

# Capital Area Community Action Agency

**Head Start Policy Council Meeting**  
2813 South Meridian Street, Tallahassee  
Zoom ID# 999.038.9957 Code 642453  
August 19, 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
6. Director's Report
7. Center Updates- What's Working and What's Not
8. Office of Head Start Updates
9. Chairperson's Report
10. Other Business
11. Meeting Adjourned

---

Next Meeting: Scheduled for September 16, 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

July 15, 2021

6:00 pm

1. Meeting called to order at 6: 04pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Danielle Graham, Joseph Blue, Keosha Lamb and Re'Shaun Blake, Christina Montgomery, 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. 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 70% and 68% respectively. We are in the budget benchmarks. Non-federal share match is at 72%. A 1 dollar donation was put into the Parent Activity fund to keep it active. Parent Activity funds are still available.

A motion to accept the fiscal report was made by Christina Montgomery and seconded by Reshaun Blake. Vote taken and all in favor. Motion passed and approved.

- b. Personnel Actions- No personnel actions at this time.
- c. Annual report- Kristin reviewed the 2019- 2020 Annual Report (Please see attached report). We served 457 families last year. Head Start enrollment was affected by the pandemic. 99% of students had medical care. Early childhood outcomes were affected by the pandemic due to distant learning. Kristin encouraged parents to continue to utilize HATCH.

A motion to approve the annual report was made by Reshaun Blake and seconded by Christina Montgomery. Vote was taken, all in favor and none opposed. Motion approved.

6. Director's Report

Tim reviewed the attached report (see attached). Agency is waiting for release of funds from HHS for COLA and Hazard Pay supplemental. A \$12 minimum wage was approved for the agency and will begin October 1, 2021. Franklin County construction is delayed. We are still enrolling and expect to be fully enrolled by January 1. Danielle Graham asked would the start of school in Franklin County be delayed; Tim stated there is a possibility but he has a meeting with the City Manager in an hour and will be better able to answer after that meeting. A member asked if the transportation situation discussed only be for Franklin County. Tim responded it may be possible for Leon however it is a greater need in our rural locations.

7. PIR Update- Kristen spoke about the Program Information Report shares more detailed information about specific services and areas. There were no questions about the PIR.

8. 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.

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

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

11. Other Business: Tim informed the Council that we are currently in the process of updating our COVID policies and asked the members for input. Danielle asked do we have a menu for the students that is available to parents. Nichele stated it is in the monthly newsletter and the parent boards. Nichele stated she would post them on the Head Start Facebook page.

12. The meeting was adjourned 6:40 p.m.

**Head Start Financial Statement Narrative  
For the Nine Months Ending June 30, 2021  
Capital Area Community Action Agency**

As of June 30, 2021, we have completed nine months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 75-80%. At month end, the Year to Date Actual Revenue and Expenses are 73% and 70% respectively with a mostly restricted income of \$89,060.

Year to Date Non-Federal Share (NFS) Match reported totals \$389,813 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 77% and right on budget.

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.

**Expendable Equipment – is slightly over the benchmark budget due to the replacement of several computers.**

**Head Start Financial Statement Narrative  
For the Nine Months Ending June 30, 2021  
Capital Area Community Action Agency**

*Meetings / Workshops / Trainings – is over the benchmark budget and will likely be over budget but when combined with Training Staff Development, it is well within the parameters.*

**Capital Area Community Action Agency**  
**Head Start Programs - Statement of Revenues and Expenditures**  
**For the Nine Months Ended 6/30/2021**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
	75-80%				
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	3,764,286	2,767,010	(997,275)	74%
Government Contracts - STATE	4010	360,664	224,758	(135,906)	62%
Government Contracts - LOCAL	4020	55,000	38,964	(16,036)	71%
Other Revenue	4995	0	448	448	100%
<b>Total Revenue</b>		<u>4,179,950</u>	<u>3,031,180</u>	<u>(1,148,770)</u>	73%
<b>Expenditures</b>					
Salaries & Wages	6010	1,884,971	1,388,885	496,086	74%
Fringe	6110	546,264	402,593	143,671	74%
Staff Screenings	6180	2,876	919	1,957	32%
Indirect Costs	6210	441,515	325,568	115,947	74%
Travel - In Area	6310	4,327	1,542	2,785	36%
<b>Office Supplies</b>	<b>6410</b>	<b>11,337</b>	<b>9,951</b>	<b>1,386</b>	<b>88%</b>
Program Supplies	6415	29,275	17,182	12,093	59%
Classroom Supplies	6420	60,819	16,903	43,916	28%
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	8,922	12,077	42%
Postage and Delivery Expense	6600	1,500	1,234	266	82%
Contractual Services/Professional	6710	67,085	12,302	54,784	18%
<b>Contractual Services – Health/Disabilities</b>	<b>6715</b>	<b>175,866</b>	<b>158,495</b>	<b>17,371</b>	<b>90%</b>
Rent/Space Cost	6810	216,826	150,614	66,212	69%
Utilities	6820	82,397	64,152	18,245	78%
General Liability and Property Insurance	6830	30,000	17,747	12,253	59%
Communications	6840	50,000	40,889	9,111	82%
<b>Repairs &amp; Bldg Maintenance- Recurring</b>	<b>6850</b>	<b>97,200</b>	<b>93,494</b>	<b>3,706</b>	<b>96%</b>
Repairs & Bldg Maintenance - Nonrecurring	6855	38,772	10,917	27,855	28%
Equipment Maintenance	6910	19,000	13,245	5,755	70%
Vehicle Expense	6920	31,500	16,967	14,533	54%
Equipment Lease	6930	10,600	3,817	6,783	36%
Technology	6940	17,145	12,849	4,297	75%
Fees, Licenses, and Permits	7010	2,750	1,017	1,733	37%
<b>Dues/Subscriptions</b>	<b>7020</b>	<b>2,600</b>	<b>4,324</b>	<b>(1,724)</b>	<b>166%</b>
Special Events	7110	2,000	0	2,000	0%
<b>Equipment (\$5,000 or more)</b>	<b>7310</b>	<b>7,696</b>	<b>7,696</b>	<b>0</b>	<b>100%</b>
<b>Expendable Equipment</b>	<b>7320</b>	<b>9,000</b>	<b>7,908</b>	<b>1,092</b>	<b>88%</b>
<b>Meetings/Workshops/Training</b>	<b>7420</b>	<b>2,000</b>	<b>1,855</b>	<b>145</b>	<b>93%</b>
Training/Staff Development	7430	56,617	23,579	33,038	42%
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	4,598	1,845	2,753	40%
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>4,179,950</u>	<u>2,942,120</u>	<u>1,237,830</u>	70%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>89,060</u>	<u>89,060</u>	

Capital Area Community Action Agency, Inc.  
 Head Start NFS Match Requirements  
 For the Month Ending June 30, 2021

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		33,964			
Grants - Other Not for Profits		-			
In-Kind Revenue		336,983			
VPK/SR		18,866			
	<b>512,345</b>	<b>389,813</b>	<b>76%</b>	<b>122,532</b>	<b>24%</b>

Head Start Credit Card Expenses June 2021

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6920	255	6/28/2021	37.00	#4466, DARREL JAMES. VISA, 6/28/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	6/28/2021	39.50	#4466, DARREL JAMES. VISA, 6/28/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	6/28/2021	41.00	#4466, DARREL JAMES. VISA, 6/28/2021, GAS HS VEHICLE
HANCOCK CC	1064	7010	255	6/28/2021	35.00	#4466, DARREL JAMES. VISA, 6/28/2021, ANNUAL FEE
HANCOCK CC	1064	7010	256	6/28/2021	263.00	#4466, DARREL JAMES. VISA, 6/28/2021, SC KITCHEN LIC. RENEW
HANCOCK CC	1064	7020	255	6/28/2021	199.90	#4466, DARREL JAMES. VISA, 6/28/2021, ZOOM SUBSCRIPTION
HANCOCK CC	1064	7430	252	6/28/2021	109.00	#7303, KRISTEN JACKSON RESHARD, VISA, 6/28/2021, C ROBERTS
HANCOCK CC	1064	7450	255	6/28/2021	391.70	#7366, NINA SINGLETON SELF, VISA, 6/28/2021, INDEED
HANCOCK CC	1064	6180	250	6/28/2021	44.66	#5810, VENITA TREADWELL, VISA, 6/28/2021, HENDERSON BKG
HANCOCK CC	1064	6180	255	6/28/2021	44.66	#5810, VENITA TREADWELL, VISA, 6/28/2021, ALEXANDER BKG
HANCOCK CC	1064	6180	255	6/28/2021	44.66	#5810, VENITA TREADWELL, VISA, 6/28/2021, JACKSON BKG
HANCOCK CC	1064	6180	256	6/28/2021	44.66	#5810, VENITA TREADWELL, VISA, 6/28/2021, HAWKINS BKG
HANCOCK CC	1064	6180	256	6/28/2021	44.66	#5810, VENITA TREADWELL, VISA, 6/28/2021, JONES BKG
HANCOCK CC	1064	6180	256	6/28/2021	44.66	#5810, VENITA TREADWELL, VISA, 6/28/2021, PERKINS BKG
HANCOCK CC	1064	6920	255	6/28/2021	15.00	#5810, VENITA TREADWELL, VISA, 6/28/2021, GAS HS VEHICLE
HANCOCK CC	1064	6930	255	6/28/2021	74.50	#5810, VENITA TREADWELL, VISA, 6/28/2021, TEACHING GOLD
LOWES	1064	6415	250	6/1/2021	2.83	#82130109084241, HEAD START, JUNE 2021
LOWES	1064	6415	252	6/1/2021	8.49	#82130109084241, HEAD START, JUNE 2021
LOWES	1064	6415	252	6/1/2021	41.72	#82130109084241, HEAD START, JUNE 2021
LOWES	1064	6415	258	6/1/2021	2.83	#82130109084241, HEAD START, JUNE 2021
LOWES	1064	6415	258	6/1/2021	16.05	#82130109084241, HEAD START, JUNE 2021
LOWES	1064	6850	250	6/1/2021	34.19	#82130109084241, HEAD START, JUNE 2021
LOWES	1064	6850	250	6/1/2021	117.23	#82130109084241, HEAD START, JUNE 2021
LOWES	1064	6850	250	6/1/2021	<u>763.56</u>	#82130109084241, HEAD START, JUNE 2021
Total					2,460.46	



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



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

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).

\*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).

1-2

**Lowe's® Business Advantage**

CAPITAL AREA COMM ACTION  
Account Number [REDACTED]

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

Summary of Account Activity	
Previous Balance	\$1,023.38
- Payments	\$1,023.38
- Other Credits	\$0.00
+ Purchases/Debits	\$986.90
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
<b>New Balance</b>	<b>\$986.90</b>
Credit Limit	\$11,000.00
Available Credit	\$10,013.00
Statement Closing Date	07/02/2021
Days in Billing Cycle	30

Payment Information	
New Balance	\$986.90
Total Minimum Payment Due	\$42.00
Payment Due Date	07/28/2021

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
06/11	06/11		PAYMENT - THANK YOU	(\$1,023.38)
06/14	06/14	23486	STORE 0417 TALLAHASSEE FL	\$805.28
06/17	06/17	07693	STORE 0417 TALLAHASSEE FL	\$117.23
06/30	06/30	06737	STORE 0417 TALLAHASSEE FL	\$34.19
06/30	06/30	28589	STORE 0417 TALLAHASSEE FL	\$30.20

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	

*Handwritten signature*  
7/19/21

**CUSTOMER SERVICE:** For Account Information log on to [www.lowe's.com/credit](http://www.lowe's.com/credit). This account is not registered. The authentication code is: EBTT042, 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.



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

06-28-21

0014GXAA - 006300 - 0001 - 0001 - 2



\*\*N000L500

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

**STATEMENT MESSAGES**

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

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-31	05-28	24431061148091076005332	9399	DEPT OF BUS AND PROF R BILLERPAYMENT FL	M263.00 ✓
06-04	06-02	24692161154100255167608	5542	GATE 1194 Q80 TALLAHASSEE FL	M39.50
06-07	06-06	24011341157000053354383	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90
06-17	06-15	24692161167100354378721	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.00
06-17	06-16	24492151167852641811038	5971	PAYPAL *JUSTYN T 402-935-7733 CA	M400.00
06-23	06-21	24692161173100916804787	5542	GATE 1194 Q80 TALLAHASSEE FL	M37.00
06-28	06-28		0000	ANNUAL FEE	M35.00

*Handwritten initials and date: JC 7/6*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-28-21	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,015.40
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 1,015.40
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 3,000.00



**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

Statement Date

06-28-21

0014GXA - 008207 - 0001 - 0001 - 2

  
 KRISTIN JACKSON  
 CAPITAL AREA CAA  
 309 OFFICE PLAZA DR  
 TALLAHASSEE, FL 32301-2729  
 \*\*N0008207


**STATEMENT MESSAGES**

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

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-04	06-03	24492151154852976053136	4816	SMARTHORIZONS 850-475-4041 FL	M109.00 ✓

*JK*  
*7/14*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-28-21		
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 109.00
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 109.00
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 2,000.00



**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

Statement Date

06-28-21

0014GXAA-004765-0001-0001-2



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

\*\*N0004765

**STATEMENT MESSAGES**

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

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-31	05-28	24906411148122336211171	5968	SMK*SURVEYMONKEY.COM 971-2311154 CA	M384.00
05-31	05-29	24692161150100183001303	5969	INDEED 203-564-2400 CT	M501.85
06-01	05-31	24692161152100394778135	5969	INDEED 203-564-2400 CT	M502.71
06-03	06-02	24692161154100973215176	5969	INDEED 203-564-2400 CT	M13.88
06-03	06-02	24755421153271537310986	7216	BLUE RIBBON CLEANERS INC TALLAHASSEE FL	M25.00
06-04	06-02	24164071154105006861730	5943	STAPLES 00110726 TALLAHASSEE FL	M156.96
06-08	06-07	24431061158700881086157	9399	FDLE CCHINET 850-410-8161 FL	M25.00
06-15	06-14	24226381166400000254827	5411	WAL-MART #4520 TALLAHASSEE FL	M125.00
06-17	06-15	2469216116710065503237	5969	INDEED 203-564-2400 CT	M505.70
06-18	06-17	24226381169400000017971	5411	WAL-MART #4427 TALLAHASSEE FL	M60.86
06-18	06-17	24141661168017137144599	7333	FASTSIGNS TALLAHASSEE FL	M255.97
06-21	06-18	24943001170898000046705	5300	COSTCO WHSE #1026 TALLAHASSEE FL	M121.64

Paint HS  
Paint HS  
HS

Paint HS

Handwritten signature and date: 7/7/21

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-28-21	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 2,678.57
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 2,678.57</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 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

001463XAA - 009014 - 0001 - 0001 - 2



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

\*\*N0009014

**MEMO STATEMENT**

Account Number  
[REDACTED]

Statement Date

06-28-21

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

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-28	05-26	24892161147100184608078	5542	GATE 1194 Q80 TALLAHASSEE FL	M15.00 ✓
06-02	06-01	24431061153400678000496	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
06-02	06-01	24431061153400678000504	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
06-02	06-01	24431061153400678000512	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
06-02	06-01	24431061152400556000940	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
06-02	06-01	24431061152400556000957	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
06-02	06-01	24431061152400556000981	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
06-02	06-01	24492151152743716728636	8299	TEACHERSPAYTEACHERS.COM 646-588-0910 NY	M74.50 ✓
06-10	06-09	24431061161400676001025	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
06-10	06-09	24431061161400676001033	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
06-10	06-09	24431061161400676001058	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
06-10	06-09	24431061160400554001957	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
06-10	06-09	24431061160400554001973	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
06-10	06-09	24431061160400554001999	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓

*He  
7/6*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-28-21	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>		NEW PURCHASES AND OTHER CHARGES 357.46
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 357.46</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 4,000.00</b>



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



Page: 1 of 1

Statements Dates  
 06/01/2021 - 06/30/2021

Account Number:  
 4620332

Images:  
 0

**\*ZERO CHECKS\* E0**

286            000000 001  
**CAPITAL AREA COMMUNITY ACTION AGENCY  
 HEAD START POLICY COUNCIL  
 PARENT ACTIVITY FUND  
 309 OFFICE PLAZA DR  
 TALLAHASSEE FL 32301**

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

**received**  
 vms 7/9/21

**Checking Account Summary**

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

● **Balance By Date**

Date	Balance	Date	Balance
05/31	1,056.70		



000000001

*Handwritten signature*  
 7/12/21

# 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:** August 16, 2021

---

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

### Staffing

Staff completed pre-service. Drive-by orientation for families was cancelled due to Tropical Storm Fred. School opens Wednesday, August 18.

### Facilities

Maintenance of the facilities took place over the summer. Franklin renovations will commence once plans are finalized and a lease is signed. A new playground will go in at Franklin's location.

### Curriculum

Implementation of the Creative Curriculum indicates positive outcomes for students with a significant majority showing kindergarten readiness for the four-year old students. HATCH was shared with all families to encourage learning at home.

### Enrollment

Staff continue to enroll and registering students for the coming year. More than half of the slots are filled.

### Federal and State Regulations

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



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



## Family and Community Engagement Manager

### Monthly Monitoring Report – July 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 - **16 of 37** families accepted
  2. Jefferson County Head Start - **27 of 32** families accepted
  3. Louis B. Royal Head Start - **50 of 57** families accepted
  4. Mabry Street Head Start - **51 of 64** families accepted
  5. South City Head Start - **92 of 188** families accepted
- **236 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 (**378**) for the 2020-21 school year

#### Policy Council

- 7 participants were in attendance for Policy Council

#### Volunteers

- 7 participants completed 19 hours

#### Family and Community Engagement Activities

- 3 staff meetings

#### Transportation

- Head Start Director has decided to purchase a bus for transportation in Franklin County.

#### Children Health Requirements

<b>Immunizations and Physical examinations</b>	225 Immunizations 228 Physical Examinations
<b>Established medical homes</b>	216
<b>Established dental homes and received dental exams</b>	201 Dental Homes 48 Dental Exams
<b>Hearing screenings</b>	220
<b>Vision screenings</b>	217
<b>Vision Referrals</b>	0

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

#### Family and Community Engagement

- 7 volunteers were active for June
- 19 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. Meetings are being held to address how the prevention of COVID-19 will be handled at Head Start Centers starting August 18, when school opens.
- **Funded Enrollment:** A radio commercial, Facebook Ads, yard signs, and flyers are some of the advertisement being used to assist with recruitment. Office of Head Start has stated that programs must be at full enrollment by January 2022. Franklin County will open with 20 slots being filled, but the remaining 17 will not be filled until the new facility is opened in January 2022.
- **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. Certificates for VPK is being accepted for Louise B. Royal and Mabry Street, but the School Readiness contracts are incomplete for South City, Louise B. Royal, and Mabry Street Head Start centers.
- **Orientation:** Orientation for Head Start families will take place the week of August 9 – 11, 2021. All orientations will be held using the Zoom platform.

### **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
- Addition of new Family Advocate with experience

### **Areas of Concern**

- Opening of new facility in Franklin County
- Filling 37 slots in Franklin County
- Future of South City location with families being moved from nearby public housing
- Providing School Readiness for Extended Day purposes
- Safely serving families during the 2021-22 school year



## Terminology Changes | ECLKC

---

 [eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-21-04](https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-21-04)

### Terminology Changes ACF-IM-HS-21-04

U.S. (United States) Department  
of Health and Human Services

ACF  
Administration for Children and Families

1. **Log Number:** ACF-IM-HS-21-04
2. **Issuance Date:** 07/28/2021
3. **Originating Office:** Office of Head Start
4. **Key Words:** Terminology Changes; Grants; Funding Opportunity

### Information Memorandum

**To:** All Head Start and Early Head Start Agencies and Delegate Agencies

**Subject:** Terminology Changes

**Information:**

The Office of Head Start (OHS) is updating terms used in official documents, correspondence, and other communications to align with terminology used in 2 CFR Part 200 and 45 CFR Part 75. These changes are part of a concerted effort encouraging consistency across all U.S. Department of Health and Human Services agencies, where applicable. While the overall process will be gradual, recipients can anticipate seeing new terms immediately. The terminology changes are outlined in the table below.

### Terminology Changes

Previous Term	New Term
Funding Opportunity Announcement (FOA)	Notice of Funding Opportunity (NOFO)
Grantee	Recipient

<b>Previous Term</b>	<b>New Term</b>
Subawardee	Subrecipient
Announcement	Opportunity

If you have any questions regarding these terminology changes, please contact your Regional Office.

Thank you for the work you do on behalf of children and families.

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell  
Director  
Office of Head Start

See PDF Version of Information Memorandum:

[Terminology Changes](#) [PDF, 18KB]

Historical Document