

Capital Area Community Action Agency

Board Meeting Agenda

Monday, January 26, 2021 – 6:00 pm
Ghazvini Center for Healthcare, 1528 Surgeons Drive, Tallahassee
Conference Call (605) 475-4700; 275857#

I.	Call to Order	Derrick Jennings, Chair	
II.	Agenda Approval		
III.	Sign-in/Attendance/Introductions		Page
IV.	Action – Recommendation for Review and Approval		
	A. Board Activity		
	i) Board Meeting Minutes – November 17, 2020		2-6
	B. Fiscal Report		
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	• Revenue & Expenditures Agency-wide		9-10
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	• Credit Card Activity Spreadsheet and Statements		17-25
	C. Resolution – Hancock Imprest Account		26
V.	Chief Executive Officer's Report		27-28
	• Head Start CLASS Presentation – Venita Treadwell		29-43
	• Head Start – Carryover Request		44-46
	• COVID-19 Policy – update		47-48
VI.	Chief Operating Officer's Report		
	A. Program Updates		49-63
VII.	Chair's Report		
VIII.	Adjournment		

Next Executive Committee Meeting 02/23/2021 - 5:30 pm – Videoconference or 309 Office Plaza Drive

Next Board of Directors Meeting 03/23/2021 – Videoconference or Ghazvini Center for Healthcare Education



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Capital Area Community Action Agency

Conference Call-in Board of Directors Meeting Minutes November 17, 2020

Members in Attendance:

Derrick Jennings, Chair
Brent Couch, Vice-Chair
Lauren Johnson, Member-at-Large
Lisa Edgar
Shanetta Keel
Allen Jones

CACAA Staff:

Tim Center
Nina Self
Margaret Watson
Stephanie Sgouros
Darrel James
Venita Treadwell

Members Absent: Kara Palmer Smith, Quincee Messersmith and Kim Wilson

The meeting was called to order at 6:06 p.m. by the Chair. A quorum was established.

The Chair asked for approval of agenda. Ms. Edgar made a motion to approve the agenda. It was seconded by Mr. Couch, and unanimously approved.

ACTION ITEMS

Approval of Minutes

The Chair asked for a motion to approve the minutes of September 22, 2020. Ms. Edgar made a motion to approve the minutes. It was seconded by Ms. Keel, and unanimously approved.

Board Updates

The Chair noted that Mr. Jones has missed two (2) or more meetings and the Board will need to take into consideration the absences. Mr. Jones expressed his desire to remain on the Board. He explained that he has been absent due family illness and had been unable to attend Board meetings. The Board asked that in the future to contact the Chair or Mr. Center if unable to attend a Board meeting.

Committee Reports

Budget and Finance - Bylaws

Mr. Center presented before the Board the committee reports for consideration to take action on. He said the Budget & Finance Committee (ByLaws) changes, and the amendment to the Whistleblower Policy. Mr. Center ask the Board accept the proposed changes.

Ms. Johnson asked would we need to include the language of the treasury since that role is vacant? Mr. Center suggested a committee member would Chair the meetings. Ms. Edgar said that the Chair could designate an interim member to Chair the meetings until the role is filled.

The Chair asked for a motion to approve the revised Bylaws to include the language of treasurer. If the role of treasurer on the Board is vacant the Chair would designate a committee member to Chair the meetings. Ms. Edgar made a motion to approve the revised Bylaws to include the language of treasurer. If the role of treasurer on the Board is vacant the Chair would designate a committee member to Chair the meetings. It was seconded by Ms. Johnson and unanimously approved.

Personnel Committee

Employee Handbook –Whistleblower

Mr. Center explained that the Personnel Committee met to address concerns made about the Whistleblower Policy that the language include any complaint made against the CEO be included in the Bylaws.

Ms. Johnson asked if any external investigations be included in the language? Ms. Self explained that the Whistleblower Policy is an internal process and would not apply to other agencies. She explained that the Handbook includes the Agency's funders so the information is included in the handbook for an employee. We provided an option internally for an employee to file a complaint.

Mr. Couch asked if the new Whistleblower language will offer an employee the option to file anonymous. Mr. Center explained that the complaint be submitted anonymous. Ms. Self said that complaints are received from employees through unsigned letter or through Human Resources. Mr. Center said that the revised language will be revised to include anonymity with be respected.

The Chair asked for the motion to include the new Whistleblower language that addresses the concern made that the language include any complaint made against the CEO be included in the Bylaws. Ms. Keel made a motion to include the new Whistleblower language. It was seconded by Mr. Couch, and unanimously approved.

COVID-19 Policy

Mr. Center presented the COVID-19 Policy that the Agency's Safety Committee developed. He said this set of policies outline the actions that are to be taken to address the conditions of the COVID-19 Pandemic. The policy attempts to guideline as a means of fulfilling the purpose of the health and safety of all staff, visitors and vendors. The policy was presented to the Personnel Committee.

Mr. Center asked that the Board adopt this Policy to be given to staff as guide to follow for their health and safety. Ms. Edgar asked if any staff tested positive. Mr. Center explained that we had two staff persons test positive.

The Chair asked what happen if procedures are not followed. Mr. Center said we ask staff to follow the rules to respect one another. Visitors will not be allowed to enter the building without masks. The Agency provides masks when needed.

Ms. Johnson questioned "Office Closure" Administrative Leave may be granted by the CEO in the event of office closing due to COVID-19. She ask why would Administrative Leave not come from Human Resources. Ms. Watson stated that Mr. Center is the CEO and the final decision will come from him since it is Administrative Leave. The CEO has to approve the leave be granted.

Ms. Johnson asked that Exempt Employees be required to telecommute from home in the event of COVID-19. Mr. Center said the Agency is an essential business providing services to meet the needs of our clients.

The Chair asked for a motion to adopt the COVID-19 Policy. Ms. Keel made a motion to accept the COVID-19 Policy. It was seconded by Ms. Edgar and unanimously approved.

FISCAL

Ms. Sgouros said that September 30th is the Agency's fiscal year-end. She explained that the extensive close-out procedures are required to be performed, and that additionally, the HDST grant is required to be closed out by December 31st. Therefore, there will be changes to HDST, CCFP and VPK, which will affect the HDST major report and the Agency's overall report subsequent to this date. These reports are marked as "DRAFT" as they are not final, and when the individual grants are finalized, updated reports will be provided.

Ms. Sgouros gave the financial report for September 30, 2020. She said we have completed twelve months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 100% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 65% and 63% respectively, with mostly restricted net income of \$230,959 including \$68,463 in the SunTrust Grant and \$51,131 for Franklin County Fire Victims.

Ms. Sgouros reported that during the month of September the Agency received a number of new grants that are reflected in the budget but are not active. She said the grants may have an effect on understanding the revenue and expenditures percentages for the fiscal year for the combined report.

Year to Date Non-Federal Share (NFS) Match totals \$84,665, which is 41% of the \$206,847 total match required for grant period ending September 30, 2020. A waiver for the shortfall, which was due to COVID-19, is expected to be approved.

New Variances and Explanation

The Finance Director reviewed the financial report noting new variances for the period ending September 30, 2020.

Mr. Couch asked why the variance in technology is so high. Ms. Sgouros explained that Head Start purchased new computers for Head Start Centers, and staff and the main office staff from other budget line items that were underspent.

The Chair asked for a motion to approve the financial report for September 30, 2020. Ms. Edgar made a motion to approve the financial report. It was seconded by Ms. Keel, and unanimously approved.

IRS Tax Returns

Ms. Sgouros presented the Agency's 990's tax return. She explained that the highlights included expenditures by county, number of households or students for grants, such as CSBG and Head Start. The 990 requires Board approval to meet CSBG Organizational Standards requirements.

The Chair asked for a motion to accept the 990 Tax Return. Mr. Couch made a motion to accept the 990 Tax Return. It was seconded by Ms. Edgar and unanimously approved.

CSBG Organizational Standards – updates

Community Action Plan

Mr. Center reported that the Agency is required by DEO to meet 52 Organizational Standards. He said the Community Action Plan is being presented for Board approval to meet the Organizational Standards as required by DEO.

The Chair asked for a motion to approve the Community Action Plan. Ms. Johnson made a motion to approve the Community Action Plan. Ms. Edgar seconded that motion, and unanimously approved.

FOCAS Report

Mr. Center presented the FOCAS Report. He said this is Agency’s report that tracks services that we provide to the community. He said we ask the Board to approve the FOCAS Report to meet the Organizational Standard as required by DEO.

The Chair asked for a motion to accept the FOCAS Report. Ms. Edgar made a motion to accept the FOCAS Report. It was seconded by Mr. Couch and unanimously approved.

CEO REPORT

Mr. Center said Open Enrollment for employee healthcare and insurance benefits will open November 2020. He said we continue screening staff and client access to the office. Temperatures are being checked, and masks are required, and proper hygiene and cleaning is taking place.

Mr. Center reported that all Center classrooms are open and no students or staff on quarantine. He mentioned that the Eastpoint Wildfire Emergency Recovery Response staff continue to work on closing out the relief fund and camper inventory. Even more, the Head Start Grant for Disaster Recovery funding is moving forward. Kenneth Taite, will serve as Project Manager for Franklin Renovation, Titus Project, Louise B. Royal, and Jefferson County. A presentation is scheduled with the City of Apalachicola December 2020.

Mr. Center reported that the ALICE Getting Ahead with ECHO for the United Way Grant is in progress for the next twelve months. He said we are completing a Supplemental Head Start grant for Disaster Recovery funding.

Mr. Center asked Board members to complete and sign their 2020-2021 Conflict of Interest Forms. Mr. Couch asked how the Children’s Services Council impacts Community Action. Mr. Center explained that the Children’s Services Counseling is a taxing District in Leon County that was approved by the voters. The monies collected through property taxes when available through a grant will focus on priority identified by the counsels. We hope to receive funds for Head Start.

Ms. Johnson asked if Mr. Center meets with other community outreach. Mr. Center explained that the meetings with CareerSource are monthly meetings.

PROGRAM UPDATES

COO REPORT

Ms. Self presented the Summary of Programs for the month of September 2020. She reported that the Family Self Sufficiency Program (FSSP) is rebranding and restructuring for improved reports and outcomes for the FOCAS Report. She said the FSSP Program is two part program that begins with 15-week Getting Ahead and flows through to Staying Ahead. The participants’ transition to Staying Ahead up to 18 months is Phase two of the program. The Getting Ahead classes have ended in Franklin County and the Leon County morning class. The Getting Ahead class facilitated by ECHO through the United Way is in its fifth week.

Our Case Managers are recruiting to prepare the launch of our new Getting Ahead classes in January 2021. We added two (2) new employees to our FSSP. A Community Outreach Coordinator and Administrative Assistant.

Ms. Self reported that the FSSP Case Managers have begun meeting with the Long-Term Recovery groups in the counties to assess the customers of Hurricane Michael. She said that we have CSBG Disaster Relief funds for clients with the funding needed to complete the project.

Applications for Emergency Services have increased. The CSBG CARES rent services will begin in December. She explained that the Weatherization Program has completed 69 of the 152 homes as staff continue to seek contractors. An RFP was bid out for contractors.

Ms. Johnson asked how successful are we in hiring on Indeed? Ms. Self said most of our candidates we hire through Indeed.

CHAIRS REPORT

The Chair said the annual Board Elections are January 2021. Board members will receive an email asking if interested in being elected officers to the Board.

The meeting adjourned at 7:40 P.M.

Ms. Quincee Messersmith

Date

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

As of November 30, 2020, we have completed two months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 17% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 17% and 15% respectively, with mostly restricted net income of \$146,065 including \$67,666 in the SunTrust Grant and \$51,131 for Franklin Co. Fire Victims.

Non-Federal Share (NFS) Match at November 30, 2020, is \$101,555 or 11% of the \$923,883 target.

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.

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

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:

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.

General Liability and Property Insurance – is over the benchmark budget due to the 25% deposit payment made in November. This line item will come within budget as the year progresses.

Communications – is 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 budget partially due to the 25% insurance down payment. 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.

Dues and Subscriptions – are over budget due to some necessary subscriptions in response to Covid practices.

Expendable Equipment – is over the budget due to the purchase of computers and a server replacement. The server charges must be capitalized and will be moved to a different category.

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 – is over the benchmark budget due to a large number of trainings at the beginning of the year. This should come into line over the next few months.

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 Two Months Ended 11/30/2020**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,695,531	700,728	(2,994,803)	19%
Government Contracts - STATE	4010	5,784,741	596,438	(5,188,303)	10%
Government Contracts - LOCAL	4020	111,500	30,926	(80,574)	28%
Grants - Other Not-for-Profits	4100	82,424	60,813	(21,611)	74%
Grants - All Other Sources	4120	36,950	72,514	35,564	196%
Contributions	4200	500	5,527	5,027	1105%
Contributions- Restricted	4210	47,631	19,323	(28,308)	41%
Commissions-Vending/Photo	4320	2,000	0	(2,000)	0%
Interest Income	4950	0	1,899	1,899	100%
Fringe Pool Revenue	4960	0	135,091	135,091	*
Indirect Pool Revenue	4970	639,884	100,164	(539,720)	16%
Other Revenue	4995	3,000	22,226	19,226	741%
Total Revenue		<u>10,404,161</u>	<u>1,745,649</u>	<u>(8,658,513)</u>	17%
Expenditures					
Salaries & Wages	6010	2,843,209	466,477	2,376,733	16%
Salaries & Wages - Subrecipient	6012	0	15,120	(15,120)	*
Fringe	6110	823,886	135,279	688,607	16%
FICA	6120	0	31,481	(31,481)	*
Unemployment	6130	0	508	(508)	*
Workers Compensation	6140	0	5,516	(5,516)	*
Health Insurance	6150	0	73,289	(73,289)	*
Life Insurance	6160	0	4,242	(4,242)	*
Retirement	6170	0	8,008	(8,008)	*
Staff Screenings	6180	4,751	318	4,432	7%
Indirect Costs	6210	756,907	106,209	650,698	14%
Travel - In Area	6310	18,737	1,181	17,556	6%
Travel - Out of Area	6315	489	0	489	0%
Office Supplies	6410	35,407	9,273	26,134	26%
Program Supplies	6415	30,130	5,466	24,664	18%
Classroom Supplies	6420	50,347	9,087	41,260	18%
Kitchen Supplies	6430	30,604	1,621	28,983	5%
Medical/Dental Supplies	6440	500	0	500	0%
Copies/Printing/Copier	6510	41,850	4,165	37,685	10%
Postage and Delivery Expense	6600	13,023	503	12,521	4%
Contractual Services/Professional	6710	396,863	52,817	344,046	13%
Contractual Services - Health/Disabilities	6715	178,013	41,951	136,062	24%
Rent/Space Cost	6810	312,337	60,842	251,494	19%
Utilities	6820	99,661	21,592	78,070	22%
General Liability and Property Insurance	6830	50,059	22,365	27,693	45%
Communications	6840	82,888	20,365	62,523	25%
Repairs & Bldg Maintenance- Recurring	6850	109,689	20,932	88,757	19%
Repairs & Bldg Maintenance - Nonrecurring	6855	39,472	2,245	37,227	6%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Two Months Ended 11/30/2020**

Equipment Maintenance	6910	32,291	8,604	23,687	27%
Vehicle Expense	6920	89,331	9,376	79,955	10%
Equipment Lease	6930	15,000	1,621	13,379	11%
Technology	6940	68,117	8,945	59,173	13%
Fees, Licenses, and Permits	7010	4,927	907	4,020	18%
Dues/Subscriptions	7020	10,058	4,330	5,728	43%
Special Events	7110	2,000	0	2,000	0%
Client Assistance	7210	3,889,516	366,302	3,523,214	9%
Expendable Equipment	7320	51,575	23,443	28,132	45%
Registration Fees	7410	800	0	800	0%
Meetings/Workshops/Training	7420	5,700	724	4,977	13%
Training/Staff Development	7430	44,663	16,331	28,332	37%
Advisory/Board Member Expenses	7440	5,000	0	5,000	0%
Advertising	7450	20,689	5,903	14,787	29%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	217,611	31,760	185,851	15%
Legal Expenses	7530	20,000	90	19,910	0%
Interest Expense	7610	2,750	0	2,750	0%
Bank Service Charges	7630	4,110	396	3,714	10%
Total Expenditures		<u>10,404,162</u>	<u>1,599,584</u>	<u>8,804,578</u>	15%

Excess Revenue over (under) Expenditures (0) 146,065 146,065

Notes: * = Budget pending

Capital Area Community Action Agency
Balance Sheet
As of 11/30/2020

	Current Period Balance
Assets	
Petty Cash	315
Cash Operating Hancock Bank	340,167
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	781,368
Property and Equipment Net	<u>200,889</u>
Total Assets	<u>1,801,228</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	110,788
Accrued Leave	55,804
Accrued Wages	115,284
Accrued Fringe Benefits	4,525
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>
Total Liabilities	1,212,047
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	118,218
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	443,116
Current Net Income	<u>146,065</u>
Total Net Assets	<u>589,181</u>
Total Liabilities and Net Assets	<u>1,801,228</u>

Capital Area Community Action Agency
CSBG - Statement of Revenues and Expenditures
From Grant Inception through 11/30/2020

CSBG

10/1/2016 - 3/31/2021

93%

		<u>Total</u>	<u>Current</u>	<u>Total</u>	
		<u>Budget -</u>	<u>Period</u>	<u>Budget</u>	
		<u>Original</u>	<u>Actual</u>	<u>Variance -</u>	<u>%</u>
				<u>Original</u>	
Revenue					
Government Contracts - STATE	4010	<u>3,073,978</u>	<u>2,298,540</u>	<u>(775,438)</u>	75%
Total Revenue		<u>3,073,978</u>	<u>2,298,540</u>	<u>(775,438)</u>	75%
Expenditures					
Salaries & Wages	6010	1,194,483	952,098	242,385	80%
Fringe	6110	340,741	271,400	69,341	80%
Staff Screenings	6180	2,562	1,788	774	70%
Indirect Costs	6210	296,068	235,202	60,866	79%
Travel - In Area	6310	37,417	17,847	19,570	48%
Travel - Out of Area	6315	20,398	5,307	15,091	26%
Office Supplies	6410	11,108	8,012	3,096	72%
Copies/Printing/Copier	6510	17,324	7,961	9,363	46%
Postage and Delivery Expense	6600	4,527	1,399	3,129	31%
Contractual Services/Professional	6710	49,906	24,924	24,982	50%
Rent/Space Cost	6810	132,086	124,197	7,890	94%
Utilities	6820	16,604	12,468	4,136	75%
General Liability and Property Insurance	6830	22,510	19,543	2,968	87%
Communications	6840	52,303	45,401	6,902	87%
Repairs & Bldg Maintenance- Recurring	6850	16,124	10,839	5,285	67%
Equipment Maintenance	6910	16,775	13,034	3,740	78%
Vehicle Expense	6920	54,256	56,814	(2,558)	105%
Equipment Lease	6930	7,435	4,065	3,369	55%
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	400,352	250,405	62%
Expendable Equipment	7320	23,585	18,556	5,029	79%
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>2,299,383</u>	<u>774,595</u>	75%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(844)</u>	<u>(844)</u>	

Capital Area Community Action Agency
LIHEAP - Statement of Revenues and Expenditures
From Grant Inception Through 11/30/2020

LIHEAP

4/1/2017 - 3/31/2021

92%

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>10,060,665</u>	<u>6,589,840</u>	<u>(3,470,825)</u>	66%
Total Revenue		<u>10,060,665</u>	<u>6,589,840</u>	<u>(3,470,825)</u>	66%
Expenditures					
Salaries & Wages	6010	1,117,957	852,334	265,623	76%
Fringe	6110	319,882	244,384	75,498	76%
Staff Screenings	6180	2,679	771	1,909	29%
Indirect Costs	6210	279,598	212,354	67,244	76%
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	8,441	3,059	73%
Copies/Printing/Copier	6510	22,131	13,504	8,627	61%
Postage and Delivery Expense	6600	5,686	2,745	2,941	48%
Contractual Services/Professional	6710	42,500	36,196	6,304	85%
Rent/Space Cost	6810	109,245	101,221	8,024	93%
Utilities	6820	14,465	8,381	6,084	58%
General Liability and Property Insurance	6830	15,550	14,167	1,383	91%
Communications	6840	39,495	34,465	5,030	87%
Repairs & Bldg Maintenance- Recurring	6850	15,568	9,079	6,489	58%
Equipment Maintenance	6910	13,690	8,080	5,610	59%
Vehicle Expense	6920	14,390	3,631	10,759	25%
Equipment Lease	6930	7,475	3,388	4,087	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	5,043,548	2,905,288	63%
Expendable Equipment	7320	18,530	9,437	9,093	51%
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>6,627,546</u>	<u>3,433,119</u>	66%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(37,706)</u>	<u>(37,706)</u>	

**Capital Area Community Action Agency
Head Start - Statement of Revenues and Expenditures
For the Two Months Ending 11/30/2020**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,695,531	661,098	(3,034,433)	18%
Total Revenue		<u>3,695,531</u>	<u>661,098</u>	<u>(3,034,433)</u>	18%
Expenditures					
Salaries & Wages	6010	1,783,812	317,831	1,465,981	18%
Fringe	6110	516,949	92,108	424,841	18%
Staff Screenings	6180	2,500	0	2,500	0%
Indirect Costs	6210	417,818	74,484	343,334	18%
Travel - In Area	6310	4,000	521	3,479	13%
Office Supplies	6410	7,500	809	6,691	11%
Program Supplies	6415	26,935	5,376	21,559	20%
Classroom Supplies	6420	44,847	1,443	43,404	3%
Kitchen Supplies	6430	7,015	0	7,015	0%
Medical/Dental Supplies	6440	500	0	500	0%
Copies/Printing/Copier	6510	20,000	1,384	18,616	7%
Postage and Delivery Expense	6600	1,500	225	1,275	15%
Contractual Services/Professional	6710	31,000	1,424	29,576	5%
Contractual Services – Health/Disabilities	6715	159,139	34,786	124,353	22%
Rent/Space Cost	6810	207,589	35,440	172,149	17%
Utilities	6820	77,612	18,022	59,590	23%
General Liability and Property Insurance	6830	28,000	7,473	20,527	27%
Communications	6840	47,000	11,369	35,631	24%
Repairs & Bldg Maintenance- Recurring	6850	96,000	18,062	77,938	19%
Repairs & Bldg Maintenance - Nonrecurring	6855	33,772	2,145	31,627	6%
Equipment Maintenance	6910	18,000	2,919	15,081	16%
Vehicle Expense	6920	30,000	5,196	24,804	17%
Equipment Lease	6930	9,600	859	8,741	9%
Technology	6940	18,241	3,600	14,641	20%
Fees, Licenses, and Permits	7010	2,500	35	2,465	1%
Dues/Subscriptions	7020	2,600	2,924	(324)	112%
Special Events	7110	2,000	0	2,000	0%
Expendable Equipment	7320	5,000	9,353	(4,353)	187%
Meetings/Workshops/Training	7420	500	0	500	0%
Training/Staff Development	7430	43,163	16,077	27,086	37%
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%
Total Expenditures		<u>3,695,531</u>	<u>663,864</u>	<u>3,031,667</u>	18%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(2,767)</u>	<u>(2,767)</u>	

Capital Area Community Action Agency
WAP - Statement of Revenues and Expenditures
From Grant Inception Through 11/30/2020

WAP

10/1/2017 - 3/31/2021

90%

		<u>Total Budget - Original</u>	<u>Current Period Actual</u>	<u>Total Budget Variance - Original</u>	<u>%</u>
Revenue					
Government Contracts - STATE	4010	<u>2,284,459</u>	<u>928,960</u>	<u>(1,355,498)</u>	41%
Total Revenue		<u>2,284,459</u>	<u>928,960</u>	<u>(1,355,498)</u>	41%
Expenditures					
Salaries & Wages	6010	320,116	250,530	69,585	78%
Fringe	6110	91,294	71,812	19,482	79%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	81,690	62,046	19,644	76%
Travel - In Area	6310	17,000	9,886	7,114	58%
Office Supplies	6410	4,000	3,276	724	82%
Copies/Printing/Copier	6510	1,500	1,287	213	86%
Postage and Delivery Expense	6600	900	433	467	48%
Contractual Services/Professional	6710	23,314	4,453	18,861	19%
Rent/Space Cost	6810	11,000	13,435	(2,435)	122%
Utilities	6820	4,000	2,892	1,108	72%
General Liability and Property Insurance	6830	41,628	24,792	16,836	60%
Communications	6840	6,900	7,446	(546)	108%
Repairs & Bldg Maintenance- Recurring	6850	7,650	2,443	5,207	32%
Equipment Maintenance	6910	2,700	2,583	117	96%
Vehicle Expense	6920	18,000	12,594	5,406	70%
Equipment Lease	6930	850	1,057	(207)	124%
Technology	6940	850	254	596	30%
Fees, Licenses, and Permits	7010	1,350	1,047	303	78%
Dues/Subscriptions	7020	15,500	5,775	9,725	37%
Client Assistance	7210	1,586,488	441,480	1,145,008	28%
Expendable Equipment	7320	5,000	4,393	607	88%
Registration Fees	7410	1,226	1,226	0	100%
Meetings/Workshops/Training	7420	40,402	14,680	25,723	36%
Advertising	7450	900	553	347	61%
Total Expenditures		<u>2,284,459</u>	<u>940,372</u>	<u>1,344,087</u>	41%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(11,412)</u>	<u>(11,412)</u>	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending November 30, 2020

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		12,460			
Grants - Other Not for Profits		-			
In-Kind Revenue		84,030			
VPK/SR		5,065			
	923,883	101,555	11%	822,327	89%

Capital Area Community Action Agency
 Vendor Activity
 From 11/1/2020 Through 11/30/2020

Head Start Credit Card Expenses Nov 2020

Vendor ID	e	Cod	GL	Activity	Code	Effective	Date	Expenses	Transaction Description
HANCOCK CC	1064	6410	255		255	11/27/2020	11/27/2020	7.88	#4466, DARREL JAMES, VISA, 11/27/2020, OUTLET PLUGS
HANCOCK CC	1064	6420	255		255	11/27/2020	11/27/2020	26.44	#5810, VENITA TREADWELL, VISA, 11/27/2020, CLASSROOM SUPPL.
HANCOCK CC	1064	6850	251		251	11/27/2020	11/27/2020	60.00	#7303, KRISTIN JACKSON RESHARD, 11/27/2020, PEST
HANCOCK CC	1064	6920	255		255	11/27/2020	11/27/2020	44.15	#4466, DARREL JAMES, VISA, 11/27/2020, GAS HS VEHICLE
HANCOCK CC	1064	7010	255		255	11/27/2020	11/27/2020	35.00	#7303, KRISTIN JACKSON RESHARD, VISA, 11/27/2020, ANNUAL FEE
HANCOCK CC	1064	7020	000		000	11/27/2020	11/27/2020	750.00	#6700, TIM CENTER, VISA, 11/27/2020, RENEWAL REG 4, HS MBSHP
HANCOCK CC	1064	7020	255		255	11/27/2020	11/27/2020	199.90	#4466, DARREL JAMES, VISA, 11/27/2020, ZOOM SUBSCRIPTION
HANCOCK CC	1064	7020	255		255	11/27/2020	11/27/2020	238.50	#8165, NICHELE RICHARDS ROLLE, VISA, 11/27/2020
LOWES	1064	6420	250		250	11/1/2020	11/1/2020	135.47	#821-3010-9084241, SUPPLIES, HEAD START, NOVEMBER 2020
LOWES	1064	6850	250		250	11/1/2020	11/1/2020	3.78	#821-3010-9084241, SUPPLIES, HEAD START, NOVEMBER 2020
LOWES	1064	6850	251		251	11/1/2020	11/1/2020	3.78	#821-3010-9084241, SUPPLIES, HEAD START, NOVEMBER 2020
LOWES	1064	6850	252		252	11/1/2020	11/1/2020	3.78	#821-3010-9084241, SUPPLIES, HEAD START, NOVEMBER 2020
LOWES	1064	6850	256		256	11/1/2020	11/1/2020	3.78	#821-3010-9084241, SUPPLIES, HEAD START, NOVEMBER 2020
LOWES	1064	6850	258		258	11/1/2020	11/1/2020	3.78	#821-3010-9084241, SUPPLIES, HEAD START, NOVEMBER 2020

Total 1,516.24



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

Visa BusinessCard
 Statement of Account
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16323370-007749-0001-0001-2



NINA SINGLETON
 CAPITAL AREA CAA
 309 OFFICE PLAZA DR
 TALLAHASSEE FL 32301-2729

**N00004749

MEMO STATEMENT

Account Number

Statement Date

11-27-20

gc 12/3/20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-28	10-27	24137460302001304998821	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M18.76 ✓
10-30	10-29	24445000304400188530248	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M175.00 ✓
10-30	10-29	24801970303726547597434	5021	EXECUTIVE OFFICE FURNITU TALLAHASSEE FL	M180.00 ✓
11-02	11-01	24682180306100409186768	5969	INDEED 203-564-2400 CT	M168.57 ✓
11-06	11-05	24228380311400008456808	5411	WAL-MART #4620 TALLAHASSEE FL	M200.00 ✓
11-10	11-09	24055230315837000944076	7542	RED RAPID CARWASH TALLAHASSEE FL	M7.00 ✓
11-10	11-09	24055230315837001212188	7542	RED RAPID CARWASH TALLAHASSEE FL	M7.00 ✓
11-11	11-09	24682180315100166339435	5542	GATE 1194 Q80 TALLAHASSEE FL	M16.58 ✓
11-11	11-09	24682180315100166338783	5541	GATE 1194 Q80 TALLAHASSEE FL	M20.00 ✓
11-11	11-09	24682180315100166338874	5541	GATE 1194 Q80 TALLAHASSEE FL	M20.00 ✓
11-11	11-10	24445000318400177168428	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M200.00 ✓
11-11	11-10	24445000318400177168592	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M375.00 ✓
11-13	11-11	24184070317105004536322	5943	STAPLES 00110726 TALLAHASSEE FL	M130.70 ✓
11-13	11-12	24892180317100940122170	5969	INDEED 203-564-2400 CT	M500.24 ✓
11-17	11-17	24492150322084365074215	6300	PRONTO INSURANCE 855-200-4567 TX	M96.95 ✓
11-17	11-17	24492150322084345008125	6300	PRONTO INSURANCE 855-200-4567 TX	M653.00 ✓
11-19	11-18	24055230324837001142489	7542	RED RAPID CARWASH TALLAHASSEE FL	M7.00 ✓
11-19	11-18	24801970323726477465541	5999	BATTERY SOURCE #7 TALLAHASSEE FL	M8.59 ✓
11-19	11-18	24682180324100112908464	5542	CIRCLE K 05189 TALLAHASSEE FL	M13.45 ✓
11-19	11-18	24137460324001285628189	5533	AUTOZONE #4972 TALLAHASSEE FL	M36.53 ✓
11-19	11-18	24226380324091003283670	5411	WAL-MART #1077 TALLAHASSEE FL	M40.00 ✓
11-20	11-19	24226380325400008740239	5411	WAL-MART #4520 TALLAHASSEE FL	M350.00 ✓
11-25	11-24	24682180330100566839835	5969	INDEED 203-564-2400 CT	M501.74 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-20	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 3,726.11
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 3,726.11
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00



**HANCOCK
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16223320 - 008881 - 0001 - 0001 - 2



VENITA TREADWELL
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

**ND008881

MEMO STATEMENT

Account Number



Statement Date

11-27-20

Handwritten signature and date: 12/3/20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-06	11-06	24492150310852285062383	8298	PAYPAL *LOVING GUID 402-936-7733 FL	M254.00
11-11	11-10	24226380316400005089052	5411	WAL-MART #4520 TALLAHASSEE FL	M26.44

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-20		
<p>CUSTOMER SERVICE CALL</p> <p>Toll Free 1-800-448-8812</p>		NEW PURCHASES AND OTHER CHARGES 280.44
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 280.44
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



**HANCOCK
WHITNEY**

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16323320-006781-0001-0001-2



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

**N00006781

MEMO STATEMENT

Account Number



Statement Date

11-27-20

CPC 12/3/20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-05	11-04	24226380810400002356591	5411	WAL-MART #4427 TALLAHASSEE FL	M36.58
11-09	11-06	24493990312026492521864	5968	ZOOM.US 888-799-9686 CA	M199.00
11-19	11-18	24197460324001285631379	5411	PUBLIX #1401 TALLAHASSEE FL	M1,000.00
11-20	11-18	24692180324100342058163	5542	GATE 1194 Q80 TALLAHASSEE FL	M44.15

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-20		
<p>CUSTOMER SERVICE CALL</p> <p>Toll Free 1-800-448-8812</p>		NEW PURCHASES AND OTHER CHARGES 1,280.63
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,280.63
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



HANCOCK
WHITNEY

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16323320 - 006074 - 0001 - 0001 - 2



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

**N0006C74

MEMO STATEMENT

Account Number



Statement Date

11-27-20

CR 12/3/20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-19	11-12	24692160317100928329739	5192	RESOURCES FOR EDUCATORS 800-394-6062 VA	M238.50
11-19	11-18	24137460324001285629563	5411	PUBLIX #1401 TALLAHASSEE FL	M500.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-20		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 738.50
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 738.50
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



**HANCOCK
WHITNEY**

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Statement of Account
Issued by Hancock Whitney Bank

HANCOCK WHITNEY BANK
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16323320-004525-0001-0001-2

16323320-004525-0001-0001-2
TIM CENTER
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729
**N0004525

MEMO STATEMENT

Account Number

Statement Date

11-27-20

gan 12/3/20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-28	10-26	24760760301000010600144	8398	REGION IV HEAD START ASSO 770-4919198 GA	M750.00
11-06	11-05	24882160310100054542665	5200	LOWES #00417* TALLAHASSEE FL	M3.21
11-17	11-16	24491060321700511768152	5734	ADOBE ACROPRO SUBS 408-536-6000 CA	M14.99
11-20	11-19	24492150324697580210074	4814	ZOOM.US 888-799-8666 WWW.ZOOM.US CA	M298.90
11-23	11-20	24692160326100605886726	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN	M65.58

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-20	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,133.68
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,133.68
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 22,000.00



SAVE 5%¹ EVERY DAY

PLUS+ 60 DAYS



0% INTEREST
FOR 60 DAYS*

ON PURCHASES MADE NOW - 3/31/21

Minimum monthly payments required. Regular rates apply to any remaining promotional balance after the 60-day promotional period ends.

*Subject to credit approval. See the disclosure slip at the Customer Service or ProServices Desk, or Lowe'sForPros.com for details.

¹Exclusions apply.

²Offer is automatic when a qualifying purchase is made on your Lowe's® Business Account. Regular account terms apply to non-promo purchases, and after promotion ends, to remaining promotional balances. See your credit card agreement for your applicable terms.

1-2

Lowe's® Business Card Account

CAPITAL AREA COMM ACTION
Account Number [REDACTED]

Visit us at www.lowes.com/credit
Customer Service: 1-800-444-1408

Summary of Account Activity	
Previous Balance	\$244.42
- Payments	\$244.42
- Other Credits	\$0.00
+ Purchases/Debits	\$154.37
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$154.37
Credit Limit	\$11,000.00
Available Credit	\$10,845.00
Statement Closing Date	12/02/2020
Days in Billing Cycle	30

Payment Information	
New Balance	\$154.37
Total Minimum Payment Due	\$29.00
Payment Due Date	12/28/2020

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
10/30/2020	\$244.42	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
11/06/2020	\$18.90	No Interest With Payment	\$0.00	\$0.00	\$18.90	02/02/2021
11/10/2020	\$135.47	No Interest With Payment	\$0.00	\$0.00	\$135.47	02/02/2021

[Handwritten signature]

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBTT742, 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



Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
11/08	11/08	23442	STORE 0417 TALLAHASSEE FL	\$18.90
11/10	11/11	05144	STORE 0417 TALLAHASSEE FL	\$135.47
11/22	11/22		PAYMENT - THANK YOU	(\$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	02/02/2021	0.00%	\$0.00	\$0.00	2D	
No Interest With Payment	02/02/2021	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/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 for details.

1-2

ACCOUNT #	CAPITAL AREA COMM ACTION	224900
INVOICE # : 23442	LOWE'S BUSINESS ACCOUNT	P.O. # : 0107
TRANSACTION # : 0	DATE OF SALE : 201106	STORE # : 417
	AUTHORIZATION : 000753	REGISTER # :

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
00000000203386	SPEC 3.5-LB FIRE ANT MOUN	5.000	EA	\$3 78	\$18 90
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
SUB \$18.90		TAX \$0.00		TOTAL INVOICE	\$18.90
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$18.90

ACCOUNT # : 7982130109084241	CAPITAL AREA COMM ACTION	224900
INVOICE # : 05144	LOWE'S BUSINESS ACCOUNT	P.O. # :
TRANSACTION # : 0	DATE OF SALE : 201110	STORE # : 417
	AUTHORIZATION : 000874	REGISTER # :

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000002443379	A+R YAMA 50-INX95-IN CHAR	2.000	EA	\$36 08	\$72.16
000000000404713	6-FT X 50-FT FROST BLANKE	1.000	EA	\$28.49	\$28.49
000000000673480	STAGREEN 25-PACK PINS(-51	3.000	EA	\$3.78	\$11.34
000000000184582	VEL 2-IN X 4-FT BLK IND S	1 000	EA	\$6.82	\$6.82
000000001026727	12-OZ CX GLOSS BANNER RED	2 000	EA	\$3.78	\$7.56
000000000762141	SV LETTUCE LITTLE GEM COS	1 000	EA	\$2 37	\$2.37
000000000762122	SV ASPARAGUS MARY WASHING	1.000	EA	\$2.37	\$2 37
000000000762112	SH CILANTRO CORIANDER	1.000	EA	\$2 36	\$2 36
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
SUB \$135.47		TAX \$0.00		TOTAL INVOICE	\$135.47
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$135.47

1-2

CORPORATE AUTHORIZATION RESOLUTION

HANCOCK WHITNEY BANK

Branch Name: DOWNTOWN TALLAHASSEE 405
Name/User ID: A105899

CAPITAL AREA COMMUNITY ACTION AGENCY INC

Corporation
309 OFFICE PLAZA DR
Address
TALLAHASSEE, FL 32301
City, State, and Zip Code

A. I, _____, certify that I am Secretary (clerk) of the above named corporation organized under the laws of _____, Federal Employer ID Number 591-11-7362, engaged in business under the trade name of CAPITAL AREA COMMUNITY ACTION AGENCY INC, and that following is a correct copy of resolutions adopted at a meeting of the Board of Directors of this corporation duly and properly called and held on 01-26-21. These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

B. Be it resolved that,

- (1) The Financial Institution named above is designated as a depository for the funds of this corporation.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by this Financial Institution.
- (3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of this corporation with this Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (4) Any of the persons named below, so long as they act in a representative capacity as agents of this corporation, are authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable to open this Account with the Financial Institution and for the effective exercise of their powers indicated below, from time to time with this Financial Institution, concerning funds deposited in this Financial Institution, moneys borrowed from this Financial Institution or any other business transacted by and between this corporation and this Financial Institution subject to any restrictions stated below including, but not limited to, agreements for the issuance to authorized persons of debit and/or ATM cards, and this corporation agrees to, and shall be bound by, the terms and conditions of and shall otherwise be liable under the terms of all such contracts, agreements, stipulations and orders.
- (5) Any and all prior resolutions adopted by the Board of Directors of this corporation and certified to this Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, unless supplemented or modified by this authorization.
- (6) This corporation agrees to the terms and conditions of any account agreement, properly opened by any authorized representative(s) of this corporation, and authorizes the Financial Institution named above, at any time, to charge this corporation for all checks, drafts, or other orders for the payment of money that are drawn on this Financial Institution.

C. Print the name(s) and title(s) of any person who is authorized to exercise the powers listed below:

- KARA PALMER SMITH
- NINA SINGLETON SELF
- TIM CENTER

- Endorse checks and orders for the payment of money and withdraw funds on deposit with this Financial Institution.
- Receive and use any debit and/or ATM card issued to him or her for the account of this corporation to make deposits and withdraw funds of this corporation, make purchases chargeable to this corporation and receive information, enter into transactions that may otherwise be available, from time to time, through the use of such card(s).
- Enter into written lease for the purpose of renting and maintaining a Safe Deposit Box in this Financial Institution.

D. I further certify that the Board of Directors of this corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolutions and to confer the powers granted to the person named who have full power and lawful authority to exercise the same.

In Witness Whereof, I have hereunto subscribed my name on _____ Date

Attest by One Other Officer
Printed Name and Title

Secretary
Printed Name

Capital Area **Community Action** Agency

CHIEF EXECUTIVE OFFICER REPORT JANUARY 2021

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.
- Safety Committee working on drills and policy implementation.
- Risk Management – Mabry Classroom quarantined Tuesday, January 19, through February 2, 2020.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Eastpoint Wildfire Emergency Recovery Response – Staff working to transfer three remaining campers.
- Disaster Recovery Support Grant – Shanon Granado hired as Program Manager along with two Case Managers from St. Vincent DePaul Emergency Recovery Team. They will continue working with the Case Managers to assist the Long-Term Recovery Groups to support Hurricane Michael recovery.
- Participated in Liberty, Gadsden, and Gulf County Long-Term Recovery Program meetings.
- ALICE Getting Ahead with ECHO per the United Way grant is wrapping up their class. They are recruiting for the next class now.
- Getting Ahead Jefferson transition ceremony was held December 28th.
- Continue with monthly Head Start management calls with Region IV HHS Office Specialist.

Impact: Redesigning entitlement programs toward more independency services.

Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region.
- Held meeting with CareerSource Capital Region marketing team to review steps for online marketing of crisis services.
- Participated in FACE Board of Directors and Executive Committee Meetings.
- Participated in UPHS Advocacy Committee and Board meetings.
- Working on COVID-19 impacted resident outreach.
- Participated in Circuit 2 Alliance meeting

Impact: Developing the infrastructure necessary to support the Agency mission



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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.
- Preparing and submitting applications for recognition of the United Way of the Big Bend and United of Northwest Florida.

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

Out of Office

- January 21-22, 2021 - Vacation
- March 4,5 & 8th, 2021 - Vacation

CLASS PRESENTATION

CAPITAL AREA COMMUNITY ACTION AGENCY
JANUARY 26,2021

OUTLINE

1. Introduction
2. Our Team
3. Goal
4. What is CLASS
5. Understanding CLASS Observation Scoring Sheet
6. Where We Were
7. Where We Are Now
8. Fall Class Observation Scores 2020
9. Coaching Action Plan and Shared Goals
10. Where Are We Going
11. Closing

MEET THE EDUCATION TEAM

PAMELA JACKSON, EARLY CHILDHOOD EDUCATION SUPPORT SPECIALIST

MARITZA MOUSA, EDUCATION COORDINATION/COACH AND DUAL LANGUAGE LEARNER COACH

KIMBERLY SMITH, EDUCATION COORDINATOR/COACH/CURRICULUM COACH

ANTENETTE LARKINS, EDUCATION COORDINATOR/COACH AND CONSCIOUS DISCIPLINE COACH

FATIMA ALEXANDER, MENTAL HEALTH SPECIALIST

VENITA TREADWELL, EARLY CHILDHOOD DEVELOPMENT MANAGER

GOAL

THE EDUCATION TEAM IS COMMITTED TO QUALITY INSTRUCTION AND SUPPORT TO TEACHING STAFF AND DEVELOPMENTALLY APPROPRIATE LEARNING ENVIRONMENTS FOR CHILDREN

What is the CLASS?

The Classroom Assessment Scoring System[®] (CLASS) is a research-based observation tool used to help teachers and schools improve the quality of classroom interactions.



What is the CLASS?

CLASS measures:

- ✓ The quality of classroom interaction processes
- ✓ The overall classroom experience based on all adult and child participants

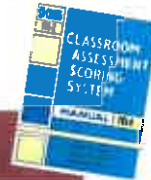


What is the CLASS?

CLASS observations are conducted in 4 or more cycles.

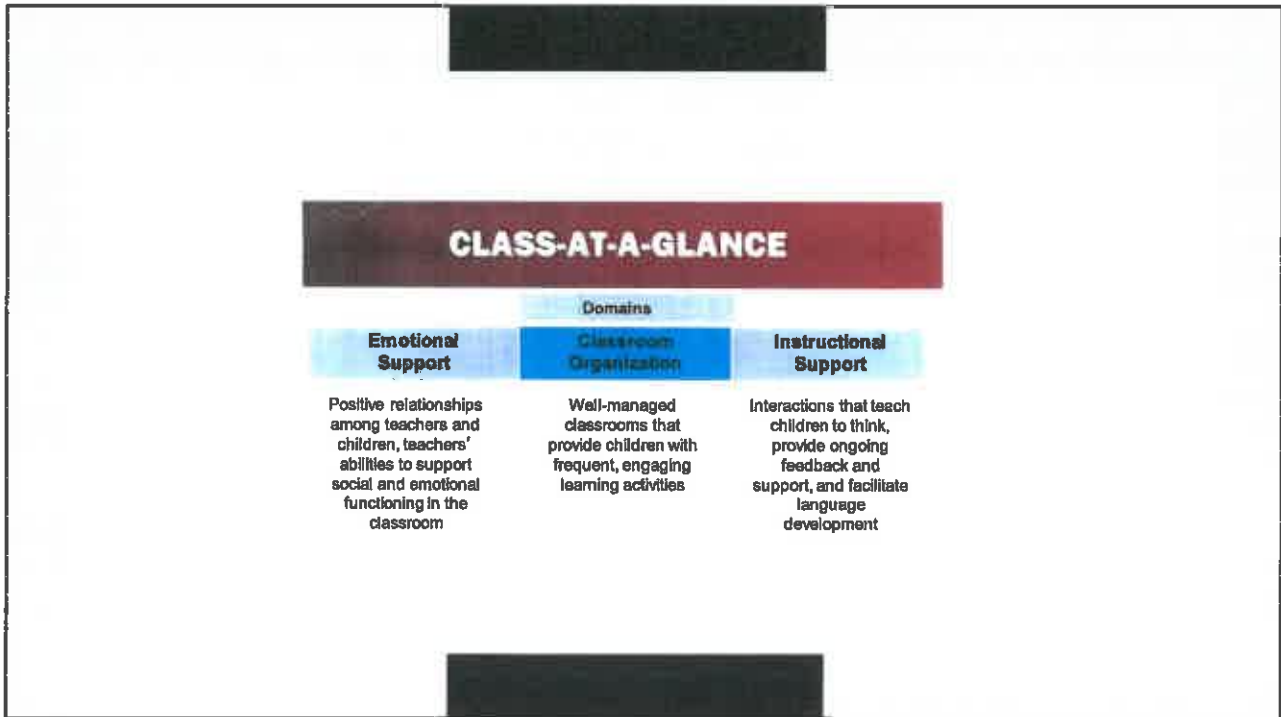
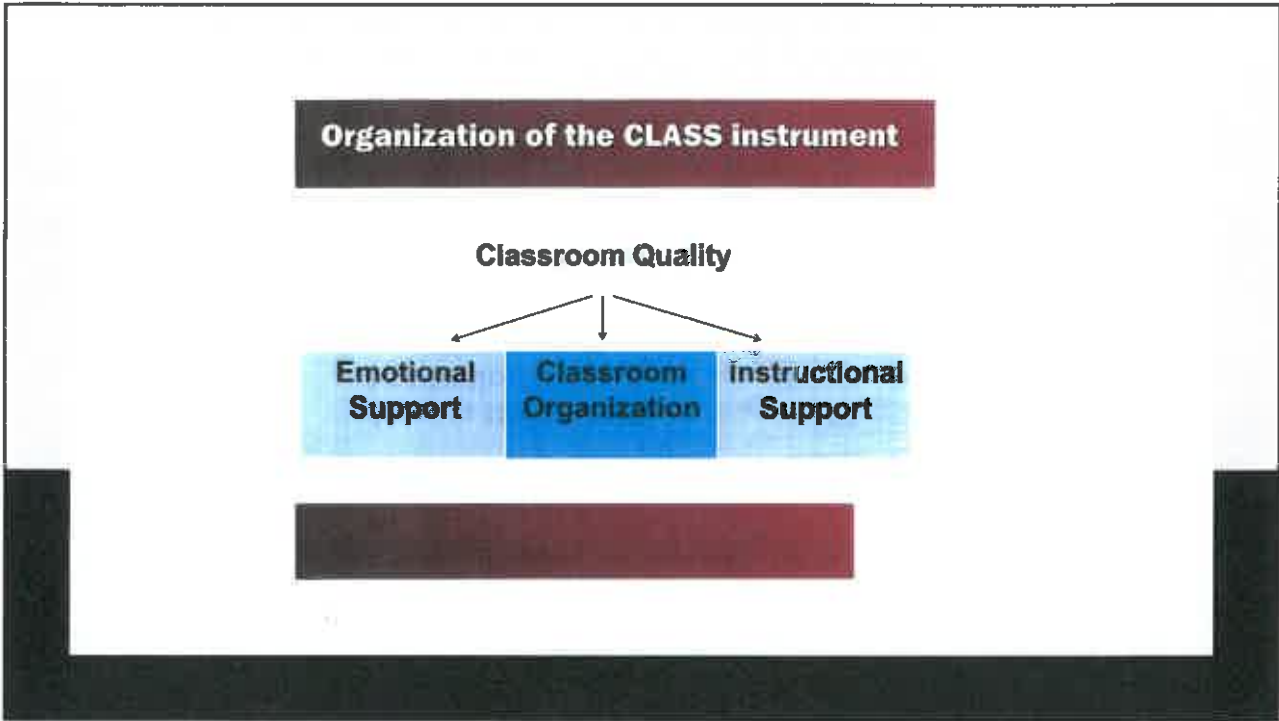
A cycle consists of:

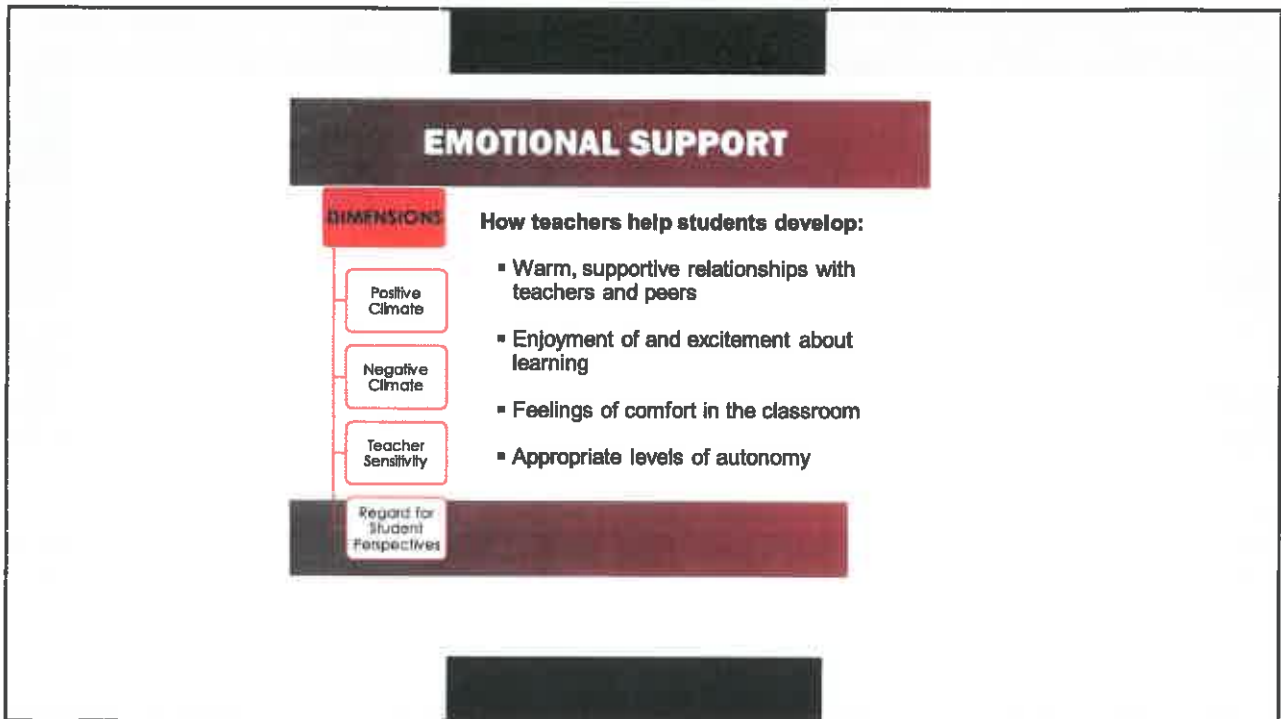
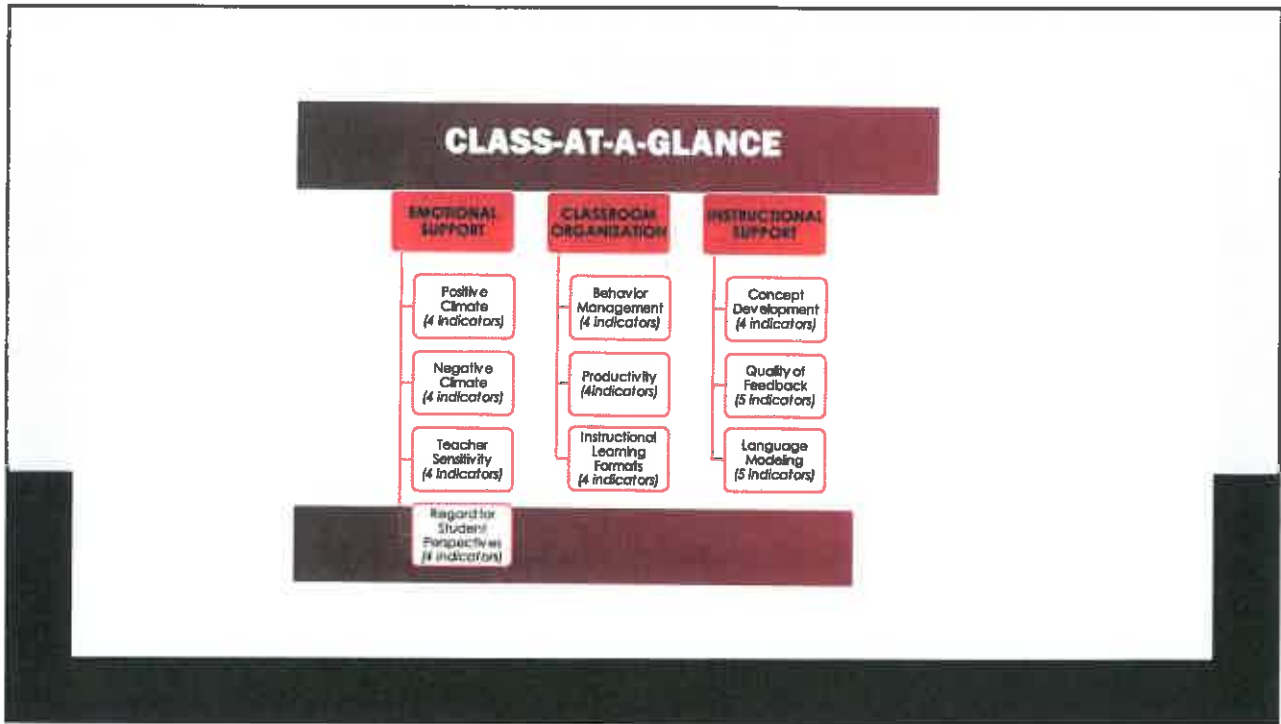
- one 20-minute observation period
- one 10-minute recording period

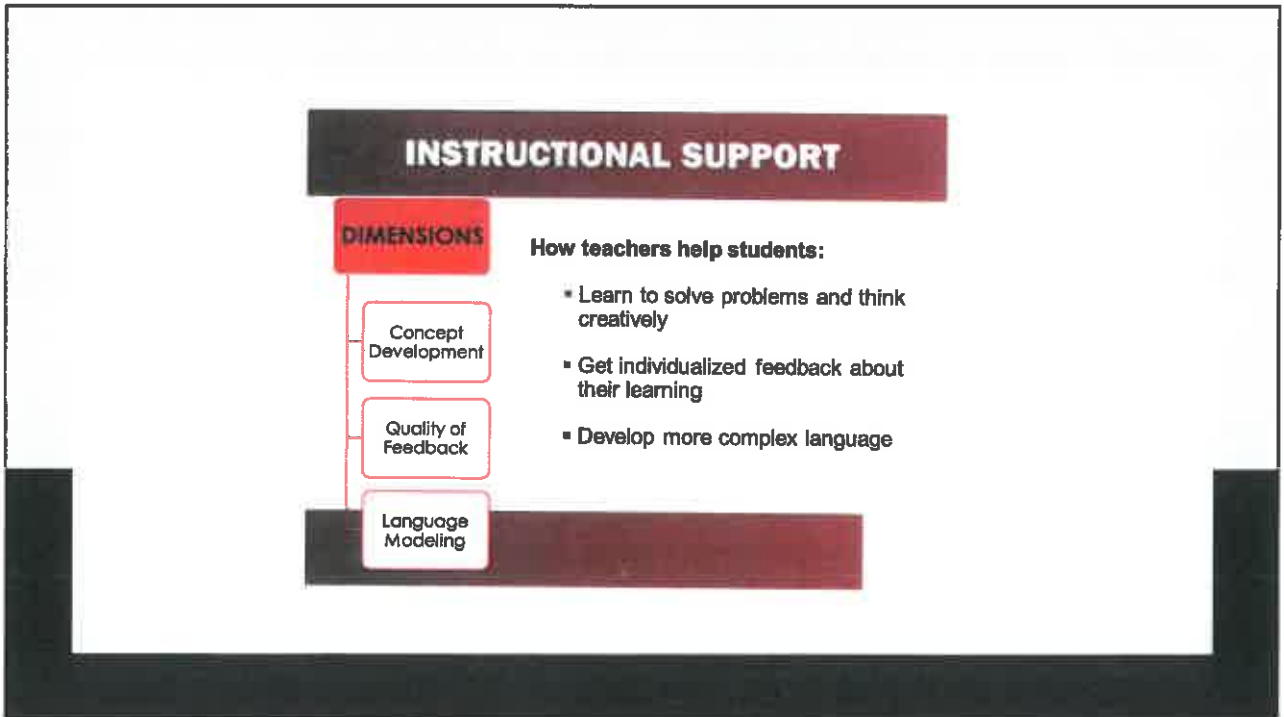
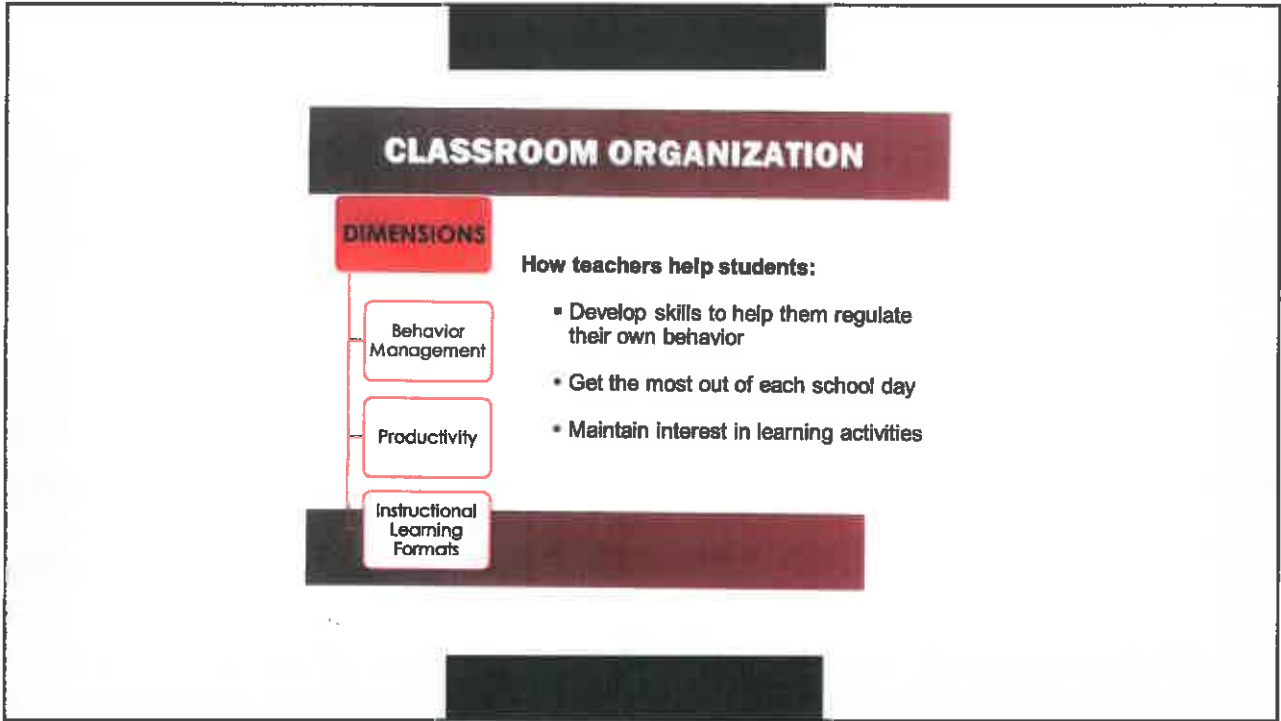


How is the CLASS observation instrument organized?









CLASS

Teacher: _____ Observer: _____

Start time: _____ End time: _____

Number of adults: _____ Number of children: _____

CONTENT (check all that apply):
 L1/L2/3/4/5/6/7/8/9/10/11/12
 Social Studies _____ Science _____
 Art _____ Other _____

FORMAT (check all that apply):
 Whole _____ Whole group _____ Individual/1:1 _____
 Mixed _____ Small group _____ Free choice/choice _____

	Notes	Circle appropriate score						
		1	2	3	4	5	6	7
Positive Climate (PC) • Relationship • Positive affect • Positive communication • Respect	Notes							
Negative Climate (NC) • Negative affect • Punitive control • Socioemotional impact • Student negativity	Notes							
Teacher Sensitivity (TS) • Awareness • Responsiveness • Addresses problems • Student comfort	Notes							
Support for Student Perspectives (SSP) • Flexibility and student focus • Support for autonomy and leadership • Student expression • Resolutions of disagreement	Notes							
Behavior Management (BM) • Clear behavior expectations • Procedure • Reflection of misbehavior • Student behavior	Notes							
Productivity (PD) • Maximizing learning time • Routine • Transitions • Productivity	Notes							
Instructional Learning Formats (ILF) • Effective Instruction • Variety of materials and resources • Student interest • Clarity of learning objectives	Notes							
Concept Development (CD) • Analysis and reasoning • Creating • Integrating • Connections to the real world	Notes							
Quality of Feedback (QF) • Scaffolding • Feedback loops • Prompting thought processes • Providing information • Encouragement and affirmation	Notes							
Language Modeling (LM) • Precise expression • Open-ended questions • Repetition and extension • Self- and parallel talk • Advanced language	Notes							

Emotional Support

Classroom Organization

Instructional Support

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WHERE WE WERE

2018-2019 LOW AGENCY AVERAGE SCORES PUT US INTO THE DESIGNATED RENEWAL SYSTEM (DRS). WE HAD TO RE-COMPETE FOR OUR GRANT. DUE TO THIS REALITY, THE FOLLOWING STEPS WERE PUT IN PLACE:

- REGION IV SPECIALIST ASSIGNED A TECHNICAL TRAINER TO ASSIST IN OUR PLAN OF IMPROVEMENT TO INCREASE CURRICULUM FIDELITY THROUGH TRAINING SESSIONS WITH TEACHING STRATEGIES FOR BOTH COACHES AND TEACHING STAFF.
- CLASS OVERVIEW AND TRAINING FOR STAFF SO THEY UNDERSTAND THE DIMENSIONS OF CLASS
- SUPPORT TEACHERS WITH AGGRESSIVE COACHING
- WORK WITH THE FAMILY ENGAGEMENT TEAM TO GET PARENTAL INVOLVEMENT.

Results

Emotional Support

The agency average score was 5.65. The agency average score improved by .04 points between Fall 2018 and Spring 2019. The agency's average score indicates that the quality of teacher-child interactions observed was a mix of effective and ineffective or absent interactions.

Classroom Organization

The agency average score was 4.65. The agency average score was the same in Fall 2018 and Spring 2019. The agency's average score indicates that the quality of teacher-child interactions observed was a mix of effective and ineffective or absent interactions.

Instructional Support


The agency average score was 3.71. The agency average score improved by .28 points between Fall 2018 and Spring 2019. The agency's average score indicates that the quality of teacher-child interactions observed was a mix of effective and ineffective or absent interactions. However, it should be noted that nationally teachers struggle to display effective interactions with in the Instructional Support Domain. It should also be noted that the agency out performed the national average in this domain according to our internal monitoring.

WHERE WE ARE NOW

2020 all class scores improved by small increments over 2019 for class scores. We are seeing gradual improvement.

Implementation to increase our class scores

- coaches support staff on the levels of need. teachers requiring intensive coaching are put in the top tier of the pyramid and receive weekly intensive coaching the middle tier of the pyramid received by week. the bottom tier of the pyramid received the least amount of coaching, monthly. This group also receive coaching as a group and will also deliver peer coaching.
- All teaching staff experience curriculum training and development through our teaching strategies education coaching. Comes directly from teaching strategies.
- Training from teaching strategies is also provided to the coaches.
- Curriculum Coach provide training during pre-service an in-service.



Capital Area Community Action Agency
Action Plan and Shared Goals

Name: _____ Teacher: _____ Center: _____ Mailbox: _____ Date: February 23, 2020

Action Plan				
The Goal I will work on: 1. I will ask Open-Ended questions during circle time, center time and lunch. 2. I will use questions to assist the students in brainstorming. 3. I will give the students an opportunity to make predictions and time to answer questions.				
Goal Supports: (circle as many as apply) CLASS: Positive Climate Teacher Sensitivity regard for Student Perspective Behavior Management Productivity Instructional Learning Formats Concept Development Quality of Feedback Language Modeling				
Steps to achieve this goal!	Resources needed:	Start date	In progress	Complete
I will use open-ended questions when asking children questions about the lesson or activity in the classroom.	Coach will model open and closed ended questions. The teacher will post open-ended questions around the room on sentence strips to reference.	2/17/2020	On-Going	
I will ask hypothetical questions to promote higher thinking skills	Coach will model for teachers	2/17/2020	On-Going	
I will provide a waiting time of 15 seconds for the child to answer question.	Pre-K Video Library videos on Instruction Support.	2/17/2020	On-Going	

<input type="checkbox"/> I know I achieved this goal because	<input type="checkbox"/> I am making progress towards this goal and will keep implementing my action plan	<input type="checkbox"/> I need to make changes to my plan to achieve this goal by revising this goal or change the action steps
--	---	--

Created by Education team 2017

CLASS OBSERVATION SCORES FALL 2020

Centers/ Teachers	Emotional Support	Classroom Organization	Instructional Support
Franklin	5	3.33	3
Jefferson	5.98	5.66	4.49
Louise B. Royal	5.88	5.1	2.92
Mabry	5.68	4.75	3.43
South City	5.24	4.33	3.67
Agency Overall Scores Fall 2020	5.55	4.63	3.5
Agency Overall Scores Fall 2019	5.32	4.26	3.28

Key/Scale: CLASS is scored on a scale of 1 through 7:
 A value of 1 or 2, represent a low range
 A value of 3, 4, or 5, represent a mid-range
 A value of 6 or 7, represent a high range

WHERE ARE WE GOING

GOALS:

- CURRICULUM DEVELOPMENT IS ON-GOING
- COACHES CONTINUES SUPPORTING TEACHERS SO THAT THEY CAN DELIVER QUALITY INSTRUCTION IN THE CLASSROOM
- BECOME PROACTIVE INSTEAD OF REACTIVE

OUR FINAL GOAL IS TO STRIVE FOR QUALITY THRESHOLDS AS DIRECTED BY DR. DEBORAH BERGERON, OFFICE OF HEAD START. ALL HEAD STARTS WILL STRIVE TOWARDS CLASS SCORES ACCORDINGLY:

- EMOTIONAL SUPPORT 6
- CLASSROOM ORGANIZATION 6
- INSTRUCTION SUPPORT 3

FINALLY, IT MUST BE STATED THAT CLASS IS AN OPPORTUNITY FOR GROWTH. DURING THIS TIME OF THE COVID PANDEMIC , HEALTH AND SAFETY ISSUES MUST BE OBSERVED AND GREATLY AFFECT CLASSROOM INTERACTIONS.

THANK YOU FOR THE OPPORTUNITY TO SHARE THIS TOOL THAT MEASURE QUALITY AND PERFORMANCE IN OUR HEAD START CLASSROOM. WE ARE WORKING TOWARDS OUTCOMES THAT REFLECT THE AWESOME WORK OUR STAFF DOES DAILY.

Venita Treadwell

Early Childhood Development Manager

What is the CLASS?

CLASS measures:

- ✓ The quality of classroom interaction processes
- ✓ The overall classroom experience based on all adult and child participants



2018-2019 Agency Average Classroom Assessment Scoring System (CLASS) Comparison

The Classroom Assessment Scoring System (CLASS) assesses the quality of teacher-child interactions in center-based preschool classrooms. CLASS includes three domains of teacher-child interactions: Emotional Support, Classroom Organization, and Instructional Support. Within each domain there are three or four dimensions which help capture more specific details about the quality of the teacher-child interactions.

Scoring

CLASS is scored using a range of 1-7. Scores of 1-2 indicate the quality of teacher-child interactions is low. Scores of 3-5 indicate that the quality of teacher-child interactions observed was a mix of effective and ineffective or absent interactions. Scores of 6-7 indicate that effective teacher-child interactions were consistently observed throughout the observation period.

Results

Emotional Support

The agency average score was 5.65. The agency average score improved by .04 points between Fall 2018 and Spring 2019. The agency's average score indicates that the quality of teacher-child interactions observed was a mix of effective and ineffective or absent interactions.

Classroom Organization

The agency average score was 4.65. The agency average score was the same in Fall 2018 and Spring 2019. The agency's average score indicates that the quality of teacher-child interactions observed was a mix of effective and ineffective or absent interactions.

Instructional Support

The agency average score was 3.71. The agency average score improved by .28 points between Fall 2018 and Spring 2019. The agency's average score indicates that the quality of teacher-child interactions observed was a mix of effective and ineffective or absent interactions. However, it should be noted that nationally teachers struggle to display effective interactions with in the Instructional Support Domain. It should also be noted that the agency out preformed the national average in this domain according to our internal monitoring.

Conclusion

The 2018-2019 Spring 2019 CLASS Scores are lower than the national average in emotional support and classroom organization domains. Lower scores are normal at the beginning of the year as teachers form relationships with their students; however, by Spring 2019 we would have hoped to see the agency average scores increase to at or above the national average.

Based on the Spring the 2019 National Grantee-Level average scores Community Action would have fallen in the bottom ten percent nationally in the Emotional Support and Classroom Organization domains. Additional thought should be given as to how to best support teachers in bring the agency average emotional support and classroom organization domain scores up to at or above the national average.



OBSERVATION SHEET

Teacher:
Start time:
Number of adults:

Observer:
End time:
Number of children:

CONTENT (circle all, check majority).

Lit/Lang Arts Math Science
Social Studies Art Other

FORMAT (circle all, check majority):

Routine Whole group Individual time
Meals/snacks Small group Free choice/centers

Circle appropriate score.

Emotional Support

Positive Climate (PC) <ul style="list-style-type: none"> Relationships Positive affect Positive communication Respect 	Notes	1	2	3	4	5	6	7
Negative Climate (NC) <ul style="list-style-type: none"> Negative affect Punitive control Sarcasm/disrespect Severe negativity 	Notes	1	2	3	4	5	6	7
Teacher Sensitivity (TS) <ul style="list-style-type: none"> Awareness Responsiveness Addresses problems Student comfort 	Notes	1	2	3	4	5	6	7
Regard for Student Perspectives (RSP) <ul style="list-style-type: none"> Flexibility and student focus Support for autonomy and leadership Student expression Restriction of movement 	Notes	1	2	3	4	5	6	7

Classroom Organization

Behavior Management (BM) <ul style="list-style-type: none"> Clear behavior expectations Proactive Redirection of misbehavior Student behavior 	Notes	1	2	3	4	5	6	7
Productivity (PD) <ul style="list-style-type: none"> Maximizing learning time Routines Transitions Preparation 	Notes	1	2	3	4	5	6	7
Instructional Learning Formats (ILF) <ul style="list-style-type: none"> Effective facilitation Variety of modalities and materials Student interest Clarity of learning objectives 	Notes	1	2	3	4	5	6	7

Instructional Support

Concept Development (CD) <ul style="list-style-type: none"> Analysis and reasoning Creating Integration Connections to the real world 	Notes	1	2	3	4	5	6	7
Quality of Feedback (QF) <ul style="list-style-type: none"> Scaffolding Feedback loops Prompting thought processes Providing information Encouragement and affirmation 	Notes	1	2	3	4	5	6	7
Language Modeling (LM) <ul style="list-style-type: none"> Frequent conversation Open-ended questions Repetition and extension Self- and parallel talk Advanced language 	Notes	1	2	3	4	5	6	7

Classroom Assessment Scoring System (CLASS), by Robert C. Pianta, Karen M. LaParo, & Bridget K. Hamre. Copyright 2008 by Teaching Training LLC. All rights reserved. All portions of this form may be reproduced or distributed for any purpose without prior written permission from Teaching Training LLC, www.teachingtraining.com



Capital Area Community Action Agency

Action Plan and Shared Goals

Action Plan

The Goal I will work on:

1. I will ask Open-Ended questions during circle time, center time and lunch.
2. I will use questions to assist the students in brainstorming.
3. I will give the students an opportunity to make predictions and time to answer questions.

Goal Supports: (circle as many as applies)

CLASS: Positive Climate Teacher Sensitivity Regard for Student Perspective Behavior Management Productivity Instructional Learning Formats
 Concept Development Quality of Feedback Language Modeling

Steps to achieve this goal

Resources needed:	Start date	In progress	Complete
Coach model. Will post open-ended questions around the room on sentence strips to refer too.	2/19/2019		
Coach will model for teachers.	2/19/2019		
Pre-K Video Library	2/19/2019		

I will use open-ended questions when asking children questions about the lesson or activity in the classroom.

I will ask hypothetical questions to promote thinking skills

I will provide a waiting time for the child. Give the student 15 seconds to respond before asking someone else to assist.

I know I achieved this goal because

I am making progress towards this goal and will keep implementing my action plan

I need to make changes to my plan to achieve this goal by revising this goal or change the action steps

Capital Area Community Action Agency

MEMORANDUM

TO: Deirdre Mitchell, HHS Program Specialist
Stephanie Moore, HHS Fiscal Specialist
FROM: Tim Center
RE: 2020 Startup Narrative – CARRYOVER REQUEST
DATE: January 13, 2021

Please permit this memo to serve as an appeal to carryover startup funding to permit the Agency to renovate the new facility for the Franklin County Head Start program in Apalachicola. After successfully competing for the Head Start grant, the Department of Health and Human Services awarded \$100,00 for startup funds to make preparations to move the Franklin County Head Start Center to a permanent location.

Traditionally, the grant year for this Agency's Head Start grant begins on October 1, 2020. Because of the competition and awarding schedule, HHS awarded a three-month bridge grant using the remaining balance of 2019-2020 grant allocation to cover operation from July 1, 2020, to September 30, 2020.

The three-month bridge grant had the same new grant award number as the five-year grant award. This office was unaware that the startup funds had to be obligated and spent during the three-month grant window. Complicating matters further was the pandemic response that this Agency was working on to prepare for the opening of traditional classes for Head Start for the 2020-2021 school year.

The City of Apalachicola building program was closed to public access during the pandemic and recently re-opened permitting our contractor and Agency management to begin working with the Mayor, City Commission, City Manager, and Building Department to proceed with the renovations of the new facility.

Meetings in December with the appropriate representatives and contracted engineers now provide a path toward completing the project.

Below is the overview of the project.

Project Overview and Budget Narrative

The Franklin County Head Start Center is currently operating in a temporary facility in the 6th Street Recreation Center. This is a building leased from the City of Apalachicola. Thanks to community support from a number of residents, plans have been made to convert Wing A of the Van Johnson Complex to a Children's Learning Center that will provide two classrooms for the Franklin County Head Start Center.



United Way of the Big Bend

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The Van Johnson Complex was previously the campus of the Apalachicola High School. The school was closed about 12 years ago. The City of Apalachicola now owns the facility. Various parts of the campus are used for different purposes including offices for the city administration, social service providers, and after-school youth program and fitness center for the community. Wing A is part of the building but has been identified as the ideal location for a centralized early education center. Bring Me A Book is a social service provider that promotes literacy among all families focusing on newborns and young children. They will be co-located in the wing. Conversations have begun with the Early Head Start provider to encourage co-location.

A number of renovations have been made over the last year-and-a-half. These renovations were funded by local government funding, private donations, and donated services. The facility needs some further renovations in order to secure the wing and meet local child care licensing requirements.

Contractual Services - \$16,500

Capital Area Community Action Agency will contract with Kenneth Taite as Site and Project Manager to manage the renovations to be conducted in order to prepare the building for occupancy by the Head Start Center. Mr. Taite is familiar with Head Start requirements and worked on renovations to the Capital Area Royal Center. He will pick up from Mr. Creighton Brown who had overseen all building improvements to date over the last year-and-a-half since the decision to convert Wing A to the Children’s Learning Center.

Fees, Licenses, and Permits - \$2,500

The permitting fees require for improvements should not exceed \$2,500.

Major Renovations - \$81,000

The following improvements to Wing A will be made in order to get the building and grounds prepared to host the Franklin County Head Start program.

Sinks in Head Start classrooms	\$10,000
Fence in playground 40 x 40	800
Close hallway	1,000
Bathroom main - children	5,000
Fire alarms	7,500
Fence walkway	2,000
Alarm at entry door	2,000
Fire extinguishers	800
Overall fire exits	1,600

Prime/ paint walls	9,000
Build shelves	3,000
Repair floor	4,000
Clean floor	1,000
Sheetrock halls	13,500
Lighting	5,500
Exit lights (2 per room)	1,600
Ceiling tiles	1,000
Staff bathrooms	8,200
Replace entry door	3,500

Non-Federal Share - \$25,000

The Non-Federal Share match for the start-up budget will be secured from subcontractors donating product and services for the renovation of WING A of the Van Johnson Complex.



**COVID-19
SAFETY POLICY**

November 2020

Entering the Building

When entering the building, **everyone** must wear a mask. For safety reasons, all masks must cover the nose and mouth.

Everyone will have their temperature taken when they enter the building. Temperatures must not be in the danger zone (100.4 or higher) or the person will be asked to leave the building for the safety of the individuals in our offices.

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

PROGRAMS:	Getting Ahead	Staying Ahead	Emergency Services	WAP Contract 2017 - 2020		
County	Enrollments or Recruits	Active Participants	Households Served**	Units Projected	In Progress	Completed
Calhoun	0	2	9	14	2	1
Franklin*	4	4	20	9	2	2
Gadsden	0	0	25	19	4	8
Gulf	0	0	8	9	0	0
Jefferson	8	10	26	9	2	5
Leon AM*	6	8	221	72	4	53
Leon PM	6	6				
Liberty	0	0	6	8	1	0
Wakulla	0	0	7	12	3	6
ECHO	9	0	N/A			
TOTALS	33	30	322	152	18	75
*GA complete; transitioning to SA						
HEAD START 2020 - 2021 Enrollments	Franklin	Jefferson	Mabry	Royal	South City	Total
# of Students Registered at 8/12/2020 (Accepted)	20	37	56	42	123	278
# of Students Enrolled @ 12/31/2020 (Actually attended)	20	28	50	36	102	236
Funded Enrollment (Revised due to COVID-19)	20	37	56	42	123	278
Center Enrollment %	100.00%	75.68%	89.29%	85.71%	82.93%	84.89%
NOTES: See attached Family Community Engagement Manager report for additional information on enrollments.						
Disability Services						
Students with IEP's	5					
Students with Concerns	12					
In Compliance?	Yes					
<p>Per the 2016 Head Start ERSEA review protocol, programs are expected to reach the 10 percent requirement at any point during the program year. For reviews occurring between October and December, the program must have reached 10 percent at some time during the previous program year. For reviews occurring between January and September, the program must have reached 10 percent at some time during the current program year.</p>						

Capital Area
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MEMORANDUM

TO: TIM CENTER, CEO
FROM: Nina Self, COO
DATE: January 15, 2021
RE: Notes to December 2020 Program Reports

The following are notes to the COO Summary of Programs:

PROGRAMS

Family Self-Sufficiency Program (FSSP)

Getting Ahead classes ended in Franklin and Leon counties before the holidays with 24 participants completing the sessions. All participants transitioned into the Staying Ahead phase of the program. Additional sessions were held to cover financial literacy, time management, goal setting and accessing services through Employ Florida. Participants' monthly one-on-one meetings with their case manager to work on their individual goals started in January. Participants will also meet once each month with their group to continue the momentum, and provide continuing support.

New Getting Ahead classes will begin the week of January 25th, with three classes in Leon County and one in Franklin. We anticipate a class starting in Calhoun County in February and possibly one in Gulf County. Two Case Managers will co-facilitate each class, and staff that completed the Train the Trainer program will serve as substitute facilitators as necessary.

Getting Ahead is being offered to all agency staff as professional development. FSSP staff will develop an abbreviated overview session to offer to other organizations who inquire about the program.

The Getting Ahead class facilitated by ECHO through the United Way grant will end on January 21st. They have nine active participants. They will begin a new session in February.

Disaster Recovery

The FSSP Case Managers have been meeting with the Long-Term Recovery groups in the counties to assess the Hurricane Michael cases with unmet needs. Over forty cases have been referred from the groups and St. Vincent de Paul Disaster Recovery, and we have verbally approved over \$90,000 in five counties. Case



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Managers will work closely these groups to recruit the clients receiving disaster recovery services to offer them Getting ahead, and other services available from the agency.

St. Vincent de Paul's disaster recovery grant ended on December 31st. Their offices closed the first week in January. We were able to transition their staff into our vacant disaster recovery positions effective January 11th. They brought their cases in process with them so there won't a break in service for the clients that we have been working with.

The agency Disaster Recovery program will be a collaboration of several teams; Family Self-Sufficiency, Weatherization, Intake and Administration. Utilizing all of our skills and resources will help make the outcomes successful for the clients that will be served in the program.

Emergency Services

Applications for LIHEAP services are slowly increasing. We began CSBG CARES rent services in late December. The CARES funding for most other agencies expired 12/31/2020, but our funds expire 9/30/2022, so we will be able to continue providing rental assistance until then, or when the funds run out, whichever comes first.

STAFFING

New Employees

Shanon Granado, Disaster Recovery Program Manager
Dametrice Muhammad, Disaster Recovery Case Manager, Gadsden/Wakulla
Sarah Rankart, Disaster Recovery Case Manager, Franklin/Gulf
Faustina Bruton, Teacher Assistant, Mabry Head Start
Intisar Mousa, Cook, Mabry Head Start

Vacancies

Intake Specialist Franklin County (applicant pending)
Intake Specialist Calhoun County (applicant pending)
Disaster Recovery Case Manager, Calhoun/Liberty (applicant pending)
Disaster Recovery Administrative Assistant
Case Manager Gadsden County

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for December 2020 – *Emergency Services*
DATE: January 4, 2021

National Performance Indicator

Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential By Strengthening Family and Other Supportive Environments. This report started October 1st 2020 and will end September 30th 2021.

Low Income Home Energy Assistance Program

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

County	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	April 2021	May 2021	June 2021	July 2021	Aug 2021	Sept 2021	County
Calhoun	23/37	9/20	9/16										41/73
Franklin	23/58	10/17	20/42										53/117
Gadsden	23/60	24/57	25/64										72/181
Gulf	13/27	4/12	8/16										25/55
Jefferson	10/33	9/12	26/10										45/55
Leon	206/551	199/221	221/559										626/1331
Liberty	3/10	4/12	6/9										13/31
Wakulla	11/36	8/14	7/17										26/67
Total	312/812	267/365	322/733										901/1910

Additional information listed below:

Number of Single Parent's assisted.

Female	481
Male	268
Total Emergency Services Utility Assistance (from Donated Funds/Cares Acts) = 51/97	
Emergency Rental Assistance = 16/47	



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Capital Area Community Action Agency

MEMORANDUM

FROM: Terry Mutch

RE: Weatherization Assistance Program

DATE: January 6, 2021

Current total contract amount: \$2,615,663.67

Completion date: TBD

As of January 6 2021, 122 homes have been processed and inspected. Of those 118 homes, 75 homes have been completed and inspected, 18 homes are currently in pre-inspection, bid process or are currently in the process of being weatherized and 29 homes are in postponement/deferral stage due to client or dwelling issues.

The Agency was officially authorized to resume weatherization activities July 15, 2020. After meeting with contractors to establish proper safety protocols and client etiquette, we actively began entering clients' homes again on August 20, 2020.

**Projected numbers are based on the current average cost per unit of \$4500 and not the \$7541 maximum cost which gives a more realistic picture of the number of units that need to be completed. The final number can be more or less than the current projection based on that average cost.*

Weatherization at a Glance

County	2015-16 Contract Units Completed	2016-17 Contract Units Completed	2017-2020 Contract Units Projected*	2017-2020 Contract Units In progress	2017-2020 Contract Units Completed
Calhoun	-	-	14	2	1
Franklin	2	0	9	2	2
Gadsden	11	4	19	4	8
Gulf	2	2	9	0	0
Jefferson	2	3	9	2	5
Leon	51	36	72	4	53
Liberty	-	0	8	1	0
Wakulla	4	2	12	3	6
Total	72	47	152	18	75



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Capital Area **Community Action** Agency

MEMORANDUM

TO: Head Start Policy Council and Board of Directors
FROM: Tim Center, CEO and Head Start Director
RE: Head Start Director's Report
DATE: January 15, 2021

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. A panic bar for quick exit is being installed at the entrance gate at Royal.

Curriculum

Coaching sessions have begun with Teaching Strategies. CLASS observations were completed and will be reported.

Conscious Discipline Safe Place classroom centers were implemented.

Enrollment

Louise B. Royal Head Start still has four available slots. 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.



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MEMORANDUM

TO: Tim Center, CEO
FROM: Venita Treadwell, Early Childhood Education Manager
RE: Board Report
DATE: December 4, 2020

We are still managing Coronavirus issues with staff and families, but can report that the rate of absenteeism due to positive cases has decreased. We can also report that due to very good relationships with the Health Departments in both Leon and Jefferson Counties, we are following health and safety procedures that meet stringent guidelines. Staff diligently clean and love having ZONO in the Head Start Centers.

Teaching staff have completed all home visits and initial parent conferences via ZOOM conferencing. In September, a Safety and Hygiene Curriculum was added that helped children to understand the pandemic and what steps they could take to keep themselves safe and healthy. This was written by our Mental Health Specialist, Fatima Alexander. Due to this early intervention the children have adjusted very well and are sharing their knowledge with their families at home.

The week of November 23 – 27, all center staff were home for the Thanksgiving break and returned to school on November 30th with little incidence of COVID illness. We quarantined several students because their siblings attended a Leon County daycare that had a positive COVID case. We were able to respond quickly before staff and children were compromised.

CLASS Observations have been completed and Venita Treadwell will present a short report at the Board Meeting.

Antenette Larkins, Practice-Based and Conscious Discipline Coach, has delivered to each classroom new supplies to enhance our Conscious Discipline efforts in the classroom. This is very important to the classroom environment because children may be experiencing anxiousness and trauma during this pandemic. Creating safe places for them to self-regulate is developmentally appropriate. Kimberly Smith, Curriculum Coach, is working closely with Teaching Strategies Educational Managers to train staff on all aspects of teaching the curriculum to fidelity. Maritza Mousa, Practice-Based Coach and Dual Language Learner Coach, continues to work with our Spanish speaking families and assisting them with additional resources. We look forward to a new year.



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CLASS Observation Scores Fall 2020

Centers/ Teachers	Emotional Support	Classroom Organization	Instructional Support
Franklin	5	3.33	3
Jefferson	5.99	5.66	4.49
Louise B. Royal	5.88	5.1	2.91
Mabry	5.63	4.75	3.43
South City	5.24	4.33	3.67
Agency Overall Scores Fall 2020	5.55	4.63	3.5
Agency Overall Scores Fall 2019	5.32	4.26	3.28

Key/Scale: CLASS is scored on a scale of 1 through 7:
 A value of 1 or 2, represent a low range
 A value of 3, 4, or 5, represent a mid-range
 A value of 6 or 7, represent a high range

Family and Community Engagement Manager

Monthly Monitoring Report – December 2020

Program Status

- Total number of enrollments for **December** of the **2020-21** school year:
 1. Franklin County Head Start - **20 of 20** families accepted
 2. Jefferson County Head Start - **28 of 37** families accepted
 3. Louise B. Royal Head Start - **36 of 42** families accepted
 4. Mabry Street Head Start - **50 of 56** families accepted
 5. South City Head Start - **102 of 123** families accepted
- **236 of 278** families were enrolled for Head Start for the month
 - **Community Action will serve 278 families for the 2020-21 school year, not our traditional 378 due to the Pandemic**

Policy Council

- 7 participants were in attendance for Policy Council

Family and Community Engagement Activities

- 2 staff meeting, 2 management meetings
- 5 Parent Meetings
- Health Advisory Meeting

Transportation

- Three field trips. Franklin County children took a tour of the historic Apalachicola area. The two classes from Jefferson County toured the city of Monticello.

Children Health Requirements

Immunizations and Physical examinations	218 Immunizations 220 Physical Examinations
Established medical homes	221
Established dental homes and received dental exams	163 Dental Homes 42 Dental Exams
Hearing screenings	148
Vision screenings	200
Vision Referrals	0

- Child Care Food Program renewal completed and submitted for November 2020
- Department of Business & Professional Regulations monitored Stand Alone kitchen with no findings
- Health Services Coordinator monitored Jefferson, South City, and Stand Alone kitchens
- Number of Breakfast: 2,312
- Number of Lunch: 2,476
- Number of Snack: 2,419
- Number of Children with Special Diets: 15

Family and Community Engagement

- 7 volunteers were active for December
- 7 hours of In-Kind was reported for December

Corrective Action and Follow Up

- **COVID-19 Policy and Procedure:** No classrooms were closed due to COVID.
- **Funded Enrollment:** Continued efforts are being made to reach funded enrollment. New applications continue to come in and children who never enrolled due to COVID-19 are beginning to return.
- **Extended Day:** Extended Day program is full at Louise B. Royal, but the Leon County Cares will end December 31
- **Parent Engagement:** Five parent meetings with classroom Holiday Performances were held via Zoom. Some families received contributions from the Christmas Connection, Bethel AME Church, and private sponsors to assist with their Christmas needs.

Strengths

- Providing assistance to families for the Holidays
- Applications for Head Start is increasing
- Families are becoming more relaxed in sending their children to Head Start due to very low cases at the centers

Areas of Concern

- Safely serving families during the 2020-21 school year
- Attendance of participants due to the Pandemic
- Extended day program

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TO: Nina Self, COO

FROM: Kristin Reshard, Quality Assurance Manager

DATE: December 28, 2020

SUBJECT: December 28,2020 Monthly Report Summary

The Quality Counts report summarizes program data to aide with results-based decision making. The four sections, Enrollment; Disability; Attendance; and Department of Children and Families (DCF) Inspections, sections are reported on monthly. The additional sections vary depending on the monitoring focus for the month.

Enrollment

The end of the month enrollment for December was 238. The programs funded enrollment is 378. As discussed in Office of Head Start CAMP: Session 1, the requirements for enrollment indicated in the HSPPS are currently waived due to the COVID-19 pandemic; therefore, the program is meeting the current enrollment requirements. However, the program is not on track to meet the enrollment goal of 278. The program may want to consider monitoring and revising this goal.

Disability Services

The end of the month enrollment for students with individualized education plans (IEPs) was two percent (5/278). The requirement for disability services indicated in the HSPPS 1302.14 (b) is 10 percent of the funded enrollment. For 2020-2021, as discussed in Office of Head Start CAMP: Session 3, the disability enrollment requirement is currently reduced to ten percent of actual enrollment due to the COVID-19 pandemic. However, based on the current number of IEPs in Child Plus the program is not on track to reach ten percent of the funded (378) or our declared enrollment goal (278).



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The Disability Service Manager indicated that the program is awaiting some IEPs from the local education authority (LEA). The program should have increased numbers to report in January. This area should be monitored closely and if it becomes apparent that we will not meet the 10% by May 2021, the program should apply for a waiver.

Attendance

The end of the month attendance for November was 78.27 percent. The requirement for enrollment indicated in the HSPPS 1302.16 (b) is 85 percent. As discussed in Office of Head Start CAMP: Session 1, the attendance requirement is currently waived due to the COVID-19 pandemic; therefore, the program is meeting the current requirements.

DCF Inspections

DCF monitored Franklin County Head Start and South City Head Start in December 2020. No violations were noted. DCF noted influenza virus parent notification and distracted adult brochure will be monitored on the next inspection.

The annual in person inspection for Mabry Street Family Enrichment Center is not showing. The QAM has reached out to DCF to get their web updated.

Quality Counts

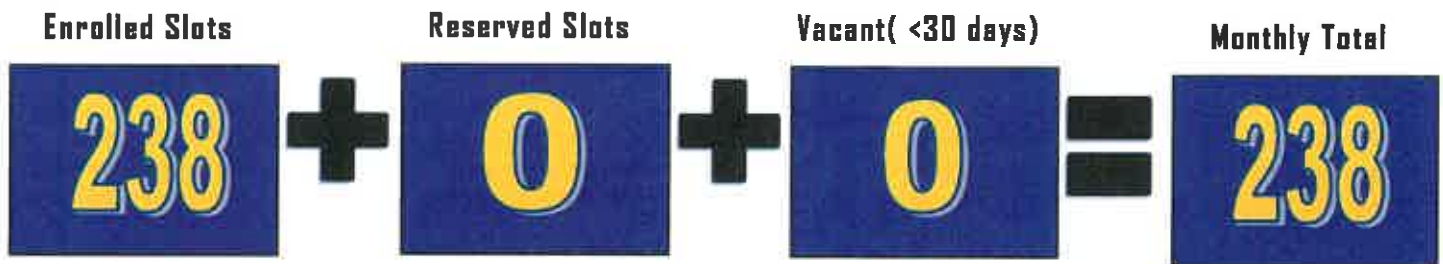
December 2020



Vital

Note: Students reported in Franklin and Jefferson Counties August 26, 2020 and August 29, 2020 in Leon County

Enrollment



Compliance

YES

Cumulative Enrollment

256

Note: Funded enrollment goal is traditionally 378. Due to the COVID 19 pandemic in an effort to increase physical distance we have reduced our enrollment to 278. (Reports 2001 & 2005)

Note: Spike in cumulative enrollment is due to how data is calculated in Child Plus (CP). CP 2001 will need to be run from the first day to present for an accurate count.

Disability Services

Compliance

YES

See Notes

Students with IEPs

5

In Child Plus

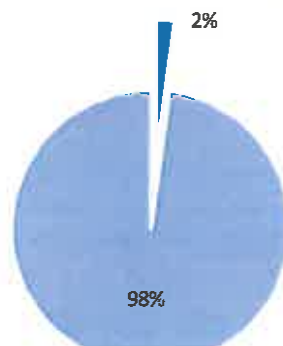
Students with Concerns

12

(Report 3540)

Regulations: 1302.14(b)
(1) & 640(d)(1)

Disability Services



NOTES:

- Per the 2016 Head Start ERSEA review protocol, programs are expected to reach the 10 percent requirement at any point during the program year. For reviews occurring between October and December, the program must have reached 10 percent at some time during the previous program year. For reviews occurring between January and September, the program must have reached 10 percent at some time during the current program year.
- Due to the COVID-19 pandemic the 10% is based on actual enrollment not funded enrollment. <http://tiny.cc/OHSCAMP2> start at 47 minutes 0 seconds
- Although the program is currently in compliance, the program is not on tract to be in compliance January 2021.

Attendance

Compliance

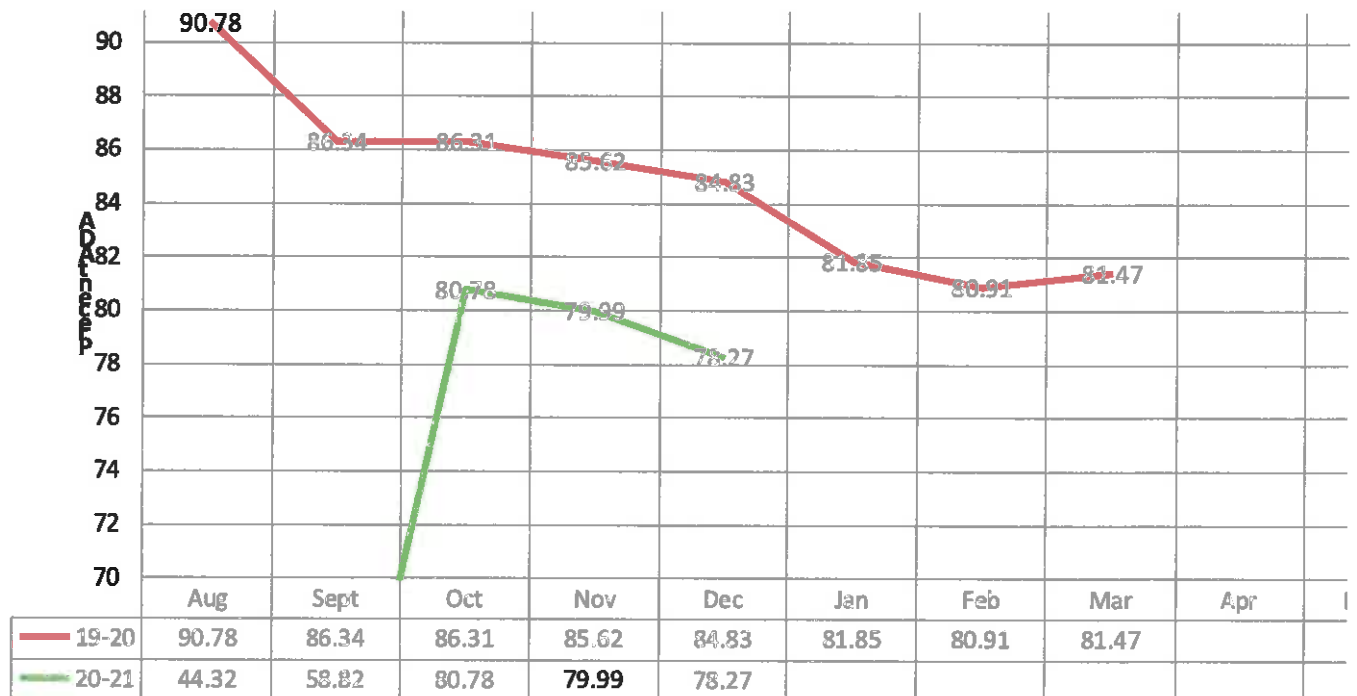
YES

Funded Attendance

68.06

Actual Attendance

78.27



NOTES:

- According to OHS CAMP Session 2 Q&A, attendance is defined as each day a child receives services. Examples of eligible services for virtual are home visits and educational sessions. <http://tiny.cc/OHSCAMP2> start at 48 minutes 27 seconds
- Due to the COVID 19 pandemic in an effort to increase physical distance we have reduced our enrollment to 278.
- Per OHS Camp Session 1, Programs will not be penalized for low attendance or variation during the 2020-2021 program year. However, it is critically important that programs track and analyze the cause of absences for all children regardless of what type of services they are receiving. <http://tiny.cc/OHSCAMP1> start at 18 minutes 30 seconds
- Due to local COVID transmission rates, the uncertainty of public education, and safety concerns parents are hesitant to send their young children to Head Start or any child care provider, according to local trends.

(Pulled December 28, 2020 beginning @ 1714 hours for December 1-18, 2020)

Dept of Children & Families Violations

Inspections This Month



Violations This Month



Cumulative 20-21 Violations



(DCF Inspection Reports)

Inspection Results:

- **Franklin County Head Start –12/04/2020–** An abbreviated inspection was conducted telephonically due to the public health emergency and is documentation of a status check of the program as it remains operational at this time.
- **Jefferson County Head Start– 11/03/2020–** An abbreviated inspection was conducted telephonically due to the public health emergency and is documentation of a status check of the program as it remains operational at this time.
- **Louise B. Royal Head Start– 10/28/2020–**An abbreviated inspection was conducted telephonically due to the public health emergency and is documentation of a status check of the program as it remains operational at this time.
- **South City Head Start– 12/17/2020–** An abbreviated inspection was conducted telephonically due to the public health emergency and is documentation of a status check of the program as it remains operational at this time.
- **Mabry Street Family Enrichment Center –11/30/2020 Inspection (Provisional License Effective 09/01/2020)–** An abbreviated inspection was conducted telephonically due to the public health emergency and is documentation of a status check of the program as it remains operational at this time.

Note:

- DCF is currently conducting limited in person inspections except for renewal applications and complaints. All centers that were not monitored will be monitored in-person when school opens.
- Influenza virus parent notification and distracted adult brochure will be monitored on the next inspection.