

Capital Area Community Action Agency

Board of Directors Meeting
Agenda
Tuesday, March 24, 2026 – 6:00 pm
Via Microsoft Teams

I. Call to Order	Melissa Miller – Chair	
II. Agenda Approval		<u>Page</u>
III. Attendance/Introductions		
IV. Action – Recommendation for Review & Approval		
A. Board Activity		
i) Board Meeting Minutes – January 27, 2026		1
ii) Executive Committee Minutes – February 24, 2026 (for review only)		5
B. Financial Report	Keith Dean, CFO	9
• Narrative		
• Revenue & Expenditures Agency-wide		
• Balance Sheet		
• Revenue & Expenditures – major programs		
• Head Start Non Federal Share Match		
• Head Start Credit Card Activity		
V. Program Reports		24
VI. Interim CEO Report	Nina Self Interim CEO	35
VII. Chair's Report	Melissa Miller	
VIII. Adjournment		

Next Executive Committee Meeting – April 28, 2026 – 5:30 pm – Microsoft TEAMS

Special Meeting – Strategic Plan Workshop – Date and Time TBA

Next Board of Directors Meeting – May 26, 2026 – 6:00 pm

Capital Area Community Action Agency

**Board of Directors
Meeting Minutes
Via Microsoft Teams, Tallahassee, Florida
January 27, 2026**

Members in Attendance:

John Grant, Vice-Chair
Melissa Miller, Treasurer
Akhenaton Thomas
Carmen Connor
Carolyn Frances
Derrick Jennings
Jeannie Fortune
Lakiesha Campbell
Linette Williams
Sandra Saunders
Steve Lanier

CACAA Staff:

Nina Self, Interim CEO
Margaret Watson, HR Manager
Kate Beam, Finance Director
Darrel James, Head Start Director
Anna McCoy, Parent/Family Eng. Mgr.
Venita Treadwell, Education Mgr.
Victoria Mathis, Emergency Services Mgr.
Terry Mutch, Weatherization Mgr.
Michelle Hawkins, Family Support Services Coord.

Absent: Eddie Fields, Valerie Russell

APPROVAL OF AGENDA

The Vice-Chair entertained a motion to approve the agenda.

Motion: Ms. Miller moved approval of the agenda

Second: Ms. Conner seconded the motion

Vote: The motion was unanimously approved

CALL TO ORDER

The Vice-Chair called the Board meeting to order at 6:05 p.m. A quorum was established.

The Vice-Chair welcomed the five candidates for Board membership:

- **Mr. Derrick Jennings**, a former Board member and Chairman, reintroduced himself
- **Ms. Linette Williams**, Chairperson of the Head Start Policy Council, shared her excitement about her new volunteer role and her experience as a paralegal
- **Ms. Lakiesha Campbell**, a Regional Investigator for Florida Department of Children and Families (DCF) expressed her eagerness to contribute to community change and resource sharing;
- **Ms. Carolyn Frances** shared her extensive experience in education and community service. She also represents the Gadsden County Branch of the NAACP.
- **Ms. Sandra Saunders** expressed her excitement about becoming a Board member and her work with the community in Jefferson County.

The Vice-Chair entertained a motion to approve new Board members:

Motion: Mr. Lanier moved approval

Second: Ms. Miller seconded the motion

Vote: The motion was unanimously approved

ACTION ITEMS

Approval of Minutes

The Chair entertained a motion to approve the minutes of November 18, 2025, Board of Directors meeting. Mr. Lanier moved approval of the minutes. Ms. Conner seconded the motion, and it was unanimously approved.

The minutes from the Executive Committee meeting held on December 9, 2025 were presented to the Board for review. No action was required.

Financial Report

Ms. Beam, Finance Director, reported on the agency financial status as of November 30, 2025. She explained expense variances, particularly in interest expenses due to increased line of credit usage during the government shutdown. The total assets were reported at \$2.4 million, with liabilities at \$900,000 and net assets at \$1.5 million.

The Vice-Chair entertained a motion to accept the Financial Report

Motion: Ms. Miller moved approval of the Financial Report

Second: Ms. Saunders seconded the motion

Vote: The motion was unanimously approved

Election of Officers

The Vice-Chair led the discussion on the new slate of officers, noting the contributions of the Nominating Committee, which included Ms. Miller and Ms. Keel. The proposed slate consisted of:

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

Motion: Mr. Lanier moved approval of new officers

Second: Ms. Saunders seconded the motion

Vote: The motion was unanimously approved

TRANSITION COMMITTEE REPORT

Ms. Miller reported on the transition committee's recommendation to appoint Ms. Self as the permanent CEO, praising her efforts during a challenging period. Mr. Grant confirmed the need to comply with agency requirements regarding the CEO position and suggested discussing it further in the next meeting. Mr. Jennings echoed support for Ms. Self while emphasizing the importance of following proper procedures for advertising the position. Board members questioned if Ms. Self is being compensated for her role as Interim CEO.

INTERIM CEO REPORT

Program Updates

Ms. Self reported on program updates as follows:

Family Support Services is restructuring the program so it can provide services to more people. Getting Ahead classes are paused due to one Facilitator/Case Manager accepted a position with another agency, and the other is on medical leave. Classes are anticipated to resume in the fall.

Head Start has seven vacancies on the teaching team. They are currently recruiting. Some staff found other positions during the shutdown. Most education programs in the area are experiencing staff shortages. Franklin County Head Start remains closed due to not having Teachers. Head Start has been cleared to open an additional classroom at Pineview Elementary School. Plans are in place for one classroom to open at Sabal Pam, and three classrooms at Hartsfield Elementary.

The Weatherization Program has been authorized to resume providing services in all counties. Florida Commerce released the funding granted by the Department of Energy to allow operations to continue through June 2026.

Coming Events and Other Items

Ms. Self will poll the Board for dates to hold the New Member Orientation. All members, new and old, are invited to attend.

Lastly, Ms. Self noted the beautiful letter of support from Shanetta Keel, the outgoing Chair. It was very encouraging, and she plans to keep in touch with the Agency and help when she can.

CHAIR'S REPORT

Ms. Miller said there would be a discussion at the next Board meeting on the rules of advertising the CEO vacancy. The Vice-Chair acknowledged the efforts of Ms. Self in recruiting new members.

The meeting adjourned at 7:03 PM.

Board Secretary

Date

DRAFT

Capital Area Community Action Agency

Executive Committee Meeting Minutes

February 24, 2026

Members in Attendance

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

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 5:34 p.m. by the Chair. A quorum was established.

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

The Chair asked members to introduce themselves.

ACTION ITEMS

Approval of prior minutes.

The Executive Committee reviewed the minutes of December 5, 2025. Mr. Grant moved to approve the minutes. Ms. Frances seconded the motion. The motion was unanimously approved.

Financial Reports

Chief Financial Officer, Keith Dean presented the financial report for the quarter ending December 31, 2025, noting that revenues and expenditures were where they expected with some excess expenditure and a lag in non-federal share.

- **Supplemental Head Start Budget request:** We requested an additional \$50,000 for FY 24–25. HHS reviewed the request and returned it for clarification. A revised narrative is being prepared for resubmission.
- **Non-Federal Share Waiver:** Head Start requested a waiver for FY 24-25 for the non-federal share. HHS approval is pending.
- **Supplemental Budget Request (FY 25–26):** We submitted a supplement budget request of \$229,000 for Head Start. HHS suggested that we edit and resubmit to include the original



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\$50,000 request for FY 24-25. We could also include additional funds to cover the cost of upgrading our technology. Staff is working on the edits and will resubmit the request.

- **Capital Area Holding Company:** New officers must be appointed before the Corporate Annual Report is filed in May. The committee appointed Mr. Dean to act as the agent on behalf of the Agency and file the Annual Report.

Motion. Ms. Frances moved to approve the financial reports. Ms. Williams seconded the motion. The motion was unanimously approved.

Motion. Ms. Frances moved to approve Mr. Dean as the authorized agent for the Agency Holding Company. Mr. Grant seconded the motion. The motion was unanimously approved.

- **Fiscal Policy and Procedures Manual Update.** Florida Commerce's monitoring review prompted required changes to the Fiscal Policy and Procedures Manual as required to meet the CSBG Organizational Standards.

Motion. Mr. Grant moved to approve required changes to the Fiscal Policy and Procedures Manual. Ms. Frances seconded the motion. The motion was unanimously approved.

INTERIM CEO REPORT

Nina Self, Interim CEO reported the closure of the main office annex and Wakulla County program office saving the Agency about \$28,000 annually in rent. The Agency still provides services to Wakulla County for all of our programs. Intake for LIHEAP and CSBG transitioned to online, paperless processes, so there was no need for a physical office.

Head Start Facilities & Partnership:

- The Head Start transition into Leon County Schools continues. We have completed the move of an additional classroom to Pineview Elementary School. We anticipate one class moving to Sabal Palm Elementary before the end of this school year.
- Plans are being made for summer classroom moves to Fort Braden, Hartsfield and Astoria Park Elementary schools.

Jefferson County Center:

- The move to the Jefferson County Senior Center is on hold due to the center's closure (loss of funding). We are exploring an HHS "1303 Grant" to purchase a new modular unit for land deeded to us by Jefferson County Schools.

Technology Update

- The plan to transition to cloud services with an external vendor was canceled due to incompatibility with our older equipment. The final bill has not been received for the work completed. We will continue to seek ways to upgrade our technology program.

Program Updates (CSBG):

- Family Support Services is still in the rebuilding mode. There are currently no Getting Ahead classes scheduled due to the loss of one Case Manager/Facilitator and the other on Medical leave. We will continue classes in the fall.

Franklin County Head Start:

- The center reopened January 22, 2026, with 5 of the 19 students that attended prior to the federal shutdown. The Teacher found other employment during the shutdown and we had to recruit another employee.
- Recruiting qualified staff in Franklin County remains a challenge.
- HHS approved moving the 19 slots from Franklin County to a new classroom in Fort Braden Elementary that is still rural, but in Leon County. It is in the 32304 zip code that is one of the poorest communities in Florida.
- After talking with our Program Specialist at HHS, staff recommends we do not renew the Franklin County lease and discontinue Head Start services there in the fall.

UPCOMING EVENTS

- **New Board Member Orientation:** Proposed for March 17, 2026, online.
- **Strategic Planning & Budget Workshop:** Planned for May, in-person half-day; a scheduling poll will be sent.
- **Committees:** The Chair will appoint members to standing committees (Personnel, Program Planning, etc.) at the March meeting. Members may email Ms. Self to volunteer.
- **Head Start Conference:** Staff will attend training in San Juan, Puerto Rico, March 1–6, 2026.

Adjournment. The meeting adjourned at 6:26 p.m.

Secretary

Date

FINANCIAL REPORT

**Financial Statement Narrative
For the Four Months Ending January 31, 2026
Capital Area Community Action Agency**

As of January 31, 2026, we have completed four months of the fiscal year and we would expect the year-to-date actual expenses and revenue to be around 33% of the annual budget with some Head Start expenses around 40%. At month end, the Year to Date Actual Revenue and Expenses are 35% and 35% respectively with excess expenditures of \$14,989.

Non-Federal Share (NFS) Match at January 31, 2026, was \$378,329 of the \$1,065,245 target.

Agency Wide Variances

- **Rent/Space Cost** – is over benchmark budget and a budget modification is being prepared. Two offices have been consolidated so the variance should come closer into line over the remainder of the year.
- **General Liability and Property Insurance** - is over benchmark budget due the initial 25% down payment in addition to 3 months of payments but forecast to stay within budget for the fiscal year.
- **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 budget due to the Line of Credit being activated during the Government shut down.

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 4 Months Ending 1/31/2026**

	33-40%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original
Revenue				
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	1,372,284	(2,888,694)
Government Contracts - STATE	4010	2,565,606	853,173	(1,712,433)
Government Contracts - LOCAL	4020	124,888	204,836	79,948
Grants - Other Not-for-Profits	4100	6,573	2,921	(3,652)
Grants - All Other Sources	4120	8,000	8,000	0
Contributions	4200	2,000	8,807	6,807
Contributions- Restricted	4210	29,000	1,366	(27,634)
Special Events	4300	2,000	0	(2,000)
Commissions-Vending/Photo	4320	0	815	815
Interest Income	4950	0	265	265
Fringe Pool Revenue	4960	956,000	339,378	(616,622)
Indirect Pool Revenue	4970	839,909	284,756	(555,153)
Other Revenue	4995	2,000	4,197	2,197
Total Revenue		8,796,954	3,080,799	(5,716,155)
Expenditures				
Salaries & Wages	6010	3,317,272	1,120,652	2,196,620
Fringe	6110	971,448	339,378	632,070
FICA	6120	257,000	84,168	172,832
Unemployment	6130	43,000	14,212	28,788
Workers Compensation	6140	40,000	15,224	24,776
Health Insurance	6150	490,000	159,028	330,972
Life Insurance	6160	36,000	11,318	24,682
Retirement	6170	60,000	18,537	41,463
Staff Screenings	6180	3,950	377	3,573
Indirect Costs	6210	831,158	284,756	546,402
Travel - In Area	6310	12,300	1,386	10,914
Office Supplies	6410	17,500	4,462	13,038
Program Supplies	6415	51,146	8,199	42,947
Classroom Supplies	6420	33,000	3,061	29,939
Kitchen Supplies	6430	18,000	5,485	12,515
Medical/Dental Supplies	6440	500	0	500
Copies/Printing/Copier	6510	28,450	5,953	22,497
Postage and Delivery Expense	6600	5,150	992	4,158
Contractual Services/Professional	6710	385,365	110,207	275,158
Contractual Services – Health/Disabilities	6715	205,142	81,219	123,923
Rent/Space Cost	6810	284,194	130,862	153,332
Utilities	6820	106,500	41,932	64,568
General Liability and Property Insurance	6830	83,000	38,157	44,843
Communications	6840	99,500	34,287	65,213

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 4 Months Ending 1/31/2026**

Special Events	7110	3,000	0	3,000
Client Assistance	7210	600,703	312,960	287,743
Expendable Equipment	7320	15,000	3,837	11,163
Meetings/Workshops	7420	10,200	920	9,280
Training and Technical Assistance/Staff	7435	69,998	7,463	62,535
Advisory/Board Member Expenses	7440	4,700	543	4,157
Advertising	7450	27,000	2,160	24,840
Parent Activities	7460	1,200	0	1,200
Raw Food Cost	7510	334,126	73,390	260,736
Legal Expenses	7530	10,000	0	10,000
Interest Expense	7610	500	2,600	(2,100)
Bank Service Charges	7630	2,900	3,067	(167)
Total Expenditures		8,822,788	3,095,788	5,727,000
Excess Revenue over (under) Expenditures		(25,834)	(14,989)	10,845

**Capital Area Community Action Agency
Balance Sheet
For the 4 Months Ending 1/31/2026**

		Current Period Balance
Assets		
Cash Operating Hancock Bank	1010	698,647
Health Insurance Imprest Account	1031	2,516
Petty Cash	1050	170
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	26,159
Money Market Account - Hancock Bank	1080	27,968
Accounts Receivable	1100	38,479
Grants Receivable	1150	468,493
Building	1600	245,000
Work In Progress	1630	67,368
Equipment	1650	1,019,237
Capital Lease	1660	961,600
Accumulated Depreciation - Building	1700	(104,429)
Accumulated Depreciation - Equipment	1750	(620,595)
Accumulated Amortization - Capital Lease	1760	<u>(566,780)</u>
Total Assets		2,263,833
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	81,238
Accrued Expenses - Other	2010	70,434
Accrued Wages	2040	164,730
Accrued Fringe Benefits	2060	1,214
Accrued Flexible Savings	2061	(6,001)
Accrued FICA	2065	(10,296)
Accrued Federal Withholding	2070	(8,611)
Accrued Georgia Estimated Taxes	2071	(328)
Accrued Health Insurance	2085	(24,916)
Accrued Other Health Insurance	2087	(1,723)
Accrued Life Insurance	2090	10,264
Accrued Retirement - Pre Tax	2095	(766)
Accrued Retirement - Post Tax	2096	914
Contract Advances	2100	117,384
Line of Credit	2200	0
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	35,527
Transfer Account	2998	<u>0</u>
Total Liabilities		828,244
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,125,679
Invested Property and Equipment	3020	<u>324,898</u>
Total Beginning Net Assets		1,450,577
Current Net Income		(14,000)

**Capital Area Community Action Agency
CSBG Statement of Revenues and Expenditures
For the 4 Months Ending 1/31/2026**

	33%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	554,380	146,545	(407,835)	26
Total Revenue		554,380	146,545	(407,835)	26
Expenditures					
Salaries & Wages	6010	203,663	52,971	150,692	26
Fringe	6110	59,061	16,040	43,021	27
Staff Screenings	6180	100	0	100	0
Indirect Costs	6210	54,909	14,423	40,486	26
Travel - In Area	6310	1,000	85	915	8
Office Supplies	6410	2,500	1,128	1,372	45
Program Supplies	6415	15,600	0	15,600	0
Copies/Printing/Copier Maintenance/Toner/Paper	6510	2,500	678	1,822	27
Postage and Delivery Expense	6600	500	36	464	7
Contractual Services/Professional	6710	3,000	0	3,000	0
Rent/Space Cost	6810	25,000	23,318	1,682	93
Utilities	6820	7,000	3,273	3,727	47
General Liability and Property Insurance	6830	7,000	4,267	2,733	61
Communications	6840	15,000	5,799	9,201	39
Repairs & Bldg Maintenance- Recurring	6850	5,000	7,226	(2,226)	145
Equipment Maintenance	6910	2,500	1,527	973	61
Vehicle Expense	6920	20,000	8,055	11,945	40
Equipment Lease	6930	2,500	1,415	1,085	57
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	40	560	7
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	146,545	407,835	26
Excess Revenue over (under) Expenditures		0	0	0	

**Capital Area Community Action Agency
LIHEAP Statement of Revenues and Expenditures
For the 4 Months Ending 1/31/2026**

	33%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	786,556	472,513	(314,043)	60%
Total Revenue		786,556	472,513	(314,043)	60%
Expenditures					
Salaries & Wages	6010	298,435	101,845	196,590	34%
Fringe	6110	86,546	30,878	55,668	36%
Staff Screenings	6180	100	0	100	0%
Indirect Costs	6210	80,461	27,739	52,722	34%
Travel - In Area	6310	100	0	100	0%
Office Supplies	6410	2,000	168	1,833	8%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	2,200	300	1,901	14%
Postage and Delivery Expense	6600	2,500	779	1,721	31%
Contractual Services/Professional	6710	11,229	0	11,229	0%
Rent/Space Cost	6810	22,944	12,466	10,478	54%
Utilities	6820	2,500	1,537	963	61%
General Liability and Property Insurance	6830	6,000	3,263	2,737	54%
Communications	6840	12,000	3,788	8,212	32%
Repairs & Bldg Maintenance- Recurring	6850	2,500	1,051	1,449	42%
Equipment Maintenance	6910	3,500	1,546	1,954	44%
Equipment Lease	6930	1,000	941	59	94%
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 Development	7435	1,500	0	1,500	0%
Advertising	7450	500	0	500	0%
Total Expenditures		786,556	472,097	314,459	60%
Excess Revenue over (under) Expenditures		0	416	416	

**Capital Area Community Action Agency
WAP Statement of Revenues and Expenditures
For the 4 Months Ending 1/31/2026**

	33%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	202,495	71,337	(131,158)	35%
Total Revenue		202,495	71,337	(131,158)	35%
Expenditures					
Salaries & Wages	6010	69,925	35,281	34,644	50%
Fringe	6110	20,264	10,723	9,541	53%
Indirect Costs	6210	18,850	9,615	9,235	51%
Travel - In Area	6310	500	0	500	0%
Office Supplies	6410	500	98	402	20%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	250	679	(429)	272%
Postage and Delivery Expense	6600	150	23	127	16%
Contractual Services/Professional	6710	5,000	0	5,000	0%
Rent/Space Cost	6810	2,250	2,554	(304)	114%
Utilities	6820	1,000	534	466	53%
General Liability and Property Insurance	6830	8,000	6,545	1,455	82%
Communications	6840	4,000	1,249	2,751	31%
Repairs & Bldg Maintenance- Recurring	6850	700	160	540	23%
Equipment Maintenance	6910	700	534	166	76%
Vehicle Expense	6920	5,000	2,946	2,054	59%
Equipment Lease	6930	700	317	383	45%
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 Development	7435	2,000	0	2,000	0%
Total Expenditures		202,495	71,337	131,158	35%
 Excess Revenue over (under) Expenditures		 0	 0	 0	

**Capital Area Community Action Agency
 SUWAP Statement of Revenues and Expenditures
 For the 4 Months Ending 1/31/2026**

	33%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	123,621	12,160	(111,461)	10%
Total Revenue		123,621	12,160	(111,461)	10%
Expenditures					
Salaries & Wages	6010	17,481	7,724	9,757	44%
Fringe	6110	5,066	2,334	2,732	46%
Indirect Costs	6210	4,712	2,102	2,610	45%
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 Development	7435	2,000	0	2,000	0%
Total Expenditures		123,621	12,160	111,461	10%
Excess Revenue over (under) Expenditures		0	0	0	

**Capital Area Community Action Agency
Head Start Statement of Revenues and Expenditures
For the 4 Months Ending 1/31/2026**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	1,372,284	(2,888,694)	32%
Government Contracts - LOCAL	4020	0	150,000	150,000	100%
Contributions	4200	0	7,214	7,214	100%
Total Revenue		4,260,978	1,529,498	(2,731,480)	36%
Expenditures					
Salaries & Wages	6010	2,087,563	741,168	1,346,395	36%
Fringe	6110	604,976	224,369	380,607	37%
Staff Screenings	6180	3,500	377	3,123	11%
Indirect Costs	6210	562,741	201,797	360,944	36%
Travel - In Area	6310	10,000	1,301	8,798	13%
Office Supplies	6410	9,000	1,676	7,324	19%
Program Supplies	6415	30,000	8,199	21,801	27%
Classroom Supplies	6420	28,000	3,132	24,868	11%
Kitchen Supplies	6430	3,000	0	3,000	0%
Medical/Dental Supplies	6440	500	0	500	0%
Copies/Printing/Copier	6510	12,000	3,269	8,731	27%
Postage and Delivery Expense	6600	1,200	109	1,091	9%
Contractual Services/Professional	6710	7,500	1,523	5,977	20%
Contractual Services – Health/Disabilities	6715	127,120	52,229	74,891	41%
Rent/Space Cost	6810	212,000	82,583	129,417	39%
Utilities	6820	90,000	34,909	55,091	39%
General Liability and Property Insurance	6830	25,000	11,802	13,198	47%
Communications	6840	60,000	21,422	38,578	36%
Repairs & Bldg Maintenance- Recurring	6850	164,180	60,325	103,855	37%
Repairs & Bldg Maintenance - Nonrecurring	6855	15,000	0	15,000	0%
Equipment Maintenance	6910	18,000	7,280	10,720	40%
Vehicle Expense	6920	35,000	15,848	19,152	45%
Equipment Lease	6930	3,500	1,594	1,906	46%
Technology	6940	20,000	42,140	(22,140)	211%
Fees, Licenses, and Permits	7010	1,000	100	900	10%
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	880	2,620	25%
Training and Technical Assistance/Staff	7435	40,998	6,846	34,152	17%
Advisory/Board Member Expenses	7440	1,000	58	942	6%
Advertising	7450	22,000	1,960	20,040	9%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	45,000	1,090	43,910	2%
Total Expenditures		4,260,978	1,529,498	2,731,480	36%
Excess Revenue over (under) Expenditures		0	0	0	

Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the Month Ending January 31, 2026

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		38,011			
Grants - Other Not for Profits		150,000			
In-Kind Revenue		133,027			
VPK Revenue/SR Deficit		57,291			
	1,065,245	378,329	36%	686,916	64%

HEADSTART CC Expenses Jan 2026

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description	Session ID
HANCOCK CC	1064	6310	255	1/27/2026	44.00	VISAS DARREL JAMES #4802 GAS	AP260203-VISAS
HANCOCK CC	1064	6310	255	1/27/2026	55.00	VISAS DARREL JAMES #4802 GAS	AP260203-VISAS
HANCOCK CC	1064	6940	255	1/27/2026	79.99	VISAS DARREL JAMES #4802 ASK GPT	AP260203-VISAS
HANCOCK CC	1064	7010	255	1/27/2026	2.40	VISAS DARREL JAMES #4802 ASK GPT	AP260203-VISAS
HANCOCK CC	1064	7420	255	1/27/2026	219.90	VISAS DARREL JAMES #4802 ZOOM.COM	AP260203-VISAS
HANCOCK CC	1064	7450	255	1/27/2026	500.00	VISAS DARREL JAMES #4802 FASTSIGNS	AP260203-VISAS
HANCOCK CC	1064	6415	255	1/27/2026	101.39	VISAS ANNA MCCOY #1545-HEALTH SUPPLIES	AP260203-VISAS
HANCOCK CC	1064	6415	259	1/27/2026	39.85	VISAS ANNA MCCOY #1545-HEALTH SUPPLIES	AP260203-VISAS
HANCOCK CC	1064	7440	255	1/27/2026	8.99	VISAS ANNA MCCOY #1545-POLICY COUNCIL	AP260203-VISAS
HANCOCK CC	1064	7440	255	1/27/2026	48.68	VISAS ANNA MCCOY #1545-POLICY COUNCIL	AP260203-VISAS
HANCOCK CC	1064	7450	255	1/27/2026	103.00	VISAS ANNA MCCOY #1545-ADVERTISING DOLLAR TREE	AP260203-VISAS
HANCOCK CC	1064	6180	252	1/27/2026	78.50	VISAS VENITA TREADWELL #5810-FINGERPRINT	AP260203-VISAS
HANCOCK CC	1064	6415	252	1/27/2026	3.97	VISAS VENITA TREADWELL #5810-ROYAL SUPPLIES	AP260203-VISAS
HANCOCK CC	1064	6420	252	1/27/2026	70.56	VISAS VENITA TREADWELL #5810-KITCHEN SUPPLIES	AP260203-VISAS
HANCOCK CC	1064	7010	252	1/27/2026	62.62	VISAS VENITA TREADWELL #5810-LICENSE FOR ROYAL	AP260203-VISAS
HANCOCK CC	1064	6180	000	1/27/2026	52.00	VISAS MARGIE WATSON #6496 MVR REPORT	AP260203-VISAS
Total					1,470.85		



**HANCOCK
WHITNEY**

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

MEMO STATEMENT

Account Number

Statement Date

01-27-26

Issued by Hancock Whitney Bank

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

** 0000001

STATEMENT MESSAGES

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

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-05	01-04	74609056005100001206585	0000	INT'L TRANSACTION FEE	M2.40 ✓
01-05	01-04	74609056005100001206585	5734	ASKGPT.APP GB1USH2 LIMASSOL	M79.99 ✓
01-07	01-06	24011346006100115793214	4814	ZOOM.COM 888-799-9666 ZOOM.US CA	M219.90 ✓
01-08	01-07	24755426007170079418115	2741	FASTSIGNS 172501 850-8942400 FL	M500.00 ✓
01-12	01-09	24015146010130749262595	5542	GATE #1194 TALLAHASSEE FL	M44.00 ✓
01-22	01-21	24015146022133342200190	5542	GATE #1194 TALLAHASSEE FL	M55.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-26		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 901.29
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 901.29
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00



**HANCOCK
WHITNEY**

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

MEMO STATEMENT

Account Number

Statement Date

01-27-26

Issued by Hancock Whitney Bank

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

** 0000001

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-12	01-09	24445006010001017110673	5331	DOLLAR TREE TALLAHASSEE FL	M103.00 ✓
01-16	01-14	24269796015500707647203	5812	MARCOS PIZZA - 8078 TALLAHASSEE FL	M8.99 ✓
01-16	01-15	24445006016400209762768	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M35.76 ✓
01-16	01-14	24269796015500707647120	5812	MARCOS PIZZA - 8078 850-577-3200 FL	M48.68 ✓
01-16	01-15	24445006016400209762685	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M101.39 ✓
01-22	01-21	24445006022400244665069	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M39.85 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-26	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 337.67
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 337.67
		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

01-27-26

Issued by Hancock Whitney Bank

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

** 0000001

STATEMENT MESSAGES

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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
01-09	01-08	24055236009608945007370	9399	NIC*-DCF CHILD CARE EGOV.COM FL	M62.62 ✓
01-13	01-12	24445006013400218104179	5411	WM SUPERCENTER #1408 TALLAHASSEE FL	M3.97 ✓
01-13	01-12	24226386013019123679280	5411	WAL-MART #1077 TALLAHASSEE FL	M70.56 ✓
01-22	01-21	24137466022001589914309	5411	PUBLIX #1401 TALLAHASSEE FL	M10.97 ✓
01-22	01-21	24137466022001589914226	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M42.90 ✓
01-23	01-22	24435656023152569317130	7393	DTIS FINGERPRINT SERV FAIRFAX VA	M78.50 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-26	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 269.52
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 269.52
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



**HANCOCK
WHITNEY**

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

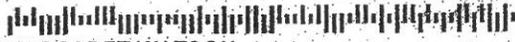
MEMO STATEMENT

Account Number

Statement Date

01-27-26

Issued by Hancock Whitney Bank



MARGARET WATSON
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

**N0004091

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
01-06	01-05	24492166005100051879820	5734	OPENAI*CHAT.GPT SUBSCR OPENAI.COM CA	M20.00 ✓
01-06	01-05	24988946005017038136767	7299	FLORIDA MVR SERVICES 850-894-8201 FL	M52.00
01-19	01-16	24445006017600310740939	5331	DOLLAR-GENERAL #8729 TALLAHASSEE FL	M70.05
01-27	01-26	24801976027628533164017	8398	BIG BEND SHRM 229-254-1828 FL	M30.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-26		
CUSTOMER SERVICE CALL		
Toll Free	1-800-448-8812	
		NEW PURCHASES AND OTHER CHARGES 172.05
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 172.05
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

**PROGRAM
REPORTS**

Capital Area Community Action Agency, Inc.
 Summary of Programs
 For the Month Ended 2/28/2026

PROGRAMS:	*Getting Ahead	Staying Ahead	Emergency Services	
	County	Current Class	Active Participants	# Households Served FY 25/26
Calhoun	0	1	200	5.71%
Franklin	0	0	129	3.68%
Gadsden	0	0	282	8.05%
Gulf	0	1	82	2.34%
Jefferson	0	0	136	3.88%
Leon	0	5	2490	71.10%
Liberty	0	0	81	2.31%
Wakulla	0	0	102	2.91%
TOTALS	0	7	3502	100.00%

*Family Support Services in reorganization mode. No GA classes held this semester.

HEAD START 2025 - 2026 Registrations	Franklin	Jefferson	Mabry	Pineview	Royal	South City	Total
# of Students Enrolled @ 2/28/26	7	23	74	54	56	114	328
Funded Enrollment	17	37	77	57	57	133	378
Center Enrollment %	41.18%	62.16%	96.10%	94.74%	98.25%	85.71%	86.77%

<u>Disability Services*</u>	
Students with IEP's	25
IEP's Pending	10
In Compliance? (38)	

<u>Average Daily Attendance (ADA)*</u>		
Required %	85%	
Attendance @ 2/28/26	77%	

*Still being assessed

Capital Area Community Action Agency, Inc.
 Summary of Programs
 For the Month Ended 2/28/2026

Weatherization at-a-Glance

County	2025 - 2026 WAP Contracted Units			
	*Projected	Pre-Inspected	In Progress	Completed
Calhoun	1	0	0	0
Franklin	1	1	0	0
Gadsden	2	2	2	0
Gulf	1	1	1	0
Jefferson	2	3	0	2
Leon	5	4	2	0
Liberty	1	0	0	0
Wakulla	1	1	0	0
TOTALS	14	12	5	2

14.29%

*NOTE: Based on \$8,547.00 expenditure per home. Projections may change due to actual expenditures and need as per current agreement guidance.

FY 2025 - 2026 Suwannee River Counties

County	2025 - 2026 Suwannee River Contract Units			
	Projected	Pre-Inspected	In Progress	Completed
Bradford	1	1	1	0
Columbia	1	0	0	0
Dixie	1	0	0	0
Gilchrist	1	0	0	0
Hamilton	1	0	0	0
Lafayette	1	1	0	0
Madison	1	0	1	0
Suwannee	1	0	0	0
Taylor	1	0	0	0
Union	1	0	0	0
Total	10	2	2	0

Capital Area Community Action Agency

MEMORANDUM

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

National Performance Indicator

Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential By Strengthening Family and Other Supportive Environments. This report started October 1, 2025 and will end September 30, 2026.

LIHEAP (Low Income Home Energy Assistance Program)

Below is the total unduplicated number of households served for February 2026.

County	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	April 2026	May 2026	June 2026	July 2026	Aug 2026	Sept 2026	Total
<i>Calhoun</i>	29	28	24	36	83								200
<i>Franklin</i>	23	22	22	32	30								129
<i>Gadsden</i>	78	23	47	54	80								282
<i>Gulf</i>	23	15	14	15	15								82
<i>Jefferson</i>	36	8	18	24	50								136
<i>Leon</i>	631	251	558	642	408								2490
<i>Liberty</i>	21	11	13	17	19								81
<i>Wakulla</i>	19	17	32	16	18								102
Total	860	375	728	836	703								3502

Additional information listed below:

Total Emergency Services Utility Assistance (from Donated Funds) = 23

Total # Unduplicated Households Served	Total # Duplicated (Received Crisis & HE)	Total Served	Total # Individuals Served
703	224	927	2363



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Capital Area
Community Action
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MEMORANDUM

TO: Nina Self, Chief Executive Officer
FROM: Darrel James, Head Start Director
RE: Head Start Director's Report
DATE: March 19, 2026

The following memo serves as my February 2026 update to the Chief Executive Officer.

Program Information

The Program is being reshaped to improve facilities and employee morale. Leon County Schools agreed and provided leases, allowing us to move to more of their elementary campuses. This will make it easier for families with school-age and Head Start children to drop their children off at the same location, and for Head Start children to transition into kindergarten when they complete Head Start.

We are two months into the first year of our 5-year grant, and we are also awaiting the award of a supplemental grant. We have been in contact with our Program Specialist about the supplemental grant and were encouraged to resubmit it differently. A new version of the supplemental grant has been submitted. We are requesting additional funds to cover disability services for the 2024 – 2025 program year.

Staffing

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

- Franklin (1 Lead Teacher, 1 Assistant Teacher)
- Jefferson (1 Lead Teacher)
- Louise B. Royal (Fully Staffed)
- Mabry (Fully Staffed)
- Pine View (Fully Staffed)
- South City (2 Lead Teachers, 3 Assistant Teachers)

Professional Development /Training

In-Service Training for all staff

In-Kind Advocacy Training

Management and staff meetings

Facilities

Franklin

- Reopened this month with seven students, one returning staff member, and two staff interns from Career Source.

Jefferson County

- This center has been under-enrolled, and we are working to reach full capacity. Management is discussing the possibility of moving 17 slots from Jefferson to Leon County for the 2026 – 2027 school year. This facility is old and in need of replacement, and we are working to replace the two existing portables with a new one. The Department of Children and Families visited this center this month and found no issues.

Louise B. Royal

- The Department of Children and Families visited this center this month, and three non-compliance issues were found, but they all were completed at the time of inspection.

Mabry

- This center is operating well with no issues.

Pine View

- A third classroom was added to this facility, and we are already just 3 children away from being fully enrolled.

South City

- More teachers are needed to bring children off the wait list to enroll 17 more children at this facility.

By the Fall of 2026, we will have locations at three other Leon County Schools. Leases have been signed for Astoria Park Elementary, Fort Braden Elementary, and Hartsfield Elementary.

Curriculum

All Class scores for the VPK exceeded the required 5.6 Composite score. Any scores that were 4.0 or below would need a second assessment, and we are fortunate that we did not need one.

Class observations have begun, and staff interviews are being conducted.

Children continue to be assessed and exposed to our learning curriculum in the classrooms.

There were no incidents involving children during February, and no Head Start center or classroom had to be closed due to illness, weather, or any other reason.

The current number of Individual Education Plans is 25, and 10 are pending.

Enrollment

Enrollment numbers for February 2026:

- Franklin **7 of 17** families enrolled
- Jefferson **23 of 37** families enrolled
- Louise B. Royal **56 of 57** families enrolled
- Mabry **74 of 77** families enrolled
- Pine View **54 of 57** families enrolled
- South City **114 of 131** families enrolled

328 of 378 (86%) families were enrolled in Head Start for February 2026.

Attendance

The program's January 2026 monthly Attendance was 77.46%, below the required average of 85%. Under-enrollment is a huge factor in our Average Daily Attendance.

Health

309 children have up-to-date immunization records, and 297 have up-to-date physicals. Family Advocates continue to work with their families to ensure that they have insurance, medical homes, and dental homes. Screenings (hearing, vision, height, and weight are also being completed.

Federal and State Regulations

None

Capital Area Community Action Agency

MEMORANDUM

FROM: Terry Mutch

RE: Weatherization Assistance Program

DATE: March 6, 2026

As of March 6, 2025, the Weatherization Program has resumed weatherization services in all territories. The current funding awarded for our current territories is as follows:

8 County territories: \$202,496.00

Suwannee River (SREC) territories: \$123.061.00

Current Status indicated below:

Weatherization CACAA – 8 County Territory

County	WXF Contract Units Projected*	WXF Contract Units Pre-inspected	WXF Contract Units In progress	WXF Contract Units Completed
Calhoun	1	0	0	0
Franklin	1	1	0	0
Gadsden	2	2	2	0
Gulf	1	1	1	0
Jefferson	2	3	0	2
Leon	5	4	2	0
Liberty	1	0	0	0
Wakulla	1	1	0	0
Total	14	12	5	2

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



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Weatherization SREC – 10 County Territory

County	WXF Contract Units Projected*	WXF Contract Units Pre-inspected	WXF Contract Units In progress	WXF Contract Units Completed
Bradford	1	1	1	0
Columbia	1	0	0	0
Dixie	1	0	0	0
Gilchrist	1	0	0	0
Hamilton	1	0	0	0
Lafayette	1	1	1	0
Madison	1	0	0	0
Suwannee	1	0	0	0
Taylor	1	0	0	0
Union	1	0	0	0
Total	10	2	2	0

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

Capital Area
Community Action
Agency

MEMORANDUM

TO: Nina Self, Interim Chief Executive Officer
FROM: Margaret Watson, Human Resources Manager
RE: Summary Report for Human Resources Department
DATE: March 1, 2026

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

The Human Resources Department remains focused on strengthening the organization by improving policies and processes. During this reporting period, efforts focused on policy updates, performance evaluations, and professional development training.

Current Projects

Continued updates to the Employee Policies and Procedures Handbook to ensure alignment with current regulations and policies. Our employee handbook is one of the first documents a new hire receives, it sets the tone for our organization culture. Once completed the revised handbook will be brought before the Personnel Committee for review and approval.

Scheduled the Krizner Supervisory Training and Audit, April 24, 2026. Training will address harassment, law suits, protected class, and leadership.

Job descriptions are being rewritten to align with the performance evaluations to ensure employees are evaluated on actual work duties. Supervisors can use the evaluation to support recruitment, performance management, and employee development.

Managers will receive Training on the new Netchex Performance Management Module to prepare reports, create disciplinary actions, set goals for their employees, and how to navigate the module.

Professional Development Trainings

Monthly meeting at SHRM Tallahassee to develop professionally to advance the Human Resources department to ensure that HR is a part of executing organizational strategy.

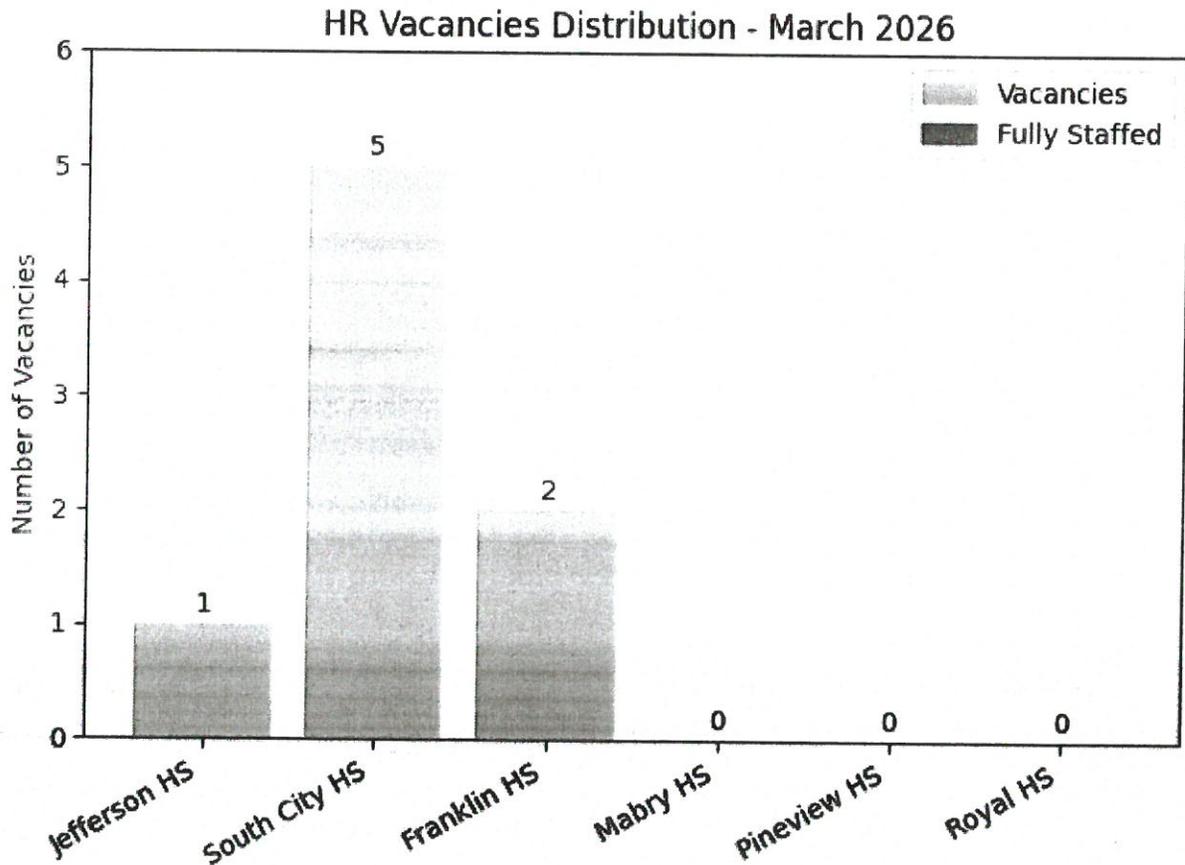


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Agency Vacancies as of March

The chart below provides the number of current vacancies at each location.



Staffing Vacancies

South City HS: 2 Lead Teachers; 3 Teacher Assistants

Jefferson HS: 1 Lead Teacher

Franklin HS: 1 Lead Teacher; 1 Teacher Assistant

Mabry HS: Fully Staffed

Pineview HS: Fully Staffed

Louise B. Royal HS – Fully Staffed

INTERIM CEO REPORT

Capital Area Community Action Agency

TO: BOARD MEMBERS
FROM: Nina Self, Interim CEO
DATE: March 20, 2026
RE: Agency Update

The Board Orientation for New Members was March 17, 2026. We, again, welcome our new members Carolyn Frances, Sandra Saunders, Derrick Jennings, Lakiesha Campbell and Linette Williams.

Budget Updates

Weatherization

We received the Notice of Award (NOA) for additional funding for the Weatherization program as follows:

- Original eight counties \$479,298
- Additional 10 Suwannee counties \$292,605

We received funding from the U. S. Department of Energy granted from the Bipartisan Infrastructure Law. The award period for this funding is July 1, 2025 – June 30, 2026. This is the same funding granted, and then rescinded last year from the federal government. This almost doubles the amount of homes we have to complete by June 20, 2026. We will extend a temporary employment offer to the employee laid off when funding was cut last year. The WAP team is currently working on the budget and projections for homes to complete within this limited timeframe.

Head Start

We are still waiting on approval from HSS for our supplemental grant request. It was returned to us to edit the narrative to include the \$50,000 requested for FY24-25, and any updates for FY 25-26.

Program Reports

Family Support Services

- We received correspondence from Florida Commerce approving our 2025 CSBG Organizational Standards submitted in December. A copy of the approval letter is in this Board package.

- The National Community Action Partnership (NCAP), is the training and advocacy group for Community Action Agencies (CAAs). CAAs across the country have been pilot testing and designing a *Whole Family Approach* program for agencies that have Community Services Block Grant (CSBG) funding. This model incorporates all agency programs, partners and staff working together to support parents and children together. It is a holistic approach to serve the parent, child and family to help break the cycle of intergenerational poverty. Florida Commerce approved our Agency to participate in this program. Members of the FSS and Head Start teams will begin training on how to design our program in April. We will discuss this more in our strategic planning session.

Head Start

- Our HHS Program Specialist suggested we consider a Head Start 1303 grant to purchase a new modular building for Jefferson Head Start. Jefferson County Schools is donating the land that our center is on, and if approved for this grant we could have a new one built on that property. There are many steps to this process. Included in your package is information on it. Once staff gets the plan outlined, we will present to the Board and Policy Council for approval.
- Our lease will be expired for the Franklin County Head Start Center at the end of this school term. It has been a struggle for several years to make Head Start work in this county due to lack of applicants with credentials, recruitment of children, and facility issues. HHS has approved for us to move the 19 slots from Franklin County to another rural area, Fort Braden in Leon County for the fall. Fort Braden is in the 32304 zip code and is one of the poorest areas in the State of Florida. When we reopened after the federal shutdown, we only have seven of the 19 slots filled. Most of the students transferred into the school system during the shutdown. Staff solicits your approval for this change.
- During the federal shutdown, the Children's Services Council (CSC) granted us \$150,000 to continue Head Start operations in Leon County. We have met the financial reporting requirements for the grant, and do not have to repay the funds. We actually spent \$178,000 during this period. We still have some data reporting to complete and they will reimburse us for the additional \$28,000. We could use these funds for our move into Leon County Schools in the fall.
- Darrel James, Head Start Director, Anna McCoy, Family/Community Engagement Manager and I attended the Head Start East Training Conference in Puerto Rico on May 1 – 5, 2026. The training topics included Leadership, Navigating Challenges, Program Governance, Creating Positive Culture, Facilities Management, and lots of information and resources to enhance our early childhood education program.

Other Updates

We have terminated the contract with Sky Data Vault, the vendor that was transitioning our data management to the cloud. It was a mutual agreement to end the contract. Our technology equipment and processes are outdated and need updating before we make that step. We paid them \$2,700 for the work they had done prior to the termination. We will continue researching what we need to update our technology and present a plan to the Board.

Coming Events

Head Start Fundraiser at Slim Chickens on North Monroe, Friday, March 27, 2026 between 4:00 pm – 8:00 pm. Just mention Head Start when you make your purchase and a percentage will be donated to our program. A flyer is attached. Please share and post on your bulletin boards.

Head Start will present an end of the year ***“Sneaker Ball”*** for the children and families in May. It is still in the planning stages with the date TBA. We will notify you with more details to come. We would love to have Board members volunteer for the event to celebrate our children!

Nina Self

From: Hernandez, Frankie <Frankie.Hernandez@commerce.fl.gov>
Sent: Thursday, March 19, 2026 2:58 PM
To: Nina Self; Michelle Hawkins
Subject: Met Update- Capital Area CA 2026 Organization Standards Review Completed Notice
Attachments: FY2026_COM OS Review_NonProfit_ caca.pdf

Good afternoon,

The CSBG organizational standards provide a standard foundation of organizational capacity for all CSBG eligible entities across the United States. The Federal Office of Community Services' Information Memorandum, Transmittal No. 138, provides direction to States and eligible entities regarding the establishment of the CSBG organizational standards. FloridaCommerce' s assessment plan includes a requirement that all agencies complete and submit to FloridaCommerce documentation showing compliance with the CSBG organizational standards. FloridaCommerce staff then review each agency's submission and verify the documentation. Once FloridaCommerce' s review is complete, we are to issue a report as necessary, either a Technical Assistance Plan or a Quality Improvement Plan.

This email serves as the notification to your agency that for the FFY 2026 Organizational Standards submission year, your agency has met all the standards as required for the assessment year.

For the next year, the Organizational Standards submission and review process will remain the same. Please review all your current documentation to ensure no documents have passed their expiration date. Updated guidance for the FFY 2027 submission year will be provided at a later date. Please contact your FloridaCommerce grant manager should you have any questions regarding this communication.

Respectfully,

Frankie Hernandez, FCCM
Community Services Block Grant (CSBG), Program Manager
Bureau of Economic Self-Sufficiency (BESS)
Division of Community Development

FloridaCommerce
Office: 850.717.8458
www.FloridaJobs.org

FLORIDACOMMERCE

This email communication may contain confidential information protected from disclosure by privacy laws and is intended for the use of the individual named above. If the reader of this message is not the intended recipient, this is notice to you that any dissemination, distribution or copying of this communication or any attachment to it may be a violation of federal and state privacy laws. If you have received this email in error, please notify the sender immediately by return email and delete this message. Please note that Florida has a broad public records law, and that all correspondence to me via email may be subject to disclosure. Under Florida law email addresses are public records.



Community Action Agencies and the Whole Family Approach

A Whole Family Approach can help Community Action Agencies implement strategies that break the cycle of intergenerational poverty.

The National Community Action Partnership (NCAP) and Community Action Agencies (CAAs) are dedicated to creating a more equitable society by addressing the root causes and conditions of poverty. A WFA can help CAAs meet this goal by integrating services to holistically serve the parent, child, and family and help break the cycle of intergenerational poverty.

CAAs across the country are engaged with NCAP in peer learning cohort efforts that include technical support to integrate parent and child focused programs, realign resources internally, and catalyze efforts to support parents and children together. CAAs in urban, rural, and suburban areas, in large and small agencies are forming local teams to develop plans that support a WFA.

CAAs across the country have been pilot testing and designing a WFA. Examples of these activities include:

- Establishing a guiding coalition of staff from across the organization to design a customized WFA that fits the needs of local families.
- Generating individual household plans of action to achieve goals.
- Establishing coordinated intake processes and family assessments.
- Breaking down programmatic siloes and implementing a “no wrong door” approach.
- Providing customized and integrated wraparound services that include workforce development, postsecondary education, transportation, housing assistance, and Head Start.
- Expanding family-centered coaching across multiple programs.

By creating a design plan, CAAs can build a roadmap to implement a WFA that works in your community and helps the families you serve break the cycle of intergenerational poverty.

Head Start Policy and Regulations

Search

Head Start Program Performance Standards

Expand All

Part 1301—
Program
Governance

Part 1302—
Program
Operations

**Part 1303—
Financial and
Administrative
Requirements**

1303.44 Applications to purchase, construct, and renovate facilities.

(a) *Application requirements.* If a grant recipient is preliminarily eligible under §[1303.42](#) to apply for funds to [purchase](#), construct, or renovate a [facility](#), it must submit to the [responsible HHS official](#):

(1) A statement that explains the anticipated effect the proposed purchase, construction or renovation has had or will have on program enrollment, activities and services, and how it determined what the anticipated effect would be;

(2) A deed or other document showing legal ownership of the [real property](#) where facilities activity is proposed, legal description of the facility site, and an explanation why the location is appropriate for the grant recipient's service area;

Part 1304—Federal
Administrative
Procedures

Part 1305—
Definitions

(3) Plans and specifications for the facility, including square footage, structure type, the number of rooms the facility will have or has, how the rooms will be used, where the structure will be positioned or located on the building site, whether there is space available for outdoor play, and whether there is space available for parking, if applicable;

(4) Certification by a licensed engineer or architect that the facility is, or will be upon completion, structurally sound and safe for use as a Head Start facility and that the facility complies, or will comply upon completion, with local building codes, applicable child care licensing requirements, the accessibility requirements of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Flood Disaster Protection Act of 1973, and the National Historic Preservation Act of 1966;

(5) A description of proposed renovations or [repairs](#) to make the facility suitable for program activities, and plans and specification that describe the facility after renovation or repair;

(6) A proposed schedule that details when the grant recipient will acquire, renovate, repair and occupy the facility;

(7) An estimate by a licensed independent certified appraiser of the facility's value after proposed purchase and associated repairs and renovations construction, or [major renovation](#) is completed, either on-site or virtually, is required for all facilities activities except for major renovations to leased property;

(8) The cost comparison described in [§1303.45](#);

(9) A statement that shows what share of the purchase, construction, or major renovation will be paid with grant funds and what the grant recipient proposes to contribute as a nonfederal match to the purchase, construction or major renovation;

(10) A statement from a lender, if a grant recipient applies to use Head Start funds to continue purchase on a facility or refinance existing debt on a facility that indicates the lender is willing to comply with [§1303.49](#);

(11) The terms of any proposed or existing loan(s) related to purchase, construction or major renovation of the facility, including copies of any funding commitment letters, mortgages, promissory notes, potential security agreements to be entered into, information on all other sources of

funding, construction or major renovation, and any restrictions or conditions imposed by other funding sources;

(12) A Phase I environmental site assessment that describes the environmental condition of the proposed facility site and any structures on the site;

(13) A description of the efforts by the grant recipient to coordinate or collaborate with other providers in the community to seek assistance, including financial assistance, prior to the use of funds under this section; and,

(14) Any additional information the responsible HHS official needs to determine compliance with the regulations in this part.

(b) Additional requirements for leased properties.

(1) If a grant recipient applies to renovate leased property, it must submit to the responsible HHS official information described in paragraph (a) of this section, a copy of the existing or proposed lease agreement, and the landlord or lessor's consent.

(2) If a grant recipient applies to purchase a [modular unit](#) it intends to site on leased property or on other property the grant recipient does not own, the grant recipient must submit to the responsible HHS official information described in paragraph (a) of this section and a copy of the proposed lease or other occupancy agreement that will allow the grant recipient access to the modular unit for at least 15 years.

(c) Non-federal match. Any non-federal match associated with facilities activities becomes part of the federal share of the facility.

[Previous](#)

[1303.43 Use of grant funds to pay fees](#)

[Next](#)

[1303.45 Cost comparison to purchase, construct, and renovate facilities](#)

**NEW BOARD MEMBER
ORIENTATION
PRESENTATION**

Capital Area Community Action Agency

AGENCY MISSION

The mission of Capital Area Community Action Agency, Inc., 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.

HELPING PEOPLE. CHANGING LIVES

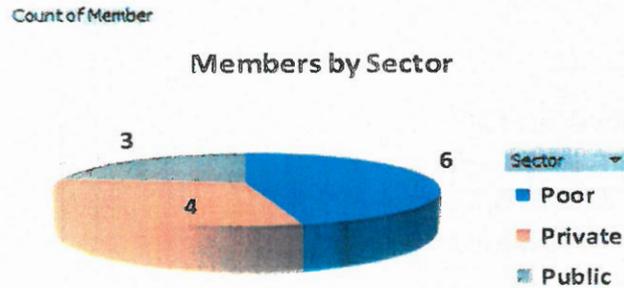
AGENCY EVOLUTION

Capital Area Community Action Agency, Inc., is a non-profit 501(c)(3) corporation incorporated under the laws of the State of Florida.

The central office of the Agency is located in Tallahassee, Florida. Jurisdiction served in the Florida Big Bend area includes **Calhoun, Franklin, Gadsden, Gulf, Jefferson, Leon, Liberty and Wakulla counties.**

- 1965** The Agency was originally chartered as the Leon County-Tallahassee Community Action Program, Inc. to serve only Leon County.
- 1980** The Agency assumed sponsorship of antipoverty programs in Calhoun, Franklin, Gadsden, Jefferson, Liberty, and a portion of Gulf counties. The name of the agency then changed to The Capital Area Community Action Agency, Inc., to represent the expanded service area.
- 2010** The Agency's service area was extended to serve all of Gulf County.
- 2011** Wakulla County was added as a service area.
- 2022** Agency was temporarily assigned ten additional counties to provide weatherization services to a territory previously serviced by Suwanee River Economic Council. The counties include **Gilchrist, Bradford, Columbia, Dixie, Hamilton, Lafayette, Madison, Suwannee, Taylor and Union.**

BOARD OF DIRECTORS



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.

MEMBERSHIP

- 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 tri-partite Board requires members representing three categories:
- **Public Sector** – up to one-third of the members of the Board may be elected public officials/bodies or their appointed designee;
- **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.
- **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.

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.

GEOGRAPHIC REQUIREMENTS FOR MEMBERSHIP

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:

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

Member	Sector	County
Jeannie Fortune	Poor	Calhoun
Steve Lanier	Public	Franklin
Carolyn Frances	Poor	Gadsden
Eddie Fields	Poor	Gulf
Sandra Saunders	Private	Jefferson
Derrick Jennings	Poor	Jefferson
Akhenaton Thomas	Public	Leon
Carmen Conner	Private	Leon
John Grant	Private	Leon
Lakiesha Campbell	Private	Leon
Melissa Miller	Poor	Leon
Linette Williams	Poor	Leon
Valerie Russell	Public	Wakulla

CURRENT BOARD MEMBERS @ 3/17/2026

POWERS OF THE BOARD

The powers of the Board of Directors as outlined in its' Bylaws include, but are not limited to:

- Appointment/dismissal and annual evaluation of the Executive Director;
- Review and approval of the following: All internal and external monitoring reports – Agency Annual Report, Annual Audit Report, Annual Budget.
- Determine and approve all personnel, fiscal, and program policies subject to Florida Commerce (LIHEAP, CSBG and WAP) and the U.S. Dept. of Health and Human Services (Head Start) regulations and policies;
- Determine and approve overall program plans and priorities;
- Determine and approve all program proposals and budgets;
- Enforce compliance with all conditions of grants and contracts from all sources;
- Determine, subject to funding sources regulations and policies, rules or procedure for the Board;
- Select officers and the executive committee; and
- Review and approve all new members of the Board.

BOARD 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.

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.

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.

Secretary

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

Treasurer

The Treasurer shall :

- 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;
- Sign checks, with the signature of at least one other person designated by the Board;
- Present a financial report to the Board each month; and
- Other duties as may be prescribed by the Chairman, Vice-Chairman or the Board.

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.

MEETINGS OF THE BOARD

Annual Meeting

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.

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 in the months of January, March, May, July, September and November.

Special Meetings

Special meetings may be called by the Chairman, or in his or her absence, the Vice-Chairman 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.

Attendance

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 be notified and have 30 days to respond for consideration.

COMMITTEES OF THE BOARD

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.

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, Public Relations/Fundraising Committee and Budget and Finance Committee.**

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

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:

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

Personnel Committee

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

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

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:
 - ◆ 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;
 - ◆ To review overall program performance and compliance with local, state, and federal funders; and
 - ◆ To propose to the full Board for final consideration new programs or revisions of programs based on community needs.

Membership/Nominating Committee

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

- ◆ 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;
- ◆ 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;
- ◆ Ensure that the board maintains equal representation among the three tiers of membership for the Board; and
- ◆ To ensure a board composition representative of the populations and geographic areas served.

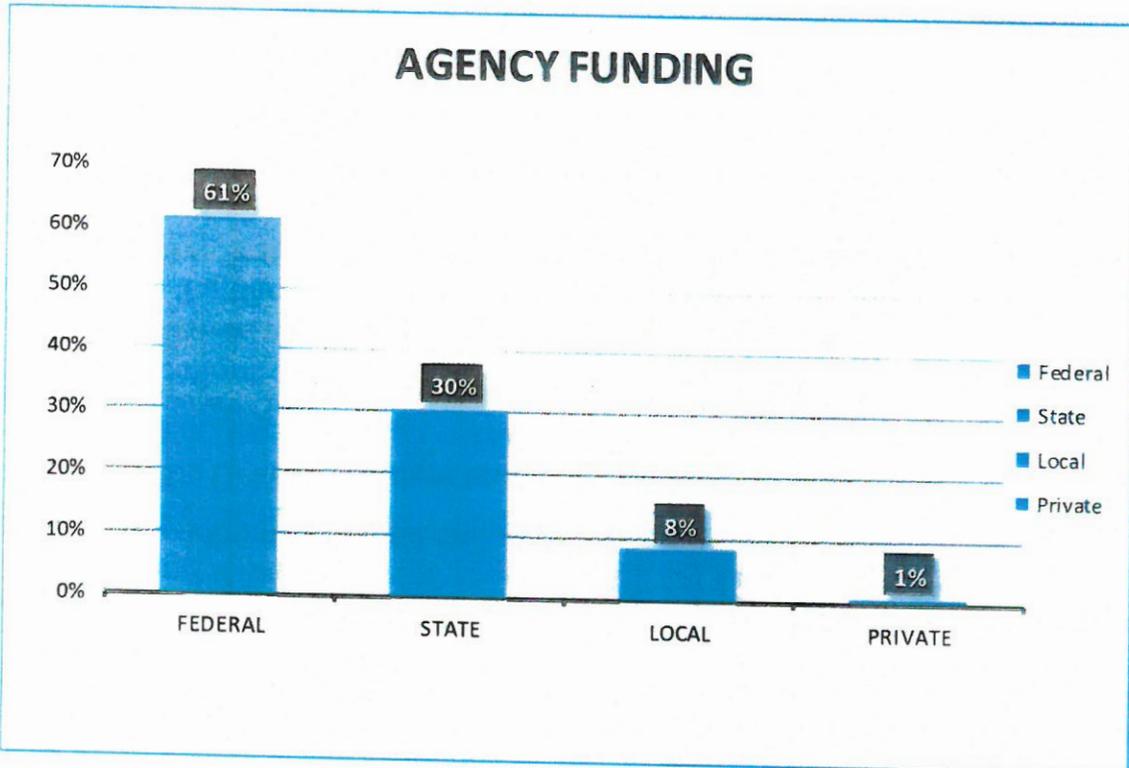
Budget and Finance Committee

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:

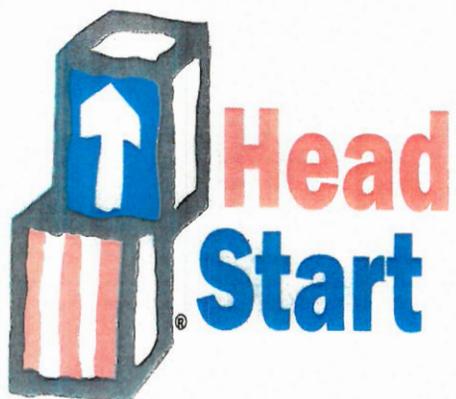
- ◆ To provide assurance that all budgets proposed to finance programs are adequate to meet programmatic needs and that all funds expended are done so in a manner in keeping with approved programs;
- ◆ To recommend the Agency's annual budget and any significant revision to the full Board for final consideration;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

AGENCY BUDGET

The Agency receives funding from various federal, state, and local entities as well as grants from private organizations and donors. The total approved budget for the current fiscal year (2025—2026) is **\$9,166,318**. Head Start funding is granted directly to the Agency from the Department of Health & Human Services. The federal government contracts with the Florida Department of Commerce and grants funds through them for the Weatherization, CSBG and LIHEAP programs. Florida Commerce subcontracts with the Agency for implementation of those programs.



Funder	Amount	Type
HHS	\$ 4,260,978	Federal
School Readiness	\$ 251,777	Local
VPK	\$ 223,487	Local
CHSP-Headstart	\$ 76,342	Local
CHSP-GA	\$ 8,546	Local
Other LIHEAP	\$ 29,000	Private
Other CSBG	\$ 12,166	Private
CCFP	\$ 423,290	State
WAP	\$ 333,168	State
CSBG	\$ 554,380	State
LIHEAP	\$ 786,556	State



Head Start programs prepare America's most vulnerable young children to succeed in school and in life beyond school. To achieve this, Head Start programs deliver services to children and families in core areas of early learning, health, and family well-being while engaging parents as partners every step of the way.

Our Agency has six Head Start centers; 4 in Leon County, and one each in Jefferson and Franklin counties. Our program is authorized to serve up to 378 children, ages 3 and 4. Head Start programs operate in every state, many tribal nations, and several U.S. territories, including Puerto Rico. Head Start services are delivered nationwide through 1,600 agencies that tailor the federal program to the local needs of families in their service area.



DARREL JAMES
Head Start Director



ANNA McCOY
Family & Community
Engagement Manager



VENITA TREADWELL
Early Childhood
Education Manager



The Agency **Emergency Services Department** administers the Low Income Home Energy Assistance Program (LIHEAP) . The LIHEAP program assists low-income households in meeting the costs of home energy and provides for crisis assistance in situations of pending disconnect or complete disconnect of utilities. Payment is made to the energy vendor or landlord (if utilities are included in the rent) on behalf of eligible households that meet income and residency criteria..

- Priority is given to households with elderly (age 60 and older), disabled, or children with five (5) years and younger.
- Benefit is based on the most current Federal Poverty Income Guidelines.
- Provides for one home energy benefit (non-crisis related) and two crisis related benefits (one in the heating season and one in the cooling season.)

The Capital Area Community Action Agency LIHEAP program serves pays utility bills for over 5,000 households annually in the eight counties that we serve.



VICTORIA MATHIS
Emergency Services
Program Manager



The **Family Support Services Program (FSSP)** administers the Community Services Block Grant (CSBG). The CSBG provides federal funds to states, territories, and tribes to support services that alleviate the causes and conditions of poverty in under-resourced communities. Tribes, territories, and over 1,000 local Community Action Agencies (CAAs) provide CSBG-funded services and activities including housing, nutrition, utility, and transportation assistance; employment, education, and other income and asset building services; crisis and emergency services; and community asset-building initiatives, among other things. Nationally, over eight-million individuals are served by CSBG funded programs annually.

FSSP is the cornerstone of the Agency family self-sufficiency plan. Over ten years ago, the Agency began offering the *Getting Ahead in a Just-Gettin'-By World (GA)* as an entryway to the program. GA consists of facilitated weekly sessions for people interested in moving themselves out of poverty and charting their own goals. Participants are solicited from Head Start parents, Emergency Services clients, and other social service agencies, and any other eligible people who have a desire to get ahead. This research-based initiative helps move people out of poverty. To date, over 400 people have graduated from the program and are taking steps to achieve financial independence.



MICHELLE HAWKINS
Family Support Services
Program Coordinator



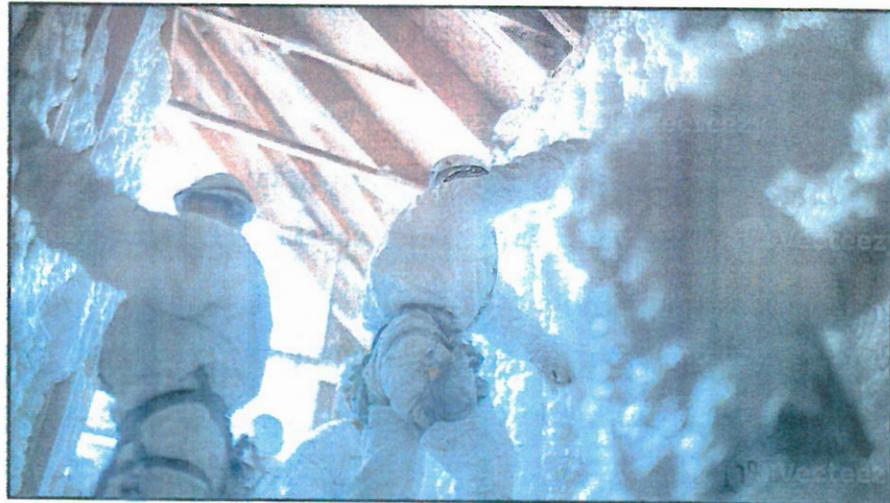
Weatherization Works in Florida

The Weatherization Assistance Program (WAP) is administered through Florida Commerce, Bureau of Economic Self-Sufficiency (BESS) Programs. Funding for the Weatherization Assistance Program comes from the U.S. Department of Energy (DOE) and the U.S. Department of Health and Human Services (HHS). The goal of WAP is to provide energy conservation measures to the low-income population. In order to meet this need, Florida Commerce contracts with local Weatherization Sub-recipients to administer WAP services.

Sub-recipients consist of non-profits, local governments, and Community Action Agencies (CAA's) from around the state. Agencies under contract to provide WAP services may use their own agency crews or private contractors to provide energy conservation measures. The local administrator is ultimately responsible for the quality of workmanship and effectiveness of services supplied.



TERRY MUTCH
Weatherization Program Manager



ADMINISTRATION

Last, but not least, the Agency Administration Department is the glue that holds it all together. The Administration team works with every department of the Agency, including the Board, to ensure the programs are able to meet the needs of the families we are commissioned to serve. The Administration Department includes the Office of the CEO, Human Resources and Financial Services.



NINA SELF
Interim CEO



MARGARET WATSON
Human Resources Manager

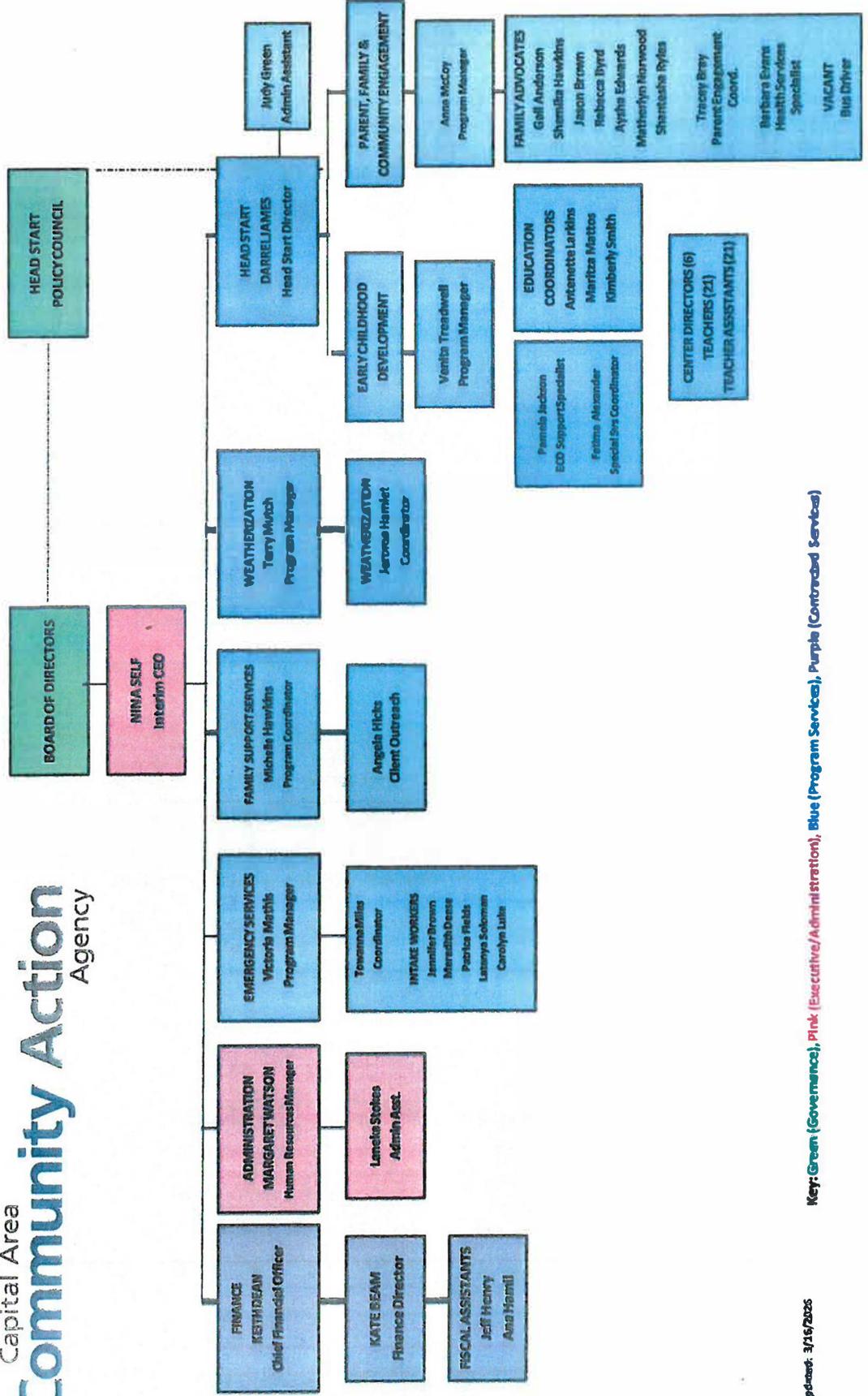


KEITH DEAN
Chief Financial Officer



KATE BEAM
Finance Director

AGENCY ORGANIZATIONAL CHART



WHAT DOES THE AGENCY NEED FROM ME?

YOUR TIME—Be present at meetings and Board events. Whether it is a regular Board meeting, Committee meeting or special meeting, your presence is needed to share your expertise. Your opinion counts as well as your presence for we can't conduct business without a quorum.

YOUR TALENT— You all have something to give. You chose to be on this Board because of your interest in the cause and to be a voice for your community. You have an excellent team of professionals working in your behalf, but we look to your talent, skill and contacts to help as we go about our mission.

YOUR TREASURES—Yes, we do need funding. We aren't asking you to fund the program from your pocket (although your donations are tax deductible.) But you do business with many vendors during the course of a day for your business and home needs. Share the Agency mission with them and ask them to contribute. It could be a contribution, a grant opportunity, or in-kind. All treasures are welcome.

YOUR COMMITMENT—Let staff know you support us in our efforts. Share information from your community that may be a resource for the Agency, or an outreach opportunity. The Agency should not be the "best kept secret". If you see positive media such as news articles please share them with us. If we are doing something good in your community please let us know. We love good feedback. We welcome you to volunteer with us at any outreach event.

The management team and staff thank you for sharing your time with the Agency. We look forward to great things to come.



Welcome to Capital Area Community Action Agency!!

Let's Finish Strong!

SLIM CHICKENS® *Fundraiser*

We're wrapping up our *Slim Chickens Fundraiser*
and we would love your support for our final two
Fridays!

Join Us:

 **Friday, March 20**
Friday, March 27

 **4:00 PM - 8:00 PM**

 **2441 N Monroe St**

Bring your family, grab a meal,
and help us continue
supporting our amazing
children and families.

 **Dine In • Drive-Thru • Takeout**

Don't forget to mention "Head Start" at checkout!

— **Every meal makes a difference**  —

