

Capital Area Community Action Agency

Board of Directors Meeting
Agenda
Tuesday, November 14, 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 – September 26, 2023		2
ii) Executive Committee Minutes – October 24, 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. Accounting Policy & Procedures – Settlement Agreement Amendment Discussion		
V. Organizational Standards	Tim Center	26
• Succession Plan		
VI. Chief Executive Officer's Report	Tim Center	43
VII. Chief Operating Officer's Report		45
• Program Updates	Nina Self	
VIII. Chair's Report		
IX. Adjournment		

Upon adjournment of the Board Meeting, the Executive Committee will meet to discuss the CEO Evaluation.

Next Board of Directors Meeting 01/23/2024 – 6:00 pm – Microsoft Teams Video

Next Executive Committee Meeting 02/27/2023 - 5:30 pm – Microsoft Teams Video



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Capital Area **Community Action** Agency

Board of Directors Meeting Minutes September 26, 2023

Members in Attendance:

Quincee Messersmith, Chair
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
Keith Dean
Margaret Watson
Venita Treadwell
Gloria Nelson

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

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

ACTION ITEMS

Approval of Minutes

The Chair entertained a motion to approve the minutes of July 25, 2023. Ms. Edgar moved approval of the minutes. Mr. Grant seconded the motion. The motion was approved unanimously.

The Executive Committee Minutes of August 22, 2023, are being presented to the Board for review. Correction to Board minutes of August 22, 2023, to reflect Ms. Edgar as being absent from the meeting.

FINANCIAL REPORTS

Ms. Beam, Finance Director, presented the financial reports for the month ending July 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.

Ms. Edgar asked what is the status of LIWAP? Ms. Beam said the Department of Commerce reduced the Program funding. The state hired another Agency (Promise to Pay) to assume the responsibility which did not allow the Agency to run the Program.

The Chair entertained a motion to accept the Financial Report. Ms. Miller moved to accept the Financial Report. Mr. Jones seconded the motion. The motion was approved unanimously.

Annual Agency Budget

Mr. Center presented the FY 2023-2024 Annual Agency Budget. He said the Agency's budget reflects all the individual Program budgets. The Board approves the Annual Agency Budget, highlighting that the Indirect Cost Pool is funded through salaries and benefits from the staff.

The Chair entertained motion to approve the Annual Agency Budget. Ms. Edgar moved approval of the Annual Agency Budget. Ms. Keel seconded the motion. The motion was unanimously approved.

IRS 990

Mr. Center reported on the IRS 990. The IRS 990's will be sent out to the Board at the end of the meeting.

Medical Marijuana Policy

Mr. Center updated the Board on the Medical Marijuana Policy. He said there was some discussion at the last Board Meeting concerning avoiding any HIPPA violations of employee privacy. We reached out to Bill Krizner. His response was to keep the Medicinal Marijuana information in a separate file as this is an ADA Requirement. Lastly, most Federal Courts are now finding that the ADA requires that the Policy be permitted, if state or local law recognizes it as a legal prescription.

The Policy will become a part of the Human Resources Handbook, and the Employee Policy and Procedures Handbook.

The Chair entertained a motion to approve the Medical Marijuana Policy. Ms. Nishimoto moved approval of the Medical Marijuana Policy. Mr. Jones seconded the motion. The motion was approved unanimously.

Organizational Standards

Mr. Center shared that the Department of Commerce requires the Agency to follow a series of 52 Organizational Standards under CSBG. Throughout the year the Board receives Programmatic updates. The Department of Commerce requires the Organizational Standards to be uploaded to the NewGen System by the December 2023 deadline.

CEO REPORT

The Chief Executive Officer (CEO), presented the report for the month of September 2023. He reported that the Florida Department of Commerce signed a settlement with Community Action Agency for \$65K for notice of written default by the Agency. The case was dismissed by the Federal Department of Administrative Hearing.

Thomas Howell Ferguson will be permitted to proceed with completion of the audit that was due back in June 2023. We are working with Thomas Howell Ferguson to get in a position to apply those funds in a negotiation with the Federal Government to permit us to use the funds to purchase the building.

The CEO updated the Board on promotions within the Head Start Department. Darrel James is now the Assistant Head Start Director, Kimberly Smith, Family Advocate II, and Anna McCoy, ERESA Coordinator. There will be some adjustments to the Head Start budget to get the positions fully funded.

The Getting Ahead classes are going well. The conversations continue with Duke Energy on the Jefferson Head Start Center. We continue to search for a permanent location for our Franklin Head Start Center.

We received notice from the Department of Commerce that we will receive 2.1M in LIHEAP funding. We have received Notice of Award. We received notice from the USAC the SEC that funds library and schools that we may receive computers and WI-FI hotspots to give to families.

COO REPORT

The Chief Operating Officer (COO) presented the Summary of Programs for the month of August 31, 2023. The COO reported that the Getting Ahead Program is in the fourth week and going well.

The Emergency Services Department served 483 households for the month of August.

The Weatherization Program is in the process of working Suwannee River County. We are working on a plan to complete reduction. We are currently expanding the team in our WAP Program.

Our current Head Start enrollment is 335. Our goal is to meet the 378 enrollments.

The meeting adjourned at 7:05 PM.

Ms. Edgar, Secretary

Date

Capital Area Community Action Agency

Executive Committee
Meeting Minutes
October 24, 2023

Members in Attendance

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

CACAA Staff:

Tim Center
Kate Beam
Margaret Watson

The meeting was called to order at 5:34 p.m. by the Chair. A quorum was established.

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

ACTION ITEMS

The Chair entertained a motion to approve the minutes of August 22, 2023. Ms. Edgar moved approval of the minutes. Ms. Keel seconded the motion. The motion was unanimously approved.

FISCAL

Ms. Beam, Finance Director, presented the financial reports dated as of August 22, 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 Chair asked why are we waiting on the audit? There was some discussion about the auditors not wanting to issue an opinion until the lawsuit was settled with The Department of Commerce. For now, the Agency has use of the PPL Loan that was forgiven as we did not receive final settlement until October. The settlement fee has been paid.

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

CEO Report

The CEO presented the report from the month of October 2023. He reported that the audit produced some preliminary finds in an Exit Interview to which the Agency responded with detailed information. The Agency through Marc Ito, reached a settlement negotiations regarding the findings. The auditor will discuss how the settlement issue impacted the audit. Details of the findings will be reported at the meeting on the funds received for the PPP Loan which were subject to some consideration as it relates to Head Start grant.

We had some recent promotions within the Head Start team. An appraisal was scheduled for the Duke Energy building in Jefferson County to receive the value of building. The Head Start program will be monitored this year through the Focus Area 2 visit which will include CLASS Assessments and more. NO date has been announced. This training is scheduled for 2-weeks.



United Way of the Big Bend

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The Getting Ahead transition ceremony is scheduled for December 2023. The dates will be sent out to the Board in the upcoming weeks.

We are working on completion of the Organizational Standards for upload to the Department of Commerce Newgen system, by December 15, 2023.

Ms. Keel asked about the Agency's participation in the World of Works. What is our role? Mr. Center said that this program is used as a model for Agencies. The program educates high schools students on what the agency does. Enabling students to have ideas of future job interests.

CHAIR'S Report

The Chair thanked the Board for their support.

Meeting adjourned at 6:04 P.M.

Ms. Lisa Edgar, Secretary

Date

**Projected Financial Statement Narrative
For the Twelve Months Ending September 30, 2023
Capital Area Community Action Agency**

As of September 30, 2023, we have completed the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 100% of the annual budget. At year end, the Year to Date Actual Revenue and Expenses are 84% and 83% respectively, with a restricted net income of \$194,502.

Non-Federal Share (NFS) Match at September 30, 2023 is \$570,866 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.

**Financial Statement Narrative
For the Twelve Months Ending September 30, 2023
Capital Area Community Action Agency**

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:

Agency Wide Variances

- Life Insurance and Retirement – are over budget with more employees participating in the 401K and an 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 budget due to several purchases of toner as well as copier overage charges.
- Utilities – are over budget due to mid year increases in utility rates.
- 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.
- **Equipment Lease – is slightly over budget due higher than anticipated costs.**
- 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 over budget due mostly to Zoom expenses. This category will most likely go over budget by less than \$1000.
- Legal Expenses – is over budget with the unexpected costs associated with the DEO investigation.

Financial Statement Narrative
For the Twelve Months Ending September 30, 2023
Capital Area Community Action Agency

CSBG Variances

- Office Supplies – is slightly over budget with a number of needed items.
- 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 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.
- Advertising – is over budget due to recruitment efforts with Indeed.

LIHEAP Variances

- Postage and Delivery Expense – is over 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 over budget and will mostly end the year by about \$5000 due to higher than forecasted costs.
- **Utilities – are over budget due to mid year increases in utility rates.**
- 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 budget and based on current expenses will go over by 25%.
- 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.
- 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 budget due to antivirus software purchased. No other expenses are forecasted to go here.
- **Advertising – is over budget due to WAP recruiting and contractor interest notices.**

**Financial Statement Narrative
For the Twelve Months Ending September 30, 2023
Capital Area Community Action Agency**

Head Start Variances

- Staff Screenings – is 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 and Classroom Supplies – are over budget with the purchase of a number of needed items.
- Medical / Dental Supplies – is over budget but the amount is less than \$150. No more expenses are anticipated.
- Copies/Printing/Copier – is over 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 at budget and likely to go over budget this fiscal year due to an increased need for services.
- ***Utilities – are over budget due to mid year increases in utility rates.***
- 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 at least \$40K unless the HDST ARP funds (\$30K) are utilized prior to their expiration.
- Equipment Maintenance – is over budget due to the installation of several new computers and server repair.
- 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 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 budget with the recent payment of taxes on the equipment.
- 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.

**Financial Statement Narrative
For the Twelve Months Ending September 30, 2023
Capital Area Community Action Agency**

- Dues / Subscriptions – is over budget due to the prepayment of 23.24 FHSA dues.
- 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 \$1000.
- Advertising – is at over budget and the overage should remain under \$1000.

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Year Ended 9/30/2023**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,563,166	4,563,166	0	100%
Government Contracts - STATE	4010	8,174,673	5,732,817	(2,441,857)	70%
Government Contracts - LOCAL	4020	90,000	100,376	10,376	112%
Grants - Other Not-for-Profits	4100	16,660	18,281	1,621	110%
Grants - All Other Sources	4120	8,000	2,832	(5,168)	35%
Contributions	4200	1,000	1,440	440	144%
Contributions- Restricted	4210	1,200	63,345	62,145	5279%
Special Events	4300	2,000	7,040	5,040	352%
Commissions-Vending/Photo	4320	0	7,512	7,512	100%
Interest Income	4950	0	922	922	100%
Fringe Pool Revenue	4960	835,840	872,159	36,319	104%
Indirect Pool Revenue	4970	681,043	734,444	53,401	108%
Other Revenue	4995	1,000	24,582	23,582	2458%
Total Revenue		<u>14,374,582</u>	<u>12,128,916</u>	<u>(2,245,666)</u>	84%
Expenditures					
Salaries & Wages	6010	3,417,735	3,102,675	315,060	91%
Fringe	6110	1,010,461	872,452	138,009	86%
FICA	6120	228,900	224,910	3,990	98%
Unemployment	6130	38,000	35,334	2,666	93%
Workers Compensation	6140	50,000	37,621	12,379	75%
Health Insurance	6150	400,660	394,942	5,718	99%
Life Insurance	6160	30,000	33,393	(3,393)	111%
Retirement	6170	50,000	55,219	(5,219)	110%
Staff Screenings	6180	2,892	1,189	1,702	41%
Indirect Costs	6210	836,500	745,214	91,286	89%
Travel - In Area	6310	25,356	6,657	18,699	26%
Travel - Out of Area	6315	5,000	0	5,000	0%
Office Supplies	6410	27,552	26,304	1,248	95%
Program Supplies	6415	44,998	35,889	9,110	80%
Classroom Supplies	6420	21,845	107,237	(85,392)	491%
Kitchen Supplies	6430	12,500	21,419	(8,919)	171%
Medical/Dental Supplies	6440	1,300	6,143	(4,843)	473%
Copies/Printing/Copier	6510	24,400	31,015	(6,615)	127%
Postage and Delivery Expense	6600	6,059	5,403	655	89%
Contractual Services/Professional	6710	459,888	409,111	50,777	89%
Contractual Services – Health/Disabilities	6715	247,348	299,693	(52,345)	121%
Rent/Space Cost	6810	397,185	374,583	22,602	94%
Utilities	6820	109,200	120,253	(11,053)	110%
General Liability and Property Insurance	6830	61,535	72,065	(10,530)	117%
Communications	6840	110,209	109,202	1,007	99%
Repairs & Bldg Maintenance- Recurring	6850	176,029	190,520	(14,491)	108%
Repairs & Bldg Maintenance - Nonrecurring	6855	34,115	15,118	18,997	44%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Year Ended 9/30/2023**

Equipment Maintenance	6910	52,830	32,975	19,856	62%
Vehicle Expense	6920	64,594	63,823	771	99%
Equipment Lease	6930	14,198	14,868	(669)	105%
Technology	6940	43,446	59,319	(15,873)	137%
Fees, Licenses, and Permits	7010	4,298	2,484	1,814	58%
Dues/Subscriptions	7020	17,121	16,318	803	95%
Special Events	7110	4,500	7,996	(3,496)	178%
Client Assistance	7210	5,808,922	3,827,791	1,981,130	66%
Equipment/Improvements (\$5,000 or more)	7310	161,654	166,512	(4,858)	103%
Expendable Equipment	7320	30,200	63,368	(33,168)	210%
Registration Fees	7410	1,400	144	1,256	10%
Meetings/Workshops	7420	3,199	3,536	(336)	111%
Training & Staff Development	7430	41,861	9,333	32,528	22%
Training and Technical Assistance/Staff	7435	59,358	42,694	16,665	72%
Advisory/Board Member Expenses	7440	2,700	3,561	(861)	132%
Advertising	7450	29,021	20,685	8,336	71%
Parent Activities	7460	1,200	539	661	45%
Raw Food Cost	7510	257,432	233,468	23,964	91%
Miscellaneous Expenses	7520	0	1	(1)	100%
Legal Expenses	7530	8,000	30,318	(22,318)	379%
Interest Expense	7610	1,000	15	985	1%
Bank Service Charges	7630	3,980	1,109	2,871	28%
Total Expenditures		<u>14,440,582</u>	<u>11,934,414</u>	<u>2,506,168</u>	83%
Excess Revenue over (under) Expenditures		(66,000)	194,502	260,502	

**Capital Area Community Action Agency
Balance Sheet
For the Period Ending 9/30/2023**

		<u>Current Period Balance</u>
Assets		
Cash Operating Hancock Bank	1010	1,486,761
Health Insurance Imprest Account	1031	46,020
Cash-Sunshine State/The First - Micro Loan	1040	66,512
Petty Cash	1050	266
Cash-Hancock-HS Parent Activity	1060	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	13,923
Cash - Centennial Bank (Franklin County)	1070	5,693
Money Market Account - Hancock Bank	1080	30,441
Accounts Receivable	1100	213,929
Grants Receivable	1150	656,596
Prepaid Insurance	1300	4,414
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>3,169,406</u>
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	101,406
Accrued Expenses - Other	2010	86,922
Accrued Wages	2040	143,605
Accrued Fringe Benefits	2060	(730)
Accrued Flexible Savings	2061	(638)
Accrued FICA	2065	10,519
Accrued SUTA	2075	187
Accrued Health Insurance	2085	(5,664)
Accrued Other Health Insurance	2087	(1,137)
Accrued Life Insurance	2090	5,175
Accrued Retirement - Pre Tax	2095	2,442
Accrued Retirement - Post Tax	2096	441
Contract Advances	2100	127,076
Due to Dept of Economic Opportunity	2300	67,026
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	135,163
Deferred Income	2400	<u>35,527</u>
Total Liabilities		714,401
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,935,605
Invested Property and Equipment	3020	<u>324,898</u>
Total Beginning Net Assets		2,260,502
Current Net Income		194,502
Total Net Assets		<u>2,455,004</u>
Total Liabilities and Net Assets		<u>3,169,406</u>

**Capital Area Community Action Agency
CSBG Statement of Revenues and Expenditures
For the Year Ended 9/30/2023**

	100%	Total Budget - Original	Current Year Actual	Total Budget Variance Original	%
Revenue					
Government Contracts - STATE	4010	<u>670,217</u>	<u>522,173</u>	<u>(148,044)</u>	78%
Total Revenue		<u>670,217</u>	<u>522,173</u>	<u>(148,044)</u>	78%
Expenditures					
Salaries & Wages	6010	214,713	196,097	18,616	91%
Fringe	6110	62,224	56,241	5,984	90%
Staff Screenings	6180	500	25	475	5%
Indirect Costs	6210	55,941	50,972	4,969	91%
Travel - In Area	6310	13,350	1,655	11,695	12%
Office Supplies	6410	10,000	10,355	(355)	104%
Program Supplies	6415	6,000	16	5,984	0%
Copies/Printing/Copier	6510	6,000	2,633	3,367	44%
Postage and Delivery Expense	6600	2,400	585	1,815	24%
Contractual Services/Professional	6710	18,000	4,448	13,552	25%
Rent/Space Cost	6810	63,605	57,148	6,457	90%
Utilities	6820	10,400	6,570	3,830	63%
General Liability and Property Insurance	6830	6,500	4,263	2,237	66%
Communications	6840	20,600	17,244	3,356	84%
Repairs & Bldg Maintenance- Recurring	6850	10,414	9,897	517	95%
Repairs & Bldg Maintenance - Nonrecurring	6855	5,000	0	5,000	0%
Equipment Maintenance	6910	3,900	2,142	1,758	55%
Vehicle Expense	6920	12,000	15,350	(3,350)	128%
Equipment Lease	6930	2,500	3,322	(822)	133%
Technology	6940	2,400	2,603	(203)	108%
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	65,968	47,159	58%
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	1,348	9,902	12%
Advertising	7450	1,000	3,455	(2,455)	346%
Total Expenditures		<u>670,217</u>	<u>521,619</u>	<u>148,598</u>	78%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>555</u>	<u>555</u>	

Capital Area Community Action Agency
LIHEAP Statement of Revenues and Expenditures
For the year Ended 9/30/2023

		Total	Current	Total	
	100%	Budget -	Year Actual	Budget	
		Original		Variance -	
				Original	%
Revenue					
Government Contracts - STATE	4010	<u>4,268,551</u>	<u>3,186,474</u>	<u>(1,082,077)</u>	75%
Total Revenue		<u>4,268,551</u>	<u>3,186,474</u>	<u>(1,082,077)</u>	75%
Expenditures					
Salaries & Wages	6010	390,000	271,230	118,770	70%
Fringe	6110	113,022	77,746	35,276	69%
Staff Screenings	6180	1,110	321	789	29%
Indirect Costs	6210	101,611	70,493	31,118	69%
Travel - In Area	6310	1,602	459	1,143	29%
Office Supplies	6410	4,500	1,322	3,178	29%
Program Supplies	6415	0	42	(42)	100%
Copies/Printing/Copier	6510	6,300	6,099	201	97%
Postage and Delivery Expense	6600	1,800	2,895	(1,095)	161%
Contractual Services/Professional	6710	22,500	58,575	(36,075)	260%
Rent/Space Cost	6810	44,000	51,683	(7,683)	117%
Utilities	6820	7,200	7,585	(385)	105%
General Liability and Property Insurance	6830	11,250	5,871	5,379	52%
Communications	6840	20,250	11,067	9,183	55%
Repairs & Bldg Maintenance- Recurring	6850	9,000	5,546	3,454	62%
Repairs & Bldg Maintenance -	6855	2,500	0	2,500	0%
Equipment Maintenance	6910	4,500	4,285	215	95%
Vehicle Expense	6920	5,400	0	5,400	0%
Equipment Lease	6930	3,150	2,781	369	88%
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	2,589,763	903,093	74%
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	725	975	43%
Advertising	7450	<u>8,000</u>	<u>0</u>	<u>8,000</u>	0%
Total Expenditures		<u>4,268,551</u>	<u>3,181,754</u>	<u>1,086,797</u>	75%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>4,720</u>	<u>4,720</u>	

Capital Area Community Action Agency
WAP Statement of Revenues and Expenditures
For the Year Ended 9/30/2023

	100%	Total Budget - Original	Current Year Actual	Total Budget Variance Original	%
Revenue					
Government Contracts - STATE	4010	<u>337,827</u>	<u>241,761</u>	(96,066)	72%
Total Revenue		<u>337,827</u>	<u>241,761</u>	(96,066)	72%
Expenditures					
Salaries & Wages	6010	72,838	91,978	(19,140)	126%
Fringe	6110	21,109	26,024	(4,915)	123%
Indirect Costs	6210	18,977	23,836	(4,859)	126%
Travel - In Area	6310	1,772	1,605	167	91%
Office Supplies	6410	1,100	324	776	29%
Program Supplies	6415	0	5	(5)	100%
Copies/Printing/Copier	6510	600	902	(302)	150%
Postage and Delivery Expense	6600	149	99	50	66%
Contractual Services/Professional	6710	3,666	1,313	2,353	36%
Rent/Space Cost	6810	3,700	3,321	379	90%
Utilities	6820	1,000	626	374	63%
General Liability and Property Insurance	6830	5,845	6,187	(342)	106%
Communications	6840	2,400	2,039	361	85%
Repairs & Bldg Maintenance- Recurring	6850	615	193	422	31%
Equipment Maintenance	6910	875	1,516	(641)	173%
Vehicle Expense	6920	8,500	6,463	2,037	76%
Equipment Lease	6930	431	350	81	81%
Technology	6940	203	246	(43)	121%
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	2,461	15,899	13%
Advertising	7450	300	687	(387)	229%
Total Expenditures		<u>337,827</u>	<u>241,765</u>	96,062	72%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(3)</u>	<u>(3)</u>	

**Capital Area Community Action Agency
Head Start Statement of Revenues and Expenditures
For the Year Ended 9/30/2023**

	100%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,164,085	4,164,085	0	100%
Contributions- Restricted	4210	0	1,000	1,000	100%
Other Revenue	4995	0	6,000	6,000	100%
Total Revenue		<u>4,164,085</u>	<u>4,171,085</u>	<u>7,000</u>	100%
Expenditures					
Salaries & Wages	6010	2,073,578	2,007,213	66,365	97%
Fringe	6110	600,922	557,402	43,520	93%
Staff Screenings	6180	412	695	(284)	169%
Indirect Costs	6210	540,249	518,052	22,197	96%
Travel - In Area	6310	2,000	2,831	(831)	142%
Office Supplies	6410	6,200	10,022	(3,822)	162%
Program Supplies	6415	21,598	32,778	(11,179)	152%
Classroom Supplies	6420	19,345	24,649	(5,304)	127%
Kitchen Supplies	6430	0	503	(503)	100%
Medical/Dental Supplies	6440	300	418	(118)	139%
Copies/Printing/Copier	6510	10,000	16,231	(6,231)	162%
Postage and Delivery Expense	6600	460	637	(177)	139%
Contractual Services/Professional	6710	24,000	17,851	6,149	74%
Contractual Services - Health/Disabilities	6715	157,808	168,089	(10,281)	107%
Rent/Space Cost	6810	233,301	220,647	12,654	95%
Utilities	6820	85,000	98,964	(13,964)	116%
General Liability and Property Insurance	6830	20,000	22,177	(2,177)	111%
Communications	6840	55,000	68,539	(13,539)	125%
Repairs & Bldg Maintenance- Recurring	6850	115,000	160,732	(45,732)	140%
Repairs & Bldg Maintenance - Nonrecurring	6855	15,115	15,118	(3)	100%
Equipment Maintenance	6910	18,000	20,814	(2,814)	116%
Vehicle Expense	6920	35,594	39,196	(3,602)	110%
Equipment Lease	6930	5,000	5,636	(636)	113%
Technology	6940	26,934	26,749	185	99%
Fees, Licenses, and Permits	7010	548	989	(441)	180%
Dues/Subscriptions	7020	5,091	6,603	(1,512)	130%
Special Events	7110	2,500	1,920	580	77%
Expendable Equipment	7320	0	989	(989)	100%
Meetings/Workshops	7420	1,199	1,699	(500)	142%
Training & Staff Development	7430	811	1,591	(780)	196%
Training and Technical Assistance/Staff	7435	40,998	36,073	4,925	88%
Advisory/Board Member Expenses	7440	1,000	800	200	80%
Advertising	7450	10,921	11,520	(599)	105%
Parent Activities	7460	1,200	57	1,143	5%
Raw Food Cost	7510	34,000	34,000	0	100%
Total Expenditures		<u>4,164,085</u>	<u>4,132,183</u>	<u>31,902</u>	99%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>38,902</u>	<u>38,902</u>	

Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the Month Ending September 30, 2023

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		45,278			
Grants - Other Not for Profits		5,881			
In-Kind Revenue		382,618			
VPK/SR		137,088			
	620,300	570,866	92%	49,434	8%

Head Start Expenditures September 2023

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	7020	255	9/27/2023	1,512.00	#6700, TIM CENTER, VISA, 9/27/2023, FHSA RENEWAL
HANCOCK CC	1064	7435	255	9/27/2023	375.00	#6700, TIM CENTER, VISA, 9/27/2023, FHSA MEETING
HANCOCK CC	1064	6440	256	9/27/2023	50.40	#1596, DARREL JAMES, VISA, 9/27/2023, DENTAL SUPPLIES
HANCOCK CC	1064	6850	255	9/27/2023	34.99	#1596, DARREL JAMES, VISA, 9/27/2023, INVERTE
HANCOCK CC	1064	6920	255	9/27/2023	62.01	#1596, DARREL JAMES, VISA, 9/27/2023, GAS
HANCOCK CC	1064	7420	255	9/27/2023	199.90	#1596, DARREL JAMES, VISA, 9/27/2023, ZOOM
HANCOCK CC	1064	7435	255	9/27/2023	20.93	#1596, DARREL JAMES, VISA, 9/27/2023, ERSEA TRAIN
HANCOCK CC	1064	7435	255	9/27/2023	32.21	#1596, DARREL JAMES, VISA, 9/27/2023, ERSEA TRAIN
HANCOCK CC	1064	7435	255	9/27/2023	28.00	#1596, DARREL JAMES, VISA, 9/27/2023, ERSEA TRAINING
HANCOCK CC	1064	6440	255	9/27/2023	37.92	#6982, FATIMA OLEABHIELE-ALEXANDER, VISA, 9/27/2023, MED
HANCOCK CC	1064	7435	255	9/27/2023	970.00	#3535, NINA SINGLETON SELF, VISA, 9/24/2023, JAMES/MCCOY
HANCOCK CC	1064	7450	255	9/27/2023	200.00	#1987, MARGARET WATSON, VISA, 9/27/2023, IIS RECRUITING
HANCOCK CC	1064	7450	255	9/27/2023	<u>414.50</u>	#1987, MARGARET WATSON, VISA, 9/27/2023, HS RECRUITING

Transaction 3,937.86



HANCOCK WHITNEY

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

Visa BusinessCard
Statement of Account
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MEMO STATEMENT

Account Number
4802-XXXX-XXXX-6700

Statement Date
09-27-23

0014KXAC - 003763 - 0001 - 0001 - 2



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

**N0003763

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-04	09-01	24137463245001681338173	5411	PUBLIX #1051 TALLAHASSEE FL	M591.80
09-04	09-01	24137463245001681338256	5912	CVS/PHARMACY #01256 TALLAHASSEE FL	M620.85
09-04	09-01	24207853245160102166758	8699	FLORIDA HEAD START ASSOCI 850-6946477 FL	M1,512.00
09-05	09-05	24692183248100450764633	5300	COSTCO *ANNUAL RENEWAL 800-774-2678 WA	M60.00 ✓
09-14	09-13	24431063256083393512912	4784	SUNPASS*ACC87738601 888-865-5352 FL	M30.00
09-14	09-13	24431063256083393510684	4784	SUNPASS*ACC87738601 888-865-5352 FL	M41.10
09-18	09-15	24492153256715036767394	5734	ADOBE *ACROPRO SUBS 408-536-6000 CA	M19.99
09-18	09-16	24137463250001322863118	5912	CVS/PHARMACY #01256 TALLAHASSEE FL	M106.95 ✓
09-20	09-19	24011343262000042055461	4814	ZOOM.US 888-799-9686 WWW.ZOOM.US CA	M299.90
09-21	09-20	24692183263103074901631	5968	GAN*1558TALLHDEMOCCIRC 888-426-0491 IN	M29.02
09-21	09-19	24011333263900018179189	3722	WYNDHAM TALLAHASSEE TALLAHASSEE FL 12524064 ARRIVAL: 09-16-23	M383.64 ✓
09-25	09-22	24207853286161101699298	8699	FLORIDA HEAD START ASSOCI 850-6946477 FL	M375.00
09-25	09-23	24692183266105455564042	5942	AMZN MKTP US*T19KU85B2 AMZN.COM/BILL WA	M479.76
09-25	09-22	24247603266500862688583	8398	N A E Y C CONFERENCE 202-232-8777 DC	M530.00 ✓
09-25	09-22	24717053266872661789077	3058	DELTA AIR 0062175880015 DELTA.COM CA CENTER/TIM DEPARTURE: 11-14-23 TLH DL T ATL DL T BNA DL U ATL DL U TLH	M556.40 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
09-27-23	4802-XXXX-XXXX-6700	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 5,576.41
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 5,576.41
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 22,000.00



HANCOCK WHITNEY

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

Handwritten signature and date: 09/27/23

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

**N0006537

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-1596

Statement Date
09-27-23

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-04	09-03	24941353246613009506261	3357	HERTZ #0103002 HERTZ PPAY OK	M46.44
09-04	09-03	24941353247825609723125	3389	AVIS RENT-A-CAR WICHITA KS	M75.46
09-07	09-05	24692163249101507255483	5542	GATE 1194 Q80 TALLAHASSEE FL	M28.00
09-07	09-06	24011343249000047049625	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US.CA	M199.90
09-18	09-15	24455013258141005520238	5411	WAL-MART #4520 TALLAHASSEE FL	M50.86
09-18	09-16	24756423259272590079674	5813	CAPRI LAZY DAYS 350-9975712-FL	M253.00
09-25	09-23	24692163266105100182554	5542	GATE STORE 1210 Q80 TALLAHASSEE FL	M62.01
09-26	09-25	24231683269400040896906	5251	HARBOR FREIGHT TOOLS3204 BAINBRIDGE GA	M87.79
09-27	09-26	24765013269091401001998	5814	CAFE MOMO. ATLANTA GA	M20.93
09-27	09-25	24231683269970703771828	5812	HARD ROCK ATLANTA R ATLANTA GA	M32.21

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
09-27-23	4802-XXXX-XXXX-1596	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 806.60
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 806.60
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00



**HANCOCK
WHITNEY**

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

** 0000001

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-6982

Statement Date
09-27-23

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-30	08-29	24492163241000026960870	8299	TEACHSTONE TRAINING WWW.TEACHSTON VA	M125.00
09-06	09-05	24445003249400196808638	5411	WM SUPERCENTER #1406 TALLAHASSEE FL	M40.76

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
09-27-23	4802-XXXX-XXXX-6982		
<p>CUSTOMER SERVICE CALL</p> <p>Toll Free 1-800-448-8812</p>		NEW PURCHASES AND OTHER CHARGES	165.76
		NEW CASH ADVANCES	.00
		CREDITS	.00
		STATEMENT TOTAL	165.76
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	2,000.00



**HANCOCK
WHITNEY**

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



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

** 0000001

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MEMO STATEMENT

Account Number
4802-XXXX-XXXX-3535

Statement Date
09-27-23

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-29	08-29		0000	ANNUAL FEE	M35.00
09-19	09-18	24011343261000024041407	7399	2023 ERSEA SUMMIT MINGRAM@RIVHS GA	M970.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
09-27-23	4802-XXXX-XXXX-3535	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,005.00
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,005.00
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 10,000.00



**HANCOCK
WHITNEY**

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

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Issued by Hancock Whitney Bank

00142XAC-006681-0001-0001-2

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-6496

Statement Date
09-27-23



MARGARET WATSON
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

**N0006661

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-04	09-01	24801973245690682050762	8398	BIG BEND SHRM 229-254-1828 FL	M25.00
09-18	09-15	24707803260030107756301	2741	NEVES PUBLISHING GROUP 850-851-0724 FL	M200.00
09-26	09-22	24492153265719150730619	7361	ZIPRECRUITER, INC. 855-747-5493 CA	M829.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
09-27-23	4802-XXXX-XXXX-6496		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES	1,064.00
		NEW CASH ADVANCES	.00
Toll Free		CREDITS	.00
		STATEMENT TOTAL	1,064.00
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	2,500.00

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	
MARCH	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	
	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
	4.5	The organization has a written succession plan in place for the CEO/ED, approved by the governing board, which contains procedures for covering an emergency/unplanned, short term absence of 3 months	Maintain	11/14/2023	
	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

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	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
	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	

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	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	
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	
JULY	8.2	All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate and board minutes will reflect the review of the audit.	Annually	12/12/2023	
	8.3	The organization's auditor presents the audit to the governing board.	Annually	12/12/2023	
	8.4	The governing board formally receives and accepts the audit to reflect the approval of the audit by the board.	Annually	12/12/2023 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	N/A	
SEPTEMBER	8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	Annually	N/A	

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	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	Complete
	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	

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
December 2023		SUBMIT			

CAPITAL AREA COMMUNITY ACTION AGENCY, INC.

LEADERSHIP DEVELOPMENT AND EMERGENCY SUCCESSION PLAN

1. Rationale

The Chief Executive Officer position in a nonprofit organization is a central element in the organization's success. Therefore, insuring that the functions of the Chief Executive Officer are well understood and shared among senior staff and board members is important for safeguarding the organization against unplanned and unexpected change. This kind of risk management is equally helpful in facilitating a smooth leadership transition when it is predictable and planned.

This document details leadership development and an emergency succession plan for Capital Area Community Action Agency, Inc. (Community Action). This plan reflects Community Action's Executive Succession Policy and its commitment to sustaining a healthy functioning organization. The purpose of this plan is to insure that the organization's leadership has adequate information and a strategy to effectively manage the agency in the event the Chief Executive Officer is unable to fulfill their duties.

2. Plan Implementation

The Board of Director's authorizes the Board Chair to implement the terms of this emergency succession plan in the event of a planned or unplanned temporary or short-term absence.

- It is the responsibility of the Chief Executive Officer to inform the Board of Directors of a planned temporary or short-term absence, and to plan accordingly.
- It is the responsibility of the Chief Operating Officer to immediately inform the Board Chair of an unplanned temporary or short-term absence.
- As soon as feasible, following notification of an unplanned temporary or short-term absence, the Board Chairman shall convene an Executive Committee meeting to affirm the procedures prescribed in this plan, or to modify them if needed.

3. Priority Functions of the Chief Executive Officer

The Chief Executive Officer Position description is attached to this plan.

The following duties are considered to be the key functions of the Chief Executive Officer and have a corresponding temporary staffing strategy. (See Succession Plan Policy for further guidance about temporary staffing).

Key Executive Officer Functions	Temporary Staffing Strategy
Leadership and Vision	Board Chair with Chief Operating Officer
Board Administration and Support	Chief Operating Officer and Executive Assistant
Financial Management	Treasurer/Chief Financial Officer/Finance Director
Key Executive Officer Functions	Chief Operating Officer/Temporary Staffing
Human Resources	Chief Operating Officer/Temporary Staffing
Community & Public Relations	Board Chair and Chief Operating Officer
Spokesperson	Board Chair or their Designee

The positions assigned in the Temporary Staffing Strategy are based on Community Action's organizational structure as of January 2016. In the event this plan is implemented and assigned positions are vacant or no longer available, the Board Chair shall select other senior staff to support each of the key executive officer functions.

4. Succession plan in the event of temporary, planned or unplanned absence – Short Term

a. Definitions

- A temporary absence is one in which it is expected that the Chief Executive Officer will return once the events precipitating the absence are resolved.
- An unplanned absence is one that arises unexpectedly, in contrast to a planned leave such as vacation or a sabbatical.
- A temporary absence is 30 days or less.
- A temporary short-term absence is between 30 and 90 days.

b. Temporary Staffing Strategy

- For temporary planned or unplanned absences of 30 or fewer days, the Temporary Staffing Strategy described above may become effective.
- In the event of a temporary short-term planned or unplanned absence, the Executive Committee shall determine if the Temporary Staffing Strategy is sufficient for this period of time.

c. Appointing an Acting Chief Executive Officer

- Based on the anticipated duration of the absence, the anticipated return date, and accessibility of the current Chief Executive Officer, the Executive Committee may appoint the Chief Operating Officer as an Acting Chief Executive Officer, as well as continue to implement the Temporary Staffing Strategy.

d. Standing Appointees to the Position of Acting Chief Executive Officer

- The first position in line to be Acting Chief Executive Officer is the current Chief Operating Officer.
 - The second position in line is the current Board Chair. If the current Board Chair accepts the position he/she will take a temporary leave from the Board of Officers.
 - The third position in line is a previous Board Chair or current Board Member.
 - In the event the available staff is new to the position or fairly inexperienced with Community Action, the Executive Committee may consider another appointee or the option of splitting executive duties among designated appointees.
- e. Cross-Training Plan**
- The Chief Executive Officer shall develop a training plan for each director-level position for each of the key functions of the Chief Executive Officer listed in Section 3.
 - An up-to-date training plan shall be attached to this document.
- f. Authority and Restrictions of the Acting Executive Officer**
- The Acting Chief Executive Officer shall have full authority for day-to-day decision making and independent action as the regular Chief Executive Officer
 - Decisions that shall be made in consultation with the Board Chair and/or Executive Committee include staff hiring and terminations, financial issues, taking on a new project, and taking public policy positions on behalf of the organization.
- g. Compensation**
- Director-level staff appointed as Acting Chief Executive Officer may receive an end of year bonus or additional benefit. This shall be determined by the Executive Committee based on the duration of the assignment and available resources.
 - If staff serves as Acting Chief Executive Officer for 6 months or more, the Executive Committee may consider a salary adjustment.
 - A current or former board member appointed as Acting Chief Executive Officer may enter into an independent contractor agreement, depending on the circumstances of their availability.
 - The Chief Executive Officer on leave is eligible for disability insurance. Community Action maintains a self-insured 30-day policy that becomes effective at 30 days.
- h. Board Oversight and Support to the Acting Executive Officer**
- The Acting Chief Executive Officer reports to the Board Chair. In the event the Board Chair becomes the Acting Chief Executive Officer, the Vice President shall be appointed Board Chair.
 - The Executive Committee shall be alert to the special support needs of the Acting Chief Executive Officer in this temporary role. The Executive Committee shall convene monthly when an Acting Chief Executive Officer is appointed.

i. Communications Plan

- Within 48 hours after an Acting Chief Executive Officer is appointed, the Board Chair and the Acting Chief Executive Officer shall meet to develop a communications plan including the kind of information that will be shared and with whom.
- The following chart identifies key supporters and a primary contact to facilitate communication.
- As soon as possible, the Board Chair and Acting Chief Executive Officer shall implement the communications plan to announce the organization’s temporary leadership structure to staff, the Board of Directors, and key supporters.
- Updated contact information shall be maintained in the organization’s database with the following designations:
 - Key Contact List
 - Extended Key Contact List
 - Past Board Officers/Members List
 - Foundation CEOs and Members
 - Other Organization Contacts
- Within 5 business days, the Board of Directors shall distribute a press release with general information appropriate to the situation.

Key Supporters	Communication Responsibility
<ul style="list-style-type: none"> - U.S. Department of Health and Human Services - Florida Department of Economic Opportunity - Florida Association for Community Action Agencies, Inc. 	Chief Operating Officer with designated Board Members
Foundation Program Officers (holding grants or contracts)	Chief Operating Officer with designated Board Members
Major Donors	Designated board member responsible for phone call to top 10 donors followed by a letter to all donors.
Board Members	Designated board members with staff create phone calling tree
National Colleagues	Chief Operating Officer
Personal Colleagues	Chief Operating Officer
Operating Support (based on need)	Auditor
	Legal Counsel
	Insurance Agent

5. Succession plan in the event of a temporary, unplanned absence – Long Term

a. Definition

- A long-term absence is 90 days or more.

b. Procedures

- Procedures and conditions to be followed shall be the same as for a temporary short term absence with the following addition:
 - The Executive Committee shall give immediate consideration, in consultation with the Acting Chief Executive Officer, to temporarily filling the management position left vacant by the Acting Chief Executive Officer, or reassigning priority responsibilities where help is needed to other staff. This is in recognition that, for a term of 90 days or more, it may not be reasonable to expect the Acting Chief Executive Officer to carry the duties of both positions.
 - The Board Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the Acting Chief Executive Officer according to the organization's Performance Review Policy. A review shall be completed between 30 and 45 days.

6. Succession plan in the event of a PERMANENT unplanned absence

a. Definition

- A permanent absence is one in which it is firmly determined that the Chief Executive Officer will not be returning to the position.

b. Procedures

- Procedures and conditions to be followed shall be the same as for a temporary short term absence with the following additions:
 - The Board of Officers shall consider the need to hire an Interim Chief Executive Officer from outside the organization instead of appointing an Acting Chief Executive Officer. This decision shall be guided, in part, by internal candidates for the Chief Executive Officer position, the expected time frame for hiring a permanent executive, and the management needs of the organization at the time of the transition.
 - The Board of Directors shall appoint a Transition Committee to implement the organization's Executive Succession Policy to transition to a new permanent Chief Executive Officer.

c. Hiring an Interim Chief Executive Officer

- If an Interim Chief Executive Officer is hired, the Board Chair and Executive Committee shall negotiate an independent contractor agreement with a defined scope of work.
- The scope of the agreement with an Interim Chief Executive Officer shall be determined based on an assessment of the organization's needs at the time of the leadership transition.

- d. Responsibilities of the Interim Chief Executive Officer**
 - An Interim Chief Executive Officer shall have full authority for day-to-day decision making and independent action as the regular Chief Executive Officer.
 - Decisions that shall be made in consultation with the Board Chair and/or Executive Committee include staff hiring and terminations, financial issues, taking on a new project, and taking policy positions on behalf of the organization.
- e. Board Oversight and Support to the Interim Chief Executive Officer**
 - The Interim Chief Executive Officer reports to the Board Chair.
 - The Executive Committee shall be alert to the special support needs of the Interim Chief Executive Officer in this temporary role. The Executive Committee shall convene monthly when an Interim Chief Executive Officer is hired.
 - The Board Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the Interim Chief Executive Officer according to the organization's Performance Review Policy. An initial review shall be completed between 30 and 45 days and 90 days thereafter.

7. Approvals and maintenance of record

- a. Emergency Succession Plan Approval**
 - This emergency succession plan shall be approved initially by the Board of Directors.
 - Thereafter, annually, the Executive Committee shall review the plan and recommend amendments to the full Board as needed.
- b. Signatories**
 - The Board Chair, the Chief Executive Officer, and the appointees designated in the Emergency Succession Plan shall sign the plan.
 - At all times the Board Chair and Treasurer and at least one executive-level staff, in addition to the Chief Executive Officer, shall have signature authorization for checks and contracts for the organization.
- c. Maintenance of record**
 - Copies of this plan shall be maintained by all members of the Board of Directors, executive level staff and the organization's auditor in accordance with document retention requirements.
- d. Financial Considerations**
 1. It shall be the responsibility of the Executive Committee to review the organization's finances during an unplanned absence of the Chief Executive Officer.
 2. Community Action maintains an operating reserve that the Board Chair is authorized to access with Executive Committee approval.

SUCCESSION PLAN POLICY

Policy Statement:

A change in executive leadership is inevitable for all organizations and can be a very challenging time. Therefore, it is the policy of Capital Area Community Action Agency, Inc. (Community Action) to be prepared for an eventual permanent change in leadership – either planned or unplanned – to insure the stability and accountability of the organization until such time as new permanent leadership is identified. The board of directors shall be responsible for implementing this policy and its related procedures.

It is also the policy of the board to assess the permanent leadership needs of the organization to help ensure the selection of a qualified and capable leader who is representative of the community; a good fit for the organization’s mission, vision, values, goals, and objectives; and who has the necessary skills for the organization. To ensure that the organization’s operations are not interrupted while the board of directors assesses the leadership needs and recruit a permanent Chief Executive Officer, the board will appoint interim executive leadership as described below. The interim Chief Executive Officer shall ensure that the organization continues to operate without disruption and that all organizational commitments previously made are adequately executed, including but not limited to, loans approved, reports due, contracts, licenses, certifications, memberships, obligations to lenders or investors of Community Action, and others.

It is also the policy of Community Action to develop a diverse pool of candidates and consider at least three finalist candidates for its permanent Chief Executive Officer position. Community Action shall implement an external recruitment and selection process, while at the same time encouraging the professional development and advancement of current employees. The interim Chief Executive Officer and any other interested internal candidates are encouraged to submit their qualifications for review and consideration by the search committee according to the guidelines established for the search and recruitment process.

Procedures for Succession:

For a temporary change in executive leadership (i.e., illness or leave of absence) refer to the organization’s personnel handbook. In the event the Chief Executive Officer is no longer able to serve in this position (i.e., leaves the position permanently), the Executive Committee of the Board of Directors shall do the following:

1. Within five (5) business days appoint an interim Chief Executive Officer according to the following line of succession:
 - Chief Operating Officer of Community Action
 - Director of Family Services of Community Action
 - External consultant (with experience as an interim Chief Executive Officer)
2. Within fifteen (15) business days appoint an executive transition committee, in the event that a permanent change in leadership is required. This committee shall be comprised of at least one member of the executive committee and two members of the board of directors. It shall be the responsibility of this committee to implement the following preliminary transition plan:

- Communicate with key stakeholders regarding actions taken by the board in naming an interim successor, appointing a transition committee, and implementing the succession policy. The organization shall maintain a current list of key stakeholders who must be contacted, such as lenders and investors of Community Action, foundations, government agencies, etc.
- Consider the need for consulting assistance (i.e., transition management or executive search consultant) based on the circumstances of the transition.
- Conduct a brief assessment of organizational strengths, weaknesses, opportunities, and threats to identify priority issues that may need to be addressed during the transition process and to identify attributes and characteristics that are important to consider in the selection of the next permanent leader.
- Establish a time frame and plan for the recruitment and selection process.
- Refer to the agency's Personnel Policies and Procedures Manual for additional policies related to the hiring of the Chief Executive Officer.
- The board should use similar procedures in case of an executive transition that simultaneously involves the Chief Executive Officer and other key management. In such an instance, the board may also consider temporarily subcontracting some of the organizational functions from a trained consultant or other organization.

Last Revision: 04/28/2020

Capital Area Community Action Agency

Conference Call-in Executive Committee Meeting Minutes April 28, 2020

Members in Attendance:

Derrick Jennings, Chair
Brent Couch, Vice Chair
Kara Palmer Smith, Treasurer
Lauren Johnson, Member-at-Large
Quincee Messersmith, Secretary

CACAA Staff:

Tim Center
Nina Self
Margaret Watson
Stephanie Sgouros

*Attended meeting by phone.

The meeting was called to order at 5:33 p.m. by the Chair. A quorum was established.

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

ACTION ITEMS

The Chair asked for approval of the minutes for February 25, 2020. Ms. Messersmith made a motion to approve the minutes of February 25, 2020. It was seconded by Ms. Johnson, and unanimously approved.

FISCAL

Ms. Sgouros gave the financial report for the period ending February 29, 2020. She said we have completed five months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 42% of the annual budget with some Head Start expenses around 56% due to the abbreviated 9-month contract. At month end, the Year to Date Actual Revenue and Expenses are 50% and 47% respectively, with mostly restricted net income of \$303,703 including \$70,458 SunTrust Grant and nearly \$67,306 for Franklin Co. Fire Victims.

Year to Date Non-Federal Share (NFS) Match reported totals \$410,102, which is 62% of the \$660,993 total match required for the fiscal year ending June 30, 2020. She said that as for the Cola and Quality Improvement, the federal government has waived the Non-Federal Share Match so we only have to match \$660,993.

New Variances and Explanations



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The Chief Finance Officer reviewed the financial report noting new variances that were above the budget benchmark for period ending February 29, 2020.

ESF 15 – Franklin County

Ms. Sgouros said as of the end of February and March 2020, we have \$67,305.99.

The Chair asked for a motion to approve the financial report. Ms. Palmer Smith made a motion to accept the financial report. It was seconded by Mr. Couch, and unanimously approved.

HEAD START SUPPLEMENTAL

Cost of Living Allowance

Mr. Center reported that the Office of Head Start, Department of Health and Human Services, has appropriated \$69,686 to provide a 2% Cost of Living Allowance starting October 1, 2020. He said the Office of Head Start (OHS) is providing flexibility related to governing body approvals for the "Supplement- Cola and Quality Improvement application".

Mr. Center said that at this time, it is proposed to provide \$47,062.41 to make the 2% COLA effective immediately for all active employees. The allocation permits an increase for Center Director salaries by up to \$3,000 to recognize additional management and leadership efforts. Head Start Coaches will receive the balance of the funding. It was brought before Policy Council and approved.

Quality Improvement

Mr. Center reported that the Office of Head Start awarded a second grant of \$100,648 through the Quality Improvement grant. He said this grant is awarded for program efforts and activities that help better incorporate a trauma-informed approach that will support children, families, and staff impacted by adverse experiences. This grant will be divided in to 4 categories: Behavioral Specialist; Conscious Discipline, Classroom Safe Place Centers for student retreats, and technology investment.

COVID-19 Response

Mr. Center said that investing in Zono sterilizing cabinets will help with cleaning of classroom materials at three of the Head Start Centers.

The application is due by May 15, 2020.

The Board Chair asked for a motion to approve the "Supplement- Cola and Quality Improvement grant application. Ms. Palmer Smith made a motion to approve the "Supplement- Cola and Quality Improvement Grant application. It was seconded by Mr. Couch, and unanimously approved.

Ms. Johnson said this plan was brought before Policy Council and she voted against it. She said that she agreed to the 2% increase, but because we are over budget in Head Start the remaining funds of \$22K should be put back in to the Head Start budget. She said that normally a raise is

based on performance and what justifies the raise when our Centers scores are the lowest in the state.

Mr. Couch said that the teachers and staff are viable to the program and they need to be included in receiving the increase.

Ms. Palmer Smith asked if this is a Cost of Living Adjustment do the funds received have to be allocated to salaries? Mr. Center said in the past we used the funding for both salaries and increased costs to operate the Head Start program. She asked if the remaining funds be used as a one-time bonus for the remaining staff. Mr. Center said we would explore the bonus as an option based on HHS guidelines.

The Chair asked for a motion to approve the "Supplement- Cola and Quality Improvement Grant application. Ms. Palmer Smith made the motion to approve the "Supplement- Cola and Quality Improvement Grant application. I was seconded by Mr. Couch. The motion was approved with one nay.

CEO Report

Mr. Center reported that the auditors have been on site working files. We are anticipating a presentation to the Board by the May 26th meeting.

Mr. Center made note that while our offices have been closed to clients, staff continues to submit weekly reports while they work remotely. Office closures were eminent given federal and state guidelines.

Mr. Center gave the report on the Eastpoint Wildfire Emergency Recovery Response. He said all but one camper trailer is committed to permanent owners for housing. The funds generated will stay within the CSGB program. It was reported that management is working on a new grant application and disaster needs assessment for a \$3M dollar program to serve residents impacted by Hurricane Michael in our region and neighboring Community Action regions. He said DEO received funds from Congress regarding emergency disaster recovery and disaster relief about \$6.2M of which \$3.1M will be distributed to the field. Community Action will lead more than 30 counties in coordination with our neighboring Community Action Agencies. The application will be submitted next Friday, May 8, 2020.

Mr. Center stated that we are working with a new E-rate consultant through the federal government. The program permits our agency as an educational Institution to receive some rebates on technology expenses. This will help with pricing and improve efficiency with vendors and bandwidth while reducing costs. E-rate rebates and discounts will help offset the costs associated with these technology improvements as well as security measures.

All Getting Ahead classes are suspended due to the pandemic. One class met for the first time through Zoom. It was such a success that they will continue this process through the pandemic to maintain social distancing. We are considering hosting all Getting Ahead classes in the future through Zoom.


Mr. Center said that the toughest issue faced reopening the Centers is that the Office of Early Learning has new provisions related to child care programs. We will only be allowed to have ten people (8 students 2 teachers) per class. If these restrictions continue we will have to reformat our program.

Mr. Center reported that the Head Start staff submitted applications for Community Human Service Partnership grant (CHSP) application for Head Start and Getting Ahead. He said we applied for the Payroll Protection Program federal loan.

CSBG Organizational Standards Update

Mr. Center explained that DEO requires the agency to follow a series of criteria to meet 52 Organizational Standards under CSBG. Our role is to annually keep the Board informed of the Organizational Standards. After answering questions about the Succession Planning policy, the Board accepted the CSBG Standards update.

Meeting adjourned at 6:26 P.M.


Ms. Messersmith, Secretary


Date

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT NOVEMBER 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. *NOTE: This is the last post on this topic as we do not expect to ever receive a report.*
- 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 Department has been reimbursed and one more policy amendment has been requested.*
- 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

- Head Start Team - Darrel James will be out for a couple weeks.
- FloridaCommerce convenes monthly calls with the CAP (Community Action Program) Network to work through programmatic and budget issues.
- Getting Ahead transition plans are underway for clients in Calhoun/Liberty, Franklin, Gulf, and Leon Counties.
- Continue with monthly Head Start management calls with Region IV HHS Office Specialist Erik Dennis.
- Franklin Head Start location needs a permanent location. Continuing to evaluate options.
- Working to address DRSF concerns in Gulf County. Also, revisiting Weatherization services in Gulf County.
- Awaiting appraisal for Monticello property owned by Duke Energy for Jefferson Head Start. Want to make an offer on the building.
- Weatherization Assistance Program team is still working with a delegate vendor to serve the Suwanee River Economic Council region to the east of our service area.



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- 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. Attended the FHSA conference in October.

Impact: Developing the infrastructure necessary to support the Agency mission

Resource Development

- Working on Duke Energy for Community Investment (building)
- Monitoring Children's Services Council for Summer Funding

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

Out of Office

- November 14-17 – NAEYC Conference - Nashville
- December 11-15, 18-19 – PTO – London
- January 12 – PTO - Destin
- February 6-7 - PTO
- February 13-16 – National Community Action Partners Leadership Training – Las Vegas
- May 7-8 - PTO

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 10/31/23

PROGRAMS:	Getting Ahead	Staying Ahead	Emergency Services					
County	Active Participants	Active Participants	Households Served					
Calhoun	7	8	75					
Franklin	9	19	45					
Gadsden	0	3	26					
Gulf	11	9	24					
Jefferson	0	0	24					
Leon	8	17	272					
Liberty (with Calhoun class)	2	6	17					
Wakulla (with Franklin class)	2	2	15					
TOTALS	39	64	498					

HEAD START 2023 - 2024 Enrollments	Franklin*	Jefferson	Mabry	Governor's Charter	Royal	South City	Total
# of Students Enrolled @ 10/31/23 (Actually attended)	20	27	64	50	56	139	356
# of Vacancies over 30 days	0	0	0	0	0	0	0
Funded Enrollment	20	37	66	50	57	148	378
Center Enrollment %	100.00%	72.97%	96.97%	100.00%	98.25%	93.92%	94.18%
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 10/31/23

Weatherization at-a-glance				
2023 - 2024 WAP Contract Units				
County	Projected	Pre-Inspected	In Progress	Completed
Calhoun	7	3	0	0
Franklin	3	0	0	0
Gadsden	17	16	0	0
Gulf	3	3	1	0
Jefferson	3	3	0	0
Leon	62	10	3	2
Liberty	1	0	0	0
Wakulla	7	1	0	0
TOTALS	103	36	4	2
FY 2023 - 2024 - Florida Department of Commerce Units				
COUNTY	WAP	Infrastructur e	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	1	0	1	
Wakulia	2	5	7	
Total	31	72	103	
FY 2023 - 2024 Suwannee River Counties				
2023 - 2024 Suwannee River Contract Units				
County	Projected	Pre-Inspected	In Progress	Completed
Bradford	4	0	0	0
Columbia	11	0	0	0
Dixie	4	0	0	0
Gilchrist	2	0	0	0
Hamilton	4	0	0	0
Lafayette	1	0	0	0
Madison	5	0	0	0
Suwannee	5	0	0	0
Taylor	5	0	0	0
Union	2	0	0	0
Total	43	0	0	0

**Family Support Services Program
Monthly Report
For the Month Ended 10-31-23**

Program	Getting Ahead	Staying Ahead
County	Active Participants	Active Participants
Calhoun	7	8
Franklin	9	19
Gadsden	0	3
Gulf	11	9
Jefferson	0	0
Leon	8	17
Liberty (with Calhoun class)	2	6
Wakulla (with Franklin class)	2	2
Totals	39	64

Success Stories/Outcomes

Client 1 - Completed her CNA certification.

Client 2 - Purchased her first home.

Client 3 - Staying Ahead participant who has struggled with his weight for some time. He has started making nutrition healthy lifestyle a priority . The participant was excited to report he lost 15 pounds.

Client 5 - Opened a savings account.

Client 6 - Opened a savings account.

Client 7 - Staying Ahead participant receiving SSDI obtained part-time employment to supplement her income. She's employed with Affinity Home Care Agency as a home health aide working 25 hours a week.

Client 8 - Secured housing and is no longer homeless.

Calhoun County Getting Ahead Class - Completed a 3-part nutrition series hosted by Second Harvest.

Gulf County Getting Ahead Class - Completed a financial literacy workshop hosted by United Way.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for October 2023 – *Emergency Services*
DATE: November 2, 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 1, 2023 and will end September 30, 2024.

Low Income Home Energy Assistance Program

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

County	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	April 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	County
Calhoun	75/148												75/148
Franklin	45/90												45/90
Gadsden	26/74												26/74
Gulf	24/52												24/52
Jefferson	24/51												24/51
Leon	272/686												272/686
Liberty	17/29												17/29
Wakulla	15/32												15/32
Total	498/1162												498/1162

Additional information listed below:

Number of Single Parents assisted.

Female	259
Male	177
Total Emergency Services Utility Assistance (from Donated Funds) = 20 / 46	
Rental Assistance (Hancock Whitney Bank Funds) = 3 / 7	



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THANKS & APPRECIATION



du
It's been a long time since my family has had someone just help us!

I hope you know how truly thankful I am for you just being here doing what you would say "your job" but ooh
It's so much more
♥
Jamaal,
Jamari,
Jah

Thank you for the difference you're making.

Love,

Joslin
&
Family

Capital Area Community Action Agency

MEMORANDUM

FROM: Terry Mutch

RE: Weatherization Assistance Program

DATE: November 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, 36 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. The Agency is currently negotiating with Alternative Energy Applications to provide weatherization contractor services in the Suwannee River Economical Council territory for the upcoming program year. More details will be available as negotiations continue.

Weatherization CACAA – All Funding Sources (As of November 1, 2023)

County	2023-24 Contract Units Projected*	2023-2024 Contract Units Pre-inspected	2023-2024 Contract Units In progress	2023-24 Contract Units Completed
Calhoun	7	3	0	0
Franklin	3	0	0	0
Gadsden	17	16	0	0
Gulf	3	3	1	0
Jefferson	3	3	0	0
Leon	62	10	3	2
Liberty	1	0	0	0
Wakulla	7	1	0	0
Total	103	36	4	2



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Weatherization SREC – All Funding Sources (As of November 1, 2023)

County	2023-24 Contract Units Projected*	2023-2024 Contract Units Pre-inspected	2023-2024 Contract Units In progress	2023-24 Contract Units Completed
Bradford	4	0	0	0
Columbia	11	0	0	0
Dixie	4	0	0	0
Gilchrist	2	0	0	0
Hamilton	4	0	0	0
Lafayette	1	0	0	0
Madison	5	0	0	0
Suwannee	5	0	0	0
Taylor	5	0	0	0
Union	2	0	0	0
Total	43	0	0	0

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. Owner occupied rehabilitation dwelling inspections will begin November 2023.

Capital Area Community Action Agency

MEMORANDUM

TO: Nina Self, COO
FROM: Venita Treadwell, Early Childhood Education Manager
RE: Board Report
DATE: November 6, 2023

I am submitting for this report a copy of, "Parents Point of Interest." This is a small flyer that is given out to parents every month by the classroom teacher. The purpose is to involve parents in the teaching process. Mr. Tim Center asked for me to share this for the November Board Report.

These flyers are given to parents by teaching staff each month to highlight an area of child development so that parents and teachers are working together.

STAFF VACANCIES:

Vacant teacher positions are 2/21

Vacant assistant positions are 1/21

Vacant food service/cook position(s) is 1/7

COVID Reports are none at this time



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EDUCATION AND OUTREACH OCTOBER 2023

DATE	EVENT TITLE & PURPOSE	COUNTY	LOCATION	POTENTIAL PARTNER CONTACTS INFO	NUMBER OF ATTENDEES	NUMBER INTERESTED IN GA	OUTCOMES
10/02/23	SHAH Webinar on reporting	All counties	Zoom		30		Training/updates on how to use SHAH software for reporting purposes.
10/3/23	Calhoun Childrens Coalition	Calhoun	Zoom	County Commissioners, Habitat, Dept of Health, Healthy Start, Vocational Rehab, Veterans Administration, PanCare, Dept of Children's and Family	10	10	Community partnership building, learning programs and resources in communities and promoting agency programs.
10/5/23	United Way of Northwest Florida Affiliated Agency Meeting	All counties	Zoom	Gina Littleton, President & CEO of United Way of Northwest Florida	25		Resources of Gulf County
10/10/23	Circuit 2 Community Alliance Meeting	All counties	Microsoft Teams	See meeting minutes	30		Resources for 8 CACAA Service Counties
10/10/23	Community Health Improvement Meeting	Franklin	Zoom	Franklin County Department of Health	20		Identifying activities to address the needs of the community
10/13/23	Truist Financial Literacy	All counties	Zoom	Joyce Reed, Joyce.Reed@Truist.com	6		Partnership building/resources for financial education for Getting Ahead and Staying Ahead participants
10/17/23	ALICE Housing Forum	Leon	Turnbull Center		75	15	United Way of Big Bend provided a panel to explain the future strategies for housing for the ALICE population and the discrepancy between the housing percentages in the Big Bend area.
10/19/23	Gadsden Home Visiting Partnership Meeting	Gadsden	UF IFAS Center, Quincy, FL		35	10	To learn about resources, meet community partners and network with fellow home visitors in Gadsden County.
10/27/23	United Way Partnership Meeting	Calhoun	Calhoun Sheriff's Office	Salvation Army, United Way, School Board, ELC, Health Dept., CARE, Sheriff's Dept, Victims Advocacy, Dept. of Children & Families	14	14	Community partnership building, learning programs and resources in communities and promoting agency programs.

Family and Community Engagement Manager-Asst. Head Start Director

Monthly Monitoring Report-October 2023

Program Status

- Enrollments for the **2023-24** school year:
 1. Franklin County Head Start **20 of 20** families enrolled
 2. Head Start @ Governor's Charter **50 of 50** families enrolled
 3. Jefferson County Head Start **27 of 37** families enrolled
 4. Louise B Royal Head Start **56 of 57** families enrolled
 5. Mabry Street Head Start **64 of 66** families enrolled
 6. South City Head Start **139 of 148** families enrolled
- **356 of 378 (94%)** families were enrolled in Head Start through the month of **October**.

Policy Council

- Meeting held with quorum on October 19, 2023

Family and Community Engagement Activities

- In-Service Training for all Head Start Staff
- Team Meetings

Transportation

- Thirteen field trips to the Pumpkin Patch and Tom Brown Park for all Head Start Centers

Children Health Requirements

Immunizations and Physical Examination	337 Immunizations 337 Physical Examinations
Established Medical Homes	302 Medical Homes
Established Dental Homes and received Dental Exams	179 Dental Homes 40 Dental Exams
Hearing screenings	203
Vision screenings	224
Vision Referrals	0

Nutrition

- Number of Breakfast **6,043**
- Number of Lunch **6,045**
- Number of PM Snacks **5,939**

Non Federal Share Match

- Incomplete for October

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: November 8, 2023

Summary Report for the Human Resources Department for the month ending October 30, 2023.

- Prepared for Employee Open Enrollment during the month of October. This involved verifying employee demographics profiles for accuracy before launching 2024 registration.
- Met with CareerSource Capital Region Specialist to discuss upcoming Community Action Information Fair in the new year.
- Continue training with COO in role of Human Resources Manager.
- Working on 2024 Organizational Standards upload to the New GenSystem.
- Register for additional training in Human Resources.
- Attended Big Bend SHRM Monthly Meeting.

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

- 1 Family Advocate
- 3 Teachers
- 1 Teacher Assistant
- 2 Weatherization Coordinators



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