

Capital Area
Community Action
Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Zoom ID 864.1843.6073 Code 642453
June 18, 2020
6:00 p.m.

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Consent
 - a. Policy Council Minutes
5. Action
 - a. Financial Report
 - b. Personnel Actions
6. Director's Report
7. Stay at Home Updates
8. Office of Head Start Updates
9. Chairperson's Report
10. Other Business
11. Meeting Adjourned

Next Meeting: Scheduled for July 16, 2020



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



Head Start Policy Council Meeting

Minutes

May 28, 2020

6:00 pm

1. Meeting called to order at 6: 04pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Lauren Johnson, Kim Wilson, Yolondra Ervin, and Sheila Hicks.

Capital Area Community Action Agency staff present included the following people: Tim Center, Nichele Rolle, Venita Treadwell, Kristin Reshard, Darrel James, and Cynthia Valencic.

3. No Quorum was established.

4. Consent

- a. Minutes- The minutes were reviewed by all members of Policy Council. Members consent to accept the minutes as written. Recommendations

5. Action Items

- a. Financial Report- Cynthia Valencic reviewed the financial report and the attached Financial Statement Narrative through March 31st (see attached). We are operating on a 9 month budget. Revenue and expenditures are at 72% and 71% respectively. Non-federal share match is at 71%. There will not be a reduction in contractual services as mentioned before due to services still be providing during the COVID shutdown. There have been small reductions in utility bills. There was a massive credit to the Visa account and fiscal is working on the adjustments.

Quorum was not established. No motion made to accept the financial report.

- b. Personnel Actions- No Personnel actions at this time.

6. Director's Report

Tim reviewed the attached report. Tim stated we will follow the lead of Leon County Schools as well as conduct focus groups and send out surveys regarding the return to school in the Fall. There is a teacher position available in Franklin County. Center Directors will go through virtual training offered by the Office of Health and Human Services. Management Staff met with a business in town that is building a comprehensive facility that will like to partner with Head Start to have classrooms in their facility. Lauren Johnson expressed concerns about our facilities in Jefferson County. Tim stated we are not neglecting the facilities in the outlying Counties and

with the Board Chairperson have begun to look at options for Jefferson County; renting space from the closed school behind our location may be an option. Sheila Hicks suggested we get computer labs for the students. Ms. Treadwell addressed the suggestion and said it will definitely be on the table during meetings. She also discussed the STAR Renaissance testing. Lauren asked of a dashboard so we can keep up with the grants we apply for. Tim stated sure.

7. COVID-19 Budget Justification Narrative- Tim reviewed the narrative (please see attached narrative) Last meeting we weren't sure of the amount. Tim stated it is \$109,000 however, HHS is revising the amount and we do not have the new dollar amount yet; may be close to \$330,000.
8. Quality Improvement Narrative- Tim reviewed the narrative (please see attached narrative)
9. 2020 Start-up Funding Narrative- Tim reviewed the narrative (please see attached narrative)
10. Stay at Home Updates

Kim Wilson- Kim is still working during the pandemic. Kim enjoyed the drive thru transition ceremony.

Yolondra Ervin- Everything is going well and is working with her son on ABC mouse. Making sure her son stays on task for Kindergarten. She enjoyed the drive thru graduation.

Sheila Hicks- Sheila is doing well.

Lauren Johnson-Lauren is doing well.
11. Office of Head Start Updates: Darrel informed the council the Head Start application is now online. Advocates will be working by appointment only at this time. Darrel stated we are working on a grant to get computers at all the centers that will be available for parent use. Nichele included 2 memorandums in the packet from Office of Head Start.
12. Chairperson's Report: No chairperson's report at this time.
13. Other Business: Ms. Treadwell thanked the parents for making the transition ceremony a success. Tim asked for input on soliciting parent participation in our meetings. Kim stated continue to reach out a week in advance, text, and email. Sheila stated acknowledge the ones who are participating and also make it a competition between centers. Sheila also suggested a phone tree. Lauren stated use the in-kind forms to see who the active parents are and try to recruit them. Nichele accepted the suggestions. Nichele also stated that we formally thank our Policy Council members at our Golden Apple Gala. We will work on thanking them at the center levels as well.
14. The meeting was adjourned at 7:20 p.m.

**Head Start 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 78% due to the abbreviated 9-month contract. At month end, the Year to Date Actual Revenue and Expenses are 82% and 78% respectively with mostly restricted net income of \$63,521. This mostly restricted net income is expected to be completely spent prior to grant end.

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 Head Start 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 ninth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, explanations are provided. 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.

Salaries, Fringe and Indirect – is 3-4% over benchmark budget but with the PPP loan kicking in for May and June salaries, we should finish well within the budget.

Postage and Delivery Expenses – are under benchmark considerably due to a credit received in December.

Contractual Services/Health-Disabilities – is slightly over the budget but should stay at this number unless there are bills yet to be received for student services prior to closure.

Utilities – is over the budget benchmark but the PPP loan will be used for the May and June utility bills so we should finish within budget.

Repairs & Building Maintenance – Recurring – is over the budget and is forecast to be over budget by \$14,000 at the current average spending of \$9200 per month.

Repairs & Bldg Maintenance – Nonrecurring – is over the budget due to a large number of repairs in the centers as well as extra lawn services and rubber mulch required by DCF.

Technology – is over budget primarily due to the yearly Teaching Strategies subscription and virtual learning software. This is a category that uses most of its budget at the beginning of the school year and, with a 9 month budget, the funds do not cover the yearly fees.

Expendable Equipment – is over the budget due to the purchase of a convection oven.

Capital Area Community Action Agency
Statement of Revenues and Expenditures - Head start Programs
For the Seven Months Ended 4/30/2020

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	2,697,910	2,195,745	(502,165)	81%
Government Contracts - STATE	4010	429,119	375,725	(53,395)	88%
Government Contracts - LOCAL	4020	40,125	30,034	(10,091)	75%
Grants - Other Not-for-Profits	4100	<u>3,420</u>	<u>4,560</u>	<u>1,140</u>	133%
Total Revenue		<u>3,170,574</u>	<u>2,606,063</u>	<u>(564,511)</u>	82%
Expenditures					
Salaries & Wages	6010	1,482,574	1,213,359	269,215	82%
Fringe	6110	429,126	354,413	74,713	83%
Staff Screenings	6180	1,100	160	941	15%
Indirect Costs	6210	346,956	286,450	60,506	83%
Travel - In Area	6310	3,000	632	2,369	21%
Office Supplies	6410	5,579	2,162	3,417	39%
Program Supplies	6415	20,989	14,962	6,027	71%
Classroom Supplies	6420	37,875	430	37,445	1%
Kitchen Supplies	6430	27,642	11,666	15,976	42%
Medical/Dental Supplies	6440	757	200	558	26%
Copies/Printing/Copier	6510	12,950	4,605	8,345	36%
Postage and Delivery Expense	6600	900	168	732	19%
Contractual Services/Professional	6710	29,250	6,737	22,513	23%
Contractual Services - Health/Disabilities	6715	129,706	132,530	(2,824)	102%
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%
Client Assistance	7210	1,800	95	1,705	5%
Expendable Equipment	7320	2,250	3,352	(1,102)	149%
Meetings/Workshops/Training	7420	2,370	1,688	682	71%
Training/Staff Development	7430	31,376	25,444	5,932	81%
Advisory/Board Member Expenses	7440	1,125	577	548	51%
Advertising	7450	2,625	0	2,625	0%
Parent Activities	7460	900	132	768	15%
Raw Food Cost	7510	<u>156,680</u>	<u>122,309</u>	<u>34,371</u>	78%
Total Expenditures		<u>3,170,574</u>	<u>2,542,542</u>	<u>628,032</u>	
Excess Revenue over (under) Expenditures		(0)	<u>63,521</u>	<u>63,521</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%



PO Box 4019
Gulfport, MS 39502-4019
Return Service Requested



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Statements Dates
04/01/2020 04/30/2020

Account Number:
4620332

Images:
0

***ZERO CHECKS* E0**

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CAPITAL AREA COMMUNITY ACTION AGENCY
HEAD START POLICY COUNCIL
PARENT ACTIVITY FUND
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301

Handwritten signature and date: 5/14/20

**IF YOU'RE FACING A FINANCIAL HARDSHIP BECAUSE OF COVID-19
WE'RE HERE TO HELP. CONTACT US TODAY AT 800-448-8812.**

Checking Account Summary

PREVIOUS BALANCE	1,187.68	AVERAGE BALANCE
+ 0 CREDITS	.00	1,187.68
- 0 DEBITS	.00	YTD INTEREST PAID
- SERVICE CHARGES	.00	.00
+ INTEREST PAID	.00	
ENDING BALANCE	1,187.68	

• **Balance By Date**

Date	Balance	Date	Balance	Date	Balance
03/31	1,187.68				



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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: 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.



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.