

# Capital Area Community Action Agency

Head Start Policy Council Meeting  
Zoom ID #999.038.9957 Code 642453  
July 21, 2022  
6:00 p.m.

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Consent
  - a. Policy Council Minutes
5. Action
  - a. Financial Report
  - b. Personnel Actions
6. Director's Report
7. Orientation
8. Summer Updates- What's Working and What's Not
9. Office of Head Start Updates
10. Chairperson's Report
11. Other Business
12. Meeting Adjourned

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Next Meeting: August 18, 2022



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[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



# Head Start Policy Council Meeting

## Minutes

June 16, 2022

6:00 pm

1. Meeting called to order at 6: 04pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Alexis James, Angela Parks, Samantha Jagwansingh, Quineldra Jackson, Sheens Salters, and Melissa Miller.

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

3. Quorum was established.

4. Consent

- a. Minutes- The minutes were reviewed by all members of Policy Council. Members consent to accept the minutes adapted unanimously.

5. Action Items

- a. Financial Report- Cynthia Valencic reviewed the financial report and the attached Financial Statement Narrative (see attached). Revenue and expenditures are at 57% and 55% respectively. Restricted income of \$129,470. Non-federal share match is at 69%. We are over benchmark budget in staff screenings, program supplies, contractual services, special events, and training and technical assistance.

Motion made by Alexis James to accept the financial report and seconded by Angela Parks. None opposed, all in favor. Motion passed.

- b. Personnel Actions- No personnel actions at this time. The new family advocate started 2 weeks ago. There is another open advocate position but an employee who recently left the position will be returning.
- c. Refunding Application- Tim gave background information regarding our grant and the requirements. Each year by July 1 a refunding application must be submitted. Tim gave a breakdown of the budget and how the funds will be allocated. Tim reviewed the program goals with the Council members. Tim also discussed applying for supplemental funding to replace the portables in Jefferson County. Tim asked the Council members

were there any other goals or priorities that we can address in the refunding application. There were no

Motion made by Angela Parks to approve the refunding application and budget for the 2022-2023 school year and seconded by Alexis James. None opposed, all in favor. Motion passed and approved.

6. Director's Report

Tim reviewed his director's report. We were able to complete a few extra days for VPK. We currently have a Summer Child Care program underway at Louise B. Royal (this is not a Head Start program). We are 2/3 of the way with enrollment for the next school year. A radio campaign to advertise for Head Start enrollment will be completed by Darrel. There are a few more delays in Franklin County. The General Contractor is still waiting on a set of plans from the mechanical engineer and once completed should take 8-10 weeks to complete the work. We hope to move over the October fall break when children are out. Playground should be installed over the next month. All C.O.L.A. information was sent in on time, however minutes were not signed from Policy Council; they are now signed and were resubmitted. Angela Parks asked will we have 2 classrooms in the new facility and will we be hiring more staff. Tim stated yes and discussed the layout. Tim also explained that the number of 3-5 year olds in Franklin County are decreasing and if we open a 2<sup>nd</sup> classroom we may have issues with staffing due to the populations. Darrel stated we are currently running ads on the radio so hopefully that will help. Quineldra stated the radio ads in Jefferson County work great.

7. Center Updates

No center or summer updates at this time.

8. Office of Head Start Updates: Mrs. Treadwell stated we will be going back to a more normal Head Start school year in the Fall, so there will be more in person monitoring and CLASS observations. Field trips may also return in the Fall.

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

10. Other Business: No other business at this time.

11. The meeting was adjourned 6:45 p.m.



Policy Council Chairperson

6-27-2022

Date

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Date

**Head Start Financial Statement Narrative  
For the Eight 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 67-80%. At month end, the Year to Date Actual Revenue and Expenses are 62% and 62% respectively with a restricted income of \$25,341.

Year to Date Non-Federal Share (NFS) Match reported totals \$469,874 of the \$620,300 total match required for the grant period ending September 30, 2022.

**Expenditure Variances and Explanations**

The Head Start Statement of Revenue and Expenditures tracks year-to-date progress by budget line item. Actual revenues and expenditures are compared to the original budget for each budget line item by amount and percentage. Some budget line items may be below or above the expected percentage at any given point in the year. This can be caused by something as innocuous as the revenue or expense occurring unevenly at different points of time during the year, such as a one-time insurance payment. In other words, one ninth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, explanations are provided. It is important to note that, while a specific line item may be over budget, the overall Agency budget should not be over budget. Adjustments are often made at the end of a grant or fiscal year to ensure that all budgets are balanced.

Program Supplies – is slightly over benchmark with a number of purchases related to Covid protocols but should come back into line during the summer months.

Contractual Services – Health/Disabilities – is over the benchmark budget with EOY assessments but will come into line over the summer months.

**Training and Technical Assistance – is over the benchmark budget and will go over without careful controls over the next 4 months. There are available funds in Meetings /Workshops/Training for the beginning of the year trainings.**

**Capital Area Community Action Agency**  
**Head Start Programs - Statement of Revenues and Expenditures**  
**For the Eight Months Ending 5/31/2022**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,306,159	2,556,621	(1,749,538)	59%
Government Contracts - STATE	4010	453,336	381,491	(71,845)	84%
Government Contracts - LOCAL	4020	55,000	45,506	(9,495)	83%
Grants - Other Not-for-Profits	4100	8,059	8,059	0	100%
Other Revenue	4995	0	2,851	2,851	
<b>Total Revenue</b>		<u>4,822,554</u>	<u>2,994,527</u>	<u>(1,828,027)</u>	62%
Expenditures					
Salaries & Wages	6010	2,123,926	1,396,766	727,160	66%
Fringe	6110	615,515	404,956	210,559	66%
Staff Screenings	6180	2,776	2,104	672	76%
Indirect Costs	6210	514,346	326,227	188,119	63%
Travel - In Area	6310	2,000	1,415	585	71%
Office Supplies	6410	13,500	4,390	9,110	33%
<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	10,800	7,439	3,361	69%
Postage and Delivery Expense	6600	1,600	1,313	287	82%
Contractual Services/Professional	6710	104,115	11,500	92,615	11%
<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	220,651	138,817	81,834	63%
Utilities	6820	112,400	59,402	52,998	53%
General Liability and Property Insurance	6830	20,500	15,098	5,402	74%
Communications	6840	42,000	32,876	9,124	78%
Repairs & Bldg Maintenance- Recurring	6850	117,000	87,767	29,233	75%
Repairs & Bldg Maintenance - Nonrecurring	6855	52,519	4,297	48,222	8%
Equipment Maintenance	6910	18,250	11,677	6,573	64%
Vehicle Expense	6920	25,000	12,786	12,214	51%
Equipment Lease	6930	7,750	3,457	4,293	45%
Technology	6940	32,500	17,559	14,941	54%
Fees, Licenses, and Permits	7010	2,100	563	1,537	27%
Dues/Subscriptions	7020	5,500	4,106	1,394	75%
Special Events	7110	1,000	0	1,000	0%
Client Assistance	7210	4,484	1,133	3,351	25%
Equipment (\$5,000 or more)	7310	153,441	11,887	141,554	8%
Expendable Equipment	7320	21,500	0	21,500	0%
Registration Fees	7410	0	27	(27)	
Meetings/Workshops/Training	7420	5,800	2,009	3,791	59%
Training/Staff Development	7430	1,900	2,501	(601)	
<b>Training and Technical Assistance</b>	<b>7435</b>	<b>40,998</b>	<b>38,352</b>	<b>2,646</b>	<b>94%</b>
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	11,500	3,607	7,893	31%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	217,403	128,169	89,234	59%
<b>Total Expenditures</b>		<u>4,822,554</u>	<u>2,969,186</u>	<u>1,853,368</u>	62%
Excess Revenue over (under) Expenditures		0	25,341	25,341	

**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, CLSRI SUPP
HANCOCK CC	1064	6420	255	5/27/2022	285.59	#5810, VENITA TREADWELL, VISA, 5/27/2022, CLSRI 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



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

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**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
05-03	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 210.29</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 2,000.00</b>





**HANCOCK  
WHITNEY**

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

*Handwritten signature and date: 6/16/22*

Visa BusinessCard  
Statement of Account  
Issued by Hancock Whitney Bank

**MEMO STATEMENT**

Account Number

Statement Date

05-27-22

0014FRAC-016211-0001-0002 -2



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

\*\*N0016211

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-29	04-28	24055222118208687300141	8220	HOPKINS FULFILLMENT SVCS 410-516-6974 MD	M139.76 ✓
05-02	05-02	24692162122100779788147	4121	SQ *BWI AIRPORT TAXI BALTIMORE MD	M29.99 ✓
05-02	04-28	24692162119100182989803	5542	GATE 1194 Q80 TALLAHASSEE FL	M56.00 ✓
05-03	05-03	24137462123001536559642	5812	TST* PRATT STREET ALE HQU BALTIMORE MD	M16.83 ✓
05-03	05-01	24717052122871220652640	3058	DELTA AIR BAGGAGE FEE TALLAHASSEE FL JAMES/DARRELJ DEPARTURE:	M30.00 ✓
05-03	05-03	24210732123091479001369	5812	PHILLIPS SEAFOOD BALTIMO BALTIMORE MD	M40.28 ✓
05-04	05-03	24492152123745340516364	4121	UBER TRIP HELP.UBER.COM CA.	M5.50 ✓
05-04	05-02	24755422123171239370129	5813	HILTON BALT COFFEE BEAN T BALTIMORE MD	M11.34 ✓
05-04	05-03	24034542123000266612079	7523	300 E PRATT ST - PARK BALTIMORE MD	M15.00 ✓
05-04	05-03	24492152123717341768856	4121	UBER TRIP HELP.UBER.COM CA.	M30.98 ✓
05-04	05-03	24013392123000329216410	5812	MISS SHIRLEYS CAFE INNER BALTIMORE MD	M32.86 ✓
05-05	05-03	24388942124630131212508	7523	PABC-SINGLE SPACE METE BALTIMORE MD	M1.00 ✓
05-05	05-03	24388942124630131217259	7523	PABC-SINGLE SPACE METE BALTIMORE MD	M6.00 ✓
05-05	05-03	24388942124630131212565	7523	PABC-SINGLE SPACE METE BALTIMORE MD	M6.75 ✓
05-05	05-04	24034542124000376721231	7523	300 E PRATT ST - PARK BALTIMORE MD	M15.00 ✓
05-05	05-04	24692162124100758657589	5814	SHAKE SHACK 1136-646-747-7200 MD	M17.35 ✓
05-06	05-04	24388942125630145822366	7523	PABC-SINGLE SPACE METE BALTIMORE MD	M6.00 ✓
05-06	05-04	24013392125000463000402	5812	MOS FISHERMANS WHARF INNE BALTIMORE MD	M29.76 ✓
05-06	05-05	24137462125500856221780	5812	TST* UNDERGROUND PIZZA BA BALTIMORE MD	M30.74 ✓
05-06	05-05	24943002126400738000543	5812	CHEESECAKE BALTIMORE BALTIMORE MD	M39.70 ✓
05-06	05-05	24943002126400738000550	5812	CHEESECAKE BALTIMORE BALTIMORE MD	M54.77 ✓
05-09	05-06	24388942126630183998766	7523	PABC-SINGLE SPACE METE BALTIMORE MD	M2.75 ✓
05-09	05-06	24388942126630163978990	7523	PABC-SINGLE SPACE METE BALTIMORE MD	M6.00 ✓

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 4,005.42
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 4,005.42</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 5,000.00</b>



**HANCOCK  
WHITNEY**

DJ

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

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*Statement of Account*  
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**MEMO STATEMENT**

Account Number

Statement Date

05-27-22

0014FRAC-016211-0002-0002-2

TRANSACTION DETAIL						
Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount	
05-09	05-06	24316052127548488468881	5542	SHELL OIL 57542187703 BALTIMORE MD	M22.01	✓
05-09	05-06	24717052127871270377515	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/NICOLE DEPARTURE:	M30.00	✓
05-09	05-07	24431062127400004511647	7523	AIRPORT PARKING GARAGE TALLAHASSEE FL	M66.00	✓
05-09	05-07	24431062127400004511654	7523	AIRPORT PARKING GARAGE TALLAHASSEE FL	M66.00	✓
05-09	05-07	24011342127000017533671	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90	✓
05-09	05-06	24941352127826420163761	3366	BUDGET RENT A CAR HANOVER MD	M448.05	✓
05-09	05-06	24755422127261270296048	3504	HILTON BALTIMORE BALTIMORE MD 1359031 ARRIVAL: 05-01-22	M1,782.48	✓
05-12	05-10	24692162131100358078443	5542	GATE 1194 Q80 TALLAHASSEE FL	M57.00	✓
05-16	05-12	24692162133100994381597	5542	GATE 1194 Q80 TALLAHASSEE FL	M49.00	✓
05-16	05-13	24941352133613571173688	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	24801972140091545000768	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	24445002141400212846969	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M269.76	✓
05-25	05-23	2469216214410099210029	5542	GATE 1194 Q80 TALLAHASSEE FL	M63.00	✓



**HANCOCK  
WHITNEY**

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*Visa BusinessCard*  
*Statement of Account*  
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0014PRAC-015890-0001-0002 -2

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

\*\*N0035890

**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
05-03	05-03	24137462123001536558321	5812	TST* PRATT STREET ALE HOU BALTIMORE MD	M25.31 ✓
05-03	05-01	24717052122871220655832	3058	DELTA AIR BAGGAGE FEE TALLAHASSEE FL RICHARDS/NICHELE DEPARTURE:	M30.00 ✓
05-03	05-03	24210732123091479001351	5812	PHILLIPS SEAFOOD BALTIMO BALTIMORE MD	M33.68 ✓
05-04	05-02	24755422123171239370509	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	24388942124630181206195	7523	PABC-SINGLE SPACE METE BALTIMORE MD	M1.00 ✓
05-05	05-03	24388942124630131229791	7523	PABC-SINGLE SPACE METE BALTIMORE MD	M1.00 ✓
05-05	05-04	24692162124100758657597	5814	SHAKE SHACK 1136 646-747-7200 MD	M15.34 ✓
05-06	05-04	24388942125630145835723	7523	PABC-SINGLE SPACE METE BALTIMORE MD	M4.50 ✓
05-06	05-04	24013392125000463000287	5812	MOS FISHERMANS WHARF INNE BALTIMORE MD	M37.20 ✓
05-09	05-06	24137462126500930167693	5812	TST* UNDERGROUND PIZZA BA BALTIMORE MD	M22.68 ✓
05-09	05-06	24755422127261270298071	3504	HILTON BALTIMORE BALTIMORE MD 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 10035 FORT LAUDERDA FL	M14.73 ✓
05-12	05-11	24540452132326552770638	5812	HOOTERS BEACHPLACE 954-5074158 FL	M23.51 ✓
05-12	05-10	24943002131978001466650	3001	AMERICAN AIR0010264089889 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	M43.58 ✓
05-16	05-13	24687202135017015289972	5812	MIAMI FINGA LICKING MIAMI GARDENS FL	M34.04 ✓
05-16	05-13	24164052135378004694908	5542	EXXONMOBIL 97682843 NORTH MIAMI B FL	M37.99 ✓

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 3,119.06
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 3,119.06
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 5,000.00



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PO BOX 61750  
NEW ORLEANS LA 70161-1750

NR

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**MEMO STATEMENT**

Account Number

Statement Date

05-27-22

0014FRAC-015890-0002-0002-2

TRANSACTION DETAIL						
Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount	
05-16	05-13	24941352134613549844807	3357	HERTZ #0180115 MIAMI FL	M64.20	✓
05-16	05-13	24755422134261345826465	3513	THE WESTIN BEACH RESORT-A FORT LAUDERDA FL 3238912 ARRIVAL: 05-10-22	M644.40	✓
05-23	05-23	24430992143083729656308	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

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**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 203-564-2400 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		
<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 9,720.76</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 10,000.00</b>



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VENITA TREADWELL  
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
05-06	05-05	24445002126000967849629	5331	DOLLARTREE TALLAHASSEE FL	M31.25 ✓
05-06	05-05	24164072125091012437661	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]	
CUSTOMER SERVICE CALL 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>



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 Return Service Requested



Page: 1 of 1

Statements Dates  
 06/01/2022 - 06/30/2022

Account Number:

249            000000 001  
**CAPITAL AREA COMMUNITY ACTION AGENCY**  
**HEAD START POLICY COUNCIL**  
**PARENT ACTIVITY FUND**  
**309 OFFICE PLAZA DR**  
**TALLAHASSEE FL 32301**

Images:  
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**Checking Account Summary**

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

● **Balance By Date**

Date	Balance	Date	Balance
05/31	1,056.70		



000000001

# 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

---

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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[www.CapitalAreaCommunityActionAgency.org](http://www.CapitalAreaCommunityActionAgency.org)





## 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



## Competitive Bonuses for the Head Start Workforce

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 [eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-04](https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-04)

[View the Latest COVID-19 Updates from the Office of Head Start](#)

### Competitive Bonuses for the Head Start Workforce ACF-IM-HS-22-04

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

ACF  
Administration for Children and Families

1. **Log Number:** ACF-IM-HS-22-04
2. **Issuance Date:** 06/21/2022
3. **Originating Office:** Office of Head Start
4. **Key Words:** Head Start Workforce; Financial Incentives; Recruitment and Retention; Bonuses

### Information Memorandum

**To:** All Head Start and Early Head Start Grant Recipients

**Subject:** Competitive Bonuses for the Head Start Workforce

**Information:**

Head Start staff are the backbone of our programs. Every day, staff work tirelessly to provide high-quality Head Start services to children and families. During very challenging times, Head Start staff have continued to ensure children and families have the support they need to thrive.

Adult wellness is vital in any workforce; particularly in Head Start programs where children and families in the most vulnerable circumstances are served. Providing comprehensive services through a whole family approach requires staff to be well-versed in the tenets of early childhood education and development. It also requires a level of clear-headedness and physical stamina that must be supported with a systemic approach. This approach should, at its core, value the important role of everyone in the Head Start workforce and recognize that

they deserve appropriate compensation (i.e., wages and benefits) to fulfill their important charge. Indeed, a stable, qualified workforce is critical for programs to keep their classrooms open and maintain their funded enrollment. This cannot be accomplished if the workforce continues to be undervalued and undercompensated.

The Office of Head Start (OHS) recognizes that the dedication of Head Start staff is especially commendable given persistently low wages and lack of comprehensive benefits, particularly for education and family services staff. Permanent, sustainable wage increases require additional funding. This is often done by freeing up funds within existing budgets — a long-term program planning activity that often involves making difficult decisions — or through additional appropriations from Congress. In the meantime, OHS recognizes programs are seeking strategies to provide immediate relief to current staff, as well as ways to fill vacant positions as they begin to plan for the next program year.

This Information Memorandum (IM) describes providing competitive financial incentives with existing grant funds as a short-term strategy ([45 CFR §75.430\(f\)](#)) to invest in the Head Start workforce and promote retention of current staff, as well as recruitment of new staff to fill vacant positions. OHS strongly encourages all Head Start programs to use American Rescue Plan (ARP) funds, base grant operations funds, and other COVID-19 (Coronavirus Disease 2019) relief funds to offer competitive financial incentives to staff, such as retention and hiring bonuses, to help stabilize and support their workforce in the near term.<sup>1</sup> Please be mindful of any applicable grant requirements that must be met, including period of availability for different funding sources (e.g., March 31, 2023, for ARP (American Rescue Plan) funds).

OHS (Office of Head Start) encourages programs, including those who have already offered such incentives, to reevaluate the monetary size of incentives that are necessary and reasonable to retain and recruit staff. These may be larger than previously considered. Below are strategies programs can use when determining and justifying the necessity and reasonableness for larger incentives. Programs are encouraged to apply these strategies for staff positions in their program that are impacted by the workforce shortage.

### **Competitive Financial Incentives**

Challenges to maintaining a qualified workforce are not unique to Head Start programs. Employers in many industries are currently struggling to retain and hire staff. Financial incentives can be a powerful tool to promote retention and recruitment, particularly for positions that are difficult to fill or experiencing high turnover. Many employers are appealing to workers by offering financial incentives, such as retention and hiring bonuses. These [incentives vary widely](#) both in size and distribution schedule.

Head Start programs are competing with other employers, such as public schools, for qualified staff. OHS (Office of Head Start) strongly encourages programs to offer financial incentives that are substantial enough to compete with incentives and overall compensation

rates offered by competitor employers in their local job market, including elementary schools, while understanding that such financial incentives are not permanent wage increases. Programs may match or reasonably exceed offers made by competing employers, including elementary schools. The amount of such financial incentives may be larger than programs have offered in the past. As outlined in [ACF-IM-HS-21-01](#), what is a reasonable cost during the ongoing COVID-19 (Coronavirus Disease 2019) pandemic and the heightened workforce needs likely looks different than what was reasonable during pre-pandemic times.

### **Justification for Financial Incentives: Determining Necessity and Reasonableness**

When making data-informed programmatic decisions on financial incentives and determining necessity and reasonableness, programs can consider the following.

#### **1. Competing employers can include public school settings.**

- A program may consider bonuses and overall compensation rates being offered by local elementary school settings for positions that are comparable to the Head Start position for which the incentive is being provided (e.g., a Head Start preschool teacher provides comparable services to a kindergarten or first grade teacher).
- Programs may consider bonuses and compensation rates being offered in neighboring counties or school districts.
- These data points can be integrated into a program's [wage comparability study](#) as one key approach to using data to document workforce strengths and needs.

#### **2. OHS (Office of Head Start) strongly encourages programs to structure incentives in a way that rewards retention of existing staff.**

- Think about scaling incentives based on employee tenure with the program.
- Consider the implications of different incentive payment structures or schedules. For instance:
  - A single lump sum payment may be particularly impactful for Head Start staff who have an established tenure with the program.
  - OHS (Office of Head Start) suggests programs stagger any hiring bonuses for new and prospective staff over time to promote retention, rather than providing one lump sum upon hire. For example, a hiring bonus may be advertised for a position posting as one large amount, with part of the bonus paid upon beginning employment with the program and subsequent portions dispersed in one or more increments at future points in time as the new employee remains in their position (e.g., six months after hire; one year after hire; etc.).

**3. Programs should use data on the extent of their workforce shortage and program needs to demonstrate the necessity and reasonableness for competitive incentives.**

- Relevant data can include the number of vacancies by type of position, how often vacancies occur, how long posted vacancies remain unfilled, the number of applicants, the number of applicants who are offered or attend interviews, the number of candidates accepting new positions, the length of time new hires remain employed in the program, and data from exit and stay surveys.
- Programs can highlight how a staffing shortage prohibits them from reaching full in-person enrollment as a demonstration of necessity.
- If a program already offers financial incentives and continues to struggle to maintain their workforce, this may be an indicator to increase incentive amounts to make them more competitive.

**4. Any incentives for staff are subject to an established written policy of the grant recipient for allowability ([45 CFR §75.430\(f\)](#); [45 CFR §75.431](#); [45 CFR §1302.90\(a\)](#)).** OHS (Office of Head Start) reminds programs to update their written policies and procedures with governing board approval to reflect more competitive staff incentives prior to implementation.

**5. Financial incentives may complement, but should not replace, intentional workforce planning practices.** Financial incentives, particularly those that use ARP funds, are a short-term strategy to recruit and retain staff. Programs should continue to use [intentional workforce planning practices](#) to build and sustain a stable workforce.

OHS (Office of Head Start) recognizes that the availability and size of any financial incentives will depend on many local factors, including cost of living and the local job market. Programs should contact their Regional Office with any questions about this [IM \(Information Memorandum\)](#) and providing financial incentives.

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

/ Katie Hamm /

Katie Hamm  
Acting Director, Office of Head Start  
Deputy Assistant Secretary for Early Childhood Development

See Attachments:

[Examples of Competitive Financial Incentives for Staff](#)

See PDF Version of Information Memorandum:

[Competitive Bonuses for the Head Start Workforce \[PDF, 104KB\]](#)

<sup>1</sup> Since monetary bonuses likely count as income, grant recipients should understand income requirements for public benefits to determine how such bonuses may impact staff members' access to these benefits.

Historical Document