

# Memorandum

To: CAPCO Board of Directors  
From: Eden C. Harrington-Hall, Director, Consumer Directed Services  
Date: April 20, 2018  
Subject: Board of Directors Meeting

This is to inform you that a CAPCO Board of Directors meeting will be held at 12:00 p.m. ***April 26, 2018 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.

*Cortland County Community Action Program, Inc.*

*April 26, 2018 Meeting Agenda*

- I. Call to Order*
- II. Motion for Approval of the March 22, 2018 Meeting Minutes*
- III. Standing Committee Reports*
  - *Executive Committee*
  - ! ➤ *Finance and Audit Committee*
    - *Motion to Receive and File Financial Statements.*
    - *Resolution:*
    - *18 – 08 – is seeking your acceptance the CSBG Amendment.*
  - *Board Development Committee*
    - *Board Survey*
    - *Board Office Seat*
  - *PP& E Committee*
    - *HS/EHS Reports*
  - Resolution:*
    - *18 – 09 – is seeking your acceptance the United Way Proposal.*
- 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 – If Needed*
- X. Adjournment*

*Cortland County Community Action Program, Inc.*

*March 22, 2018 Meeting Minutes*

*I Meeting called to order at 12:03 p.m.*

*In attendance: Douglas Bentley, Ella Clark, Shelley Warnow, Shawn Allen, Mary Ann Discenza, Pat Snyder, Helen Spaulding, Billie MacNabb, Lynne Sypher, Larry Woolheater. Excused: Penny Prignon, Jeanette Dippo, Elizabeth Haskins. Absent: Ashlie Mosher*

*II. Motion for Approval of the February 22, 2018 Meeting Minutes made by Ella Clark; seconded by Shelley Warnow. There being no additions, or corrections motion carried.*

*III. Standing Committee Reports*

*➤ Executive Committee – Did not meet*

*! ➤ Finance and Audit Committee*

*➤ Bettina Liphardt from the Bonadio Group was present to discuss the preliminary steps for the 2017 Agency Audit.*

*➤ There being no further discussion, motion to Receive and File Financial Statements made by Helen Spaulding; seconded by Ella Clark. Motion carried.*

*➤ Resolution:*

*➤ 18 – 05 – is seeking your acceptance the WAP Budget. Motion for acceptance made by Shelley Warnow; seconded by Ella Clark. The contract amount is for \$375,000, \$50,000 more than last year. There being no further discussion, motion carried.*

*• Board Development Committee*

*➤ Board Training Survey – Eden will send out a survey in order to identify areas which we should concentrate on.*

*➤ Board Vacancy – Due to other commitments, Rama Haidara has tendered her resignation from the Board. This leaves an opening in the Consumer Sector of the Board. The Management Team has been asked to identify potential Board members from their program area.*

*➤ PP& E Committee*

*➤ The committee reviewed the HS/EHS Reports for the month of January.*

*➤ The HS/EHS application for the program year has been submitted.*

*➤ We have been notified that we our NOEP application has been approved.*

*➤ We have applied for \$2,000 in funding through SUNY Cortland's Learning by Giving to support the Snack Packs for Kids initiative.*

*➤ There is a large amount of funding available through EMPOWER NY, so we are applying for an additional \$200,000.*

**Resolutions:**

18 – 06 – is seeking your acceptance the proposed changes to the HS/EHS ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE Policy. Motion for acceptance made by Lynne Sypher; seconded by Billie MacNabb. There being no discussion, motion carried.

18 – 07 – is seeking your acceptance the UPK Contract. Motion for acceptance made by Larry Woolheater; seconded by Ella Clark. There being no discussion, motion carried.

IV. *Executive Director Report*

V. *Program Director Reports*

*WIC*

○ *Family Development*

○ *Energy Services*

○ *Head Start*

○ *CDPAP*

○ *HR*

VI. *Head Start Policy Council Update*

➤ *Larry Woolheater has volunteered to be the Board Representative to the HS/EHS Policy Council replacing Rama Haidara.*

VII. *Old Business*

VIII. *New Business*

IX. *Executive Session – If Needed*

X. *There being no further business, motion for adjournment made by Shawn Allen; seconded by Larry Woolheater. Meeting adjourned at 12:48 p.m.*

Finance Committee – April 19, 2018

Meeting called to order at 8:00 a.m. Members Present: Penny Prignon, Shelley Warnow, Helen Spaulding, Ella Clark. Staff: Martha Allen, Lindy Glennon

Committee reviewed proposed CSBG Amendment Budget (see attached). This represents the actual carryover (\$45, ) and the 1% reduction in the original contract amount for a total contract for 2017-18 of . Changes to the budget include salary adjustments for staff in the Family Development component, three staff to attend the National CAP Conference, 3 staff to attend the NYSCAA Annual Conference, 3 staff certified as Getting Ahead Facilitators, running a Getting Ahead class, purchase of 3 iPads for literacy program. Motion to approve made by Ella Clark, 2<sup>nd</sup> Shelley Warnow, motion carried.

Martha reviewed the February financials and reports.

#### AGENCY

Accounts Payable and Accounts Receivable are current with the exception of Medicaid receivables.

We are working on the 2018 Administration, Facility, and Agency Wide Budgets.

#### CDS (Consumer Directed Services)

We received our 2018 rates from Medicaid. Our regular rate increased \$0.07 per hour and enhanced rate increased \$0.84 per hour. With these increases in rates we are estimating an additional \$19k in revenue. We are current on CDPAP billing, we have submitted for payment through the payroll ending March 30, 2018. We are working on the CDPAP 2018 Budget, it will be presented for review in the May meeting. We will be working on a plan re: additional salary increases as well as possibility of reinstating accrued leave for full time CDPAP staff.

#### EARLY CHILDHOOD DEVELOPMENT

The 2018/2019 budget for the refunding grant, approved by the Board on February 22, 2018, was submitted on March 1, 2018 to ACF. We received verification that our application was received and is being reviewed. We were notified 4/12 that our proposal for the conversion has not been approved. We will relook at it, consider the notes they included and plan for resubmission. Head Start received a \$5000 grant from the CNY Community Foundation to purchase equipment for vision exams.

#### ENERGY SERVICES DEPARTMENT

On April 10, 2018, we received notification of the approval of our 2018/2019 WAP contract for \$375,000. We have also been notified that we should anticipate an additional \$75,000 for this WAP contract year – this will require an amendment.

#### FAMILY DEVELOPMENT DEPARTMENT

On April 6, 2018, we received notification that the Healthy Families contract is approved. We have hired the Program Manager and interviewed for the Program Supervisor position.

We received the 2018 CSBG amendment package. It is due on April 26, 2018. It reflects a 1% decrease from the current funding level. We submitted the Dollar General Grant proposal requesting \$15,000 in March. The United Way Grant proposal requesting \$15,000 is due on April 18, 2018.

#### WIC

The 2018 WIC Contract began on October 1, 2017. We are projecting no surplus/loss at this time. Resumes are being reviewed for the vacant position.

No further business, meeting adjourned at 8:50 a.m.

**FINANCE COMMITTEE REPORT**  
**SUMMARY OF DECEMBER 2017 FINANCIAL STATEMENTS**

*PRESENTED BY Martha Allen*

*April 19, 2018*

AGENCY

Accounts Payable and Accounts Receivable are current with the exception of Medicaid receivables.

We are working on the 2018 Administration, Facility, and Agency Wide Budgets.

CDS (Consumer Directed Services)

We received our 2018 rates from Medicaid. Our regular rate increased \$0.07 per hour and enhanced rate increased \$0.84 per hour. With these increases in rates we are estimating an additional \$19k in revenue (please see chart below).

	2017 Rate	2018 Rate	Increase	Annual \$ Increase (estimated)
Medicaid Regular	\$ 16.21	\$ 16.28	\$ 0.07	\$ 1,856.40
Medicaid Enhanced	\$ 16.28	\$ 17.12	\$ 0.84	\$17,264.52
				<b>\$19,120.92</b>

We are current on CDPAP billing, we have submitted for payment through the payroll ending March 30, 2018.

We are working on the CDPAP 2018 Budget, it will be presented for review in the May meeting.

We will be working on a plan re: additional salary increases as well as possibility of reinstating accrued leave for full time CDPAP staff.

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ENERGY SERVICES DEPARTMENT

On April 10, 2018, we received notification of the approval of our 2018/2019 WAP contract for \$375,000. We have also been notified that we should anticipate an additional \$75,000 for this WAP contract year – this will require an amendment.

FAMILY DEVELOPMENT DEPARTMENT

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WIC

The 2018 WIC Contract began on October 1, 2017. We are projecting no surplus/loss at this time. Resumes are being reviewed for the vacant position.

**CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.**  
**FINANCE DIRECTOR MONTHLY CHECKLIST**  
**FOR THE MONTH FEBRUARY 2018**

*Submitted by Martha Allen on April 19, 2018*

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	Feb-18
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	3/21/2018	3/8/2018
FT-500 Application for Refund of Sales Tax Paid on Petroleum Products	Annually	1/25/2018
Coporate Tax Returns - IRS 990 & CHAR 500 (auto-approved 6 months extension)	10/15/2018	
Coporate Tax Returns - IRS 5500 (Retirement) (auto-approved 6 month extension)	10/15/2018	
Quarterly payroll tax returns filed by complete payroll	qtrly	yes
US Dept of Labor - Bureau of Labor Statistics - Multiple Worksite (MWR)	qtrly	1/31/2018
Form 1099's	1/31/2018	1/24/2018
EO 38 Filing	6/30/2018	
<b>Program Reports</b>		
<b>CSBG 2017-2018 py</b>		
20% Expenditure report		
45% Expenditure report		
70% Expenditure report		
1st Qtr Program/Fiscal Attestation Forms	1/31/2018	1/31/2018
2nd Qtr Program/Fiscal Attestation Forms	4/30/2018	
3rd Qtr Program/Fiscal Attestation Forms	7/31/2018	
4th Qtr Program/Fiscal Attestation Forms	10/31/2018	
3rd qtr MWBE Reports (Oct-Dec)	1/10/2018	1/10/2018
4th qtr MWBE Reports (Jan-Mar)	4/10/2018	4/10/2018
1st qtr MWBE Reports (Apr-Jun)	7/10/2018	
2nd qtr MWBE Reports (Jul-Sep)	10/10/2018	
Unaudited Financial Statements	11/30/2018	
<b>Energy Services</b>		
<b>WAP 17-18 PY</b>		
Monthly Voucher to Energy Services for presentation to DHCR	Final Voucher due 4/30/2018	
1st qtr MWBE Reports (April-June)	7/10/2017	7/7/2017
2nd qtr MWBE Reports (July-September)	10/10/2017	10/10/2017
3rd qtr MWBE Reports (October-December)	1/10/2018	1/10/2018
4th qtr MWBE Reports (January-March)	4/10/2018	4/10/2018
Unaudited Financial Statements	5/31/2018	
<b>Head Start &amp; Early Head Start</b>		
Quarterly Form 425: Enter in Payment Management System (PMS)		
1ST QTR (January - March)	4/30/2018	4/9/2018
2ND QTR (April-June)	7/30/2017	7/17/2017
3RD QTR (July-September)	10/30/2017	10/30/2017
4TH QTR (October-December)	1/30/2018	1/10/2018
Form 425 due: Upload to GRANT SOLUTIONS - 17-18 py		
semi-annual (June-November)	1/30/2018	2/15/2018
annual (June-May)	7/30/2018	
final (June-May)	8/30/2018	
<b>WIC 17-18py</b>		
Monthly Voucher (due 45 days after month end)	Month of February	4/11/2018
1st qtr MWBE Reports (January-March)	4/10/2018	4/9/2018
2nd qtr MWBE Reports (April to June)	7/10/2018	
3rd qtr MWBE Reports (July to September)	10/10/2018	
4th qtr MWBE Reports (October to December)	1/10/2019	

# CAPCO

## Balance Sheet

	2/28/2018	1/31/2018	12/31/2017	11/30/2017	10/31/2017
<b>ASSETS</b>					
<b>CURRENT ASSETS</b>					
Cash	\$823,464.25	\$763,835.16	\$582,696.12	\$550,692.45	\$697,027.22
Grants Receivable	\$554,185.39	\$481,630.28	\$559,941.12	\$485,028.24	\$529,835.35
Accounts Receivable					
ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ACCOUNTS RECEIVABLE	\$536,088.28	\$505,890.05	\$585,091.74	\$559,811.79	\$503,075.13
Less: ALLOWANCE FOR DOUBTFUL ACCOUNTS	\$54,874.00	\$54,874.00	\$54,874.00	\$54,874.00	\$54,874.00
MEDICAID VARIANCE RECEIVABLE	(\$196.36)	(\$196.36)	(\$196.36)	(\$196.36)	(\$196.36)
OTHER RECEIVABLES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER RECEIVABLES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER RECEIVABLES	\$16,952.03	\$17,058.95	\$16,950.19	\$16,950.19	\$16,788.65
Net Accounts Receivable	\$497,969.95	\$467,878.64	\$546,971.57	\$521,691.62	\$464,793.42
Prepaid Expenses	\$127,413.89	\$92,437.36	\$159,121.97	\$96,474.59	\$132,432.82
<b>TOTAL CURRENT ASSETS</b>	<b>\$2,003,033.48</b>	<b>\$1,805,781.44</b>	<b>\$1,848,730.78</b>	<b>\$1,653,886.90</b>	<b>\$1,824,088.81</b>
<b>PROPERTY AND EQUIPMENT</b>					
Vehicles, furniture and equipment	\$777,664.37	\$768,178.10	\$766,748.69	\$767,768.53	\$767,126.53
Building	\$1,176,680.16	\$1,176,680.16	\$1,176,680.16	\$1,176,680.16	\$1,176,680.16
<b>NET PROPERTY AND EQUIPMENT AT COST</b>	<b>\$1,954,344.53</b>	<b>\$1,944,858.26</b>	<b>\$1,943,428.85</b>	<b>\$1,944,448.69</b>	<b>\$1,943,806.69</b>
Less Accumulated Depreciation	(\$1,052,076.57)	(\$1,052,076.57)	(\$1,052,076.57)	(\$1,052,076.57)	(\$1,052,076.57)
<b>TOTAL PROPERTY AND EQUIPMENT</b>	<b>\$902,267.96</b>	<b>\$892,781.69</b>	<b>\$891,352.28</b>	<b>\$892,372.12</b>	<b>\$891,730.12</b>
SOFTWARE DEVOLPMENT COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL ASSETS</b>	<b>\$2,905,301.44</b>	<b>\$2,698,563.13</b>	<b>\$2,740,083.06</b>	<b>\$2,546,259.02</b>	<b>\$2,715,818.93</b>
<b>LIABILITIES AND NET ASSETS</b>					
<b>CURRENT LIABILITIES</b>					
Accounts Payable	\$370,357.96	\$283,479.39	\$304,957.70	\$98,050.82	\$133,091.65
Payroll taxes and Accruals	(\$91,393.05)	(\$103,515.48)	(\$30,201.02)	\$63,752.42	\$226,281.11
Other Current Liabilities	(\$22,936.34)	(\$22,492.34)	(\$22,882.34)	(\$62,751.77)	(\$62,641.20)
Defered Income	\$234,792.46	\$237,179.96	\$239,567.46	\$197,709.96	\$200,097.46
<b>Total CURRENT LIABILITIES</b>	<b>\$490,821.03</b>	<b>\$394,651.53</b>	<b>\$491,441.80</b>	<b>\$296,761.43</b>	<b>\$496,829.02</b>
LONG-TERM DEBT	\$332,396.71	\$333,150.68	\$333,901.90	\$334,677.34	\$335,422.99
<b>TOTAL LIABILITIES</b>	<b>\$823,217.74</b>	<b>\$727,802.21</b>	<b>\$825,343.70</b>	<b>\$631,438.77</b>	<b>\$832,252.01</b>
<b>NET ASSETS</b>	<b>\$2,082,083.70</b>	<b>\$1,970,760.92</b>	<b>\$1,914,739.36</b>	<b>\$1,914,820.25</b>	<b>\$1,883,566.92</b>
<b>Total LIABILITIES AND NET ASSETS</b>	<b>\$2,905,301.44</b>	<b>\$2,698,563.13</b>	<b>\$2,740,083.06</b>	<b>\$2,546,259.02</b>	<b>\$2,715,818.93</b>

***Resolution of the Board of Directors***

*of*

***Cortland County Community***

***Action Program, Inc.***

Resolution No.18 - 08

**W**HEREAS, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the Community Services Block Grant (CSBG) 2017-2018 budget amendment in the amount of \$387,843 which includes \$110,523 in in-kind donations and has recommended accepting as presented, and

**W**HEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the CSBG budget and accepts as presented.

**I**T IS HEREBY RESOLVED that on April 26, 2018 the Board of Directors adopts for acceptance the CSBG budget for the 2017-2018 program year.

\_\_\_\_\_

President

\_\_\_\_\_

Date

# CAPCO

## 10/1/17-9/30/18 FAMILY DEVELOPMENT CSBG GRANTS

LINE ITEM	<b>Proposed Budget Amendment</b>	
<b>17.18CSBG - 2017-2018 CSBG</b>		
REVENUE		
GRANT REVENUE		
GRANT REVENUE	\$	231,760
Prior Year Revenue	\$	45,560
Total GRANT REVENUE	\$	<u>277,320</u>
OTHER REVENUE		
INKIND DONATIONS	\$	110,523
Total OTHER REVENUE	\$	<u>110,523</u>
Total REVENUE	\$	<u>387,843</u>
EXPENSES		
PERSONNEL		
SALARIES/WAGES		
SALARY/WAGE EXPENSE	\$	112,181
NEW ACCRUED BENEFIT TIME	\$	7,879
Total SALARIES/WAGES	\$	<u>120,060</u>
FRINGES		
FICA EXPENSE	\$	8,826
UNEMPLOYMENT INSURANCE EXPENSE	\$	3,491
WORKERS COMP EXPENSE	\$	1,007
DISABILITY INSURANCE EXPENSE	\$	291
GROUP INSURANCE EXPENSE	\$	10,845
401-K EXPENSE	\$	3,313
Fringes on Accrued Leave Earned	\$	941
Total FRINGES	\$	<u>28,714</u>
Total PERSONNEL	\$	<u>148,774</u>
OTHER THAN PERSONNEL		
PROGRAM MATERIALS	\$	2,612
PROGRAM SUPPLIES	\$	1,322
OFFICE SUPPLIES	\$	757
Direct Beneficiary Costs	\$	18,240
FOOD & FOOD SUPPLIES	\$	263
VEHICLE INSURANCE	\$	1,927

LINE ITEM	<b>Proposed Budget Amendment</b>	
VEHICLE MAINTENANCE	\$	1,278
VEHICLE FUEL	\$	(4)
VEHICLE REGISTRATION	\$	200
PARKING LOT RENTAL	\$	843
BOARD EXPENDITURES	\$	4,130
POSTAGE	\$	200
DUPLICATING & PRINTING	\$	853
INTERNET SERVICE	\$	505
TELEPHONE	\$	853
Computer & Software Expense	\$	5,583
MEETING EXPENSE	\$	1,362
CONFERENCE EXPENSE	\$	5,374
Staff Development	\$	2,028
LOCAL TRAVEL	\$	606
OUT OF TOWN TRAVEL	\$	11,832
DUES & SUBSCRIPTIONS	\$	4,050
ADVERTISING	\$	550
BUILDING ALLOCATION	\$	38,918
Total OTHER THAN PERSONNEL	\$	<u>104,284</u>
CONTRACTUAL		
CONTRACTUAL SERVICES-OTHER	\$	4,000
Total CONTRACTUAL	\$	<u>4,000</u>
INKIND		
VOLUNTEERS/INTERNS	\$	6,940
INKIND DONATIONS	\$	103,583
Total INKIND	\$	<u>110,523</u>
ADMINISTRATION		
FINANCIAL AUDIT	\$	1,400
PAYROLL PROCESSING	\$	502
ADMINISTRATIVE ALLOCATION	\$	18,361
Total ADMINISTRATION	\$	<u>20,263</u>
Total EXPENSES	\$	<u>387,843</u>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$</b>	<b><u><u>(0)</u></u></b>

## Board Development

April 17, 2018

In attendance: Larry Woolheater, Jeanette Dippo. Absent: Pat Snyder, Ashlie Mosher. Staff: Eden Harrington-Hall

Meeting to order at 8:45 a.m.

### Board Self-Assessment

Eden shared the results of the Board Self-Assessment. There was a lot of valuable feedback from 8 respondents. Eden will send out the survey again to see if we can get input from those who haven't had a chance to do the survey. One of the questions in the survey was in regards to fundraising done by the Board and Jeannette stated she has a lot of resources on fundraising and will forward that information to Eden.

### Board Officer Seat

With Rama's resignation we need to fill the Secretary position. The committee discussed a couple of possibilities, and ultimately decided to ask the full Board if anyone would be interested in serving.

### Board Vacancy

Brandy Strauf has identified a former GED student as a potential new Board member. She has been given the application packet and we hope she can meet with the committee next month. The committee also identified other potential candidates which include Nancy Hatch, Rachel Ditch, Vicki Johnson and Doug Hatch. It would be nice to have applications on file for interested individuals, so we can fill slots quicker.

There being no further business, motion for adjournment made by Larry Woolheater; seconded by Jeanette Dippo. Meeting adjourned at 9:45 a.m.

PP&E Committee

April 17, 2018

Meeting to order at 12:00 p.m.

In attendance: Billie MacNabb, Liz Haskins, Lynne Sypher. Excused: Doug Bentley; Shawn Allen.  
Staff: Lindy Glennon, Eden Harrington-Hall

HS/EHS Reports for February

HS Family Services – attendance was at 92% and we only have 2 income eligible children on the waiting list.

We received notification that our Conversion was not approved at this time and we were asked for additional information. We were notified that since the percentage was too high with our request being over 10% the Regional Office automatically sends it to the Federal level who is not approving any request at this time. There does not seem to be too much emphasis on not being totally enrolled if the program is not considered “chronically under enrolled”.

HS Special Needs – 49 children are receiving services 26% of the 191 children currently enrolled.

HS Mental Health – 12 Children are receiving services. This year has been a very difficult year with the number of children who are receiving services and the amount of behavioral issues we are currently experiencing. Although some of the children would be better suited for the Racker Center, they have a large waiting list. It was suggested to possibly use RSVP as a resource to have volunteers in the classrooms to help possibility alleviate some of the stress on teachers. We used to use RSVP, but the regulations had changed at some point, so we were no longer able to utilize RSVP. Liz will check on this to see if this is still the case.

EHS Family Services – attendance is at 90% with 82 income eligible children on the wait list.

EHS Special Needs – 9 children are receiving services which is 13% of the 71 children currently enrolled.

EHS Mental Health – 12 children to date have been observed for developmental behaviors.

Motion to recommend the HS/EHS reports to the full Board made by Lynne Sypher; seconded by Liz Haskins. Motion carried.

United Way Proposal

We have applied for \$15,000 in funding to support the Literacy Program. Motion to recommend the proposal to the full Board made by Larry Woolheater; seconded by Lynne Sypher. Motion carried.

Healthy Families

We finally received the contract for the grant. To date we have hired the Manager – Deanna Pace formally a WIC staff person. Since we were so late in receiving the contract, we most likely won't serve participants until August. All the staff will have to have intensive training in the interim. The good news is they don't prorate the contract. We will also be utilizing the space next door currently being occupied by FCS and we plan to move in around July.

### Getting Ahead

We will be starting up the Getting Ahead classes during this contract period using CSBG funds. During the ARRA years we were able to provide this valuable curriculum and we saw a lot of success with the students who participated in the 16 week instruction period. In addition, Mayor Tobin is optimistic that we will be awarded the Alliance for Economic Inclusion (AEI) funding which was earmarked for the Getting Ahead classes.

### CNY Community Foundation

We were awarded funding from the Community Foundation to purchase the vision screening equipment to be used in the HS/EHS classrooms as well for the use to the broader community.

### Learning by Giving

We are a finalist for the Learning by Giving grant opportunity. We hope to hear back soon.

### Claudia Tenney

Claudia Tenney is scheduled to visit the agency on Monday April 23<sup>rd</sup>. She will be attending the Chamber of Commerce then plans to visit the agency. Unfortunately, it is Spring Break so HS/EHS is not in session and the Family Essentials room is not open on Mondays.

There being no further business, motion for adjournment made by Liz Haskins; seconded by Billie MacNabb. Meeting adjourned at 12:55 p.m.

HEADSTART / EARLY HEADSTART PROGRAM OF CORTLAND COUNTY

...a service of Cortland County  
Community Action Program , Inc.

**HS Monthly Family Engagement report**

Month: February 2018

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of Families in Center	% of Families Involved
YMCA 1	Family handprints	2/13/2018	6	8	2	14	43%
YMCA 2	NONE					19	0%
YMCA 3	NONE					13	0%
Barry	Sensory bottles	2/28/2018	5	5	1	14	36%
Parker	Stuffed animal march	2/16/2018	2	2	1	16	13%
Randall	Music class & classroom play	2/16/2018	4	6	2	16	25%
Smith	Active play	2/28/2018	6	8	2	16	38%
Homer 1	Puzzle piece picture frames	2/28/2018	4	4	1	14	29%
Homer 2	Name rain clouds	2/27/2018	5	5	1	14	36%
McGraw	Friendship salad	2/15/2018	0	0	0	14	0%
Marathon	Making bracelets	2/16/2018	0	0	0	10	0%
Johnson 1	Snow art	2/13/2018	6	9	2	14	43%
Johnson 2	Painting with snow	2/13/2018	3	4	3	14	21%

**HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY**

...a service of the Cortland County

Community Action Program, Inc.

**MONTHLY FAMILY SERVICES REPORT (HEAD START)**

**Employee Name:** Trudy Happel      **Month:** February 2018

Center / Enrollment Slots	Enrolled	Accepted (but not enrolled)	Withdrawn	% of Daily Attendance	# of Over Income	# of Under 130%	# of Home Visits Scheduled	# of Home Visits Completed	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children
YMCA 1    14	13	1	0	95	3	2	1	0	6	0	0
YMCA 2    20	19	0	1	88	4	1	0	0	14	2	0
YMCA 3    14	14	0	0	88	0	2	1	1	5	1	0
Barry      16	15	0	0	94	3	3	2	1	17	8	0
Parker     16	16	0	0	94	4	2	2	0	8	2	0
Randall    16	16	0	0	93	1	1	1	0	14	7	0
Smith      16	16	0	0	96	5	1	1	1	2	0	0
Homer 1    16	14	0	1	93	1	3	1	1	2	0	0
Homer 2    14	14	0	0	92	2	3	4	1	1	0	1
McGraw     16	15	0	0	98	0	3	2	0	0	0	1
Marathon   14	11	0	0	90	1	1	0	0	8	3	0
Johnson 1  14	14	0	0	96	0	1	1	1	3	0	0
Johnson 2  14	14	0	0	84	0	3	3	2	2	0	0
<b>TOTAL</b>	<b>191</b>	<b>1</b>	<b>2</b>	<b>92%</b>	<b>24</b>	<b>26</b>	<b>19</b>	<b>8</b>	<b>82</b>	<b>23</b>	<b>2</b>

# of Children on the Waiting List:

3 Year Olds  
Over Income  
Under 130%  
Under 100%

16
0
0

4 Year Olds  
Over Income  
Under 130%  
Under 100%

14
1
1

Comments:

**HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY**

...a service of the Cortland County

Community Action Program, Inc.

**MONTHLY POLICY COUNCIL REPORT HS**

**Special Needs**

Employee Name: Jennifer Geibel

Month: February 2018

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIT Special Ed Itinerant Teacher	Couns. Play Therapy	1;1 Aide	# of Evals	# of CPSE Mtg	# of Children Declassified	Refused Referral
Randall	3	2	3	0	1	1	1	0	0	0	0	0
Smith	1	1	1	1	0	0	1	0	1	2	0	0
Parker	5	4	5	2	1	1	1	0	0	0	0	0
YMCA I	1	1	1	0	0	1	0	0	0	1	0	1
YMCA II	7	4	7	1	0	2	2	0	2	1	0	0
YMCA III	6	3	5	1	0	1	2	0	0	1	0	0
McGraw I	6	2	6	0	0	1	1	0	1	1	0	0
Homer I	1	1	1	0	0	1	1	0	0	0	0	0
Homer II	2	1	2	1	0	1	0	0	0	0	0	0
Marathon	1	0	1	0	0	0	0	0	0	0	0	0
Johnson 1	6	2	6	1	1	0	1	0	1	1	0	0
Johnson 2	3	0	2	0	0	0	0	0	0	1	0	1
Barry	7	4	6	3	1	2	2	0	0	1	0	0
<b>TOTALS</b>	49	25	46	10	4	11	12	0	5	9	0	2

26% of 191 enrolled HS children receiving services

**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: Nicole Humphrey

Month: February 2018

	# of children with Behavior Concerns Noted 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	2	0	0	0	0	0	0	0
YMCA II	2	0	0	1	0	0	0	0
YMCA III	3	0	0	0	0	0	0	0
Smith	0	0	0	0	0	0	0	0
Parker	2	0	0	0	0	0	1	0
Randall	2	0	0	0	0	0	0	0
Homer I	1	0	0	0	0	0	0	0
Homer II	5	0	0	0	0	0	0	0
McGraw I	4	0	0	1	0	0	0	0
Johnson I	2	1	0	0	0	0	3	1
Johnson II	2	0	0	0	0	0	0	1
Marathon	2	1	0	0	0	0	0	0
Barry	7	1	1	0	0	1	1	0
<b>TOTALS</b>	<b>34</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>2</b>

**HEAD START  
CLASSROOM HAPPENINGS  
FEBRUARY 2018**

Barry

- This month we finished up our Anger Unit with Tiny Turtle. And started our Friendship Unit.
- For our science class we studied feathered friends, then introduced sea shells for our next science class.
- In math our class learned about measurement. We used scales, rulers, pitchers, etc.
- For our Common Core, we finished up our unit on animals and their habitats.
- We would like to thank all the families who participated in our parent teacher conferences and dance event.
- For our Family Engagement activity we made our own sensory bottles.
- Also this month we learned the letters “B”, “R”, “D” and “A”.

Homer 1

- This month Ms. Megan came to visit our class and talked about building healthy relationships.
- For our Parent Engagement activity, we did arts and crafts and had a snack.
- We also had our monthly fire drill.

Homer 2

- For our health lesson, we learned about germs by using glitter on our hands to show what germs look like and to see how much we get off by washing our hands.
- We had a veggie tasting day for our nutrition unit.
- Dina came to our class to discuss with the children on how to ignore someone when they are being mean to you.
- For our Family Engagement activity, we made name rainclouds.
- The children learned problem solving techniques with Dina and Wally.

- Our children learned about stop lights by playing the game Red Light/Green Light and also saw stop lights outside when we went for a walk in the neighborhood.
- We also made a train out of paper shapes.

### Johnson 1

- This month our class has been learning about roads, railroads and rivers. We have been reading about trains, wheels, and about different types of drivers.
- We had a vegetable tasting day to see what kind of vegetables we all like best.
- We also made paper bag bodies.
- For our Family Engagement this month we made snow art.
- We changed our sensory table from snow cotton balls to confetti, to sand and cars.

### Johnson 2

- This month we finished up our unit on Farm Animals.
- We enjoyed learning about the different types of farm animals and the different food groups.
- We had a vegetable tasting, which the children thought was awesome.
- Dina came to our class and taught the children different ways to problem solve. Now we are problem solvers.
- Our class is now learning about vehicles and transportation.
- We are enjoying the nice weather and our time outside.
- For our Family Engagement this month, we painted snow, which was very fun.
- We changed our classroom around and added different ways to write our name.

## Marathon

- This month we held a friendship Parent Activity. We all made friendship bracelets and exchanged them with our friends.
- This month we finished up our unit on farms, markets, and foods. Then started our unit on roads, rivers and railroads.
- We also finished up our unit on problem solving, social and emotional unit and have started on our anger management skills.

## McGraw

- This month we introduced the letters “L”, “F” and “E” and the sounds they make.
- Wally came to our class and talked to the children about problem solving.
- For our Family Engagement, we invited families to come and eat a friendship salad with us.
- For our health class, we learned about how to have healthy teeth.
- We were able to get outside a few times this past month and enjoy the snow.
- We met with our families to have our parent-teacher conferences.

## Parker

- In health this month we graphed fruits and vegetables to see which ones liked the most.
- We used Legos and playdough to pretend to floss the food out of our “teeth”.
- Dina, Tiny, and Wally came to our class and discussed a lot about anger management with the children.
- We learned how to solve problems and how to stay calm when we are upset. We can go into our turtle shells, think happy thoughts, take deep breaths and try again.
- In our science class we just finished learning about birds. We sorted them, learned about how they move, we learned about camouflage and observed birds outside.
- In Common Core, we finished learning about animals and their habitats.

## Randall

- We finished our Tiny Turtle unit on problem solving with help from Dina.
- For our science unit we learned about our feathered friends. The children enjoyed pretending to be birds.
- We started our new science unit on seashells.
- We tried new vegetables in new ways.
- The children practiced “cough cubbies” to prevent germs from spreading.
- We finished up our unit on animals and their habitats.
- We invited families to come for our music class and they stayed and joined us for worktime as well. We had 4 families join us.

## Smith

- For our Common Core, we learned about animals and their habitats. We discussed woods, ponds, ocean, desert and farms. We learned about the different animals, and plants that can be found in each.
- The children had fun making a mural of the ocean and the farm.
- Dina came to class and discussed with the children anger management. Teaching them coping skills when they are feeling angry or frustrated. We focused on reading peers expressions and using the calm down area.
- We also reviewed ignore and the children did a nice job understanding the purpose of the teasing shield.
- In math we finished up our unit on geometry and started our unit on data analysis. We graphed and organized several items found in the classroom.
- We had PJ day on February 16<sup>th</sup> and each child brought in a favorite stuffed animal, that we graphed several different ways.
- For science we learned about our feather friends. The children loved learning how birds ate and how they found their food.
- We learned the following letters this month as well: “B”, “R”, “K” and “A”.

## YMCA1

- On February 13<sup>th</sup> we had our PAG event and we did tracing and decorating of family members hands.
- We did stop light snack.

## YMCA2

- The month began with everyone going to the beach. The children learned about the ocean habitat. They helped make a huge ocean mural.
- The children have been working on beginning sounds and identifying the letters.
- Next we went to the desert and used our binoculars from the science unit to discover animals in our big flip book.
- The children did a project where they had to work as a team, making a paper chain, which when done we proudly hung up in the classroom.
- Our science unit began with “Our Feather Friends”. The Children learned what it is like to be a bird. They learned how birds ate, how they keep warm and how they fly.
- The next part of our science unit we went to the farm. The children learned about farm life and the different animals and plants that are raised and grown there. They got to make paper plate animals.
- While learning about the letter “K” the children made kites.
- During vacation week the children came to “Danced their heart Out”, for our family engagement.
- The month ended with Dina coming and talking to our class about “chores” and how to be helpful. They also learned about helping hands.
- A new science unit was started at the end of the month with the “discovery of seashells”.

### YMCA 3

- This month we made milk carton barns and silos for our science unit on Farms and their animals.
- We also made some playdough
- We also made paper plate cows.
- The children made stoplight snacks to enjoy.
- The children colored rainbow fish and scales. The children then proceeded to trade scales with their friends.
- We also made stoplights in class, as well.

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

## EHS Monthly Family Engagement report

Month: February 2018

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of families in center	% of families involved
Cosimo 1	Marble Painting	2/12/2018	5	6	1	8	63%
Cosimo 2	Waffle Breakfast	2/27/2018	3	4	1	8	38%
Cosimo 3	Pancake Breakfast	2/28/2018	6	6	1	8	75%
South Main 1	Handprint Bouquets	2/14/2018	4	7	3	8	50%
South Main 2	Handprint Bouquets	2/14/2018	7	7	2	8	88%
Elm Tree	Pancake Breakfast	2/28/2018	6	8	1	8	75%
Home Based 1	None						
Home Based 2	None						

**HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY**

...a service of the Cortland County

Community Action Program, Inc.

**MONTHLY FAMILY SERVICES REPORT (EARLY HEAD START)**

**Employee Name:** Trudy Happel                      **Month:** February 2018

Center / Enrollment Slots	Enrolled	Accepted (but not enrolled)	Withdrawn	% of Daily Attendance	# of Over Income	# of Under 130%	# of Home Visits Scheduled	# of Home Visits Completed	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children
Cosimo 1      8	8	0	0	87	0	0	0	0	3	0	0
Cosimo 2      8	8	0	0	92	0	0	2	0	2	0	0
Cosimo 3      8	8	0	0	89	0	1	2	2	4	0	0
South Main 1    8	8	0	0	90	0	0	1	1	3	0	0
South Main 2    8	8	0	0	93	0	0	3	3	2	0	0
Elm Tree        8	8	0	0	91	0	1	1	1	5	1	0
Home Based 1   12	12	0	1	20 soc 63 HV	0	0	32	20	2	0	0
Home Based 2   12	12	0	0	21 soc 83 HV	0	0	46	38	9	0	0
<b>TOTAL</b> 72	72	0	1	90%	0	2	87	65	30	1	0

# of Children on the Waiting List:

Expectant  
Over Income  
Under 130%  
Under 100%

4
0
0

Children  
Over Income  
Under 130%  
Under 100%

22
10
72

Comments: \_\_\_\_\_

**HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY**

...a service of the Cortland County

Community Action Program, Inc.

**MONTHLY POLICY COUNCIL REPORT EHS**

Special Needs

Employee Name: Jennifer Geibel

Month: February 2018

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIT Special Ed Itinerant Teacher	Couns. Play Therapy	1;1 Aide	# of Evals	# of Mtg	# of Children Declassified	Refused Referral
Elm Tree	3	2	2	1	1	2	0	0	2	0	0	0
Cosimo I	0	0	0	0	0	0	0	0	0	0	0	0
Cosimo II	2	1	0	1	2	0	0	0	0	0	0	0
Cosimo III	1	0	1	0	0	0	0	0	0	0	0	0
South Main I	1	1	1	1	0	0	0	0	0	0	0	0
South Main II	1	1	1	0	0	1	0	0	0	0	0	0
Home Based I	1	1	1	1	0	0	0	0	0	0	0	0
Home Based II	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	9	6	6	4	3	3	0	0	2	0	0	0

13% of 71 enrolled EHS children receiving services

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

**MONTHLY MENTAL HEALTH REPORT EHS**

Employee Name: Nicole Humphrey

Month: February 2018

	# of children with Behavior Concerns Noted 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	
Elm Tree	1	0	0	0	0	0	0	0
Cosimo I	0	0	0	0	0	0	0	0
Cosimo II	2	0	0	0	0	0	0	0
Cosimo III	2	0	0	0	0	0	0	0
South Main I	3	0	0	0	0	0	0	0
South Main II	4	0	0	0	0	0	0	0
Home Based I	0	0	0	0	0	0	0	0
Home Based II	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EARLY HEAD START  
CLASSROOM HAPPENINGS  
FEBRUARY 2018**

Cosimos 1

- This month in our class, we brought out some new toys to play with: rocking horse, rockers, and cars.
- The children did sponge painting with some red paint.
- For our Parent activity, in which we had 5 families show up, we did marble painting.
- We place a large piece of coloring paper on the wall for the children to color on it. They enjoyed that activity very much.
- We have begun to transition from the high chair seats to regular seats at the table.
- We made sensory bottles out of old milk jugs using water and rice in them. The children enjoyed playing with them.
- We got out our play clothes and materials, such as hats, smocks, brooms, dust pans. The children had fun playing dress up.

Cosimos 2

- This month we worked with the children on balancing, jumping, repeating words and sounds.
- We learned about colors, working with red and blue.
- We also learned about our shapes. The shapes we worked on this month were square and circle.
- We had our parent teacher conferences in the family homes. We enjoyed the opportunity to see the children and to discuss each child's strengths and interests in the classroom. We also set goals for us to work on with the children.
- For our Parent Activity we had a breakfast of homemade waffles and fruit. The children are always excited to share a meal with their families.

### Cosimos 3

- This month our children got to try new fruits like blackberries and raspberries and the children loved them.
- We got to paint with new things like toy cars and animal foot prints.
- We are learning and working on walking safely. Looking both ways and hanging on to the rope while we look for walking signs in the cross walks.
- We also got to have some cool crazy pancakes with our mommy's and daddy's.

### Elm Tree

- This month we completed TSG and parent reports.
- On February 20<sup>th</sup> we completed two parent/teachers conferences.
- Then on February 21<sup>st</sup> we completed six more parent/teacher conferences.
- Also on February 21<sup>st</sup> we had 4 families attend "Dance Your Heart Out Activity".
- On February 28<sup>th</sup> for our Parent activity we had a pancake breakfast and story. The story was "If You Give a Pig a Pancake". We had 6 families attend this event.
- We have been able to get outside a few times this month for some sunshine walks.
- We have 6 children who are doing well using the potty.
- We have been working on dressing in our outside clothes.
- Also in class we are working on our shapes and colors.
- The children are working on sharing and problem solving.
- In our dress up area we rearranged the clothes and relabeled our shelves.

## South Main 1

- February was a short month filled with a lot of activities. We created a lava lamp with Ms. Tina's and Ms. Ruth's class.
- We had a snow ball game.
- We made a tree of love out of our arms and hands. Then used a heart shaped cookie cutter to make leaves for the tree.
- We had our parent/teacher conferences in the children's home.
- We got to go on several walks at the end of this month due to the warmer weather.
- We walked to our favorite place, the High School. They loved seeing the tigers there.
- We talked about where the tigers come from and how the high school picked the tiger to be their mascot.
- On February 14<sup>th</sup> several parents came in to make bouquet of flowers with their child or grandchild.

## South Main 2

- Another month has gone by. Time is sure flying by. We now have 6 three year olds in our classroom.
- We are working on their self-help skills and potty training. We have 4 children that are fully potty trained, 1 that is almost trained and 3 that still have no interest in it yet, but we are working on it.
- We have kept the children busy with obstacle courses, the tunnel, hoola hoops, riding cars, playing with the large balls and lug-a-jug.
- We have had snow ball fights with stuffed socks, tossing them back and forth to each other.
- For our science experiment this month we made a lava lamps using oil, water and food coloring.
- Our IMIL portion of the morning is becoming very popular as we play the "Dinosaur Song," "Going on a Bear Hunt," "These are my Glasses," "Airplane Song," "This is My Body," "Stir the Soup," and "Healthy Heart says Thanks."
- We also have read many books to children: "Clifford Shares Tumble Bumble," "Little Blue Truck," "How do Dinosaurs Count to Ten?," "The

Littlest Kitten,” “When I Grow Up,” “I Love You to the Moon and Back,” “Kiss, Kiss, Pout, Pout Fish”, “Where is Love Biscuit,” and “The Perfect Hug,”

- We made a heart collage, and learned the letters “M” and “L”.
- We made a paper hug art, glued hippo pictures, painted with brushes, pinecones and cookie cutters.
- We made butterflies from lace doilies and the children’s footprints.
- We did a sticker art project on the wall in our classroom.
- For our Parent Activity we made “handprint” bouquets, it was a great success.
- We had 7 children and 7 family members come and paint their hands with their children. We had 2 men stay and do it too.

***Resolution of the Board of Directors***

***of***

***Cortland County Community***

***Action Program, Inc.***

Resolution No.18 - 09

**W**HEREAS, the Cortland County Community Action Program, Inc. PP&E Committee has reviewed the United Way proposal in the amount of \$15,000 to support the Literacy Program and has recommended accepting as presented, and

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

**I**T IS HEREBY RESOLVED that on April 26, 2018 the Board of Directors adopts for acceptance the United Way proposal.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

**SECTION 1: COVER SHEET 2017-2018**

Program Name Getting Ahead Adult Education Program

Organization Name Cortland County Community Action Program

Address 32 North Main St. Cortland, NY 13045

Telephone # (607)753-6781 Fax # (607)758-3620

Website WWW.CAPCO.ORG

E-Mail Address lindyg@capco.org

Executive Director Lindy Glennon Program Director Brandy Strauf

**Project/Program Information**

**Community Impact Priority Area (please check only one):** Please refer to the 2018-2019 United Way for Cortland County Community Impact Priority Areas before choosing a focus area for 2018-19 funding.

     Family Support                        X   Income                           Health

Amount Requested from UWCC for 2018-19 \$15,000

Was this program funded by UWCC in prior years?   YES   If yes, in what year (s)?   2016, 2017  

**Executive Summary**

Please use the space below to insert a brief description of the program for which you are requesting United Way for Cortland County dollars. Single spacing may be used, with a 300-word maximum. This summary is for reference only and will not be scored.

CAPCO's Getting Ahead Adult Education Program addresses the learning and education needs of youth and adults (ages 17 and above) who left the traditional K-12 education system without a diploma or with low literacy levels and who are struggling to overcome barriers to employment and higher education. (1) High School Equivalency Prep (HSE Prep) provides young adults and adults with instruction and support services in five subject areas (Reading, Writing, Social Studies, Science, and Math) to prepare them to pass New York State's TASC™ exam and earn a high school equivalency diploma. (2) Literacy Volunteers of Cortland County (LVCC) recruits and trains volunteers interested in helping adults with low literacy skills improve their reading, writing and math skills to meet personal and employment goals. LVCC works with referral agencies to recruit adult learners who would benefit from individual one-on-one tutoring. (3) The Getting Ahead Lifeskills workshops help youth and young adults learn and practice problem-solving, team-work, and networking skills essential for improving their employability.

- Claudia Tenney has rescheduled her planned visit with CAPCO. She will now be here on Monday, April 23. Her plans include a breakfast meeting hosted by the Chamber of Commerce at 8:00 and the tour with CAPCO at 11:00. We are making plans now – we think we'll have her start at the Main Office then a stop at our S. Main site to see the classrooms, Healthy Families space, etc. Unfortunately, with this change, there will be no children in the classrooms as it's spring break.
- Congratulations to Brandy Strauf. She has been selected to receive the Leadership in Civic Engagement Award from SUNY Cortland. This is in recognition of her many contributions to the community.
- Brandy Strauf, Joyce Allen and I attended a certification training to be certified as Getting Ahead facilitators. We plan to start a group before the end of the current CSBG contract. If we get the Alliance for Economic Inclusion, Getting Ahead is written into that grant and we will have 4 certified facilitators to get us started.
- We are upgrading the light fixtures at the Main Office – the upgrades will be LED lighting. We are currently seeing ballasts consistently burning out. Upgrading the lighting will be a better use of funds and will also be energy efficient lighting.
- We have recently moved our phone/internet services to Firstlight and will be closing service with TWC/Spectrum. We are eligible to get phone/internet services partially reimbursed through E-Rate – changes to that program mean that the majority of the reimbursement is available for programs using fiber/VOIP services. The change will mean we will get a higher reimbursement and also provide better service.
- We are very happy that we have an executed contract for the Healthy Families program. We have hired the Program Manager, ready to make an offer for the Program Supervisor and are looking at resumes for the Family Support workers. We will be housing that program in the site across the driveway at N. Main (used to be Sciarabba Walker offices, currently leased by Family Counseling Services (FCS)). FCS is moving to the Crescent Commons building. We hope to be in that site by July 1.
- CAPCO hosted a meeting with Habitat for Humanity with partners in the community to discuss opportunities and projects that could address the issue of properties in the community that need to be rehabbed/renovated. Mayor Brian Tobin, Rich Cunningham (THOMA), Aaron Baier (ATI – coordinates the Housing Consortium group in Cortland), Shawna Grinnell (CHAC), Shannon MacCarrick and Jean Rightmire (Habitat) met to discuss opportunities and priorities. There is a successful program in Dutchess County using the same collaboration model that we are looking to get more information and direction from to determine how to move this forward.

WIC Monthly Report  
April 20, 2018

- We have received almost 150 applications for the WIC clerk position. I am almost done sorting through them and hope to schedule interviews the first week of May.
- Until that position is filled and the new person trained, I will be spending most of my time in clinic.
- I will be in Chicago for the National WIC Association tomorrow until Wednesday. I have never been to the National conference so I am looking forward to it and to talking to people from states that have already switched to the Electronic Benefits WIC card.
- We are still on schedule to switch to the new system. The pilots in the Albany region are scheduled to begin at the end of this month.
- When we switch over to the new system we will be able to provide absolutely no WIC services for a week and limited services for the week before the transition and the month after. We are starting to educate participants now, especially those that are expecting a baby around that time and I am working on a plan to inform community partners.
- Cortland Regional Medical Center arranged for a lunch at our office to introduce us to the new Family Practice physician who will be working with the local midwife. It was a great opportunity to find out more about her. I think we should try to plan similar things with other physicians.
- There is a budget meeting for WIC scheduled for May. I am guessing we will find out our funding information for next year then and budgets will be due in June. We are hoping for flat funding with the COLA from the state restored.

- We have a Health Families Contract! We were informed that the Bureau of Contract Management approved our contract on April 6.
- Lindy, Brandy and Deanna completed a site visit with the OCFS contract managers on 3/29/18. The meeting was informative and helped us to prioritize steps moving forward.
- Healthy Families Program Supervisor interviews are complete and we will be making a job offer this week.
- We have posted the position of Family Support Specialist. We are looking to hire two at this time and two after the program is up and running. We are scheduling interviews the May.
- Deanna Pace, HF Program Manager completed her first round of Healthy Families training.
- Brandy, Lindy, and Joyce completed Getting Ahead in a just getting by world facilitator training. We now have four trained facilitators. We are hoping to start a Getting Ahead class in the fall.
- We submitted our United Way grant proposal on April 19. We are asking for \$15,000 to continue adult education programming.
- We have been informed that we are a finalist for the SUNY Cortland Learning by Giving grant. A group of students came in to see the program and ask questions.
- Our annual Pajama Party that gives low-income children a new pair of pajamas and a book is scheduled for May 23.
- On April 22, a group of SUNY Cortland students volunteered to clean Family Essentials through their annual "Big Event".
- Staff have been cleaning their areas and creating displays to showcase the work that we do for Claudia Tenney's visit.





## Energy Services Directors Report

April 2018

- WAP 18.19 - We have begun our new contract for \$375,000. HCR has told us to prepare for an amendment soon for additional money of \$400,000 to \$450,000. With the expansion and commitment of money from NYSERDA our production will average about 7 units a month and 5 units a month for WAP. We have hired 2 new crew laborers who will start in May.
- EmPower NY- 8- HP audits have been completed.
- AO Smith water tanks- no activity
- RESTORE- Received notice that we were not awarded this round of funding.
- HEAP- HERR program- No activity.
- Energy Savers- No activity.
- Meetings & Training-
- Building Maintenance-
  - North Main facility- All the fluorescent bulbs will be removed and new LED's and ballast will be installed this will be done in conjunction with a National Grid rebate.

CDS (Consumer Directed Services)

April 2018

Current caseload is 95 but is growing daily and I'm looking forward to fill the Medicaid Billing Specialist which will be responsible for Medicaid billing for both Medicaid as well as the Volunteer Driver Program.

I am very excited that our Medicaid reimbursement went up and I'm looking forward to looking at salary increases as well as possibly reinstating accrued leave for full-time employees.

We currently have 4 applications for the Volunteer Driver Program, so we are just going to go ahead and get it started. Mike from MAS will be meeting with us shortly to go over what needs to occur and we are also in contact with Cayuga Seneca Community Action who has the Volunteer Driver Program and they have software which was developed for them and they are willing to share the software with CAPCO (for a cost).

# HR Board Report

## April 2018



- **Ongoing Recruitment:** Recruitment continues to be a predominant focus for the CAPCO Human Resources Department in 2018. As reported in previous Board reports, HR is partnering with each department as Programs expand and opportunities arise for internal staff movement and advancement. While HR continues to use standard external posting tools/resources that are proven to be effective, individualized connections have now been made with our local Department of Labor/CareerWorks as well as contacts with SUNY Cortland and Tompkins Cortland Community College department chairs/career service coaches. To keep the Board updated, the following positions are currently being recruited for or in the onboarding process:
  - Family Development, Healthy Families→
    - Program Supervisor: HR and the Family Development department is excited to welcome the internal advancement of Deanna Pace into the Healthy Families Program Manager position from her longstanding position with CAPCO's WIC Program. With this, Deanna has been transitioning out of WIC into Healthy Families, with the official transition to full-time Healthy Families scheduled for April 30, 2018. Deanna has been an integral part of the recruitment process for the Program Supervisor position, which will have the direct supervision responsibilities of the Program's Family Support Specialist. HR led the recruitment efforts with the selection/interview process completed by Deanna and the Family Development Director, Brandy Strauf. Through the recruitment process for both the Program Manager and Program Supervisor, numerous external candidates with one internal candidate were interviewed. With HR's guidance, Brandy and Deanna are in the final stages of checking references in anticipation of making an offer of employment by the week ending 4/27/18.
    - Family Support Specialists: As the leadership positions are filled for the new Healthy Families Program, the posting period for the Family Support Specialist home visiting positions ended the week of 4/16/18. HR has led this recruitment effort and completed the preliminary review of applicants/resumes for these front-line positions. While the Program will ultimately employ 4 Family Support Specialists, the Program will begin with 2 workers as the Program's caseload builds. HR conducted a limited-run post as the Program maintained numerous viable resumes from the posting periods for the Program Manager and Program Supervisor.
  - Women, Infants, Children (WIC)→
    - WIC Clerk: With Deanna Pace's transition to the Healthy Families Program, the WIC Program worked with HR in the posting of the WIC Clerk position. The position was posted the first week of April with the intention for a 2-week posting period. Due to the high volume of applicants, the posting was cut-short with over 150 applicants. The office and entry-

level/clerical nature of the position saw this position have high interest from external candidates, which was anticipated. HR is working with the Program to go through these applicants and identify selections for interviews as Deanna continues her transition and the second WIC Clerk learns adjusts duties for the interim.

- Energy Services→
  - Crew Laborers (2): CAPCO's Energy Services department is adding 2 additional general Crew Laborer positions with the anticipated increase in NYSERDA work and a funding source budget increase. HR began recruitment for these positions the first week of April and worked with the Program in identifying candidates. The Program had interest from former employees during the ARRA (American Recovery and Reinvestment Act of 2009) period that were laid-off following the end of the funding increase period. The department conducted interviews and HR is working with the candidates to complete the onboarding process.
- **Wellness Committee:** HR continues to lead the CAPCO Employee Wellness Committee with the start of our Spring initiative, the 2018 Relay for Life. Efforts for the Relay for Life include entering the Cortland event scheduled for June 16, 2018 as the CAPCO Crew. Our team is starting our fundraising efforts which include: Agency Bake Sales, bottle and can drives, basket raffles, and relay receptacles. In 2017, the CAPCO Crew was the highest fundraising team in Cortland County, and we look forward to defending this feat as the fight against cancer is deeply connected to our staff. The Relay has become an initiative that is embedded in the CAPCO culture with high staff involvement whether it be a Relay team member of a fundraising contributor.
- **2018 Spring All-Staff Day:** HR has organized a committee that is representative of all departments including both management and non-management staff. The Spring All-Staff Day will be the last day of the Head Start Program Year, 6/22/2018 and will include designated professional development trainings, employee safety trainings, and interactive activities to engage staff in meaningful team building and Agency education. This training day will also serve as a celebration of the accomplishments of the year and honor our staff who have achieved years-of-service milestones. The committee is in the initial stage of "brainstorming" all phases of the day with consideration of Management agenda items for the day.
- **Tompkins Cortland Community College Opportunity:** Through a personal and professional connection, I was invited to come teach a few classes for the HR Law and Job Readiness sections of the Hospitality and Tourism track at the end of March. The experience was rewarding to work with the students as they develop into the workforce. During my time at the college, I was able to speak with key leaders in academic major departments to identify meaningful ways to connect to students and alum, particularly as they relate to the Programs and positions we recruit for here at CAPCO. I have already utilized these connections in the aforementioned recruitment efforts, and I look forward to working more with higher education to develop our community's future workforce and draw connections to the talent pool CAPCO will continue to recruit and employ.