

Memorandum

To: CAPCO Board of Directors
From: Eden C. Harrington-Hall, Assistant Director
Date: April 21, 2017
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. ***April 27, 2017 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

April 27, 2017

- I. Call to Order
- II. Approval of the March 23, 2017 Meeting Minutes
- III. **Standing Committee Reports**
 - **Executive Committee – no meeting**
 - **Finance and Audit Committee**
 - ***Motion to Receive and File Financial Statements.***
 - ***Resolution***
 - ***17 – 06 – is seeking your acceptance the Weatherization Assistance Program budget.***
 - **Board Development Committee**
 - ***Resolution***
 - ***17 – 07 – is seeking your acceptance the seating of Jeanette Dippo as a Public Sector Representative representing Mayor Brian Tobin.***
 - **PP& E Committee**
 - ***Resolution***
 - ***17 – 08 – is seeking your acceptance the development and implement a Volunteer Driver Program.***
- 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- Board Training June 15th
- VIII. New Business
 - Family Development Overview – Brandy Strauf
- IX. Executive Session – If needed
- X. Adjournment

Board of Directors Meeting Minutes

March 23, 2017

- I Meeting called to order at 12:03 p.m.
In attendance: Douglas Bentley, Helen Spaulding, Carole Ann Davies, Paul Cortez, Shelley Warnow, Rama Haidara, Shawn Allen, Gary Dallaire, Elizabeth Haskins. **Excused:** Penny Prignon, Mary Ann Discenza, Pat Snyder, Billie MacNabb
- II. Motion for approval of the February 23, 2017 Meeting Minutes made by Rama Haidara; seconded by Carole Ann Davies. There being no corrections or additions, motion carried
- III. **Standing Committee Reports**
 - **Executive Committee – no meeting**
 - **Finance and Audit Committee**
 - Currently Martha is working on the 2017 Administration, Facility, and Agency Wide Budget.
 - Eden and Martha are working on the 2017 CDPAP budget.
 - All Energy Services contracts are forecasted to come with no deficit.
 - On March 10th we received the 3 year contract for WAP for the period 2017-2020 with the total of 1.62 million over the 3 year period. The 2017/2018 contract period is \$325,000.
 - We still have not received further notification for RESTORE funding.
 - A new set of reports has been added to this report. We were notified March 8 that final reports for last contract had not been filed. Quarterly reports were filed. This was something lost during the time between fiscal directors. This should have no negative consequences.
 -
 - There being no further discussion, motion to Receive and File Financial Statements made by Douglas Bentley; seconded by Gary Dallaire. Motion carried.
 - **Board Development Committee**
 - Lindy has reached out to Jeanette Diplo to see if she would be interested in serving on the Board representing Mayor Tobin. Jeanette is very involved in the community and would be an excellent addition to the Board.
 - Lindy and Eden have met with John Hoeschele regarding Board training and are in the process of figuring out the details such as time of day, which day would work best, etc.

- **PP& E Committee**

- **HS/EHS Reports**

- Bethanne Fischer clarified what the Pyramid Model is and how it relates to children with behavioral issues. In addition, the students that we are serving that are experiencing behavioral issues should be served by the Racker Center, but there is a large waiting list.

- **Mission Statement**

- As part of the TRACS review the Board is required to review the agency Mission Statement every five years to ensure agency programs align with the statement. Much discussion centered on the current trends that agencies are moving towards such as using tag lines, etc. Shawn Allen and his students just recently changed their Mission Statement to “Rejoice! Come As You Are! Live the Word!” which is easily remembered and does capture what the O’Heron Newman Catholic Center represents.
- John Hoeschele, a Marketing Executive has agreed to provide training for Board, Policy Council, and staff on marketing, fund development, etc. Lindy suggested that for the time being we keep the current Mission Statement until after the training is provided due to the fact that John’s expertise is in developing strategies to brand an organization and his guidance would be very beneficial in this process. Motion was made by Shawn Allen; seconded by Douglas Bentley to keep the Mission Statement as is for the time being. There being no further discussion, motion carried.

- **Review Federal Budget**

- The proposed Federal Budget was released on March 16th with proposed elimination of CSBG funding, LiHEAP and WAP funding, a 2% reduction in WIC, as well as significant cuts to USDA resources (which will severely impact school lunch programs). In addition, it was proposed that HS also may be eliminated because the powers that be believe there are already Early Childhood programs, so it is seen as a duplication of services which is entirely not true.
- **Resolution:**
17 – 05 – is seeking your acceptance the Learning by Giving Grant. Motion for acceptance made by Rama Haidara; seconded by Shelley Warnow. The application in the amount of \$20,000.00 will be used to support the Snack Pack for Kids initiative. There being no discussion, motion carried.

IV. Executive Director Report

V. Program Director Reports

- WIC
 - Kirsten reported that the issue with travel reimbursement has been resolved with the Regional Office.
- Family Development

- Energy Services
 - Denise reported that the contract will be finished on time. She also reported that they have a SUNY Cortland intern who Denise hopes could be Max's replacement when he fully retires. In addition, with the cuts in funding, Denise reported that other agencies have begun to lay staff off. Thanks for the RESTORE funding, we will not be laying staff off.
- Head Start
 - Bethann reported the class review went very well. Just one area needed clarification – she also stated that if you are the bottom 10% nationwide the agency will have to re-compete.
- CDPAP
- HR
- VI. Head Start Policy Council Update
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Finance Committee
April 19, 2017

Members present: Helen Spaulding, Penny Prignon. Excused: Carole Ann Davies. Staff: Lindy Glennon

Committee reviewed April Financial reports including February monthly financials and current Fiscal Directors reports and filings. (See attached).

Accounts Payable are current. Aged Accounts Receivable are current with the exception of Medicaid. We are working on the 2017 Administration, Facility and Agency Wide Budgets.

CDPAP billing has been submitted through the payroll ending March 17, 2017.

We have the proposed contract from Area Agency and Aging (AAA) for EISEP. We have met with Liz and Amber from AAA and are ready to sign the contract.

EARLY CHILDHOOD DEVELOPMENT

Across all contracts, a deficit is not anticipated. The 2017/2018 Budget approved by the Board on February 23, 2017 was submitted to ACF on February 28, 2017 and is currently in the review process. We were notified by Cortland City Schools of additional funding available for materials for each of the UPK classrooms. Bethann has worked with the teachers to identify materials including curriculum supports.

ENERGY SERVICES DEPARTMENT

We submitted the 2017/2018 budget package on March 20th for review, and it was sent to on April 11th in the amount of \$325,000. Still have not received any communication regarding the \$75,000 RESTORE grant. We have reached out to the Program Analyst for updates.

FAMILY DEVELOPMENT DEPARTMENT

The Dollar General Grant in the amount of \$10,000 was submitted on April 8th. We are working on the 2017-18 United Way proposal for continued funding for the Literacy/HSE program. We are currently forecasting the 2016/2017 CSBG contract to be underspent by \$19k, which will carry-over into our 2017/2018 contract.

WIC

The 2016/2017 WIC and EPC contracts began 10/1/2016. We currently are forecasting the contract to be underspent by \$16k.

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

Lindy shared that the field work for the 2016 audit was completed last week by auditors from Bonadio. The auditors will meet with the Finance/Audit Committee June 21 to present the audit and will present to the full Board at the June meeting.

Lindy shared information with the committee re: the Volunteer Driver Program. The PPE Committee is bringing a proposal to the Board this month for the development and implementation of the program. As we are still developing, we do not have a budget to propose. As we get the pieces in place and develop the budget, we will bring this information back to the Finance Committee for approval before the actual start of the program.

No further business. Meeting adjourned at 8:45 a.m.

FINANCE COMMITTEE REPORT
SUMMARY OF JANUARY 2016 FINANCIAL STATEMENTS

PRESENTED BY Martha Allen

APRIL 19, 2016

AGENCY

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UPK End of Contract Resources

\$44,000 for supplies, materials, curriculum, etc.

- \$5400 6 laptops that will allow us to bring the head start laptops over to functional areas of HS / EHS
- \$2200 for extra science supplies to refill kits from this past year
- \$1400 Books for 3 year old curriculum to enhance literacy experiences in unit studies
- \$1800 Walmart Ipods and ipod homes for each UPK room for music and movement
- \$4800 Hand Writing without Tears. Instead of the two units of materials per classroom, each room with have one unit of materials per child
- \$3400 Brigance screening tool. Two hard copy screener and screener sheets per classroom so both TA and Teacher can administer
- \$1200 Ultra Thin light boxes

Classroom orders from Lakeshore catalog per each classroom teacher request / wish list

- Randall: \$3500
- Parker: \$4900
- YMCA: \$4900
- Barry: \$3700
- Smith: \$3200

CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.
FINANCE DIRECTOR MONTHLY CHECKLIST
FOR THE MONTH February 2017

Submitted by Martha Allen on April 19, 2017

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	Jan-17
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	3/21/2017	3/16/2017
Coporate Tax Returns - IRS 990 & CHAR 500 (rec'd approval of extension)	8/15/2017	
Coporate Tax Returns - IRS 5500 (Retirement)	5/15/2017	
Quarterly payroll tax returns filed by complete payroll?	qtrly	yes
Form 1099's	1/31/2017	1/30/2017
EO 38 Filing	6/30/2017	
Program Reports		
CSBG 2016-2017 py		
20% Expenditure report		
45% Expenditure report		
70% Expenditure report		
1st Qtr Program/Fiscal Attestation Forms	1/31/2017	1/27/2017
2nd Qtr Program/Fiscal Attestation Forms	4/30/2017	
3rd Qtr Program/Fiscal Attestation Forms	7/31/2017	
4th Qtr Program/Fiscal Attestation Forms	10/31/2017	
1st qtr MWBE Reports	1/10/2017	1/9/2017
2nd qtr MWBE Reports	4/10/2017	4/10/2017
3rd qtr MWBE Reports	7/11/2017	
4th qtr MWBE Reports	10/10/2017	
Unaudited Financial Statements	11/30/2017	
Unaudited Financial Statements - 15.16 Contract extended to 3/31/17	5/30/2017	
Energy Services		
WAP 16-17 py		
Monthly Voucher to Energy Services for presentation to DHCR	15th of month	4/11/2017
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	1/9/2017
4th qtr MWBE Reports	4/10/2017	4/7/2017
Unaudited Financial Statements	5/30/2017	
Head Start & Early Head Start 16-17 py		
Quarterly Form 425: Enter in Payment Management System (PMS)		
1ST QTR	4/30/2017	4/8/2017
2ND QTR	7/30/2017	
3RD QTR	10/30/2017	
4TH QTR	1/30/2017	1/13/2017
Form 425 due: Upload to GRANT SOLUTIONS		
semi-annual	1/30/2017	3/13/2017
annual	7/30/2017	
final	10/30/2017	
WIC 16-17py		
Monthly Voucher	45 days after month end	3/30/2017
Final Voucher	11/14/2017	
CDPAP		
Cost Report (Year Ending 12/31/2016)	9/30/2017	

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CAPCO

Balance Sheet

	2/28/2017	1/31/2017	12/31/2016	11/30/2016	10/31/2016
ASSETS					
CURRENT ASSETS					
Cash	\$359,789.68	\$336,595.77	\$263,908.41	\$327,833.24	\$317,735.00
Grants Receivable	\$552,993.78	\$567,037.87	\$486,967.10	\$483,932.48	\$566,582.47
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	\$403,392.71	\$426,791.88	\$595,074.10	\$505,743.03	\$454,647.30
1-125101-MAG Less: ALLOWANCE FOR DOUBTFU	\$54,874.00	\$54,874.00	\$54,874.00	\$54,874.00	\$54,874.00
1-125300-MAG MEDICAID VARIANCE RECEIVABL	(\$196.36)	(\$196.36)	(\$196.36)	(\$196.36)	(\$196.36)
Net Accounts Receivable	\$348,322.35	\$371,721.52	\$540,003.74	\$450,672.67	\$399,576.94
Prepaid Expenses	\$63,286.53	\$103,774.55	\$98,497.21	\$183,555.31	\$209,537.75
TOTAL CURRENT ASSETS	\$1,324,392.34	\$1,379,129.71	\$1,389,376.46	\$1,445,993.70	\$1,493,432.16
PROPERTY AND EQUIPMENT					
Vehicles, furniture and equipment	\$775,100.30	\$769,450.94	\$771,248.22	\$747,472.16	\$746,483.83
Building	\$1,176,680.16	\$1,176,680.16	\$1,176,680.16	\$1,176,680.16	\$1,176,680.16
NET PROPERTY AND EQUIPMENT AT COST	\$1,951,780.46	\$1,946,131.10	\$1,947,928.38	\$1,924,152.32	\$1,923,163.99
Less Accumulated Depreciation	(\$1,045,409.47)	(\$1,045,409.47)	(\$1,045,409.47)	(\$1,001,405.38)	(\$1,001,405.38)
TOTAL PROPERTY AND EQUIPMENT	\$906,370.99	\$900,721.63	\$902,518.91	\$922,746.94	\$921,758.61
SOFTWARE DEVOLPMENT COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ASSETS	\$2,230,763.33	\$2,279,851.34	\$2,291,895.37	\$2,368,740.64	\$2,415,190.77
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts Payable	\$268,946.85	\$146,466.05	\$152,243.96	\$180,796.71	\$113,132.72
Payroll taxes and Accruals	(\$92,016.38)	\$45,010.72	\$122,824.65	\$64,827.79	\$214,127.61
Other Current Liabilities	(\$142,837.43)	(\$142,837.43)	(\$142,837.43)	\$3,216.83	\$3,685.46
Defered Income	\$157,814.35	\$160,650.35	\$163,486.35	\$107,797.35	\$110,633.35
Total CURRENT LIABILITIES	\$191,907.39	\$209,289.69	\$295,717.53	\$356,638.68	\$441,579.14
LONG-TERM DEBT	\$341,455.30	\$342,176.23	\$342,894.54	\$379,391.92	\$380,104.90
TOTAL LIABILITIES	\$533,362.69	\$551,465.92	\$638,612.07	\$736,030.60	\$821,684.04
NET ASSETS	\$1,680,900.92	\$1,711,885.70	\$1,636,783.58	\$1,636,082.56	\$1,596,879.25
Total LIABILITIES AND NET ASSETS	\$2,214,263.61	\$2,263,351.62	\$2,275,395.65	\$2,372,113.16	\$2,418,563.29

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Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No.17-06

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the Weatherization Assistance Program (WAP) 2017-2018 budget in the amount of \$325,000.00 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 April 27, 2017 the Board of Directors adopts for acceptance the WAP budget for the 2017-2018 program year.

President

Date

**New York State Weatherization
Data Collection and Management System
Cortland Community Action Program Inc.**

Date: 04/11/2017

Time: 08:58

Appendix B

Contract/Prog Year/Amend: C093240/2017/0

Program Year Allocation: \$325,000

Budget Start Date: 04/01/2017

Budget End Date: 03/31/2018

Sent to DHCR Date: 04/11/2017

I. BUDGET

	Requested Amount	%
A. Materials	\$48,704	14.99%
B. Labor	\$201,602	62.02%
C. Program Support	\$30,050	9.25%
D. Liability Insurance	\$154	0.05%
E. Financial Audit Fee	\$1,700	0.52%
F. Training and Technical Assistance	\$2,000	0.62%
G. Health & Safety	\$24,540	7.55%
H. Administration	\$16,250	5.00%
I. Capital Equipment Purchases	\$0	0.00%
TOTAL BUDGET	\$325,000	100.00%

II. A+B+C

A. Materials	\$48,704	17.37%
B. Labor	\$201,602	71.91%
C. Program Support	\$30,050	10.72%
TOTAL A+B+C	\$280,356	100.00%

III. PRODUCTION GOALS

A. Unit Goals	47
B. Avg \$/Unit	\$6,000

Service Areas

Cortland

**New York State Weatherization
Data Collection & Management System
CORT - Cortland Community Action Program Inc.
Contract # C093240 Prog Year 2017 Amendment # 0
Budget Support Documentation**

Program Year Allocation: \$325,000

Part I - Budget

A. Materials

Sent To DHCR: 04/11/2017

Agency Materials	\$47,204		
Subcontracted Materials	\$1,500	Materials budgeted equals	17.37 % of A+B+C
Total Materials	\$48,704	Materials budgeted equals	14.99 % of Program Year Allocation

B. Labor

Agency Labor	\$135,594		
Agency Fringe	\$62,711		
Total Agency Labor	\$198,305		
Subcontracted Labor	\$3,297	Labor budgeted equals	71.91 % of A+B+C
Total Labor	\$201,602	Labor budgeted equals	62.03 % of Program Year Allocation

C. Program Support

Building Maintenance	\$0	Weatherization Equipment.....	\$0
Office Space	\$15,724	Travel.....	\$150
Warehouse Space.....	\$1,200	Staff Development	\$120
Utilities/Fuel.....	\$3,500	Worksite Consumables.....	\$295
Insurance/Bonding.....	\$0	Telecommunications.....	\$1,795
Vehicle Maintenance.....	\$1,200	Postage & Shipping.....	\$550
Vehicle Insurance	\$3,078	Advertising/Marketing.....	\$0
Vehicle Lease/Purchase	\$0	Printing/Copying.....	\$0
Office Supplies.....	\$1,062	Dues/Fees.....	\$300
Office Furniture/Equipment.....	\$0	Energy Audit	\$0
Weatherization Tools/Supplies	\$500	Other (see Below).....	\$576
		Total Program Support	\$30,050

Office Space Sqr Ft: 855 Warehouse Space Sqr Ft: 140

Other Items

Parking Lot Rental	\$576
_____	\$0
_____	\$0
_____	\$0
_____	\$0

Program Support budgeted equals 10.72 % of A+B+C
 Program Support budgeted equals 9.25 % of Program Year Allocation

Total A+B+C: \$280,356 Total A+B+C budgeted = 86.26 % of Program Year Allocation

D. Liability Insurance

Total Premium.....	\$8,500	Effective Date	04/01/2017
Budgeted Amount.....	\$154	Termination Date	03/31/2018
Liability Insurance budgeted equals	1.81 % of Total Annual Liability Insurance Premium		

Liability Insurance budgeted equals 0.05 % of Program Year Allocation 17

New York State Weatherization
Data Collection & Management System

CORT - Cortland Community Action Program Inc.
Contract # C093240 Prog Year 2017 Amendment # 0
Budget Support Documentation

Program Year Allocation: \$325,000

Part I - Budget

E. Financial Audit

Total Financial Audit Fee..... \$12,850
Budgeted Amount..... \$1,700
Financial Audit budgeted equals 13.23 % of Total Annual Financial Audit Fee
Financial Audit budgeted equals 0.52 % of Program Year Allocation

F. Training and Technical Assistance

Budgeted Amount \$2,000
Training and Technical Assistance budgeted equals 0.62 % of Program Year Allocation

G. Health and Safety

Budgeted Amount \$24,540
Health and Safety budgeted equals 7.55 % of Program Year Allocation

H. Administration

Salaries & Fringe \$0
Indirect Costs:..... \$0 Rate 0 %
Admin Services (See Below): \$16,250
Admin Other (See Below):..... \$0
Total Administration: \$16,250
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

Date: 04/11/2017

Time: 08:59

**New York State Weatherization
Data Collection & Management System
CORT - Cortland Community Action Program Inc.
Contract # C093240, Prog Year 2017, Amendment # 0
Budget Support Documentation
Part II - Production Schedule**

<u>Month</u>	<u>Year</u>	<u>Units</u>
April	2017	2
May	2017	2
June	2017	3
July	2017	3
August	2017	3
September	2017	5
October	2017	5
November	2017	3
December	2017	3
January	2018	4
February	2018	6
March	2018	8
<hr/> TOTAL		<hr/> 47

**New York State Weatherization
Data Collection & Management System
CORT - Cortland Community Action Program Inc.
Contract # C093240, Prog Year 2017, Amendment # 0
Budget Support Documentation
Part III - Salaries and Fringe**

Name	Sheet #	Title	Salary	Weeks	Contract Portion	Contract Amount	Admin		Labor	
							%	Amount	%	Amount
Salaries										
			\$31,746	30	68.00 %	\$12,454	0.00 %	\$0	100.00 %	\$12,454
			\$31,746	52	65.00 %	\$20,635	0.00 %	\$0	100.00 %	\$20,635
			\$31,200	52	71.00 %	\$22,152	0.00 %	\$0	100.00 %	\$22,152
			\$27,846	52	70.00 %	\$19,492	0.00 %	\$0	100.00 %	\$19,492
			\$49,316	52	70.00 %	\$34,521	0.00 %	\$0	100.00 %	\$34,521
			\$37,627	52	70.00 %	\$26,339	0.00 %	\$0	100.00 %	\$26,339
TOTAL SALARIES			\$209,481			\$135,593		\$0		\$135,593
Incentive Payments										
			\$0		0.00 %	\$0	0.00 %	\$0	100.00 %	\$0
			\$0		0.00 %	\$0	0.00 %	\$0	100.00 %	\$0
			\$0		0.00 %	\$0	0.00 %	\$0	100.00 %	\$0
			\$0		0.00 %	\$0	0.00 %	\$0	100.00 %	\$0
			\$0		0.00 %	\$0	0.00 %	\$0	100.00 %	\$0
			\$0		0.00 %	\$0	0.00 %	\$0	100.00 %	\$0
TOTAL INCENTIVES			\$0			\$0		\$0		\$0
TOTAL			\$209,481			\$135,593		\$0		\$135,593

Admin-Budgeted Salary (from above)	\$0
Admin-Budgeted Fringe.....	\$0
Total Admin Salary and Fringe	\$0

Labor-Budgeted Salary (from above)	\$135,593
Labor-Budgeted Fringe	\$62,712
Total Labor Salary and Fringe	\$198,305

New York State Weatherization
Data Collection & Management System

Budget Support Documentation

Part IV - Capital Purchases

<u>Item</u>	<u>Quantity</u>	<u>Cost</u>	<u>Justification</u>
-------------	-----------------	-------------	----------------------

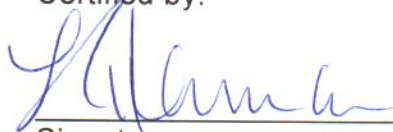
CERTIFICATION FORM #1

*Certification Regarding Debarment, Suspension,
Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions*

1. The prospective lower tier participant certifies by submission of this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal Department or Agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract.

Certified by:



Signature

3-17-17
Date

L. Glennon
Name

Executive Director
Title

Colland Co. Community Action
Contractor Name

CERTIFICATION FORM #2

CERTIFICATION REGARDING LOBBYING:
Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit *Standard Form- LLL, "Disclosure Form to Report Lobbying"*, in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Certified by:


Signature

3-17-17
Date

L. Glennon
Name

Executive Director
Title

Carthage Co Community Action
Contractor Name



NYS HOMES & COMMUNITY RENEWAL
WEATHERIZATION ASSISTANCE PROGRAM
FORM #36
TRAINING & TECHNICAL ASSISTANCE DETAIL SHEET

Subgrantee Name: Cortland County Community Action Program, Inc. Contract #: C093240 Program Year: 2017

In the chart below, provide a detailed list of T & TA activities or purchases, as allowed in Section 2.14 of the PPM, planned for this program year. List items in descending order of priority. Include titles of conferences, training, publications, and memberships; costs associated with these activities; names of persons to be trained; any local and state agencies with which you will be coordinating; and the expected outcome of each item, if it is not obvious. For equipment purchases, include makes and models or other appropriate descriptions.

	Activity or purchase	Persons involved	Cost	Expected Completion Date (Mo/Yr)
1.	NYSWDA- BPI - QCI renewal	Massimo Sammons	\$800	11/17
2.	NYSWDA- BPI- Mobile Home certification	Massimo Sammons	\$1,200	7/17
3.				
4.				
5.				
6.				
7.				
Total Cost for T & TA:			\$2,000	

Add or attach additional information as needed for the items listed to explain why they are an appropriate use of your T & TA funds.

Subgrantee Approval

Subgrantee signature DProwlakis

Date 3/17/17

HCR Approval

The named Subgrantee is authorized to expend the total amount requested on the detailed T & TA items, subject to the availability of T & TA funds and HCR training and travel approval where applicable.

HCR Program Field Representative signature _____

Date _____

HCR Regional Supervisor signature _____

Date _____

**NYS HOMES & COMMUNITY RENEWAL
WEATHERIZATION ASSISTANCE PROGRAM
FORM #48
HEALTH & SAFETY DETAIL SHEET**

Subgrantee Name: Cortland County Community Action Program, Inc. Contract #: C093240 Program Year: PY2017

In the chart below, provide a detailed list of how you will utilize your Health and Safety funds for this program year. Include a list of any other local or State agencies that you will be coordinating with. Explain how these H&S funds will be used and provide a detailed description of the anticipated costs/activities: testing, materials, certifications, makes and models of equipment, or any other relevant information about the planned costs.

	Activity or purchase	Coordinating Agency(ies)	Estimated Cost
1.	ASHRAE 62.2 Compliance - Kitchen, Bathroom, Whole House ventilation - Materials		\$ 4,417
2.	ASHRAE 62.2 Compliance - LABOR- In house- Tim/Jason 2%, Jeremy 3%		4,172
3.	Other- CO & smoke det., dryer vent, duct sealing, combustion, lead safe - material		9,705
4.	Other - Labor - In house- Tim/Jason 2% ,/Jeremy 3%-		6,246
5.			
6.			
7.			
8.			
9.			
10.			
Total Cost for H&S:			\$ 24,540

Add or attach additional information as needed for the items listed to explain why they are an appropriate use of your H&S funds.

ASHRAE : 20 fans for \$4,417.00 material / \$4,172.00 labor for total of \$8,589.00.

OTHER: CO & smoke det., dryer vents, mastic, alumna grip, Hwt, lead safe, etc... \$9,705 material / \$6,246.00 labor for total of \$15,951.00.

Subgrantee Approval

Subgrantee signature Denise Peroulakis Date 4/7/17

HCR Approval

The named Subgrantee is authorized to expend the total amount requested on the detailed H&S items, not exceeding 10% of the agency's total allocation for the program year.

HCR Program Field Representative signature _____ Date _____

HCR Regional Supervisor signature _____ Date _____

New York State Homes and Community Renewal

Weatherization Assistance Program

Cash Flow Projection Form

Agency Name: Cortland County Community Action Program, Inc.

Contract# / Program Year / Amend: C093240 / 2017

Program Year Allocation: \$ 325,000

Advance Amount Requested: \$ 48,750

Program Year Start Date: 04/01/2017

Program Year End Date: 03/31/2018

Budget Line	Current Budget Amount	Projected Expenditures Month 1	Projected Expenditures Month 2
A. Materials	\$ 48,704	\$ 3,725	\$ 3,221
B. Labor	\$ 201,602	\$ 17,098	\$ 14,787
C. Program Support	\$ 30,050	\$ 2,540	\$ 2,197
D. Liability Insurance	\$ 154	\$ 0	\$ 0
E. Financial Audit Fee	\$ 1,700	\$ 0	\$ 0
F. Training and Technical Assistance	\$ 2,000	\$ 0	\$ 0
G. Health & Safety	\$ 24,540	\$ 1,534	\$ 1,326
H. Administration	\$ 16,250	\$ 1,245	\$ 1,077
I. Capital Equipment Purchases	\$ 0	\$ 0	\$ 0
TOTALS	\$ 325,000	\$ 26,142	\$ 22,608

Prepared at Agency By (print name): Martha Allen

Contact Information (email or phone #): marthaa@capco.org

Date: 03/20/2017

Regional Office Reviewer (initials): _____

Date: _____

**MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES – EQUAL
EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

M/WBE AND EEO POLICY STATEMENT

I, Lindy Glennon, the (awardee/contractor) _____ agree to adopt the following policies with respect to the project being developed or services rendered for (name agency/ies or project location) Coastland County Community Action Program

MWBE

This organization will and will cause its contractors and subcontractors to take good faith actions to achieve the M/WBE contract participations goals set by the State for that area in which the State-funded project is located, by taking the following steps:

- (1) Actively and affirmatively solicit bids for contracts and subcontracts from qualified State certified MBEs or WBEs, including solicitations to M/WBE contractor associations.
- (2) Request a list of State-certified M/WBEs from Agency(ies) and solicit bids from them directly.
- (3) Ensure that plans, specifications, request for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective M/WBEs.
- (4) Where feasible, divide the work into smaller portions to enhanced participations by M/WBEs and encourage the formation of joint venture and other partnerships among M/WBE contractors to enhance their participation.
- (5) Document and maintain records of bid solicitation, including those to M/WBEs and the results thereof. Contractor will also maintain records of actions that its subcontractors have taken toward meeting M/WBE contract participation goals.
- (6) Ensure that progress payments to M/WBEs are made on a timely basis so that undue financial hardship is avoided, and that bonding and other credit requirements are waived or appropriate alternatives developed to encourage M/WBE participation.

EEO

(a) This organization will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts.

(b) This organization shall state in all solicitation or advertisements for employees that in the performance of the State contract all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex disability or marital status.

(c) At the request of the contracting agency, this organization shall request each employment agency, labor union, or authorized representative for a statement that it will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of this organization's obligations herein.

(d) Contractor shall comply with the provisions of the Human Rights Law, all other State and Federal statutory and constitutional non-discrimination provisions. Contractor and subcontractors shall not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

(e) This organization will include the provisions of sections (a) through (d) of this agreement in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the State contract.

Agreed to this 17 day of March, 2017
By L. Glennon
Print: L. Glennon Title: Executive Director

_____ is designated as the Minority Business Enterprise Liaison

He/she is responsible for administering the Minority and Women-Owned Business Enterprises-Equal Employment Opportunity (M/WBE-EEO) program.

M/WBE Contract Goals

30% Minority and Women's Business Enterprise Participation

15% Minority Business Enterprise Participation

15% Women's Business Enterprise Participation

EEO Contract Goals

 % Minority Labor Force Participation

 % Female Labor Force Participation

Board Development

April 18, 2017

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

Meeting to order at 8:48 a.m.

Board vacancies

Lindy asked the committee members their opinion about approaching Janet Hansen, former Board member if she would be interested in joining the Board again. According to the By-Laws, a former Board member can serve on the Board if they have been off the Board for a year, which Janet has. All present thought that would be an excellent idea, so Lindy will reach out to her to see if she would be interested.

Eden has polled the Board and staff about their availability to attend Board/Staff training facilitated by John Hoeschele. John presented three dates that he is available. According to the current results of the poll it looks like Thursday June 15th will work best for most people. Eden will also send out an e-mail to the Board asking those who have not responded to the poll if the 15th would work for them.

Jeanette Dippo was present as a potential new Board member representing Mayor Tobin. Jeanette shared her vast experience serving the community. Jeanette is a retired Health Education & Wellness Coordinator for the Cortland City School District as well as an adjunct instructor of Health for SUNY Cortland. Jeanette is also a very involved member of the CATCT Board as well as several other affiliations center around health and well-being. Jeanette will be an excellent asset to the Board and brings a lot of knowledge centered on health issues which is one of the areas that the agency focuses on.

There being no further business, meeting adjourned at 9:15 a.m.

Resolution of the Board of Directors

Of

Cortland County Community

Action Program, Inc.

Resolution No. 17 - 07

WHEREAS, Brian Tobin, City of Cortland Mayor has accepted an invitation to serve on the CAPCO Board of Directors as a public sector representative, and has selected Jeanette Dippo to serve on his behalf;

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

Be it resolved that on April 27, 2017 the Board of Directors appoints Jeanette Dippo as a public sector representative to the CAPCO Board of Directors and accepts Mr. Tobin's Representative Jeanette Dippo to represent him on the board;

Be it further resolved that should Brian Tobin leave office before Jeanette Dippo's term expires, Ms. Dippo's seat will be vacated at that time per Federal Statute.

PRESIDENT

DATE



City of Cortland
Mayor Brian Tobin
25 Court Street, Cortland, New York 13045
Website: www.cortland.org Phone: 607-758-8374

April 21, 2017

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

To whom it may concern,

This letter serves as my request and support for Jeanette Dippo to serve on the Cortland County Community Action Program, Inc., (CAPCO) Board of Directors to represent me on that Board. I am appointing Jeanette Dippo to serve on my behalf during my tenure as the Mayor for the City of Cortland.

Jeanette is a very active member in our community, and her background and experience will certainly be a benefit to your Board.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brian Tobin'.

Brian Tobin, Mayor



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: JEANNETTE DIPPO Date: 3/25/17

Home Address: 2444 RIDGE ROAD

Home Phone: 607-836-6683 Cell Phone: 607-423-4028

Business Name: _____

Business Address: _____

Business Phone: _____ Business Fax: _____

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

If you are representing an Elected Public Official, name of the Elected Public Official you will be representing: BRIAN TOLIN

Office and District (if representing a specific District): MAYOR-CITY OF CORTLAND

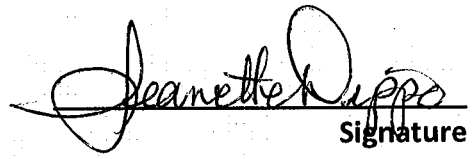
Term of Office MAY 2017- Preferred Communication:
 Mail to Home Mail to Business E-mail Fax

Occupation (You May List More than One Occupation, Please List Primary Occupation First) RETIRED HEALTH EDUCATION & WELLNESS COORDINATOR - CORTLAND CITY SCHOOLS
RETIRED ADJUNCT INSTRUCTOR OF HEALTH - SUNY CORTLAND

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.) SEE RESUME ATTACHED.
AFT, NYSUT, NYS AHPERD ASHA, DELTA GAMMA INTERNATIONAL

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


Signature

Cortland County Community Action Program, Inc.
Board of Directors Code of Ethics

General

As stated in this document, The CAPCO Board has a duty to act as a whole. Group action is required to carry a motion, recommendation, or formal request forward. No individual Board member may represent himself or herself as acting on behalf of the Board of Directors unless assigned to do so, formally, by the group.

Responsibilities

As a Board member, you are ultimately responsible for discharging the duties of your position in good faith and with that degree of diligence, care, loyalty, and skill which ordinarily reasonable persons would exercise under similar circumstances in like positions. Board members are accountable to consumers, constituents, funding sources, donors, regulatory entities, and the broader community.

Governance Duties

Board members have the Duty of the Fiduciary, including the Duties of Obedience, Care, and Loyalty.

- Duty of the Fiduciary is the duty to act for someone else's benefit, with special responsibilities in connection with the administration, investment and distribution of someone else's assets. A fiduciary is required to hold another's interests ahead of his or her own.
- Duty of Care is the degree of competence and care expected to avoid reasonably foreseeable harm. Duty of Care is the absence of negligence.
- Duty of Loyalty is faithfulness to the mission, board, office and organization. It is allegiance and full support of the nonprofit's endeavors, avoiding conflict of interest.
- Duty of Obedience indicates compliance with board decisions, even when individual members have objected. Duty of Obedience is also compliance with all laws and regulations that govern the organization's actions, such as Federal, State and Local Laws, By-Laws, and Contractual Obligations.

Corporate Officers and Directors liability coverage may not extend to board members who violate these duties and the agency's policies.

Employee/Board Communications

The formal actions of the Board are communicated by the President. The CAPCO Board President communicates the wishes of the CAPCO Board to the CAPCO Executive Director. It then becomes the responsibility of the Executive Director to see that the request is carried out. The Executive Director may delegate these duties to other staff at his or her discretion. However, staff may not be assigned duties directly by the Board members or the President.

External Communications

It is the responsibility of the Executive Director to carry out communications with funding sources, the media, and the community at large. Again, these communications may be delegated to appropriate employees on a regular basis. It is expected that, when the Board has a need to communicate with a funding source or the media, the Board membership as a whole decides on the content of the communication and the President directs the Executive Director to carry out those communications. Individual members of the Board do not have the authority to initiate communications of this nature.

Confidentiality

All communications within the agency, between staff and Board, and among Board members, with exception of the minutes of regularly held public meetings, are considered confidential.

Meeting Behavior

It is a courtesy to others, and a positive reflection of one's self, to arrive at meetings with ample time to begin business. Board members are expected to stay for the duration of the meeting, unless there is an emergency, or unless prior notice has been given to the Board President.

Whenever possible, Board members should avoid having to take non-emergency phone calls during a meeting, which may result in keeping other members waiting.

Board members are encouraged to take the time they need to fully explain their individual positions. Of course, that requires allowing others equal time to explain their positions, without interruption. Even when a member disagrees with the opinion offered by another person, that person deserves respect and the courtesy of listening without ridicule.

Board members shall allow the President of the Board of Directors to conduct meetings in accordance with the By-Laws and Roberts Rules of Order. Always request to be recognized or to have the floor in order to provide information or add an opinion. In other words, communicate professionally and appropriately.

Special meetings shall not be held to take actions against the Executive Director. A specific reason for all special meetings shall be presented in writing. In the case where secret ballots determine the outcome of a discussion, the final decision must be disclosed in writing.

Complaint Handling

All complaints from customers, funding sources, employees, and others are to be handled with privacy and courtesy at all times.

CAPCO has a formal policy (see Employee Handbook Section 4: Grievance Procedure) for aggrieved employees. The chain of command and chain of events outlined in this policy are to

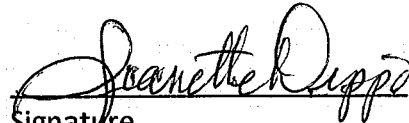
be followed without exception. Complaints received from aggrieved employees that fall outside the outlined procedures shall not be heard collectively or by individual board members, nor shall complaints from terminated employees whose legal options do not include the grievance and appeal procedure.

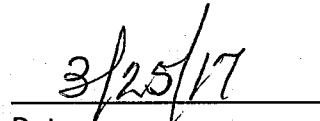
Employment

Board members must resign from the board of directors if they have an interest in employment at the agency and wish to submit an application.

Ambassador Roles

All CAPCO Board Members are viewed as ambassadors of the agency, its programs and customers. We demonstrate pride in our affiliation with Community Action and its accomplishments in the community. It is expected that we take ownership in the agency and its activities. Therefore, when asked about CAPCO, we respond with positives, for we all share responsibility for the positives and negatives and our responses are a reflection of ourselves. Whether working with other agencies, in conference settings, or simply among neighbors and friends, we proudly represent CAPCO and everyone affiliated with the organization.


Signature


Date



Cortland County Community Action Program, Inc. (CAPCO)

32 North Main Street φ Cortland, NY 13045

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

Board of Directors Survey

In an effort to identify experience and skills of Board members and to comply with the Head Start Reauthorization Legislation, please take a moment to answer a few questions.

1. Do you have a financial background (education, employment, experience)?

Yes ___ No

If you answered yes, please describe your experience: _____

2. Do you have a legal background? Yes ___ No

If you answered yes, please describe your experience: _____

3. Do you have an early childhood background? Yes ___ No

If you answered yes, please describe your experience: _____

4. Are you currently, or have you been a Head Start Parent? Yes ___ No

5. Please briefly describe your background and skills which make you an effective Board Member

HAVE SERVED ON NUMEROUS BOARDS WHILE ON THE FAMILY HEALTH NETWORK BOARD, SERVED AS THE SECRETARY AND PLANNING COMMITTEE CHAIR. THE PLANNING COMMITTEE, AS PART OF ITS DUTIES, CONDUCTED IN-DEPTH ASSESSMENTS OF THE BOARD'S ONGOING FUNCTIONING.

JEANETTE DIPPO

Name

PP&E Committee

April 18, 2017

In attendance: Billie MacNabb, Elizabeth Haskins, Douglas Bentley. Excused: Shelley Warnow.
Absent: Shawn Allen. Staff: Lindy Glennon, Eden Harrington-Hall

February HS Reports

Special Needs - 51 children are receiving services – of the 51, 47 are receiving speech.

Mental Health – 17 children experienced behavior concerns.

Family Engagement – the attendance for the PAG meetings has not been very good, so the staff is working on ways to improve attendance. Some thoughts were to have meetings every quarter and involve all the families instead of each center having their own. This will allow families to network with each other.

Family Services – attendance is at 89% and we have 6 children who are on the waiting list who are at or below the Federal Poverty guidelines and we have 43 children who are over income on the waiting list.

Dental – 78% of dentals have been received (by end of year need 85%) and 56% of dental treatment needed has been started or completed. In March letters were sent out to those parents who have not followed up F (by end of year need 85%). If parents do not want to do a follow up they need to sign a form stating that.

February EHS Reports

Special Needs – 4 children are receiving services, 3 of the 4 are receiving speech.

Mental Health – no behavior issues have been observed.

Family Engagement – the PAG meetings have been well attended.

Family Services – attendance was 87%. 72 children are on the waiting list who are at or below 130% of the Poverty Guidelines. As shared at previous meetings, we are looking at converting HS slots to EHS. The Head Start staff and Lindy have been conferencing with the Regional Office to start the process of converting slots.

Tompkins Community Action received grant funding to build a new child care center. We were not aware that such funding was made available, so Bethann is looking into this.

Motion to approve the HS/EHS reports made by Elizabeth Haskins; seconded by Billie MacNabb.
Motion carried.

The Big Event

600 SUNY Cortland students will be volunteering their time on April 23rd for residents of Cortland County. The student-led community service event can include donating their time assisting residents and businesses with outdoor painting, trash and brush haul, mulching and gardening, hedge trimming and raking. CAPCO put a request in and were chosen to do a spring cleanup at the South Main facility. Students will redo the flower beds, mulch, etc.

Volunteer Driver Program

As shared with the group in the past, CAPCO is in the process of implementing a Volunteer Driver Program. The program is designed to use volunteer drivers to transport Medicaid recipients to medical appointments. We have met with Medical Answering Services (MAS) who coordinate the transportation and assign an agency to provide the service. The DOH has encouraged Community Action Agencies to start a Volunteer Driver Program. There are limited options in Cortland County for Medicaid transportation, so we thought this would be a viable option for the agency to be a part of. Also, participants may be more comfortable and be familiar with the drivers as well as not having to ride in a taxi that people smoke in.

Lindy has reached out to different CAP Agencies who have either been doing the program for several years and those who are starting the process. They have all shared their materials with us, so we don't have to recreate the wheel. We are currently in the process of putting together training manuals, etc. based upon information we received from other CAP agencies. The reimbursement would be a \$5.00 base fee and \$1.50 per mile per ride. We would reimburse the driver's mileage at the federal reimbursement rate.

We would also like to expand the program to include non-Medicaid recipients and provide rides for other than medical purposes (i.e. grocery shopping, banking, etc.).

There was concern regarding what liability this would have for the agency, but it is limited due to the fact that the volunteers would have to carry their own insurance which lessens the liability on the agency's part. There is also an option to add an additional rider on our insurance for added coverage at a nominal cost. We believe this will give some good options for Medicaid recipients who are not comfortable using the Medicaid Transportation services provided by the local Taxi company who currently provides the service.

We are going to schedule a time to visit Cayuga Seneca CAP agency who just recently implemented the program. Between the end of February and March 16th the agency had billed \$6,000 and after paying all costs associated with the program, they netted \$3,500 in net profit which can be used for unrestricted funds. As we roll out the program, Eden and Brandy will be the staff responsible for development and implementation of the program and oversee it for the first few months to give the agency an idea of what staffing will be needed. Cayuga Seneca used their line of credit to support the staffing until they were reimbursed – this is something we are not comfortable with. Lindy asked for a motion to develop and implement a Volunteer

Driver Program and bring to the full Board for approval. Motion made by Douglas Bentley; seconded by Billie MacNabb. Motion carried.

Federal Budget

The current Continuing Resolution (CR) expires on April 28th. Congress is expected to pass an omnibus appropriations bill, which combines all 12 individual appropriation bills into one massive spending bill. David Bradley, our CSBG Lobbyist seems confident the bill will pass and we will not have a Government Shutdown. If approved the omnibus bill will extend to September 30, 2017.

Because the omnibus appropriations bill was primarily negotiated within Congress and amongst Democratic and Republican appropriators, some of the more controversial items have been excluded. For example, funding for Planned Parenthood is expected to continue and funding to start building "The Wall" is not expected to be included. Because both of these items are high on the Freedom Caucus' wish list, it appears that some opposition to the bill's passage is likely.

If both Democrats and Republicans support the spending bill, it will mark the first significant bipartisan vote in quite some time. David expects that you will hear some rumblings that, because no funding is included for the U.S.-Mexico wall, President Trump may actually veto this bill. However, barring a major unforeseen event, he expects the bill will clear Congress and be signed into law by the end of April 28th. In other words, the chances of any sort of government shutdown are very remote.

Currently, we are keeping a low profile in regards to the elimination of HS/EHS. David has cautioned us that he thinks this is a bad strategy because the Heritage Foundation is looking at eliminating HS/EHS over the next 10 years.

There being no further business, meeting adjourned at 12:45 p.m.

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 2017

	# 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	3	1	3	1	1	0	0	0	0	0	0	0
Smith	3	0	1	0	0	1	1	0	0	2	0	0
Parker	5	1	4	1	0	0	1	0	0	0	0	0
YMCA I	4	4	4	2	0	1	2	1	1	0	0	0
YMCA II	5	3	5	3	0	1	0	0	0	0	0	0
YMCA III	1	1	1	1	0	0	0	0	0	1	0	1
McGraw I	3	0	3	0	0	0	0	0	0	0	0	0
Homer I	4	3	4	3	1	1	1	0	0	1	0	0
Homer II	2	0	2	0	0	0	0	0	0	0	0	0
Marathon	5	2	5	0	0	0	1	0	1	2	0	0
Johnson 1	6	4	6	3	1	2	1	0	0	1	0	0
Johnson 2	5	4	5	0	1	2	3	0	1	0	0	0
Cortlandville	5	4	4	4	1	0	1	0	0	0	0	0
TOTALS	51	27	47	18	5	8	11	1	3	7	0	1

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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MONTHLY MENTAL HEALTH REPORT HS

Employee Name: Katherine E. Shaw

Month: February 2017

	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	0	0	0	1
YMCA II	0	0	0	0	0	0	0	0
YMCA III	1	1	0	0	0	0	0	0
Smith	3	0	0	0	0	1	1	1
Parker	0	0	0	0	0	0	0	0
Randall	0	0	0	0	0	0	0	0
Homer I	1	1	0	0	0	1	0	0
Homer II	1	0	0	0	0	1	0	0
McGraw I	1	1	0	0	0	1	0	0
Johnson I	1	0	0	0	0	0	0	0
Johnson II	2	0	0	0	0	0	0	0
Marathon	1	0	0	0	0	0	0	0
Cortlandville	3	0	0	0	0	0	0	0
TOTALS	17	4	0	1	0	4	1	2

HEADSTART / EARLY HEADSTAT PROGRAM OF CORTLAND COUNTY
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HS/EHSMonthly Family Engagement report

Month: February 2017

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	2/6/2017	5	6	0	13	38%
	Bird Feeders	2/27/2017	7	8	3	13	54%
YMCA 2	PAG	2/6/2017	4	5	1	20	20%
YMCA 3	PAG	2/6/2017	7	10	0	14	50%
Barry	PAG	2/27/2017	1	2	1	16	6%
Parker	PAG	2/28/2017	4	8	0	16	25%
Randall	PAG	2/17/2017	6	7	2	15	40%
Smith	PAG	2/27/2017	0	0	0	15	0%
Homer 1	PAG	2/27/2017				15	0%
Homer 2	PAG	2/27/2017				14	0%
McGraw	PAG	2/16/2017				12	0%
Marathon	PAG	2/15/2017	2	2	0	14	14%
Johnson 1	PAG	2/16/2017	4	5	2	15	27%
Johnson 2	PAG	2/16/2017	5	8	5	14	36%

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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MONTHLY FAMILY SERVICES REPORT (HEAD START)

Employee Name: Trudy Happel Month: February

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	13	13	0	0	91	1	0	2	11	1	0
YMCA 2	20	20	0	0	93	2	2	2	24	2	0
YMCA 3	14	14	0	0	87	3	0	4	8	0	0
Barry	16	15	0	0	86	4	4	2	8	3	0
Parker	16	16	0	0	88	0	5	2	5	0	0
Randall	16	15	0	0	91	0	3	2	1	0	0
Smith	15	15	0	0	82	1	3	2	8	0	0
Homer 1	16	16	0	0	86	0	0	1	5	0	0
Homer 2	14	14	0	0	96	4	1	2	10	2	0
McGraw	16	16	0	0	83	1	1	4	3	0	0
Marathon	15	14	0	0	91	3	2	2	6	2	0
Johnson 1	15	14	0	0	91	0	0	1	2	0	0
Johnson 2	14	13	0	0	91	1	0	1	1	0	0
TOTAL	200	195	0	0	89%	20	21	27	92	10	0

of Children on the Waiting List:

3 Year Olds
Over Income
Under 130%
Under 100%

25
2
3

4 Year Olds
Over Income
Under 130%
Under 100%

18
0
1

Comments: _____

Health Services HS Dental/Incident Report
February 2017

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	9	1	0	0	3	1	0	0	1	0	0
Homer 1	14	0	0	0	2	6	4	0	2	0	0
Homer 2	11	0	0	0	2	2	0	0	2	0	0
Johnson 1	14	0	0	0	2	4	2	1	1	0	0
Johnson 2	13	0	0	0	1	1	1	0	0	0	0
Marathon	12	0	0	0	1	5	1	2	2	0	0
McGraw	13	0	0	0	4	1	1	0	0	0	1
Parker	12	2	0	0	2	3	2	1	0	0	0
Randall	11	0	0	0	4	3	0	1	2	0	0
Smith	13	0	0	0	2	5	3	0	2	0	0
YMCA 1	11	0	0	1	1	2	0	0	2	0	1
YMCA 2	13	1	0	0	6	2	1	0	1	0	1
YMCA 3	10	0	0	0	4	1	1	0	0	0	6
Totals	156	4	0	1	34	36	16	5	15	0	9

Total % 56%

Comments

Injury/Incident: Playground 1, Gym/Yoga Room 8.
56% of dental treatment needed has been started or completed.
78% of dentals have been received for Head Start Program.

**HEAD START
CLASSROOM HAPPENINGS
February, 2017**

Barry

- This month our class learned the letters “J”, “G”, and “D”.
- Dina came to our class and went over the anger management unit.
- We finished up animal and animal habitats unit this month too.
- We did dental activities to help promote healthy dental habits.
- Our class was introduced to share day in which the children brought in a stuffed animal or picture of an animal from home to share with the class.

Homer 1

- This month had our class continuing working on our pond habitat unit. The children each had their own ponds and made frogs and fish which were displayed in the hallway.
- Our class continued to work on our anger management steps.
- Our next habitat unit dealt with the ocean. We discussed what animals and plants lived in the ocean. The children got to make jellyfish which they took home.
- All this month the children have been working on learning the letters “B”, “R” and “K”.
- Tiny the turtle came to class and talked about why he goes into his shell. Each child put a “Tiny Turtle” puzzle together, representing Tiny Turtle steps to relaxation. (Management anger steps).
- Wally came to our class and explained to the children about compliments and what they meant. Then we all payed compliments to each other.
- We moved on to desert habitat next and using the sensory table with sand in it, the children placed and buried different desert animals in the sand.
- We next introduced the farm habitat by using a mural of a farm. The children enjoyed making roosters, pigs, cows and chicks for the farm habitat.

- The children ended the month meeting “Molly” our wonderful friend. The children listened to Molly on how to be a good friend.
- Our PAG meeting was a large activity in the gym, followed by pizza and drinks in the classroom.

Homer 2

- This month we started a new Acelero unit on neighborhoods. In this unit we talked about community helpers and their jobs in the community.
- We also discussed what we see in our own neighborhoods.
- Our class is still working on problem solving skills with our Dina curriculum.
- At our PAG meeting this month the children learned about active play and how we can keep our bodies healthy with exercise and eating healthily.

Johnson 1

- In our class this month we went over how to ignore or get teacher when someone is bothering you.
- We also learned about families and the different members of them.
- We discussed teasing and what to do if someone does it to you.
- In our class we talked about neighborhoods and how they can be different and/or the same, the jobs people do in the neighborhoods and for the neighborhoods.
- We also went over problem solving.
- We went over letters with our students.
- PAG this month involved going over dental hygiene.
- Dina came to our class and taught the children how to come themselves down after they get upset.
- We had two new SUNY Cortland Students join our class.
- We had our second round of parent teacher’s conferences this month as well.

Johnson 2

- In class this month we focused on colors and counting.
- Our children worked on problem solving and friendship skills.
- We discussed farm animals and what they produced on the farm.

- We also discussed different kinds of vegetables and tried several different kinds for a snack.
- Sparkle the tooth fairy came and discussed dental health at our PAG meeting on February 16th.

Marathon

- This month our class has been learning to problem solve by asking for help or ignoring when someone is bothering you.
- Our children are practicing writing their names.
- In class we are learning about counting and cutting paper.
- We continue in class to learn about colors and shapes.
- We have been making our own play-doh in class instead of buying it and the children are having fun making play-doh and playing with it too.
- We have been learning about neighborhoods in class.
- At our PAG meeting we had Sparkle the tooth fairy come in and discussed dental health.
- We are working on rhyming words with our children.
- Soon we will be asking the students what they want to be when they grow up.

McGraw

- This month for our habitat unit we created murals about pond life, ocean life and farm life.
- Tiny Turtle came to our classroom and talked to the children about anger management.
- We did two science experiments. The first was about using soap to wash away germs and the other was called walking water.
- We also tried to make rice dance.
- In our class we also made goop.
- On the sensory table the children played with colored spaghetti.
- For our PAG meeting the parents came in and helped to make Hot Cocoa in a bag with their children.

Parker

- At our PAG meeting this month was about dental health. First we served breakfast to the families, then Sparkle the tooth fairy came to class to teach the children about dental health.
- The students enjoyed learning about taking care of their teeth.
- Tiny, Dina, and Wally came to class to finish up the unit on Anger Management.
- The children learned helpful ideas to help them release anger and frustration.
- Our favorite way to release anger was “blowing away anger” with painting by blowing the paint through straws.
- In our class we learned about animals and their habitats.
- The students loved creating murals of a pond, the ocean, the desert and a farm. We even created a book with these pictures.

Randall

- This month in our science class the children have been studying bees. We got to try real honey and saw a honey cone.
- The children made flowers out of construction paper and made bees using clay and pipe cleaners.
- For our habitat unit our class made a farm mural with animals on the farm and the children decided to call it “Randall Farm”.
- The children made sheep, cows, pigs and ducks to go on the farm mural.
- This month the children learned the letters “J”, “P” and “D”.
- For more of our habitat unit the class learned about ponds and their animals, Ocean and the creatures that lived there and also forest and the animals that made the forest their home.
- At our PAG meeting we had Helen our nurse from CAPCO come in. She dressed up as Sparkle the tooth fairy and discussed with the children the importance of taking care of our teeth.
- In our class we have also been learning about sorting objects and counting objects.
- We have also learned about rhyming words.

SMITH

- This month our class has worked on the letters “Q”, “G” and “S”.
- The children made gumballs for the letter “G” and also quilts for the letter “Q” too.
- We have also explored finger painting with the letters “Q”, “G” and “S”.
- Dina came to our class and we finished our unit on how to calm our selves down. The students are now able to identify the 5 calming steps that we have.
- Our class has met Molly and we are learning how to be a helper and a nice friend with Molly’s help.
- In our class we have learned about animals/bugs and their habitats.
- The students love to look through books and activity cards about animals.
- We have also been working very hard on My Plate Menu. We are learning about the 5 different food groups.
- At our PAG meeting this month, Sparkles the Tooth Fairy came to our class and taught the children about proper dental health, how to use a tooth brush and making healthy food choices.

YMCA 1

- This month our class has started the unit on Neighborhoods. Our students are enjoying learning about different people and their jobs in our community.
- We have been concentrating a lot on our shapes and counting from 1-10.
- Dina came to our class and went over with the children about getting a teacher or ignoring a fellow student when we don’t like what that student is doing.
- At our PAG, Sparkle the tooth fairy came and discussed dental health with the children and their families.
- Thank you to all our families who came to our family engagement activity to make birdfeeders.

YMCA 2

- This month our children learned the letters “D”, “P” and “B”

- At our PAG meeting Sparkles the Tooth fairy came in and discussed with everyone the importance of taking care of our teeth and proper dental hygiene.
- We had two new friends join our class, their names are Miabella S. and Makayla G.
- We finished our animal and animal habitats unit this month and are now moving on to Lights and Shadows unit.
- In our class we have also started a new Friendship unit with the help of Dina.

YMCA 3

- For our PAG meeting, Ms. Helen our friend came in dressed up like Sparkle the Tooth fairy and taught the children about dental health.
- We all learned what can happen if you do not properly take care of your teeth.
- We also are working on the unit on neighborhoods and what makes up our neighborhoods.
- We colored pictures of policemen and caps. We even dressed up like policemen with our dress up clothes in our dress up area in the classroom.
- We also colored pictures of our houses to show everyone what our homes looked like. We also made envelopes to pretend to mail to our homes.
- Also in our classroom we made pumpkin scented playdough and the children really enjoyed playing with it.
- We changed up the classroom and put out some new toys to play with.

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: February 2017

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIT Special Ed Itinerant Teacher	Couns. Play Therapy	1;1 Aide	# of Evals	# of Mtg	# of Children Declassified	Refused Referral
Cortlandville	0	0	0	0	0	0	0	0	0	0	0	0
Cosimo I	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	0	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	2	0	0	0	0	0	0
TOTALS	4	2	3	0	2	3	0	0	0	0	0	0

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY
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MONTHLY MENTAL HEALTH REPORT EHS

Employee Name: Katherine E. Shaw

Month: February 2017

	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

HEADSTART / EARLY HEADSTAT PROGRAM OF CORTLAND COUNTY
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EHS Monthly Family Engagement report

Month: February 2017

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of families in center	% of families involved
Elm Tree	PAG	2/17/2017	5	8	5	8	63%
Cosimo 1	PAG	2/17/2017	1	2	0	8	13%
Cosimo 2	PAG	2/17/2017	4	6	3	8	50%
	Reading & breakfast smoothies	2/17/2017	6	12	1	8	75%
Cosimo 3	PAG	2/17/2017	3	3	1	8	38%
	Special Snack	2/7/2017	3	5	0	8	38%
South Main 1	PAG	2/28/2017	3	3	2	8	38%
South Main 2	PAG	2/28/2017	4	4	2	8	50%
	Make & Take Friendship Snack	2/17/2017	7	8	2	8	88%
Home Based 1	PAG	2/15/2017	3	3	0	11	27%
Home Based 2	PAG	2/15/2017	2	2	1	11	18%

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:** February

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	8	0	0	86	1	0	0	0	0	0
Cosimos 1	8	8	0	0	81	2	0	0	0	0	0
Cosimos 2	8	8	0	0	92	2	0	1	3	3	0
Cosimos 3	8	8	0	0	98	0	0	0	0	0	0
South Main 1	8	8	1	0	69	0	0	0	1	0	0
South Main 2	8	8	0	0	96	0	0	2	0	0	0
Home Based 1	12	11	0	0	18 61	22	0	0	2	0	0
Home Based 2	12	11	0	0	17 50	17	0	2	13	3	0
TOTAL	72	70	1	0	87%	44	0	5	19	6	0

of Children on the Waiting List:

Expectant	
Over Income	0
Under 130%	0
Under 100%	3

Children	
Over Income	28
Under 130%	11
Under 100%	61

Comments: _____

Health Services EHS Policy Council Report
February 2017

Classroom	Current Phys	Current Imm	Lead #1	Lead #2	Dental Rcvd	F/U Need	F/U Start	F/U Comp	Refusals	Incidents
Cos 1	6	8	1	N/A	N/A	N/A	N/A	N/A	0	0
Cos 2	8	8	8	1	6	0	0	0	0	1
Cos 3	4	8	7	3	5	1	0	0	0	0
Elm Tree	4	8	8	N/A	2	0	0	0	0	6
HB 1	6	11	6	4	5	1	0	0	0	0
HB 2	6	11	4	2	1	1	0	0	0	0
SM 1	8	8	4	6	4	0	0	0	0	0
SM 2	6	8	5	6	6	0	0	0	0	0
Totals	48	70	43	22	29	3	0	0	0	0
Total %	69%	100%			48%					

Comments

Injury/Incidents : 6 classroom, 1 gym area.
Total % of dentals received of children age 1 year and older.

**EARLY HEAD START
CLASSROOM HAPPENINGS
February, 2017**

Coismo 1

- This month our class welcomed 2 new babies. They have adjusted well and were welcomed by their peers with waves and kisses.
- Also this month we had 8 Cortland SUNY students start their hours in our classroom.
- We have been working with our children with their language and literacy by using flash cards, reading, and singing songs.
- Our PAG meeting was held at the YMCA , it was a swim party with dinner afterwards.
- Our 2nd parent teacher conferences were in the homes and are all completed.

Coismos 2

- February 15th, we had Cortland SUNY student Jessica join our class.
- February 17th, Parent/activity: included breakfast smoothies and reading to your child. We had 6 parents attend.
- Our PAG was held at the YMCA and it was a swim party with dinner afterwards, we had 9 adults come.
- February 6th, we had a new student Noah start.
- February 23rd, we have finished six home visits.
- February 27th, we had another new student Paige start as well as another Cortland SUNY student Gab start as well.
- We are learning about taking turns and sharing.
- In our classroom we have 5 children showing an interest and trying to use the potty. Great job.
- We have three students who are working on giving up the pacifier.
- We have rearranged our classroom for better flow.

- We have been doing a lot of exploring with painting in many different ways.
- At the sensory table the children have explored water and now are exploring oats at the sensory table.
- Our children love moving to music and are beginning to sing parts of songs.
- We have enjoyed having Ms. Stephanie with us since January 30th.

Cosimos 3

- This month we worked hard at keeping the children busy inside as it was too cold or the weather was not nice to go outside.
- We sang lots of songs: “Ants Go Marching”, Mr. Suu”, “Old McDonald”, “Wheels on the bus”, “Icky Sticky Bubblegum” and “Thumbkin”.
- We played with large balls, hulu hoops, and the parachute.
- In our class we counted using the counting bears, plus matching colors, big and little as well.
- The children had fun dressing and undressing the baby dolls in the play area of the classroom.
- They also enjoyed popping bubbles, building with large blocks, playing with trucks in the play area of the classroom.
- The children also pretended to be different animals.
- We had races with cars down our big race track.
- The children also pretended to be firemen/women, EMT people and doctors with dress-up clothes in the dress-up area of the classroom.
- Our class enjoyed have books read to them, including such books as “Tigger and Pooh on the Case”.
- Our Parent activity had 3 families come out to support their children.
- At our PAG we had 3 families attend with one father coming.
- At the sensory table the children played with oatmeal, scooping, measuring and pouring.
- We also colored with crayons and markers. We made stained class windows using tissue paper and contact paper.

- We also painted on bubble wrap and then laid paper on top to pick up design and color. We also painted with sensory bags and bath sponges.
- Also in class the children glued good/bad food onto heart shapes, and talking about what are good foods and what are bad foods, using our heart shaped collages.

Elm Tree

- February in our class we created several art projects.
- We pushed cars and trucks down the ramp with different color paint; creating a master piece.
- The children got to choose between a triangle, circle or a star to paint with. We also used bingo dabbers for painting.
- The children learned about different colors and we worked on our fine motor skills.
- The children are starting to talk more and using their words.
- They are starting to copy saying the words we use everyday basis.
- The children are learning to share and trade toys in the class room.
- Our PAG meeting was February 17th at the YMCA, we had a swim party and had a spaghetti dinner afterwards. We had six families attend.

South Main 1

- This month we welcomed 2 Cortland SUNY students to our classroom, Ms. Clair and Ms. Heidi. The children love to see new faces.
- We have been learning about different fruits and vegetables and how they are good for us along with exercise.
- Our PAG had Sparkles the tooth fairy came to our class and taught the children the proper way to brush their teeth and talked about the importance in visiting the dentist.

- In our classroom we did some new science experiments which included dancing rice and tornado jars.
- We welcomed to our class our new Family Advocate Kelly Case.

South Main 2

- This month in our classroom the children learned the shape of a heart and the about the color pink.
- We learned about friendships and did activities together as friends.
- We sang the song “Skinnamarunk (I love you)”
- February 17th we had our parent engagement activity. We made a friendship snack. Each child added a different ingredient to the snake.
- Also since this was random act of kindness day, they all also made a snack to give to a friend.
- In our nutrition unit was about happy teeth and sad teeth. Healthy food vs. non-healthy food.
- Our health plan was learning how too properly to brush our teeth.
- Our PAG was on the 28th and Sparkles02256 the tooth fairy came and discussed the importance of dental health.

Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No.17-08

WHEREAS, the Cortland County Community Action Program, Inc. PP&E Committee has received information regarding the development and implementation of a Volunteer Driver Program and has recommended accepting as presented, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the PP&E committee's recommendation to develop and implement a Volunteer Driver Program and accepts as presented.

IT IS HEREBY RESOLVED that on April 27, 2017 the Board of Directors adopts for acceptance the creation of a Volunteer Driver Program.

President

Date

- Brandy Strauf, Joyce Allen and I attended the NYSCAA Poverty Symposium March 28-29. Good opportunity to network, panels with updates on housing, nutrition, child care. Much discussion about the 2018 Federal budget the remainder of the 2017 budget.
- Brandy Strauf and I had the opportunity to teach a class at Syracuse University for Community Health Worker majors. We did an introduction to poverty that included interactive opportunities for the students to get involved with some of the specific challenges of poverty. The professor, Lisa Olson-Gugerty, followed up with positive feedback from the students. She also teaches classes at LeMoyne College for Physician's Assistants and has asked us to lead one of those classes in the summer. At the encouragement of the chair of her department, she wants to talk to us about the possibility of doing a Poverty Simulation at SU next semester.
- I have participated in several webinars and conference calls regarding the President's proposed budget, our response and plans. I coordinated a meeting of Executive Directors of Community Action Programs in Congresswoman Claudia Tenney's district to strategize how we can formulate information that will help educate her about the issues of poverty in her district and the efforts of CAP's to address these issues.
- On April 12 I was invited to participate in the taping of a discussion regarding poverty and the economy for Connect NY, a PBS program aired on WCNY on April 17. I was glad for the opportunity to educate about the issues of poverty and to talk about how we respond and address these challenges in our community.
- The Cortland Chamber of Commerce hosted a breakfast for Chamber members with Claudia Tenney on April 21. Eden Harrington-Hall, Kirsten Parker, Brandy Strauf, Denise Peroulakis, Liz Haskins and myself attended. Again, we are wanting to make sure Con. Tenney knows who we are and that we want to work with her in our area to address the issues of poverty.
- We are moving forward with the Volunteer Driver Program. We have had a lot of support in this effort through the Area Agency on aging and Seven Valleys Health Coalition. We have also had considerable technical support and assistance from two Community Action Agencies that have the program. We are planning to have the logistics worked out by May so that we can begin to recruit and train volunteer drivers and have the resource ready for the community by mid-Summer.
- CAPCO is hosting the NYSCAA Regional Meeting for Central New York on April 26. We will have the meeting at our new site at Elm Tree. Representatives from the Department of State (Division of Community Services CSBG) and NYSCAA will attend the meeting.

**WIC Program
Kirsten Parker
April 21, 2017**

- Our Spanish speaking population seems to be growing quickly. Currently we use the language line for interpreting services. We can continue to use it, but it will be something we need to keep in mind as we hire new staff.
- We have changed the message on our appointment reminder/calls texts and our no-show appointments have declined dramatically. It is hard to tell if that is the only reason because the weather got better about the same time but it is good news.
- All of the WIC staff and Mary from Head Start attended a musical “edutainment” on pregnancy and childbirth in Binghamton. It was very entertaining and educational.
- The wellness committee is sponsoring a staff walking challenge beginning May 1st. We will be tracking our walking miles and doing a virtual walk to the San Diego Zoo. If any board members would like to participate, send me your email and I will add you to our group.

Family Development

April 2017

- Planning a volunteer appreciation lunch in May to recognize volunteers and provide training.
- Brandy met with the vendors from the Cortland Farmers Market. The group is dedicated to promoting the use of EBT and WIC vouchers again this year.
- CSA recruitment has begun. We are looking for 8 participants to join the local CSA subsidized by CAPCO.
- We are currently accepting applications for the appliance giveaway in late May. The appliances include vacuums, air conditioners, ceiling fans, air purifiers, dehumidifiers and washing machines.
- Our annual Pajama Party is Scheduled for April 26 and will give new pajamas and books to families while promoting early literacy through bedtime stories.
- Brandy provided education about CAPCO services to a local BOCES class who collected donations for Family Essentials and took a field trip to the office to deliver their donation.
- Brandy and Lindy presented to a class at SU on poverty and working with families living in Poverty.
- Great turn out at the Marathon Maple Fest. Many families used our center for a resting place/changing area.
- We collaborated with the City Youth Bureau and YMCA to provide the annual City Easter Egg Hunt. The event was well attended and the weather was great.



Energy Services Directors Report

April 2017

- WAP 16.17 - Contract has been finished with 56 completed units.
- WAP 17.18 - Received final approval from Regional Supervisor to submit the contract on 4/10/17.
- EmPower NY- 1 HP's completed & 7 ER's completed.
- HOME (City of Cortland) - 2 Energy Audits have been completed.
- RESTORE- No word on execution of the contract at this time. Lindy will be contacting our Representative Vicky Sharpe.
- Energy Savers- No activity.
- Training-
- Meetings-

Monthly Board Report
From: HS/EHS Management Team
Month: April 2017

- 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. Bethann is officially moved into the Head Start/Early Head Start Director's office.

- III. Old Business
 - A. Our programs new OCFS licensors have been through the majority of our centers. We will miss Bonnie Waite who has been our licensor for close to 10 years!
 - B. Selection continues to take place. EHS for program year has, to date, 6 center based openings, with over 100 on a waiting list!

- IV. New Business
 - A. The Pyramid Model leadership team went to Albany for two days and are TPITOS reliable. The team also attended the National Training Institute in St. Petersburg and returned with great information and enthusiasm for program implementation and future plans to work with the community in community wide implementation.
 - B. Enrollment Screenings have begun for 2017-2018 program year!
 - C. UPK contracts have been signed for next program year. Just waiting on receiving the copies of the contracts from Cortland School District.
 - D. Residual UPK funding for classroom supplies was dispersed. Our UPK classrooms benefitted from \$44,000 in funding for Barry, Parker, Smith, Randall (and YMCA preschool plus room).
 - E. We nominated a SUNY Cortland Student for their employee recognition reception. Mary Schlimmer a SUNY Cortland student has worked for us for 3 years during her undergraduate time. Susan Fedele, Classroom Supervisor, attended the reception with her where Mary received a gift and certificate.
 - F. Mary Corser and Michelle Babcock attended the CACFP conference in San Diego California.
 - G. Mmselle Sonnachio attended the Comprehensive Health Services Conference in Baltimore, Maryland.

- V. Executive Session
 - A. Executive Session did take place and PC approved a HS Teacher, HS Teacher Assistant, and 2 Substitutes.

CDPAP April 27, 2017

Current case load is 82

- 22 - Medicaid - \$15.97 – 11 – Enhanced Medicaid - \$17.03
- 32 – Fidelis - \$18.50
- 12 – Icircle - \$17.73
- 5 – VNA - \$17.73

This has been a challenging month. I have had two new participants enroll in the program who I would consider hard to serve.

- MS's is a new referral from ICircle and she did not know anyone who she could hire as an aide (which is the responsibility of the Consumer, but I always assist). I visited MS's apartment to inquire what her needs were, what hours she needed covered, sign paperwork, etc. The minute I entered the apartment, I knew there were some serious issues. The smell alone was horrible and I would consider it inhabitable. An APS call was made by Cortland Housing Authority because they saw the condition of the apartment (they called me as well). I miraculously found an aide who I thought might be able to assist MW to get her apartment cleaned before the Cortland Housing Authority evicted her because of the condition of the apartment. The aide I contacted also works at the Ramada Inn in housekeeping, so I thought it might be a good fit. I did inform her about the condition of the apartment, so there were no surprises – I was really grateful she accepted the position. I would not ask any other aide to undertake such a large project, so if she wouldn't accept the position I have no recourse but to notify ICircle I would not be able to take the referral and more than likely MW would end up being evicted. Cortland Housing Authority is going to do an inspection at the end of the month, so I hope they will be pleased with the progress.
- DH was in the swing bed unit at CRMC and the Social Worker was pushing for his discharge. Once again, he called me to find an aide for DH who has some serious mental health issues and has a history of violence (Crown Center would not take him back because of his behavior). DH also has a collection of swords which caused a lot of concern for all parties involved. After a lot of collaborative efforts by DSS, CRMC, ICircle, LTC nurse and myself we were able to determine that his behavior at Crown Center was caused by being very isolated and he is a very social person. I did find him two aides to assist him and he is living in his own apartment.
- Unfortunately, I lost another participant, however she was 90 years old.

HUMAN RESOURCES REPORT APRIL 2017

HR Director: Greg Richards



HR Happenings:

- **HS/EHS Education/Special Needs Coordinator:** Human Resources has worked with the HS/EHS Director to recruit for the Education/Special Needs Coordinator. Bethann Fischer has been in the position for the past 6 years before moving into the role of Director beginning in March 2017. We recruited for this position via the Cortland Standard, Indeed.com, TC3, SUNY Cortland, NYS DOL, and Ithaca Craig's List. The posting ran through March 31, 2017. Five (5) candidates were selected for the first round of interviews that begin on Monday, April 24, 2017. The first round will include the HS/EHS Director, HR Director, HS/EHS Assistant Director, Health Services Coordinator, and Family Engagement Coordinator. Following the first round of interviews, selected candidates will be invited back for round 2 on Thursday, April 27, 2017. The second round of interviews will include supervisory staff that the Education/Special Needs Coordinator would directly oversee, including: Classroom Supervisors (3), Special Needs Specialist, and Education Assistant. It is our goal to have the candidate selected by the end of the week 4/28/17 with clearance through the onboarding process by the middle of May 2017.
- **Health Insurance Renewal:** Human Resources has begun the process of looking at plan designs earlier than usual for the 2017-2018 plan year. CAPCO's health insurance plan year is non-calendar year running from September 1-August 31. While bids from Excellus BCBS and other potential bidders will not be available until the month before renewal (as indicated by trends of years past), we want to begin to look at different ways of structuring our program, particularly in terms of the number of plans offered and level of CAPCO's contribution. HR has met with our health insurance broker, Dan Goetzmann, to begin to brainstorm ideas for how CAPCO can continue to offer valuable benefits to our employees while facing the market demands of budget constraints and CAPCO's priority to continue to look at salary levels. It has been a priority of the HS/EHS Program to increase wages of the Education component of the Program to be in line with market analysis and increase recruitment and retention. One of the areas to look for increased budget lines for salary is the fringe rate that CAPCO pays for insurance costs. We are in the preliminary stages of looking at our structure, and it may be determined through this analysis that our current program is the most valuable and cost-effective. More information on this will be forthcoming as we continue to look at benefit offerings and compensation.

- **Spring 2017 All-Staff Day:** Human Resources has started a committee to begin the planning process for the 2017 Spring All-Staff Training Day. As in years past, the committee is comprised of staff members both leadership and non-leadership, representing each of CAPCO's Programs. As this time, the All-Staff Day will be held at the McGraw Community Pavilion. We are in the beginning stages of planning training initiatives for the day that will be interactive, engaging, fun, and job applicable. This day is also used for staff appreciation through Years of Service recognition. The date for this training day is Friday, June 23, 2017, the last day of the Program Year for Head Start. We will also use this day to recognize 2 retirees, Helen Seyfried & Angela Stevens, who have been with the HS/EHS Program for 26 years. There will be more information forthcoming as we continue to plan for this important training/professional development day.
- **S.A.F.E. Committee:** The CAPCO S.A.F.E. Committee continues to meet on a monthly basis (last Friday of every month). The committee is made up of representation from all Program areas with both management and non-management participation. The committee continues to do quarterly health and safety audits of all CAPCO owned and rented facilities. Human Resources, working with the committee, has recently updated and re-trained all staff on fire evacuation procedures and has designated drills planned. HR is also with the HS/EHS Program to revamp the Agency's Emergency Preparedness Plan to be more extensive and include Head Start-specific procedures. Roll-out of this updated Plan is expected to be by the summer 2017.
- **Wellness Committee:** The CAPCO Wellness Committee also continues to meet on a monthly basis to promote employee health and wellness in their personal lives as well as in the workplace. Along with the upcoming participation in the American Cancer Society's Relay for Life, the Wellness Committee is beginning a Spring/Summer Walking Challenge. This challenge will be open to all staff to participate in voluntarily. We have established an account with Active Globe that will allow staff to set individual goals to meet the overall Agency goal. At this point, the Wellness Committee is setting a goal for staff to cumulatively walk the distance from Cortland to San Diego, CA! Staff will be able to track their walking miles and log it towards the Agency goal. We will provide periodic prizes for staff who meet their individual goals or meet milestones toward the Agency goal. We are planning on running the challenge from May-September. Kirsten Parker, WIC Director and active Wellness Committee member, has been leading the efforts for this initiative.

