

Capital Area Community Action Agency

**Board Meeting
Agenda
Tuesday, January 27, 2026
Meeting via TEAMS**

- I. Call to Order – 6:00 p.m. John Grant, Vice Chair
- II. Agenda Approval
- III. Sign-In/Attendance
- IV. Introduction of Prospective Board Members
- V. Action Items for Review & Approval
 - A. Approval of Prospective Board Members
 - B. Seating of New Members
 - C. Board Meeting Minutes – November 18, 2025
 - D. Executive Committee Minutes – December 9, 2025
 - E. Financial Report Keith Dean, CFO
- VI. Election of Officers
 - A. Nomination Committee Report
 - B. Presentation of Ballot
 - C. Election
 - D. Seating of New Officers
- VII. Transition Committee Report Melissa Miller
- VIII. Interim CEO Report Nina Self
- IX. Vice-Chair's Report John Grant
- X. Board Member Comments
- XI. Adjournment

Capital Area Community Action Agency, Inc.
Prospective Board Members
For Review and Approval on 1/27/2026

CAROLYN FRANCIS represents the Gadsden County NAACP Branch #5149. She currently serves as the First Vice President of the Branch. She resides in Midway, Florida. She states, "I want to serve on the Capital Area Community Action Agency Board of Directors because I am committed to advocating for families and strengthening our community through meaningful service and responsible leadership. I have experience working with community partners to address issues such as education, food insecurity, and access to resources, and I believe in creating solutions that promote equity and self-sufficiency. Serving on this board would allow me to contribute my skills, represent community voices, and help guide programs that create lasting, positive impact."

DERRICK JENNINGS served on the Board from 2016 – 2020, and was the Chair for a couple of those years. He resides in Monticello, Florida. He states, "I want to serve on the Board to make a positive change to those who seek this agency's services."

SANDRA SANDERS is a resident of Jefferson County, Florida. She currently serves as the President of the Jefferson Senior Citizen Center, Inc., in Monticello. She is very active in her community as an advocate for senior citizens and the low-income community. She also helps families through the burial and grief process an officiate of Tillman Funeral Home in Monticello

LINETTE WILLIAMS resides in Leon County, Florida. She is the representative on the Board for the Head Start Policy Council where she serves as the current Chair. Her grandchild is a student at Pineview Head Start Center. She is a Paralegal and retired from the Florida Office of the Attorney General with over twenty years of service. She currently works with a private law firm. She states, "I want to serve on the Board to help strengthen the programs that directly support our children, families and underserved neighbors."

LAKIESHA CAMPBELL is a resident of Tallahassee. She currently is a Regional Investigator for the Florida Department of Children and Families. She states, "I want to serve on the Board of Directors to be a part of change and provide families with the essential services they need."

Capital Area **Community Action** Agency

TO: BOARD MEMBERS

FROM: Membership/Nominating Committee
John Grant
Melissa Miller
Shanetta Keel

DATE: January 21, 2026

RE: New Member Recommendations

The Membership Committee shall make recommendations for new members on the Board. The Committee shall continuously review and report on efforts to seek out members within the communities served by the Agency. No person shall be appointed to the Board unless their eligibility is reviewed and verified by the Membership Committee.

The Membership Committee has reviewed the eligibility of those seeking membership to the Board, and recommend the appointment of the following people:

NAME	COUNTY	SECTOR REPRESENTED
Carolyn Francis	Gadsden	Gadsden County NAACP/Low Income
Derek Jennings	Jefferson	Low Income Sector
Sandra Sanders	Jefferson	Private Sector
Linette Williams	Leon	Head Start Policy Council/Low Income
Lakeisha Campbell	Leon	Private Sector

Capital Area **Community Action** Agency

Board of Directors Meeting Minutes November 18, 2025

Members in Attendance:

Shanetta Keel, Chair
John Grant, Vice-Chair
Melissa Miller, Treasurer
Jeannie Fortune
Valerie Russell

CACAA Staff:

Nina Self
Margaret Watson
Keith Dean
Darrel James
Anna McCoy
Venita Treadwell
Victoria Mathis
Terry Mutch

Absent: Akhenaton Thomas, Carmen Connor, Eddie Fields,
Steve Lanier

The meeting was called to order at 6:52 p.m. by the Chair. A quorum was established.

Approval of Agenda

The Chair entertained a motion to approve the agenda.

Motion: Mr. Grant moved approval of the agenda.

Second: Ms. Miller seconded the motion.

Vote: The motion was unanimously approved.

ACTION ITEMS

Approval of Minutes

Approval of Minutes – September 23, 2025

The Chair entertained a motion to approve the minutes of the September 23, 2025 Board of Directors meeting.

Motion: Ms. Russell moved approval of the minutes.

Second: Ms. Miller seconded the motion.

Vote: The motion was unanimously approved.

The minutes from the Executive Committee meeting held on October 28, 2025 were presented to the Board for review. No action was required.

New Board Member Introduction

Ms. Self welcomed Ms. Sandra Saunders as the Low-Income Sector representative for Jefferson County and a prospective Board member. Ms. Saunders will be formally seated at the next Board meeting. Members in attendance introduced themselves.

FINANCIAL REPORTS

Mr. Dean, Chief Financial Officer, reported on the financial status as of September 30, 2025. He reviewed the financial reports showing revenues expenses and net income. While the Agency continued to operate during the federal shutdown it impacted operations for several months. The issue is operating in \$3 million deficit. Mr. Grant questioned if other Community Action Agencies are drawing down on their line of credit?

Annual Agency Budget – FY 2025-2026

The financial budget is contingent upon the provisional budget until funding is received. Decisions had to made on the Agency financial status so it was recommended that the Agency use the main office building as collateral.

The Chair entertained a motion to accept the FY 2025–2026 Financial Budget.

Motion: Mr. Grant moved approval of the Financial Budget.

Second: Ms. Russell seconded the motion.

Vote: The motion was unanimously approved.

Interim CEO Report

Ms. Self reported on the current status of the Agency, highlighting that the most affected program was the Head Start Program with a funding year that began on October 1st. This affected 66 agency employees, and 378 children and their families.

Federal Shutdown

While agency employees were on Leave Without Pay, and Admin Leave they were returned to work on Monday, October 28, 2025. Utilizing the funds from our reserves and line of credit, we were able to pay Head Start staff through October 17th. Anticipating that the shutdown would end, we had to make some decisions and plan for a furlough. Our dedicated team continued to work to allow time for parents to find alternate childcare for their children before we closed our doors. During that time the management team reached out to our community for support.

Leon County School (LCS) district administration offered to assist with their reserve funding, but faced legal challenges. Since Superintendent Hannah serves on the board of the Children's Services Council (CSC), he directed us to this funding source. That connection to CSC made up to \$300,000 available to the agency to reopen schools in Leon County at South City, Pineview, Louise B Royal and Mabry Head Start Centers after one day of shutdown. Unfortunately, this funding was not made available to the Head Start Management team or the Jefferson and Franklin Head Start Centers. They remained closed, and 26 employees were still on furlough. All

employees returned to work on November 17th. The only center that remains closed is Franklin due to staffing challenges. We continue to seek a solution to reopen the center.

The Agency is awaiting Notice of Award from HHS. Once received all employees will receive retro pay for the time they were without pay.

The Board discussion included questions regarding available resources in Franklin County and Jefferson Counties. Ms. Miller inquired about potential opportunities through the local school district. In Jefferson County. At this time Franklin County options remain limited and will require further investigation.

Budget Updates

Weatherization

The Agency received Notice of Award (NOA) for the Weatherization Program for eight counties, with an additional 10 for Suwannee counties. This funding retroactive from July 1, 2025 – June 30, 2026, which is considerably less than prior years.

Head Start

We are waiting to receive Notice of Award (NOA) to draw down on the funds to pay staff salaries, and restore our reserve funds to the following:

- Hancock Bank - \$200,000 line of credit used for payroll
- Renasant Bank - \$66,656 reserve cash used for payroll

Children's Service Council funds provided during the shutdown will not have to be repaid.

Memorandum of Understanding (MOU)

- **Simply Healthcare Plans, Inc.** - \$8,000 grant for Getting Ahead Program for one year beginning August 1, 2025.
- **Leon County Schools** – MOU to establish a collaborative partnership between the agency and Leon County Head Start. This partnership will assist Head Start with the kindergarten readiness scores, and reduce the cost of Health and Disabilities contractual services for LCS would provide the services, and assist LCS by boosting its enrollments in schools with vacancies. The agreement will be brought before the Leon County School Board on November 18th.
- **Children's Services Council** – The \$300,000 funding will contribute to the agency's required non-federal match, support continued operation of Head Start classrooms servicing low-income children and families across Leon County. The funds will be used exclusively to maintain uninterrupted program services in alignment with federal Head Start regulations, local priorities, and CSC Leon's strategic focus on kindergarten readiness and early childhood development.

Program Reports

Family Support Services Getting Ahead classes have concluded with 8 graduates in Leon County; 6 graduates in Gadsden County; and 5 graduates in Liberty County. We are currently recruiting for our January 2026 classes.

The CSBG Organizational Standards are due to Florida Commerce on December 15, 2025.

Board Updates

- The 2026 Board and Executive Committee meeting schedule was provided for review.
- Annual officer elections will be held at the January 2026 Board meeting. If interested in participating on the nominations committee or an officer position, please contact Shanetta Keel.

Outreach

- Participated on panel discussion on Human Services for Leadership Tallahassee Class 43.
- Presented at Forum on Poverty for the Good Shepard Catholic Church
- Attend UPHS training on recruiting, Orienting, and Engaging High Performance Board Members.
- Collaborated with Dr. Keith Parker, Chair of the Big Bend AFTER Reentry Coalition (BBARC) on reestablishing partnership.

Coming Events

New Board Member Orientation – Open to all members, mandatory for new members. Date and time will be provided at a later date.

CHAIR'S REPORT

The Board is in transition. We have two members who volunteered for the Nominating Committee, Mr. Grant and Ms. Miller. If you are interested in this committee or being an officer, please contact me. We need Board member to assist in the transition of the Chief Executive Officer.

Elections are being held on January 27, 2026. The slate of officer positions consists of the following: Chair, Vice-Chair, Treasurer, Secretary, and Member-at-Large.

Ms. Gordon, UPHS Governance training offered information on supporting Community Action and its team.

The meeting adjourned at 7:59 PM.

Board Chair	Date
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Capital Area Community Action Agency

Executive Committee Meeting Minutes

December 9, 2025

Members in Attendance

Shanetta Keel, Chair

John Grant, Vice-Chair

Melissa Miller, Treasurer

CACAA Staff

Nina Self, Interim CEO/COO

Keith Dean, Chief Financial Officer

Margaret Watson, HR Manager

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

Approval of Agenda. Mr. Grant moved to approve the agenda. The motion was seconded by Ms. Miller and was unanimously approved.

Action Items

Approval of Prior Minutes. The Executive Committee reviewed the minutes of October 28, 2025. Mr. Grant moved to approve the minutes. Ms. Miller seconded the motion. The motion was unanimously approved.

Financial Reports

- Mr. Dean, Chief Financial Officer, presented the financial reports as a post-shutdown recap of the Agency's financial position, including the following highlights:
- Of the \$400,000 available on the line of credit, the Agency drew \$200,000 to make payroll, incurring \$1,674 in interest.
- For Children Services Council, the Agency drew \$150,000 of the available \$300,000, leaving \$150,000 available as supplemental funding.
- Going forward, the third-party administrator Promise will fund LIHEAP directly; assistance payments will no longer flow through the Agency, reducing cash reimbursement processing and potentially improving cash flow.
- As of Friday, December 12, 2025, all employees were paid retroactive amounts for payroll not received during the federal shutdown.

Mr. Grant asked whether the budget is balanced. Mr. Dean noted that the Agency experienced some overspending, resulting in a deficit; however, because of the prior year surplus, the Agency is in a stronger financial position.

The Agency will need to submit a waiver for the non-federal share.



United Way of the Big Bend

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Motion. Ms. Miller moved to submit a waiver for the non-federal share. Mr. Grant seconded the motion. The motion was unanimously approved.

Motion. Ms. Miller moved to approve the financial reports. Mr. Grant seconded the motion. The motion was unanimously approved.

CSBG Organizational Standards

- Ms. Self, Interim CEO, presented the 2025–2026 CSBG Organizational Standards required for submission to the Florida Department of Commerce. Standards are submitted on varying frequencies (annual, biennial, triennial, and ongoing) to document compliance and demonstrate how the Agency meets community needs. The following standards are due for submission this year:
- 3.5 Community Assessment – supports development of the Agency’s Strategic Plan and documents identified community needs across the service area.
- 4.2 Community Action Plan (CAP) – reflects planned activities and services in the community.
- 4.6 Risk Assessment – outlines fiscal policies and controls to ensure Agency funds are protected.
- 5.3 Board Bylaws – governs the Agency and Board structure. The Agency has met the tri-partite minimum requirement of 12 Board members.
- 7.1 Agency Personnel Policies – reviewed by Agency counsel to ensure continued compliance and to meet employee needs.
- 8.10 Agency Fiscal Policies – maintained by the Fiscal Department; recent changes were reviewed by the Board.

The Annual Report is also part of the Organizational Standards. The report provides demographic information on the individuals served and is compiled from data collected in Promise and SHAH. The Board will receive a copy upon completion.

Motion. Ms. Miller moved to approve Organizational Standards 3.5, 4.2, 4.6, 5.3, 7.1, and 8.10. Mr. Grant seconded the motion. The motion was unanimously approved.

Interim CEO Report

Ms. Self reported that the Agency will be closed December 24–25, 2025 for the Christmas holiday. For the New Year’s holiday, the Agency will be closed December 31, 2025 through January 2, 2026.

Ms. Self also reported that the Agency is in the process of moving Head Start classrooms into the school system. In January, one classroom will move to Pineview Elementary School, three classrooms will move to Hartsfield Elementary School, and four classrooms will remain at South City Elementary School. This transition is expected to reduce Agency expenses associated with maintenance, janitorial services, utilities, and kitchen operations.

Board Chair's Report

The Board Chair proposed compensation for Ms. Self for additional job duties. The Board will meet on Tuesday, December 16, 2025 at 6:00 p.m.

Adjournment. The meeting adjourned at 6:31 p.m.

Board Chair

Date

**Financial Statement Narrative
For the Two Months Ending November 30, 2025
Capital Area Community Action Agency**

As of November 30, 2025, we have completed two months of the fiscal year and we would expect the year-to-date actual expenses and revenue to be around 17% of the annual budget with some Head Start expenses around 20%. At month end, the Year to Date Actual Revenue and Expenses are 15% and 16% respectively with excess of expenditures of \$33,317.

Non-Federal Share (NFS) Match at October 31, 2025, was \$86,812 of the \$1,065,245 target.

Agency Wide Variances

- Equipment Lease – is over benchmark budget due and forecast to go over budget based on historical data.
- Client Assistance – is over benchmark budget but will stay within budget with new DEO protocols.
- Dues/Subscriptions - is over benchmark budget with a number of annual dues being paid in October.
- ***Interest Expense - is over budget due to the Line of Credit being activated during the Government shut down.***
- ***Bank Service Charges - is over benchmark budget due to the Line of Credit being activated during the Government shut down. This line item will go over budget for the year.***

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Two Months Ending 11/30/2025**

		Total Budget -	Current	Total Budget Variance -	
	17-20%	Original	Year Actual	Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	386,028	(3,874,950)	9%
Government Contracts - STATE	4010	2,565,606	551,918	(2,013,688)	22%
Government Contracts - LOCAL	4020	124,888	159,029	34,141	127%
Grants - Other Not-for-Profits	4100	2,777	2,088	(689)	75%
Grants - All Other Sources	4120	8,000	8,000	0	100%
Contributions	4200	2,000	8,532	6,532	427%
Contributions- Restricted	4210	29,000	873	(28,127)	3%
Special Events	4300	2,000	0	(2,000)	0%
Commissions-Vending/Photo	4320	0	815	815	100%
Interest Income	4950	0	137	137	100%
Fringe Pool Revenue	4960	956,000	126,721	(829,279)	13%
Indirect Pool Revenue	4970	839,909	104,665	(735,244)	12%
Other Revenue	4995	2,000	2,725	725	136%
Total Revenue		8,793,158	1,351,533	(7,441,626)	15%
Expenditures					
Salaries & Wages	6010	3,317,272	411,796	2,905,476	12%
Fringe	6110	971,448	126,721	844,727	13%
FICA	6120	257,000	41,325	215,675	16%
Unemployment	6130	43,000	1,183	41,817	3%
Workers Compensation	6140	40,000	7,608	32,392	19%
Health Insurance	6150	490,000	74,904	415,096	15%
Life Insurance	6160	36,000	5,673	30,327	16%
Retirement	6170	60,000	7,093	52,907	12%
Staff Screenings	6180	3,950	49	3,901	1%
Indirect Costs	6210	831,158	104,665	726,493	13%
Travel - In Area	6310	12,300	499	11,801	4%
Office Supplies	6410	17,500	600	16,900	3%
Program Supplies	6415	51,146	1,729	49,417	3%
Classroom Supplies	6420	33,000	2,255	30,745	7%
Kitchen Supplies	6430	18,000	1,640	16,360	9%
Medical/Dental Supplies	6440	500	0	500	0%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	28,450	2,986	25,464	10%
Postage and Delivery Expense	6600	5,150	914	4,236	18%
Contractual Services/Professional	6710	385,365	59,462	325,903	15%
Contractual Services - Health/Disabilities	6715	205,142	40,949	164,193	20%
Rent/Space Cost	6810	284,194	58,854	225,340	21%
Utilities	6820	106,500	19,546	86,954	18%
General Liability and Property Insurance	6830	83,000	9,680	73,320	12%
Communications	6840	99,500	16,610	82,890	17%
Repairs & Bldg Maintenance- Recurring	6850	174,080	28,556	145,524	16%
Repairs & Bldg Maintenance - Nonrecurring	6855	15,500	0	15,500	0%
Equipment Maintenance	6910	30,500	4,583	25,917	15%
Vehicle Expense	6920	66,000	1,046	64,954	2%
Equipment Lease	6930	9,700	2,894	6,806	30%
Technology	6940	55,946	11,362	44,584	20%
Fees, Licenses, and Permits	7010	3,360	255	3,105	8%
Dues/Subscriptions	7020	8,800	2,732	6,068	31%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Two Months Ending 11/30/2025**

Special Events	7110	3,000	0	3,000	0%
Client Assistance	7210	596,907	298,550	298,357	50%
Expendable Equipment	7320	15,000	2,337	12,663	16%
Meetings/Workshops	7420	10,200	440	9,760	4%
Training and Technical Assistance/Staff Development	7435	69,998	3,545	66,453	5%
Advisory/Board Member Expenses	7440	4,700	438	4,262	9%
Advertising	7450	27,000	1,397	25,603	5%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	334,126	26,461	307,665	8%
Legal Expenses	7530	10,000	0	10,000	0%
Interest Expense	7610	500	816	(316)	163%
Bank Service Charges	7630	<u>2,900</u>	<u>2,676</u>	<u>204</u>	93%
Total Expenditures		8,818,992	1,384,850	7,434,143	16%
Excess Revenue over (under) Expenditures		(25,834)	(33,317)	(7,483)	

**Capital Area Community Action Agency
Balance Sheet
For the Period Ending 11/30/2025**

		<u>Current Period Balance</u>
Assets		
Cash Operating Hancock Bank	1010	415,994
Health Insurance Imprest Account	1031	2,516
Petty Cash	1050	266
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	16,674
Money Market Account - Hancock Bank	1080	27,841
Accounts Receivable	1100	28,853
Grants Receivable	1150	825,075
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	(515,965)
Accumulated Amortization - Capital Lease	1760	<u>(566,780)</u>
Total Assets		2,418,935
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	67,074
Accrued Expenses - Other	2010	76,256
Accrued Wages	2040	33,366
Accrued Fringe Benefits	2060	1,305
Accrued Flexible Savings	2061	452
Accrued FICA	2065	(10,296)
Accrued Federal Withholding	2070	(8,611)
Accrued Georgia Estimated Taxes	2071	(328)
Accrued Health Insurance	2085	(23,666)
Accrued Other Health Insurance	2087	(1,648)
Accrued Life Insurance	2090	9,054
Accrued Retirement - Pre Tax	2095	2,938
Accrued Retirement - Post Tax	2096	1,166
Contract Advances	2100	119,242
Line of Credit	2200	200,000
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	(226)
Lease Payable	2360	48,843
Lease Liability Short Term	2361	343,433
Deferred Income	2400	<u>35,527</u>
Total Liabilities		900,961
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,226,394
Invested Property and Equipment	3020	<u>324,898</u>
Total Beginning Net Assets		1,551,291
Current Net Income		<u>(33,317)</u>
Total Net Assets		<u>1,517,974</u>
Total Liabilities and Net Assets		2,418,935

**Capital Area Community Action Agency
CSBG Statement of Revenues and Expenditures
For the Two Months Ending 11/30/2025**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
	17%				
Revenue					
Government Contracts - STATE	4010	554,380	62,215	(492,165)	11%
Total Revenue		554,380	62,215	(492,165)	11%
Expenditures					
Salaries & Wages	6010	203,663	24,105	179,558	12%
Fringe	6110	59,061	7,380	51,681	12%
Staff Screenings	6180	100	0	100	0%
Indirect Costs	6210	54,909	6,580	48,329	12%
Travel - In Area	6310	1,000	85	915	8%
Office Supplies	6410	2,500	238	2,262	10%
Program Supplies	6415	15,600	0	15,600	0%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	2,500	311	2,189	12%
Postage and Delivery Expense	6600	500	34	466	7%
Contractual Services/Professional	6710	3,000	0	3,000	0%
Rent/Space Cost	6810	25,000	11,398	13,602	46%
Utilities	6820	7,000	1,838	5,162	26%
General Liability and Property Insurance	6830	7,000	0	7,000	0%
Communications	6840	15,000	2,899	12,101	19%
Repairs & Bldg Maintenance- Recurring	6850	5,000	1,500	3,500	30%
Equipment Maintenance	6910	2,500	408	2,092	16%
Vehicle Expense	6920	20,000	785	19,215	4%
Equipment Lease	6930	2,500	770	1,730	31%
Technology	6940	12,000	4,988	7,013	42%
Fees, Licenses, and Permits	7010	250	10	240	4%
Dues/Subscriptions	7020	1,000	0	1,000	0%
Client Assistance	7210	108,197	140	108,057	0%
Meetings/Workshops	7420	600	0	600	0%
Training and Technical Assistance/Staff	7435	3,500	0	3,500	0%
Advertising	7450	<u>2,000</u>	<u>200</u>	<u>1,800</u>	10%
Total Expenditures		554,380	63,669	490,711	11%
Excess Revenue over (under) Expenditures		0	(1,454)	(1,454)	

**Capital Area Community Action Agency
LIHEAP Statement of Revenues and Expenditures
For the Two Months Ending 11/30/2025**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
	17%				
Revenue					
Government Contracts - STATE	4010	786,556	368,780	(417,776)	47%
Total Revenue		786,556	368,780	(417,776)	47%
Expenditures					
Salaries & Wages	6010	298,435	45,241	253,194	15%
Fringe	6110	86,546	13,896	72,650	16%
Staff Screenings	6180	100	0	100	0%
Indirect Costs	6210	80,461	12,360	68,101	15%
Travel - In Area	6310	100	0	100	0%
Office Supplies	6410	2,000	122	1,878	6%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	2,200	146	2,054	7%
Postage and Delivery Expense	6600	2,500	725	1,775	29%
Contractual Services/Professional	6710	11,229	0	11,229	0%
Rent/Space Cost	6810	22,944	5,984	16,960	26%
Utilities	6820	2,500	630	1,870	25%
General Liability and Property Insurance	6830	6,000	0	6,000	0%
Communications	6840	12,000	1,869	10,131	16%
Repairs & Bldg Maintenance- Recurring	6850	2,500	402	2,098	16%
Equipment Maintenance	6910	3,500	562	2,938	16%
Equipment Lease	6930	1,000	501	499	50%
Technology	6940	1,500	0	1,500	0%
Fees, Licenses, and Permits	7010	500	0	500	0%
Dues/Subscriptions	7020	100	0	100	0%
Client Assistance	7210	247,941	285,798	(37,857)	115%
Expendable Equipment	7320	500	0	500	0%
Training and Technical Assistance/Staff	7435	1,500	0	1,500	0%
Advertising	7450	<u>500</u>	<u>0</u>	<u>500</u>	0%
Total Expenditures		786,556	368,235	418,321	47%
Excess Revenue over (under) Expenditures		0	544	544	

**Capital Area Community Action Agency
WAP Programs Statement of Revenue and Expenditures
For the Two Months Ending 11/30/2025**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
	17%				
Revenue					
Government Contracts - STATE	4010	326,116	37,530	(288,586)	12%
Total Revenue		326,116	37,530	(288,586)	12%
Expenditures					
Salaries & Wages	6010	87,406	20,593	66,813	24%
Fringe	6110	25,330	6,333	18,997	25%
Indirect Costs	6210	23,562	5,627	17,935	24%
Travel - In Area	6310	1,000	0	1,000	0%
Office Supplies	6410	1,000	33	967	3%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	750	476	274	63%
Postage and Delivery Expense	6600	450	20	430	4%
Contractual Services/Professional	6710	10,000	0	10,000	0%
Rent/Space Cost	6810	2,250	1,143	1,107	51%
Utilities	6820	1,000	263	737	26%
General Liability and Property Insurance	6830	8,000	4,788	3,212	60%
Communications	6840	4,500	623	3,877	14%
Repairs & Bldg Maintenance- Recurring	6850	1,400	84	1,316	6%
Equipment Maintenance	6910	700	154	546	22%
Vehicle Expense	6920	6,000	145	5,855	2%
Equipment Lease	6930	700	234	466	33%
Technology	6940	700	0	700	0%
Fees, Licenses, and Permits	7010	110	0	110	0%
Dues/Subscriptions	7020	200	0	200	0%
Client Assistance	7210	145,558	0	145,558	0%
Expendable Equipment	7320	1,500	0	1,500	0%
Training and Technical Assistance/Staff Development	7435	<u>4,000</u>	<u>0</u>	<u>4,000</u>	0%
Total Expenditures		326,116	40,517	285,599	12%
Excess Revenue over (under) Expenditures		0	(2,987)	(2,987)	

Capital Area Community Action Agency
HEAD START Statement of Revenues and Expenditures
For the Two Months Ending 11/30/2025

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
	17-20%				
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	386,028	(3,874,950)	9%
Government Contracts - LOCAL	4020	0	150,000	150,000	100%
Contributions	4200	0	7,139	7,139	100%
Total Revenue		4,260,978	543,167	(3,717,811)	13%
Expenditures					
Salaries & Wages	6010	2,087,563	247,748	1,839,815	12%
Fringe	6110	604,976	76,343	528,633	13%
Staff Screenings	6180	3,500	49	3,451	1%
Indirect Costs	6210	562,741	67,735	495,006	12%
Travel - In Area	6310	10,000	414	9,586	4%
Office Supplies	6410	9,000	122	8,878	1%
Program Supplies	6415	30,000	1,729	28,271	6%
Classroom Supplies	6420	28,000	2,255	25,745	8%
Kitchen Supplies	6430	3,000	0	3,000	0%
Medical/Dental Supplies	6440	500	0	500	0%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	12,000	1,723	10,277	14%
Postage and Delivery Expense	6600	1,200	97	1,103	8%
Contractual Services/Professional	6710	7,500	1,523	5,977	20%
Contractual Services – Health/Disabilities	6715	127,120	40,949	86,171	32%
Rent/Space Cost	6810	212,000	36,840	175,160	17%
Utilities	6820	90,000	15,990	74,010	18%
General Liability and Property Insurance	6830	25,000	1,512	23,488	6%
Communications	6840	60,000	10,205	49,795	17%
Repairs & Bldg Maintenance- Recurring	6850	164,180	26,407	137,773	16%
Repairs & Bldg Maintenance - Nonrecurring	6855	15,000	0	15,000	0%
Equipment Maintenance	6910	18,000	3,055	14,945	17%
Vehicle Expense	6920	35,000	0	35,000	0%
Equipment Lease	6930	3,500	939	2,561	27%
Technology	6940	20,000	82	19,918	0%
Fees, Licenses, and Permits	7010	1,000	35	965	4%
Dues/Subscriptions	7020	3,500	1,512	1,988	43%
Special Events	7110	1,000	0	1,000	0%
Expendable Equipment	7320	12,000	0	12,000	0%
Meetings/Workshops	7420	3,500	440	3,060	13%
Training and Technical Assistance/Staff Development	7435	40,998	3,545	37,453	9%
Advisory/Board Member Expenses	7440	1,000	0	1,000	0%
Advertising	7450	22,000	1,197	20,803	5%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	<u>45,000</u>	<u>721</u>	<u>44,279</u>	2%
Total Expenditures		4,260,978	543,167	3,717,811	13%
Excess Revenue over (under) Expenditures		0	0	0	

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

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		2,258			
Grants - Other Not for Profits					
In-Kind Revenue		71,344			
VPK/SR		13,211			
	1,065,245	86,812	8%	978,433	92%

**** No VPK Revenue Reimbursements Have Been Received For Nov 2025**

Hancock CC Expenses Nov 2025

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description	Session ID
HANCOCK CC	1064	6310	255	11/28/2025	25.00	VISAS DARREL JAMES #1596-FUEL	AP251203-VISA
HANCOCK CC	1064	6310	255	11/28/2025	36.00	VISAS DARREL JAMES #1596-FUEL	AP251203-VISA
HANCOCK CC	1064	6310	255	11/28/2025	50.00	VISAS DARREL JAMES #1596-FUEL	AP251203-VISA
HANCOCK CC	1064	6310	255	11/28/2025	53.00	VISAS DARREL JAMES #1596-FUEL	AP251203-VISA
HANCOCK CC	1064	7010	255	11/28/2025	35.00	VISAS ANNA MCCOY #1545-ANNUAL FEE	AP251203-VISA
HANCOCK CC	1064	7420	255	11/28/2025	219.90	VISAS DARREL JAMES #1596-ZOOM	AP251203-VISA
HANCOCK CC	1064	7435	255	11/28/2025	450.00	ACCT 4802-5810 VENIA TREADWELL - TEACH	AP251203-VISA
HANCOCK CC	1064	7435	255	11/28/2025	178.88	VISAS DARREL JAMES #1596-DOUBLETREE	AP251203-VISA
HANCOCK CC	1064	7450	255	11/28/2025	15.19	VISAS NINA SELF #3535 INDEED	AP251203-VISA
LOWES	1064	6850	252	11/5/2025	34.70	HDST SUPPLIES #82130109106598	AP251203
LOWES	1064	6850	256	11/5/2025	<u>90.90</u>	HDST SUPPLIES #82130109106598	AP251203
Total					1,188.57		



**HANCOCK
WHITNEY**

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

MEMO STATEMENT

Account Number

Statement Date

11-28-25

Issued by Hancock Whitney Bank

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

** 0000001

STATEMENT MESSAGES

Due to recent delays in mail delivery timing we would encourage you to make credit card payments online via Hancock Whitney Online Banking. You can also visit your nearest branch to make a payment.

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

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-30	10-28	24943005302316189062726	3692	DOUBLETREE ORLANDO ORLANDO FL	M178.88 ✓
11-03	10-31	24015145305115546308929	5542	GATE #1194 TALLAHASSEE FL	M36.00 ✓
11-06	11-05	24015145310116638225081	5542	GATE #1194 TALLAHASSEE FL	M25.00 ✓
11-07	11-06	24011345310100131770298	4814	ZOOM.COM 888-799-8686 ZOOM.US CA	M219.90 ✓
11-14	11-13	24015145318118410254000	5542	GATE #1194 TALLAHASSEE FL	M53.00 ✓
11-24	11-21	24015145326120205342800	5542	GATE #1194 TALLAHASSEE FL	M50.00 ✓

04CH013434

407-351-1000

STATEMENT DATE 11-28-25	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 562.78
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 562.78
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00



HANCOCK WHITNEY

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

MEMO STATEMENT

Account Number

Statement Date

11-28-25

Issued by Hancock Whitney Bank

ANNA MCCOY
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

** 0000001

STATEMENT MESSAGES

Due to recent delays in mail delivery timing we would encourage you to make credit card payments online via Hancock Whitney Online Banking. You can also visit your nearest branch to make a payment.

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

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-29	10-29		0000	ANNUAL FEE	M35.00
10-31	10-30	24137465304001684479852	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M34.32 ✓

STATEMENT DATE 11-28-25	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 69.32
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 69.32
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00



HANCOCK WHITNEY

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

MEMO STATEMENT

Account Number

Statement Date

11-28-25

Issued by Hancock Whitney Bank

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

** 0000001

STATEMENT MESSAGES

Due to recent delays in mail delivery timing we would encourage you to make credit card payments online via Hancock Whitney Online Banking. You can also visit your nearest branch to make a payment.

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

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-30	10-29	24492165302100072575490	5734	OPENAI *CHATGPT SUBSCR OPENAI.COM CA	M60.00 ✓
11-03	11-02	24793385306000213108092	7311	INDEED US125-06297596 800-4625842 TX	M15.19 ✓
11-05	11-04	24906415308242606693880	5968	CC*CONSTANT-CONTACT 855-2295506 MA	M110.00 ✓
11-21	11-20	24137486325001875719261	5411	PUBLIX #1061 TALLAHASSEE FL	M78.22
11-24	11-20	24801975325556949700960	5811	4 RIVERS SMOKEHOUSE OF T 850-397-0322 FL	M761.36

STATEMENT DATE 11-28-25	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,024.77
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,024.77
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 10,000.00



HANCOCK WHITNEY

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

MEMO STATEMENT

Account Number

Statement Date

11-28-25

Issued by Hancock Whitney Bank

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

** 0000001

STATEMENT MESSAGES

Due to recent delays in mail delivery timing we would encourage you to make credit card payments online via Hancock Whitney Online Banking. You can also visit your nearest branch to make a payment.

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

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-29	10-28	24445005302400239905226	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M46.48 ✓
10-29	10-28	24137465302001602833491	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M62.58 ✓
11-03	10-31	24073145306900016109065	8299	TEACHSTONE INC 866-9988352 VA	M450.00 ✓

STATEMENT DATE 11-28-25	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 559.06
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 559.06
		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	\$0.00
- Payments	\$0.00
- Other Credits	\$0.00
+ Purchases/Debits	\$125.60
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$125.60
Credit Limit	\$11,000.00
Available Credit	\$10,874.00
Statement Closing Date	12/02/2025
Days in Billing Cycle	30

New Balance	\$125.60
Total Minimum Payment Due	\$29.00
Payment Due Date	12/28/2025

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
11/05/2025	\$125.60	No Interest With Payment	\$0.00	\$0.00	\$125.60	02/02/2026

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
11/05	11/05	78999	STORE 0417 TALLAHASSEE FL	\$125.60

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	02/02/2026	0.00%	\$0.00	\$0.00	2D

If you are charged interest, the charge will never be less than the minimum interest charge disclosed in your terms and conditions. If you incurred interest less than this amount (please see above in the Interest Charge Calculation section) we will increase this charge to this amount.

(Continued on next page)

[Handwritten signature]
12/16/25

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: 6RTT095, or call toll-free 1-800-444-1408.

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

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

ACCOUNT # : XXXXXXXXXX
 INVOICE # : 78999
 TRANSACTION # : 0

CAPITAL AREA COMM ACTION
 LOWE'S BUSINESS ACCOUNT
 DATE OF SALE : 251106
 AUTHORIZATION : 001093

354128
 P.O. # : na
 STORE # : 417
 REGISTER # :

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
000000000098545	QUIKRETE 50-LB ALL PURPOS	15.000	BA	\$6.06	\$90.90
000000004891702	PS PREMIUM PLUNGER W/ TRA	1.000	EA	\$13.76	\$13.76
000000005333992	DF 1LB 3-IN EXT SCREW TA	1.000	EA	\$10.43	\$10.43
000000000112599	1LB CRSE DRW SCR PH HD 1-	1.000	EA	\$6.92	\$6.92
000000000312282	2-4-8 TREATED #2 GRADE LU	1.000	EA	\$3.59	\$3.59
SUB \$125.60		TAX \$0.00		TOTAL INVOICE	\$125.80
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$125.60

Capital Area Community Action Agency

TO: BOARD MEMBERS

FROM: Membership/Nominating Committee
John Grant
Melissa Miller
Shanetta Keel

DATE: January 21, 2026

RE: Slate of Nominees for Board Offices for term January 2026 – January 2028

As outlined in the Agency Bylaws, the Nominating Committee shall present a slate of nominees prior to the January election. Officers shall serve a two-year term staggered such that no more than three officers leave office each year, or until the seating of their successors. Officers may succeed themselves in office upon a majority vote of the Board.

All existing members and new members seated prior to the election are eligible to be an officer of the Board. After canvassing all current and new members, the Committee presents the following slate of nominees for the 2026 – 2028 term:

<u>OFFICE</u>	<u>NOMINEE</u>
Chair	Melissa Miller
Vice Chair	John Grant
Treasurer	Linette Williams
Secretary	Carolyn Frances
Member At-Large	Jeannie Fortune

Elections will be held during our meeting on January 27, 2026, and the new officers will be formally seated thereafter.



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Capital Area Community Action Agency, Inc.
Summary of Programs
For the Month Ended 12/31/2025

PROGRAMS:	Getting Ahead	Staying Ahead	Emergency Services	
County	Current Class	Active Participants	# Households Served FY 25/26	County %
Calhoun	0	0	24	3.30%
Franklin	0	0	22	3.02%
Gadsden	0	0	47	6.46%
Gulf	0	0	14	1.92%
Jefferson	0	0	18	2.47%
Leon	0	8	558	76.65%
Liberty	0	0	13	1.79%
Wakulla	0	0	32	4.40%
TOTALS	0	8	728	100.00%

HEAD START 2025 - 2026 Registrations # of Students Enrolled for Fall 2025	Franklin	Jefferson	Mabry	Pineview	Royal	South City	Total
	0	26	75	39	57	143	340
Funded Enrollment	19	37	77	40	57	148	378
Center Enrollment %	0.00%	70.27%	97.40%	97.50%	100.00%	96.62%	89.95%

<u>Disability Services*</u>	
Students with IEP's	16
IEP's Pending	21
In Compliance? (38)	37

<u>Average Daily Attendance (ADA)*</u>		
Required %	85%	
Attendance @ 8/31/25	73%	

*Still being assessed

Capital Area Community Action Agency, Inc.
Summary of Programs
For the Month Ended 12/31/2025

Weatherization at-a-Glance

	2025 - 2026 WAP Contracted Units				
County	Projected	Pre-Inspected	In Progress	Completed	
Calhoun	1	0	0	0	
Franklin	1	1	0	0	
Gadsden	2	0	0	0	
Gulf	1	1	0	0	
Jefferson	2	2	0	0	
Leon	5	1	0	0	
Liberty	1	0	0	0	
Wakulla	1	0	0	0	
TOTALS	14	5	0	0	0.00%

NOTE: WAP Contracts are 7/1/25 - 6/30/26. Florida Commerce halted all WAP projects in May 2025 due to funding availability. Services were cleared to resume 1/8/2026.

FY 2025 - 2026 Suwannee River Counties

	2025 - 2026 Suwannee River Contract Units				
County	Projected	Pre-Inspected	In Progress	Completed	
Bradford	1	1	0	0	
Columbia	1	0	0	0	
Dixie	1	0	0	0	
Gilchrist	1	0	0	0	
Hamilton	1	0	0	0	
Lafayette	1	0	0	0	
Madison	1	0	0	0	
Suwannee	1	0	0	0	
Taylor	1	0	0	0	
Union	1	0	0	0	
Total	10	1	0	0	

Capital Area **Community Action** Agency

MEMORANDUM

TO: Nina Self, Chief Executive Officer
FROM: Darrel James, Head Start Director
RE: Head Start Director's Report
DATE: January 12, 2026

The following memo serves as my update to the Chief Executive Officer for December 2025.

Program Information

December was a short month due to the Winter Holidays. All Head Start Centers closed on December 19, 2025, for the Holidays. The main office will be closed for all employees from December 23 to December 26. Employees were welcome to take more days, but they would have had to use their Paid Time Off.

Staffing

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

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

*Permanent Extended Day staff are needed at Jefferson, Louise B. Royal, Mabry, and South City.

Professional Development /Training

Family Development Credential – Family and Community Engagement Manager completed Head Start Manager Credential

Family & Parent Engagement Conference attended by Head Start Director, Family & Community Engagement Manager, Parent Engagement Coordinator, and Family Advocate.

Management and staff meetings

Facilities

Community Action has been cleared to open an additional classroom at Pine View Elementary School, a classroom at Sabal Palm Elementary, and three classrooms at Hartsfield Elementary.



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Franklin

- Only one staff member returned after the government shutdown, and we have not been able to open this site for Head Start services. We are currently working with Career Source to hire staff for the site.

Jefferson County

- A long-time lead teacher did not return after the Christmas Holidays. We are working with the Senior Center to move our Head Start Center into their location.

Louise B. Royal

- Continue to operate at full capacity with the whole staff. The FAMU Alumni Association adopted this Head Start Center for the Holidays and received classroom materials for all classrooms.

Mabry

- Continuing to operate at almost full capacity, but needs one lead teacher. One classroom from this center will be relocated to Sabal Palm Elementary to help address the teacher shortage. This site received an unannounced visit from the Department of Children and Families and was in total compliance.

Pine View

- Continuing to operate at full capacity and with the whole staff. An extra classroom with students from our South City location will be added at this site. This site also received an unannounced visit from the Department of Children and Families and was fully compliant.

South City

- We need staff at this facility. Administrators from the main office are working to ensure the facility has the coverage required. We will not place any new enrollments at this site until we are fully staffed. Relocating four classrooms from this facility will help with this issue.

Curriculum

Children continue to be assessed and exposed to our learning curriculum in all classrooms. We have 16 children with Individualized Educational Plans (IEPs) and 21 children with IEPs pending. With these numbers, we should have no problem making our required 10% for the school year.

Enrollment

Enrollment numbers for December 2025:

- | | |
|-------------------|-----------------------------------|
| • Franklin | temporarily closed |
| • Jefferson | 26 of 37 families enrolled |
| • Louise B. Royal | 57 of 57 families enrolled |

- Mabry 75 of 77 families enrolled
- Pine View 39 of 40 families enrolled
- South City 143 of 148 families enrolled

340 of 378 (90%) families were enrolled in Head Start for November 2025.

Attendance

The program's monthly Attendance for December 2025 was 72.50%, significantly below the required 85%. The temporary closure in Franklin County is the reason for such low monthly attendance.

Health

Three hundred forty-eight children have up-to-date immunization records, and 342 have up-to-date physicals. Family Advocates continue to work 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

Mabry and Pine View both passed inspections from the Department of Children and Families.

Capital Area Community Action Agency

MEMORANDUM

TO: Nina Self, Interim Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for December 2025 – *Emergency Services*
DATE: January 5, 2026

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, 2025 and will end September 30, 2026.

Low Income Home Energy Assistance Program

Below is the total unduplicated number of households served for December 2025.

County	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	April 2026	May 2026	June 2026	July 2026	Aug 2026	Sept 2026	Total
Calhoun	29	28	24										81
Franklin	23	22	22										67
Gadsden	78	23	47										148
Gulf	23	15	14										52
Jefferson	36	8	18										62
Leon	631	251	558										1440
Liberty	21	11	13										45
Wakulla	19	17	32										68
Total	860	375	728										1963

Additional information listed below:

Total Emergency Services Utility Assistance (from Donated Funds) = 12 / 41

Applications

Submission Date:

Start Range

12/01/2025



End Range

12/31/2025



Total Applications

1047

Approved

496

Denied

470

Awaiting Info

31

Needs Review

50



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Capital Area Community Action Agency

MEMORANDUM

FROM: Terry Mutch

RE: Weatherization Assistance Program

DATE: January 13, 2026

As of January 8, 2025, the Weatherization Program has been authorized to resume weatherization services in all territories. Florida Commerce has released the standard funding granted by the Department of Energy to allow operations to continue through June 2026. The current funding awarded for our current territories is as follows:

8 County territories: \$202,496.00

Suwannee River (SREC) territories: \$123,061.00

Below are the current projections for January 2026 through June 2026:

Weatherization CACAA – 8 County Territory

County	WXF Contract Units Projected*	WXF Contract Units Pre- inspected	WXF Contract Units In progress	WXF Contract Units Completed
Calhoun	1	0	0	0
Franklin	1	1	0	0
Gadsden	2	0	0	0
Gulf	1	1	0	0
Jefferson	2	2	0	0
Leon	5	1	0	0
Liberty	1	0	0	0
Wakulla	1	0	0	0
Total	14	5	0	0

*Based \$8547.00 expenditure per home. Projections may change due to actual expenditures and need as per current agreement guidance.



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Weatherization SREC – 10 County Territory

County	WXF Contract Units Projected*	WXF Contract Units Pre-inspected	WXF Contract Units In progress	WXF Contract Units Completed
Bradford	1	1	0	0
Columbia	1	0	0	0
Dixie	1	0	0	0
Gilchrist	1	0	0	0
Hamilton	1	0	0	0
Lafayette	1	0	0	0
Madison	1	0	0	0
Suwannee	1	0	0	0
Taylor	1	0	0	0
Union	1	0	0	0
Total	10	1	0	0

*Based \$8547.00 expenditure per home. Projections may change due to actual expenditures and need as per current program guidance.

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: January 13, 2026

Summary Report for the Human Resources Department for the month January 2026.

- Continued updates to the Employee Policies and Procedures Handbook.
- Actively developing annual goals for the year.
- Requesting employees update their demographic profiles to support professional development initiatives and employee recognition.
- Scheduling interviews with managers to align performance evaluations with team-specific job duties. This project will begin later in the month.
- Creating HR Strategic Planning Goals to shape the future of HR.
- Maintain attendance at the Big Bend SHRM monthly meetings.
- Continue Human Resources trainings sessions to support staff development.

Current vacancies:

(5) Head Start Teacher/Teacher Assistants – South City Head Start
(1) Teacher – Jefferson Head Start
(1) Teacher Assistant – Franklin Head Start
(1) Teacher – Mabry Head Start Center
Intake Specialist LIHEAP
Family Services Program Manager (FSSP)

Promotion

Faustina Bruton - Teacher



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Capital Area Community Action Agency

First, I want to say thank you to all that I have had the pleasure of serving with you on the CACAA board this past year or in my overall tenure. I appreciate the support and the collaboration to make the necessary decisions that help drive this organization forward.

I would like to leave my seat as chair on a reflective note.

As a board member, we are tasked with governing the agency and that sometimes requires some level of discomfort as the organization grows. Whether that be uncomfortable conversations or challenging decisions. We've had instances of both just this year. I know that it has been quite a ride in regard to personnel issues, the shutdown and other things. This year seemed exceptionally challenging but believe me, every year holds its own challenges. However, just like in previous years we have gotten to the other side of it.

I do not take it lightly that careers have been changed. Furthermore, I do not take for granted any progress made under earlier leadership. The board appreciates contributions made to make the agency stronger.

However, because of the way this agency is structured the board is tasked with overseeing the CEO position. That position reports directly to the board. Everyone else in the organization ultimately reports to the CEO. With all that being said, decisions made may not have been the easiest to make. However, change was needed. There is a time, a place, and a season for everything. And in this year's instance, the season had run its course.

I appreciate everyone working through that. Especially the newer board members who came into the situation right at its peak not understanding the nuances of everything. The conversations were intense to say the least but again we got through it.

As we move past the storms of 2025. I implore you to revisit your "why".

- Why are you serving on this board?
 - For a person or for the mission/community Impact?
- Why is it important for the CACAA to thrive?
 - How can we continue this history?

Every decision should be driven by the mantra of "Helping people, Changing lives".

I found CACAA by chance after wanting to serve my community through board membership. I reviewed the mission. Then I reached out to be apart. I hope that you also tap into the Community Action Agency's rich history nationally and locally, especially with Head Start.

This year our local agency faced a government shutdown that presented major hurdles and uncertainty. However, the agency persevered by way of sound fiscal decision making, personal sacrifices by staff, and a dedication to the people they serve day-to-day.

We are here to help eliminate the hurdles, whether it be financial, personnel, or otherwise that will prevent them from conducting the mission at hand. Therefore, as you enter into 2026 as a board member, again reconsider your "why" and make sure that your values align with the agency's values and vice versa. Let's approach the new year with fresh leadership and refreshed vision as we go forward.

I have the utmost confidence in Nina as interim CEO, the program managers, the fiscal team, and everyone else that works for this great agency. They will continue wholeheartedly. They have already shown and proved. If they can persevere, so can the board.

Elections for officer positions and committee membership will be in January. I encourage you, if interested, to self-elect/petition to serve in that capacity. Thankfully, membership has built back up in number and diversity. Similar to previous levels. Please help to continue building up membership through your personal and professional connections.

Additionally, as strategic planning approaches in 2026, I hope that you come into it with a fresh mind. Take a thorough look at the policies and the bylaws. We've seen that there are things that may need to change or be clarified.

I will continue to serve to the extent that I can outside of my term going into the next year. I pray that you and your families are well. May we all continue to strive to have an impact on the communities we serve, whether as board members or otherwise.

Happy New Year!

Best,
Shanetta
Board Chair

Capital Area **Community Action** Agency

2026 Board Meeting Calendar Notice

Board of Directors

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

- January 27, 2026
- March 24, 2026
- May 26, 2026
- July 28, 2026
- September 22, 2026
- November 17, 2026

Executive Committee

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

- February 24, 2026
- April 28, 2026
- June 23, 2026
- August 25, 2026
- October 27, 2026
- December 8, 2026



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