

M e m o r a n d u m

To: CAPCO Board of Directors
From: Eden C. Harrington-Hall, Director, Consumer Directed Services
Date: February 21, 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. ***February 22, 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.

February 22, 2018 Meeting Agenda

I Call to Order

II. Motion for Approval of the January 25, 2018 Meeting Minutes

III. Standing Committee Reports

➤ *Executive Committee*

! ➤ *Finance and Audit Committee*

➤ *Motion to Receive and File Financial Statements.*

• *Board Development Committee*

• ***Resolution:***

➤ ***18-04 – is seeking your acceptance the seating of Larry Woolheater as a Consumer Sector Representative***

➤ *PP& E Committee*

➤ *HS/EHS Reports*

➤ *HS/EHS Annual Report*

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

➤ ***Resolution: 18- 03 – is seeking your acceptance the HS/EHS Refunding Application***

IX. Executive Session – If Needed

X. Adjournment

Board of Directors Meeting Minutes

January 25, 2018

- I Meeting called to order at 12:07 p.m.
In attendance: Douglas Bentley, Jeanette Dipppo, Ella Clark, Ashlie Mosher, Shelley Warnow, Rama Haidara, Shawn Allen, Mary Ann Discenza, Pat Snyder, Helen Spaulding, Billie MacNabb, Lynne Sypher. **Excused:** Penny Prignon, Elizabeth Haskins
- II. Motion for Approval of the December 7, 2017 Meeting Minutes made by Douglas Bentley, seconded by Jeanette Dipppo. There being no additions or corrections, motion carried.
- III. Standing Committee Reports
 - Executive Committee – No Meeting
 - **Finance and Audit Committee**
 - Consumer Directed Services – currently forecasting a net surplus of \$220k. We are also submitting a grant for DYSRIP funding to fund the Dispatch position for 2 months.
 - Early Childhood Development - We are working on the conversion of enrollment slots from Head Start to Early Head Start.
 - Energy Services – The QCI/Auditor position has been posted.
 - Family Development - The 2018 CSBG refunding package was executed on January 9, 2018 for \$234,101. We will do an amendment once 1% reduction confirmed.
 - ! ➤ There being no further discussion motion to Receive and File Financial Statements made by Helen Spaulding; seconded by Rama Haidara. Motion carried.
 - **Board Development Committee**
 - We have identified Larry Woolheater as someone who we believe would be an asset on the Board representing the Low-Income Sector. Larry was pleased to accept the invitation. Eden has given him the application and he will meet with the committee in February and will be presented to the full Board for consideration.
 - Discussed training needs which includes Board Roles and Responsibilities and Fiscal Roles and Responsibilities.
 - **Resolution:**
 - 18-01 – is seeking your acceptance the 2018 slate of officers. Motion for acceptance the 2018 slate of officers made by Ella Clark; seconded by Pat Snyder. There being no discussion, motion carried.
 - **PP& E Committee**
 - Reviewed the HS/EHS Reports for October
 - Reviewed the CSBG 2017 APR.

- Reviewed the Customer Satisfaction Survey.
- **Resolution:**
18 – 02 – is seeking your acceptance the HS/EHS Conversion Grant. Motion for acceptance made by Jeanette Dipppo; seconded by Billie MacNabb. HS/EHS is requesting a conversion grant of 64 HS slots to be converted into 24 EHS Slots. This will increase our EHS classrooms by 50% bringing the number served from 72 to 96, while bringing HS slots from 200 to 136. Also looking at no longer offering EHS for expectant mothers who can be served with the Health Families Grant.

Looking to convert the 2 classrooms at the YMCA to EHS rooms and add another EHS classroom at Elm Tree. We would be looking at eliminating our classrooms at Marathon and McGraw, YMCA 1&3 (converted to EHS) in addition to reducing a Homer classroom by 2 slots, leaving both classrooms in Homer to be 14 children in each classroom.

Staffing would decrease 4 Teachers and 4 Assistant Teachers on the HS side while increasing EHS staff by 6 EHS Teachers. Some other minor shifts will take place in staffing, but would not affect decreasing staff any more than what is stated above.

During a call with Regional staff assisting with the process, we were told that this grant, to be considered for most immediate implementation, needed to be done prior to the refunding application that will be due 3/1/18. This has been a significant undertaking with a very short timeline. There being no further discussion, motion carried.

- IV. Executive Director Report – Lindy shared a Power Point presentation on agency accomplishments in 2017.
- 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 – Motion to go into Executive Session at 1:15 p.m. made by Shelley Warnow; seconded by Ella Clark. Executive Session adjourned at 1:25 p.m.
- X. There being no further business meeting adjournment at 1:25 p.m.

Finance Committee – February 15, 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

Martha shared Fiscal Directors report and financial information from December 2017.

AGENCY

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

CDS (Consumer Directed Services)

CDPAP billing submitted for payment through the payroll ending January 18, 2018.

Our current net surplus for the 2017 year is \$320k for CDPAP.

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

We are still working on implementing the Volunteer Driver Program. We are writing a grant for 2 months of salary for the Dispatcher through Compass Care Network. We are trying to recruit volunteer drivers.

EARLY CHILDHOOD DEVELOPMENT

The Conversion Grant was submitted on January 26, 2018. We are currently working on the 2018/2019 budget for the refunding grant which is due on March 1, 2018.

ENERGY SERVICES DEPARTMENT

All contracts are in process, no concerns or anomalies to report. Energy Services has hired an Energy Auditor, this new position is part of the succession plan as Max moves to part-time.

FAMILY DEVELOPMENT DEPARTMENT

The 2018 CSBG refunding package executed on January 9, 2018 for \$234,101. We will do an amendment once 1% reduction confirmed. We are still waiting for final approval of the Healthy Families contract. We have posted for the Coordinator position in hopes that we can start immediately once the contract is finalized. It is currently in the OSC for final approval

WIC

The 2018 WIC Contract was executed on October 12, 2017. With 9 months remaining on the contract we are projecting no surplus/loss at this time.

Committee reviewed the December 2017 financials. Motion to accept and file made by Helen Spaulding, 2nd Penny Prignon. Motion carried.

Martha shared that Mary Page has accepted the offer for the Accountant position and will be starting Wednesday, Feb. 21. We are very excited to have her and Melinda will continue to work on Tuesdays to help with training, etc.

Lindy addressed the current situation with Continuing Resolutions and the federal budget. We are continuing work as usual. It is challenging given that we do not know the actual amount of contracts including CSBG and WIC – we do not anticipate any significant changes, but, there's always that possibility.

The auditors will be on site in March to complete field work for the 2017 Agency audit. We anticipate that someone from the firm will meet with the Finance Committee in March for the pre-audit conference. Martha will contract Bettina with the date.

Being no further business, the meeting was adjourned at 8:50 a.m.

FINANCE COMMITTEE REPORT
SUMMARY OF DECEMBER 2017 FINANCIAL STATEMENTS
PRESENTED BY Martha Allen
February 15, 2018

AGENCY

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

CDS (Consumer Directed Services)

CDPAP billing submitted for payment through the payroll ending January 18, 2018.

Our current net surplus for the 2017 year is \$320k for CDPAP.

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

We are still working on implementing the Volunteer Driver Program. We are writing a grant for 2 months of salary for the Dispatcher through Compass Care Network. We are trying to recruit volunteer drivers.

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WIC

The 2018 WIC Contract was executed on October 12, 2017. With 9 months remaining on the contract we are projecting no surplus/loss at this time.

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

Submitted by Martha Allen on February 15, 2018

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	Apr-17
Accounts receivable over 90 days past due	N/A	yes - Medicaid
Accounts payable over 90 days past due	N/A	none
NYS Sales and Use Tax Filing	3/21/2018	
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	
Program Reports		
CSBG 2017-2018 py		
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	
1st qtr MWBE Reports (Oct-Dec)	1/10/2018	1/10/2018
2nd qtr MWBE Reports (Jan-Mar)	4/10/2018	
3rd qtr MWBE Reports (Apr-Jun)	7/10/2018	
4th qtr MWBE Reports (Jul-Sep)	10/10/2018	
Unaudited Financial Statements	11/30/2018	
Energy Services		
WAP 17-18 PY		
Monthly Voucher to Energy Services for presentation to DHCR	10th of month	1/17/2018
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	
Unaudited Financial Statements	5/31/2018	
Head Start & Early Head Start		
Quarterly Form 425: Enter in Payment Management System (PMS)		
1ST QTR (January - March)	4/30/2017	4/8/2017
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)	10/30/2018	
WIC 17-18py		
Monthly Voucher (due 45 days after month end)	Month of December	
1st qtr MWBE Reports (January-March)	4/10/2018	
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	
Final Voucher	11/15/2018	
CDPAP		
Cost Report (Year Ending 12/31/2016)	9/30/2017	1/11/2018

CAPCO

Balance Sheet

	11/30/2017	10/31/2017	9/30/2017	8/31/2017	7/31/2017
ASSETS					
CURRENT ASSETS					
Cash	\$136,645.37	\$697,027.22	\$600,210.41	\$545,912.53	\$559,568.99
Grants Receivable	\$810,435.34	\$521,835.35	\$491,236.81	\$338,842.82	\$360,071.02
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	\$339,118.24	\$395,886.53	\$549,768.61	\$453,332.98	\$530,441.27
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	\$16,950.19	\$16,788.65	\$16,663.65	\$16,500.28	\$16,390.28
Net Accounts Receivable	\$300,998.07	\$357,604.82	\$511,361.90	\$414,762.90	\$491,761.19
Prepaid Expenses	\$96,474.59	\$132,432.82	\$145,454.33	\$129,333.66	\$40,305.12
TOTAL CURRENT ASSETS	\$1,344,553.37	\$1,708,900.21	\$1,748,263.45	\$1,428,851.91	\$1,451,706.32
PROPERTY AND EQUIPMENT					
Vehicles, furniture and equipment	\$767,768.53	\$767,126.53	\$762,855.84	\$765,175.78	\$760,522.37
Building	\$1,176,680.16	\$1,176,680.16	\$1,176,680.16	\$1,176,680.16	\$1,176,680.16
NET PROPERTY AND EQUIPMENT AT COST	\$1,944,448.69	\$1,943,806.69	\$1,939,536.00	\$1,941,855.94	\$1,937,202.53
Less Accumulated Depreciation	(\$1,052,076.57)	(\$1,052,076.57)	(\$1,052,076.57)	(\$1,052,076.57)	(\$1,052,076.57)
TOTAL PROPERTY AND EQUIPMENT	\$892,372.12	\$891,730.12	\$887,459.43	\$889,779.37	\$885,125.96
SOFTWARE DEVOLPMENT COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ASSETS	\$2,236,925.49	\$2,600,630.33	\$2,635,722.88	\$2,318,631.28	\$2,336,832.28
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts Payable	\$98,050.82	\$133,091.65	\$127,535.00	\$147,986.43	\$13,422.00
Payroll taxes and Accruals	\$63,770.21	\$226,281.11	\$222,794.89	(\$102,797.36)	\$47,340.57
Other Current Liabilities	(\$62,751.77)	(\$62,641.20)	(\$62,541.20)	(\$62,541.20)	(\$62,193.20)
Deferred Income	\$197,709.96	\$200,097.46	\$156,925.35	\$131,023.35	\$133,859.35
Total CURRENT LIABILITIES	\$296,779.22	\$496,829.02	\$444,714.04	\$113,671.22	\$132,428.72
LONG-TERM DEBT	\$334,677.34	\$335,422.99	\$336,193.07	\$336,933.20	\$337,670.62
TOTAL LIABILITIES	\$631,456.56	\$832,252.01	\$780,907.11	\$450,604.42	\$470,099.34
NET ASSETS	\$1,605,468.93	\$1,768,378.32	\$1,854,815.77	\$1,868,026.86	\$1,866,732.94
Total LIABILITIES AND NET ASSETS	\$2,236,925.49	\$2,600,630.33	\$2,635,722.88	\$2,318,631.28	\$2,336,832.28

Board Development

February 20, 2018

In attendance: Jeanette Dipppo. Staff: Eden Harrington-Hall. Guest: Larry Woolheater. Excused: Raman Haidara, Mary Ann Discenza, Patrick Snyder

Meeting to order at 8:50 a.m.

Larry Woolheater was present as a potential new Board member representing the Consumer Sector. Larry has several years of experience which includes Working with Catholic Charities, volunteering at Family Essentials, Employment Connection, work experience at DSS, as well as a member of the Access to Independence Board of Directors. Larry has gotten over 20 signatures on his Petition to represent the Low-Income Community.

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

Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No. 18 - 04

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the petition and application for Larry Woolheater's consideration of appointment to the CAPCO Board of Directors as a Consumer Sector Representative;

Whereas, documentation has been reviewed and the board confirms that her nomination is supported by a selection procedure adequate to assure that she represent low-income individuals and families;

Be it resolved that on February 22, 2018 the Board of Directors appoints Larry Woolheater as a Consumer Sector Representative as recommended by the Board Development Committee.

PRESIDENT

DATE



Cortland County Community Action Program, Inc. (CAPCO)

32 North Main Street ♦ Cortland, NY 13045

Phone: (607) 753-6781 ♦ Fax: (607) 758-3620 ♦ www.capco.org

Head Start ♦ Energy Services ♦ WIC ♦ Consumer Directed Personal Assistance

Board Member Application

CONSUMER SECTOR REPRESENTATION

Name: Lawrence H. Woolfeater Date: 1/12/12

Home Address: 200 South Main St.

Home Phone: 607-783-365 Cell Phone: -N/A-

Business Name: -N/A-

Business Address: -N/A-

Business Phone: -N/A- Business Fax: -N/A-

Business Fax: -N/A- E-mail Address: lwoolfeater44@

Preferred Communication: yahoo.com

☐ Mail to Home ☐ Mail to Business ☒ E-mail ☐ Fax

Have you, or a member of your family ever received CAPCO services? ☒ Yes ☐ No

If yes, what services and when. Family Essentials NOW

Please provide a brief statement of how you believe you are representative of the low-income population:

For most of the last 10 years I have been on T.A. I am involved in several programs to help low income.

Occupation (You May List More than One Occupation, Please List Primary Occupation First)

Affiliations (Please List Civic, Fraternal, Professional, and Voluntary Agency Activities. List Any Offices Held and Provide Dates.)

Presently Volunteering at CAPCO thru ACE Program
Presently on the Board of Director at Access to Independence

I, Lawrence H. Woolfeater accept the invitation to serve on the Board of Directors and agree to adhere to the conditions of membership.

Lawrence H. Woolfeater
Signature

...dedicated to providing programs and resources that promote self-reliance and dignity.

Larry Woolheater Involvement

Access to Independence:

- Board of Directors
- Consumer
- CNY Disability Support Group
- Events
- Governance Committee
- Taskforce to Increase Disability Employment workshops

Capco:

- Board of Directors (WIP)
- Volunteer thru Ace

Catholic Charities

- Case Management
- Supportive Housing
- Wishing Wellness (WIP)

Cortland Mental Health: Counseling

Dept. of Social Services:

- Job Search
- Work Experience(CWCC/COB)

Employment Connection: Ace Group

Library: Events

Stargroup; Job Search

(WIP)- work in Progress

Petition to Represent

Cortland County Community Action Program, Inc. (CAPCO)

PETITIONER'S NAME: Lawrence H Woolfeater

In signing this petition I acknowledge my endorsement of the individual named above to serve on the Board of Directors of Cortland County Community Action Program, Inc. (CAPCO) as a representative of the consumers of services of the organization.

NAME	ADDRESS	Recipient of CAPCO Services Yes/No	Meets Low Income Guidelines Yes/No
Bill J. [unclear]	Cortland NY	No	Yes
Deborah Ford	Webb Rd. Cortland NY	No	No
Brandy Schermerhorn	Homer, NY	Yes	Yes
Linda Marshall	Cortland N.Y.	No	No
Kevin Handy	Cortland N.Y.	No	Yes
Jessica White	Central Ave Cortland, NY 13045	No	No
Deb Rawson	Cortland, NY	No	Yes
David H.	Cortland N.Y.	No	No
Eric M. [unclear]	Cortland NY	Yes	Yes
David Buttle	Cortland N.Y.	No	No

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NAME	ADDRESS	Recipient of CAPCO Services Yes/No	Meets Low Income Guidelines Yes/No
Charlene Coleman	42 Hubbard St Cortland	Yes	yes
Matthew Sweeney	Cortland	Yes	Yes
Mary Prince	18 Charles St. Apt. 1 Cortland, NY, 13045	Yes No	Yes
John Mandy	11 Grace St Cortland	Yes	Yes
Linda Church	Cortland NY	yes	yes
Jamie Hopkins	Cortland, NY	yes	yes
Kimberly White	Homer NY	Yes	Yes
Kimberly Smith	Cortland, NY	NO	NO
Mon Schmitt Jr.	Cortland, NY	No	Yes
Beth O'Leary	Cortland NY	No	Yes

Petition to Represent

Cortland County Community Action Program, Inc. (CAPCO)

PETITIONER'S NAME:

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NAME	ADDRESS	Recipient of CAPCO Services Yes/No	Meets Low Income Guidelines Yes/No
Cindy Anderson	Cortland NY.	yes.	yes

**Board of Directors
Confidentiality Policy**

The Board of Directors shall receive orientation and training concerning confidentiality.

Philosophy:

All information CAPCO Board members learn about program participants, families and staff is confidential. It shall **NOT** be shared outside of Board meetings and functions with personal family members, members of the community or CAPCO staff. When approaching issues of confidentiality, it is important to proceed with respect for the families and staff involved. It is our commitment to treat individuals with the highest standard of respect. Information gathered and discussed should be for the purpose of strengthening the Agency and the community. In sharing this information, determining who needs to know is important. This policy is intended to direct that process. The simple rule of thumb is to ask **Who needs to know this information?**

What Information is Private?

All information held by the Agency, whether gathered informally or formally, is protected. This includes but is not limited to all family status, staff/personnel information and data and program information. When discussing information outside of a Board or committee meeting, care must be taken to protect the identity of individuals involved.

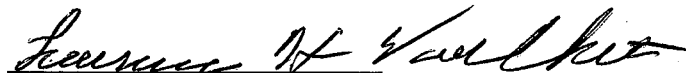
CAPCO respects the confidentiality of all families and staff within the Agency and its programs. This policy includes:

All staff/personnel information is handled as a private matter during Executive Session.

Any personnel information discussed during Board Committee or regular Board meetings is confidential and should be discussed with the Executive Director if and only if further action is necessary.

Conversations will be conducted only when necessary and in a professional manner in a secure, private area. Agency business is also to be treated in a confidential manner. Staff, Board members, interns, consultants, committee or advisory body members, and volunteers, will refrain from discussing any client and/or staff information including with spouses, friends or relatives. It is important not to reveal names, events or any other identifying information.

If a Board member shares confidential information outside of the meeting, the Board member may be asked to resign for the well-being of the Agency and all individuals involved.


Board Member Signature

1/12/18
Date

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one);
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Disclosures are required for the period beginning on September 1 of the year preceding the year the Board member signs this policy.

Disclosures:

Lawrence H. Woolfenden

Ernest H. Volpert

Date _____

PP&E Committee

February 20, 2018

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

Meeting to order at 12:05 p.m.

December HS/EHS Reports:

HS Dental – of 191 children enrolled 123 have received their dentals. Within the next couple of months if the child needs a follow-up but hasn't had it yet, a letter will be sent out.

EHS Dental – of the 71 children enrolled, 26 have received their dental.

HS Special Needs – 37 children are receiving services.

HS Family Services – Attendance is at 93% and there are only 2 income eligible children on the wait list.

EHS Special Needs – 38 children are receiving services.

HS Mental Health – 35 children received services.

EHS Physical/Immunization – of 71 children enrolled, 47 have received their physicals and 71 are up to date on their immunizations.

EHS Family Services – attendance is at 93% and there are 81 income eligible children on the wait list.

EHS Special Needs – 8 children are receiving services.

EHS Mental Health – 8 children are receiving services.

There being no further business, motion made by Lynne Sypher; seconded by Billie MacNabb to accept the HS/EHS Reports. Motion carried.

HS/EHS Annual Report

The committee reviewed the HS/EHS Annual Report to include the following:

- Revenue received, the 2017 budget
- Family Services Report – 223 children were served through HS and 87 Children were served in EHS.
- A copy of the Independent Auditor's Report.
- Father Involvement report.

HS/EHS Refunding Application

There were just minor changes from last year's refunding application which includes:

- Proposing to move the Marathon classroom to the Elm Tree facility. It has been very difficult to recruit in that area.
- Proposing to move 10 of the EHS spots for pregnant women to children's spots. Those pregnant women can be served through the Health Families Grant.
- We now have a registered nurse on staff.

Homer currently has 2 UPK classrooms and they are possibly adding a 3rd. We have a 3 year old classroom there as well as a 4 year old room. If Homer does add a 3rd UPK classroom, we will have to look at other space with the hopes that we can serve children in proximity to McDonald Complex.

Funding became available through the CNY Community Foundation called "Bright Ideas". We put in a \$5,000 request to purchase a **Spot Vision Screener** to help users quickly and easily detect **vision** issues on patients from 6 months of age through adult. **Spot** screens both eyes at once from a nonthreatening 3-foot distance. ... It can be used for **vision screening** or autorefraction. We are currently utilizing one through the Lions Club, but having one available at the agency will be very helpful.

Strategic Planning Update

In October the Leadership Team and the PP&E Committee attending a Strategic Planning meeting facilitated by Meghan Johnston. Each program area is currently working on their individual sections and we hope to have a draft for the committee's review in March.

Claudia Tenney

Lindy attended a press conference with Claudia Tenney in Utica on Friday about her support of CSBG, WAP and LIHEAP funding.

There being no further business, meeting adjourned at 12:50 p.m.

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

MONTHLY POLICY COUNCIL REPORT HS
Health Services- Dental

Employee Name: Mmselle Sonnacchio

Month: December 2017

Center	# of Children Enrolled	# of 30 Day Dental Letters Sent	# of 60 Day Dental Letters Sent	# of 90 Day Dental Letters Sent	# of 90+ Day Dental Letters Sent	# of Dental Exams Received	# of Children Dental Treatment Needed	# of Children Dental Treatment NOT Started	# of Children Dental Treatment Started	# of Children Dental Treatment Completed	# of Dental Waivers/ Refusals Received
Barry	16	0	0	4	0	10	0	0	0	0	0
Homer I	15	1	1	2	0	11	2	1	0	1	0
Homer II	13	0	0	4	0	9	3	2	1	0	0
Johnson 1	14	0	1	2	0	11	2	2	0	0	0
Johnson 2	14	0	1	6	0	6	2	2	0	0	0
Marathon	11	0	0	7	0	4	3	1	0	2	0
McGraw	14	0	1	3	0	9	3	2	0	1	0
Parker	16	0	2	2	0	11	2	1	0	1	0
Randall	16	0	0	3	0	13	2	1	1	0	0
Smith	16	0	0	3	0	12	4	3	0	1	0
YMCA I	13	0	1	5	0	7	1	1	0	0	0
YMCA II	19	0	1	4	0	14	4	3	0	1	0
YMCA III	14	0	1	6	0	6	2	1	0	1	0
TOTALS	191	1	9	0	0	123	30	20	2	8	0

MONTHLY POLICY COUNCIL REPORT EHS

Health Services- Dental Report

Employee Name: Mmselle Sonnacchio

Month: December 2017

Center	# of Children Enrolled	# of Children Enrolled Age 1 Year and Older	# of Dental Exams Received	# of Children w/ Dental Treatment Needed	# of Children w/ Dental Treatment NOT Started	# of Children w/ Dental Treatment Started	# of Children w/ Dental Treatment Completed	# of Dental Waivers/ Refusals Received
Cosimo I	8	7	1	0	0	0	0	0
Cosimo II	8	8	0	0	0	0	0	0
Cosimo III	8	8	1	0	0	0	0	0
Elm Tree	8	8	7	0	0	0	0	0
Home Based I	11	7	2	0	0	0	0	0
Home Based II	12	7	2	0	0	0	0	0
South Main I	8	8	7	0	0	0	0	0
South Main II	8	8	6	1	1	0	0	0
TOTALS	71	61	26	1	1	0	0	0

Comments: Home Based 1 is only 11 children enrolled due to 1 Expectant Mother which makes 12 total enrolled in this site. Therefore, 72 total enrollment.

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 2015

	# 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	6	3	5	3	0	0	2	0	0	1	0	0
Smith	2	0	2	0	0	0	0	0	0	1	0	0
Parker	3	1	3	1	0	0	1	0	2	2	0	0
YMCA I	3	2	2	2	0	1	2	0	0	0	0	0
YMCA II	5	2	5	1	1	0	1	0	1	0	0	0
YMCA III	2	1	1	1	0	0	1	0	1	0	0	0
McGraw I	4	3	4	3	0	2	0	0	0	2	0	0
Homer I	3	0	3	0	0	0	0	0	1	2	0	0
Homer II	2	2	2	2	1	2	0	0	0	0	0	0
Marathon	1	0	1	0	0	0	0	0	3	4	0	0
Johnson I	2	2	1	2	1	0	1	0	0	0	0	0
Johnson II	2	2	2	0	0	1	1	0	1	2	0	0
Cortlandville	2	2	2	1	0	2	1	0	0	0	0	0
TOTALS	37	20	33	16	3	8	10	0	9	14	0	0

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 2017

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	14	0	0	91	3	2	2	1	6	0	0
YMCA 2 20	20	0	0	97	4	1	4	2	11	1	0
YMCA 3 14	14	0	0	82	0	2	3	1	5	1	0
Barry 16	15	1	0	91	3	3	0	3	13	3	0
Parker 16	15	1	0	99	4	2	0	0	3	0	0
Randall 16	16	0	0	97	1	1	2	1	11	4	0
Smith 16	16	0	0	96	5	1	0	0	1	0	0
Homer 1 16	14	0	1	94	1	2	3	4	2	0	0
Homer 2 14	12	0	2	93	2	3	1	1	0	0	1
McGraw 16	14	0	0	97	0	3	0	0	0	0	0
Marathon 14	13	0	0	89	1	1	3	1	5	1	0
Johnson 1 14	13	1	0	95	0	1	1	1	0	0	0
Johnson 2 14	12	2	0	88	0	3	1	0	0	0	0
TOTAL	188	5	3	93%	24	25	20	15	57	10	1

of Children on the Waiting List:

3 Year Olds
Over Income
Under 130%
Under 100%

17
0
0

4 Year Olds
Over Income
Under 130%
Under 100%

14
1
1

Comments:

February 2018 Board Packet

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

HS Monthly Family Engagement report

Month: December 2017

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of Families in Center	% of Families Involved
YMCA 1	Cookie Decorating	12/7/2017	6	7	1	14	43%
YMCA 2	Tea Party	12/7/2017	6	10	1	20	30%
YMCA 3	Tea Party	12/7/2017	6	9	2	14	43%
Barry	Animal Exploration	12/22/2017	9	11	3	15	60%
Parker	Winter Crafts	12/22/2017	7	13	4	15	47%
Randall	Snack and Movie	12/22/2017	8	12	1	16	50%
Smith	Seasonal Crafts	12/19/2018	4	5	2	16	25%
Homer 1	Gingerbread Houses	12/20/2017	10	12	3	14	71%
Homer 2	Snowman Craft	12/19/2017	6	7	2	12	50%
McGraw	Snowflake Craft	12/20/2017	2	3	2	14	14%
Marathon	Gingerbread Men	12/19/2017	3	5	0	13	23%
Johnson 1	PJ day and healthy snack	12/22/2017	5	8	3	13	38%
Johnson 2	PJ day and healthy snack	12/22/2017	7	8	1	12	58%

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: Jennifer Geibel

Month: December 2017

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIS Special Ed Itinerant Services	Couns. Play Therapy	1:1 Aide	# of Evals	# of Children 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	0	0	0	0
Parker	4	4	4	2	1	1	1	0	1	0	0	0
YMCA I	0	0	0	0	0	0	0	0	1	1	0	0
YMCA II	6	4	6	1	0	2	2	0	0	0	0	0
YMCA III	5	2	3	2	0	2	1	0	1	0	0	1
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	1	0	1	0	0	0	0	0	0	0	0	0
Marathon	0	0	0	0	0	0	0	0	0	0	0	0
Johnson I	5	1	5	1	1	0	0	0	1	1	0	0
Johnson II	0	0	0	0	0	0	0	0	2	0	0	0
Barry	6	5	5	4	1	3	3	0	1	1	0	0
TOTALS	38	22	35	11	4	11	11	0	8	4	0	1

19.9% of 191 enrolled HS children receiving services

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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MONTHLY MENTAL HEALTH REPORT HS

Employee Name: Nicole Humphrey

Month: December 2017

	Behavior Concerns observed by Mental Health Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV		Curriculum
						Face to Face	Telephone	
YMCA I	3	0	0	0	0	0	0	0
YMCA II	2	0	0	0	0	0	0	0
YMCA III	5	0	0	0	0	0	0	0
Smith	1	0	0	0	0	0	0	0
Parker	2	0	0	0	0	0	0	0
Randall	1	0	0	0	0	0	0	0
Homer I	2	0	0	0	0	0	0	0
Homer II	4	0	0	0	0	0	0	0
McGraw I	7	2	0	1	1	0	1	0
Johnson I	2	0	0	0	0	0	0	0
Johnson II	2	0	0	0	0	0	0	0
Marathon	2	0	0	0	0	0	0	0
Barry	2	0	0	0	0	0	0	0
TOTALS	35	2	0	1	1	0	1	0

**HEAD START
CLASSROOM HAPPENINGS
December, 2017**

Barry

- This month our class learned the following letters: “O”, “Q”, and “G”.
- In our math class we finished up our unit on shapes and began our unit on measurement.
- For our science unit we worked on blocks (counting).
- Dina came to our class and helped the children with problem solving skills.
- In our Common Core unit our students learned about animals.
- For our Family engagement activity, we had PJ Day and had an animal parade, and sorting with the lion king.
- Our class visited the school library on Wednesday’s and the students loved listening to Ms. Hayden’s stories. She even shares books with us to bring back to our classroom.
- We said goodbye to our Cortland SUNY practicum students and we wish them well in their future.

Homer 1

- This month we started our second round of TSG observations.
- For our Parent Involvement activity we made gingerbread houses with the children.
- Dina and Wally came to our class and helped the children with more problem solving skills.
- We introduced to the children bucket fillers to promote positive behaviors.
- We had our monthly fire drill as well.

Homer 2

- For our Family Engagement activity this month our class did a snowman craft.
- For our nutrition lesson, the students made English muffin pizzas.

- In our health class the students learned about wearing winter clothing for these cold days ahead.
- The children have been working hard on patterns.
- We have continued to work on the letters in our own names this month.
- For our show and share activity in our class, the children brought in something from home to share with their classmates.
- We read the book “Far Falling and Marcel”, this book talked about friendship.
- We also read “The Little Red Hen Makes Pizza”, to go along with our nutrition activity.
- For our science unit, we worked on sink or float, plus worked on our math lesson, both were taught by our SUNY Cortland Student.

Johnson 1

- This month in class we discussed friends and family.
- We made pictures of our families and talked about who our best friends are and drew pictures of them.
- The children brought in from home a special object and shared it with their classmates.
- In our sensory table we placed cotton balls and pieces of paper as fake snow. The children had fun using shovels, scoops and jars in the “snow”.
- We also made pizza for our nutrition class.
- We have painted, made collages, snowflakes and snowmen in class.
- The taught the children about properly dressing for the winter weather.
- For our family activity we had a pajama day party.

Johnson 2

- This month our class learned about families. Who are our family members, parents, brothers and sisters, etc.
- The children learned more about feelings and how to express them.
- They learned to tell when a friend is happy, sad and/or angry.

- We also learned about friends and what makes us different and the same.
- For our nutrition class we made pizza for our snack.
- We are learning and exploring how to play more inside, now that the weather is getting colder outside.
- The children are learning how to get their energy out in a fun and creative way inside.

Marathon

- This month we finished up our unit on families and friends.
- The children really enjoyed sharing things about their families.
- Dina came to class and finished up the unit on feelings, emotions with the children.
- On December 19th we had our monthly parent activity.
- We had the children make gingerbread men and cut out cookies, which they got to decorate with their families and ate them for snack time.
- We also read the book "The Gingerbread Man".

McGraw

- This month we invited parents into the classroom to help their children make snowflakes.
- We have been working hard on identifying our feelings and what we can do to calm ourselves down when we get upset.
- We have learned how to dress properly for the changing weather. To make sure we are all covered up when we go outside in the cold.
- We have learned about different family members name: grandma, grandpa, aunt, uncle, brother, sister, mom and dad.

Parker

- In our science class, we have explored measuring with blocks. So far we have measured people, books and shoes. We will continue this unit in January.
- We have also been learning about animals and their habitats.

- Dina and Wally came to our class and finished up the unit on problem solving. They gave us many tools to use, such as: waiting, taking turns, ask a teacher, share, ignore, ask, give, and trade.
- In our class we have begun to learn about shapes.
- We will play many games and learn songs about shapes.
- We had a winter craft day. We made snowman with our names on them, gingerbread cookies and picture frames.
- We had seven families came with thirteen people.

Randall

- This month we finished up “Magnificent Magnets” for our science unit and started our unit on “Measure up with Blocks”.
- Dina and Wally came to our class and talked with the children about problem solving techniques and the proper solutions to use for different problems.
- Our class finished up our math unit on number sense and operations. We have introduced geometry to our children for our next math unit.
- We have introduced and tried new foods in class.
- We had the children help prepare snacks such as the reindeer faces and trail mix for our Parent Engagement activity.
- We talked to and showed the children how important the rescue window is and how we would use it.
- We invited families in for a movie/snack/ pajama day on December 22nd. We had a great turnout and everyone had fun!

Smith

- This month our class worked on the following letters: “C”, “O”, “Q” and “G”.
- For our Common Core unit, we learned about animals and their habitats and how humans are animals too and have the same needs but in different ways.
- Dina came to our class and discussed with the children problem solving. We broke down how to recognize a problem and discussed

what and how to pick a solution. Also went over how several solutions can be used to solve a problem.

- For our math unit we worked on geometry. We discussed basic shapes and how shapes can be put together to make other shapes.
- In our science we finished up our magnets unit and started our unit on "Measuring Up".

YMCA 1

- For our PAG this month we did cookie decorating.
- We learned about families and how each family member are different.
- We also learned more about our emotions and how it feels to be frustrated and how to calm our bodies down.
- Our children have continued to work on tracing their names, recognizing shapes, colors and counting.
- We had show and tell in class and the children each brought in from home something that was special to them and shared them with the whole class. Everyone enjoyed sharing and seeing each other's special item.
- We did a winter bulb craft with the children to decorate bulbs to hang in their homes as a gift for their moms and dads.

YMCA 2

- We began this month with a center wide tea party, we invited parents to come, plus we were taking pictures at our tea party.
- The month of December we started with the letter "O". The children enjoyed making Olaf faces and making the "O" sound.
- We continued problem solving by teaching the children the right choices and solving social problems in a positive way.
- The children reviewed their colors by making a rainbow.
- The children were taught about sequencing and the retelling of stories.
- The magnet unit for our science class continued with the "Strength of Magnets".

- The letter “Q” was introduced by making a classroom quiet.
- For our nutrition unit we made smoothies for all the children to enjoy.
- Next we introduced the letter “G”. We made “Groovy Glasses”.
- Introduced the class to patterning and also introduced our students to a new science unit using blocks.
- Also introduced to our class the unit about “We are Animals”. Animals come in all shapes and sizes.
- We did a review of keeping our hands to self.
- We ended the month with an indoor snowball fight. What fun.

YMCA 3

- This month we talked about family and friends.
- We read stories like, “Are You My Mother” and did sequencing with the story.
- We made family books, identifying everyone who lives in our home and who are our immediate family members.
- We also talked about siblings and picked out boy or girl photos to represent our brothers and sisters.
- We had a tea party with our families. We all dressed up nice and decorated cookies together.
- We talked about friendship and how to treat our friends.
- We talked about activities we would like to do with our friends and worked on sharing and waiting our turn with friends.

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY
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MONTHLY POLICY COUNCIL REPORT EHS
Health Services- Incident/Accident Report

Employee Name: Mmselle Sonnacchio

Month: December 2017

Center	# of Children Enrolled	# of Incident/ Accidents in the BATHROOM	# of Incident/ Accidents in the CLASSROOM	# of Incident/ Accidents in the GROSS MOTOR	# of Incident/ Accidents in the HALLWAY	# of Incident/ Accidents in the PLAYGROUND	# of Incident/ Accidents in the OTHER	# of TOTAL Incident/ Accidents
Cosimo I	8	0	2	0	0	0	0	2
Cosimo II	8	0	0	0	0	0	0	0
Cosimo III	8	0	2	0	0	0	0	2
Elm Tree	8	0	2	3	0	0	0	5
Home Based I	11	0	0	0	0	0	0	0
Home Based II	12	0	1	0	0	0	0	1
South Main I	8	0	0	0	0	0	0	0
South Main II	8	0	2	0	0	0	0	2
TOTALS	71	0	9	3	0	0	0	12

Comments: No Incident/Accidents were reported to OCFS (Office of Children & Family Services) in December 2017.
Home Based 1 has 11 children & 1 Expectant Mother enrolled for a total of 12. Therefore, 72 are enrolled in EHS.

MONTHLY POLICY COUNCIL REPORT EHS

Health Services- Physical/Immunization Report

Employee Name: Mmselle Sonnacchio

Month: December 2017

Center	# of Children Enrolled	# of Current Physicals Received	# of Current Immunizations Received	# of 12 Month Lead Results Received	# of 24 Month Lead Results Received
Cosimo I	8	2	8	2	N/A
Cosimo II	8	6	8	8	N/A
Cosimo III	8	4	8	4	1
Elm Tree	8	8	8	7	5
Home Based I	11	5	11	3	1
Home Based II	12	7	12	5	0
South Main I	8	7	8	8	5
South Main II	8	8	8	5	4
TOTALS	71	47	71	42	16

Comments: Home Based 1 is only 11 children enrolled due to 1 Expectant Mother which makes 12 total enrolled in this site. Therefore, 72 total enrollment.

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

EHS Monthly Family Engagement report

Month: December 2017

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of families in center	% of families involved
Cosimo 1	Snowflake Painting	12/20/2017	4	5	1	7	57%
Cosimo 2	PJ day/Book Reading	12/12/2017	6	8	2	8	75%
Cosimo 3	Reindeer Snack	12/22/2017	5	7	0	8	63%
South Main 1	Gingerbread Man	12/21/2017	6	8	2	8	75%
	& Cookie Decorating						
South Main 2	Gingerbread Man	12/21/2017	5	8	1	8	63%
	& Cookie Decorating						
Elm Tree	Cocoa	12/22/2017	4	6	3	8	50%
	& Frosting Cookies						
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: December 2017

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	7	0	0	91	0	0	0	0	0	0	0
Cosimo 2 8	8	0	1	100	0	0	0	0	0	0	0
Cosimo 3 8	8	0	0	85	0	1	1	1	0	0	0
South Main 1 8	8	0	0	95	0	0	2	2	2	0	0
South Main 2 8	8	0	0	90	0	0	1	1	0	0	0
Elm Tree 8	8	0	0	96	0	1	4	0	0	0	0
Home Based 1 12	12	0	0	soc 8 hv 64	0	0	39	25	1	0	1
Home Based 2 12	12	0	0	soc 29 hv 74	0	0	34	25	9	0	0
TOTAL 7	71	0	1	93%	0	2	81	54	12	0	1

of Children on the Waiting List:

Expectant
Over Income
Under 130%
Under 100%

2
1
1

Children
Over Income
Under 130%
Under 100%

22
10
71

Comments: _____

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: Jennifer Geibel

Month: December 2017

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIS Special Ed Itinerant Services	Couns. Play Therapy	1;1 Aide	# of Evals	# of Mtg	# of Children Declassified	Refused Referral
Elm Tree	2	1	2	0	1	1	0	0	0	0	0	0
Cosimo I	0	0	0	0	0	0	0	0	0	0	0	0
Cosimo II	2	0	0	0	2	0	0	0	0	1	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	1	0	0	0
South Main II	1	1	1	0	0	1	0	0	0	1-CPSE	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
TOTALS	8	4	6	2	3	2	0	0	1	2	0	0

COS II-1 child discontinued SIET

11.3% of 71 enrolled EHS children receiving services

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

MONTHLY MENTAL HEALTH REPORT EHS

Employee Name: Nicole Humphrey

Month: December 2017

	# 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	3	0	0	0	0	0	0	0
Cosimo I	1	0	0	0	0	0	0	0
Cosimo II	2	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	2	0	0	0	0	0	0	0
Home Based I	0	0	0	0	0	0	0	0
Home Based II	0	0	0	0	0	0	0	0
TOTALS	8	0	0	0	0	0	0	0

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

Cosimos 1

- 6 out of 7 babies are walking now. All babies are on table food.
- We are still working on keeping our eating utensils and keeping our plates and sippy cups on their trays, during meal time.
- We have been singing and dancing a lot this month.
- We are using some words and sign language.
- On December 20th at 2:30, we had our parent activity and we painted snowflakes. The activity went well. We had 4 families and 1 dad attend.
- We have been “reading” a lot of books, learning to open and shut the books, turning pages and labeling pictures.
- The babies love to crawl through the tunnel in our classroom.
- We have had newspaper and balls in our sensory table for the children to play with.
- We have been able to get outside some days this month for a buggy ride and fresh air.
- Our next parent activity is on January 24 at 2:45. We will be painting with pudding.

Cosimo 2

- For this month our class worked on shape recognition, focusing on hearts and stars.
- We also worked on identifying body parts.
- We discussed with the children on ways to comfort one and other when we are sad or hurt.
- For our parent activity we had a pajama party and we had a great turn out for it.
- We ended the day by inviting families to read a book with their child and each family received a new book to take home with them.

Cosimos 3

- This month in our class we learned about winter.
- We read a book about winter, then talked about how to dress warm to go outside.
- We made paintings of snowflakes, snowmen and snow globes.
- We also introduced jingle bells and used them to make music.

- We read the book “Germs are Not for Sharing”. And learned how to catch our coughs in our elbows.
- We had a parent engagement activity which included making reindeer face snacks with the parents and children.

Elm Tree

- This month we talked to the children about not spreading germs and using tissues when necessary.
- We really enjoy preparing healthy snacks together and tasting them.
- We have been working on naming and recognizing colors.
- For math we have been teaching the children how to count.
- We also measured our friends using chips and then counting the chips to get their lengths.
- We have continued our lesson’s on gentle touches and sharing.
- The children are really beginning to play together in small groups, using pretend play and their imagination.
- We have gotten outside for a few class walks.
- We were unable to get someone to come in and take family pictures for our family activity.
- For our family activity we frosted cookies and drank hot cocoa, which we made with milk. The children and the families enjoyed eating the decorated cookies and drinking hot cocoa too.
- We had a fun week starting with December 18th which was mismatch day, the 19th favorite color day, 20th crazy hair day, 21st was bring your favorite stuff animal day and Dec. 22nd was pajama day.

South Main 1

- December was a busy month for us, with several craft projects.
- We created finger paint light bulbs, mittens, snowman faces (for social emotional lesson) and decorated triangles.
- We got out new toys to play with, but the children seem to go back to the trucks and cars.
- We put snow, dirt, birdseed, rice, and paper shavings in the sensory table, the boys loved the snow and the birdseed the best.
- We got a nice walk in around town on December 19th and the boys loved kicking the snow with their snow boots.
- We had our family engagement on the 21st. We made gingerbread men and the parents got to decorate the cookies with their children. We even had hot cocoa to warm the families up.

South Main 2

- We had been very busy this month, with making all kinds of winter crafts.
- Examples of these crafts are as follows: Button trees, snowflakes made with popsicles sticks and coffee filters, candy canes made with cotton balls and red paper, colored and glitter painted mittens for our mitten tree, winter wreaths with the children's picture in the center.
- We painted egg cartons to make bells, reindeer faces made with popsicles sticks and paper plate ornaments.
- The children loved playing in the tunnel, with the hoola hoops, the parachute, riding cars, and doing the obstacle courses.
- They also love dancing and throwing the large balls around to each other.
- We sang many songs: "Wheels on the Bus", "Mr. Sun", "Tiny Turtle", "Twinkle, Twinkle Little Star", "Itsy Bitsy Spider", "5 Little Monkeys", "Pizza, Pizza", "Little Red box, is Wearing a Pink Polka Dot Shirt", "One, Two, Buckle My Shoe", and "Row, Row Your Boat".
- The children enjoyed the many stories we read to them, such as: "Brown Bear, Brown Bear What do You See?", "Itsy Bitsy Snowman", "Frosty the Snowman", "Callie Cat Ice Skater", "The Biggest Best Snowman", "Biscuit's Snowy Day", "The Gingerbread Man", "When the Snow Comes Who do You Love?", "I Can Dress Myself", and " Splish, Splash Flappy Ducks".
- For our family engagement we made gingerbread ornaments, and had hot cocoa and decorated sugar cookies, which the children had made early in the day. We had 5 families attend for 7 children and 1 grandfather.

CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC. (CAPCO)



[Type the document title]

Program Year 2016-2017

Eden Harrington-Hall



MISSION STATEMENT

The mission of CAPCO Head Start/Early Head Start is to enhance the sense of dignity and self-worth of all enrolled children and their families through a comprehensive program which will help them adapt responsibly to present and future environment and life changes.

FUNDING AND BUDGETS

Fiscal Year Ended May 2017:

Revenues Received:

Department of Health and Human Services

Head Start Cash:	\$1,703,944.00
Head Start Training and Technical Assistance Cash:	\$ 22,400.00
Early Head Start Cash:	\$ 989,944.00
Early Head Start Training and Technical Assistance Cash:	\$ 24,000.00
Head Start and Early Head Start COLA:	\$ 26,939.00

USDA Federal Cash: \$ 204,871.88

UPK Cash: (Maximum allowed: Based on child's attendance) \$ 192,000.00

Total Received: \$3,164,098.88

Total In-Kind (Non-Federal Share) \$ 691,819.00

(These are donations, cash donations, etc. that must be met)

Budget:

*: This includes the State Monies distributed to operate the UPK program through Head Start.

Budget Category	Program Operations	Training & TA	Non-Federal Share (*)
Personnel	\$1,958,062.00	\$ 0.00	\$127,703.00
Fringe Benefits	\$ 553,604.00	\$ 0.00	\$ 64,702.00
Travel	\$ 184.00	\$ 24,000.00	\$ 2,012.00
Equipment	\$ 0.00	\$ 0.00	\$ 0.00
Supplies	\$ 39,946.00	\$ 0.00	\$ 12,032.00
Contractual	\$ 26,535.00	\$ 13,900.00	\$273,864.00
Construction	\$ 0.00	\$ 0.00	\$ 0.00
Other	\$ 305,674.00	\$ 8,100.00	\$211,506.00
Totals	\$2,884,005.00	\$ 46,400.00	\$691,819.00

Any remaining monies come from USDA on a monthly basis and are utilized for the purchase of foods, beverages, and staff salaries under the category of Nutrition. USDA comes in and audits every two years to ensure monies are being expended properly.

FAMILY SERVICES FOR PROGRAM YEAR 2016-2017

Head Start total number of children served:	223
Head Start total number of families served:	209
Early Head Start total number of children served:	87
Early Head Start total number of families served:	74

In Head Start from September 2016 through April 2017, the program was fully enrolled at 200. During the months of May and June, the program was enrolled at 199. This is a total of 99% of enrollment for program year 2016-2017.

In Early Head Start from September 2016 through April 2017, the program was fully enrolled at 72. During the months of May and June, the program was enrolled at 71. This, too, is a total of 99% of enrollment for program year 2016-2017.

Percentage of Head Start Eligible Children Served:

100% Income Eligible	TANF/SSI Eligible	Foster Care Eligible	Total Number	Total Percentage
145	24	4	174	78% (out of 223)

Percentage of Early Head Start Eligible Children Served:

100% Income Eligible	TANF/SSI Eligible	Foster Care Eligible	Total Number	Total Percentage
69	10	3	82	94% (out of 87)

RESULTS RECENT FINANCIAL AUDIT

Bonadio & Co., LLP
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

August 24, 2017

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

Report on the Financial Statements

We have audited the accompanying financial statements of Cortland County Community Action Program, Inc. (a New York not-for-profit corporation), which comprise the statement of financial position as of December 31, 2016, and the related statements of activities and change in net assets, functional revenue and expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

INDEPENDENT AUDITOR'S REPORT

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cortland County Community Action Program, Inc. as of December 31, 2016,

and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the 2015 financial statements of Cortland County Community Action Program, Inc., and we expressed an unmodified audit opinion on those audited financial statements in our report dated July 20, 2016. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2015 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Report on Supplemental Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated August 24, 2017 on our consideration of Cortland County Community Action Program, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Cortland County Community Action Program, Inc.'s internal control over financial reporting and compliance.

Bonadio & Co.,
LLP

ENROLLED CHILDREN THAT RECEIVED MEDICAL AND DENTAL EXAMS

Head Start:

100% of the children had an established medical home at enrollment and at the end of enrollment for the 2016-2017 program year. All Head Start children, at enrollment, had a current medical

exam and/or physical. By June of 2017, 41 children did not have an up-to-date medical exam and/or physical on file. Per the Program Information Report (PIR), 154 (69%) of Head Start children were up-to-date on all scheduled age-appropriate preventative and primary health care, according to the NYS EPSDT schedule for well child care. However, 98% of children had current immunizations according to the New York State Immunization Information System (NYSIIS) and the PIR. Therefore, most of the 41 children missing an exam, undoubtedly, had current medical exams, but Head Start did not receive the paperwork.

78% of Head Start children had an established dental home at enrollment and 89% had established a dental home at the end of enrollment for the 2016-2017 program year. At enrollment, 112 (56%) of children had received a dental exam and by June 2017, 167 (84%) of children had a completed dental exam. Of the received dental exams, 45 (26%) needed treatment completed and 23 (51%) completed treatment during the 2016-2017 program year.

Early Head Start:

100% of the children had an established medical home at enrollment and at the end of enrollment for the 2016-2017 program year. All Early Head Start children, at enrollment, had a current medical exam and/or physical. By July 2017, 23 children did not have an up to date medical exam and/or physical on file. Per the PIR, 69 (85%) of Early Head Start children were up-to-date on all scheduled age-appropriate preventative and primary health care, according to the NYS EPSDT schedule for well child care. However, 78 (96%) of children had current immunizations according to the New York State Immunization Information System (NYSIIS) and the PIR. Therefore, most of the 23 children missing an exam, undoubtedly, had current medical exams, but Early Head Start did not receive the paperwork.

36% of EHS children had an established dental home at enrollment and 55% had established a dental home at end of enrollment for the 2016-2017 program year. At enrollment, 9 (12%) of children had received a dental exam and by July 2017, 33 (46%) of children had a completed dental exam. Of the received dental exams, 2 (6%) needed treatment completed and 1 (50%) completed treatment during the 2016-2017 program year.

INFORMATION ABOUT PARENT INVOLVEMENT ACTIVITIES

Parents were offered many opportunities to be involved in our program through our Parent Committee meetings and Family Engagement activities.

Parent Committee meetings were offered monthly at each classroom and planned out by the Family Advocate and Teachers in collaboration with the parents. These included activities for families to be involved with their children. Educational information was also presented to the families on a topic related to the activity.

Family Engagement activities were planned out by each set of classroom teachers and allowed families the opportunity to visit the classroom and engage with their children in a planned activity.

Families involved in at least 1 parent involvement activity:

HS- 158 EHS- 70

Families involved in more than 1 parent involvement activity:

HS-139 EHS- 66

Father Involvement

Fathers who were engaged in the following areas:

Family Assessment:	HS- 53	EHS- 11
Family Goal Setting:	HS- 23	EHS- 3
Involvement in home visits, P-T conferences, etc.:	HS-103	EHS- 38
Program Governance:	HS- 3	EHS- 2
Parent Education Workshops:	HS- 58	EHS- 4

PREPARING CHILDREN FOR KINDERGARTEN

CAPCO Head Start and Early Head Start uses *The Creative Curriculum*® as a foundational curriculum. *The Creative Curriculum*® is everything that teachers love: a comprehensive, research-based curriculum that features exploration and discovery as a way of learning. *Creative Curriculum* helps teachers create a high-quality learning environment and build a thorough understanding of best practices. *Expanded Resources* help teachers plan and manage every moment of their day. *The Creative Curriculum*® helps teachers build children’s confidence, creativity and critical thinking skills, and promote positive outcomes.

Our program also implements Numbers Plus (math) and ECHOS (science) curriculums that are embedded into lesson plans as intentional teachings of math and science concepts. These concepts are modified into intentional teaching moments for children in our Early Head Start program. Four year old classrooms incorporate the Common Core (literacy) curriculum; part of

ENGAGENY, into lesson plans, while three year old classrooms use a thematic approach designed to mimic the units of Common Core, thus creating a vertical alignment between Pre-school and Kindergarten. In addition to these curriculums, our program uses The Incredible Years as a social-emotional curriculum in conjunction with the Pyramid Model, to teach problem solving and social-emotional competence.

Teaching Strategies Gold (TSG) is used to assess school readiness in both Head Start and Early Head Start classrooms in the domains of approaches to learning, social and emotional development, cognitive knowledge (including science), language development, literacy development, physical development (fine/gross motor skills), and mathematics. These objectives for learning are aligned with the Head Start Early Learning Outcomes Framework. For Head Start children, baseline data is collected in the fall and then two additional checkpoints are done in the winter and spring. Early Head Start completes an additional fourth checkpoint during the summer. Progress is monitored and instruction is adjusted, along with decisions on Professional Development based on outcomes within each domain. Our program strives to have 85% of all children transitioning into Kindergarten, to have met or exceeds the expectations in all domain areas.

Highlights for the month:

- On Friday, Feb. 16, I participated in a Press Conference with Rep. Claudia Tenney, Amy Turner the Executive Director of Mohawk Valley Community Action Agency and representatives from Tioga Opportunities. Rep. Tenney scheduled the press conference to talk about the President's Budget and his plans to zero out funding for CSBG, CDBG, WAP and LiHEAP. Rep. Tenney pledged her support for reinstating and increasing funding for CSBG. She indicated her commitment to working to expand CSBG funding and her appreciation and respect for the work that CAP's perform in her district and throughout the Country. She also indicated interest in visiting Cortland County to tour CAPCO and the resources we offer in the community. I will be in touch with the staff person in her office responsible for scheduling these events.
- We completed the ACROS evaluation and had it ready to submit for January 31. Theresa Walsh did a site visit on Feb. 6 to review the ACROS. It appears that everything was in order. She did not indicate any concerns or questions.
- I have been involved with the Local Planning Committee for the Downtown Revitalization Initiative. The Committee has been meeting since September. The final projects were determined and the final package is being compiled for submission to the State in March. We are anticipating a final decision from the State regarding the projects to be funded in June 2018.
- We are happy to share that we have hired the Accountant in the Fiscal Department. Mary Page starts on Wednesday, Feb. 21.
- We are continuing work on updating the Strategic Plan. The Leadership Team met to review current work and each department is currently working to identify priorities in each area for the strategic plan. We hope to have information to share with the Board in the next 2 months for review and input.
- Many thanks to Greg and the Agency Wellness Committee for their work on the Staff Appreciation Night on Saturday, Feb. 17. Ninety employees and guests celebrated at the Elks Club with dinner and dancing.
- We are in the process of updating our Agency website. IMM-LLC out of Ithaca will be providing the work for updating the site. We are looking forward to the updated site being more interactive and engaging offering opportunities for online applications, employment opportunities and online resume submissions, calendars, online donations, more involved program information, etc.

- The Healthy Families contact is still moving through the approval process. We have an upcoming site visit from the OCFS contract manager.
- Healthy Families Program Manager & Program Supervisor positions have been posted. Interview will begin next week.
- Susan McInvale, our evening High School Equivalency instructor gave her resignation; she will be working on her dissertation to complete her Doctorate.
- Gail Bundy, our part time day High School Equivalency Instructor will be taking on these evening hours.
- A parenting class of 10 parents began in late January however with attendance of only 1-2 parents showing up each week the class has been placed on hold until we get a full group of interested parents. Looking to try again this summer or fall.
- We have begun planning of the 2018 city Easter Egg Hunt, partnership with the Cortland Youth Bureau, CAPCO and the YMCA.
- Brandy and Lindy will be presenting poverty training to the faculty and staff at TC3 in March.



Energy Services Directors Report

February 2018

- WAP 17.18 - 56 units have been completed to date. Have hired an Energy Auditor. Max will train him for the next 14 months and help with getting him BPI certified.
- EmPower NY- 7- HP audits have been completed.
- AO Smith water tanks- no activity
- RESTORE- 1 job completed.
- HEAP- Clean & tunes- no activity
- Energy Savers- No activity.
- Meetings & Training-
- Building Maintenance-
 - February break we will be insulating the attic at our South main facility- back building.
 - Lots of progress is being made at all facilities owned and rented (Cosimos/Elm Tree/Cosimos).

Monthly Board Report
From: HS/EHS Management Team
Month: February 2018

- I. Enrollment
 - A. 2017-2018 Early Head Start is full for all centers. There is a waiting list of 109 for Early Head Start with 70 of these children income eligible. Head Start is under-enrolled at 190 with no waiting list.
- II. Center/Office Updates/Policy Council
 - A. Meeting with Policy Council late February to review and approve the refunding application.
- III. Old Business
 - A. Had a conference call with regional office in regard to the Conversion grant application submitted at the end of January 2018. They wanted an updated Community Assessment downloaded, as well as additional data to support the numbers for the Conversion. Bethann pulled together the needed documentation from the study completed by the Cortland School District.
- IV. New Business
 - A. The Family Advocates are starting a 6-week series on Positive Solutions for families in dealing with challenging behaviors. At this time, we will continue to advertise because only 2 families showed up for the first one.
 - B. February 21, 2018 will be our 2nd HS/EHS family event titled, "Dance Your Heart Healthy."
 - C. Family Advocates started their FDC classes.
 - D. Staff Trainings and Parent/Teacher conferences are scheduled for the week of February 19, 2018.
- V. Executive Session
 - A. There was Executive Session in January 2018 and new staff was hired. Notes are on file.

Consumer Directed Services
February 2018

Along with staff and Consumers from Access to Independence (ATI) I attended the NYAIL (New York Association on Independent Living) / CDPAANYS (Consumer Directed Personal Assistance Association of NYS – our statewide association for the CDPAP program) Legislative Advocacy Day in Albany in order to address the workforce crisis and the low reimbursement rates associated with attracting quality staff. We had meetings with Senator Seward’s office, Barbra Lifton’s office and with Gary Finch to voice our concerns about funding for both Independent Living Centers and CDPAP. We continue our fight for an increase in the Medicaid reimbursement rate so we can pay a living wage for our PA’s along with increasing funding for Independent Living Centers.

Consumer Directed Personal Assistance (CDPA) is one of the fastest growing industries in New York, having created an estimated 20,000 new jobs over the past five years. Despite this, the program should be an even larger economic driver for the state, as insufficient wages stemming from over a decade’s worth of stagnant reimbursement and a rising minimum wage, has created a workforce crisis. This year’s proposed budget does nothing to address the underlying factors that have caused it despite a Center for Medicare and Medicaid Services (CMS) directive to do so. In fact, this budget exacerbates existing gaps, making it more difficult for consumers to recruit and retain a high quality workforce.

HR Board Report

February 2018



- **Staff Appreciation Night:** The CAPCO Wellness Committee successfully put on the Agency's second annual Staff Appreciation Night on Saturday, February 17, 2018. The event acts as an "after the holidays" celebration, free for all staff. The event was held at the Cortland Elks Club and we had slightly under ninety (90) attendees. A big thank you the Wellness Committee, including Danielle Treacy (HR Assistant) for the event coordination as well as Kristi Coye (HS/EHS Assistant Director) for being the connection and liaison to the Cortland Elks. Our Staff Appreciation has become an Agency tradition and been expressed, formally and informally, by many staff as something that is truly appreciated for all to come together outside work hours for a shared meal and dancing.
- **Recruitment:** Recruiting has continued to be a high priority across all Program-areas in the first quarter of 2018. Standard external posting locations fluctuate based on the position, but generally include Indeed.com, the Cortland Standard, Ithaca/Syracuse Craig's List, SUNY Cortland, Tompkins Cortland Community College, NYS DOL/CareerWorks, and NYSCAA. The following positions are either in the recruitment process or has successfully been filled:
 - Administration→
 - Accountant: We have filled the position and are excited for Mary Paige's start on Wednesday, February 21, 2018. HR worked closely with the Fiscal Director and Fiscal-office staff to fill the Accountant position since the position's initial vacancy in November 2017. The outgoing Accountant has been working part-time since November and recruitment was paused during the Holiday-season due to low applicant interest, a general recruitment-trend that transcends industry. The position was re-posted in January 2018 with a qualified candidate-pool. HR led an interviewing panel including the Fiscal Director and Transactional Accountant and interviewed three (3) candidates that included an accounting assessment. Mary Paige joins the Fiscal department with much relevant cost-accounting experience, and has completed the HR-onboarding requirements.
 - Energy Services→
 - Energy Auditor/Technician: We have filled the position and are happy to announce Charles Schell's start on February 12, 2018. Like the Accountant position, HR re-posted this position following the first of the year. Three (3) candidates were interviewed for the position with an on-site test conducted to assess base knowledge for the position. In preparation for the current QCI/Auditor's retirement plan within the next two (2) contract years, we have brought on a new Energy Auditor to begin training and providing additional field assistance. Charles Schell joins the CAPCO Energy

Services department with much HVAC experience and with the expectation for incrementally obtaining Program certifications.

- Family Development, Healthy Families→
 - Program Manager/Program Supervisor: Recruitment in progress. As we await the official funding, HR has begun to work with the Family Development Director, Brandy Strauf, to recruit the leadership positions for the new Program component. Qualifications for the position are generally defined in the program guidelines, with Brandy working with our Program specialist for clarifications. External candidates have been established for the Program Manager along with internal candidate interest. The Program Supervisor has subsequently been posted with candidates currently under review. It is the goal of the Program and HR to have the Manager and Supervisor positions filled as we enter into March 2018. The Manager and Supervisor will work with HR for the recruitment of the three (3) Family Support Workers.
- Head Start/Early Head Start:
 - Home Visitor: HR has been working with the Family Engagement component for the Head Start/Early Head Start Program in the recruitment of a Home Visitor as we lose one of our current staff members to a new career opportunity. The Early Head Start Program maintains two (2) full-time Home Visitors for the Program. We are currently in the external posting period for the position with the internal posting period closing with no internal candidates. The Program has worked with the component for interim coverage following the current staff member's departure.

Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No.18 - 03

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the Head Start/Early Head Start T&TA budgets and the Executive Summary for the 2018-2019 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 22, 2018 the Board of Directors adopts for acceptance the Head Start/Early Head Start Refunding Application for the 2018-2019 program year.

President

Date

18.19 Proposed Budget				Current	
Head Start	\$	1,720,983		\$	1,720,984
Early Head Start	\$	999,891	\$ 2,720,874	\$	999,890 \$ 2,720,874
HS T&TA	\$	22,400		\$	22,400
EHS T&TA	\$	24,000		\$	24,000
	\$	2,767,274	80%	\$	2,767,274
InKind	\$	691,819	20%	\$	691,819
2017.2018 Head Start					
Early Head Start Budget	\$	3,459,093		\$	3,459,093

18.19 HSEHS 6/1/2018 to 05/30/2019 - PROPOSED BUDGET							
	HSP	TTA	EHS	ETA	MAG	Total Grant	UPK
REVENUE							
TOTAL GRANT REVENUE	1,720,983	22,400	999,891	24,000		2,767,274	198,000
TOTAL OTHER REVENUE	435,846		255,973			691,819	32,000
Total REVENUE	2,156,829	22,400	1,255,864	24,000	-	3,459,093	230,000
EXPENSES							
Total PERSONELL	1,381,692		804,305			2,185,997	153,515
Total MATERIALS	20,552	2,000	13,876	1,800	-	38,228	7,500
Total OTHER THAN PERSONELL	52,100	14,500	25,360	17,900	-	109,860	6,130
Total CONTRACTUAL	8,000	5,900	3,500	4,300		21,700	
Total INKIND	435,846		255,973			691,819	
Total SPACE	96,493		60,880			157,373	28,600
Total ADMINISTRATION	41,560		21,150		191,406	254,116	2,764
Total DIRECT EXPENSES	2,036,243	22,400	1,185,044	24,000	191,406	3,459,093	198,509
Allocation of MAG							
	%	63%	37%				
\$ Amount	\$	120,586	\$ 70,820		\$ (191,406)		14,525
Total Expenses	2,156,829	22,400	1,255,864	24,000	-	3,459,093	213,034
NET SURPLUS/(DEFICIT)	\$ (0)	\$ -	\$ (0)	\$ -	\$ -	\$ (0)	\$ 16,966

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

SUMMARY OF REFUNDING APPLICATION
YEAR 5

Listed below are the highlights for the refunding application on behalf of the CAPCO Head Start/Early Head Start Program:

- The CAPCO Head Start Program will be pulling out of the Marathon Elementary School due to the direct competition with their 2 UPK classrooms. Due to the location and the population of this rural area, we are unable to completely fill this classroom of 14 children. These 14 children will be transferred to the Elm Tree Center facility,
- The CAPCO Early Head Start Program will no longer serve expectant mothers under the Home Based program option. These 24 slots will be for the children only. All expectant mothers will be referred to the new program within the Agency called "Healthy Families" and operated by the Family Development department.
- Due to the resignation of the Health Services Coordinator for HS/EHS, our organizational structure needed to change because of the new performance standards. The Health Coordinator has to have a four year degree. This was an internal hire and she has a Bachelor's from Syracuse University. However, we needed to have a nurse on staff who met the requirements of an RN and not an LPN. Due to this, we have hired a new RN position and she serves in the role as the Registered Nurse on behalf of HS and EHS. The Coordinator now serves as the Administrative position and not combined with nursing duties.