

# M e m o r a n d u m

To: CAPCO Board of Directors  
From: Eden C. Harrington-Hall, Assistant Director  
Date: January 25, 2016  
Subject: Board of Directors Annual Meeting

This is to inform you that a CAPCO Board of Directors meeting will be held at ***6:00 p.m. January 28, 2016 at CAPCO South Main, 236 South Main Street, Cortland.***

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

January 28, 2016

- I. Call to Order
- II. Approval of the December 10, 2015 Meeting Minutes
- III. **Standing Committee Reports**
  - **Executive Committee**
  - **Finance and Audit Committee**
    - ***Motion to Receive and File Financial Statements.***
  - ***Board Development Committee***
  - ***Resolution:***
    - ***16 – 01 – is seeking your acceptance the slate of officers for 2016.***
  - ***PP& E Committee***
- IV. Executive Director Report
- V. Program Director Reports
  - WIC
  - Family Development
  - Weatherization
  - Head Start
  - CDPAP
  - HR
- VI. Head Start Policy Council Update
- VII. Old Business
- VIII. New Business
- IX. Adjournment

## Board of Directors Meeting Minutes

December 10, 2015

- I Meeting called to order at 12:05 p.m.  
**In attendance:** Janet Hansen, Penny Prignon, Helen Spaulding, Paula Currie, Carole Ann Davies, Luann King, Shawn Allen, Pat Snyder, Mary Ann Discenza, Elizabeth Haskins  
**Excused:** Cheryl Michales, Rama Haidara **Absent:** Gary Dallaire
- II. Motion for approval of the October 29, 2015 Meeting Minutes made by Janet Hansen; seconded by Elizabeth Haskins. There being no corrections or discussion, motion carried.
- III. **Standing Committee Reports**
  - **Executive Committee**

Lindy noted that the following Resolutions are in response to Colleen Kania's resignation as the Finance Director.

    - Resolutions:
    - 15 – 42 - Is seeking your acceptance the authorized signers on the Tompkins Trust Company agency bank accounts. Motion for acceptance made by Carole Ann Davies; seconded by Helen Spaulding. There being no discussion, motion carried.
    - 14 – 43 – is seeking your acceptance the new authorizations on the Tompkins Trust Company and M&T Bank accounts. Motion for acceptance made by Shawn Allen; seconded by Helen Spaulding. There being no discussion, motion carried.
    - 15 – 44 – is seeking your acceptance changing trustees on the Mutual of America 401K Plan. Motion for acceptance made by Carole Ann Davies; seconded by Elizabeth Haskins. There being no discussion, motion carried.
  - ! • **Finance and Audit Committee**
    - Motion to Receive and File Financial Statements made by Luann King; seconded by Carole Ann Davies. There being no discussion, motion carried.
    - The committee met with Bettina Lipphardt, auditor from the Bonadio Group in preparation for the upcoming audit. Colleen Kania has offered to return in January and assist with the preparation of the Federal Expenditure Report for 2015. Bettina also shared how positive it has been to work with Colleen and wished her well.
    - Colleen presented the Financial reports and noted that all reporting requirements have been met timely with the exception of the CDPAP Cost Report which is being completed and should be filed by the end of November.
    - Resolution:
    - 15 – 45 – is seeking your acceptance the WIC Direct Care Cost of Living Adjustment Payments (DC COLA). Motion for acceptance made by Luann King; seconded by Janet Hansen. Lindy explained per the Contract that there are Phases and that we are in Phase II. There being no further discussion, motion carried.

- **Board Development Committee**

- Lindy has met with Adam McGivern a potential new Board member representing the Elected Public Official seat. Adam was very excited about the opportunity and we hope to have his application back before the Holidays and hope that he can meet with the Committee in January.
- The recommendations for the Slate of Officers will be presented at the Annual meeting in January.

- **PP& E Committee**

- **Resolution:**

- 15 – 46 – is seeking your acceptance the HS/EHS PIR's. Motion for acceptance made by Helen Spaulding; seconded by Luann King. Janet Hansen shared with the group that the only concern is the Dental follow-up which could be due in part the lack of dentist who provide care for young children who will accept Medicaid. There being no further discussion, motion carried.

IV. Executive Director Report

- Colleen's last day was November 23<sup>rd</sup> and the Finance Director position will be posted again after the Holidays.
- The CDPAP Cost Report has been submitted and as part of the report we have requested an Enhance Rate which the Department of Social Services is in support of.
- It looks like there will be another Continuing Resolution and it is unsure if there will be a Government shutdown.
- WAP funding was not approved, however Hanna did vote yes to the proposal. He personally called and told Lindy how disappointed he was that it was not approved.
- The WIC budget always has unallocated funding, however they never fund it - this year it is funded.

V. Program Director Reports

- WIC
- Family Development
- Weatherization
- Head Start
- CDPAP
- HR

VI. Head Start Policy Council Update

- **Resolution:**

- 15 – 47 – is seeking your acceptance the seating of Miranda Greene as a Consumer Sector Representative from the Head Start Policy Council. Motion for acceptance made by Carole Ann Davies; seconded by Luann King. There being no discussion, motion carried.

VII. Old Business

VIII. New Business

- The Annual meeting will be at South Main and the CAPCO Kitchen will be providing dinner.

IX. There being no further business, motion for adjournment made by Carole Ann Davies; seconded by Luann King. Meeting adjourned at 1:00 p.m.

## Finance Committee Meeting

January 13, 2016

Meeting called to order at 8:05 a.m. Members present: Paula Currie, Penny Prignon, Helen Spaulding. Members excused: Luann King, Carole Ann Davies. Staff present: Lindy Glennon, Shelley Barnhart.

Lindy updated the committee regarding the fiscal department and a search for a permanent, fulltime Fiscal Director. Shelley has determined that she is not interested in the FD position permanently, but prefers to look at expanding her current responsibilities as Assistant FD especially in the area of CDPAP and Medicaid. We have received a number of resumes for the FD position and will be meeting to review and begin scheduling interviews. Bettina Liphardt, our auditor from Bonadio, has offered to assist in the review of resumes and interviews if we would like. We will consult her if and as needed. The first interviews with candidates will be with Lindy, Greg (HR) and Shelley. Second interviews with candidates that best meet our needs will involve the management team (Program Directors). Lindy discussed with the Finance Committee that any members interested in being part of the interview process would be welcomed. Committee felt at this time this wouldn't be necessary. Asked that Lindy keep them informed with progress.

Lindy shared information about the application being prepared for the RFA by the Dormitory Authority for Nonprofit Infrastructure Capital Investment Program. CAPCO is working on a request for \$225,000 for work at the S. Main Facility (see attached). The request includes replacing all door and windows, replacing the boiler for heat, a commercial kitchen, installing a lift to make the downstairs accessible if needed and reimbursement for up to \$92,000 of remodeling/renovation work done on the facility between May-September 2015. The application is due no later than 1/29/15. Plans are to submit by no later than 1/27/16. Committee made a motion to submit the proposal for S. Main based on information presented. Motion made by Helen Spaulding, second Penny Prignon. Motion carried. Lindy told committee the specifics and budget will be sent to committee when it's completed.

Shelley presented financial reports to the committee (see attached). All reports and vouchers are up to date. As of month ending 12/31/15, it appears that CDPAP will have less than \$15,000 overspend. Because of steps taken, this is much less than was originally anticipated with the reduction in the reimbursement rates. This amount may decrease as final billings are done and submitted. Lindy discussed with the committee that Shelley and Eden are working to identify any of the accounts receivables from CDPAP that have been outstanding since 2014 that we will have to write off. This will be presented to the committee and the Board prior to April when the audit will be done. Billing for CDPAP is now being done in the fiscal office and Shelley is working with Eden to follow up with any questions and timely resubmissions about rejected billings, rebillings, etc.

Newly assigned Fiscal Program Analyst for the CSBG contract, Darren Beachamp, was here last week to review CSBG contract. Everything went well. He did identify issue that there are times that CAPCO has in excess of \$250,000 in an account. This is above the FDIC limit and should be reviewed to identify ways to avoid. Lindy has reached out to Brad at Tompkins Trust to discuss options. He also identified that monthly bank statements need to be reviewed more timely. Shelley and Paula (Board Chair reviews these as well) discussed process to do this more timely. Shelley will prepare the information, including credit card statements and present to Paula at month end, one month at a time. Lindy shared that we are waiting on directions from the Division of Community Services regarding request for amendment to

include the carryover and any increases due to federal budget passed in December. This included a 6% increase to CSBG funding.

Head Start/Early Head Start contracts are good. Does not appear there will be any issues with spending out contract, no anticipated overspends. Staff are working on the refunding application due 3/1/16. Lindy identified that the finance committee will have the proposed budget to review for February meeting. Full Board will review for approval at the February Board meeting.

Shelley discussed information regarding Energy Services and explained Program Income process with HCR and WAP funds. She and Denise are working on resolving questions/issues with the report. Questions regarding possible overspend being addressed and resolved. Lindy shared that WAP also got increase in federal budget. We are hopeful this will mean an increase in the next WAP contract. Energy Services met production goal as of 11/30 and will also be qualified for incentive funding.

WIC financials look good at this point. Shelley is working with Kirsten in planning for the COLA budget/proposal. Kirsten is reviewing budget to determine how they are going to fill vacant position. Likely to be hiring one more full time person in WIC.

Being no further questions, motion made by Helen Spaulding to accept and file financials as presented, second Penny Prignon. Motion carried.

Helen reminded committee that per last Finance Committee meeting, we need to discuss alternative meeting date as Luann King stated that this time is very difficult for her. Lindy will have Eden send out email to the committee to identify a better time. Committee indicated this day of the week works. Just needs to be later.

Meeting adjourned at 8:50 a.m.

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

**FINANCE DIRECTOR MONTHLY CHECKLIST**

**FOR THE MONTH November 2015**

*Submitted by Shelley Barnhart on January 20, 2015*

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
bank accounts have been reconciled through?	N/A	Dec-15
Accounts receivable over 90 days past due	N/A	yes
Accounts payable over 90 days past due	N/A	none
NYS Tax filing	3/20/2016	
Coporate Tax Returns (990's)	5/15/2016	
Quarterly payroll tax returns filed by complete payroll?	qtrly	yes
Form 1099's	1/31/2016	1/15/2016
<b>Program Reports</b>		
<b>CSBG 2014-2015 py</b>		
20% Expenditure report		6/3/2015
45% Expenditure report		8/24/2015
70% Expenditure report		10/8/2015
1st Qtr Program/Fiscal Attestation Forms	1/31/2015	3/16/2015
2nd Qtr Program/Fiscal Attestation Forms	4/30/2015	4/17/2015
3rd Qtr Program/Fiscal Attestation Forms	7/31/2015	7/29/2015
4th Qtr Program/Fiscal Attestation Forms	10/31/2015	11/10/2015
1st qtr MWBE Reports	1/10/2015	1/7/2015
2nd qtr MWBE Reports	4/10/2015	4/15/2015
3rd qtr MWBE Reports	7/10/2015	7/9/2015
4th qtr MWBE Reports	10/10/2015	10/9/2015
Unaudited Financial Statements	11/30/2015	11/30/2015
<b>CSBG 2015-2016 py</b>		
20% Expenditure report		
45% Expenditure report		
70% Expenditure report		
1st Qtr Program/Fiscal Attestation Forms	1/31/2016	
2nd Qtr Program/Fiscal Attestation Forms	4/30/2016	
3rd Qtr Program/Fiscal Attestation Forms	7/31/2016	
4th Qtr Program/Fiscal Attestation Forms	10/31/2016	
1st qtr MWBE Reports	1/10/2016	1/7/2016
2nd qtr MWBE Reports	4/10/2016	
3rd qtr MWBE Reports	7/10/2016	
4th qtr MWBE Reports	10/10/2016	
Unaudited Financial Statements	11/30/2016	
<b>Energy Services</b>		
<b>WAP 15-16 py</b>		
Monthly Voucher to Energy Services for presentation to DHCR	15th of mo.	1/7/2016
1st qtr MWBE Reports	7/10/2015	7/9/2015
2nd qtr MWBE Reports	10/10/2015	10/9/2015
3rd qtr MWBE Reports	1/10/2016	1/8/2016
4th qtr MWBE Reports	4/10/2016	
Unaudited Financial Statements	7/30/2016	
<b>Head Start &amp; Early Head Start 15-16 py</b>		
Quarterly Form 425:		
1ST QTR	4/30/2016	
2ND QTR	7/30/2016	
3RD QTR	10/30/2016	



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

**FINANCE DIRECTOR MONTHLY CHECKLIST**

**FOR THE MONTH November 2015**

*Submitted by Shelley Barnhart on January 20, 2015*

ITEM/REPORT	DUE	DATE FILED
4TH QTR	1/30/2017	
Form 425 due:		
semi-annual	1/30/2016	1/11/2016
preliminary annual	7/30/2016	
final	10/30/2016	
<b>WIC 14-15py</b>		
Monthly Voucher	Monthly 15th	
Final Voucher	11/15/2015	11/15/2015
<b>WIC 15-16py</b>		
Monthly Voucher	Monthly 15th	12/10/2015
Final Voucher	11/15/2016	
<b>CDPAP</b>		
Cost Report	9/15/2015	12/2/2015

**FINANCE COMMITTEE REPORT**  
**SUMMARY OF November 2015 FINANCIAL STATEMENTS**  
*PRESENTED BY Shelley Barnhart*  
*January 20, 2016*

AGENCY

All reporting requirements have been met timely.

Over 90 days on Aged AP are due to HS/EHS leases, other maintenance contracts and also to the timing in Nov for week of Thanksgiving.

CDPAP

Billing for CDPAP is current, billing is completed in Fiscal office as of January 2016. Income statement for November does have actuals for December in forecast line, based on revenue for 12/26/15 – 12/31/15 a small deficit will be recognized.

EARLY CHILDHOOD DEVELOPMENT

Across all contracts, a deficit is not anticipated. We have started the budget process for next year's contract.

ENERGY SERVICES DEPARTMENT

November income statement for WAP is showing a deficit but expenses are being moved from WAP to program income, to help with this. NYSERDA is showing a deficit, Denise thinks two additional jobs with help this contract. Denise is concerned with her program ADM not being covered, we talked about setting a formula to make sure all of program ADM is covered. This will help to ensure NYSERDA is billed covering all ADM cost.

FAMILY DEVELOPMENT DEPARTMENT

The WFD contract ended 9/30/15, with no continuation. CSBG, a deficit is not anticipated. Looking to complete grant applications for Dollar General and Youth Bureau to help with the GED program.

WIC

The WIC and EPC contracts, a deficit is not anticipated. Kirsten and I are updating to account for additional clerk in WIC.

# CAPCO

## Balance Sheet

	11/30/2015	10/31/2015	9/30/2015	8/31/2015	7/31/2015
<b>ASSETS</b>					
<b>CURRENT ASSETS</b>					
Cash	\$524,818.88	\$226,140.47	\$561,552.39	\$642,623.46	\$440,841.87
Grants Receivable	\$335,697.06	\$446,806.74	\$317,578.20	\$244,783.09	\$487,288.05
Accounts Receivable					
1-125100-CI ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-125100-ES ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-125100-M ACCOUNTS RECEIVABLE	\$381,322.96	\$350,511.85	\$308,075.01	\$275,790.85	\$287,758.07
1-125101-M Less: ALLOWANCE FOR DOUBTFU	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00
1-125300-M MEDICAID VARIANCE RECEIVABI	(\$196.36)	(\$196.36)	(\$196.36)	(\$196.36)	(\$196.36)
Net Accounts Receivable	\$370,126.60	\$339,315.49	\$296,878.65	\$264,594.49	\$276,561.71
Prepaid Expenses	\$107,677.83	\$135,552.80	\$147,527.64	\$146,822.34	\$11,963.55
<b>TOTAL CURRENT ASSETS</b>	<b>\$1,338,320.37</b>	<b>\$1,147,815.50</b>	<b>\$1,323,536.88</b>	<b>\$1,298,823.38</b>	<b>\$1,216,655.18</b>
<b>PROPERTY AND EQUIPMENT</b>					
Vehicles, furniture and equipment	\$739,139.67	\$742,486.73	\$740,152.99	\$738,681.09	\$738,363.81
Building	\$1,172,557.16	\$1,148,774.16	\$1,136,660.16	\$1,095,283.18	\$1,071,202.85
<b>NET PROPERTY AND EQUIPMENT AT COST</b>	<b>\$1,911,696.83</b>	<b>\$1,891,260.89</b>	<b>\$1,876,813.15</b>	<b>\$1,833,964.27</b>	<b>\$1,809,566.66</b>
Less Accumulated Depreciation	(\$996,684.41)	(\$996,684.41)	(\$996,684.41)	(\$996,684.41)	(\$978,978.64)
<b>TOTAL PROPERTY AND EQUIPMENT</b>	<b>\$915,012.42</b>	<b>\$894,576.48</b>	<b>\$880,128.74</b>	<b>\$837,279.86</b>	<b>\$830,588.02</b>
SOFTWARE DEVOLPMENT COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL ASSETS</b>	<b>\$2,253,332.79</b>	<b>\$2,042,391.98</b>	<b>\$2,203,665.62</b>	<b>\$2,136,103.24</b>	<b>\$2,047,243.20</b>
<b>LIABILITIES AND NET ASSETS</b>					
<b>CURRENT LIABILITIES</b>					
Accounts Payable	\$299,845.05	\$241,272.25	\$490,912.99	\$344,965.14	\$144,977.14
Payroll taxes and Accruals	(\$21,490.00)	(\$188,245.42)	(\$203,884.33)	(\$127,332.16)	(\$41,894.97)
Other Current Liabilities	\$6,637.63	\$6,637.63	\$5,219.72	\$2,727.63	\$2,058.61
Deferred Income	\$113,113.25	\$19,102.72	\$74,222.03	\$77,270.97	\$82,245.97
<b>Total CURRENT LIABILITIES</b>	<b>\$398,105.93</b>	<b>\$78,767.18</b>	<b>\$366,470.41</b>	<b>\$297,631.58</b>	<b>\$187,386.75</b>
LONG-TERM DEBT	\$422,537.39	\$423,219.17	\$423,927.65	\$424,604.37	\$425,278.61
<b>TOTAL LIABILITIES</b>	<b>\$820,643.32</b>	<b>\$501,986.35</b>	<b>\$790,398.06</b>	<b>\$722,235.95</b>	<b>\$612,665.36</b>
<b>NET ASSETS</b>	<b>\$1,432,689.47</b>	<b>\$1,540,405.63</b>	<b>\$1,413,267.56</b>	<b>\$1,413,867.29</b>	<b>\$1,434,577.84</b>
<b>Total LIABILITIES AND NET ASSETS</b>	<b>\$2,253,332.79</b>	<b>\$2,042,391.98</b>	<b>\$2,203,665.62</b>	<b>\$2,136,103.24</b>	<b>\$2,047,243.20</b>

## Income Statement

1/1/15-12/31/15 CAPCO ADMINISTRATION

12/14/2015 09:05:08 AM

LINE ITEM	TOT BUDGET	BUDGET		ACTUAL		BUDGET		ACTUAL		FORECAST	TOT CONTRACT	REMAINING
		11/1/2015	11/30/2015	11/1/2015	11/30/2015	11/1/2015	11/30/2015	11/1/2015	11/30/2015			
ADM - ADMINISTRATIVE CHARGES												
REVENUE												
OTHER REVENUE												
OTHER INCOME	0	0	0	0	1,045	209	1,254	-1,254				
Total OTHER REVENUE	0	0	0	0	1,045	209	1,254	-1,254				
Total REVENUE	0	0	0	0	1,045	209	1,254	-1,254				
EXPENSES												
PERSONNEL												
SALARIES/WAGES												
SALARY/WAGE EXPENSE	215,217	17,935	26,574	197,285	201,496	40,299	241,795	-26,578				
NEW ACCRUED BENEFIT TIME	19,864	1,655	1,583	18,205	18,888	3,778	22,666	-2,802				
Total SALARIES/WAGES	235,081	19,590	28,157	215,490	220,384	44,077	264,460	-29,379				
FRINGES												
FICA EXPENSE	16,464	1,372	1,941	15,092	14,647	2,929	17,576	-1,112				
UNEMPLOYMENT INSURANCE EXPENSE	4,244	354	7	3,894	3,811	762	4,573	-329				
WORKERS COMP EXPENSE	810	68	228	748	1,331	266	1,597	-787				
DISABILITY INSURANCE EXPENSE	324	27	0	297	290	58	348	-24				
GROUP INSURANCE EXPENSE	29,410	2,451	2,453	26,961	29,999	6,000	35,999	-6,589				
401-K EXPENSE	6,457	538	632	5,918	4,794	959	5,753	704				
Fringes on Accrued Leave Earned	2,781	232	222	2,552	2,644	529	3,173	-392				
Total FRINGES	60,490	5,042	5,483	55,462	57,515	11,503	69,018	-8,528				
Total PERSONNEL	295,571	24,632	33,640	270,952	277,899	55,580	333,478	-37,907				
OTHER THAN PERSONNEL												
OFFICE SUPPLIES	5,275	440	1,565	4,840	7,863	1,573	9,436	-4,161				
FOOD & FOOD SUPPLIES	0	0	0	0	136	27	164	-164				
COMMERCIAL INSURANCE	2,823	235	221	2,585	2,487	497	2,984	-161				
VEHICLE FUEL	0	0	0	0	0	0	0	0				
PARKING LOT RENTAL	752	63	54	693	566	113	679	73				
BOARD EXPENDITURES	0	0	0	0	50	10	60	-60				
POSTAGE	75	6	0	66	0	0	0	75				
DUPLICATING & PRINTING	0	0	0	0	0	0	0	0				
INTERNET SERVICE	913	76	0	836	514	103	617	296				
TELEPHONE	1,465	122	0	1,342	1,059	212	1,271	194				
Computer & Software Expense	7,088	591	0	6,501	6,808	1,362	8,170	-1,082				
MEETING EXPENSE	0	0	0	0	80	16	96	-96				
TRAINING & TECHNICAL AST	0	0	0	0	1,390	278	1,668	-1,668				
STAFF RECOG.	0	0	80	0	840	168	1,008	-1,008				
Staff Development	0	0	0	0	1,096	219	1,315	-1,315				
LOCAL TRAVEL	0	0	0	0	5	1	6	-6				
OUT OF TOWN TRAVEL	62	5	30	55	30	6	36	26				
DUES & SUBSCRIPTIONS	410	34	995	374	9,707	1,941	11,648	-11,238				
PERMITS, FEES, & RENTALS	231	19	0	209	348	70	417	-186				
ADVERTISING	1,155	96	0	1,056	210	42	251	904				
BUILDING ALLOCATION	19,500	1,625	1,776	17,875	17,242	3,448	20,691	-1,191				
Total OTHER THAN PERSONNEL	39,749	3,312	4,721	36,432	50,432	10,086	60,518	-20,769				
ADMINISTRATION												
FINANCIAL AUDIT	0	0	0	0	507	101	608	-608				
PAYROLL PROCESSING	2,097	175	374	1,925	3,847	769	4,616	-2,519				
EAP SERVICES	6,923	577	601	6,347	6,111	1,222	7,333	-410				
ADMINISTRATIVE ALLOCATION	-340,482	-28,372	-28,959	-312,065	-338,361	-67,672	-406,033	65,551				
Total ADMINISTRATION	-331,462	-27,620	-27,984	-303,793	-327,896	-65,579	-393,475	62,013				
Total EXPENSES	3,858	324	10,378	3,591	435	87	521	3,337				
NET SURPLUS/(DEFICIT)	-3,858	-324	-10,378	-3,591	610	122	732	-4,590				

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

***Of***

***Cortland County Community***

***Action Program, Inc.***

***Resolution No. 16 - 01***

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the recommendation from the Board Development Committee the slate of officers for 2016.

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the recommendation and accepts as presented.

Be it resolved that on January 28, 2016 the Board of Directors approves the slate of officers for 2016 as follows:

Paula Currie, President

Shawn Allen, Vice-President

Rama Haidara, Secretary

Helen Spaulding, Treasurer

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President

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Date

Lindy Glennon

Highlights for January 2016 include:

- We have been working on the proposal for the Nonprofit Infrastructure Capitol Investment Program. The proposal is due 1/29/16. Per the proposal, CAPCO can apply for a minimum of \$150,000 up to \$1,000,000. We are focusing the proposal on the S. Main Facility – the proposal includes replacing all doors and windows and replacing the boiler for higher energy efficiency, installing a lift to make the basement handicap accessible, commercial kitchen and reimbursement for \$90,000 for the remodeling/renovation done between May-September 2015. The proposal is for \$225,000.
- A committee including Eden, Shelley, Greg and me has been meeting to prepare for the TRACS review by the DOS Division of Community Services, scheduled for July 12-13, 2016. As discussed with the Board in June 2015, there will be a number of areas to be discussed and approved by the BOD prior to that review in July. A calendar of these areas and projected dates for Board action will be presented to the Board Development Committee in February.
- We have received a number of solid resumes for the Fiscal Director. Greg (HR), Shelley and I have reviewed and identified candidates that we want to interview. The best candidates will be asked for a second interview that will include the management team. Shelley and Melinda are doing a very good job during this interim period. We appreciate Shelley's leadership. It is business as usual including budget work for new grants, refunding applications and prep for the audit.
- The Federal Budget was passed (finally) in December. Fortunately, funding for CSBG, WAP and HS/EHS all saw increases over current funding levels. We are waiting on direction from the specific funders regarding any changes to current allocations. The only funding that didn't see an increase was WIC. That funding was actually cut. But, per the USDA, not cuts are expected to current WIC contracts. The slight reduction in WIC funding was said to be due to decrease in participants.
- We are having preliminary conversations with two developers in the area about better, updated and more affordable lease space for CAPCO programs, including Head Start / Early Head Start classrooms and commercial kitchen space. This is very early in the discussion stages, just to see how it could work for CAPCO. Once we have more information and feel it would be beneficial to proceed, we will have more specifics for the Board to discuss and make a decision.

WIC Program Report  
Kirsten Parker  
January 22, 2016

- Our Direct Care COLA plan has been approved and we will be trying to make the first payment with the next payroll.
- We will be using some of our regular COLA grant to do another collaborative marketing initiative with the other WIC agencies in the region and the company we contracted with last year.
- We have been extremely busy. In December, even with the week-long closing we saw 100 more people than in November and we are on track to see more than that in January with one Nutritionist out for almost two weeks on vacation.
- We are also seeing people with more complicated problems. We are working with several agencies to try and get help for an extremely obese 3 year old who came in a week ago and worked with Family Development and Energy Services to try to help a young family with a newborn in a dangerous housing situation.
- December 31<sup>st</sup> one of our shared employees switched to part-time at her request and is no longer working for WIC. I am working with the regional office to try and get approval to replace her with a full-time clerical position.

- Literacy Tutors of Cortland County began recruitment of new tutors and students at the Cortland Counts presentation at SUNY Cortland with over 100 attendees.
- Tyler met with the Food Sense Program and is beginning an initiative to help increase sales of the Food Sense packages, which is the main funding source for the Food Bank. CAPCO purchased a food sense package and Tyler will set up a table on Family Essential days displaying the food package and informing people how to sign up. The cost of the food package is \$15.50 and EBT can be used for the purchase.
- CSBG quarterly Program Progress Report (PPR) is complete for Oct. 2015-Dec. 2015.
  - 473 people received clothing through Family Essentials and Family Success Centers.
  - 7 participants received emergency car or home repairs.
  - 2 families received emergency food.
  - 2 families received emergency transportation assistance.
  - 24 participants completed exercise classes to improve their health and well-being.
  - 10 participants completed cooking classes to exhibit improved family functioning.
  - 12 participants used SNAP benefits to purchase fresh produce at farmers markets.
  - 5 people were referred to appropriate health care services through the CHW.
  - 35 new participants enrolled in the High School Equivalency Program.
  - 3 Participants received their High School Equivalency Diploma.
  - 6 participants received tutoring in areas of math and literacy.
  - 44 people were referred to appropriate service providers to meet their needs.
- All Family Development staff attended Cortland Counts: An assessment of Health and well-being in Cortland County on January 20.





## Energy Services Directors Report

January 2016

- WAP 15.16- Due to the holiday's and our agency shut down only 2 units were completed but our production is on schedule.
- The 2016 State Plan draft has been released. Our allocated funds for the WAP16.17 contract will be \$400,000. This is our minimum allocation of \$325,000 plus the \$75,000 incentive. Only 19 out of 59 sub grantees received the incentive.
- EmPower NY- 12 units have been completed and invoiced. (11-ER's and 1-HP)
- AO Smith – 2 hot water tanks have been distributed to households in need.
- HEAP- No Heat emergencies – 2 units have been completed. 1- installed high eff. furnace and one repaired furnace.
- Energy Savers- 1 unit was completed and coordinated with the help of Action Angels.
- Training-
- Meetings- Attended the PAC Meeting in Syracuse on Jan. 20<sup>th</sup> which focused on the new 2016 State Plan.
- Other Topics- N/A

**BOARD OF DIRECTORS MONTHLY REPORT  
FROM HEAD START/EARLY HEAD START  
MONTH: December 2015**

**Enrollment:**

- Fully Enrolled
  - 200 Head Start
  - 72 Early Head Start

**Center/Office Updates/Policy Council Updates:**

- Approved the fiscal reports for November 2015.
- Approved the CACFP Report, Management reports and In-Kind Report for November 2015. Approved School Readiness Goals (round 1), ERSEA Integrated Service Plans and the Community Assessment.

**Old Business:**

- Discussed center updates.
- Currently working on the continuation grant for HS/EHS
  - Executive Summary will be presented to PP&E Committee on 2/16
  - Budget will be presented to Finance and Executive Committee on 2/17

**New Business:**

- We are in the beginning stages of the Program Self Assessment. All program staff will be trained on the Self Assessment January 29<sup>th</sup>. We will hold a training for all interested Policy Council members, Board members and community reps sometime in February.
- All staff training on January 29<sup>th</sup> will include trainings on Self Assessment, Nurtured Heart and CACFP.

**Executive Session:**

- All new hires were approved for 4 new substitute positions and a temporary Teacher Assistant.

## CDPAP – January

- Current Caseload is 53.
  - 21 Fidelis
  - 5 ICircle
  - 27 Medicaid
- Through the Long Term Care Coalition, a subgroup has been established for the purpose of taking about Managed Long Term Care (MLTC). To date we have had two meetings and VNA Home Care and Fidelis have been in attendance. The purpose of the group is to identify what's working and what isn't and share our concerns, etc. with the providers. We hope this will help with the transition to MLTC.
- There are currently two ICircle referrals and 1 Fidelis referral in process.

## HUMAN RESOURCES REPORT JANUARY 2016

HR Director: Greg Richards



### HR Happenings:

- **OSHA Form 300A and 300 Logs:** The Occupational Safety and Health Act (OSHA) require all employers to report “recordable” workplace injuries on OSHA Form 300, Log of Work-Related Injuries and Illnesses, and OSHA 300A, Summary of Work-Related Injuries and Illnesses. Employers are required to post Form 300A at each physical location where business is conducted from February 1<sup>st</sup> through March 31<sup>st</sup>. OSHA provides standards for what workplace injuries are considered “recordable” on the logs. CAPCO had 7 workplace accidents in 2015, with only one (1) resulting in a recordable injury on the OSHA logs (per OSHA standards). There have been OSHA 300 and 300A logs completed for each location and posted at each worksite. There was also an Agency-wide log completed and posted at the Main Office. The number of workplace accidents in 2015 reduced from 2014 where CAPCO had 17 reported workplace accidents with 2 resulting in recordable injuries. The reduction in workplace accidents/injuries is believed to be attributed to the re-implementation of the S.A.F.E Committee in 2015 with regularly scheduled Safety Audits of work locations and ongoing education to our staff.
- **Fiscal Director Recruitment:** Upon notification of Colleen Kania’s resignation effective 11/25/2015, Human Resources (working with the Executive Director and Assistant Fiscal Director) began the recruitment process for the Fiscal Director position. The position was originally posted in the Cortland Standard for 7 consecutive days in mid-November 2015, advertised on Indeed.com, posted to Craig’s list for the Ithaca and Syracuse areas, and posted to the Syracuse.com/Post Standard website for the duration of 1 month. We did not feel the quantity of qualified applicants was sufficient from this first round of posting, much of which is believed to be attributed the timing of the postings during the Holiday season. Working with the Assistant Fiscal Director and the Payroll Clerk, a plan was put in place to re-strategize our recruitment efforts following the Holiday season. Supports were put in place to with the re-assignment of duties to help ease the burden of the Fiscal department being short-staffed for what is expected to be a minimum of 2 months. Upon resumption of business in 2016, we advertised again in the Cortland Standard for 7 days, ran 2 Sunday advertisements in the Post Standard, posted to the U.S. and NYS Department of Labor list-serves, posted to the NYSCAA classifieds, as well as reached out to contacts at Le Moyne College. Recruitment efforts were more successful following the Holidays with 22 applicants in total of which 5 have been chosen for interviews. Interviews are expected to begin the first week of February with the target goal of having a new Fiscal Director hired and ready to start by the

end of February 2016. Human Resources, Program Directors, and the Executive Director continue to work with the Fiscal Department to ensure workload is meant in a manageable fashion during this transition.

- **Wellness Challenge:** The Wellness Committee organized the Agency's first employee Wellness Challenge that ran through the months of November and December. We had 18 teams of 3 sign-up for the challenge where there was a mid-challenge prize given and the winning team of the entire challenge announced at the beginning of January. The Wellness Committee received great feedback from the challenge and is evaluating ways to improve the challenge for our next challenge that we are considering beginning in the Spring 2016.
- **401K CAPCO Base and Match Remittance:** CAPCO's 401(K) Retirement Savings Plan changed for the calendar year 2015 to CAPCO remitting our match or base at the end of the plan year (opposed to bi-weekly with the employees' contributions). Employees employed as of the last day of the plan year (December 31) will receive their designated match. Per the plan documents and IRS regulations, CAPCO has until September 2016 to remit the CAPCO match to our employees' 401(K) accounts. However, Human Resources has been working with the Assistant Fiscal Director to initiate this remittance with a target goal of completing all CAPCO 401(K) match remittance by early February 2016. Human Resources and Fiscal are working with the Executive Director and Mutual of America (CAPCO's 401K provider) to change the plan back to remitting the match on a real-time bi-weekly basis with our employees' contributions. It is the belief of HR and Fiscal that with the addition of a full-time HR staff that we are better able to manage and administer the 401K plan on a real-time basis. Talks of making this change will continue with Board input and proper resolutions when the change takes place.
- **Update to CAPCO Personnel Policies & Procedures:** It has been an HR initiative to update CAPCO's Personnel Policies & Procedures (ie. Employee Handbook) since the addition of full-time HR a year ago. Human Resources is nearing completing of the first draft of the policies at which point the management and leadership teams will review and update as necessary. Goal is to have policies updated, reviewed by an attorney, and implemented by Spring 2016. This is also a requirement of TRACS.

**HEAD START PROGRAM OF CORTLAND COUNTY  
MONTHLY TRANSPORTATION REPORT  
MONTH: November 2015**

**Key: PT: Parent Transport  
Bus: School District**

<u>Center Names</u>	<u>PT: AM</u>	<u>PT: PM</u>	<u>Bus AM</u>	<u>Bus PM</u>	<u>Back to Office</u>	<u>Disciplinary</u>
YMCA I	20	20	0	0		
YMCA II	16	16	0	0		
YMCA III	14	14	0	0		
Parker	14	14	0	0		
Randall	16	16	0	0		
Smith	16	16	0	0		
Homer I	8	8	8	8		
Homer II	12	12	2	2		
McGraw	12	11	4	5		
Marathon	8	8	6	6		
Johnson I	14	14	0	0		
Johnson II	13	13	0	0		
Cville I	14	14	0	0		
Totals:	177	176	20	21	0	0

McGraw, Marathon, and Homer I & II are transported by the school district

# 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: November 15

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	20	19	0	0	87	0	3	3	1	1	1
YMCA 2	16	16	0	0	87	6	3	1	6	0	0
YMCA 3	14	12	1	0	85	2	0	1	4	1	0
Parker	16	15	0	0	95	1	2	1	0	0	0
Randall	16	16	0	0	96	3	2	2	0	0	0
Smith	16	16	0	0	89	1	3	1	0	0	0
Homer 1	16	16	0	0	96	1	3	2	0	0	0
Homer 2	14	14	0	0	90	3	0	3	0	0	0
McGraw	16	16	0	0	95	3	1	7	0	0	0
Marathon	14	14	0	0	95	3	1	4	2	2	1
Johnson 1	14	14	0	0	88	2	0	0	0	0	0
Johnson 2	14	14	0	0	89	1	1	3	0	0	0
C'ville 1	14	14	0	0	93	4	1	0	0	0	1
TOTAL	200	196	0	0	93%	30	20	28	13	4	3

# of Children on the Waiting List:

3 Year Olds  
Over Income  
Under 130%  
Under 100%

22
3
8

4 Year Olds  
Over Income  
Under 130%  
Under 100%

16
0
0

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

Health Services HS Dental/Incident Report  
November 2015

Classroom	Dental Rcvd	30 Days	60 Days	90 Days	90+ Days		F/U Needed	F/U Not Started	F/U Started	F/U Completed	Refusals		Incidents
C'Ville 1	8	1	5	0	0		1	1	0	0	0		0
Homer 1	13	0	3	0	0		1	0	0	1	0		0
Homer 2	10	1	4	0	0		3	2	0	1	0		4
Johnson 1	10	0	3	0	0		2	1	0	1	0		0
Johnson 2	8	1	4	0	0		1	1	0	0	0		0
Marathon	7	0	5	0	0		1	1	0	0	0		0
McGraw	14	0	2	0	0		4	2	1	1	0		0
Parker	9	1	3	0	0		3	1	0	2	0		0
Randall	14	1	1	0	0		3	2	0	1	0		0
Smith	10	1	3	0	0		2	2	0	0	0		4
YMCA 1	13	1	5	0	0		5	3	0	2	0		1
YMCA 2	14	0	2	0	0		5	5	0	0	0		1
YMCA 3	8	0	4	0	0		0	0	0	0	0		0
Totals	138	7	44	0	0		31	21	1	9	0		10
Total %	32%												
Comments													



# HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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Community Action Program, Inc.

## MONTHLY POLICY COUNCIL REPORT HS

Special Needs

Employee Name: Bethann Fischer

Month: November 2015

	# 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	5	2	4	2	0	0	2	0	2	0	0	0
Smith	1	0	1	0	0	0	0	0	1	0	0	0
Parker	3	1	2	1	0	0	1	0	2	1	0	0
YMCA I	3	2	2	2	0	1	2	0	0	0	0	0
YMCA II	5	2	5	1	1	0	1	0	0	0	0	0
YMCA III	2	1	1	1	0	0	1	0	0	0	0	0
McGraw I	4	3	4	3	0	2	0	0	1	0	0	0
Homer I	3	0	3	0	0	0	0	0	0	0	0	1
Homer II	2	2	2	2	1	2	0	0	0	0	0	0
Marathon	1	0	1	0	0	0	0	0	4	0	0	0
Johnson I	2	2	1	2	1	0	1	0	0	0	0	0
Johnson II	2	2	2	0	0	1	1	0	3	0	0	0
Cortlandville	2	1	2	1	0	1	1	0	0	1	0	0
<b>TOTALS</b>	35	18	30	15	3	7	10	0	13	2	0	1

# HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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## MONTHLY MENTAL HEALTH REPORT HS

Employee Name: Katherine E. Shaw

Month: November 2015

	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	1	1	0	1	1	1	0	0
YMCA II	0	0	0	0	0	0	0	0
YMCA III	2	1	0	0	0	1	1	0
Smith	0	0	0	0	0	0	0	0
Parker	0	0	0	0	0	0	0	0
Randall	5	0	0	0	0	0	1	0
Homer I	0	0	0	0	0	0	0	0
Homer II	0	0	0	0	0	0	0	0
McGraw I	1	0	0	0	0	0	0	0
Johnson I	1	1	0	0	0	2	0	0
Johnson II	1	1	0	0	0	0	0	0
Marathon	0	0	0	0	0	0	0	0
Cortlandville	2	1	0	2	2	2	0	0
<b>TOTALS</b>	13	5	0	3	3	6	2	0

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

## HS/EHSMonthly Family Engagement report

Month: November 2015

Staff: Amanda Keep /Crickett Landon

Center		Date of Activity	# of families	# of people	Males	# of families in center	% of families involved
YMCA 1	RIF	11/17/2015	2	2	1	19	11%
	FIRE STATION	11/20/2015	6	6	1	19	32%
	PAG	11/24/2015	7	9	3	19	37%
YMCA 2	STONE SOUP	11/24/2015	7	9	2	16	44%
	RIF	11/19/2015	8	9	1	16	50%
	PAG	11/24/2015	5	6	0	16	31%
YMCA 3	RIF	11/16/2015	1	1	0	12	8%
	PAG	11/19/2015	12	13	3	12	100%
Parker	PAG	11/18/2015	4	6	2	15	27%
Randall	RIF	11/23/2015	1	1	0	16	6%
	PAG	11/23/2015	3	14	1	16	19%
Smith	PAG	11/23/2015	2	6	1	16	13%
Homer 1	RIF	11/20/2015	9	21	4	16	56%
	PAG	11/12/2015	0	0	0	16	0%
Homer 2	PAG	11/12/2015	3	8	1	14	21%
McGraw	FAMILY LUNCH	11/19/2015	8	11	5	16	50%
	PAG	11/18/2015	6	12	4	16	38%
Marathon	PAG	11/23/2015	7	17	2	14	50%
Johnson 1	PAG	11/24/2015	5	20	1	14	36%
Johnson 2	PAG	11/24/2015	5	13	3	14	36%
C-ville 1	PAG	11/17/2015	9	10	2	14	64%
C-ville 2	RIF	11/18/2015	7	9	2	8	88%
	MAKING PLAY MATS	11/19/2015	4	4	1	8	50%
	PAG	11/17/2015	6	6	0	8	75%
Cosimo 1	RIF	11/13/2015	7	18	2	7	100%
	PAG	11/18/2015	3	8	1	7	43%
Cosimo 2	RIF	11/13/2015	7	16	3	8	88%
	SNACK	11/17/2015	4	12	3	8	50%
	PAG	11/18/2015	2	7	2	8	25%
Cosimo 3	RIF	11/24/2015	7	16	2	7	100%
	PAG	11/17/2015	3	8	0	7	43%
South Main 1	SOUP	11/24/2015	6	14	2	8	75%
	PAG	11/17/2015	6	18	2	8	75%
SouthMain 2	PAG	11/17/2015	3	8	0	8	38%
Home Based 1	PAG	11/18/2015	4	7	2	9	44%
Home Based 2	PAG	11/18/2015	1	1	0	9	11%

## PAGS

YMCA 3	100%
South Main 1	75%
C'Ville 2	75%
C'ville 1	64%
Marathon	50%
Home Based 1	44%
Cos 1	43%
Cos 3	43%
South Main 2	38%
McGraw	38%
YMCA 1	37%
Johnson 1	36%
Johnson 2	36%
YMCA 2	31%
Parker	27%
Cos 2	25%
Homer 2	21%
Randall	19%
Smith	13%
Home Based 2	11%
Homer 1	0%

## Extra Activities

Cos 1	100%
Cos 3	100%
C'ville 2	88%
Cos 2	88%
South Main 1	75%
Homer 1	56%
McGraw	50%
YMCA 2	50%
YMCA 1	31%
YMCA 3	8%
Randall	6%

## Family Engagement Average

South Main 1	75%
Cos 3	71.5%
Cos 1	71.5 %
C'Ville 2	71%
C'Ville 1	64%
Cos 2	54.3%
YMCA 3	54%
Marathon	50%
Home Based 1	44%
McGraw	44%
YMCA 2	41.6%
South Main 2	38%
Johnson 1	36%
Johnson 2	36%
Homer 1	28%
Parker	27%
YMCA 1	26.6%
Homer 2	21%
Smith	13%
Randall	12.5%
Home Based 2	11%

# HEAD START

## CLASSROOM HAPPENINGS

### November 2015

**Johnson 1:** We started our fairytale unit and started reading nursery rhymes. The kids are learning new ones and they love it. Our PAG meeting was on the 24<sup>th</sup>. We are trying for a different time in hopes more parents can attend. Parents seem to enjoy PAG meetings. We also sent out a book order. Amy and Molly joined this time and we had a huge turnout. We also had our Holiday Break. Lastly we had picture day-we can't wait to see how adorable they turned out.

**Johnson 2:** Wally came to the classroom and taught us about feelings. We learned about tense, relax, happy, mad, and sad. We finished up our fairytales and nursery rhymes unit. The 18<sup>th</sup> through the 24<sup>th</sup> was RIF week. We talked about the season fall. We did leaf prints, apple paintings, paper plate pumpkin pies and apple pictures on the 24<sup>th</sup>. We had our PAG meeting and we made googly eyed turkeys.

**Marathon:** For this month we focused a lot on our family and what we are thankful for. Children enjoyed creating family books. Children then loved that they were able to share with their friends what they like to do with their family as well as who is in their family. Children explored a variety of books this month that was about family. For RIF, children were excited that they were able to pick their own books out and take them home to share with their family. For our PAG this month, we had stone soup and read stories with our loved ones. All the children loved it and they were very excited to share their soup with their family. We also practiced a lot of cutting this month. Children are getting to be more comfortable with scissors and gaining the fine motor strength that they are very eager to now use scissors.

**McGraw:** November has been a very eventful month with many days off and different events going on. The students have been learning a lot about feelings, compliments, and problem solving. We have been noticing the students using a lot of positive compliments and good problem solving techniques with in the classroom, which is wonderful. The students have been continuing to practice name recognition and almost everyone knows the first letter of their name, which is a vast emergence from last month. During writers workshop many of the students are really beginning to put a lot more detail into their pictures and sharing their finished projects with the friends at their table. Our November PAG meeting was on the 18<sup>th</sup>, and we will be making placemats and laminating them to keep. We are holding a morning PAG along with an evening PAG to encourage more parents to come. We also have Parent Teacher Conferences on the 16<sup>th</sup>. On the 19<sup>th</sup> is a special lunch for the students to enjoy lunch with their parents at school. This is a great time for the parents to observe their child's socialization and interactions with other students during meal time.

**Parker:** Letters UCO.

PAG-Soup in a Jar, healthy choices/counting and following directions.

Dina-started problem solving unit and finished up feelings unit.

Math-Geometry.

Common Cor-Families and communities.

Pizza delivery, play with Mr. Sean.

**Randall:** This month we have been working on letter recognition and writing our names. We have also worked on our colors and shapes. Earlier this month we worked on pictures of our bodies and learned about how our body functions. We're continuing to explore our feelings and learn why we feel the way we do. Dina and Wally have also talked a lot about our families and the different components that make up each one. In math we have been

counting and naming shapes and counting the sides of shapes. This month's PAG was on the 23<sup>rd</sup> where we took pictures of families.

**Smith:** This month we continued to learn about families and community members. Children were introduced to letters Uu, Cc, and Oo. In Dinosaur School, Dina and Wally talked about problem solving and solutions to our problems. Families were invited to help us with RIF activities and join us for stone soup. In math, children worked on shape recognition, counting, and numeral identification.

**YMCA-1:** This month we did our RIF activities. We had a lot of families involved and handed out books. We also walked to the fire station this month, this ties in with our families and community unit. We had our PAG on 11/24, we went swimming. We had 5 families attend. We also enjoyed a lunch with families after. We had picture day this month, families were pleased with this opportunity.

**YMCA-2:**

**YMCA-3:** We started talking about fairytales and nursery rhymes. We talked about the difference in size from "The Three Bears," and "Billy Goat Gruff", small, medium, and large or big. We are getting use to our new schedule. We started to explain what tense and relax is and how it helps calm down our bodies. We learned about the stethoscope and our blood pressure. We talked about colors and played games. We had our class pictures done. We made Abiyoyo puppets after reading the book. We also read "Abiyoyo Returns". We are learning about shapes and going over colors. Today we learned about things that can break and crack form "Humpty Dumpty". We learned about our 5 senses and our PAG was hand print wreaths.

**Homer 1:** We had our stone soup PAG on 11/12/2015. We also had a story and special snack for RIF week on 11/20/15 that had a really good turnout. We started learning about problem solving and solutions in Dinosaur School. We also started our new unit on Families on documentaries. We also had our Parent Teacher conference on 11/16 and they went really well.

**Homer 2:**

**Cortlandville 1:** We learned a lot in November. We read Fairytales like "Three Billy Goats Gruff" and "Jack and the Beanstalk" We also learned nursery rhymes. Dina and Wally have been teaching us about emotions like tense/relax, happy/sad. We learned how to calm down and relax like Raggedy Ann from tense like the Tinman. We experienced our first snow of the season and the children were very excited. We made painted hand print turkeys at our PAG meeting.



# 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: November 15

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
C'ville 2	8	8	0	0	95	0	0	0	5	1	0
Cosimos 1	8	7	1	0	97	2	0	0	0	0	0
Cosimos 2	8	8	0	0	97	1	0	0	1	0	0
Cosimos 3	8	7	1	0	94	5	0	0	3	0	0
South Main 1	8	8	0	0	92	1	0	0	3	0	0
South Main 2	8	8	0	0	89	2	0	0	0	0	0
Home Based 1	12	9	1	0	35 77	27	0	0	0	0	0
Home Based 2	12	9	0	0	11 78	25	0	0	1	0	1
TOTAL	72	64	3	0	94%	63	0	0	13	1	1

# of Children on the Waiting List:

Expectant  
Over Income  
Under 130%  
Under 100%

3
1
0

Children  
Over Income  
Under 130%  
Under 100%

22
11
27

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

Health Services EHS Policy Council Report  
November 2015

Classroom	Current Phys	Current Imm	12 Mo Lead	24 Mo Lead		Dental Rcvd	F/U Need	F/U Start	F/U Comp	Refusals		Incidents
C'Ville 2	3	6	N/A	N/A		N/A	N/A	N/A	N/A	N/A		1
Cos 1	6	6	6	N/A		N/A	N/A	N/A	N/A	N/A		3
Cos 2	4	5	7	2		1	1	0	0	0		2
Cos 3	6	7	7	3		4	0	0	0	0		4
HB 1	5	8	5	3		1	0	0	0	0		0
HB 2	4	7	3	3		2	0	0	0	0		0
SM 1	8	8	5	5		2	0	0	0	0		2
SM 2	8	8	7	7		6	1	1	0	0		1
Totals	44	55				16	2	1	0	0		13
Total %	70%	87%				31%						
Comments: Total % of dentals received is of children age 1 year and older.												

**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: November 2015

	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	0
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	1	0	0
Home Based II	0	0	0	0	0	0	0	0
<b>TOTALS</b>	0	0	0	0	0	1	0	0

# HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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## MONTHLY POLICY COUNCIL REPORT HS

Special Needs

Employee Name: Bethann Fischer

Month: November 2015

	# 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 Mtg	# of Children Declassified	Refused Referral
Cortlandville	0	0	0	0	0	0	0	0	0	0	0	0
Cosimo I	1	1	1	0	1	1	0	0	0	1	0	0
Cosimo II	1	1	1	0	1	0	0	0	0	1	0	0
Cosimo III	2	1	2	0	1	0	0	0	0	0	0	0
South Main I	2	1	2	1	1	0	0	0	1	0	0	0
South Main II	3	2	3	2	1	2	1	0	2	1	0	0
Home Based I	0	0	0	0	0	0	0	0	0	0	0	0
Home Based II	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	9	6	9	3	5	3	1	0	3	3	0	0

# EARLY HEAD START

## CLASSROOM HAPPENINGS

### October 2015

**Cosimo 1:** This month our children were really into singing songs and doing finger plays. Some of our favorites are "Itsy Bitsy Spider", "Head Shoulders, Knees, and Toes", and "The Wheels on the Bus". We really worked on our body parts this month and began indentifying them. We had RIP the week of the 9<sup>th</sup> and had parents reading, other teachers, college students, and even a community member came in to do activities with the children. Conferences went well with parents and all were pleased with the progress they have seen. Out PAG this month we made sensory bags and talked about the different ways to make them along with them having a calming effect on children.

**Cosimo 2:** This month we learned the color brown and we made brown tree for our wall in the shape of a triangle that has 3 sides. We talked about spreading germs to cover our mouths with our bird wing. Se we don't spread our germs and get others sick. We had DigiPro come and take pictures of the children. We went for walks around the neighborhood, picked up leaves and played in the leaves. The parents came in and read to their child. The week of RIF PAG we made sun catchers, the children painted and made pumpkins and apples for our tree. We also finger painted. For parent engagement we made turkey glove snacks made with cheerios and goldfish.

**Cosimo 3:** This has been a busy month in our room. DigiPro came to take our classroom photos. The children were great. On November 16<sup>th</sup> we had our 1<sup>st</sup> parent teacher conferences. We are really seeing their language develop now and enjoy seeing their enthusiasm in learning. We had the classroom PAG on the 17<sup>th</sup>. We made fall place mats with the children's hand prints and we made healthy snacks as a group. Our attendance was fair and we had a fun time with the parents who came.

**South Main 1:** We had a fall art PAG on the 17<sup>th</sup> and we had 6 families attend. We had stone soup for our parent engagement on the 24<sup>th</sup> and 10 family member joined. RIF Distribution week was from 11/9-11/13 and we had school pictures on 11/10. Our color of the month was brown and we learned the shape square. We introduced Lug-a-Jug and parachute for active play. We read "Number Rumba" (counting and animals), we sang "Head, Shoulder, Knees and Toes". We made bugs in the sensory table with rice and introduced finger paintings making lady bugs. We took walks in the neighborhood, counting pumpkins, saw flags, compare dogs (big/little), played at the park and climbed the "mountain" at the High School hill.

**South Main 2:** We have been working on circle, square, triangle, and rectangle shapes. The students love to sing, so we incorporated "The Shape Song". They love it so much we sing the song 3-4 times. We have also been comparing big vs. small. The students are getting the hang of comparing big vs. small. With the weather being so beautiful, we have been taking several neighborhood walks and pointing out what we see during our walks. One item they like to see and discuss is the fire hydrants.

**Cortlandville 2:** We did a texture walk with bubble wrap, sandpaper, sensory balls, contact paper etc. One friend has turned 1 year old. Children have adjusted to many new faces due to Joy and Julie have time to use up. We have had lots of sickness going around so we did the "I CAN" PAG to help parents know what to do. Many parents are relating illness to children cutting teeth. On the 18<sup>th</sup> we had RIF distribution-pick up a book and read with your child, we had 7 parents attend. We also had Smile for the Camera, picture day. On the 19<sup>th</sup> we made PAT MATS at drop off and 4 parents participated.