

Capital Area Community Action Agency

Conference Call in Board of Directors Meeting Agenda

Tuesday, May 26, 2020 – 6:00 PM

(click the link) [Video Conference call via Microsoft Teams](#)

I.	Call to Order	Derrick Jennings, Chair	
II.	Agenda Approval		
III.	Sign-in/Attendance/Introductions		Page
IV.	Action – Recommendation for Review and Approval		
	i) Board Meeting – March 24, 2020		2-6
	B. Board Administration		
	i) Kim Wilson, Policy Council Chair (Low Income Sector)		
	C. Fiscal Report		
	• Narrative		7-9
	• Revenue & Expenditures Agency-wide		10-11
	• Balance Sheet		12
	• Revenue & Expenditures – major programs		13-16
	• Head Start Non Federal Share Match		17
	• Credit Card Activity Spreadsheet and Statements		18-20
	• ESF 15 (Franklin County) Report		21-22
	D. Corporate Resolution – PPP Loan Money Market Account		23
	E. CEO Contract Extension		24
V.	Chief Executive Officer’s Report		25-26
VI.	Organizational Standards		27-31
VII.	Head Start Centers – Update		32-34
	i) Programmable Thermostats		35
VIII.	Chief Operating Officer’s Report		36-55
	A. Program Updates		
IX.	Chair’s Report		
X.	Adjournment		

Next Executive Committee Meeting 4/28/2020 - 5:30 pm – 309 Office Plaza Drive

**Next Board of Directors Meeting 5/26/2020 – 6:00 pm – Ghazvini Center for
Healthcare Education**



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Capital Area Community Action Agency

Conference Call-in Board of Directors Meeting Minutes March 24, 2020

Members in Attendance:

Derrick Jennings, Chair
Brent Johnson, Vice-Chair
Kara Palmer Smith, Treasurer
Quincee Messersmith, Secretary
Lisa Edgar
Lauren Johnson
Allen Jones
Pam Ridley
Shanetta Keel

CACAA Staff:

Tim Center
Nina Self
Margaret Watson
Stephanie Sgouros
Venita Treadwell
Kristin Reshard

Member Absent: Christy McElroy

The meeting was called to order at 6:02 p.m. by the Chair. A quorum was established.

The Chair asked for a motion to approve the agenda. Mr. Jones made a motion to approve the agenda. It was seconded by Ms. Edgar, and unanimously approved.

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

ACTION ITEMS

Approval of Minutes

The Chair asked for a motion to approve the minutes of January 28, 2020. Ms. Palmer Smith made the motion to approve the minutes. It was seconded by Ms. Ridley, and unanimously approved.

Board Administration

Mr. Center reported that both Ms. Kim Wilson and Ms. Lauren Johnson were elected to represent the Policy Council on the Board of Directors. Mr. Center said that Ms. Wilson was appointed Policy Council Chair. Ms. Lauren Johnson represent the Low Income Sector.

Mr. Center asked that we defer the vote to seat Ms. Kim Wilson, on the Board to the next Board meeting in May 2020.

The Chair asked for a vote to seat Ms. Johnson on the Board of Directors. Ms. Edgar made a motion to seat Ms. Johnson on the Board of Directors. It was seconded by Mr. Couch, and unanimously approved.

The Chair asked for nominations for Executive Committee Member-at-Large. Ms. Palmer Smith made a motion to nominate Ms. Johnson for Executive Committee Member-at-Large. It was seconded by Ms. Edgar, and unanimously approved.

FISCAL

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

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

New Variances and Explanation

The Finance Director reviewed the financial report noting any new variances that were above or below the budget benchmark for this fiscal year.

Ms. Palmer Smith said that in January it was reported that we would not have any new legal expenses. Ms. Sgouros said that it was \$10,000 per event and we only budgeted for one event but we had two events. Ms. Self explained that legal expenses increased due to mediation for a new case.

Ms. Palmer Smith questioned rent/space cost. Ms. Sgouros said that the WAP budget was contracted through September 30th but only funded through the end of March 2020. Beginning April 1st we will have an amended budget for WAP.

Ms. Palmer Smith asked why repairs and maintenance were over benchmark due to vacant maintenance position. The agency contracted with JR Construction which is less cost for the agency. Mr. Center said overall this is cost effective.

Mr. Couch asked if over benchmark budget occur often. Ms. Sgouros explained that benchmark does not represent where we are in the grant year because many of the grants are on different cycles. Over budget benchmark means it needs to be monitored.

Ms. Johnson asked how will the COVID -19 pandemic affect the agency staff who are currently not working. Mr. Center said all employees are being paid. Our Head Start staff is asked to stay in contact with families via phone, email, and maintain contact with parents.

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

Corporate Resolution and Signature Cards

Ms. Sgouros presented the new signature cards for our regular operating account. She said signature cards need to be updated with the new Executive Committee Members.

Ms. Edgar said that it is a substantial number of members with signature authority. Ms. Sgouros said part of the reason being is that we have to have two signatures for checks over \$3, 5000.00 with at least one being a Board member. She said sometimes it is an availability issue.

The Chair asked for a motion to approve Corporate Resolution and Signature Cards. Ms. Edgar made the motion to approve Corporate Resolution and Signature Cards. It was seconded by Ms. Messersmith, and unanimously approved.

CEO Report

Mr. Center reported that the audit with Thomas Howell Ferguson CPA firm has begun and auditors will be on sight March 30th and the second week in April. He said the COVID-19 may have some impact on the date.

The Agency implemented last week a new screening of clients entering the building as early as March 13th to address concerns regarding the COVID-19 pandemic. Cleaning of surfaces and entry points is happening regularly. Office closures were eminent given federal and state guidelines.

Mr. Center said we are working with DEO and SHAH systems contracted by the state to be all Community Action Agencies online solution for data collection. They have made available to the agency a discounted module that permits online applications for utility payments purchased March 23rd. We expect to go live by Thursday, March 26th, no later than Friday, March 27th. Even though our offices are closed to clients we are open for business to the extent of what we can provide for our staff and clients.

We have suspended all our Getting Ahead classes following the pandemic guidelines. Staff is working on the grant applications for Community Human Services Partnership (CHSP) for Head Start and Getting Ahead. The application is due March 31, 2020.

Mr. Center reported that we are in the final stages of camper trailers being transferred to clients where appropriate. He said DEO received funds from Congress regarding emergency disaster recovery and disaster relief of 6.2M of which 3.1M will be distributed out to the counties. Community Action will be the lead for more than 30 counties in coordination with our neighboring Community Action Agencies. We are partnering with Career Source and other non-profit and social service providers to provide long term relief that can lead to a more sustainable future.

We continue to work with TYCO/Johnson Controls to review video and security monitoring at our Head Start Centers increasing security at the front entrance.

Mr. Center said at the last Executive Committee Meeting the Board expressed concern about Head Start being over budget 38,230.35. He said the Board asked for a debit reduction plan; he presented a document detailing repayment of \$40,000 (Golden Apple Gala \$15,000, and Community Action Focus Breakfast \$25,000). He stressed the importance for Board involvement in fundraising efforts. He challenged the Board to petition friends to support the agency through the services we offer to the community. The Board was sent a link to a video on the Benevon Model introducing the concept.

Mr. Center said the Board requested information detailing how the Sun Trust funds are being used. He said funds will be used for the Alice Population and ECHO.

Ms. Johnson asked when the Agency made the decision to close our Centers did we pay for School Readiness? She said we have parents that are required to continue to work which would bring in funding. The Office of the Attorney

General requested that classrooms have no more than ten children in a class. Ms. Treadwell said we currently have no school readiness children.

Mr. Center said included in the packet is the Organizational Standards calendar of activities that outline how the standards are tracked. It will be included in the Board meeting packet to keep the Board informed.

HEAD START CENTERS - UPDATE

VPK School Readiness Scores

Ms. Treadwell thanked the Board for reading at the Centers for Reading Across America. She said she wanted to express her concern about School Readiness reason being the scores are not where they should have been. She explained that they are coaching the teachers – coaches are working with individual teachers to assist with the curriculum and classroom environment to be conducive for learning.

Autumn Murphy, Speech and Language Therapist, has come in to assist Head Start with Star Readiness which is the same school readiness assessment that public schools use. We anticipate that this will help obtain high scores.

Mr. Couch asked about the Health and Safety violations? Ms. Reshard said we received two DCF violations (Jefferson County Head Start – 3/5/2020 and Louise B. Royal Head Start 2/27/2020). Ms. Treadwell explained that work orders are being completed by Center Directors.

Coronavirus

Ms. Treadwell reported that all the Center Directors have opened up their centers to allow teachers to get student information so that families are able to work with their children while we go through this pandemic. We have put daily worksheets of learning information on our Face Book Page. The teachers are expected to contact parents through phone, text or email at least once a week. They are expected to enroll in a professional development class. The Department of Children and Families require each teacher to have completed a Transportation Safety Class by April 1st.

Staff Appreciation – Lapel Pins

Ms. Watson is researching options for the Golden Apple Gala lapel pin. We will have more information at the Executive Committee on April 28th.

PROGRAM UPDATES

COO Report

Ms. Self presented the Summary of Programs for the month of February 2020. She reported that the spring semester of Getting Ahead classes have started with two classes in Leon, and one in Franklin. She said we have begun a “Train the Trainer” class with 12 participants who are either staff members or graduates from a previous Getting Ahead class. She said that Staying Ahead currently has 29 active participants.

Emergency Services

Ms. Self reported that for the month of February our Emergency Services department served fewer clients. We average about 300 clients monthly, but we anticipate that once the 60-day furlough is complete our numbers will increase.

WAP

It was reported that the Weatherization Program year end is September 30, 2020. As of March 2020, 94 homes have been processed and inspected. Of those 94 homes, 61 homes have been completed with a projected completed of 152.

Head Start

Ms. Self reported that we currently have 370 students enrolled with a waiting list of 45 students. She said that all staff is being paid while they are out and will be paid until they return on April 6th.

Ms. Self said she attended the annual Human Resources and Employee Benefit Legal Update Workshop sponsored by our liability insurance carrier, HUB International. The topic was Coronavirus (COVID-19) in the workplace: Legal and Regulatory Considerations.

The Chair stated that as a Board member he would like to have a workshop on School Readiness to improve the quality of education at our Centers. Mr. Center asked if this would be an agenda item at the next meeting or a special meeting. The Chair requested to have a special meeting with Board and staff. Mr. Center said a plan would be in place on how to move forward.

The meeting adjourned at 8:05 p.m.

Ms. Quincee Messersmith

Date

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

As of March 31, 2020, we have completed six months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 50% of the annual budget with Head Start's around 67% due to the abbreviated 9-month contract. At month end, the Year to Date Actual Revenue and Expenses are 55% and 51% respectively, with mostly restricted net income of \$327,337 including \$69,531 in the SunTrust Grant and nearly \$67,306 for Franklin Co. Fire Victims.

Year to Date Non-Federal Share (NFS) Match reported totals \$468,415, which is 71% of the \$660,993 total match required for the fiscal year ending June 30, 2019.

Expenditure Variances and Explanations

The Agency-wide Statement of Revenue and Expenditures tracks year-to-date progress by budget line item. Actual revenues and expenditures are compared to the original budget for each budget line item by amount and percentage.

Some budget line items may be below or above the expected percentage at any given point in the year. This can be caused by something as innocuous as the revenue or expense occurring unevenly at different points of time during the year, such as a one-time insurance payment. In other words, one twelfth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, explanations are provided. These explanations frequently feature the terms "over budget" or "over the budget benchmark". "Over budget" usually refers to situations where more has been spent in total than was allocated. It may also refer to unexpected expenses that will cause the line item to be overspent by year/grant end. "Over the budget benchmark" refers to items that are currently over what we would expect, if expense were incurred evenly each month. Usually, the items that are "over the budget benchmark" are not incurred evenly each month and are expected to be at or near what was allocated by year/grant end.

It is important to note that, while a specific line item may be over budget, the overall Agency budget should not be over budget. Adjustments are often made at the end of a grant or fiscal year to ensure that all budgets are balanced.

New Circumstances

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

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

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

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

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

Salaries, Fringe and Indirect – current spending in this category is 4-5% over benchmark budget which, while significant, should even out over the month of June as long as it does not exceed the current level.

Staff Screenings – This will be amended during the CSBG modification effective 04/01/20.

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

Contractual Services/Professional – is over budget due to payments for contract intake workers and will ultimately produce off-setting reductions in personnel expenses.

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

Rent/Space Cost – is currently over the budget benchmark, but will be amended during the LIHEAP and WAP budget modifications.

Utilities – is over the benchmark budget by 4% which equates to a \$3,600 deficit. This is up \$2,600 over last year's spending. The overages are mainly at Royal and Jefferson. Management has investigated the reason(s) for the increases and implemented solutions, including installing programmable thermostats.

General Liability and Property Insurance – is over the budget benchmark, but will be amended during the LIHEAP budget modification.

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

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

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

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

Financial Statement Narrative
For the Six Months Ending March 31, 2020
Capital Area Community Action Agency

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

Technology – was over the budget benchmark due to the annual renewal of the Teaching Strategies Gold subscription as well as a virtual learning software.

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

Expendable Equipment – is over budget due to the unexpected purchase of a convection oven. Fiscal will consult management to determine how to best cover the overage.

Registration Fees – appears to be over because there is no budget item for WAP under this category. These charges will be moved to Meetings, Workshops and Training where they will then be in line.

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

Legal Expenses – is currently over the benchmark budget. The Agency's insurance deductible is \$10,000 per event so this line item may need to be adjusted as the year progresses for any additional events.

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Six Months Ended 3/31/2020

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	2,697,910	1,911,603	(786,307)	71%
Government Contracts - Federal Indirect	4005	5,045	8,950	3,905	177%
Government Contracts - STATE	4010	3,854,921	1,596,716	(2,258,205)	41%
Government Contracts - LOCAL	4020	119,293	52,773	(66,520)	44%
Grants - Other Not-for-Profits	4100	145,219	117,054	(28,165)	81%
Grants - All Other Sources	4120	0	73,158	73,158	100%
Contributions	4200	50,500	15,321	(35,179)	30%
Contributions- Restricted	4210	77,821	103,604	25,783	133%
Commissions-Vending/Photo	4320	2,000	878	(1,122)	44%
Interest Income	4950	0	1,246	1,246	100%
Fringe Pool Revenue	4960	847,984	415,311	(432,673)	49%
Indirect Pool Revenue	4970	620,395	309,610	(310,785)	50%
Other Revenue	4995	4,000	19,715	15,715	493%
Total Revenue		<u>8,425,089</u>	<u>4,625,938</u>	<u>(3,799,151)</u>	55%
Expenditures					
Salaries & Wages	6010	2,201,838	1,425,374	776,464	65%
Fringe	6110	650,012	415,824	234,188	64%
FICA	6120	202,984	106,376	96,608	52%
Unemployment	6130	45,000	20,890	24,110	46%
Workers Compensation	6140	50,000	20,623	29,377	41%
Health Insurance	6150	450,000	235,669	214,331	52%
Life Insurance	6160	30,000	14,137	15,863	47%
Retirement	6170	40,000	24,688	15,312	62%
Staff Screenings	6180	2,335	2,076	259	89%
Indirect Costs	6210	471,625	314,648	156,977	67%
Travel - In Area	6310	14,592	5,541	9,051	38%
Travel - Out of Area	6315	(4,180)	0	(4,180)	0%
Office Supplies	6410	14,058	7,576	6,482	54%
Program Supplies	6415	21,628	14,949	6,678	69%
Classroom Supplies	6420	38,375	430	37,945	1%
Kitchen Supplies	6430	34,189	11,666	22,523	34%
Medical/Dental Supplies	6440	760	200	560	26%
Copies/Printing/Copier	6510	18,227	8,123	10,103	45%
Postage and Delivery Expense	6600	2,364	685	1,679	29%
Contractual Services/Professional	6710	337,115	149,041	188,074	44%
Contractual Services - Health/Disabilities	6715	131,275	130,600	675	99%
Rent/Space Cost	6810	202,210	153,668	48,542	76%
Utilities	6820	69,035	53,209	15,825	77%
General Liability and Property Insurance	6830	70,035	37,228	32,807	53%
Communications	6840	55,342	43,258	12,084	78%
Repairs & Bldg Maintenance- Recurring	6850	76,512	64,112	12,400	84%

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Six Months Ended 3/31/2020

Repairs & Bldg Maintenance - Nonrecurring	6855	17,750	26,666	(8,916)	150%
Equipment Maintenance	6910	23,437	15,126	8,312	65%
Vehicle Expense	6920	29,742	28,370	1,371	95%
Equipment Lease	6930	8,917	7,218	1,700	81%
Technology	6940	30,239	23,256	6,984	77%
Fees, Licenses, and Permits	7010	5,079	989	4,090	19%
Dues/Subscriptions	7020	9,822	6,227	3,595	63%
Special Events	7110	1,500	0	1,500	0%
Client Assistance	7210	2,716,154	759,622	1,956,532	28%
Expendable Equipment	7320	7,974	3,352	4,621	42%
Registration Fees	7410	4,833	645	4,188	13%
Meetings/Workshops/Training	7420	41,637	7,788	33,849	19%
Training/Staff Development	7430	31,376	23,774	7,602	76%
Advisory/Board Member Expenses	7440	2,933	2,181	752	74%
Advertising	7450	2,595	233	2,363	9%
Parent Activities	7460	900	0	900	0%
Raw Food Cost	7510	208,907	122,290	86,617	59%
Legal Expenses	7530	10,000	9,053	947	91%
Interest Expense	7610	12,664	0	12,664	0%
Bank Service Charges	7630	<u>3,300</u>	<u>1,219</u>	<u>2,081</u>	37%
Total Expenditures		<u>8,395,089</u>	<u>4,298,601</u>	<u>4,096,488</u>	51%
Excess Revenue over (under) Expenditures		<u>30,000</u>	<u>327,337</u>	<u>297,337</u>	

Capital Area Community Action Agency
Balance Sheet
As of 3/31/2020

	<u>Current Period Balance</u>
Assets	
Petty Cash	860
Cash Operating Hancock Bank	253,185
Cash - Money Market Hancock Bank	76,855
Cash-Bank Restricted	35,212
Cash - Centennial Bank - Restricted	67,305
Grants Receivable	736,171
Property and Equipment Net	<u>227,308</u>
Total Assets	<u>1,396,895</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	56,250
Accrued Leave	49,802
Accrued Wages	89,251
Accrued Fringe Benefits	(1,785)
Accrued Taxes	18,987
Contract Advances	41,008
Contingent Liab Sunshine St Micro Obligated	22,993
Liability- Head Start Parent Activity	3,605
Notes Payable	<u>138,473</u>
Total Liabilities	418,585
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	326,075
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	650,973
Current Net Income	<u>327,337</u>
Total Net Assets	<u>978,310</u>
Total Liabilities and Net Assets	<u>1,396,895</u>

**Capital Area Community Action Agency
Head Start Statement of Revenues and Expenditures
For the Six Months Ended 3/31/2020**

10/1/2019-6/30/2020

67%

		<u>Total Budget - Original</u>	<u>Current Period Actual</u>	<u>Total Budget Variance - Original</u>	<u>%</u>
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	2,697,910	1,911,603	(786,307)	71%
Total Revenue		<u>2,697,910</u>	<u>1,911,603</u>	<u>(786,307)</u>	<u>71%</u>
Expenditures					
Salaries & Wages	6010	1,299,035	918,420	380,615	71%
Fringe	6110	376,460	268,939	107,521	71%
Staff Screenings	6180	913	160	753	17%
Indirect Costs	6210	301,589	217,367	84,222	72%
Travel - In Area	6310	2,625	632	1,993	24%
Office Supplies	6410	5,204	2,009	3,195	39%
Program Supplies	6415	20,239	14,891	5,348	74%
Classroom Supplies	6420	36,375	430	35,945	1%
Kitchen Supplies	6430	8,000	1,199	6,801	15%
Medical/Dental Supplies	6440	750	200	550	27%
Copies/Printing/Copier	6510	12,200	4,554	7,646	37%
Postage and Delivery Expense	6600	900	168	732	19%
Contractual Services/Professional	6710	27,000	6,557	20,443	24%
Contractual Services – Health/Disabilities	6715	125,000	124,325	675	99%
Rent/Space Cost	6810	171,000	106,974	64,026	63%
Utilities	6820	59,664	47,006	12,658	79%
General Liability and Property Insurance	6830	28,000	15,051	12,949	54%
Communications	6840	39,000	26,221	12,779	67%
Repairs & Bldg Maintenance- Recurring	6850	68,250	57,969	10,281	85%
Repairs & Bldg Maintenance - Nonrecurring	6855	17,250	26,279	(9,029)	152%
Equipment Maintenance	6910	14,250	9,244	5,006	65%
Vehicle Expense	6920	21,000	15,067	5,933	72%
Equipment Lease	6930	6,450	4,871	1,579	76%
Technology	6940	13,680	13,331	349	97%
Fees, Licenses, and Permits	7010	1,125	297	828	26%
Dues/Subscriptions	7020	1,875	1,512	363	81%
Special Events	7110	1,500	0	1,500	0%
Expendable Equipment	7320	2,250	3,352	(1,102)	149%
Meetings/Workshops/Training	7420	300	160	140	53%
Training/Staff Development	7430	31,376	23,841	7,535	76%
Advisory/Board Member Expenses	7440	1,125	577	548	51%
Advertising	7450	2,625	0	2,625	0%
Parent Activities	7460	900	0	900	0%
Total Expenditures		<u>2,697,910</u>	<u>1,911,603</u>	<u>786,307</u>	<u>71%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

Capital Area Community Action Agency
CSBG - Statement of Revenues and Expenditures
From Grant Inception Through 3/31/2020
100%

10/1/2016-3/31/2020

		<u>Total Budget - Original</u>	<u>Current Period Actual</u>	<u>Total Budget Variance - Original</u>	<u>%</u>
Revenue					
Government Contracts - STATE	4010	2,439,907	2,076,751	(363,156)	85%
Total Revenue		<u>2,439,907</u>	<u>2,076,751</u>	<u>(363,156)</u>	<u>85%</u>
Expenditures					
Salaries & Wages	6010	907,800	830,901	76,900	92%
Fringe	6110	257,660	236,277	21,383	92%
Staff Screenings	6180	1,062	1,689	(627)	159%
Indirect Costs	6210	228,919	206,811	22,108	90%
Travel - In Area	6310	34,747	15,502	19,245	45%
Travel - Out of Area	6315	20,398	5,307	15,091	26%
Office Supplies	6410	9,308	5,814	3,494	62%
Copies/Printing/Copier	6510	14,924	6,947	7,976	47%
Postage and Delivery Expense	6600	3,327	1,170	2,158	35%
Contractual Services/Professional	6710	38,906	19,336	19,570	50%
Rent/Space Cost	6810	102,374	101,558	817	99%
Utilities	6820	14,342	10,762	3,580	75%
General Liability and Property	6830	19,326	16,329	2,997	84%
Communications	6840	40,063	37,784	2,279	94%
Repairs & Bldg Maintenance- Recurring	6850	16,124	9,287	6,837	58%
Equipment Maintenance	6910	14,375	11,854	2,521	82%
Vehicle Expense	6920	47,056	48,312	(1,256)	103%
Equipment Lease	6930	6,235	3,516	2,718	56%
Technology	6940	18,119	10,667	7,452	59%
Fees, Licenses, and Permits	7010	10,659	6,433	4,226	60%
Dues/Subscriptions	7020	15,214	14,120	1,095	93%
Client Assistance	7210	553,638	430,017	123,620	78%
Expendable Equipment	7320	22,373	15,018	7,355	67%
Registration Fees	7410	13,966	9,911	4,054	71%
Meetings/Workshops/Training	7420	20,959	15,146	5,813	72%
Advertising	7450	<u>8,032</u>	<u>3,058</u>	<u>4,975</u>	<u>38%</u>
Total Expenditures		<u>2,439,907</u>	<u>2,073,527</u>	<u>366,380</u>	<u>85%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>3,224</u>	<u>3,224</u>	

Capital Area Community Action Agency
LIHEAP - Statement of Revenues and Expenditures
From Grant Inception Through 3/31/2020

4/1/2017-9/30/2020

86%

		Total	Current	Total	
		Budget -	Period	Budget	
		Original	Actual	Variance -	%
		<u>Original</u>	<u>Actual</u>	<u>Original</u>	<u>%</u>
Revenue					
Government Contracts - STATE	4010	<u>7,592,223</u>	<u>5,379,150</u>	<u>(2,213,073)</u>	<u>71%</u>
Total Revenue		<u>7,592,223</u>	<u>5,379,150</u>	<u>(2,213,073)</u>	<u>71%</u>
Expenditures					
Salaries & Wages	6010	820,232	661,711	158,521	81%
Fringe	6110	233,601	189,142	44,459	81%
Staff Screenings	6180	1,949	771	1,179	40%
Indirect Costs	6210	209,863	167,700	42,163	80%
Travel - In Area	6310	12,443	6,423	6,020	52%
Travel - Out of Area	6315	8,926	674	8,252	8%
Office Supplies	6410	10,300	5,549	4,751	54%
Copies/Printing/Copier	6510	18,531	11,470	7,061	62%
Postage and Delivery Expense	6600	4,486	2,202	2,284	49%
Contractual Services/Professional	6710	27,500	30,702	(3,202)	112%
Rent/Space Cost	6810	77,945	74,815	3,130	96%
Utilities	6820	12,065	6,050	6,015	50%
General Liability and Property Insurance	6830	9,350	10,277	(927)	110%
Communications	6840	32,295	26,111	6,184	81%
Repairs & Bldg Maintenance- Recurring	6850	13,168	6,585	6,583	50%
Equipment Maintenance	6910	10,690	6,254	4,436	59%
Vehicle Expense	6920	11,390	3,631	7,759	32%
Equipment Lease	6930	5,375	2,595	2,780	48%
Technology	6940	19,888	9,385	10,503	47%
Fees, Licenses, and Permits	7010	850	302	548	36%
Dues/Subscriptions	7020	675	175	500	26%
Client Assistance	7210	6,023,733	4,111,698	1,912,035	68%
Expendable Equipment	7320	16,730	3,474	13,256	21%
Registration Fees	7410	5,500	2,470	3,030	45%
Meetings/Workshops/Training	7420	2,738	235	2,503	9%
Advertising	7450	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0%</u>
Total Expenditures		<u>7,592,223</u>	<u>5,340,400</u>	<u>2,251,823</u>	<u>70%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>38,750</u>	<u>38,750</u>	

**Capital Area Community Action Agency
WAP - Statement of Revenues and Expenditures
From Grant Inception Through 3/31/2020**

10/1/2017-9/30/2020

83%

		<u>Total Budget - Original</u>	<u>Current Period Actual</u>	<u>Total Budget Variance - Original</u>	<u>%</u>
Revenue					
Government Contracts - STATE	4010	2,284,459	812,258	(1,472,200)	36%
Total Revenue		<u>2,284,459</u>	<u>812,258</u>	<u>(1,472,200)</u>	<u>36%</u>
Expenditures					
Salaries & Wages	6010	320,116	196,692	123,424	61%
Fringe	6110	91,294	56,178	35,116	62%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	81,690	49,575	32,115	61%
Travel - In Area	6310	17,000	9,298	7,702	55%
Office Supplies	6410	4,000	2,194	1,806	55%
Copies/Printing/Copier	6510	1,500	1,127	373	75%
Postage and Delivery Expense	6600	900	294	606	33%
Contractual Services/Professional	6710	23,314	3,656	19,659	16%
Rent/Space Cost	6810	11,000	8,748	2,252	80%
Utilities	6820	4,000	1,984	2,016	50%
General Liability and Property Insurance	6830	41,628	18,534	23,095	45%
Communications	6840	6,900	5,466	1,434	79%
Repairs & Bldg Maintenance- Recurring	6850	7,650	1,561	6,089	20%
Equipment Maintenance	6910	2,700	1,968	732	73%
Vehicle Expense	6920	18,000	9,803	8,197	54%
Equipment Lease	6930	850	675	175	79%
Technology	6940	850	254	596	30%
Fees, Licenses, and Permits	7010	1,350	712	638	53%
Dues/Subscriptions	7020	15,500	5,575	9,925	36%
Client Assistance	7210	1,586,488	391,134	1,195,354	25%
Expendable Equipment	7320	5,000	930	4,071	19%
Registration Fees	7410	0	1,226	(1,226)	100%
Meetings/Workshops/Training	7420	41,628	14,680	26,949	35%
Advertising	7450	900	264	636	29%
Total Expenditures		<u>2,284,459</u>	<u>782,527</u>	<u>1,501,932</u>	<u>34%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>29,732</u>	<u>29,732</u>	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the 6 Months Ending March 31, 2020

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		26,498			
Grants - Other Not for Profits		4,560			
In-Kind Revenue		282,888			
VPK		154,469			
	660,993	468,415	71%	192,578	29%

Capital Area Community Action Agency
 Vendor Activity
 From 3/1/2020 Through 3/31/2020

MARCH 2020 HEAD START CREDIT CARD PURCHASES

Vendor ID	Fund Code	GL Cod e	Activity Code	Expenses	Transaction Description	Document Description	Original Invoice/Credit Number	Credit Type
HANCOCK CC	1064	7430	100	344.25	ACCT#7303, KJR, FHSA CONF, 3/4 - 3/6/20, FRANKLIN-RBB	ACCT#7303, KRISTEN JACKSON RESHARD, FHSA CONF, 3/4 - 3/6/20	022720-KJR	
HANCOCK CC	1064	7430	100	344.25	ACCT#7303, KJR, FHSA CONF, 3/4 - 3/6/20, MAIN OFF HS STAF	ACCT#7303, KRISTEN JACKSON RESHARD, FHSA CONF, 3/4 - 3/6/20	022720-KJR	
HANCOCK CC	1064	7430	100	344.25	ACCT#7303, KJR, FHSA CONF, 3/4 - 3/6/20, SOUTH CITY STAFF	ACCT#7303, KRISTEN JACKSON RESHARD, FHSA CONF, 3/4 - 3/6/20	022720-KJR	
HANCOCK CC	1064	7430	100	172.13	ACCT#7303, KJRN, FHSA CONF, 3/4 - 3/6/20, MABRY STAFF	ACCT#7303, KRISTEN JACKSON RESHARD, FHSA CONF, 3/4 - 3/6/20	022720-KJR	
HANCOCK CC	1064	7430	100	172.12	ACCT#7303, KJR, FHSA CONF, 3/4 - 3/6/20, ROYAL STAFF	ACCT#7303, KRISTEN JACKSON RESHARD, FHSA CONF, 3/4 - 3/6/20	022720-KJR	
LOWES	1064	6410	255	<u>115.37</u>	ACCT#: 82130109084241, HS SUPPLIES, MARCH 2020	ACCT#: 82130109084241, HS SUPPLIES, MARCH 2020	030120-LOWES	

1,492.37 Transaction Total



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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

MEMO STATEMENT

Account Number

Statement Date

03-27-20



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

**N0008202

STATEMENT MESSAGES

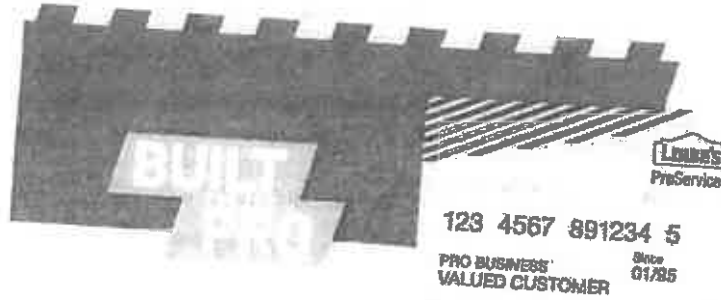
Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Whitney Business Credit Card for FREE today, visit visasavingsedge.com.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-02	02-28	74226380059360931285552	5411	WAL-MART #4427 TALLAHASSEE FL	M11.86cr
03-09	03-06	24431060067036018383999	3692	DOUBLETREE ORLANDO ORLANDO FL 1157341 ARRIVAL: 03-04-20	M306.00
03-09	03-06	24431060067036018384013	3692	DOUBLETREE ORLANDO ORLANDO FL 1157332 ARRIVAL: 03-04-20	M306.00
03-09	03-06	24431060067036018383981	3692	DOUBLETREE ORLANDO ORLANDO FL 1157328 ARRIVAL: 03-04-20	M328.00
03-09	03-06	24431060067036018384005	3692	DOUBLETREE ORLANDO ORLANDO FL 1157347 ARRIVAL: 03-04-20	M328.00
03-19	03-19	74270840079100011768968	0000	BRANCH PAYMENT - THANK YOU	M11.86

Handwritten initials: JGL 4/6

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-27-20	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 1,268.00
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS 23.72
Toll Free 1-800-448-8812		STATEMENT TOTAL 1,244.28
		TOTAL IN DISPLITE .00
		CREDIT LIMIT 2,000.00



123 4567 891234 5
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*Exclusions apply. Can't be combined with other credit offers. See store for details.
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Lowe's® Business Card Account

CAPITAL AREA COMM ACTION

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

Summary of Account Activity

Previous Balance	
- Payments	\$0.00
- Other Credits	\$0.00
+ Purchases/Debits	\$0.00
+ Fees Charged	\$115.37
+ Interest Charged	\$0.00
New Balance	\$115.37
Credit Limit	\$11,000.00
Available Credit	\$10,884.00
Statement Closing Date	04/02/2020
Days in Billing Cycle	31

Payment Information

New Balance	
Total Minimum Payment Due	\$115.37
Payment Due Date	\$25.00
	04/28/2020

Transaction Summary

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
03/06	03/06	05872		
03/12	03/12	06232	STORE 0417 TALLAHASSEE FL	\$54.23
			STORE 0417 TALLAHASSEE FL	\$61.14

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	21.99%	\$0.00	\$0.00	2D

Handwritten signature/initials

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBT742, or call toll-free 1-800-444-1408.

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights Information and other important information.

**Franklin County - ESF15
Donation Revenues & Expenses
Report for April 2020**

	Date	Revenues	Expenditures	Description	Balance
1	10/01/18	\$ 100.00	\$ -	loan from agency to open checking account	\$ 100.00
2	10/02/18	\$ 224,857.36	\$ -	transfer of donations to agency	\$ 224,957.36
	11/05/18	\$ -	\$ 10,000.00	CD to secure VISA card	\$ 214,957.36
3	11/13/18	\$ -	\$ 200.00	reimburse loan from agency to open checking and savings account (\$100 each)	\$ 214,757.36
4	11/29/18	\$ 10,198.00	\$ -	Community Foundation donation	\$ 224,955.36
5	12/31/18	\$ -	\$ -	No activity	\$ 224,955.36
6	01/14/19	\$ -	\$ 331.72	utility pole for Frances and Edward Estes	\$ 224,623.64
7	01/14/19	\$ -	\$ 225.00	trailer repairs at 605 Wilderness Rd	\$ 224,398.64
8	03/01/19	\$ 12,768.80	\$ -	donation from Emerald Coast Recycling	\$ 237,167.44
9	03/01/19	\$ 3,500.00	\$ -	administrative fees	\$ 240,667.44
10	03/11/19	\$ -	\$ 31.12	check order (deducted from administrative fees received)	\$ 240,636.32
11	05/10/19	\$ -	\$ 550.00	Repairs to two travel trailers housing fire victims	\$ 240,086.32
12	05/10/19	\$ -	\$ 97,701.20	Purchase of 2 homes for fire victim families	\$ 142,385.12
13	05/23/19	\$ -	\$ 175.57	Supplies (deducted from administrative fees received)	\$ 142,209.55
14	06/26/19		\$ 489.00	Apartment Deposit fee for client	\$ 141,720.55
15	07/11/19		\$ 7,400.00	Septic tank & install	\$ 134,320.55
16	07/12/19		\$ 230.00	triler replacement battery	\$ 134,090.55
17	07/12/19		\$ 53,459.50	Purchase of 2 mobile homes for Golden & Johnson	\$ 80,631.05
18	07/12/19		\$ 700.00	Transport & set up trailers for 2 clients (paid out of CUMBAA recyclables donation)	\$ 79,931.05
19	08/02/19		\$ 1,400.00	Water & Sewer Connection - 723 Home Pl.	\$ 78,531.05
20	08/12/19	\$ 5,908.00		CUMBAA recyclables donation (check originally made out to County)	\$ 84,439.05
21	08/16/19		\$ 1,099.76	Repairs and moving for client at 601 Ridge Rd; Repairs at 667 and 701 Ridge Rd.	\$ 83,339.29
22	09/05/19		\$ 10,250.00	Approved Purchase of FEMA Trailer by Limerock client	\$ 73,089.29
23	09/12/19		\$ 1,600.00	Water tap installation for Limerock client	\$ 71,489.29
24	10/30/19	\$ -	\$ -	No activity	\$ 71,489.29
25	11/01/19		\$ 450.00	Repairs for Trailers housing Limerock Fire victims	\$ 71,039.29
26	11/27/19		\$ 3,293.31	Partial Reimbursement for Fiscal Contract Services attributable to ESF 15	\$ 67,745.98
27	12/12/20		\$ 115.00	Replace Battery in client's trailer	\$ 67,630.98
28	01/14/20		\$ 324.99	Repairs to travel trailer housing fire victims	\$ 67,305.99
29	02/29/20	\$ -	\$ -		\$ 67,305.99
30	03/31/20	\$ -	\$ -		\$ 67,305.99
31	04/30/20	\$ -	\$ -		\$ 67,305.99

Name: Tim Center

Title: CEO

Signature: 

Date: 5/8/2020

May 8, 2020

CORPORATE AUTHORIZATION RESOLUTION

HANCOCK WHITNEY BANK

Branch Name: DOWNTOWN TALLAHASSEE 405
Name/User ID: A101326

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

A. I, _____, certify that I am Secretary (clerk) of the above named corporation organized under the laws of _____, Federal Employer ID Number 591-11-7362, engaged in business under the trade name of CAPITAL AREA COMMUNITY ACTION AGENCY INC, and that following is a correct copy of resolutions adopted at a meeting of the Board of Directors of this corporation duly and properly called and held on _____. These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

B. Be it resolved that,

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

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

TIM CENTER

KARA PALMER SMITH

NINA SINGLETON SELF

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

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

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

Attest by One Other Officer

Printed Name and Title

Secretary

Printed Name

Capital Area Community Action Agency

Amendment to Chief Executive Officer Employment Agreement

THIS AMENDMENT is made to extend the Employment Agreement between **Capital Area Community Action Agency, Inc.**, (hereinafter referred to as "Employer"), and **Tim Center**, (hereinafter referred to as "Chief Executive Officer") that was executed on March 20, 2018.

It is mutually understood and agreed by and between the undersigned contracting parties to amend the previously executed Agreement effective March 1, 2020, as follows:

The Employment Agreement is hereby amended to extend the term of this Agreement through June 30, 2020.

All other terms and conditions that are not hereby amended are to remain in full force and effect. A copy of the full agreement is attached to this amendment.

Capital Area Community Action Agency, Inc.

Derrick Jennings
Chair

Tim Center
Chief Executive Officer

Date

Date



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www.CapitalAreaCommunityAction.org



Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT MAY 2020

Administrative

- The audit with Thomas Howell Ferguson CPA firm should wrap up in the next week or two. We hope to have a presentation to the Board soon.
- All offices are closed to clients until June 1. We continue to use online applications. We have purchased masks for staff. Staff and the few clients entering the building have their temperature checked.
- The Agency is slowly converting from ZOOM to Microsoft Teams for scheduling group work and video conferencing. This is included in our Microsoft 365 suite and has no new expenses.
- A mediation meeting is set regarding an EEOC complaint filed by a former Case Manager.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Eastpoint Wildfire Emergency Recovery Response – All but two camper trailers are committed to permanent owners.
- Management is working on a new grant application and disaster needs assessment for a \$3 million dollar program to serve residents impacted by Hurricane Michael in our region and neighboring Community Action regions. This will assume a quarterback position for 17 counties in coordination with our neighboring Community Action agencies.
- Getting Ahead classes are resuming via ZOOM. Internet access is being pursued where clients don't have access.

Impact: Redesigning entitlement programs to toward more independency services.

Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region.
- Participated in a webinar on ZOOM with ReThink Energy community answers for COVID-19 response.
- Focusing on advertising to reach COVID-19 impacted residents.

Impact: Developing the infrastructure necessary to support the Agency mission

Resource Development

- Received the Payroll Protection Program forgivable loan from the US Small Business Administration - \$711,165
- Received a COVID-19 Head Start grant for \$109,520



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- Received a rent assistance grant from Hancock Whitney - \$25,000 (Leon)
- Received a grant assistance grant from FEMA - \$14,000 (Leon) and \$3,100 (Gadsden)

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

Out of Office

- June 3-4 – PTO – St. Augustine
- July 24 – PTO – Orlando
- August 14-16 – Annual Conference - Tallahassee Chamber of Commerce
- September 3-7 – Annual Conference -Leadership Florida

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	
	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	
MARCH	4.4	The governing board will receive annual updates on success on strategies included in the Community Action Plan. The department managers provide updated reports every other month for review to the Chief Operating Officer to share with the	Annually	3/24/2020	Completed
	4.5	The organization has a written succession plan in place for the CEO/ED, approved by the governing board, which contains procedures for covering an emergency/unplanned, short term absence of 3 months	Maintain	3/24/2020	Completed
	5.1	The organization's governing board is structured in compliance with the Community Service Block Grant (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	4/28/2020	Completed

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	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	Completed
	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	Completed
	5.7	The organization has a process to provide a structured orientation for governing board members within 6 months of	Maintain	N/A	Completed
	5.9	The organization's governing board receives programmatic reports at each regular board meeting	Maintain	11/17/2020	
	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	Completed
	7.2	The organization provides all new employees with a copy of the Employee Handbook; all staff are notified of employment	Maintain	N/A	Completed
MAY	7.4	The governing board conducts a performance appraisal of the CEO/Executive Director within each calendar year.	Annually	5/26/2020 Needs Board Review	
	7.5	The governing board reviews and approves CEO/Executive Director compensation within every calendar year.	Annually	5/26/2020 Needs Board Review	
	7.6	The organization has a policy in place for regular written evaluation of employees by their supervisors	Maintain	N/A	Completed
	7.7	The organization has a whistle blower policy that has been approved by the governing board.	Ongoing	5/26/2020 Needs Board Review	
	7.8	All staff participates in a new employee orientation within 60 days of hire.	Ongoing	N/A	Completed
	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	Completed
JUNE	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	6/30/2020	

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
JULY	8.2	All findings 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	7/28/2020	
	8.3	The organization's auditor presents the audit to the governing board.	Annually	7/28/2020	
	8.4	The governing board formally receives and accepts the audit to reflect the approval of the audit by the board	Annually	7/28/2020 Needs board approval	
	8.12	The organization documents how it allocates shared cost through an indirect cost rate plan or through a written cost allocation plan.	Annually	7/28/2020	
SEPTEMBER	8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	Annually	9/22/2020	
	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	Monthly		
	8.8	All required filings and payments related to payroll withholdings are completed on time.	Bi-weekly		
	8.9	The governing board annually approves an organization-wide budget.	Annually	9/22/2020 Needs Board Approval	
	8.13	The organization has a written policy in place for record retention and destruction.	Maintain		
	9.1	The organization has systems in place to track and report client demographics and services customers receive via in house data base. The data base the agency is currently using is SHAH New Gen.	Ongoing		
	9.2	The organization has a system or systems in place to track family, agency, and/ or community outcomes via the agency data	Maintain		

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	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 Community Service Block Grant (CSBG) Information Survey (IS Survey) data report, and it reflects client demographics and organization-wide outcomes.	Annually		
November		SUBMIT			

they are not required to endure insulting, degrading, or exploitative sexual treatment.

No supervisor shall threaten or insinuate, explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Other sexually harassing conduct in the workplace, whether committed by supervisors or non-supervisory personnel, is also prohibited. Such conduct includes:

- Unwelcome sexual flirtations, advances, or propositions;
- Verbal abuse of a sexual nature;
- Sexually suggestive or other erotic comments about an individual's body;
- Sexually degrading words used to describe an individual; and
- The display in the workplace of sexually suggestive objects or pictures.

Any employee who feels that he or she is being harassed or discriminated against must immediately report the offensive conduct to their direct supervisor. However, if the employee's direct supervisor is involved in the alleged conduct or is unavailable, the employee should report the behavior directly to the Human Resources Director and the CEO, or the Chair of the Board of Directors if the CEO is involved.

All actions taken to resolve complaints of sexual harassment through internal investigations shall be conducted confidentially, but documented in writing.

Any supervisor, agent, or other employee who is found, after appropriate investigation, to have engaged in sexual harassment of another employee will be subject to appropriate disciplinary action, which may include termination.

Whistleblower Policy

It is the intent of the Board and administration of Capital Area Community Action Agency, Inc. to adhere to all laws and regulations that apply to the organization. It is the underlying purpose of this policy to support the agency's goal of legal compliance. If any employee reasonably believes that some policy, practice, or activity of the Agency is in violation of law, a written complaint must be filed by that employee with the Chief Executive Officer or the Board Chair. An employee or volunteer of the Agency who reports waste, fraud, or abuse will not be terminated or otherwise retaliated against for making the report.

Upon receipt of such information, the CEO or his designee will conduct an investigation within 10 working days of receipt of such report, after which, the CEO will:

- Provide the person filing a report with a summary of the investigation findings.
- Take steps to deal with the issue addressed, including making operational or personnel changes.
- If warranted, contact law enforcement to deal with any criminal activities.

Tim Center

From: Harrison, Amy M. <Amy.Harrison@deo.myflorida.com>
Sent: Wednesday, May 6, 2020 11:51 AM
To: Tim Center
Cc: Faith Pullen; Smiley, Debbie A.; Mahboob, Azhar; Nina Self; Dedman, Debbie
Subject: Report - Florida Funding Formula Development
Attachments: Funding Formula Revisions Draft Final Report_202002172.pdf

Good morning Mr. Center,

As promised during our call earlier today, please find attached the final report received from the University of Florida on February 17, 2020 and accepted by DEO thereafter. The report details the methods used and findings in the "Florida Funding Formula Development".

Additionally, based on the "updated funding formula" applied to last year's funding allocation levels (as a baseline), Capital Area CAA will realize the following increase/decrease to its percentage share of Florida's allocation:

Capital Area	Percentage Increase/Decrease
CSBG	-5%
LIHEAP	-17.20%
WAP	-12.63%

We appreciate your support during this process and look forward to a seamless implementation of the revised formulas. Should you have any questions or need clarification, please do not hesitate to contact our office.

Regards,
Amy

Amy M. Harrison, FCCM
Project Coordinator
Government Operations Consultant III - Grant Manager



Florida Department of Economic Opportunity
Bureau of Economic Self-Sufficiency

**Capital Area Community Action Agency
Covid-19 Budget Justification Narrative
July 1, 2020 – September 30, 2020**

Capital Area Community Action Agency, Inc. is applying for **\$109,820** for a COVID-19 Response Grant. The budget that follows reflects the costs necessary to operate the program for the pro-rated period of July 1, 2020 – September 30, 2020. Capital Area requests that \$86,452 be made available before the start of the school year in order to prepare the classrooms for the students' return.

CONTRACTUAL SERVICES - \$12,500

To assist Center staff adjust and cope with new pressures created by the pandemic and need for ongoing preventative measures that can increase stress and anxiety, Capital Area will contract with mental health providers to offer group and individual counseling in a manner that exceeds what is already available through the Employee Assistance Program. Scheduling 25 regular sessions over the school year at \$500 per session will total. \$12,500.

EQUIPMENT – CAPITALIZED - \$63,000

Children do not understand or will be able to maintain proper social distancing protocols. Even if they stay apart, they most likely will not wear masks for an entire school day – especially during mealtime. In the classroom, children are sneezing on, chewing on, coughing on, and touching toys, learning tools, electronics, and surfaces. Even during nap time, children can be exposed to germs on the cots. Once exposed, children and teachers can take those germs home. Items used for play and education like books, puzzles, game pieces, and even crayons can harbor viruses and bacteria, and can be hard or almost impossible to disinfect and sanitize with wipes or liquid chemicals. All of these items can be disinfected and sanitized in the ZONO while the teachers are teaching and caring for their students. The ZONO sterilizing cabinet uses ozone concentration and humidity. ZONO Technologies core purpose is to provide safe disinfecting and sanitizing solutions.

The ZONO is a “Disinfectant” and “Sanitizer.” What does that mean? To “disinfect” a virus means to inactivate or destroy microorganisms on inert surfaces, and in testing it is a 99.99% kill rate of the microorganism tested. To “sanitize” means to reduce microorganisms to levels considered safe from a public health viewpoint, and in testing it is a 99.9% kill rate of the microorganism tested.

Capital Area will purchase three ZONO cabinets to be installed in our three largest Centers. Cost per cabinet is \$21,000 for a total of \$63,000.

EQUIPMENT – EXPENDABLE - \$23,452

To enable a more effective cleaning delivery method for the classroom and items that cannot go in the ZONO cabinet, Capital Area will use the Clorox 360 cleaning system as a daily cleaning option. The innovative electrostatic sprayer, with the patented PowerWrap™ nozzle, delivers trusted Clorox solutions to the front, back and sides of surfaces offering superior coverage for better germ protection. The cleaning system is eligible for use against SARS-CoV-2, the virus that causes COVID-19, based on the EPA's Emerging Viral Pathogen Policy. Seven sprayers and solution at \$1,500 a piece will total \$10,500.

**Capital Area Community Action Agency
Covid-19 Budget Justification Narrative
July 1, 2020 – September 30, 2020**

Three classrooms do not have a sink in the class. To promote better hygiene and frequent handwashing three portable sinks at \$500 a piece will total \$1,500.

Hand sanitizer stations can be used as an additional barrier against contamination by teaching staff and students. Twenty-six stations will cover each classroom and playground. The refills and stations will cost \$152 per station for a total of \$3,952.

Providing Head Start families access to computer workstations in the main office away from the classrooms will prevent further contamination. A computer station for each of the five Head Start Centers will cost \$1,500 per station for a total of \$7,500.

SUPPLIES - \$7,868

Ensuring proper personal protection for staff in the Centers is vital to prevent contamination. Purchasing gloves (two meals a day) and masks for staff, will ensure confidence for families that Capital Area is taking steps necessary to protect their students and other staff. Daily temperature checks of students at drop-off will also help to prevent the spread of illness.

- Gloves – 13,000 for \$2,600
- Masks – 2,499 for \$2,499
- Thermometer (no touch) – 25 for \$2,769

TRAINING – CLEANING - \$3,000

Training for proper cleaning techniques including deep cleaning and use of the new ZONO cabinet and Clorox 360 will be delivered by health professionals. Two sessions (one per semester) will cost \$1,500 per session for a total of \$3,000.

NON-FEDERAL CONTRIBUTION – \$ 0

Per OHS there is no required non-federal share for this COVID-19 award.

**HEAD START CENTER
PROGRAMMABLE THERMOSTATS
POLICY**

Heating and Cooling System (HVAC)

Heating and Cooling Systems should be regularly monitored and adjusted according to the weather and occupancy. This policy is intended to give a clear understanding of the Agency's Heating and Cooling Systems policy.

The Heating and Cooling System Temperature Control (HVAC) is the property of Capital Area Community Action Agency. It is the Head Start Center Directors' or their appointed designee's responsibility to change or make adjustments to the thermostat. Center staff persons are not to tamper with or touch the thermostat.

Temperature Controls:

In winter, set thermostat between 72-78 degrees during the day/business hour, and 60 to 65 degrees during unoccupied times.

In summer, set thermostat between 72-76 degrees during the day/business hours, and above 80 degrees during unoccupied hours.

Use programmable thermostats when possible to ensure that if a Center is unoccupied the temperature setting adjusts accordingly. During extended periods of time, temperature settings should be placed in a hold setting.

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

PROGRAMS: County	Getting Ahead	Staying Ahead	Emergency Services	WAP Contract 2017 - 2020		
	Enrollments or Recruits	Active Participants	Households Served**	Units Projected	In Progress	Completed
Calhoun*	0	5	0	14	2	1
Franklin	6	0	0	9	1	2
Gadsden*	0	2	2	19	3	4
Gulf*	0	0	0	9	1	0
Jefferson	10	9	13	9	2	3
Leon AM	9	3	35	72	4	50
Leon PM	11	0	0			
Liberty	0	0	0	8	0	0
Wakulla*	0	4	0	12	0	4
Train the Trainer	9	0	N/A			
TOTALS	45	23	50	152	13	64

NOTES: Still recruiting. New GA classes not started yet. **Offices closed for services

HEAD START 2019/20 Enrollments	Franklin	Jefferson	Mabry	Royal	South City	Total
# of Students Registered @ 4/30/2020	17	33	83	57	188	378
# of Student Withdrawals for month	0	0	0	0	0	0
# of Vacancies over 30 days	0	0	0	0	0	0
# of Students on Wait List	0	3	14	8	16	41
# of VPK Students Registered	N/A	N/A	19	29	60	108
Funded Enrollment	17	33	83	57	188	378
Center Enrollment %	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Average Daily Attendance (ADA)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

NOTES: Centers closed due to COVID-19

Capital Area
Community Action
Agency

MEMORANDUM

TO: TIM CENTER, CEO
FROM: Nina Self, COO
DATE: May 21, 2020
RE: Notes to April/May 2020 Program Reports

The following are notes to the COO Summary of Programs:

PROGRAMS

The COVID-19 pandemic brought our world to a screeching halt in March 2020. All of our operations were suspended as we tried to make sense of the plague that was among us. Our Head Start center staff went on Spring Break on March 16th and never had the opportunity to return to the classroom. The rest of our team went home on the 27th and tried our best to continue working in our makeshift offices to keep the ball rolling.

Although center staff couldn't be in the physical classroom, they still kept in touch with their students with weekly calls, distributing learning packages, and staying in touch with families to let them know we care. We worked with area non-profits to distribute food boxes to our students, and held drive-thru transition ceremonies to ensure our children could still feel the love and excitement that Head Start brings.

The utility companies held a moratorium on disconnecting services which gave us a chance to move our intake process to an online application during the period we were closed. Intake staff returned to a workplace that was safe and required little or no physical contact with the general public. Most of our staff has returned to the office although some still telecommute part-time due to having to homeschool their children. We are happy to say we are one of the few employers that were able to continue paying staff wages and benefits during the shut-down to allow us all to continue taking care of our families.

We thank the Board and staff for your support during this time as we work to create our "new normal". We look forward to your ideas and suggestions as we continue to create a safe place for our staff and clients to ensure we are meeting the needs of the communities we serve.



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STAFFING

New Employees

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

Vacancies

There have been two resignations since the last meeting: Anne Robinson, Family Self-Sufficiency Program Manager will be retiring at the end of this month. We will be advertising the position soon. Julie Ann Susco, one of the Case Managers for Leon County resigned during the period we were closed to take a promotional opportunity. Sybil Thomas who is the Case Manager for Jefferson County will work in both Leon and Jefferson counties. We are still recruiting for a Case Manager in Wakulla and Gadsden counties. Requirements are as follow:

Case Manager – Gadsden and Wakulla

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

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

OTHER PROJECTS IN-PROCESS

- Completed budget for Head Start COLA (projected 6/18/2020 pay date)
- Budget modifications for CSBG and LIHEAP programs
- CEO and staff evaluations
- Develop office procedures for safety and sanitation due to COVID-19 pandemic
- Converting processes (meetings, events, trainings) from in-person to virtual
- Acting Family Self-Sufficiency Program Manager

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
 FROM: Melissa Watson
 RE: Getting Ahead Board Update for May 2020

Current Enrollments as of 05/20/2020

County	Starting Enrollments	Current Enrollments	*Group A	*Group B	*Group C	*Group D-ALICE
Calhoun/Liberty	Recruiting					
Gadsden	Recruiting					
Jefferson	10	10	0	8	2	
Leon (a.m.)	9	9	0	6	1	2
Leon (p.m.)	12	11	0	8	3	
Wakulla	Recruiting					
Franklin	6	6	1	5		
Gulf	0	0	0	0	0	
Train the Trainer	12	9	0	0	0	9
TOTAL	49	45	1	27	6	11

As a result of COVID-19, we like many other organizations needed to make adjustments to our “new normal”. We began to hold our Getting Ahead sessions via Zoom in Leon County. Our first zoom session was held May 12, 2020. We will continue to take precautions to ensure the safety of staff and participants.

Calhoun/Liberty

- North Florida Head Start is currently closed. We continue to maintain contact with the Head Start Director. We will resume the partnership to offer classes to staff and parents upon their return of the centers. We are discussing providing to staff first before parents return.
- The case manager is currently doing LIHEAP as a stand in for the Intake Worker who is currently out on medical leave.

Gadsden

- We will continue to offer Getting Ahead While Getting Out, once it is safe to return to the jail.
- We will maintain contact with partnerships in the county and will resume classes once Career Source re-opens for the community residents
- The Program Coordinator will attend county shared Health Coalition meetings via zoom to maintain a presence in the county.

Jefferson

- An orientation has been scheduled for May 28, 2020 at 6:00 p.m. via Zoom
- Jefferson County jail is still interested in Getting Ahead for their population. Once it is safe to enter the jail, we will offer the program to the inmates

Wakulla

- Program Coordinator has attended the Wakulla County Commission for Youth meeting on May 12, 2020 via conference call in. The members were updated on how we are proceeding with utility assistance during COVID-19
- We also expressed our excitement to continue to bring Getting Ahead to community residents

Leon

- The morning session started via zoom Monday, February 11, 2020. The evening session started Tuesday, May 12, 2020.
- We will resume Getting Ahead to Community Action staff, “Train the Trainer” sessions on Friday May 29, 2020. Staff is excited to resume. We did meet via zoom on Friday, May 15, 2020 to determine a time to meet again.

Franklin/Gulf

- The Getting Ahead class will resume at the Carrabelle Library on Monday June 1, 2020 from 6:00 to 8:00 p.m.
- We will continue to practice social distancing and wear face coverings.

Capital Area **Community Action** Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Anne Robinson
RE: Board Update from April 1, 2020 to May 20, 2020 Staying Ahead Program

Wakulla

- Currently there are four Participants from the previous GA class that have transitioned into the SA program. One of these four participants is an ALICE participant.
- 4 of the 4 (100%) are employed

Leon

- Currently, there are three active participants in the Staying Ahead Program
- 1 of the 3 (33 %) is enrolled in Post-secondary education to obtain an L.P.N. Licensure
- 1 of the 3 (33 %) is employed full time
- 1 of the 3 (33%) is on maternity leave, she is scheduled to return to work in six weeks.

Jefferson

- Currently there are nine active participants in Staying Ahead
- 2 of the 9 (22%) attended and completed the CNA training and are awaiting a date for testing.
- 2 of the 9 (22%) are gainfully employed
- 1 of the 9 (11.11%) is enrolled in an online Real Estate School to become a Real Estate Sales Associate
- 5 of the 9 (56%) are seeking employment and training
- 3 of the 9 (33%) are dual enrolled in the CNA class and Child Development Associate (CDA) online classes



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Gadsden

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

Calhoun/Liberty

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

Franklin

- There are not any active participants in Staying Ahead at this time. There are six participants in the current GA class (the first class for the county) and they will be transferred to Staying Ahead upon completion.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for April 2020 – *Emergency Services*
DATE: May 20, 2020

National Performance Indicator

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

Low Income Home Energy Assistance Program

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

County	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	April 2020	May 2020	June 2020	July 2020	Aug 2020	Sept. 2020	County
Calhoun	36/73	19/45	13/24	23/46	2/49	11/23	0/0						104/260
Franklin	33/63	7/13	1/4	12/23	9/20	6/10	0/0						68/133
Gadsden	22/67	18/41	19/47	21/39	25/57	21/37	2/3						128/291
Gulf	15/31	7/12	6/6	5/5	6/8	6/10	0/0						45/72
Jefferson	14/31	19/46	31/55	22/34	21/64	52/102	13/7						172/339
Leon	258/754	171/510	186/559	228/654	149/393	103/204	35/92						1130/3166
Liberty	8/15	9/19	4/8	16/35	9/23	5/6	0/0						51/106
Wakulla	25/83	5/11	7/19	12/21	18/39	5/12	0/0						72/185
Total	411/1117	255/697	267/722	339/857	239/653	209/404	50/102						1770/4552

Additional information listed below:

Number of Single Parent's assisted.

Female	53
Male	44
Total Emergency Services Utility Assistance (from Donated Funds) = 0	
Totals low due to COVID-19 office closure.	



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Capital Area Community Action Agency

MEMORANDUM

FROM: Terry Mutch

RE: Weatherization Assistance Program

DATE: May 4, 2020

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

Completion date: TBD

As of May 1 2020, 98 homes have been processed and inspected. Of those 98 homes, 64 homes have been completed and inspected, 13 homes are currently in pre-inspection, bid process or are currently in the process of being weatherized and 21 homes are in postponement/deferral stage due to client or dwelling issues.

Due to the COVID-19 pandemic, the Department of Economic Opportunity has ceased all weatherization work effective April 1, 2020 until an appropriate statewide safety protocol is established and approved. Several agencies (including Capital Area Community Action Agency) are working together to establish an effective work plan for DEO to review and utilize in developing the protocol. Currently there is no timeline as to when weatherization work will resume.

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

Weatherization at a Glance

County	2015-16 Contract Units Completed	2016-17 Contract Units Completed	2017-2020 Contract Units Projected*	2017-2020 Contract Units In progress	2017-2020 Contract Units Completed
Calhoun	-	-	14	2	1
Franklin	2	0	9	1	2
Gadsden	11	4	19	3	4
Gulf	2	2	9	1	0
Jefferson	2	3	9	2	3
Leon	51	36	72	4	50
Liberty	-	0	8	0	0
Wakulla	4	2	12	0	4
Total	72	47	152	13	64



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Capital Area **Community Action** Agency

MEMORANDUM

TO: Head Start Policy Council and Board of Directors
FROM: Tim Center, CEO and Head Start Director
RE: Head Start Director's Report
DATE: May 21, 2020

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

Staffing

With the COVID-19 pandemic response, we are following the state Board of Education direction to local school districts and plan to keep Centers closed for remainder of the school year. We have one teacher position available in Franklin County. We hope to fill this position in the summer for the new school year. Staff are also working on online registration applications and processes.

Facilities

All facilities were to be cleaned this week. A plan for renovations to the Franklin County Wing A of the Van Johnson Complex was submitted to HHS for review. A Quality Improvement and COVID-19 grant request was submitted to the HHS for personal protection equipment for teachers and staff. Staff are reviewing new location options. Leon County indicates that they no longer need two classrooms this next year.

Curriculum

Staff are working with Teaching Strategies on *Creative Curriculum* professional development coursework that will prepare teachers for the coming school year and be responsive to the corrective action for the Voluntary Pre-Kindergarten (VPK) license. The South City plan was accepted. The Royal plan will be submitted Friday, May 22, 2020.

Enrollment

Re-enrollment has been taking place before COVID and online processes are being developed.



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Federal and State Regulations

Staff are monitoring HHS for guidance on re-opening. HHS has indicated that grantees should follow local health and education regulations.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Venita Treadwell, Early Childhood Education Manager
RE: Board Report
DATE: May 19, 2020

When staff left the Head Start Centers for Spring Break on March 13, 2020, they had no idea that they would not be returning to school. The Coronavirus was a serious threat that had to be dealt with aggressively for the health and safety of all Head Start staff.

Here are the steps that were followed:

1. Notified all staff and families that Head Start Centers were shut down and that we were following the public school recommendations for returning.
2. "At Home Learning Packets" were made available to all Head Start Families, Packet 1 contained 2-weeks of lessons. Packet 2 contained 3-weeks of lessons and Packet 3 contained 4-weeks of lessons.
3. Teaching staff were directed to make regular weekly calls to children and families and also received a weekly teacher packet with assignments from their coach that included webinars and reading materials from Teaching Strategies, CLASS/Teachstone, and Conscious Discipline; these are the developmentally appropriate and researched based curriculums that we have invested in. This was a professional development opportunity to enhance their skills for returning to the classroom. Teachers kept a daily accountability log for documentation of work.
4. Professional development of teachers, center directors, and cooks included coursework from Childcare Education Institute.
5. All Head Start centers received a deep cleaning from teachers, directors, and cooks.

To conclude this school year, each center will have a drive-by transition. Families are welcome to parade, by car, through the parking lot with their children while staff support them by cheering from the sidelines. Children will receive a bag with a book, certificate, letter from their teacher, souvenir tassel and a summer learning packet inside. We are so appreciative to our center directors for this idea. We want our children and families to know that we care about them.

Lastly, we will continue to do wellness checks with staff because we realize that a new normal was imposed on everyone and some staff may need support. We will be planning this summer to return in the new school year refreshed and better than when we left.

Thank you for your support.



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Family and Community Engagement Manager Monthly Monitoring Report – April 2020

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
8PROGRAM STATUS (Monthly)						
Number of Students Enrolled	17	33	83	57	188	378
Number of Student Withdrawals for Month	0	0	0	0	0	0
Number of Vacancies over 30 days	0	0	0	0	0	0
Number of Students on Wait List	0	3	14	8	16	41
Number of VPK Students Enrolled	N/A	N/A	19	29	60	108
FAMILY STATUS						
Number of Family Needs Assessment	17	33	83	57	188	378
Family Partnership Agreement						
Number of FPA Initiated (45)	17	32	83	56	187	375
Number of FPAs in progress (February)	17	33	83	57	188	378
Number of FPAs completed (May)						

Center	Head Start Enrollment and Attendance	
	Funded	Enrollment on 4/30/20 August Average Daily Attendance (ADA)
Franklin	17	17
Jefferson	33	33
Mabry	83	83
Royal	57	57
South City	188	188
Total	378	378

Family and Community Engagement Manager

Monthly Monitoring Report – April 2020

Number of Referrals (Review referrals)	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)	17	33	83	57	188	378
Domestic Violence Referrals	0	0	0	0	0	0
Substance Abuse Referrals (prevention or treatment)	0	0	0	0	0	0
Child Abuse or Neglect Referrals	0	0	0	0	0	0
Assistance for incarcerated Family Members	0	0	0	0	0	0
Education Referral	0	0	0	0	0	0
Employment Referral	0	0	0	0	0	0
Parent Meetings/Trainings						
Parent Committee Meetings	0	0	0	0	0	0
Number of Parents at the Parent Committee Meetings	0	0	0	0	0	0
Number of Male Parents at Parent Committee Meetings	0	0	0	0	0	0
Number of parents Committee meetings attended (Family Advocate)	0	0	0	0	0	0
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	0	0	0	0	0	0
Number of Parents in attendance on Policy Council	0	1	1	2	1	5
Number of Coordinated Trainings for Policy Council	0	0	0	0	0	0
Number of Parenting Classes	0	0	0	0	0	0
Number of Family Activities/Events Coordinated	2	2	2	2	2	10
Number of Family Activities Specific to Male Engagement	0	0	0	0	0	0
Number of Parent Trainings Conducted	0	0	0	0	0	0
Number of Volunteer Orientations	0	0	0	0	0	0
Home Visits						
Required Home Visit Follow up (February)	0	0	0	0	0	0
Number of Additional Home Visits/Meetings	0	0	0	0	0	0
Number of Contacts documented in Case Notes	17	33	83	57	188	378
Number of Contacts documented per absenteeism	0	0	0	0	0	0

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Number of Files Reviewed	0
Review of Parent Board	0
Volunteers (PEC)	
Number of Volunteers	8
Total of Program In kind	12 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	3
Family Advocate Workers Trainings	1
Community Meetings	0

Transportation	
Field Trips	0
Maintenance	0
Trainings	0

Family and Community Engagement Manager
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HEALTH SPECIALIST	Total
PRE-ENROLLMENT REQUIREMENTS	
Up to date immunizations	391
Expired/Missing immunizations	39
Up to date Physicals	359
Expired/Missing Physicals	71
Number of Individual Health Care Plan	15
Number of Children with Health Insurance	347
ENROLLMENT	
Number of children with dental home	331
Number of dental homes referrals	0
Completed dental exams	113
Incomplete dental exams	237
Needed dental treatment	18
Receiving dental treatment	5
Completed dental treatment	0
Number of medical home	412
Number of medical home referrals to Advocates	0
45 DAYS REQUIREMENT	
Vision screenings	341
Vision referrals	8
Hearing screenings	320
Hearing Referrals	10
Growth Assessment	351
BMI Referrals	0

Family and Community Engagement Manager
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90 DAYS REQUIREMENT	Total
Number of dental home established	331
Number of dental exams	113
Number of children requiring dental treatment	18
Number of completed dental treatment	0
Hematocrit / Hemoglobin	151
Blood Lead	203
Blood Pressure	310
NUTRITION	
Number of Breakfast	0
Number of Lunch	0
Number of PM Snacks	0
Number of Children with Special Diets	15
MONITORING ACTIVITIES	
Health Files Review	0
Child Care Food Program Tool	0
Kitchen Inspection Tool	0

Family and Community Engagement Manager

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Corrective Action and Follow Up

Funded Enrollment / Average Daily Attendance

- 378 were enrolled during the month of April. Due to COVID-19 all Head Start Centers are closed, but we are doing distant learning with the children. Head Start packets are available to parents to assist with the distant learning, and parents have the availability to log into Ready Rosie for interactive learning.

Monitoring

- Bi-weekly meetings with Family Engagement Team, and FCEM available to parents incase parents are not able to reach Family Engagement Team members. Mass communication texts are sent to families to keep them updated with necessary information regarding the Head Start program. Family Engagement Team is also reviewing re-enrollment applications for returning students, and new applications for new families.

Parent Engagement

- The program continues to engage families with the program during the shutdown through telephone calls, Read Rosie, and educational packets with 3 weeks of lessons. The program is working on a Glick grant to fund parenting support during COVID-19. The program has partnered with Second Harvest to host food giveaways to families of the Head Start program.

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Strengths

The program is working to provide families with the opportunity to apply for Head Start online.

The program is receiving applications for the 2020-2021 school year.

The program is working closely with Early Head Start to enroll students from their programs.

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

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

The Family and Community Engagement Team and Education Team is working together to stay in touch with families.

Areas of Concerns and Barriers

Some families lack the necessary equipment (telephone, computer) to stay in touch with the program.

School Readiness and VPK programs.

Replacing computers for Family Advocates

Maintaining wait lists, especially in the rural counties.

**Family and Community Engagement Manager
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Professional Development
Bi-Weekly Management Team Meetings

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

Submitted by: Darrel James Date: 5-20-20