

Capital Area Community Action Agency

**Board of Directors Meeting
Agenda
Tuesday, March 26, 2024 – 6:00 pm
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) Board Meeting Minutes – January 23, 2024		2
ii) Executive Committee Minutes – February 27, 2024		6
B. Financial Report	Kate Beam	8
• Narrative		
• Revenue & Expenditures Agency-wide		
• Balance Sheet		
• Revenue & Expenditures – major programs		
• Head Start Non Federal Share Match		
• Head Start Credit Card Activity		
VI. Chief Executive Officer’s Report	Tim Center	29
VII. Chief Operating Officer’s Report	Nina Self	32
• Program Updates		
VIII. Chair’s Report		
IX. Adjournment		

Next Board of Directors Meeting 05/28/2024 – 6:00 pm –Microsoft Teams Video

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



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityActionAgency.com



Capital Area **Community Action** Agency

Board of Directors Meeting Minutes January 23, 2024

Members in Attendance:

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

CACAA Staff:

Tim Center
Nina Self
Kate Beam
Keith Dean
Margaret Watson
Venita Treadwell
Allison Harrell

The meeting was called to order at 6:00 p.m. by the Chair. A quorum was established.

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

Mr. Center asked that the Agenda be amended to revise the order for Annual Audit presentation before the Board meeting. Ms. Keel moved approval to revise the order of the meeting. Ms. Nishimoto seconded the motion. The motion was approved unanimously.

FY 2021-2022 Annual Audit Presentation

Ms. Allison Harrell, Thomas Howell Ferguson, presented the audit of the financial statements of Capital Area Community Action Agency, Inc., (the Agency as of and for the year ended September 30, 2022). Thomas Howell Ferguson issued an unmodified opinion. Ms. Harrell expressed that the firm considered the Agency's internal control over financial reporting as a basis for designing the audit, but not for the purpose of expressing our opinion on the financial statements.

Ms. Harrell disclosed that the audit was presented late due to the Florida Department of Commerce monitoring and the corresponding findings of Notice of Default of unallowable costs which were resolved. The error had a corresponding impact to decrease the undesignated net asset by \$606,651 and a corresponding impact to increase net asset by \$52,034.

There was discussion on the Agency's preparation to provide a more detailed response for the best position for the Agency and Board moving forward.

The Chief Executive Officer (CEO) spoke about the deficiency finding of not balancing the Tri-partite Board members with Public Officials.

The Chair asked for a motion to accept the auditor's report. Ms. Edgar made a motion to accept the auditor's report. It was seconded by Mr. Jones. The motion was approved unanimously.

ACTION ITEMS

Approval of Minutes

The Chair entertained a motion to approve the minutes of November 14, 2023. Ms. Edgar moved approval of the minutes. Mr. Jones seconded the motion. The motion was approved unanimously.

The Executive Committee Minutes of December 12, 2023, are being presented to the Board for review.

2024 Board Meeting Calendar Notice

Mr. Center asked the Board to accept the 2024 Board Calendar Notice. Ms. Edgar moved acceptance of the 2024 Board Calendar Notice. Mr. Grant seconded the motion. The motion was approved unanimously.

Annual Board Office Elections

Every two years the Board has an annual meeting to hold elections of officers in January. The Board serves on a 2-year term. The five officers consist of Chair, Vice-Chair, Secretary, Treasurer, and Member-At-Large.

The 2024 Board Officer slate: Ms. Keel, Chair; Mr. Grant, Vice-Chair; Ms. Edgar, Secretary; Ms. Miller, Treasurer; Member-at-Large.

The Chair entertained a motion to accept the Board officers for 2024. Ms. Keel moved to accept the Board Officers for 2024. It was seconded by Mr. Jones. The motion was approved unanimously.

Mr. Center reported that Ms. Nishimoto will be unable to continue on the Board. She has accepted a promotion which will require her to relocate.

FINANCIAL REPORTS

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

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

Head Start Office Space

Mr. Center reported on the Head Start office space facilities. He reported that Management will be working with HHS to consider the use of funds as a source for purchase. We are working with Duke Energy to put an offer on the brick and mortar building for Jefferson Head Start.

We are also looking at a facility for South City Head Start and Mabry Head Start. There is a childcare facility coming on the market in southside that may be an option for purchase. Our Franklin County Head Start Center is also in need of a permanent location. The CEO asked for volunteers to assist with evaluating options for real estate purchase of our Head Start Centers. Ms. Messersmith, Mr. Grant, and Ms. Edgar volunteered to be a part of the real estate committee.

Ms. Messersmith asked where would the funds come from for the purchase of the facility. The CEO said the unearned Head Start revenue.

The Chair entertained a motion for the committee to explore potential properties to meet the needs of our Head Start Centers. Ms. Edgar made a motion to explore properties in all three counties. Mr. Grant seconded the motion. The motion was unanimously approved.

CEO REPORT

The Chief Executive Officer (CEO), presented the report for the month of January 2024. He reported that the Annual Audit was presented to the Board.

The Agency is waiting to hear on the Litigation of a civil suit filed by a former employee alleging discrimination. Ms. Self received an update from our insurance company. The litigation was settled at \$50,000.00.

The CEO reported that the Finance Contract with Keith Dean, CPA, has expired and renewal conversation are underway.

The Head Start Program Focus Area 2 review has concluded. We are expecting the results to be provided in February. We received \$114,728 for USAC for tablets and online connectivity for our Head Start families.

Getting Ahead classes are up and running for a 15-week session. We will inform the Board with dates of our Transition Ceremonies when finalized.

The CEO thanked the Board for feedback during the annual performance review. He appreciated the candid responses which will be taken into consideration moving forward. He planned to focus on increased Board membership.

COO REPORT

The Chief Operating Officer (COO) presented the Summary of Programs for the month of January 2024. She said the goals for this year are outlined in each Program report.

Getting Ahead classes will begin on January 29, 2024. The Board will receive Transition Ceremony dates when finalized.

Ms. Edgar asked how can Board members assists in Program areas. Our Weatherization Program is the area where we need contractors.

CHAIR'S REPORT

The meeting adjourned at 8:15 PM.

Ms. Edgar, Secretary

Date

Capital Area Community Action Agency

Executive Committee Meeting Minutes February 27, 2024

Members in Attendance

Shanetta Keel, Chair
John Grant, Vice-Chair
Melissa Miller, Treasurer
Lisa Edgar, Secretary

CACAA Staff:

Tim Center
Nina Self
Kate Beam
Margaret Watson

The meeting was called to order at 5:37 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. Mr. Grant seconded the motion. The motion was unanimously approved.

ACTION ITEMS

The Chair entertained a motion to approve the minutes of December 12, 2023. Ms. Edgar moved approval of the minutes with necessary corrections. Ms. Miller seconded the motion. The motion was unanimously approved.

FINANCIAL REPORT

Ms. Beam, Finance Director, presented the financial reports dated as of December 31, 2023. She reported that the interim Agency financial statement narratives are broken out into major programs, and grants cross over the fiscal year with variances being noted with explanation. Ms. Beam reported to the Board that the Agency is within budget with Revenue and Expenditures, with a restricted net income.

Ms. Beam explained that the communications overages will be discounted once e-rate is applied.

Mr. Grant inquired as to whether the Board should be concerned with any of the budgets? Ms. Beam said the concern is the budget authority with our LIHEAP funds. The Agency applied for an appropriation to assist with client services. Have not received any information on whether approved.

There was some discussion on the funding awarded by the feds, and why the state does not distribute the full award. Ms. Beam explained that not receiving the full award may impact service to clients and LIHEAP staff.

Ms. Miller asked if the funds would pay staff or client assistance? What is the percentage of clients. We are required to spend a percentage on client services. We continue to raise the issue to our contract managers to request for budget authority for each of the years to pay staff and clients.

The Chair entertained a motion to accept the financial reports. Ms. Edgar moved to accept the financial reports. Mr. Grant seconded the motion. It was unanimously approved.



United Way of the Big Bend

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CEO Report

Mr. Center presented the CEO report for the month of February 2024. The Board had some concern about the Agency's Strategic Plan. The agenda will align with program updates in the future.

He reported that are doing some outreach. Our goal is to have new Board members at the March meeting.

The CEO reported that the annual audit draft as presented to the Board will be amended at the requests of the Board. A new draft is pending. He explained that there was some discussion on how to amend the issues to make clearer.

A litigation law suit filed by a formal employee has been settled.

Mr. Center gave an update on the FA2 Monitoring. He said the monitoring went well. The report will be sent out to the Board when received. The Agency awaits the completed report. CLASS Assessments are being used to video the classes through the use of iPads. The videos will be forwarded to the federal monitors for review. We are working with the e-rate team to cover the cost of the iPads and hotspots.

The Head Start real-estate committee will visit Franklin County to look at a potential new location for our Head Start Center. We are working to identify better facilities for Head Start Centers in Leon, Jefferson, and Franklin counties.

Head Start has surplus funds of \$17,949 from our Supplemental Grant. These funds will be used to upgrade classroom furniture. The Agency will need to submit a request for a low-cost extension of the grant. The request will go before the Policy Council for approval next week.

The CEO ask for Board approval to submit a budget revision of \$17,949 from other line-item to supplies line-item. Ms. Keel ask what is low-cost extension. The CEO explained that HHS has two extension, low-cost and no-costs extensions.

The Chair entertained a motion to submit a budget revision from other line-item to supplies line-item. Mr. Grant moved approval. Ms. Edgar seconded the motion. The motion was unanimously approved.

Ms. Keel asked if all Centers will have updated furniture. Centers are selected based on need. Ms. Miller asked what type of furniture? Tables, chairs and bookcases.

CHAIR'S Report

The Chair reported that she was unable to secure the meeting room with Capital City Bank. She will continue to look at other meeting locations.

Meeting adjourned at 6:21 P.M.

Ms. Lisa Edgar, Secretary

Date

**Financial Statement Narrative
For the 4 Months Ending January 31, 2024
Capital Area Community Action Agency**

As of January 31, 2024, we have completed four months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 33% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 33% and 32% respectively, with net income of \$31,942.

Non-Federal Share (NFS) Match at January 31, 2023, was \$189,151 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 4 Months Ending January 31, 2024
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.
- ***Travel In Area - is over the benchmark with more than anticipated travel required for outlying areas.***
- Program Supplies – is 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 average 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.
- ***Advisory/Board Member Expenses – are over the benchmark budget with the Zoom expenses but should be not go over budget by more than 10%.***
- 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.

**Financial Statement Narrative
For the 4 Months Ending January 31, 2024
Capital Area Community Action Agency**

- 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 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.

**Financial Statement Narrative
For the 4 Months Ending January 31, 2024
Capital Area Community Action Agency**

- **Copies/Printing/Copier Maintenance/Toner/Paper – is over benchmark budget for WAP Infrastructure but should remain within budget with careful planning.**
- Rent / Space Cost – is slightly over benchmark budget and will go over budget by \$4000 based on current spending
- **Utilities – are over budget in WAP and are forecast to go over by \$2500 based on current expenses.**
- 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.
- **Technology – is over budget but should stay close to budget with no additional technology purchases.**
- 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.
- Program Supplies – are 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 Four Months Ending 1/31/2024**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue	33%				
Government Contracts - FEDERAL - DIRECT	4000	4,164,085	1,421,341	(2,742,744)	34%
Government Contracts - STATE	4010	5,317,164	1,615,980	(3,701,184)	30%
Government Contracts - LOCAL	4020	113,149	77,253	(35,897)	68%
Grants - Other Not-for-Profits	4100	4,500	3,973	(527)	88%
Grants - All Other Sources	4120	3,500	26,923	23,423	769%
Contributions	4200	1,000	37	(963)	4%
Contributions- Restricted	4210	41,200	11,196	(30,004)	27%
Special Events	4300	2,000	0	(2,000)	0%
Commissions-Vending/Photo	4320	0	6,326	6,326	100%
Interest Income	4950	0	371	371	100%
Fringe Pool Revenue	4960	879,940	308,249	(571,691)	35%
Indirect Pool Revenue	4970	790,000	252,267	(537,733)	32%
Other Revenue	4995	1,000	5,699	4,699	570%
Total Revenue		11,317,538	3,729,614	(7,587,924)	33%
Expenditures					
Salaries & Wages	6010	3,365,455	1,063,661	2,301,794	32%
Fringe	6110	995,311	308,249	687,062	31%
FICA	6120	257,000	77,362	179,638	30%
Unemployment	6130	40,000	15,383	24,617	38%
Workers Compensation	6140	41,960	(6,850)	48,810	-16%
Health Insurance	6150	407,900	142,313	265,587	35%
Life Insurance	6160	34,800	11,463	23,337	33%
Retirement	6170	60,000	17,608	42,392	29%
Staff Screenings	6180	737	426	311	58%
Indirect Costs	6210	804,591	254,367	550,224	32%
Travel - In Area	6310	7,850	3,656	4,194	47%
Office Supplies	6410	20,700	4,915	15,785	24%
Program Supplies	6415	23,998	11,259	12,739	47%
Classroom Supplies	6420	20,345	3,652	16,693	18%
Kitchen Supplies	6430	10,000	10,016	(16)	100%
Medical/Dental Supplies	6440	300	166	134	55%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	18,750	7,775	10,975	41%
Postage and Delivery Expense	6600	4,410	1,321	3,089	30%
Contractual Services/Professional	6710	348,251	101,703	246,548	29%
Contractual Services - Health/Disabilities	6715	201,365	91,763	109,602	46%
Rent/Space Cost	6810	384,374	104,154	280,220	27%
Utilities	6820	102,500	33,533	68,967	33%
General Liability and Property Insurance	6830	73,029	40,029	33,000	55%
Communications	6840	76,635	36,410	40,225	48%
Repairs & Bldg Maintenance- Recurring	6850	123,500	98,583	24,917	80%
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	30,197	75,609	29%
Equipment Lease	6930	15,100	4,414	10,686	29%
Technology	6940	38,434	34,401	4,033	90%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Four Months Ending 1/31/2024**

Fees, Licenses, and Permits	7010	4,800	1,414	3,386	29%
Dues/Subscriptions	7020	16,846	5,756	11,091	34%
Special Events	7110	4,500	0	4,500	0%
Client Assistance	7210	3,129,679	1,049,115	2,080,564	34%
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	1,138	13,607	8%
Training and Technical Assistance/Staff	7435	282,064	9,104	272,960	3%
Advisory/Board Member Expenses	7440	3,081	1,244	1,837	40%
Advertising	7450	21,328	3,892	17,436	18%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	243,508	108,449	135,059	45%
Legal Expenses	7530	7,324	12,767	(5,443)	174%
Interest Expense	7610	1,000	0	1,000	0%
Bank Service Charges	7630	2,180	(3,801)	5,981	-174%
Total Expenditures		11,388,106	3,697,672	7,690,435	32%
Excess Revenue over (under) Expenditures		(70,568)	31,942	102,510	

**Capital Area Community Action Agency
Balance Sheet
For the Month Ending 1/31/2024**

		<u>Current Period Balance</u>
Assets		
Cash Operating Hancock Bank	1010	1,404,272
Health Insurance Imprest Account	1031	2,552
Cash-Sunshine State/The First - Micro Loan	1040	66,534
Petty Cash	1050	266
Cash-Hancock-HS Parent Activity	1060	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	33,051
Cash - Centennial Bank (Franklin County)	1070	5,693
Money Market Account - Hancock Bank	1080	30,044
Accounts Receivable	1100	133,409
Grants Receivable	1150	700,593
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>3,086,601</u>
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	200,063
Accrued Expenses - Other	2010	112,826
Accrued Wages	2040	18,875
Accrued Fringe Benefits	2060	62
Accrued Flexible Savings	2061	624
Accrued Health Insurance	2085	(6,872)
Accrued Other Health Insurance	2087	(734)
Accrued Life Insurance	2090	10,268
Accrued Retirement - Pre Tax	2095	2,735
Accrued Retirement - Post Tax	2096	461
Contract Advances	2100	126,769
Due to Grantor	2150	28,985
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	135,063
Deferred Income	2400	642,184
Total Liabilities		1,278,389
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,451,372
Invested Property and Equipment	3020	324,898
Total Beginning Net Assets		1,776,270
Current Net Income		31,942
Total Net Assets		<u>1,808,212</u>
Total Liabilities and Net Assets		<u>3,086,601</u>

**Capital Area Community Action Agency
CSBG Statement of Revenues and Expenditures
For the Four Months Ending 1/31/2024**

	33%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>586,851</u>	<u>174,969</u>	<u>(411,882)</u>	30%
Total Revenue		<u>586,851</u>	<u>174,969</u>	<u>(411,882)</u>	30%
Expenditures					
Salaries & Wages	6010	251,940	72,106	179,834	29%
Fringe	6110	73,013	20,896	52,117	29%
Staff Screenings	6180	100	0	100	0%
Indirect Costs	6210	65,640	18,786	46,854	29%
Travel - In Area	6310	500	646	(146)	129%
Office Supplies	6410	7,000	511	6,489	7%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	2,500	561	1,939	22%
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	15,568	39,143	28%
Utilities	6820	6,000	2,028	3,972	34%
General Liability and Property Insurance	6830	5,000	2,303	2,697	46%
Communications	6840	10,000	5,293	4,707	53%
Repairs & Bldg Maintenance- Recurring	6850	5,000	3,596	1,404	72%
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	7,637	8,363	48%
Equipment Lease	6930	3,000	776	2,224	26%
Technology	6940	3,000	267	2,733	9%
Fees, Licenses, and Permits	7010	750	0	750	0%
Dues/Subscriptions	7020	7,255	2,927	4,328	40%
Client Assistance	7210	61,265	19,392	41,873	32%
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>174,969</u>	<u>411,882</u>	30%
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 Four Months Ending 1/31/2024**

	33%	Total Budget - Original	Current Year Actual	Total Budget Variance Original	%
Revenue					
Government Contracts - STATE	4010	<u>551,687</u>	<u>76,376</u>	<u>(475,311)</u>	14%
Total Revenue		<u>551,687</u>	<u>76,376</u>	<u>(475,311)</u>	14%
Expenditures					
Salaries & Wages	6010	67,496	28,026	39,470	42%
Fringe	6110	19,561	8,122	11,439	42%
Indirect Costs	6210	17,586	7,302	10,284	42%
Travel - In Area	6310	1,500	160	1,340	11%
Office Supplies	6410	1,500	0	1,500	0%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	1,000	154	846	15%
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	3,383	4,797	41%
Utilities	6820	2,000	1,210	790	61%
General Liability and Property Insurance	6830	4,445	4,433	12	100%
Communications	6840	2,000	1,364	636	68%
Repairs & Bldg Maintenance- Recurring	6850	1,000	2	998	0%
Equipment Maintenance	6910	1,500	219	1,281	15%
Vehicle Expense	6920	25,267	2,510	22,758	10%
Equipment Lease	6930	3,000	475	2,525	16%
Technology	6940	500	535	(35)	107%
Fees, Licenses, and Permits	7010	500	0	500	0%
Dues/Subscriptions	7020	500	0	500	0%
Client Assistance	7210	292,853	17,693	275,161	6%
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 Development	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>76,376</u>	<u>475,311</u>	14%
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 Four Months Ending 1/31/2024

	33%	<u>Total Budget - Original</u>	<u>Current Year Actual</u>	<u>Total Budget Variance - Original</u>	%
Revenue					
Government Contracts - STATE	4010	1,026,382	53,199	(973,183)	5%
Total Revenue		<u>1,026,382</u>	<u>53,199</u>	<u>(973,183)</u>	5%
Expenditures					
Salaries & Wages	6010	168,292	12,740	155,552	8%
Fringe	6110	48,771	3,692	45,079	8%
Staff Screenings	6180	0	25	(25)	100%
Indirect Costs	6210	43,847	3,319	40,528	8%
Travel - In Area	6310	1,000	196	804	20%
Office Supplies	6410	1,000	225	775	23%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	500	400	100	80%
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	1,898	22,547	8%
Equipment Lease	6930	1,000	188	813	19%
Technology	6940	500	0	500	0%
Fees, Licenses, and Permits	7010	500	0	500	0%
Client Assistance	7210	591,729	25,606	566,123	4%
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>53,199</u>	<u>973,183</u>	5%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

Capital Care Community Action Agency
LIHEAP Statement of Revenues and Expenditures
For the Four Months Ending 1/31/2024

	33%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	2,453,943	1,105,146	(1,348,797)	45%
Total Revenue		<u>2,453,943</u>	<u>1,105,146</u>	<u>(1,348,797)</u>	45%
Expenditures					
Salaries & Wages	6010	298,974	90,494	208,480	30%
Fringe	6110	86,643	26,225	60,418	30%
Staff Screenings	6180	125	0	125	0%
Indirect Costs	6210	77,894	23,577	54,317	30%
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	1,893	(643)	151%
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	16,270	37,552	30%
Utilities	6820	2,500	2,162	338	86%
General Liability and Property Insurance	6830	3,584	2,814	770	79%
Communications	6840	4,000	4,206	(206)	105%
Repairs & Bldg Maintenance- Recurring	6850	2,000	2,269	(269)	113%
Repairs & Bldg Maintenance - Nonrecurring	6855	1,000	0	1,000	0%
Equipment Maintenance	6910	1,000	775	225	78%
Equipment Lease	6930	1,100	949	151	86%
Technology	6940	500	327	173	65%
Client Assistance	7210	1,908,554	929,035	979,519	49%
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>1,103,139</u>	<u>1,350,804</u>	45%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>2,006</u>	<u>2,006</u>	

**Capital Area Community Action Agency
Head Start Statement of Revenues and Expenditures
For the Four Months Ending 1/31/2024**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,164,085	1,421,341	(2,742,744)	34%
Total Revenue		<u>4,164,085</u>	<u>1,421,341</u>	<u>(2,742,744)</u>	34%
Expenditures					
Salaries & Wages	6010	2,073,782	683,300	1,390,482	33%
Fringe	6110	600,983	198,020	402,963	33%
Staff Screenings	6180	412	401	11	97%
Indirect Costs	6210	540,302	178,027	362,275	33%
Travel - In Area	6310	2,000	2,277	(277)	114%
Office Supplies	6410	6,200	2,663	3,537	43%
Program Supplies	6415	21,598	11,259	10,339	52%
Classroom Supplies	6420	19,345	3,652	15,693	19%
Medical/Dental Supplies	6440	300	166	134	55%
Copies/Printing/Copier	6510	10,000	3,968	6,032	40%
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	60,176	97,632	38%
Rent/Space Cost	6810	233,301	64,055	169,246	27%
Utilities	6820	85,000	26,520	58,480	31%
General Liability and Property Insurance	6830	20,000	11,247	8,753	56%
Communications	6840	55,000	23,062	31,938	42%
Repairs & Bldg Maintenance- Recurring	6850	115,000	92,451	22,549	80%
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	16,820	18,774	47%
Equipment Lease	6930	5,000	1,369	3,631	27%
Technology	6940	26,934	27,165	(231)	101%
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	820	1,190	41%
Training and Technical Assistance/Staff	7435	40,998	4,190	36,808	10%
Advisory/Board Member Expenses	7440	681	0	681	0%
Advertising	7450	10,921	2,842	8,079	26%
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>1,421,341</u>	<u>2,742,744</u>	34%
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 January 31, 2024

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		41,363			
Grants - Other Not for Profits		1,086			
In-Kind Revenue		92,671			
VPK/SR		54,031			
	832,818	189,151	23%	643,667	77%

Head Start Credit Card Expenses Jan 2024

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6310	255	1/29/2024	44.25	#1596, DARREL JAMES, VISA, 1/29/2024, GAS HS VEHICLE
HANCOCK CC	1064	6310	255	1/29/2024	69.00	#1596, DARREL JAMES, VISA, 1/29/2024, GAS HS VEHICLE
HANCOCK CC	1064	6850	256	1/29/2024	5.99	#1596, DARREL JAMES, VISA, 1/29/2024, LOWE'S
HANCOCK CC	1064	7420	255	1/29/2024	219.90	#1596, DARREL JAMES, VISA, 1/29/2024, ZOOM
HANCOCK CC	1064	7435	255	1/29/2024	51.75	#1596, DARREL JAMES, VISA, 1/29/2024, ELC TRAINING
HANCOCK CC	1064	6420	256	1/29/2024	61.78	#5810, VENITA TREADWELL, VISA, 1/29/2024, CLASSRM SUPPLY
HANCOCK CC	1064	6310	255	1/29/2024	25.15	#5810, VENITA TREADWELL, VISA, 1/29/2024, GAS, HS VEHICLE
HANCOCK CC	1064	6420	255	1/29/2024	15.00	#5810, VENITA TREADWELL, VISA, 1/29/2024, CLASSRM SUPPLY
HANCOCK CC	1064	6850	251	1/29/2024	199.60	#1596, FATIMA ALEXANDER, VISA, 1/29/2024, MULCH/SAND
HANCOCK CC	1064	7450	255	1/29/2024	829.00	#4802, MARGARET WATSON, VISA, 1/29/2024, ZIP RECRUITER
LOWES	1064	6420	252	1/12/2024	51.18	#82130109106598, HEAD START, 1/12/2024
LOWES	1064	6420	256	1/12/2024	62.65	#82130109106598, HEAD START, 1/12/2024
LOWES	1064	6420	256	1/12/2024	114.60	#82130109106598, HEAD START, 1/12/2024
LOWES	1064	6420	259	1/12/2024	62.47	#82130109106598, HEAD START, 1/12/2024

Total 1,812.32



HANCOCK
WHITNEY

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

Handwritten signature

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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

**N0006093

MEMO STATEMENT

Account Number

Statement Date

01-29-24

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-05	01-04	24692164004105720763903	5200	LOWES #00907* 866-463-7521 NC	M51.12
01-09	01-08	24011344008000048373279	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M219.00
01-15	01-12	74692164012101943672463	5200	LOWES #00417* TALLAHASSEE FL	M45.13or
01-15	01-12	24692164013102606912456	5542	GATE 1194 Q80 TALLAHASSEE FL	M44.25
01-23	01-22	24692164023109834840562	5542	CIRCLE K 05186 TALLAHASSEE FL	M69.00
01-29	01-25	24198804026403190164791	8398	PAYPAL *EARLYLEARN EAR 4029357733 CA	M51.75
01-29	01-26	24137464027001543482708	5411	PUBLIX #857 TALLAHASSEE FL	M84.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-29-24	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 520.92
		NEW CASH ADVANCES .00
		CREDITS 45.13
		STATEMENT TOTAL 475.79
		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



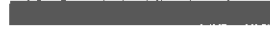
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FATIMA OLEABHIELE
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

** 0000001

MEMO STATEMENT

Account Number



Statement Date

01-29-24

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-19	01-18	24445004019000876491907	5912	WALGREENS #11537 TALLAHASSEE FL	M320.00
01-23	01-22	24431084023400184000388	5251	ACE HDWE APALACHICOLA FL	M199.60
01-26	01-25	24801974026400028000353	5812	DECENT PIZZA TALLAHASSEE FL	M70.04

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-29-24	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 589.64
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 589.64
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



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

** 0000001

MEMO STATEMENT

Account Number

Statement Date

01-29-24

STATEMENT MESSAGES

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TRANSACTION LIST

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-04	01-03	24445004004000891358831	5331	DOLLAR TREE TALLAHASSEE FL	M15.00
01-09	01-08	24455014008141001473409	5411	WAL-MART #1077 TALLAHASSEE FL	M61.78
01-29	01-25	24692164026102387878433	5542	GATE 1194 Q80 TALLAHASSEE FL	M25.15

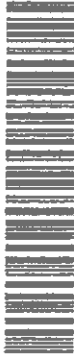
STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-29-24	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 101.93
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 101.93
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



00000000-016229-0001-0001-2

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

** 0000001

MEMO STATEMENT

Account Number

Statement Date

01-29-24

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-05	01-04	24801974005690921781605	8398	BIG BEND SHRM 229-254-1828 FL	M25.00
01-23	01-22	24137464023001347792892	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M4.89
01-23	01-22	24492154022745061732065	7361	ZIPRECRUITER, INC. 855-747-5493 CA	M829.00
01-29	01-27	24445004028000848038819	5331	DOLLAR TREE TALLAHASSEE FL	M15.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-29-24		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 873.89
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 873.89
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

2-1

Lowe's® Business Advantage

CAPITAL AREA COMM ACTION
Account Number 821 0010 015000

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

Summary of Account Activity	
Previous Balance	\$464.97
- Payments	\$464.97
Other Credits	\$0.00
+ Purchases/Debits	\$290.90
+ Fees Charged	\$29.00
+ Interest Charged	\$0.00
New Balance	\$319.90
Credit Limit	\$11,000.00
Available Credit	\$10,680.00
Statement Closing Date	02/02/2024
Days in Billing Cycle	31

Payment Information	
New Balance	\$319.90
Total Minimum Payment Due	\$33.00
Payment Due Date	02/28/2024

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 remittance slip. 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
12/12/2023	\$449.79	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
12/12/2023	\$15.18	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
01/03/2024	\$125.12	No Interest With Payment	\$0.00	\$0.00	\$125.12	04/02/2024
01/12/2024	\$114.60	No Interest With Payment	\$0.00	\$0.00	\$114.60	04/02/2024
01/12/2024	\$51.18	No Interest With Payment	\$0.00	\$0.00	\$51.18	04/02/2024

CUSTOMER SERVICE: For Account information log on to www.lowes.com/credit. This account is not registered. The authentication code is: 9RTT095, 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 8010 YMG 1 7 2 240202 PAGE 1 of 5 9296 0011 8508 01K7009 223331

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

LOWE'S PRO

Account Number: [REDACTED]			
Total Minimum Payment Due	Payment Due Date	Promotional Payoff	New Balance
\$33.00	02/28/2024	\$0.00	\$319.90

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

223331
M312



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



00033000046497 000330000031990 000798213 0109106 59822

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N-1

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
01/03	01/03	89193	STORE 0417 TALLAHASSEE FL	\$125.12
01/12	01/12	84385	STORE 0417 TALLAHASSEE FL	\$51.18
01/12	01/12	84351	STORE 0417 TALLAHASSEE FL	\$114.60
01/30	01/30		PAYMENT - THANK YOU	(\$484.97)
01/28	01/28		LATE FEE	\$29.00

Interest Charge Calculation

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

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	24.99%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	04/02/2024	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	04/02/2024	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	04/02/2024	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/businesscreditcenter for details. Every PRO is an MVP to Lowe's! Earn back when you spend, access exclusive offers and get chances to win prizes to help level up your business. For more information on the MVPs Pro Rewards Program, visit Lowe.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 Lowe.com/pros for details.

		CAPITAL AREA COMM ACTION		197471	
ACCOUNT # : ██████████		LOWE'S BUSINESS ACCOUNT		P.O. # : no	
INVOICE # : 89193		DATE OF SALE : 240103		STORE # : 417	
TRANSACTION # : 0		AUTHORIZATION : 000787		REGISTER # :	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
000000004664647	DFC-13G/49.2L PREMIER SER	1.000	EA	\$56.98	\$56.98
000000000782166	3M COMMAND MED DESIGNER H	2.000	EA	\$9.48	\$18.96
000000000831517	SS 30-GAL TOTE (-129074)	1.000	EA	\$16.13	\$16.13
000000005365229	Loctite Funtak Tabs 2 oz	7.000	EA	\$2.07	\$14.49
000000000590695	SCOTCH BLUE 1.88 ORIGINAL	1.000	EA	\$7.58	\$7.58
000000001457437	3M RED DUCT TAPE 20YD	1.000	EA	\$5.49	\$5.49
000000000869381	27-OZ FEBREZE GAIN REFRES	1.000	EA	\$5.49	\$5.49
SUB \$125.12		TAX \$0.00		TOTAL INVOICE	\$125.12
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$125.12

1-3

		CAPITAL AREA COMM ACTION		197471	
ACCOUNT # : ██████████		LOWE'S BUSINESS ACCOUNT		P.O. # : NA	
INVOICE # : 84385		DATE OF SALE : 240112		STORE # : 417	
TRANSACTION # : 0		AUTHORIZATION : 000722		REGISTER # :	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
000000000429758	15-OZ YELLOW MARKING PAIN	6.000	EA	\$8.53	\$51.18
SUB \$51.18		TAX \$0.00		TOTAL INVOICE	\$51.18
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$51.18

		CAPITAL AREA COMM ACTION		197471	
ACCOUNT # : ██████████		LOWE'S BUSINESS ACCOUNT		P.O. # : nopo	
INVOICE # : 84351		DATE OF SALE : 240112		STORE # : 417	
TRANSACTION # : 0		AUTHORIZATION : 000785		REGISTER # :	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
000000000010392	QUIKRETE 50-LB PLAY SAND	20.000	BA	\$4.73	\$94.60
000000000000002	DELIVERY FEE	1.000	EA	\$20.00	\$20.00
SUB \$114.60		TAX \$0.00		TOTAL INVOICE	\$114.60
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$114.60

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT MARCH 2024

Administrative

- The annual audit draft as presented has been amended at the requests of the Board. A new draft is ready for consideration.
- Finance Contract with Keith Dean has expired and procurement conversations are underway.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Head Start Team –The Agency awaits the Focus Area 2 and CLASS assessment monitoring reports. Staff were congratulated for their efforts over the last several months to prepare for and deliver outstanding results.
- 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 have to be rescheduled as we have a new Program Specialist – Ceara Dodson.
- 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. DCF has reviewed the facility and we are working with Franklin County (owner of the property) about possible rental rates.



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- 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. Florida Commerce indicates that Bay County may be a better fit.
- The Franklin County administration wants to take the State Housing Initiatives Partnership (SHIP) program under their administration. Staff are working with them on this transition.. *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
- May 13-16 – FACA Conference – Orlando
- August 15-18 – Tallahassee Chamber of Commerce Conference – Amelia Island
- August 26-31 – National Community Action Partnership - Seattle
- October 16-20 – FLAEYC Conference – Orlando

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Capital Area Community Action Agency

MEMORANDUM

TO: TIM CENTER, CEO

FROM: Nina Self, COO

DATE: March 15, 2024

RE: COO Report for March 2024 Board Meeting

Department updates are as follows:

Emergency Services – Due to the decrease in funds allocated to the LIHEAP program for the budget year 2023 – 2024, we are currently low on funds for client services. CSBG and LIHEAP staff provide services covered under both grants, so we allocate their salaries between the two budgets. CSBG Client Services funds also allow us to pay for utility services that LIHEAP cannot cover. We currently propose a budget amendment to reallocate the funding for the staff between the two grants so more funds will be available for LIHEAP services through 6/30/24. Kate and I are working on the amendment to discuss at the March Board meeting.

Family Support Services – The Spring session of Getting Ahead began in February with 37 participants. We have a class in both Gadsden and Wakulla counties where we had not been able to recruit participants for the last few sessions. I met with the Case Managers at their last staff meeting to review the 2023 CSBG Annual report to help them understand how crucial it is for us to capture all outcomes in Shah. This will help us accurately report the successes that we have with the Getting Ahead/Staying Ahead program. They received a copy of the Community Needs Assessment for their counties so they could review to learn the community demographics that are useful in developing strategy to provide services to each county. We will continue this review and discussion each month to make sure the plans align with the agency strategic plan.

Weatherization – The department welcomed Eugene Morris as a new Weatherization Coordinator. This is a much-needed addition to the team as they continue to work on the additional homes allowed by the Infrastructure bill. Florida Commerce has asked to take back some of the Suwannee River counties assigned to us and we take on Bay County. They feel we would have more success with finding contractors in Bay County since it is larger. That county has not received weatherization services in two years. Franklin County has assigned a staff member to take over their SHIP program. Staff is working with them to transfer it back to them by 6/30/24.

Head Start – We continue our quest for new center locations. We have been meeting with Florida A&M Developmental Research School regarding a potential partnership that includes space for three classrooms in the fall. It would be a benefit to both agencies if we could make the collaboration work.



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We also located a site on the south side that would hold four classrooms. The owners are in the process of doing maintenance, and it should be available for occupancy by May. These two facilities could replace the current South City location if the price is right, and possibly save us some money. Franklin County offered a vacant building that would hold one class in Apalachicola. Tim visited the location and said it may be doable, but would require renovations. He is also still working with Duke Energy on acquiring their vacant building in Jefferson County.

Human Resources – There are no staff vacancies at this time. New team members include:

- Russell (Eugene) Morris, Weatherization Coordinator
- Angela Hicks, Family Services Case Manager
- Jordan Green, Family Advocate
- Debra Lovette (rehire), Teacher Assistant II

Coming Events

National Head Start Conference, April 15 – 18, 2024, Portland, OR

United Partners for Human Services (UPHS) Conference – May 7 – 8, 2024, Tallahassee, FL

Florida Association of Community Action Agencies (FACA) Conference – May 13 – 17, 2024, Orlando, Florida

CAPLAW National Training Conference, June 4 – 6, Los Angeles, CA

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 2/28/24

PROGRAMS:	Getting Ahead	Staying Ahead	Emergency Services
County	Current Participants	Active Participants	Households Served*
Calhoun	0	11	39
Franklin	0	21	9
Gadsden	11	1	38
Gulf	0	15	10
Jefferson (with Leon class)	1	0	13
Leon	9	16	96
Liberty	6	2	4
Wakulla	10	4	8
TOTALS	37	70	217

HEAD START 2023 - 2024 Enrollments	Franklin*	Jefferson	Mabry	Governor's Charter	Royal	South City	Total
# of Students Enrolled @ 12/31/23 (Actually)	20	29	65	50	56	144	364
# 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%	78.38%	98.48%	100.00%	98.25%	97.30%	96.30%

<u>Disability Services</u>	
Students with IEP's	24
IEP's Pending	27
In Compliance?	Yes

<u>Average Daily Attendance (ADA)</u>		
Required %	85%	
% for February 2024	82%	
Requirement not met		

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 2/28/24

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	4	5
Gulf	3	3	2	2
Jefferson	3	3	4	0
Leon	62	22	2	7
Liberty	1	1	0	0
Wakulla	7	3	0	0
TOTALS	103	52	12	14

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	1	0	0
Lafayette	1	0	0	0
Madison	5	2	0	0
Suwannee	5	0	0	0
Taylor	5	0	0	0
Union	2	0	0	0
Total	43	3	0	0



TO: Nina Self, COO
 FROM: Venita Treadwell, Early Childhood Education Manager
 RE: Board Report
 DATE: March 4, 2024

Spring Break for Head Start Center staff will be March 11 – 15, 2024. Staff are excited to get a break and renew.

Successes:

- All recorded Focus Area Two CLASS recordings have been completed and accepted.
- Twenty-eight Head Start center staff employees have been registered for the annual ELC conference. Great professional development event.

Opportunities:

- Teacher Waivers will be reviewed this month with all staff on a waiver. Waivers are a contract outlining to staff what credentials are required with a due date for completion.

Challenges:

- Hatch is still under review to determine if it is meeting the needs of parents attempting to use at home. Focus Area Two took priority.
- Facilities are needed for Jefferson and Franklin.
- Illness in the Head Start centers are on the rise; mostly the flu.

DISABILITY NUMBERS: 24-IEP'S 27-IEP's Pending IN COMPLIANCE

STAFF VACANCIES:

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

COVID Reports:

Students 0 Staff: 0
 DCF INSPECTIONS (this period) 1 In-Compliance



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Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for February 2024 – *Emergency Services*
DATE: March 4, 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 February 2024.

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	36/59	39/79								233/450
Franklin	45/90	29/73	25/74	29/59	9/18								137/314
Gadsden	26/74	6/9	3/7	44/93	38/80								117/263
Gulf	24/52	19/50	16/33	12/20	10/15								81/170
Jefferson	24/51	9/24	7/19	20/45	13/36								73/175
Leon	272/686	167/463	100/289	230/614	96/239								865/2291
Liberty	17/29	17/30	2/4	19/28	4/10								59/101
Wakulla	15/32	12/33	5/9	9/22	8/19								49/115
Total	498/1162	316/787	184/494	399/940	217/496								1614/3879

Additional information listed below:

Number of Single Parents assisted.

Female	169
Male	92
Total Emergency Services Utility Assistance (from Donated Funds) = 71 / 127	
Rental Assistance (Hancock Whitney Bank Funds) = 1 / 2	
Rental Assistance (Duke Energy/Share The Light Funds) = 0	



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Family and Community Engagement Manager

Monthly Monitoring Report – February 2024

Program Status

- Enrollments for the **2023-24** school year:
 1. Franklin County Head Start - **20 of 20** families enrolled
 2. Head Start @ Governors Charter - **50 of 50** families enrolled
 3. Jefferson County Head Start - **29 of 37** families enrolled
 4. Louise B. Royal Head Start - **56 of 57** families enrolled
 5. Mabry Street Head Start - **65 of 66** families enrolled
 6. South City Head Start - **144 of 148** families enrolled
- **364 of 378 (96%)** families were enrolled in Head Start through the **month of February**.

Policy Council

- Meeting held with quorum on February 21st
- Meeting times will change to Mondays during work hours next month as a trial.

Family and Community Engagement Activities

- Policy Council
- Team meetings
- Parent Meetings

Transportation

- 4 field trips

Children Health Requirements

Immunizations and Physical examinations	345 Immunizations 340 Physical Examinations
Established medical homes	320
Established dental homes and received dental exams	216 Dental Homes 30 Dental Exams
Hearing screenings	209
Vision screenings	238
Vision Referrals	27

Nutrition

- Number of Breakfast 5,053
- Number of Lunch 5,162
- Number of PM Snacks 5,048

Non Federal Share Match

- \$16,621.61

Disability Numbers

- 29 IEPs
- 22 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 at 96% 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. Alternative locations have been identified in Franklin, Leon and Jefferson counties. Negotiations must be made for the new facilities.
- **Extended Day:** Extended Day for eligible children has been added at our Mabry location. Services also continue at Louise B. Royal and South City. Jefferson County parents have requested extended day services. The management team will meet to discuss the locations of VPK and School Readiness for the 2024-25 school year.
- **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 February was not the required 85%; it is up to 82%. No head start center met the required 85% ADA. Efforts are being made at each center to improve its 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 outside classrooms at our South City location
- The condition of the Jefferson County Head Start center
- Staffing issues

EDUCATION AND OUTREACH FEBRUARY 2024

DATE	EVENT TITLE & PURPOSE	COUNTY	LOCATION	POTENTIAL PARTNER CONTACTS INFO	NUMBER OF ATTENDEES	OUTCOMES
2/6/24	Tracking FNIP's in Enrollment and Outcomes Webinar	All counties	Zoom		61	This webinar introduced new features in the SHAH system for FNIP's in enrollment and outcomes.
2/7/24	Community Action @ Gulf County Community Resource Center/CareerSource	Gulf	401 Peters Street	Lianna Sagins/Kodi Linton	7	Direct access to CACAA for residents requesting LIHEAP services/Staying Ahead monthly meetings.
2/14/24	BBARC Community Meeting	Leon	Rise Center	BBARC	23	Mrs. Tracy Melin from Big Bend AHEC/Big Bend Rural Health Network, Health Insurance Navigator Program Manager, provided information on health insurances and access to medical care as a social driver for health. She delivered a summary of the common healthcare programs, the climate of healthcare in Florida and why everyone needs health insurance. She also described the work of the health insurance navigators
02/21/24	Community Action @ Gulf County Community Resource Center/CareerSource	Gulf	401 Peters Street, Port St. Joe, FL 32456	Lianna Sagins/Kodi Linton	4	Direct access to CACAA for residents requesting LIHEAP services/Staying Ahead monthly meetings.
02/28/24	Community Action @ Gulf County Community Resource Center/CareerSource	Gulf	401 Peters Street, Port St. Joe, FL 32456	Lianna Sagins/Kodi Linton	5	Direct access to CACAA for residents requesting LIHEAP services/Staying Ahead monthly meetings.

**Family Support Services Program
Monthly Report
For the Month Ended 2-29-24**

Program	Getting Ahead	Staying Ahead
County	Active Participants	Active Participants
Calhoun	0	11
Franklin	0	21
Gadsden	11	1
Gulf	0	15
Jefferson (with Leon class)	1	0
Leon	9	16
Liberty	6	2
Wakulla	10	4
Totals	37	70

Outcomes

Client 1 - A 37-year-old mother of two, ages 6 and 3, entered the Getting Ahead Workshop on 1/31/2024. During her interview she stated she wanted to obtain stable housing, employment that will provide a higher wage, and complete her education. Although she is still working towards those goals, she opened a savings account with Regions Bank on 2/16/24.

Client 2 - Getting Ahead participant who was paying \$1,375.00 for rent was able to purchase a 3 bedroom, 1 bath home in the Cascade Village Community. She stated she was tired of renting because each year the cost of renting was ballooning.

Client 3 - Staying Ahead participant who is a single mother of two, maintains savings and credit score. During her commute back and forth to TCC – Wakulla Center for the Phlebotomy course, she started experiencing car trouble. The participant was able to finance a new vehicle (Nissan Rogue).

Client 4 – Single mother of two was able to utilize her accounting degree by becoming a seasonal tax preparer. She is currently servicing individuals as well as small businesses, which allows her to earn more money.

Client 5 - Getting Ahead participant who was experiencing car trouble was able to finance a 2017 Chevrolet Equinox.

Client 6 - Staying Ahead participant was able to secure a part-time customer service position at Lowe's. She is very excited as she enjoys working in customer service. She has the option to excel in the company, and access to benefits with incentives. She shared that during her interview she was told that although she is starting out part-time, because she has open availability, it puts her in the position to quickly secure a full-time position.

Client 7 - Staying Ahead participant who transitioned from Getting Ahead Fall 2023, is enrolled in TCC – Wakulla Institute's upcoming construction course. The participant does handy man work and will receive a construction license in addition to other entrepreneurship knowledge, to assist in securing work. Client also completed the Department of Transportation's physical that's required for pursuing a Commercial Drivers License.

Client 8 - Staying Ahead participant who transitioned from Getting Ahead Fall 2023, earned her Child Development Associate's certificate. The participant is currently working as an aide and this accomplishment will put her in the position to earn more money by allowing her to work as a teacher at the after school program.

Client 9 - Staying Ahead participant who is a single mother of 6. One is a freshman in college, 2023 high school graduate. Approximately one year ago, the participant requested assistance with reinstatement of her LLC. Unfortunately, we were unable to assist the participant with the \$1,500 cost for reinstatement. The participant had shared during a previous staying ahead monthly meeting that she would just apply for a new LLC, and make a slight change to her company name to avoid the fee. It was not her desire to start over, because her company name had already established itself in her counties. I'm proud to say that the participant used her tax return to pay the fees, and her LLC has been reinstated as of February 23, 2024.

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: February 29, 2024

Summary Report for the Human Resources Department for the month ending February 29, 2024.

- Working on Krizner Group Annual Audit of Employment files and Supervisory Training – April 12, 2024.
- In review stages of upgrading security contracts (TYCO/Johnson Control) for all agency locations.
- Working with COO on contract renewals for Fiscal department, and IT department.
- Completed the 2023 CSBG Organizational Standards for the Florida Department of Commerce.
- Attend Agency Banking and Budgeting Workshop – March 6th.
- Attend FMLA Time Off-Management Training – March 12th.
- Registered for FACA Conference – May 13th – 17th.
- Regular scheduled Big Bend SHRM Monthly Meetings.
- Scheduled HR training with Netchek on managing employee recruitment and benefit administration.

We are interviewing for the Head Start Food Service Worker. All other vacancies have been filled.

Capital Area Community Action Agency

MEMORANDUM

FROM: Terry Mutch

RE: Weatherization Assistance Program

DATE: March 1, 2024

As of March 1, 2024, 52 homes have been pre-inspected. Of the 52 homes, 26 homes were released to contractors, with 14 homes being completed and 12 homes currently in progress. 8 homes were deferred. The remaining 18 homes are being processed for contractor release.

The Agency is in the process of retaining two former weatherization contractors for the Suwannee River Economic Council territory. In the meantime, we are still 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 March 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	4	5
Gulf	3	3	2	2
Jefferson	3	3	4	0
Leon	62	22	2	7
Liberty	1	1	0	0
Wakulla	7	3	0	0
Total	103	52	12	14



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Weatherization SREC – All Funding Sources (As of March 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
Bradford	4	0	0	0
Columbia	11	0	0	0
Dixie	4	0	0	0
Gilchrist	2	0	0	0
Hamilton	4	1	0	0
Lafayette	1	0	0	0
Madison	5	2	0	0
Suwannee	5	0	0	0
Taylor	5	0	0	0
Union	2	0	0	0
Total	43	3	0	0

In regards to the Franklin County SHIP Program, the Franklin County Board of County Commissioners have decided to bring the program back in house. We are currently in the process of transitioning the program back to the County Coordinator and will assist with the transition through June 30, 2024.

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: March 20, 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. Management is exploring reduced capacity of slots to use funds to increase teacher pay to improve quality of talent retention and recruitment.

Facilities

Franklin Head Start has a one year extension in the 6th Street Recreation Center. We will need to move at the end of the school year. Looking at the Chapman Schools Building owned by Franklin County to rent.

In Jefferson, a property appraisal of a building owned by Duke Energy came back at \$400,000.

In Leon, a conversation with FAMU DRS looks promising to relocate four classrooms from South City holds promise as we work out details. And, a new property a couple blocks from South City Head Start would permit at least four classrooms to be relocated. Rent and other improvements to the facility will need to be negotiated.

And on a 2 acres lot two blocks away from South City is a building for sale that could permit three or four classrooms and offer an opportunity to move Mabry away from the Kearney Center which causes so many problems.

Curriculum

CLASS Assessments of implementing the Creative Curriculum from Teach Strategies were competed via video and shared with federal monitors.

Enrollment

Enrollment is full or nearly full in all Centers.

Federal and State Regulations

Federal Monitoring was completed and we await results. The agency was notified by HHS that it would be eligible to apply for a new five-year grant.



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ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

March 11, 2024

Capital Area Community Action Agency, Inc.

Re: Grant No. 04CH011648

Dear Head Start Grant Recipient:

The Office of Head Start (OHS) has determined that your program is currently eligible for a non-competitive five year grant award to operate the Head Start program. This new award will be issued at the completion of your current project. If the current grant ends on a date that does not align with the annual funding month, please contact the Regional Office to learn about the available options to accommodate such alignment.

Should your program meet one of the conditions specified under [45 CFR Part 1304.11](#) prior to your new award, your agency must report to your Regional Office using HSES Correspondence within 10 working days of occurrence. If OHS determines that your agency has met one of the conditions under [45 CFR Part 1304.11](#) prior to award, your designation will change and you will receive notice that your organization will instead be required to compete for funding.

You must file a complete Form SF-429 with Attachment A ([Real Property Status Report](#)) to establish the existence of property subject to a federal interest for which your organization (or a delegate agency) holds title prior to award and must be filed even if such property does not exist.

Thank you for your continued work on behalf of children and families. Please direct questions to your Regional Office.

Sincerely,

/Khari M. Garvin/

Khari M. Garvin
Director
Office of Head Start