

Capital Area Community Action Agency

Board of Directors Meeting
Agenda
Tuesday, January 28, 2025 – 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 – November 19, 2024		2
ii) Executive Committee Minutes – December 10, 2024		5
iii) 2024 Board Meeting Calendar Notice		
B. Financial Report	Kate Beam	9
• 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	31
VII. Chief Operating Officer’s Report	Nina Self	34
• Program Updates		
VIII. Chair’s Report		
IX. Adjournment		

Next Board of Directors Meeting 03/25/2025 – 6:00 pm – Microsoft Teams Video

Next Executive Committee Meeting 02/25/2025 - 5:30 pm – Microsoft Teams Video



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Capital Area Community Action Agency

Board of Directors
Meeting Minutes
November 19, 2024

Members in Attendance:

Shanetta Keel, Chair
John Grant, Vice-Chair
Melissa Miller, Member-at-Large
Allen Jones

CACAA Staff:

Tim Center
Nina Self
Kate Beam
Margaret Watson
Darrel James
Gene Morris

Members Absent – Carmen Connor and Quincee Messersmith

The meeting was called to order at 6:07 p.m. by the Chair. A quorum was established.

ACTION ITEMS

Approval of Minutes

The Chair entertained a motion to approve the minutes of September 24, 2024. Mr. Jones moved approval of the minutes. Mr. Grant seconded the motion. The motion was approved unanimously.

The Executive Committee Minutes of October 22, 2024, are being presented to the Board for review.

FINANCIAL REPORTS

Ms. Beam, Finance Director, presented the financial reports for the month ending September 30, 2024. As of September 30th, the fiscal year has been completed. Year-to-date actual expenses and revenue at month end should be around 100% of the annual budget.

Ms. Keel asked why WAP budget lower? It has been difficult to spend the full award.

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

Board Member Conversation

Mr. Center shared that the Agency met with the City of Quincy's utility department to assist residents concerns of high utility cost. Quincy residents were facing extremely high costs so they reached out for assistance. Board Members are also asked to share future community events.

CEO REPORT

The Chief Executive Officer (CEO), presented the report for the month of October 2024. The 2024-2025 Employee Open Enrollment benefit begin November 1-15, 2024. The benefit year will begin December 1, 2024.

Head Start

All Head Start Centers were closed for the Thanksgiving Holiday, November 25-29, 2024.

TKElevator will upgrade our elevator system to comply with new state regulations. The installation of required materials and equipment is expected to take place within a three-month timeframe, incorporating a new mandated safety feature for all elevators.

The Franklin Head Start Chapman building was experiencing issues with a rodent and snake problem. The County has stepped in to assist with the costs to seal holes and set traps to eliminate this problem.

We continue to seek a brick and mortar for our Jefferson County Head Start location. Ms. Edgar has been in contact with Duke to assist with the building purchase.

Head Start team participated in a grant interview with FSU and the Stranahan Foundation for Rebound and Recovery. This is an emotional support curriculum to help in the classrooms.

New Partnerships: Collaborations with Florida State University Student Center, Early Childhood Education Rebound and Recovery program, for kids to manage their emotions and reduce outbursts. We are piloting the initiative in the South City Head Start Program.

CSBG

The Agency is preparing the 2024-2025 Organizational Standards upload to the Florida Department of Commerce NewGen System. The agency is required to provide program documentation on how we assist low come residents in the community.

LIHEAP

Ms. Miller was provided instruction on how residents can apply for utility assistance. Residents can contact the main office, or go to the Agency's website and following the instruction to upload documents.

Updates

The Board was reminded that the office would be closed Wednesday November 27-29, in observance of the Thanksgiving Holiday.

COO Report

The Chief Operating Officer (COO) presented the Summary of Programs for the month of November 2024. The Agency received \$250,000 from the U.S. Department of Health and Human Services for Hurricane Helene Weather Relief Assistance, which can be used in eight counties that we serve.

Head Start

The Head Start Education team completed the first CLASS (Classroom Assessment Scoring System) evaluations for all Head Start classroom-teaching teams.

LIHEAP

We are currently advertising for an Intake Position in our LIHEAP Department. If you know anyone who may fit with the organizations culture. Please go to our website at: www.cacaainc.org.

CSBG

Our CSBG team is preparing for the Getting Ahead Transition Ceremony, December 12, 2024. Please RSVP so that we have an accurate count of attendees.

WAP

We have completed 43 of 103 contracted units for eight counties. Our contractor, Gas International has completed the first four homes in the Suwannee County area, with another five in progress.

Ms. Self thanked Board members for their support and quick turnaround in completing the CEO's Performance Evaluation.

CHAIR'S REPORT

The Chair asked Board members to continue to recruit new members. She encouraged members to attend the Getting Ahead Transition - Getting Ahead is Helping People and Changing Lives.

The Chair thanked the Board for their support during the loss of her father.

The meeting adjourned at 6:25 PM.

Chair

Date

Capital Area **Community Action** Agency

Executive Committee Meeting Minutes December 10, 2024

Members in Attendance

Shanetta Keel, Chair
John Grant, Vice-Chair
Melissa Miller

CACAA Staff:

Tim Center
Nina Self
Keith Dean
Margaret Watson

The meeting was called to order at 5:43 p.m. by the Chair. A quorum was established.

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

Ms. Lakiesha Campbell was in attendance and expressed interest in serving on the Board of Directors.

ACTION ITEMS

Approval of past minutes

The Board reviewed and approved the Executive Committee Minutes of October 22, 2024.

Mr. Grant moved approval of the minutes. Ms. Miller, seconded the motion. The motion was unanimously approved.

Community Services Block Grant Organizational Standards – Community Action Plan

The Community Action Plan for Organizational Standard – 4.2 was presented. It was reviewed by a Certified Roma Trainer. The plan will need to be uploaded to Florida Commerce by December 15th.

Ms. Miller moved approval of the Community Action Plan. Mr. Grant, seconded the motion. The motion was unanimously approved.

Community Services Block Grant Organizational Standards – Acknowledgement of 990s

There was discussion on the acknowledgment of receipt of the 990s by the Board in September. A motion was made and seconded to acknowledge receipt of the 990s. Mr. Grant moved to adopt the acceptance of the Agency's 990s. Ms. Keel, seconded the motion. The motion was unanimously approved.



United Way of the Big Bend

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FINANCIAL REPORT

Mr. Dean, Chief Financial Officer, presented the financial reports for the month ending October 31, 2024. He reviewed the financial reports showing revenues, expenses, and net income. The financial report was accepted.

Ms. Miller moved approval of the Financial Reports. Mr. Grant seconded the motion. The motion was unanimously approved.

Board Member Conversation

Status of Discussions with Duke Energy and Property Issues

Mr. Grant inquired about the progress working with Duke Energy for a new location for Jefferson County Head Start program. Mr. Center updated the members that Lisa Edgar was in contact with senior management at Duke Energy about a potential site. He also reported that the Jefferson School District was working on a property donation of the site on which the Head Start Center is currently located.

CEO REPORT

Mr. Center presented the CEO Report for the month November 2024. He stated that the open enrollment closed and the new benefits year began December 1, 2024. He reported that the elevator project is delayed. The vendor expects the delivery of parts by the end of the month. We are under contact for elevator project completion which should take about 2-weeks.

Mr. Center reported the Coastal Wildlife had been called back out to the Franklin Head Start Center to address continued concerns regarding rodents in the building. The Department of Children and Families had been called and conducted an inspection. The DCF written report will be provided to the Board when received.

Mr. Center reminded members that the offices will be closed on December 24-25, 2024, and New Year's Day.

Mr. Center invited all members to attend the Getting Ahead Transition Ceremony that will take place Thursday, December 12th, at 7:00 p.m.

Mr. Center also provided an update on the National Community Action Foundation call and legislative update. He shared that management will work with elected officials at both federal and state levels regarding any potential impacts to federal funding of programs from the new Congress and administration.

Board Chair's Report

The Board Chair report meeting with the Chief Executive Officer to review the CEO evaluation results. The Chair discussed with the members a potential 3% increase to be approved by the Board. A 3% increase in the CEO compensation package was approved.

Mr. Center will present a written memo of 2025 goals to the Board at the next Board meeting. Ms. Miller moved approval of the CEO Compensation Package. Ms. Keel, seconded the motion. The motion was unanimously approved.

Meeting adjourned at 6:11P.M.

Secretary

Date

Capital Area
Community Action
Agency

2025 Board Meeting Calendar Notice

Board of Directors

The volunteer Board meets every 4th Tuesday at 6:00 pm every other month via Microsoft teams, at the main office, 309 Office Plaza Drive, Tallahassee. Meetings are open to the public.

- January 28, 2025
- March 25, 2025
- May 27, 2025
- July 22, 2025
- September 23, 2025
- November 18, 2025

Executive Committee

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

- February 25, 2025
- April 22, 2025
- June 24, 2025
- August 26, 2025
- October 21, 2025
- December 9, 2025



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**Financial Statement Narrative
For the Period Ending November 30, 2024
Capital Area Community Action Agency**

As of November 30, 2024, we have completed two months of the fiscal year and we would expect the year-to-date actual expenses and revenue to be around 17% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 14% and 14% respectively with excess of expenditures of \$11,208.

Non-Federal Share (NFS) Match at November 30, 2024, was \$112,220 of the \$1,065,245 target utilizing the October 2024 In Kind number. November 2024 will be updated when the total for November 2024 In Kind is available.

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 2024-2025, 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 Period Ending November 30, 2024
Capital Area Community Action Agency**

Agency Wide Variances

- Program Supplies and Classroom Supplies - are over benchmark budget with a number of purchases for the new year. This budget line should come within budget over the course of the year.
- Kitchen Supplies – are over benchmark budget with 2023.2024 expenses topping \$20K. This budget line will go over budget by \$15 K based on current expenses.
- **Contractual Services – Health/Disabilities – is over benchmark budget with an abundance of early year assessments.**
- **Communications – is over benchmark budget and projected to exceed budget by 50K based on current spending.**
- Repairs & Maintenance – Nonrecurring– is over benchmark budget due to a recent large repair expense.
- Technology– is over benchmark budget with a number of annual software expenses being paid in October.
- Special Events- is over budget but will be offset by an overage in Special Events revenue.
- Equipment – is over budget with the installation of a security system in the Franklin Co location.
- **Raw Food – is over benchmark budget and is forecast to go over budget by 40K based on current expenditures.**

CSBG Variances

- **Travel In Area – is currently over benchmark budget but should come within acceptable variances over the next few months.**
- **Office Supplies – is over the benchmark budget but based on historical spending, this line item should stay within budget over the course of the year.**
- Copies/Printing/Copier Maintenance/Toner– is slightly over benchmark budget. Based on current spending, this line item will exceed budget by \$1,200.
- **Utilities – are over the benchmark budget with higher than anticipated costs.**
- Equipment Maintenance– is over benchmark budget and will go over budget by \$2,000 based on current spending.
- Equipment Lease – is over benchmark budget and will go over budget by \$4,000 based on current spending.
- **Meefings / Workshops – is over budget with new employee training. This overage is inconsequential to the overall budget.**

**Financial Statement Narrative
For the Period Ending November 30, 2024
Capital Area Community Action Agency**

WAP Variances and WAP Infrastructure

- **Salaries & Wages, Fringe and Indirect Costs** – are slightly over benchmark budget in Wap Infrastructure but are offset by a deficit in WAP.
- **General Liability and Property Insurance** – is over benchmark budget with the payment of Pollution Insurance. The insurance costs are forecast to be over budget by 5K for WAP Infrastructure.

Head Start Variances

- **Travel In Area** - is over benchmark budget due to increased travel required in Franklin Co. and Jefferson Co. This budget line is likely to go over budget by 10K.
- **Office Supplies** – are over benchmark budget but consistent with historical spending. ***This line item may go over budget by 5K based on current expenditures.***
- **Program Supplies and Classroom Supplies** – are over benchmark budget primarily due beginning of the year needs.
- **Contractual Services – Health/Disabilities** – is over benchmark budget with an ***abundance of early year assessments.***
- **Repairs and Maintenance –Nonrecurring** – is over benchmark budget due to a large repair expense.
- **Technology** – is over budget with a number of annual software expenses being paid in October.
- **Dues/Subscriptions** is over budget with a number of annual dues being paid in October.
- **Client Assistance** – is at budget since there was not a line item included in the budget for Client Assistance.
- **Equipment/Improvements (\$5000 or more)** – is at budget since there was no budget line for this purchase.
- **Expendable Equipment** - ***is at budget since there was no budget line for this line item.***
- **Training and Technical Assistance** – is over benchmark budget due to travel and trainings.
- **Advertising** – ***is slightly over benchmark budget but should stay within budget for the year.***

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 2 Months Ending 11/30/2024**

		Total Budget -	Current	Total Budget Variance -	
	17%	Original	Year Actual	Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	745,318	(3,515,660)	17%
Government Contracts - STATE	4010	5,872,675	632,816	(5,239,859)	11%
Government Contracts - LOCAL	4020	124,798	10,447	(114,351)	8%
Grants - Other Not-for-Profits	4100	5,198	1,756	(3,442)	34%
Grants - All Other Sources	4120	1,500	0	(1,500)	0%
Contributions	4200	2,000	14	(1,986)	1%
Contributions- Restricted	4210	29,000	13,852	(15,148)	48%
Special Events	4300	2,000	0	(2,000)	0%
Commissions-Vending/Photo	4320	0	189	189	100%
Interest Income	4950	0	179	179	100%
Fringe Pool Revenue	4960	957,280	162,433	(794,847)	17%
Indirect Pool Revenue	4970	802,789	128,621	(674,168)	16%
Other Revenue	4995	2,000	4,902	2,902	245%
Total Revenue		12,060,218	1,700,527	(10,359,691)	14%
Expenditures					
Salaries & Wages	6010	3,653,288	560,501	3,092,787	15%
Fringe	6110	1,056,746	162,433	894,313	15%
FICA	6120	271,200	41,658	229,542	15%
Unemployment	6130	40,000	1,247	38,753	3%
Workers Compensation	6140	42,000	3,813	38,187	9%
Health Insurance	6150	480,000	79,896	400,104	17%
Life Insurance	6160	34,800	7,396	27,404	21%
Retirement	6170	60,000	9,097	50,903	15%
Staff Screenings	6180	1,400	45	1,355	3%
Indirect Costs	6210	811,024	130,021	681,003	16%
Travel - In Area	6310	9,200	1,961	7,239	21%
Office Supplies	6410	17,777	3,074	14,703	17%
Program Supplies	6415	20,400	6,178	14,222	30%
Classroom Supplies	6420	25,000	11,282	13,718	45%
Kitchen Supplies	6430	10,564	4,134	6,430	39%
Medical/Dental Supplies	6440	500	0	500	0%
Copies/Printing/Copier	6510	26,250	4,414	21,836	17%
Postage and Delivery Expense	6600	5,540	639	4,901	12%
Contractual Services/Professional	6710	341,536	58,039	283,498	17%
Contractual Services - Health/Disabilities	6715	225,465	65,986	159,479	29%
Rent/Space Cost	6810	325,434	55,714	269,720	17%
Utilities	6820	105,418	18,871	86,547	18%
General Liability and Property Insurance	6830	69,505	10,279	59,226	15%
Communications	6840	98,000	25,536	72,464	26%
Repairs & Bldg Maintenance- Recurring	6850	130,166	25,270	104,896	19%
Repairs & Bldg Maintenance - Nonrecurring	6855	22,549	10,340	12,209	46%
Equipment Maintenance	6910	23,500	4,751	18,749	20%
Vehicle Expense	6920	113,582	1,003	112,579	1%
Equipment Lease	6930	12,400	2,414	9,986	19%
Technology	6940	39,434	10,360	29,074	26%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 2 Months Ending 11/30/2024**

Fees, Licenses, and Permits	7010	3,659	145	3,514	4%
Dues/Subscriptions	7020	16,272	3,098	13,174	19%
Special Events	7110	3,500	1,962	1,538	56%
Client Assistance	7210	3,392,401	291,858	3,100,543	9%
Equipment/Improvements (\$5,000 or more)	7310	5,000	8,792	(3,792)	####
Expendable Equipment	7320	13,460	1,847	11,613	14%
Meetings/Workshops	7420	12,845	2,238	10,607	17%
Training and Technical Assistance/Staff	7435	289,176	20,374	268,802	7%
Advisory/Board Member Expenses	7440	4,200	60	4,140	1%
Advertising	7450	22,539	3,060	19,479	14%
Parent Activities	7460	1,200	92	1,108	8%
Raw Food Cost	7510	252,178	61,572	190,606	24%
Legal Expenses	7530	2,500	0	2,500	0%
Interest Expense	7610	200	0	200	0%
Bank Service Charges	7630	1,480	285	1,195	19%
Total Expenditures		12,093,288	1,711,735	10,381,553	14%
Excess Revenue over (under) Expenditures		(33,070)	(11,208)	21,862	

**Capital Area Community Action Agency
Balance Sheet
For the Period Ending 11/30/2024**

		<u>Current Period Balance</u>
Assets		
Cash Operating Hancock Bank	1010	759,561
Health Insurance Imprest Account	1031	2,516
Cash-Sunshine State/The First - Micro Loan	1040	66,590
Petty Cash	1050	266
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	16,935
Money Market Account - Hancock Bank	1080	29,882
Accounts Receivable	1100	151,920
Grants Receivable	1150	474,513
Building	1600	306,166
Work In Progress	1630	80,556
Equipment	1650	975,091
Capital Lease	1660	1,021,369
Accumulated Depreciation - Building	1700	(95,478)
Accumulated Depreciation - Equipment	1750	(451,719)
Accumulated Amortization - Capital Lease	1760	<u>(346,352)</u>
Total Assets		<u>2,991,817</u>
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	117,128
Accrued Expenses - Other	2010	108,946
Accrued Wages	2040	8,277
Accrued Fringe Benefits	2060	488
Accrued Flexible Savings	2061	4,526
Accrued FICA	2065	0
Accrued Health Insurance	2085	(11,482)
Accrued Other Health Insurance	2087	(1,273)
Accrued Life Insurance	2090	18,005
Accrued Retirement - Pre Tax	2095	6,133
Accrued Retirement - Post Tax	2096	990
Contract Advances	2100	123,853
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	135,063
Lease Payable	2360	360,061
Lease Liability Short Term	2361	332,908
Deferred Income	2400	<u>35,527</u>
Total Liabilities		1,246,228
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,431,898
Invested Property and Equipment	3020	<u>324,898</u>
Total Beginning Net Assets		1,756,796
Current Net Income		<u>(11,208)</u>
Total Net Assets		<u>1,745,588</u>
Total Liabilities and Net Assets		<u>2,991,817</u>

**Capital Area Community Action Agency
CSBG Statement of Revenues and Expenditures
For the 2 Months Ending 11/30/2024**

	17%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	608,265	82,503	(525,762)	14%
Total Revenue		608,265	82,503	(525,762)	14%
Expenditures					
Salaries & Wages	6010	273,125	38,910	234,215	14%
Fringe	6110	79,151	11,276	67,875	14%
Staff Screenings	6180	100	0	100	0%
Indirect Costs	6210	65,841	9,740	56,101	15%
Travel - In Area	6310	1,000	292	708	29%
Office Supplies	6410	2,500	830	1,670	33%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	1,500	501	999	33%
Postage and Delivery Expense	6600	480	24	456	5%
Contractual Services/Professional	6710	1,047	0	1,047	0%
Rent/Space Cost	6810	52,152	9,822	42,330	19%
Utilities	6820	7,200	1,752	5,448	24%
General Liability and Property Insurance	6830	5,000	0	5,000	0%
Communications	6840	15,000	3,313	11,687	22%
Repairs & Bldg Maintenance- Recurring	6850	10,000	1,956	8,044	20%
Repairs & Bldg Maintenance - Nonrecurring	6855	5,000	0	5,000	0%
Equipment Maintenance	6910	2,500	656	1,844	26%
Vehicle Expense	6920	18,000	203	17,797	1%
Equipment Lease	6930	2,400	1,001	1,399	42%
Technology	6940	2,000	0	2,000	0%
Fees, Licenses, and Permits	7010	150	0	150	0%
Dues/Subscriptions	7020	7,255	0	7,255	0%
Client Assistance	7210	46,425	793	45,632	2%
Meetings/Workshops	7420	600	738	(138)	123%
Training and Technical Assistance/Staff	7435	7,500	695	6,805	9%
Advertising	7450	2,339	0	2,339	0%
Total Expenditures		608,265	82,503	525,762	14%
Excess Revenue over (under) Expenditures		0	0	0	

Capital Area Community Action Agency
LIHEAP Statement of Revenues and Expenditures
For the 2 Months Ending 11/30/2024

	17%	Total Budget · Current Year		Total Budget	
		Original	Actual	Variance -	Original %
Revenue					
Government Contracts - STATE	4010	2,933,701	281,878	(2,651,823)	10%
Total Revenue		2,933,701	281,878	(2,651,823)	10%
Expenditures					
Salaries & Wages	6010	348,433	38,231	310,202	11%
Fringe	6110	100,976	11,079	89,897	11%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	83,995	9,516	74,479	11%
Travel - In Area	6310	1,000	0	1,000	0%
Office Supplies	6410	2,500	189	2,311	8%
Copies/Printing/Copier	6510	6,000	1,451	4,549	24%
Postage and Delivery Expense	6600	3,000	438	2,562	15%
Contractual Services/Professional	6710	9,485	0	9,485	0%
Rent/Space Cost	6810	32,472	4,905	27,567	15%
Utilities	6820	5,000	370	4,630	7%
General Liability and Property Insurance	6830	6,000	0	6,000	0%
Communications	6840	15,000	2,691	12,309	18%
Repairs & Bldg Maintenance- Recurring	6850	5,990	410	5,580	7%
Repairs & Bldg Maintenance - Nonrecurring	6855	4,349	0	4,349	0%
Equipment Maintenance	6910	4,000	562	3,438	14%
Equipment Lease	6930	3,000	141	2,859	5%
Technology	6940	3,000	0	3,000	0%
Fees, Licenses, and Permits	7010	350	0	350	0%
Client Assistance	7210	2,287,691	212,270	2,075,421	9%
Expendable Equipment	7320	1,960	0	1,960	0%
Training and Technical Assistance/Staff	7435	6,300	0	6,300	0%
Advertising	7450	3,000	916	2,084	31%
Total Expenditures		2,933,701	283,170	2,650,531	10%
Excess Revenue over (under) Expenditures		0	(1,293)	(1,293)	

**Capital Area Community Action Agency
WAP Statement of Revenues and Expenditures
For the 2 Months Ending 11/30/2024**

	17%	Total Budget - Original	Current Year Actual	Total Budget Variance Original	%
Revenue					
Government Contracts - STATE	4010	386,139	20,036	(366,103)	5%
Total Revenue		386,139	20,036	(366,103)	5%
Expenditures					
Salaries & Wages	6010	84,398	7,996	76,402	9%
Fringe	6110	24,459	2,317	22,142	9%
Indirect Costs	6210	20,345	2,002	18,343	10%
Travel - In Area	6310	500	0	500	0%
Office Supplies	6410	1,777	56	1,721	3%
Copies/Printing/Copier	6510	1,500	47	1,453	3%
Postage and Delivery Expense	6600	500	12	488	2%
Contractual Services/Professional	6710	5,008	0	5,008	0%
Rent/Space Cost	6810	8,180	1,464	6,716	18%
Utilities	6820	4,000	403	3,597	10%
General Liability and Property Insurance	6830	8,000	0	8,000	0%
Communications	6840	5,000	716	4,284	14%
Repairs & Bldg Maintenance- Recurring	6850	2,700	64	2,636	2%
Repairs & Bldg Maintenance - Nonrecurring	6855	2,700	0	2,700	0%
Equipment Maintenance	6910	1,500	154	1,346	10%
Vehicle Expense	6920	9,500	0	9,500	0%
Equipment Lease	6930	1,500	183	1,317	12%
Technology	6940	1,500	0	1,500	0%
Fees, Licenses, and Permits	7010	109	0	109	0%
Dues/Subscriptions	7020	200	0	200	0%
Client Assistance	7210	135,755	5,998	129,757	4%
Expendable Equipment	7320	2,500	0	2,500	0%
Training and Technical Assistance/Staff	7435	62,008	0	62,008	0%
Advertising	7450	2,500	0	2,500	0%
Total Expenditures		386,139	21,412	364,727	6%
Excess Revenue over (under) Expenditures		0	(1,375)	(1,375)	

**Capital Area Community Action Agency
WAP Infrastructure Statement of Revenues and Expenditures
For the 2 Months Ending 11/30/2024**

	17%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	781,676	66,690	(714,986)	9%
Total Revenue		781,676	66,690	(714,986)	9%
Expenditures					
Salaries & Wages	6010	85,430	19,784	65,646	23%
Fringe	6110	24,758	5,733	19,025	23%
Indirect Costs	6210	20,594	4,945	15,649	24%
Travel - In Area	6310	2,000	202	1,798	10%
Office Supplies	6410	3,000	92	2,908	3%
Copies/Printing/Copier	6510	1,500	0	1,500	0%
Postage and Delivery Expense	6600	500	0	500	0%
Contractual Services/Professional	6710	5,000	0	5,000	0%
General Liability and Property Insurance	6830	505	5,200	(4,695)	1030%
Communications	6840	1,500	0	1,500	0%
Repairs & Bldg Maintenance- Recurring	6850	1,000	0	1,000	0%
Equipment Maintenance	6910	1,000	79	921	8%
Vehicle Expense	6920	52,000	262	51,738	1%
Equipment Lease	6930	1,000	0	1,000	0%
Technology	6940	1,000	0	1,000	0%
Fees, Licenses, and Permits	7010	500	0	500	0%
Dues/Subscriptions	7020	226	0	226	0%
Client Assistance	7210	446,386	29,414	416,972	7%
Equipment/Improvements (\$5,000 or more)	7310	5,000	0	5,000	0%
Expendable Equipment	7320	7,500	789	6,711	11%
Training and Technical Assistance/Staff	7435	117,577	0	117,577	0%
Advertising	7450	3,700	190	3,510	5%
Total Expenditures		781,676	66,690	714,986	9%
Excess Revenue over (under) Expenditures		0	0	0	

**Capital Area Community Action Agency
WAP Suwanee Statement of Revenues and Expenditures
For the 2 Months Ending 11/30/2024**

	17%	Total Budget - Original	Current Year Actual	Total Budget Variance Original	%
Revenue					
Government Contracts - STATE	4010	258,306	22,635	(235,671)	9%
Total Revenue		258,306	22,635	(235,671)	9%
Expenditures					
Salaries & Wages	6010	17,794	2,612	15,182	15%
Fringe	6110	5,157	757	4,400	15%
Indirect Costs	6210	4,289	654	3,635	15%
Travel - In Area	6310	500	0	500	0%
Office Supplies	6410	500	0	500	0%
Copies/Printing/Copier	6510	750	0	750	0%
Postage and Delivery Expense	6600	300	0	300	0%
Contractual Services/Professional	6710	5,000	0	5,000	0%
Communications	6840	500	0	500	0%
Repairs & Bldg Maintenance- Recurring	6850	1,476	0	1,476	0%
Vehicle Expense	6920	1,082	0	1,082	0%
Client Assistance	7210	184,165	18,612	165,553	10%
Expendable Equipment	7320	1,000	0	1,000	0%
Training and Technical Assistance/Staff	7435	30,793	0	30,793	0%
Advertising	7450	5,000	0	5,000	0%
Total Expenditures		258,306	22,635	235,671	9%
Excess Revenue over (under) Expenditures		0	0	0	

**Capital Area Community Action Agency
Head Start Statement of Revenues and Expenditures
For the 2 Months Ending**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	745,518	(3,515,460)	17%
Other Revenue	4995	0	750	750	100%
Total Revenue		4,260,978	746,268	(3,514,710)	18%
Expenditures					
Salaries & Wages	6010	2,211,970	342,008	1,869,962	15%
Fringe	6110	641,029	99,114	541,915	15%
Staff Screenings	6180	1,000	45	955	4%
Indirect Costs	6210	533,225	85,735	447,490	16%
Travel - In Area	6310	4,000	1,435	2,565	36%
Office Supplies	6410	5,000	1,649	3,351	33%
Program Supplies	6415	18,000	6,178	11,822	34%
Classroom Supplies	6420	24,000	11,282	12,718	47%
Kitchen Supplies	6430	564	0	564	0%
Medical/Dental Supplies	6440	500	0	500	0%
Copies/Printing/Copier	6510	10,000	1,395	8,605	14%
Postage and Delivery Expense	6600	460	92	368	20%
Contractual Services/Professional	6710	10,000	0	10,000	0%
Contractual Services - Health/Disabilities	6715	157,808	59,264	98,544	38%
Rent/Space Cost	6810	211,270	36,706	174,564	17%
Utilities	6820	84,718	13,942	70,776	16%
General Liability and Property Insurance	6830	20,000	0	20,000	0%
Communications	6840	55,000	13,320	41,680	24%
Repairs & Bldg Maintenance- Recurring	6850	109,000	22,905	86,095	21%
Repairs & Bldg Maintenance - Nonrecurring	6855	10,000	10,340	(340)	103%
Equipment Maintenance	6910	12,000	2,896	9,104	24%
Vehicle Expense	6920	30,000	500	29,500	2%
Equipment Lease	6930	3,000	789	2,211	26%
Technology	6940	26,934	4,534	22,400	17%
Fees, Licenses, and Permits	7010	550	50	500	9%
Dues/Subscriptions	7020	5,091	1,205	3,887	24%
Special Events	7110	1,500	324	1,176	22%
Client Assistance	7210	0	38	(38)	100%
Equipment/Improvements (\$5,000 or more)	7310	0	8,792	(8,792)	100%
Expendable Equipment	7320	0	1,058	(1,058)	100%
Meetings/Workshops	7420	2,010	440	1,570	22%
Training and Technical Assistance/Staff	7435	40,998	18,695	22,303	46%
Advisory/Board Member Expenses	7440	500	60	440	12%
Advertising	7450	5,000	1,385	3,615	28%
Parent Activities	7460	1,200	92	1,108	8%
Raw Food Cost	7510	24,651	0	24,651	0%
Total Expenditures		4,260,978	746,268	3,514,710	18%
Excess Revenue over (under) Expenditures		0	0	0	

Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the Month Ending November 30, 2024 with October 2024 In Kind Info

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		10,447			
Grants - Other Not for Profits		101			
In-Kind Revenue		45,752			
VPK/SR		55,920			
	1,065,245	112,220	11%	953,025	89%

Head Start Credit Card Expenses Nov 2024

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6310	255	11/27/2024	16.01	VISAS DARREL JAMES #1596-FUEL
HANCOCK CC	1064	6310	255	11/27/2024	45.01	VISAS DARREL JAMES #1596-FUEL
HANCOCK CC	1064	6310	255	11/27/2024	48.01	VISAS DARREL JAMES #1596-FUEL
HANCOCK CC	1064	6420	255	11/27/2024	146.69	VISAS FATIMA OLEABHIELE ALEXANDER #3248-WEIGHTED BLANKET
HANCOCK CC	1064	6420	256	11/27/2024	34.93	VISAS VENITA TREADWELL #5810-CRAFT SUPPLIES
HANCOCK CC	1064	6420	256	11/27/2024	2.50	VISAS VENITA TREADWELL #5810-SUPPLIES
HANCOCK CC	1064	6855	000	11/27/2024	3,989.00	VISAS TIM CENTER #6700COASTAL WILDLIFE
HANCOCK CC	1064	6920	255	11/27/2024	9.99	VISAS ANNA MCCOY #1545-BATTERY
HANCOCK CC	1064	6920	255	11/27/2024	15.00	VISAS ANNA MCCOY #1545-WIPER
HANCOCK CC	1064	7110	251	11/27/2024	99.23	VISAS DARREL JAMES #1596-HALLOWEEN EVENT
HANCOCK CC	1064	7110	259	11/27/2024	225.00	VISAS DARREL JAMES #1596-RENNAISSANCE EVENT TENT
HANCOCK CC	1064	7420	255	11/27/2024	219.90	VISAS DARREL JAMES #1596-ZOOM
HANCOCK CC	1064	7435	255	11/27/2024	405.00	VISAS VENITA TREADWELL #5810-TRAINING
HANCOCK CC	1064	7450	000	11/27/2024	1,079.83	VISAS NINA SELF #3535-INDEED
LOWES	1064	6850	250	11/30/2024	15.16	HDST SUPPLIES
LOWES	1064	6850	255	11/2/2024	199.51	HDST SUPPLIES 10/2/24-11/2/24 #82130109106598 PREVIOUS
LOWES	1064	6850	256	11/2/2024	276.95	HDST SUPPLIES 10/2/24-11/2/24 #82130109106598
LOWES	1064	6850	256	11/30/2024	3.78	HDST SUPPLIES
LOWES	1064	6850	256	11/30/2024	6.63	HDST SUPPLIES
LOWES	1064	6850	256	11/30/2024	7.20	HDST SUPPLIES
LOWES	1064	6850	256	11/30/2024	9.48	HDST SUPPLIES
LOWES	1064	6850	256	11/30/2024	9.96	HDST SUPPLIES
LOWES	1064	6850	256	11/30/2024	163.83	HDST SUPPLIES
LOWES	1064	6850	258	11/30/2024	<u>201.20</u>	HDST SUPPLIES

Total

7,229.80



**HANCOCK
WHITNEY**

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

*g
12/10/24*

MEMO STATEMENT

Account Number

Statement Date

11-27-24

Issued by Hancock Whitney Bank



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

**N0003687

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-01	10-31	24943004306084226903729	5300	COSTCO WHSE #1026 TALLAHASSEE FL	M14.99 ✓
11-01	10-31	24943004306084229755366	5542	COSTCO GAS #1026 TALLAHASSEE FL	M32.40 ✓
11-08	11-07	2406466431350000442373	8999	COASTAL WILDLIFE 850-2526362 FL	M3,989.00 ✓
11-19	11-18	24692164323106060604693	4814	VBS*VONAGE BUSINESS 866-901-0242 GA	M4,173.36 ✓
11-20	11-19	24892164324106876854721	4814	VBS*VONAGE BUSINESS 866-901-0242 GA	M6.47 ✓
11-20	11-19	24011344324000078162045	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M319.90 ✓
11-21	11-20	24692164325107641033475	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN	M29.03 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-24	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 8,565.15
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 8,565.15
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 20,000.00



**HANCOCK
WHITNEY**

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

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date

11-27-24

Issued by Hancock Whitney Bank

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

** 000001

STATEMENT MESSAGE
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TRANSACTION DETAIL						
Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount	
10-31	10-30	24427334304720241810583	5411	PIGGLY WIGGLY #381 APALACHICOLA FL	M99.23	✓
10-31	10-30	24137464305001673113985	5411	PUBLIX #782 TALLAHASSEE FL	M100.00	✓
11-06	11-05	24015144311032443215542	5542	GATE #1194 TALLAHASSEE FL	M45.01	✓
11-07	11-06	24011344311000090991764	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M219.90	✓
11-13	11-12	24015144318034013199232	5542	GATE #1194 TALLAHASSEE FL	M16.01	✓
11-13	11-12	24226384318003929916903	5300	SAMSCLUB #8120 TALLAHASSEE FL	M119.92	✓
11-15	11-14	24445004320000976994747	5331	DOLLARTREE TALLAHASSEE FL	M5.38	✓
11-15	11-14	24226384320003991896625	5411	WAL-MART #4520 TALLAHASSEE FL	M94.45	✓
11-19	11-18	24015144324035342217282	5542	GATE #1194 TALLAHASSEE FL	M48.01	✓
11-25	11-22	24692164327109454781570	5499	SQ *PARTY CENTRAL PLUS IN GOSQ.COM FL	M225.00	✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
11-27-24	[REDACTED]		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES	972.91
		NEW CASH ADVANCES	.00
		CREDITS	.00
		STATEMENT TOTAL	972.91
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	5,000.00



**HANCOCK
WHITNEY**

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

MEMO STATEMENT

Account Number

Statement Date

11-27-24

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ANNA MCCOY
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
10-30	10-29	24801974303134663301867	5999	BATTERY SOURCE #7 TALLAHASSEE FL	M9.99 ✓
11-08	11-08	24943004287072759109601	3771	INIT DISP/CAESARS HOTEL 8662094732 NV	M85.04cr
11-08	11-08	24943004287072759109635	3771	INIT DISP/CAESARS HOTEL LAS VEGAS NV	M85.04cr
11-14	11-13	24445004319000990080625	5532	DISCOUNT-TIRE-CO FLT-01 TALLAHASSEE FL	M15.00 ✓
11-20	11-19	24455014324141008966048	5300	SAMSCLUB #8120 TALLAHASSEE FL	M150.83 ✓
11-26	10-13	24943004287072759109601	3771	CAESARS HOTEL & CASINO 8662094732 NV	M85.04
11-26	10-13	24943004287072759109635	3771	CAESARS HOTEL & CASINO LAS VEGAS NV	M85.04

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-24	[REDACTED]	
<p>CUSTOMER SERVICE CALL</p> <p>Toll Free 1-800-448-8812</p>		NEW PURCHASES AND OTHER CHARGES 345.90
		NEW CASH ADVANCES .00
		CREDITS 170.08
		STATEMENT TOTAL 175.82
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00



**HANCOCK
WHITNEY**

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

MEMO STATEMENT

Account Number



Statement Date

11-27-24

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

** 0000001

Issued by Hancock Whitney Bank

STATEMENT MESSAGES

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TRANSACTION HISTORY

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-15	11-14	24692164319102129536800	5842	AMAZON MKTPL*214Q472Q3 AMZN.COM/BILL WA	M146.69 ✓
11-15	11-14	24765014319151113225851	5046	BIG BEND RESTAURANT SUPP TALLAHASSEE FL	M219.50 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-24		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 366.19
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 366.19
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
WHITNEY**

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

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date

11-27-24

Issued by Hancock Whitney Bank

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
11-12	11-11	24793384316000906082027	7311	INDEED JOBS 800-4625842 TX	M500.05 ✓
11-13	11-12	24793384317001304093029	7311	INDEED JOBS 800-4625842 TX	M500.32 ✓
11-15	11-14	24793384319001005493021	7311	INDEED JOBS 800-4625842 TX	M506.20 ✓
11-18	11-15	24492164321500007052681	5691	SP THE NONPROFIT TIMES SHOPTHENONPRO NJ	M433.65 ✓
11-20	11-19	24707804324027018457195	8220	GULF COAST STATE COLLEGE PANAMA CITY FL	M275.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-24	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 2,215.22
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 2,215.22
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 10,000.00



HANCOCK WHITNEY

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

MEMO STATEMENT

Account Number

Statement Date

11-27-24

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

** 000001

issued by Hancock Whitney Bank

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
10-29	10-28	24492164303000003579359	8299	TEACHSTONE TRAINING WWW.TEACHSTON VA	M405.00 ✓
11-19	11-18	24445004324000975694534	5331	DOLLAR TREE TALLAHASSEE FL	M2.50 ✓
11-19	11-18	24692164324106177077006	5970	MICHAELS STORES 1551 TALLAHASSEE FL	M34.93 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-24	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 442.43
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 442.43
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

LOWE'S PRO

LOWE'S APROS
1-877-862-2344

COUNT ON THESE EVERYDAY BENEFITS

SAVE 5% EVERY DAY
Exclusions apply.

DISCOUNTED DELIVERY²

INVOICING OPTIONS

365-DAY RETURNS³
Exclusions apply.

¹Subject to credit approval. 5% offer applies to eligible US Lowe's store and Lowe's.com purchase or order after all other applicable discounts charged to your Lowe's® Business Advantage. Customer must pay applicable sales tax. Offer can't be used in conjunction with or on: (i) other credit-related promotional offers (except 0% Interest for 60 Days); (ii) any other promotion, discount, markdown, coupon/barcode, rebate or offer, including any Lowe's volume or special discount programs (such as but not limited to, Contractor Pack, Buy in Bulk, Value Savings Program ("VSP"), Special Value, New Lower Price, Was/Now, Military Discount, Employee Discount, and Lowest Price Guarantee); (iii) associate discretion price adjustments; (iv) any services (such as but not limited to, rentals; extended protection/replacement plans; shipping, delivery, assembly or installation fees); (v) fees or taxes; (vi) previous sales; (vii) gift cards; or (viii) Weber, Kichler, or Miele products. Excludes Lowe's Advantage Credit Accounts, Lowe's Visa® Accounts and all Lowe's Canada Credit products. We reserve the right to discontinue or alter the terms of this offer at any time.

²Must use Lowe's Business Advantage, Lowe's Commercial Account, Lowe's Business Rewards Card or Lowe's PreLoad Plus Mastercard®. \$20 discounted delivery applies to Lowe's standard truck delivery only and is available to any jobsite or business within each store's standard service area. Valid in store or Lowe's or Lowe's.com only. Discounted Delivery Fee cannot be combined with 5% Off Every Day credit offer or any other discount offer.

³Exclusions apply. See terms and conditions at Lowe's.com/returns.

1-3

Lowe's® Business Advantage

CAPITAL AREA COM
Account Number

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

Previous Balance	\$506.71
- Payments	\$506.71
- Other Credits	\$0.00
+ Purchases/Debits	\$417.24
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$417.24
Credit Limit	\$11,000.00
Available Credit	\$10,582.00
Statement Closing Date	12/02/2024
Days in Billing Cycle	30

Account Information	
New Balance	\$417.24
Total Minimum Payment Due	\$29.00
Payment Due Date	12/28/2024

YVC
12/11/24

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
10/17/2024	\$276.95	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
11/13/2024	\$216.04	No Interest With Payment	\$0.00	\$0.00	\$216.04	02/02/2025
11/14/2024	\$201.20	No Interest With Payment	\$0.00	\$0.00	\$201.20	02/02/2025

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: 2RTT495, 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.

ACCOUNT # [REDACTED]		CAPITAL AREA COMM ACTION		188012	
INVOICE #: 89601		LOWE'S BUSINESS ACCOUNT		P.O. #: nope	
TRANSACTION #: 0		DATE OF SALE: 241113		STORE #: 417	
		AUTHORIZATION: 001193		REGISTER #:	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
00000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
000000000735502	44-GAL RCP BRUTE TRASH CA	3.000	EA	\$54.61	\$163.83
000000004797891	TITAN 1/2-IN X 4FT PIPE L	2.000	EA	\$7.58	\$15.16
000000005333992	DF- 1LB 3-IN EXT SCREW TA	1.000	EA	\$9.96	\$9.96
000000001099236	NASHUA HVAC LINE SET	1.000	EA	\$9.48	\$9.48
000000000198037	2-6-8 TREATED TOP CHOICE	1.000	EA	\$7.20	\$7.20
000000002660871	DW FT 2-IN PH #1 IR BITS	1.000	EA	\$6.63	\$6.63
000000000220871	11-IN BLK CABLE TIES 20-C	1.000	EA	\$3.78	\$3.78
SUB \$216.04		TAX \$0.00		TOTAL INVOICE	\$216.04
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$216.04

1-2

ACCOUNT # [REDACTED]		CAPITAL AREA COMM ACTION		188012	
INVOICE #: 93121		[REDACTED] ACCOUNT		P.O. #: no	
TRANSACTION #: 0		DATE OF SALE: 241114		STORE #: 417	
		AUTHORIZATION: 001179		REGISTER #:	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
00000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
000000002585444	GE LED 32W T8A 4FT 6.5K 2	1.000	EA	\$94.98	\$94.98
000000005619664	EL WESTPORT MAYFAIR WHT W	2.000	EA	\$18.98	\$37.96
000000005288075	PS WEBBER CENTERSET CHROM	1.000	BO	\$25.63	\$25.63
000000000143344	GE LFL 20W T12A 2FT 6.5K	2.000	EA	\$11.38	\$22.76
000000000915658	UK 4-CT MOUSE GLUE TRAP	2.000	EA	\$4.73	\$9.46
000000000592855	AR LAVENDER AERO 20OZ(-10	1.000	EA	\$5.68	\$5.68
000000005198904	SPEC 18.5OZ WASP/HORNET (1.000	EA	\$4.73	\$4.73
SUB \$201.20		TAX \$0.00		TOTAL INVOICE	\$201.20
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$201.20

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT JANUARY 2025

Administrative

- The elevator renovation under contract will hopefully begin this week.
- Will renew efforts with UPHS training and consultation for operations and employee service and morale.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Main office and Head Start Centers were closed during the winter storms.
- Head Start –Franklin County - Coastal Wildlife continue their efforts to address concerns in the Center.
- Monthly Head Start management calls with Region IV HHS Office Specialist with our HHS Program Specialist – Ebony Cray
- Still working on Jefferson Head Start Center replacement options. We are in touch with Duke Energy.

Impact: Redesigning entitlement programs toward more independent services.

Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region. I serve on the CareerSource Capital Region Board.
- Participated in FACA Board of Directors and Executive Committee Meetings.

Impact: Developing the infrastructure necessary to support the Agency mission

Resource Development

- Renewing Affiliated Agency status with the United Way of Northwest Florida.
- Completing the United Way of the Big Bend grant application for Getting Ahead and Head Start.
- Working on Duke Energy for Community Investment (building)

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

Out of Office

- January 28-31 – New Orleans – CAP Conference
- February 19-21 – Orlando – Florida Philanthropic Network
- March 2-3 - PTO
- May 16, 19-23 - PTO



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Capital Area **Community Action** Agency

MEMORANDUM

TO: Board of Directors
FROM: Tim Center
RE: 2025 Agency Goals
DATE: January 24, 2025

With the new year come new goals for the coming months. Working with new program management presents the opportunity to work with the United Partners for Human Services on operations and communications to improve morale and services offered to the community.

In addition, my focus will be on building the board out to ensure committee structures can function. This includes securing public sector representation in a majority of the counties we serve. Low-income sector representation will come from the *Getting Ahead/Staying Ahead* graduates. Private sector representation will build on business and Leadership Tallahassee and Leadership Florida contacts.

With Darrel James no assuming the Head Start Director position, we will focus on facility improvement beginning with Jefferson County and the Duke Energy facility. We will work to break up the largest Center at South City to get two Centers of a more manageable size.

This year marks the 60th anniversary of the Head Start program. This presents an excellent opportunity for promotion of Community Action in the community and possible resource development.

Furthermore, regarding Head Start we will successfully complete a new five-year grant application that helps to enact some of the new performance standards ahead of calendar schedule – namely smaller caseloads for Family Advocates.

For *Getting Ahead* in a Just-Gettin'-by World, management will focus on securing full classes with at least 15 students where feasible. Additionally, *Staying Ahead* clients will receive regular contact from Case Managers to support their efforts to realize their future stories.

Given the agency size and budget, new steps will be taken to develop a strategy to maximize surplus revenue to be invested. Steps will be taken to maximize program costs apportioned to staff salaries.



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Internal policies and procedures will be updated and brought to the Board for review and approval. This includes a new policy guide for the Chief Operating Officer, Human Resources Manager, and a new guide for the Community Services Block Grant program.

Outreach and fundraising will also be part of the drive this year seeking non-federal funding to support Community Action services.

Capital Area Community Action Agency

MEMORANDUM

TO: TIM CENTER, CEO

FROM: Nina Self, COO

DATE: January 24, 2025

RE: COO Report for January 2025 Board Meeting

Department updates are as follows:

- The Florida Department of Commerce selected Thomas Howell Ferguson P.A. (THF) to perform financial monitoring of the Weatherization Assistance Program (WAP), the Low-Income Home Energy Assistance Program (LIHEAP), and the Community Service Block Grant Program (CSBG) for the period October 1, 2021 through September 30, 2024. Staff provided a plethora of information to THF, and they will be onsite on February 24 to gather additional information for the monitoring. This monitoring is independent from the agency audit that THF provides for us. Since THF are our auditors, this may present a conflict of interest. Because of this, we are currently soliciting proposals for auditing services for our next financial audit.
- The COO meets with the Program Managers as a group at least once each month. The January theme for the meeting was, “*New Year – New Opportunities*”. We held a discussion on how we can better integrate the services of each department to provide more services to our clients seeking assistance. We will work on a coordinated outreach plan to reach more people in our eight counties to increase the number of services given. We would love to include Board members in our outreach activities, and will keep the Board informed of outreach opportunities as the year goes on.
- The CSBG Organizational Standards for 2025 were submitted to Florida Commerce before the December 15 deadline. A copy of the 2025 Master Plan is attached as a part of this report.
- Other issues to be addressed by the COO and team this year include:
 - Update of agency Personnel Policies & Procedures in concert with the Board Personnel Committee.
 - Technology Review and Update – How to make technology work better for us in Reporting and monitoring of agency programs. This includes an upgrade to our agency website.
 - A review of agency benefits to ensure we are competitive with other employers in our field. This will help us to recruit and retain exceptional employees.



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- Program Managers will be more hands-on in the development of their department budgets to ensure funding for the programs they manage. We also need to explore grant opportunities and donors for more unrestricted resources.

Emergency Services

- Tamara Lockley, Intake Specialist Leon County has been promoted to Family Services Case Manager effective February 3, 2025. This leaves two Intake Specialist vacancies in Leon County. Interviews were held, and background checks are in process for two possible candidates.
- Intake numbers were lower in December due to holiday closures.

Family Support Services

- Thirty participants transitioned from the winter Getting Ahead class. Of the thirty, fourteen will enroll in the Staying Ahead program.
- Marcellas Durham, Leon County Case Manager, resigned on January 3, 2025 after over eight years of service to the agency. We thank him for his service and wish him well in his new endeavors.
- We look forward to Tamara Lockley joining the Case Managers' team. She has a wealth of experience, especially group facilitation. She completed the winter Getting Ahead class, and comes ready to co-facilitate a spring class. We welcome her to the team.

Weatherization

- We have completed 43 of the 103 contracted units for our original eight counties. There are 10 additional units in progress and 99 have been pre-inspected.
- Our contractor, Gast International, LLC, has completed six homes in the Suwannee County area, with another six in progress. The projected total units are 43.

Head Start

- Head Start Pre-Service was held on January 6, 2025. Darrel James was formally introduced to the team as the new Head Start Director. He presented his vision for Head Start in the new year, and said he embraced the opportunity to work with the team.
- The Head Start Regional TTA Network provided two days of intense training to the Head Start management team, center directors and family advocates. Focusing on the theme, *"Quality Program Improvement: Strengthening Systems, Policies, and Procedures"*, they covered topics

in program governance, explained the Management Systems Wheel and updated staff on compliance issues.

Human Resources

Current Vacancies:

- Head Start Center Director
- Two Head Start Teachers
- One Teacher Assistant
- Two Intake Specialists

Agency Holiday Closures:

President's Day February 17, 2025 – All Head Start Centers, program offices and main office will be closed.

Coming Events

1/28/25 – 1/31/25 National Community Action Partnership (NCAP) 2025 Management & Leadership Conference, New Orleans, LA

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 12/31/24

PROGRAMS: County	Getting Ahead	Staying Ahead	Emergency Services	
	Fall GA Graduates	Active Participants	# Households Served*	County %
Calhoun	9	2	10	11.36%
Franklin	0	8	8	9.09%
Gadsden	0	1	5	5.68%
Gulf	6	6	5	5.68%
Jefferson	0	0	0	0.00%
Leon	7	3	59	67.05%
Leon BBARC	7	0	N/A	N/A
Liberty	1	2	1	1.14%
Wakulla	0	1	0	0.00%
TOTALS	30	23	88	100.00%

*No intake for two weeks in December due to holidays.

HEAD START 2024 - 2025 Registrations # of Students Registered @ 12/31/24	Franklin	Jefferson	Mabry	Renaissance	Royal	South City	Total
# of Students Registered @ 12/31/24	17	32	64	50	57	149	369
# of Vacancies over 30 days	0	0	0	0	0	0	0
Funded Enrollment	17	40	66	50	57	148	378
Center Enrollment %	100.00%	80.00%	96.97%	100.00%	100.00%	100.68%	97.62%

<u>Disability Services</u>	
Students with IEP's	28
IEP's Pending	13
In Compliance? (38)	On track

<u>Average Daily Attendance (ADA)</u>		
Required %	85%	
% for December 2024	82%	
Requirement met		

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 12/31/24

Weatherization at-a-Glance

County	2023 - 2025 WAP Contracted Units				
	Projected	Pre-Inspected	In Progress	Completed	
Calhoun	7	5	2	1	
Franklin	3	3	1	0	
Gadsden	17	23	0	12	
Gulf	3	5	1	4	
Jefferson	3	4	0	4	
Leon	62	54	4	22	
Liberty	1	2	1	0	
Wakulla	7	3	1	0	
TOTALS	103	99	10	43	41.75%

NOTE: WAP Contracts are 7/1/23 - 9/30/25

FY 2023 - 2024 Suwannee River Counties

County	2023 - 2024 Suwannee River Contract Units			
	Projected	Pre-Inspected	In Progress	Completed
Bradford	4	2	0	1
Columbia	11	5	2	3
Dixie	4	1	3	0
Gilchrist	2	0	0	0
Hamilton	4	2	1	1
Lafayette	1	0	0	0
Madison	5	0	0	0
Suwannee	5	4	0	1
Taylor	5	0	0	0
Union	2	1	0	0
Total	43	15	6	6

**Capital Area Community Action Agency
Family Support Services Monthly Report
January 8, 2025**

- On Dec. 12, thirty clients graduated from the 2024 Getting Ahead in a Just Gettin' by World Winter transition ceremony at the Capital City County Club in Tallahassee. At the ceremony client investigators were recognized for their accomplishments and offered testimonies about how they have grown and prospered through the training. About 60 relatives, friends, colleagues, and local dignitaries attended the ceremony.
- On Dec. 19, staff addressed the parents' group from area Head Start programs to recruit them for 2025 Getting Ahead classes in Leon, Gadsden and Wakulla counties.
- On Dec. 30, staff met with leadership and toured the CareerSource Capital Region offices in Tallahassee. The purpose was to meet with staff and recruit potential clients for upcoming Getting Ahead classes in the Big Bend area.
- On Jan. 8, 2025, staff will recruit new clients for the winter Getting Ahead class at a Big Bend After Re-Entry Coalition (BBARC) meeting at the RISE Center.
- On Jan. 9-10, 2025, staff will interview five candidates for a vacant Family Services Case Manager's position in Tallahassee.
- From Jan. 28-31, 2025, the CEO and FSS Program Director will attend the National Community Action Partnership Conference in New Orleans. The Community Action Partnership is the nonprofit, membership organization representing the interests of the 1,100 Community Action Agencies across the country that annually help 17 million low-income Americans achieve economic security.

Outcomes

- A Leon Getting Ahead graduate who completed the program in December 2024 did not have reliable transportation when class began 15 weeks earlier. She rode the bus to class and caught rides with other participants. Just one week after graduating, she purchased a 2025 vehicle.
- After completing the Getting Ahead class a Calhoun graduate received a pay raise from \$17 an hour to \$20 an hour on her job.

- A former Staying Ahead client from Liberty County graduated from the Florida Corrections Academy and took the State Board exam on Dec. 27.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for December 2024 – *Emergency Services*
DATE: January 6, 2025

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, 2024 and will end September 30, 2025.

Low Income Home Energy Assistance Program

Below is the total unduplicated number of households/individuals served for December 2024.

County	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	April 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	County
Calhoun	20/41	16/27	10/24										46/92
Franklin	17/39	16/32	8/12										41/83
Gadsden	13/36	6/22	5/16										24/74
Gulf	16/40	4/4	5/13										25/57
Jefferson	10/23	3/11	0/0										13/34
Leon	181/516	130/391	59/154										370/1061
Liberty	8/20	5/15	1/1										14/36
Wakulla	8/17	8/19	0/0										16/36
Total	273/732	188/521	88/220										549/1473

Additional information listed below:

Number of Single Parents assisted.

Female	485
Male	302
Total Emergency Services Utility Assistance (from Donated Funds) = 27 / 51	

Intake numbers low due to Holiday Closures



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Capital Area Community Action Agency

MEMORANDUM

FROM: Terry Mutch

RE: Weatherization Assistance Program

DATE: January 15, 2025

As of January 1, 2025, 99 homes were pre-inspected. Of the 99 homes, 58 homes were released to contractors, with 43 homes being completed and 10 homes currently in progress. 2 homes are on hold due to client issues (illness, personal). 15 homes were deferred. The remaining homes are being processed for contractor release.

The Agency has secured contracts with Gast International LLC and Resipro to provide weatherization inspection and contractor services for the territory previously service by Suwannee River Economic Council. To date, 15 homes have been pre-inspected and released to the contractor and 6 have been completed and 6 are in progress. 4 homes have been deferred.

Weatherization CACAA – All Funding Sources (As of January 1, 2025)

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	5	2	1
Franklin	3	3	1	0
Gadsden	18	23	0	12
Gulf	3	5	1	4
Jefferson	3	4	0	4
Leon	62	54	4	22
Liberty	1	2	1	0
Wakulla	7	3	1	0
Total	103	99	10	43



Weatherization SREC – All Funding Sources (As of January 1, 2025)

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	2	0	1
Columbia	11	5	2	3
Dixie	4	1	3	0
Gilchrist	2	0	0	0
Hamilton	4	2	1	1
Lafayette	1	0	0	0
Madison	5	0	0	0
Suwannee	5	4	0	1
Taylor	5	0	0	0
Union	2	1	0	0
Total	43	15	6	6

Capital Area Community Action Agency

MEMORANDUM

TO: Nina Self
FROM: Venita Treadwell, Early Childhood Development Manager
RE: Board Report
DATE: January 16, 2025

Head Start In-Service was held January 6, 2025 at the American Red Cross in Tallahassee. This was a great meeting because our new Head Start Director, Darrel James, was formally introduced to the Head Start family. Mr. James presented an uplifting talk expressing his visions for Head Start in the new year under his leadership. Another highlight was Mr. Bill Krizner from the Krizner Group. Mr. Krizner trained staff on legal issues that affect each employee. Staff found this very useful and the professionalism of the presentation helped them to realize that they are a part of a great organization. Also, presenters from the PBS television station, located in Tallahassee, presented a great session on literacy in the classroom. There was a special recognition for Wendell Bodison, contracted cleaning and maintenance member, for all his tireless contributions to Head Start Centers. Mr. Bodison went to several centers as Santa and passed out gifts to the children. He also checks up on the centers to see if he can assist in any way for special events. He is our super hero! Teaching staff returned to the Head Start centers on January 7th to prepare for students returning on January 8th.

The Tallahassee Chapter of The Links, Inc. hosted a wonderful holiday celebration for the Renaissance Head Start. The Links read stories, provided crafts, and each child received a gift bag and new book to take home. A formal thank you was forwarded to the Links for adopting Renaissance Head Start where they read to the children each month. The Links also sponsored a book drive and collected many amazing books for classrooms and gently used books to share with families for home libraries. All Head Start centers celebrated before the winter break and sincere thanks to all of the center staff leadership for making this a special time for the children - Carol Jones, South City; Kumba Jannah, Louise B. Royal; Drucilla Poitier, Renaissance; Shantesha Ryles, Mabry; Althea Thompson, Jefferson; and Rebecca Batson-Byrd, Franklin.

There is a health concern to report. Staff and children are experiencing the flu, and the numbers are growing. We have had staff absent and children. We are monitoring this and taking precautions in the classrooms such as using ZONO's, cleaning surfaces, and attending to symptoms immediately.

DISABILITY NUMBERS: IEP – 28 Pending - 13
STAFF VACANCIES: 2 – Assistant Teachers
COVID REPORTS: None at this time
DCF INSPECTIONS: None at this time



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MEMORANDUM

TO: Head Start Policy Council and Board of Directors
FROM: Darrel James, Head Start Director
RE: Head Start Director's Report
DATE: January 24, 2024

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

Staffing

Former Assistant Head Start Director, Darrel James, was introduced to the Head Start Team as Head Start Director during In-Service.

Staffing is not full. We currently have two openings for Assistant Teacher, one Center Director opening, and one Cook position. Advertisements have been completed for all the positions, and interview teams will be assembled to find suitable candidates for each position.

Facilities

Franklin County Head Start is still experiencing issues with rodents. We continue to work with Coastal Wildlife Removal to ensure the building is free of rodents, and have also consulted with other agencies to ensure that there is nothing we could be doing different to get rid of the rodents. The group monitor the building weekly for rodents. We have also contracted with contractors to complete work with ceiling tiles, interior holes in the walls, and sealants to ensure rodents have no entry way into the building.

In Jefferson County, we are still awaiting a decision from Duke Energy on assuming their building as our new Head Start site. Jefferson County is moving to gift us the land that we currently lease from the county.

All facilities in Leon County is of good standing, but we continue to look for a facility in order to decrease the number of children we serve at our South City location. Our priority is to relocate the outside classrooms rooms, so children will have a safer environment.

Curriculum

Teaching staff received curriculum training during the In-Service to prepare them to close out the school year increasing the learning skills of our Head Start students. The Tallahassee Chapter of the Links provided educational services to our program during the past month. The Links read stories to our children at our Renaissance location, and they sponsored a book drive to collect reading materials for all of our Head Start Centers.



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Enrollment

Enrollment for the month of December 2024:

- Franklin County Head Start - **17 of 17 families enrolled**
- Head Start @ Renaissance Academy - **50 of 50 families enrolled**
- Jefferson County Head Start - **32 of 40 families enrolled**
- Louise B. Royal Head Start - **57 of 57 families enrolled**
- Mabry Street Head Start - **64 of 66 families enrolled**
- South City Head Start - **149 of 148 families enrolled**

369 of 378 (98%) families were enrolled in Head Start for the month of December for the 2024 – 2025 School Year.

Enrollment for the month of December was at 369, with an Average Daily Attendance of 82%. December is usually a month where enrollment and Daily Average Attendance decreases due to students moving away with their families, and cold and flu season. Head Start at Renaissance Academy (86%), Franklin County Head Start (93%), and Louise B. Royal Head Start (90%) met their Average Daily Attendance marks. The Daily Average Attendance requirement is 85%.

We are currently in good standing with meeting the requirement of enrolling at least 10% of our students with a disability, as required by the Office of Head Start. Currently we have 28 students with an Individual Education Plan (IEP), and another 13 students with a pending IEP. We need 38 enrolled students with an IEP to meet our goal.

Health

We are meeting the requirements of our students having up to date immunizations, and physicals. Currently, 75% of our children have a dental home, and 96% of our children have a completed dental exam. Ninety-nine percent of our children have a medical home.

Last month we fed 4,433 breakfasts, another 4,523 lunches, and 4,444 snacks. We continue to do well with ensuring our students are fed nutritional meals.

Federal and State Regulations

Currently we are awaiting closure from the Office of Head Start for Federal Regulation in the area of Health, and we have no current violations from the Department of Children and Families.

Capital Area
Community Action
Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Margaret Watson, Human Resources Manager
RE: Summary Report for Human Resources Department
DATE: January 24, 2025

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

- Preparing for submission of Form 1095 to the Internal Revenue Service (IRS).
- In the process of updating the Agency's Employee Policies and Procedures Handbook.
- Annual Performance Evaluations are being completed by staff – Deadline January 31, 2025.
- Attending Human Resources Leave and Absence Certification Training.
- Maintain regularly scheduled Big Bend SHRM monthly meetings.
- Continue trainings in HR.

Welcome New Hires:

- Jelyn Herring, Teacher Assistant, Royal Head Start
- Lakeidra Lee, Teacher Assistant, Renaissance Academy

Promotions:

- Drucilla Poitier promoted from Center Director, Renaissance Academy to Family Advocate
- Tamara Lockley promoted from Intake Specialist to Family Services Case Manager effective February 3, 2025.

Current Vacancies:

- Head Start Center Director (1), Renaissance Academy
- Head Start Teacher, South City (1), Franklin County (1)
- Head Start Teacher Assistant (1) South City
- Intake Specialist (2) Leon County



United Way of the Big Bend

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