

# Capital Area Community Action Agency

**Conference Call in  
Board of Directors Meeting  
July 28, 2020 – 6:00 PM**  
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I.	Call to Order	Derrick Jennings, Chair
II.	Agenda Approval	
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IX.	Adjournment	

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

**Next Board of Directors Meeting 9/22/2020 – 6:00 pm – Videoconference or Ghazvini Center for Healthcare Education**



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# Capital Area **Community Action** Agency

## Conference Call-in Board of Directors Meeting Minutes May 26, 2020

### **Members in Attendance:**

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

### **CACAA Staff:**

Tim Center  
Nina Self  
Margaret Watson  
Stephanie Sgouros  
Kristin Reshard

The meeting was called to order at 6:06 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 Mr. Jones, and unanimously approved.

### **ACTION ITEMS**

#### ***Approval of Minutes***

The Chair asked for a motion to approve the minutes of March 24, 2020. Ms. Palmer Smith made the motion to approve the minutes. It was seconded by Mr. Jones, and unanimously approved.

#### ***Board Administration***

The Chair asked for a vote to seat Ms. Kim Wilson on the Board of Directors. Ms. Wilson is the Policy Council Chair, and will be their representative on the Board of Directors. Ms. Palmer Smith made a motion to seat Ms. Kim Wilson on the Board of Directors. It was seconded by Ms. Johnson and unanimously approved.

#### ***Thomas Howell Ferguson, CPA***

Ms. Allison Harrell reported that the team started the audit at the beginning of the pandemic, and they are now drafting the financial statements to meet the deadline to the federal audit clearinghouse by June 30, 2020. She said a draft will be completed by the end of the week for review so that they are not pushed to the deadline. The tax deadline is August 15, 2020, which is the final due date for the IRS Form 990. A final report will be presented at the next Board meeting, July 28, 2020.

## ***FISCAL REPORT***

Ms. Sgouros gave the financial report for March 31, 2020. She said 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 for the SunTrust Grant and \$67,306 for Franklin County Fire Victims.

Year to Date Non-Federal Share (NFS) Match totals \$468,415 or 71% of the \$660,993 total match required for the grant year ending June 30, 2020.

### ***New Variances and Explanation***

Ms. Sgouros reviewed the financial report noting new variances that were above the budget benchmark for period ending March 31, 2020.

Ms. Edgar asked why Repairs & Maintenance—Recurring was over benchmark budget. Ms. Sgouros said that it varies from Center location to location. All locations roll-up in to the one line-item. Mr. Center further explained that we are in negotiations with Leon County Schools regarding a new lease. Some landlords require the agency to pay for repairs, while others may not.

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

### ***Corporate Resolution – PPP Loan Money Market Account***

Ms. Sgouros announced that the agency was approved for a Payroll Protection Program (PPP) loan for \$711,650.00 from the US Small Business Administration. She presented the Corporate Authorization Resolution to request to have those funds deposited into a new Money Market Account temporarily. The plan is to draw down on the Money Market Account bi-weekly to pay salaries.

The Chair asked for a motion to approve the transfer of funds to the Money Market Account. Ms. Messersmith made a motion to approve the transfer of funds to the Money Market Account. It was seconded by Ms. Palmer Smith, and unanimously approved.

### ***CEO Contract Extension***

The Chair stressed to the Board that the CEO is currently working without a contract. He said the current contract was executed on March 20, 2018, and expired March 1, 2020. The Chair asked for a motion to have the CEO continue in the current contract until the evaluation is completed by the Board.

Ms. Palmer Smith made a motion to continue in the current contract until the evaluation is completed by the Board. Ms. Edgar seconded the motion, and it was unanimously approved.

Ms. Edgar asked with approval will the current contract be extended through June 30, 2020. Ms. Self replied that if we stay with the current timeline included in the evaluation packet, the contract extends through June 30, 2020. She said all Board members comments will be incorporated into the final document to be signed by the Chair and presented to the CEO at the June Executive Committee meeting. All Board members will receive a copy of the final document.

## **CEO REPORT**

Mr. Center reported that the audit team will complete the audit by the end of the week. They will present to the Board at the next Board meeting, July 28, 2020.

Mr. Center noted that while our offices have been closed we were open for business as usual. At this time, clients are not permitted into the office unless they are submitting documents necessary to complete their LIHEAP service. We continue to use proper hygiene by cleaning of surfaces and entry points regularly. As staff enters the building, temperatures are checked daily to make sure nobody has a fever. We have purchased masks for staff and require anybody coming into the building to wear a mask.

We converted from Zoom to Microsoft Teams for scheduling group work and video conferencing. He said this is included in our Microsoft 365 Suite at no cost to the agency.

Mr. Center said a mediation conference is scheduled for June 15, 2020 for the EEOC complaint filed by a former Case Manager.

It was reported that all but two of the camper trailers in Franklin County have been committed to permanent owners. Mr. Center said he will be submitting a new grant application to DEO for Hurricane Michael disaster recovery in seven of the eight counties we serve. The funding covers 17 counties and we would be partnering with Tri-County and Suwannee River Community Action agencies to service the grant. We are the lead agency.

The Getting Ahead classes are resuming via ZOOM, and internet access is being pursued where clients don't have access.

Mr. Center continues to regularly meet via webinars with partners in the community focusing on advertising to reach COVID-19 impacted residents.

The agency has received a number of grants from a variety of sources. Mr. Center explained that receiving these various grants permits the agency to pay down on our debt. DEO informed the

agency that the allocation methodology previously used to determine our funding has been updated. The formula hadn't been updated for about twenty years. Due to population shifts and other factors there will be a reallocation of funds beginning with the 2021 funding year and the agency will receive a 5% decrease in CSBG, 17.20% decrease in LIHEAP and 12.63% decrease in WAP funding.

### ***Programmable Thermostats***

Mr. Center reported that the Board was concerned with the high utilities at our Centers. He said we have purchased programmable thermostats to monitor the HVAC via the internet.

Ms. Johnson questioned what plans are being made for the upcoming school year. Mr. Center said the Board will be updated at the next meeting on plans for the upcoming school year. Mr. Center said we are forming committees to address these types of concerns.

### ***Organizational Standards***

#### ***Whistle Blower Policy***

Mr. Center reported that included in your packet is the updated Organizational Standards checklist. He noted that DEO requires the agency to follow a series of criteria to meet 52 Organizational Standards under CSBG. The Board is being updated on the current Whistle Blower Policy.

Ms. Johnson asked with the current Whistle Blower Policy, if a complaint was against the CEO how is it handled? Mr. Center said the Board Chair would handle the complaint. She asked will the complaint be reviewed before the Board as there is no follow-up in the language. Mr. Center said Ms. Self will contact Mr. Krizer, the agency's Employment Law Attorney to review the current language.

### ***PROGRAM UPDATES***

#### ***COO REPORT***

Ms. Self presented the Summary of Programs for the month of April 2020. She reported that the Getting Ahead classes have resumed via ZOOM in Franklin, Leon, and Jefferson Counties. She said the "Train the Trainer" classes continue to meet with much success.

Ms. Self reported that LIHEAP has transitioned to an online application process for Crisis applications. Our offices will reopen on June 1<sup>st</sup> with limited client contact.

The school year ended May 22 for center staff and the Centers are closed until August 3<sup>rd</sup>. The Advocates are working on student enrollment.

The Weatherization Program year ends September 30, 2020. As of April 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 the postponement/deferral stage due to client or dwelling issues.

Ms. Palmer Smith expressed concern with the high turnover of case manager positions in Wakulla and Gadsden Counties. Ms. Self said that working in the remote offices has been a challenge, especially if the Case Manager isn't from the area. We are currently working on a more effective way to provide services to the rural community while at the same time providing more technical support to the employees in the rural areas. Ms. Self said that Board members were sent the CEO Evaluation packet. There was a timeline included with the process completion date of June 30, 2020. This would eliminate the need for another contract extension for the CEO. She also stressed that Board members should add comments to their evaluation that can be shared with the CEO.

Ms. Johnson asked if the funds received for the Head Start Grant can be earmarked for the Jefferson County improvements. Mr. Center replied that any improvements will be brought before the Policy Council and the Board.

**CHAIR'S REPORT**

The Chair informed the Board that he will be having surgery June 24<sup>th</sup>. He will be out for a few weeks.

The Jefferson County Head Start Ceremony was a success. He said no decision has been made on the relocation of the Jefferson County Head Start Center. A long term plan on replacing the current portables will need to be put in place. Mr. Center said we will provide updates to the Board at the next meeting.

The meeting adjourned at 7:23 p.m.

\_\_\_\_\_  
Ms. Quincee Messersmith

\_\_\_\_\_  
Date

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

As of May 31, 2020, we have completed eight months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 67% of the annual budget with Head Start's around 89% due to the abbreviated 9-month contract. At month end, the Year to Date Actual Revenue and Expenses are 68% and 63% respectively, with mostly restricted net income of \$445,785 including \$69,531 in the SunTrust Grant and \$67,005 for Franklin Co. Fire Victims.

Year to Date Non-Federal Share (NFS) Match reported totals \$554,526, which is 84% 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 Eight Months Ending May 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 – currently these categories are 4-5% over the budget benchmark. Salaries should stay within budget with one payroll being offset with PPP funds and fringe and indirect finishing slightly over.

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 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.

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



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

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 the budget benchmark. However, no more registration fees will be charged to this line item bringing it in line by fiscal year end.

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 Eight Months Ended 5/31/2020**

		<b>Total Budget - Original</b>	<b>Current Period Actual</b>	<b>Total Budget Variance - Original</b>	<b>%</b>
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	3,462,406	2,695,290	(767,116)	78%
Government Contracts - Federal Indirect	4005	9,320	8,950	(370)	96%
Government Contracts - STATE	4010	3,905,102	1,870,569	(2,034,533)	48%
Government Contracts - LOCAL	4020	89,470	65,241	(24,228)	73%
Grants - Other Not-for-Profits	4100	115,902	137,400	21,498	119%
Grants - All Other Sources	4120	6,875	76,532	69,657	1113%
Contributions	4200	37,875	15,493	(22,382)	41%
Contributions- Restricted	4210	58,366	103,904	45,538	178%
Commissions-Vending/Photo	4320	1,500	1,444	(56)	96%
Interest Income	4950	0	1,452	1,452	100%
Fringe Pool Revenue	4960	635,988	578,873	(57,115)	91%
Indirect Pool Revenue	4970	465,296	431,823	(33,473)	93%
Other Revenue	4995	<u>3,000</u>	<u>21,115</u>	<u>18,115</u>	704%
<b>Total Revenue</b>		<u><b>8,791,100</b></u>	<u><b>6,008,087</b></u>	<u><b>(2,783,013)</b></u>	<b>68%</b>
<b>Expenditures</b>					
Salaries & Wages	6010	2,642,246	1,989,839	652,406	75%
Fringe	6110	650,184	580,168	70,016	89%
FICA	6120	152,238	139,186	13,052	91%
Unemployment	6130	33,750	22,827	10,923	68%
Workers Compensation	6140	37,500	26,259	11,241	70%
Health Insurance	6150	419,380	317,603	101,777	76%
Life Insurance	6160	27,213	18,850	8,363	69%
Retirement	6170	30,000	32,772	(2,772)	109%
Staff Screenings	6180	10,932	2,076	8,857	19%
Indirect Costs	6210	485,275	436,129	49,146	90%
Travel - In Area	6310	14,607	6,147	8,460	42%
Travel - Out of Area	6315	(4,180)	0	(4,180)	0%
Office Supplies	6410	13,508	10,762	2,746	80%
Program Supplies	6415	21,378	15,822	5,555	74%
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	18,677	9,640	9,037	52%
Postage and Delivery Expense	6600	2,751	1,145	1,607	42%
Contractual Services/Professional	6710	269,170	203,705	65,465	76%
Contractual Services – Health/Disabilities	6715	129,706	132,968	(3,262)	103%
Rent/Space Cost	6810	268,218	205,025	63,193	76%
Utilities	6820	81,840	67,365	14,475	82%
General Liability and Property Insurance	6830	62,811	43,506	19,305	69%

**Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the Eight Months Ended 5/31/2020**

Communications	6840	72,819	55,316	17,502	76%
Repairs & Bldg Maintenance- Recurring	6850	76,899	72,381	4,519	94%
Repairs & Bldg Maintenance -	6855	23,830	28,472	(4,642)	119%
Equipment Maintenance	6910	25,637	17,410	8,228	68%
Vehicle Expense	6920	29,917	34,857	(4,940)	117%
Equipment Lease	6930	10,080	9,426	653	94%
Technology	6940	29,726	23,930	5,797	80%
Fees, Licenses, and Permits	7010	4,985	1,408	3,577	28%
Dues/Subscriptions	7020	10,570	8,747	1,823	83%
Special Events	7110	1,500	630	870	42%
Client Assistance	7210	2,689,476	856,538	1,832,938	32%
Expendable Equipment	7320	7,352	6,253	1,098	85%
Registration Fees	7410	5,166	645	4,521	12%
Meetings/Workshops/Training	7420	29,668	7,962	21,706	27%
Training/Staff Development	7430	32,126	28,364	3,762	88%
Advisory/Board Member Expenses	7440	3,381	1,851	1,530	55%
Advertising	7450	3,793	248	3,546	7%
Parent Activities	7460	900	132	768	15%
Raw Food Cost	7510	156,680	122,309	34,371	78%
Legal Expenses	7530	22,500	9,735	12,766	43%
Interest Expense	7610	9,498	0	9,498	0%
Bank Service Charges	7630	4,275	1,597	2,678	37%
Operating Transfers Out	9000	<u>84,342</u>	<u>0</u>	<u>84,342</u>	0%
Total Expenditures		<u>8,768,600</u>	<u>5,562,301</u>	<u>3,206,299</u>	63%
Excess Revenue over (under) Expenditures		<u>22,500</u>	<u>445,785</u>	<u>423,285</u>	

**Capital Area Community Action Agency  
Balance Sheet  
As of 5/31/2020**

	<u>Current Period Balance</u>
<b>Assets</b>	
Petty Cash	860
Cash - Operating Hancock Bank	397,210
Cash - Money Market Hancock Bank	76,855
Cash-Bank Restricted	37,812
Cash - Centennial Bank - Restricted	67,006
PPP Money Market	711,301
Grants Receivable	556,603
Property and Equipment Net	<u>227,308</u>
<b>Total Assets</b>	<u><b>2,074,955</b></u>
<b>Liabilities and Net Assets</b>	
<b>Liabilities</b>	
Accounts Payable	15,234
Accrued Leave	49,802
Accrued Wages	65,840
Accrued Fringe Benefits	(1,248)
Accrued Taxes	12,450
Contract Advances	234,664
Contingent Liab Sunshine St Micro Obligated	22,993
Liability- Head Start Parent Activity	3,605
Notes Payable	<u>667,266</u>
<b>Total Liabilities</b>	<b>1,070,607</b>
<b>Net Assets</b>	
<b>Beginning Net Assets</b>	
Unrestricted Net Assets	233,665
Invested Property and Equipment	<u>324,898</u>
<b>Total Beginning Net Assets</b>	<b>558,563</b>
<b>Current Net Income</b>	<u><b>445,785</b></u>
<b>Total Net Assets</b>	<u><b>1,004,348</b></u>
<b>Total Liabilities and Net Assets</b>	<u><b>2,074,955</b></u>

**Capital Area Community Action Agency  
CSBG - Statement of Revenues and Expenditures  
From Grant Inception Through 5/31/2020**

10/01/2016-3/31/2021

81%

		<u>Total Budget - Original</u>	<u>Current Period Actual</u>	<u>Total Budget Variance - Original</u>	<u>%</u>
<b>Revenue</b>					
Government Contracts - STATE	4010	3,073,978	2,128,969	(945,009)	69%
<b>Total Revenue</b>		<u>3,073,978</u>	<u>2,128,969</u>	<u>(945,009)</u>	69%
<b>Expenditures</b>					
Salaries & Wages	6010	1,194,483	847,027	347,457	71%
Fringe	6110	340,741	247,128	93,613	73%
Staff Screenings	6180	2,562	1,689	873	66%
Indirect Costs	6210	296,068	215,581	80,487	73%
Travel - In Area	6310	37,417	15,736	21,682	42%
Travel - Out of Area	6315	20,398	5,307	15,091	26%
Office Supplies	6410	11,108	6,034	5,074	54%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	17,324	7,049	10,274	41%
Postage and Delivery Expense	6600	4,527	1,211	3,316	27%
Contractual Services/Professional	6710	49,906	21,766	28,140	44%
Rent/Space Cost	6810	132,086	106,495	25,591	81%
Utilities	6820	16,604	11,137	5,466	67%
General Liability and Property Insurance	6830	22,510	16,980	5,530	75%
Communications	6840	52,303	39,350	12,953	75%
Repairs & Bldg Maintenance- Recurring	6850	16,124	9,543	6,581	59%
Equipment Maintenance	6910	16,775	12,001	4,773	72%
Vehicle Expense	6920	54,256	51,581	2,675	95%
Equipment Lease	6930	7,435	3,679	3,756	49%
Technology	6940	21,467	10,667	10,800	50%
Fees, Licenses, and Permits	7010	11,433	6,076	5,357	53%
Dues/Subscriptions	7020	22,404	14,180	8,225	63%
Client Assistance	7210	650,757	431,332	219,424	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	15,079	3,058	12,022	20%
<b>Total Expenditures</b>		<u>3,073,978</u>	<u>2,126,366</u>	<u>947,612</u>	69%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>2,603</u>	<u>2,603</u>	

**Capital Area Community Action Agency**  
**LIHEAP - Statement of Revenues and Expenditures**  
**From Grant Inception to 5/31/2020**

4/1/2017-3/31/2021

79%

		<b>Total Budget - Original</b>	<b>Current Period Actual</b>	<b>Total Budget Variance - Original</b>	<b>%</b>
<b>Revenue</b>					
Government Contracts - STATE	4010	<u>10,060,665</u>	<u>5,527,858</u>	<u>(4,532,807)</u>	55%
<b>Total Revenue</b>		<u>10,060,665</u>	<u>5,527,858</u>	<u>(4,532,807)</u>	55%
<b>Expenditures</b>					
Salaries & Wages	6010	1,117,957	684,095	433,862	61%
Fringe	6110	319,882	205,582	114,300	64%
Staff Screenings	6180	2,679	771	1,909	29%
Indirect Costs	6210	279,598	180,987	98,611	65%
Travel - In Area	6310	13,511	6,423	7,088	48%
Travel - Out of Area	6315	8,926	674	8,252	8%
Office Supplies	6410	11,500	5,797	5,703	50%
Copies/Printing/Copier	6510	22,131	11,533	10,598	52%
Postage and Delivery Expense	6600	5,686	2,325	3,361	41%
Contractual Services/Professional	6710	42,500	32,832	9,668	77%
Rent/Space Cost	6810	109,245	80,794	28,451	74%
Utilities	6820	14,465	6,620	7,845	46%
General Liability and Property Insurance	6830	15,550	11,266	4,284	72%
Communications	6840	39,495	28,030	11,465	71%
Repairs & Bldg Maintenance- Recurring	6850	15,568	7,012	8,556	45%
Equipment Maintenance	6910	13,690	6,468	7,222	47%
Vehicle Expense	6920	14,390	3,631	10,759	25%
Equipment Lease	6930	7,475	2,822	4,653	38%
Technology	6940	22,888	9,935	12,953	43%
Fees, Licenses, and Permits	7010	1,150	342	808	30%
Dues/Subscriptions	7020	975	175	800	18%
Client Assistance	7210	7,948,836	4,194,680	3,754,156	53%
Expendable Equipment	7320	18,530	3,811	14,719	21%
Registration Fees	7410	6,400	2,470	3,930	39%
Meetings/Workshops/Training	7420	3,138	235	2,903	7%
Training/Staff Development	7430	2,000	0	2,000	0%
Advertising	7450	2,500	0	2,500	0%
<b>Total Expenditures</b>		<u>10,060,665</u>	<u>5,489,309</u>	<u>4,571,356</u>	55%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>38,549</u>	<u>38,549</u>	

**Capital Area Community Action Agency**  
**WAP - Statement of Revenues and Expenditures**  
**From Grant Inception Through 5/31/2020**

10/1/2017-3/31/2021

76%

		<b>Total Budget - Original</b>	<b>Current Period Actual</b>	<b>Total Budget Variance - Original</b>	<b>%</b>
<b>Revenue</b>					
Government Contracts - STATE	4010	<u>2,284,459</u>	<u>831,558</u>	<u>(1,452,900)</u>	<u>36%</u>
Total Revenue		<u>2,284,459</u>	<u>831,558</u>	<u>(1,452,900)</u>	<u>36%</u>
<b>Expenditures</b>					
Salaries & Wages	6010	320,116	202,866	117,250	<u>63%</u>
Fringe	6110	91,294	60,652	30,642	<u>66%</u>
Staff Screenings	6180	200	0	200	<u>0%</u>
Indirect Costs	6210	81,690	53,190	28,499	<u>65%</u>
Travel - In Area	6310	17,000	9,425	7,575	<u>55%</u>
Office Supplies	6410	4,000	2,221	1,779	<u>56%</u>
Copies/Printing/Copier Maintenance/Toner/Paper	6510	1,500	1,180	320	<u>79%</u>
Postage and Delivery Expense	6600	900	322	578	<u>36%</u>
Contractual Services/Professional	6710	23,314	4,188	19,126	<u>18%</u>
<b>Rent/Space Cost</b>	<b>6810</b>	<b>11,000</b>	<b>9,933</b>	<b>1,067</b>	<b>90%</b>
Utilities	6820	4,000	2,235	1,766	<u>56%</u>
General Liability and Property Insurance	6830	41,628	18,967	22,661	<u>46%</u>
<b>Communications</b>	<b>6840</b>	<b>6,900</b>	<b>5,872</b>	<b>1,028</b>	<b>85%</b>
Repairs & Bldg Maintenance- Recurring	6850	7,650	1,707	5,943	<u>22%</u>
Equipment Maintenance	6910	2,700	2,034	666	<u>75%</u>
Vehicle Expense	6920	18,000	10,041	7,959	<u>56%</u>
<b>Equipment Lease</b>	<b>6930</b>	<b>850</b>	<b>775</b>	<b>75</b>	<b>91%</b>
Technology	6940	850	254	596	<u>30%</u>
Fees, Licenses, and Permits	7010	1,350	1,012	338	<u>75%</u>
Dues/Subscriptions	7020	15,500	5,625	9,875	<u>36%</u>
Client Assistance	7210	1,586,488	391,134	1,195,354	<u>25%</u>
Expendable Equipment	7320	5,000	1,808	3,192	<u>36%</u>
<b>Registration Fees</b>	<b>7410</b>	<b>1,226</b>	<b>1,226</b>	<b>0</b>	<b>100%</b>
Meetings/Workshops/Training	7420	40,402	14,680	25,723	<u>36%</u>
Advertising	7450	900	264	636	<u>29%</u>
Total Expenditures		<u>2,284,459</u>	<u>801,611</u>	<u>1,482,848</u>	<u>35%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>29,948</u>	<u>29,948</u>	

**Capital Area Community Action Agency  
Head Start - Statement of Revenues and Expenditures  
For the Eight Months Ended 5/31/2020**

10/1/2019-5/31/2020	88.89%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	<u>2,751,241</u>	<u>2,512,918</u>	<u>(238,323)</u>	91%
Total Revenue		<u>2,751,241</u>	<u>2,512,918</u>	<u>(238,323)</u>	91%
<b>Expenditures</b>					
Salaries & Wages	6010	1,329,957	1,227,209	102,748	92%
Fringe	6110	385,421	381,217	4,204	99%
Staff Screenings	6180	913	160	753	17%
Indirect Costs	6210	308,832	308,114	718	100%
Travel - In Area	6310	2,625	877	1,748	33%
Office Supplies	6410	5,204	2,216	2,988	43%
Program Supplies	6415	20,239	15,764	4,475	78%
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	5,488	6,712	45%
Postage and Delivery Expense	6600	900	361	539	40%
Contractual Services/Professional	6710	27,000	11,882	15,118	44%
Contractual Services – Health/Disabilities	6715	125,000	126,693	(1,693)	101%
Rent/Space Cost	6810	171,000	142,920	28,080	84%
Utilities	6820	59,664	59,295	369	99%
General Liability and Property Insurance	6830	28,000	18,092	9,908	65%
Communications	6840	39,000	33,506	5,494	86%
Repairs & Bldg Maintenance- Recurring	6850	68,250	64,953	3,297	95%
Repairs & Bldg Maintenance - Nonrecurring	6855	23,455	28,085	(4,630)	120%
Equipment Maintenance	6910	14,250	10,812	3,438	76%
Vehicle Expense	6920	21,000	18,083	2,917	86%
Equipment Lease	6930	6,450	6,241	209	97%
Technology	6940	13,680	13,380	300	98%
Fees, Licenses, and Permits	7010	1,125	433	692	38%
Dues/Subscriptions	7020	1,875	2,772	(897)	148%
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	28,430	2,946	91%
Advisory/Board Member Expenses	7440	1,125	577	548	51%
Advertising	7450	2,625	15	2,610	1%
Parent Activities	7460	900	0	900	0%
Total Expenditures		<u>2,751,241</u>	<u>2,512,918</u>	<u>238,323</u>	91%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	



Capital Area Community Action Agency, Inc.  
 Head Start NFS Match Requirements  
 For the 8 Months Ending May 31, 2020

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		31,764			
Grants - Other Not for Profits		4,560			
In-Kind Revenue		310,106			
VPK		208,096			
	<b>660,993</b>	<b>554,526</b>	<b>84%</b>	<b>106,467</b>	<b>16%</b>

May 2020 Head Start CC Expenses

Vendor Name	Expenses	GL Code	Fund Code	Effective Date	Document Number	Transaction Description
HANCOCK WHITNEY BANK	764.11	6415	1064	5/27/2020	052720-DJ	DARREL JAMES, #4466 5/27/2020, COVID PROTECTION, CENTERS
HANCOCK WHITNEY BANK	69.99	7430	1064	5/27/2020	052720-KJR	KRISTIN JACKSON RESHARD, #7303, 5/27/2020, CLASSROOM
HANCOCK WHITNEY BANK	799.00	7430	1064	5/27/2020	052720-KJR	KRISTIN JACKSON RESHARD, #7303, 5/27/2020, SMART HORIZONS
HANCOCK WHITNEY BANK	<u>14.99</u>	7450	1064	5/27/2020	052720-DJ	DARREL JAMES, #4466, 5/27/2020, ADVERTISING RECRUITMENT

2,278.47



**HANCOCK  
WHITNEY**

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

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


**MEMO STATEMENT**

Account Number

Statement Date

05-27-20

16321480-008116-0001-0001-2

 \*\*N0008116  
KRISTIN JACKSON  
CAPITAL AREA CAA  
309 OFFICE PLZ  
TALLAHASSEE FL 32301-2729


**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-07	05-06	24482150127852657748184	4816	SMARTHORIZONS 850-475-4041 FL	M799.00 ←
05-19	05-19	24682180140100303783173	5942	AMAZON.COM*M794N3ZQ0 AMZN.COM/BILL WA	M75.24 ←

*Handwritten signature and date: 6/14/20*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
05-27-20		NEW PURCHASES AND OTHER CHARGES	874.24
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW CASH ADVANCES	.00
		CREDITS	.00
		<b>STATEMENT TOTAL</b>	874.24
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	2,000.00





**HANCOCK  
WHITNEY**

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

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

**MEMO STATEMENT**

Account Number

Statement Date

05-27-20



16321480 - 007285 - 0001 - 0001 - 2



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

\*\*N0007285

Sign In

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

ll find details

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-07	05-06	24493980128026451688948	5968	ZOOM.US 888-799-9666 CA	M14.99
05-20	05-18	24207850140165901359563	5046	BIG BEND RESTAURANT SUPPL TALLAHASSEE FL	M860.83

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6/4/20*

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STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-20	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 875.82
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 875.82</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



**Franklin County - ESF15  
Donation Revenues & Expenses  
Report for June 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
32	05/31/20	\$ -	\$ -		\$ 67,305.99
33	06/02/20		\$ 300.00		\$ 67,005.99
34	06/22/20		\$ 5,500.00		\$ 61,505.99

Name: Tim Center

Title: CEO

Signature: 

Date: 7/16/2020

July 15, 2020



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13326 0.6590 AB 0.419 56 3 4 1



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

06/30/20

PAGES 2  
 CYCLE-031

**Effective July 1, 2020, we are increasing the amount we make available for withdrawal by checks not subject to next day availability to \$225. In addition, the amount available for withdrawal on exception holds for large deposits and new account holds is increasing to \$5,525.**

\*\*\* CHECKING \*\*\* 0900 BUSINESS CK  
 ACCOUNT NUMBER 0502818251  
 PREVIOUS STATEMENT BALANCE AS OF 05/31/20 ..... 67,305.99  
 PLUS 0 DEPOSITS AND OTHER CREDITS ..... .00  
 LESS 2 CHECKS AND OTHER DEBITS ..... 5,800.00  
 CURRENT STATEMENT BALANCE AS OF 06/30/20 ..... 61,505.99  
 NUMBER OF DAYS IN THIS STATEMENT PERIOD 30

CHECK TRANSACTIONS

SERIAL	DATE	AMOUNT	SERIAL	DATE	AMOUNT	SERIAL	DATE	AMOUNT
1021	06/02	300.00	1022	06/22	5,500.00			

BALANCE BY DATE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
05/31	67,305.99	06/02	67,005.99	06/22	61,505.99		

RECEIVED  
*Rita*  
*ms*

*GA*  
 7/15/20



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
<b>MAY</b>	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
<b>JUNE</b>	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		<b>SUBMIT</b>			

# Capital Area Community Action Agency

## CHIEF EXECUTIVE OFFICER REPORT JULY 2020

### Administrative

- The audit with Thomas Howell Ferguson CPA firm will be completed soon. The deadline was pushed to the end of the year. A formal presentation will be made at a full Board in the fall.
- 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.
- Risk Management - The mediation meeting with EEOC complaint ended with no resolution and an absurd amount requested by the plaintiff, a former Case Manager.
- New servers are being ordered to replace the current ones which are more than eight years old. Other technology is being updated with computers especially with Head Start.

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

### Programmatic

- LIHEAP CARES Act funding – up to \$1,000 a client at 150% of poverty for COVID-impacted residents
- CSBG CARES Act funding – up to \$2,000 a client at 200% of poverty for COVID-impacted residents – focus is on preventing evictions
- Eastpoint Wildfire Emergency Recovery Response – All but two camper trailers are committed to permanent owners.
- Disaster Recovery Support Grant Notice of Award from DEO for more than \$3.1 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. Working on shared messaging with CareerSource offices to those who have applied for unemployment and welfare and SNAP benefits.

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



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850.222.2043  
[www.CapitalAreaCommunityActionAgency.org](http://www.CapitalAreaCommunityActionAgency.org)



## **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. Kenneth Taite, General Contractor for Louise B. Royal Head Start Center renovation, may serve as Project Manager for Franklin Renovation, Titus Project on Welaunee, Mahan Drive, Royal (drainage), and Jefferson County.

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

## **Out of Office**

- July 23-24 – PTO – Orlando
- August 15-22 – PTO – North Carolina
- August 24-28 – Annual Conference – Community Action Partnership
- September 3-7 – Annual Conference - Leadership Florida

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

<b>PROGRAMS:</b>	<b>Getting Ahead</b>	<b>Staying Ahead</b>	<b>Emergency Services</b>	<b>WAP Contract 2017 - 2020</b>		
<b>County</b>	<b>Enrollments or Recruits</b>	<b>Active Participants</b>	<b>Households Served**</b>	<b>Units Projected</b>	<b>In Progress</b>	<b>Completed</b>
Calhoun	0	5	22	14	2	1
Franklin	6	0	14	9	1	2
Gadsden	0	2	23	19	3	4
Gulf	0	0	6	9	1	0
Jefferson	13	9	12	9	2	3
Leon AM	8	3	276	72	4	50
Leon PM	9	0				
Liberty	0	0	4	8	0	0
Wakulla	0	4	4	12	0	4
Train the Trainer	10	0	N/A			
<b>TOTALS</b>	<b>46</b>	<b>23</b>	<b>361</b>	<b>152</b>	<b>13</b>	<b>64</b>
<b>HEAD START</b>						
<b>2020 - 2021 Enrollments</b>	<b>Franklin</b>	<b>Jefferson</b>	<b>Mabry</b>	<b>Royal</b>	<b>South City</b>	<b>Total</b>
<b># of Students Registered @ 6/30/2020</b>	20	37	56	37	78	228
<b># of Student Withdrawals for month</b>	0	0	0	0	0	0
<b># of Vacancies over 30 days</b>	0	0	0	0	0	0
<b># of Students on Wait List</b>	0	3	14	8	16	41
<b># of VPK Students Registered</b>	N/A	N/A	19	29	60	108
<b>Funded Enrollment (Revised due to COVID-19)</b>	20	37	56	42	123	278
<b>Center Enrollment %</b>	100.00%	100.00%	100.00%	88.10%	63.41%	82.01%
<b>Average Daily Attendance (ADA)</b>	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>NOTES: Centers closed for summer break</b>						

# Capital Area **Community Action** Agency

## MEMORANDUM

TO: TIM CENTER, CEO  
FROM: Nina Self, COO  
DATE: July 25, 2020  
RE: Notes to June 2020 Program Reports

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The following are notes to the COO Summary of Programs:

### **PROGRAMS**

Getting Ahead classes resumed at the end of May. We began with all of them by Zoom, but by the end of June most participants chose to hold classes in person. We are extra cautious during the meeting with masks and social distancing.

There was no change in the WAP numbers for June due to not being able to work on homes because of COVID-19. DEO lifted the moratorium in late July and work has resumed.

We have been working to prepare for the anticipated flood of service applications when the moratorium on utility cut-offs and evictions is lifted at the end of July. We have been fine-tuning our online application process and are currently recruiting for more intake staff. We anticipate the processing of rent and other assistance through the CARES Act funding will begin in August.

We have established additional offices in Franklin and Leon counties to house the staff needed for the Disaster Recovery and CARES Act grants. These staff and facilities are temporary through the end of the grant period which is 9/30/2021 for CARES and 9/30/2022 for Disaster Recovery.

### **STAFFING**

#### **New Employees**

Fungai Mumba was an intern for the Getting Ahead program while completing her Master's degree last year. She was successful and is now working part-time on helping staff develop program manuals for the Getting Ahead and Staying Ahead processes. She is also working with staff on recruiting program participants and developing Family Independence Plans for clients in Staying Ahead.



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## Vacancies

There have been four resignations since the last meeting:

Clari Balcon, Data Specialist for Emergency Services left for a promotional opportunity.

Three Head Start classroom staff informed us they wouldn't be returning in the fall. One was relocating out of state and the other two have small children that would be affected by childcare due to COVID. Because we have reduced the number of students we will have this fall from 378 to 278 for social distancing, we don't have to replace the classroom employees at this time.

A copy of the current vacancy list is attached to this report. It includes new temporary positions due to the additional grants stated above.

# Capital Area Community Action Agency

CURRENT VACANCIES –7/23/2020

## FAMILY SUPPORT SERVICES PROGRAM MANAGER

The Family Support Services Program Manager (FSSP) is responsible for management and oversight of the agency Self-Sufficiency program as outlined and funded by the Community Services Block Grant (CSBG). This includes, but is not limited to: managing staff, develop and ensure compliance with fiscal/budgetary guidelines and program policies and procedures, prepare and submit grant applications, modifications and contracts (including budgets, reports, correspondence, questionnaires and presentations) related to CSBG; .ensure compliance with funding contracts and subcontracts, including follow up on issues of non-compliance and deficiencies; and approve or reject any deviation from contract specifications.

Minimum qualifications include a Bachelor's Degree in Social Work, Human Services or related degree with a minimum of 5 years' experience providing social services and/or case management. A minimum of 3 years management and supervisory experience. Knowledge of case management systems. Strong public speaking skills. Ability to demonstrate understanding of and to communicate with those from diverse socio-economic groups specifically including low-income and high risk populations. A Master's degree in Social Work or closely related field is preferred. Salary Range is \$38,000 - \$45,000 annually.

## DATA SPECIALIST

The Data Specialist provides fiscal and clerical support to the Emergency Services Program to ensure accurate financial transactions and procedural compliance on assigned vendor payments. This position must perform accurate and timely data entry of all approved payments and present payments for review and approval prior to notifying vendors of the agency's promise to pay. Under the guidance of the Data Control Coordinator, the Data Specialist creates and maintains hard files, and oversees file room storage and retrieval. May also perform general clerical duties to include, but not limited to; photocopying, faxing, mailing and filing

Minimum qualifications include a High School Diploma or equivalent, and at least 3 years of comparable data management or information systems experience. Work experience in a non-profit organization; preferably with knowledge of federally or state funded social services type program, and the required reporting and statistical data collection responsibilities associated with such programs is a plus. Must have strong organization and time management skills, accurate data entry and be detail oriented. Salary range \$12.00 - \$14.00/hour based on experience.



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### **FAMILY SERVICES CASE MANAGER - Two Positions: One in Gadsden and One in Wakulla Counties**

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.

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: \$16.00 – 17.00/hour based on experience.

### **INTAKE WORKER – One position serving Franklin and Gulf Counties**

The Intake Worker is directly responsible for greeting and providing emergency services to clients by identifying need and linking them to Agency services or referral to secure appropriate services external to the Agency. Duties include interviewing program clients to identify crisis and determine eligibility for various programs; assist clients with understanding and completing various forms and applications; and keeping accurate records on all clients receiving services through the agency.

This position requires a high school diploma/GED, excellent communication/ customer services skills, demonstrated ability to work well with diverse populations. A.A/A.S. degree preferred. Candidate must have transportation and valid drivers' license for State of Florida. This is a full-time, 40 hours per week position with an hourly rate of \$10.00 - \$11.00/hour.

### **HEAD START TEACHER – Anticipated Fall Vacancies – Leon and Franklin Counties**

The Head Start Teacher prepares and implements appropriate curriculum and performance standards for 3 and 4 year-old students, conducts ongoing observations, assessments and maintains anecdotal records for children. The Teacher also supervises the Teacher Assistant assigned to the class. A Bachelor's degree in Early Childhood Development or related field is required, and at least two (2) years' experience in child care in a classroom setting. This is a 10-month position, summers off. Salary Range: \$13.50 – \$16.00/hour based on experience and credentials.

**All candidates for Head Start classroom positions must present a transcript outlining specific Early Childhood Education classes before an interview is granted. DCF state mandated training (45 hours) is also required for all classroom positions.**

The following positions are full-time (40 hours/week), temporary positions funded through September 30, 2021 by the Coronavirus Aid, Relief, and Economic Security Act, 2020 (CARES Act) for the Low Income Home Energy Assistance Program (LIHEAP).

**INTAKE WORKERS – Two Positions in Leon County**

The Intake Worker is directly responsible for greeting and providing emergency services to clients by identifying need and linking them to Agency services or referral to secure appropriate services external to the Agency. Duties include interviewing program clients to identify crisis and determine eligibility for various programs; assist clients with understanding and completing various forms and applications; make home visits to prospective applicants that are homebound who request assistance in the home in completing the application, and keeping accurate records on all clients receiving services through the agency.

This position requires a high school diploma/GED, excellent communication/ customer services skills, demonstrated ability to work well with diverse populations. A.A/A.S. degree preferred. Candidate must have transportation and valid drivers' license for State of Florida. This is a full-time, 40 hours per week position with an hourly rate of \$10.00 - \$11.00/hour.

**COMMUNITY OUTREACH CASE MANAGER – One Position in Leon County**

The Community Outreach Case Manager position is a part of the Family Self Sufficiency Program (FSSP), and will work with other members of the team to develop and implement an outreach program to recruit program participants, mentors and business partners. They will also create marketing materials to educate the public on agency resources available through the CARES Act. This position will also assist clients that have economic needs due to loss of employment because of the Coronavirus pandemic. This assistance may include processing services for rent, utilities, emergency shelter, food, medicine and other needs.

An Associates' degree and two (2) years of experience working in a social service program and/or community outreach 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: \$16.00 – 17.00/hour based on experience.

To apply --

Visit our website for application:

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

Mail or drop off application:

309 Office Plaza Drive  
Tallahassee, Florida 32301

Fax:

(850) 201-2057

Scan and Email to:

[hr@cacaainc.org](mailto:hr@cacaainc.org)

# Capital Area Community Action Agency

## MEMORANDUM

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

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### Current Enrollments as of 07/27/2020

County	Starting Enrollments	Current Enrollments	*Group A	*Group B	*Group C	*Group D-ALICE
Calhoun/Liberty	Recruiting					
Gadsden	Recruiting					
Jefferson	13	13	0	12		1
Leon (a.m.)	9	8	1	4	1	2
Leon (p.m.)	12	9	0		3	10
Wakulla	Recruiting					
Franklin	6	6	1	1		4
Gulf	0	0	0	0	0	
Train the Trainer	12	10	0	2	8	10
<b>TOTAL</b>	<b>52</b>	<b>46</b>	<b>2</b>	<b>19</b>	<b>12</b>	<b>27</b>

As a result of COVID-19, we like many other organizations needed to make adjustments to our “new normal”. 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**



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- 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**

- Jefferson first class was held on June 25, 2020. The classes will be held at the Community Action Agency Head Start.
- 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 June 2, 2020 via Zoom. 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**

- We are still currently holding three Getting Ahead sessions in Leon County. This will include Train the Trainer.
- Train the Trainer sessions have continued meeting in person. The sessions resumed June 19, 2020.

### **Franklin/Gulf**

- The Getting Ahead class have resumed at the Carrabelle Library on Monday June 8, 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:** Victoria Mathis, Emergency Services Program Manager  
**RE:** Board Update for June 2020 – *Emergency Services*  
**DATE:** July 14, 2020

### *National Performance Indicator*

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

### *Low Income Home Energy Assistance Program*

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

County	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	April 2020	May 2020	June 2020	July 2020	Aug 2020	Sept. 2020	County
<i>Calhoun</i>	36/73	19/45	13/24	23/46	2/49	11/23	0/0	6/13	22/48				132/321
<i>Franklin</i>	33/63	7/13	1/4	12/23	9/20	6/10	0/0	14/25	14/28				96/186
<i>Gadsden</i>	22/67	18/41	19/47	21/39	25/57	21/37	2/3	12/37	23/64				163/392
<i>Gulf</i>	15/31	7/12	6/6	5/5	6/8	6/10	0/0	4/5	6/9				55/86
<i>Jefferson</i>	14/31	19/46	31/55	22/34	21/64	52/102	13/7	9/21	12/38				193/398
<i>Leon</i>	258/754	171/510	186/559	228/654	149/393	103/204	35/92	206/556	276/738				1612/4460
<i>Liberty</i>	8/15	9/19	4/8	16/35	9/23	5/6	0/0	4/7	4/5				59/118
<i>Wakulla</i>	25/83	5/11	7/19	12/21	18/39	5/12	0/0	5/14	4/9				81/208
<b>Total</b>	<b>411/1117</b>	<b>255/697</b>	<b>267/722</b>	<b>339/857</b>	<b>239/653</b>	<b>209/404</b>	<b>50/102</b>	<b>260/678</b>	<b>361/939</b>				<b>2391/6169</b>

Additional information listed below:

Number of Single Parent's assisted.

Female	560
Male	373
Total Emergency Services Utility Assistance (from Donated Funds) = 76	



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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:** July 16, 2020

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

### Staffing

Center Staff are to be briefed on re-opening plans and answer questions about the Agency response to the pandemic. Franklin County has a teacher opening.

Pre-service is scheduled to begin Monday, August 3, and will take place through video conference and Center-focused.

### Facilities

Summer work orders have been completed. Start-up funds for the renovations to Franklin County Wing A of the Van Johnson Complex were cut to \$100,000. Kenneth Taite will serve as General Contractor. He managed the Louise B. Royal renovation.

As part of the Disaster Recovery Grant process, the Agency would like to submit grant applications for a Project Manager to compile the materials necessary for the grant applications for the following facility projects.

- Franklin County - \$250,000 to complete the renovations and enable the relocation into the Van Johnson Complex to restore 37 slots to the county.
- Leon - Louise B. Royal - \$50,000 – drainage/erosion project in playground.
- Leon - Welaunee Head Start Center with Titus Academy - \$2.1 million – five classrooms on a joint site plan. Reduces South City by up to five classrooms.
- Leon - Mahan Drive Head Start Center – \$1.2 million – relocation of Mabry to five acre property and new facility modeled after The Learning Pavilion.
- Jefferson – \$550,000 – Work with school district to purchase land and build permanent structure.



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## **Curriculum**

To complement the Creative Curriculum from Teaching Strategies, we will invest in Ignite from Hatch which provides online home-based lessons that families can access should it be necessary.

## **Enrollment**

Jefferson and Franklin Counties are full. Mabry and Royal are full. South City still has capacity for registration.

Looking at a 31% reduction in capacity to permit social distancing at 50 square feet per student. Classrooms will be kept discrete with minimal visits. Personal protection equipment is being obtained for staff and students.

Delivery of products could delay planned opening of August 19 in Leon County.

## **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. Federal Quality Improvement and COVID grants should be awarded shortly.

# Capital Area Community Action Agency

## MEMORANDUM

TO: Tim Center, Chief Executive Officer  
FROM: Venita Treadwell, Early Childhood Education Manager  
RE: Board Report  
DATE July 22, 2020

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All efforts have been in planning a safe return for the children and staff. Here are plans to have the children and staff return safely:

- Leon County children will return on Wednesday, August 19, 2020; Jefferson and Franklin Counties will return on Wednesday, August 12<sup>th</sup>. A three-day week will allow an opportunity to troubleshoot for three days.
- Staff will receive a booklet of COVID-19 Policies and Procedures that will be discussed at Pre-Service.
- Pre-Service will be held August 3 – 7, 2020. Staff will report to their classrooms and pre-service will be delivered by webinars, ZOOM, and pen and paper assignments.
- During pre-service staff will participate in active drills. The drills are drop-off and pick-up of children, serving meals, isolation of a sick child, and changes in daily log sheets.
- All children will have their own pencil box with supplies such as crayons, markers, scissors, glue sticks and pencils. No sharing.
- Head Start center directors will assign cleaning duties and monitor for proper cleaning.
- All staff will receive five washable masks.
- There will be no mixing of children or staff with other classes.

In the event of a shut down the following has been planned:

- All children will receive a backpack of materials that they would normally have at school ready to go home with them.
- All families will receive lesson plans from Teaching Strategies. These plans come with a schedule and day-by-day instructions on how to implement the study.
- Staff will contact families and review the lesson plans with them, talk to the children, and offer individualized plans for children with IEP's or children who have learning concerns.
- Teachers will record themselves doing weekly book readings and send to families.
- Teachers will continue with at home professional development. This could be any combination of the following: DCF classes, professional readings, and webinars from a variety of sources such as Office of Early Learning and Office of Head Start.

We are all wishing COVID-19 away; however, we feel our plan to confront issues not in our control is a great plan. Your support is appreciated.



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## Family and Community Engagement Manager

### Monthly Monitoring Report – June 2020

#### Program Status

- Total cumulative enrollment for the **2019-20** school year was **462**
- Total number of registrations for the upcoming **2020-21** school year:
  1. Franklin County Head Start - **20 of 20** families accepted
  2. Jefferson County Head Start - **37 of 37** families accepted
  3. Louis B. Royal Head Start - **37 of 42** families accepted
  4. Mabry Street Head Start - **56 of 56** families accepted
  5. South City Head Start - **78 of 123** families accepted
- **228 of 278** families have been registered for Head Start
  - Due to COVID-19, in order to allow for social distancing, Community Action Head Start will reduce class sizes in line with the best practices recommended in *Caring for Our Children fourth edition CFOC4\**. **Community Action will serve 278 families for the upcoming 2020-21 school year, not our traditional 378**

#### Policy Council

- 6 participants were in attendance for Policy Council

#### Volunteers

- 5 participants completed 6.25 hours

#### Family and Community Engagement Activities

- 4 staff meetings, 3 Webinars, COVID-19 staff task force meeting

#### Transportation

- Maintenance completed on truck and van

#### Children Health Requirements

Immunizations and Physical examinations	370 Immunizations 307 Physical Examinations
Established medical homes	412
Established dental homes and received dental exams	333 Dental Homes 113 Dental Exams
Hearing screenings	314
Vision screenings	330
Vision Referrals	8

- Menus for the 2020-21 school year are in progress
- Due to COVID-19, classrooms will not practice family style dining, or teeth brushing
  - In home oral health care kits will be sent home with children

#### Family and Community Engagement

- 6 volunteers were active for June
- 26 hours of In Kind was reported for June

### **Corrective Action and Follow Up**

- **COVID-19 Policy and Procedure:** Policy and Procedure are being developed to address COVID-19.
- **Funded Enrollment:** Due to Registrations at Louise B. Royal and South City are still be completed to fill the remaining 50 Head Start slots. A radio commercial, Facebook Ads, yard signs, and flyers are some of the advertisement being used to assist with recruitment.
- **Extended Day:** After School slots will be available for families working and/or in school at the Louise B. Royal and Mabry sites through the School Readiness program provided by the Early Learning Coalition of the Big Bend.
- **Orientation:** Orientation for Head Start families is on August 4 for Franklin and Jefferson Counties. Orientation for Leon County families is on August 11.

### **Strengths**

- A staff task force met to implement Policy and Procedure for COVID-19
- Smaller classrooms for 2020-21 school year
- Glick grant was awarded to assist families with COVID related issues
- Program makes use of Zoom and ChildPlus to keep families engaged with the program

### **Areas of Concern**

- All families enrolling for the 2020-21 school year
- Safely serving families during the 2020-21 school year
- Extended day program

**Holdings  
309 Office Plaza  
Building Renovation Project**

<u>Demolition Companies</u>	<u>Vendor Cost</u>	<u>Budget</u>
Rowe Roofing Cole Bracey		<b>\$22,000.00</b>
 Southerland Contracting Cole Bracey		
 HAGGAI Construction Kenneth Taite		
 JGT Contracting JR		
 Southland Contracting, Inc. Wayne Mayo		
<hr/>		
<b>Awning Companies</b>		<b>\$15,000.00</b>
 Metal Fabric of Tall Carl Wolaver, Manager	 \$7,000.00	
<hr/>		
<b>Painting</b>		<b>\$35,000.00</b>
 Gaskins Coating		
 Marlin Coating	 \$34,100.00	
 Berigan Painting		
<hr/>		
<b>Landscaping Companies</b>		<b>\$15,000.00</b>
 Artistic Landscaping Gary Mckenzie	 \$20,000.00	
 Landscaping & Tree David Williams	 \$15,957.00	
 ProLawns Kyle Whritehour		
<hr/>		
<b>Total Budget</b>		<b>\$87,000.00</b>