

Capital Area Community Action Agency

Board of Directors Meeting
Agenda
Tuesday, September 23, 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 – July 22, 2025 | | |
| ii) Executive Committee Minutes – August 26, 2025 | | |
| B. Annual Audit Presentation – James Moore & Company | | |
| C. Financial Report | Keith Dean, CFO | |
| • Narrative | | |
| • Revenue & Expenditures Agency-wide | | |
| • Balance Sheet | | |
| • Revenue & Expenditures – major programs | | |
| • Head Start Non Federal Share Match | | |
| • Head Start Credit Card Activity | | |
| V. Interim CEO Report | Nina Self | |
| CSBG Organizational Standards | | |
| • 4.5 Succession Plan | | |
| • 8.12 Cost Allocation and Indirect Cost Rate | | |
| Program Updates | | |
| VI. Chair's Report | Shanetta Keel | |
| • Agency Succession Plan | | |
| VII. Adjournment | | |

Next Board of Directors Meeting 11/18/2025 – 6:00 pm – Microsoft Teams Video

Next Executive Committee Meeting 10/21/2025 – Microsoft Teams Video



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
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Capital Area **Community Action** Agency

Board of Directors Meeting Minutes July 22, 2025

Members in Attendance:

Shanetta Keel, Chair
Melissa Miller, Treasurer
Carmen Conner
Steve Lanier
Akhenaton Thomas

CACAA Staff:

Tim Center
Nina Self
Kate Beam
Keith Dean
Margaret Watson

Member Absent: John Grant, and Valerie Russell

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 May 27, 2025. The minutes from the previous meeting were reviewed, and necessary corrections were noted by Ms. Conner and Ms. Beam. Mr. Lanier moved approval of the minutes. Ms. Conner seconded the motion. The motion was approved unanimously.

The minutes from the Executive Committee meeting held on June 24, 2025, were presented to the Board for review.

Board Member Seating

Mr. Center welcomed Mr. Eddie Fields, Executive Director, Gulf County Senior Citizens Association, and Ms. Jeannie Fortune, Calhoun County, a Getting Ahead graduate. He reminded the Board of the tri-partite structure with one-third representation from the low-income communities served, one-third from the public sector, and one-third from the private sector.

The Chair asked members in attendance to introduce themselves.

The Chair entertained a motion to seat Mr. Fields and Ms. Fortune on the Board. Mr. Lanier moved approval. Mr. Thomas seconded the motion. The motion was approved unanimously.

FINANCIAL REPORTS

Ms. Beam, Finance Director, presented the financial reports for the month ending May 31, 2025. She reviewed the financial reports showing revenues, expenses, and net income.

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

Board Member Conversation

The Chair opened the floor to questions or concerns from Board members. Mr. Lanier expressed concern regarding the progress with the CEO's contract.

CEO REPORT

The Chief Executive Officer (CEO), presented the report for the month of July 2025. He provided the status of federal funding for LIHEAP, CSBG, Head Start, and the Weatherization Assistance Program. He noted that the recent congressional action did not reduce or eliminate funding for these programs. He emphasized the importance of Board recruitment and development. He also shared that United Partner for Human Services will facilitate an internal team-building for the senior managers. Additionally, he highlighted the agency's ongoing financial audits and discussed challenges related to a backlog of client applications, which resulted from recent changes to the FloridaCommerce online application intake process.

COO Report

The Chief Operating Officer (COO) presented the Summary of Programs for the month of July 2025. She shared that the Getting Ahead classes held with residents of Disc Village ended the month of June. Case Managers are actively recruiting participants for the August session, inspite of being challenged with two current vacancies in the program. Mr. Fields shared his experience in the program and the need for continuation in Port St. Joe. Ms. Fortune requested information on Getting Ahead to share with the community in Calhoun County.

The Head Start department is currently recruiting for the fall school year.

CHAIR'S REPORT

The Chair shared that she had been approached by agency managers with concerns regarding the CEO's behavior. She reported that The Krizner Group met with staff and the final report has been received. The goal is to hold accountability and transparency, highlighting that the Board has a commitment to address the concerns of the agency. There was some discussion and questions raised on the following:

Board Member Appointments

Delaying new Board member appointments until current matters are resolved due to a lack of context to make an informed decision.

2022 Executive Committee Reports

Questions were raised on the handling of the 2022 investigation report of the CEO, expressing frustration over the lack of follow-up. It was noted that the disclosed report was not to be shared with the Board or staff and considered inconclusive. Per agency policy, “Board Chair and COO conduct the investigation as stated in the Whistleblower Policy”.

An issue was raised with the characterization of the investigation report, arguing the accuracy of the language, which supported the claims as stated in the investigation. It was expressed that the focus should remain on resolving the current issues before proceeding with other matters, including pausing on the addition to add new Board members until the investigation is complete.

The Chair requested that a special meeting be called to address the findings of the new investigation report, and the discussion be tabled until then.

Mr. Fields shared feelings of uncertainty as a new Board member, particularly regarding potential liabilities and the need for equitable treatment in the community. The Chair reassured him that there is no threat of litigation and the Board is focused on addressing concerns. Board members were encouraged to embrace forgiveness and support one another.

The meeting adjourned at 7:52 PM.

Board Chair

Date

Capital Area **Community Action** Agency

Executive Committee Meeting Minutes August 26, 2025

Members in Attendance

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

CACAA Staff:

Tim Center
Keith Dean
Margaret Watson

The meeting was called to order at 5:36 p.m. by the Chair. A quorum was established.

ACTION ITEMS

Approval of past minutes

The Board reviewed and approved the Executive Committee Minutes of minutes of June 24, 2025. Mr. Grant moved approval of the minutes. Ms. Miller seconded the motion. The motion was unanimously approved.

FINANCIAL REPORTS

Ms. Dean, Chief Financial Officer, presented the financial reports for the month ending June 30, 2025. He 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. He noted that the Agency is within budget with Revenue and Expenditures, with a restricted net income.

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

Board Member Conversations – What’s on your mind?

The Chair asked whether the Agency had received any responses to the Head Start grant.

Agency Updates

Federal Funding Updates

Congressional budget drafts in both the House and Senate indicate continued funding for all three major programs, including an \$85 million national increase for Head Start. Other



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community action agencies are pulling back on professional development and direct client services due to funding uncertainty.

State Fiscal Monitoring

A monitoring review conducted by Florida Commerce from January through February produced a draft report identifying minor issues that require corrective action. The findings focused primarily on updating policies and procedures for client eligibility documentation and highlighted the need to adjust board membership composition to comply with tripartite requirements.

State Funding Delays

Florida Commerce has not yet provided new allocations for weatherization and LIHEAP, which are expected by September 30, 2025. This delay of previous funding of June 30th, caused significant concern for agencies across the state regarding staffing and operations.

CEO REPORT

Mr. Center presented the CEO report for the month August 2025. He outlined the agency's future funding plan and agency operations. Further details will be provided in the draft budget at the September meeting.

Board Membership

The board is currently three members short of the 12 required by the bylaws. NAACP Gadsden will elect a representative at their September meeting, which will help address the tripartite requirement. The search for other private and public sector board members is on hold per the board's request from the last meeting.

Head Start updates

The agency successfully received majority approval from the board for the Head Start grant application. A supplemental budget request is also being processed and the five-year Head Start application has been approved.

- The Pineview Elementary School Head Start program is now operational. The program hopes to offer VPK and school readiness as extended day services. VPK services are also back up and running at South City Head Start.
- The agency is actively looking at potential relocation sites in Jefferson County, having contacted a real estate group in Monticello. Funds for rent have been requested in a supplemental Head Start budget. Duke Energy is only interested in selling their building, not leasing it, despite direct engagement with their community relations teams.

Staff Professional Development

Ms. LaShawn Gordan, UPHS, will attend the next managers meeting being held September 10, 2025, to discuss the book 'Fierce Conversations'. The Coaching is on hold pending additional quotes to ensure procurement policies are followed.

Strategic Planning

A poll will be distributed to schedule a strategic planning session with Mr. Mickey Moore from Moore Business Strategy. The goal is to complete this process before December to comply with Community Service Block Grant performance standards.

Annual Audit

The audit is nearly complete. A draft audit may be sent to the Department of Commerce to meet their August 31, 2025, deadline, but the board must approve the final version at the September meeting.

Disallowed Costs Concern

HHS has indicated to Florida Commerce that mortgage interest for the building may be a disallowed cost. The agency has not received this in writing and has informed the auditors. We are also consulting with Congressman Dunn's office, awaiting formal documentation.

Fundraising and Donations

- The agency received an \$8,000 grant from Simple Healthcare, facilitated by former board member Mr. Brent Couch.
- Donations are expected from the beer festival fundraiser.

Board Chair's Report

Meeting adjourned at 6:15 P.M.

Board Chair

Date

**Financial Statement Narrative
For the Period Ending July 31, 2025
Capital Area Community Action Agency**

As of July 31, 2025, we have completed ten months of the fiscal year and we would expect the year-to-date actual expenses and revenue to be around 83% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 89% and 90% respectively with excess of expenditures of \$106,115.

Non-Federal Share (NFS) Match as of July 31, 2025 was \$862,082 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 July 31, 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 budget with higher than anticipated participation and some prepaid expenses.
- Staff Screenings – is over budget due to increased hiring during the fiscal year.
- 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.
- **Medical/Dental Supplies - are over budget but the overage is inconsequential to the overall budget.**
- Copies/Printing/Copier Maintenance/Toner/Paper- is slightly over benchmark budget however we anticipate ending the year within the annual budget.
- **Postage and Delivery Expense – 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 over budget with higher than forecast expenses. We anticipate the overage to be around \$20,000 based on current spending.**
- 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 \$80,000 based on current spending.

**Financial Statement Narrative
For the Period Ending July 31, 2025
Capital Area Community Action Agency**

- Equipment Maintenance – is over budget with an addition of a large support contract and we anticipate ending the year over the annual budget by \$20K.
- **Dues and Subscriptions – is over benchmark budget however we anticipate ending the year within the annual budget.**
- Special Events– is over budget but will be offset by an overage in Special Events revenue.
- Client Assistance – is over 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.
- 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.

**Financial Statement Narrative
For the Period Ending July 31, 2025
Capital Area Community Action Agency**

- 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.

LIHEAP Variances

- Postage and Delivery Expense - is over budget with higher than expected expenses and we anticipate ending the year within \$1000 of the annual budget.
- **Rent/Space Cost- is slightly over benchmark budget with higher than anticipated expenses associated with the allocation of Holdings building repair expenses.**
- General Liability and Property Insurance - is slightly 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 so the overage will be slight.
- Equipment Maintenance – is over budget with an addition of a large support contract.
- Client Assistance – is over 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 over 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 \$1000 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.

**Financial Statement Narrative
For the Period Ending July 31, 2025
Capital Area Community Action Agency**

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.
- Program Supplies– is over budget primarily due to beginning of the year needs.
- **Medical/Dental Supplies - are over budget but the overage is inconsequential to the overall budget.**
- Copies/Printing/Copier Maintenance/Toner/Paper - is over budget however we anticipate ending the year within \$1500 of 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 budget and we anticipate going over budget by \$25,000 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 budget and anticipated to go over budget by \$12,000 based on current spending.
- Repairs & Maintenance – Recurring - is over budget and anticipated to go over budget by 80K 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 \$18,000 deficit.
- Vehicle Expense – is over budget with increased travel. We anticipate ending the year within \$5000 of the annual budget.
- Equipment Lease – is over budget and is anticipated to go over budget by \$1000 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.

**Financial Statement Narrative
For the Period Ending July 31, 2025
Capital Area Community Action Agency**

- 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 Period Ending 7/31/2025**

| | | | Total Budget - Current | Total Budget Variance - | |
|---|-------------|----------------------|------------------------------|-------------------------------|-------------|
| | 83% | Budget - Original | Year Actual | Original | % |
| Revenue | | | | | |
| Government Contracts - FEDERAL - DIRECT | 4000 | 4,260,978 | 3,492,378 | (768,600) | 82% |
| Government Contracts - STATE | 4010 | 5,872,675 | 5,691,229 | (181,446) | 97% |
| Government Contracts - LOCAL | 4020 | 124,798 | 104,769 | (20,029) | 84% |
| Grants - Other Not-for-Profits | 4100 | 5,198 | 4,970 | (228) | 96% |
| Grants - All Other Sources | 4120 | 1,500 | 0 | (1,500) | 0% |
| Contributions | 4200 | 2,000 | 198 | (1,802) | 10% |
| Contributions- Restricted | 4210 | 29,000 | 52,707 | 23,707 | 182% |
| Special Events | 4300 | 2,000 | 5,070 | 3,070 | 254% |
| Commissions-Vending/Photo | 4320 | 0 | 2,613 | 2,613 | 100% |
| Interest Income | 4950 | 0 | 984 | 984 | 100% |
| Fringe Pool Revenue | 4960 | 957,280 | 747,054 | (210,226) | 78% |
| Indirect Pool Revenue | 4970 | 802,789 | 615,264 | (187,525) | 77% |
| Other Revenue | 4995 | 2,000 | 28,758 | 26,758 | 1438% |
| Total Revenue | | 12,060,218 | 10,745,993 | (1,314,225) | 89% |
| Expenditures | | | | | |
| Salaries & Wages | 6010 | 3,648,584 | 2,695,787 | 952,797 | 74% |
| Fringe | 6110 | 1,055,087 | 747,054 | 308,033 | 71% |
| FICA | 6120 | 271,200 | 196,130 | 75,070 | 72% |
| Unemployment | 6130 | 40,000 | 39,121 | 879 | 98% |
| Workers Compensation | 6140 | 42,000 | 19,092 | 22,908 | 45% |
| Health Insurance | 6150 | 480,000 | 427,903 | 52,097 | 89% |
| Life Insurance | 6160 | 34,800 | 35,222 | (422) | 101% |
| Retirement | 6170 | 60,000 | 47,029 | 12,971 | 78% |
| Staff Screenings | 6180 | 1,400 | 1,615 | (215) | 115% |
| Indirect Costs | 6210 | 810,023 | 620,863 | 189,160 | 77% |
| Travel - In Area | 6310 | 9,200 | 9,628 | (428) | 105% |
| Office Supplies | 6410 | 17,777 | 12,606 | 5,171 | 71% |
| Program Supplies | 6415 | 20,400 | 27,697 | (7,297) | 136% |
| Classroom Supplies | 6420 | 25,085 | 22,809 | 2,276 | 91% |
| Kitchen Supplies | 6430 | 10,564 | 14,885 | (4,321) | 141% |
| Medical/Dental Supplies | 6440 | 500 | 603 | (103) | 121% |
| Copies/Printing/Copier Maintenance/Toner/Paper | 6510 | 26,250 | 25,606 | 644 | 98% |
| Postage and Delivery Expense | 6600 | 5,540 | 5,029 | 511 | 91% |
| Contractual Services/Professional | 6710 | 341,536 | 268,985 | 72,551 | 79% |
| Contractual Services - Health/Disabilities | 6715 | 232,464 | 322,964 | (90,500) | 139% |
| Rent/Space Cost | 6810 | 325,434 | 316,525 | 8,909 | 97% |
| Utilities | 6820 | 105,418 | 106,647 | (1,229) | 101% |
| General Liability and Property Insurance | 6830 | 69,505 | 80,159 | (10,654) | 115% |
| Communications | 6840 | 98,000 | 95,789 | 2,211 | 98% |
| Repairs & Bldg Maintenance- Recurring | 6850 | 130,166 | 190,880 | (60,714) | 147% |
| Repairs & Bldg Maintenance - Nonrecurring | 6855 | 22,549 | 11,718 | 10,831 | 52% |
| Equipment Maintenance | 6910 | 23,500 | 39,836 | (16,336) | 170% |
| Vehicle Expense | 6920 | 113,582 | 63,548 | 50,034 | 56% |
| Equipment Lease | 6930 | 12,400 | 10,303 | 2,097 | 83% |
| Technology | 6940 | 39,434 | 33,943 | 5,491 | 86% |
| Fees, Licenses, and Permits | 7010 | 3,659 | 1,731 | 1,928 | 47% |

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Period Ending 7/31/2025

| | | | | | |
|---|-------------|------------------|------------------|------------------|-------------|
| Dues/Subscriptions | 7020 | 16,272 | 14,772 | 1,500 | 91% |
| Special Events | 7110 | 3,500 | 4,237 | (737) | 121% |
| Client Assistance | 7210 | 3,392,401 | 4,026,373 | (633,972) | 119% |
| 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 | 6,458 | 6,617 | 49% |
| Training and Technical Assistance/Staff Development | 7435 | 289,226 | 60,737 | 228,489 | 21% |
| Advisory/Board Member Expenses | 7440 | 4,200 | 2,265 | 1,935 | 54% |
| Advertising | 7450 | 22,539 | 11,636 | 10,903 | 52% |
| Parent Activities | 7460 | 1,200 | 92 | 1,108 | 8% |
| Raw Food Cost | 7510 | 252,178 | 220,166 | 32,012 | 87% |
| Legal Expenses | 7530 | 2,500 | 0 | 2,500 | 0% |
| Interest Expense | 7610 | 200 | 0 | 200 | 0% |
| Bank Service Charges | 7630 | 1,480 | 1,726 | (246) | 117% |
| Total Expenditures | | 12,093,288 | 10,852,109 | 1,241,179 | 90% |
| Excess Revenue over (under) Expenditures | | (33,070) | (106,115) | (73,045) | |

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

| | | <u>Current Period Balance</u> |
|--|------|---------------------------------------|
| Assets | | |
| Cash Operating Hancock Bank | 1010 | 173,973 |
| Health Insurance Imprest Account | 1031 | 2,516 |
| Cash-Sunshine State/The First - Micro Loan | 1040 | 66,644 |
| Petty Cash | 1050 | 266 |
| FLEXIBLE SAVING ACCOUNT-HANCOCK BANK | 1065 | 18,388 |
| Money Market Account - Hancock Bank | 1080 | 27,562 |
| Accounts Receivable | 1100 | 169,046 |
| Grants Receivable | 1150 | 1,008,932 |
| 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 Amortization - Capital Lease | 1760 | (434,175) |
| Total Assets | | <u>2,701,582</u> |
| Liabilities and Net Assets | | |
| Liabilities | | |
| Accounts Payable | 2000 | 179,375 |
| Accrued Expenses - Other | 2010 | 115,754 |
| Accrued Wages | 2040 | 33,366 |
| Accrued Fringe Benefits | 2060 | (1,479) |
| Accrued Flexible Savings | 2061 | (2,863) |
| Accrued FICA | 2065 | (10,296) |
| Accrued Federal Withholding | 2070 | (8,611) |
| Accrued Georgia Estimated Taxes | 2071 | (328) |
| Accrued Health Insurance | 2085 | (20,205) |
| Accrued Other Health Insurance | 2087 | (2,187) |
| Accrued Life Insurance | 2090 | 6,116 |
| Accrued Retirement - Pre Tax | 2095 | 375 |
| Accrued Retirement - Post Tax | 2096 | 411 |
| 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 | 35,527 |
| Total Liabilities | | <u>1,143,458</u> |
| Net Assets | | |
| Beginning Net Assets | | |
| Unrestricted Net Assets | 3000 | 1,339,342 |
| Invested Property and Equipment | 3020 | 324,898 |
| Total Beginning Net Assets | | <u>1,664,240</u> |
| Current Net Income | | <u>(106,115)</u> |
| Total Net Assets | | <u>1,558,124</u> |
| Total Liabilities and Net Assets | | <u>2,701,582</u> |

Capital Area Community Action Agency
CSBG Statement of Revenues and Expenditures
For the 10 Months Ending 7/31/2025

| | | Total | Total | Total | |
|--|-------------|-----------------|--------------------|-------------------|-------------|
| | 83% | Budget - | Current | Budget | |
| | | Original | Year Actual | Variance - | |
| | | | | Original | % |
| Revenue | | | | | |
| Government Contracts - STATE | 4010 | 608,265 | 441,912 | (166,353) | 73% |
| Contributions- Restricted | 4210 | 0 | 100 | 100 | 100% |
| Total Revenue | | 608,265 | 442,012 | (166,253) | 73% |
| Expenditures | | | | | |
| Salaries & Wages | 6010 | 273,125 | 177,925 | 95,200 | 65% |
| Fringe | 6110 | 79,151 | 49,440 | 29,711 | 62% |
| Staff Screenings | 6180 | 100 | 0 | 100 | 0% |
| Indirect Costs | 6210 | 65,841 | 44,847 | 20,994 | 68% |
| Travel - In Area | 6310 | 1,000 | 1,086 | (86) | 109% |
| Office Supplies | 6410 | 2,500 | 1,664 | 836 | 67% |
| Program Supplies | 6415 | 0 | 149 | (149) | 100% |
| Copies/Printing/Copier Maintenance/Toner/Paper | 6510 | 1,500 | 2,479 | (979) | 165% |
| Postage and Delivery Expense | 6600 | 480 | 303 | 177 | 63% |
| Contractual Services/Professional | 6710 | 1,047 | 0 | 1,047 | 0% |
| Rent/Space Cost | 6810 | 52,152 | 59,585 | (7,433) | 114% |
| Utilities | 6820 | 7,200 | 8,042 | (842) | 112% |
| General Liability and Property Insurance | 6830 | 5,000 | 6,582 | (1,582) | 132% |
| Communications | 6840 | 15,000 | 15,743 | (743) | 105% |
| Repairs & Bldg Maintenance- Recurring | 6850 | 10,000 | 8,793 | 1,207 | 88% |
| Repairs & Bldg Maintenance - Nonrecurring | 6855 | 5,000 | 0 | 5,000 | 0% |
| Equipment Maintenance | 6910 | 2,500 | 4,003 | (1,503) | 160% |
| Vehicle Expense | 6920 | 18,000 | 17,759 | 241 | 99% |
| Equipment Lease | 6930 | 2,400 | 3,707 | (1,307) | 154% |
| Technology | 6940 | 2,000 | 4,500 | (2,500) | 225% |
| Fees, Licenses, and Permits | 7010 | 150 | 149 | 1 | 100% |
| Dues/Subscriptions | 7020 | 7,255 | 2,816 | 4,439 | 39% |
| Client Assistance | 7210 | 46,425 | 13,158 | 33,267 | 28% |
| 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 | 436,972 | 171,293 | 72% |
| Excess Revenue over (under) Expenditures | | 0 | 5,040 | 5,040 | |

Capital Area Community Action Agency
LIHEAP Statement of Revenues and Expenditures
For the 10 Months Ending 7/31/2025

| | | | Total Budget | | |
|---|-------------|---------------------|---------------------|--------------------|-------------|
| | 83% | Total Budget | Current Year | Variance - | |
| | | - Original | Actual | Original | % |
| Revenue | | | | | |
| Government Contracts - STATE | 4010 | 2,933,701 | 4,093,334 | 1,159,633 | 140% |
| Total Revenue | | 2,933,701 | 4,093,334 | 1,159,633 | 140% |
| Expenditures | | | | | |
| Salaries & Wages | 6010 | 348,433 | 258,261 | 90,172 | 74% |
| Fringe | 6110 | 100,976 | 70,836 | 30,140 | 70% |
| Staff Screenings | 6180 | 200 | 98 | 102 | 49% |
| Indirect Costs | 6210 | 83,995 | 65,564 | 18,431 | 78% |
| Travel - In Area | 6310 | 1,000 | 0 | 1,000 | 0% |
| Office Supplies | 6410 | 2,500 | 1,278 | 1,222 | 51% |
| Copies/Printing/Copier Maintenance/Toner/Paper | 6510 | 6,000 | 3,879 | 2,121 | 65% |
| Postage and Delivery Expense | 6600 | 3,000 | 3,188 | (188) | 106% |
| Contractual Services/Professional | 6710 | 9,485 | 0 | 9,485 | 0% |
| Rent/Space Cost | 6810 | 32,472 | 30,059 | 2,413 | 93% |
| Utilities | 6820 | 5,000 | 2,943 | 2,057 | 59% |
| General Liability and Property Insurance | 6830 | 6,000 | 6,033 | (33) | 101% |
| Communications | 6840 | 15,000 | 10,743 | 4,257 | 72% |
| Repairs & Bldg Maintenance- Recurring | 6850 | 5,990 | 3,098 | 2,892 | 52% |
| Repairs & Bldg Maintenance - Nonrecurring | 6855 | 4,349 | 0 | 4,349 | 0% |
| Equipment Maintenance | 6910 | 4,000 | 4,121 | (121) | 103% |
| Equipment Lease | 6930 | 3,000 | 1,326 | 1,674 | 44% |
| Technology | 6940 | 3,000 | 625 | 2,375 | 21% |
| Fees, Licenses, and Permits | 7010 | 350 | 35 | 315 | 10% |
| Client Assistance | 7210 | 2,287,691 | 3,616,832 | (1,329,141) | 158% |
| 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 | 4,082,070 | (1,148,369) | 139% |
| Excess Revenue over (under) Expenditures | | 0 | 11,263 | 11,263 | |

Capital Area Community Action Agency
WAP Statement of Revenues and Expenditures
For the 10 Months Ending 7/31/2025

| | | Total Budget - Original | Current Year Actual | Total Budget Variance - Original | % |
|---|-------------|--|--------------------------------|---|-------------|
| | 83% | | | | |
| Revenue | | | | | |
| Government Contracts - STATE | 4010 | 386,139 | 377,720 | (8,419) | 98% |
| Total Revenue | | 386,139 | 377,720 | (8,419) | 98% |
| Expenditures | | | | | |
| Salaries & Wages | 6010 | 84,398 | 104,020 | (19,622) | 123% |
| Fringe | 6110 | 24,459 | 28,426 | (3,967) | 116% |
| Indirect Costs | 6210 | 20,345 | 26,440 | (6,095) | 130% |
| Travel - In Area | 6310 | 500 | 990 | (490) | 198% |
| Office Supplies | 6410 | 1,777 | 600 | 1,177 | 34% |
| Copies/Printing/Copier Maintenance/Toner/Paper | 6510 | 1,500 | 392 | 1,108 | 26% |
| Postage and Delivery Expense | 6600 | 500 | 207 | 293 | 41% |
| Contractual Services/Professional | 6710 | 5,008 | 0 | 5,008 | 0% |
| Rent/Space Cost | 6810 | 8,180 | 8,870 | (690) | 108% |
| Utilities | 6820 | 4,000 | 2,187 | 1,813 | 55% |
| General Liability and Property Insurance | 6830 | 8,000 | 6,582 | 1,418 | 82% |
| Communications | 6840 | 5,000 | 3,935 | 1,065 | 79% |
| Repairs & Bldg Maintenance- Recurring | 6850 | 2,700 | 199 | 2,501 | 7% |
| Repairs & Bldg Maintenance - Nonrecurring | 6855 | 2,700 | 0 | 2,700 | 0% |
| Equipment Maintenance | 6910 | 1,500 | 2,198 | (698) | 147% |
| Vehicle Expense | 6920 | 9,500 | 9,030 | 470 | 95% |
| Equipment Lease | 6930 | 1,500 | 695 | 805 | 46% |
| 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 | 373,088 | 13,051 | 97% |
| Excess Revenue over (under) Expenditures | | 0 | 4,632 | 4,632 | |

Capital Area Community Action Agency
SUWAP Statement of Revenues and Expenditures
For the 10 Months Ending 7/31/2025

| | | Total Budget - Original | Current Year Actual | Total Budget Variance - Original | % |
|---|------------|--|------------------------------------|---|----------|
| | 83% | | | | |
| Revenue | | | | | |
| Government Contracts - STATE | 4010 | 258,306 | 132,186 | (126,120) | 51% |
| Total Revenue | | 258,306 | 132,186 | (126,120) | 51% |
| Expenditures | | | | | |
| Salaries & Wages | 6010 | 17,794 | 14,350 | 3,444 | 81% |
| Fringe | 6110 | 5,157 | 3,953 | 1,204 | 77% |
| Indirect Costs | 6210 | 4,289 | 3,638 | 651 | 85% |
| 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 | 110,245 | 73,920 | 60% |
| 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 | 132,186 | 126,120 | 51% |
| Excess Revenue over (under) Expenditures | | 0 | 0 | 0 | |

**Capital Area Community Action Agency
Head Start Statement of Revenues and Expenditures
For the 10 Months Ending 7/31/2025**

| | | Total Budget - Original | Current Year Actual | Total Budget Variance - Original | % |
|---|-------------|--|--------------------------------|---|-------------|
| | 83% | | | | |
| Revenue | | | | | |
| Government Contracts - FEDERAL - DIRECT | 4000 | 4,260,978 | 3,492,378 | (768,600) | 82% |
| Other Revenue | 4995 | 0 | 3,750 | 3,750 | 100% |
| Total Revenue | | 4,260,978 | 3,496,128 | (764,850) | 82% |
| Expenditures | | | | | |
| Salaries & Wages | 6010 | 2,211,970 | 1,604,267 | 607,703 | 73% |
| Fringe | 6110 | 641,029 | 445,043 | 195,986 | 69% |
| Staff Screenings | 6180 | 1,000 | 1,517 | (517) | 152% |
| Indirect Costs | 6210 | 533,225 | 404,952 | 128,273 | 76% |
| Travel - In Area | 6310 | 4,000 | 7,147 | (3,147) | 179% |
| Office Supplies | 6410 | 5,000 | 6,993 | (1,993) | 140% |
| Program Supplies | 6415 | 18,000 | 24,560 | (6,560) | 136% |
| Classroom Supplies | 6420 | 24,000 | 19,116 | 4,884 | 80% |
| Kitchen Supplies | 6430 | 564 | 0 | 564 | 0% |
| Medical/Dental Supplies | 6440 | 500 | 603 | (103) | 121% |
| Copies/Printing/Copier Maintenance/Toner/Paper | 6510 | 10,000 | 10,781 | (781) | 108% |
| Postage and Delivery Expense | 6600 | 460 | 901 | (441) | 196% |
| Contractual Services/Professional | 6710 | 10,000 | 5,499 | 4,501 | 55% |
| Contractual Services – Health/Disabilities | 6715 | 157,808 | 253,432 | (95,624) | 161% |
| Rent/Space Cost | 6810 | 211,270 | 180,306 | 30,964 | 85% |
| Utilities | 6820 | 84,718 | 89,284 | (4,566) | 105% |
| General Liability and Property Insurance | 6830 | 20,000 | 24,548 | (4,548) | 123% |
| Communications | 6840 | 55,000 | 59,601 | (4,601) | 108% |
| Repairs & Bldg Maintenance- Recurring | 6850 | 109,000 | 177,940 | (68,940) | 163% |
| Repairs & Bldg Maintenance - Nonrecurring | 6855 | 10,000 | 11,718 | (1,718) | 117% |
| Equipment Maintenance | 6910 | 12,000 | 24,106 | (12,106) | 201% |
| Vehicle Expense | 6920 | 30,000 | 33,348 | (3,348) | 111% |
| Equipment Lease | 6930 | 3,000 | 3,294 | (294) | 110% |
| Technology | 6940 | 26,934 | 22,134 | 4,800 | 82% |
| Fees, Licenses, and Permits | 7010 | 550 | 645 | (95) | 117% |
| Dues/Subscriptions | 7020 | 5,091 | 3,878 | 1,214 | 76% |
| 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 | 2,579 | (569) | 128% |
| Training and Technical Assistance/Staff | 7435 | 40,998 | 31,402 | 9,596 | 77% |
| 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 | 3,496,128 | 764,850 | 82% |
| Excess Revenue over (under) Expenditures | | 0 | 0 | 0 | |

Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the Month Ending July 31, 2025

| Match Source | Total Needed | YTD | YTD % | Remaining | Remaining % |
|--------------------------------|--------------|---------|-------|-----------|-------------|
| Government Contracts - Local | | 67,451 | | | |
| Grants - Other Not for Profits | | 101 | | | |
| In-Kind Revenue | | 575,117 | | | |
| VPK/SR | | 219,414 | | | |
| | 1,065,245 | 862,082 | 81% | 203,163 | 19% |

HEAD START CC Expenses July 2025

| Vendor ID | Fund Code | GL Code | Activity Code | Effective Date | Expenses | Transaction Description | Session ID |
|-------------------|-----------|---------|---------------|----------------|------------------|--|---------------|
| HANCOCK CC | 1064 | 6310 | 255 | 7/28/2025 | 53.00 | VISA DARREL JAMES #1596 FUEL | AP250802-VISA |
| HANCOCK CC | 1064 | 6310 | 255 | 7/28/2025 | 57.00 | VISA DARREL JAMES #1596 FUEL | AP250802-VISA |
| HANCOCK CC | 1064 | 6310 | 255 | 7/28/2025 | 60.00 | VISA DARREL JAMES #1596 FUEL | AP250802-VISA |
| HANCOCK CC | 1064 | 6440 | 255 | 7/28/2025 | 323.75 | VISA DARREL JAMES #1596 TOOTHBRUSHES | AP250802-VISA |
| HANCOCK CC | 1064 | 6600 | 255 | 7/28/2025 | 69.75 | VISA DARREL JAMES #1596 FED EX | AP250802-VISA |
| HANCOCK CC | 1064 | 6850 | 255 | 7/28/2025 | 10.00 | VISA DARREL JAMES #1596 RADON TEST | AP250802-VISA |
| HANCOCK CC | 1064 | 6850 | 255 | 7/28/2025 | 10.00 | VISA DARREL JAMES #1596 RADON TEST | AP250802-VISA |
| HANCOCK CC | 1064 | 7420 | 255 | 7/28/2025 | 219.90 | VISA DARREL JAMES #1596 ZOOM | AP250802-VISA |
| HANCOCK CC | 1064 | 6920 | 255 | 7/28/2025 | 1,254.70 | VISAS ANNA MCCOY #1545 TIRES | AP250802-VISA |
| HANCOCK CC | 1064 | 7435 | 255 | 7/28/2025 | 1,575.00 | VISA FATIMA OLEABHIELE ALEXANDER #3248 ONE GOAL SUMMER | AP250802-VISA |
| HANCOCK CC | 1064 | 7435 | 000 | 7/28/2025 | 3,126.03 | VISAS NINA SELF #3535 HYATT PLACE TAMPA STAFF | AP250802-VISA |
| HANCOCK CC | 1064 | 6180 | 255 | 7/28/2025 | 12.39 | VISA VENITA TREADWELL #5810 ACHA | AP250802-VISA |
| HANCOCK CC | 1064 | 6180 | 255 | 7/28/2025 | 43.37 | VISA VENITA TREADWELL #5810 ACHA | AP250802-VISA |
| HANCOCK CC | 1064 | 6810 | 255 | 7/28/2025 | 525.00 | VISA VENITA TREADWELL #5810 PRE SERVICE RENTAL | AP250802-VISA |
| HANCOCK CC | 1064 | 7435 | 255 | 7/28/2025 | 32.90 | VISA VENITA TREADWELL #5810 FOOD | AP250802-VISA |
| HANCOCK CC | 1064 | 7435 | 255 | 7/28/2025 | 27.02 | VISA VENITA TREADWELL #5810 FUEL | AP250802-VISA |
| HANCOCK CC | 1064 | 7435 | 255 | 7/28/2025 | 31.58 | VISA VENITA TREADWELL #5810 FUEL | AP250802-VISA |
| HANCOCK CC | 1064 | 7435 | 255 | 7/28/2025 | 442.00 | VISA VENITA TREADWELL #5810 HOTEL | AP250802-VISA |
| HANCOCK CC | 1064 | 7435 | 255 | 7/28/2025 | 16.34 | VISA VENITA TREADWELL #5810 PARKING | AP250802-VISA |
| HANCOCK CC | 1064 | 7435 | 255 | 7/28/2025 | 19.35 | VISA VENITA TREADWELL #5810 PARKING | AP250802-VISA |
| LOWES | 1064 | 6850 | 252 | 7/2/2025 | 382.47 | PAINT ROYAL HDST #82130109106598 | AP250703 |
| LOWES | 1064 | 6850 | 259 | 7/10/2025 | 38.89 | ACCT 82130109106598 | AP250802 |
| Total CC Expenses | | | | | 8,330.44 | | |



HANCOCK WHITNEY

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

MEMO STATEMENT

Account Number

Statement Date

07-28-25

Issued by Hancock Whitney Bank

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

** 0000001

STATEMENT MESSAGES

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TRANSACTION DETAIL

| Post Date | Trans Date | Reference Number | MCC | Transaction Description | Amount |
|-----------|------------|-------------------------|------|--|-----------|
| 07-03 | 07-02 | 24226385184011514846714 | 5542 | SAMSClub #8120 TALLAHASSEE FL | M57.00 ✓ |
| 07-08 | 07-07 | 24011345188100105559296 | 4814 | ZOOM.COM 888-799-9666 ZOOM.US CA | M219.90 ✓ |
| 07-18 | 07-17 | 24755425199731998562174 | 8734 | EUROFINS ENVIRONMENT TEST 515-6985024 TX | M10.00 ✓ |
| 07-18 | 07-17 | 24755425199731998562216 | 8734 | EUROFINS ENVIRONMENT TEST 515-6985024 TX | M10.00 ✓ |
| 07-21 | 07-18 | 24226385200012091984407 | 5542 | SAMSClub #8120 TALLAHASSEE FL | M53.00 ✓ |
| 07-21 | 07-17 | 24164075199741665119875 | 4215 | FEDEX391140096017 COLLIERVILLE TN | M69.75 ✓ |
| 07-23 | 07-22 | 24015145204090220282710 | 5542 | GATE #1194 TALLAHASSEE FL | M42.00 ✓ |
| 07-23 | 07-22 | 24269755203900012913746 | 5047 | PLAK SMACKER 847-4585400 IL | M323.75 ✓ |
| 07-28 | 07-25 | 24015145207091001436746 | 5542 | GATE #1194 TALLAHASSEE FL | M60.00 ✓ |

| STATEMENT DATE 07-28-25 | | ACCOUNT NUMBER [REDACTED] | ACCOUNT SUMMARY | |
|---|--|------------------------------|------------------------------------|----------|
| CUSTOMER SERVICE CALL Toll Free 1-800-448-8812 | | | NEW PURCHASES AND OTHER CHARGES | 845.40 |
| | | | NEW CASH ADVANCES | .00 |
| | | | CREDITS | .00 |
| | | | STATEMENT TOTAL | 845.40 |
| | | | 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

07-28-25

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 LIST

| Post Date | Trans Date | Reference Number | MCC | Transaction Description | Amount |
|--------------|---------------|-------------------------|------|--|-------------|
| 07-10 | 07-09 | 24377355191000002744227 | 7538 | NEECE TIRE & AUTO SERVICE TALLAHASSEE FL | M1,254.70 ✓ |

| STATEMENT DATE 07-28-25 | ACCOUNT NUMBER [REDACTED] | ACCOUNT SUMMARY |
|--|------------------------------|---|
| CUSTOMER SERVICE CALL Toll Free 1-800-448-8812 | | NEW PURCHASES AND OTHER CHARGES 1,254.70 |
| | | NEW CASH ADVANCES .00 |
| | | CREDITS .00 |
| | | STATEMENT TOTAL 1,254.70 |
| | | 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

07-28-25

Issued by Hancock Whitney Bank

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

** 0000001

STATEMENT MESSAGES

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TRANSACTION LIST

| Post Date | Trans Date | Reference Number | MCC | Transaction Description | Amount |
|--------------|---------------|-------------------------|------|---|-------------|
| 07-09 | 07-08 | 24692165189107632482725 | 5942 | AMAZON MKTPL*NL92V1ZH1 AMZN.COM/BILL WA | M256.58 ✓ |
| 07-10 | 07-09 | 24492165190100041459912 | 8299 | CCCRT CCCRT.ORG FL | M1,575.00 ✓ |

| STATEMENT DATE 07-28-25 | ACCOUNT NUMBER [REDACTED] | ACCOUNT SUMMARY |
|--|------------------------------|---|
| CUSTOMER SERVICE CALL Toll Free 1-800-448-8812 | | NEW PURCHASES AND OTHER CHARGES 1,831.58 |
| | | NEW CASH ADVANCES .00 |
| | | CREDITS .00 |
| | | STATEMENT TOTAL 1,831.58 |
| | | 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

07-28-25

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 |
|-----------|------------|-------------------------|------|--|-----------|
| 07-03 | 07-02 | 24793385183000707170028 | 7311 | INDEED US125-03614073 800-4625842 TX | M34.88 ✓ |
| 07-10 | 07-09 | 24027625190067173311954 | 5817 | DATADOWNLOA 310-383-7994 NC | M49.98 ✓ |
| 07-10 | 07-09 | 24027625190067173365976 | 5817 | DATADOWNLOA 310-383-7994 NC | M49.98 ✓ |
| 07-10 | 07-09 | 24027625191067173309395 | 5817 | DATADOWNLOA 310-383-7994 NC | M49.98 ✓ |
| 07-14 | 07-11 | 24906045193041800040704 | 3812 | HYATT PLACE TAMPA DTWN TAMPA FL 6687186 ARRIVAL: 07-11-25 | M220.58 ✓ |
| 07-14 | 07-11 | 24906045193041800138201 | 3812 | HYATT PLACE TAMPA DTWN TAMPA FL 6687179 ARRIVAL: 07-11-25 | M220.58 ✓ |
| 07-21 | 07-18 | 24445005200400279685574 | 5300 | SAMS CLUB #8120 TALLAHASSEE FL | M133.37 ✓ |
| 07-21 | 07-18 | 24906045200041600125829 | 3812 | HYATT PLACE TAMPA DTWN TAMPA FL 6687179 ARRIVAL: 07-16-25 | M249.27 ✓ |
| 07-21 | 07-18 | 24906045200041600125852 | 3812 | HYATT PLACE TAMPA DTWN TAMPA FL 6687186 ARRIVAL: 07-16-25 | M249.27 ✓ |
| 07-21 | 07-18 | 24906045200041600004255 | 3812 | HYATT PLACE TAMPA DTWN TAMPA FL 6687121 ARRIVAL: 07-16-25 | M445.20 ✓ |
| 07-21 | 07-20 | 24793385201001209109025 | 7311 | INDEED US125-03876028 800-4625842 TX | M500.05 ✓ |
| 07-21 | 07-18 | 24906045200041600004222 | 3812 | HYATT PLACE TAMPA DTWN TAMPA FL 6687316 ARRIVAL: 07-16-25 | M574.71 ✓ |
| 07-21 | 07-18 | 24906045200041600004230 | 3812 | HYATT PLACE TAMPA DTWN TAMPA FL 6687491 ARRIVAL: 07-16-25 | M574.71 ✓ |
| 07-21 | 07-18 | 24906045200041600125845 | 3812 | HYATT PLACE TAMPA DTWN TAMPA FL 6687267 ARRIVAL: 07-16-25 | M591.71 ✓ |

| STATEMENT DATE | ACCOUNT NUMBER | ACCOUNT SUMMARY |
|--|----------------|---------------------------------|
| 07-28-25 | | |
| CUSTOMER SERVICE CALL Toll Free 1-800-448-8812 | | NEW PURCHASES AND |
| | | OTHER CHARGES 3,944.07 |
| | | NEW CASH ADVANCES .00 |
| | | CREDITS .00 |
| | | STATEMENT TOTAL 3,944.07 |
| | | 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

07-28-25

Issued by Hancock Whitney Bank

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

** 0000001

STATEMENT MESSAGES

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

TRANSACTION DETAIL

| Post Date | Trans Date | Reference Number | MCC | Transaction Description | Amount |
|-----------|------------|-------------------------|------|--|-----------|
| 07-03 | 07-02 | 24036295183714424346038 | 8398 | ARC REDCROSS DONATION 800-733-2767 DC | M525.00 ✓ |
| 07-17 | 07-16 | 24015145198088768276019 | 5542 | GATE #1194 TALLAHASSEE FL | M27.02 ✓ |
| 07-18 | 07-16 | 24906045198041600096131 | 5812 | HYATT PLACE CORAZON TAMPA FL | M19.35 ✓ |
| 07-21 | 07-17 | 24906045199041800114487 | 5812 | HYATT PLACE CORAZON TAMPA FL | M16.34 ✓ |
| 07-21 | 07-18 | 24692165200107599404626 | 5542 | EXXON AUTOMATED PETROL TAMPA FL | M31.58 ✓ |
| 07-21 | 07-18 | 24943005200248880715521 | 5812 | CHEESECAKE GAINSVILLE GAINESVILLE FL | M35.37 ✓ |
| 07-21 | 07-18 | 24906045200041600125720 | 3812 | HYATT PLACE TAMPA DTWN TAMPA FL 6687130 ARRIVAL: 07-18-25 | M442.00 ✓ |
| 07-28 | 07-25 | 24055235207420463199049 | 9399 | NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL | M12.39 ✓ |
| 07-28 | 07-25 | 24055235207420463199304 | 9399 | NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL | M43.37 ✓ |

| STATEMENT DATE 07-28-25 | ACCOUNT NUMBER [REDACTED] | ACCOUNT SUMMARY |
|--|------------------------------|--|
| CUSTOMER SERVICE CALL Toll Free 1-800-448-8812 | | NEW PURCHASES AND OTHER CHARGES 1,152.42 |
| | | NEW CASH ADVANCES .00 |
| | | CREDITS .00 |
| | | STATEMENT TOTAL 1,152.42 |
| | | TOTAL IN DISPUTE .00 |
| | | CREDIT LIMIT 4,000.00 |



**MyLowe's Pro Rewards™
Credit Card**

CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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

| | |
|------------------------|-----------------|
| Previous Balance | \$280.05 |
| - Payments | \$280.05 |
| - Other Credits | \$0.00 |
| + Purchases/Debits | \$382.47 |
| + Fees Charged | \$0.00 |
| + Interest Charged | \$0.00 |
| New Balance | \$382.47 |
| Credit Limit | \$11,000.00 |
| Available Credit | \$10,617.00 |
| Statement Closing Date | 07/02/2025 |
| Days in Billing Cycle | 30 |

| | |
|----------------------------------|-------------------|
| New Balance | \$382.47 |
| Total Minimum Payment Due | \$29.00 |
| Payment Due Date | 07/28/2025 |

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

| Promotional Purchase Summary | | | | | | |
|--|-----------------|--------------------------|--------------------------|-------------------------|---------------|-----------------|
| The applicable terms of your promotional purchase(s) are below. NO INTEREST promotions are not assessed interest charges during the promotional period. For each promotional purchase, standard account terms will apply to any remaining balance after the Expiration Date. To make more than one payment, you can pay online at the online address stated above or you can mail in your payment to the address on the remit stub. This address is also available from our automated customer service system. | | | | | | |
| Purchase Date | Purchase Amount | Promotion Type | Accrued INTEREST CHARGES | Billed INTEREST CHARGES | Payoff Amount | Expiration Date |
| 05/30/2025 | \$280.05 | No Interest With Payment | \$0.00 | \$0.00 | \$0.00 | Paid Off |
| 06/03/2025 | \$382.47 | No Interest With Payment | \$0.00 | \$0.00 | \$382.47 | 09/02/2025 |

| Transaction Summary | | | | |
|---------------------|-----------|-------------------------------------|--------------------------------------|------------|
| Tran Date | Post Date | Reference Number/ Invoice Number | Description of Transaction or Credit | Amount |
| 06/03 | 06/03 | 83614 | STORE 0417 TALLAHASSEE FL | \$382.47 |
| 06/24 | 06/24 | | PAYMENT - THANK YOU | (\$280.05) |

| Interest Charge Explanation | | | | | |
|--|-----------------|------------------------|----------------------------------|-----------------|----------------|
| Your Annual Percentage Rate (APR) is the annual interest rate on your account. | | | | | |
| Type of Balance | Expiration Date | Annual Percentage Rate | Balance Subject To Interest Rate | Interest Charge | Balance Method |
| Regular Purchases | NA | 24.99% | \$0.00 | \$0.00 | 2D |
| No Interest With Payment | Paid Off | 0.00% | \$0.00 | \$0.00 | 2D |
| No Interest With Payment | 09/02/2025 | 0.00% | \$0.00 | \$0.00 | 2D |

ACCOUNT # XXXXXXXXXX
INVOICE #: 83614
TRANSACTION #: 0

CAPITAL AREA COMM ACTION
LOWE'S BUSINESS ACCOUNT
DATE OF SALE : 250603
AUTHORIZATION : 001195

186961
P.O. #: no
STORE #: 417
REGISTER #:

| <u>S.K.U</u> | <u>DESCRIPTION</u> | <u>QUANTITY</u> | <u>UNIT</u> | <u>PRICE</u> | <u>EXT. PRICE</u> |
|------------------|---------------------------|-----------------|-------------|--------------|-------------------|
| 000000000155670 | PROMOTIONAL DISCOUNT APPL | 1.000 | EA | \$0.00 | \$0.00 |
| 0000000005099347 | 1G HGTV DOOR AND TRIM SG | 4.000 | EA | \$54.13 | \$216.52 |
| 000000000046996 | 18IN RCP ROUND DOLLY BLK | 2.000 | EA | \$42.73 | \$85.46 |
| 000000000935300 | 1G ULTRA SEMI UW BASE A | 1.000 | EA | \$37.03 | \$37.03 |
| 000000000935288 | QUART ULTRA SEMI UW BASE | 1.000 | EA | \$18.03 | \$18.03 |
| 0000000003673436 | PURDY 2-IN PRO-EXTRA CUB | 1.000 | EA | \$14.71 | \$14.71 |
| 000000000235014 | WHIZZ 6-PACK 4-1/2-IN MAX | 1.000 | EA | \$10.72 | \$10.72 |

SUB \$382.47

TAX \$0.00

| | |
|---------------|----------|
| TOTAL INVOICE | \$382.47 |
| CREDITS TOTAL | \$0.00 |
| BALANCE DUE | \$382.47 |



MyLowe's Pro Rewards™
Credit Card

CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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

| | |
|------------------------|----------------|
| Previous Balance | \$382.47 |
| - Payments | \$382.47 |
| - Other Credits | \$0.00 |
| + Purchases/Debits | \$38.89 |
| + Fees Charged | \$0.00 |
| + Interest Charged | \$0.00 |
| New Balance | \$38.89 |
| Credit Limit | \$11,000.00 |
| Available Credit | \$10,961.00 |
| Statement Closing Date | 08/02/2025 |
| Days in Billing Cycle | 31 |

| | |
|---------------------------|------------|
| New Balance | \$38.89 |
| Total Minimum Payment Due | \$29.00 |
| Payment Due Date | 08/28/2025 |

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 |
|---------------|-----------------|--------------------------|--------------------------|-------------------------|---------------|-----------------|
| 06/03/2025 | \$382.47 | No Interest With Payment | \$0.00 | \$0.00 | \$0.00 | Paid Off |
| 07/10/2025 | \$38.89 | No Interest With Payment | \$0.00 | \$0.00 | \$38.89 | 10/02/2025 |

| Tran Date | Post Date | Reference Number/ Invoice Number | Description of Transaction or Credit | Amount |
|-----------|-----------|-------------------------------------|--------------------------------------|------------|
| 07/10 | 07/10 | 98366 | STORE 0417 TALLAHASSEE FL | \$38.89 |
| 07/28 | 07/28 | | PAYMENT - THANK YOU | (\$382.47) |

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

| Type of Balance | Expiration Date | Annual Percentage Rate | Balance Subject To Interest Rate | Interest Charge | Balance Method |
|--------------------------|-----------------|------------------------|----------------------------------|-----------------|----------------|
| Regular Purchases | NA | 24.99% | \$0.00 | \$0.00 | 2D |
| No Interest With Payment | Paid Off | 0.00% | \$0.00 | \$0.00 | 2D |
| No Interest With Payment | 10/02/2025 | 0.00% | \$0.00 | \$0.00 | 2D |

8/10/25

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: 8RTT995, or call toll-free 1-800-444-1408.

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

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

7089 0002 YNC

1

7 2

250801

PAGE 1 of 5

9296 0011 8508 01F07009

203248

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

Account Number [REDACTED]

2025 CSBG Organizational Standards
Board Action Tracking Sheet

| | A | B | C | D | E | F |
|----|-----------|--|--|------------------------|--------------------|------------------|
| | Org Std # | Description | Evidence | Target Completion Date | Board Agenda Month | Complete? Y or N |
| 1 | | | | | | |
| 2 | 7.4 | The governing board conducts a performance appraisal of the CEO/executive director within each calendar year | 7.4 <u>CEO Most Recent Completed Evaluation</u> | 10/31/25 | 12/10/2024 | X |
| 3 | 7.5 | The governing board reviews and approves CEO/executive director compensation within every calendar year | 7.5 Approval of the <u>CEO Compensation package</u> | 10/31/25 | 12/10/2024 | X |
| 4 | 8.5 | The organization has solicited bids for its audit within the past 5 years. | 8.5 Solicitation Bid Process | 2/28/25 | Mar-25 | X |
| 5 | 4.5 | The organization has a written succession plan in place for the CEO/ED, approved by the governing board. | 4.5 Written <u>Succession Plan</u> and Board Minutes Approval | 6/30/25 | September | |
| 6 | 8.2 | All findings from the <u>prior year's annual audit</u> have been assessed by the organization and addressed where the governing board has deemed it appropriate. | 8.2 Completed OMB Audit Report and Board Minutes | 6/30/25 | September | |
| 7 | 8.3 | The organization's <u>auditor presents the audit</u> to the governing board. | 8.3 Board Minutes Presentation to Board | 6/30/25 | September | |
| 8 | 8.4 | The governing <u>board formally receives and accepts the audit</u> . | 8.4 Board Minutes approval of audit.pdf | 6/30/25 | September | |
| 9 | 8.12 | The organization documents how it allocates shared costs through an indirect cost rate or through a written cost allocation plan. | 8.12 <u>Cost Allocation and Approved Indirect Cost Rate Plan</u> | 8/31/25 | September | |
| 10 | 8.9 | The governing board annually approves an organization-wide budget | 8.9 <u>Agency-wide Budget</u> and Board Minutes | 8/31/25 | September | |
| 11 | 5.3 | The organization's bylaws have been reviewed by an attorney within the past 5 years. | 5.3 <u>Dated Attorney Statement Approved Bylaws</u> . | 10/31/25 | November | |
| 12 | 7.1 | The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board within the past 5 years | 7.1 <u>Personnel Policies</u> and Board Approved Minutes | 10/31/25 | November | |
| 13 | 8.10 | The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board. | 8.10 <u>Fiscal Policies Manual</u> Dated Form and Board Minutes | 10/31/25 | November | |

2025 CSBG Organizational Standards
Board Action Tracking Sheet

| A | B | C | D | E | F |
|-----------|--|--|------------------------|--------------------|------------------|
| Org Std # | Description | Evidence | Target Completion Date | Board Agenda Month | Complete? Y or N |
| 1 | | | | | |
| 14 | The organization's Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment. | 4.2 <u>Dated and signed CAP Plan</u> | 10/31/25 | November | |
| 15 | The governing board formally accepts the completed community assessment. | 3.5 <u>bd. Minutes Approving Community Needs Assessment</u> | 10/31/25 | November | |
| 16 | The governing board receives an annual update on the success of specific strategies included in the Community Action plan. | 4.4 Board Minutes stating Specific Updates on Success. pdf | 10/31/25 | November | |
| 17 | An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board. | 4.6 <u>Risk Assessment</u> and Board Meeting Minutes | 10/31/25 | November | |
| 18 | Governing <u>board members have been provided with training</u> on their duties and responsibilities within the past 2 years. | 5.9 Board Minutes and Materials | 10/31/25 | November | |
| 19 | The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months. | 6.5 <u>Strategic Plan Board Minutes update</u> | 10/31/25 | November | |
| 20 | The organization submits its CSBG Annual Report and it reflects client demographics and organization-wide outcomes. | 9.4 <u>CSBG Annual Report</u> Data and Email Documentation Submission | 10/31/25 | November | |
| 21 | The governing board receives financial reports at each regular meeting | 8.7 Financial Report and Board Minutes and Attachments | Bi-monthly | On-going | X |
| 22 | The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as | 9.3 COO Report | Bi-monthly | On-going | X |

CAPITAL AREA COMMUNITY ACTION AGENCY, INC.

LEADERSHIP DEVELOPMENT AND EMERGENCY SUCCESSION PLAN

1. Rationale

The Chief Executive Officer position in a nonprofit organization is a central element in the organization's success. Therefore, insuring that the functions of the Chief Executive Officer are well understood and shared among senior staff and board members is important for safeguarding the organization against unplanned and unexpected change. This kind of risk management is equally helpful in facilitating a smooth leadership transition when it is predictable and planned.

This document details leadership development and an emergency succession plan for Capital Area Community Action Agency, Inc. (Community Action). This plan reflects Community Action's Executive Succession Policy and its commitment to sustaining a healthy functioning organization. The purpose of this plan is to insure that the organization's leadership has adequate information and a strategy for effective management of the agency in the event the Chief Executive Officer is unable to fulfill their duties.

2. Plan Implementation

The Board of Director's authorizes the Board Chair to implement the terms of this emergency succession plan in the event of a planned or unplanned temporary or short-term absence.

It is the responsibility of the Chief Executive Officer to inform the Board of Directors of a planned temporary or short-term absence, and to plan accordingly.

It is the responsibility of the Chief Operating Officer to inform the Board Chair of an unplanned temporary or short-term absence.

- As soon as feasible, following notification of an unplanned temporary or short-term absence, the Board Chairman shall convene an Executive Committee to affirm the procedures prescribed in this plan, or modify them if needed.

3. Priority Functions of the Chief Executive Officer

The Chief Executive Officer Position description is attached to this plan.

The following duties are the key functions of the Chief Executive Officer, and have a corresponding temporary staffing strategy. (See Succession Plan Policy for further guidance about temporary staffing).

| Key Executive Officer Functions | Temporary Staffing Strategy |
|--|--|
| Leadership and Vision | Board Chair with Chief Operating Officer |
| Board Administration and Support | Chief Operating Officer and Executive Assistant |
| Financial Management | Treasurer/Chief Financial Officer/Finance Director |
| Key Executive Officer Functions | Chief Operating Officer/ Temporary Staffing |
| Human Resources | Chief Operating Officer/Temporary Staffing |
| Community & Public Relations | Board Chair and Chief Operating Officer |
| Spokesperson | Board Chair or their Designee |

The positions assigned in the Temporary Staffing Strategy are based on Community Action's organizational structure as of September 2025. In the event this plan is implemented, and assigned positions are vacant or no longer available, the Board Chair shall select other senior staff to support each of the key executive officer functions.

4. Succession plan in the event of temporary, planned or unplanned absence - Short Term

a. Definitions

A temporary absence is one in which it is expected that the Chief Executive Officer will return once the events precipitating the absence are resolved.

- An unplanned absence is one that arises unexpectedly, in contrast to a planned leave such as vacation or a sabbatical.

A temporary absence is 30 days or less.

A temporary short-term absence is between 30 and 90 days.

b. Temporary Staffing Strategy

- For temporary planned or unplanned absences of 30 or fewer days, the Temporary Staffing Strategy described above may become effective.
- In the event of a temporary short-term planned or unplanned absence, the Executive Committee shall determine if the Temporary Staffing Strategy is sufficient for the time.

c. Appointing an Acting Chief Executive Officer

- Based on the anticipated duration of the absence, the anticipated return date, and accessibility of the current Chief Executive Officer, the Executive Committee may appoint the Chief Operating Officer as an Acting Chief Executive Officer, as well as continue to implement the Temporary Staffing Strategy.

d. Standing Appointees to the Position of Acting Chief Executive Officer

- The first position in line to be Acting Chief Executive Officer is the current Chief Operating Officer.
 - The second position in line is the current Board Chair. If the current Board Chair accepts the position, he/ she will take a temporary leave from the Board of Officers.
 - The third position in line is a previous Board Chair or current Board Member.
 - In the event the available staff is new to the position or inexperienced with Community Action, the Executive Committee may consider another appointee or the option of splitting executive duties among designated appointees.
- e. Cross-Training Plan**
- The Chief Executive Officer shall develop a training plan for each director-level position for each of the key functions of the Chief Executive Officer listed in Section 3.
 - An up-to-date training plan is a part of this document.
- f. Authority and Restrictions of the Acting Executive Officer**
- The Acting Chief Executive Officer shall have full authority for day-to-day decision making and independent action as the regular Chief Executive Officer
 - Decisions shall be made in consultation with the Board Chair and/ or Executive Committee include staff hiring and terminations, financial issues, taking on a new project, and taking public policy positions on behalf of the organization.
- g. Compensation**
- Director-level staff appointed as Acting Chief Executive Officer may receive an end of year bonus or additional benefit. The Executive Committee shall determine the amount based on the duration of the assignment and available resources.
 - If staff serves as Acting Chief Executive Officer for 6 months or more, the Executive Committee may consider a salary adjustment.
 - A current or former board member appointed as Acting Chief Executive Officer may enter into an independent contractor agreement, depending on the circumstances of their availability.
 - The Chief Executive Officer on leave is eligible for disability insurance. Community Action maintains a self-insured 30-day policy that becomes effective at 30 days.
- h. Board Oversight and Support to the Acting Executive Officer**
- The Acting Chief Executive Officer reports to the Board Chair. In the event the Board Chair becomes the Acting Chief Executive Officer, the Vice Chair shall be appointed Board Chair.
 - The Executive Committee shall be alert to the special support needs of the Acting Chief Executive Officer in this temporary role. The Executive Committee shall convene monthly when an Acting Chief Executive Officer is appointed.

i. Communications Plan

- Within 48 hours after an Acting Chief Executive Officer is appointed, the Board Chair and the Acting Chief Executive Officer shall meet to develop a communications plan including the kind of information that will be shared and with whom.
- The following chart identifies key supporters and a primary contact to facilitate communication.
- As soon as possible, the Board Chair and Acting Chief Executive Officer shall implement the communications plan to announce the organization's temporary leadership structure to staff, the Board of Directors, and key supporters.
- Updated contact information shall be maintained in the organization's database with the following designations:
 - Key Contact List
 - Extended Key Contact List
 - Past Board Officers/Members List
 - Foundation CEOs and Members
 - Other Organization Contacts
- Within five (5) business days, the Board of Directors shall distribute a press release with general information appropriate to the situation.

| Key Supporters | Communication Responsibility |
|---|---|
| <ul style="list-style-type: none"> - U.S. Department of Health and Human Services - Florida Department of Economic Opportunity - Florida Association for Community Action Agencies, Inc. | Chief Operating Officer with designated Board Members |
| Foundation Program Officers (holding grants or contracts) | Chief Operating Officer with designated Board Members |
| Major Donors | Designated board member responsible for phone call to top 10 donors followed by a letter to all donors. |
| Board Members | Designated board members with staff create phone calling tree |
| National Colleagues | Chief Operating Officer |
| Personal Colleagues | Chief Operating Officer |
| Operating Support (based on need) | Auditor |
| | Legal Counsel |
| | Insurance Agent |

5. Succession plan in the event of a temporary, unplanned absence - Long Term

a. Definition

- A long-term absence is 90 days or more.

b. Procedures

- Procedures and conditions to be followed shall be the same as for a temporary short term absence with the following addition:
 - The Executive Committee shall give immediate consideration, in consultation with the Acting Chief Executive Officer, to temporarily filling the management position left vacant by the Acting Chief Executive Officer, or reassigning priority responsibilities to other staff if needed. This is in recognition that, for a term of 90 days or more, it may not be reasonable to expect the Acting Chief Executive Officer to carry the duties of both positions.
 - The Board Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the Acting Chief Executive Officer according to the organization's Performance Review Policy. A review shall be completed between 30 and 45 days.

6. Succession plan in the event of a PERMANENT unplanned absence

a. Definition

- A permanent absence is one in which it is firmly determined that the Chief Executive Officer will not be returning to the position.

b. Procedures

- Procedures and conditions to be followed shall be the same as for a temporary short term absence with the following additions:
 - The Board of Officers shall consider the need to hire an Interim Chief Executive Officer from outside the organization instead of appointing an Acting Chief Executive Officer. This decision shall be guided in part, by internal candidates for the Chief Executive Officer position, the expected timeframe for hiring a permanent executive, and the management needs of the organization at the time of the transition.
 - The Board of Directors shall appoint a Transition Committee to implement the organization's Executive Succession Policy to transition to a new permanent Chief Executive Officer.

c. Hiring an Interim Chief Executive Officer

- If an Interim Chief Executive Officer is hired, the Board Chair and Executive Committee shall negotiate an independent contractor agreement with a defined scope of work.
- The scope of the agreement with an Interim Chief Executive Officer shall be determined based on an assessment of the organization's needs at the time of the leadership transition.

d. Responsibilities of the Interim Chief Executive Officer

- An Interim Chief Executive Officer shall have full authority for day-to-day decision-making and independent action as the regular Chief Executive Officer.
- Decisions made in consultation with the Board Chair and/or Executive Committee include staff hiring and terminations, financial issues, taking on a new project, and taking policy positions on behalf of the organization.

e. Board Oversight and Support to the Interim Chief Executive Officer

- The Interim Chief Executive Officer reports to the Board Chair.
- The Executive Committee shall be alert to the special support needs of the Interim Chief Executive Officer in this temporary role. The Executive Committee shall convene monthly when an Interim Chief Executive Officer is hired.
- The Board Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the Interim Chief Executive Officer according to the organization's Performance Review Policy. An initial review shall be completed in 45 days and 90 days thereafter.

7. Approvals and maintenance of record

a. Emergency Succession Plan Approval

- This emergency succession plan shall be approved initially by the Board of Directors.
- Thereafter, annually, the Executive Committee shall review the plan and recommend amendments to the full Board as needed.

b. Signatories

- The Board Chair, the Chief Executive Officer, and the appointees designated in the Emergency Succession Plan shall sign the plan.
- At all times the Board Chair and Treasurer and at least one executive-level staff, in addition to the Chief Executive Officer, shall have signature authorization for checks and contracts for the organization.

c. Maintenance of record

- Copies of this plan shall be maintained by all members of the Board of Directors, executive level staff and the organization's auditor in accordance with document retention requirements.

d. Financial Considerations

1. It shall be the responsibility of the Executive Committee to review the organization's finances during an unplanned absence of the Chief Executive Officer.
2. Community Action maintains an operating reserve that the Board Chair is authorized to access with Executive Committee approval.

SUCCESSION PLAN POLICY

Policy Statement:

A change in executive leadership is inevitable for all organizations and can be a very challenging time. Therefore, it is the policy of Capital Area Community Action Agency, Inc. (Community Action) to be prepared for an eventual permanent change in leadership - either planned or unplanned - to insure the stability and accountability of the organization until such time as new permanent leadership is identified. The board of directors shall be responsible for implementing this policy and its related procedures.

It is also the policy of the board to assess the permanent leadership needs of the organization to help ensure the selection of a qualified and capable leader who is representative of the community; a good fit for the organization's mission, vision, values, goals, and objectives; and who has the necessary skills for the organization. To ensure that the organization's operations are not interrupted while the board of directors assesses the leadership needs and recruit a permanent Chief Executive Officer, the board will appoint interim executive leadership as described below. The interim Chief Executive Officer shall ensure that the organization continues to operate without disruption and that all organizational commitments previously made are adequately executed, including but not limited to, loans approved, reports due, contracts, licenses, certifications, memberships, obligations to lenders or investors of Community Action, and others.

It is also the policy of Community Action to develop a diverse pool of candidates and consider at least three finalist candidates for its permanent Chief Executive Officer position. Community Action shall implement an external recruitment and selection process, while at the same time encouraging the professional development and advancement of current employees. The interim Chief Executive Officer and any other interested internal candidates are encouraged to submit their qualifications for review and consideration by the search committee according to the guidelines established for the search and recruitment process.

Procedures for Succession:

For a temporary change in executive leadership (i.e., illness or leave of absence), refer to the organization's personnel handbook. In the event the Chief Executive Officer is no longer able to serve in this position (i.e., leaves the position permanently), the Executive Committee of the Board of Directors shall do the following:

1. Within five (5) business days appoint an interim Chief Executive Officer according to the following line of succession:
 - Chief Operating Officer of Community Action
 - Director of Head Start of Community Action
 - External consultant (with experience as an interim Chief Executive Officer)
2. Within fifteen (15) business days, appoint an executive transition committee, in the event that a permanent change in leadership is required. This committee shall be comprised of at least one member of the executive committee and two members of the board of directors. It shall be the responsibility of this committee to implement the following preliminary transition plan:

- Communicate with key stakeholders regarding actions taken by the board in naming an interim successor, appointing a transition committee, and implementing the succession policy. The organization shall maintain a current list of key stakeholders who must be contacted such as lenders and investors of Community Action, foundations, government agencies, etc.
- Consider the need for consulting assistance (i.e., transition management or executive search consultant) based on the circumstances of the transition.
- Conduct a brief assessment of organizational strengths, weaknesses, opportunities, and threats to identify priority issues that may need to be addressed during the transition process and to identify attributes and characteristics that are important to consider in the selection of the next permanent leader.
- Establish a timeframe and plan for the recruitment and selection process.
- Refer to the agency's Personnel Policies and Procedures Manual for additional policies related to the hiring of the Chief Executive Officer.
- The board should use similar procedures in case of an executive transition that simultaneously involves the Chief Executive Officer and other key management. In such an instance, the board may also consider temporarily subcontracting some of the organizational functions from a trained consultant or other organization.

Updated and Approved: 9/23/2025

Capital Area Community Action Agency Job Description

Job Title: Chief Executive Officer
Program: Administration
Reports To: Board of Directors
FLSA Status: Exempt

Revised: September 2025

SUMMARY

Working closely with the Capital Area Community Action Agency (Agency) Board of Directors, the Chief Executive Officer (CEO) articulates the vision for the agency and formulates goals, business strategies and policies that align with this vision. Provides leadership and direction toward the achievement of measurable community outcomes and fiscal objectives. Establishes and maintains relationship and partnerships with Agency constituencies throughout Florida's Big Bend region to build effective working relationships. Develops and effectively manages an organization of diverse and talented professionals. Functions as liaison between CACAA grantors and regulatory agencies to ensure adherence to contracts and guidelines.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

General

- Work closely with the Board of Directors (BOD) to determine and formulate business strategies and policies that align with the values and goals of the organization.
 - Meets with the BOD regularly.
 - Prepares documentation and ensures the governance of the organization is properly informed.
 - Provides the BOD with timely information regarding the local, social and economic environment.
 - Assists the BOD in establishing necessary policy and decision making to meet community needs.
- Establish and maintain effective partnerships and coalitions with Agency key constituencies to build effective working relationships. Groups include: board members, staff, clients, city and county officials, and peer social justice and anti-poverty leaders.
- Develop innovative approaches and funding sources for new and existing programs and services, in alignment with the Agency's vision and objectives.
- Act as a spokesperson and liaison for the Agency with community leaders of county, city, community groups, department heads and agencies.
- Collaborate with the management team to develop and implement plans for the operational and organizational infrastructure (systems, processes, and personnel), to achieve the goals of the agency.
- Approve Agency operational procedures, policies and personnel needs to ensure successful accomplishment of community and program outcomes.
- Ensure all practices are consistent and compliant with contracts, as well as federal, state and local requirements.
- Represent the Agency in maintaining relationships with the State and National Community Action Associations.

Fiscal

- Work collaboratively with the Finance Director, create a regular agency-wide budget to be presented to the BOD for approval.
- Provide oversight to the Agency for managing the operation and programs within established budget guidelines.
- Review financial reports generated by the fiscal department to monitor on-going results and ensure they are in alignment with the budget, as well as organizational goals and objectives.
- Review financial information as it relates to each program.

Quality Assurance

- Implement quality standards for community services, and measures client and community satisfaction regularly.
- Oversee the measurement of service and delivery outcomes for the Agency, for each budgeted service or program, and for any strategic partnership.
- Oversee internal control systems for each department and program.
- Review and approve the quality of required reports submitted to funding sources and regulatory agencies, including the IRS.
- Ensure that reports to funding sources are meeting timeline and other standards appropriately.
- Works with third party vendors to monitor compliance within departments, and to ensure adherence to all applicable regulations.
- Institutes corrective action plans where and when needed, and monitors compliance.

Supervision

- Effectively manage the human resources of the organization according to BOD authorized personnel policies and procedures that align to the Agency's values, and that conform to current laws and regulations.
- Motivate and lead the management team; recruiting and retaining key members of the team over time; providing mentoring as a cornerstone to the Agency's Executive role.
- Directly supervise and manage the performance of management team members, specifically in the areas of contributions to Agency and program outcomes, development and performance of employees, and compliance with established policies and procedure of the Agency.
- Meet regularly with employee representatives from each or all Agency locations, departments, and programs. Oversee alignment between the agency's vision and values, and employee values and direction.

MINIMUM QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty above satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required to perform at an acceptable level in the role.

1. Demonstrated successful experience in executive leadership level role.
2. Demonstrated success in fiscal and organizational management:
 - a. Accounting methods, principles, procedures and regulations
 - b. Operations and Human Resources management, procedures and regulations
3. Ten or more years of experience in public sector, nonprofit, or social services organizational culture; as well as experience in a racially diverse, pluralistic environment.
4. Demonstrated ability to work within a board or governance structure.
5. Demonstrated knowledge of federal, state and local government systems and structures.
6. Must have positive, dynamic relationship building and communication skills.
7. Must possess a Bachelor's Degree or a degree of higher learning from an accredited college or university.
8. Willingness and capacity to travel.

DESIRED QUALIFICATIONS

The qualifications listed below are representative of the knowledge, skill and/or ability required to perform at an exceptional level in the role.

- A demonstrated commitment to the Agency's mission in the communities it serves.
- The capacity to develop a shared community vision for the future of the Agency.
- A record of innovation in community building, economic development, and private/public fundraising.
- Models and maintains high standards of integrity in professional and personal life.
- Ability to respond to the needs of diverse constituency groups.
- Ability to clearly define roles and authority, while providing autonomy in decision making.
- Ability to inspire innovation and initiative.
- Ability to adapt quickly to change and lead others in times of uncertainty and growth.
- Ability to effectively multi-task, with exceptional time management skills.
- Ability to balance the analytical and financial requirements of a grant-funded organization, with the need for innovation and creativity in Agency leadership.
- Experience with federal grant funding and related requirements.
- A history of active involvement in community and civic activities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Adapt to the strains of long distance travel, work long hours when necessary, and must accommodate a night and weekend schedule if required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

- Must adapt to a variety of work environments in meeting diverse and changing community responsibilities.

NONPROFIT RATE AGREEMENT

EIN: 1-591117362

ORGANIZATION:

Capital Area Community Action Agency, Inc.

P.O. Box 1775, 309 Office Plaza Drive

Tallahassee, FL 32301

Date: 03/04/2025

FILING REF.: The preceding
agreement was dated
08/22/2024

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

| TYPE | EFFECTIVE PERIOD | | RATE(%) | LOCATION | APPLICABLE TO |
|-------|------------------|------------|---------|----------|---------------|
| | FROM | TO | | | |
| FINAL | 10/01/2022 | 09/30/2023 | 20.90 | On Site | All Programs |
| PROV. | 10/01/2023 | 09/30/2026 | 20.90 | On-Site | All Programs |

***BASE**

Direct salaries and wages including all fringe benefits.

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES:

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

This organization charges all costs direct to a particular final cost objective; i.e., a particular award, project, service or other direct activities, with the exception of the costs listed below:

Salaries and Wages:

Executive Director
Personnel Director/COO
Administrative Assistant
Receptionist

Non-Labor Expenses:

Repairs & Maintenance
Professional Fees
Occupancy
Supplies
Utilities
Telephone
Training/Technical Assistance
Miscellaneous
Vehicles
Insurance
Printing
Travel
Postage and shipping
Board & advisory council

Equipment means article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Fringe Benefits:

FICA
Unemployment Insurance
Worker's Compensation
Life/Disability Insurance

Retirement
Health Insurance

The indirect cost rate(s) has/have been negotiated in compliance with the applicable Administration for Children and Families Program Instructions for the Head Start program (ACYF-PI-HS-05-01 and ACYF-PI-HS-08-03). ACYF-PI-HS-08-03, dated 5/12/2008, specifically defines "compensation" and limited the cost of "compensation" charged to any federally funded program to zero for any staff whose "compensation" exceeded the rate payable for level II of the Executive Schedule. As of January 2025, the Executive Schedule Level II rate is \$225,700.

Effective 10/1/2012, Head Start In-kind contributions are excluded from the allocation base.

The next Indirect Cost Proposal, based on actual costs for the fiscal year ending 09/30/2024, was due in our office by 03/31/2025.

ORGANIZATION: Capital Area Community Action Agency, Inc.
AGREEMENT DATE: 03/04/2025

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted: such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Capital Area Community Action Agency, Inc.

(INSTITUTION)


(SIGNATURE)

Tim Center
(NAME)

CEO
(TITLE)

3/12/25
(DATE)

ON BEHALF OF THE GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Darryl W. Mayes -S
Digitally signed by Darryl W. Mayes -S
Date: 2025.03.12 07:59:30 -04'00'

(SIGNATURE)

Darryl W. Mayes

(NAME)

Deputy Director, Cost Allocation Services

(TITLE)

03/04/2025

(DATE)

HHS REPRESENTATIVE: Wheatford Ashby

TELEPHONE: (301) 492-4855

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 8/31/2025

| PROGRAMS: | Getting Ahead | Staying Ahead | Emergency Services | |
|---------------|---------------|---------------------|------------------------------|----------------|
| County | Current Class | Active Participants | # Households Served FY 24/25 | County % |
| Calhoun | 7 | 2 | 274 | 4.93% |
| Franklin | 0 | 0 | 248 | 4.46% |
| Gadsden | 8 | 0 | 468 | 8.42% |
| Gulf | 0 | 1 | 127 | 2.28% |
| Jefferson | 0 | 0 | 162 | 2.91% |
| Leon | 8 | 10 | 4021 | 72.31% |
| Liberty | 7 | 0 | 83 | 1.49% |
| Wakulla | 0 | 0 | 178 | 3.20% |
| TOTALS | 30 | 13 | 5561 | 100.00% |

| HEAD START 2025 - 2026 Registrations | Franklin | Jefferson | Mabry | Pineview | Royal | South City | Total |
|---|----------|-----------|--------|----------|---------|------------|--------|
| # of Students Enrolled for Fall 2025 | 19 | 29 | 73 | 40 | 57 | 145 | 363 |
| Funded Enrollment | 19 | 37 | 77 | 40 | 57 | 148 | 378 |
| Center Enrollment % | 100.00% | 78.38% | 94.81% | 100.00% | 100.00% | 97.97% | 96.03% |

| Disability Services* | |
|----------------------|--|
| Students with IEP's | |
| IEP's Pending | |
| In Compliance? (38) | |

| Average Daily Attendance (ADA)* | | |
|---------------------------------|-----|--|
| Required % | 85% | |
| Attendance @ 8/31/25 | 85% | |
| | | |

*Still being assessed

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 8/31/2025

Weatherization at-a-Glance

| County | 2023 - 2025 WAP Contracted Units | | | | |
|---------------|----------------------------------|---------------|-------------|-----------|---------------|
| | Projected | Pre-Inspected | In Progress | Completed | |
| Calhoun | 2 | 2 | 0 | 2 | |
| Franklin | 2 | 1 | 0 | 0 | |
| Gadsden | 15 | 11 | 4 | 5 | |
| Gulf | 2 | 1 | 1 | 0 | |
| Jefferson | 2 | 2 | 2 | 0 | |
| Leon | 40 | 16 | 4 | 6 | |
| Liberty | 1 | 0 | 0 | 0 | |
| Wakulla | 6 | 2 | 0 | 0 | |
| TOTALS | 70 | 35 | 11 | 13 | 18.57% |

NOTE: WAP Contracts are 7/1/23 - 9/30/25. Florida Commerce halted all WAP projects until further notice due to funding availability.

FY 2023 - 2024 Suwannee River Counties

| County | 2023 - 2025 Suwannee River Contract Units | | | |
|--------------|---|---------------|-------------|-----------|
| | Projected | Pre-Inspected | In Progress | Completed |
| Bradford | 1 | 0 | 0 | 0 |
| Columbia | 12 | 2 | 0 | 2 |
| Dixie | 3 | 3 | 0 | 3 |
| Gilchrist | 1 | 0 | 0 | 0 |
| Hamilton | 2 | 2 | 0 | 1 |
| Lafayette | 1 | 0 | 0 | 0 |
| Madison | 5 | 4 | 2 | 2 |
| Suwannee | 3 | 3 | 1 | 1 |
| Taylor | 1 | 0 | 0 | 0 |
| Union | 1 | 1 | 0 | 1 |
| Total | 30 | 15 | 3 | 10 |

Capital Area Community Action Agency

MEMORANDUM

TO: Head Start Board of Directors and Policy Council
FROM: Darrel James, Head Start Director
RE: Head Start Director's Report
DATE: September 15, 2025

The following memo serves as my update to the Community Action Agency Head Start Board of Directors and the Policy Council for the month of August 2025.

Program Information

The agency has successfully submitted an application for a non-competitive grant application to provide Head Start services in Leon, Jefferson, and Franklin Counties. No major changes were made to the grant.

The agency also submitted a supplemental grant application requesting additional grant funds for staffing, rent for a new facility in Jefferson County, special services, and other areas of concern. The supplemental grant was returned because the Board of Director and Policy Council approvals were not submitted with it, but the documentation will be submitted.

Staffing

The program's current staffing needs by the Head Start Center are as follows:

- Franklin (Fully Staffed)
- Jefferson (Fully Staffed)
- Louise B. Royal (Fully Staffed)
- Mabry (Fully Staffed)
- Pine View (Fully Staffed)
- South City (1 Lead Teacher, 2 Assistant Teachers)

Professional Development /Training

Pre-Service Training included the following trainings: Knowing Your Families, Custom Service with Empathy, DCF Child Abuse and Neglect, ERSEA, Health and Nutrition, Parent Engagement, Food Service, and Fire Training

Family & Community Engagement Coordinator attended the virtual Family Services Workforce Institute

Parent Engagement Coordinator attended the virtual Incredible Years Training

Team Meetings



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Facilities

Franklin

- Working with Johnson Controls to get the fire system's standing pipe tagged. We are still awaiting a decision from ABC school regarding permission to construct a playground for our children on the campus adjacent to our building.

Jefferson County

- A decision on the Duke building has not been made. The Head Start Director met with State Representative Allison Tate in Jefferson during her Coffee Shop meeting. Spoke with her about possible facility locations in Jefferson. She stated the Senior Citizen was available but was not sure if they were renting or selling the building.

Louise B. Royal

- Ready for the upcoming 2025 – 2026 School Year.

Mabry

- Ready for the 2025 – 2026 School Year.

Pine View

- The classrooms have been set up. An application to operate a Head Start program at this location has been granted to us by the Department of Children and Families. The facility will have 40 students.

South City

- A new lease has been signed for this location, and we will continue with eight classrooms for the 2025 – 2026 School Year.

Curriculum

N/A. The children are just getting acclimated to school. There are currently no curriculum data to report.

Enrollment

Enrollment numbers for the month of August 2025:

- Franklin **19 of 19** families enrolled
- Jefferson **29 of 37** families enrolled
- Louise B. Royal **57 of 57** families enrolled
- Mabry **73 of 77** families enrolled
- Pine View **40 of 40** families enrolled
- South City **145 of 148** families enrolled

363 of 378 (96%) families are enrolled in Head Start for the upcoming 2025 – 2026 School Year.

Attendance

All classrooms met the monthly attendance rate of 85%.

Family and Community Engagement

Policy Council is scheduled for September 17, 2026.

The Family Engagement Team attended Packs 4 Success Back to School Drive

Health

All children enrolled began school with an up-to-date immunization record and an up-to-date physical. Family Advocates are now working with their families to ensure that they have insurance, medical homes, and dental homes. Screenings (hearing, vision, height, and weight) are also being completed.

Federal and State Regulations

Pine View, Franklin County, and Louise B. Royal all had visits from the Florida Department of Children and Families. No site had any violations.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for August 2025 – *Emergency Services*
DATE: September 2, 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 served for August 2025.

| 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 | Total |
|------------------|----------|----------|----------|----------|----------|----------|------------|----------|-----------|-----------|----------|-----------|-------|
| <i>Calhoun</i> | 20/41 | 16/27 | 10/24 | 21/45 | 24/43 | 30/58 | 32 | 20 | 28 | 9 | 64 | | 274 |
| <i>Franklin</i> | 17/39 | 16/32 | 8/12 | 20/50 | 15/27 | 26/39 | 30 | 16 | 26 | 8 | 66 | | 248 |
| <i>Gadsden</i> | 13/36 | 6/22 | 5/16 | 16/33 | 28/61 | 68/146 | 37 | 50 | 31 | 133 | 81 | | 468 |
| <i>Gulf</i> | 16/40 | 4/4 | 5/13 | 6/8 | 10/17 | 14/24 | 10 | 6 | 22 | 4 | 30 | | 127 |
| <i>Jefferson</i> | 10/23 | 3/11 | 0/0 | 13/27 | 14/36 | 30/364 | 12 | 15 | 13 | 20 | 32 | | 162 |
| <i>Leon</i> | 181/516 | 130/391 | 59/154 | 124/315 | 141/353 | 385/732 | 456 | 581 | 193 | 758 | 1013 | | 4021 |
| <i>Liberty</i> | 8/20 | 5/15 | 1/1 | 1/30 | 5/8 | 8/16 | 3 | 8 | 8 | 9 | 27 | | 83 |
| <i>Wakulla</i> | 8/17 | 8/19 | 0/0 | 14/35 | 7/21 | 16/35 | 19 | 18 | 11 | 32 | 45 | | 178 |
| Total | 273/732 | 188/521 | 88/220 | 215/543 | 244/566 | 577/1414 | 599 | 714 | 332 | 973 | 1358 | | 5561 |

Additional information listed below:

Total Emergency Services Utility Assistance (from Donated Funds) = 7

Total Emergency Services Rental Assistance (Donated Funds) = 1



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Capital Area **Community Action** Agency

MEMORANDUM

FROM: Terry Mutch

RE: Weatherization Assistance Program

DATE: 9/16/2025

The Umbrella Agreement with Florida Commerce for CSBG, LIHEAP and WAP was recently executed, allowing operations to continue through June 30, 2026. However, Florida Commerce has suspended WAP activities temporarily due to delays in the approval of the WAP State Plan as well as funding issues at the federal level.

It has been determined recently that due to the changes at the Department of Health and Human Services, the LIHEAP program will not be providing funding for WAP under its current budget, which in the past has been the majority source of funding for the program.

We are still awaiting guidance from Florida Commerce in terms of all funding going forward and will provide pertinent information as it becomes available.

Capital Area **Community Action** Agency

MEMORANDUM

TO: Nina Self, Chief Operating Officer
FROM: Margaret Watson, Human Resources Manager
RE: Summary Report for Human Resources Department
DATE: September 16, 2025

Summary Report for the Human Resources Department for the month September 2025.

- Continued updates to the Employee Policies and Procedures Handbook.
- Initiated revisions to the Annual Performance Evaluations to align evaluations with specific job duties. This will be an ongoing project.
- Creating HR Strategic Planning Goals to shape the future of HR.
- Preparing for the Open Enrollment Period 11/01/2025 – 11/15/2025.
- Maintain attendance at the Big Bend SHRM monthly meetings.
- Continue Human Resources trainings sessions to support staff development.

Current vacancies:

(2) Head Start Teacher Assistants – Center location TBD
Intake Specialist LIHEAP
Family Services Program Manager (FSSP)

New Hire

Laneka Stokes – Admin Administrative Assistant
Tonia McAllister – Teacher Assistant I – Pineview
Rebecca Montgomery – Teacher I – Mabry

Promotions

Shantesha Ryles – Family Advocate



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Capital Area Community Action Agency

September 19, 2025

Subject: Appointment of Interim CEO

Dear Capital Area Community,

On behalf of the Board of Directors, I am writing to share important leadership news. We are pleased to announce the appointment of Nina Singleton Self as the Interim Chief Executive Officer of Capital Area Community Action Agency, Inc., effective September 19, 2025.

Nina brings over thirty years of experience in program management and development, with seventeen years as a member of our Community Action team. She has a deep commitment to the mission of our organization. In this interim capacity, she will provide stability and leadership as we continue advancing our programs and services, while the Board conducts a thorough search for a permanent CEO.

We are confident that Nina's expertise and vision will ensure continuity in our work and strengthen our partnerships with the communities we serve. We encourage you to join us in welcoming her to this role and supporting her leadership during this important transition.

The Board of Directors will keep you updated as we move forward with the CEO search process. Thank you for your continued support and engagement with our agency. Together, we will remain focused on delivering on our mission and creating meaningful impact.

With appreciation,



Shanetta Keel
Board Chair



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