

# Capital Area Community Action Agency

**Head Start Policy Council Meeting**  
2813 South Meridian Street, Tallahassee  
Zoom ID# 999.038.9957 Code 642453  
July 15, 2021  
6:00 p.m.

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Consent
  - a. Policy Council Minutes
5. Action
  - a. Financial Report
  - b. Personnel Actions
  - c. Annual Report
6. Director's Report
7. PIR (Program Information Report) Update
8. Office of Head Start Updates
9. Chairperson's Report
10. Other Business
11. Meeting Adjourned

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**Next Meeting: Scheduled for August 19, 2021**



United Way of the Big Bend

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



# Head Start Policy Council Meeting

## Minutes

June 17, 2021

6:00 pm

1. Meeting called to order at 6: 05pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Danielle Graham, Sheneidra Cummings, Shaquila Martin, Joseph Blue, Katisa Donaldson, Keosha Lamb and Melissa Miller.

Capital Area Community Action Agency staff and guest present included the following people: Nichele Rolle, Kristin Reshard, Darrel James, Tim Center, Venita Treadwell and Cynthia Valencic.

3. Quorum was established.

4. Consent

- a. Minutes- The minutes were reviewed by members of Policy Council. Members consent to accept the minutes with the change of Mrs. Treadwell's name. Minutes were adopted.

5. Action Items

- a. Financial Report- Cynthia Valencic reviewed the financial report and the attached Financial Statement Narrative (see attached). Revenue and expenditures are at 62% and 60% respectively. Non-federal share match is at 63%. We are over the budget benchmark in office supplies; contractual services, liability insurance, communications, client assistance, and expendable equipment (Please see attached report for complete list). Two new line items added are medical and dental supplies; line item may need to be increased for upcoming year. Parent Activity funds are still available.

A motion to accept the fiscal report was made by Katisa Donaldson and seconded by Shaquila Martin. Vote taken and all in favor. Motion passed and approved.

- b. Personnel Actions- Darrel James presented Tracy Bray to the Council for approval to hire as Family Advocate for Louise B. Royal. Ms. Bray is from Atlanta with Head Start experience and favorable recommendations. Darrel will like to hire Ms. Bray pending her background screening.

A motion to hire Tracy Bray pending passing of background screening was made by Katisa Donaldson and seconded by Melissa Miller. Vote taken and all in favor none opposed. Motion passed and approved.

- c. Refunding Application- Tim Center discussed the process of the refunding application (Please see the packet for details). Application is due July 1<sup>st</sup>. Policy Council was sent the budget and narrative for review. Tim explained the goals and the outcomes. 1 of the goals was to be the provider of choice for families dealing with homelessness; we will continue to pursue the goal (please see narrative for detail goals). We will be expanding our operations in Franklin County for the 2021-2022 school year. Tim stated that in the budget for the refunding application staff who are not making \$11 as an hourly wage will begin to receive \$12 an hour as minimum wage (20+ staff). A 10% increase will be awarded to teachers with a Bachelor's degree, 5% for an A.A. degree staff/ family advocates and 3% for other teachers. Teachers will shift from a 7.5 hour day to a 7 hour day. School readiness will be expanded. Melissa Miller asked the process for recruiting homeless families, how to apply, and definition of homelessness. Darrel James stated we use the McKinney Vento definition of homelessness and they can apply online or main office. Ms. Miller also asked for info on the Getting Ahead Program. Katisa Donaldson asked is there potential for leadership to get a raise. Tim stated an analysis will need to be completed in the future; however the focus at the moment is bringing staff up to the new minimum wage. Ms. Miller asked for clarification on the VPK/ School Readiness program and requirements. Darrel clarified.

A motion to approve the filing of the refunding application was made by Katisa Donaldson and seconded by Joseph Blue. Vote was taken, all in favor and none opposed. Filing of refunding application has been accepted and approved.

6. Director's Report

Tim reviewed the attached report (see attached). Tim stated HHS stated we probably won't receive COLA or hazard pay until August; currently waiting on funds to be released. Staff is currently enrolling but numbers are not as high as they have historically been at this time. Our goal is to be fully enrolled in August when school starts.

7. Center Updates

Danielle appreciates that her son is still able to continue his speech services over the summer that he was receiving during the school year.

8. Office of Head Start Updates: No Office of Head Start updates.

9. Chairperson's Report: No chairperson's report at this time.

10. Other Business: Nichele informed the Council of the free Community Screening on June 25<sup>th</sup> for children 6 months to 5 years old not enrolled in Kindergarten. The information can also be found on the Head Start Facebook page.

11. The meeting was adjourned 7:20 p.m.

## **Head Start Financial Statement Narrative For the Eight Months Ending May 31, 2021 Capital Area Community Action Agency**

As of May 31, 2021, we have completed eight months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 66-80%. At month end, the Year to Date Actual Revenue and Expenses are 70% and 68% respectively with a mostly restricted income of \$98,055.

Year to Date Non-Federal Share (NFS) Match reported totals \$367,608 of the \$512,345 total match required for the grant period ending September 30, 2021.

### **Expenditure Variances and Explanations**

The Head Start 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 ninth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, explanations are provided. 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.

Office Supplies – is over the budget due to a large number of Covid-related purchases.

Medical / Dental Supplies – is over budget due to a purchase of needed supplies. While the percentage is high, the original budget was only \$500 so the overage is \$395.

Contractual Services – Health / Disabilities – is over benchmark budget due to the needs of the students. After the close of the school year, staff may determine that more funds are need on the line item to properly start the new school year.

**Repairs & Bldg Maintenance – Recurring – is over benchmark budget but when combined with nonrecurring, the total is at 68% and right on budget.**

Technology – is over benchmark budget due to the annual Childplus subscription and purchase of anti-virus software. This should come within an acceptable range over the next few months.

Dues and Subscriptions – is over budget due to a number of subscription expenses necessary in response to Covid.

Equipment (\$5,000 or More) – is at budget after the budget amendment. No other expenses are expected here for the remainder of the year.

**Capital Area Community Action Agency  
Head Start Programs - Statement of Revenues and Expenditures  
For the Eight Months Ended 5/31/2021**

66-80%

|   |             | Total<br>Budget -<br>Original | Current<br>Year Actual | Total<br>Budget<br>Variance -<br>Original | %           |
|---|-------------|-------------------------------|------------------------|---|-------------|
| <b>Revenue</b>                                    |             |                               |                        |   |             |
| Government Contracts - FEDERAL - DIRECT           | 4000        | 3,695,531                     | 2,626,601              | (1,068,930)                               | 71%         |
| Government Contracts - STATE                      | 4010        | 360,664                       | 224,758                | (135,906)                                 | 62%         |
| Government Contracts - LOCAL                      | 4020        | 55,000                        | 36,042                 | (18,958)                                  | 66%         |
| Grants - Other Not-for-Profits                    | 4100        | 0                             | 12,420                 | 12,420                                    | 100%        |
| Grants - All Other Sources                        | 4120        | 10,000                        | 0                      | (10,000)                                  | 0%          |
| Other Revenue                                     | 4995        | 0                             | 448                    | 448                                       | 100%        |
| <b>Total Revenue</b>                              |             | <u>4,121,195</u>              | <u>2,900,268</u>       | <u>(1,220,927)</u>                        | 70%         |
| <b>Expenditures</b>                               |             |                               |                        |   |             |
| Salaries & Wages                                  | 6010        | 1,884,971                     | 1,331,032              | 553,939                                   | 71%         |
| Fringe  | 6110        | 546,264                       | 385,827                | 160,437                                   | 71%         |
| Staff Screenings                                  | 6180        | 2,876                         | 602                    | 2,274                                     | 21%         |
| Indirect Costs                                    | 6210        | 441,515                       | 312,010                | 129,505                                   | 71%         |
| Travel - In Area                                  | 6310        | 4,000                         | 1,542                  | 2,458                                     | 39%         |
| <b>Office Supplies</b>                            | <b>6410</b> | <b>8,500</b>                  | <b>8,531</b>           | <b>(31)</b>                               | <b>100%</b> |
| Program Supplies                                  | 6415        | 29,185                        | 16,919                 | 12,266                                    | 58%         |
| Classroom Supplies                                | 6420        | 50,347                        | 16,245                 | 34,102                                    | 32%         |
| Kitchen Supplies                                  | 6430        | 30,604                        | 9,049                  | 21,555                                    | 30%         |
| <b>Medical/Dental Supplies</b>                    | <b>6440</b> | <b>500</b>                    | <b>895</b>             | <b>(395)</b>                              | <b>179%</b> |
| Copies/Printing/Copier                            | 6510        | 20,999                        | 7,402                  | 13,597                                    | 35%         |
| Postage and Delivery Expense                      | 6600        | 1,500                         | 1,059                  | 441                                       | 71%         |
| Contractual Services/Professional                 | 6710        | 31,000                        | 5,144                  | 25,856                                    | 17%         |
| <b>Contractual Services - Health/Disabilities</b> | <b>6715</b> | <b>174,225</b>                | <b>149,699</b>         | <b>24,526</b>                             | <b>86%</b>  |
| Rent/Space Cost                                   | 6810        | 216,826                       | 140,259                | 76,567                                    | 65%         |
| Utilities   | 6820        | 82,397                        | 59,917                 | 22,480                                    | 73%         |
| General Liability and Property Insurance          | 6830        | 30,000                        | 16,328                 | 13,672                                    | 54%         |
| Communications                                    | 6840        | 50,000                        | 36,801                 | 13,199                                    | 74%         |
| <b>Repairs &amp; Bldg Maintenance- Recurring</b>  | <b>6850</b> | <b>97,200</b>                 | <b>84,535</b>          | <b>12,665</b>                             | <b>87%</b>  |
| Repairs & Bldg Maintenance - Nonrecurring         | 6855        | 38,772                        | 8,917                  | 29,855                                    | 23%         |
| Equipment Maintenance                             | 6910        | 19,000                        | 13,245                 | 5,755                                     | 70%         |
| Vehicle Expense                                   | 6920        | 31,500                        | 15,908                 | 15,592                                    | 51%         |
| Equipment Lease                                   | 6930        | 10,600                        | 3,368                  | 7,232                                     | 32%         |
| <b>Technology</b>                                 | <b>6940</b> | <b>15,023</b>                 | <b>12,849</b>          | <b>2,175</b>                              | <b>86%</b>  |
| Fees, Licenses, and Permits                       | 7010        | 2,750                         | 621                    | 2,129                                     | 23%         |
| <b>Dues/Subscriptions</b>                         | <b>7020</b> | <b>2,600</b>                  | <b>4,124</b>           | <b>(1,524)</b>                            | <b>159%</b> |
| Special Events                                    | 7110        | 2,000                         | 0                      | 2,000                                     | 0%          |
| Client Assistance                                 | 7210        | 3,300                         | 2,097                  | 1,203                                     | 64%         |
| <b>Equipment (\$5,000 or more)</b>                | <b>7310</b> | <b>7,696</b>                  | <b>7,696</b>           | <b>0</b>                                  | <b>100%</b> |
| Expendable Equipment                              | 7320        | 13,973                        | 9,386                  | 4,587                                     | 67%         |
| Meetings/Workshops/Training                       | 7420        | 2,000                         | 1,305                  | 695                                       | 65%         |
| Training/Staff Development                        | 7430        | 43,163                        | 22,681                 | 20,482                                    | 53%         |
| Advisory/Board Member Expenses                    | 7440        | 2,500                         | 0                      | 2,500                                     | 0%          |
| Advertising                                       | 7450        | 4,598                         | 1,453                  | 3,145                                     | 32%         |
| Parent Activities                                 | 7460        | 1,200                         | 0                      | 1,200                                     | 0%          |
| Raw Food Cost                                     | 7510        | 217,611                       | 114,768                | 102,843                                   | 53%         |
| <b>Total Expenditures</b>                         |             | <u>4,121,195</u>              | <u>2,802,213</u>       | <u>1,318,982</u>                          | 68%         |
| <b>Excess Revenue over (under) Expenditures</b>   |             | <u>0</u>                      | <u>98,055</u>          | <u>98,055</u>                             |             |

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

| Match Source                   | Total Needed   | YTD            | YTD %      | Remaining      | Remaining % |
|--------------------------------|----------------|----------------|------------|----------------|-------------|
| Government Contracts - Local   |                | 31,042         |            |                |             |
| Grants - Other Not for Profits |                | -              |            |                |             |
| In-Kind Revenue                |                | 317,700        |            |                |             |
| VPK/SR                         |                | 18,866         |            |                |             |
|                                | <b>512,345</b> | <b>367,608</b> | <b>72%</b> | <b>144,737</b> | <b>28%</b>  |

May 2021 Head Start Credit Card Expenses

| Vendor ID  | Fund Code | GL Code | Activity Code | Effective Date | Expenses      | Transaction Description                                      |
|------------|-----------|---------|---------------|----------------|---------------|--|
| HANCOCK CC | 1064      | 6410    | 252           | 5/27/2021      | 137.98        | #7303, KRISTIIN JACKSON RESHARD, VISA, 5/57/21, SUPPLIES     |
| HANCOCK CC | 1064      | 6920    | 255           | 5/27/2021      | 45.00         | #4466, DARREL JAMES, VISA, 5/27/2021, GAS HS VEHICLE         |
| HANCOCK CC | 1064      | 6920    | 255           | 5/27/2021      | 47.00         | #4466, DARREL JAMES, VISA, 5/27/2021, GAS HS VEHICLE         |
| HANCOCK CC | 1064      | 7430    | 255           | 5/27/2021      | 2,474.91      | #4466, DARREL JAMES, VISA, 5/27/2021, TRAINING 3 STAFF       |
| HANCOCK CC | 1064      | 7020    | 255           | 5/27/2021      | 199.90        | #4466, DARREL JAMES, VISA, 5/27/2021, ZOOM SUBSCRIPTION      |
| HANCOCK CC | 1064      | 7430    | 000           | 5/27/2021      | 1,743.00      | #7366, NINA SINGLETON SELF, VISA, 5/27/2021, PROCURE 7 STAFF |
| HANCOCK CC | 1064      | 7450    | 000           | 5/27/2021      | 165.39        | #7366, NINA SINGLETON SELF, VISA, 5/27/2021, INDEED          |
| HANCOCK CC | 1064      | 6420    | 256           | 5/27/2021      | 32.46         | #5810, VENITA TREADWELL, VISA, 5/27/2021, SUPPLIES           |
| HANCOCK CC | 1064      | 6920    | 255           | 5/27/2021      | 40.00         | #5810, VENITA TREADWELL, VISA, 5/27/2021, GAS, HS VEHICLE    |
| HANCOCK CC | 1064      | 7420    | 255           | 5/27/2021      | 34.87         | #5810, VENITA TREADWELL, VISA, 5/27/2021, K SMITH TRAINING   |
| HANCOCK CC | 1064      | 7420    | 255           | 5/27/2021      | 627.00        | #5810, VENITA TREADWELL, VISA, 5/27/2021, K SMITH TRAINING   |
| HANCOCK CC | 1064      | 7430    | 255           | 5/27/2021      | 34.04         | #5810, VENITA TREADWELL, VISA, 5/27/2021, K SMITH TRAINING   |
| LOWES      | 1064      | 6415    | 258           | 5/1/2021       | 15.19         | #82130109084241, HEAD START, MAY 2021                        |
| LOWES      | 1064      | 6420    | 250           | 5/1/2021       | 140.21        | #82130109084241, HEAD START, MAY 2021                        |
| LOWES      | 1064      | 6420    | 251           | 5/1/2021       | 106.24        | #82130109084241, HEAD START, MAY 2021                        |
| LOWES      | 1064      | 6850    | 256           | 5/1/2021       | 25.40         | #82130109084241, HEAD START, MAY 2021                        |
| LOWES      | 1064      | 6850    | 256           | 5/1/2021       | 332.95        | #82130109084241, HEAD START, MAY 2021                        |
| LOWES      | 1064      | 6850    | 258           | 5/1/2021       | <u>403.39</u> | #82130109084241, HEAD START, MAY 2021                        |

Transactio 6,604.93





# Invoice

**Indeed, Inc**  
 Mail code 5160  
 P.O. Box 660367  
 Dallas, TX  
 75266-0367  
 billing@indeed.com

Invoice #: 43666774  
 Date: 05/16/2021  
 Due Date: 05/16/2021

**Bill to:** Capital Area Community Action Agency, Inc.  
 309 Office Plaza Drive  
 Tallahassee, FL 32301  
 nina.self@cacaainc.org

Total Amount: 501.19 USD

**Total Due: 0.00 USD**

| Description / Memo                    | Amount            |
|---------------------------------------|-------------------|
| May 2021 Sponsored Jobs on Indeed.com | 501.19 USD        |
| Sales tax                             | 0.00 USD          |
| <b>Total Amount</b>                   | <b>501.19 USD</b> |

*PAID INVOICE*  
*THIS INVOICE IS FOR YOUR RECORDS*

Date: 05/16/2021

Terms: Due upon receipt

Due Date: 05/16/2021

7450

3368    67%    335.80

1064    33%    165.89

501.19



**HANCOCK  
WHITNEY**

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

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

**MEMO STATEMENT**

Account Number

Statement Date

05-27-21

0014FRLAA - 008147 - 0001 - 0001 - 2



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

\*\*ND008147

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

| Post Date | Trans Date | Reference Number        | MCC  | Transaction Description          | Amount  |
|-----------|------------|-------------------------|------|----------------------------------|---------|
| 05-19     | 05-18      | 24399001138296044084885 | 5732 | BEST BUY 00004358 TALLAHASSEE FL | M137.98 |

*Handwritten signature*  
6/4/21

| STATEMENT DATE           | ACCOUNT NUMBER | ACCOUNT SUMMARY                        |
|--------------------------|----------------|--|
| 05-27-21                 | [REDACTED]     | NEW PURCHASES AND OTHER CHARGES 137.98 |
| CUSTOMER SERVICE CALL    |                | NEW CASH ADVANCES .00                  |
|                          |                | CREDITS .00                            |
| Toll Free 1-800-448-8812 |                | <b>STATEMENT TOTAL 137.98</b>          |
|                          |                | TOTAL IN DISPUTE .00                   |
|                          |                | <b>CREDIT LIMIT 2,000.00</b>           |



**HANCOCK  
WHITNEY**

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

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

**MEMO STATEMENT**

Account Number

Statement Date

05-27-21

0014FR.AA - 006475 - 0001 - 0001 - 2



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

\*\*\*0006475

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

| Post Date | Trans Date | Reference Number        | MCC  | Transaction Description                  | Amount    |
|-----------|------------|-------------------------|------|--|-----------|
| 05-03     | 04-30      | 24492151121637510223117 | 7392 | EVENT* CHILDPPLUS SOFTW WWW.CVENT.COM VA | M2,474.91 |
| 05-07     | 05-05      | 24892161126100795071224 | 5542 | GATE 1194 Q80 TALLAHASSEE FL             | M45.00    |
| 05-07     | 05-06      | 24011341126000053902163 | 4814 | ZOOM.US 888-799-9666 WWW.ZOOM.US CA      | M199.90   |
| 05-12     | 05-10      | 24892161131100439099774 | 5542 | GATE 1194 Q80 TALLAHASSEE FL             | M47.00    |

*OK  
6/4/21*

| STATEMENT DATE   | ACCOUNT NUMBER | ACCOUNT SUMMARY                          |
|--|----------------|--|
| 05-27-21   | [REDACTED]     |  |
| <b>CUSTOMER SERVICE CALL</b><br><br>Toll Free 1-800-448-8812 |                | NEW PURCHASES AND OTHER CHARGES 2,766.81 |
|  |                | NEW CASH ADVANCES .00                    |
|  |                | CREDITS .00                              |
|  |                | <b>STATEMENT TOTAL</b> 2,766.81          |
|  |                | TOTAL IN DISPUTE .00                     |
|  |                | <b>CREDIT LIMIT</b> 3,000.00             |



**HANCOCK  
WHITNEY**

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

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

**MEMO STATEMENT**

Account Number

Statement Date

05-27-21

0014FRAA-004715-0001-0001-2



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

\*\*N0004735

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**TRANSACTION DETAIL**

| Post Date | Trans Date | Reference Number        | MCC  | Transaction Description                  | Amount      |
|-----------|------------|-------------------------|------|--|-------------|
| 05-03     | 05-01      | 24692161122100528617818 | 5969 | INDEED 203-564-2400 CT                   | M18.31 ✓    |
| 05-06     | 05-05      | 24559301125900018503613 | 8398 | UNITED PARTNERS FOR HUMAN 850-2968330 FL | M595.00 ✓   |
| 05-07     | 05-06      | 24055231126207785100012 | 2741 | AHA PROCESS INC 281-426-5300 TX          | M1,194.00 ✓ |
| 05-07     | 05-06      | 24055231126207785100020 | 2741 | AHA PROCESS INC 281-426-5300 TX          | M1,495.00 ✓ |
| 05-12     | 05-10      | 24137461131500794542325 | 5942 | TALLAHASSEE CC BKST #795 TALLAHASSEE FL  | M224.75 ✓   |
| 05-17     | 05-16      | 24892181137100535829722 | 5969 | INDEED 203-564-2400 CT                   | M501.19 ✓   |
| 05-17     | 05-14      | 24116411134200079900028 | 8111 | CROWN CAPITAL FAMILY 4049743484 GA       | M1,743.00 ✓ |
| 05-26     | 05-25      | 24269791146000981203974 | 5812 | MARCOS PIZZA - 8078 TALLAHASSEE FL       | M41.98 ✓    |
| 05-27     | 05-26      | 24269791147000994310740 | 5812 | MARCOS PIZZA - 8078 TALLAHASSEE FL       | M59.10 ✓    |

Head Street

de  
6/14/21

| STATEMENT DATE               | ACCOUNT NUMBER | ACCOUNT SUMMARY                          |
|------------------------------|----------------|--|
| 05-27-21                     | [REDACTED]     |  |
| <b>CUSTOMER SERVICE CALL</b> |                | NEW PURCHASES AND OTHER CHARGES 5,872.33 |
|                              |                | NEW CASH ADVANCES .00                    |
| Toll Free 1-800-448-8812     |                | CREDITS .00                              |
|                              |                | <b>STATEMENT TOTAL</b> 5,872.33          |
|                              |                | TOTAL IN DISPUTE .00                     |
|                              |                | <b>CREDIT LIMIT</b> 6,000.00             |



**HANCOCK  
WHITNEY**

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

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

**MEMO STATEMENT**

Account Number  
[REDACTED]

Statement Date

05-27-21

0014FRLA - 008972 - 0001 - 0001 - 2

VENITA TREADWELL \*\*N0008972  
CAPITAL AREA CAA  
309 OFFICE PLAZA DR  
TALLAHASSEE, FL 32301-2729

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

| Post Date | Trans Date | Reference Number        | MCC  | Transaction Description  | Amount    |
|-----------|------------|-------------------------|------|--|-----------|
| 05-10     | 05-07      | 24226381128091002804369 | 5411 | WAL-MART #3307 CRAWFORDVILLE FL                                      | M32.46 ✓  |
| 05-10     | 05-07      | 24692161128100095548341 | 5542 | CIRCLE K 05986 TALLAHASSEE FL  | M40.00 ✓  |
| 05-18     | 05-17      | 24226381138091004480873 | 5542 | SAMSLUB #8119 PENSACOLA FL   | M34.04 ✓  |
| 05-24     | 05-20      | 24692161141100589809780 | 5542 | CIRCLE K # 21442 TALLAHASSEE FL                                      | M34.87 ✓  |
| 05-24     | 05-20      | 24755421141161411718823 | 3604 | HILTON GARDEN INN PNSCOLA 850-4798900 FL<br>355758 ARRIVAL: 05-17-21 | M627.00 ✓ |

*Handwritten signature*  
6/4/21

| STATEMENT DATE   | ACCOUNT NUMBER | ACCOUNT SUMMARY                        |
|--|----------------|--|
| 05-27-21   | [REDACTED]     |  |
| <b>CUSTOMER SERVICE CALL</b><br><br>Toll Free 1-800-448-8812 |                | NEW PURCHASES AND OTHER CHARGES 768.37 |
|  |                | NEW CASH ADVANCES .00                  |
|  |                | CREDITS .00                            |
|  |                | <b>STATEMENT TOTAL 768.37</b>          |
|  |                | TOTAL IN DISPUTE .00                   |
|  |                | <b>CREDIT LIMIT 4,000.00</b>           |

**LOWE'S PROS** Lowe's For Pros Loyalty<sup>^</sup> Members can get



**0% INTEREST FOR 60 DAYS\*\***

Minimum monthly payment 6% required. Regular rates apply to any remaining promotional balance after the 60-day promotional period ends.

Offer is available on purchases made at least 5 business days after you become a Lowe's For Pros Loyalty Member with your card registered/enrolled in your Lowe's For Pros Account.

**Learn more at [Lowe's.com/ProCreditOffer](http://Lowe's.com/ProCreditOffer).**

<sup>^</sup>Loyalty program subject to Loyalty Terms & Conditions. Details at [Lowe's.com/lfp/terms](http://Lowe's.com/lfp/terms).

\*\*Offer subject to credit approval. For details, see disclosure slip at store or visit [Lowe's.com/credit](http://Lowe's.com/credit).

**Lowe's<sup>®</sup> Business Advantage**

CAPITAL AREA COMM ACTION  
Account Number [REDACTED]

Visit us at [www.lowes.com/credit](http://www.lowes.com/credit)  
Customer Service: 1-800-444-1408

1-2

| Summary of Account Activity |                   | Payment Information       |            |
|-----------------------------|-------------------|---------------------------|------------|
| Previous Balance            | \$672.93          | New Balance               | \$1,023.38 |
| - Payments                  | \$672.93          | Total Minimum Payment Due | \$43.00    |
| - Other Credits             | \$0.00            | Payment Due Date          | 06/28/2021 |
| + Purchases/Debits          | \$1,023.38        |                           |            |
| + Fees Charged              | \$0.00            |                           |            |
| + Interest Charged          | \$0.00            |                           |            |
| <b>New Balance</b>          | <b>\$1,023.38</b> |                           |            |
| Credit Limit                | \$11,000.00       |                           |            |
| Available Credit            | \$9,976.00        |                           |            |
| Statement Closing Date      | 06/02/2021        |                           |            |
| Days in Billing Cycle       | 31                |                           |            |

| Transaction Summary |           |                                     |                                      |            |
|---------------------|-----------|-------------------------------------|--------------------------------------|------------|
| Tran Date           | Post Date | Reference Number/<br>Invoice Number | Description of Transaction or Credit | Amount     |
| 05/03               | 05/03     | 12402                               | STORE 0417 TALLAHASSEE FL            | \$140.21   |
| 05/07               | 05/07     | 53061                               | STORE 0417 TALLAHASSEE FL            | \$25.40    |
| 05/15               | 05/15     |                                     | PAYMENT - THANK YOU                  | (\$672.93) |
| 05/26               | 05/26     | 07842                               | STORE 0417 TALLAHASSEE FL            | \$121.43   |
| 05/28               | 05/28     | 23449                               | STORE 0417 TALLAHASSEE FL            | \$332.95   |
| 05/28               | 05/28     | 23481                               | STORE 0417 TALLAHASSEE FL            | \$403.39   |

| Interest Charge Calculation  |                 |                        |                                  |                 |                |  |
|--|-----------------|------------------------|----------------------------------|-----------------|----------------|--|
| Your Annual Percentage Rate (APR) is the annual interest rate on your account. |                 |                        |                                  |                 |                |  |
| Type of Balance  | Expiration Date | Annual Percentage Rate | Balance Subject To Interest Rate | Interest Charge | Balance Method |  |
| Regular Purchases  | NA              | 21.99%                 | \$0.00                           | \$0.00          | 2D             |  |

*GC 6/7/21*

**CUSTOMER SERVICE:** For Account Information log on to [www.lowes.com/credit](http://www.lowes.com/credit). This account is not registered. The authentication code is: EBTT842, or call toll-free 1-800-444-1408.

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

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



PO Box 4019  
 Gulfport, MS 39502-4019  
 Return Service Requested



Page: 1 of 1  
 Statements Dates  
 05/01/2021 - 05/31/2021

Account Number:

289            000000 001  
**CAPITAL AREA COMMUNITY ACTION AGENCY  
 HEAD START POLICY COUNCIL  
 PARENT ACTIVITY FUND  
 309 OFFICE PLAZA DR  
 TALLAHASSEE FL 32301**

Images:  
 0

**\*ZERO CHECKS\* E0**

**VISIT HANCOCKWHITNEY.COM OR CALL US AT 800-448-8812  
 TO ENROLL IN ONLINE BANKING WITH ESTATEMENTS**

**Checking Account Summary**

|                   |          |                   |          |
|-------------------|----------|-------------------|----------|
| PREVIOUS BALANCE  | 1,055.70 | AVERAGE BALANCE   |          |
| + 1 CREDITS       | 1.00     |                   | 1,055.82 |
| - 0 DEBITS        | .00      | YTD INTEREST PAID |          |
| - SERVICE CHARGES | .00      |                   | .00      |
| + INTEREST PAID   | .00      |                   |          |
| ENDING BALANCE    | 1,056.70 |                   |          |

\*\*\*\*\* CHECKING ACCOUNT TRANSACTIONS \*\*\*\*\*

● **Deposits and Other Credits**

| Date  | Amount | Description | Date | Amount | Description |
|-------|--------|-------------|------|--------|-------------|
| 05/28 | 1.00   | DEPOSIT     |      |        |             |

● **Balance By Date**

| Date  | Balance  | Date  | Balance  |
|-------|----------|-------|----------|
| 04/30 | 1,055.70 | 05/28 | 1,056.70 |



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*Cje*  
 6/12/21

# Capital Area Community Action Agency

## MEMORANDUM

**TO:** Head Start Policy Council and Board of Directors  
**FROM:** Tim Center, CEO and Head Start Director  
**RE:** Head Start Director's Report  
**DATE:** July 13, 2021

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

### Staffing

A COLA supplemental will be paid once funds are released. A Hazard Pay supplement is also being formulated once funds are released. All staff were provided an end-of-year packet for next school year. The minimum wage for all staff will go to \$12 per hour.

### Facilities

Maintenance of the facilities continues using contracted services. Franklin renovations of the new facility are being done with a goal of end of July for completion. A new playground will go in at Franklin's location.

### Curriculum

Implementation of the Creative Curriculum continues to indicate positive outcomes for students with a significant majority showing kindergarten readiness for the four-year old students.

### Enrollment

Staff are registering students for the coming year. Half of the slots have been filled. Additional marketing will be needed to avoid last minute enrollment issues.

### Federal and State Regulations

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

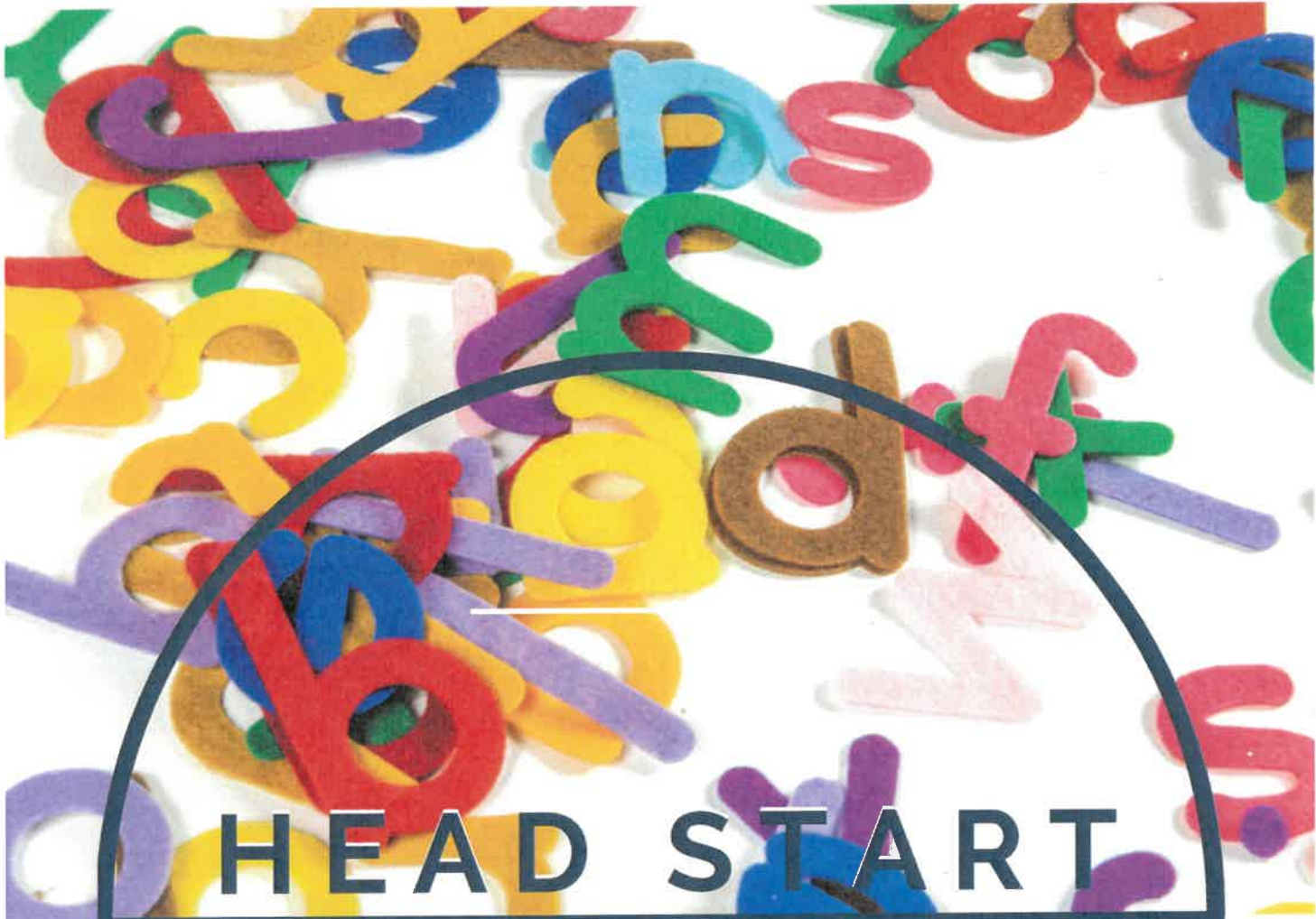


United Way of the Big Bend

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







**HEAD START**

**ANNUAL REPORT**

2019/2020

Capital Area  
**Community Action**  
Agency



# Agency Overview...

Capital Area Community Action Agency, Inc. (Community Action), is a private non-profit organization-501(c)(3). The agency's mission is to provide a comprehensive, seamless system of services and resources to reduce the detrimental effects of poverty, empower low-income citizens with skills and motivation to become self-sufficient, and improve the overall quality of their lives, and our community.

Community Action offers a continuum of services to help people in crisis improve the overall quality of their lives, and our community. Services offered include Low Income Home Emergency Assistance Program (LIHEAP), Family Self-Sufficiency (Getting Ahead/Staying Ahead), Weatherization, and Head Start.

Head Start is an early childhood development program that serves low-income three and four year old children and their families. The purpose of the Head Start program is to promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and their families.

## Head Start Program Overview

During the 2019-2020 School Year ...

**70**

**HEAD START STAFF**

with the help of...

**322**

**VOLUNTEERS**

administered the Head Start Program  
to ...

**457**

**HEAD START STUDENTS AND THEIR  
FAMILIES.**



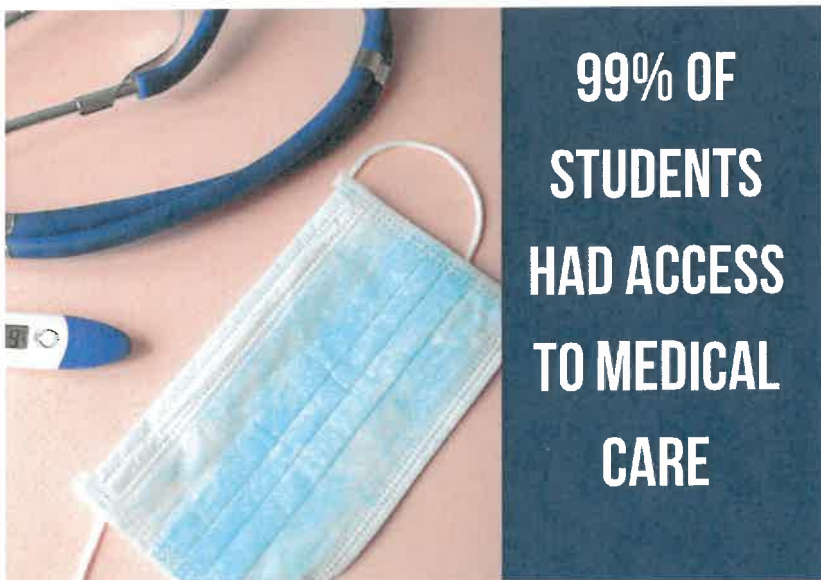


### ENROLLMENT

Community Action Head Start program is funded to serve 378 students. During the 2018-2019 school year the program served 457 students. Of the 457 students 100% (457) were below 100% of the federal poverty level. Sixty-nine students left the program during the year.

Community Action's Head Start program is funded at 378 slots. Community Action had challenges maintaining funded enrollment during 2019-2020 school year due to the COVID-19 pandemic.

### MEDICAL AND DENTAL EXAM COMPLIANCE



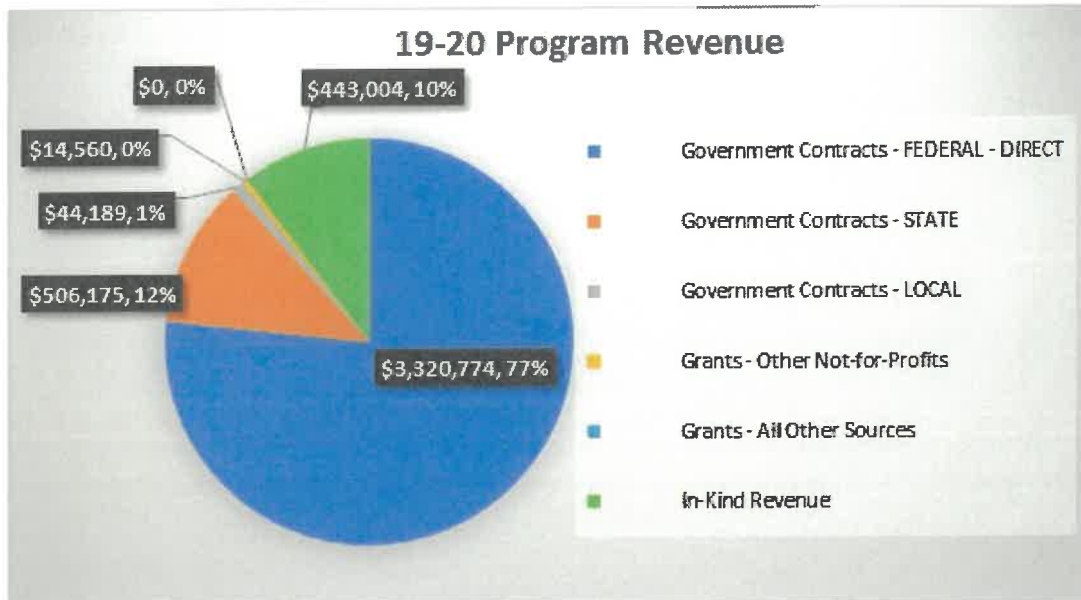
Community Action ensured that 99% (409/413) of Head Start program participants had access to medical care within 30 days of being enrolled. Community Action also ensured that ~51% (210/413) had access to a dental exam provided by a dentist. Pediatric dentistry is limited in our community and the COVID-19 pandemic further reduced services. However, the program remained committed to ensuring students who were unable to make it to their dental home were offered an onsite dental cleaning at least once during the program year.



## Student Outcomes

The Head Start Early Learning Outcomes Framework: Ages Birth to Five (HSELOF) presents five broad areas of early learning, referred to as central domains. The framework is designed to show the continuum of learning for infants, toddlers, and preschoolers. The HSELOF is grounded in comprehensive research around what young children should know and be able to do during their early years.

Community Action early learning outcomes are based on an aggregation of teachers' anecdotal notes entered in to Teaching Strategies Gold (TSG). Due to the COVID-19 pandemic we were only able to capture baseline measures of student progress.



## Budget

The Department of Health and Human Services (HHS) awards Community Action the Head Start grant for \$3,320,774. The grant requires a 10% match from non-federal resources. The Community Action Head Start program budget is composed of six primary sources of revenue: federal government contracts, state government contracts, local contracts, grants from other non-for-profit organizations, restricted contributions, and in-kind revenue. The two largest sources of our revenue are federal and state government contracts.

Third party in-kind contributions count toward satisfying a cost-sharing or non federal share matching requirement. Community Action Head Start program is required to generate 10% in-kind as non federal share match. For the 2019-2020 year this number totaled ~ \$443,004. During the 2019-2020 school year 322 volunteers gave over 2165 hours to help the Community Action Head Start program meet our match.



## Conclusion

In conclusion, this annual report provides an overview of the services provided to the families and children over the past year. The student outcomes section indicates a significant percentage of students in Head Start classes demonstrate progress in their early childhood education. Lastly, the budget overview illustrates the sources of funds used to support services to the families and children to promote school readiness through enhancing students' cognitive, social, and emotional development.

**Family and Community Engagement Manager**

**Monthly Monitoring Report – June 2021**

**Program Status**

- Total cumulative enrollment for the **2020-21** school year was **284**
- Total number of registrations for the upcoming **2021-22** school year:
  1. Franklin County Head Start - **15 of 37** families accepted
  2. Jefferson County Head Start - **22 of 32** families accepted
  3. Louis B. Royal Head Start - **41 of 57** families accepted
  4. Mabry Street Head Start - **39 of 64** families accepted
  5. South City Head Start - **80 of 188** families accepted
- **197 of 378** families have been registered for Head Start for the **2020-21 school year**
  - All Head Start programs are required to return to full enrollment for the 2020-21 school year

**Policy Council**

- 7 participants were in attendance for Policy Council

**Volunteers**

- 8 participants completed 22 hours

**Family and Community Engagement Activities**

- 3 staff meetings

**Transportation**

- Meeting to decide if buses will be purchased for Franklin and Jefferson counties

**Children Health Requirements**

|   |  |
|---|--|
| <b>Immunizations and Physical examinations</b>            | 205 Immunizations<br>201 Physical Examinations |
| <b>Established medical homes</b>                          | 257  |
| <b>Established dental homes and received dental exams</b> | 191 Dental Homes<br>48 Dental Exams            |
| <b>Hearing screenings</b>                                 | 147  |
| <b>Vision screenings</b>                                  | 201  |
| <b>Vision Referrals</b>                                   | 0  |

- Menus for the 2021-22 school year are in progress

**Family and Community Engagement**

- 8 volunteers were active for June
- 22 hours of In Kind was reported for June

**Corrective Action and Follow Up**

- **COVID-19 Policy and Procedure:** Policy and Procedure are being updated to address COVID-19.

- **Funded Enrollment:** A radio commercial, Facebook Ads, yard signs, and flyers are some of the advertisement being used to assist with recruitment.
- **Extended Day:** After School slots will be available for families working and/or in school at the Louise B. Royal, Mabry, and South City sites through the School Readiness program provided by the Early Learning Coalition of the Big Bend.
- **Orientation:** Orientation for Head Start families will take place the week of August 9 – 11, 2021.

### **Strengths**

- Glick grant was awarded to assist families with COVID related issues
- Program makes use of Zoom and ChildPlus to keep families engaged with the program

### **Areas of Concern**

- All families enrolling for the 2021-22 school year
- Safely serving families during the 202-22 school year
- Extended day program