

Capital Area Community Action Agency

Board of Directors Meeting
Agenda
Tuesday, November 19, 2024 – 6:00 pm
Via Microsoft Teams

- I. Call to Order Shanetta Keel – Chair
- II. Agenda Approval
- III. Sign-In/Attendance/Introductions
- IV. Action – Recommendation for Review & Approval
 - A. Board Activity
 - i) Board Meeting Minutes – September 24, 2024
 - ii) Executive Committee Minutes – October 22, 2024
 - B. Financial Report Kate Beam
 - Narrative
 - Revenue & Expenditures Agency-wide
 - Balance Sheet
 - Revenue & Expenditures – major programs
 - Head Start Non Federal Share Match
 - Head Start Credit Card Activity
- V. Board Member Conversation - what's on your mind? Tim Center
- VI. Chief Executive Officer's Report Tim Center
 - i) Organizational Standards
- VII. Chief Operating Officer's Report Nina Self
 - Program Updates
- VIII. Chair's Report
- IX. Adjournment

Next Board of Directors Meeting 01/28/2025 – 6:00 pm – Microsoft Teams Video

Next Executive Committee Meeting 12/10/2024 - 5:30 pm – Microsoft Teams Video



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



Capital Area **Community Action** Agency

**Board of Directors
Meeting Minutes
September 24, 2024**

Members in Attendance:

Shanetta Keel, Chair
John Grant, Vice-Chair
Melissa Miller, Member-at-Large
Quincee Messersmith
Allen Jones
Carmen Connor

CACAA Staff:

Tim Center
Nina Self
Kate Beam
Margaret Watson
Darrel James
Gene Morris

The meeting was called to order at 6:06 p.m. by the Chair. A quorum was established.

The Chair asked members to introduce themselves.

The Chair entertained a motion to approve the agenda. Ms. Miller moved approval of the agenda. Ms. Messersmith seconded the motion. The motion was unanimously approved.

Ms. Watson corrected the meeting dates listed for November and December.

Annual Audit Presentation

Ms. Allison Harrell, Thomas Howell Ferguson, presented the audit of the financial statements of Capital Area Community Action Agency, Inc., (the Agency as of and for the year ended September 30, 2023 and 2022). Thomas Howell Ferguson issued an unmodified opinion. Ms. Harrell expressed that the firm considered the Agency's internal control over financial reporting as a basis for designing the audit, but not for the purpose of expressing our opinion on the financial statements.

Mr. Center spoke about the deficiency finding of the entity's internal controls and non-compliance of the Tri-partite Board members with Public Officials. Management reported that while the numbers of the Tri-Partite Board members are not always equal, the Agency strives to meet the spirit of the laws in its recruitment efforts.

As to the material weakness in internal control, the Agency will improve check and balances of accounting practices.

The Chair asked if the material weakness is continually repeated, or elevates, would the deficiencies be more of an issue, if not resolved? It really depends on what the issues are, but could be bumped to a significant deficiency and whether Thomas Howell Ferguson has time to fix the errors.

The Chair asked for a motion to approve the audit for September 30, 2023 and 2022. Mr. Jones moved approval of the audit. Mr. Grant seconded the motion. The motion was approved unanimously.

ACTION ITEMS

Approval of Minutes

The Chair entertained a motion to approve the minutes of July 23, 2024. Mr. Grant moved approval of the minutes. Ms. Miller seconded the motion. The motion was approved unanimously.

The Executive Committee Minutes of August 27, 2024, are being presented to the Board for review.

Board Member Seating

Mr. Center reported that Jasmine Smith, Principal at Oak Ridge Elementary School, has relocated for personal reasons. Ms. Smith submitted her resignation from the Board of Directors. Subsequently, after discussions to partner with Pineview Elementary School for our Getting Ahead Program, this opened up an opportunity to meet Ms. Carmen Connor, Principal at Pineview Elementary in Tallahassee. Ms. Connor introduced herself to Board.

The Chair entertained a motion to seat Ms. Connor on the Board of Directors. Ms. Messersmith moved approval to seat Ms. Connor on the Board. Ms. Miller seconded her motion. The motion was unanimously approved.

FINANCIAL REPORTS

Ms. Beam, Finance Director, presented the financial reports for the month ending July 31, 2024. She reported that the interim Agency financial statement narratives are broken out into major programs, and grants cross over the fiscal year with variances being noted with explanation. Ms. Beam reported to the Board that the Agency is within budget with Revenue and Expenditures, with a restricted net income.

Ms. Miller asked with LIHEAP at 35%, is this the Program target? At this point we would expect to be around 84% use of the budget and LIHEAP is at 64%. However, we had to slow down our spending since the full award is not released by Florida Commerce to cover all client assistance.

The Chair entertained a motion to accept the Financial Reports. Ms. Messersmith moved to accept the Financial Reports. Ms. Edgar seconded the motion. The motion was approved unanimously.

Annual Agency Budget

Ms. Beam presented the Annual Agency Budget for FY 2024-2025 from October 2024 through September 2025. The budget is an accumulation of all the program budgets put together so that you actually approve an agency budget annually. The annual budget is one of 52 Organizational Standards the Agency meets that is submitted to Florida Commerce in December. There was some discussion on all the programs including the smaller programs (Duke Energy, COT, and UNWBB).

The Chair entertained a motion to approve the Annual Agency Budget. Ms. Messersmith moved to approve the Annual Agency Budget. Mr. Grant seconded the motion. The motion was unanimously approved.

CEO REPORT

The Chief Executive Officer (CEO), presented the report for the month of September 2024. Board members were invited to the Agency picnic, October 5th at 11:00 a.m. – 2:00 p.m., at Tom Brown Park.

Former Board Member Lisa Edgar was presented with a clock for her years of service during a luncheon with Mr. Center."

Head Start

The Franklin Head Start Chapman building is operating, and all renovations were covered with the Head Start Supplemental Budget. We have a few more items that need to be repaired such as Mabry a/c unit. Our plan is to use some of those funds to meet those repair expenses. We continue to seek a brick and mortar location for

Jefferson Head Start. Ms. Edgar, former Board Member, has since been in touch with Duke Energy on the building purchase, along with the executives who are owners of a building close to Jefferson Head Start Center. We continue to be optimistic that a purchase/donation will happen in the near future.

Weatherization

The Agency is no longer the SHIP providers in Franklin County.

CSBG

Mr. Eugene Morris has been hired for the position of Family Support Services Manager for our CSBG Getting Ahead Program. His goal is to move the program to the next level providing greater service in the community.

CSBG Organizational Standards

The Agency is required to meet 52 CSBG Organizational Standards as required by the Florida Department of Commerce. The Annual Agency budget is one of 52 Organizational Standards required by the Florida Department of Commerce. The Organizational Standards are submitted in December.

Head Start Director – Recommendation

Mr. Darryl James was presented to the Board for approval for the position of Head Start Director. Mr. James is currently the Assistant Head Start Director. The Agency has brought before the Board the Succession Plan for the Agency which Mr. James will move into the role to replace Mr. Center. Once approved by the Board and Policy Council, the minutes will be sent to HHS for final approval.

The Chair entertained a motion to approve the hire of Mr. James, as the new Head Start Director. Ms. Messersmith moved approval. Ms. Miller seconded the motion. The motion was approved unanimously.

COO REPORT

The Chief Operating Officer (COO) presented the Summary of Programs for the month of September 2024. The Agency received \$2.9 million in LIHEAP funding from Florida Commerce for the 2024-2025 program year, which is 20% more funding than received for the prior year fiscal years. This funding restored the Agency to prior year's funding level.

Head Start

Renovations of the Old Chapman Building is complete and the new Franklin Head Start Center is up and running. We were given a provisional license from The Department of Children and Families for 30 days so that we could address the need for a fire monitoring system and playground. We have signed an MOU with ABC School for the use of the playground temporarily until a permanent solution is found.

Extended Day service is operating at South City, Royal, Renaissance and Jefferson Head Start Center.

Weatherization

The Agency finalized a contract with Gast International, LLC, to provide weatherization services to clients in the ten Suwannee River Counties. Six pre-inspections have been referred and four inspections are in progress. We anticipate homes currently in progress to be completed by the end of September.

We have completed the transition of the SHIP program back to Franklin County.

CSBG

Getting Ahead for the fall semester began August 20th with 36 participants. The classes are being held in Leon, Gulf and Calhoun counties. We have established a partnership with the Big Bend A.F.T.E.R. (A Fight to End Recidivism) reentry Coalition (BBARC) in Leon County which helps ex-offenders once they try to recycle back into the community.

The Program Services Manager Position has been filled. Six people interviewed for the position. Mr. Morris was the recommended candidate. He begins his new role Monday, October 1st. We are very excited.

CHAIR'S REPORT

The Chair thanked the Agency for the opportunity to travel to Seattle, Washington. She has changed her perspective on what the roles and responsibilities are for a Board member. The training sessions provided meaning to the mission for the Agency. Being in the room with people who are passionate about what they are doing such as tackling homelessness, school shooting and responding to tragedies, has changed my perspective as a Board member.

The Chair ask Board members to continue to recruit new members.

The meeting adjourned at 7:24 PM.

Secretary

Date

Capital Area Community Action Agency

Executive Committee
Meeting Minutes
October 22, 2024

Members in Attendance

Shanetta Keel, Chair
John Grant, Vice-Chair
Melissa Miller, Treasurer

CACAA Staff:

Tim Center
Nina Self
Keith Dean
Margaret Watson

The meeting was called to order at 5:42 p.m. by the Chair. A quorum was established.

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

ACTION ITEMS

The Chair entertained a motion to approve the minutes of August 27, 2024. Ms. Keel moved approval of the minutes. Mr. Grant seconded the motion. The motion was unanimously approved.

FINANCIAL REPORT

Mr. Keith Dean, Chief Financial Officer, presented the financial reports for the month ending August 31, 2024. He reported that the interim Agency financial statement narratives are broken out into major programs, and grants cross over the fiscal year with variances being noted with explanation. The Agency is within budget with Revenue and Expenditures, with a restricted net income.

Mr. Grant asked if all the variances are factored into the entire budget? Yes, we have a number of line-items that are underbudget, so the budgets will offset at the end of budget period.

The Chair entertained a motion to approve the Financial Report. Ms. Miller moved approval. Mr. Grant seconded the motion. The motion was unanimously approved.

Board Member Conversation – what's on your mind

The Chair introduced a new "Board Member Conversation" segment for members to raise additional topics or concerns related to the Board or Agency. Items can be submitted for inclusion in future agendas. We will share this new agenda item at the next Board meeting.

CEO REPORT

Mr. Center presented the CEO Report for the month October 2024. He reported that the Agency has engaged TKE Elevator to upgrade our elevator system to comply with new state regulations. The installation of required materials and equipment is expected to take place within a three-month timeframe, incorporating a new mandated safety feature for all elevators.

The Chair asked what line-item is elevator repair? Building and maintenance is the budget line-item. We budgeted in four major programs, and supplemental funds from Head Start will cover most of the cost for repair.

We are working with Florida Commerce and other agencies in discussion on hurricane recovery efforts.



United Way of the Big Bend

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We continue our meeting with CareerSource Capital Region, and FACA Organization.

Head Start

We continue our monthly calls with Region IV HHS Office Specialist and HHS Program Specialist, Ebony Cray who will approve to hire Darrel James as our Head Start Director. We have provided all the documentation to support approval from the Head Start Policy Council, and the Governing Board to approve the hire. We expect to receive an update in the next few weeks.

Facility Planning: A search is ongoing for a location for the Jefferson Head Start Center, with discussions underway with Duke Energy for a Community Investment building. No damage was reported from Hurricane Helene. The Center did not suffer any damage during Hurricane Helene. We were on a call yesterday with the Head Start Director in DC. There was a discussion on the extent of damage of the Hurricane, and how funding can be used. Suggestions on changing from a Center-based Center to a Home-based Center.

New Partnerships: Collaborations with Florida State University Student Center, Early Childhood Education Rebound and Recovery program, for kids to manage their emotions and reduce outbursts. Lastly, we are contracting with additional funding for South City Head Start Program.

Renovations: Franklin Head Start Center renovations are completed with a newly installed fire monitoring system.

Updates

Tim Center suggested testing AI transcription tools for meeting summaries, noting that while they may not capture motions, they could streamline future minutes.

Holiday Closures: Offices will be closed on November 27-29, for Thanksgiving and December 24-25 for Christmas.

Ms. Self, reminded the Board that the Survey Monkey will be sent by November 31, with responses due within a week.

CHAIR'S Report

No additional updates were reported by the Chair.

Meeting adjourned at 6:30 P.M.

**Financial Statement Narrative
For the Year Ending September 30, 2024
Capital Area Community Action Agency**

As of September 30, 2024, we have completed the fiscal year and we would expect the year-to-date actual expenses and revenue to be around 100% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 88% and 89% respectively with excess expenditures of \$87,987.

Non-Federal Share (NFS) Match at September 30, 2024, was \$862,245 of the \$891,480 target.

Expenditure Variances and Explanations

The Agency-wide Statement of Revenue and Expenditures tracks year-to-date progress by budget line item. Actual revenues and expenditures are compared to the original budget for each budget line item by amount and percentage.

Some budget line items may be below or above the expected percentage at any given point in the year. This can be caused by something as innocuous as the revenue or expense occurring unevenly at different points of time during the year, such as a one-time insurance payment. In other words, one twelfth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, explanations are provided. These explanations frequently feature the terms "over budget" or "over the budget benchmark". "Over budget" usually refers to situations where more has been spent in total than was allocated. It may also refer to unexpected expenses that will cause the line item to be overspent by year/grant end. "Over the budget benchmark" refers to items that are currently over what we would expect, if expense were incurred evenly each month. Usually, the items that are "over the budget benchmark" are not incurred evenly each month and are expected to be at or near what was allocated by year/grant end.

It is important to note that, while a specific line item may be over budget, the overall Agency budget should not be over budget. Adjustments are often made at the end of a grant or fiscal year to ensure that all budgets are balanced.

In Fiscal Year 2023-2024, more than half of all currently active grants have a grant period that differs from the Agency's fiscal year and only one of the Agency's largest grants are on the Agency's same fiscal year.

What this means is that the Agency-wide Statement of Revenue and Expenses has lost some of its effectiveness. While it is still a good way to judge overall performance such as total revenues, total expenditures and net income/(loss), it is less useful by budget line item with differing fiscal years.

To compensate for this issue, we have focused on the major programs' statements instead for individual line item budgets. This leaves us with the following variances:

**Financial Statement Narrative
For the Year Ending September 30, 2024
Capital Area Community Action Agency**

Agency Wide Variances

- Health Insurance and Life Insurance – are over budget with increased employee participation.
- Staff Screenings – are over budget with a number of recent new hires and compliance checks.
- Travel In Area - is over budget with more than anticipated travel required for outlying areas. This line item will probably go over budget by \$3000.
- Program Supplies - are over budget and will most likely go over budget by \$7000 due to increased paper product costs not associated with CCFP.
- Classroom Supplies – are over budget with an influx of a supplemental ELC program funds which have been spent 100% and an unbudgeted use of Head Start Covid funds.
- Kitchen Supplies – are over budget due to increased paper product costs. This budget line will go over budget by \$8 K based on current expenses.
- Medical/Dental Supplies - are over budget for the year. This is a relatively small budget number and the impact is minimal.
- Copies/Printing/Copier – is over budget with more expenses than anticipated including a large number of color copy overages.
- Contractual Services – Health/Disabilities is over budget with the work associated with yearly assessments and plans. This line item tends to level off during the summer months but will go significantly over budget.
- **Utilities – are over budget by 12% with higher than anticipated expenses for the year.**
- General Liability and Property Insurance – is over budget by \$5000 but no more expenditures should be added for this fiscal year.
- Communications - is over budget. Based on current monthly expenses, the total overage for 23-24 will likely be around \$40K.
- Repairs & Maintenance – Recurring – is over budget due to large repair costs being expensed Recurring instead of Non-Recurring. This budget line is expected to go over budget by a significant amount. Expenses in the two categories were over 200K last fiscal year therefore a 115K deficit is likely in this line item.
- Technology – is over the budget with a number of annual software expenses being paid in October as well as additional services being purchased for the FSS programs.
- Special Events - is over budget but offset by an overage in Special Events revenue.
- Expendible Equipment – is over budget due to a large purchase of equipment in WAP Infrastructure.
- Advisory/Board Member Expenses – are over budget with the Zoom expenses but should be not go over budget by more than \$2500.
- **Raw Food Cost – is over budget by 9% due primarily to increased food costs.**
- Legal Expenses – is over budget due to the DEO case.

**Financial Statement Narrative
For the Year Ending September 30, 2024
Capital Area Community Action Agency**

CSBG Variances

- Travel In Area – is over budget and will go over budget by about \$1500 based on current spending.
- Utilities – is over budget due to higher than anticipated costs.
- Communications – is over budget and is forecast to go over budget by \$7000 based on current accounts and spending.
- Repairs & Bldg Maintenance – Recurring - is over budget and is forecast to go over budget by \$6500 based on current accounts and spending.
- Client Assistance – is over budget due to DEO adjustments.
- Training and Technical Assistance / Staff Development – is over budget due to a number of training opportunities.

LIHEAP Variances

- Travel In-Area – is over budget and will go over budget by less than \$1K based on current spending.
- Copies /Printing/Copier Maintenance/Toner/Paper – is over budget due to a large purchase of toner and other copy supplies as well as overages.
- Postage and Delivery Expense – is over budget and will go over by \$1500 based on current spending.
- Utilities -are over budget due to higher than anticipated costs.
- General Liability and Property Insurance – is over budget due to the annual 25% down payment along with the first of nine regular payments. The insurance costs are forecast to be over budget by less than 3K.
- Communications – is over budget and will likely go over budget during the course of the grant by 8K based on current spending.
- Repairs & Building Maintenance – Recurring - is over the budget and will go over budget by \$3000 based on current spending.
- Equipment Maintenance –is over budget and is forecast to exceed budget by \$2700 based on current costs.
- Equipment Lease -is over budget and is forecast to exceed budget by \$1000 based on current costs.
- Technology – is over budget with the annual Fastrack subscription.
- Training and Technical Assistance / Staff Development – is over budget with additional training opportunities.

**Financial Statement Narrative
For the Year Ending September 30, 2024
Capital Area Community Action Agency**

WAP Variances and WAP Infrastructure

- Salaries & Wages / Fringe / Indirect Costs – are currently slightly over budget in WAP but significantly under in WAP Infrastructure. These numbers should offset.
- **Travel In Area – is slightly over budget in WAP Infrastructure but any overages will be negligible.**
- Office Supplies – is over budget in WAP Infrastructure with a number of unexpected expenses. The overage should be less than \$1000.
- Copies/Printing/Copier Maintenance/Toner/Paper – is over budget for WAP Infrastructure due to increased activity but the overage is negligible.
- **Contractual Services – Professional – is over budget with more than anticipated audit costs.**
- Utilities – are over budget in WAP and are forecast to go over by \$2000 based on current expenses.
- Rent – is over budget in WAP and is forecast to go over budget by \$6000 based on current costs.
- General Liability and Property Insurance – is over budget due to the annual 25% down payment along with the first of nine regular payments. The insurance costs are forecast to be over budget by 5K for WAP.
- Communications -is over budget in WAP and will go over budget by \$3000.
- Technology – is over budget for WAP with the purchase of the annual Fastrack subscription.
- Expendible Equipment – is over budget in WAP Infrastructure due to a large purchase of tools.

Head Start Variances

- Staff Screenings – is over budget due to several compliance screenings.
- Travel In Area - is budget due to increased travel required in Franklin Co. and Jefferson Co. This budget line is likely to go over budget by 6K.
- Office Supplies – are over budget with a large supply order. Additional supply orders should be carefully examined before purchase for the remainder of the fiscal year.
- Program Supplies – are over budget due to increased paper costs not associated with CCFP. This line item may go over by \$5000.
- **Classroom Supplies – are over budget with an influx of a supplemental ELC program funds which have been spent 100% and an unbudgeted use of Head Start Covid funds.**
- Medical / Dental Supplies – is over budget but should go over by less than \$500.
- Copies/Printing/Copier – is over budget and is forecast to go over budget by \$6500.

**Financial Statement Narrative
For the Year Ending September 30, 2024
Capital Area Community Action Agency**

- Postage and Delivery Expenses – is over budget but should stay under a \$500 deficit.
- Contractual Services – Health/Disabilities is significantly over budget with the work associated with yearly assessments and plans. This line item tends to level off during the summer months but will most likely end up \$90K over budget.
- General Liability and Property Insurance – is over budget due to the annual 25% down payment along with nine regular payments. Over the course of the year, this expense will go over budget by about \$2000.
- Communications – is over budget and likely to go over by \$18,000.
- Repairs and Maintenance – Recurring and Nonrecurring – are over budget for both Recurring and Non-Recurring repairs. Based on monthly spending the Repairs and Maintenance is forecast to exceed budget by 110K.
- Technology – is over budget with a number of annual software expenses being paid in October. This number is forecast to be over budget by \$12K.
- Fees, License and Permits- is over budget but the overage is insignificant to the total budget.
- Meetings/Workshops – is over budget but the overage is negligible.
- Advisory/Board Member Expenses – is over budget and forecast to go over budget by about \$700 based on current Zoom expenses.
- Raw Food – is over budget primarily due to increased food costs and forecast to go over by \$35K.

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Period Ending 9/30/2024**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
	100%				
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,418,099	4,427,677	9,578	100%
Government Contracts - STATE	4010	5,386,895	3,870,291	(1,516,603)	72%
Government Contracts - LOCAL	4020	113,149	125,581	12,432	111%
Grants - Other Not-for-Profits	4100	7,418	7,883	465	106%
Grants - All Other Sources	4120	3,500	27,904	24,404	797%
Contributions	4200	1,000	3,463	2,463	346%
Contributions- Restricted	4210	41,200	62,455	21,255	152%
Special Events	4300	2,000	3,840	1,840	192%
Commissions-Vending/Photo	4320	0	760	760	100%
Interest Income	4950	0	1,110	1,110	100%
Fringe Pool Revenue	4960	879,940	875,444	(4,496)	99%
Indirect Pool Revenue	4970	790,000	768,759	(21,241)	97%
Other Revenue	4995	1,000	103,841	102,841	100%
Total Revenue		<u>11,644,201</u>	<u>10,279,009</u>	<u>(1,365,192)</u>	88%
Expenditures					
Salaries & Wages	6010	3,437,577	3,311,811	125,766	96%
Fringe	6110	1,016,212	875,444	140,769	86%
FICA	6120	257,000	238,884	18,116	93%
Unemployment	6130	40,000	39,811	189	100%
Workers Compensation	6140	41,960	11,903	30,057	28%
Health Insurance	6150	407,900	457,118	(49,218)	112%
Life Insurance	6160	34,800	36,272	(1,472)	104%
Retirement	6170	60,000	49,434	10,566	82%
Staff Screenings	6180	737	1,373	(636)	186%
Indirect Costs	6210	818,995	777,160	41,836	95%
Travel - In Area	6310	7,850	11,112	(3,262)	142%
Office Supplies	6410	20,700	18,136	2,564	88%
Program Supplies	6415	22,697	29,363	(6,666)	129%
Classroom Supplies	6420	57,674	147,063	(89,389)	255%
Kitchen Supplies	6430	12,778	20,479	(7,701)	160%
Medical/Dental Supplies	6440	300	514	(214)	171%
Copies/Printing/Copier	6510	18,750	32,244	(13,494)	172%
Postage and Delivery Expense	6600	4,410	4,444	(34)	101%
Contractual Services/Professional	6710	348,251	341,062	7,189	98%
Contractual Services - Health/Disabilities	6715	201,437	279,227	(77,790)	139%
Rent/Space Cost	6810	384,374	334,480	49,894	87%
Utilities	6820	102,500	114,331	(11,831)	112%
General Liability and Property Insurance	6830	73,029	78,017	(4,988)	107%
Communications	6840	76,635	115,156	(38,521)	150%
Repairs & Bldg Maintenance- Recurring	6850	123,500	240,049	(116,549)	194%
Repairs & Bldg Maintenance - Nonrecurring	6855	18,615	16,041	2,574	86%
Equipment Maintenance	6910	27,000	27,786	(786)	103%
Vehicle Expense	6920	105,806	61,186	44,620	58%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Period Ending 9/30/2024**

Equipment Lease	6930	15,100	12,354	2,746	82%
Technology	6940	46,968	58,223	(11,255)	124%
Fees, Licenses, and Permits	7010	4,800	3,728	1,072	78%
Dues/Subscriptions	7020	16,846	15,267	1,579	91%
Special Events	7110	4,500	6,018	(1,518)	134%
Client Assistance	7210	3,131,409	2,146,985	981,597	69%
Equipment/Improvements (\$5,000 or more)	7310	171,843	55,357	116,486	32%
Expendable Equipment	7320	23,503	30,185	(6,682)	128%
Meetings/Workshops	7420	15,210	4,369	10,841	29%
Training and Technical Assistance/Staff	7435	282,064	75,533	206,531	27%
Advisory/Board Member Expenses	7440	3,081	5,303	(2,222)	172%
Advertising	7450	21,328	8,676	12,652	41%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	243,508	265,602	(19,267)	109%
Legal Expenses	7530	7,324	12,767	(5,443)	174%
Interest Expense	7610	1,000	0	1,000	0%
Bank Service Charges	7630	<u>2,180</u>	<u>(3,268)</u>	<u>5,448</u>	-150%
Total Expenditures		<u>11,713,351</u>	<u>10,366,996</u>	<u>1,346,355</u>	89%
Excess Revenue over (under) Expenditures		<u>(69,150)</u>	<u>(87,987)</u>	<u>(18,837)</u>	

**Capital Area Community Action Agency
Balance Sheet
For the Period Ending 9/30/2024**

		<u>Current Period Balance</u>
Assets		
Cash Operating Hancock Bank	1010	928,900
Health Insurance Imprest Account	1031	2,516
Cash-Sunshine State/The First - Micro Loan	1040	66,578
Petty Cash	1050	266
Cash-Hancock-HS Parent Activity	1060	1,057
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	19,118
Money Market Account - Hancock Bank	1080	29,714
Accounts Receivable	1100	172,584
Grants Receivable	1150	449,987
Prepaid Other	1310	1,990
Building	1600	245,000
Work In Progress	1630	67,368
Equipment	1650	950,092
Capital Lease	1660	1,021,369
Accumulated Depreciation - Building	1700	(95,478)
Accumulated Depreciation - Equipment	1750	(451,719)
Accumulated Amortization - Capital Lease	1760	(346,352)
Total Assets		<u>3,062,992</u>
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	101,125
Accrued Expenses - Other	2010	253,766
Accrued Wages	2040	13,795
Accrued Fringe Benefits	2060	328
Accrued Flexible Savings	2061	3,066
Accrued Health Insurance	2085	(10,587)
Accrued Other Health Insurance	2087	(1,142)
Accrued Life Insurance	2090	17,199
Accrued Retirement - Pre Tax	2095	6,468
Accrued Retirement - Post Tax	2096	928
Contract Advances	2100	123,853
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	135,063
Lease Payable	2360	360,061
Lease Liability Short Term	2361	332,908
Deferred Income	2400	42,619
Total Liabilities		1,386,527
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,439,554
Invested Property and Equipment	3020	<u>324,898</u>
Total Beginning Net Assets		1,764,452
Current Net Income		(87,987)
Total Net Assets		<u>1,676,464</u>
Total Liabilities and Net Assets		<u>3,062,992</u>

Capital Area Community Action Agency
CSBG Statement of Revenues and Expenditures
For the Period Ending 9/30/2024

	100%	Total Budget - Original	Current Year Actual	Total Budget Variance Original	%
Revenue					
Government Contracts - STATE	4010	586,851	545,124	(41,727)	93%
Total Revenue		<u>586,851</u>	<u>545,124</u>	<u>(41,727)</u>	93%
Expenditures					
Salaries & Wages	6010	251,940	218,589	33,351	87%
Fringe	6110	73,013	59,914	13,099	82%
Staff Screenings	6180	100	99	1	99%
Indirect Costs	6210	65,640	56,258	9,382	86%
Travel - In Area	6310	500	1,576	(1,076)	315%
Office Supplies	6410	7,000	1,403	5,597	20%
Program Supplies	6415	0	66	(66)	100%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	2,500	1,499	1,001	60%
Postage and Delivery Expense	6600	1,000	412	588	41%
Contractual Services/Professional	6710	4,177	3,969	208	95%
Rent/Space Cost	6810	54,711	55,558	(847)	102%
Utilities	6820	6,000	8,435	(2,435)	141%
General Liability and Property Insurance	6830	5,000	4,810	190	96%
Communications	6840	10,000	17,152	(7,152)	172%
Repairs & Bldg Maintenance- Recurring	6850	5,000	11,449	(6,449)	229%
Repairs & Bldg Maintenance - Nonrecurring	6855	2,500	0	2,500	0%
Equipment Maintenance	6910	2,500	2,428	72	97%
Vehicle Expense	6920	16,000	15,551	449	97%
Equipment Lease	6930	3,000	2,786	214	93%
Technology	6940	3,000	1,285	1,715	43%
Fees, Licenses, and Permits	7010	750	35	715	5%
Dues/Subscriptions	7020	7,255	6,982	273	96%
Client Assistance	7210	61,265	69,454	(8,189)	113%
Meetings/Workshops	7420	1,000	0	1,000	0%
Training and Technical Assistance/Staff Development	7435	1,500	4,892	(3,392)	326%
Advertising	7450	1,500	525	975	35%
Total Expenditures		<u>586,851</u>	<u>545,124</u>	<u>41,727</u>	93%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

Capital Area Community Action Agency
LIHEAP Statement of Revenues and Expenditures
For the Period Ending 9/30/2024

	100%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>2,453,943</u>	<u>2,047,048</u>	(406,895)	
Total Revenue		<u>2,453,943</u>	<u>2,047,048</u>	(406,895)	
Expenditures					
Salaries & Wages	6010	298,974	236,112	62,862	79%
Fringe	6110	86,643	61,471	25,172	71%
Staff Screenings	6180	125	0	125	0%
Indirect Costs	6210	77,894	60,112	17,782	77%
Travel - In Area	6310	250	465	(215)	186%
Office Supplies	6410	1,500	1,271	229	85%
Copies/Printing/Copier	6510	1,250	5,827	(4,577)	466%
Postage and Delivery Expense	6600	1,200	2,650	(1,450)	221%
Contractual Services/Professional	6710	6,947	4,851	2,096	70%
Rent/Space Cost	6810	53,822	36,256	17,566	67%
Utilities	6820	2,500	4,559	(2,059)	182%
General Liability and Property Insurance	6830	3,584	5,878	(2,294)	164%
Communications	6840	4,000	12,495	(8,495)	312%
Repairs & Bldg Maintenance- Recurring	6850	2,000	4,680	(2,680)	234%
Repairs & Bldg Maintenance - Nonrecurring	6855	1,000	0	1,000	0%
Equipment Maintenance	6910	1,000	3,348	(2,348)	335%
Equipment Lease	6930	1,100	2,430	(1,330)	221%
Technology	6940	500	2,362	(1,862)	472%
Fees, Licenses, and Permits	7010	0	150	(150)	100%
Client Assistance	7210	1,908,554	1,601,088	307,466	84%
Meetings/Workshops	7420	500	0	500	0%
Training and Technical Assistance/Staff	7435	500	1,044	(544)	209%
Advertising	7450	<u>100</u>	<u>0</u>	<u>100</u>	0%
Total Expenditures		<u>2,453,943</u>	<u>2,047,048</u>	<u>406,895</u>	83%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

Capital Area Community Action Agency
WAP Statement of Revenue and Expenditures
For the Period Ending 9/30/2024

	100%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>551,687</u>	<u>216,606</u>	<u>(335,081)</u>	39%
Total Revenue		<u>551,687</u>	<u>216,606</u>	<u>(335,081)</u>	39%
Expenditures					
Salaries & Wages	6010	67,496	88,268	(20,772)	131%
Fringe	6110	19,561	24,196	(4,635)	124%
Staff Screenings	6180	0	49	(49)	100%
Indirect Costs	6210	17,586	22,718	(5,132)	129%
Travel - In Area	6310	1,500	160	1,340	11%
Office Supplies	6410	1,500	183	1,317	12%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	1,000	1,043	(43)	104%
Postage and Delivery Expense	6600	500	185	315	37%
Contractual Services/Professional	6710	3,667	7,938	(4,271)	216%
Rent/Space Cost	6810	8,180	13,896	(5,716)	170%
Utilities	6820	2,000	3,809	(1,809)	190%
General Liability and Property Insurance	6830	4,445	9,447	(5,002)	213%
Communications	6840	2,000	5,129	(3,129)	256%
Repairs & Bldg Maintenance- Recurring	6850	1,000	227	773	23%
Equipment Maintenance	6910	1,500	981	519	65%
Vehicle Expense	6920	25,267	5,066	20,201	20%
Equipment Lease	6930	3,000	1,288	1,712	43%
Technology	6940	500	789	(289)	158%
Fees, Licenses, and Permits	7010	500	0	500	0%
Dues/Subscriptions	7020	500	0	500	0%
Client Assistance	7210	292,853	28,842	264,012	10%
Equipment/Improvements (\$5,000 or more)	7310	15,000	0	15,000	0%
Expendable Equipment	7320	2,500	829	1,671	33%
Training and Technical Assistance/Staff Development	7435	76,725	929	75,796	1%
Advertising	7450	<u>2,907</u>	<u>636</u>	<u>2,272</u>	22%
Total Expenditures		<u>551,687</u>	<u>216,606</u>	<u>335,081</u>	39%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

Capital Area Community Action Agency
WAP Infrastructure Statement of Revenues and Expenditures
For the Period Ending 9/30/2024

	100%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	1,026,382	323,815	(702,567)	32%
Total Revenue		<u>1,026,382</u>	<u>323,815</u>	<u>(702,567)</u>	32%
Expenditures					
Salaries & Wages	6010	168,292	88,986	79,306	53%
Fringe	6110	48,771	22,689	26,082	47%
Staff Screenings	6180	0	99	(99)	100%
Indirect Costs	6210	43,847	22,558	21,289	51%
Travel - In Area	6310	1,000	1,112	(112)	111%
Office Supplies	6410	1,000	1,535	(535)	153%
Copies/Printing/Copier	6510	500	1,097	(597)	219%
Postage and Delivery Expense	6600	250	0	250	0%
Contractual Services/Professional	6710	5,000	0	5,000	0%
Rent/Space Cost	6810	7,000	0	7,000	0%
Utilities	6820	1,000	0	1,000	0%
General Liability and Property Insurance	6830	5,000	4,495	505	90%
Communications	6840	500	346	154	69%
Repairs & Bldg Maintenance- Recurring	6850	500	0	500	0%
Equipment Maintenance	6910	500	0	500	0%
Vehicle Expense	6920	24,445	2,278	22,167	9%
Equipment Lease	6930	1,000	563	438	56%
Technology	6940	500	0	500	0%
Fees, Licenses, and Permits	7010	500	320	180	64%
Dues/Subscriptions	7020	0	135	(135)	100%
Client Assistance	7210	591,729	153,567	438,162	26%
Expendable Equipment	7320	2,500	13,812	(11,312)	552%
Training and Technical Assistance/Staff	7435	121,548	9,196	112,352	8%
Advertising	7450	1,000	1,027	(27)	103%
Total Expenditures		<u>1,026,382</u>	<u>323,815</u>	<u>702,567</u>	32%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	

**Capital Area Community Action Agency
Head Start Statement of Revenues and Expenditures
For the Period Ending 9/30/2024**

		100%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue						
Government Contracts - FEDERAL - DIRECT	4000	4,418,099	4,409,728	(8,371)	100%	
Other Revenue	4995	<u>0</u>	<u>83,597</u>	<u>83,597</u>	100%	
Total Revenue		<u>4,418,099</u>	<u>4,493,325</u>	<u>75,226</u>	102%	
Expenditures						
Salaries & Wages	6010	2,139,060	2,079,670	59,390	97%	
Fringe	6110	619,901	547,144	72,757	88%	
Staff Screenings	6180	412	1,101	(689)	267%	
Indirect Costs	6210	552,999	530,617	22,382	96%	
Travel - In Area	6310	2,000	7,650	(5,650)	382%	
Office Supplies	6410	6,200	10,979	(4,779)	177%	
Program Supplies	6415	21,598	28,705	(7,107)	133%	
Classroom Supplies	6420	19,345	91,799	(72,454)	475%	
Kitchen Supplies	6430	2,778	16	2,762	1%	
Medical/Dental Supplies	6440	300	514	(214)	171%	
Copies/Printing/Copier	6510	10,000	16,495	(6,495)	165%	
Postage and Delivery Expense	6600	460	914	(454)	199%	
Contractual Services/Professional	6710	24,000	18,259	5,741	76%	
Contractual Services – Health/Disabilities	6715	157,808	247,641	(89,833)	157%	
Rent/Space Cost	6810	233,301	209,238	24,063	90%	
Utilities	6820	85,000	92,287	(7,287)	109%	
General Liability and Property Insurance	6830	20,000	21,831	(1,831)	109%	
Communications	6840	55,000	72,916	(17,916)	133%	
Repairs & Bldg Maintenance- Recurring	6850	115,000	222,732	(107,732)	194%	
Repairs & Bldg Maintenance - Nonrecurring	6855	15,115	16,041	(926)	106%	
Equipment Maintenance	6910	18,000	18,518	(518)	103%	
Vehicle Expense	6920	35,594	35,439	155	100%	
Equipment Lease	6930	5,000	3,630	1,370	73%	
Technology	6940	26,934	38,710	(11,776)	144%	
Fees, Licenses, and Permits	7010	550	1,005	(455)	183%	
Dues/Subscriptions	7020	5,091	3,279	1,812	64%	
Special Events	7110	2,500	0	2,500	0%	
Client Assistance	7210	0	38	(38)	100%	
Equipment/Improvements (\$5,000 or more)	7310	154,343	55,357	98,986	36%	
Expendable Equipment	7320	0	847	(847)	100%	
Meetings/Workshops	7420	2,010	2,700	(690)	134%	
Training and Technical Assistance/Staff	7435	40,998	41,049	(51)	100%	
Advisory/Board Member Expenses	7440	681	1,339	(658)	197%	
Advertising	7450	10,921	5,787	5,134	53%	
Parent Activities	7460	1,200	0	1,200	0%	
Raw Food Cost	7510	34,000	69,078	(35,078)	203%	
Total Expenditures		<u>4,418,099</u>	<u>4,493,325</u>	<u>(75,226)</u>	102%	
Excess Revenue over (under) Expenditures		<u>0</u>	<u>0</u>	<u>0</u>		

**Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending September 30, 2024**

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		49,724			
Grants - Other Not for Profits		1,418			
In-Kind Revenue		591,277			
VPK/SR		219,827			
	891,480	862,245	97%	29,235	3%

Head Start Credit Card Expenses September 2024

<u>Vendor ID</u>	<u>Fund Code</u>	<u>GL Code</u>	<u>Activity Code</u>	<u>Effective Date</u>	<u>Expenses Transaction Description</u>
HANCOCK CC	1064	6410	255	9/27/2024	41.69 #6700 TIM CENTER VISA-HEAD START DOOR CHIME/SENSOR
HANCOCK CC	1064	6310	255	9/27/2024	66.00 #1596 DARREL JAMES VISA-GAS
HANCOCK CC	1064	6410	255	9/27/2024	64.49 #1596 DARREL JAMES VISA-USB-C CHARGER
HANCOCK CC	1064	6715	251	9/27/2024	50.00 #1596 DARREL JAMES VISA-STUDENT PHYSICAL-S.JONES
HANCOCK CC	1064	6920	255	9/27/2024	65.00 #1596 DARREL JAMES VISA-JUMP START BUS FORD E450
HANCOCK CC	1064	6920	255	9/27/2024	500.00 #1596 DARREL JAMES VISA-TOW 2 INTERNATIONAL BUSES FOR
HANCOCK CC	1064	6920	255	9/27/2024	250.00 #1596 DARREL JAMES VISA-TOW BUS FORD E450
HANCOCK CC	1064	7210	611	9/27/2024	38.00 #1596 DARREL JAMES VISA-BUS PASS
HANCOCK CC	1064	7435	255	9/27/2024	34.14 #1596 DARREL JAMES VISA-BARBARA EVANS AIRFARE
HANCOCK CC	1064	7435	255	9/27/2024	982.96 #1596 DARREL JAMES VISA-BARBARA EVANS AIRFARE
HANCOCK CC	1064	7435	255	9/27/2024	972.95 #1596 DARREL JAMES VISA-DARREL JAMES AIRFARE
HANCOCK CC	1064	7440	255	9/27/2024	219.90 #1596 DARREL JAMES VISA-ZOOM
HANCOCK CC	1064	6420	256	9/27/2024	134.88 #3248, FATIMA O ALEXANDER, VISA, HELMET
HANCOCK CC	1064	6180	251	9/27/2024	44.66 #5810, VENITA TREADWELL, VISA, 9/27/24, NIC STAFF SCREENING
HANCOCK CC	1064	6180	000	9/27/2024	25.00 ACCT #6496 VISAS MARGARET WATSON, FDLE KING
HANCOCK CC	1064	6180	000	9/27/2024	<u>25.00</u> ACCT #6496 VISAS MARGARET WATSON, FDLE YOUNG
				Total	<u>3,514.67</u>



**HANCOCK
WHITNEY**

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

MEMO STATEMENT

Account Number



Statement Date

08-27-24

Issued by Hancock Whitney Bank

TIM CENTER
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

** 0000001

Effective August 1, 2024, the address to mail your credit card payments will change to: Credit Card Center, PO BOX 86601, Charlotte, NC 28296-0601

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Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-01	07-30	24707804213030046725561	7399	EPCI-PANAMA CITY PANAMA CITY FL	M154.58 ✓
08-02	07-31	24426294214016020912708	5542	WORLD EQUESTRIAN CENTER F OCALA FL	M36.17 ✓
08-07	08-06	24055234220051336200460	9399	NIC-DEPT BUS & PROF R EGOV.COM FL	M125.00 ✓
08-14	08-13	24692164226107621001724	5942	AMAZON MKTPL*RU37H7OP2 AMZN.COM/BILL WA	M7.95 ✓
08-19	08-16	24692164229100306874144	5542	EXXON D&D # 200 MACCLENNY FL	M47.68 ✓
08-20	08-19	24011344232000076743408	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M319.90 ✓
08-21	08-20	24692164233103627231028	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN	M29.03 ✓
08-23	08-22	24906414235207369280827	4816	DNH*GODADDY#3257215620 480-5058855 AZ	M66.51 ✓
08-27	08-26	24692164239108800932403	4121	SQ *FLAT RATE 2430 DES MOINES WA	M70.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-24	[REDACTED]	
<p>CUSTOMER SERVICE CALL</p> <p>Toll Free 1-800-448-8812</p>		NEW PURCHASES AND OTHER CHARGES 856.74
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 856.74
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 20,000.00



**HANCOCK
WHITNEY**

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

MEMO STATEMENT

Account Number



Statement Date

08-27-24

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

** 0000001

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Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-02	08-01	24015144215011099361542	5542	GATE #1194 TALLAHASSEE FL	M50.00 ✓
08-05	08-02	24692164216108401041494	5499	SQ *PARTY CENTRAL PLUS IN TALLAHASSEE FL	M195.00 ✓
08-07	08-06	24011344219000062586199	4814	ZOOM.US 888-798-9666 WWW.ZOOM.US CA	M219.90 ✓
08-14	08-14	24055234227057824258921	4784	SUNPASS*ACC130378833 888-865-5352 FL	M3.08 ✓
08-20	08-19	24455014232141007219168	5411	WAL-MART #4620 TALLAHASSEE FL	M18.98 ✓
08-20	08-19	24431064233039896832658	5251	ACE HDWE APALACHICOLA FL	M21.46 ✓
08-20	08-19	24015144233015043289202	5542	GATE #1194 TALLAHASSEE FL	M41.00 ✓
08-21	08-19	24692164233103208328755	5200	LOWES #00417* TALLAHASSEE FL	M17.96 ✓
08-21	08-20	24692164233103716859739	5542	EXXON EXPRESS LANE #79 APALACHICOLA FL	M46.01 ✓
08-21	08-20	24431064234040495100579	5251	ACE HDWE APALACHICOLA FL	M48.27 ✓
08-21	08-20	24692164233103403106907	5462	SQ *SWEET BUNZ DONUTS LLC PORT ST JOE FL	M59.24 ✓
08-21	08-20	24431064234040495099672	5251	ACE HDWE APALACHICOLA FL	M92.21 ✓
08-21	08-20	24765014233064379414589	5046	BIG BEND RESTAURANT SUPP TALLAHASSEE FL	M178.30 ✓
08-22	08-21	24055234235065472109858	9399	NIC*-DCF-CARES EGOV.COM FL	M25.25 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-24	[REDACTED]	
CUSTOMER SERVICE CALL		
Toll Free	1-800-448-8812	NEW PURCHASES AND OTHER CHARGES 1,016.66
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,016.66
		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

08-27-24

Issued by Hancock Whitney Bank

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

** 000001

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Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-09	08-08	24445004222400238245152	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M167.76 ✓
08-13	08-12	24445004226600168281251	5331	DOLLAR GENERAL #16814 TALLAHASSEE FL	M7.50 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-24	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 175.26
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 175.26
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
WHITNEY**

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

MEMO STATEMENT

Account Number



Statement Date

08-27-24

Issued by Hancock Whitney Bank

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

** 0000001

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Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-05	08-03	24692164216108529187278	5814	PANERA BREAD #600984 O 850-216-1595 FL	M120.84 ✓
08-09	08-08	24692164221103276930809	8299	SQ *FRANKLIN COUNTY SCHOO GOSQ.COM FL	M75.00 ✓
08-09	08-08	24692164221103280680267	8299	SQ *FRANKLIN COUNTY SCHOO GOSQ.COM FL	M75.00 ✓
08-09	08-08	24692164221103305264448	8299	SQ *FRANKLIN COUNTY SCHOO GOSQ.COM FL	M75.00 ✓
08-09	08-08	24692164221103305267108	8299	SQ *FRANKLIN COUNTY SCHOO GOSQ.COM FL	M75.00 ✓
08-12	08-09	24055234223054308559805	9399	NIC*-AGENCY FOR HLTHCR EGOV.COM FL	M13.68 ✓
08-12	08-09	24164074222081007706508	5310	TARGET 00008441 TALLAHASSEE FL	M370.45 ✓
08-27	08-26	24492164240000005703417	8299	TEACHSTONE TRAINING WWW.TEACHSTON VA	M135.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-24		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 939.97
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 939.97
		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

08-27-24

Issued by Hancock Whitney Bank

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

** 0000001

STATEMENT MESSAGE

Effective August 1, 2024, the address to mail your credit card payments will change to: Credit Card Center, PO BOX 96601, Charlotte, NC 28296-0601

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
08-06	08-05	24492164218000031576793	5734	OPENAI *CHATGPT SUBSCR HTTPSOPENAI.CA	M20.00
08-09	08-08	24055234222053275966315	9399	NIC* - FDLE CCHINET EGOV.COM FL	M25.00
08-14	08-13	24801974227057961396847	8398	BIG BEND SHRM 229-254-1828 FL	M25.00
08-23	08-21	24239004235800014119864	9399	GREATER TALLAHASSEE CHAMB 850-2248116 FL	M500.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-24		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 570.00
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 570.00
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

Capital Area
Community Action
Agency

CHIEF EXECUTIVE OFFICER REPORT
NOVEMBER 2024

Administrative

- Open enrollment for employee benefits is underway. November is open enrollment and the new benefits year begins December 1.
- A complete elevator renovation is contract and materials have been ordered. This is to comply with new state regulations. Installation should take two weeks and begin in December.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Head Start –Franklin County Head Start had a problem with rodents and snakes. This has been addressed with sealing holes and traps. The County is helping with the costs.
- Monthly Head Start management calls with Region IV HHS Office Specialist with our HHS Program Specialist – Ebony Cray
- Still working on Jefferson Head Start Center replacement options. We are in touch with Duke Energy.
- Participated in a grant interview with FSU and the Stranahan Foundation for Rebound and Recovery – an emotional control curriculum for use in the classroom.

Impact: Redesigning entitlement programs toward more independent services.

Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region. I serve on the CareerSource Capital Region Board.
- Participated in FACA Board of Directors and Executive Committee Meetings.

Impact: Developing the infrastructure necessary to support the Agency mission

Resource Development

- Working on Duke Energy for Community Investment (building)

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

Out of Office

- November 25-26 - PTO
- December 23-January 3 - PTO



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Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
JANUARY	1.1	The organization will provide DEO with a roster showing members of the low income sector.	On going	N/A	Complete
	1.3	The organization provides each customer with a customer satisfaction survey to determine how well customers are being served.	On going	N/A	Complete
	2.1	The organization has demonstrated partnerships across the community with other anti-poverty organizations within the area by agreements and MOUs.	On Going	N/A	Complete
	2.3	The organization communicates to the community residence via the website. The website provides a list of programs the agency currently offers.	On Going	N/A	Complete
	2.4	The organization documents the number of volunteers and hours mobilized in support of its activities via sign in sheets.	On Going	N/A	Complete
MARCH	4.2	The Organization will complete, date and sign the Community Action Plan.	On going	12/15/2024	
	4.3	The Organization will complete, date and have Community Action Plan signed by the Certified ROMA trainer or trainer on staff.	On going	12/15/2024	
	4.4	The governing board will receive annual updates on success on strategies included in the Community Action Plan. The department managers provide updated reports every other month for review to the Chief Operating Officer to share with the governing board.	Annually	5/28/2024	Complete
	4.6	An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.	Every 2-years	N/A	Complete
	5.1	The organization's governing board is structured in compliance with the Community Service Block Grant (CSBG) Act according to the Boards Bylaws and Board Roster 1. At least one third democratically-selected representatives of the low-income community; 2. One-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interest in the community.	On Going	N/A	Complete

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	5.2	The organization's governing board has written procedures that document a democratic selection process for low-income board members according to the bylaws including procedure to document democratic selection.	On Going	N/A	Complete
	5.5	The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.	Maintain	N/A	Complete
	5.7	The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.	Maintain	N/A	Complete
	5.9	The organization's governing board receives programmatic reports at each regular board meeting.	Maintain	N/A	Complete
	6.5	The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.	Annually	5/28/2024	Complete
	7.2	The organization provides all new employees with a copy of the Employee Handbook; all staff are notified of employment changes.	Maintain	N/A	Complete
MAY					
	7.4	The governing board conducts a performance appraisal of the CEO/Executive Director within each calendar year.	Annually	7/1/2024- Evaluation completed 10/17/23	Complete
	7.5	The governing board reviews and approves CEO/Executive Director compensation within every calendar year.	Annually	7/1/2022 - 7/1/2025 Compensation	Complete
	7.6	The organization has a policy in place for regular written evaluation of employees by their supervisors.	Maintain	N/A	Complete
	7.8	All staff participates in a new employee orientation within 60 days of hire.	Ongoing	N/A	Complete

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	7.9	The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis. All participants will complete sign in sheets, received an agenda and training materials.	Maintain	N/A	Complete
JUNE	8.1	The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant within the allotted timeframe of 1 year.	Annually	N/A	Complete
JULY	8.2	All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate and board minutes will reflect the review of the audit.	Annually	N/A	Complete
	8.3	The organization's auditor presents the audit to the governing board.	Annually	N/A	Complete
	8.4	The governing board formally receives and accepts the audit to reflect the approval of the audit by the board.	Annually	5/28/2024 Board Approved Amended Audit	Complete
	8.12	The organization documents how it allocates shared costs through an indirect cost rate plan or through a written cost allocation plan.	Annually	N/A	Complete
SEPTEMBER	8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	Annually	N/A	Complete
	8.7	The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position and copies of the financial report will be provided.	Monthly	N/A	Complete
	8.8	All required filings and payments related to payroll withholdings are completed on time.	Bi-weekly	N/A	Complete

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	8.9	The governing board annually approves an organization-wide budget.	Annually	9/24/2024 Board Approval	Complete
	8.10	The governing board formally receives and accepts the fiscal policies that have been reviewed by staff, with changes to reflect the approval of the policies by the board.	Maintain	N/A	Complete
	8.13	The organization has a written policy in place for record retention and destruction.	Maintain	N/A	Complete
	9.1	The organization has systems in place to track and report client demographics and services customers receive via in house data base. The data base the agency is currently using is SHAH New Gen.	Ongoing	N/A	Complete
	9.2	The organization has a system or systems in place to track family, agency, and/ or community outcomes via the agency data base.	Maintain	N/A	Complete
	9.3	The organization has presented to the governing board for review or action within the past 12 months, an analysis of the agency's outcomes and operational programs, adjustments and improvements identified via minutes, notes and reports.	Annually	N/A	Complete
	9.4	The organization submits its annual Community Service Block Grant (CSBG) Information Survey (IS Survey) data report, and it reflects client demographics and organization-wide outcomes.	Annually	N/A	Complete

Capital Area Community Action Agency

MEMORANDUM

TO: TIM CENTER, CEO

FROM: Nina Self, COO

DATE: November 8, 2024

RE: COO Report for November 2024 Board Meeting

Department updates are as follows:

Emergency Services

- The agency received \$250,000 from the U.S. Department of Health and Human Services for Hurricane Helene Weather Relief Assistance. We can use the funds in the eight counties that we serve to assist low-income households in meeting their home energy costs, install or reconnect heating/cooling equipment, or to restore power lost due to Hurricane Helene. The timeframe to use funds is from September 23, 2024, through November 22, 2024.
- We are still recruiting for an Intake Specialist for Leon County. We have interviewed several candidates but have been unsuccessful in filling it.

Family Support Services

- We are planning the fall semester Getting Ahead transition programs. The Leon County program will be Thursday, December 12, 2024, at the Capital City Country Club beginning at 6:00 p.m. There will also be a transition program in Calhoun County for the participants of that class. Date, time and location for that program is TBA.
- The selection committee interviewed six people for the Family Support Services Program Manager position. Eugene Morris was the candidate selected, and started on September 30, 2024. He was employed in our Weatherization Department. Eugene brings a wealth of experience in communications, social service and community outreach in working with the Florida Department of Corrections and Department of Juvenile Justice for many years. We welcome him to our team.



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Weatherization

- We have completed 43 of the 103 contracted units for our original eight counties. There are 12 additional units in progress and 91 have been pre-inspected.
- Our contractor, Gast International, LLC, has completed the first four homes in the Suwannee County area, with another five in progress. The projected total units are 43.

Head Start

- Staff completed the first CLASS (Classroom Assessment Scoring System) assessment for this school term in October. CLASS is the measure used to indicate teacher and child interactions in the classroom setting. Three assessments are performed annually. The agency has five CLASS Certified Observers. Congratulations to Antenette Larkins, Maritza Mattos, Kimberly Smith, Carol Jones and Venita Treadwell for successfully passing the Teachstone CLASS Observers Recertification.
- Extended Day VPK service at South City Head Start was discontinued at the end of October. This was due to an old violation that occurred five years ago that suspended our eligibility. Some of the families were able to continue receiving extended day service through School Readiness. Our suspension will end at the end of this school year, and we will reapply for VPK for South City in the fall of 2025.

Human Resources

Current Vacancies:

- Two Teacher Assistants
- Intake Specialist

Agency Holiday Closures

Thanksgiving – *November 25 – 29* – Head Start students and center staff
November 27 – 29 – Main Office and Remote Offices

Winter Holidays – *December 23* – January 3, Head Start students and center staff
January 6 – Teachers Return for Teacher Planning Day
January 7 – Students Return

December 24 – 25 – Main Office and Remote Offices Closed

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 10/31/24

PROGRAMS:	Getting Ahead	Staying Ahead	Emergency Services	
			County	County %
	Fall GA Enrollment	Active Participants	# Households Served YTD*	
Calhoun	13	5	20	7.33%
Franklin	0	10	17	6.23%
Gadsden	0	2	13	4.76%
Gulf	6	6	16	5.86%
Jefferson	0	0	10	3.66%
Leon	8	10	181	66.30%
Leon BBARC	9	0	N/A	N/A
Liberty	0	5	8	2.93%
Wakulla	0	2	8	2.93%
TOTALS	36	40	273	100.00%

*Fiscal Year 10/1/24 - 9/30/25

HEAD START 2024 - 2025 Registrations # of Students Registered @ 10/31/24	Franklin	Jefferson	Mabry	Renaissance	Royal	South City	Total
	17	33	66	50	57	148	371
# of Vacancies over 30 days	0	0	0	0	0	0	0
Funded Enrollment	17	40	66	50	57	148	378
Center Enrollment %	100.00%	82.50%	100.00%	100.00%	100.00%	100.00%	98.15%

<u>Disability Services</u>	
Students with IEP's	12
IEP's Pending	9
In Compliance?	On track

<u>Average Daily Attendance (ADA)</u>		
Required %	85%	
% for August 2024	94%	
Requirement met		

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 10/31/24

Weatherization at-a-Glance

County	2023 - 2025 WAP Contracted Units				
	Projected	Pre-Inspected	In Progress	Completed	
Calhoun	7	5	2	1	
Franklin	3	3	1	0	
Gadsden	17	23	1	12	
Gulf	3	5	1	4	
Jefferson	3	4	0	4	
Leon	62	46	5	22	
Liberty	1	2	1	0	
Wakulla	7	3	1	0	
TOTALS	113	91	12	43	41.75%

NOTE: WAP Contracts are 7/1/23 - 9/30/25

FY 2023 - 2024 Suwannee River Counties

County	2023 - 2024 Suwannee River Contract Units			
	Projected	Pre-Inspected	In Progress	Completed
Bradford	4	2	2	0
Columbia	11	3	0	3
Dixie	4	1	1	0
Gilchrist	2	0	0	0
Hamilton	4	1	0	1
Lafayette	1	0	0	0
Madison	5	0	0	0
Suwannee	5	0	2	0
Taylor	5	0	0	0
Union	2	0	0	0
Total	43	7	5	4

**Capital Area Community Action Agency
Family Support Services Monthly Report
November 5, 2024**

- On Oct. 16, staff attended a disaster recovery coordinating meeting to assist victims of Hurricanes Helene and Milton. Other agencies in attendance were the Department of Highway Safety and Motor Vehicles, Department of Children and Families and the Department of Business and Professional Regulation.
- On Oct. 16, staff nominated five clients from Getting Ahead classes to receive assistance from the Christmas Connection for the holidays.
- On Oct. 28, staff met with the City Manager and other government officials in the City of Quincy to discuss providing utility assistance to residents who are experiencing high utility bills. We also discussed recruiting Quincy residents to attend a 2025 Getting Ahead class.
- On Oct. 31, staff informed clients in Leon, Calhoun and Liberty Getting Ahead classes and the Big Bend After Re-Entry Coalition classes of employment opportunities that are available through the Federal Emergency Management Agency (FEMA) to assist area residents with hurricane recovery efforts.
- Currently, Family Support Services are serving 20 clients in Getting Ahead classes in Leon and Gulf counties with another 24 clients in Staying Ahead classes in Leon, Wakulla, Gulf and Franklin counties.
- On Nov. 13, staff will attend a Re-Entry fair for inmates at the Gadsden Correctional Facility.
- On Nov. 15, staff will attend a virtual 1-hour Getting Ahead consulting session led by Phil DeVol, Getting Ahead author.
- On Nov. 20, staff will attend a Homeless Outreach event for residents at the Kearney Center in Tallahassee. At the event, clients will receive lunch, haircuts and access to provider services.

Getting Ahead/Staying Ahead Outcomes

- A Staying Ahead client from Calhoun County volunteered to assist hurricane victims in that community.
- A Staying Ahead client from Gulf County was approved for Financial Aid to begin elementary education studies in January at Gulf Coast State College.
- A Calhoun Getting Ahead client obtained permanent housing. She was homeless when she began the program and now she has a home and is receiving Social Security benefits.
- A Leon County Staying Ahead client continues to follow her probation order. She is working on an early termination from probation.
- A Leon County Staying Ahead client is currently attending school to get her certification for Message Therapy and Facial Therapy. She has purchased a vehicle and paid it off.
- A Gadsden County Staying client must receive dialysis treatments 3 times a week. He is working to obtain a trade through Career Source.
- A Leon Staying Ahead client is currently enrolled in Goodwill's Certified Nursing Assistance Program and also is enrolled in Goodwill's Career Campus Program. In addition, she has obtained her LLC from the State of Florida.

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for October 2024 – *Emergency Services*
DATE: November 4, 2024

National Performance Indicator

Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential By Strengthening Family and Other Supportive Environments. This report started October 1, 2024 and will end September 30, 2025.

Low Income Home Energy Assistance Program

Below is the total unduplicated number of households/individuals served for October 2024.

County	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	April 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	County
Calhoun	20/41												20/41
Franklin	17/39												17/39
Gadsden	13/36												13/36
Gulf	16/40												16/40
Jefferson	10/23												10/23
Leon	181/516												181/516
Liberty	8/20												8/20
Wakulla	8/17												8/17
Total	273/732												273/732

Additional information listed below:

Number of Single Parents assisted.

Female	255
Male	175
Total Emergency Services Utility Assistance (from Donated Funds) = 50 / 100	



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Capital Area Community Action Agency

MEMORANDUM

FROM: Terry Mutch

RE: Weatherization Assistance Program

DATE: November 1, 2024

As of November 1, 2024, 91 homes were pre-inspected. Of the 91 homes, 55 homes were released to contractors, with 43 homes being completed and 9 homes currently in progress. 3 homes are on hold due to client issues (illness, personal). 15 homes were deferred. The remaining homes are being processed for contractor release.

The Agency has secured contracts with Gast International LLC and Resipro to provide weatherization inspection and contractor services for the territory previously service by Suwannee River Economic Council. To date, 9 homes have been pre-inspected and released to the contractor and 4 have been completed and 4 are in progress. 1 home has been deferred.

Weatherization CACAA – All Funding Sources (As of November 1, 2024)

County	2023-24 Contract Units Projected*	2023-2024 Contract Units Pre- inspected	2023-2024 Contract Units In progress	2023-24 Contract Units Completed
Calhoun	7	5	2	1
Franklin	3	3	1	0
Gadsden	18	23	1	12
Guif	3	5	1	4
Jefferson	3	4	0	4
Leon	62	46	5	22
Liberty	1	2	1	0
Wakulla	7	3	1	0
Total	103	91	12	43



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Weatherization SREC – All Funding Sources (As of September 1, 2024)

County	2023-24 Contract Units Projected*	2023-2024 Contract Units Pre-inspected	2023-2024 Contract Units In progress	2023-24 Contract Units Completed
Bradford	4	2	2	0
Columbia	11	3	0	3
Dixie	4	1	1	0
Gilchrist	2	0	0	0
Hamilton	4	1	0	1
Lafayette	1	0	0	0
Madison	5	0	0	0
Suwannee	5	0	2	0
Taylor	5	0	0	0
Union	2	0	0	0
Total	43	7	5	4

Capital Area Community Action Agency

MEMORANDUM

TO: Nina Self, COO
FROM: Venita Treadwell, Early Childhood Development Manager
RE: Board Report
DATE: November 4, 2024

CLASS (Classroom Assessment Scoring System) Scores are attached to this memo. CLASS is the measure used to indicate teacher and child interactions in the classroom setting. Three assessments are performed annually. The first assessment gives a baseline score to be compared to the requirement as set by Head Start. The first assessment period was completed in October. Head Start standards are increasing to the following scores:

Emotional Support is increasing to a score of "6"

Classroom Organization is increasing to a score of "6"

Instructional Support is increasing to a score of "4"

We are approaching the Emotional Support and Instructional Support Requirements by less than 1 point. Classroom Organization is one (1) point below the new increase. The new increase is to take effect in 2025. This data informs us that coaching and technical assistance in the area of Classroom Organization will be high on the priority list before our next observations take place. Also, teaching staff will now be scheduled to receive the assistance they need based on their CLASS scores. Coaches will determine the level of support staff are to receive.

Congratulations to our CLASS Certified Observers; Antenette Larkins, Maritza Mousa, Kimberly Smith, Carol Jones and Venita Treadwell, for successfully passing the Teachstone CLASS Observers Recertification.

STAFF VACANCIES: 2 – Assistant Teachers
COVID REPORTS: None at this time
DCF INSPECTIONS: Franklin County Head Start – In-Compliance
Jefferson County Head Start – In-Compliance
Louise B. Royal Head Start – In-Compliance



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Family and Community Engagement Manager

Monthly Monitoring Report – October 2024

Program Status

- Enrollments for the **2024-25** school year:
 1. Franklin County Head Start - **17 of 17** families enrolled
 2. Head Start @ Renaissance Academy - **50 of 50** families enrolled
 3. Jefferson County Head Start - **33 of 40** families enrolled
 4. Louise B. Royal Head Start - **57 of 57** families enrolled
 5. Mabry Street Head Start - **66 of 66** families enrolled
 6. South City Head Start - **148 of 148** families enrolled
- **371 of 378 (98%)** families are enrolled for Head Start for the **2024 – 2025 School Year**.

Policy Council

- Policy Council was held in October. Policy Council training for the new Policy Council was also held in October.

Family and Community Engagement Activities

- Policy Council
- Team meetings
- Recruitment Activities

Transportation

- Repair on Toyota Camry

Children Health Requirements

Immunizations and Physical examinations	341 Immunizations 340 Physical Examinations
Established medical homes	302
Established dental homes and received dental exams	242 Dental Homes 226 Dental Exams
Hearing screenings	345
Vision screenings	361
Vision Referrals	0

Nutrition

- Breakfast 3,942
- Lunch 3,984
- PM Snacks 3,89

Non Federal Share Match

- \$45,751.71

Disability Numbers

- 12IEPs
- 9 Pending IEPs

Corrective Action and Follow Up

- **Family Advocate Duties:** Training continues for this requirement is underway. Family Advocates are being trained by Anna McCoy, Family and Community Engagement Manager.
- **Focus Area Two (FA2) Monitoring Response:** We continue to await the response from the Office of Head Start on our submission of our Health and Safety corrections concerning health screenings. We have also requested T/TA support for this school year with screenings.
- **COVID-19 Policy and Procedure:** Community Action Head Start has returned to a normal Head Start experience, but a limited Preventative Precautions list is still being used. No cases of COVID were reported for August 2024.
- **Funded Enrollment:** The program is at 98% of its funded enrollment.
- **Facilities:** The program in Franklin County has relocated and we now have our permanent license for the head start center. We continue to wait an answer from Duke Energy in Jefferson County to relocate our head start center in their building.
- **Extended Day:** We had to discontinue our VPK services at South City Head Start, but some families were able to move over to School Readiness for Extended Day.
- **Technical Assistance / Training:** Pre Service Training was conducted for all returning employees prior to the opening of school.

Strengths

- Franklin County Head Start received permanent license
- Average Daily Attendance met for the month at 85%, for all head start centers combined. Franklin County Head Start had the highest Average Daily Attendance with 94%.
- The Program is fully staffed

Areas of Concern

- Awaiting notice of the Corrective Action submitted to the Office of Head Start concerning the Areas of Non Compliance on our FA2 review
- Jefferson County and South City locations

Capital Area
Community Action
Agency

MEMORANDUM

TO: Tim Center, Chief Executive Officer
FROM: Margaret Watson, Human Resources Manager
RE: Summary Report for Human Resources Department
DATE: November 4, 2024

Summary Report for the Human Resources Department for the month November 2024.

- 2024-2025 Employee Open Enrollment period, November 1-15, 2024.
- Preparing documents for upload to the Florida Commerce NewGen Organizational Standards Module – due December 15th.
- Completed 2024 Salary and Benefits Survey for Head Start.
- Completed Worker's Compensation Audit.
- Working with Head Start team on updating the Head Start Policies and Procedures.
- Maintain regularly scheduled Big Bend SHRM monthly meetings.
- Continue trainings in HR.

Current vacancies:

2 – Head Start Teacher Assistants

1 – Intake Specialist



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