

# Capital Area Community Action Agency

**Conference Call in  
Executive Committee Meeting  
Agenda  
Tuesday, October 25, 2022  
309 Office Plaza Drive, Tallahassee, FL**

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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) Executive Committee Meeting Minutes – August 23, 2022		2-3
B. Financial Report	Kate Beam	4-7
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• Revenue & Expenditures Agency-wide		10
• Balance Sheet		11-16
• Revenue & Expenditures – major programs		17
• Head Start Non Federal Share Match		18-25
• Head Start Credit Card Activity		
V. Chief Executive Officer’s Report	Tim Center	26-27
VII. Chair’s Report	Quincee Messersmith	
III. Adjournment		

***Next Executive Committee Meeting 12/13/2022 - 5:30 pm – Microsoft Teams Video***

***Next Board of Directors Meeting 11/15/2022 – 6:00 pm – Ghazvini Center for Healthcare Education***



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# Capital Area **Community Action** Agency

## Conference Call-in Executive Committee Meeting Minutes August 23, 2022

### **Members in Attendance**

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

### **CACAA Staff:**

Nina Self  
Margaret Watson  
Kate Beam

The meeting was called to order at 5:39 p.m. by the Chair. A quorum was established.

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

### ***ACTION ITEMS***

The Chair asked for approval of the minutes. Ms. Keel made a motion to approve the minutes. It was seconded by Ms. Miller, the motion was unanimously approved.

### ***FISCAL***

Ms. Beam, Finance Director, presented the financial reports dated as of June 30, 2022. She reported that the Agency financial statement narratives are broken out into major programs, and 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, with a restricted net income.

The Chair asked what is the deadline for Head Start budgets to be spent? Ms. Beam explained that Head Start COVID and Head Start ARP funding deadline ends March 2023, as such LIHEAP ARP (American Rescue Plan) funding deadline is March 2022.

Ms. Edgar asked who determines the funding deadlines. Ms. Beam said DEO grants the funding awards to the Agency with a time period to spend the funds, and DEO receives their funding guidelines from the federal government.



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Ms. Miller asked what are LIHEAP ARP funds used for? LIHEAP funds are the same funds as regular LIHEAP. The funds were received to assist clients during the COVID pandemic. Ms. Self highlighted that the funding was a part of the rescue package to assist families in need. Once those funds are received, DEO requires the Agency to disburse the ARP funds first. Once those funds are depleted the Agency spends the regular LIHEAP funds.

The Chair asked for a motion to accept the financial report. Ms. Miller made a motion to accept the financial report. It was seconded by Ms. Edgar, and unanimously approved.

***CEO Report***

Ms. Self presented the Summary of Programs reports for August 2022. She reported that Head Start enrolled 310 students. She also reported that the Agency opened a new Head Start Center (Governor's Charter School) with three classrooms in session.

Ms. Self reported that HHS informed the department that the COLA is in the review stages. The Board will be updated as new information from HHS becomes available.

Ms. Self reported that Getting Ahead is up and running with nine classes in five counties.

Ms. Self reported that Disaster Recovery (DR) received additional funding to assist clients. The program ends September 30, 2022. The goal is to close all cases before the program ends.

Meeting adjourned at 6:04 P.M.

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Ms. Lisa Edgar, Secretary

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Date

**Financial Statement Narrative  
For the 11 Months Ending August 31, 2022  
Capital Area Community Action Agency**

As of August 31, 2022, we have completed eleven months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 92% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 71% and 71% respectively, with a restricted net income of \$52,433.

Non-Federal Share (NFS) Match at June 30, 2022, is \$469,874 of the \$620,300 target. When July and August 2022 information is available, this information will be updated.

**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 11 Months Ending August 31, 2022  
Capital Area Community Action Agency**

**Agency Wide Variances**

- FICA – is slightly over benchmark budget and is forecasted to go over budget by 15-20K with the remaining payrolls. FICA is .0765 of salaries so while predictable, the budget number for FRINGE has not changed since additional grants / salaries were added. The FRINGE fund currently has enough excess revenue to cover the additional expense.
- Workers Compensation- is over budget benchmark due to hazard pay in December from COVID funds and will likely go over budget with the addition of COLA funds and additional hazard pay in September.
- ***Communications- is over budget due to an upgrade in the phone systems. This expense was not forecast but became necessary through the course of the year.***
- 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 will be over budget for Fiscal Year 2021-2022. There are funds in other categories that will be used to cover the overage.
- Miscellaneous Expenses – is an unallowable contract expense and charged to the General Fund; in addition to a prior year audit adjustment affecting current year fund Talquin Assistance Program.
- ***Bank Service Charges-is over the benchmark budget due to fees associated with the 5 year renewal of the Line of Credit. It will go slightly over budget for the year.***
- **Revenue Accounts** that are currently over the annual budget are due to carryforwards from previous years.

**CSBG-DRSF & CSBG Variances**

- Office Supplies – is slightly over budget in CSBG and this overage will be considered in the next Mod.
- Program Supplies - is at budget for CSBG budget due to not having a budget.
- Rent/Space Cost- is over budget for CSBG due to a correction in the rent allocation for 21.22. This will be addressed in the next Mod.
- ***Utilities – is over budget for CSBG DRSF with expenses being slightly higher than forecast.***
- 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 covered by available funds in Office Supplies and Postage.

**Financial Statement Narrative  
For the 11 Months Ending August 31, 2022  
Capital Area Community Action Agency**

**Head Start Variances**

- Travel In Area - is over budget due to increased travel required in Franklin Co.
- Copies/Printing/Copier and Postage and Delivery Expense - are both over budget due to needs associated with the start of the school year. There are funds available in Office Supplies to offset.
- Contractual Services / Professional – is over budget due to audit costs exceeding forecast. There is additional funding in Head start ARPA if needed.
- 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.
- Communications – is over budget due to additional expenses incurred with the new phone system.
- 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.
- Client Assistance – is at budget due to lack of a budget line for that category.
- 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.
- Training and Technical Assistance - is over budget with the addition of in-service training. There have been a number of opportunities to address needs and there is plenty of room in the remaining Head Start overall budget.
- Advertising – is over budget due to an enrollment campaign.

**LIHEAP ARPA Variances**

- ***Salaries / Fringe / Indirect are over the benchmark budget % due to an extension of the grant period.***
- ***Staff Screenings- is over budget due to no budget line item in the original budget.***
- ***Office Supplies and Copies/Printing/Copier- are 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.***
- ***Postage and Delivery Expense- is over benchmark budget and will go over budget due to the DEO mandate.***
- ***Rent/Space and Utilities - are over benchmark budget and will go over budget due to the DEO mandate.***

**Financial Statement Narrative  
For the 11 Months Ending August 31, 2022  
Capital Area Community Action Agency**

- 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.
- Communications – is also over budget due to the DEO mandate requiring all LIHEAP expenses to be expensed here until these funds are depleted. There are also a number of duplicate expenses due to change of service.
- **Repairs & Building Maintenance - is over benchmark budget and will go over budget due to the DEO mandate.**
- 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.
- Meetings/Workshops/Training – is over budget as there was no original budget in this line item. This is a relatively low overage of \$635.
- **Advertising – is over the benchmark budget due to signage for the Gadsden CAP office. This is a one time expense and this line item should stay within budget.**

**Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the 11 Months Ending August 31, 2022**

				<b>Total Budget</b>	
	<b>92%</b>	<b>Total Budget</b>	<b>Current Year</b>	<b>Variance -</b>	
		<b>- Original</b>	<b>Actual</b>	<b>Original</b>	<b>%</b>
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	4,659,124	3,221,395	(1,437,729)	69%
Government Contracts - Federal Indirect	4005	0	1,015	1,015	100%
Government Contracts - STATE	4010	9,400,051	6,635,198	(2,764,854)	71%
Government Contracts - LOCAL	4020	108,500	95,089	(13,411)	88%
Grants - Other Not-for-Profits	4100	44,029	14,886	(29,143)	34%
Grants - All Other Sources	4120	7,500	11,017	3,517	147%
Contributions	4200	149,000	1,680	(147,320)	1%
Contributions- Restricted	4210	24,101	4,410	(19,691)	18%
Special Events	4300	2,000	5,529	3,529	276%
Commissions-Vending/Photo	4320	0	5,181	5,181	100%
Interest Income	4950	0	69	69	100%
Fringe Pool Revenue	4960	850,000	749,657	(100,343)	88%
Indirect Pool Revenue	4970	682,428	572,083	(110,345)	84%
Other Revenue	4995	1,000	15,633	14,633	100%
<b>Total Revenue</b>		<b>15,927,733</b>	<b>11,332,840</b>	<b>(4,594,893)</b>	<b>71%</b>
<b>Expenditures</b>					
Salaries & Wages	6010	3,278,807	2,588,749	690,058	77%
Salaries & Wages - Subrecipient	6012	97,104	17,774	79,330	
Fringe	6110	1,001,752	750,406	251,347	76%
Fringe - Subrecipient	6112	0	6,386	(6,386)	
<b>FICA</b>	<b>6120</b>	<b>200,000</b>	<b>193,272</b>	<b>6,728</b>	<b>97%</b>
Unemployment	6130	40,000	36,900	3,100	92%
<b>Workers Compensation</b>	<b>6140</b>	<b>40,000</b>	<b>39,381</b>	<b>619</b>	<b>98%</b>
Health Insurance	6150	435,000	382,169	52,831	88%
Life Insurance	6160	30,000	25,907	4,093	86%
Retirement	6170	52,000	46,806	5,194	90%
Staff Screenings	6180	4,693	3,539	1,154	75%
Indirect Costs	6210	893,785	582,039	311,746	65%
Travel - In Area	6310	35,722	9,974	25,748	28%
Travel - Out of Area	6315	7,489	0	7,489	0%
Office Supplies	6410	48,843	29,856	18,987	61%
Program Supplies	6415	48,699	26,574	22,126	55%
Classroom Supplies	6420	55,810	29,827	25,982	53%
Kitchen Supplies	6430	29,889	12,090	17,799	40%
Medical/Dental Supplies	6440	1,650	153	1,497	9%
Copies/Printing/Copier	6510	39,841	25,696	14,145	64%
Postage and Delivery Expense	6600	16,801	5,214	11,587	31%
Contractual Services/Professional	6710	523,747	315,215	208,532	60%
Contractual Services - Health/Disabilities	6715	205,007	187,549	17,458	91%
Rent/Space Cost	6810	425,819	331,658	94,162	78%
Utilities	6820	151,660	97,292	54,369	64%
General Liability and Property Insurance	6830	64,211	54,567	9,644	85%
<b>Communications</b>	<b>6840</b>	<b>107,199</b>	<b>110,512</b>	<b>(3,313)</b>	<b>103%</b>
Repairs & Bldg Maintenance- Recurring	6850	150,572	150,989	(416)	62%
Repairs & Bldg Maintenance - Nonrecurring	6855	157,007	41,201	115,806	
Equipment Maintenance	6910	33,223	23,102	10,121	70%



**Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the 11 Months Ending August 31, 2022**

Vehicle Expense	6920	78,187	64,146	14,041	82%
Equipment Lease	6930	16,239	11,168	5,071	69%
Technology	6940	117,576	32,788	84,788	28%
Fees, Licenses, and Permits	7010	5,475	2,755	2,720	50%
Dues/Subscriptions	7020	20,040	12,719	7,322	63%
<b>Special Events</b>	<b>7110</b>	<b>3,000</b>	<b>3,588</b>	<b>(588)</b>	<b>120%</b>
Client Assistance	7210	6,713,926	4,707,081	2,006,845	70%
Equipment/Improvements (\$5,000 or more)	7310	395,629	11,887	383,742	3%
Expendable Equipment	7320	56,034	7,688	48,347	14%
<b>Registration Fees</b>	<b>7410</b>	<b>10,350</b>	<b>1,705</b>	<b>8,645</b>	
<b>Meetings/Workshops/Training</b>	<b>7420</b>	<b>20,944</b>	<b>32,797</b>	<b>(11,853)</b>	<b>108%</b>
<b>Training/Staff Development</b>	<b>7430</b>	<b>1,900</b>	<b>2,842</b>	<b>(942)</b>	
<b>Training and Technical Assistance</b>	<b>7435</b>	<b>43,743</b>	<b>45,435</b>	<b>(1,692)</b>	
Advisory/Board Member Expenses	7440	3,500	1,371	2,129	39%
Advertising	7450	33,555	11,181	22,374	33%
Parent Activities	7460	1,200	1,050	150	88%
Raw Food Cost	7510	217,403	160,091	57,312	74%
<b>Miscellaneous Expenses</b>	<b>7520</b>	<b>0</b>	<b>34,112</b>	<b>(34,112)</b>	<b>100%</b>
Legal Expenses	7530	8,000	7,575	425	95%
Interest Expense	7610	1,000	0	1,000	0%
<b>Bank Service Charges</b>	<b>7630</b>	<b>3,700</b>	<b>3,632</b>	<b>68</b>	<b>98%</b>
Total Expenditures		15,927,733	11,280,407	4,647,326	71%
Excess Revenue over (under) Expenditures		0	52,433	52,433	

**Capital Area Community Action Agency  
Balance Sheet  
For the Period Ending August 31, 2022**

	<u>Current Period Balance</u>
<b>Assets</b>	
Cash Operating Hancock Bank	1,166,553
Health Insurance Imprest Account	2,552
Cash-Sunshine State/The First - Micro Loan	66,455
Petty Cash	375
Cash-Hancock-HS Parent Activity	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	14,873
Cash - Centennial Bank (Franklin County)	9,257
Money Market Account - Hancock Bank	35,765
Accounts Receivable	135,689
Grants Receivable	721,489
Property and Net Equipment	488,266
Total Assets	<u>2,642,332</u>
<b>Liabilities and Net Assets</b>	
<b>Liabilities</b>	
Accounts Payable	177,738
Accrued Expenses - Other	59,512
Accrued Wages	4,886
Accrued Flexible Savings	(561)
Accrued Fringe Benefits	(5,129)
Contract Advances	179,183
Due to Grantor	30,609
Liability- Head Start Parent Activity	7,079
Notes Payable	135,438
Deferred Income	<u>35,645</u>
Total Liabilities	624,400
<b>Net Assets</b>	
<b>Beginning Net Assets</b>	
Unrestricted Net Assets	1,640,601
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	1,965,499
Current Net Income	<u>52,433</u>
Total Net Assets	<u>2,017,932</u>
Total Liabilities and Net Assets	<u>2,642,332</u>

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

	99%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - STATE	4010	<u>3,667,245</u>	<u>3,106,914</u>	<u>(560,331)</u>	85%
Total Revenue		<u>3,667,245</u>	<u>3,106,914</u>	<u>(560,331)</u>	85%
<b>Expenditures</b>					
Salaries & Wages	6010	1,386,333	1,273,324	113,009	92%
Fringe	6110	396,340	364,492	31,849	92%
Staff Screenings	6180	3,062	1,985	1,077	65%
Indirect Costs	6210	342,662	310,826	31,835	91%
Travel - In Area	6310	50,767	23,533	27,235	46%
Travel - Out of Area	6315	27,398	5,307	22,091	19%
<b>Office Supplies</b>	<b>6410</b>	<b>17,108</b>	<b>22,509</b>	<b>(5,401)</b>	<b>132%</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	14,392	8,932	62%
Postage and Delivery Expense	6600	6,927	2,577	4,351	37%
Contractual Services/Professional	6710	67,906	43,239	24,667	64%
<b>Rent/Space Cost</b>	<b>6810</b>	<b>177,626</b>	<b>183,546</b>	<b>(5,920)</b>	<b>103%</b>
Utilities	6820	25,004	19,093	5,911	76%
General Liability and Property Insurance	6830	29,010	27,477	1,534	95%
<b>Communications</b>	<b>6840</b>	<b>67,903</b>	<b>75,535</b>	<b>(7,632)</b>	<b>111%</b>
Repairs & Bldg Maintenance- Recurring	6850	26,538	18,910	7,628	71%
Equipment Maintenance	6910	20,675	16,659	4,016	81%
<b>Vehicle Expense</b>	<b>6920</b>	<b>65,056</b>	<b>70,823</b>	<b>(5,767)</b>	<b>109%</b>
Equipment Lease	6930	8,635	6,510	2,125	75%
Technology	6940	23,043	14,910	8,133	65%
Fees, Licenses, and Permits	7010	12,633	7,534	5,099	60%
Dues/Subscriptions	7020	29,484	28,604	880	97%
Client Assistance	7210	753,742	501,922	251,820	67%
Equipment/Improvements (\$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	24,196	(3,237)	85%
Training/Staff Development	7430	1,000	995	5	
Training and Technical Assistance	7435	1,745	0	1,745	
Advertising	7450	<u>20,799</u>	<u>12,128</u>	<u>8,672</u>	58%
Total Expenditures		<u>3,667,245</u>	<u>3,106,914</u>	<u>560,331</u>	85%
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 August 31, 2022**

	97%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - STATE	4010	3,239,695	2,842,796	(396,899)	88%
Total Revenue		<u>3,239,695</u>	<u>2,842,796</u>	<u>(396,899)</u>	88%
<b>Expenditures</b>					
Salaries & Wages	6010	453,679	364,461	89,218	80%
Fringe	6110	131,475	105,621	25,854	80%
Staff Screenings	6180	720	696	24	97%
Indirect Costs	6210	106,324	85,670	20,654	81%
Travel - In Area	6310	12,700	6,868	5,832	54%
Travel - Out of Area	6315	1,100	0	1,100	0%
Office Supplies	6410	9,100	9,041	59	99%
Copies/Printing/Copier	6510	3,200	3,172	28	99%
Postage and Delivery Expense	6600	1,650	819	831	50%
Contractual Services/Professional	6710	16,000	10,941	5,059	68%
Rent/Space Cost	6810	95,640	87,045	8,595	91%
<b>Utilities</b>	<b>6820</b>	<b>13,261</b>	<b>13,529</b>	<b>(268)</b>	<b>102%</b>
General Liability and Property Insurance	6830	10,000	4,190	5,810	42%
Communications	6840	31,388	23,507	7,881	75%
Repairs & Bldg Maintenance- Recurring	6850	11,050	9,405	1,645	85%
Repairs & Bldg Maintenance -	6855	450	384	66	85%
Equipment Maintenance	6910	4,980	950	4,030	19%
Vehicle Expense	6920	50,200	48,655	1,545	97%
Equipment Lease	6930	3,000	2,540	460	85%
Technology	6940	9,776	3,940	5,836	40%
Fees, Licenses, and Permits	7010	600	60	540	10%
Client Assistance	7210	2,238,657	2,044,109	194,549	91%
Equipment/Improvements (\$5,000 or more)	7310	5,644	824	4,820	15%
Expendable Equipment	7320	13,500	5,336	8,164	40%
Registration Fees	7410	600	0	600	
Meetings/Workshops/Training	7420	1,000	651	349	25%
Training and Technical Assistance	7435	1,000	0	1,000	
Advertising	7450	13,000	9,769	3,231	75%
Total Expenditures		<u>3,239,695</u>	<u>2,842,180</u>	<u>397,515</u>	88%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>616</u>	<u>616</u>	

**Capital Area Community Action Agency  
LIHEAP ARPA Statement of Revenues and Expenditures  
From Grant Inception through August 31, 2022**

	61%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - STATE	4010	<u>2,396,322</u>	<u>1,136,023</u>	<u>(1,260,299)</u>	47%
Total Revenue		<u>2,396,322</u>	<u>1,136,023</u>	<u>(1,260,299)</u>	47%
<b>Expenditures</b>					
<b>Salaries &amp; Wages</b>	<b>6010</b>	<b>127,291</b>	<b>88,158</b>	<b>39,133</b>	<b>69%</b>
<b>Fringe</b>	<b>6110</b>	<b>36,889</b>	<b>25,831</b>	<b>11,058</b>	<b>70%</b>
<b>Staff Screenings</b>	<b>6180</b>	<b>0</b>	<b>50</b>	<b>(50)</b>	<b>100%</b>
<b>Indirect Costs</b>	<b>6210</b>	<b>29,717</b>	<b>22,196</b>	<b>7,521</b>	<b>75%</b>
Travel - In Area	6310	1,000	(132)	1,132	-13%
<b>Office Supplies</b>	<b>6410</b>	<b>1,200</b>	<b>2,239</b>	<b>(1,039)</b>	<b>187%</b>
<b>Copies/Printing/Copier</b>	<b>6510</b>	<b>1,698</b>	<b>1,973</b>	<b>(275)</b>	<b>116%</b>
<b>Postage and Delivery Expense</b>	<b>6600</b>	<b>600</b>	<b>593</b>	<b>7</b>	<b>99%</b>
Contractual Services/Professional	6710	14,100	6,975	7,125	49%
<b>Rent/Space Cost</b>	<b>6810</b>	<b>13,400</b>	<b>12,807</b>	<b>593</b>	<b>96%</b>
<b>Utilities</b>	<b>6820</b>	<b>3,000</b>	<b>2,498</b>	<b>502</b>	<b>83%</b>
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>1,000</b>	<b>2,345</b>	<b>(1,345)</b>	<b>234%</b>
<b>Communications</b>	<b>6840</b>	<b>1,800</b>	<b>5,813</b>	<b>(4,013)</b>	<b>323%</b>
<b>Repairs &amp; Bldg Maintenance- Recurring</b>	<b>6850</b>	<b>3,000</b>	<b>2,900</b>	<b>100</b>	<b>97%</b>
Equipment Maintenance	6910	1,800	640	1,160	36%
Equipment Lease	6930	1,800	532	1,268	30%
Technology	6940	2,939	30	2,910	1%
<b>Fees, Licenses, and Permits</b>	<b>7010</b>	<b>0</b>	<b>35</b>	<b>(35)</b>	<b>100%</b>
Client Assistance	7210	2,140,788	957,453	1,183,335	45%
Equipment/Improvements (\$5,000 or more)	7310	13,800	0	13,800	0%
<b>Meetings/Workshops/Training</b>	<b>7420</b>	<b>0</b>	<b>635</b>	<b>(635)</b>	<b>100%</b>
<b>Advertising</b>	<b>7450</b>	<b>500</b>	<b>386</b>	<b>114</b>	<b>77%</b>
Total Expenditures		<u>2,396,322</u>	<u>1,133,956</u>	<u>1,262,366</u>	47%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>2,068</u>	<u>2,068</u>	

**Capital Area Community Action Agency  
WAP Statement of Revenues and Expenditures  
From Grant Inception Through August 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	1,438,439	(1,475,766)	49%
Other Revenue	4995	<u>0</u>	<u>27,160</u>	<u>27,160</u>	100%
Total Revenue		<u>2,914,205</u>	<u>1,465,599</u>	<u>(1,448,606)</u>	50%
Expenditures					
Salaries & Wages	6010	442,805	375,699	67,106	85%
Fringe	6110	126,848	108,085	18,763	85%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	110,907	91,491	19,416	82%
Travel - In Area	6310	19,839	12,734	7,104	64%
Office Supplies	6410	5,233	4,947	287	95%
<b>Copies/Printing/Copier</b>	<b>6510</b>	<b>2,036</b>	<b>2,412</b>	<b>(376)</b>	<b>118%</b>
Postage and Delivery Expense	6600	1,289	762	526	59%
Contractual Services/Professional	6710	25,660	7,620	18,041	30%
Rent/Space Cost	6810	28,487	22,083	6,403	78%
Utilities	6820	6,147	4,428	1,719	72%
General Liability and Property Insurance	6830	55,102	32,264	22,838	59%
Communications	6840	14,491	12,173	2,319	84%
Repairs & Bldg Maintenance- Recurring	6850	9,677	3,870	5,807	40%
Equipment Maintenance	6910	4,481	3,869	612	86%
Vehicle Expense	6920	26,000	23,206	2,793	89%
Equipment Lease	6930	1,936	1,750	185	90%
Technology	6940	1,204	591	613	49%
Fees, Licenses, and Permits	7010	1,431	1,124	307	79%
Dues/Subscriptions	7020	16,022	6,274	9,747	39%
Client Assistance	7210	1,933,815	684,287	1,249,528	35%
Equipment/Improvements (\$5,000 or more)	7310	2,285	1,180	1,105	52%
Expendable Equipment	7320	10,902	9,580	1,322	88%
Registration Fees	7410	8,702	3,776	4,926	43%
Meetings/Workshops/Training	7420	48,374	18,421	29,953	38%
Advertising	7450	<u>10,331</u>	<u>1,076</u>	<u>9,255</u>	10%
Total Expenditures		<u>2,914,205</u>	<u>1,433,706</u>	<u>1,480,499</u>	49%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>31,893</u>	<u>31,893</u>	

**Capital Area Community Action Agency  
Head Start Statement of Revenues and Expenditures  
For the 11 Months Ending August 31, 2022**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	<u>4,093,081</u>	<u>2,987,085</u>	<u>(1,105,996)</u>	73%
Total Revenue		<u>4,093,081</u>	<u>2,987,085</u>	<u>(1,105,996)</u>	73%
Expenditures					
Salaries & Wages	6010	1,866,630	1,378,653	487,977	74%
Fringe	6110	540,949	399,722	141,227	74%
Staff Screenings	6180	2,500	2,202	298	88%
Indirect Costs	6210	454,533	325,507	129,026	72%
<b>Travel - In Area</b>	<b>6310</b>	<b>2,000</b>	<b>2,526</b>	<b>(526)</b>	<b>126%</b>
Office Supplies	6410	9,000	7,661	1,339	85%
Program Supplies	6415	40,975	23,470	17,505	57%
Classroom Supplies	6420	42,500	28,657	13,843	67%
Kitchen Supplies	6430	7,000	37	6,963	1%
Medical/Dental Supplies	6440	500	153	347	31%
<b>Copies/Printing/Copier</b>	<b>6510</b>	<b>10,000</b>	<b>10,925</b>	<b>(925)</b>	<b>109%</b>
<b>Postage and Delivery Expense</b>	<b>6600</b>	<b>1,500</b>	<b>1,681</b>	<b>(181)</b>	<b>112%</b>
<b>Contractual Services/Professional</b>	<b>6710</b>	<b>15,000</b>	<b>17,733</b>	<b>(2,733)</b>	<b>118%</b>
<b>Contractual Services – Health/Disabilities</b>	<b>6715</b>	<b>163,170</b>	<b>172,712</b>	<b>(9,542)</b>	<b>106%</b>
Rent/Space Cost	6810	218,629	182,277	36,352	83%
Utilities	6820	107,000	77,487	29,513	72%
General Liability and Property Insurance	6830	20,000	17,742	2,258	89%
<b>Communications</b>	<b>6840</b>	<b>42,000</b>	<b>58,871</b>	<b>(16,871)</b>	<b>140%</b>
<b>Repairs &amp; Bldg Maintenance- Recurring</b>	<b>6850</b>	<b>85,000</b>	<b>125,758</b>	<b>(40,758)</b>	<b>148%</b>
Repairs & Bldg Maintenance - Nonrecurring	6855	39,519	16,625	22,894	42%
Equipment Maintenance	6910	18,000	16,301	1,699	91%
Vehicle Expense	6920	25,000	19,342	5,658	77%
Equipment Lease	6930	7,500	4,822	2,678	64%
Technology	6940	69,250	22,273	46,977	32%
Fees, Licenses, and Permits	7010	2,000	1,095	905	55%
Dues/Subscriptions	7020	5,000	4,256	744	85%
Special Events	7110	1,000	0	1,000	0%
<b>Client Assistance</b>	<b>7210</b>	<b>0</b>	<b>50</b>	<b>(50)</b>	<b>100%</b>
Equipment/Improvements (\$5,000 or more)	7310	185,728	11,887	173,841	6%
Expendable Equipment	7320	10,000	0	10,000	0%
<b>Registration Fees</b>	<b>7410</b>	<b>0</b>	<b>27</b>	<b>(27)</b>	
<b>Meetings/Workshops/Training</b>	<b>7420</b>	<b>500</b>	<b>2,572</b>	<b>(2,072)</b>	<b>252%</b>
<b>Training/Staff Development</b>	<b>7430</b>	<b>1,500</b>	<b>2,442</b>	<b>(942)</b>	
<b>Training and Technical Assistance</b>	<b>7435</b>	<b>40,998</b>	<b>45,138</b>	<b>(4,140)</b>	<b>110%</b>
Advisory/Board Member Expenses	7440	2,500	(10)	2,510	0%
<b>Advertising</b>	<b>7450</b>	<b>2,500</b>	<b>5,505</b>	<b>(3,005)</b>	<b>220%</b>
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	52,000	986	51,014	2%
Total Expenditures		<u>4,093,081</u>	<u>2,987,085</u>	<u>1,105,996</u>	73%
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 August 31, 2022**

	71%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - FEDERAL -	4000	<u>452,277</u>	<u>53,196</u>	<u>(399,081)</u>	12%
Total Revenue		<u>452,277</u>	<u>53,196</u>	<u>(399,081)</u>	12%
<b>Expenditures</b>					
Salaries & Wages	6010	87,247	34,902	52,345	40%
Fringe	6110	25,284	10,115	15,169	40%
Indirect Costs	6210	21,190	8,179	13,011	39%
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 -	6855	10,000	0	10,000	0%
Equipment/Improvements (\$5,000 or	7310	153,441	0	153,441	0%
Expendable Equipment	7320	10,000	0	10,000	0%
Advertising	7450	<u>5,000</u>	<u>0</u>	<u>5,000</u>	0%
Total Expenditures		<u>452,277</u>	<u>53,196</u>	<u>399,081</u>	12%
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**  
**As of June 30, 2022**

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		43,507			
Grants - Other Not for Profits		8,059			
In-Kind Revenue		293,396			
VPK/SR		152,646			
	<b>620,300</b>	<b>497,608</b>	<b>80%</b>	<b>122,692</b>	<b>20%</b>

**Head Start CC Expenses Aug 2022**

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6940	255	8/29/2022	201.99	#6700, TIM CENTER, VISA, 8/29/2022, 1 PLACE
HANCOCK CC	1064	6415	255	8/29/2022	437.34	#4466, DARREL JAMES, VISA, 8/29/2022, KITCHEN SUPPLIES
HANCOCK CC	1064	6415	256	8/29/2022	28.92	#4466, DARREL JAMES, VISA, 8/29/2022, KITCHEN SUPPLIES
HANCOCK CC	1064	6440	255	8/29/2022	153.01	#4466, DARREL JAMES, VISA, 8/29/2022, MEDICAL SUPPLIES
HANCOCK CC	1064	6920	255	8/29/2022	65.01	#4466, DARREL JAMES, VISA, 8/29/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	8/29/2022	55.00	#4466, DARREL JAMES, VISA, 8/29/2022, HS VEHICLE GAS
HANCOCK CC	1064	6920	255	8/29/2022	57.00	#4466, DARREL JAMES, VISA, 8/29/2022, HS VEHICLE GAS
HANCOCK CC	1064	6920	255	8/29/2022	45.00	#4466, DARREL JAMES, VISA, 8/29/2022., HS VEHICLE WASH
HANCOCK CC	1064	6850	251	8/29/2022	178.15	#6982, FATIMA LEABHIELE ALEXANDER, VISA, 8/29/22,
HANCOCK CC	1064	6855	256	8/29/2022	830.00	#6982, FATIMA LEABHIELE ALEXANDER, VISA, 8/29/22 REMOVE
HANCOCK CC	1064	7435	255	8/29/2022	300.00	#8165, NICHELE RICHARDS ROLLE, VISA, 8/29/2022
HANCOCK CC	1064	7450	255	8/29/2022	960.67	#7366, NINA SINGLETON SELF, VISA, 8/29/2022, INDEED
HANCOCK CC	1064	7010	259	8/29/2022	101.00	#5810, VENITA TREADWELL, VISA, 8/29/2022, DCF LICENSE FEE
HANCOCK CC	1064	7430	255	8/29/2022	125.00	#5810, VENITA TREADWELL, VISA, 8/29/2022., MATTOS' TRAINING
HANCOCK CC	1064	6420	259	8/29/2022	30.64	#5810, VENITA TREADWELL, VISA, 8/29/2022, STEPSTOOLS
HANCOCK CC	1064	7510	256	8/29/2022	71.44	#5810, VENITA TREADWELL, VISA, 8/29/2022, SNACKS
LOWES	1064	6420	259	8/31/2022	377.48	#82130109106598, CLSSRM & BLDG SUPPLIES, HEAD START AUG
LOWES	1064	6855	258	8/31/2022	<u>3,727.22</u>	#82130109106598, CLSSRM & BLDG SUPPLIES, HEAD START AUG
<b>Total CC Expenses</b>					<b>7,542.88</b>	



**HANCOCK  
WHITNEY**

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

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



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

\*\* 0000001

**MEMO STATEMENT**

Account Number



Statement Date

08-29-22

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-04	08-03	24137482216001614323332	5912	CVS/PHARMACY #01256 TALLAHASSEE FL	M54.95
08-04	08-02	24692162215100400291142	5542	GATE 1194 Q80 TALLAHASSEE FL	M65.01
08-08	08-06	24011342218000043430447	4814	ZOOM.US 888-799-9686 WWW.ZOOM.US CA	M199.90
08-09	08-08	24445002221400205678778	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M153.01
08-09	08-08	24445002221400205678695	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M437.34
08-10	08-09	24692162221100962428555	5691	SQ *CUSTOM STATION TALLAHASSEE FL	M187.25
08-11	08-09	24055232222846143657378	5681	CHAMPS - 14908 TALLAHASSEE FL	M8.60
08-22	08-19	24692162231100358919371	8999	SQ *MILES TO WASH TALLAHASSEE FL	M25.00
08-22	08-19	24692162231100379710213	8999	SQ *MILES TO WASH TALLAHASSEE FL	M45.00
08-22	08-19	24692162232100754725173	5542	GATE 1194 Q80 TALLAHASSEE FL	M57.00
08-26	08-24	24207852237162601193327	5046	BIG BEND RESTAURANT SUPPL TALLAHASSEE FL	M26.92
08-29	08-28	24692162239102095777023	5542	GATE 1194 Q80 TALLAHASSEE FL	M55.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-29-22	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,316.98
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 1,316.98</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00



**HANCOCK  
WHITNEY**

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

\*\* 0000001

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Statement of Account  
Issued by Hancock Whitney Bank

**MEMO STATEMENT**

Account Number

Statement Date

08-29-22

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-10	08-08	24431082222400180000542	5251	ACE HDWE APALACHICOLA FL	M178.15 ✓
08-15	08-12	24692162224100310943047	8899	SQ *1-800-GOT-JUNK? TALLAHASSEE FL	M830.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-29-22	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,008.15
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 1,008.15
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 2,000.00



**HANCOCK  
WHITNEY**

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



00000000 - 013500 - 0001 - 0001 - 2

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

\*\* 0000001

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

**MEMO STATEMENT**

Account Number



Statement Date

08-29-22

**STATEMENT MESSAGES:**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-01	07-30	24682162211100012363010	8398	ARC*RED CROSS DONATION 800-733-2767 CA	M300.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-29-22		
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 300.00
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 300.00
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 2,500.00



**HANCOCK  
WHITNEY**

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

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

**MEMO STATEMENT**

Account Number  
[REDACTED]

Statement Date

08-29-22

00143EAA-004210-0001-0001-2



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

\*\*N0004210

**STATEMENT MESSAGES**

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**TRANSACTION DETAILS**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-01	07-29	24000972210574301384806	7011	COUNTRY INN & SUITES M.MIDWAY FL 0000000145 ARRIVAL: 07-19-22	M659.50
08-05	08-04	24164072218741849416771	4215	FEDEX 84941677 800-4633399 TN	M82.60
08-05	08-04	24164072218741849416946	4215	FEDEX 84941694 800-4633399 TN	M95.44
08-08	08-05	24000972217604700728692	7011	COUNTRY INN & SUITES M.MIDWAY FL 0000000177 ARRIVAL: 07-19-22	M461.65
08-15	08-11	24164072224105001206539	5943	STAPLES 00110726 TALLAHASSEE FL	M121.45
08-15	08-14	24000972226841901842137	7011	COUNTRY INN & SUITES M.MIDWAY FL 0000000410 ARRIVAL: 07-19-22	M593.55
08-16	08-15	24022072228016000000757	5542	SUNOCO 0893479600 CRAWFORDVILLE FL	M40.00
08-16	08-15	24226382228091007129833	5411	WAL-MART #3307 CRAWFORDVILLE FL	M88.04
08-17	08-16	24692162228100826637329	8999	INDEED 203-564-2400 CT	M502.35
08-18	08-17	24431052229838001008893	5542	MURPHY USA 7785 TALLAHASSEE FL	M45.91
08-18	08-17	24055232229207785400127	2741	AHA PROCESS INC 281-426-5300 TX	M2,451.60
08-19	08-18	740552322280207785500084	2741	AHA PROCESS INC 2814265300 TX	M181.60
08-22	08-21	24000972233672302262311	7011	COUNTRY INN & SUITES M.MIDWAY FL 0000000227 ARRIVAL: 08-15-22	M461.65
08-22	08-18	24445002231300582734640	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0607474810 ARRIVAL: 08-17-22	M3,036.62
08-25	08-24	24137462237600165819558	9402	USPS P.O.BOXES ONLINE 800-344-7779 DC	M100.00
08-26	08-25	24164072237741851646906	4215	FEDEX 85164680 800-4633399 TN	M74.31
08-26	08-25	24164072237741851648183	4215	FEDEX 85164818 800-4633399 TN	M89.53
08-29	08-29		0000	ANNUAL FEE	M35.00
08-29	08-28	24692162239102095776736	5542	GATE 1194 Q80 TALLAHASSEE FL	M38.50
08-29	08-28	24692162238101749114410	8999	INDEED 203-564-2400 CT	M517.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-29-22	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 9,444.70
		NEW CASH ADVANCES .00
		CREDITS 181.60
		<b>STATEMENT TOTAL 9,263.10</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 10,000.00</b>



**HANCOCK  
WHITNEY**

HANCOCK WHITNEY BANK  
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NEW ORLEANS LA 70161-1750

Visa BusinessCard  
Statement of Account  
Issued by Hancock Whitney Bank



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

\*\* 0000001

**MEMO STATEMENT**

Account Number

Statement Date

08-29-22

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-29	07-28	24906412209152728316522	5968	EIG*CONSTANTCONTACT.COM 855-2295506 MA	M45.00 ✓
08-01	07-29	24692162210100638382581	8398	IN *LEADERSHIP FLORIDA ST 850-5211220 FL	M50.00 ✓
08-01	07-28	24207852210328200241996	8398	FLORIDA SOCIETY OF ASSOCI 850-2227994 FL	M112.50 ✓
08-09	08-08	24492162221000000863429	6734	WWW.1PLACECHILDCARE.CO HTTPSWWW.1PLA NH	M201.99 ✓
08-15	08-14	24906412226153980141666	5968	SMK*SURVEYMONKEY.COM 971-2311154 CA	M53.00 ✓
08-16	08-15	24801972227726580317263	8699	THE FLORIDA BAR 850-561-5831 FL	M266.00 ✓
08-17	08-16	24943002228700793981033	5734	ADOBE ACROPRO SUBS 408-536-8000 CA	M14.99 ✓
08-17	08-15	24692162228100776681980	2741	HCC*SAGECHECKS&FORMS 800-617-3224 TX	M592.65 ✓
08-18	08-16	24164072229741613873798	4215	FEDEX 276861387379 MEMPHIS TN	M33.85 ✓
08-22	08-19	24011342231000049073293	4814	ZOOM.US 888-799-9886 WWW.ZOOM.US CA	M289.90 ✓
08-23	08-22	24692162234100732600769	5968	GAN*1658TALLHDEMOCIRC 888-426-0491 IN	M23.55 ✓
08-23	08-21	24692162234100457069422	3710	RITZCARLTON AMELIA ISL AMELIA ISL FL 335717 ARRIVAL: 08-19-22	M786.70 ✓
08-29	08-26	24011342238000048663440	4814	ZOOM.US 888-799-9886 WWW.ZOOM.US CA	M14.99 ✓
08-29	08-28	24906412240154937843990	5968	EIG*CONSTANTCONTACT.COM 855-2295506 MA	M45.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-29-22	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND
		OTHER CHARGES 2,539.12
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 2,539.12
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 22,000.00



**HANCOCK  
WHITNEY**

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

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NEW ORLEANS LA 70161-1750



00000000-016905-0001-0001-2

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

\*\* 0000001

**MEMO STATEMENT**

Account Number

~~XXXXXXXXXXXX~~

Statement Date

08-29-22

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-11	08-10	24226382223400000905981	5411	WAL-MART #4520 TALLAHASSEE FL	M30.84 ✓
08-11	08-10	24445002223400200150003	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M71.44 ✓
08-12	08-11	24055232224400541000027	9399	NIC-DCF-CARES EGOV.COM FL	M101.00 ✓
08-23	08-22	24482162234000025501058	8299	TEACHSTONE TRAINING WWW.TEACHSTON VA	M125.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-29-22	<del>XXXXXXXXXXXX</del>	
<b>CUSTOMER SERVICE CALL</b>		
Toll Free	1-800-448-8812	
		NEW PURCHASES AND OTHER CHARGES 328.08
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 328.08</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 4,000.00</b>



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17930 08-12-22

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8.53  
-0.45  
93.10  
-4.90  
113.05  
-5.95  
THIS ITEM\*  
61.73  
-3.25  
12.81  
-0.67  
17.06  
-0.45

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CAPITAL AREA COMM ACTION  
Account Number [REDACTED]

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

Summary of Account Activity	
Previous Balance	\$0.00
- Payments	\$0.00
- Other Credits	\$0.00
+ Purchases/Debits	\$4,104.70
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
<b>New Balance</b>	<b>\$4,104.70</b>
Credit Limit	\$11,000.00
Available Credit	\$6,895.00
Statement Closing Date	09/02/2022
Days in Billing Cycle	31

Payment Information	
New Balance	\$4,104.70
Total Minimum Payment Due	\$171.00
Payment Due Date	09/28/2022

ms  
9/9/22

28.46  
-0.75  
42.74  
-2.24  
0.00  
377.48  
377.48  
377.48

XXXXXX  
:23:57  
F#: 689  
ACTION

**Promotion Expiration Notification**  
NOTE: YOU HAVE A PROMOTIONAL PURCHASE EXPIRING. SEE PROMOTIONAL PURCHASE SUMMARY FOR DETAILS.

**Promotional Purchase Summary**  
The applicable terms of your promotional purchase(s) are below. NO INTEREST promotions are not assessed interest charges during the promotional period. For each promotional purchase, standard account terms will apply to any remaining balance after the Expiration Date. To make more than one payment, you can pay online at the online address stated above or you can mail in your payment to the address on the remit stub. This address is also available from our automated customer service system.

Purchase Date	Purchase Amount	Promotion Type	Accrued INTEREST CHARGES	Billed INTEREST CHARGES	Payoff Amount	Expiration Date
08/12/2022	\$377.48	No Interest With Payment	\$0.00	\$0.00	\$377.48	11/02/2022
09/01/2022	\$3,727.22	No Interest With Payment	\$0.00	\$0.00	\$3,727.22	11/02/2022

**CUSTOMER SERVICE:** For Account Information log on to [www.lowes.com/credit](http://www.lowes.com/credit). This account is not registered. The authentication code is: 7RTT095, or call toll-free 1-800-444-1408.

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

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

# Capital Area Community Action Agency

## CHIEF EXECUTIVE OFFICER REPORT OCTOBER 2022

### Administrative

- Working with UPHS on developing a Culture Plan focusing on Communication, Brand, Collaboration, Policy, and Celebration. Small workgroups with representatives from each division will be engaged in contributing to the plan.
- Holiday plans will include closing the office the week of Christmas and the Week after Christmas awarding administrative leave to the staff.
- Preparing for the Open Enrollment of November 1 using the Net Checks and HUB to online access.
- Currently being audited by the Department of Economic Opportunity Inspector General – one of two Community Action Programs – as part of their annual audit plan. Staff are working with them directly in reviewing Single Audit Act reports and Holdings expenditures.
- 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

- Secured partnership with CareerSource Capital Region to sponsor Getting Ahead transition. Tentatively planned for the weekend of December 9, 2022.
- 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 is now available but the process is different from LIHEAP. Staff are to be trained on how to use SERA, the data management system.
- Continue with monthly Head Start management calls with Region IV HHS Office Specialist.
- 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.



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- Participated in the Florida Head Start Association Director's Affiliate Meetings and Board meeting.
- Presenting to Pineview Elementary the opportunity to develop a Getting Ahead for their families.
- Presented to the Apalachee Regional Planning Council an overview of the Agency and its services focused on Getting Ahead/Staying Ahead.

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

### **Resource Development**

- Kenneth Taite, Haggai Construction General Contractor, is working on the Franklin Head Start renovation of the Van Johnson Complex wing. Franklin Head Start will operate from the 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**

- October 27-28 – PTO – Tampa
- November 9-10 – PTO - Tampa
- December 5-6 – PTO – Tampa
- December 19-23 – PTO - Tampa

## **5 POINTS OF FOCUS**

# **COMMUNICATION**

---

## **A STRONG AGENCY BRAND**

---

## **COLLABORATION + EMPOWERMENT**

---

## **PRODUCTIVE WORK ENVIRONMENT**

## **&**

## **PROCESS OF POLICY**

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## **CELEBRATING THE WINS**

# Capital Area Community Action Agency

**MEMORANDUM**

**TO:** Tim Center, Chief Executive Officer  
**FROM:** Victoria Mathis, Emergency Services Program Manager  
**RE:** Board Update for September 2022 – *Emergency Services*  
**DATE:** October 4, 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 September 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	67/155	74/1974	96/175	513/2831
Franklin	48/95	23/44	28/58	24/63	36/70	26/58	19/39	11/33	11/26	20/48	32/91	37/88	315/713
Gadsden	32/80	23/65	35/99	28/57	42/73	52/85	23/76	37/75	46/125	43/114	71/161	30/72	462/1082
Gulf	20/32	12/26	18/39	11/20	14/33	24/54	9/18	11/23	10/19	11/27	23/55	30/46	193/392
Jefferson	38/67	18/39	11/21	31/64	31/64	63/123	27/48	17/34	18/46	26/63	34/74	20/60	334/703
Leon	245/604	243/631	408/985	205/531	204/470	242/559	280/756	213/591	273/748	356/944	478/1316	317/872	3464/9007
Liberty	13/25	10/10	14/26	14/29	16/32	12/16	6/11	7/14	14/26	21/40	30/58	27/48	184/335
Wakulla	13/35	17/52	18/35	11/29	19/33	15/32	7/14	8/13	15/43	8/15	22/172	17/49	170/522
<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>552/1406</b>	<b>764/3901</b>	<b>574/1410</b>	<b>5635/15585</b>

**Additional information listed below:**

Number of Single Parent’s assisted.

Female	<b>321</b>
Male	<b>209</b>
Total Emergency Utility Services Assistance (from Donated Funds) = 06 / 17	
HVAC Repair / Replacement Assistance 20 (entire contract year)	



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# Capital Area Community Action Agency

## MEMORANDUM

**FROM:** Terry Mutch  
**RE:** Weatherization Assistance Program  
**DATE:** October 12, 2022

As of October 1, 2022, the weatherization program currently has 2 active grants to expend totaling \$337,827.00 for the 2022-2023 contract year. \$146,614.00 of those funds are to be expended by June 30, 2023 and the remaining \$191,213.00 are to be expended by September 30, 2023. Currently there are six homes in the pre-inspection process, six homes assigned to contractors and three homes currently completed.

The program continues to face production issues due to supply chain issues, contractor availability and inflation but operates at the most efficient and safe capacity possible.

The Department of Economic Opportunity finalized the funding allocations for the Bipartisan Infrastructure Law (BIL) for the State's weatherization providers and our agency is set to receive \$3,868,220. The funding is dispersed in initial allotments of 15% and 30% with remaining funding to be released based on production performance. Initial funding is set to be awarded in November 2022, which will require a ramp up in staff and production. This funding is in addition to the grants listed above.

We are providing temporary weatherization services for the 10 county territory previously serviced by Suwanee River Economic Council. We are currently building a list of qualified applicants so that we can begin to provide services until DEO begins the bid process for those territories. More information to follow as we progress with service.



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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:** October 13, 2022

---

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

### **Staffing**

Staffing looks relatively good but for a couple vacancies. We need a cook and a couple classroom teaching positions filled. Exploring options to increase pay to be more competitive in the sector.

### **Facilities**

Franklin plans are complete and the General Contractor received bids from subcontractors. Unfortunately, the bids are over budget by about \$300,000. We need a meeting of stakeholders in the community to determine whether this is the best expenditure of funds. Playground equipment is ready for installation. Permits are being applied for.

### **Curriculum**

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

### **Enrollment**

Enrollment is at 86% with 327 students enrolled. In order to pay more competitive wages for staff and recruit classroom aides to enhance classroom management, we will need to explore reducing enrollment capacity of 378 slots. This would not reduce the budget but permit higher quality support for the enrolled staff.

### **Federal and State Regulations**

A recent Informational Memorandum from the Acting Director of the Office of Head Start explores how best to be competitive in the new economy to retain and recruit good talent for the Head Start program.



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TO: Tim Center, CEO  
FROM: Venita Treadwell, Early Childhood Education Manager  
RE: Board Report  
DATE: October 19, 2022

---

COVID-19 classroom closures have not happened this year, so far. This is great news. We have had individual cases and the guidelines from the Health Department have been followed. We continue to receive updates from Dr. Summer Robinson, Bond Health Care, on COVID as well as other illnesses.

A big concern for Head Start is the rising cases of developmental delays, trauma, and negative behaviors in the children. All efforts are underway to support the classrooms with professional therapy and increased observation visits.

On October 17, 2022, a special active shooter training was presented by PEARLS (Preschool Emergency Alert Response Learning System). The purpose was to give each staff member a basic knowledge for handling possible emergencies when in the preschool classroom. The training was held at the American Red Cross, Tallahassee. We want to be prepared and not scared.

Staff have enjoyed field trips this year to the public library and the pumpkin patch. These field trips expand our children's view of the world and gives an opportunity to appreciate their communities. Staff are looking forward to celebrations at the end of the month at each center and the children are excited to have seasonal fun.

All student assessments are 97% complete at this time and parents will receive baseline reports on their children. Also, CLASS Observations have been administered to all teaching teams and coaches are formulating their coaching schedules to support staff.

We look forward to a productive season and we are eager to get our HATCH data so that we can report growth and development of our children. Remember, HATCH is our at-home learning platform in the event we close classrooms as well as daily classroom use.





## Family and Community Engagement Manager

### Monthly Monitoring Report – September 2022

#### Program Status

- Total number of enrollments for the **2022-23** school year:
  1. Franklin County Head Start - **15 of 20** families enrolled
  2. Head Start @ Governors Charter - **41 of 50** families enrolled
  3. Jefferson County Head Start - **32 of 37** families enrolled
  4. Louise B. Royal Head Start - **57 of 57** families enrolled
  5. Mabry Street Head Start - **66 of 66** families enrolled
  6. South City Head Start - **131 of 148** families enrolled
- **342 of 378 (90%)** families have been enrolled for Head Start for the **2022-23** school year
  - All Head Start programs are required to return to full enrollment (**378**) for the 2022-23 school year

#### Policy Council

- 6 participants were in attendance for Policy Council

#### Volunteers

- 6 participants completed 6 hours

#### Family and Community Engagement Activities

- 1 staff meeting

#### Transportation

- Franklin County field trip
- Bus evacuation drills at all Head Start centers
- Maintenance on pick-up truck

#### Children Health Requirements

<b>Immunizations and Physical examinations</b>	276 Immunizations 276 Physical Examinations
<b>Established medical homes</b>	276
<b>Established dental homes and received dental exams</b>	176 Dental Homes 38 Dental Exams
<b>Hearing screenings</b>	148
<b>Vision screenings</b>	174
<b>Vision Referrals</b>	0

#### Nutrition

- Number of Breakfast 3,901
- Number of Lunch 3,890
- Number of PM Snacks 3,829

### **Family and Community Engagement**

- 6 volunteers were active for September
- 6 hours of In-Kind was reported for September

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

- **COVID-19 Policy and Procedure:** Policy and Procedure have been updated to address COVID-19.
- **Funded Enrollment:** Funded enrollment numbers have been updated at each Head Start Center due to the addition of our new center, Head Start @ Governors Charter. Reduction in slots are being considered for the program. The program will receive Technical Assistance from the Office on Head Start in this area.
- **Extended Day:** After School slots are available at Louise B. Royal and South City. Louise B. Royal will serve VPK and School Readiness and South City will serve School Readiness only.

### **Strengths**

- Enrollment continues to increase
- Program makes use of Zoom and ChildPlus to keep families engaged with the program
- The program has applied for a grant through the Office of Head Start to increase services
- Classroom closures due to COVID are down – No classrooms were closed during September

### **Areas of Concern**

- The cost of improving the Franklin County location
- Staffing issues and being able to fill all classrooms
- Providing School Readiness for Extended Day purposes
- Working climate

# Capital Area Community Action Agency

To: Tim Center, CEO  
From: Venita Treadwell, Early Childhood Development Manager  
Date: October 11, 2022  
Subject: June 2022 – August 2022 Quarterly Report Narrative

---

This narrative will focus on two areas of the report:

**Coaching** – Children did not return to school until August 10, 2022; therefore, this quarter reflects low numbers.

There are 40-teaching staff that receive coaching. Center Directors do not receive coaching. Based on an initial CLASS Observation, these 40-teachers are assigned to a tier that determines the level of coaching that would offer maximum support for their needs.

Tier-1 staff are operating at a high level of competence and do not need weekly intervention. Tier-1 staff receive monthly coaching, training through videos, and also peer coach.

Tier-2 staff have specific needs that are addressed bi-weekly. Coaching to this group involves ZOOM meetings, in-class focused visits, teleconferencing, and sharing learning materials.

Tier-3 staff have problem areas that must be addressed with more intensive coaching on a weekly basis. This group may be new staff that are learning the methods. The weekly coaching includes ZOOM meetings, teaching videos, Teaching Strategies webinars and one-on-one sessions so that coaches can model for staff.

**Professional Credentials** – Currently, there are seven (7) teaching staff on waivers. Staff members who have expired credentials or are attaining acceptable credentials, are on waiver. The numbers represented on the graph include education team members located at the administrative office and center directors. Staff on waivers are monitored every six months for progress checks.



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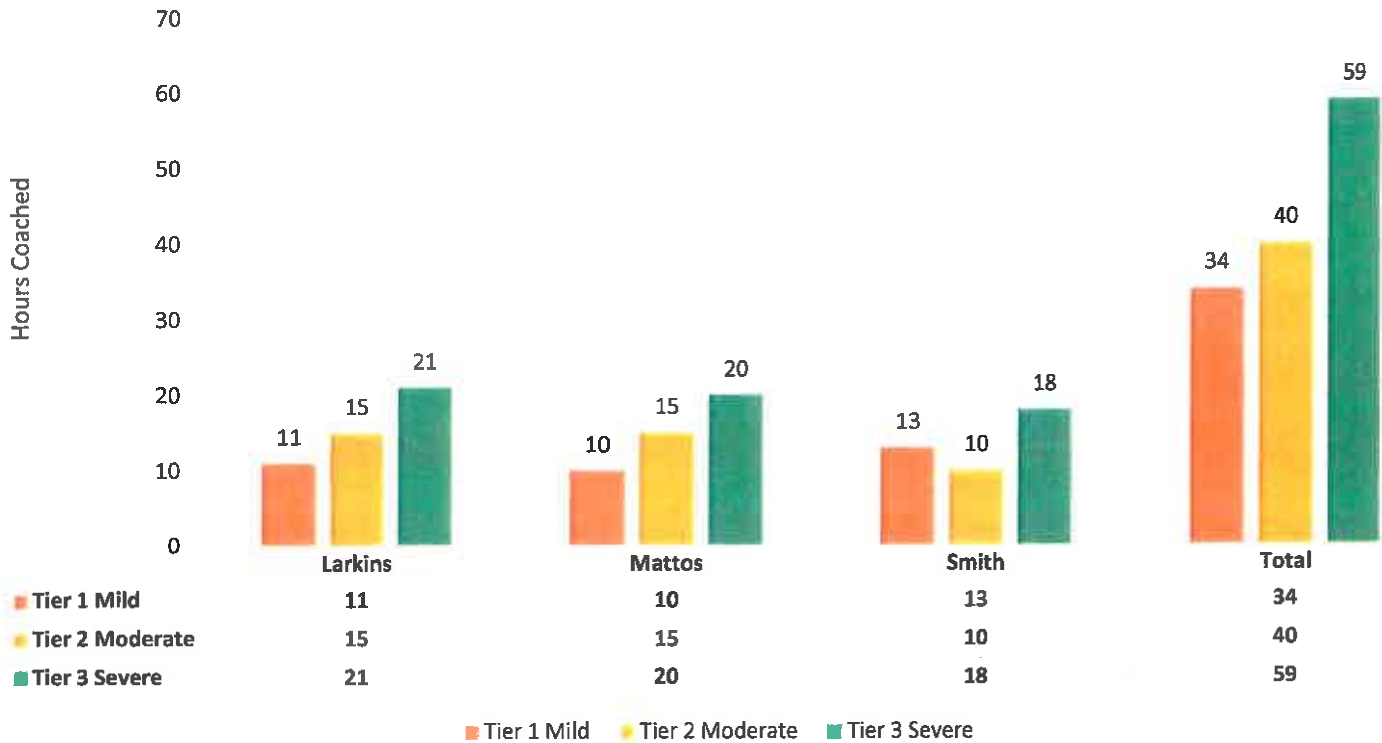


# Education Department Quarterly Report

June, July, August 2022

## Coaching

Quarterly Coaching Hours



Total hours this quarter 133

Total hours last quarter New Report

Total hours to date 133

## External Inspections

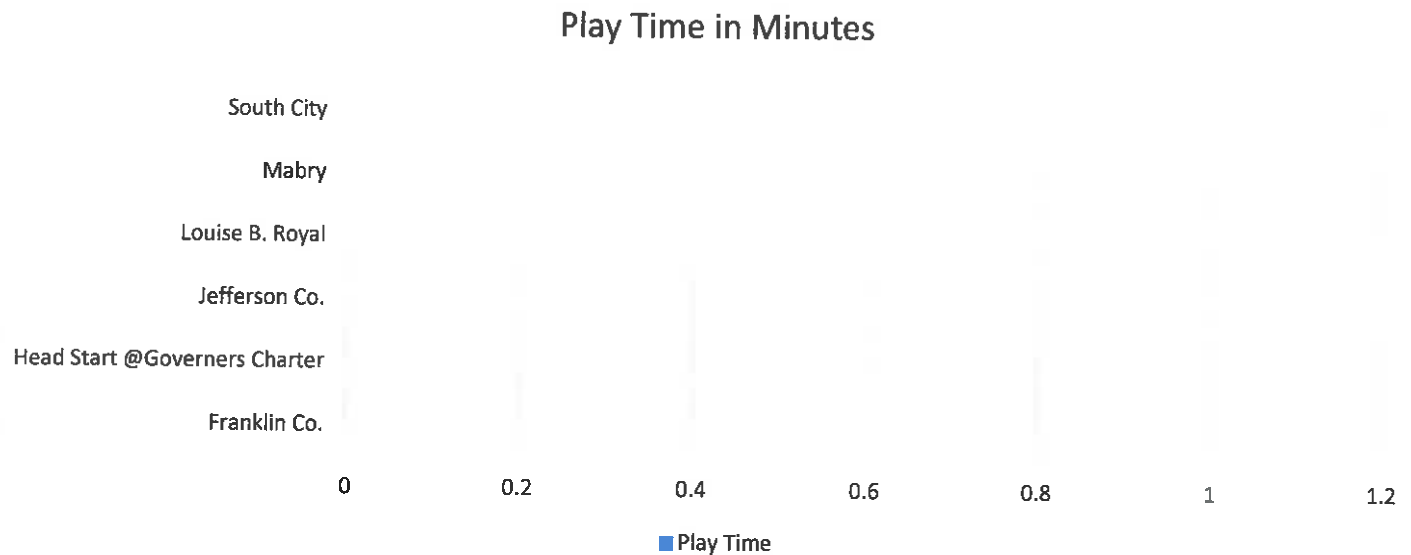
1. Fire 0 # of Non-compliance issues 0 # of Violations
  2. Department Children Families 0 # of Violations 0 # of Non-compliance issues
- Total For current 2022-2023 School year 0

# Education Department Quarterly Report

June, July, August 2022

## Child Screening & Assessments

### 1. HATCH Usage by Center



**Notes:** For this period there is no current data because school was not in session and HATCH was not established until September 2022. “Play-Time” is equated to “Activity” on the graph; the two are sometimes used interchangeably. Play-Time also includes the amount of time, if any, was accomplished at home with parents. No data until next quarter.

## Teaching Strategies Gold

### Teaching Strategies Gold Child Assessments Percentage complete

Center	Spring TSG Assessment 2021/2022	Fall TSG Assessment 2022-203
Franklin Co.		
Head Start @ Governors Charter	0	
Jefferson Co*	80%	
Louise B. Royal	100%	
Mabry	95.7%	
South City	100%	
*Note: students may have withdrew the program prior to assessment.		

# Education Department Quarterly Report

June, July, August 2022

## Disability Services

### DIAL 4 Assessment/Battelle Developmental Inventory

Developmental Assessments Completed (only assessed on new students) 153

IEP's 9

Children with Concerns 33

Referrals: In progress (starting new school year)

## Mental Health

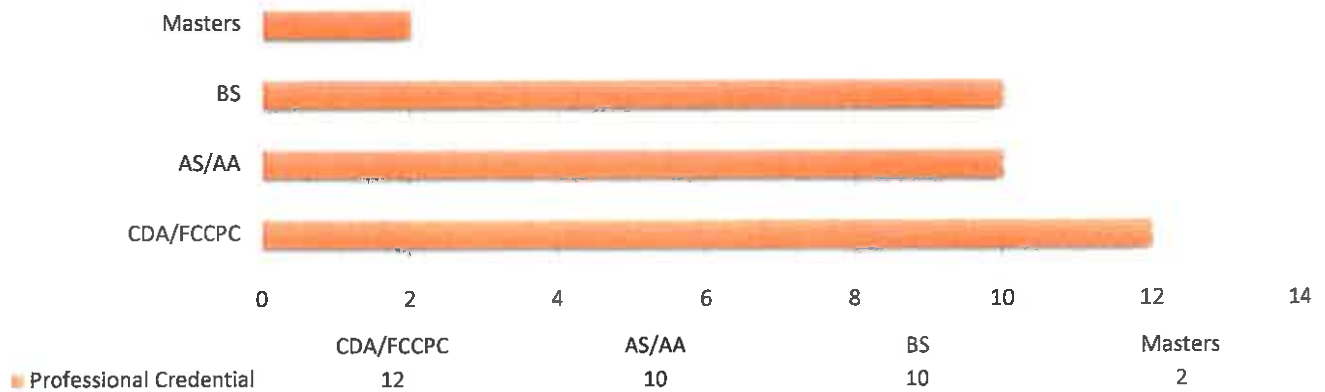
Referrals 10

Mental Health/Behavioral 9

Parent Declined Services 1

## Professional Development

### Professional Credential



# Education Department Quarterly Report

June, July, August 2022

CLASS Certified Observers   5  

# of staff on TEACH   2  

#of Staff on Waivers   7  

# of staff on Smart Horizons   1  

# of Trainings   1  

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## *Internal Monitoring*

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	Quarter 1 June/July/August 2022	Quarter 2 Sept. – Nov. 2022	Quarter 3 Dec. 2022 – Feb. 2023	Quarter 4 March – May 2023
# of Centers Monitored this quarter	0			
# of New Non-compliance issues this quarter	0			
# of resolved issues this quarter	0			
Total # of non-compliance issues this quarter	0			

Note: This is a newly established report. For this quarter monitoring was not performed.

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## *Reflection*

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### **Strengths:**

- Strong Team that multitasks; for example, Pam Jackson works in both Head Start and OEL/ELC.
- Coaches have dual areas of expertise; A. Larkins – Coaching and Conscious Discipline, M. Mattos – Coaching and Dual Language Learner support for children and families; K. Smith – Coaching and Curriculum.
- Compliance with Department of Children and Families
- Providing Professional Development; especially coaching which is the highest form of professional development.

# Education Department Quarterly Report

June, July, August 2022

## ***Challenges:***

- Staffing
- Outdated Facilities

## ***Goals:***

- Teaching with Fidelity using the Fidelity Tool that Teaching Strategies provides to complement curriculum.
- Procuring solid facilities.