

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: September 24, 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. ***September 27, 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.*

July 26, 2018 Meeting Minutes

I Call to Order at 12:03 p.m.

In attendance: Shawn Allen, Ella Clark, Helen Spaulding, Shelley Warnow, Jeanette Dippo, Pat Snyder, Lynne Sypher, Billie McNabb, Ellen Carter

Excused: Mary Ann Discenza, Elizabeth Haskins, Doug Bentley, Penny Prignon

Absent: Ashlie Mosher

- *Gail Kinsella, a partner with The Bonadio Group presented information on the 2017 audit. It was a clean audit with no material findings or weaknesses in internal controls identified. Revenue increased 5.2% to 8.4 million dollars and we ended the year with a 319,000 surplus.*
- *Motion for Approval of the April 26, 2018 Meeting Minutes made by Ella Clark, Larry Woolheater. There being no changes or additions, motion carried.*
- *Standing Committee Reports*
 - *Executive Committee met with Finance and Audit Committee– Meeting minutes from July 19, 2018 attached.*
 - *Motion to receive and file financial statements made by Helen Spaulding, 2nd Lynne Sypher. Motion carried.*
 - *Resolutions:*
 - *18-19 is seeking your approval of the 2017 Agency Audit, 990 and CHAR 500. Motion Ella Clark, 2nd Larry Woolheater. Motion carried.*
 - *Lindy informed the group that since the committees met, the price of the middle health insurance plan increase decreased from 8.25% to just over 7%..*
 - *Resolution:*
 - *18-20 is seeking your acceptance of the 2018 Health Insurance Renewal. Motion made by Helen Spaulding, 2nd Larry Woolheater. Motion carried.*
 - *Resolution:*
 - *18–21 is seeking acceptance of proposed CSBG 2018-19 Budget. Motion to approve Shelley Warnow, 2nd Ella Clark. Motion carried.*
 - *Resolution:*
 - *18–23 is seeking acceptance of CSBG Signatory page. Motion to approve Lynne Sypher, 2nd Shelley Warnow. Motion carried.*
 - *Board Development Committee*

*Cortland County Community Action Program, Inc.
September 27, 2018 Meeting Agenda*

- I. *Call to Order*
 - II. *Motion for Approval of the July 26, 2018 Meeting Minutes*
 - III. *Standing Committee Reports*
 - *Executive Committee*
 - *Resolutions:*
 - 18-29 – is seeking your acceptance the employee incentive program.*
 - 18 – 30 – is seeking your acceptance the proposed Sexual Harassment Policies and Procedures.*
 - ! ➤ *Finance and Audit Committee*
 - *Motion to Receive and File Financial Statements.*
 - Resolutions:*
 - 18 – 24 – is seeking your acceptance the approval of the 401(k) audit report prepared by the Bonadio Group.*
 - 18 – 25 – is seeking your acceptance the 2018-2019 HS/EHS Leases for the 2018-2019 Program Year.*
 - *Board Development Committee*
 - *Resolutions:*
 - 18 – 26 – is seeking your acceptance the seating of Deidre Plumley as a Private Sector Representative.*
 - 18 – 27 – is seeking your acceptance the seat of Sarah Beshers as a Public Sector Representative representing Mary Ann Discenza.*
 - 18 – 28 – is seeking your acceptance the seating of Douglas Bentley as a Public Sector Representative*
 - *PP& E Committee*
 - *Resolution:*
 - *18 – 29 – is seeking your acceptance the HS Program Adjustment Proposal.*
 - *HS/EHS Reports*
 - *HS/EHS PIR Review*
 - *3rd Quarter PPR Review*
- 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 – Healthy Families Overview*

IX. *Executive Session – Personnel Issue*

X. *Adjournment*

- *Discussed proposed board training. Lindy will send out a doodle poll for board members to indicate times they could attend the training. Once they have the results, they will contact the trainer and set a date.*
- *Lindy will send calendar to board*
- *Mary Ann Discenza will be resigning due to health issues, as she will be continuing as a Legislator, if the committee finds people who are interested in serving, Mary Ann could appoint someone to serve for her as an elected official.*

- *PP & E Committee did not meet*
 - *Resolution:*
 - *18-22 is seeking your approval for Head Start classroom relocation. Motion made by Larry Woolheater, 2nd Ella Clark. Motion Carried*
- *Executive Director Report*
- *Program Director Reports*
 - *WIC*
 - *Family Development*
 - *Energy Services*
 - *Head Start*
 - *CDPAP*
 - *HR*
- *Head Start Policy Council Update- Executive Committee met to approve classroom relocation.*

- *Old Business – none*

- *New Business – Jeanette suggested that the board do something to recognize all the staff who have been doing extra work with all the vacancies and absences. Lindy agreed to discuss with board. Lindy shared information about the difficulties staff are having with some of the funding sources.*

- *Executive Session – Not needed.*

- *There being no further business motion for adjournment made by Shelley Warnow, 2nd Larry Woolheater. Meeting adjourned at 1:11 p.m.*

Meeting called to order at 8:25 a.m. Members present: Shelley Warnow, Billie MacNabb, Lynne Sypher. Excused: Helen Spaulding. Staff: Lindy Glennon, Greg Richards

Lindy and Greg presented a proposal for an employee incentive opportunity for staff referring candidates for full time permanent employment for open positions at CAPCO (see attached). The thinking is that this would encourage employees to recruit potential staff and keep them engaged as mentors for new staff. Greg presented a spreadsheet with data from 2015-2018 to show the fiscal impact of this incentive program. The funds would not come from contracts, but, would be unrestricted funds. Employees referring potential employees would be paid a \$50 incentive at the time the new employee successfully completes their first 6 months. At the one year anniversary for the new employee, the referring employee would receive a \$100 incentive. The committee discussed the proposal. Lynne Sypher made a motion to approve as presented, 2nd Billie MacNabb. Motion carried.

Greg presented the proposed Sexual Harassment Personnel Policy and Procedure. This is required due to new laws passed in New York State. Employers are required to have this policy in place by Oct. 9, 2018. The proposed policy (see attached) is a draft policy from the Department of Labor. It includes all of the requirements and language per the new law. CAPCO currently has a sexual harassment policy and procedure. The new one includes more specifics, different requirements for training staff and reporting. All staff will be notified of the updated policy and staff training will be provided at our All Staff Day scheduled for January 28, 2019. Motion to approve made by Shelley Warnow, 2nd Lynne Sypher. Motion carried.

Lindy presented information regarding the closing of the current WIC contract and other personnel compensation. The proposals were discussed and will be presented to the full Board in executive session on 9/27/18.

No further business. The Executive Committee was adjourned with a motion by Lynne Sypher and 2nd Shelley Warnow at 8:55 a.m.

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

Resolution No.18-29

WHEREAS, the Cortland County Community Action Program, Inc. Executive Committee has reviewed the proposed the Employee Incentive Proposal and accepted as presented, and

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

Be it resolved that September 27, 2018 the Board of Directors has adopted for acceptance the Employee Incentive Proposal.

President

Date

Year	Hired in Permanent Positions, Originally	Hired in Variable Hour/Per Diem (Sub), remain a Sub	Hired as Sub and Moved to Permanent Position within 1st Year
2015	3	2	0
2016	7	3	5
2017	19	7	6
YTD 2018	5	2	3
Average	8.5	3.5	3.5

\$150.00

Total	Total Annual Cost if <u>Only Permanent Hires</u> Considered--assumption 100% referred	Total Annual Cost if <u>Only Permanent Hires</u> Considered--assumption 80% referred	Total Annual Cost if <u>Only Permanent Hires</u> Considered--assumption 50% referred	Total Annual Cost if <u>Only Permanent Hires</u> Considered--assumption 20% referred
5	\$450.00	\$360.00	\$225.00	\$90.00
15	\$1,050.00	\$840.00	\$525.00	\$210.00
32	\$2,850.00	\$2,280.00	\$1,425.00	\$570.00
10	\$750.00	\$600.00	\$375.00	\$150.00
15.5	\$1,275.00	\$1,020.00	\$637.50	\$255.00

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

Resolution No.18-30

WHEREAS, the Cortland County Community Action Program, Inc. Executive Committee reviewed the proposal Sexual Harassment Policies and Procedures and has recommended accepting as presented, and

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

Be it resolved that September 27, 2018 the Board of Directors has adopted for acceptance the Sexual Harassment Policies and Procedures.

President

Date

EMPLOYEE REFERRAL INCENTIVE

Effective Date: **January 1, 2019**

PURPOSE/POLICY

CAPCO encourages current employees to refer for employment qualified prospective candidates for employment with the Agency for positions for which the Agency is recruiting and the candidate is qualified.

To recognize employees who refer candidates to apply for employment, CAPCO will provide a payroll incentive for employees who refer a candidate who is hired for the referred position following the completion of six (6) months of employment and again if the newly hired employee completes one (1) year of employment.

PROCEDURE

1. Current employees who refer candidates for employment for open positions that CAPCO is actively recruiting for must be identified by the candidate indicating the referral on the Application for Employment.
2. If a candidate is hired as an employee for a position which she/he was referred to apply for by a current employee and remains employed for six (6) months following her/his start date, the referring employee is eligible to receive an initial payroll incentive of \$50.00.
3. The referring employee is eligible to receive a secondary payroll incentive of \$100.00 if the referred employee remains employed for one (1) year following the referred employee's start date.
4. Eligibility for the referral incentive will be considered for the referral of candidates to apply for permanent regularly scheduled positions within the Agency.
5. The hiring process for all positions will be in adherence to CAPCO's Recruitment and Selection policy.

SEXUAL HARASSMENT

Effective Date: **September 27, 2018**

PURPOSE/POLICY

CAPCO is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. CAPCO has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of CAPCO's commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with CAPCO, or with a government agency or in court under federal, state or local antidiscrimination laws.

1. This Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with CAPCO.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. CAPCO has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of CAPCO who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee working in the workplace who believes they have been subject to such retaliation should inform a supervisor, manager, or the Human Resources Department. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects CAPCO to liability for harm to victims of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.
5. CAPCO will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. CAPCO will provide all employees a complaint form for employees to report harassment and file complaints.

7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe to the Human Resource Director, or the Executive Director.

8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should complain so that any violation of this policy can be corrected promptly.

Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, brushing against another employee's body or poking another employees' body;

- Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises or not during work hours.

What is "Retaliation"?

Unlawful retaliation can be any action that would keep a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- Filed a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- Opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- Complained that another employee has been sexually harassed; or
- Encouraged a fellow employee to report harassment.

PROCEDURE

Reporting Sexual Harassment

Preventing sexual harassment is everyone’s responsibility. CAPCO cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager, the Human Resource Director, or the Executive Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager the Human Resource Director, or the Executive Director.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee’s behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a victim of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Human Resources Director, or the Executive Director.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint And Investigation Of Sexual Harassment

All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed within 30 days. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, the Human Resource Director or Executive Director will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The final resolution of the complaint, together with any corrective actions action(s).
- Keep the written documentation and associated documents in the employer's records.

- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by [*Employer Name*] but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at [*Employer Name*], employees may also choose to pursue legal remedies with the following governmental entities **at any time**.

New York Division of Human Rights (DHR)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to CAPCO does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml

Contact the Local Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Meeting called to order at 8:00 a.m. Members present: Shelley Warnow, Ella Clark Dilorio, Penny Prignon. Staff: Martha Allen and Lindy Glennon. Auditor Michael Sims, Bonadio, present via phone

Michael Sims, Bonadio, presented the results of the audit for the Employee Benefit Plan (401(k) audit). He reviewed the auditor's responsibilities and required policies and procedures that are followed. (See attached). Net assets at the end of 2017 were \$1,646,980 up from \$1,455,867 in 2016. Employer contributions in 2017 were \$72,992, increased from 2016 level \$65,542. Investment income for 2017 was \$197,631 (\$89,257 2016). Change in net assets \$191,113 (\$9151 in 2016). Increase in 2017 represented the favorable market conditions. Committee discussed, no further questions for auditor. Motion to accept audit as presented made by Ella Dilorio, 2nd Penny Prignon. Motion carried.

The committee reviewed the July Financials Report (See Attached).

AGENCY

Accounts Payable and Accounts Receivable are current with the exception of Medicaid receivables. As discussed in July and with the auditors, Eden is developing a process for follow up with the Medicaid receivables that will include a monthly report to the Finance Committee re: status. The Bonadio Group will present the 2017 Employee Benefit Plan Draft Financials.

CDS (Consumer Directed Services)

CDPAP billing submitted for payment through the payroll ending August 17, 2018, being consistently current with Medicaid billing ensures a positive cash flow. Currently we are forecasting a net surplus of \$200k for CDPAP. We have filled the position for Medicaid Billing Assistant. Merwin Green has accepted that position. Eden's back and she is reviewing the resumes received for the Volunteer Driver Coordinator and will be scheduling interviews as soon as possible. We continue to work on a plan re: additional salary increases as well as possibility of reinstituting accrued leave for full time CDPAP staff. With Eden's return in August, we plan to present our proposal at the October Finance Committee Meeting.

EARLY CHILDHOOD DEVELOPMENT

The 2018/2019 leases are attached for your review. Currently we are forecasting the 2018/2019 HSEHS contract with no surplus/deficit.

ENERGY SERVICES DEPARTMENT

The 2018-2019 WAP Amended Budget for \$400,000 approved on September 17, 2018. The Energy Department is on track with WAP.

FAMILY DEVELOPMENT DEPARTMENT

We are currently estimating a carryover of \$46k, 20% of the 17.18CSBG contract. We had the opportunity to apply for up to \$24,000 in technology and technical assistance grant funds. The request was received the first week of August and had to be submitted within a week. We received final approval 9/10 and we are working to expend the funds. The proposed budget is attached.

WIC

Currently we are forecasting the 17.18WIC contract to have a net surplus of \$13k. Kirsten is working on spending some of that surplus for furniture and equipment purchases as recommended by the Regional Office.

Motion to accept and file financials as presented made by Penny Prignon, 2nd Ella Dilorio.

Motion carried.

Committee reviewed the proposal for the CSBG Technology/Technical Assistance Grant (See attached). We were notified August 1 about the availability of up to \$24,000 for technology/TA. The proposal and budget were due no later than August 8. We submitted our proposal and received notification that it was approved Sept. 10. The funds have to be expended and materials received by 9/30/18.

Committee reviewed the leases for the 2018-19 year. (See attached). No increases in any of the leases. Change included no lease at Marathon and one less classroom space at Homer due to changes in HS classrooms at these sites. Motion to approve made by Shelley Warnow, 2nd Ella Dilorio. Motion carried.

No further business, meeting adjourned at 8:55 a.m.

FINANCE COMMITTEE REPORT
SUMMARY OF JULY 2018 FINANCIAL STATEMENTS
PRESENTED BY Martha Allen
September 20, 2018

AGENCY

Accounts Payable and Accounts Receivable are current with the exception of Medicaid receivables. As discussed in July and with the auditors, Eden is developing a process for follow up with the Medicaid receivables that will include a monthly report to the Finance Committee re: status.

The Bonadio Group will present the 2017 Employee Benefit Plan Draft Financials.

CDS (Consumer Directed Services)

CDPAP billing submitted for payment through the payroll ending August 17, 2018, being consistently current with Medicaid billing ensures a positive cash flow.

Currently we are forecasting a net surplus of \$200k for CDPAP.

We have filled the position for Medicaid Billing Assistant. Merwin Green has accepted that position. Eden's back and she is reviewing the resumes received for the Volunteer Driver Coordinator and will be scheduling interviews as soon as possible.

We continue to work on a plan re: additional salary increases as well as possibility of reinstituting accrued leave for full time CDPAP staff. With Eden's return in August, we plan to present our proposal at the October Finance Committee Meeting.

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

Submitted by Martha Allen on September 20, 2018

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	May-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	Sept 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	7/31/2018
Form 1099's	1/31/2018	1/24/2018
EO 38 Filing	6/30/2018	6/29/2018
Program Reports		
CSBG 2017-2018 py		
20% Expenditure report		4/26/2018
45% Expenditure report		7/18/2018
70% Expenditure report		
1st QTR Program/Fiscal Attestation Forms	1/31/2018	1/31/2018
2nd QTR Program/Fiscal Attestation Forms	4/30/2018	4/26/2018
3rd Qtr Program/Fiscal Attestation Forms	7/31/2018	7/26/2018
4th Qtr Program/Fiscal Attestation Forms	10/31/2018	
MWBE Reports		
3rd qtr (Oct-Dec)	1/10/2018	1/10/2018
4th QTR (Jan-Mar)	4/10/2018	4/10/2018
1st qtr MWBE Reports (Apr-Jun)	7/10/2018	7/10/2018
2nd qtr MWBE Reports (Jul-Sep)	10/10/2018	
Unaudited Financial Statements	11/30/2018	
Energy Services		
WAP 18-19 PY		
Monthly Voucher to Energy Services for presentation to DHCR	20th of month	7/17/2018
1st qtr MWBE Reports (April-June)	7/10/2018	4/10/2018
2nd qtr MWBE Reports (July-September)	10/10/2018	
3rd qtr MWBE Reports (October-December)	1/10/2019	
4th qtr MWBE Reports (January-March)	4/10/2019	
Unaudited Financial Statements - 17.18WAP	5/31/2018	5/31/2018
Head Start & Early Head Start		
Quarterly Form 425: Enter in Payment Management System (PMS)		
1ST QTR (January - March)	4/30/2018	4/9/2018
2ND QTR (April-June)	7/30/2018	7/31/2018
3RD QTR (July-September)	10/30/2018	
4TH QTR (October-December)	1/30/2018	
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	7/31/2018
final (June-May)	10/30/2018	
WIC 17-18py		
Monthly Voucher (due 45 days after month end)	Month of July	9/13/2018
MWBE Reports		
1st qtr MWBE Reports (January-March)	4/10/2018	4/9/2018
2nd qtr MWBE Reports (April to June)	7/10/2018	7/5/2018
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 12/31/2017)	7/30/2018	

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Aged Accounts Receivable Report

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
Child and Adult Care Food Program	7/24/2018	\$5,397.61	\$0.00	\$0.00	\$0.00	\$5,397.61
CORTLAND CITY SCHOOL DISTRICT	7/25/2018	(\$300.00)	\$0.00	\$0.00	\$0.00	(\$300.00)
Cortland County	7/16/2018	\$0.00	\$0.00	\$0.00	\$35.00	\$35.00
DEPARTMENT OF HEALTH	6/2/2016	(\$0.11)	\$0.00	\$0.00	\$0.00	(\$0.11)
HEAP DEPARTMENT	8/2/2018	\$7,104.00	\$0.00	\$0.00	\$0.00	\$7,104.00
Medicaid	8/1/2917	(\$5,416.18)	\$139,190.94	\$106,859.08	\$261,102.75	\$501,736.59
VIRGINIA MORRIS	2/14/2014	\$0.00	\$0.00	\$0.00	\$948.29	\$948.29
MOTHERS & BABIES PERINATAL NE	1/19/2018	\$0.00	\$0.00	\$0.00	\$238.52	\$238.52
NYSERDA-EMPOWER NEW YORK	8/1/2018	\$6,217.49	\$0.00	\$0.00	\$0.00	\$6,217.49
OCM BOCES	5/31/2018	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Grand Totals:		\$13,002.81	\$139,190.94	\$106,859.08	\$262,824.56	\$521,877.39

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Aged Accounts Payable Report

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
AMES LINEN SERVICE								
AMES LINEN SERVICE	881357	Floor Mat Service - 9/12/18	\$63.75	\$0.00	\$0.00	\$0.00	\$0.00	\$63.75
<i>Totals for AMES LINEN SERVICE</i>			<i>\$63.75</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$63.75</i>
BILL BROTHERS								
BILL BROTHERS	412917	Food Supplies-ECD	\$108.24	\$0.00	\$0.00	\$0.00	\$0.00	\$108.24
BILL BROTHERS	412932	Food SuppliesECD	\$109.84	\$0.00	\$0.00	\$0.00	\$0.00	\$109.84
BILL BROTHERS	413087	Food Supplies - ECD	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
BILL BROTHERS	413073	Food Supplies-ECD	\$37.16	\$0.00	\$0.00	\$0.00	\$0.00	\$37.16
<i>Totals for BILL BROTHERS</i>			<i>\$275.24</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$275.24</i>
BLEVINS, INC								
BLEVINS, INC	51591577	Inventory - Oil Furnace - ESD	\$1,124.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,124.58
<i>Totals for BLEVINS, INC</i>			<i>\$1,124.58</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,124.58</i>
BUILDERS BEST								
BUILDERS BEST	1809-497970	Program Materials-ESD-1301-Eggler	\$31.78	\$0.00	\$0.00	\$0.00	\$0.00	\$31.78
<i>Totals for BUILDERS BEST</i>			<i>\$31.78</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$31.78</i>
CENTRAL RESTAURANT PRODUCTS								
CENTRAL RESTAURANT PRODUCTS	11694150	Food Supplies-ECD	\$45.06	\$0.00	\$0.00	\$0.00	\$0.00	\$45.06
<i>Totals for CENTRAL RESTAURANT PRODUCTS</i>			<i>\$45.06</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$45.06</i>
CHARLES SCHELL								
CHARLES SCHELL	6/26/18	TRAVEL REIMBURSEMENT NYSWDA	\$0.00	\$0.00	\$45.00	\$0.00	\$0.00	\$45.00
<i>Totals for CHARLES SCHELL</i>			<i>\$0.00</i>	<i>\$0.00</i>	<i>\$45.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$45.00</i>
DEWITT'S PRODUCE								
DEWITT'S PRODUCE	614665	Food Supplies-ECD	\$286.80	\$0.00	\$0.00	\$0.00	\$0.00	\$286.80
DEWITT'S PRODUCE	614666	Food Supplies - ECD	\$315.95	\$0.00	\$0.00	\$0.00	\$0.00	\$315.95
DEWITT'S PRODUCE	614664	Food Supplies - ECD	\$13.43	\$0.00	\$0.00	\$0.00	\$0.00	\$13.43
DEWITT'S PRODUCE	614663	Food Supplies-ECD	\$253.00	\$0.00	\$0.00	\$0.00	\$0.00	\$253.00
<i>Totals for DEWITT'S PRODUCE</i>			<i>\$869.18</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$869.18</i>
FIRST NIAGARA BANK, N.A								
FIRST NIAGARA BANK, N.A	4589 APRIL 2	CREDIT FOR PRO RATED RENT BRANDY CAR	\$0.00	\$0.00	\$0.00	\$0.00	(\$140.00)	(\$140.00)
<i>Totals for FIRST NIAGARA BANK, N.A</i>			<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>(\$140.00)</i>	<i>(\$140.00)</i>
FOSTERMARTIN INC.								
FOSTERMARTIN INC.			\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
<i>Totals for FOSTERMARTIN INC.</i>			<i>\$1,500.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,500.00</i>

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Aged Accounts Payable Report

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
THE GLASS SMITH, INC.	33255	2 Door openers SM Bldg - ESD	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
		<i>Totals for THE GLASS SMITH, INC.</i>	<i>\$120.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$120.00</i>
HEATHER SCIARA								
HEATHER SCIARA	092418	9/24/18 Travel Adv-Pyramid Positive Solutions for F	\$41.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41.00
		<i>Totals for HEATHER SCIARA</i>	<i>\$41.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$41.00</i>
HEP SALES								
HEP SALES	09-070516-00	BLG ES81 PO 9324	\$0.00	\$0.00	\$0.00	\$5.31	\$0.00	\$5.31
HEP SALES	09-090418-00	Furnace and parts -ESD 1318 Foster, S	\$43.74	\$0.00	\$0.00	\$0.00	\$0.00	\$43.74
HEP SALES	09-090518-00	Furnace and parts-ESD 1318 Foster, S	\$20.78	\$0.00	\$0.00	\$0.00	\$0.00	\$20.78
HEP SALES	09-090518-00	Furnace and parts-ESD 1318 Foster, S	\$1.80	\$0.00	\$0.00	\$0.00	\$0.00	\$1.80
HEP SALES	09-091018-00	Furnace and parts-ESD 1318 Foster, S	\$3.18	\$0.00	\$0.00	\$0.00	\$0.00	\$3.18
HEP SALES	09-090618-00	Furnace and parts-ESD 1318 Foster, S	\$39.99	\$0.00	\$0.00	\$0.00	\$0.00	\$39.99
HEP SALES	09-091118-01	Furnace - ESD - 1291-Fleming, A	\$215.30	\$0.00	\$0.00	\$0.00	\$0.00	\$215.30
HEP SALES	09-091218-00	Furnace - ESD - 1291-Fleming, A	\$17.08	\$0.00	\$0.00	\$0.00	\$0.00	\$17.08
HEP SALES	09-091318-00	Furnace - ESD - 1291-Fleming, A	\$14.99	\$0.00	\$0.00	\$0.00	\$0.00	\$14.99
HEP SALES	09-091318-00	HWT-ESD-ES107-Brown, M	\$17.98	\$0.00	\$0.00	\$0.00	\$0.00	\$17.98
HEP SALES	09-091118-00	Program Materials-ESD-1301-Eggler	\$83.07	\$0.00	\$0.00	\$0.00	\$0.00	\$83.07
HEP SALES	09-070516-00	RETURNED MERCHANDISE	\$0.00	\$0.00	\$0.00	\$0.00	(\$5.31)	(\$5.31)
		<i>Totals for HEP SALES</i>	<i>\$457.91</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$5.31</i>	<i>(\$5.31)</i>	<i>\$457.91</i>
HUMMEL'S OFFICE EQUIPMENT CO. INC								
HUMMEL'S OFFICE EQUIPMENT CO. INC	1450082-0	Cork Boards-ECD	\$83.01	\$0.00	\$0.00	\$0.00	\$0.00	\$83.01
		<i>Totals for HUMMEL'S OFFICE EQUIPMENT CO. INC</i>	<i>\$83.01</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$83.01</i>
ID BOOTH, INC.								
ID BOOTH, INC.	021784	Waterheater - ESD - 1318- Foster	\$544.68	\$0.00	\$0.00	\$0.00	\$0.00	\$544.68
ID BOOTH, INC.	021785	Waterheater -ESD - 1318-Foster	\$27.52	\$0.00	\$0.00	\$0.00	\$0.00	\$27.52
ID BOOTH, INC.	021786	Waterheater - ESD - 1318 -Foster	\$6.17	\$0.00	\$0.00	\$0.00	\$0.00	\$6.17
ID BOOTH, INC.	021783	Program Materials-ESD-1291-Fleming	\$3,640.24	\$0.00	\$0.00	\$0.00	\$0.00	\$3,640.24
		<i>Totals for ID BOOTH, INC.</i>	<i>\$4,218.61</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$4,218.61</i>
INTERFLEX PAYMENTS, LLC								
INTERFLEX PAYMENTS, LLC	INV161733	FSA Admin Fee	\$0.00	\$0.00	\$110.25	\$0.00	\$0.00	\$110.25
		<i>Totals for INTERFLEX PAYMENTS, LLC</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$110.25</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$110.25</i>
JOY TREACY								
JOY TREACY	092418	9/24/18 Travel Adv-Pyramid Positive Solutions for F	\$41.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41.00
		<i>Totals for JOY TREACY</i>	<i>\$41.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$41.00</i>

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Aged Accounts Payable Report

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
KELLY CASE	092418	9/24/18 Travel Adv-Pyramid Positive Solutions for F	\$41.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41.00
<i>Totals for KELLY CASE</i>			<i>\$41.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$41.00</i>
KIRSTEN PARKER								
KIRSTEN PARKER	111418	Travel Adv Mandatory Manager's Workshop	\$134.00	\$0.00	\$0.00	\$0.00	\$0.00	\$134.00
<i>Totals for KIRSTEN PARKER</i>			<i>\$134.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$134.00</i>
LAKESHORE LEARNING MATERIALS								
LAKESHORE LEARNING MATERIALS	3867880918	Carpet for SM HS - ECD	\$110.08	\$0.00	\$0.00	\$0.00	\$0.00	\$110.08
LAKESHORE LEARNING MATERIALS	3867860918	Carpets for Cosimo's -ECD	\$275.66	\$0.00	\$0.00	\$0.00	\$0.00	\$275.66
<i>Totals for LAKESHORE LEARNING MATERIALS</i>			<i>\$385.74</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$385.74</i>
LOWE'S								
LOWE'S	910496	8/14/18-MAINTENANCE SUPPLIES-BLG-SMBL	\$75.81	\$0.00	\$0.00	\$0.00	\$0.00	\$75.81
LOWE'S	910544	8/22/18-SUPPLIES-BLG-SMBLG	\$57.51	\$0.00	\$0.00	\$0.00	\$0.00	\$57.51
LOWE'S	910627	8/27/18-Maintenance-BLG-SMBLG	\$95.94	\$0.00	\$0.00	\$0.00	\$0.00	\$95.94
LOWE'S	910663	8/28/18-Plexi,tool-E987-Mcdermott	\$77.93	\$0.00	\$0.00	\$0.00	\$0.00	\$77.93
<i>Totals for LOWE'S</i>			<i>\$307.19</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$307.19</i>
MAIN STREET AUTO REPAIR								
MAIN STREET AUTO REPAIR	8511	Vehicle Maint - Van 10 -ESD	\$681.43	\$0.00	\$0.00	\$0.00	\$0.00	\$681.43
<i>Totals for MAIN STREET AUTO REPAIR</i>			<i>\$681.43</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$681.43</i>
MICHELLE WATKINS								
MICHELLE WATKINS	092418	9/24/18 Travel Adv-Pyramid Positive Solutions for F	\$41.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41.00
<i>Totals for MICHELLE WATKINS</i>			<i>\$41.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$41.00</i>
NATIONAL GRID								
NATIONAL GRID	083118-66436	08/18 Electric Service - S. Main	\$390.50	\$0.00	\$0.00	\$0.00	\$0.00	\$390.50
NATIONAL GRID	083118-31036	08/18 Electric Service - N. Main	\$1,205.22	\$0.00	\$0.00	\$0.00	\$0.00	\$1,205.22
NATIONAL GRID	083118-31236	08/18 Electric Service - Cosimo	\$353.60	\$0.00	\$0.00	\$0.00	\$0.00	\$353.60
NATIONAL GRID	083118-29036	08/18 Electric Service - Elm Tree	\$74.38	\$0.00	\$0.00	\$0.00	\$0.00	\$74.38
NATIONAL GRID	083118-14391	08/18 Electric Service - Cosimo Ste A	\$83.74	\$0.00	\$0.00	\$0.00	\$0.00	\$83.74
NATIONAL GRID	083118-15990	08/18 Electric Service - Cosimo Ste C	\$41.10	\$0.00	\$0.00	\$0.00	\$0.00	\$41.10
NATIONAL GRID	083118-00111	08/18 Electric Service - Cosimo Ste B	\$52.79	\$0.00	\$0.00	\$0.00	\$0.00	\$52.79
NATIONAL GRID	083118-68436	08/18 Electric Service - 28 N. Main	\$86.05	\$0.00	\$0.00	\$0.00	\$0.00	\$86.05
<i>Totals for NATIONAL GRID</i>			<i>\$2,287.38</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$2,287.38</i>
NISSAN MOTOR ACCEPTANCE CORPORATION								
NISSAN MOTOR ACCEPTANCE CORPORATIO	3/30/18-4/1/21	2500 8125 609 LEASE PAYMENT 6 OF 36 JN8AT2	\$7,172.10	\$0.00	\$0.00	\$0.00	\$0.00	\$7,172.10
NISSAN MOTOR ACCEPTANCE CORPORATIO	3/30/18-4/1/21	2500 8125 607 LEASE PMT 6 OF 36 5N1AT2MVXJC	\$7,185.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,185.00

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Aged Accounts Payable Report

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
<i>Totals for NISSAN MOTOR ACCEPTANCE CORPORATION</i>			<i>\$14,357.10</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$14,357.10</i>
NYSEG								
NYSEG	090618-1003-	08/18 Gas Service - S. Main A	\$26.06	\$0.00	\$0.00	\$0.00	\$0.00	\$26.06
NYSEG	090518-1001-	08/18 Gas Service - N. Main	\$27.75	\$0.00	\$0.00	\$0.00	\$0.00	\$27.75
NYSEG	090518-1004-	08/18 Gas Service - S. Main	\$19.19	\$0.00	\$0.00	\$0.00	\$0.00	\$19.19
<i>Totals for NYSEG</i>			<i>\$73.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$73.00</i>
RAYMOND OLIVER								
RAYMOND OLIVER	230	9/7/18 Moved Furniture-ECD	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00
<i>Totals for RAYMOND OLIVER</i>			<i>\$30.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$30.00</i>
RENZI FOODSERVICE								
RENZI FOODSERVICE	1968459	Food Supplies & Inventory ECD	\$1,024.98	\$0.00	\$0.00	\$0.00	\$0.00	\$1,024.98
<i>Totals for RENZI FOODSERVICE</i>			<i>\$1,024.98</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,024.98</i>
SAVE-A-LOT								
SAVE-A-LOT	001-00307951	Food Supplies-ECD	\$149.72	\$0.00	\$0.00	\$0.00	\$0.00	\$149.72
SAVE-A-LOT	00307208	Food Supplies - ECD	\$27.06	\$0.00	\$0.00	\$0.00	\$0.00	\$27.06
SAVE-A-LOT	00308223	Food Supplies-ECD	\$39.01	\$0.00	\$0.00	\$0.00	\$0.00	\$39.01
<i>Totals for SAVE-A-LOT</i>			<i>\$215.79</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$215.79</i>
TALLMADGE TIRE								
TALLMADGE TIRE	1-113288	Tire Repair-2010 Dodge Caravan-FDD	\$73.45	\$0.00	\$0.00	\$0.00	\$0.00	\$73.45
<i>Totals for TALLMADGE TIRE</i>			<i>\$73.45</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$73.45</i>
TEACHING STRATEGIES LLC								
TEACHING STRATEGIES LLC	Q-61106	Online Assessment Portfolios - ECD	\$230.88	\$0.00	\$0.00	\$0.00	\$0.00	\$230.88
<i>Totals for TEACHING STRATEGIES LLC</i>			<i>\$230.88</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$230.88</i>
THERESA BROWN								
THERESA BROWN	092418	9/24/18 Travel Adv-Pyramid Positive Solutions For F	\$41.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41.00
<i>Totals for THERESA BROWN</i>			<i>\$41.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$41.00</i>
TRAVELERS								
TRAVELERS	91118-7848R	LIABILITY INSURANCE INSTALLMENT 4	\$1,784.50	\$0.00	\$0.00	\$0.00	\$0.00	\$1,784.50
<i>Totals for TRAVELERS</i>			<i>\$1,784.50</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,784.50</i>
TRUDY HAPPEL								
TRUDY HAPPEL	092418	9/24/18 Travel Adv-Pyramid Positive Solutions for F	\$41.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41.00
<i>Totals for TRUDY HAPPEL</i>			<i>\$41.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$41.00</i>
WAL MART COMMUNITY								
WAL MART COMMUNITY	004046	09/06/18 Food Supplies ECD	\$181.69	\$0.00	\$0.00	\$0.00	\$0.00	\$181.69

CAPCO

Aged Accounts Payable Report

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
WAL MART COMMUNITY	008198	08/31/18 Food Supplies - ECD	\$63.75	\$0.00	\$0.00	\$0.00	\$0.00	\$63.75
WAL MART COMMUNITY	005653	09/04/18 Steel Toe Boots-FDD	\$39.47	\$0.00	\$0.00	\$0.00	\$0.00	\$39.47
WAL MART COMMUNITY	002999	08/22/18 Office Supplies-FDD/HFP	\$209.63	\$0.00	\$0.00	\$0.00	\$0.00	\$209.63
WAL MART COMMUNITY	002999	08/22/18 Program Supplies -FDD/HFP	\$15.68	\$0.00	\$0.00	\$0.00	\$0.00	\$15.68
WAL MART COMMUNITY	006769	08/16/18 Program Supplies - FDD	\$29.84	\$0.00	\$0.00	\$0.00	\$0.00	\$29.84
WAL MART COMMUNITY	005201	08/21/18 Program Supplies-ECD	\$119.34	\$0.00	\$0.00	\$0.00	\$0.00	\$119.34
WAL MART COMMUNITY	003057	09/04/18 Educational Supplies -ECD	\$87.48	\$0.00	\$0.00	\$0.00	\$0.00	\$87.48
WAL MART COMMUNITY	003637	09/05/18 Educational Supplies-ECD	\$120.43	\$0.00	\$0.00	\$0.00	\$0.00	\$120.43
WAL MART COMMUNITY	001646	09/04/18 Educational Supplies-ECD	\$209.22	\$0.00	\$0.00	\$0.00	\$0.00	\$209.22
WAL MART COMMUNITY	000090	09/13/18 Getting Ahead Gift Cards - FDD	\$1,550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,550.00
<i>Totals for WAL MART COMMUNITY</i>			<i>\$2,626.53</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$2,626.53</i>

GRAND TOTALS:	\$33,247.09	\$0.00	\$155.25	\$5.31	(\$145.31)	\$33,262.34
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A total of 80 transaction(s) listed

CAPCO

Balance Sheet

	7/31/2018	6/30/2018	5/31/2018	4/30/2018	3/31/2018
ASSETS					
CURRENT ASSETS					
Cash	\$1,022,581	\$713,198	\$1,087,331	\$1,007,271	\$780,487
Grants Receivable	\$376,616	\$519,979	\$257,441	\$436,208	\$491,057
Accounts Receivable					
ACCOUNTS RECEIVABLE	\$0	\$0	\$0	\$0	\$0
ACCOUNTS RECEIVABLE	\$0	\$0	\$0	\$0	\$0
ACCOUNTS RECEIVABLE	\$548,621	\$706,724	\$617,394	\$556,949	\$614,087
Less: ALLOWANCE FOR DOUBTFUL ACCOUNTS	\$54,874	\$54,874	\$54,874	\$54,874	\$54,874
MEDICAID VARIANCE RECEIVABLE	(\$196)	(\$196)	(\$196)	(\$196)	(\$196)
OTHER RECEIVABLES	(\$106)	(\$106)	\$0	\$0	\$0
OTHER RECEIVABLES	\$0	\$0	\$0	\$0	\$0
OTHER RECEIVABLES	\$459	\$534	\$534	\$485	\$467
Net Accounts Receivable	\$493,903	\$652,082	\$562,858	\$502,364	\$559,484
Prepaid Expenses	\$65,767	\$48,477	(\$7,181)	\$42,111	\$35,414
TOTAL CURRENT ASSETS	\$1,958,868	\$1,933,736	\$1,900,448	\$1,987,953	\$1,866,443
PROPERTY AND EQUIPMENT					
Vehicles, furniture and equipment	\$729,443	\$726,308	\$733,542	\$730,864	\$725,086
Building	\$1,176,680	\$1,176,680	\$1,176,680	\$1,176,680	\$1,176,680
NET PROPERTY AND EQUIPMENT AT COST	\$1,906,123	\$1,902,989	\$1,910,222	\$1,907,544	\$1,901,766
Less Accumulated Depreciation	(\$1,053,573)	(\$1,053,573)	(\$1,053,573)	(\$1,046,906)	(\$1,046,906)
TOTAL PROPERTY AND EQUIPMENT	\$852,550	\$849,415	\$856,649	\$860,638	\$854,860
SOFTWARE DEVOLPMENT COSTS	\$0	\$0	\$0	\$0	\$0
TOTAL ASSETS	\$2,811,418	\$2,783,151	\$2,757,097	\$2,848,591	\$2,721,303
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts Payable	\$76,439	\$29,125	\$45,504	\$75,409	\$70,081
Payroll taxes and Accruals	\$147,926	\$152,036	\$129,979	\$292,056	\$273,513
Other Current Liabilities	(\$96,776)	(\$96,806)	(\$96,557)	(\$96,557)	(\$96,804)
Deferred Income	\$163,298	\$165,686	\$168,073	\$111,936	\$58,073
Total CURRENT LIABILITIES	\$290,887	\$250,041	\$247,000	\$382,843	\$304,863
LONG-TERM DEBT	\$291,160	\$291,954	\$292,720	\$293,509	\$294,269
TOTAL LIABILITIES	\$582,047	\$541,995	\$539,719	\$676,352	\$599,132
NET ASSETS	\$2,085,371	\$2,241,156	\$2,217,377	\$2,172,239	\$2,122,171
Total LIABILITIES AND NET ASSETS	\$2,667,418	\$2,783,151	\$2,757,097	\$2,848,591	\$2,721,303

CAPCO

Income Statement

1/1/18-12/31/18 CAPCO ADMINISTRATION

LINE ITEM	TOTAL BUDGET	BUDGET 7/1/2018 7/31/2018	ACTUAL 7/1/2018 7/31/2018	YTD BUDGET 1/1/2018 7/31/2018	YTD ACTUAL 1/1/2018 7/31/2018	FORECAST	TOTAL CONTRACT	REMAINING
ADM - ADMINISTRATIVE CHARGES								
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	267,832	22,319	19,784	156,235	149,836	\$ 113,756	263,592	4,240
NEW ACCRUED BENEFIT TIME	18,644	1,554	1,717	10,876	12,966	\$ 9,870	22,837	-4,193
Total SALARIES/WAGES	286,476	23,873	21,500	167,111	162,803	123,626	286,429	47
FRINGES								
FICA EXPENSE	21,773	1,814	1,503	12,701	11,363	8,702	20,065	1,708
UNEMPLOYMENT INSURANCE EXPENSE	8,538	712	594	4,981	4,495	3,413	7,908	631
WORKERS COMP EXPENSE	569	47	27	332	514	978	1,492	-923
DISABILITY INSURANCE EXPENSE	402	34	41	235	396	283	679	-277
GROUP INSURANCE EXPENSE	10,537	878	940	6,146	6,249	4,699	10,948	-411
401-K EXPENSE	7,564	630	774	4,412	3,572	2,712	6,284	1,280
Fringes on Accrued Leave Earned	1,986	165	240	1,158	1,815	1,051	2,866	-881
Total FRINGES	51,369	4,281	4,118	29,965	28,404	21,838	50,242	1,127
Total PERSONNEL	337,845	28,154	25,619	197,076	191,207	145,464	336,671	1,174
OTHER THAN PERSONNEL								
PROGRAM SUPPLIES	0	0	16	0	16	0	16	-16
OFFICE SUPPLIES	6,000	500	470	3,500	4,077	1,923	6,000	0
FOOD & FOOD SUPPLIES	500	42	0	292	137	363	500	0
COMMERCIAL INSURANCE	14,230	1,186	1,186	8,301	8,300	5,928	14,228	2
VEHICLE FUEL	0	0	0	0	0	0	0	0
PARKING LOT RENTAL	735	61	76	429	374	382	756	-21
POSTAGE	600	50	37	350	344	246	589	11
DUPLICATING & PRINTING	1,200	100	350	700	1,716	1,225	2,941	-1,741
INTERNET SERVICE	1,038	87	0	606	472	337	809	229
TELEPHONE	767	64	18	447	585	89	674	93
Computer & Software Expense	21,962	1,830	1,487	12,811	14,750	7,212	21,962	0
MEETING EXPENSE	800	67	0	467	175	625	800	0
CONFERENCE EXPENSE	2,000	167	0	1,167	0	2,000	2,000	0
TRAINING & TECHNICAL AST	900	75	0	525	0	900	900	0
STAFF RECOG.	200	17	0	117	205	0	205	-5
Staff Development	600	50	0	350	654	0	654	-54
LOCAL TRAVEL	180	15	21	105	70	110	180	0
OUT OF TOWN TRAVEL	500	42	0	292	60	440	500	0
DUES & SUBSCRIPTIONS	14,000	1,167	1,086	8,167	8,145	5,855	14,000	0
PERMITS, FEES, & RENTALS	300	25	0	175	78	275	353	-53
ADVERTISING	0	0	0	0	154	350	504	-504
BUILDING ALLOCATION	26,000	2,167	2,456	15,167	14,908	11,092	26,000	0
Total OTHER THAN PERSONNEL	92,512	7,709	7,203	53,965	55,220	39,352	94,571	-2,059
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	4,400	367	0	2,567	2,200	2,200	4,400	0
Total CONTRACTUAL	4,400	367	0	2,567	2,200	2,200	4,400	0
ADMINISTRATION								
FINANCIAL AUDIT	100	8	0	58	0	100	100	0
PAYROLL PROCESSING	8,000	667	76	4,667	5,283	2,717	8,000	0
EAP SERVICES	10,660	888	888	6,218	6,218	4,442	10,660	0
EQUIPMENT DEPRECIATION	1,515	126	0	884		1,515	1,515	0
ADMINISTRATIVE ALLOCATION	-455,032	-37,919	-33,786	-265,435	-271,488	-184,429	-455,917	886
Total ADMINISTRATION	-434,757	-36,230	-32,822	-253,608	-259,987	-175,655	-435,642	886
Total EXPENSES	0	0	0	0	-11,360	11,360	0	0
NET SURPLUS/(DEFICIT)	0	0	0	0	-11,360	-11,360	0	0

CAPCO

Income Statement

1/1/18-12/31/18 CAPCO FACILITY

LINE ITEM	ACTUAL			YTD ACTUAL			FORECAST	TOT CONTRACT	REMAINING
	TOT BUDGET	BUDGET	7/1/2018 7/31/2018	YTD BUDGET	1/1/2018 7/31/2018				
EXPENSES									
PERSONNEL									
SALARIES/WAGES									
SALARY/WAGE EXPENSE	5,109	426	282	2,980	1,845	3,264	5,109	0	
Total SALARIES/WAGES	5,109	426	282	2,980	1,845	3,264	5,109	0	
FRINGES									
FICA EXPENSE	391	33	20	228	129	250	378	13	
UNEMPLOYMENT INSURANCE EXPEN	153	13	8	89	55	98	153	0	
WORKERS COMP EXPENSE	257	21	0	150	2	255	257	0	
GROUP INSURANCE EXPENSE	366	31	0	214	64	302	366	0	
401-K EXPENSE	51	4	8	30	55	33	88	(37)	
Total FRINGES	1,219	102	38	711	306	937	1,243	(24)	
Total PERSONNEL	6,328	527	319	3,691	2,151	4,202	6,352	(24)	
OTHER THAN PERSONNEL									
OFFICE SUPPLIES	0	0	30	0	597	0	597	(597)	
COMMERCIAL INSURANCE	14,064	1,172	1,172	8,204	8,201	5,858	14,058	6	
VEHICLE MAINTENANCE	0	0	0	0	56	0	56	(56)	
VEHICLE FUEL	0	0	0	0	103	0	103	(103)	
OFFICE UTILITIES	24,400	2,033	1,274	14,233	14,994	9,406	24,400	0	
JANITORIAL MAINTENANCE	25,818	2,152	2,143	15,061	11,349	14,469	25,818	0	
BUILDING MAINTENANCE	32,707	2,726	547	19,079	9,638	23,069	32,707	0	
TRASH REMOVAL	2,528	211	169	1,475	1,181	1,347	2,528	0	
MORTGAGE INTEREST EXPENSE	4,604	384	414	2,686	1,992	2,612	4,604	0	
MORTGAGE PRIN EX - FNB	31,291	2,608	5,574	18,253	21,958	9,333	31,291	0	
MORTGAGE PRIN EXP -CITY	6,000	500	500	3,500	3,500	2,500	6,000	0	
LOCAL TRAVEL	0	0	0	0	3	0	3	(3)	
BUILDING ALLOCATION	(150,391)	(12,533)	-12,142	(87,728)	-81,239	(72,710)	(153,949)	3,558	
Total OTHER THAN PERSONNEL	(8,978)	(748)	-319	(5,237)	-7,668	(4,115)	(11,784)	2,805	
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	2,650	221	0	1,546	5,431	0	5,431	(2,781)	
Total CONTRACTUAL	2,650	221	0	1,546	5,431	0	5,431	(2,781)	
Total EXPENSES	(0)	(0)	0	(0)	(86)	86	0	(0)	
NET SURPLUS/(DEFICIT)	(0)	(0)	0	(0)	(86)	86	0	(0)	

CAPCO

Income Statement

1/1/18-12/31/18 CDPAP-MEDICAID

LINE ITEM	ACTUAL			YTD ACTUAL			TOTAL CONTRACT	REMAINING
	TOT BUDGET	BUDGET	7/1/2018 7/31/2018	YTD BUDGET	1/1/2018 7/31/2018	FORECAST		
MEDICAID - MEDICAID								
REVENUE								
OTHER REVENUE								
MEDICAID REVENUE	2,414,690	201,224	245,230	1,408,569	1,339,016	1,301,283	2,640,298	(225,608)
OTHER INCOME	0	0	2	0	2		2	(2)
Total OTHER REVENUE	2,414,690	201,224	245,232	1,408,569	1,339,018	1,301,283	2,640,300	(225,610)
Total REVENUE	2,414,690	201,224	245,232	1,408,569	1,339,018	1,301,283	2,640,300	(225,610)
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	1,679,727	139,977	147,847	979,841	984,523	867,123	1,851,646	(171,919)
NEW ACCRUED BENEFIT TIME	4,914	409	405	2,866	2,636	2,278	4,914	0
Total SALARIES/WAGES	1,684,641	140,387	148,252	982,707	987,158	869,401	1,856,560	(171,919)
FRINGES								
FICA EXPENSE	124,320	10,360	11,262	72,520	74,577	66,335	140,912	(16,592)
UNEMPLOYMENT INSURANCE EXPENSE	48,924	4,077	4,435	28,539	29,536	26,014	55,549	(6,625)
WORKERS COMP EXPENSE	54,988	4,582	5,164	32,076	41,986	28,386	70,372	(15,384)
DISABILITY INSURANCE EXPENSE	9,874	823	835	5,760	8,395	5,996	14,391	(4,516)
GROUP INSURANCE EXPENSE	46,244	3,854	3,773	26,976	24,727	18,865	43,592	2,652
401-K EXPENSE	17,123	1,427	1,167	9,988	9,807	8,671	18,478	(1,355)
Fringes on Accrued Leave Earned	564	47	57	329	369	243	612	(48)
Total FRINGES	302,037	25,170	26,692	176,188	189,396	154,510	343,906	(41,869)
Total PERSONNEL	1,986,678	165,557	174,945	1,158,896	1,176,555	1,023,911	2,200,466	(213,788)
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	0	0	0	0	150	107	257	(257)
OFFICE SUPPLIES	600	50	59	350	352	252	604	(4)
PARKING LOT RENTAL	120	10	8	70	53	42	95	25
POSTAGE	2,000	167	121	1,167	1,034	966	690	1,310
DUPLICATING & PRINTING	1,700	142	90	992	692	494	1,186	514
INTERNET SERVICE	190	16	0	111	54	38	92	98
TELEPHONE	200	17	0	117	33	24	57	143
Computer & Software Expense	800	67	0	467	0	800	800	0
MEETING EXPENSE	100	8	0	58	0	100	100	0
CONFERENCE EXPENSE	1,500	125	0	875	105	1,395	1,500	0
TRAINING & TECHNICAL AST	500	42	0	292	0	500	500	0
LOCAL TRAVEL	19,651	1,638	1,981	11,463	12,363	9,805	22,168	(2,517)
OUT OF TOWN TRAVEL	500	42	0	292	12	488	500	0
STAFF IMMUNIZATIONS	1,200	100	153	700	753	448	1,200	0
BACKGROUND CHECKS	2,875	240	0	1,677	1,716	1,159	2,875	0
PERMITS, FEES, & RENTALS	10,481	873	440	6,114	5,413	5,068	10,481	0
ADVERTISING	500	42	0	292	86	414	500	0
BUILDING ALLOCATION	4,500	375	243	2,625	1,625	2,875	4,500	0
Total OTHER THAN PERSONNEL	47,417	3,951	3,095	27,660	24,440	24,975	48,105	(688)
ADMINISTRATION								
FINANCIAL AUDIT	6,800	567	1,588	3,967	5,717	1,083	6,800	0
PAYROLL PROCESSING	9,982	832	908	5,823	6,102	3,880	9,982	0
ADMINISTRATIVE ALLOCATION	152,050	12,671	14,092	88,696	93,247	81,025	174,272	(22,222)
Total ADMINISTRATION	168,832	14,069	16,588	98,485	105,066	85,989	191,054	(22,222)
Total EXPENSES	2,202,927	183,577	194,627	1,285,041	1,306,061	1,134,875	2,439,625	(236,698)
NET SURPLUS/(DEFICIT)	211,763	17,647	50,605	123,529	32,957	166,408	200,675	11,088

CAPCO

Income Statement

6/1/18-5/31/19 ECD GRANTS

LINE ITEM	Amended for COLA	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	7/1/2018 7/31/2018	7/1/2018 7/31/2018	6/1/2018 7/31/2018	6/1/2018 7/31/2018			
HSP - Head Start								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	1,645,143	137,095	53,971	274,191	167,016	1,478,127	1,645,143	0
TOTAL GRANT REVENUE	1,645,143	137,095	53,971	274,191	167,016	1,478,127	1,645,143	0
OTHER REVENUE								
SPECIAL NEEDS SERVICE REIMBURSEMENT	0	0	0	0	980	-980	0	0
ERATE REFUNDS	0	0		0		0	0	0
CASH DONATIONS	0	0		0		0	0	0
INKIND DONATIONS	639,830	53,319		106,638		639,830	639,830	0
TOTAL OTHER REVENUE	639,830	53,319	0	106,638	980	638,850	639,830	0
Total REVENUE	2,284,973	190,414	53,971	380,829	167,996	2,116,977	2,284,973	0
EXPENSES								
PERSONELL								
WAGES/SALARIES								
SALARY/WAGE EXPENSE	1,103,096	91,925	21,496	183,849	90,757	1,012,339	1,103,096	0
NEW ACCRUED BENEFIT TIME	25,649	2,137	2,657	4,275	4,926	20,723	25,649	0
Total WAGES/SALARIES	1,128,745	94,062	24,153	188,124	95,684	1,033,061	1,128,745	0
FRINGES								
FICA EXPENSE	84,376	7,031	1,427	14,063	6,453	77,924	84,376	0
UNEMPLOYMENT INSURANCE EXPENSE	33,089	2,757	686	5,515	2,805	30,284	33,089	0
WORKERS COMP EXPENSE	14,118	1,176	261	2,353	823	13,295	14,118	0
DISABILITY INSURANCE EXPENSE	2,975	248	109	496	417	2,558	2,975	0
GROUP INSURANCE EXPENSE	133,856	11,155	10,397	22,309	20,408	113,448	133,856	0
401-K EXPENSE	26,547	2,212	581	4,425	1,794	24,753	26,547	0
Fringes on Accrued Leave Earned	2,732	228	372	455	690	2,042	2,732	0
Total FRINGES	297,693	24,808	13,833	49,616	33,389	264,305	297,693	0
Total PERSONELL	1,426,438	118,870	37,987	237,740	129,072	1,297,366	1,426,438	0
MATERIALS								
PROGRAM MATERIALS	7,500	625	81	1,250	93	7,407	7,500	0
PROGRAM SUPPLIES	602	50	697	100	1,050	-448	602	0
MEDICAL SUPPLIES	3,950	329		658		3,950	3,950	0
DISABILITY SUPPLIES	1,000	83		167		1,000	1,000	0
EDUCATIONAL SUPPLIES	7,500	625	0	1,250	656	6,844	7,500	0
Total MATERIALS	20,552	1,713	778	3,425	1,798	18,753	20,552	0
OTHER THAN PERSONELL								
FOOD & FOOD SUPPLIES	0	0	922	0	1,337	-1,337	0	0
SPEECH SERVICES	1,000	83		167		1,000	1,000	0
DENTAL SERVICES	500	42		83		500	500	0
MENTAL HEALTH SERVICES	0					0	0	0
PARENT SERVICES	2,500	208		417		2,500	2,500	0
FAMILY EMPOWERMENT	500	42		83		500	500	0
CHILD ACCIDENT INSURANCE	600	50	45	100	90	510	600	0
VEHICLE INSURANCE	3,500	292	386	583	773	2,727	3,500	0
VEHICLE MAINTENANCE	2,500	208	367	417	432	2,068	2,500	0

	Amended for COLA	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	7/1/2018 7/31/2018	7/1/2018 7/31/2018	6/1/2018 7/31/2018	6/1/2018 7/31/2018	FORECAST	TOTAL CONTRACT	REMAINING
HSP - Head Start								
VEHICLE FUEL	2,500	208	137	417	212	2,288	2,500	0
VEHICLE REGISTRATION	200	17	-24	33	0	200	200	0
INTERNET SERVICE	1,500	125	53	250	156	1,344	1,500	0
CENTER TELEPHONE	5,000	417	82	833	144	4,856	5,000	0
Computer & Software Expense	5,000	417	185	833	185	4,815	5,000	0
MEETING EXPENSE	0	0		0		0	0	0
CONFERENCE EXPENSE	0	0	259	0	259	-259	0	0
TRAINING & TECHNICAL AST	0	0	400	0	400	-400	0	0
TEACHER TRAININGS	3,600	300		600		3,600	3,600	0
Staff Development	500	42		83		500	500	0
LOCAL TRAVEL	8,000	667	36	1,333	227	7,773	8,000	0
OUT OF TOWN TRAVEL	0	0	289	0	289	-289	0	0
POLICY COUNCIL EXPENSE	1,000	83	0	167	20	980	1,000	0
STAFF IMMUNIZATIONS	500	42	0	83	0	500	500	0
DUES & SUBSCRIPTIONS	10,000	833	0	1,667	7,351	2,649	10,000	0
BACKGROUND CHECKS	1,200	100	100	200	137	1,063	1,200	0
PERMITS, FEES, & RENTALS	2,000	167	196	333	196	1,804	2,000	0
EQUIPMENT MAINTENANCE	0	0	137	0	137	-137	0	0
Total OTHER THAN PERSONELL	52,100	4,342	3,570	8,683	12,344	39,756	52,100	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	8,000	667	453	1,333	453	7,547	8,000	0
Total CONTRACTUAL	8,000	667	453	1,333	453	7,547	8,000	0
INKIND								
VOLUNTEERS/INTERNS	49,073	4,089		8,179		49,073	49,073	0
VOLUNTEERS-PROFESSIONALS	164,714	13,726		27,452		164,714	164,714	0
INKIND DONATIONS	57,873	4,823		9,646		57,873	57,873	0
INKIND TRANSPORTATION	330,570	27,548		55,095		330,570	330,570	0
INKIND DONATED SPACE	37,600	3,133		6,267		37,600	37,600	0
Total INKIND	639,830	53,319	0	106,638	0	639,830	639,830	0
SPACE								
PROGRAM RENT	66,493	5,541	5,030	11,082	10,060	56,434	66,493	0
PROGRAM UTILITIES	2,000	167	249	333	249	1,751	2,000	0
SMAIN BLG ALLOCATION	28,000	2,333	2,052	4,667	9,147	18,853	28,000	0
Total Space	96,493	8,041	7,331	16,082	19,456	77,038	96,493	0
ADMINISTRATION								
OFFICE SUPPLIES	4,560	380	1,388	760	1,388	3,172	4,560	0
COMMERCIAL INSURANCE	1,700	142	89	283	177	1,523	1,700	0
PARKING LOT RENTAL	400	33	20	67	49	351	400	0
JANITORIAL MAINTENANCE	3,000	250	45	500	45	2,955	3,000	0
BUILDING MAINTENANCE	0	0		0		0	0	0
FINANCIAL AUDIT	6,200	517		1,033		6,200	6,200	0
PAYROLL PROCESSING	4,000	333	199	667	492	3,508	4,000	0
POSTAGE	1,200	100	159	200	277	923	1,200	0
DUPLICATING & PRINTING	5,000	417	299	833	299	4,701	5,000	0
TELEPHONE	2,000	167	0	333	3	1,997	2,000	0
ADVERTISING	1,500	125	291	250	291	1,209	1,500	0
BUILDING DEPRECIATION	0	0	600	0	600	-600	0	0
BUILDING ALLOCATION	12,000	1,000	761	2,000	1,221	10,779	12,000	0
Total ADMINISTRATION	41,560	3,463	3,851	6,927	4,842	36,718	41,560	0
Total EXPENSES	2,284,973	190,414	53,971	380,829	167,966	2,117,007	2,284,973	0
NET SURPLUS/(DEFICIT)	0	0	0	0	30	-31	0	0

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Income Statement

6/1/18-5/31/19 ECD GRANTS

LINE ITEM	TOTAL BUDGET	BUDGET 7/1/2018 7/31/2018	ACTUAL 7/1/2018 7/31/2018	YTD BUDGET 6/1/2018 7/31/2018	YTD ACTUAL 6/1/2018 7/31/2018	FORECAST	TOTAL CONTRACT	REMAINING
TTA - HEAD START TRAINING & TECH ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	22,400	1,867	1,112	3,733	1,451	20,949	22,400	0
TOTAL GRANT REVENUE	22,400	1,867	1,112	3,733	1,451	20,949	22,400	0
Total REVENUE	22,400	1,867	1,112	3,733	1,451	20,949	22,400	0
EXPENSES								
MATERIALS								
PROGRAM SUPPLIES	2,000	167	0	333	0	2,000	2,000	0
Total MATERIALS	2,000	167	0	333	0	2,000	2,000	0
OTHER THAN PERSONELL								
MEETING EXPENSE	0	0		0		0	0	0
CONFERENCE EXPENSE	0	0		0		0	0	0
TRAINING & TECHNICAL AST	3,000	250	133	500	133	2,867	3,000	0
OUT OF TOWN TRAVEL	11,500	958	978	1,917	1,317	10,183	11,500	0
Total OTHER THAN PERSONELL	14,500	1,208	1,112	2,417	1,451	13,049	14,500	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	5,900	492	0	983	0	5,900	5,900	0
Total CONTRACTUAL	5,900	492	0	983	0	5,900	5,900	0
Total EXPENSES	22,400	1,867	1,112	3,733	1,451	20,949	22,400	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

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Income Statement

6/1/18-5/31/19 ECD GRANTS

	Amended for COLA	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	7/1/2018 7/31/2018	7/1/2018 7/31/2018	6/1/2018 7/31/2018	6/1/2018 7/31/2018	FORECAST	TOTAL CONTRACT	REMAINING
EHS - Early Head Start								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	955,068	79,589	58,966	159,178	145,256	809,812	955,068	0
TOTAL GRANT REVENUE	955,068	79,589	58,966	159,178	145,256	809,812	955,068	0
OTHER REVENUE								
INKIND DONATIONS	69,675	5,806	0	11,613	0	69,675	69,675	0
TOTAL OTHER REVENUE	69,675	5,806	0	11,613	0	69,675	69,675	0
Total REVENUE	1,024,743	85,395	58,966	170,791	145,256	879,487	1,024,743	0
EXPENSES								
PERSONELL								
WAGES/SALARIES								
SALARY/WAGE EXPENSE	584,861	48,738	44,290	97,477	84,108	500,753	584,861	0
NEW ACCRUED BENEFIT TIME	42,773	3,564	3,053	7,129	5,585	37,188	42,773	0
Total WAGES/SALARIES	627,634	52,303	47,343	104,606	89,693	537,941	627,634	0
FRINGES								
FICA EXPENSE	46,964	3,914	3,087	7,827	5,908	41,055	46,964	0
UNEMPLOYMENT INSURANCE EXPENSE	18,417	1,535	1,373	3,070	2,609	15,808	18,417	0
WORKERS COMP EXPENSE	7,858	655	411	1,310	755	7,103	7,858	0
DISABILITY INSURANCE EXPENSE	1,586	132	134	264	268	1,318	1,586	0
GROUP INSURANCE EXPENSE	108,375	9,031	8,515	18,063	17,380	90,996	108,375	0
401-K EXPENSE	14,912	1,243	966	2,485	1,788	13,124	14,912	0
Fringes on Accrued Leave Earned	4,555	380	427	759	782	3,773	4,555	0
Total FRINGES	202,668	16,889	14,913	33,778	29,490	173,178	202,668	0
Total PERSONELL	830,302	69,192	62,256	138,384	119,183	711,119	830,302	0
MATERIALS								
PROGRAM MATERIALS	8,958	747	28	1,493	33	8,925	8,958	0
PROGRAM SUPPLIES	668	56	917	111	1,616	-948	668	0
MEDICAL SUPPLIES	750	63		125		750	750	0
DISABILITY SUPPLIES	500	42		83		500	500	0
EDUCATIONAL SUPPLIES	3,000	250	653	500	653	2,347	3,000	0
Total MATERIALS	13,876	1,156	1,598	2,313	2,302	11,574	13,876	0
OTHER THAN PERSONELL								
FOOD & FOOD SUPPLIES	0	0	880	0	916	-916	0	0
SPEECH SERVICES	250	21		42		250	250	0
DENTAL SERVICES	250	21		42		250	250	0
MENTAL HEALTH SERVICES	1,000	83		167		1,000	1,000	0
PARENT SERVICES	1,750	146	40	292	40	1,710	1,750	0
FAMILY EMPOWERMENT	0	0		0		0	0	0
CHILD ACCIDENT INSURANCE	210	18	16	35	32	178	210	0
VEHICLE INSURANCE	2,000	167	241	333	482	1,518	2,000	0
VEHICLE MAINTENANCE	1,000	83	209	167	241	759	1,000	0
VEHICLE FUEL	1,000	83	40	167	66	934	1,000	0
VEHICLE REGISTRATION	500	42	-26	83	0	500	500	0
INTERNET SERVICE	2,000	167	33	333	329	1,671	2,000	0
CENTER TELEPHONE	4,100	342	38	683	88	4,012	4,100	0
Computer & Software Expense	2,000	167	65	333	65	1,935	2,000	0
MEETING EXPENSE	0	0	91	0	91	-91	0	0
CONFERENCE EXPENSE	0	0		0		0	0	0
TRAINING & TECHNICAL AST	0	0		0		0	0	0

	Amended for COLA	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	7/1/2018 7/31/2018	7/1/2018 7/31/2018	6/1/2018 7/31/2018	6/1/2018 7/31/2018	FORECAST	TOTAL CONTRACT	REMAINING
EHS - Early Head Start								
TEACHER TRAININGS	750	63		125		750	750	0
Staff Development	0	0		0		0	0	0
LOCAL TRAVEL	3,000	250	35	500	81	2,919	3,000	0
OUT OF TOWN TRAVEL	0	0	88	0	88	-88	0	0
POLICY COUNCIL EXPENSE	800	67		133		800	800	0
STAFF IMMUNIZATIONS	500	42		83		500	500	0
DUES & SUBSCRIPTIONS	2,500	208	300	417	2,856	-356	2,500	0
BACKGROUND CHECKS	750	63	25	125	38	712	750	0
PERMITS, FEES, & RENTALS	1,000	83	237	167	307	693	1,000	0
EQUIPMENT MAINTENANCE	0	0	48	0	48	-48	0	0
Total OTHER THAN PERSONELL	25,360	2,113	2,360	4,227	5,769	19,591	25,360	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	3,500	292	428	583	603	2,897	3,500	0
Total CONTRACTUAL	3,500	292	428	583	603	2,897	3,500	0
INKIND								
VOLUNTEERS/INTERNS	6,666	556		1,111		6,666	6,666	0
VOLUNTEERS-PROFESSIONALS	10,576	881		1,763		10,576	10,576	0
INKIND DONATIONS	9,833	819		1,639		9,833	9,833	0
INKIND DONATED SPACE	42,600	3,550		7,100		42,600	42,600	0
Total INKIND	69,675	5,806		11,613		69,675	69,675	0
SPACE								
PROGRAM RENT	38,380	3,198	3,887	6,397	7,774	30,606	38,380	0
PROGRAM UTILITIES	7,000	583	1,284	1,167	1,284	5,716	7,000	0
SMAIN BLG ALLOCATION	15,500	1,292	931	2,583	4,150	11,350	15,500	0
Total SPACE	60,880	5,073	6,102	10,147	13,208	47,672	60,880	0
ADMINISTRATION								
OFFICE SUPPLIES	2,000	167	488	333	488	1,512	2,000	0
COMMERCIAL INSURANCE	2,000	167	353	333	706	1,294	2,000	0
PARKING LOT RENTAL	200	17	9	33	26	174	200	0
JANITORIAL MAINTENANCE	3,000	250	877	500	1,544	1,456	3,000	0
BUILDING MAINTENANCE	0	0	114	0	114	-114	0	0
TRASH REMOVAL	1,400	117	131	233	131	1,269	1,400	0
FINANCIAL AUDIT	3,000	250		500		3,000	3,000	0
PAYROLL PROCESSING	1,800	150	233	300	362	1,438	1,800	0
POSTAGE	500	42	48	83	104	396	500	0
DUPLICATING & PRINTING	2,000	167	118	333	118	1,882	2,000	0
TELEPHONE	1,000	83	127	167	128	872	1,000	0
ADVERTISING	250	21		42		250	250	0
BUILDING DEPRECIATION	0	0		0		0	0	0
BUILDING ALLOCATION	4,000	333	285	667	458	3,542	4,000	0
Total ADMINISTRATION	21,150	1,763	2,782	3,525	4,179	16,971	21,150	0
Total EXPENSES	1,024,743	85,395	75,527	170,790	145,245	879,497	1,024,743	0
NET SURPLUS/(DEFICIT)	0	0	-16,562	0	11	-10	0	0

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Income Statement

6/1/18-5/31/19 ECD GRANTS

LINE ITEM	TOTAL BUDGET	BUDGET 7/1/2018 7/31/2018	ACTUAL 7/1/2018 7/31/2018	YTD BUDGET 6/1/2018 7/31/2018	YTD ACTUAL 6/1/2018 7/31/2018	FORECAST	TOTAL CONTRACT	REMAINING
ETA - EARLY HS TRAINING & TECH. ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	24,000	2,000	438	4,000	557	23,443	24,000	0
TOTAL GRANT REVENUE	24,000	2,000	438	4,000	557	23,443	24,000	0
Total REVENUE	24,000	2,000	438	4,000	557	23,443	24,000	0
EXPENSES								
MATERIALS								
PROGRAM SUPPLIES	1,800	150	0	300	0	1,800	1,800	0
Total MATERIALS	1,800	150	0	300	0	1,800	1,800	0
OTHER THAN PERSONELL								
MEETING EXPENSE	0	0		0		0	0	0
CONFERENCE EXPENSE	0	0		0		0	0	0
TRAINING & TECHNICAL AST	4,600	383	47	767	47	4,553	4,600	0
OUT OF TOWN TRAVEL	13,300	1,108	391	2,217	510	12,790	13,300	0
Total OTHER THAN PERSONELL	17,900	1,492	438	2,983	557	17,343	17,900	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	4,300	358	0	717	0	4,300	4,300	0
Total CONTRACTUAL	4,300	358	0	717	0	4,300	4,300	0
Total EXPENSES	24,000	2,000	438	4,000	557	23,443	24,000	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

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Income Statement

6/1/18-5/31/19 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	7/1/2018 7/31/2018	7/1/2018 7/31/2018	6/1/2018 7/31/2018	6/1/2018 7/31/2018						
MAG - Management and General											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	191,406	15,951	10,352	31,901	25,108	166,298	191,406	0			
TOTAL GRANT REVENUE	191,406	15,951	10,352	31,901	25,108	166,298	191,406	0			
Total REVENUE	191,406	15,951	10,352	31,901	25,108	166,298	191,406	0			
ADMINISTRATION											
OFFICE SUPPLIES	0	0		0		0	0	0			
JANITORIAL MAINTENANCE	0	0		0		0	0	0			
BUILDING MAINTENANCE	0	0		0		0	0	0			
ADVERTISING	0	0		0		0	0	0			
VEHICLE DEPRECIATION	0	0		0		0	0	0			
ADMINISTRATIVE ALLOCATION	191,406	15,951	10,352	31,901	25,108	166,298	191,406	0			
Total ADMINISTRATION	191,406	15,951	10,352	31,901	25,108	166,298	191,406	0			
Total EXPENSES	191,406	15,951	10,352	31,901	25,108	166,298	191,406	0			
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0			

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Income Statement

6/1/18-5/31/19 ECD GRANTS

LINE ITEM	TOTAL BUDGET	BUDGET 7/1/2018 7/31/2018	ACTUAL 7/1/2018 7/31/2018	YTD BUDGET 6/1/2018 7/31/2018	YTD ACTUAL 6/1/2018 7/31/2018	FORECAST	TOTAL CONTRACT	REMAINING
UPK - Universal Pre-K								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	198,000	16,500	19,800	16,500	19,800	178,200	198,000	0
TOTAL GRANT REVENUE	198,000	16,500	19,800	16,500	19,800	178,200	198,000	0
OTHER REVENUE								
SERVICE FEES	0	0	4,028	0	4,028	-4,028	0	0
SALARY REIMBURSEMENTS	32,000	2,667	0	2,667	0	32,000	32,000	0
TOTAL OTHER REVENUE	32,000	2,667	4,028	2,667	4,028	27,972	32,000	0
Total REVENUE	230,000	19,167	23,828	19,167	23,828	206,172	230,000	0
EXPENSES								
PERSONELL								
WAGES/SALARIES								
SALARY/WAGE EXPENSE	124,029	10,336	1,896	10,336	10,646	113,383	124,029	0
NEW ACCRUED BENEFIT TIME	2,696	225	206	225	371	2,325	2,696	0
Total WAGES/SALARIES	126,725	10,560	2,102	10,560	11,017	115,708	126,725	0
FRINGES								
FICA EXPENSE	9,664	805	125	805	762	8,902	9,664	0
UNEMPLOYMENT INSURANCE EXPENSE	3,790	316	57	316	319	3,470	3,790	0
WORKERS COMP EXPENSE	1,617	135	13	135	54	1,563	1,617	0
DISABILITY INSURANCE EXPENSE	310	26	4	26	31	279	310	0
GROUP INSURANCE EXPENSE	8,186	682	1,344	682	2,708	5,478	8,186	0
401-K EXPENSE	2,937	245	44	245	202	2,735	2,937	0
Fringes on Accrued Leave Earned	287	24	29	24	52	235	287	0
Total FRINGES	26,790	2,232	1,617	2,232	4,128	22,662	26,790	0
Total PERSONELL	153,515	12,793	3,719	12,793	15,145	138,370	153,515	0
MATERIALS								
PROGRAM SUPPLIES	7,500	625	0	625	0	7,500	7,500	0
EDUCATIONAL SUPPLIES	0	0	119	0	119	-119	0	0
Total MATERIALS	7,500	625	119	625	119	7,500	7,500	0
OTHER THAN PERSONELL								
FOOD & FOOD SUPPLIES	0	0		0	9	-9	0	0
INTERNET SERVICE	30	3		3	1	29	30	0
CENTER TELEPHONE	0		6	0	10	-10	0	0
MEETING EXPENSE	0			0		0	0	0
TRAINING & TECHNICAL AST	0			0		0	0	0
TEACHER TRAININGS	2,000	167		167		2,000	2,000	0
Staff Development	0	0		0		0	0	0
LOCAL TRAVEL	1,000	83	2	83	10	990	1,000	0
Out of Town Travel	2,000	167	-8	167	208	1,792	2,000	0
DUES & SUBSCRIPTIONS	1,100	92		92		1,100	1,100	0
Total OTHER THAN PERSONELL	6,130	511	0	511	238	5,892	6,130	0
SPACE								
PROGRAM RENT	28,600	2,383	2,383	2,383	4,767	4,767	9,533	19,067
SMAIN BLG ALLOCATION	0	0	288	0	372	372	743	-743
Total SPACE	28,600	2,383	2,672	2,383	5,138	5,138	10,277	18,323
ADMINISTRATION								
COMMERCIAL INSURANCE	489	41	20	41	40	449	489	0
PARKING LOT RENTAL	25	2	2	2	3	22	25	0
FINANCIAL AUDIT	700	58		58		700	700	0
PAYROLL PROCESSING	450	38	7	38	33	417	450	0
TELEPHONE	100	8	0	8	0	100	100	0
ADVERTISING	0	0		0		0	0	0
BUILDING DEPRECIATION	0	0		0		0	0	0
ADMINISTRATIVE ALLOCATION	14,528	1,211	484	1,211	1,568	12,960	14,528	0
BUILDING ALLOCATION	1,000	83	52	83	84	916	1,000	0
Total ADMINISTRATION	17,292	1,441	566	1,441	1,729	15,563	17,292	0
Total EXPENSES	213,037	17,753	7,076	17,753	22,368	172,464	194,713	18,323
NET SURPLUS/(DEFICIT)	16,963	1,414	16,752	1,414	1,460	33,708	35,287	-18,323

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Income Statement

4/1/18 to 3/31/19 WAP

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	TOTAL		
		7/1/2018 7/31/2018	7/1/2018 7/31/2018	4/1/2018 7/31/2018	4/1/2018 7/31/2018	FORECAST	CONTRACT	REMAINING
18.19WAP - 2018-2019 WAP								
REVENUE								
GRANTS								
GRANT REVENUE	375,000	31,250	32,279	125,000	133,547	241,453	375,000	0
Total Grants	375,000	31,250	32,279	125,000	133,547	241,453	375,000	0
Total Revenue	375,000	31,250	32,279	125,000	133,547	241,453	375,000	0
EXPENSES								
Materials								
PROGRAM MATERIALS	36,411	3,034	2,906	12,137	19,227	17,184	36,411	0
SUBCONTRACT MATERIALS	8,500	708	0	2,833	835	7,665	8,500	0
Total	44,911	3,743	2,906	14,970	20,062	24,849	44,911	0
Total	44,911	3,743	2,906	14,970	20,062	24,849	44,911	0
Personnel								
Agency Labor								
Agency Salaries								
SALARY/WAGE EXPENSE	158,490	13,208	15,268	52,830	58,105	105,318	163,422	-4,932
NEW ACCRUED BENEFIT TIME	15,812	1,318	1,057	5,271	4,409	8,981	13,390	2,422
Total Agency Salaries	174,302	14,525	16,326	58,101	62,514	114,298	176,812	-2,510
Fringes								
FICA EXPENSE	12,089	1,007	1,136	4,030	4,311	7,727	12,038	51
UNEMPLOYMENT INSURANCE EXPENSE	4,741	395	459	1,580	1,769	3,030	4,799	-58
WORKERS COMP EXPENSE	14,501	1,208	554	4,834	2,892	8,899	11,792	2,709
DISABILITY INSURANCE EXPENSE	373	31	31	124	135	192	327	46
GROUP INSURANCE EXPENSE	25,557	2,130	860	8,519	4,562	19,392	23,954	1,603
401-K EXPENSE	4,394	366	284	1,465	1,110	2,899	4,009	385
Fringes on Accrued Leave Earned	1,684	140	148	561	617	956	1,574	110
Total Fringes	63,339	5,278	3,472	21,113	15,396	43,095	58,491	4,848
Total Agency Labor	237,641	19,803	19,797	79,214	77,910	157,393	235,303	2,338
Subcontracted Labor								
SUBCONTRACT LABOR	6,000	500	2,425	2,000	3,529	2,471	6,000	0
Total Subcontracted Labor	6,000	500	2,425	2,000	3,529	2,471	6,000	0
Total Personnel	243,641	20,303	22,222	81,214	81,439	159,864	241,303	2,338
Program Support								
PROGRAM SUPPLIES	290	24	53	97	656	290	946	-656
OFFICE SUPPLIES	1,000	83	0	333	730		730	270
VEHICLE INSURANCE	2,000	167	157	667	687	1,258	1,945	55

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	TOTAL		
		7/1/2018 7/31/2018	7/1/2018 7/31/2018	4/1/2018 7/31/2018	4/1/2018 7/31/2018	FORECAST	CONTRACT	REMAINING
VEHICLE MAINTENANCE	2,400	200	1,883	800	5,438	0	5,438	-3,038
VEHICLE FUEL	2,000	167	388	667	1,202	798	2,000	0
VEHICLE REGISTRATION	0	0		0		0	0	0
PROGRAM RENT	1,200	100	95	400	380	760	1,140	60
PARKING LOT RENTAL	800	67	50	267	227	399	626	174
JANITORIAL MAINTENANCE	0	0		0		0	0	0
POSTAGE	350	29	34	117	246	104	350	0
DUPLICATING & PRINTING	0	0	0	0	27	0	27	-27
INTERNET SERVICE	1,700	142	0	567	76	0	76	1,624
TELEPHONE	0	0	104	0	267	832	1,099	-1,099
CONFERENCE EXPENSE	0	0		0		0	0	0
Staff Development	160	13		53		160	160	0
LOCAL TRAVEL	0	0	4	0	47	0	47	-47
OUT OF TOWN TRAVEL	1,700	142	383	567	1,471	229	1,700	0
TOOLS EXPENSE	1,800	150	2	600	945	856	1,800	0
BACKGROUND CHECKS	0	0	0	0	54	0	54	-54
DUES & SUBSCRIPTIONS	300	25	0	100	40	260	300	0
PERMITS, FEES, & RENTALS	0	0	0	0	0	0	0	0
ADVERTISING	0	0	0	0	284	0	284	-284
BUILDING ALLOCATION	15,750	1,313	951	5,250	3,884	11,866	15,750	0
Total Program Support	31,450	2,621	4,102	10,483	16,661	17,812	34,473	-3,023
Audit								
FINANCIAL AUDIT	1,804	150	0	601	628	1,176	1,804	0
Total Audit	1,804	150	0	601	628	1,176	1,804	0
T & TA								
TRAINING & TECHNICAL AST	2,000	167	0	667	1,327	673	2,000	0
Total T & TA	2,000	167	0	667	1,327	673	2,000	0
HEALTH AND SAFETY								
HEALTH AND SAFETY WAGES	0	0	26	0	386		386	-386
HEALTH AND SAFETY	28,540	2,378	578	9,513	3,234	24,645	27,878	662
HEALTH & SAFETY-SUBMATERIAL	0	0	0	0	196		196	-196
HEALTH & SAFETY SUBLABOR	0	0	0	0	80		80	-80
Total Health and Safety	28,540	2,378	603	9,513	3,895	24,645	28,540	0
LIABILITY INSURANCE	154	13	0	51	0	154	154	0
Administration								
PAYROLL PROCESSING	1,000	83	57	333	210	790	1,000	0
ADMINISTRATIVE ALLOCATION	21,500	1,792	2,281	7,167	9,325	11,490	20,815	685
Total Administration	22,500	1,875	2,338	7,500	9,535	12,280	21,815	685
Total Expenses	375,000	31,250	32,172	125,000	133,547	241,453	375,000	0
NET SURPLUS/(DEFICIT)	0	0	107	0	0	0	0	0

CAPCO

Income Statement

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

LINE ITEM	Amended TOT BUDGET	BUDGET 7/1/2018 7/31/2018	ACTUAL 7/1/2018 7/31/2018	YTD BUDGET 10/1/2018 7/31/2018	YTD ACTUAL 7/31/2018	FORECAST	TOTAL CONTRACT	REMAINING
17.18CSBG - 2017-2018 CSBG								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	234,351	19,529	21,090	78,117	133,662	53,998	187,660	46,691
Prior Year Revenue	45,560	3,797	0	15,187	45,560	0	45,560	0
Total GRANT REVENUE	279,911	23,326	21,090	93,304	179,222	53,998	233,220	46,691
OTHER REVENUE								
OTHER INCOME	0	0	0	0	0	0	0	0
CASH DONATIONS	0	0	0	0	0	0	0	0
INKIND DONATIONS	58,588	4,882	0	19,529	175,012	0	175,012	-116,424
Total OTHER REVENUE	58,588	4,882	0	19,529	175,012	0	175,012	-116,424
Total REVENUE	338,499	28,208	21,090	112,833	354,234	53,998	408,232	-69,733
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	112,181	9,348	6,729	37,394	74,513	26,509	101,022	11,159
NEW ACCRUED BENEFIT TIME	7,879	657	809	2,626	7,097	1,808	8,905	-1,026
Total SALARIES/WAGES	120,060	10,005	7,537	40,020	81,610	28,317	109,927	10,133
FRINGES								
FICA EXPENSE	8,826	736	506	2,942	5,729	2,028	7,757	1,069
UNEMPLOYMENT INSURANCE EXPENSE	3,491	291	202	1,164	2,325	795	3,120	371
WORKERS COMP EXPENSE	1,007	84	24	336	558	217	775	232
DISABILITY INSURANCE EXPENSE	291	24	23	97	435	56	491	-200
GROUP INSURANCE EXPENSE	10,845	904	699	3,615	8,407	1,397	9,805	1,040
401-K EXPENSE	3,313	276	250	1,104	2,095	745	2,841	472
Fringes on Accrued Leave Earned	941	78	113	314	994	193	1,186	-246
Total FRINGES	28,714	2,393	1,816	9,571	20,542	5,432	25,974	2,740
Total PERSONNEL	148,774	12,398	9,353	49,591	102,153	33,749	135,901	12,872
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	3,364	280	0	1,121	506	2,495	3,001	363
PROGRAM SUPPLIES	1,322	110	45	441	1,429	25	1,454	-132
OFFICE SUPPLIES	757	63	0	252	500	23	523	234
Direct Beneficiary Costs	18,240	1,520	1,200	6,080	2,720	2,345	5,065	13,175
FOOD & FOOD SUPPLIES	263	22	74	88	720	58	778	-516
VEHICLE INSURANCE	1,924	160	172	641	1,583	344	1,927	-3
VEHICLE MAINTENANCE	1,278	106	27	426	1,747	718	2,464	-1,186
VEHICLE FUEL	583	49	-662	194	-2,359	-2,227	-4,586	5,169
VEHICLE REGISTRATION	200	17	0	67	197	0	197	3
PARKING LOT RENTAL	843	70	53	281	531	107	638	205
BOARD EXPENDITURES	4,130	344	0	1,377	1,803	-1,300	503	3,628
POSTAGE	300	25	84	100	335	128	463	-163
DUPLICATING & PRINTING	953	79	187	318	1,150	623	1,773	-820
INTERNET SERVICE	505	42	0	168	468	69	537	-32
TELEPHONE	853	71	20	284	554	55	609	244
Computer & Software Expense	5,583	465	850	1,861	4,733	793	5,526	57
MEETING EXPENSE	1,362	114	0	454	325	36	361	1,001
CONFERENCE EXPENSE	5,374	448	338	1,791	5,379	1,643	7,022	-1,648

LINE ITEM	Amended	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOT BUDGET	7/1/2018 7/31/2018	7/1/2018 7/31/2018	10/1/2018 7/31/2018	7/31/2018			
TRAINING & TECHNICAL AST	0	0		0		30	30	-30
Staff Development	2,028	169	0	676	528	1,500	2,028	0
LOCAL TRAVEL	606	51	14	202	738	165	903	-296
OUT OF TOWN TRAVEL	11,832	986	2,514	3,944	6,159	2,192	8,351	3,481
DUES & SUBSCRIPTIONS	4,050	338	1,000	1,350	2,216	700	2,916	1,134
PERMITS, FEES, & RENTALS	0	0	0	0	11	0	11	-11
ADVERTISING	550	46		183		312	312	238
BUILDING ALLOCATION	38,918	3,243	3,171	12,973	29,749	5,691	35,439	3,479
Total OTHER THAN PERSONNEL	105,819	8,818	9,087	35,273	61,721	16,526	78,247	27,572
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	5,000	417	0	1,667	415	1,400	1,815	3,185
Total CONTRACTUAL	5,000	417	0	1,667	415	1,400	1,815	3,185
INKIND								
FARMERS MARKET EBT EXPENSE	0	0	0	0	0	0	0	0
VOLUNTEERS/INTERNS	0	0	0	0	12,162	0	12,162	-12,162
INKIND DONATIONS	58,588	4,882	0	19,529	162,850	0	162,850	-104,262
Total INKIND	58,588	4,882	0	19,529	175,012	0	175,012	-116,424
ADMINISTRATION								
FINANCIAL AUDIT	1,400	117	196	467	706	255	960	440
PAYROLL PROCESSING	558	47	58	186	327	146	473	85
ADMINISTRATIVE ALLOCATION	18,361	1,530	1,599	6,120	12,048	3,775	15,824	2,537
Total ADMINISTRATION	20,319	1,693	1,853	6,773	13,081	4,176	17,257	3,062
Total EXPENSES	338,499	28,208	20,293	112,833	352,381	55,851	408,232	-69,732
NET SURPLUS/(DEFICIT)	0	0	797	0	1,852	-1,852	0	0

Income Statement

10/1/17-9/30/18 WIC GRANT

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
		7/1/2018 7/31/2018	7/1/2018 7/31/2018	10/01/2017 7/31/2018	7/31/2018			
WIC - WOMEN, INFANTS & CHILDREN								
REVENUE								
GRANTS								
GRANT REVENUE	359,474	29,956	26,297	299,562	259,596	99,878	359,474	0
Total Grants	359,474	29,956	26,297	299,562	259,596	99,878	359,474	0
Other Revenue								
PASS THROUGH FUNDS-wic VOUCHERS	925,000	77,083	0	770,833	185,195	739,805	925,000	0
INKIND DONATIONS	0	0	0	0	440	0	440	-440
Total Other Revenue	925,000	77,083	0	770,833	185,635	739,805	925,440	-440
Total Revenue	1,284,474	107,040	26,297	1,070,395	445,231	839,683	1,284,914	-440
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	178,192	14,849	13,780	148,494	128,368	44,289	172,657	5,536
NEW ACCRUED BENEFIT TIME	17,814	1,484	1,186	14,845	12,189	2,964	15,153	2,660
Total Agency Salaries	196,006	16,334	14,966	163,338	140,557	47,253	187,810	8,196
Fringes								
FICA EXPENSE	17,268	1,439	1,026	14,390	11,556	3,342	14,899	2,369
UNEMPLOYMENT INSURANCE EXPENSE	6,772	564	413	5,643	4,754	1,329	6,082	690
WORKERS COMP EXPENSE	1,941	162	58	1,618	1,003	381	1,384	557
DISABILITY INSURANCE EXPENSE	359	30	29	299	354	57	411	-52
GROUP INSURANCE EXPENSE	12,776	1,065	1,320	10,647	11,896	2,641	14,536	-1,760
401-K EXPENSE	6,772	564	275	5,643	3,811	987	4,798	1,974
Fringes on Accrued Leave Earned	0	0	166	0	1,898	316	2,214	-2,214
Total Fringes	45,888	3,824	3,287	38,240	35,271	9,053	44,324	1,564
Total Personnel	241,894	20,158	18,253	201,578	175,828	56,306	232,134	9,760
OTPS								
Space								
PROGRAM RENT	900	75	0	750	0	900	900	0
PARKING LOT RENTAL	0	0	73	0	665	145	811	-811
BUILDING ALLOCATION	41,861	3,488	3,583	34,884	35,085	7,166	42,251	-390
Total	42,761	3,563	3,656	35,634	35,750	8,211	43,962	-1,201
Program Operations								
PROGRAM MATERIALS	2,950	246	0	2,458	62	2,888	2,950	0
PROGRAM SUPPLIES	1,500	125		1,250		1,500	1,500	0
OFFICE SUPPLIES	2,690	224	1,187	2,242	1,436	1,185	2,621	69
MEDICAL SUPPLIES	2,000	167	0	1,667	918	2,429	3,347	-1,347
EDUCATIONAL SUPPLIES	1,776	148	0	1,480	2,972	1,228	4,200	-2,424
POSTAGE	2,000	167	123	1,667	1,242	0	1,242	758
DUPLICATING & PRINTING	2,500	208	35	2,083	78	8	87	2,413
INTERNET SERVICE	1,200	100	0	1,000	229	44	273	927
TELEPHONE	3,360	280	71	2,800	1,663	208	1,871	1,489
DUES & SUBSCRIPTIONS	400	33	0	333	350	0	350	50

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
		7/1/2018 7/31/2018	7/1/2018 7/31/2018	10/01/2017 7/31/2018	7/31/2018			
WIC - WOMEN, INFANTS & CHILDREN								
PERMITS, FEES, & RENTALS	0	0	0	0	111	0	111	-111
WIC VOUCHER EXPENSE	925,000	77,083	0	770,833	185,195	739,805	925,000	0
INKIND DONATIONS	0	0	0	0	440	0	440	-440
Total Program Operations	945,376	78,781	1,416	787,813	194,696	749,296	943,992	1,384
Total OTPS	988,137	82,345	5,071	823,448	230,446	757,508	987,954	183
Travel								
VEHICLE INSURANCE	700	58	81	583	744	162	906	-206
VEHICLE MAINTENANCE	0	0	0	0	906	0	906	-906
VEHICLE FUEL	500	42	0	417	233	128	362	138
VEHICLE REGISTRATION	0	0		0		0	0	0
CONFERENCE EXPENSE	0	0	545	0	5,279	248	5,527	-5,527
LOCAL TRAVEL	500	42		417		0	0	500
OUT OF TOWN TRAVEL	6,296	525	30	5,247	1,738	215	1,953	4,343
Total Travel	7,996	666	656	6,663	8,901	753	9,654	-1,658
Equipment								
BREAST PUMPS EXPENSE	2,526	211	0	2,105	0	2,526	2,526	0
Total Equipment	2,526	211	0	2,105	0	2,526	2,526	0
Audit								
FINANCIAL AUDIT	4,383	365	314	3,653	1,131	408	1,539	2,844
Total Audit	4,383	365	314	3,653	1,131	408	1,539	2,844
Other								
CONTRACTUAL SERVICES-OTHER	8,810	734	0	7,342	7,374	784	8,158	652
Computer & Software Expense	5,000	417	0	4,167	3,066	0	3,066	1,934
TRAINING & TECHNICAL AST	500	42	0	417	0	0	0	500
PAYROLL PROCESSING	960	80	80	800	580	250	830	130
ADVERTISING	3,000	250	0	2,500	133	2,500	2,633	367
Total Other	18,270	1,523	80	15,225	11,152	3,534	14,686	3,585
Administration								
ADMINISTRATIVE ALLOCATION	21,268	1,772	1,922	17,723	17,773	5,077	22,850	-1,582
Total Administration	21,268	1,772	1,922	17,723	17,773	5,077	22,850	-1,582
Total Expenses	1,284,474	107,040	26,297	1,070,395	445,231	826,112	1,271,342	13,132
NET SURPLUS/(DEFICIT)	0	0	0	0	0	13,572	13,572	-13,572

2018-2019 ECD Lease

Location	Lease Dates	Annual Amount
Barry	8/1/2018 to 7/31/2019	\$ 3,500
Parker	8/1/2018 to 7/31/2019	\$ 3,500
Randall	8/1/2018 to 7/31/2019	\$ 3,500
Smith	8/1/2018 to 7/31/2019	\$ 3,500
Homer	8/21/2018-6/30/2019	\$ 4,800
McGraw	8/21/2017 to 7/31/2018	\$ 4,800
YMCA	8/1/2018-7/31/2019	\$ 29,200
Cosimo (2 year lease)	8/1/2017-7/31/2019	\$ 88,620
Elm Tree (5 year lease)	8/1/2016-7/31/2021	\$ 17,400
		<hr/>
		\$ 158,820

Change in Leases from 2017-2018

Homer School - decrease from 2 to 1 classrooms

Appleby / Marathon - lease not renewed

ATTACHMENT B
COMMUNITY SERVICES BLOCK GRANT
2018 CSBG T-Contract Budget

Contractor Cortland County Community Action Program FFY 2018

Budget Period 8/1/18 To 9/30/18 Contract # C1000755

Use the space below to describe costs necessary to advance the project.

4 student tablets	\$ 3,200
3 staff tablets	2,400
65 in. Smart Board	7,500
Conference Phone	600
Desk top computer	1,000
Monitor	200
Projector	\$ 2,250
Laptop	1,200
Server storage	3,000
HSE materials	2,648
	\$
	\$
	\$
Grand Total	\$ 23,998

Resolution of the Board of Directors

of

Cortland County Community

Action Program, Inc.

Resolution No.18- 24

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee were presented with the 401K Audit performed by the Bonadio Group and has recommended accepting as presented, and

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

IT IS HEREBY RESOLVED that on September 27, 2018 the Board of Directors adopts for acceptance the 2017 401K Audit.


President

Date

Employee Benefit Plan of Cortland County Community Action Program, Inc.

Board of Directors Presentation
September 20, 2018

Employee Benefit Plan of Cortland County Community Action Program, Inc. Meeting Agenda



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September 20, 2018

Dear Board Members,

We are pleased to meet with you today for the purpose of discussing the results of the 2017 annual audit of the Employee Benefit Plan of Cortland County Community Action Program, Inc.

The purpose of this meeting is to assist the Board in meeting its governance and compliance responsibilities. Our discussion of these documents with you helps ensure that you understand the results of the audit procedures we performed and provides discussion regarding future considerations for CAPCO. We value and encourage your observations and input.

We are committed to providing you with the highest level of professional service.

Yours truly,

BONADIO & CO., LLP

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Required Communications

Matter to be Communicated	Auditor's Response
<p style="text-align: center;">Auditor's Responsibility</p>	<p>We have conducted a DOL limited-scope audit of the financial statements of Cortland County Community Action Program Employee Benefit Plan for the year ended December 31, 2017 and will issue our report thereon. As permitted by 29 CR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974, the plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in Note 3 to those financial statements. Because of the significance of the information that we did not audit, we are unable to, and will not, express an opinion on those financial statements and supplemental schedules as a whole. We did, however, audit the form and content of the information included in the financial statements and supplemental schedules, other than that derived from the information certified by the custodian, in accordance with auditing standards generally accepted in the United States of America and found them to be presented in compliance with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 23, 2018. Professional standards also require that we communicate to you the following information related to our audit.</p> <p>With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.</p>

Required Communications

Matter to be Communicated	Auditor's Response
<p style="text-align: center;">Qualitative Aspects of Accounting Practices</p>	<p>Accounting Policies Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Plan are described in Note 2 to the financial statements.</p> <p>New Accounting Pronouncements There are no new accounting pronouncements.</p> <p>Accounting Transactions We noted no transactions entered into by the Plan during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.</p> <p>Accounting Estimates Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. As described in Note 3 to the financial statements, the valuation of the Plan's investments was certified by Mutual of America. There are no other estimates that we consider particularly sensitive.</p> <p>Financial Statement Disclosures The financial statement disclosures are neutral, consistent, and clear.</p>

Required Communications

Matter to be Communicated	Auditor's Response
Difficulties Encountered in Performing the Audit	We encountered no difficulties in dealing with management in performing and completing our audit. We did encounter certain delays in obtaining information from third party service provider.
Corrected and Uncorrected Misstatements	Professional standards require us to accumulate all misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no corrected or uncorrected misstatements identified during the audit.
Disagreements with Management	For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.
Management Representations	We have requested certain representations from management that are included in the management representation letter.
Management Consultations with Other Independent Accountants	In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" in certain situations. If a consultation involves application of an accounting principle to the financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.
Other Audit Findings or Issues	We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our being hired.

Financial Highlights

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Net assets Available for Benefits	\$1,646,980	\$1,455,867	\$1,446,716

- Net assets available for benefits includes loans of \$70k in 2017 and \$26k in 2016.
- Net assets available for benefits increased with market conditions and contributions offset by withdrawals from the Plan in 2017.

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Employer contributions	\$72,992	\$65,542	\$62,774
Employee and rollover contributions	\$112,377	\$89,257	\$93,166
Investment income	\$197,631	\$116,393	(\$17,243)
Benefit payments	\$190,356	\$263,569	\$56,040
Change in net asset available for benefit	\$191,113	\$9,151	\$81,668

- Investment income increased to \$198k in 2017 from \$116k in 2016 due to continued favorable market conditions.
- Benefit payments decreased \$73k which is based upon participant decisions as to when to withdraw funds.

Audit Quality

Department of Labor Audit Quality Study

The DOL's Employee Benefits Security Administration (EBSA) recently issued its report on the quality of benefit plan audits performed, entitled "Assessing the Quality of Employee Benefit Plan Audits". The objective of the study was to assess the quality of independent qualified public accountants (IQPAs) with respect to financial statement audits of employee benefit plans covered under ERISA.

The DOL's assessments involved a review of the Form 5500 Annual Return/Report filings and related audit reports for the 2011 filing year (plan years beginning in 2011). The Agency selected a statistically valid sample of 400 plan audits from a target population of 81,162 Form 5500 filings for 2011 in which an accountant's report/audit opinion was attached.

Those 81,162 audits were performed by 7,330 different CPA firms. Because the population of plan auditors is so diverse and heavily skewed to those CPA firms that audit a small number of plans, the sample was designed to look at the relationship between auditor characteristics and audit quality. Historically, the DOL has found that CPAs with smaller employee benefit plan audit practices tended to have the most audit deficiencies.

Overall, the DOL's review found that 61% of the audits fully complied with professional auditing standards or had only minor deficiencies under professional standards. However, 39% of the audits (nearly 4 out of 10) contained major deficiencies with respect to one or more relevant audit requirements which would lead to rejection of a Form 5500 filing, putting \$653 billion and 22.5 million plan participants and beneficiaries at risk.

EBSA proposes increased outreach to CPAs and enforcement of audit standards as well as legislative fixes. It recommends that Congress amend the Employee Retirement Income Security Act (ERISA) definition of "qualified public accountant" to include additional requirements and qualifications necessary to ensure the quality of plan audits. Under the proposal, the Secretary of Labor would be authorized to issue regulations concerning the qualification requirements.

The report also urges Congress to repeal the ERISA limited-scope audit exemption and give the Secretary the authority to define when a limited-scope audit would be an acceptable substitute for a full audit.

Finally, the report suggests ERISA be amended to give the Secretary of Labor authority to establish accounting principles and audit standards to protect the integrity of employee benefit plans and plan participants.

Audit Quality

The Department of Labor's observations on their study:

Size of Audit Practice	There is a clear link between the number of employee benefit plan audits performed by a CPA and the quality of the audit work performed. Analysis of the data indicates a wide disparity between those CPAs who performed the fewest plan audits and those firms that performed the largest number of plan audits. CPAs who performed the fewest number of employee benefit plan audits annually had a 76% deficiency rate. In contrast, the firms performing the most plan audits had a deficiency rate of 12%. Once again, the smaller the firm's employee benefit plan audit practice, the greater the incidence of audit deficiencies.
Participation in the Employee Benefit Plan Audit Quality Center	Members of the AICPA's Employee Benefit Plan Audit Quality Center (EBPAQC) tend to have fewer audits containing multiple audit deficiencies. Additionally, non EBPAQC member firms tend to have a larger number of audit deficiencies, per audit engagement, than EBPAQC members

Audit Quality

The DOL has recommended that Plan Administrators review the following items in ascertaining the qualifications of an employee benefit plan auditor.

The Bonadio Group is committed to ensuring the highest level of quality and expertise in our work. To that effect, we have provided you with our response to the DOL's study and recommendations.

DOL Focus Area	Bonadio Response
The number of employee benefit plans audited each year and the types of plans	The Bonadio Group audits over 350 benefit plans each year, including defined contribution plans such as 401(k) and 403(b) plans, defined benefit plans including contributory plans, voluntary health and welfare plans, ESOP plans, and money purchase plans. We are one of the top 30 firms in the country in terms of both number of plans audited and total benefit plan dollars audited, according to the DOL.
The extent of employee benefit plan-specific annual training and education	Any Bonadio staff member who works on an employee benefit plan is required to participate in our annual employee benefit plan training program. Bonadio offers several different employee benefits audit training sessions throughout the year, to ensure that all of our staff members receive training that is appropriate for their level of experience. In addition, our partners and principals attend and teach at the national AICPA employee benefit plan conference each year.
CPA licensure and findings	All Bonadio Partners, Principals and Managers are licensed in the applicable state to perform the audits, as is the firm itself. The Bonadio Group and its CPAs have never been the subject of any prior DOL findings or referrals, nor have we been referred to the state board of accountancy or to the AICPA for investigation.
Status of CPA Peer Review Process	The Bonadio Group has a robust peer review performed every three years, in accordance with AICPA standards. This peer review does include a review of our employee benefit plan practice and has not resulted in negative findings or report modifications.
Participation in the EBPAQC	The Bonadio Group is a member of the EBPAQC.

**EMPLOYEE BENEFIT PLAN OF
CORTLAND COUNTY COMMUNITY
ACTION PROGRAM, INC.**

**Financial Statements
as of December 31, 2017 and 2016
Together with
Independent Auditor's Report**

INDEPENDENT AUDITOR'S REPORT

September XX, 2018

To the Plan Administrator of the
Employee Benefit Plan of Cortland County
Community Action Program, Inc.:

Report on the Financial Statements

We were engaged to audit the accompanying financial statements of the Employee Benefit Plan of Cortland County Community Action Program, Inc. (the Plan), which comprise the statements of net assets available for benefits as of December 31, 2017 and 2016, and the related statements of changes in net assets available for benefits for the years 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 conducting the audit in accordance with auditing standards generally accepted in the United States of America. Because of the matter described in the Basis for Disclaimer of Opinion paragraph, however, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion.

Basis for Disclaimer of Opinion

As permitted by 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974, the plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in Note 3, which was certified by Mutual of America Life Insurance Company, the custodian of the Plan, except for comparing the information with the related information included in the financial statements and supplemental schedule. We have been informed by the plan administrator that the custodian holds the Plan's investment assets and executes investment transactions. The plan administrator has obtained a certification from the custodian as of and for the years ended December 31, 2017 and 2016, that the information provided to the plan administrator by the custodian is complete and accurate.

(Continued)

INDEPENDENT AUDITOR'S REPORT
(Continued)

Disclaimer of Opinion

Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we have not been able to obtain sufficient, appropriate audit evidence to provide a basis for an audit opinion. Accordingly, we do not express an opinion on these financial statements.

Other Matter

The supplemental Schedule of Assets (Held at End of Year) as of December 31, 2017 is required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974 and is presented for the purpose of additional analysis and is not a required part of the financial statements. Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we do not express an opinion on the supplemental schedule referred to above.

Report on the Form and Content in Compliance with DOL Rules and Regulations

The form and content of the information included in the financial statements and supplemental schedule, other than that derived from the information certified by the custodian, have been audited by us in accordance with auditing standards generally accepted in the United States of America and, in our opinion, are presented in compliance with the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974.

**EMPLOYEE BENEFIT PLAN OF CORTLAND COUNTY COMMUNITY ACTION
PROGRAM, INC.**

**STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS
DECEMBER 31, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
ASSETS		
INVESTMENTS, at fair value:		
Separate account fund	\$ 1,474,717	\$ 1,313,446
FULLY BENEFIT RESPONSIVE FIXED ANNUITY CONTRACTS, at contract value	<u>96,129</u>	<u>110,427</u>
Total investments	<u>1,570,846</u>	<u>1,423,873</u>
RECEIVABLES:		
Participant contributions	3,703	3,311
Employer contributions	2,882	2,679
Notes receivable from participants	<u>69,549</u>	<u>26,004</u>
Total receivables	<u>76,134</u>	<u>31,994</u>
NET ASSETS AVAILABLE FOR BENEFITS	<u>\$ 1,646,980</u>	<u>\$ 1,455,867</u>

The accompanying notes are an integral part of these statements.

**EMPLOYEE BENEFIT PLAN OF CORTLAND COUNTY COMMUNITY ACTION
PROGRAM, INC.**

**STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
ADDITIONS:		
Participant contributions	\$ 91,367	\$ 88,226
Employer contributions	72,992	68,542
Rollover contributions	<u>21,010</u>	<u>1,031</u>
Total contributions	185,369	157,799
Interest income on notes receivable from participants	2,208	1,359
Interest income	1,090	1,241
Net appreciation in fair value of investments	<u>194,333</u>	<u>113,793</u>
Total additions	<u>383,000</u>	<u>274,192</u>
DEDUCTIONS:		
Benefits paid to participants	190,356	263,569
Administrative fees	<u>1,531</u>	<u>1,472</u>
Total deductions	<u>191,887</u>	<u>265,041</u>
CHANGE IN NET ASSETS AVAILABLE FOR BENEFITS	191,113	9,151
NET ASSETS AVAILABLE FOR BENEFITS - beginning of year	<u>1,455,867</u>	<u>1,446,716</u>
NET ASSETS AVAILABLE FOR BENEFITS - end of year	<u>\$ 1,646,980</u>	<u>\$ 1,455,867</u>

The accompanying notes are an integral part of these statements.

EMPLOYEE BENEFIT PLAN OF CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2017 AND 2016

1. DESCRIPTION OF PLAN

The following brief description of the Employee Benefit Plan of Cortland County Community Action Program, Inc. (the Plan) is provided for general information purposes only. Participants should refer to the Plan document for a more complete description of the Plan's provisions.

General

The Plan is a defined contribution plan available to all employees of Cortland County Community Action Program, Inc. (the Organization) who meet certain eligibility requirements. The Plan is administered by the Organization. Mutual of America Life Insurance Company (Mutual of America) is the custodian and recordkeeper of the Plan's assets. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA).

Eligibility

All employees are eligible to begin salary deferrals as soon as they begin employment with the Organization, pursuant to a properly completed and valid salary deferral agreement entered into by the employee and they have reached the age of 18.

Contributions

Active participants may make voluntary pre-tax contributions in the form of salary reductions up to 100% of annual compensation and any applicable rollovers from other qualified plans, subject to certain limitations of the Plan and the Internal Revenue Code (IRC) under Section 401(k). Eligible participants, who attain the age of 50 before the end of the Plan year, are eligible to make catch-up contributions, subject to certain limitations of the IRC.

The Organization contributes 2% for those participants who have attained one year of service with the Organization and have completed 1,000 hours of service. Additionally, the Organization contributes an additional 1% for those participants who contribute at least 2%.

Participant Accounts

Each participant's account is credited with the participant's contribution, the employer's contribution, and Plan earnings/losses on all contributions. Allocations of earnings/losses and administrative expenses are based on account balances, according to specific terms provided by the Plan. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

Vesting

Participants are immediately vested in their account balances, which includes voluntary contributions, employer contributions, and actual earnings thereon.

Notes Receivable from Participants

Participants may borrow an amount up to the lesser of 50% of the amount of their vested balance or \$50,000. The loan amount cannot exceed the maximum amount imposed by the IRC. A participant may borrow a minimum of \$1,000. Loans are repayable over not more than five years, except in the case of a loan for the purchase of a primary residence. All loans must bear interest at a reasonable interest rate and commensurate with the current commercial rates charged in similar loans by persons in the business of lending money. Total notes receivable from participants outstanding at December 31, 2017 and 2016 were \$69,549 and \$26,004, respectively. All loans bear interest at 4.25% to 5.25% at December 31, 2017.

1. DESCRIPTION OF PLAN (Continued)

Payment of Benefits

Participants are eligible for retirement benefits upon reaching age 65. Upon termination of service due to death, disability, or retirement, a participant may elect to receive either a lump-sum amount equal to the value of the participant's vested interest in his or her account, or distributions based on various annuity options or fixed income payments. For termination of service for other reasons, a participant may receive the value of the vested interest in his or her account as a lump-sum distribution. Terminated participants also have the option of leaving their funds in their account, provided they are not required to take minimum distributions from their account according to the provisions of the IRC. Participants who have reached age 59½ may take in-service distributions.

Forfeitures

The non-vested portion of terminated participant account balances is subject to forfeiture. The forfeiture will remain in an interest-bearing suspense account unless employment with the Organization is resumed within the same Plan year. The balance of the forfeiture account is applied to reduce the Organization's contribution to the Plan. No forfeitures were applied to reduce the Organization's contribution to the Plan for the year ended December 31, 2017. Forfeitures of approximately \$3,300 were applied to reduce the Organization's contribution to the Plan for the year ended December 31, 2016. There were no unused forfeitures at December 31, 2017 or 2016.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The accompanying financial statements of the Plan are prepared in conformity with accounting principles generally accepted in the United States of America.

Investments

Investments are reported at fair value (except for fully benefit-responsive investment contracts, which are reported at contract value). Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Purchases and sales of securities are reflected on a trade date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation (depreciation) includes the Plan's gains and losses on investments bought and sold as well as held during the year. All investments are participant directed.

General Account

All amounts allocated to the Interest Accumulation Account become part of Mutual of America's general account. The amount in the Interest Accumulation Account at any time will be equal to the sum of all amounts that have been allocated to such account, including interest credited to the account, less the sum of all amounts that have been withdrawn from such account. Participants' principal and previously-credited interest are guaranteed. Mutual of America assumes the investment risk of the underlying investments of the Interest Accumulation Account. This guarantee is subject to Mutual of America's financial strength and claims-paying ability. Mutual of America's general account investment strategy is to maintain high-quality assets with excellent liquidity, strong capital adequacy and a proper matching of assets and liabilities.

The general account is credited with interest at a rate determined by Mutual of America from time to time, and Mutual of America reserves the right to change the interest rates applicable to amounts held in this account at their discretion, but not below the minimum guaranteed interest rate (1.0% for 2017).

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

General Account (continued)

The interest rate credited to amounts in the general account is a current rate and is not dependent upon the length of time the assets are invested with Mutual of America. Further, requests for withdrawal (subject to Plan provisions) can be made at any time and are processed on the day that they are received; they are not dependent on Mutual of America having to liquidate securities in order to generate a payment. The contract value is the redeemable value of the fund; there are no deferred sales charges, load assessments, interest rate adjustments or surrender charges that would affect the value as a result of a withdrawal request. Therefore, the amounts held in the general account have been determined to be cash equivalents and are considered fully benefit-responsive.

Certain events limit the ability of the Plan to transact at contract value with the issuer. Such events include the following: (1) amendments to the Plan documents, including complete or partial Plan termination or merger with another plan or (2) bankruptcy of the Plan Sponsor. The Plan Administrator does not believe that the occurrence of any such event, which would limit the Plan's ability to transact at contract value with participants, is probable.

Risks and Uncertainties

The Plan invests in various investment securities. Investment securities are exposed to various risks, such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participants' account balances and the amount reported in the financial statements.

Payment of Benefits

Benefit payments to participants are recorded when paid.

Administrative Expenses

Substantially all administrative expenses associated with the Plan are paid by Plan participants as a reduction of investment income.

Notes Receivable from Participants

Notes receivable from participants are measured at their unpaid principal balance plus any accrued but unpaid interest. Delinquent notes receivable from participants are reclassified as distributions based upon the terms of the plan document.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires the plan administrator to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

3. INVESTMENT INFORMATION

The following information included in the accompanying financial statements and supplemental schedule was obtained from data that has been prepared and certified as to complete and accurate by the custodian:

	<u>2017</u>	<u>2016</u>
Investments	\$ <u>1,570,846</u>	\$ <u>1,423,873</u>
Interest on notes receivable from participants	\$ <u>2,208</u>	\$ <u>1,339</u>
Interest income	\$ <u>1,090</u>	\$ <u>1,241</u>
Net appreciation in fair value of investments	\$ <u>194,572</u>	\$ <u>113,793</u>
Schedule of Assets (Held at End of Year)	Schedule I	

4. FAIR VALUE MEASUREMENTS

Accounting Standards Codification (ASC) Section 820 establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair market value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets and liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements).

The three levels of the fair value hierarchy under ASC Section 820 are described below:

- Level 1 Inputs to the valuation methodology are unadjusted quoted prices for identical assets and liabilities in active markets that the Plan has the ability to access.
- Level 2 Inputs to the valuation methodology include:
 - Quoted prices for similar assets or liabilities in active markets;
 - Quoted prices for identical or similar assets or liabilities in inactive markets;
 - Inputs other than quoted prices that are observable for the asset or liability
 - Inputs that are derived principally from or corroborated by observable market data by correlation or other means.
- Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodology used for assets measured at fair value.

4. FAIR VALUE MEASUREMENTS (Continued)

Separate Account Fund

The separate account fund's assets are invested in domestic stocks, international stocks, and fixed securities, such as asset or mortgage-backed securities and corporate bonds, and in mutual funds that hold such investments. The net asset value of the separate account fund is not publicly quoted. The values of the underlying investments are used in determining the net asset value of the separate account. Underlying equity securities have observable quoted pricing inputs. Underlying fixed securities have observable pricing inputs, including quoted prices for similar assets in the active or non-active markets. Underlying mutual funds are valued at publicly quoted pricing inputs.

There are no restrictions in connection with the transfer among or withdrawal from any of the investment alternatives in the separate account, other than that excessively frequent transfers or redemptions might be rejected. Each underlying fund has reserved the right to reject any aggregate purchase of fund shares that it determines to be inconsistent with their fund's policies and procedures relating to market timing.

The separate account funds currently invest in 30 underlying funds, which have different investment objectives, investments policies, and risks. The investment strategies of these funds will vary based on the participant's chosen risk preferences. The separate account fund does not have any unfunded commitments.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Plan believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The Plan's assets at fair value, within the fair value hierarchy, are as follows at December 31, 2017:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Separate account funds:				
Balanced allocation	\$ -	\$ 103,238	\$ -	\$ 103,238
Capital appreciation	-	153,228	-	153,228
Capital preservation	-	21,349	-	21,349
Fixed income	-	10,226	-	10,226
International equity	-	27,593	-	27,593
Large cap equity	-	14,300	-	14,300
Mid cap equity	-	25,321	-	25,321
Small cap equity	-	24,740	-	24,740
Target retirement date	-	1,094,722	-	1,094,722
	<u>\$ -</u>	<u>\$ 1,474,717</u>	<u>\$ -</u>	<u>\$ 1,474,717</u>

4. FAIR VALUE MEASUREMENTS (Continued)

Separate Account Fund (continued)

The Plan's assets at fair value, within the fair value hierarchy, are as follows at December 31, 2016:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Separate account funds:				
Balanced allocation	\$ -	\$ 99,935	\$ -	\$ 99,935
Capital appreciation	-	131,243	-	131,243
Capital preservation	-	19,235	-	19,235
Fixed income	-	7,004	-	7,004
International equity	-	18,008	-	18,008
Large cap equity	-	23,916	-	23,916
Mid cap equity	-	32,700	-	32,700
Small cap equity	-	19,377	-	19,377
Target retirement date	-	962,028	-	962,028
	<u>\$ -</u>	<u>\$ 1,313,446</u>	<u>\$ -</u>	<u>\$ 1,313,416</u>

5. PARTY-IN-INTEREST TRANSACTIONS

Mutual of America is the custodian of the Plan's assets. As such, transactions between Mutual of America and the Plan qualify as party-in-interest transactions. Additionally, notes receivable from participants are party-in-interest transactions.

6. TAX STATUS

Mutual of America obtained a determination letter for the Plan prototype on March 31, 2014 in which the Internal Revenue Service stated that the Plan prototype and related trust were, at that time, designed in accordance with the applicable requirements of the Internal Revenue Code. However, the Plan Administrator believes that the Plan is currently designed and being operated in compliance with the applicable requirements of the Internal Revenue Code. Therefore, no provision for income taxes has been included in the Plan's financial statements.

7. PLAN TERMINATION

Although it has not expressed any intent to do so, the Organization has the right, under the Plan document, to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA. In the event of Plan termination, participants will become 100% vested in their accounts.

8. RECONCILIATION TO FORM 5500

The classification of changes in net assets available for benefits for the periods ended December 31, 2017 and 2016 differs between these financial statements and Form 5500. However, the total change in net assets available for benefits for the periods then ended agrees between these financial statements and Form 5500.

9. SUBSEQUENT EVENTS

Subsequent events have been evaluated through September XX, 2018, which is the date the financial statements were available to be issued.

Draft - Subject to Change

EMPLOYEE BENEFIT PLAN OF CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.
EMPLOYER IDENTIFICATION NUMBER 16-1004653
PLAN #001
SCHEDULE H LINE 4i - SCHEDULE OF ASSETS (HELD AT END OF YEAR)
DECEMBER 31, 2017

(a)	(b) Identity of Issue, Borrower, Lessor, or Similar Party	(c) Description of Investment Including Maturity Date, Rate of Interest, Collateral, Par or Maturity Value	(e) Current Value
GENERAL ACCOUNT FUND:			
*	Mutual of America Interest Accumulation Account	Fixed Investment Contract	\$ 96,129
SEPARATE ACCOUNT FUND:			
	American Century VP Capital Appreciation	Pooled Separate Account	65,896
	Calvert SRI VP Balanced Portfolio	Pooled Separate Account	86,364
	Fidelity VIP Asset Manager Portfolio	Pooled Separate Account	11,727
	Fidelity VIP Contrafund	Pooled Separate Account	17,066
	Fidelity VIP Equity Income	Pooled Separate Account	85
	Fidelity VIP Mid-Cap	Pooled Separate Account	18,810
*	Mutual of America 2015 Retirement Fund	Pooled Separate Account	120,782
*	Mutual of America 2020 Retirement Fund	Pooled Separate Account	40,376
*	Mutual of America 2025 Retirement Fund	Pooled Separate Account	312,595
*	Mutual of America 2030 Retirement Fund	Pooled Separate Account	213,944
*	Mutual of America 2035 Retirement Fund	Pooled Separate Account	99,098
*	Mutual of America 2040 Retirement Fund	Pooled Separate Account	99,575
*	Mutual of America 2045 Retirement Fund	Pooled Separate Account	176,934
*	Mutual of America 2050 Retirement Fund	Pooled Separate Account	25,715
*	Mutual of America 2055 Retirement Fund	Pooled Separate Account	5,622
*	Mutual of America Aggressive Allocation	Pooled Separate Account	9,835
*	Mutual of America All America Fund	Pooled Separate Account	10,276
*	Mutual of America Bond Fund	Pooled Separate Account	10,226
*	Mutual of America Composite Fund	Pooled Separate Account	342
*	Mutual of America Conservative Allocation	Pooled Separate Account	21,221
*	Mutual of America Equity Index Fund	Pooled Separate Account	3,519
*	Mutual of America International Fund	Pooled Separate Account	147
*	Mutual of America Mid-Cap Equity Index	Pooled Separate Account	6,511
*	Mutual of America Moderate Allocation	Pooled Separate Account	6,598
*	Mutual of America Money Market Fund	Pooled Separate Account	128
*	Mutual of America Retirement Income Fund	Pooled Separate Account	81
*	Mutual of America Small Cap Growth Fund	Pooled Separate Account	23,128
*	Mutual of America Small Cap Value Fund	Pooled Separate Account	1,612
	Oppenheimer Main Street VA	Pooled Separate Account	10,696
	T. Rowe Blue Chip Growth Portfolio	Pooled Separate Account	1,659
	Vanguard VIF Diversified Value	Pooled Separate Account	46,703
	Vanguard VIF International	Pooled Separate Account	27,446
			<u>1,474,717</u>
PARTICIPANT LOANS:			
*	Notes receivable from participants	Interest at 4.25%-5.00%, various monthly payments through September 2019	69,549
			<u>\$ 1,640,395</u>

* Denotes party-in-interest

The accompanying notes are an integral part of these schedules.

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

Resolution No.18-25

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee reviewed the HS/EHS Leases for the 2018-2019 Program Year and has recommended accepting as presented, and

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

Be it resolved that September 27, 2018 the Board of Directors has adopted for acceptance the Head Start/Early Head Start leases.

President

Date

Board Development Committee

September 18, 2018

In attendance: Larry Woolheater, Pat Snyder. Excused: Jeannette Dipppo. Absent: Ellen Carter. Staff: Eden Harrington-Hall

Meeting to order at 8:45 a.m.

Board Openings

Eden presented the potential Board members whose names and bios were sent prior to the meeting. With the resignation of Mary Ann Discenza, we are seeking one of the individuals to represent Mary Ann. Lindy will be reaching out to Mary Ann regarding recommending Ms. Beshers as her representative.

The 2 potential Board members are:

- Diedre Plumley – LCSW – currently working as a mental health counselor at Cortland Mental Health. Prior to that she was a counselor in the Chemical Dependency program with Family Counseling Services – recommended by Paula Currie.
- Sarah Beshers – Professor in the Health Department at SUNY Cortland and has supervised several community health majors who chose CAPCO/WIC for their fieldwork placement.

At this point we do not have their applications, but both have shown a great interest in joining the Board. Since the committee had received bios in advance, all present were comfortable presenting to the full Board this month, with hopes that we have their applications prior to the meeting. In addition, since we will be doing the Board Roles and Responsibilities all present thought it would be important that the two candidates participate. Motion made by Larry Woolheater; seconded by Pat Snyder to recommend Ms. Plumley and Ms. Beshers to the full Board for consideration. Motion carried.

Doug Bentley is currently representing Alane Van Donsel, Cortland City School Board Member. Since Doug has been elected as a Cortland County Legislator, there is a motion to recommend to the full Board that he represents himself on the Board. Motion to recommend to the full Board made by Pat Snyder; seconded by Larry Woolheater. Motion Carried.

Board Training

Lindy had sent out a doodle poll over the summer to identify possible dates for the Board Roles and Responsibilities training facilitated by Meghan Johnson, long time consultant for the agency. The consensus of the poll was either October 30th, or 31st. Preference of the committee was 8:30-10:30 on either the 30th or 31st.

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

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

Resolution No. 18 - 26

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the application of Diedre Plumley, LSW Cortland County Mental Health for consideration of appointment to the CAPCO Board of Directors as a Private Sector Representative.

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

Be it resolved that on September 27, 2018 the Board of Directors appoints Diedre Plumley as a Private Sector Representative for the term 9/2018 - 9/2023.

President

Date

**Cortland County Community Action Program, Inc. (CAPCO)**

32 North Main Street ☐ Cortland, NY 13045

Phone: (607) 753-6781 ☐ Fax: (607) 758-3827 ☐ www.capco.org

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

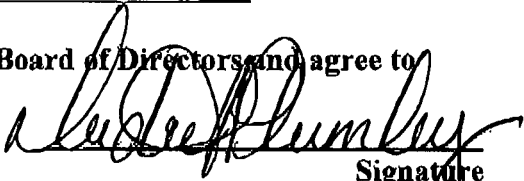
Board Member Application*Private Sector Representation*Name: Deidre Plumley Date: 9/20/18Home Address: 37 Cortland Street apt C Homer NY 13077Home Phone: _____ Cell Phone: (607) 597-9796Business Name: Cortland County Mental HealthBusiness Address: 7 Clayton Ave CortlandBusiness Phone: (607) 758-6100 Business Fax: (607) 758-6116Business Fax: _____ E-mail Address: dplumley@cortland-co.org

Preferred Communication:

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

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

Social WorkerDo you have any relationship professionally or personally that may impede your duties to serve CAPCO Board of Directors? NOAffiliations (Please List Civic, Fraternal, Professional, and Voluntary Agency Activities. List Any Offices Held and Provide Dates.)

_____I, Deidre Plumley accept the invitation to serve on the Board of Directors and agree to adhere to the conditions of membership.
Signature

Cortland County Community Action Program, Inc. (CAPCO)

**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?

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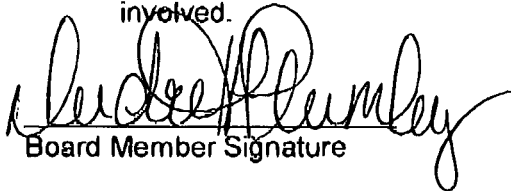
CAPCO respects the confidentiality of all families and staff within the Agency and its programs. This policy includes:

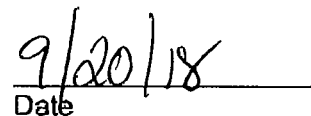
All staff/personnel information is handled as a private matter during Executive Session.

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


Date

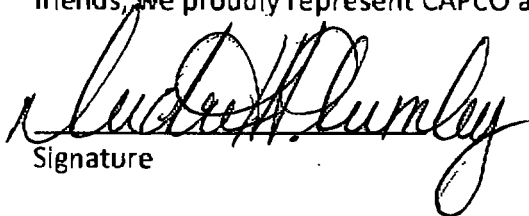
be followed without exception. Complaints received from aggrieved employees that fall outside the outlined procedures shall not be heard collectively or by individual board members, nor shall complaints from terminated employees whose legal options do not include the grievance and appeal procedure.

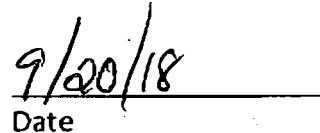
Employment

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

Ambassador Roles

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


Signature

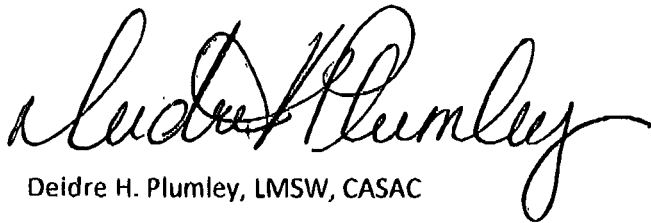

Date

September 20, 2018

To Whom It May Concern;

Please accept this letter of interest and acceptance to serve as a board member for CAPCO. It will be a privilege to be able to be a part of such an important community service agency. Please find with this letter my signed application documents.

Sincerely,

A handwritten signature in black ink, appearing to read "Deidre H. Plumley". The signature is fluid and cursive, with the first name "Deidre" and last name "Plumley" clearly distinguishable.

Deidre H. Plumley, LMSW, CASAC



Cortland County Community Action Program, Inc. (CAPCO)

32 North Main Street ☐ Cortland, NY 13045

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

Board of Directors Survey

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

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

Yes _____ No X

If you answered yes, please describe your experience: _____

2. Do you have a legal background? Yes _____ No X

If you answered yes, please describe your experience: _____

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

If you answered yes, please describe your experience: Education geared to early childhood taken during graduate school

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

previously

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

I am a licensed Master Social Worker. I have background working in community service agencies. I have program development and implementation experience and personal and professional relationship with the Cortland Community

Name Deidre Plumley

Resolution of the Board of Directors

Of

Cortland County Community

Action Program, Inc.

Resolution No. 18 - 27

WHEREAS, Mary Ann Discenza, Cortland County Legislator has accepted an invitation to serve on the CAPCO Board of Directors as a public sector representative, and has selected Sarah Beshers to serve on her behalf;

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

Be it resolved that on September 27, 2018 the Board of Directors appoints Sarah Beshers as a public sector representative to the CAPCO Board of Directors on the board for the term 9/2018 - 9/2023;

Be it further resolved that should Mary Ann Discenza leave office before Sarah Beshers' term expires, Ms. Beshers' seat will be vacated at that time per Federal Statute.

PRESIDENT

DATE



CORTLAND COUNTY

60 Central Avenue
Cortland NY 13045

Charles Sudbrink
Chair, Cortland County Legislature

Eric Mulvihill
Clerk of the Legislature

September 25, 2018

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

Thank you for inviting me to be a member of the CAPCO Board of Directors. Unfortunately, I am unable to personally serve on the board due to other commitments I have in the community. Therefore, I am appointing Sarah Beshers to serve on my behalf during my tenure as a Cortland County Legislator.

Sarah is an outstanding citizen in our community, and her background and experience will certainly be a benefit to your Board.

Sincerely,

Mary Ann Discenza

Mary Ann Discenza
Cortland County Legislator



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

Board Member Application

For Elected Public Official Representation

Name: Sarah Beshers Date: 9/24/18

Home Address: 622 Bradford Pkwy, Syracuse, NY 13224

Home Phone: (607) 749-5040 Cell Phone: (315) 925-6282

Business Name: SUNY - Cortland

Business Address: Health Dept./Moffett Center, Cortland, NY 13045

Business Phone: (607) 753-2985 Business Fax: (607) 753-4226

Business Fax: _____ E-mail Address: sarah.beshers@cortland.edu

If you are representing an Elected Public Official, name of the Elected Public Official you will be representing: Mary Ann Discenza

Office and District (if representing a specific District): LEGISLATIVE DISTRICT 6

Term of Office _____ Preferred Communication:
☐ Mail to Home ☐ Mail to Business ☒ E-mail ☐ Fax

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

Do you have any relationship professionally or personally that may impede your duties to serve CAPCO Board of Directors? no

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

American College Health Assoc.

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

Sarah Beshers
Signature

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

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Board of Directors
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Philosophy:

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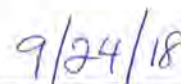
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If a Board member shares confidential information outside of the meeting, the Board member may be asked to resign for the well-being of the Agency and all individuals involved.



Board Member Signature


Date



Cortland County Community Action Program, Inc. (CAPCO)

32 North Main Street ☐ Cortland, NY 13045

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

Board of Directors Survey

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

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

Yes _____ No ☒

If you answered yes, please describe your experience: _____

2. Do you have a legal background? Yes _____ No ☒

If you answered yes, please describe your experience: _____

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

If you answered yes, please describe your experience: _____

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

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

I am an associate professor in the Health
Department at SUNY-Cortland. My doctoral degree
is in human sexuality education. See attached.

Sarah Beshers

Name

My background and skills that will help me to be an effective Board Member:

I am an associate professor in the Health Department at SUNY-Cortland. My doctoral degree is in human sexuality education. My scholarly work focuses on sexual health and well-being, and has encompassed adolescent sexual health peer education programs, uptake of the HPV vaccine among undergraduate students, rape myth acceptance among undergraduate students, and, most recently, the experiences of people living with HIV infection in in-patient rehabilitation facilities. My work in teaching and research, as well as community health fieldwork supervision and coordination, has allowed me to develop strong communication, organizational, analytical, problem-solving, decision-making, and community health educational programming skills.

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

General

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

Responsibilities

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

Governance Duties

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

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

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

Employee/Board Communications

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

External Communications

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

Confidentiality

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

Meeting Behavior

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

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

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

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

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

Complaint Handling

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

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

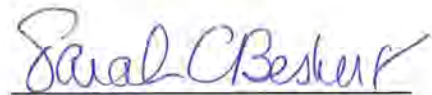
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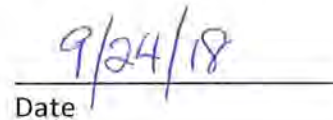
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Signature



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Business Phone: (607) 753-2985 Business Fax: (607) 753-4226

Business Fax: _____ E-mail Address: sarah.beshers@cortland.edu

If you are representing an Elected Public Official, name of the Elected Public Official you will be representing: Mary Ann Discenza

Office and District (if representing a specific District): LEGISLATIVE DISTRICT 6

Term of Office _____ Preferred Communication:
☐ Mail to Home ☐ Mail to Business ☒ E-mail ☐ Fax

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

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Sarah Beshers
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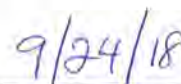
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Yes _____ No ☒

If you answered yes, please describe your experience: _____

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

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

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

Complaint Handling

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

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

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

Employment

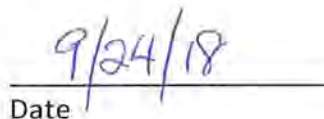
Board members must resign from the board of directors if they have an interest in employment at the agency and wish to submit an application.

Ambassador Roles

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



Signature



Date

***Resolution of the Board of Directors
of
Cortland County Community
Action Program, Inc.
Resolution No. 18-28***

WHEREAS, Douglas Bentley, Cortland County Legislator, has accepted an invitation to serve on the CAPCO Board of Directors as a public sector representative ;

Whereas, the Board of Directors has reviewed the application of Douglas Bentley and verifies that he is eligible for consideration for appointment to the CAPCO Board of Directors:

Be it resolved that on September 27, 2018 the Board of Directors appoints Douglas Bentley, Cortland County Legislator as a public sector representative to the CAPCO Board of Directors for the term 09/2016-09/2021

Be it further resolved that should Mr. Bentley leave office before his term expires, his seat will be vacated at that time per Federal Statute.

PRESIDENT

DATE

PP&E Committee

September 18, 2018

In attendance: Billie MacNabb, Liz Haskins, Lynn Sypher, Doug Bentley. Staff: Lindy Glennon, Eden Harrington-Hall, Bethann Weider

Meeting to order at 12:00 p.m.

EHS Reports July 2018

Family Services – 81% attendance – regardless if attendance is under 85% for August through September Regional office does not need a corrective action plan. At the time of the meeting, there were 53 children on the waiting list, 34 of which are income eligible.

Special Needs – at the time of the meeting, 8 children were receiving services.

There being nothing further to report, motion made by Lynn Sypher; seconded by Liz Haskins the July EHS reports. Motion carried.

HS/EHS PIR – the committee reviewed the HS/EHS PIR reports (see attached). Bethann noted that the reports are very helpful and in December staff will be attending Child Health Plus database training which congregates the data for the report. There being no further discussion, motion made by Doug Bentley; seconded by Billie MacNabb. Motion Carried.

HS Program Adjustment Proposal

With the concerns with the under enrollment with HS, Bethann is looking at making some adjustments with classrooms, staff, etc. (see attached detail) which has been sent to the Regional Office. Motion to approve the proposed HS Program Adjustment made by Lynn Sypher; seconded by Billie MacNabb. Motion carried.

Alliance for Economic Inclusion

Lindy shared with the committee the approach CAPCO will be using with the Alliance for Economic Inclusion which includes Getting Ahead Workshops along with *Opportunity Community*. The OC model developed by Dr. Donna Beegle employs a comprehensive approach that builds on the existing strengths of people in poverty, business, social service, education, healthcare, justice, faith-based organizations and community members to make a difference for their region (see attached). We are looking to have Dr. Beegle attend the agency's all staff day in January as well.

3rd Quarter CSBG PPR – Eden presented the 3rd quarter PPR – Eden noted that all projections were on target since we just did an amendment to the Work Plan and course corrected at that point.

There being no further business, motion for adjournment made by Liz Haskins; seconded by Lynn Sypher. Meeting adjourned at 1:00 p.m.

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (EARLY HEAD START)

Employee Name: Trudy Happel Month: July 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	86	0	0	5	7	3	2	0
Cosimo 2 8	8	0	0	87	0	0	4	8	2	1	0
Cosimo 3 8	8	0	0	73	0	1	6	7	4	3	0
South Main 1 8	8	0	1	79	0	0	7	6	3	0	0
South Main 2 8	8	0	1	78	0	0	4	4	2	2	0
Elm Tree 8	8	0	0	80	0	1	7	3	4	3	0
Home Based 1 12	12	0	0	8 soc 75 HV	0	0	51	38	5	2	0
Home Based 2 12	12	0	0	0 soc 94 HV	0	0	62	58	7	0	0
TOTAL 72	72	0	2	81%	0	2	146	131	30	13	0

of Children on the Waiting List:

Expectant
Over Income
Under 130%
Under 100%

1
0
0

Children
Over Income
Under 130%
Under 100%

24
10
68

Comments: _____

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

EHS Monthly Family Engagement report

Month: July 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	Ice Cream Social	7/26/2018	5	6	1	8	63%
Cosimo 2	EOY Celebration	7/24/2018	3	4	1	8	38%
Cosimo 3	EOY Celebration	7/24/2018	2	2	0	8	25%
South Main 1	Fire Trucks	7/19/2018	4	4	1	8	50%
	Tie Dye	7/31/2018	4	6	0	8	50%
South Main 2	Fire Trucks	7/19/2018	2	3	2	8	25%
	Tie Dye	7/31/2018	5	6	2	8	63%
Elm Tree	Summer Safety	7/19/2018	3	3	1	8	38%
	S'mores on a Stick	7/26/2018	6	7	2	8	75%
Home Based 1	None						
Home Based 2	None						

Family Engagement Tracking
PY 2017-2018

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Classroom Totals
Cosimo 1	2	1	1	1	1	1	1	1	1	1	1		12
Cosimo 2	2	1	1	1	1	1	1	1	1	1	1		12
Cosimo 3	1		1	1	1	1	1	1	1		1		9
South Main 1	2	1	1	1	1	1	1	1	1	1	2		13
South Main 2	2	1	1	1	1	1	1	1	1	1	2		13
Elm Tree	2	1	1	1	1	1	1	1	1	1	2		13
YMCA 1	1	2	1	1		1			1	1			8
YMCA 2	1	1	1	1				1		1			6
YMCA 3	1	1		1			1		1	1			6
Barry	1		1	1		1		1	1	3			9
Parker	2	2	1	1	1	1	1	1	2	2			14
Randall	1	1	1	1	1	1	1	1	1	2			11
Smith	3	1	2	1	1	1	1	1	2	1			14
Homer 1	2	1	1	1	1	1	1	1	1	1			11
Homer 2	1	1	1	1	1	1	1	1	1	1			10
McGraw	1	1	1	1	1	1	1	1	1	1			10
Marathon	1	1	1	1	1	1	1	1	1	1			10
Johnson 1	1	1	1	1	1	1	1	1	1	1			10
Johnson 2	1	1	1	1	1	1	1	1	1	1			10
Monthly Total	28	19	19	19	15	17	16	17	20	22	9	0	201

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: July/August 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 Children CPSE Mtg	# of Children Declassified	Refused Referral
Elm Tree	3	2	2	2	1	2	0	0	1-Jul	1-Aug	0	0
Cosimo I	0	0	0	0	0	0	0	0	0	0	0	0
Cosimo II	2	1	1	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	0	0	0	0	0	0	0	0	0	0	0	0
South Main II	0	0	0	0	0	0	0	0	0	0	0	0
Home Based I	1	1	1	1	0	0	0	0	0	0	0	0
Home Based II	3	3	1	1	2	2	1	0	0	0	0	0
TOTALS	10	7	6	5	5	4	1	0	1	1	0	0

July/August report combined due to end of EHS

14% of enrolled EHS children receiving services

EARLY HEAD START CLASSROOM HAPPENINGS JULY 2018

Cosimos 1

- This month in the Cosimos 1 classroom, we are continuing to work on Positive social interactions: gentle touches, teeth are for biting teethingers and food.
- The children are enjoying playing trucks, cars, push toys, pushing boxes and riding on riding toys.
- The children are pulling ribbons, squeezing playdough or stuffed animals.
- Along modeling words and positive behavior, we have been reading: "Teeth are not for Biting", "Hands are not for Hitting" and "Feet are not for Kicking".
- Plus we have had visits from Baby Dina and Tiny Turtle.
- In class we have been working on our fine motor skills: Coloring with crayons & markers, painting with various tools, buckling, zipping, peeling tape off tables, chalk on chalkboards and sidewalks.
- We have continued with doing active play activities: lug a jug, tunnels, bean bag toss, hula hoops, and obstacle courses too.
- We are loving some new books: "Touch-n-Feel Baby Kittens and Farm".
- Family Engagement: We had an ice cream social. 5 families showed up and it went very well.

Cosimos 2

- This month we had a lot of sensory experiences with walk, chalk, playdough, and paint.
- We talked about deep breaths to help calming down. Dina came in and helped show us how to do this.
- We love Dina coming to visit.
- We worked on building friendships and worked on self-help skills such as pulling our pants up and putting our shoes on.
- We had a great success with our last parent engagement activity.

- The kids loved it. We had a few families show up. We danced, played swat the fly, made fishes, and ate delicious food.

Cosimos 3

- July was a busy month for us. We said good-bye to Miss Kelly and Miss Amanda joined us along with Miss Jenna for the remainder of the school year.
- We have enjoyed daily neighborhood walks and water play on the playground.
- We have been working hard at using problem solving solutions in peer conflicts and trading toys and we have seen great improvement with the children.
- Our walls are filled with artwork. We are loving using our creativity.
- We had our Parent event at the Johnson center. We did a craft, active play game, read a story, dancing and shared some yummy food.

Elm Tree

- We went camping in our room this month, with a tent, a cooler, with hamburgers and hot dogs, a grill and a pretend campfire.
- We pretended to roast marsh-mellows, counted bugs and went on a bug hunt.
- We made binoculars and went bird watching.
- We also played with flashlights and lanterns (battery operated).
- In class we painted and made “pet rocks” and went “fishing” in a pretend pond.
- We painted with marsh-mellows.
- We had 2 birthdays this month, Lexsey and Leland.
- We are working on and getting much better at playing together and using our words when we want something someone else has.
- On July 17th, MmSelle and Mimi came to share with our families on some summer safety tips.
- On July 26th, we had a parent activity of “S’mores on a Stick”. Six our families participated.

- On August 8th, We will be having our last family engagement. It will be an ice cream social.

South Main 1

- July was a hot month. The children took a lot of walks around the neighborhood. We identified several different things.
- We played with water in the sensory table.
- The children were interested bees so we identified parts of a bee, ate some honey and looked at a honeycomb.
- We got to spray the fire hose at the fire demonstration at Beaudry Park.
- On July 19th we did our last science experiment with a lemon, baking soda, food coloring, and dawn dish soap.
- The fire trucks came that day as well.
- The children got to go inside the firetruck.
- We also got to see a baseball game at Beaudry Park.
- Last but not least we tie dyed t-shirts with our parents.

South Main 2

- We spent the month of July trying to keep the children as cool as possible.
- We colored in our journals, worked on 3-point finger grasp.
- We also painted toilet paper rolls to look like fireworks. We glued American Flags together.
- We foot-painted rocket pops, painted with dish brushes, and bubble painted with straws.
- Our class made a rainbow using fruit and veggies of the same colors.
- The children colored with chalk, did some sponge painting as well.
- We are working on learning the letters in the alphabet.
- We went for walks in the community, counted objects along the way, plus naming the letters on signs and singing songs as we walked.
- We played on the playground, had water play in the sensory table.
- We painted rocks with water and played in the socialization room when it was too hot to play outside.

- We walked to the fountain in the Court House Park, plus we went to the library for “story time”.
- Our science experiment of “lemon volcanoes” was a great success. Anything that foams and bubbles up and expands the children love.
- We read a lot of books this month: “ I am a Zookeeper”, “If You Give a Moose a Muffin”, “If You Give a Pig a Party”, “If You Give a Pig a Pancake”, “Ten Twinkly Stars”, “I Want My Mommy”, “Bright Eyes Brown Skin”, “If You Take a Moose to School”, “Bear & Duck” and “Tiny Rabbits Big Wish”, are just a few of the books we read this month.
- We had two Parent Engagements this month. The first was fire trucks and fireman, which drew 2 families to attend, we had 2 male figures with 4 children in our classroom that day. Our second event was tie-dying t-shirts and at that one we had 5 families with 2 men in attendance and 6 children at school.



2017-2018 EARLY HEAD START PROGRAM INFORMATION REPORT

02CH3062-200 Cortland County Communication Action Program, Inc.

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	02CH3062
Program Number	200
Program Type	Early Head Start
Program Name	Cortland County Communication Action Program, Inc.
Program Address	32 North Main Street Cortland NY 13045
Program Phone Number	(607) 753 6781 - 105
Program Fax Number	(607) 758 3620
DUNS Number	038360160
Program Email Address	bethannf@capco.org
Head Start Director Name	Ms. Bethann Wieder
Head Start Director Email	bethannf@capco.org
Agency Web Site Address	www.capco.org
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates
Agency Affiliation	A secular or non-religious agency

ENROLLMENT YEAR

Enrollment dates

A.1 Enrollment Year	Date
a. Start Date	09/07/2017
b. End Date	08/09/2018

FUNDED ENROLLMENT

Funded enrollment by funding source

A.2 Funded Early Head Start Enrollment	# of children/ pregnant women
a. Early Head Start Funded Enrollment, as identified on NOA	72
b. Funded Enrollment from non-federal sources, i.e. state, local, private	0
c. Funded Enrollment from the MIECHV Grant Program, for Early Head Start services	0

Funded enrollment by program option - children

A.3 Center-based program - 5 days per week:	# of children
a. Full-day enrollment	48
1. Of these, the number available as full-working-day enrollment	0
a. Of these, the number available for the full-calendar-year	0
b. Part-day enrollment	0
1. Of these, the number in double sessions	0

A.4 Center-based program - 4 days per week:	# of children
a. Full-day enrollment	0
b. Part-day enrollment	0
1. Of these, the number in double sessions	0
A.5 Home-based program	24
A.6 Combination option program	0
A.7 Family child care option	0
a. Of these, the number available as full-working-day enrollment	0
1. Of these, the number available for the full-calendar-year	0
A.8 Locally designed option	0

Funded enrollment of pregnant women (EHS programs)

	# of pregnant women
A.9 Total number of pregnant women positions in funded enrollment	0

Funded enrollment at child care partner

	# of children
A.10 Funded enrollment at child care partners in the center-based program option	0
A.11 Total funded enrollment at child care partners (A.10, center-based partner and A.7, family child care program option)	0

CLASSES

Classes

	# of classes
A.12 Total number of classes operated	6
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

A.13 Children by age:	# of children at enrollment
a. Under 1 year	15
b. 1 year old	28
c. 2 years old	36
d. 3 years old	0

Pregnant women (EHS programs)

	# of pregnant women
A.14 Cumulative enrollment of pregnant women	3

Total cumulative enrollment

	# of children / pregnant women
A.15 Total cumulative enrollment	82

Type of eligibility

A.16 Report each enrollee only once by primary type of eligibility:		# of children/ pregnant women
a. Income below 100% of federal poverty line		71
b. Public assistance such as TANF, SSI		6
c. Status as a foster child - # children only		3
d. Status as homeless		0
e. Over income		0
		# of children
f. Number of children exceeding the allowed over income enrollment (as noted below) with family incomes between 100% and 130% of the federal poverty line		2
A.17 If the program serves enrollees under A.16.f, specify how the program has demonstrated that all income-eligible children in their area are being served.		
Specify:	Children were previously enrolled in the program. Re-verification does not occur until they go to Head Start.	

Prior enrollment

A.18 Enrolled in Early Head Start for:	# of children
a. The second year	30
b. Three or more years	13

Transition and Turnover

	# of children
A.20 Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll	9
a. Of the infants and toddlers who left the program above, the number of infants and toddlers who were enrolled less than 45 days	0
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	0
1. Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program	0
2. Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program	0
3. Of the infants and toddlers who aged out of Early Head Start, the number who did NOT enter another early childhood program	0
	# of pregnant women/children
A.21 Total number of pregnant women who left the program after receiving Early Head Start services but before the birth of their infant, and did not re-enroll	0
A.22 Number of pregnant women receiving Early Head Start services at the time their infant was born	3
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in Early Head Start	3
b. Of the pregnant women enrolled when their infant was born, the number whose infant was NOT subsequently enrolled in Early Head Start	0

Child care subsidy

	# of children at end of enrollment year
A.24. The number of enrolled children for whom the program received a child care subsidy	0

Race and Ethnicity

A.25 Race and Ethnicity	# of children/pregnant women	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Latino origin
a. American Indian or Alaska Native	0	1
b. Asian	0	0
c. Black or African American	0	3
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	62
f. Biracial/Multi-racial	3	13
g. Other	0	0
h. Unspecified	0	0

Primary language of family at home

A.26 Primary language of family at home:	# of children pregnant women
a. English	82
b. Spanish	0
c. Native Central American, South American, and Mexican Languages	0
d. Caribbean Languages	0
e. Middle Eastern & South Asian Languages	0
f. East Asian Languages	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages	0
i. European & Slavic Languages	0
j. African Languages	0
k. Other	0
l. Unspecified	0

TRANSPORTATION

Transportation services

A.27 Does the program provide transportation to some or all of the enrolled children either directly or through a formal contractual agreement with a transportation provider?	No
--	----

Buses

	# of buses owned
A.28 Total number of buses owned by the program that were purchased with ACF grant funds and are currently used to support program operations, regardless of year purchased	0
a. Of these, the number of buses purchased since last year's PIR was reported	0
A.29 Are any of the buses used by the program leased by the program itself?	No

RECORD KEEPING

Management Information Systems

A.30 Does your program use a management information system to track enrollees, program services, characteristics of families, and information on program staff?		Yes
<i>Name/title</i>	<i>Locally designed</i>	<i>Web Based</i>
ChildPlus/ChildPlus.net	No	Yes

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by Type

	(1) # of Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	42	6
a. Of these, the number who are current or former Head Start or Early Head Start parents	8	0
b. Of these, the number who left since last year's PIR was reported	4	0
1. Of these, the number who were replaced	4	0

TOTAL VOLUNTEERS

Volunteers by Type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program since last year's PIR was reported	188
a. Of these, the number who are current or former Head Start or Early Head Start parents	85

MANAGEMENT STAFF

Coordination of services

B.4 On average, the number of hours per week services managers spend coordinating services:	Average # of hours per week
a. Child Development & Education Manager	27
b. Health Services Manager	38
c. Family & Community Partnerships Manager	38
d. Disability Services Manager	11

CHILD DEVELOPMENT STAFF

Child Development Staff Qualifications - Infant and Toddler Classroom and Assistant Teachers (EHS and Migrant Programs)

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
B.8 Total number of infant and toddler child development staff by position	12	

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of infant and toddler child development staff by position, the number with the following degrees or credentials:		
a. An advanced degree in:		
1. Early childhood education with a focus on infant and toddler development	1	
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	0	

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of infant and toddler child development staff by position, the number with the following degrees or credentials:		
b. A baccalaureate degree in:		
1. Early childhood education with a focus on infant and toddler development	1	
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	1	
Of the infant and toddler child development staff with a baccalaureate degree in B.8.b.1 through B.8.b.2 above, the number enrolled in:		
3. Advanced degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development	0	

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of infant and toddler child development staff by position, the number with the following degrees or credentials:		
c. An associate degree in:		
1. Early childhood education with a focus on infant and toddler development	3	
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and toddlers	0	
Of the infant and toddler child development staff with an associate degree in B.8.c.1 and B.8.c.2 above, the number enrolled in:		
3. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development	0	

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of infant and toddler child development staff by position, the number with the following credentials:		
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	6	
1. Of these, a Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	6	
Of the infant and toddler child development staff with the credentials in B.6.d above, the number enrolled in:		
2. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development	0	
3. An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development	0	

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of infant and toddler child development staff by position:		
e. The number who do not have the qualifications listed in B.8.a through B.8.d	0	
Of the infant and toddler child development staff in B.8.e above, the number enrolled in:		
1. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development	0	
2. An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development	0	
3. Any type of Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	

Child development staff qualifications - Home-based and FCC

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
B.9 Total number of child development staff by position	2	1	0	0

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position, the number with the following degrees or credentials:				
a. An advanced degree in/licensed as:				
1. Social work/ Licensed clinical social worker (LCSW)/ Licensed master social worker (LCMW)	0	0	0	0
2. Marriage and family therapy/ Licensed marriage and family therapist (LMFT)	0	0	0	0
3. Psychology	0	0	0	0
4. Sociology	0	0	0	0
5. Human services (include related areas such as child and family services or social services)	0	0	0	0
6. Nursing plus Nurse Practitioner (NP) license	0	0	0	0
7. Early childhood education	0	0	0	0
8. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position, the number with the following degrees and licenses:				
b. A baccalaureate degree in:				
1. Social work	0	0	0	0
2. Psychology	0	0	0	0
3. Sociology	0	0	0	0
4. Human services (include related areas such as child and family services or social services)	0	0	0	0
5. Nursing plus Registered Nurse (RN) license	0	0	0	0
6. Early childhood education	1	0	0	0
7. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position, the number with the following degrees and licenses:				
c. An associate degree in:				
1. Social work	0	0	0	0
2. Psychology	0	0	0	0
3. Sociology	0	0	0	0
4. Human services (include related areas such as child and family services or social services)	1	0	0	0
5. Nursing plus Registered Nurse (RN) license	0	0	0	0
6. Early childhood education	0	1	0	0
7. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position, the number with the following credentials:				
d. License, certification, or credential held:				
1. Nursing, non-RN, i.e. LPN, CNA, etc.	0	0	0	0
2. Family development credential (FDC)	0	0	0	0
3. Child development associate credential (CDA)	0	0	0	0
4. State-awarded certification, credential, or license appropriate to the option in which they are working, i.e. home-based option or family child care option	0	0	0	0
5. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home- Based Visitors	(2) # of Home- Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position:				
e. The number who do not have the qualifications listed in B.9.a through B.9.d	0	0	0	0
Of the child development staff in B.9.e above, the number enrolled in:				
1. An advanced degree or license	0	0	0	0
2. A baccalaureate degree	0	0	0	0
3. An associate degree	0	0	0	0
4. Studies leading to a non-degree license, certificate, or credential	0	0	0	0

NON-SUPERVISORY CHILD DEVELOPMENT STAFF

Child development staff - ethnicity and race

B.12 Race and Ethnicity:	# of non-supervisory child development staff	
	(1) Hispanic or Latino origin	(1) Non-Hispanic or Non-Latino origin
a. American Indian or Alaska Native	1	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	1	12
f. Biracial/Multi-racial	0	0
g. Other	0	0
h. Unspecified	0	0

Child development staff - language

	# of non-supervisory child development staff
B.13 The number who are proficient in a language(s) other than English	0
a. Of these, the number who are proficient in more than one language other than English	0
B.14 Language groups in which staff are proficient	# of non-supervisory child development staff
a. Spanish	0
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. Other	0
k. Unspecified	0

Child development staff - classroom teacher turnover

	# of classroom teachers
B.15 The number of classroom teachers who left your program during the year.	2
B.16 Of these, the number who left for the following reasons:	# of classroom teachers
a. Higher compensation/benefits package in the same field	0
b. Change in job field	1
c. Other	1
1. Comments: Termination due to job performance.	
B.17 Number of classroom teacher vacancies in your program that remained unfilled for a period of 3 months or longer	0
B.18 Number of classroom teachers hired during the year due to turnover	2

Child development staff - Home-based visitor turnover

	# of home-based visitors
B.19 The number of home-based visitors who left your program during the year	1
B.20 Of these, the number who left for the following reasons:	
a. Higher compensation/benefits package in the same field	1
b. Change in job field	0
c. Other	0
B.21 Number of home-based visitor vacancies in the program that remained unfilled for a period of 3 months or longer	0
B.22 Number of home-based visitors hired during the year due to turnover	1

FAMILY & COMMUNITY PARTNERSHIPS STAFF

Family & community partnerships staff - qualifications

	(1) # of family workers	(2) # of FCP supervisors
B.23 Total number of family & community partnerships staff	2	1
a. Of the FCP supervisors, the number who work directly with families, i.e. staff with a family caseload		0
B.24 Comments on staff shared by Head Start and Early Head Start programs:	Both positions are shared with Head Start.	

B.25 Of the family & community partnerships staff, the number with the following as the highest level of education completed:	(1) # of family workers	(2) # of FCP supervisors
a. A related advanced degree	0	0
b. A related baccalaureate degree	0	0
c. A related associate degree	0	1
d. A family-development-related credential, certificate, or license	0	0
e. None of the qualifications listed in B.25.a through B.25.d above	2	0
Of the staff in B.25.e above, the number enrolled in:		
1. A related degree at the associate, baccalaureate, or advanced level	0	0
2. Studies leading to a non-degree credential, certificate, or license that is family-development-related	2	0
B.26 Of the family & community partnerships staff, the number with a family-development-related credential, regardless of highest level of education completed	0	0

Education and Child Development Managers/Coordinators - Qualifications

	# of ECD managers/coordinators
B.27 Total number of education & child development managers/coordinators	1
	# of ECD managers/coordinators
Off the education & child development managers/coordinators, the number with the following degrees or credentials:	
a. An advanced degree in early childhood education, or an advanced degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	1
b. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0
	# of ECD managers/coordinators
Of the education & child development managers/coordinators, the number with the following degrees or credentials:	
c. An associate degree in early childhood education, or an associate degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0
Of the education & child development managers/coordinators preschool child development staff in B.27.c above, the number enrolled in:	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
	# of ECD managers/coordinators
Of the education & child development managers/coordinators, the number with the following degrees or credentials:	
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0
Of the education & child development managers/coordinators preschool child development staff in B.27.d above, the number enrolled in:	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
	# of ECD managers/coordinators
Of the education & child development managers/coordinators, the number with the following degrees or credentials:	
e. None of the qualifications listed in B.27.a through B.27.d	0
Of the education & child development managers/coordinators preschool child development staff in B.27.e above, the number enrolled in:	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
B.28 Comments on education & child development managers/coordinators shared by Head Start and Early Head Start programs:	This position is shared with Head Start.

C. CHILD & FAMILY SERVICES

HEALTH SERVICES

Health insurance - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.1 Number of all children with health insurance	78	79
a. Number enrolled in Medicaid and/or CHIP	76	77
b. Number enrolled in state-only funded insurance (for example, medically indigent insurance)	0	0
c. Number with private health insurance (for example, parent's insurance)	2	2
d. Number with health insurance other than those listed above, for example, Military Health (Tri-Care or CHAMPUS)	0	0
1. Specify		
C.2. Number of children with no health insurance	1	0

Health insurance - pregnant women

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.3 Number of pregnant women with at least one type of health insurance	3	3
a. Number enrolled in Medicaid	2	2
b. Number enrolled in another publicly funded insurance program that is not Medicaid	0	0
c. Number with private health insurance	1	1
d. Number with health insurance other than those listed above, for example, Military Health (Tri-Care or CHAMPUS)	0	0
1. Specify		
C.4 Number of pregnant women with no health insurance	0	0

Medical

Medical home - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.5 Number of children with an ongoing source of continuous, accessible health care	79	79
C.6 Number of children receiving medical services through the Indian Health Service	0	0
C.7 Number of children receiving medical services through a migrant community health center	0	0

Medical services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.8 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	79	57
		# of children at end of enrollment year
a. Of these, the number diagnosed by a health care professional with a chronic condition needing medical treatment since last year's PIR was reported		2
1. Of these, the number who have received or are receiving medical treatment		2
b. Specify the primary reason that children who needed medical treatment, for any chronic condition diagnosed by a health care professional since last year's PIR was reported, did not receive it:		

C.9 Number of all children who received medical treatment for the following chronic conditions since last year's PIR was reported, regardless of when the condition was first diagnosed by a health care professional:	# of children
a. Anemia	0
b. Asthma	2
c. Hearing Difficulties	3
d. Vision Problems	3
e. High Lead Levels	3
f. Diabetes	0

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	78	79
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time, but who have not received all immunizations appropriate for their age	1	0
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Pregnant women - services (EHS programs)

C.14 Indicate the number of pregnant women who received the following services while enrolled in EHS	# of pregnant women
a. Prenatal health care	3
b. Postpartum health care	3
c. Mental health interventions and follow up	0
d. Substance abuse prevention	0
e. Substance abuse treatment	0
f. Prenatal education on fetal development	3
g. Information on the benefits of breastfeeding	3

Pregnant women - prenatal health (EHS programs)

C.15 Trimester of pregnancy in which the pregnant women served were enrolled:	# of pregnant women
a. 1st trimester (0-3 months)	0
b. 2nd trimester (3-6 months)	1
c. 3rd trimester (6-9 months)	2
C.16 Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	1

Dental

Dental home - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.17 Number of children with continuous, accessible dental care provided by a dentist	26	50

Infant and toddler preventive dental services (EHS and Migrant programs)

	# of children at end of enrollment year
C.20 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary oral health care according to the relevant state's EPSDT schedule	46

Pregnant women dental services (EHS programs)

	# of pregnant women
C.21 Of the number of pregnant women served, the number who received a professional dental examination(s) and/or treatment since last year's PIR was reported	0

MENTAL HEALTH SERVICES

Mental health professional

	# of hours
C.22 Average total hours per operating month a mental health professional(s) spends on-site	35

Mental health services

C.23 Indicate the number of enrolled children who were served by the mental health (MH) professional(s) since last year's PIR was reported.	# of children at end of enrollment year
a. Number of children for whom the MH professional consulted with program staff about the child's behavior / mental health	12
1. Of these, the number for whom the MH professional provided three or more consultations with program staff since last year's PIR was reported	6
b. Number of children for whom the MH professional consulted with the parent(s) / guardian(s) about their child's behavior/mental health	0
1. Of these, the number for whom the MH professional provided three or more consultations with the parent(s) / guardian(s) since last year's PIR was reported	0
c. Number of children for whom the MH professional provided an individual mental health assessment	0
d. Number of children for whom the MH professional facilitated a referral for mental health services	0

Mental health referrals

	# of children at end of enrollment year
C.24 Number of children who were referred by the program for mental health services outside of Head Start since last year's PIR was reported	0
a. Of these, the number who received mental health services since last year's PIR was reported	0

Infant and toddler Part C early intervention services (EHS and Migrant programs)

	# of children
C.26 Number of children enrolled in the program who have an Individualized Family Service Plan (IFSP) indicating they have been determined eligible by the Part C Agency to receive early intervention services under the Individuals with Disabilities Education Act (IDEA)	11
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to enrollment into the program for this enrollment year	8
2. During this enrollment year	3
b. Of these, the number who have not received early intervention services under IDEA	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.28 Number of all newly enrolled children since last year's PIR was reported	37
C.29 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	15
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	14
C.30 The instrument(s) used by the program for developmental screening:	
ASQ-SE (Ages & Stages Questionnaire Social-Emotional)	
ASQ- 3 (Ages & Stages Questionnaire)	

Assessment

C.31 Approach or tool(s) used by the program to support ongoing child assessment:	
<i>Name/title</i>	<i>Locally designed</i>
Teaching Strategies GOLD Online	No

Curriculum

C.32 What curriculum does your program use:	
a. For center-based services:	
<i>Name/title</i>	<i>Locally designed</i>
Creative Curriculum for Infants, Toddlers, and Twos	No

b. For family child care services:

c. For home-based services:	
<i>Name/title</i>	<i>Locally designed</i>
Partners For A Healthy Baby (Florida State University)	No

d. For pregnant women services:	
<i>Name/title</i>	<i>Locally designed</i>
Partners For A Healthy Baby (Florida State University)	No

STAFF-CHILD INTERACTION OBSERVATION TOOLS

		<i># of programs</i>
C.33 Does the program routinely use staff-child interaction observation tools to assess quality?		Yes
C.34 If yes, interaction observation tool(s) used by the program:		
	⁽¹⁾ <i>Name/title</i>	⁽²⁾ <i>Locally designed</i>
a. Center-based settings	CLASS	No
b. Home-based settings	Home Based Observation Instrument	Yes
c. Family child care settings		

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.35 Total number of families:	70
a. Of these, the number of two-parent families	35
b. Of these, the number of single-parent families	35

C.36 Of the number of two-parent families, the number in which the parent/guardian figures are best described as:	# of two-parent families at enrollment
a. Parents (biological, adoptive, stepparents, etc.)	34
b. Grandparents	1
c. Relatives other than grandparents	0
d. Foster parents not including relatives	0
e. Other	0
1. Specify:	

C.37 Of the number of single-parent families, the number in which the parent/guardian figure is best described as:	# of single-parent families at enrollment
a. Mother (biological, adoptive, stepmother, etc.)	32
b. Father (biological, adoptive, stepfather, etc.)	1
c. Grandparent	1
d. Relative other than grandparent	1
e. Foster parent not including relative	0
f. Other	0
1. Specify:	

Employment

C.38 Of the number of two-parent families, the number of families in which:	# of families at enrollment
a. Both parents/guardians are employed	15
b. One parent/guardian is employed	18
c. Both parents/guardians are not working (i.e. unemployed, retired, or disabled)	2

C.39 Of the number of single-parent families, the number of families in which:	# of families at enrollment
a. The parent/guardian is employed	20
b. The parent/guardian is not working (i.e. unemployed, retired, or disabled)	15

C.40 The number of all families in which:	# of families at enrollment
a. At least one parent/guardian is a member of the United States military on active duty	0
b. At least one parent/guardian is a veteran of the United States military	3

Federal or other assistance

	(1) # of families at enrollment	(2) # of families at end of enrollment year
C.41 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance for Needy Families (TANF) Program	16	12
C.42 Total number of families receiving Supplemental Security Income (SSI)	8	10
C.43 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	55	51
C.44 Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	58	45

Job training/school

C.45 Of the number of two-parent families, the number of families in which:	# of families at enrollment
a. Both parents/guardians are in job training or school	0
b. One parent/guardian is in job training or school	4
c. Neither parent/guardian is in job training or school	31
C.46 Of the number of single-parent families, the number of families in which:	# of families at enrollment
a. The parent/guardian is in job training or school	3
b. The parent/guardian is not in job training or school	32
C.47 Of the total number of all families, the number in which one or more parent/guardian:	# of families at end of enrollment year
a. Completed a grade level in school, prior to high school graduation (e.g. 8th grade, 11th grade)	1
b. Completed high school or was awarded a GED during this program year	0
c. Completed an associate degree during this program year	1
d. Completed a baccalaureate or advanced degree during this program year	0
	# of families at end of enrollment year
C.48 Of the total number of all families, the number in which one or more parent/guardian completed a job training program, professional certificate, or license during this program year	3

Parent/guardian education

C.49 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	# of families at enrollment
a. An advanced degree or baccalaureate degree	27
b. An associate degree, vocational school, or some college	6
c. A high school graduate or GED	24
d. Less than high school graduate	13

Family services

C.50 Types of family services	(1) # of families with an expressed interest or identified need during the program year	(2) # of families that received the following services during the program year
a. Emergency/crisis intervention such as meeting immediate needs for food, clothing, or shelter	13	10
b. Housing assistance such as subsidies, utilities, repairs, etc.	10	4
c. Mental health services	2	1
d. English as a Second Language (ESL) training	0	0
e. Adult education such as GED programs and college selection	2	1
f. Job training	3	2
g. Substance abuse prevention	0	0
h. Substance abuse treatment	0	0
i. Child abuse and neglect services	2	2
j. Domestic violence services	0	0
k. Child support assistance	0	0
l. Health education	2	2
m. Assistance to families of incarcerated individuals	0	0
n. Parenting education	7	7
o. Relationship/marriage education	0	0
p. Asset building services (such as financial education, opening savings and checking accounts, debt counseling, etc.)	1	1
C.51 Of these, the number of families who were counted in at least one of the services listed above	28	23

Father engagement

C.52 Number of fathers/father figures who were engaged in the following activities during this program year:	# of father/ father figures
a. Family assessment	16
b. Family goal setting	10
c. Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, etc.)	22
d. Head Start program governance, such as participation in the Policy Council or policy committees	3
e. Parenting education workshops	2

Homelessness services

	# of families
C.53 Total number of families experiencing homelessness that were served during the enrollment year	1
	# of children
C.54 Total number of children experiencing homelessness that were served during the enrollment year	1
	# of families
C.55 Total number of families experiencing homelessness that acquired housing during the enrollment year	1

Foster care and child welfare

	# of children
C.56 Total number of enrolled children who were in foster care at any point during the program year	3
C.57 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	2

Collaboration Agreements and Community Engagement

Child care partners

	# of formal agreements
C.58 Total number of formal agreements with Child Care Partners during program year	0
a. Of the Child Care Partners, the number of formal contractual agreements made void or broken during the program year	0

Local education agency (LEA)

	# of LEAs
C.59 Number of LEAs in the program's service area	1
	# of formal agreements
C.60 Number of formal agreements the program has with LEAs:	
a. To coordinate services for children with disabilities	1
b. To coordinate transition services	0

Public school pre-kindergarten programs

	Yes / No
C.61 Does the program have formal collaboration and resource sharing agreements with public school pre-kindergarten programs?	No

Part C agencies

	# of Part C Agencies
C.62 Number of Part C agencies in the program's service area	1
	# of formal agreements
a. Number of formal agreements the program has with Part C agencies to coordinate services for children with disabilities	1

Child welfare agencies

		Yes / No
C.63 Does the program have formal collaboration agreements with child welfare agencies?		Yes
		# of formal agreements
a. If yes, the number of formal agreements in which the program is currently participating		1

REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	18081739092
Last Update Date	08/17/2018



2017-2018 HEAD START PROGRAM INFORMATION REPORT

02CH3062-000 Cortland County Communication Action Program, Inc.

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	02CH3062
Program Number	000
Program Type	Head Start
Program Name	Cortland County Communication Action Program, Inc.
Program Address	32 North Main Street Cortland NY 13045-2122
Program Phone Number	(607) 753 6781 - 105
Program Fax Number	(607) 758 3620
DUNS Number	038360160
Program Email Address	bethannf@capco.org
Head Start Director Name	Ms. Bethann Wieder
Head Start Director Email	bethannf@capco.org
Agency Web Site Address	http://www.capco.org
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates
Agency Affiliation	A secular or non-religious agency

ENROLLMENT YEAR

Enrollment dates

A.1 Enrollment Year	<i>Date</i>
a. Start Date	09/05/2017
b. End Date	06/20/2018

FUNDED ENROLLMENT

Funded enrollment by funding source

A.2 Funded Head Start Enrollment	<i># of children/ pregnant women</i>
a. Head Start Funded Enrollment, as identified on NOA	200
b. Funded Enrollment from non-federal sources, i.e. state, local, private	0

Funded enrollment by program option - children

A.3 Center-based program - 5 days per week:	<i># of children</i>
a. Full-day enrollment	200
1. Of these, the number available as full-working-day enrollment	0
a. Of these, the number available for the full-calendar-year	0
b. Part-day enrollment	0
1. Of these, the number in double sessions	0
A.4 Center-based program - 4 days per week:	<i># of children</i>

a. Full-day enrollment	0
b. Part-day enrollment	0
1. Of these, the number in double sessions	0
A.5 Home-based program	0
A.6 Combination option program	0
A.7 Family child care option	0
a. Of these, the number available as full-working-day enrollment	0
1. Of these, the number available for the full-calendar-year	0
A.8 Locally designed option	0

Funded enrollment at child care partner

	# of children
A.10 Funded enrollment at child care partners in the center-based program option	0
A.11 Total funded enrollment at child care partners (A.10, center-based partner and A.7, family child care program option)	0

CLASSES

Classes

	# of classes
A.12 Total number of classes operated	13
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

A.13 Children by age:	# of children at enrollment
a. Under 1 year	0
b. 1 year old	0
c. 2 years old	1
d. 3 years old	94
e. 4 years old	122
f. 5 years and older	0

Total cumulative enrollment

	# of children / pregnant women
A.15 Total cumulative enrollment	217

Type of eligibility

A.16 Report each enrollee only once by primary type of eligibility:	# of children
a. Income below 100% of federal poverty line	143
b. Public assistance such as TANF, SSI	14
c. Status as a foster child - # children only	3
d. Status as homeless	0
e. Over income	25

	# of children
f. Number of children exceeding the allowed over income enrollment (as noted below) with family incomes between 100% and 130% of the federal poverty line	32
A.17 If the program serves enrollees under A.16.f, specify how the program has demonstrated that all income-eligible children in their area are being served.	
Specify:	We accept all income eligible children first. Once those slots have been exhausted, we accept 130%.

Prior enrollment

A.18 Enrolled in Head Start or Early Head Start for:	# of children
a. The second year	52
b. Three or more years	45

Transition and Turnover

	# of children
A.19 Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll	30
a. Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days	7
A.19.b. Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	108

Child care subsidy

	# of children at end of enrollment year
A.24. The number of enrolled children for whom the program received a child care subsidy	0

Race and Ethnicity

A.25 Race and Ethnicity	# of children	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Latino origin
a. American Indian or Alaska Native	0	1
b. Asian	0	0
c. Black or African American	0	9
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	183
f. Biracial/Multi-racial	10	14
g. Other	0	0
h. Unspecified	0	0

Primary language of family at home

A.26 Primary language of family at home:	# of children
a. English	217
b. Spanish	0
c. Native Central American, South American, and Mexican Languages	0
d. Caribbean Languages	0
e. Middle Eastern & South Asian Languages	0
f. East Asian Languages	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages	0
i. European & Slavic Languages	0
j. African Languages	0
k. Other	0
l. Unspecified	0

TRANSPORTATION

Transportation services

A.27 Does the program provide transportation to some or all of the enrolled children either directly or through a formal contractual agreement with a transportation provider?	Yes
	# of children
a. Number of children for whom transportation is provided	56

Buses

	# of buses owned
A.28 Total number of buses owned by the program that were purchased with ACF grant funds and are currently used to support program operations, regardless of year purchased	0
a. Of these, the number of buses purchased since last year's PIR was reported	0
A.29 Are any of the buses used by the program leased by the program itself?	No

RECORD KEEPING

Management Information Systems

A.30 Does your program use a management information system to track enrollees, program services, characteristics of families, and information on program staff?		Yes
<i>Name/title</i>	<i>Locally designed</i>	<i>Web Based</i>
ChildPlus/ChildPlus.net	No	Yes

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by Type

	(1) # of Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	61	14
a. Of these, the number who are current or former Head Start or Early Head Start parents	16	0
b. Of these, the number who left since last year's PIR was reported	4	0
1. Of these, the number who were replaced	1	0

TOTAL VOLUNTEERS

Volunteers by Type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program since last year's PIR was reported	326
a. Of these, the number who are current or former Head Start or Early Head Start parents	279

MANAGEMENT STAFF

Coordination of services

B.4 On average, the number of hours per week services managers spend coordinating services:	Average # of hours per week
a. Child Development & Education Manager	27
b. Health Services Manager	38
c. Family & Community Partnerships Manager	38
d. Disability Services Manager	11

CHILD DEVELOPMENT STAFF

Child Development Staff Qualifications - Preschool Classroom and Assistant Teachers (HS and Migrant Programs)

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
B.5 Total number of preschool child development staff by position	13	13

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position, the number with the following degrees or credentials:		
a. An advanced degree in:		
1. Early childhood education	3	0
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	2	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position, the number with the following degrees or credentials:		
b. A baccalaureate degree in:		
1. Early childhood education	1	0
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	3	0
3. Any field and has been admitted into and is supported by the Teach for America program and passed a rigorous early childhood content exam	0	0
Of the preschool child development staff with a baccalaureate degree in B.5.b.1 through B.5.b.3 above, the number enrolled in:		
4. Advanced degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position, the number with the following degrees or credentials:		
c. An associate degree in:		
1. Early childhood education	4	1
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0	1
Of the preschool child development staff with an associate degree in B.5.c.1 and B.5.c.2 above, the number enrolled in:		
3. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	1

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position, the number with the following credentials:		
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0	7
1. Of these, a Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	7
Of the preschool child development staff with the credentials in B.5.d above, the number enrolled in:		
2. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
3. An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education	0	1

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position:		
e. The number who do not have the qualifications listed in B.5.a through B.5.d	0	4
Of the preschool child development staff in B.5.e above, the number enrolled in:		
1. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	1
2. An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education	0	0
3. Any type of Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	0

	# of classes
B.6 Total number of center-based option classes serving preschool-aged children	13
B.7 Number of center-based option classes serving preschool-aged children in which at least one teacher (excluding assistant teachers) has one of the following: - An advanced or baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with experience teaching pre-school age children, or - A baccalaureate degree and has been admitted into and is supported by the Teach for America program and passed a rigorous early childhood content exam - An associate degree in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	13

Child development staff qualifications - Home-based and FCC

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
B.9 Total number of child development staff by position	0	0	0	0

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position, the number with the following degrees or credentials:				
a. An advanced degree in/licensed as:				
1. Social work/ Licensed clinical social worker (LCSW)/ Licensed master social worker (LCMW)	0	0	0	0
2. Marriage and family therapy/ Licensed marriage and family therapist (LMFT)	0	0	0	0
3. Psychology	0	0	0	0
4. Sociology	0	0	0	0
5. Human services (include related areas such as child and family services or social services)	0	0	0	0
6. Nursing plus Nurse Practitioner (NP) license	0	0	0	0
7. Early childhood education	0	0	0	0
8. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position, the number with the following degrees and licenses:				
b. A baccalaureate degree in:				
1. Social work	0	0	0	0
2. Psychology	0	0	0	0
3. Sociology	0	0	0	0
4. Human services (include related areas such as child and family services or social services)	0	0	0	0
5. Nursing plus Registered Nurse (RN) license	0	0	0	0
6. Early childhood education	0	0	0	0
7. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position, the number with the following degrees and licenses:				
c. An associate degree in:				
1. Social work	0	0	0	0
2. Psychology	0	0	0	0
3. Sociology	0	0	0	0
4. Human services (include related areas such as child and family services or social services)	0	0	0	0
5. Nursing plus Registered Nurse (RN) license	0	0	0	0
6. Early childhood education	0	0	0	0
7. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position, the number with the following credentials:				
d. License, certification, or credential held:				
1. Nursing, non-RN, i.e. LPN, CNA, etc.	0	0	0	0
2. Family development credential (FDC)	0	0	0	0
3. Child development associate credential (CDA)	0	0	0	0
4. State-awarded certification, credential, or license appropriate to the option in which they are working, i.e. home-based option or family child care option	0	0	0	0
5. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home- Based Visitors	(2) # of Home- Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position:				
e. The number who do not have the qualifications listed in B.9.a through B.9.d	0	0	0	0
Of the child development staff in B.9.e above, the number enrolled in:				
1. An advanced degree or license	0	0	0	0
2. A baccalaureate degree	0	0	0	0
3. An associate degree	0	0	0	0
4. Studies leading to a non-degree license, certificate, or credential	0	0	0	0

NON-SUPERVISORY CHILD DEVELOPMENT STAFF

Child development staff - ethnicity and race

B.12 Race and Ethnicity:	# of non-supervisory child development staff	
	(1) Hispanic or Latino origin	(1) Non-Hispanic or Non-Latino origin
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	1
d. Native Hawaiian or other Pacific Islander	0	0
e. White	1	24
f. Biracial/Multi-racial	0	0
g. Other	0	0
h. Unspecified	0	0

Child development staff - language

	# of non-supervisory child development staff
B.13 The number who are proficient in a language(s) other than English	0
a. Of these, the number who are proficient in more than one language other than English	0
B.14 Language groups in which staff are proficient	# of non-supervisory child development staff
a. Spanish	0
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. Other	0
k. Unspecified	0

Child development staff - classroom teacher turnover

	# of classroom teachers
B.15 The number of classroom teachers who left your program during the year.	2
B.16 Of these, the number who left for the following reasons:	# of classroom teachers
a. Higher compensation/benefits package in the same field	0
b. Change in job field	0
c. Other	2
1. Comments: Voluntarily Resignations	
B.17 Number of classroom teacher vacancies in your program that remained unfilled for a period of 3 months or longer	0
B.18 Number of classroom teachers hired during the year due to turnover	0

Child development staff - Home-based visitor turnover

	# of home-based visitors
B.19 The number of home-based visitors who left your program during the year	0
B.20 Of these, the number who left for the following reasons:	
a. Higher compensation/benefits package in the same field	0
b. Change in job field	0
c. Other	0
B.21 Number of home-based visitor vacancies in the program that remained unfilled for a period of 3 months or longer	0
B.22 Number of home-based visitors hired during the year due to turnover	0

FAMILY & COMMUNITY PARTNERSHIPS STAFF

Family & community partnerships staff - qualifications

	(1) # of family workers	(2) # of FCP supervisors
B.23 Total number of family & community partnerships staff	3	0
a. Of the FCP supervisors, the number who work directly with families, i.e. staff with a family caseload		0
B.24 Comments on staff shared by Head Start and Early Head Start programs:		

B.25 Of the family & community partnerships staff, the number with the following as the highest level of education completed:	(1) # of family workers	(2) # of FCP supervisors
a. A related advanced degree	0	0
b. A related baccalaureate degree	0	0
c. A related associate degree	1	0
d. A family-development-related credential, certificate, or license	0	0
e. None of the qualifications listed in B.25.a through B.25.d above	2	0
Of the staff in B.25.e above, the number enrolled in:		
1. A related degree at the associate, baccalaureate, or advanced level	0	0
2. Studies leading to a non-degree credential, certificate, or license that is family-development-related	0	0
B.26 Of the family & community partnerships staff, the number with a family-development-related credential, regardless of highest level of education completed	1	0

Education and Child Development Managers/Coordinators - Qualifications

	# of ECD managers/coordinators
B.27 Total number of education & child development managers/coordinators	1
	# of ECD managers/coordinators
Off the education & child development managers/coordinators, the number with the following degrees or credentials:	
a. An advanced degree in early childhood education, or an advanced degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	1
b. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0
	# of ECD managers/coordinators
Of the education & child development managers/coordinators, the number with the following degrees or credentials:	
c. An associate degree in early childhood education, or an associate degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0
Of the education & child development managers/coordinators preschool child development staff in B.27.c above, the number enrolled in:	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
	# of ECD managers/coordinators
Of the education & child development managers/coordinators, the number with the following degrees or credentials:	
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0
Of the education & child development managers/coordinators preschool child development staff in B.27.d above, the number enrolled in:	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
	# of ECD managers/coordinators
Of the education & child development managers/coordinators, the number with the following degrees or credentials:	
e. None of the qualifications listed in B.27.a through B.27.d	0
Of the education & child development managers/coordinators preschool child development staff in B.27.e above, the number enrolled in:	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
B.28 Comments on education & child development managers/coordinators shared by Head Start and Early Head Start programs:	Yes, this position is shared with Early Head Start and is a 70/30 split.

C. CHILD & FAMILY SERVICES

HEALTH SERVICES

Health insurance - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.1 Number of all children with health insurance	211	212
a. Number enrolled in Medicaid and/or CHIP	195	196
b. Number enrolled in state-only funded insurance (for example, medically indigent insurance)	0	0
c. Number with private health insurance (for example, parent's insurance)	16	16
d. Number with health insurance other than those listed above, for example, Military Health (Tri-Care or CHAMPUS)	0	0
1. Specify		
C.2. Number of children with no health insurance	6	5

Medical

Medical home - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.5 Number of children with an ongoing source of continuous, accessible health care	216	217
C.6 Number of children receiving medical services through the Indian Health Service	0	0
C.7 Number of children receiving medical services through a migrant community health center	0	0

Medical services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.8 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	3	100
		# of children at end of enrollment year
a. Of these, the number diagnosed by a health care professional with a chronic condition needing medical treatment since last year's PIR was reported		1
1. Of these, the number who have received or are receiving medical treatment		1
b. Specify the primary reason that children who needed medical treatment, for any chronic condition diagnosed by a health care professional since last year's PIR was reported, did not receive it:		None

C.9 Number of all children who received medical treatment for the following chronic conditions since last year's PIR was reported, regardless of when the condition was first diagnosed by a health care professional:	# of children
a. Anemia	1
b. Asthma	8
c. Hearing Difficulties	14
d. Vision Problems	7
e. High Lead Levels	1
f. Diabetes	0

Body Mass Index (BMI) - children (HS and Migrant programs)

C.10 Number of all children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	# of children at enrollment
a. Underweight (BMI less than 5th percentile for child's age and sex)	4
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	142
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	30
d. Obese (BMI at or above 95th percentile for child's age and sex)	41

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	216	214
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time, but who have not received all immunizations appropriate for their age	1	2
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Dental

Dental home - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.17 Number of children with continuous, accessible dental care provided by a dentist	165	182

Preschool dental services (HS and Migrant programs)

	# of children
C.18 Number of children who received preventive care since last year's PIR was reported	93
C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination since last year's PIR was reported	75
a. Of these, the number of children diagnosed as needing treatment since last year's PIR was reported.	25
1. Of these, the number of children who have received or are receiving treatment	13
b. Specify the primary reason that children who needed dental treatment did not receive it:	Appointment is scheduled for future date

MENTAL HEALTH SERVICES

Mental health professional

	# of hours
C.22 Average total hours per operating month a mental health professional(s) spends on-site	115

Mental health services

C.23 Indicate the number of enrolled children who were served by the mental health (MH) professional(s) since last year's PIR was reported.	# of children at end of enrollment year
a. Number of children for whom the MH professional consulted with program staff about the child's behavior / mental health	47
1. Of these, the number for whom the MH professional provided three or more consultations with program staff since last year's PIR was reported	26
b. Number of children for whom the MH professional consulted with the parent(s) / guardian(s) about their child's behavior/mental health	36
1. Of these, the number for whom the MH professional provided three or more consultations with the parent(s) / guardian(s) since last year's PIR was reported	8
c. Number of children for whom the MH professional provided an individual mental health assessment	10
d. Number of children for whom the MH professional facilitated a referral for mental health services	8

Mental health referrals

	# of children at end of enrollment year
C.24 Number of children who were referred by the program for mental health services outside of Head Start since last year's PIR was reported	8
a. Of these, the number who received mental health services since last year's PIR was reported	2

DISABILITIES SERVICES

Preschool disabilities services (HS and Migrant programs)

	# of children
C.25 Number of children enrolled in the program who have an Individualized Education Program (IEP) indicating they have been determined eligible by the LEA to receive special education and related services	57
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to enrollment into the program for this enrollment year	36
2. During this enrollment year	21
b. Of these, the number who have not received special education and related services	1

Preschool primary disabilities (HS and Migrant programs)

	(1) # of children determined to have this disability	(2) # of children receiving special services
C.27 Diagnosed primary disability		
a. Health impairment(i.e. meeting IDEA definition of 'other health impairments')	0	0
b. Emotional disturbance	0	0
c. Speech or language impairments	29	28
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	1	1
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	0	0
i. Autism	1	1
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	1	1
l. Multiple disabilities (excluding deaf-blind)	25	25
m. Deaf-blind	0	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.28 Number of all newly enrolled children since last year's PIR was reported	144
C.29 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	119
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	70
C.30 The instrument(s) used by the program for developmental screening:	
ASQ- 3 (Ages & Stages Questionnaire)	
ASQ-SE (Ages & Stages Questionnaire Social-Emotional)	
Brigance Early Childhood Screen III	

Assessment

C.31 Approach or tool(s) used by the program to support ongoing child assessment:	
<i>Name/title</i>	<i>Locally designed</i>
Teaching Strategies GOLD Online	No

Curriculum

C.32 What curriculum does your program use:	
a. For center-based services:	
<i>Name/title</i>	<i>Locally designed</i>
Creative Curriculum (PreSchool)	No

b. For family child care services:

c. For home-based services:

STAFF-CHILD INTERACTION OBSERVATION TOOLS

		<i># of programs</i>
C.33 Does the program routinely use staff-child interaction observation tools to assess quality?		Yes
C.34 If yes, interaction observation tool(s) used by the program:		
	⁽¹⁾ <i>Name/title</i>	⁽²⁾ <i>Locally designed</i>
a. Center-based settings	CLASS	No
b. Home-based settings		
c. Family child care settings		

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.35 Total number of families:	210
a. Of these, the number of two-parent families	93
b. Of these, the number of single-parent families	117

C.36 Of the number of two-parent families, the number in which the parent/guardian figures are best described as:	# of two-parent families at enrollment
a. Parents (biological, adoptive, stepparents, etc.)	89
b. Grandparents	1
c. Relatives other than grandparents	2
d. Foster parents not including relatives	1
e. Other	0
1. Specify:	

C.37 Of the number of single-parent families, the number in which the parent/guardian figure is best described as:	# of single-parent families at enrollment
a. Mother (biological, adoptive, stepmother, etc.)	93
b. Father (biological, adoptive, stepfather, etc.)	11
c. Grandparent	9
d. Relative other than grandparent	4
e. Foster parent not including relative	0
f. Other	0
1. Specify:	

Employment

C.38 Of the number of two-parent families, the number of families in which:	# of families at enrollment
a. Both parents/guardians are employed	49
b. One parent/guardian is employed	35
c. Both parents/guardians are not working (i.e. unemployed, retired, or disabled)	9

C.39 Of the number of single-parent families, the number of families in which:	# of families at enrollment
a. The parent/guardian is employed	79
b. The parent/guardian is not working (i.e. unemployed, retired, or disabled)	38

C.40 The number of all families in which:	# of families at enrollment
a. At least one parent/guardian is a member of the United States military on active duty	0
b. At least one parent/guardian is a veteran of the United States military	9

Federal or other assistance

	(1) # of families at enrollment	(2) # of families at end of enrollment year
C.41 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance for Needy Families (TANF) Program	30	26
C.42 Total number of families receiving Supplemental Security Income (SSI)	13	14
C.43 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	89	82
C.44 Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	107	102

Job training/school

C.45 Of the number of two-parent families, the number of families in which:	# of families at enrollment
a. Both parents/guardians are in job training or school	0
b. One parent/guardian is in job training or school	9
c. Neither parent/guardian is in job training or school	84
C.46 Of the number of single-parent families, the number of families in which:	# of families at enrollment
a. The parent/guardian is in job training or school	2
b. The parent/guardian is not in job training or school	115
C.47 Of the total number of all families, the number in which one or more parent/guardian:	# of families at end of enrollment year
a. Completed a grade level in school, prior to high school graduation (e.g. 8th grade, 11th grade)	5
b. Completed high school or was awarded a GED during this program year	3
c. Completed an associate degree during this program year	0
d. Completed a baccalaureate or advanced degree during this program year	2
	# of families at end of enrollment year
C.48 Of the total number of all families, the number in which one or more parent/guardian completed a job training program, professional certificate, or license during this program year	3

Parent/guardian education

C.49 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	# of families at enrollment
a. An advanced degree or baccalaureate degree	81
b. An associate degree, vocational school, or some college	22
c. A high school graduate or GED	82
d. Less than high school graduate	25

Family services

C.50 Types of family services	(1) # of families with an expressed interest or identified need during the program year	(2) # of families that received the following services during the program year
a. Emergency/crisis intervention such as meeting immediate needs for food, clothing, or shelter	33	33
b. Housing assistance such as subsidies, utilities, repairs, etc.	21	14
c. Mental health services	13	13
d. English as a Second Language (ESL) training	0	0
e. Adult education such as GED programs and college selection	9	7
f. Job training	5	5
g. Substance abuse prevention	1	1
h. Substance abuse treatment	2	2
i. Child abuse and neglect services	3	2
j. Domestic violence services	5	4
k. Child support assistance	4	4
l. Health education	1	0
m. Assistance to families of incarcerated individuals	3	3
n. Parenting education	12	9
o. Relationship/marriage education	1	1
p. Asset building services (such as financial education, opening savings and checking accounts, debt counseling, etc.)	0	0
C.51 Of these, the number of families who were counted in at least one of the services listed above	64	58

Father engagement

C.52 Number of fathers/father figures who were engaged in the following activities during this program year:	# of father/ father figures
a. Family assessment	50
b. Family goal setting	15
c. Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, etc.)	73
d. Head Start program governance, such as participation in the Policy Council or policy committees	6
e. Parenting education workshops	3

Homelessness services

	# of families
C.53 Total number of families experiencing homelessness that were served during the enrollment year	6
	# of children
C.54 Total number of children experiencing homelessness that were served during the enrollment year	6
	# of families
C.55 Total number of families experiencing homelessness that acquired housing during the enrollment year	6

Foster care and child welfare

	# of children
C.56 Total number of enrolled children who were in foster care at any point during the program year	4
C.57 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	12

Collaboration Agreements and Community Engagement

Child care partners

	# of formal agreements
C.58 Total number of formal agreements with Child Care Partners during program year	0
a. Of the Child Care Partners, the number of formal contractual agreements made void or broken during the program year	0

Local education agency (LEA)

	# of LEAs
C.59 Number of LEAs in the program's service area	7
	# of formal agreements
C.60 Number of formal agreements the program has with LEAs:	
a. To coordinate services for children with disabilities	7
b. To coordinate transition services	7

Public school pre-kindergarten programs

	Yes / No
C.61 Does the program have formal collaboration and resource sharing agreements with public school pre-kindergarten programs?	Yes
	# of formal agreements
a. If yes, the number of formal agreements in which the program is currently participating	4

Part C agencies

	# of Part C Agencies
C.62 Number of Part C agencies in the program's service area	1
	# of formal agreements
a. Number of formal agreements the program has with Part C agencies to coordinate services for children with disabilities	1

Child welfare agencies

	Yes / No
C.63 Does the program have formal collaboration agreements with child welfare agencies?	Yes
	# of formal agreements
a. If yes, the number of formal agreements in which the program is currently participating	1

REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	18072738573
Last Update Date	07/27/2018

Opportunity Community Project Overview

The Opportunity Community model builds a comprehensive, connected, poverty-informed approach that brings all sectors of the community together to remove obstacles to success. Communities implementing the model report that they are working together in ways they have never worked before. They also report that sectors of the community that are not traditionally involved in fighting poverty are now engaging. Sectors such as the retirement community, businesses, sororities, elected officials, and legal professionals.

There are four major events connected to the model as well as training to create more inclusive, responsive community organizations and more community engagement.

First Coach Visit - Proposed: 11/5/18

Evidence-Based All-Staff Training

Dr. Beegle provides a special professional development event to the administrators and staff of the anchor organization and its partners. This event will provide the foundational knowledge and shared language required to lead the OC Model. Dr. Beegle will provide knowledge, skills, and evidence-based practices for improving outcomes for all—especially those facing economic barriers to success. Participants will gain foundational communication and relationship-building skills, along with strategies for better serving their Neighbors. This event will also lay the groundwork for the Opportunity Community Model and help answer questions as to the individual's and organization's roles within this model. **Proposed 1/28/19**

Leadership For Change, brings together community leaders to better understand the many different types of poverty and how they impact our neighbors and our efforts to break barriers. Leaders gain tools for channeling their existing resources and human capital in ways that assist people to move out of poverty. **Proposed 3/20/19**

Second Coach Visit - Proposed: 4/20/19

The Prosperity Summit, engages all community sectors to gain shared language and understanding of poverty, dispel stereotypes and judgment, and to gain buy-in for the implementation and sustainability of the efforts to assist our neighbors out of poverty. **Proposed: 5/9/19**

Third Coach Visit - Proposed: 9/18-19/19

A six-hour **Opportunity Community Education Program** for neighbors currently living in the crisis of poverty. Neighbors will gain a deeper understanding of their skills, knowledge, and experiences that can be turned into ways to earn a living. The principles involved throughout this day include: Removing the paralyzing shame associated with poverty; rebuilding the hope that poverty steals; and removing the isolation of poverty by building networks and access through Navigators, Specialty Navigators, and a poverty-informed community. **Proposed: 10/19/19 or 10/26/19**

Check one:

Work Plan	<input type="checkbox"/>	Amendment	<input type="checkbox"/>
PPR #1	<input type="checkbox"/>	PPR #3	<input type="checkbox"/>
PPR #2	<input checked="" type="checkbox"/>	PPR #4	<input type="checkbox"/>

ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
C-2a 2018 Work Plan and Program Progress Report (PPR)

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FFY 2018
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 Contract # C1000755

Contractor **Cortland County Community Action Program, Inc.**

Agency needs identified in the needs assessment or strategic plan as summarized on Attachment C-1b and Attachment C-1c will form the basis for capacity building activities.

AGENCY CAPACITY BUILDING

Interventions Briefly describe the activities that will address the agency need or strategic plan objective.	Benchmarks List the expected outcome of the capacity building activity.	NPI(s)	Method(s) of Measurement/Verification Briefly describe the tool or process to be used to verify progress on the outcome.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency will provide Poverty Simulations and invite policy makers, partner agencies, and educational institutions to learn about the day to day realities of life with a shortage of money and an abundance of stress. (Strategic Plan Goal 1(C))STR 6 G2a	225 community members will participate in 2 poverty simulations that will bring awareness about the barriers facing the low-income community.	CNPI 6 G2z.1	Sign in Sheets	225	0	125	0		125	56%
The agency will apply for foundation grants and seek donations to support the agency's Family Development Component. (Strategic Plan Goal 1 (a) and 1 (b))	\$25,000 in new funding will be received to increase services provided through the agency's Family Development Component. \$230,000 in in-kind goods will be received to increase services provided to support the agency's Family Development Component		Grants approved by the Board of Directors/Foundation funding	25,000	5489	7109	10,108		22706	91%
	8,669 volunteer hours were donated in FFY 2016 to assist the agency.		Financial Software	230,000	85044	66853	51,638		203535	88%
Recruiting and Coordinating Community Volunteers. (Strategic Plan Goal 1 C)) [STR 6 G2b]	A 30% increase or 11,269 Volunteer hours will be donated during FFY 2017 to assist the agency in delivery services that address the conditions of poverty. (*% of increase will need to be calculated at end of year)	CNPI 6 G2a	Percent increase in donated time to support the agency's delivery of services to address conditions of poverty in the identified community.	11,269	466	520	312		1298	#REF!
Staff will be provided professional development opportunities Wellness initiatives, and skills training. (Strategic Plan Goal 2 (a, c & d))	Staff members will participate in 1500 hours of anti-poverty related skills training in order to improve work performance.	B.2b	Training logs	1500	1000	0	1000		1298	#DIV/0!
	9 Family Development Credential (FDC) and TEPE certified trainers will be maintained to help strengthen support and educate parents.	B.4e	Personnel Files	9	12	0	0		0	#DIV/0!
	1 CCAP will be maintained and supported.	B.4c	Personnel Files	1	1	0	0		0	0%
	1 ROMA Trainer will be maintained and supported for the provision of ROMA training to staff, board and outside organizations.	B.4a	Personnel Files	1	1	1	0		2000	22222%
Staff will serve on committees and consortiums, various advisory boards, and be members of local business development consortiums in order to facilitate new program initiatives and provide linkages with the business community. (Strategic Plan Goal 2 (b)) (STR 6 G2a)	50 Staff will participate in Wellness initiatives in order to improve their health and wellness		Wellness Committee Tracking System	50	0	0			12	1200%
	The agency will have representation on 20 boards, committees, etc.		Meeting Minutes/Agendas	20	20	20	0		1	100%
									2	4%

Check one:			
Work Plan	<input type="checkbox"/>	Amendment	<input type="checkbox"/>
PPR #1	<input type="checkbox"/>	PPR #3	<input type="checkbox"/>
PPR #2	<input checked="" type="checkbox"/>	PPR #4	<input type="checkbox"/>

ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
C-2a 2018 Work Plan and Program Progress Report (PPR)

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FFY 2018
 Budget Period 10/1/17 to 9/30/18
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Contractor Cortland County Community Action Program, Inc.

Agency needs identified in the needs assessment or strategic plan as summarized on Attachment C-1b and Attachment C-1c will form the basis for capacity building activities.

AGENCY CAPACITY BUILDING

Interventions Briefly describe the activities that will address the agency need or strategic plan objective.	Benchmarks List the expected outcome of the capacity building activity.	NPI(s)	Method(s) of Measurement/Verification Briefly describe the tool or process to be used to verify progress on the outcome.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
Board training will be provided to ensure members of the Board are knowledgeable on issues including, but not limited to: Roles and Responsibilities, NFPC, Fiduciary Responsibility, ROMA, etc. (Strategic Plan Goal 3 (a & b))	15 Board Members will improve skills and knowledge in governance to effectively carry out the mission of the agency.		Board Self-Assessment	25	13	1	1		15	60%
	15 board members will participate in 10 - 15 minute training events at board meetings in the coming year for a total of 30 hours.		Meeting Agenda	15	8	0	7		15	100%
Staff will hold certifications that will enhance their ability to provide services in the community. Certifications include: Certified Poverty Coaches, and NYS Certified Parent Educators.. (Strategic Plan Goal 2 (a, c & d))	8 staff will maintain certifications in family development activities	B.4e	Personnel File	8	3	5	0		8	100%
									0	#DIV/0!
Staff will be provided the opportunity to participate in certified trainings relevant to their position in serving customers.. (Strategic Plan Goal 2 (a, c & d))	1 Energy Auditor will be maintained	B.4g1	Personnel File	1	1	0	0		1	100%
	1 Quality Control Inspector will be maintained	B.4.g4	Personnel File	1	1	0	0		1	100%
	1 Crew Leader will be maintained	B.4g3	Personnel File	1	1	0	0		1	100%
	6 Home Energy Professional will be maintained	B.4g	Personnel File	6	6	0	0		6	100%
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Check one:	
Work Plan	<input type="checkbox"/>
PPR #1	<input type="checkbox"/>
PPR #2	<input checked="" type="checkbox"/>
Amendment	<input type="checkbox"/>
PPR #3	<input type="checkbox"/>
PPR #4	<input type="checkbox"/>

ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
C-2b 2018 Work Plan and Program Progress Report (PPR)

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 Contract # C1000755

Contractor 0

Agency needs identified in the needs assessment or strategic plan as summarized on Attachment C-1b and Attachment C-1c will form the basis for community partners.

AGENCY PARTNERS (Agency-wide Unduplicated Count)

Interventions Briefly describe the activities that will address the agency need or strategic plan objective.	Benchmarks List the expected outcome of the capacity building activity.	NPI(s)	Method(s) of Measurement/Verification Briefly describe the tool or process to be used to verify progress on the outcome.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
Number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes. PLEASE NOTE THERE IS A CHANGE IN THE INFORMATION BEING REQUESTED FOR FFY 2018. REPORT THE <u>UNDULICATED NUMBER OF PARTNERS/ORGANIZATIONS</u> FOR EACH CATEGORY (NOT THE NUMBER OF PARTNERSHIPS FOR EACH CATEGORY) Please describe specific partnerships in Section C4a.	Non-Profit	B.5.a		33	33	0	0		33	100%
	Faith Based	B.5.b		4	4	0	0		4	100%
	Local Government	B.5.c		2	2	0	0		2	100%
	State Government	B.5.d		3	3	0	0		3	100%
	Federal Government	B.5.e		1	1	0	0		1	100%
	For-Profit Business or Corporation	B.5.f		6	6	0	0		6	100%
	Consortiums/Collaboration	B.5.g		4	4	0	0		4	100%
	School District	B.5.h		6	6	0	0		6	100%
	Institutions of post-secondary education/training	B.5.i		3	3	0	0		3	100%
	Financial/Banking Institutions	B.5.j		2	2	0	0		2	100%
	Health Service Institutions	B.5.k		3	3	0	0		3	100%
	Statewide Associations or collaborations	B.5.l		4	4	0			4	100%
	Number of Organizations (Total):			71	71	0	0	0	71	100%

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Check one:

Work Plan	<input type="checkbox"/>	Amendment	<input type="checkbox"/>
PPR #1	<input type="checkbox"/>	PPR #3	<input checked="" type="checkbox"/>
PPR #2	<input type="checkbox"/>	PPR #4	<input type="checkbox"/>

ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
C-2c 2018 Work Plan and Program Progress Report (PPR)

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 Budget Period 10/1/17 to 9/30/18
 Contract # C1000755

Contractor Cortland County Community Action Program, Inc.

Description of Need (Family, Community, Agency)

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Families with low incomes are found to be at nutritional and health risk (F)

Program that addresses the need described above:

Women, Infants, and Children (WIC) (DOMAIN: Health & Social/Behavioral Development)

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's WIC Program provides supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional risk. (SRV 5g Maternal/Child Health), (SRV 7c Referrals)	Of 1800 individuals seeking WIC assistance: 1800 of 1800 will improve their health and physical development as a result of access to nutritional foods and nutrition education.	FNPI 5b	Intake form/caseload reports	1800	561	475	470		1506	84%
			Case files, food voucher records	1800	561	475	470		1506	84%
	1650 of 1800 will be referred to other service providers for additional assistance.		Referral records (2x/year)	1650	0	0	1475		1475	89%
	150 infants will be healthier and will increase their ability to fight early childhood infections as a result of breastfeeding.		Peer Counselor Documentation	150	64	20	50		134	89%
	6 partnerships will promote the program, provide space, and funding (1 State Government, 1 Local Government, 1 faith based, 1 not-for-profit, 1 consortium, 1 State	B.5.a-i	MOU's, meeting minutes, association membership	6	6	0	0		6	100%
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COMMUNITY SERVICES BLOCK GRANT

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Check one:	<input type="checkbox"/>	Amendment	<input type="checkbox"/>
Work Plan	<input type="checkbox"/>	PPR #3	<input checked="" type="checkbox"/>
PPR #1	<input type="checkbox"/>	PPR #4	<input type="checkbox"/>
PPR #2	<input type="checkbox"/>		

Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Low income families who are at nutritional and health risk (F)**Program that addresses the need described above:****Snack Packs for Kids (Domain Health and Social/Behavioral Development (FNPI 5))**

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Snack Pack for Kids program will provide nutritious foods for food insecure low-income children throughout the county in an effort to help alleviate hunger. (SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries))	135 children will be referred to the program:		Referrals from schools documenting need	135	107	26	0		133	99%
	135 of 135 children will be enrolled in the program		Referral form	135	107	26	0		133	99%
	135 of 135 children's health and physical development will be improved as a result of adequate nutrition.	FNPI 5b	Backpack Allocations	135	107	26	0		133	99%
	Of the 135 children receiving backpacks, 4716 backpacks will be distributed		Backpack Allocations	4716	958	1400	910		3268	69%
	8 partnerships, will support the program by donating funds, referring eligible children, and providing space. (5 school districts, 1 higher education, 1 financial institution,	B.5.a-i	MOU's , in-kind report	8	8	0	0		8	100%
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ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

C-2c 2018 Work Plan and Program Progress Report (PPR)

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Check one:		Amendment	
Work Plan	<input type="checkbox"/>	PPR #3	<input checked="" type="checkbox"/>
PPR #1	<input type="checkbox"/>	PPR #4	<input type="checkbox"/>
PPR #2	<input type="checkbox"/>		

Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Low income families who are at nutritional and health risk (F)**Program that addresses the need described above:****Health and Nutrition (Domain Health and Social/Behavioral Development (FNPI 5))**

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Health and Nutrition component introduces low-income families to a holistic approach to healthy lifestyles, including , menu planning, and nutrition education, and improved access to fresh fruits and vegetables through Community Supported Agriculture (CSA) Shares and the Farmer's Market. Our aim is to raise awareness on the importance of healthy lifestyles and help to decrease the incidences of obesity. (SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries) , SRV 5ff Skills Classes (Gardening, Cooking, Nutrition))	Of 115 individuals seeking health and nutrition services:		Intake Form	115	24	0	11		35	30%
	115 will participate in nutrition education and exhibit improved family functioning.	FNPI 5a	Pre/Post Survey	115	0	0	28		28	24%
	40 participants will receive SNAP benefits in order to increase healthy lifestyles		Intake Form/Case Worker notes.	40	0	0	7		7	18%
	Families will receive 75 boxes of fresh fruits and vegetables using SNAP benefits		EBT Transactions	75	24	0	8		32	43%
	7 partnerships will support the goals of the health and nutrition program, through referrals, funding, space (2 school districts, 1 business, 1 NFP, 3 collaborations)	B.5.a-i	Partnership Agreements/MOU's	7	7	0	0		7	100%
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COMMUNITY SERVICES BLOCK GRANT

C-2c 2018 Work Plan and Program Progress Report (PPR)

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FFY 2018

Budget Period 10/1/17 to 9/30/18

Contract # C1000755

Check one:		Amendment	
Work Plan	<input type="checkbox"/>	PPR #3	<input checked="" type="checkbox"/>
PPR #1	<input type="checkbox"/>	PPR #4	<input type="checkbox"/>
PPR #2	<input type="checkbox"/>		

Contractor Cortland County Community Action Program, Inc.

Description of Need (Family, Community, Agency)

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Accessibility of health care for families (C)

Program that addresses the need described above:

Community Health Worker (Domain Health and Social/Behavioral Development Services (SRV 5))

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
Connect high need women and families to appropriate navigator sites for assistance with enrollment into public health insurance programs / family planning benefits programs or market place as appropriate. Provide one on one education and appropriate referral for health care services to women and their families. Assist to remove barriers to accessing care as appropriate. The medical, behavioral and psychosocial risk factors of high – need women and infants are identified and addressed through timely and coordinated counseling, management, referral, and follow – up. (SRV 3h Health Insurance Coordination , Referrals (SRV 7c)	Of 94 individuals seeking assistance.		Log	94	40	54	0		94	100%
	6 of the 94 will enroll in a health insurance plan.		Tracking Form	6	4	2	0		6	100%
	94 of the 94 will be referred to the appropriate health care services based upon their specific need.		Tracking Form	94	40	54	0		94	100%
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ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

C-2c 2018 Work Plan and Program Progress Report (PPR)Page 8 of 19FFY 2018Budget Period 10/1/17 to 9/30/18Contract # C1000755

Check one:		Amendment	
Work Plan	<input type="checkbox"/>	PPR #3	<input checked="" type="checkbox"/>
PPR #1	<input type="checkbox"/>	PPR #4	<input type="checkbox"/>
PPR #2	<input type="checkbox"/>		

Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Children face barriers to school readiness (F)**Program that addresses the need described above:****Head Start/Early Head Start (Outcomes Across Multiple Domains (FNPI 7))**

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Head Start/Early Head Start program provides comprehensive pre-school activities which include classroom instruction, home base, health and nutrition, and social emotional development for children ages zero to four, as well as support services for their families. (SRV 2a Early Head Start, SRV 2b Head Start, SRV 5a Immunizations, SRV 5a-j Health Services, Screening and Assessments, SRV 5dd Child Dental Screenings/Exams, SRV 2v Parenting Supports).	Of 272 children deemed eligible for Head Start/Early Head Start:		HS/EHS Intake Form	272					0	0%
	272 children will participant in Head Start/Early Head		HS/EHS Attendance Records	272	264	0	24		288	106%
	272 of 272 children will be up to date on age appropriate immunizations, medical and/or dental care		Childs File	272	264	0	24		288	106%
	272 of 272 children's health will be improved as a result of adequate nutrition.	FNPI 5b	CACFP meal count documentation	272	264	0	24		288	106%
	272 of 272 children will participate in pre-school activities to develop school readiness skills	FNPI 2b	Attendance Records	272	264	0	24		288	106%
	136 of 272 children will be developmentally ready to enter kindergarten	FNPI 2a	CORE Report	136	0	0	24		24	18%
	240 parents/caregivers will be engaged by HS/EHS staff through home visits.		Family worker notes	240	230	0	24		254	106%
	220 of 240 parents/caregivers will participate in HS/EHS family engagement services by completing a family strength assessment		Completion of Family Strength Assessment (FSA)	220	200	0	45		245	111%
	Of the 220, 200 will learn and exhibit improved family functioning	FNPI 5e	Documented achievement on a Family Strength Assessment	220	264	0	0		264	120%
	13 partnerships will support program, provide space, and in-kind paraprofessional services(4 school districts, 5 not-for-profit, 2 higher education, 2 faith based)	B.5.a-i	MOU's	13	13	0	0		13	100%
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ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

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Check one:		Amendment	
Work Plan	<input type="checkbox"/>	PPR #3	<input checked="" type="checkbox"/>
PPR #1	<input type="checkbox"/>	PPR #4	<input type="checkbox"/>
PPR #2	<input type="checkbox"/>		

Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Low income families lack essentials such as food, clothing household appliances, transportation assistance, utility assistance. (F)**Program that addresses the need described above:**Community Action Angels (Services Supporting Multiple Domains (SRV 7)

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Family Development Component provides low-income families with clothing (SRV 7n, Emergency Clothing Assistance), household appliances SRV 4q Housing Maintenance & Improvements), Medical Care (SRV 5f, Doctor Visit Payments), transportation assistance (SRV 7d) Transportation Services, utility assistance (SRV 4i Utility Payment Assistance), referrals (SRV 7c Referrals)etc.	Of 775 individuals seeking assistance:		Intake Form	775					0	0%
	775 of 775 will receive clothing.		Database	775	472	149	137		758	98%
	25 of 775 will receive emergency home improvements.	FNPI4g	Intake Form	25	1	3	3		7	28%
	10 of 775 will receive emergency food.	FNPI5b	Intake Form	10	2	1	3		6	60%
	17 of 775 will receive fuel or utility assistance	FNPI4g	Intake Form	17	1	15	4		20	118%
	10 of 775 will receive emergency transportation		Intake Form	10	4	4	0		8	80%
	2 of the 775 will receive Emergency Medical Care		Intake Form	2	0	0	0		0	0%
	250 of the 775 will be referred to other service providers.		Referral Tracking Form	250	77	98	61		236	94%
	39 of the 775 individuals will be more prepared for Winter by		Sign-In Sheets	39	39	0	0		39	100%
	8 partnerships will be established to support services and in-kind resources (5 businesses, 2 NFP)	B.5.a-i	MOU's	8	8	0	0		8	100%
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Check one:	<input type="checkbox"/>	Amendment	<input type="checkbox"/>
Work Plan	<input type="checkbox"/>	PPR #3	<input checked="" type="checkbox"/>
PPR #1	<input type="checkbox"/>	PPR #4	<input type="checkbox"/>
PPR #2	<input checked="" type="checkbox"/>		

Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Low income individuals lack the competencies and resources for achieving academic and employment goals. (F)

Program that addresses the need described above:

TASC Preparation/Tutoring (Domain Education and Cognitive Development (FNPI 2))

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
Through the High School Equivalency (HSE) Program, provide tutoring, preparation for TASC testing, transportation to TASC test sites, and higher education counseling will be provided to low income individuals (SRV 2u High School Equivalency Classes)	Of 70 enrolled in the HSE/Tutoring program:		Intake Application	70	38	23	16		77	110%
	15 will have at least 12 hours of attendance.		Attendance Records	15	8	2	9		19	127%
	5 will have a grade level improvement in math or reading.	FNPI 2f	Grade level improvement on math TABE test, case notes.	5	1	1	2		4	80%
	30 will take the TASC exam, and pass from 1-4 of the five test.		Grade level improvement on math TABE test, case notes.	12	5	15	3		23	192%
	20 will have individual math/literacy tutoring to meet education or employment goals.		Attendance Records	20	9	3	1		13	65%
	30 will receive their HSE diploma.	FNPI 2h	Case Notes	30	10	7	6		23	77%
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Contractor Cortland County Community Action Program, Inc.

Description of Need (Family, Community, Agency)

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Low income individuals lack the competencies and resources for achieving academic and employment goals. (F)

Program that addresses the need described above:

Safe Sitter Certification (Outcomes Across Multiple Domains (FNPI 7)

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
Through the Safe Sitter Certification, provide youth the necessary skills to care for infants and children leading to employment opportunities.(SRV 1f Job Readiness Training , SRV 2t Basic Education Classes)	Of 20 enrolled:		Intake Form	20	7	0	9		16	80%
	15 will attend the 7 hour course.	FNPI 2h	Attendance Records	15	7	0	9		16	107%
	15 will obtain skills and competencies required for successful employment	FNPI 2h	Certificates	15	7	0	9		16	107%
	5 partnerships will be established to support services, provide space, and referrals (2 Schools, 1 Higher Learning, and 2 NFP)	B.5.a-i	MOU's	5	5	0	0		5	100%
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Work Plan	<input type="checkbox"/>	PPR #3	<input checked="" type="checkbox"/>
PPR #1	<input type="checkbox"/>	PPR #4	<input type="checkbox"/>
PPR #2	<input type="checkbox"/>		

Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Lack of community facilities in the rural areas of the community (C)

Program that addresses the need described above:

Family Success Center (Domain Counts of Change for Infrastructure and Asset Building Indicators (CNPI 3))

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency will operate a Family Success Center in the community of Marathon and in an effort to provide services and activities in the rural areas of the county. The center provides opportunities for people in the community to access resources including emergency assistance, application for food stamps, parent support and education, activities for children, support with household finances, health and nutrition through cooking classes, etc.(STR 3o Community Center/Community Facility Establishment)	Increase in the availability of community resources in the rural community of Marathon	CNPI 3b		1	1	0	0		1	100%
	150 families will receive services in rural areas of the community		Sign in sheets/Intake Forms	150	20	51	229		300	200%
	1 school district partnerships will be maintained to support the FSC's by providing space.	B.5.a-i	MOU's	1	1	1	0		2	200%
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Work Plan	<input type="checkbox"/>	PPR #3	<input checked="" type="checkbox"/>
PPR #1	<input type="checkbox"/>	PPR #4	<input type="checkbox"/>
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Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Low income families lack the skills necessary for successful parenting. (F)

Program that addresses the need described above:

Parents with Hope and Focus on Fatherhood (Domain Health and Social/Behavioral Development)

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Parent's with Hope and Focus on Fatherhood groups are a 10 week course designed to provide parents/caregivers with the skills necessary to effectively parent. Topics include a large variety of issues facing today's parents/caregivers which include: communication, step-parenting, addiction, discipline, bullying, child safety, and much more.(SRV 5mm Parenting Classes)	Of 40 parents/caregivers applying to participate in parenting classes:		Intake Forms	40	0	4	5		9	23%
	30 of the 40 will enroll in the course.		Intake Forms/Pre Surveys	30	0	4	0		4	13%
	25 of 30 will complete the training course.		attendance sheets/ certificate of completion	25	0	0	0		0	0%
	25 of the 40 will learn and exhibit improved parenting skills.	FNPI 5d	Post Survey	25	0	4	0		4	16%
	1 local government partnership will promote the program, 1 State government	B.5.a-i	e-mails, referrals	1	1	0	0		1	100%
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Work Plan	<input type="checkbox"/>	PPR #3	<input checked="" type="checkbox"/>
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PPR #2	<input type="checkbox"/>		
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Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Individuals with a disability maintaining their independence while living in the community (F)

Program that addresses the need described above:

Consumer Directed Personal Assistance Program (CDPAP) Health and Social/Behavioral Development (FNPI 5)

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Consumer Directed Personal Assistance Program (CDPAP) provides services to allow individuals with disabilities and other medical conditions more control over their personal assistance services. This allows an individual the ability to manage his or her care and make decisions based upon his or her own individualized needs and to live in the community as independently as possible.	Of 130 individuals referred for CDPAP Services								0	#DIV/0!
	130 of 130 will maintain a independent living situation	FNPI 5g	Assessment Tool	130	91	5	3		99	76%
	Of the 85, 6 family caregivers will obtain/maintain employment		Assessment Tool	6	6	0	0		6	100%
	Partnerships with 1 local government and 3 partnerships with NFP will promote the program and refer clients	B.5.a-i	Contracts	4	4	0	0		4	100%
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Work Plan	<input type="checkbox"/>	PPR #3	<input checked="" type="checkbox"/>
PPR #1	<input type="checkbox"/>	PPR #4	<input type="checkbox"/>
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Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Low income families face challenges affording quality, safe, affordable housing

Program that addresses the need described above:

Energy Services (Domain Housing (FNPI 4))

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Energy Services Department provides energy saving measures to include: Insulation, Heating systems, Hot Water Tank systems, Air Sealing, Inspecting Combustion appliances, Cooling, Testing Efficiency of Refrigerators, Installing CO Detectors & Smoke detectors, Bathroom & Kitchen ventilation, Energy Audits, and a Health & Safety check of the home. The goal of the program is to make homes energy efficient , safer and more affordable for low-income families. The department also addresses elderly households with emergency repairs. (SRV 4t Energy Efficiency Improvements, SRV 4q emergency Home Repairs , Referrals (SRV 7c))	Of 208 households applying for Energy Services programming		Application	208					0	0%
	193 of the 208 households will receive Energy Services		Energy Services work completion form and audit form	193	6	32	81		119	62%
	203 of the 208 households will show a reduction in energy usage relative to past usage	FNPI 4h	Pre/Post test, utility bills from past and present	203	6	32	81		119	59%
	15 of the 20 applying but not receiving services will be referred to other services providers		Referral Notice	15	4	2	3		9	60%
	27 of the 30 applying will receive emergency services.	FNPI 4g	Work completion form and Property Maintenance Declaration	27	6	7	0		13	48%
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	3 partnerships will promote program (1 business, 2 non-profit.)	B.5.a-i	Agreements	3	3	0	0		3	100%
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Work Plan	<input type="checkbox"/>	PPR #3	<input checked="" type="checkbox"/>
PPR #1	<input type="checkbox"/>	PPR #4	<input type="checkbox"/>
PPR #2	<input type="checkbox"/>		

Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Lack of long term supports for expectant mothers and new moms (F/C)**Program that addresses the need described above:****Healthy Families (Domain Outcomes Health and Social/Behavior Development FNPI5E)**

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Healthy Families Program is home visiting program which matches parents with knowledgeable and caring workers who provide information and support during pregnancy and early childhood. Services include helping families access community resources and services, educating families on parenting and child development, connecting families with medical providers, and assessing children for developmental delays. (SRV 5G and SRV 2CC)	50 new or expectant moms will complete the pre-screening process.		KEMP assessment	50	0	0	0		0	0%
	40 of the 50 will enroll in the program and assigned a Family Support Specialist		Intake and Family Support Specialist case notes.	40	0	0	0		0	0%
	40 will demonstrate improved sensitivity and responsiveness in their interactions with their children.	FNPI 5E	Family Support Specialist Case notes.	40	0	0	0		0	0%
	200 home visits will be made by Family Support Specialist in order to connect families with medical providers, provide activities to stimulate cognitive and physical Development, etc.		Family Support Specialist Case notes.	200	0	0	0		0	0%
	7 partnerships will promote program and serve on the advisory Board (3 health care institutions and 4 non-profit.)	B.5.a-i	Agreements	7	0	0	0		0	0%
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Work Plan	<input type="checkbox"/>	PPR #3	<input checked="" type="checkbox"/>
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Contractor Cortland County Community Action Program, Inc.

Description of Need (Family, Community, Agency)

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Lack of reliable Medicaid transportation ©

Program that addresses the need described above:

Volunteer Driver Program (Domain Outcomes Across Multiple Domains (FNPI 7))

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
Increase the options for safe, reliable Medicaid transportation through operating a Volunteer Driver Program (STR 7c Transportation Services Coordination and Support).	100 rides will be provided to medical appointments.	CNPI 3a.4	Driver Record	100	0	0	0		0	0%
	100 individuals will increase access to health services.	FNPI 5b	Surveys	75	0	0	0		0	0%
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ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

C-2c 2018 Work Plan and Program Progress Report (PPR)

Page 18 of 19

FFY 2018

Budget Period 10/1/17 to 9/30/18

Contract # C1000755

Check one:		Amendment	
Work Plan	<input type="checkbox"/>	PPR #3	<input checked="" type="checkbox"/>
PPR #1	<input type="checkbox"/>	PPR #4	<input type="checkbox"/>
PPR #2	<input checked="" type="checkbox"/>		

Contractor Cortland County Community Action Program, Inc.**Description of Need (Family, Community, Agency)**

Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.

Individuals with low-incomes face challenges effectively planning and achieving family goals (F)

Program that addresses the need described above:

Family Development (Domain Health and Social/Behavioral Development (FNPI 5)

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Modules 3& 4)	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s) Subject to change	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
CAPCO's Family Development component will provide opportunities for low-income families to achieve their goals and improve family functioning through the following initiatives. CAPCO'S Holiday Giveaway, providing parenting education materials related to the importance of literacy. (SRV 2v Parenting Supports, and Back to School Supplies (School Supplies (SRV 2k)•	Of 200 families seeking assistance through the Family Development Component		Intake Form	200	107	0	48		155	78%
	150 families will be afforded the opportunity participate in Family Development initiatives in order to increase family stability		Intake Form	200	83	0	31		114	57%
	30 parents/caregivers will improve their interaction with their children by encouraging early literacy and reading to their children	FNPI 5e	Intake Form	30	0	0	31		31	103%
	50 Low-income children will receive school supplies, which will provide them the opportunity to increase their ability to fully participate in school related activities.	FNPI 2z.1	Intake Forms/application	50	0	0	0		0	0%
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Check one: Work Plan <input type="checkbox"/> PPR #1 <input type="checkbox"/> PPR #2 <input type="checkbox"/>	Amendment <input type="checkbox"/> PPR #3 <input checked="" type="checkbox"/> PPR #4 <input type="checkbox"/>	ATTACHMENT C COMMUNITY SERVICES BLOCK GRANT C-2c 2018 Work Plan and Program Progress Report (PPR)	Page 19 of 19 FFY 2018 Budget Period 10/1/17 to 9/30/18 Contract #
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Contractor Cortland County Community Action Program

Description of Need (Family, Community, Agency) Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b or Attachment C-1c.	Individuals with low-incomes face challenges effectively planning and achieving family goals (F)
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Program that addresses the need described above:	Life Skills for Getting Ahead(Civic Engagement and Community Involvement Indicators (FNPI 6)
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Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s)	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
"Life Skills for Getting Ahead" training workshops will be provided to youth and adults between the ages of 17 and 30. Workshops will be focused on investigating the impact of poverty, understanding the rules of success in education and employment, developing the knowhow for breaking the cycle of poverty and creating a personal resource plan for success. in addition, career aptitude, TABE literacy assessments, math tutoring, and introduction to technical educational opportunities in high demand/ living wage careers will be offered. As part of the Getting Ahead workshops, youth/young adults will work in teams, select, solve and present solutions to civic community issues to a panel of business leaders. (SRV 6e)	Of 10 low income participants enrolled in workshops: 10 of 10 will improve social/emotional development by working in teams to recommend solutions to a community need.	FNPI 6a	Workshop attendance	10	0	0	0		0	#DIV/0!
	Of the above, 10 Community Action program participants who improved their leadership skills.	FNP 6a1	Workshop attendance	10	0	0	0		0	0%
	Of the above, 10 Community Action program participants who improved their social networks.	FNP 6a2	Workshop attendance	10	0	0	0		0	0%
	Of the above, 10 Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.	FNP 6a3	Workshop attendance	10	0	0	0		0	0%
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PPR #2	<input type="checkbox"/>	PPR #4	<input type="checkbox"/>

ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
C-2d 2018 Program Progress Report (PPR) Narrative

Page 1 of 1

FFY 2018
Budget Period 10/1/17 to 9/30/18
Contract # C1000755

Contractor Cortland County Community Action Program, Inc.

Use this Narrative form to explain variances in PPR Outcomes that are under 80% or over 120% for the quarter.

Program(s):		NPI(s) affected:
Volunteer Driver Program, Project Getting Ahead, Healthy Families		FNPI 5E, FNPI 5b, FNPI 6a, FNP 6a1, FNP 6a2, FNP 6a1
1. Describe progress and/or challenges during reporting period in implementing the program(s):		
Quarter 1:		
Quarter 2:		
Quarter 3:	We are having a difficult challenge recruiting volunteer drivers, both Project Getting Ahead and the Healthy Families are new initiatives and we just received funding, so no data is currently available	
Quarter 4:		
2. Describe corrective measures undertaken to address challenges experienced during this period. (Please indicate by whom and when.)		
Quarter 1:		
Quarter 2:		
Quarter 3:	No corrective action needs to be taken.	
Quarter 4:		

Program(s):		NPI(s) affected:
1. Describe progress and/or challenges during reporting period in implementing the program(s):		
Quarter 1:		
Quarter 2:		
Quarter 3:		
Quarter 4:		
2. Describe corrective measures undertaken to address challenges experienced during this period. (Please indicate by whom and when.)		
Quarter 1:		
Quarter 2:		
Quarter 3:		
Quarter 4:		

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***Cortland County
Community Action
Program, Inc.***

Resolution No.18-29

WHEREAS, the Cortland County Community Action Program, Inc. Program Planning and Evaluation Committee has received information on the Head Start Program Adjustment Proposal and recommended accepting as presented, and

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

IT IS HEREBY RESOLVED that on September 27, 2018 the Board of Directors adopts for acceptance the Head Start PY 2018-2019 Adjustment proposal.

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

Cortland County Community Action Program / Head Start PY 2018-2019 Adjustment

Cortland Community Action Program (CAPCO) Head Start / Early Head Start has begun the 2018-2019 program year with similar struggles currently surrounding many programs, locally and nationwide. Those being; under enrollment and an inability to hire qualified staff to open and operate high quality, safe classrooms.

As of September 17th CAPCO HS has 17 Head Start slots open (Our EHS program is full, lacking 12 physicals, however we have 53 children on an EHS waiting list, of which 34 are income eligible). Of these 17 HS openings, 14 are at our Elm Tree Site, and 3 open slots are in our HS McGraw Elementary School Classroom. In addition to 17 HS openings, we are lacking 20 HS physicals (9/17). Thus the potential of 37 HS open seats, with no children sitting in them, and no waitlist to pull from regardless of our recruitment efforts to date.

As for staffing concerns, we are struggling to hire one HS teacher and one HS assistant teacher. This teaching team would be at the Elm Tree classroom site. Our recruitment efforts to hire qualified staff has been ongoing since the end of June. Given the struggle, we have thought outside the box to come up with a plan that continues to serve children as they are ready to enter the program, within the current 2018-2019 classrooms we have open, based on maximum group size/ adult: child ratio as per Head Start Performance Standards, and NYS licensing regulations for 3 year old and 4 year old classrooms, instead of opening the HS Elm Tree classroom.

The attached budget shows the conversion of 1 Head Start Teacher and 1 Head Start Teacher Assistant 2018-2019 program wage, to 3.5 classroom aids possessing a High School Diploma, at minimum wage working to a maximum of 30 hours per week (6 hours per day, 5 days per week). This extra person in a 3 or 4 year old classroom allows our HS program to maintain appropriate HSSP maximum group sizing ratios and to serve children, in pre-existing age appropriate classrooms, throughout the year, on a rolling basis, as they are ready to enter the program. We feel this is the best option for our program and families given our enrollment situation this year.

This program decision does not displace any returning or incoming children. This option is being decided upon for the 2018-2019 program year only (September – June) due to low enrollment and no children, income eligible or otherwise to serve from a waiting list in our Head Start program. The budget adjustment involves the salary line only from a permanent HS teacher and permanent HS TA to 3.5 classroom aids for the 2018-2019 program year only.

CAPCO HS would keep monitored records on how this process worked for this coming year and report out to the Regional Office.

Head Start Adjusted Program Proposal Budget

PS States max group size:		Ratio	Ratio
3 year olds	17	2:14	3:17
4 year olds	20	2:16	3:20

	Staffing Costs	
		Proposed
	HS Classroom	Staffing

	EXPENSES
--	-----------------

# of Staff	Hours - 44 weeks		Per Hour
1	37.5	1650	\$ 14.35
1	37.5	1650	\$ 11.70
3.5	30	1320	\$ 11.10

PERSONNEL

Head Start Teacher

\$ 23,678

Head Start Assistant Teacher

\$ 19,305

Position - 3rd person in class

\$ 51,282

Total Salaries/Wages

\$ 42,983 \$ 51,282

	FRINGE
--	---------------

Total Fringe Benefits

\$ 15,558 \$ 7,343

\$ 15,558 \$ 7,343

Total Personnel

\$ 58,540 \$ 58,625

- The management team was able to participate in the Global Leadership training opportunity hosted by Grace Christian Fellowship Aug. 9-10. Because of other deadlines and issues, we were not all able to participate for the full two days. We found it very interesting and motivating. We felt it was very worthwhile and have taken advantage of early registration and are looking forward to next year's event.
- I participated with staff from NYSCAA, Region 2 and 3 representatives, Manny Rosa (DCS DOS), Office of Head Start and Office of Community Services in a 2-day strategic planning session in Harrisburg, PA. It was very interesting and helpful to have access to Head Start personnel from the federal office and spend time with Manny Rosa, the new Director for the Division of Community Services DOS.
- We are excited to welcome Claire Webster as our new Receptionist. In August, Merwin accepted the position as Medicaid Billing Clerk. He will be working with Eden in the CDPAP program and the new Volunteer Driver program. We have received resumes for the Volunteer Driver Program and Eden is reviewing to schedule interviews as soon as possible.
- We have an approved contract for the Alliance for Economic Initiative (AEI) funding for the Getting Ahead Cortland County program. Joyce Allen is the lead staff person for the program. In addition to being able to offer Getting Ahead groups, we are very excited at the opportunities and prospects of engaging Donna Beegle in community training and organization culminating in a one-day conference for people in the community. These events will occur over the course of the 2-year AEI contract.
- Greg Richards, Brandy Strauf and I attended the National Community Action Partnership conference in Denver, CO August 27-31. This was a great opportunity to see the bigger picture and impact of CSBG funded initiatives throughout the Country. I also had the opportunity to be part of a small group of Executive Directors to meet with and discuss opportunities and challenges with Clarence Carter, the Acting Director of the Office of Community Services.
- I attended the NYSCAA/DOS Regional Meeting in CNY September 4 in Syracuse. Representatives from the Department of State and NYSCAA led the meeting. Updates from DOS, planning for the 2020 Census. I think there is a role for us to play in making sure that everyone in our community is able to participate in the census. It is very important as it dictates representation, resources, etc.
- Brandy and I attended the Community Action Angels Meeting of the Minds September 11-12 in Syracuse.
- I spoke to the group at the Physicians/Providers Engagement Program on Sept. 18. The group of 20 included physicians and other medical provider staff from the area. I had the opportunity to share information with them regarding poverty and its impact on our community. I appreciate Martha Hubbard (TC3) and Jennifer Turck's efforts in coordinating these meetings.

- The Fiscal Office staff and HR staff will be attending the NYSCAA RPIC Finance/HR/Management Conference in Binghamton, NY Sept. 27-28. This is a good professional development opportunity and networking opportunity for staff.

- **Healthy Families**

- Healthy Families staff have moved into their new space next door at 28 North Main Street. They are currently serving five families and doing outreach to try to reach more families.
- They are in looking for community partners to serve on an advisory council. The council will meet on a monthly basis.
- OCFS came in to complete the first Healthy Families site visit. The feedback we got back from our contract manager was that we are on track and farther along than other programs that were funded at the same time we were.

- **NOEP**

- Jessica attended new coordinator training in August.
- She has been doing outreach at Loaves and Fishes and food pantries weekly.
- She has had a steady stream of people applying for SNAP benefits.

- **Adult Education**

- We were awarded the Alliance for Economic Inclusion Grant to increase Project Getting Ahead classes and increase community awareness around the issues of poverty.
- Our first Getting Ahead class has started with 8 students.
- Jayce Allen will increase her hours to serve as a full time Adult Education Coordinator to oversee/facilitate Getting Ahead Classes and community awareness.
- A second FDC class has started with 13 participants, a majority of those from other Counties.

- **Marathon Success Center**

- Laurie has been busy getting the center ready for the new school year.
- School supplies were given to families in need in Marathon and Cincinnatus School districts.
- The center is currently collecting coats for their annual coat giveaway.

- **Community Action Angels**

- We will be posting for a full time Family Development Advocate position fill the gap created from Joyce Allen transitioning to full time Adult Education Coordinator.
- 24 children received school supplies during our School Supply Giveaway on August 23 & 24.
- 12 new and expectant moms attended our Community Baby Shower on July 27.
- We have made a partnership with the City Youth Bureau to hold our annual Coat Giveaway at the Burch Building at Sugget Park on October 20.



Energy Services Directors Report

August / September 2018

- WAP 18.19 - Ahead of Production. Goal 51 units/ 24 units completed to date.
- EmPower NY- 13- HP audits have been completed.
- AO Smith water tanks- No activity.
- HEAP-Cooling and Clean & Tune- Record year for cooling units- 39 cooling units installed. Clean & Tune program has started and we are starting to quote on furnace replacement work.
- Energy Savers- First project coordinated with USDA504 loan program has been completed.
- Meetings & Training-
- Building Maintenance-
 - NMain- Obtaining quotes for exterior work for Spring of 2019. Masonry and painting of some exterior walls.
 - SMain- Obtaining quotes for exterior work for Spring of 2019. Clearing of property line of trees and parking lot work. Also we need to address drainage work around back building.

Directors Monthly Board Report

From: HS/EHS Management Team

Month: August / September 2018

I. Enrollment

- A. We continue to enroll children in HS and EHS for program year 2018-2019.
- B. As of September 5th Early Head Start has enrolled 72 out of 72 slots. EHS has a waiting list of approximately 52 children ages 0-3. Head Start has 25 openings, with 20 of 27 over income slots being utilized. 37 children are still without physicals.

II. Staffing

- A. We currently have 1 position open for Head Start, one pending positions offered that we are waiting on paperwork. We had 1 Family Advocate position that was vacated on August 31st that position has now been filled, pending completed paperwork.

II. Center/Office Updates/Policy Council

- A. Pre -Service
 - a. All staff attended two weeks of pre-service at the end of August along with other various trainings, CPR/First Aid, Mandated Reporter, Medication Administration etc.
 - b. September 20th HS Leadership will be attending a Region 2 Satellite conference on Community Assessment
 - c. September 24 & 25 many family services staff and a EHS teacher will be attending the Pyramid Module on Positive Solutions for Families in Rochester.
- B. All classrooms with the exception of Elm Tree HS #1 has opened.
- C. Socialization has been moved out of the South Main Building and will run under a different style of programming and support to families in the EHS Home Based option.

III. Old Business

- A. Johnson 3 classroom has been opened in the basement of the South Main front building.

IV. New Business

- A. A new program year has begun!!!
- B. Due to current under enrollment numbers CAPCO HS/EHS has requested from the regional office to convert the one HS teacher and one HS teacher assistant to 3.5 staff person, 30 hours per week to assist in staff ratios to enroll children over and above current class size in place of opening the HS Elm Tree HS classroom.

Consumer Directed Services

September 2018

It is so nice to be back – I’m still playing catchup, but I’m getting there. It has been such a relief to have Merwin working with me. He is doing a wonderful job and I’m so thankful he was in a position to step in while I was out. I also want to thank Greg for handling things as well especially working with the consumers as well as the aides. It can be a daunting task.

Referrals are coming in on a regular basis with current caseload of 106 participants. With the shortage of aides working for Home Care agencies, more people are choosing CDPAP, and in some instances the MLTC’s are pushing consumers in this direction. There is concern amongst many of us that this program is not for everyone, and there are some individuals who just are not equipped for the challenges of being a program participant.

Merwin and I will be attending the **Consumer Directed Personal Assistance Association of New York State (CDPAANYS Annual Conference next month)**. Thanks to the association for their advocacy efforts for the betterment of the program and the participants we serve. The Association was instrumental in delaying the Electronic Visitation Verification which is an unfunded mandate based upon 21st Century CURES Act which mandates that all Personal Care Service (PCS) providers use Electronic Visit Verification (EVV) to track the time and location of those delivering personal care and home health services, including CDPA. Initially the mandate was effective January 2019 but has been pushed back a year. This will give Fiscal Intermediaries time to find the best and most cost effective way to implement as well as giving us time to not only train the Consumers but the aides as well. I am looking forward to going paperless with timesheets, and EVV will help prevent fraud, etc. In addition, the program has gotten so big that checking manual timesheets is very time consuming.

I will also be working with Merwin on a Procedures Manual which will be completed by the end of next month. I’m going to make a step by step guide on the program, components, etc.

Lindy and I met with Sally Colletti from Care Compass Network in regards to DSRIP funding to do surveys as well as navigation for Medicaid recipients. Head Start/Early Head Start staff, Family Development staff, and I participated in the training in June, but unfortunately that was the day that I took my fall, but we are back on track and will be completing surveys as well as navigation.

HR Board Report

September 2018



- **Head Start/Early Head Start Return, 8/2018:**
 - Human Resources was an integral part of working with the Head Start/Early Head Start Administration during the preparation and pre-service training week for the Program-Year 2018-2019. HR worked closely with the Program and the Fiscal Department to prepare the Cost of Living Adjustment (COLA), position placements/changes, and training week agenda. HR facilitated the communication of Return to Work notices, classroom placements, and training week materials in collaboration with the Program. The Program had five (5) new permanent teaching staff hired through HR's facilitation. The Program has had a relatively smooth start to the new Program-Year, and the HR department continues to work closely with the Program in an administrative support role. HR initiated the hire of 2 additional permanent staff as classrooms continue to fill and additional teaching staff is needed with temporary staff transitioning back to floater roles within the Program.
- **NCAP Conference 2018:** HR attended the National Community Action Partnership conference in Denver, CO with Lindy Glennon, Executive Director, and Brandy Strauf, Family Development Director. This was a significant professional development opportunity for HR to be exposed to the Programmatic and governance facet of Community Action, particularly as it pertains to our Agency. This works to broaden HR's understanding and capacity as the centralized administrative support hub for CAPCO's 5 major program-areas.
- **HR Assistant Return:** Danielle Treacy, HR Assistant, returned from maternity leave in early September 2018. We are very excited to have Danielle back as she will take back over the day-to-day onboarding functions for newly hired staff for both the Agency and the Consumer-Directed services component. Danielle jumped right back in with much filing to complete following the Head Start/Early Head Start return. Welcome back, Danielle!
- **Receptionist:** HR is now supervising the Front Desk Receptionist position for the Agency. With Merwin's transition to the Medicaid-Billing Assistant, HR worked with both Merwin and Lindy Glennon to recruit a new Front Desk Receptionist. Claire Webster began work as our new Receptionist on September 5, 2018. Claire has hit the ground running, and HR is working with Claire and the Program-areas to evaluate processes and procedures for the Front Desk.

We are excited to have Claire on-board, and we are thankful to Merwin for his diligent day-to-day training for Claire and his formidable years as our esteemed Receptionist at the front desk.

- **Health Insurance New Plan Year:** CAPCO's Open Enrollment took place for the 9/1/2018-8/31/2019 Plan Year. As the Board approved in the July 2018 Board Meeting, the staff were pleased as were able to keep the employee-portion of coverage whole for the new plan year. We continue to see a transition of staff electing the high deductible plan away from the higher-premium "mid" co-pay plan. The mid plan remains our most popular plan, particularly for family coverage. Overall, this was perhaps the "smoothest" renewal year, with staff being diligent about completing necessary paperwork timely. A big thank you to our broker, Goetzmann and Associates, for their continued support.
- **2017 401K Audit:** Bonadio Group completed the 2017 Pension 401K Audit with the final audit presented to the Finance Committee on 9/21/18. The audit process for HR's 401K administration was again perhaps the smoothest it has been in a few years with no issues or questions from the auditors on HR's day-to-day trusteeship and administration of the Plan. Following full Board approval of the audit, HR will work with Martha Allen, Fiscal Director, for the annual filing of the IRS 5500. As was discussed with the Finance Committee, the communication process with our new audit team at Bonadio continues to be evaluated, and we expected a smooth process for the 2018 401K audit.
- **Wellness and S.A.F.E. Committees:** HR leads both the Wellness and S.A.F.E. committees for the Agency. Typically, the committees do not meet during the summer months with the majority of our Agency staff off. The committees reconvened in September with both Wellness initiatives and safety/facility initiatives underway.
- **Employee Assistance Program (EAP) Renewal:** HR is working with our partners at ESI EAP for our 2018-2019 EAP renewal. EAP is one of CAPCO's richest and highly utilized benefits. Employees enjoy a "Cadillac" EAP package, and we look forward to renewing the Plan for a continuous year.
- **Employment Application Update & Recruitment Software:** HR has worked on the update of our employment application. We have used resources from trainings with Adobe to make the form fillable online and sent directly to our recruitment email. With this, it is our hopes to work with our HR/Payroll software provider, Complete Payroll Processing, to use a designated recruitment software function for the storage and database of previous applicants. This is particularly relevant with the growth of the Agency and increased recruitment in the all Program-areas and administration.