

M e m o r a n d u m

To: CAPCO Board of Directors
From: Eden C. Harrington-Hall, Assistant Director
Date: December 1, 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. December 8, 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

December 8, 2016

- I. Call to Order
- II. Approval of the October 27, 2016 Meeting Minutes
- III. **Standing Committee Reports**
 - **Executive Committee –**
 - **Finance and Audit Committee**
 - ***Motion to Receive and File Financial Statements.***
 - ***16 – 44 – is seeking your acceptance the proposed changes to the 401(k) plan.***
 - ***16 – 45 – is seeking your acceptance the proposed changes to CDPAP.***
 - ***16 – 46 – is seeking your acceptance applying for new agency credit cards through M&T Bank.***
 - ***Board Development Committee***
 - ***16 – 47 – is seeking your acceptance the seating of Paul Cortez as the Head Start/Early Head Start Policy Council Representative to the Board.***
 - ***16 – 48 – is seeking your acceptance the resignation of Luann King from the Board of Directors***
 - ***PP& E Committee***
- IV. Executive Director Report
- V. Program Director Reports
 - WIC
 - Family Development
 - Energy Services
 - Head Start
 - CDPAP
 - HR
- VI. Head Start Policy Council Update
- VII. Old Business
- VIII. New Business
 - Insurance Renewals
- IX. Executive Session
- X. Adjournment

Board of Directors Meeting Minutes

October 27, 2016

I Meeting called to order at 12:10 p.m.
In attendance: Penny Prignon, Rama Haidara, Shawn Allen, Shelley Warnow, Billie MacNabb, Luann King, Pat Snyder, Doug Bentley; Excused: Paula Currie, Carole Ann Davies, Helen Spaulding, Gary Dallaire, Mary Ann Discenza; Absent: Liz Haskins; Guest: Theresa Walsh, DOS CSBG; Staff present: Lindy Glennon, Brian Rozewski, Brandy Strauf, Martha Allen, Denise Peroulakis.

II. Motion for approval of the September 22, 2016 Meeting Minutes made by Luann King, seconded by Shelley Warnow. There being no discussion, motion carried.

III. **Standing Committee Reports**

- **Executive Committee – no meeting**

- **Finance and Audit Committee**

- Motion to Receive and File Financial Statements made by Luann King; seconded by Rama Hadaira.

Martha Allen noted the following:

- All CDPAP billings are up to date.
- CSBG and WIC contracts started 10/1/16
- Energy Services WAP contract is ahead on production schedule. Still waiting to hear re: RESTORE
- Early Childhood – normal activity.

16 – 42 – is seeking approval to accept the 2% WIC COLA and agree to how to disperse (see attached). Motion for acceptance made by Rama Haidara; seconded by Billie MacNabb. There being no further discussion, motion carried.

- Board Development Committee
- The Committee did not meet this month – continuing work identified at September meeting to identify a Board member for the position Paula Currie will be vacating 1/2017.
 - Pat Snyder's current term ended 8/25/16. Pat agreed to accept a second term on the CAPCO Board for period 8/26/16-8/25/2021 made by Shelley Warnow, second Rama Haidara. Being no further discussion, motion carried.

Resolution:

16 – 43 – is seeking your acceptance the seating of Pat Snyder as a private sector representative for a second term. Motion made by Shelley Warnow, 2nd Rama Haidara. Motion carried

- **PP& E Committee – no meeting**

IV. Executive Director Report

- Lindy updated the TRACS report from the September meeting as we have received the final report from the DOS OCS. CAPCO met all 58 Organization Standards and 220 or the 223 indicators. As previously reported, plans have been made to address those 3 indicators.
- National Philanthropy Day is November 15th. CAPCO has 2 opportunities for funding. One local and one with the National support to try and increase local donations to support CAPCO. Also working on appeal for #GivingTuesday on Nov. 29. Shawn Allen suggested using Instagram as a way to share this information and attract followers. Lindy will set this up and use it for these two opportunities.
- Lindy updated the Board on the news from the Healthy Families grant. Our proposal was approved, but not funded. If additional funding is available, CAPCO is first on the list in the Syracuse Region.

V. Program Director Reports – written reports were provided to the Board

- WIC
- Family Development
 - \$24,500 back to school grant spent out.
 - 169 children received school supplies
 - 159 children received clothing and shoes
 - 200 Head Start children received hats and gloves
 - 66 children received food for the weekend
 - 20 children received equipment for Extra-Curricular activities
- Weatherization
- Head Start - CAPCO HS has been selected as one of only 20 programs that will be a Pyramid Team model program.
- CDPAP

VI. Head Start Policy Council Update

- New Policy Council seated this month. Lindy will meet with them in November to talk about Board Representative from the Policy Council.

VII. Old Business – No old business

VIII. New Business

- Denise Peroulakis made a presentation to the Board about the Energy Services Department. The Board previewed a PowerPoint that will be shared on CAPCO's Facebook page to celebrate WAP's 40th Anniversary 10/30/16.
- Board discussed date for the November/December Board meeting. Board committees will meet as scheduled in November, no committee meetings unless needed in December. Board meeting will be Thursday, Dec. 8 at noon.

IX. There being no further business, motion for adjournment made by Paula Currie; seconded by Rama Haidara. Meeting adjourned at 12:56 p.m.

Executive Committee
2016

November 15,

Members present: Shawn Allen, Rama Haidara, Helen Spaulding. Other Board members: Carole Ann Davies, Penny Prignon, Doug Bentley, Liz Haskins.

Motion to enter Executive Session at 12:55 p.m made by Carole Ann Davies, 2nd Helen Spaulding. Motion carried.

Lindy shared information regarding Brian Rozewski's resignation effective immediately from position of HS/EHS Director. As this is a personnel issue, unable to discuss details but wanted Board to be informed. Contacts have already been made with local partners that needed to be contacted immediately. Policy Council Executive Committee is being informed today. A meeting with all HS/EHS staff is scheduled for this afternoon at 3:15. Contact has been made to the current HS/EHS Program Specialist, Theresa Matos. A plan has been developed for immediate coverage to insure that there are no issues or negative impact with the program.

Motion to adjourn from Executive Session at 1:10 p.m. made by Carole Ann Davies, 2nd Shawn Allen. Motion carried.

Members present: Helen Spaulding (EC), Carole Ann Davies, Penny Prignon. Excused: Luann King, Paula Currie. Joint meeting with Executive Committee (EC): Present in addition to Finance Committee included Shawn Allen, Rama Haidara. Staff: Lindy Glennon, Martha Allen.

Meeting called to order at 12:05 p.m.

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

- All CDPAP billings are current through payroll ending 9/30/16. Proposal to be presented to committee today regarding recommendations for salary increases Martha and Eden are working on budgets to look at making changes to CDPAP now that reimbursement rate is set and active. We are looking at possibility of removing 25 per week per aide limit, increasing salaries for aides working with consumers designated for enhance rate and option of reinstating accrued leave option. We have joined CDPANYS (State Association for CDPAP). We will be utilizing those resources to determine best practices for CDPAP and whether we need to make changes in how we administer the program. Greg and Eden are attending the State Conference Oct. 27-28.
- Early Child Development – new contract started July 1. Still working to get into site at ElmTree due to issues with water system. We will be able to remain at UMC, Rt. 281 through the end of the calendar year if needed.
- Energy Services is ahead on the WAP production schedule. Still haven't heard about RESTORE grant. There will be an amendment needed for the current WAP contract, probably in January. As this is the end of a 3year contract cycle, Program Income has to be expended in the current contract with not carryover after 3/30/17.
- Family Development - New contract started 10/1/16. Final Annual Program Report due 12/1/16. Voucher submitted for Back to School Initiative payment.
- WIC –New contract started 10/1/16. 2015-16 contract closed out with slight underspend. Final reports being completed now.

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

Lindy and Greg presented proposed changes to Agency's Mutual of America 401(k) program (see attached). Proposed changes include:

- ***Adding a 1% Automatic Enrollment for new hires after January 1, 2017***

- ***Amend to a daily entry date for salary reductions contributions and monthly for employer contributions (Currently quarterly for both)***
- ***Amend to 100% Immediate Vesting for all participants (currently 3 year cliff vesting)***

Motion to accept proposed changes made by Carole Ann Davies, 2nd Shawn Allen.
Motion carried. (EC members voting in favor: Shawn Allen, Helen Spaulding, Rama Haidara).

Lindy presented proposed changes to CDPAP (see attached for full details). The proposed changes include:

- Removing the current restriction on hours per employee not to exceed 25 hours.

Propose allowing consumers to hire fulltime up to 37.5 hours per week.

Increase salary of current CDPAP aides to recognize the increase in NYS minimum wage effective 12/31/16 and to add the Enhanced Rate into our pay scale. Proposed changes include a 1%, 1.5%, and a 2% increase for current staff to be determined by length of services and what tier the employee was in. Also proposed change to salary levels for any new hires to include:

Tier 1 -9.75 due to minimum wage increase.

Tier 2 – 10-10.50 depending upon the care plan.

Tier 3 – 11-12.00 depending upon the care plan.

Motion to approve made by Rama Haidara, 2nd Helen Spaulding. Motion carried. (EC members voting in favor: Shawn Allen, Helen Spaulding, Rama Haidara).

Martha proposed applying for new CAPCO Agency credit cards through M&T Bank. Current credit cards are with First Niagara. We have had issues with these cards. The billing process is very cumbersome. Proposed cards with M&T would be a single statement, number of cards would remain the same and the Agency would earn a cashback reward with new cards. Motion to approve made by Rama Haidara, 2nd Helen Spaulding. Motion carried.

No further business and meeting adjourned at 12:55 p.m.

FINANCE COMMITTEE REPORT
SUMMARY OF APRIL 2016 FINANCIAL STATEMENTS
PRESENTED BY Martha Allen
November 15, 2016

AGENCY

Accounts Payable are current. Aged Accounts Receivable are current with the exception of Medicaid. The Over 90 day receivable is covered in part with \$54,874 in Allowance for Doubtful Accounts. All reporting requirements have been met.

CDPAP

CDPAP billing has been submitted through the payroll ending September 30, 2016. With the upcoming change to minimum wage as well as the addition of the Enhanced Rate we have attached the CDPAP Proposal for approval. The proposal increases annual Staff Wage and Fringe by \$31,598 and if all eligible staff elected the family coverage on our health plan it would increase our annual costs by \$53,384.

EARLY CHILDHOOD DEVELOPMENT

Across all contracts, a deficit is not anticipated.

ENERGY SERVICES DEPARTMENT

All contracts are forecasted to come in with no surplus or deficit.

We are still waiting to hear regarding the Restore Grant.

FAMILY DEVELOPMENT DEPARTMENT

The 15.16 CSBG Contract, being the final year of the contract, is extended until March 17, 2017. The contract will be fully expensed in November 2016.

We submitted our voucher for the Back to School Initiative for the full amount of \$24,500.

WIC

We submitted the final voucher for the 15.16WIC Contract, it is underspent by just \$6,898.

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

Submitted by Martha Allen on November 15 , 2016

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	Sep-16
Accounts receivable over 90 days past due	N/A	yes - Medicaid
Accounts payable over 90 days past due	N/A	none
NYS Sales and Use Tax Filing	3/21/2016	3/14/2016
Coporate Tax Returns - IRS 990 & CHAR 500	5/15/2016	8/11/2016
Coporate Tax Returns - IRS 5500 (Retirement)	5/15/2016	10/14/2016
Quarterly payroll tax returns filed by complete payroll?	qtrly	yes
Form 1099's	1/31/2016	1/15/2016
EO 38 Filing	6/30/2016	6/30/2016
Program Reports		
CSBG 2015-2016 py		
20% Expenditure report		2/29/2016
45% Expenditure report	69%	7/18/2016
70% Expenditure report	100%	
1st Qtr Program/Fiscal Attestation Forms	1/31/2016	2/2/2016
2nd Qtr Program/Fiscal Attestation Forms	4/30/2016	4/20/2016
3rd Qtr Program/Fiscal Attestation Forms	7/31/2016	7/19/2016
4th Qtr Program/Fiscal Attestation Forms	10/31/2016	11/9/2016
1st qtr MWBE Reports	1/10/2016	1/7/2016
2nd qtr MWBE Reports	4/10/2016	4/8/2016
3rd qtr MWBE Reports	7/11/2016	7/11/2016
4th qtr MWBE Reports	10/10/2016	10/5/2016
Unaudited Financial Statements	11/30/2016	
Energy Services		
WAP 16-17 py		
Monthly Voucher to Energy Services for presentation to DHCR	15th of month	10/13/2016
1st qtr MWBE Reports	7/11/2016	7/11/2016
2nd qtr MWBE Reports	10/10/2016	10/5/2016
3rd qtr MWBE Reports	1/10/2017	
4th qtr MWBE Reports	4/10/2017	
Unaudited Financial Statements	5/31/2017	
Head Start & Early Head Start 15-16 py		
Quarterly Form 425:		
1ST QTR	4/30/2016	4/19/2016
2ND QTR	7/30/2016	7/18/2016
3RD QTR	10/30/2016	10/11/2016
4TH QTR	1/30/2017	
Form 425 due:		
semi-annual	1/30/2016	1/11/2016
annual	8/31/2016	8/30/2016
WIC 15-16py		
Monthly Voucher	30 days after month end	10/21/2016
Final Voucher	11/14/2016	11/14/2016

CAPCO

Balance Sheet

	9/30/2016	8/31/2016	7/31/2016	6/30/2016	5/31/2016
ASSETS					
CURRENT ASSETS					
Cash	\$359,169.85	\$406,294.47	\$345,075.39	\$344,249.04	\$531,662.02
Grants Receivable	\$491,819.58	\$264,760.15	\$329,396.08	\$393,912.00	\$348,615.42
Accounts Receivable					
1-125100-CDC- ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-125100-ESD- ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-125100-MAG ACCOUNTS RECEIVABLE	\$320,987.89	\$388,417.53	\$473,632.47	\$463,285.60	\$451,467.58
1-125101-MAG Less: ALLOWANCE FOR DOUBTFU	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00
1-125300-MAG MEDICAID VARIANCE RECEIVABL	(\$196.36)	(\$196.36)	(\$196.36)	(\$196.36)	(\$196.36)
Net Accounts Receivable	\$309,791.53	\$377,221.17	\$462,436.11	\$452,089.24	\$440,271.22
Prepaid Expenses	\$178,729.00	\$245,210.05	\$207,285.38	\$75,715.73	\$95,009.92
TOTAL CURRENT ASSETS	\$1,339,509.96	\$1,293,485.84	\$1,344,192.96	\$1,265,966.01	\$1,415,558.58
PROPERTY AND EQUIPMENT					
Vehicles, furniture and equipment	\$747,629.23	\$734,098.49	\$738,509.56	\$739,850.28	\$740,627.90
Building	\$1,181,553.16	\$1,181,553.16	\$1,181,553.16	\$1,181,553.16	\$1,181,553.16
NET PROPERTY AND EQUIPMENT AT COST	\$1,929,182.39	\$1,915,651.65	\$1,920,062.72	\$1,921,403.44	\$1,922,181.06
Less Accumulated Depreciation	(\$1,001,405.38)	(\$1,001,405.38)	(\$1,001,405.38)	(\$1,001,405.38)	(\$1,001,405.38)
TOTAL PROPERTY AND EQUIPMENT	\$927,777.01	\$914,246.27	\$918,657.34	\$919,998.06	\$920,775.68
SOFTWARE DEVOLPMENT COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ASSETS	\$2,267,286.97	\$2,207,732.11	\$2,262,850.30	\$2,185,964.07	\$2,336,334.26
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts Payable	\$131,561.73	\$252,601.41	\$147,784.81	\$14,565.07	\$37,982.70
Payroll taxes and Accruals	\$208,080.50	(\$94,030.45)	\$46,361.19	\$61,481.98	\$201,273.54
Other Current Liabilities	\$8,973.50	\$9,464.52	\$7,436.83	\$7,219.59	\$8,002.40
Deferred Income	\$79,525.35	\$84,520.35	\$89,515.35	\$94,510.35	\$99,505.35
Total CURRENT LIABILITIES	\$428,141.08	\$252,555.83	\$291,098.18	\$177,776.99	\$346,763.99
LONG-TERM DEBT	\$380,843.47	\$381,551.15	\$382,256.25	\$382,987.23	\$383,687.10
TOTAL LIABILITIES	\$808,984.55	\$634,106.98	\$673,354.43	\$560,764.22	\$730,451.09
NET ASSETS	\$1,477,637.01	\$1,595,588.93	\$1,609,368.39	\$1,625,200.13	\$1,605,883.45
Total LIABILITIES AND NET ASSETS	\$2,286,621.56	\$2,229,695.91	\$2,282,722.82	\$2,185,964.35	\$2,336,334.54

Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No.16-44

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the proposed changes to the Agency's Mutual of America 401(k) plan and has recommended accepting as presented, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed changes and accepts as presented. The proposed changes include:

Adding a 1% Automatic Enrollment for new hires after January 1, 2017

- *Amend to a daily entry date for salary reductions contributions and monthly for employer contributions (Currently quarterly for both)*
- *Amend to 100% Immediate Vesting for all participants (currently 3 year cliff vesting)*

IT IS HEREBY RESOLVED that on December 8, 2016 the Board of Directors adopts for acceptance the changes to the Agency's Mutual of America (401(k) plan.

President

Date

BOARD OF DIRECTORS RESOLUTION TO AMEND A PLAN

WHEREAS, the Board of Directors of Cortland County Community Action Program, Inc. (the Employer) has assembled in a meeting this 8th day of December 2016;

WHEREAS, the Employer established the 401(k) Profit-Sharing Plan (the Plan) to provide retirement benefits for employees of the Employer; and

WHEREAS, the Employer has the right to amend the Plan pursuant to the provisions of the Plan.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1) This attached Plan Amendment is approved;
- 2) All other provisions and conditions of the Plan remain unchanged; and
- 3) Paul Currie, Board President (Officer(s) and agent(s) of the Employer)
(Name and Title)
is/are hereby authorized and directed to take such further action as may be necessary, appropriate or advisable to effectuate the foregoing resolutions.

The undersigned Paul Currie, Board President (Secretary of the Board or Board President) of the Employer hereby certifies that the foregoing resolutions were duly adopted by the Board of Directors at the meeting referenced herein, and that the documents attached are the true copies of the documents referenced in those resolutions.

Secretary of Board / Board President

Date

401(K) Proposed Changes, January 1, 2017

1.) Adding a 1% Automatic Enrollment for new hires after January 1, 2017

- a. All new hires will automatically be enrolled in 1% pretax salary reduction to go into Mutual of America default fund (Age Retirement Fund). If newly hired employees do not want this deduction, they will have the option of opting out of the deduction and contribution to a 401K account. If newly hired employees want to increase their contribution and/or change what investments their money goes to (investment selection), they will also have the option of doing this on their own through online elections. This was a recommendation by our 401k provider to increase employee participation and ensure CAPCO best faith effort to comply with offering this benefit.

2.) Amend to a daily entry date for salary reductions contributions and monthly for employer contributions (Currently quarterly for both)

- a. Daily entry dates for the employee contribution coincides with the proposed change to automatic enrollments (must be daily entry dates for this option). Also, daily entry dates allows employees to start contributing to a 401K account the next payroll period after electing to contribute rather than having to wait for their contribution to begin the next quarter (which is how the plan is currently written).
- b. Monthly entry dates for the employer base/match contribution allows HR to run a monthly report of employees who have reached their eligibility of 1 year and 1,000 hours for the CAPCO base/match and then enroll the first payroll of the following month. This is a more efficient and administratively appropriate way to track setting up the match opposed to waiting until the quarter. This also allows employees to receive the CAPCO base/match sooner and receive gains on this money in a timelier manner.

3.) Amend to 100% Immediate Vesting for all participants (currently 3 year cliff vesting)

- a. This change is a true benefit to employees as it allows them to be 100% owners of both their contributions and CAPCO's contributions from the moment they receive them. This has been recommended as the new norm among organizations that not only benefits employees but also creates a more streamlined process. It is a fiscal burden to track reimbursements from MOA for employees who leave employment before being fully vested and then having to return this money (plus a mandated fee) if the employee returns to work within 5 years, which is a frequent occurrence in our CDPA Program. It has been determined that we do not make money on reimbursements and CAPCO will not lose money on 100% vesting.

Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No.16-45

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the proposed changes to the salary scale and removing the restrictions on maximum hours worked for the Consumer Directed Personal Assistance Program (CDPAP) employees.

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

IT IS HEREBY RESOLVED that on December 8, 2016 the Board of Directors adopts for acceptance the changes to CDPAP.

President

Date

CDPAP Proposal

Changing the 25 Hour Rule

It has been over a year since we had to make significant changes to CDPAP in the area of employees due to the cut in Medicaid reimbursement. We have made a lot of headway over the past year in regards to reimbursement. Some of the changes include the following:

- All most all individuals have been transitioned to an MLTC which pays a higher reimbursement rate (there is only one who has not transitioned yet).
 - 29 Medicaid
 - 33 – Fidelis - \$18.50
 - 8 – Icircle - \$17.73
 - 6 – VNA - \$17.73
- We now have an Enhanced Medicaid rate - \$17.03, of the 29 on straight Medicaid 13 are reimbursed at the enhanced rate.

It has become increasingly difficult to recruit aides and to satisfy our consumers when we only allow each employee to work a maximum of 25 hours per week. As you can imagine this can be a daunting task for a consumer who requires 40+ hours of care as well as those who require 24 hour care to find enough aides to cover the hours. There is also a huge shortage of aides which makes it even more difficult. I have a young lady who will be discharged from a nursing home (she has been there 7 years) and DSS is giving her 24 hour care. With the 25 hour rule it will be virtually impossible for her to find enough aides who want to work part time. It would be a detriment to both the agency and the consumer if she was unable to return to the community because she was unable to find aides. It is also an issue from an agency standpoint. I have been at meetings where the 25 hour rule has been discussed and we had another agency approach us about providing CDPAP services through there agency. Their Board of Directors recommended it in part due to our policy regarding the limitation of hours which aides can work.

I have also looked at who I believe would be eligible for insurance if we were make the change. I have identified 5 staff who would potentially be eligible. We have no idea how to predict if they will take our insurance, what plan they would choose, and if they would elect for single or family coverage. We would be mindful about giving them information on the Exchange and the benefit it might be for them.

We have recently become a member of **Consumer Directed Personal Assistance Association of New York State (CDPAANYS)** which is an association which provides advocacy and best practices for CDPAP services. We are in the process of meeting with the Executive Director of CDPAANYS so he can guide us through how best to operate the program. This could

involve changing how we view the aides (our employees versus the employee of the Consumer). This could mean a large change in how we operate, which could save additional money in benefits and would allow us to offer better wages for our employees if we did not have to offer them benefits. This would also involve a lot of education for both the employees as well as the Consumers. This could be advantageous for the employee when it comes to eligibility for major cost savings through the exchange.

Staff Salaries

With the upcoming change to minimum wage as well as the addition of the Enhanced Rate we are looking at changing the salary structure. I have worked with Martha to not only increase the staff to the new minimum wage, but also increasing the wages of all staff. We put together a proposed budget which includes a 1%, 1.5%, and a 2%. These percentages were determined by length of services and what tier the employee was in. We also want to increase salaries in order to be more competitive as well as attracting qualified staff. We also took into account how much revenue that was forecasted. We do not want to show a large surplus because that will affect our reimbursement rate. To date she has forecasted approximately \$135,000 in surplus revenue. We have worked out the following proposal for your consideration:

CDPAP Proposal - Increase Wages					
		Wage	Fringe	Total	
	Increase Staff to Minimum Wage	\$ 7,072	\$ 1,556	\$ 8,628	
	Increase Staff 1.0%	\$ 1,713	\$ 377	\$ 2,090	
	Increase Staff 1.5%	\$ 2,231	\$ 491	\$ 2,722	
	Increase Staff 2.0%	\$ 14,883	\$ 3,274	\$ 18,158	
		\$ 25,900	\$ 5,698	\$ 31,598	
Potential Increase in Health Insurance Costs - 5 Staff Elect Family Coverage (middle tier)					
	Annual CAPCO Costs (\$889.74 per month)	\$ 10,677			
	# of Staff	5			
	Total Annual CAPCO Costs	\$ 53,384			

Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No.16-46

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee reviewed the proposal to apply for new CAPCO Agency credit cards through M&T Bank and cancelling the current First Niagara Bank cards.

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

IT IS HEREBY RESOLVED that on December 8, 2016 the Board of Directors adopts for acceptance changing the Agency credit cards to M&T Bank.

President

Date

Board Development

November 15, 2016

In attendance: Pat Snyder, Rama Haidara; Excused: Mary Ann Discenza; staff: Lindy Glennon, Eden Harrington-Hall

Meeting to order at 8:03 a.m.

Lindy started the meeting by informing the group that Brian Rozewski has resigned his position as Head Start/Early Head Start Director. Although there were several questions, as this is a personnel issue and was unable to discuss details but wanted committee to be informed. She assured all present that the program will continue to run as it always has.

Board Seats

Luann King regretfully has to resign her position on the Board as she has accepted a position in CDPAP for a woman whom she has been caring for privately for many years. It was a difficult decision, but she felt that she needed to continue to provide care. She did indicate that if things should change she would be delighted to return. She also advised us that she was willing to assist with finding someone to fill her position. We are also looking for an EPO to replace Paula when her term expires. We are still looking at Adam Megivern as a possibility and both Lindy and Rama will reach out to him to see if he would be interested in serving.

We finally have a new Policy Council representative to the Board. Paul Cortez has accepted the position and was voted in by Policy Council at the November 8, 2016 meeting. The resolution will be brought to the Board at the December meeting.

2017 Slate of Officers

With Paula's term ending, we will need to fill the President seat. Rama indicated that she would remain as Secretary, and we will approach Helen and Shawn to see if they are willing to remain as officers. The committee will bring this to the full Board to see if anyone is interested in serving as an officer.

Eden shared that she had attended the Access to Independence Board Staff retreat and was extremely impressed with the speaker they had which focused on marketing. She thought it might be beneficial for our agency. All present thought it would be a good idea.

There being no further business, meeting adjourned at 8:55 a.m.

***Resolution of the Board of Directors
of
Cortland County Community
Action Program, Inc.***

Resolution No. 14 -47

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the resolution from the Head Start Policy Council recommending the appointment of Paul Cortez as the delegate from the Head Start Policy Council representing the Consumer Sector of the Board of Directors.

Be it resolved that on December 8, 2016 the Board of Directors appoints Paul Cortez, delegate from the Head Start Policy Council as a Consumer Sector representative for the term 12/2016-12/2021, or until which time he is no longer a member of the Head Start Policy Council.

President

Date

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

POLICY COUNCIL RESOLUTION REQUEST FORM

Functional Area: Program Governance Presenter: Brian Rozewski

Date Submitted for Policy Council Review: 11/8/2016

The following resolution is for Policy Council's determination.

Action Plan

I. Resolution Title: Policy Council Representative
To The Board of Directors

A. Rationale
To review the nomination of Paul Cortez
to be the Policy Council Representative
to the CAPCO Board of Directors.

B. Motion Request
To approve Paul Cortez as the new Policy
Council Representative to the CAPCO
Board of Directors.

C. Attachment (i.e. Policy/Form/Etc.) ☐ Yes ☒ No

If yes, _____

II. Policy Council Determination

D. Approval ☒ Yes ☐ No

E. If no, Why? _____

F. [Signature]
Policy Council Chairperson Signature

11/8/16
Date

***Resolution of the Board of Directors
of
Cortland County Community
Action Program, Inc.***

Resolution No. 14 -48

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has been informed about the resignation of Luann King as a CAPCO Board member.

Be it resolved that on December 8, 2016 the Board of Directors accepts Luann King's resignation from the Board.

President

Date

PP&E Committee

November 15, 2016

In attendance: Shelley Warnow, Billie MacNabb, Shawn Allen, Doug Bentley; Staff: Lindy Glennon, Eden Harrington-Hall

Meeting to order at 1:00 p.m.

Lindy started the meeting by informing the group that Brian Rozewski has resigned his position as Head Start/Early Head Start Director. Although there were several questions, as this is a personnel issue and was unable to discuss details but wanted committee to be informed. She assured all present that the program will continue to run as it always has.

HS/EHS Reports

HS Mental Health

- 20 children were observed with behavior concerns
- Kate Shaw our mental health consultant works closely with both the families and staff around these issues

HS Special Needs

- # children receiving – 34
- # children receiving speech – 30

HS Family Services

- Daily attendance at 96%, we have to be at least 85%. If we are below 85% for 2 consecutive months we will have to send a corrective action plan the Regional Office.
- The staff continue working on the waiting list, currently we have 19 on the list for both the 3 year old classroom and 4 year old classroom who are over income and only a few which are income eligible

HS Family Engagement

- Parent Engagement meetings are held once per month at each site. Parents are encouraged to decide what topics they want to discuss at each meeting.
- Attendance at each site varies.

HS Physical Dental Report

- Dental screenings are at 48%
- 21 need dental follow-up
- Many family members had dental screenings, etc. when the IRT held the Health Fair this summer.

- Shawn inquired what the Injury/Incident report entailed. The way it is stated it appears that all the injuries/incidents are dental related. Lindy explained that they aren't, but understands why it might appear that way. She will check with Mary to see if she can change the report to better reflect what the Injury/Incident report relates to.

EHS Mental Health Report

- No behavioral concerns observed

EHS Special Needs Report

- 4 Children are receiving services – 3 of which are for speech

EHS Family Services Report

- We are fully enrolled
- Attendance is at 94%
- There is a large waiting list
- The program is looking at the possibility of converting some from HS to EHS

Motion to approve the HS/EHS reports made by Shelley Warnow; seconded by Elizabeth Haskings. Motion approved.

There being no further business, meeting adjourned at 1:55.

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: September 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	3	1	0	1	1	0	0	0
YMCA II	0	0	0	0	0	0	0	0
YMCA III	1	0	0	0	0	0	0	0
Smith	4	0	0	0	0	1	3	0
Parker	1	0	0	0	0	0	0	0
Randall	0	0	0	0	0	0	0	0
Homer I	2	1	0	0	0	0	2	0
Homer II	1	1	0	0	0	0	2	0
McGraw I	3	0	0	0	0	0	0	0
Johnson I	0	0	0	0	0	0	0	0
Johnson II	1	2	0	0	0	0	3	0
Marathon	1	1	0	0	0	1	2	0
Cortlandville	3	0	0	0	0	0	0	0
TOTALS	20	6	0	1	1	2	12	0

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: September 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	3	1	3	0	1	0	0	0	0	0	0	1
Smith	3	0	2	0	0	0	1	0	0	0	0	0
Parker	2	1	2	0	0	0	1	0	0	0	0	0
YMCA I	3	2	2	2	0	1	1	0	0	0	0	0
YMCA II	4	2	4	2	0	1	0	0	0	0	0	0
YMCA III	1	0	0	0	1	0	0	0	0	0	0	0
McGraw I	1	0	1	0	0	0	0	0	0	0	0	0
Homer I	4	3	4	2	1	1	1	0	1	0	0	1
Homer II	0	0	0	0	0	0	0	0	0	0	0	0
Marathon	3	1	3	0	0	0	0	0	0	0	0	0
Johnson 1	4	3	4	2	1	2	1	0	0	0	0	0
Johnson 2	2	1	2	0	0	1	1	0	1	1	0	0
Cortlandville	4	4	3	3	1	0	1	0	0	0	0	0
TOTALS	34	18	30	11	5	6	7	0	2	1	0	2

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (HEAD START)

Employee Name: Trudy Happel Month: September

Center	Enrolled	Entered	Withdrew	Accepted (but not enrolled)	% of Daily Attendance	# of Home Visits	# of Over Income	# of Under 130%	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children
YMCA 1	14	12	0	0	94	8	0	2	0	0	0
YMCA 2	21	18	0	0	98	7	2	2	0	0	1
YMCA 3	14	13	0	0	96	3	0	4	0	0	0
Barry	15	13	0	0	98	7	3	2	0	0	0
Parker	16	15	0	0	93	9	4	2	0	0	0
Randall	16	16	0	0	99	9	3	2	0	0	0
Smith	16	16	0	0	96	10	3	2	0	0	0
Homer 1	16	16	0	0	96	9	0	2	0	0	1
Homer 2	14	14	0	0	98	10	0	1	0	0	0
McGraw	16	16	0	0	99	6	1	4	0	0	0
Marathon	14	14	0	0	99	7	3	2	0	0	0
Johnson 1	14	12	0	0	93	4	0	1	0	0	0
Johnson 2	14	13	0	0	93	2	0	1	0	0	0
TOTAL	200	188	0	0	96%	91	19	27	0	0	2

of Children on the Waiting List:

3 Year Olds
Over Income
Under 130%
Under 100%

19
1
2

4 Year Olds
Over Income
Under 130%
Under 100%

19
0
1

Comments: _____

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

HS/EHSMonthly Family Engagement report

Month: September 2016

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of Families in Center	% of Families Involved
YMCA 1	PAG	9/28/2016	3	3	0	14	21%
	Open House	9/6/2016	5	5	0	14	36%
YMCA 2	PAG	9/28/2016	2	2	0	20	10%
	Open House	9/6/2016	8	12	4	20	40%
YMCA 3	PAG	9/28/2016	1	4	2	14	7%
	Open House	9/6/2016				14	0%
Barry	PAG	9/27/2016	4	6	2	15	27%
	Open House	9/6/2016	7	14	15	15	47%
Parker	PAG	9/28/2016	6	8	3	16	38%
	Open House	9/6/2016	6	12	3	16	38%
Randall	PAG	9/21/2016	10	10	3	16	63%
	Open House	9/6/2016	8	9	2	16	50%
Smith	PAG	9/29/2016	4	4	0	15	27%
	Open House	9/6/2016	7	11	3	15	47%
Homer 1	PAG	9/26/2016	9	12	4	16	56%
	Open House	9/6/2016				16	0%
Homer 2	PAG	9/26/2016	3	4	1	14	21%
	Open House	9/6/2016	7	8	1	14	50%
McGraw	PAG	9/28/2016	2	2	0	12	17%
	Open House	9/6/2016	3	4	1	12	25%
Marathon	PAG	9/28/2016	1	1	0	13	8%
	Open House	9/6/2016	6	8	2	13	46%
Johnson 1	PAG	9/27/2016	2	3	1	14	14%
	Open House	9/6/2016	10	12	4	14	71%
Johnson 2	PAG	9/27/2016	1	2	1	14	7%
	Open House	9/6/2016	7	12	3	14	50%

HS Policy Council Report
September 2016

Classroom	Received	30 Days	60 Days	90 Days	90+ Days		F/U Needed	F/U Not Started	F/U Started	F/U Completed	Refusals		Incidents
Barry	3	0	0	0	0		0	0	0	0	0		0
Homer 1	12	0	0	0	0		6	3	0	3	0		1
Homer 2	9	0	0	0	0		3	1	0	2	0		0
Johnson 1	8	0	0	0	0		1	0	0	1	0		3
Johnson 2	11	0	0	0	0		1	1	0	0	0		8
Marathon	8	0	0	0	0		1	1	0	0	0		0
McGraw	10	0	0	0	0		1	1	0	0	0		0
Parker	7	0	0	0	0		1	1	0	0	0		1
Randall	6	0	0	0	0		1	0	1	0	0		0
Smith	10	0	0	0	0		2	2	0	0	0		4
YMCA 1	9	0	0	0	0		3	0	0	3	0		3
YMCA 2	10	0	0	0	0		1	1	0	0	0		0
YMCA 3	9	0	0	0	0		0	0	0	0	0		2
	0												
Totals	112	0	0	0	0		21	11	1	9	0		22
<div> <div>Total %</div> <div>48%</div> </div> <div> <div>Comments</div> <div> Injury/Incident: 15, Playground 8, Hallway 1. 48% of dental treatment needed has been started or completed. 56% of dentals have been received for Head Start Program. </div> </div>													

HEAD START PROGRAM OF CORTLAND COUNTY
MONTHLY TRANSPORTATION REPORT
MONTH: September 2016

Key: PT: Parent Transport
Bus: School District

<u>Center Names</u>	<u>PT: AM</u>	<u>PT: PM</u>	<u>Bus AM</u>	<u>Bus PM</u>	<u>Back to Office</u>	<u>Disciplinary</u>
YMCA I	14	14	0	0		
YMCA II	20	20	0	0		
YMCA III	14	14	0	0		
Parker	16	16	0	0		
Randall	16	16	0	0		
Smith	16	16	0	0		
Homer I	9	9	7	7		
Homer II	14	14	0	0		
McGraw	8	8	8	8		
Marathon	10	10	4	4		
Johnson I	14	14	0	0		
Johnson II	14	14	0	0		
Barry	16	16	0	0		
Totals:	181	181	19	19	0	0

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

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

Employee Name: Katherine E. Shaw

Month: September 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	0	0	0
Home Based II	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	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: September 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
Elm Tree	0	0	0	0	0	0	0	0	0	0	0	0
Cosimo I	0	0	0	0	0	0	0	0	0	0	0	0
Cosimo II	0	0	0	0	0	0	0	0	0	0	0	0
Cosimo III	1	1	1	0	1	1	0	0	0	1	0	0
South Main I	0	0	0	0	0	0	0	0	0	0	0	0
South Main II	1	0	1	0	0	0	0	0	0	0	0	0
Home Based I	0	0	0	0	0	0	0	0	0	0	0	0
Home Based II	2	1	1	0	1	1	0	0	0	0	0	0
TOTALS	4	2	3	0	2	2	0	0	0	1	0	0

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: September

Center	Enrolled	Entered	Withdrawn	Accepted (but not enrolled)	% of Daily Attendance	# of Home Visits	# of Over Income	# of Under 130%	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children
Elm Tree	8	2	0	0		2	0	0	0	0	0
Cosimos 1	8	7	0	0	95	5	0	0	0	0	0
Cosimos 2	8	7	1	0	90	7	0	1	0	0	0
Cosimos 3	8	8	0	0	98	7	0	0	0	0	0
South Main 1	8	8	0	0	89	5	0	0	0	0	0
South Main 2	8	8	0	0	99	2	0	2	0	0	0
Home Based 1	12	8	0	0	26 93	26	0	0	0	0	0
Home Based 2	12	6	0	0	56 83	19	0	2	5	0	0
TOTAL	72	54	1	0	94%	73	0	5	5	0	0

of Children on the Waiting List:

Expectant

Over Income

Under 130%

Under 100%

0
0
0

Children

Over Income

Under 130%

Under 100%

19
9
34

Comments: _____

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

EHS Monthly Family Engagement report

Month: September 2016

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of families in center	% of families involved
Elm Tree	Open House	9/6/2016	1	1	0	8	13%
Cosimo 1	PAG	9/22/2016	4	6	3	7	57%
	Open House	9/6/2016	5	8	1	7	71%
Cosimo 2	PAG	9/22/2016	3	5	1	8	38%
	Open House	9/6/2016	4	4	0	8	50%
Cosimo 3	PAG	9/21/2016	3	3	1	8	38%
	Open House	9/6/2016	3	5	2	8	38%
	Apple Tasting & Printing	9/27/2016	6	7	2	8	75%
South Main 1	PAG	9/27/2016	4	4	0	8	50%
	Open House	9/6/2016	5	8	2	8	63%
South Main 2	PAG	9/27/2016	2	4	2	8	25%
	Open House	9/6/2016	3	5	2	8	38%
Home Based 1	PAG/Open House	9/21/2016	3	3	0	11	27%
Home Based 2	PAG/Open House	9/21/2016	4	6	1	11	36%

Health Services EHS Policy Council Report
September 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
Cos 1	6	7	N/A	N/A		N/A	N/A	N/A	N/A	0		1
Cos 2	7	7	4	N/A		1	0	0	0	0		3
Cos 3	7	8	6	0		1	0	0	0	0		3
Elm Tree	7	7	1	N/A		0	0	0	0	0		0
HB 1	9	10	4	2		1	1	0	0	0		0
HB 2	4	6	4	2		0	0	0	0	0		0
SM 1	8	8	5	5		3	0	0	0	0		1
SM 2	8	8	5	5		3	0	0	0	0		1
Totals	56	61	29	14		9	1	0	0	0		9
Total %	89%	97%				24%						
Comments	<p>Injuy/Incidents:Classroom 5,Playground 3. Total % of dentals received of children age 1 year and older.</p>											

CAPCO's Head Start/Early Head Start Program of Cortland County
32 North Main Street
Cortland, NY 13045

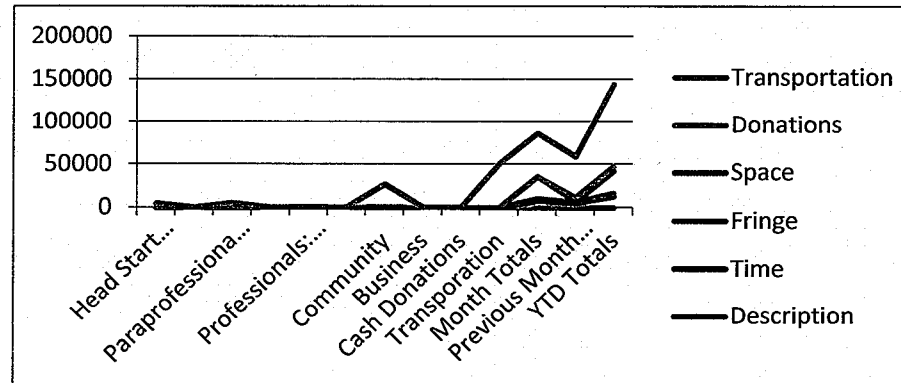
In-Kind Monthly Summary/In-Kind Report Month/Year: September 2016

Federal ID #: 16-1004653

	Description	Time	Fringe	Space	Donations	Transportation
Head Start Parents: 337.27	Home visits	\$ 3,457.11	\$ 1,037.13	\$ -	\$ 61.72	\$ -
Paraprofessionals: 291.50	Volunteers	\$ 3,643.75	\$ 1,093.13	\$ -	\$ -	\$ -
Professionals: 5.75	PC/Community	\$ 172.50	\$ 51.75	\$ -	\$ -	\$ -
Community	Miscellaneous	\$ 174.25	\$ 52.28	\$ 25,900.00	\$ -	\$ -
Business	Discounts	\$ -	\$ -	\$ -	\$ -	\$ -
Cash Donations	Cash/Checks	\$ -	\$ -	\$ -	\$ -	\$ -
Transporation	Transportation	\$ -	\$ -	\$ -	\$ -	\$ 50,132.58
Month Totals		\$ 7,447.61	\$ 2,234.28	\$ 25,900.00	\$ 61.72	\$ 50,132.58
Previous Month Totals		\$ 4,729.45	\$ 1,418.84	\$ -	\$ 5,461.28	\$ 46,579.20
YTD Totals		\$ 12,177.06	\$ 3,653.12	\$ 25,900.00	\$ 5,523.00	\$ 96,711.78

YTD Total: \$ 143,964.96

In-Kind Needed for PY \$ 685,074.00
Minus YTD \$ 143,964.96
In-Kind Needed for PY (Over) \$ 541,109.04



Highlights for November/December include:

- As shared with the Board of Directors on Nov. 14, Brian Rozewski resigned effective immediately from his position as HS/EHS Director. We are very grateful for and will continue to acknowledge all of the work Brian has done for the CAPCO HS/EHS program, our community and HS/EHS at the State, Regional and National level. We have a transition plan in place that includes Kristi Coyle as the primary contact and the other three HS/EHS Management Staff (Bethann Fischer, Education; Trudy Happel, Family/Community Partnerships; Mary Corser, Health/Nutrition) taking responsibility for their respective program areas. I immediately contact the Policy Council Executive Committee to inform them. Contacts were made with critical funding, contract and community partners to inform them of changes and transition plan. The CAPCO management staff have been very supportive during this time and have been a valuable resource for HS/EHS management as we continue to plan for the immediate future and moving forward.
- National Philanthropy Day was November 15. We have not gotten the final information from Cortland Community Foundation, but know that we had significant donations made. We appreciate the support of community members.
- #Giving Tuesday was Nov. 29. We shared information widely via facebook and email. We had people respond and make online donations to support CAPCO. This was our first #GivingTuesday effort. We will work to increase this next year.
- This is a very busy time for CAPCO. Planning is underway for the holidays, adopting families, Nickle Store, etc. Brandy participated in the filming of a commercial with Royal Motors to support their community wide drive for food for pantries (and CAPCO's SnackPack program).
- We are working on the 2017 Community Needs Assessment – with the new Organization Standards, there are additional requirements for completing this process. We are working to expand opportunities for community input through surveys, etc. We will be distributing surveys and collecting responses in December. We would appreciate help from the Board in sharing the survey with others in the community in an effort to get as much input as possible. The surveys will be available in hard copies as well as online.
- I just want to say thank you to the CAPCO management staff. I was scheduled and had made plans for a week of annual leave Nov. 16-23. With the staffing changes, it would have been impossible to be out of the office during that time without their support. We

are very fortunate to have the CAPCO management staff and HS/EHS management team that we do.

- Just a reminder, CAPCO will be closed December 26-Jan.2 for the holidays. Dec. 26 and January 2 are paid holidays. Staff will be using accrued leave for Dec. 27-30. WIC will be open Wednesday, Dec. 28 for appointments and emergencies.

- The annual Coat Giveaway was a success giving over 500 needed winter items to families in need.
- We have not received any applications for the Americorps position. At this point if a qualified candidate applied it would be a half time position as there would not be enough time left in the Americorps program year to complete the full time hours.
- Holiday Giveaway is scheduled for December 16; we current have 150 kids signed up to receive a gift.
- Nickel Store is scheduled for Dec. 14- currently excepting donations of small gently used gift items.
- Joyce has accepted the half time Family Advocate position that was vacant due to Nikki's resignation. Because Joyce was already a half time Family Advocate/HSE Coordinator she now holds a full time Family Development position.
- Joyce's transition to full time Family Advocate created an opening for a Part time Community Health Worker Position. The Community Health Worker is a 20 hour grant funded position that we are currently excepting applications for.
- Gail has returned from her leave of absence and is tutoring High School Equivalency Students 10 hours a week.





Energy Services Directors Report

December 2016

- WAP 16.17 - 5 units completed in Nov. 38/49 units completed for this contract.
- EmPower NY- - 6 HP's completed
- AO Smith – 3 units completed.
- HEAP-
 - Clean and Tunes- 8 units completed.
 - Repair / Replacements – 2 units completed.
- Energy Savers- 3 units completed.

- Training- No activity
- Meetings- Will be attending the PAC Meeting in NYCity.
- Other-

Monthly Board Report
From: HS/EHS Management Team
Month: November 2016

- I. Enrollment
 - A. At this time, we are fully enrolled with 200 in Head Start and 72 in Early Head Start.

- II. Center/Office Updates/Policy Council
 - A. Training was provided to the new Policy Council and the new members in November. Lindy and Kristi were both in attendance with Brian to assist.
 - B. A new Policy Council representative to the Board was approved and the contact information was forwarded to Eden.
 - C. All centers up and running with the exception of Elm Tree. Still waiting on water approvals through the health department. Will be contacting Bruce Martins to determine any further action. The ultra violet system was to be fully installed by the end of the Thanksgiving holiday.
 - D. We have received permission from the Cortlandville Church on Route 222 to operate this EHS classroom through December of 2016.
 - E. Resignation of Brian Rozewski, HS/EHS Director.

- III. Old Business
 - A. Updates and classroom happenings were shared with Policy Council.

- IV. New Business
 - A. Kristi Coye along with Lindy and Eden have begun the initial stages of the Community Assessment.
 - B. We had committee sign- ups for the new members of Policy Council. The Executive Committee is our officers. We also have a By-Laws Committee and a HR/Personnel Committee.
 - C. Confidentiality Statements were signed by all Policy Council members for this program year.

- V. Executive Session
 - A. Five (5) new substitutes were approved pending clearance notifications.

CDPAP

All most all individuals have been transitioned to an MLTC which pays a higher reimbursement rate (there is only one who has not transitioned yet).

- 29 Medicaid
- 33 – Fidelis - \$18.50
- 8 – Icircle - \$17.73
- 6 – VNA - \$17.73
- We now have an Enhanced Medicaid rate - \$17.03, of the 29 on straight Medicaid 13 are reimbursed at the enhanced rate.
- We continue to get referrals from all the plans.

We have recently become a member of **Consumer Directed Personal Assistance Association of New York State (CDPAANYs)** which is an association which provides advocacy and best practices for CDPAP services. Lindy, Greg and I met with Brian O'Malley, Executive Director of CDPAANYs to discuss what are the best practices running a CDPAP program. Although we still have some unanswered questions, we all thought that the meeting went well and we will be instituting some changes around training materials given to the employees, our PPP which we will be looking at better tailoring more towards the aides, who we word our Participant Agreement, etc.

HUMAN RESOURCES REPORT NOVEMBER/DECEMBER 2016

HR Director: Greg Richards



HR Happenings:

- **2017 Flexible Spending Enrollments (FSA):** January 1, 2017 marks the new plan year for the Flexible Spending Account benefit offered to our employees through our provider, Ameriflex. CAPCO offers this benefit through a payroll deduction to help cover the cost of medical expenses. CAPCO has also re-added the Dependent Care option for our employees to help pay for child care costs as well. In order to be eligible for this benefit, employees must be regularly scheduled employees scheduled to work at least 30 hours per week (this coincides with the requirements for health insurance eligibility). The maximum that CAPCO allows employees to contribute to the medical expenses account is \$1,500. This is a “use it or lose it” benefit; however employees are now able to rollover their remaining unused balance into the next plan year, which is a significant benefit to all of our enrolled employees. In 2016, CAPCO had 18 employees enroll in the benefit. We have offered the benefit to all eligible employees and are in the process of collecting enrollments and waivers for the benefit for the 2017 plan year (1/1-12/31).
- **2016 CAPCO Wellness Challenge:** The CAPCO Wellness Committee facilitated CAPCO’s 2nd Annual Employee Wellness Challenge. Considering results, participation, and feedback from last year’s challenge, the committee decided to shorten the challenge to 5-weeks from October 17th-November 20th. Like last year, we required teams of 3 and offered opportunities to earn points through individual exercise or group exercise classes. There is a challenge prize for each member of the winning team that worked to keep our teams motivated throughout the duration of the challenge. The Wellness Challenge not only works to keep our employees healthy, which contributes to increased productivity and decreased insurance costs, but it also serves as a team building and bonding tool. Our feedback continues to be positive. Thank you to the Wellness Committee!
- **W-2 and 1094/1095-C Preparation:** Human Resources has been working with finance, our payroll company (Complete Payroll), and our health insurance broker (Dan Goetzmann) to prepare for W-2 and 1095-C creation and distribution for the 2016 tax filing year. W-2 preparation remains standard with the confirmation of employee status throughout the year, social security numbers, and addresses. The 1095-C’s continue to be a learning experience for CAPCO, our broker, and other organizations throughout the country. Human Resources has worked closely over the past year to fully understand the requirements and stay up to date on all of the changes and communications coming from educational groups and the federal government. The Patient Protection and Affordable Care Act requires employers of CAPCO’s size to provide employees with Form 1095-C beginning for the 2015 calendar year to show monthly medical insurance coverage (or

lack thereof). CAPCO prepared and submitted these within the extended time frame last year. The original legislation required this to be provided with W-2's no later than January 31st. However, much like last year, the deadline was pushed back to February. The forms were to be used by employees when filing taxes to show that CAPCO offered coverage if they were eligible and that they were enrolled for each calendar month. However, with the push back of when these forms need to be provided, the IRS has once again indicated that there is no penalty or requirement to amend if employees file taxes prior to receiving form 1095-C. With the education and research CAPCO has done with the guidance of our payroll company and our broker, CAPCO feels confident in our best faith effort for the filings and understanding of the requirements given the newness and differing communications from the IRS (this continues to be a confusing point even for the IRS, hence the continued push back).

- **Head Start/Early Head Start Recruitment:** Human Resources continues to work with the HS/EHS Management team for the continued recruitment of education and kitchen staff. It has been noted that this Program Year has seen much movement and increased turnover. This has been analyzed as an industry-wide trend with CAPCO's HS/EHS Program having increasingly more solid staffing patterns than our neighboring programs. Nonetheless, recruitment remains a priority with CAPCO establishing and furthering our relationships with SUNY Cortland and TC3 to aide in our efforts. Human Resources and the management team have seen an increase in qualified candidates and coverage continues to be sufficiently met.
- **Head Start/ Early Head Start Director Transition:** Human Resources worked closely with the Executive Director on the transition of the HS/EHS Director position. HR continues to work with the E.D. and the HS/EHS management team on the structure, organization, and process flow during the interim transition of this position. Recruitment efforts for a new director are beginning after the new year with a plan in place for the meantime.