

Capital Area Community Action Agency

Conference Call in Board of Directors Meeting Agenda

Tuesday, September 28, 2021 – 6:00 pm

Ghazvini Center for Healthcare, 1528 Surgeons Drive, Tallahassee, FL

I. Call to Order	Derrick Jennings, Chair	
II. Agenda Approval		Page
III. Sign-In/Attendance/Introductions		
IV. Action – Recommendation for Review & Approval		
A. Approval of Minutes		
Board Meeting Minutes – July 27, 2021		2
Executive Committee Minutes – August 24, 2021		6
B. Board – Interim Chair Election	Tim Center	
C. Fiscal Report	Stephanie Sgouros	
• Narrative		9
• Revenue & Expenditures Agency-wide		13
• Balance Sheet		15
• Revenue & Expenditures – major programs		16
• Head Start Non Federal Share Match		22
• Head Start Credit Card Activity		23
D. Annual Agency Budget - DRAFT	Tim Center	
V. Chief Executive Officer's Report	Tim Center	30
VI. Organizational Standards	Tim Center	32
VII. Chief Operating Officer's Report		
• Program Updates	Nina Self	36
VIII. Chair's Report		
XI. Adjournment		

Next Board of Directors Meeting 9/28/2021 – 6:00 pm – Ghazvini Center for Healthcare Education

Next Executive Committee Meeting 10/26/2021 - 5:30 pm – Microsoft Teams Video



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityActionAgency.com



Capital Area **Community Action** Agency

Board of Directors Meeting Minutes July 27, 2021

Members in Attendance:

Derrick Jennings, Chair
Brent Couch, Vice-Chair
Quincee Messersmith, Secretary
Lauren Johnson, Member-at-Large
Shanetta Keel
Danielle Graham
Allen Jones

CACAA Staff:

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

Member Absent: Lisa Edgar

The meeting was called to order at 6:04 p.m. by the Chair. A quorum was established.

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

Annual Audit Presentation – Thomas Howell Ferguson, P.A.

Mr. Center introduced Ms. Allison Harrell, Thomas Howell Ferguson, P.A. She said two documents are being presented before the Board. The Financial Statements and the Governance Report. They have issued an unmodified opinion which is the highest level of assurance given on a set of audited financial statements. Some adjustments were explained later in the presentation.

Ms. Johnson questioned the compliance findings. There was a \$9.00 overpayment in LIHEAP that would be repaid from unrestricted funds. She explained that it would be reported and filed with the federal government and certain other funders. No serious ramifications are expected from the federal government.

Ms. Johnson asked what the corrective action was. The policy was reviewed with staff and the overpayment was removed from the grant charges. What is being done so that this would not happen in the future? There will be more review processes.

ACTION ITEMS

Approval of Minutes

The Chair asked for a motion to approve the minutes of May 25, 2021. Ms. Keel made a motion to approve the minutes. It was seconded by Ms. Messersmith, and unanimously approved.

The Chair asked members to review the Executive Committee Minutes of June 22, 2021.

Mr. Center said the Board minutes of May 25, 2021, are being amended to reflect Mr. Jones as being present via Microsoft Teams.

The Chair asked members to introduce themselves. All members introduced themselves.

Mr. Center addressed the Board explaining the Ms. Palmer Smith's term has expired on the Board as Board Treasurer. He said it may be appropriate to amend the Agenda that has been approved to add to election of Board Treasurer.

The Chair asked for a motion to amend the Agenda to include the Election of Treasurer. Mr. Jones made a motion to amend the Agenda to include the Election of Treasurer. It was seconded by Ms. Graham, and unanimously approved.

The Chair asked for a motion to nominate Ms. Keel as Treasurer. Ms. Messersmith made a motion to nominate Ms. Keel as Treasurer. It was seconded by Mr. Jones, and unanimously approved.

Mr. Center reported that Ms. Edgar's term on the Board expired June 24, 2021. The Chair asked for a motion to renew her term on the Board. Ms. Messersmith made a motion to renew Ms. Edgar's term on the Board. Mr. Couch seconded the motion, and it was unanimously approved.

Ms. Sgouros asked that the minutes of May 25, 2021, be amended to correct the date of the Fire Victims report from May 25, 2021 to April 30, 2021.

FISCAL

Ms. Sgouros presented the financial reports for the month ending May 31, 2021. She said 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 67% of the annual budget, with some Head Start expenses closer to 80%. At month end, the Year to Date Actual Revenue and Expenses are 79% and 75% respectively, with mostly restricted net income of \$358,155, including \$62,836 in the SunTrust Grant and \$30,784 for Franklin County Fire Victims. She said considering the original funds received for the Franklin County Fire Victims was \$224,000, with subsequent additions, we have done well with distributing client assistance.

Ms. Sgouros stated that the NFS Match at May 31, 2021, is \$367,608, or 72%, of the \$512,345 target. Our target is to be at 100% by the end of September 30, 2021.

New Variances and Explanation

The Finance Director reviewed the financial reports noting variances that were above the budget benchmark for the period ending May 31, 2021. There were several revenue variances, most of which resulted from increased donations received directly and indirectly.

The Chair asked for a motion to accept the financial report for May 31, 2021. Ms. Messersmith made a motion to accept the financial report. It was seconded by Ms. Keel, and unanimously approved.

Cost Allocation Plan

Mr. Center said the CSBG Organizational Standards requires the Agency to keep the Board informed on the measures of accountability. He presented the Cost Allocation Plan to the Board for informational purposes. He said that included in the Cost Allocation Plan is the Indirect Cost Rate that was previously brought before the Board.

The Chair asked for a motion to accept the Cost Allocation Plan. Ms. Graham made a motion to accept the Cost Allocation Plan. It was seconded by Ms. Messersmith, and unanimously accepted.

CEO REPORT

Mr. Center presented the CEO Report for July 2021. He said that the COVID-19 policies have been relaxed for vaccinated staff who provide proof of vaccination. Visitors are temperature checked and masked. We continue discussion on how we should re-open Head Start Centers.

The Safety Committee continue to work to develop a Continuity of Operations Plan (COOP). This documents outlines how the agency will operate should the agency be faced with a natural disaster.

The Disaster Recovery Team continues to work with the Long Term Recovery Groups along with ReBuild Florida to offer temporary housing to clients receiving new homes.

It was reported that the Agency is working with ECHO on development of an Employer Resource Network to support employees needing assistance beyond the workplace. It is a way of strengthening our social services network in the community with employers.

The monthly Head Start management calls continue with our Region IV HHS Office Specialist. We are addressing the issue of transportation to rural programs of Jefferson and Franklin Counties. Supplemental grant funds will permit adding transportation where it is needed most. We will not open in the new location for the new school year but we project the timeline should be during the winter break.

A radio interview was completed for KLove to air on 91.9 FM on Sunday at 10.30 p.m. Presentations are planned for aha Process! Conference and Tallahassee Chamber Community, Tallahassee-Leon County Chamber of Commerce launching a prosperity initiative and working with their organizers on Community Action engagement.

The regular monthly meetings continue with Jim McShane, Career Source Capital Region. Also participated in FACA Board of Directors and Executive Committee Meetings, and UPHS Advocacy Committee, Board meetings and Annual Meeting.

PROGRAM UPDATES

COO REPORT

Ms. Self presented the Summary of Programs for the month of June 2021. She reported that the Spring Getting Ahead transition ceremony was held Friday, June 18, 2021, at the Capital City Country Club. A total of 44 GA participants completed the 15-week session, with most of the participants transitioning into Staying Ahead. New GA classes will begin in August 2021.

The FSSP team case managers, and Ms. Self are now certified GA facilitators.

It was reported that 284 households were served June 2021 as this was lower than in previous months due to Leon Cares and Our Florida. The WAP program completed 89 homes with 16 in progress. Disaster Recovery (DR) has spent \$240K in client assistance. We will begin outreach in Wakulla and Gadsden County to reach more clients.

Congress appropriated funding for LIHWAP emergency water and wastewater assistance. LIHEAP funding allows for only heating assistance with the new funding we will be able to pay water bills to assist more clients in the community.

Applications are being accepted for Head Start. We currently have 225 enrolled for the fall.

We have a new office location in Wakulla County in the Braden Plaza. We hired a new Case Manager, Gloria Nelson. Larry Simmons has been rehired for Gadsden County, Case Manager.

CHAIR'S REPORT

The Chair said he would like to see more WAP clients served in Jefferson County. Mr. Mutch explained the process as we are working with limited viable applicants in Jefferson County. Only a few applicants are applying but with the applications received we are working with those applicants.

The meeting adjourned at 7:15 P.M.

Ms. Messersmith, Secretary

Date

Capital Area **Community Action** Agency

Conference Call-in Executive Committee Meeting Minutes August 24, 2021

Members in Attendance:

Brent Couch, Vice-Chair
Quincee Messersmith, Secretary
Lauren Johnson, Member-at-Large
Shanetta Keel, Treasurer

CACAA Staff:

Tim Center
Nina Self
Margaret Watson
Stephanie Sgouros

The meeting was called to order at 5:53 PM, by the Vice-Chair. A quorum was established.

Member Absent: Derrick Jennings

ACTION ITEMS

Approval of Minutes

The Vice-Chair asked for a motion to approve the minutes of June 22, 2021. Ms. Johnson made a motion to approve the minutes. It was seconded by Ms. Keel, and unanimously approved.

Corporate Authorization Resolutions

Ms. Sgouros presented two Corporate Resolutions explaining that the first Resolution was for Holdings, and the second is for the Agency's Operating Account. Both are being updated to include the new Board Treasurer.

The Vice-Chair asked for a motion to accept the Corporate Resolutions to add Ms. Keel as Treasurer. Ms. Johnson made the motion to accept the Corporate Resolutions to add Ms. Keel. It was seconded by Ms. Keel, and unanimously approved.

FISCAL REPORT

Ms. Sgouros presented the financial report for the month ending June 30, 2021. She said that we have completed nine months of the fiscal year, and as a benchmark would expect the year-to-date actual expenses and revenue to be around 75% of the annual budget, with some Head Start expenses closer to 80%. At month end, the Year to Date Actual Revenue and Expenses are 85% and 81% respectively, with mostly restricted net income is \$317,619 including \$59,407 in the SunTrust Grant and \$30,784 for the Franklin County Fire Victims.

Ms. Sgouros reported that the Non-Federal Share (NFS) Match at June 30, 2021, is \$389,813 or 76% of the target of \$512,345. These numbers will remain the same for the month of July but should increase during the month of August and September to meet the target.

New Variances and Explanations

The Finance Director reviewed the financial reports noting variances that were above the budget benchmark for the period ending June 30, 2021. There were several revenue variances, most of which resulted from increased donations received directly and indirectly.

Ms. Sgouros reported that next fiscal year the Fiscal department will include a dash board of budgets for all of our funding. She explained that the dashboard will be provided every month for the Board to review updates.

Ms. Johnson asked if there was additional grants or funding awarded due to the payroll protection program? Mr. Center explained that the Payroll Protection Program loan was forgiven. He said that the \$711,000 amount can develop the necessary reserve for the agency to ensure better cash flow.

Ms. Johnson asked what contract workers were being used in the LIHEAP Program? Intake Workers from Randstad Temporary Staffing Agency when there is an emergency vacancy in LIHEAP. Ms. Self said during that transition period you get to see how they work before hire.

Ms. Johnson asked how are we spending the SunTrust funds? The SunTrust Grant is used for the Getting Ahead/Staying Ahead program, especially the Alice Population to supplement CSBG restricted funds. United Way did not fund the Getting Ahead Program in Leon County for FY21-22 and 22-23. Some funding was awarded for outlining counties.

The Vice-Chair asked for a motion to accept the financial report. Ms. Johnson made a motion to accept the financial report. Mr. Couch, seconded the motion, and it was unanimously approved.

Mr. Center said we will orientate Ms. Keel on Treasurer responsibilities next month. The Finance Committee will be drafting the Annual Agency Budget for the Board to approve at the September Board meeting.

CEO REPORT

Mr. Center said the office has weathered the pandemic and survived. In the month of August we implemented a COVID Policy asking all staff to sign a COVID Declaration informing as to whether they had the vaccine or declined the vaccine. Proof of vaccination will be put in each employee's personnel file. We currently have about 73% employees vaccinated.

The Payroll Protection Program loan was forgiven for \$711,000.00. The unused funds will help secure a reserve account to ensure cash flow. He explained that grants received by the Agency are cost-reimbursable which mean we have to pay our vendors then recoup the expense. We are having appraisals done to all our Head Start Centers and half the main office as we are in the process of being our own landlord.

Head Start began the School Year 2021-2022 with Pre-service, with a week of refresher training, curriculum, health and safety training with speakers in attendance. We conducted on-line orientations for Leon, Jefferson and Franklin County with an overview of daily operations to prepare for the coming year. We currently have 270 students enrolled.

We are working with the Department of Health regarding any COVID classroom closures. We did receive notice from HHS that during the school year we will have a FOCUS Area -1 Monitoring.

We continue our monthly Head Start management calls with our Region IV HHS Office Specialist and ECHO on development of an Employers Resource Network to support employees needing assistance beyond the workplace.

The Disaster Recovery Supplemental Grant Funds will end September 30th. We have not received notice about Stage-3 Funding. This will impact the Agency as well as Tri-County Community Action. Ms. Granado, DR Manager, resigned and the CSBG DRSF and Case Management will manage the duties.

The regular monthly meetings continue with Jim McShane, Career Source Capital Region. There were a number of meetings attended such as FACA Board of Directors and Executive Committee Meetings, UPHS Advocacy Committee, Board meetings and Annual Meeting, Tallahassee-Leon County Chamber of Commerce Annual Community Conference that included workshops on school readiness (Head Start), job creation and poverty reduction (Getting Ahead). Lastly, the 32304 meeting convened by TCC President Jim Murdaugh to explore how best to concentrate efforts that alleviate poverty in the area.

Mr. Couch asked if Head Start staff received any Hazard Pay? Mr. Center said there was approval for a supplemental pay increase but the details have not been sorted out.

Ms. Johnson asked if the committee addressed the COVID-19 policies and how they will affect the Centers re-opening for School Calendar Year 2021-2022. Mr. Center said we have bubble classrooms, children are masked, and parents are dropping children off. We are using HATCH for student that are not attending schools.

Ms. Johnson asked are we following the Leon County 14-day quarantine. It was stated that we are following the Department of Health (DOH) 14-day quarantine.

CHAIR'S REPORT

Meeting adjourned at 6:55 PM.

Ms. Messersmith, Secretary

Date

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

As of July 31, 2021, we have completed ten months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 83% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 100% and 89% respectively, with a net income of \$1,112,318 including \$711,165 in forgiven PPP funds with the remainder mostly restricted including \$59,407 in the SunTrust (now Truist) Grant and \$30,034 for Franklin Co. Fire Victims.

Non-Federal Share (NFS) Match at July 31, 2021, is \$412,149, or 80%, of the \$512,345 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 Ten Months Ending July 31, 2021
Capital Area Community Action Agency**

Unemployment – is over budget due to an increase in the agency's SUTA rate. A refund has been mentioned but not an amount. Management will take this into account in planning next year's budget.

Staff Screening is over budget in CSBG DRSF because it is a new program with new employees as well as high turnover due to COVID.

Office Supplies – is over the budget in HDST, CSBG and CSBG DRSF – staff will work together to identify expenses that might be re-categorized such as postage or copies which have plenty of available funds.

Copies / Printer / Copies - is over budget in WAP and will be covered by available funds in Office Supplies.

Medical/Dental Supplies – is over budget with a purchase to cover needs. The original budget was only \$500 so the dollar amount over is small. Requested a budget amendment to cover.

Postage and Delivery Expenses – is over the benchmark budget in Head Start due to expenses associated with the start of the school year. This item should finish in line.

Contractual Services- Professional – is over budget for LIHEAP due to a number of contract workers being hired. This is offset by savings in payroll costs.

Contractual Services – Health/Disabilities- is over benchmark budget and staff will need to evaluate to determine if an amendment is needed before the new school year begins.

Rent/Space Cost – is slightly over budget for CSBG, DRSF, LIHEAP and WAP. These budget lines will be amended to accommodate with available funds.

Utilities- are over budget for DRSF and are averaging \$490 per month. At the current rate, this budget line will be over budget by about \$4,500. This budget line item and all other DRSF budget line items that are or are expected to be over budget by September 30th.

General Liability and Property Insurance – is over budget due to increased costs over projected costs in CSBG and LIHEAP.

Communications – is over the budget due to repairs and a few split payments between the fiscal years. The WAP and CSBG overage which is over budget will be updated during the current modification. DRSF overage was due to no existing budget line but will come out of available funds. A portion of LIHEAP's costs will be transferred to LIHEAP CARES which did not have a budget originally, but will.

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

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.

Repairs and Maintenance- Nonrecurring – is over the DRSF budget due to an August 2020 expense of moving. This is a onetime expense and can be covered with a budget amendment. HDST is also slightly over budget due to a number of maintenance items.

Equipment Maintenance – is slightly over budget due to a small increase equipment costs over the length of the WAP contract. LIHEAP CARES also needs a budget amendment.

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 in CSBG due to a number of issues over the 5 year grant period. 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.

Fees, Licenses and Permits – is over budget for DRSF. These small fees were not anticipated when the original budget was submitted to DEO, but there are adequate funds in other categories to cover these expenses.

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

Special Events – is over budget on the agency statement due to the purchase of caps and gowns out of the Head Start Restricted Fund but is offset by unbudgeted donations in Special Events Revenue.

Client Assistance – is over budget due to a grant that finished in March of this year. Remaining funds in all categories of the grant were spent on clients in need. As the grant was closed out, no budget amendment is required.

Equipment (\$5,000 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 in HDST due to the purchase of several computers and other equipment. Adjustments will be made to the program budgets to accommodate.

Registration Fees – is over budget for the agency overall, but is a small amount and will be absorbed into the other training categories.

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

Meetings / Workshops / Training – shows a negative budget on the agency statement due to the WAP amendment that covers 10/1/2017 - 9/30/2021. CSBG is slightly over budget with no more expenditures expected during this award cycle.

Training/Staff Development – is at budget for CSBG due to uneven expenses throughout the grant period. No more training is expected to occur prior to the next award of funds.

Advertising – is over budget for the Head Start program due to an enrollment campaign.

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

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Ten Months Ended 7/31/2021**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
	83%				
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,808,871	2,941,417	(867,454)	77%
Government Contracts - Federal Indirect	4005	0	6,708	6,708	100%
Government Contracts - STATE	4010	4,502,314	4,783,613	281,299	106%
Government Contracts - LOCAL	4020	131,500	121,034	(10,466)	92%
Grants - Other Not-for-Profits	4100	84,139	186,482	102,343	222%
Grants - All Other Sources	4120	36,950	102,343	65,393	277%
Contributions	4200	500	8,055	7,555	1611%
Contributions- Restricted	4210	47,631	63,430	15,799	133%
Special Events	4300	0	2,089	2,089	100%
Commissions-Vending/Photo	4320	2,000	1,218	(782)	61%
Interest Income	4950	0	3,674	3,674	100%
Fringe Pool Revenue	4960	850,000	654,231	(195,769)	77%
Indirect Pool Revenue	4970	639,884	484,183	(155,701)	76%
Other Revenue	4995	<u>3,000</u>	<u>740,527</u>	<u>737,527</u>	100%
Total Revenue		<u>10,106,788</u>	<u>10,099,004</u>	<u>(7,784)</u>	100%
Expenditures					
Salaries & Wages	6010	2,993,995	2,258,001	735,994	75%
Fringe	6110	877,661	654,231	223,430	75%
FICA	6120	200,000	167,281	32,719	84%
Unemployment	6130	30,000	38,833	(8,833)	129%
Workers Compensation	6140	35,000	25,627	9,373	73%
Health Insurance	6150	480,000	367,425	112,575	77%
Life Insurance	6160	30,000	22,967	7,033	77%
Retirement	6170	50,000	41,371	8,629	83%
Staff Screenings	6180	4,777	1,884	2,893	39%
Indirect Costs	6210	665,202	491,213	173,988	74%
Travel - In Area	6310	12,488	9,271	3,217	74%
Travel - Out of Area	6315	489	0	489	0%
Office Supplies	6410	26,677	24,749	1,927	93%
Program Supplies	6415	30,220	17,553	12,667	58%
Classroom Supplies	6420	60,819	17,478	43,341	29%
Kitchen Supplies	6430	30,604	9,049	21,555	30%
Medical/Dental Supplies	6440	500	895	(395)	179%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	34,339	23,356	10,983	68%
Postage and Delivery Expense	6600	5,810	3,396	2,414	58%
Contractual Services/Professional	6710	461,238	270,318	190,920	59%
Contractual Services - Health/Disabilities	6715	176,115	159,333	16,782	90%
Rent/Space Cost	6810	300,236	283,097	17,140	94%
Utilities	6820	106,665	82,810	23,854	78%
General Liability and Property Insurance	6830	46,859	53,050	(6,191)	113%
Communications	6840	82,843	84,119	(1,276)	102%
Repairs & Bldg Maintenance- Recurring	6850	107,555	122,589	(15,034)	114%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Ten Months Ended 7/31/2021**

Repairs & Bldg Maintenance - Nonrecurring	6855	39,472	35,516	3,956	90%
Equipment Maintenance	6910	32,541	24,515	8,026	75%
Vehicle Expense	6920	80,820	32,462	48,358	40%
Equipment Lease	6930	15,350	8,790	6,560	57%
Technology	6940	34,244	23,024	11,219	67%
Fees, Licenses, and Permits	7010	4,387	2,633	1,754	60%
Dues/Subscriptions	7020	9,845	20,322	(10,477)	206%
Special Events	7110	2,000	2,384	(384)	119%
Client Assistance	7210	2,649,540	3,386,492	(736,952)	128%
Equipment (\$5,000 or more)	7310	18,140	17,590	550	97%
Expendable Equipment	7320	35,030	18,636	16,394	53%
Registration Fees	7410	800	1,845	(1,045)	231%
Meetings/Workshops/Training	7420	(2,649)	16,149	(18,798)	-610%
Training/Staff Development	7430	58,117	28,578	29,539	49%
Advisory/Board Member Expenses	7440	5,000	1,464	3,536	29%
Advertising	7450	31,388	18,939	12,449	60%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	217,612	114,768	102,844	53%
Miscellaneous Expenses	7520	0	10	(10)	100%
Legal Expenses	7530	17,000	177	16,824	1%
Interest Expense	7610	2,750	0	2,750	0%
Bank Service Charges	7630	4,110	2,496	1,614	61%
Total Expenditures		<u>10,106,788</u>	<u>8,986,686</u>	<u>1,120,101</u>	89%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>1,112,318</u>	<u>1,112,318</u>	

Capital Area Community Action Agency
Balance Sheet
As of 7/31/2021

	Current Period Balance
Assets	
Petty Cash	315
Cash Operating Hancock Bank	490,750
Cash - Health Insurance Imprest Account	2,552
Cash - Money Market Accounts	75,869
Cash - Restricted	81,912
Accounts Receivable	187,385
Grants Receivable	1,056,591
Property and Equipment Net	<u>322,729</u>
 Total Assets	 <u>2,218,103</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	118,219
Accrued Leave	57,177
Accrued Wages	48,526
Accrued Fringe Benefits	2,463
Contract Advances	157,570
Contingent Liab Sunshine St Micro Obligated	40,392
Liability- Head Start Parent Activity	7,079
Line of Credit	<u>9,691</u>
Total Liabilities	441,117
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	339,770
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	664,668
Current Net Income	<u>1,112,318</u>
Total Net Assets	<u>1,776,986</u>
 Total Liabilities and Net Assets	 <u>2,218,103</u>

Capital Area Community Action Agency
CSBG - Statement of Revenues and Expenditures
From Grant Inception Through 7/31/2021

CSBG

10/1/2016 - 9/30/2021

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
	97%				
Revenue					
Government Contracts - STATE	4010	<u>3,073,978</u>	<u>2,638,635</u>	(435,343)	86%
Total Revenue		<u>3,073,978</u>	<u>2,638,635</u>	(435,343)	86%
Expenditures					
Salaries & Wages	6010	1,194,483	1,058,696	135,787	89%
Fringe	6110	340,741	302,293	38,449	89%
Staff Screenings	6180	2,562	1,813	749	71%
Indirect Costs	6210	296,068	260,234	35,834	88%
Travel - In Area	6310	37,417	20,482	16,935	55%
Travel - Out of Area	6315	20,398	5,307	15,091	26%
Office Supplies	6410	11,108	12,891	(1,783)	116%
Copies/Printing/Copier	6510	17,324	9,950	7,374	57%
Postage and Delivery Expense	6600	4,527	1,891	2,637	42%
Contractual Services/Professional	6710	49,906	34,525	15,381	69%
Rent/Space Cost	6810	132,086	141,049	(8,963)	107%
Utilities	6820	16,604	14,007	2,596	84%
General Liability and Property Insurance	6830	22,510	23,301	(791)	104%
Communications	6840	52,303	54,007	(1,704)	103%
Repairs & Bldg Maintenance- Recurring	6850	16,124	12,036	4,088	75%
Equipment Maintenance	6910	16,775	14,715	2,059	88%
Vehicle Expense	6920	54,256	62,787	(8,530)	116%
Equipment Lease	6930	7,435	4,813	2,622	65%
Technology	6940	20,643	13,151	7,492	64%
Fees, Licenses, and Permits	7010	11,433	7,047	4,386	62%
Dues/Subscriptions	7020	22,404	23,779	(1,375)	106%
Client Assistance	7210	650,757	470,199	180,558	72%
Equipment (\$5,000 or more)	7310	824	824	0	100%
Expendable Equipment	7320	23,585	17,732	5,853	75%
Registration Fees	7410	14,666	10,506	4,159	72%
Meetings/Workshops/Training	7420	20,959	21,365	(406)	102%
Training/Staff Development	7430	1,000	995	5	100%
Advertising	7450	<u>15,079</u>	<u>9,308</u>	<u>5,771</u>	62%
Total Expenditures		<u>3,073,978</u>	<u>2,609,704</u>	<u>464,274</u>	85%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>28,931</u>	<u>28,931</u>	

Capital Area Community Action Agency
CSBG DRSF - Statement of Revenues and Expenditures
From Grant Inception Through 7/31/2021

CSBG DRSF

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
	92%				
Revenue					
Government Contracts - STATE	4010	<u>1,299,999</u>	<u>725,047</u>	<u>(574,952)</u>	56%
Total Revenue		<u>1,299,999</u>	<u>725,047</u>	<u>(574,952)</u>	56%
Expenditures					
Salaries & Wages	6010	295,367	145,475	149,891	49%
Fringe	6110	85,597	42,159	43,438	49%
Staff Screenings	6180	178	573	(395)	322%
Indirect Costs	6210	69,183	34,093	35,090	49%
Travel - In Area	6310	4,583	3,692	891	81%
Travel - Out of Area	6315	611	0	611	0%
Office Supplies	6410	0	5,988	(5,988)	100%
Copies/Printing/Copier	6510	1,500	919	581	61%
Postage and Delivery Expense	6600	250	55	195	22%
Contractual Services/Professional	6710	46,111	8,069	38,042	17%
Rent/Space Cost	6810	8,556	44,471	(35,915)	520%
Utilities	6820	2,333	5,637	(3,303)	242%
General Liability and Property Insurance	6830	3,333	0	3,333	0%
Communications	6840	10,500	12,933	(2,433)	123%
Repairs & Bldg Maintenance- Recurring	6850	2,250	3,116	(866)	138%
Repairs & Bldg Maintenance -	6855	250	384	(134)	154%
Equipment Maintenance	6910	6,989	900	6,089	13%
Vehicle Expense	6920	50,000	121	49,879	0%
Equipment Lease	6930	1,000	1,014	(14)	101%
Technology	6940	3,065	2,372	692	77%
Fees, Licenses, and Permits	7010	0	60	(60)	100%
Client Assistance	7210	686,408	396,149	290,259	58%
Equipment (\$5,000 or more)	7310	824	824	0	100%
Expendable Equipment	7320	11,111	5,336	5,775	48%
Advertising	7450	<u>10,000</u>	<u>7,558</u>	<u>2,442</u>	76%
Total Expenditures		<u>1,299,999</u>	<u>721,896</u>	<u>578,103</u>	56%
Excess Revenue over (under) Expenditures		<u>(0)</u>	<u>3,150</u>	<u>3,151</u>	

Capital Area Community Action Agency
LIHEAP - Statement of Revenues and Expenditures
From Grant Inception through 7/31/2021

LIHEAP

4/1/2017 - 9/30/2021

		Total	Current	Total	
	96%	Budget -	Period	Budget	
		Original	Actual	Variance -	
				Original	%
Revenue					
Government Contracts - STATE	4010	<u>9,467,387</u>	<u>8,261,514</u>	<u>(1,205,873)</u>	87%
Total Revenue		<u>9,467,387</u>	<u>8,261,514</u>	<u>(1,205,873)</u>	87%
Expenditures					
Salaries & Wages	6010	1,117,957	1,007,559	110,398	90%
Fringe	6110	319,882	289,369	30,514	90%
Staff Screenings	6180	2,679	919	1,761	34%
Indirect Costs	6210	279,598	248,732	30,866	89%
Travel - In Area	6310	13,511	6,460	7,051	48%
Travel - Out of Area	6315	8,926	674	8,252	8%
Office Supplies	6410	11,500	9,175	2,325	80%
Copies/Printing/Copier	6510	22,131	16,045	6,086	73%
Postage and Delivery Expense	6600	5,686	3,194	2,492	56%
Contractual Services/Professional	6710	42,500	45,843	(3,343)	108%
Rent/Space Cost	6810	109,245	128,668	(19,423)	118%
Utilities	6820	14,465	10,878	3,587	75%
General Liability and Property Insurance	6830	15,550	17,925	(2,375)	115%
Communications	6840	39,495	42,570	(3,075)	108%
Repairs & Bldg Maintenance- Recurring	6850	15,568	11,203	4,365	72%
Equipment Maintenance	6910	13,690	9,786	3,904	71%
Vehicle Expense	6920	14,390	3,736	10,654	26%
Equipment Lease	6930	7,475	4,136	3,339	55%
Technology	6940	21,651	12,327	9,324	57%
Fees, Licenses, and Permits	7010	1,150	432	718	38%
Dues/Subscriptions	7020	975	175	800	18%
Client Assistance	7210	7,355,558	6,293,008	1,062,550	86%
Equipment (\$5,000 or more)	7310	1,237	1,237	0	100%
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	<u>2,500</u>	<u>1,526</u>	<u>974</u>	61%
Total Expenditures		<u>9,467,387</u>	<u>8,182,727</u>	<u>1,284,660</u>	86%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>78,787</u>	<u>78,787</u>	

Capital Area Community Action Agency
LIHEAP CARES - Statement of Revenues and Expenditures
From Grant Inception Through 7/31/2021

LIHEAP CARES

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
	83%				
Revenue					
Government Contracts - STATE	4010	<u>1,677,633</u>	<u>479,441</u>	<u>(1,198,192)</u>	29%
Total Revenue		<u>1,677,633</u>	<u>479,441</u>	<u>(1,198,192)</u>	29%
Expenditures					
Salaries & Wages	6010	190,333	52,601	137,732	28%
Fringe	6110	55,159	15,044	40,115	27%
Staff Screenings	6180	480	301	179	63%
Indirect Costs	6210	44,581	12,166	32,415	27%
Travel - In Area	6310	1,113	0	1,113	0%
Office Supplies	6410	2,800	1,571	1,229	56%
Copies/Printing/Copier	6510	2,800	814	1,986	29%
Postage and Delivery Expense	6600	700	0	700	0%
Contractual Services/Professional	6710	6,097	0	6,097	0%
Rent/Space Cost	6810	7,700	0	7,700	0%
Communications	6840	0	71	(71)	100%
Repairs & Bldg Maintenance- Recurring	6850	4,194	0	4,194	0%
Equipment Maintenance	6910	0	900	(900)	100%
Vehicle Expense	6920	1,400	0	1,400	0%
Technology	6940	4,613	0	4,613	0%
Client Assistance	7210	1,342,298	394,282	948,016	29%
Equipment (\$5,000 or more)	7310	1,237	1,237	0	100%
Expendable Equipment	7320	8,231	0	8,231	0%
Advertising	7450	<u>3,897</u>	<u>504</u>	<u>3,393</u>	13%
Total Expenditures		<u>1,677,633</u>	<u>479,489</u>	<u>1,198,144</u>	29%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(49)</u>	<u>(49)</u>	

Capital Area Community Action Agency
WAP - Statement of Revenues and Expenditures
From Grant Inception Through 7/31/2021

WAP

10/1/2017 - 9/30/2021

		Total	Current	Total	
	96%	Budget -	Period	Budget	
		Original	Actual	Variance -	
				Original	%
Revenue					
Government Contracts - STATE	4010	<u>2,284,459</u>	<u>1,146,351</u>	<u>(1,138,108)</u>	50%
Total Revenue		<u>2,284,459</u>	<u>1,146,351</u>	<u>(1,138,108)</u>	50%
Expenditures					
Salaries & Wages	6010	320,116	296,712	23,404	93%
Fringe	6110	91,294	85,195	6,099	93%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	81,690	72,869	8,821	89%
Travel - In Area	6310	17,000	10,771	6,229	63%
Office Supplies	6410	4,000	3,819	181	95%
Copies/Printing/Copier	6510	1,500	1,518	(18)	101%
Postage and Delivery Expense	6600	900	583	317	65%
Contractual Services/Professional	6710	23,314	5,541	17,773	24%
Rent/Space Cost	6810	16,600	17,724	(1,124)	107%
Utilities	6820	4,000	3,667	333	92%
General Liability and Property Insurance	6830	41,628	26,463	15,166	64%
Communications	6840	8,900	9,552	(652)	107%
Repairs & Bldg Maintenance- Recurring	6850	7,650	3,102	4,548	41%
Equipment Maintenance	6910	2,950	3,098	(148)	105%
Vehicle Expense	6920	18,000	15,491	2,509	86%
Equipment Lease	6930	1,200	1,337	(137)	111%
Technology	6940	850	439	411	52%
Fees, Licenses, and Permits	7010	1,350	1,089	261	81%
Dues/Subscriptions	7020	15,500	5,975	9,525	39%
Client Assistance	7210	1,586,488	560,864	1,025,624	35%
Equipment (\$5,000 or more)	7310	1,649	1,099	550	67%
Expendable Equipment	7320	5,000	3,560	1,440	71%
Registration Fees	7410	2,452	2,476	(24)	101%
Meetings/Workshops/Training	7420	29,327	15,080	14,247	51%
Advertising	7450	900	788	112	88%
Total Expenditures		<u>2,284,459</u>	<u>1,148,812</u>	<u>1,135,646</u>	50%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(2,461)</u>	<u>(2,461)</u>	

Capital Area Community Action Agency
Head Start - Statement of Revenues and Expenditures
For the Ten Months Ended 7/31/2021

Head Start

		Total	Current	Total	
	83%	Budget -	Year	Budget	
		Original	Actual	Variance -	%
				Original	
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	<u>3,740,116</u>	<u>2,909,074</u>	(831,042)	78%
Total Revenue		<u>3,740,116</u>	<u>2,909,074</u>	(831,042)	78%
Expenditures					
Salaries & Wages	6010	1,804,242	1,407,364	396,878	78%
Fringe	6110	522,870	407,855	115,015	78%
Staff Screenings	6180	2,500	919	1,581	37%
Indirect Costs	6210	422,606	329,823	92,783	78%
Travel - In Area	6310	4,000	1,806	2,194	45%
Office Supplies	6410	7,500	7,298	202	97%
Program Supplies	6415	26,935	17,463	9,472	65%
Classroom Supplies	6420	44,847	6,980	37,867	16%
Kitchen Supplies	6430	7,015	73	6,942	1%
Medical/Dental Supplies	6440	500	895	(395)	179%
Copies/Printing/Copier	6510	20,000	10,657	9,343	53%
Postage and Delivery Expense	6600	1,500	1,409	91	94%
Contractual Services/Professional	6710	31,000	12,302	18,699	40%
Contractual Services - Health/Disabilities	6715	159,139	148,638	10,501	93%
Rent/Space Cost	6810	207,589	158,566	49,023	76%
Utilities	6820	84,335	69,214	15,121	82%
General Liability and Property Insurance	6830	28,000	19,166	8,834	68%
Communications	6840	53,723	45,185	8,538	84%
Repairs & Bldg Maintenance- Recurring	6850	96,000	109,060	(13,060)	114%
Repairs & Bldg Maintenance - Nonrecurring	6855	33,772	35,423	(1,651)	105%
Equipment Maintenance	6910	18,000	14,705	3,295	82%
Vehicle Expense	6920	30,000	18,892	11,108	63%
Equipment Lease	6930	9,600	4,372	5,228	46%
Technology	6940	10,545	9,268	1,277	88%
Fees, Licenses, and Permits	7010	2,500	1,017	1,483	41%
Dues/Subscriptions	7020	2,600	8,303	(5,703)	319%
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	7,908	(2,908)	158%
Meetings/Workshops/Training	7420	500	3,932	(3,432)	786%
Training/Staff Development	7430	43,163	17,111	26,052	40%
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	4,000	5,531	(1,531)	138%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	<u>42,739</u>	<u>20,342</u>	<u>22,397</u>	48%
Total Expenditures		<u>3,740,116</u>	<u>2,909,171</u>	<u>830,945</u>	78%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(97)</u>	<u>(97)</u>	

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

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		36,725			
Grants - Other Not for Profits		-			
In-Kind Revenue		356,558			
VPK/SR		18,866			
	512,345	412,149	80%	100,196	20%

Head Start Credit Card Purchases July 2021

Vendor ID	Fund GL Code	Activity Code	Effective Date	Expenses Transaction Description
HANCOCK CC	1064	6920	255	38.50 #4466, DARREL JAMES, VISA, 7/27/2021, GAS, HS VEHICLE
HANCOCK CC	1064	6920	255	42.34 #4466, DARREL JAMES, VISA, 7/27/2021, GAS, HS VEHICLE
HANCOCK CC	1064	6920	255	45.00 #4466, DARREL JAMES, VISA, 7/27/2021, GAS, HS VEHICLE
HANCOCK CC	1064	6920	255	843.00 #4466, DARREL JAMES, VISA, 7/27/2021, TIRES FOR KIA
HANCOCK CC	1064	7020	255	199.90 #4466, DARREL JAMES, VISA, 7/27/2021, ZOOM SUBSCRIPTION
HANCOCK CC	1064	7430	255	36.75 #4466, DARREL JAMES, VISA, 7/27/2021, GAS, ONE GOAL
HANCOCK CC	1064	7430	255	62.01 #4466, DARREL JAMES, VISA, 7/27/2021, GAS, ONE GOAL
HANCOCK CC	1064	7430	255	670.50 #4466, DARREL JAMES, VISA, 7/27/2021, HOTEL, ONE GOAL
HANCOCK CC	1064	7430	255	4.14 #4466, DARREL JAMES, VISA, 7/27/2021, MEAL, ONE GOAL
HANCOCK CC	1064	7430	255	4.39 #4466, DARREL JAMES, VISA, 7/27/2021, MEAL, ONE GOAL
HANCOCK CC	1064	7430	255	10.00 #4466, DARREL JAMES, VISA, 7/27/2021, MEAL, ONE GOAL
HANCOCK CC	1064	7430	255	12.56 #4466, DARREL JAMES, VISA, 7/27/2021, MEAL, ONE GOAL
HANCOCK CC	1064	7430	255	12.87 #4466, DARREL JAMES, VISA, 7/27/2021, MEAL, ONE GOAL
HANCOCK CC	1064	7430	255	20.92 #4466, DARREL JAMES, VISA, 7/27/2021, MEAL, ONE GOAL
HANCOCK CC	1064	7430	255	22.22 #4466, DARREL JAMES, VISA, 7/27/2021, MEAL, ONE GOAL
HANCOCK CC	1064	7430	255	33.27 #4466, DARREL JAMES, VISA, 7/27/2021, MEAL, ONE GOAL
HANCOCK CC	1064	7430	255	112.00 #4466, DARREL JAMES, VISA, 7/27/2021, PARKING, ONE GOAL
HANCOCK CC	1064	7430	255	334.60 #4466, DARREL JAMES, VISA, 7/27/2021, RENTAL CAR, ONE
HANCOCK CC	1064	6940	255	20.00 #7303, KRISTIN JACKSON RESHARD, VISA, 7/27/2021,
HANCOCK CC	1064	7430	255	210.00 #7303, KRISTIN RESHARD, VISA, 7/27/2021, FOODHANDLER
HANCOCK CC	1064	7430	255	625.00 #7303, KRISTIN RESHARD, VISA, 7/27/2021, ONE GOAL REGISTR.
HANCOCK CC	1064	7430	255	175.00 #7303, KRISTIN RESHARD, VISA, 7/27/2021, BLENDED BRAIDED
HANCOCK CC	1064	6510	255	489.00 #7366, NINA SINGLETON SELF, VISA, 7/27/2021, RACK CARDS
HANCOCK CC	1064	7450	255	2,372.51 #7366, NINA SINGLETON SELF, VISA, 7/27/2021, INDEED HS
HANCOCK CC	1064	7420	000	3,270.00 #6700, TIM CENTER, VISA, 7/21/2021 HOTEL ONE GOAL CONF.
LOWES	1064	6850	250	11.36 #82130109084241, BUILDING MAINTENANCE SUPPLIES, JULY
LOWES	1064	6850	250	37.99 #82130109084241, BUILDING MAINTENANCE SUPPLIES, JULY
LOWES	1064	6850	250	193.73 #82130109084241, BUILDING MAINTENANCE SUPPLIES, JULY
LOWES	1064	6850	252	<u>495.72</u> #82130109084241, BUILDING MAINTENANCE SUPPLIES, JULY

Transaction 10,405.28



**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

07-27-21



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

***N0006504

00141AAA-006504-0001-0001-2

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
07-02	06-30	24692161182100974555709	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.34
07-05	07-02	24226381184091007732745	5411	WAL-MART #1077 TALLAHASSEE FL	M314.82
07-07	07-06	2401134118700048929907	4814	ZOOM.US 888-798-9666 WWW.ZOOM.US CA	M199.90
07-15	07-13	24692161195100699785040	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00
07-16	07-14	24755421196171969826526	3504	HILTON ADVPURCH8002367113 MEMPHIS TN 1008693362 ARRIVAL: 07-13-21	M670.60
07-19	07-16	24011341197000035538687	4789	TURO INC.* TRIP JUL 21 HTTPSTURO.COM CA	M334.60
07-20	07-19	24445001201000849926355	5532	DISCOUNT-TIRE-CO FLT-01 TALLAHASSEE FL	M843.00
07-21	07-19	24692161201100310035888	5542	GATE 1194 Q80 TALLAHASSEE FL	M38.50
07-22	07-21	24427331202720203538966	5814	MCDONALD'S F32610 GAINESVILLE FL	M4.14
07-22	07-21	24137461203001383082917	5912	CVS/PHARMACY #04181 TAMPA FL	M4.39
07-22	07-21	24493981202286294300278	5499	I 9 FOOD MART INC TAMPA FL	M10.00
07-23	07-22	24013381203003544192534	5812	TROPICAL SMOOTHIE CAFE FL TAMPA FL	M12.87
07-23	07-22	24137461203100430787492	5813	TST* THE PINT AND BREW TA TAMPA FL	M22.22
07-26	07-23	74755421205152058265408	3535	HILTON TAMPA DOWNTOWN 813-2043000 FL 833708 ARRIVAL: 07-21-21	M670.49cr
07-26	07-23	24040481205200089100443	5814	ZAXBY'S BROOKSVILLE FL	M12.58
07-26	07-25	24137461206001126192269	5812	TST* HOBBIT AMERICAN GRIL TALLAHASSEE FL	M20.92
07-26	07-22	24000971204019501180661	5812	JERK HUT JAMAICAN GRIL 813-9775777 FL	M33.27
07-26	07-23	24692161205100152649012	5542	CHEVRON 0301920 TALLAHASSEE FL	M36.75
07-26	07-23	24164071204637000523148	5542	WAWA STORE 51500051540 TAMPA FL	M62.01
07-26	07-23	24755421205152058263721	3535	HILTON TAMPA DOWNTOWN TAMPA FL 833708 ARRIVAL: 07-21-21	M112.00
07-26	07-23	24755421205152058265106	3535	HILTON TAMPA DOWNTOWN 813-2043000 FL 833708 ARRIVAL: 07-21-21	M670.49

STATEMENT DATE
07-27-21

ACCOUNT NUMBER

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	3,490.28
NEW CASH ADVANCES	.00
CREDITS	670.49
STATEMENT TOTAL	2,819.79
TOTAL IN DISPUTE	.00
CREDIT LIMIT	5,000.00



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

07-27-21

0014/AAA - 008424 - 0001 - 0001 - 2



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

**N0008424

Handwritten signature and date 8/2/21

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
06-30	06-29	24492151180837747424353	5818	MULTIPL0TTR.COM MULTIPL0TTR.C MD	M20.00
07-15	07-14	24492161195000011899143	8299	CCORT CCORT.ORG FL	M625.00
07-22	07-21	24717051202272027288727	8220	UF IFAS LEON COUNTY EXT TALLAHASSEE FL	M210.00
07-27	07-26	24760621208300000228319	7399	FELDESMAN TUCKER LEIFER F 202-4668960 DC	M175.00

STATEMENT DATE 07-27-21	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,030.00
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,030.00
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 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

GL
01/17/14

MEMO STATEMENT

Account Number

Statement Date

07-27-21

00141AAA - 004745 - 0001 - 0001 - 2



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

**N0004745

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
06-29	06-28	24226381180400007415157	5411	WAL-MART #4620 TALLAHASSEE FL	M550.00 ✓
07-01	06-29	24892161181100829210865	5969	INDEED 203-564-2400 CT	M600.08 ✓
07-05	07-02	24692161184100363849802	5969	INDEED 203-564-2400 CT	M45.84 ✓
07-06	07-05	24692161187100369974957	5969	INDEED 203-564-2400 CT	M500.36 ✓
07-09	07-07	24692161189100914129683	5969	INDEED 203-564-2400 CT	M502.37 ✓
07-12	07-10	24692161192100243760245	5969	INDEED 203-564-2400 CT	M515.27 ✓
07-15	07-13	24692161195100374684302	7311	IN *OPTAMARK LLC 508-3695745 MA	M730.00 ✓
07-16	07-14	24692161196100188408707	5969	INDEED 203-564-2400 CT	M514.87 ✓
07-19	07-18	24493981200400865000498	5941	ACADEMY SPORTS #112 TALLAHASSEE FL	M89.98 ✓
07-20	07-18	24692161200100263370206	5969	INDEED 203-564-2400 CT	M506.38 ✓
07-22	07-21	24491061202700811830793	9399	FDLE CCHINET 850-410-8161 FL	M25.00 ✓
07-22	07-20	24692161202100766672445	7311	IN *OPTAMARK LLC 508-3695745 MA	M489.00 ✓

STATEMENT DATE
07-27-21

ACCOUNT NUMBER
[REDACTED]

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

NEW PURCHASES AND	
OTHER CHARGES	4,968.93
NEW CASH ADVANCES	.00
CREDITS	.00
STATEMENT TOTAL	4,968.93
TOTAL IN DISPUTE	.00
CREDIT LIMIT	11,000.00

7/27/21 VISA RECONCILIATION

	A	B	C	D	E	F	G	H	I	J
1	Vendor	Fund	G/L	Activity	Location	Category	Amount	Tax - 9990	TOTAL	Allocation
2	Optamark	1064	6510				\$ 489.00	\$ -	\$ 489.00	\$ 489.00
3	Indeed	1064	7450				\$ 470.34	\$ -	\$ 470.34	
4	Indeed	1064	7450				\$ 502.37	\$ -	\$ 502.37	
5	Indeed	1064	7450				\$ 515.27	\$ -	\$ 515.27	
6	Indeed	1064	7450				\$ 514.87	\$ -	\$ 514.87	
7	Indeed	1064	7450				\$ 369.66	\$ -	\$ 369.66	\$ 2,372.51
8	FDLE	3366	6180				\$ 25.00	\$ -	\$ 25.00	\$ 25.00
9	Academy Sports	3366	7320				\$ 89.98	\$ -	\$ 89.98	\$ 89.98
10	Indeed	3366	7450				\$ 45.64	\$ -	\$ 45.64	
11	Indeed	3366	7450				\$ 500.06	\$ -	\$ 500.06	
12	Indeed	3366	7450				\$ 30.02	\$ -	\$ 30.02	
13	Optamark	3366	7450				\$ 547.50	\$ -	\$ 547.50	\$ 1,123.22
14	Optamark	3368	7450				\$ 182.50	\$ -	\$ 182.50	\$ 182.50
15	Indeed	3465	7450				\$ 136.72	\$ -	\$ 136.72	\$ 136.72
16	Walmart	6115	7210				\$ 550.00	\$ -	\$ 550.00	\$ 550.00
17									\$ -	
18	TOTAL DUE:						\$ 4,479.93	\$ -	\$ 4,968.93	\$ 4,968.93
19										
20	7/5/21 Invoice									
21	7/8/21 Invoice									
22	7/18/21 Invoice									



**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

07-27-21

0014JAA-A-004535-0001-0001-2



TIM CENTER
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE, FL 32301-2729

**N0004535

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
07-13	07-12	24943001194634001158393	3001	AMERICAN AIR0012187741413 FORT WORTH TX TIMOTHY CENTER DEPARTURE: 08-23-21 TLH MQ C CLT AA C BOS AA C DCA	M370.90 ✓
07-19	07-16	24943001197700798193880	5734	ADOBE ACROPRO SUBS 408-636-8000 CA	M114.99 ✓
07-20	07-18	74431051200796603338011	7011	THE BREAKERS HOTEL 5616556661 FL	M275.00cr
07-20	07-19	24707801200027016687947	7399	HAPPY DIY SHOP CRAWFORDVILLE FL	M235.40 ✓
07-20	07-19	24013391200003062471834	4900	TALQUIN ELECTRIC COOPERAT 850-8277651 FL	M285.00
07-20	07-18	24011841200000048458387	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M299.90 ✓
07-22	07-21	24755421203122037404565	7399	HILTON TAMPA DOWNTOWN COH 813-2043000 FL	M3,270.00 ✓
07-26	07-22	24692181204100300736464	5988	GAN*1558TALLHDEMOCCIRC 888-426-0491 IN	M65.58 ✓

Handwritten signature/initials

STATEMENT DATE 07-27-21	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 4,541.77
		NEW CASH ADVANCES .00
		CREDITS 275.00
		STATEMENT TOTAL 4,266.77
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 22,000.00

LOWE'S PROS Lowe's For Pros Loyalty[^] 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.

[^]Loyalty program subject to Loyalty Terms & Conditions. Details at Lowe's.com/lfp/terms.

^{**}Offer subject to credit approval. For details, see disclosure slip at store or visit Lowe's.com/credit.

**Lowe's® Business
Advantage**

CAPITAL AREA COMM ACTION

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

Summary of Account Activity

Previous Balance	\$986.90
- Payments	\$986.90
- Other Credits	\$0.00
+ Purchases/Debits	\$738.80
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$738.80
Credit Limit	\$11,000.00
Available Credit	\$10,261.00
Statement Closing Date	08/02/2021
Days in Billing Cycle	31

Payment Information

New Balance	\$738.80
Total Minimum Payment Due	\$31.00
Payment Due Date	08/28/2021

Transaction Summary

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
07/06	07/06	67241	STORE 0417 TALLAHASSEE FL	\$193.73
07/09	07/09	07081	STORE 0417 TALLAHASSEE FL	\$37.99
07/14	07/14	29603	STORE 0716 TALLAHASSEE FL	\$507.08
07/16	07/16		PAYMENT - THANK YOU	(\$986.90)

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

8/19/21

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBT042, 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

Capital Area **Community Action** Agency

CHIEF EXECUTIVE OFFICER REPORT SEPTEMBER 2021

Administrative

- COVID-19 policies require a signed declaration and copy of your vaccination card. Masking is relaxed with proof of vaccination. Guests are temperature checked and masked. Monitoring new federal rules on employers over 100 employees for mandatory vaccination and testing.
- Payroll Protection Program loan was forgiven. The loan was for \$721,000. Unused funds will help secure a reserve account to ensure cash flow and there will be an investment strategy.
- Appraisals of office space will help with rent adjustments for Holdings.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Disaster Recovery Support Grant – Working on Stage 3 grant budget and spending down Stage 2 funding before the end of the month.
- Continuing work with ECHO on development of an Employer Resource Network to support employees needing assistance beyond the workplace.
- Continue with monthly Head Start management calls with Region IV HHS Office Specialist.
- Head Start continues to work through closures of classrooms and centers with the Department of Health regarding any COVID issues.

Impact: Redesigning entitlement programs toward more independency services.

Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region.
- Participated in FACA Board of Directors and Executive Committee Meetings.
- Participated in UPHS Advocacy Committee, Board meetings and Annual Meeting.
- Attended the aha! Process Poverty Conference with a presentation with ECHO on employer outreach efforts.

Impact: Developing the infrastructure necessary to support the Agency mission

Resource Development

- Kenneth Taite, Haggai Construction General Contractor, is working on the Franklin Head Start renovation of the Van Johnson Complex wing. Franklin Head Start will operate from the 6th Street Recreation Center while renovations are completed.

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



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityActionAgency.org



Out of Office

- September – 23-24 – PTO – Orlando
- October 19-22 – FACA Board Meeting and Leadership Conference – Ft. Lauderdale
- November 11-12 – Leadership Florida Annual Meeting - Hollywood

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 governing board.	Annually	3/24/2021 Needs Board Approval	Completed
	5.1	The organization's governing board is structured in compliance with the Community Service Block Grant (CSBG) Act according to the Boards Bylaws and Board Roster 1. At least one third democratically-selected representatives of the low-income community; 2. One-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interest in the community.	On Going	N/A	Completed

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	5.2	The organization's governing board has written procedures that document a democratic selection process for low-income board members according to the bylaws including procedure to document democratic selection.	On Going	N/A	Completed
	5.5	The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.	Maintain	N/A	Completed
	5.7	The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.	Maintain	N/A	Completed
	5.9	The organization's governing board receives programmatic reports at each regular board meeting.	Maintain	3/24/2021 Needs Board Approval	Completed
	6.5	The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.	Annually	3/24/2021 Needs Board Approval	Completed
	7.2	The organization provides all new employees with a copy of the Employee Handbook; all staff are notified of employment changes.	Maintain	N/A	
MAY	7.4	The governing board conducts a performance appraisal of the CEO/Executive Director within each calendar year.	Annually	5/25/2021 Needs Board Review	Completed
	7.5	The governing board reviews and approves CEO/Executive Director compensation within every calendar year.	Annually	N/A	
	7.6	The organization has a policy in place for regular written evaluation of employees by their supervisors.	Maintain	N/A	
	7.8	All staff participates in a new employee orientation within 60 days of hire.	Ongoing	N/A	

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	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	4/28/2021 Needs Board Approval	Completed
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	7/28/2021	Completed
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	7/28/2021 Needs Board Approval	Completed
	8.3	The organization's auditor presents the audit to the governing board.	Annually	7/28/2021	Completed
	8.4	The governing board formally receives and accepts the audit to reflect the approval of the audit by the board.	Annually	7/28/2021 Needs Board Approval	Completed
	8.12	The organization documents how it allocates shared costs through an indirect cost rate plan or through a written cost allocation plan.	Annually	7/28/2021	Completed
SEPTEMBER	8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	Annually	11/15/2021	
	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 provided.	Monthly	11/15/2021	
	8.8	All required filings and payments related to payroll withholdings are completed on time.	Bi-weekly	9/28/2021	

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	8.9	The governing board annually approves an organization-wide budget.	Annually	9/28/2021 Needs Board Review	
	8.13	The organization has a written policy in place for record retention and destruction.	Maintain	11/15/2021	
	9.1	The organization has systems in place to track and report client demographics and services customers receive via in house data base. The data base the agency is currently using is SHAH New Gen.	Ongoing	N/A	
	9.2	The organization has a system or systems in place to track family, agency, and/ or community outcomes via the agency data base.	Maintain	N/A	
	9.3	The organization has presented to the governing board for review or action within the past 12 months, an analysis of the agency's outcomes and operational programs, adjustments and improvements identified via minutes, notes and reports.	Annually	11/15/2021	
	9.4	The organization submits its annual Community Service Block Grant (CSBG) Information Survey (IS Survey) data report, and it reflects client demographics and organization-wide outcomes.	Annually	N/A	
January 2022		SUBMIT			

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 8/31/2021

PROGRAMS:	Getting Ahead	Staying Ahead	Emergency Services	WAP Contract 2017 - 2020		
County	Fall Participants	Active Participants	Households Served	Units Projected	In Progress	Completed
Calhoun	0	3	26	14	1	1
Franklin	12	4	19	9	3	2
Gadsden	0	0	20	19	2	11
Gulf	9	0	12	9	0	0
Jefferson	0	3	23	9	4	5
Leon Weds AM	10	10	88	72	3	67
Leon Weds PM	6	6				
Leon Thurs PM	8	N/A				
Liberty	6	0	6	8	1	0
Wakulla	0	0	7	12	0	8
TOTALS	51	26	201	152	14	94
DISASTER RECOVERY	Open Cases 6/30/21	New Intake	Cases Closed	Total Open Cases at 8/31/21	Waiting List for Review	FL Rebuild Temporary Housing Requests
Gulf	6	1	0	7	0	8
Franklin	35	1	6	30	2	4
Liberty	0	0	0	0	0	0
Calhoun	30	1	20	11	5	4
Gadsden	31	3	9	25	4	13
	0	0	0	0	0	1
Wakulla	0	0	0	0	0	1
Total	102	6	35	73	11	31
Note: Jefferson County isn't covered in this grant. Leon County isn't being 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 Ended 8/31/2021

HEAD START						
2021 - 2022 Enrollments	Franklin	Jefferson	Mabry	Royal	South City	Total
# of Students Enrolled @ 8/31/2021 (Actually attended)	13	31	59	41	107	251
Funded Enrollment	37	32	64	57	188	378
Center Enrollment %	35.14%	96.88%	92.19%	71.93%	56.91%	66.40%
NOTES: See attached Family Community Engagement Manager report for additional information on enrollments.						
Attendance						
Funded Attendance (378 total*)	65.17%					
Actual Attendance (Based on 278 enrollment)	84.70%					
In Compliance?	Yes					
The agency funded attendance is 378, however due to COVID the revised funded attendance is 278. This will be the funded enrollment number until January 2022 when HHS anticipates it going back to the full enrollment.						
Disability Services						
Students with IEP's	8					
Students with Concerns	26					
In Compliance?	Yes					
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.						

Capital Area **Community Action** Agency

MEMORANDUM

TO: TIM CENTER, CEO

FROM: Nina Self, COO

DATE: September 22, 2021

RE: Notes to August 2021 Program Reports

The following are notes to the COO Summary of Programs:

PROGRAMS

Emergency Services

During this fiscal year the agency was awarded funds through the LIHEAP CARES grant to provide additional utility services to clients. This grant is non-recurring and expires on September 30, 2021. Because of the large amount of funding left in that grant statewide, DEO authorized a one-time supplemental "Home Energy Benefit" for a maximum of \$1,000 per household, for qualified applicants that previously received LIHEAP Home Energy or Crisis benefits during the last twelve months. This benefit was automatically applied to an applicant's utility account in the form of a credit. The Emergency Services team is working with all utility providers that serves our counties to ensure the applicants receive this credit prior to the expiration of the funds.

Congress appropriated \$638M for emergency water and wastewater assistance. Florida's appropriation is \$75M. The funds will be administered through the Department of Economic Opportunity, just like the CSBG, WAP and LIHEAP programs we already are funded for. The Low Income Household Water Assistance Program (LIHWAP) will go through the same process as the Low Income Home Energy Assistance Program (LIHEAP), via the Community Action Agency Network. Funds distribution timeline is unknown at this time. LIHWAP funding must be expended by December 20, 2023.

Family Support Services

The fall Getting Ahead classes started in August with 51 total participants. We have the first class in Liberty County. Participants in that class reside in a female transitional home. We also have our first class in Gulf County with 9 participants. The plan is to have at least one class per county per year. Classes in January 2022 will include Wakulla and Gadsden counties which haven't had a class since pre-COVID. All classes are currently held in-person, not virtual. All four senior Case Managers are facilitating classes, and we have three new employees in training to begin co-facilitating in January.



309 Office Plaza Drive • Tallahassee, Florida • 32301 •
850.222.2043
www.CapitalAreaCommunityAction.org



FSS staff have participated in a number of outreach events held the past two months. Most were community events that provided resources to the residents. We participated by handing out agency information about the assistance we provide.

Disaster Recovery

The Program Manager and one Case Manager resigned from the Disaster Recovery team to relocate. The remaining two Case Managers continue to work, with the assistance of CSBG Case Managers, to ensure the program continues to provide service to the approved applicants. Phase 2 of the Disaster Recovery program ends September 30, 2021, and any unspent funds won't roll over into the next Phase. We have provided DEO with a list of projects in process and the waiting list to anticipate and encumber expenses to ensure the funds won't be lost. We are also working in partnership with Rebuild Florida to provide temporary housing for their clients that are having their homes replaced, refurbished or reconstructed. The report submitted to DEO shows we will spend all of the program funds that were allotted to us in Phase 2.

We are in the process of developing the budget for Phase 3. Our allocation will be \$1,306,062, which is about the same as in the budget for this year. Phase 3 will end September 30, 2022 at which time the DRSF Hurricane Michael funding will end, unless it is extended.

Head Start

The new school year has presented many challenges, but the Early Childhood Education team continues to work hard to overcome them. Several teaching staff didn't return this fall due to accepting other promotional opportunities, but due to the reduced number of enrollments staffing worked out because of fewer students enrolled. There have been several class closings because of COVID. We continue to follow the guidelines of the County Health Departments, Department of Children and Families, Head Start guidelines and the CDC for the latest and safest practices for young children.

The Family and Community Engagement team continues to recruit and enroll students throughout the school year. The goal of Health and Human Services is for all programs to return to pre-pandemic enrollment by January 2022. That will be 378 slots for us. We will be adding a second classroom to Franklin County once the new facility is completed. This will allow us to enroll a maximum of 37 students in Franklin County. We will decrease the number of slots in South City and Mabry to allow for the increase, but our maximum will still be 378 students.

A detailed report from each department is provided in this package.

STAFFING

New Employees

Gloria Nelson, Case Manager, Wakulla County
Larry Simmons, Case Manager, Gadsden County
Mia Cummings, Teacher
Rose Carla Casseus, Teacher Assistant
Creshenda Jones, Teacher Assistant
Latisha Rolle, Teacher Assistant
Deborah Warner, Cook

Current Vacancies

Substitute Teachers (Leon County)
Family Advocate (South City)
Case Manager, Disaster Recovery

Capital Area **Community Action** Agency

MEMORANDUM

TO: Tim Center
FROM: Venita Treadwell, Early Childhood Development Manager
RE: Board Report
DATE: September 8, 2021

All Head Start Center staff returned to school in August eager and hopeful to begin a new school year. Pre-Service was conducted through ZOOM conferencing and all presenters were outstanding. Classrooms were cleaned and sanitized and curriculum materials were reviewed and made available to all staff. Over the summer we lost four staff members to other employment opportunities and relocation. South City opened with only 7 classrooms and this made it possible to staff the Head Start centers.

When we returned to school, COVID did as well. I regret to report that as this report is being written, we have closures at Louise B. Royal Head Start, South City Head Start, and Mabry Head Start. Franklin Head Start has just returned this week from quarantine and Jefferson is still operating both of their classrooms. Record numbers of quarantine cases and positive cases in our children stem from living in a home with a reported positive case of COVID. We are now seeing cases where the children are positive and sick. We will continue to follow the guidelines of the Health Department, Department of Children and Families, Head Start Guidelines and the CDC for the latest and safest practices for young children. We are very concerned for the health of the children, families and staff; to this end we have advised all staff to please get vaccinated.

HATCH is our at-home-learning platform for any child going home to quarantine. HATCH can be accomplished using a desk computer, cell phone or tablet. Parents have received the link to log in and HATCH provides mini lessons for the children in the areas of math and literacy. Information from the HATCH activities is sent to teachers and also works with our Teaching Strategies Curriculum to document the child's success, areas of weakness, and provides additional activities for parents to implement with their children. Using HATCH 15-minutes a day can provide essential school readiness skills for the children.

Teachers also perform wellness calls to families to check on students and encourage the child and family to spend time on HATCH, read daily and share any of their concerns. On campus, children still received special services; for example, Speech and Language and Occupational Therapy. Titus Sports Academy still provides physical exercise for the children on the campus.



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityActionAgency.com



Page 2

In closing, Curriculum Night is scheduled for September 14, 2021, 5:30 – 6:30 pm. Teaching Strategies and Conscious Discipline Curriculum will be introduced, and staff will conduct tours of the classroom and share the daily schedule via ZOOM.

Health and Safety are still in the forefront of operations and we are mindful of the responsibility we have to our goal to keep our environments safe while working to get children ready for kindergarten. It is important to remember that we are also experiencing weather conditions that may interfere with children attending school; this is also being monitoring.

Have a wonderful autumn season.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for August 2021 – *Emergency Services*
DATE: September 2, 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 August 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	32/64	9/23	10/23	16/44	18/44	26/53		185/391
Franklin	23/58	10/17	20/42	15/36	21/46	22/44	26/29	6/9	12/27	8/17	19/31		182/356
Gadsden	23/60	24/57	25/64	20/46	44/88	30/60	10/23	5/15	18/33	14/37	20/51		233/534
Gulf	13/27	4/12	8/16	17/29	13/24	20/39	6/14	5/11	7/14	3/7	12/22		108/215
Jefferson	10/33	9/12	26/10	7/13	35/56	31/61	8/13	8/21	5/10	11/22	23/50		1173/301
Leon	206/551	199/221	221/559	222/492	141/724	362/839	277/599	229/528	223/534	178/411	88/524		2346/5982
Liberty	3/10	4/12	6/9	5/6	12/24	12/31	1/3	3/5	2/6	7/10	6/10		61/126
Wakulla	11/36	8/14	7/17	4/13	15/40	13/24	2/9	3/7	1/1	7/18	7/27		78/206
Total	312/812	267/365	322/733	299/654	305/1050	522/1162	339/713	269/619	284/669	246/566	201/768		3366/8111

Additional information listed below:

Number of Single Parent's assisted.

Female	473
Male	297
Total Emergency Services Utility Assistance (from Donated Funds) = 100 /43	



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityActionAgency.com



Family and Community Engagement Manager

Monthly Monitoring Report – August 2021

Program Status

- Total number of enrollments for the **2021-22** school year:
 1. Franklin County Head Start - **13 of 36** families enrolled
 2. Jefferson County Head Start - **31 of 33** families enrolled
 3. Louise B. Royal Head Start - **41 of 57** families enrolled
 4. Mabry Street Head Start - **59 of 64** families enrolled
 5. South City Head Start - **107 of 188** families enrolled
- **251 of 378** families have been enrolled for Head Start for the **2020-21** school year
 - All Head Start programs are required to return to full enrollment (**378**) for the 2021-22 school year

Policy Council

- 7 participants were in attendance for Policy Council

Volunteers

- 11 participants completed 15.5 hours

Family and Community Engagement Activities

- 2 staff meetings

Transportation

- Head Start Director has decided to purchase a bus for transportation in Franklin County, but the purchase has not occurred.
- The 2003 Bluebird Bus passed the annual inspection

Children Health Requirements

Immunizations and Physical examinations	238 Immunizations 235 Physical Examinations
Established medical homes	210
Established dental homes and received dental exams	142 Dental Homes 18 Dental Exams
Hearing screenings	143
Vision screenings	164
Vision Referrals	0

- Menus for the 2021-22 school year are complete and approved

Family and Community Engagement

- 11 volunteers were active for August
- 15.5 hours of In-Kind was reported for August

Corrective Action and Follow Up

- **COVID-19 Policy and Procedure:** Policy and Procedure have been updated to address COVID-19.
- **Funded Enrollment:** Office of Head Start states that funded enrollment must be met by January 2022. Currently we are at 251. Franklin County will open with 20 slots available, but the remaining 16 will not be filled until the new facility is opened in January 2022. Franklin may cause an issue with the program meeting its funded enrollment.
- **Extended Day:** After School slots are available at Louise B. Royal, Mabry, and South City. No families have enrolled at South City, but families are enrolled at Louise B. Royal and Mabry.
- **Orientation:** Orientation was a success for all head start centers. One hundred eighty-seven families were in attendance via zoom.

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
- We met our Average Daily Attendance for August.
- More families seem to be interested in attending Head Start.

Areas of Concern

- Opening of new facility in Franklin County
- Filling 36 slots in Franklin County
- Keeping classrooms open and not quarantining.
- Staffing issues and being able to fill all classrooms
- Providing School Readiness for Extended Day purposes
- Safely serving families during the 2021-22 school year

Quality Counts

August 2021



Vital

Note: Students reported to school on August 18, 2021.

Enrollment

Enrolled Slots	Reserved Slots	Vacant(<30 days)	Monthly Total
242	0	0	242

Compliance



Cumulative Enrollment



Notes:

- Funded enrollment goal is traditionally 378. Due to the COVID 19 pandemic recruitment continues to be a challenge. (Report 2001 & 2005)
- According to ACF-PJ-HS-21-04 Beginning January 2022, OHS will reinstate pre-pandemic practices for tracking and monitoring enrollment. Reported enrollment in January 2022 is the first month of enrollment that OHS will evaluate for the under-enrollment process.
- We are unable to calculate the cumulative enrollment due to MB2 having no funded enrollment specified.

Disability Services

Compliance



Students with IEP's



Students with Concerns



(Report 3540)

Regulations: 1302.14(b)

(1) & 640(d)(1)

Disability Services



NOTES:

Per the 2016 Head Start ERSEA review protocol, programs are expected to reach the 10 percent requirement at any point during the program year. For reviews occurring between October and December, the program must have reached 10 percent at some time during the previous program year. For reviews occurring between January and September, the program must have reached 10 percent at some time during the current program year.

August 2021

Attendance

Compliance

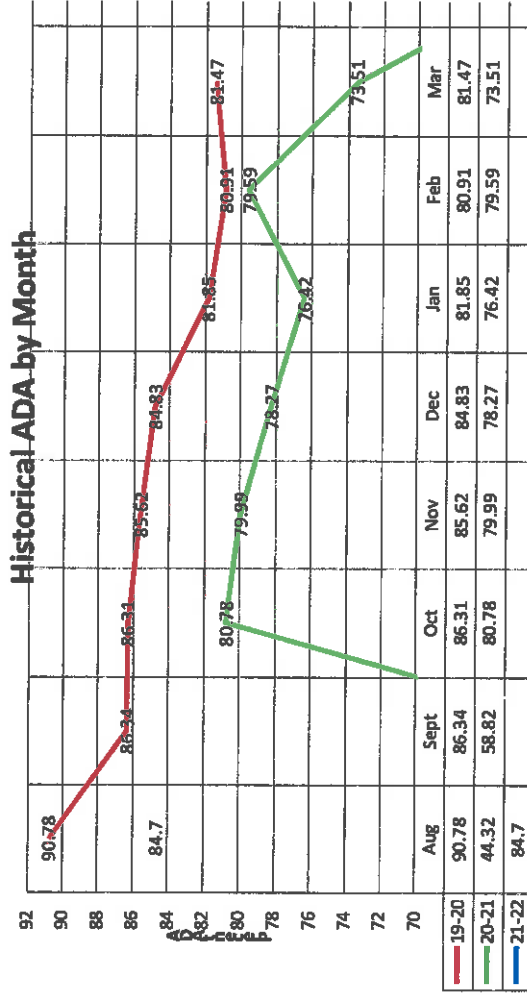
Funded Attendance

Actual Attendance

YES

65.17

84.7



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/DHSCAMP2> start at 48 minutes 27 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 September 8 2021 beginning @ 1632 hours for April 1-30, 2021)



Dept of Children & Families Violations

Inspections This Month Violations This Month Cumulative 20-21 Violations



(DCF Inspection Reports)

Inspection Results August 2021:

- Franklin County Head Start – No inspection.
- Jefferson County Head Start– No inspection.
- Louise B. Royal Head Start– No inspection.
- South City Head Start– No inspection
- Mabry Street Family Enrichment Center – 08/18/2021

Facility Environment CCF Handbook, Section 3.1 (Form OEL-SR-6202, Section 10 Physical Environment, Pages 22-23) -The facility did not have electrical outlet covers or the outlet covers were not in place. –
 CLASS 2

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.

Capital Area Community Action Agency

MEMORANDUM

FROM: Terry Mutch
RE: Weatherization Assistance Program
DATE: September 3, 2021

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

Completion date: TBD

As of September 3, 152 homes have been processed and inspected. Of those 152 homes, 94 homes have been completed and inspected, 14 homes are currently in pre-inspection, bid process or are currently in the process of being weatherized and 44 homes are in postponement/deferral stage due to client or dwelling issues.

**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	3	2
Gadsden	11	4	19	2	11
Gulf	2	2	9	0	0
Jefferson	2	3	9	4	5
Leon	51	36	72	3	67
Liberty	-	0	8	1	0
Wakulla	4	2	12	0	8
Total	72	47	152	14	94



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityActionAgency.com

