

Manatee Community Action Agency Inc.



SUMMARY

Mission

Empowering people toward self-sufficiency through education, support services and community partnerships.

Contact Information

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General Information

Nonprofit	Manatee Community Action Agency Inc.
Former Names	Manatee Opportunity Council, Inc.
Tax Exempt Status	Public Supported Charity
Incorporation Year	1967

Awarded Community Foundation Grant	Yes
Community Foundation Conducted a Site Visit	No
State Charitable Solicitations Permit	Yes Sept 2017
State Registration	Yes Dec 0

BACKGROUND & NEEDS

Impact Statement

- Parents As Teachers program is an evidenced-based home visiting program designed to increase parental knowledge, increase school readiness, and provide early detection and intervention for possible developmental delays
- Family Seys.If-sufficiency program graduates are employed in careers paying wages that allow families to be independent of all welfare support
- Homes weatherized through MCAA's weatherization program have utility costs reduced by 50% on average.
- 100% of Healthy Family graduates are free of child abuse/neglect

Needs Statement

Shrinking federal and state dollars will impact the number of clients that can be served within MCAA programs. Increased local community funding is the most pressing need for the agency.

Background Statement

Manatee Community Action Agency, Inc. (formerly known as Manatee Opportunity Council, Inc.) is a nonprofit organization incorporated since 1968. It serves primarily Manatee, DeSoto and Hardee counties, with limited services in Charlotte and Sarasota counties. MCAA has multiple federal, state, and local grants and contracts totaling over \$12 million to assist low-income families to become self-sufficient. There is 160 staff, including administrative staff, with an administrative cost of 9.6%.

The majority of MCAA programs are directed to provide quality services to children and their families. Early Head Start and Head Start provide quality child development programs for children from birth to five years old. An array of funding allows MCAA to provide many family support programs which includes energy assistance, housing counseling, housing weatherization, parent's instruction, children's developmental screenings, and parenting instruction. In 2009, MCAA provided services to over 12,000 families.

The Board of Directors of Manatee Community Action Agency, Inc. consists of fifteen (15) members selected from government, low-income families, and private businesses and organizations. The Board has fiduciary responsibility for MCAA. As such, the Board sets and oversees policies for the operation of the Agency. The Board also sets strategic direction based on identified needs of low-income families in the community and advocates for the needs of low-income families.

As a Community Action Agency, the Board of MCAA must consist of one-third elected officials currently holding office, at least one-third of individuals representing low-income community areas, and no more than one-third of private business or organizations located in the community.

The Board of Directors meets the last Thursday of each month except July and December. There are five standing committees: finance, human resources, executive, program, and board development that also meet regularly to review and make recommendations to the Board. In addition, the Board has training and development requirements that are scheduled throughout the year.

Statement from the Board Chair

JIM DELGADO, BOARD CHAIR

There are many non-profit agencies worthy of your time here in Manatee County. Why did you choose MCAA?

"MCAA is a Community Action Agency, and I was familiar with their work in other places where I have lived. Recently community action agencies have come under national political fire and undue scrutiny. Community action is the umbrella agency that pulls other community agencies together to better serve the low-income community. I thought I could be of service in helping MCAA take on a stronger role in this capacity as a lead agency."

What are some of the challenges and responsibilities of being a Board Chair?

"Understanding and communicating to fellow Board members that the Board must manage objectively, not subjectively, is always a challenge. Being a good listener is crucial, and supporting the Executive Director is

very important. Knowing that the Board is ultimately responsible for the financial health of the organization is a huge responsibility. We are a diverse Board and we have the ability in our roles to make positive change. It is my role as Chair to help the Board ‘think outside the box’. We are the policy makers of MCAA and it is my job as Board Chair to make that happen.”

What do you see as MCAA’s greatest strengths?

“Our great staff...line staff are blessed with great managers, and the managers are blessed with passionate and dedicated line staff. Many of our staff have worked for MCAA for years; that says something right there about MCAA.”

Where do you see MCAA being in 5-10 years?

“I see MCAA as a cutting edge community action agency. I see more partnerships like those we now have with the school district, joint ventures with local governments, and foundation grants giving us funds for new and innovative programs.

I envision line staff having a mechanism by which to move up the ladder into management.

In the end, I see MCAA as a business that ‘works smart’, continues to be true to its core values, and serves clients with respect and integrity...working toward the goal of moving our clients out of poverty.”

Statement from the CEO/Executive Director

Economic changes in recent years have brought extraordinary need to families in Manatee, DeSoto, Hardee, and Sarasota counties. MCAA now serves an additional population: middle class families who are now part of the "newly poor".

As a Community Action Agency, MCAA has the unique ability to create and taylor programs to meet changing community needs.

Areas Served

In a specific U.S. city, cities, state(s) and/or region.

FL- Manatee

FL- DeSoto

FL- Hardee

FL- Charlotte

FL- Sarasota

Manatee County Florida, Hardee County Florida, DeSoto County Florida, Sarasota County Florida, Charlotte County Florida

Service Categories

Primary Organization Type

Human Services

Secondary Organization Type

Youth Development

Tertiary Organization Type

Community Improvement, Capacity Building

PROGRAMS

Head Start / Early Head Start

Description

A comprehensive childhood development program servicing children from birth to five. Our center based programs are designed to foster the development of children, including children with disabilities, in a safe, stimulating learning environment.

Head Start

Head Start serves children three to five and is a partnership with parents ensuring positive growth and development both at school and at home.

The Head Start Program consists of the following program service areas:

- Education
- Health
- Mental Health
- Nutrition
- Disabilities Services
- Family Services
- Parent Involvement

Head Start focuses on the needs of the entire family and partners with families to achieve self-sufficiency.

Early Head Start

Early Head Start serves children birth to to three years old, pregnant women and their families utilizing the same comprehensive approach as Head Start. Our program is committed to providing very young children with a language-rich, stimulating environment with the idea that the earliest intervention reaps the biggest rewards.

Budget

\$6,110,710.00

Category

Education, General/Other Early Childhood Education

Program Linked to Organizational Strategy

Yes

Population Served

Infants to Preschool (under age 5) Poor, Economically Disadvantaged, Indigent Families

Short Term Success

100% of newly enrolled Head Start/Early Head Start children receive a health and developmental screening, including, vision, hearing and speech, within 45 days of enrollment.

70% of children receiving HS/EHS services will demonstrate growth on the assessment used to measure outcomes in the domains of emotional, cognitive, physical and language development.

Long Term Success

100% of children completing Head Start will demonstrate progress toward individual school readiness goals

Program Success Monitoring

Children show progress toward their individual school readiness goals as evidenced by demonstrating growth on the assessment conducted three times during the school year.

Program Success Examples

During the 201-2011 school year the following aggregate progress was demonstrated on the Creative Curriculum Continuum (On-going Assessment).

Over-all Development: 90% of children demonstrated growth

Social Emotional Development: 95% of children demonstrated growth

Physical Development: 97% of children demonstrated growth

Cognitive Development: 88% of children demonstrated growth

Language Development: 83% of children demonstrated growth

Family Self-Sufficiency Program

Description

The Family Self Sufficiency Program is designed to empower, support, and guide families towards economic independence. Through a continual relationship with Manatee Community Action Agency families will receive help in assessing their needs, setting reachable goals, mentoring, and possible economic support.

Families can be enrolled in Manatee Community Action Agency's Family Self-Sufficiency Program for up to five years as they work towards becoming economically independent. During this time a major emphasis is placed on educational attainment while requiring part time employment. The Family Self Sufficiency Program is targeted to those individuals and families that are goal oriented, motivated, and persistent in their pursuit of a better economic existence.

Basic Requirements for entry into the Family Self Sufficiency Program includes: Meeting stated income guidelines, Educational commitment, and Employment commitment.

Budget

\$289,972.00

Category

Human Services, General/Other Case Management

Program Linked to Organizational Strategy

Yes

Population Served

Poor,Economically Disadvantaged,Indigent

Short Term Success

90% of participant will pass all current courses as demonstrated by quarterly reporting of grades.

Long Term Success

For participants completing the FSS program, 90% will obtain employment with an income that allows for the elimination of all public assistance.

Program Success Monitoring

Upon completion of the program, participants report obtaining employment with an income that is sufficient to eliminate all dependence on public assistance.

Program Success Examples

The FSS program serves 7 to 10 participants at any one time. During the 2010-2011 fiscal year, 4 participants completed their educational program and obtained employment with an income that allowed the families to eliminate all dependence on public assistance.

Teaching our Toddlers (TOTS)

Description	<p>The Teaching our Toddlers (TOTS) program is a voluntary parent education and training program designed to be delivered in the home and in group settings. The recipient of service is the parent/caregiver of a toddler who is between the ages of 8-36 months. The basic goal of the program is to teach parents how to teach their toddler using a standardized curriculum that builds school readiness skills. The curriculum is in alignment with Florida's Early Learning and Development Standards which address the areas of physical development, approaches to learning, social/emotional development, language/literacy development and cognitive development.</p> <p>A TOTS home visitor meets with the parent every other week to teach the curriculum activities through a role playing process. In addition, the home visitor provides the materials necessary to support the curriculum such as books, crayons, markers, etc. Pre/post assessments are conducted routinely to determine TOTS effectiveness.</p>
Budget	\$0.00
Category	Education, General/Other
Program Linked to Organizational Strategy	Yes
Population Served	Adults Infants to Preschool (under age 5) At-Risk Populations
Short Term Success	<ol style="list-style-type: none">1. 95% of parents participating in the TOTS program will demonstrate an improved home environment which supports, stimulates and encourages early learning, six months after the base line home inventory assessment.2. 93% of toddlers will be developmentally on target and demonstrate age-appropriate school readiness skills at 12, 18, 24 and 30 months of age.
Long Term Success	For toddlers completing the TOTS program, 85% will demonstrate the readiness skills needed for successful entry and performance in kindergarten. MCAA is working on the establishment of a long-term tracking process with the public school system and families so that longitudinal data can be compiled on participating toddlers. The data will be used to determine the long term educational success of at-risk toddlers receiving effective early education support from their parents.

Program Success Monitoring

The following assessments/tools are used to determine the short term outcomes of the parents and toddlers participating in TOTS.

1. Ages and Stages Developmental Questionnaire - toddler is developmentally on-target based on age - referrals/follow-up provided if concerns exist
2. Parent Knowledge Assessment of Child Development - a pre/post assessment of parent's knowledge of child development by age (8 to 12 months, 12 to 18 months, 18 to 24 months, and 24 to 36 months.)
3. HOME Inventory Assessment - an assessment of the home environment and how the early education of a toddler is supported in six areas - Responsivity, Acceptance, Organization, Learning Materials, Involvement and Variety.

Each of the assessments are conducted at the beginning of each age defined module, and then after completion of the module.

Program Success Examples

The TOTS program is currently in the first year of development and implementation. There is no specific data available to demonstrate success at this point. Anecdotally, parents have expressed excitement about the information and activities they are receiving from the program. They are often surprised at learning how important they are to the long term educational success of their toddlers. They have also expressed gratitude at having a guide they can use to support their toddler's development. Most of the homes do not have the resources necessary to support early learning such as books, crayons, music, and blocks. Parents are grateful for the resources provided through the program.

Weatherization Assistance Program

Description	<p>Manatee Community Action Agency's Weatherization Assistance Program delivers energy efficiency services to low income households. The program is funded by the U.S. Department of Energy with the goal of lowering monthly energy bills for years to come.</p> <p>The measures we address are:</p> <ul style="list-style-type: none">• Air Infiltration• Attic Insulation• Solar Window Film• Compact Fluorescent Bulbs• Refrigerators• Heating and Cooling Systems• Water Heaters
Budget	\$1,222,654.00
Category	Housing, General/Other Weatherization
Program Linked to Organizational Strategy	Yes
Population Served	Poor, Economically Disadvantaged, Indigent
Short Term Success	100% of weatherized homes will experience reduced air infiltration immediately.
Long Term Success	Weatherized homes will reduce their energy consumption by 20% - 50% annually.
Program Success Monitoring	MCAA tracks the kwh usage of a percentage of completed weatherized homes over a one year period to determine the amount of energy savings based on a more energy efficient home.
Program Success Examples	Household received a new insulated door, windows, window film, central air conditioning unit and sealing to prevent air infiltration through the Weatherization program, and experience a reduction of 1165 kwh per month from the same time period one year previous.

HIPPY - Home Instruction for Parents of Preschool Youngsters

Description	<p>Home Instruction for Parents of Preschool Youngsters (HIPPY) is a parent involvement, school readiness program that helps parents prepare their three, four, and five year old children for success in school and beyond. HIPPY parents utilize a developmentally appropriate curriculum, with role play as the method used to teach their children the skills needed when entering kindergarten. Parents are trained on each specific daily curriculum activities by a home visitor. The HIPPY Curriculum, designed for children ages three, four, and five, contains 30 weekly activity packets, nine storybooks and a set of 20 manipulative shapes for each year. In addition to these basic materials, supplies such as scissors and crayons are provided for each participating family. The program uses trained coordinators and community-based home visitors who go into the home and role-play the activities with the parents and support each family throughout their participation in the program.</p> <p>The daily activities are developmentally appropriate for children. The HIPPY curriculum is primarily cognitive-based, focusing on language development, problem solving, logical thinking and perceptual skills. The curriculum fosters social/emotional and physical (fine and gross motor skills) development. HIPPY introduces skills and concepts in a progressive manner, first using the physical body, then concrete objects and finally representation of objects in books, followed by many opportunities for practice and learning. HIPPY is not a curriculum of mastery, but rather a curriculum of exposure to skills, concepts, and experiences.</p> <p>In 2011 98% of the children completing the program have the skills needed for entry into kindergarten as evidenced by a standardized pre-kindergarten skills assessment.</p>
Budget	\$155,722.00
Category	Education, General/Other Early Childhood Education
Program Linked to Organizational Strategy	Yes
Population Served	Infants to Preschool (under age 5) Families
Short Term Success	100% of parents participating in the HIPPY program report increased involvement in their child's education process.
Long Term Success	98% of children completing the HIPPY program are determine "ready for kindergarten" based on standard pre-school readiness assessment tools.
Program Success Monitoring	Standardized pre-school assessments. Parent self-declaration and evidence of completion of HIPPY curriculum.
Program Success Examples	In 2011, 98% of the children completing the HIPPY program had mastered the kindergarten readiness skills recommended by the Department of Education. One child was referred to the Early Intervention Program with the school system for evaluation, but continued in HIPPY as a means of providing continued daily educational activities and parent involvement.

Healthy Families Manatee

Description

Healthy Families Manatee (HFM) is a nationally accredited, community based, voluntary home visitation program that is proven to prevent child abuse and neglect and other poor childhood outcomes by promoting positive parent-child relationships and child health and development. Families are also linked to a medical provider and other family support services they need during their participation in HFF.

HFM is part of the Healthy Families Florida (HFF) statewide program that is based on a set of research-based critical program elements and standards of the Healthy Families America model. Healthy Families Manatee offers services prenatally or at the birth of a baby to families who are voluntarily assessed as needing Healthy Families services using a HFF validated assessment tool.

Services may last for up to five years depending on the needs of the family. Families who have an open child protection case at the time of assessment are not eligible for Healthy Families Manatee.

Budget

\$469,000.00

Category

Human Services, General/Other Parenting Education

Program Linked to Organizational Strategy

Yes

Population Served

Families Infants to Preschool (under age 5)

Short Term Success

90% of children participating in the HFM program for six months or more will be up-to-date with immunizations.

Long Term Success

95% of children participating in HFM six months or longer will have no finding of "indicated" or "verified" abuse or neglect.

Program Success Monitoring

A child maltreatment report is generated by the state through the Department of Health and Human Services for the children in the HFM program on a quarterly basis. From this report, the program is able to determine the findings of "indicated" or "verified" abuse or neglect for enrolled children.

Program Success Examples

In the most recent quarter, 98% of the children participating in the HFM program have no finding of "indicated" or "verified" abuse or neglect reports after participating in the program six months or more. This is 3% greater than the expected outcome of 95%.

Comments

Program Comments by Organization

With shrinking federal and state dollars programs are in jeopardy of having to dis-enroll clients.

MANAGEMENT

CEO/Executive Director

CEO/Executive Director

Ms. Barbara J. Patten

CEO Term Start

Aug 2008

CEO Email

bpatten@manateceaa.org

Experience

BARBARA J. PATTEN

- Experienced, highly effective administrator for Community Action Agency
- Skilled and experienced in management of federal, state, and local grants
- Ability to nurture a tripartite Board
- Experienced in facilitating strategic planning and implementing outcomes
- Understanding of needs, and ability to work with at-risk populations

University of Hartford, Hartford, Connecticut

School Administration Certification

Central Connecticut State University, New Britain, Connecticut

M.S. Guidance and Counseling

University of Massachusetts, Amherst, Massachusetts

B.S. Education

Magna Cum Laude

Florida Association for Community Action (FACA) Past Board Member and Treasurer

State of Florida Office of Community Assistance Advisory Council Board Member

National Community Action Partnership Member

National Community Action Foundation Member

Manatee Educational Television (METV) Board Member

Florida Weatherization Network Member

Senior Staff

Mr. Colin Boyle

Information Technology Manager

Mr. Tim Dutton

Director, Center for Financial Stability

Ms. Susan Gilbert

Deputy Director, Head Start

Ms. Mary Hughes

Human Resources/Payroll Manager

Ms Carol Hunt

Director of Early Childhood Services

Ms. Kathy Petreka

Head Start/Early Head Start Director

Mr. Ron Sanders

Director of Weatherization and Facilities

Ms. Amy Y. Tittle

Finance Director

ms. Albertha Williams

Staff & Volunteer Statistics

Full Time Staff	189
Part Time Staff	13
Staff Retention Rate %	84
Professional Development	Yes
Contractors	0
Volunteers	43
Management Reports to Board	Yes
CEO/Executive Director Formal Evaluation	Yes
Senior Management Formal Evaluation	Yes
NonManagement Formal Evaluation	Yes

Collaborations

Manatee County Sheriff's Office
WIC
Safe Children Coalition
Healthy Start
Early Steps
Hope Family Services
Manatee County Health Department
Manatee Glens
Family Partnership Center
Family Resources
Whole Child Manatee
Manatee Public Schools
Hardee Help Center

Comments

Management Comments by Organization

To address shrinking federal and state dollars senior management has cross-trained to better manage administrative dollars. MCAA administrative cost is 9.1%

GOVERNANCE

Board Chair

Board Chair	Mr. Jim Delgado
Company Affiliation	Kallins, Little and Delgado
Board Term	June 2014 to June 2017
Board Chair Email	jdelgado@manateecaa.org

Board Co-Chair

Board Co-Chair	Mr. Tim Polk
Company Affiliation	City of Bradenton
Board Term	June 2014 to June 2016
Board Co-Chair Email	tpolk@manateecaa.org

Board Members

Name	Affiliation	Status
Jose Aguirre	Private Sector	Voting
Jason Albritton	Client Sector	Voting
Lorie Ayers	Public Sector-Hardee County Commissioners	Voting
Jim Delgado	Private Sector	Voting
Tim Dutton	SCCC	
Laurie Galle	Public Sector Representative	Voting
Sherod Halliburton	Private Sector	Voting
Bernard Hird	Low-Income Sector-Bradenton	Voting
Charlie Kennedy	Public Sector-Manatee County School Board	Voting
Jean Moreland	Low-Income Sector-Palmetto	Voting
Dolores Moreno	DeSoto County community volunteer	Voting
Tim Polk	Public Sector-City of Bradenton	Voting
Dr. Robin Thompson	private	Voting
Peggy Waters	Public Sector-Desoto County Commissioners	Voting

Board Demographics - Ethnicity

African American/Black	5
Asian American/Pacific Islander	0
Caucasian	6
Hispanic/Latino	2
Native American/American Indian	1
Other	0 0

Board Demographics - Gender

Male	8
Female	6
Not Specified	0

Governance

Board Term Lengths	3
Board Term Limits	3
Board Orientation	Yes
Number of Full Board Meetings Annually	10
Board Meeting Attendance %	74
Board Self-Evaluation	No
Written Board Selection Criteria	Yes
Percentage of Board Making Monetary Contributions	29
Percentage of Board Making In-Kind Contributions	100
Constituency Includes Client Representation	Yes

Standing Committees

Finance

Development / Fund Development / Fund Raising / Grant Writing / Major Gifts

Human Resources / Personnel

Program / Program Planning

Comments

Governance Comments by Organization

2016 Community Action's tri-partite board structure presents an unique opportunity for the private sector, local government, and the low-income community to have equal voices in setting policy and program development.

Not being a traditional non-profit board does however create a challenge in its ability to fundraise.

FINANCIALS

Current Financial Info

Fiscal Year Begins	2017
Fiscal Year Ends	2017
Projected Revenue	\$11,398,776.00
Projected Expenses	\$11,383,776.00
Total Projected Revenue includes "in-kind" contributions/ donations	
Endowment Value	\$0.00
Spending Policy	N/A
Spending Policy Percentage	0
Tax Credits	No

Capital Campaign

In a Capital Campaign	No
Campaign Goal	0

IRS Form 990s

990

990

2013 990

990

Form 990

Form 990

Form 990

Form 990

Audit/Financial Documents

2015 Audited Financial Statement

Audited Financial Statement

MCAA Audited Financial Statements

MCAA Audited Financial Statements

MCAA Audited Financial Statements

Solvency

Short Term Solvency

Fiscal Year	2015	2014	2013
Current Ratio: Current Assets/Current Liabilities	2.63	2.98	2.60

Long Term Solvency

Fiscal Year	2015	2014	2013
Long-Term Liabilities/Total Assets	0%	0%	0%

Historical Financial Review

Revenue and Expenses

Fiscal Year	2015	2014	2013
Total Revenue	\$9,928,031	\$9,886,020	\$9,474,609
Total Expenses	\$10,133,152	\$9,821,978	\$9,426,550

Revenue Sources

Fiscal Year	2015	2014	2013
Foundation and Corporation Contributions	\$0	\$282,312	\$0
Government Contributions	\$9,295,584	\$8,933,461	\$8,749,455
Federal	\$8,104,133	\$8,215,466	\$0
State	\$420,067	\$363,832	\$0
Local	\$771,384	\$354,163	\$0
Unspecified	\$0	\$0	\$8,749,455
Individual Contributions	\$9,693	\$29,705	\$19,575
Indirect Public Support	\$10,174	\$12,167	\$22,210
Earned Revenue	\$590,051	\$620,196	\$674,751
Investment Income, Net of Losses	\$1,038	\$804	\$625
Membership Dues	\$0	\$0	\$0
Special Events	\$0	\$0	\$0
Revenue In-Kind	\$677,775	\$755,924	\$792,459
Other	\$21,491	\$6,375	\$7,993

Expense Allocation

Fiscal Year	2015	2014	2013
Program Expense	\$9,251,146	\$8,881,871	\$8,635,093
Administration Expense	\$882,006	\$940,107	\$791,457
Fundraising Expense	\$0	\$0	\$0
Payments to Affiliates	\$0	\$0	\$0
Total Revenue/Total Expenses	0.98	1.01	1.01
Program Expense/Total Expenses	91%	90%	92%
Fundraising Expense/Contributed Revenue	0%	0%	0%

Assets and Liabilities

Fiscal Year	2015	2014	2013
Total Assets	\$2,694,207	\$2,860,994	\$2,893,199
Current Assets	\$1,782,829	\$1,910,378	\$1,916,942
Long-Term Liabilities	\$0	\$0	\$0
Current Liabilities	\$678,991	\$640,657	\$736,904
Total Net Assets	\$2,015,216	\$2,220,337	\$2,156,295

Top Funding Sources

Fiscal Year	2015	2014	2013
Top Funding Source & Dollar Amount	Government Grants - Federal \$8,104,133	Government Grants - Federal \$8,215,466	Government Grants - Unspecified \$8,749,455
Second Highest Funding Source & Dollar Amount	Government Grants - Local \$771,384	VPK Headstart \$620,196	VPK Headstart \$674,751
Third Highest Funding Source & Dollar Amount	VPK Headstart \$590,051	Government Grants - State \$363,832	Federated Campaigns \$22,210

Comments

Financial Comments by Organization

Community Action depends to a great extent on federal funds. Turbulent economic times means fewer dollars to serve more people. It is especially important at this point to have a strong local donor base.

MCAA's administrative cost rate is 9.1%.

Financial Comments by Foundation

Foundations and corporations are included with individual contributions as they are not separated in the 990 or audit. Financial figures taken from 990. 990 and audit are reconciled.

PLANS, POLICIES & LICENSES

Plans

Fundraising Plan	No
Communication Plan	No
Strategic Plan	No
Strategic Plan Adopted	Apr 2010
Years Strategic Plan Considers	5
Management Succession Plan	No
Continuity of Operations Plan	No

Policies

Organizational Policies and Procedures	Yes
Written Conflict of Interest Policy	Yes
Nondiscrimination Policy	Yes
Directors and Officers Insurance Policy	No
Risk Management Policy	

Commercial General Liability and D and O and Umbrella or Excess and Automobile and Professional
Accident and Injury Coverage

Workers Compensation and Employers' Liability

Medical Health Insurance

Life Insurance

Boiler and Machinery

Crime Coverage

Day Care Center/Nursery School

Employee Benefits Liability

Employee Dishonesty

Employment Practices Liability

Improper Sexual Conduct/Sexual Abuse

Special Event Liability

Whistle Blower Policy	Yes
Document Destruction Policy	Yes

Government Licenses

Is your organization licensed by the Government?	Yes
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