

Capital Area Community Action Agency

**Conference Call in
Executive Committee Meeting
Agenda
Tuesday, June 23, 2020 – 5:30 pm
309 Office Plaza Drive, Tallahassee, FL - 32301
[Join Microsoft Teams Meeting](#) (click the link)**

I. Call to Order	Derrick Jennings, Chair	
II. Agenda Approval		
III. Sign-in/Attendance/Introductions		<u>Page</u>
IV. Action – Recommendation for Review and Approval		
A. Approval of Minutes		2-5
i) Executive Committee – April 28, 2020		
B. Fiscal Report		
• Narrative		6-8
• Revenue & Expenditures Agency-wide		9-10
• Balance Sheet		11
• Revenue & Expenditures – major programs		12-15
• Head Start Non Federal Share Match		16
• ESF 15 (Franklin County) Report		17-18
V. Chief Executive Officer’s Report		19-20
VI. CSBG Organizational Standards Update		21-24
VII. Head Start – Update		25-26
VIII. Chair’s Report		
IX. Adjournment		

Next Executive Committee Meeting 8/25/2020 - 5:30 pm – 309 Office Plaza Drive

***Next Board of Directors Meeting 7/28/2020 – 6:00 pm – Ghazvini Center for
Healthcare Education***



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Capital Area Community Action Agency

Conference Call-in Executive Committee Meeting Minutes April 28, 2020

Members in Attendance:

Derrick Jennings, Chair
Brent Couch, Vice Chair
Kara Palmer Smith, Treasurer
Lauren Johnson, Member-at-Large
Quincee Messersmith, Secretary

CACAA Staff:

Tim Center
Nina Self
Margaret Watson
Stephanie Sgouros

*Attended meeting by phone.

The meeting was called to order at 5:33 p.m. by the Chair. A quorum was established.

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

ACTION ITEMS

The Chair asked for approval of the minutes for February 25, 2020. Ms. Messersmith made a motion to approve the minutes of February 25, 2020. It was seconded by Ms. Johnson, and unanimously approved.

FISCAL

Ms. Sgouros gave the financial report for the period ending February 29, 2020. She said we have completed five months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 42% of the annual budget with some Head Start expenses around 56% due to the abbreviated 9-month contract. At month end, the Year to Date Actual Revenue and Expenses are 50% and 47% respectively, with mostly restricted net income of \$303,703 including \$70,458 SunTrust Grant and nearly \$67,306 for Franklin Co. Fire Victims.

Year to Date Non-Federal Share (NFS) Match reported totals \$410,102, which is 62% of the \$660,993 total match required for the fiscal year ending June 30, 2020. She said that as for the Cola and Quality Improvement, the federal government has waived the Non-Federal Share Match so we only have to match \$660,993.

New Variances and Explanations



United Way of the Big Bend

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The Chief Finance Officer reviewed the financial report noting new variances that were above the budget benchmark for period ending February 29, 2020.

ESF 15 – Franklin County

Ms. Sgouros said as of the end of February and March 2020, we have \$67,305.99.

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 Mr. Couch, and unanimously approved.

HEAD START SUPPLEMENTAL

Cost of Living Allowance

Mr. Center reported that the Office of Head Start, Department of Health and Human Services, has appropriated \$69,686 to provide a 2% Cost of Living Allowance starting October 1, 2020. He said the Office of Head Start (OHS) is providing flexibility related to governing body approvals for the “Supplement- Cola and Quality Improvement application”.

Mr. Center said that at this time, it is proposed to provide \$47,062.41 to make the 2% COLA effective immediately for all active employees. The allocation permits an increase for Center Director salaries by up to \$3,000 to recognize additional management and leadership efforts. Head Start Coaches will receive the balance of the funding. It was brought before Policy Council and approved.

Quality Improvement

Mr. Center reported that the Office of Head Start awarded a second grant of \$100,648 through the Quality Improvement grant. He said this grant is awarded for program efforts and activities that help better incorporate a trauma-informed approach that will support children, families, and staff impacted by adverse experiences. This grant will be divided in to 4 categories: Behavioral Specialist; Conscious Discipline, Classroom Safe Place Centers for student retreats, and technology investment.

COVID-19 Response

Mr. Center said that investing in Zono sterilizing cabinets will help with cleaning of classroom materials at three of the Head Start Centers.

The application is due by May 15, 2020.

The Board Chair asked for a motion to approve the “Supplement- Cola and Quality Improvement grant application. Ms. Palmer Smith made a motion to approve the “Supplement- Cola and Quality Improvement Grant application. It was seconded by Mr. Couch, and unanimously approved.

Ms. Johnson said this plan was brought before Policy Council and she voted against it. She said that she agreed to the 2% increase, but because we are over budget in Head Start the remaining funds of \$22K should be put back in to the Head Start budget. She said that normally a raise is

based on performance and what justifies the raise when our Centers scores are the lowest in the state.

Mr. Couch said that the teachers and staff are viable to the program and they need to be included in receiving the increase.

Ms. Palmer Smith asked if this is a Cost of Living Adjustment do the funds received have to be allocated to salaries? Mr. Center said in the past we used the funding for both salaries and increased costs to operate the Head Start program. She asked if the remaining funds be used as a one-time bonus for the remaining staff. Mr. Center said we would explore the bonus as an option based on HHS guidelines.

The Chair asked for a motion to approve the "Supplement- Cola and Quality Improvement Grant application. Ms. Palmer Smith made the motion to approve the "Supplement- Cola and Quality Improvement Grant application. I was seconded by Mr. Couch. The motion carried.

CEO Report

Mr. Center reported that the auditors have been on site working files. We are anticipating a presentation to the Board by the May 26th meeting.

Mr. Center made note that while our offices have been closed to clients, staff continues to submit weekly reports while they work remotely. Office closures were eminent given federal and state guidelines.

Mr. Center gave the report on the Eastpoint Wildfire Emergency Recovery Response. He said all but one camper trailer is committed to permanent owners for housing. The funds generated will stay within the CSGB program. It was reported that management is working on a new grant application and disaster needs assessment for a \$3M dollar program to serve residents impacted by Hurricane Michael in our region and neighboring Community Action regions. He said DEO received funds from Congress regarding emergency disaster recovery and disaster relief about \$6.2M of which \$3.1M will be distributed to the field. Community Action will lead more than 30 counties in coordination with our neighboring Community Action Agencies. The application will be submitted next Friday, May 8, 2020.

Mr. Center stated that we are working with a new E-rate consultant through the federal government. The program permits our agency as an educational Institution to receive some rebates on technology expenses. This will help with pricing and improve efficiency with vendors and bandwidth while reducing costs. E-rate rebates and discounts will help offset the costs associated with these technology improvements as well as security measures.

All Getting Ahead classes are suspended due to the pandemic. One class met for the first time through Zoom. It was such a success that they will continue this process through the pandemic

to maintain social distancing. We are considering hosting all Getting Ahead classes in the future through Zoom.

Mr. Center said that the toughest issue faced reopening the Centers is that the Office of Early Learning has new provisions related to child care programs. We will only be allowed to have ten people (8 students 2 teachers) per class. If these restrictions continue we will have to reformat our program.

Mr. Center reported that the Head Start staff submitted applications for Community Human Service Partnership grant (CHSP) application for Head Start and Getting Ahead. He said we applied for the Payroll Protection Program federal loan.

CSBG Organizational Standards Update

Mr. Center explained that DEO requires the agency to follow a series of criteria to meet 52 Organizational Standards under CSBG. Our role is to annually keep the Board informed of the Organizational Standards. After answering questions about the Succession Planning policy, the Board accepted the CSBG Standards update.

Meeting adjourned at 6:26 P.M.

Ms. Messersmith, Secretary

Date

**Financial Statement Narrative
For the Seven Months Ending April 30, 2020
Capital Area Community Action Agency**

As of April 30, 2020, we have completed seven months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 58% of the annual budget with Head Start's around 78% due to the abbreviated 9-month contract. At month end, the Year to Date Actual Revenue and Expenses are 69% and 69% respectively, with mostly restricted net income of \$360,179 including \$69,531 in the SunTrust Grant and \$67,306 for Franklin Co. Fire Victims.

Year to Date Non-Federal Share (NFS) Match reported totals \$517,538, which is 78% of the \$660,993 total match required for the fiscal year ending June 30, 2020.

Expenditure Variances and Explanations

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

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

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

New Circumstances

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

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

**Financial Statement Narrative
For the Seven Months Ending April 30, 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 – currently these categories are 4-5% over the budget benchmark. However, the Payroll Protection Program (PPP) Loan should prevent these items from exceeding the overall budget.

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

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 budget due to the large number of assessments that are done during the first 3 months of the school year and due to accepting a higher percentage of students that require services.

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

Utilities – is over the benchmark budget by 11% which equates to over an \$8,000 deficit. This is an increase over the prior 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 was amended during the LIHEAP budget modification.

Repairs & Maintenance – Recurring – is over the benchmark budget, but expected to be lower in June.

Repairs & Bldg Maintenance – Nonrecurring – is over the benchmark budget due to a large number of repairs at the centers, extra lawn services and several repairs performed by outside sources since there is no longer a maintenance worker on staff.

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 and was also adjusted in the recent WAP modification.

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.

**Financial Statement Narrative
For the Seven Months Ending April 30, 2020
Capital Area Community Action Agency**

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

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 were recently moved to Meetings, Workshops and Training where they are now 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.

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 7 Months Ended 4/30/2020

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,409,075	2,195,745	(1,213,330)	64%
Government Contracts - Federal Indirect	4005	5,045	8,950	3,905	177%
Government Contracts - STATE	4010	4,171,957	1,723,008	(2,448,948)	41%
Government Contracts - LOCAL	4020	119,293	62,282	(57,011)	52%
Grants - Other Not-for-Profits	4100	145,219	127,227	(17,992)	88%
Grants - All Other Sources	4120	25,000	73,285	48,285	293%
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	1,283	1,283	100%
Fringe Pool Revenue	4960	847,984	482,878	(365,106)	57%
Indirect Pool Revenue	4970	620,395	360,226	(260,169)	58%
Other Revenue	4995	<u>4,000</u>	<u>20,415</u>	<u>16,415</u>	510%
Total Revenue		<u>9,478,290</u>	<u>5,175,102</u>	<u>(4,303,188)</u>	55%
Expenditures					
Salaries & Wages	6010	2,763,179	1,658,523	1,104,656	60%
Fringe	6110	691,552	483,390	208,162	70%
FICA	6120	202,984	122,899	80,085	61%
Unemployment	6130	45,000	22,557	22,443	50%
Workers Compensation	6140	50,000	23,459	26,541	47%
Health Insurance	6150	531,880	276,610	255,270	52%
Life Insurance	6160	34,713	16,494	18,219	48%
Retirement	6170	40,000	28,777	11,223	72%
Staff Screenings	6180	11,263	2,076	9,187	18%
Indirect Costs	6210	505,199	364,600	140,600	72%
Travel - In Area	6310	15,927	5,850	10,078	37%
Travel - Out of Area	6315	(4,180)	0	(4,180)	0%
Office Supplies	6410	14,958	7,789	7,169	52%
Program Supplies	6415	21,628	14,962	6,666	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	19,427	8,227	11,200	42%
Postage and Delivery Expense	6600	2,964	685	2,279	23%
Contractual Services/Professional	6710	342,615	173,247	169,368	51%
Contractual Services – Health/Disabilities	6715	131,275	132,530	(1,255)	101%
Rent/Space Cost	6810	273,836	179,342	94,494	65%
Utilities	6820	84,256	60,127	24,129	71%
General Liability and Property Insurance	6830	71,627	40,367	31,260	56%

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 7 Months Ended 4/30/2020

Communications	6840	76,154	49,864	26,290	65%
Repairs & Bldg Maintenance- Recurring	6850	78,512	66,281	12,230	84%
Repairs & Bldg Maintenance - Nonrecurring	6855	17,750	27,949	(10,199)	157%
Equipment Maintenance	6910	27,637	17,209	10,428	62%
Vehicle Expense	6920	33,342	30,836	2,506	92%
Equipment Lease	6930	10,517	8,787	1,731	84%
Technology	6940	31,913	23,331	8,583	73%
Fees, Licenses, and Permits	7010	5,466	1,634	3,832	30%
Dues/Subscriptions	7020	14,417	6,989	7,428	48%
Special Events	7110	1,500	0	1,500	0%
Client Assistance	7210	2,789,714	771,483	2,018,231	28%
Expendable Equipment	7320	8,580	5,374	3,205	63%
Registration Fees	7410	6,409	645	5,764	10%
Meetings/Workshops/Training	7420	38,311	7,719	30,592	20%
Training/Staff Development	7430	31,876	26,023	5,853	82%
Advisory/Board Member Expenses	7440	4,133	2,181	1,952	53%
Advertising	7450	6,119	233	5,886	4%
Parent Activities	7460	900	132	768	15%
Raw Food Cost	7510	208,907	122,309	86,598	59%
Legal Expenses	7530	30,000	9,735	20,266	32%
Interest Expense	7610	12,664	0	12,664	0%
Bank Service Charges	7630	5,700	1,404	4,296	25%
Operating Transfers Out	9000	<u>84,342</u>	<u>0</u>	<u>84,342</u>	0%
Total Expenditures		<u>9,448,289</u>	<u>4,814,923</u>	<u>4,633,366</u>	51%
Excess Revenue over (under) Expenditures		<u>30,000</u>	<u>360,179</u>	<u>330,178</u>	

Capital Area Community Action Agency
Balance Sheet
As of 4/30/2020

	<u>Current Period Balance</u>
Assets	
Petty Cash	860
Cash Operating Hancock Bank	483,752
Cash - Money Market Hancock Bank	76,855
Cash-Bank Restricted	35,212
Cash - Centennial Bank - Restricted	67,305
Grants Receivable	468,520
Property and Equipment Net	<u>227,308</u>
Total Assets	<u>1,359,812</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	48,205
Accrued Leave	49,802
Accrued Wages	112,450
Accrued Fringe Benefits	(1,248)
Accrued Taxes	22,450
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	437,739
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	236,996
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	561,894
Current Net Income	<u>360,179</u>
Total Net Assets	<u>922,073</u>
Total Liabilities and Net Assets	<u>1,359,812</u>

Capital Area Community Action Agency
CSBG Statement of Revenues and Expenditures
From Grant Inception Through 4/30/2020
80%

10/1/2016-3/31/2021

		Total	Current	Total	
		Budget -	Period	Budget	
		Original	Actual	Variance -	%
		Original	Actual	Original	%
Revenue					
Government Contracts - STATE	4010	<u>3,073,978</u>	<u>2,109,034</u>	<u>(964,944)</u>	<u>69%</u>
Total Revenue		<u>3,073,978</u>	<u>2,109,034</u>	<u>(964,944)</u>	<u>69%</u>
Expenditures					
Salaries & Wages	6010	1,194,483	847,027	347,457	71%
Fringe	6110	340,741	240,951	99,790	71%
Staff Screenings	6180	2,562	1,689	873	66%
Indirect Costs	6210	296,068	210,588	85,480	71%
Travel - In Area	6310	37,417	15,721	21,697	42%
Travel - Out of Area	6315	20,398	5,307	15,091	26%
Office Supplies	6410	11,108	5,826	5,282	52%
Copies/Printing/Copier	6510	17,324	6,947	10,376	40%
Postage and Delivery Expense	6600	4,527	1,170	3,358	26%
Contractual Services/Professional	6710	49,906	19,336	30,570	39%
Rent/Space Cost	6810	132,086	104,026	28,061	79%
Utilities	6820	16,604	10,927	5,676	66%
General Liability and Property Insurance	6830	22,510	16,655	5,856	74%
Communications	6840	52,303	38,699	13,604	74%
Repairs & Bldg Maintenance- Recurring	6850	16,124	9,343	6,780	58%
Equipment Maintenance	6910	16,775	12,001	4,773	72%
Vehicle Expense	6920	54,256	49,191	5,066	91%
Equipment Lease	6930	7,435	3,627	3,808	49%
Technology	6940	21,467	10,667	10,800	50%
Fees, Licenses, and Permits	7010	11,433	6,433	5,000	56%
Dues/Subscriptions	7020	22,404	14,180	8,225	63%
Client Assistance	7210	650,757	431,600	219,157	66%
Expendable Equipment	7320	23,585	16,703	6,882	71%
Registration Fees	7410	14,666	9,911	4,754	68%
Meetings/Workshops/Training	7420	20,959	15,146	5,813	72%
Training/Staff Development	7430	1,000	0	1,000	0%
Advertising	7450	<u>15,079</u>	<u>3,058</u>	<u>12,022</u>	<u>20%</u>
Total Expenditures		<u>3,073,978</u>	<u>2,106,727</u>	<u>967,251</u>	<u>69%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>2,307</u>	<u>2,307</u>	

Capital Area Community Action Agency
LIHEAP - Statement of Revenues and Expenditures
From Grant Inception Through 4/30/2020

4/1/2017-9/30/2020

88%

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>7,592,223</u>	<u>5,427,795</u>	<u>(2,164,428)</u>	<u>71%</u>
Total Revenue		<u>7,592,223</u>	<u>5,427,795</u>	<u>(2,164,428)</u>	<u>71%</u>
Expenditures					
Salaries & Wages	6010	820,232	684,095	136,137	83%
Fringe	6110	233,601	195,629	37,972	84%
Staff Screenings	6180	1,949	771	1,179	40%
Indirect Costs	6210	209,863	172,943	36,920	82%
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	5,568	4,732	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	77,803	142	100%
Utilities	6820	12,065	6,301	5,764	52%
General Liability and Property Insurance	6830	9,350	10,772	(1,422)	115%
Communications	6840	32,295	27,252	5,043	84%
Repairs & Bldg Maintenance- Recurring	6850	13,168	6,684	6,484	51%
Equipment Maintenance	6910	10,690	6,468	4,222	61%
Vehicle Expense	6920	11,390	3,631	7,759	32%
Equipment Lease	6930	5,375	2,743	2,632	51%
Technology	6940	19,888	9,385	10,503	47%
Fees, Licenses, and Permits	7010	850	307	543	36%
Dues/Subscriptions	7020	675	175	500	26%
Client Assistance	7210	6,023,733	4,120,980	1,902,753	68%
Expendable Equipment	7320	16,730	3,811	12,919	23%
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>5,389,492</u>	<u>2,202,731</u>	<u>71%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>38,303</u>	<u>38,303</u>	

Capital Area Community Action Agency
WAP - Statement of Revenues and Expenditures
From Grant Inception Through 4/30/2020

10/1/2017-9/30/2020

90%

		<u>Total Budget - Original</u>	<u>Current Period Actual</u>	<u>Total Budget Variance - Original</u>	<u>%</u>
Revenue					
Government Contracts - STATE	4010	<u>2,284,459</u>	<u>825,189</u>	<u>(1,459,269)</u>	<u>36%</u>
Total Revenue		<u>2,284,459</u>	<u>825,189</u>	<u>(1,459,269)</u>	<u>36%</u>
Expenditures					
Salaries & Wages	6010	320,116	202,866	117,250	63%
Fringe	6110	91,294	57,968	33,326	63%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	81,690	51,021	30,669	62%
Travel - In Area	6310	17,000	9,388	7,612	55%
Office Supplies	6410	4,000	2,202	1,798	55%
Copies/Printing/Copier	6510	1,500	1,180	320	79%
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	9,341	1,659	85%
Utilities	6820	4,000	2,095	1,905	52%
General Liability and Property Insurance	6830	41,628	18,751	22,878	45%
Communications	6840	6,900	5,710	1,190	83%
Repairs & Bldg Maintenance- Recurring	6850	7,650	1,590	6,060	21%
Equipment Maintenance	6910	2,700	2,034	666	75%
Vehicle Expense	6920	18,000	9,934	8,066	55%
Equipment Lease	6930	850	741	109	87%
Technology	6940	850	254	596	30%
Fees, Licenses, and Permits	7010	1,350	1,012	338	75%
Dues/Subscriptions	7020	15,500	5,600	9,900	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	1,226	1,226	0	100%
Meetings/Workshops/Training	7420	40,402	14,680	25,723	36%
Advertising	7450	<u>900</u>	<u>264</u>	<u>636</u>	<u>29%</u>
Total Expenditures		<u>2,284,459</u>	<u>793,868</u>	<u>1,490,591</u>	<u>35%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>31,322</u>	<u>31,322</u>	

Capital Area Community Action Agency
Head Start Statement of Revenues and Expenditure
For the 7 Months Ended 4/30/2020

HDST 9/30/19 to 6/30/20

78%

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	<u>2,697,910</u>	<u>2,195,745</u>	<u>(502,165)</u>	<u>81%</u>
Total Revenue		<u>2,697,910</u>	<u>2,195,745</u>	<u>(502,165)</u>	<u>81%</u>
Expenditures					
Salaries & Wages	6010	1,299,035	1,078,266	220,769	83%
Fringe	6110	376,460	315,263	61,197	84%
Staff Screenings	6180	913	160	753	17%
Indirect Costs	6210	301,589	254,808	46,781	84%
Travel - In Area	6310	2,625	632	1,993	24%
Office Supplies	6410	5,204	2,162	3,042	42%
Program Supplies	6415	20,239	14,904	5,335	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	4,605	7,595	38%
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	126,255	(1,255)	101%
Rent/Space Cost	6810	171,000	124,946	46,054	73%
Utilities	6820	59,664	53,101	6,563	89%
General Liability and Property Insurance	6830	28,000	16,572	11,428	59%
Communications	6840	39,000	30,077	8,923	77%
Repairs & Bldg Maintenance- Recurring	6850	68,250	59,854	8,396	88%
Repairs & Bldg Maintenance -	6855	17,250	27,562	(10,312)	160%
Equipment Maintenance	6910	14,250	10,703	3,547	75%
Vehicle Expense	6920	21,000	16,559	4,441	79%
Equipment Lease	6930	6,450	5,861	589	91%
Technology	6940	13,680	13,331	349	97%
Fees, Licenses, and Permits	7010	1,125	397	728	35%
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	26,090	5,286	83%
Advisory/Board Member Expenses	7440	1,125	577	548	51%
Advertising	7450	2,625	0	2,625	0%
Parent Activities	7460	<u>900</u>	<u>132</u>	<u>768</u>	<u>15%</u>
Total Expenditures		<u>2,697,910</u>	<u>2,196,391</u>	<u>501,519</u>	<u>81%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(646)</u>	<u>(646)</u>	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the 7 Months Ending April 30, 2020

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		30,034			
Grants - Other Not for Profits		4,560			
In-Kind Revenue		296,043			
VPK		186,902			
	660,993	517,538	78%	143,455	22%

**Franklin County - ESF15
Donation Revenues & Expenses
Report for May 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
31	05/31/20	\$ -	\$ -		\$ 67,305.99

Name: Tim Center

Title: CEO

Signature: 

Date: 6/15/20



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05/31/20

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

CYCLE-031

*** CHECKING *** 0900 BUSINESS

CKACCOUNT NUMBER

PREVIOUS STATEMENT BALANCE AS OF 04/30/20 67,305.99

PLUS 0 DEPOSITS AND OTHER CREDITS00

LESS 0 CHECKS AND OTHER DEBITS00

CURRENT STATEMENT BALANCE AS OF 05/31/20 67,305.99

NUMBER OF DAYS IN THIS STATEMENT PERIOD 31

BALANCE BY DATE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
04/30	67,305.99						

[Handwritten signature]
 6/9/2020

JUN 0 5 REC'D
[Handwritten initials]

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT JUNE 2020

Administrative

- The audit with Thomas Howell Ferguson CPA firm will be submitted by the end of the month. A formal presentation will be made at the full Board meeting in July.
- Client access to offices is managed. All staff and guests in the building have their temperature checked, masks are required, and proper hygiene and cleaning is taking place.
- 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.
- Risk Management - The mediation meeting with EEOC complaint ended with no resolution and an absurd amount requested by the plaintiff, 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.
- Disaster Recovery Support Grant funding from DEO should be available soon for more than \$2.3 million 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. ***Impact: Redesigning entitlement programs to toward more independency services.***

Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region.
- Focusing on advertising to reach COVID-19 impacted residents.

Impact: Developing the infrastructure necessary to support the Agency mission

Resource Development

- Head Start grant and supplemental grant award notices should arrive before the end of the month.
- Working on a supplemental Head Start grant for Disaster Recovery funding.

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



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Out of Office

- June 30-July 6, 2020 – PTO
- July 24 – PTO – Orlando
- August 24-28 – Annual Conference – Community Action Partnership
- 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	11/1/2020	
	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	Completed
	7.5	The governing board reviews and approves CEO/Executive Director compensation within every calendar year.	Annually	5/26/2020 Needs Board Review	Completed
	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	Completed
	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					

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: June 9, 2020

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

Staffing

Staff are off for the summer. Center Directors will participate in online Director Training on June 24. Franklin County has a teacher opening.

Facilities

Work orders submitted by Center Directors and Center staff are being addressed. Work should be complete by mid-July. The plan for renovations to the Franklin County Wing A of the Van Johnson Complex was submitted to HHS for review. Staff continue to evaluate new location options. Jefferson County School Board has decided to sell the Old Jefferson Elementary School campus through an auction. Leon County indicates that they no longer need two classrooms this next year. Titus has invited Head Start to be part of a new campus near Miccosukee Road past Capital Circle Northeast.

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.

Enrollment

Re-enrollment has been taking place before COVID and online processes are being developed to accommodate face-to-face interviews. Online applications can be submitted.



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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.