	0	9	21	9	2	3
Leon	14	5	149	72	4	49
Liberty	0	0	9	8	0	0
Wakulla*	0	4	18	12	0	4
Train the Trainer	12	12	N/A			
<b>TOTALS</b>	<b>31</b>	<b>36</b>	<b>239</b>	<b>152</b>	<b>13</b>	<b>61</b>

\*Still recruiting. New GA classes not started yet.

HEAD START 2019/20 Enrollments	Franklin	Jefferson	Mabry	Royal	South City	Total
# of Students Registered @ 2/29/2020	16	32	83	56	183	370
# of Student Withdrawals for month	1	1	0	1	5	8
# of Vacancies over 30 days	0	0	0	0	0	0
# of Students on Wait List	0	4	14	8	19	45
# of VPK Students Registered	N/A	N/A	19	29	59	107
Funded Enrollment	17	33	83	57	188	378
Center Enrollment %	94.12%	96.97%	100.00%	98.25%	97.34%	97.88%
Average Daily Attendance (ADA)	73.10%	75.76%	80.93%	87.37%	80.53%	80.90%

**NOTES:**

Students with IEP's 21  
Students with Concerns 32  
In Compliance? No

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



# Capital Area **Community Action** Agency

## MEMORANDUM

TO: TIM CENTER, CEO

FROM: Nina Self, COO

DATE: March 18, 2020

RE: Notes to February 2020 Program Reports

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The following are notes to the COO Summary of Programs:

### **PROGRAMS**

Spring semester of Getting Ahead classes have started. Currently there are two classes in Leon, and one in Franklin. We have also begun a "Train the Trainer" class with 12 participants who are either staff members or graduates from a previous Getting Ahead class. Those enrolled are actually investigating their own life as participants in the class, and having discussions and taking notes on facilitating each segment. Once completed they will be prepared to co-facilitate a class.

We completed the class "Getting Ahead While Getting Out" that was being held with participants in the Gadsden County Jail. Five of the eight participants completed the class. Some were released from custody before the class was over. The jail will hold a recognition event for those that completed the program. Once they are released they will enroll in the Staying Ahead program so we can assist them with their goals.

All Getting Ahead classes have been suspended until further notice due to the COVID-19 pandemic.

### **STAFFING**

#### **New Employees**

There were no new employees hired since the last report in December.

#### **Vacancies**

We are still recruiting for a Teacher in Franklin County for the fall, and a Case Manager for our Gadsden County office.

#### ***Teacher – Franklin County***

The Head Start Teacher prepares and implements appropriate curriculum and performance standards for 3 and 4 year-old students, conducts ongoing observations, assessments and maintains anecdotal records for



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children. The Teacher also supervises the Teacher Assistant assigned to the class. A Bachelor's degree in Early Childhood Development or related field is required, and at least two (2) years' experience in child care in a classroom setting. An A.S. degree in Early Childhood with at least 2 years classroom experience may substitute for the Bachelor's degree. This is a 10-month position, summers off. Salary Range: \$13.50 – \$16.00/hour based on experience and credentials.

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

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

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

### **OTHER**

- Participated in the "Read Across America" event. Read books to a three year-old class at South City Head Start. It was a fun experience.
- Attended the annual Human Resources and Employee Benefit Legal Update Workshop sponsored by our liability insurance carrier, HUB International. The topic was Coronavirus (COVID-19) in the Workplace: Legal and Regulatory Considerations.
- Participated in a Webinar sponsored by the Society for Human Resource Management (SHRM) titled, "CDC Update: How Business, Workers and Workplaces Should Respond to COVID-19."
- Attended United Way of Big Bend Quarterly Meeting for their funded agencies. Great networking event with the opportunity to learn what our non-profit partners in the community are doing.
- Worked with realtor to locate and visit potential sites for a new Head Start in Leon County. We will be losing two classrooms at South City, and we need to move one from Mabry in the new school year.
- Met with attorney assigned by our liability insurance carrier to discuss a new EEOC complaint filed against the agency.

# Capital Area Community Action Agency

## MEMORANDUM

**TO:** Tim Center, Chief Executive Officer  
**FROM:** **Melissa Watson**  
**RE:** Board Update for February  
**DATE:** **March 18, 2020**

### Getting Ahead Report

#### Current Enrollments as of 02/29/2020

County	Starting Enrollments	Current Enrollments	*Group A	*Group B	*Group C	*Group D- ALICE
Calhoun/Liberty	Recruiting					
Gadsden	Recruiting					
Jefferson	Recruiting					
Leon (a.m.)	7	7	3	4		
Leon (p.m.)	11	7	5	1	1	
Wakulla	TBD					
Franklin	11	5	5			
Gulf	TBD					
Trainers	12	12				

#### Calhoun/Liberty

- The class ended with a total of 7 (100%) participants completing the Getting Ahead workshop
- 1 of the 7 (14%) obtained her A.A. while in Getting Ahead
- 1 of the 7 (14%) enrolled in Law Enforcement class during Getting Ahead
- The case manager has partnered with North Florida Head Start which is under new management. They have requested Community Action to provide classes on site for the parents as well as the staff. The case manager is currently interviewing parents and working on the details

#### Gadsden

- We have completed our sessions with the female population in the Gadsden County Jail. We ended with 5 participants completing the program. The jail will hold their own transition program. We plan to continue to provide sessions within the jail.
- We are working with Ed Dixon to provide Getting Ahead for the GED class that is held at his office. There are 8 to 10 students working on their GED, who have been released from



incarceration. We are working on the details. The session will be held at the same site as the GED classes

### **Jefferson**

- The class ended on February 20, 2020, with 7 graduates.
- The transition ceremony was held on March 12, 2020 at First United Methodist Church.
- The case manager is currently recruiting for the next session. The class will start in April. The classes will be held at the local 4H office.

### **Wakulla**

- Wakulla has completed the Getting Ahead sessions.
- The class ended with 4 participants.
- We will celebrate the completing of the sessions by attending Olive Garden for a small dinner. The participants are deciding on date and time best for them
- 2 of the 4 (50%) have obtained employment while in Getting Ahead
- Efforts to recruit for a upcoming Getting Ahead class is currently underway

### **Leon**

- The class completed the Getting Ahead workshop on January 28, 2020. The class ended with a total of 10 participants
- The transition ceremony was held on February 18, 2020 at The Gathering from 6:00 p.m. to 8:00 p.m.
- Leon County currently has two Getting Ahead sessions. There is a morning class that started Monday, February 24, 2020 from 10:00 a.m. to 12:00 noon with 7 participants held at Career Source on Blairstone Road. The evening session began Tuesday February 25, 2020 from 6:00 p.m. to 8:00 p.m. with 7 participants at the American Red Cross 1115 Easterwood Drive Tallahassee Florida.

### **Franklin/Gulf**

- The Getting Ahead classes started on February 24, 2020 from 6:00 p.m. to 8:00 p.m. at the Carrabelle Library. There are 5 participants.

### **Train the Trainer**

We currently have a class that includes current employees and GA graduates that are training to be facilitators for GA sessions. There are 12 participants. Once completed they will be able to co-facilitate future GA classes which may allow us to hold more sessions.

# Capital Area **Community Action** Agency

## MEMORANDUM

**TO:** Tim Center, Chief Executive Officer  
**FROM:** Anne Robinson  
**RE:** Board Update for February 2020 Staying Ahead Program  
**DATE:** **March 18, 2020**

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### **Wakulla**

- Currently there are four active participants in the Staying Ahead program.
- 4 of the 4 (100%) are employed

### **Leon**

- Currently, there are five active participants in the Staying Ahead Program
- 1 of the 5 (20 %) is enrolled in Post-secondary education to obtain an L.P.N. Licensure
- 3 of the 5 (60 %) is employed full time
- 1 of the 5 (20%) is on maternity leave, she is scheduled to return to work in six weeks.

### **Jefferson**

- Currently there's nine active participant in Staying Ahead
- 1 of the 9 (11.11%) is currently enrolled in GED classes at Jefferson County School Board
- 5 of the 9 (55.56%) is gainfully employed
- 1 of the 9 (11.11%) is enrolled in an online Real Estate School to become a Real Estate Sales Associate
- 2 of the 9 (22.22%) is seeking employment and training
- 1 of the 9 (11.11%) is dual enrolled in the CNA class and Child Development

**Gadsden**

- Currently there are two active participants in Staying Ahead
- 1 of the 2 (50%) is gainfully employed full time with the Head Start program, Capital Area Community Action.
- 1 of the 2 (50%) is seeking full time employment and volunteering at a Nursing Home to gain experience.

**Calhoun/Liberty**

- Currently there are four active participants in Staying Ahead
- 3 of the 4 (75%) is employed
- 2 of the 4 (50%) is enrolled in Post- Secondary School

**Franklin**

- Currently there are not any active participants in Staying Ahead at this time.

## **CASE MANAGER HIGHLIGHTS BY COUNTY – February/March 2020**

### Calhoun County - Peggy Sullivan, Case Manager

After several years of negotiating with North Florida Development Center we came to an agreement to have a Getting Ahead class at their facility with their parents. The class would include staff as well as advocates. As part of the agreement they would allow us to use a space at their facility, one day a month to provide LIHEAP outreach to their parents.

I was able to form a partnership with Liberty County Disadvantaged Transportation. This partnership would allow my Getting Ahead clients in need of transportation a way to class at no charge. It would also allow them to have transportation to go to college in the surrounding areas. There's not any Uber, taxi, or public transportation in Calhoun, Gulf or Liberty Counties. The transit for these counties is based on medical and grocery shopping (life sustaining) needs for the elderly, medically needy low income without other sources.

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

I attended VITA workshops which allowed me the opportunity to work with residents of Jefferson and surrounding counties. The VITA workshops enabled me to have a better understanding of tax preparation. The VITA representative was able to provide a big savings to low income individuals and the customers were shown a cost comparison if they had gone with another company. These participants voiced their happiness concerning their taxes and savings.

I've also been involved with the ABC 123 program. This program focuses on reading literacy for children of Jefferson county ranging from 3-11 years of age. The program provides a dinner followed by games, activities and books which can be taken home for future reading. Each family unit is given a book along with games and activities. This program has shown great turnout and parent participation. All of the participants that attend the ABC 123 program received information regarding the Getting Ahead program.

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

I was instrumental with the sale of a travel trailer to one of the Lime Rock fire survivors.

I met with Deborah Belcher, CDBG Grant Writer/Manager, to discuss long term housing plan for the remaining fire survivors without permanent housing.

I also participated in an Interagency Agreement meeting at Franklin County School District Office to review agreement and discuss services available for families of children with disabilities and/or at risk of developmental delays. I provided information about the Getting Ahead program to all that was in attendance.

Leon County – Marcellas Durham and Ann Susco, Case Managers

Marcellas and Ann presented information about the Getting Ahead program to World Class Academy. This was an opportunity for the cosmetology academy students to learn about the Getting/Staying Ahead Program and what the program could provide them for improving their future endeavors. World Class Academy is a program for cosmetology, barbering, nail technician and esthetician. The classes are held every Tuesday from 9:30am -9pm for a month. After successful completion of the classes the participants take the State test and obtain their certification in their specific area of expertise.

Five staff members attended a one day conference at Florida State Conference Center entitled "Instilling Hope1X". The focus of this conference was to help the community learn about the prevalence of trauma to raise awareness and building resilience within our community.

Members from the Family Support Service Program read books of interest to the children at all of the agencies head start centers.

# Capital Area Community Action Agency

## MEMORANDUM

**TO:** Tim Center, Chief Executive Officer  
**FROM:** Victoria Mathis, Emergency Services Program Manager  
**RE:** Board Update for February 2020 – *Emergency Services*  
**DATE:** March 13, 2020

### *National Performance Indicator*

*Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential By Strengthening Family and Other Supportive Environments. This report started October 1st 2019 and will end September 30<sup>th</sup> 2020.*

### *Low Income Home Energy Assistance Program*

Below is the total unduplicated number of households/individuals served for February 2020.

County	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	April 2020	May 2020	June 2020	July 2020	Aug 2020	Sept. 2020	County
<i>Calhoun</i>	36/73	19/45	13/24	23/46	2/49								93/237
<i>Franklin</i>	33/63	7/13	1/4	12/23	9/20								62/123
<i>Gadsden</i>	22/67	18/41	19/47	21/39	25/57								105/251
<i>Gulf</i>	15/31	7/12	6/6	5/5	6/8								39/62
<i>Jefferson</i>	14/31	19/46	31/55	22/34	21/64								107/230
<i>Leon</i>	258/754	171/510	186/559	228/654	149/393								992/2870
<i>Liberty</i>	8/15	9/19	4/8	16/35	9/23								46/100
<i>Wakulla</i>	25/83	5/11	7/19	12/21	18/39								67/173
<b>Total</b>	411/1117	255/697	267/722	339/857	239/653								1511/4046

Additional information listed below:

Number of Single Parent's assisted.

Female	112
Male	10
Total Emergency Services Utility Assistance (from Donated Funds) = 47	
Rent Assistance (FEMA) = 5	



# Capital Area Community Action Agency

## MEMORANDUM

**FROM:** Terry Mutch

**RE:** Weatherization Assistance Program

**DATE:** March 6, 2020

**Current total contract amount:** \$2,140,708

**Completion date:** September 30, 2020.

As of March 6 2020, 94 homes have been processed and inspected. Of those 94 homes, 61 homes have been completed and inspected, 13 homes are currently in pre-inspection, bid process or are currently in the process of being weatherized and 20 homes are in postponement/deferral stage due to client or dwelling issues.

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

### Weatherization at a Glance

County	2015-16 Contract Units Completed	2016-17 Contract Units Completed	2017-2020 Contract Units Projected*	2017-2020 Contract Units In progress	2017-2020 Contract Units Completed
Calhoun	-	-	14	2	0
Franklin	2	0	9	1	2
Gadsden	11	4	19	3	3
Gulf	2	2	9	1	0
Jefferson	2	3	9	2	3
Leon	51	36	72	4	49
Liberty	-	0	8	0	0
Wakulla	4	2	12	0	4
<b>Total</b>	<b>72</b>	<b>47</b>	<b>152</b>	<b>13</b>	<b>61</b>

# Capital Area **Community Action** Agency

## **MEMORANDUM**

**TO:** Head Start Policy Council and Board of Directors  
**FROM:** Tim Center, CEO and Head Start Director  
**RE:** Head Start Director's Report  
**DATE:** March 19, 2020

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

### **Staffing**

With the COVID-19 pandemic response, we are following the state Board of Education direction to local school districts and plan to keep Centers closed during through April 15. Staff salaries and benefits will be uninterrupted during this time per Department of Health and Human Services guidelines.

### **Facilities**

All facilities will get a deep cleaning of all materials and surfaces on Monday, March 23<sup>rd</sup>. The HVAC is being replaced at Mabry Head Start. The monthly rent will be adjusted up slightly. We continue to review alternative facility options and plan to pursue disaster relief funding through Head Start.

### **Curriculum**

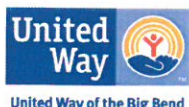
Staff are reviewing online professional development options for teachers who are home during the closure. Available funds are being used to implement a professional development plan developed in concert with Teaching Strategies to implement the Creative Curriculum.

### **Enrollment**

Centers are at full enrollment. Re-enrollment is taking place now and registration recruitment will begin in the following weeks.

### **Federal and State Regulations**

HHS reports that DRS decisions are being made and timely notice will be given to grantees.



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# Capital Area Community Action Agency

## MEMORANDUM

TO: Tim Center, Chief Executive Officer  
FROM: Venita Treadwell, Early Childhood Education Manager  
RE: Board Report  
DATE: March 12, 2020

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We are entering the last quarter of school and are preparing for transition programs. Our Leon County Head Start Centers will have transition programs on Thursday, May 14, 2020, at the Tallahassee Community College Auditorium. Jefferson County Head Start is planning a Friday, May 15<sup>th</sup> Program (location to be determined) and Franklin Head Start will have transition program on Friday, May 8<sup>th</sup>; no location at this time. Transition is a big highlight in the Head Start Program. I have contacted Ms. Brooke Brunner of Leon County Schools and Ms. Eaton at Somerset Elementary in Jefferson County to share our transition goals. Franklin County is still pending. I look forward to working together to accomplish these transition goals:

- Inform parents of all Kindergarten Orientation dates using posters, flyers, Facebook, and parent newsletters.
- Inform parents of any Summer Enrichment Programs that the schools will be offering.
- Current handouts of what children are required to know on the first day of Kindergarten.
- Requesting elementary schools give short tours of the school to students transitioning out of Head Start and entering Kindergarten.
- Extend an invitation to have a representative from the school come and address the parents at the transition programs. The address would be two-fold; the families would be welcomed to the new schools and a brief overview of expectations.
- Handouts for all families so that parents can work with children over the summer months to keep their skills sharp.

We continue to have monthly Education Team and Center Director Meetings. We will be focusing on the Head Start Management Systems Wheel, preparing for the final assessments on the children, and transition programs.

Safety drills are going very well and the teaching staff has done a great job working with the children to ensure that the safety procedures we were trained on in January are being practiced on a regular basis.



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We have completed two assessment periods for both VPK and Star Renaissance. Star Renaissance is the exact same screener used by the school system to assess children entering Kindergarten. Screenings are being performed by Autumn Murphy, Speech and Language Specialist.

Our School Readiness Scores continue to be of concern; we are working very hard to coach teaching staff on classroom domains. Coaching is the highest level of professional development. It is also important to express that School Readiness Scores do not reflect the Social/Emotional component of being a successful early learner. We have identified students who require individualized attention and will be talking to all parents in March about action plans and how they can assist their children at home now and over the summer months to help get them ready for kindergarten.

The teachers are planning excellent field trips to complement the learning curriculum and it is a great opportunity for children to expand their world. Field trips bring curriculum topics to life for children; some trips have been to bakeries, clothing and fabric shops, and pet sanctuaries.

Center Directors traveled to Orlando, FL on March 4-6, 2020 for the Annual Florida Head Start Association Conference.

We have prepared, "Take Home Educational Packets" in the event the Coronavirus health concern causes a school closure. The packet includes math and literacy worksheets, information for parents about school readiness goals and how to talk to children about the coronavirus health concern; also Ready Rosie information.

Lastly, I want to acknowledge that the Education Team has been very busy this school year. Team development is very important to me and I have a desire to see the Education Team reach both the classroom and the community. On January 28, 2020, the Education Team and Family Engagement Team partnered with the Florida Head Start Association to sponsor an outdoor booth at the "Children's Week at the Capitol." Titus Sports Academy accompanied us and offered age-appropriate exercise for all children. It was a great day.

Family and Community Engagement Manager  
 Monthly Monitoring Report – February 2020

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
<b>PROGRAM STATUS (Monthly)</b>						
Number of Students Enrolled	16	32	83	56	183	<b>370</b>
Number of Student Withdrawals for Month	1	1	0	1	5	<b>8</b>
Number of Vacancies over 30 days	0	0	0	0	0	<b>0</b>
Number of Students on Wait List	0	4	14	8	19	<b>45</b>
Number of VPK Students Enrolled	N/A	N/A	19	29	59	<b>107</b>
<b>FAMILY STATUS</b>						
Number of Family Needs Assessment	17	33	83	57	188	<b>378</b>
<b>Family Partnership Agreement</b>						
Number of FPA Initiated (45)	17	33	83	56	148	<b>337</b>
Number of FPAs in progress (February)	17	33	83	56	148	<b>337</b>
Number of FPAs completed (May)						

Center	Head Start Enrollment and Attendance	
	Funded	Enrollment on 2/29/20 August Average Daily Attendance (ADA)
Franklin	17	16 73.10%
Jefferson	33	32 75.76%
Mabry	83	83 80.93%
Royal	57	56 87.37%
South City	188	183 80.53%
<b>Total</b>	<b>378</b>	<b>370</b> <b>80.90%</b>

## Family and Community Engagement Manager Monthly Monitoring Report – February 2020

<b>Number of Referrals (Review referrals)</b>	<b>Franklin</b>	<b>Jefferson</b>	<b>Mabry</b>	<b>Royal</b>	<b>South City</b>	<b>Total</b>
Emergency Assistance (Food, shelter, clothing)	3	1	7	5	26	42
Domestic Violence Referrals	0	0	0	0	0	1
Substance Abuse Referrals (prevention or treatment)	1	0	0	0	0	1
Child Abuse or Neglect Referrals	0	0	0	0	0	0
Assistance for incarcerated Family Members	2	0	0	0	0	2
Education Referral	8	0	4	2	0	14
Employment Referral	3	0	3	0	1	7
<b>Parent Meetings/Trainings</b>						
Parent Committee Meetings	1	1	1	1	1	5
Number of Parents at the Parent Committee Meetings	4	7	3	5	6	25
Number of Male Parents at Parent Committee Meetings	0	1	1	0	2	4
Number of parents Committee meetings attended (Family Advocate)	1	1	1	1	1	5
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	1	1	1	1	1	5
Number of Parents in attendance on Policy Council	1	1	2	2	2	8
Number of Coordinated Trainings for Policy Council	0	0	0	0	0	0
Number of Parenting Classes	0	0	0	0	0	0
Number of Family Activities/Events Coordinated	0	0	0	0	0	0
Number of Family Activities Specific to Male Engagement	0	0	0	0	0	0
Number of Parent Trainings Conducted	0	0	0	0	0	0
Number of Volunteer Orientations	0	0	0	0	0	0
<b>Home Visits</b>						
Required Home Visit Follow up (February)	0	0	0	0	0	0
Number of Additional Home Visits/Meetings	0	0	0	0	0	0
Number of Contacts documented in Case Notes	12	28	27	54	121	242
Number of Contacts documented per absenteeism	14	17	18	21	47	117



## Family and Community Engagement Manager Monthly Monitoring Report – February 2020

<b>Number of Files Reviewed</b>	84
<b>Review of Parent Board</b>	2
<b>Volunteers (PEC)</b>	
Number of Volunteers	65
Total of Program In kind	97 hours
<b>FAMILY AND COMMUNITY</b>	
Family Advocate Workers Meetings	1
Family Advocate Workers Trainings	1
Community Meetings	0

<b>Transportation</b>	
Field Trips	9
Maintenance	0
Trainings	0

Family and Community Engagement Manager  
 Monthly Monitoring Report – February 2020

<b>HEALTH SPECIALIST</b>		<b>Total</b>
<b>PRE-ENROLLMENT REQUIREMENTS</b>		
Up to date immunizations		365
Expired/Missing immunizations		5
Up to date Physicals		363
Expired/Missing Physicals		7
Number of Individual Health Care Plan		11
Number of Children with Health Insurance		337
<b>ENROLLMENT</b>		
Number of children with dental home		301
Number of dental homes referrals		0
Completed dental exams		116
Incomplete dental exams		254
Needed dental treatment		16
Receiving dental treatment		4
Completed dental treatment		0
Number of medical home		370
Number of medical home referrals to Advocates		0
<b>45 DAYS REQUIREMENT</b>		
Vision screenings		312
Vision referrals		8
Hearing screenings		291
Hearing Referrals		10
Growth Assessment		358
BMI Referrals		0



Family and Community Engagement Manager  
 Monthly Monitoring Report – February 2020

<b>90 DAYS REQUIREMENT</b>	<b>Total</b>
Number of dental home established	301
Number of dental exams	116
Number of children requiring dental treatment	4
Number of completed dental treatment	0
Hematocrit / Hemoglobin	161
Blood Lead	183
Blood Pressure	313
<b>NUTRITION</b>	
Number of Breakfast	4,459
Number of Lunch	4,676
Number of PM Snacks	4,371
Number of Children with Special Diets	15
<b>MONITORING ACTIVITIES</b>	
Health Files Review	10
Child Care Food Program Tool	1
Kitchen Inspection Tool	2

# Family and Community Engagement Manager

## Monthly Monitoring Report – February 2020

### Corrective Action and Follow Up

#### Funded Enrollment / Average Daily Attendance

- 378 were enrolled during the month of February. Franklin, Jefferson, Mabry, and South City were out of compliance with their Average Daily Attendance. Franklin had children out sick, Jefferson had children with chronic absences, Mabry also had students with chronic absences, and South City had a combination of children withdrawing and with chronic absences.

#### Monitoring

- Corrective actions were completed for the files monitored last reporting period. The next round of monitoring will take place during self-assessment and in April.

#### Parent Engagement

- The program continues to engage families through Readie Rosie, Volunteering, Parent Meetings, and Field Trips. The program is in the process of completing a new CHSP grant to provide funding for Parent Engagement activities.

# Family and Community Engagement Manager Monthly Monitoring Report – February 2020

## Strengths

The program is actively seeking new locations for the 2020-2021 school year, and funding may be available to support the process.

Head Start staff is becoming more involved with the Getting Ahead program with hopes of getting the families we serve involved.

The Family and Community Engagement Team met with Early Head Start to explore ways to strengthen the partnership.

The Family and Community Engagement Team met with Parks and Recreation to explore ideas on forming a partnership through their sports programs.

## Areas of Concerns and Barriers

School Readiness and VPK programs.

Replacing computers for Family Advocates

Maintaining wait lists, especially in the rural counties.

Families withdrawing from the South City location.

# Family and Community Engagement Manager Monthly Monitoring Report – February 2020

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

<b>Manager Monitoring Activities</b>
Verifying Head Start eligibility for all families enrolling in the program for the 2019-20 and 2020-21 school years.
PIR data
Monitoring recruitment activities
Monitoring Family and Community Engagement Activities

**Submitted by:** Darrel James

**Date:** 2-19-20

# Quality Counts

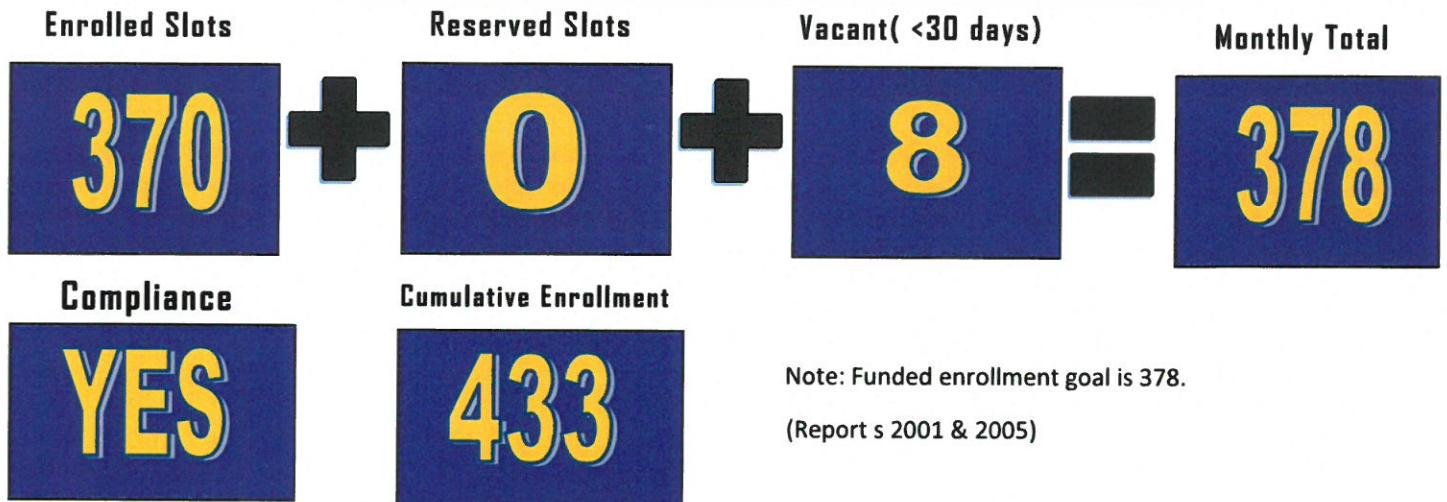
February 2020



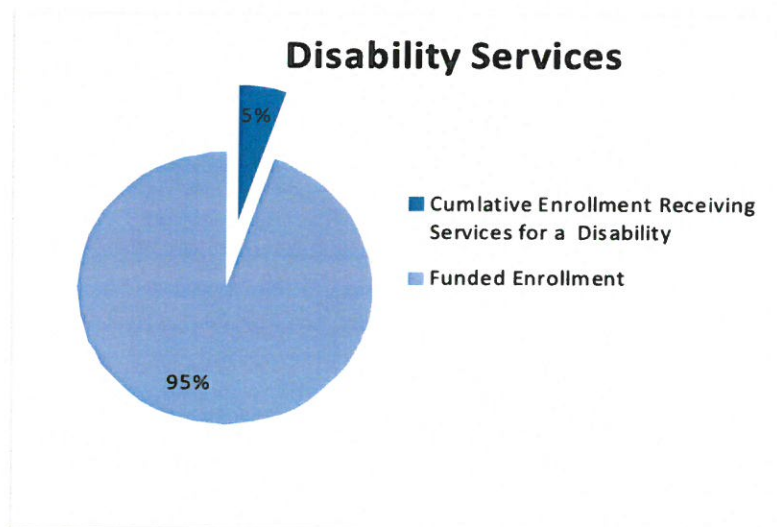
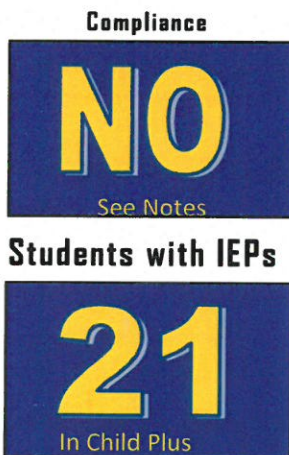
## Vital Statistics

### Enrollment

(Pulled beginning March 11, 2020 @ 1431 hours for February 1–29, 2020)



## Disability Services



(Report 3540)

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

#### NOTES:

- Per the 2016 Head Start ERSEA review protocol, programs are expected to reach the 10 percent requirement at any point during the program year. For reviews occurring between January and September, the program must have reached 10 percent at some time during the current program year.
- In addition to the students above, who are currently in Child Plus:
  - \* 17 students have information at LCS and we are awaiting testing results
  - \* 9 students are waiting on parents to provide proof of residency for LCS
  - \* 6 students are waiting on parental consent for testing



# Attendance

Compliance

**NO**

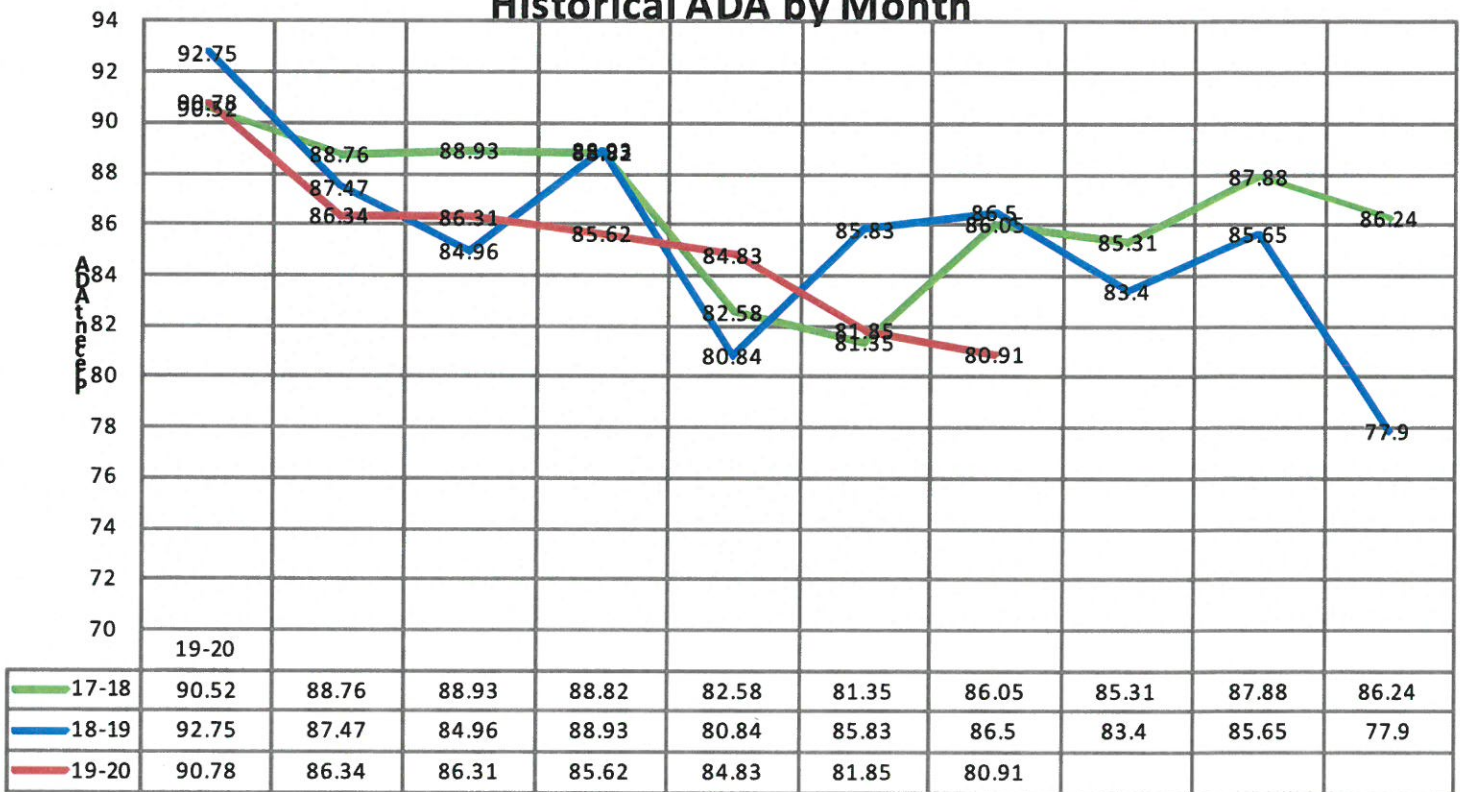
Funded Attendance

**79.79**

Actual Attendance

**80.91**

Historical ADA by Month



NOTES:

- 2019-2020 February attendance was lower than the historical average for this 5 year grant cycle.
- At this point in the school year 123 (~33%) students have been absent for between 10% and 20% of the days offered to them and are at risk of missing 10% of the program.
- At this point in the school year 96 (~25%) students have been absent for more than 20% of the days offered to them and are at risk of missing 20% of the program. (Report 2336 or 2306).

(Pulled February 11, 2020 beginning @ 1511 hours for February 1-29, 2020)





# 2019-2020 Goal Progress

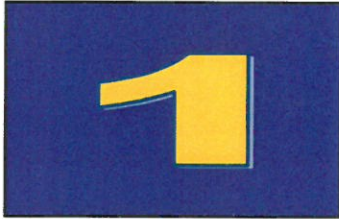


Long Term Goals	Short Term Objectives	Activities/Outcomes
Reduce the caseloads of Family Advocates to allow for more direct services to families.	Research ways that caseloads can be reduced. This includes a time study to see where they are currently focusing their efforts, and a possible redistribution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

# Department of Children & Families Violations

January 2020

## Inspections This Month



## Violations This Month



## Cumulative 19-20 Violations



(DCF Inspection Reports)

- Franklin County Head Start -No Inspection
- Jefferson County Head Start– Inspection 03/05/2020  
17-06 The facility's fencing walls or gate area had gaps that could allow children to exit the outdoor play area. CCF Handbook, Section 3.5.1, B (CLASS 2) Due 03/26/2020
- Louise B. Royal Head Start– Inspection 02/27/2020  
32-07 The ground cover or other protective surface under the [climber and swings] was not maintained. CCF Handbook, Section 3.12, D— (CLASS 3) Due 03/26/20
- South City Head Start– No Inspection
- Mabry Street Family Enrichment Center –No Inspection

Capital Area  
**Community  
Action**  
Agency

2020 Chairman Goals

(Childcare Centers ) – Brain storm to get parents involve

Use observations & assessments better to support every child's need across developmental domains.

Build a better continuous quality improvement

Create partnership to support quality

Support early care & workforce

Change head start time from 7:30 am to 7:00 am to allow parent to get to work instead of waiting for 30 mins. Some parents drive to Tallahassee, Madison, Thomasville and can't find babysitters in the mornings.

Improve head start test scores

Any legal matters less than < \$10,000 the CEO can authorize but let the board know. \$10,000 > I think the board needs to approve

( Just mentioning but the board needs to approve this )

(Weatherization & LIHEAP)

Seek more funding to support all & more projects

( Getting Ahead)

Add to the curriculum job & skills training to help students seek employment. And to get more students in rolled.

( Kids Retreat)

At the end of the school year host a one day event where kids and there parents can attend. Kids can play games, eat and have fun To seek feedback & there experience with our agency. This will insure that all parents have a voice with this agency. This will help us create a bond & trust to get more parents involve with CACAA. We listen, and we can fill in, any weak links in our agency.

( Mentors)

To create an idea to bring more mentors

(Reserve Funds & donations)

With NON-Profit organizations funds & donations is serious. I want to build up our reserves we can predict the future. But if something hits and the cost is critical. We need to be ready to respond. The reserves needs to be at a high dollar amount and remain high. Donations can help us in smaller areas to keep us from going over budget. So we do not keep pulling money from one fund to another. So we must create a network to keep donations coming consistent.

( Transportation)

To help the parents with no vehicle get there child to daycare each morning. If possible to seek a grant\sponsorship from the County, State or Federal Government to help kids get to school each morning and back home. Big Bend Transit cost is \$ 2.50 one way & round trip is \$ 5.00

Over all I am happy with the work our CEO & his staff is doing. This are my