

M e m o r a n d u m

To: CAPCO Board of Directors
From: Eden C. Harrington-Hall, Assistant Director
Date: April 29, 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. May 5, 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

May 5, 2016

- I. Call to Order
- II. Approval of the February 25, 2016 Meeting Minutes
- III. **Standing Committee Reports**
 - **Executive Committee**
***Holiday Closure**
 - ! • **Finance and Audit Committee**
 - ***Motion to Receive and File Financial Statements.***
 - Resolutions:**
 - ***16 – 08 – is seeking your acceptance the Weatherization Assistance budget.***
 - ***16 – 09 – is seeking your acceptance the Rotary Club funding application.***
 - ***16 – 10 – is seeking your acceptance the SUNY Cortland Giving by Learning Grant application.***
 - ***16 – 11 – is seeking your acceptance the National Book Fund funding application.***
 - **Board Development Committee**
 - Resolution:**
 - ***16 – 12 – is seeking your acceptance the seating of Shelley Warnow as a Public Sector Representative representing William McGovern, Marathon Village Mayor***
 - ***16 – 13 – is seeking your acceptance the resignation of Miranda Greene.***
 - **PP& E Committee**
- IV. Executive Director Report
 - Holiday Closure
- V. Program Director Reports
 - WIC
 - Family Development
 - Weatherization
 - Power Point Presentation
 - Head Start
 - CDPAP
 - HR
- VI. Head Start Policy Council Update
- VII. Old Business
- VIII. New Business
 - Greg Richards, HR Director – Staff Satisfaction Surveys
- IX. Adjournment

Board of Directors Meeting Minutes

March 24, 2016

In attendance: Helen Spaulding, Paula Currie, Rama Haidara, Shawn Allen, Pay Snyder; Excused: Penny Prignon, Elizabeth Haskins, Cheryl Michales, Luann King, Mary Ann Discenza; Absent: Carole Ann Davies, Miranda Greene, Gary Dallaire

Meeting to order at 12:07

Although there was no quorum so no items were voted on, the Board did review the agenda and noted that all items for approval will be brought to the Board at the April meeting.

There being no further business motion to go into Executive Session made by Rama Haidara; seconded by Helen.

Executive Session to order at 12:38 p.m., and adjourned at 12:55 p.m.

Board of Directors Meeting Minutes

February 25, 2016

I Meeting called to order at 12:06 p.m.

In Attendance: Penny Prignon, Helen Spaulding, Carole Ann Davies, Rama Haidara, Miranda Greene, Shawn Allen, Mary Ann Discenza, Pat Snyder **Excused:** Paula Currie, Cheryl Michales, Luann King, Gary Dallaire, Elizabeth Haskins

II. Motion for approval of the January 28, 2016 Meeting Minutes made by Rama Haidara; seconded by Carole Ann Davies. There being no discussion or corrections, motion carried.

III. **Standing Committee Reports**

• **Executive Committee**

Resolutions:

- 16 – 02 – is seeking your acceptance the updated Vehicle Use Policy. Motion for acceptance made by Carole Ann Davies; seconded by Helen Spaulding. Lindy informed the group that the current policy is vague, so it was updated to be more inclusive. There being no further discussion, motion carried.
- 16 – 03 – is seeking your acceptance the change to the 401(k) Plan. Motion for acceptance made by Pat Snyder; seconded by Helen Spaulding. The current plan includes making employer contributions to eligible employees at the end of the calendar year. The proposed change is to make the contributions for eligible employees on the bi-weekly payroll schedule. There being no further discussion, motion carried
- 16 – 04 – is seeking your acceptance the Authorized Signatories. Motion for acceptance made by Carole Ann Davies; seconded by Rama Haidara. The change was made to remove the previous Finance Director as a signatory for vouchers and financial reports and adding Martha Allen, Finance Director as a signatory. There being no further discussion, motion carried.

! • **Finance and Audit Committee**

- Motion to Receive and File Financial Statements made by Rama Haidara; seconded by Carole Ann Davies. There being no discussion, motion carried.

Resolution:

- 16 – 05 – is seeking your acceptance the Head Start/Early Head Start Refunding Application for the 2016-2017 program year. Motion for acceptance made by Helen Spaulding; seconded by Rama Haidara. The committee reviewed the budgets and noted that there were no significant budgetary changes from year two to year three being recommended and there were no proposed changes in locations, classrooms, staffing. There being no further discussion, motion carried.

- **Board Development Committee**

- The committee reviewed the proposed Board Self-Assessment to be used to identify possible training topics. Eden will send the assessment via Survey Monkey.
- We hope to have the two vacant seats filled next month. Shelley Warnow is interested in serving as the representative for the Mayor of Marathon and Martha Bush has shown interest in serving as well and will be meeting with Lindy before the next committee meeting.

Resolution:

16 – 06 – is seeking your acceptance the New Board Member Orientation Policy/Procedure. Motion for acceptance made Pat Snyder; seconded by Carole Ann Davies. In preparation for the upcoming TRACS a written process was developed for new Board Member orientation, we currently have a procedure for orientation, but it was not a written policy/procedure. There being no further discussion, motion carried.

- **PP& E Committee**

Resolutions:

- 16 – 07 – is seeing your acceptance the Updated Community Assessment. Motion for acceptance made by Rama Haidara; seconded by Helen Spaulding. Lindy informed the group that this is an update based upon the full Assessment conducted in 2013. There being no further discussion, motion carried.

IV. Executive Director Report

- The HS/EHS monitoring will be April 4th and the review will include HR and ERSEA.
- The Agency wide Audit will take place in April as well.
- Colleen Kania has offered to come in and help Martha Allen with the Federal Expenditure Report.

V. Program Director Reports

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

VI. Head Start Policy Council Update

- Reviewed the Refunding Application

VII. Old Business

VIII. New Business

- IX. There being no further business, motion for adjournment made by Helen Spaulding; seconded by Carole Ann Davies. Meeting adjourned at 12:51 p.m.

Proposal – CAPCO will close for the Christmas Holidays from Monday, Dec. 26 through Monday, Jan. 2 to reopen for usual business hours on Tuesday, Jan. 3. Monday, Dec. 26 will be a holiday (Christmas) as well Monday, Jan. 2 (New Year's Day). The four days, Dec. 27-30 will be taken as accrued time (personal or annual leave). As we did last year, we will communicate this closure to program participants. We will have an emergency number listed on the answering machine and communicated to CDPAP participants. Staff will be assigned to respond to any calls. No Heat Emergencies will be responded to by Energy Services staff as needed. As we discussed last year, Head Start classrooms are closed and staff have that time off (except for administrative staff). It is difficult to accomplish Weatherization work as most families prefer that we are not in their homes during this time. By closing the Agency, we allow participants and our staff to enjoy the holiday time with family.

To accommodate WIC participants, especially families that might have children born during that time, WIC will be open on Wednesday, Dec. 28 usual business hours. This will be communicated to participants, and left on the answering machine and posted on the door. The Department of Health has approved this plan.

If approved by the Board, this will be communicated to staff now so they have time to make these plans with accrued leave for this period of time.

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

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

Martha presented the financial report for month ending February 2016 and updates end of March (see attached). All reports, filings, vouchers are current. Over 90 days on Aged AP are due to HS/EHS leases, other maintenance contracts. We had planned to have the 2016 Agency budget for review and approval. Need to wait till the 2015 audit is done for building information. Plan to have the budget for review and approval in May.

The Head Start Fiscal/ERSEA audit was completed the week of April 4. It went well. Reviewer indicated he was satisfied with all information and was able to access all records, documents, etc. needed to complete the review. He indicated no concerns or findings. The official report should follow in a couple of weeks.

The auditors were onsite the week of April 11 to work on the 2015 Agency audit. There were able to complete a good deal of it. There are some things that Martha is working on and will be utilizing support from Colleen to complete (Federal Expenditure report). This was the plan when Colleen left. The plan is to have all of the work done by mid-May so the auditors can return and complete the audit. We will work to have the draft ready for the auditors to present to the finance committee in June and full Board in June. If this isn't possible, it will be done for July Board meetings.

CDPAP: Billing for CDPAP is current. Updated the committee about the meetings with DSS and Area Agency on Aging regarding opportunities for additional participants and revenue. Lindy and Eden met with representatives from Care Compass Network to discuss specific opportunities through DSRIP.

EARLY CHILDHOOD DEVELOPMENT: Across all contracts, a deficit is not anticipated.

ENERGY SERVICES DEPARTMENT: New HCR WAP contract started 4/1/16. NYSERDA EmPower has extended the current work agreement through August 31, 2016.

FAMILY DEVELOPMENT DEPARTMENT: Grants submitted to ProLiteracy National Book Project for funding for materials for the Literacy Volunteers of Cortland County program.

WIC/ EPC : Contracts on track. No deficit anticipated.

Motion to receive and file made by Carole Ann Davies, 2nd Helen Spaulding. Motion carried.

Lindy presented proposal and budget for funding to be submitted to Pro Literacy National Book Project for \$797. Motion to approve by Luann King, 2nd Penny Prignon. Motion carried.

Carole Ann shared two resources for literacy. Newsela.com and Innovative Approaches to Literacy. Lindy will pass the information along to Gail Bundy.

Lindy and Martha left the meeting to allow the Board members to complete the Finance Committees Executive Director Annual Review.

Meeting adjourned at 1:15 p.m.

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

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

Martha presented the financial report for month ending January 2016 and updates end of February (see attached). All reports, filings, vouchers are current. Over 90 days on Aged AP are due to HS/EHS leases, other maintenance contracts. Working on facilities, administration, Community Action Angels, NYSERDA 2016 budgets. Plan to have full agency wide budget to present to committee for approval at April meeting.

CDPAP: Billing for CDPAP is current. Continue to work on increasing funding for this program. Meetings scheduled for 3/18 to finalize plans with DSS for Enhanced CDPAP referrals. Meeting with AAA on 3/18 to discuss ISEP and options for in-home care for seniors based on CDPAP program. Also participating in a meeting about DSRIP and options for participation.

EARLY CHILDHOOD DEVELOPMENT: Across all contracts, a deficit is not anticipated. Full contract proposal submitted 2/28/16 for next funding cycle.

ENERGY SERVICES DEPARTMENT: Current Contract ends 3/31/16. Production has been completed. Staff are using this time to get audits done for next contract cycle.

FAMILY DEVELOPMENT DEPARTMENT: Grants submitted to SUNY Learning by Giving and Cortland Rotary for support for the expansion of the CSA (Community Supported Agriculture) program.

WIC/ EPC : Contracts on track. No deficit anticipated.

Motion to receive and file made by Helen Spaulding, 2nd Penny Prignon. Motion carried.

Lindy presented proposal and budget for CSA support to Cortland Rotary. Grant request is for \$1000 (budget attached). Motion to approve by Luann King, 2nd Helen Spaulding. Motion carried.

Reviewed proposal to SUNY Learning by Giving in the amount of \$3000 to support CSA (budget attached). Motion to approve made by Luann King, 2nd Helen Spaulding. Motion carried.

Reviewed proposed budget for WAP 2016-17 in the amount of \$375,000. The full contract amount will be \$400,000, but until HCR has approval from DOE for the full contract amount, we are being asked to submit the contract for \$375,000. This will be amended.

Motion to approve made by Helen Spaulding, 2nd Penny Prignon.

Lindy shared that the Agency 2015 audit is scheduled for week of April 11. We were just notified that the HS Fiscal Review will be week of April 4. Martha and Brian are working to make sure we are ready for that piece.

No further business, meeting adjourned 1:20 p.m

FINANCE COMMITTEE REPORT
SUMMARY OF JANUARY 2016 FINANCIAL STATEMENTS
PRESENTED BY Martha Allen
March 16, 2016

AGENCY

All reporting requirements have been met timely. Over 90 days on Aged AP are due to HS/EHS leases, other maintenance contracts.

We are working on the 2016 Agency wide budget, plan is to have Board approval in April.

CDPAP

Billing for CDPAP is current, billing is completed in Fiscal office as of February 2016. We are working on the CDPAP Budget for 2016, will be completed for the April meeting.

EARLY CHILDHOOD DEVELOPMENT

Across all contracts, a deficit is not anticipated. The 2016/2017 Budget approved by the Board on February 25, 2016 was submitted to ACF on February 26, 2016.

ENERGY SERVICES DEPARTMENT

Denise received approval to move 2 jobs to the next contract. She has presented the amount of program income to be utilized in the 2015/2016 contract.

The 2016/2017 Budget is attached for your review and approval.

FAMILY DEVELOPMENT DEPARTMENT

The budget is on target. We are waiting for our request from the DOS for the amendment budget. We submitted two grants to support the CSA Program, SUNY Learning by Giving for \$3,000 and Cortland Rotary for \$1,000. We received a \$500 grant from the Cortland Community Foundation for the Literacy Program.

WIC

The WIC and EPC contracts, a deficit is not anticipated. COLA applications were submitted. Kirsten is still working with the DOH for an additional clerk in WIC.

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

Submitted by Martha Allen on March 16, 2016

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	Jan-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 (990's)	5/15/2016	
Quarterly payroll tax returns filed by complete payroll?	qtrly	yes
Form 1099's	1/31/2016	1/15/2016
Program Reports		
CSBG 2015-2016 py		
20% Expenditure report		2/29/2016
45% Expenditure report		
70% Expenditure report		
1st Qtr Program/Fiscal Attestation Forms	1/31/2016	2/2/2016
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	
Energy Services		
WAP 15-16 py		
Monthly Voucher to Energy Services for presentation to DHCR	15th of month	3/8/2016
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	
Head Start & Early Head Start 15-16 py		
Quarterly Form 425:		
1ST QTR	4/30/2016	
2ND QTR	7/30/2016	
3RD QTR	10/30/2016	
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	
WIC 15-16py		
Monthly Voucher	15th of month	3/14/2016
Final Voucher	11/15/2016	
CDPAP		
Cost Report	9/15/2016	

CAPCO

Balance Sheet

	1/31/2016	12/31/2015	11/30/2015	10/31/2015	9/30/2015	8/31/2015
ASSETS						
CURRENT ASSETS						
Cash	\$561,496.31	\$593,096.68	\$524,818.88	\$226,140.47	\$561,552.39	\$642,623.46
Grants Receivable	\$282,560.75	\$269,119.56	\$335,697.06	\$446,806.74	\$317,578.20	\$244,783.09
Accounts Receivable						
1-125100-CI ACCOUNTS RECEIVABLE	\$0.00	\$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	\$0.00
1-125100-M ACCOUNTS RECEIVABLE	\$347,072.09	\$350,456.58	\$381,448.56	\$350,511.85	\$308,075.01	\$275,790.85
1-125101-M Less: ALLOWANCE FOR DOUBTFU	\$11,000.00	\$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)	(\$196.36)
Net Accounts Receivable	\$335,875.73	\$339,260.22	\$370,252.20	\$339,315.49	\$296,878.65	\$264,594.49
Prepaid Expenses	\$112,662.03	\$152,271.56	\$107,677.83	\$135,552.80	\$147,527.64	\$146,822.34
TOTAL CURRENT ASSETS	\$1,292,594.82	\$1,353,748.02	\$1,338,445.97	\$1,147,815.50	\$1,323,536.88	\$1,298,823.38
PROPERTY AND EQUIPMENT						
Vehicles, furniture and equipment	\$743,632.96	\$740,057.15	\$739,139.67	\$742,486.73	\$740,152.99	\$738,681.09
Building	\$1,172,557.16	\$1,172,557.16	\$1,172,557.16	\$1,148,774.16	\$1,136,660.16	\$1,095,283.18
NET PROPERTY AND EQUIPMENT AT COST	\$1,916,190.12	\$1,912,614.31	\$1,911,696.83	\$1,891,260.89	\$1,876,813.15	\$1,833,964.27
Less Accumulated Depreciation	(\$996,684.41)	(\$996,684.41)	(\$996,684.41)	(\$996,684.41)	(\$996,684.41)	(\$996,684.41)
TOTAL PROPERTY AND EQUIPMENT	\$919,505.71	\$915,929.90	\$915,012.42	\$894,576.48	\$880,128.74	\$837,279.86
SOFTWARE DEVOLPMENT COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ASSETS	\$2,212,100.53	\$2,269,677.92	\$2,253,458.39	\$2,042,391.98	\$2,203,665.62	\$2,136,103.24
LIABILITIES AND NET ASSETS						
CURRENT LIABILITIES						
Accounts Payable	\$55,829.74	\$227,226.83	\$299,845.05	\$241,272.25	\$490,912.99	\$344,965.14
Payroll taxes and Accruals	\$111,577.60	\$1,382.96	(\$21,490.00)	(\$188,245.42)	(\$203,884.33)	(\$127,332.16)
Other Current Liabilities	\$2,600.63	\$2,625.63	\$6,637.63	\$6,637.63	\$5,219.72	\$2,727.63
Deferred Income	\$122,235.35	\$137,946.11	\$113,113.25	\$19,102.72	\$74,222.03	\$77,270.97
Total CURRENT LIABILITIES	\$292,243.32	\$369,181.53	\$398,105.93	\$78,767.18	\$366,470.41	\$297,631.58
LONG-TERM DEBT	\$421,137.09	\$421,823.98	\$422,537.39	\$423,219.17	\$423,927.65	\$424,604.37
TOTAL LIABILITIES	\$713,380.41	\$791,005.51	\$820,643.32	\$501,986.35	\$790,398.06	\$722,235.95
NET ASSETS	\$1,498,720.12	\$1,478,672.41	\$1,432,815.07	\$1,540,405.63	\$1,413,267.56	\$1,413,867.29
Total LIABILITIES AND NET ASSETS	\$2,212,100.53	\$2,269,677.92	\$2,253,458.39	\$2,042,391.98	\$2,203,665.62	\$2,136,103.24

CAPCO

Income Statement

1/1/16-12/31/16 CAPCO ADMINISTRATION

2/16/2016 11:10:26 AM

LINE ITEM	TOT BUDGET	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOT CONTRACT	REMAINING
		1/1/2016	1/31/2016	1/1/2016	1/31/2016	1/1/2016	12/31/2016	1/1/2016	12/31/2016			
ADM - ADMINISTRATIVE CHARGES												
REVENUE												
OTHER REVENUE												
OTHER INCOME	0	0		8,000		0		8,000		1,600	9,600	-9,600
Total OTHER REVENUE	0	0		8,000		0		8,000		1,600	9,600	-9,600
Total REVENUE	0	0		8,000		0		8,000		1,600	9,600	-9,600
EXPENSES												
PERSONNEL												
SALARIES/WAGES												
SALARY/WAGE EXPENSE	0	0		11,604		0		18,888		3,778	22,665	-22,665
NEW ACCRUED BENEFIT TIME	0	0		1,270		0		1,270		254	1,524	-1,524
Total SALARIES/WAGES	0	0		12,874		0		20,158		4,032	24,189	-24,189
FRINGES												
FICA EXPENSE	0	0		897		0		1,425		285	1,710	-1,710
UNEMPLOYMENT INSURANCE EXPENSE	0	0		882		0		1,400		280	1,680	-1,680
WORKERS COMP EXPENSE	0	0		132		0		132		26	159	-159
DISABILITY INSURANCE EXPENSE	0	0		0		0		0		0	0	0
GROUP INSURANCE EXPENSE	0	0		1,908		0		1,908		382	2,290	-2,290
401-K EXPENSE	0	0		318		0		523		105	628	-628
Fringes on Accrued Leave Earned	0	0		178		0		178		36	213	-213
Total FRINGES	0	0		4,317		0		5,567		1,113	6,680	-6,680
Total PERSONNEL	0	0		17,191		0		25,724		5,145	30,869	-30,869
OTHER THAN PERSONNEL												
OFFICE SUPPLIES	0	0		1,008		0		1,180		236	1,416	-1,416
FOOD & FOOD SUPPLIES	0	0		0		0		0		0	0	0
COMMERCIAL INSURANCE	0	0		0		0		0		0	0	0
VEHICLE FUEL	0	0		0		0		0		0	0	0
PARKING LOT RENTAL	0	0		110		0		110		22	132	-132
POSTAGE	0	0		0		0		0		0	0	0
DUPLICATING & PRINTING	0	0		0		0		0		0	0	0
INTERNET SERVICE Packet April 2016	0	0		112		0		112		22	134	-134
TELEPHONE	0	0		212		0		212		42	254	-254

LINE ITEM	TOT BUDGET	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOT CONTRACT	REMAINING
		1/1/2016	1/31/2016	1/1/2016	1/31/2016	1/1/2016	12/31/2016	1/1/2016	12/31/2016			
Computer & Software Expense	0		0		0		0		160	32	191	-191
TRAINING & TECHNICAL AST	0		0		0		0		0	0	0	0
STAFF RECOG.	0		0		0		0		0	0	0	0
Staff Development	0		0		375		0		375	75	450	-450
LOCAL TRAVEL	0		0		0		0		0	0	0	0
OUT OF TOWN TRAVEL	0		0		0		0		0	0	0	0
DUES & SUBSCRIPTIONS	0		0		0		0		0	0	0	0
PERMITS, FEES, & RENTALS	0		0		0		0		0	0	0	0
ADVERTISING	0		0		467		0		467	93	560	-560
BUILDING ALLOCATION	0		0		2,589		0		2,489	498	2,986	-2,986
Total OTHER THAN PERSONNEL	0		0		4,872		0		5,104	1,021	6,124	-6,124
ADMINISTRATION												
FINANCIAL AUDIT	0		0		0		0		0	0	0	0
PAYROLL PROCESSING	0		0		395		0		895	179	1,074	-1,074
EAP SERVICES	0		0		601		0		601	120	722	-722
ADMINISTRATIVE ALLOCATION	0		0		-22,469		0		-22,469	-4,494	-26,963	26,963
Total ADMINISTRATION	0		0		-21,472		0		-20,972	-4,194	-25,167	25,167
Total EXPENSES	0		0		590		0		9,855	1,971	11,827	-11,827
NET SURPLUS/(DEFICIT)	0		0		7,410		0		-1,855	-371	-2,227	2,227

Income Statement

1/1/16-12/31/16 CAPCO ADMINISTRATION

2/16/2016 11:10:26 AM

LINE ITEM	TOT BUDGET	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOT CONTRACT	REMAINING
		1/1/2016	1/31/2016	1/1/2016	1/31/2016	1/1/2016	12/31/2016	1/1/2016	12/31/2016			
FEESVC - FEE FOR SERVICE												
EXPENSES												
OTHER THAN PERSONNEL												
BUILDING ALLOCATION	0		0		433		0		433	87	520	-520
Total OTHER THAN PERSONNEL	0		0		433		0		433	87	520	-520
Total EXPENSES	0		0		433		0		433	87	520	-520
NET SURPLUS/(DEFICIT)	0		0		-433		0		-433	-87	-520	520

Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No.16-08

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the Weatherization Assistance Program (WAP) 2016-2017 budget in the amount of \$375,000.00 and has recommended accepting as presented, and

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

IT IS HEREBY RESOLVED that on May 5, 2016 the Board of Directors adopts for acceptance the WAP budget for the 2016-2017 program year.

President

Date

Date: 03/08/2016

Time: 10:01

**New York State Weatherization
Data Collection & Management System**

CORT - Cortland Community Action Program Inc.

Contract # C092024 Prog Year 2016 Amendment # 0

Budget Support Documentation

Program Year Allocation: \$375,000

Part I - Budget

A. Materials

Sent To DHCR: 03/08/2016

Agency Materials	\$43,900		
Subcontracted Materials	\$7,500	Materials budgeted equals	16.27 % of A+B+C
Total Materials	\$51,400	Materials budgeted equals	13.71 % of Program Year Allocation

B. Labor

Agency Labor	\$157,533		
Agency Fringe	\$72,826		
Total Agency Labor	\$230,359		
Subcontracted Labor	\$2,094	Labor budgeted equals	73.56 % of A+B+C
Total Labor	\$232,453	Labor budgeted equals	61.99 % of Program Year Allocation

C. Program Support

Building Maintenance.....	\$0	Weatherization Equipment.....	\$0
Office Space	\$14,900	Travel.....	\$230
Warehouse Space.....	\$2,100	Staff Development	\$400
Utilities/Fuel.....	\$4,000	Worksite Consumables.....	\$0
Insurance/Bonding.....	\$0	Telecommunications.....	\$1,500
Vehicle Maintenance.....	\$1,200	Postage & Shipping.....	\$360
Vehicle Insurance	\$3,500	Advertising/Marketing.....	\$0
Vehicle Lease/Purchase.....	\$0	Printing/Copying.....	\$0
Office Supplies.....	\$1,800	Dues/Fees.....	\$500
Office Furniture/Equipment.....	\$0	Energy Audit	\$0
Weatherization Tools/Supplies	\$1,077	Other (see Below).....	\$576
		Total Program Support	\$32,143

Office Space Sqr Ft:	0	Warehouse Space Sqr Ft:	0
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Other Items

Parking Lot rental	\$576
.....	\$0
.....	\$0
.....	\$0
.....	\$0

Program Support budgeted equals 10.17 % of A+B+C

Program Support budgeted equals 8.57 % of Program Year Allocation

Total A+B+C: \$315,996

Total A+B+C budgeted = 84.27 % of Program Year Allocation

D. Liability Insurance

Total Premium.....	\$18,190	Effective Date	04/01/2016
Budgeted Amount.....	\$154	Termination Date	03/31/2017
Liability Insurance budgeted equals	0.85 % of Total Annual Liability Insurance Premium		
Liability Insurance budgeted equals	0.04 % of Program Year Allocation		

Date: 03/08/2016

Time: 10:01

New York State Weatherization
Data Collection & Management System

CORT - Cortland Community Action Program Inc.
Contract # C092024 Prog Year 2016 Amendment # 0
Budget Support Documentation

Program Year Allocation: \$375,000

Part I - Budget

E. Financial Audit

Total Financial Audit Fee..... \$18,000
Budgeted Amount..... \$1,700
Financial Audit budgeted equals 9.44 % of Total Annual Financial Audit Fee
Financial Audit budgeted equals 0.45 % of Program Year Allocation

F. Training and Technical Assistance

Budgeted Amount \$3,500
Training and Technical Assistance budgeted equals 0.93 % of Program Year Allocation

G. Health and Safety

Budgeted Amount \$34,900
Health and Safety budgeted equals 9.31 % of Program Year Allocation

H. Administration

Salaries & Fringe \$0
Indirect Costs:..... \$0 Rate 0 %
Admin Services (See Below): \$18,750
Admin Other (See Below):..... \$0
Total Administration: \$18,750
Administration Budgeted equals 5.00 % of Program Year Allocation

Admin Services Budgeted Items

Payroll Services

Admin Other Budget Items

I. Capital Equipment Purchase

Budgeted Amount: \$0
Capital Equipment Purchases Budgeted equals 0.00 % of Program Year Allocation

Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No.16-09

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the Rotary Club funding application in the amount of \$3,000.00 to support the Community Supported Agriculture (CSA) initiative and has recommended accepting as presented, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the Rotary Club funding application and accepts as presented.

IT IS HEREBY RESOLVED that on May 5, 2016 the Board of Directors adopts for acceptance the Rotary Club funding application.

President

Date

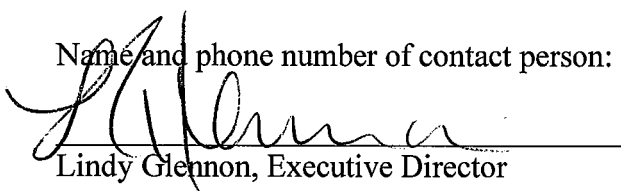
**Application for Grants from the Cortland (noon) Rotary Club
Donor Advised Fund**

(Note: we can entertain applications only from U.S. tax exempt organizations.)

Name of Applicant: Cortland Community Action Program (CAPCO)

Address: 32 North Main St.
Cortland NY 13045

Name and phone number of contact person: Brandy Strauf, (607)753-6781


Lindy Glennon, Executive Director


Date 2/29/16

I (A) Are you (the applicant).....

(1) an incorporated or chartered organization? Yes X No ____
If yes, in what state? NY

(2) a tax-exempt entity in accordance with Internal Revenue Code section 501(c)3? Yes X No ____
If "yes", attach a copy of your IRS letter.

(3) operating primarily in Cortland County? Yes X No ____

(4) operating to benefit other tax-exempt entities? Yes ____ No X
If "yes", list several representative beneficiaries from recent years:

(B) Attach a roster of your current Directors or Trustees, as well as a roster of your current officers, and contact information as requested above, concerning this project.

SEE ATTCHED

(C) Describe the specific proposed use of this grant, including the estimated cost of material and labor, and a time frame for the project, including target beginning and completion dates, as well as other proposed sources of funds.

This grant funding would allow CAPCO to double participation in our Farm Share Program. The program has been operating successfully in Cortland County for two years. The program currently operates on a \$3000 budget that is funded through a community service block grant. This additional funding from Rotary will allow us to double the amount of participants as well as implement vital education and a "Share Bank". The Farm Share Program which runs from early June through early November allows low income community members to buy into a CSA (Community Supported Agriculture). Community Supported Agriculture is a way for consumers to buy local, seasonal produce directly from a farmer in their community. A farmer offers a certain number of "shares" to the public that are distributed weekly. This is a successful and cost effective way to get fresh produce to community members. This concept puts locally grown, healthy foods in the hands of the community members while helping to sustain the farm. CSAs are extremely cost effective and convenient but are still largely unattainable for participants that receive SNAP benefits (Food Stamps). CSAs require the full amount paid before the season begins, which is impossible for those who feed their family on a very tight budget.

CAPCO's Farm Share Program is a collaborative project with Main Street Farms, a local urban farm. Main Street Farms provides the produce and agrees to accept payment on a weekly basis and CAPCO who subsidizes the cost of the CSA by paying for half each share making it more affordable to low income participants. Main Street Farms is able to accept SNAP & WIC benefits as weekly payment allowing participants more options for paying for the CSA. CAPCO would like to expand options in this program by implementing a "share bank". The share bank is a loan system for when participants may be low on cash or out of benefits. Instead of the participant not picking up for that week we will encourage the use of the bank to borrow funds that need to be paid back within 2 weeks.

In addition to the weekly food share, participants receive education on the growing season, recipes, and food demonstrations. A CAPCO Family Development Advocate provides this support to families to encourage introducing and using different, healthy foods in their family's diet.

(D) What is the amount of the grant you are applying for? Describe how it will be applied to the project described above.

Budget

\$2500.00 CSA Stipends (subsidy)

\$200.00 Supplies (education for demonstrations)

\$100.00 Promotion

\$200.00 Share Bank

\$3000 total grant

II The Cortland (noon) Rotary Club Donor Advised Fund Committee and the Board of Directors will review your application, compare it with the above guidelines

and our assessment of community needs, and will notify you of our decision promptly.

III Note that the Cortland (noon) Rotary Club reserves the right to...

- (a) reject any application which does not meet the requirements of Part I of this application or is incomplete;
- (b) determine the timing of grants as well as the timing and serialization of part payments linked to the progress of the project itself;
- (c) withhold any undisbursed balance of a grant if the applicant loses its tax-exempt status, becomes bankrupt or insolvent, materially changes the project for which the grant was intended, or fails to complete it in accordance with its schedule set forth above.
- (d) In the event this Rotary Club should dissolve, any grants allowed, but as to which not all funds have been distributed to the applicant, all unexpended funds revert to the ownership of The Rotary Foundation, which may not be bound to honor our intentions as to this fund.
- (e) Applicant should have a person designated to give Rotary regular updates on the progress of the program receiving a grant. If you anticipate the need for volunteers to assist you towards your goal, we want the opportunity to provide them, so please include such needs in your application.
- (f) A final report on the grant program is to be given to us , advising of the completion and success of the program, including final cost(s) and the number of people who benefitted from the program.

* * * * *

Please sign and date your application, attach the required documents as well as any other useful information, and mail it to the Cortland Rotary Club, P.O. Box 5248, Cortland, N.Y. 13045. Applications must be received by March first.

Rev: 1/20/2016

Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No.16-10

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the SUNY Cortland Giving by Learning grant application in the amount of \$3,000.00 to support the Community Supported Agriculture (CSA) initiative and has recommended accepting as presented, and

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

IT IS HEREBY RESOLVED that on May 5, 2016 the Board of Directors adopts for acceptance the Giving by Learning grant application.

President

Date

This grant funding would allow Cortland County Community Action Program, Inc. (CAPCO) to increase participation in our Farm Share Program. The program has been operating successfully in Cortland County for two years but has been limited in the number of people able to participate. The program currently operates on a \$3000 budget. The grant funding from Learning by Giving would be used to pay for the CSA shares, direct beneficiary costs. The program is currently able to serve 10 families. We have a waiting list each year that we are not able to serve. This additional funding will allow us to double the amount of participants as well as implement vital education and a "Share Bank". The Farm Share Program which runs from early June through early November allows low income community members to buy into a CSA (Community Supported Agriculture). CSA is a way for consumers to buy locally grown, seasonal produce directly from a farmer in their community. A farmer offers a certain number of "shares" to the public that are distributed weekly. This is a successful and cost effective way to get fresh produce to community members. This concept puts locally grown, healthy foods in the hands of the community members while helping to sustain the farm.

CSAs are extremely cost effective and convenient but are still unattainable for low income participants that receive SNAP benefits (Food Stamps). CSAs require the full amount paid before the season begins, which is impossible for those who feed their family on a very tight budget. Our Farm Share Program is a collaborative project with Main Street Farms, a local urban farm. Main Street Farms provided the produce and agreed to accept SNAP payments from participants on a weekly basis and CAPCO who subsidizes the cost of the CSA by paying half of each share making it more affordable to low income participants. Main Street Farms is able to accept SNAP & WIC benefits as weekly payment allowing participants more options for paying for the CSA. CAPCO will also be implementing new this year a "share bank". The share bank is a loan system for when participants may be low on cash or out of benefits. Instead of the participant not picking up for that week we will encourage the use of the bank to borrow funds that need to be paid back within 2 weeks. Not only will this allow the participants to benefit each week, but it will allow opportunities for them to support each other in the process.

The participants of the program will be invited to attend monthly meetings in which participants will receive education on the growing season, recipes, and cooking demonstrations. Participants will have the opportunity to share their own recipes and ideas for getting their families to eat healthy, nutritious foods. The monthly meeting will also be an opportunity to evaluate the program. Evaluation will be done through group conversations and individual surveys.

Budget:

				Totals
Salary	25 weeks	5 hours	\$15/hr.	\$1,875.00
CSA Stipend	22 weeks	20 shares	\$231.00	\$4,620.00
Education/Demos/supplies				\$400.00
				\$6,895.00

CSBG funding	\$3895.00	Proposed SUNY grant	\$3,000.00*
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*The Giving by Learning grant would be used direct beneficiary costs to pay for the CSA shares.

Timeline:

April & May 2016- Recruit families to participate in the Food Share Program

Early June 2016-First monthly meeting/contracts with participants are signed

June-November 2016-Weekly share pick-ups at 2 locations options

June-November2016-Monthly meetings with participants that include nutrition education/recipes

Early November 2016- Program Ends/Evaluation

Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No.16-11

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the National Book Fund grant application in the amount of \$797.00 to support the Literacy Volunteers of Cortland County and has recommended accepting as presented, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the National Book Fund grant application and accepts as presented.

IT IS HEREBY RESOLVED that on May 5, 2016 the Board of Directors adopts for acceptance the National Book Fund Learning grant application.

President

Date

2016 National Book Fund® Application

Deadline: April 15, 2016 (postmarked by)

Please review the Application Guidelines prior to completing application.

Programs will be notified of grant acceptance/rejection by May 30, 2016.

Organization Name: Cortland County Community Action Program (CAPCO)
Address: 32 North Main Street,
City/State/Zip: Cortland, NY 13045
Phone: (607) 753-6781, x 144
Contact Person: Gail Bundy
Title: Family Development Advocate / Project Getting Ahead Co-ordinator
Email: gailb@capco.org

What is the total dollar amount of NBF materials and/or online courses being requested? \$760.90

****Total amount requested MUST equal totals from both the New Readers Press and Online Professional Development Courses order forms.***

- 1) Is your organization a nonprofit? ☒ Yes ☐ No
- 2) Does your organization provide instructional services at no charge to students? ☒ Yes ☐ No
- 3) What is your organization's annual operating budget?
CAPCO Agency Budget: \$7,492,234.55. Project Getting Ahead (Adult Education and Literacy Volunteers) Budget: \$70, 092.
- 4) Provide a timeframe for use of NBF materials and/or online courses (applicants will receive materials no later than July 15, 2016): We will start using the materials for tutor training in July and August tutor training. We will start using them with students in August 2016, but anticipate ramp up in usage after our fall campaign reaching out to new students and new tutors.
- 5) How many students does your program serve annually? 80
- 6) What is the projected number of students that would be served using the NBF materials? 30
- 7) Approximately how many of the projected number of students served using the NBF materials will be new students? 20
- 8) What is the average number of trainers, staff, instructors, and/or volunteers who participate in your organization's program annually? 10

Cortland County Community Action Agency / Project Getting Ahead Proposal Narrative

1. Brief Organization Description. The Cortland County Community Action Agency (CAPCO) provides services to low income individuals and families in Cortland County, New York. **Mission:** CAPCO is dedicated to providing and advocating for community-wide actions and programs that increase individuals' dignity and self-reliance and improve community conditions, engaging all sectors of the community in Cortland County's fight against poverty. **Services include:** Head Start / Early Head Start, WIC, Energy Services, Consumer Directed Personal Assistant Program, and Family Development. Project Getting Ahead is an education program within Family Development, which is focused on (1) youth and young adults who seek a high school equivalency diploma program and (2) other adults with personal life-skills or literacy goals. CAPCO is also the home base for the newly formed Literacy Volunteers of Cortland County (LVCC), a program which provides one-on-one volunteer tutors to adults with low literacy skills. **Audience:** In Cortland County, 13.5% of the county lives in poverty. According to the 2014 American Community Survey, 9.8% of adults over 25 years of age in Cortland County (2,934 people) do not have a high school diploma. Of those, 872 left school before the ninth grade. (U.S. Census, *American Community Survey*, 2014). Of people over 25 without a diploma, 24% are living in poverty (New York State Community Action Association, *New York State Poverty Report*, Feb 2016).

2.Detailed Financial Need for the National Book Fund grant. Funds will be used to expand the capacity of Literacy Volunteers of Cortland County (LVCC) to provide one-on-one tutors for any adult in the county with an identified literacy need. In November 2015, as part of Project Getting Ahead, CAPCO provided office space to this grassroots volunteer effort started by several retired teachers who were deeply concerned about the lack of services for adults with low literacy skills. However, CAPCO lacks funds to purchase full sets of the sequenced text materials and volunteer tutor training materials designed for lower level ABE and literacy students. LVCC complements CAPCO's high school equivalency (HSE) preparation program for youth, ages 17 to 21. The HSE program was started in 2013. At that time a Dollar General grant allowed us to purchase educational and testing materials to support that start-up focused on preparation for the TASC™ exams. However, our investment in Adult Basic Education (ABE) and literacy materials was limited as we did not have staff to serve those students. The HSE program served 70 youth and young adults in 2015. Our existing funding from the Community Services Block Grant and the Cortland County Youth Bureau primarily supports two part-time staff and materials for the TASC™ / HSE prep program. For the LVCC program, two part-time volunteers share the work of recruiting students from referral agencies, recruiting and training volunteer tutors, and supporting the adult learner / tutor matches. Administrative costs for the LVCC program are currently covered from our CSBG general grant and a small (\$500) grant from a local foundation.

2. Use of NBF materials to serve more students, or better serve those already enrolled. Before the inclusion of the Literacy Volunteer program, neither CAPCO nor other county agencies were able to provide one-on-one tutoring for adults at literacy levels below grades 5 or 6. The National Book Fund will provide sets of core sequenced texts and materials designed for low literacy students that will help volunteer tutors learn how to instruct adult learners which will allow CAPCO to provide better services to more students. Our start up plan is to have two sets of key curriculum so that a student and a tutor can each work from a copy. Currently, the LVCC has 15 volunteers who have attended some training, and eight student / tutor matches. We anticipate growing to at least 30 adult learner / tutor matches within the next two years. This would expand CAPCO's entire adult education program to around 100 students a year.

3. Describe the project for which these materials will be used. Include how students or staff will be informed, any training needed, and a timeframe for implementation. Literacy Volunteers of Cortland County recruits and trains volunteer tutors to work one-on-one with adults with low literacy skills to assist those adults achieve their individual life skills or educational goals. The program has been created through a partnership with the local R.S.V.P. office, local BOCES adult education, CAPCO's Project

Getting Ahead and five area libraries. SUNY Cortland Literacy department has agreed to provide occasional technical support. LVCC volunteer coordinators recruit and train tutors and work with local agencies to obtain referrals for potential students. Then LVCC matches students with tutors who usually meet in local libraries or in CAPCO classroom. The LVCC volunteer coordinators are networking with key referral agencies and attending multiple staff meetings to provide information about the new literacy tutoring initiative. As part of a county wide literacy coalition, we are planning a county-wide information and student recruitment campaign to be launched in late summer 2016. (See Response 6 below). Leading up to that launch time, we will have training sessions to help volunteer tutors know how to use the new materials, sequencing structures, and teacher notes as a guide for their tutoring sessions.

4. Describe the impact of these materials on students and/or tutors. How will you measure this impact? We anticipate that students and tutors will thrive using these materials. Our current staff respects the New Reader Press materials, such as the *Challenger*, for the careful sequencing of adult literacy skills, as well as for the extensive teacher notes written for the non-professional volunteer tutor. Students will have two forms of evaluation – grade level progress and / or progress towards goal. They will be evaluated at entry with either the TABE exam or the reading placement questions from the *Voyager / Endeavor* series (for students reluctant to take the longer TABE exam). Students will also identify their individual goals. We will retest students at three month intervals. The tutors are also requested to make notes about progress towards goals on their volunteer time sheets. The volunteer coordinators will also track both students and tutors about their progress in using the materials at monthly intervals.

5. Educational training/background of your organization's staff/instructors?

Staff. Gail Bundy, Project Getting Ahead Coordinator, brings over 30 years workforce and adult education experience to the program. At CAPCO, she coordinated a three year workforce development project for low income youth and young adults. She has an M.A. in English. Susan McInvale, evening classroom teacher, is a certified elementary school educator, experienced adult educator and board certified mental health counselor. She has an M.S in Clinical Mental Health Counseling and an M.S. in Education Administration. **Lead Volunteers.** Lynn Olcott, volunteer tutor co-ordinator, is a retired educator who has spearheaded local advocacy for the low level adult learner. She has taught in adult literacy programs in colleges and in correctional facilities. She has trained teachers in Ethiopia and at SUNY Cortland. She holds K-12 teaching certifications in the New York State and has a Masters in Education. Susan Connelly, volunteer tutor co-ordinator, is retired with thirty years experience as a special education teacher. She has worked with high risk teenagers and with adult learner programs. She is chair of the Cortland County Teachers Center and has a Masters in Special Education. **Training.** Our tutor training is done in collaboration with OCM BOCES Adult Education and RSVP. Since November 2015, we have held four half day training sessions for tutors and have instituted monthly “tutor talks” focused on different themes that tutors request. The Family Development Director and agency Executive Director evaluate performance on monthly and quarterly intervals.

6. Public relations/public awareness activities. CAPCO is one of the founding partners in a county-wide literacy coalition managed by the Cortland Area Communities that Care Coalition (CACTC) – a coalition of all the schools, agencies, and major employers in the county. CAPCO is the lead on the Adult Learner Team, which is currently planning focus groups with adult learners to determine the best way to provide information to adult learners and to referral agencies. CACTC staff with expertise in social media will help us develop effective media to support a student recruitment campaign that will launch late summer, early fall to coincide with National Literacy Month. We will include National Book Fund in our promotions, website, and Facebook site. The local newspaper (*Cortland Standard*) has published one article about the LVCC. CAPCO's Executive Director is on the board of the New York State Community Action Association and a member of Rotary. This new LVCC Initiative is being highlighted as a “Best Practice” volunteer project at the May 2016 “Meeting of the Minds” conference, which is an annual meeting of the volunteer projects run by 49 community action agencies in New York State.

	1 copy	# Copies	Total	
Breakthrough Level 1 Set	43.6	2	87.2	
Breadkthrough Level 2 Set	43.6	2	87.2	
Breakthrough Level 1 - Book 1	24	1	24	
Challenger - 1 Set	112	1	112	310.4
Easy Reader - mandela	12.95	2	25.9	
Easy Reader - Ghandi	12.95	2	25.9	
Easy Reader - King	12.95	2	25.9	
Easy Reader - Chavez	12.95	2	25.9	
Easy Reader - Parks	12.95	2	25.9	
Endeavor - Student 3	15	2	30	
Endeavor - 3 teacher	12	1	12	
Emdeavor - Student 4	15	2	30	
Endeavor - 4 teacher	12	1	12	
Endeavor - student 5	15	2	30	
Endeavor - 5 Teacher	12	1	12	255.5
Lifeprints - Literacy level	16.5	2	33	
One Season in the Sun	12	1	12	
Yankee Doodle	12	1	12	
Teaching Adults Math	23	1	23	23
Voyager Foundations - Stu	14	2	28	
Voyager Student book 1	14	2	28	
Voyager Student Book 2	14	2	28	
Voyager Student Book 3	14	2	28	
Voyager Teacher Founda	10	1	10	
Voyager Teacher Book 1	10	1	10	
Voyager Teacher Book 2	10	1	10	
Voyager Teacher Book 3	10	1	10	152
Wishlist Total			797.9	740.9

Board Development Committee

April 19, 2016

In attendance: Mary Ann Discenza, Pat Snyder; Excused: Cheryl Michales Rama Haidara; Staff: Eden Harrington-Hall

Meeting to order at 8:05 a.m.

We are still in the process of looking to replace Janet's seat. Lindy has reached out to Billie McNabe at DSS to see if she'd be interested in being on the Board. Billie works in the benefits area, specifically with SNAP. She is well acquainted with CAPCO and the work we do. All present thought that Billie will make an excellent addition to the Board.

There being no further business, meeting adjourned at 8:25 a.m.

Board Development Committee

March 15, 2016

In attendance: Cheryl Michales, Mary Ann Discenza, Pat Snyder; Excused: Rama Haidara; Staff: Eden Harrington-Hall; Guest: Shelley Warnow

Meeting to order at 8:03 a.m.

William McGover, Marathon Village Mayor has accepted the seat on the board and has chosen Shelley Warnow to serve on his behalf. Ms. Warnow is very active in the Marathon community which includes volunteering at the Marathon Food Pantry. Ms. Warnow also was the principal at the Marathon Elementary School, the Cincinnatus Central School and the Truxton Elementary school as well as serving on other Boards. All present agreed that Ms. Warnow will be an excellent addition to the Board and Cheryl Michales made the motion the seating of Shelley Warner as William McGovern's representative, seconded by Pat Snyder. There being no further discussion, motion carried.

We are still in the process of looking to replace Janet's seat. Martha Bush has been recommend as a possible candidate and Lindy is in the process of reaching out to her to see if she would be interested in serving.

There being no further business, meeting adjourned at 8:30 a.m

Resolution of the Board of Directors

Of

Cortland County Community

Action Program, Inc.

Resolution No. 16 - 12

WHEREAS, William McGovern, Marathon Village Mayor has accepted an invitation to serve on the CAPCO Board of Directors as a public sector representative, and has selected Shelley Warnow to serve on his behalf;

Whereas, the Board of Directors has reviewed the recommendation letter from William McGovern and the recommendation for the Board Development Committee;

Be it resolved that on May 5, 2016 the Board of Directors appoints Shelley Warnow as a public sector representative to the CAPCO Board of Directors and accepts Mr. McGovern's representative Shelley Warnow to represent him on the board;

Be it further resolved that should William McGovern leave office before Shelley Warnow's term expires, Ms. Warnow's seat will be vacated at that time per Federal Statute.

PRESIDENT

DATE



Cortland County Community Action Program, Inc. (CAPCO)

32 North Main Street ☐ Cortland, NY 13045

Phone: (607) 753-6781 ☐ Fax: (607) 758-3620 ☐ www.capco.org

Head Start ☐ Early Head Start ☐ Energy Services ☐ WIC ☐ Consumer Directed Personal Assistance ☐ Family Development

Board Member Application

For Elected Public Official Representation

Name: Shelley Warnow Date: 3/15/16

Home Address: 1075 McGraw Marathon Rd., Marathon, N.Y. 13803

Home Phone: 607-849-6071 Cell Phone: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Business Fax: _____

Business Fax: _____ E-mail Address: Donsgirl1956@aol.com

If you are representing an Elected Public Official, name of the Elected Public Official you will be representing: William McGovern

Office and District (if representing a specific District): Marathon Village Mayor

Term of Office 5/2015-5/2017 Preferred Communication:
☐ Mail to Home ☐ Mail to Business ☒ E-mail ☐ Fax

Occupation (You May List More than One Occupation, Please List Primary Occupation First) Curriculum Consultant at Cincinnatus Central School

Do you have any relationship professionally or personally that may impede your duties to serve CAPCO Board of Directors? NO

Affiliations (Please List Civic, Fraternal, Professional, and Voluntary Agency Activities. List Any Offices Held and Provide Dates.)

Marathon Food pantry
Marathon Maple Festival Marathon Central School Alumni Assoc.
Chairperson 2013-2015 Secretary 2015-present

I, Shelley Warnow accept the invitation to serve on the Board of Directors and agree to adhere to the conditions of membership.

Shelley Warnow
Signature

...dedicated to providing programs and resources that promote self-reliance and dignity.



Cortland County Community Action Program, Inc. (CAPCO)

32 North Main Street ☐ Cortland, NY 13045

Phone: (607) 753-6781 ☐ Fax: (607) 758-3620 ☐ www.capco.org

Head Start ☐ Early Head Start ☐ Energy Services ☐ WIC ☐ Consumer Directed Personal Assistance ☐ Family Development

Board Member Application

For Elected Public Official Representation

Name: William P. McGovern Date: 4-19-2016

Home Address: 28 W. MAIN ST., MARATHON N.Y.

Home Phone: (607) 849-7910 Cell Phone: _____

Business Name: Village of MARATHON

Business Address: 18 TANNERY ST, MARATHON N.Y.

Business Phone: (607) 849-3812 Business Fax: _____

Business Fax: _____ E-mail Address: MARATHONMAGOV@STNY.TZ2.COM

If you are unable to serve, but are willing to have someone serve on your behalf,
name of your representative: Shelley W. Brown

Office and District (if representing a specific District): Village of MARATHON

Term of Office _____ Preferred Communication:
☐ Mail to Home ☐ Mail to Business ☒ E-mail ☐ Fax

Occupation (You May List More than One Occupation, Please List Primary Occupation First) _____

Do you have any relationship professionally or personally that may impede your duties to serve CAPCO Board of Directors?

Affiliations (Please List Civic, Fraternal, Professional, and Voluntary Agency Activities. List Any Offices Held and Provide Dates.)

MARATHON Scholarship Foundation 2009-present

I, William P. McGovern accept the invitation to serve on the Board of Directors and agree to adhere to the conditions of membership.

William P. McGovern
Signature

...dedicated to providing programs and resources that promote self-reliance and dignity.

Village Office
18 Tannery Street
P.O. Box 519
Marathon, NY 13803
Phone: 607-849-3812
Fax: 607-849-4233

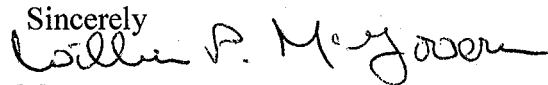


Electric Dept.
Phone: 607-849-6795
Water/Wastewater Dept.
Phone: 607-849-3958
Street Dept.
Phone: 607-849-6988

Cortland County Community Action Program, Inc.
32 North Main Street
Cortland, NY 13045

Thank you for inviting me to be a member of the CAPCO Board of Directors. Unfortunately, I am unable to personally serve on the board due to other commitments I have in the community. Therefore, I am appointing Shelley Warnow to serve on my behalf during my tenure as Mayor of the Village of Marathon.

Shelley is an outstanding citizen in our community, and her background and experience will certainly be a benefit to your Board.

Sincerely

Mayor

Resolution of the Board of Directors

Of

Cortland County Community

Action Program, Inc.

Resolution No. 16 - 13

WHEREAS, Miranda Greene, Head Start Policy Rep to the Board has given her resignation as
a CAPCO Board member;

Be it resolved that on May 5, 2016 the Board of Directors accepts Miranda Greene's
resignation.

PRESIDENT

DATE

CAPCO Program Planning & Evaluation Committee

April 19, 2016, 12 noon

The PP&E meeting attendance was Shawn Allen, Elizabeth Haskins, Lindy Glennon, Eden Harrington-Hall

Excused: Gary Dallaire

Meeting called to order at 12:15 p.m.

Early Head Start & Head Start January and February 2016 Monthly Reports

Head Start

- The Parent Engagement Groups (PAG) have been very well attended. HS
- Dental/Incident Report - Dental screenings – 37% in January 41% in February (by end of year need 85%). Currently, 150 have received their dental screening. There are 3S need there follow-up. If parents do not want to do a follow up the need to sign a form stating that.
- Attendance in January was 90% - February 91%.
- The staff are in the process of recruiting families.
- Special needs 52 receiving services
- As part of the Fatherhood initiative the program held an event with over 100 attendees.
- HS fully enrolled, 200, Waiting list is small and the staff is working diligently to improve that – most on the waiting list are over income.

Early Head Start

- Family Services Report – 72 enrolled with attendance at 94% - if attendance falls under 85% two months straight a corrective action plan will need to be sent to the Regional Office
- **Motion to recommend January and February 2016 HS/EHS Monthly Reports to the full Board made by Elizabeth Haskins; seconded by Shawn Allen. Motion carried.**

Updates:

- Waiting to hear about the funding opportunity through the Dormitory Authority in the amount of \$300,000 for South Main – we should hear at the end of the month.
- We should hear about the Learning to Give grant through SUNY Cortland in a week or so.
- DYSRIP – we have met with the team from Care Compass Networks regarding funding for DYSRIP. There are a 3-5 projects which we feel would benefit the agency. Each project area have different dollar amounts associated with it. We hope these funds will fill the gap created by the reduction in Medicaid funding

- There is a multi-county grant opportunity from the State Education Department which we will be meeting with Opportunities or Oswego to look at what part we might play in the funding. We would like to use the funds to hire a part-time Coordinator for the Literacy Volunteers program.
- Hunger Coalition – We are working with 7VHC on two grant opportunities through USDA one is a Food Systems Assessment in Cortland County which we will be taking part in.

There being no further business, meeting adjourned at 1:00 p.m.

HEADSTART / EARLY HEADSTAT PROGRAM OF CORTLAND COUNTY
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Community Action Program , Inc.

HS/EHSMonthly Family Engagement report

Month: January 2016

Staff: Amanda Keep /Crickett Landon

Center	Scheduled Activities	Date of Activity	# of families	# of people	Males	# of families in center	% of families involved
YMCA 1	PAG	1/28/2016	3	3	1	20	15%
						20	0%
						20	0%
YMCA 2	PAG	1/28/2016	3	4	0	16	19%
						16	0%
						16	0%
YMCA 3	PAG	1/27/2016	6	6	0	12	50%
						12	0%
						12	0%
Parker	PAG	1/19/2016	4	7	4	16	25%
						16	0%
						16	0%
Randall	PAG	1/27/2016	8	9	3	16	50%
						16	0%
						16	0%
Smith	PAG	1/27/2016	10	24	6	16	63%
						16	0%
						16	0%
Homer 1	PAG	1/28/2016	6	7	1	16	38%
						16	0%
						16	0%
Homer 2	PAG	1/21/2016	3	8	1	14	21%
	Snack	1/27/2016	5	13	1	14	36%
						14	0%
McGraw	PAG	1/20/2016	4	6	2	16	25%
						16	0%
						16	0%
Marathon	PAG	1/26/2016	7	16	2	14	50%
						14	0%
						14	0%
Johnson 1	PAG	1/26/2016	11	24	5	14	79%
						14	0%
						14	0%
Johnson 2	PAG	1/26/2016	8	19	3	14	57%
						14	0%
						14	0%
	PAG	1/13/2016	6	9	4	13	46%

C-ville 1						13	0%
						13	0%
C-ville 2	PAG	1/20/2016	7	8	1	8	88%
						8	0%
						8	0%
Cosimo 1	PAG	1/14/2015	2	6		8	25%
						8	0%
						8	0%
Cosimo 2	PAG	1/14/2016	2	8	1	8	25%
	Snowman snack	1/21/2016	6	16	3	8	75%
						8	0%
Cosimo 3	PAG	1/14/2016	3	8	1	8	38%
	Parent Social	1/27/2016	5	12	3	8	63%
						8	0%
South Main1	PAG	1/22/2016	5	13	1	8	63%
	Breakfast	1/14/2016	2	6	1	8	25%
						8	0%
South Main 2	PAG	1/22/2016	2	6	2	8	25%
	Breakfast	1/14/2016	3	7	1	8	38%
						8	0%
Home Based 1	PAG	1/20/2016	0	0	0	10	0%
						10	0%
Home Based 2	PAG	1/20/2016	3	3	0	11	27%
						11	0%

Health Services HS Dental/Incident Report
January 2016

Classroom	Dental Rcv	30 Days	60 Days	90 Days	90+ Days		F/U Needed	F/U Not Sta	F/U Started	F/U Compl	Refusals		Incidents
C'Ville 1	9	0	0	1	2		2	2	0	0	0		1
Homer 1	14	0	0	0	1		2	1	0	1	0		0
Homer 2	11	0	0	0	4		4	2	0	2	0		1
Johnson 1	10	0	1	0	3		2	1	0	1	0		1
Johnson 2	9	0	1	1	4		1	1	0	0	0		1
Marathon	8	0	1	0	5		1	1	0	0	0		0
McGraw	15	0	0	0	1		5	2	0	3	0		3
Parker	9	0	0	1	3		3	1	0	2	0		1
Randall	15	0	0	1	1		3	1	0	2	0		1
Smith	12	0	2	1	2		4	4	0	0	0		0
YMCA 1	15	0	0	0	5		4	2	0	2	0		4
YMCA 2	14	0	0	0	1		4	4	0	0	0		2
YMCA 3	9	0	0	0	3		0	0	0	0	0		0
Totals	150	0	5	5	35		35	22	0	13	0		15
Total %	37%												
Comments													

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 16

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	20	0	0	91	0	4	3	1	1	1
YMCA 2	16	16	0	0	88	2	3	1	6	3	0
YMCA 3	14	12	0	0	97	1	0	1	6	4	0
Parker	16	16	1	0	90	0	3	1	0	0	0
Randall	16	16	0	0	93	3	2	2	3	0	0
Smith	16	16	0	0	84	0	3	1	0	0	0
Homer 1	16	16	0	0	94	2	3	2	1	0	0
Homer 2	14	14	0	0	90	3	0	3	3	0	0
McGraw	16	16	0	0	93	1	1	7	0	0	0
Marathon	14	14	0	0	91	3	1	4	10	2	1
Johnson 1	14	14	1	0	86	0	0	0	0	0	0
Johnson 2	14	14	0	0	89	0	1	3	0	0	0
C'ville 1	14	13	0	0	86	1	1	0	1	0	0
TOTAL	200	197	2	0	90%	16	22	28	31	10	2

of Children on the Waiting List:

3 Year Olds
Over Income
Under 130%
Under 100%

23
3
8

4 Year Olds
Over Income
Under 130%
Under 100%

13
0
2

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: January 2016

	# 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	6	3	5	3	0	0	2	0	0	0	0	0
Smith	4	0	4	0	0	0	0	0	4	3	0	0
Parker	5	1	5	1	0	0	1	0	0	0	0	0
YMCA I	4	2	3	2	0	1	2	0	3	2	0	0
YMCA II	6	2	6	1	1	0	1	0	1	2	0	0
YMCA III	3	1	2	1	0	0	1	0	2	1	0	0
McGraw I	4	2	4	2	1	1	0	0	3	0	0	0
Homer I	4	0	4	0	0	0	0	0	2	0	0	0
Homer II	2	2	2	2	1	2	0	0	0	0	0	0
Marathon	5	2	5	2	1	0	1	0	0	0	0	0
Johnson I	3	2	2	2	1	0	1	0	1	1	0	0
Johnson II	4	2	4	0	0	1	1	0	2	2	0	0
Cortlandville	2	2	2	1	0	2	1	0	0	0	0	0
TOTALS	52	21	48	17	5	7	11	0	18	11	0	0

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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Community Action Program, Inc.

MONTHLY MENTAL HEALTH REPORT HS

Employee Name: Katherine E. Shaw

Month: January 2016

	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	2	1	1	0	2	1	1
YMCA II	3	0	0	0	0	2	1	1
YMCA III	1	1	0	0	0	1	0	0
Smith	0	0	0	0	0	0	0	0
Parker	0	1	0	0	0	0	0	0
Randall	3	0	0	0	0	0	0	0
Homer I	0	0	0	0	0	0	0	0
Homer II	0	0	0	0	0	0	0	0
McGraw I	0	0	0	0	0	0	0	0
Johnson I	0	1	0	0	0	2	0	0
Johnson II	0	0	0	0	0	0	0	0
Marathon	0	0	0	0	0	1	0	0
Cortlandville	2	0	0	2	0	0	0	0
TOTALS	10	5	1	3	0	8	2	2

HEAD START

CLASSROOM HAPPENINGS

January 2016

Johnson 1: This month we learned about farms, markets, and food. We read a lot of fun stories like "Little Red Hen Makes a Pizza." We played with pizza dough and learned about coupons and grocery lists. The Children got to make farms and draw pictures. Wally talked about problem solving and we had a PAG meeting where we made Olaf waffles. We had a great turn out.

Johnson 2: This month we talked about farms and grocery stores. The children learned about what kind of foods you can find on a farm compared to the foods you can find in a grocery store. We have also started a new unit in the Dina curriculum called Problem Solving. So far we have talked about how to ask a friend for a toy and how to share/take turns with your friends. During our PAG we made snowman and waffles with our parents.

Marathon: For the month of January children learned and are continuing to learn about animals. Children have observed what animals go to what habitat, what they eat and the life cycle on some insects. Children are doing an amazing job with writing their name and some can do it without looking at anything. Children have enjoyed learning about math. This month we worked on measuring and looking at things that were bigger vs smaller. This month's PAG was a math PAG, where children and adults worked together using different sized cups to make trail mix. Children followed the picture recipe and had a great time making it with the ones they love. Also, this month Marathon Head Start participated with the school in kindness week. Children learned about the true meaning of kind and created a list of kind gestures and were eager to complete the list. We had an exciting month!

McGraw: January has been a fantastic start to a new year. . The students came back from the holiday break with many fun experiences to converse about with their classmates. We are now into a new unit learning how to control anger, and how to calm our bodies when we get angry. The strategies are being used throughout the day and have had a very positive effect on our classroom. Teachers review the strategies throughout the day and the students remind each other of strategies when they see situations evolving. Some of the vocabulary being used for anger control is deep breaths, I can do it, I will try again, and stay cool. The students are identifying when they or their friends are angry and helping each other for extra support.

During the month of January we have been talking about animals and how we relate to them. The students have found this very silly, but very interesting as well. We have been doing a lot of large group activities for our winter Teaching Strategies Gold assessments, which has been a lot of fun. We have been doing many different games, dances, and gross motor activities. Each day we have been reviewing the letters that we have already learned and their sounds. During small group activities we have been continuing to form letters and draw pictures that begin with the letter. The students enjoy sharing their creations with the teachers and peers. The emergence of detail in the pictures is significant for each of the students.

Parker: This month we learned the letters Jj, Dd, Pp and Bb. We wrapped up our Problem Solving Unit and started Anger Management Unit. We also started an Animal Unit learning about beaks, wings, fur, puppies, kittens, fowl, scales, herbivore and carnivore. We did a float/sink experiment to introduce graphing. We finished up geometry unit and started data analysis. For our PAG we made Olaf waffles with fresh strawberries.

Randall: We have been discussing animals and how they live/where they live and what they eat. This month we have been talking about problem solving with Dina and how to calm down if we get upset. The kids have used the thermometer in the room as a visual for practicing breathing to get ourselves to a calm state of mind. We have continued learning our colors/shapes and have been doing a lot of counting and number recognition. This month we have been practicing beginning sounds to a spoken word and then deciding if the words sound and begin the same. We continue to practice sequencing and putting events in order. The PAG was January 27th, we continued following the core curriculum by making an animal book with our parents.

Smith: We worked on letters, Ss, Jj, Dd, and Pp. We also started working on rhyming and beginning and ending sound of word. We learned about problem solving strategies. This month we also learned about animals. We had 75% attendance for our PAG this month. We made Olaf waffles and ate breakfast with our parents.

YMCA-1: This month we continued to swim every Tuesday. We also welcomed 2 new friends into the classroom. We enjoyed a fun outdoor PAG. We played in the snow, colored snow with colored water and enjoyed hot chocolate together.

YMCA-2: Dina continued unit 4: problem solving. Students have learned solutions like using words, trading, sharing, apologizing, asking, and waiting. Tiny started to discuss anger management.

We continued the unit of animal and habitats. Students are still finding it hard to believe humans are animals. They are recognizing humans and animals all need food, water, and shelter. We have played animal charades, sorted animals by habitat and the way they move, and read LOTS of books about different types of animals. We have sequenced the life cycle of frogs, and butterflies.

We have really started to work on the sounds of words, trying to recognize the initial sounds and rhyming. We have switched to working on our last names when recognizing letters and took the symbols off our name tags!

YMCA-3: This month we introduced farms and animals and talked about what comes from animals, like milk from a cow etc. We put Humpty Dumpty together to problem solve. We went over germs with the germ light. We talked about sounds that the animals make. We learned to ask for a toy with Dina/Wally and played with playdough and toys and shared. We worked with horseshoes made from cardboard and learned letters. We built a barn together out of blocks by asking a friend for a block or trading with a peer. We learned about fruits and vegetables. We talked about where food comes from and had a dairy sampling.

Homer 1: Our classroom has enjoyed the nice weather days. The kids have enjoyed getting fresh air to get those wiggles out, making snow angels and building snowmen. We have been practicing sounds and doing fun activities for the letters Jj, Dd, and Pp. We have been doing our plants, animals, and habitats unit. The class really had fun figuring out what animals live in the zoo, farm, and water. The kids are finding it fun learning and figuring out animals' different cycles of life. We have made penguins and panda bears, the kids can't wait to show their families. The class really enjoyed our Pajama Day. Every Wednesday is wacky Wednesday and some of the kids have had fun participating in that. We made a healthy trail mix snack for our PAG, they were excited to make their own snack.

Homer 2: During this month we are learning about Farms and Markets. We have added a market to our play area for the children to use. We had our PAG on Thursday the 21st. We had a low attendance, 3 families. However, we believe it is because of our lack of reminders due to the water main break and no school the day before. We also had special snack on Wednesday the 27th. We had a good turnout with 5 families attending.

Cortlandville 1: We've been learning about farms, and markets. We tasted different dairy foods and built barns with blocks. We've even made grocery lists. We made our own grocery store and went shopping for foods in the different food groups. We have finally been outside to play in the snow. We used teamwork to build a snowman and slid down the snowbank. Dina is teaching us problem solving skills and how to identify the problem and ways to solve it using sharing and asking. Sparkle came to our PAG meeting to discuss dental health.

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

HS/EHSMonthly Family Engagement report

Month: February 2016

Staff: Amanda Keep /Crickett Landon

Center	Scheduled Activities	Date of Activity	# of families	# of people	Males	# of families in center	% of families involved
YMCA 1	PAG	3/28/2016	13	31	5	20	65%
	Father Night	3/24/2016	2	5	1	20	10%
						20	0%
YMCA 2	PAG	3/28/2016	10	10	1	16	63%
	Father Night	3/24/2016	3	4	1	16	19%
						16	0%
YMCA 3	PAG	3/16/2016	8	8	3	13	62%
	Father Night	3/24/2016	0	0	0	13	0%
						13	0%
Parker	PAG	3/30/2016	6	8	3	16	38%
	Father Night	3/24/2016	2	2	3	16	13%
						16	0%
Randall	PAG	3/22/2016	4	4	1	15	27%
	Father Night	3/24/2016	5	12	3	15	33%
						15	0%
Smith	PAG	3/29/2016	9	22	2	15	60%
	Father Night	3/24/2016	1	3	1	15	7%
						15	0%
Homer 1	PAG	3/17/2016	7	9	2	16	44%
	Father Night	3/24/2016	1	3	1	16	6%
						16	0%
Homer 2	PAG	3/22/2016	3	7	1	14	21%
	Father Night	3/24/2016	0	0	0	14	0%
						14	0%
McGraw	PAG	3/16/2016	5	8	3	16	31%
	Father Night	3/24/2016	0	0	0	16	0%
						16	0%
Marathon	PAG	3/31/2016	7	16	0	14	50%
	Father Night	3/24/2016	0	0	0	14	0%
						14	0%
Johnson 1	PAG	3/28/2016	7	8	14	14	50%
	Father Night	3/24/2016	3	13	3	14	21%
						14	0%
Johnson 2	PAG	3/18/2016	7	16	0	14	50%
	Father Night	3/24/2016	0	0	0	14	0%
						14	0%
	PAG	3/22/2016	1	3	1	12	8%

C-ville 1	Father Night	3/24/2016	2	2	0	12	17%
						12	0%
C-ville 2	PAG	3/10/2016	5	5	1	7	71%
	Father Night	3/24/2016	1	3	0	7	14%
						7	0%
Cosimo 1	PAG	3/17/2016	6	18	2	8	75%
	Planting	3/22/2016	5	10	2	8	63%
	Father Night	3/24/2016	1	3	0	8	13%
Cosimo 2	PAG	3/17/2016	6	15	1	8	75%
	RIF	3/11/2016	3	8	2	8	38%
	Father Night	3/24/2016	4	13	1	8	50%
Cosimo 3	PAG	3/29/2016	5	11	0	8	63%
	Father Night	3/24/2016	1	4	1	8	13%
						8	0%
South Main1	PAG	3/29/2016	3	8	1	8	38%
	RIF	3/18/2016	2	5	0	8	25%
	Father Night	3/24/2016	0	0	0	8	0%
South Main 2	PAG	3/29/2016	3	8	1	7	43%
	Father Night	3/24/2016	2	6	1	7	29%
						7	0%
Home Based 1	PAG	3/16/2016	3	3	0	11	27%
	Father Night	3/24/2016	0	0	0	11	0%
	Extra Socialization	3/9/2016	2	2	1	11	17%
	Extra Socialization	3/30/2016	0	0	0	11	0%
Home Based 2	PAG	3/16/2016	2	3	1	10	20%
	Father Night	3/24/2016	0	0	0	10	0%
	Extra Socialization	3/9/2016	2	2	0	10	20%
	Extra Socialization	3/30/1936	1	1	1	10	10%

Health Services HS Dental/Incident Report
February 2016

Classroom	Dental Rcvd	30 Days	60 Days	90 Days	90+ Days		F/U Need	F/U Not Start	F/U Started	F/U Completed	Refusals		Incidents
C'Ville 1	9	0	0	0	2		2	2	0	0	0		1
Homer 1	14	1	0	0	1		2	1	0	1	0		0
Homer 2	14	0	0	0	0		5	3	0	2	0		0
Johnson 1	11	0	0	1	2		2	1	0	1	0		1
Johnson 2	9	0	0	1	4		1	1	0	0	0		1
Marathon	10	0	0	1	3		1	1	0	0	0		0
McGraw	15	0	0	0	0		5	2	0	3	0		0
Parker	9	2	0	0	5		3	1	0	2	0		0
Randall	15	0	0	0	0		3	1	0	2	0		2
Smith	13	0	0	2	1		4	4	0	0	0		0
YMCA 1	15	1	0	0	4		5	2	0	3	0		1
YMCA 2	14	1	0	0	1		4	3	0	1	0		1
YMCA 3	9	1	0	0	2		0	0	0	0	0		0
Totals	157	6	0	5	25		37	22	0	15	0		7
Total %	41%												
Comments													

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: February 16

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	20	0	0	91	3	4	3	3	1	1
YMCA 2	16	16	0	0	92	4	3	1	17	4	0
YMCA 3	14	13	0	0	94	1	0	1	6	3	0
Parker	16	16	0	0	95	1	3	1	0	0	0
Randall	16	16	0	0	89	1	2	2	3	0	0
Smith	16	16	0	0	90	4	3	1	4	0	0
Homer 1	16	16	0	0	93	0	3	1	1	0	0
Homer 2	14	14	0	0	90	2	1	3	5	2	0
McGraw	16	15	1	0	95	1	1	7	1	0	0
Marathon	15	14	0	0	92	1	0	4	10	1	1
Johnson 1	14	14	0	0	83	2	0	0	2	0	0
Johnson 2	14	14	0	0	80	1	1	4	4	0	0
C'ville 1	13	13	1	0	94	0	1	0	2	0	0
TOTAL	200	197	2	0	91%	21	22	28	58	11	2

of Children on the Waiting List:

3 Year Olds
Over Income
Under 130%
Under 100%

25
4
9

4 Year Olds
Over Income
Under 130%
Under 100%

15
0
2

Comments: _____

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: February 2016

	# 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
Randall	6	3	5	3	0	1	2	0	2	4	0	0
Smith	5	0	5	0	0	0	0	0	2	0	0	0
Parker	5	1	5	1	0	0	1	0	0	0	0	0
YMCA I	4	2	3	2	0	1	2	0	0	0	0	0
YMCA II	7	2	7	1	1	0	1	0	0	0	0	0
YMCA III	4	1	3	1	0	0	1	0	1	2	0	0
McGraw I	5	3	5	3	1	2	1	0	0	2	0	0
Homer I	4	0	4	0	0	0	0	0	0	0	0	0
Homer II	2	2	2	2	1	2	0	0	0	0	0	0
Marathon	7	2	7	2	1	0	1	0	2	2	0	0
Complex I	3	2	2	2	1	0	1	0	1	1	0	0
Complex II	5	2	5	0	0	1	1	0	1	1	0	0
Cortlandville	2	2	2	1	0	2	1	0	2	2	0	0
TOTALS	59	22	55	18	5	9	12	0	11	14	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 HS

Employee Name: Katherine E. Shaw

Month: February 2016

	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	0	0	1	0	0	0	3
YMCA II	3	3	0	1	1	2	2	3
YMCA III	2	1	0	0	0	0	0	0
Smith	0	0	0	0	0	0	0	0
Parker	0	0	0	0	0	0	0	0
Randall	3	0	0	0	0	0	0	0
Homer I	0	0	0	0	0	0	0	0
Homer II	0	0	0	0	0	0	0	0
McGraw I	0	0	0	0	0	0	0	0
Johnson I	0	0	0	0	0	0	0	2
Johnson II	0	0	0	0	0	0	0	0
Marathon	0	1	0	0	0	0	0	0
Cortlandville	3	1	0	2	0	1	0	0
TOTALS	12	6	0	4	1	3	2	8

HEAD START

CLASSROOM HAPPENINGS

February 2016

Johnson 1: In the month of February the students learned about farms and markets. We did many activities like building farms and learning animal sounds. We read books such as "Red Hen Makes a Pizza" and "To the Market, To the Market" The children loved making barn collages. Dina and Wally continue to talk about solving problems and different solutions. We have started the Bucket Filler. We read the story and gave the students examples. They are excited to start.

Johnson 2: This month we started a new acelero unit called "neighborhoods." The children will be learning all about the people and places in our neighborhood. We will also continue to talk about problem solving skills and how to use them. We had a healthy snack for PAG. Our parents joined us to create a healthy trail mix snack.

Marathon:

McGraw: February has been a very short month with winter break. We are so appreciative that most of parents made time for us to come into their homes over winter break to complete parent teacher conferences. The parents who were unable to meet over the break have scheduled to meet in the classroom at their earliest convenience. The students came back from the winter break ready to get back into the swing of things. We are finishing up unit five Habitats for the end of this month. The students have had a lot of fun with this unit creating murals including pond life, farm life, ocean life, and south western life. The murals are hung in the classroom for the parents, teachers and students to enjoy. We are finishing up Tiny Turtle teaches Anger Management. The students are utilizing the strategies throughout the day during small group/large group, choice time, and work time with a very positive effect on our classroom. Teachers review the strategies when they see situation evolving. The students and teachers in the classroom use and remind each other of the vocabulary anger control including deep breaths, I can do it, and I will try again, and stay cool. February is National Children's Dental Health Month, so we did a science experiment with the student to show how beverages can stain your teeth if they are not brushed. We used three hard boiled eggs, a glass of tea, a glass of coffee, and a glass of Gatorade to each table. We placed one egg in each of the cups and observed them periodically for about three hours. After waiting three hours we took the eggs out of the beverage and each student had the opportunity to brush the egg with a tooth brush and tooth paste. Many of the students were noticing that the beverage had stained the egg, and it was very difficult to get any of the color off the shell. The class gathered at circle to discuss their observations and conclusions that had been made from the experiment. February is also Health Heart Month: so it was an appropriate time to focus our PAG meeting on exercise and nutritional eating with Kids Zumba and fruit smoothies.

Parker: We learned the letter R, K, and A. For our Anger Management Unit we learned how to take deep breaths, go to "happy place/turtle shell/walk away" For math we learned graphing and sorted stuffed animals into different categories (ocean, farm, woodland, pong etc.)

Randall: This month we have been practicing writing our names. The kids have done a great job at this. We continue to work on counting and number recognition as well as colors and shapes. Wally has talked to our kids about kind/hurtful words and how to be a good friend. We have also been practicing on how to identify problem situation and how we can calm down before addressing these situations. We continued to talk about animals and their habitats. We also talked about ponds, farms, woodlands and deserts. We are identifying rhyming words and practicing words that rhyme. The PAG was February 9th where sparkles the tooth fairy came in to talk to parents and kids about proper tooth hygiene.

Smith: This month we worked on letters B, R, K. We started working with beginning sound and rhyming words. This month was habitat unit we discussed the ocean, desert, farm, and the woodlands. We taught the children

about sugar bugs with a book about sugar bugs and why it's important to brush their teeth for our health unit. We also tasted some red veggies for the nutrition unit this month. We had a special snake where we invited our parents into the classroom for our PAG meeting.

YMCA-1: This month we continued to send out lending library books weekly. The kids and families really enjoy them. For PAG meeting this month we made picture frames using puzzle pieces. We had almost all our families attend. We continue swimming every Tuesday. We completed all 20 2nd round parent/teacher conferences.

YMCA-2:

YMCA-3: We talked about people in our family that we eat dinner with and made pumpkin spiced playdough. We learned how to measure ingredients. Dina and Wally talked about asking for items or help and they talked about ignore, get a teacher, and share. We talked about workers in our neighborhood, trash man with Trashy Town, doctors and mailman. Police Officer and Judge came to our classroom. We wrote letters or drew pictures to mail home and saving money to buy things.

Homer 1: This month we enjoyed making an ocean and farm mural. We also sent home a kite activity for the children and parents to decorate together. The children took such pride in showing us their creations. We will be continuing to send home an activity like this every month. The activities are then displayed in the classroom. We had a wonderful visit from Sparkles the tooth fairy. She taught us a lot about good dental health. We enjoyed visiting homes for parent/teacher conferences to discuss how great their children have been doing in the class. We had fun with our families playing alphabet BINGO for our PAG.

Homer 2: During the month of February we continued our markets theme as well as starting our new neighborhood theme. This month we did not have a special snack but we did have a PAG. Our PAG was winter fun/play but due to a lack of snow we played BINGO.

Cortlandville 1: We finished up our unit about farms and markets. We are now learning about our neighborhoods. Dina is still teaching us how to solve problems, ignore, and get a teacher. We went to houses and visited with parents and children. We had a good turnout for our heart healthy PAG. We made soup in a jar.

Health Services EHS Policy Council Report
January 2016

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	7	7	1	N/A		N/A	N/A	N/A	N/A	N/A		0
Cos 1	6	7	8	0		1	0	0	0	0		2
Cos 2	6	8	7	4		5	1	0	0	0		2
Cos 3	7	8	7	5		5	0	0	0	0		2
HB 1	6	10	7	4		2	0	0	0	0		0
HB 2	4	7	5	2		2	0	0	0	0		0
SM 1	8	8	5	6		4	0	0	0	0		0
SM 2	6	8	6	8		7	1	1	0	0		1
Totals	50	63	46	29		26	2	1	0	0		7
Total %	75%	94%				47%						
<div>Comments</div> <div>Total % of Physicals and Immunizations is of 67 children enrolled in January 2016.</div> <div>Total % f dentals received is of children enrolled in January 2016 age 1 year and older.</div>												

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 16

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	96	0	0	0	5	1	0
Cosimos 1	8	8	0	0	94	2	0	0	1	0	0
Cosimos 2	8	8	0	0	99	1	0	0	3	0	0
Cosimos 3	8	8	0	0	94	1	0	0	3	0	0
South Main 1	8	8	0	0	91	2	0	0	3	0	0
South Main 2	8	8	0	0	87	0	0	0	2	0	0
Home Based 1	12	11	1	0	18 63	22	0	0	0	0	0
Home Based 2	12	11	0	0	10 81	30	0	0	1	0	0
TOTAL	72	70	1	0	94%	58	0	0	18	1	0

of Children on the Waiting List:

Expectant
Over Income
Under 130%
Under 100%

3
1
1

Children
Over Income
Under 130%
Under 100%

24
12
33

Comments: _____

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 2016

	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	3	0	0
TOTALS	0	0	0	0	0	4	0	0

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 2016

	# 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	1	1	0	0
Cosimo I	1	1	1	0	1	1	0	0	0	0	0	0
Cosimo II	1	1	1	0	1	0	0	0	0	0	0	0
Cosimo III	1	0	1	0	0	0	0	0	0	0	0	0
South Main I	2	1	2	1	1	0	0	0	0	0	0	0
South Main II	2	1	2	1	1	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	1	1	1	1	0	1	1	0	0	1	0	0
TOTALS	8	5	8	3	4	2	1	0	1	2	0	0

EARLY HEAD START

CLASSROOM HAPPENINGS

January 2016

Cosimo 1: This month it was finally warm enough to go outside and play in the snow. We talked about how to keep warm with cold weather clothing and practiced putting on outdoor clothes. Our PAG this month was family swim night and dinner at the YMCA. Our families had a great time swimming with their little ones. Our first kids turned two this month and the rest will follow in the upcoming months.

Cosimo 2: This month in Cos 2 we learned about the color white, the shape of circle and what's hot and cold. We made small medium and large circles put them together to make a snowman. Then we would paint them with white paint and fake snow. We brought in snow for our sensory table for them to feel and play with. Painted with circle cookie cutters. We made snowflakes and talked about them how unique and different they are. That we as children are the same way. Our health lesson this month was dressing George in clothes for the winter. The children put his boots, coat and hat, mittens and snow pants on. We have been helping the children be able to put on own coat and boots on before going home. And asking family to help on this at home. Our nutrition units was on different foods we played with pretend food at chose time. At lunch we tried Brussel sprouts and at snack we tried different colored peppers and humus. We went swimming at the YMCA and had pasta dinner afterwards for or PAG this month. Parent engagement was make snowman snack and they got snowman books to take home.

Cosimo 3: This month we worked on learning the color orange and locating the color on walks and in our classroom. Our shape was triangles so we painted orange triangles, colored with orange crayons and counted the sides of triangles. The PAG we had was on the 14th. It was a swimming PAG at the YMCA. We had a great amount of families that came. January 27th we had a breakfast social and we had 6 families who attended. Our families are really beginning to bond with each other and the mood in the classroom is very positive.

South Main 1: We had waffles for breakfast on the 14th and had 4 families attend. Our PAG was active play with ice cream social after. We played in the snow and made snow angels, a snowman, snowballs, and we played on the playground. We introduced journals with pens. Each child has one to use when they want. We introduced bikes. We put pompoms, TB tubes and paper towel tubes in sensory table with varies tongs and large tweezers. We played with bubbles, working on throwing small balls in large basketball hoops, patterning, small cars with big tubes and race tracks, and freeze dancing to various music. We read stories, "Here Comes the Snow", "Flip and Flop", "Bears First Winter", "Stella, Queen of the Snow", "Let it Snow", and "Swim Polar Bear, Swim" We also did a science experiment with milk, food coloring and dawn dish soap.

South Main 2: We have been working on our shape recognition and matching identical shapes. We love to sing our shape songs too. We have done a lot of painting. The children love to pick their own colors to paint and create with. This helps with color recognition. It has been too cold to make it outside so we have done a lot of inside active play. We did scarf dancing, parachute play and even set up obstacle courses. We have been talking about fruits and veggies and where/how they grow and how they are so good for our bodies. On the 14th we had a waffle breakfast for our PAG and on the 22nd we had snowball active play inside.

Cortlandville 2: On the 20th we had PAG meeting. We did a presentation on general safety talking about the safety of car seats, cleaning supplies, outlets, and fire alarms. Two safety kits where given as door prizes. We have three babies who are one year old now. We are working on using plates and spoons and keeping them on the table. We have one walking and climbing, two beginning to take steps and one crawling and two beginning to attempt to crawl. We have one who bounces around the room on her bottom. We have done some class room re-arranging to help meet their needs and keeping everyone safe. Our next PAG is February 25th at 2:30 with Sparkles the tooth fairy. We worked on improving our Parent's News Letters, still continue to have lots of sickness and babies not being kept home. Busy month!

Health Services EHS Policy Council Report
February 2016

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	4	6	1	N/A		N/A	N/A	N/A	N/A	N/A		4
Cos 1	5	7	8	0		1	0	0	0	0		0
Cos 2	6	7	7	5		5	1	0	0	0		2
Cos 3	7	8	7	5		7	0	0	0	0		0
HB 1	6	10	7	5		2	0	0	0	0		0
HB 2	3	7	5	2		2	0	0	0	0		0
SM 1	8	8	5	6		5	0	0	0	0		1
SM 2	6	7	6	8		7	1	1	0	0		0
Totals	45	60	46	31		29	2	1	0	0		7
Total %	67%	90%				47%						
Comments												

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Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (EARLY HEAD START)

Employee Name: Trudy Happel Month: February 16

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C'ville 2	8	7	1	0	90	1	0	0	5	1	0
Cosimos 1	8	8	0	0	97	2	0	0	2	0	0
Cosimos 2	8	8	0	0	99	5	0	0	3	1	0
Cosimos 3	8	8	0	0	95	0	0	0	3	0	0
South Main 1	8	8	0	0	94	2	0	0	3	2	0
South Main 2	8	8	0	0	88	3	0	0	2	0	0
Home Based 1	12	12	0	0	21 61	22	0	0	0	0	0
Home Based 2	12	10	0	0	15 62	21	0	0	5	0	0
TOTAL	72	69	1	0	94%	56	0	0	23	4	0

of Children on the Waiting List:

Expectant
Over Income
Under 130%
Under 100%

3
1
3

Children
Over Income
Under 130%
Under 100%

27
12
44

Comments: _____

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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Community Action Program, Inc.

MONTHLY POLICY COUNCIL REPORT EHS

Special Needs

Employee Name: Bethann Fischer

Month: February 2016

	# 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
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Cosimo I	1	1	1	0	1	1	0	0	0	0	0	0
Cosimo II	1	1	1	0	1	0	0	0	0	0	0	0
Cosimo III	1	0	1	0	0	0	0	0	0	0	0	0
South Main I	2	1	2	1	1	0	0	0	0	1	0	0
South Main II	2	1	2	1	1	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	2	1	0	1	1	0	1	1	0	0
TOTALS	9	5	9	3	4	2	1	0	1	2	0	0

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY
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Community Action Program, Inc.

MONTHLY MENTAL HEALTH REPORT EHS

Employee Name: Katherine E. Shaw

Month: February 2016

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						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	0	0	0
Home Based II	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0	0

EARLY HEAD START CLASSROOM HAPPENINGS February 2016

Cosimo 1:

Cosimo 2: This month in our classroom it's friendship month. We are doing activities and game around the theme of friendship. We painted with a friend, made friendship train and obstacle course and played the game fishing for friends. We learned how to play with our friends and ask them "Can I play with you?" Our shape this month is a heart and our color is pink. On February 23rd we had our PAG meeting. To discuss creating a "yes environment." The nurtured heart approach. Our favorite story this month "Llama, Llama, Llama feels at school. Our favorite song is "Where is heart shape" Parent/teacher conference on Feb 18th.

Cosimo 3: This was a short month in the classroom. We worked on being kind to each other. The children are working on sorting colors and items. We are doing lots of writing to work on their fine motor skills. We had our Parent/Teacher conferences on the 18th. The parents are pleased about their children's accomplishments and love the program.

South Main 1: We learned the color red and the heart shape. For parent activity children helped make muffins (stirring, dumping, measuring, filling etc.) For parent reading we read "If You Give a Moose a Muffin" PAG sparkles joined us for Dental Health. Nursery rhymes "I'm a Little Teapot", "Farmer and the Dell"-using props and doing the movements. For gross motor, we went on a walk/playground/park, ride on cars, large balls, noodles to work on hitting the balls, jumping tape boxes and lines on the floor. We had bring your stuffed animal day and used the Doctor kit to keep our animals healthy.

South Main 2: We have introduced new books. We have been pointing out print concepts, the title of the book and looking at the pictures. We ask many open-ended questions, encouraging the children to tell a story. We are still working on shape recognition. We sing songs about the shapes and point out shapes in books and puzzles. The children love the book "Skippy Jon Jones, Shape it Up" with this book we put shapes on the floor so they can teeter on a triangle, salsa on a square and walk on a circle. We also had a visitor from Sparkles the tooth fairy.

Cortlandville 2: All our friends are using sippy cups at snack time. 4 are completely off bottles. Three are walking and 3 are pulling up to their feet. They are enjoying the flavor water with fresh fruits and veggies. All are using toothbrushes to brush their teeth. They have really enjoyed watching and catching bubbles. They have been doing some coloring with crayons. Some did marble paintings. Next PAG is March 10th at 2:30-learning about Nature Heart.

Highlights for April include:

- The Cortland Hunger Coalition organized and facilitated by CAPCO received the 2016 Donald Wilcox Civic Engagement Award through SUNY Cortland. Thank you Brandy, Tyler and Nikki for your continued support and involvement in this important work in the community through this Coalition.
- Continuing and expanding the efforts of the Cortland Hunger Coalition, we are working with Seven Valleys Health Coalition (7VHC) to submit 2 grants to the USDA for funding to support efforts in the community to address hunger and food access. CAPCO is working on a grant that would provide funding to research and develop a Food Systems Assessment in Cortland County. To continue to address the issues of hunger, access to food and health and nutrition, CAPCO is working with 7VHC to organize a Food Summit for the fall 2016. Plans are to involve community members, vendors, restaurants, farmers, elected officials.
- The Head Start Fiscal/ERSEA audit went very well. We received the final report indicating there are no areas of non-compliance and no corrective action plans are needed. Congrats to Brian, Trudy, Heather, Martha, Melinda and Christine.
- The WIC Regional Office made an unannounced visit on 3/22/16. The written report indicated that all observations showed staff operating and performing to NYS program standards. Congrats to Kirsten, Deanna, Trudy, Cindy, Janice our Peer Counselors.
- Eden and I met with representatives from Compass Point to discuss opportunities for contracting through DSRIP. We think there are opportunities to support CDPAP as well as other programs in the Agency.
- Family Development had a very successful Pajama/Book Party early April. More than 65 very excited children plus their parents were here to get a new pair of pajamas, a new book and to hear William Locke read for story time. Thank you Brandy, Nikki, Joyce, Amanda, Gail and Lynn for making that happen!
- The management team has been working with Meghan Johnston to review and update the strategic plan to reflect outcomes. We will be updating the full strategic plan in 2016-2017. We plan to start that process in the Fall 2016 with a comprehensive Community Assessment process.
- There has been no announcement about the funding we applied for through the NYS Dormitory Authority for work at S. Main. The original announcement indicated decisions would be made by April 22. The notification available at Grants.gov is that because of the overwhelming response, they are still processing and no new date is listed. We'll keep checking and keep the Board posted.

WIC Program Monthly Report
Kirsten Parker
April 27, 2015

- WIC had a very successful surprise visit from the Regional Office the end of March. The report was very positive on all aspects of the program
- I had the opportunity to attend the NYS WIC conference in Niagara Falls last week. I was able to bring back a lot of great ideas and updated nutrition information
- We are focusing on four goals this fiscal year. I will update the board as we get new data. The goals are:
 - Increase the WIC check redemption rate from 76.8 % to 80%. At this point we are meeting our goal with a rate of 82%. I am looking at redemption rates for all of the different types of checks each month and the nutrition staff are reviewing redemption records and discussing the reports with participants to find out why they aren't cashing certain checks so that they can try to help them with new ways to use the foods or tailoring the package to foods that they will use with their families. We have also been told that due to the new NYS policies, there are some stores that are not depositing all of their checks. This will also have a negative impact on redemption rates.
 - Increase the percentage of fully breastfeeding infants at 6 months of age from 4.1% to 6%. The data that the state used for this goal is several years old. We are monitoring the goal with our own data and we are averaging more than 6% at this point but there is a lot of room for improvement. The rates for the months with the most recent updated information were October 8.87%, November 6.78%, and December 7.94%. The peer counselors with Janice's help, have developed educational materials on the benefits of continuing breastfeeding to be used at different ages and we are in the process of getting some small incentive items to be given to breastfeeding mothers at key infant ages.
 - Increase the percentage of child participation in the program from 52.99% to 54%. We are targeting some outreach activities to children. The good news is our caseload has increased, the bad news is that the new participants were not children, so the percentage has actually dropped a little. Children made up 50.42% of our caseload in March.
 - Decrease the percentage of pregnant women who gain excessive weight during pregnancy from 52.62% to 50%. We have developed some nutrition education materials, are in the process of talking to prenatal care providers and prenatal weight gain has been added to the county maternal child health taskforce agenda for this month.

- Exploring funding opportunities for the Literacy Volunteer Program.
- Family Development Staff are working with Seven Valley Health and the Hunger Coalition to write a planning grant through USDA to develop a Local food systems assessment.
- The Second Quarter work plan is complete:
 - 8 new children receiving Snackpacks.
 - 7 new people participating in exercise activities to improve their health.
 - 23 people participated in cooking classes.
 - 22 people were referred to appropriate health care services and 2 received health insurance.
 - 167 new people received clothing or household item at Family Essentials.
 - 11 people received emergency assistance.
 - 10 people received help with heating cost through ProjectShare & the Care and Share Programs.
 - 16 new students enrolled in the High School Equivalency Program with 1 new student receiving their High School Equivalency Diploma.
 - 46 new families utilized Family Success Centers in rural areas.
 - 6 parents completed a parenting class.



Energy Services Directors Report

April 2016

- WAP 16.17 - We have received our executed contract back from HCR. We have completed 7 units in this contract, which means we are 4 units ahead of schedule.
- EmPower NY- 2 HP's completed. Honeywell has just sent us 12 HP referrals which is equivalent to 3 months of work. The current 3 year contract ends August 31st.
- AO Smith – 1 hot water tank given out.
- HEAP- Program closed for the season.
- Energy Savers- 2 units coordinated with Action Angels.
- Training- ****I attended NYSWDA Boot Camp for a week- worth 32 credit hours towards BPI certification. Interesting and I learned lots of tricks and new things about our business.

**BOARD OF DIRECTORS MONTHLY REPORT
FROM HEAD START/EARLY HEAD START
MONTH: March 2016**

Enrollment:

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

Center/Office Updates/Policy Council Updates:

- Policy Council meeting was moved to February 23rd and the Policy Council approved the Continuation Grant. There was no meeting in March 2016 due to the late meeting scheduled in March. The next Policy Council meeting is April 12, 2016.
- During the February 2016 meeting; the Mental Health Integrated Service Plans, the Program Governance Integrated Service Plans, and the PFCE Family Outcomes from program year 2014-2015 were all approved.

Old Business:

- In the middle of the Self-Assessment process. A huge thank you to everyone who participated.
- Grant was submitted on the HSES system before the due date of March 1, 2016.
- Heard from our Regional Specialist, Rita Stone, and we made a few minor changes, she gave feedback and just waiting for the final approval.

New Business:

- For the April 2016 Policy Council meeting; more integrated service plans and Agency policies (Dress Code and Improving Staff Qualifications) will be presented to the Policy Council.
- Update on the federal review for ERSEA and Fiscal; we received the final report from the regional office and there were no findings.
- The Nutrition Supervisor, the Lead Cook and Kitchen Assistant are going to the Annual CACFP Conference in Florida in April 2016.
- Gearing up for the end of the fiscal and program year.

Executive Session:

- Substitutes are consistently submitted to Policy Council for approval.

CDPAP April 2016

- Current Caseload is 63 – up 7 from last month:
 - 24 Fidelis
 - 7 ICircle
 - 2 VNA
 - 30 Medicaid
- Referrals are coming in fairly consistently from all 3 MLC providers.
- The MLTC subcommittee continues to meet with the Managed Care agencies. Fidelis is in the process of have one representative as a Care Manager for the Cortland County area. This will make it much easier for the participants as well as other service providers. We have also identified issues with the Medicaid Transportation provided through Fidelis.
- ICircle has been very visible in the community and VNA is starting to referral individuals.
- We are waiting for our 2016 Medicaid rate to be published. Once it is published, we will be able to bill at the enhanced rate. I have identified approximately 11 of the 25 Medicaid cases that I believe fit the criteria for the Enhanced rate.
- We have received information from the Area Agency on Aging serving their ISEP participants under CDPAP. I'm in the process of looking over the material and will be meeting with Martha and Lindy regarding a budget for the services.

HUMAN RESOURCES REPORT APRIL 2016

HR Director: Greg Richards



HR Happenings:

- **Hiring of Assistant Accountant:** CAPCO hired an Assistant Accountant, Christine Townsend, as part of the Fiscal Department reorganization. CAPCO hired Martha Allen, Fiscal Director, in February 2016 and immediately began recruiting for the Assistant Fiscal Director following the departure of Shelley Barnhart in March 2016. During this recruitment effort, Martha worked with Human Resources to look at the current structure of the department. During this, it was determined that we would not hire for the Assistant Fiscal Director position, and instead hire an Accountant. The duties of the position remained the same for the most part, but the Accountant would not be immediately expected to take over the Director duties if needed. It was believed that the Accountant would acquire this skill set over time and earn the title of Assistant Fiscal Director. Due to the change in position, Melinda Smith, Fiscal Clerk, expressed interest in the Accountant position. Melinda's candidacy was reviewed and she was hired as the Accountant. Following this, recruitment efforts shifted to an Assistant Account position, formerly referred to as 'Fiscal Clerk'. Christine Townsend was selected as the Assistant Accountant and began with CAPCO on 3/28/2016. Welcome Christine!
- **Personnel Policies and Procedures:** The management team has completed the Personnel Policies and Procedures review and rewrite. All of management met and agreed on the updated policies. Our policies have been sent to legal counsel and are expected to be presented to the Board of Directors during the June 2016 meeting with Agency roll-out at our June 24th All-Staff Day.
- **New Employee Orientation:** Human Resources has completed the creation of a New Employee Orientation Program. Human Resources has been collaborating with the management team and as well program in the development of a systematic process for orienting new hires to the Agency that met program guidelines. Management is currently in the process of reviewing the orientation and expected implementation is June 2016.
- **Wellness Committee:** The Wellness Committee continues to meet on a monthly basis. Upcoming initiatives include a series of weekend hikes that will be optional for the staff to participate. 3 dates throughout May and June at local hiking trails have been selected. The next major event that the Wellness Committee is sponsoring is the Cortland Relay for Life on June 18th. CAPCO is putting together the **CAPCO Crew** to represent the Agency in this important cause. Currently, we have 25 team members

signed-up with registration taking place up until the event date. The Wellness Committee has organized a series of fundraising activities including: 3 bake sales, bottle and can drive, Hoopla fundraiser, and Relay donation receptacle. The Wellness Committee is expecting a bigger fundraising effort this year than in years past due to the timeliness of our team organization and fundraising efforts. This is a significant event organized by the Wellness Committee that elicits immense staff involvement.

- **June All-Staff Day:** A committee comprised of staff from every program have been identified to begin planning our staff picnic/training day on June 24th. The committee's first meeting will be the first week of May with the topics of training presentations, interactive activities, and catering to be discussed.