

# Capital Area Community Action Agency

## Executive Committee Meeting

### Agenda

Tuesday, April 28, 2026

Meeting via TEAMS

- 
- I. Call to Order – 5:30 p.m. Melissa Miller, Chair
  - II. Agenda Approval
  - III. Sign-in/Attendance/Introductions
  - IV. Action – Recommendations for Review and Approval
    - A. Board Activity
      - 1) Executive Committee Meeting Minutes – February 24, 2026
    - B. Financial Report Keith Dean, CFO
    - C. Other Items for Review and Approval
  - V. Interim Chief Executive Officer’s Report Nina Self, Interim CEO
    - A. Agency Updates
    - B. Board Member Recruitment
  - VI. Chair’s Report
    - A. Board Member Committee Assignments
    - B. Fundraising
    - C. CEO Transition Update
  - VII. Adjournment

**Next Board of Directors Meeting – May 26, 2026 – 6:00 p.m. (In Person – Location TBA)**

**Next Executive Committee Meeting – June 23, 2026 – 5:30 p.m.**



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# Capital Area Community Action Agency

## Executive Committee Meeting Minutes

February 24, 2026

### Members in Attendance

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

### CACAA Staff

Nina Self, Interim CEO/COO  
Keith Dean, Chief Financial Officer  
Margaret Watson, HR Manager

Call to Order. The meeting was called to order at 5:34 p.m. by the Chair. A quorum was established.

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

The Chair asked members to introduce themselves.

### ACTION ITEMS

#### Approval of prior minutes.

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

#### Financial Reports

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

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



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

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

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

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

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

## **INTERIM CEO REPORT**

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

### **Head Start Facilities & Partnership:**

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

### **Jefferson County Center:**

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

### **Technology Update**

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

**Program Updates (CSBG):**

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

**Franklin County Head Start:**

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

**UPCOMING EVENTS**

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

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

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

**Financial Statement Narrative  
For the Five Months Ending February 28, 2026  
Capital Area Community Action Agency**

As of February 28, 2026, we have completed five months of the fiscal year and we would expect the year-to-date actual expenses and revenue to be around 42% of the annual budget with some Head Start expenses around 50%. At month end, the Year to Date Actual Revenue and Expenses are 43% and 43% respectively with excess expenditures of \$8,071.

Non-Federal Share (NFS) Match at February 28, 2026, was \$452,201 of the \$1,065,245 target.

**Agency Wide Variances**

- **Unemployment** – is over the benchmark budget as is the case normally for the first quarter of the calendar year with declining contributions for the remaining quarters. This line item will stay within budget for the year.
- **Workers Compensation** – is over the benchmark budget but will stay within budget for the year based on scheduled payments.
- **Contractual Services – Health / Disabilities** – is over the budget benchmark but based on the Head Start school year, should stay within budget.
- **Rent/Space Cost and Utilities** – are over benchmark budget due and forecast to go over budget based on historical data.
- **General Liability and Property Insurance** - is over benchmark budget due the initial 25% down payment in addition to 3 months of payments but forecast to stay within budget for the fiscal year.
- **Repairs & Bldg Maintenance – Recurring** – is over benchmark budget due to a number of items being included in recurring instead nonrecurring repairs. There is significant budget remaining in nonrecurring repairs to offset the difference.
- **Equipment Maintenance** – is over the benchmark budget and forecast to go over budget based on current spending.
- **Vehicle Expense** – is over benchmark budget with a 25% deposit and 4 monthly insurance payments. With only 5 remaining payments, this line item should remain under budget.
- **Equipment Lease** – is over benchmark budget due and forecast to go over budget based on historical data.
- **Technology** – is over the benchmark budget and forecast to go over budget with the addition of additional curriculums for Head Start and VPK.
- **Dues and Subscriptions** – is over the benchmark budget with a number of annual dues being paid in October but forecast to stay within budget for the fiscal year.
- **Client Assistance** – is over benchmark budget but will stay within budget with new DEO protocols.
- **Interest Expense** - is over budget due to the Line of Credit being activated during the Government shut down.
- **Bank Service Charges** - is over budget due to the Line of Credit being activated during the Government shut down.

**Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the 5 Months Ending 2/28/2026**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
	42%				
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	1,749,040	(2,511,938)	41%
Government Contracts - STATE	4010	2,565,606	994,778	(1,570,828)	39%
Government Contracts - LOCAL	4020	124,888	227,582	102,694	182%
Grants - Other Not-for-Profits	4100	6,573	4,608	(1,965)	70%
Grants - All Other Sources	4120	8,000	8,000	0	100%
Contributions	4200	2,000	8,807	6,807	440%
Contributions- Restricted	4210	29,000	1,366	(27,634)	5%
Special Events	4300	2,000	0	(2,000)	0%
Commissions-Vending/Photo	4320	0	815	815	100%
Interest Income	4950	0	322	322	100%
Fringe Pool Revenue	4960	956,000	404,703	(551,297)	42%
Indirect Pool Revenue	4970	839,909	344,458	(495,451)	41%
Other Revenue	4995	2,000	10,568	8,568	528%
<b>Total Revenue</b>		<b>8,796,954</b>	<b>3,755,048</b>	<b>(5,041,907)</b>	<b>43%</b>
<b>Expenditures</b>					
Salaries & Wages	6010	3,317,272	1,362,596	1,954,676	41%
Fringe	6110	971,448	404,703	566,745	42%
FICA	6120	257,000	101,746	155,254	40%
<b>Unemployment</b>	<b>6130</b>	<b>43,000</b>	<b>25,138</b>	<b>17,862</b>	<b>58%</b>
<b>Workers Compensation</b>	<b>6140</b>	<b>40,000</b>	<b>19,029</b>	<b>20,971</b>	<b>48%</b>
Health Insurance	6150	490,000	199,254	290,746	41%
Life Insurance	6160	36,000	13,894	22,106	39%
Retirement	6170	60,000	22,420	37,580	37%
Staff Screenings	6180	3,950	687	3,263	17%
Indirect Costs	6210	831,158	347,958	483,200	42%
Travel - In Area	6310	12,300	1,807	10,493	15%
Office Supplies	6410	17,500	6,533	10,967	37%
Program Supplies	6415	51,146	10,557	40,589	21%
Classroom Supplies	6420	33,000	13,329	19,671	40%
Kitchen Supplies	6430	18,000	6,893	11,107	38%
Medical/Dental Supplies	6440	500	8	492	2%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	28,450	8,724	19,726	31%
Postage and Delivery Expense	6600	5,150	1,059	4,091	21%
Contractual Services/Professional	6710	385,365	134,993	250,372	35%
<b>Contractual Services - Health/Disabilities</b>	<b>6715</b>	<b>205,142</b>	<b>103,956</b>	<b>101,186</b>	<b>51%</b>
<b>Rent/Space Cost</b>	<b>6810</b>	<b>284,194</b>	<b>160,478</b>	<b>123,716</b>	<b>56%</b>
<b>Utilities</b>	<b>6820</b>	<b>106,500</b>	<b>54,706</b>	<b>51,794</b>	<b>51%</b>
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>83,000</b>	<b>44,400</b>	<b>38,600</b>	<b>53%</b>
Communications	6840	99,500	41,777	57,723	42%
<b>Repairs &amp; Bldg Maintenance- Recurring</b>	<b>6850</b>	<b>174,080</b>	<b>93,945</b>	<b>80,135</b>	<b>54%</b>
Repairs & Bldg Maintenance - Nonrecurring	6855	15,500	0	15,500	0%
<b>Equipment Maintenance</b>	<b>6910</b>	<b>30,500</b>	<b>15,209</b>	<b>15,291</b>	<b>50%</b>
<b>Vehicle Expense</b>	<b>6920</b>	<b>66,000</b>	<b>33,472</b>	<b>32,528</b>	<b>51%</b>
<b>Equipment Lease</b>	<b>6930</b>	<b>9,700</b>	<b>5,909</b>	<b>3,791</b>	<b>61%</b>
<b>Technology</b>	<b>6940</b>	<b>55,946</b>	<b>64,037</b>	<b>(8,091)</b>	<b>114%</b>
Fees, Licenses, and Permits	7010	3,360	637	2,723	19%
<b>Dues/Subscriptions</b>	<b>7020</b>	<b>8,800</b>	<b>6,105</b>	<b>2,695</b>	<b>69%</b>
Special Events	7110	3,000	116	2,884	4%
<b>Client Assistance</b>	<b>7210</b>	<b>600,703</b>	<b>332,287</b>	<b>268,416</b>	<b>55%</b>
Expendable Equipment	7320	15,000	6,201	8,799	41%
Meetings/Workshops	7420	10,200	1,273	8,927	12%
Training and Technical Assistance/Staff Development	7435	69,998	12,396	57,602	18%
Advisory/Board Member Expenses	7440	4,700	602	4,098	13%
Advertising	7450	27,000	2,160	24,840	8%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	334,126	96,241	237,885	29%
Legal Expenses	7530	10,000	0	10,000	0%
<b>Interest Expense</b>	<b>7610</b>	<b>500</b>	<b>2,597</b>	<b>(2,097)</b>	<b>519%</b>
<b>Bank Service Charges</b>	<b>7630</b>	<b>2,900</b>	<b>3,285</b>	<b>(385)</b>	<b>113%</b>
<b>Total Expenditures</b>		<b>8,822,788</b>	<b>3,763,119</b>	<b>5,059,669</b>	<b>43%</b>
Excess Revenue over (under) Expenditures		(25,834)	(8,071)	17,763	

**Capital Area Community Action Agency  
Balance Sheet  
For the Period Ending 2/28/2026**

		<u>Current Period Balance</u>
<b>Assets</b>		
Cash Operating Hancock Bank	1010	733,856
Health Insurance Imprest Account	1031	2,516
Petty Cash	1050	170
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	25,592
Money Market Account - Hancock Bank	1080	28,025
Accounts Receivable	1100	31,111
Grants Receivable	1150	464,338
Building	1600	245,000
Work In Progress	1630	67,368
Equipment	1650	1,019,237
Capital Lease	1660	961,600
Accumulated Depreciation - Building	1700	(104,429)
Accumulated Depreciation - Equipment	1750	(620,595)
Accumulated Amortization - Capital Lease	1760	<u>(566,780)</u>
<b>Total Assets</b>		<b>2,287,011</b>
<b>Liabilities and Net Assets</b>		
<b>Liabilities</b>		
Accounts Payable	2000	84,721
Accrued Expenses - Other	2010	76,774
Accrued Wages	2040	167,542
Accrued Fringe Benefits	2060	1,115
Accrued Flexible Savings	2061	(5,143)
Accrued FICA	2065	(10,296)
Accrued Federal Withholding	2070	(8,611)
Accrued Georgia Estimated Taxes	2071	(328)
Accrued Health Insurance	2085	(25,099)
Accrued Other Health Insurance	2087	(1,791)
Accrued Life Insurance	2090	10,804
Accrued Retirement - Pre Tax	2095	(849)
Accrued Retirement - Post Tax	2096	916
Contract Advances	2100	119,642
Due to Dept of Economic Opportunity	2300	402
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	(176)
Lease Payable	2360	48,843
Lease Liability Short Term	2361	343,433
Deferred Income	2400	<u>35,527</u>
<b>Total Liabilities</b>		<b>844,505</b>
<b>Net Assets</b>		
<b>Beginning Net Assets</b>		
Unrestricted Net Assets	3000	1,125,679
Invested Property and Equipment	3020	<u>324,898</u>
<b>Total Beginning Net Assets</b>		<b>1,450,577</b>
<b>Current Net Income</b>		<u><b>(8,071)</b></u>
<b>Total Net Assets</b>		<u><b>1,442,506</b></u>
<b>Total Liabilities and Net Assets</b>		<b>2,287,011</b>

**Capital Area Community Action Agency**  
**FSS Programs Statement of Revenues and Expenditures**  
**For the 5 Months Ending 2/28/2026**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	1,667,052	789,968	(877,084)	47%
Total Revenue		1,667,052	789,968	(877,084)	47%
Expenditures					
Salaries & Wages	6010	589,504	235,728	353,776	40%
Fringe	6110	170,937	70,209	100,728	41%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	158,932	63,941	94,991	40%
Travel - In Area	6310	2,100	235	1,865	11%
<b>Office Supplies</b>	<b>6410</b>	<b>5,500</b>	<b>2,913</b>	<b>2,587</b>	<b>53%</b>
Program Supplies	6415	15,600	0	15,600	0%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	5,450	1,979	3,471	36%
Postage and Delivery Expense	6600	3,450	841	2,609	24%
Contractual Services/Professional	6710	24,229	0	24,229	0%
<b>Rent/Space Cost</b>	<b>6810</b>	<b>50,194</b>	<b>45,114</b>	<b>5,080</b>	<b>90%</b>
<b>Utilities</b>	<b>6820</b>	<b>10,500</b>	<b>5,490</b>	<b>5,010</b>	<b>52%</b>
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>21,000</b>	<b>15,759</b>	<b>5,241</b>	<b>75%</b>
Communications	6840	31,500	12,875	18,625	41%
<b>Repairs &amp; Bldg Maintenance- Recurring</b>	<b>6850</b>	<b>8,900</b>	<b>8,889</b>	<b>11</b>	<b>100%</b>
<b>Equipment Maintenance</b>	<b>6910</b>	<b>6,700</b>	<b>4,169</b>	<b>2,531</b>	<b>62%</b>
<b>Vehicle Expense</b>	<b>6920</b>	<b>26,000</b>	<b>13,353</b>	<b>12,647</b>	<b>51%</b>
<b>Equipment Lease</b>	<b>6930</b>	<b>4,200</b>	<b>3,243</b>	<b>957</b>	<b>77%</b>
Technology	6940	14,200	4,988	9,213	35%
Fees, Licenses, and Permits	7010	860	10	850	1%
Dues/Subscriptions	7020	1,300	450	850	35%
<b>Client Assistance</b>	<b>7210</b>	<b>501,696</b>	<b>298,570</b>	<b>203,126</b>	<b>60%</b>
Expendable Equipment	7320	2,000	79	1,921	4%
Meetings/Workshops	7420	600	40	560	7%
Training and Technical Assistance/Staff Development	7435	9,000	479	8,521	5%
Advertising	7450	2,500	200	2,300	8%
Total Expenditures		1,667,052	789,553	877,499	47%
Excess Revenue over (under) Expenditures		0	416	416	

**Capital Area Community Action Agency  
Head Start Programs Statement of Revenues and Expenditures  
For the 5 Months Ending 2/28/2026**

		Total Budget -	Current Year Actual	Total Budget Variance - Original	%	
	42-50%	Original				
<b>Revenue</b>						
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	1,749,040	(2,511,938)	41%	
Government Contracts - STATE	4010	898,554	204,809	(693,745)	23%	
Government Contracts - LOCAL	4020	76,342	207,593	131,251	272%	
Contributions	4200	0	7,214	7,214	100%	
Other Revenue	4995	2,000	1,842	(158)	92%	
<b>Total Revenue</b>		<b>5,237,874</b>	<b>2,170,498</b>	<b>(3,067,376)</b>	<b>41%</b>	
<b>Expenditures</b>						
Salaries & Wages	6010	2,462,551	1,034,939	1,427,612	42%	
Fringe	6110	713,651	307,246	406,405	43%	
Staff Screenings	6180	3,500	687	2,813	20%	
Indirect Costs	6210	663,826	280,517	383,309	42%	
Travel - In Area	6310	10,000	1,572	8,428	16%	
Office Supplies	6410	9,000	2,148	6,852	24%	
Program Supplies	6415	35,000	10,557	24,443	30%	
Classroom Supplies	6420	33,000	13,329	19,671	40%	
Kitchen Supplies	6430	18,000	6,893	11,107	38%	
Medical/Dental Supplies	6440	500	8	492	2%	
Copies/Printing/Copier Maintenance/Toner/Paper	6510	12,000	5,047	6,953	42%	
Postage and Delivery Expense	6600	1,200	170	1,030	14%	
Contractual Services/Professional	6710	7,500	1,523	5,977	20%	
Contractual Services – Health/Disabilities	6715	205,142	103,956	101,186	51%	
Rent/Space Cost	6810	212,000	105,933	106,067	50%	
Utilities	6820	90,000	47,539	42,461	53%	
General Liability and Property Insurance	6830	25,000	13,669	11,331	55%	
Communications	6840	60,000	26,294	33,706	44%	
Repairs & Bldg Maintenance- Recurring	6850	164,180	84,833	79,347	52%	
Repairs & Bldg Maintenance - Nonrecurring	6855	15,000	0	15,000	0%	
Equipment Maintenance	6910	18,000	8,807	9,193	49%	
Vehicle Expense	6920	35,000	18,318	16,682	52%	
Equipment Lease	6930	3,500	1,868	1,632	53%	
<b>Technology</b>		<b>6940</b>	<b>20,000</b>	<b>49,965</b>	<b>(29,965)</b>	<b>250%</b>
Fees, Licenses, and Permits	7010	1,000	231	769	23%	
Dues/Subscriptions	7020	3,500	1,512	1,988	43%	
Special Events	7110	1,000	0	1,000	0%	
Expendable Equipment	7320	12,000	2,364	9,636	20%	
Meetings/Workshops	7420	3,500	1,100	2,401	31%	
Training and Technical Assistance/Staff Development	7435	40,998	11,779	29,219	29%	
Advisory/Board Member Expenses	7440	1,000	117	883	12%	
Advertising	7450	22,000	1,960	20,040	9%	
Parent Activities	7460	1,200	0	1,200	0%	
Raw Food Cost	7510	334,126	96,241	237,885	29%	
<b>Total Expenditures</b>		<b>5,237,874</b>	<b>2,241,121</b>	<b>2,996,753</b>	<b>43%</b>	
<b>Excess Revenue over (under) Expenditures</b>		<b>0</b>	<b>(70,622)</b>	<b>(70,622)</b>		

April 23, 2026

**Certified Mail Return Receipt Requested**

Ms. Nina Self, Interim CEO  
Capital Area Community Action Agency, Inc.  
309 Office Plaza Drive  
Tallahassee, Florida 32301

**Subject: Final Management Decision on the Audit of Federal Funds Awarded to Capital Area Community Action Agency, Inc. through FloridaCommerce for the Fiscal Year Ended September 30, 2024**

Dear Ms. Self:

FloridaCommerce has reviewed Capital Area Community Action Agency, Inc.'s Audit for funds awarded through Federal programs for the fiscal year ended September 30, 2024. The audit report contained two findings that require FloridaCommerce to issue a written management decision in accordance with Title 2 CFR 200. This correspondence is FloridaCommerce's management decision on the findings. The audit findings are summarized below:

**Finding 2024-001-Improper Payroll Approvals**

**Information on the Federal Program: Assistance Listing Number 93.569—Community Service Block Grant, United States Department of Health and Human Services. Pass-Through Entity: State of Florida, Department of Commerce. Award Number: E-1994 (CSBG) Type of Finding: Material Weakness.**

*Criteria:* In accordance with the Agency's written internal controls, for employee timesheets, "Supervisors review and approve subordinate's time at the end of the pay period".

*Condition:* For 21 of 40 payroll transactions selected for testing during the year under audit, there was no approval of the employee's timesheet by a Supervisor.

*Cause:* Control activities relating to payroll timesheet approvals are not functioning properly, and the Agency was unable to provide supporting documentation that timesheets were approved by a Supervisor.

*Effect:* The Agency is not following its documented internal controls relating to payroll timesheet approvals on a consistent basis.

*Recommendation:* We recommend that the Agency adhere to written internal controls and ensure that all employee timesheets are approved at a level higher than the employee themselves. Additionally, we recommend that appropriate documentation of the approvals is retained."

**FloridaCommerce Management Decision:**

Based on the review of the auditor's finding, Capital Area's corrective action plan, and FloridaCommerce's review, this finding is sustained. FloridaCommerce confirmed Capital Area has an automated timekeeping system that

requires timesheet review by supervisors. The system retains evidence of the reviews. FloridaCommerce considers this finding resolved.

**2024-002 – Special Tests and Provisions (Tri-Partite Board) – Community Service Block Grant (CSBG)**

**Information on the Federal Program: Assistance Listing Number 93.569—Community Service Block Grant, United States Department of Health and Human Services. Pass-Through Entity: State of Florida, Department of Commerce. Award Number: E-1994 (CSBG) Compliance Requirements: Special Tests and Provisions. Type of Finding: Significant Deficiency.**

*Criteria:* In accordance with the requirements of the Program outlined in ALN 93.569, CSBG and the CSBG Act at 42 USC 9910 nonprofit organizations administer CSBG through a board comprising of one third (1/3) of the board members chosen in a democratic selection process adequate to assure that these members are representative of the low-income individuals and families served and an additional 1/3 of the board comprising of public elected and/or appointed officials.

*Condition:* The Agency was unable to meet the 1/3 requirements for the public elected/appointed e 1/3 requirement for low-income individuals and families served during the year ended September 30, 2024.

*Cause:* While the Agency's controls did identify a lack of participation in these areas, they include control activities to resolve the non-compliance in a timely manner.

*Effect:* The Agency is out of compliance with the provisions requiring Tri-Partite Board as defined by the CSBG Act at 42 USC 9910.

*Recommendation:* We recommend the Agency recruit board members from the areas identified in order to be in compliance with this requirement.”

**FloridaCommerce Management Decision:**

Based on the review of the auditor’s finding, Capital Area’s corrective action plan, and FloridaCommerce’s review, this finding is sustained. Subsequent to the issuance of the fiscal year 2024 audit, FloridaCommerce confirmed that the Agency is now in compliance with the provisions of CSBG Act at 42 USC 9910, which requires a tripartite board. FloridaCommerce considers this finding resolved.

If you have any questions regarding this correspondence or if there is need for technical assistance, please contact Megan Ah Sam at 850-717-8467 or via email at [megan.ahsam@commerce.fl.gov](mailto:megan.ahsam@commerce.fl.gov).

Sincerely,

  
Caroline Womack  
Chief Financial Officer

CW/jj

Capital Area Community Action Agency, Inc.  
Board Composition @ 1/27/26

COUNTY	PUBLIC	PRIVATE	LOW-INCOME	TOTAL MEMBERS
Calhoun			Jeannie Fortune	1
Franklin	Steve Lanier			1
Gadsden			Carolyn Frances	1
Gulf			Eddie Fields	1
Jefferson		Sandra Sanders	Derrick Jennings	2
Leon	Akhenaton Thomas	John Grant, V Chair Spencer Conner* Lakiesha Campbell	Melissa Miller Linette Williams	6
Liberty				0
Wakulla	Valerie Russell			1
<b>TOTAL</b>	<b>3</b>	<b>4</b>	<b>6</b>	<b>13</b>

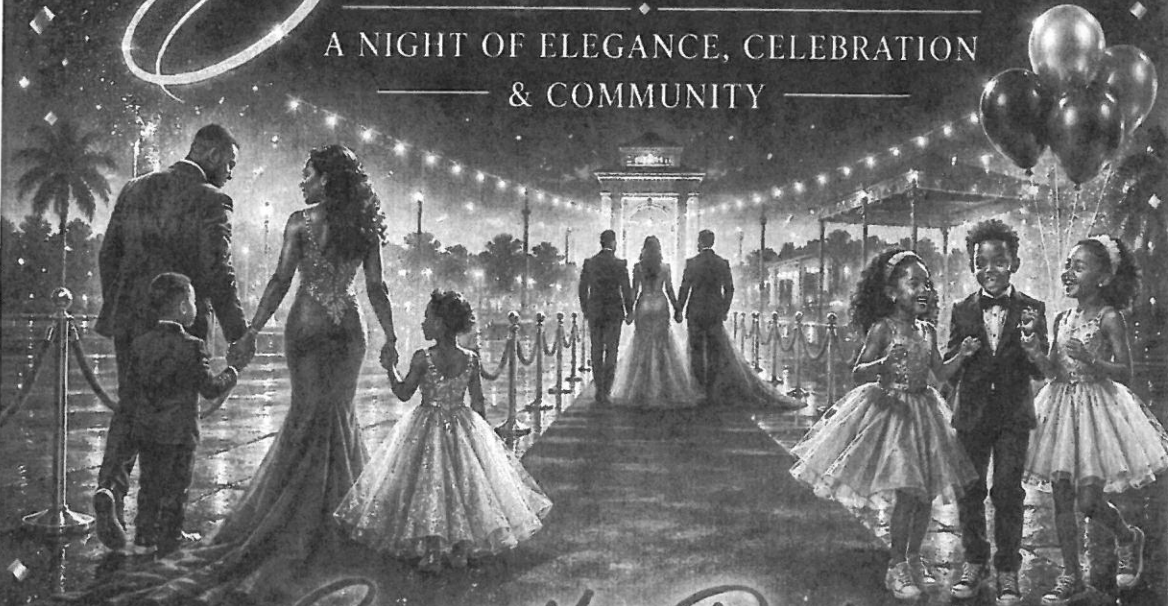
<u>COMMITTEES</u>				
<b>Personnel</b>	Valerie Russell	Sandra Saunders	Melissa Miller	
<b>Program Planning &amp; Oversight</b>	Steve Lanier	Spencer Conner	Derrick Jennings	
<b>Membership/Nominating</b>		John Grant	Carolyn Frances	
<b>Public Relations/Fundraising</b>	Akhenaton Thomas		Jeannie Fortune	
<b>Budget &amp; Finance</b>		Lakeisha Campbell	Linette Williams	Eddie Fields

\*New Member

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& COMMUNITY



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