

M e m o r a n d u m

To: CAPCO Board of Directors
From: Eden C. Harrington-Hall, Assistant Director
Date: October 21, 2016
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. October 27, 2016 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

October 27, 2016

- I. Call to Order
- II. Approval of the September 22, 2016 Meeting Minutes
- III. **Standing Committee Reports**
 - **Executive Committee –**
 - **Finance and Audit Committee**
 - ***Motion to Receive and File Financial Statements.***
 - ***16 – 42 – is seeking your acceptance the WIC Direct Care Cost of Living Adjustment Payments (DC COLA).***
 - ***Board Development Committee***
 - ***PP& E Committee***
- 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
 - Energy Services Presentation
 - November/December Board meeting date.
- IX. Executive Session (if needed)
- X. Adjournment

Board of Directors Meeting Minutes

September 22, 2016

- I Meeting called to order at 12:06 p.m.
In attendance: Penny Prignon, Helen Spaulding, Paula Currie, Carole Ann Davies, Rama Haidara, Shawn Allen, Mary Ann Discenza, Gary Dallaire, Elizabeth Haskins, Shelley Warnow, Billie MacNabb; Excused: Luann King, Pat Snyder
 - II. Motion for approval of the July 28, 2016 Meeting Minutes with the correction of Billie MacNabb's misspelled name made by Carole Ann Davies, seconded by Rama Haidara. There being no discussion, motion carried.
 - III. **Standing Committee Reports**
 - **Executive Committee – no meeting**
 - **Finance and Audit Committee**
 - Motion to Receive and File Financial Statements made by Rama Haidara; seconded by Carole Ann Davies.
Martha Allen noted the following:
 - All CDPAP billings are up to date and we have received retro payments for the enhanced rate.
 - The committee reviewed the HS leases which include two new sites which include Barry Elementary School as well as the new site at Elm Tree. We are also leasing the Cosmo's kitchen space on a month to month basis.
 - We are also preparing a grant for RESTORE funding in the amount of \$75,000. There being no further discussion, motion carried.
 - 16 – 39 – is seeking your acceptance the HS/EHS leases. Motion for acceptance the HS/EHS Leases made by Shawn Allen; seconded by Billie MacNabb. There being no further discussion, motion carried.
 - **Board Development Committee**
 - The committee discussed the Policy Council vacancy on the Board and the new members will be elected in October. We hope to have that seat filled before the end of the year.
 - They also discussed filling Paula Currie's seat which will be open in January. They have discussed several different recommendations.
- Resolution:
- 16 – 40 – is seeking your acceptance the seating of Doug Bentley as a Public Sector Representative, representing Alane VonDonsel, Cortland City School Board. Motion for acceptance made by Elizabeth Haskins; seconded by Gary Dallaire. The committee is

very excited about the addition of Doug as a Board member. There being no further discussion, motion carried.

- **PP& E Committee**

- *Resolution:*

16 – 41 – is seeking your acceptance the HS/EHS Annual Self-Assessment 2015-2016 Program Improvement Plans. Motion for acceptance made by Mary Ann Discenza; seconded by Carole Ann Davies. There being no discussion, motion carried.

IV. Executive Director Report

- We have submitted the proposal to the JM McDonald Foundation for funding for a Development Director
- National Philanthropy Day is November 15th. CAPCO has 2 opportunities for funding. One local and one with the National support to try and increase local donations to support CAPCO. More information will be forthcoming.
- CAPCO sponsored the Bon Ton Roulet and we made approximately \$200.00.

V. Program Director Reports

- WIC
- Family Development
 - With the Back to School Initiative funding through DOS we were able to provide 169 children with back to school backpacks and supplies.
 - 150 received shoes and clothing
 - 18 received supplies to be able to participate in extracurricular activities (i.e. sports equipment, instruments, etc.)
 - To date we have spent approximately \$20,000 of the \$24,500 allocation and we anticipate we will be able to expend the entire allocation by September 30th.
 - CAPCO's Community Action Angels just got a very special donation. Isabella Dallaire, 7 years old, stopped in to make a donation. This summer, Isabella had a lemonade stand. She did very well (we can all learn from her!). Her father, Gary Dallaire, has been working with Isabella to teach her about responsibility – social and fiscal. In addition to putting a portion of her earnings into a savings account and using some for herself, with this money Isabella wanted to do something else. While running her lemonade stand in NYC, she saw homeless people and some were children. Isabella wanted to use some of her money to help children that were struggling. So, Isabella came to CAPCO and donated **20%** of her earnings for that purpose. She counted the money out to Executive Director, Lindy Glennon, \$71.50! She explained what she would like to see the money would be used for. We can all learn from Isabella, she is a role model for all of us – young and old. Give what you can, make a difference where you are. Thank you, Isabella! You have made a difference in the lives of children in Cortland County!
- Weatherization
- Head Start

- CDPAP
- HR

VI. Head Start Policy Council Update

- The PC reviewed the HS/EHS and voted on new hires.

VII. Old Business

VIII. New Business

IX. There being no further business, motion for adjournment made by Paula Currie; seconded by Rama Haidara. Meeting adjourned at 12:55 p.m.

Members present: Helen Spaulding, Carole Ann Davies, Luann King. Excused: Paula Currie, Penny Prignon. Staff: Lindy Glennon, Martha Allen.

Meeting called to order at 12:30 p.m.

Martha reviewed the monthly financials and monthly report (see attached). All reports and filings are current. Nothing outstanding.

- All CDPAP billings are current through payroll ending 9/16/16. Martha and Eden are working on budgets to look at making changes to CDPAP now that reimbursement rate is set and active. We are looking at possibility of removing 25 per week per aide limit, increasing salaries for aides working with consumers designated for enhance rate and option of reinstating accrued leave option. We have joined CDPANYS (State Association for CDPAP). We will be utilizing those resources to determine best practices for CDPAP and whether we need to make changes in how we administer the program. Greg and Eden are attending the State Conference Oct. 27-28.
- Early Child Development – new contract started July 1. Still working to get into site at ElmTree. There have been issues with the water system that is holding things up. Everything else has been complete (all renovations, COO, phone lines, etc.) We are going to have the children scheduled for that classroom meet at UMC in classroom we had through June 2016 while these other areas are being worked out. We have a one month lease with UMC and option to continue for another month if necessary.
- Energy Services is ahead on the WAP production schedule. The RESTORE grant application as submitted and we are still waiting to hear whether we will received that funding.
- Family Development – Brandy did an excellent job of planning for and spending the \$24,500 Back to School grant. As of 9/30/16, 169 children received back to school supplies, 159 children received new clothing and shoes, 200 HS children received hats and gloves, 66 children received food through snackpacks, 20 children received supports to participate in extra-curricular activities including football, soccer, field hockey, track, cross country, basketball, swimming, cheerleading, and band. New CSBG contract started 10/1/2016.
- WIC –New contract started 10/1/16. 2015-16 contract closed out with slight underspend. Final reports being completed now.

Committee reviewed the rest of the financial statements. Luann King made a motion to accept and file finance report as presented, 2nd Carole Ann Davies. Motion carried.

Committee reviewed resolution required by WIC for the 2% COLA that is part of this contract. Motion made as follows:

1. CAPCO agrees to accept the direct care worker bonus of 2%, as applied to salary and fringe expenditures, for those employees determined by the New York State Department of Health (DOH) to be eligible to receive the bonus;
2. This funding will be distributed solely to those eligible employees at the rate of 2.0% as applied to actual salary and fringe expenditures incurred during the award period.
3. Funding received for any direct care worker bonus will be used solely to support salary and salary-related fringe benefit increases for:
 - direct care staff,
 - direct support professionals,
 - clinical staff,
 - foster parents and adoptive parents.
4. Pursuant to paragraph (i) (attached to this resolution) and the applicable standards issued by DOH.

Motion to approved made by Carole Ann Davies, 2nd Luann King. Motion carried.

Lindy shared information regarding the grant proposal for the Healthy Families grant. The proposal CAPCO submitted was approved, but not funded. Lindy and Brandy had a debriefing conference call with OCFS for feedback and details. There was only \$1m available for funding. One program was funded in each region. CAPCO's proposal was the 2nd highest scoring proposal in the Syracuse region. Should funding become available, CAPCO would be funded.

Lindy shared information regarding the Cortland Community Foundation's National Philanthropy Day promotion now through Nov. 15. Committee discussed ways to spread the word and encourage donations to CAPCO. Lindy also shared work being done for GivingTuesday on Nov. 29.

Staff have met with a consultant regarding review of our current 401(k) plan as part of due diligence to make sure this is still the best option for CAPCO. We are reaching out to another consultant for some feedback. Results will be shared with Board for any changes that need to be made.

NICIP grant application was submitted to the Dormitory Authority for work to benefit S. Main. We are supposed to hear about this by Nov. 1. Lindy indicated concerns re: heating system at S. Main and plans to prepare proposal and schedule meetings with Sen. Seward and Assemblywoman Barbara Lifton to request support. Luann said to draft the letter, send to her and she will forward it to appropriate person in Sen. Seward's office.

Carole Ann asked if there was still any planning involving the Church on the Green in Homer. Lindy said no. After having the building inspection done and realizing that it would cost

minimally \$250,000 to get into the building and that was at the same time we were renovating S. Main, Board determined that this was not the right move for CAPCO at that time.

No further business and meeting adjourned at 1:15 p.m.

FINANCE COMMITTEE REPORT
SUMMARY OF APRIL 2016 FINANCIAL STATEMENTS
PRESENTED BY Martha Allen
October 19, 2016

AGENCY

All reporting requirements have been met.

CDPAP

CDPAP billing has been submitted through the payroll ending September 16, 2016. Since the enhanced rates are in effect we are reviewing staffing to determine increasing wages, hours to fulltime and benefits.

EARLY CHILDHOOD DEVELOPMENT

Across all contracts, a deficit is not anticipated.

ENERGY SERVICES DEPARTMENT

All contracts are forecasted to come in with no surplus or deficit. Current program income is anticipated to have a carryover of about \$25K. We are waiting to hear regarding the Restored Grant.

FAMILY DEVELOPMENT DEPARTMENT

The 15.16 CSBG Contract, being the final year of the contract, is extended until March 17, 2017. As of September 30th the contract is underspent by \$7,200.

On September 22nd the 2016/2017 Grant was approved for \$234,101.

We spent out the full \$24,500 for the Back to School Initiative. Great Job Brandy!

WIC

The WIC and EPC contract ended September 30th, we are working on submitting the final line item adjustments that are due on October 31st.

CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.
FINANCE DIRECTOR MONTHLY CHECKLIST
FOR THE MONTH August 2016

Submitted by Martha Allen on October 19 , 2016

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	Aug-16
Accounts receivable over 90 days past due	N/A	yes
Accounts payable over 90 days past due	N/A	none
NYS Sales and Use Tax Filing	3/21/2016	3/14/2016
Coporate Tax Returns - IRS 990 & CHAR 500	5/15/2016	8/11/2016
Coporate Tax Returns - IRS 5500 (Retirement)	5/15/2016	10/14/2016
Quarterly payroll tax returns filed by complete payroll?	qtrly	yes
Form 1099's	1/31/2016	1/15/2016
EO 38 Filing	6/30/2016	6/30/2016
Program Reports		
CSBG 2015-2016 py		
20% Expenditure report		2/29/2016
45% Expenditure report		7/18/2016
70% Expenditure report		
1st Qtr Program/Fiscal Attestation Forms	1/31/2016	2/2/2016
2nd Qtr Program/Fiscal Attestation Forms	4/30/2016	4/20/2016
3rd Qtr Program/Fiscal Attestation Forms	7/31/2016	7/19/2016
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	4/8/2016
3rd qtr MWBE Reports	7/11/2016	7/11/2016
4th qtr MWBE Reports	10/10/2016	10/5/2016
Unaudited Financial Statements	11/30/2016	
Energy Services		
WAP 16-17 py		
Monthly Voucher to Energy Services for presentation to DHCR	15th of month	10/13/2016
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	
4th qtr MWBE Reports	4/10/2017	
Unaudited Financial Statements	5/31/2017	
Head Start & Early Head Start 15-16 py		
Quarterly Form 425:		
1ST QTR	4/30/2016	4/19/2016
2ND QTR	7/30/2016	7/18/2016
3RD QTR	10/30/2016	10/11/2016
4TH QTR	1/30/2017	
Form 425 due:		
semi-annual	1/30/2016	1/11/2016
annual	8/31/2016	8/30/2016
final	10/30/2016	
WIC 15-16py		
Monthly Voucher	30 days after month end	9/26/2016
Final Voucher	11/14/2016	

CAPCO

Balance Sheet

	8/31/2016	7/31/2016	6/30/2016	5/31/2016	4/30/2016
ASSETS					
CURRENT ASSETS					
Cash	\$406,285.96	\$345,075.39	\$344,249.04	\$531,662.02	\$456,008.50
Grants Receivable	\$264,760.15	\$329,396.08	\$393,912.00	\$348,615.42	\$450,111.84
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	\$383,497.96	\$474,088.48	\$463,287.53	\$451,469.51	\$413,926.24
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	\$372,301.60	\$462,892.12	\$452,091.17	\$440,273.15	\$402,729.88
Prepaid Expenses	\$245,210.05	\$207,285.38	\$75,715.73	\$95,009.92	\$104,874.02
TOTAL CURRENT ASSETS	\$1,288,557.76	\$1,344,648.97	\$1,265,967.94	\$1,415,560.51	\$1,413,724.24
PROPERTY AND EQUIPMENT					
Vehicles, furniture and equipment	\$734,098.49	\$738,509.56	\$739,850.28	\$740,627.90	\$743,036.60
Building	\$1,181,553.16	\$1,181,553.16	\$1,181,553.16	\$1,181,553.16	\$1,181,553.16
NET PROPERTY AND EQUIPMENT AT COST	\$1,915,651.65	\$1,920,062.72	\$1,921,403.44	\$1,922,181.06	\$1,924,589.76
Less Accumulated Depreciation	(\$1,001,405.38)	(\$1,001,405.38)	(\$1,001,405.38)	(\$1,001,405.38)	(\$994,738.28)
TOTAL PROPERTY AND EQUIPMENT	\$914,246.27	\$918,657.34	\$919,998.06	\$920,775.68	\$929,851.48
SOFTWARE DEVOLPMENT COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ASSETS	\$2,202,804.03	\$2,263,306.31	\$2,185,966.00	\$2,336,336.19	\$2,343,575.72
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts Payable	\$252,601.41	\$147,784.81	\$14,565.07	\$37,982.70	\$52,775.48
Payroll taxes and Accruals	(\$94,030.45)	\$46,361.19	\$61,481.98	\$201,273.54	\$196,618.66
Other Current Liabilities	\$9,464.52	\$7,436.83	\$7,219.59	\$8,002.40	\$7,473.63
Deferred Income	\$84,520.35	\$89,515.35	\$94,510.35	\$99,505.35	\$104,500.35
Total CURRENT LIABILITIES	\$252,555.83	\$291,098.18	\$177,776.99	\$346,763.99	\$361,368.12
LONG-TERM DEBT	\$381,551.15	\$382,256.25	\$382,987.23	\$383,687.10	\$384,413.02
TOTAL LIABILITIES	\$634,106.98	\$673,354.43	\$560,764.22	\$730,451.09	\$745,781.14
NET ASSETS	\$1,590,660.85	\$1,609,824.40	\$1,625,202.06	\$1,605,885.38	\$1,597,794.86
Total LIABILITIES AND NET ASSETS	\$2,224,767.83	\$2,283,178.83	\$2,185,966.28	\$2,336,336.47	\$2,343,576.00

Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No.16- 42

Cortland County Community Action Program, Inc. (CAPCO)

I, Shawn Allen the undersigned, having signatory authority, attest that this resolution has been presented to the appropriate governing body of the above stated organization, and the body has agreed/voted to approve the resolution in acceptance of the terms stipulated in Subdivision 3-d of Section 1 of Part C of Chapter 57 of the Laws of 2006 as amended by Section 2 of Part I of Chapter 60 of the Laws of 2014.

BE IT RESOLVED ON OCTOBER 27, 2016 THAT:

5. This organization agrees to accept the direct care worker bonus of 2%, as applied to salary and fringe expenditures, for those employees determined by the New York State Department of Health (DOH) to be eligible to receive the bonus;
6. This funding will be distributed solely to those eligible employees at the rate of 2.0% as applied to actual salary and fringe expenditures incurred during the award period.
7. Funding received for any direct care worker bonus will be used solely to support salary and salary-related fringe benefit increases for:
 - direct care staff,
 - direct support professionals,
 - clinical staff,
 - foster parents and adoptive parents.
8. Pursuant to paragraph (i) (attached to this resolution) and the applicable standards issued by DOH.

Signed:

(Signatory Representing the Governing Body)

(date)

Highlights for October include:

- We reported at the September Board meeting that CAPCO had met 57 of 58 National Standards and 216 of 223 Indicators of Excellence on the TRACS review. Once we submitted our comments to the Dept. of State, the final report was changed to show that we met all 58 Standards and 220 of 223 indicators. The plans that we indicated to respond to the 3 indicators not met were accepted and we will be working on those over the next couple of months.
- We are planning for National Philanthropy Day ending Nov. 15 and Giving Tuesday on Nov. 29. We have shared information with the Board, all of CAPCO and on Facebook re: the Philanthropy Day. We are hoping to get support so that we can win one of the 8 additional donations that are part of the contest sponsored by the Community Foundation. We are asking the Board members and CAPCO staff to help spread the word and share this information.
- CAPCO had 40 people attend the Disaster Preparedness for Children training on Sept. 23. In addition to CAPCO staff, participants from other Cortland non profits, County Health Department, school personnel we had participants from 2 other counties. It will help us focus on the special needs of children in our community during a time of disaster.
- CAPCO facilitated a Poverty Simulation at SUNY Cortland on Sept. 26 for 60 people. There was a deliberative dialogue event on Tuesday, Oct. 11 as a follow up and opportunity to keep the conversation going. More than 30 people attended that meeting.
- We are currently meeting with Insurance Brokers to solicit liability insurance proposals for 2017. The market for non-profit entities has begun to open up and we are anticipating at least 4 proposals to review.
- CAPCO had our All Staff Day meeting on Friday, Oct. 7. We had presentations from United Way, our Employee Assistance Program and updates re: our 401(k) plan. Each department shared an update report. We were very pleased to include 2 presentations during the day led by CAPCO staff. Brandy Strauf and Trudy Happel earned Poverty Coach Certifications from Communication Across Barriers in July. They presented a thought provoking workshop that lead staff to consider stereotypes and misconceptions about poverty. Kirsten ended the day with a workshop on Happiness in the Workplace. It was very well received and included lots of encouragement and affirmation. That

workshop ended with the staff getting a 21 Day Happiness challenge. It was meaningful to have staff share their strengths and expertise with peers.

- There was an article in the Cortland Standard Saturday, Oct. 8 (see attached) about living wages and the challenge of poverty in our community. I had the opportunity to speak with the reporter on 2 occasions and appreciate his efforts to educate people in our community about poverty.

Kirsten Parker
WIC Monthly Report
October 2016

- We received our Final Local Agency Compliance and Self-Assessment Report for FY 2016. On a scale of 1-4, we received 3's in all areas ("good, with minor improvements needed"). I was upset at first, our goal was to be 4's in all areas but I have spoken to most of the other Coordinators in the region and none have received any 4 ratings, and some received much lower, so it seems to be how our region does the assessment.
- We had a visit from the Regional office this week, we have not received any feedback but the visit seemed to go well. They did not voice any concerns to me while they were here.
- I will not be at the board meeting, I will be attending a mandatory workshop for all local agency WIC Directors in Suffern. The focus of the training will be on staff supervision.
- Martha and I are working on closing out the budget and end of the year reports. At the moment it looks like we will be slightly underspent but not the large amount we were predicting a few months ago.
- I am still in discussions with the Regional office about the peer counselor pay. We are at a standstill. They still want the hourly rate increased but have not given me written assurance of the funding so we are waiting. Janice is working with the two peer counselors to increase their hours rather than hire replacements for our two vacancies.

- \$24,500 back to school grant spent out.
 - 169 children received school supplies
 - 159 children received clothing and shoes
 - 200 Head Start children received hats and gloves
 - 66 children received food for the weekend
 - 20 children received equipment for Extra-Curricular activities
- Snack Pack Program is running in Randall, Barry, Homer, McGraw, Marathon and Cincinnati schools.
- The annual Coat Giveaway has been scheduled for October 29. We are currently collecting coats and winter gear.
- The Cortland Alternative High School will be sending students down to help set up again this year.
- We are actively looking to fill the open Americorps position which will be a slip position between Family Development and Head Start/Early Head Start.
- We received news that our Healthy Families grant was approved but not funded and that we are next on the list for funding if delinking funds become available again.





Energy Services Directors Report

October 2016

- WAP 16.17 - 5 units completed.
 - Cost per unit (CPU) on jobs is running at \$6,500. Our budget CPU is \$6,066, which means we may have to do an amendment in January. We are currently making corrections and selecting lower cost jobs.
- EmPower NY- 2 - HP's completed and 3 – ER's completed.
- AO Smith – No activity.
- HEAP-
 - Clean and Tunes- 5 units completed.
- Energy Savers- No activity

- Training-
- Meetings-
- Other-



Energy Services Directors Report

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- Training-
- Meetings-
- Other-

CDPAP October

- Current caseload is 76 as follows:
 - 30 Medicaid – 13 of them are enhanced (\$17.03). We will be transitioning 1 to VNA on November 1st.
 - 32 – Fidelis - \$18.50
 - 8 – Icircle - \$17.73
 - 6 – VNA - \$17.73
 - I also have 2 new referrals, one for VNA and one for Medicaid which will be an enhanced rate. The Medicaid participant is currently in the Nursing Home at CRMC. She will be approved for 24/7 care. Very unusual for DSS to approve 24/7.
- 7 New Participants in the last month
- I unfortunately lost another consumer this month. The last couple of months have been very difficult. Also one of my aides passed away unexpectedly at the very young age of 34. She was a lovely young lady who I was fortunate enough to know. Her father came to see me and brought a picture of her and her favorite candy to me which was so thoughtful of him to do. It meant a lot to me.
- I am now a member of the Access to Independence (ATI) Board. I had my first meeting this month and I'm excited about ways that CAPCO and ATI can partner to assist people with disabilities remain in the community.
- There is a lot of conversation at the Long Term Coalition meetings regarding Medicaid Transportation. This has been an ongoing issue and earlier this month, TLC has stopped their wheelchair and stretcher transports. At this month's meeting we invited several entities who provide Medicaid transportation for a panel discussion. Unfortunately, there was a transportation conference the same day, so we did not have everyone at the table, but we did have TLC and Family Counseling Services present and we will continue the panel discussions.