Capital Area **Community Action** Agency

Board of Directors Meeting
Tuesday, July 28, 2026
Via Microsoft Teams
AGENDA

Next Executive Committee Meeting – August 25, 2026 – 5:30 p.m.
Next Board Meeting – September 22, 2026 – 6:00 p.m.

Special Board Meeting
Meeting Minutes
TNL Performing Arts Center
June 23, 2026

Members in Attendance
Melissa Miller, Chair
Carolyn Francis, Secretary
Linette Williams, Treasurer
Jeannie Fortune, Member-at-Large
Lakeisha Campbell
Spencer Conner
Sandra Saunders
Akhenaton Thomas

CACAA Staff
Nina Self, Interim CEO/COO
Keith Dean, Chief Financial Officer
Margaret Watson, HR Manager
Darrel James, Head Start Director
Anna McCoy, Parent/Family Eng. Manager
Venita Treadwell, Education Manager
Victoria Mathis, Emergency Services Manager
Terry Mutch, Weatherization Manager
Michelle Hawkins, Family Support Services Mgr.

Absent: Eddie Fields, Valerie Russell, Steve Lanier, Derick Jennings

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

APPROVAL OF AGENDA

The Chair entertained a motion to approve the agenda.

Motion: Ms. Frances moved to approve the agenda
Second: Mr. Thomas seconded the motion
Vote: The motion was unanimously approved

ACTION ITEMS

Approval of prior minutes
The Board reviewed the Executive Committee Meeting minutes of April 28, 2026.

Motion: Ms. Frances moved to approve the minutes of April 28, 2026
Second: Mr. Thomas seconded the motion
Vote: The motion was unanimously approved

FINANCIAL REPORT

Chief Financial Officer Keith Dean presented the financial report for the period ending April 30, 2026. He reviewed the financial report revenues, expenses, and net income. There were no new expense variances or issues reported.

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

INTERIM CEO REPORT

Strategic Plan

Nina Self Interim CEO introduced the need for a strategic plan, and the upcoming planning process.

- The CSBG Organizational Standards requires us to have an agency-wide strategic plan in place that has been approved by the governing board within the past 5 years. Our next one is due in December 2027, which gives us a year to work on it.
- Input is needed from the board, management team, staff, partners, clients, and the community across eight counties.
- Ms. Self shared the current agency strategic plan and noted that it was not a complete plan. After review, it was noted that there was a need to review and revise the current mission statement to make it easier to understand and create a vision statement and core values.
- The purpose of the strategic plan is to establish a clear organizational direction by identifying priorities, aligning the work of the Board and staff, guiding resource allocation, strengthening fundraising efforts, measuring organizational outcomes, anticipating future challenges, and enhancing accountability and public trust
- Ms. Self reviewed the National and State Community Action principles to ensure what we develop is in line with them. The focus includes human rights, social fairness, community involvement, gender equality, inclusion, empowerment, self-sufficiency, and collaboration.
- Emphasis will be on the CSBG "Whole Family Approach" utilizing resources of all agency programs to address the needs of the entire family. The focus will be on Head Start children and parents.

Committees

After the strategic plan overview the Board and staff separated into their committee groups. The task was to introduce the members of the committee, find at least one issue they need to address, and schedule the next committee meeting. The reports were as follows:

Personnel

- The agency currently employs approximately 80 staff. There is a moderate turnover rate, especially in Head Start.
- The Strategic Plan must include strategy to reduce operating expenses so the agency can increase staff wages to enable it to compete with the higher wages offered by other employers in our service area.
- Proposed retention approaches included offering incentives, promotions, and professional development. Fundraising could support incentives where the budget is constrained.

Program Planning & Oversight

- There is a need for wrap-around services for families using the services our agency provides, and other resources available in the community.

Membership/Nominating

- Need to develop a plan for continuous recruitment so we won't fall below the twelve-member requirement.
- With the resignation of John Grant there is a need for an attorney or legal representative on the board.
- Need to recruit members that have access to financial resources for fundraising.

Public Relations/Fundraising

- Need to build a network of people who know what makes our community thrive.
- Need to create a signature, annual fundraiser.
- There is a need for diversified, unrestricted funds to give us a cushion to continue operations in crisis situations like a federal shutdown.
- Outreach is needed in our rural counties.

Budget & Finance

- Encourage board members to ask questions on the financial reports to have a clear understanding of the agency's financial position.
- More in-kind contributions are needed.
- We need to identify and reduce any waste to allow more funds for operational needs.

CHAIR'S REPORT

Special Committee – CEO Search

- The Chair and Mr. Dean reported on the issue of the CEO search. During their review it was noted that the Interim CEO has served effectively during a difficult year (CEO transition, audits, shutdown, local fundraising of $200,000–$300,000).
- Staff morale and collaboration were reported as strong; the transition has been smooth.
- Mr. Dean noted that as a nonprofit agency, public advertising is not a formal requirement.
- The Chair and CFO favor extending an offer to the Interim CEO to become the permanent CFO. The recommendation was for the board to make an offer to Ms. Self for the CEO position.

Motion: Ms. Frances moved to extend an offer to Ms. Self to become the new CEO
Second: Mr. Conner seconded the motion
Vote: The motion was unanimously approved

The Chair said she would work with Mr. Dean on the offer and extend it to Ms. Self for consideration. Ms. Self thanked everyone for their support, and said she looks forward to working with the board and staff to provide great service to our community.

The meeting adjourned at 7:45 p.m.

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Secretary Date

Capital Area
Community Action
Agency

Board of Directors
Meeting Minutes
Via Microsoft Teams, Tallahassee, Florida
May 26, 2026

Members in Attendance:
Melissa Miller, Chair
Akhenaton Thomas
Carolyn Francis
Derrick Jennings
Jeannie Fortune
Lakiesha Campbell
Linette Williams
Sandra Saunders
Spencer Conner
Valerie Russell

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: Eddie Fields, Steve Lanier

Mr. Grant submitted his letter of resignation from the Board of Directors. He shared that he has accepted a new role with responsibilities that conflict with the Board's meeting schedule, making it difficult for him to continue serving.

CALL TO ORDER

The Chair called the Board meeting to order at 6:10 p.m. A quorum was established.

APPROVAL OF AGENDA

The Chair entertained a motion to approve the agenda.

Motion: Ms. Russell moved approval of the agenda
Second: Ms. Fortune seconded the motion
Vote: The motion was unanimously approved

The Chair asked members to introduce themselves.

ACTION ITEMS

Approval of Minutes

The Chair entertained a motion to approve the minutes of March 24, 2026, Board of Directors meeting.

Motion: Mr. Thomas 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 April 28, 2026 were presented to the Board for review. No action was required.

Nominations and Committee Report

The Nominations Committee presented Spencer Conner for approval to join the Board to replace Carmen Conner who resigned her seat on the Board. Mr. Conner is a Leon County resident, and a development manager and community finance professional with a focus on housing with the Tallahassee Lenders' Consortium. He understands challenges related to housing affordability, financial capability, and access to resources. He would be a great asset to the Board.

The Chair entertained a motion to seat Mr. Conner on the Board.

Motion: Mr. Thomas moved approval to seat Mr. Conner on the Board
Second: Ms. Williams seconded the motion
Vote: The motion was unanimously approved

Financial Report

Ms. Beam, Finance Director, reported on the agency financial status as of March 31, 2026. She reviewed the financial reports showing revenues, expenses, and net income. There were no new expense variances or issues reported.

The Chair entertained a motion to accept the Financial Report
Motion: Ms. Francis moved approval of the Financial Report
Second: Mr. Thomas seconded the motion
Vote: The motion was unanimously approved

HEAD START COLA BUDGET

- The Agency received an amendment to the FY2025-2026 Head Start budget for a Cost-of-Living Allowance (COLA) increase of 0.635%. There were no funds for quality improvement included in the COLA.
- Funds to be used solely for retroactive wages back to 10/01/2025 for all Head Start employees.

Motion: Ms. Francis moved approval of the FY2025-2026 Budget for COLA increase of .635%
Second: Mr. Thomas seconded the motion
Vote: The motion was unanimously approved

Non-federal Share (NFS)

- The Agency seeks a federal waiver for the Head Start non-federal share shortfall for the 2024 – 2025 fiscal year. This is due to the decline in volunteers due to reduced parent availability, as parents work multiple jobs and/or have multiple children in other activities that require their participation. We also have fewer donors and service providers to contribute enough allowable in-kind support. Board and Policy Council approval is required for the waiver.

- An email memo was sent to members of the Board and Policy Council requesting them to vote approved or disapproved on the waiver, and email back to the Head Start Director as soon as possible. This would satisfy the requirement of proof of approval in writing.

INTERIM CEO REPORT

Ms. Self reported on Program updates as of April 2026.

Program Updates

Head Start:

- Head Start will continue serving 378 students in two counties for fall (Leon and Jefferson)
- Seven Head Start centers will be in a Leon County school.
- At the March meeting the Board voted to move the 19 slots from Franklin County to Leon County due to staffing and enrollment issues.
- We are still seeking a replacement location for Jefferson County Head Start due to the condition of the old modulars that we currently use. We have scheduled a meeting with Jackie Pons, Jefferson School Superintendent, to request a classroom inside the school. That should allow enough time to apply for a 1303 grant to replace the current modulars by the 2027/28 school year.
- The 2025/26 school year ended on May 22nd, and the transition ceremonies were held.
- Attendance and enrollments are below targets in rural areas. We aim to return to 100% enrollment in Jefferson County in the fall.

Family Support Services:

- An accelerated Getting Ahead class will be held in June for Head Start center staff since they are out of school for the summer.
- Currently recruiting for fall Getting Ahead classes to begin in September.
- FSS and Head Start will be working to recruit Head Start parents for classes as we move into the Whole Family Approach model for children and parents.
- Florida Department of Commerce (Florida Commerce) engaged Thomas Howell Ferguson (THF) for financial monitoring of the Weatherization Assistance Program (WAP), and to perform Technical Quality Assurance Inspection (QAI) monitoring for the WAP program year 2024-2026. THF will also monitor the Low-Income Home Energy Assistance Program (LIHEAP), and Community Service Block Grant (CSBG) program for period 10/01/2024–06/30/2026.

- The Franklin County Program Office will move to a new location in June. It is a few blocks from the current location in a smaller and more cost-efficient space.
- The Self-Help Credit Union is a new partner and will offer financial literacy and credit-building workshops for staff and clients at no cost.
- We were approved to train for the CSBG Whole Family Approach Kickstarter program that will involve addressing the needs of Head Start children and parents at the same time utilizing all the agency direct client service resources.

Strategic Planning

- CSBG Organizational Standards requires a Board approved Strategic Plan every 5 years. Our next one is due in 2027, and we will begin working on it this year. The planning process includes input from the Board, management team, staff, stakeholders, clients and parents.
- Ms. Self requested the Board to use the June 23rd Executive Committee Meeting for an in-person full Board meeting to begin working on the strategic plan, and so all Board committees could have their initial meeting. The location will be the TLN Performing Arts Center on South Monroe Street. The Board approved this request.
- Surveys will be distributed by end of the week to Board members to assess your involvement and provide feedback for the Strategic Plan.

Other Updates

- Head Start postponed the ***"Sneaker Ball"*** until next school year. The Lincoln Neighborhood Center was still undergoing renovations.

CHAIR'S REPORT

Committee Assignments

The Chair suggested the following committees:

Personnel – Valerie Russell, Sandra Saunders, Melissa Miller

Program Planning & Oversight – Derrick Jennings, Akhenaton Thomas

Membership/Nominating – Melissa Miller

Public Relations/Fundraising –, Jeannie Fortune, Carolyn Francis

Budget & Finance – Linette Williams, Lakeisha Campbell, Spencer Conner

The Chair thanked members for their participation in Board committees.

The meeting adjourned at 7:04 PM.

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Board Secretary Date

Financial Statement Narrative
For the Eight Months Ending May 31, 2026
Capital Area Community Action Agency

As of May 31, 2026, we have completed eight months of the fiscal year and we would expect the year-to-date actual expenses and revenue to be around 67% of the annual budget with some Head Start expenses around 80%. At month end, the Year to Date Actual Revenue and Expenses are 65% and 64% respectively with net income of $44,511.

Non-Federal Share (NFS) Match at May 31, 2026, was $594,262 of the $1,071,944 target.

Agency Wide Variances

- Technology – is over the budget due to the addition of additional curriculums for Head Start and VPK.
- 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 Eight Months Ending 5/31/2026

	67-80%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	2,800,858	(1,460,120)	66%
Government Contracts - STATE	4010	2,565,606	1,482,108	(1,083,498)	58%
Government Contracts - LOCAL	4020	124,888	252,546	127,658	202%
Grants - Other Not-for-Profits	4100	6,573	5,874	(700)	89%
Grants - All Other Sources	4120	8,000	8,000	0	100%
Contributions	4200	2,000	9,107	7,107	455%
Contributions- Restricted	4210	29,000	1,912	(27,088)	7%
Special Events	4300	2,000	4,520	2,520	226%
Commissions-Vending/Photo	4320	0	1,729	1,729	100%
Interest Income	4950	0	501	501	100%
Fringe Pool Revenue	4960	956,000	604,705	(351,295)	63%
Indirect Pool Revenue	4970	839,909	513,987	(325,922)	61%
Other Revenue	4995	2,000	17,094	15,094	855%
Total Revenue		8,796,954	5,702,941	(3,094,013)	65%
Expenditures					
Salaries & Wages	6010	3,317,272	2,103,345	1,213,927	63%
Fringe	6110	971,448	604,705	366,743	62%
FICA	6120	257,000	164,278	92,722	64%
Unemployment	6130	43,000	11,786	31,214	27%
Workers Compensation	6140	40,000	15,222	24,778	38%
Health Insurance	6150	490,000	316,789	173,211	65%
Life Insurance	6160	36,000	21,747	14,254	60%
Retirement	6170	60,000	35,699	24,301	59%
Staff Screenings	6180	3,950	1,072	2,878	27%
Indirect Costs	6210	831,158	519,587	311,571	63%
Travel - In Area	6310	12,300	3,407	8,893	28%
Office Supplies	6410	17,500	7,470	10,030	43%
Program Supplies	6415	51,146	17,282	33,864	34%
Classroom Supplies	6420	33,000	16,851	16,149	51%
Kitchen Supplies	6430	18,000	11,071	6,929	62%
Medical/Dental Supplies	6440	500	8	492	2%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	28,450	14,540	13,910	51%
Postage and Delivery Expense	6600	5,150	1,704	3,446	33%
Contractual Services/Professional	6710	385,365	246,736	138,629	64%
Contractual Services – Health/Disabilities	6715	205,142	162,422	42,720	79%
Rent/Space Cost	6810	284,194	236,599	47,595	83%
Utilities	6820	106,500	84,747	21,753	80%
General Liability and Property Insurance	6830	83,000	63,129	19,871	76%
Communications	6840	99,500	69,561	29,939	70%
Repairs & Bldg Maintenance- Recurring	6850	174,080	136,481	37,599	78%
Repairs & Bldg Maintenance - Nonrecurring	6855	15,500	3,375	12,125	22%
Equipment Maintenance	6910	30,500	23,243	7,257	76%
Vehicle Expense	6920	66,000	49,038	16,962	74%
Equipment Lease	6930	9,700	7,640	2,060	79%
Technology	**6940**	**55,946**	**65,570**	**(9,624)**	**117%**
Fees, Licenses, and Permits	7010	3,360	1,485	1,875	44%
Dues/Subscriptions	7020	8,800	7,222	1,578	82%
Special Events	**7110**	**3,000**	**5,508**	**(2,508)**	**184%**

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Eight Months Ending 5/31/2026

Client Assistance	7210	600,703	408,487	192,216	68%
Expendable Equipment	7320	15,000	7,985	7,015	53%
Registration Fees	**7410**	**0**	**1,995**	**(1,995)**	**100%**
Meetings/Workshops	7420	10,200	2,494	7,706	24%
Training and Technical Assistance/Staff Development	7435	69,998	34,772	35,226	50%
Advisory/Board Member Expenses	7440	4,700	1,332	3,368	28%
Advertising	7450	27,000	4,663	22,337	17%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	334,126	160,737	173,389	48%
Legal Expenses	7530	10,000	0	10,000	0%
Interest Expense	**7610**	**500**	**2,597**	**(2,097)**	**519%**
Bank Service Charges	**7630**	**2,900**	**4,049**	**(1,149)**	**140%**
Total Expenditures		8,822,788	5,658,430	3,164,358	64%
Excess Revenue over (under) Expenditures		(25,834)	44,511	70,345	

Capital Area Community Action Agency
Balance Sheet
As of May 31, 2026

		Current Period Balance
Assets		
Cash Operating Hancock Bank	1010	524,944
Health Insurance Imprest Account	1031	2,516
Petty Cash	1050	170
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	22,433
Money Market Account - Hancock Bank	1080	27,207
Accounts Receivable	1100	35,728
Grants Receivable	1150	617,220
Employee Receivable	1175	(15)
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	(566,780)
Total Assets		2,232,010
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	80,059
Accrued Expenses - Other	2010	70,308
Accrued Wages	2040	62,687
Accrued Fringe Benefits	2060	2,072
Accrued Flexible Savings	2061	(3,319)
Accrued FICA	2065	(10,296)
Accrued Federal Withholding	2070	(8,611)
Accrued Georgia Estimated Taxes	2071	(328)
Accrued Health Insurance	2085	(21,516)
Accrued Other Health Insurance	2087	(1,641)
Accrued Life Insurance	2090	13,413
Accrued Retirement - Pre Tax	2095	(1,466)
Accrued Retirement - Post Tax	2096	922
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	35,527
Total Liabilities		736,922
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,125,679
Invested Property and Equipment	3020	324,898
Total Beginning Net Assets		1,450,577
Current Net Income		44,511
Total Net Assets		1,495,088
Total Liabilities and Net Assets		2,232,010

Capital Area Community Action Agency
FSS Programs Statement of Revenues and Expenditures
For the Eight Months Ending 5/31/2026

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	1,667,052	1,110,057	(556,995)	67%
Total Revenue		1,667,052	1,110,057	(556,995)	67%
Expenditures					
Salaries & Wages	6010	589,504	367,210	222,294	62%
Fringe	6110	170,937	105,710	65,227	62%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	158,932	96,068	62,864	60%
Travel - In Area	6310	2,100	728	1,372	35%
Office Supplies	6410	5,500	3,283	2,217	60%
Program Supplies	6415	15,600	0	15,600	0%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	5,450	2,910	2,540	53%
Postage and Delivery Expense	6600	3,450	1,160	2,290	34%
Contractual Services/Professional	6710	24,229	12,959	11,270	53%
Rent/Space Cost	6810	50,194	63,167	(12,973)	126%
Utilities	6820	10,500	8,597	1,903	82%
General Liability and Property Insurance	6830	21,000	20,812	188	99%
Communications	6840	31,500	21,243	10,257	67%
Repairs & Bldg Maintenance- Recurring	6850	8,900	9,232	(332)	104%
Repairs & Bldg Maintenance - Nonrecurring	6855	0	100	(100)	100%
Equipment Maintenance	6910	6,700	6,014	686	90%
Vehicle Expense	6920	26,000	19,694	6,306	76%
Equipment Lease	6930	4,200	4,456	(256)	106%
Technology	6940	14,200	5,351	8,849	38%
Fees, Licenses, and Permits	7010	860	80	780	9%
Dues/Subscriptions	7020	1,300	450	850	35%
Client Assistance	7210	501,696	353,723	147,973	71%
Expendable Equipment	7320	2,000	412	1,589	21%
Registration Fees	7410	0	380	(380)	100%
Meetings/Workshops	7420	600	379	221	63%
Training and Technical Assistance/Staff Development	7435	9,000	5,457	3,543	61%
Advertising	7450	2,500	823	1,677	33%
Total Expenditures		1,667,052	1,110,396	556,656	67%
Excess Revenue over (under) Expenditures		0	(339)	(339)	

Capital Area Community Action Agency
HEAD START Programs Statement of Revenue and Expenditures
For the Eight Months Ending 5/31/2026

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	2,800,858	(1,460,120)	66%
Government Contracts - STATE	4010	898,554	372,051	(526,503)	41%
Government Contracts - LOCAL	4020	76,342	218,414	142,072	286%
Contributions	4200	0	7,214	7,214	100%
Other Revenue	4995	2,000	2,309	309	115%
Total Revenue		5,237,874	3,400,845	(1,837,029)	65%
Expenditures					
Salaries & Wages	6010	2,462,551	1,595,521	867,030	65%
Fringe	6110	713,651	458,603	255,048	64%
Staff Screenings	6180	3,500	1,072	2,428	31%
Indirect Costs	6210	663,826	417,920	245,906	63%
Travel - In Area	6310	10,000	2,679	7,321	27%
Office Supplies	6410	9,000	2,603	6,397	29%
Program Supplies	6415	35,000	17,282	17,718	49%
Classroom Supplies	6420	33,000	16,851	16,149	51%
Kitchen Supplies	6430	18,000	11,071	6,929	62%
Medical/Dental Supplies	6440	500	8	492	2%
Copies/Printing/Copier	6510	12,000	8,108	3,892	68%
Postage and Delivery Expense	6600	1,200	406	794	34%
Contractual Services/Professional	6710	7,500	16,390	(8,890)	219%
Contractual Services – Health/Disabilities	6715	205,142	162,422	42,720	79%
Rent/Space Cost	6810	212,000	160,132	51,868	76%
Utilities	6820	90,000	72,699	17,301	81%
General Liability and Property Insurance	6830	25,000	19,269	5,731	77%
Communications	6840	60,000	43,896	16,104	73%
Repairs & Bldg Maintenance- Recurring	6850	164,180	126,912	37,268	77%
Repairs & Bldg Maintenance - Nonrecurring	6855	15,000	3,275	11,725	22%
Equipment Maintenance	6910	18,000	13,231	4,769	74%
Vehicle Expense	6920	35,000	26,631	8,369	76%
Equipment Lease	6930	3,500	2,214	1,286	63%
Technology	6940	20,000	50,409	(30,409)	252%
Fees, Licenses, and Permits	7010	1,000	332	668	33%
Dues/Subscriptions	7020	3,500	1,512	1,988	43%
Special Events	7110	1,000	91	909	9%
Expendable Equipment	7320	12,000	3,816	8,184	32%
Registration Fees	7410	0	1,330	(1,330)	100%
Meetings/Workshops	7420	3,500	1,981	1,519	57%
Training and Technical Assistance/Staff	7435	40,998	28,337	12,661	69%
Advisory/Board Member Expenses	7440	1,000	190	810	19%
Advertising	7450	22,000	3,169	18,831	14%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	334,126	160,737	173,389	48%
Total Expenditures		5,237,874	3,431,097	1,806,777	66%
Excess Revenue over (under) Expenditures		0	(30,252)	(30,252)	

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

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		68,414			
Grants - Other Not for Profits		150,000			
In-Kind Revenue		271,664			
VPK Revenue/SR Deficit		104,184			
	1,071,944	**594,262**	**55%**	**477,682**	**45%**

HEAD START CC Expenses May 2026

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6180	255	5/27/2026	43.37	VISAS VENITA TREADWELL #5810-BACKGROUND CHECK
HANCOCK CC	1064	6180	255	5/27/2026	43.37	VISAS VENITA TREADWELL #5810-BACKGROUND CHECK
HANCOCK CC	1064	6180	256	5/27/2026	12.39	VISAS VENITA TREADWELL #5810-FINGERPRINTS
HANCOCK CC	1064	6310	255	5/27/2026	66.01	VISAS DARREL JAMES #1596 FUEL
HANCOCK CC	1064	6310	255	5/27/2026	99.00	VISAS DARREL JAMES #1596 FUEL
HANCOCK CC	1064	6420	250	5/27/2026	89.84	VISAS FATIMA OLEABHIELEL #3248-CLASSROOM
HANCOCK CC	1064	6420	255	5/27/2026	205.36	VISAS VENITA TREADWELL #5810-CLASSROOM SUPPLIES
HANCOCK CC	1064	6420	259	5/27/2026	12.75	VISAS VENITA TREADWELL #5810-CLASSROOM SUPPLIES
HANCOCK CC	1064	6420	259	5/27/2026	31.67	VISAS VENITA TREADWELL #5810-CLASSROOM SUPPLIES
HANCOCK CC	1064	6850	256	5/27/2026	15.98	VISAS FATIMA OLEABHIELEL #3248-CHILDPROOF KNOB
HANCOCK CC	1064	6940	252	5/27/2026	70.66	VISAS NINA SELF #3535-MICROSOFT
HANCOCK CC	1064	6940	255	5/27/2026	211.98	VISAS NINA SELF #3535-MICROSOFT
HANCOCK CC	1064	6940	256	5/27/2026	70.66	VISAS NINA SELF #3535-MICROSOFT
HANCOCK CC	1064	6940	259	5/27/2026	70.66	VISAS NINA SELF #3535-MICROSOFT
HANCOCK CC	1064	7010	256	5/27/2026	101.00	VISAS VENITA TREADWELL #5810FDCF LICENSE
HANCOCK CC	1064	7110	255	5/27/2026	90.86	VISAS DARREL JAMES #1596 PUBLIX
HANCOCK CC	1064	7320	255	5/27/2026	319.99	VISAS DARREL JAMES #1596 OFFICE DEPOT
HANCOCK CC	1064	7420	255	5/27/2026	219.90	VISAS DARREL JAMES #1596 ZOOM
HANCOCK CC	1064	7435	255	5/27/2026	50.00	VISAS DARREL JAMES #1596 CANCEL FEE
HANCOCK CC	1064	7435	255	5/27/2026	1,076.00	VISAS DARREL JAMES #1596 HOTEL
HANCOCK CC	1064	7435	255	5/27/2026	1,289.37	VISAS VENITA TREADWELL #5810-HOTEL TRAINING
HANCOCK CC	1064	7435	255	5/27/2026	34.76	VISAS VENITA TREADWELL #5810-LYFT TRAINING
HANCOCK CC	1064	7435	255	5/27/2026	3.29	VISAS VENITA TREADWELL #5810-MEAL TRAINING
HANCOCK CC	1064	7435	255	5/27/2026	6.00	VISAS VENITA TREADWELL #5810-MEAL TRAINING
HANCOCK CC	1064	7435	255	5/27/2026	7.00	VISAS VENITA TREADWELL #5810-MEAL TRAINING
HANCOCK CC	1064	7435	255	5/27/2026	10.00	VISAS VENITA TREADWELL #5810-MEAL TRAINING
HANCOCK CC	1064	7435	255	5/27/2026	10.00	VISAS VENITA TREADWELL #5810-MEAL TRAINING
HANCOCK CC	1064	7435	255	5/27/2026	18.49	VISAS VENITA TREADWELL #5810-MEAL TRAINING
HANCOCK CC	1064	7435	255	5/27/2026	19.75	VISAS VENITA TREADWELL #5810-MEAL TRAINING
HANCOCK CC	1064	7435	255	5/27/2026	20.50	VISAS VENITA TREADWELL #5810-MEAL TRAINING
HANCOCK CC	1064	7435	255	5/27/2026	42.50	VISAS VENITA TREADWELL #5810-MEAL TRAINING
HANCOCK CC	1064	7435	255	5/27/2026	52.00	VISAS VENITA TREADWELL #5810-MEAL TRAINING
HANCOCK CC	1064	7450	000	5/27/2026	793.54	VISAS NINA SELF #3535-INDEED
					5,208.65	

HANCOCK WHITNEY

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

MEMO STATEMENT

Account Number

[redacted]

Statement Date

05-27-26

Issued by Hancock Whitney Bank

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

** 0000001

5/28/26

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-04	05-01	24064666122100006491635	7399	IMN SLNS* NHSA NATIONA IMNSOLUTIONS. VA	M50.00
05-07	05-06	24011346126100130877138	4814	ZOOM.COM 888-799-9666 ZOOM.US CA	M219.90
05-08	05-07	24015146128156594265911	5542	GATE #1194 TALLAHASSEE FL	M99.00
05-11	05-07	24755426128261289204561	3504	HILTON MINNEAPOLIS FD 612-3761000 MN 2512670 ARRIVAL:05-03-26	M1,261.12
05-13	05-11	24137466132501023946376	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M319.99
05-25	05-22	24015146143159851340303	5542	GATE #1194 TALLAHASSEE FL	M66.01
05-27	05-26	24137466147001638536095	5411	PUBLIX #1051 TALLAHASSEE FL	M92.21

STATEMENT DATE	ACCOUNT NUMBER
05-27-26	[redacted]

CUSTOMER SERVICE CALL

Toll Free 1-800-448-8812

ACCOUNT SUMMARY	
NEW PURCHASES AND OTHER CHARGES	2,108.23
NEW CASH ADVANCES	.00
CREDITS	.00
STATEMENT TOTAL	2,108.23
TOTAL IN DISPUTE	.00
CREDIT LIMIT	5,000.00

HANCOCK WHITNEY

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

MEMO STATEMENT

Account Number

[redacted]

Statement Date

05-27-26

Issued by Hancock Whitney Bank

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

** 0000001

Ms 5/28/26

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-28	04-28	24692166118402541799879	5947	TCT* RHYME UNIVERSITY 877-472-3738 MN	M89.84
04-30	04-29	24113436119300835235781	5812	MISSION BBQ TALLAHASSEE-S TALLAHASSEE FL	M75.35
05-01	04-30	24692166120405205674748	5942	AMAZON MKTPL*BS42B9K80 AMZN.COM/BILL WA	M15.98

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
05-27-26	[redacted]	NEW PURCHASES AND OTHER CHARGES	181.17
CUSTOMER SERVICE CALL		NEW CASH ADVANCES	.00
Toll Free	1-800-448-8812	CREDITS	.00
		STATEMENT TOTAL	181.17
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	2,000.00

HANCOCK WHITNEY

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

MEMO STATEMENT

Account Number

[redacted]

Statement Date

05-27-26

Issued by Hancock Whitney Bank

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

** 0000001

ZR 5/28/26

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-30	04-29	24492166119100065290124	5734	OPENAI *CHATGPT SUBSCR OPENAI.COM CA	M41.26
05-05	05-04	24692166124409237125733	2741	HCC*SAGECHECKS&FORMS 800-617-3224 TX	M962.95
05-11	05-10	24793386130000629631091	7311	INDEED USI26-03798253 800-4625842 TX	M500.40
05-11	05-11	24011346131100021552017	5045	MSFT * E0700ZOZPH MICROSOFT.COM WA	M1,059.96
05-18	05-15	24793386135000235410091	7311	INDEED USI26-03902817 800-4625842 TX	M500.60
05-19	05-18	24492166138100063097031	8699	WAKULLA CO* FL WAKULLACOUNTY FL	M40.00
05-22	05-21	24793386141000034158091	7311	INDEED USI26-04039659 800-4625842 TX	M464.02
05-26	05-25	24793386145000111711099	5817	ADOBE INC 800-8336687 CA	M6.99
05-26	05-25	24793386145000317723088	5734	ADOBE INC 800-8336687 CA	M29.99

STATEMENT DATE	ACCOUNT NUMBER
05-27-26	[redacted]

CUSTOMER SERVICE CALL

Toll Free 1-800-448-8812

ACCOUNT SUMMARY	
NEW PURCHASES AND OTHER CHARGES	3,606.17
NEW CASH ADVANCES	.00
CREDITS	.00
STATEMENT TOTAL	3,606.17
TOTAL IN DISPUTE	.00
CREDIT LIMIT	10,000.00

HANCOCK WHITNEY

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

MEMO STATEMENT

Account Number
[redacted]

Statement Date
05-27-26

Issued by Hancock Whitney Bank

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

** 0000001

VTD 5/28/26

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-29	04-28	24055236119732263106098	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M12.39
04-30	04-29	24445006120001072765376	5331	DOLLARTREE TALLAHASSEE FL	M12.75
04-30	04-29	24137466120001718298807	5411	PUBLIX #1051 TALLAHASSEE FL	M63.81
05-04	05-03	24692166124408347027714	4121	SQ *SEYOUM TESSEMA MEKURI MINNEAPOLIS MN	M42.50
05-06	05-05	24692166125409933041654	5812	SQ *KELBER CATERING INC. MINNEAPOLIS MN	M22.12
05-06	05-04	24755426125171254879763	5812	HILTON MINNEAPOLIS SKYWAT MINNEAPOLIS MN	M22.97
05-06	05-04	24755426125171254880571	5812	HILTON MINNEAPOLIS SKYWAT MINNEAPOLIS MN	M57.05
05-07	05-05	24755426126171262133152	5812	HILTON MINNEAPOLIS SKYWAT MINNEAPOLIS MN	M11.20
05-08	05-07	24692166127401652394172	5814	SQ *DUNN BROTHERS COFFEE, MINNEAPOLIS MN	M7.84
05-08	05-06	24755426127171274894865	5812	HILTON MINNEAPOLIS SKYWAT MINNEAPOLIS MN	M11.20
05-08	05-07	24011346127100125233494	4121	LYFT *RIDE THU 12PM LYFT.COM CA	M34.76
05-11	05-07	24231686128743617673172	5541	MARATHON 275958 TALLAHASSEE FL	M3.54
05-11	05-07	24755426128171287917918	5812	HILTON MINNEAPOLIS SKYWAT MINNEAPOLIS MN	M6.72
05-11	05-07	24269796128500775127009	5814	MSP P5 CUSTOM BURGERS SAINT PAUL MN	M20.07
05-11	05-07	24755426128261289201633	3504	HILTON MINNEAPOLIS FD MINNEAPOLIS MN 2512668 ARRIVAL: 05-03-26	M1,289.37
05-15	05-14	24445006135400230297434	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M205.36
05-19	05-18	24055236139755750052638	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M43.37
05-19	05-18	24055236139755750052992	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M43.37
05-21	05-20	24055236141757768007774	9399	NIC*-DCF CHILD CARE EGOV.COM FL	M101.00
05-25	05-22	24445006143400250511094	5411	WM SUPERCENTER #1408 TALLAHASSEE FL	M31.67

STATEMENT DATE	ACCOUNT NUMBER
05-27-26	[redacted]

CUSTOMER SERVICE CALL

Toll Free 1-800-448-8812

ACCOUNT SUMMARY	
NEW PURCHASES AND OTHER CHARGES	2,043.06
NEW CASH ADVANCES	.00
CREDITS	.00
STATEMENT TOTAL	2,043.06
TOTAL IN DISPUTE	.00
CREDIT LIMIT	4,000.00

Capital Area
Community Action
Agency

MEMORANDUM

TO: BOARD MEMBERS

FROM: Nina Self, CEO NS

DATE: July 28, 2026

RE: Approval Request for Leon County School Leases

The Capital Area Community Action Agency Fiscal Policies & Procedures outline the authorizations and purchasing limits in Section 200.320. The policy states a purchase greater than $30,000 requires approval of the Board of Directors.

The Agency has entered into a lease agreement with Leon County Schools to provide Head Start services in six of its elementary school locations. The aggregate annual rent for the 2026/2027 school year is $196,600.00. A worksheet listing all locations and rental amounts is attached along with a copy of the above-referenced policy.

We ask for your vote of approval of this request.

Thank you.

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United Way
United Way of the Big Bend

UNITED PARTNERS for HUMAN SERVICES
The Voice for Human Services

Head Start
Leon County Schools Rent Expense
School Year 2026/2027

	A	B	C	D	E	F	G
1	**Location**	**Rent**	**Utilities**	**Total Monthly**	**# Mos**	**Annual Rent**	
2	South City (5 classrooms + common area)	$ 5,500.00	$ -	$ 5,500.00	10	$ 55,000.00	
3	South City (4 offices)	$ 800.00	$ -	$ 800.00	12	$ 9,600.00	
4	Pineview (Fall 26)	$ 3,200.00	$ -	$ 3,200.00	10	$ 32,000.00	
5	Sabal Palm	$ 1,200.00	$ -	$ 1,200.00	10	$ 12,000.00	
6	Hartsfield	$ 3,200.00	$ -	$ 3,200.00	10	$ 32,000.00	
7	Fort Braden	$ 1,200.00	$ -	$ 1,200.00	10	$ 12,000.00	
8	Sealy	$ 1,200.00	$ -	$ 1,200.00	10	$ 12,000.00	
9	Astoria	$ 3,200.00	$ -	$ 3,200.00	10	$ 32,000.00	
10	**TOTAL**	**$19,500.00**	**$ -**	$ 19,500.00		**$196,600.00**	
11							
12	All leases (except South City*) are for a five-year period and include utilities, janitorial, and building maintenance. LCS will provide lunch for our students at all locations and we will share the Pre-K playgrounds.						
13	* South City (Wesson) is not currently open as a school for LCS, therefore the lease is year-to-year. We must provide our own janitorial.						

Authorizations and Purchasing Limits (Section 200.320)

All completed purchase orders must be signed by the preparer and approved by the Program Director. The following table displays required approvals and solicitations:

Amount of Purchase	Required Approvals	Required Solicitation
<$1,000	Program Mgr., CFO/FD, Chief Executive Officer	For useful life >1year, 2 quotes
$1,000<Purchase<$3,500	Program Mgr., CFO/FD, Chief Executive Officer	At least 2 oral or written quotes (oral quotes should be documented)
$3,500<Purchase<$7,500	Program Mgr., CFO/FD , Chief Executive Officer	At least 2 written quotes
$7,500<Purchase<$30,000	Program Mgr., CFO/FD, Chief Executive Officer	3 written bids, RFP or sealed bids depending on type of purchase
Purchases >$30,000	All of the above and Board of Directors	RFP or sealed bids depending on type of purchase

The Chief Executive Officer is authorized to enter into any contract on behalf of Capital Area Community Action Agency, Inc. All contracts must be reviewed and approved by the Program Manager/Department Director, as applicable, and the Chief Financial Officer before approval from the Chief Executive Officer. These policies shall also apply to renewals of existing contracts.

Capital Area
Community Action
Agency

TO: BOARD MEMBERS

FROM: Nina Self, CEO ns

DATE: July 24, 2026

RE: Agency Update

It is hard to believe that summer is almost over, and it will be time for the children to return to school in a couple of weeks. Since Head Start is the hot topic of the month, I will start with that department.

HEAD START

Leon County

The transition of Head Start centers into Leon County Schools is going well. All or the classrooms have been approved by the Department of Children & Families. Classrooms have been set up in most of the centers. We are on schedule to have them ready and open when school starts on August 12, 2026. The following chart lists the locations for all the centers and the most recent enrollment numbers. We are at 79% of our goal. Our goal is always 100% enrollment, and we are well on our way.

School	Address	Enrolled 7/24/26	# of Students
Ft. Braden	15100 Blountstown Hwy. 32310	5	19
Sabal Palm	2813 Ridge Way Street, 32310	20	20
Hartsfield	1414 Chowkeebin Nene, 32301	17	58
South City	2813 Meridian St., 32301	77	77
Pineview	2230 Lake Bradford Rd., 32310	57	57
Astoria Park	2465 Atlas Rd., 32303	39	53
Sealey	2815 Allen Road, 32312	17	20
Royal	1124 N. Duval St., 32301	47	54
Jefferson	Same location	20	20
	TOTAL	**299**	**378**

Jefferson County

Darrel James, Venita Treadwell and I met with Jackie Pons, Jefferson County Schools Superintendent and members of his administrative team to discuss getting a classroom for Head Start inside of the school in Jefferson County. Our goal was to get an agreement that mirrors what we have with Leon County Schools. During the meeting Mr. Pons shared that the school district budget has been reduced and they

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need to find other sources of funding. Knowing that fact, we were in doubt about getting a deal like Leon. He stated that they may have a portable classroom that we could use, and they may be able to find office space in the main building. We viewed the portable classroom, and it was used, but in a little better shape than the one we currently have. The office was quite a distance from the classroom. DCF went to inspect the classroom to see if it would be eligible for licensing. The report shows the maximum capacity for the facility is 22 students. During the inspection there were a few minor issues that would have to be resolved before we could get a license to occupy. Jefferson County Schools would take care of those.

The proposal for the space was $2,510 per month for rental of the classroom and office space, and an additional $425 per month for utilities, totaling $2,935 per month. This is more than double what we pay for classroom and office space in Leon County. Another issue we may have is the location of the school. It is quite a distance on the outskirts of town, and some parents may not have transportation. After reviewing all the pros and cons staff suggest the following for Jefferson:

1. Since we are only having one classroom in Jefferson this year, refresh the current building (deep cleaning and a coat of paint) and use when school opens.
2. We have a second portable that has our kitchen in it. It has a large room that could be used as a classroom, and two offices. This portable was once used by the Family Support Services department. We own both portables free and clear, so we could update the second unit (floors, paint, etc.), and move the classroom and office there upon completion. It is in better shape than the one we currently use.
3. After that move we can apply for the 1303 grant to replace the main unit and have it ready for the next school year. **We solicit Board approval to move forward with this suggestion.**

Franklin

The business decision made by the Board to not open Franklin Head Start this school year has generated an outcry from some Franklin County residents. We have received many letters, emails and phone calls from the community group that spearheaded the Early Education Center that we were to be a part of about ten years ago. As we reported to you when the decision was made, we have not been successful in finding qualified teachers in the area for the past few years, and the enrollment has been down. We had 19 slots in Franklin, and after the federal shutdown only 10 students returned. At the end of the school year only four students were attending. The public argument is there is nowhere for the children to go to receive pre-K and other services which is incorrect. Early Head Start is still there and they service age birth to three. In fact, our Head Start Center Director now works there. Jefferson County Schools have a pre-K program for four- and five-year-old students.

Mr. James and I met with Franklin County Commissioner Ricky Jones and County Administrator Michael Moron to discuss Head Start in Franklin County. School Superintendent/Board member Lanier was not available to meet. We reviewed the history of Head Start in Franklin County and the roadblocks we faced over the past years while trying to provide service there. The Board did not close the door on going back to Franklin, and we let them know we are willing to collaborate on how we could make it work for all parties. We stated that it worked well when we had classrooms in the school. If we could go back to that model and if they could provide us with qualified teachers, we would be able to return to the county next school year. They agreed to us working together and were going to talk with Mr. Lanier about this suggestion. We will follow up with the Board as the plan progresses.

Other Head Start News

Pre-Service for Head Start staff will be held from July 28 – August 6, 2026. It will begin with Center Director training July 28 – 31. The Annual Agency Staff Meeting will be held on Monday, August 3, 2026. I will have the opportunity to open with my first, "State of the Agency" address. Afterwards, our guest speaker will be Jenness Jones, a licensed mental health counselor who will discuss mental health and wellness for those who work in social service agencies – how to prevent burnout. After lunch the Getting Ahead Transition Ceremony for the summer class will take place. Nine of the ten graduates are Head Start employees and they will be sharing the Getting Ahead experience with the full staff.

On Tuesday, there will be a workshop presented by Dr. El Brown, a storyteller, strategist, and proud daughter of Head Start whose work is devoted to strengthening the adult ecosystems around children. This works along with the Whole Family Approach that we are moving towards for the agency. Lunch will be provided for the staff to allow time for them to network with the other departments. Training continues August 5 – 6 for Head Start staff only. Pre-Service will be held at the American Red Cross. All Board members are invited to attend.

FAMILY SUPPORT SERVICES (FSS)

- Getting Ahead classes will resume in September. FSS and Head Start staff continue 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.
- We received a clearance letter from Florida Commerce for the closeout of the monitoring for the period October 1, 2021, through September 30, 2024. All matters requiring corrective action have been cured. (Attachment A)
- Thomas Howell Ferguson P.A. (THF) is currently monitoring the period October 1, 2024, through September 30, 2026, for our Weatherization Assistance Program (WAP), Low-Income Home Energy Assistance Program (LIHEAP), and Community Service Block Grant Program (CSBG). THF will also perform technical Quality Assurance Inspection (QAI) monitoring of the WAP program year 2024 – 2026.
- The Franklin County program office has moved to its new location. The new address is 118 Oyster City Drive, Eastpoint, FL 32328.

- Staff will complete the last of four sessions for the Whole Family Approach Kickstarter Program on July 30, 2026. Departments have already begun collaborating to provide more services to our Head Start families and other clients.

PARTNERSHIPS AND OUTREACH

- Attended the Wakulla Chamber "Inaugural State of Education Luncheon." Superintendent Rick Myhre shared the current state of schools in Wakulla County, including student achievement, the expansion of Career & Technical Education (CTE), workforce readiness initiatives, and the partnerships helping connect education with future careers. All schools in Wakulla are "A" schools. This networking session assisted me in recruiting a potential Board member for Wakulla County.

- City of Tallahassee was onsite for a fidelity monitoring of the CHSP grants for Head Start and CSBG for fiscal year 2025/2026. There were no findings in either program. (Attachment B)

- Participated in the Florida Association of Community Actin Agencies (FACA) Network Director's Workgroup call and the FACA Board Meeting.
- Participated in the Career Source Capital Region Partner Council meeting. Career Source hosts this meeting to advise partner agencies of resources offered from their agency. New resources include:
  - Conference rooms that will hold meetings of 60, 20 or 8 people are available. This may be useful for scheduling future Board meetings or Getting Ahead sessions.
  - Career Source provides professional development training for their partner agencies. Topics include critical thinking, conflict management, customer service, multi-generational communication in the workplace, emotional intelligence and business etiquette.
  - Another session of the Leaders Evolve and Develop (LEAD) training will be held July 29 – 30, 2026. This is a hands-on leadership development program for new and experienced leaders in an organization. We have enrolled our two newest managers in the program.

- I have reached out to six people for potential Board membership. Four have agreed to serve and have submitted their application. I will forward them to the Nominating Committee. I anticipate the other two will respond favorably. If the committee approves, we will seat them at the September meeting.

STRATEGIC PLAN

We will continue working on our strategic plan that is due in 2027 at our September meeting. This includes planning a date in the future where we can meet for a day with an outside facilitator to help us develop our plan.

UPCOMING EVENTS

- National Community Action Partnership (NCAP) Annual Convention, St. Louis, MO; August 31 through September 4, 2026. I will attend this event along with our FSS Program Coordinator. There is a special track for the Whole Family Approach that will benefit our program, as well as other pertinent training and information.

- The 46th Annual FACA Training Conference will be held August 24 – 27 in Orlando, Florida. The Weatherization Program Manager and team will attend, along with our HR Manager.

- The Florida Head Start Association 2026 Annual Conference & Expo will be held October 27 – 29, 2026 in Orlando, FL. Our Head Start Director and other team members will attend. I may be one of the team members.

- Board Executive Committee, Tuesday, August 25, 2026; 5:30 p.m. It will be held at the main office, 309 Office Plaza Drive, Tallahassee, FL.

- Full Board meeting, Tuesday, September 22, 2026; 6:00 p.m. It may be held at the same location as the one last month. We will let you know once the location is booked.

I would again like to thank all of you for the opportunity to serve as your Chief Executive Officer. Capital Area Community Action Agency has been a very important part of my journey for the last eighteen years. I look forward to the great things we can accomplish together to help our communities and the people that we serve.

Attachment "A"

July 15, 2026

Nina Self, Interim Chief Executive Director
Capital Area Community Action Agency
309 Office Plaza Drive,
Tallahassee, Florida 32301

Dear Ms. Self

Florida Department of Commerce (FloridaCommerce), together with its contractor Thomas Howell Ferguson P.A. (THF), performed financial monitoring of the Weatherization Assistance Program Infrastructure Investment and Jobs Act (WAP IIJA), the Weatherization Assistance Program (WAP) (Assistance Listing 81.042), the Low-Income Home Energy Assistance Program (LIHEAP) (Assistance Listing 93.568), and the Community Services Block Grant (CSBG) program (Assistance Listing 93.569) (collectively, the Programs) for the period October 1, 2021, through September 30, 2024.

As communicated in the monitoring report dated September 9, 2025, certain matters requiring the development of a formal Corrective Action Plan (CAP) were identified.

This letter confirms that Capital Area Community Action Agency submitted a CAP addressing the applicable matter(s). FloridaCommerce reviewed and accepted the CAP on November 19, 2025. FloridaCommerce also requested supporting documentation to demonstrate implementation of the CAP. Based on the procedures performed, FloridaCommerce has concluded that the CAP has been successfully implemented. Accordingly, the matters identified during the monitoring engagement are considered closed, and the financial monitoring for the 2021 – 2024 period is complete.

Please note that the ongoing design, implementation, and effectiveness of internal controls remain the responsibility of Capital Area Community Action Agency's management. Future monitoring or oversight activities may identify additional matters requiring corrective action or may determine that previously implemented CAPs are not operating as designed. FloridaCommerce reserves the right to conduct subsequent monitoring and requires corrective action, as necessary, in accordance with applicable federal and state requirements.

If you have any questions regarding this correspondence, please feel free to contact me. Thank you for your cooperation throughout the monitoring process.

Sincerely,

Megan Ah Sam

Megan Ah Sam
Chief, Bureau of Economic Self-Sufficiency
Division of Community Development
FloridaCommerce
Office: (850) 717-8467

July 14, 2026

Attachment "B"

Nina Singleton Self, Chief Executive Officer
Darrel James, Head Start Director
Melissa Miller, Board Chair
Capital Area Community Action Agency, Inc.
309 Office Plaza Drive
Tallahassee, Florida 32301

Dear Nina Singleton Self, Darrel James, and Melissa Miller:

RE: General Revenue Monitoring of Written Agreement Number 992701 Getting Ahead in a Just-Gettin'-by World Program, Head Start Program and Program Income

The purpose of this letter is to provide the results of the programmatic monitoring of Capital Area Community Action Agency, Inc.'s Written Agreement listed above, and program income activities conducted with Nina Singleton Self and Darrel James on July 10, 2026. The monitoring review was to assure that Capital Area Community Action Agency, Inc.'s implementation and administration of its City of Tallahassee (CITY) grant-funded program was in compliance with applicable federal and CITY statutory requirements, regulations, and policies.

The review focused on the following areas:

- Client and intake records associated with the Written Agreement identified above.
- Access to any database(s) utilized to complete quarterly reporting on the contracted Performance Metric(s) and the Data Source and Collection Method(s).
- Fiscal Year 2025-2026 Community Human Service Partnership (CHSP) Quarterly or Year-End Reports, specifically the timeliness and accuracy.
- Fiscal Year 2025-2026 reimbursement requests, specifically the timeliness and accuracy of grant-eligible expenses.

The results of our review were discussed during the exit conference with Capital Area Community Action Agency, Inc. and its staff. The enclosed monitoring report is a detailed summary of the results. Capital Area Community Action Agency, Inc. should continue to work with its staff to build capacity and develop the tools needed to successfully implement the program.

For your information, a “Finding” is a deficiency in program performance based on statutory and/or regulatory requirements for which corrective actions are necessary. A “Concern” is an issue that, without attention or corrective action, could potentially result in a Finding. “Information” is a proved as technical assistance to help Capital Area Community Action Agency, Inc. continue to build capacity and program compliance.

All Corrective Actions, along with any written responses to the Findings and Concerns, are to be submitted within 30 days from the date of this letter.

If you have questions regarding this monitoring visit, please do not hesitate to contact Virginia Kyllonen at (850) 891-6523, (850) 404-3655, or via email at Virginia.Kyllonen@talgov.com.

I would like to take this opportunity to thank you for the cooperation and assistance extended to the staff during the monitoring visit. We wish you success in your program(s).

Sincerely,

Virginia Kyllonen

Virginia Kyllonen
Human Services Coordinator

Capital Area Community Action Agency, Inc.
Summary of Programs
For the Month Ended 6/30/2026

PROGRAMS:	Getting Ahead	Staying Ahead	Emergency Services	
County	Current Recruiting Next Class	Active Participants	# Households Served 10/1/25 - 6/30/26	County %
Calhoun	0	1	394	5.73%
Franklin	0	0	231	3.36%
Gadsden	0	0	648	9.43%
Gulf	0	0	155	2.26%
Jefferson	0	0	240	3.49%
Leon	0	2	4864	70.79%
Liberty	0	0	138	2.01%
Wakulla	0	0	201	2.93%
TOTALS	**0**	**3**	**6871**	**100.00%**

HEAD START 2026 - 2027 Registrations	Astoria Park	Ft. Braden	Hartsfield	Jefferson	Royal	Pineview	Sabal Palm	Seal
# of Students Registered for Fall 2026	39	5	17	20	47	57	20	17
Funded Enrollment	53	19	58	20	54	57	20	20
Center Enrollment %	73.58%	26.32%	29.31%	100.00%	87.04%	100.00%	100.00%	85.00

Disability Services	
Students with IEP's	
IEP's Pending	
In Compliance? (38)	

Average Daily Attendance (ADA)		
Required %		
Attendance @ 8/31/25		

*School is out for summer break. No numbers to report.

Weatherization at-a-Glance

	2024 - 2025 WAP Contracted Units (WFX25)*				
County	**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

	FY 2024 - 2025 Suwannee River Contract Units (WXF25)*				
County	**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

MEMORANDUM

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

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

Program Information

The Department of Children and Families licensing process has been completed for the new Head Start facilities for the upcoming 2026-2027 school year. Senior Management has also filled positions at each Head Start facility for the upcoming school year. Some roles have been changed to meet the requirements of the new facilities.

The Refunding Application to the Department of Health and Human Services to continue with our Head Start grant was completed by the July 1, 2026 deadline. We have received grant funding from the Community Human Services Partnership with Leon County. Reports for December through May to the Children's Services Council have also been completed to enable us to receive the remainder of the funds 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)
- Astoria Park (Fully Staffed)
- Pine View (Fully Staffed)
- South City (Fully Staffed)
- Ft. Braden (Needs a teacher)
- Hartsfield (Needs a teacher)
- Sabal Palm (Fully Staffed)
- Sealey (Fully Staffed)

Professional Development /Training

Whole Family Approach Training
Management Training
Region IV - T/TA Virtual Health Training

Facilities

Franklin

- The Center will be closed for the upcoming school year.

Jefferson County

- Working with the Jefferson County School Board to move the Head Start Center to their school campus. Senior Management has met with Jefferson County Administrators.

Louise B. Royal

- Preparing to open the Head Start Center for the new school year. The center will receive some repairs before reopening.

Mabry

- This center will be closed for the upcoming year.

Pine View

- This center will operate during the upcoming school year.

South City

- This center will operate during the upcoming school year, but we will move from the back of the building to the front, with our classrooms and administrative employees.

Astoria Park

- Preparing this new center to open for the upcoming school year.

Ft. Braden

- Preparing this new center to open for the upcoming school year, but one teacher is needed to complete the staffing.

Hartsfield

- Preparing this new center to open for the upcoming school year, but one teacher is needed to complete the staffing.

Sabal Palm

- Preparing the new center to open for the upcoming school year.

Sealey

- Preparing the new center to open for the upcoming school year.

Curriculum

We are working with Teaching Strategies to improve our curriculum services next year and hopefully reduce the price. CLASS Observations data revealed that we scored above the re-competition level, but we did not reach the national average.

Recruitment Numbers

Recruitment numbers for June 2026:

- Astoria Park 23 of 53 families accepted
- Ft. Braden 4 of 19 families accepted
- Hartsfield 8 of 58 families accepted
- Jefferson 20 of 20 families accepted
- Louise B. Royal 42 of 54 families accepted
- Pineview 51 of 57 families accepted
- Sabal Palm 18 of 20 families accepted
- Sealey 6 of 20 families accepted
- South City 74 of 77 families accepted

246 of 378 (65%) families have been accepted for the upcoming school year

Health

N/A

Federal and State Regulations

N/A

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2026 – 2027 School Calendar

Leon and Jefferson Head Start Preschools

2026	August	4-11	Teacher and Staff Planning/Inservice Days
		12	Students Report
	September	7	Labor Day Holiday
		21	Fall Holiday
	October	12	Teacher and Staff Planning/Inservice Day
	November	11	Veterans Day Holiday
		23-27	Thanksgiving Holidays (Students and Teachers out)
	December	21-31	Winter Holidays – Centers are closed
2027	January	1	Winter Holidays – Centers are closed
		4	Teacher and Staff Planning/Inservice Day
		5	Students and Staff Return
		18	Dr. Martin Luther King, Jr. Day Holiday
	February	15	President's Day Holiday
	March	15-19	Spring Break (Students and Teachers Out)
		22	Teacher and Staff Planning/Inservice Day
		26	Spring Holiday
	May	21	Last Day of School for Students
		24-25	Teacher and Staff Inservice Days
		25	Last Day for Teachers

Capital Area **Community Action** Agency

MEMORANDUM

TO:	Nina Self, Interim Chief Executive Officer
FROM:	Victoria Mathis, Emergency Services Program Manager
RE:	Board Update for June 2026 – ***Emergency Services***
DATE:	July 5, 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 June 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
Calhoun	29	28	24	36	83	52	54	44	44				394
Franklin	23	22	22	32	30	27	26	29	20				231
Gadsden	78	23	47	54	80	121	81	67	97				648
Gulf	23	15	14	15	15	17	20	17	19				155
Jefferson	36	8	18	24	50	32	25	20	27				240
Leon	631	251	558	642	408	522	498	602	752				4864
Liberty	21	11	13	17	19	20	11	8	18				138
Wakulla	19	17	32	16	18	26	29	24	20				201
Total	860	375	728	836	703	817	744	811	997				6871

Additional information listed below:

Total Emergency Services Utility Assistance (from Donated Funds):

# Households	$ Amount
12	**$3,706.10**

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United Way
United Way of the Big Bend

UNITED PARTNERS for HUMAN SERVICES
The Voice for Human Services

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MEMORANDUM

TO: NINA SELF, CEO

FROM: Michelle Hawkins, FSS Program Coordinator

DATE: July 13, 2026

RE: June 2026 Board Report

- On June 3rd, we launched the inaugural Getting Ahead summer session, designed for Head Start center employees. There were eleven participants which included several Head Start Family Advocates. The participants attended weekly, four-hour sessions, over a four-week period. All participants demonstrated exceptional enthusiasm throughout the course and successfully completed the program.

- On June 9th, I attended the 2026 Florida Prosperity & Economic Opportunity Solution Summit by zoom. The insights gained from the Florida Prosperity Summit provided powerful, data-driven validation for the Getting Ahead program. By highlighting the ten root causes of poverty and the impact of hyper-local zip code disparities. The summit's findings directly reinforced our curriculum's focus on building systemic stability.

- On June 16th, Staff and I continue to push through in learning the dynamics of the Whole Family Approach. As we slowly approach fall classes, we hope to fully embrace the whole family approach with our Head Start program. This will provide our families with more tools for self-sufficiency that will reduce poverty in their lives and increase their overall independence.

- On June 29th, Staff attended the monthly Wakulla Chamber of Commerce monthly Networking meeting. This meeting helps to enhance our community outreach in the local regional areas.

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MEMORANDUM
FROM: Terry Mutch
RE: Weatherization Assistance Program
DATE: July 7, 2026

As of July 1, 2026, the WXF25 Grant has ended.

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	4
Gulf	1	1	1	1
Jefferson	2	3	0	2
Leon	5	6	4	7
Liberty	1	0	0	0
Wakulla	1	1	0	0
Total	**14**	**18**	**9**	**14**

*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	3
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	1
Suwannee	1	4	1	0
Taylor	1	0	0	0
Union	1	0	0	0
Total	**10**	**12**	**6**	**4**

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

The WXIP2 grant's completion date has been extended to September 30, 2026.

WXIP2 grant – 8 County territory: $479,297.80

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

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	2	0	0
Franklin	2	1	0	0
Gadsden	8	5	2	0
Gulf	2	0	0	0
Jefferson	1	1	0	0
Leon	20	4	0	1
Liberty	1	0	0	0
Wakulla	2	4	0	0
Total	**38**	**17**	**2**	**1**

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	2	2	0
Dixie	1	0	0	0
Gilchrist	1	0	0	0
Hamilton	1	1	1	0
Lafayette	1	1	1	0
Madison	2	1	1	0
Suwannee	6	3	3	0
Taylor	1	0	0	0
Union	1	0	0	0
Total	**23**	**8**	**8**	**0**

MEMORANDUM

TO:	Nina Self, Interim Chief Executive Officer
FROM:	Margaret Watson, Human Resources Manager
RE:	Summary Report for Human Resources Department
DATE:	July 14, 2026

During the month of June 2026, the Human Resources Department continued its commitment to strengthening organizational effectiveness through policy development, workforce management. Key efforts during this reporting period focused on internal policies and procedures, and performance management systems.

Current Projects

The Human Resources Department continues working to update the following current projects.

- Revisions to the Employee Policies and Procedures Handbook. Following internal review, the revised handbook will be presented to the Personnel Committee for consideration and approval.
- Revisions to all employee job descriptions to update duties and responsibilities. This will help to better support recruitment, performance management, and employee development.
- Continued updates to the Agency's Emergency Plan, including evacuation procedures.
- Revising the Continuity of Operations Plan (COOP) to ensure the Agency can maintain essential functions before, during and after an emergency.

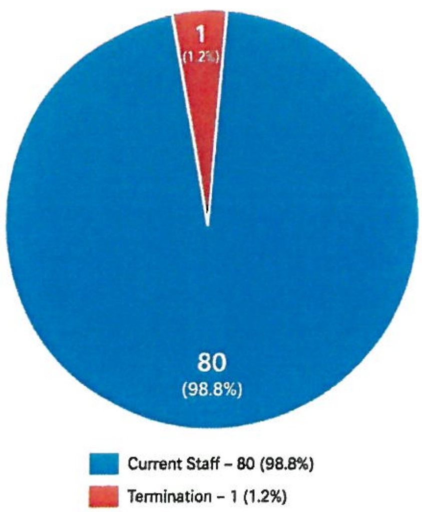
Training and Development

- Attended online Netchex product training covering onboarding, task & workflows for everyday use for HR Managers.
- Participated in Payscale webinar training on employee retention strategies and market-based competitive salaries
- SHRM Tallahassee Monthly Professional Development Meetings
- Performance Management Training – follow-up review
- Program Manager's Strategic Planning Meeting

Workforce Overview
Total Employees: 80
Terminated Employees: 1

Employee & Vacancy Analysis

Employee Headcount Report



Head Start center staff are currently on summer break during the months of June and July. Because staffing activity continues during this period, an updated workforce and vacancy analysis, including staffing by center location, will be presented at the next Board of Directors meeting.