

Capital Area Community Action Agency

**Board of Directors Meeting
Agenda
Tuesday, September 26, 2023 – 6:00 pm
Via Microsoft Teams**

I. Call to Order	Quincee Messersmith – Chair	
II. Agenda Approval		Page
III. Sign-In/Attendance/Introductions		
IV. Action – Recommendation for Review & Approval		
A. Board Activity		
i) Board Meeting Minutes – July 25, 2023		2
ii) Executive Committee Minutes – August 22, 2023		5
B. Financial Report	Kate Beam	7
• Narrative		
• Revenue & Expenditures Agency-wide		
• Balance Sheet		
• Revenue & Expenditures – major programs		
• Head Start Non Federal Share Match		
• Head Start Credit Card Activity		
C. Annual Agency Budget	Kate Beam	
D. IRS 990 – For Information Purposes	Tim Center	
E. Medical Marijuana Policy	Tim Center	28
V. Organizational Standards	Tim Center	31
VI. Chief Executive Officer’s Report	Tim Center	35
VII. Chief Operating Officer’s Report		45
• Program Updates	Nina Self	
VIII. Chair’s Report		
IX. Adjournment		

Next Board of Directors Meeting 11/14/2023 – 6:00 pm – Microsoft Teams Video

Next Executive Committee Meeting 10/24/2023 - 5:30 pm – Microsoft Teams Video



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Capital Area
Community Action
Agency

Board of Directors
Meeting Minutes
July 25, 2023

Members in Attendance:

Shanetta Keel, Treasurer
Lisa Edgar, Secretary
Melissa Miller, Member-At-Large
Allen Jones
Nicole Nishimoto
John Grant

CACAA Staff:

Tim Center
Nina Self
Kate Beam
Margaret Watson

Absent: Quincee Messersmith, Chair

The meeting was called to order at 6:00 p.m. by Shanetta Keel, Treasurer. A quorum was established.

Ms. Keel entertained a motion to approve the agenda. Ms. Edgar moved approval of the agenda. Ms. Miller seconded the motion. The motion was approved unanimously.

ACTION ITEMS

Approval of Minutes

Ms. Keel entertained a motion to approve the minutes of May 23, 2023. Ms. Edgar moved approval of the minutes. Mr. Grant seconded the motion. The motion was approved unanimously.

The Executive Committee Minutes of June 27, 2023, are being presented to the Board for review.

Employee Handbook – Medical Marijuana

Mr. Center presented the Medical Marijuana Policy to the Board. He reported that the Agency has a drug-free work place policy, but Florida law permits Medicinal Use of Marijuana. Attorney Bill Krizner reviewed the Agency's Medical Marijuana Policy. This policy permits an employee that has a card permitting use of marijuana for medical reasons not be terminated for use of marijuana. There was discussion on the details of the policy. The Board agreed to table the motion until the next Board meeting September 26, 2023. Should the policy be adopted, it will be incorporated in the Employee Handbook and Policies and Procedures Manual.

Ms. Keel asked if the Workers Compensation Claim language has been changed. Is it typical to undergo a drug test if you have an accident? Ms. Watson explained that employees must have a medical card on file in the event an accident occurs.

Ms. Edgar asked whether an employee with a medical marijuana prescription disclose this to their employer? How does this apply to HIPPA? Ms. Center clarified that the information is not disclosed to other employees.

Ms. Edgar asked if the policy is consistent with the policy requirement for state and federal agencies that receive funding. Mr. Center stated that we will research this issue further.

It was asked how it would be handled if there was an incident where an employee appeared to be impaired. The Agency will review on a case-by-case basis. The policy will be reviewed with Attorney Krizner on the HIPPA and federal and state agencies policies.

Ms. Nishimoto explained that any employee must disclose information during initial new hire orientation.

The Secretary entertained a motion to table the motion until the next Board meeting September 26th. Ms. Edgar moved to table the motion until the next Board meeting. Ms. Nishimoto seconded the motion. The motion was approved unanimously.

FINANCIAL REPORTS

Ms. Beam, Finance Director, presented the financial reports for the month ending May 31, 2023. She reported that the interim 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.

Mr. Grant asked about expenditures variances that appear significantly larger than the budget. Are they consistent with the previous reporting? Ms. Beam said that budgets were based on previous year expenditures and that Head Start ARPA funds covered Head Start variances.

Ms. Edgar asked if the budget balances usually balances out? Are there any concerns as we get close to the end of the year? Ms. Beam explained that the overall Program still balances out at the end of the budget year.

The Treasurer entertained a motion to accept the Financial Report. Mr. Grant moved to accept the Financial Report. Ms. Edgar seconded the motion. The motion was approved unanimously.

Accounting Policy & Procedures – Settlement Agreement Amendment

Mr. Center reported that approval of invoices to be paid shall be made following inspection and confirmation of the work completed by a different staff member. He explained that with the Agency under a written notice of default, one of the monitoring findings was the concern of a former employee involved in a relationship with a vendor who performed work for the Agency. The Department of Commerce would like to see the pre-inspection and post-inspection of the work performed completed by a different person.

Mr. Center asked for Board approval for an amendment to the Financial Policy and Procedures Manual section about inspection and contentment of the work performed by a vendor.

The Treasurer entertained a motion for approval for an amendment to the inspection of work performed by the vendor. Mr. Grant moved to accept the agreement amendment for pre-inspection and post-inspection. Ms. Edgar seconded the motion. The motion was approved unanimously.

Organizational Standards

Mr. Center shared that DEO requires the Agency to follow a series of 52 Organizational Standards under CSBG. The Agency has not completed the CEO's Evaluation. Ms. Watson will work with the Board Chair to get Evaluation Surveys out to the Board.

CEO REPORT

The Chief Executive Officer (CEO), presented the report for the month of July 2023. He reported that the Department of Economic Opportunity (DEO) is now Florida Department of Commerce. The Attorney for Florida Commerce is working with Marc Ito, Agency Attorney, on the notice of default issued by Florida Commerce. Once negotiations are completed, auditors will be able to complete the audit.

We continue to work with the Department of Commerce to ensure findings and unallowable costs will not happen in the future. There could be a chance that we may have to make some staffing adjustments in our LIHEAP Program based on a decline in funding levels. HHS will monitor the state and during the monitoring will visit five Community Action Agencies to discuss LIHEAP and LIHWAP.

The CEO will meet with the Commission to get an extension for four months for the Franklin County 6th Street Recreation Center. There may be a possible relocation onto the Brown School Campus in Eastpoint.

Duke Energy has a building in Jefferson County that would be sufficient for the Jefferson County Head Start Center. We are working with their representatives to see if we can acquire the building.

We applied for the United Way of Northwest Florida grant to fund programs in Gulf and Calhoun Counties. We received some funding for Jefferson County's Getting Ahead Program from the United Way of the Big Bend.

Ms. Edgar asked that she meet with the CEO to discuss LIHEAP funding.

Mr. Grant thanked the Agency for all the work that went into the DEO issue to get all the information to Florida Commerce.

The meeting adjourned at 7:11 PM.

Ms. Edgar, Secretary _____ Date _____

Capital Area Community Action Agency

Executive Committee
Meeting Minutes
August 22, 2023

Members in Attendance

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

CACAA Staff:

Tim Center
Kate Beam
Margaret Watson

The meeting was called to order at 5:35 p.m. by the Chair. A quorum was established.

Absent: Lisa Edgar

ACTION ITEMS

The Chair entertained a motion to approve the minutes of June 27, 2023. Ms. Miller moved to approve the minutes. Ms. Keel seconded the motion. The motion was unanimously approved.

FISCAL

Ms. Beam, Finance Director, presented the financial reports dated as of June 27, 2023. She reported that the interim 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 Keel asked for point of information on the rental space cost overbudget. Ms. Beam explained that we did not forecast the budget properly.

The Chair asked how will we address the overage? We will perform better job of forecasting in the future.

The Chair entertained a motion to accept the financial report. Ms. Miller moved to accept the financial report. Ms. Keel seconded the motion. The motion was unanimously approved.

CEO Report

Head Start

The CEO reported that Head Start staffing is nearly full. The Cost of Living Adjustment (COLA) and Quality Improvement grant funds have been received and will pay out on Friday of this week with sustained salary and hourly wage increases going forward.

Franklin County granted our lease at 6th Street Recreation Center for one-year. Our goal is to secure a permanent location in the coming months. We had conversations with Duke Energy in Jefferson County on a brick and mortar location for the Jefferson County Head Start Center.

October 1, 2023 will be the close-out of our 5-year grant with HHS. The process will be a FOCUS 2 Monitoring visit. This will be an onsite visit from monitors with HHS, to talk about program operations. They will have in-person CLASS assessments and coaching sessions with classroom staff. This year CLASS assessments will be done via video.



United Way of the Big Bend

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Head Start is planning a joint training with the Head Start Policy Council and the Board in the fall to review policies and procedures on how the Agency administers the program.

The CEO presented the report for the month of August 2023. He reported that Marc ITO, Attorney for the agency is working on settlement negotiations regarding the findings and addressing any unallowable cost. Once completed this will permit the auditors to work on completing the audit. He said the we will need to amend the contract to address our policies and procedures.

The CEO said we will need to amend our legal contact for an additional \$5,000 in legal fees. The settlement will be about \$7,000.00 in the Payroll Protection Loan.

The CEO ask for Board approval for an additional \$5,00.00 for legal fees. Ms. Miller moved to approve an additional \$5,000 in legal fees. Ms. Keel seconded the motion. The motion was unanimously approved.

Ms. Keel asked if the legal issues will affect the audit. The CEO said it may affect the audit if the auditors are not able to complete the audit in a positive manner.

The Getting Ahead Program is up and running the this Fall Session.

CHAIR'S Report

The Chair thanked the Board for their support.

Meeting adjourned at 6:05 P.M.

Ms. Lisa Edgar, Secretary

Date

**Financial Statement Narrative
For the Ten Months Ending July 31, 2023
Capital Area Community Action Agency**

As of July 31, 2023, we have completed ten months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 83% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 68% and 67% respectively, with a restricted net income of \$65,121.

Non-Federal Share (NFS) Match at July 31, 2023, is \$497,753 of the \$620,300 target.

Expenditure Variances and Explanations

The Agency-wide Statement of Revenue and Expenditures tracks year-to-date progress by budget line item. Actual revenues and expenditures are compared to the original budget for each budget line item by amount and percentage.

Some budget line items may be below or above the expected percentage at any given point in the year. This can be caused by something as innocuous as the revenue or expense occurring unevenly at different points of time during the year, such as a one-time insurance payment. In other words, one twelfth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, explanations are provided. These explanations frequently feature the terms "over budget" or "over the budget benchmark". "Over budget" usually refers to situations where more has been spent in total than was allocated. It may also refer to unexpected expenses that will cause the line item to be overspent by year/grant end. "Over the budget benchmark" refers to items that are currently over what we would expect, if expense were incurred evenly each month. Usually, the items that are "over the budget benchmark" are not incurred evenly each month and are expected to be at or near what was allocated by year/grant end.

It is important to note that, while a specific line item may be over budget, the overall Agency budget should not be over budget. Adjustments are often made at the end of a grant or fiscal year to ensure that all budgets are balanced.

In Fiscal Year 2022-2023, more than half of all currently active grants have a grant period that differs from the Agency's fiscal year and only one of the Agency's largest grants are on the Agency's same fiscal year.

What this means is that the Agency-wide Statement of Revenue and Expenses has lost some of its effectiveness. While it is still a good way to judge overall performance such as total revenues, total expenditures and net income/(loss), it is less useful by budget line item with differing fiscal years.

To compensate for this issue, we have focused on the major programs' statements instead for individual line item budgets. This leaves us with the following variances:

**Financial Statement Narrative
For the Ten Months Ending July 31, 2023
Capital Area Community Action Agency**

Agency Wide Variances

- **Life Insurance and Retirement** – are slightly over the benchmark budget and will most likely go over budget with more employees participating in the 401K and a increase in Life Insurance costs.
- Classroom Supplies- is over budget due to several large expenses purchased with the expiring Head Start ARPA funds.
- Kitchen Supplies – is over budget with a number of kitchen supply purchases. These should be reduced during the summer months and inflation has hit this line item harder than most.
- Medical/Dental Supplies – is over budget due to a large purchase of dental supplies and hygiene kits through the expiring Head Start ARPA grant.
- Copies/Printing/Copier – is over the benchmark budget due to several purchases of toner as well as copier overage charges.
- Contractual Services – Health Disabilities- is over the budget with a number of assessments and treatment for the new school year. There is also \$20K available in Head Start ARPA which is not reflected in this year's budget.
- General Liability and Property Insurance – is over budget due to additions in coverage,
- **Repairs and Maintenance – Recurring** – is over the benchmark budget with recurring costs averaging over \$15K per month. This line item is forecast to go over budget by \$10K but this is offset with lower than forecasted Nonrecurring expenses.
- Vehicle Expense - is over budget and was underfunded due to higher than anticipated insurance expenses. The budget line covers insurance but not maintenance and gas for multiple vehicles.
- Technology – is over the budget with a number of annual software expenses being paid in October along with several upgrades with the SHAH software.
- Special Events – is over budget due to a block party recruitment event and graduation gowns. There is overage in special event income to cover the difference.
- Equipment/Improvements (\$5000 or More) – is over budget with the purchase of playground equipment with the expiring Head Start ARPA grant. This grant closed 3/31/2023.
- Expendable Equipment – is over budget with several large purchases under the expiring Head Start ARPA grant. This grant closed 3/31/2023.
- Meetings/Workshops/Training-is over budget with a number of Zoom expenses. These may be moved to another category to better adhere to the budget.
- Advisory / Board Member Expenses – is slightly over budget due mostly to Zoom expenses. This category will most likely go over budget by less than \$500.
- Legal Expenses – is over budget with the unexpected costs associated with the DEO investigation.

**Financial Statement Narrative
For the Ten Months Ending July 31, 2023
Capital Area Community Action Agency**

CSBG Variances

- **Office Supplies** – *is over benchmark budget but will stay within budget with monitoring this expense for the remainder of the year.*
- **Vehicle Expense** - is over budget in CSBG and was underfunded due to higher than anticipated insurance expenses. The budget line covers insurance but not maintenance and gas for multiple vehicles.
- **Equipment Lease** – is over benchmark budget due to several months of charges being entered in March. With this additional data, this line item is forecasted to go over budget by 30%.
- **Technology** – is over budget with the purchase of an upgraded version of SHAH software with Spanish.
- **Expendable Equipment** – is over budget with the purchase of a projector and three computers. This overage will be offset in another category with available funds.
- **Meetings/Workshops/Training** – is at budget with an entry in a line item with no budget.
- **Advertising** – is over budget due to recruitment efforts with Indeed.

LIHEAP Variances

- **Program Supplies** - is at budget. There is no budget line here to absorb the expense.
- **Copies / Printing / Copier** - is over the benchmark budget due to several purchases of toner as well as copier overage charges.
- **Postage and Delivery Expense** – is over the benchmark budget and is forecasted to go over budget over the next couple of months based on recent spending.
- **Contractual Services / Professional** – is over budget with the use of contracted employees. This overage is offset with lower salaries, fringe and indirect costs.
- **Rent / Space Cost** – is slightly over benchmark budget and will mostly end the year by about \$5000 due to higher than forecasted costs.
- **Technology** – is over budget with the purchase of an upgraded version of SHAH software with Spanish.

WAP Variances

- **Salaries & Wages, Fringe and Indirect Costs** – is over benchmark budget and based on current expenses will go over by 25%.
- **Program Supplies** - is at budget. There is no budget line here to absorb the expense.
- **Copies/Printing/Copier** – is over budget after processing 3 months of overages. Despite being over budget, the overall overage for the year should be less than \$500.
- **General Liability and Property Insurance** – is over budget due to a payment to ISU Insurance for Pollution Occurrence Insurance. This line item is forecasted to go over budget by \$1500.

**Financial Statement Narrative
For the Ten Months Ending July 31, 2023
Capital Area Community Action Agency**

- Equipment Maintenance – is over budget due to maintenance on a calibration gun. This line item will go over budget by approximately \$500 if there are no additional unforeseen expenses.
- Technology – is over the benchmark budget due to antivirus software purchased. No other expenses are forecasted to go here.
- Fees, Licenses, and Permits and Registration Fees – are at budget with an addition of an expense in an unbudgeted category.
- Advertising – is over the benchmark budget due to a Notice of Interest for contractors. This line item should come into line over the course of the year.

Head Start Variances

- **Staff Screenings – are over budget due to rescreening of current employees as required by various programs as well as hiring of new employees for the new school year.**
- Travel In Area - is over budget due to increased travel required in Franklin Co. and Jefferson Co.
- Office Supplies – is over budget due to a significant amount of equipment being charged to this line item. Fiscal will work with staff to determine if some of this should be moved to the Expendable Equipment category which has an unused budget of \$10,000.
- Program Supplies – is over budget with the purchase of a number of needed items.
- Kitchen Supplies – is at budget since there is no line item in the Head start budget for kitchen supplies.
- **Medical / Dental Supplies – is over budget but the amount is only \$30. No more expenses are anticipated.**
- Copies/Printing/Copier – is over the benchmark budget due to several purchases of toner as well as copier overage charges.
- Postage and Delivery Expense-is over budget and forecasted to go over by less than \$500.
- Contractual Services – Health/Disabilities- is over benchmark budget and likely to go over budget this fiscal year due to an increased need for services.
- General Liability and Property Insurance - is over budget due to additions in coverage.
- Communications - is over budget due to change in service and upgrades. Total spending for the year is forecasted to be \$78,000 while only \$45,000 is budgeted.
- Repairs and Maintenance – Recurring – is over budget with recurring costs averaging over \$11K per month. This line item is forecast to go over budget by \$25K unless the HDST ARP funds (\$30K) are utilized prior to their expiration.
- Vehicle Expense - is over budget primarily due to the 25% down payment for auto insurance. This line item is underfunded due to higher than anticipated insurance expenses and will go over budget. The budget line covers insurance but not

**Financial Statement Narrative
For the Ten Months Ending July 31, 2023
Capital Area Community Action Agency**

maintenance and gas for multiple vehicles. It is forecasted that this line item will go over budget by \$14K.

- Equipment Lease – is slightly over the benchmark budget with the recent payment of taxes on the equipment but should stay within budget for the year.
- Technology – is slightly over benchmark budget but should stay within budget without additional purchases for this fiscal year.
- Fees, Licenses, and Permits – is over budget and will most likely go over by less than \$1000 due to several relicensing fees as well as an in house notary fee.
- **Dues / Subscriptions – is at budget with no expected expenses for the remainder of the year.**
- Meetings/Workshops/Training – is over budget with a number of needed expenses.
- Training / Staff Development – is over budget due to a number of recent registrations for training events. This overage should stay under \$2000.
- **Advertising – is at budget and should remain here with no more anticipated expenses.**

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Period Ending 7/31/2023**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,563,166	3,476,264	(1,086,902)	76%
Government Contracts - STATE	4010	8,174,673	4,870,671	(3,304,003)	60%
Government Contracts - LOCAL	4020	90,000	100,376	10,376	112%
Grants - Other Not-for-Profits	4100	16,660	17,003	343	102%
Grants - All Other Sources	4120	8,000	2,138	(5,862)	27%
Contributions	4200	1,000	350	(650)	35%
Contributions- Restricted	4210	1,200	50,052	48,852	4171%
Special Events	4300	2,000	7,040	5,040	352%
Commissions-Vending/Photo	4320	0	7,512	7,512	100%
Interest Income	4950	0	736	736	100%
Fringe Pool Revenue	4960	835,840	671,378	(164,462)	80%
Indirect Pool Revenue	4970	681,043	550,444	(130,599)	81%
Other Revenue	4995	1,000	16,714	15,714	1671%
Total Revenue		<u>14,374,582</u>	<u>9,770,679</u>	<u>(4,603,903)</u>	68%
Expenditures					
Salaries & Wages	6010	3,417,735	2,315,640	1,102,094	68%
Fringe	6110	1,010,461	671,365	339,096	66%
FICA	6120	228,900	166,772	62,128	73%
Unemployment	6130	38,000	33,229	4,771	87%
Workers Compensation	6140	50,000	34,037	15,963	68%
Health Insurance	6150	400,660	330,259	70,401	82%
Life insurance	6160	30,000	27,721	2,279	92%
Retirement	6170	50,000	44,376	5,624	89%
Staff Screenings	6180	2,892	1,042	1,849	36%
Indirect Costs	6210	836,500	557,170	279,330	67%
Travel - In Area	6310	25,356	5,147	20,209	20%
Travel - Out of Area	6315	5,000	0	5,000	0%
Office Supplies	6410	27,552	22,348	5,204	81%
Program Supplies	6415	44,998	24,992	20,007	56%
Classroom Supplies	6420	21,845	91,716	(69,871)	420%
Kitchen Supplies	6430	12,500	15,523	(3,023)	124%
Medical/Dental Supplies	6440	1,300	6,055	(4,755)	466%
Copies/Printing/Copier	6510	24,400	26,277	(1,877)	108%
Postage and Delivery Expense	6600	6,059	4,484	1,575	74%
Contractual Services/Professional	6710	459,888	340,188	119,700	74%
Contractual Services - Health/Disabilities	6715	247,348	283,253	(35,905)	115%
Rent/Space Cost	6810	397,185	312,326	84,859	79%
Utilities	6820	109,200	90,994	18,206	83%
General Liability and Property Insurance	6830	61,535	65,913	(4,378)	107%
Communications	6840	110,209	91,122	19,087	83%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Period Ending 7/31/2023**

Repairs & Bldg Maintenance- Recurring	6850	176,029	156,302	19,727	89%
Repairs & Bldg Maintenance - Nonrecurring	6855	34,115	10,581	23,535	31%
Equipment Maintenance	6910	52,830	25,169	27,661	48%
Vehicle Expense	6920	64,594	57,829	6,765	90%
Equipment Lease	6930	14,198	12,035	2,164	85%
Technology	6940	43,446	56,177	(12,731)	129%
Fees, Licenses, and Permits	7010	4,298	2,238	2,060	52%
Dues/Subscriptions	7020	17,121	14,138	2,983	83%
Special Events	7110	4,500	7,738	(3,238)	172%
Client Assistance	7210	5,808,922	3,312,376	2,496,545	57%
Equipment/Improvements (\$5,000 or more)	7310	161,654	166,512	(4,858)	103%
Expendable Equipment	7320	30,200	62,379	(32,179)	207%
Registration Fees	7410	1,400	144	1,256	10%
Meetings/Workshops	7420	3,199	3,276	(77)	102%
Training & Staff Development	7430	41,861	8,661	33,200	21%
Training and Technical Assistance/Staff	7435	59,358	33,816	25,542	57%
Advisory/Board Member Expenses	7440	2,700	2,761	(61)	102%
Advertising	7450	29,021	18,827	10,194	65%
Parent Activities	7460	1,200	57	1,143	5%
Raw Food Cost	7510	257,432	172,116	85,316	67%
Legal Expenses	7530	8,000	19,450	(11,450)	243%
Interest Expense	7610	1,000	15	985	1%
Bank Service Charges	7630	<u>3,980</u>	<u>1,013</u>	<u>2,967</u>	25%
Total Expenditures		14,440,582	9,705,558	4,735,024	67%
Excess Revenue over (under) Expenditures		(66,000)	65,121	131,121	

**Capital Area Community Action Agency
Balance Sheet
For the Period Ending 7/31/2023**

		<u>Current Period Balance</u>
Assets		
Cash Operating Hancock Bank	1010	1,158,270
Health Insurance Imprest Account	1031	2,552
Cash-Sunshine State/The First - Micro Loan	1040	66,500
Petty Cash	1050	266
Cash-Hancock-HS Parent Activity	1060	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	16,392
Cash - Centennial Bank (Franklin County)	1070	5,693
Money Market Account - Hancock Bank	1080	30,266
Accounts Receivable	1100	137,343
Grants Receivable	1150	888,373
Building	1600	245,000
Work In Progress	1630	258,733
Equipment	1650	622,334
Accumulated Depreciation - Building	1700	(91,002)
Accumulated Depreciation - Equipment	1750	(391,270)
Total Assets		<u>2,950,509</u>
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	93,671
Accrued Expenses - Other	2010	226,356
Accrued Wages	2040	(309)
Accrued Fringe Benefits	2060	(835)
Accrued Flexible Savings	2061	(891)
Accrued Health Insurance	2085	(4,648)
Accrued Other Health Insurance	2087	(503)
Accrued Life Insurance	2090	5,611
Accrued Retirement - Pre Tax	2095	(125)
Accrued Retirement - Post Tax	2096	323
Contract Advances	2100	127,076
Due to Dept of Economic Opportunity	2300	1,364
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	135,188
Deferred Income	2400	35,527
Total Liabilities		<u>624,885</u>
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,935,605
Invested Property and Equipment	3020	324,898
Total Beginning Net Assets		<u>2,260,502</u>
Current Net Income		<u>65,121</u>
Total Net Assets		<u>2,325,623</u>
Total Liabilities and Net Assets		<u>2,950,509</u>

Capital Area Community Action Agency
CSBG Statement of Revenue and Expenditures
For the Period Ending 7/31/2023

	83%	Total Budget - Original	Current Year Actual	Total Budget Variance Original	%
Revenue					
Government Contracts - STATE	4010	<u>670,217</u>	<u>406,799</u>	<u>(263,418)</u>	61%
Total Revenue		<u>670,217</u>	<u>406,799</u>	<u>(263,418)</u>	61%
Expenditures					
Salaries & Wages	6010	214,713	149,611	65,102	70%
Fringe	6110	62,224	43,357	18,867	70%
Staff Screenings	6180	500	25	475	5%
Indirect Costs	6210	55,941	38,980	16,961	70%
Travel - In Area	6310	13,350	1,367	11,983	10%
Office Supplies	6410	10,000	9,234	766	92%
Program Supplies	6415	6,000	16	5,984	0%
Copies/Printing/Copier	6510	6,000	2,424	3,576	40%
Postage and Delivery Expense	6600	2,400	503	1,897	21%
Contractual Services/Professional	6710	18,000	2,090	15,911	12%
Rent/Space Cost	6810	63,605	49,133	14,472	77%
Utilities	6820	10,400	5,118	5,282	49%
General Liability and Property Insurance	6830	6,500	4,068	2,432	63%
Communications	6840	20,600	14,710	5,890	71%
Repairs & Bldg Maintenance- Recurring	6850	10,414	8,368	2,046	80%
Repairs & Bldg Maintenance - Nonrecurring	6855	5,000	0	5,000	0%
Equipment Maintenance	6910	3,900	1,654	2,246	42%
Vehicle Expense	6920	12,000	14,317	(2,317)	119%
Equipment Lease	6930	2,500	2,657	(157)	106%
Technology	6940	2,400	2,543	(143)	106%
Fees, Licenses, and Permits	7010	1,200	87	1,114	7%
Dues/Subscriptions	7020	7,080	5,226	1,854	74%
Client Assistance	7210	113,127	49,315	63,812	44%
Equipment/Improvements (\$5,000 or more)	7310	7,713	0	7,713	0%
Expendable Equipment	7320	2,400	3,924	(1,524)	163%
Meetings/Workshops	7420	0	46	(46)	100%
Training & Staff Development	7430	11,250	1,298	9,952	12%
Advertising	7450	1,000	3,455	(2,455)	346%
Total Expenditures		<u>670,217</u>	<u>413,526</u>	<u>256,691</u>	62%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(6,727)</u>	<u>(6,727)</u>	

**Capital Area Community Action Agency
LIHEAP Statement of Revenues and Expenditures
For the Period Ending 7/31/2023**

	83%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	4,268,551	2,565,380	(1,703,171)	60%
Total Revenue		<u>4,268,551</u>	<u>2,565,380</u>	<u>(1,703,171)</u>	60%
Expenditures					
Salaries & Wages	6010	390,000	209,154	180,846	54%
Fringe	6110	113,022	60,613	52,409	54%
Staff Screenings	6180	1,110	321	789	29%
Indirect Costs	6210	101,611	54,493	47,118	54%
Travel - In Area	6310	1,602	459	1,143	29%
Office Supplies	6410	4,500	1,145	3,355	25%
Program Supplies	6415	0	42	(42)	100%
Copies/Printing/Copier	6510	6,300	5,748	552	91%
Postage and Delivery Expense	6600	1,800	2,209	(409)	123%
Contractual Services/Professional	6710	22,500	52,174	(29,674)	232%
Rent/Space Cost	6810	44,000	42,418	1,582	96%
Utilities	6820	7,200	5,463	1,737	76%
General Liability and Property Insurance	6830	11,250	5,342	5,908	47%
Communications	6840	20,250	8,511	11,739	42%
Repairs & Bldg Maintenance- Recurring	6850	9,000	4,309	4,691	48%
Repairs & Bldg Maintenance -	6855	2,500	0	2,500	0%
Equipment Maintenance	6910	4,500	3,337	1,163	74%
Vehicle Expense	6920	5,400	0	5,400	0%
Equipment Lease	6930	3,150	1,791	1,359	57%
Technology	6940	4,500	13,234	(8,734)	294%
Fees, Licenses, and Permits	7010	450	35	415	8%
Dues/Subscriptions	7020	450	0	450	0%
Client Assistance	7210	3,492,856	2,107,030	1,385,826	60%
Expendable Equipment	7320	7,500	0	7,500	0%
Registration Fees	7410	1,400	0	1,400	0%
Meetings/Workshops	7420	2,000	0	2,000	0%
Training & Staff Development	7430	1,700	675	1,025	40%
Advertising	7450	8,000	0	8,000	0%
Total Expenditures		<u>4,268,551</u>	<u>2,578,502</u>	<u>1,690,049</u>	60%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(13,122)</u>	<u>(13,122)</u>	

**Capital Area Community Action Agency
WAP Statement of Revenues and Expenditures
For the Period Ending 7/31/2023**

	83%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>337,827</u>	<u>208,192</u>	<u>(129,635)</u>	62%
Total Revenue		<u>337,827</u>	<u>208,192</u>	<u>(129,635)</u>	62%
Expenditures					
Salaries & Wages	6010	72,838	72,722	116	100%
Fringe	6110	21,109	21,075	34	100%
Indirect Costs	6210	18,977	18,947	30	100%
Travel - In Area	6310	1,772	1,273	499	72%
Office Supplies	6410	1,100	324	776	29%
Program Supplies	6415	0	5	(5)	100%
Copies/Printing/Copier	6510	600	839	(239)	140%
Postage and Delivery Expense	6600	149	95	54	64%
Contractual Services/Professional	6710	3,666	617	3,049	17%
Rent/Space Cost	6810	3,700	3,121	579	84%
Utilities	6820	1,000	511	489	51%
General Liability and Property Insurance	6830	5,845	6,130	(285)	105%
Communications	6840	2,400	1,674	726	70%
Repairs & Bldg Maintenance- Recurring	6850	615	191	424	31%
Equipment Maintenance	6910	875	1,328	(453)	152%
Vehicle Expense	6920	8,500	5,878	2,622	69%
Equipment Lease	6930	431	323	108	75%
Technology	6940	203	186	17	91%
Fees, Licenses, and Permits	7010	0	35	(35)	100%
Dues/Subscriptions	7020	250	15	235	6%
Client Assistance	7210	168,337	71,396	96,941	42%
Expendable Equipment	7320	6,800	0	6,800	0%
Registration Fees	7410	0	144	(144)	100%
Training and Technical Assistance/Staff	7435	18,360	0	18,360	0%
Advertising	7450	300	272	28	91%
Total Expenditures		<u>337,827</u>	<u>207,099</u>	<u>130,728</u>	61%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>1,093</u>	<u>1,093</u>	

**Capital Area Community Action Agency
LIHWAP Statement of Revenues and Expenditures
For the Period Ending 7/31/2023**

	83%	Total Budget - Original	Current Year Actual	Total Budget Variance Original	%
Revenue					
Government Contracts - STATE	4010	762,409	12,350	(750,059)	2%
Total Revenue		762,409	12,350	(750,059)	2%
Expenditures					
Salaries & Wages	6010	42,515	7,107	35,408	17%
Fringe	6110	12,321	2,060	10,261	17%
Staff Screenings	6180	494	0	494	0%
Indirect Costs	6210	11,077	1,852	9,225	17%
Office Supplies	6410	834	0	834	0%
Contractual Services/Professional	6710	3,101	0	3,101	0%
Rent/Space Cost	6810	2,259	0	2,259	0%
Client Assistance	7210	687,308	1,332	685,976	0%
Advertising	7450	2,500	0	2,500	0%
Total Expenditures		762,409	12,350	750,059	2%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency
Head Start Statement of Revenues and Expenditures
For the Period Ending 7/31/2023**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,164,085	3,077,183	(1,086,902)	74%
Contributions- Restricted	4210	0	1,000	1,000	100%
Other Revenue	4995	<u>0</u>	<u>4,500</u>	<u>4,500</u>	100%
Total Revenue		<u>4,164,085</u>	<u>3,082,683</u>	<u>(1,081,402)</u>	74%
Expenditures					
Salaries & Wages	6010	2,073,578	1,454,280	619,298	70%
Fringe	6110	600,922	421,450	179,472	70%
Staff Screenings	6180	412	548	(137)	133%
Indirect Costs	6210	540,249	378,898	161,352	70%
Travel - In Area	6310	2,000	2,049	(49)	102%
Office Supplies	6410	6,200	8,013	(1,813)	129%
Program Supplies	6415	21,598	22,218	(620)	103%
Classroom Supplies	6420	19,345	10,129	9,216	52%
Kitchen Supplies	6430	0	71	(71)	100%
Medical/Dental Supplies	6440	300	330	(30)	110%
Copies/Printing/Copier	6510	10,000	13,317	(3,317)	133%
Postage and Delivery Expense	6600	460	581	(121)	126%
Contractual Services/Professional	6710	24,000	9,181	14,819	38%
Contractual Services - Health/Disabilities	6715	157,808	156,649	1,159	99%
Rent/Space Cost	6810	233,301	177,600	55,701	76%
Utilities	6820	85,000	74,626	10,374	88%
General Liability and Property Insurance	6830	20,000	20,438	(438)	102%
Communications	6840	55,000	56,747	(1,747)	103%
Repairs & Bldg Maintenance- Recurring	6850	115,000	127,044	(12,044)	110%
Repairs & Bldg Maintenance -	6855	15,115	10,581	4,535	70%
Equipment Maintenance	6910	18,000	15,380	2,620	85%
Vehicle Expense	6920	35,594	35,149	445	99%
Equipment Lease	6930	5,000	4,771	229	95%
Technology	6940	26,934	24,326	2,607	90%
Fees, Licenses, and Permits	7010	548	989	(441)	180%
Dues/Subscriptions	7020	5,091	5,091	0	100%
Special Events	7110	2,500	1,920	580	77%
Meetings/Workshops	7420	1,199	1,499	(300)	125%
Training & Staff Development	7430	811	1,358	(547)	167%
Training and Technical Assistance/Staff	7435	40,998	33,816	7,182	82%
Advisory/Board Member Expenses	7440	1,000	600	400	60%
Advertising	7450	10,921	10,905	16	100%
Parent Activities	7460	1,200	57	1,143	5%
Raw Food Cost	7510	<u>34,000</u>	<u>2,070</u>	<u>31,930</u>	6%
Total Expenditures		<u>4,164,085</u>	<u>3,082,683</u>	<u>1,081,402</u>	74%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the Month Ending July 31, 2023

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		45,278			
Grants - Other Not for Profits		5,881			
In-Kind Revenue		338,631			
VPK/SR		107,963			
	620,300	497,753	80%	122,547	20%

Head Start CC Expenses July 2023

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description	Session ID
HANCOCK CC	1064	6440	255	7/27/2023	230.14	#1596, DARREL JAMES, VISA, 7/27/2023, DENTAL SUPPLIES	AP230803-VISAS
HANCOCK CC	1064	6920	255	7/27/2023	55.00	#1596, DARREL JAMES, VISA, 7/27/2023, GAS HS VEHICLE	AP230803-VISAS
HANCOCK CC	1064	6920	255	7/27/2023	60.00	#1596, DARREL JAMES, VISA, 7/27/2023, GAS HS VEHICLE	AP230803-VISAS
HANCOCK CC	1064	6920	255	7/27/2023	57.01	#1596, DARREL JAMES, VISA, 7/27/2023, GAS, HS VEHICLE	AP230803-VISAS
HANCOCK CC	1064	6920	255	7/27/2023	43.93	#1596, DARREL JAMES, VISA, 7/27/2023, TIRES, HS VEHICLE	AP230803-VISAS
HANCOCK CC	1064	6920	255	7/27/2023	328.04	#1596, DARREL JAMES, VISA, 7/27/2023, TIRES, HS VEHICLE	AP230803-VISAS
HANCOCK CC	1064	7010	255	7/27/2023	35.00	#1596, DARREL JAMES, VISA, 7/27/2023, VISA CARD CHG	AP230803-VISAS
HANCOCK CC	1064	7440	255	7/27/2023	199.90	#1596, DARREL JAMES, VISA, 7/27/2023, ZOOM	AP230803-VISAS
HANCOCK CC	1064	7010	255	7/27/2023	114.75	#6982, FATIMA OLEABHIELE ALEXANDER, VISA, 7/27/2023, NOTARY	AP230803-VISAS
HANCOCK CC	1064	6180	259	7/27/2023	44.66	#5810, VENITA TREADWELL, VISA, 7/27/2023, BKGRD SCREEN	AP230803-VISAS
LOWES	1064	6850	256	7/31/2023	<u>90.56</u>	#82130109106598, HEAD START, JULY 2023	AP230802

Transaction 1,258.99



**HANCOCK
WHITNEY**

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

8/3/27
C

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

0014FAAB-006696-0001-0001 - 2



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

**N0006696

MEMO STATEMENT

Account Number

4802-XXXX-XXXX-1596

Statement Date

07-27-23

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-28	06-28		0000	ANNUAL FEE	M85.00
06-28	06-26	24692163178109437725090	5542	GATE 1194 Q90 TALLAHASSEE FL	M57.01 ✓
07-07	07-05	24692163187106699314287	5542	GATE 1194 Q90 TALLAHASSEE FL	M55.00 ✓
07-07	07-06	24011343187000045349046	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90 ✓
07-07	07-06	24445003188400209139156	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M290.14 ✓
07-10	07-09	24941353191826634368742	3366	BUDGET RENT A CAR TALLAHASSEE FL	M71.07 ✓
07-17	07-14	74941353196826634368742	3366	BUDGET RENT A CAR TALLAHASSEE FL	M35.82cr
07-17	07-14	24692163196101447426585	5542	GATE 1194 Q90 TALLAHASSEE FL	M80.00
07-20	07-19	24445003201000941039590	5532	DISCOUNT-TIRE-CO FLT-01 TALLAHASSEE FL	M352.85 ✓
07-21	07-20	24445003202000950956758	5532	DISCOUNT-TIRE-CO FLT-01 TALLAHASSEE FL	M47.23 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
07-27-23	4802-XXXX-XXXX-1596	NEW PURCHASES AND OTHER CHARGES	1,108.00
CUSTOMER SERVICE CALL		NEW CASH ADVANCES	.00
		CREDITS	35.82
Toll Free 1-800-448-8812		STATEMENT TOTAL	1,072.18
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	5,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



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

** 0000001

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-6982
Statement Date
07-27-23

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-26	07-25	24055233206083732854277	7399	NOTARY PUBLIC FLORIDA 8506563028 FL	M114.75

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-23	4802-XXXX-XXXX-6982	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 114.75
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 114.75
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
WHITNEY**

01/3/23

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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

00141AAE - 008248 - 0001 - 0001 - 2



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

***NO008248

MEMO STATEMENT

Account Number

4802-XXXX-XXXX-5810

Statement Date

07-27-23

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-07	07-06	24492153187852986144351	5331	PAYPAL *POSITIVEPIN 402-935-7739 OK	M1,610.50
07-14	07-13	24055233195091440001779	8399	NIC*-AGENCY FOR HLTHOR EGOV.COM FL	M44.68

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-23	4802-XXXX-XXXX-5810	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,655.16
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,655.16
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

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LOWE'S MVPs



Lowe's Business Advantage

CAPITAL AREA COMM ACTION
Account Number 821 3010 910659 8

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

Summary of Account Activity	
Previous Balance	\$291.08
- Payments	\$291.08
- Other Credits	\$0.00
+ Purchases/Debits	\$90.56
+ Fees Charged	\$32.00
+ Interest Charged	\$0.00
New Balance	\$122.56
Credit Limit	\$11,000.00
Available Credit	\$10,877.00
Statement Closing Date	08/02/2023
Days in Billing Cycle	31

Payment Information	
New Balance	\$122.56
Total Minimum Payment Due	\$34.00
Payment Due Date	08/28/2023

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
06/02/2023	\$180.99	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
06/02/2023	\$71.19	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
07/10/2023	\$90.56	No Interest With Payment	\$0.00	\$0.00	\$90.56	10/02/2023

gc 8/12/23

CUSTOMER SERVICE: For Account information log on to www.lowes.com/credit. This account is not registered. The authentication code is: 5RTT895, 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 and other important information.

7089 0011 YMS 1 7 2 23080Z PAGE 1 of 5 9296 0011 8588 01FK7009 134315

Detach and mail this portion with your check. Do not include any correspondence with your check.

LOWE'S PRO

Account Number: 821 3010 910659 8			
Total Minimum Payment Due	Payment Due Date	Promotional Purchase	New Balance
\$34.00	08/28/2023	\$0.00	\$122.56

Payment Enclosed: Please use blue or black ink.

\$ 122.56

New address or email? Print changes on back.



CAPITAL AREA COMM ACTION
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

134315
R397

Make Payment to: **LOWE'S BUSINESS ACCT/SYNCB**
PO BOX 669824
DALLAS, TX 75288-0781



0003400029108 000340000012256 000798213 0109106 59822

Transaction Summary

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
07/10	07/10	76532	STORE 0417 TALLAHASSEE FL	\$90.58
07/30	07/30		PAYMENT - THANK YOU	(\$291.08)
07/28	07/28		LATE FEE	\$32.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	21.99%			
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	10/02/2023	0.00%	\$0.00	\$0.00	2D

Important Account Information

If you need to contact Synchrony about the loss of a Synchrony cardholder, you can submit a deceased notification form located at www.syf.com under the 'Contact Us' page.

5% EVERYDAY CREDIT DISCOUNT WAS APPLIED AT POINT OF SALE FOR ALL QUALIFYING INVOICES THAT APPEAR ON THIS STATEMENT. PLEASE CONSULT YOUR ORIGINAL SALES RECEIPT FOR LINE ITEM DETAIL ON THE 5% SAVINGS. THANK YOU FOR USING LOWE'S AS YOUR SUPPLIER.

Cardholder News and Information

You save 5% Every Day on eligible purchases PLUS 0% interest for 80 Days for purchases made on or after 1/7/22 with your Lowe's Business Advantage account. Minimum monthly payments required. After 60 days, regular rates apply to any remaining promotional balance. Visit lowes.com/businesscreditcenter for details. Every PRO is an MVP to Lowe's! Earn back when you spend, access exclusive offers and get chances to win prizes to help level up your business. For more information on the MVPs Pro Rewards Program, visit Lowe's.com/PRO.

Call ahead, fax or order online before 3PM, pick up in just 2 hours. Order by 8PM, pick up the next day at 7AM. See Lowe'sforpros.com for details.

<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
000000000935300	1G ULTRA SEMI UW BASE A	2.000	EA	\$36.08	\$72.16
000000001034373	VALSPAR 2.5-IN RBBR HANDL	2.000	EA	\$9.20	\$18.40
SUB \$90.56		TAX \$0.00		TOTAL INVOICE	\$90.56
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$90.56

MEDICAL MARIJUANA

The Organization recognizes that the State of Florida has permitted the legal use of medical marijuana. Accordingly, the Organization is prepared to allow for the appropriate use of marijuana for medicinal purposes under statutory requirements and with proper notice that an employee has received a legal prescription for medicinal marijuana from a licensed medical professional. Employees will further be required to use such medication in strict compliance with the prescription under the following conditions. These conditions are to ensure the health and safety of the CACAA's customers, employees, and vendors. Failure to comply with the following conditions may result in discipline, up to and including termination, and may prevent Employee from being able to receive benefits under Florida's Workers' Compensation laws, Chapter 440, Fla. Stat.

1. Production of confirmation that the employee has received appropriate medical documentation for the use of medical marijuana and provision of copies of his/her card or certificate to CACAA. If an employee subject to this policy ever loses his/her certification, the employee will notify CACAA within 24 hours.

2. No employee will use or take his/her medicinal marijuana while performing any work for CACAA.

3. No employee will appear at work impaired in any way and, if use of medicinal marijuana at or close to an employee's scheduled work period leads to an impaired state, that employee will leave work immediately and remain away from work until he/she is no longer impaired in any manner. Further, any employee found to be impaired at work will be subject to disciplinary action up to and including termination.

No employee will use or supervise the use of motor vehicles, machinery, or powered equipment of CACAA while using or impaired by his/her medication.

Margaret Watson

From: Tim Center
Sent: Tuesday, August 1, 2023 8:11 AM
To: Allen Jones; John Grant; Kate Beam; Keith Dean; Lisa Edgar; Margaret Watson; Melissa Miller; Nicole Nishimoto; Nina Self; Quincee Messersmith; Shanetta Keel; Tim Center
Cc: Margaret Watson
Subject: Board Update - FW: Medical Marijuana Policy Questions

Dear Community Action Board –

Thanks for the thoughtful conversation at the last Board meeting discussing questions about the Medical Marijuana policy proposed for our employee handbook.

Below you can see how I presented the questions to Bill Krizner. His responses follow the questions.

If you have additional questions, please feel free to respond directly to my email, and I will gladly follow up with Bill. We'd like to have this on the agenda for the September Board meeting.

On a side note, today we will have an agency-wide training on Fraud Prevention and Control. Head Start Center Directors have returned and the rest of the team comes back tomorrow for our pre-service training. Our Getting Ahead classes kick off next week.

Wishing you all a good summer.

Tim Center, Esq.
Chief Executive Officer
Head Start Director
Capital Area Community Action Agency
O - 850.222.2043 x 105
D – 850.745.2434
F - 850.042.2090
M – 850.212.2684
www.CapitalAreaCommunityActionAgency.com

From: Bill Krizner <bkrizner@thekriznergrou.com>
Sent: Monday, July 31, 2023 8:57 PM
To: Tim Center <tim.center@cacaainc.org>
Subject: Re: Medical Marijuana Policy Questions

Good day, Tim. I hope that you are well, Friend. See my thoughts and corresponding advice below in CAPS and let me know if you need more...

William T. Krizner
The Krizner Group
1550 Village Square Blvd, Suite 3
Tallahassee, FL 32309
(850) 386-3747
(850) 907-1246 Facsimile

bkrizner@thekriznergroupp.com

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From: Tim Center <tim.center@cacaainc.org>
Date: Monday, July 31, 2023 at 1:59 PM
To: Bill Krizner <bkrizner@thekriznergroupp.com>
Subject: Medical Marijuana Policy Questions

Bill –

Thank you for sharing a proposed policy draft to balance medical marijuana use with a drug-free workplace. Our Board met last week and had a couple questions.

First – regarding HIPAA – to avoid any HIPAA violations, the disclosure from the employee about having a medical marijuana card should go to HR and kept separate from their personnel file. Are there any other HIPAA concerns we should have? CORRECT – THIS IS ACTUALLY AN ADA REQUIREMENT SINCE IT INVOLVES OUR EMPLOYEES AND THIS MUST BE KEPT IN THE SEPARATE MEDICAL FILE.

Second – might there be any concern with state and federal funders regarding having such a policy since the federal government has not yet recognized medical marijuana exceptions to their criminal code. In other words, could we be liable for having such a policy that may be considered in conflict with federal law. NO – THE ONLY TIME WHEN THIS COULD BECOME AN ISSUE IS IF YOU HAD DRIVERS (DOT) OR IF A FEDERAL CONTRACT PROHIBITS IT. THE NATIONAL LANDSCAPE HAS CHANGED DRAMATICALLY OVER THE PAST TWO YEARS AND MOST FEDERAL COURTS ARE NOW FINDING THAT THE ADA REQUIRES THAT IT BE PERMITTED IF STATE OR LOCAL LAW RECOGNIZES IT AS A LEGAL PRESCRIPTION.

Thanks for any guidance – written or over the phone – appreciate the assistance!

Best -

Tim Center, Esq.
Chief Executive Officer
Head Start Director
Capital Area Community Action Agency
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Tallahassee, FL 32301
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Facebook - <https://www.facebook.com/CapitalAreaCAA/>

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
JANUARY	1.1	The organization will provide DEO with a roster showing members of the low income sector.	On going	N/A	Complete
	1.3	The organization provides each customer with a customer satisfaction survey to determine how well customers are being served.	On going	N/A	Complete
	2.1	The organization has demonstrated partnerships across the community with other anti-poverty organizations within the area by agreements and MOUs.	On Going	N/A	Complete
	2.3	The organization communicates to the community residence via the website. The website provides a list of programs the agency currently offers.	On Going	N/A	Complete
	2.4	The organization documents the number of volunteers and hours mobilized in support of its activities via sign in sheets.	On Going	N/A	Complete
	4.2	The Organization will complete, date and sign the Community Action Plan.	On going	12/12/2023	
	4.3	The Organization will complete, date and have Community Action Plan signed by the Certified ROMA trainer or trainer on staff.	On going	12/12/2023	
MARCH	4.4	The governing board will receive annual updates on success on strategies included in the Community Action Plan. The department managers provide updated reports every other month for review to the Chief Operating Officer to share with the governing board.	Annually	3/28/2023	Complete
	4.6	An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.	Every 2-years	3/28/2023	Complete
	5.1	The organization's governing board is structured in compliance with the Community Service Block Grant (CSBG) Act according to the Boards Bylaws and Board Roster 1. At least one third democratically-selected representatives of the low-income community; 2. One-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interest in the community.	On Going	N/A	Complete

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	5.2	The organization's governing board has written procedures that document a democratic selection process for low-income board members according to the bylaws including procedure to document democratic selection.	On Going	N/A	Complete
	5.5	The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.	Maintain	N/A	Complete
	5.7	The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.	Maintain	N/A	Complete
	5.9	The organization's governing board receives programmatic reports at each regular board meeting.	Maintain	N/A	Complete
	6.5	The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.	Annually	3/28/2023 Needs Board Approval	Complete
	7.2	The organization provides all new employees with a copy of the Employee Handbook; all staff are notified of employment changes.	Maintain	N/A	Complete
<hr/>					
MAY	7.4	The governing board conducts a performance appraisal of the CEO/Executive Director within each calendar year.	Annually	N/A	
	7.5	The governing board reviews and approves CEO/Executive Director compensation within every calendar year.	Annually	N/A	
	7.6	The organization has a policy in place for regular written evaluation of employees by their supervisors.	Maintain	N/A	
	7.8	All staff participates in a new employee orientation within 60 days of hire.	Ongoing	N/A	
	7.9	The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis. All participants will complete sign in sheets, received an agenda and training materials.	Maintain	N/A	

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
JUNE	8.1	The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant within the allotted timeframe of 1 year.	Annually	N/A	
	8.2	All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate and board minutes will reflect the review of the audit.	Annually	10/24/2023	
	8.3	The organization's auditor presents the audit to the governing board.	Annually	10/24/2023	
	8.4	The governing board formally receives and accepts the audit to reflect the approval of the audit by the board.	Annually	10/24/2023 Needs Board Approval	
	8.12	The organization documents how it allocates shared costs through an indirect cost rate plan or through a written cost allocation plan.	Annually	9/26/2023	
SEPTEMBER	8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	Annually	N/A	
	8.7	The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position and copies of the financial report will be provided.	Monthly	N/A	
	8.8	All required filings and payments related to payroll withholdings are completed on time.	Bi-weekly	N/A	
	8.9	The governing board annually approves an organization-wide budget.	Annually	9/26/2023 Needs Board Approval	

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	8.10	The governing board formally receives and accepts the fiscal policies that have been reviewed by staff, with changes to reflect the approval of the policies by the board.	Maintain	N/A	
	8.13	The organization has a written policy in place for record retention and destruction.	Maintain	N/A	
	9.1	The organization has systems in place to track and report client demographics and services customers receive via in house data base. The data base the agency is currently using is SHAH New Gen.	Ongoing	N/A	
	9.2	The organization has a system or systems in place to track family, agency, and/ or community outcomes via the agency data base.	Maintain	N/A	
	9.3	The organization has presented to the governing board for review or action within the past 12 months, an analysis of the agency's outcomes and operational programs, adjustments and improvements identified via minutes, notes and reports.	Annually	N/A	
	9.4	The organization submits its annual Community Service Block Grant (CSBG) Information Survey (IS Survey) data report, and it reflects client demographics and organization-wide outcomes.	Annually	N/A	
December 2023		SUBMIT			

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT SEPTEMBER 2023

Administrative

- CONTINUATION: The DEO Inspector Audit produced preliminary findings in an Exit Interview to which the Agency responded with detailed information. The IG has yet to issue a final report to which the Agency can respond.
- CONTINUATION: The DEO (now Florida Commerce) Acting Secretary (Now Deputy Secretary) issued a written notice of default by the Agency. The Agency, through Marc Ito, attorney, has reached a conclusion in settlement negotiations regarding the findings and addressing any unallowable costs. Disallowed costs and attorney fees will total less than \$95,000.
- The annual audit is now in draft form due to the settlement talks with the Department and some questions regarding the closeout of program funding including Disaster Recovery Supplemental Funds (DRSF). The Finance Team and program staff are working with the auditors to provide the requested information. We hope to have the audit for presentation to the Board by the end of October.
- CONTINUATION: Litigation Status: A civil suit has been filed by former employee alleging discrimination. Working with our insurance company for representation. Mediation did not resolve the matter. Depositions are still being taken. This is an ongoing case that is scheduled for later this year.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Promoted Head Start Team members - Darrel James, Assistant Head Start Director, Kimberly Smith, Education Coordinator II, and Anna Jackson, ERSEA Coordinator
- FloridaCommerce convenes monthly calls with the CAP (Community Action Program) Network to work through programmatic and budget issues.
- Getting Ahead classes are underway with programs in Calhoun/Liberty, Franklin, Gulf, and Leon Counties.
- LIHWAP – Low Income Home Water Assistance Program for water and utility relief funding end September 30.
- Continue with monthly Head Start management calls with Region IV HHS Office Specialist. Deirdre Mitchell, Grant Program Specialist, has been with us five years. She has accepted a position with HHS moving from a contracted position. She will be reassigned. We look forward to meeting our new program specialist.
- Franklin Head Start location needs a permanent location. Continuing to evaluate options.
- Gulf County representatives have shared some concerns about Disaster Recovery Supplemental Fund projects in their county. Also, they are concerned about Weatherization services in their county.



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- Met with Duke Energy for Jefferson Head Start for a new brick and mortar facility given that the modular buildings are ready for replacement. A visit to the building and property was very promising and could permit consolidation of all services in a single location with room for other partners.
- Weatherization Assistance Program is up and running with work slated for Gulf County in the next 30 days. The team is still working with a delegate vendor to serve the Suwanee River Economic Council region to the east of our service area.
- 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. I have been asked to serve on the CareerSource Capital Region Board.
- Participated in FACA Annual Conference, Board of Directors and Executive Committee Meetings.
- Participated in UPHS Advocacy Committee, Board meetings.
- Participated in the Florida Head Start Association Director's Affiliate Meetings and Board meeting. I cycle off the Board in September.

Impact: Developing the infrastructure necessary to support the Agency mission

Resource Development

- The UPHS Beer Festival generate \$1,004 for the Agency. Purchasing tickets convert to pro-rated share of revenue from the event.
- The United Way of the Big Bend will fund a \$1,000 grant to Jefferson County for Getting Ahead. A meeting has been scheduled to better understand what, if anything, can be done to strengthen future grant applications.
- The United Way of Northwest Florida will fund a \$5,000 grant for Getting Ahead in Calhoun County.

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

Out of Office

- October 23-26 – FHSA Conference – Cape Coral
- November 14-17 – NAEYC Conference - Nashville
- December 11-15, 18-19 – PTO - London

SETTLEMENT AGREEMENT AND GENERAL RELEASE

WHEREAS there currently exists a dispute between CAPITAL AREA COMMUNITY ACTION AGENCY, INC. (hereinafter “Community Action” or “Petitioner”) and the FLORIDA DEPARTMENT OF COMMERCE (hereinafter “Florida Commerce” or “Florida Department of Economic Opportunity” or “Department of Economic Opportunity” or “Respondent”) which dispute includes, but is not limited to, the facts and circumstances related to or arising out of the lawsuit styled *Capital Area Community Action Agency, Inc. Petitioner, vs. Department of Economic Opportunity, Respondent*, case number 23-2112 in the Division of Administrative Hearings, or otherwise related to or arising out of the Florida Department of Economic Opportunity’s March 10, 2023 written Notice of Default and Monitoring Report to Capital Area Community Action Agency, Inc.; and

WHEREAS Community Action and Florida Commerce have determined that their respective interests would best be served by completely resolving, compromising, and settling the existing disputes, disagreements, and controversies between them without additional delay, litigation; and

WHEREAS Community Action and Florida Commerce are satisfied that the terms and conditions of this Settlement Agreement and General Release (hereinafter “Release”) set forth below are fair, reasonable, and adequate, and in consideration of the mutual promises and covenants exchanged, and other good and valuable consideration as set forth in this Release, the receipt and sufficiency of which is hereby acknowledged, the parties, intending to be legally



Petitioner’s Initials

Respondent’s Initials

bound, hereby acknowledge and agree to the following;

1. To settle Finding 1 of the Monitoring Report, Community Action agrees to the settlement payment to Florida Commerce in the amount of \$65,000 of disallowed costs.

2. To settle Finding 2 of the Monitoring Report, Community Action will take steps necessary to continue to repay the funds to the extent legal remedies are available to collect funds from the defendant in Case No. 4:00cr63-001, United States District Court Northern District of Florida, Tallahassee Division.

3. To settle Finding 3 of the Monitoring Report, Community Action agrees to adopt a policy to the satisfaction of Florida Commerce within 30 days of the execution of this Release Agreement.

4. Community Action will file a notice of dismissal with prejudice in DOAH Case No. 23-2112 within five business days of the execution of this release.

5. Within five business days of the filing of the notice of dismissal by Community Action, Community Action will submit to Florida Commerce revised invoices that identify only the unpaid allowable rent costs for the months of February through September 2023. Florida Commerce agrees to commence reimbursing Community Action for the revised invoices, pursuant to section 215.422, F.S., and the Parties' existing umbrella agreement.

6. Community Action agrees to pay the settlement amount in paragraph 1 within 30 days of the execution of this Release Agreement.

7. Release. The parties agree that for the consideration specified in paragraphs 1, 2, 3, 4, 5, and 6 and for other valuable consideration, Florida Commerce, for itself and any legal

Page 2 of 8

 Petitioner's Initials

Respondent's Initials

representatives, heirs, executors, administrators, successors, and assigns, hereby, without reservation, voluntarily releases, waives, absolves, and forever discharges, to the full extent permitted by law, Community Action and its successors, appointed officials, assigns, employees, agents, appointees, insurers, contractors, officers, servants, heirs, any and all other officials or employees of Community Action, and legal representatives, all in their official and individual capacities, and including former members of any of the foregoing groups (collectively referred to throughout this Release as Community Action), from any and all claims, demands, actions, liens, contracts, covenants, wages, obligations, debts, judgments, causes of action, suits at law or in equity, of any kind or nature, or attempts to withhold or demand repayment of funding that has been raised in the Department of Economic Opportunity's March 10, 2023 written Notice of Default and Monitoring Report, from the beginning of the world up to and including the date this Release is executed by both parties, and upon, or by reason of any damage, injury, or loss, including but not limited to, actual damages, compensatory damages, punitive damages, attorneys' fees, interest, costs, other special damages, general damages, and/or other equitable relief.

8. Independence of the Federal Government. Petitioner agrees to fully reimburse Respondent for additional disallowed costs arising from matters raised in the Monitoring Report if a federal entity, independent of Florida Commerce, subsequently determines that further reimbursement of disallowed costs related to the matters raised in the Monitoring Report are necessary, after Petitioner is afforded an opportunity for hearing, appeal, or other administrative proceeding to which Petitioner is entitled to under any applicable statute or regulation.



Petitioner's Initials

Respondent's Initials

9. Complete Settlement. This Release is intended as full and complete settlement of the claims raised in the administrative and or legal proceeding identified above and any other claims that have been raised in the Department of Economic Opportunity's March 10, 2023 written Notice of Default and Monitoring Report.

10. Limited Release of Claims. The claims, demands, actions, causes of action, or suits at law or in equity encompassed by this Release are specifically limited to those addressed in the Department of Economic Opportunity's March 10, 2023 written Notice of Default and Monitoring Report. This Release does not cover any other issues, claims, or grievances not specified in said Notice.

11. No Further Action. In consideration of the terms set forth above, Florida Commerce hereby also agrees to waive, release, forever discharge and voluntarily covenant not to sue or withhold or demand repayment of funding from Community Action regarding any actions or omissions that occurred prior to execution of this Release related to the Department of Economic Opportunity's March 10, 2023 written Notice of Default and Monitoring Report except as set forth in section 8 above. Florida Commerce hereby affirms that Florida Commerce has not transferred or assigned to any person or entity any rights, claims, or causes of action which Florida Commerce has or might have had against Community Action. Florida Commerce also affirms that Florida Commerce has not filed, caused to be filed, or presently is a party to any claim, complaint, or action against Community Action in any forum or form, other than those specifically enumerated by the case number herein. Florida Commerce expressly agrees that acceptance of the consideration stated in this Release shall be a complete bar to, and release



Petitioner's Initials

Respondent's Initials

from, any and all claims that could otherwise be brought in the future by Florida Commerce relating to Community Action based upon events prior to the execution of this Release related to the Department of Economic Opportunity's March 10, 2023 written Notice of Default and Monitoring Report except as set forth in section 8 above.

12. Waiver of Attorneys' Fees and Costs. Any compensation described herein includes the parties' agreement, if any, with regard to attorneys' fees. Florida Commerce and Community Action waive any claim or entitlement to attorneys' fees or costs other than as set forth herein and agree that neither party nor anyone acting on their behalf will petition any court of competent jurisdiction for an award of attorneys' fees or costs relating to any of the actions or potential actions described in this Release.

13. No Admission of Liability. This Release is freely entered into by all parties for the purpose of achieving final resolution of the disputes between them, but it in no way constitutes any admission, stipulation, or resolution of any issues of law or fact by any of the parties to this Release.

14. Entire Agreement; Modification. The parties agree that this is the entire agreement between the parties. This Agreement overrides and replaces all prior negotiations and terms proposed or discussed, whether in writing or orally, about the subject matter of this Agreement. This Release is made without reliance upon any statement or representation of any party hereby released except those contained in this Release. This Release may not be modified except by a writing signed by all the parties to this Release. Any oral or written promises or assurances not contained in this Release are waived, abandoned, withdrawn and without legal



Petitioner's Initials

Respondent's Initials

effect.

15. Governing Law and Interpretation. The language of all parts of this Release shall be construed as a whole and according to its fair meaning and not strictly for or against either party and it is expressly understood and agreed that this Release shall be governed by and shall be construed in accordance with the laws of the State of Florida without regard to its conflict of laws provisions, and that any rule requiring construction of a document against its drafter shall not be applied in this case.


16. Remedies for Breach. The parties agree that if either Florida Commerce or Community Action breaches this Release, that the only remedy therefor will be an action for breach of contract and that the proper venue for such action will be in state court in Leon County, Florida.

17. Severability. If any court of competent jurisdiction determines that any provision of this Agreement is invalid, illegal, or unenforceable in any respect, and cannot be modified to be enforceable, excluding the general release language, such provision shall immediately become null and void, leaving the remainder of this Release in full force and effect.

18. Amendment. This Release may not be modified, altered, or changed except upon express written consent of both parties wherein specific reference is made to this Release.

19. Read and Understood Release. The parties acknowledge that, through its representative, each has read and understands the purpose, tenure, and effect of this Release, and each specifically acknowledges that they have had the opportunity to consult with their attorneys before signing this Release. The parties further acknowledge that this Release fully, completely,

Page 6 of 8

 _____
Petitioner's Initials Respondent's Initials

accurately, and truly sets forth the agreement between the parties. Therefore, the parties agree that signing this Release is done knowingly, freely, voluntarily and without the execution of duress.

20. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

21. **HAVING ELECTED TO SIGN THIS RELEASE, TO FULFIL THE PROMISES AND TO RECEIVE THE SUMS AND BENEFITS IN CONSIDERATION, FLORIDA COMMERCE ENTERS INTO THIS RELEASE INTENDING TO WAIVE, SETTLE AND RELEASE ALL CLAIMS FLORIDA COMMERCE HAS AGAINST COMMUNITY ACTION ARISING FROM DOAH CASE NO. 23-2112 AND THE DEPARTMENT OF ECONOMIC OPPORTUNITY'S MARCH 10, 2023 WRITTEN NOTICE OF DEFAULT AND MONITORING REPORT EXCEPT AS SET FORTH IN SECTION 8 ABOVE.**

22. Authority to Enter Into Release. By their signatures, the undersigned warrant and represent they are authorized to enter into this Release on behalf of their respective parties and to bind their respective parties to the terms of this Release.

(Remainder of page intentionally left blank. Signature page to follow)



Petitioner's Initials

Respondent's Initials

IN WITNESS WHEREOF, the parties hereto have executed this Release Agreement on
the date first written below:

CAPITAL AREA COMMUNITY ACTION AGENCY, INC.



Tim Center
Chief Executive Officer

Date: 9/22/23

FLORIDA DEPARTMENT OF COMMERCE

J. Alex Kelly
Secretary

Date: _____

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 8/31/23

PROGRAMS:	Getting Ahead	Staying Ahead	Emergency Services	Weatherization at-a-glance			
County	Active Participants	Active Participants	Households Served	County	2022-2023 Contract Units Projected*	2022-2023 Contract Units In Progress	*2022-2023 Contract Units Completed
Calhoun	10	9	81	Calhoun	4	2	0
Franklin	12	22	36	Franklin	3	0	0
Gadsden	0	3	24	Gadsden	6	2	4
Gulf	12	11	16	Gulf	2	2	0
Jefferson (with Leon Class)	1	0	10	Jefferson	4	2	3
Leon (2 Classes)	10	18	273	Leon	19	10	3
Liberty (with Calhoun class)	6	6	34	Liberty	2	0	0
Wakulla (with Franklin class)	2	1	9	Wakulla	4	3	1
TOTALS	53	70	483	TOTALS	44	21	11

*FY 2023-20234 Weatherization contract units projected on following page.

HEAD START 2023 - 2024 Enrollments	Franklin*	Jefferson	Mabry	Governor's Charter	Royal	South City	Total
# of Students Enrolled @ 8/31/23 (Actually attended)	16	28	52	47	57	135	335
# of Vacancies over 30 days	0	0	0		0	0	0
Funded Enrollment	20	37	66	50	57	148	378
Center Enrollment %	80.00%	75.68%	78.79%	94.00%	100.00%	91.22%	88.62%
Disability Services*							
Students with IEP's	N/A						
Students with Concerns	N/A						
In Compliance?	N/A						
*School year just started. Numbers not available yet.							

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 8/31/23

Weatherization Production Projections for FY 2023 - 2024			
FY 2023 - 2024 - Florida Department of Commerce Units			
COUNTY	WAP	Infrastructure	Total Projected Units
Calhoun	2	5	7
Franklin	1	2	3
Gadsden	5	12	17
Gulf	1	2	3
Jefferson	1	2	3
Leon	18	44	62
Liberty	0	0	0
Wakulla	<u>2</u>	<u>5</u>	<u>7</u>
Total	30	72	102
FY 2023 - 2024 Suwannee River Counties			
Gilchrist	1	1	2
Bradford	2	2	4
Columbia	6	5	11
Dixie	2	2	4
Hamilton	2	2	4
Lafayette	0	0	0
Madison	3	2	5
Suwannee	3	2	5
Taylor	3	2	5
Union	<u>1</u>	<u>1</u>	<u>2</u>
Total	23	19	42

**Family Support Services Program
Monthly Report
For the Month Ended 8-31-23**

Program	Getting Ahead	Staying Ahead
County	Active Participants	Active Participants
Calhoun (with Liberty class)	10	9
Franklin	12	22
Gadsden	0	3
Gulf	12	11
Jefferson (with Leon class)	1	0
Leon (2 classes)	10	18
Liberty	6	6
Wakulla (with Franklin Class)	2	1
Totals	53	70

Success Stories

Client 1 - Getting ahead participant who does a great job participating in the sessions. She was unemployed when she started the workshop, however, on August 17, she accepted a position with Tallahassee Memorial Hospital as a Pharmacy Tech II. She will begin this position on September 18, 2023 earning \$20.00 an hour.

Client 2 - Re-entered the Staying Ahead program on 8/28/2023 after being released from jail due to a misdeed she committed on 9/2/2022. She was unemployed due to this arrest. She has a court date scheduled in September 2023. The participant has obtained two employments working for Krispy Kreme and Xmart as a cashier. She's trying to be a productive citizen, get ahead and stay ahead.

Client 3 - Getting ahead participant who was homeless and had no transportation. She walked to our office from southside for her interview. She was determined to get into the workshop. Some of her goals were to obtain dependable transportation and safe and secure housing for herself and her family. The participant now owns a 2019 Dodge, 4 door SUV and moved into a 3 bedroom/2 bath home in the Lake Bradford Mobile Home community.

Client 4 - Getting ahead participant who was employed with Hopewell Home Health Agency as a Home Health Aid. Her earnings was \$15.50 an hour. On 8/28/2023, the participant accepted higher wage employment with the State of Florida, Department of Health as an Accountant II, OPS position. She will begin her new employment on 9/8/2023.

Client 5 - Getting ahead participant who was unemployed at the time he entered the workshop. On 8/18/23, he accepted a truck driving position in Chicago, IL. The participant immediately left the state of Florida. He is a success story because truck drivers earn up to or above a living wage.

Client 6 - Successfully completed 63-hour pre-license real estate class. Client is awaiting response from Pearson Vue (administers of state exam) to schedule her state exam.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for August 2023 – *Emergency Services*
DATE: September 5, 2023

National Performance Indicator

Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential By Strengthening Family and Other Supportive Environments. This report started October 1st 2022 and will end September 30th 2023.

Low Income Home Energy Assistance Program

Below is the total unduplicated number of households/individuals served for August 2023.

County	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	April 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	County
Calhoun	62/107	79/148	81/36	52/86	44/83	55/97	24/47	55/108	6/9	58/121	81/151	107/195	704/1188
Franklin	35/88	21/41	33/71	49/113	37/76	19/32	4/10	22/60	0/0	14/42	36/61	42/96	312/690
Gadsden	45/79	24/54	13/36	37/79	67/164	51/95	6/12	29/101	0/0	21/62	24/64	28/84	345/830
Gulf	35/73	21/37	25/43	20/31	16/43	16/23	3/4	9/19	1/5	10/19	16/24	21/55	193/376
Jefferson	27/70	14/42	17/50	32/75	45/98	33/88	2/6	9/25	1/3	24/73	10/26	23/60	237/616
Leon	276/714	133/322	185/469	219/589	293/782	313/833	61/177	236/756	9/28	261/825	273/762	254/700	2513/6957
Liberty	27/59	20/31	15/30	16/42	14/20	14/36	5/7	10/18	1/1	19/35	34/71	26/46	201/396
Wakulla	19/58	14/33	12/30	25/65	23/46	17/33	2/7	9/24	0/0	8/29	9/27	17/49	155/401
Total	526/1248	326/708	381/765	450/1080	539/1312	518/1237	107/270	379/1111	18/46	415/1206	483/1186	518/1285	4660/11454

Additional information listed below:

Number of Single Parents assisted.

Female	401
Male	237
Total Emergency Services Utility Assistance (from Donated Funds) = 9 / 17	
Rental Assistance (Hancock Whitney Bank Funds) = 1 / 2	



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Capital Area Community Action Agency

MEMORANDUM

FROM: Terry Mutch
RE: Weatherization Assistance Program
DATE: September 8, 2023

As of July 1, 2023, the Weatherization Program has resumed normal operations. All current funding sources are released and are available for use. Currently, 21 homes have been pre-inspected and are being processed to distribute to contractors.

The territory previously governed by Suwannee River Economic Council has not been assigned via bid and we are currently still serving this area. Due to difficulty in securing contractor services in that area, the Agency is currently exploring options to use a turnkey contractor to provide services to the area. More details will be available as negotiations continue. In addition, Hurricane Idalia has severely affected operations in several counties within this territory. We are in process of reaching out to clients in that area to determine their current status.

Weatherization at a Glance (based on current funding)

County	2022-2023 Contract Units Projected*	2022-2023 Contract Units In progress	2022-23 Contract Units Completed
Calhoun	4	2	0
Franklin	3	0	0
Gadsden	6	2	4
Gulf	2	2	0
Jefferson	4	2	3
Leon	19	10	3
Liberty	2	0	0
Wakulla	4	3	1
Total	44	21	11



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On behalf of the Franklin County SHIP Program, the Agency has processed twenty-seven (27) applications with 8 applications being active and ready for service:

- 7 owner-occupied rehabilitation
- 1 Down Payment Assistance

Since the Agency began servicing the program, one owner-occupied rehabilitation job and one down payment assistance application was processed and completed.

Capital Area Community Action Agency

MEMORANDUM

TO: Nina Self
FROM: Venita Treadwell, Early Childhood Development Manager
RE: Board Report
DATE: September 13, 2023

Pre-Service was a great success and we experienced 100% attendance from all Head Start staff! Our theme was; "All Aboard, the Destination is Excellence!" We began the Pre-Service fulfilling the Department of Children and Families mandated annual training courses. Center Director training was a separate training prior to the full staff training. The second day of Pre-Service was a conference style training and the staff loved the feel of a conference offering different session choices.

Student assessments, Speech/Language, and Occupational Therapy have all begun and we are securing parental consent for students identified needing these services. Teachers are implementing the Teaching Strategies Curriculum and the Education Coordinators have been at the Head Start centers to ensure we have curriculum in place. CLASS Observations will begin in October as we prepare for the Focus Area 2. Focus Area 2 training is done at all center director meetings. We will have HATCH reports on the next Board Report; these will be baseline reports from which to compare future data.

The parents are currently taking their children to class and loving it. They missed this simple, but important, ritual. We are keeping a close eye on COVID related illness and will continue to follow health and safety measures which is the top priority of the Office of Head Start. Curriculum Day for Head Start families is scheduled for October 16, 2023; 1:00 pm until 3:00 pm.

I am interviewing for staff positions. This is still a challenge.

STAFF VACANCIES:

Vacant teacher positions	3/21
Vacant assistant positions	2/21
Vacant food service/cook position(s)	1/6

COVID REPORTS:

Students	0
Staff (teachers, cooks, center director)	2



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EDUCATION AND OUTREACH

August 2023

DATE	EVENT TITLE & PURPOSE	COUNTY	LOCATION	POTENTIAL PARTNER CONTACTS INFO	NUMBER OF ATTENDEES	NUMBER INTERESTED IN GA	OUTCOMES
8/1/2023	Franklin County Board of County Commission Meeting	Franklin	34 Forbes Street, Apalachicola, Florida	Franklin County Public Library - Carrabelle Branch	10+		CACAA on the agenda for approval to utilize the facility for Getting Ahead Workshop
8/2/2023	CACAA Headstart Pre-Service	All Counties	Via Zoom		10+		All CACAA staff in attendance for upcoming school year/presentation of agency programs.
8/3/2023	United Way of Northwest Florida Affiliated Agency Meeting	All Counties	Online	See meeting minutes	20+		Updates on resources available to clients served.
8/12/23	Frenchtown Renaissance 2023	Leon	Carter Howell Strong Park		75	10	Community event with different vendors and local law enforcement speaking on crime in the Tallahassee area and how to prevent it.
8/21/23	Mindfulness	Leon	Florida Blue Center		30		Community event pertaining to persons being mindful of their surroundings by using some relaxing techniques.
8/23/23	Contract Review & Management	Leon	Zoom - UPHS		44		Understanding what a contract is and learning the terminology, do's and don'ts when agreeing to a contract
8/28/23	FAMU Small Business Development Webinar - "How to Start a Business"	Franklin & Gulf	Via Zoom	FAMU Small Business Development Center	6		Staying Ahead participants receive information on "How to Start a Business" or make positive changes to already established businesses.
8/28/23	Briefings @ Emergency Operations Center - Hurricane Idalia	Franklin	Franklin County EOC	EOC - Emergency Support Functions	15+		Updates on Hurricane Idalia.
8/29/23	Briefings @ Emergency Operations Center - Hurricane Idalia	Franklin	Franklin County EOC	EOC - Emergency Support Functions	15+		Updates on Hurricane Idalia.
8/30/23	Briefings @ Emergency Operations Center - Hurricane Idalia	Franklin	Franklin County EOC	EOC - Emergency Support Functions	15+		Post hurricane updates/instructions for moving forward.

Family and Community Engagement Manager

Monthly Monitoring Report – August 2023

Program Status

- Enrollments for the **2023-24** school year:
 1. Franklin County Head Start - **16 of 20** families enrolled
 2. Head Start @ Governors Charter - **47 of 50** families enrolled
 3. Jefferson County Head Start - **28 of 37** families enrolled
 4. Louise B. Royal Head Start - **57 of 57** families enrolled
 5. Mabry Street Head Start - **52 of 66** families enrolled
 6. South City Head Start - **135 of 148** families enrolled
- **335 of 378 (89%)** families were enrolled in Head Start through the **month of August**.

Policy Council

- Meeting held with quorum on August 17th

Family and Community Engagement Activities

- Orientations for all Head Start Centers
- Team meetings

Transportation

- Bus evacuations drills and City Tour for South City and Royal

Children Health Requirements

Immunizations and Physical examinations	283 Immunizations 290 Physical Examinations
Established medical homes	0 (system error)
Established dental homes and received dental exams	234 Dental Homes 38 Dental Exams
Hearing screenings	155
Vision screenings	170
Vision Referrals	0

Nutrition

- Number of Breakfast 3,325
- Number of Lunch 3,333
- Number of PM Snacks 3,284

Non Federal Share Match

- Not calculated for the month

Disability Numbers

- Not calculated for this month

Corrective Action and Follow Up

- **COVID-19 Policy and Procedure:** Discussions of returning to a normal Head Start experience for 2023-24 discussed during each orientation. A limited Preventative Precautions list was discussed also.
- **Funded Enrollment:** Recruitment areas are also being updated now that Family Advocates will begin to canvas their areas again to recruit for the program. Recruitment activities are being scheduled to help increase recruiting.
- **Facilities:** The program continues to discuss opportunities to improve the facilities of the program. Facility updates are needed in Franklin, Leon and Jefferson counties. Franklin County agreed for us to use the recreation center for one more year for Head Start services. Tim has met with officials in Jefferson County about relocating Head Start to the old Duke Energy location. Better facility locations will help with the Average Daily Attendance of students.
- **Extended Day:** Extended Day for eligible children will only be held at the Louise B. Royal and South City locations. 20 slots of VPK has been filled at Royal and 10 of 20 slots of School Readiness has been filled at Royal. South City has 20 School Readiness/Private Pay slots filled.
- **Hatch:** This program is a virtual extension of the classroom into the homes of our students. Parents will be encouraged to join Hatch through invitations sent through emails, teachers speaking to parents, Family Advocates including Hatch in Family Partnership Agreements, if necessary, and through monthly parent meetings. Hatch usage will be monitored frequently by the management team.
- **Technical Assistance / Training:** No employees attended the One Goal training in Tampa in July, but staff have been involved with HSES webinars. The ERSEA team will seek training in Atlanta during the month of September.
- **Average Daily Attendance:** The Average Daily Attendance (ADA) for August was the required 85%. This is the first month of the new school year and will work hard to ensure our students attend school as required.

Strengths

- Less program restrictions
- Additional funding through the Early Learning Coalition
- In person meetings with families and staff
- Franklin County allowing the use of the recreation center for this school term

Areas of Concern

- The location of the Franklin County Head Start for the next school term
- The condition of the Jefferson County Head Start center
- Staffing issues

Capital Area
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MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Margaret Watson, Human Resources Manager
RE: Summary Report for Human Resources Department
DATE: September 26, 2023

Summary Report for the Human Resources Department for the month ending August 30, 2023. There were a number of ongoing projects as mentioned in my last report that will continue over the next few months.

- Finalizing Netchex and Navigator Integration. This streamlines the onboarding process as information feeds to Navigator our Benefits HUB.
- Working on final draft of the Human Resources Policies and Procedures Manual.
- Attended FACA Conference August 7-11, 2023.
- Attended the Agency-wide Customer Satisfaction and Compassion Training, August 25, 2023.
- Continue to attend Big Bend SHRM Monthly Meetings.

We are interviewing for the following vacancies in our Program Departments.

- 2 Family Advocates
- 3 Teachers
- 2 Teacher Assistants
- 1 Cook
- 2 Weatherization Coordinators



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