

Cortland County Community Action Program Board of Directors Meeting
February 25, 2021
Meeting Agenda

- I. Call to Order
- II. Motion for Approval January 2021 minutes
- III. Standing Committee Reports
 - 1) Executive Committee – No meeting this month
 - 2) Board Development Committee
 - a) Resolution 21.04 – Resignation of Regina DiOrio
 - b) Resolution 21.05 – Seating April Dennison as HS/EHS Policy Council Rep
 - 3) PPE Committee
 - a) Resolution 21.06 – HS/EHS 2019-20 Annual Report
 - b) Resolution 21.07 – HS/EHS 2020 Self-Assessment
 - 4) Finance/Audit Committee
 - a) Resolution 21.08 - HS/EHS Year 3 Refunding Grant Proposal
 - b) Resolution 21.09 – Purchase of Vehicles
 - c) Resolution 21-10 – Amendment WAP Budget
- IV. Executive Director Report
- V. Program Director Reports
 - a) Consumer Directed Services
 - b) Energy Services
 - c) Family Development
 - d) Head Start/Early Head Start
 - e) WIC
 - f) Human Resources
- VI. Head Start Policy Council Update
- VII. Old Business
- VIII. New Business
- IX. Executive Session if needed
- X. Adjournment

Cortland County Community Action Program Board of Directors Meeting
January 28, 2021
Minutes

In attendance: Sarah Beshers, Jeanette Dippo, Larry Woolheater, Doug Bentley, Shelly Warnow, Patty Schaap, Penny Prignon, Liz Haskins, Billie MacNabb, Regina DiIorio.
Excused: Mary Bliss, Helen Spaulding. Absent: Lynn Sypher, Mary Beth Mathey.

- I. Call to Order-
Meeting called to order at 12:04
- II. Board reviewed the October 2020 board meeting minutes. Motion for Approval of December 2020 minutes as written made by Jeanette Dippo, 2nd Liz Haskins. Motion carried.
- III. Standing Committee Reports
 - 1) Executive Committee – No meeting this month
 - 2) Board Development Committee
 - a) Resolution 21.01 – 2021 Slate of Officers. Motion for approval of the Slate of Officers as recommended by the Board Development Committee made by Jeanette Dippo, 2nd Ella DiIorio. Motion carried.
 - 3) PPE Committee-met on January 14, 2021. Reviewed the Head Start/Early Head Start reports for November 2020. Reviewed the 2020 Customer Satisfaction Survey, board was pleased with the positive responses. Suggested changes to next year's survey were discussed. Discussed NOEP and Healthy Families contracts. Lindy provided further updates today. The NOEP contract has been executed and the 20% hold back has been released. The spending plan for Healthy Families has been approved. Hopefully the 20% hold back will also be released soon. There is not further information on the CDPAP application. Energy Services may be receiving a substantial increase.
 - 4) Finance/Audit Committee-met on January 21, 2021. Reviewed the monthly financials for the period ending November 20, 2020. Discussed NYS 20% hold back, program updates and reviewed proposed budgets.
 - a) Resolution 21.02 - HS/EHS 2021 UPK Proposal. Motion to approve the proposals for the 2021-22 UPK contracts as recommended by the finance committee made by Ella DiIorio, 2nd by Jeanette Dippo. Motion carried.
 - b) Resolution 21.03 – 2021 Admin, CDS, Agency Budgets-Motion to approve the 2021 Administrative Budget, the Consumer Directed Services Budget and the Agency Budget made by Jeanette Dippo, 2nd by Patti Schaap. Motion carried.
- IV. Executive Director Report-in addition to her written report, Lindy highlighted information about the virtual all-staff day on February 17 and invited any interested board members to attend.

- V. Program Director Reports
- a) Consumer Directed Services-in addition to the written report, Lindy updated the board on the progress of the of the Electronic payroll verification system. There is no update on the Fiscal Intermediary RFP. Lindy will be attending meetings on possible expansions to the volunteer driver program.
 - b) Energy Services-Denise was not available today, but Lindy updated the board on the purchase of two new vehicles the program included in their annual budget.
 - c) Family Development-In addition to her written report, Brandy updated the board on how well the collaboration of local agencies went with the Holiday Give-Away this year. Resources were coordinated to serve the maximum number of families.
 - d) Head Start/Early Head Start-in addition to her written report, Bethann informed the board that the program is working on their continuation grant. It will need to be approved at the next board meeting so it can be submitted the following day. They are also looking at purchasing 2 vehicles they are currently leasing at the end of the current lease.
 - e) WIC-in addition to her written report, Kirsten highlighted the increase in caseload in December. She also added that the WIC RFA will be released in the very near future.
 - f) Human Resources-Greg highlighted some of the things HR has been working on included in his monthly report including open enrollment for some benefits, the electronic timesheet verification system for CDS, the new sick leave law, the year-end payroll closeout and their support of programs and staff.
- VI. Head Start Policy Council Update-The Policy Council has identified a representative to the board, April Dennison. Bethann will verify with her and if she is still in agreement, she will forward her information to Lindy.
- VII. Old Business-none currently.
- VIII. New Business - Lindy reviewed the Annual Report 2020. It will also be emailed to all board members and shared on the CAPCO website.
- IX. Executive Session- none needed.
- X. Adjournment-motion to adjourn made by Jeanette Dipppo, 2nd Ella DiIorio. Meeting adjourned at 12:52.

Board Development Committee

February 16, 2021

Meeting called to order at 8:30 a.m. Members present: Larry Woolheater, Jeanette Dippo, Excused: Mary Bliss, Marybeth Mathey. Staff: Lindy Glelnnon

Committee received Regina Diorio's resignation as HS/EHS Policy Council representative to the Board. Regina has a new job and her schedule does not allow her to be able to attend any meetings.

Committee discussed the application for April Dennison as the new HS/EHS Policy Council representative to the Board. April has completed the application and been selected by the Policy Council.

Discussed having the Board complete a survey to identify training topics. Discussed opportunities for training to include using videos during BOD meetings. We will include ACEs/Trauma Informed Care to determine interest for training.

Lindy provided an update re: CDPAP and the notification from the Dept. of Health that CAPCO was not chosen as an FI as a result of the RFO process.

Lindy reminded the committee about the All Staff Day on February 17 and invitation to the Board to join that meeting. Arel Moodie will be our keynote speaker.

Discussed standing time for the meeting. Agreed to keep it at 8:45 a.m.

Meeting adjourned at 9:30 a.m.

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 21.04

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has received the resignation of Regina DiOrio dated 2/11/2021,

BE it resolved that on February 25, 2021, the Board of Directors accepts the resignation of Regina DiOrio.

Shelley Warnow
Board President

2/25/2021
Date

From: [Regina Diorio](#)
To: [Lindy Glennon](#)
Subject: [EXTERNAL]Re: CAPCO Board
Date: Thursday, February 11, 2021 10:48:28 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.

Hello Lindy,

As much of a pleasure that it was to help be on the board, it is not something I will be able to continue due to recent employment changes. Thank you for the opportunity and I wish you all the best.

Best wishes,
Regina DiOrio

On Thu, Feb 11, 2021 at 2:02 PM Lindy Glennon <lindyg@capco.org> wrote:

Good afternoon, Regina. Thank you for being a part of our Board of Directors. I understand that you have a new job and have been unable to attend meetings. We certainly understand that and wish you the best of luck. I do need you to send us a note (you can respond to this email) indicating that you are resigning from the Board. That will allow us to find someone else to fill that seat. Again, hope things continue to go well for you. I'm glad you are able to continue to be a part of the Policy Council. Your voice matters.

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

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 21.05

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the application of April Dennison as a low-income representative as elected by the HS/EHS Policy Council to the CAPCO Board of Directors for a term of 2/25/2021-2/25/2026,

BE it resolved that on February 25, 2021, the Board of Directors votes to seat April Dennison as a low-income representative as elected by the HS/EHS Policy Council to the CAPCO Board of Directors for a term of 2/25/2021-2/25/2026.

Board President

Shirley W. Wynn

Date

8/25/2021



Cortland County Community Action Program, Inc. (CAPCO)

32 North Main Street ♦ Cortland, NY 13045

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

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

Board Member Application

CONSUMER SECTOR REPRESENTATION

Name: April Dennison Date: Feb 11 2021

Home Address: 8 Lincoln Ave Apt 2E Cortland ny 13045

Home Phone: _____ Cell Phone: (607) 605-0070

Business Name: _____

Business Address: _____

Business Phone: _____ Business Fax: _____

Business Fax: _____ E-mail Address: _____

Preferred Communication: _____

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

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

If yes, what services and when. WIC, Head Start, Familyessile, GED,

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

I am a single mother on SSD children in the Early Head Start program. I am below the poverty level.

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

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

Parten on Policy Council

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

Signature [Signature] Feb 11th 2021

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

By signing here, I acknowledge that I have read and agree to abide by this policy and (check one):

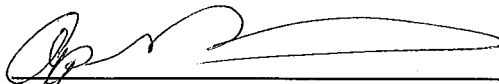
- ☒ am not, to the best of my knowledge, a participant in any Prohibited Transactions, employment, compensation, gifts, Related Party Transactions, or any other transactions or relationships required to be disclosed by this policy; or
- ☐ have, to the best of my knowledge, disclosed below any Prohibited Transactions, employment, compensation, gifts, Related Party Transactions, and any other information required to be disclosed by this policy.

Disclosures are required for the period beginning on September 1 of the year preceding the year a Key Person signs this policy. The Key Person shall complete this policy prior to his/her initial election and annually thereafter, and shall update this policy whenever an actual or possible conflict arises.

Disclosures:

By signing this statement, I hereby certify that (i) I have received a copy of the Conflict of Interest Policy, (ii) I have read and understand the Policy, (iii) I agree to comply with the Policy, and (iv) I understand that Cortland County Community Action Program, Inc. is a charitable entity, and that in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

April Dennisin
Printed Name


Signature

Feb 11, 2021
Date

Code of Ethics

General

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

Responsibilities

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

Governance Duties

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

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

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

Employee/Board Communications

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

External Communications

It is the responsibility of the Executive Director to carry out communications with funding sources, the media, and the community at large. Again, these communications may be

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

Confidentiality

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

Meeting Behavior

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

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

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

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

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

Complaint Handling

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

CAPCO has a formal policy (see Employee Handbook Section 4: Grievance Procedure) for aggrieved employees. The chain of command and chain of events outlined in this policy are to be followed without exception. Complaints received from aggrieved employees that fall outside the outlined procedures shall not be heard collectively or by individual board members,

nor shall complaints from terminated employees whose legal options do not include the grievance and appeal procedure.

Employment

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

Ambassador Roles

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



Signature

Feb 21 2021
Date

PPE Committee – 2/11/2021

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

Committee reviewed the HS/EHS 2019-2020 Annual Report. Kristi reviewed the required content in each year's annual report. This report includes a financial summary for program year ending 2020 including audit information, medical and dental information for all children in the program, family services information including family engagement opportunities, information re: how children were prepared for kindergarten, school readiness goals and CLASS scores. Motion to accept made by Lynne Sypher, 2nd Patty Schaap. Motion carried.

Committee reviewed the HS/EHS 2019-2020 Self-Assessment (see attached) report. Kristi facilitated the discussion explaining the required information for the self assessment and discussing the updates Goals/Objectives. For this year, they include:

- Complete the Emergency Preparedness Plan and train staff
- Retain parents on Policy Council and the PC Rep to the Board of Directors
- Receive all health requirements paperwork on time from families
- Have more parent representation on the Health Advisory Committee
- Have professionals on the Health Advisory Committee provide mini trainings/informational sessions for parents and staff.

Motion to approve the Self-Assessment made by Doug Bentley, 2nd Lynne Sypher. Motion carried.

Lindy presented information regarding the grant application for year 3 funding for HS/EHS (see attached). There are no changes being recommended for classrooms. This year will reflect the first year of the reduction/conversion grant. We will be serving 150 Head Start and 88 Early Head Start children. The Finance Committee will review the proposed budget at this month's meeting.

The committee reviewed the December HS/EHS reports (See attached). Bethann highlighted information re: attendance, health and dental information.

Other updates included information about resources for food/household needs being met by Head Start with food bags for families that are quarantined. The FD Backpack program has also been providing additional resources including more substantial food and recipes for families. HS/EHS is working on a cooking class that will be done virtually. Each class will focus on a specific area (air fryer, slow cookers, etc.). The participating families will get a bag of food, the necessary kitchen tools/appliance and they will participate in the cooking class to learn how to use the tools.

The Family Development staff are working on a new application for Dollar General funding for the Adult Literacy program. We are submitting a proposal for \$8000.

No further business. The meeting was adjourned at 12:45 p.m.

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 21.08

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the HS/EHS Year 3 Refunding Grant Proposal as presented,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the HS/EHS Year 3 Refunding Grant Proposal,

IT IS HEREBY RESOLVED that on February 25, 2021, the CAPCO Board of Directors adopts for acceptance the HS/EHS Year 3 Refunding Grant Proposal.

Shelley Warnow
Board President

2/25/2021
Date



Head Start/Early Head Start ANNUAL REPORT 2019-2020

Policy Council Approval Date: 12/22/2020
Board of Director's Approval Date:

CAPCO HS/EHS

Website: www.capco.org

CAPCO Head Start/Early Head Start
32 N. Main St., Cortland, NY 13045
(607) 753-6781

TABLE OF CONTENTS

Mission Statements/Operating Highlights/Looking Ahead	3
Financial Summary for Fiscal Year Ending May 2020	4
Funding/Proposed Budget for June 1, 2020-May 31, 2021	5
Head Start Children Medical Information for Program Year 2019-2020	6
Head Start Children Dental Information for Program Year 2019-2020	7
Early Head Start Children Medical Information for Program Year 2019-2020	8
Early Head Start Children Dental Information for Program Year 2019-2020	9
Family Services Information (HS/EHS on Enrollment and % of Children Eligible)	10
Information on Family Engagement Activities/Opportunities	11
Information on Family Engagement Activities/Opportunities Continued	12
Education: Preparing Children for Kindergarten	13
School Readiness Goals for 3-Year Old Head Start Children (Winter 2019)	14
School Readiness Goals for 4-Year Old Head Start Children (Winter 2019)	15
School Readiness Goals for Early Head Start Children (Winter 2019)	16
CLASS Scores for 2019-2020	17
CAPCO Audit Letter (1 st page)	18
CAPCO Audit Letter (2 nd page)	19



MISSION STATEMENTS

CAPCO's Mission Statement

CAPCO is dedicated to providing and advocating for community wide actions and program that increase individual's dignity and self-reliance and improve community conditions, engaging all sectors of the community in Cortland County's fight against poverty.

Head Start/Early Head Start's Mission Statement

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

Operating Highlights

This annual report covers the time period from June 1, 2020 through May 31, 2020. With the pandemic of the corona virus beginning in March 2020, somethings will look different from previous years. Our staff, the children, and the families persevered through the difficulties of shutting down, virtual learning, and daily changes associated with COVID-19.

"HEAD START/EARLY HEAD START HEROES"

Looking Ahead

The CAPCO Head Start/Early Head Start Program will positively continue to look ahead to bigger and better things. Our staff and volunteers will inspire our children and families and assist them through the challenges everyone is facing these days.

FINANCIAL SUMMARY: FISCAL YEAR ENDING MAY 2020

Department of Health and Human Services:

Description	Amount
Head Start/Early Head Start Grant	\$2,841,028.00
Head Start/Early Head Start Training and Technical Assistance	\$ 46,400.00

USDA/CACFP Federal Cash:

Description	Amount
USDA Federal Cash (CACFP Program/Reimbursement for Food/Staff)	\$131,925.86

Universal Pre-K (UPK Cash)

Description	Amount
UPK Cash (Received from Cortland Schools, McGraw Schools, and the YMCA)	\$192,988.20

Total Received: \$ 3,212,342.06
 Total Non-Federal Share (In-Kind): \$ 721,857.00
 Grant Total with Non-Federal Share: \$ 3,934,199.06

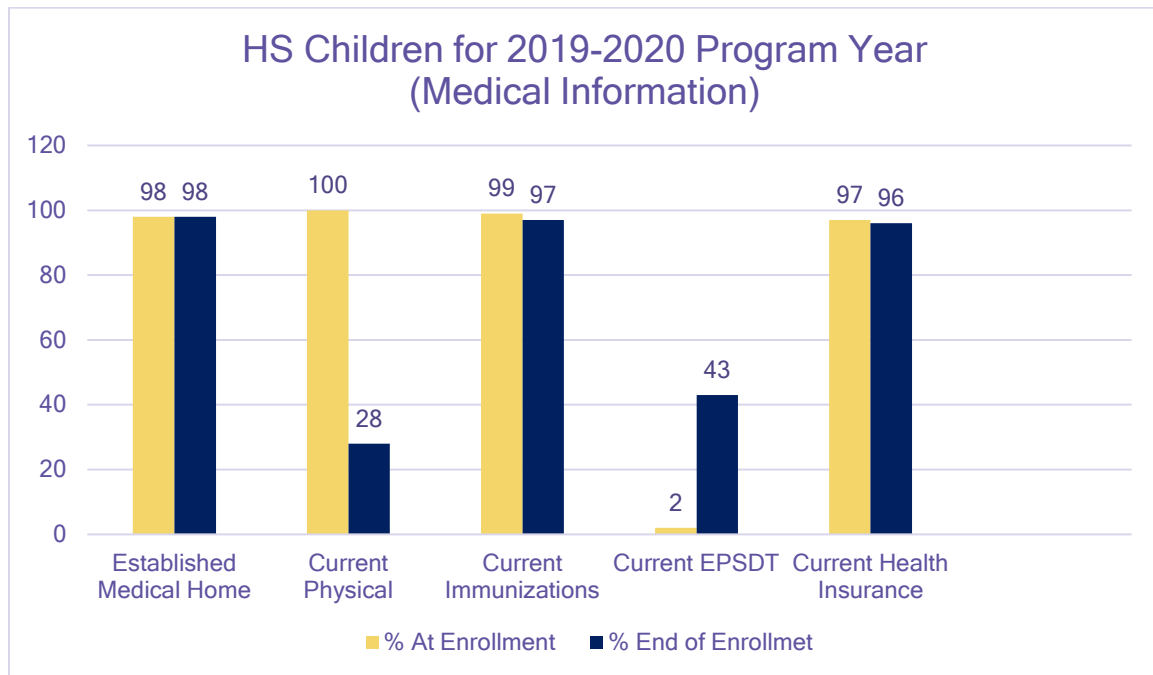
NOTES: We did not receive any USDA funding for ½ March 2020-August 2020 because we were remote and not serving food.



FUNDING/PROPOSED BUDGET FOR JUNE 1, 2020-MAY 31, 2021

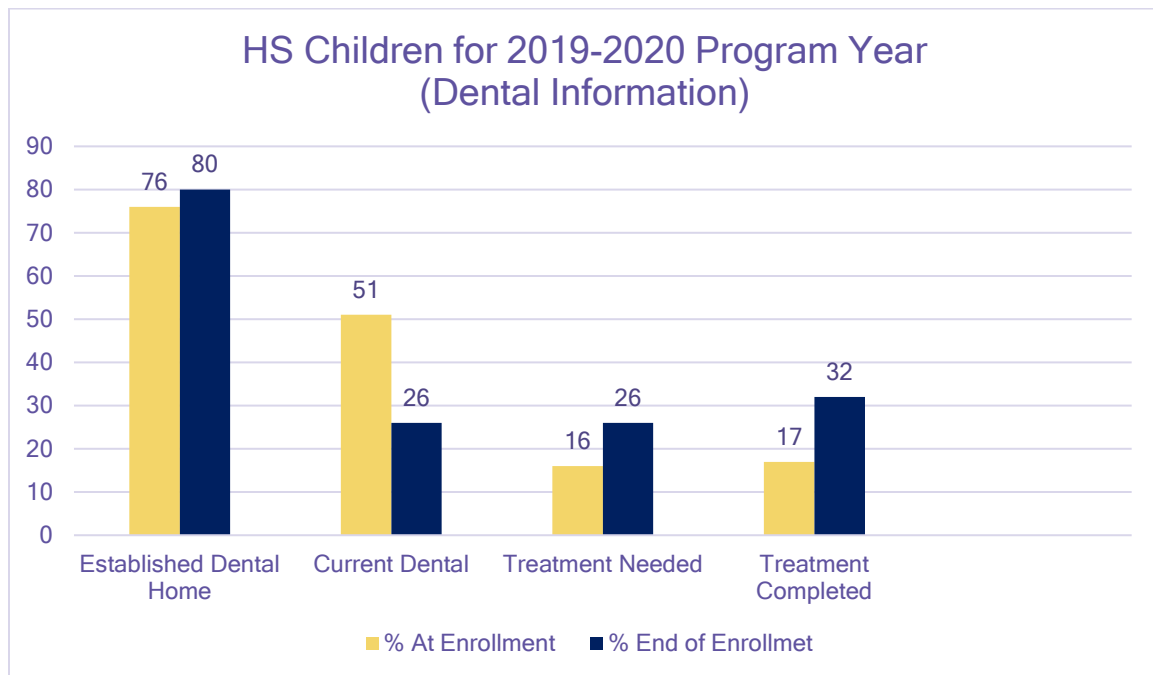
DESCRIPTION	REVENUE
Head Start Personnel	\$1,241,677.00
Head Start Fringe	\$ 276,382.00
Head Start Travel	\$ 1,092.00
Head Start Supplies	\$ 42,162.00
Head Start Contractual	\$ 24,070.00
Head Start Other	\$ 211,599.00
Early Head Start Personnel	\$ 701,801.00
Early Head Start Fringe	\$ 157,344.00
Early Head Start Travel	\$ 554.00
Early Head Start Supplies	\$ 46,422.00
Early Head Start Contractual	\$ 13,553.00
Early Head Start Other	\$ 124,372.00
Head Start and Early Head Start COLA and Quality Improvement	\$ 136,373.00





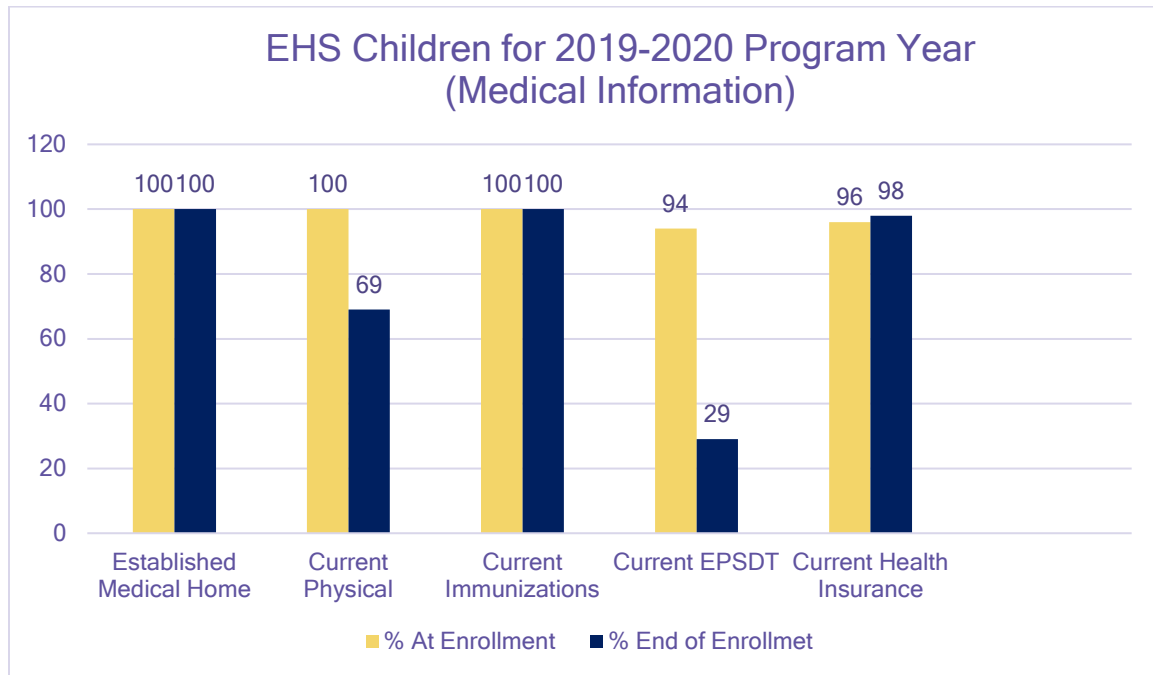
Head Start- Medical Information

193 (98%) of the children had an established medical home at enrollment and 193 (98%) at the end of enrollment for the 2019-2020 Program Year. All children, at enrollment, had a current medical/physical exam, but by June of 2020, 142 (74%) of children did not have an up to date medical/physical exam on file. This number is so high due to the COVID-19 shutdown of our program beginning in March 2020 – July 2020. However, 191 (97%) of children had current immunizations according to NYSIIS (New York State Immunization Information System) and the PIR. One child had a Medical Exemption for Immunizations for the 2019-2020 Program Year due to a cancer diagnosis/treatment. Per the Program Information Report (PIR), 84 (43%) of HS children were up to date on all scheduled age-appropriate preventative and primary health care, according to the NYS EPSDT schedule for well childcare, by end of enrollment. Due to the COVID-19 shutdown, our program stopped in person learning beginning in March of 2020 and did not re-open for the remainder of the 2019-2020 program year. This made obtaining medical records almost impossible during that time. Also, numerous medical offices in our community closed during this time and were only taking emergency appointments.



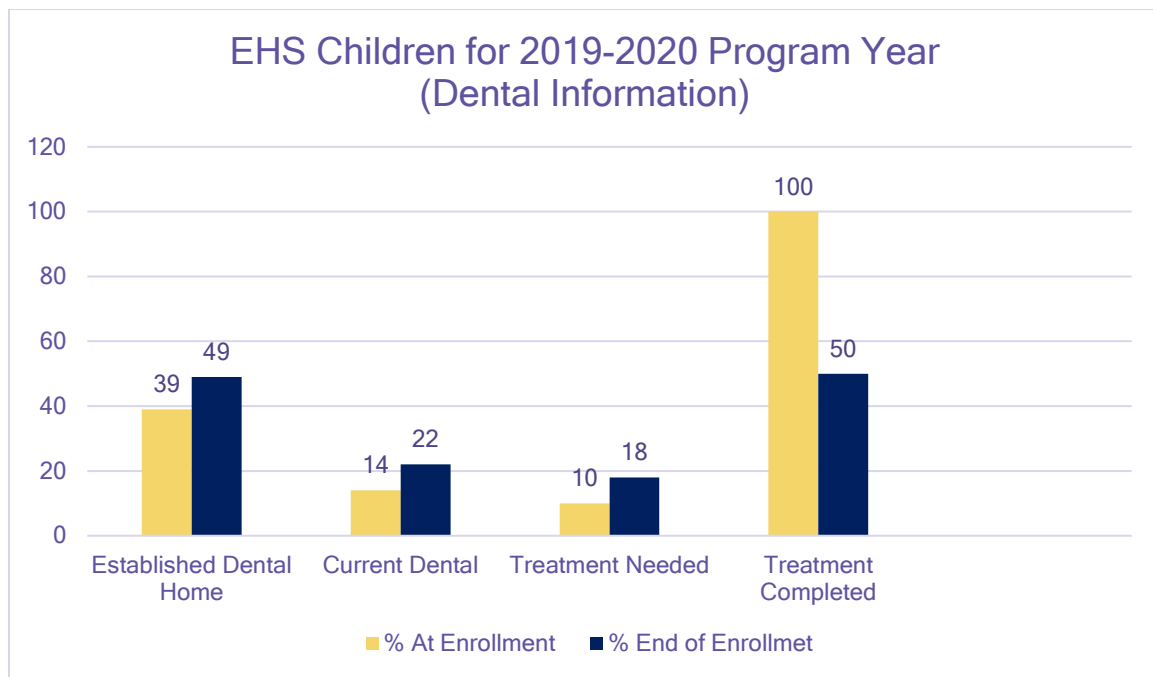
Head Start- Dental Information

149 (76%) of HS children had an established dental home at enrollment and 156 (80%) had established a dental home at end of enrollment for the 2019-2020 Program Year. At enrollment, 100 (51%) of children had received a dental exam and by June 2020, 51 (26%) of children had a current dental exam. This number is so low due to the COVID-19 shutdown of our program beginning in March 2020 – July 2020. Of the received dental exams, 12 (16%) needed treatment and 2 (17%) had treatment completed at enrollment. At the end of enrollment, 22 (26%) needed treatment completed and 7 (32%) completed treatment by June 2020. Due to the COVID-19 shutdown, our program stopped in person learning beginning in March of 2020 and did not re-open for the remainder of the 2019-2020 program year. This made obtaining dental records almost impossible during that time. Also, numerous dental offices in our community closed during this time and were only taking emergency appointments. This made getting a dental exam, for children under age 6, even more difficult in our area.



Early Head Start- Medical Information

70 (100%) of the children had an established medical home at enrollment and 70 (100%) of children at the end of enrollment for the 2019-2020 Program Year. All children, at enrollment, had a current medical/physical exam, but by July 2020, 22 (31%) children did not have an up to date medical/physical exam on file. This number is due to the COVID-19 shutdown of our program beginning in March 2020 – July 2020. However, 70 (100%) of children had current immunizations, at the end of enrollment, according to NYSIIS (New York State Immunization Information System) and the PIR. Therefore, most of the 22 children missing an exam probably did have current medical/physical exams, but EHS never received paperwork. Per PIR at enrollment, 68 (94%) of EHS children were up to date on all scheduled age-appropriate preventative and primary health care, according to the NYS EPSDT schedule for well childcare and 21 (29%) were up to date at the end of enrollment. Due to the COVID-19 shutdown, our program stopped in person learning beginning in March of 2020 and did not re-open for the remainder of the 2019-2020 program year. This made obtaining medical records almost impossible during that time. Also, numerous medical offices in our community closed during this time and were only taking emergency appointments.



Early Head Start- Dental Information

28 (39%) of EHS children had an established dental home at enrollment and 35 (49%) had established a dental home at end of enrollment for the 2019-2020 Program Year. At enrollment, 10 (14%) of children had received a dental exam and by July 2019, 16 (22%) of children had a completed dental exam. Of the received dental exams, 1 (10%) child needed treatment and 1 (100%) child had completed treatment at enrollment. At the end of enrollment, 2 (18%) children needed dental treatment and 1 (50%) child had completed dental treatment by July 2020. These numbers are so low due to the COVID-19 shutdown of our program beginning in March 2020 – July 2020. Due to the COVID-19 shutdown, our program stopped in person learning beginning in March of 2020 and did not re-open for the remainder of the 2019-2020 program year. This made obtaining dental records almost impossible during that time. Also, numerous dental offices in our community closed during this time and were only taking emergency appointments. This made getting a dental exam, for children under age 6, even more difficult in our area.

Family Services for Program Year 2019-2020

Head Start Enrollment

Total number of children served: 196

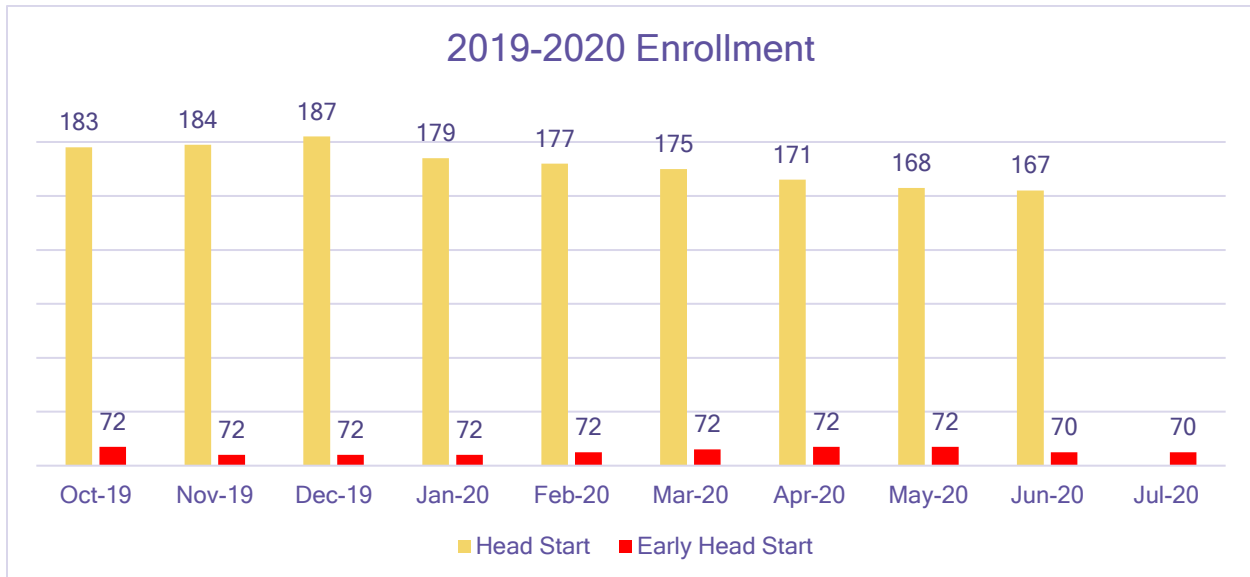
Total number of families served: 186

Early Head Start Enrollment

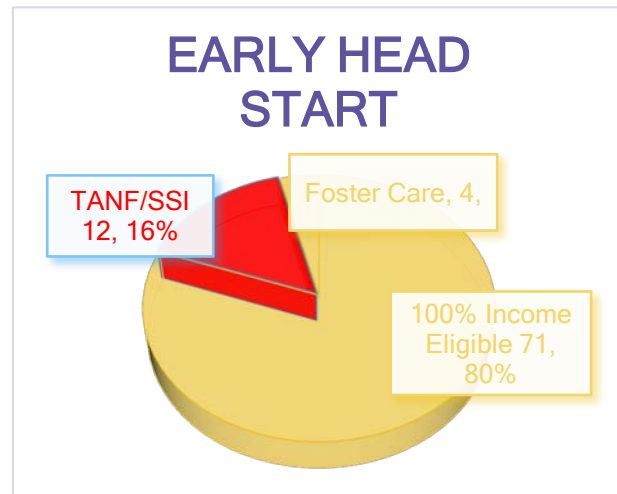
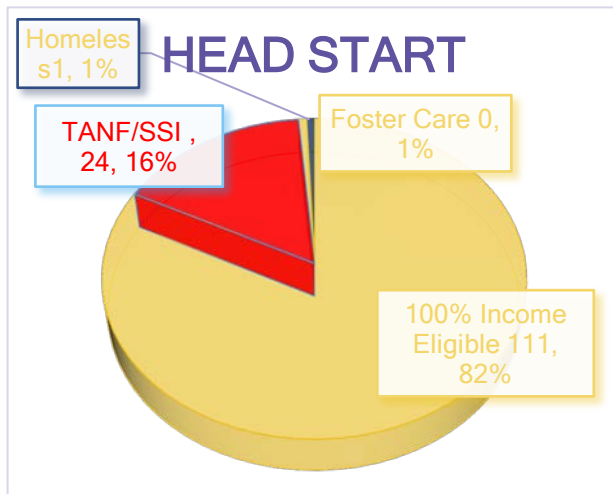
Total number of children served: 83

Total number of families served: 73

Funded enrollment for Head Start is 200 and Early Head Start is 72. The chart below shows the enrollment number reported each month to the regional office. Even with increased recruitment efforts before COVID-19 shutdown, our program was unable to achieve and maintain full enrollment in our Head Start program.



Percentage of Eligible Children Served:



INFORMATION ABOUT FAMILY ENGAGEMENT ACTIVITIES

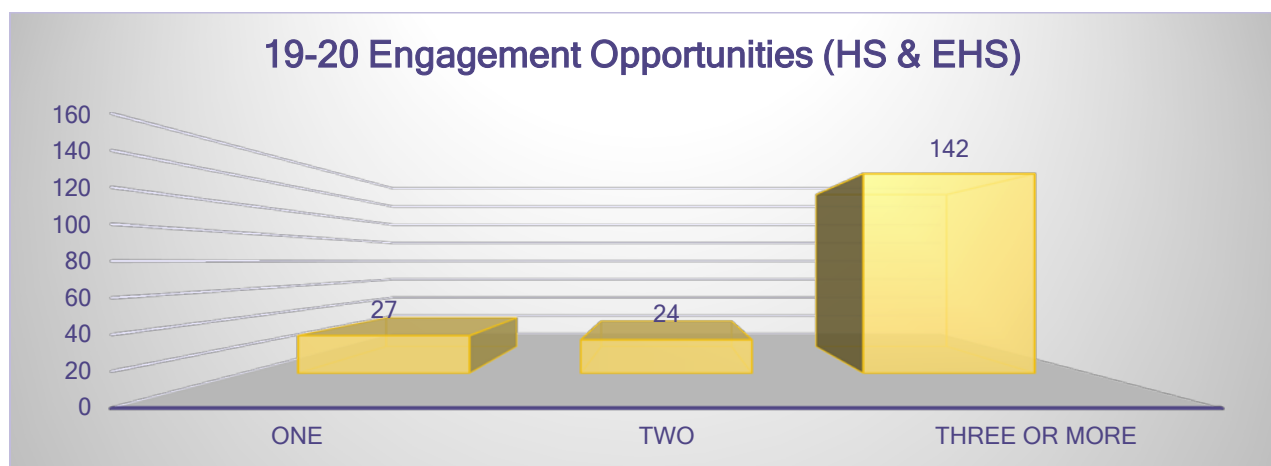
Parents were offered many opportunities to be involved in our program through Parent Committee meetings and Family Engagement activities/events.

Parents of enrolled children were invited to participate in Parent Committee meetings.

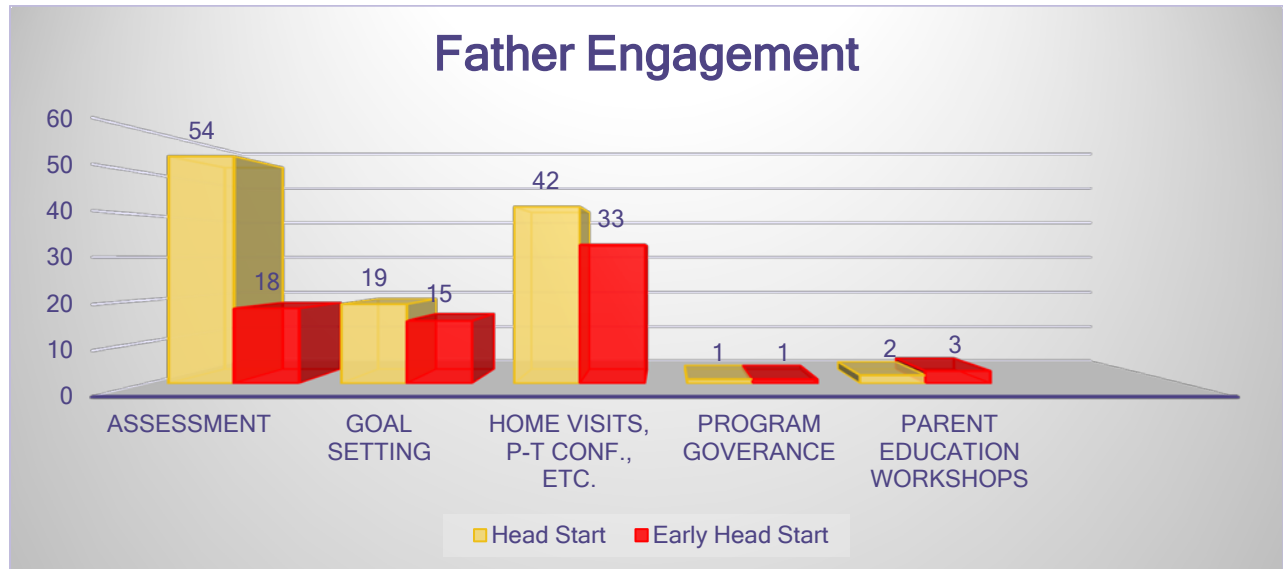
During these meetings the parents were able to advise staff members and assist in developing program wide family engagement events. The program was able to provide one family engagement event for all families with currently enrolled children, while utilizing our collaborations with community partners. In February, the Parent Committee meetings were changed to monthly meetings that would be offered program wide and would offer parent/child activities along with the sharing of educational materials. The program was able to complete one of these meetings before the COVID-19 shutdown.

Classroom staff planned out monthly family activities, allowing families the opportunity to visit the classroom and engage with their children. All of the activities touched on at least one family outcome from the PFCE framework.

Number of Families Involved in family engagement opportunities:



Father Engagement:



Family engagement during the COVID-19 shutdown:

Family Services staff continued to engage families weekly to determine any current needs and offer necessary referrals. As of June 1, 2020, families received 286 referrals to community agencies. The majority of these referrals were for supplemental food needs and emergency assistance for baby supplies.



PREPARING CHILDREN FOR KINDERGARTEN

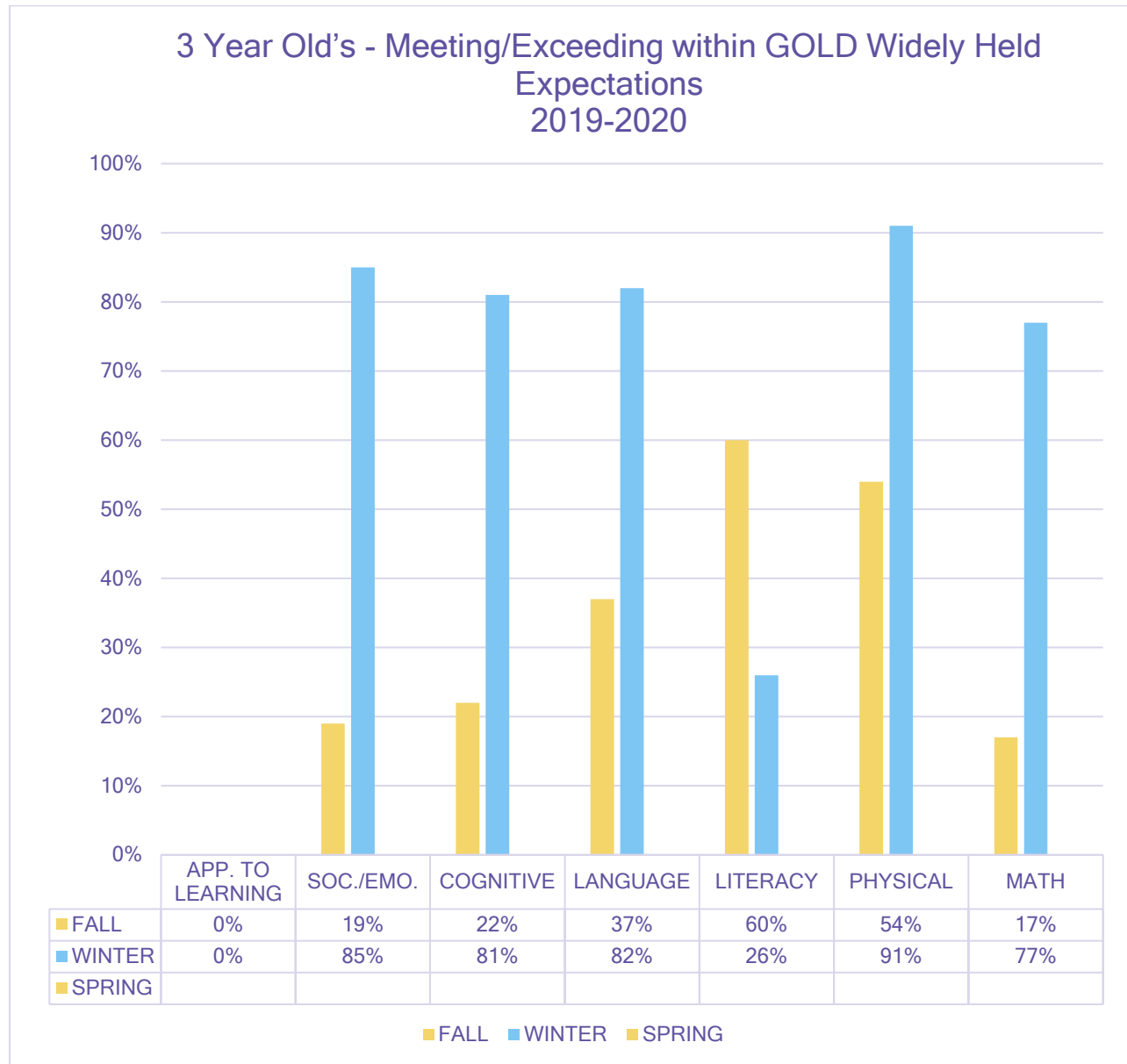
Through the process and experiences provide to children and families, we strive to prepare children and families for the transition to kindergarten and their academic and social success. Head Start School Readiness goals are organized to include the seven Head Start Domains and successful completion of skills in each area.

CAPCO Head Start and Early Head Start uses *The Creative Curriculum®* as a foundational curriculum. *The Creative Curriculum®* is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning. *The Creative Curriculum®* helps teachers create a high-quality learning environment and build a thorough understanding of best practices. *The Creative Curriculum®* helps teachers build children's confidence, creativity and critical thinking skills, and promote positive outcomes.

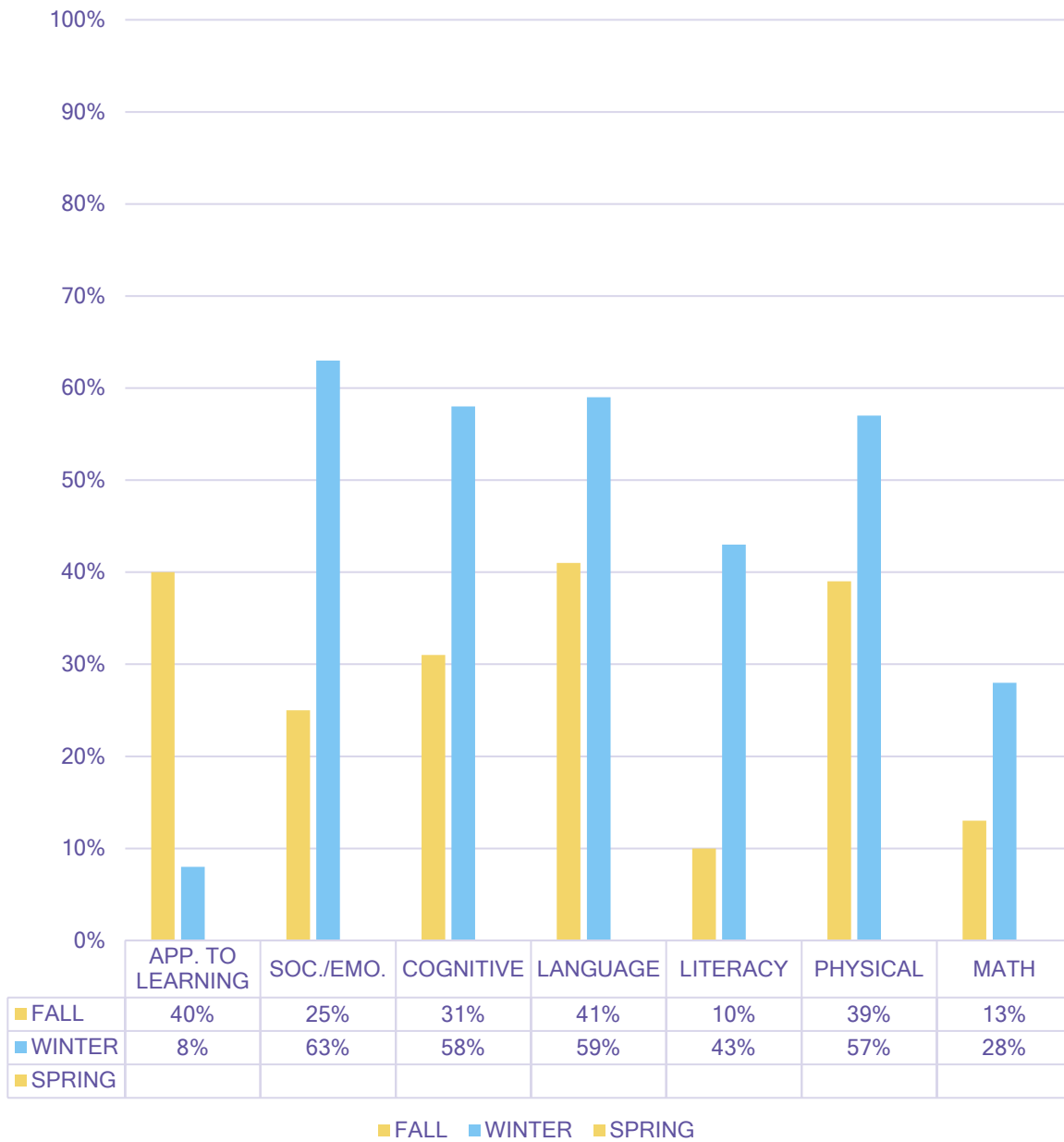
In addition to using *The Creative Curriculum®*, our program utilizes *Numbers Plus* (math) and *ECHOS* (science) curriculums embedded into lesson plans as intentional teachings of math and science concepts. These concepts are modified into intentional teaching moments for children in our Early Head Start program. Four-year-old classrooms incorporate the *Common Core* (literacy) curriculum; part of ENGAGENY, into lesson plans, while three-year-old and Early Head Start classrooms use a thematic approach in developing daily program activities. The program uses *The Incredible Years* as a social-emotional curriculum in conjunction with the Pyramid Model, to teach problem solving and social-emotional competence. Our program is in its fourth year of program-wide Pyramid Model implementation.

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

School Readiness: 3-Year Old's, 4-Year Old's, and Early Head Start:



4 Year Old's - Meeting/Exceeding within GOLD Widely Held Expectations 2019-2020



EHS - Meeting/Exceeding within GOLD Widely Held Expectations 2019-2020



CLASS Scores

CLASS Data 2019-2020

	National Mean 2019	Lowest 10%	Highest 10%	CAPCO Fall 2019
Emotional Support	6.05	5.69	6.38	5.80
Classroom Organization	5.79	5.32	6.17	5.13
Instructional Support	2.91	2.33	3.45	2.71

*Spring 2020 CLASS observations were not conducted due to COVID-19 pandemic.

Independent Auditor's Report

November 5, 2020

To: The Board of Director's of the Cortland County Community Action Program, Inc.
From: Bonadio & Co., LLP (Certified Public Accountants)
432 North Franklin Street, #60
Syracuse, NY 13204

Phone: (315) 476-4004

We have audited the accompanying financial statements of Cortland County Community Action Program, Inc. (a New York not-for-profit corporation), which comprise the statement of financial position as of December 31, 2019, and the related statements of activities and change in net assets, functional revenue and expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cortland County Community Action Program, Inc. as of December 31, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the 2018 financial statements of Cortland County Community Action Program, Inc., and we expressed an unmodified audit opinion on those audited financial statements in our report dated September 6, 2019. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2018 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Matters

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 5, 2020 on our consideration of Cortland County Community Action Program, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Cortland County Community Action Program, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Cortland County Community Action Program, Inc.'s internal control over financial reporting and compliance.

Bonadio & Co., LLP

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 21.09

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the proposal to purchase HS/EHS vehicles after lease period as presented,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposal to purchase HS/EHS vehicles after lease period as presented,

IT IS HEREBY RESOLVED that on February 25, 2021, the CAPCO Board of Directors adopts for acceptance the proposal to purchase HS/EHS vehicles after lease period.

Shelley Warnow
Board President

2/25/2021
Date

CAPCO Head Start/Early Head Start



SELF-ASSESSMENT

PROGRAM YEAR 2019-2020

DECEMBER 2020

Policy Council Approval Date: December 22, 2020

CAPCO Board of Director's Approval Date:

Table of Contents (Page 1)

Mission Statements/Agency Background	2
Program Description/Self-Assessment Internal Program Evaluation/Process	3
Process Continued/Time-Frame/5-Year Goals/Context-Improvements PY 18-19	4
Context-Improvements PY 18-19 Continued/Key Insights	5
Key Insights Continued/Recommendations for QI/Progress on 5-Year Goals	6
Progress on 5-Year Goals Continued/Program Improvement Plans for PY 19-20	7-11
Program Improvement Plans for PY 19-20 Continued	11-13
Program Information Summary/Final Recommendations	13-14

CAPCO Head Start/Early Head Start Program Self-Assessment

for

Program Year 2019-2020

CAPCO Mission Statement:

CAPCO is dedicated to providing and advocating for community-wide actions and program that increase individuals' dignity and self-reliance and improve community conditions, engaging all sectors of the community in Cortland County's fight against poverty.

Head Start/Early Head Start Mission Statement:

To enhance the sense of dignity and self-worth of all enrolled children and their families through a comprehensive program which will help them adapt responsibility to present and future environment and life changes.

Cortland County Community Action Program, Inc.

Background

The Cortland County Community Action Program, Inc. (CAPCO), our grantee agency is a community based, not-for-profit 501c3 Corporation located in Cortland, New York and is the second largest human services provider in the county. CAPCO was incorporated in 1974 and designated as a Community Action Agency under the provisions of the Economic Opportunity Act of 1964 signed by President Lyndon Johnson in his declaration of the "War on Poverty". For more than 40 years, CAPCO has worked intensely with low-income people in our community. Through a broad range of programs and resources, CAPCO provides assistance to over 3500 participants annually. CAPCO is governed by a 15-member tripartite board. One third of the members of the board are elected public officials or their representatives. At least one third of the members are representatives of the low-income community with the remainder of the seats being representatives from the private sector to be chosen from "business, industry, and labor, religious, law enforcement, education or other major groups and interests in the community served." The board structure reflects and promotes the unique anti-poverty leadership, action, and mobilization responsibilities assigned by law to community action agencies. CAPCO's board is responsible for assuring the agency continues to assess and respond to the causes and conditions of poverty in our community, achieves anticipated family and community outcomes, and remains administratively and fiscally sound.

Program Description

Head Start: Head Start is a comprehensive program designed to foster the healthy development of pre-school aged children from ages 3 to 5 years old from low-income families. Head Start provides children with daily nutritious meals and many opportunities for social, emotional, and intellectual growth which can prepare them for success in school and life. The CAPCO Head Start Program is funded for 200 children and their families throughout Cortland County. The program also connects children to a health care source and provides services, transportation (if eligible), disabilities services, Individual Education Program and Individual Family Service Plan, as well as mental health, nutrition services, and family engagement. The cornerstone of the program is parent and community involvement which has made it one of the most successful preschool programs.

Early Head Start: The Early Head Start Program is for low-income infants and toddlers, and their families. The CAPCO Early Head Start Program is funded for 72 children and their families through the center-based program option, as well as the home-based program option. This program has been with the agency and operating since 2010. The Early Head Start Program enhances the children's physical, social, emotional, and intellectual development; assists and supports parents' efforts to fulfill their parent's roles and help parents move towards self-sufficiency.

Self-Assessment as the Internal Program Evaluation

Program Evaluation is the use of social research methods to systematically investigate the effectiveness of social intervention programs. It draws on the techniques and concepts of social science disciplines and is intended to be useful for improving programs and informing social action aimed at ameliorating social problems. The need for program evaluation is undiminished in the current era and may even be expected to grow. Indeed, contemporary concern over the allocation of scarce resources makes it more essential than ever to evaluate the effectiveness of social interventions. Evaluation requires an accurate description of the program performance or characteristics at issue and assessment of them against relevant standards or criteria.

Self-Assessment Process

The Self-Assessment participants included the HS/EHS Management Team, the families, the policy council, and the board of directors. This year, our program was unable to utilize our HS/EHS staff as originally planned due to the COVID-19 pandemic. Due to this terrible time in our nation, we had to re-adjust the process in order to ensure a completed Self-Assessment was done. With that, the Assistant Director sent questions to all Agency Director's, and HS/EHS management in regard to their functional areas.

Our program focuses on the process throughout the program year and takes advantage of the data being collected. Throughout the year, the effectiveness of program operations and progress made towards program goals is tracked through the on-going monitoring system. Our program has weekly HS/EHS Management meetings and these are essential part of our organization to run

effective meetings and to categorize topics according to the functional areas. When the COVID-19 pandemic leave occurred, we continued our meetings through the zoom application and worked from home.

Ultimately, this process has changed the conversation from what are we doing right to are we doing the right things for our children and families.

Timeframe:

The Self-Assessment was started in program year 2019-2020 in February 2020 through reports and setting up groups of staff, community members, and meeting times to begin in March of 2020. When COVID hit our community and the nation; it seemed like the norm went out the window and we were operating in a whole new scenario. This was new to everyone. This process took to the “shelf.” During the next six months, it was all about how to operate safely and how we were going to implement in person, as well as remotely. It took the entire team to put things aside and focus on the health and safety of staff, the children, and the families upon their return in the fall of 2020.

The CAPCO Head Start Program has established the following goals for our five-year grant:

Program Goal 1: The CAPCO Head Start/Early Head Start Program will become a trauma informed care program.

Program Goal 2: The CAPCO Head Start/Early Head Start Program will incorporate key strategies to improve employee retention.

Program Goal 3: The CAPCO Head Start/Early Head Start Program will provide social/emotional learning opportunities through the Conscious Discipline approach to create positive relationships, partner with families on goals for their children, and receive and provide on-going support.

Context for the Self-Assessment and Progress to PY 18-19 Improvement Plans:

Prior to the 19-20 Self-Assessment, our management team began by reviewing the 2018-2019 Self-Assessment and Program Improvement Plans. Last year’s Self-Assessment had the following recommendations and we have included the progress on these recommendations to show the growth and quality improvement within our program, as well as whether this plan needs to continue.

- Offering the best time for families in order to recruit and maintain parent involvement in Policy Council. In 2019-2020, the parents on Policy Council wanted to go back to evening meetings which was completed that year through February 2020. Dinner and daycare were provided to the families. Effective March 2020 went to noon zoom meetings due to the pandemic.
- Train parents on the performance standards. In the past, we would send a monthly newsletter, but that went to the wayside. We would like to start this concept up again. In addition, we have a Policy Council link on the CAPCO website, but we need to get a staff

person trained to download materials to this link. This would also be a training tool to have parents and PC members review information via the website. Will need to have the management team re-visit this weakness to address how we will move forward.

- Create the new Data Policy on records. This policy is labeled as AD01 under Administration and it is in regard to the Privacy on Children's Records. This was completed and approved by Policy Council on 11/26/2019 and the Board of Director's approved the policy on 12/5/2019.
- Update the fiscal policies and procedures. This still remains to be a program improvement plan to be met. The Finance Director is aware it needs to be completed.
- Under enrollment in Head Start. Our program was put on a 12-month plan and considered chronically under-enrolled. As part of the 12-month plan, our program submitted a change in scope conversion application on December 16, 2019. We received written notification, dated June 10, 2020, we were approved for the conversion request. Head Start transitioned from 200 children to 150 children and Early Head Start increased from 72 to 88 children.
- Staff turnover is high, and it is difficult to offer consistency to the children and the families of HS/EHS when we are losing staff on a consistent basis. In September 2019, we began the program fully staffed for the first time in many years. Through advertisements to the local newspaper, local colleges, indeed.com, and in-person hiring events throughout the year, we were able to have staff in place to begin the year. In mid-March 2020, the pandemic began and after a while, we did lose some staff due to personal reasons and their own personal circumstances.

Key Insights/Program Strengths for PY 19-20:

The following were found to be strengths within the CAPCO Head Start/Early Head Start Program:

- ChildPlus database for record keeping and reporting.
- Weekly pyramid meetings with the Education leadership team and supports staff.
- Receive monthly management reports from functional area Coordinator's, as well as the Finance Director to submit to Policy Council and the Board of Director's.
- HS and EHS classrooms receive OT, PT, SEIT and therapists push in.
- RN on staff full-time.
- Mental Health specialist on staff full-time.
- Coach for professional development and training to staff.
- Family events are fun and engaging.
- Family Engagement activities in the classroom are great.
- Build family partnerships through family engagement activities.
- Meet with families in their home or within the community.
- Setting goals with parents.
- Partner with school districts.
- Partner with other community agencies.

- Individualization and goals.
- Safety Bear Curriculum.
- Introduce new foods and infused water to the children.
- Provide education and recipes to the families.
- Offer health food to the monthly Policy Council and Board of Director's when they meet
- Received a garden grant. This garden was placed at our CAPCO South Main facility. Planted tomatoes, cucumbers, peppers, purple beans, and sunflowers. Children and families received the food from the garden during the pandemic and staff received the sunflowers.

Recommendations: Areas of focus and recommendations for Quality Improvement:

The following were noted as areas which could be enhanced for continuous quality improvement. Recommendations have been formulated based on the data collected by the management team through the Self-Assessment process. These recommendations will be shared with staff, the Policy Council, and the Board of Director's. Recommendations will be included as part of the on-going monitoring process and will be used as part of program planning.

- Finalize and train staff on the Emergency Preparedness Plan.
- Policy Council membership and maintaining membership throughout the program year. This is also is for the PC representative to the Board of Director's.
- Obtain needed health requirements, other than physicals, from families has always been a health obstacle.
- Need for parent/family representation on the Health Advisory Committee has always been difficult.
- Have Health Advisory Committee members provide mini trainings/information sessions about health concerns in our community for families.

Progress on Program Goals (5-Year):

The CAPCO Head Start/Early Head Start Program began the process of establishing the five-year program goals in December of 2018. Once completed, the Policy Council approved the original goals on February 26, 2019. After the establishment of the five-year program goals, we update the progress for each year. Year one was completed last program year and approved by Policy Council on February 25, 2020. Year two was completed this program year and will be submitted in February of 2021. These mid-year reviews will be part of the grant application process due to the time frame of our grant award. We will continue to track the progress of our goals and adjust and adapt as needed, to meet the needs of the program.

**02CH010916
PROGRAM GOALS
UPDATES TO YEAR 1**

Program Goals	Measurable Objectives	Progress/Outcomes	Challenges
Goal 1: The CAPCO Head Start/Early Head Start Program will become a trauma informed care program.	Staff will be educated and begin to understand the effects of trauma on the children and families through staff trainings.	Provided Trauma Informed Care Practices for Early Learning Success (4 hours) at staff orientation on August 22, 2019. Kelly Burt from OCM BOCES provides this introductory level workshop. Provided Conscious Discipline (Loving Guidance) training at staff orientation on August 26, 2019 (6.5 hours). Provides by Kim Hughes, CD Master Instructor, on innovative social-emotional learning.	Staff Turnover from program year to program year. The buy in from staff and families on this concept and what it actually entails.
	Family Engagement staff will complete a family strengths assessment to determine possible areas of family trauma an identify needs.	We served a total of 223 families throughout the program year. The number of families that completed the FSA was 182. Number of families that did not complete the FSA was 41. The number of families with possible areas of family trauma & identified needs was 118. The number of families setting goals around areas of family trauma & identified needs was 4.	Families that choose not to participate and complete the FSA because they do not want to open up about personal issues.
	Resources will be sent to families monthly in order for them to receive continued information on Trauma Informed Care.	At this time, we have sent home "Building Your Child's Self-Esteem" on January 14, 2020.	
	Devise a tracking system to correlate children with challenging behaviors whose families have experienced homelessness,	The form is complete. However, still currently gathering information, then a procedure will be created.	Staying on track with monitoring and tracking because of new issues, which may arise.

Program Goals	Measurable Objectives	Progress/Outcomes	Challenges
	substance abuse, foster/kinship care, child abuse/neglect, and arrests.		
	The program will implement case conferencing two times per year.	The first case conferencing was completed on December 19, 2019 and the Family Advocates and the Leadership team was present for case conferencing.	Staff schedules.
Goal 2: The CAPCO Head Start/Early Head Start Program will incorporate key strategies to improve employee retention.	The program will review and analyze the annual staff turnover report to determine percentage of staff who have left the program.	The Human Resources Department completed the last staff turnover report in the fall of 2019. This report was from 2015-2018. In 2018, our turnover rate was 22.5% with 30% leaving because of pay. Our program has met the 75% of staff in the first year.	Offering higher pay to staff. The NYS increase of minimum wage every year.
	The program will create an employee satisfaction committee.	This has not been completed to date. Would like to form this committee in the Spring of 2020 with HR's assistance.	Finding the time for front line staff to be involved, as well as leadership.
	The Agency will upgrade the Complete Payroll System to incorporate effective Human Resources tracking.	This was completed in May of 2019 by the Agency.	N/A
	The Mental Health Specialist and the Coach will track the number of staff who seek their guidance for personal and professional reasons. The Coach and the Mental Health Specialist will support, mentor, and assist staff in times of need.	Both staff persons are completing this. The Mental Health Specialist have one staff person contact her on June 17, 2019 and the Coach had three staff members contact her from June 1, 2019 through February 10, 2020.	Staff not feeling comfortable asking for assistance. Staff feeling they do not need assistance to learn more and be positively supported.
	Offer walk-in interviews for vacant positions.	In 2019, we offered the community three walk-interviews on June 11, 2019,	N/A

Program Goals	Measurable Objectives	Progress/Outcomes	Challenges
		June 12, 2019, and June 18, 2019 for educational positions. We also offered two more walk in interviews on August 21, 2019 and October 24, 2019 for various education positions. In 2020, we offered two more walk-in interviews on February 4 and 5, 2020 for substitutes in the kitchen, as well as in the classrooms.	
	Offer more trainings to front line staff in furthering their professional development.	Staff are offered a series of trainings in August of every program year. Staff are invited to participate in local and statewide trainings through the Training and Technical Assistance plans created by our program.	Staff schedules.
	Offer incentive monies to current staff who recommend a person as a new hire. (Person will need to be hired for incentive to be completed).	We had two staff recommend individuals for positions and the Agency paid them each \$50.00 for the referrals, which led to their hires.	N/A
Goal 3: The CAPCO Head Start/Early Head Start Program will provide social/emotional learning opportunities through the Conscious Discipline approach to create positive relationships, partner with families on goals for their children, and receive and	The program will purchase Conscious Discipline materials annually for classrooms implementing the Conscious Discipline approach.	On May 16, 2019, our program purchased the Baby Dolls-Ethnic pack of 4. These 14" multi-ethnic dolls help bring delight and fun to our baby doll circle time. This pack included an African American, Asian, Caucasian, and Hispanic baby dolls. On October 1, 2019, our program ordered the I Love You Ritual books for building connection with kids, as well as the Star Breathing Tool to help little ones learn how to take deep breaths. The HS/EHS Director ordered the Premium	N/A

Program Goals	Measurable Objectives	Progress/Outcomes	Challenges
provide on-going support.		Resources Membership on February 11, 2020 for 1 year. This on-line toolkit includes products and resources and is designed for active practitioners of Conscious Discipline in school or home environments.	
	The program will introduce staff at the annual fall staff orientation.	Provided Conscious Discipline (Loving Guidance) training at staff orientation on August 26, 2019 (6.5 hours). Provides by Kim Hughes, CD Master Instructor, on innovative social-emotional learning.	Staff Turnover and reintroducing and training staff new staff members.
	The program will offer two Positive Solutions classes to enrolled families twice a year.	The dates these were offered to families was November 13, 2019, December 5, 2019. Out of the three sessions, seven parents participated.	Recruiting families to actually participate.
	The program will create and implement a monthly monitoring system for Conscious Discipline, which will include staff feedback.	This has not been completed to date.	Staff schedules and time.
	Family Engagement staff will set goals with families regarding behavior concerns or discipline methods.	The total number of families throughout the program year was 223. Number of goals set around behavior concerns or discipline methods was 2 families.	Families wanting to participate and set goals regarding behavior concerns and discipline methods.
	The program will complete monthly observations in classrooms implementing the Conscious Discipline approach.	This is completed by the Classroom Supervisors on a monthly basis.	N/A
	Pyramid Team will meet once per week and discuss behavior concerns in all of the	This is completed every Friday for approximately two hours. The Pyramid Team consists of the	N/A

Program Goals	Measurable Objectives	Progress/Outcomes	Challenges
	classrooms and review Behavioral Incidental Reports.	Education/Special Needs Coordinator, the Special Needs Assistant, the Mental Health Specialist, and the three Classroom Supervisors for Head Start and Early Head Start.	
	Reflect, review, and revise on the Conscious Discipline approach.	This has not occurred to date.	Staff schedules.
	Provide further professional development, as needed, based on the reflections and reviews.	On February 18, 2020, a 1.5-hour training will be occurring on Conscious Discipline for all staff. This will be scattered throughout the day to offer this training at various times due to staff size. The HS/EHS Director, Education/Special Needs Coordinator, the Coach, and Classroom Supervisors will be sharing the lead on this training.	N/A

Program Improvement Plans for PY 19-20:

Result Sited: Finalize and train staff on the Emergency Preparedness Plan			
Goal/Desired Outcome: Complete the Emergency Preparedness Plan and train staff			
Action Step(s)	Person(s) Responsible	Timeline	Fiscal Responsibility
At this time, there is a partial Emergency Preparedness Plan that needs to be updated.	Assistant Director HR Director	April 2021	N/A
When completed, submit to Policy Council and the Board of Director's to review and approve.	Assistant Director	May 2021	N/A
Once approved, train staff on the Emergency Preparedness Plan	HS/EHS Management	August 2021	\$100 for copies

Result Sited: Policy Council Membership: Maintaining throughout the Program Year			
Goal/Desired Outcome: To retain parents on Policy Council and the PC Rep to the Board			
Action Step(s)	Person(s) Responsible	Timeline	Fiscal Responsibility
Find out what time best fits the schedules for the parents	HS/EHS Director	October 2020	N/A
Review each month the attendance of the PC members and the rep to the Board	HS/EHS Assistant Director	Monthly	N/A
Review and analyze attendance and how we can motivate parents to attend the Policy Council Meetings	HS/EHS Management Family Advocates Teachers	Monthly	N/A
Continue to review the “why” they may not be attending and revisit quarterly	HS/EHS Management	Every 3 months	N/A

Result Sited: Obtain needed health requirements, other than physicals, from families.			
Goal/Desired Outcome: Receive all health requirement paperwork on time.			
Action Step(s)	Person(s) Responsible	Timeline	Fiscal Responsibility
Attempt to obtain the needed requirements by encouraging parents to be the health advocate for their child.	RN Nurse HS/EHS Health Coordinator	Big Push-Summer and Fall	N/A
Receiving the dental exam on-time for children under 5 years of age. (Lack of dentists in the area is a challenge)	RN Nurse HS/EHS Health Coordinator	First 90-days	N/A
Continue educating families on the importance of routine health/dental visits, as well as the effect they have on their child’s school readiness.	RN Nurse HS/EHS Health Coordinator Family Advocates Teachers	On-going Monthly	\$500 for materials to distribute to families throughout the year

Result Sited: Need for parent/family representation on the Health Advisory Committee			
Goal/Desired Outcome: Have more parent representation on the Health Advisory Committee			
Action Step(s)	Person(s) Responsible	Timeline	Fiscal Responsibility
Encourage parents to want to join the Health Advisory Committee through education	HS/EHS Health Coordinator	Big push in August/September and On-going	N/A
Review the ECLCK site for more information on recruitment in this area	HS/EHS Health Coordinator	March 2021	N/A
Reach out to local HS/EHS Health Cluster for ideas and	HS/EHS Health Coordinator	March 2021	N/A

strategies to obtain parent/family representation			
Result Sited: Have the professionals on Health Advisory Committee provide mini trainings/informational sessions			
Goal/Desired Outcome: Have an annual mini training/informational session provided by the professional member(s) on Health Advisory about health concerns in our community to families.			
Action Step(s)	Person(s) Responsible	Timeline	Fiscal Responsibility
Discuss with Health Advisory professional members who is willing to provide mini training/informational session to HS/EHS families on health concerns within the community	HS/EHS Health Coordinator	March 2021	N/A
Provide the mini training/informational session to families	Health Advisory Member HS/EHS Health Coordinator	May 2021	With pandemic, may be materials rather than in-person or zoom \$500-\$1000

Program Information Summary/Final Recommendations:

There were challenges and wish lists made throughout the last 10 months and with the COVID-19, priorities changed, and somethings were placed on the back burner such as the Self-Assessment. For Family Services staff the weakness/challenges during the COVID-19 shutdown was it became very difficult to reach out to families. Technology was a big issue for staff since some of them did not have laptops or internet accessibility which was stable. Keeping in constant contact with families became less and less as time went on. Due to this, staff were unable to follow up on referrals and/or goals or make sure families were coping okay. With the approval of COVID-19 monies, we were also able to ensure technology increased so staff had the means to work remotely for the program and with families.

The main weakness was we did not have a plan to contact families, monitor, or do our everyday duties from home. This was corrected this year when the remote work policies were put into place.

In regard to the Health Services functional area, one of the Coordinator's wishes is to have a trained FA/CPR Instructor on staff to aid in keeping staff's certifications current. We will research the cost and current restrictions due to the COVID-19 pandemic.

In regard to Education and Disabilities, we have struggled to hire new staff with a lot of experience in early childhood. Temporary staff turnover can be difficult because staff may need to quarantine for personal reasons because their child's school is closed for a week or two at a time and they have to be home for their family. There are some county issues, as well. Children are on a waiting list in HS and EHS and are not receiving services because there are not enough therapists in the county.

As our program moves through these tough times and fights to reduce the outbreak of COVID-19, we would like to recognize our CAPCO HS/EHS staff. They are all working diligently to continue to provide services (in creative ways) to our children and the families. We continue to utilize our family Facebook page which allows staff to post activities and resources to families. We have a staff person who is working with families virtually because these families did not want in-person services. At this time, she is doing a fantastic job. Zoom meetings, webinars, and activities have become part of our HS/EHS world and staff are doing their best to meet with families consistently. Food resources through the county and school districts is provided to families when our program is closed. Family Advocates and teaching staff are staying connected to families via phone calls, sending messages through ChildPlus, emails, and texts. We would also like to take this opportunity to thank all of our support staff during these unprecedented times. Teamwork and collaboration with our agency, staff, community, children, and families is what high quality early childhood is all about. We will continue to work through this pandemic the best we can with the support of each other and our community.

Many staff have been able to attend trainings via zoom to continue to stay educated on their positions, as well as any updates and new information on how to deal with everything through this pandemic. The Self-Assessment process for this program year will begin in the spring of 2021 and will incorporate more staff and team members.

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

SUMMARY OF CONTINUATION APPLICATION
YEAR 3

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

- The CAPCO Head Start/Early Head Start Program will remain at the current sites for next year's continuation application. This includes 10 HS classrooms serving 150 children and 8 EHS classrooms (two classroom locations to be determined) serving 88 children including 2 Home Based sections serving 24 children. We hope to be at these full enrollment numbers with the decrease in COVID-19 numbers.
- The continuation application is proposing HS program operation funds of \$1,545,783, as well as \$13,645 in training and technical assistance. The EHS program operations funds of \$1,431,618, as well as \$32,755 in training and technical assistance. The non-federal share for HS totals \$389,857 while EHS non-federal share totals \$366,093. With non-federal share, we do a grand total and typically, the HS covers the majority.
- For the continuation application, the narrative reports only updates or changes to the narrative. For this application, we updated all policies and procedures which were affected by the COVID-19 pandemic, the program goals, the parent committee section, Policy Council has transitioned to Zoom/Virtual meetings due to COVID-19, a few HR changes in regard to staff trainings due to COVID-19, and the non-compliance and deficiency updates under program management and quality improvement. The program goals will be updated on a consistent basis.
- Additional documents downloaded as part of the continuation application is the results of the self-assessment and program improvement plans, selection criteria for HS/EHS, the cost allocation plan on behalf of the agency, the HS/EHS training and technical assistance plans, and the annual report for HS/EHS. Each of these have previously been submitted and approved by the Policy Council and Board of Director's.
- The entire continuation application grant includes two sections. Section I is the program design and approach to services delivery which includes 3 sub sections. These sub sections are goals, service delivery, and the governance, organizational, and management structures. Section II is the budget and budget justification narrative.
- At this time, there is no COLA or Quality Improvement monies to report with this application.

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

MONTHLY POLICY COUNCIL REPORT HS

Special Needs

Employee Name: Jennifer Geibel

Month: December 2020

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIS Special Ed Itinerant Services	Couns. Play Therapy	1;1 Aide	# of Evals	# of Children CPSE Mtg	# of Children Declassified	Refused Referral
YMCA I	5	1	5	1	1	0	0	0	0	1	0	0
YMCA II	4	0	4	0	0	0	0	0	0	0	0	0
YMCA III	3	2	3	2	1	1	0	0	0	0	0	0
Smith I	3	1	2	1	0	0	2	0	1	1	0	0
Smith II	1	0	1	0	0	0	0	0	0	0	0	0
Randall I	5	3	3	1	1	2	2	0	0	0	0	0
Randall II	1	0	1	0	0	0	0	0	2	1	0	0
Johnson I	3	3	3	3	0	3	0	0	0	0	0	0
Johnson II	2	1	2	1	1	1	0	0	0	0	0	0
Johnson III	2	2	2	1	1	2	1	0	0	0	0	0
TOTALS	29	13	26	10	5	9	5	0	3	3	0	0

Notes:

25% of 118 enrolled HS children receiving services

Two children in Randall I and one child in Randall II receiving services virtually

One child in Smith II receiving services virtually

One children in Johnson II receives vision therapy/consult 1x monthly

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

MONTHLY MENTAL HEALTH REPORT HS

Employee Name: Nicole Humphrey

Month: December 2020

	Behavior Concerns observed by Mental Health Consultant	SOS Calls	# Children Receiving Counseling By MH Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV		Curriculum
								Face to Face	Telephone	
YMCA I	0	0	1	0	0	0	0	0	0	0
YMCA II	0	0	0	0	0	0	0	0	0	0
YMCA III	4	0	0	0	0	0	0	0	0	0
Smith I	2	0	2	0	1	0	0	0	2	0
Smith II	0	0	0	0	0	0	0	0	0	0
Randall I	4	0	2	0	0	0	0	0	1	0
Randall II	3	0	0	0	0	0	0	0	0	0
Johnson I	2	0	0	0	0	0	0	0	0	0
Johnson II	3	0	0	0	0	0	0	0	0	0
Johnson III	6	0	1	0	0	0	0	0	1	0
TOTALS	24	0	6	0	1	0	0	0	4	0

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

MONTHLY POLICY COUNCIL REPORT HS
Health Services- Dental

Employee Name: Mmselle Sonnacchio

Month: December 2020

Center	# of Children Enrolled	# of 30 Day Dental Letters Sent	# of 60 Day Dental Letters Sent	# of 90 Day Dental Letters Sent	# of 90+ Day Dental Letters Sent	# of Dental Exams Received	# of Children Dental Treatment Needed	# of Children Dental Treatment NOT Started	# of Children Dental Treatment Started	# of Children Dental Treatment Completed	# of Dental Waivers/ Refusals Sent	# of Dental Waivers/ Refusals Received
Johnson 1	11	0	3	3	0	5	3	2	0	1	0	0
Johnson 2	11	0	3	6	0	2	0	0	0	0	0	0
Johnson 3	11	3	0	6	0	2	1	1	0	0	0	0
Randall 1	12	0	1	8	0	3	3	1	0	2	0	0
Randall 2	15	0	3	11	0	1	0	0	0	0	0	0
Smith 1	11	0	1	5	0	5	0	0	0	0	0	0
Smith 2	10	0	0	7	0	3	1	1	0	0	0	0
YMCA 1	12	0	3	6	0	3	1	1	0	0	0	0
YMCA 2	10	0	1	7	0	2	1	0	0	1	0	0
YMCA 3	12	0	6	3	0	2	2	1	1	0	0	0
TOTALS	115	3	21	62	0	28	12	7	1	4	0	0
						24%	43%	58%	8%	33%		

Comments: A number of children did not get their routine dental exams, cleanings and treatment needed due to COVID shutdown.
 Many dental offices were only seeing patients for emergency services during this time or were completely closed.

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

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

Employee Name: Mmselle Sonnacchio

Month: December 2020

Center	# of Children Enrolled	# of Incident/ Accidents in the BATHROOM	# of Incident/ Accidents in the CLASSROOM	# of Incident/ Accidents in the GROSS MOTOR	# of Incident/ Accidents in the HALLWAY	# of Incident/ Accidents in the PLAYGROUND	# of Incident/ Accidents in the OTHER	# of TOTAL Incident/ Accidents
Johnson 1	11		1					1
Johnson 2	11							0
Johnson 3	11		1					1
Randall 1	12							0
Randall 2	15		1					1
Smith 1	11							0
Smith 2	10							0
YMCA 1	12							0
YMCA 2	10							0
YMCA 3	12		1					1
TOTALS	115	0	4	0	0	0	0	4

Comments: No incidents/accidents were reported to OCFS in November
Lower number of incidents/accidents due to classroom closures and low attendance

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: December 2020

Center	Enrolled	Accepted (but not enrolled)	In Person	Virtual	Saved Slot	Withdrawn	% of Daily Attendance	# of Over Income	# of Under 130%	# of Home Visits Scheduled	# of Home Visits Completed	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children
YMCA 1 14	13	0	11	2	0	1	70	1	4	3	1	2	0	0
YMCA 2 16	10	0	10	0	0	0	79	1	1	1	1	2	0	0
YMCA 3 14	12	1	8	3	1	0	81	0	1	0	0	0	0	0
Randall 1 16	12	0	9	1	2	0	78	2	2	1	0	3	1	0
Randall 2 16	15	0	10	2	3	0	75	3	5	1	1	1	1	0
Smith 1 16	12	0	11	1	0	1	81	5	1	1	1	2	1	0
Smith 2 16	11	2	9	1	1	1	43	0	0	2	2	1	0	0
Johnson 1 14	11	1	10	1	0	0	64	0	2	0	0	0	0	0
Johnson 2 14	11	1	7	3	1	0	75	0	2	0	0	0	0	0
Johnson 3 14	11	0	10	0	1	0	63	0	1	0	0	1	0	0
TOTAL	118	5	95	14	9	3	71%	12	19	9	6	12	3	0

of Children on the Waiting List:

3 Year Olds
Over Income
Under 130%
Under 100%

18
6
20

4 Year Olds
Over Income
Under 130%
Under 100%

5
0
0

Comments: _____

HEAD START

CLASSROOM HAPPENINGS

December 2020

Johnson 1

- ~~This month we made snowflake art.~~
- Our letters for the month were: "C", "O", "Q", "G"
- The shape for the month of December was a triangle and the color were green.
- We watched snowman melt.
- We made cookie people.
- For science we talked about the weather.
- Our class made handprint mitten's
- We tracked weather movements for science.
- We also had a unit on bees.
- In our art area we made playdough shapes.
- Outside time we made snowman.
- We had spirit week one week in December.
- We made finger paint scenes.
- Our class did letter stamping with the letter "O".
- Our class counted the sides of different shapes.
- We made more snowflakes in our class.
- We studied bug movements in class.
- Another art project we did was to make deer hats.
- Tin man came in for Dina.
- We did a mitten matching game in class as well.
- We discussed hot and cold dressing with our students.
- We made animal caves and homes.
- We explored different sounds water makes.
- We came up with different snowman names.
- Also, in class we talked about ice and how it is made.
- Our class had an indoor snowball fight.
- Our students made winter wreaths and also made gingerbread men.

Johnson 2

- December was a great month because of snow.
- We played out in the field every day we could. The children had a blast.
- We made Queens for the letter "Q".
- Read octopus stories for the letter "O" and made paper octopus using cheerios for tentacles.
- We turned the letter "G" into giraffes.
- Made homemade gingerbread playdough and homemade puffy paint.
- We used the puffy paint to paint the gingerbread men the BOCES kids made for us.
- We had fun learning about bees and pretending we were bees flying to flowers smelling the rector with our antennas.
- We also made hot cocoa cup craft with cotton ball marshmallows.
- We read lots of books about listening, sharing germs and body parts.

Johnson 3

- Unit: Water, wind and weather.
- Literacy: Letters "C", "O". "Q", and "G".
- Math: shape recognition (rectangle and triangle), number counting and recognition 1-10 and patterns.
- Color: Brown and green.
- Social Emotional: Feelings, ways to calm down and solution cards introduction.
- Health Lesson: Clean hands vs. Dirty hands, how to hold a toothbrush, how to use a toothbrush.
- Nutrition: Exercise and fitness health.
- Science: Busy bees: children learned about honey bees and how they make honey.
- Snowman home activity for in-kind.

Randall 1

- We have learned how amazing our bodies are and how to take care of it.
- We have learned how our families are different and special.
- We learned some rhyming words.
- We learned the letters: "Tt", "Ii", and "Uu"
- We started to learn how to solve problems.
- We made homemade Hot chocolate and had a pajama day.

Randall 2

- We learned about various family structures and uniqueness. Everyone has a family, but they are all different.
- For science we worked on learning about magnets and how they attract and repel objects.
- We learned some more letters with handwriting without tears. So far this year we've learned: "L", "F", "E", "H", "T", "I", "U" and "C".

Smith 1

- Started families and community's unit this month.
- Reviewed handwashing skills and talked about the importance of getting rid of germs.
- Introduced the letters: "C", "O", "Q", and "G".
- Learned some nursery rhymes like, "Pease Porridge", "Five Little Monkeys", "Rain rain go away".
- We introduced rhyming skills to our students this month.
- We worked on recognizing feelings of others, their own feelings.
- Played feeling bingo, went to our "happy place" to help calm ourselves down, gave compliments and worked on problem solving.
- Reviewing counting skills, number recognition and shape recognition.

Smith 2

- December started with the first week in remote learning. Everyone seemed happy to return.
- Once we returned, we started talking about our favorite foods. Which ones are healthy and which ones are unhealthy.
- We talked about families and friendships.
- We learned that all families are different and all have things that are the same.
- For many of our children their families have grown by one having babies.
- Magnets were introduced. Learning about magnetic and non-magnetic and how that "special rock" can move objects.
- We also talked about brushing our teeth again. Choosey came out singing his song.
- We ended the month learning about things that make us happy.
- Wally was introduced along with Molly. We also introduced our problem-solving skills.

YMCA 2

- Science Unit: Magnificent magnets.
- Families and Communities Unit.
- Sensory bins had rice and snowflake find, melt ice cube to find a treasure and Styrofoam noodles.
- Made name snowman and pom pom hats in art area.
- Made gingerbread playdough for classroom.
- Learned letters "I" and "U".
- Indoor snowball fight and ice skating with paper plates.
- Spirit week last week of December with green day, sweater day and PJ day.
- Family Home in house area.
- Made 3D stars and friendship chain to decorate classroom
- Introduced calendar at circle time.

YMCA 3

- Introduced "London Bridges" and "Ring around the Rosie" rhymes.
- We played bean bag games.
- Made paper plate winter hats and mittens.
- Played hide and seek color match game.
- Also made hand print bird pictures.
- Hot chocolate sensory bins.
- Turned dramatic play area into a hair salon.
- Science unit was all about bees.
- Played a snowman snow ball toss game.
- Had a snowball fight inside our classroom.

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

MONTHLY POLICY COUNCIL REPORT EHS

Special Needs

Employee Name: Jennifer Geibel

Month: December 2020

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIS Special Ed Itinerant Services	Couns. Play Therapy	1;1 Aide	# of Evals	# of Mtg	# of Children Declassified	Refused Referral
Elm Tree	1	0	1	0	0	0	0	0	0	0	0	0
Cosimo I	2	1	0	1	1	1	0	0	0	0	0	0
Cosimo II												
Cosimo III	2	1	1	0	1	1	0	0	0	0	0	0
South Main I	1	1	0	1	0	1	0	0	0	0	0	0
South Main II	2	2	2	1	0	2	0	0	0	2	0	0
Home Based I												
Home Based II												
TOTALS	8	5	4	3	2	5	0	0	0	2	0	0

Notes:

25% of 32 enrolled EHS children receiving services

No children enrolled in Home Based I & II and Cosimo II

One child in Elm Tree receiving speech services virtually

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

Employee Name: Nicole Humphrey

Month: December 2020

	Behavior Concerns observed by Mental Health Consultant	SOS Calls	# Children Receiving Counseling By MH Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV		Curriculum
								Face to Face	Telephone	
Elm Tree	0	0	0	0	0	0	0	0	0	0
Cosimo 1	4	0	0	0	0	0	0	0	0	0
Cosimo 2	0	0	0	0	0	0	0	0	0	0
Cosimo 3	5	0	0	0	0	0	0	0	0	0
South Main 1	5	0	0	0	0	0	0	0	0	0
South Main 2	4	0	0	0	0	0	0	0	0	0
TOTALS	18	0	0	0	0	0	0	0	0	0

Elm Tree and Cosimo 2 classrooms closed for in-person

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

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

Employee Name: Mmselle Sonnacchio

Month: December 2020

Center	# of Children Enrolled	# of Incident/ Accidents in the BATHROOM	# of Incident/ Accidents in the CLASSROOM	# of Incident/ Accidents in the GROSS MOTOR	# of Incident/ Accidents in the HALLWAY	# of Incident/ Accidents in the PLAYGROUND	# of Incident/ Accidents in the OTHER	# of TOTAL Incident/ Accidents
Cosimo 1	8							0
Cosimo 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
Cosimo 3	7							0
Elm Tree 1	4							0
South Main 1	6		1					1
South Main 2	6							0
TOTALS	31	0	1	0	0	0	0	1

Comments: No incidents/accidents were reported to OCFS in December
 Lower number of incidents/accidents due to classroom closures and low attendance

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

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

Employee Name: Mmselle Sonnacchio

Month: December 2020

Center	# of Children Enrolled	# of Current Physicals Received	# of Current Immunizations Received	# of 12 Month Lead Results Received	# of 24 Month Lead Results Received
Cosimo 1	8	4	8	8	2
Cosimo 2	N/A	N/A	N/A	N/A	N/A
Cosimo 3	7	5	7	5	5
Elm Tree 1	4	3	4	3	2
South Main 1	6	6	6	6	5
South Main 2	6	6	6	4	5
TOTALS	31	24	31	26	19

77%

100%

Comments:

Cosimos 2 classroom was closed during the month of November due to staffing shortage.
Children were reassigned placements according to age and openings.

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

MONTHLY POLICY COUNCIL REPORT EHS
Health Services- Dental Report

Employee Name: Mmselle Sonnacchio

Month: December 2020

Center	# of Children Enrolled	# of Children Enrolled Age 1 Year and Older	# of Dental Screenings Received	# of Children w/ Dental Concerns Noted	# of Dental Exams Received	# of Children w/ Dental Treatment Needed	# of Children w/ Dental Treatment NOT Started	# of Children w/ Dental Treatment Started	# of Children w/ Dental Treatment Completed	# of Dental Waivers/ Refusals Received
Cosimo 1	8	8	8	0	0	0	0	0	0	0
Cosimo 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
Cosimo 3	7	7	7	0	0	0	0	0	0	0
Elm Tree 1	4	3	2	0	1	0	0	0	0	0
SM 1	6	6	5	0	1	0	0	0	0	0
SM 2	6	6	5	0	1	0	0	0	0	0
TOTALS	31	30	27	0	3	0	0	0	0	0

90%

10%

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

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

MONTHLY FAMILY SERVICES REPORT (EARLY HEAD START)

Employee Name: Trudy Happel

Month:December 2020

Center	Enrolled	Accepted (but not enrolled)	In Person	Virtual	Saved Slots	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	7	0	1	0	69	0	0	3	2	10	0	0
Cosimo 2	8														
Cosimo 3	8	7	1	7	0	0	0	77	0	0	1	0	3	0	0
South Main 1	8	7	0	6	0	1	1	65	0	0	0	0	4	0	0
South Main 2	8	6	0	6	0	0	0	54	0	0	0	0	6	0	0
Elm Tree 1	8	4	0	0	4	0	0	100	0	0	0	0	1	0	0
Elm Tree 2	8														
New 1	8														
Home Based 1	12														
Home Based 2	12														
TOTAL	32	1	26	4	2	1	73%	0	0	4	2	24	0	0	0

of Children on the Waiting List:

Children

Over Income

Under 130%

Under 100%

16
14
24

Comments: _____

TH:monitoring:monthlyreports:1718:ehsmaster

EARLY HEAD START

CLASSROOM HAPPENINGS

December 2020

Cosimos 1

- This month in the Cosimos classroom we were able to play outside a couple of times.
- We painted with yogurt paint.
- Played inside with snow.
- Explored in cheerio “sand”.
- Played with the new soft blocks in the classroom.
- Made fruit volcanoes out of apples.
- Marble painted with green, red and white paint.

Cosimos 3

- This month our theme was family and friends.
- We made a friendship banner with every-one’s handprints.
- We also made different types of feeling faces and added yarn and googly eyes.
- We painted with ice cubes and even made snow volcanoes from all the snow we go from on our snow day!
- This month we also got our new chalkboard.
- The kids love having a chalkboard in our new classroom and want to color and draw all the time.

Virtual

- Themes: Nursery Rhymes (EHS & 4 Years old) water, wind and weather (3 years old).
- Nutrition and Health: Focus on Special snacks and the body.
- Social Emotional: Taking turns while talking, giving each other a chance to share (stories/toys/books etc.), social situations, problem solving, breathing techniques, and feelings wheel.
- Physical: marching, stretching, dancing, walking backwards, stairs, jumping, playing in snow-building a snowman, making tracks in snow, track hunt (looking for different tracks in snow), galloping.

- Language: 2 to 3-word sentences (EHS), 5 exchange communication (HS), asking for help, triangle, green light, clam, weather, water cycle, wind, snow, taking about different weather, asking to have a turn and to talk.
- Literacy: Lots of books on themes, Letters ("C", "O", "Q", "G"), songs (lots), colors- brown and green, writing names and letters, letter recognition, hibernation and what it means.
- Math: Shapes (rectangle and triangle), counting, quantities, patterns, spatial awareness.
- We have been busy beavers trying to squeeze in a lot of information with very little time.
- We have been more vocal and more comfortable with seeing our friends on the camera and computer.
- We talk about our families and what is going on in our world (home) with each other.
- They love getting to choose which breathing techniques (out of 4) they want to do.
- They let me know when they need to it (sometimes we do then 3 or 4 times depending on the day).
- We talk about our feelings and others feeling.
- Everyone loves to share and we are working on letting everyone have a turn.
- They are less receptive to doing the things I need for Brigrance, so I'm working on how to incorporate it in our daily meets.
- We talk a lot about the weather changing and the differences in clothing.
- We talk a lot about the food groups and what our favorite foods are.
- We have been focusing on writing our names and other letters.
- We will be focusing more on number and quantities in the next month or two.
- I introduced scissor safety to our students.

South Main 1

- Our monthly unit was on "Family".
- We talked about and named people in our families, from our family pictures.
- We also made "Family Trees:" with paper family members.
- Read books about families such as "Busy Bear's Family", "Families", "New Baby", "Fiesta" and "Animal Families".

- We sang songs about families, such as, “Finger Family” and “We are Family”.
- We made a family picture frame in the shape of a house and painted it.
- Our class made a green collage, painted with pine tree branches and played with green goop.
- The children played “Find my Friends and Family” (pictures) in the rice sensory bins.
- For Health we introduced “Miss Ah-Choo”, she taught us why it is important to cover our sneezes and coughs.
- We also read “Germs are not for Sharing”.
- We did not get to our nutrition lesson because of quarantine.

South Main 2

- We Made a family Tree and set paper home for families to make each member’s hand print and send it back to put on the Tree
- We seem to be having a hard time this year getting home activity In-Kind sheets back.
- It was a very short month with the holiday and shutting down.
- We made friendship chains together.
- We have been learning about our families and our friends.
- We were able to get outside for a walk a few times this month.
- Our children enjoy moving to music and singing.
- They enjoy painting and making projects.
- We painted with puffy paint.
- We have three children who are pretty much potty trained.
- It has been difficult to get a great routine down and adjust to rules and routines with all the COVID testing and quarantines, the children start to get settled in and then are out for several days

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

SUMMARY OF CONTINUATION APPLICATION
YEAR 3

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

- The CAPCO Head Start/Early Head Start Program will remain at the current sites for next year's continuation application. This includes 10 HS classrooms serving 150 children and 8 EHS classrooms (two classroom locations to be determined) serving 88 children including 2 Home Based sections serving 24 children. We hope to be at these full enrollment numbers with the decrease in COVID-19 numbers.
- The continuation application is proposing HS program operation funds of \$1,545,783, as well as \$13,645 in training and technical assistance. The EHS program operations funds of \$1,431,618, as well as \$32,755 in training and technical assistance. The non-federal share for HS totals \$389,857 while EHS non-federal share totals \$366,093. With non-federal share, we do a grand total and typically, the HS covers the majority.
- For the continuation application, the narrative reports only updates or changes to the narrative. For this application, we updated all policies and procedures which were affected by the COVID-19 pandemic, the program goals, the parent committee section, Policy Council has transitioned to Zoom/Virtual meetings due to COVID-19, a few HR changes in regard to staff trainings due to COVID-19, and the non-compliance and deficiency updates under program management and quality improvement. The program goals will be updated on a consistent basis.
- Additional documents downloaded as part of the continuation application is the results of the self-assessment and program improvement plans, selection criteria for HS/EHS, the cost allocation plan on behalf of the agency, the HS/EHS training and technical assistance plans, and the annual report for HS/EHS. Each of these have previously been submitted and approved by the Policy Council and Board of Director's.
- The entire continuation application grant includes two sections. Section I is the program design and approach to services delivery which includes 3 sub sections. These sub sections are goals, service delivery, and the governance, organizational, and management structures. Section II is the budget and budget justification narrative.
- At this time, there is no COLA or Quality Improvement monies to report with this application.

As our program moves through these tough times and fights to reduce the outbreak of COVID-19, we would like to recognize our CAPCO HS/EHS staff. They are all working diligently to continue to provide services (in creative ways) to our children and the families. We continue to utilize our family Facebook page which allows staff to post activities and resources to families. We have a staff person who is working with families virtually because these families did not want in-person services. At this time, she is doing a fantastic job. Zoom meetings, webinars, and activities have become part of our HS/EHS world and staff are doing their best to meet with families consistently. Food resources through the county and school districts is provided to families when our program is closed. Family Advocates and teaching staff are staying connected to families via phone calls, sending messages through ChildPlus, emails, and texts. We would also like to take this opportunity to thank all of our support staff during these unprecedented times. Teamwork and collaboration with our agency, staff, community, children, and families is what high quality early childhood is all about. We will continue to work through this pandemic the best we can with the support of each other and our community.

Many staff have been able to attend trainings via zoom to continue to stay educated on their positions, as well as any updates and new information on how to deal with everything through this pandemic. The Self-Assessment process for this program year will begin in the spring of 2021 and will incorporate more staff and team members.

Meeting called to order at 8:30 a.m. Members present: Shelley Warnow, Helen Spaulding, Sarah Beshers, Penny Prignon, Ella DiIorio. Staff: Martha Allen, Greg Richards, Lindy Glennon. Guests: Auditors – Bettina Lipphardt, Mike Sims.

Bettina presented information for the Finance Committee regarding the plans for the 2020 Audit. (See Attached). Per the NonProfit Revitalization Act, Auditors are required to meet with the Audit/Finance Committee prior to audits. Information shared included looking at current significant events that impacted 2020. These include:

- Impact of the Pandemic on the Organization including service delivery and workforce.
- NYS financial crisis
- Continued uncertainty of the CDPAP program
- Internal controls in a remote environment
- Unfunded government mandates including minimum wage increases and electronic visit verification.
- All of the foregoing variables have a potential impact on the Organization's financial results.

The audit deliverables will include:

- Audit report on the financial statements
- Single audit
- Preparation of 990 and CHAR 500
- Audit report on the financial statements of the pension plan.

Bettina reviewed the auditors, management and committee responsibilities for the Audit. Our primary contacts are Bettina and Mike Sims. Contact information was shared and committee encouraged to contact them directly with questions/concerns.

Martha and Lindy shared information from the report and reviewed the financials (see attached).

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

CONSUMER DIRECTED SERVICES - CDPAP billing submitted for payment through the payroll ending 01/01/2021. CAPCO has been notified that we were not chosen as a Fiscal Intermediary (FI) as a result of the RFO process. We are currently reviewing the information, planning for next steps, etc. We are asking for a debriefing of the RFO and why we were not chosen. Once there is a list of contracted FI's, we will be notified and will have 90 days to transition our consumers. It appears this could take 6+ months to get to that point. We are reaching out to the FI's chosen to serve Cortland County to determine opportunities to subcontract to continue to provide support to consumers in Cortland County.

The EVV process is moving forward. Volunteer Driver Program is continuing to build back up. Currently able to provide transportation to consumers. Working to recruit drivers.

EARLY CHILDHOOD DEVELOPMENT - We are working on the 2021/2022 HSEHS refunding grant for \$3,023,801 that is due March 1, 2021. This refunding grant does not include COLA dollars. Attached for your review/approval is the Summary of the Continuation

Application, Year 3. HS/EHS classrooms are continuing as/where possible. Working to respond to issues related to children, staffing. This continues to be a significant challenge due to COVID. Reviewing the current budget with anticipated underspend due to staffing. Leases for vehicles ends April. Looking at options that could include purchase of those vehicles.

ENERGY SERVICES DEPARTMENT - Work is steady on the WAP contract. Vouchers are being processed and paid. HCR and DOE approved the purchase of the Van. Denise has ordered the van, delivery scheduled for May 2021. We are presenting a proposal for salary adjustments for staff as part of closing the contract 3/31/2021.

FAMILY DEVELOPMENT DEPARTMENT - In January 2021, we received \$8,406.80 of the \$9,442.20 of the 20% hold back from NYS from the payments received in 2020 on the NOEP contract. We anticipate the balance of these funds will be paid in February. We are still waiting payment for the 20% NYS hold back of \$26,663 from payments received in 2020 on the Healthy Families contract. The COVID Cares and 2020-2021 CSBG contracts were approved on February 5, 2021. The 2020 advance payment \$59,985 was received on February 10th.

WIC - Contract and vouchers are on schedule. We did receive approval of the Indirect Cost Rate for the 20.21 contract. The RFA to apply for the next 5 year contract for WIC should be released soon.

Committee reviewed the proposed budget for the HS/EHS Year 3 Contract (see attached). This includes budget for the approved conversion/reduction. Focus was on salaries, especially for education staff and frontline staff as proposed in the conversion plan. Committee reviewed the proposed salary levels. Motion to approve the budget as presented made by Shelley Warnow, 2nd Penny Prignon. Motion carried.

Committee reviewed the proposal to purchase/buy out the lease for the two Nissan Rogues for the HS/EHS program (See attached). The lease expires in April. Both vehicles have less than 10,000 miles. We have the money in this year's budget due to underspending salary lines due to COVID responses. Motion to approve the purchase of the vehicles made by Helen Spaulding, 2nd Sarah Beshers. Motion carried.

Committee reviewed the proposed amendment to the WAP 2020-21 budget. Proposed increases to salaries for employees in the program to be retroactive to the beginning of the contract. These salary levels can be maintained into the new contract. Motion to approve made by Penny Prignon, 2nd Ella DiIorio. Motion carried.

Lindy shared information that Gail Bundy is working to prepare/submit a grant application to Dollar General for \$8000 to support the HSE program.

No further business. Meeting adjourned at 9:30 a.m.



Audit Planning Communication

2020 Audit Plan

Bonadio & Co., LLP
Certified Public Accountants

February 2021

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

We are pleased to present our 2020 Audit Plan for the financial statements of Cortland County Community Action Program, Inc. (collectively, the Organization). The information included in this report allows you to understand the judgments we have made in planning and scoping our audit procedures.

This report was prepared based on information obtained from meetings with management, knowledge of the Organization, consideration of the business environment and risk assessment procedures. Our audit approach will remain flexible and responsive to the Organization's environment. Any significant changes to our audit plan will be discussed with the Board at a future meeting.

Discussion of our audit plan ensures our Bonadio engagement team members understand your concerns and together we agree on mutual needs and expectations, which enables us to provide the highest level of service and audit quality. We value and encourage your observations and your input.

We look forward to addressing your questions and discussing any other matters of interest. Please feel free to call me at (315) 214-7561.

Very truly yours,

Bettina Lipphardt, CPA

Table of Contents

Current Year Significant Events	3
Audit Approach	5
Risk assessment process and results	8
Timeline and communication plan	10
Client Service Team	12

CURRENT YEAR SIGNIFICANT EVENTS

Current Year Significant Events

Our audit planning and risk assessment procedures must consider current year events and transactions that may have an effect on our audit scope and test samples. The significant current year events that we will incorporate into our audit plan are as follows:

- Impact of the Pandemic on the Organization including service delivery and workforce.
- NYS financial crisis
- Continued uncertainty of the CDPAP program
- Internal controls in a remote environment
- Unfunded government mandates including minimum wage increases and electronic visit verification.
- All of the foregoing variables have a potential impact on the Organization's financial results.



AUDIT APPROACH

Audit Objective

Our primary objectives are to:

- Perform an audit in accordance with auditing standards generally accepted in the United States of America to obtain reasonable assurance the Organization's financial statements are prepared in accordance with Generally Accepted Accounting Principles of United States of America and are free from material misstatement whether caused by error or fraud.
- Render an opinion on the financial statements of the Organization as of December 31, 2020 and for the year then ended.
- Our audit does not relieve management of its responsibilities with regard to governance and oversight.
- An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over financial reporting.

Our Audit Deliverables

- Audit report on the financial statements
- Single audit
- Preparation of 990 and CHAR 500
- Audit report on the financial statements of the pension plan

Assigned Responsibilities

Auditor's Responsibility

- Form an opinion as to whether the financial statements have been presented fairly, in all material respects, in accordance with generally accepted accounting principles (GAAP).
- Plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatements, whether caused by fraud or error.
- Consider internal control over financial reporting as a basis for designing audit procedures, but not for the purpose of expressing an opinion on internal control.
- Communicate significant matters related to the financial statement audits to the Board, including all significant deficiencies and material weaknesses in internal control identified in performing the audit.
- Comply with American Institute of Certified Public Accountants (AICPA) independence standards.
- **An audit does not relieve management or the Board of their responsibilities with regard to governance and oversight.**

Management's Responsibility

- Fairly present the financial statements in accordance with GAAP.
- Adopt acceptable accounting policies.
- Establish and maintain effective internal control over financial reporting.
- Identify and ensure that the Organization complies with laws and regulations applicable to their activities.
- Make all financial records and related information available to the auditor.
- Provide the auditor with a letter that confirms certain representations during the audit.
- Adjust the financial statements to correct material misstatements, if any.

Committee's Considerations




- Select and evaluate audit firm.
- Oversee the financial reporting process.
- Oversee the system of internal controls over financial reporting.
- Evaluate management's process for the identification of fraud risk and its internal controls established to prevent, deter, and detect fraud.
- Promote corporate governance and appropriate ethical standards

Risk Assessment Process and Results

Approach and Definitions

Our audit approach is based on the following principles:




- The use of a top-down, risk-based approach
- The application of well-reasoned professional judgment
- These principles, with the application of materiality, allow us to develop and execute our audit approach in an effective and efficient manner. The results of our risk assessment include the identification of audit risks and also drives the identification of significant accounts. We evaluate audit risks as defined below:

-  **Fraud/Malfeasance risk** – requires special audit consideration in terms of the nature, timing or extent of testing due to the consideration of incentives, pressures and opportunities to commit fraud, likely magnitude of potential misstatements and/or the likelihood of the risk occurring.
-  **Significant risk** – requires special audit consideration in terms of the nature, timing or extent of testing due to the risk's nature, likely magnitude of potential misstatement and/or likelihood of that risk occurring - including the possibility that the risk may give rise to multiple misstatements.
-  **Normal risk** – relates to the relatively routine, non-complex transactions that tend to be subject to systematic processing and require little management judgment. Although a risk of material misstatement exists, there are no special factors related to the nature, the likely magnitude of the potential misstatements or the likelihood of the risk occurring.

Risk Assessment Process and Results

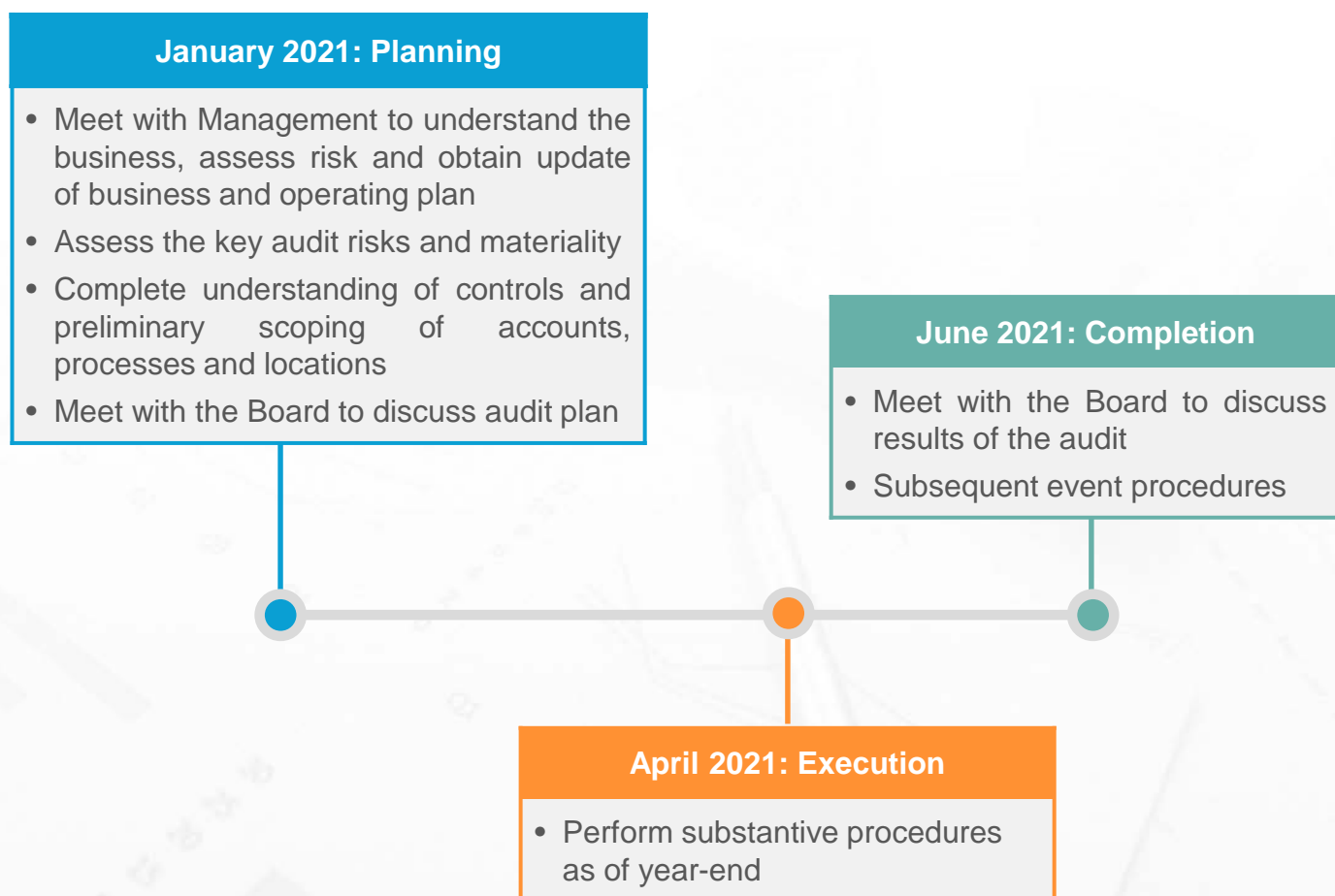
Fraud and Significant Risks

We have outlined below the fraud and significant risks identified based on our preliminary risk assessment process, together with our planned audit response.

Risk Description	Planned Audit Response
 Fraud – Risk of management override of controls, including accounting for significant unusual transactions, particularly sensitive accounting estimates, and manual journal entries	<ul style="list-style-type: none">• Test journal entries focusing on certain characteristics that may indicate a risk of fraud• Test underlying assumptions used in any sensitive accounting estimates• Review financial statements for inaccurate or omitted disclosures• Make inquiry of key members of management
 Revenue recognition – A significant risk of fraud in revenue recognition exists	<ul style="list-style-type: none">• Assess relevant revenue controls for design effectiveness and implementation• Test manual journal entries focusing on unusual entries that impact revenue• Test material revenue transactions• Test documentation for a sample of services provided.• Review material grant agreements and test for compliance with those agreements.• Test of year-end receivables.• Review of collectability of those receivables.
 Expenditures – A significant risk exists with existence of the expense and allocation to the proper program.	<ul style="list-style-type: none">• Test controls over payroll and cash disbursements cycle• Review account classifications• Test underlying assumptions used in allocation methodologies

Timeline and Communication Plan

The table below outlines our expected timing of communications and planned audit procedures. In addition, we may communicate with you more frequently, if and when significant matters arise.



Other Required Communications

Fraud/Malfeasance/Misappropriation of Funds

We are required to make certain inquiries of the Board related to fraud risks. In addition, as part of our overall response to fraud risk, we incorporate unpredictability into our audit by modifying the nature, timing and extent of our procedures.

Fraud is a broad legal concept and auditors do not make legal determinations of whether fraud has occurred. Rather, the auditor's interest specifically relates to acts that result in a material misstatement of the financial statements. The primary factor that distinguishes fraud from error is whether the underlying action that results in the misstatement of the financial statements is intentional. The following two types of misstatements are relevant to the auditor's consideration of fraud:



Misstatements arising from fraudulent financial reporting are intentional misstatements or omissions of amounts or disclosures in financial statements designed to deceive financial statement users when the effect causes the financial statements not to be presented, in all material respects, in conformity with generally accepted accounting principles (GAAP).

Misstatements arising from misappropriation of assets involve the theft of an entity's assets when the effect of the theft causes the financial statements not to be presented, in all material respects, in conformity with GAAP.

Fraud items for discussion:

- Programs and controls in place to mitigate the risk of fraud and error
- Specific concerns about the risk of fraud or error
- Any actual, alleged or suspected fraud
- Violations or possible violations of laws
- Other matters relevant to the audit

Client Service Team

Photo	Name	Audit Role	Email Address	Office Number
	Bettina Lipphardt	Partner	blipphardt@bonadio.com	(315) 214-7561
	Michael Sims	Manager	msims@bonadio.com	(315) 565-3624

FINANCE COMMITTEE REPORT
SUMMARY OF DECEMBER 2020 FINANCIAL STATEMENTS
PRESENTED BY Martha Allen
February 17, 2021

AGENCY

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

Bettina Lipphardt from the Bonadio Group will present the Engagement Scope and Audit Planning for the 2020 Audit.

Consumer Directed Services

CDPAP billing submitted for payment through the payroll ending 01/01/2021.

CAPCO has been notified that we were not chosen as a Fiscal Intermediary (FI) as a result of the RFO process. We are currently reviewing the information, planning for next steps, etc. We are asking for a debriefing of the RFO and why we were not chosen. Once there is a list of contracted FI's, we will be notified and will have 90 days to transition our consumers. It appears this could take 6+ months to get to that point. We are reaching out to the FI's chosen to serve Cortland County to determine opportunities to subcontract to continue to provide support to consumers in Cortland County.

The EVV process is moving forward. Volunteer Driver Program is continuing to build back up. Currently able to provide transportation to consumers. Working to recruit drivers.

EARLY CHILDHOOD DEVELOPMENT

We are working on the 2021/2022 HSEHS refunding grant for \$3,023,801 that is due March 1, 2021. This refunding grant does not include COLA dollars. Attached for your review/approval is the Summary of the Continuation Application, Year 3.

HS/EHS classrooms are continuing as/where possible. Working to respond to issues related to children, staffing. This continues to be a significant challenge due to COVID. Reviewing the current budget with anticipated underspend due to staffing. Leases for vehicles ends April. Looking at options that could include purchase of those vehicles.

ENERGY SERVICES DEPARTMENT

Work is steady on the WAP contract. Vouchers are being processed and paid. HCR and DOE approved the purchase of the Van. Denise has ordered the van, delivery scheduled for May 2021.

We are presenting a proposal for salary adjustments for staff as part of closing the contract 3/31/2021.

FAMILY DEVELOPMENT DEPARTMENT

In January 2021, we received \$8,406.80 of the \$9,442.20 of the 20% hold back from NYS from the payments received in 2020 on the NOEP contract. We anticipate the balance of these funds will be paid in February.

We are still waiting payment for the 20% NYS hold back of \$26,663 from payments received in 2020 on the Healthy Families contract.

The COVID Cares and 2020-2021 CSBG contracts were approved on February 5, 2021. The 2020 advance payment \$59,985 was received on February 10th.

WIC

Contract and vouchers are on schedule. We did receive approval of the Indirect Cost Rate for the 20.21 contract.

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

Submitted by Martha Allen on February 18, 2021

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	Dec-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	6/30/2021	
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)	11/15/2021	
Coporate Tax Returns - IRS 5500 (Retirement) (auto-approved 6 month extension)	10/15/2021	
Quarterly payroll tax returns filed by complete payroll	qtrly	yes
US Dept of Labor - Bureau of Labor Statistics - Multiple Worksite (MWR)	qtrly	1/31/2021
Form 1099's	2/1/2021	2/1/2021
Program Reports		
CSBG 2020 -2021 py		
20% Expenditure report		
45% Expenditure report		
70% Expenditure report		
1st QTR Program/Fiscal Attestation Forms	1/31/2021	1/31/2021
2nd QTR Program/Fiscal Attestation Forms	4/30/2021	
3rd Qtr Program/Fiscal Attestation Forms	7/31/2021	
4th Qtr Program/Fiscal Attestation Forms	10/31/2021	
MWBE Reports		
3rd qtr (Oct-Dec)	1/10/2021	1/10/2021
4th QTR (Jan-Mar)	4/10/2021	
1st qtr MWBE Reports (Apr-Jun)	7/10/2021	
2nd qtr MWBE Reports (Jul-Sep)	10/10/2021	
Unaudited Financial Statements - 19.20 Contract	11/30/2020	11/30/2020
Energy Services		
WAP 19-20 PY extended to March 31, 2021		
Monthly Voucher to Energy Services for presentation to DHCR	December	1/19/2020
1st qtr MWBE Reports (April-June)	7/10/2020	7/10/2020
2nd qtr MWBE Reports (July-September)	10/10/2020	10/13/2020
3rd qtr MWBE Reports (October-December)	1/10/2021	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	10/30/2020
4TH QTR (October-December)	1/30/2021	1/30/2021
Form 425 due: Upload to GRANT SOLUTIONS - 20-21 py		
semi-annual (June-November)	1/30/2021	1/30/2021
annual (June-May)	7/30/2021	
final (June-May)	10/30/2021	
WIC 20-210py		
Monthly Voucher (due 45 days after month end)	December	2/15/2021
MWBE Reports		
1st qtr MWBE Reports (January-March)	4/10/2021	
2nd qtr MWBE Reports (April to June)	7/10/2021	
3rd qtr MWBE Reports (July to September)	10/10/2021	
4th qtr MWBE Reports (October to December)	1/10/2021	1/10/2021
Final Voucher 19-20PY	11/16/2020	11/16/2020

CAPCO

Balance Sheet

	12/31/2020	11/30/2020	10/31/2020	9/30/2020	8/31/2020
ASSETS					
CURRENT ASSETS					
Cash	\$1,787,600	\$1,017,599	\$1,196,222	\$1,259,226	\$1,227,409
Grants Receivable	\$593,008	\$462,697	\$616,874	\$944,209	\$359,346
Accounts Receivable					
ACCOUNTS RECEIVABLE	\$1,379,434	\$1,445,438	\$1,400,805	\$1,368,656	\$1,391,010
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	\$624	\$1,144	\$1,210	\$852	\$823
Net Accounts Receivable	\$1,045,618	\$1,112,143	\$1,067,576	\$1,035,068	\$1,057,394
Prepaid Expenses	\$76,720	\$33,211	\$69,342	\$65,350	\$36,298
TOTAL CURRENT ASSETS	\$3,502,947	\$2,625,650	\$2,950,015	\$3,303,854	\$2,680,448
PROPERTY AND EQUIPMENT					
Vehicles, furniture and equipment	\$811,667	\$804,679	\$803,934	\$799,136	\$804,265
Building	\$1,186,732	\$1,186,732	\$1,186,732	\$1,186,732	\$1,186,732
NET PROPERTY AND EQUIPMENT AT COST	\$1,998,399	\$1,991,411	\$1,990,667	\$1,985,868	\$1,990,998
Less Accumulated Depreciation	(\$1,117,527)	(\$1,117,527)	(\$1,129,699)	(\$1,157,064)	(\$1,158,006)
TOTAL PROPERTY AND EQUIPMENT	\$880,873	\$873,885	\$860,967	\$828,805	\$832,991
TOTAL ASSETS	\$4,383,819	\$3,499,535	\$3,810,982	\$4,132,659	\$3,513,439
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts Payable	\$77,300	\$43,953	\$60,558	\$36,165	\$11,507
Payroll taxes and Accruals	\$372,173	\$181,582	\$181,676	\$174,604	\$392,950
Other Current Liabilities	\$4,705	\$4,705	\$4,705	\$4,731	\$4,708
Deferred Income	\$460,818	\$419,488	\$419,488	\$419,488	\$362,174
Total CURRENT LIABILITIES	\$914,996	\$649,728	\$666,428	\$634,987	\$771,340
LONG-TERM DEBT	\$245,426	\$248,940	\$249,776	\$251,959	\$202,789
TOTAL LIABILITIES	\$1,160,421	\$898,668	\$916,204	\$886,946	\$974,129
NET ASSETS	\$3,223,397	\$2,600,867	\$2,894,779	\$3,245,712	\$2,539,310
Total LIABILITIES AND NET ASSETS	\$4,383,819	\$3,499,535	\$3,810,982	\$4,132,659	\$3,513,439

CAPCO
Aged Accounts Payable Report

Vendor Name	current	31-60	61-90	over 90	Net Due
BILL BROTHERS	\$40.10	\$0.00	\$0.00	\$0.00	\$40.10
BUILDERS BEST	\$407.32	\$0.00	\$0.00	\$0.00	\$407.32
DEWITT'S PRODUCE	\$107.82	\$0.00	\$0.00	\$0.00	\$107.82
HEP SALES	\$12.06	\$0.00	\$0.00	\$5.31	\$17.37
HILLSIDE PROPERTY MANAGEMENT	\$730.00	\$0.00	\$0.00	\$0.00	\$730.00
INTERFLEX PAYMENTS, LLC	\$193.31	\$0.00	\$0.00	\$0.00	\$193.31
M&T BANK	\$553.66	\$0.00	\$0.00	\$0.00	\$553.66
GRAND TOTALS:	\$2,044.27	\$0.00	\$0.00	\$5.31	\$2,049.58
A total of 7 vendor(s) listed					

CAPCO

Income Statement

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

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/1/2020 12/31/2020	12/1/2020 12/31/2020	1/1/2020 12/31/2020	1/1/2020 12/31/2020						
ADM - ADMINISTRATIVE CHARGES											
EXPENSES											
PERSONNEL											
SALARIES/WAGES											
SALARY/WAGE EXPENSE	334,272	27,856	38,124	334,272	324,370			324,370		9,903	
NEW ACCRUED BENEFIT TIME	28,375	2,365	-2,017	28,375	22,400			22,400		5,975	
Total SALARIES/WAGES	362,647	30,221	36,106	362,647	346,770	0		346,770		15,877	
FRINGES											
FICA EXPENSE	27,308	2,276	2,847	27,308	24,219			24,219		3,089	
UNEMPLOYMENT INSURANCE EXPENSE	7,800	650	710	7,800	7,051			7,051		748	
WORKERS COMP EXPENSE	376	31	36	376	353			353		23	
DISABILITY INSURANCE EXPENSE	593	49	44	593	522			522		72	
GROUP INSURANCE EXPENSE	47,475	3,956	1,637	47,475	22,231			22,231		25,244	
401-K EXPENSE	8,575	715	968	8,575	8,685			8,685		-110	
Fringes on Accrued Leave Earned	3,602	300	-282	3,602	3,136			3,136		466	
Total FRINGES	95,731	7,978	5,959	95,731	66,197	0		66,197		29,533	
Total PERSONNEL	458,378	38,198	42,065	458,378	412,968	0		412,968		45,411	
OTHER THAN PERSONNEL											
PROGRAM MATERIALS	125	10	0	125	6			6		119	
PROGRAM SUPPLIES	700	58	0	700	142			142		558	
OFFICE SUPPLIES	9,000	750	1,870	9,000	8,377			8,377		623	
FOOD & FOOD SUPPLIES	400	33	0	400	206			206		194	
COMMERCIAL INSURANCE	11,981	998	984	11,981	11,938			11,938		43	
PARKING LOT RENTAL	869	72	0	869	725			725		145	
POSTAGE	1,300	108	112	1,300	1,123			1,123		177	
DUPLICATING & PRINTING	1,750	146	143	1,750	1,726			1,726		24	
INTERNET SERVICE	1,041	87	77	1,041	858			858		183	
TELEPHONE	1,318	110	26	1,318	268			268		1,050	
Computer & Software Expense	31,416	2,618	3,320	31,416	45,089			45,089		-13,673	
MEETING EXPENSE	1,100	92	0	1,100	741			741		359	
CONFERENCE EXPENSE	1,400	117	0	1,400	494			494		906	
TRAINING & TECHNICAL AST	1,600	133	0	1,600	60			60		1,540	
Staff Development	400	33	251	400	291			291		109	
LOCAL TRAVEL	300	25	0	300	58			58		243	
OUT OF TOWN TRAVEL	400	33	0	400	48			48		352	
DUES & SUBSCRIPTIONS	2,500	208	389	2,500	895			895		1,605	
BACKGROUND CHECKS	0	0	0	0	43			43		-43	
PERMITS, FEES, & RENTALS	500	42	0	500	1,577			1,577		-1,077	
ADVERTISING	500	42	0	500	0			0		500	
BUILDING ALLOCATION	21,000	1,750	2,351	21,000	16,863			16,863		4,137	
	89,601	7,467	9,523	89,601	91,527	0		91,527		-1,926	
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	5,000	417	0	5,000	12,859	0		12,859		-7,859	
Total CONTRACTUAL	5,000	417	0	5,000	12,859	0		12,859		-7,859	
ADMINISTRATION											
FINANCIAL AUDIT	0	0	0	0	0			0		0	
PAYROLL PROCESSING	2,700	225	135	2,700	2,366			2,366		334	
EAP SERVICES	10,480	873	777	10,480	10,288			10,288		192	
EQUIPMENT DEPRECIATION	1,515	126		1,515				0		1,515	
ADMINISTRATIVE ALLOCATION	-567,674	-47,306	-52,501	-567,674	-537,762	7,755		-530,007		-37,667	
Total ADMINISTRATION	-552,979	-46,082	-51,588	-552,979	-525,108	7,755		-517,353		-35,626	
Total EXPENSES	0	0	0	0	-7,755	7,755		0		0	
NET SURPLUS/(DEFICIT)	0	0	0	0	7,755	-7,755		0		0	

CAPCO

Income Statement

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

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL		YTD ACTUAL		FORECAST	TOT CONTRACT	REMAINING
			12/1/2020 12/31/2020	YTD BUDGET	1/1/2020 12/31/2020				
EXPENSES									
PERSONNEL									
SALARIES/WAGES									
SALARY/WAGE EXPENSE	4,500	375	0	4,500	2,881		2,881	1,619	
NEW ACCRUED BENEFIT TIME					8		8	(8)	
Total SALARIES/WAGES	4,500	375	0	4,500	2,889	0	2,889	1,611	
FRINGES									
FICA EXPENSE	344	29	0	344	203		203	141	
UNEMPLOYMENT INSURANCE EXPENSE	98	8	0	98	63		63	35	
WORKERS COMP EXPENSE	20	2	0	20	12		12	8	
401-K EXPENSE	135	11	0	135	86		86	49	
Fringes on Accrued Leave Earned					1		1	(1)	
Total FRINGES	597	50	0	597	367	0	366	232	
Total PERSONNEL	5,097	425	0	5,097	3,255	0	3,254	1,843	
OTHER THAN PERSONNEL									
OFFICE SUPPLIES	0	0	30	0	485	\$	485	(485)	
COMMERCIAL INSURANCE	14,064	1,172	847	14,064	10,149	\$	10,149	3,915	
OFFICE UTILITIES	24,825	2,069	2,124	24,825	20,678	\$	20,678	4,147	
JANITORIAL MAINTENANCE	28,004	2,334	974	28,004	3,980	\$	3,980	24,024	
BUILDING MAINTENANCE	40,328	3,361	4,686	40,328	20,404	\$	20,404	19,924	
TRASH REMOVAL	2,528	211	372	2,528	2,032	\$	2,032	496	
TELEPHONE	0		0		1	\$	1	(1)	
LOCAL TRAVEL	0	0	0	0	2	\$	2	(2)	
BUILDING ALLOCATION	(117,496)	(9,791)	-11,897	(117,496)	-88,599	140 \$	(88,459)	(29,037)	
MAINTENANCE ALLOCATION	0		2,864		27,474	\$	27,474	(27,474)	
Total OTHER THAN PERSONNEL	(7,747)	(646)	0	(7,747)	(3,394)	140	(3,254)	(4,493)	
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	2,650	221	0	2,650	0	0	0	2,650	
Total CONTRACTUAL	2,650	221	0	2,650	0	0	0	2,650	
Total EXPENSES	1	0	0	1	(139)	140	0	0	
NET SURPLUS/(DEFICIT)	(1)	(0)	0	(1)	139	(140)	(0)	(0)	

CAPCO

Income Statement

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

			ACTUAL		YTD ACTUAL
LINE ITEM	TOT BUDGET	BUDGET	12/1/2020 12/31/2020	YTD BUDGET	1/1/2020 12/31/2020
MEDICAID - MEDICAID					
REVENUE					
OTHER REVENUE					
MEDICAID REVENUE	0	0	473,093	0	4,028,331
OTHER INCOME	0	0	0	0	0
Total OTHER REVENUE	0	0	473,093	0	4,028,331
Total REVENUE	0	0	473,093	0	4,028,331
EXPENSES					
PERSONNEL					
SALARIES/WAGES					
SALARY/WAGE EXPENSE	0	0	351,696	0	2,829,997
NEW ACCRUED BENEFIT TIME	0	0	-69	0	4,116
Total SALARIES/WAGES	0	0	351,627	0	2,834,113
FRINGES					
FICA EXPENSE	0	0	26,781	0	215,539
UNEMPLOYMENT INSURANCE EXPENSE	0	0	5,536	0	61,312
WORKERS COMP EXPENSE	0	0	7,224	0	80,765
DISABILITY INSURANCE EXPENSE	0	0	1,096	0	12,765
GROUP INSURANCE EXPENSE	0	0	3,854	0	55,280
401-K EXPENSE	0	0	3,653	0	30,861
Fringes on Accrued Leave Earned	0	0	-10	0	576
Total FRINGES	0	0	48,133	0	457,098
Total PERSONNEL	0	0	399,761	0	3,291,211
OTHER THAN PERSONNEL					
PROGRAM MATERIALS	0	0	0	0	150
OFFICE SUPPLIES	0	0	8	0	268
PARKING LOT RENTAL	0	0	0	0	107
POSTAGE	0	0	786	0	4,819
DUPLICATING & PRINTING	0	0	208	0	2,957
INTERNET SERVICE	0	0	10	0	183
TELEPHONE	0	0	1	0	454
Computer & Software Expense	0	0	1,500	0	1,710
CONFERENCE EXPENSE	0	0		0	
TRAINING & TECHNICAL AST	0	0	0	0	2,225
Staff Development	0	0	66	0	66
LOCAL TRAVEL	0	0	1,184	0	14,026
OUT OF TOWN TRAVEL	0	0	0	0	38
STAFF IMMUNIZATIONS	0	0	153	0	1,841
DUES & SUBSCRIPTIONS	0	0	0	0	201
BACKGROUND CHECKS	0	0	1,382	0	5,297
PERMITS, FEES, & RENTALS	0	0	1,334	0	12,097
ADVERTISING	0	0	130	0	130
BUILDING ALLOCATION	0	0	992	0	4,027
Total OTHER THAN PERSONNEL	0	0	7,754	0	50,595
CONTRACTUAL					
CONTRACTUAL SERVICES-OTHER	0	0	211	0	2,366
Total INKIND	0	0	211	0	2,366
ADMINISTRATION					
FINANCIAL AUDIT	0	0	2,496	0	12,104
PAYROLL PROCESSING	0	0	1,116	0	18,107
ADMINISTRATIVE ALLOCATION	0	0	25,621	0	235,168
Total ADMINISTRATION	0	0	29,233	0	265,379
Total EXPENSES	0	0	436,959	0	3,609,550
NET SURPLUS/(DEFICIT)	0	0	36,134	0	418,780

CAPCO

Income Statement

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

	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	12/31/2020	12/31/2020	12/31/2020	12/31/2020	FORECAST	TOTAL CONTRACT	REMAINING
HSP - Head Start								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	1,760,785	146,732	169,740	1,027,125	794,170	966,615	1,760,785	0
TOTAL GRANT REVENUE	1,760,785	146,732	169,740	1,027,125	794,170	966,615	1,760,785	0
OTHER REVENUE								
SPECIAL NEEDS SERVICE REIMBURSEMENT	0	0	420	0	1,120	0	1,120	-1,120
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	321,380	33,026	517,911	550,937	0
TOTAL OTHER REVENUE	550,937	45,911	420	321,380	34,146	517,911	552,057	-1,120
Total REVENUE	2,311,722	192,644	170,160	1,348,505	828,315	1,484,527	2,312,842	-1,120
EXPENSES								
PERSONELL								
WAGES/SALARIES								
SALARY/WAGE EXPENSE	1,207,206	100,601	120,603	704,204	529,901	601,163	1,131,064	76,142
NEW ACCRUED BENEFIT TIME	32,368	2,697	2,053	18,881	18,620	13,748	32,368	0
Total WAGES/SALARIES	1,239,574	103,298	122,656	723,085	548,521	614,910	1,163,432	76,142
FRINGES								
FICA EXPENSE	92,281	7,690	8,740	53,831	38,236	45,989	84,225	8,056
UNEMPLOYMENT INSURANCE EXPENSE	26,496	2,208	2,959	15,456	11,943	13,135	25,078	1,418
WORKERS COMP EXPENSE	10,890	908	1,240	6,353	5,139	5,751	10,890	0
DISABILITY INSURANCE EXPENSE	2,803	234	248	1,635	1,673	1,130	2,803	0
GROUP INSURANCE EXPENSE	117,089	9,757	7,638	68,302	63,958	38,191	102,148	14,941
401-K EXPENSE	21,728	1,811	2,630	12,675	11,483	13,027	24,510	-2,782
Fringes on Accrued Leave Earned	4,532	378	287	2,644	2,607	1,925	4,532	0
Total FRINGES	275,819	22,985	23,743	160,895	135,039	119,148	254,187	21,632
Total PERSONELL	1,515,393	126,283	146,398	883,980	683,560	734,059	1,417,619	97,775
MATERIALS								
PROGRAM MATERIALS	0	0		0		0	0	0
PROGRAM SUPPLIES	5,482	457	1,872	3,198	3,478	2,004	5,482	0
MEDICAL SUPPLIES	1,500	125		875		1,500	1,500	0
DISABILITY SUPPLIES	1,000	83	88	583	277	723	1,000	0
EDUCATIONAL SUPPLIES	7,500	625	1,394	4,375	3,999	3,501	7,500	0
Total MATERIALS	15,482	1,290	3,353	9,031	7,753	7,729	15,482	0
OTHER THAN PERSONELL								
FOOD & FOOD SUPPLIES	20,046	1,671	2,246	11,694	8,708	11,338	20,046	0
SPEECH SERVICES	1,000	83		583		1,000	1,000	0
DENTAL SERVICES	500	42		292		500	500	0
MENTAL HEALTH SERVICES	0					0	0	0
PARENT SERVICES	2,000	167	0	1,167	33	1,967	2,000	0
FAMILY EMPOWERMENT	0	0		0		0	0	0
CHILD ACCIDENT INSURANCE	652	54	54	380	380	272	652	0
VEHICLE INSURANCE	2,600	217	188	1,517	1,317	1,283	2,600	0
VEHICLE MAINTENANCE	1,500	125	1,054	875	1,938		1,938	-438
VEHICLE FUEL	1,500	125	26	875	57	500	557	943
VEHICLE REGISTRATION	200	17		117		200	200	0
INTERNET SERVICE	3,500	292	303	2,042	2,076	1,514	3,590	-90
CENTER TELEPHONE	1,500	125	574	875	1,683	2,871	4,554	-3,054
Computer & Software Expense	5,000	417	329	2,917	2,931	2,069	5,000	0

	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	1/1/2020 12/31/2020	12/1/2020 12/31/2020	12/31/2020	12/31/2020	FORECAST	TOTAL CONTRACT	REMAINING
HSP - Head Start								
MEETING EXPENSE	0	0	0	0	59	0	59	-59
CONFERENCE EXPENSE	1,000	83		583		1,000	1,000	0
TRAINING & TECHNICAL AST	1,000	83	0	583	370	630	1,000	0
TEACHER TRAININGS	1,500	125		875		1,500	1,500	0
Staff Development	500	42	1,174	292	1,174	500	1,674	-1,174
LOCAL TRAVEL	1,000	83	16	583	286	714	1,000	0
OUT OF TOWN TRAVEL	1,000	83		583		200	200	800
POLICY COUNCIL EXPENSE	1,000	83		583		200	200	800
STAFF IMMUNIZATIONS	500	42		292		500	500	0
DUES & SUBSCRIPTIONS	10,000	833	592	5,833	7,540	2,460	10,000	0
BACKGROUND CHECKS	1,200	100	50	700	187	500	687	513
PERMITS, FEES, & RENTALS	3,000	250	465	1,750	2,288	712	3,000	0
EQUIPMENT MAINTENANCE	500	42	211	292	211	289	500	0
EQUIPMENT PURCHASE		0		0		16,000	16,000	-16,000
Total OTHER THAN PERSONELL	62,198	5,183	7,283	36,282	31,239	48,718	79,957	-17,759
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	9,000	750	1,023	5,250	3,841	5,159	9,000	0
Total CONTRACTUAL	9,000	750	1,023	5,250	3,841	5,159	9,000	0
INKIND								
VOLUNTEERS/INTERNS	0	0	0	0	5,965		5,965	-5,965
VOLUNTEERS-PROFESSIONALS	93,319	7,777	0	54,436	8,220	79,133	87,354	5,965
INKIND DONATIONS	194,152	16,179	0	113,255	2,048	192,104	194,152	0
INKIND TRANSPORTATION	229,930	19,161	0	134,126		229,930	229,930	0
INKIND DONATED SPACE	33,536	2,795	0	19,563	16,792	16,744	33,536	0
Total INKIND	550,937	45,911	0	321,380	33,026	517,911	550,937	0
SPACE								
PROGRAM RENT	80,794	6,733	4,363	47,130	28,845	51,949	80,794	0
PROGRAM UTILITIES	2,200	183	211	1,283	1,336	864	2,200	0
SMAIN BLG ALLOCATION	35,000	2,917	3,855	20,417	18,576	16,424	35,000	0
MAINTENANCE ALLOCATION			0		1,554	0	1,554	-1,554
Total Space	117,994	9,833	8,430	68,830	50,310	69,238	119,548	-1,554
ADMINISTRATION								
OFFICE SUPPLIES	4,560	380	414	2,660	2,495	3,000	5,495	-935
COMMERCIAL INSURANCE	2,160	180	35	1,260	245	1,915	2,160	0
PARKING LOT RENTAL	200	17	0	117	119	0	119	81
JANITORIAL MAINTENANCE	3,000	250	120	1,750	417	1,200	1,617	1,383
FINANCIAL AUDIT	5,400	450	1,333	3,150	3,599	1,801	5,400	0
PAYROLL PROCESSING	4,500	375	431	2,625	2,855	1,934	4,790	-290
POSTAGE	1,200	100	177	700	764	883	1,647	-447
DUPLICATING & PRINTING	5,000	417	296	2,917	2,872	2,052	4,924	76
TELEPHONE	1,200	100	30	700	158	152	310	890
ADVERTISING	1,498	125	92	874	212	500	712	786
OTHER EXPENDITURES	0	0		0		77,983	77,983	-77,983
BUILDING DEPRECIATION	0	0	0	0	1,571	1,571	3,142	-3,142
BUILDING ALLOCATION	12,000	1,000	746	7,000	3,278	8,722	12,000	0
Total ADMINISTRATION	40,718	3,393	3,673	23,752	18,587	101,713	120,300	-79,582
Total EXPENSES	2,311,722	192,644	170,160	1,348,505	828,315	1,484,527	2,312,842	-1,120
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

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

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/1/2020 12/31/2020	12/1/2020 12/31/2020	12/31/2020	12/31/2020			
TTA - HEAD START TRAINING & TECH ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	22,400	1,867	3,275	13,067	7,686	14,714	22,400	0
TOTAL GRANT REVENUE	22,400	1,867	3,275	13,067	7,686	14,714	22,400	0
Total REVENUE	22,400	1,867	3,275	13,067	7,686	14,714	22,400	0
EXPENSES								
MATERIALS								
PROGRAM SUPPLIES	2,000	167	0	1,167	0	2,000	2,000	0
Total MATERIALS	2,000	167	0	1,167	0	2,000	2,000	0
OTHER THAN PERSONELL								
MEETING EXPENSE	0	0	129	0	129	0	129	-129
CONFERENCE EXPENSE	0	0	1,103	0	3,078	2,948	6,026	-6,026
TRAINING & TECHNICAL AST	3,000	250	2,043	1,750	4,479	2,017	6,496	-3,496
OUT OF TOWN TRAVEL	11,500	958	0	6,708	0	1,849	1,849	9,651
Total OTHER THAN PERSONELL	14,500	1,208	3,275	8,458	7,686	6,814	14,500	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	5,900	492	0	3,442	0	5,900	5,900	0
Total CONTRACTUAL	5,900	492	0	3,442	0	5,900	5,900	0
Total EXPENSES	22,400	1,867	3,275	13,067	7,686	14,714	22,400	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

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

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/1/2020 12/31/2020	12/1/2020 12/31/2020	12/31/2020	12/31/2020			
EHS - Early Head Start								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	1,009,125	84,094	77,261	588,656	460,651	548,474	1,009,125	0
TOTAL GRANT REVENUE	1,009,125	84,094	77,261	588,656	460,651	548,474	1,009,125	0
OTHER REVENUE								
OTHER INCOME	0	0	0	0	0	0	0	0
INKIND DONATIONS	170,920	14,243	0	99,703	19,827	151,093	170,920	0
TOTAL OTHER REVENUE	170,920	14,243	0	99,703	19,827	151,093	170,920	0
Total REVENUE	1,180,045	98,337	77,261	688,360	480,479	699,566	1,180,045	0
EXPENSES								
PERSONELL								
WAGES/SALARIES								
SALARY/WAGE EXPENSE	648,086	54,007	47,563	378,050	288,712	288,016	576,728	71,358
NEW ACCRUED BENEFIT TIME	40,303	3,359	2,285	23,510	20,226	20,077	40,303	0
Total WAGES/SALARIES	688,389	57,366	49,847	401,560	308,938	308,093	617,031	71,358
FRINGES								
FICA EXPENSE	50,013	4,168	3,451	29,175	21,461	22,033	43,494	6,519
UNEMPLOYMENT INSURANCE EXPENSE	14,392	1,199	1,491	8,396	6,764	6,293	13,058	1,335
WORKERS COMP EXPENSE	5,915	493	614	3,450	2,823	3,721	6,544	-629
DISABILITY INSURANCE EXPENSE	1,634	136	107	953	840	794	1,634	0
GROUP INSURANCE EXPENSE	64,280	5,357	3,039	37,497	29,544	15,196	44,740	19,540
401-K EXPENSE	13,640	1,137	1,027	7,957	6,187	6,217	12,403	1,237
Fringes on Accrued Leave Earned	5,642	470	320	3,291	2,832	2,811	5,642	0
Total FRINGES	155,518	12,960	10,049	90,719	70,451	57,064	127,515	28,003
Total PERSONELL	843,907	70,326	59,896	492,279	379,389	365,157	744,546	99,360
MATERIALS								
PROGRAM MATERIALS	0	0	27	0	81	0	81	-81
PROGRAM SUPPLIES	9,000	750	1,067	5,250	2,394	6,525	8,919	81
MEDICAL SUPPLIES	750	63		438		750	750	0
DISABILITY SUPPLIES	500	42	50	292	50	450	500	0
EDUCATIONAL SUPPLIES	3,000	250	512	1,750	2,742	7,000	9,742	-6,742
Total MATERIALS	13,250	1,104	1,656	7,729	5,266	14,725	19,992	-6,742
OTHER THAN PERSONELL								
FOOD & FOOD SUPPLIES	29,954	2,496	1,323	17,473	4,529	6,613	11,142	18,812
SPEECH SERVICES	250	21		146		250	250	0
DENTAL SERVICES	250	21		146		250	250	0
MENTAL HEALTH SERVICES	0	0		0		0	0	0
PARENT SERVICES	750	63	0	438	3	747	750	0
FAMILY EMPOWERMENT	0	0		0		0	0	0
CHILD ACCIDENT INSURANCE	230	19	19	134	134	96	230	0
VEHICLE INSURANCE	2,600	217	257	1,517	1,800	1,286	3,085	-485
VEHICLE MAINTENANCE	1,000	83	1,113	583	2,117	0	2,117	-1,117
VEHICLE FUEL	3,000	250	28	1,750	89	443	531	2,469
VEHICLE REGISTRATION	200	17		117		200	200	0
INTERNET SERVICE	4,332	361	262	2,527	1,878	2,454	4,332	0
CENTER TELEPHONE	1,200	100	204	700	863	337	1,200	0
Computer & Software Expense	2,000	167	96	1,167	843	1,157	2,000	0
MEETING EXPENSE	0	0		0		0	0	0
CONFERENCE EXPENSE	500	42		292		500	500	0

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/1/2020 12/31/2020	12/1/2020 12/31/2020	12/31/2020	12/31/2020			
EHS - Early Head Start								
TRAINING & TECHNICAL AST	750	63	0	438	255	495	750	0
TEACHER TRAININGS	750	63		438		750	750	0
Staff Development	0	0	521	0	521		521	-521
LOCAL TRAVEL	1,200	100	7	700	616	584	1,200	0
OUT OF TOWN TRAVEL	500	42		292		500	500	0
POLICY COUNCIL EXPENSE	500	42		292		500	500	0
STAFF IMMUNIZATIONS	250	21		146		250	250	0
DUES & SUBSCRIPTIONS	3,000	250	208	1,750	2,649	351	3,000	0
BACKGROUND CHECKS	750	63	0	438	63	687	750	0
PERMITS, FEES, & RENTALS	3,500	292	145	2,042	2,143	1,357	3,500	0
EQUIPMENT MAINTENANCE	100	8	73	58	187	0	187	-87
EQUIPMENT PURCHASE	0	0	0	0	0	16,000	16,000	-16,000
Total OTHER THAN PERSONELL	57,566	4,797	4,256	33,580	18,688	35,807	54,495	3,071
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	5,000	417	1,061	2,917	3,966	1,034	5,000	0
Total CONTRACTUAL	5,000	417	1,061	2,917	3,966	1,034	5,000	0
INKIND								
VOLUNTEERS/INTERNS	0	0	0	0	1,050	0	1,050	-1,050
VOLUNTEERS-PROFESSIONALS	126,678	10,557	0	73,896	178	125,449	125,628	1,050
INKIND DONATIONS	1,642	137	0	958	849	793	1,642	0
INKIND DONATED SPACE	42,600	3,550	0	24,850	17,750	24,850	42,600	0
Total INKIND	170,920	14,243	0	99,703	19,827	151,093	170,920	0
SPACE								
PROGRAM RENT	46,645	3,887	3,887	27,209	27,209	19,435	46,645	0
PROGRAM UTILITIES	7,000	583	2,402	4,083	6,146	4,390	10,535	-3,535
SMAIN BLG ALLOCATION	15,500	1,292	382	9,042	2,085	13,415	15,500	0
MAINTENANCE ALLOCATION			1,633		5,564	0	5,564	-5,564
Total SPACE	69,145	5,762	8,305	40,334	41,004	37,240	78,244	-9,100
ADMINISTRATION								
OFFICE SUPPLIES	2,000	167	159	1,167	872	1,128	2,000	0
COMMERCIAL INSURANCE	537	45	120	313	850	600	1,449	-912
PARKING LOT RENTAL	70	6	0	41	68	0	68	2
JANITORIAL MAINTENANCE	3,000	250	73	1,750	1,222	1,778	3,000	0
BUILDING MAINTENANCE	0	0	72	0	1,345	0	1,345	-1,345
TRASH REMOVAL	1,400	117	288	817	869	1,442	2,311	-911
FINANCIAL AUDIT	3,200	267	782	1,867	2,112	1,088	3,200	0
PAYROLL PROCESSING	2,300	192	149	1,342	1,237	1,063	2,300	0
POSTAGE	500	42	5	292	168	332	500	0
DUPLICATING & PRINTING	2,000	167	109	1,167	1,054	946	2,000	0
TELEPHONE	1,000	83	18	583	66	934	1,000	0
ADVERTISING	250	21	32	146	151	99	250	0
OTHER EXPENDITURES	0	0		0		81,239	81,239	-81,239
BUILDING DEPRECIATION	0	0	0	0	1,092	1,092	2,185	-2,185
BUILDING ALLOCATION	4,000	333	280	2,333	1,230	2,770	4,000	0
Total ADMINISTRATION	20,257	1,688	2,088	11,817	12,338	94,509	106,848	-86,590
Total EXPENSES	1,180,045	98,337	77,261	688,359	480,479	699,566	1,180,045	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

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

LINE ITEM	TOTAL BUDGET	BUDGET 12/1/2020 12/31/2020	ACTUAL 12/1/2020 12/31/2020	YTD BUDGET 12/31/2020	YTD ACTUAL 12/31/2020	FORECAST	TOTAL CONTRACT	REMAINING
ETA - EARLY HS TRAINING & TECH. ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	24,000	2,000	2,585	14,000	4,321	19,679	24,000	0
TOTAL GRANT REVENUE	24,000	2,000	2,585	14,000	4,321	19,679	24,000	0
Total REVENUE	24,000	2,000	2,585	14,000	4,321	19,679	24,000	0
EXPENSES								
MATERIALS								
PROGRAM SUPPLIES	1,800	150	0	1,050	0	1,800	1,800	0
Total MATERIALS	1,800	150	0	1,050	0	1,800	1,800	0
OTHER THAN PERSONELL								
MEETING EXPENSE	0	0	0	0	0	0	0	0
CONFERENCE EXPENSE	0	0	962	0	1,656	0	1,656	-1,656
TRAINING & TECHNICAL AST	4,600	383	1,623	2,683	2,664	1,936	4,600	0
OUT OF TOWN TRAVEL	13,300	1,108	0	7,758	0	11,644	11,644	1,656
Total OTHER THAN PERSONELL	17,900	1,492	2,585	10,442	4,321	13,579	17,900	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	4,300	358	0	2,508	0	4,300	4,300	0
Total CONTRACTUAL	4,300	358	0	2,508	0	4,300	4,300	0
Total EXPENSES	24,000	2,000	2,585	14,000	4,321	19,679	24,000	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

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

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/1/2020 12/31/2020	12/1/2020 12/31/2020	12/31/2020	12/31/2020			
MAG - Management and General								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	207,491	17,291	16,051	121,036	88,261	119,230	207,491	0
TOTAL GRANT REVENUE	207,491	17,291	16,051	121,036	88,261	119,230	207,491	0
Total REVENUE	207,491	17,291	16,051	121,036	88,261	119,230	207,491	0
EXPENSES								
PERSONELL								
FRINGES								
WORKERS COMP EXPENSE	0	0	0	0	0	0	0	0
Total FRINGES	0	0	0	0	0	0	0	0
Total PERSONELL	0	0	0	0	0	0	0	0
EXPENSES								
MATERIALS								
PROGRAM MATERIALS	0	0	0	0	0	0	0	0
Total MATERIALS	0	0	0	0	0	0	0	0
OTHER THAN PERSONELL								
FOOD & FOOD SUPPLIES	0	0	0	0	0	0	0	0
MEETING EXPENSE	0	0	0	0	0	0	0	0
TRAINING & TECHNICAL AST	0	0	0	0	0	0	0	0
Staff Development	0	0	0	0	0	0	0	0
Total OTHER THAN PERSONELL	0	0	0	0	0	0	0	0
EXPENSES								
SPACE								
PROGRAM UTILITIES	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0
ADMINISTRATION								
ADMINISTRATIVE ALLOCATION	207,491	17,291	16,051	121,036	88,261	119,230	207,491	0
Total ADMINISTRATION	207,491	17,291	16,051	121,036	88,261	119,230	207,491	0
Total EXPENSES	207,491	17,291	16,051	121,036	88,261	119,230	207,491	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

HS/EHS COVID Care Spending for HSES

Cares Act Spending Plan-Costs Associated With (From HSES under Financial Tab)	Estimated Totals
1: Equipment and supplies needed to support remote delivery of program services: (Examples include electronic tablets, notebook computers, phone cards, technology upgrades, internet access-excluding educational supplies)	\$17,211.00
2: Equipment and supplies associated with reopening centers for in-person services with the appropriate preventative health measures: (Examples include personal protective equipment, thermometers, additional cleaning materials and sanitizing supplies).	\$54,302.00
3: Educational Supplies for all service delivery (in-person services in classroom, home-based settings, and remote delivery)	\$26,271.00
5: Meals and snacks not reimbursed by USDA	\$5,000.00
7: Minor Renovations: (Minor renovation means improvements to facilities with a cost less than \$250,000, which do not meet the definition of a major renovation. Examples would be dividing rooms, creating isolation areas, exchange areas for testing, etc)	\$64,210.00
8: Training and professional development for staff related to preventing, preparing for and responding to COVID-19. (Examples include infectious disease management, programming for remote services).	\$2,336.00
9: Personnel and Fringe Benefits: Refers to personnel and fringe in addition to regularly scheduled personnel and fringe. Examples include additional classroom teachers to meet reduced group size mandates and/or social distancing requirements, staff coverage for summer programming, employees or contractual staff to address anticipated health, mental health, and social service needs, expanded sick leave, and janitorial staff.	\$22,943.00
10: Covering lost revenue services. (Examples include the loss of CCDF, state revenue sources, etc. that were used to support operations)	\$30,030.00
11: Administrative expenses	\$16,733.00
Grand Total	\$239,036.00

CAPCO

Income Statement

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

COVID

LINE ITEM	ACTUAL 12/1/2020 12/31/2020	YTD ACTUAL 12/31/2020
COVID		
REVENUE		
GRANT REVENUE		
GRANT REVENUE	8,660	160,521
TOTAL GRANT REVENUE	8,660	160,521
Total REVENUE	8,660	160,521
EXPENSES		
PERSONELL		
WAGES/SALARIES		
SALARY/WAGE EXPENSE	3,953	6,610
NEW ACCRUED BENEFIT TIME	65	125
Total WAGES/SALARIES	4,017	6,735
FRINGES		
FICA EXPENSE	302	506
UNEMPLOYMENT INSURANCE EXPENSE	60	118
WORKERS COMP EXPENSE	20	39
DISABILITY INSURANCE EXPENSE	11	22
GROUP INSURANCE EXPENSE		
401-K EXPENSE		
Fringes on Accrued Leave Earned	9	18
Total FRINGES	402	702
Total PERSONELL	4,419	7,437
MATERIALS		
PROGRAM SUPPLIES	1,134	69,102
EDUCATIONAL SUPPLIES	1,614	21,668
Total MATERIALS	2,748	90,770
OTHER THAN PERSONELL		
FOOD & FOOD SUPPLIES	392	392
INTERNET SERVICE	-30	7,676
CENTER TELEPHONE	611	611
Computer & Software Expense	0	14,711
PERMITS, FEES, & RENTALS	0	25,481
Total OTHER THAN PERSONELL	973	48,871
ADMINISTRATION		
OFFICE SUPPLIES	0	1,287
JANITORIAL MAINTENANCE	0	1,859
PAYROLL PROCESSING	16	32
ADMINISTRATIVE ALLOCATION	504	10,265
Total ADMINISTRATION	520	13,443
Total EXPENSES	8,660	160,521
NET SURPLUS/(DEFICIT)	0	0

CAPCO

Income Statement

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

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/1/2020 12/31/2020	12/1/2020 12/31/2020	12/31/2020	12/31/2020	12/31/2020					
UPK - Universal Pre-K											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	205,920	17,160	20,130	120,120	102,300	105,600	207,900	-1,980			
TOTAL GRANT REVENUE	205,920	17,160	20,130	120,120	102,300	105,600	207,900	-1,980			
OTHER REVENUE											
SERVICE FEES	5,945	495	0	3,468	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	0	3,468	5,945	0	5,945	0			
Total REVENUE	211,865	17,655	20,130	123,588	108,245	105,600	213,845	-1,980			
EXPENSES											
PERSONELL											
WAGES/SALARIES											
SALARY/WAGE EXPENSE	140,726	11,727	16,970	82,090	67,808	64,594	132,402	8,323			
NEW ACCRUED BENEFIT TIME	2,781	232	138	1,622	1,560	1,221	2,781	0			
Total WAGES/SALARIES	143,507	11,959	17,108	83,712	69,369	65,815	135,184	8,323			
FRINGES											
FICA EXPENSE	10,914	910	1,192	6,367	4,796	4,941	9,738	1,177			
UNEMPLOYMENT INSURANCE EXPENSE	3,117	260	415	1,818	1,491	1,411	2,902	215			
WORKERS COMP EXPENSE	1,281	107	117	747	419	626	1,045	236			
DISABILITY INSURANCE EXPENSE	333	28	27	194	168	164	333	0			
GROUP INSURANCE EXPENSE	9,270	773	1,523	5,408	10,121	7,615	17,736	-8,466			
401-K EXPENSE	3,674	306	384	2,143	1,544	1,686	3,231	443			
Fringes on Accrued Leave Earned	296	25	19	173	218	78	296	0			
Total FRINGES	28,886	2,407	3,677	16,850	18,758	16,523	35,280	-6,394			
Total PERSONELL	172,393	14,366	20,785	100,563	88,126	82,337	170,464	1,929			
MATERIALS											
PROGRAM SUPPLIES	7,500	625		4,375	0	500	500	7,000			
EDUCATIONAL SUPPLIES	0	0		0	0	0	0	0			
Total MATERIALS	7,500	625	0	4,375	0	500	500	7,000			
OTHER THAN PERSONELL											
FOOD & FOOD SUPPLIES	0	0		0		0	0	0			
INTERNET SERVICE	30	3	4	18	27	19	46	-16			
CENTER TELEPHONE	0	0	7	0	39	33	72	-72			
CONFERENCE EXPENSE	0	0		0		0	0	0			
TRAINING & TECHNICAL AST	400	33		233	125	0	125	275			
TEACHER TRAININGS	2,000	167		1,167		0	0	2,000			
Staff Development	0	0		0		0	0	0			
LOCAL TRAVEL	1,000	83	0	583	14	0	14	986			
Out of Town Travel	2,000	167		1,167		0	0	2,000			
DUES & SUBSCRIPTIONS	1,100	92		642		0	0	1,100			
Total OTHER THAN PERSONELL	6,530	544	10	3,809	205	52	257	6,273			
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	2,167	11,062	13,030	5,934	18,964	0			
SMAIN BLG ALLOCATION	0	0	69	0	374	0	374	-374			
Total SPACE	18,964	1,580	2,217	11,062	13,404	5,934	19,338	-374			
ADMINISTRATION											
COMMERCIAL INSURANCE	489	41	5	285	34	25	59	430			
PARKING LOT RENTAL	25	2	0	15	6	0	6	19			
FINANCIAL AUDIT	700	58	167	408	452	248	700	0			
PAYROLL PROCESSING	450	38	40	263	257	193	450	0			
POSTAGE								0			
TELEPHONE	100	8	0	58	2	50	52	48			
ADVERTISING	0	0		0		0	0	0			
BUILDING DEPRECIATION	0	0	0	0	208	208	416	-416			
ADMINISTRATIVE ALLOCATION	16,036	1,336	1,442	9,354	6,930	6,040	12,970	3,066			
BUILDING ALLOCATION	1,000	83	51	583	223	159	383	617			
Total ADMINISTRATION	18,800	1,567	1,706	10,967	8,111	6,924	15,035	3,765			
Total EXPENSES	224,187	18,682	24,718	130,776	109,847	95,748	205,595	18,592			
NET SURPLUS/(DEFICIT)	-12,322	-1,027	-4,588	-7,188	-1,602	9,852	8,250	-20,572			

CAPCO

Income Statement

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

LINE ITEM	AMENDED TOTAL BUDGET	BUDGET 12/1/2020 12/31/2020	ACTUAL 12/1/2020 12/31/2020	YTD BUDGET 12/31/2020	YTD ACTUAL 12/31/2020	FORECAST	TOTAL CONTRACT	REMAINING
19.20WAP - 2019-2020 WAP								
REVENUE								
GRANTS								
GRANT REVENUE	1,000,000	41,667	38,662	875,000	633,709	366,291	1,000,000	0
Total Grants	1,000,000	41,667	38,662	875,000	633,709	366,291	1,000,000	0
Total Revenue	1,000,000	41,667	38,662	875,000	633,709	366,291	1,000,000	0
EXPENSES								
Materials								
PROGRAM MATERIALS	108,783	4,533	2,981	95,185	69,056	39,727	108,783	0
SUBCONTRACT MATERIALS	4,500	188	0	3,938	3,775	725	4,500	0
Total	113,283	4,720	2,981	99,123	72,831	40,452	113,283	0
	113,283	4,720	2,981	99,123	72,831	40,452	113,283	0
Personnel								
Agency Labor								
Agency Salaries								
SALARY/WAGE EXPENSE	423,849	17,660	20,711	370,868	289,894	128,990	418,883	4,966
NEW ACCRUED BENEFIT TIME	21,192	883	962	18,543	23,254	4,612	27,866	-6,674
Total Agency Salaries	445,041	18,543	21,673	389,411	313,148	133,602	446,750	-1,708
FICA EXPENSE	34,046	1,419	1,552	29,790	21,702	9,868	31,569	2,476
UNEMPLOYMENT INSURANCE EXPENSE	9,724	405	553	8,509	6,646	4,769	11,415	-1,691
WORKERS COMP EXPENSE	17,736	739	1,223	15,519	12,230	6,478	18,708	-972
DISABILITY INSURANCE EXPENSE	1,079	45	33	944	593	486	1,079	0
GROUP INSURANCE EXPENSE	69,221	2,884	886	60,568	41,773	12,353	54,126	15,095
401-K EXPENSE	11,454	477	490	10,022	7,474	3,325	10,799	655
Fringes on Accrued Leave Earned	2,967	124	135	2,596	3,256	646	3,901	-934
	146,227	6,093	4,871	127,949	93,674	37,924	131,598	14,629
Total Agency Labor	591,268	24,636	26,544	517,360	406,822	171,526	578,347	12,921
Subcontracted Labor								
SUBCONTRACT LABOR	4,000	167	0	3,500	1,769	2,231	4,000	0
Total Subcontracted Labor	4,000	167	0	3,500	1,769	2,231	4,000	0
Total Personnel	595,268	24,803	26,544	520,860	408,591	173,757	582,347	12,921
Program Support								
PROGRAM SUPPLIES	6,200	258	891	5,425	3,070	4,630	7,700	-1,500
OFFICE SUPPLIES	4,400	183	768	3,850	3,693	2,759	6,452	-2,052
VEHICLE INSURANCE	5,788	241	289	5,065	4,549	1,589	6,138	-350
VEHICLE MAINTENANCE	8,350	348	93	7,306	12,418	1,573	13,991	-5,641
VEHICLE FUEL	9,500	396	292	8,313	5,855	3,645	9,500	0
VEHICLE REGISTRATION	0	0	0	0	632	0	632	-632
PROGRAM RENT	2,400	100	0	2,100	1,980	0	1,980	420
PARKING LOT RENTAL	1,558	65	0	1,363	1,180	378	1,558	0

LINE ITEM	AMENDED	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/1/2020 12/31/2020	12/1/2020 12/31/2020	12/31/2020	12/31/2020			
POSTAGE	600	25	47	525	543	57	600	0
DUPLICATING & PRINTING	400	17	0	350	15	385	400	0
INTERNET SERVICE	4,010	167	24	3,509	497	132	630	3,380
TELEPHONE	0	0	129	0	2,308	711	3,018	-3,018
Staff Development	1,450	60	146	1,269	146	1,304	1,450	0
Computer & Software Expense		0	761	0	1,248	0	1,248	-1,248
LOCAL TRAVEL	0	0	0	0	138	0	138	-138
OUT OF TOWN TRAVEL	3,150	131	0	2,756	2,188		2,188	962
TOOLS EXPENSE	4,300	179	384	3,763	4,803	1,500	6,303	-2,003
DUES & SUBSCRIPTIONS	1,480	62	0	1,295	550	930	1,480	0
BACKGROUND CHECKS	0	0	0	0	133	0	133	-133
PERMITS, FEES, & RENTALS	0	0	100	0	350	0	350	-350
ADVERTISING	450	19	0	394	274	176	450	0
EQUIPMENT MAINTENANCE	0	0	0	0	605	0	605	-605
BUILDING ALLOCATION	22,436	935	1,130	19,632	14,651	7,743	22,393	43
MAINTENANCE ALLOCATION	0	0	0	0	57	0	57	-57
Total Program Support	76,472	3,186	5,056	66,913	61,881	27,512	89,393	-12,921
Audit								
FINANCIAL AUDIT	3,608	150	293	3,157	2,556	1,052	3,608	0
Total Audit	3,608	150	293	3,157	2,556	1,052	3,608	0
T & TA								
TRAINING & TECHNICAL AST	10,000	417	0	8,750	7,292	2,708	10,000	0
Total T & TA	10,000	417	0	8,750	7,292	2,708	10,000	0
HEALTH AND SAFETY								
HEALTH AND SAFETY WAGES	0	0	241	0	18,072		18,072	-18,072
HEALTH AND SAFETY	71,000	2,958	1,190	62,125	24,607	28,321	52,928	18,072
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	1,431	62,125	42,679	28,321	71,000	0
LIABILITY INSURANCE								
	200	8	100	175	100	100	200	0
EQUIPMENT PURCHASE								
	70,169	2,924	0	61,398	0	70,169	70,169	0
Administration								
PAYROLL PROCESSING	2,500	104	47	2,188	1,143	1,357	2,500	0
ADMINISTRATIVE ALLOCATION	57,500	2,396	2,210	50,313	36,636	20,864	57,500	0
Total Administration	60,000	2,500	2,257	52,500	37,779	22,221	60,000	0
Total Expenses	1,000,000	41,667	38,662	875,000	633,709	366,291	1,000,000	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

4/1/19 to 3/31/21 PI

LINE ITEM	ACTUAL 12/1/2020 12/31/2020	YTD ACTUAL 12/31/2020	FORECAST	TOTAL CONTRACT
18.19PI - 2018-2019 Program Income				
REVENUE				
GRANTS				
Current PY Program Income		24,327		24,327
Total Grants	0	24,327	0	24,327
Total Revenue	0	24,327	0	24,327
EXPENSES				
Materials				
PROGRAM MATERIALS				0
SUBCONTRACT MATERIALS				0
Total	0	0	0	0
Total	0	0	0	0
Personnel				
Agency Labor				
Agency Salaries				
SALARY/WAGE EXPENSE	0	4,700		4,700
NEW ACCRUED BENEFIT TIME	0	729		729
Total Agency Salaries	0	5,429	0	5,429
Fringes				
FICA EXPENSE	0	412		412
UNEMPLOYMENT INSURANCE EXPENSE	0	118		118
WORKERS COMP EXPENSE	0	334		334
DISABILITY INSURANCE EXPENSE	0	10		10
GROUP INSURANCE EXPENSE	0	1,474		1,474
401-K EXPENSE	0	162		162
Fringes on Accrued Leave Earned	0	102		102
Total Fringes	0	2,612	0	2,612
Total Agency Labor	0	8,041	0	8,041
Subcontracted Labor				
SUBCONTRACT LABOR				
Total Subcontracted Labor	0	0	0	0
Total Personnel	0	8,041	0	8,041
Program Support				
PROGRAM SUPPLIES	0	394		394
VEHICLE MAINTENANCE	0	2,039		2,039
Total Program Support	0	2,433	0	2,433
HEALTH AND SAFETY				
HEALTH AND SAFETY	0	689	0	689
HEALTH & SAFETY-SUBMATERIAL	0	0	0	0
HEALTH & SAFETY SUBLABOR	0	0	0	0
	0	689	0	689
Administration				
ADMINISTRATIVE ALLOCATION	0	2,433		2,433
Total Administration	0	2,433	0	2,433
Total Expenses	0	13,596	0	13,596
NET SURPLUS/(DEFICIT)	0	10,731	0	10,731

CAPCO

Income Statement

10/1/20-9/30/21 FAMILY DEVELOPMENT CSBG GRANTS

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		12/1/2020 12/31/2020	12/1/2020 12/31/2020	12/31/2020	12/31/2020			
20.21CSBG - 2020 -2021 CSBG								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	239,940	19,995	22,876	39,990	56,920	183,020	239,940	0
Prior Year Revenue	2,425	202	0	404	2,425	0	2,425	0
Total GRANT REVENUE	242,365	20,197	22,876	40,394	59,345	183,020	242,365	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	60,019	5,002	3,245	10,003	11,141	48,878	60,019	0
Total OTHER REVENUE	60,019	5,002	3,245	10,003	11,141	48,878	60,019	0
Total REVENUE	302,384	25,199	26,121	50,397	70,487	231,897	302,384	0
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	110,562	9,214	12,669	18,427	31,466	79,096	110,562	0
NEW ACCRUED BENEFIT TIME	8,248	687	209	1,375	1,976	6,272	8,248	0
Total SALARIES/WAGES	118,810	9,901	12,878	19,802	33,442	85,368	118,810	0
FRINGES								
FICA EXPENSE	9,618	802	954	1,603	2,560	7,059	9,618	0
UNEMPLOYMENT INSURANCE EXPENSE	2,747	229	312	458	761	1,986	2,747	0
WORKERS COMP EXPENSE	428	36	33	71	85	343	428	0
DISABILITY INSURANCE EXPENSE	314	26	31	52	87	227	314	0
GROUP INSURANCE EXPENSE	9,367	781	546	1,561	1,938	7,429	9,367	0
401-K EXPENSE	3,457	288	341	576	907	2,550	3,457	0
Fringes on Accrued Leave Earned	1,155	96	29	193	277	878	1,155	0
Total FRINGES	27,086	2,257	2,246	4,514	6,614	20,472	27,086	0
Total PERSONNEL	145,896	12,158	15,124	24,316	40,055	105,841	145,896	0
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	3,100	258	0	517	7	3,093	3,100	0
PROGRAM SUPPLIES	0	0	107	0	125	0	125	-125
OFFICE SUPPLIES	750	63	180	125	207	543	750	0
Direct Beneficiary Costs	5,425	452	0	904	149	5,276	5,425	0
FOOD & FOOD SUPPLIES	90	8	0	15	61	29	90	0
PARENT SERVICES	0	0	0	0	0	0	0	0
COMMERCIAL INSURANCE	0	0	4	0	12	0	12	-12
VEHICLE INSURANCE	2,064	172	144	344	431	1,633	2,064	0
VEHICLE MAINTENANCE	1,300	108	217	217	1,300	1,300	1,300	0
VEHICLE FUEL	90	8	15	15	90	90	90	0
VEHICLE REGISTRATION	261	22	44	44	261	261	261	0
PARKING LOT RENTAL	900	75	0	150	94	806	900	0
LEGAL FEES	0	0	80	0	1,352	0	1,352	-1,352
BOARD EXPENDITURES	1,500	125	606	250	606	894	1,500	0
POSTAGE	1,100	92	155	183	253	847	1,100	0
DUPLICATING & PRINTING	600	50	158	100	477	123	600	0
INTERNET SERVICE	450	38	121	75	217	233	450	0
TELEPHONE	1,000	83	73	167	115	885	1,000	0

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		12/1/2020 12/31/2020	12/1/2020 12/31/2020	12/31/2020	12/31/2020			
Computer & Software Expense	2,500	208	450	417	1,517	983	2,500	0
MEETING EXPENSE	1,000	83		167		1,000	1,000	0
CONFERENCE EXPENSE	5,600	467	0	933	1,350	2,512	3,862	1,738
TRAINING & TECHNICAL AST	0	0	0	0	250	0	250	-250
Staff Development	1,500	125	218	250	218	1,282	1,500	0
LOCAL TRAVEL	414	35	67	69	240	174	414	0
OUT OF TOWN TRAVEL	7,000	583	0	1,167	247	6,753	7,000	0
DUES & SUBSCRIPTIONS	2,200	183	1,000	367	1,000	1,200	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	0	0
BUILDING ALLOCATION	29,910	2,493	2,408	4,985	4,879	24,811	29,690	220
MAINTENANCE ALLOCATION	0		0		220	0	220	-220
	68,754	5,730	5,770	11,459	14,027	54,726	68,754	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	3,000	250	0	500	0	3,000	3,000	0
Total CONTRACTUAL	3,000	250	0	500	0	3,000	3,000	0
INKIND								
FARMERS MARKET EBT EXPENSE	0	0	0	0		0	0	0
VOLUNTEERS/INTERNS	0	0	215	0	1,141		1,141	-1,141
INKIND DONATIONS	60,019	5,002	3,030	10,003	10,000	48,878	58,878	1,141
Total INKIND	60,019	5,002	3,245	10,003	11,141	48,878	60,019	0
ADMINISTRATION								
FINANCIAL AUDIT	1,400	117	172	233	393	1,007	1,400	0
PAYROLL PROCESSING	1,100	92	42	183	113	987	1,100	0
ADMINISTRATIVE ALLOCATION	22,215	1,851	1,768	3,703	4,756	17,459	22,215	0
Total ADMINISTRATION	24,715	2,060	1,982	4,119	5,262	19,453	24,715	0
Total EXPENSES	302,384	25,199	26,121	50,397	70,487	231,897	302,384	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

Income Statement

10/1/20-9/30/21 WIC GRANT

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
		12/1/2020 12/31/2020	12/1/2020 12/31/2020	12/31/2020	12/31/2020			
WIC - WOMEN, INFANTS & CHILDREN								
REVENUE								
GRANTS								
GRANT REVENUE	375,808	31,317	27,841	93,952	66,079	309,729	375,808	0
Total Grants	375,808	31,317	27,841	93,952	66,079	309,729	375,808	0
Other Revenue								
PASS THROUGH FUNDS-wic VOUCHERS	0	0		0		0	0	0
INKIND DONATIONS	0	0		0		0	0	0
Total Other Revenue	0	0	0	0	0	0	0	0
Total Revenue	375,808	31,317	27,841	93,952	66,079	309,729	375,808	0
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	222,477	18,540	16,647	55,619	38,922	183,555	222,477	0
NEW ACCRUED BENEFIT TIME	14,918	1,243	719	3,730	2,630	12,288	14,918	0
Total Agency Salaries	237,395	19,783	17,366	59,349	41,552	195,843	237,395	0
Fringes								
FICA EXPENSE	17,094	1,425	1,228	4,274	2,873	14,221	17,094	0
UNEMPLOYMENT INSURANCE EXPENSE	4,862	405	329	1,216	816	4,046	4,862	0
WORKERS COMP EXPENSE	756	63	49	189	129	627	756	0
DISABILITY INSURANCE EXPENSE	340	28	22	85	70	270	340	0
GROUP INSURANCE EXPENSE	28,705	2,392	1,106	7,176	4,066	24,639	28,705	0
401-K EXPENSE	5,904	492	416	1,476	970	4,934	5,904	0
Fringes on Accrued Leave Earned	0	0	101	0	368	-368	0	0
Total Fringes	57,661	4,805	3,252	14,415	9,292	48,369	57,661	0
Total Personnel	295,056	24,588	20,618	73,764	50,844	244,212	295,056	0
OTPS								
Space								
PROGRAM RENT	1,020	85	0	255	0	1,020	1,020	0
PARKING LOT RENTAL		0	0	0	118	0	118	-118
BUILDING ALLOCATION	32,668	2,722	3,511	8,167	6,770	25,780	32,550	118
Total	33,688	2,807	3,511	8,422	6,888	26,800	33,688	0
Program Operations								
PROGRAM MATERIALS	2,600	217		650		2,600	2,600	0
PROGRAM SUPPLIES		0		0		0	0	0
OFFICE SUPPLIES	3,100	258		775		3,100	3,100	0
MEDICAL SUPPLIES	2,500	208		625		2,500	2,500	0
EDUCATIONAL SUPPLIES	1,075	90		269		1,075	1,075	0
POSTAGE	1,700	142	600	425	1,315	385	1,700	0
DUPLICATING & PRINTING	250	21	8	63	10	240	250	0
INTERNET SERVICE	2,160	180	48	540	145	2,015	2,160	0
TELEPHONE	2,120	177	520	530	1,133	987	2,120	0
MEETING EXPENSE	0	0		0		0	0	0
DUES & SUBSCRIPTIONS	0	0		0		0	0	0
PERMITS, FEES, & RENTALS		0		0		0	0	0
WIC VOUCHER EXPENSE	0	0		0		0	0	0

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
		12/1/2020 12/31/2020	12/1/2020 12/31/2020	12/31/2020	12/31/2020			
WIC - WOMEN, INFANTS & CHILDREN								
INKIND DONATIONS	0	0		0		0	0	0
Total Program Operations	15,505	1,292	1,176	3,876	2,602	12,903	15,505	0
Total OTPS	49,193	4,099	4,687	12,298	9,490	39,703	49,193	0
Travel								
VEHICLE INSURANCE	900	75	70	225	211	689	900	0
VEHICLE MAINTENANCE		0	0	0	0	0	0	0
VEHICLE FUEL	200	17	0	50	0	200	200	0
VEHICLE REGISTRATION		0	0	0	0	0	0	0
CONFERENCE EXPENSE		0	0	0	0	0	0	0
LOCAL TRAVEL	400	33	0	100	0	400	400	0
OUT OF TOWN TRAVEL	625	52	0	156	0	625	625	0
Total Travel	2,125	177	70	531	211	1,914	2,125	0
Equipment								
BREAST PUMPS EXPENSE	0	0	0	0	0	0	0	0
Total Equipment	0	0	0	0	0	0	0	0
Audit								
FINANCIAL AUDIT	1,419	118	287	355	655	764	1,419	0
Total Audit	1,419	118	287	355	655	764	1,419	0
Other								
CONTRACTUAL SERVICES-OTHER	1,100	92	73	275	88	1,012	1,100	0
Computer & Software Expense	700	58	376	175	426	274	700	0
TRAINING & TECHNICAL AST		0		0		0	0	0
PAYROLL PROCESSING	960	80	60	240	146	814	960	0
Memberships	350	29		88		350	350	0
ADVERTISING	1,500	125	0	375	107	1,393	1,500	0
Total Other	4,610	384	509	1,153	768	3,842	4,610	0
Administration								
ADMINISTRATIVE ALLOCATION	23,405	1,950	1,671	5,851	4,111	19,294	23,405	0
Total Administration	23,405	1,950	1,671	5,851	4,111	19,294	23,405	0
Total Expenses	375,808	31,317	27,841	93,952	66,079	309,729	375,808	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

10/1/20-9/30/21 WIC GRANT

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET		YTD ACTUAL		FORECAST	TOT	REMAINING
	BUDGET	12/1/2020 12/31/2020	12/1/2020 12/31/2020	12/31/2020	12/31/2020	CONTRACT				
EPC - Enhanced Peer Counseling										
REVENUE										
GRANTS										
GRANT REVENUE	16,000	1,333	1,336	4,000	3,179	12,821	16,000	0		
Total Grants	16,000	1,333	1,336	4,000	3,179	12,821	16,000	0		
Total Revenue	16,000	1,333	1,336	4,000	3,179	12,821	16,000	0		
EXPENSES										
Personnel										
Agency Salaries										
SALARY/WAGE EXPENSE	13,000	1,083	1,009	3,250	2,556	10,444	13,000	0		
Total Agency Salaries	13,000	1,083	1,009	3,250	2,556	10,444	13,000	0		
Fringes										
FICA EXPENSE	995	83	77	249	196	799	995	0		
UNEMPLOYMENT INSURANCE EXPENSE	284	24	27	71	61	223	284	0		
WORKERS COMP EXPENSE	62	5	4	16	10	52	62	0		
DISABILITY INSURANCE EXPENSE	135	11	11	34	32	103	135	0		
Total Fringes	1,475	123	120	369	299	1,177	1,475	0		
Total Personnel	14,475	1,206	1,130	3,619	2,855	11,621	14,475	0		
OTPS										
Program Operations										
Computers						0	0	0		
DUPLICATING & PRINTING	0	0	0	0	1	-1	0	0		
INTERNET SERVICE	240	20	10	60	29	211	240	0		
TELEPHONE	1,248	104	197	312	295	953	1,248	0		
Total Program Operations	1,488	124	206	372	325	1,163	1,488	0		
Total OTPS	1,488	124	206	372	325	1,163	1,488	0		
Travel										
LOCAL TRAVEL	0	0	0	0	0	0	0	0		
OUT OF TOWN TRAVEL	37	3	0	9	0	37	37	0		
Total Travel	37	0	0	0	0	37	37	0		
Other										
PAYROLL PROCESSING	0	0	0	0	0	0	0	0		
Total Other	0	0	0	0	0	0	0	0		
Total Expenses	16,000	1,330	1,336	3,991	3,179	12,821	16,000	0		
NET SURPLUS/(DEFICIT)	0	3	0	9	0	0	0	0		

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 21.08

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the HS/EHS Year 3 Refunding Grant Proposal as presented,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the HS/EHS Year 3 Refunding Grant Proposal,

IT IS HEREBY RESOLVED that on February 25, 2021, the CAPCO Board of Directors adopts for acceptance the HS/EHS Year 3 Refunding Grant Proposal.

Shelley Warnow
Board President

2/25/2021
Date

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

SUMMARY OF CONTINUATION APPLICATION
YEAR 3

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

- The CAPCO Head Start/Early Head Start Program will remain at the current sites for next year's continuation application. This includes 10 HS classrooms serving 150 children and 8 EHS classrooms (two classroom locations to be determined) serving 88 children including 2 Home Based sections serving 24 children. We hope to be at these full enrollment numbers with the decrease in COVID-19 numbers.
- The continuation application is proposing HS program operation funds of \$1,545,783, as well as \$13,645 in training and technical assistance. The EHS program operations funds of \$1,431,618, as well as \$32,755 in training and technical assistance. The non-federal share for HS totals \$389,857 while EHS non-federal share totals \$366,093. With non-federal share, we do a grand total and typically, the HS covers the majority.
- For the continuation application, the narrative reports only updates or changes to the narrative. For this application, we updated all policies and procedures which were effected by the COVID-19 pandemic, the program goals, the parent committee section, Policy Council has transitioned to Zoom/Virtual meetings due to COVID-19, a few HR changes in regard to staff trainings due to COVID-19, and the non-compliance and deficiency updates under program management and quality improvement. The program goals will be updated on a consistent basis.
- Additional documents downloaded as part of the continuation application is the results of the self-assessment and program improvement plans, selection criteria for HS/EHS, the cost allocation plan on behalf of the agency, the HS/EHS training and technical assistance plans, and the annual report for HS/EHS. Each of these have previously been submitted and approved by the Policy Council and Board of Director's.
- The entire continuation application grant includes two sections. Section I is the program design and approach to services delivery which includes 3 sub sections. These sub sections are goals, service delivery, and the governance, organizational, and management structures. Section II is the budget and budget justification narrative.
- At this time, there is no COLA or Quality Improvement monies to report with this application.

HEAD START/EARLY HEAD START SALARY CHART

<u>Personnel Position</u>	<u>Entry Level Rates</u>	<u>Maximum Rates</u>
Director	\$54,600.00	\$57,315.00
Assistant Director	\$48,750.00	\$50,700.00
Front Desk Receptionist/Office Assistant	\$13.50	\$13.75
Education/Special Needs Coordinator	\$48,750.00	\$50,700.00
Mental Health Specialist	\$50,700.00	\$52,650.00
Classroom Supervisor	\$18.50	\$19.00
Coach	\$16.75	\$17.50
Special Needs Assistant	\$16.00	\$17.00
UPK Head Start Pre-School Teacher	\$17.50	\$18.40
Head Start Pre-School Teacher	\$16.50	\$16.85
Early Head Start Infant/Toddler Teacher	\$15.00	\$15.75
Head Start Assistant Teacher	\$14.65	\$15.00
Family Services Coordinator	\$44,850.00	\$48,750.00
Family Services Assistant	\$16.00	\$17.00
Home Visitor	\$15.00	\$15.75
Family Advocate	\$14.00	\$14.50
Health Services Coordinator	\$40,411.00	\$42,900.00
Head Start/Early Head Start RN Nurse	\$48,750.00	\$52,650.00
Program Support Floater	\$13.50	\$13.75
Nutrition Manager	\$17.35	\$18.20
Cook(s)	\$14.00	\$15.00
Kitchen Aides, Break Aides, Classroom Assistants, Classroom Floaters, and Substitutes	\$13.00	\$13.00

Entry Level Rates:

Meets minimal requirements as indicated by the job description per individual person.

This salary chart is intended for new hires and their qualifications.

Maximum Level Rates:

Exceeds minimal requirements as indicated on the job description per individual person.

Policy Council Approval Date:

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 21.09

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the proposal to purchase HS/EHS vehicles after lease period as presented,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposal to purchase HS/EHS vehicles after lease period as presented,

IT IS HEREBY RESOLVED that on February 25, 2021, the CAPCO Board of Directors adopts for acceptance the proposal to purchase HS/EHS vehicles after lease period.

Shelley Warnow
Board President

2/25/2021
Date

CAPCO HEAD START/EARLY HEAD START PROGRAM

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

BUDGET REVISION NARRATIVE

02CH010916

Per the direction of our Finance Specialist from the Regional office on February 8, 2021, we have been asked to submit a budget revision in regard to the purchase of two used Head Start/Early Head Start staff vehicles.

In the HSES system, an amendment for a budget revision has been completed, as well as the appropriate SF424 forms.

For the last two program years, we have leased from a local dealer (the Royal Automotive Group) two (2) 2018 Nissan Rogues. These vehicles have been working wonderfully for our program in all functional areas. On February 1, 2021, I received a vehicle cash purchase agreement for both vehicles if we were to purchase at the end of March 2021 totaling \$30,417.40.

At this time, our program would like to purchase both of these 2018 Nissan Rogues, one has 10,891 miles on it and the other has 9059 miles. The mileage is low due to the COVID-19 restrictions this past year. The asking price for one of the vehicles is \$15,176.20 and the second vehicle asking price is \$15,241.10. These vehicles are "used", in excellent condition, and will be utilized by Head Start and Early Head Start, respectively.

On behalf of the HS/EHS Program of Cortland County, we are requesting for our budget to be re-aligned in certain line items. The total re-alignment is \$30,418 (rounded up) in our Head Start and Early Head Start budget. We will be redistributing the \$5000 in Head Start and \$10,000 in Early Head Start from our group health insurance line under fringe benefits. Head Start and Early Head Start are underspent in this category. In addition, when determining the budget every program year for the refunding application, we always forecast the maximum amount with full family coverage. In turn, not all employees take the maximum health insurance package so this does leave us with a surplus this program year under this category. This will total \$15,000 under fringe-health insurance.

The remaining \$15,417.40 will be rounded up and divided evenly between Head Start and Early Head Start under personnel under other child services personnel-substitutes category; \$7709 for Head Start and \$7709 for Early Head Start. This program year we did not utilize any substitutes due to COVID-19. This was to ensure we did not have outside part-time staff crossing any

thresholds into the classrooms. This decreased our chances of spreading the virus to permanent full-time staff, as well as the children enrolled in the classrooms.

After researching on-line for our area, the asking price for 2018 Nissan Rogues within a 50-mile radius averages between \$16,346 to \$20,972 with the average miles on these vehicles from 19,361 miles to 36,996. With these figures, we are getting an extremely reasonable pay-off for these leased vehicles.

Budget:

Description	Current Category	New Category	Total Amount
Head Start	Personnel-Substitutes	Equipment-Vehicle Purchase	\$7709
Head Start	Fringe-Health Insurance	Equipment-Vehicle Purchase	\$5000
		Total for Head Start for Used Vehicle Purchase	\$12,709
Early Head Start	Personnel-Substitutes	Equipment-Vehicle Purchase	\$7709
Early Head Start	Fringe-Health Insurance	Equipment-Vehicle Purchase	\$10,000
		Total for Early Head Start for Used Vehicle Purchase	\$17,709
		Grand Total for 2-2018 Nissan Rogues	30,418

Lastly, the Policy Council and Board of Directors have approved this request and the resolutions have been downloaded.

Although we understand you are very busy, your earliest attention would be appreciated due to the mature date of April 1, 2021 on these leased staff vehicles. If approved, our program would need to purchase prior to this date.

Thank you.

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 21.10

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the proposed amendment to the WAP Budget for 2020-21,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed amendment to the WAP Budget for 2020-21,

IT IS HEREBY RESOLVED that on February 25, 2021, the CAPCO Board of Directors adopts for acceptance the proposed amendment to the WAP Budget for 2020-21.

Shelley M. Warnow
Board President

February 25, 2021
Date

ENERGY SERVICES: PROPOSED INCREASE IN STAFF WAGE

Summary of Proposed Increase in Staff Wage		Increase
Proposed Increase in Staff Wages - April 2020-March 2021	\$	11,002
Total Increase in Fringe	\$	2,087
Total Increase in Staff Wages April 2020 -March 2021	\$	13,089
20.21WAP Contract	\$	11,648
NYSERDA / HEAP / Fee-For Service	\$	1,441

Note: Increase in Staff Wages is based on hours worked April to March, Crew Laborer was hired in September 2020

Proposed Wage Increase and Incentive Pay:	Increase per hour	Annual Increase	20.21WAP Contract
DIRECTOR ENERGY SVCS	\$ 1.54	\$ 3,003	\$ 2,667
ACCOUNT CLERK	\$ 0.53	\$ 1,034	\$ 913
ENER AUDIT/TECH	\$ 0.75	\$ 1,463	\$ 1,247
BUILDING ANALYST	\$ 0.64	\$ 1,248	\$ 1,126
TECH/SPEC HEATING	\$ 0.72	\$ 1,404	\$ 1,221
CREW FOREMAN	\$ 0.78	\$ 1,521	\$ 1,174
CREW LABORER	\$ 1.50	\$ 2,925	\$ 1,443
Total Salary		\$ 12,597	\$ 9,790
Total Fringe		\$ 2,390	\$ 1,858
Total Salary/Fringe		\$ 14,987	\$ 11,648

NOTE: Annual Increase is calculated on 1950 annual hours

February Highlights

- We received notification from the NYS Department of Health that we were not selected as a Fiscal Intermediary for the CDPA Program. We were expecting this if the State stayed with the plan to chose FI's that would serve 10+ Counties to the entire State. This was not CAPCO's proposal, nor did we see it as the direction CAPCO as an Agency would go. There are many questions to be answered regarding the transition and our role with CDPAP going forward. Some things to note that we know right now:
 - CAPCO will continue to provide CDPAP services to our consumers for the foreseeable future. We will be notified when a "critical mass" of new FI's have contracted with the State. That will then start a 90 day clock for CAPCO to transition consumers to other providers. In that time, we will be taking the steps as indicated by the Dept. of Health to prepare and assist the consumers with the transition.
 - Before notifying consumers, aides and contract agencies, we will have the information needed regarding the providers, who consumers need to contact for guidance, questions.
 - We are (and have been) thinking of other scenarios that we might pursue if we did not get the FI contract. We are looking at some exciting opportunities for the Volunteer Driver Program as one of those.
 - I am reaching out to the agencies that will be FI's and serving Cortland County. We want to let them know that we are interested and willing in working with any of them to support the consumers and continue to make sure they get the best representation and support. There may be opportunities for subcontracting with the FI's for some of this work. We will be pursuing that. I have already met with two of those FI's.
- February 17 was our All Staff Day. Arel Moodie did a great job engaging all staff with a very motivational presentation. Mr. Moodie is a well know motivational speaker that has presented nationally and internationally. In addition to his presentation, we had program updates from all Directors. Thanks to Brandy, we also played virtual bingo as a way to have a little fun.
- Brandy Strauf and I are working towards completing our certification to be ACE Interface Master Trainers. We have been asked to provide this training for all DSS staff. We are working on scheduling that.
- I have completed the process to be a Nationally Certified ROMA Trainer. Brandy is a Nationally Certified ROMA Implementer. We will be planning some training/professional development opportunities for CAPCO staff, Board members.

CONSUMER DIRECTED SERVICES

Billing is up-to-date through pay period ending 1/15/2021 with the billing continuing to be completed per the billing schedule.

CAPCO received notice of the decision from the RFO process. Lindy has shared the results of this decision with the Board and will continue to provide updates on where things stand with this and its effect on CAPCO. As we are putting this together, we are not making this a public announcement yet. We need to know the steps to be taken to notify current consumers, aides and contract agencies. At this time, we are waiting on guidance from the Department of Health. We anticipate things continuing business as usual for probably the next 6 months.

HR continues to work closely with Merwin Green in the CDS Department as well as consumers to address ongoing situations/circumstances surrounding COVID-19. Thus far, we have worked with our local Health Department to address unique situations as they arise to keep consumers and Personal Assistants safe while providing essential care.

Nicki is continuing to recruit/train drivers as we work to reboot the Volunteer Driver Program. We are working with Seven Valleys Health Coalition and others in the community to partner with the Volunteer Transportation Center out of Watertown to look at developing a broader based volunteer driver program in Cortland.



Energy Services Update February 2021

Weatherization Assistance Program- PY2019 & PY2020

- Cortland & Chenango County Production – We are making progress and are catching up. We have 88 units completed out of 93 units. 16 units to complete our 2 year goal of 104 units.
- Capital Purchases- One new cargo van will be delivered in May, but I'm still waiting on a DOE approval for our box truck.

EmPower NY

- We have over 28 jobs audited and ready to start. We have stopped taking referrals at this time.

HEAP

- No activity

CAPCO Building Maintenance-

- Extra cleaning is being done this month due to the February recess. Ben & Kathy are working on shampooing carpets, washing windows, removing cob webs, repairs, etc... while there are no kids in the centers.

Family Development Board Report

February 2021

All Family Development Staff were able to attend the agency All Staff Day virtual meeting on February 17. The feedback was positive about our speaker and staff enjoyed the time "together".

Adult Education

- We had two students receive their High School Diploma this month.
- Brandy and Joyce completed the recertification process for Project Getting Ahead. This process included updated curriculum. We plan to start recruiting for the next class soon.

Emergency Assistance

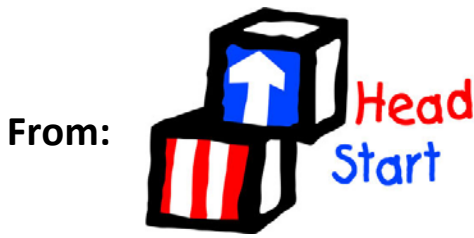
- We are recruiting for a part time Family Development Assistant to focus on the reopening process of Family Essentials and to build the furniture recycling program.
- We are continuing to schedule appointments for people to come to Family Essentials to get what they need.
- We are starting the process of planning a virtual Pajama Party! Families will be able to pick up pajamas and books by appointment in advance and log onto a video meeting for a virtual bedtime story.
- We received a generous donation to our Community Action Angels Program from members of the United Presbyterian Church to assist with those in need in our county during the COVID-19 pandemic.

NOEP

- Jessica continues to assist those in need to complete SNAP applications via phone, internet, and in-person visits.
- There will be Fresh Food Giveaway at The Chapel on Monday February 22 at 5pm that Jessica will be helping with.

Healthy Families

- We have reached 52% capacity!
- We continue to work toward our goal of getting to 100% capacity in the five years.
- We are recruiting for our open Family Support Specialist position which will make us fully staffed!



From:

Directors Monthly Board Report
HS/EHS Management Team
Month: February 2021

I. Enrollment.

- A. We have started recruitment for the 2021-2022 school year.
- B. UPK application for Cortland City School District 2021-2022 school year have been received.
- C. HS/EHS currently has 148 children enrolled, 30 are virtual, 4 in-person children have not started yet.

II. Staffing

- A. We continue to actively recruit new staff for multiple 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. EHS continues to operate 4 of 8 classrooms. HS is operating all 13 classrooms

IV. Old Business

- A. Our UPK RFP's have been approved and returned to us. We will continue to enroll 76 UPK children.
- B. The continuation grant for year 3 of 5 has been completed and awaiting CAPCO Board and PC approval at February's meetings.

V. New Business

- A. We are requesting CAPCO Board, PC and regional approval to buy out the lease agreements of two Nissan Rogue's. These leases expire on April 1st. Given the low miles on each vehicle it seems only prudent to purchase the vehicles this year, versus entering into new lease agreements.
- B. We have had one COVID positive staff person since last meetings. There has not been a child positive case or classroom shutdown since returning from break.

WIC Program
Monthly Report
February 18, 2020

It is hard to believe we changed all our operations 11 months ago today. We have hundreds of babies on the program we have not met and two staff who have never done clinic the “old” way. We continue to do all appointments by phone. Our official reopening date is May 20th, but we are getting mixed messages from the State Health Department ranging from telling us to update our reopening plans and be prepared to open on very short notice to talk of no re-openings are likely until next fiscal year (October 1st). We are continuing operations by phone, continuing to make and revise plans, and waiting and hoping it will be soon. Staff are very tired.

Our two new staff are doing great! They must learn very complicated WIC policy and interim COVID policy and yet they come back everyday smiling and ready to tackle another day of phone calls. I celebrated 34 years with WIC last month and this may be one of the best teams I have had. I am very lucky and appreciative.

Assessing health and nutrition is very difficult over the phone. Nutritionists depend on information they get from parents and ask a lot of questions to try and get the full story of how families are doing. I would like to share one story of great success we had recently. One of our Nutritionist became concerned about some things one of our Moms was relating regarding a toddler and some of her symptoms and dietary concerns. Normally we check Iron levels as one of our assessment tools, but we cannot do this over the phone. Because of her concerns, the Nutritionist urged the mother to take her daughter to the pediatrician and have them check her iron. The Mom was initially reluctant to go to the office because of COVID but agreed and the child was found to have dangerously low iron and was admitted to the hospital in Syracuse where she was diagnosed with an uncommon metabolic disorder.

Our caseload for January is better than I expected. We have almost matched our December peak and staff are desperately searching for one more January participant to get them to the magic number for their celebratory lunch 😊.

Latest word on the WIC RFA is that they expect it to be released “late Spring” with a similar format to the last application.

Our bus ads have finally been installed and can be seen on several first transit busses in Cortland.



Month	Target Caseload	Enrollment	Participation	% of Target	% of Enrollment	Final
OCT 2020	1,200	1,039	974	81.17%	93.74%	✓
NOV	1,200	1,039	986	82.17%	94.90%	✓
DEC	1,200	1,060	1,015	84.58%	95.75%	✓
JAN 2021	1,200	1,055	1,014	84.50%	96.11%	✗
YTD Average:	1,200	1,046	992	82.64%	94.81%	

February 2021: Human Resources Board Report



- HR is working with Program-areas for the recruitment of open positions currently in the Agency. The current recruitment is for new positions within the Agency opposed to replacing vacant positions. Currently, CAPCO is actively recruiting for a part-time Family Development Assistant for the Family Development Program to assist in the organization of Family Essentials as well as other family and emergency assistance needs. The HR department is also working with the Healthy Families Program to recruit an additional Family Support Specialist, which will fully staff the family worker positions as we continue to work towards increasing program enrollment and services to families. The Energy Services Department is also adding an additional Crew Worker position as the Program works to complete jobs following the COVID-19 pandemic and beyond. Additionally, CAPCO HR is continuously working with the Head Start/Early Head Start Program for ongoing recruitment of anticipated openings as the Program plans to open additional classrooms and begin to structure the Program around the reduction/conversion model the Program was granted beginning with Program Year 2020-2021.
- Human Resources and the Fiscal Department are continuing to implement the new Electronic Timesheet Verification system (EVV) through Paychex for the Consumer-Directed Personal Assistance Program (CDPAP). Fiscal and HR are working with PayChex to ensure the EVV file that comes out of the PayChex Telephony system meets our needs for the requirements for the Department of Health as well as payroll processing and Medicaid billing. Currently, Personal Assistants (Home Health Aides) are using the Telephony system and continuing to complete a physical paper timesheet while we continue to test the Telephony system. The current plan is to fully transition to the Telephony system through PayChex beginning in March 2021, but we will continue to monitor progress and adjust the roll-out as-needed.
- The HR Department continues to lead efforts of the Safety and Facilities Enhancement (S.A.F.E.) Committee. The S.A.F.E. Committee suspended formal meetings with the onset of COVID-19. However, the Building/Maintenance department has continued to monitor facilities and CAPCO administration has continued to lead efforts to ensure COVID protocols are in place at all locations while continuing to engage informally with the S.A.F.E. Committee. As of January 2021, the S.A.F.E. Committee has reconvened back to our monthly meetings with S.A.F.E. audits scheduled for all facilities between the months of March and April.
- COVID-19 leave administration continues to be a moving target with new guidance released by the NYS Department of Labor late in January 2021. Prior to the end of calendar year 2020, CAPCO's primary guidance regarding employee leave accommodations surrounding the effects and impacts of COVID-19 were primarily based on the Families First Coronavirus Response Act (FFCRA). The required leave provisions of this Act expired on 12/31/2020. However, CAPCO has continued to voluntarily offer the Emergency Paid Sick Leave (i.e. COVID-19 Leave) voluntarily through March 2021. NYS has maintained its own COVID-19

Leave regulation since the onset of COVID-19, but through 2020 the federal legislation remained most stringent. With the expiration of the FFCRA leave requirements, NYS has released guidance that indicates staff members will be entitled to three (3) instances of COVID-19 Leave. The first instance remains the same parameters as the federal FFCRA with the next 2 instances for an employee's positive COVID-19 case only. CAPCO management team continues to revisit our policies and practices surrounding leave with Program-areas working directly with the HR Department for specific scenarios. CAPCO HR will continue to monitor develops and guidance as we implement COVID-19 leave administration.

- The HR and Fiscal departments have worked with Head Start/Early Head Start leadership on the preparation and submission of the HS/EHS grant for year 3 that will be submitted by March 1st. This process was unique for year 3 in that we have developed Program budgets to reflect the conversion/reduction change, which changes the number of positions between Head Start and Early Head Start as well as increased fund availability for staff compensation increases. With the reduction/conversion, HR worked closely with the Program to identify salary ranges based on local and regional salary studies. The Program and HR department is feeling optimistic with the compensation opportunities given the conversion/reduction transition.