

Capital Area Community Action Agency

Board Meeting Agenda

Monday, March 23, 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 – January 26, 2021		2-5
	ii) Seat: Danielle Graham, Head Start Policy Council Chair		
	B. Fiscal Report		
	• Narrative		6-8
	• Revenue & Expenditures Agency-wide		9-10
	• Balance Sheet		11
	• Revenue & Expenditures – major programs		12-15
	• Head Start Non Federal Share Match		16
	• Credit Card Activity Spreadsheet and Statements		17-20
V.	Chief Executive Officer’s Report		21-22
	• Head Start Parent, Family & Community Engagement Presentation – Darrel James		
	• Head Start – COLA, COVID-19 Funding, and No-cost Extension for Start-up Funding		23-29
	• Performance Bonus/Hazard Pay		30
VI.	Chief Operating Officer’s Report		
	A. Program Updates		31-34
	B. Organizational Standards		35-37
VII.	Chair’s Report		
VIII.	Adjournment		

**Next Executive Committee Meeting 04/27/2021 - 5:30 pm – Videoconference or 309
Office Plaza Drive**

**Next Board of Directors Meeting 05/25/2021 – 6:00 pm- Videoconference or
Ghazvini Center for Healthcare Education**



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Capital Area Community Action Agency

Board of Directors Meeting Minutes January 26, 2021

Members in Attendance:

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

CACAA Staff:

Tim Center
Nina Self
Margaret Watson
Stephanie Sgouros
Darrel James
Venita Treadwell
Kristin Reshard
Terry Mutch
Victoria Mathis

Member Absent: Derrick Jennings

The meeting was called to order at 6:03 p.m. by the Chair. A quorum was established.

ACTION ITEMS

Approval of Minutes

The Chair asked for a motion to approve the minutes of November 17, 2020. Ms. Edgar made a motion to approve the minutes. It was seconded by Ms. Keel, and unanimously approved.

Mr. Center reported that Ms. Danielle Graham was elected to represent the Policy Council on the Board of Directors. He said Ms. Graham was appointed Policy Council Chair. She will be seated at the next Board meeting.

Mr. Center introduced Ms. Kline. He said she is interested in becoming a member of the Board of Directors.

FISCAL

Ms. Sgouros gave the financial report as of November 30, 2020. She said 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 award and nearly \$51,131 for Franklin County Fire Victims.

Year to Date Non-Federal Share (NFS) Match totals \$101,555, which is 11% of the \$923,883 total match required for period ending September 30, 2021.

New Variances and Explanations

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

Ms. Edgar asked for additional information on certain variances. Ms. Sgouros explained that rent/space cost is over budget in MIP due to a reallocation of joint expenses amongst the programs at the beginning of the fiscal year. She said that management will provide direction on where to reallocate funds in the next WAP budget modification.

Ms. Palmer Smith asked for an explanation on the purchase of computer servers. Ms. Sgouros explained that the servers needed to be replaced, especially the one for the accounting software, as it was outdated and could not run the new version of the software.

Ms. Johnson asked if the Board could receive updates on how HDST COVID-19 funds were being spent. Mr. Center explained that we will need to submit a no cost extension. He said that major funds were spent on purchases.

The Chair asked for a motion to approve the financial report for November 30, 2020. Ms. Palmer Smith made a motion to accept the financial report. It was seconded by Ms. Edgar, and unanimously passed.

Resolution

Ms. Sgouros presented a Corporate Authorization Resolution. She explained that an Imprest Account had to be established for Capital Health Plan employee insurance payments as CHP will no longer accept checks.

The Chair asked for a motion to approve the agency to setup an Imprest Account for Capital Health Plan to electronically debit funds for insurance. Ms. Edgar made a motion to create an Imprest Account. It was seconded by Ms. Palmer Smith, and unanimously approved.

CEO REPORT

Mr. Center said we continue screening staff and client access to the office is managed. Temperatures are being checked, and masks are required, and proper hygiene and cleaning is taking place. He said the safety committee is working on drills and policy implementation.

Mr. Center reported that the Eastpoint Wildfire Emergency Recovery Response staff continue to work on closing out the relief fund and camper inventory. In addition, 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.

Mr. Center reported that the ALICE Getting Ahead will have their transition ceremony this week. They are recruiting for the next class. He said he submitted letters of intent to the United Way of the Big Bend, and the United Way of Northwest Florida.

Mr. Center continues to regularly meet with other community outreach. He explained that the meetings with CareerSource are monthly meetings.

Mr. Couch asked how the Children's Services Council impacts Community Action. Mr. Center explained that they are in the beginning stages. He said that the funding recommendation applicants will be reviewed by the Commission and reported to the Governor's office to appoint to the Council for recommendation for funding.

Mr. Center said Program Managers will attend Board meetings should you have programmatic detailed questions. The managers are in attendance to help facilitate that conversation. Each Program Manager will present to the Board at the meetings.

Head Start CLASS Presentation

Ms. Treadwell presented the Assessment Scoring System (CLASS) Presentation. She explained that CLASS is the measuring tool used for quality classroom outcomes which is a research based standardized methodology tool used to measure teacher child interaction. She said that all classroom observers are certified.

Head Start Carryover Request

Mr. Center said included in your packet is a copy of the 2020 Startup Carryover Request. He ask for a motion and approval for a no cost budget extension for Head Start funding and COVID-19 startup funding. He explained that the Agency was unaware that the startup funds had to be obligated and spent during the three-month grant period.

The Vice-Chair ask for a motion to approve a no cost budget extension. Ms. Palmer Smith made a motion to approve the no cost budget extension. It was seconded by Ms. Edgar, and unanimously approved.

COVID-19 Policy

Mr. Center ask for a modification to the COVID-19 Policy that was adopted in November 2020. He said written in the policy was a provision that the front door be locked at all times. A meeting was held with the safety committee to discuss the impact to staff and clients. We are recommending that this statement be deleted from the policy.

The Vice-Chair ask for a motion to amend the COVID-19 Policy by deleting the provision that the front door be locked at all times. Ms. Edgar made a motion to amend the COVID-19 Policy by deleting the provision that the front door be locked at all times. It was seconded by Ms. Keel, and unanimously approved.

PROGRAM UPDATES

COO REPORT

Ms. Self presented the Summary of Programs for the month of November 2020. She reported that she is acting Program Manager for the Family Self Sufficiency Program (FSSP). The Getting Ahead classes ended in Franklin and Leon counties graduating 24 participants' to transition to Staying Ahead up to 18 months is Phase two of the program. She explained that the new Getting Ahead classes will begin the week of January 25th, with three classes in Leon County and one in Franklin County and anticipate one in Calhoun.

Ms. Self suggested to Board members to attend an abbreviated Getting Ahead course to understand what the Agency is doing.

Ms. Self reported that 322 applications for Emergency Services were processed. The CSBG CARES rent services began in December 2020. The CARES funding for most other agencies expired 12/31/2020, but our funds expire 9/30/2022, allowing us to continue providing rental assistance until then, or when the funds run out.

Ms. Self explained that the Weatherization Program has completed 75 of the 152 homes as staff continue to seek contractors. An RFP was bid out for contractors. She said that our Head Start Program has increased enrollment from 246 of 278 families were enrolled for Head Start for December 2020.

Ms. Self stated that at the next Board Meeting the Disaster Recovery team will be in attendance. The staff includes: Shanon Granado, Disaster Recovery Program Manager, Sarah Rankart, Case Manager, and Dametrice Muhammad, Case Manager. She also reported that we established a Partnership with the National Alliance on Mental Illness.

CHAIRS REPORT

The meeting adjourned at 7:40 P.M.

Ms. Quincee Messersmith

Date

**Financial Statement Narrative
For the Four Months Ending January 31, 2021
Capital Area Community Action Agency**

As of January 31, 2021, we have completed four months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 33% of the annual budget, with some Head Start expenses closer to 42%. At month end, the Year to Date Actual Revenue and Expenses are 34% and 33% respectively, with mostly restricted net income of \$174,388 including \$67,399 in the SunTrust Grant and \$41,548 for Franklin Co. Fire Victims.

Non-Federal Share (NFS) Match at January 31, 2021, is \$168,036 or 18% 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.

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

**Financial Statement Narrative
For the Four Months Ending January 31, 2021
Capital Area Community Action Agency**

Rent/Space Cost – is currently over the budget benchmark, but was amended during the LIHEAP and WAP budget modifications and was again updated during the current WAP modification. Changes will appear in next month's reports.

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.

Repairs and Maintenance – Recurring – is slightly over the benchmark budget due to some needed repairs and floor cleaning at the centers as well as a load of mulch.

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 Maintenance – is slightly over budget due to a small increase equipment costs over the length of the WAP contract.

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.

Technology – is over budget due to the annual Childplus subscription and the addition of anti-virus software.

Dues and Subscriptions – are over budget due to some necessary subscriptions in response to COVID best practices. We will move these charges to the COVID grant once it has been extended.

Equipment (\$5000 or More) – is at budget due to the purchase of a server replacement. Adjustments will be made to the program budgets to accommodate.

Expendable Equipment – is over budget due to the purchase of several computers and other equipment. Adjustments will be made to the program budgets to accommodate.

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.

**Financial Statement Narrative
For the Four Months Ending January 31, 2021
Capital Area Community Action Agency**

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

**Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the Four Months Ending 1/31/2021**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,695,531	1,270,490	(2,425,041)	34%
Government Contracts - Federal Indirect	4005	0	6,708	6,708	100%
Government Contracts - STATE	4010	4,294,026	1,279,596	(3,014,430)	30%
Government Contracts - LOCAL	4020	131,500	55,005	(76,495)	42%
Grants - Other Not-for-Profits	4100	82,424	98,808	16,384	120%
Grants - All Other Sources	4120	36,950	99,848	62,898	270%
Contributions	4200	500	7,702	7,202	1540%
Contributions- Restricted	4210	47,631	67,254	19,623	141%
Commissions-Vending/Photo	4320	2,000	0	(2,000)	0%
Interest Income	4950	0	1,743	1,743	100%
Fringe Pool Revenue	4960	850,000	265,086	(584,914)	31%
Indirect Pool Revenue	4970	639,884	196,568	(443,316)	31%
Other Revenue	4995	3,000	24,890	21,890	830%
Total Revenue		<u>9,783,446</u>	<u>3,373,698</u>	<u>(6,409,748)</u>	<u>34%</u>
Expenditures					
Salaries & Wages	6010	2,781,579	915,047	1,866,532	33%
Fringe	6110	816,102	265,275	550,827	33%
FICA	6120	200,000	71,319	128,681	36%
Unemployment	6130	30,000	12,289	17,711	41%
Workers Compensation	6140	35,000	12,330	22,670	35%
Health Insurance	6150	480,000	149,204	330,796	31%
Life Insurance	6160	30,000	8,920	21,080	30%
Retirement	6170	50,000	16,357	33,643	33%
Staff Screenings	6180	4,617	576	4,042	12%
Indirect Costs	6210	615,442	199,520	415,922	32%
Travel - In Area	6310	10,826	2,457	8,369	23%
Travel - Out of Area	6315	489	0	489	0%
Office Supplies	6410	19,940	11,281	8,659	57%
Program Supplies	6415	30,130	9,956	20,174	33%
Classroom Supplies	6420	50,347	10,914	39,433	22%
Kitchen Supplies	6430	30,604	4,514	26,090	15%
Medical/Dental Supplies	6440	500	62	438	12%
Copies/Printing/Copier	6510	29,939	8,519	21,420	28%
Postage and Delivery Expense	6600	4,010	1,141	2,869	28%
Contractual Services/Professional	6710	411,863	106,228	305,635	26%
Contractual Services - Health/Disabilities	6715	178,013	72,672	105,341	41%
Rent/Space Cost	6810	280,336	119,900	160,437	43%
Utilities	6820	90,595	40,158	50,437	44%
General Liability and Property Insurance	6830	46,859	31,122	15,737	66%
Communications	6840	74,120	35,728	38,392	48%
Repairs & Bldg Maintenance- Recurring	6850	107,555	44,247	63,308	41%
Repairs & Bldg Maintenance -	6855	39,472	3,661	35,811	9%
Equipment Maintenance	6910	32,291	11,222	21,069	35%

**Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the Four Months Ending 1/31/2021**

Vehicle Expense	6920	78,220	15,183	63,037	19%
Equipment Lease	6930	15,000	2,825	12,175	19%
Technology	6940	24,694	15,295	9,399	62%
Fees, Licenses, and Permits	7010	4,387	202	4,185	5%
Dues/Subscriptions	7020	9,845	6,951	2,894	71%
Special Events	7110	2,000	0	2,000	0%
Client Assistance	7210	2,796,704	878,897	1,917,807	31%
Equipment (\$5,000 or more)	7310	17,590	17,590	0	100%
Expendable Equipment	7320	32,953	13,613	19,340	41%
Registration Fees	7410	800	0	800	0%
Meetings/Workshops/Training	7420	4,601	808	3,793	18%
Training/Staff Development	7430	44,663	16,552	28,111	37%
Advisory/Board Member Expenses	7440	5,000	1,148	3,852	23%
Advertising	7450	20,689	6,518	14,172	32%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	217,611	58,044	159,567	27%
Legal Expenses	7530	20,000	177	19,824	1%
Interest Expense	7610	2,750	0	2,750	0%
Bank Service Charges	7630	4,110	891	3,219	22%
Total Expenditures		<u>9,783,446</u>	<u>3,199,310</u>	<u>6,584,136</u>	33%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>174,388</u>	<u>174,388</u>	

**Capital Area Community Action Agency
Balance Sheet
As of 1/31/2021**

	<u>Current Period Balance</u>
Assets	
Petty Cash	315
Cash Operating Hancock Bank	271,689
Cash - Money Market Accounts	388,534
Cash - Restricted	107,736
Grants Receivable	1,196,934
Property and Equipment Net	<u>200,889</u>
Total Assets	<u>2,166,097</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	189,910
Accrued Leave	50,882
Accrued Wages	68,542
Accrued Fringe Benefits	17,545
Contract Advances	251,514
Contingent Liab Sunshine St Micro Obligated	46,918
Liability- Head Start Parent Activity	3,605
Line of Credit	26,866
Notes Payable	<u>847,098</u>
Total Liabilities	1,502,881
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	163,930
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	488,828
Current Net Income	<u>174,388</u>
Total Net Assets	<u>663,216</u>
Total Liabilities and Net Assets	<u>2,166,097</u>

Capital Area Community Action Agency
CSBG - Statement of Revenues and Expenditures
From Grant Inception Through 1/31/2021

CSBG

10/1/2016 - 3/31/2021

96%

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>3,073,978</u>	<u>2,339,244</u>	<u>(734,734)</u>	<u>76%</u>
Total Revenue		<u>3,073,978</u>	<u>2,339,244</u>	<u>(734,734)</u>	<u>76%</u>
Expenditures					
Salaries & Wages	6010	1,194,483	971,111	223,372	81%
Fringe	6110	340,741	276,911	63,831	81%
Staff Screenings	6180	2,562	1,788	774	70%
Indirect Costs	6210	296,068	239,657	56,410	81%
Travel - In Area	6310	37,417	18,400	19,018	49%
Travel - Out of Area	6315	20,398	5,307	15,091	26%
Office Supplies	6410	11,108	9,896	1,212	89%
Copies/Printing/Copier	6510	17,324	8,326	8,998	48%
Postage and Delivery Expense	6600	4,527	1,456	3,071	32%
Contractual Services/Professional	6710	49,906	24,924	24,982	50%
Rent/Space Cost	6810	132,086	130,839	1,248	99%
Utilities	6820	16,604	13,142	3,462	79%
General Liability and Property Insurance	6830	22,510	20,499	2,012	91%
Communications	6840	52,303	47,457	4,846	91%
Repairs & Bldg Maintenance- Recurring	6850	16,124	11,211	4,913	70%
Equipment Maintenance	6910	16,775	13,330	3,445	79%
Vehicle Expense	6920	54,256	58,452	(4,196)	108%
Equipment Lease	6930	7,435	4,171	3,264	56%
Technology	6940	21,055	12,805	8,250	61%
Fees, Licenses, and Permits	7010	11,433	6,757	4,676	59%
Dues/Subscriptions	7020	22,404	18,714	3,690	84%
Client Assistance	7210	650,757	396,878	253,878	61%
Equipment (\$5,000 or more)	7310	412	824	(412)	200%
Expendable Equipment	7320	23,585	17,732	5,853	75%
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	<u>15,079</u>	<u>5,480</u>	<u>9,599</u>	<u>36%</u>
Total Expenditures		<u>3,073,978</u>	<u>2,341,574</u>	<u>732,404</u>	<u>76%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(2,330)</u>	<u>(2,330)</u>	

Capital Area Community Action Agency
LIHEAP - Statement of Revenues and Expenditures
From Grant Inception Through 1/31/2021

LIHEAP

4/1/2017 - 3/31/2021

96%

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	10,060,665	6,905,026	(3,155,639)	69%
Total Revenue		<u>10,060,665</u>	<u>6,905,026</u>	<u>(3,155,639)</u>	69%
Expenditures					
Salaries & Wages	6010	1,117,957	885,035	232,922	79%
Fringe	6110	319,882	253,861	66,021	79%
Staff Screenings	6180	2,679	771	1,909	29%
Indirect Costs	6210	279,598	220,018	59,581	79%
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	8,606	2,894	75%
Copies/Printing/Copier	6510	22,131	14,493	7,638	65%
Postage and Delivery Expense	6600	5,686	2,834	2,852	50%
Contractual Services/Professional	6710	42,500	36,196	6,304	85%
Rent/Space Cost	6810	109,245	108,045	1,200	99%
Utilities	6820	14,465	9,055	5,410	63%
General Liability and Property Insurance	6830	15,550	15,123	427	97%
Communications	6840	39,495	36,478	3,017	92%
Repairs & Bldg Maintenance- Recurring	6850	15,568	9,624	5,944	62%
Equipment Maintenance	6910	13,690	8,506	5,184	62%
Vehicle Expense	6920	14,390	3,631	10,759	25%
Equipment Lease	6930	7,475	3,494	3,981	47%
Technology	6940	22,270	9,935	12,335	45%
Fees, Licenses, and Permits	7010	1,150	380	770	33%
Dues/Subscriptions	7020	975	175	800	18%
Client Assistance	7210	7,948,836	5,291,388	2,657,448	67%
Equipment (\$5,000 or more)	7310	618	1,237	(618)	200%
Expendable Equipment	7320	18,530	14,402	4,128	78%
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	2,500	1,082	1,418	43%
Total Expenditures		<u>10,060,665</u>	<u>6,944,215</u>	<u>3,116,450</u>	69%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(39,189)</u>	<u>(39,189)</u>	

**Capital Area Community Action Agency
Head Start - Statement of Revenues and Expenditures
For The Three Months Ending 1/31/2021**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	<u>3,695,531</u>	<u>1,238,147</u>	<u>(2,457,384)</u>	<u>34%</u>
Total Revenue		<u>3,695,531</u>	<u>1,238,147</u>	<u>(2,457,384)</u>	<u>34%</u>
Expenditures					
Salaries & Wages	6010	1,783,812	616,646	1,167,166	35%
Fringe	6110	516,949	178,704	338,245	35%
Staff Screenings	6180	2,500	228	2,272	9%
Indirect Costs	6210	417,818	144,512	273,306	35%
Travel - In Area	6310	4,000	838	3,162	21%
Office Supplies	6410	7,500	2,138	5,362	29%
Program Supplies	6415	26,935	9,866	17,069	37%
Classroom Supplies	6420	44,847	416	44,431	1%
Kitchen Supplies	6430	7,015	73	6,942	1%
Medical/Dental Supplies	6440	500	62	438	12%
Copies/Printing/Copier	6510	20,000	3,427	16,573	17%
Postage and Delivery Expense	6600	1,500	534	966	36%
Contractual Services/Professional	6710	31,000	1,424	29,576	5%
Contractual Services – Health/Disabilities	6715	159,139	62,217	96,922	39%
Rent/Space Cost	6810	207,589	70,456	137,133	34%
Utilities	6820	77,612	33,857	43,755	44%
General Liability and Property Insurance	6830	28,000	10,447	17,553	37%
Communications	6840	47,000	20,093	26,907	43%
Repairs & Bldg Maintenance- Recurring	6850	96,000	39,493	56,507	41%
Repairs & Bldg Maintenance -	6855	33,772	3,568	30,204	11%
Equipment Maintenance	6910	18,000	5,838	12,162	32%
Vehicle Expense	6920	30,000	8,499	21,501	28%
Equipment Lease	6930	9,600	1,559	8,041	16%
Technology	6940	10,545	7,311	3,234	69%
Fees, Licenses, and Permits	7010	2,500	85	2,415	3%
Dues/Subscriptions	7020	2,600	3,324	(724)	128%
Special Events	7110	2,000	0	2,000	0%
Equipment (\$5,000 or more)	7310	7,696	7,696	0	100%
Expendable Equipment	7320	5,000	5,152	(152)	103%
Meetings/Workshops/Training	7420	500	0	500	0%
Training/Staff Development	7430	43,163	3,098	40,065	7%
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	<u>42,739</u>	<u>0</u>	<u>42,739</u>	<u>0%</u>
Total Expenditures		<u>3,695,531</u>	<u>1,241,560</u>	<u>2,453,971</u>	<u>34%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(3,413)</u>	<u>(3,413)</u>	

Capital Area Community Action Agency
WAP - Statement of Revenues and Expenditures
From Grant Inception Through 1/31/2021

WAP

10/1/2017 - 03/31/2021

95%

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>2,284,459</u>	<u>978,177</u>	<u>(1,306,282)</u>	<u>43%</u>
Total Revenue		<u>2,284,459</u>	<u>978,177</u>	<u>(1,306,282)</u>	<u>43%</u>
Expenditures					
Salaries & Wages	6010	320,116	260,822	59,294	81%
Fringe	6110	91,294	74,794	16,500	82%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	81,690	64,458	17,232	79%
Travel - In Area	6310	17,000	10,044	6,956	59%
Office Supplies	6410	4,000	3,672	328	92%
Copies/Printing/Copier	6510	1,500	1,376	124	92%
Postage and Delivery Expense	6600	900	458	442	51%
Contractual Services/Professional	6710	23,314	4,453	18,861	19%
Rent/Space Cost	6810	11,000	14,511	(3,511)	132%
Utilities	6820	4,000	3,113	887	78%
General Liability and Property Insurance	6830	41,628	25,217	16,412	61%
Communications	6840	6,900	7,933	(1,033)	115%
Repairs & Bldg Maintenance- Recurring	6850	7,650	2,565	5,085	34%
Equipment Maintenance	6910	2,700	2,705	(5)	100%
Vehicle Expense	6920	18,000	13,431	4,569	75%
Equipment Lease	6930	850	1,103	(253)	130%
Technology	6940	850	254	596	30%
Fees, Licenses, and Permits	7010	1,350	1,047	303	78%
Dues/Subscriptions	7020	15,500	5,825	9,675	38%
Client Assistance	7210	1,586,488	459,732	1,126,756	29%
Equipment (\$5,000 or more)	7310	550	1,099	(550)	200%
Expendable Equipment	7320	5,000	3,560	1,440	71%
Registration Fees	7410	2,452	1,226	1,226	50%
Meetings/Workshops/Training	7420	38,627	14,680	23,947	38%
Advertising	7450	900	553	347	61%
Total Expenditures		<u>2,284,459</u>	<u>978,630</u>	<u>1,305,828</u>	<u>43%</u>
Excess Revenue over (under) Expenditures		<u>(0)</u>	<u>(453)</u>	<u>(453)</u>	

**Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the Month Ending January 31, 2021**

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		18,943			
Grants - Other Not for Profits		137,887			
In-Kind Revenue		11,207			
VPK/SR					
	923,883	168,036	18%	755,847	82%

CACAA Head Start Credit Card Expenses Jan 2021

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses Transaction Description
HANCOCK CC	1064	6180	250	1/27/202	1.41 #5810, VENITA TREADWELL, VISA, 1/27/2021, BKG
HANCOCK CC	1064	6180	250	1/27/202	43.25 #5810, VENITA TREADWELL, VISA, 1/27/2021, BKG
HANCOCK CC	1064	6180	252	1/27/202	1.41 #4466, DARREL JAMES, VISA, 1/27/2021, BKGD SCREEN - A.
HANCOCK CC	1064	6180	252	1/27/202	43.25 #4466, DARREL JAMES, VISA, 1/27/2021, BKGD SCREEN - A.
HANCOCK CC	1064	6180	258	1/27/202	1.41 #5810, VENITA TREADWELL, VISA, 1/27/2021, BKG SCREEN,
HANCOCK CC	1064	6180	258	1/27/202	43.25 #5810, VENITA TREADWELL, VISA, 1/27/2021, BKG SCREEN,
HANCOCK CC	1064	6415	250	1/27/202	22.95 #4466, DARREL JAMES, VISA, 1/27/2021, PRG SUPPLIES
HANCOCK CC	1064	6415	252	1/27/202	17.94 #4466, DARREL JAMES, VISA, 1/27/2021, PRG SUPPLIES
HANCOCK CC	1064	6415	256	1/27/202	64.90 #4466, DARREL JAMES, VISA, 1/27/2021, PRG SUPPLIES
HANCOCK CC	1064	6415	258	1/27/202	17.94 #4466, DARREL JAMES, VISA, 1/27/2021, PRG SUPPLIES
HANCOCK CC	1064	6420	252	1/27/202	29.99 #5810, VENITA TREADWELL, VISA, 1/27/2021, CLSRM SUPPLIES
HANCOCK CC	1064	6420	256	1/27/202	17.10 #5810, VENITA TREADWELL, VISA, 1/27/2021, CLSRM SUPPLIES
HANCOCK CC	1064	6430	250	1/27/202	12.97 #4466, DARREL JAMES, VISA, 1/27/2021, KTCH SUPPLIES
HANCOCK CC	1064	6430	252	1/27/202	12.97 #4466, DARREL JAMES, VISA, 1/27/2021, KTCH SUPPLIES
HANCOCK CC	1064	6430	256	1/27/202	46.89 #4466, DARREL JAMES, VISA, 1/27/2021, KTCH SUPPLIES
HANCOCK CC	1064	6440	256	1/27/202	62.23 #6982, FATIMA ALEXANDER, VISA, 1/27/2021, THERAPY BOOKS
HANCOCK CC	1064	6920	255	1/27/202	37.00 #4466, DARREL JAMES, VISA, 1/27/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	1/27/202	37.00 #4466, DARREL JAMES, VISA, 1/27/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	1/27/202	38.42 #4466, DARREL JAMES, VISA, 1/27/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	1/27/202	42.01 #4466, DARREL JAMES, VISA, 1/27/2021, GAS HS VEHICLE
HANCOCK CC	1064	7020	255	1/27/202	199.90 #4466, DARREL JAMES, VISA, 1/27/2021, GAS HS VEHICLE
LOWES	1064	6420	256	1/14/202	28.64 #82130109084241, HEAD START, JANUARY 2021,SUPPLIES
LOWES	1064	6850	255	1/14/202	222.66 #82130109084241, HEAD START, JANUARY 2021, RADON TESTS

Total 1,045.49



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



1630270-009196-0001-0001-2



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

***N0009196

MEMO STATEMENT

Account Number



Statement Date

01-27-21

STATEMENT MESSAGES

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

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-08	01-05	24431061006400671002746	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
01-08	01-05	24431061005400559005259	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M49.25 ✓
01-13	01-11	24892161012100842618897	5200	THE HOME DEPOT 254 TALLAHASSEE FL	M293.60 ✓
01-15	01-14	24892161015100344841477	5970	MICHAELS STORES 1651 TALLAHASSEE FL	M47.09 ✓
01-18	01-14	74943011015010185451980	5200	THE HOME DEPOT #0254 TALLAHASSEE FL	M14.68cr ✓
01-18	01-14	74892161015100725353089	5200	THE HOME DEPOT 254 TALLAHASSEE FL	M278.92cr ✓
01-20	01-19	24431061020400675001472	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
01-20	01-19	24431061019400553002934	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓

*gpc
2/3/21*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-21		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 430.01
		NEW CASH ADVANCES .00
		CREDITS 293.60
		STATEMENT TOTAL 136.41
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



1630270-005284-0001-0001-2



FATIMA OLEABHIELE
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

**N0005284

MEMO STATEMENT

Account Number

Statement Date

01-27-21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-22	01-22	24692161022100148948285	5182	BARNES&NOBLE.COM-BN 800-843-2665 NY	MB2.23

*Ed
2/3/21*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-21	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 62.23
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 62.23
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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

Visa BusinessCard
 Statement of Account
 Issued by Hancock Whitney Bank



16320270 - 006861 - 0001 - 0001 - 2



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

**N0006861

MEMO STATEMENT

Account Number

Statement Date

01-27-21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-04	01-03	24446001004400148368177	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M123.73 ✓
01-06	01-05	24228381008400008872418	5411	WAL-MART #4427 TALLAHASSEE FL	M72.83 ✓
01-07	01-06	24492151007637850774280	4814	ZOOM.US 888-799-8668 WWW.ZOOM.US CA	M109.90 ✓
01-11	01-07	24692161008100781149854	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.01 ✓
01-18	01-14	24692161015100548860964	5542	GATE 1194 Q80 TALLAHASSEE FL	M37.00 ✓
01-18	01-15	24692161016100271515871	5542	GATE 1194 Q80 TALLAHASSEE FL	M37.00 ✓
01-25	01-21	24692161022100268199560	5542	GATE 1194 Q80 TALLAHASSEE FL	M38.42 ✓
01-26	01-25	24431061026400871000381	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
01-26	01-25	24431061025400559000886	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
01-26	01-25	24137481026001185022777	5411	PUBLIX #1051 TALLAHASSEE FL	M57.98 ✓

gpc
2/3/21

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-21	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 653.53
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 653.53
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT MARCH 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.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Eastpoint Wildfire Emergency Recovery Response – One camper will be sold. Staff working close out.
- Disaster Recovery Support Grant – Shanon Granado and her team are working with the Long Term Recovery Groups. We have been asked by the DEO to accelerate client payments.
- ALICE Getting Ahead with ECHO per the United Way grant is underway.
- Continue with monthly Head Start management calls with Region IV HHS Office Specialist. Recent meeting recommended submitting an application for expansion of services.

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 FACA Board of Directors and Executive Committee Meetings.
- Participated in UPHS Advocacy Committee and Board meetings.
- Working on COVID-19 impacted resident outreach.
- Tallahassee-Leon County Chamber of Commerce launching a prosperity initiative and working with their organizers on Community Action engagement.

Impact: Developing the infrastructure necessary to support the Agency mission

Resource Development

- Waiting for formal approval from HHS for release of supplemental Head Start grant for start-up funding to permit repairs and renovation to take place. Kenneth Taite, General Contractor for Louise B. Royal Head Start Center renovation, will serve as Project Manager for Franklin Renovation.
- Preparing United of the Big Bend Getting Ahead/Staying Ahead grants. Waiting for invitation from United Way of Northwest Florida.



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www.CapitalAreaCommunityActionAgency.org



- Potential Board member recruitment focused on Getting Ahead clients in neighboring counties. Also, meeting with individuals interested in serving in this capacity.

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

Out of Office

- March 26 – Vacation- Funeral
- March 30 – Vacation – Surgery



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

From: Stanley Thompson (stanley.thompson@acf.hhs.gov)

Grant Number: 04CH011648

Grantee Name: Capital Area Community Action Agency, Inc.

March 15, 2021

Dear Head Start Grantee:

The Consolidated Appropriations Act, 2021, contains an increase of approximately \$123 million for a cost-of-living adjustment (COLA) for all Head Start grantees, inclusive of all Early Head Start - Child Care Partnerships, with the exception of new awards made in fiscal year (FY) 2021. The COLA supports a 1.22 percent increase above FY 2020 funding levels to increase staff salaries and fringe benefits, and offset higher operating costs. The funds are effective with the start of the FY 2021 budget period and are retroactive if this period has already commenced.

The following table reflects the increase(s) available for FY 2021.

Cost-of-Living Adjustment (COLA)

Head Start: \$44,585

Early Head Start:

Total Funding: \$44,585

Please note, allocations are subject to change if adjustments are made to annual funding levels.

Submission Requirements

Program Instruction ACF-PI-HS-21-01 informed grantees and delegate agencies of the intended uses of COLA funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The supplemental application is due April 15, 2021 and must be submitted in the Head Start Enterprise System (HSES). To apply, please select the **Financials** tab, **Grant Application** tab, **Fiscal Year 2021**, and add the **'Supplement - COLA'** amendment type. No other application type for these funds will be accepted.

Content of 'Supplement - COLA' Application

Applications must include a narrative and detailed budget justification by program, Head Start and/or Early Head Start and demonstrate the following:

- An increase of no less than 1.22 percent of the current pay scale for Head Start/Early Head Start employees, including unfilled vacancies, subject to the provisions of Sections 653 and 640(j) of the Head Start Act;

- The rationale and documentation detailing agency policies and procedures if employees are receiving less than the 1.22 percent COLA or differential COLA increases;
- The provision of a no less than 1.22 percent increase to all delegate agencies and partners or justification if less than 1.22 percent or differential increases are provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs.

Non-Federal Match

The budget and detailed budget justification must include each source of non-federal match, including estimated amount per source and the valuation methodology. Flexibilities continue for waiver requests of the non-federal match requirement through the public health emergency for the 2019 novel coronavirus. To request a waiver, enter \$0 in Section C of the SF-424A of the application. No additional justification is required, and the issuance of a notice of award constitutes approval of the request.

Supporting Documents

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. Through the public health emergency for the 2019 novel coronavirus, at a minimum a statement confirming the approval of Governing Body and Policy Council members available for contact will be accepted. The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Deirdre Mitchell, Head Start Program Specialist, at (404) 562-2858 or deirdre.mitchell@acf.hhs.gov or Stephanie Moore, Grants Management Specialist, at (404) 562-2858 or stephanie.moore@acf.hhs.gov.

For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

Sincerely,

/Heather Wanderski/

Heather Wanderski
Regional Program Manager
Office of Head Start

Attachments: None

Please login to HSES (<https://hses.ohs.acf.hhs.gov/>) to view and respond.

To be able to log in and respond to a message in HSES under the Correspondence tab, you will need an account. If you do not yet have one, please contact the HSES Help Desk to obtain a user ID and password.



COVID-19 - Status Update

	Budget Plan	Status	Year To Date	Comments
Award	332,189			
Equipment				
Zonos	132,000	Ordered and delivered	140,000	\$140,000 - delivered and trained
Contractual Services				
Wellness Checks - Physicals	6,500	holding		Not needed yet.
Computer Connectivity	75,000	holding - evaluating options	4,500	purchased connections for about 30 families
Counseling	12,500	holding - evaluating options	13,697	Evaluating options to support Center-based staff
Hatch IGNITE online Teaching App	13,967	Ordered and delivered	7,500	Deployed and trained
1Place Childcare Monitoring	7,500	Ordered and delivered		Deployed and trained
			115,467	
Equipment Expendable				
Clorox 360 Foggers	10,500	Ordered and delivered	9,000	\$9,000 - Vicotry Foggers - deplyed and trained
Portable sink	1,275	holding - evaluating options		
Parent computer Centers	7,500	holding - evaluating options		No client access to offices - project on hold
Sanitizer Stations	3,952	Ordered and delivered	1,820	\$1,000 - deployed and being used
			23,227	
Thermometers	2,769	Ordered and delivered	700	\$700 - deployed and used at drop-off
Masks	7,500	Ordered and delivered	900	
Gloves	4,000	Ordered and delivered		
Kids masks	44,226	Ordered and delivered	10,750	\$12,000 - plenty of inventory
			58,495	
Training - Cleaning	3,000	no charge		In-service training
			3,000	
TOTAL	332,189		188,867	143,322
Substitute Teachers - Aides	*		30,000	
Hazard Pay			50,000	\$1000 * 50 staff
Cameras for Observations			20,000	

Activity Code	Location Code	Name	Description	Effective	Doc Date	Debit	Credit	Session ID	Document Number
6410	255	600		Opening Balance					
6410	255	600	HANCOCK WHITNEY BANK	9/27/2020	9/17/2020	308.60		AP200903-VISAS	082720-TC
6410	255	600	HANCOCK WHITNEY BANK	9/27/2020	9/17/2020	2,536.00		AP200903-VISAS	082720-TC
6410	255	600	STAPLES BUSINESS ADVANTAGE	10/6/2020	10/28/2020	189.70		AP201005	3456818711
6410	255	600	STAPLES BUSINESS ADVANTAGE	11/13/2020	12/3/2020	49.80		AP201201	3461824025
6410	255	600	STAPLES BUSINESS ADVANTAGE	11/13/2020	12/17/2020	127.11		AP201203	3462522035
6410	255	600	STAPLES BUSINESS ADVANTAGE	11/19/2020	12/3/2020	2,459.90		AP201201	3462279528
			Transaction Total			5,682.11	0.00		
Balance 6410						5,682.11			
6415	250	600		Opening Balance					
6415	250	600	STAPLES BUSINESS ADVANTAGE	9/8/2020	10/15/2020	0.00		AP201003	3457320338
6415	252	600	STAPLES BUSINESS ADVANTAGE	9/8/2020	10/15/2020	34.99		AP201003	3457320338
6415	255	600	STAPLES BUSINESS ADVANTAGE	9/8/2020	10/15/2020	34.99		AP201003	3457320338
6415	255	600	HANCOCK WHITNEY BANK	9/28/2020	10/15/2020	82.36		AP201003-VISAS	092820-DJ
6415	255	600	HANCOCK WHITNEY BANK	9/28/2020	10/15/2020	29.56		AP201003-VISAS	092820-VT
6415	255	600	STAPLES BUSINESS ADVANTAGE	11/13/2020	12/10/2020	90.09		AP201202	3461941038
6415	256	600	STAPLES BUSINESS ADVANTAGE	9/8/2020	10/15/2020	139.56		AP201003	3457320338
6415	258	500	STAPLES BUSINESS ADVANTAGE	9/8/2020	10/15/2020	34.99		AP201003	3457320338
			Transaction Total			481.92	0.00		
Balance 6415						481.92			
6420	250	600		Opening Balance					
6420	250	600	STAPLES BUSINESS ADVANTAGE	7/12/2020	10/1/2020	0.00		JV200017	JE 03
6420	250	600	STAPLES BUSINESS ADVANTAGE	7/24/2020	8/20/2020	1,345.00		AP200803	8059187687-HS4
6420	250	600	STAPLES BUSINESS ADVANTAGE	7/24/2020	8/20/2020	49.98		AP200803	8059187687-HS4
6420	250	600	STAPLES BUSINESS ADVANTAGE	7/27/2020	8/20/2020	174.85		AP200803	8059187687-HS4
6420	250	600	Kaplan	7/27/2020	8/20/2020	185.39		AP200803	8059187687-HS5
6420	250	600	Kaplan	8/3/2020	8/13/2020	1,986.00		AP200802	0005544796-KAP
6420	250	600	INNOVATIVE HEALTHCARE SOLUTIONS, LLC.	8/3/2020	8/13/2020	119.60		AP200802	0005544796-KAP
6420	250	600	INNOVATIVE HEALTHCARE SOLUTIONS, LLC.	9/28/2020	10/15/2020	41.97		AP201003-VISAS	092820-KR
6420	250	600	INNOVATIVE HEALTHCARE SOLUTIONS, LLC.	9/28/2020	10/15/2020	19.99		AP201003-VISAS	092820-KR
6420	250	600	INNOVATIVE HEALTHCARE SOLUTIONS, LLC.	9/30/2020	10/15/2020	23.43		AP201003-VISAS	092820-VT
			Transaction Total			22,277.00	0.00		
Balance 6420						22,277.00			
6420	250	600		Opening Balance					
6420	251	200	STAPLES BUSINESS ADVANTAGE	7/12/2020	9/23/2020	538.00		JV190056	JE INNOV
6420	251	200	STAPLES BUSINESS ADVANTAGE	7/24/2020	10/1/2020	49.98		JV200017	JE 03
6420	251	200	STAPLES BUSINESS ADVANTAGE	7/24/2020	8/20/2020	34.99		AP200803	8059187687-HS4
6420	251	200	STAPLES BUSINESS ADVANTAGE	7/27/2020	8/20/2020	185.39		AP200803	8059187687-HS5
6420	251	200	Kaplan	8/3/2020	8/13/2020	1,958.00		AP200802	0005544796-KAP
6420	251	200	Kaplan	8/3/2020	8/13/2020	119.60		AP200802	0005544796-KAP
6420	251	200	HANCOCK WHITNEY BANK	9/28/2020	10/15/2020	41.97		AP201003-VISAS	092820-KR
6420	251	200	HANCOCK WHITNEY BANK	9/28/2020	10/15/2020	19.99		AP201003-VISAS	092820-KR
6420	251	200	INNOVATIVE HEALTHCARE SOLUTIONS, LLC.	9/28/2020	10/15/2020	2.98		AP201003-VISAS	092820-KR
6420	251	200	INNOVATIVE HEALTHCARE SOLUTIONS, LLC.	9/30/2020	10/15/2020	22,277.00		AP201003	093020-IHS
			Transaction Total			538.00	22,277.00		
Balance 6420						538.00	22,277.00		
6420	251	200		Opening Balance					
6420	252	600	STAPLES BUSINESS ADVANTAGE	7/12/2020	9/23/2020	807.00		JV190056	JE INNOV
6420	252	600	STAPLES BUSINESS ADVANTAGE	7/12/2020	10/1/2020	1,076.00		JV200017	JE 03
6420	252	600	STAPLES BUSINESS ADVANTAGE	7/24/2020	8/20/2020	46.98		AP200803	8059187687-HS4
6420	252	600	STAPLES BUSINESS ADVANTAGE	7/27/2020	8/20/2020	104.97		AP200803	8059187687-HS4
6420	252	600	Kaplan	8/3/2020	8/13/2020	185.39		AP200803	8059187687-HS5
6420	252	600	Kaplan	8/3/2020	8/13/2020	1,986.00		AP200802	0005544796-KAP
6420	252	600	HANCOCK WHITNEY BANK	9/28/2020	10/15/2020	119.60		AP201003-VISAS	092820-VT
6420	252	600	HANCOCK WHITNEY BANK	9/28/2020	10/15/2020	21.53		AP201003-VISAS	092820-VT
6420	252	600	INNOVATIVE HEALTHCARE SOLUTIONS, LLC.	9/30/2020	10/15/2020	22,277.00		AP201003	093020-IHS
			Transaction Total			807.00	22,277.00		
Balance 6420						807.00	22,277.00		
6420	252	600		Opening Balance					
6420	255	600	STAPLES BUSINESS ADVANTAGE	7/12/2020	9/23/2020	3,766.00		JV190056	JE INNOV
6420	255	600	STAPLES BUSINESS ADVANTAGE	7/12/2020	10/1/2020	1,243.81		JV200017	JE 03
6420	255	600	STAPLES BUSINESS ADVANTAGE	7/24/2020	8/20/2020	49.98		AP200803	8059469687-HS1
6420	255	600	STAPLES BUSINESS ADVANTAGE	7/27/2020	8/17/2020	1,243.81		AP200803	8059469687-HS1
6420	255	600	Kaplan	8/1/2020	9/17/2020	490.24		AP200903	8059469687-HS1
6420	255	600	Kaplan	8/1/2020	9/17/2020	490.24		AP200903	8059469687-HS1

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Balance 6715					1,890.00	0.00
6940	250	600			1,890.00	
6940	250	600			0.00	
6940	251	200	HATCH		1,680.00	0300556A-B
6940	252	600	HATCH		600.00	0300556A-B
6940	255	600	HANCOCK WHITNEY BANK		1,230.00	0300556A-B
6940	255	600			3,123.00	082720-NSS
6940	256	600			3,600.10	JE 02
6940	258	500	HATCH		3,890.00	0300556A-B
6940	258	500	HATCH		1,140.00	0300556A-B
Transaction Total					<u>15,063.10</u>	<u>0.00</u>
Opening Balance					0.00	
8/6/2020				8/27/2020	1,680.00	AP200804
8/6/2020				8/27/2020	600.00	AP200804
8/6/2020				8/27/2020	1,230.00	AP200804
8/27/2020				9/17/2020	3,123.00	AP200903-VISAS
10/1/2020				10/1/2020	3,600.10	JV200017
8/6/2020				8/27/2020	3,890.00	AP200804
8/8/2020				8/27/2020	1,140.00	AP200804
Transaction Total					<u>15,063.10</u>	<u>0.00</u>

Balance 6940					0.00	
7010	255	600			0.00	
7010	255	600	HANCOCK WHITNEY BANK		31.23	AP200903-VISAS
Transaction Total					<u>31.23</u>	<u>0.00</u>
Opening Balance					0.00	
9/30/2020				9/23/2020	23,277.00	JE INNOV
9/30/2020				9/23/2020	23,277.00	JE INNOV
9/30/2020				9/23/2020	23,277.00	JE INNOV
9/30/2020				9/23/2020	46,554.00	JE INNOV
9/30/2020				9/23/2020	23,277.00	JE INNOV
Transaction Total					<u>139,662.00</u>	<u>0.00</u>

Balance 7310					139,662.00	
7310	250	600			0.00	
7310	250	600			23,277.00	JE INNOV
7310	251	200			23,277.00	JE INNOV
7310	252	600			23,277.00	JE INNOV
7310	256	600			46,554.00	JE INNOV
7310	258	500			23,277.00	JE INNOV
Transaction Total					<u>139,662.00</u>	<u>0.00</u>

Balance 7320					12,622.40	
7320	255	600			0.00	
7320	255	600	HANCOCK WHITNEY BANK		12,622.40	AP200903-VISAS
7320	255	600	HANCOCK WHITNEY BANK		56.00	AP201003-VISAS
Transaction Total					<u>12,622.40</u>	<u>56.00</u>
Opening Balance					0.00	
8/27/2020				9/17/2020	12,622.40	082720-TC
9/28/2020				10/15/2020	56.00	092820-TC

Balance 7430					13,454.00	
7430	110	200			0.00	
7430	110	200			2,200.00	JE 02
7430	110	500			2,200.00	JE 02
7430	110	600			751.41	JE 02
7430	110	600			1,448.59	JE 02
7430	110	600			2,200.00	JE 02
7430	110	600			2,200.00	JE 02
7430	110	600			2,200.00	JE 02
7430	110	600			2,200.00	JE 02
7430	255	600			254.00	112720-VT
Transaction Total					<u>13,454.00</u>	<u>0.00</u>

Balance 7430					13,454.00	
Report Opening/Current Balance					0.00	
Report Transaction Totals					385,119.04	144,813.96

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144,813.96

385,119.04

240,305.08

Report Current Balances

Report Difference

Policy Proposal

Performance Bonus

Employees may be eligible for incentive compensation based on cost reduction, efficient performance, suggestion awards, safety awards, etc., to the extent that the overall compensation is determined to be reasonable and such costs are paid or accrued pursuant to an agreement entered into in good faith between the non-Federal entity and the employees before the services were rendered, or pursuant to an established plan followed by the non-Federal entity so consistently as to imply, in effect, an agreement to make such payment.

Hazard Pay

Employees may be eligible for supplemental compensation for performing duties or work involving physical hardship or under conditions which require additional responsibility. Work duty that causes extreme physical discomfort and distress which is not adequately alleviated by protective devices is deemed to impose a physical hardship.

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Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month of February 2021

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	6	2	24	14	1	1
Franklin*	4	2	21	9	1	2
Gadsden	0	0	44	19	3	8
Gulf	0	0	13	9	0	0
Jefferson	0	10	35	9	2	5
Leon Tues AM	8	7	141	72	6	56
Leon Tues PM	9	6				
Leon Weds PM	8	N/A				
Liberty	0	0	12	8	1	0
Wakulla	0	0	15	12	2	6
ECHO	10	0	N/A			
TOTALS	45	27	305	152	16	78

*GA complete; transitioning to SA

DISASTER RECOVERY	Transferred from SVDP*	New Intake	Cases Closed	Total Open Cases	Cases Approved for Funding	Amount Approved to-date
Gulf	15	0	1	14	14	\$ 64,083
Franklin	23	3	0	26	6	\$ 19,948
Liberty	1	0	0	1	1	\$ 6,900
Calhoun	14	0	0	14	14	\$ 51,000
Gadsden	29	0	0	29	14	\$ 53,554
Wakulla	0	0	0	0	0	\$ -
Total	82	3	1	84	49	\$ 195,485

* Cases transferred from St. Vincent de Paul Disaster Recovery Program when their funding ended. Jefferson isn't covered in grant. Leon won't be serviced at this time due to lack of disaster recovery needs in the county.

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month of February 2021

HEAD START 2020 - 2021 Enrollments	Franklin	Jefferson	Mabry	Royal	South City	Total
# of Students Enrolled @ 2/28/2021 (Actually attended)	19	33	53	40	105	250
Funded Enrollment (Revised due to COVID-19)	20	37	56	42	123	278
Center Enrollment %	95.00%	89.19%	94.64%	95.24%	85.37%	89.93%

NOTES: See attached Family Community Engagement Manager report for additional information on enrollments.

Attendance

Funded Attendance (378 total*) 69.61%

Actual Attendance (Based on 250 enrolled) 79.59%

In Compliance? Yes

Attendance is defined as each day a child receives services. This includes virtual home visits and educational sessions. Due to the COVID-19 pandemic, in an effort to increase physical distance we have reduced our enrollment goal from 378 to 278.

Disability Services

Students with IEP's 16

Students with Concerns 44

In Compliance? No

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.

Capital Area Community Action Agency

MEMORANDUM

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

The following are notes to the COO Summary of Programs:

PROGRAMS

Family Self-Sufficiency Program (FSSP)

New Getting Ahead classes began the week of February 1st, with three classes in Leon County, and one each in Calhoun and Franklin counties. ECHO began their second class of "Getting' Ahead in the Workplace" on March 3rd. Two Case Managers co-facilitate each class, and staff that completed the Train the Trainer program 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 department is expanding their community outreach efforts, and has established new partnerships as follows:

1. Currently working with a marketing consultant to establish a brand for the agency to help in developing outreach materials. This will be a coordinated effort between all departments to assist in recruiting program participants, donors, mentors and partners for the agency.
2. Developed a partnership with the National Alliance for Mental Illness (NAMI). They will be providing informational workshops to assist staff and program participants that may be experiencing emotional trauma due to the stress caused by the COVID pandemic, and other life factors. NAMI will provide training for teaching staff at the March 22nd in-service training, and a Lunch-and-Learn session for all other agency staff in April. They will also have a session with each Gettin' Ahead class to discuss mental health and wellness. Additional services could be available to participants at no cost to them if they chose to utilize the services of NAMI.
3. Participated in a zoom meeting with representatives of the Tallahassee Memorial Hospital Nutrition Services program to discuss food insecurity in low resourced communities. They are interested in partnering with us to find ways of providing food services to families in need. They would also like



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to have their managers trained to facilitate Gettin' Ahead for their staff. We will continue this dialog to develop a plan for these projects.

4. Case Manager meetings are held weekly to review and discuss the Gettin' Ahead topic for the next week. This helps keep the facilitators on the same schedule, and give an opportunity to share ideas for presenting the material. The ECHO facilitators are included in these meetings. This has helped to strengthen our partnership with ECHO, and to increase the facilitators skills and confidence in presenting the materials.

Disaster Recovery

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. The Weatherization team is providing pre and post-inspection services for disaster recovery services to ensure the work is completed according to required standards prior to payment for repair services. Utilizing all of our skills and resources will help make the outcomes successful for the clients that will be served in the program. The first program report for the department is included in this Board package.

Emergency Services

Applications for LIHEAP services and CSBG CARES rent services are increasing. DEO increased the maximum allowable benefit amount for LIHEAP Crisis to \$4,000 per household to allow us to spend down the remaining balance of the 2019 funds that expire on 3/31/2021. This increase also includes the LIHEAP Cares funding that expires on 9/30/2021. The CSBG CARES rental 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

Lori Bouie, Disaster Recovery Administrative Assistant
Jennifer Brown, Intake Specialist, Franklin County
Kendra Martin, Intake Specialist, Calhoun County
Kenya Brown, FSSP Intern, Thomas University

Vacancies

Intake Specialist Leon County (2 Positions)
Disaster Recovery Case Manager, Calhoun/Liberty
Case Manager Gadsden County

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
JANUARY	1.1	The organization will provide DEO with a roster showing members of the low income sector.	On going	N/A	Complete
	1.3	The organization provides each customer with a customer satisfaction survey to determine how well customers are being served.	On going	N/A	Complete
	2.1	The organization has demonstrated partnerships across the community with other anti-poverty organizations within the area by agreements and MOUs	On Going	N/A	Complete
	2.3	The organization communicates to the community residence via the website. The website provides a list of programs the agency currently offers.	on going	N/A	Complete
	2.4	The organization documents the number of volunteers and hours mobilized in support of its activities via sign in sheets.	on going	N/A	Complete
	4.2	The Organization will complete, date and sign the Community Action Plan	On going	11/1/2021	
	4.3	The Organization will complete, date and have Community Action Plan signed by the Certified ROMA trainer or trainer on staff	On going	11/1/2021	
MARCH	4.4	The governing board will receive annual updates on success on strategies included in the Community Action Plan. The department managers provide updated reports every other month for review to the Chief Operating Officer to share with the	Annually	3/24/2021	
	5.1	The organization's governing board is structured in compliance with the Community Service Block Grant (CSBG) Act according to the Boards Bylaws and Board Roster 1. At least one third democratically-selected representatives of the low-income community; 2. One-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interest in the community.	On Going		
	5.2	The organization's governing board has written procedures that document a democratic selection process for low-income board members according to the bylaws including procedure to document democratic selection	On Going		

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	5.5	The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws	Maintain		
	5.7	The organization has a process to provide a structured orientation for governing board members within 6 months of	Maintain		
	5.9	The organization's governing board receives programmatic reports at each regular board meeting	Maintain		
	6.5	The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.	Annually		
	7.2	The organization provides all new employees with a copy of the Employee Handbook; all staff are notified of employment	Maintain		
MAY					
	7.4	The governing board conducts a performance appraisal of the CEO/Executive Director within each calendar year.	Annually		
	7.5	The governing board reviews and approves CEO/Executive Director compensation within every calendar year.	Annually		
	7.6	The organization has a policy in place for regular written evaluation of employees by their supervisors	Maintain		
	7.7	The organization has a whistle blower policy that has been approved by the governing board.	Ongoing		
	7.8	All staff participates in a new employee orientation within 60 days of hire.	Ongoing		
	7.9	The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis. All participants will complete sign in sheets, received an agenda and training materials.	Maintain		
JUNE					
	8.1	The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant within the allotted timeframe of 1 year.	Annually		
JULY					
	8.2	All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate and board minutes will reflect the review of the audit.	Annually		
	8.3	The organization's auditor presents the audit to the governing board.	Annually		

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	8.4	The governing board formally receives and accepts the audit to reflect the approval of the audit by the board	Annually		
	8.12	The organization documents how it allocates shared cost through an indirect cost rate plan or through a written cost allocation plan.	Annually		
SEPTEMBER	8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	Annually		
	8.7	The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position and copies of the financial report will be	Monthly		
	8.8	All required filings and payments related to payroll withholdings are completed on time.	Bi-weekly		
	8.9	The governing board annually approves an organization-wide budget.	Annually		
	8.13	The organization has a written policy in place for record retention and destruction.	Maintain		
	9.1	The organization has systems in place to track and report client demographics and services customers receive via in house data base. The data base the agency is currently using is SHAH New Gen.	Ongoing		
	9.2	The organization has a system or systems in place to track family, agency, and/ or community outcomes via the agency data	Maintain		
	9.3	The organization has presented to the governing board for review or action within the past 12 months, an analysis of the agency's outcomes and operational programs, adjustments and improvements identified via minutes, notes and reports.	Annually		
	9.4	The organization submits its annual Community Service Block Grant (CSBG) Information Survey (IS Survey) data report, and it reflects client demographics and organization-wide outcomes.	Annually		
January 2022		SUBMIT			

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for February 2021 – *Emergency Services*
DATE: March 3, 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 February 2021.

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	9/19	24/48								74/140
Franklin	23/58	10/17	20/42	15/36	21/46								89/199
Gadsden	23/60	24/57	25/64	20/46	44/88								136/315
Gulf	13/27	4/12	8/16	17/29	13/24								55/108
Jefferson	10/33	9/12	26/10	7/13	35/56								87/124
Leon	206/551	199/221	221/559	222/492	141/724								989/2547
Liberty	3/10	4/12	6/9	5/6	12/24								30/61
Wakulla	11/36	8/14	7/17	4/13	15/40								45/120
Total	312/812	267/365	322/733	299/654	305/1050								1505/3614

Additional information listed below:

Number of Single Parent's assisted.

Female	665
Male	385
Total Emergency Services Utility Assistance (from Donated Funds) = 49/117	
Emergency Rental Assistance = 94/222	



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Capital Area Community Action Agency

MEMORANDUM

FROM: Terry Mutch
RE: Weatherization Assistance Program
DATE: March 5, 2021

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

Completion date: TBD

As of March 5 2021, 127 homes have been processed and inspected. Of those 127 homes, 78 homes have been completed and inspected, 16 homes are currently in pre-inspection, bid process or are currently in the process of being weatherized and 33 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	1	1
Franklin	2	0	9	1	2
Gadsden	11	4	19	3	8
Gulf	2	2	9	0	0
Jefferson	2	3	9	2	5
Leon	51	36	72	6	56
Liberty	-	0	8	1	0
Wakulla	4	2	12	2	6
Total	72	47	152	16	78



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Capital Area Community Action Agency

MEMORANDUM

TO: Nina Self, COO
FROM: Shanon Granado, Disaster Recovery Program Manager
RE: Board Report for Month of February 2021
DATE: March 12, 2021

Progress of the Program:

The Disaster Recovery Case Managers (DCM) have been working hard on building up their new case load. They have received many cases from St. Vincent de Paul's (SVDP) former case load, and new cases are coming in daily.

The case managers have received 82 case from SVDP and local Long Term Recovery Groups, and opened an additional 3 from walk-ins. Currently there are a total of 84 cases open (see attached report). We have successfully closed 1 case with all goals met valued at \$14,400.00. There have been approximately 49 cases presented to date with an approval value of \$195,485.25. We have processed payments totaling \$63,523.66 as of 2/28/21.

DCM are working with clients and vendors to obtain required documents to process payments of these approved cases. They have also provided other assistance through referrals to North Florida Legal Aid, Rebuild Florida, Career Source, Life Management Center of Northwest Florida, SHIP, Citizens of Gulf County Recovery Team, The Care Closet, and Community Actions' Family Self Sufficiency, Weatherization, Head Start and LIHEAP programs.

Staff Challenges

- Obtaining W9, DBPR reports, and Sam.gov reports on contractors for payment request.
- Learning new processes and procedures that are being put into place
- Learning of Shah NewGen case management system
- Obtaining required documents from client's in a timely manner

Overcoming Staff Challenges:

- We have hired an Administrative Assistant for the department who is diligently working on obtaining the W9, DBPR, and Sam.gov reports.
- Frequent meetings and continuous training of staff members
- Case managers are working with Family Services team members to better learn the Shah NextGen case management system.
- DCM's are assisting clients with overcoming the obstacles of obtaining documents.

Client Challenges:

- Obtaining documents due to pandemic barriers
- Introducing internet and technology to clients

Special Event Opportunities:

- Gulf County LTRG Meeting
- Calhoun County LTRG Meeting



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Disaster Recovery Program
Case Inventory at 2/28/2021

	A	B	C	D	E	F	G	H
1	CASE INVENTORY SUMMARY							
2								
3		Cases from SVDP*	New Intake	Cases Closed	Total Open Cases @ 2/28/21	Cases Approved for CAA Funding	Amount Approved	Amount Disbursed to Date
4		82	3	1	84	49	\$ 195,485.25	\$ 63,523.66
5								
6								
7	CASE INVENTORY BY COUNTY							
8								
9	County	Cases from SVDP	New Intake	Cases Closed	Total Open Cases @ 2/28/21	Cases Approved for CAA Funding	Amount Approved	Amount Disbursed to Date
10	Gulf	15	0	1	14	14	\$ 64,083.19	\$ 37,707.24
11	Franklin	23	3	0	26	6	\$ 19,947.82	\$ 9,311.32
12	Liberty	1	0	0	1	1	\$ 6,900.00	\$ 3,450.00
13	Calhoun	14	0	0	14	14	\$ 51,000.00	\$ 2,000.00
14	Gadsden	29	0	0	29	14	\$ 53,554.24	\$ 11,055.10
15	Wakulla	0	0	0	0	0	\$ -	\$ -
16	Total	82	3	1	84	49	\$ 195,485.25	\$ 63,523.66
17								
18	*Cases transferred to agency from St. Vincent de Paul's disaster recovery program when the contract ended.							

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: March 16, 2021

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

Staffing

Interviewing teachers and substitute teachers. A 1.22% COLA has been granted to the Agency for Head Start staff - \$44,585. Seeking approval for budget plan.

Facilities

Maintenance of the facilities continues using contracted services. Franklin repairs will be made to new facility when no-cost extension is approved.

Curriculum

Coaching sessions continue with Teaching Strategies. Coaches continue to work with teachers based on CLASS observations.

Enrollment

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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ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

From: Stanley Thompson (stanley.thompson@acf.hhs.gov)

Grant Number: 04CH011648

Grantee Name: Capital Area Community Action Agency, Inc.

March 15, 2021

Dear Head Start Grantee:

The Consolidated Appropriations Act, 2021, contains an increase of approximately \$123 million for a cost-of-living adjustment (COLA) for all Head Start grantees, inclusive of all Early Head Start - Child Care Partnerships, with the exception of new awards made in fiscal year (FY) 2021. The COLA supports a 1.22 percent increase above FY 2020 funding levels to increase staff salaries and fringe benefits, and offset higher operating costs. The funds are effective with the start of the FY 2021 budget period and are retroactive if this period has already commenced.

The following table reflects the increase(s) available for FY 2021.

Cost-of-Living Adjustment (COLA)

Head Start: \$44,585

Early Head Start:

Total Funding: \$44,585

Please note, allocations are subject to change if adjustments are made to annual funding levels.

Submission Requirements

Program Instruction ACF-PI-HS-21-01 informed grantees and delegate agencies of the intended uses of COLA funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The supplemental application is due April 15, 2021 and must be submitted in the Head Start Enterprise System (HSES). To apply, please select the **Financials tab, Grant Application tab, Fiscal Year 2021**, and add the **'Supplement - COLA'** amendment type. No other application type for these funds will be accepted.

Content of 'Supplement - COLA' Application

Applications must include a narrative and detailed budget justification by program, Head Start and/or Early Head Start and demonstrate the following:

- An increase of no less than 1.22 percent of the current pay scale for Head Start/Early Head Start employees, including unfilled vacancies, subject to the provisions of Sections 653 and 640(j) of the Head Start Act;

- The rationale and documentation detailing agency policies and procedures if employees are receiving less than the 1.22 percent COLA or differential COLA increases;
- The provision of a no less than 1.22 percent increase to all delegate agencies and partners or justification if less than 1.22 percent or differential increases are provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs.

Non-Federal Match

The budget and detailed budget justification must include each source of non-federal match, including estimated amount per source and the valuation methodology. Flexibilities continue for waiver requests of the non-federal match requirement through the public health emergency for the 2019 novel coronavirus. To request a waiver, enter \$0 in Section C of the SF-424A of the application. No additional justification is required, and the issuance of a notice of award constitutes approval of the request.

Supporting Documents

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. Through the public health emergency for the 2019 novel coronavirus, at a minimum a statement confirming the approval of Governing Body and Policy Council members available for contact will be accepted. The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Deirdre Mitchell, Head Start Program Specialist, at (404) 562-2858 or deirdre.mitchell@acf.hhs.gov or Stephanie Moore, Grants Management Specialist, at (404) 562-2858 or stephanie.moore@acf.hhs.gov.

For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

Sincerely,

/Heather Wanderski/

Heather Wanderski
Regional Program Manager
Office of Head Start

Attachments: None

Please login to HSES (<https://hses.ohs.acf.hhs.gov/>) to view and respond.

To be able to log in and respond to a message in HSES under the Correspondence tab, you will need an account. If you do not yet have one, please contact the HSES Help Desk to obtain a user ID and password.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center
FROM: Venita Treadwell, Early Childhood Development Manager
RE: Board Report
DATE: March 5, 2021

Health and safety continue to be at the top of the list in our Head Start Centers. We continue to manage Coronavirus issues with staff and families. The issues that I refer to are the following:

- Staff members contract the disease or have been exposed in his/her personal life.
- Students and/or their families contract or have been exposed at home.
- A true positive case with a staff member or child who have exposed others.
- Staff who must be absent to care for family members, especially children, who have been exposed or are positive.

Currently, all centers and classrooms are open. Absenteeism of students has been a huge factor in the classrooms due to reasons listed above.

We are concluding our second assessment period with Star Renaissance and will have scores to report on the next report. Coaches continue to coach teaching staff via ZOOM, telephone conferencing, and limited on-site meetings. Center directors are monitoring their staff for mental health red flags. Head Start staff members have experienced death in the family and illness due to the pandemic. We are excited to receive a NAMI (National Alliance on Mental Illness) presentation at the March 22nd In-Service. This presentation will support teachers in their wellness journey.

Black History Month was very successful. Each classroom made a presentation at the ZOOM parent meetings. The conclusion of the month was very exciting. We partnered with Oak Ridge Elementary School and a local author, Ms. A. Woods, read her book, “*Emory Takes Flight*”, this was done by ZOOM. The fifth grade afterschool club also packaged treat bags for the South City and Louise B. Royal Head Start students to take home. The teachers and children were very excited to have a real author read her book and talk to the children about becoming future leaders. Each classroom received a book for the class library. Great day! Board members can also donate books to our classrooms.

We are looking forward to a nice Spring Break (March 15 – 19, 2021) to relax and come back refreshed and eager to finish the year. Teachers will return for In-Service on Monday, March 22nd and students return Thursday, March 25th. The team is beginning to organize summer packets for the families so that they can continue to work with the children over the summer.

In closing, I am sharing our Head Start Goal. *Our Head Start Goal is to ensure that all three and four year old children that participate in Head Start enter school ready to learn.*



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Capital Area Community Action Agency

TO: Venita Treadwell

FROM: Kristin Reshard, Quality Assurance Manager

DATE: February 25, 2021

SUBJECT: Child Data in the Head Start Early Learning Outcomes Framework (HSELOF)

The role of the HSELOF in program planning and practice is mandated by the Head Start Act and by the Head Start Program Performance Standards.

Strengths

In the five broad areas of early learning identified by the HSELOF and referred to as central domains our 2020-2021 Head Start students performed the best in the Perceptual, Motor, and Physical Development domain.

Weakness

Current students need the most support in the Cognition domain. The Cognition domain includes: reasoning, memory, problem solving and thinking skills to connect experiences and organize their world. Although not directly stated, the Cognition domain is where students' mathematical abilities are assessed. The TSG data is consistent with the Renaissance Star Early Literacy (STAR) data indicating the majority of students are struggling with early numeracy skills.

Opportunities

The current data raises the following questions and provides the opportunity for additional research and/ or program improvement.

- 1) Why are the current Head Start students demonstrating negative gains in fine motor skills and following directions?
- 2) Why are students meeting or exceeding expectation with regards to alphabet principle and visual discrimination of letters in TSG, but being grouped as in need of individualization by Hatch or scoring below 70% for those domains on the STAR?

Threat

There is a large amount of variability between internal data on early literacy and data captured by an outside observer or the Department of Education.



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School Readiness Goals

Capital Area Community Action Agency School Readiness Goals in the Head Start Early Learning Outcome Framework

Preschooler Domains	Central Domains			
	Approaches to Learning	Social and Emotional Development	Language and Literacy	Cognition
<p>Goal: Children will learn to successfully navigate learning experiences by developing the ability to regulate in a variety of situations.</p> <p>Objectives: 75% of students meet or exceeded expectations</p> <p>Objectives: Follow simple rules and routines with increasing independence (1B) Participate with a difficult or non-preferred activity and seek help when needed (11b) Uses imagination in play and interactions with others to play, initiate and complete learning activities (11a)</p>	<p>Goal: Children will gain a sense of identity and belonging through social interactions and positive emotional connections in order to experience emotional success</p> <p>Objectives: 75% of students meet or exceeded expectations</p> <p>Objectives: Build positive social relationship with peers and adult in a cooperative manner (2a, 2c, 2d) Recognize and use words/expressions of emotion, learn strategies to manage feelings and control impulses with increase independence (2b)</p>	<p>Goal: Children will learn and develop both receptive and expressive language skills to build a strong emergent literacy foundation to transition school readiness.</p> <p>Objectives: 75% of students meet or exceeded expectations</p> <p>Objectives: Listen to, understand and use increasingly complex language (1a, 2a, 2b, 9c) Utilizes print concepts to understand print (17b) Identify and name letters of the alphabet and their corresponding sounds (16a,b)</p>	<p>Goal: Children will increase gross and fine motor skills and understand self-care skills to fully function and explore in their environment.</p> <p>Objectives: 75% of students meet or exceeded expectations</p> <p>Objectives: Demonstrates increasing control and strength in gross motor and small muscle manipulation (10a, 11) Takes care of own needs appropriately (1c) Demonstrates fine motor strength and coordination with increased success (7 b)</p>	
<p>Outcomes: 70% (139/177) of Head Start students meet or exceed expectations with regards to following simple rules and routines with increasing independence (1B) C-12</p> <p>57% (103/181) of Head Start students meet or exceed expectations with regards to persisting with difficult or non-preferred activities and seek help when needed (11b) C-12</p> <p>81% (144/177) of Head Start students meet or exceed expectations with regards to showing flexibility and inventiveness in thinking (11a) C-20</p>	<p>Outcomes: 60% (100/167) of Head Start students meet or exceed expectations with regards to forming relationships with adults in class (2a, 2c, 2d) C-10</p> <p>56% (127/226) of Head Start students meet or exceed expectations with regards to interacting with their peers (2c) C-27</p> <p>56% (104/187) of Head Start students meet or exceed expectations with regards to making friends in class (2b) C-6</p> <p>67% (124/183) of Head Start students meet or exceed expectations with regards to recognizing and using words/expressions of emotion use strategies to manage feelings and control impulses with increased independence (2b) C-52</p>	<p>Outcomes: 82% (150/181) of Head Start students meet or exceed expectations with regards to comprehending increasingly complex language (1a) C-23</p> <p>77% (106/138) of Head Start students meet or exceed expectations with regards to following directions (1b) C-5</p> <p>61% (117/191) of Head Start students meet or exceed expectations with regards to expanding expressive vocabulary by class (2a) C-4</p> <p>70% (104/148) of Head Start students meet or exceed expectations with regards to speaking clearly (9b) C-22</p> <p>24% (40/167) of Head Start students meet or exceed expectations with regards to using conventional grammar (9c) C-17</p> <p>59% (107/181) of Head Start students meet or exceed expectations with regards to print concepts (17b) C-13</p> <p>64% (117/183) of Head Start students meet or exceed expectations with regards to identifying and naming and letters (16a) C-20</p> <p>69% (117/169) of Head Start students meet or exceed expectations with regards to letter sound knowledge (16b) C-2</p>	<p>Outcomes: 88% (160/181) of Head Start students meet or exceed expectations with regards to demonstrating gross motor manipulative skills (6) C-21</p> <p>74% (140/191) of Head Start students meet or exceed expectations with regards to taking care of their own needs appropriately (1c) C-28</p> <p>77% (147/191) of Head Start students meet or exceed expectations with regards to demonstrating fine motor strength and coordination with increased success (7b) C-28</p>	
<p>Winter 2020-2021 Assessment Period 2* (472*)</p> <p>Outcomes 11/01/2020-02/19/2021</p> <p>C-number of percentage points changed between fall and winter</p> <p>*N/A: Data not available</p>	<p>Outcomes: 51% (76/148) of Head Start students meet or exceed expectations with regards to using memory strategies to recognize and recall (12a) C-2</p> <p>59% (88/148) of Head Start students meet or exceed expectations with regards to make connections (20b) C-55</p> <p>66% (92/140) of Head Start students meet or exceed expectations with regards to counting (20a) C-29</p> <p>47% (70/148) of Head Start students meet or exceed expectations with regards to quantifying (20b) C-22</p> <p>65% (95/148) of Head Start students meet or exceed expectations with regards to connecting numerals with their quantities (20c) C-28</p> <p>18% (27/148) of Head Start students meet or exceed expectations with regards to using scientific inquiry skills by observing, predicting, comparing and classifying (24) C-N/A**</p>	<p>Outcomes: 51% (76/148) of Head Start students meet or exceed expectations with regards to using memory strategies to recognize and recall (12a) C-2</p> <p>59% (88/148) of Head Start students meet or exceed expectations with regards to make connections (20b) C-55</p> <p>66% (92/140) of Head Start students meet or exceed expectations with regards to counting (20a) C-29</p> <p>47% (70/148) of Head Start students meet or exceed expectations with regards to quantifying (20b) C-22</p> <p>65% (95/148) of Head Start students meet or exceed expectations with regards to connecting numerals with their quantities (20c) C-28</p> <p>18% (27/148) of Head Start students meet or exceed expectations with regards to using scientific inquiry skills by observing, predicting, comparing and classifying (24) C-N/A**</p>	<p>Outcomes: 88% (160/181) of Head Start students meet or exceed expectations with regards to demonstrating gross motor manipulative skills (6) C-21</p> <p>74% (140/191) of Head Start students meet or exceed expectations with regards to taking care of their own needs appropriately (1c) C-28</p> <p>77% (147/191) of Head Start students meet or exceed expectations with regards to demonstrating fine motor strength and coordination with increased success (7b) C-28</p>	

Renaissance Star Early Literacy

2020-2021 Fall Winter Growth Summary

Renaissance Star Early Literacy (STAR) is currently the Florida Kindergarten Readiness Screener Selected by the state of Florida. The STAR assessment measures students kindergarten readiness in ten literacy sub-domains and one early numeracy domain. Scores from each domain range from 0 to 100. A score of 500 is considered kindergarten ready.

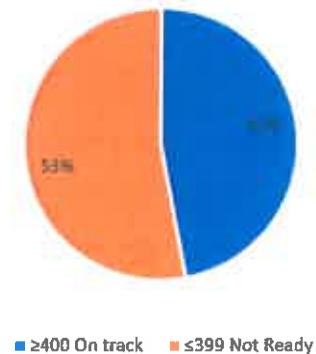
Four year old Head Start students are screened at a minimum of three times a year using the STAR assessment. Results from the STAR indicated how students are progressing towards school readiness. A score of less than 460 on the 2020-2021 winter assessment would indicate a student was in need of support and the skill set scores should be used by teachers to direct the students individualizations in math and/or literacy.

Fall Winter 2020-2021 Outcomes Summary

- 59% (57/96) four year old students had data in both fall and winter assessment periods.
- 20% (19) have a student growth percentile score at or above the Renaissance Star Early Literacy expected student growth percentile of 50 points.
- 11% (11) students experienced negative growth
- 21% (20) students are currently scoring a 460 (four years six months) or above.

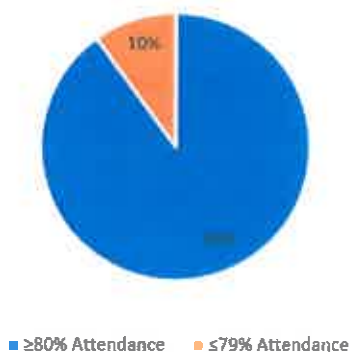
NOTE: 90% (18/20) of the students scoring on target for this point in the school year (460 or above) have 80% or above attendance.

Start Pre-K 4 On Track



Things to Consider

Students Scoring ≥460 ADA



- 53% (30) scored below 400 on their baseline assessment.
- 90% (27) of the students who came in below increased their knowledge.
- 33% (10) of the students who came in below increased 50 points or more in line with the expected student growth percentage.
- 20% (6) of the students who came in below 400 scored at or above the grade/age level target of 460 for winter.

Where Students Need Support

- 67% (38) of the students who have data in both assessment periods need support in alphabet principle as indicated by answering below 70% of the questions in that sub domain correctly
- 68% (39) of the students who have data in both assessment periods need support in visual discrimination as indicated by answering below 70% of the questions in that sub domain correctly
- 88% (50) of the students who have data in both assessment periods need support in early numeracy as indicated by answering below 70% of the questions in that sub domain correctly

Recommendations

- Add a math intervention
- Encourage Hatch usage to provide, support, monitor, and document math and literacy progress
- Determine why teacher documented outcomes differ from computer identified outcomes
- Support alignment of documentation results
- Work with PFCE team to continue to promote attendance greater than 80%

Summary

Current data indicates the majority of our four year old students are making progress towards school readiness. However it should be noted that student progress may not necessarily translate into readiness, depending on how far the student started behind. Although Community Action is not currently offering VPK, it is also worth noting that the VPK readiness rate does take into account improvement. The ability to measure improvement between assessment periods is an improvement for the Community Action Head Start program.

The FLKERS on captures/ considers a point in time snapshot of the child performance. We will continue to follow this cohort of students until the end of the school year paying particular focus to students with baseline assessment data in the fall. Since paired samples will be used to look at progress over time, the PFCE and Education team are working together to put a special focus on attendance during Spring 1 assessment period, 03/01/2021-03/12/2021.

Family and Community Engagement Manager

Monthly Monitoring Report – February 2021

Program Status

- Total number of enrollments for February of the **2020-21** school year:
 1. Franklin County Head Start - **19 of 20** families accepted
 2. Jefferson County Head Start - **33 of 37** families accepted
 3. Louise B. Royal Head Start - **40 of 42** families accepted
 4. Mabry Street Head Start - **53 of 56** families accepted
 5. South City Head Start - **105 of 123** families accepted
- **250 of 278** families were enrolled for Head Start for the month of January
 - **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, 1 management meetings
- 5 Parent Meetings via Zoom
- 2 Family Advocate Trainings

Transportation

- 2003 Chevy van placed in shop for service

Children Health Requirements

Immunizations and Physical examinations	231 Immunizations 231 Physical Examinations
Established medical homes	245
Established dental homes and received dental exams	182 Dental Homes 42 Dental Exams
Hearing screenings	162
Vision screenings	209
Vision Referrals	0

- Filed January 2020 Child Care Food Program claim
- Monitored kitchens
- Monitored children health files
- Number of Breakfast: 3,243
- Number of Lunch: 3,264
- Number of Snack: 3,144
- Number of Children with Special Diets: 15

Volunteers / In-kind

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

Corrective Action and Follow Up

- **COVID-19 Policy and Procedure:** Jefferson Head Start Center was closed for three weeks due to COVID related issues. One class at Mabry was closed due to COVID for four days. Although the centers were closed the children were involved with virtual and take home learning materials.
- **Funded Enrollment:** The management team has decided to stop enrolling new students in the program, effective January 29, 2021. Homeless and children in foster care will be enrolled into the program.
- **Extended Day:** Extended Day program at Louise B. Royal ended February 26, 2021.
- **Parent Engagement:** Five parent meetings with classroom Black History Performances were held via Zoom. Some parents also participated with the Policy Council.

Strengths

- Providing educational services to children when classrooms are closed
- Applications for the 2021 - 2022 Head Start is coming in
- Design of a summer VPK program is in the works

Areas of Concern

- The number of children dropping from the program
- The program's decision to not enroll for the remainder of this school year
- The program does not offer Extended Day Services at any location
- The uncertainty of how many slots will be provided next year
- Re-enrollment at some centers are going slow
- Attendance at all centers due to COVID

Capital Area Community Action Agency

TO: Nina Self, COO

FROM: Kristin Reshard, Quality Assurance Manager

DATE: March 6, 2021

SUBJECT: February 2021 Monthly Report Summary

Enrollment

The end of the month enrollment for February was 250. The program's 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 six percent (16/250). 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 actual enrollment (257) unless the LEA works in partnership with us to speed up the processing of open concerns.

The Disability Service Manager and the Quality Assurance manager met with a representative from the local education authority (LEA). Due to the statutory time frames for services under the IDEA even students with complete paperwork with in the first two weeks of school could take until January or February to receive their IEPs. This process is further complicated by Head Start allowing 45 days for screenings, the use of outside consultants for dial testing, and the frequent changes in paperwork processing by the LEA.



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The current IEP status should be monitored closely this year as it looks like we may not meet the 10% by May 2021. The program should request permission from the Board and Policy Council to apply for a waiver.

Further, it should be noted when preparing the 2021-2022 budget the program may want to consider setting additional resources aside to assist the growing number of students entering the program with disability concerns. In the last two years we have seen ~20% of students with open concerns. Under the IDEA these students must be provided services/accommodations if needed.

Attendance

The end of the month attendance for January was 79.18 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. However, it should be noted that attendance has historically trended down this time of year while enrollment remains steady. During the pandemic enrollment is increasing and attendance has started increasing.

DCF Inspections

The program had one DCF inspection at Louise B. Royal and received two non-compliance violations.

The program has had to resubmit DCF playground plans used for grandfathering due to high DCF turnover.

School Readiness Outcomes

Baseline data was compared with winter assessment data. The majority of students are improving. The program would benefit from whole group intervention in alphabet principle, visual discrimination, and early numeracy. The new HATCH software seems to be assisting students in the aforementioned areas; however, many students still need more time on the computers. PSC will be downloading the software on classroom desktops to assist with more playtime. The Early Childhood Support specialist is also actively working to ensure all student documentation is moving to HATCH and can be monitored using the documentation report ensuring teachers have a qualitative and quantitative data when assessing students strengths and weakness.

Quality Counts

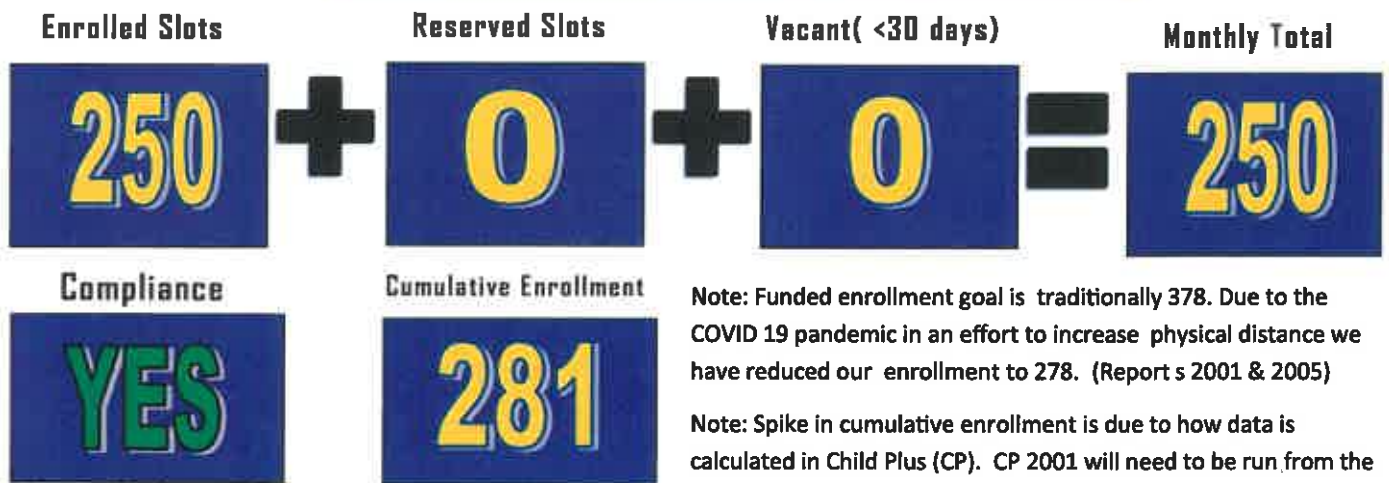
February 2021



Vital

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

Enrollment



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



Students with IEPs



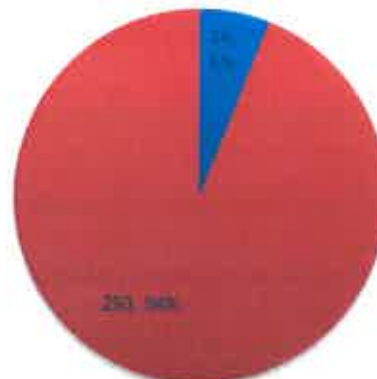
Students with Concerns



(Report 3540)

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

% of Students with IEPs



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
- The program is currently not in compliance and the program is not on tract to be in compliance by May 2021.



Attendance

Compliance

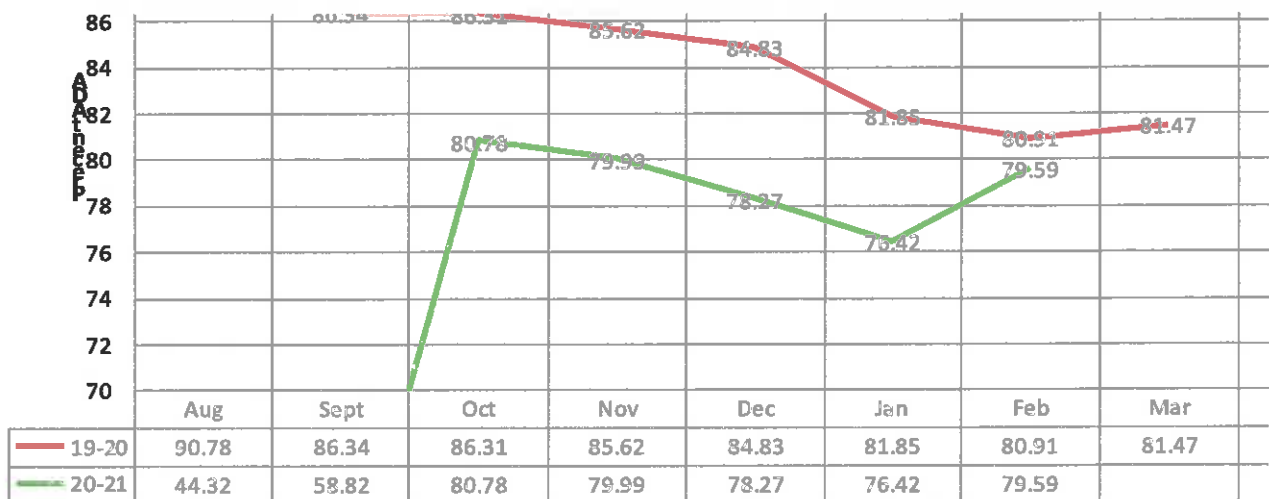
YES

Funded Attendance

69.61

Actual Attendance

79.59



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 March 6, 2021 beginning @ 2418 hours for February 1-28, 2021)

Depart of Children & Families Violations

Inspections This Month



Violations This Month



Cumulative 20-21 Violations



(DCF Inspection Reports)

Inspection Results February 2021:

- Franklin County Head Start – No Inspection
- Jefferson County Head Start– No Inspection. This site should be expecting an onsite annual inspection any day. License expires April 2021.
- Louise B. Royal Head Start– 02/18/2021– DCF inspector identified areas of noncompliance.

Supervision CCF Handbook, Section 2.4 (Form OEL-SR-6202, Section 5

Supervision, Pages 16-17)- 04-01 Supervision of children in the [3 year old and 3 to 4 year old] group was inadequate in that [the children were not within sight and

sound of the staff]. CCF Handbook, Section 2.4 (Section 5, numbers 1 - 17) (Section 5, numbers 1 - 17) [SR]

Fire Drills & Emergency Preparedness CCF Handbook, Section 3.8 (Form

OEL-SR-6202, Section 14 Fire Safety and Emergency Preparedness and Response,

Pages 32-34)- 23-12 Child care personnel failed to possess a current attendance record and parent contact information during a fire drill, emergency preparedness drill or an actual emergency. CCF Handbook Section 3.8.4, C and 3.8.5, A (Section 14.3, number 2) (Section 14.3, number 2) [SR]

- South City Head Start– No Inspection.
- Mabry Street Family Enrichment Center – This center should be expecting a routine inspection with in the next 60 days.

Notes:

- 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.
- Playground pictures and sketches resubmitted to DCF