

Cortland County Community Action Program Board of Directors Meeting
September 24, 2020
Meeting Agenda

- I. Call to Order
- II. Motion for Approval July 2020 minutes
- III. Standing Committee Reports
 - 1) Executive Committee
 - a) Resolution 20-39 TT Loan
 - b) Resolution 20-40 Updated Storage Building Proposal
 - c) Resolution 20-41 2019 Turnover Report
 - d) Resolution 20-42 Holidays
 - e) Resolution 20-46 Workplace Lactation Policy
 - f) Resolution 20-50 ED Compensation Report
 - 2) Board Development Committee – Did not meet
 - 3) PPE Committee
 - a) Resolution 20-43 COVID HS/EHS Policies and Procedures
 - b) Resolution 20-44 COVID Reopening Plan
 - 4) Finance/Audit Committee
 - a) Resolution 20-47 2020-21 HS/EHS Leases
 - b) Resolution 20-48 CSBG Discretionary Amendment
 - c) Resolution 20-49 Disability Insurance Renewal
 - 5) Executive Director Report
 - 6) Program Director Reports
 - a) Consumer Directed Services
 - b) Energy Services
 - c) Family Development
 - d) Head Start/Early Head Start
 - e) WIC
 - f) Human Resources
 - 7) Head Start Policy Council Update
 - 8) Old Business
 - 9) New Business
 - 10) Executive Session if needed
 - 11) Adjournment

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

- I. Meeting called to order at 12:01 p.m. In attendance: Doug Bentley, Ella DiIorio, Regina DiOrio, Shelley Warnow, Sara Beshers, Patty Schapp, Larry Woolheater, Helen Spaulding, and Billie MacNabb. Excused: Penny Prignon, Jeanette Diplo, Mary Beth Mathey, Liz Haskins, Lynne Sypher.
- II. Motion for Approval May 2020 minutes made by Doug Bentley, 2nd Helen Spaulding. Motion carried.
- III. Standing Committee Reports
 - Executive Committee met July 14, 2020 to review and discuss an issue with the CDPA Program. There was an issue with two participants that had not been reauthorized and they had continued to receive Aide services. Lindy reviewed the issues, the corrective actions taken and the fiscal impact. (See attached minutes and documentation). Board discussed and expressed confidence in how issues were resolved and plan moving forward.
 - Board Development Committee met July 22, 2020 Mary Bliss met with board development committee and is very excited to join the board and the committee is recommending Mary Bliss as a new board member. Application and all documents are attached.
 - Resolution 20-35 Mary Bliss Board Member. Motion made by Billie MacNabb, 2nd Helen Spaulding. Motion carried.
 - PPE Committee met July 14, 2020. Committee reviewed and discussed 13 proposed HS/EHS Policies and Procedures in the areas of Program Governance and HR Management. These are PP currently being used and reflect and reflect the most recent HS/EHS Performance Standards. Final report for ACROS also presented and reviewed.
 - Resolution 20-36 HS/EHS Policies and Procedures – motion to approve made by Ella DiIorio, 2nd Doug Bentley. Motion carried.
 - Finance/Audit Committee met July 16, 2020. Committee report shared with full board. Committee reviewed monthly financials, reports/vouchers, balance sheets and updates on grants. Accounts are current with the exception of Medicaid. No determination made about Fiscal Intermediaries. Date keeps getting pushed back by NYS Dept. of Health. HS/EHS planning to reopen in September and have been preparing to open safely. Bids received for new storage building at S. Main and discussed moving forward and researching a short term loan.
 - Resolution 20-37 – New storage building at S. Main Site. Motion made by Helen Spaulding, 2nd Regina DiOrio, motion carried.

IV. New Business

Information shared regarding the health and dental insurance renewals for employees effective 9/1/2020. Proposal is for CAPCO to cover 80% of the proposed increase cost of Health Insurance for employees (single coverage) and 70% of the cost for family coverage and CAPCO will cover the increase costs of premiums for Dental.

- Resolution 20-38 – Health/Dental Coverage 9/1/2020-8/31/2021 motion made to approve made by Doug Bentley, 2nd, Patty Schapp. Motion carried.
Doug 1st Patty 2nd Motion Approved

V. Executive Director Report – written report attached.

VI. Program Director Reports – all written reports attached.

- Consumer Directed Services
- Energy Services
- Family Development
- Head Start/Early Head Start
- WIC
- Human Resources

VII. Head Start Policy Council Update

VIII. Old Business – No old business

IX. No Executive Session needed

X. Meeting adjourned at 12:35 (due to loss of internet). All business concluded by time of adjournment.

Meeting called to order at 9:03 a.m. Members present: Shelley Warnow, Helen Spaulding, Billie MacNabb, Lynne Sypher. Staff: Greg Richards, Lindy Glennon

Greg Richards, HR Director presented the CAPCO 2019 Staff Turnover report (see attached). Discussed efforts over the past year that had positive impacts on retaining staff. As we continue to be able to address salary levels, we see retention increasing. Motion to accept as presented Lynne Sypher, 2nd Billie MacNabb. Motion carried.

Greg Richards presented information regarding ED compensation comparisons for committee to review and discuss. Shelley shared plan for the Executive Committee and the Board to discuss compensation for ED. The Board is working on Lindy's evaluation this month. Plan to present that evaluation and have compensation discussion in October. Greg will forward details of ED's current compensation and benefits to the Executive Committee today. Motion to accept the ED Compensation Study made by Shelley Warnow, 2nd Billie MacNabb. Motion carried.

Greg presented the proposed changes to the CAPCO Workplace Lactation Policy. The changes include making the time a paid break time in twenty (20) minute increments at least once every three (3) hours if requested by the employee. This meets the DOL and NYS guidelines. Motion to approved made by Lynne Sypher, 2nd Billie MacNabb. Motion carried.

Lindy presented a proposal for additional CAPCO employee holidays. To encourage all staff to vote and allow time for volunteering or other means to support voting, the Agency would close at noon on Election Day – 1st Tuesday in November. Also proposed making Juneteenth (June 19) a holiday. With the most recent events and a renewed commitment to end racism and work towards equality and justice, Community Action has stepped up to support these efforts. This would be an opportunity to educate staff, the community about issues relating to racism and justice. Gov. Cuomo made it a holiday in 2020 and proposes to make it a State Holiday going forward. Motion to approve proposed holidays made by Billie MacNabb, 2nd by Lynne Sypher. Motion carried.

Lindy updated the Executive Committee about her scheuld for the next couple of weeks. She will be taking leave the week of Sept. 21-25 to travel to NC. Currently, NC is on the list of State's that require people traveling to quarantine for 14 days when returning to NYS. Lindy will be able to work remotely if that actually happens. The Management Team is aware of these plans.

There was no further business. Meeting adjourned 9:50 a.m. Motion to adjourn Shelley Warnow, 2nd Lynne Sypher

Resolution of the Board of Directors
Of
Cortland County Community Action Program, Inc.
Resolution No. 20-41

WHEREAS, the Cortland County Community Action Program, Inc. Executive Committee has reviewed the 2019 CAPCO Employee Turnover report and accepts as presented,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the 2019 CAPCO Employee Turnover report and accepts as presented,

IT IS HEREBY RESOLVED that on September 24, 2020 the CAPCO Board of Directors adopts for acceptance the 2019 CAPCO Employee Turnover report.

Board President

Date

2019 CAPCO Turnover Report: Synopsis

Agency Turnover Totals			
Including CDPAP		Excluding CDPAP	
Total Separations:	142	Total Separations:	31
Separation Reasons		Separation Reasons	
Layoff:	45	Layoff:	2
Performance/Attendance:	16	Performance/Attendance:	3
Misconduct:	5	Misconduct:	5
Retirements:	2	Retirements:	2
Deceased:	1	Deceased:	0
Resignations:	73	Resignations:	19

Turnover Rate= Total Separations/Monthly Avg. # of Employees x 100			
Avg. Number of Monthly Employees:	368	Avg. Number of Monthly Employees:	130
Total Separations:	142	Total Separations:	31
Turnover Rate:	39%	Turnover Rate:	24%

CDPAP Turnover Totals			
Total Separations:	111	Separation Reasons	
		Layoff:	43
		Performance/Attendance:	12
		Misconduct:	1
		Retirements:	0
		Resignations:	54
		Deceased:	1

Head Start/Early Head Start Turnover Totals			
Total Separations:	26	Separation Reasons	
		Layoff:	2
		Performance/Attendance:	2
		Misconduct:	4
		Retirements:	2
		Resignations:	16

WIC			
Total Separations:	1	Separation Reasons	
		Layoff:	0
		Performance/Attendance:	0
		Misconduct:	0
		Retirements:	0
		Resignations:	1

Admin			
Total Separations:	0	Separation Reasons	
		Layoff:	0
		Performance/Attendance:	0
		Misconduct:	0
		Retirements:	0
		Resignations:	0

Family Development			
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Total Separations:	1	Separation Reasons	
		Layoff:	0
		Performance/Attendance:	0
		Misconduct:	1
		Retirements:	0
		Resignations:	0

Energy Services			
Total Separations:	3	Separation Reasons	
		Layoff:	0
		Performance/Attendance:	1
		Misconduct:	0
		Retirements:	0
		Resignations:	2

Narrative:

Agency (Excluding CDPAP) Overall Turnover: 2% decrease in overall turnover rate and 24% decrease in overall resignations to prior year.

The Agency, excluding our Consumer-Directed Program for which Personal Assistants are employed by the consumer and not CAPCO, saw an overall decrease in our turnover rate. Our total number of separations remained the same as last year at 31, but the overall rate decreased with our increased staffing. Most notably, our overall number of **resignations saw a 24% decrease**. As a small to mid-size non-profit, compensation and benefits has always been a challenge in terms of retention when comparing to our for-profit counterparts. Program-areas have been able to identify budget opportunities for compensation enhancements, including cost-of-living adjustment allotments from funding sources in response to the incremental increases in NYS minimum wage. Benefit programs have also enhanced with our 2019-2020 health insurance renewal offering a payroll decrease for staff for the first time in nearly 15 years. Benefit offerings also enhanced with the addition of Vision insurance as well as reimbursements for cellular and internet usage. CAPCO continues to look at compensation and benefits as a non-profit with the understanding that this is not the only contributing factor to retention. CAPCO has enhanced our Performance Evaluation program over the last several years to identify growth opportunities and more clearly define performance expectations--a statistical indicator of employee retention. Wellness and Safety initiatives continue to grow for overall workplace engagement.

CDPAP: 38% increase in total separations; 26% increase in total employing consumers.

CAPCO serves as the Financial Intermediary for this Program; therefore, decisions on hiring and terminations remain primarily with the employing consumer. The Consumer Directed Personal Assistance Program (CDPAP) increased the number of consumers in the Program from **76** in 2016 to **106** in 2017, **135** in 2018, and **approximately 171** in 2019.

Voluntary Resignations (31% increase):

The CDPA Program saw an increase in the number Personal Assistants resigning from employment with their respective consumers. However, this increase is down from a 140% increase in 2018. This is significant considering the program saw a 26% increase in the number of consumers receiving services with the addition of 36 more consumers to the program. The Program is set-up for the consumer to hire aides that are known to them, including family members who may or may not be trained home health aides, but nonetheless determined to be suitable for the consumer's care plan. It is often found that aides will temporarily take on the Personal Assistant responsibilities for a limited amount of time to get the consumer into the Program and receiving services. We also often see changing family dynamics that impact the employment relationship, and the level of care the consumer needs may fluctuate resulting in voluntary staffing changes. Additionally, the CDS Program completed an annual payroll "clean-up" with the ability to run a more comprehensive payroll report to identify aides who have not worked. With this, aides were removed from payroll who had not worked with their respective consumer(s) for a designated period of time. In speaking with the consumers for the reason for the aides not working, many consumers would indicate that the aides would not be available to work when called upon. With this, the termination reason was coded as "Voluntary Resignation" based on availability and/or inability to work, which increased the total number of resignations when coupled with the payroll "clean-up".

As is an ongoing theme, consumer feedback and concerns in association meetings/seminars attended for the CDPA Program indicate that compensation continues to impact turnover and a

consumer's ability to attract and retain quality Personal Assistants. CAPCO made significant strides in addressing CDPAP resignations due to compensation concerns between 2016 and 2019, which positively impacted voluntary turnover in 2019, particularly considering the increased number of Personal Assistants added to the Program in 2019. However, further efforts continue to be made with the increase in voluntary resignation throughout 2018.

Response and Efforts:

2018:

-In November 2018, the CDS Program worked with the Fiscal and HR department to comprise budget increases in Personal Assistants pay rates given the continued surplus and reimbursement rates from the submitted 2017 cost report. With this, cost-of-living increases were instituted in November 2018 with retro amounts. Based on years of service, current Personal Assistants of consumers in the CDPA Program received between 1.00%-2.00% increase to their hourly wage.
-Pay ranges for newly hired employed increased, again coinciding with the annual increase in minimum wage:

- 1.) Tier 1: \$11.25
- 2.) Tier 2: \$11.50
- 3.) Tier 3: \$12.00

2019-2020:

-In December 2019, the HR and Fiscal department worked to comprise budget increases in Personal Assistants pay rates given the continued surplus and reimbursement rates as well as anticipated minimum wage increases. With this, all staff were given a one-time lump sum COLA payment equal to 5% of their earnings in 2019; this is in addition to hourly wage increases above 2019 minimum wage and even above anticipated 2021 minimum wage for Personal Assistants employed by Tier 2 and 3 consumers.

-Pay ranges for newly hired employeeed increased, again coinciding with the annual increase in minimum wage:

- 1.) Tier 1: \$12.25
- 2.) Tier 2: \$12.75
- 3.) Tier 3: \$13.00 (Enhanced)

****In 2019, the Program was able to bring all new hires in above the NYS minimum wage (\$11.80/hr in 2019), which includes a \$.70 increase each year through 2021 to \$12.50 per hour in upstate NY. With this, the Program looks to assist consumers in the Program with offering employment at all care plan levels (Tier 1-Tier 3) that remains above minimum wage.**

HEAD START/EARLY HEAD START:

Attracting and retaining qualified staff given the enhanced requirements of the federal Performance Standards continues to be a primary focus for the Head Start/Early Head Start Program in 2019-2020. The Program has experienced relatively steady turnover year-over-year (particularly between Program-years) and a decrease of qualified applicants in recent years as a result of the changing Performance Standards, limited cost-of-living adjustments to address wage minimum wage increases and wage disparities, as well as external applicant market conditions in our community. However, with these challenges, the Program has seen an overall decrease in separations year-over-year. With this, the Program is looking at key separation reasons and ways to mitigate staffing challenges.

Voluntary Resignations (11% decrease):

While the Program saw an overall increase in total separations by 2 additional separation, there was a decrease in the number of staff resigning from employment with the Program, particularly

between Program-years. Of the voluntary resignations, 3 were substitutes who were removed from the sub list for availability purposes. We lost only 1 certified UPK teacher in 2019 for personal reasons, not to advance to a school district as we have seen in years' past. There were no resignations for regular (non-UPK) Preschool Teachers with 3 resignations of Assistant Teachers between the Program Years. The Program is working with Agency administration to work on budget forecasting as well as identifying fringe benefit cost savings as they pertain to employee health insurance, a continual discussion that takes place on the Management level. The Head Start component of the HS/EHS Program operates on a Program-Year basis (10-months) with a summer lay-off period and the ability to collect Unemployment. During this period, there is a standard attrition of staff who return to the Program from the previous year.

Response and Efforts:

The Head Start/Early Head Start Program received a Cost of Living Adjustment (COLA) for personnel salaries in the 2019-2020 HS/EHS contract budget and again for the upcoming 2020-2021 Program Year. In working with the Fiscal and HR departments for the 2019-2020 grant submission, COLA dollars were focused on the education component looking at our market competitiveness and staff attraction and retention of these positions. With this, all positions are scheduled to receive the COLA increase with targeted positions (i.e. education staff) receiving an elevated increase. Fringe rates and the structure of our benefit offerings were analyzed indepthly in 2019, working with our Health Insurance broker and doing a market comparison with other brokerage firms. Fringe benefit costs for health insurance actually saw a decrease in 2019 given the favorable increase through Excellus and market comparison efforts. As previously outlined, CAPCO's training and professional development efforts continue to enhance with the first year implementation of our new Performance Appraisal Process that puts more emphasis on staff development and feedback. There has also been a New Employee Orientation process put into place to better acclimate new staff to the Agency, which continues to be reviewed for onboarding effectiveness. In an effort to gain more detailed insights into voluntary separations, CAPCO is practicing a Exit Interview process that will help CAPCO conceptualize trends of why employees are choosing to leave the Agency and aide in setting strategic priority areas.

2020-2021 Outlook:

The Head Start/Early Head Start Program has been granted a Reduction/Conversion Grant! As the Board approved, the HS/EHS Program submitted a Reduction/Conversion grant proposal in December 2019 in an attempt to meet community need for more Early Head Start slots with declining enrollment in Head Start due to community, State, and federal demographics. This proposal was the Program's second attempt and was part of our under-enrollment plan with the Office of Head Start. In June 2020, the Program was notified of approval which will not only convert slots to Early Head Start but allow for budgetary increases to the Program's payscale. The proposal includes payscale increases for Head Start education staff that must maintain higher credentials and where the Program sees more turnover with teaching staff moving-on to school districts. The approved proposal will also include increases in Early Head Start wages and compensation. With this reduction/conversion, the Program will be able to better serve community-need while addressing issues in pay disparity to school districts in a more significant way than COLA allotments.

Resolution of the Board of Directors
Of
Cortland County Community Action Program, Inc.
Resolution No. 20-42

WHEREAS, the Cortland County Community Action Program, Inc. Executive Committee has reviewed the proposed Juneteenth and Election Day holidays and accepts as presented,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed Juneteenth and Election Day holidays and accepts as presented,

IT IS HEREBY RESOLVED that on September 24, 2020 the CAPCO Board of Directors adopts for acceptance the proposed Juneteenth and Election Day holidays.

Board President

Date

Resolution of the Board of Directors
Of
Cortland County Community Action Program, Inc.
Resolution No. 20-46

WHEREAS, the Cortland County Community Action Program, Inc. Executive Committee has reviewed the proposed Workplace Lactation Policy and accepts as presented,

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

IT IS HEREBY RESOLVED that on September 24, 2020 the CAPCO Board of Directors adopts for acceptance the Workplace Lactation Policy.

Board President

Date

WORKPLACE LACTATION POLICY

Effective Date: **September 18, 2020**

PURPOSE/POLICY

CAPCO recognizes that breast milk promotes optimum growth and development of infants and accommodates mothers who choose to continue breastfeeding after returning to work. CAPCO will not discriminate in any way against an employee who chooses to express milk in the workplace.

PROCEDURE

1. CAPCO will provide reasonable paid break time each day to allow an employee to express breast milk for her nursing child for up to three (3) years following child birth.
2. CAPCO shall provide written notification to employees who are returning to work, following the birth of a child, of her right to take paid leave for the purpose of expressing breast milk.
3. An employee wishing to avail herself of this benefit is required to give her immediate Supervisor or Program Director advance notice. Such notice shall preferably be provided prior to the employee's return to work following the birth of the child in order to allow CAPCO an opportunity to establish a location and schedule work coverage if needed.
4. Reasonable paid break time is sufficient time to allow the employee to express breast milk. Each break shall generally be in twenty (20) minute increments at least once every three (3) hours if requested by the employee. Employees can elect to take shorter unpaid breaks for this purpose.
5. CAPCO will make a reasonable effort to provide a room or other location, in close proximity to the work area, where an employee can express milk in privacy. The room or location provided by CAPCO will not be a restroom or toilet stall.
6. Should there be more than one employee at a time needing access to a lactation room, CAPCO may dedicate a centralized location for use by all such employees.

Resolution of the Board of Directors
Of
Cortland County Community Action Program,
Inc. Resolution No. 20-50

WHEREAS, the Cortland County Community Action Program, Inc. Finance/Audit Committee has reviewed the 2019-20 Executive Director Compensation report and accepts as presented,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the 2019-20 Executive Director Compensation report and accepts as presented,

IT IS HEREBY RESOLVED that on September 24, 2020 the CAPCO Board of Directors adopts for acceptance the 2019-20 Executive Director Compensation report.

Board President

Date

Executive Director Compensation Comparison

Resources Used: Form 990's from years 2016, 2017, and 2018 (if available) from geographical and revenue-comparable Community Action Agencies in NYS

Cortland County Community Action Program, Inc. (CAPCO)		
Year	Total Revenue	Executive Dir. Compensation (Annual)
2016	\$6,700,666	\$79,443
2017	\$7,282,762	\$81,510
2018	\$8,293,464	\$82,077

Cattaraugus Community Action, Inc.		
Year	Total Revenue	Executive Dir. Compensation (Annual)
2016	\$8,074,898	\$110,203
2017	\$8,788,392	\$123,940
2018	\$9,871,968	\$125,708

Opportunities for Otsego		
Year	Total Revenue	CEO Compensation (Annual)
2016	\$7,758,658	\$101,443
2017	\$7,448,193	\$104,872
2018	\$7,859,757	\$108,614

Regional Economic Community Action Program		
Year	Total Revenue	Executive Dir. Compensation (Annual)
2016	\$7,812,836	\$80,791
2017	\$8,710,203	\$82,191
2018	not avail.	not avail.

Cayuga/Seneca Community Action Agency, Inc.		
Year	Total Revenue	Executive Dir. Compensation (Annual)
2016	\$9,156,981	\$81,710
2017	\$9,788,353	\$80,373
2018	not avail.	not avail.

Tompkins Community Action		
Year	Total Revenue	Executive Dir. Compensation (Annual)
2016	\$6,616,154	\$101,900
2017	\$6,253,996	\$96,959
2018	not avail.	not avail.

Proaction of Steuben and Yates Counties		
Year	Total Revenue	Executive Dir. Compensation (Annual)
2016	\$15,631,853	\$108,944
2017	\$15,173,546	\$111,141
2018	\$15,944,031	\$114,564

CAPCO Executive Director:

Date of last increase: 5/27/2019

Amount of last increase: \$1.30/hr

Current Hourly Rate (paid salary): \$44.52/hr (\$86,814 gross annual)

2019 *Estimated* Total Revenue: \$8,593,464

**Received an extra week of Annual/Vacation leave accruals as part of 2017 compensation increase.

Committee reviewed proposed increased to quote received for JLS to construct the storage facility at S. Main. In July, the Board approved the proposal for building the storage building at S. Main for \$42,000. The proposal was approved to use current revenue with the understanding that Lindy would also be reaching out to find out if a short-term loan was possible and a better way to go. If that seemed to be the direction to move, Lindy would bring it back to the Board for that approval.

Once the resolution was approved (July 2020) and we started moving forward with JLS and the City for permits, we were informed that we could not build the building as proposed (by the City) because there needed to be a 10' space between the existing structure (the garage) and the new building. After looking at a couple of options, it was proposed that the current structure (garage) be removed and the new structure be built using that space. That would allow us to build what we need in the space as originally planned (see attached) To include the demolition and removal of the current structure, the cost as proposed by JLS increased to \$45,607 from the original \$42,064 – a difference of an additional \$3543. Because this is an increase to what was approved July 2020, we are asking the Executive Committee for the Board to consider this increase and approve us to move it forward. If not approved, the option would be to start the bidding process over since the price has increased. We feel the proposal from JLS at \$45,607 is very reasonable considering the extra work. But, if the Board prefers, we could start at the beginning with the updated information.

Motion made by Lynne Sypher to approve moving forward with the updated proposal from JLS for \$45,607 to include the demolition and removal of the current structure without reopening the bid process, Billie MacNabb 2nd. Motion carried by unanimous vote.

A hand-drawn floor plan on graph paper for a 60' x 10' building. The plan is divided into several sections by dashed lines representing partitions. The top horizontal boundary is labeled 60'-0" and the right vertical boundary is labeled 10'. The interior is divided into four main sections along the top: a 20' wide section on the left, followed by two 12' wide sections, and a 16' wide section on the right. A horizontal line across the middle is labeled "Ridge". On the right side, there are two arrows pointing to the right, labeled "Snow Bar". At the bottom, there are four rectangular areas labeled 9' x 7', 9' x 7', 9' x 7', and 10' w x 9' h. The bottom boundary is labeled 12' on the right side.

3'-4' Apron

JLS Construction of Central New York Inc.

10646 Wolcott Hill Road
Camden, NY 13316

Paul Alteri – Construction Sales and Estimating
Cell: (607) 745-5788 palteri@jlsofcentralnewyork.com
Website: www.jlsofcentralnewyork.com

Thank you for choosing JLS Construction of Central New York. We appreciate the opportunity to serve you.

JLS Construction of Central New York has over 24 years' experience in providing general contracting services in Upstate New York. We provide quality, professional, and dependable services such as; post frame and steel frame buildings, modular homes, commercial buildings, concrete foundations and flat work, stamped concrete asphalt paving and more. JLS Construction serves the residential, commercial, and agricultural segments of the market.

JLS Construction of Central New York provides Design-Build Services for every building project. We will work with you to design a project that serves your needs and fits your budget. Stamped drawings are included in our building packages. Our pre-engineered building packages come from a single source, ensuring the best quality in every project we do. Material quality control is much better than picking out materials from a lumber yard pile.

*JLS Construction provides the **BEST VALUE**, but not always the cheapest price. The cheaper options normally end up costing you more in the end. In addition...we provide the strongest warranties for your "peace of mind".*

July 29, 2020 (Revised)

Name: CAPCO

Address: 236 Main Street Cortland, NY 13045

Phone:

E-Mail:

Proposal

We are pleased to quote you for the construction of the following;

Scope of Work:

Free Standing Pole Building Storage Building

Demo existing garage and concrete slab and dispose of the same

Foundation:

4x6 and 6x6 PT columns set on precast footings below frost line.

2x8 .40CCA treated splash board

Building Type & Size:

Post Frame 24'w x 60'L x 10'h

Trusses 4'-0" o.c.

Concrete Floor:

4" 4000psi, fiber reinforcement, vapor barrier, control joints the help prevent cracking, power trowel finish, sawed and sealed. (Assumes a spring pour. No additives Included)

3' – 4'W x 60'L Concrete apron full length of building at OHD's.

Siding and Roofing:

29 ga. Fabral GR3 Plus Painted metal siding and roofing

Snow bar on each side of roof

Initial _____

Ventilation:

1'-0" Vented sidewall overhangs work in conjunction with a continuous ridge vent to remove heated air and moisture from building attic. Helps to prevent condensation from forming on underside of roof steel. 1'-0" end wall overhangs.

Overhead & Passage Doors:

1 ea. – 10' x 9' CHI Model 2240 raised panel, no glass, 6" low headroom track

3 ea. – 9' x 7' (Same as above) w/ 15" radius track

All doors with exterior key lock

No passage doors

Windows:

None

Partition

By Owner

Site Package:

Demo existing garage and concrete slab and dispose of the same.

Remove sod and top soil and spread to leave on site. Fill approx. 28' x 62' area with crusher run and compact level as required for concrete.

Warranty: (Subject to full warranty exclusions, conditions, and limitations)

50 yr. *Treated lumber and column warranty (Mfg.)*

40 yr. *Paint warranty of steel siding and roofing (Mfg.)*

1 yr. *Workmanship (JLS)*

Concrete: *No warranty against cracking, chipping, flaking, color variation etc... We make every effort to reduce cracking by installing control joints and we seal cure the concrete to help prevent shrinkage cracking.*

Total Base Investment: \$ 45,607.00 (Quote Good for 15 Days) (TAX EXEMPT) Standard Wage

Structural Drawings are Included at No Additional Charge *(Additional fees may apply if health, safety & welfare, energy drawings are required.)*

**Assumes spring project after frost is out of the ground.*

Initial _____

Exclusions: Permit, electrical, plumbing, HVAC, interior partitions, cold weather heat to pour and cure concrete, cold weather concrete additives (After Nov. 15th) unless specified, anything else not specified above.

OPTIONAL:

Initial _____

Terms: 30% Down with Order, 30% upon commencement of work, 30% upon completion of exterior sheathing, balance upon completion.

Thank you for giving us the opportunity to serve you. **JLS Construction, and our team of contractors, are fully insured and carry the required workmen's compensation and liability insurances that protect you from liability.**

If you have any further questions please feel free to contact me. We look forward to working with you.

Respectfully,

Paul Alteri

Paul Alteri

Construction Sales and Estimating

www.jlsofcentralnewyork.com

Acceptance

Customer's Acceptance of above Work as Specified. Assumes normal digging conditions and no underground obstructions. If any found, project is subject to additional charges at Owner's expense.

X_____ **Date:** _____

Signature

Print Name: _____



From: Lindy Glennon
To: [Billie MacNabb](#); [Helen Spaulding](#); [Lynne Sypher](#); [Shelley Warnow \(donsgirl1956@aol.com\)](#)
Subject: S. Main Storage Building
Date: Monday, August 24, 2020 10:43:00 AM
Attachments: [CAPCO Proposal \(Free Standing Metal\)July Revision.pdf](#)
[CAPCO Drawing #507292020.pdf](#)
Importance: High

Good morning – I spoke with Shelley last week and we need the Executive Committee to consider and vote on something since the Board doesn't meet in August. In July, the Board approved our proposal for building the storage building at S. Main. That proposal was for \$42,000. The proposal was approved to use current revenue with the understanding that I would also be reaching out to find out if a short-term loan was possible and a better way to go. If that seemed to be the directions, I was going to bring it back to the Board for that approval. We're still working on that piece.

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The resolution would be to approve moving forward with the updated proposal from JLS for \$45,607 to include the demolition and removal of the current structure without reopening the bid process. If you approve this, someone will need to make a motion, someone will need to second and all need to vote yes or no. Please use reply all so that everyone sees all responses. Thank you.

LINDY GLENNON

Executive Director

Cortland County Community Action Program, Inc. (CAPCO)

32 N. Main Street, Cortland, NY 13045

(P) 607-753-6781 (F) 607-758-3620

(W) www.capco.org

Follow Us: [Facebook/Cortland-County-Community-Action-Program](#)

Helping People, Changing Lives Since 1974

From: Denise Peroulakis <denisesperoulakis@capco.org>

Sent: Wednesday, July 29, 2020 1:21 PM

To: Lindy Glennon <lindyg@capco.org>

Cc: Martha Allen <marthaa@capco.org>
Subject: FW: [EXTERNAL]July Revised Proposal
Importance: High

Lindy,

Attached is the revised proposal from JLS Construction for your review.

The revision is to remove the existing garage. It was too pricey to add the Fire resistant board to the sides of the building and the 10' distance required by code would not leave us enough distance from property line to the old proposed building. Also, on Monday when we talked the building was going to be 24 x 64 x 12. Paul worked with the numbers and the revised proposal is constructing a 24 x 60 x 10' building. (see the diagram).

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If you approve, sign and return to me. We will then get a check cut for 30% due upon signing (I have their W-9, debarment, insurance info.). Everything attached looks good to Ben and myself.

Thank you,
Denise

From: Paul Alteri <palteri@jlsocentralnewyork.com>
Sent: Wednesday, July 29, 2020 12:33 PM
To: Denise Peroulakis <denisesperoulakis@capco.org>
Subject: [EXTERNAL]July Revised Proposal

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Denise,

Please see attached revised proposal.



Paul Alteri - Construction Sales & Estimating

E-Mail: palteri@jlsofcentralnewyork.com

Phone: (607) 745-5788

Website: www.jlsofcentralnewyork.com

"Fast - Friendly - Reliable - Service Start to Finish"

From: [Lynne Sypher](#)
To: [Lindy Glennon](#)
Cc: [Billie MacNabb](#); [Helen Spaulding](#); [Shelley Warnow \(donsgirl1956@aol.com\)](#)
Subject: [EXTERNAL]Re: S. Main Storage Building
Date: Monday, August 24, 2020 11:00:27 AM

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The quote mentions that there aren't any windows or passage doors but the picture shows both. I'm assuming the quote is correct.

With that said, I make a motion to accept the changes to the project as stated in Lindy's email and vote yes.

On Mon, Aug 24, 2020 at 10:48 AM Lindy Glennon <lindyg@capco.org> wrote:

Good morning – I spoke with Shelley last week and we need the Executive Committee to consider and vote on something since the Board doesn't meet in August. In July, the Board approved our proposal for building the storage building at S. Main. That proposal was for \$42,000. The proposal was approved to use current revenue with the understanding that I would also be reaching out to find out if a short-term loan was possible and a better way to go. If that seemed to be the directions, I was going to bring it back to the Board for that approval. We're still working on that piece.

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Executive Director

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Helping People, Changing Lives Since 1974

From: Denise Peroulakis <denisesperoulakis@capco.org>

Sent: Wednesday, July 29, 2020 1:21 PM

To: Lindy Glennon <lindyg@capco.org>

Cc: Martha Allen <marthaa@capco.org>

Subject: FW: [EXTERNAL]July Revised Proposal

Importance: High

Lindy,

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From: Paul Alteri <palteri@jlsocentralnewyork.com>
Sent: Wednesday, July 29, 2020 12:33 PM
To: Denise Peroulakis <denisesperoulakis@capco.org>
Subject: [EXTERNAL]July Revised Proposal

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Denise,

Please see attached revised proposal.



Paul Alteri - Construction Sales & Estimating

E-Mail: palteri@jlsofcentralnewyork.com

Phone: (607) 745-5788

Website: www.jlsofcentralnewyork.com

"Fast - Friendly - Reliable - Service Start to Finish"

From: [MacNabb, Billie \(DFA\)](#)
To: [Lynne Sypher](#); [Lindy Glennon](#)
Cc: [Helen Spaulding](#); [Shelley Warnow \(donsgirl1956@aol.com\)](#)
Subject: [EXTERNAL]RE: S. Main Storage Building
Date: Monday, August 24, 2020 11:09:39 AM

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I think the increase is more than reasonable. I second the motion and vote yes.

From: Lynne Sypher <lsypher@gcfcortland.org>
Sent: Monday, August 24, 2020 11:00 AM
To: lindyg@capco.org
Cc: MacNabb, Billie (DFA) <Billie.MacNabb@dfa.state.ny.us>; Helen Spaulding <helenospaulding@gmail.com>; Shelley Warnow (donsgirl1956@aol.com) <donsgirl1956@aol.com>
Subject: Re: S. Main Storage Building

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

With that said, I make a motion to accept the changes to the project as stated in Lindy's email and vote yes.

On Mon, Aug 24, 2020 at 10:48 AM Lindy Glennon <lindyg@capco.org> wrote:

Good morning – I spoke with Shelley last week and we need the Executive Committee to consider and vote on something since the Board doesn't meet in August. In July, the Board approved our proposal for building the storage building at S. Main. That proposal was for \$42,000. The proposal was approved to use current revenue with the understanding that I would also be reaching out to find out if a short-term loan was possible and a better way to go. If that seemed to be the directions, I was going to bring it back to the Board for that approval. We're still working on that piece.

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LINDY GLENNON

Executive Director

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From: Denise Peroulakis <denisesperoulakis@capco.org>

Sent: Wednesday, July 29, 2020 1:21 PM

To: Lindy Glennon <lindyg@capco.org>

Cc: Martha Allen <marthaa@capco.org>

Subject: FW: [EXTERNAL]July Revised Proposal

Importance: High

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Thank you,
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From: Paul Alteri <palteri@jlsfcentralnewyork.com>
Sent: Wednesday, July 29, 2020 12:33 PM
To: Denise Peroulakis <denisesperoulakis@capco.org>
Subject: [EXTERNAL]July Revised Proposal

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Denise,

Please see attached revised proposal.


Paul Alteri - Construction Sales & Estimating
E-Mail: palteri@jlsfcentralnewyork.com
Phone: (607) 745-5788
Website: www.jlsfcentralnewyork.com

"Fast - Friendly - Reliable - Service Start to Finish"

From: [Helen Spaulding](#)
To: [MacNabb, Billie \(DFA\)](#)
Cc: [Lynne Sypher](#); [Lindy Glennon](#); [Shelley Warnow \(donsgirl1956@aol.com\)](#)
Subject: [EXTERNAL]Re: S. Main Storage Building
Date: Monday, August 24, 2020 3:47:07 PM

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I vote yes

Sent from my iPad

On Aug 24, 2020, at 11:09 AM, MacNabb, Billie (DFA)
<Billie.MacNabb@dfa.state.ny.us> wrote:

I think the increase is more than reasonable. I second the motion and vote yes.

From: Lynne Sypher <lsypher@gcfcortland.org>
Sent: Monday, August 24, 2020 11:00 AM
To: lindyg@capco.org
Cc: MacNabb, Billie (DFA) <Billie.MacNabb@dfa.state.ny.us>; Helen Spaulding <helenospaulding@gmail.com>; Shelley Warnow (donsgirl1956@aol.com) <donsgirl1956@aol.com>
Subject: Re: S. Main Storage Building

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Helping People, Changing Lives Since 1974

From: Denise Peroulakis <denisesperoulakis@capco.org>

Sent: Wednesday, July 29, 2020 1:21 PM

To: Lindy Glennon <lindyg@capco.org>

Cc: Martha Allen <marthaa@capco.org>

Subject: FW: [EXTERNAL]July Revised Proposal

Importance: High

Lindy,

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Denise

From: Paul Alteri <palteri@jlsocentralnewyork.com>

Sent: Wednesday, July 29, 2020 12:33 PM

To: Denise Peroulakis <denisesperoulakis@capco.org>

Subject: [EXTERNAL]July Revised Proposal

CAUTION: This email originated outside of the Agency. Please validate the email address you are receiving this from before opening any attachments or links.

Denise,

Please see attached revised proposal.
<image001.jpg>

Paul Alteri - Construction Sales & Estimating

E-Mail: palteri@jlsocentralnewyork.com

Phone: (607) 745-5788

Website: www.jlsocentralnewyork.com

"Fast - Friendly - Reliable - Service Start to Finish"

From: [Shelley Warnow](#)
To: lsypher@gcfcortland.org; [Lindy Glennon](#)
Cc: Billie.MacNabb@dfa.state.ny.us; helenospaulding@gmail.com
Subject: [EXTERNAL]Re: S. Main Storage Building
Date: Monday, August 24, 2020 1:46:08 PM

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I will second and vote yes.

Shelley

-----Original Message-----

From: Lynne Sypher <lsypher@gcfcortland.org>
To: Lindy Glennon <lindyg@capco.org>
Cc: Billie MacNabb <Billie.MacNabb@dfa.state.ny.us>; Helen Spaulding <helenospaulding@gmail.com>; Shelley Warnow (donsgirl1956@aol.com) <donsgirl1956@aol.com>
Sent: Mon, Aug 24, 2020 11:00 am
Subject: Re: S. Main Storage Building

The quote mentions that there aren't any windows or passage doors but the picture shows both. I'm assuming the quote is correct.

With that said, I make a motion to accept the changes to the project as stated in Lindy's email and vote yes.

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Denise

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Sent: Wednesday, July 29, 2020 12:33 PM

To: Denise Peroulakis <denisesperoulakis@capco.org>

Subject: [EXTERNAL]July Revised Proposal

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Denise,

Please see attached revised proposal.



Paul Alteri - Construction Sales & Estimating

E-Mail: palteri@jlsocentralnewyork.com

Phone: (607) 745-5788

Website: www.jlsocentralnewyork.com

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Resolution of the Board of Directors
Of
Cortland County Community Action Program,
Inc. Resolution No. 20-40

WHEREAS, the Cortland County Community Action Program, Inc. Executive Committee has reviewed the proposal for the increased quote from JLS for the Storage Facility at S. Main from \$42,064 to \$45,607 and accepts as presented,

IT IS HEREBY RESOLVED that on August 24, 2020 the CAPCO Executive Committee of the Board of Directors adopts for acceptance the proposed increased quote from JLS for the Storage Facility at S. Main from \$42,064 to \$45,607.

Shelley M. Wannon
Board President

9/8/2020
Date

Members participating: Shelley Warnow (President), Billie MacNabb (V. President), Helen Spaulding (Treasurer) and Lynne Sypher (Secretary). Staff: Lindy Glennon

As discussed when the Board approved (July Board meeting) us to move forward with the storage building at S. Main, we wanted to pursue the option of a short term loan to cover the cost. We reached out to Tompkins Trust and M&T to see what they would offer. We have been notified by Tompkins Trust that they have approved a loan in the amount of \$50,000 at a rate of 3.25% (prime) for a period of 3 years. There is no penalty for paying off the loan early. Instead of the usual \$250 loan origination fee, they will only charge us \$100.

In talking with M&T, I think they would also approve a loan, but, at this point there are a number of steps to go through and it doesn't sound like it would be at prime (3.25%). And, it's unclear as to whether they would eliminate the fee for early payment.

We would like to get approval to move forward with the loan for \$50,000 with Tompkins Trust. It is very likely that we will pay the loan early. Given the uncertainty of how cash is flowing out of NY State for contracts, we would be more comfortable moving this forward right now with this loan. When the Board approved the storage building in July, we talked about looking into a short term loan and said if we were able to go that direction we would bring it back to the Board for approval. That was approved in July.

Motion to accept the loan from Tompkins Trust in the amount of \$50,000 for a period of 3 years at a rate of 3.25% (current prime) made by Billie MacNabb, 2nd Shelley Warnow. Motion carried unanimously (see attached for email documentation).

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 20-39

WHEREAS, the Cortland County Community Action Program, Inc. Executive Committee has reviewed the proposal for a loan in the amount of \$50,000 at a rate of 3.25% (prime) for a period of 3 years with Tompkins Trust and accepts as presented,

IT IS HEREBY RESOLVED that on August 31, 2020 the CAPCO Executive Committee of the Board of Directors adopts for acceptance the proposed a loan in the amount of \$50,000 at a rate of 3.25% (prime) for a period of 3 years with Tompkins Trust.

Shelley Warnow
Board President

9/1/2020
Date

From: [MacNabb, Billie \(DFA\)](#)
To: [Lindy Glennon](#); [Helen Spaulding](#); [Lynne Sypher](#); [Shelley Warnow \(donsgirl1956@aol.com\)](#)
Cc: [Martha Allen](#)
Subject: [EXTERNAL]RE: Storage Building Loan
Date: Monday, August 31, 2020 2:56:54 PM

CAUTION: This email originated outside of the Agency. Please validate the email address you are receiving this from before opening any attachments or links.

I make a motion to take a loan from Tompkins Trust as outlined below and vote yes.

From: Lindy Glennon <lindyg@capco.org>
Sent: Monday, August 31, 2020 2:35 PM
To: MacNabb, Billie (DFA) <Billie.MacNabb@dfa.state.ny.us>; Helen Spaulding <helenospaulding@gmail.com>; Lynne Sypher <lsypher@gcfcortland.org>; Shelley Warnow (donsgirl1956@aol.com) <donsgirl1956@aol.com>
Cc: Martha Allen <marthaa@capco.org>
Subject: Storage Building Loan

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So, we are asking your **approval for getting the loan in the amount of \$50,000 for a period of 3 years at a rate of 3.25% (current prime). If you approve of this, using reply all, someone will need to make a motion, someone will need to 2nd and all will need to vote yes or no.**

If you have any questions, please feel free to contact me. Thank you for your support.

LINDY GLENNON

Executive Director

Cortland County Community Action Program, Inc. (CAPCO)

32 N. Main Street, Cortland, NY 13045

(P) 607-753-6781 (F) 607-758-3620

(W) www.capco.org

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Helping People, Changing Lives Since 1974

From: [Shelley Warnow](#)
To: [Lindy Glennon](#); [Billie.MacNabb@dfa.state.ny.us](#); [helenospaulding@gmail.com](#); [lsypher@gcfcortland.org](#)
Cc: [Martha Allen](#)
Subject: [EXTERNAL]Re: Storage Building Loan
Date: Monday, August 31, 2020 3:29:26 PM

CAUTION: This email originated outside of the Agency. Please validate the email address you are receiving this from before opening any attachments or links.

I second Billie's motion and I vote yes.

Shelley

-----Original Message-----

From: Lindy Glennon <lindyg@capco.org>
To: Billie MacNabb <Billie.MacNabb@dfa.state.ny.us>; Helen Spaulding <helenospaulding@gmail.com>; Lynne Sypher <lsypher@gcfcortland.org>; Shelley Warnow (donsgirl1956@aol.com) <donsgirl1956@aol.com>
Cc: Martha Allen <marthaa@capco.org>
Sent: Mon, Aug 31, 2020 2:34 pm
Subject: Storage Building Loan

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LINDY GLENNON
Executive Director

From: [Helen Spaulding](#)
To: [Lynne Sypher](#)
Cc: [Shelley Warnow](#); [Lindy Glennon](#); Billie.MacNabb@dfa.state.ny.us; [Martha Allen](#)
Subject: [EXTERNAL]Re: Storage Building Loan
Date: Monday, August 31, 2020 7:57:02 PM

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I vote yes

Sent from my iPad

On Aug 31, 2020, at 3:37 PM, Lynne Sypher <lsypher@gcfcortland.org> wrote:

I vote yes

On Mon, Aug 31, 2020 at 3:29 PM Shelley Warnow <donsgirl1956@aol.com> wrote:

I second Billie's motion and I vote yes.

Shelley

-----Original Message-----

From: Lindy Glennon <lindyg@capco.org>
To: Billie MacNabb <Billie.MacNabb@dfa.state.ny.us>; Helen Spaulding <helenospaulding@gmail.com>; Lynne Sypher <lsypher@gcfcortland.org>; Shelley Warnow (donsgirl1956@aol.com) <donsgirl1956@aol.com>
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From: [Lynne Sypher](#)
To: [Shelley Warnow](#)
Cc: [Lindy Glennon](#); [Billie.MacNabb@dfa.state.ny.us](#); [helenospaulding@gmail.com](#); [Martha Allen](#)
Subject: [EXTERNAL]Re: Storage Building Loan
Date: Monday, August 31, 2020 3:37:28 PM

CAUTION: This email originated outside of the Agency. Please validate the email address you are receiving this from before opening any attachments or links.

I vote yes

On Mon, Aug 31, 2020 at 3:29 PM Shelley Warnow <donsgirl1956@aol.com> wrote:

I second Billie's motion and I vote yes.

Shelley

-----Original Message-----

From: Lindy Glennon <lindyg@capco.org>
To: Billie MacNabb <Billie.MacNabb@dfa.state.ny.us>; Helen Spaulding <helenospaulding@gmail.com>; Lynne Sypher <lsypher@gcfcortland.org>; Shelley Warnow <donsgirl1956@aol.com> <donsgirl1956@aol.com>
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Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 20-39

WHEREAS, the Cortland County Community Action Program, Inc. Executive Committee has reviewed the proposal for a loan in the amount of \$50,000 at a rate of 3.25% (prime) for a period of 3 years with Tompkins Trust and accepts as presented,

IT IS HEREBY RESOLVED that on August 31, 2020 the CAPCO Executive Committee of the Board of Directors adopts for acceptance the proposed a loan in the amount of \$50,000 at a rate of 3.25% (prime) for a period of 3 years with Tompkins Trust.

Shelley Warnow
Board President

9/1/2020
Date

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

Committee reviewed proposed HS/EHS Policies and Procedures updated to reflect changes necessary due to COVID 19 (see attached). These policies mirror all current policies/procedures for Health Services, Family Services, Education, Special Needs, Mental Health. Committee reviewed and discussed proposed policies. Motion to approve made by Doug Bentley, 2nd Patty Schapp. Motion carried.

Committee reviewed the proposed Reopening Manual for HS/EHS in response to changes necessary for COVID 19. Bethann explained the process for developing the manual. Guidance from OCFS Day Care Licensing included must, may and should categories. Our proposed plans meet all requirements for Office of Head Start and OCFS. Motion to approve made by Lynne Sypher, 2nd Doug Bentley.

Committee reviewed the monthly reports for HS/EHS for June 2020. Bethann provided update for enrollment for new program year that begins Sept. 14. We are starting with 138 children enrolled in HS/EHS. This is below full enrollment to allow us to make sure we are prepared and able to meet all of the challenges due to COVID 19.

Lindy provided updates for other programs/contracts. The Volunteer Driver Program is starting back up. We had to pause it with COVID issues as drivers weren't comfortable providing rides and participants weren't making medical appointments. We have four drivers – looking to recruit new drivers. Board members can help by getting that word out.

COVID CARES contract has been approved and we have received advance. Already seeing a significant increase in need for rental assistance. The Discretionary grant is providing assistance for back to school supplies and clothing and responding to COVID 19. Lindy shared information re: the State's withholding of 20% of contract payments due to cash flow issues. We have no word on how long and concern is whether that 20% will be repaid. The WAP contract was approved and we have received that advance.

Patty shared information from Cortland Mental Health. They are looking at resources as part of system of care for youth and adults. Looking at possibility of funding to support efforts of developing a plan. CAPCO will support these efforts and participate in any way possible.

No further business. Meeting adjourned at 12:45 p.m.

Resolution of the Board of Directors
Of
Cortland County Community Action Program, Inc.
Resolution No. 20-43

WHEREAS, the Cortland County Community Action Program, Inc. Program Planning and Evaluation Committee has reviewed the proposed HS/EHS COVID policies and procedures and accepts as presented,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed HS/EHS COVID policies and procedures and accepts as presented,

IT IS HEREBY RESOLVED that on September 24, 2020 the CAPCO Board of Directors adopts for acceptance the proposed HS/EHS COVID policies and procedures.

Board President

Date

Family Service Policy Changes

Program Year 2020-2021

Policy ID	Policy Name	Changes
ER 01	Community Assessment	No changes
ER 02	Eligibility	Added: *Any stimulus payments or emergency unemployment payments received during the pandemic will not be counted as income when determining eligibility.
ER 03	Recruitment of Children	Added: *During the pandemic, the program will be cautious not to overpromise availability and access to services during recruitment. During this time, outreach and recruitment should keep pace with the availability of services.*
ER 04	Selection Process	Added: During a pandemic the program will prioritize services to currently enrolled children. As long as program systems in place are working cohesively and COVID-19 data in the community supports it, new children can be selected off the waitlist.
ER 05	Enrollment	Sentence change: Head Start/Early Head Start must attempt to maintain its funded enrollment Added: During a pandemic, multiple program options are available and will be discussed with each family at the Initial Home Visit. Re-enrollment Health History, release form updates –conducted via phone (Re-enrolling children) The enrollment date for children participating in virtual learning will be the date that the Initial Home Visit is completed and the Virtual Learning Agreement is signed by the family. Sentence change: Classroom staff will be required to call the Family Services Assistant or Coordinator to notify of a child's first day in attendance or the virtual learning enrollment date . Each family will be offered an opportunity to virtually visit the classroom their child will attend. Removed: For those children enrolled in September, a program open house will be offered. For children enrolled throughout the year, families will be invited to visit the classroom as needed.

Family Service Policy Changes

Program Year 2020-2021

ER 06	Attendance	<p>Sentence change: To give children the best possible experience & education, regular attendance is mandatory highly encouraged to ensure consistency.</p> <p>Added: Staff are required to complete the OCFS 4443 Child Care Attendance Sheet every day.</p> <p>The program will track and analyze the cause of absences for all children regardless of what type of services they are receiving.</p> <p>Removed: If the child's attendance does not improve, an attendance letter will be sent to the family stating 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.</p> <p>If attendance still does not improve the Family Advocate/Home Visitor will discuss the situation with the Family Services Coordinator to determine if the family is in need of additional support services.</p> <p>If the attendance percentage falls below 85% in any month after the second attendance letter has been sent, the child will be withdrawn from the program.</p> <p>Staff will notify the Family Services Assistant, who will then send the family a withdrawal letter.</p> <p>Added: Children will not be withdrawn from the program due to low attendance. Even if the program has not been able to engage a family during an extended absence, the child will not be removed from the slot unless the family has notified the program the child will not return.</p>
ER 07	Suspension & Expulsion	No changes
ER 08	Policy on Fees	No changes
FS 01	Home Based Visiting	<p>Added: HV's may be conducted in the home, outside the home, or virtually.</p> <p>The home visit type will be determined based on the comfort level of the Home Visitor and the family. Virtual home visits will only occur in the event of inclement weather or if a family has stated</p>

Family Service Policy Changes

Program Year 2020-2021

		<p>they are not comfortable meeting in person. In person visits will require face coverings to be worn by both the staff member and all participating family members.</p> <p>Before leaving for a home visit the Home Visitor will contact the family to see if anyone in the household is exhibiting any COVID-19 symptoms and will ask the COVID-19 screening questions. If the family answers yes to any of the questions, the Home Visit cannot be completed</p> <p>Virtual home visits will take place for a duration that the child can attend and be engaged.</p> <p>EHS Home Visitors will bring clean and sanitized materials to each visit.</p> <p>Families that have chosen entire virtual home visit will have materials delivered to their home on a 2 week basis.</p>
FS 02	Group Socialization	*entire policy change
FS 03	Family Engagement in Home Visits	<p>Added:</p> <p>Home Visits can be conducted in the home, outside of the home, or in a community location. The home visit type will be determined based on the comfort level of the employee and the family. Virtual home visits will only occur in the event of inclement weather or if a family has stated they are not comfortable meeting in person. In person visits will require face coverings to be worn by both the staff member and all participating family members.</p>
FS 04	Home Visiting Safety	<p>Added:</p> <p>Must wear a face covering when engaging with families and their children, and are unable to social distance.</p> <p>Will have access to a COVID kit that includes appropriate PPE to protect staff and families.</p> <p>Ask families prior to arriving about whether they are exhibiting symptoms of COVID, or have been exposed to any one with COVID.</p>
FS 05	Assessment & Goal Setting	No changes
FS 06	Accessing Community Services & Resources	<p>Sentence change:</p> <p>Families are given access to information about community services via communication with Family Advocates, Home Visitors, and Teachers, by posting information in classrooms and orienting them with the www.21leortland.org website.</p>

Family Service Policy Changes

Program Year 2020-2021

		<p>Removed: Representatives from various community resources are invited to speak about their services at either Family Engagement Events, workshops, or other groups, depending upon family interest.</p>
FS 07	Referrals & Referral Tracking	No changes
FS 08	Family Engagement in Program Governance	<p>Removed: CAPCO Head Start/Early Head Start has 3 Parent Committees: Head Start, Early Head Start, & Home Based.</p> <p>The first Parent Committee meetings will occur in September with a focus on planning the initial program wide Family Engagement events for each program option.</p> <p>Added: Parent committee meetings will be held for each classroom and will offer family activities and resource sharing.</p> <p>These meetings will occur every other month, at a minimum.</p> <p>These meetings will occur virtually using Google Meet or in person as long as physical distancing can be maintained.</p>
FS 09	Family Engagement in Program & Community	<p>Removed: Parents are offered the opportunity to attend family engagement events and classroom activities on an ongoing basis.</p> <p>Activities are planned at convenient times during the day and week to encourage as many parents as possible to participate.</p> <p>Family Engagement is encouraged in all aspects of the program and includes ways in which families can volunteer their time/expertise and assist in developing program goals, curriculum, assessing performance of the program, etc.</p> <p>Parents are encouraged to become volunteers in the classroom</p>
FS 10	Family Engagement Activities	*Suspended for program year 20-21
FS 11	Parenting Curriculum	<p>Added: Parenting groups can be conducted either virtually or in person as long as physical distancing can be maintained.</p> <p>In person groups will require all staff and family members to wear a face covering until they are seated.</p>

Family Service Policy Changes

Program Year 2020-2021

		<p>The facilitator of the group will disinfect all tables, chairs, and other areas after the group is over.</p> <p>Virtual groups will be conducted using Google Meet. The facilitator will keep track of attendees and complete a sign in sheet.</p>
FS 12	Transition	<p>Sentence change: Program options and the details of each option Center placement and hours are discussed at this time.</p> <p>Children enrolled in September, a program open house will be offered along with a virtual classroom visit.</p> <p>For children enrolled throughout the year, families will be invited to visit the classroom virtually or in person (if allowed by NYS guidance.)</p> <p>Other changes: There were areas where school districts would be providing transition activities for children. I added: This is dependent on each individual school district.</p>
FS 13	Documentation	No changes
FS 14	Team Conferencing	<p>Added: Classroom Supervisor/Coach to be facilitators along with Family Advocates</p> <p>In the event of a program shut down, the Family Advocate will take on the facilitator role for each of their assigned classrooms. The team conferencing will then be completed every other week.</p>
FS 15	Notice of Changes	No changes
FS 16	Mandated Reporting	No changes
FS 17	On-going Communication	No changes
FS 18	Registered Sex Offenders	<p>Sentence change: All parents are encouraged to participate be active participants in the Head Start and Early Head Start program activities.</p>
FS 19	Monthly Reports	No changes
FS 20	On-going Monitoring	No changes
FS 21	HB Remote Plan	*new policy
FS 22	FA Remote Plan	*new policy

Family Service Policy Changes

Program Year 2020-2021

FAMILY SERVICES

Policy ID: FS 02-P

Subject: Group Socialization

Performance Objective: Early Head Start will provide at least 22 group socialization opportunities to enrolled children and their parents. ~~These opportunities will utilize both Early Head Start classrooms and community facilities. These group socialization opportunities must not be replaced by medical or social service appointments.~~ These group socializations will be offered at community facilities and virtually utilizing Google Meet.

Operational Procedures:

Group socialization will consist of Early Head Start Classroom visits and community groups.

EHS classroom visits:

- ~~Each enrolled HB child will be offered a socialization group in an Early Head Start classroom closest to their age group, 1x per month.~~
- ~~These classroom visits will take place for 1 hour.~~
- ~~The Home Visitor will be in attendance with the family to provide role modeling and guidance for the family/child.~~
- ~~Each child will be assigned a day/time for their classroom visits.~~
- ~~For scheduling purposes each family will have an option of a specific day/time that works best for them.~~

Community Groups:

- ~~All enrolled children and their families will be offered the opportunity to participate.~~
- ~~Community groups will take place in a community environment (ie. library, park, or other locations within the community).~~
- ~~Scheduled once per month, with the schedule provided to families at the beginning of each program year.~~
- ~~Parents will have the opportunity to network about the classroom visits and their observations during these groups, with the Home Visitor facilitating the conversation.~~
- ~~Home Visitors will type up an overview of the community group and distribute to all families.~~

The socialization format will be determined based on weather and family participation.

- In person/virtual group socializations will occur the same day and time, every other week unless otherwise noted.

In person & virtual

- Parents /guardians will be given a schedule of when group socializations will occur, and will be given ample time if there is a schedule change.
- Parents /guardians will be encouraged to lead, group socializations, share their ideas/suggestions for future socializations, provide feedback, and interact with other families/children.

Family Service Policy Changes

Program Year 2020-2021

- Parents /guardians will be present with their children at all times during group socializations.
- Parents/guardians will be encouraged to actively participate and engage during group socializations.
- Parents/guardians will be reminded about confidentiality at the start of each socialization.

In person only

- In person group socializations will occur at community facilities such as parks, playgrounds, etc. where children and their families can practice social distancing.
- Parents/guardians and the Home Visitor will be required to wear a mask when they are unable to social distance.
- The EHS Home Visitor will provide gross motor activities where children do not need to be in close contact with one another.

Virtual only

- Parents/guardians and their children will attend virtual socializations for a duration that is appropriate for the age of the child.
- EHS Home Visitors will inform parents/ guardians of the risks associated with online platforms.

Related Regulations: 1302.22; 1302.35

Policy Council Approval Date:

Family Service Policy Changes

Program Year 2020-2021

FAMILY SERVICES

Policy ID: FS 21-P

Subject: Home Based Remote Work Plan

Performance Objective: In the event of a program closure, Early Head Start Home Visitors will be prepared to move to a remote plan for family & child contact/interactions.

Operational Procedures:

Family & Child

- 1) Home Visitors are required to be available for remote work during normal Agency hours of 8am to 4pm. (schedule may be adjusted when a prearranged home visit time is outside of these hours.)
- 2) Home Visits will be conducted weekly keeping the prearranged schedule before program closure.
- 3) Home Visits will be conducted virtually via Google Meet.
- 4) Families that are not comfortable completing virtual visits will be contacted weekly via phone.
 - a) If the family cannot be reached via phone, there must be a second attempt to reach the family by phone again. If after the second attempt there is no response, an alternate means of contact must be completed. (email, text, or Facebook Messenger)
- 5) Weekly contact (virtual home visit or phone) will include:
 - a) discussion about activities from the previous week
 - b) gathering parent observations
 - c) planning together for the upcoming weeks
 - d) gathering information about family needs/concerns
 - e) providing referrals (when needed)
 - f) creating goals for the family and child
- 6) All contact and attempted contact will be inputted into ChildPlus within 24 hours.
- 7) Delivery of materials to families every 2 weeks

Family Services Responsibilities

- 1) Follow up on all goals and referrals on a monthly basis. Ensure documentation is complete in ChildPlus.
- 2) Complete a crisis assessment every other week. Follow up on any areas of concern.
- 3) Complete monthly report and submit to supervisor by the 5th of the following month
- 4) Complete Family Strengths Assessment and PIR by due dates
- 5) Complete professional development requirements from Family Services Google Classroom and document on the OCFS training log. Each staff member is responsible for keeping their own certificates on file
- 6) Must research opportunities for trainings/webinars/professional development 1x per week
- 7) Must complete the Professional Development Log after each training. This form must be emailed to supervisor by the 5th of the following month.
- 8) Must research one resource to send to families 1x per month. Upon approval from the Family Services Coordinator, send out information on the resource to families and document in ChildPlus
- 9) Complete time sheet daily, documenting daily tasks completed in notes section
- 10) Attend Family Services virtual meetings and other meetings as required by supervisors

Policy Council Approval Date:

Family Service Policy Changes

Program Year 2020-2021

FAMILY SERVICES

Policy ID: FS 22-P

Subject: Family Advocate Remote Work Plan

Performance Objective: In the event of a program closure, Head Start/Early Head Start Family Advocates will be prepared to move to a remote work plan for family contact and family services responsibilities.

Operational Procedures:

1. Family Advocates are required to be available for remote work during normal Agency hours of 8am to 4pm. (see Family Advocate remote schedule for specific requirements.)
2. Must attempt to have contact with all families bi weekly via phone.
 - a. If the family cannot be reached via phone, there must be a second attempt to reach the family by phone again that same week. If after the second attempt there is no response, an alternate means of contact must be completed. (email, text, or Facebook Messenger)
3. Must offer virtual home visits to all families monthly. These virtual home visits will be conducted virtually via Google Meet.
4. Complete a crisis assessment for each family bi weekly. Follow up on any areas of concern.
5. Give referrals as needed and offer community resources to support families.
6. Continue the goal setting process with families that are willing.
7. Follow up on all goals and referrals on a monthly basis. Ensure documentation is complete in ChildPlus.
8. Complete a bi-weekly team conferencing form for all assigned centers and email to necessary staff.
9. Offer Positive Solutions for Families groups to families. This can be completed virtually using Google Meet or individually with families.
10. Continue to complete the Family Strengths Assessment and PIR by due dates.
11. All communication with families must be documented in ChildPlus within 24 hours.
12. Continue to update family information using the Notice of Change request tab in ChildPlus.
13. Complete monthly report and submit to supervisor by the 5th of the following month.
14. Complete professional development requirements from Family Services Google Classroom and document on the OCFS training log. Each staff member is responsible for keeping their own certificates on file.
15. Must research opportunities for trainings/webinars/professional development 1x per week.
16. Must complete the Professional Development Log after each training. This form must be emailed to your supervisor by the 5th of the following month.
17. Must research one resource to send to families 1x per month. Upon approval from the Family Services Coordinator, send out information on the resource to families and document in ChildPlus.
18. Complete time sheet daily, documenting daily tasks completed in notes section.
19. Attend Family Services virtual meetings and other meetings as required by supervisor.

Policy Council Approval Date:

Health Services Policy Changes

Program Year 2020-2021

Policy ID	Policy Name	Changes
HS 01	Health Services Advisory Committee	No changes
HS 02	Parent Engagement and Communication in Regard to Health and Related Services	No Changes
HS 03	Child Health Status and Care	No Changes
HS 04	Sensory Screening	No Changes
HS 05	Toothbrushing	<p>Added: In the event of a public health emergency, concern, and/or outbreak of a communicable disease, Head Start/Early Head Start has the right to modify or eliminate toothbrushing practices based on the guidance of the state/local health department, OCFS, OHS or any other regulatory agency. When there is no longer a concern or it has been recommended/deemed safe by the appropriate regulatory agency, normal toothbrushing procedures will be reinstated.</p> <p>In the event that policies & procedures need to be implemented, modified or eliminated, the HS/EHS Program will communicate such changes to all families & staff. Communication will be via face-to-face conversation, email, written letter, phone calls, social media outlets, etcetera to ensure ALL families & staff are aware of the changes and have the opportunity to ask any questions or state any concerns.</p>
HS 06	Tobacco Use	No Changes
HS 07	Lead Screening	No changes
HS 08	Hemoglobin Screening	No changes
HS 09	Daily Health Checks	<p>Added: Daily temperature checks will be completed on all children in attendance for at least 3 hours, before pick up and as needed due to symptoms of illness.</p> <p>Daily Health Checks are entered in the Child Plus database. Health Services will monitor this daily to ensure any and all concerns are addressed.</p>
SP 01	Health & Safety Checklist	No Changes
SP 02	Playground Safety	<p>Added: Staff will use the provided Fogger to sanitize the playground equipment and gross motor equipment (hoola, hoops, balls, bikes, riding toys, etc.) before and after using the outside area. (See Cleaning Sanitizing & Disinfecting Policy)</p>

Health Services Policy Changes

Program Year 2020-2021

		<p>In the event of a public health emergency, concern, and/or outbreak of a communicable disease, Head Start/Early Head Start will discontinue use of other publically owned/operated playground areas and follow the guidance of the state/local health department, OCFS, OHS or any other regulatory agency. Publically owned/operated playgrounds use, will be reinstated when there is no longer a concern or it has been recommended/deemed safe by the appropriate regulatory agency.</p>
SP 03	Classroom Safety	<p>Sentence Change: Classroom equipment & bathroom/changing areas are cleaned and sanitized daily, at a minimum of, before drop off, after pick up of children and between uses. (See Cleaning, Sanitizing, Disinfecting Policy).</p> <p>Contaminated toys (mouthed or soiled) that are contaminated are removed from General Play immediately. They are to be washed & sanitized at the end of each day. (See Cleaning, Sanitizing & Disinfecting Policy) before being put back in the classroom</p> <p>Toys are sprayed Spray toys with bleach & water solution daily before children are dropped off & after children have been picked up. (See Cleaning, Sanitizing & Disinfecting Policy)</p>
SP 04	Handwashing	<p>Added: Hand sanitizer is ONLY allowed when running water & soap are unavailable.</p> <p>NOTE: Before applying hand sanitizer, clean hands using wipes to remove visible dirt and a staff member should apply hand sanitizer to children's hands!</p> <p>Adults MUST assist children with hand sanitizer application.</p> <p>Classroom staff will monitor handwashing to ensure every child is washing regularly and that the proper technique is being used. A Handwashing Checklist will be posted, by the handwashing sink, in each classroom to track # of times daily handwashing occurs per child.</p>
SP 05	Diapering & Toileting	<p>Sentence Change in Diapering: Wash hands or use antibacterial wipes</p> <p>Added to Diapering: Staff will repeat steps 4-19 for every child that requires diapering.</p> <p>Sentence Change in Toileting: Bathrooms are properly cleaned and disinfected before drop off, after pick up and between uses. properly after an accident and on a daily basis.</p>

Health Services Policy Changes

Program Year 2020-2021

		Added to Toileting: Bathroom & Changing Areas will have one child using them at a time, if there are multiple stalls and/or tables, to ensure social distancing and to allow for proper sanitizing.
SP 06	First Aid Kits	No Changes
SP 07	Sleeping Practices	Sentence Change in Safe Sleep for Infants: If an infant falls asleep in any place that is not a safe sleep environment, staff will immediately move the child to their assigned crib, and place the child on their back and place children head to toe. Sentence Change in Safe Sleep for Toddlers & Preschoolers: Cots will be placed at least 2 feet apart, but ideally will be placed 6 feet apart when possible and always placed head to toe. Cots will be cleaned & disinfected at the end of the program week, when soiled or as needed to ensure infection control. Cots will be sanitized daily after use & before stacked for storage. Added for Infants, Toddlers & Preschoolers: NOTE: All cot sheets & blankets, for all children, will be placed in child's Jumbo Ziploc bag and placed on their sanitized cot or in their crib for storage.
SP 08	Health Emergency Procedure	No Changes
SP 09	Emergency Preparedness	No Changes
SP 10	Injury Prevention & Reporting	No Changes
SP 11	Short Term Exclusion	Sentence Change: Fever above 100 F 101 F : Added: In the event of a public health emergency, concern, and/or outbreak of a communicable disease, Head Start/Early Head Start has the right to implement, modify or eliminate exclusion criteria based on the guidance of the state/local health department, OCFS, OHS or any other regulatory agency. Exclusion criteria listed above, will be reinstated when there is no longer a concern or it has been recommended/deemed safe by the appropriate regulatory agency. In the event that policies & procedures need to be implemented, modified or eliminated, the HS/EHS Program will communicate such changes to all families & staff. Communication will be via

Health Services Policy Changes

Program Year 2020-2021

		face-to-face conversation, email, written letter, phone calls, social media outlets, etcetera to ensure ALL families & staff are aware of the changes and have the opportunity to ask any questions or state any concerns.
SP 12	Head Lice	No Changes
SP 13	Medications	No Changes
SP 14	Vector Control & Pesticide Use	No Changes
SP 15	Animals in the Classroom	No Changes
SP 16	Personal Protective Equipment (PPE)	*New Policy
SP 17	Cleaning, Sanitizing or Disinfecting	*New Policy

Education/Special Needs/Mental Health Policy Changes

Program Year 2020-2021

Policy ID	Policy Name	Changes
ED 01	Individualization	No changes
ED 02	Child Assessment Process	Added: If the program must switch to its virtual learning plan, the program will modify the policy to include seeking input from parents during winter and spring checkpoint periods and provide support and/or training to parents on how to observe their child during at-home learning activities.
ED 03	Child Outcomes	Added: If the program must switch to its virtual learning plan, children will continue to be assessed, monitored and tracked to the best of the program's ability through remote means.
ED 04	Monitoring	Added: Education monitoring (file checks) will be completed by the designated support person in each center to minimize the footprint in classrooms. In the event the program shuts down, the monitoring schedule will be modified.
ED 05	Observation of Classroom Staff	Added: In order to minimize the footprint in classrooms, formal monthly observations cannot be completed by supervisors in all classrooms. Supervisors will check in regularly with classroom staff in other locations through virtual means or in a designated location outside the classroom. Visits by leadership and random monitoring of videotape will be eliminated due to minimized footprints in classrooms.
ED 06	Curriculum	Added: If the program must switch to its virtual learning plan, curriculum will still be followed. More specific information regarding the virtual learning plan can be found in the newly created policy, ED 17 Virtual Learning.
ED 07	Developmentally Appropriate Materials, Equipment, Furniture and Activities	Added: The physical environment will be modified to include less furniture and soft materials, as well as less toys/manipulatives on shelves. Toys and other materials from home will not be allowed in the classroom.
ED 08	Promoting Physical Development	Added: Outdoor activities will be planned with social distancing in mind. The use of playgrounds not on CAPCO owned/leased property (i.e. public parks, school district buildings) will not be allowed.
ED 09	Education Home Visits and Parent Teacher Conferences	Added: Home visits can be conducted outside of the home based on the comfort level of the family. Parent teacher conferences will be conducted in an alternate location.
ED 10	Child Development and Education Approach for All Children (HS)	Some specific modifications to this policy include restricting visitors, including parents, from entering the classroom,

Education/Special Needs/Mental Health Policy Changes

Program Year 2020-2021

		arranging cots head to toe and 6 ft. apart whenever possible and discontinuing family style meal service.
ED 11	Child Development and Education Approach for All Children (EHS)	Added: Visitors, including parents, will be restricted from entering the classroom Cots will be arranged head to toe and 6 ft. apart whenever possible. Family style meal service will be discontinued.
ED 12	Coaching	Added: Coaching procedures will be modified to allow for coaching observations and feedback to be done virtually.
ED 13	Physical Environment and Facilities	Added: Head Start / Early Head Start has the right to modify these policy as needed for the safety, health and wellbeing of participants.
ED 14	Active Supervision of Children	Added: Head Start / Early Head Start has the right to modify these policy as needed for the safety, health and wellbeing of participants.
ED 15	Visitors in the Classroom	Sentence Change: Sign in upon entry to the premises in the designated Visitor Log (OCFS-6039 Child Care Program Tracker); Added: Visitors, other than those considered essential, will be restricted from entering the classroom.
ED 16	Using Face to Name Recognition Checks	New Policy
ED 17	Virtual Learning	New Policy
ED 18	Professional Development	New Policy
SN 01	Developmental Screenings (HS)	Added: Screenings in both the first 45 days and spring will be completed to the best of the program's ability.
SN 02	Speech Screening (HS)	Added: To minimize the footprint in classrooms, SUNY Cortland will not be utilized for speech screenings, but instead the special needs specialist will conduct screenings for new enrollees to the best of her ability.
SN 03	Social Emotional Assessment	Added: The program will attempt to complete the ASQ-SE for newly enrolled children over the phone during the initial screening appointment.
SN 04	Social Emotional Screening (HS)	Added: Screenings in both the first 45 days and spring will be completed to the best of the program's ability.
SN 05	Screening Follow Up	No changes

Education/Special Needs/Mental Health Policy Changes

Program Year 2020-2021

SN 06	Pyramid Team Classroom Observations	Added: To minimize the footprint in classrooms, observations will not be able to occur in all situations. Other communication means will need to be taken into consideration when developing a plan to put additional supports in place to address any special needs or mental health concerns.
SN 07	CPSE Referral, Evaluation and Meeting Process (HS)	No changes
SN 08	Adapting Special Needs Goals for Individualization	No changes
SN 09	Developmental Screenings (EHS)	Added: Screenings in both the first 45 days and spring will be completed to the best of the program's ability.
SN 10	Speech Screening (EHS)	Added: Screenings in both the first 45 days and spring will be completed to the best of the program's ability.
SN 11	Referral and Evaluation Process	No changes
SN 12	Social Emotional Screening (EHS)	Added: Screenings in both the first 45 days and spring will be completed to the best of the program's ability.
MH 01	Parent Education (HSEHS)	No changes
MH 02	Mental Health Professional for Head Start and Early Head Start	No changes
MH 03	Mental Health Support Services for Head Start and Early Head Start	No changes
MH 04	Procedure for Tracking Challenging Behavior	No changes
MH 05	Positive Behavior Support Policy	No changes
MH 06	Procedure for Behavior Support Plan	Added: To minimize the footprint in classrooms, Pyramid Team observations will be limited. A limited number of staff involved in the planning process will be able to attend in-person meetings with families. Virtual options will be considered on a case by case basis.
MH 07	Procedure for Unsafe Behavior	Added: This policy must be modified to minimize the footprint in classrooms. Steps 2 b-c, 3 and 4 will be eliminated from the procedure. If, with additional supports in place with existing classroom staff and the child continues to engage in unsafe behaviors, the child's parent will be called to come pick up the child (modification of steps 5 and 6).

Resolution of the Board of Directors
Of
Cortland County Community Action Program, Inc.
Resolution No. 20-44

WHEREAS, the Cortland County Community Action Program, Inc. Program Planning and Evaluation Committee has reviewed the proposed HS/EHS COVID Reopening Plan and accepts as presented,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed HS/EHS COVID Reopening Plan and accepts as presented,

IT IS HEREBY RESOLVED that on September 24, 2020 the CAPCO Board of Directors adopts for acceptance the proposed HS/EHS COVID Reopening Plan.

Board President

Date



Cortland County Community Action Program, Inc. (CAPCO)

Head Start/Early Head Start

COVID-19 Re-Opening Plan



Effective Date: August 24th, 2020



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INTRODUCTION

The following plan will help support a safe and healthy environment for children, families, and employees. These guidelines have been put in place using guidance from the CDC, NYS Department of Health and NY Forward, Office of Head Start, and NYS Office of Children and Family Services. All employees will adhere to the CAPCO **COVID-19 Re-Opening: Health and Safety Procedures** for the Agency. This re-opening plan is supplemental to the overall Agency document and is specific to guidance given to the CAPCO Head Start/Early Head Start program.



1. EMPLOYEE HEALTH AND SAFETY SCREENING PROCESS

- a) All employees are required to self-screen before reporting to their work space. The self-screen will check for the following:
- *Temperature of 100.0°F or higher* • *Persistent cough* • *Sore throat* • *Shortness of breath*
 - *Muscle pain* • *Chills* • *Loss of taste or smell*
 - *Close contact with someone exhibiting symptoms or diagnosed with COVID-19*
- b) An employee who has a fever at or above 100.0 degrees Fahrenheit or who is experiencing coughing, shortness of breath or other COVID-19-related symptoms listed above will notify their supervisor immediately. If the temperature was taken at home, the employee will be unable to report to work. If the temperature was taken at the worksite, they will be required to go home immediately.
- c) An employee who could not successfully complete the screening process can return to work when:
- i) If an employee is sent home solely for a fever at or above 100.0 degrees Fahrenheit, the employee must have no fever for at least 24 hours (that is one (1) full day of no fever without the use of medicine that reduces fevers).
 - ii) If an employee is sent home due to symptoms of COVID-19 and/or exposure to COVID-19 and the employee remains out of work for three (3) or more consecutive days, she/he will not be permitted to return to work until receipt of a doctor's clearance and/or negative COVID-19 testing results, whichever is available first. Unless directed differently from the Department of Health.
 - iii) An employee who becomes ill after arriving at your workspace and/or exhibits any of the symptoms identified in the COVID-19 screening will immediately report this to their supervisor and go home.

Location/Classification	Who	Employee Health & Safety Check Points
Cosimos	* Upstairs office staff	Screening process located in mail room
South Main-front (Johnson)	*All office staff, unless assigned to a classroom	Screening process located downstairs
-Staff Assigned to Classrooms -Home Visitors -All Nutrition staff	* Classroom staff * Home Visitors * Nutrition staff * Family Advocates / Classroom Supervisors / Coach assigned to start their day in a classroom	*Take temperature from home and if over 100.0, call Supervisor immediately. You are unable to work. * If temperature is below 100.0 and you are able to answer no to all questions on the Attestation Form, report to work and complete the self-attestation in Child Plus immediately upon arrival.

****The program will provide thermometers to employees as needed****



- All employees NOT located at the Main Office are required to follow the guidance in the chart above.
- If able to report to their workspace, all employees must login to Child Plus and complete the COVID-19 Self-Attestation.
 - Login using the assigned username & password.
 - Click on the Management tab near the top of the page.
 - Click on Personnel. Click on the employee name on the left hand side of the page.
 - Click on the COVID-19 Self-Attestation tab and then the green link to add information.
- All employees are required to sign in on the OCFS 6039 Child Care Tracker form when crossing the threshold to their designated workspace.

2. PHYSICAL DISTANCING

- a. Employees will wear a face covering the entire time children are present.

If an employee chooses to wear a face shield, they must also wear a face mask.
- b. Employees will wear a face covering whenever they are unable to be at least 6 feet apart from each other.
- c. Office employees are required to wear a face covering when in common areas.

Entering/exiting the building. Anytime they are not in their assigned office.
- d. There will be no more than 8 children in each Early Head Start classroom.

The program will be starting with a phased in re-opening of re-enrollees. No classroom will be at full capacity on the first day of school. As long as program systems in place are working cohesively and COVID-19 data in the community supports it, a second round of children will be accepted in October.

- e. There will be no more than 15 children in each Head Start classroom.

The program will be starting with a phased in re-opening of re-enrollees and UPK accepted children. Using guidance from OCFS, Head start group size will not exceed 15 children. No classroom will be at full capacity on the first day of school. As long as the program systems in place are working cohesively and COVID-19 data in the community supports it, a second round of children will be accepted in October.
- f. Groups will not mix with other groups and will not utilize common spaces at the same time.

Supervisors will create a rotating schedule for playground space and gross motor space. Classrooms will not be allowed to be combined at the beginning or end of each day.



- g. Classrooms will be reconfigured to allow for social distancing (to the fullest extent possible) for the children in the room.

Each Head Start classroom will have additional seating capacity for table time activities. Some shelving will be removed and furniture will be set up in a manner that will allow for more space within the classroom. Each classroom will have visual cues/signs/markers for spacing purposes.

- h. Non-essential visitors will be prohibited from entering the building or classroom.

Therapists are considered essential visitors and will be allowed to enter classrooms. Every classroom will have a 3rd person and either a Family Advocate or Classroom Supervisor who will be assigned to their classroom. The Family Advocate and Classroom Supervisor will only be able to enter their assigned classrooms. Essential visitors are also employees who are deemed necessary to support the safety of ongoing operations. Any person listed on the child release contacts will not have access to buildings.

- i. Employees delivering meals/snacks/supplies/mail will not be able to enter the classroom. They will all be left in designated areas outside each classroom.

Snacks/supplies/mail will be delivered Tuesday mornings and Wednesday afternoons. An employee will contact the classroom to let them know they are on their way. Kitchen aides will be notified when daily meals are in route. End of the month paperwork needs to be completed in a timely manner and mail delivery schedule may be different.

- j. Breakrooms can have more than one person at a time, as long as seating will allow distancing of at least 6 feet.

Tables & chairs need to be sanitized after use.

- k. Employee breaks will be scheduled to ensure that social distancing of any breakroom will be maintained.

Supervisors will determine break schedules based on location.

- l. Employee meeting space will be reconfigured to allow each participant to remain at least 6 feet apart. Meetings with more participants than social distancing will allow will be split up into smaller groups or meetings will occur virtually.

In person meetings which need to be held inside will primarily be at the Elm Tree site. All tables should be labeled as “sanitized”. If not, the employee will need to sanitize it using the available disinfecting wipes. After each meeting, each employee member is responsible for sanitizing their table and placing the “sanitized” sign on it. Additional supplies can be requested by contacting the HS/EHS Nutrition Manager. Zoom meetings will require everyone to have their video on to ensure active participation.



- m. Office/classroom work spaces will be arranged to ensure individuals are at least 6 feet apart.
- n. Office employee's schedules will be modified to restrict the number of employees in one space at a time.

Family Advocates and Classroom Supervisors will have scheduled days/times they may return to their "home" desk. Coordinators will arrange these schedules.

- o. Sites will have ground markers 6 feet apart for visual social distancing cues. Family members will be required to wear a face covering. Employees will greet the family outside. All families will be asked screening questions at drop off each day. The child's temperature will be taken if the family was unable to do it at home. Family members will not be allowed to enter the building/classroom. Families will sign a waiver that will allow program employees to sign the child in/out.

This information will be shared with families during the initial home visit. Employees will sign the child in using the Child Plus attendance app and document the name/relationship of the person dropping the child off. If multiple employees will be using signing the child in, they must wear gloves when handling the electronic device and use their own assigned stylus. Styluses will be sanitized for use a pick up time. Laminated cheat sheets with attestation questions will be available for employees to reference.

- p. Families will be unable to enter the building/classroom to pick up their child. Family members will be required to wear a face covering. Family will follow the rule for 6 feet distancing. Each family will receive a laminated sign with their child's name and classroom for use at pick up time. Unless pre-arranged, families will only be able to pick up their children no earlier than 15 minutes before departure time.

Classroom supervisors and Family Advocates will be the designated person who will sign out each child using the Child Plus attendance app. Families will hold up their sign and the designated person will notify the classroom. The 3rd person in each classroom will bring the child outside to be released. The designated person must be in a visible location for families at least 15 minutes before scheduled departure time. In the event of staffing issues, the classroom should contact their classroom supervisor for guidance earlier in the day.

- q. At nap/rest time, cots will be spaced at least 6 feet apart, when possible. Cots will be arranged head-to-toe.

Children who do not nap will be offered quiet table top activities or the parent/guardian of non-nappers will have the option to pick their child up early. This will be pre-arranged to ensure pick up procedures are followed. Cots should be placed away from tables, if possible.



3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- a. The program will provide all necessary PPE to ensure employee health and safety in the workplace, including but not limited to face coverings, gloves, hand sanitizers, and disinfecting wipes.

COVID-19 kits will be placed in classrooms containing workplace PPE supplies. Items have been added to the inventory request list to ensure an ample supply is always on hand.

- b. The program will supply all employees located in classrooms with aprons.

The aprons are to be worn the entire time children are present in the classroom.

- c. Employees are required to wear face coverings anytime they cannot be at least 6 feet apart from each other.

Employees will be able to take a 10 minute “fresh air break”, as needed, when child ratio can be maintained. These breaks will occur outside of the classroom space.

- d. Employees are required to wear a face covering when in common office areas, while meeting with families, at pick up/ drop off time and the entire time children are present.

- e. UPK children may be required to wear face coverings in all areas of the building including the classroom.

- f. Employees will follow guidance from the Department of Health regarding acceptable face coverings in the event they choose not to use face coverings provided by the program.

Employees can choose to wear their own face coverings as long as they follow the DOH guidance. Face shields cannot be worn independently; they must be accompanied by a face mask. Employees are responsible for the cleaning and disinfecting of personal coverings.

- g. Employees will clean and/or replace face coverings, as needed, and will not share face coverings.

Employees may replace face coverings when they believe it is necessary due to moisture or becoming soiled.

- h. The program will train employees on PPE requirements, including putting on/removing, cleaning and discarding facemasks/gloves.

The Health component area will provide this training for employees. Leadership & EHS classroom employees will be trained in July. Returning employees will receive the



training in August. After the training in August occurs, any new employee will receive the training through the onboarding process.

4. CHILD CARE PROGRAM ACTIVITIES

a. Classroom Environment

- i. Open windows and doors before and after children are present, when able.
- ii. All areas in the classroom must be arranged in a way that discourages gathering.
- iii. Shelving should be arranged to provide space for distancing in play areas.

Supervisors will check each classroom before the program year begins and offer feedback to ensure ii. & iii. are appropriate.

- iv. Employees must limit the number of children allowed in each area.

The maximum number of children allowed in one area is 4. Depending on the size of the area, this number will be adjusted accordingly.

- v. Rugs and any soft objects that cannot be easily sanitized must be removed from the classroom.

These items should be placed in storage in the classroom. If the need for extra storage is necessary, contact your supervisor.

- vi. Classroom toys that cannot be cleaned/sanitized frequently, will be permitted in the classroom on a rotating weekly schedule. This will ensure they can be cleaned appropriately.

For example, books and puzzles must be changed on a daily basis. Materials such as doll clothes and dress up clothes must be changed daily and cleaned between uses. Items will be rotated on a weekly basis. Monday to Monday, etc.

- vii. Each child will have a dedicated cot labeled with their name.

- viii. Cots will be sanitized daily.

Sanitize daily by spraying each cot with the bleach/water solution. For cots that become soiled, the soap/water solution should be used and followed with the bleach/water solution.



- ix. The program will provide cot sheets and blankets for children.

Sheets and blankets must be stored in a sealable plastic bag, specific to each child, between uses. Sheets and blankets must be washed 2x per week at a minimum. Soiled sheets will be changed, as needed. A rotating laundry schedule will be determined by classroom supervisors, based on site needs.

- x. Manipulatives will be sanitized daily.

All manipulatives will be sprayed with bleach/water solution. Mouthed toys will be put in a designated cleaning container to be cleaned and sanitized using the required soaking solution and procedure.

- xi. Classroom activities will be planned to allow for social distancing.

Each classroom will have designated spaces (squares) marked out around the room. These “play hubs” will allow children to have a visual reminder of their own space.

b. Food Services

- i. All classrooms will have additional tables in each room, placed at least 6 feet apart.
 - ii. Meals will no longer be served family style. Children will be served individually with portioned plates.
 - iii. Disposable plates and silverware will be utilized.
 - iv. Gloves will be worn by employees when they are handling ready to eat foods, setting the table and serving food.
 - v. Food will be kept off the meal tables and covered.
 - vi. Meals will be delivered to each classroom and placed in a designated area outside. This will ensure the footprint in the classroom is minimal.
- See Updated Nutrition Policy 3
 - See Procedure: Teacher to child food delivery
 - See Procedure: Delivery Personnel- Kitchen Aide-Teacher
 - See Delivery Procedure



c. Large/Gross Motor Activities (inside & outside)

- i. Playground and gross motor rooms will be utilized on a scheduled basis to ensure only one group is using it at a time.

Playgrounds can only be used if owned by the HS/EHS program. All classrooms are able to use green space and other locations throughout the community.

- ii. Children located in a school district building or the YMCA will be required to wear face coverings when leaving the classroom to walk to a playground, another location within the school, or taking a walking field trip in the community.
- iii. Children located in buildings other than a school district will be required to wear face coverings when taking a walking field trip in the community.
- iv. Activities will be planned to allow for social distancing.

On the playground, employees will continuously monitor all areas to ensure there are no large groups of children congregating in one area. Employees will provide activities for children from active play and other resources that encourage social distancing.

- v. High touch areas of playground structures and materials will be sanitized after each group use.

Foggers will be used on program owned playgrounds every morning. A bleach and water solution must be sprayed on all high touch areas after each use of the playground. This will allow ample time for the solution to dry before another classroom's scheduled playground time. All employees will be trained in the use of the fogger and will operate the fogger in compliance with manufacturer's guidelines. Schedules will be completed by the Education Coordinator & classroom supervisors to determine times/usage.

- vi. Children will wear face coverings while on a walking field trip within the community.

All children over the age of 2 are required to wear a face mask while out in the community. Classrooms can use the walking rope as long as children over 2 are wearing a mask. Ropes should be used on a rotating basis to allow for sanitizing and air drying in between use. Extra ropes will be purchased for this purpose. EHS classrooms with younger children are permitted to use buggy's on days when attendance allows (based on employee/child attendance).



5. COMMUNICATION

- a. All employees will be trained on NYS child care guidance and the new program procedures to ensure compliance with the NYS requirements.

Training will be provided for all employees on the re-opening plan at pre-service in August. New component area procedures will also be discussed. All employees will receive a copy of the re-opening plan, along with all supporting policies & procedures. New employees hired after August will receive the information during the onboarding process.

- b. All employees will sign an affirmation stating they have been trained, reviewed, understand, and will implement all new procedures.

Signed affirmations will be kept in HR.

- c. Signage will be posted inside and outside of each classroom and at each office location to provide reminders to all employees, families, and essential visitors on the topics of:
- Proper hygiene
 - Social distancing rules
 - Appropriate use of PPE
 - Cleaning and disinfecting protocols

Required signage will be added to the health & safety checklist. Employees will be required to hang these signs in their classrooms before the children attend. Health Services will distribute signage to employees at pre-service trainings.

- d. Completed summary safety plans will be posted in each classroom and office location.

Re-opening plans will be posted near the entrance to each classroom/office.

- e. A communication plan for employees, parents/guardians, children which includes instructions, training, signage, and is consistent will be developed and implemented.

All employees, families, and children will be trained/receive information on the following topics:

*Re-opening information

*Social Distancing

*Face Coverings

*Handwashing

*Signage- in classrooms
and common areas

*Health Screening

*Cleaning/Disinfecting

*Closing procedure in
case of exposure

Employees	When:	Person Responsible
Emails from Agency	May/June 2020	Agency Director & HR
Agency Zoom meeting	June 2020	Agency Director & HR



Agency COVID-19 Re-Opening: Health and Safety Procedures	June 2020	Agency Director & HR
Welcome back letter	July 2020	Agency HR & HS/EHS Director
HS/EHS re-opening plan	August 2020	HS/EHS Director
Pre-service trainings	August 2020	HS/EHS Director
Supervisor feedback/contact	Weekly & as needed	All Supervisors
Health & Safety checklist feedback	Monthly	Health Services Coordinator
Facebook	As needed to share information	Facebook page Administrators
Correspondence from Director	As needed to share information	HS/EHS Director

Families	When:	Person Responsible
Re-opening letter	July 2020	HS/EHS Director
Family Survey	July 2020	HS/EHS Director
Facebook-post about choosing to have virtual contact	July 2020	HS/EHS Director
EHS- weekly contact with teachers/HV/FA	March-August 2020	EHS Teachers, Home Visitors, Family Advocates
Family Handbook	August 2020	Leadership will update. Teachers and HV's will share information on IHV.
IHV-covers procedures that have been put in place	August	Teachers and Home Visitors
Flyers, email, FB, various forms of communication	Ongoing. Beginning in August 2020.	All functional areas
Information on where to see re-opening plan	Shared with families at IHV. Mailed or emailed to interested families.	Teachers/Home Visitors
FA/HV/Teacher contacts	As needed to communicate classroom information and on scheduled home visits	Teachers/HV/FA
Classroom newsletter, email, family zoom, ongoing individualized communication	Monthly newsletters, zoom meetings as necessary	Teachers/FA

Children-

All children will learn the information through classroom activities. These activities will be specific to the required topics listed above and will be documented on classroom lesson plans.



- f. Employees and families who have a question or concern regarding COVID-19 will contact the Director.

Employees will be informed of who they should contact at pre-service trainings.
Families will be notified via the Family Handbook and on their initial home visit.

6. HYGIENE, CLEANING, AND DISINFECTION

- a. Cleaning and disinfection logs will be kept in every classroom and office space to document the date, time, and scope of cleaning. All cleaning and disinfection requirements from the DOH and CDC will be adhered to.

Completed logs will be kept in the COVID binder at each location. This will also be on the health and safety checklist.

- b. Each classroom and office space have access to handwashing sinks. Disposable paper towels will be utilized.

All classrooms will have 20 second timers and other materials as needed to ensure proper handwashing time.

- c. Hand sanitizer will be utilized in classrooms only when soap and water handwashing is not available.

Children under the age of 2 will only follow handwashing procedures and are not permitted to use hand sanitizer. Adults will dispense hand sanitizer for children over the age of 2.

- d. All common areas at each site will have hand sanitizer available for employees. *

- e. The program will provide all office employees with bottles of hand sanitizer. *

- f. The program will provide disinfection supplies for each classroom and office space to clean shared and frequently touched surfaces and materials. Employees will wash their hands after cleaning these surfaces/materials. *

*Employees will use the inventory request in Child Plus for replenishment of cleaning/disinfecting supplies.

- g. All classroom employees and essential visitors will wash their hands immediately upon entering the program premises. All office employees will use hand sanitizer or wash their hands upon arrival. All children will immediately wash their hands upon entering the classroom.



- h. Employees and children in classrooms are required to wash their hands between program activities, after using the restroom, before & after diapering a child, before & after eating, before departing the program for the day or whenever they become soiled.

Each classroom will have a handwashing /temperature checklist which will include names of children and checkboxes documenting handwashing as well as times temperatures were taken.

- i. Gloves will be worn by employees when diapering/providing assistance with toileting and change between children and cleaning and disinfection of the area will be performed by the employee between each child.

Gloves will be changed after each child has been diapered. Changing tables will be disinfected using a soap/water solution and then bleach/water solution, allowing for air dry time in between each child.

- j. Children's clothing will be changed whenever it is soiled. Employees will also change their own clothing if it becomes soiled.

If the classroom is running low on extra clothes, they will notify their supervisor. Employees will keep 2 sets of extra clothes at the classroom to change into in the event their clothing gets soiled.

- k. The program will monitor the regular scheduled cleaning and disinfection of equipment and toys.

OCFS Form 6041 and health and safety checklists will be used for monitoring.

- l. Children will not be allowed to bring toys from home to the program.

- m. Signage will be hung near every sink reminding employees to wash hands that are visibly soiled.

7. SCREENING/ISOLATION & QUARANTINE

a. Screening

- i. Parents/Guardians will be trained on taking their child's temperature, the health screening questions on the NYS OCFS Health Screening One-Time Attestation form and HS/EHS policies and procedures.

Families will be supplied with thermometers, if needed.



- ii. All parents/guardians and essential visitors will be required to sign the OCFS 6040 Health Screening One-Time Attestation form. This form will be kept in the COVID binder in each classroom.

Explanation of the form and parent/guardian signature will occur during the initial home visit.

- iii. Parents/Guardians will be required to take their child's temperature at home before bringing them to the program. If the child's temperature is over 100.0 degrees and/or they cannot answer no to all of the questions on the attestation form, parents/guardians will be instructed to keep the child home.
- iv. Classroom employees will screen the temperature of each child who has been in care for at least 3 hours, if they are exhibiting symptoms of illness, and before they are picked up for the day.

There will be a designated isolation area within the classroom for children that become ill during the day. Children will stay in this area until they are picked up. Using the Handwashing/Temperature checklist, employees will document the time the temperature was taken and if it was under 100.0 degrees. Employees will not document the actual temperature.

- v. Every person who enters a program building or classroom will be required to sign in on the OCFS 6039 Child Care Program Tracker form.

Completed forms will be stored in the COVID binder at each location.

- vi. Every person who is not an employee will be required to complete a health screening before entering the building.

b. Isolation & Quarantine

- i. **All parents/guardians are required to notify the program if someone living in their household has tested positive or is exhibiting symptoms of COVID-19 or is being quarantined as a precautionary measure.**
 - A parent/guardian living in the same household as the child who has tested positive for, or is exhibiting symptoms of COVID-19, will be unable to pick up their child.
 - Another emergency contact from the child release form must pick up the child from the program. **This person must not live in the same household as the family or be considered a "close contact".**



- The child will be unable to return to the program until the quarantine is complete since they are considered a “close contact”.
 - Documentation from the Dept. of Health with a quarantine release date is required before the child may return to the program.
- A parent/guardian living in the same household as the child and is being quarantined as a precautionary measure with no symptoms or positive test will not be permitted in any program building/classroom. An employee will deliver the child to the parent at an outdoor location.
 - The child will be able to return to the program during the duration of the quarantine.
- ii. If the child or member of their household tests positive or exhibits symptoms of COVID-19 the child will be unable to return to the program until the quarantine is complete.
- iii. The program will immediately notify the local health department and the state health department if any employee or child has a positive test result and follow any guidance received.

8. MEETINGS WITH FAMILIES

a. Teachers, Home Visitors & Family Advocate Home Visits

- i. Meetings with families can occur virtually or in person. In the event of an in-person meeting, this will occur outside of the home with social distancing and face covering protocols put into place for both the family and employee.

Each Home Visitor/Family Advocate/Teacher will have a COVID kit for home visits. The COVID kit will contain disinfecting supplies, gloves, and extra masks. The Home Visitor/Family Advocate/Teacher will complete an inventory request form to replenish the supplies, as needed.

b. Office Employees

- i. Designated locations will be set up at the Cosimos and Johnson sites for meetings with families to complete any required paperwork. Disinfecting practices and face covering protocols will be followed.
 - Families will be required to ring the outside doorbell or place a phone call to alert the program they have arrived for the scheduled appointment.



- Each designated meeting space will be equipped with a Plexiglas partition.
- The employee will complete a health screening for each family member present and complete the tracker form.
- Employees and families will be required to wear a face covering throughout the entire meeting. Extra disposable face masks will kept on hand.
- Employees will sanitize the chairs and table in front of the family.
- Families will be provided with a pen to sign required paperwork. They will have the choice to take the pen with them or discard it in the trash can.
- After the meeting, the employee will sanitize the chairs, table, doorbell, and doorknob.

9. VIRTUAL LEARNING PLAN

- a. Policies & procedures for remote learning have been created to ensure all children and families will be routinely engaged by the program.

Policy ED 17 –Virtual Learning

Policy FS 21P – HB remote plan



COVID-19 Self-Attestation Form
To Be Completed Prior to Work Day/Shift and/or Entering CAPCO Premises

Prior to the start of each work shift and/or entering the premises, **The Cortland County Community Action Program, Inc. (CAPCO)** requires that all employees, visitors, vendors, etc. complete a COVID-19 self-attestation form. The attestation must be clear and complete and submitted to **the designated drop box before** an employee can start their work shift or a visitor can enter the premises. Human Resources collects and reviews Self-Attestation Forms. After reviewing an individual's self-attestation, if **CAPCO** believes that an individual is exhibiting COVID-19 symptoms, was exposed to COVID-19 or is unable or unwilling to self-certify, **CAPCO** will ask the individual to immediately leave the work premises and **may** be required to seek medical attention and applicable testing by their health care provider. Employees may not return until all applicable requirements are met.

Certification: → Location completing attestation (select one):

<input type="checkbox"/>	Main Office (front door)	<input type="checkbox"/>	Healthy Families
<input type="checkbox"/>	Main Office (side driveway door)	<input type="checkbox"/>	South Main
<input type="checkbox"/>	Main Office (Energy Services)	<input type="checkbox"/>	Cosmos

I _____, hereby certify
(Print Full Name)

that on today's date the following information is true and accurate:

Statement	Yes	No	Comments
Attest that I have taken my temperature on this day before entering CAPCO premise to begin work and that I do not have a fever of 100.00 degrees or greater.			
Cough* within the past 24 hours (This should be out of the ordinary and more than incidental. This does not include a previous diagnosis unrelated to COVID-19, i.e. allergies, etc.)			
Shortness of breath within the past 24 hours			
Sore throat (This should be out of the ordinary and more than incidental. This does not include a previous diagnosis unrelated to COVID-19, i.e. allergies, etc.)			
Any other symptoms associated with COVID-19 (e.g., loss of taste or smell, gastrointestinal problems, such as nausea, diarrhea, and vomiting)			
Close contact with an individual diagnosed with or exhibiting symptoms of COVID-19*			
Received a positive test result or diagnosis based on symptoms for COVID-19			
Currently directed to self-isolate or quarantine by health care provider or public health official			
Traveled to/from a state listed with a <u>Travel Advisory</u> per NYS Gov. Cuomo's Executive Order 205 within last 14 days. Travel advisory states listed at https://coronavirus.health.ny.gov .			

*"Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within six (6) feet of a person who has tested positive for COVID-19 for about 10 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.

I certify that the above statements are true and correct.

Today's Date: _____

Employee Signature: _____

Check One:	
<input type="checkbox"/> Employee	Specify: _____
<input type="checkbox"/> Visitor →	

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES

**CHILD CARE EMPLOYEE, VOLUNTEER, PARENT, CHILD AND ESSENTIAL VISITORS
HEALTH SCREENING ONE-TIME ATTESTATION**

Before entering a child care program, employees, volunteers, parents, children and essential visitors **must complete a health screening questionnaire daily. In addition, each employee, volunteer, parent, child and essential visitor must sign and submit this form to the program one time.** Employees, volunteers, parents, children and essential visitors must answer all questions and take their temperature daily to confirm a body temperature lower than 100.0 degrees Fahrenheit. If anyone answers "Yes" to any of the questions below, they cannot enter the child care program. A parent or guardian is responsible for completing daily screening on behalf of their child(ren).

Self-Screening:

Below are the self-screening questions that employees, volunteers, parents, children and essential visitors are required to answer daily. If any of the answers to the below questions are "Yes," individuals cannot enter the program. If the answers are "No" to all the following questions, individuals may enter the program. If employees, volunteers, parents, children and essential visitors cannot take their temperature at home, but answer "No" to all other questions, they may report to the program to have their temperature taken on site.

1. Is your temperature higher than or equal to 100.0 degrees Fahrenheit?
2. Have you had any known contact with a person confirmed or suspected to have COVID-19 in the past 14 days?
3. Are you currently experiencing **ANY** of the following symptoms?
 - ☐ Cough (new or worsening)
 - ☐ Shortness of breath (new or worsening)
 - ☐ Trouble breathing (new or worsening)
 - ☐ Fever
 - ☐ Chills
 - ☐ Muscle pain (new or worsening)
 - ☐ Headache (new or worsening)
 - ☐ Sore throat (new or worsening)
 - ☐ New loss of taste
 - ☐ New loss of smell
4. Have you tested positive for COVID-19 through a diagnostic test in the past 14 days?

If you have answered "NO" to all questions, you have passed and may enter the program.

If you have answered "YES" to any question, you will not be allowed to enter the program.

Attestation: By signing this document, I agree that I will self-monitor these symptoms each day and report the outcome per the instructions above and will not enter any child care program if any of the above symptoms or conditions are present.

Signature

Date

Signature

Date

Note: This document must be signed and returned to the program prior to entry. A signed copy needs to be provided only once. The child care program must retain a copy for their records.



NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
CHILD CARE PROGRAM TRACKER
CHILD DAY CARE PROGRAMS



Program Name: _____ License/Registration Number: _____

Address: _____

For the duration of the COVID-19 pandemic, this form is being utilized to record any employee, visitor, parent/guardian, or individual who enters this child care program.

Date	Printed Name	Phone Number	Purpose of Visit	Daily COVID-19 Screening	Time of Arrival	Time of Departure
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NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
CHILD CARE ATTENDANCE SHEET

Program Name: _____

Month: _____ Year: _____

INSTRUCTIONS: Actual times in and out must be recorded in the spaces below. Check box if child is absent. If child was a no show, check to indicate parent was contacted. Daily health check column must be checked after conducted. If there are health care concerns, notes must be recorded on the bottom. CACFP participants may use this form to record each child's food participation for each day.

CHILD'S NAME	MONDAY		TUE 3DAY		WEDNESDAY		THURSDAY		FRIDAY		Food Totals
	FOOD*	Date <input type="text"/> / <input type="text"/> / <input type="text"/>	FOOD*	Date <input type="text"/> / <input type="text"/> / <input type="text"/>	FOOD*	Date <input type="text"/> / <input type="text"/> / <input type="text"/>	FOOD*	Date <input type="text"/> / <input type="text"/> / <input type="text"/>	FOOD*	Date <input type="text"/> / <input type="text"/> / <input type="text"/>	
<div>First Name: _____</div> <div>Last Name: _____</div> <div>DOB: <input type="text"/> / <input type="text"/> / <input type="text"/></div>	<input type="checkbox"/> B <input type="checkbox"/> AM <input type="checkbox"/> L <input type="checkbox"/> PM <input type="checkbox"/> S <input type="checkbox"/> EV	<input type="checkbox"/> IN <input type="checkbox"/> QUIT <input type="checkbox"/> Health check <input type="checkbox"/> Daily Covid-19 screening <input type="checkbox"/> Absent <input type="checkbox"/> No show/call made	<input type="checkbox"/> B <input type="checkbox"/> AM <input type="checkbox"/> L <input type="checkbox"/> PM <input type="checkbox"/> S <input type="checkbox"/> EV	<input type="checkbox"/> IN <input type="checkbox"/> QUIT <input type="checkbox"/> Health check <input type="checkbox"/> Daily Covid-19 screening <input type="checkbox"/> Absent <input type="checkbox"/> No show/call made	<input type="checkbox"/> B <input type="checkbox"/> AM <input type="checkbox"/> L <input type="checkbox"/> PM <input type="checkbox"/> S <input type="checkbox"/> EV	<input type="checkbox"/> IN <input type="checkbox"/> QUIT <input type="checkbox"/> Health check <input type="checkbox"/> Daily Covid-19 screening <input type="checkbox"/> Absent <input type="checkbox"/> No show/call made	<input type="checkbox"/> B <input type="checkbox"/> AM <input type="checkbox"/> L <input type="checkbox"/> PM <input type="checkbox"/> S <input type="checkbox"/> EV	<input type="checkbox"/> IN <input type="checkbox"/> QUIT <input type="checkbox"/> Health check <input type="checkbox"/> Daily Covid-19 screening <input type="checkbox"/> Absent <input type="checkbox"/> No show/call made	<input type="checkbox"/> B <input type="checkbox"/> AM <input type="checkbox"/> L <input type="checkbox"/> PM <input type="checkbox"/> S <input type="checkbox"/> EV	<input type="checkbox"/> IN <input type="checkbox"/> QUIT <input type="checkbox"/> Health check <input type="checkbox"/> Daily Covid-19 screening <input type="checkbox"/> Absent <input type="checkbox"/> No show/call made	<input type="checkbox"/> B <input type="checkbox"/> AM <input type="checkbox"/> L <input type="checkbox"/> PM <input type="checkbox"/> S <input type="checkbox"/> EV
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*B=Breakfast AM=AM snack L=Lunch PM=PM snack S=Supper EV=Night snack

Notes: _____

Page totals B _____ AM _____ L _____ PM _____ S _____ EV _____



CAPCO Head Start/Early Head Start

Handwashing / Temperature Checklist

Month: _____

Classroom: _____

Date	Child's Name	Handwashing	Temperature (After 3 hours)	Temperature (At pick up or if child shows signs of illness)
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Time: ____ Under 100° <input type="checkbox"/>	Time: ____ Under 100° <input type="checkbox"/>
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		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Time: ____ Under 100° <input type="checkbox"/>	Time: ____ Under 100° <input type="checkbox"/>

Please submit these forms to the Education Coordinator at the end of each month



Drop Off Questions for Families

- Did you take your child's temperature at home?
- Was the temperature below 100°?
- Are you able to answer NO to all of the attestation questions?
- Is there anything we need to know about your child today?
(sleep, behavior, medicine with the past 24 hours)

Attestation question areas (for your reference)

- Temperature of 100.0°F or higher
- Persistent cough
- Sore throat
- Shortness of breath
- Muscle pain
- Chills
- Loss of taste or smell
- Traveled to/from a state with a travel advisory
- Close contact with someone showing symptoms or diagnosed with COVID-19



CLASSROOM SANITIZATION

FOOD PREP/SERVING AREAS

1. Counter Tops
2. Cabinet Door Handles
3. Faucets
4. Sink
5. Soap Dispenser
6. Fridge
7. Food Cart
8. Floors
9. Tables & Chairs

CLASSROOMS

1. Table & Chairs
2. Door Handles
3. Light Switches
4. Floors
5. Faucets
6. Sink
7. Soap Dispensers
8. Paper Towel Dispensers
9. Trash Cans (Top, Sides, Inside)
10. Equipment/Furnishings
 - a. All Shelving Units (Top, Sides, Inside)
 - b. Cots (Tops, Bottom, Legs)
 - c. Tables & Chairs
 - d. Cubbies
 - e. Kitchenette
 - f. Climbers
 - g. Sensory Table
 - h. Calm Down Area
11. Toys
 - a. Blocks
 - b. Manipulatives
 - c. Manipulative Containers
 - d. Books/Library (Change out daily)
 - e. Dolls
 - f. Cars/Trucks
 - g. Gross Motor Play Equipment (Hoola Hoops, Balls, Etc.)
 - h. Dramatic Play Area (Switch out dress up clothing/cloth material daily or as soiled)
12. Strollers



CLASSROOM SANITIZATION (CONTINUED)

BATHROOM/CHANGING AREA

1. Floors
2. Faucets
3. Sinks
4. Soap Dispenser
5. Paper Towel Dispenser
6. Entire Changing Table
7. Diaper Shelves/Cubbies
8. Trash Can (Top, Sides, Inside)
9. Diaper Pail/Genie (Top, Sides, Inside)
10. Counter Tops
11. Stools
12. Railings
13. Light Switches
14. Toilets (Handles & Seats)
15. Stall Doors & Walls

PLAYGROUND (Use Fogger Before & After Using Playground)

1. Playground Equipment
 - a. Slide
 - b. Railings
 - c. Climbing Areas (Stairs, Ladders, Etc.)
 - d. Tunnels/Crawling Area
 - e. Play Equipment (Balls, Hoola Hoops, etc.)
 - f. Riding Toys (Cars, Buggies, Bikes, Etc.)

TEACHER AREA/SUPPLIES

1. Laptops/Desktop (Keyboard & Mouse)
2. Stapler
3. Hole Punch
4. Pens
5. Clipboards
6. Binder (Attendance/MAT/COVID/Etc.)
7. Chairs
8. Counter/Table/Desk Top
9. First Aid Bag (Red LL Bean Bag)
10. Education Bag (Blue LL Bean Bag)
11. Filing Cabinets
12. Storage Cabinet
13. Trash Cans (Top, Sides Inside)



OFFICE SANITIZATION

FOOD PREP/KITCHEN AREAS

1. Counter Tops
2. Cabinet Door Handles/Knobs
3. Faucets
4. Sink
5. Soap Dispenser/Dish Soap Container
6. Fridge
7. Appliances (Toaster Oven, Coffee Pot, Microwave, Etc.)

COMMON AREAS

1. Table & Chairs
2. Door Handles/Knobs
3. Light Switches
4. Hand Sanitizer Dispensers
5. Hand Rails
6. Equipment/Furnishings
 - a. All Shelving Units
 - b. Filing Cabinets
 - c. Copier
 - d. Shredder
 - e. Vacuum Cleaner
 - f. Mop
7. Toys
 - a. Cars/Trucks
 - b. Puzzles
 - c. Any Other Toys in Office Areas

BATHROOMS

1. Floors
2. Faucets
3. Sinks
4. Soap Dispenser
5. Paper Towel Dispenser
6. Counter Tops
7. Railings
8. Light Switches
9. Toilets (Handles & Seats)
10. Stall Doors & Walls
11. Storage Cabinets



OFFICE SANITIZATION (CONTINUED)

PERSONAL OFFICE SPACES

1. Laptops/Desktop (Keyboard & Mouse)
2. Stapler
3. Hole Punch
4. Tape Dispenser
5. Pens
6. Phone
7. Chairs
8. Counter/Table/Desk Top
9. Filing Cabinets
10. Storage Cabinet
11. Trash Cans (Top, Sides Inside)
12. Light Switches
13. Door Knobs
14. Any Other Frequently Touches Areas/Items



SAFETY PRACTICES

Policy ID: SP 16

Subject: Personal Protective Equipment (PPE)

Performance Objective: To ensure the safety of all staff, children and families from spread of COVID 19 or other Communicable Diseases.

Operational Procedures:

- The Head Start/Early Head Start Program will provide PPE, including but not limited to:
 - **For Staff:** Masks/face coverings, shields, safety glasses, disposable gloves, aprons, disposable smocks, and hand sanitizer.
 - **For Children:** Masks/face coverings and hand sanitizer.
- Staff and children can wear personal masks/face coverings as long as they follow DOH guidance.
- Face shields **CANNOT** be worn independently, they **MUST** be accompanied by a mask/face covering.
- Staff are trained in proper techniques for putting on and taking off PPE.
- Children will be educated on proper techniques for putting on and taking off PPE.
- Staff are responsible for cleaning and disinfecting personal masks/face coverings.
- Staff and Children will **ONLY** use hand sanitizer when running water & soap are unavailable and if age appropriate (***2 years and older***).
- Staff will wear masks/face coverings at all times; in classrooms when children are present, in common areas and/or if maintaining social distancing (6 feet) is not possible.
- Staff will follow Health, Nutrition, Education, Family Services, Agency and School District/YMCA Policies/Procedures regarding PPE.
- Children located in a school district building or the YMCA will be required to wear face coverings when leaving the classroom to walk to a playground or another location within the building. All children, at all locations, will be required to wear face coverings when taking a walking field trip in the community, if age appropriate (***2 years and older***).
- Staff will use proper technique when putting on PPE:
 1. Wash hands or use hand sanitizer
 2. Put mask/face covering on using proper technique
 3. Put on face shield/safety glasses (If applicable)
 4. Put on Gloves (If needed/applicable)
- Staff will use proper technique when taking off PPE:
 1. Remove gloves using proper technique and disposal
 2. Wash hands or use hand sanitizer
 3. Remove face shield/safety glasses
 4. Wash hands or use hand sanitizer
 5. Remove mask/face covering using proper technique
 6. Wash hands or use hand sanitizer
 7. Launder mask/face covering per DOH guidelines



NOTE: What PPE should be worn and/or made available and equipment/supplies needed are listed below for activities during a normal program day:

- **Drop-Off/Pick-up (Screener/Teacher)**
 - 1. Masks/Face Coverings
 - 2. Gloves
 - 3. Shields/Safety Glasses
 - 4. Aprons
 - 5. Hand Sanitizer
 - 6. Touchless Thermometer
 - 7. Small Garbage Can
- **Classroom (Teachers)**
 - 1. Masks/Face Coverings
 - 2. Aprons
 - 3. Hand Sanitizer
- **Food Service/M meal Times (Teachers)**
 - 1. Gloves
 - 2. Masks/Face Coverings
 - 3. Aprons
- **Diapering/Toileting (Teachers)**
 - 1. *Aprons are to be removed and hung outside changing area and/or bathroom*
 - 2. Gloves
 - 3. Masks/Face Coverings
 - 4. Shields/Safety Glasses
 - 5. Disposable Gowns
- **Walking Field Trips/Community (Teachers and Children)**
 - 1. Masks/Face Coverings
 - 2. Aprons (Teachers ONLY)
 - 3. Hand Sanitizer
 - 4. Disinfecting Wipes

Related Regulations: 1302.47

Policy Council Approval Date:



CHILD NUTRITION

Policy ID: NU03

Subject: Meal Service in the Classroom

Performance Objective: The program ensures that nutritional services in center-based settings contribute to the development and socialization of enrolled children.

Operation Procedures:

1. The program ensures that nutritional services in center-based settings contribute to the development and socialization of enrolled children.
2. To ensure a relaxing mealtime environment, calming transitional activities will be planned before meals.
3. Mealtimes should occur in a quiet, well-lit, ventilated area.
4. Age appropriate utensils should be used and encouraged at mealtime.
5. A variety of food is served which broadens each child's food experience.
6. All toddlers, preschool children, and assigned classroom staff eat together family style. Any child that exhibits signs of illness (i.e. runny nose or cough) should not serve themselves. The adult at the table shall serve them.
7. All children and teachers share the same menu to the extent possible unless medically-based diets or other dietary requirements are needed.
8. Appropriate information is provided by a medical provider and parent for special diet requests.
9. Food will be cut into shapes and sizes that are easy for young children to manage and will reduce the risk of choking.
10. Food is not used as punishment or reward, and that each child is encouraged, but not forced, to eat or taste his or her food.
11. Sufficient time is allowed for each child to eat.
12. As developmentally appropriate, opportunity is provided for the involvement of children in meal-related activities (i.e. setting and cleanup of tables. In the center-based and the home base setting opportunity is given for the children to participate in a monthly nutritional activity.
13. Minimum required quantities of food are prepped and readily available to be served.
14. Consumption of non-menu food items in front of children is not permitted (including any packed lunches, take-out, snacks, baked goods, candy, soda or other sweetened beverages) unless food is part of prescribed special diet to meet medical needs.
15. No food will be sent home with the children.

Related Regulations: 1304.23c; 1304.23c 1; 1304.23c 2; 1304.23c 3; 1304.23c 4; 1304.23c 5; 1304.23c 6; 1304.23c 7;.



In the event of a public health emergency, concern, and/or outbreak of a communicable disease, Head Start/Early Head Start has the right to modify or eliminate family style practices based on the guidance of the state/local health department, OCFS, OHS or any other regulatory agency. When there is no longer a concern or it has been recommended/deemed safe by the appropriate regulatory agency, normal family style procedures will be reinstated.

NOTE: In the event that policies & procedures need to be implemented, modified or eliminated, the HS/EHS Program will communicate such changes to families via face to face conversation, email, written letter, phone calls, social media outlets, etcetera to ensure ALL families are aware of the changes and have the opportunity to ask any questions or state any concerns.



CHILD NUTRITION

Subject: Teacher to Child Food Delivery

Objective: To ensure there is no cross contamination. To ensure food allergy children get served meals first and thereafter individual child.

Procedures:

1. Determine between the Teacher/Assistant Teacher who is going to handle food for the day. Teachers are encouraged to switch every other day, giving the other teachers a break from bathroom duty.
2. Kitchen Aide will designate a spot to drop-off meals for breakfast/lunch. Kitchen Aide will knock on door when food has arrived, which indicates food is ready and at the door. Teachers MUST have on gloves and mask to receive food.
3. Kitchen Aide will make plate for any child with a food allergy. Kitchen Aide MUST cover it with plastic wrap and put the child's name on it.
4. Teachers will bring meals into the classroom and put on countertop or leave it on the cart.
5. Teachers will hand sanitize, put either latex or vinyl gloves on, and serve milk first.
6. Teacher will dispose of gloves, sanitize, put on new gloves, and serve any child with food allergy.
7. Teachers will prepare all other children's plate and serve plates to children.
8. In order to comply with current NYS guidance, teachers must wear a face covering at all times. Therefore, teachers will NOT eat with the children during mealtimes. Since modeling is not permitted think about alternate ways to encourage children through positive conversation.
9. If child/children wants additional food the Teacher will sanitize, put gloves on, and serve additional food to child. If food allergy child wants additional food, he or she MUST get served first.
10. When children are done, they must ask to dump their plate. One child at a time, stands up, and takes everything to the garbage and dumps.
11. The child who dump everything, must go and wash their hands for at least 20 seconds with soap and water.
12. Teachers MUST wash tables with soap and water first, then spray bleach solution on table after all children are done. Let bleach solution air dry.



CHILD NUTRITION

Subject: Delivery -Kitchen aide - Teacher Food Procedures

Objective: To ensure that there is no cross contamination. To identify children that have food allergies get the correct food substitution.

Procedures:

1. Delivery personnel will call kitchen aid when at center.
2. Delivery personnel will identify any special food substitutions for any food allergy children.
3. Kitchen aide will acknowledge and sign off on daily delivery sheets.
4. Kitchen aide will bring food from kitchen on cart with gloves on.
5. Kitchen aide will talk with teacher about food substitutions for any allergy child.
6. Teacher will confirm that she/he has child with food allergy and make their plate first.
7. After teacher delivers food allergy child's plate. The teacher will change gloves and serve each individual child.
8. After feeding all children, teachers will dispose of gloves and wash their hands.
9. Teacher will sign off on delivery sheet, that he/she has properly gave the food substitution to the correct child.
10. If child wants additional food, teachers wash their hands for 20 seconds, put on gloves and serves child.
11. After serving child, teacher will disposes gloves and washes hands.



CHILD NUTRITION

Subject: Delivery Procedures

Objective: To ensure that all food is safely transported to appropriate sights

Procedures:

1. CAPCO staff will be wearing disposable masks while making food.
2. CAPCO staff will wash hands for 20 seconds.
3. Put vinyl gloves on and, with pot holders place transported food in CAMBRO Hot Box.
4. Remove gloves and use hand sanitizer.
5. Transport food to location.
6. Call kitchen aide to meet outside or at door.
7. Put new set of vinyl gloves on when at each site to deliver.
8. Bring transported food to kitchen aide.
9. Kitchen aide must have disposable mask and vinyl gloves on before accepting food.
10. Delivery personnel will show them any food substitutions with child's name on it.
11. Sign off on daily delivery sheet to acknowledge that kitchen aide has received the food substitution for said child.
12. Once back to kitchen, take all pots/pans/dishes that you have collected from centers and place in high temp dishwasher to properly clean and disinfect.
13. Dispose of gloves and masks and wash hands for 20 seconds.



EDUCATION

Policy ID: ED 17 (HS/EHS)

Subject: Virtual Learning Plan

Performance Objective: In the event of a public health emergency, concern, and/or outbreak of a communicable disease, Head Start/Early Head Start is prepared to move from in-person instruction to a virtual learning format.

Operational Procedures:

- 1) The program will utilize Google classroom as its virtual teaching platform. Staff will be trained on policies and procedures related to virtual learning and Google classrooms during pre-service. Google classrooms will be set up for each classroom during pre-service. New staff will be training during the onboarding process.
- 2) Teaching staff will utilize Google Meet for daily classroom meetings.
- 3) In the event of an extended classroom/program closure, materials bags will be handed out to families who opt to participate in virtual learning. These will contain art supplies and hands-on learning materials.
- 4) Two weeks of written activities will be provided in the first materials bag. The activities will be cross-posted on Google classrooms. After those initial two weeks, activities will only be posted on Google classrooms.
- 5) Families will have the option to participate in virtual learning. A family who decides not to participate will not receive a materials bag.
- 6) In the event classrooms may remain open for in-person learning, any family that does not feel comfortable bringing their child will have the option to enroll in the virtual learning option.
- 7) Teaching staff will post activities daily to Google classroom. Classroom staff are responsible for planning activities based on guidance from their classroom supervisor. Activities will align with curriculum used in the classroom.
- 8) Teaching staff will submit weekly plans to their supervisor by 4pm Friday for the following week.
- 9) The Education/Special Needs Coordinator and Classroom Supervisors will be added to Google classrooms to monitor their usage.
- 10) A log of daily activities posted on Google classroom and any parent communication will be documented in ChildPlus under the Education → Virtual Learning tab.
- 11) Teachers are required to be available for remote work during normal agency hours of 8am to 4pm. See Weekly Remote Schedule for Education Teaching Staff for specific requirements.

Related Regulations: 1302.30

Policy Council Approved:

Board Approved:



FAMILY SERVICES

Policy ID: FS 21-P

Subject: Home Based Remote Work Plan

Performance Objective: In the event of a program closure, Early Head Start Home Visitors will be prepared to move to a remote plan for family & child contact/interactions.

Operational Procedures:

Family & Child

- 1) Home Visitors are required to be available for remote work during normal Agency hours of 8am to 4pm. (schedule may be adjusted when a prearranged home visit time is outside of these hours.)
- 2) Home Visits will be conducted weekly keeping the prearranged schedule before program closure.
- 3) Home Visits will be conducted virtually via Google Meet.
- 4) Families that are not comfortable completing virtual visits will be contacted weekly via phone.
 - a) If the family cannot be reached via phone, there must be a second attempt to reach the family by phone again. If after the second attempt there is no response, an alternate means of contact must be completed. (email, text, or Facebook Messenger)
- 5) Weekly contact (virtual home visit or phone) will include:
 - a) discussion about activities from the previous week
 - b) gathering parent observations
 - c) planning together for the upcoming weeks
 - d) gathering information about family needs/concerns
 - e) providing referrals (when needed)
 - f) creating goals for the family and child
- 6) All contact and attempted contact will be inputted into ChildPlus within 24 hours.
- 7) Delivery of materials to families every 2 weeks.

Family Services Responsibilities

- 1) Follow up on all goals and referrals on a monthly basis. Ensure documentation is complete in ChildPlus.
- 2) Complete a crisis assessment every other week. Follow up on any areas of concern.
- 3) Complete monthly report and submit to supervisor by the 5th of the following month.
- 4) Complete Family Strengths Assessment and PIR by due dates.
- 5) Complete professional development requirements from Family Services Google Classroom and document on the OCFS training log. Each staff member is responsible for keeping their own certificates on file.
- 6) Must research opportunities for trainings/webinars/professional development 1x per week
- 7) Must complete the Professional Development Log after each training. This form must be emailed to supervisor by the 5th of the following month.
- 8) Must research one resource to send to families 1x per month. Upon approval from the Family Services Coordinator, send out information on the resource to families and document in ChildPlus.
- 9) Complete time sheet daily, documenting daily tasks completed in notes section.
- 10) Attend Family Services virtual meetings and other meetings as required by supervisors.

Policy Council Approval Date:

Facemask Do's and Don'ts For Healthcare Personnel

When putting on a facemask

Clean your hands and put on your facemask so it fully covers your mouth and nose.



DO secure the elastic bands around your ears.



DO secure the ties at the middle of your head and the base of your head.

When wearing a facemask, don't do the following:



DON'T wear your facemask under your nose or mouth.



DON'T allow a strap to hang down. DON'T cross the straps.



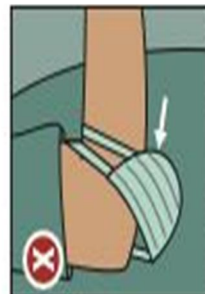
DON'T touch or adjust your facemask without cleaning your hands before and after.



DON'T wear your facemask on your head.



DON'T wear your facemask around your neck.



DON'T wear your facemask around your arms.

When removing a facemask

Clean your hands and remove your facemask touching only the straps or ties.



DO leave the patient care area, then clean your hands with alcohol-based hand sanitizer or soap and water.



DO remove your facemask touching ONLY the straps or ties, throw it away*, and clean your hands again.

*If implementing limited-reuse: Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. Folded facemasks can be stored between uses in a clean, sealable paper bag or breathable container.

Additional information is available about how to safely put on and remove personal protective equipment, including facemasks: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Step-by-Step

Cleaning for Child Care Programs

Cleaning means to remove dirt, dust, debris, and sticky substances by washing, wiping, scrubbing, or mopping hard surfaces with soap or detergent and water. Routine cleaning of toys, floors, cribs, cots, mats, play equipment, refrigerators, counters, and shelves is recommended for child care settings.

STEP 1

Gloves may be worn to protect skin. Always follow product label directions for personal protective equipment like gloves.



STEP 2

Spray the cleaning solution onto the surface.



STEP 3

Wipe the surface with a single use paper towel, a microfiber cloth, or a mop.



STEP 4

Rinse according to product label directions.



DESCRIPTION

All-purpose cleaning product. Safe to use on counters, floors, sinks, and other hard surfaces.

HOW TO USE

- Spray product on surface and wipe clean.
- For stubborn messes, let sit for a few minutes before scrubbing clean.
- Rinse with water. Do not leave any product residue on surface.

STEP 5

Allow the surface to air dry, or dry with a fresh paper towel or microfiber cloth.



Important note:
Some cleaning products are ready-to-use and some are meant to be diluted with water.

Always follow product label directions!

Step-by-Step Disinfecting for Child Care Programs

Disinfecting means to destroy almost all germs that could make a person sick. Disinfecting is for toileting areas and high-touch areas that collect lots of germs (bathroom faucets and counters, diaper changing tables, toilets, sinks used in toileting routines, drinking fountains, doorknobs). Choose an EPA registered disinfectant, and use the product according to the label directions. **DO NOT USE DISINFECTANTS NEAR CHILDREN!**

STEP
1

Put on gloves.



STEP
2

Pre-clean the surface with soap and water. Surfaces should be clean before applying a disinfectant.



STEP
3

Apply the disinfectant. Spray away from people and provide ventilation.



STEP
4

Leave the surface wet for the appropriate contact (dwell) time stated on the product label. Set a timer to keep track of the time.



STEP
5

Allow the surface to air dry, or dry with a fresh paper towel or microfiber cloth.



Important note:
Some disinfectants are ready-to-use and some are meant to be diluted with water.

Always follow product label directions!

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:** June 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	12	0	0		0	0			3	1	0
YMCA 2 18	16	2	0		2	3			6	4	0
YMCA 3 13	13	0	0		0	0			4	3	0
Barry 16	16	0	0		2	2			1	1	0
Randall 1 16	14	0	0		1	0			4	3	0
Randall 2 16	12	3	0		3	1			9	3	0
Smith 16	14	0	0		6	3			3	2	0
Clayton 20	6	0	0		2	1			1	0	0
LA 12	9	0	0		1	4			3	1	0
McGraw 16	15	0	0		2	6			1	0	0
Johnson 1 14	13	0	0		1	6			0	0	0
Johnson 2 14	12	0	0		1	1			1	0	0
Johnson 3 16	15	0	0		0	2			4	0	0
TOTAL	167	5	0						40	18	0

of Children on the Waiting List:

3 Year Olds
Over Income
Under 130%
Under 100%

20
0
1

4 Year Olds
Over Income
Under 130%
Under 100%

0
0
0

The only change this month was the fact that 1 child withdrew last month and no children withdrew during June.
No change in goals achieved because the HS Family Advocates follow up with families at the end of May.

****22 applications were received during the month of June for both HS and EHS. These children have not been added to the waitlists yet****

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:** June 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		0	0			4	0	0
Cosimo 2	8	8	0	0		0	0			4	0	0
Cosimo 3	8	7	0	0		0	0			6	0	0
South Main 1	8	8	0	0		0	0			1	0	0
South Main 2	8	8	0	0		0	0			0	0	0
Elm Tree	8	8	0	0		0	0			6	2	0
Home Based 1	12	12	0	0		0	0			2	0	0
Home Based 2	12	11	0	0		0	0			9	2	0
TOTAL		70	0	0		0	0			32	4	0

of Children on the Waiting List:

Children	
Over Income	32
Under 130%	21
Under 100%	70

The only changes this month were that there was 1 completed goal at the Elm Tree site. July report will have the finalized achieved goals as . FA's/HV's follow up and that no children withdrew this month.

****22 applications were received during the month of June for both HS and EHS. These children have not been added to the waitlists yet****



Cortland County Community Action Program, Inc. (CAPCO)

32 North Main Street ❖ Cortland, NY 13045

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

To: Policy Council and Board

From: Jennifer Geibel, HS/EHS education/special needs coordinator

Date: August 10, 2020

Re: June 2020 monthly reporting

Education: Our 19 Head Start and Early Head Start classrooms continued to use Class Dojo or Facebook groups to engage children and their families with online learning activities related to the Head Start Early Learning Outcomes Framework (ELOF). They also recorded and shared videos weekly. The education/special needs coordinator continued to post an activity daily on the Facebook family page.

During the first two weeks of June 2020, a total of 288 educational activities and resources were shared with families. Thirty-three percent of families participated in some way-either by viewing and/or responding to shared activities or participating in phone calls/Zoom calls.

Our coach also shared mandatory weekly professional development opportunities with staff. She ended each week with Zoom meetings to give further opportunities for discussion. Topics this month included a 4-video series on Trust-Based Relational Intervention, a practice related to trauma-informed classrooms. Staff were also required to submit an end of the year coaching questionnaire. Other relevant professional development links were shared through the staff Facebook page.

Special Needs: Some HS/EHS children are still receiving their therapies at home via telehealth services:

- 9 EHS children received teletherapy.
- 5 EI transition to CPSE meetings were held this month (children transitioning from Early Intervention to preschool special education services) 4-South Main 1, 1-Cosimo 3
- HS children received the following teletherapy services:
 - 5 physical therapy
 - 11 occupational therapy
 - 26 HS speech therapy
 - 4 SEIS

The special needs specialist participated in 7 CPSE meetings (1-YMCA 3, 1-LA, 1-McGraw, 1-Johnson 1, 1-Johnson 2, 2-Johnson 3).

Mental Health: The mental health specialist made contact with children who receive her counseling therapies and gave referrals and offered support to families. She also provided support to EHS/HS staff. The breakdown of numbers is as follows:

- Contacts to counseling children: 33 (Phone call, text, fb messenger or email)
- Referral to mental health agency or help line: 0
- Support for non-counseling children/families: 7 (Contact/follow up)
- Support for HS/EHS staff: 22 (Contact/followed up)

Health Services Report- June 2020

Health Services has continued to keep up with Governor Cuomo's daily press conferences and newsletter to stay abreast of the situation. Health Services has read every piece of information that we have received released by the CDC, NYSDOH, OCFS and OHS. We are continuing to attend webinars specifically covering COVID 19, Pandemic Care, Safety in a Group Setting During and After COVID 19, Food Insecurities, Standards and Recommendations for Early Childhood Education, and Program Reopening Procedures. We have continued collaborating with our Health Cluster, which has grown to include numerous counties & the Regional Health Specialist for OHS, Raquel Hall. This group is working to determine what reopening our programs will look like and what policies and procedures need to be established and or revised to ensure the health and safety of our staff, families and children, to the best of our ability. The Head Start/Early Head Start Leadership Team, is continuing to discuss the process of screening staff, children and families upon our return, specifically concerning COVID 19, group sizing and how a day will look for children & staff at Head Start/Early Head Start. This process continues to be difficult as the situation, guidance and recommendations continue to change rapidly.

Health Services continues to review Re-enrollment Screenings for the 2020-2021 Program Year. We continue to monitor health concerns during shutdown by reviewing Family Services contact notes and team conference notes with classrooms.

The Registered Nurse/Health Care Consultant is continuing to look at children who are currently using any breathing aides, inhalers & nebulizers, to determine if the families have any increased concerns due to COVID 19 and to begin the conversation that their children may need a different medication for school. Health Services has begun to discuss topics for the EHS distributions scheduled in July and August. For the first round of distribution, we have decided to share information with the families on How to Select Sunscreen and Brush Up on Oral Health-Primary Teeth. We included a bottle of sunscreen for each family and a toothbrushing kit for the family that included: children and adult toothbrushes, dental floss, 2 minute timers, and an informational pamphlet on the First 20 Teeth.

Members present: Shelley Warnow, Penny Prignon, Sarah Beshers, Helen Spaulding, Ella DiIorio. Staff: Lindy Glennon, Martha Allen.

Meeting called to order at 9:05 a.m. Committee reviewed the Finance report for September, 2020 and month ending 7/31/2020 (See attached).

AGENCY - Accounts Payable and Accounts Receivable are current with the exception of Medicaid receivables. The Annual Single Audit is near completion – given the challenges of COVID19, Single Audits have a six-month extension period for completion. Martha is working with Bonadio to finalize CAPCO's 2019 Audit – plans are to present to the Finance Committee and Board in October - single audit, 990 and 401k. Work has begun on the storage facility at S. Main. We did get the loan from Tompkins Trust for \$50,000 for this project. As we see how cash flow maintains, we may be able to pay it off before the 3 year period – if we do there is no penalty for early payment.

CONSUMER DIRECTED SERVICES - CDPAP billing submitted for payment through the payroll ending July 31, 2020 Still waiting on a decision re: the Fiscal Intermediary RFO submitted in March. No decisions have been made at this point. Nicki is working to re-establish the Volunteer Driver Program. We currently have four drivers and rides are being scheduled.

EARLY CHILDHOOD DEVELOPMENT - We started HS/EHS classes again on Sept. 14. We are contracted to serve 238 (150 HS, 88 EHS) with reduction/conversion grant. Due to increased requirements and guidelines, we are starting with 138 and will work to increase those numbers over the coming weeks. We have contracts with Cortland City Schools for UPK. They have been notified that there is a 20% cut to that funding and it may be cut further before the end of the school year. We will be working closely with them to monitor and determine what changes we will need to make as this happens. The 20.21HSEHS Program Leases are submitted for your review/approval.

ENERGY SERVICES DEPARTMENT - We have a finalized contract for the period beginning 4/1/2020. It does include the \$200,000 for Otsego County. We have hired someone for the crew position that was open.

FAMILY DEVELOPMENT DEPARTMENT - We received the executed COVID CARES contract. Brandy and staff have worked hard to expend the Discretionary Contract that has to be completed by Sept. 30. We have submitted an amendment for that contract for the Finance Committee to review. Budget attached.

WIC - Martha and Kirsten are working to expend the 19.20 WIC Contract (ends 9/30/20). Kirsten hired for one of the open positions. We will be posting to hire for the Nutrition position as soon as possible.

Motion to receive financials as presented made by Helen Spaulding, 2nd Sarah Beshers. Motion carried.

Committee reviewed the leases for HS/EHS for 2020-21. No changes in leases with the exception of the YMCA. The lease is increased over last year. This is due to the fact that we are not doing the UPK classroom for the YMCA so we are paying 100% of that classroom. Last year, because it was a contract with the Y, we only paid a portion of that space and the rest was paid for as UPK collaboration. No lease for McGraw or YWCA this year as we do not have classrooms there. Lease with Cortland City Schools moved from Smith to Barry. Motion to approve leases as presented made by Ella DiIorio, 2nd Sarah Beshers. Motion carried.

Committee reviewed proposed changes made for CSBG Discretionary funds (see attached). Motion to approve made by Helen Spaulding, 2nd Shelley Warnow. Motion carried.

Lindy presented proposed changes for Disability insurance that renews 10/1/2020. CAPCO has had this coverage through Guardian for years. The proposed increase with this policy through Guardian is from \$5.62 per employee per month to \$6.69. Dan Goetzman presented another quote from the Hartford – coverage would be \$5.75 per employee per month and they will hold that rate for two years. Dan recommends that we make the change from Guardian to Hartford. Motion to approve this change made by Shelley Warnow, 2nd Sarah Beshers. Motion carried.

Lindy provided an update on funding changes with contracts through NYS. Two that are impacted right now include Healthy Families and NOEP. The State is currently withholding 20% of vouchers – this should be paid in the next quarter. But, there has been some talk that it might not be paid. Lindy is talking with funders to get more information and identify best way to move forward with this. The 2nd year of AEI funding was to have ended in August 2020. We are negotiating to have the contract extended through December 2020 in order to complete the Getting Ahead groups that were not held due to COVID 19 and having to close to the public.

Being no further business, meeting adjourned at 9:45 a.m. Motion made by Ella DiIorio, 2nd Penny Prignon. Motion carried.

FINANCE COMMITTEE REPORT SUMMARY OF JULY 2020
FINANCIAL STATEMENTS
PRESENTED BY Martha Allen September 16, 2020

AGENCY

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

Submitted by Martha Allen on September 17, 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	7/7/2020
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)	11/15/2020	
Coporate Tax Returns - IRS 5500 (Retirement) (auto-approved 6 month extension)	11/15/2020	
Quarterly payroll tax returns filed by complete payroll	qtrly	yes
US Dept of Labor - Bureau of Labor Statistics - Multiple Worksite (MWR)	qtrly	4/30/2020
Form 1099's	1/31/2020	1/31/2020
Program Reports		
CSBG 2019 -2020 py		
20% Expenditure report		8/18/2020
45% Expenditure report		9/10/2020
70% Expenditure report		9/16/2020
1st QTR Program/Fiscal Attestation Forms	1/31/2020	1/31/2020
2nd QTR Program/Fiscal Attestation Forms	4/30/2020	9/10/2020
3rd Qtr Program/Fiscal Attestation Forms	7/31/2020	9/10/2020
4th Qtr Program/Fiscal Attestation Forms	10/31/2020	
MWBE Reports		
3rd qtr (Oct-Dec)	1/10/2020	9/11/2020
4th QTR (Jan-Mar)	4/10/2020	9/11/2020
1st qtr MWBE Reports (Apr-Jun)	7/10/2020	9/11/2020
2nd qtr MWBE Reports (Jul-Sep)	10/10/2020	
Unaudited Financial Statements - 19.20 Contract	10/31/2020	
Energy Services		
WAP 19-20 PY extended to March 31, 2021		
Monthly Voucher to Energy Services for presentation to DHCR		
1st qtr MWBE Reports (April-June)	7/10/2020	7/10/2020
2nd qtr MWBE Reports (July-September)	10/10/2020	
3rd qtr MWBE Reports (October-December)	1/10/2021	
4th qtr MWBE Reports (January-March)	4/10/2021	
Unaudited Financial Statements - 19.20WAP - contract extended 3.31.2021	5/31/2021	
Head Start & Early Head Start		
Quarterly Form 425: Enter in Payment Management System (PMS)		
1ST QTR (January - March)	4/30/2020	4/30/2020
2ND QTR (April-June)	7/30/2020	7/30/2020
3RD QTR (July-September)	10/30/2020	
4TH QTR (October-December)	1/30/2021	
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	7/30/2020
final (June-May)	10/30/2020	
WIC 19-20py		
Monthly Voucher (due 45 days after month end)	July 2020	9/17/2020
MWBE Reports		
1st qtr MWBE Reports (January-March)	4/10/2020	4/10/2020
2nd qtr MWBE Reports (April to June)	7/10/2020	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

	7/31/2020	6/30/2020	5/31/2020	4/30/2020	3/31/2020
ASSETS					
CURRENT ASSETS					
Cash	\$1,439,871	\$1,470,390	\$1,251,702	\$1,128,587	\$1,196,057
Grants Receivable	(\$223,027)	\$117,131	\$408,620	\$372,489	\$380,260
Accounts Receivable					
ACCOUNTS RECEIVABLE	\$1,302,796	\$1,157,120	\$1,342,614	\$1,301,692	\$1,465,973
Less: ALLOWANCE FOR DOUBTFUL ACCOUNTS	\$334,439	\$334,439	\$334,439	\$334,439	\$334,439
MEDICAID VARIANCE RECEIVABLE	\$0	\$0	\$0	\$0	\$0
OTHER RECEIVABLES	\$0	\$0	\$0	\$0	\$0
OTHER RECEIVABLES	\$0	\$0	\$0	\$0	\$0
OTHER RECEIVABLES	\$818	\$749	\$698	\$653	\$613
Net Accounts Receivable	\$969,176	\$823,430	\$1,008,873	\$967,906	\$1,132,147
Prepaid Expenses	\$83,880	\$22,582	\$45,074	\$64,487	\$79,679
TOTAL CURRENT ASSETS	\$2,269,899	\$2,433,532	\$2,714,268	\$2,533,469	\$2,788,143
PROPERTY AND EQUIPMENT					
Vehicles, furniture and equipment	\$801,718	\$794,608	\$797,630	\$797,567	\$797,483
Building	\$1,186,732	\$1,186,732	\$1,186,732	\$1,186,732	\$1,186,732
NET PROPERTY AND EQUIPMENT AT COST	\$1,988,450	\$1,981,340	\$1,984,362	\$1,984,299	\$1,984,215
Less Accumulated Depreciation	(\$1,168,018)	(\$1,168,018)	(\$1,168,018)	(\$1,161,351)	(\$1,161,351)
TOTAL PROPERTY AND EQUIPMENT	\$820,432	\$813,322	\$816,344	\$822,948	\$822,864
TOTAL ASSETS	\$3,090,331	\$3,246,854	\$3,530,612	\$3,356,417	\$3,611,007
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts Payable	\$4,359	\$266,022	\$56,297	\$6,456	\$6,142
Payroll taxes and Accruals	\$367,057	(\$58,280)	\$142,942	\$132,479	\$386,371
Other Current Liabilities	\$2,575	\$4,077	\$4,077	\$4,077	\$4,084
Deferred Income	\$287,710	\$251,217	\$246,217	\$105,954	\$108,640
Total CURRENT LIABILITIES	\$661,701	\$463,037	\$449,533	\$248,966	\$505,237
LONG-TERM DEBT	\$203,616	\$204,465	\$205,285	\$206,128	\$206,941
TOTAL LIABILITIES	\$865,317	\$667,502	\$654,818	\$455,094	\$712,179
NET ASSETS	\$2,225,015	\$2,579,352	\$2,875,794	\$2,901,323	\$2,898,828
Total LIABILITIES AND NET ASSETS	\$3,090,331	\$3,246,854	\$3,530,612	\$3,356,417	\$3,611,007

9/16/2020

CAPCO

Aged Accounts Payable Report

Vendor Name	current	31-60	61-90	over 90	Net Due
AT&T MOBILITY	\$163.14	\$0.00	\$0.00	\$0.00	\$163.14
BILL BROTHERS	\$143.66	\$0.00	\$0.00	\$0.00	\$143.66
CLEAN RIDES	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
CORTLAND STANDARD	\$117.00	\$0.00	\$0.00	\$0.00	\$117.00
DEWITT'S PRODUCE	\$103.82	\$0.00	\$0.00	\$0.00	\$103.82
HEP SALES	\$11.43	\$0.00	\$0.00	\$5.31	\$16.74
HUMMEL'S OFFICE EQUIPMENT CO. INC	\$375.93	\$0.00	\$0.00	\$0.00	\$375.93
INTERFLEX PAYMENTS, LLC	\$76.40	\$0.00	\$0.00	\$0.00	\$76.40
LOVING GUIDANCE, INC.	\$2,196.50	\$0.00	\$0.00	\$0.00	\$2,196.50
M&T BANK	\$1,241.18	\$0.00	\$0.00	\$0.00	\$1,241.18
MICHAEL J SWEENEY	\$40.00	\$0.00	\$0.00	\$0.00	\$40.00
NISSAN MOTOR ACCEPTANCE CORPORATION	\$2,871.42	\$0.00	\$0.00	\$0.00	\$2,871.42
NYSAA	\$128.57	\$0.00	\$0.00	\$0.00	\$128.57
NYSWDA	\$950.00	\$0.00	\$0.00	\$0.00	\$950.00
PLAN FIRST COMPUTER SERVICES	\$8,869.62	\$0.00	\$0.00	\$0.00	\$8,869.62
RENZI FOODSERVICE	\$152.84	\$0.00	\$0.00	\$0.00	\$152.84
RUBBERCYCLE, LLC	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
SYSCO FOOD SERVICES OF SYRACUSE	\$0.00	\$0.00	\$0.04	\$0.00	\$0.04
WAL MART COMMUNITY/SYNCB	\$1,037.11	\$0.00	\$0.00	\$0.00	\$1,037.11
GRAND TOTALS:	\$18,828.62	\$0.00	\$0.04	\$5.31	\$18,833.97

A total of 19 vendor(s) listed

CAPCO

Income Statement

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

	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	7/1/2020 7/31/2020	7/1/2020 7/31/2020	1/1/2020 7/31/2020	1/1/2020 7/31/2020	FORECAST	TOTAL CONTRACT	REMAINING
ADM - ADMINISTRATIVE CHARGES								
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	334,272	27,856	34,595	194,992	180,271	154,001	334,272	0
NEW ACCRUED BENEFIT TIME	28,375	2,365	3,007	16,552	15,751	12,624	28,375	0
Total SALARIES/WAGES	362,647	30,221	37,602	211,544	196,022	166,625	362,647	0
FRINGES								
FICA EXPENSE	27,308	2,276	2,589	15,930	13,458	11,781	25,239	2,069
UNEMPLOYMENT INSURANCE EXPENSE	7,800	650	756	4,550	4,035	3,365	7,400	400
WORKERS COMP EXPENSE	376	31	37	220	202	308	510	-133
DISABILITY INSURANCE EXPENSE	593	49	44	346	279	314	593	0
GROUP INSURANCE EXPENSE	47,475	3,956	1,836	27,694	13,014	20,261	33,275	14,200
401-K EXPENSE	8,575	715	960	5,002	5,043	4,273	9,316	-740
Fringes on Accrued Leave Earned	3,602	300	421	2,101	2,205	1,767	3,973	-371
Total FRINGES	95,731	7,978	6,643	55,843	38,236	42,069	80,305	15,425
Total PERSONNEL	458,378	38,198	44,245	267,387	234,258	208,694	442,953	15,425
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	125	10	0	73	0	125	125	0
PROGRAM SUPPLIES	700	58	0	408	142	558	700	0
OFFICE SUPPLIES	9,000	750	474	5,250	4,989	4,763	9,752	-752
FOOD & FOOD SUPPLIES	400	33	0	233	206	194	400	0
COMMERCIAL INSURANCE	11,981	998	998	6,989	6,989	4,992	11,981	0
PARKING LOT RENTAL	869	72	116	507	454	415	869	0
POSTAGE	1,300	108	75	758	602	698	1,300	0
DUPLICATING & PRINTING	1,750	146	159	1,021	1,066	961	2,027	-277
INTERNET SERVICE	1,041	87	68	608	473	569	1,041	0
TELEPHONE	1,318	110	6	769	155	1,164	1,318	0
Computer & Software Expense	31,416	2,618	2,548	18,326	27,642	11,774	39,416	-8,000
MEETING EXPENSE	1,100	92	0	642	741	359	1,100	0
CONFERENCE EXPENSE	1,400	117	0	817	345	1,055	1,400	0
TRAINING & TECHNICAL AST	1,600	133	0	933	60	1,540	1,600	0
Staff Development	400	33	0	233	40	360	400	0
LOCAL TRAVEL	300	25	0	175	0	300	300	0
OUT OF TOWN TRAVEL	400	33	0	233	48	352	400	0
DUES & SUBSCRIPTIONS	2,500	208	0	1,458	389	2,111	2,500	0
PERMITS, FEES, & RENTALS	500	42	0	292	0	500	500	0
ADVERTISING	500	42	0	292	0	500	500	0
BUILDING ALLOCATION	21,000	1,750	1,841	12,250	9,703	11,297	21,000	0
Total OTHER THAN PERSONNEL	89,601	7,467	6,284	52,267	54,042	44,588	98,630	-9,029
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	5,000	417	0	2,917	12,859	1,183	14,042	-9,042
Total CONTRACTUAL	5,000	417	0	2,917	12,859	1,183	14,042	-9,042
ADMINISTRATION								
PAYROLL PROCESSING	2,700	225	171	1,575	1,703	997	2,700	0
EAP SERVICES	10,480	873	873	6,113	6,113	4,367	10,480	0
EQUIPMENT DEPRECIATION	1,515	126		884		1,515	1,515	0
ADMINISTRATIVE ALLOCATION	-567,674	-47,306	-51,572	-331,143	-316,782	-253,537	-570,319	2,645
Total ADMINISTRATION	-552,979	-46,082	-50,528	-322,571	-308,966	-246,658	-555,624	2,645
Total EXPENSES	0	0	0	0	-7,807	7,807	0	0
NET SURPLUS/(DEFICIT)	0	0	0	0	7,807	-7,807	0	

CAPCO

Income Statement

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

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL		YTD ACTUAL		FORECAST	TOT CONTRACT	REMAINING
			7/1/2020 7/31/2020	YTD BUDGET	1/1/2020 7/31/2020				
EXPENSES									
PERSONNEL									
SALARIES/WAGES									
SALARY/WAGE EXPENSE	4,500	375	455	2,625	2,739	1,761	4,500	0	
Total SALARIES/WAGES	4,500	375	455	2,625	2,746	1,761	4,500	0	
FRINGES									
FICA EXPENSE	344	29	33	201	193	152	344	0	
UNEMPLOYMENT INSURANCE EXPEN	98	8	10	57	60	38	98	0	
WORKERS COMP EXPENSE	20	2	0	12	12	8	20	0	
401-K EXPENSE	135	11	14	79	82	53	135	0	
Total FRINGES	597	50	57	348	349	251	597	0	
Total PERSONNEL	5,097	425	512	2,973	3,095	2,012	5,097	0	
OTHER THAN PERSONNEL									
OFFICE SUPPLIES	0	0	30	0	310	0	310	(310)	
COMMERCIAL INSURANCE	14,064	1,172	846	8,204	5,920	4,228	10,148	3,916	
OFFICE UTILITIES	24,825	2,069	1,291	14,481	13,223	9,445	22,667	2,158	
JANITORIAL MAINTENANCE	28,004	2,334	402	16,336	1,639	1,171	2,810	25,194	
MAINTENANCE ALLOCATION			3,010		14,796	10,568	25,364	(25,364)	
BUILDING MAINTENANCE	40,328	3,361	3,471	23,525	12,144	8,674	20,818	19,510	
TRASH REMOVAL	2,528	211	372	1,475	1,102	1,860	2,962	(434)	
TELEPHONE			0		1		1	(1)	
LOCAL TRAVEL	0	0	1	0	2	0	2	(2)	
BUILDING ALLOCATION	(117,497)	(9,791)	-9,935	(68,540)	-52,369	-40,461	(92,830)	(24,667)	
Total OTHER THAN PERSONNEL	(7,748)	(646)	(512)	(4,519)	(3,234)	(4,514)	(7,748)	(0)	
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	2,650	221	0	1,546	0	2,650	2,650	0	
Total CONTRACTUAL	2,650	221	0	1,546	0	2,650	2,650	0	
Total EXPENSES	(0)	(0)	(0)	(0)	#####	148	(0)	(0)	
NET SURPLUS/(DEFICIT)	0	0	0	0	139	(148)	0	0	

CAPCO

Income Statement

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

			ACTUAL		YTD ACTUAL
LINE ITEM	TOT BUDGET	BUDGET	7/1/2020 7/31/2020	YTD BUDGET	1/1/2020 7/31/2020
MEDICAID - MEDICAID					
REVENUE					
OTHER REVENUE					
MEDICAID REVENUE	0	0	399,236	0	2,249,501
OTHER INCOME	0	0	0	0	0
Total OTHER REVENUE	0	0	399,236	0	2,249,501
Total REVENUE	0	0	399,236	0	2,249,501
EXPENSES					
PERSONNEL					
SALARIES/WAGES					
SALARY/WAGE EXPENSE	0	0	309,742	0	1,599,325
NEW ACCRUED BENEFIT TIME	0	0	333	0	3,283
Total SALARIES/WAGES	0	0	310,076	0	1,602,608
FRINGES					
FICA EXPENSE	0	0	23,646	0	121,837
UNEMPLOYMENT INSURANCE EXPENSE	0	0	6,754	0	36,626
WORKERS COMP EXPENSE	0	0	8,818	0	48,282
DISABILITY INSURANCE EXPENSE	0	0	1,062	0	7,398
GROUP INSURANCE EXPENSE	0	0	3,861	0	33,113
401-K EXPENSE	0	0	3,531	0	17,357
Fringes on Accrued Leave Earned	0	0	47	0	460
Total FRINGES	0	0	47,720	0	265,072
Total PERSONNEL	0	0	357,795	0	1,867,680
OTHER THAN PERSONNEL					
PROGRAM MATERIALS	0	0	0	0	150
OFFICE SUPPLIES	0	0	0	0	109
PARKING LOT RENTAL	0	0	17	0	67
POSTAGE	0	0	697	0	2,737
DUPLICATING & PRINTING	0	0	261	0	1,654
INTERNET SERVICE	0	0	19	0	135
TELEPHONE	0	0	51	0	250
Computer & Software Expense	0	0	0	0	0
CONFERENCE EXPENSE	0	0	0	0	0
TRAINING & TECHNICAL AST	0	0	0	0	0
Staff Development	0	0	0	0	0
LOCAL TRAVEL	0	0	1,609	0	8,734
OUT OF TOWN TRAVEL	0	0	0	0	38
STAFF IMMUNIZATIONS	0	0	85	0	985
DUES & SUBSCRIPTIONS	0	0	0	0	201
BACKGROUND CHECKS	0	0	492	0	2,402
PERMITS, FEES, & RENTALS	0	0	902	0	6,957
ADVERTISING	0	0	0	0	0
BUILDING ALLOCATION	0	0	383	0	2,019
Total OTHER THAN PERSONNEL	0	0	4,516	0	26,439
CONTRACTUAL					
CONTRACTUAL SERVICES-OTHER	0	0	211	0	1,310
Total INKIND	0	0	211	0	1,310
ADMINISTRATION					
FINANCIAL AUDIT	0	0	0	0	5,366
PAYROLL PROCESSING	0	0	1,792	0	12,876
ADMINISTRATIVE ALLOCATION	0	0	27,167	0	138,248
Total ADMINISTRATION	0	0	28,959	0	156,490
Total EXPENSES	0	0	391,482	0	2,051,920
NET SURPLUS/(DEFICIT)	0	0	7,754	0	197,581

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6/1/20-5/31/21 ECD GRANTS

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		7/1/2020 7/31/2020	7/1/2020 7/31/2020	7/31/2020	7/31/2020			
HSP - Head Start								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	1,760,785	146,732	62,546	293,464	164,681	1,596,104	1,760,785	0
TOTAL GRANT REVENUE	1,760,785	146,732	62,546	293,464	164,681	1,596,104	1,760,785	0
OTHER REVENUE								
SPECIAL NEEDS SERVICE REIMBURSEMENT	0	0	0	0	0	0	0	0
OTHER INCOME	0	0	0	0	0	0	0	0
CASH DONATIONS	0	0	0	0	0	0	0	0
INKIND DONATIONS	550,937	45,911	0	91,823	0	550,937	550,937	0
TOTAL OTHER REVENUE	550,937	45,911	0	91,823	0	550,937	550,937	0
Total REVENUE	2,311,722	192,644	62,546	385,287	164,681	2,147,041	2,311,722	0
EXPENSES								
PERSONELL								
WAGES/SALARIES								
SALARY/WAGE EXPENSE	1,207,206	100,601	29,260	201,201	99,533	1,107,673	1,207,206	0
NEW ACCRUED BENEFIT TIME	32,368	2,697	3,925	5,395	5,882	26,486	32,368	0
Total WAGES/SALARIES	1,239,574	103,298	33,185	206,596	105,416	1,134,158	1,239,574	0
FRINGES								
FICA EXPENSE	92,281	7,690	2,036	15,380	7,208	85,073	92,281	0
UNEMPLOYMENT INSURANCE EXPENSE	26,496	2,208	665	4,416	2,229	24,268	26,496	0
WORKERS COMP EXPENSE	10,890	908	299	1,815	936	9,954	10,890	0
DISABILITY INSURANCE EXPENSE	2,803	234	64	467	357	2,446	2,803	0
GROUP INSURANCE EXPENSE	117,089	9,757	8,211	19,515	16,642	100,447	117,089	0
401-K EXPENSE	21,728	1,811	828	3,621	2,068	19,660	21,728	0
Fringes on Accrued Leave Earned	4,532	378	550	755	824	3,708	4,532	0
Total FRINGES	275,819	22,985	12,653	45,970	30,263	245,556	275,819	0
Total PERSONELL	1,515,393	126,283	45,838	252,566	135,679	1,379,715	1,515,393	0
MATERIALS								
PROGRAM MATERIALS	0	0		0		0	0	0
PROGRAM SUPPLIES	5,482	457		914		5,482	5,482	0
MEDICAL SUPPLIES	1,500	125		250		1,500	1,500	0
DISABILITY SUPPLIES	1,000	83		167		1,000	1,000	0
EDUCATIONAL SUPPLIES	7,500	625		1,250		7,500	7,500	0
Total MATERIALS	15,482	1,290	0	2,580	0	15,482	15,482	0
OTHER THAN PERSONELL								
FOOD & FOOD SUPPLIES	20,046	1,671		3,341		20,046	20,046	0
SPEECH SERVICES	1,000	83		167		1,000	1,000	0
DENTAL SERVICES	500	42		83		500	500	0
MENTAL HEALTH SERVICES	0					0	0	0
PARENT SERVICES	2,000	167		333		2,000	2,000	0
FAMILY EMPOWERMENT	0	0		0		0	0	0
CHILD ACCIDENT INSURANCE	652	54	54	109	109	543	652	0
VEHICLE INSURANCE	2,600	217	188	433	376	2,224	2,600	0
VEHICLE MAINTENANCE	1,500	125	0	250	170	1,330	1,500	0
VEHICLE FUEL	1,500	125		250		1,500	1,500	0
VEHICLE REGISTRATION	200	17		33		200	200	0
INTERNET SERVICE	3,500	292	296	583	591	2,909	3,500	0
CENTER TELEPHONE	1,500	125	140	250	212	1,288	1,500	0
Computer & Software Expense	5,000	417	485	833	560	4,440	5,000	0

		BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	7/1/2020 7/31/2020	7/1/2020 7/31/2020	7/31/2020	7/31/2020	FORECAST	TOTAL CONTRACT	REMAINING
HSP - Head Start								
MEETING EXPENSE	0	0		0		0	0	0
CONFERENCE EXPENSE	1,000	83		167		1,000	1,000	0
TRAINING & TECHNICAL AST	1,000	83	370	167	370	630	1,000	0
TEACHER TRAININGS	1,500	125		250		1,500	1,500	0
Staff Development	500	42		83		500	500	0
LOCAL TRAVEL	1,000	83	28	167	37	963	1,000	0
OUT OF TOWN TRAVEL	1,000	83		167		1,000	1,000	0
POLICY COUNCIL EXPENSE	1,000	83		167		1,000	1,000	0
STAFF IMMUNIZATIONS	500	42		83		500	500	0
DUES & SUBSCRIPTIONS	10,000	833	6,817	1,667	6,817	3,183	10,000	0
BACKGROUND CHECKS	1,200	100		200		1,200	1,200	0
PERMITS, FEES, & RENTALS	3,000	250	0	500	335	2,665	3,000	0
EQUIPMENT MAINTENANCE	500	42		83		500	500	0
Total OTHER THAN PERSONELL	62,198	5,183	8,379	10,366	9,577	52,621	62,198	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	9,000	750	239	1,500	654	8,346	9,000	0
Total CONTRACTUAL	9,000	750	239	1,500	654	8,346	9,000	0
INKIND								
VOLUNTEERS/INTERNS	0	0		0		0	0	0
VOLUNTEERS-PROFESSIONALS	93,319	7,777		15,553		93,319	93,319	0
INKIND DONATIONS	194,152	16,179		32,359		194,152	194,152	0
INKIND TRANSPORTATION	229,930	19,161		38,322		229,930	229,930	0
INKIND DONATED SPACE	33,536	2,795		5,589		33,536	33,536	0
Total INKIND	550,937	45,911	0	91,823	0	550,937	550,937	0
SPACE								
PROGRAM RENT	80,794	6,733	2,763	13,466	8,629	72,165	80,794	0
PROGRAM UTILITIES	2,200	183	222	367	222	1,978	2,200	0
SMAIN BLG ALLOCATION	35,000	2,917	3,548	5,833	6,694	28,306	35,000	0
MAINTENANCE ALLOCATION			34		557			0
Total Space	117,994	9,833	6,567	19,666	16,102	102,450	117,994	0
ADMINISTRATION								
OFFICE SUPPLIES	4,560	380	65	760	65	4,495	4,560	0
COMMERCIAL INSURANCE	2,160	180	35	360	70	2,090	2,160	0
PARKING LOT RENTAL	200	17	24	33	24	176	200	0
JANITORIAL MAINTENANCE	3,000	250		500		3,000	3,000	0
BUILDING MAINTENANCE	0	0		0		0	0	0
MAINTENANCE ALLOCATION	0	0		0		0	0	0
FINANCIAL AUDIT	5,400	450		900		5,400	5,400	0
PAYROLL PROCESSING	4,500	375	403	750	790	3,710	4,500	0
POSTAGE	1,200	100	196	200	268	932	1,200	0
DUPLICATING & PRINTING	5,000	417	164	833	423	4,577	5,000	0
TELEPHONE	1,200	100	12	200	24	1,176	1,200	0
ADVERTISING	1,498	125		250		1,498	1,498	0
OTHER EXPENDITURES	0	0		0		0	0	0
BUILDING DEPRECIATION	0	0		0		0	0	0
BUILDING ALLOCATION	12,000	1,000	623	2,000	1,006	10,994	12,000	0
Total ADMINISTRATION	40,718	3,393	1,523	6,786	2,670	38,048	40,718	0
Total EXPENSES	2,311,722	192,644	62,546	385,287	164,681	2,147,599	2,311,722	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	-558	0	0

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6/1/20-5/31/21 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	7/1/2020 7/31/2020	7/1/2020 7/31/2020	7/31/2020	7/31/2020			
TTA - HEAD START TRAINING & TECH ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	22,400	1,867	1,959	3,733	1,959	20,441	22,400	0
TOTAL GRANT REVENUE	22,400	1,867	1,959	3,733	1,959	20,441	22,400	0
Total REVENUE	22,400	1,867	1,959	3,733	1,959	20,441	22,400	0
EXPENSES								
MATERIALS								
PROGRAM SUPPLIES	2,000	167	0	333	0	2,000	2,000	0
Total MATERIALS	2,000	167	0	333	0	2,000	2,000	0
OTHER THAN PERSONELL								
MEETING EXPENSE	0	0	0	0	0	0	0	0
CONFERENCE EXPENSE	0	0	1,628	0	1,628	0	1,628	-1,628
TRAINING & TECHNICAL AST	3,000	250	331	500	331	2,669	3,000	0
OUT OF TOWN TRAVEL	11,500	958	0	1,917	0	9,872	9,872	1,628
Total OTHER THAN PERSONELL	14,500	1,208	1,959	2,417	1,959	12,541	14,500	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	5,900	492	0	983	0	5,900	5,900	0
Total CONTRACTUAL	5,900	492	0	983	0	5,900	5,900	0
Total EXPENSES	22,400	1,867	1,959	3,733	1,959	20,441	22,400	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

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LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	7/1/2020 7/31/2020	7/1/2020 7/31/2020	7/31/2020	7/31/2020			
EHS - Early Head Start								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	1,009,125	84,094	76,627	168,188	128,104	881,021	1,009,125	0
TOTAL GRANT REVENUE	1,009,125	84,094	76,627	168,188	128,104	881,021	1,009,125	0
OTHER REVENUE								
OTHER INCOME	0	0	0	0	0	0	0	0
INKIND DONATIONS	170,920	14,243		28,487		170,920	170,920	0
TOTAL OTHER REVENUE	170,920	14,243	0	28,487	0	170,920	170,920	0
Total REVENUE	1,180,045	98,337	76,627	196,674	128,104	1,051,941	1,180,045	0
EXPENSES								
PERSONELL								
WAGES/SALARIES								
SALARY/WAGE EXPENSE	648,086	54,007	48,406	108,014	81,668	566,418	648,086	0
NEW ACCRUED BENEFIT TIME	40,303	3,359	4,616	6,717	6,920	33,383	40,303	0
Total WAGES/SALARIES	688,389	57,366	53,022	114,732	88,589	599,800	688,389	0
FRINGES								
FICA EXPENSE	50,013	4,168	3,697	8,336	6,149	43,865	50,013	0
UNEMPLOYMENT INSURANCE EXPENSE	14,392	1,199	1,073	2,399	1,808	12,584	14,392	0
WORKERS COMP EXPENSE	5,915	493	420	986	699	5,216	5,915	0
DISABILITY INSURANCE EXPENSE	1,634	136	117	272	247	1,387	1,634	0
GROUP INSURANCE EXPENSE	64,280	5,357	4,383	10,713	8,908	55,373	64,280	0
401-K EXPENSE	13,640	1,137	1,015	2,273	1,685	11,955	13,640	0
Fringes on Accrued Leave Earned	5,642	470	646	940	969	4,674	5,642	0
Total FRINGES	155,518	12,960	11,351	25,920	20,465	135,053	155,518	0
Total PERSONELL	843,907	70,326	64,373	140,651	109,053	734,853	843,907	0
MATERIALS								
PROGRAM MATERIALS	0	0	0	0	0	0	0	0
PROGRAM SUPPLIES	9,000	750	460	1,500	460	8,540	9,000	0
MEDICAL SUPPLIES	750	63	0	125	0	750	750	0
DISABILITY SUPPLIES	500	42	0	83	0	500	500	0
EDUCATIONAL SUPPLIES	3,000	250	875	500	1,074	1,926	3,000	0
Total MATERIALS	13,250	1,104	1,336	2,208	1,534	11,716	13,250	0
OTHER THAN PERSONELL								
FOOD & FOOD SUPPLIES	29,954	2,496	119	4,992	119	29,835	29,954	0
SPEECH SERVICES	250	21		42		250	250	0
DENTAL SERVICES	250	21		42		250	250	0
MENTAL HEALTH SERVICES	0	0		0		0	0	0
PARENT SERVICES	750	63		125		750	750	0
FAMILY EMPOWERMENT	0	0		0		0	0	0
CHILD ACCIDENT INSURANCE	230	19	19	38	38	192	230	0
VEHICLE INSURANCE	2,600	217	257	433	514	2,086	2,600	0
VEHICLE MAINTENANCE	1,000	83	0	167	170	830	1,000	0
VEHICLE FUEL	3,000	250	0	500		3,000	3,000	0
VEHICLE REGISTRATION	200	17		33		200	200	0
INTERNET SERVICE	4,332	361	269	722	539	3,793	4,332	0
CENTER TELEPHONE	1,200	100	59	200	275	925	1,200	0
Computer & Software Expense	2,000	167	135	333	135	1,865	2,000	0

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	7/1/2020 7/31/2020	7/1/2020 7/31/2020	7/31/2020	7/31/2020			
EHS - Early Head Start								
MEETING EXPENSE	0	0	0	0		0	0	0
CONFERENCE EXPENSE	500	42		83		500	500	0
TRAINING & TECHNICAL AST	750	63	255	125	255	495	750	0
TEACHER TRAININGS	750	63		125		750	750	0
Staff Development	0	0		0		0	0	0
LOCAL TRAVEL	1,200	100	256	200	260	940	1,200	0
OUT OF TOWN TRAVEL	500	42		83		500	500	0
POLICY COUNCIL EXPENSE	500	42		83		500	500	0
STAFF IMMUNIZATIONS	250	21		42		250	250	0
DUES & SUBSCRIPTIONS	3,000	250	2,395	500	2,395	605	3,000	0
BACKGROUND CHECKS	750	63		125		750	750	0
PERMITS, FEES, & RENTALS	3,500	292	346	583	424	3,076	3,500	0
EQUIPMENT MAINTENANCE	100	8		17		100	100	0
Total OTHER THAN PERSONELL	57,566	4,797	4,111	9,594	5,124	52,442	57,566	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	5,000	417	240	833	736	4,264	5,000	0
Total CONTRACTUAL	5,000	417	240	833	736	4,264	5,000	0
INKIND								
VOLUNTEERS/INTERNS	0	0		0		0	0	0
VOLUNTEERS-PROFESSIONALS	126,678	10,557		21,113		126,678	126,678	0
INKIND DONATIONS	1,642	137		274		1,642	1,642	0
INKIND DONATED SPACE	42,600	3,550		7,100		42,600	42,600	0
Total INKIND	170,920	14,243	0	28,487	0	170,920	170,920	0
SPACE								
PROGRAM RENT	46,645	3,887	3,887	7,774	7,774	38,871	46,645	0
PROGRAM UTILITIES	7,000	583	387	1,167	557	6,443	7,000	0
SMAIN BLG ALLOCATION	15,500	1,292	440	2,583	830	14,091	14,921	579
MAINTENANCE ALLOCATION			557		579	0	579	-579
Total SPACE	69,145	5,762	5,270	11,524	9,740	59,404	69,145	0
ADMINISTRATION								
OFFICE SUPPLIES	2,000	167	23	333	23	1,977	2,000	0
COMMERCIAL INSURANCE	537	45	122	90	243	294	537	0
PARKING LOT RENTAL	70	6	9	12	9	62	70	0
JANITORIAL MAINTENANCE	3,000	250	106	500	106	2,894	3,000	0
BUILDING MAINTENANCE	0	0	247	0	319	-319	0	0
TRASH REMOVAL	1,400	117	148	233	148	1,252	1,400	0
FINANCIAL AUDIT	3,200	267		533		3,200	3,200	0
PAYROLL PROCESSING	2,300	192	253	383	407	1,893	2,300	0
POSTAGE	500	42	91	83	120	380	500	0
DUPLICATING & PRINTING	2,000	167	64	333	159	1,841	2,000	0
TELEPHONE	1,000	83	2	167	3	997	1,000	0
ADVERTISING	250	21		42		250	250	0
BUILDING DEPRECIATION	0	0		0		0	0	0
BUILDING ALLOCATION	4,000	333	234	667	378	3,622	4,000	0
Total ADMINISTRATION	20,257	1,688	1,297	3,376	1,915	18,342	20,257	0
Total EXPENSES	1,180,045	98,337	76,627	196,674	128,104	1,051,941	1,180,045	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

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6/1/20-5/31/21 ECD GRANTS

LINE ITEM	TOTAL BUDGET	BUDGET 7/1/2020 7/31/2020	ACTUAL 7/1/2020 7/31/2020	YTD BUDGET 7/31/2020	YTD ACTUAL 7/31/2020	FORECAST	TOTAL CONTRACT	REMAINING
ETA - EARLY HS TRAINING & TECH. ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	24,000	2,000	688	4,000	688	23,312	24,000	0
TOTAL GRANT REVENUE	24,000	2,000	688	4,000	688	23,312	24,000	0
Total REVENUE	24,000	2,000	688	4,000	688	23,312	24,000	0
EXPENSES								
MATERIALS								
PROGRAM SUPPLIES	1,800	150	0	300	0	1,800	1,800	0
Total MATERIALS	1,800	150	0	300	0	1,800	1,800	0
OTHER THAN PERSONELL								
MEETING EXPENSE	0	0	0	0	0	0	0	0
CONFERENCE EXPENSE	0	0	572	0	572	0	572	-572
TRAINING & TECHNICAL AST	4,600	383	116	767	116	4,484	4,600	0
OUT OF TOWN TRAVEL	13,300	1,108	0	2,217	0	12,728	12,728	572
Total OTHER THAN PERSONELL	17,900	1,492	688	2,983	688	17,212	17,900	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	4,300	358	0	717	0	4,300	4,300	0
Total CONTRACTUAL	4,300	358	0	717	0	4,300	4,300	0
Total EXPENSES	24,000	2,000	688	4,000	688	23,312	24,000	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

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6/1/20-5/31/21 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	7/1/2020 7/31/2020	7/1/2020 7/31/2020	7/31/2020	7/31/2020			
MAG - Management and General								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	207,491	17,291	10,244	34,582	23,364	184,127	207,491	0
TOTAL GRANT REVENUE	207,491	17,291	10,244	34,582	23,364	184,127	207,491	0
Total REVENUE	207,491	17,291	10,244	34,582	23,364	184,127	207,491	0
ADMINISTRATION								
ADMINISTRATIVE ALLOCATION	207,491	17,291	10,244	34,582	23,364	184,127	207,491	0
Total ADMINISTRATION	207,491	17,291	10,244	34,582	23,364	184,127	207,491	0
Total EXPENSES	207,491	17,291	10,244	34,582	23,364	184,127	207,491	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

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6/1/20-5/31/21 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	7/1/2020 7/31/2020	7/1/2020 7/31/2020	7/31/2020	7/31/2020	7/31/2020					
UPK - Universal Pre-K											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	244,530	20,378	18,810	40,755	18,810	225,720	244,530	0			
TOTAL GRANT REVENUE	244,530	20,378	18,810	40,755	18,810	225,720	244,530	0			
OTHER REVENUE											
SERVICE FEES	5,945	495	5,945	991	5,945	0	5,945	0			
SALARY REIMBURSEMENTS	0	0	0	0	0	0	0	0			
OTHER INCOME			0		0	0	0	0			
TOTAL OTHER REVENUE	5,945	495	5,945	991	5,945	0	5,945	0			
Total REVENUE	250,475	20,873	24,755	41,746	24,755	225,720	250,475	0			
EXPENSES											
PERSONELL											
WAGES/SALARIES											
SALARY/WAGE EXPENSE	140,726	11,727	7,956	23,454	7,956	132,769	140,726	0			
NEW ACCRUED BENEFIT TIME	2,781	232	168	464	168	2,614	2,781	0			
Total WAGES/SALARIES	143,507	11,959	8,124	23,918	8,124	135,383	143,507	0			
FRINGES											
FICA EXPENSE	10,914	910	591	1,819	591	10,323	10,914	0			
UNEMPLOYMENT INSURANCE EXPENSE	3,117	260	174	520	174	2,944	3,117	0			
WORKERS COMP EXPENSE	1,281	107	49	214	49	1,232	1,281	0			
DISABILITY INSURANCE EXPENSE	333	28	27	55	27	306	333	0			
GROUP INSURANCE EXPENSE	9,270	773	1,070	1,545	1,070	8,200	9,270	0			
401-K EXPENSE	3,674	306	161	612	161	3,513	3,674	0			
Fringes on Accrued Leave Earned	296	25	23	49	23	273	296	0			
Total FRINGES	28,886	2,407	2,096	4,814	2,096	26,790	28,886	0			
Total PERSONELL	172,393	14,366	10,220	28,732	10,220	162,173	172,393	0			
MATERIALS											
PROGRAM SUPPLIES	7,500	625		1,250	0	7,500	7,500	0			
EDUCATIONAL SUPPLIES	0	0		0	0	0	0	0			
Total MATERIALS	7,500	625	0	1,250	0	7,500	7,500	0			
OTHER THAN PERSONELL											
FOOD & FOOD SUPPLIES	0	0		0		0	0	0			
INTERNET SERVICE	30	3	4	5	4	26	30	0			
CENTER TELEPHONE	0	0	4	0	4	-4	0	0			
CONFERENCE EXPENSE	0	0		0		0	0	0			
TRAINING & TECHNICAL AST	400	33		67		400	400	0			
TEACHER TRAININGS	2,000	167		333		2,000	2,000	0			
Staff Development	0	0		0		0	0	0			
LOCAL TRAVEL	1,000	83		167		1,000	1,000	0			
Out of Town Travel	2,000	167		333		2,000	2,000	0			
DUES & SUBSCRIPTIONS	1,100	92		183		1,100	1,100	0			
Total OTHER THAN PERSONELL	6,530	544	8	1,088	8	6,522	6,530	0			
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	3,161	2,030	16,934	18,964	0			
SMAIN BLG ALLOCATION	0	0	70	0	70	-70	0	0			
Total SPACE	18,964	1,580	2,100	3,161	2,100	16,864	18,964	0			
ADMINISTRATION											
COMMERCIAL INSURANCE	489	41	5	82	5	484	489	0			
PARKING LOT RENTAL	25	2		4		25	25	0			
FINANCIAL AUDIT	700	58		117		700	700	0			
PAYROLL PROCESSING	450	38	35	75	35	415	450	0			
POSTAGE								0			
TELEPHONE	100	8	0	17	0	100	100	0			
ADVERTISING	0	0		0		0	0	0			
BUILDING DEPRECIATION	0	0		0		0	0	0			
ADMINISTRATIVE ALLOCATION	16,036	1,336	1,050	2,673	1,050	14,985	16,036	0			
BUILDING ALLOCATION	1,000	83	26	167	26	974	1,000	0			
Total ADMINISTRATION	18,800	1,567	1,117	3,133	1,117	17,683	18,800	0			
Total EXPENSES	224,187	18,682	13,444	37,364	13,444	210,742	224,187	0			
NET SURPLUS/(DEFICIT)	26,288	2,191	11,310	4,381	11,310	14,978	26,288				

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Income Statement

4/1/19 to 3/31/20 WAP extended to 3/31/2021

LINE ITEM	AMENDED TOTAL BUDGET	BUDGET 7/1/2020 7/31/2020	ACTUAL 7/1/2020 7/31/2020	YTD BUDGET 7/31/2020	YTD ACTUAL 7/31/2020	FORECAST	TOTAL CONTRACT	REMAINING
19.20WAP - 2019-2020 WAP								
REVENUE								
GRANTS								
GRANT REVENUE	1,000,000	41,667	42,078	666,667	492,058	507,942	1,000,000	0
Total Grants	1,000,000	41,667	42,078	666,667	492,058	507,942	1,000,000	0
Total Revenue	1,000,000	41,667	42,078	666,667	492,058	507,942	1,000,000	0
EXPENSES								
Materials								
PROGRAM MATERIALS	108,783	4,533	4,133	72,522	50,911	57,872	108,783	0
SUBCONTRACT MATERIALS	4,500	188	1,650	3,000	3,275	1,225	4,500	0
Total	113,283	4,720	5,783	75,522	54,186	59,097	113,283	0
	113,283	4,720	5,783	75,522	54,186	59,097	113,283	0
Personnel								
Agency Labor								
Agency Salaries								
SALARY/WAGE EXPENSE	423,849	17,660	20,447	282,566	226,952	196,897	423,849	0
NEW ACCRUED BENEFIT TIME	21,192	883	1,852	14,128	18,625	2,568	21,192	0
Total Agency Salaries	445,041	18,543	22,300	296,694	245,577	199,465	445,041	0
FICA EXPENSE	34,046	1,419	1,511	22,697	16,777	17,269	34,046	0
UNEMPLOYMENT INSURANCE EXPENSE	9,724	405	469	6,483	5,066	4,658	9,724	0
WORKERS COMP EXPENSE	17,736	739	729	11,824	9,045	8,692	17,736	0
DISABILITY INSURANCE EXPENSE	1,079	45	30	719	458	621	1,079	0
GROUP INSURANCE EXPENSE	69,221	2,884	2,390	46,147	34,599	34,622	69,221	0
401-K EXPENSE	11,454	477	570	7,636	5,841	5,613	11,454	0
Fringes on Accrued Leave Earned	2,967	124	259	1,978	2,607	359	2,967	0
	146,227	6,093	5,958	97,485	74,394	71,833	146,227	0
Total Agency Labor	591,268	24,636	28,258	394,179	319,970	271,298	591,268	0
Subcontracted Labor								
SUBCONTRACT LABOR	4,000	167	0	2,667	1,061	2,939	4,000	0
Total Subcontracted Labor	4,000	167	0	2,667	1,061	2,939	4,000	0
Total Personnel	595,268	24,803	28,258	396,846	321,031	274,237	595,268	0
Program Support								
PROGRAM SUPPLIES	6,200	258	162	4,133	1,664	4,536	6,200	0
OFFICE SUPPLIES	4,400	183	198	2,933	2,433	1,967	4,400	0
VEHICLE INSURANCE	5,788	241	208	3,859	3,266	2,522	5,788	0
VEHICLE MAINTENANCE	8,350	348	229	5,567	12,109	227	12,336	-3,986
VEHICLE FUEL	9,500	396	75	6,333	3,918	5,582	9,500	0
VEHICLE REGISTRATION	0	0	0	0	299	0	299	-299
PROGRAM RENT	2,400	100	99	1,600	1,683	717	2,400	0
PARKING LOT RENTAL	1,558	65	125	1,039	961	597	1,558	0

LINE ITEM	AMENDED	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	7/1/2020 7/31/2020	7/1/2020 7/31/2020	7/31/2020	7/31/2020			
POSTAGE	600	25	17	400	386	214	600	0
DUPLICATING & PRINTING	400	17	1	267	9	391	400	0
INTERNET SERVICE	4,010	167	26	2,673	384	1,972	2,355	1,655
TELEPHONE	0	0	91	0	1,655	0	1,655	-1,655
Staff Development	1,450	60	0	967	140	1,310	1,450	0
Computer & Software Expense		0	25	0	25		25	-25
LOCAL TRAVEL	0	0	9	0	126	0	126	-126
OUT OF TOWN TRAVEL	3,150	131	0	2,100	1,990	1,160	3,150	0
TOOLS EXPENSE	4,300	179	122	2,867	3,446	854	4,300	0
DUES & SUBSCRIPTIONS	1,480	62	200	987	550	930	1,480	0
BACKGROUND CHECKS	0	0	0	0	75	0	75	-75
PERMITS, FEES, & RENTALS	0	0	0	0	250	0	250	-250
ADVERTISING	450	19	0	300	144	306	450	0
EQUIPMENT MAINTENANCE	0	0	0	0	565	0	565	-565
BUILDING ALLOCATION	22,436	935	1,010	14,957	11,406	5,703	17,110	5,326
Total Program Support	76,472	3,186	2,597	50,981	47,483	28,989	76,472	0
Audit								
FINANCIAL AUDIT	3,608	150	0	2,405	1,765	1,843	3,608	0
Total Audit	3,608	150	0	2,405	1,765	1,843	3,608	0
T & TA								
TRAINING & TECHNICAL AST	10,000	417	0	6,667	5,916	4,084	10,000	0
Total T & TA	10,000	417	0	6,667	5,916	4,084	10,000	0
HEALTH AND SAFETY								
HEALTH AND SAFETY WAGES	0	0	1,036	0	12,309		12,309	-12,309
HEALTH AND SAFETY	71,000	2,958	1,551	47,333	18,602	40,090	58,691	12,309
HEALTH & SAFETY-SUBMATERIAL	0	0	0	0	0		0	0
HEALTH & SAFETY SUBLABOR	0	0	0	0	0		0	0
Total Health and Safety	71,000	2,958	2,586	47,333	30,910	40,090	71,000	0
LIABILITY INSURANCE								
	200	8	0	133	100	100	200	0
EQUIPMENT PURCHASE								
	70,169	2,924	0	46,779	0	70,169	70,169	0
Administration								
PAYROLL PROCESSING	2,500	104	61	1,667	954	1,546	2,500	0
ADMINISTRATIVE ALLOCATION	57,500	2,396	2,792	38,333	29,711	27,789	57,500	0
Total Administration	60,000	2,500	2,853	40,000	30,665	29,335	60,000	0
Total Expenses	1,000,000	41,667	42,078	666,667	492,058	507,943	1,000,000	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

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Income Statement

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

LINE ITEM	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
TOT BUDGET	7/1/2020	7/31/2020	7/31/2020	7/31/2020			
18.19PI - 2018-2019 Program Income							
REVENUE							
GRANTS							
Current PY Program Income	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
EXPENSES							
Materials							
PROGRAM MATERIALS	0						
SUBCONTRACT MATERIALS							
Total	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0
Personnel							
Agency Labor							
Agency Salaries							
SALARY/WAGE EXPENSE							
Total Agency Salaries	0	0	0	0	0	0	0
Fringes							
FICA EXPENSE	0		0			0	
UNEMPLOYMENT INSURANCE EXPENSE	0		0			0	
WORKERS COMP EXPENSE	0	0	0			0	
DISABILITY INSURANCE EXPENSE	0					0	
GROUP INSURANCE EXPENSE	0						
401-K EXPENSE							
Total Fringes	0	0	0	0	0	0	0
Total Agency Labor	0	0	0	0	0	0	0
Subcontracted Labor							
SUBCONTRACT LABOR							
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	0	0
Administration							
ADMINISTRATIVE ALLOCATION						0	
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
NET SURPLUS/(DEFICIT)	0	0	0	0	24,327	0	24,327

CAPCO

Income Statement

10/1/19-9/30/20 FAMILY DEVELOPMENT CSBG GRANTS

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		7/1/2020 7/31/2020	7/1/2020 7/31/2020	7/31/2020	7/31/2020			
19.20CSBG - 2019 -2020 CSBG								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	240,076	20,006	30,174	240,076	158,886	81,190	240,076	0
Prior Year Revenue	0	0	0	0	0	0	0	0
Total GRANT REVENUE	240,076	20,006	30,174	240,076	158,886	81,190	240,076	0
OTHER REVENUE								
OTHER INCOME	0	0	0	0	0	0	0	0
CASH DONATIONS	0	0	0	0	0	0	0	0
INKIND DONATIONS	58,809	4,901	0	58,809	87,877	0	87,877	-29,068
Total OTHER REVENUE	58,809	4,901	0	58,809	87,877	0	87,877	-29,068
Total REVENUE	298,885	24,907	30,174	298,885	246,763	81,190	327,953	-29,068
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	106,195	8,850	15,241	106,195	95,930	10,266	106,195	0
NEW ACCRUED BENEFIT TIME	12,525	1,044	1,477	12,525	10,120	2,404	12,525	0
Total SALARIES/WAGES	118,720	9,893	16,718	118,720	106,050	12,670	118,720	0
FRINGES								
FICA EXPENSE	9,611	801	1,199	9,611	7,994	785	8,780	831
UNEMPLOYMENT INSURANCE EXPENSE	2,745	229	347	2,745	2,239	224	2,463	282
WORKERS COMP EXPENSE	1,030	86	39	1,030	283	84	367	663
DISABILITY INSURANCE EXPENSE	314	26	31	314	296	61	357	-43
GROUP INSURANCE EXPENSE	7,646	637	654	7,646	7,028	1,308	8,336	-690
401-K EXPENSE	2,850	238	412	2,850	2,698	308	3,006	-156
Fringes on Accrued Leave Earned	1,164	97	207	1,164	1,417	328	1,745	-581
Total FRINGES	25,360	2,113	2,890	25,360	21,954	3,100	25,054	306
Total PERSONNEL	144,080	12,007	19,608	144,080	128,004	15,769	143,774	306
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	3,100	258	481	3,100	481	2,619.25	3,100	0
PROGRAM SUPPLIES	211	18	156	211	264		264	-53
OFFICE SUPPLIES	600	50	0	600	45	555	600	0
Direct Beneficiary Costs	5,000	417	4	5,000	770	4,230	5,000	0
FOOD & FOOD SUPPLIES	90	8		90		90	90	0
PARENT SERVICES	0	0		0		0	0	0
COMMERCIAL INSURANCE	0	0	4	0	16	8	24	-24
VEHICLE INSURANCE	2,064	172	144	2,064	575	288	863	1,201
VEHICLE MAINTENANCE	1,300	108		1,300		1,300	1,300	0
VEHICLE FUEL	90	8	-49	90	-49	139	90	0
VEHICLE REGISTRATION	261	22	0	261	197	64	261	0
PARKING LOT RENTAL	900	75	72	900	176	724	900	0
BOARD EXPENDITURES	1,500	125	0	1,500	43	1,457	1,500	0
POSTAGE	300	25	161	300	457	-157	300	0
DUPLICATING & PRINTING	600	50	150	600	622	-22	600	0
INTERNET SERVICE	350	29	48	350	193	157	350	0
TELEPHONE	900	75	4	900	350	550	900	0
Computer & Software Expense	2,500	208	769	2,500	2,044	456	2,500	0
MEETING EXPENSE	1,000	83	0	1,000	19	981	1,000	0
CONFERENCE EXPENSE	7,000	583	1,060	7,000	1,060	4,497	5,557	1,443
TRAINING & TECHNICAL AST	0	0	2,600	0	2,600		2,600	-2,600

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOT BUDGET	7/1/2020 7/31/2020	7/1/2020 7/31/2020	7/31/2020	7/31/2020			
Staff Development	1,500	125		1,500		1,500	1,500	0
LOCAL TRAVEL	420	35	29	420	158	262	420	0
OUT OF TOWN TRAVEL	7,000	583		7,000		7,000	7,000	0
DUES & SUBSCRIPTIONS	2,200	183		2,200		2,200	2,200	0
BACKGROUND CHECKS	0	0		0		0	0	0
PERMITS, FEES, & RENTALS	0					0	0	0
ADVERTISING	0	0		0		0	0	0
EQUIPMENT PURCHASE	0	0	0	0	274		274	-274
BUILDING ALLOCATION	30,046	2,504	2,418	30,046	6,381	23,642	30,024	22
MAINTENANCE ALLOCATION	0		0		22		22	-22
	68,932	5,744	8,051	68,932	16,697	52,541	69,238	-306
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	5,000	417	0	5,000	0	5,000	5,000	0
Total CONTRACTUAL	5,000	417	0	5,000	0	5,000	5,000	0
INKIND								
FARMERS MARKET EBT EXPENSE	0	0	0	0		0	0	0
VOLUNTEERS/INTERNS	0	0	0	0	10,311	0	10,311	-10,311
INKIND DONATIONS	58,809	4,901	0	58,809	77,566	0	77,566	-18,757
Total INKIND	58,809	4,901	0	58,809	87,877	0	87,877	-29,068
ADMINISTRATION								
FINANCIAL AUDIT	1,404	117	0	1,404	201	1,203	1,404	0
PAYROLL PROCESSING	750	63	59	750	422	328	750	0
ADMINISTRATIVE ALLOCATION	19,910	1,659	2,456	19,910	13,561	6,349	19,910	0
Total ADMINISTRATION	22,064	1,839	2,515	22,064	14,184	7,880	22,064	0
Total EXPENSES	298,885	24,907	30,174	298,885	246,763	81,190	327,953	-29,068
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

Income Statement

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

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
		7/1/2020 7/31/2020	7/1/2020 7/31/2020	7/31/2020	7/31/2020			
WIC - WOMEN, INFANTS & CHILDREN								
REVENUE								
GRANTS								
GRANT REVENUE	376,096	31,341	38,216	313,413	281,263	61,222	342,485	33,611
Total Grants	376,096	31,341	38,216	313,413	281,263	61,222	342,485	33,611
Other Revenue								
PASS THROUGH FUNDS-wic VOUCHERS	925,000	77,083		770,833		925,000	925,000	0
INKIND DONATIONS	0	0		0		0	0	0
Total Other Revenue	925,000	77,083	0	770,833	0	925,000	925,000	0
Total Revenue	1,301,096	108,425	38,216	1,084,247	281,263	986,222	1,267,485	33,611
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	222,465	18,539	18,065	185,388	167,667	30,415	198,081	24,384
NEW ACCRUED BENEFIT TIME		0	1,618	0	13,921	2,526	16,447	-16,447
Total Agency Salaries	222,465	18,539	19,682	185,388	181,588	32,941	214,529	7,936
Fringes								
FICA EXPENSE	17,019	1,418	1,339	14,183	12,396	2,253	14,649	2,370
UNEMPLOYMENT INSURANCE EXPENSE	4,861	405	395	4,051	3,605	665	4,269	592
WORKERS COMP EXPENSE	1,053	88	63	878	634	109	743	310
DISABILITY INSURANCE EXPENSE	335	28	22	279	268	45	313	22
GROUP INSURANCE EXPENSE	33,200	2,767	1,952	27,667	19,096	2,828	21,924	11,276
401-K EXPENSE	5,904	492	497	4,920	4,541	809	5,350	554
Fringes on Accrued Leave Earned		0	226	0	1,949	354	2,303	-2,303
Total Fringes	62,372	5,198	4,495	51,977	42,489	7,062	49,551	12,821
Total Personnel	284,837	23,736	24,177	237,364	224,077	40,003	264,080	20,757
OTPS								
Space								
PROGRAM RENT	825	69	0	688	180	645	825	0
PARKING LOT RENTAL		0	85	0	483	170	653	-653
BUILDING ALLOCATION	48,549	4,046	2,932	40,458	20,654	3,695	24,349	24,200
Total	49,374	4,115	3,017	41,145	21,317	4,510	25,827	23,547
Program Operations								
PROGRAM MATERIALS		0		0		0	0	0
PROGRAM SUPPLIES		0		0		0	0	0
OFFICE SUPPLIES	1,600	133	70	1,333	191	740	931	669
MEDICAL SUPPLIES	300	25	0	250	624	123	747	-447
EDUCATIONAL SUPPLIES	1,500	125		1,250		1,139	1,139	361
POSTAGE	1,200	100	205	1,000	1,442	619	2,061	-861
DUPLICATING & PRINTING	1,000	83	2	833	84	0	84	916
INTERNET SERVICE	864	72	58	720	492	106	598	266
TELEPHONE	2,076	173	334	1,730	2,713	999	3,711	-1,635
MEETING EXPENSE	0	0	0	0	16	0	16	-16
DUES & SUBSCRIPTIONS	350	29	0	292	400	50	450	-100
PERMITS, FEES, & RENTALS		0	0	0	0	0	0	0
WIC VOUCHER EXPENSE	925,000	77,083	0	770,833		925,000	925,000	0
INKIND DONATIONS	0	0	0	0		0	0	0
Total Program Operations	933,890	77,824	670	778,242	5,961	928,775	934,737	-847

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
		7/1/2020 7/31/2020	7/1/2020 7/31/2020	7/31/2020	7/31/2020			
WIC - WOMEN, INFANTS & CHILDREN								
Total OTPS	983,264	81,939	3,686	819,387	27,278	933,285	960,563	22,701
Travel								
VEHICLE INSURANCE	800	67	70	667	670	140	810	-10
VEHICLE MAINTENANCE		0	0	0	1,313	250	1,563	-1,563
VEHICLE FUEL	200	17	0	167	61	0	61	139
VEHICLE REGISTRATION		0	0	0	0	0	0	0
CONFERENCE EXPENSE		0	0	0	200	0	200	-200
LOCAL TRAVEL		0	0	0	3	0	3	-3
OUT OF TOWN TRAVEL	1,550	129	0	1,292	511	0	511	1,039
Total Travel	2,550	213	70	2,125	2,758	390	3,148	-598
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	1,239	502	0	502	985
Total Audit	1,487	124	0	1,239	502	0	502	985
Other								
CONTRACTUAL SERVICES-OTHER	1,050	88	7,614	875	7,869	51	7,920	-6,870
Computer & Software Expense	500	42	0	417	31	5,413	5,444	-4,944
TRAINING & TECHNICAL AST	0	0	0	0	316	0	316	-316
PAYROLL PROCESSING	960	80	62	800	710	103	814	146
Background Checks						38	38	-38
ADVERTISING	3,200	267	0	2,667	709	4,144	4,853	-1,653
Total Other	5,710	476	7,676	4,758	9,636	9,749	19,385	-13,675
Administration								
ADMINISTRATIVE ALLOCATION	23,248	1,937	2,606	19,373	17,013	2,794	19,807	3,441
Total Administration	23,248	1,937	2,606	19,373	17,013	2,794	19,807	3,441
Total Expenses	1,301,096	108,425	38,216	1,084,247	281,263	986,222	1,267,485	33,611
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	7/1/2020 7/31/2020	7/1/2020 7/31/2020	7/31/2020	7/31/2020			
EPC - Enhanced Peer Counseling								
REVENUE								
GRANTS								
GRANT REVENUE	15,712	1,309	857	13,093	8,119	5,744	13,863	1,849
Total Grants	15,712	1,309	857	13,093	8,119	5,744	13,863	1,849
Total Revenue	15,712	1,309	857	13,093	8,119	5,744	13,863	1,849
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	12,592	1,049	679	10,493	6,310	1,150	7,460	5,132
Total Agency Salaries	12,592	1,049	679	10,493	6,310	1,150	7,460	5,132
Fringes								
FICA EXPENSE	963	80	52	803	483	88	571	392
UNEMPLOYMENT INSURANCE EXPENSE	275	23	15	229	128	25	153	122
WORKERS COMP EXPENSE	60	5	2	50	23	4	27	33
DISABILITY INSURANCE EXPENSE	202	17	11	168	112	22	135	67
Total Fringes	1,500	125	80	1,250	746	140	886	614
Total Personnel	14,092	1,174	759	11,743	7,056	1,290	8,346	5,746
OTPS								
Program Operations								
OFFICE SUPPLIES	0	0	0	0	0	140	140	-140
EDUCATIONAL SUPPLIES	0	0	0	0	0	0	0	0
DUES & SUBSCRIPTIONS						120	120	-120
Computers						4,016	4,016	-4,016
DUPLICATING & PRINTING	0	0	0	0	21	0	21	-21
INTERNET SERVICE	0	0	0	0	87	43	130	-130
TELEPHONE	1,620	135	98	1,350	955	135	1,090	530
Total Program Operations	1,620	135	98	1,350	1,063	4,454	5,517	-3,897
Total OTPS	1,620	135	98	1,350	1,063	4,454	5,517	-3,897
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	857	13,093	8,119	5,744	13,863	1,849
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. 20-47

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the HS/EHS Leases for 2020-21 and accepts as presented,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the HS/EHS Leases for 2020-21 and accepts as presented,

IT IS HEREBY RESOLVED that on September 24, 2020 the CAPCO Board of Directors adopts for acceptance the HS/EHS Leases for 2020-21.

Board President

Date

2020 - 2021 ECD Leases

Location	Lease Dates	Annual Amount
Randall (2 classrooms)	08/01/2020 to 7/31/2021	\$ 7,000
Smith (2 classrooms)	08/01/2020 to 7/31/2021	\$ 7,000
YMCA	08/24/2020 to 06/24/2021	\$ 30,000
Cosimo's	8/1/2020 to 07/31/2020	\$ 88,620
Elm Tree (5 year lease)	08/01/2016 to 07/31/2021	\$ 17,400
		<hr/>
		\$ 150,020

Change in leases from 2019-2020

Barry Classroom moved to Smith

YMCA -2020-2021 Lease is for space only. CAPCO has the 2020-2021 Cortland City School UPK Contract. (Previous years CAPCO operated and ran the Pre-School Plus classroom on behalf of the YMCA)

McGraw School - lease not renewed

YWCA - leases not renewed

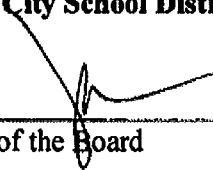
**LEASE AND SERVICE AGREEMENT
CORTLAND CITY SCHOOL
Cortland County Community Action Program, Inc.**

This agreement entered in this 1st day of August 2020, between Cortland County Community Action Program, Inc., 32 North Main Street, Cortland, New York 13045. (CAPCO) and the Cortland City School, 1 Valley View Drive, Cortland, New York 13045, is entered into for the purpose of defining the terms under which Cortland will provide to CAPCO Head Start, user space and service in the Cortland City School. This agreement is entered into for the purpose of defining the terms and conditions under which Cortland will lease to CAPCO Head Start the right to use and occupy on a regular basis a portion of the property.

1. CAPCO Head Start shall have the use of two classrooms in the Randall Elementary School, 31 Randall Street, Cortland, New York 13045.
2. The designated space will be available for use by the CAPCO Head Start Program from August 1, 2020 through July 31, 2021. See #12. Hours of operation are 8:00 a .m. to 4:30 p.m., Monday through Friday.
3. Should the CAPCO Head Start Program not be operating during the months of July and August, the program may still store classroom and office equipment/supplies in their allocated space.
4. The CAPCO Head Start Program will be able to use the designated area for evening activities as coordinated with the Cortland School personnel.
5. CAPCO Head Start Program will pay Cortland \$7000.00 per year. Payable monthly at a rate of \$700.00 per month for a 10-month period.
6. CAPCO Head Start will utilize the Randall Elementary School phone system according to their regulations.
7. CAPCO Head Start will carry full liability and personal injury insurance coverage with \$1,000,000.00 limit naming Cortland City School as an insured under the policy. A certificate of insurance will be issued annually to Cortland School District.
8. Cortland School District will provide for the agreed upon space, adequate light, heat along with daily custodial maintenance services: Sweeping, mopping, vacuuming of floors, bathrooms, trash removal, and replacing bathroom toilet paper towel supplies.
9. CAPCO Head Start agrees to be responsible for the repair of damage to the leased property, other than the normal wear and usage which occurs with routine occupancy of the property.

10. CAPCO Head Start will not make any alterations to the property without the prior approval of Cortland School District. The term alterations include attachments (permanent or temporary) to the floor, walls, and ceilings or the removal or placement of doors, ramps, or partitions.
11. Cortland School District and the CAPCO Head Start Program will work cooperatively with the necessary personnel to ensure open lines of communications regarding this lease and service agreement. In addition, and where necessary, both parties will coordinate services for the best interests of the respective programs and their participants.
12. This lease and service agreement shall be extended automatically for one year and from year to year thereafter, without further notice by either party upon the same terms and conditions, including rent. Either party may terminate this lease at any time upon giving either party a written notice sixty (60) days in advance of the termination of this lease.

Cortland City School District



President of the Board

Date

9/9/20

Cortland County Community Action Program, Inc.



CAPCO Executive Director

Date

8/31/2020



CAPCO Head Start Director

Date

8/10/2020

**LEASE AND SERVICE AGREEMENT
CORTLAND CITY SCHOOL
Cortland County Community Action Program, Inc.**

This agreement entered in this 1st day of August 2020, between Cortland County Community Action Program, Inc., 32 North Main Street, Cortland, New York 13045. (CAPCO) and the Cortland City School, 1 Valley View Drive, Cortland, New York 13045, is entered into for the purpose of defining the terms under which Cortland will provide to CAPCO Head Start, user space and service in the Cortland City School. This agreement is entered into for the purpose of defining the terms and conditions under which Cortland will lease to CAPCO Head Start the right to use and occupy on a regular basis a portion of the property.

1. CAPCO Head Start shall have the use of two classrooms in the Smith Elementary School, Wheeler Avenue, Cortland, New York 13045. The classroom number may change per the request of the school district.
2. The designated space will be available for use by the CAPCO Head Start Program from August 1, 2020 through July 31, 2021. See #12. Hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Friday.
3. Should the CAPCO Head Start Program not be operating during the months of July and August, the program may still store classroom and office equipment/supplies in their allocated space.
4. The CAPCO Head Start Program will be able to use the designated area for evening activities as coordinated with the Cortland School personnel.
5. CAPCO Head Start Program will pay Cortland \$7000.00 per year for both classrooms Payable monthly at a rate of \$700.00 per month for a 10-month period.
6. CAPCO Head Start will utilize the Smith Elementary School phone system according to their regulations.
7. CAPCO Head Start will carry full liability and personal injury insurance coverage with \$1,000,000.00 limit naming Cortland City School as an insured under the policy. A certificate of insurance will be issued annually to Cortland School District.
8. Cortland School District will provide for the agreed upon space, adequate light, heat along with daily custodial maintenance services: Sweeping, mopping, vacuuming of floors, bathrooms, trash removal, and replacing bathroom toilet paper towel supplies.
9. CAPCO Head Start agrees to be responsible for the repair of damage to the leased property, other than the normal wear and usage which occurs with routine occupancy of the property.
10. CAPCO Head Start will not make any alterations to the property without the prior

approval of Cortland School District. The term alterations include attachments (permanent or temporary) to the floor, walls, and ceilings or the removal or placement of doors, ramps, or partitions.

11. Cortland School District and the CAPCO Head Start Program will work cooperatively with the necessary personnel to ensure open lines of communications regarding this lease and service agreement. In addition, and where necessary, both parties will coordinate services for the best interests of the respective programs and their participants.
12. This lease and service agreement shall be extended automatically for one year and from year to year thereafter, without further notice by either party upon the same terms and conditions, including rent. Either party may terminate this lease at any time upon giving either party a written notice sixty (60) days in advance of the termination of this lease.

Cortland City School District



President of the Board

9/9/20

Date

Cortland County Community Action Program, Inc.



CAPCO Executive Director

8/24/2020

Date



CAPCO Head Start Director

8/24/2020

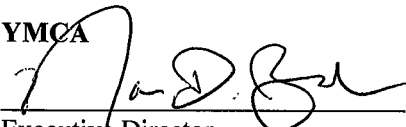
Date

LEASE, SERVICE, AND COLLABORATION AGREEMENT
YMCA OF CORTLAND
Cortland County Community Action Program, Inc.

This agreement entered in this 24th day of August 2020, between Cortland County Community Action Program, Inc., c/o Head Start Program, 32 North Main Street, Cortland, New York 13045. (CAPCO Head Start) and the YMCA, 22 Tompkins Street, Cortland, New York 13045 is entered into for the purpose of defining the terms under which the YMCA will provide to CAPCO Head Start user space and service in the YMCA facility located on Tompkins Street in the City of Cortland. This agreement is entered into for the purpose of defining the terms and conditions under which the YMCA will lease to CAPCO Head Start the right to use and occupy on a regular basis a portion of the property.

1. CAPCO Head Start shall have the use of the three basement classrooms, the kitchen facility, and access to the office space in the basement as directly allocated space in the YMCA building, 22 Tompkins Street, Cortland, New York 13045.
2. The designated space will be available for use by the CAPCO Head Start Program from August 24, 2020 through June 24, 2021. See #11. Hours of operation are from 8:00 a.m. to 4:00 p.m., Monday through Friday for Head Start staff serving children from 8:30 a.m. to 3:00 p.m..
3. The gym will be allocated space the Head Start Program will be able to use once a day for one hour per day according to both organizations schedules. In addition, the pool can be utilized by the Head Start Program once per week for one hour, per schedule arrangements.
4. The CAPCO Head Start Program will be able to use the designated area for evening activities as coordinated with the YMCA personnel. Some of the activities may include, but are not limited to Youth Mentoring, Family Fun Night, Parent Committee Meetings, Parent Education, Staff Meeting and Trainings, Recruitment Fair, and the Fatherhood Initiative. With these activities, planning will be completed to accommodate Head Start staff and families, as well as YMCA staff and families. (Flexible as available).
5. CAPCO Head Start Program will pay the YMCA \$30,000.00 per year. Payable monthly at a rate of \$3000.00 per month for a 10-month period lease cost which includes janitorial services.
6. CAPCO Head Start will carry full liability and personal injury insurance coverage with \$1,000,000.00 limit naming YMCA as an insured under the policy. A certificate of insurance will be issued annually to the YMCA.
7. The YMCA will provide for the agreed upon space, adequate light, heat along with daily custodial maintenance services: Sweeping, mopping, vacuuming of floors, bathrooms, trash removal, and replacing bathroom toilet paper supplies.
8. Furthermore, basic maintenance will be provided by the YMCA with the stipulation if Head Start needs further maintenance or janitorial duties provided, the programs will meet to determine further arrangements at a later date.
9. The YMCA will be responsible for routine maintenance of the premises occupied, subject to normal wear and tear. CAPCO Head Start agrees to be responsible for the repair of damage to the leased property (other than normal wear and tear which could be expected to occur under routine use) which occurs as a direct result of CAPCO Head Start's use and occupancy of the property.

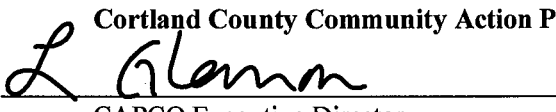
10. CAPCO Head Start will not make any alterations to the property without the prior approval of the YMCA. The term "alterations" includes attachments (permanent or temporary) to the floor, walls, and ceilings or the removal or placement of doors, ramps, or partitions.
11. The classroom assignments are as follows; YMCA 1 is going to be a Head Start classroom, YMCA 2 is going to be Head Start/UPK classroom and the YMCA 3 is going to be a Head Start classroom.
12. The YMCA and the CAPCO Head Start Program will work cooperatively with the necessary personnel to ensure open lines of communication regarding this lease and service agreement. In addition, and where necessary, both parties will coordinate services for the best interests of the respective programs and their participants.
13. Either party may terminate this lease at any time upon giving either party a written notice sixty (60) days in advance of the termination of this lease.

YMCA

Executive Director

8/21/20
Date


Board President

8-21-20
Date

Cortland County Community Action Program, Inc.

CAPCO Executive Director

8/20/2020
Date


CAPCO Head Start Director

8/20/2020
Date

LEASE, SERVICE, AND COLLABORATION AGREEMENT
Badjad Property Management/LLC
Cortland County Community Action Program, Inc.

This agreement entered in this 1st day of August 2020 between Cortland County Community Action Program, Inc., c/o Head Start Program, 32 North Main Street, Cortland, New York 13045. (CAPCO Head Start/Early Head Start) and Cosimo's, 1-3 Huntington St, Cortland, NY 13045 is entered into for the purpose of defining the terms under which Cosimo's will provide to CAPCO Head Start/Early Head Start user space and service in the facility located at 1 Huntington St, Cortland, NY which is located in Cortland. This agreement is entered into for the purpose of defining the terms and conditions under which Cosimo's will lease to CAPCO Head Start/Early Head Start the right to use and occupy on a regular basis the entire property.

1. CAPCO Head Start/Early Head Start shall have the use of the three classrooms, all of the office space upstairs and downstairs. In addition, CAPCO Head Start/Early Head Start shall have the use of the office space located downstairs for the Nutrition Supervisor's position, as well as utilization of the kitchen and the fully equipped kitchen to include pots, pans, utensils, stove, refrigerator as directly allocated space in the facility located at 1-3 Huntington St, Cortland, New York 13045.
2. The designated space will be available for use by the CAPCO Head Start/Early Head Start Programs from August 1, 2020 through July 31, 2021. See #10. Hours of operation are from 8:00 a.m. to 4:30 p.m., Monday through Friday for Head Start staff serving children from 8:30 a.m. to 3:00 p.m.. Center program will operate September 2020 through August 2021.
3. The playground area will be allocated space in the front of Cosimo's. This allocated space will be available for program use throughout the year.
4. The CAPCO Head Start/Early Head Start Programs will be able to use the designated area for evening activities. Some of the activities may include, but are not limited to Family Fun Night, Parent Committee Meetings, Parent Education, Staff Meeting and Trainings, Recruitment Fair, and the Fatherhood Initiative. With these activities, planning will be completed to accommodate Head Start staff and families.
5. CAPCO Head Start/Early Head Start Programs will pay Cosimo's \$7385.00 per month for center, office, and a commercial kitchen for 12 months in rent. The CAPCO Head Start/Early Head Start Programs will be responsible for all center utilities.
6. CAPCO Head Start/Early Head Start will carry full liability and personal injury insurance coverage with \$1,000,000.00 limit naming Cosimo's as an insured under the policy. A certificate of insurance will be issued annually to Cosimo's.
7. CAPCO Head Start/Early Head Start will provide for the agreed upon space daily custodial maintenance services: Sweeping, mopping, vacuuming of floors, bathrooms, trash removal, and replacing bathroom toilet paper supplies. CAPCO Head Start/Early Head Start will provide daily paper towels and anti-bacterial soap for this agreed upon space. Furthermore, basic maintenance will be provided by Cosimo's with the stipulation if Head Start needs further maintenance or janitorial duties provided, the programs will meet to determine further arrangements at a later date. Cosimo's agrees to provide all snow removal of parking lots and sidewalks. The snow removal must be completed before the first child/family arrives at the center for services. Dumpster cost and trash removal will be the responsibility of CAPCO Head Start/Early Head Start and will not be shared with Cosimo's.

8. Cosimo's will be responsible for routine maintenance of the premises occupied, subject to normal wear and tear. CAPCO Head Start/Early Head Start agrees to be responsible for the repair of damage to the leased property (other than normal wear and tear which could be expected to occur under routine use) which occurs as a direct result of CAPCO Head Start/Early Head Start's use and occupancy of the property.
9. CAPCO Head Start/Early Head Start will not make any alterations to the property without the prior approval of Cosimo's. The term alterations include attachments (permanent or temporary) to the floor, walls, and ceilings or the removal or placement of doors, ramps, or partitions.
10. CAPCO Head Start/Early Head Start will need enough square footage (space) to accommodate 24 children on a daily basis for three classrooms. The square footage between both organizations will be determined at a later date upon day care licensing approval.
11. Cosimo's and the CAPCO Head Start/Early Head Start Program will work cooperatively with the necessary personnel to ensure open lines of communication regarding this lease and service agreement. In addition, and where necessary, both parties will coordinate janitorial and program services for the best interests of the respective programs and their participants.
12. Either party may terminate this lease at any time upon giving either party a written notice sixty (60) days in advance of the termination of this lease.
13. Indemnification: Tenant shall indemnify Landlord and save her/him harmless from and against any and all claims, actions, damages, liability, and expense in connection with loss of life, personal injury and or damage to property arising from or out of any occurrence in, upon or at the premises, or the occupancy or use by Tenant of the premises and common areas or any part thereof, or occasioned wholly or in part by any act or omission of Tenant, his agents or contractors, without fault on Landlord's part. Should Landlord be made a party to any litigation commenced by or against Tenant, without fault on Landlord's part then Tenant shall protect and hold Landlord harmless and shall pay all costs, expenses and reasonable attorney fees incurred or paid by Landlord in enforcing the covenants and agreement in this lease.

Cosimo's

Owner

Date

08-17-2020

Cortland County Community Action Program, Inc.

CAPCO Executive Director

Date

Bethanne K. Wender
CAPCO Head Start/Early Head Start Director

Date

8/17/2020

LEASE, SERVICE, AND COLLABORATION AGREEMENT

Elm Tree Realty, LLC

Cortland County Community Action Program, Inc.

This agreement entered into as of the 1st day of August 2016, between **Cortland County Community Action Program, Inc.**, c/o Head Start/Early Head Start Program, 32 North Main Street, Cortland, New York 13045 and **Elm Tree Realty LLC**, 3588 Pendleton Street, Ext., Cortland, NY 13045 ("Landlord") is entered into for the purpose of defining the terms under which Landlord will provide to CAPCO Head Start/Early Head Start user space and service in the facility located at 275 Route 13, Cortland, NY. This agreement is entered into for the purpose of defining the terms and conditions under which the Landlord will lease to CAPCO Head Start/Early Head Start the right to use and occupy on a regular basis the entire property.

1. CAPCO Head Start/Early Head Start shall have the use of the entire building which includes classroom space, meeting room space, and bathroom and kitchen facilities, directly allocated space in the facility located at 275 Route 13, Cortland, New York 13045.
2. The designated space will be available for use by the CAPCO Head Start/Early Head Start Programs from August 1, 2016 through July 31, 2021. See #10. Hours of operation are from 8:00 a.m. to 4:30 p.m., Monday through Friday for Head Start/Early Head Start staff serving children from 8:30 a.m. to 3:00 p.m.. Center program will operate September 2016 through August 2017.
3. The playground area will be allocated space behind the facility located at 275 Route 13, Cortland, NY 13045. This allocated space will be available for program use throughout the year.
4. The CAPCO Head Start/Early Head Start Programs will be able to use the designated area for evening activities. Some of the activities may include, but are not limited to Family Fun Night, Parent Action Group Meetings, Parent Education, Staff Meeting and Trainings, Recruitment Fair, and the Fatherhood activities. With these activities, planning will be completed to accommodate Head Start/Early Head Start staff and families.
5. CAPCO Head Start/Early Head Start Programs will pay Elm Tree Realty LLC \$17,400.00 per year for the lease term as base rental for the entire building which includes classroom space, meeting room space, and kitchen/bathrooms. The CAPCO Head Start/Early Head Start Programs will be responsible for all center utilities. The rent is payable in advance in equal monthly installments of \$1,450.00. ✓
6. CAPCO Head Start/Early Head Start will carry full liability and personal injury insurance coverage with \$1,000,000.00 limit naming Elm Tree Realty LLC an insured under the policy. A certificate of insurance will be issued annually to the landlord. ✓


7. CAPCO Head Start/Early Head Start will provide for the agreed upon space daily custodial maintenance services: Sweeping, mopping, vacuuming of floors, bathrooms, trash removal, and replacing bathroom toilet paper supplies. CAPCO Head Start/Early Head Start will provide daily paper towels and anti-bacterial soap for this agreed upon space. Furthermore, basic driveway maintenance and lawn care will be provided by the Landlord with the stipulation if Head Start/Early Head Start needs further maintenance or janitorial duties provided, the programs will meet to determine further arrangements at a later date. Head Start/Early Head Start agrees to provide all snow plowing of parking lots, as well as salting of property. Dumpster cost and trash removal will be the responsibility of CAPCO Head Start/Early Head Start and will not be shared with the Landlord.
8. The Landlord will be responsible for routine maintenance of the premises occupied, subject to normal wear and tear. CAPCO Head Start/Early Head Start agrees to be responsible for the repair of damage to the leased property (other than normal wear and tear which could be expected to occur under routine use) which occurs as a direct result of CAPCO Head Start/Early Head Start's use and occupancy of the property.
9. If a chlorinated system for the water system is installed per the request of the County Health Department, it will be the responsibility of the HS/EHS staff to ensure daily readings are being kept and monitored. These readings and any monitoring needs to be kept on file in case these logs are needed for any reason or purpose. In addition, monthly water samples will be the responsibility of CAPCO HS/EHS.
10. CAPCO Head Start/Early Head Start will not make any alterations to the property without the prior approval of the landlord. The term alterations include attachments (permanent or temporary) to the floor, walls, and ceilings or the removal or placement of doors, ramps, or partitions.
11. The Landlord and the CAPCO Head Start/Early Head Start Program will work cooperatively with the necessary personnel to ensure open lines of communication regarding this lease and service agreement. In addition, and where necessary, both parties will coordinate janitorial and program services for the best interests of the respective programs and their participants.
12. In the event the funding sources (Federal, State of New York or local) discontinues or reduces the funding necessary for Tenant to continue to operate said facility or for any reason withdraws its certificate of approval for said facility, this lease will be terminated sixty (60) days after landlord receives written notice from tenant of such discontinuance of funding, without further liability to either party.

Tenant reserves for itself the right to make any alterations required for its particular purposes at its own cost and expense. Alterations necessary to ensure Tenant's compliance with all conditions of its operating certificate, or certificate of approval may be made without the consent of the Landlord. All other alterations that the Tenant may find necessary shall be made subject to Landlord's approval. Such approval shall not be unreasonably withheld, providing that the proposed changes are not in violation of rules, ordinances, or regulations of government authority and the board of fire underwriters.

13. Indemnification: Tenant shall indemnify Landlord and save her/him harmless from and against any and all claims, actions, damages, liability, and expense in connection with loss of life, personal injury and or damage to property arising from or out of any occurrence in, upon or at the premises, or the occupancy or use by Tenant of the premises

and common areas or any part thereof, or occasioned wholly or in part by any act or omission of Tenant, his agents or contractors, without fault on Landlord's part. Should Landlord be made a party to any litigation commenced by or against Tenant, without fault on Landlord's part then Tenant shall protect and hold Landlord harmless and shall pay all costs, expenses and reasonable attorney fees incurred or paid by Landlord in enforcing the covenants and agreement in this lease.

Elm Tree Realty, LLC,



Bruce A. Martins, Member

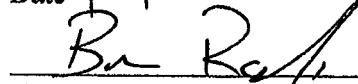
6/15/16
Date

Cortland County Community Action Program, Inc.



CAPCO Executive Director

6/20/16
Date



CAPCO Head Start/Early Head Start Director

6/15/16
Date

Resolution of the Board of Directors
Of
Cortland County Community Action Program, Inc.
Resolution No. 20-48

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the proposed CSBG Discretionary Amendment and accepts as presented,

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

IT IS HEREBY RESOLVED that on September 24, 2020 the CAPCO Board of Directors adopts for acceptance the CSBG Discretionary Amendment.

Board President

Date

ATTACHMENT B
COMMUNITY SERVICES BLOCK GRANT
2020 CSBG Discretionary Grant Budget

Contractor Cortland County Community Action Program Inc. FFY 2020
 Budget Period 3/1/20 To 9/30/20 Contract # T1001745

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

BACK TO SCHOOL		\$
Provide clothing, shoes, school supplies, and items needed to participate in extra-curricular activities to low income children returning to school.		
		20,690
CENSUS		\$
Advertising and printing: outreach items and materials		1,830
Laptops and cases for family workers assisting families in completing 2020 Census Census Laptops: Purchasing 6 laptops. After the census is over they will be used for other CSBG-related programming including instruction, Family Advocates using to assist participants, and to assist with Family Development community outreach, training, and partnerships.		6,097
Desk and Computer public access to a compute to complete 2020 Census		1,174
Travel Mileage reimbursed at the federally approved rate of 57.5 cents per mile		323
COVID-19		\$
Remote Working: internet reimbursement (7 staff \$30/month 6 months March-August) , hotspot (1 staff phone with wifi \$90/month June-August), TeamViewer access (\$25/month 2 staff 6 months, 5 staff 3 months), cell phones (2 staff \$50/month May-September), postage cost to mail work to students enrolled in our High School Equivalency Class.		2,738
Video Conferencing System		1,650
Family Needs: Cleaning/ personal care items to assist families, rent, utility, and needed home improvement due to lack of income during the COVID-19 pandemic.		4,748
Agency Needs: Infrared thermometers, desk barriers, and Sanitizing Stations equipment and supplies		4,850
Program Needs-Desks for Adult Education		2,400
ADMIN Costs at 7%		\$ 3,500
Personnel services (Salary and Fringe)	\$2,725	
Contractual services (EAP and Payroll Processing)	198	
Other costs	577	
total	\$3,500	
Explanation for Other Costs - \$577		\$
5.c	Board Allowance and Development	\$ 5
5.d	Consumable Supplies	\$ 61
5.e	Employee Development and Recruitment	\$ 12
5.f	Insurance and Bonding	\$ 85
5.g	Postage, Freight and Express	\$ 9
5.h	Publications, Printing, and Subscriptions	\$ 34
5.j	Space Costs	\$ 118
5.k	Telephone and Electronic Communications	\$ 8
5.l	Travel	\$ 4
5.n	Technology	\$ 241
	Total Other Costs	\$ 577
Explanation for Admin Staff costs:		
2020 CSBG Discretionary		
Admin Staff	Salary	
Executive Director	\$ 491	
HR Director	\$ 396	
Fiscal Director	\$ 427	
Fiscal Accountant	\$ 288	
Assistant Accountant	\$ 239	
Reception/Support Staff	\$ 194	
HR Assistant	\$ 238	
Total Salary	\$ 2,273	
Total Fringe	\$ 452	
Admin Personnel Services	\$ 2,725	
Grand Total		\$ 50,000

Resolution of the Board of Directors
Of
Cortland County Community Action Program,
Inc. Resolution No. 20-49

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the proposed Disability Insurance renewal for 2020-21 and accepts as presented,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the Disability Insurance renewal for 2020-21 and accepts as presented,

IT IS HEREBY RESOLVED that on September 24, 2020 the CAPCO Board of Directors adopts for acceptance the Disability Insurance renewal for 2020-21.

Board President

Date

August/September Highlights

- Brandy and I attended the ACE Interface Certification for Trainers Aug. 19-21. The trainers included Dr. Rob Anda (one of the authors of the original ACE research and work). After we complete the rest of the work, we will be certified to train in the areas of ACEs and Resilience. We will be providing this training to CAPCO staff and the community.
- The National Community Action Partnership was a virtual conference this year. Five staff (Lindy, Brandy, Gail Bundy, Jessica McKane and Jessica Stephens) attended the conference. It was really well done and many strong workshops. The good news about a virtual conference is we will have access to the recorded sessions through Oct. 9. We are sharing this access with other staff. More people will be able to participate without the travel and other associate costs.
- Global Leadership Summit – CAPCO staff participated in the GLS Aug. 6-7. This was also a virtual conference, but very valuable. We will be joining with Grace Christian Fellowship again as a partner for the 2021 GLS.
- HS/EHS will be reopening on September 14. It has been a very busy and challenging summer as HS Management worked to develop the reopening plans following guidance from OCFS Day Care Licensing, Office of Head Start and CDC. We are working to make sure that we have done everything possible to assure the safety of our staff, the children and their families. Many thanks to Bethann for her leadership and the rest of the HS/ESH management team.
- We have expanded our software and database with CAPTAIN. We now have software to assist with completing the ACROS and TRACS. We are also adding software that will allow people to apply for CAPCO services online through a Public Intake Portal.
- We are continuing to respond to COVID 19 concerns and preparation. Many thanks to Denise and our maintenance/janitorial staff for all the hard work they have done and continue to do to respond to all of the changes that have been necessary because of COVID.
- I just want to express my appreciation to all of the CAPCO management team, leadership and employees. The last 6 months have been unprecedented in terms of challenges, changes and more uncertainty than anyone has ever experienced. Our staff have been amazing in dealing with those in our community that depend on us for so many things, all the time trying to care for their own families. We are very fortunate to have the Board of Directors that we have – your support through this has made all the difference.

The HR Director continues to lead the CDS Department with the Executive Director in the interim of awaiting a determination on our Fiscal Intermediary status.

We have experienced an increase in new consumers to the Program and new aides onboarding. This is due to our local partners at the Department of Social Services and the Cortland County Area Agency on Aging resuming normal business and authorizing more consumers to the CDPAP and EISEP Programs. Working with Merwin Greene who is serving as our Program Coordinator, the HR Department continues to develop and refine processes for completing onboards and employee status changes for the CDS Program.

Billing is up-to-date through July 31st. August billing will be current by the week ending 9/25/2020. The flow of billing has worked well between Merwin and Nicki, who is working with the CDPA Program as she continues to re-build the Volunteer Driver Program.

Lindy, myself, and Merwin had a productive meeting with DSS, who serves as our Medicaid-direct MLTC. We were able to refine our processes with DSS in terms of new consumers entering the Program as well as billing issues. We also discussed upcoming changes to the way consumers will be assessed and authorized. These changes are not in effect from the State yet, but we are tentatively making plans for how these changes may affect our processes.

We are reopening the Volunteer Driver Program. We effectively had to shut that down in March with the COVID issues. Neither drivers nor consumers wanted to be moving around. As we start to schedule rides, we currently have four drivers. Nicki is working to recruit other drivers and to make sure rides are being assigned from MAS and Nascentia.



Energy Services Update September 2020

Weatherization Assistance Program- PY2019 & PY2020

- Cortland County WAP – Production on schedule (11/34 homes completed). After several attempts to interview and hire a crew worker, we have hired a candidate and he starts on the 14th of Sept.
 - Amendment #3 has been approved and WE HAVE our \$60,000 advance. Our Field Rep. will be returning to our agency this month to do inspections. DOE is conducting nationally, by state, reviews of WAP subgrantees. This will be done virtually this year. New York State will have 2 subgrantees selected. - 1 multi-family agency downstate and one single family review upstate to review. CAPCO- Energy Services has been selected for this review that will take place in October.
- Chenango County WAP- Production on schedule (4/18) homes completed). Several challenges with covering this county have occurred; lack of cell phone reception, GPS connectivity, lack of road signs, and conditions of homes. 50% of applications received are deferred.
- Empower NY- Referrals GALORE. NYSERDA has been sending us referrals after all these years....We have an abundance of work. 5 jobs completed, 9 in-progress, 15 new referrals in 2 months. We are doing our best to split our time between all 3 programs.
- HEAP- 9 A/C units installed and the Cooling program has ended. We will start getting referrals for their clean and tune program shortly.

CAPCO Building Maintenance-

- Ben and Kathy have been busy getting ready for the return of HS/EHS staff and kids. Moving furniture, recycling, cleaning, repairing, etc.... We will be ready for their return on the 14th. We have purchased disinfecting foggers and demonstrations have been given to staff.
- South Main facility- We have a building permit for a new 24' x 60' Storage garage!!
 - Dead trees have been removed from property line that if they were to fall would hit the new garage. The old garage has been emptied and anything that could be recycled by Ben has been recycled. Building materials will start to arrive on 10/13 and the site work will start before then.

Family Development Board Report

August/September 2020

We are beginning to see an increase in need for assistance with rent and other housing costs. We are working with Catholic Charities and using our COVID Cares grant to assist with these need. Staff have been working on finding creative, safe ways to continue to serve families. CSGB is currently running three grants concurrently COVID Cares, Discretionary funding, and our regular CSBG contract. This increase in funding has allowed us to assist more people that need help in our community and better prepare to safely provide services.

Adult Education

- NYS has begun administering the TASC exam. We have had students already take and pass the exam.
- We have started bringing students in for face to face tutoring by appointment only.
- We have begun offering night tutoring for groups smaller than 5 on Thursday evening.
- Adult Literacy Program students enjoyed creating their "Pandemic Spring" book so much that they have started an "Adult Literacy Program Journal" that they plan to publish quarterly.

Emergency Assistance

- We have started doing an outdoor Family Essentials giveaway Tuesdays 9:30am-12:30pm. Since we began on August 25 we have given assisted 115 people with clothing and household items.
- We have started our back to school shopping with families. To date we have taken 105 children shopping for back to school clothing, shoes, and school supplies.
- We have started planning for the Backpack Program to start back up again in Cortland, Homer, Marathon, and McGraw school districts.
- We have started planning for our annual coat giveaway which will be an outdoor event this year by appointment.
-

SNAP

- Continuing to assist individuals and families apply for SNAP benefits. Jessica is able to complete applications with participants online or in-person.
- Will be helping out at the Fresh Food Giveaway at the Chapel in September and sharing SNAP information.

Healthy Families

- Currently at 36.25% capacity, with 29 families enrolled. This is a 7% increase over the last quarter and a 36% increase since the beginning of our contract year.
- Home Visit rate 71% for the month of August (even with several staffing transitions).
- New staff have been able to access virtual stop gap trainings offered through PCANY until week long trainings become available again.
- We are currently meeting or exceeding the minimum percent of performance targets for 8 of 10 categories.



Directors Monthly Board Report

From: HS/EHS Management Team

Month: August / September 2020

I. Enrollment

A. We are in full swing of accepting children to be enrolled for the 2020-2021 school year. We have accepted all children that are re-enrolling from last year to this year, in addition to newly accepted UPK children.

B. We re-enrolled 124 children (37 transitioned from EHS to HS) the rest transitioned from 3yr. classrooms to 4 yr. classrooms. 13 are newly accepted. Total 137 (this morning 9/10 we have accepted another 5 UPK children to fill in the blanks of those UPK that are starting out virtually).

C. There are 104 HS and 33 EHS center based children accepted. We are currently not operating our HB program due to staffing and guidance on providing in home visits at this time. Children accepted into HB will be virtual learners.

D. Currently there are 20 families that have requested their center spot be saved and their child become a virtual learner. They will continue virtual learning until December 5th.

E. HS has a waitlist of 53 children (4yo: 9 over income) (3yo. 22 income eligible, 6 @ 130%, 13 over income)

F. EHS has a waitlist of 45 children (22 income eligible, 12 @ 130%, 10 over income)

II. Staffing

A. As of August 5th all staff returned their intent to work letters. Unfortunately due to different school district scheduling and those choosing to home school, we have lost several staff members. We are actively recruiting with a second posting of positions.

B. We have placed extra staff in each classroom to minimize the footprint of staff in each room.

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

A. All Policies have been reviewed for updates that need to be implemented to follow CDC, OHS, OCFS and NYS guidelines for reopening.

B. All Staff returned to for pre-service training on August 24th. Our training sessions have been held in three different groupings of 25 at a time to maintain social distancing. This process has been very time consuming and labor intensive.

IV. Old Business

A. 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.

B. COLA has been disbursed to staff retro to June 1 2020.

C. The reopening plan has been completed and all staff have been trained on the NY forward guidance and our reopening plan.

V. New Business

A. Here's to a new school year!!

WIC Monthly Board Report
August 2020

- We are currently continuing remote appointments and issuance. We have a waiver allowing us to do certifications without the participants being physically present until September 30. The National WIC Association is working hard to get the waiver extended but as far as I know, there has been no movement. The State Health Department is not issuing any guidance, but with no waiver, I think we will start seeing participants in person for certification appointments on October 1st and gradually transition from remote to in-person appointments for Nutrition Education and Health Assessment appointments.
- In July, we completed the following appointments:
 - 41 new certifications
 - 65 recertifications
 - 74 assessments
 - 172 nutrition education appointments
 - 18 package changes
 - 369 total appointments
 - We did 68 more appointments than in June but our caseload decreased slightly.
- Our daily no-show rate increased to about 24%
- We have been down one employee since the beginning of the COVID shutdown and 2 (40%) since we had a Nutritionist resign in July. We were able to hire one of our previous interns who had been working at Head Start. She started on August 24 and is doing a great job and learning very quickly. We plan to repost for a Qualified Nutritionist in about a month.
- Because of the two vacant positions and some other things we did not purchase because we were doing appointments remotely, we have a lot of money left in this year's budget. I have ordered some replacement computers and we will be working to spend other money by September 30th.

September 2020: Human Resources Board Report

**HUMAN
RESOURCES**

- Personnel recruitment has resumed/increased throughout the summer months as our Agency operations have returned to normal functioning. Most notably, HR has supported the recruitment of staff for our Head Start/Early Head Start Program. The HS/EHS Program had minimal turnover between Program Years relative to other Program Years. Nonetheless, recruitment for both permanent and substitute positions resumed throughout the summer with new hires completing the onboarding process with Human Resources to begin the new Program Year. The HR department has also worked with the Energy Services Program, WIC Program, and Family Development/Healthy Families Program to recruit and fill key personnel positions as we continue regular Agency operations.
- Health Insurance Open Enrollment for Plan Year 2020-2021 began in late July 2020 and concluded with the start of the new Plan Year on 9/1/2020. The Board approved CAPCO's plan offerings in July 2020, which included the same benefit structure we have offered over the past several years through Excellus BlueCross BlueShield. The premiums did increase for Plan Year 2020-2021, but CAPCO's absorption of over 8% of the 9% overall increase contributed to minimal movement of employees' changing benefit elections. Our numbers for enrollees between Plan Years stayed relatively level with most employees staying with the same coverage level between plan years. Health Insurance renewals is a long process starting with our brokerage partners at Goetzmann and Associates to the communication of plan designs, Open Enrollment meetings, and then the processing of the new enrollments. Due to the effects of COVID-19, we held small groups of less than 25 staff socially distanced at our Elm Tree location to meet with Dan Goetzmann and complete the Open Enrollment process.
- The Human Resource Department has worked very closely with the Head Start/Early Head Start Program to prepare for the start of Program Year 2020-2021. This includes recruitment, departmental planning, and Program-specific COVID-19 procedures. Human Resource support to all Programs during this time has been critical for effective planning and response to departmental situations, including but not limited to the complex COVID-19 landscape.
- CAPCO's NYS Disability insurance is set to renew on 10/1/2020. CAPCO has been covered for our NYS Disability and NYS Paid Family Leave by Guardian Life Insurance Company for the past several years. We have not seen an increase in our per employee rate for this insurance in at least 6 years. For the 10/1 renewal, we are expected to experience an over \$1.00 per employee on payroll, resulting in a \$4,500 increase across contracts. Our broker, Dan Goetzmann, has obtained a quote from the Hartford that is looking to match our current rate at Guardian but lock us in for 2 years. It is likely the CAPCO will move carriers to Hartford pending any rate reduction on the part of Guardian. The Hartford is an extremely reputable carrier, and Dan Goetzmann experience with his other clients using Hartford has been positive. The Finance Committee approved the potential change in the September 2020 committee meeting.
- The Human Resource Department has begun to roll-out the new AdvancedHR system our front-line staff beginning with the Head Start/Early Head Start staff during the Program's pre-service trainings ahead of the start of the new Program Year. The HR Department upgraded to the AdvancedHR system for our leadership staff and HR Administration. We are now in the process of rolling this out to all staff for their own self-service portal. This will allow employees to manage their own pay stubs, tax forms and information, address changes, phone number changes, emergency contacts, training certificates, and education credentials. We will be completing the roll-out to our other Program-areas in October 2020.