Capital Area
Community Action Agency

Board of Directors Meeting
Tuesday, November 17, 2026
VIA TEAMS

AGENDA

			PAGE
I.	**Call to Order – 6:00 p.m. – Melissa Miller, Chair**		
II.	Agenda Approval		
III.	Attendance/Quorum Declaration/Introductions		
IV.	**Action Items for Review and Approval**		
	A. Nominating Committee Report		
	1) Introduction of Board Applicant		
	• Christy McElroy		
	2) Board vote of approval and seating of new member		
	B. Board Activity		1
	1) Approval of Board meeting minutes – September 22, 2026		
	C. Financial Report	Keith Dean, CFO	7
	1) Budget narrative and update for period ended 9/30/26		
V.	**Chief Executive Officer's Report**	Nina Self, CEO	22
VI.	**Chair's Report**	Melissa Miller	
	A. Committee Reports (if any)		
IX.	**Adjournment**		

Next Executive Committee Meeting – December 8, 2026 – 5:30 p.m.
Next Board Meeting – January 26, 2027 – 6:00 p.m.

Capital Area
Community Action
Agency

Board of Directors
Meeting Minutes
TNL Performing Arts Center
September 22, 2026

Members in Attendance
Melissa Miller, Chair
Carolyn Francis, Vice-Chair
Linette Williams, Treasurer
Lakeisha Campbell, Secretary
Spencer Conner
Akhenaton Thomas
Eddie Fields
Steve Lanier
Valerie Russell

CACAA Staff
Nina Self, CEO
Keith Dean, Chief Financial Officer
Margaret Watson, HR Manager
Darrel James, Head Start Director
Michelle Hawkins, FSSP Coordinator
Venita Treadwell, ECD Manager
Anna McCoy, PFCE Manager
Terry Mutch, Weatherization Manager
Victoria Mathis, LIHEAP Program Manager

Absent: Derrick Jennings, Sandra Saunders

CALL TO ORDER

The Chair called the meeting to order at 6:06 p.m. A quorum was established.

ACTION ITEMS

Approval of Agenda:

The Chair entertained a motion to approve the agenda.

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

The Chair asked members to introduce themselves.

Nominating Committee Report:

The Nominating Committee presented board applicants for consideration. Each applicant introduced themselves to the Board:

- **John Paul Fiore** – Leon – Florida Senate Attorney
- **Jenness Jones** - Wakulla County – Mental Health Counselor
- **Dannie McMillon** – Gadsden – MLK Scholarship Committee
- **Alexander Tolmich** – Leon – Florida Senate Legal Analyst

Note: Christy McElroy was not present. Her nomination was deferred until the November Board meeting.

The Chair entertained a motion of approval and seating of the new members to the Board.

Motion: Ms. Williams moved approval of seating new members to the Board
Second: Ms. Frances seconded the motion
Vote: The motion was unanimously approved

Approval of Minutes

The Chair entertained a motion to approve the minutes of July 28, 2026, Board of Directors meeting.

Motion: Mr. Thomas moved approval of the agenda
Second: Mr. Paul seconded the motion
Vote: The motion was unanimously approved

The minutes from the Executive Committee meeting held on June 23, 2026, were presented to the Board for review. No action was required.

FINANCIAL REPORT

Mr. Dean, CFO, presented the financial report for month ending July 31, 2026. He reported that revenues and expenditures through July 31, 2026, are at 75%, which is below the forecasted benchmark of 83%. There were few new variances reported.

- **Repairs and Maintenance:** This increase was due to the moving and setup expenses for the new Head Start locations.
- **Technology:** The increase in technology expenses was attributed to the purchase of additional curriculum materials to support all nine of the Head Start locations for this school year.

Mr. Dean reviewed non-federal share requirements. He explained that qualifying in-kind contributions include services, and other resources that can be applied toward the required non-federal share match that helps to supplement the Agency's budget.

Motion: Mr. Fiore moved approval of the financial report.
Second: Ms. McMillon seconded the motion
Vote: The motion was unanimously approved

Agencywide Budget FY2026/2027

Mr. Dean presented the proposed Annual Agencywide Budget for FY2026/2027 to the Board. The proposed budget is $8.5 million as compared to $8.8 million for FY2025/2026. The difference can be attributed to the 25/26 budget included a Head Start supplemental request of $229,640, and the LIHEAP budget is 30% less due to the method Florida Commerce appropriates the funding at the beginning of the year. It usually increases by the end of the year when more LIHEAP funds become available.

Motion: Ms. Williams moved approval of the FY2026/2027 Agency Annual budget
Second: Mr. Conner seconded the motion
Vote: The motion was unanimously approved

Head Start Funding Year Change

The Agency Head Start funding year was changed from October 1 - September 30, to February 1 – January 31. The change in program year is intended to reduce exposure to the federal government should there be a shutdown due to the budget. Head Start was severely affected during the federal shut-down of October 2025 because Congress had not approved a budget. By moving the funding year, we would not be affected if this were to happen again and could continue operations.

CEO REPORT

HEAD START

Head Start has expanded to nine locations; eight in Leon and one in Jefferson County. Five of the nine began the school year fully enrolled, and the other four are close to meeting their enrollment goal.

In the month of August there was a spike in COVID-19 cases among children and staff. The Head Start Team has enhanced cleaning and precautionary measures to ensure children and staff are safe.

Head Start Notice of Proposed Rulemaking (NPRM):

Ms. Self reported that the federal Department of Health and Human Services (HHS) released a NPRM that would alter Head Start program requirements if it passed. She asked Mr. James, Head Start Director, to provide a brief overview of the proposed changes.

Mr. James outlined some of the potential changes that would be affected if this NPRM was approved:

- **Administrative Costs:** A proposed reduction in the administrative cost cap from 15% to 5%, could limit the resources available for program administration and operations.
- **Language Requirements:** A proposal to limit services to English-speaking children only.
- **Children with Disabilities:** Head Start's responsibility is to serve children with disabilities and provide appropriate support and services to meet their individual needs. Potential changes could reduce the services we offer to children with disabilities.
- **Comprehensive Health Services:** Potential changes that could affect the program's ability to provide comprehensive health, developmental, and related support services to children and families.
- **Classroom Size and Staffing:** Proposed changes to classroom capacity that could allow as many as twenty-five children in one classroom with only one teacher.

Head Start programs and advocates around the nation are sounding the alarm against this proposed rule. Printed information about the NPRM proposal was included in the Board package. The Board was asked

to review the material and participate in the advocacy. He stated that if the Board wanted to draft a letter to HHS on this issue, it is due by October 6, 2026.

FAMILY SUPPORT SERVICES (FSS)

Whole Family Approach

Family Support Services and Head Start continue to work on implementing the CSBG Whole Family Approach model that would provide more support to Head Start families and other families participating in other agency programs. Services could include:

- **Employment Assistance**: Helping parents find jobs.
- **Parent Support:** Supporting both mothers and fathers by encouraging parental involvement, strengthening parenting skills, and providing resources to help families succeed.
- **Grandparent and Caregiver Support:** Recognizing the key role grandparents and other caregivers play in raising children and connecting them with available resources.
- **Housing Assistance:** Helping families identify affordable and stable housing and connecting them with community housing resources.
- **Education and Career Development:** Connecting parents with educational programs, higher education, job training, and opportunities to further their education and career goals.
- **Childcare and Early Childhood Education:** Providing quality early childhood education, developmental support, and resources that promote children's growth and school readiness.
- **Family Stability:** Connecting families with food assistance, transportation, health services, mental health resources, and other community services.

Proposed services would require developing partnerships with other outside programs that provide these services already, and changing our model of providing direct client services to our clients.

Review of Training Conferences Attended

Ms. Self, and other staff members attended annual training conferences sponsored by our association partners as follows:

- **National Community Action Partnership (NCAP)**: The conference presented workshops on board member diversity, the CSBG Whole Family Approach, governance, strategic planning, community needs assessment, and the need for developing a fundraising campaign to receive unrestricted funds for program planning.

- **Florida Association for Community Action Agencies (FACA):** This conference offered training topics that included leadership transformation, multigenerational teams, board oversight, Results Oriented Management and Accountability (ROMA) planning, and diversified funding.

Getting Ahead

The Getting Ahead classes are up and running in Leon County. Ms. Self said the FSS program redesign has provided opportunity to use CSBG funds for rental assistance and other essential client needs. The grant deadline for FY25/26 CSBG funds has been extended to November 30, 2026, to allow more time to use the remaining funds.

Community Needs Assessment

The Agency submitted a Community Needs Assessment with the 2026 CSBG Organizational Standards. The data outlined the needs in the eight counties that we serve. This Assessment is required to be completed every three years. We will continue to gather input through stakeholder surveys, focus groups, meetings, and forums, staff, and Board members, to update our CNA for our strategic plan.

Other Information

- The Agency released a Request for Proposals for Lawn Care services. If anyone would like to refer a vendor, please send the contact information to Ms. Self so we can send them a copy of the RFP.
- We will resume work on the Strategic Plan in January 2027. It will be due as a part of our CSBG Organizational Standards in December 2027.
- New member orientation will be scheduled in the upcoming months.
- The 2027 CSBG Organization Standards are due for submission to Florida Commerce in December. The standards are required to ensure maximum feasible participation and consumer input and involvement of the community we serve with our programs. The Board will approve the standards at the December meeting.
- Ms. Self shared that she was offered an opportunity to share the Agency's Program information with the Tallahassee Democrat. Board members are encouraged to identify publicity opportunities in their prospective communities.

CEO Vision and Strategic Priorities

Ms. Self thanked the Board for the opportunity to serve as CEO. She has shared her vision with the management team, and all staff at the annual pre-service staff meeting. At the one-year anniversary of her appointment as Interim CEO, she wanted to also share her vision with the Board. The six goals that define her vision for the agency include:

1. **Become a technology-driven agency:** Learn to work smarter and not harder by utilizing all the technical resources we already have and replacing those that no longer serve the purpose.
2. **Improve our Brand:** Develop our communication presence by upgrading our website and our social media, update print media, participate in media opportunities, and any other thing that will bring positive publicity to our mission.
3. **Fundraising:** Develop an annual fundraising plan, in the same spirit we have when we develop an annual budget.

4. **Board Development:** Always be recruiting. Always have enough members so we will never fall beneath the minimum requirement of twelve. Provide the training and information necessary for Board members to be effective in the vital role they play in the agency.
5. **Accountability:** It is imperative that we account for all the resources given to us and be fiscally responsible for how we spend them. Assess ways to cut costs to allow us to have more to spend on direct client services and staff salaries.
6. **Develop Leaders:** Create a succession plan for every position in the agency, and a professional development plan for every employee.

BOARD CHAIR'S REPORT

The Chair attended the FACA Conference August 24-27, 2026, in Orlando. The training offered an opportunity to gain a greater understanding of the Agency operations and the importance of fundraising.

The Chair said there are vacancies on the Executive Committee: Vice Chair, with the resignation of John Grant, and Member-at-large, with the resignation of Jeannie Fortune. If anyone is interested in filling the vacancies, please contact her.

The Chair emphasized the importance of regular Board meeting attendance, noting that members' absence affects the Board's ability to conduct business and vote on important matters. She asked them all to read the section of the Bylaws regarding attendance.

The Chair shared that she is currently in training to become a Getting Ahead Facilitator. She encouraged all members to get involved with agency programs and projects.

Adjournment

The meeting adjourned at 7:20 p.m.

_____ _____

Board Secretary Date

FINANCIAL REPORT

Financial Statement Narrative
For the Year Ending September, 2026
Capital Area Community Action Agency

As of September 30, 2026, we have completed the fiscal year and we would expect the year-to-date actual expenses and revenue to be around 100% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 92% and 92% respectively with excess expenditures of $29,790. The presented financials are DRAFT copies as the year has not been closed out.

Non-Federal Share (NFS) Match at September 30, 2026, was $615,114 of the $1,071,944 target. No Updates for In Kind have been included since May 2026 but will be updated when provided.

Agency Wide Variances

- ***Contractural Services / Professional* – is slightly over budget due to temporary staffing expenses.**
- Rent/Space Cost – is over budget and is forecast to go over budget by $35,000 with the additional Head Start sites and the main office repairs.
- Utilities- is slightly over budget and projected to go over budget by $5,000 based on current spending.
- Communications – is over benchmark budget and is forecast to go over budget by about 10%.
- ***Repair & Building Maintenance – Recurring* – is slightly over budget due to increased maintenance costs for additional centers.**
- Repair & Building Maintenance – Non-Recurring – is significantly over budget due to the moving and setup of several new Head Start Centers.
- Equipment Maintenance – is over budget with a few expenses related to server failures and battery backups.
- Equipment Lease- is over budget and projected to go over budget by $1,500 based on current spending.
- Technology – is over the budget due to the addition of additional curriculums for Head Start and VPK.
- Dues/Subscriptions – is over budget with the addition of several Chat GPT and AI services not utilized in previous periods.
- Special Events – is over budget with the purchase of the Head Start caps and gowns but is offset partially by the special event revenue.
- ***Client Assistance* – is slightly over budget with an increase of qualifying clients.**
- 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 - DRAFT
For the Year Ending 9/30/2026

	100%	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	4,024,070	(236,908)	94%
Government Contracts - STATE	4010	2,565,606	2,126,649	(438,957)	83%
Government Contracts - LOCAL	4020	124,888	270,268	145,380	216%
Grants - Other Not-for-Profits	4100	6,573	6,620	47	101%
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	12,634	(16,366)	44%
Special Events	4300	2,000	4,520	2,520	226%
Commissions-Vending/Photo	4320	0	1,729	1,729	100%
Interest Income	4950	0	735	735	100%
Fringe Pool Revenue	4960	956,000	850,291	(105,709)	89%
Indirect Pool Revenue	4970	839,909	720,165	(119,744)	86%
Other Revenue	4995	2,000	24,451	22,451	1223%
Total Revenue		8,796,954	8,059,239	(737,715)	92%
Expenditures					
Salaries & Wages	6010	3,317,272	2,987,826	329,446	90%
Fringe	6110	971,448	850,291	121,157	88%
FICA	6120	257,000	225,829	31,171	88%
Unemployment	6130	43,000	12,357	30,643	29%
Workers Compensation	6140	40,000	25,343	14,657	63%
Health Insurance	6150	490,000	475,058	14,942	97%
Life Insurance	6160	36,000	32,240	3,760	90%
Retirement	6170	60,000	45,481	14,519	76%
Staff Screenings	6180	3,950	2,470	1,480	63%
Indirect Costs	6210	831,158	728,565	102,593	88%
Travel - In Area	6310	12,300	5,491	6,809	45%
Office Supplies	6410	17,500	14,487	3,013	83%
Program Supplies	6415	51,146	27,244	23,902	53%
Classroom Supplies	6420	33,000	25,398	7,602	77%
Kitchen Supplies	6430	18,000	14,073	3,927	78%
Medical/Dental Supplies	6440	500	324	176	65%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	28,450	22,627	5,823	80%
Postage and Delivery Expense	6600	5,150	1,911	3,239	37%
Contractual Services/Professional	**6710**	**385,365**	**388,839**	**(3,474)**	**101%**
Contractual Services – Health/Disabilities	6715	205,142	199,726	5,416	97%
Rent/Space Cost	**6810**	**284,194**	**318,606**	**(34,412)**	**112%**
Utilities	**6820**	**106,500**	**111,485**	**(4,985)**	**105%**
General Liability and Property Insurance	6830	83,000	77,696	5,304	94%
Communications	**6840**	**99,500**	**108,737**	**(9,237)**	**109%**
Repairs & Bldg Maintenance- Recurring	**6850**	**174,080**	**181,375**	**(7,295)**	**104%**
Repairs & Bldg Maintenance - Nonrecurring	**6855**	**15,500**	**32,737**	**(17,237)**	**211%**
Equipment Maintenance	**6910**	**30,500**	**33,990**	**(3,490)**	**111%**
Vehicle Expense	6920	66,000	61,587	4,413	93%
Equipment Lease	**6930**	**9,700**	**10,933**	**(1,233)**	**113%**
Technology	**6940**	**55,946**	**65,994**	**(10,048)**	**118%**
Fees, Licenses, and Permits	7010	3,360	2,312	1,048	69%
Dues/Subscriptions	**7020**	**8,800**	**12,872**	**(4,072)**	**146%**
Special Events	**7110**	**3,000**	**5,508**	**(2,508)**	**184%**

Capital Area Community Action Agency
Statement of Revenues and Expenditures - DRAFT
For the Year Ending 9/30/2026

Client Assistance	**7210**	**600,703**	**609,995**	**(9,292)**	**102%**
Expendable Equipment	7320	15,000	9,325	5,675	62%
Registration Fees	7410	0	2,040	(2,040)	100%
Meetings/Workshops	7420	10,200	5,708	4,492	56%
Training & Staff Development	7430	0	1,400	(1,400)	100%
Training and Technical Assistance/Staff Development	7435	69,998	57,898	12,100	83%
Advisory/Board Member Expenses	7440	4,700	3,027	1,673	64%
Advertising	7450	27,000	17,859	9,141	66%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	334,126	264,773	69,353	79%
Legal Expenses	7530	10,000	0	10,000	0%
Interest Expense	**7610**	**500**	**2,597**	**(2,097)**	**519%**
Bank Service Charges	**7630**	**2,900**	**4,996**	**(2,096)**	**172%**
Total Expenditures		8,822,788	8,089,030	733,759	92%
Excess Revenue over (under) Expenditures		(25,834)	(29,790)	(3,956)	

Capital Area Community Action Agency
Balance Sheet - DRAFT
For the Period Ending 9/30/2026

		Current Period Balance
Assets		
Cash Operating Hancock Bank	1010	620,884
Health Insurance Imprest Accaunt	1031	2,516
Petty Cash	1050	24
FLEXIBLE SAVING ACCOUNT-HANCOCK BANK	1065	20,358
Money Market Account - Hancock Bank	1080	27,440
Accounts Receivable	1100	41,655
Grants Receivable	1150	563,885
Emplayee Receivable	1175	(15)
Prepaid Insurance	1300	1,512
Prepaid Other	1310	406
Building	1600	245,000
Work In Progress	1630	67,368
Equipment	1650	1,019,171
Capital Lease	1660	842,100
Accumulated Depreciation - Building	1700	(104,429)
Accumulated Depreciation - Equipment	1750	(622,793)
Accumulated Amortization - Capital Lease	1760	(799,462)
Total Assets		1,925,620
Liabilities and Net Assets		
Liabilities		
Accounts Payable	2000	162,621
Accrued Expenses - Other	2010	73,887
Accrued Wages	2040	79,705
Accrued Fringe Benefits	2060	(134)
Accrued Flexible Savings	2061	(144)
Accrued FICA	2065	(10,296)
Accrued Federal Withholding	2070	(8,611)
Accrued Geargia Estimated Taxes	2071	(328)
Accrued Health Insurance	2085	(1,066)
Accrued Other Health Insurance	2087	(2,385)
Accrued Life Insurance	2090	12,512
Accrued Retirement - Pre Tax	2095	(2,049)
Accrued Retirement - Post Tax	2096	930
Contract Advances	2100	119,642
Due to Grantor	2150	127
Due to Dept af Economic Opportunity	2300	164
Liability- Head Start Parent Activity	2330	7,079
Notes Payable	2350	(176)
Lease Payable	2360	41,069
Deferred Income	2400	35,527
Total Liabilities		508,072
Net Assets		
Beginning Net Assets		
Unrestricted Net Assets	3000	1,122,440
Invested Property and Equipment	3020	324,898
Total Beginning Net Assets		1,447,338
Current Net Income		(29,790)
Total Net Assets		1,417,548
Total Liabilities and Net Assets		1,925,620

Capital Area Community Action Agency
FSS Programs Statement of Revenues and Expenditures - DRAFT
For the Year Ended 9/30/2026

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	1,667,052	1,660,688	(6,364)	100%
Total Revenue		1,667,052	1,660,688	(6,364)	100%
Expenditures					
Salaries & Wages	6010	589,504	571,522	17,982	97%
Fringe	6110	170,937	161,576	9,361	95%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	158,932	147,052	11,880	93%
Travel - In Area	6310	2,100	1,753	347	83%
Office Supplies	6410	5,500	5,370	130	98%
Program Supplies	6415	15,600	0	15,600	0%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	5,450	4,799	651	88%
Postage and Delivery Expense	6600	3,450	1,265	2,185	37%
Contractual Services/Professional	6710	24,229	21,173	3,056	87%
Rent/Space Cost	6810	50,194	81,843	(31,649)	163%
Utilities	6820	10,500	12,282	(1,782)	117%
General Liability and Property Insurance	6830	21,000	24,572	(3,572)	117%
Communications	6840	31,500	30,048	1,452	95%
Repairs & Bldg Maintenance- Recurring	6850	8,900	10,807	(1,907)	121%
Repairs & Bldg Maintenance - Nonrecurring	6855	0	950	(950)	100%
Equipment Maintenance	6910	6,700	8,804	(2,104)	131%
Vehicle Expense	6920	26,000	23,420	2,580	90%
Equipment Lease	6930	4,200	5,886	(1,686)	140%
Technology	6940	14,200	5,351	8,849	38%
Fees, Licenses, and Permits	7010	860	146	714	17%
Dues/Subscriptions	7020	1,300	575	725	44%
Client Assistance	7210	501,696	525,741	(24,045)	105%
Expendable Equipment	7320	2,000	412	1,589	21%
Registration Fees	7410	0	380	(380)	100%
Meetings/Workshops	7420	600	718	(118)	120%
Training and Technical Assistance/Staff Development	7435	9,000	13,520	(4,520)	150%
Advertising	7450	2,500	938	1,562	38%
Total Expenditures		1,667,052	1,660,901	6,151	100%
Excess Revenue over (under) Expenditures		0	(213)	(213)	

Capital Area Community Action Agency
Head Start Programs Statement of Revenues and Expenditures - DRAFT
For the Year Ended 9/30/2026

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,260,978	4,024,070	(236,908)	94%
Government Contracts - STATE	4010	898,554	465,960	(432,594)	52%
Government Contracts - LOCAL	4020	76,342	226,342	150,000	296%
Contributions	4200	0	7,214	7,214	100%
Other Revenue	4995	2,000	3,015	1,015	151%
Total Revenue		5,237,874	4,726,602	(511,272)	90%
Expenditures					
Salaries & Wages	6010	2,462,551	2,199,723	262,828	89%
Fringe	6110	713,651	627,425	86,226	88%
Staff Screenings	6180	3,500	2,421	1,079	69%
Indirect Costs	6210	663,826	573,113	90,713	86%
Travel - In Area	6310	10,000	3,738	6,262	37%
Office Supplies	6410	9,000	6,554	2,446	73%
Program Supplies	6415	35,000	27,244	7,756	78%
Classroom Supplies	6420	33,000	25,398	7,602	77%
Kitchen Supplies	6430	18,000	14,073	3,927	78%
Medical/Dental Supplies	6440	500	324	176	65%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	12,000	12,234	(234)	102%
Postage and Delivery Expense	6600	1,200	478	722	40%
Contractual Services/Professional	6710	7,500	25,492	(17,992)	340%
Contractual Services – Health/Disabilities	6715	205,142	199,726	5,416	97%
Rent/Space Cost	6810	212,000	216,884	(4,884)	102%
Utilities	6820	90,000	93,666	(3,666)	104%
General Liability and Property Insurance	6830	25,000	23,002	1,998	92%
Communications	6840	60,000	71,961	(11,961)	120%
Repairs & Bldg Maintenance- Recurring	6850	164,180	169,943	(5,763)	104%
Repairs & Bldg Maintenance - Nonrecurring	6855	15,000	31,787	(16,787)	212%
Equipment Maintenance	6910	18,000	19,940	(1,940)	111%
Vehicle Expense	6920	35,000	33,443	1,557	96%
Equipment Lease	6930	3,500	3,384	116	97%
Technology	6940	20,000	50,674	(30,674)	253%
Fees, Licenses, and Permits	7010	1,000	706	294	71%
Dues/Subscriptions	7020	3,500	3,186	314	91%
Special Events	7110	1,000	91	909	9%
Expendable Equipment	7320	12,000	5,156	6,844	43%
Registration Fees	7410	0	1,375	(1,375)	100%
Meetings/Workshops	7420	3,500	4,045	(545)	116%
Training & Staff Development	7430	0	1,400	(1,400)	100%
Training and Technical Assistance/Staff Development	7435	40,998	35,891	5,107	88%
Advisory/Board Member Expenses	7440	1,000	190	810	19%
Advertising	7450	22,000	16,249	5,751	74%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	334,126	264,773	69,353	79%
Total Expenditures		5,237,874	4,765,690	472,184	91%
Excess Revenue over (under) Expenditures		0	(39,088)	(39,088)	

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

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		76,342			
Grants - Other Not for Profits		150,000			
In-Kind Revenue		***289,193***			
VPK Revenue/SR Deficit		99,579			
	1,071,944	**615,114**	**57%**	**456,830**	**43%**

In Kind Numbers Last Update 5/31/2026. Will Be Updated As The Numbers Are Provided.

HEAD START CC Expenses September 2026

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description	Session ID
HANCOCK CC	1064	6180	258	9/28/2026	43.37	BACKGROUND SCREENING - ROSE HOWARD	AP261003-VISA
HANCOCK CC	1064	6180	258	9/28/2026	12.39	BACKGROUND SCREENING - SHONIYCIA	AP261003-VISA
HANCOCK CC	1064	6420	252	9/28/2026	52.20	WALMART - CLASSROOM SUPPLIES	AP261003-VISA
HANCOCK CC	1064	6420	255	9/28/2026	523.63	HEIGHT/WEIGHT SCALES FOR CLASSROOMS	AP261003-VISA
HANCOCK CC	1064	6420	256	9/28/2026	475.99	AMAZON - YOGA SUPPLIES FOR SCHOOLS	AP261003-VISA
HANCOCK CC	1064	6850	255	9/28/2026	29.90	DOUG'S VACUUM	AP261003-VISA
HANCOCK CC	1064	6850	255	9/28/2026	85.99	DOUG'S VACUUM PARTS	AP261003-VISA
HANCOCK CC	1064	6920	255	9/28/2026	58.45	FUEL	AP261003-VISA
HANCOCK CC	1064	6920	255	9/28/2026	72.00	FUEL	AP261003-VISA
HANCOCK CC	1064	6920	255	9/28/2026	75.02	FUEL	AP261003-VISA
HANCOCK CC	1064	7420	255	9/28/2026	52.47	MARCOS PIZZA	AP261003-VISA
HANCOCK CC	1064	7420	255	9/28/2026	32.74	PUBLIX	AP261003-VISA
HANCOCK CC	1064	7420	255	9/28/2026	219.90	ZOOM SUBSCRIPTION	AP261003-VISA
HANCOCK CC	1064	7430	255	9/28/2026	1,400.00	PATHWAY - STAFF DEVELOPMENT	AP261003-VISA
HANCOCK CC	1064	7435	255	9/28/2026	1,375.80	AA TICKET	AP261003-VISA
HANCOCK CC	1064	7435	255	9/28/2026	(27.01)	Refund - Training	AP261003-VISA
HANCOCK CC	1064	7435	255	9/28/2026	156.00	TEACHSTONE Training	AP261003-VISA
HANCOCK CC	1064	7450	000	9/28/2026	614.99	INDEED	AP261003-VISA
HANCOCK CC	1064	7450	255	9/28/2026	1,071.20	HEADSTART SIGNS	AP261003-VISA
HANCOCK CC	1064	7450	255	9/28/2026	72.00	KRISPY KREME - MALE ENGAGEMENT	AP261003-VISA
LOWES	1064	6855	255	9/2/2026	494.34	Repair Supplies for Head Start Locations	AP260903
				Total	6,891.37		

HANCOCK WHITNEY

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

MEMO STATEMENT

Account Number

[redacted]

Statement Date
09-28-26

Issued by Hancock Whitney Bank

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

**N0003947

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-04	09-03	24801976246882822083249	7338	FASTSIGNS 172501 850-894-2400 FL	M1,071.20
09-07	09-06	24692166249402813206981	5942	AMAZON MKTPL*530C78ES0 AMZN.COM/BILL WA	M523.63
09-08	09-07	24011346250100142623353	4814	ZOOM.COM 888-799-9666 ZOOM.US CA	M219.90
09-10	09-09	24239006252900017500071	5722	DOUGS VACUUM CENTER TALLAHASSEE FL	M29.90
09-11	09-10	24239006253900017600029	5722	DOUGS VACUUM CENTER TALLAHASSEE FL	M85.99
09-15	09-14	24015146258184371220794	5542	GATE #1194 TALLAHASSEE FL	M75.02
09-21	09-20	24204296263000796099224	4121	UBER *TRIP HELP.UBER.COM 800-5928996 CA	M21.95
09-24	09-23	24015146267186236230347	5542	GATE #1194 TALLAHASSEE FL	M72.00
09-25	09-23	24692166267409920513630	5814	KRISPY KREME #0453 TALLAHASSEE FL	M72.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
09-28-26	[redacted]	NEW PURCHASES AND OTHER CHARGES	2,171.59
CUSTOMER SERVICE CALL		NEW CASH ADVANCES	.00
Toll Free	1-800-448-8812	CREDITS	.00
		STATEMENT TOTAL	2,171.59
		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
09-28-26

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
09-22	09-21	24053456264509461081805	3001	AMERICAN AIR0012379044944 FORT WORTH TX JAMES/DARREL DEPARTURE: 09-27-26 TLH AA K DCA AA S TLH	M1,375.80
09-25	09-24	24137466268001778195473	5411	PUBLIX #1051 TALLAHASSEE FL	M32.74
09-28	09-27	74053456270513147035299	3001	AMERICAN AIR0012379044944 FORT WORTH TX XXXXXXXXXXXXXXXXXXXX DEPARTURE:	M27.01cr
09-28	09-24	24269796268500827416665	5812	MARCOS PIZZA - 8078 850-577-3200 FL	M52.47

STATEMENT DATE	ACCOUNT NUMBER
09-28-26	[redacted]

CUSTOMER SERVICE CALL

Toll Free 1-800-448-8812

ACCOUNT SUMMARY	
NEW PURCHASES AND OTHER CHARGES	1,461.01
NEW CASH ADVANCES	.00
CREDITS	27.01
STATEMENT TOTAL	1,434.00
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

09-28-26

Issued by Hancock Whitney Bank

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

**N0006869

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-28	08-27	24692166239403641196994	5542	EXXON 7-ELEVEN 39186 WINTER GARDEN FL	M61.20
08-28	08-27	24755426240162401487204	3722	WYNDHAM ORLANDO FL 25666778 ARRIVAL: 08-24-26	M555.00
08-28	08-27	24755426240162401487717	3722	WYNDHAM ORLANDO FL 25666777 ARRIVAL: 08-24-26	M681.00
08-31	08-29	24492166241100042980632	5734	OPENAI *CHATGPT SUBSCR OPENAI.COM CA	M50.00
08-31	08-30	24036296242714116320892	4121	UBER *TRIP HELP.UBER.COM CA	M67.98
08-31	08-29	24793386241000328785095	7311	INDEED USI26-07134597 800-4625842 TX	M501.26
09-01	09-01	24793386243006049736224	4722	ORBITZ*73534240580076 SEATTLE WA	M20.00
09-01	08-31	24941358244295269108288	3389	AVIS.COM PREPAY 8003527900 VA	M330.03
09-03	09-02	24793386245000316805091	7311	INDEED USI26-07559657 800-4625842 TX	M113.73
09-07	09-04	24034546247000840781210	5542	PHILLIPS 66 - GAS MART BR ST. LOUIS MO	M31.47
09-07	09-05	24022336248010716515070	7523	CCT INTL AIRPORT PARKING TALLAHASSEE FL	M112.00
09-07	09-05	24941356249825608702691	3389	AVIS RENT-A-CAR SAINT LOUIS MO	M316.91
09-07	09-05	24943006249500293512205	3640	HYATT REGENCY ST.LOUIS ST LOUIS MO	M1,195.86
09-07	09-05	24943006249500293512189	3640	HYATT REGENCY ST.LOUIS ST LOUIS MO	M1,458.36
09-18	09-17	24011346260100115766005	5045	MSFT * E07010LHFX MICROSOFT.COM WA	M99.25
09-23	08-15	24137466227300989467071	9402	USPS PO BOX/FRD ADJ 800-344-7779 DC	M112.00cr

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
09-28-26	[redacted]		
		NEW PURCHASES AND OTHER CHARGES	5,594.05
CUSTOMER SERVICE CALL		NEW CASH ADVANCES	.00
		CREDITS	112.00
Toll Free	1-800-448-8812	**STATEMENT TOTAL**	5,482.05
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	15,000.00

HANCOCK WHITNEY

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

MEMO STATEMENT

Account Number
[redacted]

Statement Date
09-28-26

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
09-02	09-01	24445006245400227233530	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M52.20
09-03	09-02	24055236246882286219257	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M43.37
09-07	09-05	74692166248402057674480	5942	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	M53.26cr
09-09	09-08	24055236252889257488234	9399	NIC*-AHCA AGENCY FOR HEAL EGOV.COM FL	M12.39
09-11	09-09	24073146253900010121695	8299	TEACHSTONE INC 866-9988352 VA	M156.00
09-16	09-15	24692166259401999363195	5542	CIRCLEK #2705170 TALLAHASSEE FL	M58.45
09-23	09-22	24692166265408411682278	5942	AMAZON MKTPL*5X3XS3PK1 AMZN.COM/BILL WA	M475.99
09-23	09-22	24000776266100003864446	8299	PANHANDLE PATHWAYS PANHANDLEPATH FL	M1,400.00

STATEMENT DATE	ACCOUNT NUMBER
09-28-26	[redacted]

CUSTOMER SERVICE CALL

Toll Free 1-800-448-8812

ACCOUNT SUMMARY	
NEW PURCHASES AND OTHER CHARGES	2,198.40
NEW CASH ADVANCES	.00
CREDITS	53.26
STATEMENT TOTAL	2,145.14
TOTAL IN DISPUTE	.00
CREDIT LIMIT	4,000.00

LOWE'S PRO

SEP 0 9 2026

MyLowe's Pro Rewards™ Credit Card

CAPITAL AREA COMM ACTION
Account Number [redacted]

Visit us at www.lowes.com/credit
Customer Service: 1-800-444-1408

Summary of Account Activity	
Previous Balance	$0.00
- Payments	$0.00
- Other Credits	$0.00
+ Purchases/Debits	$494.34
+ Fees Charged	$0.00
+ Interest Charged	$0.00
New Balance	$494.34
Credit Limit	$11,000.00
Available Credit	$10,505.00
Statement Closing Date	09/02/2026
Days in Billing Cycle	31

Payment Information	
New Balance	$494.34
Total Minimum Payment Due	$29.00
Payment Due Date	09/27/2026

1-2

Transaction Summary

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
08/07	08/07	90344	STORE 0417 TALLAHASSEE FL	$279.94
08/13	08/13	76368	STORE 0716 TALLAHASSEE FL	$214.40

Interest Charge Calculation

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

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	28.24%(v)	$0.00	$0.00	2D
(v) = variable rate					

Important Account Information

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

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

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

Your Pro Rewards are better than ever with MyLowe's Pro Rewards. Learn more about the MyLowe's Pro Rewards Program and check your points balance at Lowes.com/l/Pro/pro-benefits.

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

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: 3RTT495, or call toll-free 1-800-444-1408.

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

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

7009 0002 YWG 1 7 2 260902 PAGE 1 of 3 9296 0011 8503 01F07009 129469

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

Account Number: 821 3010 910659 8

Total Minimum Payment:	Payment Due Date:	New Balance:

CAPITAL AREA COMM ACTION 191652

ACCOUNT # [redacted]
INVOICE # : 90344
TRANSACTION # : 0

LOWE'S BUSINESS ACCOUNT
DATE OF SALE : 260807
AUTHORIZATION : 001157

P.O. # : NA
STORE # : 417
REGISTER # :

SEP 0 9 2026

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	$0.00	$0.00
000000000017254	20INX15FT ADHESIVE LIGHT	9.000	EA	$10.38	$93.42
000000000760318	COMMAND MED HOOK MEGA PAC	2.000	EA	$19.06	$38.12
000000006037290	QT HGTV CAB FURN MATTE UD	1.000	EA	$29.55	$29.55
000000004840841	Damprd HiCap Ab Frag Free	2.000	EA	$12.37	$24.74
000000001658613	MNWX QT WB SOLID CLEAR TI	1.000	EA	$19.06	$19.06
000000007217119	4 MINI PS FOAM 3PC KIT(-1	2.000	EA	$6.66	$13.32
000000000782163	3M MED UTILITY HOOK 8-PAC	1.000	EA	$9.52	$9.52
000000000425370	PS 3-PACK PUTTY KNIFE	2.000	EA	$4.56	$9.12
000000006014073	3M Pro Grad Block Sp 120g	1.000	EA	$8.56	$8.56
000000006029479	DUCK PRO Red 1.88in x 55Y	1.000	EA	$7.61	$7.61
000000004350640	BRUTUS FLOOR REPAIR PUTTY	1.000	EA	$6.18	$6.18
000000005430779	3-pc PS Flat Craft Brush	1.000	EA	$5.42	$5.42
000000000242578	PROJECT SOURCE PAINT CUP	2.000	EA	$2.65	$5.30
000000000642481	SHURLINE QT PAINT CAN LID	2.000	EA	$2.56	$5.12
000000000105864	PROJECT SOURCE 3-IN FOAM	2.000	EA	$1.32	$2.64
000000000105859	PROJECT SOURCE 2-IN FOAM	2.000	EA	$1.13	$2.26

SUB $279.94	TAX $0.00	TOTAL INVOICE	$279.94
		CREDITS TOTAL	$0.00
		BALANCE DUE	$279.94

CAPITAL AREA COMM ACTION 191652

ACCOUNT # : [redacted]
INVOICE # : 76368
TRANSACTION # : 0

LOWE'S BUSINESS ACCOUNT
DATE OF SALE : 260813
AUTHORIZATION : 001098

P.O. # : NA
STORE # : 716
REGISTER # :

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	$0.00	$0.00
000000000657052	SS 2-IN LMSTL 2-1/2-IN SH	1.000	EA	$47.45	$47.45
000000000099584	ORTHO ORTHENE FIRE ANT KL	4.000	EA	$11.38	$45.52
000000000317372	GOO GONE 12-OZ SPRAY GEL	7.000	EA	$5.68	$39.76
000000005082920	PS 6PC GYM FLRNG 24X24X12	1.000	SE	$26.39	$26.39
000000005198905	SPEC WASP/HORNET 18.5 TP(	3.000	EA	$7.58	$22.74
000000006807512	3M Hvy Dty Dct Tp Blue 20	3.000	EA	$5.02	$15.06
000000005759259	PS 2IN PLASTIC PUTTY KNIF	5.000	EA	$1.98	$9.90
000000000158665	PS 200FT YLLOW CAUTION TA	1.000	EA	$7.58	$7.58

SUB $214.40	TAX $0.00	TOTAL INVOICE	$214.40
		CREDITS TOTAL	$0.00
		BALANCE DUE	$214.40

CEO REPORT

PROGRAM REPORTS

Capital Area Community Action Agency

TO: BOARD MEMBERS

FROM: Nina Self, CEO

DATE: November 16, 2026

RE: CEO Report

PROGRAM UPDATES

Direct Client Services

In September I reported that we had funds remaining in direct client services that needed to be spent by November 30, 2026. We launched a campaign as part of our Whole Family Approach to assist any Head Start family that had received 3-day notice or more with rent payments to ensure they have stable housing. We also opened it up to priority clients that meet the LIHEAP requirements which are: Age over sixty, disabled or children in the household under 5 years old.

A Memorandum of Understanding (MOU) was executed with the Family Promise of the Big Bend (FPBB) to assist families that came to them for emergency shelter, or rental assistance. The MOU was for the month of October and November 2026. Our goal is to assure families have a same place to live, and to assist them in getting back on their feet. FPBB, formerly the Big Bend Homeless Coalition, has been providing shelter and housing services in our community since 1987. Their mission is to end homelessness in the Big Bend through leadership, education, advocacy, and the provision of Quality services and affordable housing.

During the month of October 2026, we assisted twenty-four families with housing services. This included emergency shelter, rent, and utility services that could not be covered by LIHEAP. Seven of those families were referred by FPBB. We are on target to expend all our allocated funds by the November 30 deadline. We expect this partnership to renew in the next fiscal year so we can help many more families in need.

Strategic Plan Update

The main goal in our current strategic plan is to assist single mothers. During the FY 2025 – 2026 period, we assisted 9,146 households with LIHEAP services. Of those households, 63% were headed by women. Our current Getting Ahead class is 80% single female households. We have a large number of Head Start households led by single mothers. We will continue to develop more programs that provide an opportunity to assist single mothers and their families in the new strategic plan we will present in 2027.

CSBG Organizational Standards

The following items are presented for Board review and approval to comply with the 2027 CSBG Organizational Standards:

- Agency Procurement Policy
- Cost Allocation Plan
- Whistleblower Policy
- Succession Plan

The Board needs to approve these policies. There have been no changes to the policies since presented the last time. Board Committees may discuss and update for any necessary changes in 2027.

Additional program reports follow the CEO report in this package.

COMING EVENTS

- Board Governance Training – This is an online training presented by the Florida Association for Community Action, Inc. (FACA). This training is free and open to all Board members. It is suggested that all new Board members attend. It will be held Thursday, December 3, 2026, from 5:30 PM – 7:30 PM. It is a virtual training. Please contact me if you would like to attend so I can register for you.
- Executive Committee Meeting – December 8, 2026
- Full Board Meeting – January 26, 2027. This will be an in-person meeting joint with the Head Start Policy Council. It will be held in the Wesson (South City Head Start) Media Center.
- Holiday Closures – Our offices will be closed for the holidays on the following dates:
    - Thanksgiving – Thursday, November 26 and Friday, November 27
    - Christmas – Thursday, December 24 and Friday, December 25
- I will be out of the office on PTO Monday, November 23 – Wednesday, December 2nd . Please contact Darrel James, Head Start Director or Victoria Mathis, Emergency Services Program Manager if you need assistance.

WISHING YOU ALL HAPPY HOLIDAYS!

Capital Area Community Action Agency

MEMORANDUM

TO: Nina Self, Chief Executive Officer
FROM: Darrel James, Head Start Director
RE: Head Start Director's Report
DATE: November 16, 2026

This memo provides my October 2026 update to the Chief Executive Officer.

Program Information

Capital Area Community Action Agency has completed 2.5 months of Head Start operations with no major incidents. We have five new locations and are transitioning well at all of them.

The management team continues to look for ways to improve the program.

Staffing

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

- Astoria Park (Fully Staffed)
- Fort Braden (Fully Staffed)
- Hartsfield (Fully Staffed)
- Jefferson (Fully Staffed)
- Louise B. Royal (Fully Staffed)
- Main Office (Registered Dietitian needed)
- Pineview (Fully Staffed)
- Sabal Palm (Fully Staffed)
- Sealey (Fully Staffed)
- South City (Fully Staffed)

Substitutes are needed to fill in when teachers are out, and to provide extra coverage when needed.

Professional Development /Training

In-service Training - All Staff
- 10 hour DCF Mandatory Training

Leadership Institute – Head Start Director
Fiscal Training - Head Start Director
Human Resources - Center Directors

Head Start Facilities

Astoria Park
- Licensed and open with 3 classrooms

Fort Braden
- Licensed and open with 1 classroom

Franklin
- Not offering Head Start services for this school year

Hartsfield
- Licensed and open with 3 classrooms

Jefferson
- Licensed and open with 1 classroom

Louise B. Royal
- Licensed and open with 3 classrooms. Necessary repairs are happening at this center.

Pineview
- Licensed and open with 3 classrooms

Sabal Palm
- Licensed and open with 1 classroom

Sealey
- Licensed and open with 1 classroom

South City
- Licensed and open with 4 classrooms

Curriculum

Teachers are using Teaching Strategies Gold in all classrooms. VPK is not being offered at this time, but School Readiness through the Early Learning Coalition is offered for Extended Day services at South City and Louise B. Royal.

Recruitment Numbers

Enrollment numbers for August 2026:

- Astoria Park 53 of 53 families enrolled
- Fort Braden 9 of 19 families enrolled

- Hartsfield 58 of 58 families enrolled
- Jefferson 20 of 20 families enrolled
- Louise B. Royal 54 of 54 families enrolled
- Pineview 57 of 57 families enrolled
- Sabal Palm 20 of 20 families enrolled
- Sealey 20 of 20 families enrolled
- South City 77 of 77 families enrolled

368 of 378 (97%) families were enrolled in Head Start for October 2026. We are working in the Fort Braden area to complete our full enrollment.

Average Daily Attendance

80% – The 85% requirement was not met for October 2026.

Children had extended absences due to pink eye, stomach viruses, the flu, strep, and the common cold.

Health

On-site dental, Vision, and hearing screenings were completed for all sites.

Child Care Food Program Site reviews for Sealey, Fort Braden, and Royal were all successful with no findings.

Leon County School Meal Service Contract is in operation.

COVID cases for the month included 2 children and 1 staff member

Federal and State Regulations

DCF inspections at Astoria Park, Fort Braden, Royal, Hartsfield, South City, Sealey, and Sabal Palm. The only site with non-compliance items was Sabal Palm, but the corrections have been completed and submitted to DCF. DCF has accepted the corrections.

Capital Area
Community Action Agency

MEMORANDUM

TO: Nina Self, Interim Chief Executive Officer
FROM: Victoria Mathis, Emergency Services Program Manager
RE: Board Update for September 2026 – ***Emergency Services***
DATE: October 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 September 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	51	53	33	531
Franklin	23	22	22	32	30	27	26	29	20	21	18	20	290
Gadsden	78	23	47	54	80	121	81	67	97	125	70	45	888
Gulf	23	15	14	15	15	17	20	17	19	15	20	10	200
Jefferson	36	8	18	24	50	32	25	20	27	29	35	12	316
Leon	631	251	558	642	408	522	498	602	752	720	576	321	6,481
Liberty	21	11	13	17	19	20	11	8	18	29	6	7	180
Wakulla	19	17	32	16	18	26	29	24	20	32	15	12	260
Total	860	375	728	836	703	817	744	811	997	1022	793	460	9,146

Additional information listed below:

Total Emergency Services Utility Assistance (from Donated Funds):

# Households	$ Amount
17	**$5,986.82**

Capital Area
Community Action
Agency

MEMORANDUM
FROM: Terry Mutch
RE: Weatherization Assistance Program
DATE: November 2, 2026

As of October 1, 2026, Florida Commerce has reallocated unspent funds under the previous WXF and WXIP2 grants and reissued these funds under new grants with adjusted completion dates. The details of the grants are indicated below:

1. WXF25 grant – 8 County Territory
   Allocation: $41,218.52
   Homes anticipated to be completed: TBD
   Grant end date: 12/31/26

2. WXF25 grant – Suwannee River Territory (10 counties)
   Allocation: $93,799.60
   Homes anticipated to be completed: TBD
   Grant end date: 12/31/26

3. WXIP2 Grant – 8 County Territory
   Allocation: $333,999.70
   Homes anticipated to be completed: 25*
   Grant end date: 6/30/27

4. WXIP2 Grant – Suwannee River Territory (10 counties)
   Allocation: $292,605.05
   Homes anticipated to be completed: 23*
   Grant end date: 6/30/27

More details will be provided on next report once budget cost categories are adjusted, finalized and approved by Florida Commerce.

*Based on maximum average cost per unit completed of $8547.00. Actual quantity of completed homes may increase if average cost is reduced.

Capital Area
Community Action
Agency

MEMORANDUM

TO: NINA SELF, CEO

FROM: Michelle Hawkins, FSS Program Coordinator

DATE: November 5, 2026

RE: October CSBG 2026 Board Report

- During the month of October 2026, the CSBG program successfully processed 125 rental assistance applications, providing vital housing stability and eviction prevention to local families. This rapid deployment of resources directly addresses immediate community housing needs and aligns with our new Whole Family Approach performance targets.

- A major highlight this month was the launch of our new partnership with Family Promise of the Big Bend. Thanks to close collaboration and efficient coordination between our teams, we have already successfully processed over 80 applications, significantly expanding our reach and community impact.

- Our community initiatives saw strong momentum during this period. In addition to processing well over 100 plus applications through our new partnership with Family Promise, we officially launched two fall Getting Ahead Classes that began September 30th and October I, 2026. Both cohorts are progressing beautifully, having completed 6 of their 9 total sessions, leaving them just 3 classes away from completion and onto transition.

Capital Area
Community Action
Agency

MEMORANDUM

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

The following Human Resources Department report provides an overview of activities for October 2026.

The Human Resources Department continues to support the Agency's workforce by providing guidance and resources to employees and management.

During the month of September, Human Resources:

- Completed the annual Personnel Audit for the reporting period of October 1, 2025 through September 30, 2026.
- Scheduled a meeting with the Chief Executive Officer to coordinate the review of the completed Employee Handbook in preparation for presentation to the Personnel Committee at the next scheduled meeting.
- Completed updates to the Agency's **Continuity of Operations Plan (COOP)** and **Emergency Preparedness Plan** to strengthen the Agency's ability to maintain essential operations before, during, and following an emergency. Both plans will be reviewed with CEO.
- Currently preparing the **Annual Employee Performance Evaluations** which include Manager Evaluations and Employee Self-Evaluations for the review period of January 1, 2026, through December 31, 2026. These evaluations will assess employee performance, accomplishments, and areas of improvement.
- Currently finalizing the 2026 Organizational Standards for upload and presentation to the Board of Directors for review and approval.

Training and Development

Human Resources Department continues to participate in professional development opportunities designed to strengthen HR practices, compliance, leadership support, and organizational effectiveness. Activities include:

- SHRM Tallahassee Monthly Professional Development Meetings
- Attended - Inside HR -X Live (A1 for Human Resource Managers) – October 23, 2026.

Capital Area Community Action Agency - Staffing Overview

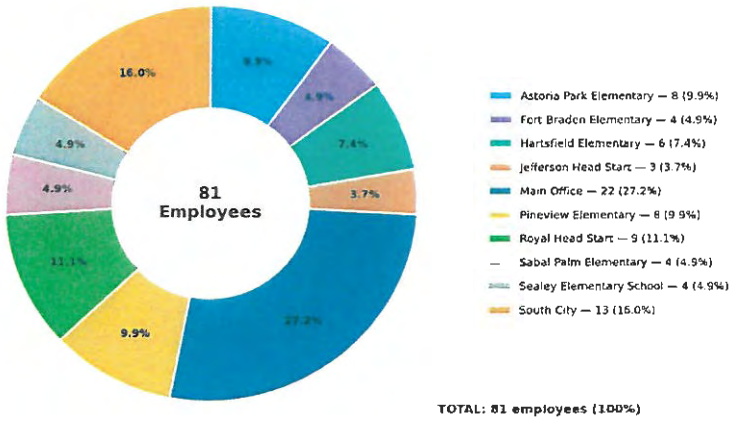
The Agency currently has **81 active employees across 12 locations**. The **Main Office** represents the largest concentration of staff with **22 employees (27.2%)**, followed by **South City** with **12 employees (14.8%)** and **Royal Head Start** with **9 employees (11.1%)**.

Astoria Park Elementary, Pineview Elementary, and Hartsfield Elementary each have **8 employees (29.6%), Fort Braden Elementary, Sabal Palm Elementary, Sealey Elementary and Jefferson Head Start** each have **3 employees (14.8%)**. We also have two remote LHEAP offices with one employee each in **Calhoun and Franklin Counties (2.5%).**

Overall, the staffing distribution reflects the Agency's workforce assigned across its administrative, LIHEAP, and Head Start locations. While the **Main Office accounts for 27.2% of the workforce**, approximately **72.8% of employees are assigned across the Agency's other eleven locations**.

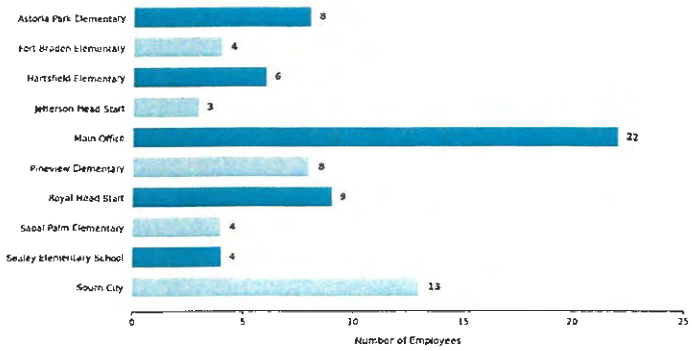
The Human Resources Department continues to monitor staffing levels, recruitment needs, and workforce distribution to ensure that Agency programs have the personnel necessary to support daily operations and provide quality services to the communities we serve.

Employee Distribution by Location



TOTAL: 81 employees (100%)

Active Employees by Location



New Hires by Department as of October 2026

As of October 2026, the Agency welcomed **one new employee to the Head Start Department**, representing new hires during the reporting period.

New Hire:
Larry Gallien – October (Head Start – Family Advocate)

OTHER INFORMATION

Capital Area Community Action Agency

2027 BOARD MEETING CALENDAR NOTICE

Board of Directors

The Board of Directors meet every 4th Tuesday at 6:00 p.m. every odd month. Meetings may be by TEAMS or at a physical location. A meeting notice will be sent prior to each meeting to announce location. Meetings are open to the public.

- January 26, 2027
- March 23, 2027
- May 25, 2027
- July 27, 2027
- September28, 2027
- November 16, 2027

Executive Committee

The Executive Committee of the Board meets the 4th Tuesday at 5:30 p.m. every even month. Meetings may be by TEAMS or at the Main Office, 309 Office Plaza Drive, Tallahassee. Meetings are open to the public.

- February 23, 2027
- April 27, 2027
- June 22, 2027
- August 24, 2027
- October 26, 2027
- December 28, 2027

Nina Self

From: Florida Association for Community Action, Inc <admin@faca.org>
Sent: Tuesday, November 10, 2026 11:01 AM
To: Nina Self
Subject: FACA BOARD MEMBERS: STRENGTHEN YOUR LEADERSHIP, STRENGTHEN OUR NETWORK!

View this email in your browser



FACA BOARD MEMBERS: STRENGTHEN YOUR LEADERSHIP, STRENGTHEN OUR NETWORK!

When
Dec 3, 2026
(5:30 PM - 7:30 PM)
(EST)

STRENGTHEN YOUR LEADERSHIP, STRENGTHEN OUR NETWORK!

The Florida Association for Community Action, Inc. (FACA) is excited to invite Community Action Agency Board Members from across Florida to participate in an engaging and interactive Virtual Board of Directors Training Session!

Strong boards are essential to strong Community Action Agencies! Effective governance goes beyond attending meetings and approving policies. It requires an understanding of board responsibilities, accountability, compliance, and the critical role board members play in advancing the mission of Community Action.

Training Details

Thursday, December 3, 2026
5:30 PM – 7:30 PM (Eastern)

💻 Location: Virtual Training
👥 Audience: Florida Community Action Agency Board Members Statewide

What Will You Learn?
This training is designed to strengthen your understanding of effective governance and equip you with practical tools to support your agency's success.

Topics will include:

- CSBG Governance & Tripartite Board Requirements: Understanding board composition, representation, and compliance expectations.
- Board Roles & Responsibilities: Clarifying the distinction between governance and day-to-day management.
- CSBG Organizational Standards: Understanding the standards directly connected to board oversight and accountability.
- ROMA & Results-Oriented Governance: Using performance outcomes and strategic planning to guide decisions.
- Fiduciary Responsibilities: Understanding the duties of care, loyalty, and obedience.
- Executive Director Oversight: Best practices for performance evaluations, compensation reviews, and succession planning.
- Board Recruitment & Resource Development: Building stronger boards and supporting sustainable agency operations.

More Than Just a Training!
Participants will engage in real-world governance scenarios, interactive discussions, and practical activities designed to strengthen decision-making, reinforce accountability, and identify opportunities for improvement within their own agencies.

Your Leadership Matters!
Whether you're a newly appointed board member or a seasoned leader, this session offers valuable information to help you serve with greater confidence, clarity, and purpose.

We strongly encourage every Community Action Agency to ensure its Board Members participate in this important professional development opportunity. Our agencies are stronger when our boards are informed, engaged, and equipped to lead!

Note: Each registrant must have a unique email address. Multiple registrations under one email address will not be permitted. Additionally, you must be a Board Member serving on a Florida Community Action Agency's Board.

Register Now

Speakers



Consuela Thompson
Executive Director of Georgia
Community Action Association

Organizer

FACA

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