

Capital Area Community Action Agency

Executive Committee Meeting
Agenda
Tuesday, February 27, 2024
309 Office Plaza Drive, Tallahassee, FL
Via Microsoft Teams

I. Call to Order	Shanetta Keel – Chair	
II. Agenda Approval		Page
III. Sign-In/Attendance/Introductions		
IV. Action – Recommendation for Review & Approval		
A. Board Activity		
i) Executive Committee Meeting Minutes – December 12, 2023		2
B. Financial Report	Kate Beam	
• Narrative		5
• Revenue & Expenditures Agency-wide		9
• Balance Sheet		11
• Revenue & Expenditures – major programs		12
• Head Start Non Federal Share Match		17
• Head Start Credit Card Activity		18
V. Chief Executive Officer's Report	Tim Center	25
VII. Chair's Report	Shanetta Keel	
III. Adjournment		

Next Executive Committee Meeting 04/23/2024 - 5:30 pm – Microsoft Teams Video

Next Board of Directors Meeting 03/26/2024 – 6:00 pm – Via Microsoft Teams Video



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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:

Tim Center
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 seatings are 3-year term limits. Mr. Jones's seat is up for renewal. Mr. Jones is the NAAACP designee for Gadsden County. The NAACP voted Mr. Jones to represent 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 to the Board. The financials are from the previous meeting of October. She said Management met with the auditors on Friday, as such waits approved review. The year-end close out for 9/30/2023, will close 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 Fiscal Policy and Procedures. She said that the Fiscal Policy and Procedures will satisfy the conditions of the Notice of Default with the revised language.

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.



United Way of the Big Bend

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Administration

Ms. Self reported that our Open Enrollment for Employee benefits has to be on record. She said the Board has to adopt the Capital Area Community Action Agency Cafeteria Plan. The plan allows employees to pay for their share of contribution pre-tax benefits. A copy of the Summary Plan Description shall be delivered to each Employee.

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 from the month of December 2023. She reported that the Department of Commerce asked the Agency to consider a policy change that is before the Board for consideration. It will remove the delivery of checks to vendors by staff. Vendors can still receive payment through mail service or pickup payment for approved services rendered from the main office.

The Annual Audit is completed. Auditors will present before the Board 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.

Ms. Self reported that the civil suit may be cancelled. Management is waiting for updates from the case.

Ms. Self asked Board member if they received the mark your calendar date for the Focus Area 2. The Head Start Program is scheduled for a Federal Monitoring on January 8-12, 2024. The monitors are asking for Board members to be available for an interview.

The Agency continue 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. The Board and Policy Council will need to approve the \$375K. The Realtors at Prime South are assisting to identify a possible new property location for Mabry Head Start, and South City Head Start Center.

The Getting Ahead transition ceremonies were scheduled for the December 11-14. Each of the counties will hold ceremonies in their individual counties for representation.

The Agency is working on a Board and Policy Council Training, January 4, 2024.

CHAIR'S Report

The Chair reported Organizational Standard 7.4 has been met for the CEO Performance Evaluation. She met with Mr. Center to discuss the Performance Evaluation. She gave highlights of each Board members comments. Board members will be sent copies of the Performance Evaluation for review.

The Chair entertained a motion that the CEO Evaluation was received for July 1, 2022 through July 1, 2025, for a period of 3-years. The governing Board received and conducted a Performance Evaluation of the CEO for the period 7/1/2022 – 6/30/2023.

The Chair entertained a motion to approve the CEO Compensation for 7/1/2022 through 7/1/2025, for a period of 3-years. The Executive Committee received the CEO Compensation with no changes. 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

**Financial Statement Narrative
For the 3 Months Ending December 31, 2023
Capital Area Community Action Agency**

As of December 31, 2023, we have completed three months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 25% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 24% and 24% respectively, with net income of \$6,333.

Non-Federal Share (NFS) Match at December 31, 2023, was \$142,416 of the \$832,818 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 2023-2024, 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 3 Months Ending December 31, 2023
Capital Area Community Action Agency**

Agency Wide Variances

- **Staff Screenings** – are over the benchmark budget with a number of recent new hires and compliance checks.
- 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.
- **Medical/Dental Supplies** – is over benchmark budget but this is a small line item with little effect on the overall budget.
- **Copies/Printing/Copier** – is slightly over the benchmark budget and will most likely stay within budget over the course of the year.
- **Contractual Services – Health/Disabilities** is over the benchmark budget with the work associated with yearly assessments and plans. This line item tends to level off during the summer months.
- 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. However, based on current monthly expenses the total overage for 23-24 will likely be around \$30K.
- Repairs & Maintenance – Recurring – is over the benchmark budget due to large repair costs being expensed Recurring instead of Non-Recurring.
- 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 budget and will go over budget by about \$1500 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.

**Financial Statement Narrative
For the 3 Months Ending December 31, 2023
Capital Area Community Action Agency**

- 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 budget and will go over budget by \$1K based on current spending.
- Office Supplies - is slightly over budget due to higher than anticipated costs.
- Copies /Printing/Copier Maintenance/Toner/Paper - is over budget due to a large purchase of toner and other copy supplies.
- Postage and Delivery Expense - is over the benchmark budget and will go over budget by \$2500 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.
- **Training and Technical Assistance / Staff Development - is over benchmark budget but should stay within budget based on currently planned events.**

WAP Variances and WAP Infrastructure

- **Salaries & Wages / Fringe / Indirect Costs - are currently slightly over budget in WAP but significantly under in WAP Infrastructure. These numbers should offset.**
- **Staff Screenings - is at budget since there was not a budget line for this item. It is negligible to the whole budget.**
- Rent / Space Cost - is slightly over benchmark budget and will go over budget by \$4000 based on current spending

**Financial Statement Narrative
For the 3 Months Ending December 31, 2023
Capital Area Community Action Agency**

- 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.
- 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.
- 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.
- **Medical/Dental Supplies – are over the benchmark budget but should stay within budget for the remainder 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 Three Months Ending 12/31/2023**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,164,085	1,045,845	(3,118,240)	25%
Government Contracts - STATE	4010	5,317,164	1,193,569	(4,123,595)	22%
Government Contracts - LOCAL	4020	113,149	44,738	(68,411)	40%
Grants - Other Not-for-Profits	4100	4,500	1,917	(2,583)	43%
Grants - All Other Sources	4120	3,500	26,923	23,423	769%
Contributions	4200	1,000	37	(963)	4%
Contributions- Restricted	4210	41,200	1,062	(40,138)	3%
Special Events	4300	2,000	0	(2,000)	0%
Commissions-Vending/Photo	4320	0	1,044	1,044	100%
Interest Income	4950	0	277	277	100%
Fringe Pool Revenue	4960	879,940	229,974	(649,966)	26%
Indirect Pool Revenue	4970	790,000	188,120	(601,880)	24%
Other Revenue	4995	1,000	4,916	3,916	492%
Total Revenue		<u>11,317,538</u>	<u>2,738,422</u>	<u>(8,579,116)</u>	24%
Expenditures					
Salaries & Wages	6010	3,365,455	793,561	2,571,894	24%
Fringe	6110	995,311	229,974	765,337	23%
FICA	6120	257,000	57,746	199,254	22%
Unemployment	6130	40,000	1,421	38,579	4%
Workers Compensation	6140	41,960	11,339	30,621	27%
Health Insurance	6150	407,900	104,469	303,431	26%
Life Insurance	6160	34,800	8,732	26,068	25%
Retirement	6170	60,000	11,556	48,444	19%
Staff Screenings	6180	737	377	360	51%
Indirect Costs	6210	804,591	190,220	614,371	24%
Travel - In Area	6310	7,850	2,192	5,658	28%
Office Supplies	6410	20,700	4,379	16,321	21%
Program Supplies	6415	23,998	7,657	16,341	32%
Classroom Supplies	6420	20,345	2,304	18,041	11%
Kitchen Supplies	6430	10,000	5,904	4,096	59%
Medical/Dental Supplies	6440	300	164	136	55%
Copies/Printing/Copier	6510	18,750	5,950	12,800	32%
Postage and Delivery Expense	6600	4,410	1,321	3,089	30%
Contractual Services/Professional	6710	348,251	78,353	269,898	22%
Contractual Services - Health/Disabilities	6715	201,365	62,782	138,583	31%
Rent/Space Cost	6810	384,374	79,768	304,606	21%
Utilities	6820	102,500	23,009	79,491	22%
General Liability and Property Insurance	6830	73,029	33,696	39,333	46%
Communications	6840	76,635	26,651	49,984	35%
Repairs & Bldg Maintenance- Recurring	6850	123,500	57,172	66,328	46%
Repairs & Bldg Maintenance - Nonrecurring	6855	18,615	0	18,615	0%
Equipment Maintenance	6910	27,000	6,667	20,333	25%
Vehicle Expense	6920	105,806	23,665	82,141	22%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Three Months Ending 12/31/2023**

Equipment Lease	6930	15,100	2,975	12,125	20%
Technology	6940	38,434	31,431	7,003	82%
Fees, Licenses, and Permits	7010	4,800	1,155	3,645	24%
Dues/Subscriptions	7020	16,846	2,374	14,473	14%
Special Events	7110	4,500	0	4,500	0%
Client Assistance	7210	3,129,679	759,697	2,369,982	24%
Equipment/Improvements (\$5,000 or more)	7310	17,500	0	17,500	0%
Expendable Equipment	7320	9,635	0	9,635	0%
Meetings/Workshops	7420	14,745	848	13,897	6%
Training and Technical Assistance/Staff	7435	282,064	9,028	273,036	3%
Advisory/Board Member Expenses	7440	3,081	920	2,161	30%
Advertising	7450	21,328	3,063	18,265	14%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	243,508	80,607	162,901	33%
Legal Expenses	7530	7,324	12,767	(5,443)	174%
Interest Expense	7610	1,000	0	1,000	0%
Bank Service Charges	7630	<u>2,180</u>	<u>(3,804)</u>	<u>5,984</u>	-175%
Total Expenditures		<u>11,388,106</u>	<u>2,732,089</u>	<u>8,656,018</u>	24%
Excess Revenue over (under) Expenditures		<u>(70,568)</u>	<u>6,333</u>	<u>76,901</u>	

**Capital Area Community Action Agency
Balance Sheet
For the Month Ending 12/31/2023**

		<u>Current Period Balance</u>
Assets		
Cash Operating Hancock Bank	1010	1,188,916
Health Insurance Imprest Account	1031	2,552
Cash-Sunshine State/The First - Micro Loan	1040	66,528
Petty Cash	1050	266
Cash-Hancock-HS Parent Activity	1060	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	36,071
Cash - Centennial Bank (Franklin County)	1070	5,693
Money Market Account - Hancock Bank	1080	29,956
Accounts Receivable	1100	136,909
Grants Receivable	1150	827,226
Building	1600	245,000
Work In Progress	1630	67,368
Equipment	1650	957,570
Accumulated Depreciation - Building	1700	(95,478)
Accumulated Depreciation - Equipment	1750	(465,330)
Total Assets		<u>3,004,304</u>
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	87,870
Accrued Expenses - Other	2010	134,915
Accrued Wages	2040	13,402
Accrued Fringe Benefits	2060	590
Accrued Flexible Savings	2061	1,707
Accrued Health Insurance	2085	(4,838)
Accrued Other Health Insurance	2087	(600)
Accrued Life Insurance	2090	8,865
Accrued Retirement - Pre Tax	2095	7,627
Accrued Retirement - Post Tax	2096	852
Contract Advances	2100	127,076
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	135,063
Deferred Income	2400	642,184
Total Liabilities		1,161,793
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,511,280
Invested Property and Equipment	3020	324,898
Total Beginning Net Assets		1,836,178
Current Net Income		6,333
Total Net Assets		<u>1,842,511</u>
Total Liabilities and Net Assets		<u>3,004,304</u>

**Capital Area Community Action Agency
CSBG - Statement of Revenues and Expenditures
For the Three Months Ending 12/31/2023**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>586,851</u>	<u>128,925</u>	<u>(457,926)</u>	22%
Total Revenue		<u>586,851</u>	<u>128,925</u>	<u>(457,926)</u>	22%
Expenditures					
Salaries & Wages	6010	251,940	56,442	195,498	22%
Fringe	6110	73,013	16,357	56,656	22%
Staff Screenings	6180	100	0	100	0%
Indirect Costs	6210	65,640	14,705	50,935	22%
Travel - In Area	6310	500	534	(34)	107%
Office Supplies	6410	7,000	511	6,489	7%
Copies/Printing/Copier	6510	2,500	487	2,013	19%
Postage and Delivery Expense	6600	1,000	110	890	11%
Contractual Services/Professional	6710	4,177	0	4,177	0%
Rent/Space Cost	6810	54,711	11,957	42,754	22%
Utilities	6820	6,000	1,448	4,552	24%
General Liability and Property Insurance	6830	5,000	1,885	3,115	38%
Communications	6840	10,000	3,816	6,184	38%
Repairs & Bldg Maintenance- Recurring	6850	5,000	2,250	2,750	45%
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	6,093	9,907	38%
Equipment Lease	6930	3,000	537	2,463	18%
Technology	6940	3,000	0	3,000	0%
Fees, Licenses, and Permits	7010	750	0	750	0%
Dues/Subscriptions	7020	7,255	192	7,063	3%
Client Assistance	7210	61,265	10,035	51,230	16%
Meetings/Workshops	7420	1,000	0	1,000	0%
Training and Technical Assistance/Staff	7435	1,500	1,011	489	67%
Advertising	7450	<u>1,500</u>	<u>0</u>	<u>1,500</u>	0%
Total Expenditures		<u>586,851</u>	<u>128,925</u>	<u>457,926</u>	22%
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 Three Months Ending 12/31/2023**

	25%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	2,453,943	823,470	(1,630,473)	34%
Total Revenue		<u>2,453,943</u>	<u>823,470</u>	<u>(1,630,473)</u>	34%
Expenditures					
Salaries & Wages	6010	298,974	67,786	231,188	23%
Fringe	6110	86,643	19,644	66,999	23%
Staff Screenings	6180	125	0	125	0%
Indirect Costs	6210	77,894	17,661	60,233	23%
Travel - In Area	6310	250	334	(84)	134%
Office Supplies	6410	1,500	521	979	35%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	1,250	1,752	(502)	140%
Postage and Delivery Expense	6600	1,200	1,005	195	84%
Contractual Services/Professional	6710	6,947	0	6,947	0%
Rent/Space Cost	6810	53,822	12,525	41,297	23%
Utilities	6820	2,500	1,546	954	62%
General Liability and Property Insurance	6830	3,584	2,304	1,280	64%
Communications	6840	4,000	3,217	783	80%
Repairs & Bldg Maintenance- Recurring	6850	2,000	1,653	347	83%
Repairs & Bldg Maintenance - Nonrecurring	6855	1,000	0	1,000	0%
Equipment Maintenance	6910	1,000	775	225	78%
Equipment Lease	6930	1,100	662	438	60%
Technology	6940	500	0	500	0%
Client Assistance	7210	1,908,554	691,802	1,216,752	36%
Meetings/Workshops	7420	500	0	500	0%
Training and Technical Assistance/Staff	7435	500	284	216	57%
Advertising	7450	100	0	100	0%
Total Expenditures		<u>2,453,943</u>	<u>823,470</u>	<u>1,630,473</u>	34%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency
WAP - Statement of Revenues and Expenditures
For the Three Months Ending 12/31/2023**

	25%	Total Budget - Original	Current Year Actual	Total Budget Variance Original	%
Revenue					
Government Contracts - STATE	4010	<u>551,687</u>	<u>58,691</u>	<u>(492,996)</u>	11%
Total Revenue		<u>551,687</u>	<u>58,691</u>	<u>(492,996)</u>	11%
Expenditures					
Salaries & Wages	6010	67,496	21,019	46,477	31%
Fringe	6110	19,561	6,091	13,470	31%
Indirect Costs	6210	17,586	5,476	12,110	31%
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	144	856	14%
Postage and Delivery Expense	6600	500	25	475	5%
Contractual Services/Professional	6710	3,667	0	3,667	0%
Rent/Space Cost	6810	8,180	2,749	5,431	34%
Utilities	6820	2,000	879	1,121	44%
General Liability and Property Insurance	6830	4,445	3,598	847	81%
Communications	6840	2,000	930	1,070	46%
Repairs & Bldg Maintenance- Recurring	6850	1,000	2	998	0%
Equipment Maintenance	6910	1,500	219	1,281	15%
Vehicle Expense	6920	25,267	2,091	23,176	8%
Equipment Lease	6930	3,000	316	2,684	11%
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	14,226	278,627	5%
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>58,691</u>	<u>492,996</u>	11%
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 Three Months Ending 12/31/2023

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>1,026,382</u>	<u>30,022</u>	(996,360)	3%
Total Revenue		<u>1,026,382</u>	<u>30,022</u>	(996,360)	3%
Expenditures					
Salaries & Wages	6010	168,292	9,555	158,737	6%
Fringe	6110	48,771	2,769	46,002	6%
Staff Screenings	6180	0	25	(25)	100%
Indirect Costs	6210	43,847	2,489	41,358	6%
Travel - In Area	6310	1,000	121	879	12%
Office Supplies	6410	1,000	225	775	23%
Copies/Printing/Copier	6510	500	8	492	2%
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	125	875	13%
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>30,022</u>	<u>996,360</u>	3%
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 Three Months Ending 12/31/2023

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,164,085	1,045,845	(3,118,240)	25%
Total Revenue		<u>4,164,085</u>	<u>1,045,845</u>	<u>(3,118,240)</u>	25%
Expenditures					
Salaries & Wages	6010	2,073,782	507,035	1,566,747	24%
Fringe	6110	600,983	146,939	454,044	24%
Staff Screenings	6180	412	352	60	86%
Indirect Costs	6210	540,302	132,103	408,199	24%
Travel - In Area	6310	2,000	1,001	999	50%
Office Supplies	6410	6,200	2,472	3,728	40%
Program Supplies	6415	21,598	7,657	13,941	35%
Classroom Supplies	6420	19,345	2,304	17,041	12%
Medical/Dental Supplies	6440	300	164	136	55%
Copies/Printing/Copier	6510	10,000	2,779	7,221	28%
Postage and Delivery Expense	6600	460	106	354	23%
Contractual Services/Professional	6710	24,000	1,516	22,484	6%
Contractual Services – Health/Disabilities	6715	157,808	42,085	115,723	27%
Rent/Space Cost	6810	233,301	48,575	184,726	21%
Utilities	6820	85,000	17,964	67,036	21%
General Liability and Property Insurance	6830	20,000	9,483	10,517	47%
Communications	6840	55,000	16,963	38,037	31%
Repairs & Bldg Maintenance- Recurring	6850	115,000	53,030	61,970	46%
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	14,371	21,223	40%
Equipment Lease	6930	5,000	889	4,111	18%
Technology	6940	26,934	26,036	898	97%
Fees, Licenses, and Permits	7010	550	6	544	1%
Dues/Subscriptions	7020	5,091	750	4,341	15%
Special Events	7110	2,500	0	2,500	0%
Meetings/Workshops	7420	2,010	600	1,410	30%
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	2,013	8,908	18%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	34,000	0	34,000	0%
Total Expenditures		<u>4,164,085</u>	<u>1,045,845</u>	<u>3,118,240</u>	25%
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 December 31, 2023

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		27,123			
Grants - Other Not for Profits		1,001			
In-Kind Revenue		73,495			
VPK/SR		40,798			
	832,818	142,416	17%	690,402	83%

Head Start Credit Card Expenses Dec 2023

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses Transaction Description
HANCOCK CC	1064	6310	255	12/27/2023	39.00 #1596, DARREL JAMES, VISA, 12/27/2023.GAS HS VEHICLE
HANCOCK CC	1064	6440	255	12/27/2023	163.74 #1596, DARREL JAMES, VISA, 12/27/2023, DENTAL SUPPLIES
HANCOCK CC	1064	6920	255	12/27/2023	4.00 #1596, DARREL JAMES, VISA, 12/27/2023, PARKING FEE
HANCOCK CC	1064	7420	255	12/27/2023	199.90 #1596, DARREL JAMES, VISA, 12/27/2023, ZOOM
HANCOCK CC	1064	6180	256	12/27/2023	44.66 #5810, VENITA TREADWELL, VISA, 12/27/2023. BKGD SCREEN
HANCOCK CC	1064	6420	252	12/27/2023	45.79 #5810, VENITA TREADWELL, VISA, 12/27/2023, CLASSRM SUPPLIES
HANCOCK CC	1064	6420	255	12/27/2023	75.82 #5810, VENITA TREADWELL, VISA, 12/27/2023, CLASSRM SUPPLIES
HANCOCK CC	1064	6420	255	12/27/2023	291.04 #5810, VENITA TREADWELL, VISA, 12/27/2023, CLASSRM SUPPLIES
HANCOCK CC	1064	7450	255	12/27/2023	829.00 #6496, MARGARET WATSON, VISA, 12/27/2023, RECRUITMENT
LOWES	1064	6850	255	12/31/2023	170.00 #82130109106598, HEAD START, DECEMBERR 2023, LEAD TEST KITS
LOWES	1064	6850	255	12/31/2023	15.18 #82130109106598, HEAD START, DECEMBERR 2023, RADON TEST
LOWES	1064	6850	256	12/31/2023	39.88 #82130109106598, HEAD START, DECEMBERR 2023, KNOB COVERS
LOWES	1064	6850	256	12/31/2023	233.92 #82130109106598, HEAD START, DECEMBERR 2023, SUN SHADE
LOWES	1064	7010	255	12/31/2023	5.99 #82130109106598, HEAD START, DECEMBERR 2023, SHIPPING FEE
Total					<u>2,157.92</u>



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank



00000000-016225-0001-0001-2

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

0000001

MEMO STATEMENT

Account Number	4802-XXXX-XXXX-1596
Statement Date	12-27-23

STATEMENT MESSAGES

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Whitney Business Credit Card for FREE today, visit visasavingsedge.com.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-04	12-03	24492153337719520146276	7399	EB SWAC ROOFTOP AFTER 801-413-7200 CA	M47.86
12-06	12-04	24427333339710029139256	5814	CHICK-FIL-A #04442 TALLAHASSEE FL	M20.39
12-06	12-05	24204293339001475791062	5814	SUBWAY 3883 TALLAHASSEE FL	M36.07
12-07	12-06	24011343340000051645844	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90
12-08	12-07	24445003342001054956265	5912	WALGREENS #2074 TALLAHASSEE FL	M150.00
12-11	12-08	24269753342900012062251	5047	PLAK SMACKER 847-4585400 IL	M163.74
12-15	12-13	24692163348100833863499	5542	GATE 1194 Q80 TALLAHASSEE FL	M39.00
12-21	12-20	24431063355034238824986	7523	COT-BLOXHAM PKG LOT TALLAHASSEE FL	M4.00
12-28	12-24	24445003359400223192897	5411	WM SUPERCENTER #1408 TALLAHASSEE FL	M280.94

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-23	4802-XXXX-XXXX-1596	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 941.90
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 941.90
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank



00000000-018128-0001-0001-2

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

** 0000001

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-5810

Statement Date
12-27-23

STATEMENT MESSAGES

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Whitney Business Credit Card for FREE today, visit visasavingsedge.com.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-28	11-27	24055233332091447001925	9399	NIC*-AGENCY FOR HLTHCR EGOV.COM FL	M44.66 ✓
12-13	12-12	24445003347400223661951	5300	SAMS CLUB #8120 TALLAHASSEE FL	M75.82 ✓
12-13	12-12	24445003347400223661878	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M291.04 ✓
12-14	12-13	24445003348400225370352	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M45.79 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
12-27-23	4802-XXXX-XXXX-5810	NEW PURCHASES AND OTHER CHARGES	457.31
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES	.00
		CREDITS	.00
		STATEMENT TOTAL	457.31
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	4,000.00



**HANCOCK
WHITNEY**

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



00000000-016390-0001-0001-2

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

** 0000001

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number
4802-XXXX-XXXX-6496

Statement Date
12-27-23

STATEMENT MESSAGES

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Whitney Business Credit Card for FREE today, visit visasavingsedge.com.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-08	12-07	24445003942001054956422	5331	DOLLAR TREE TALLAHASSEE FL	M5.00
12-26	12-22	24492153356745957711221	7361	ZIPRECRUITER, INC. 855-747-5493 CA	M829.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-23	4802-XXXX-XXXX-6496	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 834.00
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 834.00
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

Lowe's Business Advantage

CAPITAL AREA COMM ACTION
Account Number 821 3010 910659 8

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

Summary of Account Activity	
Previous Balance	\$176.63
- Payments	\$176.63
- Other Credits	\$0.00
+ Purchases/Debits	\$464.97
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$464.97
Credit Limit	\$11,000.00
Available Credit	\$10,535.00
Statement Closing Date	01/02/2024
Days in Billing Cycle	31

Payment Information	
New Balance	\$464.97
Total Minimum Payment Due	\$29.00
Payment Due Date	01/28/2024

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	\$176.63	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
12/12/2023	\$449.79	No Interest With Payment	\$0.00	\$0.00	\$449.79	03/02/2024
12/12/2023	\$15.18	No Interest With Payment	\$0.00	\$0.00	\$15.18	03/02/2024

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: 9RTT795, 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.

7009 0009 YMG 1 7 2 240102 PAGE 1 of 5 9296 0011 8508 01FK7009 229588

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 Due	Payment Due Date	Promotional Payoff	New Balance
\$29.00	01/28/2024	\$0.00	\$464.97

Handwritten: 1/19/23
LOWE'S PRO

Payment Enclosed: \$
Please use blue or black ink.



New address or email? Print changes on back.

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

229588
#312



Make Payment to: LOWES BUSINESS ACCT/SYNCR
PO BOX 669824
DALLAS, TX 75266-0781



00029000017663 000290000046497 000798213 0109106 59822

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
12/12	12/12	80211	STORE 0417 TALLAHASSEE FL	\$449.79
12/12	12/12	80223	STORE 0417 TALLAHASSEE FL	\$15.18
12/20	12/20		PAYMENT - THANK YOU	\$178.83

Interest Charge Calculation

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

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	24.99%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	03/02/2024	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	03/02/2024	0.00%	\$0.00	\$0.00	2D

Important Account Information

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

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

Cardholder News and Information

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

Call ahead, fax or order online before 3PM, pick up in just 2 hours. Order by 6PM, pick up the next day at 7AM. See Lowesforpros.com for details.

ACCOUNT # : 7982130109106598		CAPITAL AREA COMM ACTION		201844	
INVOICE # : 80211		LOWE'S BUSINESS ACCOUNT		P.O. # : nopo	
TRANSACTION # : 0		DATE OF SALE : 231212		STORE # : 417	
		AUTHORIZATION : 001464		REGISTER # :	
<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
0000000000857425	Shade Sail	4.000	EA	\$58.48	\$233.92
0000000000894694	LEAD SURFACE TEST KIT	20.000	EA	\$8.50	\$170.00
0000000004115053	OUTSMART KNOB COVERS 8PK	2.000	EA	\$19.94	\$39.88
000000000142711	STANDARD GROUND SHIPCHRG	1.000	EA	\$5.99	\$5.99
SUB \$449.79		TAX \$0.00		TOTAL INVOICE	\$449.79
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$449.79

ACCOUNT # : 7982130109106598		CAPITAL AREA COMM ACTION		201844	
INVOICE # : 80223		LOWE'S BUSINESS ACCOUNT		P.O. # : np	
TRANSACTION # : 0		DATE OF SALE : 231212		STORE # : 417	
		AUTHORIZATION : 001020		REGISTER # :	
<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
000000000304216	FA RADON GAS TEST KIT	1.000	EA	\$15.18	\$15.18
SUB \$15.18		TAX \$0.00		TOTAL INVOICE	\$15.18
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$15.18

1-2

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT FEBRUARY 2024

Administrative

- The annual audit draft as presented will be amended at the requests of the Board. A new draft is pending.
- Litigation Status: A lawsuit filed by a former employee has been settled.
- 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 Agency can expect to receive the Focus Area 2 monitoring report results by late February. CLASS video assessments are being shared with federal monitors through the first full week of March.
- FloridaCommerce convenes monthly calls with the CAP (Community Action Program) Network to work through programmatic and budget issues.
- Getting Ahead classes are back up and running.
- Monthly Head Start management calls with Region IV HHS Office Specialist Erik Dennis 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. 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. The Chapman Schools Building has reportedly become available outside the Apalachicola Library location. Staff will review it Wednesday.
- Working to address DRSF concerns in Gulf County. Also, revisiting Weatherization services in Gulf County.



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www.CapitalAreaCommunityActionAgency.org



- 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)

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

Out of Office

- May 9-10 – PTO
-

Capital Area **Community Action** Agency

MEMORANDUM

TO: Head Start Policy Council and Board of Directors
FROM: Tim Center, CEO and Head Start Director
RE: Head Start Director's Report
DATE: February 12, 2024

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

Staffing

Staffing is nearly full. We are exploring new teaching techniques to address student behaviors that are making teaching difficult.

Facilities

Franklin Head Start has a one year extension in the 6th Street Recreation Center. We need to secure a permanent location in the coming months. A property appraisal of a building owned by Duke Energy came back at \$400,000. A new property a couple blocks from South City Head Start would permit at least four classrooms to be relocated on 2 acres. The Agency is working with realtors to explore how to make an offer.

Curriculum

Teaching Strategy Gold and Creative Curriculum are supported by Hatch Ignite – the online home game for kids to play connected to the curriculum. In-person CLASS assessments and coaching sessions have begun using video for replay to the teachers.

Enrollment

Enrollment is full or nearly full in all Centers.

Federal and State Regulations

HHS conducted a Focus Area II monitoring in January. A monitoring report should be available within the month. CLASS Assessments federal monitoring is underway. Videos are being uploaded.



United Way of the Big Bend

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Capital Area Community Action Agency

February 12, 2024

MEMORANDUM

To: Head Start Policy Council
From: Tim Center, Head Start Director
RE: Budget and Facility Issues

Please permit this document to serve as a call to action regarding two pressing matters.

First, during the COVID pandemic, the Agency received from the Office of Head Start, Department of Health and Human Services, supplemental grants of \$113,766 and \$452,277. These funds were spent according to need. There is a remaining balance of \$17,948.87.

The plan is to use these funds to upgrade classroom furniture. To use these funds, The Agency needs to submit a request for a low cost extension of the grant. I request that the Policy Council consider and approve the low cost extension request at its next meeting

Second, the Agency has been working to identify better facilities for Head Start Centers in each county.

- Leon – Two blocks from South City Head Start on Meridian Road is a 2-acre parcel that could become a great Head Start Center for the south side community. This would permit reducing the capacity at the South City Head Start Center while improving the facilities used for our students and staff.
- Jefferson – The portable buildings used in Monticello are beyond their lifespan. Around the corner from the Jefferson Head Start Center is an old office once used by Duke Energy for their administration offices. The space would permit classrooms, meeting space, offices for staff and more. Duke is interested in selling the building.
- Franklin – We have until June to identify a new location for the Franklin Head Start Center. We continue to review available properties with realtors in Franklin County.

In each situation, the Agency would like to have the authority to negotiate in good faith for the purchase of locations for new Head Start facilities. For us to carry out our due diligence to evaluate and inspect properties, we may need to make a conditional offer that would remove from the real estate listings the property being considered. I request permission from the Policy Council to pursue facility options. Final offers and agreements to purchase any property will be brought back before the Policy Council at the appropriate time.



United Way of the Big Bend

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