

# Capital Area Community Action Agency

Board of Directors Meeting  
Agenda  
Tuesday, July 26, 2022 – 6:00 pm  
Ghazvini Center for Healthcare, 1528 Surgeons Drive, Tallahassee, FL

I. Call to Order	Quincee Messersmith – Chair	
II. Agenda Approval		Page
III. Sign-In/Attendance/Introductions		
IV. Action – Recommendation for Review & Approval		
A. Board Activity		
i) Board Meeting Minutes – May 24, 2022		2-5
ii) Executive Committee Minutes – June 26, 2022		6-8
B. FY 2020-2021 Annual Audit Presentation		
i) Presentation Thomas Howell Ferguson		
C. Financial Report	Kate Beam	
• Narrative		9-11
• Revenue & Expenditures Agency-wide		12-13
• Balance Sheet		14
• Revenue & Expenditures – major programs		15-20
• Head Start Non Federal Share Match		21
• Head Start Credit Card Activity		22-29
V. Chief Executive Officer's Report	Tim Center	
• Organizational Standards		30-31
VI. Chief Operating Officer's Report	Nina Self	
• Program Updates		32-35
VII. Chair's Report		
• CEO Employment Agreement		36-44
i) Compensation Package		
III. Adjournment		

**Next Board of Directors Meeting 9/28/2022 – 6:00 pm – Ghazvini Center for Healthcare Education**

**Next Executive Committee Meeting 8/23/2022 - 5:30 pm – Microsoft Teams Video**



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# Capital Area Community Action Agency

## Board of Directors Meeting Minutes May 24, 2022

### **Members in Attendance:**

Quincee Messersmith, Chair  
Shanetta Keel, Treasurer  
Lisa Edgar, Secretary  
Melissa Miller, Member-At-Large  
Allen Jones

### **CACAA Staff:**

Tim Center  
Nina Self  
Kate Beam  
Margaret Watson  
Venita Treadwell  
Darrel James

**Member Absent:** Brent Couch

The meeting was called to order at 6:05 p.m. by the Chair. A quorum was established.

The Chair asked that the Agenda be amended under Action Item – Board Action to add John Grant to Board Member Seating, and under Action add D, move Head Start - COLA up to Action Item D.

The Chair asked for a motion to approve the amended agenda. Ms. Keel, made the motion to approve the amended agenda, it was seconded by Ms. Edgar, and unanimously approved.

### **ACTION ITEMS**

#### **Approval of Minutes**

The Chair asked for a motion to approve the minutes of March 22, 2022. Ms. Edgar made a motion to approve the minutes. The minutes were seconded by Ms. Keel, and unanimously approved.

The Executive Committee Minutes of April 26, 2022, are being submitted to the Board for review.

#### **Board Seating**

The Chief Executive Officer (CEO) asked Board members to introduce themselves. All Board members introduced themselves. The Board candidates John Grant and Nicole Nishimoto introduced themselves.

The Secretary asked for a motion to seat John Grant and Nicole Nishimoto on the Board of Directors. Ms. Keel made a motion to seat John Grant and Nicole Nishimoto on the Board. It was seconded by Mr. Jones, and unanimously approved.

### ***FINANCIAL REPORTS***

Ms. Beam, Finance Director, presented the financial reports for the month ending March 31, 2022. She reported that the Agency's financial statement narratives are broken out into major programs, and the grants cross over the fiscal year with variances being noted with explanation. Ms. Beam reported to the Board that the Agency is within budget with Revenue and Expenditures for the six months ending in March 31, 2022.

Ms. Keel asked why it is usual and typical for FICA and Unemployment to over budget during this time of the year? She explained that these expenses will cap out as salaries range caps. They will decrease per pay period.

Ms. Beam reported that Thomas Howell Ferguson is completing the audit of FY 2021 by June 30, 2022.

The Secretary asked for a motion to approve the Financial Report. Mr. Grant made the motion to approve the Financial Report. It was seconded by Ms. Keel, and unanimously approved.

### ***Phone System & Internet Contracts***

The CEO reported that at the last meeting the Board approved moving forward in securing a new phone system. The CEO is presenting the contracts that need Board approval for New Horizons Communications Internet (NHC), contracted for 24 months, and Vonage Phone Service, contracted for 36 months.

Ms. Edgar asked why it was necessary to upgrade our phones at this particular time. Ms. Self said that all of our locations will be on one phone system utilizing a three digit extension, as well as being more efficient.

The Chair asked for a motion to approve the new Phone and Internet Contracts. Ms. Keel made a motion to approve the new Phone and Internet Contracts. Ms. Nishimoto seconded the motion, and it was unanimously approved.

### ***Head Start – COLA***

The CEO reported that the Agency received and letter from the Department of Health and Human Services (HHS), informing Head Start of a cost-of-living adjustment (COLA) increase of 2.28 percent totaling \$84,340 to increase the pay scales of Head Start and Early Head Start staff, including vacant positions, fringe benefits, and to offset higher operating costs.

The Quality Improvement allocation of \$19,672 will be used to cover additional increases in operating expenses in new facilities for Head Start classrooms.

The CEO said that the Agency has prepared the Head Start COLA Allocation Work plan. The Plan requires Board approval and is due to HHS by June 1, 2022.

Ms. Edgar asked the Finance Director to clarify if the COLA funding would affect the Agency's budget. Ms. Beam responded that the Agency will submit the Allocation Work Plan which will be used specifically for staff increases and new facility expenses.

The Secretary asked for Board approval for the Head Start COLA and Quality Improvement Spending Plan. Ms. Nishimoto made a motion to approve the Head Start COLA and Quality Improvement Spending Plan. Mr. Grant seconded the motion, and it was unanimously approved.

### **CEO REPORT**

The Chief Executive Officer (CEO), presented the report for the month of May 2022. He reported that Thomas Howell Ferguson is completing the audit. The audit will be presented before the Board at the July meeting.

The CEO reported that a law suit has been filed by a former employee alleging discrimination.

The CEO reported that the Disaster Supplemental Recovery Grant (DSRF) will expire September 30<sup>th</sup>. The Agency is working with DEO to reallocate funds for Stage 3 direct client services and secure Taylor County DRSF funds. There are fifty families on the waiting list and have requested supplemental funding. We are also helping assist with the Florida Rebuild Program.

The CEO reported that Head Start went through a Focus 1 Monitoring. The Department of Economic Opportunity (DEO) will be monitoring LIHEAP, CSBG, and WAP, at the min office May 23 -27, 2022 reviewing files. The CEO invited Board members to the exit interview on Friday, May 27, 2022.

The CEO reported that the Getting Ahead/Staying Ahead classes will end May 27, 2022. The Transition Ceremony will be held, June 10, 2022, at the Capital City County Club, at 7:00 P.M.

The CEO reported that we have applied for Getting Ahead fund through the United Way, United Way of Northwest Florida and the Community of Human Service Partnership Grant funded by the City and County.

The CEO reported that the Agency was contacted by the DEO to expand our services through our Weatherization Program for Suwannee River Economic Council for nine counties. We have not yet received formal notification from DEO. The Agency will also lead the State Housing Initiative Partnership Program Funds (SHIP), administered by the Florida Housing Finance Corporation to facilitate renovations, rehabilitations, and substandard housing for low-income families and may provide some reconstruction work, for income families purchasing a home.

The CEO reported that Head Start is launching the summer extension program at Louise B Royal Head Start Center for six weeks. The renovations will begin at the Van Johnson Complex Wing. The project is set to be completed for the new School Year 2022-2023.

***Organizational Standards***

Mr. Center shared that DEO requires the Agency to follow a series of 52 Organizational Standards under CSBG. The governing Board conducts a Performance Appraisal of the CEO/Executive Director each calendar year.

***CHAIR'S REPORT***

Ms. Self reported that the link to the Chief Executive Director's (CEO) Performance Evaluation will be emailed to Board members tomorrow. Ms. Self said at the Executive Committee she shared the survey from the previous year for Board members to submit any changes. Ms. Self said that this year is also the year for the CEO Contract. She will submit the survey, position description, CEO accomplishments, a copy of the Contract, and the link will be attached for each Board member. The new CEO Contract will begin July 1, 2022.

The meeting adjourned at 7:20 PM.

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Ms. Edgar, Secretary

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Date

# Capital Area Community Action Agency

## Executive Committee Meeting Minutes June 28, 2022

### **Members in Attendance:**

Quincee Messersmith, Chair  
Brent Couch, Vice-Chair  
Lisa Edgar, Secretary  
Shanetta Keel, Treasurer  
Melissa Miller, Member-At-Large

### **CACAA Staff:**

Tim Center  
Nina Self  
Margaret Watson  
Kate Beam

The meeting was called to order at 5:38 PM, by the Chair. A quorum was established.

Mr. Center asked that the Agenda be amended to reflect the Presentation of the FY 2020-2021 Annual Audit by Thomas Howell Ferguson.

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

### ***ACTION ITEMS***

#### ***Approval of Minutes***

The Chair asked for a motion to approve the minutes of April 26, 2022. Ms. Edgar, made a motion to approve the minutes of April 26, 2022. It was seconded by Mr. Couch, and unanimously approved.

Ms. Edgar asked why are the timelines different? Mr. Center explained that when the Chief Executive Officer's Contract (CEO) starts in the renewal year the timelines are different.

#### ***For Information Purposes – Annual Audit***

Mr. Taylor Harmon, Thomas Howell Ferguson presented the audit of the financial statements of Capital Area Community Action Agency, Inc., (the Agency as of and for the year ended September 30, 2021. Thomas Howell Ferguson will file the findings with the federal government June 30, 2022. Mr. Center said Thomas Howell Ferguson will attend the July 26, 2022, Board meeting to report in detail on the Agency's financial statements.

### ***FINANCIAL REPORTS***

Ms. Beam, Finance Director, presented the financial reports for the seven months ending April 30, 2022. She said that we have completed seven months of the fiscal year, and as a benchmark, expect the year-to-date actual expenses and revenue to be around 58% of the annual budget with some Head Start expenses closer to 70%. At month end, the Year to Date Actual Revenue and Expenses are 50% and 47% respectively, with a restricted net income of \$408,602.

The Chair asked for a motion to accept the financial reports. Ms. Keel made the motion to accept the financial reports. It was seconded by Mr. Couch, and unanimously approved.

### ***Head Start Refunding Application***

Mr. Center, Chief Executive Officer (CEO), reported that we have a five-year grant from the Department of Health and Human Services (HHS) filed by July 1<sup>st</sup>. He said that each year we submit a refunding application which is an update on the previous year's goals; did we meet our goals for the year? and any modifications for the coming year.

Mr. Center said the refunding application was presented before the Policy Council, May 19, 2022, which was approved.

The Chair asked for a motion of the approval of the filing of the 2022-2023 Refunding Application for the Head Start Grant. Ms. Keel made a motion to approve the refiling of the 2022-2023 Refunding Application. It was seconded by Mr. Couch, and unanimously approved.

### ***CEO REPORT***

The Chief Executive Officer (CEO) presented the CEO report for the month of June 28, 2022. The CEO reported that Thomas Howell Ferguson completed the audit of FY 2020-2021.

The CEO reported that the DEO Monitoring of LIHEAP, CSBG, and WAP was completed with no findings.

The CEO reported that the Disaster Supplemental Recovery Funding Grant (DSRF) is in the final months of the grant year. The Agency is working with DEO to reallocate funds through September 30, 2022. Mr. Center said there may be some funding available from Suwannee River Economic Council.

The CEO reported that the Franklin County Commission voted to approve the Agency to lead the State Housing Initiative Partnership Program Funds (SHIP), administered by the Florida Housing Finance Corporation, to facilitate renovations, rehabilitations, and substandard housing for low-income families and may provide some reconstruction work, for low-income families purchasing a home.

The CEO emphasized the importance of increasing Board members. He said the Low-income Sector is the area that the Board will need to focus their efforts.

Regular monthly Head Start Management calls with Region IV HHS Office Specialist are held. The regular monthly meetings continue with Jim McShane, Career Source Capital Region, UPHS, FACA, Leadership Florida Conference, and Annual meetings.

The CEO said the Mr. Kenneth Taite, Project Manager Franklin County Head Start Center, is waiting on approval of a completed drawing to complete the renovations of the Head Start Center.

***CHAIR'S REPORT***

Ms. Self reported that she is unable to submit the results of Chief Executive Officer's Evaluation (CEO). Ms. Self said she has not received all of the Board members responses. She asked Board members to review the Contract in detail. There are a few changes to the Contract.

Once the Contract is approved, the Chair will review with the CEO. It will then be shared with the Board.

Meeting adjourned at 7:07 PM.

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Ms. Lisa Edgar, Secretary

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Date



**Financial Statement Narrative  
For the 8 Months Ending May 31, 2022  
Capital Area Community Action Agency**

As of May 31, 2022, 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 57% and 54% respectively, with a restricted net income of \$428,002.

Non-Federal Share (NFS) Match at May 31, 2022, is \$469,874 of the \$620,300 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 2021-2022, 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 8 Months Ending May 31, 2022  
Capital Area Community Action Agency**

**Agency Wide Variances**

- Unemployment – is over the benchmark budget and expected. After employees reach their thresholds, usually in the first quarter or beginning of the second quarter calendar year, then only new employees are subject to this tax.
- Workers Compensation- is over budget benchmark due to hazard pay in December from COVID funds and will come within budget over the next few months.
- Program Supplies - is slightly over the benchmark budget with additional supplies being purchased for Covid response but should align with the Head Start percentages and fall within acceptable range for year end.
- Contractual Services– Health/Disabilities – is over the benchmark budget for agency wide range but it is exclusively a Head Start program expense so lines up with the Head start school year expense range.
- Special Events – is over budget and offset with over the budget revenue special events. These items pertain to Head Start extras that are unallowable for grant expenditures.
- **All Training Categories are currently slightly over the benchmark budget but should come closer to an acceptable variance during the summer months with little training anticipated.**
- Miscellaneous Expenses – is an unallowable contract expense and therefore must be charged to the General Fund.
- **Revenue Accounts** that are currently over the annual budget are due to carryforwards from previous years.

**CSBG-DRSF & CSBG Variances**

- Program Supplies - is at budget for CSBG budget due to not having a budget.
- Office Supplies – is at budget in CSBG and over budget CSBG DRSF due to the initial purchase needed and these overages will be considered in the next Mods.
- Communications – is slightly over budget in CSBG due to increased communication expenses.
- Vehicle Expense - is over budget in CSBG due to the purchase of a vehicle during a prior year in the contract plus additional expenses. While a portion of the budget was added during the last mod, it does not cover the entire balance.

**WAP Variances**

- Copies / Printing / Copier Expenses - is over budget and will be covered by available funds in Office Supplies.

**Head Start Variances**

- **Program Supplies – is over budget. Fiscal will work with management to see if any of the current charges should be moved to classroom supplies or another line item with room.**

**Financial Statement Narrative  
For the 8 Months Ending May 31, 2022  
Capital Area Community Action Agency**

- Contractual Services – Health/Disabilities – is over budget due to a large number of assessments late in the year and current needs of our students. This should even out over the summer months but there is also funding available in Head Start ARPA.
- Repairs and Maintenance – Recurring – is over budget in Head Start but when combined with Nonrecurring, it is right on track. There is also funding in Head Start ARPA that could be utilized for these expenses.
- Registrations, Meetings / Workshops / Training and Training/Staff Development – are over budget due to a number of early school year opportunities as well as Covid related expenses. The total of these is a relatively small amount, \$24, and should remain under \$2000 for the year.
- Advertising – is over budget due to an enrollment campaign.

**LIHEAP ARPA Variances**

- General Liability and Property Insurance – is over budget due to the DEO mandate requiring all LIHEAP expenses to be expensed here until these funds are depleted. The original budget prepared did not take into account the modifications to this program as they were unknown.
- **Fees, Licenses, and Permits – is at budget due to all LIHEAP expenses being charged to the ARPA grant until its funds are depleted. Fiscal and Management will work together to modify the original budget within the new Mod to take into account these changes.**

**Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the Eight Months Ending May 31, 2022**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	4,306,159	2,642,851	(1,663,308)	61%
Government Contracts - Federal Indirect	4005	0	1,015	1,015	100%
Government Contracts - STATE	4010	8,899,302	4,524,605	(4,374,697)	51%
Government Contracts - LOCAL	4020	108,500	97,879	(10,621)	90%
Grants - Other Not-for-Profits	4100	40,774	81,787	41,013	201%
Grants - All Other Sources	4120	7,500	65,285	57,785	870%
Contributions	4200	1,000	8,384	7,384	838%
Contributions- Restricted	4210	24,101	24,649	548	102%
Special Events	4300	2,000	5,529	3,529	276%
Commissions-Vending/Photo	4320	0	5,181	5,181	100%
Interest Income	4950	0	203	203	100%
Fringe Pool Revenue	4960	850,000	600,785	(249,215)	71%
Indirect Pool Revenue	4970	682,428	456,041	(226,387)	67%
Other Revenue	4995	<u>1,000</u>	<u>38,841</u>	<u>37,841</u>	3884%
<b>Total Revenue</b>		<u>14,922,764</u>	<u>8,553,037</u>	<u>(6,369,727)</u>	57%
<b>Expenditures</b>					
Salaries & Wages	6010	3,763,746	2,075,098	1,688,649	55%
Fringe	6110	1,114,534	601,534	512,999	54%
FICA	6120	200,000	148,510	51,490	74%
<b>Unemployment</b>	<b>6130</b>	<b>40,000</b>	<b>36,801</b>	<b>3,199</b>	<b>92%</b>
<b>Workers Compensation</b>	<b>6140</b>	<b>40,000</b>	<b>32,039</b>	<b>7,961</b>	<b>80%</b>
Health Insurance	6150	435,000	276,521	158,479	64%
Life Insurance	6160	30,000	21,118	8,882	70%
Retirement	6170	52,000	35,339	16,661	68%
Staff Screenings	6180	5,156	3,391	1,766	66%
Indirect Costs	6210	861,816	461,641	400,175	54%
Travel - In Area	6310	43,282	6,921	36,361	16%
Travel - Out of Area	6315	14,489	0	14,489	0%
Office Supplies	6410	42,333	16,194	26,139	38%
<b>Program Supplies</b>	<b>6415</b>	<b>23,724</b>	<b>19,660</b>	<b>4,065</b>	<b>83%</b>
Classroom Supplies	6420	55,810	23,806	32,004	43%
Kitchen Supplies	6430	29,889	9,556	20,333	32%
Medical/Dental Supplies	6440	1,650	0	1,650	0%
Copies/Printing/Copier	6510	33,930	18,859	15,071	56%
Postage and Delivery Expense	6600	11,968	3,560	8,408	30%
Contractual Services/Professional	6710	532,618	225,092	307,526	42%
<b>Contractual Services - Health/Disabilities</b>	<b>6715</b>	<b>205,007</b>	<b>183,965</b>	<b>21,042</b>	<b>90%</b>
Rent/Space Cost	6810	481,952	248,922	233,031	52%
Utilities	6820	162,856	72,488	90,367	45%
General Liability and Property Insurance	6830	67,991	47,832	20,159	70%
Communications	6840	119,205	65,988	53,217	55%
Repairs & Bldg Maintenance- Recurring	6850	158,004	104,776	53,228	66%
Repairs & Bldg Maintenance - Nonrecurring	6855	96,007	4,297	91,709	4%

**Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the Eight Months Ending May 31, 2022**

Equipment Maintenance	6910	41,403	16,767	24,636	40%
Vehicle Expense	6920	101,358	52,468	48,890	52%
Equipment Lease	6930	18,368	7,929	10,439	43%
Technology	6940	57,303	27,788	29,515	48%
Fees, Licenses, and Permits	7010	6,135	1,405	4,730	23%
Dues/Subscriptions	7020	27,207	9,446	17,761	35%
<b>Special Events</b>	<b>7110</b>	<b>3,000</b>	<b>3,588</b>	<b>(588)</b>	<b>120%</b>
Client Assistance	7210	5,383,089	3,034,066	2,349,022	56%
Equipment (\$5,000 or more)	7310	244,561	11,887	232,674	5%
Expendable Equipment	7320	49,091	4,237	44,854	9%
<b>Registration Fees</b>	<b>7410</b>	<b>15,600</b>	<b>1,705</b>	<b>13,895</b>	
<b>Meetings/Workshops/Training</b>	<b>7420</b>	<b>19,944</b>	<b>26,717</b>	<b>(6,773)</b>	<b>83%</b>
<b>Training/Staff Development</b>	<b>7430</b>	<b>1,900</b>	<b>2,501</b>	<b>(601)</b>	
<b>Training and Technical Assistance</b>	<b>7435</b>	<b>46,488</b>	<b>38,539</b>	<b>7,949</b>	<b>83%</b>
Advisory/Board Member Expenses	7440	3,500	1,462	2,038	42%
Advertising	7450	49,548	8,090	41,458	16%
Parent Activities	7460	1,200	200	1,000	17%
Raw Food Cost	7510	217,403	128,200	89,203	59%
<b>Miscellaneous Expenses</b>	<b>7520</b>	<b>0</b>	<b>113</b>	<b>(113)</b>	<b>100%</b>
Legal Expenses	7530	8,000	1,808	6,193	23%
Interest Expense	7610	1,000	0	1,000	0%
Bank Service Charges	7630	3,700	2,210	1,490	60%
Total Expenditures		<u>14,922,764</u>	<u>8,125,035</u>	<u>6,797,729</u>	54%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>428,002</u>	<u>428,001</u>	

**Capital Area Community Action Agency  
Balance Sheet  
For the Month Ending May 31, 2022**

	<b>Current Period Balance</b>
<b>Assets</b>	
Cash Operating Hancock Bank	818,380
Health Insurance Imprest Account	2,552
Cash-Sunshine State/The First - Micro Loan	66,453
Petty Cash	375
Cash-Hancock-HS Parent Activity	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	18,748
Cash - Centennial Bank (Franklin County)	11,074
Money Market Account - Hancock Bank	42,991
Accounts Receivable	135,809
Grants Receivable	1,295,320
Property and Equipment Net	488,266
<b>Total Assets</b>	<b><u>2,881,024</u></b>
<b>Liabilities and Net Assets</b>	
<b>Liabilities</b>	
Accounts Payable	152,493
Accrued Expenses - Other	59,512
Accrued Wages	152,344
Accrued Flexible Savings	(555)
Accrued Fringe Benefits	(1,212)
Contract Advances	179,183
Due to Grantor	30,609
Contingent Liab Sunshine St Micro Unobligated	0
Liability- Head Start Parent Activity	7,079
Notes Payable	135,558
Deferred Income	<u>89,761</u>
<b>Total Liabilities</b>	<b>804,773</b>
<b>Net Assets</b>	
<b>Beginning Net Assets</b>	
Unrestricted Net Assets	1,323,351
Invested Property and Equipment	<u>324,898</u>
<b>Total Beginning Net Assets</b>	<b>1,648,249</b>
Current Net Income	<u>428,002</u>
<b>Total Net Assets</b>	<b><u>2,076,251</u></b>
<b>Total Liabilities and Net Assets</b>	<b><u>2,881,024</u></b>

**Capital Area Community Action Agency**  
**CSBG - Statement of Revenues and Expenditures**  
**From Grant Inception Through May 31, 2022**

	94%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - STATE	4010	3,667,245	2,992,134	(675,111)	82%
<b>Total Revenue</b>		<u>3,667,245</u>	<u>2,992,134</u>	<u>(675,111)</u>	82%
<b>Expenditures</b>					
Salaries & Wages	6010	1,386,333	1,224,363	161,970	88%
Fringe	6110	396,340	350,303	46,037	88%
Staff Screenings	6180	3,062	1,985	1,077	65%
Indirect Costs	6210	342,662	298,943	43,719	87%
Travel - In Area	6310	50,767	22,866	27,901	45%
Travel - Out of Area	6315	27,398	5,307	22,091	19%
<b>Office Supplies</b>	<b>6410</b>	<b>17,108</b>	<b>17,120</b>	<b>(12)</b>	<b>100%</b>
<b>Program Supplies</b>	<b>6415</b>	<b>0</b>	<b>359</b>	<b>(359)</b>	<b>100%</b>
Copies/Printing/Copier	6510	23,324	13,554	9,770	58%
Postage and Delivery Expense	6600	6,927	2,477	4,450	36%
Contractual Services/Professional	6710	67,906	41,634	26,272	61%
Rent/Space Cost	6810	177,626	174,940	2,687	98%
Utilities	6820	25,004	17,652	7,352	71%
General Liability and Property Insurance	6830	29,010	26,781	2,230	92%
<b>Communications</b>	<b>6840</b>	<b>67,903</b>	<b>69,541</b>	<b>(1,638)</b>	<b>102%</b>
Repairs & Bldg Maintenance- Recurring	6850	26,538	17,070	9,468	64%
Equipment Maintenance	6910	20,675	16,216	4,458	78%
<b>Vehicle Expense</b>	<b>6920</b>	<b>65,056</b>	<b>69,178</b>	<b>(4,121)</b>	<b>106%</b>
Equipment Lease	6930	8,635	6,037	2,598	70%
Technology	6940	23,043	14,880	8,162	65%
Fees, Licenses, and Permits	7010	12,633	7,129	5,504	56%
Dues/Subscriptions	7020	29,484	26,710	2,775	91%
Client Assistance	7210	753,742	495,093	258,649	66%
Equipment (\$5,000 or more)	7310	16,664	824	15,840	5%
Expendable Equipment	7320	25,985	23,823	2,162	92%
Registration Fees	7410	18,916	10,884	8,032	
Meetings/Workshops/Training	7420	20,959	23,672	(2,713)	87%
Training/Staff Development	7430	1,000	995	5	
Training and Technical Assistance	7435	1,745	0	1,745	0%
Advertising	7450	20,799	11,800	8,999	57%
<b>Total Expenditures</b>		<u>3,667,245</u>	<u>2,992,134</u>	<u>675,111</u>	82%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency**  
**CSBG DRSF - Statement of Revenues and Expenditures**  
**From Grant Inception Through May 31, 2022**

	83%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - STATE	4010	<u>4,239,327</u>	<u>2,455,526</u>	<u>(1,783,801)</u>	58%
Total Revenue		<u>4,239,327</u>	<u>2,455,526</u>	<u>(1,783,801)</u>	58%
<b>Expenditures</b>					
Salaries & Wages	6010	995,530	314,983	680,547	32%
Fringe	6110	288,503	91,282	197,221	32%
Staff Screenings	6180	1,070	696	374	65%
Indirect Costs	6210	232,821	73,697	159,124	32%
Travel - In Area	6310	26,050	6,818	19,232	26%
Travel - Out of Area	6315	8,100	0	8,100	0%
<b>Office Supplies</b>	<b>6410</b>	<b>9,600</b>	<b>8,619</b>	<b>981</b>	<b>90%</b>
Copies/Printing/Copier	6510	8,700	3,074	5,626	35%
Postage and Delivery Expense	6600	4,050	312	3,738	8%
Contractual Services/Professional	6710	134,000	9,819	124,181	7%
Rent/Space Cost	6810	104,986	82,887	22,099	79%
Utilities	6820	20,161	12,257	7,904	61%
General Liability and Property Insurance	6830	16,500	3,703	12,797	22%
Communications	6840	46,988	20,059	26,929	43%
Repairs & Bldg Maintenance- Recurring	6850	14,464	7,775	6,689	54%
Repairs & Bldg Maintenance -	6855	450	384	66	85%
Equipment Maintenance	6910	18,880	950	17,930	5%
Vehicle Expense	6920	111,000	47,316	63,684	43%
Equipment Lease	6930	4,200	2,120	2,080	50%
Technology	6940	12,176	3,940	8,236	32%
Fees, Licenses, and Permits	7010	1,800	60	1,740	3%
Dues/Subscriptions	7020	7,080	0	7,080	0%
Client Assistance	7210	2,077,519	1,748,420	329,099	84%
Equipment (\$5,000 or more)	7310	31,484	824	30,660	3%
Expendable Equipment	7320	25,900	5,336	20,564	21%
Registration Fees	7410	4,850	0	4,850	
Meetings/Workshops/Training	7420	0	460	(460)	5%
Training and Technical Assistance	7435	3,745	0	3,745	
Advertising	7450	<u>28,720</u>	<u>9,735</u>	<u>18,985</u>	34%
Total Expenditures		<u>4,239,327</u>	<u>2,455,526</u>	<u>1,783,801</u>	58%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	



**Capital Area Community Action Agency  
WAP - Statement of Revenues and Expenditures  
From Grant Inception Through May 31, 2022**

		<b>Total Budget - Original</b>	<b>Current Period Actual</b>	<b>Total Budget Variance - Original</b>	<b>%</b>
Revenue					
Government Contracts - STATE	4010	2,914,205	1,364,416	(1,549,788)	47%
Other Revenue	4995	0	27,160	27,160	100%
<b>Total Revenue</b>		<b>2,914,205</b>	<b>1,391,576</b>	<b>(1,522,628)</b>	<b>48%</b>
Expenditures					
Salaries & Wages	6010	442,805	358,588	84,217	81%
Fringe	6110	126,848	103,127	23,722	81%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	110,907	87,342	23,565	79%
Travel - In Area	6310	19,839	12,010	7,828	61%
Office Supplies	6410	5,233	4,195	1,039	80%
<b>Copies/Printing/Copier</b>	<b>6510</b>	<b>2,036</b>	<b>2,313</b>	<b>(277)</b>	<b>114%</b>
Postage and Delivery Expense	6600	1,289	734	555	57%
Contractual Services/Professional	6710	25,660	7,137	18,524	28%
Rent/Space Cost	6810	28,487	20,754	7,733	73%
Utilities	6820	6,147	4,259	1,888	69%
General Liability and Property	6830	55,102	32,054	23,049	58%
Communications	6840	14,491	11,578	2,913	80%
Repairs & Bldg Maintenance- Recurring	6850	9,677	3,705	5,972	38%
Equipment Maintenance	6910	4,481	3,673	808	82%
Vehicle Expense	6920	26,000	21,987	4,013	85%
Equipment Lease	6930	1,936	1,689	247	87%
Technology	6940	1,204	591	613	49%
Fees, Licenses, and Permits	7010	1,431	1,089	342	76%
Dues/Subscriptions	7020	16,022	6,225	9,797	39%
Client Assistance	7210	1,933,815	642,693	1,291,122	33%
Equipment (\$5,000 or more)	7310	2,285	1,180	1,105	52%
Expendable Equipment	7320	10,902	6,129	4,773	56%
Registration Fees	7410	8,702	3,776	4,926	39%
Meetings/Workshops/Training	7420	48,374	18,458	29,916	
Advertising	7450	10,331	1,076	9,255	10%
<b>Total Expenditures</b>		<b>2,914,205</b>	<b>1,356,360</b>	<b>1,557,845</b>	<b>47%</b>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>35,216</u>	<u>35,216</u>	

**Capital Area Community Action Agency**  
**LIHEAP ARPA - Statement of Revenues and Expenditures**  
**From Grant Inception Through May 31, 2022**

	79%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - STATE	4010	<u>1,149,793</u>	<u>404,188</u>	<u>(745,605)</u>	35%
<b>Total Revenue</b>		<u>1,149,793</u>	<u>404,188</u>	<u>(745,605)</u>	35%
<b>Expenditures</b>					
Salaries & Wages	6010	127,291	0	127,291	0%
Fringe	6110	36,889	283	36,606	1%
Indirect Costs	6210	29,717	848	28,869	3%
Travel - In Area	6310	1,000	(231)	1,231	-23%
Office Supplies	6410	1,200	380	820	32%
Copies/Printing/Copier	6510	1,698	39	1,659	2%
Postage and Delivery Expense	6600	600	156	444	26%
Contractual Services/Professional	6710	14,100	3,184	10,916	23%
Rent/Space Cost	6810	13,400	2,325	11,075	17%
Utilities	6820	3,000	560	2,440	19%
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>1,000</b>	<b>1,034</b>	<b>(34)</b>	<b>103%</b>
Communications	6840	1,800	0	1,800	0%
Repairs & Bldg Maintenance- Recurring	6850	3,000	531	2,469	18%
Equipment Maintenance	6910	1,800	0	1,800	0%
Equipment Lease	6930	1,800	0	1,800	0%
Technology	6940	2,939	0	2,939	0%
<b>Fees, Licenses, and Permits</b>	<b>7010</b>	<b>0</b>	<b>35</b>	<b>(35)</b>	<b>100%</b>
Client Assistance	7210	894,259	395,043	499,216	44%
Equipment (\$5,000 or more)	7310	13,800	0	13,800	0%
Advertising	7450	<u>500</u>	<u>0</u>	<u>500</u>	0%
<b>Total Expenditures</b>		<u>1,149,793</u>	<u>404,188</u>	<u>745,605</u>	35%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency  
Head Start - Statement of Revenues and Expenditures  
For the Eight Months Ending May 31, 2022**

		80%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>						
Government Contracts - FEDERAL - DIRECT	4000		3,740,116	2,415,153	(1,324,963)	65%
<b>Total Revenue</b>			<u>3,740,116</u>	<u>2,415,153</u>	<u>(1,324,963)</u>	65%
<b>Expenditures</b>						
Salaries & Wages	6010		1,799,540	1,140,022	659,518	63%
Fringe	6110		521,507	330,552	190,955	63%
Staff Screenings	6180		2,500	2,104	396	84%
Indirect Costs	6210		437,053	266,288	170,765	61%
Travel - In Area	6310		2,000	1,415	585	71%
Office Supplies	6410		9,000	4,390	4,610	49%
<b>Program Supplies</b>	<b>6415</b>		<b>16,000</b>	<b>16,707</b>	<b>(707)</b>	<b>104%</b>
Classroom Supplies	6420		42,500	22,636	19,864	53%
Kitchen Supplies	6430		7,000	6	6,994	0%
Medical/Dental Supplies	6440		500	0	500	0%
Copies/Printing/Copier	6510		10,000	7,439	2,561	74%
Postage and Delivery Expense	6600		1,500	1,313	187	88%
Contractual Services/Professional	6710		15,000	11,500	3,500	77%
<b>Contractual Services - Health/Disabilities</b>	<b>6715</b>		<b>163,170</b>	<b>169,128</b>	<b>(5,958)</b>	<b>104%</b>
Rent/Space Cost	6810		218,629	135,517	83,112	62%
Utilities	6820		107,000	58,802	48,198	55%
General Liability and Property Insurance	6830		20,000	15,039	4,961	75%
Communications	6840		42,000	32,876	9,124	78%
<b>Repairs &amp; Bldg Maintenance- Recurring</b>	<b>6850</b>		<b>85,000</b>	<b>87,767</b>	<b>(2,767)</b>	<b>103%</b>
Repairs & Bldg Maintenance -	6855		39,519	4,297	35,222	11%
Equipment Maintenance	6910		18,000	11,677	6,323	65%
Vehicle Expense	6920		25,000	12,786	12,214	51%
Equipment Lease	6930		7,500	3,457	4,043	46%
Technology	6940		31,000	17,559	13,441	57%
Fees, Licenses, and Permits	7010		2,000	563	1,437	28%
Dues/Subscriptions	7020		5,000	4,106	894	82%
Special Events	7110		1,000	0	1,000	0%
Equipment (\$5,000 or more)	7310		0	11,887	(11,887)	100%
Expendable Equipment	7320		10,000	0	10,000	0%
Registration Fees	7410		0	27	(27)	
Meetings/Workshops/Training	7420		500	1,227	(727)	<b>168%</b>
Training/Staff Development	7430		1,500	2,101	(601)	
Training and Technical Assistance	7435		40,998	38,242	2,756	93%
Advisory/Board Member Expenses	7440		2,500	0	2,500	0%
<b>Advertising</b>	<b>7450</b>		<b>2,500</b>	<b>3,607</b>	<b>(1,107)</b>	<b>144%</b>
Parent Activities	7460		1,200	0	1,200	0%
Raw Food Cost	7510		52,000	116	51,884	0%
<b>Total Expenditures</b>			<u>3,740,116</u>	<u>2,415,153</u>	<u>1,324,963</u>	65%
Excess Revenue over (under) Expenditures			<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency  
Head Start ARPA - Statement of Revenues and Expenditures  
From Grant Inception Through May 31, 2022**

	58%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	<u>452,277</u>	<u>49,585</u>	<u>(402,692)</u>	11%
Total Revenue		452,277	49,585	(402,692)	11%
<b>Expenditures</b>					
Salaries & Wages	6010	87,247	32,552	54,695	37%
Fringe	6110	25,284	9,434	15,850	37%
Indirect Costs	6210	21,190	7,599	13,591	36%
Medical/Dental Supplies	6440	1,000	0	1,000	0%
Contractual Services/Professional	6710	89,115	0	89,115	0%
Contractual Services – Health/Disabilities	6715	20,000	0	20,000	0%
Repairs & Bldg Maintenance- Recurring	6850	30,000	0	30,000	0%
Repairs & Bldg Maintenance - Nonrecurring	6855	10,000	0	10,000	0%
Equipment (\$5,000 or more)	7310	153,441	0	153,441	0%
Expendable Equipment	7320	10,000	0	10,000	0%
Advertising	7450	5,000	0	5,000	0%
Total Expenditures		452,277	49,585	402,692	11%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency, Inc.  
Head Start NFS Match Requirements  
For the Month Ending May 31, 2022**

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		40,506			
Grants - Other Not for Profits		8,059			
In-Kind Revenue		272,182			
VPK/SR		149,127			
	<b>620,300</b>	<b>469,874</b>	<b>76%</b>	<b>150,426</b>	<b>24%</b>

Head Start Credit Card Expenses May 2022

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses Transaction Description
HANCOCK CC	1064	6920	255	5/27/2022	10.00 #4466, DARREL JAMES, VISA, 5/27/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	5/27/2022	49.00 #4466, DARREL JAMES, VISA, 5/27/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	5/27/2022	56.00 #4466, DARREL JAMES, VISA, 5/27/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	5/27/2022	57.00 #4466, DARREL JAMES, VISA, 5/27/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	5/27/2022	59.51 #4466, DARREL JAMES, VISA, 5/27/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	5/27/2022	63.00 #4466, DARREL JAMES, VISA, 5/27/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	5/27/2022	67.01 #4466, DARREL JAMES, VISA, 5/27/2022, GAS HS VEHICLE
HANCOCK CC	1064	7435	255	5/27/2022	139.76 #4466, DARREL JAMES, VISA, 5/27/2022, BALT TRAIN BOOKS
HANCOCK CC	1064	7435	255	5/27/2022	22.01 #4466, DARREL JAMES, VISA, 5/27/2022, BALT TRAIN GAS RENTAL
HANCOCK CC	1064	7435	255	5/27/2022	1,782.48 #4466, DARREL JAMES, VISA, 5/27/2022, BALT TRAIN HOTEL
HANCOCK CC	1064	7435	255	5/27/2022	90.00 #4466, DARREL JAMES, VISA, 5/27/2022, BALT TRAIN LUGGAGE
HANCOCK CC	1064	7435	255	5/27/2022	273.63 #4466, DARREL JAMES, VISA, 5/27/2022, BALT TRAIN MEALS
HANCOCK CC	1064	7435	255	5/27/2022	190.50 #4466, DARREL JAMES, VISA, 5/27/2022, BALT TRAIN PARKING
HANCOCK CC	1064	7435	255	5/27/2022	448.05 #4466, DARREL JAMES, VISA, 5/27/2022, BALT TRAIN RENTAL CAR
HANCOCK CC	1064	7435	255	5/27/2022	66.47 #4466, DARREL JAMES, VISA, 5/27/2022, BALT TRAIN TAXI/UBER
HANCOCK CC	1064	7435	255	5/27/2022	120.33 #4466, DARREL JAMES, VISA, 5/27/2022, RENTAL CAR
HANCOCK CC	1064	6410	255	5/27/2022	75.43 #6982, FATIMA OLEABHIELE ALEXANDER, 5/27/2022, ID CARDS
HANCOCK CC	1064	7435	255	5/27/2022	1,782.48 #8165, NICHELE RICHARDS ROLLE, VISA, 5/27/2022, BALT HOTEL
HANCOCK CC	1064	7435	255	5/27/2022	60.00 #8165, NICHELE RICHARDS ROLLE, VISA, 5/27/2022, BALT
HANCOCK CC	1064	7435	255	5/27/2022	6.50 #8165, NICHELE RICHARDS ROLLE, VISA, 5/27/2022, BALT PARKING
HANCOCK CC	1064	7435	255	5/27/2022	169.02 #8165, NICHELE RICHARDS ROLLE, VISA, 5/27/2022, BALT MEALS
HANCOCK CC	1064	7435	255	5/27/2022	264.48 #8165, NICHELE RICHARDS ROLLE, VISA, 5/27/2022, FT LAUD CAR
HANCOCK CC	1064	7435	255	5/27/2022	37.99 #8165, NICHELE RICHARDS ROLLE, VISA, 5/27/2022, FT LAUD GAS
HANCOCK CC	1064	7435	255	5/27/2022	130.70 #8165, NICHELE RICHARDS ROLLE, VISA, 5/27/2022, FT LAUD MEAL
HANCOCK CC	1064	7435	255	5/27/2022	23.49 #8165, NICHELE RICHARDS ROLLE, VISA, 5/27/2022, FT LAUD TOLL
HANCOCK CC	1064	7435	255	5/27/2022	644.40 #8165, NICHELE RICHARDS ROLLE, VISA, 5/27/2022, FT LAUD HOTEL
HANCOCK CC	1064	7450	255	5/27/2022	354.21 #7366, NINA SINGLETON SELF, VISA, 5/27/2022, INDEED ADVERT
HANCOCK CC	1064	6180	255	5/27/2022	44.66 #5810, VENITA TREADWELL, VISA, 5/27/2022, BKGD SCR, C JONES
HANCOCK CC	1064	6180	256	5/27/2022	44.66 #5810, VENITA TREADWELL, VISA, 5/27/2022, BKGD SCR, FELLIU
HANCOCK CC	1064	6420	250	5/27/2022	31.25 #5810, VENITA TREADWELL, VISA, 5/27/2022, CLSRM SUPP
HANCOCK CC	1064	6420	252	5/27/2022	40.00 #5810, VENITA TREADWELL, VISA, 5/27/2022, CLSRM SUPP
HANCOCK CC	1064	6420	255	5/27/2022	75.22 #5810, VENITA TREADWELL, VISA, 5/27/2022, CLSRM SUPP
HANCOCK CC	1064	6420	255	5/27/2022	285.59 #5810, VENITA TREADWELL, VISA, 5/27/2022, CLSRM SUPP
HANCOCK CC	1064	6920	255	5/27/2022	49.00 #5810, VENITA TREADWELL, VISA, 5/27/2022, GAS HS CAR
HANCOCK CC	1064	6920	255	5/27/2022	49.31 #5810, VENITA TREADWELL, VISA, 5/27/2022, GAS HS CAR

Transaction 7,663.14



**HANCOCK  
WHITNEY**

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

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



0000000 - 012553 - 0001 - 0001 - 2

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

\*\* 0000001

**MEMO STATEMENT**

Account Number



Statement Date

05-27-22

**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
05-03	05-03	24692162123100382330125	7399	QUICKIDCARD.COM 917-640-5388 NY	M75.43
05-10	05-09	24445002130400198009668	5411	WM SUPERCENTER #1408 TALLAHASSEE FL	M34.86
05-10	05-09	24226382130400003472292	5411	WAL-MART #1408 TALLAHASSEE FL	M100.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-22	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 210.29
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 210.29
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 2,000.00







**HANCOCK  
WHITNEY**

DJ

HANCOCK WHITNEY BANK  
PO BOX 61760  
NEW ORLEANS LA 70161-1760

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

**MEMO STATEMENT**

Account Number

Statement Date

05-27-22

0014FRAC - 016211 - 0002 - 0002 - 2

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-09	05-06	24316052127548488488881	5542	SHELL OIL 57542187703 BALTIMORE MD	M22.01 ✓
05-09	05-06	24717052127871270377516	3058	DELTA AIR BAGGAGE FEE BALTIMORE MD JAMES/DARRELL DEPARTURE:	M30.00 ✓
05-09	05-06	24717052127871270381301	3058	DELTA AIR BAGGAGE FEE BALTIMORE MD RICHARDS/NIOHLE DEPARTURE:	M30.00 ✓
05-09	05-07	24431082127400004511847	7523	AIRPORT PARKING GARAGE TALLAHASSEE FL	M66.00 ✓
05-09	05-07	24431082127400004511854	7523	AIRPORT PARKING GARAGE TALLAHASSEE FL	M66.00 ✓
05-09	05-07	24011342127000017533871	4814	ZOOM.US 888-799-6666 WWW.ZOOM.US.GA	M199.90 ✓
05-09	05-06	24941352127826420183781	3366	BUDGET RENT A CAR HANOVER MD	M448.05 ✓
05-09	05-06	24755422127281270296048	3504	HILTON BALTIMORE BALTIMORE MD 1959031 ARRIVAL: 05-01-22	M1,782.48 ✓
05-12	05-10	24692162131100968078443	5542	GATE 1194 Q80 TALLAHASSEE FL	M87.00 ✓
05-16	05-12	24692162133100994381597	5542	GATE 1194 Q80 TALLAHASSEE FL	M49.00 ✓
05-16	05-13	24941352133613571173888	3357	HERTZ #0221211 KANSAS CITY MO	M120.33 ✓
05-18	05-16	24692162137100288162477	5542	GATE 1194 Q80 TALLAHASSEE FL	M59.51 ✓
05-23	05-21	24692162141100885881897	5542	GATE 1194 Q80 TALLAHASSEE FL	M10.00 ✓
05-23	05-20	24801972140081545000783	5812	CANOPY ROAD CAFE TALLAHASSEE FL	M41.01 ✓
05-23	05-20	24692162141100885881707	5542	GATE 1194 Q80 TALLAHASSEE FL	M67.01 ✓
05-23	05-20	24445002141400212846989	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M289.76 ✓
05-25	05-23	24692162144100099210029	5542	GATE 1194 Q80 TALLAHASSEE FL	M83.00 ✓



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WHITNEY**

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

*Visa BusinessCard*  
**Statement of Account**  
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*Handwritten signature*  
5/16/22

**MEMO STATEMENT**

Account Number

Statement Date

05-27-22

00146RAC-015890-0001-0002-2



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

\*\*N0015890

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Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-03	05-03	24137462123001538558321	5812	TST* PRATT STREET ALE HQU BALTIMORE MD	M25.31 ✓
05-03	05-01	24717052122871220855832	3058	DELTA AIR BAGGAGE FEE TALLAHASSEE FL RICHARDS/NICHELE DEPARTURE:	M90.00 ✓
05-03	05-03	*24210732123001479001351	5812	PHILLIPS SEAFOOD BALTIMO BALTIMORE MD	M33.68 ✓
05-04	05-02	24765422123171239370509	5813	HILTON BALT COFFEE BEAN T BALTIMORE MD	M7.37 ✓
05-04	05-03	24013392123000329215493	5812	MISS SHIRLEYS CAFE INNER BALTIMORE MD	M27.44 ✓
05-05	05-03	24388942124830131208195	7523	PABC-SINGLE SPACE METE BALTIMORE MD	M1.00 ✓
05-05	05-03	24388942124830131229791	7523	PABC-SINGLE SPACE METE BALTIMORE MD	M1.00 ✓
05-05	05-04	24692162124100758857597	5814	SHAKE SHACK 1199 646-747-7200 MD	M15.34 ✓
05-06	05-04	24388942125830145835723	7523	PABC-SINGLE SPACE METE BALTIMORE MD	M4.50 ✓
05-06	05-04	24013392125000483000287	5812	MOS FISHERMANS WHARF INNE BALTIMORE MD	M37.20 ✓
05-09	05-06	24137462126500930167893	5812	TST* UNDERGROUND PIZZA BA BALTIMORE MD	M22.68 ✓
05-09	05-06	24755422127261270296071	3504	HILTON BALTIMORE BALTIMORE MD 1359030 ARRIVAL: 05-01-22	M1,782.48 ✓
05-11	05-10	24692162130100004728939	4722	PRICELN*HERTZ CORPORAT 800-774-2354 CT	M200.28 ✓
05-12	05-10	24231682131091000734811	5814	POLLO TROPICAL 10036 FORT LAUDERDA FL	M14.73 ✓
05-12	05-11	24540462132328562770838	5812	HOOTERS BEACHPLACE 954-5074158 FL	M23.51 ✓
05-12	05-10	24949002131978001468650	3001	AMERICAN AIR0010284089889 FORT WORTH TX RICHARDS/NICHELE DEPARTURE: 05-10-22 EBC AA Y FEE	M30.00 ✓
05-13	05-11	24755422132161324845092	5814	THE WESTIN BEACH RESORT F FORT LAUDERDA FL	M14.84 ✓
05-13	05-12	24137462132300689732280	5812	TST* SUNDAY'S EATERY MIAMI GARDENS FL	M43.53 ✓
05-16	05-13	24687202135017015289972	5812	MIAMI FINGA LICKING MIAMI GARDENS FL	M34.04 ✓
05-16	05-13	24164052135978004894908	5542	EXXONMOBIL 97682848 NORTH MIAMI B FL	M37.99 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-22	[REDACTED]	
CUSTOMER SERVICE CALL  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 3,119.06
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 3,119.06</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00



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WHITNEY**

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

*NR*

*Visa BusinessCard*  
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**MEMO STATEMENT**

Account Number

Statement Date

05-27-22

0014FRAC-015890-0002-0002-2

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-16	05-18	24941352134813548844807	8357	HERTZ #0180115 MIAMI FL	M64.20 ✓
05-16	05-13	24755422134251345826465	3518	THE WESTIN BEACH RESORT A FORT LAUDERDA FL 3238912 ARRIVAL: 05-10-22	M644.40 ✓
05-23	05-23	24430992143088729856308	4784	HERTZ TOLL 549844805 877-411-4300 FL	M23.49 ✓



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

\*\* 0000001

**MEMO STATEMENT**

Account Number



Statement Date

05-27-22

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-02	05-01	24692162121100493753720	8999	INDEED 203-664-2400 CT	M354.21
05-20	05-19	24906412139147649646887	5968	SMK*SURVEYMONKEY.COM 971-2311154 CA	M384.00
05-23	05-19	24445002140300585956927	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0587764620 ARRIVAL:05-19-22	M8,982.55

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-22	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 9,720.76
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 9,720.76
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 10,000.00



**HANCOCK  
WHITNEY**

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NEW ORLEANS LA 70161-1750



00000000 - 016479 - 0001 - 0001 - 2

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

\*\* 0000001

**MEMO STATEMENT**

Account Number  
[REDACTED]

Statement Date

05-27-22

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-06	05-05	24445002126000967849629	5331	DOLLARTREE TALLAHASSEE FL	M31.25 ✓
05-06	05-05	24164072125091012437861	5310	TARGET 00008441 TALLAHASSEE FL	M40.00 ✓
05-06	05-04	24692162125100415394278	5542	GATE 1194 Q80 TALLAHASSEE FL	M49.00 ✓
05-06	05-05	24445002126400197935596	5300	SAMS CLUB #8120 TALLAHASSEE FL	M76.00 ✓
05-06	05-05	24455012125141005137903	5411	WAL-MART #4520 TALLAHASSEE FL	M285.59 ✓
05-09	05-06	24431062127400676000895	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
05-09	05-06	24431062127400676000903	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
05-09	05-06	24431062126400553001454	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
05-09	05-06	24431062126400553001462	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
05-09	05-06	24692162126100372812147	7399	WPY*EARLY LEARNING COALIT 855-469-3729 CA	M46.62 ✓
05-09	05-06	24692162126100372812162	7399	WPY*EARLY LEARNING COALIT 855-469-3729 CA	M46.62 ✓
05-09	05-06	24692162126100372812188	7399	WPY*EARLY LEARNING COALIT 855-469-3729 CA	M46.62 ✓
05-09	05-06	24692162126100418951701	7399	WPY*EARLY LEARNING COALIT 855-469-3729 CA	M46.62 ✓
05-23	05-19	24692162140100802387100	5542	GATE 1194 Q80 TALLAHASSEE FL	M49.31 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-22	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 806.95
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 806.95</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 4,000.00</b>

# Capital Area Community Action Agency

## CHIEF EXECUTIVE OFFICER REPORT JULY 2022

### Administrative

- Two new air conditioners have been installed – three of the four have been installed in the last three years.
- Litigation Status: A civil suit has been filed by former employee alleging discrimination. Working with our insurance company for representation. This is an ongoing case that is scheduled for December. *(This is not a new post but will stay here until resolved)*

**Impact: Better benefits for staff. Better fiscal accountability.**

### Programmatic

- Completed an Agency-wide client/customer experience/communication training with client facing staff.
- Developing a partnership with CareerSource Capital Region to sponsor a Getting Ahead class.
- Disaster Recovery Support Grant – In the closing months of the two-and-a-half year grant. On-site monitoring by Thomas Howell Ferguson continues.
- LIWAP – Low Income Water Assistance Program for water and utility relief will come online in August using a new format compared to other programs.
- Continue with monthly Head Start management calls with Region IV HHS Office Specialist. Reworking the non-competing continuation (annual re-funding) grant application.
- Awaiting DCF licensure of Governors Charter Academy Head Start to have four classrooms located in Mahan Drive location.
- DEO has requested that Capital Area take over the Weatherization Assistance Program from the Suwanee River Economic Council. Awaiting the transfer for the interim.
- Developing outreach strategy for the Agency in surrounding counties especially Franklin where the Agency manages the State Housing Initiatives Partnership (SHIP) program.

**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.
- Participated in the Florida Head Start Association Director's Affiliate Meetings and Board meeting.
- Exploring with Pineview Elementary the opportunity to develop a Getting Ahead for their families.

**Impact: Developing the infrastructure necessary to support the Agency mission**



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## **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 6<sup>th</sup> Street Recreation Center while renovations are completed.

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

## **Out of Office**

- August 9-10 – PTO - Tampa
- August 19-22 – Tallahassee Chamber Annual Meeting – Amelia Island
- August 26 – Leadership Florida
- September 22-23 – PTO - Orlando

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	12/15/2022	
	4.3	The Organization will complete, date and have Community Action Plan signed by the Certified ROMA trainer or trainer on staff.	On going	12/15/2022	
	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	3/24/2022 Needs Board Approval
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	3/24/2022 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	3/24/2022 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	
<b>MAY</b>	7.4	The governing board conducts a performance appraisal of the CEO/Executive Director within each calendar year.	Annually	5/24/2022 Needs Board Approval	Completed
	7.5	The governing board reviews and approves CEO/Executive Director compensation within every calendar year.	Annually	7/26/2022 Needs Board Approval	
	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	N/A	
<b>JUNE</b>	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	6/28/2022	Completed
<b>JULY</b>	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	7/26/2022	
	8.3	The organization's auditor presents the audit to the governing board.	Annually	7/26/2022 Needs Board Approval	
	8.4	The governing board formally receives and accepts the audit to reflect the approval of the audit by the board.	Annually	7/26/2022 Needs Board Approval	
	8.12	The organization documents how it allocates shared costs through an indirect cost rate plan or through a written cost allocation plan.	Annually	N/A	
<b>SEPTEMBER</b>	8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	Annually		
	8.7	The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position and copies of the financial report will be provided.	Monthly		
	8.8	All required filings and payments related to payroll withholdings are completed on time.	Bi-weekly		

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

**Capital Area Community Action Agency, Inc.**  
**COO Summary of Programs**  
**For the Month Ended 6/30/2022**

<b>PROGRAMS:</b>	<b>Getting Ahead</b>	<b>Staying Ahead</b>	<b>Emergency Services</b>
<b>County</b>	<b>Spring Graduates</b>	<b>Active Participants</b>	<b>Households Served</b>
Calhoun	4	4	49
Franklin (2 classes)	12	11	11
Gadsden	0	1	46
Gulf	4	3	10
Jefferson	0	2	18
Leon (3 classes)	22	19	273
Liberty	5	6	14
Wakulla	0	0	15
<b>TOTALS</b>	<b>47</b>	<b>46</b>	<b>436</b>

<b>DISASTER RECOVERY</b>	<b>DRSF Repair Cases</b>		<b>DRSF Temporary Housing</b>			
<b>County</b>	<b>Open</b>	<b>Closed</b>	<b>Open</b>	<b>Closed</b>	<b>Total DRSF Cases</b>	<b>DRSF Repair Wait List</b>
Calhoun	1	30	2	8	41	9
Franklin	5	55	0	2	62	15
Gadsden	2	36	6	9	53	7
Gulf	1	11	1	3	16	6
Leon	1	0	1	2	4	1
Liberty	0	1	1	2	4	2
Wakulla	0	3	1	1	5	4
<b>Total</b>	<b>10</b>	<b>136</b>	<b>12</b>	<b>27</b>	<b>185</b>	<b>44</b>

Note: Jefferson County isn't covered in the DRSF grant.

<b>HEAD START 2022 - 2023 Enrollments</b>	<b>Franklin</b>	<b>Jefferson</b>	<b>Mabry</b>	<b>Governor's Charter*</b>	<b>Royal</b>	<b>South City</b>	<b>Total</b>
<b># of Students Accepted @ 7/15/22</b>	11	30	45	0	55	92	233
<b>Funded Enrollment</b>	20	37	66	50	57	148	378
<b>Center Enrollment %</b>	55.00%	81.08%	68.18%	0.00%	96.49%	62.16%	61.64%

**NOTES: Governor's Charter is a new location still pending licensing from DCF before we can place students.**

# Capital Area Community Action Agency

**MEMORANDUM**

**TO:** Tim Center, Chief Executive Officer  
**FROM:** Victoria Mathis, Emergency Services Program Manager  
**RE:** Board Update for June 2022 – *Emergency Services*  
**DATE:** July 7, 2022

*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 1<sup>st</sup> 2021 and will end September 30<sup>th</sup> 2022.*

*Low Income Home Energy Assistance Program*

Below is the total unduplicated number of households/individuals served for June 2022.

County	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	County
Calhoun	13/20	18/48	46/89	23/49	20/48	50/86	29/47	28/51	49/89				276/527
Franklin	48/95	23/44	28/58	24/63	36/70	26/58	19/39	11/33	11/26				226/486
Gadsden	32/80	23/65	35/99	28/57	42/73	52/85	23/76	37/75	46/125				318/735
Gulf	20/32	12/26	18/39	11/20	14/33	24/54	9/18	11/23	10/19				129/264
Jefferson	38/67	18/39	11/21	31/64	31/64	63/123	27/48	17/34	18/46				254/506
Leon	245/604	243/631	408/985	205/531	204/470	242/559	280/756	213/591	273/748				2313/5875
Liberty	13/25	10/10	14/26	14/29	16/32	12/16	6/11	7/14	14/26				106/189
Wakulla	13/35	17/52	18/35	11/29	19/33	15/32	7/14	8/13	15/43				123/286
<b>Total</b>	<b>422/958</b>	<b>364/915</b>	<b>578/1352</b>	<b>347/842</b>	<b>382/823</b>	<b>484/1013</b>	<b>400/1009</b>	<b>332/834</b>	<b>436/1122</b>				<b>3745/8868</b>

Additional information listed below:

Number of Single Parent's assisted.

Female	<b>506</b>
Male	<b>313</b>
Total Emergency Utility Services Assistance (from Donated Funds) = 7 / 19	



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# Capital Area **Community Action** Agency

## MEMORANDUM

**FROM:** Terry Mutch  
**RE:** Weatherization Assistance Program  
**DATE:** June 30, 2022

As of June 30, 2022, the weatherization program currently has 2 active grants to expend totaling \$397,457.62 for the 2021-2022 contract year. \$190,254.20 of those funds are to be expended by June 30, 2022 and the remaining \$207,203 are to be expended by September 30, 2022. The reduction in funding is due to a statewide reallocation of funds into another grant as per DEO instructions. Currently there are 9 homes in the pre-inspection process, 4 homes assigned to contractors and 5 homes currently completed.

The program continues to face production issues due to COVID-19 (client availability, supply chain issues, contractor availability) but continues to operate at the most efficient and safe capacity possible.

Although no official numbers have been given regarding the Infrastructure Bill for sub-grantees, The Department of Economic Opportunity has projected the State's allocation will be just over \$90 million. More information will be provided when available.

We have also been asked to temporarily provide weatherization services to the 10 county territory previously serviced by Suwanee River Economic Council. We will be providing weatherization services to the area for the next 8 months until the Department of Economic Opportunity can formally bid out the area for a permanent replacement. More details to follow soon.



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# Capital Area **Community Action** Agency

## **MEMORANDUM**

**TO:** Head Start Policy Council and Board of Directors  
**FROM:** Tim Center, CEO and Head Start Director  
**RE:** Head Start Director's Report  
**DATE:** July 14, 2022

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

### **Staffing**

Staffing looks good. Staff are being informed of assignments. We will have a couple vacancies to fill in teaching positions.

### **Facilities**

Franklin plans are complete and the General Contractor is soliciting subcontractors to do the work. Playground equipment is ready for installation. Permits are being applied for.

### **Curriculum**

Teaching Strategy Gold and Creative Curriculum will be supported by Hatch Ignite – the online home game for kids to play connected to the curriculum.

### **Enrollment**

Registration and enrollment is now open for 2022-2023 school year. We are over 0% enrolled. The new location – Governors Charter Academy has a lot of vacancies.

### **Federal and State Regulations**

Still waiting for the release of the COLA and Quality Improvement funds. Answering final questions regarding the annual refunding application. Exploring bonus pay options to retain staff.

A summer childcare program at Royal is now being filled. This is not summer Head Start. This should help increase school-readiness scores for the Fall. A minimum of 45 students will be needed for the program to succeed.



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## Family and Community Engagement Manager

### Monthly Monitoring Report – June 2022

#### Program Status

- Total cumulative enrollment for the **2021-22** school year was **342**
- Total number of registrations for the upcoming **2022-23** school year:
  1. Franklin County Head Start - **11 of 20** families accepted
  2. Jefferson County Head Start - **30 of 37** families accepted
  3. Louis B. Royal Head Start - **55 of 57** families accepted
  4. Mabry Street Head Start - **45 of 66** families accepted
  5. South City Head Start - **92 of 148** families accepted
  6. Governor Charter - **0 of 50** families accepted
- **233 of 378** families have been registered for Head Start for the **2022-23** school year
  - All Head Start programs are required to return to full enrollment for the 2022-23 school year

#### Policy Council

- 11 participants were in attendance for Policy Council

#### Volunteers

- 6 participants completed hours

#### Family and Community Engagement Activities

- 2 staff meetings

#### Transportation

- Transportation for Franklin County students is still being discussed

#### Children Health Requirements

<b>Immunizations and Physical examinations</b>	256 Immunizations 239 Physical Examinations
<b>Established medical homes</b>	313
<b>Established dental homes and received dental exams</b>	231 Dental Homes 63 Dental Exams
<b>Hearing screenings</b>	171
<b>Vision screenings</b>	235
<b>Vision Referrals</b>	0

- Menus for the 2022-23 school year are in progress

#### Family and Community Engagement

- Family Advocates positions filled with a new candidate and a re-hire
- volunteers were active for June



### **Corrective Action and Follow Up**

- **COVID-19 Policy and Procedure:** With COVID on the rise again, the Policy and Procedures will be discussed for the new school year.
- **Funded Enrollment:** A radio commercial, Facebook Ads, yard signs, and flyers are some of the advertisement being used to assist with recruitment. South City will be decreased by two classrooms this year, and 3 classrooms has been added at our new site, Governor Charter to help with meeting our enrollment numbers.
- **Extended Day:** Extended day slots, School Readiness and VPK, will only be available at South City and Louise B. Royal.
- **Orientation:** Orientation for Head Start families will take place the week of August 1 – 5, 2022.

### **Strengths**

- New site in progress at Governor Charter
- Family Advocate positions filled
- Program makes use of Zoom and ChildPlus to keep families engaged with the program
- Attempting to fill classrooms by age

### **Areas of Concern**

- Parent Engagement Coordinator position open
- Safely serving families during the 2022-23 school year
- Extended day program

# Capital Area Community Action Agency

## MEMORANDUM

TO: Nina Self, COO  
FROM: Venita Treadwell, Early Childhood Education Manager  
RE: Board Report  
DATE: June 17, 2022

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Head Start Transitions were outstanding. Children and families transitioning from Head Start to Kindergarten were prepared and honored in the following manner:

- May 6, 2022 all children were featured in a ZOOM transition program that included the children wearing caps and gowns and presentation of certificates. Great job center staff.
- May 13, 2022, was the drive-by parade for transitioning students. Parents love this because they get to decorate their car and become a part of a parent-focused celebration. Our special guests were the Buffalo Soldiers that led the parade. Jefferson County and Franklin County also had wonderful parades with special guests from the Sheriff's Department, Fire Department and local Police. Jefferson County had a representative from the local newspaper who reported in the Monticello Times Newspaper.
- All children were given beautiful books from the First Readers Organization to enlarge their home library.
- All parents were given transition packets for kindergarten that included the following; Getting Ready for Kindergarten, Top 80-Kindergarten Readiness Skills, and Literacy Activities for Families.

The opportunity for families to continue using HATCH over the summer will continue through July. This is a great school readiness incentive to parents. Our HATCH report is not complete at this time but a data report will be coming soon. We will continue to use HATCH in both the classroom and for at-home learning in the coming school year.

Health and safety are still very important and we are watching COVID-19 for current updates. Thanks to Dr. Temple Robinson and the Bond Health Clinic for their continued support to educate staff on COVID issues. In line with health and safety, we were sickened by the recent mass shooting incident in Texas. We will be focusing on safety at our pre-service and have invited PEARLS-Pre-School Emergency Alert Response Learning System, to facilitate a special training for Head Start staff. It will be intense but necessary.



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Here are a few data facts:

100% of teaching and food service staff have reported that they will return in August for work.

100% return to CLASS Observations and monitoring will resume in the 2022-2023 school year.

Congratulations to Kimberly Smith, Education Coordinator, and Nichele Rolle, Parent Engagement Coordinator, for presenting at two Regional Head Start Conferences. The topic was, *“Using Technology to Increase Parent Involvement and Child Outcomes.”* The Head Start family is very proud of this achievement.

Lastly, the Head Start Pre-Service will be August 1 – 9, 2022. The first three days will be held at the American Red Cross; 1115 Easterwood Drive, Tallahassee, during the hours of 8:30 am – 4:30 pm. The remainder of the time will be spent in Head Start Centers preparing the environment. This is your official invitation to come and visit us at the Red Cross for great speakers and an opportunity to learn more about Head Start.



### **Do you know the story behind the Head Start logo?**

Peter Masters conceptualized the National Head Start logo in 1965. He used building blocks (common play toys and learning tools) as a metaphor for the development and growth of children through Head Start. To reflect the fact that Head Start is a national program operated by the Government, Masters added a representation of the American Flag. He chose red and white stripes and an arrow, printed in reverse on a blue background. The arrow is the common denominator of all antipoverty programs and symbolizes upward mobility. The two squares represent Early Childhood by suggesting building blocks. The arrangement of the blocks represent stairs by which this can be accomplished. The vertical stripes represent the child and parent. The arrow pointing upward represents the direction out of poverty and on to the future. The colors, red, white, and blue represent the United States and the many opportunities it provides for its citizens.

**Head Start Enrollment  
School Year 2022-2023**

As of 7/15/22

Center	Funded Enrollment	Accepted	Needed	% Accepted
Franklin	20	11	9	55%
Jefferson	37	30	7	81%
Louise B Royal	57	55	2	96%
Mabry	66	45	21	68%
South City	148	92	56	62%
Governor's Charter	50	0	50	0%
<b>Total</b>	<b>378</b>	<b>233</b>	<b>145</b>	<b>60%</b>

