

Capital Area Community Action Agency

Executive Committee Meeting
Agenda
Tuesday, August 26, 2025
309 Office Plaza Drive, Tallahassee, FL
Via Microsoft Teams

I. Call to Order	Shanetta Keel – Chair	
II. Agenda Approval		
III. Sign-In/Attendance/Introductions		
IV. Action – Recommendation for Review & Approval		
A. Board Activity		
i) Executive Committee Meeting Minutes – June 24, 2025		2
B. Financial Report	Kate Beam	5
• Narrative		
• Revenue & Expenditures Agency-wide		
• Balance Sheet		
• Revenue & Expenditures – major programs		
• Head Start Non Federal Share Match		
• Head Start Credit Card Activity		
V. Board Member Conversation - what's on your mind?	Shanetta Keel	
VI. Chief Executive Officer's Report	Tim Center	27
VII. Chair's Report	Shanetta Keel	
III. Adjournment		

Next Executive Committee Meeting 10/21/2025 - 5:30 pm – Microsoft Teams Video

Next Board of Directors Meeting 9/23/2025 – 6:00 pm – Via Microsoft Teams Video



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Capital Area **Community Action** Agency

Board of Directors Meeting Minutes June 24, 2025

Members in Attendance

Shanetta Keel, Chair
John Grant, Vice-Chair
Melissa Miller, Member-at-Large
Carmen Conner
Allen Jones
Akhenaton Thomas

CACAA Staff:

Tim Center
Nina Self
Kate Beam
Margaret Watson

The meeting was called to order at 5:35 p.m. by the Chair. A quorum was established.

The Chair entertained a motion to approve the agenda. Mr. Thomas moved approval of the agenda. Ms. Conner seconded the motion. The motion was unanimously approved.

ACTION ITEMS

Approval of past minutes

The Board reviewed and approved the Executive Committee Minutes of April 22, 2025. Ms. Thomas moved approval of the minutes. Ms. Conner, seconded the motion. The motion was unanimously approved.

Board Member Seating and Reappointment

Mr. Center introduced potential Board members to the Board, noting that both Board members were appointed by their respective commissions. The Chair asked members in attendance to introduce themselves. Mr. Center reminded the Board that Ms. Messersmith termed on the Board, as a result Ms. Russell was voted by the commission to represent Wakulla County Commission.

The Chair asked for a motion to seat Ms. Valerie Russell and Mr. Steve Lanier. Mr. Thomas made a motion to approve seating Ms. Russell and Mr. Lanier on the Board. Ms. Conner seconded the motion. The motion was unanimously approved.



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Mr. Center reported that the terms of Mr. Grant and Ms. Miller had ended. The Chair entertained a motion to reappoint Mr. Grant to the Board. Mr. Thomas moved approval to reappoint Mr. Grant to the Board. Mr. Jones seconded the motion. The motion was unanimously approved.

The Chair entertained a motion to reappoint Ms. Miller to the Board. Mr. Grant moved approval to reappoint Ms. Miller to the Board. Mr. Thomas seconded the motion. The motion was unanimously approved.

FINANCIAL REPORTS

Ms. Beam, Finance Director, presented the financial reports for the month ending April 31, 2025. 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. Noting that the Agency is within budget with Revenue and Expenditures, with a restricted net income. The financial reports were accepted.

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

FloridaCommerce 25-26 Umbrella Agreement

Mr. Center presented the Florida Commerce Umbrella Agreement, effective July 1, 2025, through June 30, 2026. The agreement outlines agency services in its eight-county region and includes funding for the Low-Income Home Energy Assistance Program (LIHEAP), Weatherization Assistance Program (WAP), and Community Services Block Grant (CSBG), all funded through federal sources administered by Florida Commerce.

The Chair entertained a motion to approve the FloridaCommerce 25-26 Umbrella Agreement. Mr. Grant moved approval. It was seconded by Mr. Thomas. The motion was unanimously approved.

Board Member Conversation – what’s on your mind

Strategic Planning

Questions were raised regarding the upcoming Strategic Planning meeting and the associated survey. The strategic planning meeting is tentatively scheduled for Saturday, August 2nd. There was interest in reopening the survey to allow those who were unable to participant initially.

CEO REPORT

Mr. Center presented the CEO report for the month June 2025, provided detailed updates on various agency operations, including grant funding, Board development, internal team building with United Partners (UPHS), financial audits, facility maintenance, resolution of financial matters, new Head Start developments, LIHEAP funding and potential impacts of the federal budget.

Board orientation will be scheduled in the next few weeks, as Board recruitment continues as a CSBG tripartite requirement.

Mr. Grant inquired on the status of the budget? It was reported that the House passed the bill, which included tax cuts and proposed elimination of funding for LIHEAP, Community Service Block Grant (CSBG), and Weatherization Program. The Agency awaits the finalized federal budget legislation.

Board Chair’s Report

The Board Chair reminded the Board that the CEO’s Contract will be discussed immediately following the Executive Committee Meeting.

Meeting adjourned at 6:20 P.M.

Board Chair

Date

**Financial Statement Narrative
For the Period Ending June 30, 2025
Capital Area Community Action Agency**

As of June 30, 2025, we have completed nine months of the fiscal year and we would expect the year-to-date actual expenses and revenue to be around 75% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 81% and 81% respectively with excess of expenditures of \$75,227.

Non-Federal Share (NFS) Match as of June 30, 2025 was \$822,220 of the \$1,065,245 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 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 June 30, 2025
Capital Area Community Action Agency**

Agency Wide Variances

- Unemployment – is over the benchmark budget but historically this is a Q1 expense. As employees reach the \$7000 threshold for SUTA, this expense falls off and should stay within budget for the year.
- **Health Insurance - is over the budget benchmark with higher than anticipated participation. This line item is forecast to go over budget by 35-40K.**
- Life Insurance – is over the budget benchmark with higher than anticipated participation and some prepaid expenses.
- Staff Screenings – is slightly over benchmark budget and we anticipate ending the year slightly over budget.
- Travel In Area – is over budget with higher than forecasted costs. This line item is projected to go over budget by \$2000 for the year.
- Program Supplies - are over budget with a number of purchases for the new year as well as other needed items. This line item is projected to go over budget by \$10K.
- Classroom Supplies- are over benchmark budget with a number of purchases for the new year. We anticipate ending the year within the annual budget.
- Kitchen Supplies – are over budget with 2023.2024 expenses topping \$20K. This budget line will go over budget by \$15 K based on current expenses.
- Copies/Printing/Copier Maintenance/Toner/Paper- is slightly over benchmark budget however we anticipate ending the year within the annual budget.
- Contractual Services – Health/Disabilities – is over budget with an abundance of early year assessments and needed services. This budget line is forecast to go over budget significantly based on current spending.
- Rent / Space Cost – is slightly over benchmark budget however we anticipate ending the year within the annual budget.
- Utilities - is slightly over benchmark budget however we anticipate ending the year within the annual budget.
- General Liability and Property Insurance – is over budget with the 25% deposit plus first month of annual insurance. Over the course of the year this line item will level off with no expenses for the last couple of months of the year but is forecast to be over budget by 10K.
- Communications – is over benchmark budget and projected to exceed budget by 5K based on current spending.
- Repairs & Maintenance – Recurring – is over budget and will probably go over budget by \$50,000 based on current spending.
- Equipment Maintenance – is over budget with an addition of a large support contract and we anticipate ending the year over the annual budget by \$10K.
- Special Events- is over budget but will be offset by an overage in Special Events revenue.

**Financial Statement Narrative
For the Period Ending June 30, 2025
Capital Area Community Action Agency**

- **Client Assistance – is at budget but will go over budget significantly as additional funds have been released for LIHEAP.**
- Equipment/Improvements (\$5000 or more) – is over budget due to the completion of the Franklin Head start fire suppression system.
- Raw Food – is over benchmark budget and is forecast to go over budget by 25K based on current expenditures.
- **Bank Service Charges – are over budget and anticipated to go over the annual budget by approximately \$500.**

CSBG Variances

- Travel – In Area – is over budget with higher than anticipated travel required.
- Program Supplies - is at budget since there are no funds budgeted for this line item.
- Copies/Printing / Copier Maintenance – are over budget and forecast to go over by \$1000.
- Rent / Space Rent – is slightly over benchmark budget however we anticipate ending the year within the annual budget.
- Utilities – are over budget with higher than anticipated costs.
- General Liability and Property Insurance – is over budget with the 25% deposit plus first month of annual insurance. Over the course of the year this line item will level off with no expenses for the last couple of months of the year but is projected to go over budget by 2K.
- Communications – is over benchmark budget and projected to exceed budget based on current spending.
- Equipment Maintenance – is over budget and forecast to go over budget by \$2,000 based on current spending.
- Vehicle Expense - is slightly over benchmark budget however we anticipate ending the year within the annual budget.
- Equipment Lease – is over budget and forecast to go over budget by \$4,000 based on current spending.
- Technology – is over budget with the addition of a new DEO required software. This line item is forecast to go over by \$5500.
- Fees, Licenses, and Permits - is slightly over benchmark budget however we anticipate ending the year within the annual budget.
- Expendable Equipment – is at budget since there are no funds budgeted for this line item.
- Training & Technical Assistance/Staff Development- is over budget with additional training expenditures. This line item is forecast to go over budget by 8K.

**Financial Statement Narrative
For the Period Ending June 30, 2025
Capital Area Community Action Agency**

LIHEAP Variances

- **Postage and Delivery Expense** - is over budget benchmark with higher than expected expenses however we anticipate ending the year within the annual budget.
- **General Liability and Property Insurance** - is over benchmark budget with the 25% deposit plus first month of annual insurance. Over the course of the year this line item will level off with no expenses for the last couple of months of the year.
- **Equipment Maintenance** – is over budget benchmark with an addition of a large support contract however we anticipate ending the year within the annual budget.
- **Client Assistance** – is over benchmark budget and should go over budget significantly with additional availability of funds.

WAP Variances

- **Salaries & Wages / Fringe / Indirect** - are over budget and will go over budget significantly after the discontinuance of the WAP Infrastructure grant.
- **Travel – In Area** – is over budget however the variance is small compared to the total budget.
- **Rent/Space Cost**- is at budget with higher than anticipated expenses associated with the allocation of Holdings building repair expenses.
- **Equipment Maintenance** – is over budget with an addition of a large support contract however we anticipate ending the year within \$500 of the annual budget.
- **Vehicle Expense** - is slightly over benchmark budget however we anticipate ending the year within the annual budget.
- **Client Assistance** - is over budget due to more opportunities than expected to serve clients.

Head Start Variances

- **Staff Screenings** -are over budget for the year due to a number of random tests and hiring needs.
- **Travel In Area** - is over budget due to increased travel required in Franklin Co. and Jefferson Co. This budget line is likely to go over budget by 5K.
- **Office Supplies** – are over budget but consistent with historical spending. This line item may go over budget by 5K based on current expenditures.

**Financial Statement Narrative
For the Period Ending June 30, 2025
Capital Area Community Action Agency**

- Program Supplies– is over budget primarily due to beginning of the year needs.
- Copies/Printing/Copier Maintenance/Toner/Paper - is currently over benchmark budget however we anticipate ending the year within the annual budget.
- **Postage and Delivery Expense – is over budget but the total amount over budget is insignificant to the total budget.**
- Contractual Services – Health/Disabilities – is over budget due to required services based on assessments.
- **Utilities - is over the benchmark budget and anticipated to go over budget based on current spending.**
- General Liability and Property Insurance – is over budget with the 25% deposit plus first month of annual insurance and monthly payments due to increased insurance costs.
- Communications - is over the benchmark budget and anticipated to go over budget based on current spending.
- Repairs & Maintenance – Recurring - is over budget and anticipated to go over budget by 60K based on current spending.
- Repairs and Maintenance –Nonrecurring– is over budget due to a large repair expense.
- Equipment Maintenance- is over budget with the addition of a large support contract however we anticipate ending the year with a \$8,000 deficit.
- Vehicle Expense – is over the benchmark budget with increased travel but we anticipate ending the year within the annual budget.
- Equipment Lease – is over the budget benchmark and is anticipated to go over budget by \$2000 based on current spending.
- **Fees, Licenses, and Permits – is over budget but the total amount over budget is insignificant to the total budget.**
- Equipment / Improvements (\$5000 or more) - is at budget due to the completion of the Franklin Head start fire suppression system.
- Meetings & Workshops – is over budget with a number of meetings during the first part and throughout the year.
- Advertising – is over budget with recent Indeed postings and other events.
- Raw Food Cost – is over budget and forecast to go over by \$10K based on current spending.

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Nine Months Ending 6/30/2025**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	3,318,846	(942,132)	78%
Government Contracts - STATE	4010	5,872,675	4,915,728	(956,947)	84%
Government Contracts - LOCAL	4020	124,798	101,005	(23,793)	81%
Grants - Other Not-for-Profits	4100	5,198	4,548	(650)	88%
Grants - All Other Sources	4120	1,500	0	(1,500)	0%
Contributions	4200	2,000	198	(1,802)	10%
Contributions- Restricted	4210	29,000	52,233	23,233	180%
Special Events	4300	2,000	5,070	3,070	254%
Commissions-Vending/Photo	4320	0	2,613	2,613	100%
Interest Income	4950	0	901	901	100%
Fringe Pool Revenue	4960	957,280	708,802	(248,478)	74%
Indirect Pool Revenue	4970	802,789	583,078	(219,711)	73%
Other Revenue	4995	2,000	28,758	26,758	1438%
Total Revenue		12,060,218	9,721,780	(2,338,438)	81%
Expenditures					
Salaries & Wages	6010	3,648,584	2,548,663	1,099,921	70%
Fringe	6110	1,055,087	708,802	346,285	67%
FICA	6120	271,200	185,531	85,669	68%
Unemployment	6130	40,000	39,121	879	98%
Workers Compensation	6140	42,000	19,092	22,908	45%
Health Insurance	6150	480,000	389,451	90,549	81%
Life Insurance	6160	34,800	29,067	5,733	84%
Retirement	6170	60,000	42,627	17,373	71%
Staff Screenings	6180	1,400	1,315	85	94%
Indirect Costs	6210	810,023	588,678	221,345	73%
Travel - In Area	6310	9,200	9,252	(52)	101%
Office Supplies	6410	17,777	12,423	5,354	70%
Program Supplies	6415	20,400	27,697	(7,297)	136%
Classroom Supplies	6420	25,085	22,522	2,563	90%
Kitchen Supplies	6430	10,564	14,629	(4,065)	138%
Medical/Dental Supplies	6440	500	279	221	56%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	26,250	22,695	3,555	86%
Postage and Delivery Expense	6600	5,540	4,150	1,390	75%
Contractual Services/Professional	6710	341,536	240,277	101,259	70%
Contractual Services - Health/Disabilities	6715	232,464	322,734	(90,270)	139%
Rent/Space Cost	6810	325,434	290,550	34,884	89%
Utilities	6820	105,418	96,828	8,590	92%
General Liability and Property Insurance	6830	69,505	73,660	(4,155)	106%
Communications	6840	98,000	88,155	9,845	90%
Repairs & Bldg Maintenance- Recurring	6850	130,166	171,117	(40,951)	131%
Repairs & Bldg Maintenance - Nonrecurring	6855	22,549	11,718	10,831	52%
Equipment Maintenance	6910	23,500	31,353	(7,853)	133%
Vehicle Expense	6920	113,582	57,541	56,041	51%
Equipment Lease	6930	12,400	9,270	3,130	75%
Technology	6940	39,434	27,533	11,901	70%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Nine Months Ending 6/30/2025**

Fees, Licenses, and Permits	7010	3,659	1,610	2,049	44%
Dues/Subscriptions	7020	16,272	13,012	3,260	80%
Special Events	7110	3,500	4,237	(737)	121%
Client Assistance	7210	3,392,401	3,385,425	6,976	100%
Equipment/Improvements (\$5,000 or more)	7310	5,000	8,792	(3,792)	176%
Expendable Equipment	7320	13,460	2,254	11,206	17%
Registration Fees	7410	0	893	(893)	100%
Meetings/Workshops	7420	13,075	5,889	7,186	45%
Training and Technical Assistance/Staff	7435	289,226	52,901	236,325	18%
Advisory/Board Member Expenses	7440	4,200	2,226	1,974	53%
Advertising	7450	22,539	11,101	11,438	49%
Parent Activities	7460	1,200	92	1,108	8%
Raw Food Cost	7510	252,178	220,277	31,901	87%
Legal Expenses	7530	2,500	0	2,500	0%
Interest Expense	7610	200	0	200	0%
Bank Service Charges	7630	1,480	1,568	(88)	106%
Total Expenditures		12,093,288	9,797,006	2,296,282	81%
Excess Revenue over (under) Expenditures		(33,070)	(75,227)	(42,157)	

**Capital Are Community Action Agency
Balance Sheet
For the Period Ending 7/31/2025**

		Current Period Balance
Assets		
Cash Operafing Hancock Bank	1010	509,146
Health Insurance Imprest Account	1031	2,516
Cash-Sunshine State/The First - Micro Loan	1040	66,638
Petty Cash	1050	266
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	19,753
Money Market Account - Hancock Bank	1080	29,289
Accounts Receivable	1100	164,863
Grants Receivable	1150	902,349
Prepaid Other	1310	6,900
Building	1600	245,000
Work In Progress	1630	80,556
Equipment	1650	997,257
Capital Lease	1660	961,600
Accumulated Depreciation - Building	1700	(99,953)
Accumulated Depreciation - Equipment	1750	(516,031)
Accumulated Amorization - Capital Lease	1760	<u>(434,175)</u>
Total Assets		2,935,975
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	341,329
Accrued Expenses - Other	2010	119,571
Accrued Wages	2040	56,584
Accrued Fringe Benefits	2060	1,804
Accrued Flexible Savings	2061	(2,744)
Accrued FICA	2065	(10,296)
Accrued Federal Withholding	2070	(8,611)
Accrued Georgia Estimated Taxes	2071	(328)
Accrued Health Insurance	2085	(15,209)
Accrued Other Health Insurance	2087	(1,318)
Accrued Life Insurance	2090	7,841
Accrued Retirement - Pre Tax	2095	3,247
Accrued Retirement - Post Tax	2096	1,062
Contract Advances	2100	123,853
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	135,013
Lease Payable	2360	209,126
Lease Liability Short Term	2361	343,433
Deferred Income	2400	<u>35,527</u>
Total Liabilities		1,346,962
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,339,342
Invested Property and Equipment	3020	<u>324,898</u>
Total Beginning Net Assets		1,664,240
Current Net Income		<u>(75,227)</u>
Total Net Assets		<u>1,589,013</u>
Total Liabilities and Net Assets		2,935,975

**Capital Area Community Action Agency
CSBG Statement of Revenues and Expenditures
For the Nine Months Ending 6/30/2025**

	75%	Total Budget - Original	Current Year Actual	Total Budget Variance Original	%
Revenue					
Government Contracts - STATE	4010	608,265	399,601	(208,664)	66%
Contributions- Restricted	4210	0	100	100	100%
Total Revenue		608,265	399,701	(208,564)	66%
Expenditures					
Salaries & Wages	6010	273,125	165,501	107,624	61%
Fringe	6110	79,151	46,210	32,941	58%
Staff Screenings	6180	100	0	100	0%
Indirect Costs	6210	65,841	41,575	24,266	63%
Travel - In Area	6310	1,000	1,057	(57)	106%
Office Supplies	6410	2,500	1,658	842	66%
Program Supplies	6415	0	149	(149)	100%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	1,500	2,138	(638)	143%
Postage and Delivery Expense	6600	480	286	194	60%
Contractual Services/Professional	6710	1,047	0	1,047	0%
Rent/Space Cost	6810	52,152	49,904	2,248	96%
Utilities	6820	7,200	7,456	(256)	104%
General Liability and Property Insurance	6830	5,000	6,005	(1,005)	120%
Communications	6840	15,000	14,491	509	97%
Repairs & Bldg Maintenance- Recurring	6850	10,000	8,173	1,827	82%
Repairs & Bldg Maintenance - Nonrecurring	6855	5,000	0	5,000	0%
Equipment Maintenance	6910	2,500	3,324	(824)	133%
Vehicle Expense	6920	18,000	16,535	1,465	92%
Equipment Lease	6930	2,400	3,360	(960)	140%
Technology	6940	2,000	3,000	(1,000)	150%
Fees, Licenses, and Permits	7010	150	142	8	95%
Dues/Subscriptions	7020	7,255	2,691	4,564	37%
Client Assistance	7210	46,425	12,538	33,887	27%
Expendable Equipment	7320	0	385	(385)	100%
Meetings/Workshops	7420	600	118	482	20%
Training and Technical Assistance/Staff Development	7435	7,500	12,916	(5,416)	172%
Advertising	7450	2,339	825	1,514	35%
Total Expenditures		608,265	400,435	207,830	66%
Excess Revenue over (under) Expenditures		0	(733)	(733)	

**Capital Area Community Action Agency
LIHEAP Statement of Revenues and Expenditures
For the Nine Months Ending 6/30/2025**

	75%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	2,933,701	3,412,376	478,675	116%
Total Revenue		2,933,701	3,412,376	478,675	116%
Expenditures					
Salaries & Wages	6010	348,433	231,083	117,350	66%
Fringe	6110	100,976	63,769	37,207	63%
Staff Screenings	6180	200	98	102	49%
Indirect Costs	6210	83,995	58,407	25,588	70%
Travel - In Area	6310	1,000	0	1,000	0%
Office Supplies	6410	2,500	1,273	1,227	51%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	6,000	3,705	2,295	62%
Postage and Delivery Expense	6600	3,000	2,523	477	84%
Contractual Services/Professional	6710	9,485	0	9,485	0%
Rent/Space Cost	6810	32,472	25,232	7,240	78%
Utilities	6820	5,000	2,398	2,602	48%
General Liability and Property Insurance	6830	6,000	5,504	496	92%
Communications	6840	15,000	10,385	4,616	69%
Repairs & Bldg Maintenance- Recurring	6850	5,990	2,763	3,227	46%
Repairs & Bldg Maintenance - Nonrecurring	6855	4,349	0	4,349	0%
Equipment Maintenance	6910	4,000	3,499	501	87%
Equipment Lease	6930	3,000	1,204	1,796	40%
Technology	6940	3,000	625	2,375	21%
Fees, Licenses, and Permits	7010	350	35	315	10%
Client Assistance	7210	2,287,691	2,990,079	(702,388)	131%
Expendable Equipment	7320	1,960	39	1,921	2%
Training and Technical Assistance/Staff Development	7435	6,300	760	5,540	12%
Advertising	7450	3,000	2,353	647	78%
Total Expenditures		2,933,701	3,405,732	(472,031)	116%
Excess Revenue over (under) Expenditures		0	6,643	6,643	

**Capital Area Community Action Agency
WAP Statement of Revenues and Expenditures
For the Nine Months Ending 6/30/2025**

	75%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	386,139	348,444	(37,695)	90%
Total Revenue		386,139	348,444	(37,695)	90%
Expenditures					
Salaries & Wages	6010	84,398	92,481	(8,083)	110%
Fringe	6110	24,459	25,425	(966)	104%
Indirect Costs	6210	20,345	23,401	(3,056)	115%
Travel - In Area	6310	500	908	(408)	182%
Office Supplies	6410	1,777	594	1,183	33%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	1,500	342	1,158	23%
Postage and Delivery Expense	6600	500	198	302	40%
Contractual Services/Professional	6710	5,008	0	5,008	0%
Rent/Space Cost	6810	8,180	8,221	(41)	100%
Utilities	6820	4,000	1,694	2,306	42%
General Liability and Property Insurance	6830	8,000	6,005	1,995	75%
Communications	6840	5,000	3,416	1,584	68%
Repairs & Bldg Maintenance- Recurring	6850	2,700	189	2,511	7%
Repairs & Bldg Maintenance - Nonrecurring	6855	2,700	0	2,700	0%
Equipment Maintenance	6910	1,500	1,519	(19)	101%
Vehicle Expense	6920	9,500	8,563	937	90%
Equipment Lease	6930	1,500	616	884	41%
Technology	6940	1,500	0	1,500	0%
Fees, Licenses, and Permits	7010	109	35	74	32%
Dues/Subscriptions	7020	200	0	200	0%
Client Assistance	7210	135,755	174,052	(38,297)	128%
Expendable Equipment	7320	2,500	385	2,116	15%
Training and Technical Assistance/Staff Development	7435	62,008	3,846	58,162	6%
Advertising	7450	2,500	0	2,500	0%
Total Expenditures		386,139	351,891	34,248	91%
Excess Revenue over (under) Expenditures		0	(3,447)	(3,447)	

**Capital Area Community Action Agency
SUWAP Statement of Revenues and Expenditures
For the Nine Months Ending 7/31/2025**

	75%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	258,306	123,209	(135,097)	48%
Total Revenue		258,306	123,209	(135,097)	48%
Expenditures					
Salaries & Wages	6010	17,794	12,969	4,825	73%
Fringe	6110	5,157	3,594	1,563	70%
Indirect Costs	6210	4,289	3,274	1,015	76%
Travel - In Area	6310	500	0	500	0%
Office Supplies	6410	500	0	500	0%
Copies/Printing/Copier Maintenance/Toner/Paper	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	103,372	80,793	56%
Expendable Equipment	7320	1,000	0	1,000	0%
Training and Technical Assistance/Staff Development	7435	30,793	0	30,793	0%
Advertising	7450	5,000	0	5,000	0%
Total Expenditures		258,306	123,209	135,097	48%
Excess Revenue over (under) Expenditures		0	0	0	

**Capital Area Community Action Agency
Head Start Statement of Revenues and Expenditures
For the Nine Months Ending 6/30/2025**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	3,318,846	(942,132)	78%
Other Revenue	4995	0	3,750	3,750	100%
Total Revenue		4,260,978	3,322,596	(938,382)	78%
Expenditures					
Salaries & Wages	6010	2,211,970	1,534,570	677,400	69%
Fringe	6110	641,029	426,922	214,107	67%
Staff Screenings	6180	1,000	1,217	(217)	122%
Indirect Costs	6210	533,225	386,598	146,627	73%
Travel - In Area	6310	4,000	6,882	(2,882)	172%
Office Supplies	6410	5,000	6,972	(1,972)	139%
Program Supplies	6415	18,000	24,560	(6,560)	136%
Classroom Supplies	6420	24,000	18,829	5,171	78%
Kitchen Supplies	6430	564	0	564	0%
Medical/Dental Supplies	6440	500	279	221	56%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	10,000	9,628	372	96%
Postage and Delivery Expense	6600	460	739	(279)	161%
Contractual Services/Professional	6710	10,000	5,499	4,501	55%
Contractual Services – Health/Disabilities	6715	157,808	253,202	(95,394)	160%
Rent/Space Cost	6810	211,270	170,731	40,539	81%
Utilities	6820	84,718	82,032	2,686	97%
General Liability and Property Insurance	6830	20,000	22,529	(2,529)	113%
Communications	6840	55,000	54,610	390	99%
Repairs & Bldg Maintenance- Recurring	6850	109,000	159,163	(50,163)	146%
Repairs & Bldg Maintenance - Nonrecurring	6855	10,000	11,718	(1,718)	117%
Equipment Maintenance	6910	12,000	18,903	(6,903)	158%
Vehicle Expense	6920	30,000	29,277	723	98%
Equipment Lease	6930	3,000	2,959	41	99%
Technology	6940	26,934	17,224	9,710	64%
Fees, Licenses, and Permits	7010	550	645	(95)	117%
Dues/Subscriptions	7020	5,091	2,348	2,744	46%
Special Events	7110	1,500	377	1,123	25%
Equipment/Improvements (\$5,000 or more)	7310	0	8,792	(8,792)	100%
Expendable Equipment	7320	0	(112)	112	0%
Meetings/Workshops	7420	2,010	2,359	(349)	117%
Training and Technical Assistance/Staff	7435	40,998	25,669	15,329	63%
Advisory/Board Member Expenses	7440	500	410	90	82%
Advertising	7450	5,000	8,601	(3,601)	172%
Parent Activities	7460	1,200	92	1,108	8%
Raw Food Cost	7510	24,651	28,373	(3,722)	115%
Total Expenditures		4,260,978	3,322,596	938,382	78%
Excess Revenue over (under) Expenditures		0	0	0	

Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the Month Ending June 30, 2025

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		67,451			
Grants - Other Not for Profits		101			
In-Kind Revenue		549,286			
VPK/SR		205,433			
	1,065,245	822,270	77%	242,975	23%

HEAD START CREDIT CARD EXPENSES JULY 2025

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description	Session ID
HANCOCK CC	1064	6310	255	6/27/2025	54.01	ACCT 4802-1596 DARREL JAMES FUEL	AP250703-VISAS
HANCOCK CC	1064	6310	255	6/27/2025	55.00	ACCT 4802-1596 DARREL JAMES FUEL	AP250703-VISAS
HANCOCK CC	1064	6310	255	6/27/2025	57.00	ACCT 4802-1596 DARREL JAMES FUEL	AP250703-VISAS
HANCOCK CC	1064	7010	255	6/27/2025	35.00	ACCT 4802-1596 DARREL JAMES ANNUAL FEE	AP250703-VISAS
HANCOCK CC	1064	7020	255	6/27/2025	144.00	ACCT 4802-1596 DARREL JAMES GRAMERALLY	AP250703-VISAS
HANCOCK CC	1064	7420	255	6/27/2025	219.90	ACCT 4802-1596 DARREL JAMES ZOOM	AP250703-VISAS
HANCOCK CC	1064	7450	255	6/27/2025	12.68	ACCT 4802-1596 DARREL JAMES CUSTOM STATION	AP250703-VISAS
HANCOCK CC	1064	7450	255	6/27/2025	29.01	ACCT 4802-1596 DARREL JAMES CUSTOM STATION	AP250703-VISAS
HANCOCK CC	1064	7450	255	6/27/2025	40.54	VISA ANNA MCCOY #1545 OUTREACH	AP250703-VISAS
HANCOCK CC	1064	7450	255	6/27/2025	492.11	VISAS NINA SELF #3535- INDEED	AP250703-VISAS
HANCOCK CC	1064	6410	255	6/27/2025	14.88	VISAS FATIMA OLEABHIELE ALEXANDER-OFFICE SUPP	AP250703-VISAS
HANCOCK CC	1064	7110	255	6/27/2025	9.96	VISAS FATIMA OLEABHIELE ALEXANDER-STAFF	AP250703-VISAS
HANCOCK CC	1064	6180	250	6/27/2025	43.37	VISAS VENITA TREADWELL-ROBINSON	AP250703-VISAS
HANCOCK CC	1064	6180	255	6/27/2025	43.37	VISAS VENITA TREADWELL-ACHA	AP250703-VISAS
HANCOCK CC	1064	6180	255	6/27/2025	43.37	VISAS VENITA TREADWELL-TREADWELL	AP250703-VISAS
HANCOCK CC	1064	6180	256	6/27/2025	43.37	VISAS VENITA TREADWELL- STRAWTER	AP250703-VISAS
HANCOCK CC	1064	6420	255	6/27/2025	337.47	VISAS VENITA TREADWELL-CLASSROOM SUPP	AP250703-VISAS
HANCOCK CC	1064	7110	255	6/27/2025	42.99	VISAS VENITA TREADWELL-STAFF APPRECIATION	AP250703-VISAS
HANCOCK CC	1064	7435	255	6/27/2025	114.75	VISAS VENITA TREADWELL-HUBBARD FIRST AID CPR	AP250703-VISAS
HANCOCK CC	1064	7435	255	6/27/2025	114.75	VISAS VENITA TREADWELL-TREADWELL FIRST AID CPR	AP250703-VISAS
LOWES	1064	6850	250	6/2/2025	<u>280.05</u>	SUPPLIES MABRY HDST #82130109106598	AP250603

Total 2,227.58



**HANCOCK
WHITNEY**

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

MEMO STATEMENT

Account Number

Statement Date

06-27-25

Issued by Hancock Whitney Bank

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

** 000001

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-28	05-27	24692165147102547874497	5691	SQ *CUSTOM STATION TALLAHASSEE FL	M13.38
05-28	05-27	24692165147102543657227	5691	SQ *CUSTOM STATION TALLAHASSEE FL	M30.76
06-05	06-04	24015145156078638228795	5542	GATE #1194 TALLAHASSEE FL	M54.01
06-09	06-06	24011345157100114403061	4814	ZOOM.COM 888-799-9666 ZOOM.US CA	M219.90
06-13	06-12	24015145164080605285693	5542	GATE #1194 TALLAHASSEE FL	M57.00
06-23	06-20	24015145172082539317004	5542	GATE #1194 TALLAHASSEE FL	M55.00
06-25	06-24	24011345175100074771299	5734	GRAMMARLY CO*8YMTEWD GRAMMARLY.COM CA	M144.00
06-26	06-26		0000	ANNUAL FEE	M35.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
06-27-25			
<p>CUSTOMER SERVICE CALL</p> <p>Toll Free 1-800-448-8812</p>		NEW PURCHASES AND OTHER CHARGES	609.05
		NEW CASH ADVANCES	.00
		CREDITS	.00
		STATEMENT TOTAL	609.05
		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

06-27-25

Issued by Hancock Whitney Bank

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
06-02	05-30	24445005151400201332252	5300	SAMS CLUB #8120 TALLAHASSEE FL	M40.54 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-25	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 40.54
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 40.54
		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

06-27-25

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

** 0000001

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STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-28	05-27	24445005148400185390454	5411	WM SUPERCENTER #3307 CRAWFORDVILLE FL	M9.96 ✓
05-28	05-27	24445005148400185390371	5411	WM SUPERCENTER #3307 CRAWFORDVILLE FL	M14.88 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-25		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 24.84
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 24.84
		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

Statement Date

06-27-25

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NINA SINGLETON
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
06-03	06-02	24793385153000007177026	7311	INDEED USI25-02967084 800-4625842 TX	M492.11
06-10	06-09	24137465161001573760133	5411	PUBLIX #1051 TALLAHASSEE FL	M37.93
06-11	06-09	24801975161368622211373	5811	4 RIVERS SMOKEHOUSE OF T 850-397-0322 FL	M1,555.55
06-11	06-10	24116415161878881407634	5942	AHA PROCESS INC 800-424-9484 TX	M2,500.00
06-12	06-11	24055235163369945288670	9399	NIC*-DOS DIVISION OF CORP TPREQ@TYLERT FL	M521.25
06-24	06-23	24011345175100001853442	7392	FUNDSFORNGOS LLC FUNDSFORNGOSP NY	M29.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-25		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 5,135.84
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 5,135.84
		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

06-27-25

Issued by Hancock Whitney Bank

VENITA TREADWELL
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
05-28	05-27	24055235148353466407196	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M43.37 ✓
05-29	05-28	24137465149600436751432	5411	PUBLIX #1051 TALLAHASSEE FL	M42.99 ✓
06-13	06-12	24055235164371328824175	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M43.37 ✓
06-13	06-12	24055235164371328824555	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M43.37 ✓
06-13	06-12	24055235164371328824639	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M43.37 ✓
06-13	06-12	24445005163300652103762	8299	FSP*CPR TALLY - NOCO CPR 850-559-1678 FL	M114.75 ✓
06-16	06-14	24493985165115480559924	5943	LAKESHORE LEARNING MATER 310-537-8800 CA	M337.47 ✓
06-17	06-16	24445005167300649974941	8299	FSP*CPR TALLY - NOCO CPR 850-559-1678 FL	M114.75 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-25		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 783.44
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 783.44
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

The Lowe'sSM Business Advantage Card is now MyLowe's Pro Rewards Credit Card.



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MyLowe's Pro RewardsSM Credit Card

CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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

Summary of Account Activity	
Previous Balance	\$108.06
- Payments	\$108.06
- Other Credits	\$0.00
+ Purchases/Debits	\$280.05
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$280.05
Credit Limit	\$11,000.00
Available Credit	\$10,719.00
Statement Closing Date	06/02/2025
Days in Billing Cycle	31

Payment Information	
New Balance	\$280.05
Total Minimum Payment Due	\$29.00
Payment Due Date	06/28/2025

NOTE: YOU HAVE A PROMOTIONAL PURCHASE EXPIRING. SEE PROMOTIONAL PURCHASE SUMMARY FOR DETAILS.

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
04/21/2025	\$108.06	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
05/30/2025	\$280.05	No Interest With Payment	\$0.00	\$0.00	\$280.05	08/02/2025

Handwritten signature and date: 6/10/25

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: ORTT595, 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]
INVOICE # : 97404
TRANSACTION # : 0

CAPITAL AREA COMM ACTION
LOWE'S BUSINESS ACCOUNT
DATE OF SALE : 250530
AUTHORIZATION : 001089

183689
P.O. # : no
STORE # : 417
REGISTER # :

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
00000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
00000000773958	1G SIGNATURE SEMI UW BASE	5.000	EA	\$46.53	\$232.65
000000001034369	VALSPAR 2.5-IN THIN ANGLE	1.000	EA	\$11.86	\$11.86
000000005083896	VALSPAR 2 ANGLE SASH FLUT.	1.000	EA	\$11.38	\$11.38
000000001054590	WHIZZ 3-PACK 9-1/2-IN MAX	1.000	EA	\$11.38	\$11.38
00000000774615	WHIZZ 2-PACK 4-3/8-INMICR	1.000	EA	\$6.54	\$6.54
00000000323862	PROJECT SOURCE1 GALLON SC	2.000	EA	\$3.12	\$6.24

SUB \$280.05	TAX \$0.00	TOTAL INVOICE	\$280.05
		CREDITS TOTAL	\$0.00
		BALANCE DUE	\$280.05

1-2

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT AUGUST 2025

Administrative

- Board recruitment continues to address the CSBG tripartite requirement and get better representation from the service area. By-laws require a minimum of 12 members on the Board. NAACP Gadsden will elect a representative at its September meeting.
- United Partners for Human Services (UPHS) leadership is under contract to help with morale and team building opportunities with a meeting scheduled for July 28, 2025. The CEO is working directly with Trasetta Washington as a Professional Coaching to help develop a workable solution to policy, practice, and communication with the management team including the Board of Directors.
- We will resume strategic planning with Moore Business Strategies to meet the CSBG Performance Standards requirements. Staff and Board members completed a planning survey. New surveys will be offered to new Board members. A doodle poll will survey the Board for potential meeting dates.
- The annual single audit with James Moore is almost complete and will be presented to the Board at its September meeting.
- TKElevators completed the elevator annual inspection and the annual DBPR registration is complete. Safety checks are completed the beginning of each month.
- Congressional budget drafts indicate continuation funding for all programs. It was forecast that there would be a 23% reduction in domestic spending. This process is being monitored.
- Florida Commerce contacted the Agency concerning direction from HHS regarding the payment of mortgage interest through rent from Holdings. The Agency requested an appeal to HHS from FloridaCommerce. The Agency is also in contact with Congressman Neil Dunn's office to advocacy support.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- The Agency received a draft report monitoring of LIHEAP, CSBG, and Weatherization programs from Thomas Howell Ferguson before FloridaCommerce issues a final report. The draft identifies a few areas requiring corrective action necessary to meet contractual obligations – most of these deal with missing paperwork processes.
- Monthly Head Start management calls with Region IV HHS Office Program Specialist Kym Crooms (new as of June 2025).
- Management awaits approval of the Five-Year Head Start application submitted at the beginning of July. A supplemental grant application was also submitted for additional resources for teacher aide positions in Head Start Centers, additional therapy sessions, and rent.
- Head Start at Pineview Elementary in Tallahassee is up and running.



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- Still working on Jefferson Head Start Center replacement options. We are in touch with Duke Energy and HHS.
- The Crisis Team is spending down the remaining balance of \$2.1 million in tornado recovery LIHEAP funds that expire September 30, 2025. The State's online portal fo LIHEAP is back open from Tuesday through Friday to accept applications. Staff continue to work through hundreds of applications seeking relief.

Impact: Redesigning entitlement programs toward more independent services.

Communications and Outreach

- Working with the Tallahassee Chamber's Leadership Tallahassee, Youth Leadership Tallahassee, and Opportunity Tallahassee programs on social services awareness programming about the needs of the resourced/under-resourced community and Community Action engagement overview.
- 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

- The Tallahassee Beer Festival hosted by UPHS on August 10, 2025, was a success. Volunteered for the Beer Mile and Beer Cup dinner the night before the festival. Prorated revenue sharing amounts have not yet been released.
- Awaiting the award of an \$8,000 grant from Simply Healthcare for the Getting Ahead program.
- Working on Duke Energy for Community Investment (building)

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

Out of Office

- August 25-29 – Detroit – National Community Action Partnership Annual Conference
- September 4-5 – PTO – Orlando
- November 3-5 – PTO – Ft. Lauderdale
- November 21, 24 – PTO – Los Angeles