

# Capital Area Community Action Agency

Board of Directors Meeting  
Agenda  
Tuesday, July 22, 2025 – 6:00 pm  
Via Microsoft Teams

I. Call to Order	Shanetta Keel – Chair	
II. Agenda Approval		Page
III. Sign-In/Attendance/Introductions		
IV. Action – Recommendation for Review & Approval		
A. Board Activity		
i) Board Meeting Minutes – May 27, 2025		2
ii) Executive Committee Minutes – June 24, 2025		
iii) Board Member Seating: Eddie Fields, Gulf County Senior Citizens Association, Inc.		8
iv) Board Member Seating: Jeannie Fortune, Gulf County		
B. Financial Report	Kate Beam	15
• Narrative		
• Revenue & Expenditures Agency-wide		
• Balance Sheet		
• Revenue & Expenditures – major programs		
• Head Start Non Federal Share Match		
• Head Start Credit Card Activity		
C. Board Member Conversation – what’s on your mind?	Shanetta Keel	
V. Chief Executive Officer’s Report	Tim Center	37
VIII. Chief Operating Officer’s Report	Nina Self	39
• Program Updates		
VIII. Chair’s Report		
IX. Adjournment		

**Next Board of Directors Meeting 09/23/2025 – 6:00 pm –Microsoft Teams Video**

**Next Executive Committee Meeting 08/26/2025 - 5:30 pm – Microsoft Teams Video**



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# Capital Area **Community Action** Agency

## **Board of Directors Meeting Minutes May 27, 2025**

### **Members in Attendance:**

Shanetta Keel, Chair  
John Grant, Vice-Chair  
Allen Jones  
Carmen Connor  
Melissa Miller

### **CACAA Staff:**

Tim Center  
Nina Self  
Keith Dean  
Margaret Watson  
Darrel James

The meeting was called to order at 6:07 p.m. by the Chair. A quorum was established.

### **ACTION ITEMS**

#### **Approval of Minutes**

The Chair entertained a motion to approve the minutes of March 25, 2025. Mr. Grant moved approval of the minutes. Ms. Miller seconded the motion. The motion was approved unanimously.

The minutes from the Executive Committee meeting held on April 22, 2025, were presented to the Board for review.

#### ***Board Member Seating***

Mr. Center welcomed Mr. Akhenaton Thomas, appointed by City of Tallahassee City Commissioner Curtis Richardson's office, and announced the appointment of Wakulla County Commissioner Valerie Russell, as public sector representatives to the Board of Directors. He reminded the Board of the tri-partite structure, with one-third representation from the low-income communities served, one-third from the private sector, and one-third from the public sector through public elected officials or their designees.

The Chair asked members in attendance to introduce themselves.

The Chair asked for a motion to seat Mr. Thomas on the Board. Mr. Jones moved approval to seat Mr. Thomas on the Board. Mr. Grant seconded the motion. The motion was approved unanimously.

#### ***FINANCIAL REPORTS***

Mr. Dean, Chief Financial Officer, presented the financial reports for the month ending March 31, 2025. He reviewed the financial reports showing revenues, expenses, and net income. The financial report was accepted.

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

### **Board Member Conversation**

The Chair opened the floor for any questions or concerns from Board members. The Chair also acknowledged that Mr. Center's current three-year contract is set to conclude on June 30<sup>th</sup>.

### **CEO REPORT**

The Chief Executive Officer (CEO), presented the report for the month of May 2025. He shared that the Agency is contracting with UPHS to facilitate the Team Building and Professional Development Coaching, and reminded the Board of the upcoming Strategic Planning meeting scheduled for Saturday, June 21, 2025.

The Agency is undergoing its annual audit from James Moore. The Agency has not yet received its monitoring report from Florida Commerce related to the January 2025 review.

### **Federal Funding Concerns**

Mr. Center discussed proposed and rumored federal cuts to Head Start, LIHEAP, CSBG, and Weatherization funding, highlighting the potential impact on community action agencies. He shared that Head Start was not eliminated in the skinny budget, both LIHEAP and CSBG proposed elimination. Federal funds for programs like LIHEAP, Weatherization, and CSBG are appropriated by the state legislature to Florida Commerce, which is heavily reliant on federal funding. Efforts are being made to spend down funds to avoid returning them to the federal government, which would indicate a lack of demand for services. The new federal grant managements require narratives explaining the use of federal funds.

Mr. Center also reported on concerns raised by Florida Commerce regarding HHS guidance on mortgage interest payments through Holdings rent revenue. A waiver has been requested.

The Chair inquired if this would result in additional monies to be paid back to the state? Mr. Center stated that there is a possibility of owing the state funds.

### **Managing Increased Workload**

The agency is processing a higher volume of applications to meet the deadline for spending LIHEAP funds. All staff are involved in processing applications to ensure funds are spent to meet the deadline date.

**COO Report**

The Chief Operating Officer (COO) presented the Summary of Programs for the month of May 2025. She gave an update on the Promise Data Management processing system, reporting that LIHEAP is working through the ongoing improvements the application process. To support these efforts, LIHEAP has solicited the assistance of the CSBG Case Managers to assist with processing to spend over \$3 million before June 30, 2025.

No updates have been received regarding the release of Weatherization Program Infrastructure funds from the U.S. Department of Energy for FY24/25.

The Family Support Services Department is revamping, and retraining staff to improve efficiency, and customer service. Disc Village classes are scheduled to end, and the transition ceremony is tentatively scheduled for June 9, 2025. All FSSP staff attended the Florida Association of Community Action Agencies (FACA) Conference May 12-16, 2025. The conference provided training on ROMA and discussed issues with the new data management system for LIHEAP.

Transition ceremonies for Head Start students are scheduled, and recruitment for teaching vacancies is ongoing. Head Start is successfully transitioning students and preparing for the next academic year.

**CHAIR'S REPORT**

The meeting adjourned at 7:02 PM.

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\_\_\_\_\_ Date

# Capital Area **Community Action** Agency

## **Board of Directors Meeting Minutes June 24, 2025**

### **Members in Attendance**

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

### **CACAA Staff:**

Tim Center  
Nina Self  
Kate Bean  
Margaret Watson

The meeting was called to order at 5:35 p.m. by the Chair. A quorum was established.

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

### ***ACTION ITEMS***

#### **Approval of past minutes**

The Board reviewed and approved the Executive Committee Minutes of April 22, 2025. Ms. Thomas moved approval of the minutes. Ms. Connor, seconded the motion. The motion was unanimously approved.

#### ***Board Member Seating and Reappointment***

Mr. Center introduced potential Board members to the Board, noting that both Board members were appointed by their respective commissions. The Chair asked members in attendance to introduce themselves. Mr. Center reminded the Board that Ms. Messersmith termed on the Board, as a result Ms. Russell was voted by the commission to represent Wakulla County Commission.

The Chair asked for a motion to seat Ms. Valerie Russell and Mr. Steve Lanier. Mr. Thomas made a motion to approve seating Ms. Russell and Mr. Lanier on the Board. Ms. Connor seconded the motion. The motion was unanimously approved.



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Mr. Center reported that the terms of Mr. Grant and Ms. Miller had ended. The Chair entertained a motion to reappoint Mr. Grant to the Board. Mr. Thomas moved approval to reappoint Mr. Grant to the Board. Mr. Jones seconded the motion. The motion was unanimously approved.

The Chair entertained a motion to reappoint Ms. Miller to the Board. Mr. Grant moved approval to reappoint Ms. Miller to the Board. Mr. Thomas seconded the motion. The motion was unanimously approved.

### ***FINANCIAL REPORTS***

Ms. Beam, Finance Director, presented the financial reports for the month ending April 31, 2025. 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. Noting that the Agency is within budget with Revenue and Expenditures, with a restricted net income. The financial reports were accepted.

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

### **FloridaCommerce 25-26 Umbrella Agreement**

Mr. Center presented the Florida Commerce Umbrella Agreement, effective July 1, 2025, through June 30, 2026. The agreement outlines agency services in its eight-county region and includes funding for the Low-Income Home Energy Assistance Program (LIHEAP), Weatherization Assistance Program (WAP), and Community Services Block Grant (CSBG), all funded through federal sources administered by Florida Commerce.

The Chair entertained a motion to approve the FloridaCommerce 25-26 Umbrella Agreement. Mr. Grant moved approval. It was seconded by Mr. Thomas. The motion was unanimously approved.

**Board Member Conversation – what’s on your mind**

**Strategic Planning**

Questions were raised regarding the upcoming Strategic Planning meeting and the associated survey. The strategic planning meeting is tentatively scheduled for Saturday, August 2<sup>nd</sup>. There was interest in reopening the survey to allow those who were unable to participate initially.

***CEO REPORT***

Mr. Center presented the CEO report for the month June 2025, provided detailed updates on various agency operations, including grant funding, Board development, internal team building with United Partners (UPHS), financial audits, facility maintenance, resolution of financial matters, new Head Start developments, LIHEAP funding and potential impacts of the federal budget.

Board orientation will be scheduled in the next few weeks, as Board recruitment continues as a CSBG tripartite requirement.

Mr. Grant inquired on the status of the budget? It was reported that the House passed the bill, which included tax cuts and proposed elimination of funding for LIHEAP, Community Service Block Grant (CSBG), and Weatherization Program. The Agency awaits the finalized federal budget legislation.

***Board Chair’s Report***

The Board Chair reminded the Board that the CEO’s Contract will be discussed immediately following the Executive Committee Meeting.

Meeting adjourned at 6:20 P.M.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

# Capital Area Community Action Agency

## Board of Directors Prospect Questionnaire

Please complete the following information for consideration by the Nominating Committee for the Board of Directors.

Name Eddie Fields  
Organization Gulf County Senior Citizens Association, Inc.  
Position Title Executive Director  
Address 120 Library Drive  
City Port St. Joe State FL Zip 32456  
Phone 850-229-8466 Cell 850-899-5105 Fax \_\_\_\_\_  
Email eFields@gsca@outlook.com  
Website gulfcountyseiniocitizens.org

Why do you want to serve on the Capital Area Community Action Agency Board of Directors?

*I want to serve so I might be able to use my knowledge, and expertise to assist people in our communities have a better quality of life.*

Please return this completed form with a signed Agreement and signed Conflict of Interest Policy. Please also include a bio or resume and head shot (photograph) with your packet. Thank you.



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# Capital Area Community Action Agency

## Mission

*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.*

## Poverty

*The state of lacking a certain amount of material possessions or money.*

## BOARD MEMBER AGREEMENT

### Activity

- I will commit to attend and actively participate in Board meetings.
- I will serve on one Committee or Project each year.
- I will attend special events hosted or co-sponsored by the Agency.

### Advocacy

- I will learn and promote the mission, vision and values of the Agency to colleagues, clients and individuals and organizations with whom I work.
- I will speak and appear on behalf of the Agency before community groups and at functions when asked by the Chairman or Director.
- I agree to work with the Executive Director to identify new opportunities to promote the organization and its mission.

### Development

- I will make a meaningful contribution annually to the Agency.
- I will help identify and secure one new partner annually.

### Mutual Benefit

- The Agency will work to keep you informed and involved in activities throughout the state.
- The Agency will promote you and its Partners through its enterprises and events.

Eddie Fields

6-25-25

*Eddie Fields*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



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# Capital Area Community Action Agency

## Board of Directors Prospect Questionnaire

Please complete the following information for consideration by the Nominating Committee for the Board of Directors.

Name Jeannie Fortune

Organization

Position Title

Address PO Box 13

City Blountstown

State  
FL

Zip 32424

Phone 229 254-7206

Cell

Fax

Email Fortuneja7@icloud.com

Website

Why do you want to serve on the Capital Area Community Action Agency Board of Directors?

There is always room to help your community grow, as well as in your life; as everyone is one step away from jobless or homelessness, due to inflation that does not equal the minimal wage of most individuals. I would like to provide myself as a willing vessel to lead individuals to success through my advocacy of Getting Ahead / Staying Ahead. As a chosen candidate of the community we must stand together for all individuals of community and surrounding counties as a team we can beat Poverty!

*Jeannie Fortune*



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*The state of lacking a certain amount of material possessions or money.*

## BOARD MEMBER AGREEMENT

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- I will attend special events hosted or co-sponsored by the Agency.

### Advocacy

- I will learn and promote the mission, vision and values of the Agency to colleagues, clients and individuals and organizations with whom I work.
- I will speak and appear on behalf of the Agency before community groups and at functions when asked by the Chairman or Director.
- I agree to work with the Executive Director to identify new opportunities to promote the organization and its mission.

### Development

- I will make a meaningful contribution annually to the Agency.
- I will help identify and secure one new partner annually.

### Mutual Benefit

- The Agency will work to keep you informed and involved in activities throughout the state.
- The Agency will promote you and its Partners through its enterprises and events.

Jeannie Fortune  
Name

6/18/2025  
Date

*Jeannie Fortune*  
Signature



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## Sector: Low Income

Name	Entity Represented	Mailing Address & Email Address	Telephone #'s Office Fax Cell	Date when originally seated on board	1st-term expiration on the board	2nd-term expiration on the board	Term expiration
Mr. Eddie Fields (pending)	Getting Ahead Alumni	120 Library Drive Port St. Joe, FL 32456 <a href="mailto:efields@icloud.com">efields@icloud.com</a>	Wrk: (850) 229-8466 Cell: (850) 899-5105	7/22/2025			
Ms. Jeannie Fortune (pending)	Getting Ahead Alumni	PO Box 13 Blountstown, FL 32424 <a href="mailto:Fortuneja7@icloud.com">Fortuneja7@icloud.com</a>	Cell: (229) 254-7206	7/22/2025			
Mr. Allen Jones	NAACP Gadsden County	96 Kirby Circle Havana, FL 32333 <a href="mailto:adjones0215@gmail.com">adjones0215@gmail.com</a> <a href="mailto:justallen@aol.com">justallen@aol.com</a>	Cell: (850) 339-6042 Cell: (850) 251-9832	01/22/19	01/22/22	01/2025	4/2028
<b>Ms. Melissa Miller, Treasurer</b>	Leon County	3395 Woodbriar Lane Tallahassee, FL 32303 <a href="mailto:Dialamarie4@hotmail.com">Dialamarie4@hotmail.com</a>	Cell: (850) 510-2851	01/25/22	01/25/25	01/25/28	

Bolded Names = Executive Committee

Version: 6/25/2025

**Sector: Private**

Name	Entity Represented	Mailing Address & Email Address	Telephone #'s Office Fax Cell	Date when originally seated on board	1st-term expiration on the board	2nd-term expiration on the board	Term expiration
Ms. Carmen Conner	Leon County	2230 Lake Bradford Street Tallahassee, FL 32310 <a href="mailto:connerc@leonschools.net">connerc@leonschools.net</a>	Cell: (850) 570-7095	09/24/24	09/24/27		
Mr. John Grant, Vice-Chair	Leon County	2121-C Killarney Way Tallahassee, FL 32309 <a href="mailto:john@johngrantlaw.com">john@johngrantlaw.com</a>	Cell: (850) 556-9840	05/24/22	05/24/25	05/24/28	
Ms. Shanetta Keel, Chair	Leon County	716 Millard Street Tallahassee, FL 32301 <a href="mailto:shanettac6@gmail.com">shanettac6@gmail.com</a>	Work: (850) 402-8390 Cell: (352) 222-2771	11/18/19	11/18/22	11/2025	

Bolded Names = Executive Committee

**CAPITAL AREA COMMUNITY ACTION AGENCY, INC.  
CSBG BOARD OF DIRECTORS ROSTER  
DATE OF LAST REVISION: 06/25/2025**

**Sector: Public**

Name	Entity Represented	Mailing Address & Email Address	Telephone #'s Office Fax Cell	Date when originally seated on board	1st-term expiration on the board	2nd-term expiration on the board	Term expiration
Mr. Akhenaton Thomas	City of Tallahassee, Designee of Commissioner Curtis Richardson	City of Tallahassee Commission 300 S Adams Street Tallahassee, FL 32301 <a href="mailto:Akhenaton.thomas@talgov.com">Akhenaton.thomas@talgov.com</a>	Cell: (850) 694-0112	05/27/25	05/27/28		*Appointed
Ms. Valerie Russell	Wakulla County Commission Appointee	Wakulla County Commission 18 Gulf Breeze Drive Crawfordville, FL 32327 <a href="mailto:vrussell@mywakulla.com">vrussell@mywakulla.com</a> <a href="mailto:vmrusse170@gmail.com">vmrusse170@gmail.com</a>	Cell: (850) 383-4935	6/24/2025	6/24/2028		Elected
Mr. Steve Lanier	Franklin County, Superintendent	Franklin County School District 85 School Road Eastpoint, FL 32328 <a href="mailto:slanier@fcsdfl.org">slanier@fcsdfl.org</a>	Office 850.670.2810 Mobile 305.766.5686	6/24/2025	6/24/2028		Elected

**Bolded Names = Executive Committee**

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

As of May 31, 2025, we have completed eight months of the fiscal year and we would expect the year-to-date actual expenses and revenue to be around 67% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 69% and 69% respectively with excess of expenditures of \$19,913.

Non-Federal Share (NFS) Match at May 31, 2025 was \$804,190 of the \$1,065,245 target.

**Expenditure Variances and Explanations**

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

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

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

In Fiscal Year 2024-2025, more than half of all currently active grants have a grant period that differs from the Agency's fiscal year and only one of the Agency's largest grants are on the Agency's same fiscal year.

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

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

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

**Agency Wide Variances**

- Unemployment – is over the benchmark budget but historically this is a Q1 expense. As employees reach the \$7000 threshold for SUTA, this expense falls off and should stay within budget for the year.
- Life Insurance – is over the budget benchmark with higher than anticipated participation and some prepaid expenses.
- Staff Screenings – is slightly over benchmark budget however we anticipate ending the year within the annual budget.
- Travel In Area – is over the benchmark budget with higher than forecasted costs. This line item is projected to go over budget by \$2000 for the year.
- Program Supplies - are over budget with a number of purchases for the new year as well as other needed items. This line item is projected to go over budget by \$10K.
- Classroom Supplies- are over benchmark budget with a number of purchases for the new year. We anticipate ending the year within the annual budget.
- Kitchen Supplies – are over budget with 2023,2024 expenses topping \$20K. This budget line will go over budget by \$15 K based on current expenses.
- Copies/Printing/Copier Maintenance/Toner/Paper- is slightly over benchmark budget however we anticipate ending the year within the annual budget.
- Contractual Services – Health/Disabilities – is over budget with an abundance of early year assessments and needed services. This budget line is forecast to go over budget significantly based on current spending.
- Rent / Space Cost – is slightly over benchmark budget however we anticipate ending the year within the annual budget.
- Utilities - is slightly over benchmark budget however we anticipate ending the year within the annual budget.
- General Liability and Property Insurance – is over benchmark budget with the 25% deposit plus first month of annual insurance. Over the course of the year this line item will level off with no expenses for the last couple of months of the year.
- Communications – is over benchmark budget and projected to exceed budget by 5K based on current spending.
- Repairs & Maintenance – Recurring – is over budget and will probably go over budget by \$50,000 based on current spending.
- Equipment Maintenance – is over budget with an addition of a large support contract and we anticipate ending the year over the annual budget by \$10K.
- Special Events- is over benchmark budget but will be offset by an overage in Special Events revenue.
- Equipment/Improvements (\$5000 or more) – is over budget due to the completion of the Franklin Head start fire suppression system.

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

- Raw Food – is over benchmark budget and is forecast to go over budget by 25K based on current expenditures.
- Bank Service Charges – are over benchmark budget however we anticipate ending the year within the annual budget.

**CSBG Variances**

- ***Travel – In Area – is slightly over benchmark budget however we anticipate ending the year within the annual budget.***
- Program Supplies - is at budget since there are no funds budgeted for this line item.
- Copies/Printing / Copier Maintenance – are over budget and forecast to go over by \$1000.
- Rent / Space Rent – is slightly over benchmark budget however we anticipate ending the year within the annual budget.
- Utilities – are over the benchmark budget with higher than anticipated costs.
- General Liability and Property Insurance – is over budget with the 25% deposit plus first month of annual insurance. Over the course of the year this line item will level off with no expenses for the last couple of months of the year but is projected to go over budget by 2K.
- Communications – is over benchmark budget and projected to exceed budget based on current spending.
- Equipment Maintenance – is over budget and forecast to go over budget by \$2,000 based on current spending.
- Vehicle Expense - is slightly over benchmark budget however we anticipate ending the year within the annual budget.
- Equipment Lease – is over budget and forecast to go over budget by \$4,000 based on current spending.
- ***Technology – is over budget with the addition of a new DEO required software. This line item is forecast to go over by \$5500.***
- ***Fees, Licenses, and Permits - is slightly over benchmark budget however we anticipate ending the year within the annual budget.***
- Expendable Equipment – is at budget since there are no funds budgeted for this line item.
- Training & Technical Assistance/Staff Development- is over budget with additional training expenditures. This line item is forecast to go over budget by 8K.

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

**LIHEAP Variances**

- General Liability and Property Insurance - is over benchmark budget with the 25% deposit plus first month of annual insurance. Over the course of the year this line item will level off with no expenses for the last couple of months of the year.
- Equipment Maintenance – is over budget benchmark with an addition of a large support contract however we anticipate ending the year within the annual budget.
- **Client Assistance – is over benchmark budget and should go over budget significantly with additional availability of funds.**
- Advertising – is over budget due to employment advertising.

**WAP Variances**

- Salaries & Wages / Fringe / Indirect - are all slightly over the benchmark budget and may go over budget for the year.
- Travel – In Area – is currently over benchmark budget however we anticipate ending the year within the annual budget.
- Rent/Space Cost- is over benchmark budget with higher than anticipated expenses associated with the allocation of Holdings building repair expenses.
- Equipment Maintenance – is over budget benchmark with an addition of a large support contract however we anticipate ending the year within the annual budget.
- Vehicle Expense - is slightly over benchmark budget however we anticipate ending the year within the annual budget.
- Client Assistance - is over budget due to more opportunities than expected to serve clients.

**Head Start Variances**

- Staff Screenings -are over budget for the year due to a number of random tests and hiring needs.
- Travel In Area - is over budget due to increased travel required in Franklin Co. and Jefferson Co. This budget line is likely to go over budget by 5K.
- Office Supplies – are over budget but consistent with historical spending. This line item may go over budget by 5K based on current expenditures.
- Program Supplies– is over budget primarily due to beginning of the year needs.
- Copies/Printing/Copier Maintenance/Toner/Paper - is currently over benchmark budget however we anticipate ending the year within the annual budget.

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

- Contractual Services – Health/Disabilities – is over budget due to required services based on assessments.
- General Liability and Property Insurance – is over budget with the 25% deposit plus first month of annual insurance and monthly payments due to increased insurance costs.
- Communications - is over the benchmark budget and anticipated to go over budget based on current spending.
- Repairs & Maintenance – Recurring - is over budget and anticipated to go over budget by 50K based on current spending.
- Repairs and Maintenance –Nonrecurring– is over budget due to a large repair expense.
- Equipment Maintenance- is over budget with the addition of a large support contract however we anticipate ending the year with a \$8,000 deficit.
- Vehicle Expense – is over the benchmark budget with increased travel but we anticipate ending the year within the annual budget.
- Equipment Lease – is over the budget benchmark and is anticipated to go over budget by \$2000 based on current spending.
- Equipment / Improvements (\$5000 or more) - is at budget due to the completion of the Franklin Head start fire suppression system.
- Meetings & Workshops – is over budget with a number of meetings during the first part and throughout the year.
- Advisory / Board Member Expenses - is slightly over benchmark budget however we anticipate ending the year within the annual budget.
- Advertising – is over budget with recent Indeed postings and other events.
- Raw Food Cost – is over budget and forecast to go over by \$10K based on current spending.

**Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the Eight Months Ending May 31, 2025**

		Total Budget	Current Year	Total Budget	
	67%	- Original	Actual	Variance - Original	%
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	3,100,853	(1,160,125)	73%
Government Contracts - STATE	4010	5,872,675	3,829,677	(2,042,998)	65%
Government Contracts - LOCAL	4020	124,798	93,461	(31,337)	75%
Grants - Other Not-for-Profits	4100	5,198	4,471	(727)	86%
Grants - All Other Sources	4120	1,500	0	(1,500)	0%
Contributions	4200	2,000	198	(1,802)	10%
Contributions- Restricted	4210	29,000	52,233	23,233	180%
Special Events	4300	2,000	5,040	3,040	252%
Commissions-Vending/Photo	4320	0	2,613	2,613	100%
Interest Income	4950	0	820	820	100%
Fringe Pool Revenue	4960	957,280	664,111	(293,169)	69%
Indirect Pool Revenue	4970	802,789	544,372	(258,417)	68%
Other Revenue	4995	2,000	28,758	26,758	1438%
<b>Total Revenue</b>		<b>12,060,218</b>	<b>8,326,605</b>	<b>(3,733,613)</b>	<b>69%</b>
<b>Expenditures</b>					
Salaries & Wages	6010	3,648,584	2,376,776	1,271,808	65%
Fringe	6110	1,055,087	664,111	390,976	63%
FICA	6120	271,200	173,255	97,945	64%
<b>Unemployment</b>	<b>6130</b>	<b>40,000</b>	<b>36,723</b>	<b>3,277</b>	<b>92%</b>
Workers Compensation	6140	42,000	15,275	26,725	36%
Health Insurance	6150	480,000	346,448	133,552	72%
<b>Life Insurance</b>	<b>6160</b>	<b>34,800</b>	<b>26,034</b>	<b>8,766</b>	<b>75%</b>
Retirement	6170	60,000	38,640	21,360	64%
<b>Staff Screenings</b>	<b>6180</b>	<b>1,400</b>	<b>1,141</b>	<b>259</b>	<b>82%</b>
Indirect Costs	6210	810,023	549,972	260,051	68%
<b>Travel - In Area</b>	<b>6310</b>	<b>9,200</b>	<b>8,159</b>	<b>1,041</b>	<b>89%</b>
Office Supplies	6410	17,777	11,411	6,366	64%
<b>Program Supplies</b>	<b>6415</b>	<b>20,400</b>	<b>27,697</b>	<b>(7,297)</b>	<b>136%</b>
<b>Classroom Supplies</b>	<b>6420</b>	<b>25,085</b>	<b>21,866</b>	<b>3,219</b>	<b>87%</b>
<b>Kitchen Supplies</b>	<b>6430</b>	<b>10,564</b>	<b>14,629</b>	<b>(4,065)</b>	<b>138%</b>
Medical/Dental Supplies	6440	500	279	221	56%
<b>Copies/Printing/Copier</b>	<b>6510</b>	<b>26,250</b>	<b>22,002</b>	<b>4,248</b>	<b>84%</b>
Postage and Delivery Expense	6600	5,540	3,252	2,288	59%
Contractual Services/Professional	6710	341,536	215,521	126,015	63%
<b>Contractual Services – Health/Disabilities</b>	<b>6715</b>	<b>232,464</b>	<b>322,734</b>	<b>(90,270)</b>	<b>139%</b>
<b>Rent/Space Cost</b>	<b>6810</b>	<b>325,434</b>	<b>254,344</b>	<b>71,090</b>	<b>78%</b>
<b>Utilities</b>	<b>6820</b>	<b>105,418</b>	<b>83,277</b>	<b>22,141</b>	<b>79%</b>
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>69,505</b>	<b>67,161</b>	<b>2,344</b>	<b>97%</b>
<b>Communications</b>	<b>6840</b>	<b>98,000</b>	<b>77,556</b>	<b>20,444</b>	<b>79%</b>

**Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the Eight Months Ending May 31, 2025**

<b>Repairs &amp; Bldg Maintenance- Recurring</b>	<b>6850</b>	<b>130,166</b>	<b>146,064</b>	<b>(15,898)</b>	<b>112%</b>
Repairs & Bldg Maintenance - Nonrecurring	6855	22,549	11,718	10,831	52%
<b>Equipment Maintenance</b>	<b>6910</b>	<b>23,500</b>	<b>26,770</b>	<b>(3,270)</b>	<b>114%</b>
Vehicle Expense	6920	113,582	52,766	60,816	46%
Equipment Lease	6930	12,400	8,349	4,051	67%
Technology	6940	39,434	27,533	11,901	70%
Fees, Licenses, and Permits	7010	3,659	1,433	2,226	39%
Dues/Subscriptions	7020	16,272	11,440	4,832	70%
<b>Special Events</b>	<b>7110</b>	<b>3,500</b>	<b>4,184</b>	<b>(684)</b>	<b>120%</b>
Client Assistance	7210	3,392,401	2,396,874	995,527	71%
<b>Equipment/Improvements (\$5,000 or more)</b>	<b>7310</b>	<b>5,000</b>	<b>8,792</b>	<b>(3,792)</b>	<b>176%</b>
Expendable Equipment	7320	13,460	2,254	11,206	17%
Meetings/Workshops	7420	13,075	4,151	8,924	32%
Training and Technical Assistance/Staff	7435	289,226	51,423	237,803	18%
Advisory/Board Member Expenses	7440	4,200	2,226	1,974	53%
Advertising	7450	22,539	10,527	12,012	47%
Parent Activities	7460	1,200	92	1,108	8%
<b>Raw Food Cost</b>	<b>7510</b>	<b>252,178</b>	<b>220,277</b>	<b>31,901</b>	<b>87%</b>
Legal Expenses	7530	2,500	0	2,500	0%
Interest Expense	7610	200	0	200	0%
<b>Bank Service Charges</b>	<b>7630</b>	<b>1,480</b>	<b>1,383</b>	<b>97</b>	<b>93%</b>
Total Expenditures		12,093,288	8,346,518	3,746,770	69%
Excess Revenue over (under) Expenditures		(33,070)	(19,913)	13,157	

**Capital Area Community Action Agency  
Balance Sheet  
For the Period Ending May 31, 2025**

		<u>Current Period Balance</u>
<b>Assets</b>		
Cash Operating Hancock Bank	1010	360,152
Health Insurance Imprest Account	1031	2,516
Cash-Sunshine State/The First - Micro Loan	1040	66,633
Petty Cash	1050	266
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	20,936
Money Market Account - Hancock Bank	1080	29,213
Accounts Receivable	1100	174,166
Grants Receivable	1150	1,083,471
Prepaid Other	1310	6,900
Building	1600	245,000
Work In Progress	1630	80,556
Equipment	1650	997,257
Capital Lease	1660	961,600
Accumulated Depreciation - Building	1700	(99,953)
Accumulated Depreciation - Equipment	1750	(516,031)
Accumulated Amorfization - Capital Lease	1760	(434,175)
<b>Total Assets</b>		<b>2,978,508</b>
<b>Liabilities and Net Assets</b>		
<b>Liabilities</b>		
Accounts Payable	2000	305,253
Accrued Expenses - Other	2010	114,067
Accrued Wages	2040	79,744
Accrued Fringe Benefits	2060	2,443
Accrued Flexible Savings	2061	(2,735)
Accrued FICA	2065	(10,296)
Accrued Federal Withholding	2070	(8,611)
Accrued Georgia Estimated Taxes	2071	(328)
Accrued Health Insurance	2085	(11,622)
Accrued Other Health Insurance	2087	(1,132)
Accrued Life Insurance	2090	7,873
Accrued Retirement - Pre Tax	2095	4,313
Accrued Retirement - Post Tax	2096	1,182
Contract Advances	2100	123,853
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	135,013
Lease Payable	2360	209,126
Lease Liability Short Term	2361	343,433
Deferred Income	2400	35,527
<b>Total Liabilities</b>		<b>1,334,182</b>
<b>Net Assets</b>		
<b>Beginning Net Assets</b>		
Unrestricted Net Assets	3000	1,339,342
Invested Property and Equipment	3020	324,898
<b>Total Beginning Net Assets</b>		<b>1,664,240</b>
<b>Current Net Income</b>		<b>(19,913)</b>
<b>Total Net Assets</b>		<b>1,644,326</b>
<b>Total Liabilities and Net Assets</b>		<b>2,978,508</b>

**Capital Area Community Action Agency  
CSBG Statement of Revenues and Expenditures  
For the Eight Months Ending May 31, 2025**

		<b>Total Budget - Original</b>	<b>Current Year Actual</b>	<b>Total Budget Variance - Original</b>	<b>%</b>
	<b>67%</b>				
<b>Revenue</b>					
Government Contracts - STATE	4010	608,265	361,380	(246,885)	59%
Contributions- Restricted	4210	0	100	100	100%
<b>Total Revenue</b>		<b>608,265</b>	<b>361,480</b>	<b>(246,785)</b>	<b>59%</b>
<b>Expenditures</b>					
Salaries & Wages	6010	273,125	153,116	120,009	56%
Fringe	6110	79,151	42,989	36,162	54%
Staff Screenings	6180	100	0	100	0%
Indirect Costs	6210	65,841	38,314	27,527	58%
<b>Travel - In Area</b>	<b>6310</b>	<b>1,000</b>	<b>921</b>	<b>79</b>	<b>92%</b>
Office Supplies	6410	2,500	1,658	842	66%
<b>Program Supplies</b>	<b>6415</b>	<b>0</b>	<b>149</b>	<b>(149)</b>	<b>100%</b>
<b>Copies/Printing/Copier Maintenance/Toner/Paper</b>	<b>6510</b>	<b>1,500</b>	<b>1,976</b>	<b>(476)</b>	<b>132%</b>
Postage and Delivery Expense	6600	480	214	266	45%
Contractual Services/Professional	6710	1,047	0	1,047	0%
<b>Rent/Space Cost</b>	<b>6810</b>	<b>52,152</b>	<b>40,771</b>	<b>11,381</b>	<b>78%</b>
<b>Utilities</b>	<b>6820</b>	<b>7,200</b>	<b>6,903</b>	<b>297</b>	<b>96%</b>
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>5,000</b>	<b>5,428</b>	<b>(428)</b>	<b>109%</b>
<b>Communications</b>	<b>6840</b>	<b>15,000</b>	<b>12,578</b>	<b>2,422</b>	<b>84%</b>
<b>Repairs &amp; Bldg Maintenance- Recurring</b>	<b>6850</b>	<b>10,000</b>	<b>7,276</b>	<b>2,724</b>	<b>73%</b>
Repairs & Bldg Maintenance - Nonrecurring	6855	5,000	0	5,000	0%
<b>Equipment Maintenance</b>	<b>6910</b>	<b>2,500</b>	<b>2,916</b>	<b>(416)</b>	<b>117%</b>
<b>Vehicle Expense</b>	<b>6920</b>	<b>18,000</b>	<b>15,075</b>	<b>2,925</b>	<b>84%</b>
<b>Equipment Lease</b>	<b>6930</b>	<b>2,400</b>	<b>3,044</b>	<b>(644)</b>	<b>127%</b>
<b>Technology</b>	<b>6940</b>	<b>2,000</b>	<b>3,000</b>	<b>(1,000)</b>	<b>150%</b>
<b>Fees, Licenses, and Permits</b>	<b>7010</b>	<b>150</b>	<b>142</b>	<b>8</b>	<b>95%</b>
Dues/Subscriptions	7020	7,255	2,662	4,593	37%
Client Assistance	7210	46,425	9,001	37,424	19%
<b>Expendable Equipment</b>	<b>7320</b>	<b>0</b>	<b>385</b>	<b>(385)</b>	<b>100%</b>
Meetings/Workshops	7420	600	118	482	20%
<b>Training and Technical Assistance/Staff Development</b>	<b>7435</b>	<b>7,500</b>	<b>12,938</b>	<b>(5,438)</b>	<b>173%</b>
Advertising	7450	2,339	825	1,514	35%
<b>Total Expenditures</b>		<b>608,265</b>	<b>362,396</b>	<b>245,869</b>	<b>60%</b>
Excess Revenue over (under) Expenditures		0	(916)	(916)	

**Capital Area Community Action Agency  
LIHEAP Statement of Revenues and Expenditures  
For the Eight Months Ending May 31, 2025**

	67%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - STATE	4010	2,933,701	2,401,962	(531,739)	82%
<b>Total Revenue</b>		<b>2,933,701</b>	<b>2,401,962</b>	<b>(531,739)</b>	<b>82%</b>
<b>Expenditures</b>					
Salaries & Wages	6010	348,433	204,890	143,543	59%
Fringe	6110	100,976	56,959	44,017	56%
Staff Screenings	6180	200	98	102	49%
Indirect Costs	6210	83,995	51,510	32,485	61%
Travel - In Area	6310	1,000	0	1,000	0%
Office Supplies	6410	2,500	1,146	1,354	46%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	6,000	3,462	2,538	58%
Postage and Delivery Expense	6600	3,000	1,806	1,194	60%
Contractual Services/Professional	6710	9,485	0	9,485	0%
Rent/Space Cost	6810	32,472	20,995	11,477	65%
Utilities	6820	5,000	2,071	2,929	41%
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>6,000</b>	<b>4,975</b>	<b>1,025</b>	<b>83%</b>
Communications	6840	15,000	8,625	6,375	57%
Repairs & Bldg Maintenance- Recurring	6850	5,990	2,320	3,670	39%
Repairs & Bldg Maintenance - Nonrecurring	6855	4,349	0	4,349	0%
<b>Equipment Maintenance</b>	<b>6910</b>	<b>4,000</b>	<b>2,937</b>	<b>1,063</b>	<b>73%</b>
Equipment Lease	6930	3,000	1,017	1,983	34%
Technology	6940	3,000	625	2,375	21%
Fees, Licenses, and Permits	7010	350	0	350	0%
<b>Client Assistance</b>	<b>7210</b>	<b>2,287,691</b>	<b>2,030,602</b>	<b>257,089</b>	<b>89%</b>
Expendable Equipment	7320	1,960	39	1,921	2%
Training and Technical Assistance/Staff Development	7435	6,300	760	5,540	12%
<b>Advertising</b>	<b>7450</b>	<b>3,000</b>	<b>2,353</b>	<b>647</b>	<b>78%</b>
<b>Total Expenditures</b>		<b>2,933,701</b>	<b>2,397,189</b>	<b>536,512</b>	<b>82%</b>
Excess Revenue over (under) Expenditures		0	4,773	4,773	

**Capital Area Community Action Agency  
WAP Statement of Revenues and Expenditures  
For the Eight Months Ending May 31, 2025**

	67%	Total Budget - Original	Current Year Actual	Total Budget Variance Original	%
<b>Revenue</b>					
Government Contracts - STATE	4010	386,139	314,574	(71,565)	81%
<b>Total Revenue</b>		<b>386,139</b>	<b>314,574</b>	<b>(71,565)</b>	<b>81%</b>
<b>Expenditures</b>					
<b>Salaries &amp; Wages</b>	<b>6010</b>	<b>84,398</b>	<b>80,942</b>	<b>3,456</b>	<b>96%</b>
<b>Fringe</b>	<b>6110</b>	<b>24,459</b>	<b>22,425</b>	<b>2,034</b>	<b>92%</b>
<b>Indirect Costs</b>	<b>6210</b>	<b>20,345</b>	<b>20,363</b>	<b>(18)</b>	<b>100%</b>
<b>Travel - In Area</b>	<b>6310</b>	<b>500</b>	<b>807</b>	<b>(307)</b>	<b>161%</b>
Office Supplies	6410	1,777	594	1,183	33%
Copies/Printing/Copier	6510	1,500	342	1,158	23%
Postage and Delivery Expense	6600	500	186	315	37%
Contractual Services/Professional	6710	5,008	0	5,008	0%
<b>Rent/Space Cost</b>	<b>6810</b>	<b>8,180</b>	<b>7,069</b>	<b>1,111</b>	<b>86%</b>
Utilities	6820	4,000	1,694	2,306	42%
General Liability and Property Insurance	6830	8,000	5,428	2,572	68%
Communications	6840	5,000	3,178	1,822	64%
Repairs & Bldg Maintenance- Recurring	6850	2,700	159	2,541	6%
Repairs & Bldg Maintenance - Nonrecurring	6855	2,700	0	2,700	0%
<b>Equipment Maintenance</b>	<b>6910</b>	<b>1,500</b>	<b>1,366</b>	<b>134</b>	<b>91%</b>
<b>Vehicle Expense</b>	<b>6920</b>	<b>9,500</b>	<b>8,058</b>	<b>1,442</b>	<b>85%</b>
Equipment Lease	6930	1,500	568	932	38%
Technology	6940	1,500	0	1,500	0%
Fees, Licenses, and Permits	7010	109	0	109	0%
Dues/Subscriptions	7020	200	0	200	0%
<b>Client Assistance</b>	<b>7210</b>	<b>135,755</b>	<b>158,400</b>	<b>(22,645)</b>	<b>117%</b>
Expendable Equipment	7320	2,500	385	2,116	15%
Training and Technical Assistance/Staff	7435	62,008	3,018	58,990	5%
Advertising	7450	2,500	0	2,500	0%
<b>Total Expenditures</b>		<b>386,139</b>	<b>314,982</b>	<b>71,157</b>	<b>82%</b>
Excess Revenue over (under) Expenditures		0	(408)	(408)	

**Capital Area Community Action Agency  
SUWAP Statement of Revenues and Expenditures  
For the Eight Months Ending May 31, 2025**

	67%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - STATE	4010	258,306	114,315	(143,991)	44%
<b>Total Revenue</b>		<b>258,306</b>	<b>114,315</b>	<b>(143,991)</b>	<b>44%</b>
<b>Expenditures</b>					
Salaries & Wages	6010	17,794	11,588	6,206	65%
Fringe	6110	5,157	3,235	1,922	63%
Indirect Costs	6210	4,289	2,911	1,378	68%
Travel - In Area	6310	500	0	500	0%
Office Supplies	6410	500	0	500	0%
Copies/Printing/Copier	6510	750	0	750	0%
Postage and Delivery Expense	6600	300	0	300	0%
Contractual Services/Professional	6710	5,000	0	5,000	0%
Communications	6840	500	0	500	0%
Repairs & Bldg Maintenance- Recurring	6850	1,476	0	1,476	0%
Vehicle Expense	6920	1,082	0	1,082	0%
Client Assistance	7210	184,165	96,581	87,584	52%
Expendable Equipment	7320	1,000	0	1,000	0%
Training and Technical Assistance/Staff	7435	30,793	0	30,793	0%
Advertising	7450	5,000	0	5,000	0%
<b>Total Expenditures</b>		<b>258,306</b>	<b>114,315</b>	<b>143,991</b>	<b>44%</b>
<b>Excess Revenue over (under) Expenditures</b>		<b>0</b>	<b>0</b>	<b>0</b>	

**Capital Area Community Action Agency  
Head Start Statement of Revenues and Expenditures  
For the Eight Months Ending May 31, 2025**

		Total Budget -	Current	Total Budget Variance -	
	67-80%	Original	Year Actual	Original	%
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	3,100,853	(1,160,125)	73%
Other Revenue	4995	0	3,750	3,750	100%
<b>Total Revenue</b>		<b>4,260,978</b>	<b>3,104,603</b>	<b>(1,156,375)</b>	<b>73%</b>
<b>Expenditures</b>					
Salaries & Wages	6010	2,211,970	1,439,646	772,324	65%
Fringe	6110	641,029	402,241	238,788	63%
<b>Staff Screenings</b>	<b>6180</b>	<b>1,000</b>	<b>1,043</b>	<b>(43)</b>	<b>104%</b>
Indirect Costs	6210	533,225	361,601	171,624	68%
<b>Travel - In Area</b>	<b>6310</b>	<b>4,000</b>	<b>6,027</b>	<b>(2,027)</b>	<b>151%</b>
<b>Office Supplies</b>	<b>6410</b>	<b>5,000</b>	<b>6,401</b>	<b>(1,401)</b>	<b>128%</b>
<b>Program Supplies</b>	<b>6415</b>	<b>18,000</b>	<b>24,560</b>	<b>(6,560)</b>	<b>136%</b>
Classroom Supplies	6420	24,000	18,173	5,827	76%
Kitchen Supplies	6430	564	0	564	0%
Medical/Dental Supplies	6440	500	279	221	56%
<b>Copies/Printing/Copier</b>	<b>6510</b>	<b>10,000</b>	<b>9,340</b>	<b>660</b>	<b>93%</b>
<b>Postage and Delivery Expense</b>	<b>6600</b>	<b>460</b>	<b>675</b>	<b>(215)</b>	<b>147%</b>
Contractual Services/Professional	6710	10,000	5,499	4,501	55%
<b>Contractual Services - Health/Disabilities</b>	<b>6715</b>	<b>157,808</b>	<b>253,202</b>	<b>(95,394)</b>	<b>160%</b>
Rent/Space Cost	6810	211,270	151,254	60,016	72%
Utilities	6820	84,718	69,361	15,357	82%
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>20,000</b>	<b>20,509</b>	<b>(509)</b>	<b>103%</b>
<b>Communications</b>	<b>6840</b>	<b>55,000</b>	<b>48,524</b>	<b>6,476</b>	<b>88%</b>
<b>Repairs &amp; Bldg Maintenance- Recurring</b>	<b>6850</b>	<b>109,000</b>	<b>135,986</b>	<b>(26,986)</b>	<b>125%</b>
<b>Repairs &amp; Bldg Maintenance - Nonrecurring</b>	<b>6855</b>	<b>10,000</b>	<b>11,718</b>	<b>(1,718)</b>	<b>117%</b>
<b>Equipment Maintenance</b>	<b>6910</b>	<b>12,000</b>	<b>15,848</b>	<b>(3,848)</b>	<b>132%</b>
<b>Vehicle Expense</b>	<b>6920</b>	<b>30,000</b>	<b>26,712</b>	<b>3,288</b>	<b>89%</b>
<b>Equipment Lease</b>	<b>6930</b>	<b>3,000</b>	<b>2,681</b>	<b>319</b>	<b>89%</b>
Technology	6940	26,934	17,224	9,710	64%
<b>Fees, Licenses, and Permits</b>	<b>7010</b>	<b>550</b>	<b>610</b>	<b>(60)</b>	<b>111%</b>
Dues/Subscriptions	7020	5,091	2,204	2,888	43%
Special Events	7110	1,500	324	1,176	22%
<b>Equipment/Improvements (\$5,000 or more)</b>	<b>7310</b>	<b>0</b>	<b>8,792</b>	<b>(8,792)</b>	<b>100%</b>
Expendable Equipment	7320	0	(112)	112	0%
<b>Meetings/Workshops</b>	<b>7420</b>	<b>2,010</b>	<b>2,139</b>	<b>(129)</b>	<b>106%</b>
Training and Technical Assistance/Staff	7435	40,998	25,240	15,758	62%
<b>Advisory/Board Member Expenses</b>	<b>7440</b>	<b>500</b>	<b>410</b>	<b>90</b>	<b>82%</b>
<b>Advertising</b>	<b>7450</b>	<b>5,000</b>	<b>8,026</b>	<b>(3,026)</b>	<b>161%</b>
Parent Activities	7460	1,200	92	1,108	8%
<b>Raw Food Cost</b>	<b>7510</b>	<b>24,651</b>	<b>28,373</b>	<b>(3,722)</b>	<b>115%</b>
<b>Total Expenditures</b>		<b>4,260,978</b>	<b>3,104,603</b>	<b>1,156,375</b>	<b>73%</b>
Excess Revenue over (under) Expenditures		0	0	0	

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

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		66,595			
Grants - Other Not for Profits		101			
In-Kind Revenue		523,323			
VPK/SR		214,172			
	<b>1,065,245</b>	<b>804,190</b>	<b>75%</b>	<b>261,055</b>	<b>25%</b>

**Head Start Credit Card Expenditures May 2025**

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description	Session ID
HANCOCK CC	1064	6310	255	5/27/2025	27.01	VISAS DARREL JAMES #1596 FUEL	AP250603-VISAS
HANCOCK CC	1064	6310	255	5/27/2025	58.00	VISAS DARREL JAMES #1596 FUEL	AP250603-VISAS
HANCOCK CC	1064	6310	255	5/27/2025	60.01	VISAS DARREL JAMES #1596 FUEL	AP250603-VISAS
HANCOCK CC	1064	6310	255	5/27/2025	41.00	VISAS VENITA TREADWELL #5810 FUEL	AP250603-VISAS
HANCOCK CC	1064	6420	252	5/27/2025	43.28	VISAS VENITA TREADWELL #5810 CLASSROOM SUPPLIES	AP250603-VISAS
HANCOCK CC	1064	6420	256	5/27/2025	11.32	VISAS VENITA TREADWELL #5810 CLASSROOM SUPPLIES	AP250603-VISAS
HANCOCK CC	1064	6420	256	5/27/2025	43.28	VISAS VENITA TREADWELL #5810 CLASSROOM SUPPLIES	AP250603-VISAS
HANCOCK CC	1064	6420	256	5/27/2025	178.88	VISAS VENITA TREADWELL #5810 CLASSROOM SUPPLIES	AP250603-VISAS
HANCOCK CC	1064	6420	258	5/27/2025	248.00	VISAS VENITA TREADWELL #5810 CLASSROOM SUPPLIES	AP250603-VISAS
HANCOCK CC	1064	6420	259	5/27/2025	126.00	VISAS VENITA TREADWELL #5810 CLASSROOM SUPPLIES	AP250603-VISAS
HANCOCK CC	1064	6420	259	5/27/2025	206.32	VISAS VENITA TREADWELL #5810 CLASSROOM SUPPLIES	AP250603-VISAS
HANCOCK CC	1064	6850	252	5/27/2025	127.10	VISAS FATIMA O ALEXANDER #3248 SERVICE STOVE	AP250603-VISAS
HANCOCK CC	1064	6920	255	5/27/2025	9.99	VISAS ANNA MCCOY #1545 AUTOZONE	AP250603-VISAS
HANCOCK CC	1064	7010	256	5/27/2025	263.00	VISAS DARREL JAMES #1596 SOUTH CITY INSPECTION DBPR	AP250603-VISAS
HANCOCK CC	1064	7420	255	5/27/2025	219.90	VISAS DARREL JAMES #1596 ZOOM	AP250603-VISAS
HANCOCK CC	1064	7435	252	5/27/2025	114.75	VISAS VENITA TREADWELL #5810 CPR CLASS	AP250603-VISAS
HANCOCK CC	1064	7450	255	5/27/2025	160.00	VISAS ANNA MCCOY #1545 CUSTOM STATION	AP250603-VISAS
HANCOCK CC	1064	7450	255	5/27/2025	25.47	VISAS ANNA MCCOY #1545 HOBBY LOBBY	AP250603-VISAS
LOWES	1064	6850	250	5/2/2025	<u>108.06</u>	MABRY HEADSTART SAND & MULCH	AP250503
					<b>2,071.37</b>		



**HANCOCK  
WHITNEY**

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

**MEMO STATEMENT**

Account Number :

Statement Date

05-27-25

Issued by Hancock Whitney Bank

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

\*\* 0000001

**STATEMENT MESSAGES**

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

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-07	05-08	24015145127072112211233	5542	GATE #1194 TALLAHASSEE FL	M60.01 ✓
05-07	05-06	24011345126100102497578	4814	ZOOM.COM 888-799-9666 ZOOM.US CA	M219.90 ✓
05-20	05-19	24015145140075025219733	5542	GATE #1194 TALLAHASSEE FL	M58.00
05-23	05-22	24055235143348069374400	9399	NIC*-DBPR DEPT OF BUS AND TALLAHASSEE FL	M263.00 ✓
05-26	05-23	24445005144400215513004	5542	SAMS CLUB #8120 TALLAHASSEE FL	M27.01 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
05-27-25	[REDACTED]	NEW PURCHASES AND OTHER CHARGES	627.92
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW CASH ADVANCES	.00
		CREDITS	.00
		<b>STATEMENT TOTAL</b>	627.92
		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

05-27-25

Issued by Hancock Whitney Bank

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

\*\* 0000001

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-14	05-13	24137465134600271479039	5533	AUTOZONE #4972 TALLAHASSEE FL	M9.99
05-19	05-16	24137465137200335832618	5945	HOBBY-LOBBY #469 TALLAHASSEE FL	M25.47
05-19	05-16	24692165136102617078667	5691	SQ *CUSTOM STATION TALLAHASSEE FL	M160.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-25		
<b>CUSTOMER SERVICE CALL</b>		NEW PURCHASES AND OTHER CHARGES 195.46
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 195.46</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 5,000.00</b>



**HANCOCK  
WHITNEY**

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

**MEMO STATEMENT**

Account Number



Statement Date

05-27-25

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

\*\* 0000001

Issued by Hancock Whitney Bank

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-29	04-25	24493985118099862016984	5065	CRSS TALLAHASSEE FL	M127.10 ✓
05-21	05-20	24692165140106354582736	5818	KINDLE SVCS*NZ2KB4WF2 888-802-3080 WA	M89.99 ✓
05-26	05-23	24137465144200344236306	5945	HOBBY-LOBBY #469 TALLAHASSEE FL	M5.98 ✓
05-26	05-25	24022445145900015300161	5999	CALI'S BEAUTY SUPPLY 850-3206006 FL	M13.99 ✓
05-26	05-23	24445006143300741564383	5999	VSP*AWARDS4U TALLAHASSEE FL	M208.53 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
05-27-25			
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES	445.59
		NEW CASH ADVANCES	.00
		CREDITS	.00
		<b>STATEMENT TOTAL</b>	445.59
		TOTAL IN DISPUTE	.00
		<b>CREDIT LIMIT</b>	2,000.00



# HANCOCK WHITNEY

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

## MEMO STATEMENT

Account Number

Statement Date

05-27-25

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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### TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-02	05-01	24445005122400190564788	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M88.56 ✓
05-07	05-06	24445005127400181427339	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M11.32 ✓
05-07	05-06	24445005127001058448232	5331	DOLLARTREE TALLAHASSEE FL	M16.25 ✓
05-07	05-06	24455015126141006196967	5411	WAL-MART #4520 TALLAHASSEE FL	M1,000.00 ✓
05-08	05-07	24445005128001074962835	5331	DOLLARTREE TALLAHASSEE FL	M7.50 ✓
05-08	05-07	24445005128001074962751	5331	DOLLAR TREE TALLAHASSEE FL	M18.75 ✓
05-08	05-07	24226385128009562803499	5411	WAL-MART #1408 TALLAHASSEE FL	M22.94 ✓
05-08	05-07	24445005128400186935780	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M61.00 ✓
05-08	05-07	24445005128400186935863	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M285.00 ✓
05-09	05-07	24445005129001039365149	5331	DOLLARTREE TALLAHASSEE FL	M31.25 ✓
05-12	05-09	24015145130072839336003	5542	GATE #1194 TALLAHASSEE FL	M41.00 ✓
05-13	05-12	24011345132100118288864	8299	SP GULF SPECIMEN 185-09845297 FL	M126.00 ✓
05-15	05-14	24445005135400187112067	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M178.88 ✓
05-15	05-14	24445005135400187111986	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M206.32 ✓
05-16	05-15	24492165135100026586802	8398	TALLAHASSEE MUSEUM 850-5758684 FL	M248.00 ✓
05-19	05-16	24445005136300727491683	8299	FSP*CPR TALLY - NOCO CPR 850-559-1678 FL	M114.75 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-25		
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 2,445.52
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 2,445.52</b>
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

Previous Balance	\$2,376.86
- Payments	\$2,376.86
- Other Credits	\$0.00
+ Purchases/Debits	\$108.06
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
<b>New Balance</b>	<b>\$108.06</b>
Credit Limit	\$11,000.00
Available Credit	\$10,891.00
Statement Closing Date	05/02/2025
Days in Billing Cycle	30

New Balance	\$108.06
Total Minimum Payment Due	\$29.00
Payment Due Date	05/28/2025

*8C  
5/11/25  
Who is doing them purchases?*

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

The applicable terms of your promotional purchase(s) are below. NO INTEREST promotions are not assessed interest charges during the promotional period. For each promotional purchase, standard account terms will apply to any remaining balance after the Expiration Date. To make more than one payment, you can pay online at the online address stated above or you can mail in your payment to the address on the remit stub. This address is also available from our automated customer service system.

Purchase Date	Purchase Amount	Promotion Type	Accrued INTEREST CHARGES	Billed INTEREST CHARGES	Payoff Amount	Expiration Date
03/12/2025	\$676.79	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
03/12/2025	\$674.32	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
03/12/2025	\$143.37	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
03/26/2025	\$34.12	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
03/27/2025	\$119.66	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
03/27/2025	\$676.79	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off

(Continued on next page)

**CUSTOMER SERVICE:** For Account Information log on to [www.lowes.com/credit](http://www.lowes.com/credit). This account is not registered. The authentication code is: 0RTT695, or call toll-free 1-800-444-1408.

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

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

7009 0002 YHC 1 7 2 250502 PAGE 1 of 5 9296 0011 8508 01F07009 211999

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



Total Minimum Payment Due	Payment Due Date	Promotional Payoff	New Balance
\$29.00	05/28/2025	\$0.00	\$108.06

Payment Enclosed: \$

Please use blue or black ink.

New address or email? Print changes on back.

Purchase Date	Purchase Amount	Promotion Type	Accrued INTEREST CHARGES	Billed INTEREST CHARGES	Payoff Amount	Expiration Date
03/31/2025	\$29.33	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
03/31/2025	\$22.48	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
04/21/2025	\$108.06	No Interest With Payment	\$0.00	\$0.00	\$108.06	07/02/2025

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
04/21	04/21		PAYMENT - THANK YOU	(\$2,376.86)
04/21	04/21	97084	STORE 0417 TALLAHASSEE FL	\$108.06

**Interest Charge Calculation**

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

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	24.99%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D
No Interest With Payment	07/02/2025	0.00%	\$0.00	\$0.00	2D

**Interest Charge**

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

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

5% EVERYDAY CREDIT DISCOUNT WAS APPLIED AT POINT OF SALE FOR ALL QUALIFYING INVOICES THAT APPEAR ON THIS STATEMENT. PLEASE CONSULT YOUR ORIGINAL SALES RECEIPT FOR LINE ITEM DETAIL ON THE 5% SAVINGS. THANK YOU FOR USING LOWE'S AS YOUR SUPPLIER.

Effective July 9, 2025, the \$20 Discounted Delivery rate will no longer be offered although you may see it advertised until then. New delivery discounts will be offered to MyLowe's Pro Rewards\*\* loyalty members with Platinum Pro or higher status. Subject to change. See [Lowe.com/Terms](http://Lowe.com/Terms) for details.

Not enrolled? Enroll now in MyLowe's Pro Rewards at [lowes.com/Pro/pro-benefits](http://lowes.com/Pro/pro-benefits) to earn rewards and stay informed.

The 0% Interest for 60 Days Special Financing offer ends June 30, 2025. Purchase transactions made now through 6/30/25 with your MyLowe's Pro Rewards Credit Card will continue to receive 0% interest for 60 days with minimum monthly payments required. After 60 days, regular rates apply to any remaining promotional balance. Visit [lowes.com/businesscredit](http://lowes.com/businesscredit) center for details.

Save time - scan to pay at checkout! Use your smartphone to pay: Download the Lowe's app. Select your card in your Lowe's wallet. Scan the QR code at checkout. Scan to Pay is subject to Lowe's Account terms and conditions. Subject to change. See [Lowe.com/Terms](http://Lowe.com/Terms) for details.

0004 0000

<b>ACCOUNT # :</b> [REDACTED]	<b>CAPITAL AREA COMM ACTION</b>	<b>183265</b>			
<b>INVOICE # :</b> 97084	<b>LOWE'S BUSINESS ACCOUNT</b>	<b>P.O. # : 0000</b>			
<b>TRANSACTION # : 0</b>	<b>DATE OF SALE : 250421</b>	<b>STORE # : 417</b>			
	<b>AUTHORIZATION : 000878</b>	<b>REGISTER # :</b>			
<b>S.K.U</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>PRICE</b>	<b>EXT. PRICE</b>
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
000000000010392	QUIKRETE 50-LB PLAY SAND	10.000	BA	\$6.54	\$65.40
000000005742358	0.8 CU-FT RUB NUGGET BRN(	6.000	ZZ	\$7.11	\$42.66
<b>SUB \$108.06</b>	<b>TAX \$0.00</b>	<b>TOTAL INVOICE</b>			<b>\$108.06</b>
		<b>CREDITS TOTAL</b>			<b>\$0.00</b>
		<b>BALANCE DUE</b>			<b>\$108.06</b>

# Capital Area Community Action Agency

## CHIEF EXECUTIVE OFFICER REPORT JULY 2025

### Administrative

- Board recruitment continues to address the CSBG tripartite requirement and get better representation from the service area. By-laws require a minimum of 12 members on the Board. Adding Public Sector and Low-Income Sector representation has helped.
- United Partners for Human Services (UPHS) leadership is under contract to help with morale and team building opportunities with a meeting scheduled for July 28, 2025. The CEO is working directly with Trasetta Washington as a Professional Coaching to help develop a workable solution to policy, practice, and communication with the management team including the Board of Directors.
- The Agency contracted with Moore Business Strategies for Strategic Planning to meet the CSBG Performance Standards requirements. Staff and Board members completed a planning survey. The Board has indicated a desire to postpone the August 2<sup>nd</sup> session.
- The annual single audit with James Moore is underway.
- TKElevators will complete the elevator annual inspection this week with the DBPR renewal due by August 1, 2025.
- Congress passed a version of the Big Beautiful Bill that did not directly affect the Agency. This bill addressed 24-25 budget issues. Congress is now working on developing the FY 25-26 budget forecast to have a 23% reduction in domestic spending.
- Florida Commerce contacted the Agency concerning direction from HHS regarding the payment of mortgage interest through rent from Holdings. The Agency requested an appeal to HHS from FloridaCommerce. The Agency is also in contact with Congressman Neil Dunn's office to advocacy support.

**Impact: Better benefits for staff. Better fiscal accountability.**

### Programmatic

- Awaiting the report from the FloridaCommerce fiscal monitoring of LIHEAP, CSBG, and Weatherization programs.
- Monthly Head Start management calls with Region IV HHS Office Program Specialist Kym Crooms (new as of June 2025).
- Management submitted the Five-Year Head Start application.
- Head Start at Pineview Elementary in Tallahassee is securing childcare licensing and improvements have been made to the playground.
- Still working on Jefferson Head Start Center replacement options. We are in touch with Duke Energy and HHS.
- The US Department of Health and Human Services (HHS) directed Florida Commerce to spend down 2023 LIHEAP funding to the state. The Agency was responsible for \$2.777 million for on direct client assistance by June 30. FloridaCommerce extended this deadline statewide to September 30. The Agency has about \$1 million to spend. This



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[www.CapitalAreaCommunityActionAgency.org](http://www.CapitalAreaCommunityActionAgency.org)



represents a nearly three-fold increase in monthly LIHEAP clients served. The 23 LIHEAP funds have been spent down. FloridaCommerce informed the agency that \$2.1 million in tornado recovery LIHEAP funds from May 2024 have to be spent by 9/30/2025 as they were converted to regular LIHEAP funds in December 2024. Crisis has more than 1,000 backlogged applications in the queue. Delays in reimbursement from FloridaCommerce may affect cash flow and our ability to pay in a timely manner for Promises to Pay that have been issued.

- FloridaCommerce implemented a new online portal – FloridaLIHEAP.com – for intake. The new intake solution for is an effort to modify the application process and offer some risk mitigation to the agency. The vendor, Promise, has also developed online portals for CSBG and Weatherization. Promise continues to upgrade all systems to better meet the needs of the Agency. The new portal is temporarily offline with thousands of applications backlogged across the state.

***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**

- Tickets are still available for the Beer Festival hosted by UPHS. Ticket revenue is proportionately shared with participating social service agencies. Ticket revenue flows back to Capital Area. Board members are encouraged to purchase tickets before the event sells out or volunteer to help at the event scheduled for Saturday, August 10, at the Tucker Civic Center.
- Working on Duke Energy for Community Investment (building)

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

### **Out of Office**

- July 23-25 – PTO
- August 20-21 - PTO
- August 25-29 – Detroit – National Community Action Partnership Annual Conference

# Capital Area Community Action Agency

## MEMORANDUM

TO: TIM CENTER, CEO

FROM: Nina Self, COO

DATE: July 14, 2025

RE: COO Report for July 2025 Board Meeting

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The following are highlights of current issues the COO is addressing:

- Due to the overabundance of applications received for LIHEAP services, Florida Commerce shut down the Promise application portal until further notice. As of July 7, 2025, the LIHEAP Case Management System (CMS) had 26,945 applications statewide submitted and in a “need review” status. Of the 26,945 under review, 18,821 were over deadline (6,969 **Crisis Fast** over deadline and 786 are **Crisis Immediate** over deadline). On July 14, 2025, the Promise system reported our agency with 904 cases in need of review. Staff found that many cases are duplicates from clients filing more than once. Our LIHEAP funding was \$2.7 million, and to date we have processed \$2.4 million.
- Florida Commerce also contracted with Promise to develop the data system for CSBG. The new system began in June but it is not conducive to what we need to capture the information necessary for reporting. FACA facilitates weekly calls with the Florida CSBG network to discuss issues with the system. It appears that no agencies are using it because of its inefficiency. There is no assurance of correcting the system any time soon. Because of this, we continue to contract with SHAH on a month-to-month basis to continue our data services for CSBG. They also introduced the system for WAP, but again, no users thus far. We continue to use our current programs to track data on progress.
- The funds received from the Department of Energy allowed us to continue weatherization operations through May 2025. We still have not received notification regarding when or if the U.S. Department of Energy will resume permitting states to access the Weatherization Program Infrastructure (WXIP2) funds allocated for FY24/25. Florida Commerce suspended any new weatherization projects until this issue is resolved. It is unclear at this time if this issue will be resolved before the fiscal year ends.
- The Getting Ahead class held with the residents of Disc Village ended in June with sixteen participants graduating. A new class has started at the facility with fourteen participants. Disc Village is a recovery facility for men and women that want to make a change from the addiction issues in their life. All prior and current participants were from the women’s program. There is interest to have a class in the fall for the men.



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The Power for Human Services

**Coming Events:**

July 30, 2025	Center Directors Training for Pre-Service American Red Cross
July 31, 2025	Full Staff Meeting & Kick-Off to HS Pre-Service American Red Cross
August 1 – 5, 2025	Head Start Pre-Service Training American Red Cross
August 6, 2025	Head Start Parent Orientation
August 7, 2025	Open House/Meet & Greet held at each HS Center
August 11, 2025	SCHOOL BEGINS – Children Return
August 25 – 29, 2025	National Community Action Partnership (NCAP) 2025 Annual Convention Detroit, Michigan
September 1, 2025	LABOR DAY – All Centers and Offices Closed
October 2, 2025	Fall Holiday (Leon & Jefferson HS Centers only)
October 28 – 20, 2025	Florida Head Start Assoc. Annual Conference & Expo Orlando, Florida

COO Summary of Programs and individual department reports follow this report.

**Capital Area Community Action Agency, Inc.**  
**COO Summary of Programs**  
**For the Month Ended 6/30/2025**

PROGRAMS:	Getting Ahead	Staying Ahead	Emergency Services	
	County	Current Class	Active Participants	# Households Served FY 24/25
Calhoun	0	2	201	6.22%
Franklin	0	0	174	5.39%
Gadsden	0	2	254	7.86%
Gulf	0	0	93	2.88%
Jefferson	0	0	110	3.41%
Leon	14	11	2250	69.66%
Liberty	0	0	47	1.46%
Wakulla	0	0	101	3.13%
<b>TOTALS</b>	<b>14</b>	<b>15</b>	<b>3230</b>	<b>100.00%</b>

<b>HEAD START 2025 - 2026 Registrations</b>	Franklin	Jefferson	Mabry	Pineview	Royal	South City	Total
<b># of Students Enrolled for Fall 2025</b>	5	20	65	21	57	90	258
Funded Enrollment	19	37	77	40	57	148	378
Center Enrollment %	26.32%	54.05%	84.42%	52.50%	100.00%	60.81%	68.25%

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

<b><u>Average Daily Attendance (ADA)*</u></b>		
Required %	85%	
%		

\*Summer Break

**Capital Area Community Action Agency, Inc.**  
**COO Summary of Programs**  
**For the Month Ended 6/30/2025**

**Weatherization at-a-Glance**

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

**18.57%**

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

**FY 2023 - 2024 Suwannee River Counties**

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

Family Support Services Outreach Report  
June 2025

A	B	C	D	E	F	G	H	I	
1						Month:	Jun-25		
2									
3	DATE	EVENT TITLE & PURPOSE	COUNTY	LOCATION	POTENTIAL PARTNER CONTACTS INFO	NUMBER OF ATTENDEES	NUMBER INTERESTED IN LIHEAP	NUMBER INTERESTED IN GA	OUTCOMES
4	6/3/2025	Calhoun childrens coalition	Calhoun	Health Dept	health dept., sheriffs dept., schools, healthy start, CARE, AHEC, DCF, DISC village, SHINE	12			community Partnership Building, learning programs and resources in communities promoting agency programs
5	6/5/2025	Liberty Co. Childrens Coalition	Liberty	Bristol Library	Disc Village, AHEC, Healthy Start, Dept VA, DCF, PAEC, Hope Project, SEDNET, FSU Center for Prevention	6			community Partnership Building, learning programs and resources in communities promoting agency programs
6	6/17/2025	Transportation Disadvantage Board Meeting	Calhoun	Calhoun Senior Center	senior center, veterans, school system, health dept., FDOT, FDOE, AHCA, APD	12			community Partnership Building, learning programs and resources in communities promoting agency programs
7	6/17/2025	Transportation Disadvantage Board Meeting	Liberty	Liberty Co. Senior Center	senior Center, Veterans Affair, Health Dept, FDOE, AHCA	10			community Partnership Building, learning programs and resources in communities promoting agency programs
8	6/11/2025	Transportation Disadvantage Board Meeting	Gulf	Gulf Co Transit	senior Center, Veterans Affair, Health Dept, FDOE, AHCA	12			community Partnership Building, learning programs and resources in communities promoting agency programs
9	6/12/2025	Mahaw Community Resource Fair	Calhoun	Mahaw Community park	Police Dept, Sheriffs Dept, FI Dept of Health, PAEC, Property appraiser, Supervisor of Elections, Vetrean Affairs, Clerk of Court, Bethel AME				community Partnership Building, learning programs and resources in communities promoting agency programs

Family Support Services Outreach Report  
June 2025

A	B	C	D	E	F	G	H	I
DATE	EVENT TITLE & PURPOSE	COUNTY	LOCATION	POTENTIAL PARTNER CONTACTS INFO	NUMBER OF ATTENDEES	NUMBER INTERESTED IN GA	NUMBER INTERESTED IN LIHEAP	OUTCOMES
10 6/26/2025	United Breast Cancer Event Workshop on Chronic Illness and Emotional Health	Leon	Governor Square Mall		10	0	0	community Partnership Building, learning programs and resources in communities promoting agency programs
11 6/25/2025		Leon	Florida Blue	Florida Blue		0	0	Left business cards and brochures for potential GA participants

# Capital Area Community Action Agency

## MEMORANDUM

**TO:** Tim Center, Chief Executive Officer  
**FROM:** Victoria Mathis, Emergency Services Program Manager  
**RE:** Board Update for June 2025 – *Emergency Services*  
**DATE:** July 7, 2025

### *National Performance Indicator*

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

### *Low Income Home Energy Assistance Program*

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

County	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	April 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Total
<i>Calhoun</i>	20/41	16/27	10/24	21/45	24/43	30/58	32	20	28				201
<i>Franklin</i>	17/39	16/32	8/12	20/50	15/27	26/39	30	16	26				174
<i>Gadsden</i>	13/36	6/22	5/16	16/33	28/61	68/146	37	50	31				254
<i>Gulf</i>	16/40	4/4	5/13	6/8	10/17	14/24	10	6	22				93
<i>Jefferson</i>	10/23	3/11	0/0	13/27	14/36	30/364	12	15	13				110
<i>Leon</i>	181/516	130/391	59/154	124/315	141/353	385/732	456	581	193				2250
<i>Liberty</i>	8/20	5/15	1/1	1/30	5/8	8/16	3	8	8				47
<i>Wakulla</i>	8/17	8/19	0/0	14/35	7/21	16/35	19	18	11				101
<b>Total</b>	273/732	188/521	88/220	215/543	244/566	577/1414	599	714	332				3230

Additional information listed below:

**Total Emergency Services Utility Assistance (from Donated Funds) = 8**



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Capital Area  
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**MEMORANDUM**

**FROM: Terry Mutch**

**RE: Weatherization Assistance Program**

**DATE: July 7, 2025**

Due to recent governmental adjustments, the Bipartisan Infrastructure Law funding received by WAP in 2023 was rescinded in March 2025 until further notice. Florida Commerce has recently released the standard funding granted by the Department of Energy to allow operations to continue through May 2025.

The Umbrella Agreement with Florida Commerce for CSBG, LIHEAP and WAP has been recently executed allowing operations to continue through June 30, 2026. However, the Notice of Fund Availability (NFA's) as well as updated procedures, guidelines and protocols are forthcoming so no projections are available at this time. As soon as this information is available, we can provide a more accurate account of the program's trajectory.



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**MEMORANDUM**

**TO:** Head Start Policy Council and Board of Directors  
**FROM:** Darrel James, Head Start Director  
**RE:** Head Start Director's Report  
**DATE:** July 10, 2025

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

**Staffing**

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

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

**Professional Development /Training**

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

**Facilities**

**Franklin**

- Working to ensure rodents do not become an issue. Working with ABC school to received permission to construct a playground for our children adjacent to our building, but on the campus of the school. Making plans to have an alternate water supply for drinking and washing hands, if the current water pollution problem is present when school opens.

**Jefferson County**

- Per our Chief Executive Officer, he's still awaiting a decision from Duke Energy on assuming their building as our new Head Start site. While we await, necessary repairs continue to be made to the current building to ensure the safety of the children, staff, and families we serve. We will also begin to work with other officials in Jefferson County on locating suitable space for the Head Start Program.

**Louise B. Royal**

- Repairs have been made to the deck and fall zones on the playground to ensure the facility is ready for the start of school. Limbs were also cut back from the roof of one of



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the buildings. Another area must be located for the disposal of trash since the current location is causing rodents to attempt to make entry into the building.

#### **Mabry**

- A classroom of 11 students will be added to this center for the new school year. There are no issues with this center at this time.

#### **Pine View**

- We have been granted the use of two classrooms at this local elementary school, and the lease with the school board has been approved. The classrooms are in the process of being set up. An application to operate a head start program at this location has been submitted to The Department of Children and Families. The license must be granted before this facility can be officially opened. This facility will have 40 students.

#### **South City**

- A new lease has been signed for this location, and we will continue with eight classrooms. It is our goal to relocate four classrooms from this facility to another facility in the area.

### **Curriculum**

The 2024 – 2025 CLASS Summary and Data Score is complete. Instructional Support continues to maintain high scores and this can be credited to consistent involvement of the coaches. Emotional Support maintained the growth from the Fall Assessment but a small decrease from the Winter Assessment to the spring; this is not unheard of considering the long Winter break that happens in December and January. Classroom Organization improved over the Fall Assessment but again a small decrease was noted compared to the Winter Assessment with the same explanation as with Classroom Organization.

The three domains are all above the re-competition level. To support continued growth, coaches will continue to work with teachers to apply open-ended questions, deeper and richer conversations, and more coaching time to staff who require more intense one-on-one with coaches.

We met the requirement of enrolling at least 10% of our students with a disability as required by the Office of Head Start. We enrolled thirty-eight students with an Individualized Education Plan.

### **Recruitment**

Recruitment numbers for the month of June 2025:

- Franklin                      **5 of 19** families enrolled
- Jefferson                    **20 of 37** families enrolled

- Louise B. Royal      **57 of 57** families enrolled
- Mabry                    **65 of 77** families enrolled
- Pine View                **21 of 40** families enrolled
- South City                **90 of 148** families enrolled

**258 of 378 (68%)** families are enrolled in Head Start for the upcoming **2025 – 2026 School Year.**

**Attendance**

N/A

**Health**

We met the requirements of our students having up-to-date immunizations and physicals this school term. Ninety percent of our children had a dental home, and 90% of our children completed a dental exam. One hundred percent of our children had a medical home this year.

**Federal and State Regulations**

We have applied to the Department of Children and Families to license the classrooms at Pine View Elementary School as a Head Start Center. Capital Area Community Action Agency has submitted a Non-Competitive Grant to continue the operation of the Head Start program.

# 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:** July 1, 2025

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

- Continued updates to the Employee Policies and Procedures Handbook.
- Initiated revisions to the Annual Performance Evaluations to align evaluations with specific job duties. This will be an ongoing project.
- Coordinating with UPHS to provide *Team Building and Coaching Services* for staff; final date for facilitation is pending.
- Actively Interviewing candidates for *Receptionist/Administrative Assistant* vacancy.
- Submitting *Payroll Sampling documents* as part of internal review process. This will continue through the month of July.
- Maintain attendance at the Big Bend SHRM monthly meetings.
- Continue Human Resources trainings sessions to support staff development.

Current vacancies:

(2) Head Start Teacher Assistants – Center location TBD  
(1) Head Start Lead Teacher – Center Location TBD  
(1) Family Advocate – South City  
Family Services Program Manager (FSSP)



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