

Capital Area  
**Community Action**  
Agency

## BOARD MEETING PACKAGE

June 23, 2026

6:00 PM

### THE PROMISE OF COMMUNITY ACTION

*Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.*

#### Agency Vision

To provide opportunities for economic security for low-income individuals and families.

#### Agency Mission

*It is the mission of Capital Area Community Action Agency, Inc., to provide a comprehensive, seamless system of services and resources to reduce the detrimental effects of poverty, empower low-income citizens with skills and motivation to become self-sufficient and improve the overall quality of their lives, and our community.*



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# Capital Area **Community Action** Agency

**Board Meeting  
Agenda  
Tuesday, June 23, 2026  
TNL Performing Arts Center  
1533 South Monroe Street, Unit C  
Tallahassee, FL**

- I. Dinner Served – 5:30 P.m.
- II. Call to Order – 6:00 p.m. Melissa Miller, Chair
- III. Agenda Approval
- IV. Sign-in/Attendance/Introductions
- V. Action – Recommendations for Review and Approval
  - A. Board Activity
    - 1) Executive Committee Meeting Minutes – April 28, 2026
  - B. Financial Report Keith Dean, CFO
- VI. Interim Chief Executive Officer’s Report Nina Self, Interim CEO
  - A. Strategic Planning Workshop I
- VII. Committee Meetings
  - A. Personnel
  - B. Program Planning & Oversight
  - C. Membership/Nominating
  - D. Public Relations/Fundraising
  - E. Budget & Finance
  - F. Special Committee – CEO Search
- VIII. Adjournment

**Next Board of Directors Meeting – July 28, 2026 – 6:00 p.m.**

**Next Executive Committee Meeting – August 25, 2026 – 5:30 p.m.**



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# 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/COO  
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. Frances 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. Frances 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.



United Way of the Big Bend

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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 absent and nonresponsive.
- Ms. Conner vacated her seat and recommended her husband Spencer Connor, who has a background in housing initiatives. He will be seated at the next 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, Astoria Park Elementary schools.

**Jefferson County Center:**

- Jefferson County requires a new modular classroom; the team will pursue an HHS 1303 grant and explore temporary classroom options with Jefferson County Schools.

**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 22<sup>nd</sup>. 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 Nina Self for review.

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

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Secretary

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Date

**Financial Statement Narrative  
For the Seven Months Ending April 30, 2026  
Capital Area Community Action Agency**

As of April 30, 2026, we have completed seven months of the fiscal year and we would expect the year-to-date actual expenses and revenue to be around 58% of the annual budget with some Head Start expenses around 70%. At month end, the Year to Date Actual Revenue and Expenses are 57% and 57% respectively with excess expenditures of \$7,339.

Non-Federal Share (NFS) Match at April 30, 2026, was \$567,597 of the \$1,071,944 target.

**Agency Wide Variances**

- 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.
- ***Special Events – is over budget with the purchase of the Head Start caps and gowns but is offset partially by the special event revenue.***
- ***Registration Fees – is over budget with the addition of UPHS registration fees across the programs although there is no line item in the budget for registration fees. There are funds available in Meetings/Workshops or Training and Technical Assistance/Staff Development.***
- 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 7 Months Ending 4/30/2026**

		Total Budget -	Current	Total Budget Variance -	
	58-70%	Original	Year Actual	Original	%
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	2,462,221	(1,798,757)	58%
Government Contracts - STATE	4010	2,565,606	1,303,168	(1,262,438)	51%
Government Contracts - LOCAL	4020	124,888	244,424	119,536	196%
Grants - Other Not-for-Profits	4100	6,573	5,452	(1,121)	83%
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	1,787	(27,213)	6%
Special Events	4300	2,000	4,320	2,320	216%
Commissions-Vending/Photo	4320	0	815	815	100%
Interest Income	4950	0	442	442	100%
Fringe Pool Revenue	4960	956,000	538,266	(417,734)	56%
Indirect Pool Revenue	4970	839,909	459,629	(380,280)	55%
Other Revenue	4995	2,000	13,836	11,836	692%
<b>Total Revenue</b>		<b>8,796,954</b>	<b>5,051,170</b>	<b>(3,745,784)</b>	<b>57%</b>
<b>Expenditures</b>					
Salaries & Wages	6010	3,317,272	1,857,275	1,459,997	56%
Fringe	6110	971,448	538,266	433,182	55%
FICA	6120	257,000	146,437	110,563	57%
Unemployment	6130	43,000	25,667	17,333	60%
Workers Compensation	6140	40,000	11,414	28,586	29%
Health Insurance	6150	490,000	278,629	211,371	57%
Life Insurance	6160	36,000	19,132	16,868	53%
Retirement	6170	60,000	30,090	29,910	50%
Staff Screenings	6180	3,950	973	2,977	25%
Indirect Costs	6210	831,158	464,529	366,629	56%
Travel - In Area	6310	12,300	2,915	9,385	24%
Office Supplies	6410	17,500	6,761	10,739	39%
Program Supplies	6415	51,146	16,428	34,718	32%
Classroom Supplies	6420	33,000	16,007	16,993	49%
Kitchen Supplies	6430	18,000	10,248	7,752	57%
Medical/Dental Supplies	6440	500	8	492	2%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	28,450	12,551	15,899	44%
Postage and Delivery Expense	6600	5,150	1,670	3,480	32%
Contractual Services/Professional	6710	385,365	200,358	185,007	52%
Contractual Services – Health/Disabilities	6715	205,142	153,276	51,866	75%
Rent/Space Cost	6810	284,194	205,374	78,820	72%
Utilities	6820	106,500	74,661	31,839	70%
General Liability and Property Insurance	6830	83,000	56,886	26,114	69%
Communications	6840	99,500	58,215	41,285	59%
Repairs & Bldg Maintenance- Recurring	6850	174,080	125,298	48,782	72%
Repairs & Bldg Maintenance - Nonrecurring	6855	15,500	3,375	12,125	22%
Equipment Maintenance	6910	30,500	20,952	9,548	69%
Vehicle Expense	6920	66,000	43,667	22,333	66%
<b>Equipment Lease</b>	<b>6930</b>	<b>9,700</b>	<b>7,478</b>	<b>2,222</b>	<b>77%</b>
<b>Technology</b>	<b>6940</b>	<b>55,946</b>	<b>64,379</b>	<b>(8,433)</b>	<b>115%</b>
Fees, Licenses, and Permits	7010	3,360	1,061	2,299	32%
<b>Dues/Subscriptions</b>	<b>7020</b>	<b>8,800</b>	<b>7,078</b>	<b>1,722</b>	<b>80%</b>

**Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the 7 Months Ending 4/30/2026**

<b>Special Events</b>	<b>7110</b>	<b>3,000</b>	<b>5,199</b>	<b>(2,199)</b>	<b>173%</b>
Client Assistance	7210	600,703	380,119	220,584	63%
Expendable Equipment	7320	15,000	6,533	8,467	44%
<b>Registration Fees</b>	<b>7410</b>	<b>0</b>	<b>1,995</b>	<b>(1,995)</b>	<b>100%</b>
Meetings/Workshops	7420	10,200	2,234	7,966	22%
Training and Technical Assistance/Staff Development	7435	69,998	30,964	39,034	44%
Advisory/Board Member Expenses	7440	4,700	817	3,883	17%
Advertising	7450	27,000	2,974	24,026	11%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	334,126	145,533	188,593	44%
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>3,805</b>	<b>(905)</b>	<b>131%</b>
Total Expenditures		8,822,788	5,043,832	3,778,957	57%
Excess Revenue over (under) Expenditures		(25,834)	7,339	33,173	

**Capital Area Community Action Agency  
Balance Sheet  
For the Period Ending 4/30/2026**

		<u>Current Period Balance</u>
<b>Assets</b>		
Cash Operating Hancock Bank	1010	482,221
Health Insurance Imprest Account	1031	2,516
Petty Cash	1050	170
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	23,739
Money Market Account - Hancock Bank	1080	28,146
Accounts Receivable	1100	32,372
Grants Receivable	1150	614,607
Prepaid Other	1310	406
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		2,185,578
<b>Liabilities and Net Assets</b>		
<b>Liabilities</b>		
Accounts Payable	2000	70,640
Accrued Expenses - Other	2010	71,896
Accrued Wages	2040	58,012
Accrued Fringe Benefits	2060	2,066
Accrued Flexible Savings	2061	(3,438)
Accrued FICA	2065	(10,296)
Accrued Federal Withholding	2070	(8,611)
Accrued Georgia Estimated Taxes	2071	(328)
Accrued Health Insurance	2085	(21,848)
Accrued Other Health Insurance	2087	(1,603)
Accrued Life Insurance	2090	12,703
Accrued Retirement - Pre Tax	2095	2,101
Accrued Retirement - Post Tax	2096	1,728
Contract Advances	2100	119,642
Due to Grantor	2150	127
Due to Dept of Economic Opportunity	2300	164
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		727,662
<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>
Total Beginning Net Assets		1,450,577
Current Net Income		<u>7,339</u>
Total Net Assets		1,457,916
Total Liabilities and Net Assets		2,185,578

**Capital Area Community Action Agency**  
**FSS Statement of Revenues and Expenditures**  
**For the 7 Months Ending 4/30/2026**

		Total Budget -	Current	Total Budget Variance -	
		Original	Year Actual	Original	%
<b>Revenue</b>					
Government Contracts - STATE	4010	1,667,052	992,122	(674,930)	60%
<b>Total Revenue</b>		<b>1,667,052</b>	<b>992,122</b>	<b>(674,930)</b>	<b>60%</b>
<b>Expenditures</b>					
Salaries & Wages	6010	589,504	321,729	267,775	55%
Fringe	6110	170,937	93,430	77,507	55%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	158,932	85,382	73,550	54%
Travel - In Area	6310	2,100	529	1,571	25%
Office Supplies	6410	5,500	3,068	2,432	56%
Program Supplies	6415	15,600	0	15,600	0%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	5,450	2,820	2,630	52%
Postage and Delivery Expense	6600	3,450	1,148	2,302	33%
Contractual Services/Professional	6710	24,229	5,772	18,457	24%
Rent/Space Cost	6810	50,194	56,569	(6,375)	113%
Utilities	6820	10,500	7,180	3,320	68%
General Liability and Property Insurance	6830	21,000	19,128	1,872	91%
Communications	6840	31,500	17,145	14,355	54%
Repairs & Bldg Maintenance- Recurring	6850	8,900	9,136	(236)	103%
Repairs & Bldg Maintenance - Nonrecurring	6855	0	100	(100)	100%
Equipment Maintenance	6910	6,700	5,452	1,248	81%
Vehicle Expense	6920	26,000	16,889	9,111	65%
Equipment Lease	6930	4,200	4,294	(94)	102%
Technology	6940	14,200	4,997	9,203	35%
Fees, Licenses, and Permits	7010	860	10	850	1%
Dues/Subscriptions	7020	1,300	450	850	35%
Client Assistance	7210	501,696	330,431	171,265	66%
Expendable Equipment	7320	2,000	412	1,589	21%
Registration Fees	7410	0	380	(380)	100%
Meetings/Workshops	7420	600	339	261	57%
Training and Technical Assistance/Staff Development	7435	9,000	4,319	4,681	48%
Advertising	7450	2,500	599	1,901	24%
<b>Total Expenditures</b>		<b>1,667,052</b>	<b>991,706</b>	<b>675,346</b>	<b>59%</b>
Excess Revenue over (under) Expenditures		0	416	416	

**Capital Area Community Action Agency**  
**Head Start Programs Statement of Revenues and Expenditures**  
**For the 7 Months Ending 4/30/2026**

		<b>Total</b>		<b>Total</b>	
		<b>Budget -</b>	<b>Current</b>	<b>Variance -</b>	
		<b>Original</b>	<b>Year Actual</b>	<b>Original</b>	<b>%</b>
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	2,462,221	(1,798,757)	58%
Government Contracts - STATE	4010	898,554	311,046	(587,508)	35%
Government Contracts - LOCAL	4020	76,342	216,334	139,992	283%
Contributions	4200	0	7,214	7,214	100%
Other Revenue	4995	2,000	1,909	(91)	95%
<b>Total Revenue</b>		<b>5,237,874</b>	<b>2,998,725</b>	<b>(2,239,149)</b>	<b>57%</b>
<b>Expenditures</b>					
Salaries & Wages	6010	2,462,551	1,409,643	1,052,908	57%
Fringe	6110	713,651	408,416	305,235	57%
Staff Screenings	6180	3,500	973	2,527	28%
Indirect Costs	6210	663,826	374,247	289,579	56%
Travel - In Area	6310	10,000	2,386	7,614	24%
Office Supplies	6410	9,000	2,187	6,813	24%
Program Supplies	6415	35,000	16,428	18,572	47%
Classroom Supplies	6420	33,000	16,007	16,993	49%
Kitchen Supplies	6430	18,000	10,248	7,752	57%
Medical/Dental Supplies	6440	500	8	492	2%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	12,000	7,411	4,589	62%
Postage and Delivery Expense	6600	1,200	393	807	33%
Contractual Services/Professional	6710	7,500	7,919	(419)	106%
Contractual Services – Health/Disabilities	6715	205,142	153,276	51,866	75%
Rent/Space Cost	6810	212,000	136,524	75,476	64%
Utilities	6820	90,000	64,952	25,048	72%
General Liability and Property Insurance	6830	25,000	17,402	7,598	70%
Communications	6840	60,000	37,245	22,755	62%
Repairs & Bldg Maintenance- Recurring	6850	164,180	115,883	48,297	71%
Repairs & Bldg Maintenance - Nonrecurring	6855	15,000	3,275	11,725	22%
Equipment Maintenance	6910	18,000	11,703	6,297	65%
Vehicle Expense	6920	35,000	24,451	10,549	70%
Equipment Lease	6930	3,500	2,214	1,286	63%
Technology	6940	20,000	49,985	(29,985)	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%
Registration Fees	7410	0	1,330	(1,330)	100%
Meetings/Workshops	7420	3,500	1,761	1,739	50%
Training and Technical Assistance/Staff Development	7435	40,998	25,627	15,371	63%
Advisory/Board Member Expenses	7440	1,000	190	810	19%
Advertising	7450	22,000	2,375	19,625	11%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	334,126	145,533	188,593	44%
<b>Total Expenditures</b>		<b>5,237,874</b>	<b>3,054,101</b>	<b>2,183,773</b>	<b>58%</b>
<b>Excess Revenue over (under) Expenditures</b>		<b>0</b>	<b>(55,376)</b>	<b>(55,376)</b>	

Capital Area Community Action Agency, Inc.  
 Head Start NFS Match Requirements  
 For the Month Ending April 30, 2026

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		66,334			
Grants - Other Not for Profits		150,000			
In-Kind Revenue		250,999			
VPK Revenue/SR Deficit		100,263			
	<b>1,071,944</b>	<b>567,597</b>	<b>53%</b>	<b>504,347</b>	<b>47%</b>

Head Start CC Expenses April 2026

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6310	255	4/27/2026	61.00	VISAS DARREL JAMES #1596-FUEL
HANCOCK CC	1064	6310	255	4/27/2026	70.02	VISAS DARREL JAMES #1596-FUEL
HANCOCK CC	1064	6310	255	4/27/2026	78.03	VISAS DARREL JAMES #1596-FUEL
HANCOCK CC	1064	6310	255	4/27/2026	59.68	VISAS DARREL JAMES #1596-WALMART
HANCOCK CC	1064	7420	255	4/27/2026	219.90	VISAS DARREL JAMES #1596-zoom
HANCOCK CC	1064	7435	255	4/27/2026	1,071.40	VISAS DARREL JAMES #1596-AIRFARE
HANCOCK CC	1064	7435	255	4/27/2026	1,071.40	VISAS DARREL JAMES #1596-AIRFARE
HANCOCK CC	1064	7450	255	4/27/2026	24.99	VISAS DARREL JAMES #1596-DOUGHNUTS
HANCOCK CC	1064	7450	255	4/27/2026	2.99	VISAS DARREL JAMES #1596-ICE
HANCOCK CC	1064	7450	255	4/27/2026	5.00	VISAS DARREL JAMES #1596-ICE
HANCOCK CC	1064	7435	255	4/27/2026	490.00	VISAS ANNA MCCOY #1545-CONFERENCE
HANCOCK CC	1064	7450	255	4/27/2026	132.62	VISAS ANNA MCCOY #1545-KIDS FEST
HANCOCK CC	1064	7450	255	4/27/2026	249.24	VISAS ANNA MCCOY #1545-KIDS FEST
HANCOCK CC	1064	6415	255	4/27/2026	50.00	VISAS FATIMA O-ALEXANDER #3248-GIFT
HANCOCK CC	1064	6415	255	4/27/2026	70.00	VISAS FATIMA O-ALEXANDER #3248-GIFT
HANCOCK CC	1064	6415	255	4/27/2026	100.00	VISAS FATIMA O-ALEXANDER #3248-GIFT
HANCOCK CC	1064	6415	255	4/27/2026	100.00	VISAS FATIMA O-ALEXANDER #3248-GIFT
HANCOCK CC	1064	6415	255	4/27/2026	100.00	VISAS FATIMA O-ALEXANDER #3248-GIFT
HANCOCK CC	1064	6415	255	4/27/2026	150.00	VISAS FATIMA O-ALEXANDER #3248-GIFT
HANCOCK CC	1064	6420	255	4/27/2026	427.36	VISAS FATIMA O-ALEXANDER #3248-BOOKS
HANCOCK CC	1064	6420	255	4/27/2026	68.25	VISAS FATIMA O-ALEXANDER #3248-
HANCOCK CC	1064	6420	259	4/27/2026	67.83	VISAS FATIMA O-ALEXANDER #3248-
HANCOCK CC	1064	6940	255	4/27/2026	9.93	VISAS NINA SELF #3535-MICROSOFT
HANCOCK CC	1064	6940	259	4/27/2026	9.93	VISAS NINA SELF #3535-MICROSOFT
HANCOCK CC	1064	6180	255	4/27/2026	77.75	VISAS VENITA TREADWELL #5810-FINGERPRINTS
HANCOCK CC	1064	6420	252	4/27/2026	35.02	VISAS VENITA TREADWELL #5810-CLASSROOM
HANCOCK CC	1064	7435	255	4/27/2026	1,071.40	VISAS VENITA TREADWELL #5810-AIR FARE
HANCOCK CC	1064	7435	255	4/27/2026	<u>902.50</u>	VISAS VENITA TREADWELL #5810-TRAINING

**Total CC Expenses 6,776.24**



**HANCOCK  
WHITNEY**

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

**MEMO STATEMENT**

Account Number

Statement Date

04-27-26

Issued by Hancock Whitney Bank

DARREL JAMES  
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
03-30	03-27	24015146087147560323759	5542	GATE #1194 TALLAHASSEE FL	M78.03 ✓
04-02	04-01	24015146092148647262997	5542	GATE #1194 TALLAHASSEE FL	M61.00 ✓
04-03	04-02	24717056093870932232432	3058	DELTA AIR 0062418083693 800-2211212 CA BRAY/TRACEY CON DEPARTURE: 05-03-26 TLH DL S ATL DL S MSP DL W ATL DL W TLH	M1,071.40 ✓
04-03	04-02	24717056093870932232440	3058	DELTA AIR 0062418083692 800-2211212 CA SMITH/KIMBERLY DEPARTURE: 05-03-26 TLH DL S ATL DL S MSP DL W ATL DL W TLH	M1,071.40 ✓
04-07	04-06	24011346096100122524256	4814	ZOOM.COM 888-799-9666 ZOOM.US CA	M219.90 ✓
04-13	04-11	24015146102150855427450	5541	GATE #1194 TALLAHASSEE FL	M3.21 ✓
04-13	04-11	24015146102150855427468	5541	GATE #1194 TALLAHASSEE FL	M5.38 ✓
04-13	04-11	24692166102407788882963	5814	KRISPY KREME #0451 TALLAHASSEE FL	M24.99 ✓
04-13	04-10	24137466101001735115284	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M35.34 ✓
04-13	04-10	24015146101150653327101	5542	GATE #1194 TALLAHASSEE FL	M70.02 ✓
04-13	04-10	24137466101001735115367	5912	CVS/PHARMACY #01256 TALLAHASSEE FL	M267.60 ✓
04-27	04-25	24445006116400250798033	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M59.68 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-26		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 2,967.95
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 2,967.95</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

04-27-26

Issued by Hancock Whitney Bank

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

\*\* 0000001

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-08	04-08	24692166098107197623992	5942	AMAZON MKTPL*BC9DK2BN1 AMZN.COM/BILL WA	M249.24 ✓
04-13	04-10	24445006101400239776511	5300	SAMS CLUB #8120 TALLAHASSEE FL	M132.62 ✓
04-14	04-13	24435656104173588068027	8398	NATIONAL HEAD START ASSO 703-739-0875 VA	M490.00 ✓
04-27	04-24	24137466115001742343857	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M53.61 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-26	[REDACTED]	
<p><b>CUSTOMER SERVICE CALL</b></p> <p>Toll Free 1-800-448-8812</p>		NEW PURCHASES AND OTHER CHARGES 925.47
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 925.47
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 5,000.00



# HANCOCK WHITNEY

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

## MEMO STATEMENT

Account Number

Statement Date

04-27-26

Issued by Hancock Whitney Bank

FATIMA OLEABHIELE  
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
04-01	03-31	24055246091700077018164	5541	WAWA 5440 TALLAHASSEE FL	M100.00 ✓
04-01	03-31	24445006091400245486594	5411	WM SUPERCENTER #1223 TALLAHASSEE FL	M100.00 ✓
04-02	03-31	24427336091710029993430	5814	CHICK-FIL-A #04370 TALLAHASSEE FL	M150.00 ✓
04-03	04-01	24269796092500950245719	5812	MARCOS PIZZA - 8078 850-577-3200 FL	M31.73 ✓
04-07	04-06	24011346097100013089145	8299	SP THE INCREDIBLE YEAR SHOP.INCREDIB WA	M427.36 ✓
04-13	04-11	24692166101407073597780	3665	HAMPTON INN & SUITES O ORLANDO FL	M204.93
				529165 ARRIVAL: 04-10-26	
04-14	04-12	74692166103408890154733	3665	HAMPTON INN & SUITES O ORLANDO FL	M204.93cr
				529165 ARRIVAL: 04-10-26	
04-15	04-14	24055246105716114062399	5541	WAWA 5447 TALLAHASSEE FL	M50.00 ✓
04-15	04-14	24445006105001047282415	5331	DOLLAR TREE CRAWFORDVILLE FL	M68.25 ✓
04-16	04-15	24137466106001779867266	5411	PUBLIX #1051 TALLAHASSEE FL	M31.71 ✓
04-16	04-15	24275396105900012700386	5814	BAMBOO WOK TALLAHASSEE FL	M167.30 ✓
04-24	04-23	24226386114023230628139	5411	WAL-MART #3307 CRAWFORDVILLE FL	M70.00 ✓
04-24	04-23	24445006114000996873033	5912	WALGREENS #10901 TALLAHASSEE FL	M100.00 ✓
04-27	04-26	24692166116401191407751	5942	AMAZON MKTPL*BS90B0C10 AMZN.COM/BILL WA	M67.83 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-26		
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,569.11
		NEW CASH ADVANCES .00
		CREDITS 204.93
		<b>STATEMENT TOTAL</b> 1,364.18
		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

04-27-26

Issued by Hancock Whitney Bank

NINA SINGLETON  
CAPITAL AREA CAA  
309 OFFICE PLAZA DR  
TALLAHASSEE FL 32301-2729

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**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-30	03-28	24906416087253891291753	5968	CCI*CONSTANT-CONTACT 855-2295506 MA	M55.00
03-30	03-29	24492166088100035426813	5734	OPENAI *CHATGPT SUBSCR OPENAI.COM CA	M60.00
04-13	04-11	24204296101000700091073	5045	MSFT * E0700ZG6QT 800-8427676 WA	M59.55 ✓
04-22	04-21	24055236112723941245678	9399	NIC*-FL SUNBIZ.ORG TPREQ@TYLERT FL	M61.25 ✓
04-24	04-23	24000776113100024815976	7542	WHISTLEEXPRESSCARWASH 186-69752279 NC	M13.98 ✓
04-27	04-25	24793386115000217205216	5734	ADOBE INC 800-8336687 CA	M6.99 ✓
04-27	04-25	24793386115000722487226	5734	ADOBE INC 800-8336687 CA	M29.99 ✓

*no receipt*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-26	[REDACTED]	
<p><b>CUSTOMER SERVICE CALL</b></p> <p>Toll Free 1-800-448-8812</p>		NEW PURCHASES AND OTHER CHARGES 286.76
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 286.76
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 10,000.00



**HANCOCK  
WHITNEY**

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

**MEMO STATEMENT**

Account Number



Statement Date

04-27-26

Issued by Hancock Whitney Bank

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

\*\* 0000001

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-31	03-30	24435656090169883296236	7393	DTIS FINGERPRINT SERV FAIRFAX VA	M78.50 ✓
04-01	03-31	24064666091100001775716	8641	ELC OF THE BIG BEND RE WWW.ELCBIGBEN FL	M902.50 ✓
04-03	04-02	24717056093870932233893	3058	DELTA AIR 0062418105750 800-2211212 CA TREADWELL/VENIT DEPARTURE: 05-03-26 TLH DL S ATL DL S MSP DL W ATL DL W TLH	M1,071.40 ✓
04-24	04-23	24445006114400220181353	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M35.02 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-26		
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 2,087.42
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 2,087.42</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 4,000.00</b>

# **COMMITTEES**

# Capital Area Community Action Agency

## BOARD COMMITTEES

<b>COMMITTEE: PERSONNEL</b>	
STAFF: Margaret Watson, Nina Self	
BOARD MEMBERS: Valerie Russell, Sandra Saunders, Melissa Miller	
<b>NEXT MEETING DATE:</b>	<b>MEETING TYPE:</b>

<b>COMMITTEE: PROGRAM PLANNING &amp; OVERSIGHT</b>	
STAFF: Victoria Mathis, Terry Mutch, Michelle Hawkins, Venita Treadwell	
BOARD MEMBERS: Steve Lanier, Derrick Jennings, Akhenaton Thomas	
<b>NEXT MEETING DATE:</b>	<b>MEETING TYPE:</b>

<b>COMMITTEE: MEMBERSHIP/NOMINATING</b>	
STAFF: Darrel, Nina Self	
BOARD MEMBERS: John Grant, Eddie Fields	
<b>NEXT MEETING DATE:</b>	<b>MEETING TYPE:</b>

<b>COMMITTEE: PUBLIC RELATIONS/FUNDRAISING</b>	
STAFF: Darrel James, Michelle Hawkins	
BOARD MEMBERS: Jeannie Fortune, Carolyn Francis	
<b>NEXT MEETING DATE:</b>	<b>MEETING TYPE:</b>

<b>COMMITTEE: BUDGET &amp; FINANCE</b>	
STAFF: Keith Dean, Kate Beam	
BOARD MEMBERS: Linette Williams, Lakeisha Campbell, Spencer Conner	
<b>NEXT MEETING DATE:</b>	<b>MEETING TYPE:</b>

<b>COMMITTEE: SPECIAL COMMITTEE – CEO SEARCH</b>	
STAFF: Keith Dean, Darrel James	
BOARD MEMBERS: Melissa Miller, John Grant, Linette Williams, Carolyn Francis, Jeannie Fortune	
<b>NEXT MEETING DATE:</b>	<b>MEETING TYPE:</b>

## BOARD COMMITTEES

### Excerpted from Capital Area Community Action Agency, Inc. By-laws

#### ARTICLE VII. COMMITTEES OF THE BOARD

##### **A. Executive Committee**

The Executive Committee, made up of the Chairman, Vice-Chairman, Secretary, Treasurer, and Member-at-Large, shall act for the full Board in between regular meetings and/or at times when it is inconvenient to convene the full Board and shall perform the following functions:

1. Resolve all issues that do not necessarily require the attention of the full Board;
2. Provide temporary approval on items that do require actions of the full Board;
3. By the above actions, make it easier for the Board to transact its' regular business; and, report to the full Board.

Repeat absences of an Executive Committee member will require a letter being sent after four (4) Executive Committee absences and removal after a missed fifth (5th) meeting in a Board year.

##### **B. Standing Committees**

The Chair shall appoint certain standing committees of the Board, as deemed necessary by this corporation. Such standing committees shall include, but not be limited to: Personnel Committee, Program Planning and Oversight Committee, Membership/Nominating Committee and Public Relations/Fundraising Committee and Budget and Finance Committee.

##### **C. Personnel Committee**

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

1. To review that agency personnel policies and procedures are developed and implemented in accordance with local, state and federal law;
2. To assure that equal employment opportunities are available to all interested individuals;

3. To review implementation of all applicable equal opportunity laws, executive orders and rules and regulations; monitor, supervise, and evaluate the Agency;
4. To review that the Agency pay structure and schedule is developed and implemented in accordance with local, state and federal law.
5. To receive, review, and act on all complaints of discrimination; and
6. To make recommendations and reports to the full Board for final consideration.

#### **D. Program Planning and Oversight Committee**

The Program Planning and Oversight Committee shall be made up of a representative of the Executive Committee and other Board members as appointed by the Vice Chairman. The Directors of Head Start and Family Services shall serve as ex-officio members of the Committee. The objectives of this committee shall be:

1. To oversee and guide all program planning undertaken or to be undertaken by the agency making sure that all agency programs meet the needs of economically disadvantaged residents of all participating counties;
2. To review overall program performance and compliance with local, state, and federal funders; and
3. To propose to the full Board for final consideration new programs or revisions of programs based on community needs.

#### **E. Membership/Nominating Committee**

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

1. The continual review and consideration of existing and new groups, communities, or individuals for possible membership on the Board consistent with the membership requirements of these By-Laws;
2. Responsibility to seek out new members for service on the Board and to accept nominations, prepare ballots, and present qualifications of candidates for office or Board membership;
3. Ensure that the board maintains equal representation among the three tiers of membership for the Board; and

4. To ensure a board composition representative of the populations and geographic areas served.

#### **F. Public Relations/Fund Development Committee**

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

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

#### **G. Budget and Finance Committee**

The Budget and Finance Committee shall be chaired by the Treasurer and made up of at least two additional members, appointed by the Chair. Its objectives shall be:

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

#### **H. Special Committees**

The Chairman of the Board may appoint special committees from time to time depending on the needs of the Board. Such committees may have policy-making or advisory functions and shall serve for as long as their need exists, or until a new Chairman is elected, whichever occurs first.

#### **I. Committee Membership**

Each Board member shall be a member of at least one committee, which shall be assigned by the Vice Chair. All committees of the Board shall fairly reflect the composition of the full

Board and, to the extent possible, at least one-third of their number shall be representatives of the poor, one-third public and one-third from private groups. The only tier which is allowed to have more members is the category for representatives for the poor population.