

Capital Area Community Action Agency

Board of Directors Meeting
Agenda
Tuesday, May 26, 2026 – 6:00 pm
Via Microsoft Teams

I. Call to Order	Melissa Miller – Chair	
II. Agenda Approval		<u>Page</u>
III. Attendance/Quorum Declaration		
IV. Introduction/New Member Nominee Spencer Conner		
V. Action – Recommendation for Review & Approval		
A. Board Activity		
i) Board Meeting Minutes – March 24, 2026		1
ii) Executive Committee Minutes – April 28, 2026 (for review only)		4
B. Nomination Committee Report		7
i) Review and approval of Spencer Conner		
C. Financial Report	Keith Dean, CFO	8
• Narrative		
• Revenue & Expenditures Agency-wide		
• Balance Sheet		
• Revenue & Expenditures – major programs		
• Head Start Non-Federal Share Match		
• Head Start Credit Card Activity		
VI. Interim CEO Report	Nina Self Interim CEO	15
VII. Program Reports		18
VIII. Chair’s Report	Melissa Miller	
IX. Adjournment		
• Next Executive Committee Meeting (Full Board to attend) – June 23, 2026 – 5:30 pm – Location TBA		
• Next Board of Directors Meeting – July 28, 2026 – 6:00 pm, Location TBA		

Capital Area Community Action Agency

Board of Directors

Meeting Minutes

Via Microsoft Teams, Tallahassee, Florida

March 24, 2026

Members in Attendance:

John Grant, Vice-Chair
Akhenaton Thomas
Carolyn Francis
Derrick Jennings
Lakiesha Campbell
Linette Williams
Steve Lanier

CACAA Staff:

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

Absent: Carmen Conner, Eddie Fields, Melissa Miller, Jeannie Fortune, Sandra Saunders and Valerie Russell

CALL TO ORDER

The Vice-Chair called the Board meeting to order at 6:18 p.m. A quorum was established.

APPROVAL OF AGENDA

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

Motion: Ms. Francis moved approval of the agenda

Second: Mr. Lanier seconded the motion

Vote: The motion was unanimously approved

ACTION ITEMS

Approval of Minutes

The Chair entertained a motion to approve the minutes of January 27, 2026, Board of Directors meeting, noted a correction to Ms. Francis last name, and approved the minutes as amended.

Motion: Mr. Lanier moved approval of the agenda

Second: Ms. Francis seconded the motion

Vote: The motion was unanimously approved

The minutes from the Executive Committee meeting held on February 24, 2026 were presented to the Board for review. No action was required.

Financial Report

Ms. Beam, Finance Director, reported on the agency financial status as of January 31, 2026. She reviewed the financial reports showing revenues, expenses, and net income.

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

Motion: Ms. Francis moved approval of the Financial Report

Second: Mr. Grant seconded the motion

Vote: The motion was unanimously approved

INTERIM CEO REPORT

Ms. Self thanked all the Board members who attended Board Orientation.

Program Updates

Ms. Self reported on program updates as follows:

- We received correspondence from Florida Commerce approving our 2025 CSBG Organizational Standards submitted in December 2025.
- The Family Support Services program will participate in a program used by Community Action Agencies (CAAs) across the country for a few years. The *Whole Family Approach (WFA)* program is designed for agencies that have Community Services Block Grant (CSBG) funding. This approach weaves the resources of all of the agency programs to address parent and child needs at the same time. Members of Family Support Services and the Head Start teams will begin training on how to design our program. Our goal is to train all managers and eventually the board and policy council. Training will begin in April.
- **Head Start** enrollment is about 87%, which is slightly above the 85% required minimum.
- The two modulars used for Jefferson County Head Start need to be replaced. Jefferson County Schools is donating the land the modulars currently are on to the agency. We need to purchase a new modular, or have a structure built on the land. Our HHS Program Specialist suggested we consider a Head Start 1303 grant to purchase the new modular building for the Head Start Center. We need to find an alternative location for the fall.
- The lease for the Head Start center in Franklin County expires at the end of this school term. There have been long-standing difficulties in maintaining the center in Franklin County over the years such as finding a location, recruiting staff, and maintaining enrollment. HHS has approved us to move the 19 slots from Franklin County to Fort Braden in Leon County for the fall.

Board members asked whether the transfer could be reversed in the future. Ms. Self said if conditions in Franklin County change we could address returning the program there in the future. However, Head Start was not the only educational program that has these issues. Early Head Start and the public school system are experiencing some of the same issues.

- The Children’s Services Council awarded \$150,000 to fund Head Start in Leon County during the federal shut-down. We spent \$28,000 over that amount. The CSC is working to reimburse the agency for the additional expenses. Those funds will be used to offset technology and relocation costs.

The Vice-Chair entertained a motion to apply for the Head Start 1303 grant.

Motion: Mr. Lanier moved approval for staff to begin the process of applying for the Head Start 1303 grant to replace the Jefferson Head Start modulars.

Second: Ms. Francis seconded the motion

Vote: The motion was unanimously approved

The Vice-Chair entertained a motion to move the slots from Franklin County to Fort Braden.

Motion: Ms. Williams moved approval.

Second: Ms. Francis seconded the motion

Vote: The motion was unanimously approved

- The funding for the Weatherization Program was released, and production has restarted. Staff is working hard to meet contract-year goals by June 30, 2026. The Weatherization Coordinator that was laid off due to the elimination of federal infrastructure funds was rehired temporarily through June 30th to assist in this effort.

Other Updates

- The Sky Data Vault contract to migrate agency data to the cloud has been canceled due to technical difficulties that impeded implementation. We paid \$2,700 for the work completed prior to the termination.
- Head Start is running a Slim chicken fundraiser and planning an end-of-year sneaker ball.
- We are seeking recommendations for contractual services of a strategic planning facilitator, a webmaster, and technology services. Please contact Ms. Self if you have any recommendations.

CHAIR’S REPORT

The Vice-Chair invited Board members to volunteer for standing committees and a committee for the CEO vacancy.

The meeting adjourned at 7:00 PM.

Board Secretary

Date

Capital Area Community Action Agency

**Executive Committee
Meeting Minutes
Via Microsoft Teams, Tallahassee, Florida
April 28, 2026**

Members in Attendance

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

CACAA Staff

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

Call to Order. The meeting was called to order at 5:38 p.m. by the Chair. A quorum was established.

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

ACTION ITEMS

Approval of prior minutes

The Executive Committee reviewed the minutes of February 24, 2026. Ms. Francis moved to approve the minutes. Mr. Grant seconded the motion. The motion was unanimously approved.

Financial Reports

Chief Financial Officer, Keith Dean presented the financial report for the quarter ending February 28, 2026 noting that revenues and expenditures were where they expected with some excess expenditures. He further reviewed the non-federal share match level and explained variances largely driven by time and cyclical payment activity.

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

INTERIM CEO REPORT

Nina Self, Interim CEO reported an operational update regarding the closure of the Wakulla Program office and the Annex office, as well as relocating the Franklin CAP office to a smaller, less expensive space. These moves will reduce overhead, freeing funds for programmatic work, with a projected savings of over \$56,000 annually.



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Monitoring Results:

- After providing explanations, narratives, and continued recruitment plans to auditors and Florida Commerce, the program cleared two findings for electronic payroll recordkeeping and Tripartite Board membership. The board currently exceeds the 12-member minimum with 13 members.

Board Recruitment:

- The board composition report showed Liberty County lacking representation.
- Two members have been absent two or more meetings and have been non-responsive. They need to be notified in writing of their intent to serve on the Board.
- Ms. Conner resigned from the Board due to her hectic work schedule. She recommended her husband Spencer Connor to serve. Mr. Conner currently works for the Tallahassee Lenders Consortium and has a background in housing initiatives. He will be presented to the nominating committee for review and approval at the board meeting in May.

Head Start Relocation Plan:

- The Head Start program will close the Franklin Head Start and reallocate slots into Leon County Schools, creating nine centers total with eight in Leon County and one in Jefferson County.
- Four classes will move from South City Head Start into the school system as part of the partnership with Leon County Schools.
- Detailed class placements are confirmed for Fort Braden, Sable Palm, Hartsfield, and Astoria Park Elementary schools.

Jefferson County Center:

- Jefferson County requires a new modular classroom. We will pursue an HHS 1303 grant and explore temporary classroom options with the Jefferson County School system.

UPCOMING EVENTS

- **Strategic Planning:** Postponed. TBA at a later date.
- **Committees:** The Chair will appoint members to standing committees (Personnel, Program Planning, etc.) Members may email Ms. Self to volunteer.
- **Head Start:** The group postponed the Sneaker Ball, May 8th event due to venue renovations and combined that activity with the Head Start transition/graduation scheduled for May 22nd. Board members were invited to attend, and donations are accepted for gift bags.

Board Chair's Report

- The Chair stated that there were no updates regarding the scheduled fundraising meeting at this time. The Agency is currently accepting fundraising ideas and recommendations.
- The Chair will coordinate the CEO transition update with Mr. Dean and provide an update to the Board.

Ms. Francis recommended that fundraising be addressed within the strategic planning process to ensure appropriate approaches and stressed thoughtful planning for effective fundraising. She confirmed willingness to support membership and fundraising efforts as a volunteer.

There is currently no formal fundraising plan. Members should email fundraising ideas to Ms. Self for review.

Adjournment. The meeting adjourned at 6:16 p.m.

Secretary

Date

Spencer Conner is a development manager and community finance professional with a focus on housing, economic mobility, and nonprofit impact. He currently serves with the Tallahassee Lenders' Consortium, where he focuses on building strategic partnerships, supporting community development initiatives, and advancing efforts that increase access to resources and opportunity for underserved populations.

Spencer brings several years of prior experience as a mortgage lender, providing him with direct, practical insight into the financial and structural barriers individuals and families face in achieving homeownership and long-term stability. This background informs his approach to community development, allowing him to bridge the gap between financial systems and the needs of low- and moderate-income households.

With a foundation in project management and nonprofit initiatives, Spencer has developed a level understanding of challenges related to housing affordability, financial capability, and access to resources. His work emphasizes collaborative solutions that connect public, private, and community stakeholders to drive sustainable outcomes.

Spencer is committed to advancing initiatives that not only provide immediate support but also create long-term pathways to self-sufficiency. His perspective combines hands on industry experience with a strong commitment to community impact, making him a valuable contributor to mission driven organizations focused on reducing poverty and strengthening local communities.

Spencer is a veteran of the United States Air Force and a graduate of Tallahassee State College and Florida State University. He is married to Carmen Conner and is a proud father of three children.

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

As of March 31, 2026, we have completed six months of the fiscal year and we would expect the year-to-date actual expenses and revenue to be around 50% of the annual budget with some Head Start expenses around 60%. At month end, the Year to Date Actual Revenue and Expenses are 50% and 50% respectively with excess expenditures of \$9,063.

Non-Federal Share (NFS) Match at March 31, 2026, was \$509,960 of the \$1,065,245 target.

Agency Wide Variances

- Repairs & Bldg Maintenance – Recurring –is over benchmark budget due to a number of items being included in recurring instead of non-recurring repairs. There is significant budget remaining in non-recurring repairs to offset the difference.
- Equipment Lease – is over benchmark budget currently but we anticipate realizing savings in this category with the closing of annex locations.
- Technology – is over the budget due to 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.
- 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 6 Months Ending 3/31/2026**

	50-60%	Total		Total	
		Budget - Original	Current Year Actual	Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	2,107,521	(2,153,457)	49%
Government Contracts - STATE	4010	2,565,606	1,107,810	(1,457,796)	43%
Government Contracts - LOCAL	4020	124,888	244,643	119,755	196%
Grants - Other Not-for-Profits	4100	6,573	5,030	(1,543)	77%
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	1,443	(27,557)	5%
Special Events	4300	2,000	0	(2,000)	0%
Commissions-Vending/Photo	4320	0	815	815	100%
Interest Income	4950	0	383	383	100%
Fringe Pool Revenue	4960	956,000	470,685	(485,316)	49%
Indirect Pool Revenue	4970	839,909	404,798	(435,111)	48%
Other Revenue	4995	<u>2,000</u>	<u>13,136</u>	<u>11,136</u>	657%
Total Revenue		8,796,954	4,373,071	(4,423,884)	50%
Expenditures					
Salaries & Wages	6010	3,317,272	1,606,972	1,710,300	48%
Fringe	6110	971,448	470,685	500,763	48%
FICA	6120	257,000	119,317	137,683	46%
Unemployment	6130	43,000	25,138	17,862	58%
Workers Compensation	6140	40,000	22,837	17,163	57%
Health Insurance	6150	490,000	239,032	250,968	49%
Life Insurance	6160	36,000	16,415	19,585	46%
Retirement	6170	60,000	26,242	33,758	44%
Staff Screenings	6180	3,950	895	3,055	23%
Indirect Costs	6210	831,158	408,998	422,160	49%
Travel - In Area	6310	12,300	2,241	10,059	18%
Office Supplies	6410	17,500	6,642	10,858	38%
Program Supplies	6415	51,146	12,810	38,336	25%
Classroom Supplies	6420	33,000	14,695	18,305	45%
Kitchen Supplies	6430	18,000	8,624	9,376	48%
Medical/Dental Supplies	6440	500	8	492	2%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	28,450	11,213	17,237	39%
Postage and Delivery Expense	6600	5,150	1,113	4,037	22%
Contractual Services/Professional	6710	385,365	159,930	225,435	42%
Contractual Services – Health/Disabilities	6715	205,142	123,511	81,631	60%
Rent/Space Cost	6810	284,194	185,023	99,171	65%
Utilities	6820	106,500	65,374	41,126	61%
General Liability and Property Insurance	6830	83,000	50,643	32,357	61%
Communications	6840	99,500	50,168	49,332	50%
Repairs & Bldg Maintenance- Recurring	6850	174,080	114,788	59,292	66%
Repairs & Bldg Maintenance - Nonrecurring	6855	15,500	3,375	12,125	22%
Equipment Maintenance	6910	30,500	18,660	11,840	61%
Vehicle Expense	6920	66,000	37,995	28,005	58%
Equipment Lease	6930	9,700	6,852	2,848	71%
Technology	6940	55,946	64,037	(8,091)	114%
Fees, Licenses, and Permits	7010	3,360	1,040	2,320	31%
Dues/Subscriptions	7020	8,800	6,576	2,224	75%
Special Events	7110	3,000	116	2,884	4%
Client Assistance	7210	600,703	339,943	260,761	57%
Expendable Equipment	7320	15,000	6,533	8,467	44%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 6 Months Ending 3/31/2026**

Meetings/Workshops	7420	10,200	1,493	8,707	15%
Training and Technical Assistance/Staff Development	7435	69,998	24,364	45,634	35%
Advisory/Board Member Expenses	7440	4,700	779	3,921	17%
Advertising	7450	27,000	2,236	24,764	8%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	334,126	118,670	215,456	36%
Legal Expenses	7530	10,000	0	10,000	0%
Interest Expense	7610	500	2,597	(2,097)	519%
Bank Service Charges	7630	2,900	3,555	(655)	123%
Total Expenditures		8,822,788	4,382,134	4,440,655	50%
Excess Revenue over (under) Expenditures		(25,834)	(9,063)	16,771	

Capital Area Community Action Agency
Balance Sheet
As of 3/31/2026

		Current Period Balance
Assets		
Cash - Operating Hancock Bank	1010	\$565,400
Health Insurance Imprest Account	1031	\$48,904
Petty Cash	1050	\$170
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	\$24,689
Money Market Account - Hancock Bank	1080	\$28,087
Accounts Receivable	1100	\$37,031
Grants Receivable	1150	\$574,021
Building	1600	\$245,000
Work In Progress	1630	\$67,368
Equipment	1650	\$1,019,237
Capital Lease	1660	\$961,600
Accumulated Depreciation - Building	1700	(\$104,429)
Accumulated Depreciation - Equipment	1750	(\$620,595)
Accumulated Amortization - Capital Lease	1760	<u>(\$566,780)</u>
Total Assets		\$2,279,702
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	\$80,075
Accrued Expenses - Other	2010	\$67,920
Accrued Wages	2040	\$174,329
Accrued Fringe Benefits	2060	\$1,099
Accrued Flexible Savings	2061	(\$4,623)
Accrued FICA	2065	(\$10,296)
Accrued Federal Withholding	2070	(\$8,611)
Accrued Georgia Estimated Taxes	2071	(\$328)
Accrued Health Insurance	2085	(\$25,337)
Accrued Other Health Insurance	2087	(\$1,825)
Accrued Life Insurance	2090	\$11,375
Accrued Retirement - Pre Tax	2095	(\$981)
Accrued Retirement - Post Tax	2096	\$918
Contract Advances	2100	\$119,642
Due to Grantor	2150	\$127
Liability- Head Start Parent Activity	2330	\$7,079
Notes Payable	2350	(\$176)
Lease Payable	2360	\$48,843
Lease Liability Short Term	2361	\$343,433
Deferred Income	2400	<u>\$35,527</u>
Total Liabilities		\$838,168
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	\$1,125,679
Invested Property and Equipment	3020	<u>\$324,898</u>
Total Beginning Net Assets		\$1,450,577
Current Net Income		<u>(\$9,063)</u>
Total Net Assets		<u>\$1,441,514</u>
Total Liabilities and Net Assets		\$2,279,702

Capital Area Community Action Agency
FSS Programs Statement of Revenues and Expenditures
For the 6 Months Ending 3/31/2026

		Total Budget	Current	Total Budget	
	50%	- Original	Year Actual	Variance -	Original %
Revenue					
Government Contracts - STATE	4010	1,667,052	874,144	(792,908)	52%
Total Revenue		1,667,052	874,144	(792,908)	52%
Expenditures					
Salaries & Wages	6010	589,504	276,243	313,261	47%
Fringe	6110	170,937	81,149	89,788	47%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	158,932	74,695	84,237	47%
Travel - In Area	6310	2,100	350	1,750	17%
Office Supplies	6410	5,500	2,999	2,501	55%
Program Supplies	6415	15,600	0	15,600	0%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	5,450	2,421	3,029	44%
Postage and Delivery Expense	6600	3,450	849	2,601	25%
Contractual Services/Professional	6710	24,229	0	24,229	0%
Rent/Space Cost	6810	50,194	51,995	(1,801)	104%
Utilities	6820	10,500	6,659	3,841	63%
General Liability and Property Insurance	6830	21,000	17,443	3,557	83%
Communications	6840	31,500	15,001	16,499	48%
Repairs & Bldg Maintenance- Recurring	6850	8,900	9,103	(203)	102%
Repairs & Bldg Maintenance - Nonrecurring	6855	0	100	(100)	100%
Equipment Maintenance	6910	6,700	4,890	1,810	73%
Vehicle Expense	6920	26,000	15,204	10,796	58%
Equipment Lease	6930	4,200	3,934	266	94%
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%
Client Assistance	7210	501,696	301,039	200,657	60%
Expendable Equipment	7320	2,000	412	1,589	21%
Meetings/Workshops	7420	600	40	560	7%
Training and Technical Assistance/Staff Development	7435	9,000	3,479	5,521	39%
Advertising	7450	<u>2,500</u>	<u>276</u>	<u>2,224</u>	11%
Total Expenditures		1,667,052	873,728	793,324	52%
Excess Revenue over (under) Expenditures		0	416	416	

Capital Area Community Action Agency
Head Start Programs Statement of Revenues and Expenditures
For the 6 Months Ending 3/31/2026

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	2,107,521	(2,153,457)	49%
Government Contracts - STATE	4010	898,554	233,666	(664,888)	26%
Government Contracts - LOCAL	4020	76,342	216,553	140,211	284%
Contributions	4200	0	7,214	7,214	100%
Other Revenue	4995	<u>2,000</u>	<u>1,909</u>	<u>(91)</u>	95%
Total Revenue		5,237,874	2,566,863	(2,671,011)	49%
Expenditures					
Salaries & Wages	6010	2,462,551	1,221,753	1,240,798	50%
Fringe	6110	713,651	357,686	355,965	50%
Staff Screenings	6180	3,500	895	2,605	26%
Indirect Costs	6210	663,826	330,103	333,723	50%
Travel - In Area	6310	10,000	1,891	8,109	19%
Office Supplies	6410	9,000	2,154	6,846	24%
Program Supplies	6415	35,000	12,810	22,190	37%
Classroom Supplies	6420	33,000	14,695	18,305	45%
Kitchen Supplies	6430	18,000	8,624	9,376	48%
Medical/Dental Supplies	6440	500	8	492	2%
Copies/Printing/Copier	6510	12,000	6,608	5,392	55%
Postage and Delivery Expense	6600	1,200	213	987	18%
Contractual Services/Professional	6710	7,500	1,523	5,977	20%
Contractual Services – Health/Disabilities	6715	205,142	123,511	81,631	60%
Rent/Space Cost	6810	212,000	121,842	90,158	57%
Utilities	6820	90,000	56,590	33,410	63%
General Liability and Property Insurance	6830	25,000	15,535	9,465	62%
Communications	6840	60,000	31,941	28,059	53%
Repairs & Bldg Maintenance- Recurring	6850	164,180	105,424	58,756	64%
Repairs & Bldg Maintenance - Nonrecurring	6855	15,000	3,275	11,725	22%
Equipment Maintenance	6910	18,000	10,176	7,824	57%
Vehicle Expense	6920	35,000	20,705	14,295	59%
Equipment Lease	6930	3,500	2,032	1,468	58%
Technology	6940	20,000	49,965	(29,965)	250%
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	1,319	2,181	38%
Training and Technical Assistance/Staff	7435	40,998	20,747	20,251	51%
Advisory/Board Member Expenses	7440	1,000	190	810	19%
Advertising	7450	22,000	1,960	20,040	9%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	<u>334,126</u>	<u>118,670</u>	<u>215,456</u>	36%
Total Expenditures		5,237,874	2,646,951	2,590,923	51%
Excess Revenue over (under) Expenditures		0	(80,088)	(80,088)	

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

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		64,176			
Grants - Other Not for Profits		150,000			
In-Kind Revenue		213,402			
VPK Revenue/SR Deficit		82,382			
	1,065,245	509,960	48%	555,285	52%

Capital Area Community Action Agency

TO: BOARD MEMBERS
 FROM: Nina Self, Interim CEO
 DATE: May 19, 2026
 RE: Agency Update

Program Updates

Head Start

- We received an amendment to the FY2025-2026 budget for a Cost-of-Living Allowance (COLA) increase of .635%. This increase is for the period 10/1/25 – 9/30/26. Head Start staff will receive a retroactive increase from 10/1/2025.
- New Locations

Head Start will serve 378 students in two counties (Leon and Jefferson) in nine locations beginning the school year 2026 – 2027. We have entered into a 5-year lease agreement with Leon County Schools to provide Head Start services in seven elementary schools. We will continue to operate at Louise B. Royal, the one facility that we own. We have communicated with Jefferson County Schools and are hopeful that we will be able to have at least one classroom in their facility. That would give us enough time to apply for the HHS1303 grant to replace the portables that we own in Jefferson County. Fall Head Start locations are as follows:

School	Address	# of Classrooms	# of Students
Ft. Braden	15100 Blountstown Hwy. 32310	1	20
Sabal Palm	2813 Ridge Way Street, 32310	1	20
Hartsfield	1414 Chowkeebin Nene, 32301	3	57
South City	2813 Meridian St., 32301	4	74
Pineview	2230 Lake Bradford Rd., 32310	3	57
Astoria Park	2465 Atlas Rd., 32303	3	57
Sealey	2815 Allen Road, 32312	1	20
Royal	1124 N. Duval St., 32301	3	54
Jefferson	Location TBA	1	19
	TOTAL	20	378

- The school year ends for all students on May 22, 2026. The last day for center staff is May 27, 2026. Summer is here!



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Family Support Services (FSS)

- Getting Ahead classes will resume in June. A special session has been established for Head Start center staff since they are out of school in the summer. The sessions will be once each week in June for four hours. We are currently recruiting for regular Getting Ahead classes to begin in September. FSS and Head Start Staff will be working to recruit Head Start parents for the classes as we move into the Whole Family Approach model for serving children and parents at the same time for greater family outcomes.
- The Florida Department of Commerce (Florida Commerce) has selected Thomas Howell Ferguson P.A. (THF) to perform financial monitoring of our Weatherization Assistance Program (WAP), Low-Income Home Energy Assistance Program (LIHEAP), and Community Service Block Grant Program (CSBG) for the period October 1, 2024, through June 30, 2026. THF will also perform technical Quality Assurance Inspection (QAI) monitoring of the WAP program year 2024 – 2026.
- The Franklin County program office will move to a new location effective June 1, 2026. The new address is 118 Oyster City Drive, Eastpoint, FL 32328. It is a brand-new facility with half the space for half the cost. It is about a block away from the current facility.
- We have a new partner that will work with us to assist our families with financial literacy. Self-Help Credit Union is new to the area. They offer several products to help clients with little or no credit history to establish a stronger profile. They will also provide financial literacy workshops for our staff and clients.
- Staff completed the first of four sessions for the Whole Family Approach Kickstarter Program. The program implementation team includes CSBG and Head Start staff.

Other Updates

Board Committees

Chair Miller suggested the following committees:

Personnel – Valerie Russell, Sandra Saunders, Melissa Miller

Program Planning & Oversight – Steve Lanier, Derrick Jennings

Membership/Nominating – John Grant, Eddie Fields

Public Relations/Fundraising – Akhenaton Thomas, Jeannie Fortune, Carolyn Francis

Budget & Finance – Linette Williams, Lakeisha Campbell

Ms. Miller said members could volunteer for more than one committee if they want. If anyone wants to change their assignment, please see her.

Strategic Plan

The CSBG Organizational Standards require us to submit a Strategic Plan approved by the Board every five years. Establishing the vision for a strategic plan is a big task. We take on this task by looking both at internal functioning and at the community's needs. This agency-wide process is board-led and ongoing. A "living, breathing" strategic plan with measurable outcomes is the goal. We must submit our new strategic plan with our 2026 Org Standards due in December. The creation of this plan is a team effort. It involves Board, the management team, agency staff from all departments, clients, partners, and community input.

The next meeting of the Board is June 23, 2026. It is currently a scheduled meeting of the Executive Committee. I am requesting that we make it a full Board meeting, in person so we can begin discussions on our strategic plan. The management team is already working on gathering information and ideas to share with you at that time for your discussion. We will plan a follow-up session for July 28, 2026, meeting, also in person.

You will receive an email from me next week with a survey. It is to assess your involvement with the Board and allow you to share any ideas or information that you would like to have considered during this planning process. We will also survey some former Board members, as well as staff, clients and partners, and review and discuss our Community Needs Assessment. We are excited about this process and look forward to working through it with you.

Coming Events

- Head Start postponed the "*Sneaker Ball*" until next school year. The Lincoln Neighborhood Center was still undergoing renovations and there was no other affordable location at that late date. We are planning for bigger and better next year.
- The transition program for Leon County Head Start students will be held Tuesday, May 26, 2026, at the Old West Enrichment Center, 2344 Lake Bradford Road, beginning at 10:00 a.m. Sixty-one students from Pineview, Royal and Mabry centers will be transitioning and moving to the next level – kindergarten. We invite you all to come out to acknowledge our students. Plans for transitions for Jefferson and Franklin County are currently incomplete. We will email you when we have them.

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 4/30/2026

PROGRAMS:	Getting Ahead	Staying Ahead	Emergency Services	
	County	Current Class	Active Participants	# Households Served 04/2026
Calhoun	0	1	54	7.26%
Franklin	0	0	26	3.49%
Gadsden	0	0	81	10.89%
Gulf	0	0	20	2.69%
Jefferson	0	0	25	3.36%
Leon	0	2	498	66.94%
Liberty	0	0	11	1.48%
Wakulla	0	0	29	3.90%
TOTALS	0	3	744	100.00%

HEAD START 2025 - 2026 Registrations	Franklin	Jefferson	Mabry	Pineview	Royal	South City	Total
# of Students Enrolled for Fall 2025	9	25	74	57	57	111	333
Funded Enrollment	19	37	77	57	57	131	378
Center Enrollment %	47.37%	67.57%	96.10%	100.00%	100.00%	84.73%	88.10%

<u>Disability Services</u>	
Students with IEP's	27
IEP's Pending	8
In Compliance? (38)	Yes

<u>Average Daily Attendance (ADA)</u>		
Required %	85%	
Attendance @ 8/31/25	79%	

Capital Area Community Action Agency, Inc.
COO Summary of Programs
For the Month Ended 4/30/2026

Weatherization at-a-Glance

County	2024 - 2025 WAP Contracted Units (WFX25)*				
	Projected	Pre-Inspected	In Progress	Completed	
Calhoun	1	0	0	0	
Franklin	1	1	0	0	
Gadsden	2	6	4	2	
Gulf	1	1	1	0	
Jefferson	2	3	0	2	
Leon	5	6	4	2	
Liberty	1	0	0	0	
Wakulla	1	1	0	0	
TOTALS	14	18	9	6	42.86%

*Contract end date June 30, 2026

Suwannee River Counties

County	FY 2024 - 2025 Suwannee River Contract Units (WFX25)*				
	Projected	Pre-Inspected	In Progress	Completed	
Bradford	1	3	1	1	
Columbia	1	1	1	0	
Dixie	1	0	0	0	
Gilchrist	1	0	0	0	
Hamilton	1	1	1	0	
Lafayette	1	1	1	0	
Madison	1	2	1	0	
Suwannee	1	4	1	0	
Taylor	1	0	0	0	
Union	1	0	0	0	
Total	10	12	6	1	10.00%

*Contract end date June 30, 2026

Capital Area Community Action Agency

MEMORANDUM

TO: Nina Self, Interim Chief Executive Officer
FROM: Michelle Hawkins, Family Support Services Coordinator
RE: Family Support Services April Report
DATE: May 1, 2026

- On April. 1st, staff attended an online zoom Introduction with Self-Help Credit Union in hopes of making a partnership. This partnership could serve our Getting Ahead Program Investigators in their financial literacy journeys to gain access to free, one-on-one personalized support from certified financial coaches. They offer unique products that turn small habits into long-term wealth. It allows clients with little or no credit history to establish a stronger profile while building a small nest egg. For many clients, stability means ownership. The partnership provides access to fair mortgage terms, low down payments and homebuyer counseling tailored for low-wealth families.
- On April. 16, Program Coordinator and Interim-CEO attended the CSBG One-Stop Operator Meeting by Zoom. This zoom covered the State Plan Finalization, Funding Updates, Eligibility & Poverty Guidelines and Organizational Standards.
- On April. 23, Program Coordinator, Interim-CEO and the LIHEAP Program Manager, traveled to the Franklin CAP Office to provide an overview of the headquarters. The purpose of this travel was twofold: first, to perform a comprehensive on-site evaluation of our current location and second, to conduct an on-site evaluation of the proposed new location.
- On April. 24, staff management attended The Kriner Group Annual Supervisory Training with Bill Krizner. Training covered the five most primary cases of discrimination, based on the protected class, wage and hour violations, wrongful termination, retaliation, and harassment.
- On April. 25, staff attended The Destiny Annual Spring Outreach Festival.
- On April. 27, staff management attend a zoom training with the Agency's Human Resources Manager and Jesse Schneider of Netchex. Training covered how to utilize the different programs within the Netchex system.
- On April. 29, staff attended the 2026 WFA Kickstarter Spring Edition of the Whole Family Approach. Whole Family Approach will bring a greater asset to the Family Self-Sufficiency Program by being able to assist more than just an individual, but an entire low-income family.



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- Staff is currently recruiting for a summer Getting Ahead class for agency staff. The sessions will be held one day per week from June 3 – June 24, 2026, for four hours per week. This special session was created for Head Start center staff because they can't attend during the school year. All Board and staff members are welcome to attend.

Capital Area Community Action Agency

MEMORANDUM

TO: Nina Self, Interim Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for April 2026 – *Emergency Services*
DATE: May 4, 2026

National Performance Indicator

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

LIHEAP (Low Income Home Energy Assistance Program)

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

County	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	April 2026	May 2026	June 2026	July 2026	Aug 2026	Sept 2026	Total
<i>Calhoun</i>	29	28	24	36	83	52	54						306
<i>Franklin</i>	23	22	22	32	30	27	26						182
<i>Gadsden</i>	78	23	47	54	80	121	81						484
<i>Gulf</i>	23	15	14	15	15	17	20						119
<i>Jefferson</i>	36	8	18	24	50	32	25						193
<i>Leon</i>	631	251	558	642	408	522	498						3510
<i>Liberty</i>	21	11	13	17	19	20	11						112
<i>Wakulla</i>	19	17	32	16	18	26	29						157
Total	860	375	728	836	703	817	744						5063

Additional information listed below:

Total Emergency Services Utility Assistance (from Donated Funds) = Thirty Three Households = \$9,728.44



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Capital Area Community Action Agency

MEMORANDUM

TO: Nina Self, Chief Executive Officer
FROM: Darrel James, Head Start Director
RE: Head Start Director's Report
DATE: May 13, 2026

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

Program Information

The questionnaire for the Department of Children and Families has been completed to obtain licensure for the new Head Start facilities for the upcoming 2026-2027 school year. Management is working to adjust staff to the new requirements of the new facilities for the upcoming school year. Some roles will be changed to meet the requirements of the new facilities.

An application has been submitted to receive grant funding from the Community Human Services Partnership with Leon County. A report to the Children's Services Council has also been completed to receive the remainder of the funding from the Government Shutdown.

Staffing

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

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

Professional Development /Training

Human Resources Training
Whole Family Approach Training
Netchex Training
COPA Software demonstration Training
Management Training

Facilities

Franklin

- This center has been under-enrolled since reopening in February. This center will close in May at the end of the school year and will not reopen.



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Jefferson County

- This center continues to be under-enrolled. We will open only one mixed classroom of 20 students at this Head Start center. This facility is old and in need of replacement, and we are working to replace the two existing portables with a new one.

Louise B. Royal

- This center is operating well with no issues.

Mabry

- This center is operating well with no issues. The lease for this facility expires at the end of the school year. We will be moving from this location to Leon County Schools.

Pine View

- This center is operating well with no issues.

South City

- More teachers are needed to bring children off the wait list to enroll 15 more children at this facility. The administrative office will relocate to the main area of the Wesson facility next school year.

Curriculum

Maby Head Start and Jefferson Head Start had successful Early Learning Coalition monitoring visits. The ELC congratulated them for full compliance with the Voluntary Pre-Kindergarten and School Readiness contracts.

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

The current number of Individual Education Plans is 27, and 8 are pending. We are in compliance with Head Start with these numbers.

Enrollment

Enrollment numbers for April 2026:

- Franklin **9 of 19** families enrolled
- Jefferson **25 of 37** families enrolled
- Louise B. Royal **57 of 57** families enrolled
- Mabry **74 of 77** families enrolled
- Pine View **57 of 57** families enrolled
- South City **111 of 131** families enrolled

333 of 378 (88%) families were enrolled in Head Start for April 2026.

Attendance

The program's April 2026 Average Daily Attendance was 79%, below the required average of 85%. Under-enrollment, staffing shortages, illness, and transportation are major factors affecting our Average Daily Attendance.

Health

325 children have up-to-date immunization records, and 305 have up-to-date physicals. Family Advocates continue to work with their families to ensure that they have insurance, medical homes, and dental homes. Screenings (hearing, vision, height, and weight) are also being completed.

Federal and State Regulations

Our Non-Competing Continuation application is due to the Office of Head Start on July 1, 2026.

Capital Area Community Action Agency

MEMORANDUM

FROM: Terry Mutch

RE: Weatherization Assistance Program

DATE: May 11, 2026

As of May 1, 2026, the Weatherization Program is currently working to expend the WXF25 grant awarded for our current territories (as listed below):

WXF25 grant - 8 County territory: \$202,496.00

WXF25 grant - Suwannee River (SREC) territory: \$123,061.00

The WXF25 grant is slated to be expended by June 30, 2026.

Current Status indicated below:

Weatherization CACAA – 8 County Territory (WXF25)

County	WXF25 Contract Units Projected*	WXF25 Contract Units Pre-inspected	WXF25 Contract Units In progress	WXF25 Contract Units Completed
Calhoun	1	0	0	0
Franklin	1	1	0	0
Gadsden	2	6	4	2
Gulf	1	1	1	0
Jefferson	2	3	0	2
Leon	5	6	4	2
Liberty	1	0	0	0
Wakulla	1	1	0	0
Total	14	18	9	6

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



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Weatherization SREC – 10 County Territory (WXF25)

County	WXF25 Contract Units Projected*	WXF25 Contract Units Pre-inspected	WXF25 Contract Units In progress	WXF25 Contract Units Completed
Bradford	1	3	1	1
Columbia	1	1	1	0
Dixie	1	0	0	0
Gilchrist	1	0	0	0
Hamilton	1	1	1	0
Lafayette	1	1	1	0
Madison	1	2	1	0
Suwannee	1	4	1	0
Taylor	1	0	0	0
Union	1	0	0	0
Total	10	12	6	1

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

Since the initial funding release, Florida Commerce has awarded an additional grant (WXIP2) for our original 8 counties, and the 18-county Suwannee River territory in March 2026 and is listed as follows:

WXIP2 grant – 8 County territory: \$479,297.80

WXIP2 grant – Suwannee River (SREC) territory: \$292,605.05

The WXIP2 grant is also slated to be expended by June 30, 2026, but it is anticipated that the grant’s end date will be extended since it was released late. In addition, once the WXF25 grant is completed, all additional homes in progress will roll into the WXIP2 grant.

Weatherization CACAA – 8 County Territory (WXIP2)

County	WXIP2 Contract Units Projected*	WXIP2 Contract Units Pre-inspected	WXIP2 Contract Units In progress	WXIP2 Contract Units Completed
Calhoun	2	0	0	0
Franklin	2	0	0	0
Gadsden	8	0	0	0
Gulf	2	0	0	0
Jefferson	1	0	0	0
Leon	20	0	0	0
Liberty	1	0	0	0
Wakulla	2	0	0	0
Total	38	0	0	0

Weatherization CACAA – 10 County Territory (WXIP2)

	WXIP2 Contract Units Projected*	WXIP2 Contract Units Pre-inspected	WXIP2 Contract Units In progress	WXIP2 Contract Units Completed
Bradford	1	0	0	0
Columbia	8	0	0	0
Dixie	1	0	0	0
Gilchrist	1	0	0	0
Hamilton	1	0	0	0
Lafayette	1	0	0	0
Madison	2	0	0	0
Suwannee	6	0	0	0
Taylor	1	0	0	0
Union	1	0	0	0
Total	23	0	0	0

Capital Area Community Action Agency

MEMORANDUM

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

During the month of April 2026, the Human Resources Department continued its commitment to strengthening organizational effectiveness through policy development, workforce management, supervisory training, and professional development initiatives. Key efforts during this reporting period focused on updating internal policies and procedures, enhancing performance management systems, and improving operational efficiency across the Agency.

Current Projects

The Human Resources Department continues to revise and update the Employee Policies and Procedures Handbook to ensure alignment with current federal, state, and organizational policies and regulations. As one of the primary resources provided to new employees, the handbook plays a critical role in establishing organizational expectations, culture, and operational standards.

Upon completion, the revised handbook will be presented to the Personnel Committee for review and approval.

Supervisory Training and Audit Completion

Completed the Krizner Supervisory Training and Audit, April 24, 2026. Training addressed harassment, law suits, protected class, and leadership.

Job Description Revisions

Job descriptions revisions are completed to ensure alignment between employee job duties and the and the performance evaluations. The updated job descriptions will be used to support recruitment, performance management, and employee development.

Netchex Performance Management Training

Program Managers attended training on the new Netchex Performance Management Module, April 27th. The training covered creating reports, disciplinary actions, and employee goals setting.



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Professional Development Trainings

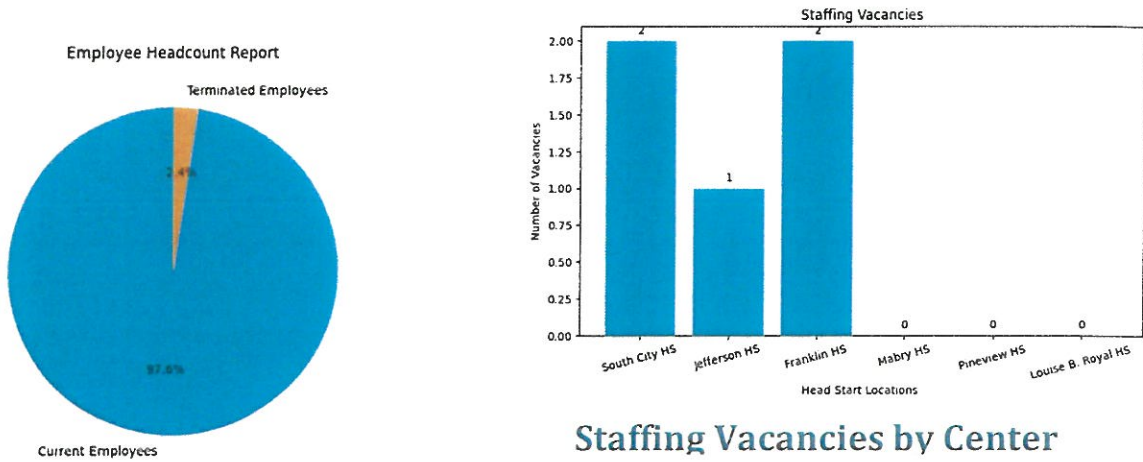
- SHRM Tallahassee Monthly Professional Development Meetings
- Performance Management Training
- Krizner Supervisory Training
- HR Tallahassee Conference

Workforce Overview

Total Employees: 83

Terminated Employees: 2

Employee & Vacancy Analysis



The following table reflects the current staffing levels across Head Start Centers:

Center	Vacancies / Status
South City HS	2 Lead Teacher; 2 Teacher Assistant
Jefferson HS	1 Lead Teacher
Franklin HS	1 Lead Teacher; 1 Teacher Assistant
Mabry HS	Fully Staffed
Pineview HS	Fully Staffed
Louise B. Royal HS	Fully Staffed