

Cortland County Community Action Program Board of Directors Meeting
May 26, 2020
Meeting Agenda

- I. Call to Order
- II. Motion for Approval April 2020 minutes
- III. Standing Committee Reports
 - a. Finance/Audit Committee
 - i. Resolution 20-20 CSBG Amendment
 - b. Board Development Committee
 - c. Program Planning and Evaluation Committee
 - i. Resolution 20-19 HS Attendance Policy
 - d. Executive Committee
 - i. Resolution 20-18 WAP Expansion
- IV. Executive Director Report
- V. Program Director Reports
 - a. Consumer Directed Services
 - b. Energy Services
 - c. Family Development
 - d. Head Start/Early Head Start
 - e. WIC
 - f. Human Resources
- VI. Head Start Policy Council Update
- VII. Old Business
- VIII. New Business
- IX. Adjournment

Cortland County Community Action Program Board of Directors
April 23, 2020
Meeting Minutes

- I. Meeting called to order at 12:08pm. In attendance: Shelley Warnow, Douglas Bentley, Ella DiIorio, Sarah Beshers, Billie MacNabb, Lynn Sypher, Penny Prignon, Helen Spaulding, Larry Woolheater, Liz Haskins, Patty Schapp, MaryBeth Mathey. Excused: Jeanette Dippo. Absent: Regina DiOrio – Staff: Lindy Glennon, Martha Allen, Greg Richards, Bethann Wieder, Brandy Strauf, Denise Peroulakis.
- II. Motion for Approval February 27, 2020 minutes made by Ella Dilorio, second Lynn Sypher. Motion carried with an abstention from Mary Beth Mathey as she was not on the Board in February or in attendance.
- III. Standing Committee Reports
 - a. Finance/Audit Committee

Motion to Receive and File Financial Statements made by Doug Bentley; second Patty Schapp, motion carried.

 - i. Resolution 20-14 HS/EHS COLA accepts as presented motion made by Lynn Sypher, second Liz Haskins, motion carried.
 - ii. Resolution 20-15 HS/EHS Quality Improvement accepts as presented motion made by a Ella DiIorio, second Doug Bentley, motion carried.
 - iii. Resolution 20-16 Bank Accounts Signatory accepts as presented motion made by Lynn Sypher, second Doug Bentley, motion carried.
 - iv. Resolution 20-17 CSBG Discretionary 2020-21 accepts as presented motion made by Helen Spaulding, second Billie MacNabb, motion carried.
 - b. Board Development Committee – Committee did not meet
 - c. Program Planning and Evaluation Committee– Committee did not meet
 - d. Executive Committee– Committee did not meet
- IV. Executive Director Report – (Written report attached) Lindy shared that most staff are working remotely. WIC staff are working out of the main office. Members of Management have also been in the office each day. Greg and Martha indicated their preference to be able to work in their office, so they have been consistent coverage. All CAPCO services are continuing to be provided and staff have been doing an excellent job to keep services going. Patty Schapp thanked CAPCO for the work they are continuing to do during this time, she said that she has heard very positive feedback from people using our services. Lindy shared information about funding coming to the agency to help address COVID-19 in our community, more details will be shared with the board when we get them.

Lindy gave an update on Parker School sharing that the vote to approve the city to purchase the property has been postponed and will likely be with the School Budget vote.

- V. Program Director Reports - (Written reports attached)
- a. Consumer Directed Services Lindy reported on Eden Harrington-Hall's resignation to take care of her health needs. She resigned effective 4/21/2020. A plan has been made with the program staff to keep the program thriving during this time. The question was asked if there had been an increase in aides unwilling to go into homes during this time and Lindy reported that we had not. Lindy shared that we had been unable to onboard new aides due to the regulation requiring a TB test to begin employment and the lack of clinics offering those tests. We are working with Cathy Feurherm, Health Department, in getting a written waiver from the State that would allow onboarding of new aides for new consumers without TB test. At this point, we do not have that waiver. We are looking for ways to resolve this.
 - b. Energy Services - Denise shared that she learned that their current regional Field Rep. had announced his retirement and the new Rep. would be Beth Ryan who has a long-standing positive relationship with the program and Denise was very happy about that.
 - c. Family Development - Brandy highlighted all the work that has been being done in the Family Development Program and shared that staff have been going above the call of duty to make this time easier for the families that they are serving.
 - d. Head Start/Early Head Start - Bethann added that the HS/EHS Program had received a \$5,000 Seed to plate grant to add raised garden beds at the South Main location to teach the children about growing food and taking care of a garden. HS/EHS has been providing families with diapers, wipes, formula, and special milk as needed. They have started recruitment for next program year. A grant will be submitted to be able to provide summer care to four year olds going into kindergarten.
 - e. WIC - Lindy reported WIC has seen an increase in appointments and new applications in the past month. No show rates are also down with remote appointments. WIC staff are in the office full-time to do the remote appointments, new applications and recertifications.
 - f. Human Resources - Greg shared that supervisors have been working on updating job descriptions and started working on annual evaluations. He has completed his portion of the 401k audit. Staff are working remotely on projects, keeping things moving smoothly.
- VI. Head Start Policy Council - No meeting in March, next meeting April 28 via zoom.
- VII. Old Business - Helen Spaulding will sign checks this week since Eden has resigned. With Board approval in this meeting, Greg will complete necessary steps to be added to accounts as Signatory.
- VIII. New Business - No new business.
- IX. Adjournment Meeting adjourned at 1:13pm

Meeting called to order at 9:00 a.m. Members present: Shelley Warnow, Helen Spaulding, Penny Prignon, Sarah Beshers. Absent: Ella DiIorio. Staff: Martha Allen, Lindy Glennon.

Martha reviewed the monthly financials with the committee including the balance sheets, AR/AP.

AGENCY

Accounts Payable and Accounts Receivable are current with the exception of Medicaid receivables. We will present the 2020 Proposed Budgets for Administration, CDS and Total Agency in June.

Consumer Directed Services

CDPAP billing submitted for payment through the payroll ending April 24, 2020, We have not received any feedback on our RFO submission for the CDPAP Fiscal Intermediary contract.

EARLY CHILDHOOD DEVELOPMENT

Under the CARES Act, \$750 million is available to HS programs, this includes the \$500 million for summer programs. OHS has updated their funding approach to allow grantees to continue their plans to use CARES funding to operate summer program, and the flexibility to repurpose funds for other onetime activities related to COVID-19, if needed. (OHS updated ACT-PI_HS-20-04). Under the new funding method there will not be separate awards specifically for summer programs.

Our current HS/EHS COVID-19 funds is \$78,880 (HS \$58,000, EHS \$20,880). Under the updated funding method this will increase to approximately \$238,000 (HS \$175,000, EHE \$63,000). The new funding is based \$875 per child funded in the current contract of 272 (HS 200, EHS 72)

ENERGY SERVICES DEPARTMENT

To ensure that all prior year funds on the PY 2019 grant contracts are expended, the current WAP contract has been extended for one year to 3/31/2021. We have received the WAP contract amendment that includes an additional \$400,000 for PY 2020. Per opportunity through HCR, we are also partnering with Opportunities for Otsego to provide WAP in Chenango County. This will increase our 20-21 contract by \$200,000.

FAMILY DEVELOPMENT DEPARTMENT

The CSBG \$50,000 discretionary funds to be used for Back-to-School, 2020 Census Hard-to-Count assistance, and COVID-19 Pandemic related services, was submitted for approval on May 1, 2020. The CSBG current contract amendment for \$240,079, an increase of \$4,841 was submitted for approval on May 20, 2020. The increase amount primarily used to increase staff wages. Information attached.

We are still waiting to learn the amount CAPCO will receive through the CARES Act for COVID response.

WIC

The 19.20WIC Contract is currently forecasting no surplus/loss.

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

Committee reviewed the proposed CSBG Amendment to increase contract by \$4841. Budget includes COLA for Family Development Staff – no COLA was included in the original 2019-20 contract. Motion to approve made by Shelley Warnow, 2nd Helen Spaulding. Motion carried.

Lindy provided update on new funding received. We received notification of funding from the Betty Hathaway Foundation for \$3400 to be used for Protective Factors Framework training in the community. We also received \$8000 Dollar General grant for the Adult Literacy Program.

Lindy gave on update on plans for reopening and bringing staff back into the Main Office. We are going slowly to make sure we have everything in place and can provide safe/secure workplace for all. We are not looking to reopen to the public at this time, but, bringing staff back into the Main Office first. We will begin at 50% capacity per guidance from NYForward.

No further business. Meeting adjourned at 9:43 – motion Penny Prignon, 2nd Helen Spaulding.

FINANCE COMMITTEE REPORT
SUMMARY OF MARCH 2019 FINANCIAL STATEMENTS
PRESENTED BY Martha Allen
May 26, 2020

AGENCY

Accounts Payable and Accounts Receivable are current with the exception of Medicaid receivables. We will present the 2020 Proposed Budgets for Administration, CDS and Total Agency in June.

Consumer Directed Services

CDPAP billing submitted for payment through the payroll ending April 24, 2020, We have not received any feedback on our RFO submission for the CDPAP Fiscal Intermediary contract.

EARLY CHILDHOOD DEVELOPMENT

Under the CARES Act, \$750 million is available to HS programs, this includes the \$500 million for summer programs. OHS has updated their funding approach to allow grantees to continue their plans to use CARES funding to operate summer program, and the flexibility to repurpose funds for other one-time activities related to COVID-19, if needed. (OHS updated ACT-PI_HS-20-04). Under the new funding method there will not be separate awards specifically for summer programs.

Our current HS/EHS COVID-19 funds is \$78,880 (HS \$58,000, EHS \$20,880). Under the updated funding method this will increase to approximately \$238,000 (HS \$175,000, EHE \$63,000). The new funding is based \$875 per child funded in the current contract of 272 (HS 200, EHS 72)

ENERGY SERVICES DEPARTMENT

To ensure that all prior year funds on the PY 2019 grant contracts are expended, the current WAP contract has been extended for one year to 3/31/2021. We have received the WAP contract amendment that includes an additional \$400,000 for PY 2020. Per opportunity through HCR, we are also partnering with Opportunities for Otsego to provide WAP in Chenango County. This will increase our 20-21 contract by \$200,000.

FAMILY DEVELOPMENT DEPARTMENT

The CSBG \$50,000 discretionary funds to be used for Back-to-School, 2020 Census Hard-to-Count assistance, and COVID-19 Pandemic related services, was submitted for approval on May 1, 2020.

The CSBG current contract amendment for \$240,079, an increase of \$4,841 was submitted for approval on May 20, 2020. The increase amount primarily used to increase staff wages. Information attached.

We are still waiting to learn the amount CAPCO will receive through the CARES Act for COVID response.

WIC

The 19.20WIC Contract is currently forecasting no surplus/loss.

CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.
FINANCE DIRECTOR MONTHLY CHECKLIST
FOR THE MONTH MARCH 2020

Submitted by Martha Allen on May 26, 2020

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	Jan-20
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	6/30/2020	
FT-500 Application for Refund of Sales Tax Paid on Petroleum Products	Annually	
Coporate Tax Returns - IRS 990 & CHAR 500 (auto-approved 6 months extension)	10/15/2020	
Coporate Tax Returns - IRS 5500 (Retirement) (auto-approved 6 month extension)	10/15/2020	
Quarterly payroll tax returns filed by complete payroll	qtrly	yes
US Dept of Labor - Bureau of Labor Statistics - Multiple Worksite (MWR)	qtrly	1/31/2020
Form 1099's	1/31/2020	1/31/2020
EO 38 Filing	6/30/2020	
Program Reports		
CSBG 2019 -2020 py		
20% Expenditure report		
45% Expenditure report		
70% Expenditure report		
1st QTR Program/Fiscal Attestation Forms	1/31/2020	1/31/2020
2nd QTR Program/Fiscal Attestation Forms	4/30/2020	4/30/2020
3rd Qtr Program/Fiscal Attestation Forms	7/31/2020	
4th Qtr Program/Fiscal Attestation Forms	10/31/2020	
MWBE Reports		
3rd qtr (Oct-Dec)	1/10/2020	1/10/2020
4th QTR (Jan-Mar)	4/10/2020	4/10/2020
1st qtr MWBE Reports (Apr-Jun)	7/10/2020	
2nd qtr MWBE Reports (Jul-Sep)	10/10/2020	
Unaudited Financial Statements	5/31/2020	
Energy Services		
WAP 19-20 PY		
Monthly Voucher to Energy Services for presentation to DHCR	10th of month	4/17/2020
1st qtr MWBE Reports (April-June)	7/10/2019	7/8/2019
2nd qtr MWBE Reports (July-September)	10/10/2019	10/10/2019
3rd qtr MWBE Reports (October-December)	1/10/2020	1/10/2020
4th qtr MWBE Reports (January-March)	4/10/2020	4/10/2020
Unaudited Financial Statements - 19.20WAP - contract extended 3.31.2021	5/31/2020	
Head Start & Early Head Start		
Quarterly Form 425: Enter in Payment Management System (PMS)		
1ST QTR (January - March)	4/30/2019	4/4/2019
2ND QTR (April-June)	7/30/2019	7/22/2019
3RD QTR (July-September)	10/30/2019	10/25/2019
4TH QTR (October-December)	1/30/2020	1/30/2020
Form 425 due: Upload to GRANT SOLUTIONS - 19-20 py		
semi-annual (June-November)	1/30/2020	1/30/2020
annual (June-May)	7/30/2020	
final (June-May)	10/30/2020	
WIC 19-20py		
Monthly Voucher (due 45 days after month end)	April	5/14/2020
MWBE Reports		
1st qtr MWBE Reports (January-March)	4/10/2020	4/10/2020
2nd qtr MWBE Reports (April to June)	7/10/2020	
3rd qtr MWBE Reports (July to September)	10/10/2020	
4th qtr MWBE Reports (October to December)	1/10/2020	1/10/2020
Final Voucher	11/15/2020	

CAPCO

Balance Sheet

	3/31/2020	2/29/2020	1/31/2020	12/31/2019	11/30/2019
ASSETS					
CURRENT ASSETS					
Cash	\$1,196,057	\$724,741	\$1,140,211	\$1,381,763	\$1,171,129
Grants Receivable	\$380,260	\$810,212	\$443,911	\$269,157	\$525,551
Accounts Receivable					
ACCOUNTS RECEIVABLE	\$1,088,387	\$1,297,012	\$1,461,987	\$1,416,556	\$1,244,844
Less: ALLOWANCE FOR DOUBTFUL ACCOUNTS	\$334,439	\$334,439	\$334,439	\$334,439	\$334,439
MEDICAID VARIANCE RECEIVABLE	\$0	\$0	(\$196)	\$0	\$0
OTHER RECEIVABLES	\$0	\$0	(\$106)	\$0	\$0
OTHER RECEIVABLES	\$0	\$0	\$0	\$0	\$0
OTHER RECEIVABLES	\$613	\$645	\$890	\$565	\$514
Net Accounts Receivable	\$754,560	\$963,218	\$1,128,136	\$1,082,681	\$910,919
Prepaid Expenses	\$79,679	\$94,419	\$83,137	\$87,521	(\$8,506)
TOTAL CURRENT ASSETS	\$2,410,557	\$2,592,590	\$2,795,395	\$2,821,123	\$2,599,092
PROPERTY AND EQUIPMENT					
Vehicles, furniture and equipment	\$797,483	\$791,396	\$820,680	\$798,505	\$773,607
Building	\$1,186,732	\$1,186,732	\$1,186,732	\$1,186,732	\$1,186,732
NET PROPERTY AND EQUIPMENT AT COST	\$1,984,215	\$1,978,128	\$2,007,412	\$1,985,237	\$1,960,339
Less Accumulated Depreciation	(\$1,161,351)	(\$1,161,351)	(\$1,161,351)	(\$1,161,351)	(\$1,111,496)
TOTAL PROPERTY AND EQUIPMENT	\$822,864	\$816,777	\$846,061	\$823,886	\$848,843
TOTAL ASSETS	\$3,233,421	\$3,409,367	\$3,641,456	\$3,645,009	\$3,447,935
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts Payable	\$6,142	\$6,333	\$6,503	\$75,122	\$71,091
Payroll taxes and Accruals	\$386,371	\$249,448	\$108,673	\$315,311	\$40,712
Other Current Liabilities	\$4,084	\$3,911	\$4,903	(\$3,268)	\$3,169
Deferred Income	\$108,640	\$111,326	\$115,673	\$73,944	\$1,652
Total CURRENT LIABILITIES	\$505,237	\$371,018	\$235,751	\$461,110	\$116,624
LONG-TERM DEBT	\$206,941	\$207,804	\$208,611	\$209,415	\$236,129
TOTAL LIABILITIES	\$712,179	\$578,822	\$444,362	\$670,525	\$352,753
NET ASSETS	\$2,521,242	\$2,830,545	\$3,197,094	\$2,974,484	\$3,095,182
Total LIABILITIES AND NET ASSETS	\$3,233,421	\$3,409,367	\$3,641,456	\$3,645,009	\$3,447,935

CAPCO
Aged Accounts Payable Report

Vendor Name	current	31-60	61-90	over 90	Net Due
AFLAC	\$585.99	\$0.00	\$0.00	\$0.00	\$585.99
GOETZMANN & ASSOCIATES, LLC	\$38,099.52	\$0.00	\$0.00	\$0.00	\$38,099.52
HEP SALES	\$0.00	\$0.00	\$0.00	\$5.31	\$5.31
NISSAN MOTOR ACCEPTANCE CORPORATION	\$4,307.13	\$0.00	\$0.00	\$0.00	\$4,307.13
GRAND TOTALS:	\$42,992.64	\$0.00	\$0.00	\$5.31	\$42,997.95
A total of 4 vendor(s) listed					

CAPCO

Income Statement

1/1/20-12/31/20 CAPCO ADMINISTRATION

2020 Budget not final, submit to Board in June

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL	
	TOTAL BUDGET	2/1/2020 2/29/2020	2/1/2020 2/29/2020	1/1/2020 2/29/2020	1/1/2020 2/29/2020			
ADM - ADMINISTRATIVE CHARGES								
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE		0	23,282	0	74,904			
NEW ACCRUED BENEFIT TIME		0	1,965	0	6,830			
Total SALARIES/WAGES	0	0	25,247	0	81,734			
FRINGES								
FICA EXPENSE		0	1,738	0	5,581			
UNEMPLOYMENT INSURANCE EXPENSE		0	471	0	1,753			
WORKERS COMP EXPENSE		0	24	0	88			
DISABILITY INSURANCE EXPENSE		0	44	0	121			
GROUP INSURANCE EXPENSE		0	1,863	0	5,589			
401-K EXPENSE		0	653	0	2,088			
Fringes on Accrued Leave Earned		0	275	0	956			
Total FRINGES	0	0	5,067	0	16,176			
Total PERSONNEL	0	0	30,314	0	97,909			
OTHER THAN PERSONNEL								
PROGRAM SUPPLIES		0	0	0	142			
OFFICE SUPPLIES		0	519	0	2,322			
FOOD & FOOD SUPPLIES		0	0	0	121			
COMMERCIAL INSURANCE		0	998	0	2,995			
VEHICLE FUEL		0	0	0	0			
PARKING LOT RENTAL		0	56	0	169			
POSTAGE		0	104	0	366			
DUPLICATING & PRINTING		0	169	0	305			
INTERNET SERVICE		0	68	0	203			
TELEPHONE		0	24	0	80			
Computer & Software Expense		0	2,514	0	7,938			
MEETING EXPENSE		0	101	0	276			
CONFERENCE EXPENSE		0	345	0	345			
TRAINING & TECHNICAL AST		0	0	0	0			
STAFF RECOG.		0	0	0	0			
Staff Development		0	0	0	40			
LOCAL TRAVEL		0	0	0	0			
OUT OF TOWN TRAVEL		0	0	0	48			
DUES & SUBSCRIPTIONS		0	0	0	389			
PERMITS, FEES, & RENTALS		0	0	0	0			
ADVERTISING		0	0	0	0			
BUILDING ALLOCATION		0	1,402	0	4,845			
Total OTHER THAN PERSONNEL	0	0	6,300	0	20,584			
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER		0	0	0	7,715			
Total CONTRACTUAL	0	0	0	0	7,715			
ADMINISTRATION								
FINANCIAL AUDIT		0	0	0	0			
PAYROLL PROCESSING		0	155	0	739			
EAP SERVICES		0	873	0	2,620			
EQUIPMENT DEPRECIATION		0		0				
ADMINISTRATIVE ALLOCATION		0	-37,665	0	-137,374			
Total ADMINISTRATION	0	0	-36,637	0	-134,016			
Total EXPENSES	0	0	-22	0	-7,807			
NET SURPLUS/(DEFICIT)	0	0	-22	0	7,807			

CAPCO

Income Statement

1/1/20-12/31/20 CAPCO FACILITY

2020 Budget not final, submit to Board in June

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL
			2/1/2020 2/29/2020		1/1/2020 2/29/2020
EXPENSES					
PERSONNEL					
SALARIES/WAGES					
SALARY/WAGE EXPENSE		0	327	0	1,023
Total SALARIES/WAGES	0	0	327	0	1,023
FRINGES					
FICA EXPENSE		0	23	0	71
UNEMPLOYMENT INSURANCE EXPENSE		0	7	0	22
WORKERS COMP EXPENSE		0	0	0	1
GROUP INSURANCE EXPENSE		0		0	
401-K EXPENSE		0	10	0	31
Total FRINGES	0	0	40	0	126
Total PERSONNEL	0	0	367	0	1,148
OTHER THAN PERSONNEL					
OFFICE SUPPLIES		0	60	0	150
COMMERCIAL INSURANCE		0	846	0	2,537
OFFICE UTILITIES		0	2,151	0	7,041
JANITORIAL MAINTENANCE		0	31	0	674
BUILDING MAINTENANCE		0	1,835	0	7,198
TRASH REMOVAL		0	186	0	372
LOCAL TRAVEL		0	0	0	1
BUILDING ALLOCATION		0	-7,566	0	-26,150
Total OTHER THAN PERSONNEL	0	0	-2,458	0	-8,178
CONTRACTUAL					
CONTRACTUAL SERVICES-OTHER		0	0	0	0
Total CONTRACTUAL	0	0	0	0	0
Total EXPENSES	0	0	(2,090)	0	(7,029)
NET SURPLUS/(DEFICIT)	0	0	2,090	0	7,029

CAPCO

Income Statement

1/1/20-12/31/20 CDPAP-MEDICAID

2020 Budget not final, submit to Board in June

			ACTUAL		YTD ACTUAL
LINE ITEM	TOT BUDGET	BUDGET	2/1/2020 2/29/2020	YTD BUDGET	1/1/2020 2/29/2020
MEDICAID - MEDICAID					
REVENUE					
OTHER REVENUE					
MEDICAID REVENUE		0	310,212	0	939,806
OTHER INCOME		0	0	0	0
Total OTHER REVENUE	0	0	310,212	0	939,806
Total REVENUE	0	0	310,212	0	939,806
EXPENSES					
PERSONNEL					
SALARIES/WAGES					
SALARY/WAGE EXPENSE		0	214,424	0	662,863
NEW ACCRUED BENEFIT TIME		0	546	0	1,926
Total SALARIES/WAGES	0	0	214,970	0	664,789
FRINGES					
FICA EXPENSE		0	16,443	0	50,501
UNEMPLOYMENT INSURANCE EXPENSE		0	4,632	0	16,299
WORKERS COMP EXPENSE		0	6,169	0	21,540
DISABILITY INSURANCE EXPENSE		0	1,118	0	3,364
GROUP INSURANCE EXPENSE		0	5,315	0	15,946
401-K EXPENSE		0	2,306	0	7,033
Fringes on Accrued Leave Earned		0	76	0	270
Total FRINGES	0	0	36,060	0	114,953
Total PERSONNEL	0	0	251,030	0	779,741
OTHER THAN PERSONNEL					
PROGRAM MATERIALS		0	150	0	150
OFFICE SUPPLIES		0	104	0	104
PARKING LOT RENTAL		0	8	0	25
POSTAGE		0	569	0	1,212
DUPLICATING & PRINTING		0	164	0	256
INTERNET SERVICE		0	19	0	58
TELEPHONE		0		0	
Computer & Software Expense		0		0	
CONFERENCE EXPENSE		0		0	
TRAINING & TECHNICAL AST		0		0	
Staff Development		0	2	0	5
LOCAL TRAVEL		0	992	0	5,948
OUT OF TOWN TRAVEL		0	16	0	16
STAFF IMMUNIZATIONS		0	275	0	610
DUES & SUBSCRIPTIONS		0	0	0	201
BACKGROUND CHECKS		0	1,076	0	1,500
PERMITS, FEES, & RENTALS		0	598	0	2,624
ADVERTISING		0	0	0	0
BUILDING ALLOCATION		0	292	0	1,008
Total OTHER THAN PERSONNEL	0	0	4,264	0	13,716
CONTRACTUAL					
CONTRACTUAL SERVICES-OTHER	0	0	74	0	275
Total INKIND	0	0	74	0	275
ADMINISTRATION					
FINANCIAL AUDIT		0	0	0	1,455
PAYROLL PROCESSING		0	1,367	0	7,646
ADMINISTRATIVE ALLOCATION		0	15,586	0	57,260
Total ADMINISTRATION	0	0	16,953	0	66,360
Total EXPENSES	0	0	272,321	0	860,093
NET SURPLUS/(DEFICIT)	0	0	37,891	0	79,714

FORECAST SUMMARY

19.20 HSEHS Contract June 2019 to May 2020

March 31, 2020

	HSP	TTA	EHS	ETA	MAG	Total Grant	UPK
REVENUE							
TOTAL GRANT REVENUE	\$ 1,669,133	\$ 22,400	\$ 968,994	\$ 24,000	\$ 202,901	\$ 2,887,428	\$ 196,020
TOTAL OTHER REVENUE	265,442		170,920			436,362	57,515
Total REVENUE	1,934,576	22,400	1,139,914	24,000	202,901	3,323,790	253,535
EXPENSES							
Total PERSONELL	1,353,751		804,837			2,158,588	184,351
Total MATERIALS	82,238	-	18,232	-	-	100,470	3,791
Total OTHER THAN PERSONELL	81,976	18,072	40,453	14,900	-	155,399	6,570
Total CONTRACTUAL	4,155	-	8,088	-	-	12,244	-
Total INKIND	250,937		170,920			421,857	
Total SPACE	114,819		71,659			186,478	24,656
Total ADMINISTRATION	46,699		25,726		202,901	275,326	17,207
Total EXPENSES	1,934,575	18,072	1,139,914	14,900	202,901	3,310,361	236,576
NET SURPLUS/(DEFICIT)	\$ 0	\$ 4,328	\$ (0)	\$ 9,100	\$ -	\$ 13,429	\$ 16,960

CAPCO

Income Statement

6/1/19-5/31/20 ECD GRANTS

	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	3/1/2020 3/31/2020	3/1/2020 3/31/2020	3/31/2020	3/31/2020	FORECAST	TOTAL CONTRACT	REMAINING
HSP - Head Start								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	1,669,133	139,094	134,118	1,390,944	1,256,457	412,676	1,669,133	0
TOTAL GRANT REVENUE	1,669,133	139,094	134,118	1,390,944	1,256,457	412,676	1,669,133	0
OTHER REVENUE								
SPECIAL NEEDS SERVICE REIMBURSEMENT	0	0	0	0	4,306	0	4,306	-4,306
OTHER INCOME	0	0	2,025	0	10,109	0	10,109	-10,109
CASH DONATIONS	0	0	0	0	90	0	90	-90
INKIND DONATIONS	550,937	45,911	0	459,114	109,006	141,931	250,937	300,000
TOTAL OTHER REVENUE	550,937	45,911	2,025	459,114	123,511	141,931	265,442	285,495
Total REVENUE	2,220,070	185,006	136,143	1,850,058	1,379,969	554,607	1,934,576	285,495
EXPENSES								
PERSONELL								
WAGES/SALARIES								
SALARY/WAGE EXPENSE	1,125,480	93,790	96,909	937,900	838,944	234,181	1,073,125	52,355
NEW ACCRUED BENEFIT TIME	30,153	2,513	2,604	25,128	30,108	5,850	35,959	-5,805
Total WAGES/SALARIES	1,155,633	96,303	99,512	963,028	869,052	240,031	1,109,083	46,550
FRINGES								
FICA EXPENSE	85,845	7,154	7,119	71,537	61,715	17,202	78,917	6,928
UNEMPLOYMENT INSURANCE EXPENSE	24,519	2,043	1,323	20,433	17,819	5,117	22,935	1,584
WORKERS COMP EXPENSE	10,076	840	516	8,397	8,112	1,248	9,360	716
DISABILITY INSURANCE EXPENSE	2,832	236	315	2,360	2,975	586	3,561	-729
GROUP INSURANCE EXPENSE	120,814	10,068	8,450	100,678	88,192	16,899	105,091	15,723
401-K EXPENSE	30,598	2,550	1,693	25,498	15,677	4,092	19,769	10,828
Fringes on Accrued Leave Earned	3,211	268	364	2,676	4,215	819	5,034	-1,823
Total FRINGES	277,894	23,158	19,781	231,579	198,705	45,963	244,668	33,227
Total PERSONELL	1,433,528	119,461	119,293	1,194,606	1,067,757	285,994	1,353,751	79,777
MATERIALS								
PROGRAM MATERIALS	0	0	0	0	991	28,051	29,042	-29,042
PROGRAM SUPPLIES	7,339	612	121	6,116	4,725	38,907	43,631	-36,292
MEDICAL SUPPLIES	1,500	125		1,250		0	0	1,500
DISABILITY SUPPLIES	1,000	83	0	833	141	0	141	859
EDUCATIONAL SUPPLIES	7,500	625	2,168	6,250	9,423	0	9,423	-1,923
Total MATERIALS	17,339	1,445	2,289	14,449	15,280	66,958	82,238	-64,899
OTHER THAN PERSONELL								
FOOD & FOOD SUPPLIES	23,500	1,958	1,638	19,583	23,996	931	24,927	-1,427
SPEECH SERVICES	1,000	83	0	833	987	0	987	13
DENTAL SERVICES	500	42		417		0	0	500
MENTAL HEALTH SERVICES	0					0	0	0
PARENT SERVICES	2,500	208	0	2,083	411	0	411	2,089
FAMILY EMPOWERMENT	0	0		0		0	0	0
CHILD ACCIDENT INSURANCE	652	54	72	543	543	127	670	-18
VEHICLE INSURANCE	2,600	217	188	2,167	1,706	376	2,082	518
VEHICLE MAINTENANCE	1,500	125	0	1,250	632	0	632	868
VEHICLE FUEL	3,000	250	61	2,500	580	61	641	2,359
VEHICLE REGISTRATION	200	17	77	167	115	0	115	85
INTERNET SERVICE	1,500	125	296	1,250	2,884	591	3,475	-1,975

		BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL				
LINE ITEM		TOTAL BUDGET	3/1/2020 3/31/2020	3/1/2020 3/31/2020	3/31/2020	3/31/2020	FORECAST	TOTAL CONTRACT	REMAINING
HSP - Head Start									
CENTER TELEPHONE		1,500	125	84	1,250	878	191	1,068	432
Computer & Software Expense		5,000	417	0	4,167	4,846	20,860	25,706	-20,706
MEETING EXPENSE		0	0	0	0	108	0	108	-108
CONFERENCE EXPENSE		1,000	83	75	833	75	0	75	925
TRAINING & TECHNICAL AST		1,000	83	350	833	4,164	0	4,164	-3,164
TEACHER TRAININGS		3,000	250	0	2,500	144	125	269	2,731
Staff Development		500	42		417		0	0	500
LOCAL TRAVEL		3,000	250	47	2,500	601	97	699	2,301
OUT OF TOWN TRAVEL		1,000	83	32	833	573	0	573	427
POLICY COUNCIL EXPENSE		1,000	83	0	833	658	0	658	342
STAFF IMMUNIZATIONS		500	42	0	417	303	0	303	197
DUES & SUBSCRIPTIONS		10,000	833	0	8,333	8,991	840	9,831	169
BACKGROUND CHECKS		1,200	100	37	1,000	914	0	914	286
PERMITS, FEES, & RENTALS		3,000	250	0	2,500	3,263	406	3,669	-669
EQUIPMENT MAINTENANCE		500	42		417		0	0	500
Total OTHER THAN PERSONELL		69,152	5,763	2,957	57,627	57,372	24,604	81,976	-12,824
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER		9,000	750	473	7,500	3,443	712	4,155	4,845
Total CONTRACTUAL		9,000	750	473	7,500	3,443	712	4,155	4,845
INKIND									
VOLUNTEERS/INTERNS		0	0		0	24,380	0	24,380	-24,380
VOLUNTEERS-PROFESSIONALS		93,319	7,777		77,766	26,698	0	26,698	66,621
INKIND DONATIONS		194,152	16,179		161,793	3,063	0	3,063	191,089
INKIND TRANSPORTATION		229,930	19,161		191,608	28,140	0	28,140	201,790
INKIND DONATED SPACE		33,536	2,795		27,947	26,725	141,931	168,656	-135,120
Total INKIND		550,937	45,911		459,114	109,006	141,931	250,937	300,000
SPACE									
PROGRAM RENT		62,194	5,183	6,465	51,829	56,849	12,931	69,780	-7,586
PROGRAM UTILITIES		2,200	183	196	1,833	2,032	362	2,394	-194
SMAIN BLG ALLOCATION		35,000	2,917	2,132	29,167	36,137	6,509	42,645	-7,645
Total Space		99,394	8,283	8,794	82,829	95,018	19,801	114,819	-15,425
ADMINISTRATION									
OFFICE SUPPLIES		4,560	380	234	3,800	3,003	7,346	10,349	-5,789
COMMERCIAL INSURANCE		2,160	180	35	1,800	1,687	70	1,757	403
PARKING LOT RENTAL		200	17	12	167	393	23	416	-216
JANITORIAL MAINTENANCE		3,000	250	0	2,500	1,244	0	1,244	1,756
BUILDING MAINTENANCE			0	0	0	16	0	16	-16
FINANCIAL AUDIT		5,400	450	0	4,500	4,496	1,555	6,051	-651
PAYROLL PROCESSING		4,500	375	551	3,750	6,503	1,462	7,965	-3,465
POSTAGE		1,200	100	111	1,000	727	87	815	385
DUPLICATING & PRINTING		5,000	417	230	4,167	3,684	680	4,364	636
TELEPHONE		1,200	100	12	1,000	69	24	93	1,107
ADVERTISING		1,500	125	0	1,250	1,325	0	1,325	175
OTHER EXPENDITURES		0	0		0	0	0	0	0
BUILDING DEPRECIATION		0	0	0	0	3,666	2,618	6,284	-6,284
BUILDING ALLOCATION		12,000	1,000	474	10,000	5,280	740	6,020	5,980
Total ADMINISTRATION		40,720	3,393	1,658	33,933	32,093	14,607	46,699	-5,979
Total EXPENSES		2,220,070	185,006	135,464	1,850,058	1,379,969	554,607	1,934,575	285,495
NET SURPLUS/(DEFICIT)		0	0	680	0	0	0	0	0

CAPCO

Income Statement

6/1/19-5/31/20 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	3/1/2020 3/31/2020	3/1/2020 3/31/2020	3/31/2020	3/31/2020			
TTA - HEAD START TRAINING & TECH ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	22,400	1,867	-12	18,667	18,072		18,072	4,328
TOTAL GRANT REVENUE	22,400	1,867	-12	18,667	18,072	0	18,072	4,328
Total REVENUE	22,400	1,867	-12	18,667	18,072	0	18,072	4,328
EXPENSES								
MATERIALS								
PROGRAM SUPPLIES	2,000	167	0	1,667	0		0	2,000
Total MATERIALS	2,000	167	0	1,667	0	0	0	2,000
OTHER THAN PERSONELL								
MEETING EXPENSE	0	0	0	0	0	0	0	0
CONFERENCE EXPENSE	0	0	0	0	3,518	0	3,518	-3,518
TRAINING & TECHNICAL AST	3,000	250	0	2,500	5,777	0	5,777	-2,777
OUT OF TOWN TRAVEL	11,500	958	-12	9,583	8,776	0	8,776	2,724
Total OTHER THAN PERSONELL	14,500	1,208	-12	12,083	18,072	0	18,072	-3,572
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	5,900	492	0	4,917	0		0	5,900
Total CONTRACTUAL	5,900	492	0	4,917	0	0	0	5,900
Total EXPENSES	22,400	1,867	-12	18,667	18,072	0	18,072	4,328
NET SURPLUS/(DEFICIT)								
	0	0	0	0	0	0	0	0

CAPCO

Income Statement

6/1/19-5/31/20 ECD GRANTS

		BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL				
LINE ITEM		TOTAL BUDGET	3/1/2020 3/31/2020	3/1/2020 3/31/2020	3/31/2020	3/31/2020	FORECAST	TOTAL CONTRACT	REMAINING
EHS - Early Head Start									
REVENUE									
GRANT REVENUE									
GRANT REVENUE		968,994	80,749	73,266	807,495	801,791	167,203	968,994	0
TOTAL GRANT REVENUE		968,994	80,749	73,266	807,495	801,791	167,203	968,994	0
OTHER REVENUE									
OTHER INCOME		0	0	0	0	0	0	0	0
INKIND DONATIONS		170,920	14,243		142,433	63,534	107,386	170,920	0
TOTAL OTHER REVENUE		170,920	14,243	0	142,433	63,534	107,386	170,920	0
Total REVENUE		1,139,914	94,993	73,266	949,928	865,324	274,589	1,139,914	0
EXPENSES									
PERSONELL									
WAGES/SALARIES									
SALARY/WAGE EXPENSE		579,134	48,261	49,601	482,612	504,352	110,695	615,047	-35,912
NEW ACCRUED BENEFIT TIME		39,419	3,285	3,253	32,849	35,044	7,316	42,360	-2,940
Total WAGES/SALARIES		618,554	51,546	52,854	515,461	539,396	118,010	657,406	-38,853
FRINGES									
FICA EXPENSE		46,400	3,867	3,629	38,666	36,546	8,099	44,645	1,755
UNEMPLOYMENT INSURANCE EXPENSE		13,253	1,104	679	11,044	10,878	2,419	13,296	-44
WORKERS COMP EXPENSE		5,446	454	240	4,538	5,622	536	6,159	-713
DISABILITY INSURANCE EXPENSE		1,582	132	135	1,319	1,378	271	1,649	-66
GROUP INSURANCE EXPENSE		112,350	9,363	4,594	93,625	54,032	9,162	63,194	49,156
401-K EXPENSE		16,114	1,343	1,008	13,428	10,314	2,251	12,565	3,549
Fringes on Accrued Leave Earned		4,198	350	455	3,498	4,906	1,017	5,923	-1,725
Total FRINGES		199,343	16,612	10,742	166,119	123,676	23,754	147,430	51,912
Total PERSONELL		817,896	68,158	63,596	681,580	663,072	141,764	804,837	13,060
MATERIALS									
PROGRAM MATERIALS		0	0	0	0	291	3,685	3,976	-3,976
PROGRAM SUPPLIES		7,834	653	49	6,528	11,300	96	11,396	-3,562
MEDICAL SUPPLIES		750	63		625		0	0	750
DISABILITY SUPPLIES		500	42	0	417	50	0	50	450
EDUCATIONAL SUPPLIES		3,000	250	159	2,500	2,810	0	2,810	190
Total MATERIALS		12,084	1,007	209	10,070	14,452	3,781	18,232	-6,148
OTHER THAN PERSONELL									
FOOD & FOOD SUPPLIES		17,000	1,417	1,259	14,167	17,505	240	17,746	-746
SPEECH SERVICES		250	21		208		0	0	250
DENTAL SERVICES		250	21		208		0	0	250
MENTAL HEALTH SERVICES		0	0		0		0	0	0
PARENT SERVICES		750	63	17	625	141	0	141	609
FAMILY EMPOWERMENT		0	0		0		0	0	0
CHILD ACCIDENT INSURANCE		230	19	25	192	191	45	235	-5
VEHICLE INSURANCE		2,600	217	257	2,167	2,348	514	2,862	-262
VEHICLE MAINTENANCE		1,000	83	25	833	969	0	969	31
VEHICLE FUEL		3,000	250	21	2,500	515	122	637	2,363
VEHICLE REGISTRATION		200	17	77	167	90	0	90	110
INTERNET SERVICE		4,332	361	269	3,610	2,672	539	3,211	1,121

		BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	3/1/2020 3/31/2020	3/1/2020 3/31/2020	3/31/2020	3/31/2020	FORECAST	TOTAL CONTRACT	REMAINING
EHS - Early Head Start								
CENTER TELEPHONE	1,200	100	230	1,000	2,128	503	2,631	-1,431
Computer & Software Expense	2,000	167	0	1,667	1,689	0	1,689	311
MEETING EXPENSE	0	0	0	0	36	0	36	-36
CONFERENCE EXPENSE	500	42		417		0	0	500
TRAINING & TECHNICAL AST	750	63	0	625	1,492	0	1,492	-742
TEACHER TRAININGS	750	63	0	625	144	0	144	606
Staff Development	0	0		0		0	0	0
LOCAL TRAVEL	1,200	100	13	1,000	184	53	237	963
OUT OF TOWN TRAVEL	500	42	0	417	219	0	219	281
POLICY COUNCIL EXPENSE	500	42	0	417	157	0	157	343
STAFF IMMUNIZATIONS	250	21	0	208	67	0	67	183
DUES & SUBSCRIPTIONS	3,000	250	0	2,500	3,691	0	3,691	-691
BACKGROUND CHECKS	750	63	13	625	186	0	186	564
PERMITS, FEES, & RENTALS	3,500	292	0	2,917	3,853	160	4,013	-513
EQUIPMENT MAINTENANCE	100	8		83		0	0	100
Total OTHER THAN PERSONELL	44,612	3,718	2,205	37,177	38,278	2,174	40,453	4,159
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	5,000	417	1,121	4,167	6,728	1,361	8,088	-3,088
Total CONTRACTUAL	5,000	417	1,121	4,167	6,728	1,361	8,088	-3,088
INKIND								
VOLUNTEERS/INTERNS	0	0		0	8,557	0	8,557	-8,557
VOLUNTEERS-PROFESSIONALS	126,678	10,557		105,565	18,531	92,436	110,967	15,711
INKIND DONATIONS	1,642	137		1,368	8,796		8,796	-7,154
INKIND DONATED SPACE	42,600	3,550		35,500	27,650	14,950	42,600	0
Total INKIND	170,920	14,243	0	142,433	63,534	107,386	170,920	0
SPACE								
PROGRAM RENT	46,645	3,887	3,887	38,871	37,421	7,774	45,195	1,450
PROGRAM UTILITIES	7,000	583	2,031	5,833	16,028	5,016	21,043	-14,043
SMAIN BLG ALLOCATION	15,500	1,292	264	12,917	4,614	807	5,421	10,079
Total SPACE	69,145	5,762	6,183	57,621	58,062	13,596	71,659	-2,514
ADMINISTRATION								
OFFICE SUPPLIES	2,000	167	82	1,667	1,049	20	1,069	931
COMMERCIAL INSURANCE	537	45	122	448	1,435	243	1,678	-1,141
PARKING LOT RENTAL	70	6	4	59	33	8	42	29
JANITORIAL MAINTENANCE	3,000	250	106	2,500	3,740	146	3,886	-886
BUILDING MAINTENANCE		0	119	0	2,054	72	2,127	-2,127
TRASH REMOVAL	1,400	117	109	1,167	900	288	1,188	212
FINANCIAL AUDIT	3,200	267	0	2,667	2,639	913	3,552	-352
PAYROLL PROCESSING	2,300	192	211	1,917	2,719	566	3,285	-985
POSTAGE	500	42	33	417	236	55	291	209
DUPLICATING & PRINTING	2,000	167	90	1,667	1,383	250	1,633	367
TELEPHONE	1,000	83	2	833	10	3	13	987
ADVERTISING	250	21	0	208	333	0	333	-83
BUILDING DEPRECIATION	0	0	0	0	2,549	1,821	4,370	-4,370
BUILDING ALLOCATION	4,000	333	178	3,333	1,982	278	2,259	1,741
Total ADMINISTRATION	20,257	1,688	1,057	16,881	21,061	4,664	25,726	-5,468
Total EXPENSES	1,139,914	94,993	74,369	949,929	865,187	274,727	1,139,914	0
NET SURPLUS/(DEFICIT)	0	0	-1,104	0	137	-137	0	0

CAPCO

Income Statement

6/1/19-5/31/20 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	3/1/2020 3/31/2020	3/1/2020 3/31/2020	3/31/2020	3/31/2020				
ETA - EARLY HS TRAINING & TECH. ASST									
REVENUE									
GRANT REVENUE									
GRANT REVENUE	24,000	2,000	1,441	20,000	14,900	0	14,900	9,100	
TOTAL GRANT REVENUE	24,000	2,000	1,441	20,000	14,900	0	14,900	9,100	
Total REVENUE	24,000	2,000	1,441	20,000	14,900	0	14,900	9,100	
EXPENSES									
MATERIALS									
PROGRAM SUPPLIES	1,800	150	0	1,500	0	0	0	1,800	
Total MATERIALS	1,800	150	0	1,500	0	0	0	1,800	
OTHER THAN PERSONELL									
MEETING EXPENSE	0	0	0	0	0	0	0	0	
CONFERENCE EXPENSE	0	0	1,245	0	3,792	200	3,992	-3,992	
TRAINING & TECHNICAL AST	4,600	383	0	3,833	2,075	0	2,075	2,525	
OUT OF TOWN TRAVEL	13,300	1,108	-4	11,083	8,834	0	8,834	4,466	
Total OTHER THAN PERSONELL	17,900	1,492	1,241	14,917	14,700	200	14,900	3,000	
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	4,300	358	0	3,583	0	0	0	4,300	
Total CONTRACTUAL	4,300	358	0	3,583	0	0	0	4,300	
Total EXPENSES	24,000	2,000	1,241	20,000	14,700	200	14,900	9,100	
NET SURPLUS/(DEFICIT)	0	0	200	0	200	-200	0	0	

CAPCO

Income Statement

6/1/19-5/31/20 ECD GRANTS

	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	3/1/2020 3/31/2020	3/1/2020 3/31/2020	3/31/2020	3/31/2020	FORECAST	TOTAL CONTRACT	REMAINING
MAG - Management and General								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	202,901	16,908	13,469	169,084	137,226	65,675	202,901	0
TOTAL GRANT REVENUE	202,901	16,908	13,469	169,084	137,226	65,675	202,901	0
Total REVENUE	202,901	16,908	13,469	169,084	137,226	65,675	202,901	0
ADMINISTRATION								
ADMINISTRATIVE ALLOCATION	202,901	16,908	13,364	169,084	137,225	65,676	202,901	0
Total ADMINISTRATION	202,901	16,908	13,364	169,084	137,225	65,676	202,901	0
Total EXPENSES	202,901	16,908	13,364	169,084	137,225	65,676	202,901	0
NET SURPLUS/(DEFICIT)	0	0	105	0	1	-1	0	0

CAPCO

Income Statement

6/1/19-5/31/20 ECD GRANTS

	BUDGET		ACTUAL	YTD BUDGET		YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	3/1/2020 3/31/2020	3/1/2020 3/31/2020	3/31/2020	3/31/2020	FORECAST	TOTAL CONTRACT	REMAINING	
UPK - Universal Pre-K									
REVENUE									
GRANT REVENUE									
GRANT REVENUE	211,200	17,600	-330	176,000	158,400	37,620	196,020	15,180	
TOTAL GRANT REVENUE	211,200	17,600	-330	176,000	158,400	37,620	196,020	15,180	
OTHER REVENUE									
SERVICE FEES	0	0	5,945	0	45,626	11,889	57,515	-57,515	
SALARY REIMBURSEMENTS	37,000	3,083	0	30,833	0	0	0	37,000	
OTHER INCOME			0		1,276		1,276	-1,276	
TOTAL OTHER REVENUE	37,000	3,083	5,945	30,833	46,902	11,889	57,515	-20,515	
Total REVENUE	248,200	20,683	5,615	206,833	205,302	49,509	253,535	-5,335	
EXPENSES									
PERSONELL									
WAGES/SALARIES									
SALARY/WAGE EXPENSE	140,726	11,727	13,305	117,271	120,592	30,288	150,880	-10,154	
NEW ACCRUED BENEFIT TIME	2,781	232	222	2,318	2,427	499	2,926	-145	
Total WAGES/SALARIES	143,507	11,959	13,527	119,589	123,019	30,787	153,806	-10,299	
FRINGES									
FICA EXPENSE	10,914	910	989	9,095	8,996	2,317	11,313	-399	
UNEMPLOYMENT INSURANCE EXPENSE	3,117	260	171	2,598	2,457	662	3,119	-1	
WORKERS COMP EXPENSE	1,281	107	49	1,068	824	388	1,211	70	
DISABILITY INSURANCE EXPENSE	333	28	33	277	300	32	333	0	
GROUP INSURANCE EXPENSE	9,270	773	1,070	7,725	9,075	2,141	11,216	-1,946	
401-K EXPENSE	3,674	306	240	3,062	2,154	791	2,945	729	
Fringes on Accrued Leave Earned	296	25	31	247	340	69	408	-112	
Total FRINGES	28,886	2,407	2,584	24,072	24,146	6,399	30,545	-1,659	
Total PERSONELL	172,393	14,366	16,111	143,661	147,165	37,186	184,351	-11,958	
MATERIALS									
PROGRAM SUPPLIES	7,500	625	718	6,250	1,414	1,435	2,849	4,651	
EDUCATIONAL SUPPLIES	0	0	165	0	941	0	941	-941	
Total MATERIALS	7,500	625	883	6,250	2,355	1,435	3,791	3,709	
OTHER THAN PERSONELL									
FOOD & FOOD SUPPLIES	0	0	0	0	0	0	0	0	
INTERNET SERVICE	30	3	4	25	35	8	43	-13	
CENTER TELEPHONE	0	0	5	0	61	11	72	-72	
CONFERENCE EXPENSE	0	0	0	0	2,436		2,436	-2,436	
TRAINING & TECHNICAL AST	400	33		333		0	0	400	
TEACHER TRAININGS	2,000	167		1,667		0	0	2,000	
Staff Development	0	0		0		0	0	0	
LOCAL TRAVEL	1,000	83	5	833	65	10	75	925	
Out of Town Travel	2,000	167	16	1,667	2,669		2,669	-669	
DUES & SUBSCRIPTIONS	1,100	92	0	917	1,276		1,276	-176	
Total OTHER THAN PERSONELL	6,530	544	31	5,442	6,541	29	6,570	-40	
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	0	0	0	0	0	0	0	0	
Total CONTRACTUAL	0	0	0	0	0	0	0	0	
SPACE									
PROGRAM RENT	18,964	1,580	2,030	15,803	19,168	4,059	23,227	-4,263	
SMAIN BLG ALLOCATION	0	0	47	0	1,334	95	1,429	-1,429	
Total SPACE	18,964	1,580	2,077	15,803	20,502	4,154	24,656	-5,692	
ADMINISTRATION									
COMMERCIAL INSURANCE	489	41	5	408	313	10	323	166	
PARKING LOT RENTAL	25	2	1	21	7	2	8	17	
FINANCIAL AUDIT	700	58	0	583	614	195	809	-109	
PAYROLL PROCESSING	450	38	49	375	446	133	580	-130	
TELEPHONE	100	8	0	83	2	98	100	0	
ADVERTISING	0	0		0		0	0	0	
BUILDING DEPRECIATION	0	0	0	0	485	303	788	-788	
ADMINISTRATIVE ALLOCATION	16,036	1,336	1,153	13,363	10,904	2,695	13,599	2,437	
BUILDING ALLOCATION	1,000	83	32	833	360	640	1,000	0	
Total ADMINISTRATION	18,800	1,567	1,240	15,666	13,131	4,076	17,207	1,592	
Total EXPENSES	224,187	18,682	20,341	186,822	189,695	46,881	236,576	-12,389	
NET SURPLUS/(DEFICIT)	24,013	2,001	-14,726	20,011	15,607	2,628	16,960	7,054	

CAPCO

Income Statement

4/1/19 to 3/31/20 WAP

LINE ITEM	AMENDED TOTAL BUDGET	BUDGET 3/1/2020 3/31/2020	ACTUAL 3/1/2020 3/31/2020	YTD BUDGET 3/31/2020	YTD ACTUAL 3/31/2020	FORECAST	TOTAL CONTRACT	REMAINING
19.20WAP - 2019-2020 WAP								
REVENUE								
GRANTS								
GRANT REVENUE	400,000	33,333	21,507	400,000	375,393	24,607	400,000	0
Total Grants	400,000	33,333	21,507	400,000	375,393	24,607	400,000	0
Total Revenue	400,000	33,333	21,507	400,000	375,393	24,607	400,000	0
EXPENSES								
Materials								
PROGRAM MATERIALS	44,828	3,736	916	44,828	43,913	610	44,523	305
SUBCONTRACT MATERIALS	500	42	0	500	1,625	0	1,625	-1,125
Total	45,328	3,777	916	45,328	45,538	610	46,148	-820
Total	45,328	3,777	916	45,328	45,538	610	46,148	-820
Personnel								
Agency Labor								
Agency Salaries								
SALARY/WAGE EXPENSE	174,264	14,522	10,826	174,264	166,368	13,979	180,347	-6,083
NEW ACCRUED BENEFIT TIME	13,258	1,105	893	13,258	12,896	1,284	14,180	-922
Total Agency Salaries	187,522	15,627	11,720	187,522	179,264	15,263	194,527	-7,005
Fringes								
FICA EXPENSE	14,280	1,190	755	14,280	12,477	958	13,435	845
UNEMPLOYMENT INSURANCE EXPENSE	4,079	340	147	4,079	3,791	265	4,057	22
WORKERS COMP EXPENSE	20,573	1,714	173	20,573	7,133	432	7,565	13,008
DISABILITY INSURANCE EXPENSE	383	32	22	383	333	31	365	18
GROUP INSURANCE EXPENSE	26,497	2,208	1,822	26,497	24,307	2,619	26,925	-428
401-K EXPENSE	5,600	467	292	5,600	4,218	375	4,592	1,008
Fringes on Accrued Leave Earned	1,310	109	125	1,310	1,805	180	1,985	-675
Total Fringes	72,722	6,060	3,335	72,722	54,065	4,859	58,924	13,798
Total Agency Labor	260,244	21,687	15,055	260,244	233,328	20,123	253,451	6,793
Subcontracted Labor								
SUBCONTRACT LABOR	1,000	83	0	1,000	1,061		1,061	-61
Total Subcontracted Labor	1,000	83	0	1,000	1,061	0	1,061	-61
Total Personnel	261,244	21,770	15,055	261,244	234,389	20,123	254,512	6,732
Program Support								
PROGRAM SUPPLIES	2,200	183	106	2,200	1,361	0	1,361	839
OFFICE SUPPLIES	1,800	150	1,402	1,800	1,908	92	2,000	-200
VEHICLE INSURANCE	2,988	249	208	2,988	2,436	208	2,643	345
VEHICLE MAINTENANCE	2,350	196	0	2,350	11,349	0	11,349	-8,999
VEHICLE FUEL	3,800	317	421	3,800	3,770	57	3,827	-27
VEHICLE REGISTRATION	350	29	0	350	299	0	299	51
PROGRAM RENT	1,200	100	0	1,200	1,188	99	1,287	-87
PARKING LOT RENTAL	778	65	49	778	646	80	726	52
POSTAGE	300	25	22	300	267	56	323	-23

LINE ITEM	AMENDED	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	3/1/2020 3/31/2020	3/1/2020 3/31/2020	3/31/2020	3/31/2020			
DUPLICATING & PRINTING	300	25	1	300	8	0	8	292
INTERNET SERVICE	360	30	19	360	276	27	303	57
TELEPHONE	1,850	154	92	1,850	1,223	175	1,398	452
Staff Development	450	38	0	450	140	0	140	310
LOCAL TRAVEL	350	29	0	350	98	0	98	252
OUT OF TOWN TRAVEL	1,450	121	44	1,450	1,929	0	1,929	-479
TOOLS EXPENSE	1,800	150	733	1,800	2,019	308	2,327	-527
DUES & SUBSCRIPTIONS	650	54	0	650	350	0	350	300
BACKGROUND CHECKS	0	0	0	0	75	0	75	-75
PERMITS, FEES, & RENTALS	80	7	0	80	250	0	250	-170
ADVERTISING	250	21	0	250	144	0	144	106
EQUIPMENT MAINTENANCE	0	0	0	0	565	0	565	-565
BUILDING ALLOCATION	11,218	935	561	11,218	8,658	628	9,286	1,932
Total Program Support	34,524	2,877	3,657	34,524	38,959	1,730	40,689	-6,165
Audit								
FINANCIAL AUDIT	1,804	150	0	1,804	1,423	342	1,765	39
Total Audit	1,804	150	0	1,804	1,423	342	1,765	39
T & TA								
TRAINING & TECHNICAL AST	4,500	375	0	4,500	4,318	527	4,845	-345
Total T & TA	4,500	375	0	4,500	4,318	527	4,845	-345
HEALTH AND SAFETY								
HEALTH AND SAFETY WAGES	0	0	0	0	11,273	0	11,273	-11,273
HEALTH AND SAFETY	28,500	2,375	660	28,500	16,498	171	16,669	11,831
HEALTH & SAFETY-SUBMATERIAL	0	0	0	0	0	0	0	0
HEALTH & SAFETY SUBLABOR	0	0	0	0	0	0	0	0
Total Health and Safety	28,500	2,375	660	28,500	27,771	171	27,941	559
LIABILITY INSURANCE	100	8	0	100	100	0	100	0
Administration								
PAYROLL PROCESSING	1,000	83	35	1,000	743	64	808	192
ADMINISTRATIVE ALLOCATION	23,000	1,917	1,184	23,000	22,151	1,041	23,192	-192
Total Administration	24,000	2,000	1,220	24,000	22,895	1,105	24,000	0
Total Expenses	400,000	33,333	21,507	400,000	375,393	24,607	400,000	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

4/1/19 to 3/31/20 PI

LINE ITEM	TOT BUDGET	BUDGET 3/1/2020 3/31/2020	ACTUAL 3/1/2020 3/31/2020	YTD BUDGET 3/31/2020	YTD ACTUAL 3/31/2020	FORECAST	TOTAL CONTRACT	REMAINING
18.19PI - 2018-2019 Program Income								
REVENUE								
GRANTS								
Current PY Program Income	0	0	0	0	24,327		24,327	-24,327
Total Grants	0	0	0	0	24,327		24,327	-24,327
Total Revenue	0	0	0	0	24,327	0	24,327	-24,327
EXPENSES								
Materials								
PROGRAM MATERIALS	0	0	0	0		0	0	0
SUBCONTRACT MATERIALS	0	0	0	0		0	0	0
Total	0	0	0	0		0	0	0
Total	0	0	0	0		0	0	0
Personnel								
Agency Labor								
Agency Salaries								
SALARY/WAGE EXPENSE		0	0	0			0	0
Total Agency Salaries	0	0	0	0		0	0	0
Fringes								
FICA EXPENSE		0	0	0		0	0	0
UNEMPLOYMENT INSURANCE EXPENSE		0	0	0		0	0	0
WORKERS COMP EXPENSE		0	0	0		0	0	0
DISABILITY INSURANCE EXPENSE		0	0	0		0	0	0
GROUP INSURANCE EXPENSE		0	0	0		0	0	0
401-K EXPENSE		0	0	0		0	0	0
257050 ringes	0	0	0	0		0	0	0
Total Agency Labor	0	0	0	0		0	0	0
Subcontracted Labor								
SUBCONTRACT LABOR	0	0	0	0		0	0	0
Total Subcontracted Labor	0	0	0	0		0	0	0
Total Personnel	0	0	0	0		0	0	0
Program Support								
VEHICLE MAINTENANCE	0	0	0	0			0	0
Total Program Support	0	0	0	0		0	0	0
Administration								
ADMINISTRATIVE ALLOCATION	0	0	0	0			0	0
Total Administration	0	0	0	0		0	0	0
Total Expenses	0	0	0	0	0	0	0	0
NET SURPLUS/(DEFICIT)	0	0	0	0	24,327	0	24,327	-24,327

Income Statement

10/1/19-9/30/20 WIC GRANT

LINE ITEM	TOT BUDGET	BUDGET 3/1/2020 3/31/2020	ACTUAL 3/1/2020 3/31/2020	YTD BUDGET 3/31/2020	YTD ACTUAL 3/31/2020	FORECAST	TOT CONTRACT	REMAINING
WIC - WOMEN, INFANTS & CHILDREN								
REVENUE								
GRANTS								
GRANT REVENUE	376,096	31,341	29,733	188,048	168,739	207,357	376,096	0
Total Grants	376,096	31,341	29,733	188,048	168,739	207,357	376,096	0
Other Revenue								
PASS THROUGH FUNDS-wic VOUCHERS	925,000	77,083		462,500		925,000	925,000	0
INKIND DONATIONS	0	0		0		0	0	0
Total Other Revenue	925,000	77,083	0	462,500	0	925,000	925,000	0
Total Revenue	1,301,096	108,425	29,733	650,548	168,739	1,132,357	1,301,096	0
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	222,465	18,539	17,230	111,233	105,397	108,582	213,979	8,486
NEW ACCRUED BENEFIT TIME		0	1,310	0	8,486		8,486	-8,486
Total Agency Salaries	222,465	18,539	18,541	111,233	113,883	108,582	222,465	0
Fringes								
FICA EXPENSE	17,019	1,418	1,261	8,510	7,783	8,048	15,831	1,188
UNEMPLOYMENT INSURANCE EXPENSE	4,861	405	329	2,431	2,256	2,605	4,861	0
WORKERS COMP EXPENSE	1,053	88	54	527	418	636	1,053	0
DISABILITY INSURANCE EXPENSE	335	28	28	168	167	168	335	0
GROUP INSURANCE EXPENSE	33,200	2,767	2,392	16,600	10,357	22,843	33,200	0
401-K EXPENSE	5,904	492	457	2,952	2,839	3,065	5,904	0
Fringes on Accrued Leave Earned		0	183	0	1,188		1,188	-1,188
Total Fringes	62,372	5,198	4,704	31,186	25,007	37,365	62,372	0
Total Personnel	284,837	23,736	23,245	142,419	138,890	145,948	284,837	0
OTPS								
Space								
PROGRAM RENT	825	69	0	413	75	750	825	0
PARKING LOT RENTAL		0	50	0	249	298	547	-547
BUILDING ALLOCATION	48,549	4,046	2,233	24,275	12,916	35,085	48,002	547
Total	49,374	4,115	2,282	24,687	13,240	36,134	49,374	0
Program Operations								
PROGRAM MATERIALS		0		0		0	0	0
PROGRAM SUPPLIES		0		0		0	0	0
OFFICE SUPPLIES	1,600	133	48	800	80	1,504	1,584	16
MEDICAL SUPPLIES	300	25		150	620	-320	300	0
EDUCATIONAL SUPPLIES	1,500	125		750		1,500	1,500	0
POSTAGE	1,200	100	160	600	614	586	1,200	0
DUPLICATING & PRINTING	1,000	83	11	500	49	951	1,000	0
INTERNET SERVICE	864	72	48	432	289	575	864	0
TELEPHONE	2,076	173	179	1,038	1,085	991	2,076	0
MEETING EXPENSE	0	0		0	16		16	-16
DUES & SUBSCRIPTIONS	350	29		175	350	0	350	0
PERMITS, FEES, & RENTALS		0		0		0	0	0
WIC VOUCHER EXPENSE	925,000	77,083		462,500		925,000	925,000	0
INKIND DONATIONS	0	0		0		0	0	0
Total Program Operations	933,890	77,824	446	466,945	3,102	930,788	933,890	0
Total OTPS	983,264	81,939	2,729	491,632	16,342	966,922	983,264	0

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
		3/1/2020 3/31/2020	3/1/2020 3/31/2020	3/31/2020	3/31/2020			
WIC - WOMEN, INFANTS & CHILDREN								
Travel								
VEHICLE INSURANCE	800	67	70	400	389	-1,320	-931	1,731
VEHICLE MAINTENANCE		0	1,144	0	1,218		1,218	-1,218
VEHICLE FUEL	200	17	25	100	61	139	200	0
VEHICLE REGISTRATION		0	0	0		0	0	0
CONFERENCE EXPENSE		0	495	0	510		510	-510
LOCAL TRAVEL		0	0	0	3		3	-3
OUT OF TOWN TRAVEL	1,550	129	121	775	511	1,039	1,550	0
Total Travel	2,550	213	1,856	1,275	2,692	-142	2,550	0
Equipment								
BREAST PUMPS EXPENSE	0	0	0	0	0	0	0	0
Total Equipment	0	0	0	0	0	0	0	0
Audit								
FINANCIAL AUDIT	1,487	124	0	744	167	1,320	1,487	0
Total Audit	1,487	124	0	744	167	1,320	1,487	0
Other								
CONTRACTUAL SERVICES-OTHER	1,050	88	150	525	215	835	1,050	0
Computer & Software Expense	500	42		250	31	153	184	316
TRAINING & TECHNICAL AST	0	0		0	316		316	-316
PAYROLL PROCESSING	960	80	63	480	463	497	960	0
ADVERTISING	3,200	267	0	1,600	75	3,125	3,200	0
Total Other	5,710	476	212	2,855	1,100	4,610	5,710	0
Administration								
ADMINISTRATIVE ALLOCATION	23,248	1,937	1,691	11,624	9,548	13,700	23,248	0
Total Administration	23,248	1,937	1,691	11,624	9,548	13,700	23,248	0
Total Expenses	1,301,096	108,425	29,733	650,548	168,739	1,132,357	1,301,096	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

10/1/19-9/30/20 WIC GRANT

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
	TOT BUDGET	3/1/2020 3/31/2020	3/1/2020 3/31/2020	3/31/2020	3/31/2020			
EPC - Enhanced Peer Counseling								
REVENUE								
GRANTS								
GRANT REVENUE	15,712	1,309	1,038	7,856	5,475	10,237	15,712	0
Total Grants	15,712	1,309	1,038	7,856	5,475	10,237	15,712	0
Total Revenue	15,712	1,309	1,038	7,856	5,475	10,237	15,712	0
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	12,592	1,049	1,038	6,296	4,342	8,250	12,592	0
Total Agency Salaries	12,592	1,049	1,038	6,296	4,342	8,250	12,592	0
Fringes								
FICA EXPENSE	963	80	64	482	332	631	963	0
UNEMPLOYMENT INSURANCE EXPENSE	275	23	12	138	89	186	275	0
WORKERS COMP EXPENSE	60	5	2	30	16	44	60	0
DISABILITY INSURANCE EXPENSE	202	17	11	101	67	135	202	0
Total Fringes	1,500	125	90	750	505	995	1,500	0
Total Personnel	14,092	1,174	928	7,046	4,848	9,244	14,092	0
OTPS								
Program Operations								
OFFICE SUPPLIES	0	0	0	0	0	0	0	0
EDUCATIONAL SUPPLIES	0	0	0	0	0	0	0	0
DUPLICATING & PRINTING	0	0	2	0	11	0	11	-11
INTERNET SERVICE	0	0	10	0	58	-48	10	-10
TELEPHONE	1,620	135	99	810	559	1,041	1,600	20
Total Program Operations	1,620	135	111	810	628	993	1,620	0
Total OTPS	1,620	135	111	810	628	993	1,620	0
Travel								
LOCAL TRAVEL	0	0	0	0	0	0	0	0
OUT OF TOWN TRAVEL	0	0	0	0	0	0	0	0
Total Travel	0	0	0	0	0	0	0	0
Other								
PAYROLL PROCESSING	0	0	0	0	0	0	0	0
Total Other	0	0	0	0	0	0	0	0
Total Expenses	15,712	1,309	1,038	7,856	5,475	10,237	15,712	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

Resolution of the Board of Directors
Of
Cortland County Community Action Program, Inc.
Resolution No. 20-20

WHEREAS, the Cortland County Community Action Program, Inc. (CAPCO) PPE Committee has reviewed the proposed CSBG FY 2020 Amendment in the amount of \$240,076, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed CSBG FY 2020 Amendment in the amount of \$240,076, and accepts as presented,

IT IS HEREBY RESOLVED that on May 28, 2020 the CAPCO Board of Directors adopts for acceptance the proposed CSBG FY 2020 Amendment in the amount of \$240,076.

Board President

Date

ATTACHMENT B
COMMUNITY SERVICES BLOCK GRANT
BUDGET AMENDMENT JUSTIFICATION

Contractor Cortland County Community Action Program, Inc.

FFY 2020

Budget Period 10/1/19 **to** 9/30/20

Contract # C1001460

Cost Category	PRESENT BUDGET AMOUNTS (Based on the most recent approved budget)		CHANGES (Indicate + or -)		REVISED BUDGET AMOUNTS	
	Federal Funds	Prior Year	Federal Funds	Prior Year	Federal Funds	Prior Year
1	154,539	This column is N/A for this Budget Period	4,721	This column is N/A for this Budget Period	\$159,260	This column is N/A for this Budget Period
2					\$0	
3	8,234				\$8,234	
4					\$0	
5	72,462		120		\$72,582	
6					\$0	
TOTAL	\$235,235		\$4,841		\$240,076	

Description or reason for Budget Amendment:

Increase in CSBG Allocation \$4,841 (\$235,235 to \$240,076)

ATTACHMENT B
COMMUNITY SERVICES BLOCK GRANT
B-1 Budget Summary

Contractor Cortland County Community Action Program, Inc. **FFY** 2020

Budget Period 10/1/19 **to** 9/30/20 **Contract #** C1001460

(a) **TOTAL CSBG ALLOCATION OF GRANT FUNDS (FEDERAL)** \$ 240,076

(b) **NO PRIOR YEAR UNEXPENDED CSBG GRANT FUNDS** \$ N/A

(c) **TOTAL PROJECT COST** \$ 240,076

Cost Categories	CSBG Grant Funds		Total Project Cost
1. Personnel Services (from Attachment B-2)	\$ 159,260	This column is N/A for this Budget Period	\$ 159,260
2. Delegate Agencies (Subcontractors)	\$		\$ 0
3. Contractual Services/Audit	\$ 8,234		\$ 8,234
4. Equipment Purchase/Lease	\$		\$ 0
5. Other Costs (from Attachment B-3)	\$ 72,582		\$ 72,582
6. Administrative Costs			
Indirect Rate %	\$		\$ 0
De Minimis Rate %	\$		\$ 0
Admin. Cost/Rate %	\$		\$ 0
TOTAL	\$ 240,076		\$ 240,076

Descriptions and amounts of Contractual Services/Audit and Equipment Purchase/Lease expenses included in Cost Categories 3 and 4:

3. Contractual Services/Audit

CSBG Grant Funds this FY	
DIRECT:	\$ -
Description:	
ADMIN:	\$ 8,234
Description:	\$470 EAP Services, \$1,360 Payroll Processing, \$1,404 Financial Audit, \$5,000 Community Assessment

This section is N/A for this Budget Period

4. Equipment Purchase/Lease

CSBG Grant Funds this FY	
DIRECT:	\$ -
Description:	
ADMIN:	\$ -
Description:	

TO AVOID ROUNDING ERRORS ON THESE DOCUMENTS, PLEASE ROUND UP. ENTER WHOLE NUMBERS ONLY.
DO NOT INCLUDE DECIMALS OR ANY CALCULATIONS!

<i>[These figures should auto-fill from the MWBE Goals Calculation page; please verify accuracy of the numbers.]</i>					
MWBE Goal %	<u>30%</u>	MBE Goal Amount \$	<u>1724</u>	MBE Goal %	<u>15%</u>
MWBE Goal Amt \$	<u>3,448</u>	WBE Goal Amount \$	<u>1724</u>	WBE Goal %	<u>15%</u>

CSBG funds **must** be used in accordance with the cost principles of 2 CFR Part 200, codified by HHS at 45 CFR Part 75. Grantees must comply with the limitations and prohibitions as stated in federal **CSBG statute (42 U.S.C. 9901 et seq.) Public Law 105-285, Section 678F** and any

Board Development Committee Meeting

May 19, 2020

Meeting called to order at 9:00 a.m. Members present: Larry Woolheater, Jeanette Dipppo, Mary Beth Mathey, Regina Diorio. Staff: Lindy Glennon

Committee welcomed new members, Mary Beth and Regina. Reviewed role of Board Development Committee and tripartite Board structure as required by CSBG legislation.

The Board currently has one opening for a low-income representative. Discussed to possible members: Mary Bliss and Danielle Brown. Both live in Marathon, NY. This would be good representation on the Board as it would help us continue to address and understand the needs in that part of the County.

Mary Bliss runs the Food Pantry and was a long time employee with the School. She is very connected in the community and works with Laurie Tebbe, CAPCO FRC Coordinator. Danielle Brown works in the HR Department for Square Deal. She is also very involved in the community. She works with many employees and understands their personal challenges and struggles in the community. Committee agreed both would be good possibilities for Board members.

Committee recommended reaching out to Mary Bliss first to see if she's available/willing to join the Board. We had invited Mary Bliss earlier and she was interested but unable to at that time due to family commitments. If Mary is not available, reach out to Danielle.

Discussed the Board only section of the website to identify resources, etc. for all Board members, especially Regina and Mary Beth. Lindy will resend the letters to Regina and Mary Beth to make sure they have access to the Board Only section.

Lindy gave an update re: staffing changes since Eden's resignation in April. Current plan is not to fill that position but to use the time to see how the programs are running, identify best approach, see what the results of the RFO for Fiscal Intermediary. Lindy will fill the Board liaison role through the summer as other plans are being made.

Being no further business, the meeting was adjourned at 9:55 a.m.

PPE Committee Meeting May 14, 2020

Meeting called to order at 12:05 p.m. Members present: Billie MacNabb, Lynne Sypher, Doug Bentley, Liz Haskins, Patty Schapp. Staff present: Bethann Wieder, Lindy Glennon.

Committee reviewed proposed updated policy, HS/EHS Home Based Attendance Policy (see attached). Committee approved the policy. Motion to approve Lynne Sypher, 2nd Doug Bentley. Motion carried.

Committee reviewed the weekly report for week of 5/4/2020. Programs have been provided weekly updates since having to Pause. All CAPCO services/programs have continued to function. Only services not being done right now are going into homes for WAP. All CAPCO staff remain on the job, most working from home, remotely.

We have confirmation from DOS that all CSBG contracts (discretionary, COVID CARES, Amendment and 2021 contract) will have income eligibility at 200%. This will mean more people will be eligible for services.

Grant updates:

- Received \$3400 grant from Betty Hathaway Fund – To provide Protective Factors Framework Training in the community.
- HS Summer Program proposes to provide a 5-week summer program to run from July 6, 2020 through August 7, 2020. The summer school program will offer a preservice for all staff for training on safety measures and guidelines from CDC, OHS, OCFS and our local health department. The CAPCO HS program looks to offer classrooms with two different program options. All five classrooms will operate Monday through Friday for a 5-week period. Two classrooms will operate for a full day from 8:30 am -3:00 pm as our current HS program operates. Three classrooms will operate for a half-day program from 8:30 am – 1 pm. All program options will provide breakfast, lunch and snack. The proposed budget for the program is \$148,954. Motion to approve made by Liz Haskins, 2nd Lynne Sypher. Motion carried.
- HS/EHS has received \$78,880 COVID Funding – HS/EHS management team currently looking at plan for these funds. The funding can be used for:
 - Mental health services, supports, crisis response, and intervention services.
 - Coordination, preparedness, and response efforts with state, local, tribal, and territorial public health departments and other relevant agencies.
 - Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture (USDA).
 - Training and professional development for staff on infectious disease management.
 - Purchasing necessary supplies and contracted services to sanitize and clean facilities and vehicles.
 - Other actions that are necessary to maintain and resume the operation of programs, such as hiring substitute staff, investing in technology infrastructure, making improvements to air conditioning systems, or other emergency assistance.

- The proposal to Learning by Giving was funded for \$2000. This will be used to provide the CAPCO Cares bags for homeless individuals in the community.
- The CSBG Discretionary funding is \$50,000 (see attached proposal). The proposal includes providing back to school clothing, equipment/materials, extra-curricular costs for income eligible students; funding for CENSUS work including tablets, hotspots, marketing materials to make sure we are able to reach as many people as possible to complete the Census; COVID responses including cost necessary to work remotely, move towards reopening, etc. Motion to approve made by Billie MacNabb, 2nd Doug Bentley. Motion carried.
- Currently working on the CSBG Amendment with \$4841 increase (\$240,076 total for 2019-20). No COLA included in the original 2019 Budget/Contract. This will be included in the Amendment. Currently working on the budget/workplan. Will have budget for May Finance Committee and Board.
- CSBG COVID CARES – still waiting to hear specifics about this funding. Should have already been made available to Agencies, but, delays at the federal level with Office of Community Services has slowed process.
- CAPCO WAP has been asked by HCR to expand into Chenango County. The current plan is for CAPCO and Opportunities for Otsego (OFO) to share the current WAP contract in Chenango County. If we do this, CAPCO's WAP contract will be for \$600,000 (\$200,000 for Chenango County). Currently working on the Amendment for the contract. Plan to have a meeting next week with HCR, OFO and CAPCO to work on details for the contract. The Executive Committee reviewed the proposal and approved CAPCO to continue the discussion for this expansion.
- The Family Development Adult Literacy Program received notification today that we received Dollar General Grant \$8000. We are very excited about this – it isn't usual for Dollar General to fund the same program 2 years in a row.

Bethann reviewed the March HS/EHS Program reports – (February/March Reports attached). She noted there were no incidents reported to OCFS. The HS waitlist hasn't changed. Currently 123 on the EHS waitlist. We are currently recruiting and accepting applications for the 2019-2020 school year. We were notified that the grant for period starting June 1, 2019 has been approved at the current level of 200 HS/72 EHS. We do have confirmation from the federal office of HS that they have received and are reviewing our proposed conversion/reduction grant proposal.

No further business. Meeting adjourned at 1:00 p.m.

CAPCO Weekly Update – Week of May 4, 2020

Family Development

Adult Education

- Three adult education meetings took place
- 5 instruction packets mailed to students
- 2 tutoring sessions by phone
- 1 tutor coaching session by phone

Emergency Assistance

- 35 Referral
- 1 Emergency Household Item
- 1 Project Share application completed
- Delivered Snackpacks to 10 families

NOEP

- Sharing updates on SNAP recertification with families.
 - SNAP recipients who were to recertify for SNAP or TA/MA/SNAP in March, April, May or June will be given a six-month extension of SNAP benefits in NYC and most upstate counties.
 - SNAP recipients will NOT be sent a notice on this extension of benefits or the new deadlines for recertification.
 - If you do not recertify by the end of the six-month extension their SNAP benefits will end.

Healthy Families

- Total Families Served 28
- Completed HV 18
- Check In With Family 31
- Screenings Completed 1
- Parent Surveys Completed 1
- COVID-19 Prevention and Education Kits were delivered to four families
- Focus was on identifying strengths and protective factors we are seeing in our families. Supervision continues to focus on providing emotional and concrete supports to staff to assist them in their service to families.

Success Stories

- Staff report that families are continuing to keep their well child/immunization visits.
- One family had a goal of doing additional gross motor activities to encourage their one year old to begin walking, and that goal has been met.

WIC

Continued to operate WIC clinic from the office

- Conducted appointments/Issued benefits for 104 people
 - 6 new certifications (3 new infants, 3 new pregnant women)
 - 12 re-certifications
 - 23 assessments

- 59 nutrition education
- 4 food package change
- Our number of new applications is down significantly, we sent letters and outreach materials to 50 agencies and healthcare providers.
- Meetings:
 - Kirsten WIC Coordinators Zoom meeting
 - Kay and Kirsten Zoom meeting with peer counselors
 - Kirsten Management Zoom meeting
- I have been asked to develop a plan to distribute Farmer's Market Coupons, I am working on that today.

Energy Services:

- Field crew working part time with Ben on Building Maintenance and Head Start garden project.
- Crew starting to take accrued leave, lack of things to do.
- Meetings (ZOOM, phone, WebX) continue with HCR field rep, Regional Rep, and other county WAP agencies.
- HCR budget preparation for 24 month contract.

Building & Maintenance:

- Painting started on the South Main front building & Shed continue
- Approval given to dig for the South Main garden project.
 - Lumber ordered and delivered, Fabric laid, 5 raised boxes built, and soil ordered.
- Researching cleaning products and appliances for properties to re-open.

HS/EHS

Health Services:

Health Services has been making lists of supplies that will be needed to re-open the program and researching different vendors for pricing and availability. These include PPE, cleaning & disinfecting products etc.

Health Services had a Cluster Meeting on Tuesday to discuss the what, how and why to getting our programs reopened. Racquel Hall, Region 2 Health Specialist, was in attendance and gave some valuable feedback to our group. Mrs. Hall invited a Physician to join the Zoom meeting as well. She had some front line information about COVID 19, the struggles the healthcare field is facing during this pandemic and some great comments on our initial thoughts and concerns about reopening our programs.

Health Services is continuing to reviewing literature, guidance and requirements by various State & Federal agencies to determine what will need to happen for when our program re-opens. Therefore, we are reviewing Policies & Procedures to determine what needs to be changed or created to ensure the health & safety of our staff, children, and families. We continue to follow Gov. Cuomo's press conferences and newsletters to stay current on the COVID 19 pandemic.

We are attending numerous webinars to gain as much knowledge about COVID 19 as possible and to gather ideas for our program.

We continue to monitor all Health Concerns through Family Services contact notes and reviewing Reenrollment Screening information. We have begun to think about getting medications from classrooms to return them to families for the summer

Mental Health Services:

Followed up with kids/families (called 9, fb contact 1, text 1, email 1)

Phone contact to non cn parent (mom-referred to FCS, FHN & Helpline)

Followed up w/ non cn parents (3)

Follow up with staff (5), checked in with new staff (5)

webinar Building Resilience in the Face of Trauma and Adversity (office of HS 1hr)

webinar Children's environmental health (national center on early childhood Health & wellness 1hr)

webinar Promoting healing & resilience with staff & families (office of HS 1.5hr)

webinar Caring for Children in group settings during Covid-19-follow up (.5hr)

webinars challenging behavior conference

Attended Two CPSE zoom meetings (5/4 B.B., 5/7 B.K.)

Websites/articles/videos/activities posted on FB family/staff page:

Tips for resiliency: (office of mental health)

https://www.facebook.com/hashtag/howistayresilient?source=feed_text&epa=HASHTAG

Deep breathing with children (blowing bubble gif)

Coaching and Professional Development:

To all Education Staff-

- Google doc with PD options (websites, webinars, podcasts, youtube videos)
<https://docs.google.com/document/d/1faWN4kXAsprOSFuAOIoiScv1m27hv8HtPIaUr-pFHic/edit>
- NAEYC article posted to FaceBook page—Promoting Young Children's Social and Emotional Health <https://www.naeyc.org/resources/pubs/yc/mar2018/promoting-social-and-emotional-health?fbclid=IwAR11CfXEa-u6H8leCor9d5n5tPxPdXriEr0SIWFiCFZNI6w8TWYsEqIfrEc>
- NAEYC webinar—Families and Educators supporting learning at home

Nutrition:

We completed our third round distribution of diaper/wipes and specialty milk. We were also able to package to families: new toothbrushes for parents and children, facial masks, snacks, educational arts and crafts materials, cereal, bologna, parent education on challenging behaviors. There were no emergency needs from families this week.

Education / Special Needs Services:

Classrooms provided 148 educational activities to 194 families. An additional 7 activities were posted to the family Facebook page.

12 CPSE meetings were held this week. Special needs specialist and classroom teachers participated.

8 EHS children are receiving teletherapy.

41 teletherapy services are being provided to HS children-5 PT, 11 OT, 23 speech, 2 SEIS

Family Services:

- # of families with direct contact= 116
 - Family Advocates/Home Visitors attempted contact with each family.
- Cumulative # of families utilizing school district breakfast/lunch programs= 86
 - 0 new
- Cumulative # of family members that lost employment due to COVID-19= 34
 - 1 new
- Cumulative # of referrals given= 248
 - 26 new

Referral	# Reported Last Week	New	Cumulative
211	26	0	26
CAPCO-Essentials	1	0	1
CAPCO-Emergency	12	0	12
CAPCO-WIC	4	0	4
Catholic Charities	19	0	19
Cincinnati School District-food program	2	0	2
Community Food Giveaway	16	0	16
COVID Care Kit	1	0	1
Crisis Emergency Hotline	2	0	2
Cortland School District-food program	26	3	29
Fidelis	3	0	3
Food Pantry List	1	0	1
Homer School District- food program	4	0	4
Mobile Food Pantry	22	0	22
Salvation Army	62	0	62
SNAP	2	0	2
Spectrum	4	0	4
CAPCO-NOEP	4	0	4
EAP	1	0	1
Marathon School District-food program	2	0	2
NYS Unemployment	2	0	2
HS/EHS Mental Health	2	0	2

Child Development Council	4	4	8
7 Valleys Health Coalition	0	16	16
Beautychangeslives.org	0	1	1
Healthy Neighborhood	0	1	1
Traveling Tots	0	1	1
TOTAL	222	26	248

According to Family Advocate/Home Visitor contact notes, the following data represents the HS/EHS families.

Category	Cumulative # through 5/1/2020	New (week ending 5/1/2020)
Receiving Unemployment Benefits	19	1
Decreased Employment Hours	9	0
In Need of Rental Assistance	6	1
In Need of Utility Assistance	6	0
Applied/Recertified SNAP	12	0
Schoolwork Concerns/Struggles/Barriers	29	2
Kids Bored/ Unable to get Outside	17	0
Potty Training	20	0

Enrollment screenings completed				
	Monday	Wednesday	Total for week	Total Cumulative
wk. of 4/20	9	6	15	15
wk. of 4/27	11	13	24	39
wk. of 5/4	15	9	24	63

Consumer Directed Services

Merwin, Nicki, Greg, Claire and I continue to work through the files, emails, etc.

Policies/procedures have been updated. New process to insure all billing is being done timely – this means we will always be current up to the most recent payroll. No Volunteer Driver Transportation being done at this time so Nicki is able to spend 100% of her time in the CDPAP transition.

HR

HR Director

- Continuing to monitor and research developments in terms of employee leave administration as well as beginning to look at re-opening procedures from the perspectives of employee relations, Safety Committee, and Wellness Committee.
- Ongoing response to Unemployment Claims—mitigating claims for ineligible staff.
- Assisting with the CDS transition – developing interim and long-range plans and procedures for the Program administration.
- Payroll input and processing with the Fiscal Department

HR Assistant

- Advanced HR document upload (ongoing)
- Payroll processing and inputs
- Document filing in personnel and personal files àincreased special filing with CDPAP memorandums at the beginning of the CAPCO closure to the public
- CDS file audit for TB Test completions

Receptionist

- CDPAP Timesheets and billing sheets combined and separated per MLTC for CDS Department billing
- Ongoing In-Kind documentation audit for both the HS/EHS Programs and the Family Development Program
- Unpacked and organized face masks in preparation for staff/community distribution
- Begins working physically in the office to respond to office traffic and phone calls

Cortland County Community Action Program, Inc.
CAPCO Head Start/Early Head Start
Grant Number: 02CH010916

SUMMER SCHOOL 2020 FUNDING APPLICATION

The CAPCO Head Start (HS) Program of Cortland County is submitting this proposal to operate a 2020 Summer School through CARES act funding made available to HS grantees. CAPCO HS does not operate a summer program, therefore, is eligible to apply for this funding and programming opportunity.

All efforts have been made to reach out to the 118 families whose children would be eligible of such program, (95 four-year olds that will be entering Kindergarten in the fall of 2020 and 23 three-year olds who have IEPs) to ask of their interest in participating. Of these 118 families, we are confident that the CAPCO Head Start program can supply summer programming to 50 of these families.

The CAPCO HS program has also reached out to HS staff, who would will be laid off for the summer (and would be eligible for unemployment due to lack of work as a 10-month employee), for their interest in participating to work in a summer HS program. Our program received an overwhelming response from families and we are confident we can successfully staff the proposed classrooms. These classrooms will have high quality teachers, assistant teachers, classroom floaters, as well as additional staffing which includes family advocates and the Mental Health Specialist (LCSW).

The CAPCO HS program would like to offer a 5-week summer program to run from July 6, 2020 through August 7, 2020. The summer school program will offer a preservice for all staff for training on safety measures and guidelines from CDC, OHS, OCFS and our local health

department. This time will also be used to set-up the classrooms for this 5 week program beginning the week of June 29 through July 2, 2020.

Through a comprehensive service plan of providing health, mental health, nutrition, family, education and special needs, the CAPCO HS program is proposing to operate 5 classrooms with 10 children in each classroom and 3 full time staff members, to ensure the health and safety of children and staff wellbeing while providing daily scheduling of services. Three of these classrooms will be located in a building that currently operates HS programming during the school year and is owned by Cortland Community Action Program (CAPCO). The other two classrooms we will rent from will be at either the YWCA or YMCA. Currently, we rent from both of these organizations.

The CAPCO HS program looks to offer classrooms with two different program options. All five classrooms will operate Monday through Friday for a 5-week period. Two classrooms will operate for a full day from 8:30 am -3:00 pm as our current HS program operates. Three classrooms will operate for a half-day program from 8:30 am – 1 pm. All program options will provide breakfast, lunch and snack.

The budget for summer programming is presented below.

GABBI	Program Operation		Description
6.c.	Personnel	\$ 108,387	5 Teachers, 5 Teacher Assistants, 5 Classroom Floaters, 2 Family Advocates, 1 Mental Health Specialist
6.d.	Fringe Benefits	\$ 14,005	FICA, Unemployment, WC, Disability, 401k
6.e.	Travel		n/a
6.f.	Equipment		n/a
6.g.	Supplies	\$ 14,000	Program Supplies \$2,000, Food and Food Supplies \$12,000
6.h.	Contractual		n/a
6.i.	Construction		n/a
6.j.	Other	\$ 12,562	2 months Rent/Utilities for 5 Classrooms: 3 at SMAIN (Johnson 1,2,3), 2 TBD, Janitorial Maintenance/Supplies \$5,000
6.k.	Total Direct Charges	\$ 148,954	TOTAL Costs

The personnel budget is broken down below: The cost per position is based on what the position collected in unemployment last summer, plus the \$600 unemployment COVID stimulus dollars they will receive, divided by hours per week for programming.

Position	# of Staff	Incentive, add'l \$3.00	# Hours Week	# of Weeks	Total Wage	Total Fringe	Total Wage / Fringe
Preschool Teacher	5	\$28	37.5	6	\$ 31,588	\$ 4,079	\$ 35,667
Assistant Teacher	5	\$26	37.5	6	\$ 29,018	\$ 3,752	\$ 32,769
Classroom Floater	5	\$25	37.5	6	\$ 28,375	\$ 3,670	\$ 32,045
Family Advocate	2	\$27	37.5	6	\$ 12,305	\$ 1,589	\$ 13,894
Mental Health Specialist	1	\$32	37.5	6	\$ 7,101	\$ 916	\$ 8,017
		Totals			\$108,387	\$ 14,005	\$122,392

The CAPCO Board of Director's and the CAPCO HS/EHS Policy Council reviewed and approved the Summer School program plan and budget.

The Executive Committee discussed the proposed Summer program for Head Start. Members present: Shelley Warnow, Helen Spaulding, Billie MacNabb, Lynne Sypher. Staff: Lindy Glennon

The proposal is to operate 5 HS classrooms of 10 children each and 3 staff in each classroom. The staff will begin June 29, 2020 and this will give them 1 week to prepare for the 5-week summer program that will operate from July 6-August 7, 2020. This will be for families interested in having their 4-year old children (currently in HS) transitioning into kindergarten or 3-year old children with IEP's. There will be 2 Family Advocates and 1 Mental Health Specialist on staff for this program. They will all work 37.5 hours/week.

The financials for the summer program are as follows:

GABI	Program Operation		Description
6.c.	Personnel	\$ 108,387	5 Teachers, 5 Teacher Assistants, 5 Classroom Floaters, 2 Family Advocates, 1 Mental Health Specialist
6.d.	Fringe Benefits	\$ 14,005	FICA, Unemployment, WC, Disability, 401k
6.e.	Travel		n/a
6.f.	Equipment		n/a
6.g.	Supplies	\$ 14,000	Program Supplies \$2,000, Food and Food Supplies \$12,000
6.h.	Contractual		n/a
6.i.	Construction		n/a
6.j.	Other	\$ 12,562	2 months Rent/Utilities for 5 Classrooms: 3 at SMAIN (Johnson 1,2,3), 2 TBD, Janitorial Maintenance/Supplies \$5,000
6.k.	Total Direct Charges	\$ 148,954	TOTAL Costs

Motion to approve as presented made by Helen Spaulding, 2nd Billie MacNabb. Motion approved.

ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
2020 CSBG Discretionary Grant Workplan

Contractor	Cortland County Community Action Program, Inc.	FFY	2020
Budget Period	3/1/2020-9/30/2020	Contract #	T1001745

Narrative Justification for Project:

BACK TO SCHOOL:

- Low-income children will receive items needed to return to school in the fall including school supplies, clothing, shoes, and items to participate in extra-curricular activities, which will provide them the opportunity for academic enrichment and enhance social skills for school success.

CENSUS:

- We will purchase outreach items and print materials to included but not limited to fliers, reusable bags, water bottles and infant bibs to give away at events where low-income participants congregate to encourage participation in the 2020 Census.
- Purchase of laptops, cases and hot spots for family workers to bring on home visits to assist families with no Wi-Fi and/or no computer at home in completing their 2020 census. Also, to use in remote sites, classrooms, etc.
- Purchase a desk and desktop computer for the front lobby of our main office for low-income residents of the County to use to complete their 2020 census.
- Cost for staff to travel throughout the County for outreach and education pertaining to the 2020 Census. Mileage reimbursed at the federally approved rate of 57.5 cents per mile.

COVID-19

- Remote working needs:
 - Staff reimbursed for home internet services for months working remotely.
 - Purchase a Hotspot for staff to work remotely who do not have internet access.
 - Monthly subscription to TeamViewer to allow remote access to work computers.
 - Purchase agency cell phones and monthly access fees to allow remote working and ability to check-in and communicate with participants. Allows for direct contact as needed.
 - Postage costs to mail assignments to students enrolled in the High School Equivalency Program that do not have computer access to received assignments.
 - Purchase DocuSign Licenses for eSignatures while working remotely to assist with intakes, applications, for participants unable to access Agency offices, and Board of Directors.
- Family needs
 - Purchase and distribute items to assist families enrolled in our Backpack program during the pandemic. Items include but not limited to toilet paper, paper towels, laundry soap, masks, items that cannot be purchased with SNAP and have been hard to locate.
 -
- Agency needs
 - Purchase iHealth PT3 Infrared thermometers to use to keep staff and the public safe as we reopen the Agency.
 - Purchase Sanitizing Stations equipment and supplies to safely disinfect the Agency to keep staff the public safe as we reopen the Agency

Description of All Associated Costs:**BACK TO SCHOOL (\$23,750)**

- Clothing: Purchase back to school clothing and shoes for children entering grades Pre-K to 12th grade.
- School Supplies: Purchase back to school supplies and backpacks for children entering grades Pre-K to 12th grade.
- Extra-Curricular Activities: Purchase items needed to participate in extra-curricular activities for children entering grades Pre-K to 12th grade.

CENSUS (\$11,235)

- Census advertising and printing: Purchase outreach items and print materials to give away at events where low-income participants congregate to encourage participation in the 2020 Census.
- Laptops and cases: Purchase for family workers to bring on home visits to assist families with no Wi-Fi and no computer at home in completing their 2020 census. Also, to use in remote sites, classrooms, etc.
- Hotspots (Wi-Fi): Purchase for family workers to bring on home visits to assist families with no Wi-Fi and/or no computer at home in completing their 2020 census.
- Desk and Computer: Purchase for front lobby of our main office for low-income residents of the County to use to complete their 2020 census.
- Travel: Cost for staff to travel throughout the County for outreach and education pertaining to the 2020 Census. Mileage reimbursed at the federally approved rate of 57.5 cents per mile.

COVID-19 (\$11,515)

- Remote working:
 - Staff reimbursement for internet service while working remotely.
 - Hotspot for staff working remotely that do not have internet service.
 - Subscription to TeamViewer to enable staff access to their work computer while working remotely.
 - Cell phones and monthly usage to allow staff to call participants while working remotely. Allows for direct contact as needed
 - Postage costs to mail assignments to students without computers.
 - DocuSign Licenses for eSignatures while working remotely to assist with intakes, applications, for participants unable to access Agency offices, and Board of Directors
- Family Needs:
 - Purchase and distribute items to assist families enrolled in our Backpack program during the pandemic. Items include but not limited to toilet paper, paper towels, laundry soap, masks, items that cannot be purchased with SNAP and have been hard to locate.
- Agency Needs:
 - Purchase iHealth PT3 Infrared thermometers to use to keep staff and the public safe as we reopen the Agency.
 - Purchase Sanitizing Stations equipment and supplies to safely disinfect the Agency to keep staff the public safe as we reopen the Agency

8. The Home Visitor will monitor the family attendance and if it does not improve within 2 weeks, they will consult with the Family Services Assistant. If warranted, the Family Services Assistant will send a withdrawal letter to the family.
9. All attempts/contact with each family will be documented in ChildPlus within 48 hours.
10. The Family Services Assistant will analyze home visit attendance on a monthly basis. This analysis will identify children with patterns of absence. The Family Services Assistant will meet with the Home Visitor to discuss the pattern and have strategies put in place to improve the attendance.

Related Regulations: 1302.16

Policy Council Approval Date:

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

HS/EHSMonthly Family Engagement Report

Month: February

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of Families in Center	% of Families Involved
YMCA 1	Special Breakfast	2/14/2020	7	10	3	12	58%
YMCA 2	Special Breakfast	2/14/2020	10	11	1	18	56%
YMCA 3	Family Breakfast	2/14/2020	5	7	1	13	38%
Barry	Salt Painting	2/27/2020	8	8	2	16	50%
Randall 1	Homemade Ice Cream	2/14/2020	6	7	2	13	46%
Randall 2	Paper Airplane Contest	2/4/2020	5	5	2	15	33%
	Science Experiment	2/25/2020	1	2	1	15	7%
Smith	Heart to Home	2/14/2020	9	12	4	14	64%
	Giraffe Painting	2/24/2020	6	8	2	14	43%
Clayton	Snowman Soup	2/14/2020	5	5	0	6	83%
	Make Your Own Book	2/28/2020	4	5	2	6	67%
LA	Taste the Rainbow	2/28/2020	7	9	4	9	78%
	Slime	2/28/2020	7	10	4	9	78%
McGraw	Bird Feeders	2/3/2020	9	13	5	15	60%
Johnson 1	Friends & Family Snack	2/14/2020	5	8	4	13	38%
	Salt Painting	2/28/2020	4	4	0	13	31%
Johnson 2	Breakfast	2/14/2020	7	8	3	14	50%
	Playdough	2/28/2020	3	4	1	14	21%
Johnson 3	Slime	2/25/2020	3	4	2	16	19%

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (HEAD START)

Employee Name: Trudy Happel Month: February 2020

Center	Enrolled	Accepted (but not enrolled)	Withdrawn	% of Daily Attendance	# of Over Income	# of Under 130%	# of Home Visits Scheduled	# of Home Visits Completed	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children
YMCA 1 13	13	0	0	75	0	0	2	2	3	0	0
YMCA 2 18	18	0	0	79	2	3	9	4	3	0	0
YMCA 3 13	12	1	1	86	0	0	4	2	2	0	0
Barry 16	16	0	0	92	2	2	3	2	1	1	0
Randall 1 16	15	0	0	79	1	0	3	3	4	2	0
Randall 2 16	12	3	0	83	3	1	2	2	9	2	0
Smith 16	14	0	1	87	6	3	4	4	3	0	0
Clayton 20	6	0	0	87	2	1	1	1	1	0	0
LA 12	9	0	0	90	1	4	1	1	3	0	0
McGraw 16	16	0	0	91	2	6	0	0	1	0	0
Johnson 1 14	13	0	0	81	1	6	2	1	0	0	0
Johnson 2 14	14	0	1	79	1	2	5	3	1	0	0
Johnson 3 16	16	0	0	80	0	3	7	5	3	0	0
TOTAL	174	4	3	84%	21	31	43	30	34	5	0

of Children on the Waiting List:

3 Year Olds
Over Income
Under 130%
Under 100%

28
0
1

4 Year Olds
Over Income
Under 130%
Under 100%

0
0
0

Comments: Low attendance percentage due to illness

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY POLICY COUNCIL REPORT HS**Health Services- Incident/Accident Report**

Employee Name: Mmselle Sonnacchio

Month: February 2020

Center	# of Children Enrolled	# of Incident/ Accidents in the BATHROOM	# of Incident/ Accidents in the CLASSROOM	# of Incident/ Accidents in the GROSS MOTOR	# of Incident/ Accidents in the HALLWAY	# of Incident/ Accidents in the PLAYGROUND	# of Incident/ Accidents in the OTHER	# of TOTAL Incident/ Accidents
Barry	16	0	0	0	0	0	0	0
Clayton	6	0	2	0	0	0	0	2
Johnson 1	13	0	0	0	1	0	0	1
Johnson 2	14	0	2	0	0	0	0	2
Johnson 3	16	0	2	0	0	0	0	2
LA	9	0	0	0	0	0	0	0
McGraw	16	1	3	0	0	0	0	4
Randall 1	15	0	0	0	0	0	0	0
Randall 2	12	0	0	0	0	0	0	0
Smith	14	0	0	0	0	0	0	0
YMCA 1	13	0	0	0	0	0	0	0
YMCA 2	18	0	0	0	0	0	0	0
YMCA 3	12	0	0	2	0	0	0	2
TOTALS	174	1	9	2	1	0	0	13

Comments: No Incidents/Accidents were reported to OCFS in February.

3: Running/Tripping Falls, 3: Ran into Another Child, 3: Injured by an Object, 2: Scratched/Bitten by Another Child, 2: Other Causes

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

MONTHLY POLICY COUNCIL REPORT HS
Health Services- Dental

Employee Name: Mmselle Sonnacchio

Month: February 2020

Center	# of Children Enrolled	# of 30 Day Dental Letters Sent	# of 60 Day Dental Letters Sent	# of 90 Day Dental Letters Sent	# of 90+ Day Dental Letters Sent	# of Dental Exams Received	# of Children Dental Treatment Needed	# of Children Dental Treatment NOT Started	# of Children Dental Treatment Started	# of Children Dental Treatment Completed	# of Dental Waivers/ Refusals Sent	# of Dental Waivers/ Refusals Received
Barry	16	0	0	0	6	10	1	1	0	0	0	0
Clayton	6	0	0	1	1	4	2	2	0	0	0	0
Johnson 1	13	0	0	1	6	6	2	0	0	2	0	0
Johnson 2	14	0	0	0	6	6	1	0	1	0	0	0
Johnson 3	16	0	0	0	9	6	1	0	0	1	0	0
LA	9	0	0	0	3	6	4	2	1	1	0	0
McGraw	16	0	0	0	8	8	1	1	0	0	0	0
Randall 1	15	0	0	1	9	5	1	1	0	0	0	0
Randall 2	12	0	0	0	6	6	4	2	0	2	0	0
Smith	14	0	0	0	8	7	1	0	0	1	0	0
YMCA I	13	1	0	0	8	4	0	0	0	0	0	0
YMCA 2	18	0	0	0	7	11	2	0	2	0	0	0
YMCA 3	12	1	0	0	3	8	2	1	1	0	0	0
TOTALS	174	2	0	3	80	87	22	10	5	7	0	0
						50%	25%	45%	23%	32%		

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

MONTHLY POLICY COUNCIL REPORT HS

Special Needs

Employee Name: Jennifer Geibel

Month: February 2020

	# of	# of		OT	PT	SEIS	Couns.	1;1	# of	# of	# of	Refused
	Children	Children		Fine	Gross	Special Ed	Play	Aide	Evals	Children	Children	Referral
	Receiving	Receiving	Speech	Motor	Motor	Itinerant	Therapy			CPSE Mtg	Declassified	
	Services	more than				Services						
		one service										
YMCA I	3	2	3	1	1	0	0	0	0	0	0	0
YMCA II	5	4	4	2	0	2	3	0	0	2	0	0
YMCA III	3	1	3	0	0	1	1	0	0	0	0	0
Barry	6	3	6	2	1	3	1	0	0	1	0	0
Smith	7	2	7	0	2	0	0	0	1	2	0	0
Randall I	5	4	4	4	2	0	3	0	0	0	0	0
Randall II	4	2	2	1	1	0	2	0	1	1	0	0
McGraw	4	2	4	2	1	1	1	1	0	0	0	0
Johnson I	5	3	4	1	1	1	1	0	0	0	0	0
Johnson II	4	2	3	2	2	1	0	0	2	1	0	0
Johnson III	3	1	3	0	0	1	0	0	1	1	0	0
LA	2	1	2	1	0	0	1	0	1	0	0	0
Clayton	1	0	1	0	0	0	0	0	0	0	0	0
TOTALS	52	27	46	16	11	10	13	1	6	8	0	0

29% of 177 enrolled children receiving services

HS MH specialist sees 11 out of 13 children for counseling/play therapy

YMCA I-1 child receives Teacher of the Deaf 3x30 and audiological services 1x monthly

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY MENTAL HEALTH REPORT HS

Employee Name: Nicole Humphrey

Month: February 2020

	Behavior Concerns observed by Mental Health Consultant	SOS Calls	# Children Receiving Counseling By MH Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV		Curriculum
								Face to Face	Telephone	
YMCA I	3	0	0	0	0	0	0	0	0	0
YMCA II	6	1	3	0	0	0	0	0	2	0
YMCA III	5	0	0	0	0	0	0	0	0	0
Barry	1	0	1	1	0	0	0	0	0	1
Smith	0	0	0	0	0	0	0	0	0	1
Randall I	2	0	3	0	0	0	0	0	0	1
Randall II	3	0	2	0	1	0	0	1	2	1
McGraw	7	0	1	1	0	0	0	0	0	0
Johnson I	6	0	1	0	0	0	0	1	1	0
Johnson II	8	0	0	0	0	0	0	0	0	0
Johnson III	5	0	0	0	0	0	0	0	0	0
LA	1	0	0	0	0	0	0	0	0	0
Clayton	2	0	0	0	0	0	0	0	0	1
TOTALS	49	1	11	2	1	0	0	2	5	5

HEAD START

CLASSROOM HAPPENINGS

February 2020

Barry

- Started new science unit Discovering Shells
- We made a beach scene and added sand and shells using watercolors
- We discussed several habitats-the desert, the farm, the ocean and the forest
- We discussed feelings and how it feels to be loved.
- The children discovered that animals live in shells and that shells keep them protected and safe. We talked about where we feel safe.
- We completed parent-teacher conferences at home. The children were happy and surprised to see us!
- We discussed what it's like to be a friend and how we missed each other over break.
- Started new units on Fairy Tales and Rainy Weather
- Our family engagement was held on February 27 which involved salt painting a very "cool" project.

Clayton

- Literacy: letter recognition and the sound of B, R, K and A
- Held two family engagements: Snowman Soup and Bookbags
- Finished animals and habitats unit
- Science Unit: Blocks Measure Up. Investigated different ways of measuring and what happens when a variable is changed.
- Second round of parent-teacher conferences done at home.
- Nutrition: fruits and vegetables "taste the rainbow."
- Discussed the importance of toothbrushing.
- Social Emotional (Dina): helping one another, solution cards, problem solving, self-regulation

Johnson 1

- We worked on some vehicle painting. We also did salt painting.
- Our color of the month was pink.
- Our shape of the month was diamond.
- We learned about street signs.

- We talked about different feelings.
- We talked about different boats.
- We learned about bridges and tunnels and built bridges.
- We made a snowman and also painted a snowman different colors.
- We went on a walk looking for different footprints.
- We worked on bean sorting.
- We started good morning greetings.
- We did Lending Library.
- We looked for different signs on our walks.
- We made boats and talked about sinking and floating.
- We talked about different fruits and vegetables.
- We learned about the letter B.
- We talked about dental hygiene.
- We played with hula hoops.
- We discussed breathing techniques and how to manage anger.
- We talked about germs.

Johnson 2

- We did two family engagements: breakfast on February 14 and making playdough on February 28.
- During water play, we discovered which items float and which ones do not. The children loved choosing items to see if they would float.
- We read about fruits and vegetables and learned a lot about healthy foods.
- We played London Bridge is Falling Down for 30 minutes!
- We made bubble gum machines with construction paper and pomp oms.
- We talked about different forms of transportation and made a collage.

LA

- Social Emotional: problem solving skills, waiting and taking turns, solutions like get a teacher and ignore, problem solving puzzle, made Tiny Turtle vests for calming down.
- Roads, Rails and Rivers: We discussed maps and made a bear hunt map. We talked about boats and things that sink or float. We read Three Billy Goats Gruff and talked about bridges. We also made paper plate cars.
- Math: Measurement. We learned how many cups it took to fill about bowl and measured ingredients for oobleck.
- Nutrition: Invited families in for Taste the Rainbow.
- Health: Dental health. Talked about the proper way to brush teeth.

- Parent Engagements: Taste the Rainbow and Making Slime
- Science Unit: Blocks Measure Up

McGraw

- Our family engagement this month was on February 3. We had families join us for a healthy snack and to make bird feeders out of pinecones. We had a big turnout and everyone enjoyed themselves.
- Our “house” area turned into a doctor’s office.
- We added soil with vehicles, snow with watercolors, and water to water beads with a marble runner to the sensory table.
- Our science unit was building with blocks and children enjoyed measuring the items in class and each other.
- Parent teacher conferences were completed in the home this month. We set goals with families.

Randall 1

- Our family engagement this month was making homemade ice cream and creating a kindness/friendship tree.
- We are starting to recognize acts of kindness and helpfulness and adding them to our tree.
- We finished up learning about animal habitats and seashells.

Randall 2

- We finished up our animals and habitat unit and started our classic tales unit.
- We had two family engagement activities this month. One was a paper airplane contest and the other was a science experiment to make butter.
- Science unit: Discovering Shells
- Social-Emotional: Worked on being friendly.
- We had music class two times this month.
- We read with the 6th graders.

Smith

- Ms. Nicole finished up her Safety Bear talk with the class.
- We held two family engagements: Heart to home and giraffe printing.
- We talked and modeled how to help others and well as exploring how it makes us feel when we help each other.
- We reviewed problem solving skills.

- A grandparent came in to class and talked about the concepts of full vs. empty.
- We enjoyed playing pool noodle baseball in the classroom when it was too cold to go outside.

YMCA 1

- We made a human train and went around to all of the classrooms.
- We went on a treasure hunt.
- We made playdough boats.
- We brushed pretend teeth and talked about what makes teeth clean and dirty and what a cavity is.
- We experimented with water play in the sensory table.
- We had a dance party using the Choosy Shuffle.
- We painted friendship hearts.
- We made a collage of everyone's handprints into a heart.
- Our family engagement was a pancake breakfast.

YMCA 2

- We completed the animals and habitat unit.
- We learned about problem solving.
- We learned about the letters B, R and K and what words start with those letters.
- We played with pebbles and ocean animals in the sensory table.
- We rearranged the room.
- We learned about beaches and shells.
- We sorted different objects.
- We made patterns with stickers.

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

EHS Monthly Family Engagement Report

Month: February

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of families in center	% of families involved
Cosimo 1	Sensory Bottles	2/27/2020	2	2	0	8	25%
Cosimo 2	Fruit Tasting	2/28/2020	4	6	2	8	50%
Cosimo 3	Sensory Books	2/12/2020	2	4	2	8	25%
South Main 1	Raspberry Juice	2/14/2020	2	2	0	8	25%
	Raspberry Snack	2/14/2020	1	1	0	8	13%
	Pancake Breakfast	2/28/2020	4	5	1	8	50%
South Main 2	Raspberry Jam	2/14/2020	4	5	1	8	50%
	Strawberry Heartman Snack	2/14/2020	5	6	1	8	63%
	Pancake Breakfast	2/28/2020	3	4	0	8	38%
Elm Tree	Read Me A Book	2/10/2020	1	1	0	7	14%
	Tea Bag Painting	2/13/2020	2	2	0	7	29%
	Oobleck	2/25/2020	3	4	2	7	43%
Home Based 1							
Home Based 2							

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

MONTHLY FAMILY SERVICES REPORT (EARLY HEAD START)

Employee Name: Trudy Happel

Month: February 2020

Center		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	83	0	0	2	0	4	0	0
Cosimo 2	8	8	0	0	88	0	0	3	1	2	0	0
Cosimo 3	8	8	0	0	88	0	0	2	1	6	0	0
South Main 1	8	8	0	0	94	0	0	3	3	1	0	0
South Main 2	8	7	1	1	86	0	0	1	2	0	0	0
Elm Tree	8	6	1	2	77	0	0	4	2	5	0	0
Home Based 1	12	12	0	0	8 soc 60 HV	0	0	62	37	1	0	0
Home Based 2	12	12	0	0	8 soc 71 HV	0	0	42	30	9	2	0
TOTAL		69	2	3	86%	0%	0	119	76	28	2	0

of Children on the Waiting List:

Children

Over Income

Under 130%

Under 100%

32

19

70

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY POLICY COUNCIL REPORT EHS

Health Services- Physical/Immunization Report

Employee Name: Mmselle Sonnacchio

Month: February 2020

Center	# of Children Enrolled	# of Current Physicals Received	# of Current Immunizations Received	# of 12 Month Lead Results Received	# of 24 Month Lead Results Received
Cosimo 1	8	1	8	7	0
Cosimo 2	8	4	8	7	3
Cosimo 3	8	8	8	4	5
Elm Tree	6	3	6	4	N/A
Home Based 1	12	4	12	4	3
Home Based 2	12	5	12	5	4
South Main 1	8	6	8	2	4
South Main 2	7	4	7	1	6
TOTALS	69	35	69	34	25
		51%	100%		

Comments:

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

MONTHLY POLICY COUNCIL REPORT EHS
Health Services- Dental Report

Employee Name: Mmselle Sonnacchio

Month: February 2020

Center	# of Children Enrolled	# of Children Enrolled Age 1 Year and Older	# of Dental Screenings Received	# of Children w/ Dental Concerns Noted	# of Dental Exams Received	# of Children w/ Dental Treatment Needed	# of Children w/ Dental Treatment NOT Started	# of Children w/ Dental Treatment Started	# of Children w/ Dental Treatment Completed	# of Dental Waivers/ Refusals Received
Cosimo 1	8	8	8	0	0	0	0	0	0	0
Cosimo 2	8	8	5	0	3	0	0	0	0	0
Cosimo 3	8	8	5	0	3	0	0	0	0	0
Elm Tree	6	6	5	0	0	0	0	0	0	0
HB 1	12	10	9	0	1	0	0	0	0	0
HB 2	12	9	8	0	1	0	0	0	0	0
SM 1	8	8	4	0	4	0	0	0	0	0
SM 2	7	7	5	0	2	0	1	0	1	0
TOTALS	69	64	49	0	14	0	1	0	1	0

Comments: Dental Screenings are completed by a Doctor during child's Physical Exam. Dental Exams are completed by a Dentist.
Due to a lack of Pediatric Dental Care in Cortland County, we track children's screenings to assess Dental Treatment Needs.

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

MONTHLY POLICY COUNCIL REPORT EHS
Health Services- Incident/Accident Report

Employee Name: Mmselle Sonnacchio

Month: February 2020

Center	# of Children Enrolled	# of Incident/ Accidents in the BATHROOM	# of Incident/ Accidents in the CLASSROOM	# of Incident/ Accidents in the GROSS MOTOR	# of Incident/ Accidents in the HALLWAY	# of Incident/ Accidents in the PLAYGROUND	# of Incident/ Accidents in the OTHER	# of TOTAL Incident/ Accidents
Cosimo 1	8	0	1	0	0	0	0	1
Cosimo 2	8	0	1	0	0	0	0	1
Cosimo 3	8	0	4	0	0	0	0	4
Elm Tree	6	0	1	3	0	0	0	4
Home Base 1	12	0	0	0	0	0	0	0
Home Base 2	12	0	0	0	0	0	0	0
South Main 1	8	0	3	0	0	0	0	3
South Main 2	7	0	0	0	0	0	1	1
TOTALS	69	0	10	3	0	0	1	14

Comments: One incident in Cos 1 was reported to OCFS due to child needed medical follow-up for cut on head, cut was glued shut.
6: Bitten by another child, 3: Tripping/Slipping Fall, 4: Injured by an object, 1: Lost balance & fell

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

MONTHLY POLICY COUNCIL REPORT EHS

Special Needs

Employee Name: Jennifer Geibel

Month: February 2020

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIT Special Ed Itinerant Teacher	Couns. Play Therapy	1;1 Aide	# of Evals	# of Mtg	# of Children Declassified	Refused Referral
Elm Tree	2	2	0	0	2	2	0	0	0	0	0	0
Cosimo I	2	2	0	2	0	2	0	0	0	0	0	0
Cosimo II	1	0	1	0	0	0	0	0	1	1	0	0
Cosimo III	2	2	2	2	1	2	0	0	0	1	0	0
South Main I	4	4	4	3	3	3	0	0	1	3	0	0
South Main II	0	0	0	0	0	0	0	0	0	0	0	0
Home Based I	2	0	1	0	1	0	0	0	0	2	0	0
Home Based II	2	2	1	2	0	2	0	0	0	0	0	0
TOTALS	15	12	9	9	7	11	0	0	2	7	0	0

South Main I-1 child receives 6 visits over 6 months from Teacher of the Deaf

21% of 72 enrolled EHS children receiving services

MONTHLY MENTAL HEALTH REPORT EHS

EARLY HEAD START CLASSROOM HAPPENINGS

February 2020

Cosimos 1

- We played in the sensory table.
- We painted with pudding and food coloring.
- We made moon sand and drove cars through the sand.
- We traced our hands, cut them out and glued different objects to them such as cotton balls, cinnamon and sand paper.
- We played with bubbles.
- We rearranged the room and got new toys out.
- We had our second parent teacher conferences.
- Our family engagement activity was making sensory bottles.

Cosimos 2

- This month we focused on the five senses.
- We made texture art and tie dyed some hearts.
- We made colorful dough to touch and mold.
- We filled the sensory table with snow and painted it.
- We painted with watercolors.
- We played with rice and beans in the sensory table and felt the textures.
- We listened to animal noises and tried to imitate the animals.
- We hit balloons in the air with pool noodles and watched how they floated.
- We tasted different fruits with our families.

Cosimos 3

- This month our theme was the 5 senses.
- We made a sensory book during our family engagement but only two families came because of sickness.
- We read, "Brush, Brush, Brush" and talked about dental health.
- We made strawberry kiwi smoothies for snack. Our children love to see what comes in the grocery bags for snack and talk about the different fruits and veggies and where they grow.
- We made sensory bottles.

- We have been able to get out for a few walks and have done great walking on the rope.
- Our language has really grown and we are talking in at least two to three word sentences. We also love drawing and art activities.
- We are working really hard on using walking feet in the classroom and sharing toys.

Elm Tree

- We loved having window conversations about snow, ice, trees, sunshine, clouds, sky, cars, etc.
- We learned about the science of water freezing and melting.
- We worked on fine motor using string while painting, coloring with markers, crayons, chalk and pulling tape off the table.
- We also painted with teabags and talked about the different smells and colors. This was a family engagement activity.
- We explored what cornstarch and water do when it's mixed together. It makes oobleck! This was also a family engagement activity.
- We tasted lemons and limes and talked about the different tastes and textures.
- We smelled different spices and labeled them.
- We talked about sounds and looked through magnifying glasses and mirrors.
- We also talked about different textures.

South Main

- We had two parents come in to play for a few hours in the last week of February.
- We did three family engagement activities. Our first was trying raspberries in berry form then smashing the berries to try the juice and pulp in the morning. That afternoon, we had raspberry jelly, cream cheese and crackers with our families. The last activity we did a pancake breakfast based on the book "If You Give a Pig a Pancake" and practiced family style eating.
- For a science experiment we poured vinegar over pink (color of the month) baking soda bricks and watched the fizz, listened to the loud popping and touched the goop.
- We welcomed new college friends.
- We used our senses to make scented watercolor pictures, to smell, touch and glue rose petals and play with slime.

- We played with poppers.

South Main 2

- This month we explored our five senses.
- We played with our feel box to guess what was in it with touch.
- We used different extracts on cotton balls to use our smell. We also used our sense of smell to guess different fruits.
- We held three family engagement activities. One was in the morning and again in the afternoon to make and taste raspberry jam. Kids and parents all had a lot of fun! We also had a pancake breakfast and read, "If You Give a Pig a Pancake."
- We talked about love, families and friendships.

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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

MONTHLY POLICY COUNCIL REPORT HS Health Services- Incident/Accident Report

Employee Name: Mmselle Sonnacchio

Month: March 2020

Center	# of Children Enrolled	# of Incident/ Accidents in the BATHROOM	# of Incident/ Accidents in the CLASSROOM	# of Incident/ Accidents in the GROSS MOTOR	# of Incident/ Accidents in the HALLWAY	# of Incident/ Accidents in the PLAYGROUND	# of Incident/ Accidents in the OTHER	# of TOTAL Incident/ Accidents
Barry	16	0	0	0	0	0	0	0
Clayton	6	0	0	1	0	0	0	1
Johnson 1	13	0	0	0	0	0	0	0
Johnson 2	13	0	0	0	0	0	0	0
Johnson 3	16	0	1	0	0	0	0	1
LA	9	0	0	0	0	0	0	0
McGraw	15	0	0	0	0	0	0	0
Randall 1	15	0	0	0	0	0	0	0
Randall 2	12	0	1	0	0	1	0	2
Smith	14	0	0	0	0	0	0	0
YMCA 1	13	0	0	0	0	0	0	0
YMCA 2	16	0	0	0	0	0	0	0
YMCA 3	12	0	0	0	0	0	0	0
TOTALS	170	0	2	1	0	1	0	4

Comments: No Incidents/Accidents were reported to OCFS in March.

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

MONTHLY POLICY COUNCIL REPORT HS
Health Services- Dental

Employee Name: Mmselle Sonnacchio

Month: March 2020

Center	# of Children Enrolled	# of 30 Day Dental Letters Sent	# of 60 Day Dental Letters Sent	# of 90 Day Dental Letters Sent	# of 90+ Day Dental Letters Sent	# of Dental Exams Received	# of Children Dental Treatment Needed	# of Children Dental Treatment NOT Started	# of Children Dental Treatment Started	# of Children Dental Treatment Completed	# of Dental Waivers/ Refusals Sent	# of Dental Waivers/ Refusals Received
Barry	16	0	0	0	6	10	1	1	0	0	0	0
Clayton	6	0	0	0	2	4	2	2	0	0	0	0
Johnson 1	13	0	0	0	7	6	2	0	0	2	0	0
Johnson 2	13	1	0	0	6	6	1	0	1	0	0	0
Johnson 3	16	0	0	0	9	6	1	0	0	1	0	0
LA	9	0	0	0	3	6	4	2	1	1	0	0
McGraw	15	0	0	0	8	7	1	1	0	0	0	0
Randall 1	15	0	0	0	10	5	1	1	0	0	0	0
Randall 2	12	0	0	0	6	6	4	2	0	2	0	0
Smith	14	0	0	0	8	7	1	0	0	1	0	0
YMCA I	13	0	1	0	8	4	0	0	0	0	0	0
YMCA 2	16	0	0	0	7	9	2	0	2	0	0	0
YMCA 3	12	0	1	0	3	8	2	1	1	0	0	0
TOTALS	170	1	2	0	83	84	22	10	5	7	0	0
						49%	26%	45%	23%	32%		

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (HEAD START)

Employee Name: Trudy Happel Month: March 2020

Center	Enrolled	Accepted (but not enrolled)	Withdrawn	% of Daily Attendance	# of Over Income	# of Under 130%	# of Home Visits Scheduled	# of Home Visits Completed	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children
YMCA 1 13	13	0	0	76	0	0	2	2	3	0	0
YMCA 2 18	16	2	2	87	2	3	3	3	6	0	0
YMCA 3 13	12	1	0	94	0	0	3	2	4	0	0
Barry 16	16	0	0	88	2	2	2	1	1	1	0
Randall 1 16	15	0	0	79	1	0	1	1	4	2	0
Randall 2 16	12	3	0	83	3	1	1	1	9	2	0
Smith 16	14	0	0	81	6	3	1	1	3	0	0
Clayton 20	6	0	0	85	2	1	0	0	1	0	0
LA 12	9	0	0	85	1	4	0	0	3	0	0
McGraw 16	15	0	1	83	2	6	0	0	1	0	0
Johnson 1 14	13	0	0	85	1	6		2	0	0	0
Johnson 2 14	13	0	1	8	1	1	0	1	1	0	0
Johnson 3 16	16	0	0	87	0	3	1	2	4	0	0
TOTAL	170	6	4	85%	21	30	14	16	40	5	0

of Children on the Waiting List:

3 Year Olds
Over Income
Under 130%
Under 100%

28
0
1

4 Year Olds
Over Income
Under 130%
Under 100%

0
0
0

Comments: _____

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

MONTHLY POLICY COUNCIL REPORT HS

Special Needs

Employee Name: Jennifer Geibel

Month: March 2020

	# of	# of		OT	PT	SEIS	Couns.	1:1	# of	# of	# of	Refused
	Children	Children		Fine	Gross	Special Ed	Play	Aide	Evals	Children	Children	Referral
	Receiving	Receiving	Speech	Motor	Motor	Itinerant	Therapy			CPSE Mtg	Declassified	
	Services	more than				Services						
		one service										
YMCA I	3	1	3	1	1	0	0	0	0	0	0	0
YMCA II	4	3	3	2	0	2	2	0	0	0	1	0
YMCA III	3	1	3	0	0	1	1	0	0	0	0	0
Barry	6	4	6	2	1	3	2	0	0	1	0	0
Smith	7	2	7	0	2	0	0	0	0	0	0	0
Randall I	4	3	3	3	2	0	3	0	0	0	0	0
Randall II	4	2	2	1	1	0	2	0	0	2	0	0
McGraw	4	2	4	2	1	1	1	1	0	2	0	0
Johnson I	5	3	4	1	1	1	1	0	0	3	0	0
Johnson II	4	2	3	2	2	1	0	0	0	3	0	0
Johnson III	3	1	3	0	0	1	0	0	0	1	0	0
LA	2	1	2	1	0	0	1	0	1	0	0	0
Clayton	0	0	0	0	0	0	0	0	0	1	1	0
TOTALS	49	25	43	15	11	10	13	1	1	13	2	0

29% of 170 enrolled HS children receiving services

HS MH specialist sees 11 out of 13 children for counseling/play therapy

YMCA I-1 child receives Teacher of the Deaf 3x30 and audiological services 1x monthly

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY MENTAL HEALTH REPORT HS

Employee Name: Nicole Humphrey

Month: March 2020

	Behavior Concerns observed by Mental Health Consultant	SOS Calls	# Children Receiving Counseling By MH Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV		Curriculum
								Face to Face	Telephone	
YMCA I	1	0	0	0	0	0	0	0	0	0
YMCA II	5	0	2	0	0	0	0	0	0	0
YMCA III	4	1	0	0	0	0	0	0	0	0
Barry	1	0	2	0	0	0	0	0	0	0
Smith	0	0	0	0	0	0	0	0	0	0
Randall I	2	0	3	0	0	0	0	0	2	1
Randall II	4	0	2	0	0	0	0	0	2	1
McGraw	8	0	1	0	0	0	0	0	1	0
Johnson I	6	3	1	1	0	0	0	0	1	0
Johnson II	8	1	0	0	0	0	0	0	0	0
Johnson III	5	1	0	0	0	0	0	0	0	0
LA	1	0	0	0	0	0	0	0	0	0
Clayton	2	0	0	0	0	0	0	0	0	1
TOTALS	47	6	11	1	0	0	0	0	6	3

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

MONTHLY POLICY COUNCIL REPORT EHS
Health Services- Physical/Immunization Report

Employee Name: Mmselle Sonnacchio

Month: March 2020

Center	# of Children Enrolled	# of Current Physicals Received	# of Current Immunizations Received	# of 12 Month Lead Results Received	# of 24 Month Lead Results Received
Cosimo 1	8	1	8	7	0
Cosimo 2	8	4	8	7	3
Cosimo 3	8	8	8	4	5
Elm Tree	7	2	7	4	N/A
Home Based 1	12	4	12	4	3
Home Based 2	12	5	12	5	4
South Main 1	8	6	8	2	4
South Main 2	8	5	8	1	6
TOTALS	71	35	71	34	25
		49%	100%		

Comments:

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

MONTHLY POLICY COUNCIL REPORT EHS
Health Services- Incident/Accident Report

Employee Name: Mmselle Sonnacchio

Month: March 2020

Center	# of Children Enrolled	# of Incident/Accidents in the BATHROOM	# of Incident/Accidents in the CLASSROOM	# of Incident/Accidents in the GROSS MOTOR	# of Incident/Accidents in the HALLWAY	# of Incident/Accidents in the PLAYGROUND	# of Incident/Accidents in the OTHER	# of TOTAL Incident/Accidents
Cosimo 1	8	0	1	0	0	0	0	1
Cosimo 2	8	0	2	0	0	0	0	2
Cosimo 3	8	0	7	0	0	0	0	7
Elm Tree	7	0	0	1	0	0	0	1
Home Based 1	12	0	0	0	0	0	0	0
Home Based 2	12	0	0	0	0	0	0	0
South Main 1	8	0	4	0	0	1	0	5
South Main 2	8	0	0	0	0	0	0	0
TOTALS	71	0	14	1	0	1	0	16

Comments: No Incidents/Accidents were reported to OCFS in March.

10: Bitten by another child, 3: Injured by a toy, 1: Slipping Fall, 1: Hand pinched in door, 1: Spontaneous bloody nose

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

MONTHLY POLICY COUNCIL REPORT EHS
Health Services- Dental Report

Employee Name: Mmselle Sonnacchio

Month: October 2019

Center	# of Children Enrolled	# of Children Enrolled Age 1 Year and Older	# of Dental Screenings Received	# of Children w/ Dental Concerns Noted	# of Dental Exams Received	# of Children w/ Dental Treatment Needed	# of Children w/ Dental Treatment NOT Started	# of Children w/ Dental Treatment Started	# of Children w/ Dental Treatment Completed	# of Dental Waivers/ Refusals Received
Cosimo 1	8	8	8	0	0	0	0	0	0	0
Cosimo 2	8	8	5	0	3	0	0	0	0	0
Cosimo 3	8	8	5	0	3	0	0	0	0	0
Elm Tree	7	2	3	0	0	0	0	0	0	0
HB 1	12	5	6	0	0	0	0	0	0	0
HB 2	12	8	7	0	1	0	0	0	0	0
SM 1	8	8	6	0	2	0	0	0	0	0
SM 2	8	8	7	0	1	1	0	0	1	0
TOTALS	71	55	47	0	10	1	0	0	1	0

Comments: Dental Screenings are completed by a Doctor during child's Physical Exam. Dental Exams are completed by a Dentist.
Due to a lack of Pediatric Dental Care in Cortland County, we track children's screenings to assess Dental Treatment Needs.

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: March 2020

Center	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	82	0	0	2	1	4	0	0
Cosimo 2	8	8	0	90	0	0	3	2	4	0	0
Cosimo 3	8	8	0	81	0	0	1	0	6	0	0
South Main 1	8	8	0	89	0	0	0	0	1	0	0
South Main 2	8	8	0	94	0	0	0	0	0	0	0
Elm Tree	8	7	1	94	0	0	2	2	6	0	0
Home Based 1	12	12	0	50 soc 55 HV	0	0	38	21	2	0	0
Home Based 2	12	12	0	33 soc 52 HV	0	0	23	12	9	2	0
TOTAL	71	1	0	88%	0	0	69	38	32	2	0

of Children on the Waiting List:

Children

Over Income

Under 130%

Under 100%

32

21

70

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

MONTHLY POLICY COUNCIL REPORT EHS

Special Needs

Employee Name: Jennifer Geibel

Month: March 2020

	# 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	2	2	0	0	2	2	0	0	0	1	0	0
Cosimo I	2	2	0	2	0	2	0	0	0	0	0	0
Cosimo II	1	0	1	0	0	0	0	0	0	0	0	0
Cosimo III	2	2	2	2	1	2	0	0	0	0	0	0
South Main I	4	4	4	3	3	3	0	0	0	0	0	0
South Main II	0	0	0	0	0	0	0	0	0	0	0	0
Home Based I	2	0	1	0	1	0	0	0	1	0	0	0
Home Based II	2	2	1	2	0	2	0	0	0	2	0	0
TOTALS	15	12	9	9	7	11	0	0	1	3	0	0

South Main I-1 child receives 6 visits over 6 months from Teacher of the Deaf

21% of 71 enrolled EHS children receiving services

Community Action Program, Inc.

Month: March 2020

[illegible]

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

Resolution No. 20-19

WHEREAS, the Cortland County Community Action Program, Inc. (CAPCO) PPE Committee has reviewed the proposed changes to Home Based Attendance Policy ER 06-b, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed changes to Home Based Attendance Policy ER 06-b, and accepts as presented,

IT IS HEREBY RESOLVED that on May 28, 2020 the CAPCO Board of Directors adopts for acceptance the proposed changes to Home Based Attendance Policy ER 06-b.

Board President

Date

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE

Policy ID: ER 06-b

Subject: Home Based Attendance

Performance Objective: The Home Based option offers comprehensive Early Learning and Family Services through regular home visits and group socialization experiences. In order to provide the highest quality of services to families it is essential that that home visits are completed on a consistent basis. It is the expectation of the program that families will follow the Home Based guidelines for attendance.

Home Based attendance becomes a concern when:

- There are frequently canceled home visits.
- There is a pattern of missed visits.
- Families do not cancel in advance for visits they will not be able to attend.

Operational Procedures:

1. Reminders to Home Based families about the importance of attendance for home visits and socializations will be discussed during home visits.
2. Families will contact their Home Visitor if they cannot make their regular scheduled visit with an explanation of why they need to cancel.
3. If the Home Visitor arrives for a visit and the family is not available, the Home Visitor will leave a door tag asking the family to contact them with a reason why they were not home.
4. If the absences result from temporary family problems that affect a child's regular attendance, the Home Visitor will offer the family support through home visits, direct contact and community referrals.
5. If a family misses 2 or more offered home visits in a month, an attendance letter will be sent to the family. This letter will state the reasons for concern and encouraging regular attendance. The letter also states that if attendance does not improve, the child may be removed from the program and placed on a waiting list.
6. If the program has received no contact from the family after 2 consecutive home visit cancellations, Home Visitor is responsible for follow-up. They must attempt to contact the family within 48 hours to determine the reason the child is absent.
7. If regular home visit attendance does not resume or the pattern of absence continues, a second letter will be sent to the family stating that they child may be withdrawn from the program. This letter will encourage them to work with their Home Visitor to determine a cause of the absenteeism.

CAPCO Board of Directors Executive Committee

May 1, 2020

Members present: Shelley Warnow (President), Billie MacNabb (Vice President), Helen Spaulding (Treasurer), Lynne Sypher (Secretary).

The Executive Committee of the CAPCO Board of Directors reviewed the proposal to contract with HCR to provide Weatherization Assistance Program services in Chenango County in collaboration with Opportunities for Otsego. Motion to approve made by Billie MacNabb, 2nd Helen Spaulding. Motion carried, approved by all member of the Committee.

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

Resolution No. 20-18

WHEREAS, the Cortland County Community Action Program, Inc. (CAPCO) Executive Committee has reviewed the proposed Chenango WAP collaboration for 2020-21, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed Chenango WAP collaboration for 2020-21, and accepts as presented,

IT IS HEREBY RESOLVED that on May 28, 2020 the CAPCO Board of Directors adopts for acceptance the proposed Chenango WAP collaboration for 2020-21.

Board President

Date

May Highlights

- We are continuing efforts to put our formal Reopening plan together. At this time, Cortland County is in the Phase 1 reopening phase. CAPCO, as an essential services provider, never actually closed. We closed our doors to the public, but, have continued to provide all of our services to the community remotely. All Staff have done an amazing job adapting to providing services/supports remotely. They are using social media, phone calls, zoom meetings and mailing materials to participants.
We are currently working on all of the policies/procedures/steps that are necessary to be able to reopen. Our first step is to concentrate on bringing staff back into the Main Office. We are planning for that to be June 1. We will continue to work remotely as is being recommended from NYForward. We will begin to have staff back in on a flexible/rotating schedule so that we only have 50% of staff in the building at any given time. We are setting up health check stations, making sure we have policies in place for routine/daily sanitizing, communication plans and a training schedule for all staff before they come back into the building. As you are aware, there are a lot of concerns to be addressed and we are committed to making sure we are as prepared as possible – our primary focus is to do all that we can to insure the safety and security of all staff and the community.
- We continue to have biweekly zoom meetings with local Agencies and resources to discuss our resources and community needs to make sure we are coordinating efforts and making the best use of current and future resources that will be available in Cortland to respond to the needs/issues related to COVID. Our WAP Crew are currently driving to deliver food to members of the community in collaboration with Catholic Charities.
- Parker update – the vote to approve the sale of Parker to the City of Cortland is scheduled with the school board/budget vote on June. All voting will be via mail. Every eligible resident in the City of Cortland will receive a ballot. It has to be received (not just postmarked) no later than 5:00 p.m. June 9. The Parker Task Force has been meeting to plan how to get word out to the community. They have been so committed and dedicated to this effort. Signs, bumper stickers, articles in the Cortland Standard and Cortland Voice are all happening to educate the public on why this is so important to the child care landscape in the community. We are continuing work with Kelly Tobin and the YWCA to move the project forward as planned. We are looking to get the commitment of funding from Assemblywoman Lifton and Speaker Heastie in writing for their support. We are working on a Letter of Intent to the Mother Cabrini Foundation for capital funding for the project.

Many thanks to Greg Richards, Merwin Greene, Nicki VanBenschoten and Claire Webster for all they are doing to reorganize and continue to provide services through Consumer Directed Services.

Merwin is dealing with the day to day operations of the CDPA Program. Nicki is doing billing preparation. Greg is dealing with all personnel issues related to CDPAP. Claire is organizing and cleaning out all files. A billing schedule has been created that allows Nicki and Merwin to know where each billing cycle is – we have to bill to four different providers – Medicaid, iCircle, Fidelis and Nascentia.

We are not planning to hire someone for the CDS Director position immediately. We want to give ourselves time to make sure we have all pieces working, understand how the programs work and how to make them as effective as possible. We also want to know where the State decides to go with the RFO process to identify Fiscal Intermediaries before we make any new staffing changes.

We are not providing transportation through the Volunteer Driver Program at this point. But, with the Counties reopening and moving into Phase 1 and Phase 2 reopening, we anticipate the need for transportation will pick up and the interest in Volunteer Drivers will do likewise.



Energy Services Update May 2020

Weatherization Assistance Program- PY2019 & PY2020

- PY 2019 & PY2020- Draft budget is being developed.
 - PY 2019- \$400,000
 - PY 2020- \$400,000 for Cortland County
 - PY 2020- \$200,000 for Chenango County WAP.
 - This will be a 3rd Amendment to our PY 2019 WAP contract (24mos.) \$1,000,000 for 4/1/2019 to 3/31/2021.
 - Meetings and discussion with HCR, Opportunities for Broome, Opportunities for Otsego, and CAPCO have been held. Everyone want to know what is expected on taking over a split Chenango Co. Cortland is interested in the West of Route 12 and Otsego would take clients to the East of Route 12. Further discussions will take place in the next couple of weeks.
- **Energy Services-** all staff are being paid and continue to work on...
 - Crew workers delivering food for Catholic Charities on M,W, and Friday's.
 - Policy and Procedures updates, manual reviews, and webinars.
 - Re-opening plans and procedures are being written for office and field work.
 - Sending out applications, acceptance letters, and other general correspondence to keep up communications.
 - HCR- CFR voucher for April was submitted.
 - WAP, EmPower NY, and HEAP programs- on hold due to the COVID pandemic.

CAPCO Building Maintenance-

- South Main: Ben has almost completed the Head Start Garden 40'X60' fenced in area with mulch and 5- 4'x20' raised beds filled with Soil/compost.
- South Main front bldg: A fresh coat of paint on the cedar shakes has been started.
- Re-opening supplies is being researched and ordered- sanitizer, dispensers, etc...picked up 32 gallons of sanitizer from Cortlandville Fire dept.
- North Main Bathrooms- auto toilet flush, motion sensor sink faucets, sensor lights are being installed where needed.
- Working on a new cleaning schedule and responsibilities for janitorial workers when staff return to work.

Adult Education

- 14 students in the High School Equivalency program working remotely with instructor
- 13 students received educational materials through the mail
- students enrolled in LVCC are working on creating a book called "Pandemic Sprig"
- 4 students assisted with educational goals
- 1 tutor received remote coaching session
- We received notification that we were awarded an \$8,000 grant from Dollar General.
- Staff have been brainstorming safe ways to continue instruction after we reopen to the public.

Emergency Assistance

- 3 emergency clothing
- 1 emergency household items
- 2 emergency diapers
- 10 Snackpacks delivered to families enrolled in our Snackpack program
- Staff assisting with food distribution at Marathon Food Pantry, The Chapel Food Giveaway, and the Community Dairy Distribution
- 2 applications completed for Heartshare heating fund
- 57 referrals made to other resources

SNAP

- 1 SNAP applications completed
- 1 SNAP prescreens
- Delivered food to 1 family without transportation
- Preparing for Summer Feeding Campaign

Healthy Families

- 28 families served in the Healthy Families Program
- 44 home visits completes-focusing on topics including
 - Child Development
 - Supports related to stress
 - Basic infant care
 - Domestic violence
 - Family relations
 - Substance abuse
 - Mental health
 - Employment & education
 - Safe sleep
- COVID prevention kits and masks delivered to families



Directors Monthly Board Report

From: HS/EHS Management Team

Month: May 2020

I. Enrollment

- A. 2019-2020 EHS center based is currently full at 72
- B. 2019-2020 HS enrollment is currently filled at 177 of 200 slots. During closure, as per the OHS this is the number that will continue to be reported

II. Staffing

- A. Staff is actively working remotely from home to the best of their ability.

III. Center/Office Updates/Policy Council/ Professional Development

- A. Policy Council is receiving packets via email and regular mail.
- B. There are between 3-5 Professional Development opportunities being offered to all staff every week.

IV. Old Business

- A. Lindy and Bethann continue to work with other childcare programs and the Parker Task force to explore the future use of Parker Elementary School. The vote allowing the school district to sell the property to the City of Cortland will take place on the School district's budget vote via absentee ballot, proposal #4.
- B. We continue to await approval on the \$300,000 waiver submitted for in-kind / nonfederal share match due to lack of transportation cost to children in our program.
- C. We submitted our summer school plan and budget to the regional office. We are awaiting approval and / or further guidance.
- D. The COLA grant and Quality Improvement grant was submitted by the May 15th due date. We are awaiting approval from the Regional Office.

V. New Business

- A. CAPCO HS/EHS received COVID-19 grant funding. Total one time grant is \$78,800 to be used for specifically outlined COVID activities.
- B. We received notification of award for our continual program funding. At this time our conversion grant is STILL under review and not approved. We were refunded for 272 slots as in previous years.

VI. Enrollment

- A. We are awaiting our 12 month letter on our full enrollment initiative
- B. We have completed a total of 113 re-enrollment screenings to date.
- C. We are working on several enrollment models
 - a. Full enrollment with regular classroom sizes
 - b. Partial enrollment following CDC, OCFS, OHS and local DOH classroom size recommendations.

WIC Program Monthly Report
May 21, 2030

- WIC staff continue to work from the office with a few exceptions occasionally. Most days we are very busy. Our daily no-show rate continues to be about half of what it was when we required people to come to the office. Most “no-shows” now are due to disconnected or changed phone numbers.
- USDA has extended the waiver for physical presence at appointments until June 30, 2020. I have learned that they have the authority to extend until September 30th without going back to Congress but have chosen not to do that at this point. We may get another extension depending on what is happening the end of June.
- The number of new applications is down significantly. I think that it is due to people not knowing that we are still operating, as well as the temporary increase in food stamps, and unemployment and the stimulus money. I anticipate that we will see more applications towards the middle of summer.
- When staff are not doing clinic remotely, we are working on on-line training and outreach. We have sent letters to all the medical providers and other agencies letting them know how we are currently operating and have given WIC information to many of the food and baby product distributions.
- We just received our budget call letter. We will need to send it in by June 10th. We are receiving flat funding so I do not anticipate any major changes.

Human Resources Board Report, May 2020



- Human Resources continues to be the physical presence at the Main Office during CAPCO's current closure to the public during COVID-19. Human Resources continues to work with the Management Team to address the organizational and community effects of COVID-19, administering leave policies and developing plans for continued Agency operations during this time. The Human Resource department has had the opportunity to focus on long-range projects, with the HR Assistant working both remotely in the office on departmental projects and Program-specific HR support. The Agency's Receptionist, which the Human Resource Department oversees, has returned to working the front desk full-time with the Agency still closed to the public (front glass foyer door remains open daily from 9am-1pm to meet community need).
- Human Resources is working with the Management Team to develop plans to re-open the Agency for staff return, looking at a phased-approach. The Agency is focusing initially on staff return in phases before turning attention to re-opening to the public. CAPCO has remained open during the current pandemic, providing programmatic services and resources remotely. Among the considerations for re-opening are NY Forward guidelines, OSHA Requirements, ADA considerations, as well as the ongoing implementation of the Families First Coronavirus Response Act (FFCRA). Human Resource has led efforts in establishing Employee Health and Safety Checkpoints for daily health attestations and temperature checks. These plans are still in development with all legal and regulatory guidelines under consideration.
- Human Resources has worked to lead efforts with the Executive Director and the Consumer-Directed Services (CDS) department during the current CDS transition. Human Resources has assumed leadership oversight of the CDS program along with the assumption of key day-to-day functions. The CDS transition has thus far been smooth with Human Resources developing integral processes, procedures, and tools for program administration. The effect on the consumers and Personal Assistants in the Program has been minimal with new processes having an overall positive impact on consumers, Personal Assistants, and the administration of the CDS program.
- Human Resources continues to lead Safety and Wellness Committee efforts. The Safety Committee perspective is actively involved with COVID-19 considerations for re-opening plans. The Wellness Committee convened for a virtual meeting and established CAPCO Spirit Week for the week of May 18th. Each day encourages staff to take pictures based on the theme of the day, which includes staff presenting their remote work spaces, participating in Sports Day, and other fun activities that not only bring staff together during our current remote-work situation, but also remind our community that CAPCO is still here serving the community as Cortland's Community Action Agency.