

# M e m o r a n d u m

To: CAPCO Board of Directors  
From: Eden C. Harrington-Hall, Assistant Director  
Date: March 21, 2017  
Subject: Board of Directors Meeting

This is to inform you that a CAPCO Board of Directors meeting will be held at 12:00 p.m. ***March 23, 2017 at the Main office.***

If you have any questions, or would like additional information about the Board packet, please call me at CAPCO - 753-6781.

## Board of Directors Meeting Agenda

March 23, 2017

- I. Call to Order
- II. Approval of the February 23, 2017 Meeting Minutes
- III. **Standing Committee Reports**
  - **Executive Committee – no meeting**
  - **Finance and Audit Committee**
    - ***Motion to Receive and File Financial Statements.***
  - ***Board Development Committee***
  - ***PP& E Committee***
    - ***Mission Statement Review***
    - ***HS/EHS Reports***
    - ***Federal Budget***
  - ***Resolution:***
    - 17 – 05 – is seeking your acceptance the Living by Giving Grants.**
- IV. Executive Director Report
- V. Program Director Reports
  - WIC
  - Family Development
  - Energy Services
  - Head Start
  - CDPAP
  - HR
- VI. Head Start Policy Council Update
- VII. Old Business
- VIII. New Business
  - Family Development Overview – Brandy Strauf
- IX. Executive Session – If needed
- X. Adjournment

## Board of Directors Meeting Minutes

February 23, 2017

- I Meeting called to order at 12:03 p.m.  
**In attendance:** Douglas Bentley, Penny Prignon, Helen Spaulding, Carole Ann Davies, Paul Cortez, Shelley Warnow, Shawn Allen, Mary Ann Discenza, Pat Snyder, Gary Dallaire, Elizabeth Haskins. **Excused:** Billie MacNabb, Rama Haidara
- II. Motion for approval of the January 26, 2017 Meeting Minutes made by Elizabeth Haskins; seconded by Gary Dallaire. There being no discussion, or corrections, motion carried.
- III. **Standing Committee Reports**
  - **Executive Committee – no meeting**
  - **Finance and Audit Committee**
    - We are in the final stages of the interview process for the HS/EHS Director position.
    - Accounts Payable are current
    - Billing for CDPAP has been submitted the payroll ending 1/20/17. We are looking at a possible surplus of \$200K
    - Early Childhood Developed – a deficit is not anticipated
    - Energy Services Department – all contracts are forecasted to come in with no deficit. The anticipated amount of funding for the 2017-2018 WAP budget appears to be down by \$75,000. We did receive the RESTORE funding for \$75,000 which will offset the decrease in WAP funding. Lindy has submitted written testimony for the Public Hearing on the 2017-2018 WAP funding.
    - Family Development Department – we are in the process of writing grants to Dollar General and Cortland County Youth Bureau to support the GED and Literacy Programs.
    - WIC – the 2016-2017 contract began 10/1/16, a deficit is not anticipated.
    - Motion to Receive and File Financial Statements made by Carole Ann Davies; seconded by Paul Cortez. There being no further discussion, motion carried.
  - **Board Development Committee – no meeting**
  - **PP& E Committee**
  - **HS/EHS Reports:**
    - We are at 87% attendance for EHS and 88% for Head Start.
    - There currently are 52 income eligible EHS children on the waiting list. We are looking at converting some HS slots to EHS, but are waiting until after the refunding application is completed.

- There are 5 children in HS with severe behavioral issues and can only spend a limited time in the classroom due to the behavior issues.
  - Kate Shaw our Mental Health Consultant will be going on maternity leave in a couple of weeks and only plans to work 1 to 2 days a week when she returns. Due to the amount of behavior issues that we are encountering we recognize this is a vital position and conversations have been started regarding filling this position.
  - 5 EHS children and 34 HS children are receiving Special Needs services. We have to at least serve 10% of the children with this service which we are surpass.
- Resolutions:
  - **17 – 02** – is seeking your acceptance the 2017-2018 HS/EHS funding application. Motion for acceptance made by Helen Spaulding; seconded by Carole Ann Davies. Lindy shared with the group that there were no significant changes from the current contract (not eliminating classrooms, etc.). The major change is in staffing – there are a number of staff who will be retiring during the contract year and with the new Performance Standard we need to add a Coaching Mentor position. We are also looking at doing some reorganization in the Education Component. The committee also reviewed the T&TA budgets for HS and EHS - \$22,400 has been allocated for HS and \$24,000 has been allocated for EHS. T&TA budget items include the Pyramid training (Challenging Behaviors) which Bethann Fischer is a Master Cadre. It is essential that we have staff trained with this curriculum due to the amount of behavioral issues the program has been experiencing over the last several years. The total contract amount of HS is \$1,703,944 and the EHS contract amount is \$989,991- with the in-kind match and the T&TA budgets the total 2017-2018 budget is \$3,425,418. There being no further discussion, motion carried.
  - **17 – 03** – is seeking your acceptance to apply for Cortland Youth Bureau Funding in the amount of \$7,000. Motion for acceptance made by Carole Ann Davies; seconded by Shelley Warnow. Funding will help support the young adults under 21 to prepare for the GED Program.
  - **17 – 04** – is seeking your acceptance to apply for Dollar General Funding in the amount of \$10,000. Motion for acceptance made by Pat Snyder; seconded by Douglas Bentley. Funding will help support the young adults under 21 to prepare for the GED Program. There being no further discussion, motion carried.

#### IV. **Executive Director Report**

- The search for the HS/EHS Director is going well. We have spent considerable time over the past 2 weeks in this process. First interviews were held 2/10. Four candidates interviewed with Greg Richards (HR), myself (ED), Kristi Coye (HS/EHS), Christella Yonta (Policy Council) and Shelley Warnow (BOD). Two were invited back for 2<sup>nd</sup> and 3<sup>rd</sup> round interviews 2/17. Round 2 was with the HS/EHS Management Team and a member of Policy Council. Round 3 was with the CAPCO Management Team and member of the Board of Directors.

- Lindy shared a big thank you to Kristi Coye for her hard working during this transition.
- V. Program Director Reports
  - WIC
  - Family Development
  - Energy Services
  - Head Start
  - CDPAP
  - HR
- VI. Head Start Policy Council Update
  - Martha Allen provided Fiscal Training
  - PC approved the HS/EHS Reports
  - Discussed concerns about the driveway at Elm Tree
- VII. Old Business
- VIII. New Business
- IX. Motion to go into Executive Session at 12:45 p.m. made by Gary Dallaire; seconded by Paul Cortez – Executive Session commenced at 12:45 p.m. Motion to go out of Executive Session at made by Elizabeth Haskins; seconded by Paul Cortez. Executive Session adjourned at 1:12 p.m.
- X. There being no further business, meeting adjourned at 1:12 p.m.

Finance Committee Meeting  
March 16, 2017

Meeting called to order at 8:05 a.m. Members present: Helen Spaulding, Penny Prignon.  
Absent: Carole Ann Davies. Staff: Martha Allen, Lindy Glennon

Martha presented Finance Directors reports. Accounts Payable are current. Aged Accounts Receivable are current with the exception of Medicaid. Lindy will have Eden check on these over 90 medicaid payments. Currently working on 2017 Administration, Facility and Agency Wide Budget. Lindy discussed current look at cost to add Development Director position. Also looking at needs for CDPAP support given growth in that program and staff support for HR Director.

CDPAP billing has been submitted through the payroll ending February 17, 2017. Martha and Eden are working on the CDPAP Budget for 2017, will be presented for review in the April meeting.

We have the proposed contract from Area Agency and Aging for EISEP. Lindy and Eden have reviewed the proposed contract and returned to Area Agency on Aging. Next step is to finalize the agreement after AAA's review.

Across all Early Childhood contracts, a deficit is not anticipated. The 2017/2018 Budget approved by the Board on February 23, 2017 was submitted to ACF on February 28, 2017. We received verification that the proposed contract was received and is being reviewed.

Required information submitted to Regional HS office on 2/29 re: choice of Bethann Fischer as HS/EHS Director. It is being reviewed. This will not be formal until the Regional Office approves. Bethann is using the time to review, move into the office and begin plans for filling the position of Education Coordinator

All Energy Services contracts are forecasted to come in with no deficit. We received, on March 10<sup>th</sup>, the 2017-2020 Contract Cycle for WAP. The 3 year contract is for a total \$1.625 mil, the 2017/2018 program year is \$325,000. The reason for the difference in the total 3 year contract (\$1.625 m) is to allow for additional resources should funds be available without having to do a new contract. We are working on completing the budget packet.

We have not received any further communication regarding the \$75,000 RESTORE grant. All required documents and information have been sent to funder as requested. They are finalizing the contract.

Family Development - The Dollar General and Cortland Youth Bureau grants were submitted for funding for 2017. In 2016 we received funding in the amounts of \$10,000 and \$6,000 respectively. These grants help fund the GED and Literacy Programs. The refunding applications have been released for 2017 United Way funding. We are working on that grant.

We are currently looking at other funding opportunities for the Literacy program, including JM McDonald and First Niagara Foundations and Cortland Community Services. A grant request was submitted to the SUNY Grants for Learning funding opportunity in the amount of \$2500 to support SnackPacks for Kids.

The 2016-2017 WIC and EPC contracts began 10/1/2016, a deficit is not anticipated. Spending is on track with budget at this point.

Committee reviewed the Fiscal Directors monthly report – all reports have been filed. A new set of reports has been added to this report. We were notified March 8 that final reports for last contract had not been filed. Quarterly reports were filed. This was something lost during the time between fiscal directors. OHS changed the way these reports were filed – now filed through Grants Solutions. Amin, our fiscal analyst, has been working with Martha to file. There are no negative ramifications from this situation. All reports will be completed and filed within the next week.

All financials for period ending January 31, 2017 reviewed by committee. No concerns noted. Everything on track. Motion to accept reports as presented made by Helen Spaulding. Second Penny Prignon. Motion carried.

Discussed time for monthly meetings. It was decided that meetings will be 3<sup>rd</sup> Wednesday at 8:00 a.m.

No further business, meeting adjourned at 8:55 a.m.

**FINANCE COMMITTEE REPORT**  
**SUMMARY OF JANUARY 2017 FINANCIAL STATEMENTS**  
*PRESENTED BY Martha Allen*  
*March 15, 2017*

AGENCY

Accounts Payable are current. Aged Accounts Receivable are current with the exception of Medicaid.

We are working on the 2017 Administration, Facility and Agency Wide Budgets.

CDPAP

CDPAP billing has been submitted through the payroll ending February 17, 2017.

We are working on the CDPAP Budget for 2017, will be presented for review in the April meeting.

We have the proposed contract from Area Agency and Aging for EISEP. Lindy and Eden have reviewed the proposed contract and returned to Area Agency on Aging. Next step is to finalize the agreement after AAA's review.

EARLY CHILDHOOD DEVELOPMENT

Across all contracts, a deficit is not anticipated. The 2017/2018 Budget approved by the Board on February 23, 2017 was submitted to ACF on February 28, 2017. We received verification that the proposed contract was received and is being reviewed.

Required information submitted to Regional HS office on 2/29 re: choice of Bethann Fischer as HS/EHS Director. It is being reviewed. This will not be formal until the Regional Office approves. Bethann is using the time to review, move into the office and begin plans for filling the position of Education Coordinator

ENERGY SERVICES DEPARTMENT

All contracts are forecasted to come in with no deficit. We received, on March 10<sup>th</sup>, the 2017-2020 Contract Cycle for WAP. The 3 year contract is for a total \$1.625 mil, the 2017/2018 program year is \$325,000. We are working on completing the budget packet.

We have not received any further communication regarding the \$75,000 RESTORE grant. All required documents and information have been sent to funder as requested. They are finalizing the contract.

FAMILY DEVELOPMENT DEPARTMENT



The Dollar General and Cortland Youth Bureau grants were submitted for funding for 2017. In 2016 we received funding in the amounts of \$10,000 and \$6,000 respectively. These grants help fund the GED and Literacy Programs. The refunding applications have been released for 2017 United Way funding. We are working on that grant. We are currently looking at other funding opportunities for the Literacy program, including JM McDonald and First Niagara Foundations and Cortland Community Services. A grant request was submitted to the SUNY Grants for Learning funding opportunity in the amount of \$2500 to support SnackPacks for Kids.

#### WIC

The 2016-2017 WIC and EPC contracts began 10/1/2016, a deficit is not anticipated. Spending is on track with budget at this point.

**CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.**

**FINANCE DIRECTOR MONTHLY CHECKLIST**

**FOR THE MONTH January 2017**

*Submitted by Martha Allen on March 15 , 2017*

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	Jan-17
Accounts receivable over 90 days past due	N/A	yes - Medicaid
Accounts payable over 90 days past due	N/A	none
NYS Sales and Use Tax Filing	3/21/2017	
Coporate Tax Returns - IRS 990 & CHAR 500 (rec'd approval of extension)	8/15/2017	
Coporate Tax Returns - IRS 5500 (Retirement)	5/15/2017	
Quarterly payroll tax returns filed by complete payroll?	qtrly	yes
Form 1099's	1/31/2017	1/30/2017
EO 38 Filing	6/30/2017	
<b>Program Reports</b>		
<b>CSBG 2016-2017 py</b>		
20% Expenditure report		
45% Expenditure report		
70% Expenditure report		
1st Qtr Program/Fiscal Attestation Forms	1/31/2017	1/27/2017
2nd Qtr Program/Fiscal Attestation Forms	4/30/2017	
3rd Qtr Program/Fiscal Attestation Forms	7/31/2017	
4th Qtr Program/Fiscal Attestation Forms	10/31/2017	
1st qtr MWBE Reports	1/10/2017	1/9/2017
2nd qtr MWBE Reports	4/10/2017	
3rd qtr MWBE Reports	7/11/2017	
4th qtr MWBE Reports	10/10/2017	
Unaudited Financial Statements	11/30/2017	
Unaudited Financial Statements - 15.16 Contract extended to 3/31/17	5/30/2017	
<b>Energy Services</b>		
<b>WAP 16-17 py</b>		
Monthly Voucher to Energy Services for presentation to DHCR	15th of month	3/10/2017
1st qtr MWBE Reports	7/11/2016	7/11/2016
2nd qtr MWBE Reports	10/10/2016	10/5/2016
3rd qtr MWBE Reports	1/10/2017	1/9/2017
4th qtr MWBE Reports	4/10/2017	
Unaudited Financial Statements	5/30/2017	
<b>Head Start &amp; Early Head Start 16-17 py</b>		
Quarterly Form 425: Enter in Payment Management System (PMS)		
1ST QTR	4/30/2017	
2ND QTR	7/30/2017	
3RD QTR	10/30/2017	
4TH QTR	1/30/2017	1/13/2017
Form 425 due: Upload to GRANT SOLUTIONS		
semi-annual	1/30/2017	3/13/2017
annual	7/30/2017	
final	10/30/2017	
<b>WIC 16-17py</b>		
Monthly Voucher	45 days after month end	3/1/2017
Final Voucher	11/14/2017	

# CAPCO

## Balance Sheet

	1/31/2017	12/31/2016	11/30/2016	10/31/2016	9/30/2016
<b>ASSETS</b>					
<b>CURRENT ASSETS</b>					
Cash	\$336,595.77	\$263,908.41	\$327,833.24	\$317,735.00	\$359,051.22
Grants Receivable	\$445,593.95	\$365,523.18	\$371,031.62	\$453,681.61	\$491,819.58
Accounts Receivable					
1-125100-CDC- ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-125100-ESD- ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-125100-MAG ACCOUNTS RECEIVABLE	\$426,791.88	\$595,074.10	\$505,743.03	\$454,647.30	\$386,710.67
1-125101-MAG Less: ALLOWANCE FOR DOUBTFU	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00
1-125300-MAG MEDICAID VARIANCE RECEIVABL	(\$196.36)	(\$196.36)	(\$196.36)	(\$196.36)	(\$196.36)
Net Accounts Receivable	\$415,595.52	\$583,877.74	\$494,546.67	\$443,450.94	\$375,514.31
Prepaid Expenses	\$250,883.21	\$245,605.87	\$183,555.31	\$209,537.75	\$178,729.00
<b>TOTAL CURRENT ASSETS</b>	<b>\$1,448,668.45</b>	<b>\$1,458,915.20</b>	<b>\$1,376,966.84</b>	<b>\$1,424,405.30</b>	<b>\$1,405,114.11</b>
<b>PROPERTY AND EQUIPMENT</b>					
Vehicles, furniture and equipment	\$736,424.99	\$738,222.27	\$747,472.16	\$746,483.83	\$747,629.23
Building	\$1,181,553.16	\$1,181,553.16	\$1,181,553.16	\$1,181,553.16	\$1,181,553.16
<b>NET PROPERTY AND EQUIPMENT AT COST</b>	<b>\$1,917,978.15</b>	<b>\$1,919,775.43</b>	<b>\$1,929,025.32</b>	<b>\$1,928,036.99</b>	<b>\$1,929,182.39</b>
Less Accumulated Depreciation	(\$1,010,739.32)	(\$1,010,739.32)	(\$1,001,405.38)	(\$1,001,405.38)	(\$1,001,405.38)
<b>TOTAL PROPERTY AND EQUIPMENT</b>	<b>\$907,238.83</b>	<b>\$909,036.11</b>	<b>\$927,619.94</b>	<b>\$926,631.61</b>	<b>\$927,777.01</b>
SOFTWARE DEVOLPMENT COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL ASSETS</b>	<b>\$2,355,907.28</b>	<b>\$2,367,951.31</b>	<b>\$2,304,586.78</b>	<b>\$2,351,036.91</b>	<b>\$2,332,891.12</b>
<b>LIABILITIES AND NET ASSETS</b>					
<b>CURRENT LIABILITIES</b>					
Accounts Payable	\$145,016.05	\$150,793.96	\$180,796.71	\$113,132.72	\$131,680.36
Payroll taxes and Accruals	\$47,882.94	\$65,519.44	\$64,827.79	\$214,127.61	\$207,843.24
Other Current Liabilities	\$8,646.19	\$8,646.19	\$8,589.83	\$9,058.46	\$8,973.50
Deferred Income	\$160,650.35	\$163,486.35	\$107,797.35	\$110,633.35	\$79,525.35
<b>Total CURRENT LIABILITIES</b>	<b>\$362,195.53</b>	<b>\$388,445.94</b>	<b>\$362,011.68</b>	<b>\$446,952.14</b>	<b>\$428,022.45</b>
LONG-TERM DEBT	\$377,929.90	\$378,648.21	\$379,391.92	\$380,104.90	\$380,843.47
<b>TOTAL LIABILITIES</b>	<b>\$740,125.43</b>	<b>\$767,094.15</b>	<b>\$741,403.60</b>	<b>\$827,057.04</b>	<b>\$808,865.92</b>
<b>NET ASSETS</b>	<b>\$1,635,654.37</b>	<b>\$1,620,729.68</b>	<b>\$1,583,055.70</b>	<b>\$1,543,852.39</b>	<b>\$1,543,359.79</b>
<b>Total LIABILITIES AND NET ASSETS</b>	<b>\$2,375,779.80</b>	<b>\$2,387,823.83</b>	<b>\$2,324,459.30</b>	<b>\$2,370,909.43</b>	<b>\$2,352,225.71</b>

## Board Development

March 21, 2017

In attendance: Rama Haidara, Pat Snyder, Paul Cortez. Excused: Mary Ann Discenza. Staff: Eden Harrington-Hall

Meeting to order at 8:45 a.m.

### Board Vacancies

We continue to search for two new Board members to fill the seats vacated by Paula Currie and Luann King. Lindy has reached out to Jeanette Dipbo who indicated that she is interested in the Board position. Jeannette is an original Board member with Cortland Area Communities that Care, she's on the Board of Family Health Network, has been involved with the Council of Churches and she teaches at SUNY Cortland as well as being very involved and supportive of the Cortland Hunger Coalition that CAPCO started. If Jeannette does officially accept the invitation, Lindy will reach out to Mayor Tobin to see if he will be willing to have Jeannette represent him. We have also asked Management staff if they have any ideas of who would be a potential Board member. Kirsten Parker indicated that she might know of a couple of people. We are also interested in finding someone who has some fund development experience in the wake of the recent proposed budget.

### Board Training

Lindy and Eden have met with John Hoeschele regarding the Board training previously discussed with both the committee and the Board. We discussed a couple of ideas that we thought would be beneficial for the Board, Policy Council and staff as well as what format would work best (i.e. a half-day session, splitting it up between two sessions, etc. All present thought it would be advantageous to split the training into two sessions the first being an introduction and overview of the process and the second would be more engaging – the committee also discussed what time of day they thought would work best (i.e. evening, afternoon, morning, etc.) It was decided to bring this to the full board for their input. In addition, John was gracious enough to offer to provide the training free of charge which we were very grateful for.

There being no further business, meeting adjourned at 9:10 a.m.

March 21, 2017

In attendance: Shawn Allen, Shelley Warnow, Liz Haskins, Doug Bentley. Excused: Billie MacNabb.  
Absent: Gary Dallaire. Staff: Lindy Glennon, Eden Harrington-Hall

Meeting to order at 12:05 p.m.

### HS/EHS Reports for January

#### Special Needs

- 47 HS children are receiving Special Needs and it is a requirement that at least 10% of the children we serve receive Special Needs services which we are surpass that.
- 5 EHS children are receiving services.

#### Mental Health – EHS/HS

- 0% of the EHS children are experiencing mental health issues. Of the 200 children in HS 24 children experience behavioral issues. This has been a topic of discuss and concern for some time. There are 5 HS children who can only spend a limited amount of time in the classroom due to behavior issues. There was much discussion about this growing concern and it appears this trend will continue. Shawn inquired if there was some sort of committee to address this issues and unfortunately, there are very few behaviorist serving the area. Lindy will follow-up with Bethann to see if we can identify possible SUNY Cortland faculty, etc. to try to form some sort of committee to address this issue. In addition, Kate Shaw who is the Mental Health Consultant is on maternity leave and plans to come back for 1 or 2 days per week after her leave. This is a vital position as well as one of the new Performance requirements that a Mental Health consultant be on staff and conversations started about filling this position.

#### Family Services – HS/EHS

- 90% Attendance for HS with only 4 children under 100% of the poverty guidelines on the waiting list.
- 87% attendance for EHS. There are 57 Income Eligible children on the waiting list. As discussed in the past, we are looking at converting HS slots to EHS slots due to the amount of children who are on the waiting list. Lindy will be meeting with HS/EHS staff to discuss converting some HS slots to EHS.

#### Health Services

- 30% of the EHS children have received their dental and 54% of the HS children have received theirs.

There being no further discussion, motion made by Elizabeth Haskins; seconded by Douglas Bentley to accept the HS/EHS reports. Motion carried.

### Staff Updates

- We have received the official notification from the Regional Office approving Bethann Fischer as the new HS/EHS Director.
- We are in the process of creating a job description for the newly created position of Coach/Professional Development Specialist which is a new Performance Standard requirement.
- Kristi Coye's title has been changed to HS/EHS Assistant Director. Her duties won't change, this change will better reflect her position.
- We are also in the process of recruiting for Bethann's position as Education Coordinator. We hope to have the position filled by the end of April.

### Learning by Giving Grant

The committee reviewed the SUNY Cortland Learning by Giving grant in the amount of \$2,000 to support the SnackPack for Kids initiative. Shelley Warnow made a motion to present to the full Board for approval; seconded by Elizabeth Haskins. There being no further discussion, motion carried.

### Mission Statement Review

As part of the TRACS review the Board is required to review the agency Mission Statement every five years to ensure agency programs align with the statement. Much discussion centered around the current trends that agencies are moving towards such as using tag lines, etc. Shawn Allen and his students just recently changed their Mission Statement to "Rejoice! Come As You Are! Live the Word!" which is easily remembered and does capture what the O'Heron Newman Catholic Center represents.

John Hoeschele, a Marketing Executive has agreed to provide training for Board, Policy Council, and staff on marketing, fund development, etc. Lindy suggested that for the time being we keep the current Mission Statement until after the training is provided due to the fact that John's expertise is in developing strategies to brand an organization and his guidance would be very beneficial in this process. Motion was made by Shawn Allen; seconded by Douglas Bentley to keep the Mission Statement as is for the time being. There being no further discussion, motion carried.

### Federal Budget

The proposed Federal Budget was released on March 16<sup>th</sup> with proposed elimination of CSBG funding, LiHEAP and WAP funding, as well as significant cuts to USDA resources. Lindy was immediately contacted by Casey Quinlan for ThinkProgress.org in response to the President's proposed federal budget and asked what her response was in regards to the budget. Lindy was quoted in the article regarding the comment in the proposal that it was "relevant to eliminate CSBG funding because all that funding did was provide employment support and emergency assistance" which is completely wrong.

Several suggestions were made on how we as an agency move forward to better educate on the value of those programs which are slated to be eliminated. It was noted that we as an agency should tread lightly as we don't want to appear to take one political side or another. Shawn suggested that we have an event as an agency to allow for our participants to voice how life changing CAPCO services have been in improving their lives and how detrimental it would be in funding was eliminated. All present agreed that would be a good idea.

There being no further business meeting adjourned at 1:10 p.m.

# HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

## MONTHLY POLICY COUNCIL REPORT HS

Special Needs

Employee Name: Bethann Fischer

Month: January 2017

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIT Special Ed Itinerant Teacher	Couns. Play Therapy	1;1 Aide	# of Evals	# of Children CPSE Mtg	# of Children Declassified	Refused Referral
Randall	3	1	3	1	1	0	0	0	2	2	0	0
Smith	4	0	2	0	0	1	1	0	1	0	0	0
Parker	4	1	4	0	0	0	1	0	1	1	0	0
YMCA I	4	4	4	2	0	1	2	1	0	0	0	0
YMCA II	5	3	5	3	0	1	0	0	1	2	0	0
YMCA III	0	0	0	0	0	0	0	0	1	0	0	0
McGraw I	2	0	2	0	0	0	0	0	3	4	0	0
Homer I	3	3	3	3	1	1	1	0	1	0	0	0
Homer II	2	0	2	0	0	0	0	0	0	1	0	0
Marathon	4	2	4	0	0	0	1	0	1	0	0	0
Johnson I	6	4	6	3	1	2	1	0	0	1	0	0
Johnson II	5	3	5	0	0	2	2	0	1	1	0	0
Cortlandville	5	4	4	4	1	0	1	0	1	1	0	0
<b>TOTALS</b>	<b>47</b>	<b>25</b>	<b>44</b>	<b>16</b>	<b>4</b>	<b>8</b>	<b>10</b>	<b>1</b>	<b>13</b>	<b>13</b>	<b>0</b>	<b>0</b>



# HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County  
Community Action Program, Inc.

## MONTHLY MENTAL HEALTH REPORT HS

Employee Name: Katherine E. Shaw

Month: January 2017

	Behavior Concerns observed by Mental Health Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV		Curriculum
						Face to Face	Telephone	
YMCA I	3	2	0	1	0	0	2	1
YMCA II	0	0	0	0	0	0	0	0
YMCA III	2	0	0	0	0	0	0	0
Smith	6	2	0	0	0	0	1	1
Parker	1	0	0	0	0	0	1	0
Randall	0	0	0	0	0	0	0	0
Homer I	1	0	0	0	0	0	0	0
Homer II	1	0	0	0	0	0	0	0
McGraw I	4	1	0	0	0	0	0	0
Johnson I	0	0	0	0	0	0	0	0
Johnson II	2	1	0	0	0	0	0	0
Marathon	1	1	0	0	0	0	0	0
Cortlandville	3	0	0	0	0	0	1	0
<b>TOTALS</b>	24	7	0	1	0	0	5	2

# HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

## MONTHLY FAMILY SERVICES REPORT (HEAD START)

Employee Name: Trudy Happel Month: January

Center	Enrolled	Entered	Withdrew	Accepted (but not enrolled)	% of Daily Attendance	# of Home Visits	# of Over Income	# of Under 130%	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children
YMCA 1	14	12	2	0	85	2	0	2	11	1	0
YMCA 2	20	19	1	0	94	2	2	2	21	0	0
YMCA 3	14	14	0	0	90	0	0	4	3	0	0
Barry	15	15	0	0	87	3	4	2	6	0	0
Parker	16	16	0	0	90	3	5	2	5	0	0
Randall	16	15	1	0	91	0	3	2	0	0	0
Smith	16	16	1	0	89	4	3	2	8	0	0
Homer 1	16	15	1	0	88	1	0	1	4	0	0
Homer 2	14	13	0	0	94	1	1	2	6	1	0
McGraw	16	16	0	0	91	0	1	4	2	0	0
Marathon	15	15	0	0	93	4	3	2	6	0	0
Johnson 1	14	14	0	0	86	6	0	1	2	0	0
Johnson 2	14	13	1	0	89	8	0	1	0	0	0
TOTAL	200	193	7	0	90%	34	22	27	74	2	0

# of Children on the Waiting List:

3 Year Olds  
Over Income  
Under 130%  
Under 100%

21
2
3

4 Year Olds  
Over Income  
Under 130%  
Under 100%

18
0
1

Comments: \_\_\_\_\_

HEADSTART / EARLY HEADSTAT PROGRAM OF CORTLAND COUNTY  
...a service of Cortland County  
Community Action Program , Inc.

## HS/EHSMonthly Family Engagement report

Month: January 2017

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of Families in Center	% of Families Involved
YMCA 1	PAG	1/19/2017	7	7	1	12	58%
YMCA 2	PAG	1/19/2017	10	9	2	19	53%
YMCA 3	PAG	1/26/2017	2	2	0	14	14%
Barry	PAG	1/27/2017	6	4	1	15	40%
Parker	PAG	1/27/2017	5	3	1	16	31%
	Root Vegetable Tasting	1/26/2017	3	3	1	16	19%
Randall	PAG	1/31/2017	5	5	2	15	33%
Smith	PAG	1/27/2017	3	2	1	16	19%
Homer 1	PAG	1/10/2017	3	2	1	15	20%
Homer 2	PAG	1/10/2017	1	1	1	14	7%
McGraw	PAG	1/17/2017	0	0	0	12	0%
Marathon	PAG	1/18/2017	0	0	0	15	0%
Johnson 1	PAG	1/19/2017	5	3	2	14	36%
Johnson 2	PAG	1/19/2017	6	4	1	14	43%

# Health Services HS Dental/Incident Report

January 2017

Classroom	Received	30 Days	60 Days	90 Days	90+ Days		F/U Needed	F/U Not Started	F/U Started	F/U Completed	Refusals		Incidents
Barry	10	0	0	1	4		2	1	0	1	0		0
Homer 1	13	0	0	0	3		5	3	0	2	0		1
Homer 2	11	0	1	0	2		2	0	0	2	0		0
Johnson 1	12	1	0	0	3		3	1	1	1	0		2
Johnson 2	12	0	0	1	1		1	1	0	0	0		2
Marathon	12	0	0	0	1		5	1	2	2	0		0
McGraw	12	0	0	0	6		1	1	0	0	0		1
Parker	12	0	0	0	3		3	2	1	0	0		1
Randall	12	0	0	0	5		3	0	1	2	0		0
Smith	13	0	0	0	3		5	4	0	1	0		0
YMCA 1	10	0	1	1	1		2	0	0	2	0		0
YMCA 2	12	0	0	0	7		2	1	0	1	0		0
YMCA 3	10	0	0	1	3		1	1	0	0	0		0
Totals	151	1	2	4	42		35	16	5	14	0		7
Total %	54%												
Injury/Incident : Classroom-6,Sidewalk-1,Stairs-1,Gym-1,Bathroom-1,' ,Yoga Room-3													
Comments	54% % of dental treatment needed has been started or completed.												
	75 % of dentals have been received for Head Start Program.												

**HEAD START  
CLASSROOM HAPPENINGS  
JANUARY 2017**

**Homer 1**

- January was a month of problem solving. We discussed solutions that help with our everyday problems.
- Rhyming was a big topic for our class room and the children really enjoyed using finger plays, songs and stories to help them with sound patterning.
- Rainbow fish was introduced to the class and is now hanging on the windows of the classroom.
- Shapes were reviewed using marshmallows and toothpicks, using our sense of feeling while closing our eyes, making shape monsters and sight cards.
- Math class numbers were gone over by rote counting and more or less related to the numbers.
- Tiny Turtle came to the class and talked to the children about his “safe space” inside his shell. The children made their own turtle shells and made their own “Tiny Turtles” to take home.
- We went over with the children on how to calm themselves down when they got upset.
- Our class ended the month with a PAG that involved a winter theme along with Homer 2, which consisted of making snowflakes and playing pin the nose on the snowman.

**Homer 2**

- Our PAG was January 23<sup>rd</sup>: Winter fun activities. Our class made tie die snowflakes with coffee filters, markers and water.
- We also played put the sticker on the snowman. The children were blindfolded and had to walk up to the paper snowman and stick the sticker to it.
- Dina and Wally came to the classroom and taught the children about using problem solving skills.
- Our study unit was about farms, markets and foods. The children learned what happens on a farm, how food is made/grown and where you can buy food.

### **Johnson 1**

- Our class has started a new unit on Farms, Markets and food.
- We discussed with the children about germs and what to do to protect yourself from them.
- Our class learned about animals.
- The children had a chance to play and explore using pizza dough.
- Our class had a dairy products tasting day.
- We worked with the children to make a grocery list.
- The children are learning about asking to play with toys and about sharing.
- The children learned about counting and adding by making bean soup.
- We discussed with the children about food and different food groups.
- Our class learned about horse shoes and even played horseshoes using the letters "H" and "S."
- For our art wall, the children made barns, chickens, tractors horses and sheep.
- Children learned about rough and smooth items: such as sandpaper, foil, paper, and pencils.
- We worked with the students in finding rhyming words.
- Our class learned about farm animals, barns and fences.

### **Johnson 2**

- This month our class has been learning about farms, what grows on a farm, what lives at a farm and where food comes from.
- Dina and Wally have come to our class and taught the children about emotions and what we can do when we feel angry or upset.
- We learned about germs and how they are so tiny that we cannot even see them.
- Miss Claudia used a special light so the children could see what germs looked like. Then the children learned about washing their hands to get rid of germs.
- With our families the children made hot chocolate.

### **Marathon**

- At this month's PAG meeting, Miss Claudia brought in a black light so the children could see their hands with and without germs.
- Dina came into the class room and taught the children about problem solving and feelings.

- At the sensory table we switched to water and the children loved it.
- Our class did an egg drop and tried to prevent the egg from breaking.
- Our class learned the letters “T” and “I”. We also practice writing our names daily.
- Our class is learning about markets and farms. What grows on a farm, then the children drew farms with barns and did a dairy tasting with butter, milk and yogurt.
- After reading “Little Red Hen Makes a Pizza”, the children drew a pretend pizza.

### **McGraw**

- Our class has started a new unit learning how to control anger, how to calm our bodies and take three deep breaths.
- The children are learning about animals. We are learning about different animal habitats.
- The class have enjoyed making murals and working together
- The class have enjoyed learning new songs with Mr. Joe. He is teaching the children about different sounds.
- Sparkle came to our class and talked to the children about brushing their teeth and how to properly wash their hands so germs are not spread.

### **Parker**

- This month’s PAG we had a dance at Smith School. 3 families attended. We danced and had a photo booth and had some snacks. We enjoyed getting to know the families more intimately in a fun setting.
- Our class held a root veggie tasting. We had 3 families come to taste some root vegetables. Together we tried turnips, rutabaga, beets and parsnips. Yummy.
- We have taken away the students symbols. Now the children are identifying their names by letters.
- Wally came to the classroom to finish up teaching about problem solving and Tiny has started to talk about anger management.
- Our class has continued our geometry unit and kept reviewing our numbers and counting.
- Animals and their habitats was our main theme this month.
- We have read many books in our class and have analyzed the characteristics of animals.

### **Randall**

- This month we have continued learning about animals, how they live and what they eat.
- Our class has learned the letters "O", "Q", "G" and "J".
- Our class has been learning about sequencing and have been practicing this every day.
- Our new science unit the children are learning about our feathered friends.
- Our PAG meeting was on January 31<sup>st</sup>. We made bird feeders. The children made the bird feeders out of pinecones, peanut butter and bird seeds.
- For our social and emotional unit the children are learning about anger control steps and practicing positive self talk for staying calm, with "Tiny Turtle".

### **Smith**

- Social and Emotional Unit: The children have met Tiny ("Tiny Turtle"). We have been learning the 5 anger management steps and practicing how to use them.
- We have played games like bingo and created a nice and not nice saying shield.
- Literacy unit: The children have been very interested in specific books this month: "No David" and "Five Little Monkeys". These have been very exciting reads.
- HWOT: We have taught the children the letters "C" and "O" this month. The children love making the letter sounds as well as making creative projects that revolve around the letters.
- Yoga: Mrs. Molly has done a wonderful job introducing yoga to the children. At morning circle we have practiced deep breathing as well as the dog and tree pose.
- Our PAG meeting was held January 27 in the Smith gym. Both Parker and Barry students and teachers came. We had about 10 families join our dance and picture party. Great fun.

### **Barry**

- Learning the letters Q,S,O and G
- We started our Anger management unit with Dina



- In math we explored different shapes and how it relates to geometry
- Common Core study unit was animals and habitats. We learned about birds, mammals, fish and their unique features.

### **YMCA 1**

- This January our class has started a new unit with Miss Kate with Safety Bear.
- For our class nutrition lesson we had fun making healthy faces out of vegetables.
- In math class the children have been working very hard on counting 1-10 and learning about basic shapes.
- The children have really enjoyed our unit on markets and farms.
- We had a great time making our farm bulletin board with tractors, cows, barns and corn.
- In the block area of the classroom, the children had fun playing farmers and building barns for our animals to live in.
- Dina came to our class and taught the children about problem solving, sharing and asking.

### **YMCA 2**

- January had our class reading "Stone Soup", then the children helped make stone soup. We then had families come in and try our stone soup. Yummy.
- In our science class we talked with the children about woodland habitats and what kinds of animals and plants lived there.
- Our class learned the letters "Q", "G", "S" and "J."

### **YMCA 3**

- This month had our class learning about farm life. We made pigs that had a mud bath, paper plate cows and chickens. We colored farmers and barns. We also painted some more animals as well.
- We added corn and toy animals to our sensory table.
- We also added a toy tractor to the area with the barn.
- Our class is learning about the first letter in their names by playing fun games.

- On January 26<sup>th</sup> we had our PAG meeting. It was a swim party.
- Our class made playdough that kind of looked like mud for the pigs to play in.
- We have a new break aid and the children love her.
- Our class played horse shoe with horse shoes that were in the shape of the first letter of our first names.

# HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

## MONTHLY POLICY COUNCIL REPORT EHS

Special Needs

Employee Name: Bethann Fischer

Month: January 2017

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIT Special Ed Itinerant Teacher	Couns. Play Therapy	1;1 Aide	# of Evals	# of CPSE Mtg	# of Children Declassified	Refused Referral
Cortlandville	0	0	0	0	0	0	0	0	0	0	0	0
Cosimo I	0	0	0	0	0	0	0	0	1	0	0	0
Cosimo II	0	0	0	0	0	0	0	0	1	0	0	0
Cosimo III	1	1	1	0	1	1	0	0	0	1	0	0
South Main I	1	0	1	0	0	0	0	0	0	0	0	0
South Main II	1	0	1	0	0	0	0	0	0	0	0	0
Home Based I	0	0	0	0	0	0	0	0	0	0	0	0
Home Based II	2	1	1	0	1	2	0	0	0	0	0	0
<b>TOTALS</b>	5	2	4	0	2	3	0	0	2	1	0	0

**HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY**  
...a service of the Cortland County  
Community Action Program, Inc.

**MONTHLY MENTAL HEALTH REPORT EHS**

Employee Name: Katherine E. Shaw

Month: January 2017

	Behavior Concerns observed by Mental Health Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV		Curriculum
						Face to Face	Telephone	
Cortlandville	0	0	0	0	0	0	0	0
Cosimo I	0	0	0	0	0	0	0	1
Cosimo II	0	0	0	0	0	0	0	0
Cosimo III	0	0	0	0	0	0	0	0
South Main I	0	0	0	0	0	0	0	0
South Main II	0	0	0	0	0	0	0	0
Home Based I	0	0	0	0	0	0	0	0
Home Based II	0	0	0	0	0	0	0	0
<b>TOTALS</b>	0	0	0	0	0	0	0	1

# HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

## MONTHLY FAMILY SERVICES REPORT (EARLY HEAD START)

Employee Name: Trudy Happel Month: January

Center	Enrolled	Entered	Withdrew	Accepted (but not enrolled)	% of Daily Attendance	# of Home Visits	# of Over Income	# of Under 130%	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children
Elm Tree	8	8	0	0	81	1	0	0	0	0	0
Cosimos 1	8	6	2	0	85	1	0	0	0	0	0
Cosimos 2	8	7	1	0	86	1	0	1	2	2	0
Cosimos 3	8	8	0	0	97	0	0	0	0	0	0
South Main 1	8	8	0	0	73	0	0	0	1	0	0
South Main 2	8	8	0	0	99	0	0	2	0	0	0
Home Based 1	12	11	0	0	22 63	26	0	0	2	0	0
Home Based 2	12	12	0	0	7 54	26	0	2	14	3	0
TOTAL	72	68	3	0	87%	55	0	5	19	5	0

# of Children on the Waiting List:

Expectant  
Over Income  
Under 130%  
Under 100%

0
1
1

Children  
Over Income  
Under 130%  
Under 100%

21
10
47

Comments: \_\_\_\_\_

HEADSTART / EARLY HEADSTAT PROGRAM OF CORTLAND COUNTY  
 ...a service of Cortland County  
 Community Action Program , Inc.

## EHS Monthly Family Engagement report

Month: January 2017

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of families in center	% of families involved
Elm Tree	PAG	1/27/2017	7	5	2	8	88%
Cosimo 1	PAG	1/26/2017	3	3	1	6	50%
Cosimo 2	PAG	1/25/2017	2	2	0	7	29%
Cosimo 3	PAG	1/26/2017	4	4	0	8	50%
	Sensory Bottles	1/12/2017	6	11	3	8	75%
South Main 1	PAG	1/26/2017	0	0	0	8	0%
	Sensory Bottles	1/20/2017	3	3	0	8	38%
South Main 2	PAG	1/26/2017	0	0	0	8	0%
Home Based 1	PAG	1/18/2017	3	3	0	11	27%
Home Based 2	PAG	1/18/2017	1	1	0	11	9%

# Health Services EHS Policy Council Report

January 2017

Classroom	Current Phys	Current Imm	12 Mo Lead	24 Mo Lead		Dental Rcvd	F/U Need	F/U Start	F/U Comp	Refusals		Incidents
Cos 1	5	8	N/A	N/A		N/A	N/A	N/A	N/A	0		0
Cos 2	5	6	7	N/A		4	0	0	0	0		2
Cos 3	5	8	6	3		3	0	0	0	0		3
Elm Tree	7	7	8	N/A		0	0	0	0	0		4
HB 1	5	10	6	4		3	1	0	0	0		0
HB 2	8	11	5	2		1	1	0	0	0		0
SM 1	8	8	4	6		3	0	0	0	0		1
SM 2	6	8	5	6		4	0	0	0	0		7
Totals	49	66	41	21		18	2	0	0	0		17

Total % 70% 94% 30%

## Comments

Injuy/Incidents: Classroom-16, Bathroom-1  
Total % of dentals received of children age 1 year and older.

**EARLY HEAD START  
CLASSROOM HAPPENINGS  
JANUARY 2017**

**Cosimos 1**

- This month we have hit a lot of developmental milestones.
- Our first baby turned 1 year old. Happy Birthday!
- Our 3 oldest children have begun walking and teetering around the room and are waving and saying “hi” and “bye.” Great job.
- They have also started to eat table food.
- Our youngest 3 babies are beginning to sit unsupported, find hidden objects, and babble some consonant sounds.
- January’s PAG was Baby Yoga. We had Kate Shaw come show our parents some baby yoga moves and fun activities to help strengthen bonds and relax babies.

**Cosimos 2**

- Working on completing second round of TSG.
- January 25 was PAG on potty training and we had 2 parents attend.
- On January 17 we had one child withdraw from class.
- Also on January 27<sup>th</sup> we had another child leave the classroom.
- Our class have begun using regular drinking cups and no longer use sippy cups.
- Art class has our class learning to paint using our hands, cars, and toilet paper rolls. What fun.
- The children are working on sharing in the classroom.
- The children are really growing in their language skills.
- The children love to dance and their favorite dance song is “We Are The Dinosaurs.”



- We are beginning to do more scribbling with crayons and markers instead of tasting them.
- Also the children are beginning to do some of the motions to songs that we play in the classroom.
- On the sensory table the children have explored rice by scooping and measuring it.
- The children are getting stronger about following simple directions in the classroom.
- We have 3 friends beginning to attempt in using the potty. Great job.

### **Cosimos 3**

- This month we were very busy learning many new things.
- First we made animal puppets, then Winnie the Pooh Faces, did some finger painting, water color painting.
- Also we did sticker art project, made an epsom salt art project and colored with crayons and markers, as well as used chalk on the chalkboards.
- Music class we sang songs such as: "I'm Bringing Home a Baby Bumblebee", "Thumbkin", "Five Green and Speckled Frogs", and "Row, Row, Row Your Boat". What fun.
- Our class also danced during IMIC with scarves, ribbons, babies and musical instrument. We had our own band.
- In our class we read several books: "The Big Red Barn", "Mr. Brown Can Moo! Can You?" and "Big Blue Truck."
- In the sensory table we had water so the children could wash their babies and have a rubber ducky race to see who's duck was the fastest.
- Now we have oatmeal in the sensory table so the children can learn about scooping, measuring, pouring and talk about how the oatmeal feels, smells and what it is used for.
- At our Parent Activity we had 6 parents to 8 of our children show up with 3 dads and grandpas. We made sensory bottles in this parent activity get together.
- Our PAG meeting was rescheduled due to a snow day and the time was changed from 5:30 to 2:15 pm snack time, so more parents could attend.

We did "Stone Soup" for our meeting. We had 4 families attend to our 7 children. Everyone that came enjoyed the soup.

### **Elm Tree**

- We have moved from the Cortlandville location into our Elm Tree location. Yeah finally.
- Our PAG meeting was a waffle breakfast. 6 out of our 8 families stayed for our PAG.
- Our students are learning about matching colors, color recognition, sharing, taking turns and gentle touches.
- The children are adjusting very well to our new location and routine.
- We are encouraging the children to try new foods.
- Also we are teaching the children to slide feet first on their bottom down the climber slide.
- The children are enjoying the gross motor time in the 3 year old classroom.
- They are using push toys, tunnels, soft climbs, balls, house, and scarves.
- In our classroom and the gross motor room, we have 2 targets on the walls for our children to throw balls at.
- We are practicing and encouraging pretend play in the kitchen area of the classroom and teachers model pretending to eat food.
- For our PAG activity we had a snowball fight with balled up socks. The children had a lot of fun.
- Also in our classroom our children are working on washing their hands and using a tissue to blow their nose.

### **South Main 1**

- This month we had a new student join our classroom. Everyone is helping him adjust and feel welcome to the class.
- The children are becoming very interested in books, turning pages, pointing to the text, naming pictures, identifying actions and asking questions about the story.
- In our science class we did a snow painting. We talked about what happens when the paint touches the snow and it was a great time to identify colors.

- We are keeping our bodies moving by using our new large tunnel, the balance beam and hula hoops.
- Our PAG activity: indoor active play was held on January 26, at 2:15.
- Parent Engagement we made sensory bottles on January 20<sup>th</sup> at 8:30 and 2:15. Parents could choose which time they could attend.

### **South Main 2**

- This month in our class we sang lots of song and did many finger plays about snowflakes and snowman.
- Our children learned that snow melts and it is very cold.
- Our children are learning to be more independent: Examples by putting on our own shoes, coats, and pulling up our own pants in the bathroom.
- Our class is learning how to dress for the cold weather. This turned into a health lesson.
- For our parent involvement we made a snowman snack. We had 7 families show up.
- The children played with peppermint scented playdough and snowflake cookie cutters.
- Our PAG was on the 26<sup>th</sup> of January and it consisted of indoor active play games.
- We played some indoor active play games: Mitten match, putting "buttons" on a snow man and clean up the floor game by throwing paper snowballs.

***Resolution of the Board of Directors***

***of***

***Cortland County Community***

***Action Program, Inc.***

Resolution No.17 – 05

**W**HEREAS, the Cortland County Community Action Program, Inc. PP&E Committee has reviewed the SUNY Cortland Giving by Learning grant application in the amount of \$2,000.00 to support the SnackPack for Kids initiative and has recommended accepting as presented, and

**W**HEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the Giving by Learning grant application and accepts as presented.

**I**T IS HEREBY RESOLVED that on March 23, 2017 the Board of Directors adopts for acceptance the Giving by Learning grant application.

\_\_\_\_\_

President

\_\_\_\_\_

Date

SUNY Cortland  
Institute for Civic Engagement and SUNY Cortland Health Department  
**Learning by Giving - Requests for Proposals, Spring 2017**  
**Cover Sheet**

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Name of 501(c)(3) Organization: Cortland County Community Action Program, Inc. (CAPCO)

Tax ID Number: 161004653

Address in Cortland County: 32 North Main St. Cortland NY 13045

Cortland County Phone: 607-753-6781

URL for Organization's Web Site: [www.capco.org](http://www.capco.org)

Contact Person Name and Title: Brandy Strauf, Family Development Director

Contact Person's Email: [brandys@capco.org](mailto:brandys@capco.org)

Contact Person's Phone: 607-753-6781

Name of program/project: Family Development's Backpack Program

Amount Requested: \$2000

Total Project Cost: \$26,210

Organization's Annual Operating Budget:

CAPCO's total agency budget (including Family Development, WIC, Head Start/Early Head Start, CDPAP and Energy Services= \$5,800,000

Family Development budget= \$358,000

**1. Statement of the Problem:** Almost 50% of the children enrolled in Cortland City School District received free or reduced price breakfast and lunch. The free and reduced breakfast and lunch program ensures that children have healthy foods throughout the school day however on weekends and over school breaks it can be a hardship for a family to provide healthy meals and snacks consistently. Families report that on a fixed budget it is difficult to provide three balanced meals and snacks throughout the day.

**2. Program/Project Description:** The purpose of the Snackpack is to provide nutritional food to at-risk school children. These children are at risk of hunger during the weekend because of financial difficulties or crisis situations in their household. The program is designed to help provide children who rely heavily on school meals as a sole source of nutrition have nutritionally sound meals over the weekend. The program serves 200 children per school year throughout each district in the County (Cortland, Homer, Marathon, McGraw and Cincinnatus). We work closely with school staff to determine children that would benefit for the program. Sanckpacks are packed and delivered to the schools each Friday by community volunteers. The Snackpacks look like a normal backpack to ensure confidentiality for the students enrolled in the program. Each bag is packed with breakfast items, diner items, snacks, fruits and vegetables. Parents and school staff have reported positive outcomes of the program including children are less hungry during the school day and are more prepared to learn as a result of the program.

**3. Background:** The program started as a grassroots initiative that gave the community an opportunity to work together for a common cause. Donations of food items are collected through the year to help sustain the program. The program also creates a strong multi-partner collaboration between Cortland County Community Action Program, Private business and faith-based sectors. The program creates an opportunity for youth to be involved in community service aimed at helping their peers. The program began with less than 100 children being served and has doubled in current years due to the need in our county. With the recent growth in the program the partnerships and donations have not been enough to sustain the program. The average cost per child is \$2.50each week which provides meals and snacks for each day that the child is not in school receiving free or reduced price breakfast and lunch. There is no other program in Cortland County doing this project.

**4. Evaluation:** The program is evaluated annually through participant surveys. The surveys tell us if the program gave the families increased access to food, if they felt less hungry while enrolled in the program, and what food choices their family liked most. The program is also evaluated through discussion with school teachers and consolors. School staff has reported

that the children are less hungry when they come to school after a weekend and are better prepared to learn.

**5. Additional Support or Collaboration:** Because we are not currently funded to run this program community support and collaborations are vital to its success. We partner with several local businesses that collect nonperishable food items in their place of business for the program. The partnership that we have with local schools assists us in finding the neediest families to participate and allows us to follow up on the outcomes of the program. We also depend on the support we get from the community with food and monetary donations to keep this program running.

#### **6. Budget:**

<b>Line Item</b>	<b>Description</b>	<b>Amount</b>	<b>Funding source</b>
Personnel	7.5 hours/ week	\$7110	CAPCO's Family Development Program/CSBG funding
Food	200 children @ \$2.50/wk. for 33 weeks	\$16,500	Donations, Learning by Giving Grant, other program grants
Backpacks	200 book bags	\$1000	Business Sponsors
Volunteers time	Packing and delivering Snackpacks. 5 hours/week for 33 weeks	\$1600	Donated time
<b>Total</b>		<b>\$26,210</b>	

#### **7. Project Timeline:**

**Summer 2017-** get promotional materials to the schools about the program recruiting children that receive free or reduced price breakfast and lunch. Place boxes in local business collection non-perishable food items for the program. Recruit volunteers to pack and deliver the snackpacks.

**September 2017-June 2018** The program begins with Snackpacks being sent home with children every Friday throughout the school year. Donations are collect throughout the year to ensure sustainability of the program. Promotional materials will be distributed in the community requesting donations for the program.

**May 2018** Evaluation will be distributed to participating families.

# ***"Snackpacks for Kids" Packing Guidelines***

## **1 Child Family**

Items to include:

- 2 dinners (soup, taco, pasta & sauce, mac & cheese, PB/Jelly, etc.)
- 2 breakfast items (sm. Cold cereal box, oatmeal, pop tarts, cereal bars etc.)
- 2 serving fruit (fruit cup, fresh fruit, applesauce, etc.)
- 2 serving vegetable (canned beans, corn, carrots, etc.)
- 2 snack items (graham crackers, cheese crackers, pudding, nuts, raisins, etc.)

## **2 Child Family**

Items to include:

- 2 dinners (soup, taco, pasta & sauce, mac & cheese, PB/Jelly, etc.)
- 2 breakfast items (sm. Cold cereal box, oatmeal, pop tarts, cereal bars etc.)
- 2 servings fruit (fruit cup, fresh fruit, applesauce, etc.)
- 2 servings vegetable (canned beans, corn, carrots, etc.)
- 4 snack items (graham crackers, cheese crackers, pudding, nuts, raisins, etc.)

## **3 Child Family**

Items to include:

- 2 dinners (soup, taco, pasta & sauce, mac & cheese, PB/Jelly, etc.)
- 2 breakfast items (sm. Cold cereal box, oatmeal, pop tarts, cereal bars etc.)
- 6 servings fruit (fruit cup, fresh fruit, applesauce, etc.)
- 6 servings vegetable (canned beans, corn, carrots, etc.)
- 6 snack items (graham crackers, cheese crackers, pudding, nuts, raisins, etc.)

## **4 Child Family**

Items to include:

- 2 dinners (soup, taco, pasta & sauce, mac & cheese, PB/Jelly, etc.)
- 2 breakfast items (sm. Cold cereal box, oatmeal, pop tarts, cereal bars etc.)
- 8 servings fruit (fruit cup, fresh fruit, applesauce, etc.)
- 8 servings vegetable (canned beans, corn, carrots, etc.)
- 8 snack items (graham crackers, cheese crackers, pudding, nuts, raisins, etc.)

## **5 Child Family**

Items to include:

- 2 dinners (soup, taco, pasta & sauce, mac & cheese, PB/Jelly, etc.)
- 2 breakfast items (sm. Cold cereal box, oatmeal, pop tarts, cereal bars etc.)
- 10 servings fruit (fruit cup, fresh fruit, applesauce, etc.)
- 10 servings vegetable (canned beans, corn, carrots, etc.)
- 10 snack items (graham crackers, cheese crackers, pudding, nuts, raisins, etc.)

## **6 Child Family (2 backpacks)**

Items to include:

- 2 dinners (soup, taco, pasta & sauce, mac & cheese, PB/Jelly, etc.)
- 2 breakfast items (sm. Cold cereal box, oatmeal, pop tarts, cereal bars etc.)
- 12 servings fruit (fruit cup, fresh fruit, applesauce, etc.)
- 12 servings vegetable (canned beans, corn, carrots, etc.)
- 12 snack items (graham crackers, cheese crackers, pudding, nuts, raisins, etc.)

Please keep in mind that these are guidelines only. Please be aware of the weight of the backpacks. There may be other items that are available that you would like to include also such as personal care items, recipes, information about community resources.



Highlights for March 2017

- We are very happy to announce that we received formal notification from the Regional Office on March 16 that they have approved our hiring of Bethann Fisher as the CAPCO HS/EHS Director. We are very glad to be able to officially move forward with this component and plans. Bethann, Greg and Lindy have met to review the job description for the Education/Special Needs Coordinator, the position Bethann previously held. This job will be posted internally and externally by March 20 for 2 weeks. Plans will be to interview by the last week of April (will need to be that late due to Spring Break week of April 17).
- Congratulations to the HS Education component for the successful completion of the CLASS Review week of March 6. We have not received official report, but reviews in the classrooms seemed to go well. Reviewers assessed 12 of 13 HS Classrooms.
- The President released his budget on March 16. It includes significant cuts and/or elimination of many programs and services that CAPCO provides to our community. It calls for the elimination of CSBG funding, LiHEAP and WAP funding, significant cuts to USDA resources. There is a serious threat to Medicaid funding which would impact CDPAP. This proposed budget not include any current cuts to WIC. It does not directly address Head Start. But, we know that there is support from this administration to cut, if not eliminate Head Start. Information from NCAF and others in Washington is that this budget will not pass in this format. But, it gives us a very clear idea of the President's priorities. We will be working with our State and National funders and associations to plan for strong responses. It will be very important that we all, staff, community and Board members, join the effort to call for the resources and supports that we know our community needs.
- The Allocation Committee of the United Way visited Family Development staff 3/16 to review our program use of the United Way funding for the literacy program. Gail and Joyce did a good job preparing a very thorough review of this program. The committee was very impressed and positive about the program and its progress. The 2017 United Way funding applications have been released and we will be submitting a proposal for continued funding for this literacy program.
- Lindy, Brandy Strauf and Joyce Allen will attend the NYSCAA Poverty Symposium March 28-29 in Troy NY.

WIC Program  
Monthly Report  
March 20, 2017

- I have finished my work with the Expert Panel on Coordinator Competencies. The training center is making final edits to the document and then it will be sent to a number of different groups (including sponsoring agencies) for an assessment of the kinds of training WIC Coordinators need to meet all of the competencies.
- We continue to work on our goals of increasing the percentage of children participating on the program, increasing the percentage of infants fully breastfeeding at 6 months of age, and decreasing the percentage of women with high prenatal weight gain with mixed success.
- Almost every county in our region is searching for at least one Nutritionist right now. I did get a favorable response from the Regional office when I talked to them about using unallocated funds to try to hire Janice's replacement before she leaves but the timing is going to be a little tricky. We may be starting a new fiscal year around the same time. My plan now is to have a discussion with Janice and see if we can get some clearer understanding of the timing.
- The programs in the region are having problems getting travel approved by the regional office. They seem to think we have to follow state travel policies. One of the items being disputed is hotel rates. They are claiming that they will not reimburse for higher than the state rate. This is an issue because many times the hotels will not honor the state rate for agencies that are not government agencies like ours and the rate for the State WIC Association Conference is higher than the GAO rate for Rochester (\$120 vs \$104).

- We have received a number of donated appliances including air conditioners, dehumidifiers, ceiling fans, air purifiers and vacuums from Intertek. We will be holding a giveaway in late spring for eligible families.
- We received a donation of personal care items from Marietta including shampoo, conditioner and body wash. The items are being given away in Family Essentials, WIC and Head Start/Early Head Start. The company would like to continue donating on an ongoing basis.
- We applied for the SUNY Cortland Learning by Giving Grant. This grant would give us \$2000 to help with the SackPack Program. We have not been successful receiving this grant in the past.
- We had our first United Way site visit. United Way visits all funded programs halfway through the grant to look at progress. The visit went well and the United Way members seemed impressed with the number of students in the program.
- 6 CAPCO Adult Education students received their High School Equivalency Diploma and The OCM BOCES graduation ceremony. 12 students received diplomas (6 CAPCO, 6 BOCES).
- Brandy and Joyce will be attending the NYSCAA annual Poverty Symposium March 28 & 29.



## Energy Services Directors Report

### March 2017

- WAP 16.17 - 54 out of 56 units completed to meet our current contract goal with 3 weeks left in the contract. Will spend the last week cleaning vans and punch list items. Operating on a 2 man crew until August 2017.
  - SUNY Cortland Intern, Beth started working with us the end of January. Majoring in Solar Energy and Building Science she is very much interested in the work that we do and has been shadowing Max. They have covered energy auditing, TIPS & EmPCalc software, QCI, Post Inspections, ER & HP audits with Empower, and client education.
- WAP 17.18 - The new 2017-2020 contract package has arrived from HCR. 2017 contract will be for \$325,000 and a cap for 3 years of \$1,625,000. Will present to the Board soon.
- EmPower NY- 5 HP's completed & 6 ER's completed. No coordinated work at this time, running the program on its own. We have set new production goals for March-August 2017 with EmPower - 11- HP's and 36- ER's.
- AO Smith – We have been contacted by Intertek that the manufacturer, AO Smith has requested all hot water tanks be returned to them. This program was very crucial in serving our clients and community needs. Over a 12 year span we were able to give out over 457 tanks.
- HOME (City of Cortland)- 6 Energy Audits have been completed since January.
- RESTORE- The contract has been sent to HCR. No work can begin until the contract has been executed by the NYSHTFC. At that time the contract will start and end 12 months from the date of execution.
- HEAP-
  - Repair / Replacements – 3 units completed.

- Energy Savers- 2 units completed.
- Training- No activity
- Meetings- Attended the 2017 WAP State Plan Hearings – Feb.9th

**Monthly Board Report**  
**From: HS/EHS Management Team**  
**Month: March 2017**

- I. Enrollment
  - A. At this time, we are fully enrolled with 200 in Head Start and 72 in Early Head Start.
  
- II. Center/Office Updates/Policy Council
  - A. New Head Lice Policy went to the council.
  - B. PC was postponed due to the winter storm. Will carry over business into April the second Tuesday of the month.
  - C. Cortland School District stated they would not be using the South Main fields this Spring so they will not be mowing this lawn. Will need to get bids for South Main for landscaping.
  
- III. Old Business
  - A. CLASS Review was completed. Just waiting for the final report to see how we did. Feel like things went well, but they really do not comment.
  
- IV. New Business
  - A. Working on Day Care Licensing at some of our sites.
  - B. Selection for re-enrollees has taken place.
  - C. Bethann Fischer is officially the new Director for Head Start/Early Head Start beginning March 16, 2017. Received the letter from the regional office with acceptance and approval.
  
- V. Executive Session
  - A. N/A because meeting was cancelled. However, did call PC members to ensure new staff were approved for hiring.

#### CDPAP

All participants have transitioned to an MLTC (other than those on either a waiver or just have basic housekeeping needs.

- 31 Medicaid - \$15.97
- 31 – Fidelis - \$18.50
- 10 – Icircle - \$17.73
- 7– VNA - \$17.73
- We now have an Enhanced Medicaid rate - \$17.03, of the 31 on straight Medicaid 11 are reimbursed at the enhanced rate.
- I also have one possible ICircle participant we are trying to get discharged from the hospital as well as a new referral from Fidelis.
- Unfortunately, we lost two participants over the last month, however, both lived into their 90's.
- One Enhanced Medicaid case has been closed and one ICircle participant is now in a facility.
- On a happier note, I had a visit last week for MM – a one year old who has been in the program since being discharged from the neonatal intensive care unit (**NICU**) being diagnosed with Hypopituitarism which is a hypofunction and other disorders of the pituitary gland. He was sent home with **palliative care and the prognosis seemed bleak with issues with developmental delays, etc. It has been one year since MM has been home and I'm excited to report that he is doing great. He is in the process of potty training which the mother stated he has been interested in since he was nine months old, although small in stature he is doing remarkable.**



## HUMAN RESOURCES REPORT MARCH 2017

HR Director: Greg Richards

### HR Happenings:

- **Head Start/Early Head Start Recruitment:** With the transition of Bethann Fischer to Head Start/Early Head Start Director, Human Resources has worked with Bethann, other members of the HS/EHS leadership team, and the Executive Director to develop a recruitment plan for the Education and Special Needs Coordinator. In addition to the Education/Special Needs Coordinator, the HS/EHS Program is adding a newly created position titled Coach/Professional Development Specialist for the 2017-2018 Program Year. This is a mandated position per the newly implemented HS/EHS Performance Standards. The position will be full-time and full year (52 weeks). Both positions have been posted internally for 7 days and externally until March 31, 2017.
- **Complete Payroll Online Timekeeping:** Human Resources has partnered with the Fiscal Department and the Executive Director in exploration of an online timekeeping module for our employees to record and submit their time for payroll processing. Currently, timekeeping is done with manual paper timesheets that are signed off and reviewed by supervisors before being manually keyed into the payroll system by our Fiscal Department. We are looking to add the online timekeeping function to our currently payroll module through Complete Payroll that would allow employees to submit time worked and time-off requests to supervisors online (and then supervisors have ability to view and approve timekeeping online). This information would then import to our payroll system for processing, eliminating manual entry. This is expected to streamline payroll functions and provide more accountability, including a more concrete audit trail of timekeeping. The Fiscal Director, Martha Allen, and Human Resources have looked at other providers (i.e. ADP, Paychecks, Paylocity) to see demonstrations and compare price points. At this point, we are just exploring the idea of timekeeping through our current provider to determine functionality and feasibility. We are also reaching out to our Community Action network to obtain feedback from other Agencies using online timekeeping, specifically those using Complete Payroll. Further updates and proposals will come before the Board of Directors as we drill down our needs and a plan for rollout.
- **NYS Paid Family Leave:** In April 2016, NYS passed into law Paid Family Leave that allows employees up to 12 weeks of paid leave for an employee to care for a family member with a serious health condition, the birth or adoption of a child, or for a qualified military exigency. This is similar to the federal Family Medical Leave Act (FMLA) but provides paid leave to employees who qualify (both leaves will need to be coordinated). The new paid family leave policy will be implemented gradually. Starting on January 1, 2018, employees will be eligible for eight weeks of paid leave, earning 50% of their



weekly pay (capped at 50% of the statewide average weekly pay). The number of weeks of leave and amount of pay increases yearly until, by 2021, employees will be eligible for the full 12 weeks of paid leave, earning 67% of their weekly pay (capped at 67% of the statewide average weekly pay). In order to be eligible to receive paid leave benefits, employees are required to have worked for their employer for at least six months.

The leave will not be funded by employers, but will instead be supported through payroll deductions from employees pay checks. Tax rates for the deduction have not yet been released, but are scheduled to be released in June 2017. HR will be attending a training on this through the Cortland Chamber of Commerce on April 20, 2017. Further guidance is expected from NYS throughout the 2017 summer months.

- **2017 CAPLAW Conference:** Human Resources and the Fiscal Director, Martha Allen, will be attending the CAPLAW Conference in Denver, CO in June 2017. This is a particularly beneficial conference as it specifically HR/Finance driven for the Community Action Agencies. HR and Finance attended this conference in June 2015 and gleaned highly beneficial information that is still used today (ie. ACA implementation). This conference is expected to be extra valuable this year as we begin to plan for budget and regulatory changes expected with the new Presidential administration.
- **New Employee Performance Evaluation Tool:** Human Resources developed and has officially rolled out a new Employee Evaluation Tool. The new tool evaluates employees on each of their job functions as well as their key qualities and competencies. Employees will be evaluated on a scale from 1 to 5 with 1 being performance consistently below expectations and 5 being performance consistently exceeding expectations. Ratings on each category rated on will culminate into one overall evaluation score. New to the tool is a section for employees to first evaluate themselves before meeting with their supervisors. This gives employees direct feedback to their overall performance ratings. Also, there is a separate section to evaluate employees in supervisory roles. The tool is user friendly and was created in Microsoft Excel. Supervisors completing the form will be able to do so electronically. CAPCO holds annual evaluation between June and August (to coincide with Head Start Program Year). The new tool will first be used during the upcoming round of Annual Evaluations. A big thank you to Martha Allen for her technical assistance in creating the tool. Below are snapshots of the new tool and evaluation criteria.

PERFORMANCE EVALUATION RATING SCALE	
Numeric Rating	Definition
<b>N/A</b>	Does not apply to the position or supervisor has never observed performance in the category. <i>If this rating is used, it will not factor into the average rating. Instead, the formula will automatically divide by the number of categories that were actually rated.</i>
<b>1</b>	Performance is <b>consistently below expectations</b> . An action plan addressing performance deficiencies is required, to remain in current position.
<b>2</b>	Performance <b>meets some, but not all expectations</b> . Acceptable performance must be more consistent.
<b>3</b>	<b>Meets Expectations:</b> Performance <b>consistently meets the high expectations</b> of the Agency, and satisfies all job requirements.
<b>4</b>	Performance <b>consistently meets and frequently exceeds</b> the high expectations of the agency.
<b>5</b>	Performance <b>consistently exceeds the high expectations</b> of the agency. Employee's performance would be considered a role model to others.

### SECTION I: EVALUATION OF JOB-RELATED PERFORMANCE FACTORS

Supervisor - complete the comments section first, and then assign a rating, using the performance rating scale on page 1 of this document.

#### Essential job-related duties to use for performance management, related to working in this department

<b>Job Standard:</b> Complete annual service plan for area of responsibility, administer and implement system of continuous monitoring and evaluation of activities.	<b>Numeric Rating</b>
<b>Comments:</b>	

<b>Job Standard:</b> Collaborate on strategies for ongoing monitoring and annual self-assessment for the health, safety, education and security of children and families and to oversee ongoing implementation of the Performance Standards and other federal regulations.	<b>Numeric Rating</b>
<b>Comments:</b>	

<b>Job Standard:</b> Maintain written policies and procedures for implementation of Family & Community Partnership functional area as described by performance standards.	<b>Numeric Rating</b>
<b>Comments:</b>	

<b>Job Standard:</b> Follow agency procedures for reporting suspected child abuse and neglect. Coordinate training for staff. Maintain ongoing partnership with local CPS/DSS to ensure communication and team work.	<b>Numeric Rating</b>
<b>Comments:</b>	

<b>Job Standard:</b> Attend local, state and regional initiatives to represent the center and to develop professionally.	<b>Numeric Rating</b>
<b>Comments:</b>	

<b>Job Standard:</b> 0	<b>Numeric Rating</b>
<b>Comments:</b>	

### SECTION V: PERFORMANCE EVALUATION SUMMARY

This section is completed and signed by the Supervisor & the Employee. Others sign as indicated.

EVALUATION SUMMARY	RATING
<b>Job-Related Performance Factors</b> From Section I, Page 2-5	<b>3.00</b>
<b>Work Qualities &amp; Agency Standards</b> From Section II, Page 6	<b>3.00</b>
<b>Supervisor Addendum</b> From Section III, Page 7	
<b>OVERALL RATING</b> Add ratings from Section I and Section II together Divide the result by 2.	

PERFORMANCE EVALUATION RATING SCALE	
RATING	DEFINITION
1	Performance is <b>consistently below expectations</b> . An action plan is required to address performance deficiencies, to remain in current position.
2	Performance <b>meets some, but not all expectations</b> . Acceptable performance must be more consistent.
3	<b>Meets Expectations:</b> Performance consistently meets the agency's high expectations and satisfies all job requirements.
4	Performance <b>consistently meets and frequently exceeds</b> the high expectations of the agency.
5	Performance <b>consistently exceeds the high expectations</b> of the agency. Employee's performance would be considered a role model to others.

To achieve expectations, employees and supervisors need to meet regularly, to communicate progress.

☐ Weekly ☐ Monthly ☐ Quarterly ☐ Other \_\_\_\_\_

- **2017 Relay for Life:** The CAPCO Wellness Committee is once again initiating CAPCO's participation in Cortland County's Relay for Life in support of the American Cancer Society. Registration to join the CAPCO Crew are now under way with the following fundraisers planned:

**1. CAPCO Bring your Bottles and Cans to Work Days—Friday, May 5, 2017 & Friday, June 2, 2017**

- Staff, volunteers, board members bring in empty bottles and cans on the designated date. Please note, you do not have to be participating on the CAPCO Crew to help with this cause!

**2. CAPCO Bake Sales—April 27<sup>th</sup>, May 11<sup>th</sup>, May 25<sup>th</sup>, June 8<sup>th</sup> (all Thursdays)**

- For 4 days from the end of April until early June, CAPCO will be holding a bake sale in support of the Relay for Life. The first bake sale date will be Thursday, April 27th. **We are looking for volunteers to bring in baked goods for these dates.**

**➔ Basket Raffle**

- Team up with other CAPCO Crew members and create a basket give away that we will sell raffle tickets for at each of the bake sales and announce winners at the Relay!

**3. Really *Ridiculous* Relay Receptacle**

- Staff may be seeing the Relay Receptacle on their desk or classroom soon! As it will indicate, staff will have to donate to the CAPCO Crew's version of a "piggy bank" before you are able to pass it on! Any amount will do (even a nickel!), and your donation is anonymous. Of course, if staff do not feel comfortable donating, there is no requirement.