

M e m o r a n d u m

To: CAPCO Board of Directors
From: Eden C. Harrington-Hall, Assistant Director
Date: February 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. ***February 23, 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

February 23, 2017

- I. Call to Order
- II. Approval of the January 26, 2017 Meeting Minutes
- III. **Standing Committee Reports**
 - **Executive Committee – no meeting**
 - **Finance and Audit Committee**
 - ***Motion to Receive and File Financial Statements.***
 - ***Board Development Committee – no meeting***
 - ***PP& E Committee***
 - ***Resolutions:***
 - ***17 – 02 – is seeking your acceptance the 2017-2018 HS/EHS funding application.***
 - ***17 – 03 – is seeking your acceptance to apply for Cortland Youth Bureau Funding.***
 - ***17 – 04 – is seeking your acceptance to apply for Dollar General Funding***
- IV. Executive Director Report
- V. Program Director Reports
 - WIC
 - Family Development
 - Energy Services
 - Head Start
 - CDPAP
 - HR
- VI. Head Start Policy Council Update
- VII. Old Business
- VIII. New Business
- IX. Executive Session
- X. Adjournment

Board of Directors Meeting Minutes

January 26, 2017

- I. Meeting call to order at 6:35 p.m.
In attendance: Douglas Bentley, Penny Prignon, Helen Spaulding, Paula Currie, Paul Cortez, Rama Haidara, Shawn Allen, Pat Snyder, Gary Dallaire, Elizabeth Haskins, Billie MacNabb Excused: Carole Ann Davies, Shelley Warnow, Mary Ann Discenza
- II. Approval of the January 26, 2017 Meeting Minutes made by Rama Haidara; seconded by Billie MacNabb. There being no discussion or corrections, motion carried.
- III. **Standing Committee Reports**
 - **Executive Committee – no meeting**
 - **Finance and Audit Committee**
 - Bettina Liphardt, Auditor from the Bonadio Group was in attendance for the Pre-Audit presentation. She review the scope of work, responsibilities of the auditors, management and the Board. The draft audit will be presented to the Board in May.
 - We are expecting a 192k surplus in CDPAP. There has been some salary adjustments which the Board approved in December.
 - Early Childhood Development – we don't foresee any deficits.
 - Energy Services Department – we have been awarded the RESTORE Grant in the amount of \$75,000.
 - Family Development – the 2016-2017 contract started on October 1, 2016 and we have vouchered for the Back to School Initiative funding.
 - ! • Motion to Receive and File Financial Statements made by Helen Spaulding; seconded by Gary Dallaire. There being no discussion, motion carried.
 - **Board Development Committee**
 - 17 – 01 - is seeking your acceptance the 2017 Slate of Officers. Motion for acceptance the slate of officers for 2017 made by Pat Snyder; seconded by Gary Dallaire. President Currie asked if there were any nominations from the floor, there being none, motion carried.
 - **PP& E Committee**
 - The committee reviewed the HS/EHS report along with the 1st^t quarter CSBG Program Progress Report. All reports are on target.
 - HS/EHS is currently working on the refunding application
- IV. Executive Director Report
- V. Program Director Reports
 - WIC

- Family Development
 - Energy Services
 - Head Start
 - CDPAP
 - HR
- VI. Head Start Policy Council Update
- VII. Old Business
- VIII. New Business
- 17 – 02 – is seeking your acceptance the Authorized Signatories. Motion for acceptance made by Gary Dallaire; seconded by Helen Spaulding. There being no discussion, motion carried.
 - 17 – 03 – is seeking your acceptance opening an account at M&T Bank for RESTORE funds. Motion for acceptance made by Doug Bentley; seconded by Elizabeth Haskings. There being no discussion, motion carried.
- IX. Executive Session – If Needed
- X. There being no further business meeting adjournment at 7:08 p.m.

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

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

Lindy shared update with the committee re: the interview process for the HS/EHS Director. First interviews held 2/10. Four candidates interviewed. Two have been invited back for 2nd and 3rd round interviews 2/17. Round 2 will be with HS/EHS Management Team and member of Policy Council. Round 3 will be with CAPCO Management Team and member of the Board of Directors. We have requested a writing sample from each candidate.

Martha presented current reports:

- AGENCY - Accounts Payable are current. Aged Accounts Receivable are current with the exception of Medicaid. The Over 90 day receivable is covered in part with \$54,874 in Allowance for Doubtful Accounts.
- CDPAP billing has been submitted through the payroll ending January 20, 2017. We are projecting a surplus of \$200k. We have the proposed contract from Area Agency and Aging for EISEP. Lindy and Eden are reviewing and will be meeting with Liz Haskins as soon as possible to formalize.
- EARLY CHILDHOOD DEVELOPMENT - Across all contracts, a deficit is not anticipated. The proposed 17-18 Head Start and Early Head Start refunding budget amounts are:

2017.2018 Proposed Budget			
Head Start	\$	1,703,944	
Early Head Start	\$	989,991	
HS T&TA	\$	22,400	
EHS T&TA	\$	24,000	
	\$	2,740,335	80%
InKind	\$	685,084	20%
2017.2018 Head Start			
Early Head Start Budget	\$	3,425,418.75	

The complete budget is being prepared now for presentation to the Board on Feb. 23 and the Policy Council on Feb. 27 for approval prior to submission on March 1, 2017.

- ENERGY SERVICES DEPARTMENT - All contracts are forecasted to come in with no deficit. The amount for the 2017-18 WAP budget appears to be \$325,000 (down from the \$400,000 current year). We have the \$75,000 RESTORE to offset some of this

decreased funding. Lindy submitted written testimony for the Public Hearing on the 2017-18 WAP Plan. See attached.

- FAMILY DEVELOPMENT DEPARTMENT - The Dollar General and Cortland Youth Bureau grants are being written for 2017, in 2016 we received funding in the amounts of \$10,000 and \$6,000 respectively. These grants help fund the GED and Literacy Programs. We are currently looking at other funding opportunities for the Literacy program, including JM McDonald and First Niagara Foundations and Cortland Community Services.
- WIC - The 2016-2017 contract began 10/1/2016, the advance w The 2016-2017 WIC and EPC contracts began 10/1/2016, a deficit is not anticipated. Spending is on track with budget at this point.

All reports and filings are current as of this report. Penny Prignon made a motion to accept reports as presented. Helen Spaulding 2nd, motion carried.

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

FINANCE COMMITTEE REPORT
SUMMARY OF DECEMBER 2016 FINANCIAL STATEMENTS

PRESENTED BY Martha Allen

February 15, 2016

AGENCY

Accounts Payable are current. Aged Accounts Receivable are current with the exception of Medicaid. As reported last month, the Over 90 day receivable is covered in part with the \$54,874 in Allowance for Doubtful Accounts.

CDPAP

CDPAP billing has been submitted through the payroll ending January 20, 2017.

We are projecting a surplus of \$200k. We have the proposed contract from Area Agency and Aging for EISEP. Lindy and Eden are reviewing and will be meeting with Liz Haskins as soon as possible to formalize.

EARLY CHILDHOOD DEVELOPMENT

Across all contracts, a deficit is not anticipated. The proposed 17-18 Head Start and Early Head Start refunding budget amounts are:

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Early Head Start Budget	\$	3,425,418.75

The complete budget is being prepared now for presentation to the Board on Feb. 23 and the Policy Council on Feb. 27 for approval prior to submission on March 1, 2017.

The Interviewing process for the HS/EHS Director began on 2/10/17. We have 2 candidates returning for 2nd round interviews on 2/17. We are hopeful that we will have a candidate to present to the Board for approval at the 2/23 Board meeting.

ENERGY SERVICES DEPARTMENT

All contracts are forecasted to come in with no deficit. The amount for the 2017-18 WAP budget appears to be \$325,000 (down from the \$400,000 current year). We have the \$75,000 RESTORE to offset some of this decreased funding.

FAMILY DEVELOPMENT DEPARTMENT

The Dollar General and Cortland Youth Bureau grants are being written for 2017, in 2016 we received funding in the amounts of \$10,000 and \$6,000 respectively. These grants help fund the GED and Literacy Programs. We are currently looking at other funding opportunities for the Literacy program, including JM McDonald and First Niagara Foundations and Cortland Community Services.

WIC

The 2016-2017 WIC and EPC contracts began 10/1/2016, a deficit is not anticipated. Spending is on track with budget at this point.

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

Submitted by Martha Allen on February 15 , 2017

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	Dec-16
Accounts receivable over 90 days past due	N/A	yes - Medicaid
Accounts payable over 90 days past due	N/A	none
NYS Sales and Use Tax Filing	3/21/2017	
Coporate Tax Returns - IRS 990 & CHAR 500	5/15/2017	
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	
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	1/12/2017
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	
Unaudited Financial Statements	5/31/2017	
Head Start & Early Head Start 16-17 py		
Quarterly Form 425:		
1ST QTR	4/30/2017	
2ND QTR	7/30/2017	
3RD QTR	10/30/2017	
4TH QTR	1/30/2017	1/13/2017
Form 425 due:		
semi-annual	1/30/2017	1/13/2017
annual	8/31/2017	
WIC 16-17py		
Monthly Voucher	45 days after month end	2/14/2017
Final Voucher	11/14/2017	

CAPCO

Balance Sheet

	12/31/2016	11/30/2016	10/31/2016	9/30/2016	8/31/2016
ASSETS					
CURRENT ASSETS					
Cash	\$263,908.41	\$327,833.24	\$317,735.00	\$359,051.22	\$406,175.84
Grants Receivable	\$365,523.18	\$371,031.62	\$453,681.61	\$491,819.58	\$264,760.15
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	\$594,151.75	\$505,743.03	\$454,647.30	\$386,710.67	\$393,171.32
1-125101-MAG Less: ALLOWANCE FOR DOUBTFU	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00
1-125300-MAG MEDICAID VARIANCE RECEIVABL	(\$196.36)	(\$196.36)	(\$196.36)	(\$196.36)	(\$196.36)
Net Accounts Receivable	\$582,955.39	\$494,546.67	\$443,450.94	\$375,514.31	\$381,974.96
Prepaid Expenses	\$245,605.87	\$183,555.31	\$209,537.75	\$178,729.00	\$245,210.05
TOTAL CURRENT ASSETS	\$1,457,992.85	\$1,376,966.84	\$1,424,405.30	\$1,405,114.11	\$1,298,121.00
PROPERTY AND EQUIPMENT					
Vehicles, furniture and equipment	\$738,222.27	\$747,472.16	\$746,483.83	\$747,629.23	\$734,098.49
Building	\$1,181,553.16	\$1,181,553.16	\$1,181,553.16	\$1,181,553.16	\$1,181,553.16
NET PROPERTY AND EQUIPMENT AT COST	\$1,919,775.43	\$1,929,025.32	\$1,928,036.99	\$1,929,182.39	\$1,915,651.65
Less Accumulated Depreciation	(\$1,010,739.32)	(\$1,001,405.38)	(\$1,001,405.38)	(\$1,001,405.38)	(\$1,001,405.38)
TOTAL PROPERTY AND EQUIPMENT	\$909,036.11	\$927,619.94	\$926,631.61	\$927,777.01	\$914,246.27
SOFTWARE DEVOLPMENT COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ASSETS	\$2,367,028.96	\$2,304,586.78	\$2,351,036.91	\$2,332,891.12	\$2,212,367.27
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts Payable	\$150,793.96	\$180,796.71	\$113,132.72	\$131,680.36	\$252,720.04
Payroll taxes and Accruals	\$65,519.44	\$64,827.79	\$214,127.61	\$207,843.24	(\$94,267.71)
Other Current Liabilities	\$8,590.83	\$8,589.83	\$9,058.46	\$8,973.50	\$9,464.52
Deferred Income	\$163,486.35	\$107,797.35	\$110,633.35	\$79,525.35	\$84,520.35
Total CURRENT LIABILITIES	\$388,390.58	\$362,011.68	\$446,952.14	\$428,022.45	\$252,437.20
LONG-TERM DEBT	\$378,648.21	\$379,391.92	\$380,104.90	\$380,843.47	\$381,551.15
TOTAL LIABILITIES	\$767,038.79	\$741,403.60	\$827,057.04	\$808,865.92	\$633,988.35
NET ASSETS	\$1,619,862.69	\$1,583,055.70	\$1,543,852.39	\$1,543,359.79	\$1,600,342.72
Total LIABILITIES AND NET ASSETS	\$2,386,901.48	\$2,324,459.30	\$2,370,909.43	\$2,352,225.71	\$2,234,331.07



Cortland County Community Action Program, Inc. (CAPCO)

32 North Main Street ❖ Cortland, NY 13045

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

Testimony submitted February 9, 2017 regarding

NYS's Homes and Community Renewal

Weatherization Assistance Program 2017 State Plan

Submitted by Lindy Glennon, Executive Director

Cortland County Community Action Program, Inc. (CAPCO)

32 North Main Street

Cortland, NY 13045

(607) 753-6781

lindyg@capco.org

Cortland County Community Action Program, Inc. provides Weatherization Assistance Program services to Cortland County. We are very proud of our Weatherization Program that has done an outstanding job delivering services for more than 40 years. The agency has positive annual audits year after year with no findings. The Staff and CAPCO Board of Directors is active and committed to helping low income families in the County of Cortland.

CAPCO appreciates the opportunity to comment on the State Plan and recognizes the challenges HCR faces to meet deadlines, and ensure agency contracts can be generated and processed as soon as possible. I do want to note the concern that the WAP network was given two weeks to review and prepare comments. This is not enough time to do a thorough review of the plan and provide valuable feedback. It raises the concern that no changes will be made as a result of this process. But, I appreciate your review and consideration of these comments.

The Weatherization Assistance Program in New York State does not provide adequate funding for administrative costs. For the current program year, CAPCO will complete at least 56 units. We anticipate a shortfall of administrative costs in the amount of approximately \$8,000. Administrative costs to the WAP contract have been capped at 5% for years. As an Agency that has a very low administrative rate (7%), it is really problematic not to be able to cover even that amount with the WAP cap of 5%. Our rate includes all costs associated with the Fiscal, Human Resources and Executive offices. All of these departments are essential to a healthy, well-functioning organization. To better

accommodate these necessary costs and supports, I would really like to see the contractual agreement allow the use of the 5% for WAP program administration and charge our full approved administrative rate (in our case currently 7%). This would greatly benefit the families we serve and ensure a more effective program.

As we've looked at this through the years, we understand that some of the perceived restrictions are imposed at the federal level. We would like to see New York move in the direction that other states have in resolving this issue effectively by *not restricting administrative dollars on other funds through the Department of Energy*. My understanding is they make up the difference with LIHEAP dollars that have a fifteen percent administrative cap instead of five percent. The difference is substantial to an Agency like CAPCO and would make a big difference.

The state could also consider allocating their administrative portion differently and direct charge some positions to the grant. This would allow for more effective support, could tie directly to the grant/contract and be clearly delegated. Considering the changes to the OMB circulars in January 2016, it would be timely to ensure that sub grantees can afford to administer this important program.

The administrative rate must be raised to a level consistent with today's business world. Shifting resources as a necessity to operate an efficient program puts agencies at great risk of disallowed costs and non-compliance with OMB circulars.

The Cortland County Community Action Program's (CAPCO) Board of Directors is very involved with this issue and understands the importance of the equitable distribution of administrative funds to all programs we operate. They express concern about contracts that do not cover our administrative rate equitably and question having to use limited unrestricted funds to cover the costs that they believe should be covered by the contract. On behalf of the CAPCO Board of Directors and the agency, I strongly encourage the state to look "outside of the box", reach out to colleagues in other states, discuss the issue with the PAC and come up with a solution to the challenges we have faced for too many years.

Pages 6 and 7 of the Plan speak to the Cost per Unit (CPU) Average: "Statewide, HCR expects the average cost per unit to be approximately \$5,500." The statewide CPU is currently \$6,200. We understand that the Governor has a goal of weatherizing 20,000 units per year, but the reduction in the average CPU has several potential negative impacts on the program and the low income households that it serves. Highest among these potential impacts is that sub-grantees may be forced to perform only those measures that drive the highest Savings to Investment Ratios (SIRs), leaving other measures incomplete. This seems to fly in the face of the commitment of the Weatherization Program and our abilities in the past to make the biggest possible impact on a home to insure safety, security and reduced energy costs to the consumer. The program has one opportunity to get a complete workscope produced and undercutting this process by \$1,000 per unit is not the solution and will not result in the overall impact we believe is the intent of the program. This is in direct opposition to the philosophy that WAP should take a whole house approach to energy conservation for the poor.

The lower CPU and the potential for incomplete measures is also contrary to the Governor's mission of reducing the energy burden to 6% for low income families. The lower CPU may also result in the job not fully meeting the Quality Control Inspection (QCI) standards. We strongly recommend that the average statewide CPU remain at \$6,200 and that Regional Supervisors be given the authority to allow CPUs

based on actual, recent expenditures that reflect the housing stock and economy of the sub-grantee territory.

Page 7 also proposes a formula to determine each sub-grantee's minimum contracted unit production goals. This formula is as follows: *Total Allocation x .90/ Maximum Cost Per Unit = Number of Units*. The plan states that *"Statewide, an average of 10 percent of each sub-grantee's allocation is reserved for administrative and capital expenses, health and safety work, financial audits and liability insurance, leaving 90 percent available for energy efficiency measures."* Yet, elsewhere in the plan, we read that *"Sub-grantees will be allowed to use up to 10% of contract funds to address health and safety deficiencies in assisted units"*, and *"Sub-grantees may expend an average of 10% of the weatherization contract on energy-related health and safety measures in assisted units. Actual health and safety costs are expected to equal about 6% of total allocations, statewide."*

Even at 6% for health and safety, and the allowed 5% for administration costs, these two items alone exceed the formula's proposed 10% and increase the costs for an agency to efficiently deliver this program. This means that we will continue to try to identify funds from other sources to complete the work that is required of the WAP contract. We believe it is only fair that the WAP contract cover the costs of WAP services and expectations.

Unit goals should not be the only focus of the sub-grantee network. New York State must take into consideration local housing stock, quality of work, and actual energy savings. This is an especially challenging issue in Cortland County where the housing stock is very old, and repairs and weatherization are often complicated, large workscope processes. WAP was built upon the whole house approach rather than pure production. The proposed formula puts an undue burden on the sub-grantees that will already be struggling to comply with a lower cost per unit average.

The 2017 plan has allocated \$325,000 for all minimum funded agencies. This continues to be problematic in our county where much of the county is made up of rural areas. We survived on our incentive funds received to make our contract complete, which enabled us to keep all current staff with required certifications and experience, continue service to all eligible clients, and complete the required production. The incentive funds were provided because we worked hard to meet and exceed production to insure additional funds and increased opportunities for low-income homes in our community. Every year we are faced with challenges of finding other programs to fill the gap of funding i.e. HEAP, RESTORE, EmPower NY to insure that we are able to meet the WAP contractual agreement without sufficient WAP funding.

With a reduction in our allocation formula this year, the combination of a lower CPU, less funding, and higher production demands create an environment wherein quality may suffer, and low income households may not realize significant savings. The Federal and State governments rely upon their non-profit partners to provide quality services to their constituents on their behalf, and yet many sub-grantees already find that operating Weatherization actually costs their agencies money – these proposed changes will add to that very real financial hardship.

Pages 20 and 21 of the plan address Quality Control Inspections (QCI). The language leaves no flexibility for units that cannot meet QCI standards through no fault of the sub-grantee. Rest assured that we are committed to doing only quality work for the families that we serve. But, even with the best of efforts, there are things that are sometimes out of our control. We recommend language that relieves an

agency of meeting the QCI standard for reasons that are beyond our control, such as when the homeowner passes away, or refuses to allow the sub-grantee or HCR staff on site for final certification. In all these cases, currently, the sub-grantee is responsible for the costs of that job without reimbursement from HCR, even when documentation verifies workscope, work done, supplies used, etc.

We would also like to see who the WAP providers are in each of the 62 counties. The current allocation chart as listed in the 2017 plan no longer identifies who is servicing which county. Given that three areas are being serviced by a new sub-grantee, cross checking allocations against prior years is the only way to indicate who the new adjacent sub-grantee is. This does not promote transparency and the chart used in prior years which indicates the provider for all 62 counties should be used.

Our agency extends its appreciation for the opportunity to submit this testimony and for your careful consideration of these comments. We look forward to hearing from you regarding responses and possible changes. We remain committed to providing Weatherization Assistance Program resources to our community and look forward to continuing to work with HCR in this process.

Respectfully submitted,

Lindy Glennon

Executive Director

PP&E Committee

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

HS/EHS Reports for December

Family Services – EHS/HS

- 87% Attendance for EHS
- There are 52 Income Eligible children on the waiting list. As discussed in the past, we are looking at converting HS slots to EHS slots due to the amount of children who are on the waiting list. We don't plan on doing the conversion of HS slots to EHS slots until the refunding application is complete because the conversion is done in a silo from the HS application. There is also UPK funding which will be used by the schools to serve 4 year old children along with 3PK money which will impact our ability under HS to serve those age groups.
- 88% attendance for HS. Currently there are only 5 income eligible children on the waiting list.
- 24% of the EHS children have received their dental and 52% of the HS children have received theirs. Hopefully by the February report that we will see an increase in the dental for HS.

Mental Health – EHS/HS

- 0% of the EHS children are experiencing mental health issues. Of the 200 children in HS there are behavioral concerns. This has been a topic of discuss and concern for some time. There are 5 HS children who can only spend a limited amount of time in the classroom due to behavior issues. Kate Shaw who is the Mental Health Consultant will be going on maternity leave in a couple of weeks and any plans to come back for 1 or 2 days per week. This is a vital position and there has been conversation started about filling the position.

Special Needs

- 5 EHS children are receiving Special Needs services and 34 HS children are receiving services. Shawn inquired about what happens to those children who are receiving services when they are no longer with the HS program. It is with hopes that they will continue to receive services when entering school. Also, it is a requirement that at least 10% of the children we serve receive Special Needs services which we are surpass that.

There being no further discussion, motion made by Elizabeth Haskins; seconded by Billie MacNabb to accept the HS/EHS reports. Motion carried.

HS/EHS Director Update

First interviews for the position were held 2/10. Four candidates interviewed with Greg Richards (HR), Lindy (ED), Kristi Coye (HS/EHS), Christella Yonta (Policy Council) and Shelley Warnow (BOD). Two were invited back for 2nd and 3rd round interviews 2/17. Round 2 was with the HS/EHS Management Team and a member of Policy Council. Round 3 was with the CAPCO Management Team and member of the Board of Directors. We have requested a writing sample from each candidate. At each of the 3 interviews, we used a list of questions as suggested by staff and a score grid. References are being checked now. We believe we have a solid candidate and this will be presented to the BOD on Feb. 23, 2017.

Head Start Refunding Application

The full budget for the 2017-2018 HS/EHS Grant application will be presented at the Board Meeting and is level funding from the current grant. There are no major changes from the current contract (not eliminating classrooms, etc.). The major change is in staffing – there are a number of staff who will be retiring during the contract year and with the new Performance Standard we need to add a Coaching Mentor position. We are also looking at doing some reorganization in the Education Component. The committee also reviewed the T&TA budgets for HS and EHS - \$22,400 has been allocated for HS and \$24,000 has been allocated for EHS. T&TA budget items include the Pyramid training (Challenging Behaviors) which Bethann Fischer is a Master Cadre. It is essential that we have staff trained with this curriculum due to the amount of behavioral issues the program has been experiencing over the last several years. There being no further discussion, motion was made by Doug Bentley; seconded by Shelley Warnow to present the 2017-2018 HS/EHS refunding application to the full Board.

Funding Proposals

We will be applying to the Youth Bureau again for funding to support the Literacy program. Our current funding amount is \$6,200 and we would like to apply for \$7,000. Funding will help support the young adults under 21 to prepare for the GED Program. We will also be applying to Dollar General again in the amount of \$10,000 (current funding is \$10,000). This funding will help support adult literacy. Question was raised about how many individuals we have served – as of January 2017 over 100 individuals either showed an interest, have worked with the volunteer tutors, or are in the process of getting ready for the testing. We also support the Literacy program with United Way and CSBG funds. There being no further discussion, motion to recommend the funding proposals to the full Board made by Shawn Allen; seconded by Billie MacNabb. Motion carried.

Other Opportunities

Expanded In-Home Services for the Elderly Program (EISEP): Lindy and Eden have been meeting with Liz Haskins and Amber Gaimei from the Area Agency on Aging to provide EISEP services modeled after CDPAP. We are in the end stages of signing an agreement to provide this service.

Volunteer Driver Program

Lindy shared with the group information regarding the 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. 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. 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 hope to bring the proposal to the full Board in March for approval.

Food Insecurity

It has been brought to our attention that both High School students and College students are food insecure. The Snack Pack Program only serve elementary school students. We would like to expand this to include the population which we currently don't serve. Judy Riley from the Cortland City School District has received funds to expand the Snack Pack Program to all Cortland schools. Lindy and Brandy have met with Judy regarding the possibility of the District serving our Snack Pack children which will free up funding to include the underserved population.

Strategic Plan

We are starting the Strategic Planning process which started with 3 different surveys sent to our Community Partners, Staff/Board/Policy Council and community members. We have received 180 responses. This will be the stepping block we will use to begin the process. Staff are also getting together this week to brainstorm planning and the next step will be Board involvement.

There being no further discussion, meeting adjourned at 1:06 p.m.

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: December

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
Elm Tree	8	7	0	0	79	1	0	0	0	0	0
Cosimos 1	8	8	0	0	81	1	0	0	0	0	0
Cosimos 2	8	8	0	0	83	1	0	1	2	0	0
Cosimos 3	8	8	0	0	97	0	0	0	0	0	0
South Main 1	8	8	0	0	84	0	0	0	1	0	0
South Main 2	8	8	0	0	95	0	0	2	0	0	0
Home Based 1	12	12	0	0	25 72	25	0	0	2	0	0
Home Based 2	12	12	0	0	25 73	33	0	2	10	3	0
TOTAL	72	71	0	0	87%	61	0	5	15	3	0

of Children on the Waiting List:

Expectant
Over Income
Under 130%
Under 100%

0
1
0

Children
Over Income
Under 130%
Under 100%

21
9
43

Comments: _____

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (HEAD START)

Employee Name: Trudy Happel Month: December

Center	Enrolled	Entered	Withdrew	Accepted (but not enrolled)	% of Daily Attendance	# of Home Visits	# of Over Income	# of Under 130%	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children
YMCA 1	14	13	0	0	76	0	0	2	8	0	0
YMCA 2	20	19	0	0	93	2	2	2	15	0	1
YMCA 3	14	14	0	0	87	1	0	4	4	0	0
Barry	15	14	0	0	85	2	3	2	2	0	0
Parker	16	14	0	0	90	0	4	2	0	0	0
Randall	16	16	0	0	91	0	3	2	0	0	0
Smith	16	16	0	0	80	2	3	2	4	0	0
Homer 1	16	16	0	0	91	0	0	2	4	0	0
Homer 2	14	14	0	0	88	1	1	1	6	2	0
McGraw	16	16	0	0	94	1	1	4	2	0	0
Marathon	15	14	1	0	90	1	3	2	6	2	0
Johnson 1	14	14	0	0	87	0	0	1	1	0	0
Johnson 2	14	13	1	0	89	1	0	1	0	0	0
TOTAL	200	193	2	0	88%	11	20	27	52	4	1

of Children on the Waiting List:

3 Year Olds
Over Income
Under 130%
Under 100%

19
2
2

4 Year Olds
Over Income
Under 130%
Under 100%

18
0
1

Comments: _____

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

EHS Monthly Family Engagement report

Month: December 2016

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of families in center	% of families involved
Elm Tree	Ice Painting	12/8/2016	3	3	2	8	38%
Cosimos 1	Family Pictures	12/14/2016	2	4	1	7	29%
Cosimos 2	Family Pictures	12/14/2016	2	2	0	8	25%
	Waffle Breakfast	12/21/2016	7	8	2	8	88%
Cosimos 3	Breakfast with Child	12/13/2016	6	11	3	8	75%
	Family Pictures	12/14/2016	5	8	2	8	63%
South Main 1	Waffle Breakfast	12/23/2016	7	9	4	8	88%
South Main 2	Cookies & Hot Cocoa	12/23/2016	7	9	4	8	88%
Home Based 1	PAG	12/21/2016	3	3	0	11	27%
Home Based 2	PAG	12/21/2016	3	2	1	11	27%

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

HS/EHSMonthly Family Engagement report

Month: December 2016

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of Families in Center	% of Families Involved
YMCA 1	Snow Dough	12/22/2016	5	6	2	13	38%
	Decorations						
YMCA 2	Winter Craft Activity	12/23/2016	18	20	3	21	86%
YMCA 3	None						
Barry	None						
Parker	Winter Craft Activity	12/22/2016	4	8	2	16	25%
Randall	Sugar Cookies & Snowflakes	12/20/2016	1	1	1	16	6%
Smith	None						
Homer 1	Gingerbread Houses	12/20/2016	8	8	1	16	50%
Homer 2	None						
McGraw	None						
Marathon	None						
Johnson 1	None						
Johnson 2	None						

Health Services EHS Policy Council Report

December 2016

Classroom	Current Phys	Current Imm	12 Mo Lead	24 Mo Lead		Dental Rcvd	F/U Need	F/U Start	F/U Comp	Refusals		Incidents
Cos 1	5	8	N/A	N/A		N/A	N/A	N/A	N/A	0		0
Cos 2	5	6	7	N/A		1	0	0	0	0		2
Cos 3	6	8	6	2		3	0	0	0	0		2
Elm Tree	8	8	8	N/A		0	0	0	0	0		4
HB 1	5	9	4	4		2	1	0	0	0		0
HB 2	7	10	5	2		1	1	0	0	0		0
SM 1	8	8	5	7		3	0	0	0	0		2
SM 2	7	8	5	6		4	0	0	0	0		0
Totals	51	65	40	21		14	2	0	0	0		10

Total % 74% 94% 24%

Comments

Injuy/Incidents: Classroom-10
Total % of dentals received of children age 1 year and older.

Health Services HS Dental/Incident Report
December 2016

Classroom	Received	30 Days	60 Days	90 Days	90+ Days		F/U Needed	F/U Not Started	F/U Started	F/U Completed	Refusals		Incidents
Barry	9	0	1	4	0		2	1	0	1	0		0
Homer 1	13	0	0	3	0		5	3	0	2	0		1
Homer 2	11	1	0	3	0		3	0	0	3	0		0
Johnson 1	10	0	0	3	0		2	0	1	1	0		1
Johnson 2	11	0	1	2	0		1	1	0	0	0		1
Marathon	12	0	0	2	0		5	2	1	2	0		1
McGraw	10	0	0	6	0		1	1	0	0	0		0
Parker	11	0	0	4	0		1	1	0	0	0		2
Randall	11	0	0	6	0		3	1	1	1	0		0
Smith	13	0	0	4	0		5	4	0	1	0		2
YMCA 1	8	2	2	1	0		2	0	0	2	0		0
YMCA 2	12	0	1	7	0		2	1	0	1	0		0
YMCA 3	10	0	1	3	0		1	1	0	0	0		0
Totals	141	3	6	48	0		33	16	3	14	0		8
Total %	52%												
Comments	Inury/Incident: Classroom 4, Bathroom 1, Hallway 1, Other Indoor Areas 2. 52% of dental treatment needed has been started or completed. 72% of dentals have been received for Head Start Program.												

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

MONTHLY MENTAL HEALTH REPORT EHS

Employee Name: Katherine E. Shaw

Month: December 2016

	Behavior Concerns observed by Mental Health Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV		Curriculum
						Face to Face	Telephone	
Cortlandville	0	0	0	0	0	0	0	0
Cosimo I	0	0	0	0	0	0	0	0
Cosimo II	0	0	0	0	0	0	0	0
Cosimo III	0	0	0	0	0	0	0	0
South Main I	0	0	0	0	0	0	0	0
South Main II	0	0	0	0	0	0	0	0
Home Based I	0	0	0	0	0	1	0	0
Home Based II	0	0	0	0	0	2	0	0
TOTALS	0	0	0	0	0	3	0	0

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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Community Action Program, Inc.

MONTHLY POLICY COUNCIL REPORT HS

Special Needs

Employee Name: Bethann Fischer

Month: December 2016

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIT Special Ed Itinerant Teacher	Couns. Play Therapy	1;1 Aide	# of Evals	# of Children CPSE Mtg	# of Children Declassified	Refused Referral
Randall	3	1	3	0	1	0	0	0	0	0	0	0
Smith	3	0	2	0	0	0	1	0	1	1	0	0
Parker	2	1	2	0	0	0	1	0	0	2	0	0
YMCA I	3	3	3	2	0	1	1	1	1	1	0	0
YMCA II	4	2	4	2	0	1	0	0	2	1	0	0
YMCA III	0	0	0	0	0	0	0	0	0	0	0	0
McGraw I	1	0	1	0	0	0	0	0	2	1	0	0
Homer I	3	3	3	3	1	1	1	0	0	1	0	0
Homer II	2	1	2	1	0	0	0	0	1	1	0	0
Marathon	3	1	3	0	0	0	0	0	0	1	0	0
Johnson I	4	3	4	2	1	2	1	0	2	1	0	0
Johnson II	2	1	2	0	0	1	1	0	4	3	0	0
Barry	4	4	3	4	1	0	1	0	0	0	0	0
TOTALS	34	20	32	14	4	6	7	1	13	13	0	0

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY MENTAL HEALTH REPORT HS

Employee Name: Katherine E. Shaw

Month: December 2016

	Behavior Concerns observed by Mental Health Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV		Curriculum
						Face to Face	Telephone	
YMCA I	3	1	0	1	0	0	0	0
YMCA II	0	0	0	0	0	0	0	0
YMCA III	1	0	0	0	0	0	0	0
Smith	5	1	0	0	0	1	2	2
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	0	2	0
Homer II	1	0	0	0	0	0	0	0
McGraw I	3	0	0	0	0	0	1	0
Johnson I	2	1	0	0	0	0	0	0
Johnson II	2	1	0	0	0	0	0	0
Marathon	0	0	0	0	0	0	0	0
Barry	2	0	0	0	0	0	0	0
TOTALS	20	5	0	1	0	1	5	2

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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Community Action Program, Inc.

MONTHLY POLICY COUNCIL REPORT EHS

Special Needs

Employee Name: Bethann Fischer

Month: December 2016

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIT Special Ed Itinerant Teacher	Couns. Play Therapy	1;1 Aide	# of Evals	# of CPSE Mtg	# of Children Declassified	Refused Referral
Cortlandville	0	0	0	0	0	0	0	0	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	1	0	0	0
South Main I	1	0	1	0	0	0	0	0	0	0	0	0
South Main II	1	0	1	0	0	0	0	0	0	0	0	0
Home Based I	0	0	0	0	0	0	0	0	0	0	0	0
Home Based II	2	1	1	0	1	1	0	0	0	0	0	0
TOTALS	5	2	4	0	2	2	0	0	1	0	0	0

**HEAD START
CLASSROOM HAPPENINGS
DECEMBER 2016**

Barry

- We learned the letters T, I, U, and C this month.
- Dina came to our class and taught us about problem solving: ask nicely, wait and take turns, trade, ignore, get a teacher.
- In math class we learned about geometry: Particularly shapes. We explored the characteristics of shapes, squares circles, triangles, rectangles, etc.
- In our science section of class we learned about animals habitats. We began to explore features of animals that are similar and the ones that are different to humans and to other animals.
- Great involvement with lending library. Thanks for family support returning books Thursday.
- Lots of indoor play with active play games in the classroom as well as in the gym.
- Examples of activities: "sleeping babies' obstacle course", stations, yoga, "snowball toss", scarves dance, builders/dozers.

Homer 1

- December started with our class learning the letters C, O, Q, and G.
- In our science class we explored using Borax and water in making snowflakes crystals with many colors using food coloring.
- Dina and Wally came to our class to teach us the unit on problem solving and solutions within the classroom as well as at home. Examples: sharing, trading, ignoring, going for help (teacher or parent), and waiting. Etc.
- Rhyming and syllable recognition was taught through the use of song and small group play.
- The doctor's office was turned into a vet clinic in which the children explored taking care of sick animals.
- In Projects relating to snow was on going with exploring snowflakes and melted snowmen.
- Parents came to the class the last week and enjoyed making gingerbread houses with their children. On Friday was Pajama day, we all were warm and toasty in our PJs.

Homer 2

- We finished our feelings unit with Dina.
- We also finished up friends and families acelero unit by making friendship bracelets for our friends and families.
- Our class did a couple of projects this month. The first being making marshmallow snowmen to hang outside the classroom in the hallway.
- The second project was making handprint poems for our families.

Johnson 1

- We welcomed a new friend to our class this month.
- We said goodbye to our SUNY Cortland Student as well this month.
- Our class learned how families and friends are different.
- Our class also learned that food can be used to make fun snacks.
- Pam Cullop came and talked with the children about word unique and that not everyone is the same.
- We also talked with Pam about who we trust.
- Dina came to our class and helped us to learn about different feelings we have, example: frustrated, proud. Plus we learned how to calm our feelings down.
- We learned how to tell if a friend is happy, sad, frustrated, all by looking at their faces. We felt good and proud when we were able to help our friends feel better.
- We learned about the different types of clothing we need to wear in the winter to keep us warm.
- We also learned about bead patterns.
- We made blue, yellow, cinnamon playdough too.
- Experimented with water absorption.
- Our class got into snowflake making.
- We also watched a movie on friendship and communicating.

Johnson 2

- And just like that December and 2016 is gone! December was full of fun and exciting things.
- We learned that families are all different.
- Dina and Wally came to class and taught us more about feelings and what to do when we are upset.

- We said goodbye to our friend Clayton.
- We wished Miss Kelli good luck with her new baby.

Marathon

- This month had us learning about show and share.
- We have been practicing our names.
- Our class has been making lots of crafts, making snowmen, snowflakes and mittens.
- Our class also learned about counting and recognizing our shapes.
- We've been working on TSG.
- Using our mighty minute's activities we have been using handwriting without tears and the children love writing the letters.
- We have been making snowmen in the snow and the children love to have the snow on the playground, especially around the slides.
- Angelina-Substitute feedback very engaging and helpful.

McGraw

- We have been learning about problem solving, the solutions to problems and the ways to make others feel happy.
- In our class we have been working hard on learning our colors and shapes.
- Also in our class we have been working on dressing ourselves, so we can go outside and making sure our skin is well covered.

Parker

- We had a seasonal craft day. Four families were able to attend, which means we had a total of 8 people.
- The families helped the students to create gingerbread cookies, bird feeders and name snowman.
- For our science class we learned about animals and their habitats.
- The children were cautious about accepting the idea that humans are animals.
- Dina and Wally came to our class to teach the children about problem solving and solutions.
- We have started to really focus on shapes and continue to review numbers in math class.
- The students and teachers truly enjoyed spirit week with crazy hair, miss-matched, backwards, favorite shirt day and pajama day.

Randall

- In December in our science class we learned about magnets. What stick to magnets and what doesn't? What is a magnet?
- Dina came to class and helped our class to find solutions to problems the students may face in the classroom and with classmates.
- We put some solution pin ups on the wall to help the students to remember them.
- The letters of the month were: U, C, and O.
- We didn't have a PAG meeting this month, but had the physical therapy BOCES students come in one morning and worked with our students in making snowflakes Popsicle sticks and painted them.
- Our class also made sugar cookies as well. They measured, counted and took turns. The students had lots of fun, both BOCES and ours.
- We had PJ day on our last Friday of the month.
- We watched a movie and had trail mix for a snack.
- In the sensory table we made fake snow with conditioner and baking soda. The children had lots of fun with that project.

Smith

- Social/Emotional: Learned about problems and solutions. Students practiced sharing, trading, getting teacher/parent and how to "ask" for hugs, touches, and toys.
- Wally also had a dance party at the end of this unit.
- Common Core. Our class has started to learn about animals. The students wrote and drew pictures of the animal they wanted to be.
- We learned about how animals protected themselves and how they lived in the wild.
- Each day we asked the children to line up while acting like an animal (monkey, spider, sheep, seal, etc.).
- This month the letters we learned were: E, F and H. Each week we practiced writing the letter, using markers, our body, our fingers, chalk and paint.
- We also used mat man to practice our letters.
- Our class also made hats, gloves, fire places, snowflakes and sheep, while discussing the importance of staying warm during the winter months.
- Friday the 16th we earned a PJ party for good behavior.

YMCA 1

- The children really enjoyed talking about a lot about their families with their classmates.
- They had fun learning about health and nutrition.
- For our health lesson we filled plates with water, put in black pepper and put soap on our hands and dipped them into the water to show them how using soap keeps germs away.
- The children enjoyed working as a team in making pizzas for our nutrition lesson.
- We also enjoyed doing activities with paint, glitter and fake snow.

YMCA 2

- On December 23rd, we had 18 families come in for a winter craft activity. We made Popsicle stick sleds.
- We read the story "Gingerbread Morse has a class". Every child got to take a copy of the book from the classrooms scholastic points.
- We have started the animal's habitat unit.
- Our class has learned the letters U, C and O.

YMCA 3

- This month our class did lots of winter activities: We made snow globes, colored snowflakes, snowmen, hats, mittens and we even built our own snowmen.
- The children got to play with wrapping paper in our sensory bin.
- We made snow paint and then painted a picture with it.
- Our class learned how to dress properly for going outside in the cold wintery weather.
- Our class got to make our own pizza, then enjoyed eating it.
- We also made salt play dough and then the children got to play with it.
- Our students painted puzzle pieces and made picture frames with them.
- In science class we learned that when you combine vinegar and baking soda in a water bottle with a balloon on top, it will inflate the balloon.
- We made our own snowman spelling out our names.
- The students figured out what a snowman is made up by working together as a team and building a paper snowman.

EARLY HEAD START
CLASSROOM HAPPENINGS
DECEMBER 2016

Cosimos 1

- This month we worked on stretching with our babies.
- Teachers helped with stretching while talking about bod parts and counting to three.
- We have been trying new foods in the classroom.
- The older babies have tried meat and the younger babies have tried new fruits like blueberries and peaches.
- This month PAG was cancelled twice due to snow days and delays.
- We planned on having Bobby from the kitchen show our parents how to make homemade baby food.
- Our parent engagement this month was family pictures done by our very own teacher/photographer, Amanda!
- We did this for all three classrooms and gave our free prints to the families that cam.

Cosimos 2

- We added the wood climber to our classroom. Our students learned safety rules for using the climber.
- At snack time the children learned to use sippy cups without stoppers in them and small plastic cups, to work towards using regular cups.
- Our class has been exploring using crayons, markers, and paint. We are working on using them on paper and not in our mouths.
- The children have really enjoyed playing with the shredded paper in the sensory table and finding the hidden toys there.
- We have 3 children starting to use the potty.
- On December 14th we had family picture night and two families attended. Thank you Amanda and Michelle for inviting us and all the work you did to make it successful.
- We also had a waffle breakfast with parents on December 21st and had seven families attend.

Cosimos 3

- We were very busy this month: singing songs like: "The Ants go Marching Home", "Five Little Ducks", "ABC's". "Icky Sticky Bubble Gum", and "1, 2 Buckle Your My Shoe".
- Our class talked about feelings, learning self-help skills, learning how to make friends and working on our manners at the table.
- For sensory play we had chocolate pudding on the table that they could draw in, shaving cream with food coloring in plastic bags that they could squeeze and smash, cool whip play on the table also.
- Also water babies and wash clothes in the sensory table.
- Our class painted and glued gingerbread men, made snowflake prints with pipe cleaners, trees with 5 monkeys swinging in them to go along with the song "5 Monkeys Swinging in the Tree Teasing Mr. Alligator".
- We also made tissue paper art, painted with paper towels tubes, made snowman pictures and colored coffee filters with marker to make snowflakes.
- Our class had fun during Active Play with "lug-a-jugs", "sock matching", "pool noodles hitting balls", "obstacle course" and "hoola-hoops".
- Our Parent Activity: have breakfast with your child, which brought in 6 families out of our 8 children with 3 fathers attending.
- We had another Parent activity where Amanda offered to take family pictures for free. We had 5 families attend that evening with 2 fathers as well.

Elm Tree

- At the beginning of the month we had the parents come in and get involved with painting with ice. Most of the parents attend this event.
- The children had fun creating an art project using their finger paints.
- They also attempted to color with crayons. Most of the children just jabbed at the paper, but two of the children actually scribbled on the paper.
- We will be getting a new student, who is coming in January.
- We also will be moving to the Elm Tree classroom in the middle of January.

South Main 1

- In our class this month we made our own melting snowman.
- We painted with white paint, then added the shapes, Triangle, rectangle, and circles.
- The children loved the reading of the story “Frosty the Snowman”.
- In our class the children practiced dressing for going out in the winter cold weather.
- First we would dress the baby dolls, then dress ourselves.
- The children are learning some new songs that have actions to go with them.
- We are learning simple games with simple easy rules for the children to follow: taking turns, trading, etc.
- The class is learning about counting objects and counting from 1 to 10.
- Parent Engagement day was December 23rd and it was waffle breakfast with your child day.

South Main 2

- The color for the month of December was green.
- The shape of the month was a triangle.
- The class made triangle collages and sun catchers.
- The children’s favorite song was “Who’s Behind the Green Plate” and “Green Triangle”.
- The class got to paint with pine tree branches.
- We did many things with bells, like painting with them, counting with them and singing songs using the bells.
- The children really enjoyed constructing things with the tubes and connectors.
- On December 23rd, we had a pajama day. We played a pillow toss game.
- Also on the 23rd we had the parent’s involvement day, the parents came in and helped the children frost cookies and made hot chocolate with milk.

Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No.17 - 02

WHEREAS, the Cortland County Community Action Program, Inc. PP&E Committee has reviewed the Head Start/Early Head Start T&TA budgets and the Executive Summary for the 2017-2018 Refunding Application and has recommended accepting as presented, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the Head Start/Early Head Start's budgets and Executive Summary and accepts as presented.

IT IS HEREBY RESOLVED that on February 23, 2017 the Board of Directors adopts for acceptance the Head Start/Early Head Start Refunding Application for the 2017-2018 program year.

President

Date

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Program Operations	Program Operations Justification	Non-Federal Share	Non-Federal Share Justification
Early Head Start	a.1	Personnel	Child Health and Development Personnel	Program Managers and Content Area Experts	\$67,962	To cover the costs of the 6 positions; the Education/Special Needs Coordinator, the Health Services Coordinator, the new Coach position, the Education Assistant position, and 2 Classroom Supervisors. Primary responsibilities is to develop and implement high quality services that are being provided to children and families. One Classroom Supervisor is full time, program year. The newly created Coach position/Education Assistant is full time, full year. The Coordinator positions are full time, full year, and the second Classroom Supervisor is full time, full year. 5 positions are shared with EHS except for 1 Classroom Supervisor which is all Head Start.	\$0	N/A
Early Head Start	a.2	Personnel	Child Health and Development Personnel	Teachers / Infant Toddler Teachers	\$300,963	To pay the salaries of 12 Early Head Start Teachers who provide services to the children in the area of Early Childhood Development. The salaries fund these positions full time, full year.	\$0	N/A
Early Head Start	a.4	Personnel	Child Health and Development Personnel	Home Visitors	\$48,731	To pay the salaries of 2 Home Visitors. Positions complete weekly home visits and have home based socializations twice/month. The salaries fund these two positions full time, full year.	\$0	N/A
Early Head Start	a.5	Personnel	Child Health and Development Personnel	Teacher Aides and Other Education Personnel	\$12,989	To pay the salary of one part time, full year Classroom Floater. This position is 25 hours per week for 52 weeks.	\$0	N/A
Early Head Start	a.6	Personnel	Child Health and Development Personnel	Health / Mental Health Services Personnel	\$6,703	To pay the salary of one position; the Health Assistant. This position assists in providing high quality services in health full year and is shared with Head Start. This is a full time, full year position.	\$0	N/A

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Program Operations	Program Operations Justification	Non-Federal Share	Non-Federal Share Justification
Head Start	a.1	Personnel	Child Health and Development Personnel	Program Managers and Content Area Experts	\$127,697	To cover the costs of the 6 positions; the Education/Special Needs Coordinator, the Health Services Coordinator, the new Coach position, the Education Assistant position, and 2 Classroom Supervisors. Primary responsibilities is to develop and implement high quality services that are being provided to children and families. One Classroom Supervisor is full time, program year. The newly created Coach position/Education Assistant is full time, full year. The Coordinator positions are full time, full year, and the second Classroom Supervisor is full time, full year. 5 positions are shared with EHS except for 1 Classroom Supervisor which is all Head Start.	\$12,244	This amount is used from UPK funds to assist in covering the Education/Special Needs Coordinator, one Classroom Supervisor, and the Health Services Coordinator. Primary responsibilities is to develop and implement high quality services and ensure they are being provided in the UPK Classrooms. These positions are full time, full year. However, UPK only operates the program year.
Head Start	a.2	Personnel	Child Health and Development Personnel	Teachers / Infant Toddler Teachers	\$242,062	To pay the salaries of 13 Head Start Teachers who provide services to the children in the area of Early Childhood Development. The salaries fund these positions full time, program year (44 weeks).	\$52,444	This amount is used for 5 Teachers necessary to provide services to the children in the area of Early Childhood Development from UPK funds. This portion funds these positions for 44 weeks.
Head Start	a.5	Personnel	Child Health and Development Personnel	Teacher Aides and Other Education Personnel	\$312,098	To pay the salaries of 22 positions; 13 Teacher Assistants, 8 Classroom Floaters, and 1 Classroom Aide. All 13 Teacher Assistants are full time, program year (44 weeks). The Classroom Floaters and the one Classroom Aide are all part time positions, program year (44 weeks). 3 are at 30 hours per week, 4 are at 28.75 hours per week and 2 are at 25 hours per week.	\$35,310	This amount is used from UPK funds to cover part of the salaries of 5 Teacher Assistant positions in the UPK classrooms. The salaries fund the positions for the program year (44 weeks).

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Program Operations	Program Operations Justification	Non-Federal Share	Non-Federal Share Justification
Head Start	a.6	Personnel	Child Health and Development Personnel	Health / Mental Health Services Personnel	\$85,788	To pay the salaries of 3 positions; 2 Health Assistants and 1 Mental Health Specialist. Both Health Assistant's assist in providing high quality services in health. The Mental Health Specialist is a referral to the children who receive play therapy, assists 1:1 Aides (when applicable) with behavioral children and is also a resource to families. All 3 positions are full time. 1 Health Assistant and the Mental Health Specialist are program year employees (44 weeks) and the remaining Health Assistant is full year.	\$0	N/A
Head Start	a.7	Personnel	Child Health and Development Personnel	Disabilities Services Personnel	\$26,729	To cover the salary of 1 position; the Special Needs Assistant who assists the Education/Special Needs Coordinator in delivering high quality services to the Head Start/Early Head Start children with special needs. This is a full time, full year position. This position is shared with Early Head Start.	\$0	N/A
Head Start	a.8	Personnel	Child Health and Development Personnel	Nutrition Services Personnel	\$49,753	To cover the salaries of 3 positions; 2 Kitchen Aides and 1 Nutrition Supervisor. The Nutrition Supervisor oversees the Cook and Assistant Cook (these are funded by USDA monies). The Nutrition Supervisor also oversees the 2 Kitchen Aides to ensure healthy meals and snacks are being served and delivered in a timely manner. 1 Kitchen Aid is 25 hours per week, program year (44 weeks), the remaining Kitchen Assistant is full time, program year (44 weeks). The Nutrition Supervisor is full time, full year. The Nutrition Supervisor is a position which is shared with Early Head Start.	\$0	N/A

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Program Operations	Program Operations Justification	Non-Federal Share	Non-Federal Share Justification
Head Start	a.9	Personnel	Child Health and Development Personnel	Other Child Services Personnel	\$20,883	To cover the salaries of on call substitutes for education and kitchen staff who may call in sick or take a personal day. In addition, it is also for a part-time 1:1 Aide who is program year and works 5 hours/day. The 1:1 Aide salary is reimbursed by the county for hours submitted. The substitutes is a lump sum, but we have up to 20+ substitutes. These are funded for full year.	\$6,595	This amount is used from the UPK funds to cover the substitutes who fill in for UPK Teachers when they call in sick or take a personal day. These are part time positions, program year for UPK.
Head Start	a.10	Personnel	Family and Community Partnership Personnel	Program Managers and Content Area Experts	\$54,264	To cover two positions; the Family Services Coordinator and the Family Services Assistant. Both ensure high quality services in Family Services and Community/Family Engagement are developed and implemented. The Coordinator supervises the Family Advocates and the Assistant supervises the Home Visitors. These positions also maintain ERSEA regulations and assist their staff with the PFCE framework. These two positions are full time, full year, and are positions which are shared with Early Head Start.	\$3,097	This amount is used from UPK funds to assist in covering part of the Family Services Assistant salary whose primary responsibility is ERSEA and UPK applications. This is a full time, full year position.
Head Start	a.11	Personnel	Family and Community Partnership Personnel	Other Family and Community Partnerships Personnel	\$83,705	To cover the salaries of 4 positions; all Family Advocates. They help families develop and implement the Family Partnership Agreements, ensure home visits and notes are completed, and assist education staff and families with monthly Parent Action Group meetings. These are all full time, program year (44 weeks) positions.	\$0	N/A
Head Start	a.12	Personnel	Program Design and Management Personnel	Executive Director / Other Supervisor of HS Director	\$16,393	To cover a portion of 1 position; the Executive Director of the Agency. This position oversees all of the program Director's in the agency and their programs. This is a full time, full year positions. This position is shared with Early Head Start.	\$1,709	This amount is used from UPK funds to assist in covering the Executive Director's salary to oversee the day to day operations of the UPK program. This is a full time, full year position.

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Program Operations	Program Operations Justification	Non-Federal Share	Non-Federal Share Justification
Head Start	a.13	Personnel	Program Design and Management Personnel	Head Start / Early Head Start Director	\$36,131	To pay a portion of the Head Start/Early Head Start Director's salary to manage the day to day operations of the Head Start Program. This is a full time, full year positions and is shared with Early Head Start.	\$5,559	This amount is used from the UPK funds to cover part of the Head Start Director's salary to manage the day to day operations of the UPK/Head Start Program classrooms. This is a full time, full year position.
Head Start	a.14	Personnel	Program Design and Management Personnel	Managers	\$31,513	To pay a portion of the Program Design & Management Coordinator's salary to assist the Head Start/Early Head Start Director in managing day to day operations, fiscal responsibilities, program governance, and supervising clerical staff. This is a full time, full year position and is shared with Early Head Start.	\$4,848	This amount is used from the UPK funds to cover a portion of the Program Design & Management Coordinator's salary to assist the Head Start Director in managing the day to day operations, fiscal responsibilities, and completing the UPK grant applications each program year. This is a full time, full year position.
Head Start	a.16	Personnel	Program Design and Management Personnel	Clerical Personnel	\$26,558	To pay a portion of 2 positions, the Head Start/Early Head Start Office Assistant and the Front Desk Receptionist. They each supports the day to day operations Head Start. The Office Assistant also assists with transportation with the school districts, maintains staff vehicles, and assists all functional area Coordinators in there areas. These positions are both full time, full year and both are shared with Early Head Start.	\$0	N/A
Head Start	a.17	Personnel	Program Design and Management Personnel	Fiscal Personnel	\$35,481	To pay a portion of 3 salaries in the fiscal department; the Fiscal Director, the Fiscal Accountant, and the Assistant Accountant. They manage the fiscal operations of the Head Start Program. These positions are all full time, full year and shared with Early Head Start.	\$3,700	This amount is used from UPK funds to help cover the Fiscal Director, the Fiscal Accountant, and the Assistant Accountant's salaries who manage the fiscal responsibilities of the UPK grant. These positions are full time, full year.
Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	\$3,551	To pay a portion of one salary, the CAPCO Assistant Director. This person is responsible for all computer software maintenance and upkeep to the Head Start Program. This is a full time, full year positions and is shared with Early Head Start.	\$370	This amount is used from UPK funds to help cover the salary of the CAPCO Assistant Director. This person is responsible for the computer software maintenance and upkeep for the UPK classrooms. This is a full time, full year position.

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Program Operations	Program Operations Justification	Non-Federal Share	Non-Federal Share Justification
Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	\$14,685	To pay a portion of one salary, the Human Resources Director. This person supports Human Resources, manages all Head Start personnel files, training logs, insurance, and personnel matters on behalf of Head Start. This is a full time, full year position and is shared with Early Head Start.	\$1,531	This amount is used from UPK funds to cover part of the HR Director's salary who assists HS/UPK employees with HR information, personnel files, training logs, insurance questions, etc.. This is a full time, full year position.
Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	\$2,843	To pay a portion of one position; the Agency Receptionist. This person answers phones for the Agency, greets visitors, assists with copying, postage and ordering of supplies for Head Start and the Agency. This is a full time, full year position and is shared with Early Head Start.	\$296	This amount is used from UPK funds to help cover the Agency Receptionist position who answers phones, makes copies, and distributes mail on behalf of the UPK classrooms. This is a full time, full year position.
Head Start	b.1	Fringe Benefits		Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$139,381	To pay the costs of 69 employees Social Security, State Disabilities, Worker's Compensation, and State Unemployment.	\$15,463	This amount is used from UPK funds for the portion of staff to designate towards their fringe benefits.
Head Start	b.2	Fringe Benefits		Health / Dental / Life Insurance	\$135,996	To pay the costs of the Health and Dental Insurance for the employees participating in the agency plans.	\$19,323	This amount is used from UPK funds for the portion of staff to designate towards the Health and Dental Insurance plans for the staff who participate in one of the Agency Health and Dental plans.
Head Start	b.3	Fringe Benefits		Retirement	\$22,849	To pay retirement benefits of the employees who participate in the Agency retirement plan.	\$2,531	This amount is used from UPK funds for the portion of staff to designate towards their retirement plans, if they elect to participate in the retirement plans.
Head Start	b.4	Fringe Benefits		Other Fringe	\$3,577	To pay the Head Start portion of staff to designate towards their fringe on accrued leave earned.	\$340	This amount is used from UPK funds for the portion of staff to designate towards their fringe on accrued leave earned.
Head Start	b.4	Fringe Benefits		Fringe on In-Kind	\$0	N/A	\$20,014	This amount is the fringe for parent services, volunteers, and Policy Council who participate and document their non-federal share when they volunteer for Head Start.

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Program Operations	Program Operations Justification	Non-Federal Share	Non-Federal Share Justification
Head Start	c.1	Travel		Staff Out-Of-Town Travel	\$116	Administrative allocation for staff out of town travel.	\$2,012	This amount is used from UPK funds for staff out of town travel when participating in out of town training, travel, workshops, etc.
Head Start	e.1	Supplies		Office Supplies	\$7,173	Funds are made available to purchase office supplies necessary to support services to children and families. This includes pens, paper, pencils, post stickers, tape, laminating materials, printer toners, and other office supplies. The office supplies are utilized by all Head Start staff.	\$272	This amount is used from UPK funds for the UPK classrooms for any necessary office supplies needed. Office supplies include pens, paper, pencils, post stickers, tape, etc. These office supplies are utilized UPK staff.
Head Start	e.2	Supplies		Child and Family Services Supplies	\$15,602	These funds are education supplies and program materials which are needed to support the children and families enrolled in Head Start. These supplies include trucks, dolls, appropriate multicultural resources for classrooms, construction paper, paints, computers, games, curriculum materials, throw carpets, diapers, and materials needed each year in the classrooms whether buying new or replacing old worn out materials such as cots, chairs, tables, etc.	\$7,500	This amount is used from UPK funds for the UPK classrooms for any necessary child and family supplies needed. Child and family supplies consists of trucks, dolls, appropriate multicultural resources for classrooms, construction paper, paints, computers, games, curriculum materials, throw carpets, diapers or pull ups, and any other materials needed in the UPK classrooms. These could be for new supplies or replacing worn out materials such as cots, chairs, tables, etc.
Head Start	e.4	Supplies		Other Supplies	\$3,000	These funds pay the costs for medical supplies such as gloves for the classrooms, scales, thermometers, materials for first aid kits, and other medical items needed for classroom utilization. In addition to medical supplies, this line also covers the Disability supplies such as developmentally appropriate supplies for children who may need specific supplies to improve skills such as larger crayons, rocking chairs, timers, and other supplies deemed necessary.	\$0	N/A

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Program Operations	Program Operations Justification	Non-Federal Share	Non-Federal Share Justification
Head Start	f.1	Contractual		Administrative Services (e.g., Legal, Accounting)	\$12,581	This is for payroll processing and financial audit fees on behalf of Head Start. This is the portion of anticipated costs resulting from agency wide external audit procedures such as internal controls, agency legal fees, and Head Start's portion for payroll processing of checks.	\$1,298	To pay the UPK portion for payroll processing and financial audit fees for the UPK program and staff.
Head Start	f.2	Contractual		Health / Disabilities Services	\$1,500	This is used for the speech screenings for Head Start children provided by the local SUNY Cortland College, as well as any necessary dental follow-up needed for Head Start children.	\$0	N/A
Head Start	f.4	Contractual		Child Transportation Services	\$0	N/A	\$272,269	This is the portion of non federal share for transportation costs received by 3 school districts. They each have a cost per child to transport and agreements are on file, as well as transportation waivers for bus monitors and child restraint systems. For all school districts the formula is total # of children eligible for transportation x school district cost per child per day for transportation x # of miles from school to furthest child's home and back x total # of days in school year. McGraw is 8 children x \$5.28/child/day x 9 miles x 175 days = \$65,528. Homer is 11 children x \$6.94/child/day x 14 miles x 175 days = \$187,033, and Marathon is 6 children x \$6.13/child/day x 24 miles x 175 days = \$154,476.00 for a grand total of \$408,037.00. For planning purposes, only a portion of the transportation will be utilized.
Head Start	f.5	Contractual		Training and Technical Assistance	\$290	This amount is utilized for additional training and technical assistance for small workshops around the community utilized by Head Start staff.	\$30	This amount is from UPK funds for training and technical assistance needed by UPK staff. These are typically small workshops provided in the community.

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Program Operations	Program Operations Justification	Non-Federal Share	Non-Federal Share Justification
Head Start	f.8	Contractual		Other Contracts	\$2,727	This is the Head Start portion to pay for the Employee Assistance Program (EAP), as well as parking lot rental for staff to be able to park during work days.	\$267	This is the portion of UPK funds which is designated to parking lot rental.
Head Start	h.2	Other		Rent	\$60,383	This portion of funds are utilized to pay rent for 13 Head Start classrooms located throughout Cortland County.	\$105,560	This is the UPK portion of rent for the UPK operated classrooms in the Cortland School District; Randall, Parker, Barry, YMCA, and Smith Centers. Cinquanti Real Estate completed a Broker Price opinion for HS and EHS. This analysis is based on commercial square footage values, current market conditions and locations. Also included are inclusions of amenities such as parking, pool, kitchen use, and playground use for properties in similar locations. This was completed on 8/21/2015 and is done every three years.
Head Start	h.4	Other		Utilities, Telephone	\$11,138	These funds are used for the utility costs for 13 Head Start classrooms, as well as the main office space. In addition, it is telephone usage costs for all Head Start classrooms, and the main office. This line also supports all internet services throughout all the Head Start classrooms and main office.	\$196	This is the portion of utilities, internet services, and phone service for the UPK operated classrooms.
Head Start	h.5	Other		Building and Child Liability Insurance	\$2,300	To pay the cost of the commercial and child accident insurance required by the agency to conduct activities according with regulations and standards.	\$489	This is the portion of building and child liability and commercial insurance for the UPK classrooms in the Cortland School District.
Head Start	h.6	Other		Building Maintenance / Repair and Other Occupancy	\$58,021	These funds are utilized for the main office trash removal, janitorial maintenance of all Head Start centers and the main office. This includes carpet cleaning, janitor cleaning, snow plowing, as well as building allocation which includes a percent of the main office space in the building based on the HS square footage.	\$1,732	This is the portion of building maintenance, janitorial maintenance, and building allocation for the UPK classrooms in the Cortland School District.

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Head Start	h.8	Other		Local Travel	\$8,029	To provide mileage reimbursement for staff to conduct teacher and social services home visit, training, and other activities within the service areas. The reimbursement rates shall be consistent with the agency travel policies which is \$0.54/mile.	\$1,003	This is the portion of UPK funds to provide mileage reimbursement for staff to conduct teacher and social services home visits, training, and other activities within the service area for UPK classrooms. The reimbursement rates shall be consistent with the agency travel policies which is \$0.54/mile.
Head Start	h.11	Other		Volunteers	\$0	N/A	\$47,469	This was reviewed from actual charges from June 2016-November 2016 and an average was taken for this time period to calculate through May of 2017 for the paraprofessionals which is our college student interns. Their rate is \$12.50/hour and the 74%/26% rate was applied for Head Start. The remainder of the 26% was applied in the Early Head Start justification.
Head Start	h.13	Other		Parent Services	\$3,000	To provide families the opportunity to participate in the Parent Action Group (PAG) meetings, as well as the Family Engagement activities at the center level. Funds will be used for child care, food, supplies/materials for activities. This will also be utilized for recruitment efforts in the county.	\$18,918	This was reviewed from actual charges from June 2016-November 2016 and an average was taken for this time period to calculate through May of 2017 for the parents who volunteer in the classrooms and for home to school activities. Their rate is \$10.25/hour and the 74%/26% rate was applied for Head Start. The remainder of the 26% was applied in the Early Head Start justification.
Head Start	h.15	Other		Publications / Advertising / Printing	\$18,364	These funds are designated for printing in the offices and centers, anticipated costs for recruitment of personnel and children, postage, and dues and subscriptions on behalf of the Head Start Program. Funds are also used for printing materials.	\$1,429	This amount is for the UPK classrooms and are designated for printing in the classrooms, anticipated costs for recruitment of UPK Teachers and children, postage, and dues and subscriptions for the UPK classrooms.
Head Start	h.16	Other		Training or Staff Development	\$5,725	This is for Teachers to be able to receive the necessary trainings/classes they need to fulfill their job responsibilities.	\$2,169	This amount is for UPK for Teachers or Teacher Assistants in the UPK classrooms to receive the necessary training and classes they need to fulfill their job responsibilities and meet regulations.

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Head Start	h.17	Other		Staff Vehicle Insurance	\$3,500	This is the cost for the Head Start staff vehicles to be insured each program year.	\$0	N/A
Head Start	h.17	Other		Staff Vehicle Maintenance	\$2,500	This is the cost for the Head Start staff vehicles and any necessary costs incurred to repair the vehicles, oil changes, inspections, etc.	\$0	N/A
Head Start	h.17	Other		Staff Vehicle Fuel	\$2,500	This is the cost for the Head Start staff vehicles fuel. This enables staff to go to home visits, centers, workshops, and trainings.	\$0	N/A
Head Start	h.17	Other		Staff Vehicle Registration	\$200	This is the cost for Head Start staff vehicles to be registered annually.	\$0	N/A
Head Start	h.17	Other		Computer and Software Expenses	\$8,484	This is for computers, computer software for designated computers in the offices and classrooms which need annual upkeep and maintenance, as well as new programs.	\$5,063	This is for a UPK amount towards computer and software expenses plus a non-federal share for the computers and software programs purchased through Tech Soup who applies these donations. It is a combination of both.
Head Start	h.17	Other		Policy Council Expenses	\$1,000	For monthly Policy Council meetings on roles and responsibilities, food for meetings, and day care expenses for families. There is funds for transportation to and from meetings, if needed and this is a shared cost with EHS.	\$326	This was reviewed from actual charges from June 2016-November 2016 and an average was taken for this time period to calculate through May of 2017 for the Policy Council members who attend the monthly Policy Council meetings. Their rate is \$20.00/hour and the 74%/26% rate was applied for Head Start. The remainder of the 26% was applied in the Early Head Start justification
Head Start	h.17	Other		Staff Immunizations	\$500	This is an allocated line for mandated TB shots and staff physicals required of all staff to retain their current positions, as well as for any new hires in the future.	\$0	N/A
Head Start	h.17	Other		Background Checks	\$1,200	This is for required background checks through Albany for new hires in regard to maltreatment and neglect, as well as the new performance standards for additional checks such as FBI and sex offender registry.	\$0	N/A

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Head Start	h.17	Other		Permits, Fees, and Rentals	\$2,174	This is Head Start's portion of anticipated administrative permits, fees, rentals such as permits to repair office building, rentals of equipment used by administrative personnel, and permits to operate food at the Head Start centers.	\$18	This is the UPK amount for small fees associated with the UPK classrooms.
Total					\$1,703,944		\$653,394	

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Early Head Start	a.7	Personnel	Child Health and Development Personnel	Disabilities Services Personnel	\$2,970	To cover the salary of 1 position; the Special Needs Assistant who assists the Education/Special Needs Coordinator in delivering high quality services to the Head Start/Early Head Start children with special needs. This is a full time, full year position. This is a shared position with Head Start.	\$0	N/A
Early Head Start	a.8	Personnel	Child Health and Development Personnel	Nutrition Services Personnel	\$47,579	To cover the salaries of 4 positions; 3 Kitchen Aides and 1 Nutrition Supervisor. The Nutrition Supervisor oversees the Cook and Assistant Cook (these are funded by USDA monies). The Nutrition Supervisor also oversees the 3 Kitchen Aides to ensure healthy meals and snacks are being served and delivered in a timely manner. Two Kitchen Aides are part time and full year employees; one is 15 hours per week and the second one is 25 hours per week. The last Kitchen Aide is full-time, full year. The Nutrition Supervisor is full time, full year. The Nutrition Supervisor is a position which is shared with Head Start.	\$0	N/A
Early Head Start	a.9	Personnel	Child Health and Development Personnel	Other Child Services Personnel	\$16,686	To cover the salaries of on call substitutes for education and kitchen staff who may call in sick or take a personal day. The substitutes is a lump sum, but we have up to 20+ substitutes. These are funded for full year.	\$0	N/A

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Program Operations	Program Operations Justification	Non-Federal Share	Non-Federal Share Justification
Early Head Start	a.10	Personnel	Family and Community Partnership Personnel	Program Managers and Content Area Experts	\$18,842	To cover two positions; the Family Services Coordinator and the Family Services Assistant. Both ensure high quality services in Family Services and Community/Family Engagement are developed and implemented. The Coordinator supervises the Family Advocates and the Assistant supervises the Home Visitors. These positions also maintain ERSEA regulations and assist their staff with the PFCE framework. These two positions are full time, full year, and are positions which are shared with Head Start.	\$0	N/A
Early Head Start	a.11	Personnel	Family and Community Partnership Personnel	Other Family and Community Partnerships Personnel	\$48,438	To cover the salaries of 2 positions; all Family Advocates. They help families develop and implement the Family Partnership Agreements, ensure home visits and notes are completed, and assist education staff and families with monthly Parent Action Group meetings. These are all full time, full year positions.	\$0	N/A
Early Head Start	a.12	Personnel	Program Design and Management Personnel	Executive Director / Other Supervisor of HS Director	\$9,629	To cover a portion of 1 position; the Executive Director of the Agency. This position oversees all of the program Director's in the agency and their programs. This is a full time, full year positions. This position is shared with Head Start.	\$0	N/A
Early Head Start	a.13	Personnel	Program Design and Management Personnel	Head Start / Early Head Start Director	\$13,752	To pay a portion of the Head Start/Early Head Start Director's salary to manage the day to day operations of the Head Start Program. This is a full time, full year positions and is shared with Head Start.	\$0	N/A
Early Head Start	a.14	Personnel	Program Design and Management Personnel	Managers	\$11,944	To pay a portion of the Program Design & Management Coordinator's salary to assist the Head Start/Early Head Start Director in managing day to day operations, fiscal responsibilities, program governance, and supervising clerical staff. This is a full time, full year position and is shared with Head Start.	\$0	N/A

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Early Head Start	a.16	Personnel	Program Design and Management Personnel	Clerical Personnel	\$8,775	To pay a portion of 2 positions, the Head Start/Early Head Start Office Assistant and the Front Desk Receptionist. They each supports the day to day operations Early Head Start. The Office Assistant also assists with transportation with the school districts, maintains staff vehicles, and assists all functional area Coordinators in there areas. These positions are both full time, full year and both are shared with Head Start.	\$0	N/A
Early Head Start	a.17	Personnel	Program Design and Management Personnel	Fiscal Personnel	\$20,840	To pay a portion of 3 salaries in the fiscal department; the Fiscal Director, the Fiscal Accountant, and the Assistant Accountant. They manage the fiscal operations of the Head Start Program. These positions are all full time, full year and shared with Head Start.	\$0	N/A
Early Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	\$2,086	To pay a portion of one salary, the CAPCO Assistant Director. This person is responsible for all computer software maintenance and upkeep to the Early Head Start Program. This is a full time, full year positions and is shared with Head Start.	\$0	N/A
Early Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	\$8,626	To pay a portion of one salary, the Human Resources Director. This person supports Human Resources, manages all Early Head Start personnel files, training logs, insurance, and personnel matters on behalf of Early Head Start. This is a full time, full year position and is shared with Head Start.	\$0	N/A
Early Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	\$1,670	To pay a portion of one position; the Agency Receptionist. This person answers phones for the Agency, greets visitors, assists with copying, postage and ordering of supplies for Early Head Start and the Agency. This is a full time, full year position and is shared with Head Start.	\$0	N/A

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Program Operations	Program Operations Justification	Non-Federal Share	Non-Federal Share Justification
Early Head Start	b.1	Fringe Benefits		Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$78,136	To pay the costs of 44 employees Social Security, State Disabilities, Worker's Compensation, and State Unemployment.	\$0	N/A
Early Head Start	b.2	Fringe Benefits		Health / Dental / Life Insurance	\$103,931	To pay the costs of the Health and Dental Insurance for the employees participating in the agency plans.	\$0	N/A
Early Head Start	b.3	Fringe Benefits		Retirement	\$14,226	To pay retirement benefits of the employees who participate in the Agency retirement plan.	\$0	N/A
Early Head Start	b.4	Fringe Benefits		Other Fringe	\$4,924	To pay the Early Head Start portion of staff to designate towards their fringe on accrued leave earned.	\$0	N/A
Early Head Start	b.4	Fringe Benefits		Fringe on In-Kind	\$0	N/A	\$7,031	This amount is the fringe for parent services, volunteers, and Policy Council who participate and document their non-federal share when they volunteer for Early Head Start.
Early Head Start	c.1	Travel		Staff Out-Of-Town Travel	\$68	Administrative allocation for staff out of town travel.	\$0	N/A
Early Head Start	e.1	Supplies		Office Supplies	\$3,535	Funds are made available to purchase office supplies necessary to support services to children and families. This includes pens, paper, pencils, post stickers, tape, laminating materials, printer toners, and other office supplies. The office supplies are utilized by all Early Head Start staff.	\$0	N/A
Early Head Start	e.2	Supplies		Child and Family Services Supplies	\$8,819	These funds are education supplies and program materials which are needed to support the children and families enrolled in Head Start. These supplies include trucks, dolls, appropriate multicultural resources for classrooms, construction paper, paints, computers, games, curriculum materials, throw carpets, diapers and pull ups, and materials needed each year in the classrooms whether buying new or replacing old worn out materials such as cots, chairs, tables, etc.	\$0	N/A

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Program Operations	Program Operations Justification	Non-Federal Share	Non-Federal Share Justification
Early Head Start	e.4	Supplies		Other Supplies	\$1,250	These funds pay the costs for medical supplies such as gloves for the classrooms, scales, thermometers, materials for first aid kits, and other medical items needed for classroom utilization. In addition to medical supplies, this line also covers the Disability supplies such as developmentally appropriate supplies for children who may need specific supplies to improve skills such as larger crayons, rocking chairs, timers, and other supplies deemed necessary.	\$0	N/A
Early Head Start	f.1	Contractual		Administrative Services (e.g., Legal, Accounting)	\$6,199	This is for payroll processing and financial audit fees on behalf of Early Head Start. This is the portion of anticipated costs resulting from agency wide external audit procedures such as internal controls, agency legal fees, and Early Head Start's portion for payroll processing of checks.	\$0	N/A
Early Head Start	f.2	Contractual		Health / Disabilities Services	\$1,500	This is used for the speech screenings for Early Head Start children provided by the local SUNY Cortland College, as well as any necessary dental follow-up needed for Early Head Start children.	\$0	N/A
Early Head Start	f.5	Contractual		Training and Technical Assistance	\$171	This amount is utilized for additional training and technical assistance for small workshops around the community utilized by Early Head Start staff.	\$0	N/A
Early Head Start	f.8	Contractual		Other Contracts	\$1,567	This is the Head Start portion to pay for the Employee Assistance Program (EAP), as well as parking lot rental for staff to be able to park during work days.	\$0	N/A
Early Head Start	h.2	Other		Rent	\$47,393	This portion of funds are utilized to pay rent for 6 Early Head Start classrooms located throughout Cortland County.	\$0	N/A

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Program Operations	Program Operations Justification	Non-Federal Share	Non-Federal Share Justification
Early Head Start	h.4	Other		Utilities, Telephone	\$12,575	These funds are used for the utility costs for 6 Early Head Start classrooms, as well as the main office space. In addition, it is telephone usage costs for all Early Head Start classrooms, and the main office. This line also supports all internet services throughout all the Early Head Start classrooms and main office.	\$0	N/A
Early Head Start	h.5	Other		Building and Child Liability Insurance	\$2,210	To pay the cost of the commercial and child accident insurance required by the agency to conduct activities according with regulations and standards.	\$0	N/A
Early Head Start	h.6	Other		Building Maintenance / Repair and Other Occupancy	\$31,524	These funds are utilized for the main office trash removal, janitorial maintenance of all Early Head Start centers and the main office. This includes carpet cleaning, janitor cleaning, snow plowing, as well as building allocation which includes a percent of the main office space in the building based on the EHS square footage.	\$0	N/A
Early Head Start	h.8	Other		Local Travel	\$1,517	To provide mileage reimbursement for staff to conduct teacher and social services home visit, training, and other activities within the service areas. The reimbursement rates shall be consistent with the agency travel policies which is \$0.54/mile.	\$0	N/A
Early Head Start	h.11	Other		Volunteers	\$0	N/A	\$16,678	This was reviewed from actual charges from June 2016-November 2016 and an average was taken for this time period to calculate through May of 2017 for the paraprofessionals which is our college student interns. Their rate is \$12.50/hour and the 74%/26% rate was applied for Early Head Start. The remainder of the 74% was applied in the Head Start justification

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Program Operations	Program Operations Justification	Non-Federal Share	Non-Federal Share Justification
Early Head Start	h.13	Other		Parent Services	\$1,750	To provide families the opportunity to participate in the Parent Action Group (PAG) meetings, as well as the Family Engagement activities at the center level. Funds will be used for child care, food, supplies/materials for activities. This will also be utilized for recruitment efforts in the county.	\$6,647	This was reviewed from actual charges from June 2016-November 2016 and an average was taken for this time period to calculate through May of 2017 for the parents who volunteer in the classrooms and for home to school activities. Their rate is \$10.25/hour and the 74%/26% rate was applied for Early Head Start. The remainder of the 74% was applied in the Head Start justification.
Early Head Start	h.15	Other		Publications / Advertising / Printing	\$6,109	These funds are designated for printing in the offices and centers, anticipated costs for recruitment of personnel and children, postage, and dues and subscriptions on behalf of the Early Head Start Program. Funds are also used for printing materials.	\$0	N/A
Early Head Start	h.16	Other		Training or Staff Development	\$1,704	This is for Teachers to be able to receive the necessary trainings/classes they need to fulfill their job responsibilities.	\$0	N/A
Early Head Start	h.17	Other		Staff Vehicle Insurance	\$2,000	This is the cost for the Early Head Start staff vehicles to be insured each program year.	\$0	N/A
Early Head Start	h.17	Other		Staff Vehicle Maintenance	\$1,000	This is the cost for the Early Head Start staff vehicles and any necessary costs incurred to repair the vehicles, oil changes, inspections, etc.	\$0	N/A
Early Head Start	h.17	Other		Staff Vehicle Fuel	\$1,000	This is the cost for the Early Head Start staff vehicles fuel. This enables staff to go to home visits, centers, workshops, and trainings.	\$0	N/A
Early Head Start	h.17	Other		Staff Vehicle Registration	\$500	This is the cost for Early Head Start staff vehicles to be registered annually.	\$0	N/A
Early Head Start	h.17	Other		Computer and Software Expenses	\$4,046	This is for computers, computer software for designated computers in the offices and classrooms which need annual upkeep and maintenance, as well as new programs.	\$1,300	This is the non-federal share for the computers and software programs purchased through Tech Soup who applies these donations.

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Program Operations	Program Operations Justification	Non-Federal Share	Non-Federal Share Justification
Early Head Start	h.17	Other		Policy Council Expenses	\$800	For monthly Policy Council meetings on roles and responsibilities, food for meetings, and day care expenses for families. There is funds for transportation to and from meetings, if needed and this is a shared cost with HS.	\$34	This was reviewed from actual charges from June 2016-November 2016 and an average was taken for this time period to calculate through May of 2017 for the Policy Council members who attend the monthly Policy Council meetings. Their rate is \$20.00/hour and the 74%/26% rate was applied for Early Head Start. The remainder of the 26% was applied in the Head Start justification.
Early Head Start	h.17	Other		Staff Immunizations	\$500	This is an allocated line for mandated TB shots and staff physicals required of all staff to retain their current positions, as well as for any new hires in the future.	\$0	N/A
Early Head Start	h.17	Other		Background Checks	\$750	This is for required background checks through Albany for new hires in regard to maltreatment and neglect, as well as the new performance standards for additional checks such as FBI and sex offender registry.	\$0	N/A
Early Head Start	h.17	Other		Permits, Fees, and Rentals	\$1,102	This is Early Head Start's portion of anticipated administrative permits, fees, rentals such as permits to repair office building, rentals of equipment used by administrative personnel, and permits to operate food at the Head Start centers.	\$0	N/A
Total					\$989,991		\$31,690	

CAPCO Head Start 2017-2018 Training and Technical Assistance Plan

Training Need	Source Identification	Training Strategy	Budget Amount	Justification
Annual pre-service training requirements, Head Start goals, and philosophy, performance standards, OSHA, shaken baby, and identifying and reporting child abuse and neglect.	Program Goals, Day Care regulations, and Performance Standards	Pre-Service training. Use of community organization resources; local DSS for mandated reporting. Use child care solution consultants for CPS, shaken baby, and daycare regulations. Use Health Dept. for consultant to OSHA and Sanitation training. Use the local Red Cross for First Aid Training.	\$250.00	Materials for Mandated Reporter Training
			\$250.00	Materials for Red Cross training and cost of consultant
			\$250.00	Consultant fees for training and cost of consultant
			\$250.00	Consultant fee for daycare regulations, shaken baby trainings
Math and Science Curriculum Training	5-Year Program Goals and Objectives	To hire a consultant to train staff on the Math and Science Curriculum introduced to classrooms.	\$1000.00	Consultant Fee
			\$1500.00	Per Diem and Travel
			\$500.00	Materials
Pyramid Training (Challenging Behaviors)	Monthly Reports PIR	To have the Master Cadre train all staff on dealing with challenging behaviors in their classrooms or how to provide parents with strategies to use at home	\$1000.00	Materials
I Am Moving, I Am Learning (IMIL) Training	Large Motor Head Start Act	To train new staff and refresh current staff on the importance of movement and play in all the classrooms.	\$1000.00	Consultant Fee
			\$1500.00	Per Diem and Travel
			\$500.00	Materials

Training Need	Source Identification	Training Strategy	Budget Amount	Justification
Cavity Free Kids Training	Health and Dental Monthly Reports, PIR, and Performance Standards	To train all staff on the importance of dental education, dental follow through, and the significance to begin early in the development of a child.	\$1000.00 \$1000.00 \$400.00	Consultant Fee Per Diem and Travel Materials
Incredible Years Training	Social-Emotional Curriculum, Monthly Reports, CLASS, and School Readiness Goals, on-going monitoring, and child outcomes	To train staff on the initiative to help young children who have behavior problems. Will focus on ways to promote children's literacy, anger management and appropriate conflict management.	\$1000.00 \$1500.00 \$500.00	Consultant Fee Per Diem and Travel Materials
Handwriting Without Tears Training	On-going monitoring, Child Outcomes	To train all staff on the developmentally appropriate, multisensory tools and strategies for the classroom.	\$1000.00	Materials
National Parenting Conference	T & TA Plan Resources for Networking	To send two staff and one parent to the National Parenting Conference. This will give staff and parent the opportunity to participate in effective workshops provided throughout the week.	\$1000.00 \$1000.00 \$1500.00 \$1000.00	Travel Fees Registration Costs Hotel Costs Per Diem Costs

Training Need	Source Identification	Training Strategy	Budget Amount	Justification
National Head Start Conference	T & TA Plan	To send two staff to the National Head-Start Conference. The staff is attending the training to learn new strategies and techniques necessary to implement outcomes of activities for children and families.	\$800.00	Travel Fees
			\$800.00	Per Diem and Travel
			\$800.00	Registration Costs
			\$1100.00	Hotel Costs
		Total Cost of T & TA	\$22,400.00	

Policy Council Approval Date

CAPCO Early Head Start 2017-2018 Training and Technical Assistance Plan

Training Need	Source Identification	Training Strategy	Budget Amount	Justification
Annual pre-service training requirements, Head Start goals, and philosophy, performance standards, OSHA, shaken baby, and identifying and reporting child abuse and neglect.	Program Goals, Day Care regulations, and Performance Standards	Pre-Service training. Use of community organization resources; local DSS for mandated reporting. Use child care solution consultants for CPS, shaken baby, and daycare regulations. Use Health Dept. for consultant to OSHA and Sanitation training. Use the local Red Cross for First Aid Training.	\$250.00	Materials for Mandated Reporter Training
			\$250.00	Materials for Red Cross training and cost of consultant
			\$250.00	Consultant fees for training and cost of consultant
			\$250.00	Consultant fee for daycare regulations, shaken baby trainings
Pyramid Training (Challenging Behaviors)	Monthly Reports PIR	To have the Master Cadre train all staff on dealing with challenging behaviors in their classrooms or how to provide parents with strategies to use at home	\$1000.00	Materials
I Am Moving, I Am Learning (IMIL) Training	Large Motor Head Start Act	To train new staff and refresh current staff on the importance of movement and play in all the classrooms.	\$1000.00	Consultant Fee
			\$1000.00	Per Diem and Travel
			\$250.00	Materials
Cavity Free Kids Training	Health and Dental Monthly Reports, PIR, and Performance Standards	To train all staff on the importance of dental education, dental follow through, and the significance to begin early in the development of a child.	\$500.00	Consultant Fee
			\$500.00	Per Diem and Travel
			\$200.00	Materials

Training Need	Source Identification	Training Strategy	Budget Amount	Justification
CACFP Training	Policies and Procedures, Nutrition Monthly Reports	To train staff on the importance of nutrition in the early stages of life. Discuss meal choice options, have role playing, materials, and consultant to provide this training.	\$1000.00 \$500.00 \$500.00	Consultant Fee Per Diem and Travel Materials
Handwriting Without Tears Training	On-going monitoring, Child Outcomes	To train all staff on the developmentally appropriate, multisensory tools and strategies for the classroom.	\$1000.00	Materials
National Parenting Conference	T & TA Plan Resources for Networking	To send two staff and one parent to the National Parenting Conference. This will give staff and parent the opportunity to participate in effective workshops provided throughout the week.	\$1000.00 \$1000.00 \$1500.00 \$1000.00	Travel Fees Registration Costs Hotel Costs Per Diem Costs
National Head Start Conference	T & TA Plan	To send two staff to the National Head Start Conference. The staff is attending the training to learn new strategies and techniques necessary to implement outcomes of activities for children and families.	\$1000.00 \$1000.00 \$1000.00 \$1000.00	Travel Fees Per Diem and Travel Registration Costs Hotel Costs

Training Need	Source Identification	Training Strategy	Budget Amount	Justification
Early Learning Framework	CLASS, Child Outcomes, Program Goals and Objectives	Hire a consultant to rain staff in understanding the Office of Head Start Early Learning Outcomes framework.	\$1400.00	Consultant Fee
			\$1400.00	Per Diem and Travel
			\$250.00	Materials
Annual Birth-Three Institute	T & TA Plan	Send three EHS staff to the Annual birth to three institute. The staff is attending the training to learn new strategies and techniques necessary to implement the School Readiness Goals for children and families.	\$400.00	Travel Fees
			\$1200.00	Per Diem and Travel
			\$1200.00	Registration Costs
			\$1200.00	Hotel Costs
		Total ETA Budget:	\$24,000.00	

Policy Council Approval Date

Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No.17-03

WHEREAS, the Cortland County Community Action Program, Inc. PP&E Committee has received information regarding applying for Youth Bureau Funds in the amount of \$7,000 to support the GED Program for young adults 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 and accepts as presented.

IT IS HEREBY RESOLVED that on February 23, 2017 the Board of Directors adopts for acceptance applying for Youth Bureau funding.

President

Date

Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No.17-04

WHEREAS, the Cortland County Community Action Program, Inc. PP&E Committee has received information regarding applying for Dollar General Funding in the amount of \$10,000 to support the Literacy Program for adults 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 and accepts as presented.

IT IS HEREBY RESOLVED that on February 23, 2017 the Board of Directors adopts for acceptance applying for Dollar General funding.

President

Date

Highlights for February 2017

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

- The search for the HS/EHS Director is going well. We have spent considerable time over the past 2 weeks in this process. First interviews were held 2/10. Four candidates interviewed with Greg Richards (HR), myself (ED), Kristi Coye (HS/EHS), Christella Yonta (Policy Council) and Shelley Warnow (BOD). Two were invited back for 2nd and 3rd round interviews 2/17. Round 2 was with the HS/EHS Management Team and a member of Policy Council. Round 3 was with the CAPCO Management Team and member of the Board of Directors. We have requested a writing sample from each candidate. At each of the 3 interviews, we used a list of questions as suggested by staff and a score grid. References are being checked now. We believe we have a solid candidate and this will be presented to the BOD on Feb. 23, 2017. Thank you Shelley and Billie for spending time in the interviews to represent the BOD.
- CAPCO staff facilitated a Poverty Simulation at SUNY Cortland in February. There were more than 80 participants, including students, faculty and community members. Dr. Erik Bitterbaum recognized CAPCO with a plaque for facilitating numerous Poverty Simulations and for the impact they have on SUNY and broader community.
- Greg Richards, Eden Harrington-Hall and I attended the breakfast meeting hosted by the Cortland Chamber of Commerce on Feb. 3 with our local elected officials. We were able to talk with and hear from Sen. Seward, Assemblywoman Barbara Lifton, Assemblyman, Brian Mayor Tobin and others. There was considerable discussion about the State budget and the need to cover realistic costs for contracts, including the concern over the lack of personal aides (for programs like CDPAP) due to the limited funds available to pay staff.
- After the Legislative Breakfast, I attended a meeting with representatives from the Governor's office re: the state budget. Again, many of the same concerns noted at the previous meeting were discussed. I specifically asked that the issue of funds to pay living wages and address the concerns for being able to cover costs of contracts be directed to the Governor's office.
- We have reviewed the draft proposal for partnering with the Area Agency on Aging to provide aides through the EISEP program. I believe we are very close to confirming this agreement.

Kirsten Parker

WIC Program Report

February 21, 2017

- I am continuing to participate in an expert panel of WIC Directors who are working to develop a list of knowledge, skills and attitudes necessary to be a successful WIC Director. The information will be used to develop trainings and in developing minimum requirements for WIC Directors.
- We continue to work on our nutrition goals, our emphasis at this time is on prenatal weight gain.
- Janice, our long time Breastfeeding Coordinator has let me know that she most likely plans to retire within the next year. I plan to talk to the Regional Office about the possibility of using some unallocated money to hire a replacement several months before she leaves to help with training.
- We have received notification that this will be the last year we will receive the direct care cola money which went directly to any staff who work directly with WIC participants.

Family Development

February

- Grants applications will be submitted this week to County Youth Bureau (\$7000), Dollar General (\$10,000) in our Adult Education Program.
- New Community Health Worker, Mandy Beem-Miller, has started the program. She has been a great addition and is getting to know the program.
- Marathon Success Center will be hosting a Pajama Party, giving new pajamas and books to kids in the Marathon school.
- We have begun recruiting for participants in our subsidized CSA program.
- SUNY Cortland students will be filming in our Adult Education classes as part of a video to be released promoting the United Way funds.
- Family Development Staff attended a in-service training through Cortland Prevention Resources on recognizing and making referrals around the issues of gambling addiction.
- Brandy met with The Cortland Breakfast Rotary, sharing program information, and volunteer opportunities to the group.
- Literacy Volunteers will be holding a tutor training on 2/23 at 8:00am

CDPAP

All participants have transitioned to an MLTC (other than those on either a waiver or just have basic housekeeping needs).

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

Besides being an advocate for the Consumer I also advocate for the aides. A couple of weeks ago I had an aide come in who was losing his Medicaid coverage. He had gone to a Navigator for the NYS Health Exchange. He was told that his coverage was going to cost over \$300.00 per month, something he could not afford and was prepared to go without coverage. I strongly encouraged him not to take that kind of risk and I gave him information on a different Navigator from the Southern Tier Independence Center – someone who we have worked with in the past. I am delighted to report that a couple of weeks later he came to tell me that after meeting with the Navigator he was able to secure affordable health care coverage😊

Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No.17-05

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has received information in regards to the interview process for the Head Start/Early Head Start Director position including Board members and HS/EHS Policy Council members being involved in the interview and review process and has recommended accepting as presented, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the recommendation of the Head Start/Early Head Start Director Position and accepts as presented.

IT IS HEREBY RESOLVED that on February 23, 2017 the Board of Directors adopts for acceptance _____ as the Head Start/Early Head Start Director.

President

Date