

Capital Area **Community Action** Agency

Conference Call in Executive Committee Meeting Agenda

Tuesday, August 25, 2020 – 5:30 pm
309 Office Plaza Drive, Tallahassee, FL - 32301
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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		
i) Executive Committee – June 23, 2020		2-5
B. Fiscal Report		
• Narrative		6-8
• Revenue & Expenditures Agency-wide		9-10
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• Credit Card Activity Spreadsheet and Statements		17-22
• ESF 15 (Franklin County) Report		23-24
V. Chief Executive Officer’s Report		25-26
VI. CSBG Organizational Standards Update		27-30
VII. Head Start – Update		31-32
VIII. Chair’s Report		
A. Performance Bonus		
B. Mental Health		
IX. Adjournment		

Next Executive Committee Meeting 10/27/2020 - 5:30 pm – 309 Office Plaza Drive

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



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Capital Area **Community Action** Agency

Conference Call-in Executive Committee Meeting Minutes June 23, 2020

Members in Attendance:

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

CACAA Staff:

Tim Center
Nina self
Margaret Watson
Stephanie Sgouros

Member Absent: Brent Couch

*Attended meeting by phone.

The meeting was called to order at 5:40 p.m. by the Chair. A quorum was established.

The Chair asked for a motion to approve the agenda. Mr. Center stated that the agenda needed to be corrected to reflect CEO's Evaluation be moved to the Chair's Report. Ms. Messersmith made a motion to approve the agenda with necessary corrections. It was seconded by Ms. Palmer Smith, and unanimously approved.

ACTION ITEMS

The Chair asked for a motion to approve the minutes of April 28, 2020. Ms. Messersmith made a motion to approve the minutes of April 28, 2020. Ms. Johnson asked that the minutes be changed to show that she voted against the Cost of Living Adjustment. It was seconded by Ms. Palmer Smith with necessary corrections, the motion was unanimously approved.

FISCAL REPORT

Ms. Sgouros gave the financial report as of April 30, 2020. She said 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 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.



United Way of the Big Bend

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

Ms. Sgouros reported that due to the COVID-19 pandemic we will not meet the \$660,993 match by June 30, 2020.

New Variances and Explanations

The Finance Director reported no new variances for period ending April 30, 2020.

ESF 15 – Franklin County

Ms. Sgouros said as of the end of May 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 Ms. Messersmith, and unanimously approved.

Mr. Center asked for Board approval to request a waiver for Non-Federal Share (NFS) Match for the Head Start Grant. He said that we made a similar request to the Policy Council Members via email.

The Chair asked for a motion to request a waiver for Non-Federal Share (NFS) Match for the Head Start Grant. Ms. Palmer Smith made a motion to request a waiver for Non-Federal Share (NFS) Match for the Head Start Grant. It seconded by Ms. Johnson, and unanimously approved.

CEO Report

Mr. Center reported that we are in the final stages of our camper trailers being transferred to client where appropriate. All but two of the camper trailers are committed to permitted owners. He said we have submitted the Natural Disaster Recovery Grants to DEO. Funding is expected to be available for more than \$2.3 million to serve residents impacted by Hurricane Michael.

Mr. Center reported that the audit is due June 30, 2020. Thomas Howell Ferguson will make a formal presentation at the next Board meeting, July 28, 2020.

The Agency is converting from ZOOM to Microsoft Teams for scheduling our group work and video conferencing. There is no cost to the Agency as this is included in our Microsoft 365 Suite.

Mr. Center reported that at our last meeting it was shared that the Agency is in mediation with EEOC complaint filed by a former Case Manager. We expect the complaint to be resolved by the end of the week.

Mr. Center said our Getting Ahead classes are resuming via ZOOM. The classes will end in the next few weeks. He said the "Train the Trainer" classes continue to meet with much success.

Mr. Center requested Board involvement with advertising and outreach to reach COVID-19 impacted residents. Ms. Messersmith asked that outreach materials be sent to her to get information out in Wakulla County. Ms. Palmer Smith asked if CareerSource could partner with the Agency to reach those impacted to provide support.

Mr. Center gave an update on reopening the Head Start Centers. He reported that the Head Start grant and supplemental grant award notices should arrive by June 30th. A task force has been implemented to assist with the process for the upcoming school year. The Board will be updated once the notice of award is received. He said the Agency received \$25,000.00 from Hancock Whitney to provide rental assistance for Leon County residents.

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. He said that the Board will receive these updates at each of the Board meetings.

Head Start

Mr. Center reported that training has begun for Center Directors as we encourage them to have more responsibility over their Centers. We have surveyed teachers returning to the Centers as well as students. We expect all Centers to be a full capacity for the upcoming school year.

Ms. Palmer Smith asked if any concessions were made on rent considering the current pandemic while we are not occupying the Centers. Mr. Center said that we specifically requested provisions regarding the Lease. He said that requests for rent reductions were rejected by Leon County. This may require a visit to the School Board.

CHAIR'S REPORT

Ms. Self asked if Board members received the email sent with survey results of the CEO evaluations. Ms. Johnson asked when did we discuss a salary increase for the CEO? Ms. Self said she based the evaluation on what had happened in the past. Ms. Johnson said that a salary increase does not meet performance or data.

Ms. Palmer said that considering the CEO has not received a salary in the past two years it would seem fair as long as we can support it.

The Chair asked Board members to give input on whether the CEO should receive an increase. Board members questioned if we had the funding to support the increase. Ms. Self said the CEO is paid from the Admin budget.

Ms. Messersmith asked if Mental Health is included in the contract? Ms. Self said that it is an option that the Board would requests be included in the CEO contract.

Ms. Johnson asked Ms. Sgouros if we could support the increase in salary for the CEO? Ms. Sgouros said she would have to get back with the Board once she confirms the numbers.

The Chair asked for a motion to approve the salary increase contingent upon the approval from Ms. Sgouros. Ms. Johnson asked why we have to make a decision at this meeting. Ms. Palmer Smith asked if we could review the evaluation and provide feedback to the CEO? Ms. Palmer Smith made the motion to approve the salary increase for the CEO. It was seconded by Ms. Messersmith, and unanimously approved. Ms. Johnson opposed the vote.

Ms. Messersmith asked if we could revisit the Mental Health and Performance Bonus. This will be included on the agenda for the next Executive Committee Meeting.

Meeting adjourned at 6:50 P.M.

Ms. Messersmith, Secretary

Date

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

As of June 30, 2020, we have completed nine months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 75% of the annual budget with Head Start's near 100% 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 \$504,211 including \$69,531 in the SunTrust Grant and \$61,506 for Franklin Co. Fire Victims.

Year to Date Non-Federal Share (NFS) Match reported totals \$590,101, which is 89% of the \$660,993 total match required for the grant period ending June 30, 2020. A waiver for the shortfall, which was due to COVID-19, is expected.

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 Nine Months Ending June 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:

NOTE: The 9 month HDST budget is ended. Certain ending variances in HDST were the result of expenditures made in order to expend all Federal funds and avoid the need to revert any. The expenditures were only made after staff meetings and verification of remaining funds.

Salaries, Fringe and Indirect – currently these categories are 4-5% over the budget benchmark. Salaries should stay within that range with one and a half payrolls being offset with PPP funds and fringe and indirect finishing slightly under with help from the PPP funds.

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.

**Financial Statement Narrative
For the Nine Months Ending June 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 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.

There were also a number of revenue variances, Grants Other Not-For-Profits, Grants All Other Sources, Contributions Restricted, and Other Revenue. All variances were to the good. Most resulted from increased donations received directly and indirectly.

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
From 10/1/2019 Through 6/30/2020**

		Total Budget Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	\$4,721,982	\$2,993,819	(\$1,728,163)	63%
Government Contracts - Federal Indirect	4005	\$22,145	\$8,950	(\$13,195)	40%
Government Contracts - STATE	4010	\$5,406,178	\$2,109,618	(\$3,296,560)	39%
Government Contracts - LOCAL	4020	\$119,293	\$77,271	(\$42,022)	65%
Grants - Other Not-for-Profits	4100	\$145,219	\$157,573	\$12,354	109%
Grants - All Other Sources	4120	\$27,500	\$104,157	\$76,657	379%
Contributions	4200	\$50,500	\$15,493	(\$35,007)	31%
Contributions- Restricted	4210	\$77,821	\$104,164	\$26,343	134%
Commissions-Vending/Photo	4320	\$2,000	\$1,444	(\$556)	72%
Interest Income	4950	\$0	\$1,777	\$1,777	100%
Fringe Pool Revenue	4960	\$847,984	\$623,254	(\$224,730)	73%
Indirect Pool Revenue	4970	\$620,395	\$463,640	(\$156,755)	75%
Other Revenue	4995	\$4,000	\$23,239	\$19,239	581%
Total Revenue		<u>\$12,045,018</u>	<u>\$6,684,399</u>	<u>(\$5,360,619)</u>	55%
Expenditures					
Salaries & Wages	6010	\$3,353,626	\$2,142,982	\$1,210,643	64%
Fringe	6110	\$862,664	\$624,549	\$238,115	72%
FICA	6120	\$202,984	\$152,922	\$50,062	75%
Unemployment	6130	\$45,000	\$22,909	\$22,091	51%
Workers Compensation	6140	\$50,000	\$28,595	\$21,405	57%
Health Insurance	6150	\$531,880	\$360,158	\$171,722	68%
Life Insurance	6160	\$34,713	\$21,219	\$13,494	61%
Retirement	6170	\$40,000	\$36,341	\$3,659	91%
Staff Screenings	6180	\$13,864	\$2,284	\$11,581	16%
Indirect Costs	6210	\$645,998	\$467,245	\$178,752	72%
Travel - In Area	6310	\$17,336	\$7,092	\$10,244	41%
Travel - Out of Area	6315	(\$4,180)	\$0	(\$4,180)	0%
Office Supplies	6410	\$18,293	\$16,052	\$2,241	88%
Program Supplies	6415	\$30,374	\$15,822	\$14,551	52%
Classroom Supplies	6420	\$113,995	\$40,617	\$73,378	36%
Kitchen Supplies	6430	\$34,189	\$13,830	\$20,359	40%
Medical/Dental Supplies	6440	\$1,575	\$724	\$851	46%
Copies/Printing/Copier	6510	\$23,027	\$9,706	\$13,321	42%
Postage and Delivery Expense	6600	\$3,864	\$1,197	\$2,667	31%
Contractual Services/Professional	6710	\$370,615	\$223,129	\$147,486	60%
Contractual Services – Health/Disabilities	6715	\$256,801	\$132,968	\$123,833	52%
Rent/Space Cost	6810	\$330,348	\$222,251	\$108,097	67%
Utilities	6820	\$109,344	\$72,609	\$36,735	66%
General Liability and Property Insurance	6830	\$74,727	\$46,645	\$28,082	62%
Communications	6840	\$92,754	\$62,251	\$30,503	67%
Repairs & Bldg Maintenance- Recurring	6850	\$105,462	\$90,725	\$14,737	86%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
From 10/1/2019 Through 6/30/2020**

Repairs & Bldg Maintenance -	6855	\$104,905	\$28,472	\$76,433	27%
Equipment Maintenance	6910	\$33,887	\$21,697	\$12,191	64%
Vehicle Expense	6920	\$41,842	\$38,998	\$2,844	93%
Equipment Lease	6930	\$13,717	\$10,652	\$3,066	78%
Technology	6940	\$40,973	\$49,435	(\$8,462)	121%
Fees, Licenses, and Permits	7010	\$8,491	\$2,692	\$5,799	32%
Dues/Subscriptions	7020	\$15,192	\$9,344	\$5,848	62%
Special Events	7110	\$2,000	\$630	\$1,370	32%
Client Assistance	7210	\$3,769,365	\$1,013,130	\$2,756,235	27%
Equipment (\$5,000 or more)	7310	\$132,000	\$0	\$132,000	0%
Expendable Equipment	7320	\$44,257	\$12,421	\$31,835	28%
Registration Fees	7410	\$6,859	\$0	\$6,859	0%
Meetings/Workshops/Training	7420	\$38,611	\$7,789	\$30,822	20%
Training/Staff Development	7430	\$35,876	\$31,291	\$4,585	87%
Training and Technical Assistance	7435	\$9,622	\$0	\$9,622	0%
Advisory/Board Member Expenses	7440	\$4,508	\$1,851	\$2,657	41%
Advertising	7450	\$8,244	\$3,043	\$5,201	37%
Parent Activities	7460	\$1,200	\$132	\$1,068	11%
Raw Food Cost	7510	\$211,510	\$122,309	\$89,201	58%
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	\$1,746	\$3,954	31%
Operating Transfers Out	9000	\$84,342	\$0	\$84,342	0%
Total Expenditures		<u>\$12,015,017</u>	<u>\$6,180,188</u>	<u>\$5,834,829</u>	51%
Excess Revenue over (under) Expenditures		<u>\$30,000</u>	<u>\$504,211</u>	<u>\$474,210</u>	

**Capital Area Community Action Agency
Balance Sheet
As of 6/30/2020**

	<u>Current Period Balance</u>
Assets	
Petty Cash	375
Cash Operating Hancock Bank	350,783
Cash - Money Market Hancock Bank	76,956
Cash-Bank Restricted	52,690
Cash - Centennial Bank - Restricted	61,506
PPP Money Market	711,952
Grants Receivable	307,136
Property and Equipment Net	<u>227,308</u>
Total Assets	<u>1,788,706</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	67,845
Accrued Leave	49,802
Accrued Wages	65,840
Accrued Fringe Benefits	(1,248)
Accrued Taxes	12,450
Contract Advances	41,008
Contingent Liab Sunshine St Micro Obligated	33,935
Liability- Head Start Parent Activity	3,605
Notes Payable	<u>607,060</u>
Total Liabilities	880,298
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	79,299
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	404,197
Current Net Income	<u>504,211</u>
Total Net Assets	<u>908,408</u>
Total Liabilities and Net Assets	<u>1,788,706</u>

Capital Area Community Action Agency
CSBG - Statement of Revenues and Expenditures
From Grant Inception Through 6/30/2020

CSBG - 10/1/2016-6/30/2020

83%

		Total	Current	Total	
		Budget -	Period	Budget	
		Original	Actual	Variance -	%
		<u>Original</u>	<u>Actual</u>	<u>Original</u>	<u>%</u>
Revenue					
Government Contracts - STATE	4010	\$3,073,978	\$2,165,603	-\$908,375	70%
Total Revenue		<u>\$3,073,978</u>	<u>\$2,165,603</u>	<u>-\$908,375</u>	70%
Expenditures					
Salaries & Wages	6010	\$1,194,483	\$862,666	\$331,818	72%
Fringe	6110	\$340,741	\$251,660	\$89,081	74%
Staff Screenings	6180	\$2,562	\$1,763	\$799	69%
Indirect Costs	6210	\$296,068	\$219,244	\$76,824	74%
Travel - In Area	6310	\$37,417	\$16,365	\$21,052	44%
Travel - Out of Area	6315	\$20,398	\$5,307	\$15,091	26%
Office Supplies	6410	\$11,108	\$6,764	\$4,344	61%
Copies/Printing/Copier	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	\$108,963	\$23,124	82%
Utilities	6820	\$16,604	\$11,359	\$5,244	68%
General Liability and Property Insurance	6830	\$22,510	\$17,306	\$5,205	77%
Communications	6840	\$52,303	\$40,450	\$11,853	77%
Repairs & Bldg Maintenance- Recurring	6850	\$16,124	\$9,830	\$6,294	61%
Equipment Maintenance	6910	\$16,775	\$12,296	\$4,478	73%
Vehicle Expense	6920	\$54,256	\$53,057	\$1,200	98%
Equipment Lease	6930	\$7,435	\$3,740	\$3,695	50%
Technology	6940	\$21,467	\$10,667	\$10,800	50%
Fees, Licenses, and Permits	7010	\$11,433	\$6,719	\$4,714	59%
Dues/Subscriptions	7020	\$22,404	\$14,180	\$8,225	63%
Client Assistance	7210	\$650,757	\$406,335	\$244,422	62%
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>	20%
Total Expenditures		<u>\$3,073,978</u>	<u>\$2,133,514</u>	<u>\$940,464</u>	69%
Excess Revenue over (under) Expenditures		<u>\$0</u>	<u>\$32,089</u>	<u>\$32,089</u>	

Capital Area Community Action Agency
LIHEAP Statement of Revenues and Expenditures
From 4/1/2017 Through 6/30/2020

LIHEAP - 4/17-3/21

80%

		Total	Current	Total	
		Budget -	Period	Budget	
		Original	Actual	Variance -	%
		Original	Actual	Original	
Revenue					
Government Contracts - STATE	4010	\$10,060,665	\$5,713,400	(\$4,347,265)	57%
Total Revenue		<u>\$10,060,665</u>	<u>\$5,713,400</u>	<u>(\$4,347,265)</u>	57%
Expenditures					
Salaries & Wages	6010	\$1,117,957	\$706,215	\$411,742	63%
Fringe	6110	\$319,882	\$211,992	\$107,890	66%
Staff Screenings	6180	\$2,679	\$771	\$1,909	29%
Indirect Costs	6210	\$279,598	\$186,168	\$93,430	67%
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	\$6,159	\$5,341	54%
Copies/Printing/Copier	6510	\$22,131	\$11,533	\$10,598	52%
Postage and Delivery Expense	6600	\$5,686	\$2,377	\$3,309	42%
Contractual Services/Professional	6710	\$42,500	\$32,832	\$9,668	77%
Rent/Space Cost	6810	\$109,245	\$83,782	\$25,463	77%
Utilities	6820	\$14,465	\$6,957	\$7,508	48%
General Liability and Property Insurance	6830	\$15,550	\$11,761	\$3,789	76%
Communications	6840	\$39,495	\$28,910	\$10,585	73%
Repairs & Bldg Maintenance- Recurring	6850	\$15,568	\$7,462	\$8,106	48%
Equipment Maintenance	6910	\$13,690	\$7,014	\$6,676	51%
Vehicle Expense	6920	\$14,390	\$3,631	\$10,759	25%
Equipment Lease	6930	\$7,475	\$2,910	\$4,565	39%
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	\$4,341,280	\$3,607,556	55%
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	\$180	\$2,320	7%
Total Expenditures		<u>\$10,060,665</u>	<u>\$5,675,998</u>	<u>\$4,384,667</u>	56%
Excess Revenue over (under) Expenditures		<u>\$0</u>	<u>\$37,403</u>	<u>\$37,403</u>	

Capital Area Community Action Agency
WAP - Statement of Revenues and Expenditures
From Grant Inception Through 6/30/2020

WAP - 10/1/2017-3/31/2021

79%

		Total Budget - Original	Current Total Budget		%
			Period Actual	Variance - Original	
Revenue					
Government Contracts - STATE	4010	\$2,284,459	\$848,395	(\$1,436,063)	37%
Total Revenue		\$2,284,459	\$848,395	(\$1,436,063)	37%
Expenditures					
Salaries & Wages	6010	\$320,116	\$209,040	\$111,075	65%
Fringe	6110	\$91,294	\$62,441	\$28,853	68%
Staff Screenings	6180	\$200	\$0	\$200	0%
Indirect Costs	6210	\$81,690	\$54,636	\$27,053	67%
Travel - In Area	6310	\$17,000	\$9,529	\$7,471	56%
Office Supplies	6410	\$4,000	\$3,194	\$806	80%
Copies/Printing/Copier	6510	\$1,500	\$1,180	\$320	79%
Postage and Delivery Expense	6600	\$900	\$322	\$578	36%
Contractual Services/Professional	6710	\$23,314	\$4,188	\$19,126	18%
Rent/Space Cost	6810	\$11,000	\$10,526	\$474	96%
Utilities	6820	\$4,000	\$2,382	\$1,618	60%
General Liability and Property Insurance	6830	\$41,628	\$19,184	\$22,444	46%
Communications	6840	\$6,900	\$6,224	\$676	90%
Repairs & Bldg Maintenance- Recurring	6850	\$7,650	\$1,891	\$5,759	25%
Equipment Maintenance	6910	\$2,700	\$2,165	\$535	80%
Vehicle Expense	6920	\$18,000	\$10,256	\$7,744	57%
Equipment Lease	6930	\$850	\$811	\$39	95%
Technology	6940	\$850	\$254	\$596	30%
Fees, Licenses, and Permits	7010	\$1,350	\$1,047	\$303	78%
Dues/Subscriptions	7020	\$15,500	\$5,650	\$9,850	36%
Client Assistance	7210	\$1,586,488	\$391,134	\$1,195,354	25%
Expendable Equipment	7320	\$5,000	\$3,383	\$1,617	68%
Registration Fees	7410	\$1,226	\$1,226	\$0	100%
Meetings/Workshops/Training	7420	\$40,402	\$14,680	\$25,723	36%
Advertising	7450	\$900	\$264	\$636	29%
Total Expenditures		\$2,284,459	\$815,607	\$1,468,852	36%
Excess Revenue over (under) Expenditures		\$0	\$32,788	\$32,788	

Capital Area Community Action Agency
 Head Start - Statement of Revenues and Expenditures
 From Grant Inception Through 6/30/2020

Head Start - 10/1/2019- 6/30/2020

		100%			
		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	\$2,751,241	\$2,751,241	\$0	100%
Total Revenue		<u>\$2,751,241</u>	<u>\$2,751,241</u>	<u>\$0</u>	100%
Expenditures					
Salaries & Wages	6010	\$1,329,957	\$1,296,139	\$33,818	103%
Fringe	6110	\$385,421	\$407,205	(\$21,784)	95%
Staff Screenings	6180	\$913	\$294	\$619	311%
Indirect Costs	6210	\$308,832	\$329,119	(\$20,287)	94%
Travel - In Area	6310	\$2,625	\$1,089	\$1,536	241%
Office Supplies	6410	\$5,204	\$3,133	\$2,071	166%
Program Supplies	6415	\$20,239	\$15,764	\$4,475	128%
Classroom Supplies	6420	\$36,375	\$40,617	(\$4,242)	90%
Kitchen Supplies	6430	\$8,000	\$3,364	\$4,636	238%
Medical/Dental Supplies	6440	\$750	\$724	\$26	104%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	\$12,200	\$5,554	\$6,646	220%
Postage and Delivery Expense	6600	\$900	\$361	\$539	249%
Contractual Services/Professional	6710	\$27,000	\$11,882	\$15,118	227%
Contractual Services – Health/Disabilities	6715	\$125,000	\$126,693	(\$1,693)	99%
Rent/Space Cost	6810	\$171,000	\$152,445	\$18,555	112%
Utilities	6820	\$59,664	\$63,435	(\$3,771)	94%
General Liability and Property Insurance	6830	\$28,000	\$19,613	\$8,387	143%
Communications	6840	\$39,000	\$37,618	\$1,382	104%
Repairs & Bldg Maintenance- Recurring	6850	\$68,250	\$81,862	(\$13,612)	83%
Repairs & Bldg Maintenance - Nonrecurring	6855	\$23,455	\$28,085	(\$4,630)	84%
Equipment Maintenance	6910	\$14,250	\$13,731	\$519	104%
Vehicle Expense	6920	\$21,000	\$20,508	\$492	102%
Equipment Lease	6930	\$6,450	\$7,074	(\$624)	91%
Technology	6940	\$13,680	\$38,766	(\$25,086)	35%
Fees, Licenses, and Permits	7010	\$1,125	\$731	\$394	154%
Dues/Subscriptions	7020	\$1,875	\$2,787	(\$912)	67%
Special Events	7110	\$1,500	\$0	\$1,500	100%
Expendable Equipment	7320	\$2,250	\$7,945	(\$5,695)	28%
Meetings/Workshops/Training	7420	\$300	\$160	\$140	188%
Training/Staff Development	7430	\$31,376	\$31,335	\$41	100%
Advisory/Board Member Expenses	7440	\$1,125	\$577	\$548	195%
Advertising	7450	\$2,625	\$2,630	(\$5)	100%
Parent Activities	7460	\$900	\$0	\$900	100%
Total Expenditures		<u>\$2,751,241</u>	<u>\$2,751,241</u>	<u>\$0</u>	100%
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 9 Months Ending June 30, 2020**

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		38,456			
Grants - Other Not for Profits		14,560			
In-Kind Revenue		328,989			
VPK		208,096			
	660,993	590,101	89%	70,892	11%

June 2020 Head Start Credit Card Expenses

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses Transaction Description
HANCOCK CC	1064	7430	255	6/29/2020	29.00 KRISTIN JACKSON RESHARD, VISA #7303, 6/29/2020 BOOKS K.SMITH
HANCOCK CC	1064	7430	255	6/29/2020	29.00 KRISTIN JACKSON RESHARD, VISA #7303, 6/29/2020 BOOKS K.SMITH
HANCOCK CC	1064	7430	255	6/29/2020	32.98 KRISTIN JACKSON RESHARD, VISA #7303, 6/29/2020 BOOKS K.SMITH
HANCOCK CC	1064	7430	256	6/29/2020	62.27 KRISTIN JACKSON RESHARD, VISA #7303, 6/29/2020, BOOKS KUMBA
HANCOCK CC	1064	6920	255	6/29/2020	109.99 DARREL JAMES, VISA #4466, 6/29/2020, BATTERY HS VEHICLE
HANCOCK CC	1064	6920	255	6/29/2020	42.00 DARREL JAMES, VISA #4466, 6/29/2020, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	6/29/2020	43.00 DARREL JAMES, VISA #4466, 6/29/2020, GAS HS VEHICLE
HANCOCK CC	1064	7010	255	6/29/2020	35.00 DARREL JAMES, VISA #4466, 6/29/2020, VISA ANNUAL FEE
HANCOCK CC	1064	7010	256	6/29/2020	263.00 DARREL JAMES, VISA #446, LICENSE, STAND ALONE KITCHEN
HANCOCK CC	1064	7020	255	6/29/2020	14.99 DARREL JAMES, VISA #4466, 6/29/2020, ZOOM MONTHLY SUBSCRIPT
HANCOCK CC	1064	6820	258	6/29/2020	299.36 FATIMA OLEABHIELE ALEXANDER, CITY OF MONTICELLO, JHS
HANCOCK CC	1064	7450	255	6/29/2020	7.05 NICHELLE RICHARDS ROLLE, FACEBOOK AD HS RECRUITMANT, PARTIAL
HANCOCK CC	1064	6180	250	6/29/2020	44.66 VENITA TREADWELL, HS BACKGROUN SCREEN-LOVETTE-HOWARD
HANCOCK CC	1064	6180	252	6/29/2020	44.66 VENITA TREADWELL, HS BACKGROUN SCREEN - CONWAY
HANCOCK CC	1064	6180	256	6/29/2020	44.66 VENITA TREADWELL, HS BACKGROUN SCREEN - STRAWTER

Total 1,101.62



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

Visa BusinessCard
 Statement of Account
 Issued by Hancock Whitney Bank



16321810-009968-0001-0001-2



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

**NDDDL768

MEMO STATEMENT

Account Number



Statement Date

06-29-20

STATEMENT MESSAGES

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

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-29	05-28	24431060149081071007920	9399	DEPT OF BUS AND PROF R BILLERPAYMENT FL	M263.00
06-04	06-02	24692180155100319232050	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.00
06-08	06-06	24493980159028465839711	5968	ZOOM.US 888-799-9666 CA	M14.99
06-15	06-12	24692180185100020663112	5542	GATE 1194 Q80 TALLAHASSEE FL	M43.00
06-16	06-15	24801970167726337560035	5999	BATTERY SOURCE #7 TALLAHASSEE FL	M109.99
06-26	06-26		0000	ANNUAL FEE	M35.00

Handwritten signature
 7/7/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-29-20		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 507.98
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 507.98
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



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

Visa BusinessCard
 Statement of Account
 Issued by Hancock Whitney Bank



16321810-005193-0001-0001-2

|||||
 FATIMA OLEABHIELE
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729
 **N0005193

MEMO STATEMENT

Account Number



Statement Date

06-29-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-08	06-05	24207850157176100280831	9399	NEXBILLPAY, LLC 205-9451126 AL	M8.42
06-08	06-04	24207850157264700151618	9399	CITY OF MONTICELLO, 850-3420292 FL	M290.84
06-22	06-19	24137460172001444705646	5411	WHOLEFDS TLH #10478 TALLAHASSEE FL	M23.00

bc
7/17/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-29-20	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND
		OTHER CHARGES 322.36
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 322.36
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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

Visa BusinessCard
 Statement of Account
 Issued by Hancock Whitney Bank



16321810-007833-0001-0001-2



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

**N0007833

*OK
7/7/20*

MEMO STATEMENT

Account Number



Statement Date

06-29-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-29	05-28	24492160149637605645208	5192	BOOKSRUN.COM HTTPSBOOKSRUN PA	M67.52
06-08	06-05	74892160157100781314777	5942	AMAZON.COM AMZN.COM/BILL WA	M5.25cr
06-19	06-18	24431060171838001430981	5942	BOOKS A MILLION 872 TALLAHASSEE FL	M29.00
06-22	06-18	24137460171100248826237	5942	BARNES & NOBLE #2849 TALLAHASSEE FL	M29.00
06-22	06-19	24431060171089701362503	5942	AMAZON.COM*MS40A9E00 AMZN AMZN.COM/BILL WA	M35.46
06-23	06-22	74431060174089005311299	5942	AMAZON.COM AMZN.COM/BILL AMZN.COM/BILL WA	M2.48cr


STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-29-20		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 160.98
		NEW CASH ADVANCES .00
		CREDITS 7.73
		STATEMENT TOTAL 153.25
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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



16321810 - 006137 - 0001 - 0001 - 2


 NICHELE RICHARDS
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729
 **N0006137

MEMO STATEMENT

Account Number

Statement Date

06-29-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-19	06-19	24204290171000199867254	7311	FACEBK RBKPCUNSJ2 650-5434800 GA	M7.05

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STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-29-20		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 7.05
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 7.05
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



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



16321810 - 008851 - 0001 - 0001 - 2

VENITA TREADWELL
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0008851

MEMO STATEMENT

Account Number

Statement Date

06-29-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-25	06-24	24431060177400676001524	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
06-25	06-24	24431060177400676001557	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
06-25	06-24	24431060177400676001581	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
06-25	06-24	24431060176400554003197	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
06-25	06-24	24431060176400554003262	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
06-25	06-24	24431060176400554003304	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25

gh
7/7/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
06-29-20	[REDACTED]		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES	133.98
		NEW CASH ADVANCES	.00
		CREDITS	.00
		STATEMENT TOTAL	133.98
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	4,000.00

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

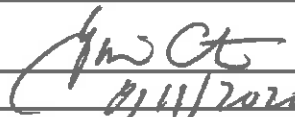
	Date	Revenues	Expenditures	Description	Balance
1	10/01/18	\$ 100.00	\$ -	loan from agency to open checking account	\$ 100.00
2	10/02/18	\$ 224,857.36	\$ -	transfer of donations to agency	\$ 224,957.36
	11/05/18	\$ -	\$ 10,000.00	CD to secure VISA card	\$ 214,957.36
3	11/13/18	\$ -	\$ 200.00	reimburse 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	Transport of Trailer	\$ 67,005.99
34	06/22/20		\$ 5,500.00	RV Setup	\$ 61,505.99
35	07/02/20		\$ 23,950.00	Reimbursement to CACAA - 3 Travel Trailers to Fire Victims	\$ 37,555.99

Name: Tim Center

Title: CEO

Signature: _____

Date: _____


8/11/2020

August 11, 2020



P.O. BOX 966
 CONWAY, AR 72033
 888-372-9788
 www.my100bank.com



*****AUTO**ALL FOR AADC 323

15470 0.6590 AB 0.419 61 3 39



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

07/31/20

IMAGES 1
 CYCLE-031

*** CHECKING *** 0900 BUSINESS CK
 ACCOUNT NUMBER 0502818251
 PREVIOUS STATEMENT BALANCE AS OF 06/30/20 61,505.99
 PLUS 0 DEPOSITS AND OTHER CREDITS00
 LESS 1 CHECKS AND OTHER DEBITS 23,950.00
 CURRENT STATEMENT BALANCE AS OF 07/31/20 37,555.99
 NUMBER OF DAYS IN THIS STATEMENT PERIOD 31

CHECK TRANSACTIONS

SERIAL	DATE	AMOUNT	SERIAL	DATE	AMOUNT	SERIAL	DATE	AMOUNT
1023	07/13	23,950.00						

BALANCE BY DATE

DATE	BALANCE	DATE	BALANCE
06/30	61,505.99	07/13	37,555.99

Handwritten signature and date: J. S. Olden 06/20

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT AUGUST 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 – We have had one faculty member report being around a person who tested positive for COVID-19. She removed herself from the Center and is on a two-week quarantine.

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 – Had a great meeting with the Department of Economic Opportunity and have begun taking steps for outreach to counties to help hurricane victims. The Agency has several positions to fill for the next two years.
- Getting Ahead classes will conclude soon. Meetings via ZOOM have been very successful. An internal facilitator training class has been very successful and should permit us to expand our program offerings in the coming months.

Impact: Redesigning entitlement programs 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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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

- September 2 - 4 – PTO – Destin

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	3/24/2020	Completed
	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	9/22/2020	

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	9/22/2020	
	8.3	The organization's auditor presents the audit to the governing board.	Annually	9/22/2020	
	8.4	The governing board formally receives and accepts the audit to reflect the approval of the audit by the board	Annually	9/22/2020	
	8.12	The organization documents how it allocates shared cost through an indirect cost rate plan or through a written cost allocation plan.	Annually	11/17/2020	
SEPTEMBER	8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	Annually	11/17/2020	
	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	11/1/2020	
	8.8	All required filings and payments related to payroll withholdings are completed on time.	Bi-weekly	9/22/2020	
	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		
	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		

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	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+EA1:F 46		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: August 13, 2020

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

Staffing

Pre-Service for all Center staff began August 12, 2020, via Zoom. Teaching teams meet daily in their classrooms for to attend trainings by our staff and other outside trainers by Zoom. This is our way to provide social distancing to help keep staff safe.

Facilities

Facilities are in good shape for the new school year. Inventory of property is being completed by Center Directors during pre-service and the first week of school. New sanitation equipment is coming in the first weeks of school to help keep our classrooms clean and disinfected.

Curriculum

Online curriculum support for Creative Curriculum through Hatch Ignite is being set up. The Hatch Ignite program uses videos and online games to collect data related to students' progress on the curriculum. It will be used for students in the classroom and those who stay home.

Enrollment

All Centers except South City are fully enrolled. At time of this report there were 28 slots left to fill at South City.

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 COVD grants should be awarded shortly.



United Way of the Big Bend

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Because we were awaiting the results of our DRS application, we weren't aware we needed to complete and submit the annual re-funding application. Once we were awarded the new contract we were told that we needed to submit the re-funding application that was evidently due July 1. It was well after July 1 when we were given this information. Staff is currently working on the application, and we need permission from the Board and Policy Council to submit it late. We anticipate having it completed by August 31st.