

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	Completed
	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	Completed
	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	Completed
	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	Completed
	4.2	The Organization will complete, date and sign the Community Action Plan	On going	10/27/2020 Needs Board Approval	
MARCH	4.3	The Organization will complete, date and have Community Action Plan signed by the Certified ROMA trainer or trainer on staff	On going	10/27/2020 Needs Board Approval	
	4.4	The governing board will receive annual updates on success on strategies included in the Community Action Plan	Annually	5/26/2020 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	4/28/2020 Needs Board approval	

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	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	4/128/2020 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	4/28/2020 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 being seated.	Maintain	N/A	
	5.9	The organization's governing board receives programmatic reports at each regular board meeting	Maintain	4/28/2020	
	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	1/28/2020 Board Minutes	Completed
	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	5.8	Governing board members have been provided the training on their duties and responsibilities within the past two years.	Every 2-Years	5/26/2020 Needs Board Review	
	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	

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	7.5	The governing board reviews and approves CEO/executive director compensation within every calendar year.	Annually	5/26/2020 Needs Board Review	
	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		
	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		
JULY	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		

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	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 provided.	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		
SEPTEMBER	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 system.	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		
November		SUBMIT			

STANDARD 1.1

ROSTER OF LOW INCOME SECTOR BOARD MEMBERS

Sector: Low Income

Name	Entity Represented	Mailing Address & Email Address	Telephone #'s Office Fax Cell	Date when originally seated on board	Date when seated for current term	Expiration date of current term	Term Renewal
Mr. Derrick Jennings, Chair	Jefferson County	1095 1 st Street Monticello, FL 32344 Derrick.jennings36@yahoo.com	Cell: (850) 342-8015	11/15/16	11/15/16	11/2019	
Ms. Lauren Johnson, Member-at-Large	Leon County	3417 Sunnyside Drive Tallahassee, FL FSU_gurl18@yahoo.com	Cell: (850) 322-1749	Elected 11/10/16; Seated 11/15/16	11/15/16	11/2019	
Mr. Allen Jones	NAACP Gadsden County	96 Kirby Circle Havana, FL 32333 Justallen@aol.com	(850) 339-6042 (850) 251-9832	01/22/19	01/22/19	01/22/2022	

Bolded Names = Executive Committee

STANDARD 1.3

CUSTOMER SATISFACTION SURVEY AND RESULTS

Capital Area
Community Action
Agency

CUSTOMER SERVICE SURVEY

Thank you for coming to our agency. We hope that we were able to assist you. We want to know how we are doing. Thanks for your assistance.

1. How did you find out this Agency?
 Return client Another agency: _____
 Advertising _____ Website
2. How long did it take to schedule your appointment through the phone?
 First day I tried 2-3 days 4-7 days more than a week
3. How quickly were you seen by your Intake Specialist?
 Within 15 minutes of appointment time More than 15 minutes
4. What staff member worked with you?
5. Have you been here before? Y or N
6. Had you worked with this person before? Y or N
7. What kind of assistance did you need?
 Electric bill/Utilities Rent Assistance Other _____
8. Did you know what documents to bring? Y or N
9. Were we able to assist you directly with your issue? Y or N
10. If not, were we able to suggest another agency for referral? Y or N
11. How attentive was staff to your needs? Not Very Average Very
12. How understanding was staff to your needs? Not Very Average Very
13. How knowledgeable was staff? Not Very Average Very
14. Were you treated with respect? Y or N
15. How satisfied were you with our service? Not Very Average Very

Please share any comments or suggestions on the back. Return survey to the Receptionist.



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



Customer Service Survey Results 10/11/17-09/30/18

LEON

Return Client	Advertising	Another Agency	Website
Actual	Actual	Actual	Actual
745	108	45	33
1125%	12%	5%	4%
First Day I tried	2-3 Days	4-7 Days	More than a Week
Actual	Actual	Actual	Actual
808	226	119	91
1131%	81%	10%	7%
Within 15 Minutes of Appr. Time	More than 15 minutes		
Actual	Actual		
509	22		
5%	2%		

Other Agencies:

TOTAL	931
TOTAL	1244
TOTAL	931

Return Client	Advertising	Another Agency	Website
Actual	Actual	Actual	Actual
795	24		
100%	3%		

TOTAL	930
TOTAL	921
TOTAL	930

Other:

Return Client	Advertising	Another Agency	Website
Actual	Actual	Actual	Actual
906	24		
97%	3%		
921			
958			
100%			

TOTAL	931
TOTAL	931
TOTAL	931
TOTAL	931

How attentive was staff to your needs?	NOT VERY	AVERAGE	VERY
Actual	Actual	Actual	Actual
	5	926	99%
How understanding was staff to your needs?	NOT VERY	AVERAGE	VERY
Actual	Actual	Actual	Actual
	5	926	99%
How knowledgeable was staff?	NOT VERY	AVERAGE	VERY
Actual	Actual	Actual	Actual
	5	926	99%
Were you treated with respect?	YES	NO	
Actual	Actual	Actual	Actual
931		926	99%

TOTAL 88

NOT VERY	%	AVERAGE	VERY
Actual	10%	5	93%

GADSDEN

TOTAL 88

Return Client	%	Advertising	Another Agency	Website
Actual	73%	Actual 5	Actual 10	Actual 9
First Day I tried	%	2-3 Days	4-7 Days	More than a Week
Actual	%	Actual 15	Actual 14	Actual 5
Within 15 Minutes of Appt. Time	17%	16%	6%	
Actual	%	Actual		
88	100%	0%		

Other Agencies:

How quickly were you seen by your intake specialist?
 What staff member worked with you?

YES	NO
Actual	Actual
88	0%

Had you worked with this person before?

YES	NO
Actual	Actual
88	0%

What kind of assistance did you need?

Electric Bill/Utilities	Rental Assistance
Actual	Actual
88	0%

Did you know what documents to bring?

YES	NO
Actual	Actual
88	0%

Were we able to assist you already with your issue?

YES	NO
Actual	Actual
88	0%

How attentive was staff to your needs?

NOT VERY	%	AVERAGE	VERY
Actual	0%	3	97%

How understanding was staff to your needs?

NOT VERY	%	AVERAGE	VERY
Actual	0%	3	97%

How knowledgeable was staff?

NOT VERY	%	AVERAGE	VERY
Actual	0%	3	97%

85	97%	3	3%
AVERAGE			
Actual	%	Actual	%
32	100%	32	100%
TOTAL			
32		32	

85	97%	3	3%
AVERAGE			
Actual	%	Actual	%
32	100%	32	100%
TOTAL			
32		32	

85	97%	3	3%
AVERAGE			
Actual	%	Actual	%
32	100%	32	100%
TOTAL			
32		32	

85	97%	3	3%
AVERAGE			
Actual	%	Actual	%
32	100%	32	100%
TOTAL			
32		32	

85	97%	3	3%
AVERAGE			
Actual	%	Actual	%
32	100%	32	100%
TOTAL			
32		32	

85	97%	3	3%
AVERAGE			
Actual	%	Actual	%
32	100%	32	100%
TOTAL			
32		32	

85	97%	3	3%
AVERAGE			
Actual	%	Actual	%
32	100%	32	100%
TOTAL			
32		32	

85	97%	3	3%
AVERAGE			
Actual	%	Actual	%
32	100%	32	100%
TOTAL			
32		32	

85	97%	3	3%
AVERAGE			
Actual	%	Actual	%
32	100%	32	100%
TOTAL			
32		32	

JEFFERSON

TOTAL	32
TOTAL	32
TOTAL	32

Other Agencies:

Return Client	%	Actual	%	Another Agency	%	Website	%
32	100%	32	100%	0%	0%	0%	0%
First Day I tried	%	Actual	%	4-7 Days	%	More than a Week	%
30	94%	2	6%	0%	0%	0%	0%
Within 15 Minutes of Appt. Time	%	Actual	%				
32	100%	32	100%				

Advertising	%	Actual	%
0%	0%	0%	0%
2-3 Days	%	Actual	%
0%	0%	0%	0%
More than 15 minutes	%	Actual	%
0%	0%	0%	0%

Lucille Frazier	%	Actual	%
YES	100%	32	100%
NO	0%	0	0%

Electric BIRILITIES	%	Actual	%
31	97%	1	3%
NO	0%	0	0%

Electric BIRILITIES	%	Actual	%
31	97%	1	3%
NO	0%	0	0%

Electric BIRILITIES	%	Actual	%
31	97%	1	3%
NO	0%	0	0%

Electric BIRILITIES	%	Actual	%
31	97%	1	3%
NO	0%	0	0%

TOTAL	32
TOTAL	32
TOTAL	32

Other:

Return Client	%	Actual	%	Another Agency	%	Website	%
32	100%	32	100%	0%	0%	0%	0%
First Day I tried	%	Actual	%	4-7 Days	%	More than a Week	%
30	94%	2	6%	0%	0%	0%	0%
Within 15 Minutes of Appt. Time	%	Actual	%				
32	100%	32	100%				

Advertising	%	Actual	%
0%	0%	0%	0%
2-3 Days	%	Actual	%
0%	0%	0%	0%
More than 15 minutes	%	Actual	%
0%	0%	0%	0%

Lucille Frazier	%	Actual	%
YES	100%	32	100%
NO	0%	0	0%

Electric BIRILITIES	%	Actual	%
31	97%	1	3%
NO	0%	0	0%

Electric BIRILITIES	%	Actual	%
31	97%	1	3%
NO	0%	0	0%

Electric BIRILITIES	%	Actual	%
31	97%	1	3%
NO	0%	0	0%

Electric BIRILITIES	%	Actual	%
31	97%	1	3%
NO	0%	0	0%

TOTAL	32
TOTAL	32
TOTAL	32

Other:

Return Client	%	Actual	%	Another Agency	%	Website	%
32	100%	32	100%	0%	0%	0%	0%
First Day I tried	%	Actual	%	4-7 Days	%	More than a Week	%
30	94%	2	6%	0%	0%	0%	0%
Within 15 Minutes of Appt. Time	%	Actual	%				
32	100%	32	100%				

Advertising	%	Actual	%
0%	0%	0%	0%
2-3 Days	%	Actual	%
0%	0%	0%	0%
More than 15 minutes	%	Actual	%
0%	0%	0%	0%

Lucille Frazier	%	Actual	%
YES	100%	32	100%
NO	0%	0	0%

Electric BIRILITIES	%	Actual	%
31	97%	1	3%
NO	0%	0	0%

Electric BIRILITIES	%	Actual	%
31	97%	1	3%
NO	0%	0	0%

Electric BIRILITIES	%	Actual	%
31	97%	1	3%
NO	0%	0	0%

Electric BIRILITIES	%	Actual	%
31	97%	1	3%
NO	0%	0	0%

TOTAL	32
TOTAL	32

Were you treated with respect?	YES	NO	
Actual	%	Actual %	
32	100%	0%	
How satisfied were you with our service?	NOT VERY	AVERAGE	VERY
Actual	%	Actual %	Actual %
	0%	0%	100%

LIBERTY

How Did You Find out About this Agency?	Return Client	Advertising	Another Agency	Website
Actual	%	Actual %	Actual %	Actual %
57	95%	0%	3	5%
How long did it take to schedule your appointment through the phone?	First Day I tried	2-3 Days	4-7 Days	More than a Week
Actual	%	Actual %	Actual %	Actual %
57	95%	3	5%	0%
How quickly were you seen by your intake specialist?	Within 15 Minutes of Appt. Time	More than 15 minutes		
Actual	%	Actual %		
60	100%	0%		
What staff member worked with you?	Classless Medina =			
Actual	%	Actual %		
60	100%	0%		

Other Agencies:

Had you worked with this person before?	YES	NO
Actual	%	Actual %
60	100%	0%

What kind of assistance did you need?	Electric Bill/Rentals	Rental Assistance
Actual	%	Actual %
60	100%	0%

Did you know what documents to bring?	YES	NO
Actual	%	Actual %
60	100%	0%

Were we able to assist you directly with your issue?	YES	NO
Actual	%	Actual %
60	100%	0%

How attentive was staff to your needs?	NOT VERY	AVERAGE	VERY
Actual	%	Actual %	Actual %
	0%	0%	100%

How understanding was staff to your needs?	NOT VERY	AVERAGE	VERY
Actual	%	Actual %	Actual %
	0%	0%	100%

TOTAL	60
TOTAL	60

TOTAL	60
TOTAL	60

TOTAL	60
TOTAL	60

TOTAL	60
TOTAL	60

TOTAL	60
TOTAL	60

TOTAL	60
TOTAL	60

TOTAL	60
TOTAL	60

Actual	60
TOTAL	60
Actual	60
TOTAL	60

Actual	0%	Actual	0%	Actual	60	Actual	100%
How knowledgeable was staff?	0%	Actual	0%	Actual	60	Actual	100%
Were you treated with respect?	0%	Actual	0%	Actual	60	Actual	100%
How satisfied were you with our service?	0%	Actual	0%	Actual	60	Actual	100%

CALHOUN

Actual	65	Actual	94%	Actual	0%	Actual	4%	Actual	1	Actual	15%	
How Did You Find out About this Agency?	65	Return Client	94%	Advertising	0%	Another Agency	4%	Website	1	More than a Week	15%	
Actual	67	Actual	97%	Actual	1	Actual	1	Actual	1	Actual	0%	
How long did it take to schedule your appointment through the phone?	67	First Day / tried	97%	2-9 Days	1	4-7 Days	1	More than a Week	1	More than a Week	0%	
Actual	69	Actual	100%	Actual	0%	Actual	0%	Actual	0%	Actual	0%	
How quickly were you seen by your intake specialist?	69	Within 15 Minutes of Appt. Time	100%	More than 15 minutes	0%	Actual	0%	Actual	0%	Actual	0%	
What staff member worked with you?	69	Clearness Medication	100%	0%	Actual	0%	Actual	0%	Actual	0%	Actual	0%

Other Agencies:

Actual	69
TOTAL	69
Actual	69
TOTAL	69

Actual	68	Actual	99%	Actual	1	Actual	1%	Actual	3	Actual	100%
Had you worked with this person before?	68	Electric BILLING/Issues	99%	Rental Assistance	1	Other:	1%	Actual	3	Actual	100%
Actual	69	Actual	100%	Actual	0%	Actual	0%	Actual	69	Actual	100%
What kind of assistance did you need?	69	#DIV/0!	100%	0%	Actual	0%	Actual	69	Actual	100%	
Actual	69	Actual	100%	Actual	0%	Actual	0%	Actual	69	Actual	100%
Did you know what documents to bring?	69	Were we able to assist you directly with your issue?	100%	0%	Actual	0%	Actual	69	Actual	100%	
Actual	69	Actual	100%	Actual	0%	Actual	0%	Actual	69	Actual	100%
How attentive was staff to your needs?	69	How understanding was staff to your needs?	0%	0%	Actual	0%	Actual	69	Actual	100%	
Actual	69	Actual	0%	Actual	0%	Actual	0%	Actual	69	Actual	100%

TOTAL	69
TOTAL	69
TOTAL	69

	NOT VERY	AVERAGE	VERY
Actual	%	Actual	Actual
How knowledgeable was staff?	0%	0%	100%
Were you treated with respect?	NO	NO	NO
Actual	%	Actual	%
69	100%	69	100%
How satisfied were you with our services?	NOT VERY	AVERAGE	VERY
Actual	%	Actual	%
69	100%	69	100%

GULF

TOTAL	58
TOTAL	58
TOTAL	58

Other Agencies:

	Return Client	Advertising	Another Agency	Website
Actual	%	Actual	Actual	Actual
55	95%	0%	3	0%
Actual	%	Actual	Actual	Actual
55	95%	2	3	1
Within 15 Minutes of Appt. Time	More than 15 minutes	2-3 Days	4-7 Days	More than a Week
Actual	%	Actual	Actual	Actual
58	100%	2	3	1

	Pat Carroll =
Actual	%
58	100%

TOTAL	58
TOTAL	58
TOTAL	58

Other:

	YES	NO	
Actual	%	Actual	
58	100%	0%	
Actual	%	Actual	
58	100%	0%	
Did you know what documents to bring?	NO	NO	
Actual	%	Actual	
58	100%	0%	
Were we able to assist you directly with your issue?	NO	NO	
Actual	%	Actual	
58	100%	0%	
How attentive was staff to your needs?	NOT VERY	AVERAGE	VERY
Actual	%	Actual	%
58	100%	58	100%

\$8
TOTAL
\$8
TOTAL
\$8
TOTAL

How understanding was staff to your needs?	0%	0%	58	100%
How knowledgeable was staff?	0%	0%	58	100%
Were you treated with respect?	100%	0%		
How satisfied were you with our service?	0%	0%	58	100%

WAKULLA

TOTAL
25
TOTAL
25
TOTAL
25

How Did You Find out About this Agency?	Return Client	Advertising	Another Agency	Website
	Actual	Actual	Actual	Actual
	25	0%	0%	0%
How long did it take to schedule your appointment through the phone?	First Day I tried	2-3 Days	4-7 Days	More than a Week
	Actual	Actual	Actual	Actual
	23	2		
How quickly were you seen by your intake specialist?	Within 15 minutes of Appt. Time	More than 15 minutes		
	Actual	Actual		
	25	0%		
What staff member worked with you?	Lucille Frasier	NO		
	Actual	Actual		
	25	0%		

TOTAL
25
TOTAL
25
TOTAL
25

Had you worked with this person before?	#DIV/0!	#DIV/0!	
	Actual	Actual	
	0		
What kind of assistance did you need?	Electric BIRUBILES	Rental Assistance	
	Actual	Actual	
	25	0%	
Did you know what documents to bring?	YES	NO	
	Actual	Actual	
	25	0%	
Were we able to assist you directly with your issue?	YES	NO	
	Actual	Actual	
	25	0%	
How attentive was staff to your needs?	NOT VERY	AVERAGE	VERY
	Actual	Actual	Actual
			25
	0%	0%	100%

TOTAL
25
TOTAL
25
TOTAL
25

Other Agencies:	
TOTAL	25
TOTAL	25
TOTAL	25

TOTAL	25
TOTAL	25
TOTAL	26
TOTAL	26

	NOT VERY	AVERAGE	VERY
How understanding was staff to your needs?	Actual: 0%	Actual: 0%	Actual: 100%
How knowledgeable was staff?	Actual: 0%	Actual: 0%	Actual: 100%
Were you treated with respect?	Actual: 100%	Actual: 0%	Actual: 0%
How satisfied were you with our service?	Actual: 0%	Actual: 0%	Actual: 100%

FRANKLIN

	Return Client	Advertising	Another Agency	Website
How Did You Find out About this Agency?	Actual: 85%	Actual: 0%	Actual: 12%	Actual: 4%
How long did it take to schedule your appointment through the phone?	Actual: 77%	Actual: 2-3 Days	Actual: 4-7 Days	Actual: More than a Week
How quickly were you seen by your intake specialist?	Actual: 100%	Actual: 4	Actual: 0%	Actual: 8%
What staff member worked with you?	Pat Carroll =			

TOTAL	26
TOTAL	26
TOTAL	26

Other Agencies:

	YES	NO	Other:
Had you worked with this person before?	Actual: 100%	Actual: 0%	
What kind of assistance did you need?	Actual: 100%	Actual: 0%	
Did you know what documents to bring?	Actual: 100%	Actual: 0%	
Were we able to assist you directly with your issue?	Actual: 100%	Actual: 0%	
If not, were we able to suggest another agency for referral?	Actual: 100%	Actual: 0%	

TOTAL	28
TOTAL	28
TOTAL	28

STANDARD 2.1

AGREEMENTS AND MOU'S

Capital Area Community Action Agency 2018-2019 Partnerships

Organization Name	Address	County	Type of Organization	Coordinating Services
1 Echo Outreach Ministries	702 W Madison Street, Tallahassee, FL 32304	Leon	Non-profit	FSSP Services
2 Tallahassee Housing Authority	2940 Grady Road, Tallahassee, FL 32312	Leon	Non-profit	Referrals
3 Salvation Army	2410 Allen Road, Tallahassee, FL 32312	Leon	Non-profit	Referrals
4 Catholic Charities	1380 Blountstown Street, Tallahassee, FL 32304	Leon	Non-profit	Referrals
5 Elder Care Services	2518 W Tennessee Street, Tallahassee, FL 32304	Leon	Non-profit	Referrals/EHEAP
6 Refuge House	729 W Gaines Street, Tallahassee, FL 32304	Leon	Non-profit	Referrals
7 Big Bend Homeless Coalition	2729 W Pensacola Street, Tallahassee, FL 32304	Leon	Non-profit	Referrals/Coalition/Collaborative
8 Big Bend 211	N/A	Leon	Non-profit	Referrals
9 Gadsden Senior Citizens Center	1006 4th Street, Quincy FL 32351	Gadsden	Non-profit	Referrals/OJT/EHEAP
10 Jefferson Senior Citizens Center	1155 North Jefferson Street, Monticello, FL 32344	Jefferson	Non-profit	Referrals
11 Apalachee Center	2634 Capital Circle NE, #J, Tallahassee, FL 32308	Leon	Non-profit	Referrals
12 Calhoun County Senior Citizens Assoc.	16859 NE Crayson Street, Blountstown, FL 32424	Calhoun	Non-profit	Referrals/EHEAP
13 Liberty County Senior Citizens	15629 NW County Road 12, Bristol, FL 32321	Liberty	Non-profit	Referrals/EHEAP/Outreach Site
14 United Way of the Big Bend	307 E 7th Avenue, Tallahassee, FL 32303	Leon	Non-profit	Funding/Committees/Referrals
15 Maryland Oaks/Good News Outreach	3103 Bicycle Road, Tallahassee, FL 32304	Leon	Non-profit	Referrals
16 Kearny Center	2650 Municipal Way, Tallahassee, FL 32304	Leon	Non-profit	Referrals
17 Ability 1st	1823 Buford Court, Tallahassee, FL 32308	Leon	Non-profit	Referrals
18 First Presbyterian of Quincy	306 N Madison Street, Quincy, FL 32351	Gadsden	Faith Based	Food Vouchers
19 Trinity Episcopal Church (Apalachicola)	79 6th Street, Apalachicola, FL 32320	Franklin	Faith Based	Referrals
20 ST Patrick's Church (Apalachicola)	27 6th Street, Apalachicola, FL 32320	Franklin	Faith Based	Referrals
21 Eastpoint Church of God	379 Avenue A, Eastpoint, FL 32328	Franklin	Faith Based	Referrals
22 Calhoun/Liberty Ministry Center	21754 State RD 20 E, Blountstown, FL 32424	Calhoun	Faith Based	Referrals
23 Episcopal Church of the Advent	8151 Piedmont Drive, Tallahassee, FL 32312	Leon	Faith Based	Client Services
24 City of Tallahassee	City Hall, Tallahassee, FL 32312	Leon	Local Government	Client Services/Vendor/Referrals
25 City of Quincy	404 West Jefferson Street, Quincy, FL 32351	Gadsden	Local Government	Client Services/Vendor/Referrals
26 Calhoun County	20859 Central Avenue E, Blountstown, FL 32424	Calhoun	Local Government	Referrals/Space/Weatherization
27 Town of Havana	Post Office Box 1068, Havana, FL 32333	Gadsden	Local Government	Vendor/Space/Referrals
28 Jefferson County Public Library	375 S Water Street, Monticello, FL 32344	Jefferson	Local Government	Meeting Space/Referrals
29 Liberty County Public Library	22149 NE State Road 20, Hosford, FL 32334	Liberty	Local Government	Referrals/Outreach Site
30 Career Source Chipola	16908 NE Pear Street, Ste 2, Blountstown FL 32424	Calhoun/Liberty	Local Government	Referrals
31 Gulf Coast Career Source	401 Peters Street, Port Saint Joe, FL 32456	Gulf	Local Government	Referrals/Client Services/Space
32 Career Source North Florida	705 East Base Street, Madison, FL 32340	Jefferson	Local Government	Referrals/Client Services
33 Career Source Capital Region	325 John Knox Road, Ste 102, Tallahassee, FL 32303	Leon	Local Government	Referrals/Client Service/Space
34 Chattahoochee Library	300 S Maple Street, Chattahoochee, FL 32324	Gadsden	Local Government	Referrals/Outreach Site
35 Gulf County Public Library	110 Library Drive, Port Saint Joe, FL 32456	Gulf	Local Government	Referrals/Outreach Site
36 City of Blountstown	20591 Central Avenue, Blountstown, FL 32424	Calhoun	Local Government	Referrals/Vendor
37 Tallahassee Chamber of Commerce		Leon	For-profit	
38 Franklin County Chamber of Commerce		Franklin	For-profit	

39	Florida Public Utilities	Post Office Box 610, Marianna, FL 32447	Calhoun	For-profit	Vendor/Referrals
40	West Florida Electric	Post Office Box 127, Graceville, FL 32440	Gulf/Calhoun	For-profit	Vendor/Referrals
41	Hytemp	20791 Central Avenue, East, Blountstown, FL 32424	Calhoun	For-profit	Vendor/Referrals
42	Talquin Electric	Post Office Box 1679, Quincy, FL 32353	Gadsden/Leon/Liberty/Wakulla	For-profit	Vendor/Referrals
43	AmeriGas	4125 Lafayette Street, Marianna, FL 32446	Calhoun/Franklin/Gadsden/Jefferson	For-profit	Vendor/Referrals
44	Chipola Propane Gas Company	Post Office Box 562, Marianna, FL 32447	Calhoun/Liberty	For-profit	Vendor/Referrals
45	Eveready Gas	Post Office Box 574, Carrabelle, FL 32465	Franklin/Wakulla	For-profit	Vendor/Referrals
46	Gulf Coast Electric	Post Office Box 220, Wewahitchka, FL 32465	Gulf	For-profit	Vendor/Referrals
47	Leon Propane	4750 Woodville Highway, Tallahassee, FL 32301	Leon	For-profit	Vendor/Referrals
48	Ferrellgas	Post Office Box 248, Tallahassee, FL 32301	Leon	For-profit	Vendor/Referrals
49	Owens Propane	Post Office Box 602, Quitman, GA 31643	Jefferson	For-profit	Vendor/Referrals
50	Plantation Propane	Post Office Box 3146, Thomasville, GA 31799	Leon	For-profit	Vendor/Referrals
51	Duke Energy - Florida	Post Office Box 14042, ST Petersburg, FL 33733	Franklin/Gulf/Jefferson/Wakulla	For-profit	Vendor/Referrals
52	Rainey Cathon Distributor	Post Office Box 643, Tallahassee, FL 32302	Leon	For-profit	Vendor/Referrals
53	St. Joe Natural Gas	Post Office Box 549, Port St. Joe, FL 32457	Gulf	For-profit	Vendor/Referrals
54	Suburban Propane	4420 Woodville Highway, Tallahassee, FL 32305	Gadsden/Leon	For-profit	Vendor/Referrals
55	Tri-County Electric Cooperative	2862 West Highway 90, Madison, FL 32340	Jefferson	For-profit	Vendor/Referrals
56	Williams Panhandle Propane	Post Office Box 248, Tallahassee, FL 32302	Leon	For-profit	Vendor/Referrals
57	Wakulla LP Gas	Post Office Box 194, Crawfordville, FL 32326	Wakulla	For-profit	Vendor/Referrals
58	General Propane	Post Office Box 7461, Tallahassee, FL 32314	Leon	For-profit	Vendor/Referrals
59	Southeast School of Health Sciences	243 Office Plaza Drive, Tallahassee, FL 32301	Leon	For-profit	Vendor/Referrals
60	Leon County Extension Center	615 Paul Russell Road, Tallahassee, FL 32301	Leon	For-profit	Vendor/Referrals
61	Whole Child Leon	1310 Cross Creek Circle, Tallahassee, FL 32301	Leon	For-profit	Vendor/Referrals
62	Franklin's Promise Coalition	192 14th Street, Apalachicola, FL 32320	Franklin	For-profit	Vendor/Referrals
63	Jefferson's County Healthy Start Coalition	1255 W Washington Street, Monticello, FL 32344	Jefferson	For-profit	Vendor/Referrals
64	Transportation Disadvantaged-Calhoun & Liberty	N/A	Calhoun/Franklin/Gadsden/Liberty	Post-Secondary	Training
65	Wakulla County Coalition for Youth	Crawfordville, FL	Wakulla	Coalition/Collabor.	Referrals/Networking
66	Step Up Gadsden	Quincy, FL	Gadsden	Coalition/Collabor.	Referrals/Networking/Space
67	Big Bend COAD	Tallahassee, FL	Big Bend Region	Coalition/Collabor.	Referrals/Networking
68	Florida State University	Tallahassee, FL	Leon	Coalition/Collabor.	Boards/Client Services
69	Southwest Georgia Technical College	Tallahassee, FL	Leon	Coalition/Collabor.	Referrals/Networking
70	Florida A&M University	Thomasville, GA	Leon	Post-Secondary	Disaster Planning for Area
71	Sunshine Savings Bank	1400 W Park Avenue, Tallahassee, FL 32301	Leon	Post-Secondary	Work Study & Interns
72	Hancock Bank	2613 S Monroe Street, Tallahassee, FL 32301	Leon	Post-Secondary	Interns
73	Wells Fargo	1 Independent Dr, 10th Flr, Jacksonville, FL 32202	Leon	Banking Institution	Financial Services/Volunteers
74	Florida Blue	Jacksonville, FL	Leon	Banking Institution	Funding
75	Florida Prosperity Partnership	250 W Lake Mary Blvd, #289, Sanford, FL 32773	8 Counties	Health Services	Funding/Volunteers
76	Florida Association of Community Action Agency	325 John Knox Rd, Bldg F-210, Tallahassee, FL 32303	8 Counties	Statewide Associate	Networking/Education
77	Florida Weatherization Network	N/A	6 Counties	Statewide Associate	Networking/Education
78	Tallahassee Democrat		Agency Region	Media	Promotion/Media Trade
79	Cumulus Broadcasting		Agency Region	Media	Promotion/Media Trade

MASTER LIST
ACTIVE CONTRACTS, LEASES, AGREEMENTS

VENDOR NAME	TYPE OF AGREEMENT	EXPIRATION DATE	Contact	SPECIAL NOTES
A. KEITH DEAN	FISCAL SERVICES	1/1/16	Stephanie/ TIM	
ADVANTICA	EMPLOYEE DENTAL / VISION PLAN INSURANCE	10/26/16	NINA SELF	
ANOTHONY ASH	INDEPENDENT CONTRACTOR AGREEMENT	ONGOING	NINA SELF	ESTABLISHED AUG 1, 2017
APALACHICOLA WELLNES, LLC	FRANKLIN CO. CAP OFFICE LEASE AGREEMENT	1/31/21	TIM	FEB 1, 2019 TO JAN 31, 2019
BIG BEND JOBS & ED. COUNCIL INC.	GADSDEN CO CAP OFFICE LEASE AGREEMENT	6/30/20	Anne Robinson	
BIG BEND JOBS & ED. COUNCIL INC.	WAKULLA CO. CAP OFFICE LEASE AGREEMENT	6/30/20	Anne Robinson	
BODISON'S JANITORIAL	JANITORIAL SERVC- FOR ADMIN AND HEAD START	ONGOING	Wendell Bodison	EST FEB 8, 2018
CACAA-HOLDINGS ACCOUNT	LEASE AGREEMENT WITH CACAA, INC.	8/25/27	TIM	
CALHOUN CO. BOARD OF CO. COMMISSIONERS	CALHOUN CO. CAP OFFICE LEASE/MEMO OF COMMITMENT	12/31/19	Anne Robinson	
CENTENNIAL BANK TO CACAA	PURCHASE CONTRACT	PURCHASE	TIM	EXECUTED MAY 30, 2017
CENTER, TIM	CEO EMPLOYMENT AGREEMENT	3/1/20	Tim	Term 2 years
CENTURY LINK	SERVICES-VOICE, INERNET, EMAIL, WEB	ONGOING	Nina/ Tim	ONGOING SINCE AUG 3, 2015
CITY OF APALACHICOLA	HEAD START FRANKLIN CO CENTER LEASE AGREEMENT	6/30/19	Nina/ Tim	
CITY OF TALLAHASSEE-LIHEAP	HOME ENERGY VENDOR PAYMENT AGRMNT	ONGOING	VICTORIA MATHIS	LAST RCVD: MAR 31, 2014
CITY OF TALLAHASSEE	SERVICES- ELECTRICAL/ UTILITIES	ONGOING	Nina/ Tim	ESTABLISHED JUL 31, 2014
CMA TECHNOLOGIES	FOR CMTTOOLS CLIENT DATABASE	8/31/19	VICTORIA MATHIS	ANNUAL PAYMENT RENEWAL SINCE OCT 2007
COMCAST	SERVICES- VOICE LINES/ VOICEMAIL	ONGOING	TIM	ESTABLISHED APR 26, 2013
COPY FAX / SUNRAY LEASING	14 MO EQUIP. LEASE & EQUIPMENT MAINT. AGREEMENT	ONGOING	Nina/ Tim	MAINT AGREEMENT.-AUTO RENEWS- EST. JUL 1, 2014
COPYFAX- HEAD START CENTER'S COPIER LEASE	COPIER LEASE FOR 36 PAYMENTS	3/6/22	TIM CENTER	36 PAYMENTS (ENDS 3/2022)
DUKE ENERGY FLORIDA	ENERGY NEIGH. FUND PROG.	6/30/20	VICTORIA MATHIS	
ELECTRONET	LETTER OF AUTHORIZATION	ONGOING	TIM	ESTABLISHED APR. 2016
FRANKLIN CO. EMERGENCY SUPPORT FUNCTION(ESF)15	CONTRACT- COLLECT/MANAGE DONATIONS FOR RECOVERY DURING AND AFTER DISASTERS	9/30/23	TIM CENTER	FIVE YEARS/ EXPIRES SEPT 2023
FRIENDSHIP PRIMITIVE BAPTIST CHURCH	KITCHEN/STORAGE CLOSET LEASE AGREEMENT	5/30/19	Barbara Evans	
GOODWILL IND. BIG BEND, INC.(GIBB FOUNDATION)	MABRY HEADSTART CNTR. LEASE AGREEMENT	7/31/20	Tim Center	MONTH TO MONTH-IN NEG. PER TIM
GULF COAST WORKFORCE BOARD dba CAREERSOURCE	MEMO OF UNDERSTANDING-GULF CO. CAP OFFC	expired Aug 2016	Anne Robinson/ Tim C.	
HANCOCK LETTER OF CREDIT	LOAN DATE 8/4/2017	8/4/22	TIM	LOAN MATURITY: AUG 4, 2022
JEFFERSON CO. SENIOR CITIZENS CENTER, INC.	JEFFERSON CO. CAP OFFICE LEASE AGREEMENT/Memo of Understanding	2/28/21	Anne Robinson	March 1, 2019 to Feb 28, 2021
JEFFERSON CO. SOLID WASTE DEPT	REFUSE CONTRACT/ MAIN OFFICE CONTAINERS	ONGOING	Nina/ Tim	LAST RCVD: SEPT 30, 2005

MASTER LIST
ACTIVE CONTRACTS, LEASES, AGREEMENTS

VENDOR NAME	TYPE OF AGREEMENT	EXPIRATION DATE	Contact	SPECIAL NOTES
JOHNSON SECURITY SOLUTIONS (PREV. TYCO)	SALES AND SERVICE AGREEMENT-inclds.main offc/headstart	AUTO RENEWS	Nina/ Tim	AUTO RENEWS ANNUALLY/ ESTABLISHED AUG 15, 2012
JOHNSON, ADRIAN	SERVICE AGREEMENT FOR FOOD DELIVERY - FRANKLIN CO. HEAD START	5/31/19	BARARA/DARREL	FROM FEB 2019 THRU MAY 2020
KIA AUTOSPROT	PURCHASE CONTRACT- HEADSTART VEH	PURCHASE	Nina/ Tim	PURCHASED JUN 14, 2016
LONG GROVE (LB ROYAL) CENTER	PURCHASE CONTRACT-HEADSTART CNTR	PURCHASE	TIM	PURCHASED OCTOBER 2002
LORI MCCOY	SERVICES AGREEMENT OCCUPATIONAL THERAPY HEAD START	5/31/21	Fatima Alexander	APRIL 30, 2018 - MAY 31, 2021
MARPAN SUPPLY CO., INC.	EQUIP. LEASE AGREEMENT- REFUSE CONTAINER/PUTNAM DR.	ONGOING	TIM	ONGOING- ESTABLISHED SEP 21, 2107
MARPAN SUPPLY CO., INC.	EQUIP.LEASE-8CY REFUSE CONTRACT/ CONTAINERS - SO. CITY CENTER	ENDED	TIM CENTER	TAKEN OVER BY SCHOOL BOARD - ESTABLISHED 10/2/2018
MARPAN SUPPLY CO., INC.	EQUIP. LEASE AGREEMENT- REFUSE CONTAINER/MAIN OFFICE	PURCHASE	TIM CENTER	
MASSEY SERVICES	SERVICE AGREEMENT FOR OFFICE PLAZA		Nina/ Tim	UNSIGNED: NO DATE
MYERS, SANTANA	SERVICE AGREEMENT FOR FOOD DELIVERY - FRANKLIN CO. HEAD START	5/31/19	BARARA/DARREL	ESTABLISHED FEB. 27, 2019
OVID SOLUTIONS, JULIE DENNIS	INDEPENDENT CONTRACTOR AGREEMENT	4/30/19	Anne Robinson	EXPIRES APRIL 30, 2019
PARALLEL SYNERGISTIC CONSLTG	SERVICE AGREEMENT	ONGOING	Nina/ Tim	ONGOING-ESTABLISHED JAN 1, 2016
PAYCHEX	SERVICE AGREEMENT	ONGOING	NINA SELF	ONGOING- ESTABLISHED JUN 27, 14
PITNEY BOWES GLOBAL FINANCIAL SERVS.	POSTAGE MACHINE - 48 MO. EQUIP. LEASE AGREEMENT	AUTO RENEWS	Nina	AUTO RENEWS UNTIL UPGRADED
PRESSLEY, TERRY	INDEPENDENT CONTRACTOR AGREEMENT	10/30/18	NINA	
REETZ TRACTOR SERVICE	INDEPENDENT CONTRACTOR AGREEMENT	ONGOING	Nina Self	ONGOING- ESTABLISHED MAY 01, 2012
SCHOOL BRD. OF LEON CO.	PARTNERSHIP AGREEMENT	6/30/19	Nina/ Tim	
SCHOOL BRD. OF LEON CO.	SO. CITY HEADSTART- LEASE AGREEMENT	6/30/19	Tim Center	
STATE OF FL DEPT OF STATE	CORP. ARTICLES OF CORPORATION		NINA/ TIM	LAST RENEWED 2/2018
STATE OF FL-SCHOOL READINESS/ROYAL CNTR	CONTRACT FOR SCHOOL READINESS LOCATIONS	6/30/19	Pam Jackson	
STATE OF FL-SCHOOL READINESS/SO. CITY CNTR.	CONTRACT FOR SCHOOL READINESS LOCATIONS	6/30/19	Pam Jackson	
STATE OF FL VPK	VPK PROGRAM	8/14/19	Pam Jackson	
STRUSS, LINDSAY	E-RATE AGREEMENT TO ASSES / VERIFY ELIGIBILITY	9/30/19	TIM CENTER	
TALQUIN ELECTRIC	CONTRACT FOR TAP UTILITY PROGRAM	ONGOING	VICTORIA MATHIS	ONGOING- ESTABLISHED JUN 1, 2009

MASTER LIST
ACTIVE CONTRACTS, LEASES, AGREEMENTS

VENDOR NAME	TYPE OF AGREEMENT	EXPIRATION DATE	Contact	SPECIAL NOTES
TEACHING STRATEGIES	SUBSCRIPTION AGREEMENT/HS CHILD PORTFOLIO SOFTWARE	10/31/19	Pam Jackson	ANNUAL FEE REQUIRED TO RENEW/ EXP OCT 31, 2019
TEACHING STRATEGIES	SUBSCRIPTION FOR LICENSE	10/1/19	KRISTIN/JUDY	
THYSSENKRUPP ELEVATOR CORP	SERVICE AGREEMENT	7/28/22	TIM	
TITUS SPORTS ACADEMY	SERVICE AGREEMENT	8/20/19	Darrel James	
WAP CONTRACTORS (FOR ALL CONTRACTORS USED)	INDEPENDENT CONTRACTOR AGREEMENT	10/30/18	Terry Mutch	

STANDARD 2.3

AGENCY'S WEBSITE



WELCOME TO COMMUNITY ACTION AGENCY!

We help people in crisis make ends meet while assisting those in poverty to become independent.



Utilities & Rental Assistance

We can help pay your utility bill or rent for income-eligible residents

Utilities & Rental Assistance

[READ MORE](#)



Home Energy Efficiency

Save money on your monthly bills with insulation and more.

Home Energy Efficiency

[READ MORE](#)



Head Start

Head Start

Free pre-K child care to children from low income families.

Head Start Child Care

[READ MORE](#)



Getting Ahead Staying Ahead

Break away from the tyranny of the present to move out – and stay out – of poverty.

[READ MORE](#)



Forms/Applications

Need help? Want to work for us? Use these forms to connect.



Volunteer

Whether reading to pre-K students or mentoring someone Getting Ahead, we



Sponsor An Event

Help us help those most in need by sponsoring a meal, a class, or a fundraiser.



Donate

Sometimes it is easier to just charge your credit card or write a

Forms &
Applications

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welcome your
support

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check: Donate
online now!

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March 19, 2020

ALL OFFICES CLOSED

Effective immediately, Community Action offices and Head Start Centers are closed to all clients. Until Monday, April 6, 2020. All staff are encouraged to practice extreme social isolation. Please follow these simple rules. • Avoid crowds, play dates with children, have friends over to the house. • Wash your hands for 20 seconds with soap [...]

Filed Under: News

March 19, 2020

Board Meeting Packet – March 24, 2020

SPECIAL ANNOUNCEMENT: Due to the COVID-19 pandemic, the Board **will** meet via conference call to promote social distancing. The conference call information is on the agenda in the meeting packet link below. Community Action Board of Directors meets every odd-numbered month on the fourth Tuesday at 6:00 pm at Tallahassee Community College’s Ghazvini for Health Care Education [...]

Filed Under: Board Meetings

MARCH 19, 2020

Head Start- Policy Council Packet- March 26, 2020

The Head Start Policy Council meets the third Thursday of the month at the South City Head Start Center central office located at 2813 South Meridian Street, Tallahassee, Florida 32301 . The meetings begin with a dinner available at 5:30pm. The business portion of the meeting begins at 6:00 pm. Child care is available for [...]

Filed Under: Council/Policy, News

1 2 3 ... 35 Next Page »

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RECENT NEWS

ALL OFFICES CLOSED

Board Meeting Packet – March 24, 2020

Head Start- Policy Council Packet- March 26, 2020

Stay Updated With Our Emails

Keep up with the latest news from the Capital Area Community Action Agency with our Newsletter. Sign up with your email address to receive updates about our outreach and

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OUR MISSION



CONTACT US

309 Office Plaza Drive
 Tallahassee, Florida
 32327
 Phone 850-222-2043
 Fax: 850-942-2090

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Write a post...

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Make it Easier to Answer Frequently Asked Questions

Provide FAQs at the beginning of a conversation with your Page. People can tap a question and receive an automated response.

Set Up Frequently Asked Questions

Suggest questions people can ask your Page. Then set up automated responses to those questions.

1 Co-Hosting Request

Accept co-host requests to add events to your Page's calendar See event

Reach People Nearby

Set your location and reach customers

Get More Page Likes

Help people find and like your Page

Pages Liked by This Page

TriEagle Sales

Tally 99.9

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English (US) · Español · Português (Brasil) · Français (France) · Deutsch

Ad Choices

Community

See All

Mike Goldstein and 160 other friends like this or have checked in



Invite Friends

693 people like this

746 people follow this

49 check-ins

About

See All

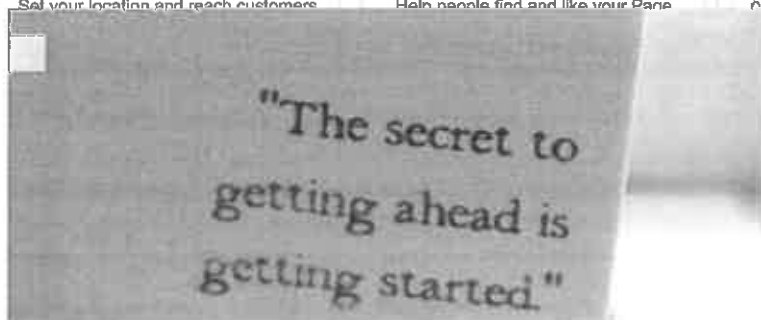


Promote your business locally to lead people directly to 309 Office Plz.

Promote Local Business

309 Office Plz (1.51 mi) Tallahassee, Florida 32301

Get Directions





Head Start Capital Area Community Action Agency @headstartcapitalarea



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Create Post



Write a post...

Photo/Video

Get Messages

Play with Fri...

Get More Page Likes

Help people find and like your Page

Get More Link Clicks

Send people from Facebook to a website

Get Started With Automated Ads

Get personalized ads that adjust over time to help you get better results

Photos



Suggested Groups



Millionaires In the Making...

1.8K members • 50 posts a day

Join



I Love R&B Music

3.7K members • 10 posts a day

Join



Tallahassee Black Moms

839 members • 10 posts a week

Join



SHU...

1.3K members • 60 posts a day

Join

Our Story

What is Head Start?

Philosophy

+ Finish your story to tell people more about your business.

Page Tips

See All

How to Create Effective Posts

Short, visual posts created for the right audience are more successful.

Know Friends Who Might Like Your Page?

Invite friends to like Head Start Capital Area Community Action Agency and help you connect with more people.

See All Page Tips 1

70% response rate, 49 mins response time

Respond faster to turn on the badge

366 followers

208 post reach this week

See Pages Feed

Posts from Pages you've liked as your Page

9 video views this week



Getting Ahead in a Just Gettin' by World - Capital Area Community Action @GettingAheadCACAAinc

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- Promote

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Liked Following Share

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Automatically Respond to New Messages

Improve people's experience contacting your Page by setting up automatic replies in Messenger. You can greet them, share more info about your Page, or tell them when you're away.

Turn on Instant Replies

Instantly respond to people after they message your Page for the first time.

Turn on Away Message

Automatically reply to people who contact you in Messenger when your Page is away. Tell them you can't respond now and let them know when to expect a response. You can also schedule away times to automatically set your Page's status to away during certain hours.

Create Live Event Offer Job

Create Post

Write a post...

Photo/Video Get Messages Play with Fri...

See More

Suggested Groups

- REI Q&A Help Group (Real...**
2.8K members • 8 posts a day
[Join](#)
- Business Credit Builders...**
1.5K members • 3 posts a day
[Join](#)
- BUILD BUSINESS CREDIT...**
5.7K members • 10 posts a day
[Join](#)
- STASH**
2.5K members • 4 posts a day
[Join](#)
- Christian Lyme Disease...**
6.3K members • 20 posts a day
[Join](#)

Our Story

For nearly 50 years, non-profit, faith-based and government organizations have worked to develop pro...

+ Finish your story to tell people more about your business.

45 followers

45 people like this and 45 people follow this
Thomas Thompson and 2 other friends

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Posts from Pages you've liked as your Page

Community [See All](#)

Thomas Thompson and 2 other friends like this



[Invite Friends](#)

45 people like this

45 people follow this

About

[See All](#)

STANDARD 2.4

VOLUNTEER HOURS

See: Highlighted Section B3a

FFY 2019 CSBG QUARTERLY FOCAS REPORT

Agency: CAPITAL AREA COMMUNITY ACTION AGENCY, INC

Contact: Tim Center

Agreement #: 1759-00-12-00-04-104

Phone: 850-222-2043 x 101

Email: Tim.Center@ccaaahnc.org

Module 2: Expenditures and Allocations									
	Expected Allocations	Actual Year-to-Date Progress	Actual Year-to-Date Progress (%)	1st Quarter Progress Achieved this Quarter	2nd Quarter Progress Achieved this Quarter	3rd Quarter Progress Achieved this Quarter	4th Quarter Progress Achieved this Quarter		
A2k Total CSBG Expenditures	\$ 591,394.36	\$ 655,785.19	107.46%	\$ 145,651.51	\$ 178,396.71	\$ 152,028.59	\$ 159,306.38		
C3n Total Non-CSBG Federal Resources Allocated	\$ 4,651,493.02	\$ 6,157,855.25	132.39%	\$ 1,664,114.12	\$ 1,393,358.99	\$ 1,341,919.62	\$ 1,760,462.57		
C4p Total State Resources Allocated	\$ 90,000.00	\$ 125,842.02	139.82%	\$ 40,114.53	\$ 35,710.69	\$ 20,688.35	\$ 31,328.45		
C5e Total Local Resources Allocated	\$ 153,000.00	\$ 131,112.01	85.69%	\$ 34,540.55	\$ 21,248.51	\$ 34,734.86	\$ 40,588.09		
C6g Total Private Sector Resources Allocated	\$ 32,432.90	\$ 47,330.35	145.95%	\$ 8,277.70	\$ 11,792.90	\$ 7,804.37	\$ 19,515.38		
C7 Total Non-CSBG Resources Allocated: (Federal, State, Local & Private)	\$ 4,926,925.92	\$ 6,462,139.63	131.16%	\$ 1,747,046.90	\$ 1,458,051.04	\$ 1,405,147.20	\$ 1,851,894.49		
C8 Total Resources in CSBG Eligible Entity (including CSBG)	\$ 5,518,260.28	\$ 7,097,522.82	128.62%	\$ 1,892,698.41	\$ 1,636,447.75	\$ 1,557,175.79	\$ 2,011,200.87		

Number of Clients Served									
	Expected to be Achieved	Actual Year-to-Date Progress	Actual Year-to-Date Progress (%)	1st Quarter Progress Achieved this Quarter	2nd Quarter Progress Achieved this Quarter	3rd Quarter Progress Achieved this Quarter	4th Quarter Progress Achieved this Quarter		
A Total Number of Individuals Served	16500	12050	73.03%	3197	2679	2306	3868		
B Total Number of Households Served	7500	4161	55.48%	1077	995	840	1249		

Module 2, Section 8: CSBG Eligible Entity Capacity Building									
	Expected to be Achieved	Actual Year-to-Date Progress	Actual Year-to-Date Progress (%)	1st Quarter Progress Achieved this Quarter	2nd Quarter Progress Achieved this Quarter	3rd Quarter Progress Achieved this Quarter	4th Quarter Progress Achieved this Quarter		
B2 Hours of Agency Capacity Building (e.g. training, planning, assessment):	Hours	Hours	Progress (%)	Hours	Hours	Hours	Hours		
B2a Hours of Board Members in capacity building activities	2460	126.25	5.13%	74	41.75	10.5	0		
B2b Hours of Agency Staff in capacity building activities	1200	339	28.25%	224	81	34	0		
B3 Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):	Hours	Hours	Progress (%)	Hours	Hours	Hours	Hours		
B3a Total number of volunteer hours donated to the agency	400	1325	330.75%	133	330	648	212		
B3a 1 Of the above, the total number of volunteer hours donated by individuals with low-incomes	978	1229	125.66%	100	301	621	207		
B4 The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:	Number	Number	Progress (%)	Number	Number	Number	Number		
B4a Number of Nationally Certified ROMA Trainers	1	0	0%	0	0	0	0		
B4b Number of Nationally Certified ROMA Implementers	0	0	0%	0	0	0	0		
B4c Number of Certified Community Action Professionals (CCAP)	0	0	0%	0	0	0	0		
B4d Number of Staff with a child development certification	2	0	0%	0	0	0	0		

STANDARD 4.4

COMMUNITY ACTION PLAN

UPDATE/REPORT

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

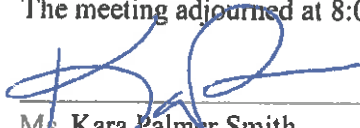
Mr. Center reported that he is working with the Eastpoint Wildfire Emergency Recovery Response. He is coordinating Head Start Training and Technical Assistance offers referred by HHS Program Specialist Deirdre Mitchell.

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.



Ms. Kara Palmer Smith

11/30/2020

Date

STANDARD 4.5

SUCCESSION PLAN

CAPITAL AREA COMMUNITY ACTION AGENCY, INC.

LEADERSHIP DEVELOPMENT AND EMERGENCY SUCCESSION PLAN

1. Rationale

The Chief Executive Officer position in a nonprofit organization is a central element in the organization's success. Therefore, insuring that the functions of the Chief Executive Officer are well understood and shared among senior staff and board members is important for safeguarding the organization against unplanned and unexpected change. This kind of risk management is equally helpful in facilitating a smooth leadership transition when it is predictable and planned. This document details leadership development and an emergency succession plan for Capital Area Community Action Agency, Inc. (Community Action). This plan reflects Community Action's Executive Succession Policy and its commitment to sustaining a healthy functioning organization. The purpose of this plan is to insure that the organization's leadership has adequate information and a strategy to effectively manage the agency in the event the Chief Executive Officer is unable to fulfill their duties.

2. Plan Implementation

The Board of Director's authorizes the Board Chair to implement the terms of this emergency succession plan in the event of a planned or unplanned temporary or short-term absence.

- It is the responsibility of the Chief Executive Officer to inform the Board of Directors of a planned temporary or short-term absence, and to plan accordingly.
- It is the responsibility of the Chief Operating Officer to immediately inform the Board Chair of an unplanned temporary or short-term absence.
- As soon as feasible, following notification of an unplanned temporary or short-term absence, the Board Chairman shall convene an Executive Committee meeting to affirm the procedures prescribed in this plan, or to modify them if needed.

3. Priority Functions of the Chief Executive Officer

The Chief Executive Officer position description is attached to this plan.

The following duties are considered to be the key functions of the Chief Executive Officer and have a corresponding temporary staffing strategy. (See Succession Plan Policy for further guidance about temporary staffing).

Key Executive Officer Functions	Temporary Staffing Strategy
Leadership and Vision	Board Chair with Chief Operating Officer
Board Administration and Support	Chief Operating Officer and Executive Assistant
Financial Management	Treasurer/Chief Financial Officer/Finance Director
Key Executive Officer Functions	Chief Operating Officer/Temporary Staffing
Human Resources	Chief Operating Officer/Temporary Staffing
Community & Public Relations	Board Chair and Chief Operating Officer
Spokesperson	Board Chair or their Designee

The positions assigned in the Temporary Staffing Strategy are based on Community Action’s organizational structure as of January 2016. In the event this plan is implemented and assigned positions are vacant or no longer available, the Board Chair shall select other senior staff to support each of the key executive officer functions.

4. Succession plan in the event of temporary, planned or unplanned absence – Short Term

a. Definitions

- A temporary absence is one in which it is expected that the Chief Executive Officer will return once the events precipitating the absence are resolved.
- An unplanned absence is one that arises unexpectedly, in contrast to a planned leave such as vacation or a sabbatical.
- A temporary absence is 30 days or less.
- A temporary short-term absence is between 30 and 90 days.

b. Temporary Staffing Strategy

- For temporary planned or unplanned absences of 30 or fewer days, the Temporary Staffing Strategy described above may become effective.
- In the event of a temporary short-term planned or unplanned absence, the Executive Committee shall determine if the Temporary Staffing Strategy is sufficient for this period of time.

c. Appointing an Acting Chief Executive Officer

- Based on the anticipated duration of the absence, the anticipated return date, and accessibility of the current Chief Executive Officer, the Executive Committee may appoint the Chief Operating Officer as an Acting Chief Executive Officer, as well as continue to implement the Temporary Staffing Strategy.

d. Standing Appointees to the Position of Acting Chief Executive Officer

- The first position in line to be Acting Chief Executive Officer is the current Chief Operating Officer.
 - The second position in line is the current Board Chair. If the current Board Chair accepts the position he/she will take a temporary leave from the Board of Officers.
 - The third position in line is a previous Board Chair or current Board Member.
 - In the event the available staff is new to the position or fairly inexperienced with Community Action, the Executive Committee may consider another appointee or the option of splitting executive duties among designated appointees.
- e. Cross-Training Plan**
- The Chief Executive Officer shall develop a training plan for each director-level position for each of the key functions of the Chief Executive Officer listed in Section 3.
 - An up-to-date training plan shall be attached to this document.
- f. Authority and Restrictions of the Acting Executive Officer**
- The Acting Chief Executive Officer shall have full authority for day-to-day decision making and independent action as the regular Chief Executive Officer
 - Decisions that shall be made in consultation with the Board Chair and/or Executive Committee include staff hiring and terminations, financial issues, taking on a new project, and taking public policy positions on behalf of the organization.
- g. Compensation**
- Director-level staff appointed as Acting Chief Executive Officer may receive an end of year bonus or additional benefit. This shall be determined by the Executive Committee based on the duration of the assignment and available resources.
 - If staff serves as Acting Chief Executive Officer for 6 months or more, the Executive Committee may consider a salary adjustment.
 - A current or former board member appointed as Acting Chief Executive Officer may enter into an independent contractor agreement, depending on the circumstances of their availability.
 - The Chief Executive Officer on leave is eligible for disability insurance. Community Action maintains a self-insured 30-day policy that becomes effective at 30 days.
- h. Board Oversight and Support to the Acting Executive Officer**
- The Acting Chief Executive Officer reports to the Board Chair. In the event the Board Chair becomes the Acting Chief Executive Officer, the Vice President shall be appointed Board Chair.
 - The Executive Committee shall be alert to the special support needs of the Acting Chief Executive Officer in this temporary role. The Executive Committee shall convene monthly when an Acting Chief Executive Officer is appointed.

i. Communications Plan

- Within 48 hours after an Acting Chief Executive Officer is appointed, the Board Chair and the Acting Chief Executive Officer shall meet to develop a communications plan including the kind of information that will be shared and with whom.
- The following chart identifies key supporters and a primary contact to facilitate communication.
- As soon as possible, the Board Chair and Acting Chief Executive Officer shall implement the communications plan to announce the organization’s temporary leadership structure to staff, the Board of Directors, and key supporters.
- Updated contact information shall be maintained in the organization’s database with the following designations:
 - Key Contact List
 - Extended Key Contact List
 - Past Board Officers/Members List
 - Foundation CEOs and Members
 - Other Organization Contacts
- Within 5 business days, the Board of Directors shall distribute a press release with general information appropriate to the situation.

Key Supporters	Communication Responsibility
<ul style="list-style-type: none"> - U.S. Department of Health and Human Services - Florida Department of Economic Opportunity - Florida Association for Community Action Agencies, Inc. 	Chief Operating Officer with designated Board Members
Foundation Program Officers (holding grants or contracts)	Chief Operating Officer with designated Board Members
Major Donors	Designated board member responsible for phone call to top 10 donors followed by a letter to all donors.
Board Members	Designated board members with staff create phone calling tree
National Colleagues	Chief Operating Officer
Personal Colleagues	Chief Operating Officer
Operating Support (based on need)	Auditor
	Legal Counsel
	Insurance Agent

5. Succession plan in the event of a temporary, unplanned absence – Long Term

a. Definition

- A long-term absence is 90 days or more.

b. Procedures

- Procedures and conditions to be followed shall be the same as for a temporary short term absence with the following addition:
 - The Executive Committee shall give immediate consideration, in consultation with the Acting Chief Executive Officer, to temporarily filling the management position left vacant by the Acting Chief Executive Officer, or reassigning priority responsibilities where help is needed to other staff. This is in recognition that, for a term of 90 days or more, it may not be reasonable to expect the Acting Chief Executive Officer to carry the duties of both positions.
 - The Board Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the Acting Chief Executive Officer according to the organization's Performance Review Policy. A review shall be completed between 30 and 45 days.

6. Succession plan in the event of a PERMANENT unplanned absence

a. Definition

- A permanent absence is one in which it is firmly determined that the Chief Executive Officer will not be returning to the position.

b. Procedures

- Procedures and conditions to be followed shall be the same as for a temporary short term absence with the following additions:
 - The Board of Officers shall consider the need to hire an Interim Chief Executive Officer from outside the organization instead of appointing an Acting Chief Executive Officer. This decision shall be guided, in part, by internal candidates for the Chief Executive Officer position, the expected time frame for hiring a permanent executive, and the management needs of the organization at the time of the transition.
 - The Board of Directors shall appoint a Transition Committee to implement the organization's Executive Succession Policy to transition to a new permanent Chief Executive Officer.

c. Hiring an Interim Chief Executive Officer

- If an Interim Chief Executive Officer is hired, the Board Chair and Executive Committee shall negotiate an independent contractor agreement with a defined scope of work.
- The scope of the agreement with an Interim Chief Executive Officer shall be determined based on an assessment of the organization's needs at the time of the leadership transition.

- d. **Responsibilities of the Interim Chief Executive Officer**
 - An Interim Chief Executive Officer shall have full authority for day-to-day decision making and independent action as the regular Chief Executive Officer.
 - Decisions that shall be made in consultation with the Board Chair and/or Executive Committee include staff hiring and terminations, financial issues, taking on a new project, and taking policy positions on behalf of the organization.
- e. **Board Oversight and Support to the Interim Chief Executive Officer**
 - The Interim Chief Executive Officer reports to the Board Chair.
 - The Executive Committee shall be alert to the special support needs of the Interim Chief Executive Officer in this temporary role. The Executive Committee shall convene monthly when an Interim Chief Executive Officer is hired.
 - The Board Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the Interim Chief Executive Officer according to the organization's Performance Review Policy. An initial review shall be completed between 30 and 45 days and 90 days thereafter.

7. Approvals and maintenance of record

- a. **Emergency Succession Plan Approval**
 - This emergency succession plan shall be approved initially by the Board of Directors.
 - Thereafter, annually, the Executive Committee shall review the plan and recommend amendments to the full Board as needed.
- b. **Signatories**
 - The Board Chair, the Chief Executive Officer, and the appointees designated in the Emergency Succession Plan shall sign the plan.
 - At all times the Board Chair and Treasurer and at least one executive-level staff, in addition to the Chief Executive Officer, shall have signature authorization for checks and contracts for the organization.
- c. **Maintenance of record**
 - Copies of this plan shall be maintained by all members of the Board of Directors, executive level staff and the organization's auditor in accordance with document retention requirements.
- d. **Financial Considerations**
 1. It shall be the responsibility of the Executive Committee to review the organization's finances during an unplanned absence of the Chief Executive Officer.
 2. Community Action maintains an operating reserve that the Board Chair is authorized to access with Executive Committee approval.

SUCCESSION PLAN POLICY

Policy Statement:

A change in executive leadership is inevitable for all organizations and can be a very challenging time. Therefore, it is the policy of Capital Area Community Action Agency, Inc. (Community Action) to be prepared for an eventual permanent change in leadership – either planned or unplanned – to insure the stability and accountability of the organization until such time as new permanent leadership is identified. The board of directors shall be responsible for implementing this policy and its related procedures.

It is also the policy of the board to assess the permanent leadership needs of the organization to help ensure the selection of a qualified and capable leader who is representative of the community; a good fit for the organization’s mission, vision, values, goals, and objectives; and who has the necessary skills for the organization. To ensure that the organization’s operations are not interrupted while the board of directors assesses the leadership needs and recruit a permanent Chief Executive Officer, the board will appoint interim executive leadership as described below. The interim Chief Executive Officer shall ensure that the organization continues to operate without disruption and that all organizational commitments previously made are adequately executed, including but not limited to, loans approved, reports due, contracts, licenses, certifications, memberships, obligations to lenders or investors of Community Action , and others.

It is also the policy of Community Action to develop a diverse pool of candidates and consider at least three finalist candidates for its permanent Chief Executive Officer position. Community Action shall implement an external recruitment and selection process, while at the same time encouraging the professional development and advancement of current employees. The interim Chief Executive Officer and any other interested internal candidates are encouraged to submit their qualifications for review and consideration by the search committee according to the guidelines established for the search and recruitment process.

Procedures for Succession:

For a temporary change in executive leadership (i.e., illness or leave of absence) refer to the organization’s personnel handbook. In the event the Chief Executive Officer is no longer able to serve in this position (i.e., leaves the position permanently), the Executive Committee of the Board of Directors shall do the following:

1. Within five (5) business days appoint an interim Chief Executive Officer according to the following line of succession:
 - Chief Operating Officer of Community Action
 - Director of Family Services of Community Action
 - External consultant (with experience as an interim Chief Executive Officer)
2. Within fifteen (15) business days appoint an executive transition committee, in the event that a permanent change in leadership is required. This committee shall be comprised of at least one member of the executive committee and two members of the board of directors. It shall be the responsibility of this committee to implement the following preliminary transition plan:

- Communicate with key stakeholders regarding actions taken by the board in naming an interim successor, appointing a transition committee, and implementing the succession policy. The organization shall maintain a current list of key stakeholders who must be contacted, such as lenders and investors of Community Action, foundations, government agencies, etc.
- Consider the need for consulting assistance (i.e., transition management or executive search consultant) based on the circumstances of the transition.
- Conduct a brief assessment of organizational strengths, weaknesses, opportunities, and threats to identify priority issues that may need to be addressed during the transition process and to identify attributes and characteristics that are important to consider in the selection of the next permanent leader.
- Establish a time frame and plan for the recruitment and selection process.
- Refer to the agency's Personnel Policies and Procedures Manual for additional policies related to the hiring of the Chief Executive Officer.
- The board should use similar procedures in case of an executive transition that simultaneously involves the Chief Executive Officer and other key management. In such an instance, the board may also consider temporarily subcontracting some of the organizational functions from a trained consultant or other organization.

Last Revision: 11/13/16

STANDARD 5.1

CURRENT BOARD ROSTER

TRI-PARTITE STRUCTURE

**CAPITAL AREA COMMUNITY ACTION AGENCY, INC.
CSBG BOARD OF DIRECTORS ROSTER
DATE OF LAST REVISION: April, 2020**

Sector: Public

Name	Entity Represented	Mailing Address & Email Address	Telephone #'s Office Fax Cell	Date when originally seated on board	Date seated for current term	Expiration date of current term	Term Renewal
Ms. Quincee Messersmith, Secretary	Wakulla County Commission Appointee	Wakulla County Commission 18 Gulf Breeze Drive Crawfordville, FL 32327 qmessersmith@mywakulla.com	Cell: (850) 508-7774	4/23/2019	4/23/2019	*Appointed	
Ms. Kara Palmer Smith, Treasurer	CareerSource Capital Region	Senior Director CareerSource Capital Region Edgewater Corporate Center 2639 North Monroe Street Building C, Suite 100 Tallahassee, FL 32303 kara.palmer@careersourcecapitalregion.com	Office: (850) 617-4605 Cell: (850) 508-6123	11/18/14	11/18/14	6/2021	

Bolded Names = Executive Committee

Sector: Private

Name	Entity Represented	Mailing Address & Email Address	Telephone #'s Office Fax Cell	Date when originally seated on board	Date when seated for current term	Expiration date of current term	Term Renewal
Mr. Brent Couch, Vice-Chair	Lighthouse Health Plan	3711 Shamrock Street, W Apt. 0-271 Tallahassee, FL 32309 Brentacouch@gmail.com	(850) 980-3337	09/24/19	09/24/21	09/24/21	
Ms. Lisa Edgar	Leon County	6328 Duck Call Court Tallahassee, FL 32309 lisaedgaroffice@gmail.com	Cell: (850) 322-6502	07/24/18	07/24/18	07/2021	
Shanetta Keel	Leon County	716 Midyette Rd Tallahassee, FL 32301 shanettac6@gmail.com	Cell: (352) 222-2771	11/18/2019	11/18/2019	11/18/2022	
Ms. Christy McElroy	Port St. Joe	1311 Woodward Ave. Port St. Joe, FL 32456 Mcelroy9@aol.com	Cell: (850) 212-8690	9/27/16	9/27/16	9/2022	
Ms. Pam Ridley	Sentry Self Service Storage	3116 W. Tharpe Street Tallahassee, FL 32303 pamdesr@hotmail.com	(850) 574-3882 (850) 668-0635	1/28/14	1/27/17	1/28/2020	

Sector: Low Income

Name	Entity Represented	Mailing Address & Email Address	Telephone #'s Office Fax Cell	Date when originally seated on board	Date when seated for current term	Expiration date of current term	Term Renewal
Mr. Derrick Jennings, Chair	Jefferson County	1095 1 st Street Monticello, FL 32344 <u>Derrick.jennings36@yahoo.com</u>	Cell: (850) 342-8015	11/15/16	11/15/16	11/2019	
Ms. Lauren Johnson, Member-at-Large	Leon County	3417 Sunnyside Drive Tallahassee, FL <u>FSU_gur18@yahoo.com</u>	Cell: (850) 322-1749	Elected 11/10/16; Seated 11/15/16	11/15/16	11/2019	
Mr. Allen Jones	NAACP Gadsden County	96 Kirby Circle Havana, FL 32333 <u>Justallen@aol.com</u>	(850) 339-6042 (850) 251-9832	01/22/19	01/22/19	01/22/2022	

Bolded Names = Executive Committee

STANDARD 5.2

BYLAWS

DEMOCRATIC SELECTION PROCESS

Included: Election of Board Representative

Ballot And

Community Meeting Attendance Roster

CAPITAL AREA COMMUNITY ACTION AGENCY, INC.

BY-LAWS

ARTICLE I. NAME, JURISDICTION, AND GENERAL DESCRIPTION OF AGENCY

A. Agency and Description

The name of this organization shall be Capital Area Community Action Agency, Inc., (Agency) a non-profit corporation incorporated under the laws of the State of Florida and recognized by the Florida Department of Economic Opportunity as the proper body to carry out the purposes and functions set out in these by-laws, as specified in Section 210 of the Economic Opportunity Act of 1964, Pub. L. 88-452. The central office of the Agency shall at all times be located in Tallahassee, Florida, or at such other location as the Board of Directors may from time to time designate.

B. Jurisdiction

Jurisdiction served in the Florida Big Bend area includes Calhoun, Franklin, Gadsden, Gulf, Jefferson, Leon, Liberty and Wakulla counties.

C. Fiscal Year

The Agency fiscal year begins the first day of October and ends the last day of September.

ARTICLE II. MISSION/PURPOSE

A. Mission

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

B. Purpose and Function

1. To administer federal grant funds received from the Florida Department of Economic Opportunity (hereinafter the Department) and other federal, state, local, or private funding entities in Calhoun, Franklin, Gadsden, Jefferson, Leon, Liberty, Gulf and Wakulla counties, for the purpose of assessing, designing, operating, financing and overseeing anti-poverty programs in accordance with the requirements of state and

federal law, including sections 163.03(3), 420.33-.37, 409.508-.5093, Florida Statutes, and Rules 9B-22, 24, 57 and 65, Florida Administrative Code.

2. To work with local community groups, including persons who are poor and impoverished, other local government and/or public sector agencies, and the private sector, to seek out, identify, and eliminate or reduce the incidence of poverty within the communities.
3. To make the communities more responsive to the needs and interests of the poor by mobilizing available resources and bringing about greater community sensitivity through community involvement and public awareness programs.
4. To plan and establish priorities among projects, activities, and areas as needed for the most effective and efficient use of resources.
5. To evaluate, or to have evaluated, program effectiveness to ensure that resources expended actually do support approved objectives, and that those objectives meet the needs of the persons being served.

ARTICLE III. BOARD OF DIRECTORS

A. The Capital Area Community Action Agency Board of Directors is the Governing Board of the Agency responsible for ensuring effective policies and oversight for effective operations, sound financial management, efficient delivery of service, and planning in compliance with all federal, state, and local laws and regulations pertaining to these funds.

B. Membership

1. Numbers of Board Members

The tri-partite membership of the Board of Directors of the Agency, as required by 42 U.S.C. 9904, shall be selected and constituted by the Agency (as a Community Action Agency) so as to assure compliance with requirements of all three categories of membership.

- a. **Public Sector** – up to one-third of the members of the Board may be elected public officials/bodies or their appointed designee;
- b. **Poor Sector** – At least one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that they are representative of the poor in the area served; and

- c. **Private Sector** – the remainder of the members are officials or members of business, industry, labor, religious, welfare, education, or other major groups and interests in the community. Except as otherwise provided herein, the particular group, community or private organization from which the member is to serve shall be determined by a majority vote of the Board, upon a recommendation from the Executive Committee.
- d. **Members** – The membership of the Board shall consist of not less than a total of twelve (12) and not more than a total of twenty-four (24). The total membership of the Board shall be determined by the Board considering the number of counties served by the Agency; however, an uneven number of board members and officers shall be maintained and significant minority group representation must be continually present on the Board.

2. Categories of Membership

a. Elected or Appointed Public Officials

Florida Administrative Code (F.A.C.) 9B-22.11 (1) (a) requires that each county be represented on the Board but only requires that said representative be in the public sector for the first two years for a new county. The representatives of the public sector shall be elected officials who are selected to membership on the Board in the manner prescribed in this Article. Priority shall be given in the selection of public officials or their designee to serve on the Board from the county commissions in those counties served by the Agency. The Board will request that an elected official, or a representative appointed by the participating counties, be asked to serve on the Board. In addition, the term of the elected official or representative who serves as a board member is limited to their term in office as an elected official, in that all public officials serve at the pleasure of their constituencies and shall serve for as long as they maintain their status of public officials as defined by CA Memo 81. Public officials shall mean persons who were democratically elected by the people of their entire communities to represent their political interests. Those public officials, however, who are designated for representation on the Board may, if they wish, choose representatives to serve on the Board in their place or in their absence. The representatives need not be public officials themselves so long as they are duly appointed by the public officials' governing body. In addition to the chief elected officials of counties served by the Agency or their representatives,

every effort should be made to include representation for public officials with responsibilities for programs that are directly involved in anti-poverty efforts, such as public school, welfare, housing, and employment service officials. Letters reaffirming the delegation, signed by elected officials shall be required each calendar year regardless of the number of years or term length.

b. Representatives Selected from Poor or Impoverished Areas

The members of the Board which comprise the democratically-selected representatives of the poor shall reside in the areas from which they are selected to serve. Each year the Board may review the counties it serves and determine those target neighborhoods or communities from which selected representatives of the Board may be solicited to serve on the Board. Selected representatives must be elected by the residents of said neighborhood or community. Such representatives need not be poor themselves, but must be chosen in a manner to ensure that they truly represent the poor. The representatives of the poor shall be elected from target neighborhoods or communities, or organizations with at least 51% of its members from the Poor Sector. Such target areas shall be defined by district boundaries to be determined by the Board and shall circumscribe those areas of the community where poverty is concentrated. All residents of any given target area may participate in the election process, but special emphasis shall be given to insuring that those residents who are poor participate fully in the election process. Such elections, to the extent required by law, shall be subject to the Sunshine and public records law, and shall be done by secret ballot and election monitors will be present to distribute and collect one ballot per person. Persons voting, who must be at least eighteen years of age on the day of the vote, shall be required to present proof of residence and age so that only those eligible persons in the specific target area will be allowed to vote. Ballots will be counted before and after distribution to ensure that the same number that were issued were collected. The drafting of target boundaries and democratic elections of the representatives from those areas shall be done in such a manner as to insure proportionate representation of the poor community as a whole. Terms of elected representatives of the poor shall be three years, with an additional three-year term possible for a maximum of six years based upon board approval. Terms shall be staggered such that no more than three representatives of the poor will have terms expire in the same calendar year.

c. Poor Sector Alternate

In addition to the Poor Sector Representative, a Poor Sector Alternate also may be elected from the Poor Sector. If the elected Poor Sector Alternate is unable to attend Board Meetings in the absence of the Poor Sector Representative, then a new Poor Sector Alternate must be elected or no Alternate shall serve. The Poor Sector Alternate may attend all Board meetings with the Poor Sector Representative, but the Poor Sector Alternate may vote only in the absence of the Poor Sector Representative. The Poor Sector Alternate shall be eligible for travel reimbursement only when the Poor Sector Representative is absent. If the Poor Sector Representative is elected to serve on the Executive Committee of the Board of Directors, the Poor Sector Alternate may not serve on the Executive Committee.

d. Representatives from the Private Sector

The representatives from the private community shall be selected to membership on the Board and shall serve a term of three years, and shall be staggered such that no more than three representatives of the private sector terms shall expire in the same calendar year. Any person chosen as a representative shall be a member of a private community group or organization which is entitled to representation on the Board, with such private community group having been determined by a majority vote of the existing Board to be eligible for membership on the Agency board. The private sector of the Board shall not constitute more than one-third of the Board's total membership at the time of selection. Private community groups shall be defined as any non-profit organization concerned with business, industrial, labor, religion, welfare, education, civic, professional, significant minority groups or other community interests which do not have legal responsibility to perform an official public governmental function but which do have the ability to assist the Agency with fund-raising activities. As many different private interests as possible shall be represented on the Board. If there are more private groups willing to serve than there are seats available, then a system of rotation shall be devised to permit each such group an opportunity to serve. The affected groups will be notified of such rotation at least thirty (30) days prior to each annual meeting. If needed, the Board shall review annually the number and types of private community groups which are to be solicited for membership on the Board. The private community groups who will be entitled to representation on the Board shall be notified in writing of their

selection and invited to select a representative to serve on the Board. The individual representative shall be a member of the group which he/she represents and each group or organization shall notify the Chairman of the Board of the name of its representative. Such individual's membership on the Board shall be voted upon at the next regularly scheduled meeting of the Board following their nomination.

e. Membership Committee Requirements

Recommendations for new members on the Board shall be made by the Membership Committee, which shall continuously review and report on efforts to seek out members within the communities served by the Agency consistent with this Article and 42 U.S.C. 9904. No person is eligible for appointment to the Board unless their eligibility was reviewed and verified by the Membership Committee. Consideration by the Board of whether a particular group, community, private entity or representative from a public body is eligible to serve on the Board shall be made at the meeting immediately prior to consideration of the selection of the member from that group, community, private entity or public body representative. However, target communities from which representatives of the poor are elected must be determined by the Membership Committee and the Board prior to an election being held. In addition, if necessary to stay within minimum board membership requirements, a special meeting may be called, with proper notice to all Board and Membership Committee members, to approve the nomination of a new member to the Board.

3. Seating new members to the Board of Directors

Public Sector Appointments to the Board shall be approved by a majority vote of the existing Board and officially seated on the Board. Newly elected Low-Income Sector members shall be introduced and officially seated on the Board. New Private Sector members shall be approved by a majority vote of the existing Board and officially seated on the Board.

4. Terms of Office

No member of the Board may serve for more than two consecutive full or partial terms (6 years maximum), regardless of the sector of representation. A full term of office is three years from the date of acceptance of a member onto the Board. A member whose first term has expired but is awaiting reappointment can't vote at a Board meeting, nor will his or her

attendance count towards a quorum until the reappointment is approved. The second term shall be deemed to commence three (3) years after Board approval for the first term.

5. Geographic Requirements for Membership on the Board

Every member of the Board who is selected to represent a specific geographic area within the community must reside within the area which he or she represents. This requirement of residency shall apply to:

- a. All representatives of the poor; Those public officials or their representatives who represent specific political subdivisions, wards, or districts; and
- b. Representatives of private community groups which are organized on a geographic basis.

6. Petitioning for Membership

Any private community group or representative group of the poor which feels itself inadequately represented on the Board may petition for adequate representation. Any such petition must be signed by fifty members of the petitioning group or by fifty percent (50%) of the bona fide members of that group or organization. The petitioning agency or group shall provide a written statement supporting its reasons for the petition. The Membership Committee shall review such petition, and shall make a recommendation to the Board on acceptance or denial of the petition. The Board shall, at its next regularly scheduled meeting, act on the petition and shall inform the petitioning group of its decision. The organization or group presenting such a petition shall be promptly afforded an informal open hearing before the Board in order that they may have a full and fair opportunity to present their request. When a petitioning group is granted a seat on the Board pursuant to such a hearing, that representative shall be promptly seated and afforded all the rights and privileges of any other member of the Board. The Board shall then be readjusted and realigned in order to maintain the proper representation of public officials, the poor, and private members within the member limitation. A written statement of the Board's action on such petitions shall be submitted to the petitioning group and a copy of that statement sent to the Regional Community Services Administration.

C. Powers of the Board

Subject to the limitations of the Articles of Incorporation or other provisions of the By-Laws of this corporation and the applicable laws pertaining thereto, all powers necessary or proper to carry on the activities of this corporation shall be exercised by or under the authority of the

Board of Directors. The Board of Directors may, at any regular or special meeting, delegate to or contract with any person or persons, any of the powers of the Board of Directors for the management of the affairs of this corporation, except the power to adopt, amend or repeal the By-Laws or the Articles of Incorporation. The principal representative body of this corporation shall be its Board of Directors, which shall be elected and will serve in accordance with the requirements of the Department, the provisions of 42 U.S.C. 9904, and the terms of this Article.

The powers of the Board of Directors include but are not limited to:

1. Appointment/dismissal and annual evaluation of the Executive Director;
2. Review and approval of the following: All internal and external monitoring reports – Agency Annual Report, Annual Audit Report, Pay Structure and Schedule.
3. Determine and approve, all personnel, fiscal, and program policies subject to Florida's Department of Economic Opportunity and the U.S. Dept. of Health and Human Services regulations and policies;
4. Determine and approve overall program plans and priorities;
5. Determine and approve all program proposals and budgets;
6. Enforce compliance with all conditions of grants and contracts from all sources;
7. Determine, subject to funding sources regulations and policies, rules or procedure for the Board;
8. Select officers and the executive committee; and
9. Review and approve all new members of the Board.

D. Voting and Quorum

Each member of the Board of Directors shall be entitled to one vote. The presence of not less than one-half of the Board, plus one member, shall constitute a quorum and shall be necessary to conduct the business of the Board. Participation in a meeting via telephone or internet is permitted for the purposes of attendance, quorum and voting at all Board and committee meetings. In the event a Board member is unable to participate, their vote is forfeited as the Agency has a "No Proxy provision".

E. Removal and Recall

Any member of the Board of Directors may be removed by a vote of not less than two-thirds majority of the Board at a regular or special meeting called for such purpose and at which at least two thirds of the members of the Board are present. A vacancy shall thereupon exist upon the Board and in such office. Board members who fail to support Board activities through

attendance at Board meetings or other activities as designated by the Board are subject to review for removal from the Board by a two-thirds majority vote. A board member who fails to attend two (2) regular meetings in a calendar year, will result in a letter, sent by certified mail, informing the member of their two absences in a calendar year. The notified member will have 30 days to respond to the letter with the reason for their absences. The Board will take into consideration the absences and determine if they are excused absences at the next Board meeting. A vote will be taken at that meeting to determine if the board member is removed or will remain on the Board. In the event of removal, the group, community or public body from which that person was selected, shall be immediately notified by mail and offered the opportunity to nominate another representative for membership on the Board.

F. Resignations

Any member of the Board may resign by addressing a letter to the Chairman of the Board, or to the Vice-Chairman upon resignation of the Chairman, outlining the facts of such resignation and the date upon which the same shall become effective. Any resignation so made shall become effective upon the date specified. The Executive Director shall enter such letter in the minutes of the meeting and a vacancy shall thereupon exist in the Board or in such office, effective on that date.

G. Vacancies

Any vacancy which occurs on the Board for any reason shall be filled in the same manner and by the same body which originally sent a representative to that seat. Such representatives shall serve for the remainder of the unexpired term, and shall be eligible for reappointment to the Board at the end of the expired term. A vacancy shall be deemed to exist on the Board or in any office in the event of the death or incapacity of a member, or a member's removal, recall or resignation, or in the event the number of members on the Board is increased. The number of Board members may only be increased by a two-thirds majority vote of the existing Board at a regular or special meeting called for that purpose. A vacancy may be temporarily filled by a majority vote of the Board until such time as the vacancy is filled through the process described in this Article.

ARTICLE IV. OFFICERS

The officers of this corporation shall be the Chairman, Vice-Chairman, Secretary, Treasurer and Member-at-Large. All officers of this Corporation shall be duly elected or selected members of the Board. The Officers of the Corporation shall constitute the Executive Committee.

A. Chairman of the Board

The Chairman shall be the principal representative of the corporation and, subject to the control of the Board, shall in general, supervise all of the business and affairs of the corporation. When present, the Chairman shall preside at all meetings of the Board. The Chairman may sign, with any other designated individuals thereto authorized by the Board, any contract, check, agreement, or other instrument which the Board has authorized. The Chairman shall, in general, perform all duties of the Office of Chairman and such other duties as may be prescribed by the Board from time to time.

B. Vice-Chairman

The Vice-Chairman shall perform all duties of the Chairman of the Board in absence of that officer. The Vice-Chairman shall be in charge of committee assignments and may perform such other duties as may be assigned by the Board.

C. Secretary

The Secretary shall:

1. Attest minutes of the Board meetings;
2. Attest legal documents for the corporation; and
3. Perform other duties as may be prescribed for the Secretary by the Chairman, Vice-Chairman, or the Board.

D. Treasurer

The Treasurer shall:

1. Keep and maintain, or cause to be kept and maintained, adequate and correct amounts of all the properties and business transactions of the corporation, including accounts of its assets, liabilities, receipts and disbursements;
2. Sign checks, with the signature of at least one other person designated by the Board;
3. Present a financial report to the Board each month; and
4. Other duties as may be prescribed by the Chairman, Vice-Chairman or the Board.

E. Member-at-Large

The Member-at-Large shall represent the views of the remainder of the Board, and shall be a board member from the representatives of the poor, as well as other duties as may be prescribed by the Chairman, Vice-Chairman or the Board.

F. Other Requirements

The Chairman of the Board, Vice-Chairman, Treasurer, Secretary and Member-at-Large, along with centralized office personnel of this corporation, shall be bonded. No officer of this corporation shall receive compensation for duties performed in the exercise of the duties of his/her office. All officers of the Board shall be elected bi-annually in January in even numbered years, and seated at the same meeting. The Nominating Committee shall present a slate of nominees and qualification at the November regular meeting of the Board of Directors prior to the January election. Officers will also be formally seated following their election. Officers shall serve a two-year term which shall be staggered such that no more than three officers leave office each year, or until the seating of their successors. Officers may succeed themselves in office upon a majority vote of the Board. The January annual meeting at which officers are elected and installed shall also be reserved for presentations of awards and certificates for outgoing officers, members, or officers and members who left the Board between annual meetings. Any vacancy in any office because of death, resignation, or otherwise, may be filled by the Board for the unexpired portion of that term. All official records or other instruments belonging to the agency that are in the possession of out-going Board members or officers of the Board will be turned over to persons succeeding them.

ARTICLE V. CONFLICTS OF INTEREST AND NEPOTISM

A. Conflicts of Interest

No member of the Board, other policy groups or staff shall receive gifts, money or other gratuities from:

1. Persons receiving benefits or services under any program financially assisted by any local, state or federal agency or any other public or private agency;
2. Any person or agency performing services under contract; or
3. Persons who are otherwise in a position to benefit from the actions of any Board or staff member. This section shall prohibit the purchasing of goods, space, and services by members of the Board or staff if such Board members or staff have a substantial interest

in the purchase or rental and/or if members of the immediate family have substantial interests therein, except as provided below:

- a. Purchases or rentals of goods space and services from the same supplier at a total cost of less than \$ 200 within any 12 month period;
- b. Purchases or rental of goods or services if there is no other supplier in the community served by the program or within a radius of 50 miles, which is larger;
- c. Purchases or rentals of goods, services or space from the lowest bidder in accordance with rules for advertised competitive bidding under seal;
- d. Purchase or rentals of standardized goods at the lowest price offered after all local suppliers in the community have been contacted for quotation; or
- e. Purchase of services or rental of goods of space from public or private non-profit organizations at cost or at general rates previously established by those organizations.

The term "substantial interest" includes the following:

1. Any direct or indirect financial interest in the specific sale or rental transaction, including a commission or fee, a share of the proceeds, the prospect of promotion, a profit, or any other form of financial reward; and,
2. Any of the following interest in the business which is supplying the goods, space, or services to the purchasing or renting grantee or delegate agency:
 - a. Ownership,
 - b. Partnership interest or other beneficial interest of 5% or more,
 - c. Ownership of 5% or more of the stock
 - d. Employment as an executive officer, or
 - e. Membership on the Board of Directors or other governing board.

B. Nepotism

No member of the immediate family of a member of the Board, policy group or senior staff or other person who makes or influences the making of policies governing the operations or activities of the Agency shall be employed by this agency, income status notwithstanding.

Immediate Family: The term "immediate family" shall include husband, wife, father, mother, brother, sister, son, daughter, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, or sister-in-law.

ARTICLE VI. MEETINGS OF THE BOARD

A. Annual Meetings

The annual meeting of the Board of Directors shall be on the fourth (4th) Tuesday of January.

Board elections shall be held bi-annually in even numbered years unless otherwise changed by the Chairman and a majority vote of the members of the Board.

B. Regular Meetings

Regular meetings shall be held bi-monthly on the 4th Tuesday at a time and place designated by the Board. To the extent required by law, such meetings shall be open meetings as defined in Florida's Sunshine Laws. The meeting date may be changed by the Chairman with a majority vote of the Board.

The Board will have regular meetings including the annual board meeting in the months listed below:

- January (Annual Meeting)
- March
- May
- July
- September
- November

C. Meetings and Notice Requirements

1. Special meetings

Special meetings may be called by the Chairman, or in his or her absence, the Vice-Chair with the notice provisions of regular Board Meetings. Emergency Board meetings needed to protect the assets and welfare of the Agency may be called by the Chairperson with less than 10 days with notice acceptable under Florida's Sunshine Law.

2. Notice of Meetings

Written notice stating the place, date, time of each meeting shall be delivered to each Board member and shall be communicated via public notice acceptable under Florida's Sunshine Law at least ten (10) but no more than 30 days prior, to such meetings. Such notice in the case of all special meetings shall include the agenda of that meeting.

3. Records of Meetings

Written minutes of all meetings must be maintained and made available to the public with the exception of those that have been designated "closed" meetings by the Board. It shall be the policy of this Board to make available to the public not only proceedings of its meetings but other records as well that are in the public interest with the exception of sensitive personnel data. In accordance with the Federal Civil Service Commission and the Freedom of Information Act, such personnel information as name, position/title, salary, date of hire, etc. will be considered public information and can, therefore, be released. The Agency, to the extent required by law, shall be subject to Chapter 119, Florida Statutes, the Florida Public Records Act.

4. Meeting Location(s)

All meetings of the Board of Directors shall be held at the location of the Agency office, or any other place designated by the Board from time to time.

D. Open Meetings

All regular, special, and emergency meetings or meetings of two or more Board members concerning Agency business shall be properly noticed and open to the general public. Those portion of meetings which address sensitive personnel actions or unevaluated data of a sensitive nature may be considered private and may be held in closed session upon a majority vote of the Board.

E. Robert's Rules of Order

The parliamentary procedures of all meetings of this Corporation shall be conducted in accordance with Robert's Rules of Order, Revised.

F. Secret Ballots

To the extent authorized by law and upon request of any Board member, secret ballots will be used in voting on all motions to (1) call a closed session of the Board, (2) remove a Board member for cause, (3) hire or fire the Executive Director of this corporation, and (4) elect any officer of this corporation.

ARTICLE VII. COMMITTEES OF THE BOARD

A. Executive Committee

The Executive Committee, made up of the Chairman, Vice-Chairman, Secretary, Treasurer, and Member-at-Large, shall act for the full Board in between regular meetings and/or at times when it is inconvenient to convene the full Board and shall perform the following functions:

1. Resolve all issues that do not necessarily require the attention of the full Board;
2. Provide temporary approval on items that do require actions of the full Board;
3. By the above actions, make it easier for the Board to transact its regular business; and, report to the full Board.

Repeat absences of an Executive Committee member will require a letter being sent after four (4) Executive Committee absences and removal after a missed fifth (5th) meeting in a Board year.

B. Standing Committees

The Chair shall appoint certain standing committees of the Board, as deemed necessary by this corporation. Such standing committees shall include, but not be limited to: Personnel Committee, Program Planning and Oversight Committee, Membership/Nominating Committee, and Public Relations/Fundraising Committee and Budget and Finance Committee.

C. Personnel Committee

The Personnel Committee shall be made up of at least three members and shall have as its objective:

1. To review that agency personnel policies and procedures are developed and implemented in accordance with local, state and federal law;
2. To assure that equal employment opportunities are available to all interested individuals;
3. To review implementation of all applicable equal opportunity laws, executive orders and rules and regulations; monitor, supervise, and evaluate the Agency;
4. To review that the Agency pay structure and schedule is developed and implemented with accordance with local, state and federal law.
5. To receive, review, and act on all complaints of discrimination; and
6. To make recommendations and, reports to the full Board for final consideration.

D. Program Planning and Oversight Committee

The Program Planning and Oversight Committee shall be made up of a representative of the Executive Committee and other Board members as appointed by the Vice Chairman. The

Directors of Head Start and Family Services shall serve as ex-officio members of the Committee. The objectives of this committee shall be:

1. To oversee and guide all program planning undertaken or to be undertaken by the agency making sure that all agency programs meet the needs of economically disadvantaged residents of all participating counties;
2. To review overall program performance and compliance with local, state, and federal funders; and
3. To propose to the full Board for final consideration new programs or revisions of programs based on community needs.

E. Membership/Nominating Committee

The Committee shall be made up of at least three members, appointed by the Chair, and shall have as its objectives:

1. The continual review and consideration of existing and new groups, communities, or individuals for possible membership on the Board consistent with the membership requirements of these By-Laws;
2. Responsibility to seek out new members for service on the Board and to accept nominations, prepare ballots, and present qualifications of candidates for office or Board membership;
3. Ensure that the board maintains equal representation among the three tiers of membership for the Board; and
4. To ensure a board composition representative of the populations and geographic areas served.

F. Public Relations/Fund Development Committee

The Public Relations/Fund Development Committee shall be made up of at least three members, appointed by the Chair, and shall have as its objectives:

1. The development and distribution of materials and documents relating to public relations; and
2. Development of strategies for Board leadership on community fundraising efforts on behalf of the Agency.

G. Budget and Finance Committee

The Budget and Finance Committee shall be made up of at least three members, appointed by the Chair. Its objectives shall be:

1. To provide assurance that all budgets proposed to finance programs are adequate to meet programmatic needs and to ensure that all funds expended are done so in a manner in keeping with approved programs;
2. To recommend budgets to full Board for final consideration;
3. To supervise development and revision of the budget;
4. To report to the Board on a quarterly basis the financial status of the agency as a whole;
5. To assist in local, and state fund-raising activities; and
6. To develop, maintain, and supervise the internal fiscal control and accounting procedure.

H. Special Committees

The Chairman of the Board may appoint special committees from time to time depending on the needs of the Board. Such committees may have policy-making or advisory functions and shall serve for as long as their need exists, or until a new Chairman is elected, whichever occurs first.

I. Committee Membership

Each Board member shall be a member of at least one committee, which shall be assigned by the Vice Chair. All committees of the Board shall fairly reflect the composition of the full Board and, to the extent possible, at least one-third of their number shall be representatives of the poor, one-third public and one-third from private groups. The only tier which is allowed to have more members is the category for representatives for the poor population.

J. Ratification

Any and all acts of any and all standing and special committees must be ratified by an act of the Board at the next scheduled meeting of that body.

ARTICLE VIII. AMENDMENTS TO BY-LAWS

Amendments to these By-Laws may be proposed and adopted by two-thirds of the members present and voting at any regular or special meeting of the Board. Notice of proposed changes to the By-Laws must be provided in writing at least ten (10) days prior to the meeting at which such proposed changes will be acted upon.

ARTICLE IX. POLITICAL PROHIBITIONS

A. Political Authority

No Board or staff member may engage in any political activity during his/her official time with the Agency that will further the cause or efforts of a candidate for public office or an idea that is partisan in nature.

B. Agency Property

No Board or staff member may use any property, case or other resources of the agency to further the efforts of a candidate for public office or to support a partisan idea without the express consent of the funding source or grantor of funds except under the conditions specified in the U.S. Office Management and Budget (OMB) Circular A-122 (revised 05/19/84).

C. Dismissal

Any Board member or the Executive Director who willfully and knowingly violates the above provisions may be dismissed in accordance with the procedures set forth in these By-Laws.

D. Subordinate Personnel

Any staff member subordinate to the Executive Director may be dismissed in accordance with the provisions set forth in the personnel policies and procedures by the Executive Director.

ARTICLE X. DISSOLUTION OF THE CORPORATION

Upon dissolution of the corporation, all of its assets remaining after payment of all costs and expenses of such dissolution shall be distributed by the Board of Directors to organizations which have qualified for tax exemption under Section 501 C (3) of the Internal Revenue Code as amended or superseded, or to units of local government or to an agency designated by the funding sources.

*Revised: 3/26/2006, 9/8/2008, 5/25/2010, 7/27/2010;
9/26/12 combined already approved 7/27/2010 and 2/2011 bylaws
Revised and adopted 3/26/2013
Revised and adopted 7/22/2014
Revised and adopted 9/23/2014
Revised and adopted 9/22/2015*

Community Meeting Attendance Roster

Group: _____

Workers: _____

Date: _____

Place: _____

Time: _____

PLEASE PRINT

Name	Address
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____

**CAPITAL AREA COMMUNITY ACTION AGENCY
ELECTION OF BOARD REPRESENTATIVE
BALLOT**

Please vote for your choice for your representative by printing the name of the candidate and today's date.

Representative's Name: _____

Date: _____

**CAPITAL AREA COMMUNITY ACTION AGENCY
ELECTION OF BOARD REPRESENTATIVE
BALLOT**

Please vote for your choice for your representative by printing the name of the candidate and today's date.

Representative's Name: _____

Date: _____

**CAPITAL AREA COMMUNITY ACTION AGENCY
ELECTION OF BOARD REPRESENTATIVE
BALLOT**

Please vote for your choice for your representative by printing the name of the candidate and today's date.

Representative's Name: _____

Date: _____

**CAPITAL AREA COMMUNITY ACTION AGENCY
ELECTION OF BOARD REPRESENTATIVE
BALLOT**

Please vote for your choice for your representative by printing the name of the candidate and today's date.

Representative's Name: _____

Date: _____

STANDARD 5.5

BOARD MEMBER

MONITORING ATTENDANCE SHEET

2019-2020 Attendance Board Meetings

	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019
	Jan	Mar	May	July	Sept	Nov 7	Nov 18	Dec 10	Dec 16			
Board of Director Members												
Christy McElroy - Chair	P	A	P	P	P	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone
Derrick Jennings, Vice-Chair	P	P	A	P	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone
Harold Ross, Secretary	P	A										
Kara Smith - Treasurer	P	P	P	P	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone
Member at Large												
Allen Jones	P	P	P	P	A	A	A	A	A	A	A	A
Brent Couch												
Christy McElroy	P	A	P	P	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone
Debra Peterson	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned
Derrick Jennings	P	P	A	P	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone
Harold Ross	P	A										
Kara Smith	P	P	P	P	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone
Lauren Johnson	P	P	A	P	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone
Lisa Edgar	P	P	P	*P	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone
Pam Ridley	A	P	P	P	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone
Quincee Messersmith			P	*P	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone	P via phone
			fiscal year starts Oct									
Executive Committee	Feb '19	April '19	Jun '19	Aug '19	Oct '19	Nov 14	Dec 16 19					
Christy McElroy, Chair	P	A	*P	P	P	P via phone	P					
Derrick Jennings, Vice-Chair	A	A	P	P via phone	P via phone	P via phone	A					
Harold Ross, Secretary	P via phone	A										
Kara Smith, Treasurer	P	P	P	P via phone	A	A	P					
Lauren Johnson	P	P	P	P via phone	P via phone	P via phone	A	P via phone	P via phone	P via phone	P via phone	P via phone
* Attended by Phone												
*** Cancelled												

2020 Attendance Board Meetings

	2020		2020		2020		2020		2020	
	Jan	Mar	May	July	Sept	Nov				
Board of Director Members										
Derrick Jennings - Chair	P	P								
Brent Couch, Vice-Chair	*P									
Quincee Messersmith, Secretary	*P									
Kara Smith - Treasurer	P									
Member at Large										
Allen Jones	P	P								
Brent Couch	*P									
Christy McElroy	A	A								
Derrick Jennings	P	P								
Kara Palmer Smith	P	P								
Lauren Johnson	P	P								
Lisa Edgar	*P	P								
Pam Ridley	P	P								
Quincee Messersmith	*P	P								
Shanetta Keel	P	P								
			fiscal year starts Oct							
Executive Committee	Feb '20	April '20	Jun '20	Aug '20	Oct '20	Dec '20				
Derrick Jennings, Chair	P									
Brent Couch, Vice-Chair	A									
Quincee Messersmith, Secretary	P									
Kara Smith, Treasurer	P									
* Attended by Phone										
** Cancelled										

STANDARD 5.7

BOARD OF DIRECTORS ORIENTATION POLICY

Capital Area Community Action Agency

New Board Member Orientation Policy

- Goal:** To prepare new Board members to actively and effectively exercise their roles and responsibilities in agency governance.
- Attendance:** Chief Executive Officer and new Board member(s)
- Length of Meeting:** Up to 2 hours
- Materials:** Board Member Notebook
- Summary:** The Chief Executive Officer conducts an orientation session with each new board member prior to their official seating on the Board of Directors. The Orientation meeting will highlight important topics and provide ample opportunity for questions and discussion. The new Board member will receive a Board Member Notebook with the following information to be reviewed during the Orientation meeting:

1. Conflict of Interest Disclosure
2. Current Board Structure (Roster)
3. Agency Organization Chart
4. Board Committees
5. Employee Handbook and Policies and Procedures Manual
6. Florida Department of Economic Opportunity
Community Services Block Grant Field Manual
7. Board of Directors Manual including Agency By-Laws
8. Agency Job Descriptions
9. Agency Budget Handout
10. Board Meeting Schedule

Upon completion of the Orientation, each new Board member and the Chief Executive Officer will sign and date an “Acknowledgement of Receipt of Board Notebook and Board of Directors Manual” certification.



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STANDARD 5.9

BOARD MINUTES

RECEIPT OF PROGRAMMATIC REPORTS

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

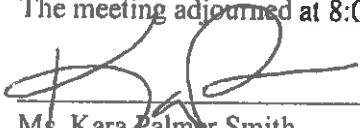
Mr. Center reported that he is working with the Eastpoint Wildfire Emergency Recovery Response. He is coordinating Head Start Training and Technical Assistance offers referred by HHS Program Specialist Deirdre Mitchell.

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.



Ms. Kara Palmer Smith

11/30/2020

Date

Capital Area Community Action Agency

**Capital Area Community Action Agency
Executive Committee
Meeting Minutes
February 25, 2020**

Members in Attendance:

Derrick Jennings, Chair
Kara Palmer Smith, Treasurer
Quincee Messersmith, Secretary

CACAA Staff:

Tim Center
Nina Self
Margaret Watson
Stephanie Sgouros

Member Absent: Brent Couch

The meeting was called to order at 5:38 p.m. by the Chair. A quorum was established.

ACTION ITEMS

Approval of Minutes

The Chair asked for a motion to approve the minutes of December 16, 2019. Ms. Messersmith made a motion to approve the minutes. It was seconded by Ms. Palmer Smith, and unanimously approved.

FISCAL REPORT

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

Year to Date Non-Federal Share (NFS) Match totals \$253,726 or 38% of the \$660,993 total match required for the fiscal year ending June 30, 2019.

Ms. Sgouros explained that for FY 2019-2020, the agency faces an unusual situation with our grants. She said that nearly half (11) of all currently active grants (23) have a grant period that differs from the Agency's fiscal year. This means that the Agency-wide statement has lost some of its effectiveness as a management tool, as it has been in the past, which means that it is less reliable by budget line item with differing fiscal years.



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We had only three new variances for the current month. **Salaries Fringe and Indirect**, which should even out over the month of June, **Equipment Maintenance** for December with pending credits that will balance in January, and **Equipment Lease** which is expected to even out in the next few months.

ESF 15 Report – January 2020

Ms. Sgouros reported that December and January items were purchased for fire victims, leaving a balance of \$67,305.99.

Mr. Center said this is money managed for Franklin County Fire victims. He said the balance of \$67,305.66 will be used for four families for permanent housing. Mr. Jennings asked if the four remaining families were the only trailers left. We are working with the county to get the remaining camper trailers transferred to residents for permanent housing in Liberty and Calhoun counties.

Ms. Sgouros announced that we will have new signature cards for new Executive Committee members. Mr. Center said this will take place at the next Board meeting.

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

CEO REPORT

Mr. Center reported that at the last Board meeting the Board asked to have the CEO report be given at the beginning of the meeting. He said the report was placed in this order to prioritize the report.

It was announced that Thomas Howell Ferguson is on board, and the audit work has begun. He said that at the last Board meeting there was a discussion about the over spending in legal services so we are informing the Board that a wrongful termination is being filed with EEOC, that will be reflected in the next report.

Mr. Center reported that the National Disaster Recovery efforts are being made available by DEO and Tri-County Community Action to explore how best to use federal funds for long-term recovery efforts for North Florida residents. DEO will have Community Action coordinate the process. The plan is to contract with the agency to manage funds to deal with disaster recovery. A conference call will take place Friday, February 28th. On a related note, we were encouraged by our program specialist, to apply for Head Start Natural Disaster Recovery funds for Head Start Centers in each county. This will be brought before Policy Council and Board for approval.

Mr. Center mentioned that he had a meeting with TYCO/Johnson Control to review video and security monitoring at entrances of the Head Start Centers for staff to have remote access for visitors.

Mr. Center reported that he held a radio interview with Steve Stewart of Above the Fold radio. He said he continues to work with Leon County Schools, Jim McShane, and the UWBB subgrant with ECHO for Getting Ahead with the ALICE population. Classes will begin March 3rd.

Mr. Center said he was asked at the last Board meeting to discuss repayment of the overage in Head Start for the drawdown on the Line of Credit for \$38,025.38. He said we have held the Golden Apple Gala for the last three years, scheduled for May 2020 (\$15,000), and Community Action Focus Breakfast (Benevon Model) on November 2020 (\$25,000). The total cost \$40,000.

Ms. Johnson asked if we had a streamlined process for referrals from CareerSource for Getting Ahead? Mr. Center said as it relates to CareerSource, the Welfare to Work Program is a qualifying program that included the Getting Ahead Program as a qualifying event for clients that have been referred to us for consideration.

Ms. Johnson asked how much is raised for the Golden Apple Gala? Golden Apple Gala raised \$9,000.00. Mr. Center asked Board members to use their resources to find donors.

CSBG Organizational Standards

Strategic Plan

Mr. Center presented a draft of a table of Organizational Standards. He said that we were asked to create a master calendar of standards to track when standards were due. DEO requires the agency to complete organizational standards throughout the year.

The Strategic Plan is due to be updated for the month of March. We have added Single mothers in poverty, with qualifying child under the age of 18, and CSBG Department has been included with a Special Getting Ahead class through the Refuge House.

The Chair asked for a motion to approve the Strategic Plan. Ms. Palmer Smith made a motion to approve the Strategic Plan. It was seconded by Ms. Messersmith, and unanimously approved.

Governance

Mr. Center said we are required to complete annual governance training. The governance training will be completed during the March meeting. He said that each Board member should become familiar with the materials since each member has a fiduciary responsibility to the organization to govern the agency to ensure the agency is operating by DEO guidelines. The same process is done with the Head Start Policy Council.

Community Needs Assessment

Mr. Center said the Community Service Block Grant (CSBG) is to be adopted by the Board. He said this is the Head Start Community Needs Assessment 2017. Both Head Start and the Community Service Block Grant Program require the agency to look at the demographics of the community to guide in the decision making process. We ask the board to adopt the Community Needs Assessment.

The Chair asked for a motion to approve the Community Needs Assessment. Ms. Palmer Smith made a motion to approve the Community Needs Assessment. It was seconded by Ms. Messersmith, and unanimously approved.

Staff Appreciation

Mr. Center reported that Mr. Jennings has visited several Head Start Center locations. He said the teachers are doing extremely well and he would like to show appreciation to the staff and teachers by recognizing them at the Golden Apple Gala. The Board suggested that the agency check on the cost of lapel pins as appreciation for years of service.

Ms. Johnson asked for an update on the status of the funding for \$75,000.00 Sun Trust? Mr. Center will email a copy out tomorrow.

Meeting adjourned at 6:30 p.m.



Ms. Messersmith, Secretary



Date

STANDARD 6.5

STRATEGIC PLAN UPDATE

Capital Area Community Action Agency, Inc.

Single Mother/parent household Criteria

On February 27, 2019 Capital Area Community Action contracted with Ovid Solutions to conduct a Strategic Planning Session, to determine the needs of the counties we serve. Capital Area Community Action Agency serves Leon, Gadsden, Wakulla, Jefferson, Liberty, Calhoun, Franklin and Gulf counties. The Community Needs Assessment demonstrated one of the crucial areas that needed to be addressed is single mothers/parent as head of the household.

A recent study shows nearly 60 percent of homes in Leon County are single-parent households. The study also shows that those families are four times more likely to be in poverty.

Capital Area Community Action Agency as a result of the Needs Assessment has implemented the following to address the single mother/parent population;

To enroll in the Getting Ahead program, the Getting Ahead pre-screening application has a question to identify if the applicant is a single mother/parent household. All pre-screening applications that identify this population, the case manager will contact the applicants within a twenty-four hour time frame of receipt of said application to initiate the Getting Ahead approval process. All other applicants will be contacted within a forty-eight hour time frame.

The agencies Low Income Home Energy Assistance Program (LIHEAP), has added single mothers to the current priority criteria. These populations of individuals are able to request an appointment for utility assistance within the first fifteen days of each month. A request for rental assistance will follow the same protocol if funding

is available. The remaining residents of the community will be able to apply for assistance after the fifteenth of each month.

Head Starts current enrollment selection criteria ranking system gives priority to single parent families with maximum criteria points to get them enrolled into the program.

Capital Area
**Community
Action**
Agency

***Low Income Home Energy
Assistance Program***

PRIORITY CRITERIA

****Only Priority Clients will be served the first 15 working days of each month****

1. **Single Mothers**
2. Sixty years of age or older
3. Disabled (Documentation Required)
4. At least one child in the household age 5 or younger

****All other clients will be served the last 2 weeks of each**

**LEON COUNTY
APPOINTMENTS ONLY**

WALK-INS WILL NOT BE ACCEPTED

**Call (850) 325-3500
(Monday—Friday)
between 3:45pm — 4:45pm
to make an appointment**



Capital Area Community Action Agency, Inc.
Head Start Child Development Program

Enrollment Selection Criteria Ranking System

Area	Code	Points
INCOME		
81 – 100% below poverty level (no income)	1	95
61 – 80% below poverty level	2	85
41 - 60% below poverty level	3	75
21 - 40% below poverty level	4	65
0 – 20% below poverty level	5	55
101 – 130% above poverty level	6	45
Over 130%	7	0
OTHER INCOME FACTOR		
TANF, SSI, SSA, SNAP, WIC	ELIG	25
Homeless / Foster (with documentation)	H/F	200
AGE		
4 years old	4	85
3 years old	3	65
PARENTAL STATUS		
Single parent family not working	SP	20
Single parent family working or in school	SPW	85
Two parent family not working	TPNW	20
Two parent family working	TPW	65
Two parent family with one working or in school	TP/SCH	50
Grandparent, legal guardian or non-parent of the child	GP/LG	85
DISABILITY STATUS		
IEP/IFSP	DIAG	80
Suspected/Concerned	SUSP	40
OTHER FACTORS		
Custodial parent or parent without HSD or GED	HS/GED	30
Teenage Parent	TEEN	50
English not the primary language in the home	EHG	50
Military family	MF	95
Spouse of deployed family	SDF	75
Returning child	RC	200
Waitlisted for one year	WL	200
Transitioning from Early Head Start	EHS	95
Social Services Referred	FR	50
Family member incarcerated	INC	50
Child has a medical/nutrition problem/Mental Health	M/NP/MH	30
Family Self Sufficiency	FS	50
Getting Ahead in a Just-Getting' by World	GA	50



Pre-Screening Application

The Getting Ahead Program is a 15-week course with weekly sessions of 2 – 2.5 hours per week. You must be willing and able to commit to attending the 15 sessions.

For more information on program enrollment for:

- Calhoun/Liberty residents, call (850) 674-5067 or fax application to (850) 674-9663
- Gadsden County residents, call (850) 875-4250 or fax application to (850) 627-9670
- Gulf County residents, call (850) 653-8057 or fax application to 850-942-2090
- Jefferson County residents, call (850) 997-8231 or fax application to (850) 997-2702
- Leon County residents, call (850) 222-2043, Ext. 107 or fax application to (850) 942-2090
- Wakulla County residents, call (850) 926-3122 or fax application to (850) 926-3172

Date _____ Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email: _____

Number of People in Household: ____ . How many children: ____ .

Are you a Head Start Parent: ____ Yes ____ No. Are you a single mother/parent ____ Yes ____ No

Are you employed: ____ Yes ____ No. If yes, ____ full-time or ____ part-time.

Do you have high school diploma or G.E.D.: ____ Yes ____ No. If no, are you enrolled in a G.E.D. class: ____ Yes ____ No. If yes, do you have a college degree: ____ AA ____ BA/BS ____ MA

Are you enrolled in vocational training or post-secondary secondary education? ____ Yes ____ No
If yes, what is your course of study? _____

How did you hear about Getting Ahead: _____

Space is limited. Completion of this Application does not guarantee enrollment in the course. If selected, you will be notified by phone for additional screening.

For Office Use Only

Dates called _____

Talked w/Applicant ____ . No Answer/Left Message ____ . No Answer/Could Not Leave Message ____ .

Phone Not Working ____ . Income Eligibility Determined ____ .

STANDARD 7.2

PERSONNEL POLICIES

RE: Employee Personnel Policies to all staff
and Notification of all changes.

**ACKNOWLEDGEMENT OF RECEIPT OF
EMPLOYEE POLICY & PROCEDURES MANUAL**

This is to certify I, _____, have received a copy of the
(Employee Name)

Employee Policy & Procedures Handbook for Capital Area Community Action Agency, Inc. I acknowledge it is my responsibility to read the entire Handbook and follow the procedures. If I have any questions about the policy, it is my responsibility to ask for clarification from my supervisor or the Human Resources Department.

Employee Signature

Date

Human Resources Signature

Date



Publication of Personnel Policies

Each employee will receive a copy of this manual in order to become familiar with the Agency's personnel policies and to use as future reference. In addition, a copy of this manual will be given to Head Start Policy Council members and each member of the Agency's Board of Directors for guidance in personnel matters.

Each employee will sign an acknowledgement stating that he/she received a copy of the manual and it is his/her responsibility to read and review the contents. The signed acknowledgement will be retained in the employee's personnel file. New acknowledgements will be required when the manual is changed or updated. New policies and procedures, changes to existing policies and procedures and notification of deletion of existing policies and procedures will be distributed in a timely manner to all staff.