

Capital Area Community Action Agency

Board of Directors Meeting
Agenda
Tuesday, May 28, 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 – March 26, 2024		2
ii) Executive Committee Minutes – April 23, 2024		5
iii) Strategic Plan update (Board approval)		7
B. Financial Report	Kate Beam	11
• Narrative		
• Revenue & Expenditures Agency-wide		
• Balance Sheet		
• Revenue & Expenditures – major programs		
• Head Start Non Federal Share Match		
• Head Start Credit Card Activity		
C. Audit update	Kate Beam	
VI. Chief Executive Officer's Report	Tim Center	33
VII. Chief Operating Officer's Report	Nina Self	39
• Program Updates		
VIII. Chair's Report		
IX. Adjournment		

Next Board of Directors Meeting 07/23/2024 – 6:00 pm – Microsoft Teams Video

Next Executive Committee Meeting 06/25/2024 - 5:30 pm – Microsoft Teams Video



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Capital Area Community Action Agency

Board of Directors Meeting Minutes March 26, 2024

Members in Attendance:

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

CACAA Staff:

Tim Center
Nina Self
Kate Beam
Gloria Nelson
Margaret Watson
Angela Webster

Member Absent: John Grant and Allen Jones

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

The Chair entertained a motion to approve the agenda. Ms. Edgar moved approval of the amended agenda with new letter "C", and remove "V. C". Ms. Miller seconded the motion. The motion was approved unanimously.

ACTION ITEMS

Approval of Minutes

The Chair entertained a motion to approve the minutes of January 23, 2024. Ms. Edgar moved approval of the minutes. Ms. Messersmith seconded the motion. The motion was approved unanimously.

The Executive Committee Minutes of February 27, 2024, are being presented to the Board for review.

FINANCIAL REPORTS

Ms. Beam, Finance Director, presented the financial reports for the month ending January 31, 2024. 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. Keel asked how did Emergency Services funds decreased to the point to assist priority clients only? Mr. Center explained that LIHEAP is designed to help with utilities. Since the COVID pandemic, funding had not been available. We were awarded funding but the budget authority impacted the funding amount. We receive quarterly allocations so we are unable to assist as many clients as in the past. There was a meeting scheduled with the Department of Florida Commerce to address options that are available. We are currently using our CSBG funds to support the program.

Lisa asked when will additional information be forthcoming? We are expecting to receive additional funding in the next few weeks.

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

Audit update

Mr. Center reported on the audit update meeting with Thomas Howell Ferguson. There was discussion on the way the audit was written regarding the rules of the “payroll costs paid with the Payroll Protection Program (PPP) loan forgiveness, and costs relating to federal ward. The language has been amended. The Agency will also need to talk with Head Start funder about funds that are carry over funds from the PPP loan. It was suggested that the Agency seek grantor guidance regarding deferred grant funds.

Ms. Edgar and Ms. Messersmith questioned if the language was a clean audit?

The Chair entertained a motion to adopt the audit update. Ms. Messersmith moved to adopt the audit update. It was seconded by Ms. Edgar. The motion was unanimously approved

CEO REPORT

The Chief Executive Officer (CEO), presented the report for the month of March 2024. He reported that the draft audit as presented has been amended at the requests of the Board. A new draft is ready for consideration.

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

We have completed two monitoring reports with Head Start. We are still waiting for the reports.

The Board was updated on the Head Start facilities as the locations continue to be an issue. Management has planned to work with HHS to consider the source of the funds.

COO REPORT

The Chief Operating Officer (COO) presented the Summary of Programs for the month of March 15, 2024. She said the departmental updates are outlined in each Program report.

Getting Ahead classes are off to a successful start with 37 participants.

Weatherization is moving forward with 103 projected homes to complete. We continue to have an issue with contractors.

We have met with Florida A&M University Developmental Research School on a potential partnership with three classrooms in the fall. With this partnership our staff will have access to grad students, volunteers, program for teachers to be certified, and staff enrollment at the university to obtain a degree. We are waiting on the Memorandum of Understanding (MOU). We continue to seek additional locations for our centers.

CHAIR'S REPORT

The meeting adjourned at 7:05 PM.

Ms. Edgar, Secretary

Date

Capital Area Community Action Agency

Executive Committee
Meeting Minutes
April 23, 2024

Members in Attendance

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

CACAA Staff:

Tim Center
Nina Self
Kate Beam
Margaret Watson

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

The Chair entertained a motion to approve the agenda. Mr. Grant moved approval of the agenda. The motion was unanimously approved.

ACTION ITEMS

The Chair entertained a motion to approve the minutes of February 27, 2024. Ms. Edgar moved approval of the minutes. Mr. Grant seconded the motion. The motion was unanimously approved.

FINANCIAL REPORT

Ms. Beam, Finance Director, presented the financial reports dated as of February 27, 2024. 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. The Agency is within budget with Revenue and Expenditures, with a restricted net income.

Mr. Grant asked how do we address repairs/maintenance overages? Ms. Beam said we would prepare a budget modification or line-item expense. Forecast the budget for next year.

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.

LIHEAP Budget Revisions

Mr. Center reported that initially the Agency would bring before the Board approval for a budget amendment for our LIHEAP Program. The issue was that that Florida Commerce appropriated grants to all Community Action Agency's. The funding has been less than previous years. We expended funds much sooner than the previous quarters which left less funding for the last quarter. We had planned to present a proposal to find funding to provide direct client services.

We anticipated presenting a proposal for a pay cut to LIHEAP staff work week. We have some reserve funding for LIHEAP salaries. If a budget amendment is needed we will bring before the Board.

Ms. Edgar asked would those 35 hours reduced work week impact salaries? Would those employees be reassigned to another department for those five hours? Those employees would have received a pay cut.



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Ms. Edgar asked if the state was granted funding by the federal government for LIHEAP Programs to be distributed, why the state did not appropriate the full award? The State does not have the authority to expend the funds because the State did not request the full grant amount. The State disburse fifty percent of the award to each of Program areas.

CEO REPORT

Mr. Center presented the CEO report for the month of April 2024. He reported that Gloria Nelson, FSSP Program Manager resigned from her position. The position will be advertised in the new fiscal year.

The CEO reported that the annual audit draft as presented to the Board has been amended. A new draft is ready for consideration.

We received one RFP for Financial Services Management from Keith Dean our current financial services provider. Ms. Keel asked was is the term of the contract with Keith Dean? The contracts are two-years with a one-year renewal.

Mr. Center gave an update on the Focus Area 2 and CLASS assessment monitoring reports. The Head Start team is congratulated for their efforts, which means that Head Start will not have to bid to renew the 5-year grant.

We are in negotiations with Franklin County about the Chapman School building as a potential new location for our Head Start Center. The partnership with FAMU is under consideration and will go before the FAMU Board of Trustees for approval.

Ms. Keel asked with the deferred income. Does this apply only to Head Start? The CEO reported that deferred income only applies to Head Start.

Mr. Grant asked what is the timeframe for Duke Energy in Jefferson County? We are working on negotiations.

We are currently preparing for our Getting Ahead classes. The Board will be updated with the date and time of the ceremony.

The Agency's Weatherization Program was expecting some additional counties in Suwannee River. Since we had not been successful in that area - the state is looking to the agency to take over Bay County.

Ms. Keel asked for explanation as to why the Agency would be a better fit for Bay County. The Bay County grantee is no longer available.

CHAIR'S Report

Meeting adjourned at 6:23 P.M.

Ms. Lisa Edgar, Secretary

Date

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
JANUARY	1.1	The organization will provide DEO with a roster showing members of the low income sector.	On going	N/A	Complete
	1.3	The organization provides each customer with a customer satisfaction survey to determine how well customers are being served.	On going	N/A	Complete
	2.1	The organization has demonstrated partnerships across the community with other anti-poverty organizations within the area by agreements and MOUs.	On Going	N/A	Complete
	2.3	The organization communicates to the community residence via the website. The website provides a list of programs the agency currently offers.	On Going	N/A	Complete
	2.4	The organization documents the number of volunteers and hours mobilized in support of its activities via sign in sheets.	On Going	N/A	Complete
	4.2	The Organization will complete, date and sign the Community Action Plan.	On going	12/12/2024	
	4.3	The Organization will complete, date and have Community Action Plan signed by the Certified ROMA trainer or trainer on staff.	On going	12/12/2024	
	MARCH	4.4	The governing board will receive annual updates on success on strategies included in the Community Action Plan. The department managers provide updated reports every other month for review to the Chief Operating Officer to share with the governing board.	Annually	5/28/2024
4.6		An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.	Every 2-years	N/A	Complete
5.1		The organization's governing board is structured in compliance with the Community Service Block Grant (CSBG) Act according to the Boards Bylaws and Board Roster 1. At least one third democratically-selected representatives of the low-income community; 2. One-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interest in the community.	On Going	N/A	Complete

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	5.2	The organization's governing board has written procedures that document a democratic selection process for low-income board members according to the bylaws including procedure to document democratic selection.	On Going	N/A	Complete
	5.5	The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.	Maintain	N/A	Complete
	5.7	The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.	Maintain	N/A	Complete
	5.9	The organization's governing board receives programmatic reports at each regular board meeting.	Maintain	N/A	Complete
	6.5	The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.	Annually	5/28/2024 Needs Board Approval	
	7.2	The organization provides all new employees with a copy of the Employee Handbook; all staff are notified of employment changes.	Maintain	N/A	Complete
MAY	7.4	The governing board conducts a performance appraisal of the CEO/Executive Director within each calendar year.	Annually	7/1/2024	
	7.5	The governing board reviews and approves CEO/Executive Director compensation within every calendar year.	Annually	9/1/2024	
	7.6	The organization has a policy in place for regular written evaluation of employees by their supervisors.	Maintain	N/A	Complete
	7.8	All staff participates in a new employee orientation within 60 days of hire.	Ongoing	N/A	Complete
	7.9	The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis. All participants will complete sign in sheets, received an agenda and training materials.	Maintain	N/A	Complete

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

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

**Financial Statement Narrative
For the 6 Months Ending March 31, 2024
Capital Area Community Action Agency**

As of March 31, 2024, we have completed six months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 50% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 50% and 49% respectively with net income of \$59,665.

Non-Federal Share (NFS) Match at March 31, 2023, was \$303,928 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 6 Months Ending March 31, 2024
Capital Area Community Action Agency

Agency Wide Variances

- Unemployment – is over the benchmark budget. This is largely a first quarter expense and will decrease dramatically as employees hit their thresholds for the year.
- Staff Screenings – are over 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 over budget due to increased paper product costs. This budget line will go over budget by \$15-18 K based on current expenses.
- 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 budget due to large repair costs being expensed Recurring instead of Non-Recurring. This budget line is expected to go over budget by a significant amount. Expenses in the two categories were over 200K last fiscal year therefore a 60K deficit is likely in this line item.
- 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

- Staff Screenings – is over budget benchmark with the addition of new staff members. This number should stay within budget with no additional new hires.
- Travel In Area – is over budget and will go over budget by about \$1500 based on current spending.

**Financial Statement Narrative
For the 6 Months Ending March 31, 2024
Capital Area Community Action Agency**

- 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 over budget and is 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.
- 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 budget and will go over by \$2500 based on current spending.
- Utilities – are over 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 budget and will likely go over budget during the course of the grant by 2-3K based on current spending.
- Repairs & Building Maintenance – Recurring – is over the budget and will go over budget by \$6500 based on current spending.
- Equipment Maintenance – is over budget and is forecast to exceed budget by \$3500 based on current costs.
- Equipment Lease – is over budget and is forecast to exceed budget by \$1000 based on current costs.
- Technology – is slightly over benchmark budget but should stay within budget for the year.
- Client Assistance – is over benchmark 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.

**Financial Statement Narrative
For the 6 Months Ending March 31, 2024
Capital Area Community Action Agency**

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.
- Copies/Printing/Copier Maintenance/Toner/Paper – is over budget for WAP Infrastructure due to increased activity.
- Utilities – are over benchmark budget in WAP and are forecast to go over by \$2500 based on current expenses.
- Rent – is over the benchmark budget and is forecast to go over budget by \$1000 based on current 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 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.
- Fees, Licenses, and Permits - is slightly over benchmark budget for WAP Infrastructure with a notary renewal but should stay within budget for the year.
- 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 and Program Supplies – are over benchmark budget but should stay within budget over the course of the year.
- Copies/Printing/Copier – are slightly over benchmark budget but should remain within budget for 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.

Financial Statement Narrative
For the 6 Months Ending March 31, 2024
Capital Area Community Action Agency

- Repairs and Maintenance – Recurring – is over budget but has \$24K Non-Recurring repairs included in the Recurring category. The total for both categories is \$130,115. Based on monthly spending the Repairs and Maintenance is forecast to exceed budget by 80K.
- 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.
- Fees, License and Permits - is over benchmark budget but should remain in budget for the year.

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Six Months Ending 3/31/2024**

		Total Budget -	Current	Total Budget	
	50%	Original	Year Actual	Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,164,085	2,325,996	(1,838,089)	56%
Government Contracts - STATE	4010	5,317,164	2,225,839	(3,091,325)	42%
Government Contracts - LOCAL	4020	113,149	95,906	(17,243)	85%
Grants - Other Not-for-Profits	4100	4,500	5,251	751	117%
Grants - All Other Sources	4120	3,500	27,839	24,339	795%
Contributions	4200	1,000	83	(917)	8%
Contributions- Restricted	4210	41,200	51,350	10,150	125%
Special Events	4300	2,000	0	(2,000)	0%
Commissions-Vending/Photo	4320	0	6,326	6,326	100%
Interest Income	4950	0	552	552	100%
Fringe Pool Revenue	4960	879,940	507,331	(372,609)	58%
Indirect Pool Revenue	4970	790,000	415,919	(374,081)	53%
Other Revenue	4995	1,000	7,688	6,688	769%
Total Revenue		11,317,538	5,670,080	(5,647,459)	50%
Expenditures					
Salaries & Wages	6010	3,365,455	1,750,625	1,614,830	52%
Fringe	6110	995,311	507,331	487,980	51%
FICA	6120	257,000	117,254	139,746	46%
Unemployment	6130	40,000	35,083	4,917	88%
Workers Compensation	6140	41,960	(3,045)	45,005	-7%
Health Insurance	6150	407,900	213,504	194,396	52%
Life Insurance	6160	34,800	17,372	17,428	50%
Retirement	6170	60,000	26,821	33,179	45%
Staff Screenings	6180	737	757	(20)	103%
Indirect Costs	6210	804,591	418,019	386,572	52%
Travel - In Area	6310	7,850	5,480	2,370	70%
Office Supplies	6410	20,700	7,965	12,735	38%
Program Supplies	6415	23,998	16,261	7,737	68%
Classroom Supplies	6420	20,345	6,172	14,173	30%
Kitchen Supplies	6430	10,000	12,544	(2,544)	125%
Medical/Dental Supplies	6440	300	166	134	55%
Copies/Printing/Copier	6510	18,750	15,214	3,536	81%
Postage and Delivery Expense	6600	4,410	2,179	2,231	49%
Contractual Services/Professional	6710	348,251	151,637	196,614	44%
Contractual Services – Health/Disabilities	6715	201,365	165,002	36,363	82%
Rent/Space Cost	6810	384,374	175,785	208,589	46%
Utilities	6820	102,500	54,601	47,899	53%
General Liability and Property Insurance	6830	73,029	52,693	20,336	72%
Communications	6840	76,635	52,637	23,998	69%
Repairs & Bldg Maintenance- Recurring	6850	123,500	133,521	(10,021)	108%
Repairs & Bldg Maintenance - Nonrecurring	6855	18,615	0	18,615	0%
Equipment Maintenance	6910	27,000	13,542	13,458	50%
Vehicle Expense	6920	105,806	39,061	66,745	37%
Equipment Lease	6930	15,100	6,206	8,894	41%
Technology	6940	38,434	34,401	4,033	90%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Six Months Ending 3/31/2024**

Fees, Licenses, and Permits	7010	4,800	2,279	2,521	47%
Dues/Subscriptions	7020	16,846	6,994	9,852	42%
Special Events	7110	4,500	210	4,290	5%
Client Assistance	7210	3,129,679	1,367,633	1,762,045	44%
Equipment/Improvements (\$5,000 or more)	7310	17,500	0	17,500	0%
Expendable Equipment	7320	9,635	2,197	7,438	23%
Meetings/Workshops	7420	14,745	2,396	12,349	16%
Training and Technical Assistance/Staff	7435	282,064	19,879	262,185	7%
Advisory/Board Member Expenses	7440	3,081	1,983	1,098	64%
Advertising	7450	21,328	6,237	15,091	29%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	243,508	162,752	80,756	67%
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	(3,698)	5,878	-170%
Total Expenditures		11,388,106	5,610,414	5,777,692	49%
Excess Revenue over (under) Expenditures		(70,568)	59,665	130,233	

**Capital Area Community Action Agency
Balance Sheet
For the Period Ending 3/31/2023**

		<u>Current Period Balance</u>
Assets		
Cash Operating Hancock Bank	1010	1,189,102
Health Insurance Imprest Account	1031	10,521
Cash-Sunshine State/The First - Micro Loan	1040	66,545
Petty Cash	1050	266
Cash-Hancock-HS Parent Activity	1060	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	30,708
Cash - Centennial Bank (Franklin County)	1070	5,693
Money Market Account - Hancock Bank	1080	30,214
Accounts Receivable	1100	118,788
Grants Receivable	1150	959,919
Building	1600	245,000
Work In Progress	1630	67,368
Equipment	1650	964,083
Accumulated Depreciation - Building	1700	(95,478)
Accumulated Depreciation - Equipment	1750	<u>(465,710)</u>
Total Assets		<u>3,128,076</u>
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	60,778
Accrued Expenses - Other	2010	104,891
Accrued Wages	2040	170,977
Accrued Fringe Benefits	2060	199
Accrued Flexible Savings	2061	2,155
Accrued Health Insurance	2085	(8,074)
Accrued Other Health Insurance	2087	(835)
Accrued Life Insurance	2090	12,741
Accrued Retirement - Pre Tax	2095	2,635
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	<u>642,184</u>
Total Liabilities		1,286,008
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,457,506
Invested Property and Equipment	3020	<u>324,898</u>
Total Beginning Net Assets		1,782,404
Current Net Income		<u>59,665</u>
Total Net Assets		<u>1,842,069</u>
Total Liabilities and Net Assets		<u>3,128,076</u>

**Capital Area Community Action Agency
CSBG Statement of Revenues and Expenditures
For the Six Months Ending 3/31/2024**

	50%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>586,851</u>	<u>277,251</u>	<u>(309,600)</u>	47%
Total Revenue		<u>586,851</u>	<u>277,251</u>	<u>(309,600)</u>	47%
Expenditures					
Salaries & Wages	6010	251,940	121,870	130,070	48%
Fringe	6110	73,013	35,318	37,695	48%
Staff Screenings	6180	100	99	1	99%
Indirect Costs	6210	65,640	31,752	33,888	48%
Travel - In Area	6310	500	751	(251)	150%
Office Supplies	6410	7,000	1,200	5,800	17%
Copies/Printing/Copier	6510	2,500	737	1,763	29%
Postage and Delivery Expense	6600	1,000	216	784	22%
Contractual Services/Professional	6710	4,177	0	4,177	0%
Rent/Space Cost	6810	54,711	23,325	31,386	43%
Utilities	6820	6,000	2,729	3,271	45%
General Liability and Property Insurance	6830	5,000	3,138	1,862	63%
Communications	6840	10,000	7,632	2,368	76%
Repairs & Bldg Maintenance- Recurring	6850	5,000	5,351	(351)	107%
Repairs & Bldg Maintenance - Nonrecurring	6855	2,500	0	2,500	0%
Equipment Maintenance	6910	2,500	1,169	1,331	47%
Vehicle Expense	6920	16,000	9,862	6,138	62%
Equipment Lease	6930	3,000	1,212	1,788	40%
Technology	6940	3,000	267	2,733	9%
Fees, Licenses, and Permits	7010	750	0	750	0%
Dues/Subscriptions	7020	7,255	3,102	4,153	43%
Client Assistance	7210	61,265	25,734	35,531	42%
Meetings/Workshops	7420	1,000	0	1,000	0%
Training and Technical Assistance/Staff	7435	1,500	1,790	(290)	119%
Advertising	7450	<u>1,500</u>	<u>0</u>	<u>1,500</u>	0%
Total Expenditures		<u>586,851</u>	<u>277,251</u>	<u>309,600</u>	47%
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 Six Months Ending 3/31/2024**

	50%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>2,453,943</u>	<u>1,405,326</u>	<u>(1,048,617)</u>	57%
Total Revenue		<u>2,453,943</u>	<u>1,405,326</u>	<u>(1,048,617)</u>	57%
Expenditures					
Salaries & Wages	6010	298,974	141,342	157,632	47%
Fringe	6110	86,643	40,961	45,682	47%
Staff Screenings	6180	125	0	125	0%
Indirect Costs	6210	77,894	36,825	41,069	47%
Travel - In Area	6310	250	334	(84)	134%
Office Supplies	6410	1,500	707	793	47%
Copies/Printing/Copier	6510	1,250	2,795	(1,545)	224%
Postage and Delivery Expense	6600	1,200	1,573	(373)	131%
Contractual Services/Professional	6710	6,947	0	6,947	0%
Rent/Space Cost	6810	53,822	24,356	29,466	45%
Utilities	6820	2,500	2,878	(378)	115%
General Liability and Property Insurance	6830	3,584	3,836	(252)	107%
Communications	6840	4,000	5,761	(1,761)	144%
Repairs & Bldg Maintenance- Recurring	6850	2,000	3,519	(1,519)	176%
Repairs & Bldg Maintenance - Nonrecurring	6855	1,000	0	1,000	0%
Equipment Maintenance	6910	1,000	1,619	(619)	162%
Equipment Lease	6930	1,100	1,369	(269)	124%
Technology	6940	500	327	173	65%
Client Assistance	7210	1,908,554	1,134,835	773,719	59%
Meetings/Workshops	7420	500	0	500	0%
Training and Technical Assistance/Staff	7435	500	284	216	57%
Advertising	7450	<u>100</u>	<u>0</u>	<u>100</u>	0%
Total Expenditures		<u>2,453,943</u>	<u>1,403,319</u>	<u>1,050,624</u>	57%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>2,006</u>	<u>2,006</u>	

**Capital Area Community Action Agency
WAP Statement of Revenues and Expenditures
For the Six Months Ending 3/31/2024**

		Total Budget - Original	Current Year Actual	Total Budget Variance Original	%
Revenue					
Government Contracts - STATE	4010	551,687	119,284	(432,403)	22%
Total Revenue		<u>551,687</u>	<u>119,284</u>	<u>(432,403)</u>	22%
Expenditures					
Salaries & Wages	6010	67,496	45,542	21,954	67%
Fringe	6110	19,561	13,198	6,363	67%
Staff Screenings	6180	0	49	(49)	100%
Indirect Costs	6210	17,586	11,865	5,721	67%
Travel - In Area	6310	1,500	160	1,340	11%
Office Supplies	6410	1,500	183	1,317	12%
Copies/Printing/Copier	6510	1,000	611	389	61%
Postage and Delivery Expense	6600	500	73	427	15%
Contractual Services/Professional	6710	3,667	0	3,667	0%
Rent/Space Cost	6810	8,180	6,047	2,133	74%
Utilities	6820	2,000	1,778	222	89%
General Liability and Property Insurance	6830	4,445	6,104	(1,659)	137%
Communications	6840	2,000	2,149	(149)	107%
Repairs & Bldg Maintenance- Recurring	6850	1,000	25	975	3%
Equipment Maintenance	6910	1,500	450	1,050	30%
Vehicle Expense	6920	25,267	3,346	21,921	13%
Equipment Lease	6930	3,000	682	2,318	23%
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	24,093	268,761	8%
Equipment/Improvements (\$5,000 or more)	7310	15,000	0	15,000	0%
Expendable Equipment	7320	2,500	829	1,671	33%
Training and Technical Assistance/Staff	7435	76,725	929	75,796	1%
Advertising	7450	2,907	636	2,272	22%
Total Expenditures		<u>551,687</u>	<u>119,284</u>	<u>432,403</u>	22%
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 Six Months Ending 3/31/2024

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>1,026,382</u>	<u>98,314</u>	<u>(928,068)</u>	10%
Total Revenue		<u>1,026,382</u>	<u>98,314</u>	<u>(928,068)</u>	10%
Expenditures					
Salaries & Wages	6010	168,292	27,001	141,291	16%
Fringe	6110	48,771	7,825	40,946	16%
Staff Screenings	6180	0	25	(25)	100%
Indirect Costs	6210	43,847	7,035	36,812	16%
Travel - In Area	6310	1,000	321	679	32%
Office Supplies	6410	1,000	225	775	23%
Copies/Printing/Copier	6510	500	715	(215)	143%
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	2,112	22,333	9%
Equipment Lease	6930	1,000	250	750	25%
Technology	6940	500	0	500	0%
Fees, Licenses, and Permits	7010	500	285	215	57%
Client Assistance	7210	591,729	45,683	546,046	8%
Expendable Equipment	7320	2,500	539	1,961	22%
Training and Technical Assistance/Staff	7435	121,548	975	120,573	1%
Advertising	7450	1,000	829	171	83%
Total Expenditures		<u>1,026,382</u>	<u>98,314</u>	<u>928,068</u>	10%
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 Six Months Ending 3/31/2024**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	<u>4,164,085</u>	<u>2,325,996</u>	<u>(1,838,089)</u>	56%
Total Revenue		<u>4,164,085</u>	<u>2,325,996</u>	<u>(1,838,089)</u>	56%
Expenditures					
Salaries & Wages	6010	2,073,782	1,127,167	946,615	54%
Fringe	6110	600,983	326,653	274,330	54%
Staff Screenings	6180	412	584	(172)	142%
Indirect Costs	6210	540,302	293,672	246,630	54%
Travel - In Area	6310	2,000	3,837	(1,837)	192%
Office Supplies	6410	6,200	4,249	1,951	69%
Program Supplies	6415	21,598	16,223	5,375	75%
Classroom Supplies	6420	19,345	6,172	13,173	32%
Medical/Dental Supplies	6440	300	166	134	55%
Copies/Printing/Copier	6510	10,000	7,465	2,535	75%
Postage and Delivery Expense	6600	460	190	270	41%
Contractual Services/Professional	6710	24,000	1,516	22,484	6%
Contractual Services – Health/Disabilities	6715	157,808	133,416	24,392	85%
Rent/Space Cost	6810	233,301	112,991	120,310	48%
Utilities	6820	85,000	44,845	40,155	53%
General Liability and Property Insurance	6830	20,000	14,775	5,225	74%
Communications	6840	55,000	33,631	21,369	61%
Repairs & Bldg Maintenance- Recurring	6850	115,000	124,017	(9,017)	108%
Repairs & Bldg Maintenance - Nonrecurring	6855	15,115	0	15,115	0%
Equipment Maintenance	6910	18,000	9,097	8,903	51%
Vehicle Expense	6920	35,594	21,822	13,772	61%
Equipment Lease	6930	5,000	1,842	3,158	37%
Technology	6940	26,934	27,165	(231)	101%
Fees, Licenses, and Permits	7010	550	484	66	88%
Dues/Subscriptions	7020	5,091	750	4,341	15%
Special Events	7110	2,500	0	2,500	0%
Meetings/Workshops	7420	2,010	1,259	751	63%
Training and Technical Assistance/Staff	7435	40,998	7,136	33,862	17%
Advisory/Board Member Expenses	7440	681	99	582	14%
Advertising	7450	10,921	4,773	6,148	44%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	<u>34,000</u>	<u>0</u>	<u>34,000</u>	0%
Total Expenditures		<u>4,164,085</u>	<u>2,325,996</u>	<u>1,838,089</u>	56%
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 March 31, 2024

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		49,675			
Grants - Other Not for Profits		1,418			
In-Kind Revenue		169,334			
VPK/SR		83,502			
	832,818	303,928	36%	528,890	64%

CACAA Head Start CC Expenses March 2024

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description	Session ID
HANCOCK CC	1064	7435	255	3/27/2024	306.82	# 6700, TIM CENTER, VISA, 3/27/2024, FLAECYA CONFERENCE REGIS	AP240402-VISAS
HANCOCK CC	1064	6310	255	3/27/2024	46.04	# 1596, DARREL JAMES, VISA, 3/27/2024, GATE GAS HS VEHICLE	AP240402-VISAS
HANCOCK CC	1064	6310	255	3/27/2024	52.00	# 1596, DARREL JAMES, VISA, 3/27/2024, GATE GAS HS VEHICLE	AP240402-VISAS
HANCOCK CC	1064	6310	255	3/27/2024	53.00	# 1596, DARREL JAMES, VISA, 3/27/2024, GATE GAS HS VEHICLE	AP240402-VISAS
HANCOCK CC	1064	7420	255	3/27/2024	219.90	# 1596, DARREL JAMES, VISA, 3/27/2024, ZOOM	AP240402-VISAS
HANCOCK CC	1064	7440	255	3/27/2024	98.53	# 1596, DARREL JAMES, VISA, 3/27/2024, POLICY COUNCIL	AP240402-VISAS
HANCOCK CC	1064	7435	255	3/27/2024	129.00	# 3535, NINA SINGLETON SELF, VISA, 3/27/2024 TRAIN, JGREEN	AP240402-VISAS
HANCOCK CC	1064	7450	255	3/27/2024	844.15	# 3535, NINA SINGLETON SELF, VISA, 3/27/2024 INDEED	AP240402-VISAS
HANCOCK CC	1064	7435	255	3/27/2024	308.00	# 5810, VENITA TREADWELL, VISA, 3/27/2024, ELC STAFF TRAIN	AP240402-VISAS
HANCOCK CC	1064	7435	255	3/27/2024	871.75	# 5810, VENITA TREADWELL, VISA, 3/27/2024, ELC STAFF TRAIN	AP240402-VISAS
HANCOCK CC	1064	7435	255	3/27/2024	109.00	# 5810, VENITA TREADWELL, VISA, 3/27/2024, TRAIN C.ROBERTS	AP240402-VISAS
HANCOCK CC	1064	6420	255	3/27/2024	165.00	# 5810, VENITA TREADWELL, VISA, 3/27/2024, CLASSRM SUPPLIES	AP240402-VISAS
HANCOCK CC	1064	6420	255	3/27/2024	330.00	# 5810, VENITA TREADWELL, VISA, 3/27/2024, CLASSRM SUPPLIES	AP240402-VISAS
HANCOCK CC	1064	6420	256	3/27/2024	48.12	# 5810, VENITA TREADWELL, VISA, 3/27/2024, CLASSRM SUPPLIES	AP240402-VISAS
LOWES	1064	6420	256	3/31/2024	155.52	#82130109106598, SUPPLIES, HEAD START, 3/31/2024	AP240403
LOWES	1064	6850	256	3/31/2024	<u>598.11</u>	#82130109106598, SUPPLIES, HEAD START, 3/31/2024	AP240403

Total 4,334.94



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number

Statement Date

03-27-24

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

** 0000001

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-01	02-28	24692164060106421255430	5542	GATE 1194 Q80 TALLAHASSEE FL	M34.51
03-04	03-01	24239004063900018844621	9399	GREATER TALLAHASSEE CHAMB 850-2248116 FL	M725.00 ✓
03-08	03-07	24210734068400882000079	5511	TALLAHASSEE FORD F&I 877-584-4149 FL	M98.99
03-12	03-11	24011344071000040453154	8299	FLAEYC* REGZS2KM5XF HTTPSWWW.FLAE FL	M306.82 ✓
03-14	03-12	74692164073107444791575	3509	JW MARRIOTT LAS VEGAS LAS VEGAS NV M07465 ARRIVAL: 03-12-24	M1,743.27 cr ✓
03-20	03-19	24011344079000074918298	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M319.90
03-21	03-20	24692164080103408885699	5968	GAN*1558TALLHDEMOCCIRC 888-426-0491 IN	M28.22 ✓
03-25	03-23	24906414083196363862909	4816	DNH*GODADDY.COM 480-5058855 AZ	M167.88
03-27	03-26	24692164086108316704209	8398	IN *LEADERSHIP FLORIDA ST 850-5211220 FL	M550.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-27-24		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 2,231.28
		NEW CASH ADVANCES .00
Toll Free 1-800-448-8812		CREDITS 1,743.27
		STATEMENT TOTAL 488.01
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 22,000.00



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number

Statement Date

03-27-24

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

** 0000001

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-28	02-26	24692164058104774550204	5542	GATE 1194 Q80 TALLAHASSEE FL	M46.04 ✓
03-01	02-29	74793384060002108632065	7333	CANVA* 04066-66951309 KENT DE	M119.99cr ✓
03-07	03-06	24011344066000051383859	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M219.90 ✓
03-13	03-11	24692164072106469865872	5542	GATE 1194 Q80 TALLAHASSEE FL	M53.00 ✓
03-25	03-22	24692164083105471293484	5542	GATE 1194 Q80 TALLAHASSEE FL	M52.00 ✓
03-26	03-25	24137464086001590011713	5411	PUBLIX #1051 TALLAHASSEE FL	M103.33 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-27-24		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 474.27
		NEW CASH ADVANCES .00
		CREDITS 119.99
		STATEMENT TOTAL 354.28
		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

MEMO STATEMENT

Account Number

Statement Date

03-27-24

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

** 0000001

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
03-04	03-01	24943004061700741413135	5199	CENGAGE LEARNING, INC. 513-229-1000 OH	M129.00
03-04	03-01	24943004061700741412640	5199	CENGAGE LEARNING, INC. 513-229-1000 OH	M135.00
03-04	03-01	24793384061000408863020	7311	INDEED 89544854 800-4625842 TX	M343.47
03-18	03-16	24793384076000806317028	7311	INDEED 90226439 800-4625842 TX	M500.68

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-27-24		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,108.15
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,108.15
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 10,000.00



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number

Statement Date

03-27-24

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

** 0000001

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
02-29	02-27	24198804059408093545160	8398	PAYPAL *EARLYLEARN EAR 4029357733 CA	M308.00 ✓
02-29	02-27	24198804059408090323645	8398	PAYPAL *EARLYLEARN EAR 4029357733 CA	M871.75 ✓
03-05	03-04	24943004065400224000048	5441	AYERS DISTRIBUTING CO 800-647-3509 GA	M330.00 ✓
03-06	03-05	24943004066400225000038	5441	AYERS DISTRIBUTING CO 800-647-3509 GA	M165.00 ✓
03-14	03-13	24137464074001629659338	5411	PUBLIX #1427 TALLAHASSEE FL	M37.44 ✓
03-14	03-13	24445004074001036549503	5331	DOLLARTREE TALLAHASSEE FL	M42.50 ✓
03-14	03-13	24445004074400206189365	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M53.92 ✓
03-25	03-21	24116414083067486246039	4816	SMARTHORIZONS 850-475-4041 FL	M109.00 ✓
03-27	03-26	24226384087400000578363	5411	WAL-MART #4520 TALLAHASSEE FL	M48.12 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-27-24		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,965.73
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,965.73
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

1-2

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	\$348.01
- Payments	\$348.01
- Other Credits	\$0.00
+ Purchases/Debits	\$753.63
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$753.63
Credit Limit	\$11,000.00
Available Credit	\$10,215.00
Statement Closing Date	04/02/2024
Days in Billing Cycle	31

Payment Information	
New Balance	\$753.63
Total Minimum Payment Due	\$32.00
Payment Due Date	04/28/2024

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
02/23/2024	\$297.21	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
02/23/2024	\$50.80	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
03/13/2024	\$155.52	No Interest With Payment	\$0.00	\$0.00	\$155.52	06/02/2024
03/26/2024	\$598.11	No Interest With Payment	\$0.00	\$0.00	\$598.11	06/02/2024

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: 6RTT395, or call toll-free 1-800-444-1408.

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights and other important information.

7089 0014 YNG 1 7 2 240402 PAGE 1 of 5 9296 0011 8508 01FK7009 158913

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

Account Number: 821 3010 910659 8

4/21/24
LOWE'S PRO

Total Minimum Payment Due	Payment Due Date	Promotional Payoff	New Balance
\$32.00	04/28/2024	\$0.00	\$753.63

Payment Enclosed: \$.



New address or email? Print changes on back.

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

158913
M503



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



00032000034801 000320000075363 000798213 0109106 59822

You will be sent an email every time a new statement becomes available to view. Note, only statements issued after your enrollment will show in your statement history. Post statements that have not been sent electronically are not able to be displayed at this time.



Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
03/13	03/13	78616	STORE 0417 TALLAHASSEE FL	\$155.52
03/26	03/26	99347	STORE 0417 TALLAHASSEE FL	\$598.11
03/27	03/27		PAYMENT - THANK YOU	(\$348.01)

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	06/02/2024	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	06/02/2024	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 Lowesforpros.com for details.

ACCOUNT # : 7982130109106598
 INVOICE # : 78616
 TRANSACTION # : 0

CAPITAL AREA COMM ACTION
 LOWE'S BUSINESS ACCOUNT
 DATE OF SALE : 240313
 AUTHORIZATION : 000887

191298
 P.O. # : garden
 STORE # : 417
 REGISTER # :

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
000000005741922	OR KALE DWARF BLUE CURLED	16.000	EA	\$2.99	\$47.84
000000001136826	19.30-OZ MEXIBELL PEPPER	6.000	EA	\$4.98	\$29.88
000000000811055	1-CU FT TOP SOIL	10.000	EA	\$2.64	\$26.40
000000000197471	VEG BUNCH PACK PBS	4.000	EA	\$5.48	\$21.92
000000005742009	V BEAN BLUE LAKE BUSH 274	8.000	EA	\$2.19	\$17.52
000000001166905	6-PK CLEMSON SPINELESS OK	1.000	EA	\$5.98	\$5.98
000000001166892	6-PK STRAIGHT 8 CUCUMBER	1.000	EA	\$5.98	\$5.98

SUB \$155.52	TAX \$0.00	TOTAL INVOICE	\$155.52
		CREDITS TOTAL	\$0.00
		BALANCE DUE	\$155.52

1-2

ACCOUNT # : 7982130109106598
 INVOICE # : 99347
 TRANSACTION # : 0

CAPITAL AREA COMM ACTION
 LOWE'S BUSINESS ACCOUNT
 DATE OF SALE : 240326
 AUTHORIZATION : 001343

191298
 P.O. # : nopo
 STORE # : 417
 REGISTER # :

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
000000005348529	COR PVC 28 Injected Tcone	18.000	EA	\$28.19	\$507.42
000000000099584	ORTHENE 12-OZ FIRE ANT DU	6.000	EA	\$8.56	\$51.36
000000000000002	DELIVERY FEE	1.000	EA	\$20.00	\$20.00
000000005144307	10X14IN ALUM NO PARKING S	3.000	EA	\$3.31	\$9.93
000000000211833	8-IN X 12-IN NO PARKING S	5.000	EA	\$1.88	\$9.40

SUB \$598.11	TAX \$0.00	TOTAL INVOICE	\$598.11
		CREDITS TOTAL	\$0.00
		BALANCE DUE	\$598.11

Capital Area **Community Action** Agency

CHIEF EXECUTIVE OFFICER REPORT MAY 2024

Administrative

- The annual audit was amended, completed, and submitted to the federal clearing house. The audit findings have been shared with HHS. Meetings have been requested of HHS management to discuss how best to use the carryover funds.
- A new Finance Contract with Keith Dean is available for approval based on the proposal submitted for the financial services RFP. The \$23,333 proposed is a 29% increase over the current rate which has not changed in four years.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Head Start Team – The Head Start school year ended Friday, May 17. The Leon County programs were unable to reopen after the tornadoes due to power outages, property damage, and loss of food.
- FloridaCommerce has cancelled a number of monthly calls with the CAP (Community Action Program) Network. These are rescheduled for later this month and next.
- Getting Ahead classes are wrapping up. Transition ceremonies will be announced shortly.
- Monthly Head Start management calls with Region IV HHS Office Specialist have resumed with our new HHS Program Specialist – Ceara (suh-RA) 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 (see earlier reference to the audit):
 - 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.
 - FAMU DRS partnership is suspended at this time. This would have moved four classrooms from the old Wesson Campus to FAMU DRS four blocks west on Orange Avenue.
 - Franklin County has agreed to lease to Franklin Head Start the Chapman Schools Building adjacent to the Apalachicola Library and Apalachicola Bay (ABC) Charter School. DCF has reviewed the facility. Facility improvements must take place this summer to permit an August opening.
- Working to address DRSF concerns in Gulf County. Also, revisiting Weatherization services in Gulf County.
- Florida Commerce indicates that Bay County may be a better fit for Weatherization services over the Suwannee River region.



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- The Florida Division of Emergency Management encouraged Florida Commerce to reach out to this agency to administer emergency funds to help victims of tornadoes in Leon County with \$2 million in LIHEAP funds and \$300,000 for administration and outreach efforts. The NFA should provide for any unspent funds to be added to the 24-25 allocation for LIHEAP.
- 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

- June 12-14 – Leadership Florida Conference – Port Charlotte
- August 15-18 – Tallahassee Chamber of Commerce Conference – Amelia Island
- August 26-31 – National Community Action Partnership - Seattle
- October 16-20 – FLAEYC Conference – Orlando

Tim Center

From: HSES - DO NOT REPLY <no-reply@hsesinfo.org>
Sent: Tuesday, May 14, 2024 12:09 PM
To: Keith Dean; Pattie Jones; Tim Center, Ceaqua Dodson
Cc: Pattie Jones
Subject: HSES Grantee - 04CH011648 - Follow-up To Audit Issue and Carryover

From: Pattie Jones (pattie.Jones@acf.hhs.gov)
Grant Number: 04CH011648
Grantee Name: Capital Area Community Action Agency, Inc.

Good afternoon,

I hope this correspondence finds you well. I have discussed your audit findings for the use of the Paycheck Protection Program (PPP) Loan and Head Start grant to pay salaries and fringes during the same time frame. The payment of the salaries and fringes cannot be from both PPP loan and the Head Start grant. There is also a finding about rental cost in question \$20,679.

Recommendations in Audit

2022-001 Payroll Protection Program Forgiveness - Recommendation: The Agency should seek grantor guidance regarding deferred grant funds.

2022-002 Internal Controls Over Compliance -Allowable Costs/Cost Principles (Related Party Rental Payments - Recommendation: The Agency should review its lease agreement and reconcile payments made to Holdings for allowable expenditures and determine if any amounts are due back to the grantor. The Agency should also amend their lease agreement to include only allowable costs.

The guidance that I have received is that the funds drawn for salaries and fringes need to be returned. If after reconciling your rental cost, any amounts that need to be return should be returned. ACF does have an audit department that will review your audit report.

How to return funds to PMS: <https://pms.psc.gov/grant-recipients/returning-funds-interest.html>

Domestic Automated Clearing House (ACH) Returns (Direct Deposit)

Returning funds to PSC via Automated Clearing House (ACH) means you will most likely be returning funds to PSC in the manner in which they were received at your organization.

Below is PSC ACH account information:

PSC ACH Routing Number is: 051036706 **PSC DFI Accounting Number:** 303000 **Bank Name:** Credit Gateway - **ACH Receiver Location:** St. Paul, MN

Fedwire Returns

For a Fedwire return, return via a WIRE:

Fedwire Routing Number: 021030004 **Agency Location Code (ALC):** 75010501 **Bank Name:** Treas NYC/Funds Transfer Division **Location:** New York, NY

Check Returns (USPS Only)

Returning funds via check will result in a processing delay. Please allow 4-6 weeks for processing of a payment by check to be applied to the appropriate PMS account.

To return interest on a grant not paid through the PMS, make your check payable to the **Department of Health and Human Services**.

Mail the Check to:

HHS Program Support Center
PO Box 979132
St. Louis, MO 63197

I have no additional guidance; as mentioned ACF Audit department will review your audit.

Thank You,

Pattie Jones

Attachments: There are (1) attachment(s) related to this message available to be viewed or downloaded in HSES.

Please login to HSES (<https://hses.ohs.acf.hhs.gov/>) to view and respond.

To be able to log in and respond to a message in HSES under the Correspondence tab, you will need an account. If you do not yet have one, please contact the HSES Help Desk to obtain a user ID and password.

This message was sent by the Head Start Enterprise System (<https://hses.ohs.acf.hhs.gov/>). For assistance, please contact the HSES Help Desk at help@hsesinfo.org or call 1-866-771-4737 (toll-free) or 1-571-429-4858 (local), Monday - Friday, 8 a.m. - 7 p.m. EST (not available on weekends or federal holidays). Reference ID: [1411837]

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Capital Area Community Action Agency

Strategic Plan 2022-2026

The Capital Area Community Action Agency is dedicated to people living prosperous lives. The agency serves a region made up of eight rural and suburban counties. Over the past five years after suffering through hurricanes, pandemics, major storms, inflation, and a recessive economy, demands on the agency continue to grow. While regional growth has increased by 3.5%, the population has declined in five of the eight counties over the last ten years. Population growth in three counties – Franklin, Leon and Wakulla – are growing at the national rate around 7% but half that of the state’s explosive 15% growth rate.

Demographic data helps to inform the agency’s board of directors and program staff to help make better strategic decisions focusing on the most vulnerable populations while working to maximize efforts to support true transformational change for residents to move out of poverty.

After an analysis of the community needs assessment, the agency will carry forward some of its strategic plan initiatives from the past while exploring new opportunities for growth and service to the communities it serves.

Goal 1. Single mothers living in poverty.

Nearly 19% of women living in the region live at or below the poverty line. In the region, more than 6,000 families in poverty have a female head of household – as compared to 1,000 headed by a man and 2,600 headed by two parents. Most counties have more than 50% of youth living below 200% of the poverty level.

Strategy – The agency will build on existing and forge new partnerships with partner social service organizations that focus on women. Priority will be given to single mothers for crisis with Head Start, LIHEAP, LIHWAP, weatherization assistance, and other services such as Getting Ahead/Staying Ahead.

Goal 2. High regional poverty rate.

While the region’s poverty rate has declined slightly from 20% to 19%, the rate is still considerably above the state (14%) and national (14%) rates. Despite the various social service organizations focused on meeting the needs of this population, only this agency has a robust transformational program in Getting Ahead/Staying Ahead.

Strategy – The agency will work to encourage and facilitate training for other partner social service agencies to offer Getting Ahead/Staying Ahead. Additionally, Getting Ahead/Staying Ahead services will be targeted toward high-poverty communities within each county.



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Goal 3. Strengthen partnerships

The entire social services sector is too fragmented and fails to collaborate to serve households holistically. Even within the agency, a special effort is required to promote collaboration amongst agency-run programs. Current efforts with CareerSource organizations, ECHO, and the Kearney Center (homeless) have produced promising outcomes with complementary funding serving all household members.

Strategy – Convene quarterly meetings of social service partner agencies that serve similar populations and implement multi-agency case management plans to meet the needs of entire households.

Goal 4. Housing improvement

Weatherization assistance program services help make homes more energy efficient. Other housing-improvement programs like the State Housing Initiatives Partnership (SHIP) also work to rehabilitate substandard housing. The agency has begun a new initiative in Franklin County to coordinate SHIP and the Weatherization Assistance Program to better meet the needs of the household.

Strategy – Expand the SHIP-Weatherization partnership to other counties – whether the agency coordinates the SHIP program or not – to strengthen the housing stock available for low income families.

Adopted 12.13.22

Capital Area Community Action Agency

MEMORANDUM

TO: TIM CENTER, CEO
FROM: Nina Self, COO
DATE: May 15, 2024
RE: COO Report for May 2024 Board Meeting

Department updates are as follows:

Emergency Services – We continue providing client utility services with a limited budget due to the decrease in funds allocated to the LIHEAP program for the budget year 2023 – 2024. Staff is supplementing the federal funds with contributions from local municipalities and other donations. We will receive our allocation for the first quarter of FY 24/25 on July 1, 2024.

Family Support Services –

- The Spring session of Getting Ahead will wind up the first week of June. Staff is currently planning the transition programs for each county. The counties with classes this semester are Leon, Gadsden, Wakulla and Liberty. Board members are encouraged to attend the one in your area. We will send the schedule of events once it is complete.
- The Jefferson program office is located in the building with the Jefferson Senior Citizens Center. Both buildings had major damage during the storm due to flooding. Renovation is required because of the damage and the mold between the walls. We have vacated that location. There will be space to reopen the program office if the agency is able to acquire the Duke building.
- Gloria Nelson resigned as the Family Support Services Program Manager in April. We are currently advertising for a new manager, and anticipate hiring on 7/1/24.

Weatherization –

- Florida Commerce reevaluated its' decision of taking some of the Suwannee River counties assigned to us and assigning us Bay County. They felt the distance would be too much for us to establish good connections with contractors. We continue to work the Suwannee River counties. We have identified a contractor in that area and once we execute the contract we will begin assigning houses to them. We have three that have been pre-inspected and ready for the work to begin.



United Way of the Big Bend

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- We continue to work with Franklin County to transition the SHIP program back to them. That process should be complete by 6/30/24.

Head Start --

- The Board of Florida A&M Developmental Research School halted our plans for joining their campus this fall. They stated they have too much going on to take on a new project at this time. The campus suffered severe damage after the storm, and they have been in the news lately due to a controversial donation to the university. After further review of the other potential site on the south side staff determined that it would take too much upgrading to support our needs. Therefore, we will be renewing our lease with Leon County Schools for our current South City Head Start site.
- 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 continues to work with Duke Energy on acquiring their vacant building in Jefferson County.
- The last day for Head Start students was 5/6/24 because the centers were closed due to the storm. The last day for teachers is 5/22/24.

Human Resources

Current Vacancies:

- Family Support Services Program Manager
- We anticipate at least four teaching staff vacancies for the fall.

Coming Events

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

Darrel James, Assistant Head Start Director, was accepted in the **2024 UCLA Head Start Management Fellows Program, to be held June 17 – 28, 2024**, at UCLA Anderson. I will attend June 26 – 28 as his Co-Participant.

**Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 4/30/24**

PROGRAMS:	Getting Ahead	Staying Ahead	Emergency Services
County	Current Participants	Active Participants	Households Served*
Calhoun	0	9	9
Franklin	0	17	0
Gadsden	9	0	6
Gulf	0	7	0
Jefferson (with Leon class)	1	0	2
Leon	9	14	53
Liberty	8	0	4
Wakulla	10	4	0
TOTALS	37	51	74

*Due to cut in LIHEAP funding for FY 23/24 limited funding is available for services until new FY allocation on 7/1/24.

HEAD START 2023 - 2024 Enrollments	Franklin*	Jefferson	Mabry	Governor's Charter	Royal	South City	Total
# of Students Enrolled @ 12/31/23 (Actually)	20	24	64	50	57	145	360
# 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%	64.86%	96.97%	100.00%	100.00%	97.97%	95.24%

<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	78%	
Requirement not met		

**Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 4/30/24**

Weatherization at-a-Glance

County	2023 - 2024 WAP Contracted Units			
	Projected	Pre-Inspected	In Progress	Completed
Calhoun	7	3	1	0
Franklin	3	2	0	0
Gadsden	17	17	2	8
Gulf	3	3	1	2
Jefferson	3	3	7	2
Leon	62	30	2	11
Liberty	1	1	0	0
Wakulla	7	3	0	0
TOTALS	103	62	13	23

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	<u>2</u>	0	0	0
Total	43	3	0	0

**Family Support Services Program
Monthly Report
For the Month Ended 4-30-24**

Program	Getting Ahead	Staying Ahead
County	Active Participants	Active Participants
Calhoun	0	9
Franklin	0	17
Gadsden	9	0
Gulf	0	7
Jefferson (with Leon class)	1	0
Leon	9	14
Liberty	8	0
Wakulla	10	4
Totals	37	51

Outcomes

Client 1 - Entered the Getting Ahead workshop on January 31, 2024. She participated very well and received some “aha” moments. She was unemployed while in the workshop and diligently seeking employment. On March 20, 2024, she withdrew from the workshop due to obtaining employment. She accepted a position as a CNA with Center Pointe Rehabilitation Center, working three days a week from 7am-7pm, earning \$18.00 an hour.

Client 2 - Completed 75 clock hours for a certified phlebotomy technician. She took the state exam but scored a 383 and did not meet the 390 passing score. She did a retake of the exam on April 23, 2024 and passed. She is now a Certified Phlebotomist.

Client 3 - Introduced *Cades Party Playground*, her very own small business. She is also a Community Action Headstart employee who is close to completing the Child Development Associate program and earning her certificate.

Client 4 –Staying Ahead participant who struggles with reading, earned her learners permit. She took the test four times and failed, but she did not give up.

Client 5 - Franklin County Staying Ahead participant maintained a 3.5 GPA for her first semester at Gulf Coast State College as a student in the LPN program.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for April 2024 – *Emergency Services*
DATE: May 3, 2024

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 April 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
<i>Calhoun</i>	75/148	57/105	26/59	36/59	39/79	0/0	9/17						242/467
<i>Franklin</i>	45/90	29/73	25/74	29/59	9/18	0/0	0/0						137/314
<i>Gadsden</i>	26/74	6/9	3/7	44/93	38/80	0/0	6/14						123/277
<i>Gulf</i>	24/52	19/50	16/33	12/20	10/15	0/0	0/0						81/170
<i>Jefferson</i>	24/51	9/24	7/19	20/45	13/36	0/0	2/6						75/181
<i>Leon</i>	272/686	167/463	100/289	230/614	96/239	2/6	53/159						920/2456
<i>Liberty</i>	17/29	17/30	2/4	19/28	4/10	0/0	4/9						63/110
<i>Wakulla</i>	15/32	12/33	5/9	9/22	8/19	2/2	0/0						51/117
Total	498/1162	316/787	184/494	399/940	217/496	4/8	74/205						1692/4092

Additional information listed below:

Number of Single Parents assisted.

Female	369
Male	207
Total Emergency Services Utility Assistance (from Donated Funds) = 171 / 395	
LIHEAP funds are still minimal, in addition, Donated funds used to assist clients.	



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Capital Area Community Action Agency

MEMORANDUM

FROM: Terry Mutch

RE: Weatherization Assistance Program

DATE: May 3, 2024

As of May 3, 2024, 60 homes have been pre-inspected. Of the 60 homes, 34 homes were released to contractors, with 23 homes being completed and 11 homes currently in progress. 11 homes were deferred. The remaining homes are being processed for contractor release.

The Agency is awaiting final documentation from contractor (Spicer Construction) in SREC territory to finalize documentation in order to begin providing services to the area. 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 CACA – All Funding Sources (As of May 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	1	0
Franklin	3	2	0	0
Gadsden	17	17	2	8
Gulf	3	3	1	2
Jefferson	3	3	2	2
Leon	62	30	7	11
Liberty	1	1	0	0
Wakulla	7	3	0	0
Total	103	62	13	23



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Weatherization SREC – All Funding Sources (As of May 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: Nina Self, COO
FROM: Venita Treadwell, Early Childhood Education Manager
RE: Board Report
Date: May 3, 2024

Successes:

- Early Learning Coalition of the Big Bend conducted a CLASS Observation of our Extended Day classrooms at the Louise B. Royal Head Start. A composite score of 5.44 was recorded. Louise B. Royal has met the Voluntary Pre-Kindergarten contract minimum threshold for the 2023-2024 contract year. This is an improvement over last year where our overall score was 4.77. An annual CLASS Observation must be conducted in VPK and School Readiness which is considered our Extended Day Program.
- The Education Team did well on the FA2 Monitoring – Part A, having no findings and several areas of strength were identified.
- The Education Team did well on the FA2 Monitoring – Part B, CLASS Observations. We exceeded the competitive threshold.

Challenges:

- Returning to the 2024 – 2025 School year fully staffed. Survey shows that we may lose up to 4-teaching staff members.
- Facilities to meet the needs of children and families.

Opportunities:

- Looking forward to a robust and exciting Pre-Service in August 2024.

DISABILITY NUMBERS: 24-IEP's 27-IEP's Pending In-Compliance

STAFF Vacancies: 1-cook position only

COVID Reports: None at this time

DCF Inspections (this period) 1- In-Compliance



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EDUCATION AND OUTREACH MARCH/APRIL 2024

DATE	EVENT TITLE & PURPOSE	COUNTY	LOCATION	POTENTIAL PARTNER CONTACT'S INFO	NUMBER OF ATTENDEES	OUTCOMES
3/26/24	Crosswalk w/CareerSource Capital Region	ALL	Via Microsoft Teams	Kevin Harrington/CareerSource	6	System for bridging resources.
3/5/24	Calhoun Childrens Coalition	CALHOUN	Zoom	County Commissioners, Habitat for Humanity, Department of Health, Healthy	10	Community partnership building, learning programs and resources in communities and promoting agency
3/26/24	Disadvantage Transportation Quarterly Meeting	CALHOUN	Calhoun Senior Center	County Commissioner, Health Department, Vocational Rehabilitation, Department of Education, Department of Children and Families, Senior Center	6	Community partnership building, learning programs and resources in communities and promoting agency programs.
3/20/24	Franklin County Transportation Disadvantaged Board Meeting	FRANKLIN	Apalachicola	See minutes	7	Updates on transportation opportunities/challenges for Franklin County.
4/10/2024	Department of Health - Franklin Taskforce Meeting	FRANKLIN	Via Zoom	See Minutes	15	Create partnerships for common goal of educating Franklin County residents
4/20/2024	Hurricane Preparedness Health	GADSDEN	1940 Pat Thomas Pky	Tashonda Whaley Director	NA	Case manager attended event and discussed with public about agency programs
4/20/2024	Gadsden County Hurricane & Safety Fair	GADSDEN	Walmart parking lot	39	150	Provided information and introduced the services that our agency offers.
4/23/2024	Second Harvest Gadsden Town Hall Meeting (Library)	Gadsden	732 South Pat Thomas Parkway Quincy, FL 32354	Second Harvest	NA	Case manager attended Town Hall meeting held by Second Harvest to gather information on it relation to the resources
4/23/2024	GADSDEN COUNTY - 1st Townhall Meeting	GADSDEN	732 South Pat Thomas Parkway, Quincy, Florida 32351	See Minutes	20	Second Harvest / Food Pantries / County-wide Resources
4/23/2024	Gadsden County Town Hall Meeting	GADSDEN	Gadsden County Library	30	15	The moderator spoke on the current state of food insecurity in Gadsden County and the existing food pantries in the area.
3/13/24	Community Action @ Gulf County Community Resource Center/CareerSource	GULF	Port St. Joe	Lianna Sagins/Kodi Linton	4	Direct access to CACAA for residents requesting LIHEAP services/Staying Ahead monthly meetings.
3/20/24	Community Action @ Gulf County Community Resource Center/CareerSource	GULF	Port St. Joe	Lianna Sagins/Kodi Linton	4	Direct access to CACAA for residents requesting LIHEAP services/Staying Ahead monthly meetings.
3/20/24	Gulf County Transportation Disadvantaged Board Meeting	GULF	Port St. Joe	See minutes	6	Updates on transportation opportunities/challenges for Gulf County.
4/4/2024	UNITED WAY OF NWFL Affiliated Agency Meeting	GULF	Via Zoom	See Minutes	20+	Updates on United Way of Northwest Florida Affiliated Agencies
4/24/2024	Community Action @ Gulf County Community Resource Center / CareerSource	GULF	401 Peters Street, Port St. Joe, Florida 32456	Lianna Sagins / Kodi Linton @ (850)730-1440	4	Director access to CACAA for residents requesting LIHEAP services / Staying Ahead monthly meetings

DATE	EVENT TITLE & PURPOSE	COUNTY	LOCATION	POTENTIAL PARTNER CONTACTS INFO	NUMBER OF ATTENDEES	OUTCOMES
4/17/2024	Community Action @ Gulf County Community Resource Center / CareerSource	GULF	401 Peters Street, Port St. Joe, Florida 32456	Lianna Sagins / Kodi Linton @ (850)730-1440	4	Director access to CACAA for residents requesting LIHEAP services / Staying Ahead monthly meetings
3/13/24	BBARC Community Meeting	LCSC RISE Center	Leon County Main Library	Department of Corrections, Council on the Status of Men to Boys, DISC Village, BBARC	30	Mr. Jason "Coach" Hunter provided information about himself being a returning citizen from prison. He obtained his non-profit called TradesUp and Financial WakeUp to help returning citizens reintegrate back into society.
3/6/24	Banking and Budgeting Workshop	LEON	Leon County Main Library	Joyce Reed	26	Truist Bank provided financial education to those in the community.
3/21/24	The 411 on 2-1-1	LEON	Zoom (UPHS)		31	Matt Guse, CEO for Big Bend 211 provided updated information on agencies and services they provide in the Big Bend area.
3/22/24	Elder Care, Inc., Denim and Pearls Gala	LEON	Walker Ford	Jay Gabor, Director of Volunteers	20	Discussed Getting Ahead with volunteers and distributed flyers.
03/27/24	Mindfulness	LEON	Florida Blue		45	Shalonda Jackson, facilitator and case management supervisor, provided information on how we as service workers for the community must be mindful of emotional and physical well being. She provided techniques you can use when feeling overwhelmed.
4/9/2024	Connecting our Community through Volunteers	LEON	UPHS Conference	0	24	Kay Pelt-Walker from VolunteerLeon spoke on empowering citizens to answer the local need through volunteerism. The agency matches volunteers with opportunities that align with their passions and skills, ensuring maximum impact for the volunteers and supported organizations.
4/10/2024	BBARC Community Meeting	LEON	LCSC RISE Center	10	30	Keynote speaker WC Blackmon from Spoken Word talked about his organization that helps persons that are incarcerated with services to transition them back into society. He shared experiences behind the walls of prison for his organization.
3/26/24	Disadvantage Transportation Quarterly Meeting	LIBERTY	Liberty Senior Center	County Commissioners, Health Department, Vocational Rehabilitation, Department of Education, Department of Children & Families, IFAS, Senior Center	10	Community partnership building, learning programs and resources in communities and promoting agency programs.

Family and Community Engagement Manager

Monthly Monitoring Report – April 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 - **24 of 37** families enrolled
 4. Louise B. Royal Head Start - **57 of 57** families enrolled
 5. Mabry Street Head Start - **64 of 66** families enrolled
 6. South City Head Start - **145 of 148** families enrolled
- **360 of 378 (95%)** families were enrolled in Head Start through the **month of April.**

Policy Council

- Meeting held without quorum on April 22nd
- Meeting times have now changed to Mondays and the meetings are now hybrid

Family and Community Engagement Activities

- Policy Council
- Team meetings
- Parent Meetings

Transportation

- 4 field trips

Children Health Requirements

Immunizations and Physical examinations	343 Immunizations 343 Physical Examinations
Established medical homes	360
Established dental homes and received dental exams	257 Dental Homes 43 Dental Exams
Hearing screenings	316
Vision screenings	325
Vision Referrals	30

Nutrition

- Number of Breakfast 5,613
- Number of Lunch 5,735
- Number of PM Snacks 5,629

Non Federal Share Match

- \$24,508.14

Disability Numbers

- 30 IEPs
- 5 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. No cases of COVID were reported for April 2024.
- **Funded Enrollment:** The program is currently at 95% of its funded enrollment. According to the enrollment data, problems are in Jefferson County where we are currently down 13 children.
- **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, but no contracts have been signed. We have met with Florida A&M Developmental Research School's Board of Directors about locating three classrooms on their campus.
- **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 upcoming 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. Hatch data does not show a large percentage of parents using the program.
- **Technical Assistance / Training:** Management team will look at the T/TA budget to determine the trainings that staff will attend through September 2024.
- **Average Daily Attendance:** The Average Daily Attendance (ADA) for April was not the required 85%; it is at 78%. Louise B. Royal was the only Head Start Center to meet the required 85% ADA, with an 86%.

Strengths

- Less program restrictions
- Additional funding through the Early Learning Coalition
- In person meetings with families and staff

Areas of Concern

- Areas of Non Compliance on our recent FA2 review
- 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

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MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Margaret Watson, Human Resources Manager
RE: Summary Report for Human Resources Department
DATE: April 30, 2024

Summary Report for the Human Resources Department for the month April 2024.

- Received one RFP for Financial Services Management – Keith Dean – current financial services provider.
- TYCO/Johnson Control security contracts are signed for all agency locations. Project delayed due to parts on back order.
- Working on the FY 2022-2023 Fiscal Audit.
- Preparing for FY 2023 Head Start COLA increases.
- Attended HR Tallahassee, Donald L. Tucker Civic Center, May 8, 2023.
- Attended the FACA Conference – May 13th – 17th.
- Maintain regularly scheduled Big Bend SHRM monthly meetings.
- Continue trainings in HR.

Current vacancies:

- 1- Family Advocate - Mabry Head Start Center
- 1- Cook – Mabry Head Start Center

Family Services Program Manager (FSSP)



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