

# Capital Area Community Action Agency

**Conference Call in  
Executive Committee Meeting  
Agenda  
Tuesday, December 15, 2020 – 5:30 pm  
309 Office Plaza Drive, Tallahassee, FL  
[Join Microsoft Teams Meeting](#)**

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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 Minutes – October 27, 2020		2-4
	B. Fiscal Report		
	• Narrative		5-6
	• Revenue & Expenditures Agency-wide		7-8
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	• Revenue & Expenditures – major programs		10-13
	• Head Start Non Federal Share Match		14
	• Credit Card Activity Spreadsheet and Statements		15-21
V.	Chief Executive Officer’s Report		22
	A. Board Meeting Dates for Next Year		23
VI.	CSBG Organizational Standards Update		24-24
VII.	Head Start – Update		28
VIII.	Chair’s Report		
IX.	Adjournment		

***Next Executive Committee Meeting 2/23/2021 - 5:30 pm – Microsoft Teams Video***

***Next Board of Directors Meeting 01/26/2021 – 6:00 pm – Ghazvini Center for  
Healthcare Education***



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# Capital Area **Community Action** Agency

## Conference Call-in Executive Committee Meeting Minutes October 27, 2020

### **Members in Attendance:**

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

### **CACAA Staff:**

Tim Center  
Nina Self  
Margaret Watson  
Stephanie Sgouros

The meeting was called to order at 5:30 PM, by the Chair. A quorum was established.

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

### ***ACTION ITEMS***

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

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

### ***FISCAL REPORT***

Ms. Sgouros gave the August, 2020, financial report. She said that we have completed eleven months of the fiscal year, and as a benchmark would expect the year-to-date actual expenses and revenue to be around 92% of the annual budget with Head Start's near 67% due to the abbreviated 3-month contract. However, at month end, the Year to Date Actual Revenue and Expenses are 59% and 58% respectively, with mostly restricted net income of \$142,871, including \$68,849 for the SunTrust Grant and nearly \$47,631 for the Franklin County Fire Victims.

Ms. Sgouros explained that the Agency received a number of new grants in the last couple of months which are reflected in the budget, but have not been active and no expenses have been incurred, which has had an effect of understanding the revenue and expenditure percentages for the fiscal year for the combined report.

Year to Date Non-Federal Share (NFS) Match totals \$47,459 or 23% of the \$206,847 total match required for the grant period ending September 30, 2020. A waiver for the shortfall is expected due to COVID-19.

***New Variances and Explanations***

The Finance Director reviewed the financial report noting new variances that were above the budget benchmark for period ending August 31, 2020.

Ms. Messersmith asked if Board Meetings count as In-Kind. Ms. Sgouros replied yes.

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

***CEO REPORT***

The office continues to practice social distance and screening all employees and visitors.

Mr. Center reported that Ms. Self is working on collecting information on benefits and assessing price increases for Open Enrollment for the month of November. Most of the enrollment will be on-line.

Mr. Center said that we are closing out the relief fund and camper trailers in Franklin County. He said we had hired a Disaster Recovery Support Grant Program Manager who accepted another offer from a previous position he had applied for. However, we have hired an Administrative Assistant to assist with Disaster Recovery.

The ALICE Getting Ahead with ECHO United Way is up and running with recruiting new participants for the program.

Mr. Center continues to regularly meet via webinars with partners in the community focusing on advertising to reach COVID-19 impacted residents. Even more, we were able to negotiate a partnership with the Florida Head Start Association and the Department of Children and Families for the families who have applied for unemployment and welfare and SNAP benefits which will help with our recruiting for Head Start.

Mr. Center reported that we are working on a supplemental Head Start grant for Disaster Recovery funding. Mr. Kenneth Taite, will be the Contract Manager for the Franklin County Renovation.

Mr. Center explained that he participated in a Statewide Transportation Summit with Transportation planners to discuss how to engage low-income families to meet the needs of long term transportation planning to mitigate the issues of families not being able to connect with Community Action services.

***CSBG Organizational Standards***

Mr. Center said that we are working to complete the 52 Organizational Standards under CSBG. He mentioned that DEO launched a new online data tracking for Organizational Standards. Ms,

Watson and Ms. Hawkins will be responsible for uploading the documents to the web based program. We will have an update at the next meeting October 27, 2020.

**HEAD START**

The Chair asked if the Centers are open to the parents. Mr. Center explained that Center staff meet parents at the drop off to ensure safety measures at being taken. He said we had to shut down classes due to COVID-19 but those classes are now reopen. He said health and safety screenings have been completed and a corrective action list is being complied. The Centers have not yet reached 100% enrollment. The Head Start staff continue to work with families to encourage attendance by educating families that safety measures are being implemented.

The Disaster Recovery project for Franklin County will commence before the end of the month.

Mr. Center reported that iPads are being deployed to the Centers for attendance and tracking management reports in real-time.

Mr. Center thanked Board members for their attendance at the Board Governance Training.

Ms. Messersmith asked if there was a timeline for the student spaces to be filled at the Centers. He explained that we allow as much time as possible; however, we are reaching out to families on the waiting list. He said one suggestion is virtual preschool or distance learning, but as for the timeline we were supposed to be shifting to a new population but HHS has not given a deadline.

The Chair asked for a status update on the ZONOTOS. Mr. Center reported that ZONOTOS were delivered to the Centers this week.

Ms. Johnson asked how is the CARES expenditures being spent? Mr. Center said he would send the quality improvement and the CARES expenditures this week.

Mr. Center asked the Board if they would like to change the dates for the Executive Committee meeting. The current meeting date will remain as scheduled.

Meeting adjourned at 6:05 p.m.

\_\_\_\_\_  
Ms. Messersmith, Secretary

\_\_\_\_\_  
Date

**Financial Statement Narrative  
For the Month Ending October 31, 2020  
Capital Area Community Action Agency**

As of October 31, 2020, we have completed one month of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 8-9% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 9% and 8% respectively, with mostly restricted net income of \$156,207 including \$67,666 in the SunTrust Grant and \$51,131 for Franklin Co. Fire Victims.

**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.

In Fiscal Year 2020-2021, more than half of all currently active grants have a grant period that differs from the Agency's fiscal year and only one 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 differing fiscal years.

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

**Financial Statement Narrative  
For the Month Ending October 31, 2020  
Capital Area Community Action Agency**

**Program Supplies** – is slightly over benchmark budget consistent with previous at the beginning of the school year.

**Contractual Services – Health/Disabilities** – is over benchmark budget due to an abundance of testing at the beginning of the school year.

**Rent/Space Cost** – is currently over the budget benchmark, but was amended during the LIHEAP and WAP budget modifications **and will again be updated during the current WAP modification.**

**Utilities** – is over benchmark budget and is likely to go over budget by approximately \$30,000 without an amendment. Monthly costs to Head Start are over \$9,200.

**Communications** – is slightly over the benchmark budget due to repairs and a few split payments between the fiscal years. This should even out over the next few months without any additional repairs needed. The WAP overage will be updated during the current modification.

**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. It was adjusted in the recent WAP modification **and will again be updated during the current WAP modification.**

**Vehicle Expense** – is over benchmark budget. This category will be reviewed to remove repair expenses and any other expenses related to the camper/trailers that should be charged to direct assistance.

**Technology** – is over the benchmark budget due to the annual renewal of Teaching Strategies software. This category should come into line over the next few months.

**Dues and Subscriptions** – are annual expenses and although it is currently over benchmark budget should come into line during the course of the year.

**Expendable Equipment** – is over the benchmark budget due to the purchase of computers. This category should come into line with the budget over the next few months.

**Registration Fees** – appears to be over the budget benchmark. However, **WAP registration fees are for training and will be moved to meetings/workshops/trainings.**

**Training/Staff Development & Training and Technical Assistance** – overages and deficits offset in these accounts.

**We have several revenue variances, most of which resulted from increased donations received directly and indirectly.**

**Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the Month Ending 10/31/2020**

		<b>Total Budget -</b>	<b>Current</b>	<b>Total Budget Variance -</b>	<b>%</b>
		<b>Original</b>	<b>Year Actual</b>	<b>Original</b>	
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	3,695,531	390,167	(3,305,364)	11%
Government Contracts - STATE	4010	6,140,993	269,952	(5,871,040)	4%
Government Contracts - LOCAL	4020	123,000	17,691	(105,309)	14%
Grants - Other Not-for-Profits	4100	82,424	54,122	(28,302)	66%
Grants - All Other Sources	4120	10,000	71,978	61,978	720%
Contributions	4200	500	5,527	5,027	1105%
Contributions- Restricted	4210	0	4,667	4,667	100%
Commissions-Vending/Photo	4320	2,000	0	(2,000)	0%
Interest Income	4950	0	1,604	1,604	100%
Fringe Pool Revenue	4960	0	70,795	70,795	100%
Indirect Pool Revenue	4970	639,884	52,530	(587,354)	8%
Other Revenue	4995	3,000	20,826	17,826	694%
<b>Total Revenue</b>		<u>10,697,332</u>	<u>959,860</u>	<u>(9,737,472)</u>	9%
<b>Expenditures</b>					
Salaries & Wages	6010	2,935,399	244,291	2,691,109	8%
Salaries & Wages - Subrecipient	6012	0	5,961	(5,961)	
Fringe	6110	850,603	70,795	779,808	8%
FICA	6120	0	15,558	(15,558)	
Unemployment	6130	0	171	(171)	
Workers Compensation	6140	0	2,743	(2,743)	
Health Insurance	6150	0	37,721	(37,721)	
Life Insurance	6160	0	2,080	(2,080)	
Retirement	6170	0	3,996	(3,996)	
Staff Screenings	6180	4,822	273	4,549	6%
Indirect Costs	6210	776,051	53,525	722,526	7%
Travel - In Area	6310	19,331	524	18,807	3%
Travel - Out of Area	6315	489	0	489	0%
Office Supplies	6410	37,140	3,961	33,179	11%
Program Supplies	6415	30,130	3,305	26,825	11%
Classroom Supplies	6420	50,347	2,372	47,975	5%
Kitchen Supplies	6430	30,604	1,168	29,436	4%
Medical/Dental Supplies	6440	500	0	500	0%
Copies/Printing/Copier	6510	43,583	2,333	41,250	5%
Postage and Delivery Expense	6600	13,601	0	13,601	0%
Contractual Services/Professional	6710	400,603	24,860	375,743	6%
Contractual Services – Health/Disabilities	6715	178,013	22,782	155,231	13%
Rent/Space Cost	6810	318,692	30,962	287,730	10%
Utilities	6820	103,816	11,727	92,088	11%
General Liability and Property Insurance	6830	50,059	7,730	42,328	15%
Communications	6840	82,888	10,549	72,339	13%

**Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the Month Ending 10/31/2020**

Repairs & Bldg Maintenance- Recurring	6850	109,689	9,855	99,834	9%
Repairs & Bldg Maintenance - Nonrecurring	6855	39,472	243	39,229	1%
Equipment Maintenance	6910	32,291	4,782	27,509	15%
Vehicle Expense	6920	90,487	682	89,804	1%
Equipment Lease	6930	15,000	1,013	13,987	7%
Technology	6940	69,429	8,891	60,538	13%
Fees, Licenses, and Permits	7010	4,927	52	4,875	1%
Dues/Subscriptions	7020	10,058	2,736	7,322	27%
Special Events	7110	2,000	0	2,000	0%
Client Assistance	7210	4,017,088	175,228	3,841,860	4%
Expendable Equipment	7320	52,942	1,323	51,619	2%
Registration Fees	7410	800	0	800	0%
Meetings/Workshops/Training	7420	5,700	724	4,977	13%
Training/Staff Development	7430	3,665	16,047	(12,382)	438%
Training and Technical Assistance	7435	40,998	0	40,998	0%
Advisory/Board Member Expenses	7440	5,000	0	5,000	0%
Advertising	7450	25,444	4,444	21,000	17%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	217,611	18,027	199,584	8%
Legal Expenses	7530	20,000	0	20,000	0%
Interest Expense	7610	2,750	0	2,750	0%
Bank Service Charges	7630	4,110	216	3,894	5%
Total Expenditures		<u>10,697,332</u>	<u>803,652</u>	<u>9,893,680</u>	8%
Excess Revenue over (under) Expenditures		<u>(0)</u>	<u>156,207</u>	<u>156,208</u>	

No Budget Has Been Entered For 7500

**Capital Area Community Action Agency  
Balance Sheet  
As of 10/31/2020**

	<u>Current Period Balance</u>
<b>Assets</b>	
Petty Cash	315
Cash Operating Hancock Bank	718,734
Cash - Money Market Hancock Bank	77,086
Cash-Bank Restricted	52,759
Cash - Centennial Bank - Restricted	37,556
PPP Money Market	311,088
Grants Receivable	453,811
Property and Equipment Net	<u>200,889</u>
<b>Total Assets</b>	<u><b>1,852,238</b></u>
<b>Liabilities and Net Assets</b>	
<b>Liabilities</b>	
Accounts Payable	88,351
Accrued Leave	55,804
Accrued Wages	113,140
Accrued Fringe Benefits	726
Contract Advances	41,008
Contingent Liab Sunshine St Micro Obligated	33,935
Liability- Head Start Parent Activity	3,605
Notes Payable	<u>847,098</u>
<b>Total Liabilities</b>	<b>1,183,668</b>
<b>Net Assets</b>	
<b>Beginning Net Assets</b>	
Unrestricted Net Assets	187,465
Invested Property and Equipment	<u>324,898</u>
<b>Total Beginning Net Assets</b>	<b>512,363</b>
<b>Current Net Income</b>	<u><b>156,207</b></u>
<b>Total Net Assets</b>	<u><b>668,570</b></u>
<b>Total Liabilities and Net Assets</b>	<u><b>1,852,238</b></u>

**Capital Area Community Action Agency**  
**CSBG Statement of Revenues and Expenditures**  
**From Grant Inception Through 10/31/2020**

**CSBG**

**10/1/2016 - 3/31/2021**

**91%**

		<u>Total</u>	<u>Current</u>	<u>Total</u>	
		<u>Budget -</u>	<u>Year</u>	<u>Variance -</u>	
		<u>Original</u>	<u>Actual</u>	<u>Original</u>	<u>%</u>
Revenue					
Government Contracts - STATE	4010	3,073,978	2,268,225	(805,753)	74%
Total Revenue		<u>3,073,978</u>	<u>2,268,225</u>	<u>(805,753)</u>	74%
Expenditures					
Salaries & Wages	6010	1,194,483	941,088	253,396	79%
Fringe	6110	340,741	268,210	72,532	79%
Staff Screenings	6180	2,562	1,788	774	70%
Indirect Costs	6210	296,068	232,621	63,447	79%
Travel - In Area	6310	37,417	17,671	19,746	47%
Travel - Out of Area	6315	20,398	5,307	15,091	26%
Office Supplies	6410	11,108	7,655	3,453	69%
Copies/Printing/Copier	6510	17,324	7,422	9,902	43%
Postage and Delivery Expense	6600	4,527	1,336	3,192	30%
Contractual Services/Professional	6710	49,906	24,354	25,552	49%
Rent/Space Cost	6810	132,086	121,216	10,871	92%
Utilities	6820	16,604	12,149	4,454	73%
General Liability and Property Insurance	6830	22,510	17,631	4,879	78%
Communications	6840	52,303	44,283	8,020	85%
Repairs & Bldg Maintenance- Recurring	6850	16,124	10,565	5,559	66%
Equipment Maintenance	6910	16,775	12,887	3,888	77%
<b>Vehicle Expense</b>	<b>6920</b>	<b>54,256</b>	<b>53,995</b>	<b>261</b>	<b>100%</b>
Equipment Lease	6930	7,435	4,026	3,408	54%
Technology	6940	21,467	12,805	8,662	60%
Fees, Licenses, and Permits	7010	11,433	6,757	4,676	59%
Dues/Subscriptions	7020	22,404	17,761	4,644	79%
Client Assistance	7210	650,757	398,185	252,572	61%
Expendable Equipment	7320	23,585	17,564	6,021	74%
Registration Fees	7410	14,666	9,911	4,754	68%
Meetings/Workshops/Training	7420	20,959	15,596	5,363	74%
Training/Staff Development	7430	1,000	0	1,000	0%
Advertising	7450	15,079	5,347	9,733	35%
Total Expenditures		<u>3,073,978</u>	<u>2,268,129</u>	<u>805,849</u>	74%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>96</u>	<u>96</u>	

**Capital Area Community Action Agency**  
**LIHEAP Statement of Revenues and Expenditures**  
**From Grant Inception Through 10/31/2020**

**LIHEAP**

**4/1/2017 - 3/31/2021**

**90%**

		<b>Total</b>		<b>Total</b>	
		<b>Budget -</b>	<b>Current</b>	<b>Variance -</b>	
		<b>Original</b>	<b>Year Actual</b>	<b>Original</b>	<b>%</b>
<b>Revenue</b>					
Government Contracts - STATE	4010	<u>10,060,665</u>	<u>6,425,300</u>	<u>(3,635,365)</u>	64%
Total Revenue		<u>10,060,665</u>	<u>6,425,300</u>	<u>(3,635,365)</u>	64%
<b>Expenditures</b>					
Salaries & Wages	6010	1,117,957	836,190	281,767	75%
Fringe	6110	319,882	239,706	80,176	75%
Staff Screenings	6180	2,679	771	1,909	29%
Indirect Costs	6210	279,598	208,570	71,028	75%
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	8,287	3,213	72%
Copies/Printing/Copier	6510	22,131	13,181	8,950	60%
Postage and Delivery Expense	6600	5,686	2,682	3,004	47%
Contractual Services/Professional	6710	42,500	35,627	6,873	84%
Rent/Space Cost	6810	109,245	97,724	11,521	89%
Utilities	6820	14,465	8,062	6,403	56%
General Liability and Property Insurance	6830	15,550	12,255	3,295	79%
Communications	6840	39,495	32,861	6,634	83%
Repairs & Bldg Maintenance- Recurring	6850	15,568	8,634	6,934	55%
Equipment Maintenance	6910	13,690	7,867	5,823	57%
Vehicle Expense	6920	14,390	3,631	10,759	25%
Equipment Lease	6930	7,475	3,329	4,146	45%
Technology	6940	22,888	9,935	12,953	43%
Fees, Licenses, and Permits	7010	1,150	380	770	33%
Dues/Subscriptions	7020	975	175	800	18%
Client Assistance	7210	7,948,836	4,913,436	3,035,400	62%
Expendable Equipment	7320	18,530	7,462	11,068	40%
Registration Fees	7410	6,400	2,470	3,930	39%
Meetings/Workshops/Training	7420	3,138	280	2,858	9%
Training/Staff Development	7430	2,000	0	2,000	0%
Advertising	7450	<u>2,500</u>	<u>1,082</u>	<u>1,418</u>	43%
Total Expenditures		<u>10,060,665</u>	<u>6,461,694</u>	<u>3,598,971</u>	64%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(36,394)</u>	<u>(36,394)</u>	

**Capital Area Community Action Agency**  
**WAP Statement of Revenues and Expenditures**  
**From Grant Inception Through 10/31/2020**

WAP

10/1/2017 - 3/31/2021

88%

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	2,284,459	928,960	(1,355,498)	41%
Total Revenue		<u>2,284,459</u>	<u>928,960</u>	<u>(1,355,498)</u>	41%
Expenditures					
Salaries & Wages	6010	320,116	245,510	74,606	77%
Fringe	6110	91,294	70,357	20,937	77%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	81,690	60,869	20,820	75%
Travel - In Area	6310	17,000	9,851	7,149	58%
Office Supplies	6410	4,000	3,247	753	81%
Copies/Printing/Copier	6510	1,500	1,267	233	84%
Postage and Delivery Expense	6600	900	405	495	45%
Contractual Services/Professional	6710	23,314	4,311	19,003	18%
<b>Rent/Space Cost</b>	<b>6810</b>	<b>11,000</b>	<b>12,843</b>	<b>(1,843)</b>	<b>117%</b>
Utilities	6820	4,000	2,787	1,213	70%
General Liability and Property Insurance	6830	41,628	23,942	17,686	58%
<b>Communications</b>	<b>6840</b>	<b>6,900</b>	<b>7,146</b>	<b>(246)</b>	<b>104%</b>
Repairs & Bldg Maintenance- Recurring	6850	7,650	2,278	5,372	30%
Equipment Maintenance	6910	2,700	2,427	273	90%
Vehicle Expense	6920	18,000	11,298	6,702	63%
<b>Equipment Lease</b>	<b>6930</b>	<b>850</b>	<b>1,031</b>	<b>(181)</b>	<b>121%</b>
Technology	6940	850	254	596	30%
Fees, Licenses, and Permits	7010	1,350	1,047	303	78%
Dues/Subscriptions	7020	15,500	5,750	9,750	37%
Client Assistance	7210	1,586,488	416,831	1,169,657	26%
Expendable Equipment	7320	5,000	3,383	1,617	68%
<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	36%
Advertising	7450	900	264	636	29%
Total Expenditures		<u>2,284,459</u>	<u>903,005</u>	<u>1,381,454</u>	40%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>25,955</u>	<u>25,955</u>	

**Capital Area Community Action Agency  
Head Start Statement of Revenues and Expenditures  
For the Month Ending 10/31/2020**

		<b>Total Budget - Original</b>	<b>Current Year Actual</b>	<b>Total Budget Variance - Original</b>	<b>%</b>
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	3,695,531	350,537	(3,344,994)	9%
<b>Total Revenue</b>		<u>3,695,531</u>	<u>350,537</u>	<u>(3,344,994)</u>	9%
<b>Expenditures</b>					
Salaries & Wages	6010	1,783,812	168,314	1,615,498	9%
Fringe	6110	516,949	48,777	468,172	9%
Staff Screenings	6180	2,500	0	2,500	0%
Indirect Costs	6210	417,818	39,444	378,374	9%
Travel - In Area	6310	4,000	312	3,689	8%
Office Supplies	6410	7,500	179	7,321	2%
<b>Program Supplies</b>	<b>6415</b>	<b>26,935</b>	<b>3,305</b>	<b>23,630</b>	<b>12%</b>
Classroom Supplies	6420	44,847	1,079	43,768	2%
Kitchen Supplies	6430	7,015	0	7,015	0%
Medical/Dental Supplies	6440	500	0	500	0%
Copies/Printing/Copier	6510	20,000	1,049	18,951	5%
Postage and Delivery Expense	6600	1,500	0	1,500	0%
Contractual Services/Professional	6710	31,000	0	31,000	0%
<b>Contractual Services – Health/Disabilities</b>	<b>6715</b>	<b>159,139</b>	<b>18,952</b>	<b>140,187</b>	<b>12%</b>
Rent/Space Cost	6810	207,589	17,572	190,017	8%
<b>Utilities</b>	<b>6820</b>	<b>77,612</b>	<b>10,147</b>	<b>67,465</b>	<b>13%</b>
General Liability and Property Insurance	6830	28,000	1,524	26,476	5%
<b>Communications</b>	<b>6840</b>	<b>47,000</b>	<b>6,240</b>	<b>40,760</b>	<b>13%</b>
Repairs & Bldg Maintenance- Recurring	6850	96,000	8,653	87,347	9%
Repairs & Bldg Maintenance -	6855	33,772	150	33,622	0%
Equipment Maintenance	6910	18,000	1,460	16,540	8%
Vehicle Expense	6920	30,000	653	29,347	2%
Equipment Lease	6930	9,600	528	9,072	5%
<b>Technology</b>	<b>6940</b>	<b>18,241</b>	<b>3,600</b>	<b>14,641</b>	<b>20%</b>
Fees, Licenses, and Permits	7010	2,500	0	2,500	0%
<b>Dues/Subscriptions</b>	<b>7020</b>	<b>2,600</b>	<b>1,736</b>	<b>864</b>	<b>67%</b>
Special Events	7110	2,000	0	2,000	0%
<b>Expendable Equipment</b>	<b>7320</b>	<b>5,000</b>	<b>818</b>	<b>4,182</b>	<b>16%</b>
Meetings/Workshops/Training	7420	500	0	500	0%
<b>Training/Staff Development</b>	<b>7430</b>	<b>2,165</b>	<b>16,047</b>	<b>(13,882)</b>	<b>741%</b>
<b>Training and Technical Assistance</b>	<b>7435</b>	<b>40,998</b>	<b>0</b>	<b>40,998</b>	<b>0%</b>
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	4,000	0	4,000	0%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	42,739	0	42,739	0%
<b>Total Expenditures</b>		<u>3,695,531</u>	<u>350,537</u>	<u>3,344,994</u>	9%
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 Month Ending October 31, 2020

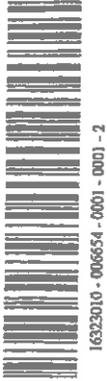
Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		7,864			
Grants - Other Not for Profits		47,736			
In-Kind Revenue					
VPK/SR					
	<b>923,883</b>	<b>55,601</b>	<b>6%</b>	<b>868,282</b>	<b>94%</b>

**Head Credit Card Purchases Oct 2020**

<b>Vendor Name</b>	<b>Fund Code</b>	<b>GL Code</b>	<b>Transaction Description</b>	<b>Effective Date</b>	<b>Expenses</b>
HANCOCK WHITNEY BANK	1064	6420	# 7303, KRISTIN JACKSON RESHARD, 10/27/2020, HEADPHONES	10/27/2020	15.00
HANCOCK WHITNEY BANK	1064	6850	# 7303, KRISTIN JACKSON RESHARD,, 10//27/2020, FRANK PEST CONT	10/27/2020	60.00
HANCOCK WHITNEY BANK	1064	7430	# 7303, KRISTIN JACKSON RESHARD, 10/27/2020 (4 OBSERVRECERTS)	10/27/2020	500.00
HANCOCK WHITNEY BANK	1064	7430	# 7303, KRISTIN JACKSON RESHARD, 10/27/2020 ANDERSON, CLASS	10/27/2020	14.95
HANCOCK WHITNEY BANK	1065	6420	# 7303, KRISTIN JACKSON RESHARD, 10/27/2020, STYLUS CLASSROOM	10/27/2020	<u>95.96</u>
HANCOCK WHITNEY BANK	1064	6920	# 4466, DARREL JAMES, VISA, 10/27/2020, GAS HS VEHICLE	10/27/2020	26.25
HANCOCK WHITNEY BANK	1064	6920	# 4466, DARREL JAMES, VISA, 10/27/2020, GAS HS VEHICLE	10/27/2020	45.00
HANCOCK WHITNEY BANK	1064	7020	# 4466, DARREL JAMES, VISA, 10/27/2020, ZOOM SUBSCRIPTION	10/27/2020	223.83
HANCOCK WHITNEY BANK	1064	6420	# 8165, NICHELE RICHARDS ROLLE, 10/27/2020, CHAIR FOR SC	10/27/2020	192.29
HANCOCK WHITNEY BANK	1064	6420	# 8165, NICHELE RICHARDS ROLLE, 10/27/2020, OFFICE CHAIR	10/27/2020	149.99
HANCOCK WHITNEY BANK	1064	6420	# 8165, NICHELE RICHARDS ROLLE, 10/27/2020, WARRANTY	10/27/2020	7.69
LOWE'S	1064	6420	# 82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	2.64
LOWE'S	1064	6420	# 82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	3.78
LOWE'S	1064	6420	# 82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	4.73
LOWE'S	1064	6420	# 82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	4.73
LOWE'S	1064	6420	# 82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	7.52
LOWE'S	1064	6420	# 82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	7.52
LOWE'S	1064	6420	# 82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	9.46
LOWE'S	1064	6420	# 82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	11.38
LOWE'S	1064	6420	# 82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	11.38
LOWE'S	1064	6420	# 82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	13.28
LOWE'S	1064	6420	# 82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	13.76
LOWE'S	1064	6420	# 82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	17.62
LOWE'S	1064	6420	# 82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	28.38
LOWE'S	1064	6420	# 82130109084241, HEAD START, OCTOBER 30, 2020	10/30/2020	108.24
				Total	<u>1,575.38</u>



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



DARREL JAMES  
CAPITAL AREA CAA  
309 OFFICE PLAZA DR  
TALLAHASSEE FL 32301-2729  
\*\*NDD06654

**MEMO STATEMENT**

Account Number

Statement Date

10-27-20

**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](http://visasavingsedge.com).

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-07	10-06	24493980281026988061281	5988	ZOOM.US 888-799-9666 CA	M223.83 ✓
10-12	10-09	24692160284100677989885	5542	GATE 1194 Q80 TALLAHASSEE FL	M26.25 ✓
10-19	10-15	24692160290100043697160	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00 ✓
10-20	10-19	24137460294001248708740	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M32.62 ✓

*Handwritten signature and date: 11/13/20*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-27-20	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 327.70
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 327.70
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



**HANCOCK  
WHITNEY**

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



16323010 - 005927 - 0001 - 0001 - 2

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

**MEMO STATEMENT**

Account Number  
[REDACTED]

Statement Date  
10-27-20

|||||  
NICHELE RICHARDS  
CAPITAL AREA CAA  
309 OFFICE PLAZA DR  
TALLAHASSEE FL 32301-2729

\*\*N0005727

**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](http://visasavingsedge.com).

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-02	09-30	24137460275500830235692	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M349.97

*Handwritten signature*  
11/3/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-27-20	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 349.97
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 349.97</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



16323010 - 007705 - 0001 - 0001 - 2

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

**MEMO STATEMENT**

Account Number



Statement Date

10-27-20



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

\*\*N0007705

**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](http://visasavingsedge.com).

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-08	10-07	24492150281637715215858	8299	TEACHSTONE TRAINING WWW.TEACHSTON VA	M500.00 ✓
10-19	10-17	24692160292100088713078	6942	AMZN MKTP US*2T9543051 AMZN.COM/BILL WA	M95.96 ✓
10-22	10-21	24013390295002983048216	8699	FRLA 850-2242250 FL	M14.95 ✓
10-26	10-22	24137460297500815746626	5331	FIVE BELOW # 948 TALLAHASSEE FL - ?	M15.00 ✓
10-27	10-26	24906410300105759652795	7342	SVM*TERMINIX INTL 800-8376464 TN - ?	M60.00

*Handwritten signature*  
11/3/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-27-20		
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 685.91
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 685.91</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

# Card Account

Account Number [REDACTED]

Customer Service: 1-800-444-1408

Summary of Account Activity	
Previous Balance	\$1,458.77
- Payments	\$1,458.77
- Other Credits	\$0.00
+ Purchases/Debits	\$244.42
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
<b>New Balance</b>	<b>\$244.42</b>
Credit Limit	\$11,000.00
Available Credit	\$10,755.00
Statement Closing Date	11/02/2020
Days in Billing Cycle	31

Payment Information	
New Balance	\$244.42
Total Minimum Payment Due	\$25.00
Payment Due Date	11/28/2020

*[Signature]*  
11/10/20

**Promotion Expiration Notification**  
 NOTE: YOU HAVE A PROMOTIONAL PURCHASE EXPIRING. SEE PROMOTIONAL PURCHASE SUMMARY FOR DETAILS.

**Promotional Purchase Summary**  
 The applicable terms of your promotional purchase(s) are below. NO INTEREST promotions are not assessed interest charges during the promotional period. For each promotional purchase, standard account terms will apply to any remaining balance after the Expiration Date. To make more than one payment, you can pay online at the online address stated above or you can mail in your payment to the address on the remit stub. This address is also available from our automated customer service system.

Purchase Date	Purchase Amount	Promotion Type	Accrued INTEREST CHARGES	Billed INTEREST CHARGES	Payoff Amount	Expiration Date
09/04/2020	\$62.58	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
09/22/2020	\$116.70	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
09/22/2020	\$585.08	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
09/23/2020	\$694.41	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
10/30/2020	\$244.42	No Interest With Payment	\$0.00	\$0.00	\$244.42	01/02/2021

**CUSTOMER SERVICE:** For Account Information log on to [www.lowes.com/credit](http://www.lowes.com/credit). This account is not registered. The authentication code is: EBT242, or call toll-free 1-800-444-1408.

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

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

7009 0007 YWG 1 7 2 201102 PAGE 1 of 5 9296 0011 8508 01DU7009 79493

Detach and mail this portion with your check. Do not include any correspondence with your check.



Account Number [REDACTED]

Total Minimum Payment Due	Payment Due Date	Promotional Payoff	New Balance
\$25.00	11/28/2020	\$0.00	\$244.42

Payment Enclosed: \$          
 Please use blue or black ink.

New address or email? Print changes on back.



CAPITAL AREA COMM ACTION  
 309 OFFICE PLZ  
 TALLAHASSEE FL 32301-2729

79493  
 #311



Make Payment to: LOWES BUSINESS ACCT/SYNCR  
 P.O. BOX 530970  
 ATLANTA, GA 30353-0970



00025000145877 000250000024442 000798213 0109084 24122



Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
10/24	10/24		PAYMENT - THANK YOU	(\$1,458.77)
10/30	11/01	28441	STORE 0417 TALLAHASSEE FL	\$244.42

Interest Charge Calculation					
Your Annual Percentage Rate (APR) is the annual interest rate on your account.					
Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	21.99%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	01/02/2021	0.00%	\$0.00	\$0.00	2D

**Important Account Information**

5% EVERYDAY CREDIT DISCOUNT WAS APPLIED AT POINT OF SALE FOR ALL QUALIFYING INVOICES THAT APPEAR ON THIS STATEMENT. PLEASE CONSULT YOUR ORIGINAL SALES RECEIPT FOR LINE ITEM DETAIL ON THE 5% SAVINGS. THANK YOU FOR USING LOWE'S AS YOUR SUPPLIER.

You save 5% Every Day PLUS 0% INTEREST FOR 60 DAYS for purchases made 6.1.20 to 10.31.20. Minimum monthly payments required. Regular rates apply after the 60 day promotional period ends. Visit [lowesforpros.com/l/business-credit-center](http://lowesforpros.com/l/business-credit-center) for details.

**Cardholder News and Information**

Call ahead, fax or order online before 3PM, pick up in just 2 hours. Order by 6PM, pick up the next day at 7AM. See [Lowesforpros.com](http://Lowesforpros.com) for details.

1-2

ACCOUNT # : ██████████		CAPITAL AREA COMM ACTION		218165	
INVOICE # : 28441		LOWE'S BUSINESS ACCOUNT		P.O. # :	
TRANSACTION # : 0		DATE OF SALE : 201030		STORE # : 417	
		AUTHORIZATION : 000972		REGISTER # :	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000002443379	A+R YAMA 50-INX95-IN CHAR	3.000	EA	\$36.08	\$108.24
000000000688352	COMMAND MED WIRE HOOK 3-C	6.000	EA	\$4.73	\$28.38
000000000871305	YS 4-PC WD HAND TOOL SET{	2.000	EA	\$11.38	\$22.76
000000000213328	2-GAL GRAY WATERING CAN	4.000	EA	\$4.73	\$18.92
000000000184582	VEL 2-IN X 4-FT BLK IND S	2.000	EA	\$8.81	\$17.52
000000000093169	4-FT STURDY STAKE	8.000	EA	\$1.88	\$15.04
000000000757870	50-QT POTTING MIX MIR-GRO	1.000	EA	\$13.76	\$13.76
000000000510603	STAGREEN 14-FT X 14-FT BI	2.000	EA	\$6.64	\$13.28
000000000673480	STAGREEN 25-PACK PINS(-51	1.000	EA	\$3.78	\$3.78
000000000092205	J/H MIRACLE-GRO 1.1-OZ FO	1.000	EA	\$2.64	\$2.64
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
<b>SUB \$244.42</b>		<b>TAX \$0.00</b>		<b>TOTAL INVOICE</b>	<b>\$244.42</b>
				<b>CREDITS TOTAL</b>	<b>\$0.00</b>
				<b>BALANCE DUE</b>	<b>\$244.42</b>

# Capital Area Community Action Agency

## CHIEF EXECUTIVE OFFICER REPORT DECEMBER 2020

### Administrative

- 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 – All classrooms are open and no students or staff on quarantine.

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

### Programmatic

- Eastpoint Wildfire Emergency Recovery Response – Staff continue to work on closing out the relief fund and camper inventory. Three campers left.
- Disaster Recovery Support Grant – Working with the Case Managers to work directly with the Long-Term Recovery Groups to support Hurricane Michael recovery.
- ALICE Getting Ahead with ECHO per the United Way proceeding with 12 students. Recruitment beginning for January class.

**Impact: Redesigning entitlement programs toward more independency services.**

### Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region.
- Met with Apalachicola City Commission and City Manager regarding the Franklin Head Start program.
- 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**

### Resource Development

- Working on a supplemental Head Start grant for Disaster Recovery funding. Kenneth Taite, General Contractor for Louise B. Royal Head Start Center renovation, will serve as Project Manager for Franklin Renovation.

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

### Out of Office

- December 21-31 – Winter Break



309 Office Plaza Drive • Tallahassee, Florida • 32301 •  
850.222.2043  
[www.CapitalAreaCommunityActionAgency.org](http://www.CapitalAreaCommunityActionAgency.org)



Capital Area  
**Community Action**  
Agency

**2021 Board Meeting Calendar Notice**

**Board of Directors**

*The volunteer Board meets every 4<sup>th</sup> Tuesday at 6:00 pm every other month at the TCC Ghazvini Center for Healthcare, 1528 Surgeons Drive, Tallahassee. Meetings are open to the public.*

- January 26, 2021
- March 23, 2021
- May 25, 2021
- July 27, 2021
- September 28, 2021
- November 16, 2021

**Executive Committee**

*The Board's Executive Committee meets the 4th Tuesday on alternate months at 5:30 PM at the main office 309 Office Plaza Drive, Tallahassee. Meetings are open to the public.*

- February 23, 2021
- April 27, 2021
- June 22, 2021
- August 24, 2021
- October 26, 2021
- December 14, 2021



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[www.CapitalAreaCommunityActionAgency.com](http://www.CapitalAreaCommunityActionAgency.com)



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	11/17/2020 Needs Board Approval	Completed
	4.3	The Organization will complete, date and have Community Action Plan signed by the Certified ROMA trainer or trainer on staff	On going	11/17/2020 Needs Board Approval	Completed
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 reports at each regular board meeting	Maintain	N/A	Completed
	5.9	The organization's governing board receives programmatic reports at each regular board meeting	Maintain	N/A	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
<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	9/22/2020	Completed

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	Completed
	8.3	The organization's auditor presents the audit to the governing board.	Annually	9/22/2020	Completed
	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	Completed
	8.12	The organization documents how it allocates shared cost through an indirect cost rate plan or through a written cost allocation plan.	Annually	9/22/2020	Completed
SEPTEMBER	8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	Annually	11/17/2020	Completed
	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	11/17/2020	Completed
	8.8	All required filings and payments related to payroll withholdings are completed on time.	Bi-weekly	9/22/2020	Completed
	8.9	The governing board annually approves an organization-wide budget.	Annually	9/22/2020 Needs Board Approval	Completed
	8.13	The organization has a written policy in place for record retention and destruction.	Maintain	11/17/2020	Completed
	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	N/A	Completed
	9.2	The organization has a system or systems in place to track family, agency, and/ or community outcomes via the agency data	Maintain	N/A	Completed
	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	11/17/2020 Needs Board Approval	Completed

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	N/A	Completed
January 2021		<b>SUBMIT</b>			

# 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:** December 10, 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**

All Center staff are working and in their Centers. Extended day services operate at Royal.

### **Facilities**

Maintenance of the facilities continues using contracted services.

### **Curriculum**

Coaching sessions have begun with Teaching Strategies. CLASS observations were completed and will be reported to the Board's January meeting.

Conscious Discipline Safe Place classroom centers were implemented.

### **Enrollment**

South City still has capacity. Attendance has not reached 100%. Staff continue to work with families to encourage attendance and educate families about safety steps being implemented.

### **Federal and State Regulations**

Community Action Head Start continues to work with and follow local health and education regulations.



United Way of the Big Bend

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