

Capital Area Community Action Agency

Executive Committee Meeting

Agenda

Tuesday, February 24, 2026

Meeting via TEAMS

-
- I. Call to Order – 5:30 p.m. Melissa Miller – Chair
- II. Agenda Approval
- III. Sign-In/Attendance/Introductions
- IV. Action – Recommendation for Review & Approval
- A. Board Activity
- 1) Executive Committee Meeting Minutes – December 9, 2025
- B. Financial Report Keith Dean, CFO
- Overview of Financials
 - Status of Head Start Supplemental Requests
 - Status of Head Start FY 2024/25 non-federal share waiver
 - Supplemental requests needed for FY 2025/26
- C. Other Items for review & approval
- 1) Updates to Fiscal Policy & Procedures Manual
- V. Interim Chief Executive Officer's Report Nina Self, Interim CEO
- A. Agency Update
- B. Review of Board Officers Duties outline in the Bylaws
- C. Review of Board Committees
- VI. Chair's Report Melissa Miller
- Transition Committee Report
- VII. Adjournment

Next Board of Directors Meeting 3/24/26 – 6:00 pm

Next Executive Committee Meeting 4/28/26 - 5:30 pm



United Way of the Big Bend

309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityActionAgency.com



The Voice for Human Services

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.

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



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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 Three Months Ending December 31, 2025
Capital Area Community Action Agency**

As of December 31, 2025, we have completed three months of the fiscal year and we would expect the year-to-date actual expenses and revenue to be around 25% of the annual budget with some Head Start expenses around 30%. At month end, the Year to Date Actual Revenue and Expenses are 25% and 25% respectively with excess of expenditures of \$22,438.

Non-Federal Share (NFS) Match at December 31, 2025, was \$328,380 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.
- ***Technology – is over the benchmark budget and forecast to go over budget with the addition of additional curriculums for Head Start and VPK.***
- Dues and Subscriptions – is over the benchmark budget with a number of annual dues being paid in October but forecast to stay within budget for the fiscal year.
- Client Assistance – is over benchmark budget but will stay within budget with new DEO protocols.
- 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 3 Months Ending 12/31/2025**

		Total Budget -	Current	Total Budget Variance -	
	25-30%	Original	Year Actual	Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	911,834	(3,349,144)	21%
Government Contracts - STATE	4010	2,565,606	677,183	(1,888,423)	26%
Government Contracts - LOCAL	4020	124,888	183,264	58,376	147%
Grants - Other Not-for-Profits	4100	6,573	2,921	(3,652)	44%
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	947	(28,053)	3%
Special Events	4300	2,000	0	(2,000)	0%
Commissions-Vending/Photo	4320	0	815	815	100%
Interest Income	4950	0	201	201	100%
Fringe Pool Revenue	4960	956,000	227,209	(728,791)	24%
Indirect Pool Revenue	4970	839,909	190,107	(649,802)	23%
Other Revenue	4995	2,000	2,725	725	136%
Total Revenue		8,796,954	2,213,740	(6,583,214)	25%
Expenditures					
Salaries & Wages	6010	3,317,272	746,755	2,570,517	23%
Fringe	6110	971,448	227,209	744,239	23%
FICA	6120	257,000	65,904	191,096	26%
Unemployment	6130	43,000	1,484	41,516	3%
Workers Compensation	6140	40,000	11,416	28,584	29%
Health Insurance	6150	490,000	114,605	375,396	23%
Life Insurance	6160	36,000	8,395	27,605	23%
Retirement	6170	60,000	14,440	45,560	24%
Staff Screenings	6180	3,950	246	3,704	6%
Indirect Costs	6210	831,158	190,107	641,051	23%
Travel - In Area	6310	12,300	896	11,404	7%
Office Supplies	6410	17,500	2,497	15,003	14%
Program Supplies	6415	51,146	5,211	45,935	10%
Classroom Supplies	6420	33,000	2,430	30,570	7%
Kitchen Supplies	6430	18,000	3,264	14,736	18%
Medical/Dental Supplies	6440	500	0	500	0%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	28,450	4,738	23,712	17%
Postage and Delivery Expense	6600	5,150	924	4,226	18%
Contractual Services/Professional	6710	385,365	84,306	301,059	22%
Contractual Services – Health/Disabilities	6715	205,142	62,386	142,756	30%
Rent/Space Cost	6810	284,194	94,214	189,980	33%
Utilities	6820	106,500	30,224	76,276	28%
General Liability and Property Insurance	6830	83,000	27,362	55,638	33%
Communications	6840	99,500	24,814	74,686	25%
Repairs & Bldg Maintenance- Recurring	6850	174,080	47,434	126,646	27%
Repairs & Bldg Maintenance - Nonrecurring	6855	15,500	0	15,500	0%
Equipment Maintenance	6910	30,500	7,328	23,172	24%
Vehicle Expense	6920	66,000	19,602	46,398	30%
Equipment Lease	6930	9,700	3,790	5,910	39%
Technology	6940	55,946	53,731	2,215	96%
Fees, Licenses, and Permits	7010	3,360	339	3,021	10%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 3 Months Ending 12/31/2025**

Dues/Subscriptions	7020	8,800	5,863	2,937	67%
Special Events	7110	3,000	0	3,000	0%
Client Assistance	7210	600,703	308,244	292,459	51%
Expendable Equipment	7320	15,000	3,837	11,163	26%
Meetings/Workshops	7420	10,200	660	9,540	6%
Training and Technical Assistance/Staff	7435	69,998	7,171	62,827	10%
Advisory/Board Member Expenses	7440	4,700	485	4,215	10%
Advertising	7450	27,000	1,557	25,443	6%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	334,126	44,142	289,984	13%
Legal Expenses	7530	10,000	0	10,000	0%
Interest Expense	7610	500	816	(316)	163%
Bank Service Charges	7630	2,900	7,355	(4,455)	254%
Total Expenditures		8,822,788	2,236,178	6,586,610	25%
Excess Revenue over (under) Expenditures		(25,834)	(22,438)	3,396	

**Capital Area Community Action Agency
Balance Sheet
For the Period Ending 12/31/2025**

		<u>Current Period Balance</u>
Assets		
Cash Operating Hancock Bank	1010	700,292
Health Insurance Imprest Account	1031	2,516
Petty Cash	1050	266
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	9,579
Money Market Account - Hancock Bank	1080	27,905
Accounts Receivable	1100	32,600
Grants Receivable	1150	397,875
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		2,272,749
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	111,921
Accrued Expenses - Other	2010	76,825
Accrued Wages	2040	37,479
Accrued Fringe Benefits	2060	1,345
Accrued Flexible Savings	2061	(5,135)
Accrued FICA	2065	(10,296)
Accrued Federal Withholding	2070	(8,611)
Accrued Georgia Estimated Taxes	2071	(328)
Accrued Health Insurance	2085	(23,516)
Accrued Other Health Insurance	2087	(1,618)
Accrued Life Insurance	2090	9,663
Accrued Retirement - Pre Tax	2095	(556)
Accrued Retirement - Post Tax	2096	912
Contract Advances	2100	118,389
Line of Credit	2200	2,716
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	(176)
Lease Payable	2360	48,843
Lease Liability Short Term	2361	343,433
Deferred Income	2400	<u>35,527</u>
Total Liabilities		743,895
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>(22,438)</u>
Total Net Assets		<u>1,528,853</u>
Total Liabilities and Net Assets		2,272,749

Capital Area Community Action Agency
CSBG - Statement of Revenues and Expenditures
For the 3 Months Ending 12/31/2025

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	554,380	106,370	(448,010)	19%
Total Revenue		554,380	106,370	(448,010)	19%
Expenditures					
Salaries & Wages	6010	203,663	37,137	166,526	18%
Fringe	6110	59,061	11,290	47,771	19%
Staff Screenings	6180	100	0	100	0%
Indirect Costs	6210	54,909	10,121	44,788	18%
Travel - In Area	6310	1,000	85	915	8%
Office Supplies	6410	2,500	789	1,711	32%
Program Supplies	6415	15,600	0	15,600	0%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	2,500	530	1,970	21%
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	17,846	7,154	71%
Utilities	6820	7,000	2,680	4,320	38%
General Liability and Property Insurance	6830	7,000	2,719	4,281	39%
Communications	6840	15,000	4,318	10,682	29%
Repairs & Bldg Maintenance- Recurring	6850	5,000	4,916	84	98%
Equipment Maintenance	6910	2,500	613	1,887	25%
Vehicle Expense	6920	20,000	5,602	14,398	28%
Equipment Lease	6930	2,500	1,106	1,394	44%
Technology	6940	12,000	4,988	7,013	42%
Fees, Licenses, and Permits	7010	250	10	240	4%
Dues/Subscriptions	7020	1,000	450	550	45%
Client Assistance	7210	108,197	140	108,057	0%
Meetings/Workshops	7420	600	0	600	0%
Training and Technical Assistance/Staff Development	7435	3,500	479	3,021	14%
Advertising	7450	2,000	200	1,800	10%
Total Expenditures		554,380	106,052	448,328	19%
Excess Revenue over (under) Expenditures		0	318	318	

**Capital Area Community Action Agency
LIHEAP - Statement of Revenues and Expenditures
For the 3 Months Ending 12/31/2025**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	786,556	412,917	(373,639)	52%
Total Revenue		786,556	412,917	(373,639)	52%
Expenditures					
Salaries & Wages	6010	298,435	68,197	230,238	23%
Fringe	6110	86,546	20,783	65,763	24%
Staff Screenings	6180	100	0	100	0%
Indirect Costs	6210	80,461	18,597	61,864	23%
Travel - In Area	6310	100	0	100	0%
Office Supplies	6410	2,000	168	1,833	8%
Copies/Printing/Copier	6510	2,200	263	1,937	12%
Postage and Delivery Expense	6600	2,500	726	1,774	29%
Contractual Services/Professional	6710	11,229	0	11,229	0%
Rent/Space Cost	6810	22,944	9,578	13,366	42%
Utilities	6820	2,500	1,053	1,447	42%
General Liability and Property Insurance	6830	6,000	2,079	3,921	35%
Communications	6840	12,000	2,828	9,172	24%
Repairs & Bldg Maintenance- Recurring	6850	2,500	892	1,608	36%
Equipment Maintenance	6910	3,500	843	2,657	24%
Equipment Lease	6930	1,000	696	304	70%
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	500	0	500	0%
Total Expenditures		786,556	412,502	374,054	52%
Excess Revenue over (under) Expenditures		0	416	416	

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	202,495	47,124	(155,371)	23%
Total Revenue		202,495	47,124	(155,371)	23%
Expenditures					
Salaries & Wages	6010	69,925	24,523	45,402	35%
Fringe	6110	20,264	7,495	12,769	37%
Indirect Costs	6210	18,850	6,692	12,158	36%
Travel - In Area	6310	500	0	500	0%
Office Supplies	6410	500	35	465	7%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	250	516	(266)	206%
Postage and Delivery Expense	6600	150	21	129	14%
Contractual Services/Professional	6710	5,000	0	5,000	0%
Rent/Space Cost	6810	2,250	2,032	218	90%
Utilities	6820	1,000	393	607	39%
General Liability and Property Insurance	6830	8,000	5,907	2,093	74%
Communications	6840	4,000	936	3,064	23%
Repairs & Bldg Maintenance- Recurring	6850	700	96	604	14%
Equipment Maintenance	6910	700	231	469	33%
Vehicle Expense	6920	5,000	2,013	2,987	40%
Equipment Lease	6930	700	262	438	37%
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	61,196	0	61,196	0%
Expendable Equipment	7320	500	79	421	16%
Training and Technical Assistance/Staff	7435	2,000	0	2,000	0%
Total Expenditures		202,495	51,230	151,265	25%
Excess Revenue over (under) Expenditures		0	(4,106)	(4,106)	

**Capital Area Community Action Agency
SUWAP - Statement of Revenues and Expenditures
For the 3 Months Ending 12/31/2025**

	25%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	123,621	7,933	(115,688)	6%
Total Revenue		123,621	7,933	(115,688)	6%
Expenditures					
Salaries & Wages	6010	17,481	5,035	12,446	29%
Fringe	6110	5,066	1,527	3,539	30%
Indirect Costs	6210	4,712	1,371	3,341	29%
Travel - In Area	6310	500	0	500	0%
Office Supplies	6410	500	0	500	0%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	500	0	500	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	700	0	700	0%
Vehicle Expense	6920	1,000	0	1,000	0%
Client Assistance	7210	84,362	0	84,362	0%
Expendable Equipment	7320	1,000	0	1,000	0%
Training and Technical Assistance/Staff	7435	2,000	0	2,000	0%
Total Expenditures		123,621	7,933	115,688	6%
Excess Revenue over (under) Expenditures		0	0	0	

Capital Area Community Action Agency
Head Start - Statement of Revenues and Expenditures
For the Period Ending 12/31/2025

		Total		Total	
		Budget -	Current	Budget	
	25-30%	Original	Year Actual	Variance -	Original %
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	911,834	(3,349,144)	21%
Government Contracts - LOCAL	4020	0	150,000	150,000	100%
Contributions	4200	0	7,139	7,139	100%
Total Revenue		4,260,978	1,068,973	(3,192,005)	25%
Expenditures					
Salaries & Wages	6010	2,087,563	500,187	1,587,376	24%
Fringe	6110	604,976	152,075	452,901	25%
Staff Screenings	6180	3,500	246	3,254	7%
Indirect Costs	6210	562,741	136,323	426,418	24%
Travel - In Area	6310	10,000	811	9,189	8%
Office Supplies	6410	9,000	1,222	7,778	14%
Program Supplies	6415	30,000	5,211	24,789	17%
Classroom Supplies	6420	28,000	2,430	25,570	9%
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	2,603	9,397	22%
Postage and Delivery Expense	6600	1,200	101	1,099	8%
Contractual Services/Professional	6710	7,500	1,523	5,977	20%
Contractual Services – Health/Disabilities	6715	127,120	48,086	79,034	38%
Rent/Space Cost	6810	212,000	58,534	153,466	28%
Utilities	6820	90,000	24,863	65,137	28%
General Liability and Property Insurance	6830	25,000	8,069	16,931	32%
Communications	6840	60,000	15,210	44,790	25%
Repairs & Bldg Maintenance- Recurring	6850	164,180	41,349	122,831	25%
Repairs & Bldg Maintenance - Nonrecurring	6855	15,000	0	15,000	0%
Equipment Maintenance	6910	18,000	4,583	13,417	25%
Vehicle Expense	6920	35,000	10,907	24,093	31%
Equipment Lease	6930	3,500	1,188	2,312	34%
Technology	6940	20,000	42,142	(22,142)	211%
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	660	2,840	19%
Training and Technical Assistance/Staff Development	7435	40,998	6,692	34,306	16%
Advisory/Board Member Expenses	7440	1,000	0	1,000	0%
Advertising	7450	22,000	1,357	20,643	6%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	45,000	1,056	43,944	2%
Total Expenditures		4,260,978	1,068,973	3,192,005	25%
Excess Revenue over (under) Expenditures		0	0	0	

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

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		19,939			
Grants - Other Not for Profits		150,000			
In-Kind Revenue		121,724			
VPK Revenue/SR Deficit		36,717			
	1,065,245	328,380	31%	736,865	69%

Head Start CC Expenses Dec 2025

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description	Session ID
HANCOCK CC	1064	6310	255	12/29/2025	53.00	VISAS DARREL JAMES # 1596-FUEL	AP260103-VISAS
HANCOCK CC	1064	6415	255	12/29/2025	81.98	VISAS DARREL JAMES # 1596-HARBOR FREIGHT	AP260103-VISAS
HANCOCK CC	1064	6415	259	12/29/2025	37.90	VISAS DARREL JAMES # 1596-WALMART	AP260103-VISAS
HANCOCK CC	1064	7420	255	12/29/2025	219.90	VISAS DARREL JAMES # 1596-ZOOM	AP260103-VISAS
HANCOCK CC	1064	7435	255	12/29/2025	25.48	VISAS DARREL JAMES # 1596- TRAINING	AP260103-VISAS
HANCOCK CC	1064	7435	255	12/29/2025	78.84	VISAS DARREL JAMES # 1596- TRAINING	AP260103-VISAS
HANCOCK CC	1064	7435	255	12/29/2025	50.00	VISAS DARREL JAMES # 1596-FUEL	AP260103-VISAS
HANCOCK CC	1064	7435	255	12/29/2025	612.00	VISAS DARREL JAMES # 1596-HOTEL	AP260103-VISAS
HANCOCK CC	1064	7435	255	12/29/2025	612.00	VISAS DARREL JAMES # 1596-HOTEL	AP260103-VISAS
HANCOCK CC	1064	7435	255	12/29/2025	6.39	VISAS DARREL JAMES # 1596-TRAINING	AP260103-VISAS
HANCOCK CC	1064	7435	255	12/29/2025	17.72	VISAS DARREL JAMES # 1596-TRAINING	AP260103-VISAS
HANCOCK CC	1064	7435	255	12/29/2025	8.31	VISAS DARREL JAMES # 1596-TRAINING LUNCH	AP260103-VISAS
HANCOCK CC	1064	7435	255	12/29/2025	27.28	VISAS ANNA MCCOY # 1545-TRAINING	AP260103-VISAS
HANCOCK CC	1064	7435	255	12/29/2025	612.00	VISAS ANNA MCCOY # 1545-TRAINING	AP260103-VISAS
HANCOCK CC	1064	7435	255	12/29/2025	612.00	VISAS ANNA MCCOY # 1545-TRAINING	AP260103-VISAS
HANCOCK CC	1064	6420	256	12/29/2025	101.94	VISAS FATIMA O ALEXANDER- CLASSROOM	AP260103-VISAS
HANCOCK CC	1064	6850	252	12/29/2025	14.88	VISAS FATIMA O ALEXANDER- CLASSROOM	AP260103-VISAS
HANCOCK CC	1064	6180	252	12/29/2025	12.39	VISAS VENITA TREADWELL # 5810-	AP260103-VISAS
HANCOCK CC	1064	6180	256	12/29/2025	43.37	VISAS VENITA TREADWELL # 5810-	AP260103-VISAS
HANCOCK CC	1064	6180	258	12/29/2025	43.37	VISAS VENITA TREADWELL # 5810-	AP260103-VISAS
HANCOCK CC	1064	6310	255	12/29/2025	39.01	VISAS VENITA TREADWELL # 5810- FUEL	AP260103-VISAS
HANCOCK CC	1064	6420	252	12/29/2025	25.99	VISAS VENITA TREADWELL # 5810-CLASSROOM	AP260103-VISAS
HANCOCK CC	1064	6810	255	12/29/2025	125.00	VISAS VENITA TREADWELL # 5810- RED CROSS	AP260103-VISAS
LOWES	1064	6850	250	12/8/2025	90.23	SUPPLIES HDST # 82130109106598	AP260103
LOWES	1064	6850	258	12/8/2025	29.40	SUPPLIES HDST # 82130109106598	AP260103
Total CC Expenses					3,580.38		



**HANCOCK
WHITNEY**

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

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date

12-29-25

Issued by Hancock Whitney Bank



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

**N0004248

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
12-02	12-01	24226385336017533765840	5411	WAL-MART #1077 TALLAHASSEE FL	M40.74 ✓
12-02	12-01	24801975335567562687086	5542	ON MARK FOOD STORE TALLAHASSEE FL	M50.00 ✓
12-02	12-01	24455015335141002308217	5411	WAL-MART #1077 TALLAHASSEE FL	M88.88 ✓
12-03	12-02	24231685337569178339203	5999	HARBOR FREIGHT TOOLS 238 TALLAHASSEE FL	M88.12 ✓
12-09	12-08	24011345342100131772098	4814	ZOOM.COM 888-799-9666 ZOOM.US CA	M219.90 ✓
12-10	12-09	24116415344576643336253	5812	CARIBBEAN ONE STOP ORLANDO FL	M27.07 ✓
12-10	12-09	24137465343501002663650	5812	TST* ROCCO'S TACOS- ORLAN 407-226-0550 FL	M78.84 ✓
12-11	12-10	24000975344903303943701	5812	SEANAS ORLANDO FL	M8.31 ✓
12-11	12-10	24000975344903303943750	5812	SEANAS ORLANDO FL	M17.72 ✓
12-12	12-11	24892185345104142493137	5812	TST*MARKET - BVS ORLANDO FL	M6.39 ✓
12-15	12-11	24210735346124545000696	7011	BUENA VISTA SUITES ORLANDO FL	M612.00 ✓
12-15	12-11	24210735346124545000604	7011	BUENA VISTA SUITES ORLANDO FL	M612.00 ✓
12-22	12-19	24015145354126295778246	5542	GATE #1194 TALLAHASSEE FL	M53.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-29-25	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,902.97
		NEW CASH ADVANCES .00
Toll Free 1-800-448-8812		CREDITS .00
		STATEMENT TOTAL 1,902.97
		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
[REDACTED]

Statement Date

12-29-25

Issued by Hancock Whitney Bank



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

***N0004942

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
12-16	12-15	24445005350400263817116	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M101.94 ✓
12-19	12-18	24455015352141003509068	5411	WAL-MART #1408 TALLAHASSEE FL	M14.88 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-29-25	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 116.82
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 116.82
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



HANCOCK WHITNEY

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

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date

12-29-25

Issued by Hancock Whitney Bank



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

**N0006386

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
12-09	12-08	24055235343575788399627	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M43.37 ✓
12-09	12-08	24055235343575788399700	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M43.37 ✓
12-10	12-09	24055235344576870928215	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M12.39 ✓
12-12	12-11	24015145346124517376866	5542	GATE #1194 TALLAHASSEE FL	M39.01 ✓
12-15	12-14	24445005349400243911678	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M25.99 ✓
12-19	12-18	24036295352712329217457	8398	ARC REDCROSS DONATION 800-733-2767 DC	M125.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
12-29-25	[REDACTED]		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES	289.13
		NEW CASH ADVANCES	.00
		CREDITS	.00
		STATEMENT TOTAL	289.13
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	4,000.00



HANCOCK WHITNEY

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

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date

12-29-25

Issued by Hancock Whitney Bank



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

**N0009109

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
12-10	12-09	24137465343501002673303	5812	TST* ROCCO'S TACOS- ORLAN ORLANDO FL	M27.21
12-15	12-11	24210735346124545000570	7011	BUENA VISTA SUITES ORLANDO FL	M612.00
12-15	12-11	24210735346124545000588	7011	BUENA VISTA SUITES ORLANDO FL	M612.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-29-25	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,251.28
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,251.28
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00

Toll Free 1-800-448-8812



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

Summary of Account Activity	
Previous Balance	\$125.60
- Payments	\$125.60
- Other Credits	\$0.00
+ Purchases/Debits	\$119.63
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$119.63
Credit Limit	\$11,000.00
Available Credit	\$10,880.00
Statement Closing Date	01/02/2026
Days in Billing Cycle	31

Payment Information	
New Balance	\$119.63
Total Minimum Payment Due	\$29.00
Payment Due Date	01/28/2026

ms 1/2/26

1-2

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
11/05/2025	\$125.60	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off

Transaction Summary					
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount	
12/08	12/08	99199	STORE 0417 TALLAHASSEE FL	\$119.63	
12/26	12/26		PAYMENT - THANK YOU	(\$125.60)	

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

Important Account Information

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.

If you need to contact Synchrony about the loss of a Synchrony cardholder, you can submit a deceased notification form located at www.syf.com under the 'Contact Us' page.

(Continued on next page)

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

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

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

ACCOUNT # : XXXXXXXXXX
 INVOICE # : 99199
 TRANSACTION # : 0

CAPITAL AREA COMM ACTION
 LOWE'S BUSINESS ACCOUNT
 DATE OF SALE : 251208
 AUTHORIZATION : 001120

234558
 P.O. # : 00
 STORE # : 417
 REGISTER # :

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
000000006034517	CREE 32W 4FT T8LFL TUBECW	1.000	EA	\$90.23	\$90.23
000000000381022	2-CU FT RED MULCH	12.000	EA	\$2.45	\$29.40
SUB \$119.63		TAX \$0.00		TOTAL INVOICE	\$119.63
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$119.63

2-1

3. Price analysis may be made in various ways, including comparison of price quotations submitted or market prices. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability, and allowability.
4. Documentation of the cost and price analysis associated with each procurement decision shall be retained in the procurement files pertaining to each Federal award.
5. For all procurements in excess of \$7,500 (as may be adjusted for inflation) CACAA must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following:
 - a. rationale for the method of procurement,
 - b. selection of contract type,
 - c. contractor selection or rejection, and
 - d. basis for the contract price.
6. CACAA shall make all procurement files available for inspection upon request by a Federal awarding agency.
7. A contract award must not be made to parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM). (Appendix II to Part 200). Therefore, all contracts shall either have a written certification that the contractor has not been suspended, debarred, or otherwise excluded from or ineligible for participation in Federal programs or activities or evidence will be included in the procurement file that the contractor was not found on the Excluded Parties List System in SAM. To include utility vendors.
8. CACAA must not use the "cost-plus-a-percentage-of-cost" method of contracting. (200.323(d))
9. When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds included in this Act shall clearly state—
 - (1) the percentage of the total costs of the program or project which will be financed with Federal money;
 - (2) the dollar amount of Federal funds for the project or program; and
 - (3) the percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources (Public Law 115-31, Division H, Title V, Section 505; aka The Stevens Amendment")

All staff members with the authority to approve purchases will receive a copy of and be familiar with applicable federal cost principles.

Use of Purchase Orders

It is the policy of Capital Area Community Action Agency, Inc. to utilize a purchase order system, where needed. A properly completed purchase order shall be required for each purchase decision (i.e., total amount of goods and services purchased, not unit cost), with the exception of travel advances and expense reimbursements, which require the preparation of a separate form described elsewhere in this manual.

Establishment of Control Devices

The Fiscal Assistant establishes control of invoices as soon as they are received. Contractors are instructed to mail all invoices directly to the Accounts Payable Department.

Upon receipt, each invoice shall be "date received" stamped and distributed to the appropriate personnel for approval.

Preparation of a Voucher Package

Prior to any accounts payable being submitted for payment, a package called a "voucher package" shall be assembled. Each voucher package shall contain the following documents:

- 1 Payment Authorization Request and Purchase Requisition (P.R.), if any
- 2 Contractor invoice (or employee expense report)
- 3 Purchase order, if any
- 4 Any other supporting documentation deemed appropriate
- 5 Program Manager review of the Voucher Package
- 6 Voucher Packages in excess of \$1,000 and meet the requirement of procurement for bids shall include completed procurement form.

Processing of Voucher Packages

The following procedures shall be applied to each voucher package by the Fiscal Assistant:

1. Check the mathematical accuracy of the contractor invoice.
2. Compare the nature, quantity and prices of all items ordered per the contractor invoice to the purchase order, packing slip or receiving report.
3. Verify the general ledger distribution, using the Organization's current chart of accounts.
4. Obtain the review and approval of the Department Director/Program Manager (or their designee) associated with the goods or services purchased.
5. Check for proper authorized signatures

Approvals by Department Directors/Program Managers indicate their acknowledgement of satisfactory receipt of the goods or services invoiced, agreement with all terms appearing on the contractor invoice, agreement with general ledger account coding, and agreement to pay contractor in full. Approvals shall be documented with initials or signatures of the approving individual. Approval of invoices to be paid shall be made following inspection and confirmation of the work completed by a different staff member.

Payment Discounts/Avoidance of Late Fees

To the extent practical, Capital Area Community Action Agency, Inc. takes advantage of all prompt payment discounts offered by contractors. When such discounts are available, and all required documentation in support of payment is available, payments will be scheduled so as to take full advantage of the discounts.

Preparation of Timesheets

Each Capital Area Community Action Agency, Inc. employee must electronically submit to their supervisor a timesheet no later than COB on the Friday following the close of each pay period. Timesheets shall be prepared in accordance with the following guidelines:

1. Each timesheet shall reflect all hours worked during the pay period (time actually spent on the job performing assigned duties), whether compensated or not.
2. Timesheets shall be prepared in ink (or electronically).
3. Errors shall be corrected by electronically resubmitting or by crossing through the incorrect entry, filling in the correct entry, and placing the employee's initials next to the change (i.e., employees shall not use "white out" or correction tape)
4. Employees shall identify and record hours worked based on the nature of the work performed;
5. Compensated absences (holiday, leave, etc.) should be clearly identified as such;
6. Timesheets shall be signed by the employee prior to submission.
7. Supervisors will check all timesheets for accuracy before submission.

After preparation, Supervisors, or their designees shall approve timesheets prior to submission. Corrections identified by an employee's supervisor or Department Director/Program Manager or designee shall be authorized by the employee electronically.

An Organization employee who is on leave, traveling, or is ill on the day that timesheets are due may telephone or email timesheet information (actual time worked and the appropriate classifications) to his or her supervisor (or designated alternate). The employee must sign a timesheet submitted in this manner immediately upon his/her return to the office. Timesheets submitted in this manner shall bear the notation, "Time reported by telephone or e-mail by (employee) to (supervisor or designated alternate)." The timesheet shall be signed by the supervisor or the designated alternate.

Processing of Timesheets

The HRPD verifies all the timesheets (electronic) by checking them for mathematical accuracy. The COO will review payroll prior to final processing and provide signature approval.

Deleted: then entering all timesheets into the payroll system.

The HRPD may not change or correct timesheets. When errors are noted, if a corrected and approved timesheet is not resubmitted in time to the HRPD, the employee may not receive a pay check until the next pay period.

Tampering with, altering, or falsifying time records, recording time on another employee's time record or willfully violating any other timesheet policy or procedure may result in disciplinary action, up to and including discharge.

SUBRECIPIENTS

Making of Subawards

From time to time, Capital Area Community Action Agency, Inc. may find it practical to make subawards of Federal funds to other organizations. All subawards in excess \$5,000 shall be subject to the same procurement policies described in the preceding section. In addition, all subrecipients must be approved in writing by the Federal awarding agency and agree to the subrecipient monitoring provisions described in the next section.

With respect to subrecipients with whom Capital Area Community Action Agency, Inc. has not recently had a subaward relationship, the Accounting Department shall determine an appropriate level of pre-award inquiry that shall be performed. The purpose of such inquiry, which may involve a site visit to a potential subrecipient, is to gain assurance that a potential subrecipient has adequate policies and procedures in place to provide reasonable assurance that it is capable complying with all applicable laws, regulations and award provisions. In addition, CACAA shall obtain the following documents from all new subrecipients:

1. Articles of Incorporation
2. Bylaws or other governing documents
3. Determination letter from the IRS (recognizing the subrecipient as exempt from income taxes under IRC section 501(c)(3))
4. Last three years' Forms 990 or 990-EZ, including all supporting schedules and attachments (also Form 990-T, if applicable)
5. Copies of the last three years' audit reports and management letters received from subrecipient's independent auditor (including all reports associated with audits performed in accordance with CFR Title 2, Subtitle A, Chapter II, Part 200, et. al., if applicable)
6. Copy of the most recent internally-prepared financial statements and current budget
7. Copies of reports of government agencies (Inspector General, state or local government auditors, etc.) resulting from audits, examinations, or monitoring procedures performed in the last three years

Monitoring of Subrecipients

When Capital Area Community Action Agency, Inc. utilizes Federal funds to make subawards to subrecipients, Capital Area Community Action Agency, Inc. is subject to a requirement to monitor each subrecipient in order to provide reasonable assurance that subrecipients are complying, in all material respects, with laws, regulations, and award provisions applicable to the program. The Agency will review and update policies and procedures as necessary to incorporate requirements of subrecipient monitoring.

In fulfillment of its obligation to monitor subrecipients, the following policies apply to all subawards of Federal funds made by CACAA to subrecipients:

Capital Area Community Action Agency

TO: BOARD MEMBERS
FROM: Nina Self, Interim CEO
DATE: February 23, 2026
RE: Agency Update

First, I want to congratulate our newly elected officers:

Melissa Miller, Chair
John Grant, Vice Chair
Linette Williams, Treasurer
Carolyn Frances, Secretary
Jeannie Fortune, Member-at-Large

I am looking forward to the great things ahead now that we have a full Executive Committee and Board. I know with your expertise, along with our awesome management team, we can continue improving the services that we provide to the community that we serve. Thank you all for your service.

We are in the process of updating the New Board Member Handbook, and will plan to have new member training before the board meeting in March. We will send an invite to all members when it is scheduled.

OPERATIONS

Facilities

Closure of the main office annex and the Wakulla County program office is complete. Staff from those locations have relocated to the main office. Closure of these two offices will allow us to reallocate over \$28,000 in annual rent expenses to other services for other client and program needs.

We are continuing with our move to Leon County Schools. One additional classroom has moved to Pineview Elementary. We now have three classrooms there in operation. The next move will be one classroom to Sabal Palm. We hope to complete that by the end of spring break. By August, we plan to move one classroom to Ft. Braden, three to Hartsfield, and three more to a location to be determined. This will leave us with four classrooms at South City, and three at Royal. Our lease at Mabry expires in June, and we will not have to renew it if we follow this plan.



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityActionAgency.org



Our move to the Jefferson County Senior Center is pending. The Center closed due to their lack of funding to operate. Our HHS Program Manager informed us that Head Start has funds available for purchasing or upgrading facilities, and we need to submit an application 1303 for consideration. We are currently researching that, and plan to apply. This would allow us to purchase a new modular to put at our current location. Jefferson County Schools stated they were deeding the land our current center is on to the agency.

Technology

Prior to leaving Tim had been working with Scott Meyer, a technology broker with My Resource Partners to upgrade our technology. His goal was to move our information from two servers into the cloud for more storage and security. Once Tim left I continued working with Scott, and he received bids from three vendors that could assist us in this task. Sidney Watts, our contracted technology manager, was included in this conversation and worked with the selected vendor on the cloud migration. This process is currently at an impasse because the vendor assured this would be an easy task. Once Sidney began assessing the transition process, he found that some of the information the vendor provided before making the decision to execute the contract was inaccurate, and it would not be beneficial for us to do this at this time. I have been communicating with the broker, the vendor and our technology manager, and at this time, we are canceling the contract. There will be a cost to cancel because the vendor, Sky Data Vault (SDV) had complete some of the work already. They are preparing an invoice for this work. I am bringing this issue to you for approval to pay the fee, if reasonable, to end the contract.

I will research options for us to bring our technology program more up-to-date. Since technology is not my forte, I will reach out to other partner agencies to see what is working for them. I will also be looking for a vendor to update our website. I will issue a RFP for all technology services. I will keep you informed.

PROGRAM UPDATES

Family Support Services - This program is in the rebuilding stage. After the last Getting Ahead class transitioned one of our facilitators left and the other one is out on medical leave. Michelle Hawkins, our CSBG Program Coordinator, is working with me as we retool and rebrand the program. There will not be a Spring Getting Ahead session. We continue to provide service to our Staying Ahead clients during this time. We also will provide service to applicants referred to us from the Florida Commerce Promise website for CSBG and LIHEAP. We are working in concert with our other in-house programs (Head Start, LIHEAP and WAP) so the new CSBG program will be a Whole Family approach, multigenerational and reach more people with the funds we administer. We are excited about this opportunity, and we will share more as it develops.

Head Start Franklin County – This program was closed since the government shutdown in October 2025. It reopened on January 22, 2025 with five students. The problem was the lack of teachers. There is a shortage in the Franklin County workforce, not just for us, but also for all childcare providers in the area. Most job seekers do not have the necessary credentials to work in the classroom, and many cannot pass the background screening process. We have collaborated with the Career Source program that services Franklin County to utilize their OJT training program. They will pay candidates for 12 weeks to work, and we can review them and determine if they are a good fit to hire. Currently we have two working at the center, but neither have any childcare credentials. They are assisting Ms. Byrd, the Center Director/Teacher, in the classroom until the end of the school year. Because the children have missed four months during the shutdown, we may have to extend the school year until the end of June.

For at least the past five years, we have had problems with our Franklin County Head Start program. It was either the lack of an adequate facility, and/or recruitment of students and staff. This continues to be the case. It is not cost effective to continue operating Head Start in Franklin County because of these issues. Our recommendation is that we transfer the 19 Franklin County slots back to Leon County. HHS agrees, and has given us approval to transfer the 19 slots back to Leon County. We will continue providing service in Franklin County for LIHEAP, WAP and CSBG, but not Head Start. We will transfer those slots to Fort Braden, a rural area in Leon County. It is in one of the poorest zip codes in the state, 32304, and the program would be in the Leon County School system. We ask for your support of this decision.

OTHER

Coming Events

Tuesday, March 17, 2026, 6:00 – 7:00 p.m.

New Board Member Orientation, Online
All Board Members are invited to attend

March 24, 2026 Board Meeting

Committee assignments and orientation

May 2026, Date to be Determined, Special Workshop

Strategic Planning and Budget Workshop

This needs to be an in-person meeting to last a few hours.

Could possibly be on a Friday afternoon or a Saturday if Board is willing.

September 22, 2026 Board Meeting

Annual Audit Report and Budget Approval

November 17, 2026 Board Meeting

Approval of CSBG Organizational Standards

March 1 – 6, 2026

Head Start East Training Conference

San Juan, Puerto Rico

I will be attending along with Darrel James, Head Start Director and Anna McCoy, Parent & Family Engagement Manager

March 9, 2026

I will be out on a personal day

ATTACHMENTS

FY 2025 CSBG Annual Report

Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:	Capital Area Community Action Agency, Inc.		
State:	Florida	UEI:	X13EDG5RKDF1

A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained: 11,871

B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained: 5,117

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Sex	Number of Individuals
a. Male	7512
b. Female	4344
c. TOTAL (auto calculated)	11856

6. Ethnicity/Race	Number of Individuals
<i>a. Ethnicity</i>	
a.1. Hispanic, Latino or Spanish Origins	208
a.2. Not Hispanic, Latino or Spanish Origins	11546
a.3. Unknown/not reported	117
a.4. TOTAL (auto calculated)	11871

Section C.6a Status

2. Age	Number of Individuals
a. 0-5	1781
b. 6-13	2493
c. 14-17	1068
d. 18-24	831
e. 25-44	3205
f. 45-54	950
g. 55-59	475
h. 60-64	356
i. 65-74	594
j. 75+	118
k. Unknown/not reported	
l. TOTAL (auto calculated)	11871

<i>b. Race</i>	
b.1. American Indian or Alaska Native	28
b.2. Asian	15
b.3. Black or African American	9815
b.4. Native Hawaiian and Other Pacific Islander	3
b.5. White	1261
b.6. Other	256
b.7. Multi-race (two or more of the above)	376
b.8. Unknown/not reported	117
b.9. TOTAL (auto calculated)	11871

Section C.6b Status

Section C.2 Status

3. Education Levels	Number of Individuals	
	[ages 14-24]	[ages 25+]
a. Grades 0-8	627	57
b. Grades 9-12/Non-Graduate	760	798
c. High School Graduate	342	3077
d. GED/Equivalency Diploma	0	0
e. 12 grade + Some Post-Secondary	57	684
f. 2 or 4 years College Graduate	76	855
g. Graduate of other post-secondary school	37	171
h. Unknown/not reported		56
i. TOTAL (auto calculated)	1899	5698

7. Military Status	Number of Individuals
a. Veteran	29
b. Active Military	2
c. Never Served in the Military	0
d. Unknown/not reported	6498
e. TOTAL (auto calculated)	6529

Section C.7 Status

Section C.3 Status

8. Work Status (Individuals 18+)	Number of Individuals
a. Employed Full-Time	1502
b. Employed Part-Time	522
c. Migrant or Seasonal Farm Worker	0
d. Unemployed (Short-Term, 6 months or less)	457
e. Unemployed (Long-Term, more than 6 months)	522
f. Unemployed (Not in Labor Force)	261
g. Retired	588
h. Unknown/not reported	2677
i. Total (autocalculated)	6529

Section C.8 Status

4. Disconnected Youth	Number of Individuals
a. Youth ages 14-24 who are neither working or in school	<input style="width: 50px;" type="text"/>

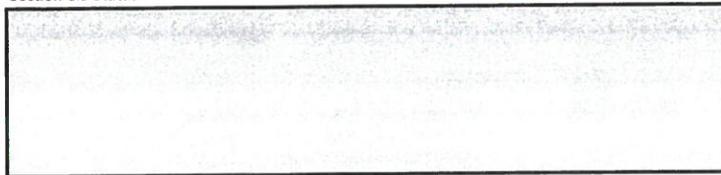
5. Health	Number of Individuals		
	Yes	No	Unknown
a. Disabling Condition	289	0	11582
b. Health Insurance*	1259	869	9743

*If an individual reported that they had Health Insurance please identify the source of health insurance below.

Health Insurance Sources

c.1. Medicaid	971
c.2. Medicare	159
c.3. State Children's Health Insurance Program	14
c.4. State Health Insurance for Adults	7
c.5. Military Health Care	6
c.6. Direct-Purchase	6
c.7. Employment Based	96
c.8. Unknown/not reported	0
c.9. TOTAL (auto calculated)	1259

Section C.5 Status



D. HOUSEHOLD LEVEL CHARACTERISTICS

9. Household Type	Number of Households
a. Single Person	1944
b. Two Adults NO Children	307
c. Single Parent Female	1791
d. Single Parent Male	102
e. Two Parent Household	409
f. Non-related Adults with Children	
g. Multigenerational Household	51
h. Other	513
i. Unknown/not reported	0
j. TOTAL (auto calculated)	5117

Section D.9 Status

10. Household Size	Number of Households
a. Single Person	1944
b. Two	1177
c. Three	768
d. Four	512
e. Five	256
f. Six or more	255
g. Unknown/not reported	205
h. TOTAL (auto calculated)	5117

Section D.10 Status

11. Housing	Number of Households
a. Own	1177
b. Rent	3480
c. Other permanent housing	0
d. Homeless	51
e. Other	205
f. Unknown/not reported	204
g. TOTAL (auto calculated)	5117

Section D.11 Status

12. Level of Household Income (% of HHS Guideline)	Number of Households
a. Up to 50%	1586
b. 51% to 75%	614
c. 76% to 100%	1023
d. 101% to 125%	614
e. 126% to 150%	461
f. 151% to 175%	307
g. 176% to 200%	256
h. 201% to 250%	154
i. 251% and over	102
j. Unknown/not reported	0
k. TOTAL (auto calculated)	5117

Section D.12 Status

13. Sources of Household Income	Number of Households
a. Income from Employment Only	870
b. Income from Employment and Other Income Source	358
c. Income from Employment, Other Income Source, and Non-Cash Benefits	307
d. Income from Employment and Non-Cash Benefits	716
e. Other Income Source Only	921
f. Other Income Source and Non-Cash Benefits	1228
g. No Income	307
h. Non-Cash Benefits Only	358
i. Unknown/not reported	52
j. TOTAL (auto calculated)	5117

Section D.13 Status

Below, please report the types of Other income and/or non-cash benefits received by the households who reported sources other than employment

14. Other Income Source	Number of Households
a. TANF	141
b. Supplemental Security Income (SSI)	844
c. Social Security Disability Income (SSDI)	675
d. VA Service-Connected Disability Compensation	28
e. VA Non-Service Connected Disability Pension	29
f. Private Disability Insurance	0
g. Worker's Compensation	0
h. Retirement Income from Social Security	507
i. Pension	56
j. Child Support	394
k. Alimony or other Spousal Support	0
l. Unemployment Insurance	56
m. EITC	0
n. Other	84
o. Unknown/not reported	0

Section D.14 Status

15. Non-Cash Benefits	Number of Households
a. SNAP	1122
b. WIC	157
c. LIHEAP	1174
d. Housing Choice Voucher	104
e. Public Housing	52
f. Permanent Supportive Housing	0
g. HUD-VASH	0
h. Childcare Voucher	0
i. Affordable Care Act Subsidy	0
j. Other	0
k. Unknown/not reported	0

Section D.15 Status

E. Number of Individuals Who May or May Not be Included in the Totals Above (due to data collection system integration barriers)

a. Please list the unduplicated number of INDIVIDUALS served in each program*:

Program Name	Number of Individuals

CAPITAL AREA COMMUNITY ACTION AGENCY, INC.

BY-LAWS

ARTICLE I. NAME, JURISDICTION, AND GENERAL DESCRIPTION OF AGENCY

A. Agency and Description

The name of this organization shall be Capital Area Community Action Agency, Inc., (Agency) a non-profit corporation incorporated under the laws of the State of Florida and recognized by the Florida Department of Economic Opportunity as the proper body to carry out the purposes and functions set out in these by-laws, as specified in Section 210 of the Economic Opportunity Act of 1964, Pub. L. 88-452. The central office of the Agency shall at all times be located in Tallahassee, Florida, or at such other location as the Board of Directors may from time to time designate.

B. Jurisdiction

Jurisdiction served in the Florida Big Bend area includes Calhoun, Franklin, Gadsden, Gulf, Jefferson, Leon, Liberty and Wakulla counties.

C. Fiscal Year

The Agency fiscal year begins the first day of October and ends the last day of September.

ARTICLE II. MISSION/PURPOSE

A. Mission

The Agency's mission is to provide a comprehensive, seamless system of services and resources to reduce the detrimental effects of poverty, empower low-income citizens with skills and motivation to become self-sufficient, and improve the overall quality of their lives, and our community.

B. Purpose and Function

1. To administer federal grant funds received from the Florida Department of Economic Opportunity (hereinafter the Department) and other federal, state, local, or private funding entities in Calhoun, Franklin, Gadsden, Jefferson, Leon, Liberty, Gulf and Wakulla counties, for the purpose of assessing, designing, operating, financing and overseeing anti-poverty programs in accordance with the requirements of state and federal law, including

sections 163.03(3), 420.33-.37, 409.508-.5093, Florida Statutes, and Rules 9B-22, 24, 57 and 65, Florida Administrative Code.

2. To work with local community groups, including persons who are poor and impoverished, other local government and/or public sector agencies, and the private sector, to seek out, identify, and eliminate or reduce the incidence of poverty within the communities.
3. To make the communities more responsive to the needs and interests of the poor by mobilizing available resources and bringing about greater community sensitivity through community involvement and public awareness programs.
4. To plan and establish priorities among projects, activities, and areas as needed for the most effective and efficient use of resources.
5. To evaluate, or to have evaluated, program effectiveness to ensure that resources expended actually do support approved objectives, and that those objectives meet the needs of the persons being served.

ARTICLE III. BOARD OF DIRECTORS

A. The Capital Area Community Action Agency Board of Directors is the Governing Board of the Agency responsible for ensuring effective policies and oversight for effective operations, sound financial management, efficient delivery of service, and planning in compliance with all federal, state, and local laws and regulations pertaining to these funds.

B. Membership

1. Numbers of Board Members

The tri-partite membership of the Board of Directors of the Agency, as required by 42 U.S.C. 9904, shall be selected and constituted by the Agency (as a Community Action Agency) so as to assure compliance with requirements of all three categories of membership.

- a. Public Sector** – up to one-third of the members of the Board may be elected public officials/bodies or their appointed designee;
- b. Poor Sector** – At least one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that they are representative of the poor in the area served; and
- c. Private Sector** – the remainder of the members are officials or members of business, industry, labor, religious, welfare, education, or other major groups and interests in the

community. Except as otherwise provided herein, the particular group, community or private organization from which the member is to serve shall be determined by a majority vote of the Board, upon a recommendation from the Executive Committee.

- d. Members** – The membership of the Board shall consist of not less than a total of twelve (12) and not more than a total of twenty-four (24). The total membership of the Board shall be determined by the Board considering the number of counties served by the Agency; however, an uneven number of board members and officers shall be maintained and significant minority group representation must be continually present on the Board.

2. Categories of Membership

a. Elected or Appointed Public Officials

Florida Administrative Code (F.A.C.) 9B-22.11 (1) (a) requires that each county be represented on the Board but only requires that said representative be in the public sector for the first two years for a new county. The representatives of the public sector shall be elected officials who are selected to membership on the Board in the manner prescribed in this Article. Priority shall be given in the selection of public officials or their designee to serve on the Board from the county commissions in those counties served by the Agency. The Board will request that an elected official, or a representative appointed by the participating counties, be asked to serve on the Board. In addition, the term of the elected official or representative who serves as a board member is limited to their term in office as an elected official, in that all public officials serve at the pleasure of their constituencies and shall serve for as long as they maintain their status of public officials as defined by CA Memo 81. Public officials shall mean persons who were democratically elected by the people of their entire communities to represent their political interests. Those public officials, however, who are designated for representation on the Board may, if they wish, choose representatives to serve on the Board in their place or in their absence. The representatives need not be public officials themselves so long as they are duly appointed by the public officials' governing body. In addition to the chief elected officials of counties served by the Agency or their representatives, every effort should be made to include representation for public officials with responsibilities for programs that are directly involved in anti-

poverty efforts, such as public school, welfare, housing, and employment service officials. Letters reaffirming the delegation, signed by elected officials shall be required each calendar year regardless of the number of years or term length.

b. Representatives Selected from Poor or Impoverished Areas

The members of the Board which comprise the democratically-selected representatives of the poor shall reside in the areas from which they are selected to serve. Each year the Board may review the counties it serves and determine those target neighborhoods or communities from which selected representatives of the Board may be solicited to serve on the Board. Selected representatives must be elected by the residents of said neighborhood or community. Such representatives need not be poor themselves, but must be chosen in a manner to ensure that they truly represent the poor. The representatives of the poor shall be elected from target neighborhoods or communities, or organizations with at least 51% of its members from the Poor Sector. Such target areas shall be defined by district boundaries to be determined by the Board and shall circumscribe those areas of the community where poverty is concentrated. All residents of any given target area may participate in the election process, but special emphasis shall be given to insuring that those residents who are poor participate fully in the election process. Such elections, to the extent required by law, shall be subject to the Sunshine and public records law, and shall be done by secret ballot and election monitors will be present to distribute and collect one ballot per person. Persons voting, who must be at least eighteen years of age on the day of the vote, shall be required to present proof of residence and age so that only those eligible persons in the specific target area will be allowed to vote. Ballots will be counted before and after distribution to ensure that the same number that were issued were collected. The drafting of target boundaries and democratic elections of the representatives from those areas shall be done in such a manner as to insure proportionate representation of the poor community as a whole. Terms of elected representatives of the poor shall be three years, with an additional three-year term possible for a maximum of six years based upon board approval. Terms shall be staggered such that no more than three representatives of the poor will have terms expire in the same calendar year.

c. Poor Sector Alternate

In addition to the Poor Sector Representative, a Poor Sector Alternate also may be elected from the Poor Sector. If the elected Poor Sector Alternate is unable to attend Board Meetings in the absence of the Poor Sector Representative, then a new Poor Sector Alternate must be elected or no Alternate shall serve. The Poor Sector Alternate may attend all Board meetings with the Poor Sector Representative, but the Poor Sector Alternate may vote only in the absence of the Poor Sector Representative. The Poor Sector Alternate shall be eligible for travel reimbursement only when the Poor Sector Representative is absent. If the Poor Sector Representative is elected to serve on the Executive Committee of the Board of Directors, the Poor Sector Alternate may not serve on the Executive Committee.

d. Representatives from the Private Sector

The representatives from the private community shall be selected to membership on the Board and shall serve a term of three years, and shall be staggered such that no more than three representatives of the private sector terms shall expire in the same calendar year. Any person chosen as a representative shall be a member of a private community group or organization which is entitled to representation on the Board, with such private community group having been determined by a majority vote of the existing Board to be eligible for membership on the Agency board. The private sector of the Board shall not constitute more than one-third of the Board's total membership at the time of selection. Private community groups shall be defined as any non-profit organization concerned with business, industrial, labor, religion, welfare, education, civic, professional, significant minority groups or other community interests which do not have legal responsibility to perform an official public governmental function but which do have the ability to assist the Agency with fund-raising activities. As many different private interests as possible shall be represented on the Board. If there are more private groups willing to serve than there are seats available, then a system of rotation shall be devised to permit each such group an opportunity to serve. The affected groups will be notified of such rotation at least thirty (30) days prior to each annual meeting. If needed, the Board shall review annually the number and types of private community groups which are to be solicited for membership on the Board. The private community groups who will be entitled to representation on the Board shall be

notified in writing of their selection and invited to select a representative to serve on the Board. The individual representative shall be a member of the group which he/she represents and each group or organization shall notify the Chairman of the Board of the name of its representative. Such individual's membership on the Board shall be voted upon at the next regularly scheduled meeting of the Board following their nomination.

e. Membership Committee Requirements

Recommendations for new members on the Board shall be made by the Membership Committee, which shall continuously review and report on efforts to seek out members within the communities served by the Agency consistent with this Article and 42 U.S.C. 9904. No person is eligible for appointment to the Board unless their eligibility was reviewed and verified by the Membership Committee. Consideration by the Board of whether a particular group, community, private entity or representative from a public body is eligible to serve on the Board shall be made at the meeting immediately prior to consideration of the selection of the member from that group, community, private entity or public body representative. However, target communities from which representatives of the poor are elected must be determined by the Membership Committee and the Board prior to an election being held. In addition, if necessary to stay within minimum board membership requirements, a special meeting may be called, with proper notice to all Board and Membership Committee members, to approve the nomination of a new member to the Board.

3. Seating new members to the Board of Directors

Public Sector Appointments to the Board shall be approved by a majority vote of the existing Board and officially seated on the Board. Newly elected Low-Income Sector members shall be introduced and officially seated on the Board. New Private Sector members shall be approved by a majority vote of the existing Board and officially seated on the Board.

4. Terms of Office

No member of the Board may serve for more than two consecutive full or partial terms (6 years maximum), regardless of the sector of representation. A full term of office is three years from the date of acceptance of a member onto the Board. A member whose first term has expired but is awaiting reappointment can't vote at a Board meeting, nor will his or her

attendance count towards a quorum until the reappointment is approved. The second term shall be deemed to commence three (3) years after Board approval for the first term.

5. Geographic Requirements for Membership on the Board

Every member of the Board who is selected to represent a specific geographic area within the community must reside within the area which he or she represents. This requirement of residency shall apply to:

- a. All representatives of the poor; Those public officials or their representatives who represent specific political subdivisions, wards, or districts; and
- b. Representatives of private community groups which are organized on a geographic basis.

6. Petitioning for Membership

Any private community group or representative group of the poor which feels itself inadequately represented on the Board may petition for adequate representation. Any such petition must be signed by fifty members of the petitioning group or by fifty percent (50%) of the bona fide members of that group or organization. The petitioning agency or group shall provide a written statement supporting its reasons for the petition. The Membership Committee shall review such petition, and shall make a recommendation to the Board on acceptance or denial of the petition. The Board shall, at its next regularly scheduled meeting, act on the petition and shall inform the petitioning group of its decision. The organization or group presenting such a petition shall be promptly afforded an informal open hearing before the Board in order that they may have a full and fair opportunity to present their request. When a petitioning group is granted a seat on the Board pursuant to such a hearing, that representative shall be promptly seated and afforded all the rights and privileges of any other member of the Board. The Board shall then be readjusted and realigned in order to maintain the proper representation of public officials, the poor, and private members within the member limitation. A written statement of the Board's action on such petitions shall be submitted to the petitioning group and a copy of that statement sent to the Regional Community Services Administration.

C. Powers of the Board

Subject to the limitations of the Articles of Incorporation or other provisions of the By-Laws of this corporation and the applicable laws pertaining thereto, all powers necessary or proper

to carry on the activities of this corporation shall be exercised by or under the authority of the Board of Directors. The Board of Directors may, at any regular or special meeting, delegate to or contract with any person or persons, any of the powers of the Board of Directors for the management of the affairs of this corporation, except the power to adopt, amend or repeal the By-Laws or the Articles of Incorporation. The principal representative body of this corporation shall be its Board of Directors, which shall be elected and will serve in accordance with the requirements of the Department, the provisions of 42 U.S.C. 9904, and the terms of this Article.

The powers of the Board of Directors include but are not limited to:

1. Appointment/dismissal and annual evaluation of the Executive Director;
2. Review and approval of the following: All internal and external monitoring reports – Agency Annual Report, Annual Audit Report, Pay Structure and Schedule.
3. Determine and approve, all personnel, fiscal, and program policies subject to Florida's Department of Economic Opportunity and the U.S. Dept. of Health and Human Services regulations and policies;
4. Determine and approve overall program plans and priorities;
5. Determine and approve all program proposals and budgets;
6. Enforce compliance with all conditions of grants and contracts from all sources;
7. Determine, subject to funding sources regulations and policies, rules or procedure for the Board;
8. Select officers and the executive committee; and
9. Review and approve all new members of the Board.

D. Voting and Quorum

Each member of the Board of Directors shall be entitled to one vote. The presence of not less than one-half of the Board, plus one member, shall constitute a quorum and shall be necessary to conduct the business of the Board. Participation in a meeting via telephone or internet is permitted for the purposes of attendance, quorum and voting at all Board and committee meetings. In the event a Board member is unable to participate, their vote is forfeited as the Agency has a “No Proxy provision”.

E. Removal and Recall

Any member of the Board of Directors may be removed by a vote of not less than two-thirds majority of the Board at a regular or special meeting called for such purpose and at which at least two thirds of the members of the Board are present. A vacancy shall thereupon exist upon the Board and in such office. Board members who fail to support Board activities through attendance at Board meetings or other activities as designated by the Board are subject to review for removal from the Board by a two-thirds majority vote. A board member who fails to attend two (2) regular meetings in a calendar year, will result in a letter, sent by certified mail, informing the member of their two absences in a calendar year. The notified member will have 30 days to respond to the letter with the reason for their absences. The Board will take into consideration the absences and determine if they are excused absences at the next Board meeting. A vote will be taken at that meeting to determine if the board member is removed or will remain on the Board. In the event of removal, the group, community or public body from which that person was selected, shall be immediately notified by mail and offered the opportunity to nominate another representative for membership on the Board.

F. Resignations

Any member of the Board may resign by addressing a letter to the Chairman of the Board, or to the Vice-Chairman upon resignation of the Chairman, outlining the facts of such resignation and the date upon which the same shall become effective. Any resignation so made shall become effective upon the date specified. The Executive Director shall enter such letter in the minutes of the meeting and a vacancy shall thereupon exist in the Board or in such office, effective on that date.

G. Vacancies

Any vacancy which occurs on the Board for any reason shall be filled in the same manner and by the same body which originally sent a representative to that seat. Such representatives shall serve for the remainder of the unexpired term, and shall be eligible for reappointment to the Board at the end of the expired term. A vacancy shall be deemed to exist on the Board or in any office in the event of the death or incapacity of a member, or a member's removal, recall or resignation, or in the event the number of members on the Board is increased. The number of Board members may only be increased by a two-thirds majority vote of the existing Board at a regular or special meeting called for that purpose. A vacancy may be

temporarily filled by a majority vote of the Board until such time as the vacancy is filled through the process described in this Article.

ARTICLE IV. OFFICERS

The officers of this corporation shall be the Chairman, Vice-Chairman, Secretary, Treasurer and Member-at-Large. All officers of this Corporation shall be duly elected or selected members of the Board. The Officers of the Corporation shall constitute the Executive Committee.

A. Chairman of the Board

The Chairman shall be the principal representative of the corporation and, subject to the control of the Board, shall in general, supervise all of the business and affairs of the corporation. When present, the Chairman shall preside at all meetings of the Board. The Chairman may sign, with any other designated individuals thereto authorized by the Board, any contract, check, agreement, or other instrument which the Board has authorized. The Chairman shall, in general, perform all duties of the Office of Chairman and such other duties as may be prescribed by the Board from time to time.

B. Vice-Chairman

The Vice-Chairman shall perform all duties of the Chairman of the Board in absence of that officer. The Vice-Chairman shall be in charge of committee assignments and may perform such other duties as may be assigned by the Board.

C. Secretary

The Secretary shall:

1. Attest minutes of the Board meetings;
2. Attest legal documents for the corporation; and
3. Perform other duties as may be prescribed for the Secretary by the Chairman, Vice-Chairman, or the Board.

D. Treasurer

The Treasurer shall:

1. Keep and maintain, or cause to be kept and maintained, adequate and correct amounts of all the properties and business transactions of the corporation, including accounts of its assets, liabilities, receipts and disbursements;
2. Sign checks, with the signature of at least one other person designated by the Board;
3. Present a financial report to the Board each month; and

4. Other duties as may be prescribed by the Chairman, Vice-Chairman or the Board.

E. Member-at-Large

The Member-at-Large shall represent the views of the remainder of the Board, and shall be a board member from the representatives of the poor, as well as other duties as may be prescribed by the Chairman, Vice-Chairman or the Board.

F. Other Requirements

The Chairman of the Board, Vice-Chairman, Treasurer, Secretary and Member-at-Large, along with centralized office personnel of this corporation, shall be bonded. No officer of this corporation shall receive compensation for duties performed in the exercise of the duties of his/her office. All officers of the Board shall be elected bi-annually in January in even numbered years, and seated at the same meeting. The Nominating Committee shall present a slate of nominees and qualification at the November regular meeting of the Board of Directors prior to the January election. Officers will also be formally seated following their election. Officers shall serve a two-year term which shall be 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. The January annual meeting at which officers are elected and installed shall also be reserved for presentations of awards and certificates for outgoing officers, members, or officers and members who left the Board between annual meetings. Any vacancy in any office because of death, resignation, or otherwise, may be filled by the Board for the unexpired portion of that term. All official records or other instruments belonging to the agency that are in the possession of out-going Board members or officers of the Board will be turned over to persons succeeding them.

ARTICLE V. CONFLICTS OF INTEREST AND NEPOTISM

A. Conflicts of Interest

No member of the Board, other policy groups or staff shall receive gifts, money or other gratuities from:

1. Persons receiving benefits or services under any program financially assisted by any local, state or federal agency or any other public or private agency;
2. Any person or agency performing services under contract; or

3. Persons who are otherwise in a position to benefit from the actions of any Board or staff member. This section shall prohibit the purchasing of goods, space, and services by members of the Board or staff if such Board members or staff have a substantial interest in the purchase or rental and/or if members of the immediate family have substantial interests therein, except as provided below:
 - a. Purchases or rentals of goods space and services from the same supplier at a total cost of less than \$ 200 within any 12 month period;
 - b. Purchases or rental of goods or services if there is no other supplier in the community served by the program or within a radius of 50 miles, which is larger;
 - c. Purchases or rentals of goods, services or space from the lowest bidder in accordance with rules for advertised competitive bidding under seal;
 - d. Purchase or rentals of standardized goods at the lowest price offered after all local suppliers in the community have been contacted for quotation; or
 - e. Purchase of services or rental of goods of space from public or private non-profit organizations at cost or at general rates previously established by those organizations.

The term "substantial interest" includes the following:

1. Any direct or indirect financial interest in the specific sale or rental transaction, including a commission or fee, a share of the proceeds, the prospect of promotion, a profit, or any other form of financial reward; and,
2. Any of the following interest in the business which is supplying the goods, space, or services to the purchasing or renting grantee or delegate agency:
 - a. Ownership,
 - b. Partnership interest or other beneficial interest of 5% or more,
 - c. Ownership of 5% or more of the stock
 - d. Employment as an executive officer, or
 - e. Membership on the Board of Directors or other governing board.

B. Nepotism

No member of the immediate family of a member of the Board, policy group or senior staff or other person who makes or influences the making of policies governing the operations or activities of the Agency shall be employed by this agency, income status notwithstanding.

Immediate Family: The term “immediate family” shall include husband, wife, father, mother, brother, sister, son, daughter, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, or sister-in-law.

ARTICLE VI. MEETINGS OF THE BOARD

A. Annual Meetings

The annual meeting of the Board of Directors shall be on the fourth (4th) Tuesday of January. Board elections shall be held bi-annually in even numbered years unless otherwise changed by the Chairman and a majority vote of the members of the Board.

B. Regular Meetings

Regular meetings shall be held bi-monthly on the 4th Tuesday at a time and place designated by the Board. To the extent required by law, such meetings shall be open meetings as defined in Florida’s Sunshine Laws. The meeting date may be changed by the Chairman with a majority vote of the Board.

The Board will have regular meetings including the annual board meeting in the months listed below:

- January (Annual Meeting)
- March
- May
- July
- September
- November

C. Meetings and Notice Requirements

1. Special meetings

Special meetings may be called by the Chairman, or in his or her absence, the Vice-Chair with the notice provisions of regular Board Meetings. Emergency Board meetings needed to protect the assets and welfare of the Agency may be called by the Chairperson with less than 10 days with notice acceptable under Florida’s Sunshine Law.

2. Notice of Meetings

Written notice stating the place, date, time of each meeting shall be delivered to each Board member and shall be communicated via public notice acceptable under Florida’s Sunshine

Law at least ten (10) but no more than 30 days prior, to such meetings. Such notice in the case of all special meetings shall include the agenda of that meeting.

3. Records of Meetings

Written minutes of all meetings must be maintained and made available to the public with the exception of those that have been designated "closed" meetings by the Board. It shall be the policy of this Board to make available to the public not only proceedings of its meetings but other records as well that are in the public interest with the exception of sensitive personnel data. In accordance with the Federal Civil Service Commission and the Freedom of Information Act, such personnel information as name, position/title, salary, date of hire, etc. will be considered public information and can, therefore, be released. The Agency, to the extent required by law, shall be subject to Chapter 119, Florida Statutes, the Florida Public Records Act.

4. Meeting Location(s)

All meetings of the Board of Directors shall be held at the location of the Agency office, or any other place designated by the Board from time to time.

D. Open Meetings

All regular, special, and emergency meetings or meetings of two or more Board members concerning Agency business shall be properly noticed and open to the general public. Those portion of meetings which address sensitive personnel actions or unevaluated data of a sensitive nature may be considered private and may be held in closed session upon a majority vote of the Board.

E. Robert's Rules of Order

The parliamentary procedures of all meetings of this Corporation shall be conducted in accordance with Robert's Rules of Order, Revised.

F. Secret Ballots

To the extent authorized by law and upon request of any Board member, secret ballots will be used in voting on all motions to (1) call a closed session of the Board, (2) remove a Board member for cause, (3) hire or fire the Executive Director of this corporation, and (4) elect any officer of this corporation.

ARTICLE VII. COMMITTEES OF THE BOARD

A. Executive Committee

The Executive Committee, made up of the Chairman, Vice-Chairman, Secretary, Treasurer, and Member-at-Large, shall act for the full Board in between regular meetings and/or at times when it is inconvenient to convene the full Board and shall perform the following functions:

1. Resolve all issues that do not necessarily require the attention of the full Board;
2. Provide temporary approval on items that do require actions of the full Board;
3. By the above actions, make it easier for the Board to transact its regular business; and, report to the full Board.

Repeat absences of an Executive Committee member will require a letter being sent after four (4) Executive Committee absences and removal after a missed fifth (5th) meeting in a Board year.

B. Standing Committees

The Chair shall appoint certain standing committees of the Board, as deemed necessary by this corporation. Such standing committees shall include, but not be limited to: Personnel Committee, Program Planning and Oversight Committee, Membership/Nominating Committee, and Public Relations/Fundraising Committee and Budget and Finance Committee.

C. Personnel Committee

The Personnel Committee shall be made up of at least three members and shall have as its objective:

1. To review that agency personnel policies and procedures are developed and implemented in accordance with local, state and federal law;
2. To assure that equal employment opportunities are available to all interested individuals;
3. To review implementation of all applicable equal opportunity laws, executive orders and rules and regulations; monitor, supervise, and evaluate the Agency;
4. To review that the Agency pay structure and schedule is developed and implemented with accordance with local, state and federal law.
5. To receive, review, and act on all complaints of discrimination; and
6. To make recommendations and, reports to the full Board for final consideration.

D. Program Planning and Oversight Committee

The Program Planning and Oversight Committee shall be made up of a representative of the Executive Committee and other Board members as appointed by the Vice Chairman. The

Directors of Head Start and Family Services shall serve as ex-officio members of the Committee. The objectives of this committee shall be:

1. To oversee and guide all program planning undertaken or to be undertaken by the agency making sure that all agency programs meet the needs of economically disadvantaged residents of all participating counties;
2. To review overall program performance and compliance with local, state, and federal funders; and
3. To propose to the full Board for final consideration new programs or revisions of programs based on community needs.

E. Membership/Nominating Committee

The Committee shall be made up of at least three members, appointed by the Chair, and shall have as its objectives:

1. The continual review and consideration of existing and new groups, communities, or individuals for possible membership on the Board consistent with the membership requirements of these By-Laws;
2. Responsibility to seek out new members for service on the Board and to accept nominations, prepare ballots, and present qualifications of candidates for office or Board membership;
3. Ensure that the board maintains equal representation among the three tiers of membership for the Board; and
4. To ensure a board composition representative of the populations and geographic areas served.

F. Public Relations/Fund Development Committee

The Public Relations/Fund Development Committee shall be made up of at least three members, appointed by the Chair, and shall have as its objectives:

1. The development and distribution of materials and documents relating to public relations; and
2. Development of strategies for Board leadership on community fundraising efforts on behalf of the Agency.

G. Budget and Finance Committee

The Budget and Finance Committee shall be chaired by the Treasurer and made up of at least two additional members, appointed by the Chair. Its objectives shall be:

1. To provide assurance that all budgets proposed to finance programs are adequate to meet programmatic needs and that all funds expended are done so in a manner in keeping with approved programs;
2. To recommend the Agency's annual budget and any significant revision to the full Board for final consideration;
3. To report to the Board at least annually the recent financial status of the agency; and
4. To review annually the Agency's internal fiscal control and accounting procedures.

H. Special Committees

The Chairman of the Board may appoint special committees from time to time depending on the needs of the Board. Such committees may have policy-making or advisory functions and shall serve for as long as their need exists, or until a new Chairman is elected, whichever occurs first.

I. Committee Membership

Each Board member shall be a member of at least one committee, which shall be assigned by the Vice Chair. All committees of the Board shall fairly reflect the composition of the full Board and, to the extent possible, at least one-third of their number shall be representatives of the poor, one-third public and one-third from private groups. The only tier which is allowed to have more members is the category for representatives for the poor population.

J. Ratification

Any and all acts of any and all standing and special committees must be ratified by an act of the Board at the next scheduled meeting of that body.

ARTICLE VIII. AMENDMENTS TO BY-LAWS

Amendments to these By-Laws may be proposed and adopted by two-thirds of the members present and voting at any regular or special meeting of the Board. Notice of proposed changes to the By-Laws must be provided in writing at least ten (10) days prior to the meeting at which such proposed changes will be acted upon.

ARTICLE IX. POLITICAL PROHIBITIONS

A. Political Authority

No Board or staff member may engage in any political activity during his/her official time with the Agency that will further the cause or efforts of a candidate for public office or an idea that is partisan in nature.

B. Agency Property

No Board or staff member may use any property, case or other resources of the agency to further the efforts of a candidate for public office or to support a partisan idea without the express consent of the funding source or grantor of funds except under the conditions specified in the U.S. Office Management and Budget (OMB) Circular A-122 (revised 05/19/84).

C. Dismissal

Any Board member or the Executive Director who willfully and knowingly violates the above provisions may be dismissed in accordance with the procedures set forth in these By-Laws.

D. Subordinate Personnel

Any staff member subordinate to the Executive Director may be dismissed in accordance with the provisions set forth in the personnel policies and procedures by the Executive Director.

ARTICLE X. DISSOLUTION OF THE CORPORATION

Upon dissolution of the corporation, all of its assets remaining after payment of all costs and expenses of such dissolution shall be distributed by the Board of Directors to organizations which have qualified for tax exemption under Section 501 C (3) of the Internal Revenue Code as amended or superseded, or to units of local government or to an agency designated by the funding sources.

*Revised: 3/26/2006, 9/8/2008, 5/25/2010, 7/27/2010;
9/26/12 combined already approved 7/27/2010 and 2/2011 bylaws
Revised and adopted 3/26/2013
Revised and adopted 7/22/2014
Revised and adopted 9/23/2014
Revised and adopted 9/22/2015
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