

Capital Area Community Action Agency

Board of Directors Meeting
Agenda
Tuesday, January 23, 2024 – 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 – November 14, 2023		2
ii) Executive Committee Minutes – December 12, 2023		5
iii) 2024 Board Meeting Calendar Notice		
iv) Annual Board Officer Elections		8
• Chair		
• Vice-chair		
• Secretary		
• Treasurer		
B. FY 2021-2022 Annual Audit Presentation	Kate Beam	
i) Presentation Thomas Howell Ferguson		
C. 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		
D. Head Start Office Space	Tim Center	
VI. Chief Executive Officer's Report	Tim Center	21
VII. Chief Operating Officer's Report		31
• Program Updates	Nina Self	
VIII. Chair's Report		
IX. Adjournment		

Next Board of Directors Meeting 03/26/2024 – 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
November 14, 2023**

Members in Attendance:

Quincee Messersmith, Chair
Melissa Miller, Member-At-Large
Allen Jones
Nicole Nishimoto

CACAA Staff:

Tim Center
Nina Self
Kate Beam
Margaret Watson
Venita Treadwell

Absent: Lisa Edgar, John Grant and Shanetta Keel

The meeting was called to order at 6:08 p.m. by the Chair. A quorum was established.

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

ACTION ITEMS

Approval of Minutes

The Chair entertained a motion to approve the minutes of September 26, 2023. Ms. Nishimoto moved approval of the minutes. Mr. Jones seconded the motion. The motion was approved unanimously.

The Executive Committee Minutes of October 24, 2023, are being presented to the Board for review.

FINANCIAL REPORTS

Ms. Beam, Finance Director, presented the financial reports for the month ending September 30, 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. Beam reported to the Board that we have a 100 percent waiver for Non-federal share since we did not meet our goal.

Mr. Center asked when is the close-out for the fiscal year? Ms. Beam explained that the audit is affecting the balance sheets, so we expect to have the close-out by year end.

The Chair entertained a motion to accept the Financial Reports. Ms. Miller moved to accept the Financial Reports. Ms. Nishimoto seconded the motion. The motion was approved unanimously.

Accounting Policy & Procedures – Settlement Agreement

Ms. Beam reported that the Department of Commerce issued written notice of default by the Agency. We received notice of one condition to add an additional change to the accounting Policy &

Procedures. There was some discussion on vendors receiving payments via check pick up at the Main Office or contractors receiving hand delivered checks in our outlining counties.

Ms. Miller questioned if the checks being mailed to the contractors would change validation of the check. Ms. Beam explained that the Department of Commerce is questioning the check and balance processes to reduce the risk of Fraud.

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 Succession Plan is one of the Organizational Standards the Agency has to meet. Mr. Center gave an update on the Succession Plan, reminding the Board that should there be a change in leadership, the Agency has a plan in place.

CEO REPORT

The Chief Executive Officer (CEO), presented the report for the month of November 2023. He reported that in August the Inspector General produced a finding in an Exit Interview in which the Agency responded. There was no final report to which the Agency can respond.

It was reported that the annual audit is now in draft form. A special meeting of the Board will be convened in the next few weeks.

The Agency is waiting to hear on the Litigation of a civil suit filed by a former employee alleging discrimination.

The CEO reported that Darrel James will be out of the office for a few weeks. We are waiting on updates from the doctor's report.

It was reported that the Agency is waiting on an Appraisal for Monticello property owned by Duke Energy for Jefferson Head Start. We want to make an offer on the building.

The Head Start program will be monitored through the Focus Area 2 review which will include CLASS Assessments and more. This training is scheduled for 2-weeks. We will need to have a joint training session with the Board and Policy Council as it relates to Head Start.

COO REPORT

The Chief Operating Officer (COO) presented the Summary of Programs for the month of August 31, 2023. She said the Getting Ahead classes are due to conclude in December. There are currently 39 participants in Getting Ahead and 64 participants in Staying Ahead. The date for the Transition Ceremony has not been confirmed. A confirmed date will be sent to the Board when scheduled.

It was reported the 498 homes were serviced in our Emergency Services Department for the month of October.

The COO reported that our Head Start Department is 94 percent enrolled.

Weatherization projected 103 units to be completed with 36 homes have been pre-inspected. We are waiting to assign them to a contractor. Applications are being accepted for Suwannee County while we are waiting to get those homes inspected.

Ms. Miller asked with the 103 homes to be completed with WAP, what is the due date to be completed? The deadline is for contract period 2023-2024.

The SHIP Program for Franklin County is in process with home repair.

We in the process of Open Enrollment for Benefits which is due to close October 15th. The Open Enrollment was successful with our Benefits and Mutual of America 401K representatives'.

We are working on vacancies in our Program departments.

The meeting adjourned at 6:54 PM.

Ms. Edgar, Secretary

Date

Capital Area Community Action Agency

Executive Committee Meeting Minutes December 12, 2023

Members in Attendance

Quincee Messersmith, Chair
Shanetta Keel, Treasurer
Lisa Edgar, Secretary

CACAA Staff:

Nina Self
Kate Beam
Margaret Watson

Absent: Melissa Miller

The meeting was called to order at 5:32 p.m. by the Chair. A quorum was established.

The 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 October 24, 2023. Ms. Edgar moved approval of the minutes with necessary corrections. Ms. Keel seconded the motion. The motion was unanimously approved.

Board Seating

Board members may serve two 3-year terms. Allen. Jones has completed one term, and his seat is up for renewal. Mr. Jones is the NAAACP designee for Gadsden County. The NAACP voted Mr. Jones to continue representing the NAACP on the Board of Directors.

The Chair entertained a motion to seat Mr. Jones on the Board of Directors. Ms. Edgar moved approval to seat Mr. Jones on the Board. Ms. Keel seconded the motion. The motion was unanimously approved.

FISCAL

Ms. Beam, Finance Director, reported that there are no updates to the financials to present due to the Executive Committee meeting was earlier because of the holiday schedule. The financials in the package are from the November Board meeting. She said management met with the auditors to review the draft of the 2022 audit report. The final audit report will be presented to the full Board in the January meeting. The year-end close out for 9/30/2023; will be completed in the next few weeks.

Fiscal Policy & Procedures – Settlement Agreement Amendment Discussion

Ms. Beam reported that she met with Florida Commerce staff last week to discuss the requested changes to the Fiscal Policy and Procedures to satisfy the settlement agreement. She said the revision agreed upon was to strike the language that says checks may be hand delivered to the vendor (The last sentence of the paragraph). This change will satisfy the conditions of the Notice of Default.



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The Chair entertained a motion to approve the change to the Fiscal Policy and Procedures striking out hand-delivered checks to vendors. Ms. Edgar moved approval of the change to the Fiscal Policy and Procedures. Ms. Keel seconded the motion. It was unanimously approved.

Administration

Ms. Self said to complete the open enrollment process for employee benefits the Board must approve and adopt the Capital Area Community Action Agency Cafeteria Plan annually. The plan allows eligible employees to pay for their share of contributions under one or more insurance plans on a pre-tax salary reduction basis.

The Chair entertained a motion to accept the adoption of the Cafeteria Plan. Ms. Keel moved to accept the adoption of the Cafeteria Plan. Ms. Edgar seconded the motion. The motion was unanimously approved.

CEO Report

Ms. Self presented the CEO report for the month of December 2023, and highlighted the following items:

The Auditors will present the final report of the 2022 audit at the January Board meeting. The audit has a couple of findings as a continuation from the last audit regarding the Board composition. There were also findings that the unspent forgiven Payroll Protection Program funds are in dispute for \$606,600 of Head Start funds. Management will work with HHS to examine whether the funds can be spent on the Head Start Program. This item will be discussed at the January meeting.

Ms. Self said there was no update on the civil suit filed by the former employee. She would try to get an update before the next meeting.

Ms. Self asked Board members if they received the mark your calendar email from Mr. Center for the meetings planned during the Head Start Focus Area 2 monitoring scheduled for January 8-12, 2024. The monitors are asking Board members to be available for an interview on Thursday, January 11, at 2:00 pm via TEAMS. The Policy Council will meet with them at 1:00 pm. He also asked the Board and Policy Council to reserve January 4 at 4:00 pm for the annual Board/Policy Council training. It will also be by TEAMS.

The Agency continues to seek a location for Franklin Head Start Center. An appraisal for Monticello property owned by Duke Energy for Jefferson Head Start came back with a valuation of about \$400K. Mr. Center recommends offering them \$375,000. The Board and Policy Council would need to approve the offer before it is given. The Realtors at Prime South are assisting us to identify possible new property locations for Mabry Head Start, and South City Head Start Center.

The Getting Ahead transition ceremonies were scheduled for December 7-14. Each class held the ceremony in their county so local representatives could attend. Ms. Self asked the Board members to contact Gloria Nelson, FSS Program Manager, if they had anyone they would like to refer for the upcoming classes that start in January

CHAIR'S Report

The Chair reported Organizational Standard 7.4 has been met for the CEO Performance Evaluation. The process was completed and she met with Mr. Center to discuss it. She gave highlights of each Board members comments. The evaluation will be shared with the full Board at the January meeting...

The Chair reported that the CEO Compensation package was approved last year for the period 7/1/2022 through 7/1/2025. There was no change needed at this time. This will satisfy Organizational Standard 7.5..

Ms. Edgar moved approval of the Performance Evaluation and the CEO Compensation. Ms. Keel seconded the motion. The motion was unanimously approved.

There was some discussion on Hybrid Board meetings in the upcoming year.

Meeting adjourned at 6:20 P.M.

Ms. Lisa Edgar, Secretary

Date

Capital Area
Community Action
Agency

2024 Board Meeting Calendar Notice

Board of Directors

The volunteer Board meets every 4th Tuesday at 6:00 pm every other month at the TCC Ghazvini Center for Healthcare, 1528 Surgeons Drive, Tallahassee. Meetings are open to the public.

- January 23, 2024
- March 26, 2024
- May 28, 2024
- July 23, 2024
- September 24, 2024
- November 19, 2024

Executive Committee

The Board's Executive Committee meets the 4th Tuesday on alternate months at 5:30 PM at the main office 309 Office Plaza Drive, Tallahassee. Meetings are open to the public.

- February 27, 2024
- April 23, 2024
- June 25, 2024
- August 27, 2024
- October 22, 2024
- December 10, 2024



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**Financial Statement Narrative
For the 2 Months Ending November 30, 2023
Capital Area Community Action Agency**

As of November 30, 2023, we have completed two months the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 17% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 17% and 17% respectively, with excess expenditures of \$2498.

Non-Federal Share (NFS) Match at November 30, 2023, was \$84,947 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 2 Months Ending November 30, 2023
Capital Area Community Action Agency**

Agency Wide Variances

- **Program Supplies** – is slightly above benchmark budget primarily due to increased costs in paper goods. The variance is comparable with prior years.
- **Kitchen Supplies** – is well above the benchmark budget due to increased paper product costs.
- **General Liability and Property Insurance** – is over benchmark budget due to the annual 25% down payment along with the first of nine regular payments. Over the course of the year this expense will come into line barring no unforeseen additions.
- **Repairs & Maintenance – Recurring** – is over the benchmark budget due to large repair costs being expensed Recurring instead of Non-Recurring.
- **Equipment Maintenance** – is slightly over the benchmark budget and is underbudgeted based on current contracts. This line item will go over the budget number by \$13,000 with no unforeseen expenses.
- **Technology** – is over the budget benchmark with a number of annual software expenses being paid in October. This number should come into line over the course of the year.
- **Raw Food Cost** – is slightly over benchmark budget due to increased food prices.
- **Legal Expenses** – is over budget due to the DEO case.

CSBG Variances

- **Travel In Area** – is over the benchmark budget and will go over budget based on current spending.
- **General Liability and Property Insurance** – is over benchmark budget due to the annual 25% down payment along with the first of nine regular payments. Over the course of the year this expense will come into line barring no unforeseen additions.
- **Communications** – is slightly over benchmark budget as in forecast to go over budget by \$4000 based on current accounts and spending.
- **Repairs & Bldg Maintenance – Recurring** – is slightly over benchmark budget as in forecast to go over budget by \$4000 based on current accounts and spending.
- **Vehicle Expense** – is over benchmark budget in CSBG primarily due to the 25% down payment for auto insurance. The budget line covers insurance and maintenance but not gas for multiple vehicles.
- **Training and Technical Assistance / Staff Development** – is slightly over benchmark budget due to a number of training opportunities.

LIHEAP Variances

- **Travel In-Area** – is over benchmark budget and will go over budget based on current spending.

**Financial Statement Narrative
For the 2 Months Ending November 30, 2023
Capital Area Community Action Agency**

- **Office Supplies** – is slightly over budget due to higher than anticipated costs.
- **Copies /Printing/Copier Maintenance/Toner/Paper** – is over benchmark budget due to a large purchase of toner. This line item should stay under budget for the remainder of the grant.
- **Postage and Delivery Expense** – is over the benchmark budget and will go over budget by \$1500 based on current spending.
- **Utilities** -are over benchmark budget due to higher than anticipated costs.
- **General Liability and Property Insurance** – is over budget due to the annual 25% down payment along with the first of nine regular payments. The insurance costs are forecast to be over budget by 3K.
- **Communications** – is over benchmark budget and will go over budget during the course of the grant by 2-3K based on current spending.
- **Repairs & Building Maintenance – Recurring** - is over the benchmark budget and will go over budget by \$6500 based on current spending.
- **Equipment Maintenance** –is over the budget benchmark and will go over budget by \$3500 based on current costs.
- **Equipment Lease** -is over the benchmark budget and will go over budget by \$1000 based on current costs.
- **Client Assistance** – is over budget but will stay within budget based on DEO funding.

WAP Variances and WAP Infrastructure

- **Rent / Space Cost** – is slightly over benchmark budget and will go over budget by \$4000 based on current spending
- **General Liability and Property insurance** – is over budget due to the annual 25% down payment along with the first of nine regular payments. The insurance costs are forecast to be over budget by 5K for WAP.
- **Communications** -is slightly over benchmark budget and will go over budget by \$1000 based on current spending.
- **Equipment Maintenance** – is over benchmark budget due to an expense for utilities being included in the total. With this removed, it will be within budget.
- **Advertising** – is over benchmark budget due to recruitment in WAP Infrastructure but should stay within budget.

Head Start Variances

- **Staff Screenings** – is over the benchmark budget due to several compliance screenings.

**Financial Statement Narrative
For the 2 Months Ending November 30, 2023
Capital Area Community Action Agency**

- **Travel In Area** - is slightly over benchmark budget due to increased travel required in Franklin Co. and Jefferson Co. This budget line should stay within budget.
- **Office Supplies** – is over benchmark budget but should stay within budget over the course of the year.
- **General Liability and Property Insurance** – is over benchmark budget due to the annual 25% down payment along with the first of nine regular payments. Over the course of the year this expense will come into line barring no unforeseen additions.
- **Repairs and Maintenance – Recurring** – is over the benchmark budget but has \$11K in repairs included in the Recurring category. These are covered in the Non-recurring budget line category based on monthly spending the Recurring should be within budget.
- **Vehicle Expense** - is over benchmark budget primarily due to the 25% down payment and the first of nine monthly payments for auto insurance. This category should stay within the budget over the course of the year.
- **Technology** – is over the budget benchmark with a number of annual software expenses being paid in October. This number should come into line over the course of the year.

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Two Months Ending 11/30/2023**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL -	4000	4,164,085	688,623	(3,475,462)	17%
Government Contracts - STATE	4010	5,317,164	886,444	(4,430,720)	17%
Government Contracts - LOCAL	4020	113,149	29,849	(83,300)	26%
Grants - Other Not-for-Profits	4100	4,500	1,278	(3,222)	28%
Grants - All Other Sources	4120	3,500	1,604	(1,896)	46%
Contributions	4200	1,000	37	(963)	4%
Contributions- Restricted	4210	41,200	810	(40,390)	2%
Special Events	4300	2,000	0	(2,000)	0%
Interest Income	4950	0	184	184	100%
Fringe Pool Revenue	4960	879,940	151,956	(727,984)	17%
Indirect Pool Revenue	4970	790,000	124,204	(665,796)	16%
Other Revenue	4995	<u>1,000</u>	<u>2,588</u>	<u>1,588</u>	259%
Total Revenue		<u>11,317,538</u>	<u>1,887,577</u>	<u>(9,429,961)</u>	17%
Expenditures					
Salaries & Wages	6010	3,365,455	524,347	2,841,108	16%
Fringe	6110	995,311	151,956	843,355	15%
FICA	6120	257,000	38,171	218,829	15%
Unemployment	6130	40,000	585	39,415	1%
Workers Compensation	6140	41,960	7,559	34,401	18%
Health Insurance	6150	407,900	69,028	338,872	17%
Life Insurance	6160	34,800	5,932	28,868	17%
Retirement	6170	60,000	6,882	53,118	11%
Staff Screenings	6180	737	161	576	22%
Indirect Costs	6210	804,591	125,604	678,987	16%
Travel - In Area	6310	7,850	1,463	6,387	19%
Office Supplies	6410	20,700	3,278	17,422	16%
Program Supplies	6415	23,998	5,435	18,563	23%
Classroom Supplies	6420	20,345	1,566	18,779	8%
Kitchen Supplies	6430	10,000	4,478	5,522	45%
Medical/Dental Supplies	6440	300	0	300	0%
Copies/Printing/Copier	6510	18,750	3,432	15,318	18%
Postage and Delivery Expense	6600	4,410	850	3,560	19%
Contractual Services/Professional	6710	348,251	55,038	293,213	16%
Contractual Services - Health/Disabilities	6715	201,365	45,528	155,837	23%
Rent/Space Cost	6810	384,374	51,343	333,031	13%
Utilities	6820	102,500	11,537	90,963	11%
General Liability and Property Insurance	6830	73,029	27,364	45,665	37%
Communications	6840	76,635	16,989	59,646	22%
Repairs & Bldg Maintenance- Recurring	6850	123,500	32,876	90,624	27%
Repairs & Bldg Maintenance -	6855	18,615	0	18,615	0%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Two Months Ending 11/30/2023**

Equipment Maintenance	6910	27,000	6,962	20,038	26%
Vehicle Expense	6920	105,806	19,153	86,653	18%
Equipment Lease	6930	15,100	2,034	13,066	13%
Technology	6940	38,434	19,306	19,128	50%
Fees, Licenses, and Permits	7010	4,800	141	4,659	3%
Dues/Subscriptions	7020	16,846	2,195	14,651	13%
Special Events	7110	4,500	0	4,500	0%
Client Assistance	7210	3,129,679	571,201	2,558,478	18%
Equipment/Improvements (\$5,000 or Expendable Equipment	7310 7320	17,500 9,635	0 0	17,500 9,635	0% 0%
Meetings/Workshops	7420	14,745	544	14,201	4%
Training and Technical Assistance/Staff	7435	282,064	6,270	275,794	2%
Advisory/Board Member Expenses	7440	3,081	600	2,481	19%
Advertising	7450	21,328	2,234	19,094	10%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	243,508	59,283	184,225	24%
Legal Expenses	7530	7,324	12,656	(5,332)	173%
Interest Expense	7610	1,000	0	1,000	0%
Bank Service Charges	7630	2,180	(3,910)	6,090	-179%
Total Expenditures		<u>11,388,106</u>	<u>1,890,074</u>	<u>9,498,032</u>	17%
Excess Revenue over (under) Expenditures		<u>(70,568)</u>	<u>(2,498)</u>	<u>68,070</u>	

**Capital Area Community Action Agency
Balance Sheet
For the Period Ending 11/30/2023**

		Current Period Balance
Assets		
Cash Operating Hancock Bank	1010	1,053,346
Health Insurance Imprest Account	1031	46,309
Cash-Sunshine State/The First - Micro Loan	1040	66,523
Petty Cash	1050	266
Cash-Hancock-HS Parent Activity	1060	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	12,990
Cash - Centennial Bank (Franklin County)	1070	5,693
Money Market Account - Hancock Bank	1080	29,869
Accounts Receivable	1100	144,420
Grants Receivable	1150	900,068
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>2,904,335</u>
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	73,394
Accrued Expenses - Other	2010	129,424
Accrued Wages	2040	7,930
Accrued Fringe Benefits	2060	301
Accrued Flexible Savings	2061	1,832
Accrued Health Insurance	2085	(3,826)
Accrued Other Health Insurance	2087	(610)
Accrued Life Insurance	2090	7,701
Accrued Retirement - Pre Tax	2095	7,542
Accrued Retirement - Post Tax	2096	851
Contract Advances	2100	127,076
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	135,113
Deferred Income	2400	642,184
Total Liabilities		1,135,991
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,445,944
Invested Property and Equipment	3020	324,898
Total Beginning Net Assets		1,770,842
Current Net Income		(2,498)
Total Net Assets		<u>1,768,344</u>
Total Liabilities and Net Assets		<u>2,904,335</u>

**Capital Area Community Action Agency
CSBG Statement of Revenues and Expenditures
For the Two Months Ending 11/30/2023**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>586,851</u>	<u>89,727</u>	<u>(497,124)</u>	15%
Total Revenue		<u>586,851</u>	<u>89,727</u>	<u>(497,124)</u>	15%
Expenditures					
Salaries & Wages	6010	251,940	37,981	213,959	15%
Fringe	6110	73,013	11,007	62,006	15%
Staff Screenings	6180	100	0	100	0%
Indirect Costs	6210	65,640	9,895	55,745	15%
Travel - In Area	6310	500	443	57	89%
Office Supplies	6410	7,000	511	6,489	7%
Copies/Printing/Copier	6510	2,500	272	2,228	11%
Postage and Delivery Expense	6600	1,000	53	947	5%
Contractual Services/Professional	6710	4,177	0	4,177	0%
Rent/Space Cost	6810	54,711	8,073	46,638	15%
Utilities	6820	6,000	832	5,168	14%
General Liability and Property Insurance	6830	5,000	1,467	3,533	29%
Communications	6840	10,000	2,301	7,699	23%
Repairs & Bldg Maintenance- Recurring	6850	5,000	1,513	3,487	30%
Repairs & Bldg Maintenance - Nonrecurring	6855	2,500	0	2,500	0%
Equipment Maintenance	6910	2,500	556	1,944	22%
Vehicle Expense	6920	16,000	5,018	10,982	31%
Equipment Lease	6930	3,000	338	2,662	11%
Technology	6940	3,000	0	3,000	0%
Fees, Licenses, and Permits	7010	750	0	750	0%
Dues/Subscriptions	7020	7,255	43	7,212	1%
Client Assistance	7210	61,265	8,997	52,268	15%
Meetings/Workshops	7420	1,000	0	1,000	0%
Training and Technical Assistance/Staff	7435	1,500	428	1,072	29%
Advertising	7450	<u>1,500</u>	<u>0</u>	<u>1,500</u>	0%
Total Expenditures		<u>586,851</u>	<u>89,727</u>	<u>497,124</u>	15%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency
LIHEAP Statement of Revenues and Expenditures
For the Two Months Ending 11/30/2023**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>2,453,943</u>	<u>615,426</u>	<u>(1,838,517)</u>	25%
Total Revenue		<u>2,453,943</u>	<u>615,426</u>	<u>(1,838,517)</u>	25%
Expenditures					
Salaries & Wages	6010	298,974	45,751	253,223	15%
Fringe	6110	86,643	13,259	73,384	15%
Staff Screenings	6180	125	0	125	0%
Indirect Costs	6210	77,894	11,920	65,974	15%
Travel - In Area	6310	250	247	3	99%
Office Supplies	6410	1,500	410	1,090	27%
Copies/Printing/Copier	6510	1,250	1,008	242	81%
Postage and Delivery Expense	6600	1,200	673	527	56%
Contractual Services/Professional	6710	6,947	0	6,947	0%
Rent/Space Cost	6810	53,822	8,358	45,464	16%
Utilities	6820	2,500	865	1,635	35%
General Liability and Property Insurance	6830	3,584	1,793	1,791	50%
Communications	6840	4,000	2,091	1,909	52%
Repairs & Bldg Maintenance- Recurring	6850	2,000	1,429	571	71%
Repairs & Bldg Maintenance - Nonrecurring	6855	1,000	0	1,000	0%
Equipment Maintenance	6910	1,000	775	225	78%
Equipment Lease	6930	1,100	424	676	39%
Technology	6940	500	0	500	0%
Client Assistance	7210	1,908,554	526,424	1,382,130	28%
Meetings/Workshops	7420	500	0	500	0%
Training and Technical Assistance/Staff	7435	500	0	500	0%
Advertising	7450	<u>100</u>	<u>0</u>	<u>100</u>	0%
Total Expenditures		<u>2,453,943</u>	<u>615,426</u>	<u>1,838,517</u>	25%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency
WAP Statement of Revenue and Expenditures
For the Two Months Ending 11/30/2023**

		17%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue						
Government Contracts - STATE	4010		<u>551,687</u>	<u>36,171</u>	<u>(515,516)</u>	7%
Total Revenue			<u>551,687</u>	<u>36,171</u>	<u>(515,516)</u>	7%
Expenditures						
Salaries & Wages	6010		67,496	14,013	53,483	21%
Fringe	6110		19,561	4,061	15,500	21%
Indirect Costs	6210		17,586	3,651	13,935	21%
Travel - In Area	6310		1,500	160	1,340	11%
Office Supplies	6410		1,500	0	1,500	0%
Copies/Printing/Copier	6510		1,000	71	929	7%
Postage and Delivery Expense	6600		500	22	478	4%
Contractual Services/Professional	6710		3,667	0	3,667	0%
Rent/Space Cost	6810		8,180	2,017	6,163	25%
Utilities	6820		2,000	0	2,000	0%
General Liability and Property Insurance	6830		4,445	2,762	1,683	62%
Communications	6840		2,000	510	1,490	25%
Repairs & Bldg Maintenance- Recurring	6850		1,000	1	999	0%
Equipment Maintenance	6910		1,500	515	985	34%
Vehicle Expense	6920		25,267	1,673	23,594	7%
Equipment Lease	6930		3,000	236	2,764	8%
Technology	6940		500	0	500	0%
Fees, Licenses, and Permits	7010		500	0	500	0%
Dues/Subscriptions	7020		500	0	500	0%
Client Assistance	7210		292,853	5,715	287,138	2%
Equipment/Improvements (\$5,000 or more)	7310		15,000	0	15,000	0%
Expendable Equipment	7320		2,500	0	2,500	0%
Training and Technical Assistance/Staff	7435		76,725	129	76,596	0%
Advertising	7450		<u>2,907</u>	<u>636</u>	<u>2,272</u>	22%
Total Expenditures			<u>551,687</u>	<u>36,171</u>	<u>515,516</u>	7%
Excess Revenue over (under) Expenditures			<u>0</u>	<u>(0)</u>	<u>(0)</u>	

Capital Area Community Action Agency
WAP Infrastructure Statement of Revenues and Expenditures
For the Two Months Ending 11/30/2023

	17%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>1,026,382</u>	<u>24,801</u>	(1,001,581)	2%
Total Revenue		<u>1,026,382</u>	<u>24,801</u>	(1,001,581)	2%
Expenditures					
Salaries & Wages	6010	168,292	6,370	161,922	4%
Fringe	6110	48,771	1,846	46,925	4%
Indirect Costs	6210	43,847	1,660	42,187	4%
Travel - In Area	6310	1,000	0	1,000	0%
Office Supplies	6410	1,000	158	842	16%
Copies/Printing/Copier	6510	500	0	500	0%
Postage and Delivery Expense	6600	250	0	250	0%
Contractual Services/Professional	6710	5,000	0	5,000	0%
Rent/Space Cost	6810	7,000	0	7,000	0%
Utilities	6820	1,000	0	1,000	0%
General Liability and Property Insurance	6830	5,000	4,495	505	90%
Communications	6840	500	0	500	0%
Repairs & Bldg Maintenance- Recurring	6850	500	0	500	0%
Equipment Maintenance	6910	500	0	500	0%
Vehicle Expense	6920	24,445	0	24,445	0%
Equipment Lease	6930	1,000	63	938	6%
Technology	6940	500	0	500	0%
Fees, Licenses, and Permits	7010	500	0	500	0%
Client Assistance	7210	591,729	9,795	581,934	2%
Expendable Equipment	7320	2,500	0	2,500	0%
Training and Technical Assistance/Staff	7435	121,548	0	121,548	0%
Advertising	7450	1,000	415	586	41%
Total Expenditures		<u>1,026,382</u>	<u>24,801</u>	1,001,581	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 Two Months Ending 11/30/2023**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	<u>4,164,085</u>	<u>688,623</u>	<u>(3,475,462)</u>	17%
Total Revenue		<u>4,164,085</u>	<u>688,623</u>	<u>(3,475,462)</u>	17%
Expenditures					
Salaries & Wages	6010	2,073,782	333,708	1,740,074	16%
Fringe	6110	600,983	96,709	504,274	16%
Staff Screenings	6180	412	161	251	39%
Indirect Costs	6210	540,302	86,944	453,358	16%
Travel - In Area	6310	2,000	570	1,430	29%
Office Supplies	6410	6,200	1,683	4,517	27%
Program Supplies	6415	21,598	5,435	16,163	25%
Classroom Supplies	6420	19,345	1,566	17,779	8%
Medical/Dental Supplies	6440	300	0	300	0%
Copies/Printing/Copier	6510	10,000	1,693	8,307	17%
Postage and Delivery Expense	6600	460	60	400	13%
Contractual Services/Professional	6710	24,000	1,516	22,484	6%
Contractual Services – Health/Disabilities	6715	157,808	33,356	124,452	21%
Rent/Space Cost	6810	233,301	30,136	203,165	13%
Utilities	6820	85,000	9,447	75,553	11%
General Liability and Property Insurance	6830	20,000	7,719	12,281	39%
Communications	6840	55,000	10,902	44,098	20%
Repairs & Bldg Maintenance- Recurring	6850	115,000	29,910	85,090	26%
Repairs & Bldg Maintenance - Nonrecurring	6855	15,115	0	15,115	0%
Equipment Maintenance	6910	18,000	4,515	13,485	25%
Vehicle Expense	6920	35,594	11,574	24,020	33%
Equipment Lease	6930	5,000	635	4,365	13%
Technology	6940	26,934	13,911	13,023	52%
Fees, Licenses, and Permits	7010	550	0	550	0%
Dues/Subscriptions	7020	5,091	750	4,341	15%
Special Events	7110	2,500	0	2,500	0%
Meetings/Workshops	7420	2,010	400	1,610	20%
Training and Technical Assistance/Staff	7435	40,998	4,138	36,860	10%
Advisory/Board Member Expenses	7440	681	0	681	0%
Advertising	7450	10,921	1,184	9,737	11%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	<u>34,000</u>	<u>0</u>	<u>34,000</u>	0%
Total Expenditures		<u>4,164,085</u>	<u>688,623</u>	<u>3,475,462</u>	17%
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 November 30, 2023

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		6,049			
Grants - Other Not for Profits		398			
In-Kind Revenue		60,746			
VPK/SR		17,753			
	620,300	84,947	14%	535,353	86%

Head Start Credit Card Expenses November 2023

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6310	255	11/27/2023	49.00	#1596, DARREL JAMES, VISA, 11/27/2023, GAS HS VEHICLE
HANCOCK CC	1064	7420	255	11/27/2023	199.90	#1596, DARREL JAMES, VISA, 11/27/2023, ZOOM
HANCOCK CC	1064	6180	258	11/27/2023	13.68	#5810, VENITA TREADWELL, VISA, 11/27/2023, HS PARENT SCREEN
HANCOCK CC	1064	6310	255	11/27/2023	32.51	#5810, VENITA TREADWELL, VISA, 11/27/2023, GAS HS VEHICLE
HANCOCK CC	1064	6420	255	11/27/2023	136.00	#5810, VENITA TREADWELL, VISA, 11/27/2023, FIELD TRIP
HANCOCK CC	1064	7435	255	11/27/2023	125.00	#5810, VENITA TREADWELL, VISA, 11/27/2023 CLASSTRAIN KSMITH
HANCOCK CC	1064	7435	255	11/27/2023	250.00	#5810, VENITA TREADWELL, VISA, 11/27/2023 CLASSTRAIN KSMITH
HANCOCK CC	1064	7450	000	11/27/2023	414.50	#6496, MARGARET WATSON, VISA, 11/27/2023. ZIP RECRUITER
LOWES	1064	6850	258	11/30/2023	<u>176.63</u>	#82130109106598, JANITORIAL SUPPLIES, JEFFERSON HS, 11/30/23
Total					1,397.22	



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



00000000 - 015811 - 0001 - 0001 - 2

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

** 0000001

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-1596

Statement Date
11-27-23

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-30	10-28	24445003300500490644280	5814	SLIM CHICKENS 16501 TALLAHASSEE FL	M32.21 ✓
11-03	11-02	24137463307001500756873	5411	PUBLIX #1051 TALLAHASSEE FL	M105.95 ✓
11-07	11-06	24011343310000045159585	4814	ZOOM.US 888-799-8888 WWW.ZOOM.US CA	M189.90 ✓
11-10	11-08	24692163313100467182943	5542	GATE 1194 Q80 TALLAHASSEE FL	M49.00 ✓
11-16	11-15	24137463320001473389747	5411	PUBLIX #852 TALLAHASSEE FL	M79.73 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
11-27-23	4802-XXXX-XXXX-1596		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES	466.79
		NEW CASH ADVANCES	.00
		CREDITS	.00
		STATEMENT TOTAL	466.79
		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



00000000-017500-0001-0001-2

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

** 0000001

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-5810

Statement Date
11-27-23

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-31	10-30	24755423303173038485413	8661	TALLAHASSEE HEIGHTS METHO 850-8776276 FL	M138.00 ✓
10-31	10-30	24492163303000022661198	8299	TEACHSTONE TRAINING WWW.TEACHSTON VA	M250.00 ✓
11-03	11-02	24492163306000040158315	8299	TEACHSTONE TRAINING WWW.TEACHSTON VA	M125.00 ✓
11-15	11-14	24055233319091444000850	9399	NIC*-AGENCY FOR HLTHCR EGOV.COM FL	M13.68 ✓
11-17	11-15	24692163320105948158646	5542	GATE 1194 Q80 TALLAHASSEE FL	M32.51 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-23	4802-XXXX-XXXX-5810	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 557.19
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 557.19
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



00000000-015975-0001-0001-2

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

** 0000001

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-6496

Statement Date
11-27-23

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-24	11-22	24492153326717623532734	7361	ZIPRECRUITER, INC. 855-747-5493 CA	M829.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-23	4802-XXXX-XXXX-6496	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 829.00
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 829.00
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

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- 5 Enter your email address and agree to the Terms & Conditions.
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1-2

Summary of Account Activity	
Previous Balance	\$0.00
- Payments	\$0.00
- Other Credits	\$0.00
+ Purchases/Debits	\$178.63
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$178.63
Credit Limit	\$11,000.00
Available Credit	\$10,823.00
Statement Closing Date	12/02/2023
Days in Billing Cycle	30

Payment Information	
New Balance	\$178.63
Total Minimum Payment Due	\$29.00
Payment Due Date	12/26/2023

[Handwritten Signature]
12/16/23

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
11/03/2023	\$178.63	No Interest With Payment	\$0.00	\$0.00	\$178.63	02/02/2024

Transaction Summary

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
11/03	11/03	71463	STORE 0417 TALLAHASSEE FL	\$178.63 ✓

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: 6RTT395, 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.

7889 8908 VCS

1 7 2 251201

PAGE 1 of 5

9295 8011 3508 01FK7009

237768

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

Account Number: 821 3010 910659 8

Total Minimum Payment | Payment Due Date | New Balance

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT JANUARY 2024

Administrative

- **CONCLUSION:** The DEO (now Florida Commerce) written notice of default has concluded. The Board approved policy changes and repayment of disallowed costs to satisfy the findings.
- The annual audit as presented at this meeting had a couple findings as a continuation from the last audit regarding the Board composition. It also now finds that the unspent forgiven Payroll Protection Program funds are in dispute for \$\$606,000 of Head Start funds. Management will work with HHS to examine whether the funds can be spent on Head Start programming specifically related to facilities acquisition.
- **CONTINUATION: Litigation Status:** A former employee filed a civil suit alleging discrimination. Working with our insurance company for representation. Mediation did not resolve the matter. Depositions are still being taken. This ongoing case has had no update for several months.
- Finance Contract with Keith Dean has expired and renewal conversations are underway.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Head Start Team – The Focus Area 2 Program monitoring by the federal government concluded last week. The Lead Reviewer remarked in the closeout interview that the Agency was on a path to success with a great team. Systems are good, data is being used well, and there is consistency in the classrooms, Monitors enjoyed the conversations with the parents, teachers, Policy Council and Board members. The Agency can expect to receive the monitoring report results by late February.
- FloridaCommerce convenes monthly calls with the CAP (Community Action Program) Network to work through programmatic and budget issues.
- Getting Ahead classes are ramping back up.
- Monthly Head Start management calls with Region IV HHS Office Specialist Erik Dennis have resumed.
- Head Start Facilities continue to be an issue. Management will be working with HHS to consider the use of the funds at issue in the audit as a source for the funds
 - Jefferson Portable are at the end of their life. Franklin Head Start location needs a permanent location. Continuing to review options. An appraisal for Monticello property owned by Duke Energy for Jefferson Head Start came back with a valuation of about \$400,000. The Board and Policy Council will need to approve an offer on the building. Staff recommends an offer of \$375,000. The building will need about \$30,000 to bring it up to childcare standards.
 - Leon South City and Mabry will need consideration based on the lack of support from the school district and the proximity to the homeless shelter, respectively.



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Realtors at Prime South are helping to identify possible new property locations for Leon Head Start programs to relocate Mabry Head Start away from the Kearney Center (homeless shelter) and the South City Head Start Center (whole or in part) from the Wesson School owned by Leon County Schools. There is a former childcare facility (also a funeral home and church in prior lives) coming on the market on Meridian. Staff are evaluating it as an option. We need a 32304 property too.

- Franklin location still needs viable options.
 - Working to address DRSF concerns in Gulf County. Also, revisiting Weatherization services in Gulf County.
 - 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.
 - 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 and Board meetings.

Impact: Developing the infrastructure necessary to support the Agency mission

Resource Development

- Received \$114,728 from USAC for tablets and online connectivity for Head Start families.
- Working on Duke Energy for Community Investment (building)
- Monitored Children's Services Council for Summer Funding – not a good fit at this time

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

Out of Office

- February 6-8 - PTO
- February 13-16 – National Community Action Partners Leadership Training – Las Vegas
- May 9-10 - PTO

Capital Area
Community Action
Agency

January 18, 2024

RE: CEO Annual Evaluation

Dear Board of Directors:

I write to thank you for the feedback during the annual performance review. I appreciate the candid responses to help me see where things are going well and where opportunity lies. I understand that I have work to do to improve Board engagement and Agency performance in a couple areas especially.

Board Membership – we should have representatives in each county from all three sectors – Low Income, Public and Private – my outreach the next month will focus on representative groups who can appoint members. By March, we should have new members. The goal is to be at 20 members by the July meeting. I will need assistance in helping to recruit new Board members.

Childcare Experience representative – Head Start requires that the governing board have a representative with childcare or early education experience. We have used the Head Start Policy Council Chair as the member to fulfill that role as well as ensuring alignment between the Policy Council and governing Board. During the Focus Area 2 monitoring, we were informed that our solution does not meet the intent of true early childhood experience. We will need to find a better candidate for this role.

Committees – Board Committees are possible when we have a full Board. Committees can resume once our membership is larger. Summer is the goal.

Strategic Planning – Under performance standards, the Agency is to conduct community needs assessments every three years. From the Assessment, the Board has adopted strategic plans for the Agency. Moving forward we will work on the agenda and program updates to include strategic planning updates. This should help keep programs, the Agency, and the Board using data and the plan effectively.

Feedback – both positive and negative – is the only way we can grow. Thank you for the continued confidence in my service to the Agency.

Sincerely,



Tim Center
Chief Executive Officer



United Way of the Big Bend

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www.CapitalAreaCommunityActionAgency.org



Property Information

2619 S Meridian Street
TALLAHASSEE, FL 32301

2619 S Meridian Street



City

TALLAHASSEE **Stacy Harnett**

Zip

32301 **CONTACT ME**

County

Leon

Area

SW-04

Sale/Rent

For Sale



Tax Item # PRICE-HIGH TO LOW 411230 C0130

MAP



Block

C

New Match

Metes & Bounds (Y/N)

No

Total Sq. Ft.

6074

Source of Square Ft

Tax

Owner

FLAKES

Owner Phone

999.999.9999

Taxes Annual

\$5,818

Features

ACCESS

Common Access

CEILING HEIGHT

Units Vary

CONSTRUCTION
Solid

Concrete Block

COOLING

Central Building, Fans - Ceiling

2619 S Meridian Street
TALLAHASSEE, FL 32301

Less Than 3 Miles

Documents Available
Total Documents Available: 518
MLS #288300

Photos

\$295,000

FEATURES

Carpeting, Fenced, Restrooms - Private

HEATING

Central Building

Capital Area Community Action Agency

MEMORANDUM

TO: TIM CENTER, CEO
FROM: Nina Self, COO
DATE: January 17, 2024
RE: COO Report for January 2024 Board Meeting

January is always the month to renew, refresh, and update things that will assist in our plan for success for the new year. Each department is in the process of reviewing procedures and processes to determine what changes we can make to produce more outcomes this year. Our goal is to help as many people that we can with the resources we have. During the fiscal year ended 9/30/2023, our Emergency Services Department assisted over 4,600 households with over 11,400 people. Our Getting Ahead program produced 65 graduates in 2023, and serviced over 100 people in Staying Ahead. Many of their success stories were shared at each Board meeting in our program reports. We know there is still much work to do, and we are prepared to roll up our sleeves and continue striving to make a difference. The following lists some of the goals I will be working with the program managers on this year:

Emergency Services – Expand our outreach in rural areas to serve new households that never utilized our services. Find other resources to supplement our budget to allow us to expand our staff so we can serve more people. We will also continue learning the Shah case management system so we can streamline our paper processes and produce real-time reports that give us a snapshot of our progress at all times. We will continue expanding the Family Support Services reporting on Shah, and begin using it to for the Weatherization program.

Family Support Services – Work in partnership with Emergency Services as we increase our outreach. Sponsor other efforts such as financial literacy workshops in all communities to assist all eligible residents not enrolled in Getting Ahead. Re-establish our Mentorship Program that pairs members of the working community with participants in Staying Ahead to provide encouragement and information for their professional development.

Weatherization – Recruit more staff and contractors to allow us to complete the increased number of homes assigned to the regular Weatherization program, and the additional homes contracted in the Infrastructure, Suwannee River Counties and the Franklin County SHIP program.

Head Start – Location, location, location. Our main goal for this year is to upgrade the locations of some of our centers. We must find a location for our Franklin Head Start because we must vacate the Community Center at the end of this school year. The modular units at our Jefferson County facility have deteriorated beyond repair, and we need to relocate. We are working with Duke Energy to make their



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vacant building in Jefferson County available for sale or lease to us. We also need to relocate our Mabry Center for the safety of the staff and students due to the increased crime in the neighborhood. Recruiting and training of staff are always at the top of the list, and we will be doing this year round.

Human Resources – Margie and I will continue to explore all of the programs in our Netchex HR system to automate more processes. We are always in a state of improvement to make the systems easier for everyone to navigate to ensure all managers and employees are informed and able to get the information they need from the system. We will also work on updating the Employee Handbook, with the help of the Personnel Committee of the Board.

Other COO Stuff – In addition to the projects with the agency programs there are some other things I want to accomplish. I will be working with each manager to help him or her understand their budget, and get them involved in the development of their budget this year. We have another year before we have to submit the Head Start Refunding Application, but we will start working with the managers to explore the changes we would like to make to enhance our program for the new contract. I will be attending the National Community Action Partnership Conference in February, and have enrolled in the Strategic Planning Pre-Conference event. I think this will be helpful to us as we continue work on our strategic plan to set our goals going forth.

This year will be filled with challenges and opportunities. We have assembled a great team, and I know we can make it happen as we continue....Helping People and Changing Lives!

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 12/31/23

PROGRAMS:	Getting Ahead	Staying Ahead	Emergency Services
County	December Graduates	Active Participants	Households Served*
Calhoun	7	8	26
Franklin	8	19	25
Gadsden	0	3	3
Gulf	11	9	16
Jefferson	0	0	7
Leon	7	17	100
Liberty	2	6	2
Wakulla	2	2	5
TOTALS	37	64	184

***No new applications taken 12/20/23 - 12/31/23 due to holiday.**

HEAD START 2023 - 2024 Enrollments	Franklin*	Jefferson	Mabry	Governor's Charter	Royal	South City	Total
# of Students Enrolled @ 12/31/23 (Actually)	20	28	67	51	57	143	366
# 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%	75.68%	101.52%	102.00%	100.00%	96.62%	96.83%

<u>Disability Services</u>	
Students with IEP's	20
Students with Concerns	31
In Compliance?	Yes

<u>Average Daily Attendance (ADA)</u>		
Required %	85%	
% for December 2023	79%	
Requirement not met		

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 12/31/23

Weatherization at-a-Glance

County	2023 - 2024 WAP Contracted Units			
	Projected	Pre-Inspected	In Progress	Completed
Calhoun	7	3	0	0
Franklin	3	0	0	0
Gadsden	17	17	0	0
Gulf	3	3	2	1
Jefferson	3	3	0	0
Leon	62	14	5	4
Liberty	1	1	0	0
Wakulla	7	2	0	0
TOTALS	103	43	7	5

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	1	0	1
Wakulla	2	5	7
Total	31	72	103

FY 2023 - 2024 Suwannee River Counties

County	2023 - 2024 Suwannee River Contract Units			
	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

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 12/31/23

Franklin County SHIP Program Update

Type	Applications Received 9/1/22	Eligible/In Process	Ineligible	Incomplete Application	No Response from Applicant	Loan Funded or Rehab Completed	Applicant Withdrew	TOTAL
Down Payment Asst	7	1	0	5	0	1	0	7
Rehabilitation	<u>20</u>	<u>7</u>	<u>2</u>	<u>2</u>	<u>4</u>	<u>1</u>	<u>4</u>	<u>20</u>
TOTAL	27	8	2	7	4	2	4	27

**Family Support Services Program
Monthly Report
For the Month Ended 12-31-23**

Program	Getting Ahead	Staying Ahead
County	Graduates	Active Participants
Calhoun	7	8
Franklin	8	19
Gadsden	0	3
Gulf	11	9
Jefferson	0	0
Leon	7	17
Liberty (with Calhoun class)	2	6
Wakulla (with Franklin class)	2	2
Totals	37	64

Success Stories/Outcomes

Client 1 - Teacher at North Florida Child Development Center received a pay increase from \$15.00 per hour to \$18.03 per hour.

Client 2 - Currently unemployed but signed up with Job Corps in Jacksonville Florida.

Client 3 - Secured affordable housing for himself, no longer homeless.

Client 4 - Has been unemployed for the last six months and is now working in Port St. Joe, earning \$12 an hour.

Client 5 - Graduated LPN program at Gulf Coast College on Dec. 8.

Client 6 - Completed the Microblading Course at TCC and earned her certificate.

Client 7 - Completed the 6-week Phlebotomy Course at TCC, passed the final exam and earned her certificate.

Client 8 - Completed the 6-week Phlebotomy Course. Although she was 5 points away from passing, she is applauded for her tenacity. She made the commute from Apalachicola to Crawfordville 4 nights per week, while working a full-time position with Franklin County School District. She encountered several barriers, but continued to push forward in spite of the difficulties. She is scheduled to retake the exam in February.

Client 9 - Obtained her B.S. degree in Social Science from FAMU on 12/19/23

Referred 8 families to Christmas Connection and a total of 16 children and 4 adults were blessed with gifts and food.

The Getting Ahead graduations were a success. Continued planning for the Spring Session is ongoing. Classes to begin 1/29/24.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for December 2023 – *Emergency Services*
DATE: January 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 December 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	57/105	26/59										158/312
Franklin	45/90	29/73	25/74										99/237
Gadsden	26/74	6/9	3/7										35/90
Gulf	24/52	19/50	16/33										59/135
Jefferson	24/51	9/24	7/19										40/94
Leon	272/686	167/463	100/289										539/1438
Liberty	17/29	17/30	2/4										36/63
Wakulla	15/32	12/33	5/9										32/74
Total	498/1162	316/787	184/494										998/2443

Additional information listed below:

Number of Single Parents assisted.

Female	164
Male	102
Total Emergency Services Utility Assistance (from Donated Funds) = 38 / 71	
Rental Assistance (Hancock Whitney Bank Funds) = 1 / 1	
Rental Assistance (Duke Energy/Share The Light Funds) = 3 / 13	



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Capital Area Community Action Agency

MEMORANDUM

FROM: Terry Mutch
RE: Weatherization Assistance Program
DATE: January 8, 2024

As of January 1 2024, 43 homes have been pre-inspected. Of the 43 homes, 12 homes were released to contractors with 5 being completed and 7 currently in process. 4 homes have entered deferral status.

Service for the Suwannee River Economic Council territory is getting started with first pre-inspections starting the week of January 8 2024. The Agency is still negotiating with Alternative Energy Applications to provide weatherization contractor services in the Suwannee River Economical Council territory for the upcoming program year. We are also looking for contractors local to those areas to provide services as well. More details to come as things develop.

Weatherization CACAA – All Funding Sources (As of January 1, 2024)

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	17	0	0
Gulf	3	3	2	1
Jefferson	3	3	0	0
Leon	62	14	5	4
Liberty	1	1	0	0
Wakulla	7	2	0	0
Total	103	43	7	5



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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: January 18, 2024

We have been successful staffing the centers and we are hopeful to be fully staffed by the end of January. We are very pleased with the teaching staff that has been recruited and they have been a huge asset to the classrooms. We see a wealth of experience and passion in the classrooms.

Focus Area Two; Part One is now over. We worked very hard with the Review Team and responded to all requests. Part Two will be the recorded CLASS Observations. This begins in January and ends in March. The Education Team will be working with classroom staff to submit to the Review Board excellent videos. Fifteen to eighteen classrooms will be selected to submit a 1-hour long video of classroom interactions to be observed. We will not be conducting in-house CLASS Observations because of the recordings that will be taking place. I sincerely hope that we will have a report by June.

Wellness of the staff is always important. Mental wellness is a huge concern for Head Staff because the work is stressful and personal issues may also contribute to wellness. Teachers have been given information to help them in the event they feel that they need help. The Agency Insurance, Guardian, offers "WorkLifeMatters," free to staff. Also, we supply staff with information to contact an outside Agency, NAMI (National Alliance on Mental Illness) which is also a free service. Mental Wellness is also approached in a different format on monthly Friday meetings with our Mental Health Specialist, Mr. Drake through peer ZOOM meetings. Staff can freely talk, share, and support one another on these ZOOM sessions. Mental health is a serious health concern – Head Start wants to be supportive.

DISABILITY NUMBERS: 20 IEP's 31 IEP's Pending IN COMPLIANCE

STAFF VACANCIES:

Vacant teacher positions 0
 Vacant assistant positions 1/21
 Vacant food service/cook position(s) 1/6

COVID Reports:

Students 0
 Staff 0



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EDUCATION AND OUTREACH DECEMBER 2023

DATE	EVENT TITLE & PURPOSE	COUNTY	LOCATION	POTENTIAL PARTNER CONTACTS INFO	NUMBER OF ATTENDEES	OUTCOMES
12/8/23	Partners Resource Fair	Leon	TCC Workforce Development	ECHO, CareerSource, Good News Outreach, AMI Kids	25	Different community partners providing information about their agency resources to the community.
12/11/23	BBARC Community Meeting	Leon	RISE Center	BBARC	35	Community partners introducing themselves and providing success stories for the 2023 year and future achievements.
12/14/23	Writer Group Meeting @ North Florida Child Development Center - Wewahitchka to present CACAA programs	Gulf	North Florida Child Development Center - Wewahitchka Site	Ashley Ferrell, HIPPY (Home Instruction for Parents of Preschool Youngsters) Coordinator, Wewahitchka, Florida, 850-728-0997	20	Parents interested in enrolling in next scheduled Getting Ahead workshop for Gulf - Wewahitchka.
12/14/23	Getting Out Trainers Discussion	Leon	Zoom	Facilitated by Lynn Jackson, AHA Process	16	Facilitators shared success stories for the 2023 year.

Family and Community Engagement Manager

Monthly Monitoring Report – December 2023

Program Status

- Enrollments for the **2023-24** school year:
 1. Franklin County Head Start - **20 of 20** families enrolled
 2. Head Start @ Governors Charter - **51 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 - **67 of 66** families enrolled
 6. South City Head Start - **143 of 148** families enrolled
- **366 of 378 (97%)** families were enrolled in Head Start through the month of December.

Policy Council

- Meeting held with quorum on August 17th

Family and Community Engagement Activities

- Holiday Parent Meetings
- Team meetings

Transportation

- 2 field trips

Children Health Requirements

Immunizations and Physical examinations	355 Immunizations 355 Physical Examinations
Established medical homes	310
Established dental homes and received dental exams	207 Dental Homes 65 Dental Exams
Hearing screenings	236
Vision screenings	257
Vision Referrals	0

Nutrition

- Number of Breakfast 4,179
- Number of Lunch 4,495
- Number of PM Snacks 4,410

Non Federal Share Match

-

Disability Numbers

- 19 IEPs
- 31 Pending IEPs

Corrective Action and Follow Up

- **COVID-19 Policy and Procedure:** Community Action Head Start has returned to a normal Head Start experience, but a limited Preventative Precautions list is still being used.
- **Funded Enrollment:** The program is currently over 90% of its funded enrollment.
- **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 has been added at our Mabry location. Services also continue at Louise B. Royal and South City.
- **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:** Trainings for Child Plus and Family Engagement will be attended by Family Service staff during this school year.
- **Average Daily Attendance:** The Average Daily Attendance (ADA) for December was not the required 85%; it is at 79%. No head start center met the required 85% ADA.

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
Community Action
Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Margaret Watson, Human Resources Manager
RE: Summary Report for Human Resources Department
DATE: January 17, 2024

Summary Report for the Human Resources Department for the month ending December 31, 2023.

- Completed the 2023-2024 Employee Open Enrollment.
- Distributed Annual Performance Evaluations to managers and employees for self-evaluation. Both evaluations to be completed electronically using the Netchex Human Resources system.
- Planning for the Community Action Information Fair.
- Continue training with COO in role of Human Resources Manager.
- Completed the administrative portion of the 2023 CSBG Organizational Standards for the Florida Department of Commerce.
- 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
- 1 Teacher Assistant
- 1 Weatherization Coordinator
- 2 Case Managers



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