

M e m o r a n d u m

To: CAPCO Board of Directors
From: Eden C. Harrington-Hall, Assistant Director
Date: January 20, 2017
Subject: Annual Board of Directors Meeting

This is to inform you that a CAPCO Board of Directors meeting will be held at **6:00 p.m. January 26, 2017 at M & D Deli, Central Avenue.**

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

Board of Directors Meeting Agenda

January 26, 2017

- I. Call to Order
- II. Approval of the December 8, 2016 Meeting Minutes
- III. **Standing Committee Reports**
 - **Executive Committee – no meeting**
 - **Finance and Audit Committee**
 - ***Motion to Receive and File Financial Statements.***
 - ***Board Development Committee***
 - ***17 – 01 - is seeking your acceptance the 2017 Slate of Officers.***
 - ***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
 - 17 – 02 – is seeking your acceptance the Authorized Signatories
 - 17 – 03 – is seeking your acceptance opening an account at M&T Bank for RESTORE funds.
- IX. Executive Session – If Needed
- X. Adjournment

Board of Directors Meeting Minutes

January 26, 2017

- I Meeting called to order at 12:04 p.m.
In attendance: Helen Spaulding, Paula Currie, Rama Haidara, Shawn Allen, Pat Snyder, Gary Dallaire, Elizabeth Haskins, Shelley Warnow, Billie MacNabb, Doug Bentley; Excused: Mary Ann Discenza, Penny Prignon; Absent: Carole Ann Davies
- II. Motion for approval of the December 8, 2016 Meeting Minutes made by Helen Spaulding, seconded by Doug Bentley. There being no discussion, motion carried.
- III. **Standing Committee Reports**
 - **Executive Committee –**
 - **Finance and Audit Committee**
 - Motion to Receive and File Financial Statements made by Gary Dallaire; seconded Elizabeth Haskins.
 - All CDPAP billing is current through 9/30/16.
 - New CSBG contract started 10/1/16 and the voucher was submitted for the Back to School Initiative payment.
 - Proposed changes to the 401 (k) was presented.There being no further discussion, motion carried.
 - 16 – 44 – is seeking your acceptance the proposed changes to the 401(k) plan. Motion for acceptance made by Shelley Warnow; seconded by Rama Haidara. 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). There being no further discussion, motion carried.
 - 16 – 45 – is seeking your acceptance the proposed changes to CDPAP. Motion for acceptance made by Helen Spaulding; seconded by Billie MacNabb. Proposed changes include removing the current restriction on hours per employee not to exceed 25 hours and increasing staff salaries in response to the increase in the NYS minimum wage. There being no further discussion, motion carried.
 - 16 – 46 – is seeking your acceptance applying for new agency credit cards through M&T Bank. Motion for acceptance made by Rama Haidara; seconded by Shelley Warnow. The new credit card has a 1.5% cash back bonus. There being no further discussion, motion carried.
 - **Board Development Committee**
 - Unfortunately, Luann King resigned her position on the Board and we are also looking for Paula's replacement.
 - 16 – 47 – is seeking your acceptance the seating of Paul Cortez as the Head Start/Early Head Start Policy Council Representative to the Board. Motion for acceptance made by Pat Snyder; seconded by Rama Haidara. There being no discussion, motion carried.
 - 16 – 48 – is seeking your acceptance the resignation of Luann King from the Board of Directors. Motion for acceptance made by Shelley Warnow; seconded by Gary Dallaire. Luann will be greatly

missed and she indicated that at some point she would be interested in rejoining the Board. There being no further discussion; motion carried.

- ***PP& E Committee***

- HS/EHS Reports were reviewed.

IV. Executive Director Report

- As shared with the Board, Brian Rozewski has resigned his position as HS/EHS Director. With the new Performance Standards there are new minimum education requirements for the position. The HS/EHS management staff will be responsible for their respective areas.
- Unfortunately, we did not receive the Dormitory Authority funding for the South Main project and Lindy has asked for feedback on our proposal.

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
 - Lindy shared with the group information regarding the agency's insurance. We are looking at renewals and we currently have Philly insurance through Bailey Place. We also have a quote through VanParys Associates for Selective Insurance.

IX. Motion to go into Executive Session at 1:06 called by Paula Currie; seconded by Rama Haidara.

X. Adjournment

Members present: Helen Spaulding (EC), Carole Ann Davies. Excused: Penny Prignon, Paula Currie. Staff: Lindy Glennon, Martha Allen. Bettina Liphardt, Auditor.

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

Bettina Liphardt, Auditor, called in to make Pre-Audit presentation to the Finance committee (see attached). She reviewed the scope of services including the timeframe. Pre-audit work was done in December 2016. The year end field work is scheduled for week of April 10, 2017. Plan to have draft to Board in May or June for review and approval. She reviewed the responsibilities of the auditors, management and the Board. She discussed the audit approach and new audit requirements that will be happening in the next 1-3 years. She emphasized that they work for the Board and with management. She encouraged the members of the committee and any Board members to contact her or other members of the audit team with any questions.

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

- 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.
- CDPAP billing has been submitted through the payroll ending December 9, 2016. We are projecting a surplus of \$192k. Salary adjustments approved by the Board were done with last payroll in December. Area Agency on Aging is finalizing contract for our review to implement the EISEP program.
- EARLY CHILDHOOD DEVELOPMENT - Across all contracts, a deficit is not anticipated. Beginning work with Kristi on budget for the refunding application. Board will review in February for a March 1 submission. Recruitment for the HS/EHS Director began 1/9/17.
- ENERGY SERVICES DEPARTMENT - All contracts are forecasted to come in with no deficit. We have been awarded a \$75,000 Residential Emergency Services to Offer (Home) Repairs to the Elderly (RESTORE) Award.
- FAMILY DEVELOPMENT DEPARTMENT The 2016-2017 contract began 10/1/2016, the advance was received in December. Final vouchers have been resubmitted for the Back to School Initiative.
- WIC - The 2016-2017 contract began 10/1/2016, the advance was received in November.

There wasn't a quorum, but Carole Ann Davies made a motion to present to the Board to accept/file, 2nd Helen Spaulding.

Lindy updated the committee on the search and recruitment process for the Head Start/EHS Director. Position was posted internally 1/9/17, external posting 1/12/17. Deadline to respond is 1/31/17.

Lindy updated the committee on donations received through the National Philanthropy Day opportunity and #GivingTuesday. \$11,200 was received through the Cortland Community Foundation, \$5000 through the CNY Community Foundation (for Community Action Angels), \$289 for #GivingTuesday and \$2000 through the CAPCO website (for SnackPacks). This was a good effort. Need to work to expand these donations. Priority needs to be development planning to include a staff person. Lindy encouraged the

Board to recommend potential Board member(s) with development/fundraising experience to help guide us in this process.

There was no further business. Meeting adjourned at 1:15 p.m.

Board Development
January 17, 2017

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

Meeting to order at 8:04 a.m.

Slate of Officers

The committee discussed the 2017 slate of officers. Shawn Allen has gratuitously accepted the President position, Shelley Warnow has accepted the Vice-President, Rama Haidara has agreed to remain as the Secretary and Helen Spaulding has agreed to remain as Treasurer. Motion was made by Pat Snyder; seconded by Mary Ann Discenza to present the 2017 slate of officers to the full board. Motion carried.

Board Seats

The committee continued discussion about the EPO seat which was vacated due to Luann's resignation as well as Paula's EPO seat which will be vacated in January. Adam McGivern's name was brought up again and Mary Ann has worked with him in the past and has offered to approach him to see if he would be interested.

Board Training

As mentioned previously Eden attended a workshop focused on marketing. She offered to reach out to John Hoeschele who was the facilitator to see if he would be able to provide a similar training for the Board, Policy Council, and staff. All present agreed it would be beneficial.

Meeting adjourned at 8:35 a.m.

Resolution of the Board of Directors

Of

Cortland County Community

Action Program, Inc.

Resolution No. 17 - 01

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the recommendation from the Board Development Committee the slate of officers for 2017.

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

Be it resolved that on January 26, 2017 the Board of Directors approves the slate of officers for 2017 as follows:

Shawn Allen, President

Shelley Warnow, Vice-President

Rama Haidara, Secretary

Helen Spaulding, Treasurer

President

Date

PP&E Committee
January 17, 2017

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

Meeting to order at 12:03 p.m.

HS Reports

Family Services

- Fully Enrolled
- Attendance is at 91%
- The waiting list continues to be an issue with only five 3 year olds are income eligible and only one 4 year old is income eligible.
- McGraw will have a 4 year old UPK classroom and we will continue to have the UPK 3 year old classroom.

Health Services Report

- Dental is at 47% and we have to be at 85% by the end of the year.

Mental Health Report

- 20 children were observed having behavioral concerns. Of those children, 10 are only doing ½ day class due to the behavior concerns and 5 of those 10 are at the Smith School location. Special staff have been assigned to those classrooms with children with behavior issues. Some underlying factors could be drug and alcohol issues in the home along with parents being incarcerated.

EHS Reports

Family Services

- Fully enrolled
- There are 51 income eligible children on the waiting list. Discussion has taken place about converting some of the HS slots to EHS slots, but there is uncertainty on the process.

Health Services

- 72% have received their physicals
- Dental is at 23%, although not a requirement staff encourage parents to taken their children to the dentist.

There being no further discussion, motion made by Elizabeth Haskins; seconded by Doug Bentley the HS/EHS reports.

CSBG Annual Progress Report

- As part of the report the agency had to comment on any variances from last year's report. Most of the variances were under Employment initiatives which was due to Discretionary funding not being available in 2016.

- 220 Children received Backpacks for Kids which resulted in 7705 backs of food being distributed throughout the school year.
- 38 individuals obtaining skills for employment
- 42 individuals improved their health and physical well-being through exercise classes and healthy eating.
- 842 individuals received emergency clothing through Family Essentials
- 272 children participation in HS/EHS activities
- 17 individuals received fuel or utility assistance
- 27 received emergency car or home repair
- 448 individuals utilized the Family Success Centers
- 21 parents improved their parenting skills through participation in parenting classes.
- 600 individuals obtain free tax preparation through the VITA Program which resulted in \$317,408 in Federal and State EITC tax credits
- 76 individuals maintained an independent living situation through participation in CDPAP.
- 175 households show a reduction in energy consumption through the Energy Services Department.
- 8 children were able to participate in the Summer Day Camp program.
- 1907 women, infants and children improved their health and physical development through participation in the WIC Program.

Funding Updates

- We were awarded the RESTORE grant in the amount of \$75,000. It has been several years since we were funded for this activity and we are very excited.
- Cortland City Schools has received funding to expand snackpacks further through the elementary schools. CAPCO will discuss opportunities to expand the program into the High School as we are learning of the need in that age group.
- Lindy updated the committee on donations received through the National Philanthropy Day opportunity and #GivingTuesday. \$11,200 was received through the Cortland Community Foundation, \$5000 through the CNY Community Foundation (for Community Action Angels), \$289 for #GivingTuesday and \$2000 through the CAPCO website (for SnackPacks). Although we have received \$11,200 in donations the agency really needs a fundraising/development person to increase unrestricted funds. There are two seats on the Board which we would like to fill with a person familiar with fund development.

Agency Updates

- The HS/EHS Director position has been posted in several media outlets and we are accepting applications through January 31st. We also have two internal candidates who applied.
- Lindy, Eden, Brandy and Joyce will be attending NYSCAA's Advocacy Day on January 24th and 25th and have meetings scheduled with Barbara Lifton to talk about Literacy and Senator Seward to talk about CDPAP.

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

Highlights for January 2017

Happy New Year. We have begun a new year energized, challenged and looking forward.

- The search for a new Head Start/Early Head Start Director is in full swing. We updated the job description to reflect the changes in the New HS Performance Standards effective 11/7/16. The job opening was posted internally 1/9/17. It was posted externally beginning 1/12/17. We used numerous external resources to share the information re: the opening. The response deadline is 1/31/17. We hope to begin the interview process early February. Per the Head Start Performance Standards and best practice, we will include a representative from the Board of Directors and the HS/EHS Policy Council in the interview process. If you're interested in assisting with this, please let me know.
- I would like to share a thank you to the many staff that have stepped up to insure that, as we seek to fill the position of HS/EHS Director, that the program remains strong, continues without any glitches and staff, children and families continue to get the resources and opportunities that we are committed to providing. The HS/EHS management team (Kristi, Bethann, Trudy and Mary) have been amazing. Kristi, in addition to her "usual" responsibilities during this time (Expanded Community Needs Assessment and the HS/EHS refunding applications) has been the primary contact person for any calls, emails, questions, etc. that would have gone to the Director.
- We are very excited to share that we received funding for the RESTORE program from HCR. This is an important resource for seniors in our community in need of emergency home repairs. We were fortunate to have this resource in prior years, but haven't been eligible since 2011. This is very good news!
- The new classrooms were open for business 1/17/17! It's been a long process, with many more challenges along the way than we anticipated. We are very appreciative to Bruce at Elm Tree for working so diligently with us to make this happen. Again, HS staff including Kristi, Bethann, Mary, Trudy and others worked diligently to make this happen. Thank you to Denise and Energy Services staff for pitching in! In addition to 2 classrooms, we also have a large space for staff meetings and trainings. We are looking forward to opportunities at this new location.
- CAPCO will be participating in the NYSCAA Legislative Advocacy Days in Albany Jan. 24-25. Eden Harrington-Hall, Brandy Strauf, Joyce Allen and I will be participating. We have meetings scheduled with Assemblywoman Barbara Lifton and Sen. Seward for Jan. 24. Our priorities will be the continued/expanded funding for CDPAP, support for the adult literacy supports and funding for a boiler/heating system at S. Main since we were not funded through the NICIP funding opportunity. In addition to legislative visits, the days include some training opportunities and a press conference on the steps of the Capitol on Jan. 25 to highlight the impact and importance of Community Action in NYS.
- For our efforts during National Philanthropy Day with the Cortland Community Foundation and #GivingTuesday, we received cash donations of \$18,489. This was very good as a start for CAPCO.

Thank you to Board members and staff that encouraged giving and shared these opportunities with others in the community. As we've been discussing in management meetings and Board meetings, we need to make fund development a priority. As has been pointed out by our auditors and we are very aware, expanded funding, especially unrestricted funds, is critical to CAPCO's ability to respond to the needs and challenges in our community. As we move into a new year, this will be a priority and I look forward to working with each of you and staff in developing plans to do this.

- On Jan. 21, we're celebrating with staff at an "After the Holiday's" gathering at the Homer Elks Club. Thanks to the Wellness committee, led by Greg Richards, for planning this event that includes dinner and music/dancing. We think that it's important to celebrate together and spend time socially getting to know each other better and relaxing.

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

Resolution No.17-02

WHEREAS, the Cortland County Community Action Program, Inc. has reviewed the change to the Community Services Block Grant Authorized Signatories to remove Paula Currie as a signatory for Contracts/Amendments and Program Reports and add Shawn Allen, Board President and has recommended accepting as presented, and

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

IT IS HEREBY RESOLVED that on January 26, 2017 the Board of Directors adopts for acceptance the Authorized Signatories.

President

Date

Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No.17-03

WHEREAS, the Cortland County Community Action Program, Inc. has been informed of the need to open a separate checking account at M&T Bank for the New York State Housing and Trust Fund Corporation (HTFC) grant funds for the RESTORE Program.

IT IS HEREBY RESOLVED that on January 26, 2017 the Board of Directors adopts for acceptance the opening a separate checking account for RESTORE funds.

President

Date