

Cortland County Community Action Program Board of Directors Meeting
April 22, 2021
Meeting Agenda

- I. Call to Order
- II. Motion for Approval March 2021 minutes
- III. Standing Committee Reports
 - 1) Executive Committee
 - 2) Board Development Committee
 - 3) PPE Committee
 - a) Resolution 21.12 – Winter School Readiness Reports
 - 4) Finance/Audit Committee
 - a) Resolution 21.13 – Dispose of 2005 Chevrolet Cargo Van
 - b) Resolution 21.14 – HS/EHS COVID Cares Funds
 - c) Resolution 21.15 – HS/EHS Retroactive Pay 2021
 - d) Resolution 21.16 - WAP Contract 2021
- 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
 - Review Board Section - Website
- IX. Executive Session if needed
- X. Adjournment

Cortland County Community Action Program Board of Directors Meeting

March 25, 2021

Minutes

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

- I. Call to Order-
Meeting called to order at 12:02.
- II. ERSEA training-Heather Sciara and Trudy Happel provided training on ERSEA and the modifications that have been made during COVID.
- III. Board reviewed the February 2021 minutes. Motion for approval of minutes made by Jeanette Dippo, 2nd Larry Woolheater. Motion carried.
- IV. Standing Committee Reports
 - 1) Executive Committee – No meeting this month
 - 2) Board Development Committee- No meeting this month.
 - 3) PPE Committee-No meeting this month.
 - 4) Finance/Audit Committee-met on March 18. The committee reviewed the financials for the agency, the proposed COLA for HS/EHS, and budget statuses for other programs.
 - a) Resolution 21.11 - HS/EHS COLA Proposal-motion to adopt for acceptance the HS/EHS COLA Proposal made by Jeanette Dippo, 2nd by Patty Schaap. Motion carried.
- V. Executive Director Report- in addition to her report, Lindy shared that there are lawsuits and bills to try to stop the transition to new FI's for CDPAP. We will be continuing discussions with the agencies named as FI's to subcontract and proceed as if the transition will be happening in the next year.
- VI. Program Director Reports
 - a) Consumer Directed Services-see attached
 - b) Energy Services-shared that we have requested an extension for this year due to COVID. At this time extensions will not be granted. Denise received her refunding package today, it is due in April.
 - c) Family Development-In addition to her report, Brandy shared that Family Essentials will be reopening April 5th with protocols, masks and social distancing.

- d) Head Start/Early Head Start-Bethann shared that the Rogue purchase has been approved, so the program will be able to make the purchase.
 - e) WIC-Kirsten shared that she will be sending opportunities to advocate for the Wise Investment in our Children Act to Lindy to forward to board members.
 - f) Human Resources-Greg shared recruiting efforts for new staff and progress made.
- VII. Head Start Policy Council Update-April reported that the March meeting was delayed so that Policy Council can approve the COLA, they will hold a March/April meeting in April.
- VIII. Old Business-none.
- IX. New Business-Lindy shared that she has decided to retire on December 31, 2021. She has already spoken to the Executive committee and management staff. She is asking that this information not be made public until she has had a chance to make some key people in the community aware herself and until she has had the chance to inform staff. Shelley voiced her appreciation on behalf of the board for everything that Lindy has done and will be reaching out to NYSCAA to see what, if anything, they offer as far as recruitment tools.
- X. Executive Session if needed- none needed.
- XI. Adjournment- Meeting adjourned at 12:49.

Meeting called to order at 9:00 a.m. Members present: Shelley Warnow, Billie MacNabb, Lynne Sypher. Excused: Helen Spaulding. Staff: Lindy Glennon

Committee met to discuss plans and timeline for Executive Director search. Started to identify a timeline, ideally have the new ED in place by mid-December. Brainstormed ideas for looking at broader needs of Agency and community as a first step in reviewing and making any needed changes to the ED job description. Determined these next steps:

- Lindy will talk with Jackie Orr at NYSCAA to identify resources they may be able to offer – possibly reviewing the job description, facilitating discussions, recommending consultants if/as needed.
- Lindy will send the committee current ED job description for reference.
- Lindy will reach out to Marie Walsh to discuss steps they are currently taking to recruit, hire new ED as Marie retires.
- Lynne Sypher shared information from the current search GCF has been doing to hire new Minister as Mike retires. She shared a couple of books they had read in preparation for these discussions, strategic planning/thinking. She will share points of interests and suggestions they were able to use from these readings.
- Talked about needing to look at Agency – where we've been, current situation, thoughts about future – changes, challenges, etc. This will be important as Committee determines requirements for new ED.
- Creating a profile for the ED would be important and helpful. This could/should be informed by feedback from staff and Board members. Committee decided to do this with listening sessions with Management and Leadership Team
 - Management – May 26
 - Leadership Team – June 10
- Executive Committee scheduled next meeting for May 12 at 2:00 at CAPCO to create questions for these listening/brainstorming sessions with staff.

Lindy shared information with the committee regarding challenges with CDPAP. We have discovered need to require additional information from anyone hired as an Aide in the CDPA program. Aides are required to have a current physical, annual TB test, proof of MMR and seasonal flu shot (if no flu shot, consumers are required to make sure they are wearing masks/face shields and gloves while working during flu season). All new hires are providing this documentation prior to beginning work. We are working with Guthrie and FHN to identify resources for current aides to get physicals/TB tests if they have not already done so. Since this is a situation we are trying to rectify for current aides, we will pay for physicals if aides have not had one and are unable to get this done with their personal primary care provider. We have already begun to educate current consumers that this will need to be done and are contacting aides to make sure they know what information/steps are needed and insure that this is done as soon as possible.

Meeting adjourned at 10:10 a.m.

Meeting called to order at 8:45 a.m. Members present: Larry Woolheater, Mary Bliss, Jeanette Dippo. Staff: Greg Richards, Lindy Glennon

Shelley Warnow's current Board term expires in May 2021. Shelley has indicated she is willing to serve a second term. Committee unanimously agreed. Lindy will talk with Shelley about getting a letter from Mayor (Marathon) indicating his interest in Shelley serving a second term on his behalf. Plan would be to present this to the Board in May 2021.

The committee reviewed a draft of a Board survey. Interested in surveying current Board members to determine areas of interest/need for training and development. Committee is looking at adapting a survey used previously. Jeanette offered to share a copy of a Board survey from another Board that she is participates on. Lindy will work with that example and the current survey to create a draft for the committee to review at the meeting in May. If possible, the committee would like to have the Board complete the survey in time for the committee to review and discuss the results at the June committee meeting and create a plan for Board training for the Fall.

Committee recommended spending some time at the next Board meeting to review the Board only section of the website, how to access and materials available there. There has been an issue of access for some due to issues with resetting passwords. Greg will follow up with Plan First and our website administrator to identify the issue and make sure it's working for everyone.

Committee recommended discussing meeting options with the full Board. We can continue virtual committee/Board meetings or offer a hybrid option – the Conference Room at N. Main can safely accommodate 8 people in person and meet social distancing recommendations. We have the camera/microphone set up in that space for others to join virtually. This will be discussed at the April Board meeting.

Meeting adjourned at 9:30 a.m.

PPE Committee

April 8, 2021

Meeting called to order at Noon. Members present: Lynne Sypher, Billie MacNabb, Doug Bentley, Liz Haskins, . Excused: Patty Schaap. Staff: Lindy Glennon, Bethann Wieder, Brandy Strauf, Greg Richards.

Committee reviewed the February HS/EHS monthly reports (see attached).

Bethann shared the Winter School Readiness reports (see attached).

CAPCO will received \$71, 000 in additional funds to address COVID-19 issues and concerns for the HS/EHS program. No proposals or budgets were required. These funds will be available through the contract year ending 5/23. We are requesting an extension of the use of the current COVID-19 funds beyond this contract period ending 5/31/2021.

Brandy reviewed the 2019-2020 Annual Program Report (see attached).

CAPCO has been approved to deliver the National External Diploma Program. Staff will be trained by the NYS Education Department. This will be a collaborative effort with HS/EHS to provide opportunities for adults, using life experience and working at their own pace, to earn the External HS Degree.

Meeting adjourned at 12:45 p.m.

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (HEAD START)

Employee Name: Trudy Happel **Month:** February 2021

Center	Enrolled	Accepted (but not enrolled)	In Person	Virtual	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	12	1	9	3	0	74	1	4	6	3	2	0	0
YMCA 2 16	10	1	10	0	0	90	0	1	0	0	1	0	0
YMCA 3 14	11	2	7	4	1	85	0	1	4	2	1	0	0
Randall 1 16	12	1	11	1	0	92	2	2	0	0	3	1	0
Randall 2 16	15	0	10	5	0	93	3	5	0	0	1	1	0
Smith 1 16	11	0	10	1	0	88	5	1	1	1	2	1	0
Smith 2 16	12	0	8	4	0	85	0	0	0	0	1	0	0
Johnson 1 14	11	2	10	1	0	83	0	2	3	3	0	0	0
Johnson 2 14	10	2	6	4	0	85	0	2	4	4	0	0	0
Johnson 3 14	11	0	10	1	0	85	0	1	4	4	1	0	0
TOTAL	115	9	91	24	1	86%	11	19	22	17	12	3	0

of Children on the Waiting List:

3 Year Olds
Over Income
Under 130%
Under 100%

18
6
19

4 Year Olds
Over Income
Under 130%
Under 100%

5
0
0

Comments: _____

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY
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MONTHLY POLICY COUNCIL REPORT HS
 Health Services- Dental

Employee Name: Mmselle Sonnacchio

Month: February 2021

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	0	0	6	5	3	2	0	1	0	0
Johnson 2	10	0	0	0	8	2	0	0	0	0	0	0
Johnson 3	11	0	0	3	6	2	1	1	0	0	0	0
Randall 1	12	0	0	0	9	3	3	0	1	2	0	0
Randall 2	15	0	0	0	12	3	1	1	0	0	0	0
Smith 1	11	0	0	0	5	6	1	1	0	0	0	0
Smith 2	12	0	0	0	8	4	1	1	0	0	0	0
YMCA 1	12	0	0	0	9	3	1	1	0	0	0	0
YMCA 2	10	0	0	0	7	3	1	1	0	0	0	0
YMCA 3	11	0	0	0	9	2	1	0	1	0	0	0
TOTALS	115	0	0	0	79	33	13	8	2	3	0	0
						29%	39%	62%	15%	23%		

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

Employee Name: Mmselle Sonnacchio

Month: February 2021

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							0
Johnson 2	10							0
Johnson 3	11		3					3
Randall 1	12							0
Randall 2	15							0
Smith 1	11							0
Smith 2	12							0
YMCA 1	12						1	1
YMCA 2	10							0
YMCA 3	11							0
TOTALS	115	0	3	0	0	0	1	4

Comments: No incidents/accidents were reported to OCFS in February
 Lower number of incidents/accidents due to classroom closures (snow days & mid-winter break) and low attendance

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY
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MONTHLY POLICY COUNCIL REPORT HS
Special Needs

Employee Name: Jennifer Geibel

Month: February 2021

	# 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	2	5	1	1	0	1	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	1	0	1	0	0
Smith I	3	1	2	1	0	0	2	0	0	0	0	0
Smith II	1	0	1	0	0	0	0	0	1	2	0	0
Randall I	6	4	4	2	1	2	2	0	1	2	0	0
Randall II	3	0	2	1	0	0	0	0	0	0	0	0
Johnson I	3	3	3	3	0	3	0	0	0	1	0	0
Johnson II	1	0	1	0	0	0	0	0	0	1	0	0
Johnson III	3	2	2	2	1	2	1	0	0	0	0	0
TOTALS	32	14	27	12	4	8	6	1	2	8	0	0

Notes:

28% of 115 enrolled HS children receiving services

One child in Randall I and one child in Randall 2 receiving services virtually

One child in Smith II receiving services virtually

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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MONTHLY MENTAL HEALTH REPORT HS

Employee Name: Nicole Humphrey

Month: February 2021

	Behavior Concerns observed by Mental Health Consultant	SOS Calls	# Children Receiving Counseling By MH Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV		Curriculum
								Face to Face	Telephone	
YMCA I	1	0	1	0	0	0	0	2	0	
YMCA II	1	0	0	0	0	0	0	0	0	
YMCA III	4	0	0	1	0	0	0	2	0	
Smith I	2	0	2	0	0	0	0	2	0	
Smith II	0	0	0	0	0	0	0	0	0	
Randall I	2	0	2	1	0	0	0	2	0	
Randall II	0	0	0	0	0	0	0	0	0	
Johnson I	2	0	0	0	0	0	0	0	0	
Johnson II	1	0	0	0	0	0	0	0	0	
Johnson III	7	0	1	1	0	0	0	1	0	
TOTALS	20	0	6	3	0	0	0	9	0	

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (EARLY HEAD START)

Employee Name: Trudy Happel

Month: February 2021

Center	Enrolled	Accepted (but not enrolled)	In Person	Virtual	Withdrawn	% of Daily Attendance	# of Over Income	# of Under 130%	# of Home Visits Scheduled	# of Home Visits Completed	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children	
Cosimo 1	8	7	1	7	0	0	79	0	0	0	0	11	1	0
Cosimo 2	8													
Cosimo 3	8	7	1	7	0	0	89	0	0	1	1	4	0	0
South Main 1	8	5	3	5	0	0	84	0	0	0	0	4	0	0
South Main 2	8	7	0	7	0	0	72	0	0	0	0	6	1	0
Elm Tree 1	8	6	0	0	6	0	100	0	0	0	0	2	0	0
Elm Tree 2	8													
New 1	8													
Home Based 1	12													
Home Based 2	12													
TOTAL	32	5	26	6	0	85%	0	0	1	1	27	2	0	

of Children on the Waiting List:

Children

Over Income

18

Under 130%

14

Under 100%

26

Comments: _____

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

Employee Name: Mmselle Sonnacchio

Month: February 2021

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	7							0
Cosimo 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
Cosimo 3	7		1					1
Elm Tree 1	6							0
South Main 1	5		1					1
South Main 2	7							0
TOTALS	32	0	2	0	0	0	0	2

Comments: **No incidents/accidents were reported to OCFS in February**
Lower number of incidents/accidents due to classroom closures (snow days & mid winter break) and low attendance

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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MONTHLY POLICY COUNCIL REPORT EHS

Health Services- Dental Report

Employee Name: Mmselle Sonnacchio

Month: February 2021

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	7	7	7	0	0	0	0	0	0	0
Cosimo 3	7	7	6	0	1	0	0	0	0	0
Elm Tree 1	6	6	5	0	1	0	0	0	0	0
SM 1	5	5	5	0	1	0	0	0	0	0
SM 2	7	7	6	0	1	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
TOTALS	32	32	29	0	4	0	0	0	0	0

91%

13%

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

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MONTHLY POLICY COUNCIL REPORT EHS

Health Services- Physical/Immunization Report

Employee Name: Mmselle Sonnacchio

Month: February 2021

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	7	1	7	6	1
Cosimo 3	7	5	7	4	5
Elm Tree 1	6	2	5	3	2
South Main 1	5	4	5	5	4
South Main 2	7	5	7	5	6
Cosimo 2	N/A	N/A	N/A	N/A	N/A
TOTALS	32	17	31	23	18

53%

97%

Comments:

One child behind on immunizations @ Elm Tree 1 (virtual) working with family to get child up-to-date.

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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MONTHLY MENTAL HEALTH REPORT EHS

Employee Name: Nicole Humphrey

Month: February 2021

	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	1	0	0	0	0	0	0	0	0	0
Cosimo 2	0	0	0	0	0	0	0	0	0	0
Cosimo 3	4	0	0	0	0	0	0	0	0	0
South Main 1	4	0	0	0	0	0	0	0	0	0
South Main 2	5	0	0	0	0	0	0	0	0	0
TOTALS	14	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
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MONTHLY POLICY COUNCIL REPORT EHS
Special Needs

Employee Name: Jennifer Geibel

Month: February 2021

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

Notes:

25% of 32 enrolled EHS children receiving services

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

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 21-12

WHEREAS, the Cortland County Community Action Program, Inc. Program Planning and Evaluation Committee has reviewed the Winter 2021 School Readiness Reports as presented,

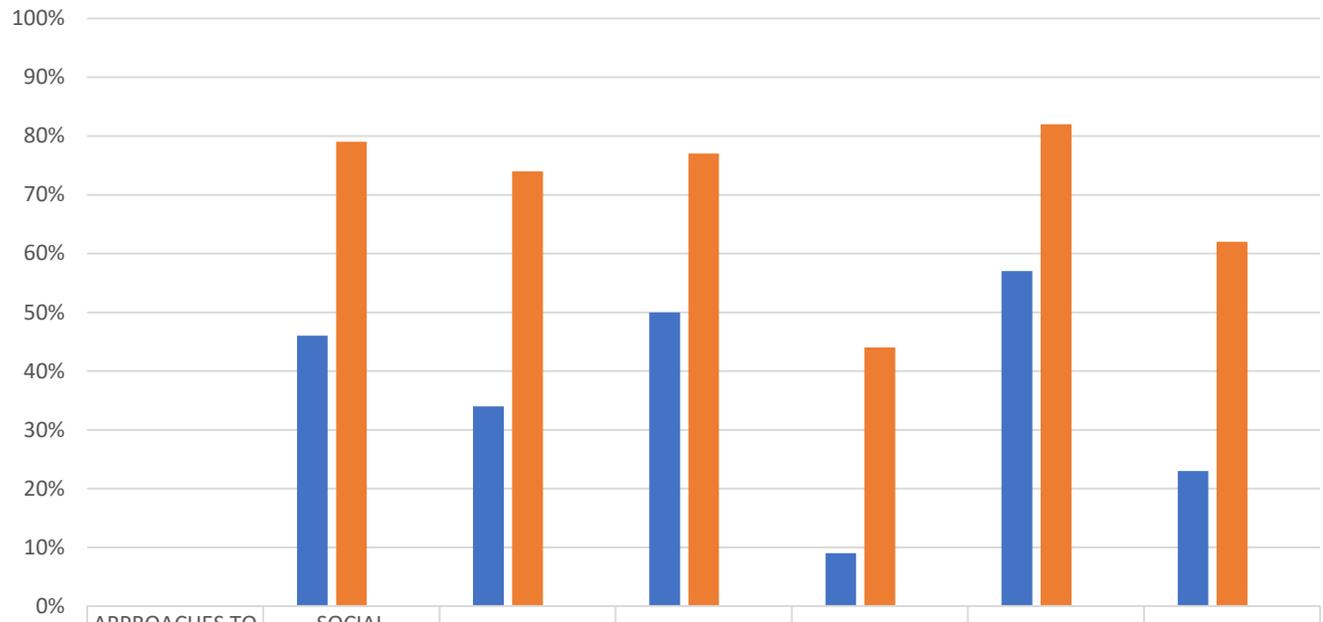
WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the Winter 2021 School Readiness Reports as presented,

IT IS HEREBY RESOLVED that on April 22, 2021 the CAPCO Board of Directors adopts for acceptance the Winter 2021 School Readiness Reports.

Shelley Warnow
Board President

April 22, 2021
Date

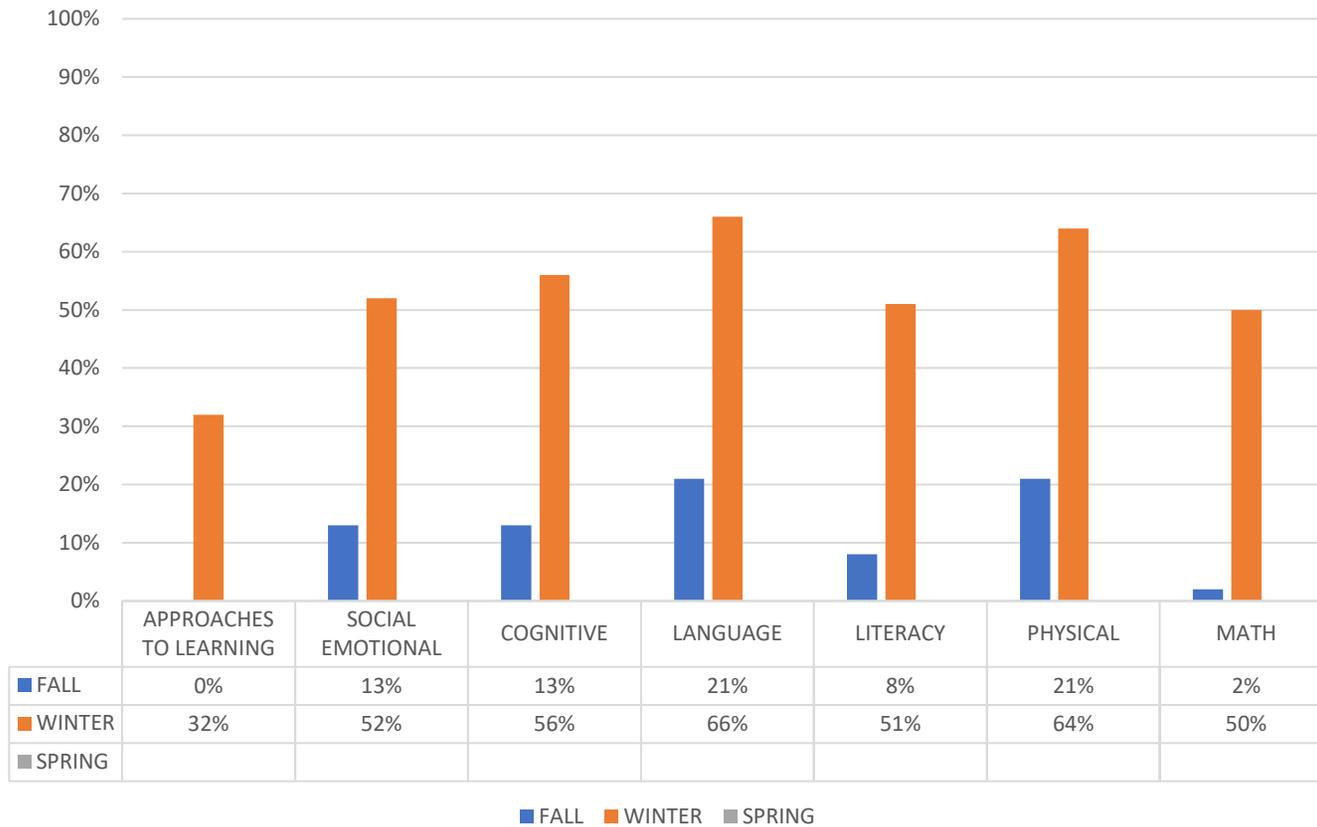
3 Year Olds - Meeting/Exceeding within GOLD Widely Held Expectations 2020-2021



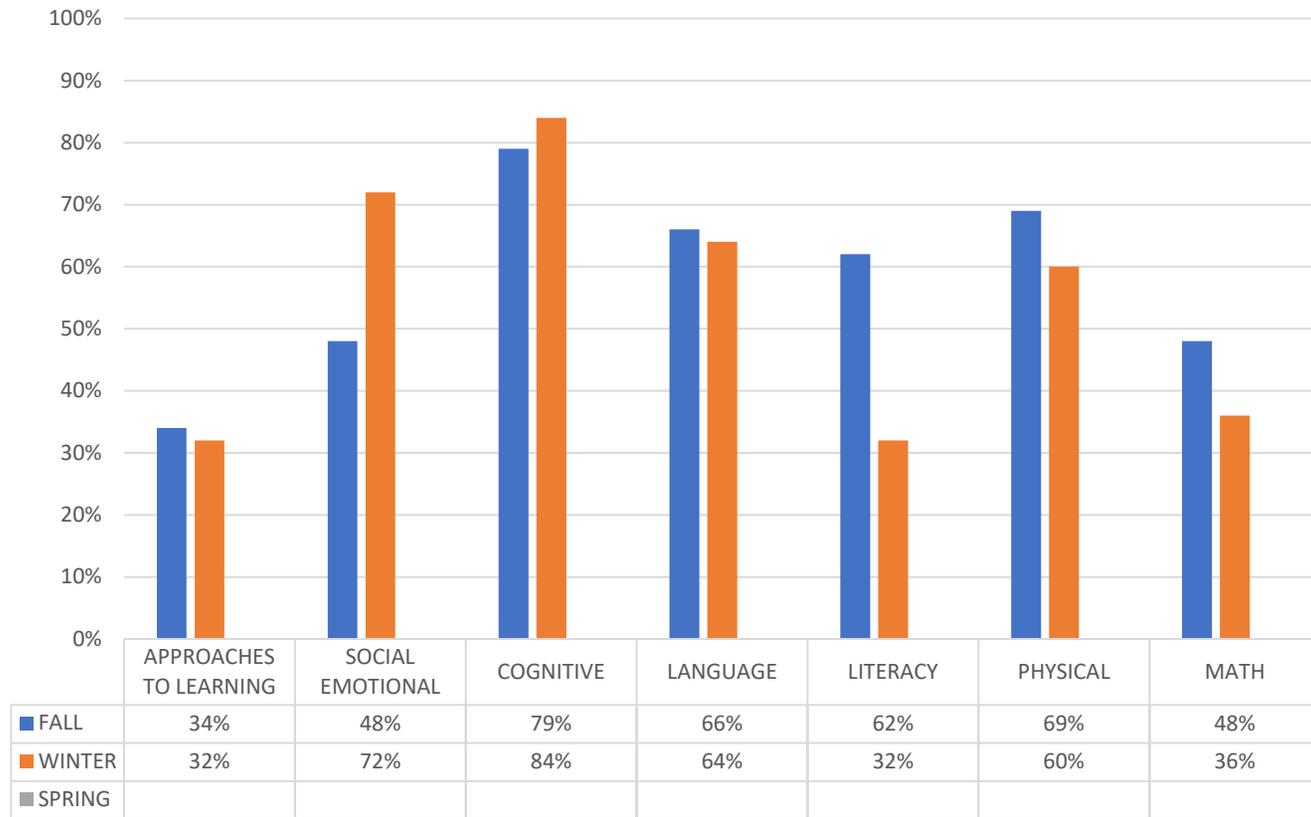
	APPROACHES TO LEARNING	SOCIAL EMOTIONAL	COGNITIVE	LANGUAGE	LITERACY	PHYSICAL	MATH
FALL	0%	46%	34%	50%	9%	57%	23%
WINTER	0%	79%	74%	77%	44%	82%	62%
SPRING							

■ FALL ■ WINTER ■ SPRING

4 Year Olds - Meeting/Exceeding within GOLD Widely Held Expectations 2020-2021



EHS - Meeting/Exceeding within GOLD Widely Held Expectations 2020-2021



■ FALL ■ WINTER ■ SPRING

Meeting called to order at 8:35 a.m. Members present: Sarah Beshers, Shelley Warnow, Penny Prignon. Staff: Martha Allen, Greg Richards, Lindy Glennon

Committee reviewed the financials for period ending February 28, 2021 and monthly financial report (see attached).

AGENCY - Accounts Payable and Accounts Receivable are current except for Medicaid receivables. Martha reported that the 2020 audit is currently being done by Bonadio group.

Consumer Directed Services - CDPAP billing submitted for payment through the payroll ending 02/26/2021. We are continuing to speak with the entities that have been identified as FI's to serve Cortland County for the CDPA Program as a result of the RFO. We are looking at opportunities to subcontract with at least some of these new providers to offer supports for the consumers continuing in the CDPA Program. No further word on timeframe, etc. We are meeting with Sam Purrington and Seven Valleys Health Coalition on April 16 to continue discussions re: the Volunteer Transportation Center concept.

EARLY CHILDHOOD DEVELOPMENT - As a result of the latest COVID stimulus package, HS/EHS received money to be dispersed to programs to cover COVID related expenses. CAPCO will receive \$71,631 for this purpose, to be expended by 5/31/2022. We are also requesting a carryover for the unspent COVID funds into the next program year (6/1/2021). We are asking the Board to review and approve a retroactive payment of wages based on the salaries approved at the February 2021 Board meeting for personnel for the contract date 6/1/2021. These are the salary levels that we would have been paying salaries at had we gotten the notice of award for the conversion/reduction proposal earlier.

ENERGY SERVICES DEPARTMENT - We completed the 2020 WAP contract and met production. We are working on the budget for the 2021 contract in the amount of \$400,000 for the period 4/1/2021-3/31/2022. We are taking possession of the cargo van (as approved by the Board) 4/15/21. We are also proposing disposing of a 2005 cargo van that needs considerable repairs that would cost significantly more than the van is worth. We are proposing selling it as scrap to Weitsman's in Ithaca for profit of approximately \$1,050.

FAMILY DEVELOPMENT DEPARTMENT - Work continues steadily for the CSBG and CSBG CARES contracts. We have been notified that we are to receive an additional \$1,764 to the current CSBG contract - \$241,704 total. We will be working on an amendment to that contract for this amount and to include the carryover amount (approximately \$33,000) once the unaudited financials are completed by the DOS. We anticipate this budget being due sometime in May.

WIC - Contract and vouchers are on schedule. There is still no word on the WIC RFO, but, we anticipate that at any time.

Committee reviewed the financials statements. Motion to receive and file made by Sarah Beshers, 2nd Penny Prignon – motion carried.

Committee reviewed the proposal to dispose of the 2005 Chevrolet cargo van (see attached). Motion to approve made by Penny Prignon, 2nd Sarah Beshers. Motion carried.

Committee reviewed the proposal to accept the \$71,613 for COVID response for Head Start/Early Head Start (see attached). Motion to approve made by Sarah Beshers, 2nd Penny Prignon. Motion carried.

Committee reviewed the proposal to amend the current HS/EHS budget (program year June 1, 2020 – May 31, 2021) to include retroactive salaries for staff using budget approved salaries for 2021 contract (approved by the Board February 2021) retroactive back to first pay period in September when new program year started (see attached). We are underspent in the current budget due to open staff positions, fewer classrooms due to COVID. The salaries approved in February for the approved conversion/reduction would have been the current salary levels had we been notified prior to the current contract. Forecast for the current contract through May 31, 2021 will support this retroactive pay for all HS/EHS staff. Motion to approved made by Sarah Beshers, 2nd Penny Prignon. Motion carried.

No further business. Meeting adjourned at 9:15 a.m.

FINANCE COMMITTEE REPORT
SUMMARY OF FEBRUARY 2021 FINANCIAL STATEMENTS
PRESENTED BY Martha Allen
April 15, 2021

AGENCY

Accounts Payable and Accounts Receivable are current except for Medicaid receivables.

Consumer Directed Services

CDPAP billing submitted for payment through the payroll ending 02/26/2021.

We are continuing to speak with the entities that have been identified as FI's to serve Cortland County for the CDPA Program as a result of the RFO. We are looking at opportunities to subcontract with at least some of these new providers to offer supports for the consumers continuing in the CDPA Program. No further word on timeframe, etc. We are meeting with Sam Purrington and Seven Valleys Health Coalition on April 16 to continue discussions re: the Volunteer Transportation Center concept.

EARLY CHILDHOOD DEVELOPMENT

As a result of the latest COVID stimulus package, HS/EHS received money to be dispersed to programs to cover COVID related expenses. CAPCO will receive \$71,631 for this purpose, to be expended by 5/31/2022. We are also requesting a carryover for the unspent COVID funds into the next program year (6/1/2021). We are asking the Board to review and approve a retroactive payment of wages based on the salaries approved at the February 2021 Board meeting for personnel for the contract date 6/1/2021. These are the salary levels that we would have been paying salaries at had we gotten the notice of award for the conversion/reduction proposal earlier.

ENERGY SERVICES DEPARTMENT

We completed the 2020 WAP contract and met production. We are working on the budget for the 2021 contract in the amount of \$400,000 for the period 4/1/2021-3/31/2022. We are taking possession of the cargo van (as approved by the Board) 4/15/21. We are also proposing disposing of a 2005 cargo van that needs considerable repairs that would cost significantly more than the van is worth. We are proposing selling it as scrap to Weitsman's in Ithaca for profit of approximately \$1,050.

FAMILY DEVELOPMENT DEPARTMENT

Work continues steadily for the CSBG and CSBG CARES contracts. We have been notified that we are to receive an additional \$1,764 to the current CSBG contract - \$241,704 total. We will be working on an amendment to that contract for this amount and to include the carryover amount (approximately \$33,000) once the unaudited financials are completed by the DOS. We anticipate this budget being due sometime in May.

WIC

Contract and vouchers are on schedule. There is still no word on the WIC RFO, but, we anticipate that at any time.

CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.
FINANCE DIRECTOR MONTHLY CHECKLIST
FOR THE MONTH JANUARY 2021

Submitted by Martha Allen on March 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	January
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	3/18/2021
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)	January	3/16/2021
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 Aged Accounts Payable Report

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
AT&T MOBILITY								
AT&T MOBILITY	287301752813	CREDITS FOR LATE FEES	\$0.00	\$0.00	\$0.00	\$0.00	(\$5.15)	(\$5.15)
AT&T MOBILITY	287301752546	CREDIT FOR LATE FEE	\$0.00	\$0.00	\$0.00	\$0.00	(\$5.15)	(\$5.15)
<i>Totals for AT&T MOBILITY</i>			<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>(\$10.30)</i>	<i>(\$10.30)</i>
BILL BROTHERS								
BILL BROTHERS	440304	FOOD SUPPLIES	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
BILL BROTHERS	440188	FOOD SUPPLIES	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
BILL BROTHERS	440203	FOOD SUPPLIES	\$49.70	\$0.00	\$0.00	\$0.00	\$0.00	\$49.70
BILL BROTHERS	440272	FOOD SUPPLIES	\$25.90	\$0.00	\$0.00	\$0.00	\$0.00	\$25.90
<i>Totals for BILL BROTHERS</i>			<i>\$155.60</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$155.60</i>
BLEVINS, INC								
BLEVINS, INC	52242714	Bath fan motors-CFM100 & Blades	\$263.40	\$0.00	\$0.00	\$0.00	\$0.00	\$263.40
BLEVINS, INC	52242717	4X10 Floor Register	\$114.96	\$0.00	\$0.00	\$0.00	\$0.00	\$114.96
BLEVINS, INC	52242713	Windows- 1482- Cox	\$341.53	\$0.00	\$0.00	\$0.00	\$0.00	\$341.53
BLEVINS, INC	52242716	Foam & Floor Registers	\$725.11	\$0.00	\$0.00	\$0.00	\$0.00	\$725.11
BLEVINS, INC	52242715	Foam	\$1,213.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,213.58
<i>Totals for BLEVINS, INC</i>			<i>\$2,658.58</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$2,658.58</i>
BUILDERS BEST								
BUILDERS BEST	2103-365637	Lumber-1489- Cimino	\$222.84	\$0.00	\$0.00	\$0.00	\$0.00	\$222.84
BUILDERS BEST	2103-365936	Lumber- 1489- Cimino	\$118.95	\$0.00	\$0.00	\$0.00	\$0.00	\$118.95
BUILDERS BEST	2103-365935	Tools	\$8.99	\$0.00	\$0.00	\$0.00	\$0.00	\$8.99
BUILDERS BEST	2103-366273	Lumber- 1489- Cimino	\$38.16	\$0.00	\$0.00	\$0.00	\$0.00	\$38.16
BUILDERS BEST	2103-366279	Lumber- 1489- Cimino	\$0.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.02
BUILDERS BEST	2103-366401	Lumber- 1489- Cimino	\$52.31	\$0.00	\$0.00	\$0.00	\$0.00	\$52.31
BUILDERS BEST	2103-366181	Lumber- 1489- Cimino	\$89.04	\$0.00	\$0.00	\$0.00	\$0.00	\$89.04
<i>Totals for BUILDERS BEST</i>			<i>\$530.31</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$530.31</i>
CNY LAWNS								
CNY LAWNS	1830	Remove Snow pile From N.Main	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.00
<i>Totals for CNY LAWNS</i>			<i>\$225.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$225.00</i>
DEWITT'S PRODUCE								
DEWITT'S PRODUCE	883135	FOOD SUPPLIES	\$87.50	\$0.00	\$0.00	\$0.00	\$0.00	\$87.50
DEWITT'S PRODUCE	883136	FOOD SUPPLIES	\$24.04	\$0.00	\$0.00	\$0.00	\$0.00	\$24.04
DEWITT'S PRODUCE	883137	FOOD SUPPLIES	\$261.00	\$0.00	\$0.00	\$0.00	\$0.00	\$261.00
DEWITT'S PRODUCE	883138	FOOD SUPPLIES	\$214.10	\$0.00	\$0.00	\$0.00	\$0.00	\$214.10
<i>Totals for DEWITT'S PRODUCE</i>			<i>\$586.64</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$586.64</i>

CAPCO

Aged Accounts Payable Report

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
FIRST NIAGARA BANK, N.A								
FIRST NIAGARA BANK, N.A	4589 APRIL 2	CREDIT FOR PRO RATED RENT BRANDY CAR	\$0.00	\$0.00	\$0.00	\$0.00	(\$140.00)	(\$140.00)
		<i>Totals for FIRST NIAGARA BANK, N.A</i>	\$0.00	\$0.00	\$0.00	\$0.00	(\$140.00)	(\$140.00)
GODDARD ROOFING								
GODDARD ROOFING	022521	N.MAIN- Repair leaks in roof	\$89.00	\$0.00	\$0.00	\$0.00	\$0.00	\$89.00
		<i>Totals for GODDARD ROOFING</i>	\$89.00	\$0.00	\$0.00	\$0.00	\$0.00	\$89.00
HEP SALES								
HEP SALES	09-070516-00	BLG ES81 PO 9324	\$0.00	\$0.00	\$0.00	\$5.31	\$0.00	\$5.31
HEP SALES	09-030821-00	Lumber- 1489- Cimino	\$62.88	\$0.00	\$0.00	\$0.00	\$0.00	\$62.88
HEP SALES	09-070516-00	RETURNED MERCHANDISE	\$0.00	\$0.00	\$0.00	\$0.00	(\$5.31)	(\$5.31)
HEP SALES	09-031121-00	Plumbing- 1449- Pizzola	\$0.00	\$0.00	\$0.00	\$0.00	(\$4.99)	(\$4.99)
		<i>Totals for HEP SALES</i>	\$62.88	\$0.00	\$0.00	\$5.31	(\$10.30)	\$57.89
NYSEG								
NYSEG	030821-1003-	FEB 2021 GAS SERVICE - S. MAIN A	\$347.69	\$0.00	\$0.00	\$0.00	\$0.00	\$347.69
		<i>Totals for NYSEG</i>	\$347.69	\$0.00	\$0.00	\$0.00	\$0.00	\$347.69
PETTY CASH								
PETTY CASH	022821	Feb 2021 Petty Cash	\$92.15	\$0.00	\$0.00	\$0.00	\$0.00	\$92.15
		<i>Totals for PETTY CASH</i>	\$92.15	\$0.00	\$0.00	\$0.00	\$0.00	\$92.15
		GRAND TOTALS:	\$4,747.85	\$0.00	\$0.00	\$5.31	(\$160.60)	\$4,592.56

A total of 31 transaction(s) listed

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	<u>\$1,045,618</u>	<u>\$1,112,143</u>	<u>\$1,067,576</u>	<u>\$1,035,068</u>	<u>\$1,057,394</u>
Prepaid Expenses	\$76,720	\$33,211	\$69,342	\$65,350	\$36,298
TOTAL CURRENT ASSETS	<u>\$3,502,947</u>	<u>\$2,625,650</u>	<u>\$2,950,015</u>	<u>\$3,303,854</u>	<u>\$2,680,448</u>
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	<u>\$1,998,399</u>	<u>\$1,991,411</u>	<u>\$1,990,667</u>	<u>\$1,985,868</u>	<u>\$1,990,998</u>
Less Accumulated Depreciation	(\$1,117,527)	(\$1,117,527)	(\$1,129,699)	(\$1,157,064)	(\$1,158,006)
TOTAL PROPERTY AND EQUIPMENT	<u>\$880,873</u>	<u>\$873,885</u>	<u>\$860,967</u>	<u>\$828,805</u>	<u>\$832,991</u>
TOTAL ASSETS	<u>\$4,383,819</u>	<u>\$3,499,535</u>	<u>\$3,810,982</u>	<u>\$4,132,659</u>	<u>\$3,513,439</u>
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	<u>\$914,996</u>	<u>\$649,728</u>	<u>\$666,428</u>	<u>\$634,987</u>	<u>\$771,340</u>
LONG-TERM DEBT	<u>\$245,426</u>	<u>\$248,940</u>	<u>\$249,776</u>	<u>\$251,959</u>	<u>\$202,789</u>
TOTAL LIABILITIES	<u>\$1,160,421</u>	<u>\$898,668</u>	<u>\$916,204</u>	<u>\$886,946</u>	<u>\$974,129</u>
NET ASSETS	<u>\$3,223,397</u>	<u>\$2,600,867</u>	<u>\$2,894,779</u>	<u>\$3,245,712</u>	<u>\$2,539,310</u>
Total LIABILITIES AND NET ASSETS	<u>\$4,383,819</u>	<u>\$3,499,535</u>	<u>\$3,810,982</u>	<u>\$4,132,659</u>	<u>\$3,513,439</u>

CAPCO

Income Statement

1/1/21-12/31/21 CAPCO ADMINISTRATION

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		2/1/2021 2/28/2021	2/1/2021 2/28/2021	2/1/2021 2/28/2021	2/1/2021 2/28/2021			
ADM - ADMINISTRATIVE CHARGES								
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	348,270	29,023	27,217	58,045	27,217	321,053	348,270	0
NEW ACCRUED BENEFIT TIME	29,430	2,453	2,210	4,905	2,210	27,220	29,430	0
Total SALARIES/WAGES	377,700	31,475	29,426	62,950	29,426	348,274	377,700	0
FRINGES								
FICA EXPENSE	28,444	2,370	2,024	4,741	2,024	26,420	28,444	0
UNEMPLOYMENT INSURANCE EXPENSE	8,124	677	1,006	1,354	1,006	7,118	8,124	0
WORKERS COMP EXPENSE	392	33	25	65	25	367	392	0
DISABILITY INSURANCE EXPENSE	593	49	43	99	43	550	593	0
GROUP INSURANCE EXPENSE	34,230	2,853	1,908	5,705	1,908	32,322	34,230	0
401-K EXPENSE	9,653	804	698	1,609	698	8,955	9,653	0
Fringes on Accrued Leave Earned	3,747	312	309	625	309	3,438	3,747	0
Total FRINGES	85,183	7,099	6,014	14,197	6,014	79,169	85,183	0
Total PERSONNEL	462,883	38,574	35,440	77,147	35,440	427,443	462,883	0
OTHER THAN PERSONNEL								
OFFICE SUPPLIES	8,000	667	517	1,333	517	7,483	8,000	0
FOOD & FOOD SUPPLIES	400	33	0	67	0	400	400	0
COMMERCIAL INSURANCE	11,981	998	1,212	1,997	1,212	10,769	11,981	0
PARKING LOT RENTAL	869	72	53	145	53	816	869	0
POSTAGE	1,000	83	110	167	110	890	1,000	0
DUPLICATING & PRINTING	1,500	125	123	250	123	1,377	1,500	0
INTERNET SERVICE	900	75	77	150	77	823	900	0
TELEPHONE	300	25	22	50	22	278	300	0
Computer & Software Expense	31,416	2,618	3,556	5,236	3,556	27,860	31,416	0
MEETING EXPENSE	1,100	92	0	183	0	1,100	1,100	0
CONFERENCE EXPENSE	1,400	117	0	233	0	1,400	1,400	0
TRAINING & TECHNICAL AST	1,600	133	0	267	0	1,600	1,600	0
Staff Development		0	0	0	0	0	0	0
LOCAL TRAVEL	400	33	0	67	0	400	400	0
OUT OF TOWN TRAVEL	300	25	0	50	0	300	300	0
DUES & SUBSCRIPTIONS	400	33	154	67	154	246	400	0
BACKGROUND CHECKS	2,500	208	0	417	0	2,500	2,500	0
PERMITS, FEES, & RENTALS	500	42	0	83	0	500	500	0
ADVERTISING	500	42	0	83	0	500	500	0
BUILDING ALLOCATION	14,430	1,203	1,402	2,405	1,402	13,028	14,430	0
	79,496	6,625	7,225	13,249	7,225	72,271	79,496	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	2,000	167	0	333	0	2,000	2,000	0
Total CONTRACTUAL	2,000	167	0	333	0	2,000	2,000	0
ADMINISTRATION								
PAYROLL PROCESSING	3,000	250	213	500	213	2,787	3,000	0
EAP SERVICES	10,480	873	777	1,747	777	9,703	10,480	0
EQUIPMENT DEPRECIATION	1,515	126	0	253	0	1,515	1,515	0
ADMINISTRATIVE ALLOCATION	-559,374	-46,615	-43,656	-93,229	-43,656	-515,718	-559,374	0
Total ADMINISTRATION	-544,379	-45,365	-42,666	-90,730	-42,666	-501,713	-544,379	0
Total EXPENSES	0	0	0	0	0	0	0	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

1/1/21-12/31/21 CAPCO FACILITY

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL		YTD ACTUAL		FORECAST	TOT CONTRACT	REMAINING
			2/1/2021 2/28/2021	YTD BUDGET	1/1/2021 2/28/2021				
OTHER THAN PERSONNEL									
OFFICE SUPPLIES	0	0	25	0	45	0	\$ 45	(45)	
COMMERCIAL INSURANCE	14,064	1,172	918	2,344	1,764	12,300	\$ 14,064	0	
OFFICE UTILITIES	24,825	2,069	1,975	4,138	4,325	20,501	\$ 24,825	0	
JANITORIAL MAINTENANCE	28,004	2,334	36	4,667	456	27,503	\$ 27,959	45	
BUILDING MAINTENANCE	40,328	3,361	619	6,721	1,314	39,014	\$ 40,328	0	
TRASH REMOVAL	2,528	211	186	421	372	2,156	\$ 2,528	0	
BUILDING ALLOCATION	(117,496)	(9,791)	-7,094	(19,583)	-14,542	(102,954)	\$ (117,496)	0	
MAINTENANCE ALLOCATION	5,097	425	3,335	850	6,267	(1,170)	\$ 5,097	0	
Total OTHER THAN PERSONNEL	(2,650)	(221)	0	(1,291)	0	(2,650)	(2,650)	0	
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	2,650	221	0	442	0	2,650	2,650	0	
Total CONTRACTUAL	2,650	221	0	442	0	2,650	2,650	0	
Total EXPENSES	0	0	0	(849)	0	0	0	0	
NET SURPLUS/(DEFICIT)	(0)	(0)	0	849	0	(0)	(0)	0	

CAPCO

Income Statement

1/1/21-12/31/21 CDPAP-MEDICAID

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL		YTD ACTUAL		TOTAL CONTRACT	REMAINING
			2/1/2021 2/28/2021	YTD BUDGET	1/1/2021 2/28/2021	FORECAST		
MEDICAID - MEDICAID								
REVENUE								
OTHER REVENUE								
MEDICAID REVENUE	4,025,893	335,491	376,404	670,982	710,986	3,314,907	4,025,893	0
OTHER INCOME	0	0	0	0	0	0	0	0
Total OTHER REVENUE	4,025,893	335,491	376,404	670,982	710,986	3,314,907	4,025,893	0
Total REVENUE	4,025,893	335,491	376,404	670,982	710,986	3,314,907	4,025,893	0
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	\$ 2,863,976	238,665	227,443	477,329	442,777	2,421,199	2,863,976	0
NEW ACCRUED BENEFIT TIME	\$ 4,408	367	449	735	914	3,494	4,408	0
Total SALARIES/WAGES	2,868,384	239,032	227,892	478,064	443,691	2,424,693	2,868,384	0
FRINGES								
FICA EXPENSE	\$ 211,699	17,642	17,276	35,283	33,520	178,179	211,699	0
UNEMPLOYMENT INSURANCE EXPENSE	\$ 60,032	5,003	8,409	10,005	20,417	39,615	60,032	0
WORKERS COMP EXPENSE	\$ 78,599	6,550	5,354	13,100	12,907	65,692	78,599	0
DISABILITY INSURANCE EXPENSE	\$ 12,467	1,039	1,049	2,078	2,138	10,329	12,467	0
GROUP INSURANCE EXPENSE	\$ 57,075	4,756	5,245	9,513	10,484	46,591	57,075	0
401-K EXPENSE	\$ 30,274	2,523	2,220	5,046	4,574	25,700	30,274	0
Fringes on Accrued Leave Earned	\$ 617	51	63	103	128	489	617	0
Total FRINGES	450,763	37,564	39,615	75,127	84,167	366,596	450,763	0
Total PERSONNEL	3,319,147	276,596	267,507	553,191	527,858	2,791,289	3,319,147	0
OTHER THAN PERSONNEL								
OFFICE SUPPLIES	OFFIC \$ 914	76	234	152	280	634	914	0
PARKING LOT RENTAL	PARK \$ 107	9	8	18	8	99	107	0
POSTAGE	POST \$ 4,819	402	484	803	1,320	3,499	4,819	0
DUPLICATING & PRINTING	DUPL \$ 2,957	246	334	493	460	2,497	2,957	0
INTERNET SERVICE	INTE \$ 183	15	10	31	19	164	183	0
TELEPHONE	TELE \$ 454	38	3	76	5	449	454	0
Computer & Software Expense	Comp \$ 1,710	143	925	285	1,787	(77)	1,710	0
MEETING EXPENSE	\$ 2,225	185		371		2,225	2,225	0
CONFERENCE EXPENSE	\$ 655	55		109		655	655	0
TRAINING & TECHNICAL AST	\$ -	0		0		0	0	0
LOCAL TRAVEL	LOC \$ 26,413	2,201	1,318	4,402	2,634	23,779	26,413	0
OUT OF TOWN TRAVEL	\$ 484	40		81		484	484	0
STAFF IMMUNIZATIONS	STAF \$ 1,841	153	0	307	272	1,569	1,841	0
DUES & SUBSCRIPTIONS	DUES \$ 201	17	0	34	0	201	201	0
BACKGROUND CHECKS	BACH \$ 5,297	441	570	883	1,193	4,105	5,297	0
PERMITS, FEES, & RENTALS	PERM \$ 13,203	1,100	1,352	2,201	2,458	10,745	13,203	0
ADVERTISING	ADV1 \$ 378	32	0	63	0	378	378	0
BUILDING ALLOCATION	BUIL \$ 6,000	500	592	1,000	1,213	4,787	6,000	0
Total OTHER THAN PERSONNEL	67,841	5,653	5,827	11,307	11,648	56,194	67,841	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	\$ 14,500	1,208	211	2,417	422	14,078	14,500	0
Total INKIND	14,500	1,208	211	2,417	422	14,078	14,500	0
ADMINISTRATION								
FINANCIAL AUDIT	\$ 13,000	1,083	0	2,167	0	13,000	13,000	0
PAYROLL PROCESSING	\$ 18,790	1,566	1,163	3,132	6,639	12,151	18,790	0
ADMINISTRATIVE ALLOCATION	\$ 215,026	17,919	18,261	35,838	38,452	176,574	215,026	0
Total ADMINISTRATION	246,816	20,568	19,425	41,136	45,091	201,725	246,816	0
Total EXPENSES	3,648,305	304,025	292,970	608,051	585,019	3,063,285	3,648,305	0
NET SURPLUS/(DEFICIT)	377,588	31,466	83,434	62,931	125,966	251,622	377,588	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	2/1/2021 2/28/2021	2/1/2021 2/28/2021	2/28/2021	2/28/2021						
HSP - Head Start											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	1,760,785	146,732	131,619	1,320,589	1,063,092	697,693	1,760,785	0			
TOTAL GRANT REVENUE	1,760,785	146,732	131,619	1,320,589	1,063,092	697,693	1,760,785	0			
OTHER REVENUE											
SPECIAL NEEDS SERVICE REIMBURSEMENT	0	0	625	0	2,900	0	2,900	-2,900			
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	413,203	68,530	482,407	550,937	0			
TOTAL OTHER REVENUE	550,937	45,911	625	413,203	71,430	482,407	553,837	-2,900			
Total REVENUE	2,311,722	192,644	132,244	1,733,792	1,134,522	1,180,100	2,314,622	-2,900			
EXPENSES											
PERSONELL											
WAGES/SALARIES											
SALARY/WAGE EXPENSE	1,207,206	100,601	90,162	905,405	716,703	383,585	1,100,288	106,918			
NEW ACCRUED BENEFIT TIME	32,368	2,697	2,294	24,276	24,343	8,025	32,368	0			
Total WAGES/SALARIES	1,239,574	103,298	92,455	929,681	741,045	391,610	1,132,656	106,918			
FRINGES											
FICA EXPENSE	92,281	7,690	6,493	69,211	51,693	29,344	81,037	11,244			
UNEMPLOYMENT INSURANCE EXPENSE	26,496	2,208	3,333	19,872	20,189	14,181	34,370	-7,874			
WORKERS COMP EXPENSE	10,890	908	893	8,168	7,261	3,886	11,148	-257			
DISABILITY INSURANCE EXPENSE	2,803	234	248	2,102	2,163	640	2,803	0			
GROUP INSURANCE EXPENSE	117,089	9,757	10,269	87,817	81,362	30,806	112,168	4,921			
401-K EXPENSE	21,728	1,811	1,923	16,296	15,515	8,304	23,819	-2,091			
Fringes on Accrued Leave Earned	4,532	378	321	3,399	3,408	1,124	4,532	0			
Total FRINGES	275,819	22,985	23,480	206,865	181,591	88,285	269,877	5,943			
Total PERSONELL	1,515,393	126,283	115,935	1,136,545	922,637	479,896	1,402,532	112,861			
MATERIALS											
PROGRAM MATERIALS	0	0	0	0	0	0	0	0			
PROGRAM SUPPLIES	5,482	457	92	4,112	3,596	1,886	5,482	0			
MEDICAL SUPPLIES	1,500	125	0	1,125	0	1,500	1,500	0			
DISABILITY SUPPLIES	1,000	83	0	750	277	723	1,000	0			
EDUCATIONAL SUPPLIES	7,500	625	582	5,625	4,652	2,848	7,500	0			
Total MATERIALS	15,482	1,290	674	11,612	8,525	6,957	15,482	0			
OTHER THAN PERSONELL											
FOOD & FOOD SUPPLIES	20,046	1,671	2,660	15,035	13,982	4,661	18,642	1,404			
SPEECH SERVICES	1,000	83	0	750	0	1,000	1,000	0			
DENTAL SERVICES	500	42	0	375	0	500	500	0			
MENTAL HEALTH SERVICES	0	0	0	0	0	0	0	0			
PARENT SERVICES	2,000	167	0	1,500	33	1,967	2,000	0			
FAMILY EMPOWERMENT	0	0	0	0	0	0	0	0			
CHILD ACCIDENT INSURANCE	652	54	38	489	473	114	587	65			
VEHICLE INSURANCE	2,600	217	197	1,950	1,702	898	2,600	0			
VEHICLE MAINTENANCE	1,500	125	21	1,125	1,959	1,000	2,959	-1,459			
VEHICLE FUEL	1,500	125	0	1,125	87	500	587	913			
VEHICLE REGISTRATION	200	17	0	150	0	200	200	0			
INTERNET SERVICE	3,500	292	301	2,625	2,672	902	3,574	-74			
CENTER TELEPHONE	1,500	125	210	1,125	2,152	630	2,782	-1,282			
Computer & Software Expense	5,000	417	495	3,750	3,540	1,460	5,000	0			

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	2/1/2021 2/28/2021	2/1/2021 2/28/2021	2/28/2021	2/28/2021	2/28/2021					
HSP - Head Start											
MEETING EXPENSE	0	0	0	0	59	0	59	-59			
CONFERENCE EXPENSE	1,000	83	450	750	450	550	1,000	0			
TRAINING & TECHNICAL AST	1,000	83	0	750	370	630	1,000	0			
TEACHER TRAININGS	1,500	125		1,125		200	200	1,300			
Staff Development	500	42	0	375	1,174	500	1,674	-1,174			
LOCAL TRAVEL	1,000	83	11	750	398	602	1,000	0			
OUT OF TOWN TRAVEL	1,000	83		750		200	200	800			
POLICY COUNCIL EXPENSE	1,000	83	276	750	276	200	476	524			
STAFF IMMUNIZATIONS	500	42		375		500	500	0			
DUES & SUBSCRIPTIONS	10,000	833	0	7,500	7,540	2,460	10,000	0			
BACKGROUND CHECKS	1,200	100	0	900	187	500	687	513			
PERMITS, FEES, & RENTALS	3,000	250	0	2,250	2,288	712	3,000	0			
EQUIPMENT MAINTENANCE	500	42	0	375	211	289	500	0			
EQUIPMENT PURCHASE		0		0		16,000	16,000	-16,000			
Total OTHER THAN PERSONELL	62,198	5,183	4,659	46,649	39,554	37,174	76,728	-14,530			
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	9,000	750	896	6,750	5,633	3,367	9,000	0			
Total CONTRACTUAL	9,000	750	896	6,750	5,633	3,367	9,000	0			
INKIND											
VOLUNTEERS/INTERNS	0	0	0	0	13,287		13,287	-13,287			
VOLUNTEERS-PROFESSIONALS	93,319	7,777	0	69,989	24,596	55,436	80,032	13,287			
INKIND DONATIONS	194,152	16,179	0	145,614	3,780	190,372	194,152	0			
INKIND TRANSPORTATION	229,930	19,161	0	172,448		229,930	229,930	0			
INKIND DONATED SPACE	33,536	2,795	0	25,152	26,867	6,669	33,536	0			
Total INKIND	550,937	45,911	0	413,203	68,530	482,407	550,937	0			
SPACE											
PROGRAM RENT	80,794	6,733	4,363	60,596	37,571	43,223	80,794	0			
PROGRAM UTILITIES	2,200	183	255	1,650	1,822	378	2,200	0			
SMAIN BLG ALLOCATION	35,000	2,917	3,858	26,250	25,853	9,147	35,000	0			
MAINTENANCE ALLOCATION			10		1,563	0	1,563	-1,563			
Total Space	117,994	9,833	8,487	88,496	66,809	52,748	119,557	-1,563			
ADMINISTRATION											
OFFICE SUPPLIES	4,560	380	312	3,420	2,967	3,000	5,967	-1,407			
COMMERCIAL INSURANCE	2,160	180	33	1,620	313	1,847	2,160	0			
PARKING LOT RENTAL	200	17	19	150	138	56	193	7			
JANITORIAL MAINTENANCE	3,000	250	0	2,250	477	1,200	1,677	1,323			
FINANCIAL AUDIT	5,400	450	0	4,050	3,599	1,801	5,400	0			
PAYROLL PROCESSING	4,500	375	401	3,375	4,749	1,616	6,365	-1,865			
POSTAGE	1,200	100	58	900	899	301	1,200	0			
DUPLICATING & PRINTING	5,000	417	294	3,750	3,499	1,501	5,000	0			
TELEPHONE	1,200	100	31	900	219	92	312	888			
ADVERTISING	1,498	125	0	1,124	212	1,286	1,498	0			
OTHER EXPENDITURES	0	0		0		95,471	95,471	-95,471			
BUILDING DEPRECIATION	0	0	0	0	1,571	1,571	3,142	-3,142			
BUILDING ALLOCATION	12,000	1,000	445	9,000	4,190	7,810	12,000	0			
Total ADMINISTRATION	40,718	3,393	1,593	30,539	22,834	117,552	140,386	-99,668			
Total EXPENSES	2,311,722	192,644	132,244	1,733,792	1,134,522	1,180,100	2,314,622	-2,900			
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	2/1/2021 2/28/2021	2/1/2021 2/28/2021	2/28/2021	2/28/2021	2/28/2021	2/28/2021				
TTA - HEAD START TRAINING & TECH ASST											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	22,400	1,867	4,025	16,800	14,605	7,795	22,400	0			
TOTAL GRANT REVENUE	22,400	1,867	4,025	16,800	14,605	7,795	22,400	0			
Total REVENUE	22,400	1,867	4,025	16,800	14,605	7,795	22,400	0			
EXPENSES											
MATERIALS											
PROGRAM SUPPLIES	2,000	167	0	1,500	0	1,895	1,895	105			
Total MATERIALS	2,000	167	0	1,500	0	1,895	1,895	105			
OTHER THAN PERSONELL											
MEETING EXPENSE	0	0	0	0	129	0	129	-129			
CONFERENCE EXPENSE	0	0	2,767	0	6,400	0	6,400	-6,400			
TRAINING & TECHNICAL AST	3,000	250	1,258	2,250	8,076	0	8,076	-5,076			
OUT OF TOWN TRAVEL	11,500	958	0	8,625	0	0	0	11,500			
Total OTHER THAN PERSONELL	14,500	1,208	4,025	10,875	14,605	0	14,605	-105			
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	5,900	492	0	4,425	0	5,900	5,900	0			
Total CONTRACTUAL	5,900	492	0	4,425	0	5,900	5,900	0			
Total EXPENSES	22,400	1,867	4,025	16,800	14,605	7,795	22,400	0			
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0			

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Income Statement

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

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	2/1/2021 2/28/2021	2/1/2021 2/28/2021	2/28/2021	2/28/2021						
EHS - Early Head Start											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	1,009,125	84,094	80,913	756,844	615,380	393,745	1,009,125				0
TOTAL GRANT REVENUE	1,009,125	84,094	80,913	756,844	615,380	393,745	1,009,125				0
OTHER REVENUE											
OTHER INCOME											
OTHER INCOME	0	0	0	0	0	0	0				0
INKIND DONATIONS	170,920	14,243	0	128,190	33,532	137,388	170,920				0
TOTAL OTHER REVENUE	170,920	14,243	0	128,190	33,532	137,388	170,920				0
Total REVENUE	1,180,045	98,337	80,913	885,034	648,912	531,133	1,180,045				0
EXPENSES											
PERSONELL											
WAGES/SALARIES											
SALARY/WAGE EXPENSE	648,086	54,007	45,410	486,065	378,070	201,046	579,117				68,969
NEW ACCRUED BENEFIT TIME	40,303	3,359	3,078	30,227	27,804	12,499	40,303				0
Total WAGES/SALARIES	688,389	57,366	48,488	516,292	405,874	213,546	619,420				68,969
FRINGES											
FICA EXPENSE	50,013	4,168	3,262	37,510	27,890	15,380	43,270				6,744
UNEMPLOYMENT INSURANCE EXPENSE	14,392	1,199	1,679	10,794	10,494	7,433	17,927				-3,535
WORKERS COMP EXPENSE	5,915	493	410	4,436	3,742	1,815	5,557				358
DISABILITY INSURANCE EXPENSE	1,634	136	114	1,225	1,068	566	1,634				0
GROUP INSURANCE EXPENSE	64,280	5,357	5,903	48,210	39,959	17,709	57,668				6,612
401-K EXPENSE	13,640	1,137	969	10,230	8,113	4,290	12,403				1,237
Fringes on Accrued Leave Earned	5,642	470	431	4,232	3,892	1,798	5,690				-48
Total FRINGES	155,518	12,960	12,767	116,638	95,158	48,991	144,149				11,368
Total PERSONELL	843,907	70,326	61,256	632,930	501,032	262,537	763,569				80,338
MATERIALS											
PROGRAM MATERIALS	0	0	0	0	81	0	81				-81
PROGRAM SUPPLIES	9,000	750	90	6,750	2,543	6,376	8,919				81
MEDICAL SUPPLIES	750	63		563		750	750				0
DISABILITY SUPPLIES	500	42	0	375	50	450	500				0
EDUCATIONAL SUPPLIES	3,000	250	6,910	2,250	9,652	0	9,652				-6,652
Total MATERIALS	13,250	1,104	7,000	9,938	12,326	7,576	19,902				-6,652
OTHER THAN PERSONELL											
FOOD & FOOD SUPPLIES	29,954	2,496	1,842	22,466	7,867	7,527	15,394				14,560
SPEECH SERVICES	250	21		188		250	250				0
DENTAL SERVICES	250	21		188		250	250				0
MENTAL HEALTH SERVICES	0	0		0		0	0				0
PARENT SERVICES	750	63	14	563	17	733	750				0
FAMILY EMPOWERMENT	0	0		0		0	0				0
CHILD ACCIDENT INSURANCE	230	19	35	173	188	42	230				0
VEHICLE INSURANCE	2,600	217	276	1,950	2,333	829	3,162				-562
VEHICLE MAINTENANCE	1,000	83	21	750	2,138	1,500	3,638				-2,638
VEHICLE FUEL	3,000	250	31	2,250	167	500	667				2,333
VEHICLE REGISTRATION	200	17		150		200	200				0
INTERNET SERVICE	4,332	361	270	3,249	2,417	1,915	4,332				0
CENTER TELEPHONE	1,200	100	108	900	1,084	116	1,200				0
Computer & Software Expense	2,000	167	169	1,500	1,137	863	2,000				0
MEETING EXPENSE	0	0		0		0	0				0
CONFERENCE EXPENSE	500	42		375		500	500				0
TRAINING & TECHNICAL AST	750	63	0	563	255	495	750				0

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	2/1/2021 2/28/2021	2/1/2021 2/28/2021	2/28/2021	2/28/2021	FORECAST				
EHS - Early Head Start										
TEACHER TRAININGS	750	63		563		750	750	0		
Staff Development	0	0	0	0	521		521	-521		
LOCAL TRAVEL	1,200	100	7	900	628	572	1,200	0		
OUT OF TOWN TRAVEL	500	42		375		500	500	0		
POLICY COUNCIL EXPENSE	500	42	97	375	97	403	500	0		
STAFF IMMUNIZATIONS	250	21		188		250	250	0		
DUES & SUBSCRIPTIONS	3,000	250	0	2,250	2,649	351	3,000	0		
BACKGROUND CHECKS	750	63	0	563	88	662	750	0		
PERMITS, FEES, & RENTALS	3,500	292	350	2,625	3,388	112	3,500	0		
EQUIPMENT MAINTENANCE	100	8	0	75	187	0	187	-87		
EQUIPMENT PURCHASE	0	0		0		16,000	16,000	-16,000		
Total OTHER THAN PERSONELL	57,566	4,797	3,222	43,175	25,159	35,321	60,481	-2,915		
CONTRACTUAL										
CONTRACTUAL SERVICES-OTHER	5,000	745	745	6,706	5,456	-456	5,000	0		
Total CONTRACTUAL	5,000	745	745	6,706	5,456	-456	5,000	0		
INKIND										
VOLUNTEERS/INTERNS	0	0	0	0	2,063	0	2,063	-2,063		
VOLUNTEERS-PROFESSIONALS	126,678	10,557	0	95,009	768	123,188	123,955	2,723		
INKIND DONATIONS	1,642	137	0	1,232	2,302	0	2,302	-660		
INKIND DONATED SPACE	42,600	3,550	0	31,950	28,400	14,200	42,600	0		
Total INKIND	170,920	14,243	0	128,190	33,532	137,388	170,920	0		
SPACE										
PROGRAM RENT	46,645	3,887	3,887	34,983	34,983	11,661	46,645	0		
PROGRAM UTILITIES	7,000	583	2,231	5,250	10,552	3,517	14,069	-7,069		
SMAIN BLG ALLOCATION	15,500	1,292	382	11,625	2,806	12,694	15,500	0		
MAINTENANCE ALLOCATION			1,307		8,271	0	8,271	-8,271		
Total SPACE	69,145	5,762	7,807	51,858	56,612	27,872	84,484	-15,340		
ADMINISTRATION										
OFFICE SUPPLIES	2,000	167	0	1,500	928	1,072	2,000	0		
COMMERCIAL INSURANCE	537	45	123	403	1,093	370	1,463	-926		
PARKING LOT RENTAL	70	6	12	53	80	35	115	-44		
JANITORIAL MAINTENANCE	3,000	250	73	2,250	1,389	1,611	3,000	0		
BUILDING MAINTENANCE	0	0	60	0	1,726	0	1,726	-1,726		
TRASH REMOVAL	1,400	117	144	1,050	1,158	433	1,590	-190		
FINANCIAL AUDIT	3,200	267	0	2,400	2,112	1,088	3,200	0		
PAYROLL PROCESSING	2,300	192	174	1,725	1,901	399	2,300	0		
POSTAGE	500	42	3	375	205	295	500	0		
DUPLICATING & PRINTING	2,000	167	109	1,500	1,285	715	2,000	0		
TELEPHONE	1,000	83	18	750	102	898	1,000	0		
ADVERTISING	250	21	0	188	151	99	250	0		
OTHER EXPENDITURES	0	0		0		50,361	50,361	-50,361		
BUILDING DEPRECIATION	0	0	0	0	1,092	1,092	2,185	-2,185		
BUILDING ALLOCATION	4,000	333	167	3,000	1,572	2,428	4,000	0		
Total ADMINISTRATION	20,257	1,688	882	15,193	14,795	60,895	75,690	-55,432		
Total EXPENSES	1,180,045	98,666	80,913	887,990	648,912	531,133	1,180,045	-1		
NET SURPLUS/(DEFICIT)	0	-328	0	-2,956	0	0	0	1		

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Income Statement

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

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		2/1/2021 2/28/2021	2/1/2021 2/28/2021	2/28/2021	2/28/2021			
ETA - EARLY HS TRAINING & TECH. ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	24,000	2,000	2,669	18,000	9,028	14,972	24,000	0
TOTAL GRANT REVENUE	24,000	2,000	2,669	18,000	9,028	14,972	24,000	0
Total REVENUE	24,000	2,000	2,669	18,000	9,028	14,972	24,000	0
EXPENSES								
MATERIALS								
PROGRAM SUPPLIES	1,800	150	0	1,350	0	1,800	1,800	0
Total MATERIALS	1,800	150	0	1,350	0	1,800	1,800	0
OTHER THAN PERSONELL								
MEETING EXPENSE	0	0	0	0	0	0	0	0
CONFERENCE EXPENSE	0	0	2,227	0	4,078	0	4,078	-4,078
TRAINING & TECHNICAL AST	4,600	383	442	3,450	4,950	-350	4,600	0
OUT OF TOWN TRAVEL	13,300	1,108	0	9,975	0	9,222	9,222	4,078
Total OTHER THAN PERSONELL	17,900	1,492	2,669	13,425	9,028	8,872	17,900	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	4,300	358	0	3,225	0	4,300	4,300	0
Total CONTRACTUAL	4,300	358	0	3,225	0	4,300	4,300	0
Total EXPENSES	24,000	2,000	2,669	18,000	9,028	14,972	24,000	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

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Income Statement

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

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	2/1/2021 2/28/2021	2/1/2021 2/28/2021	2/28/2021	2/28/2021	2/28/2021	2/28/2021				
MAG - Management and General											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	207,491	17,291	14,473	155,618	119,218	88,273	207,491	0			
TOTAL GRANT REVENUE	207,491	17,291	14,473	155,618	119,218	88,273	207,491	0			
Total REVENUE	207,491	17,291	14,473	155,618	119,218	88,273	207,491	0			
EXPENSES											
PERSONELL											
FRINGES											
WORKERS COMP EXPENSE	0	0	0	0	0	0	0	0	0	0	0
Total FRINGES	0	0	0	0	0	0	0	0	0	0	0
Total PERSONELL	0	0	0	0	0	0	0	0	0	0	0
EXPENSES											
MATERIALS											
PROGRAM MATERIALS	0	0	0	0	0	0	0	0	0	0	0
Total MATERIALS	0	0	0	0	0	0	0	0	0	0	0
OTHER THAN PERSONELL											
FOOD & FOOD SUPPLIES	0	0	0	0	0	0	0	0	0	0	0
MEETING EXPENSE	0	0	0	0	0	0	0	0	0	0	0
TRAINING & TECHNICAL AST	0	0	0	0	0	0	0	0	0	0	0
Staff Development	0	0	0	0	0	0	0	0	0	0	0
Total OTHER THAN PERSONELL	0	0	0	0	0	0	0	0	0	0	0
EXPENSES											
SPACE											
PROGRAM UTILITIES	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATION											
ADMINISTRATIVE ALLOCATION	207,491	17,291	14,473	155,618	119,218	88,273	207,491	0			
Total ADMINISTRATION	207,491	17,291	14,473	155,618	119,218	88,273	207,491	0			
Total EXPENSES	207,491	17,291	14,473	155,618	119,218	88,273	207,491	0			
NET SURPLUS/(DEFICIT)	0	0	0	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

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Income Statement

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

COVID

LINE ITEM	ACTUAL 2/1/2021 2/28/2021	YTD ACTUAL 2/28/2021
COVID		
REVENUE		
GRANT REVENUE		
GRANT REVENUE	3,653	168,659
TOTAL GRANT REVENUE	<u>3,653</u>	<u>168,659</u>
Total REVENUE	<u>3,653</u>	<u>168,659</u>
EXPENSES		
PERSONELL		
WAGES/SALARIES		
SALARY/WAGE EXPENSE	1,459	11,041
NEW ACCRUED BENEFIT TIME	0	125
Total WAGES/SALARIES	<u>1,459</u>	<u>11,166</u>
FRINGES		
FICA EXPENSE	112	845
UNEMPLOYMENT INSURANCE EXPENSE	54	327
WORKERS COMP EXPENSE	10	79
DISABILITY INSURANCE EXPENSE	6	39
GROUP INSURANCE EXPENSE		
401-K EXPENSE		
Fringes on Accrued Leave Earned	0	18
Total FRINGES	<u>182</u>	<u>1,307</u>
Total PERSONELL	<u>1,641</u>	<u>12,473</u>
MATERIALS		
PROGRAM SUPPLIES	676	69,778
EDUCATIONAL SUPPLIES	662	22,330
Total MATERIALS	<u>1,338</u>	<u>92,108</u>
OTHER THAN PERSONELL		
FOOD & FOOD SUPPLIES	0	624
INTERNET SERVICE	0	7,970
CENTER TELEPHONE	433	1,252
Computer & Software Expense	0	14,711
PERMITS, FEES, & RENTALS	0	25,481
Total OTHER THAN PERSONELL	<u>433</u>	<u>50,038</u>
ADMINISTRATION		
OFFICE SUPPLIES	0	1,287
JANITORIAL MAINTENANCE	0	1,859
PAYROLL PROCESSING	13	91
ADMINISTRATIVE ALLOCATION	228	10,803
Total ADMINISTRATION	<u>241</u>	<u>14,040</u>
Total EXPENSES	<u>3,653</u>	<u>168,659</u>
NET SURPLUS/(DEFICIT)	<u>0</u>	<u>0</u>

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Income Statement

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

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	2/1/2021 2/28/2021	2/1/2021 2/28/2021	2/28/2021	2/28/2021						
UPK - Universal Pre-K											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	205,920	17,160	19,800	154,440	141,570	66,330	207,900	-1,980			
TOTAL GRANT REVENUE	205,920	17,160	19,800	154,440	141,570	66,330	207,900	-1,980			
OTHER REVENUE											
SERVICE FEES	5,945	495	0	4,459	5,945	0	5,945	0			
SALARY REIMBURSEMENTS	0	0	0	0	0	0	0	0			
OTHER INCOME			0	0	0	0	0	0			
TOTAL OTHER REVENUE	5,945	495	0	4,459	5,945	0	5,945	0			
Total REVENUE	211,865	17,655	19,800	158,899	147,515	66,330	213,845	-1,980			
EXPENSES											
PERSONELL											
WAGES/SALARIES											
SALARY/WAGE EXPENSE	140,726	11,727	12,285	105,544	93,043	39,417	132,460	8,266			
NEW ACCRUED BENEFIT TIME	2,781	232	233	2,086	2,141	640	2,781	0			
Total WAGES/SALARIES	143,507	11,959	12,518	107,630	95,184	40,057	135,241	8,266			
FRINGES											
FICA EXPENSE	10,914	910	859	8,186	6,566	2,757	9,323	1,592			
UNEMPLOYMENT INSURANCE EXPENSE	3,117	260	454	2,338	2,610	1,457	4,068	-950			
WORKERS COMP EXPENSE	1,281	107	75	961	602	239	841	440			
DISABILITY INSURANCE EXPENSE	333	28	27	249	221	80	301	31			
GROUP INSURANCE EXPENSE	9,270	773	1,909	6,953	13,395	5,727	19,122	-9,852			
401-K EXPENSE	3,674	306	281	2,756	2,123	903	3,025	649			
Fringes on Accrued Leave Eamed	296	25	33	222	300	87	387	-91			
Total FRINGES	28,886	2,407	3,638	21,664	25,816	11,250	37,066	-8,180			
Total PERSONELL	172,393	14,366	16,156	129,295	121,001	51,307	172,308	85			
MATERIALS											
PROGRAM SUPPLIES	7,500	625		5,625	0	0	0	7,500			
EDUCATIONAL SUPPLIES	0	0		0	0	0	0	0			
Total MATERIALS	7,500	625	0	5,625	0	0	0	7,500			
OTHER THAN PERSONELL											
FOOD & FOOD SUPPLIES	0	0		0		0	0	0			
INTERNET SERVICE	30	3	4	23	35	12	47	-17			
CENTER TELEPHONE	0	0	10	0	59	29	88	-88			
CONFERENCE EXPENSE	0	0		0		0	0	0			
TRAINING & TECHNICAL AST	400	33	0	300	125	0	125	275			
TEACHER TRAININGS	2,000	167		1,500		0	0	2,000			
Staff Development	0	0		0		0	0	0			
LOCAL TRAVEL	1,000	83	0	750	14	0	14	986			
Out of Town Travel	2,000	167		1,500		0	0	2,000			
DUES & SUBSCRIPTIONS	1,100	92		825		0	0	1,100			
Total OTHER THAN PERSONELL	6,530	544	14	4,898	233	41	274	6,256			
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	14,223	17,363	1,601	18,964	0			
SMAIN BLG ALLOCATION	0	0	69	0	504	0	504	-504			
Total SPACE	18,964	1,580	2,235	14,223	17,867	1,601	19,468	-504			
ADMINISTRATION											
COMMERCIAL INSURANCE	489	41	5	367	43	14	57	432			
PARKING LOT RENTAL	25	2	1	19	6	2	9	16			
FINANCIAL AUDIT	700	58	0	525	452	248	700	0			
PAYROLL PROCESSING	450	38	35	338	341	109	450	0			
POSTAGE								0			
TELEPHONE	100	8	0	75	2	50	52	48			
ADVERTISING	0	0		0		0	0	0			
BUILDING DEPRECIATION	0	0	0	0	208	0	208	-208			
ADMINISTRATIVE ALLOCATION	16,036	1,336	1,215	12,027	9,577	3,646	13,224	2,812			
BUILDING ALLOCATION	1,000	83	30	750	285	95	380	620			
Total ADMINISTRATION	18,800	1,567	1,285	14,100	10,916	4,165	15,080	3,719			
Total EXPENSES	224,187	18,682	19,690	168,140	150,016	57,114	207,130	17,057			
NET SURPLUS/(DEFICIT)	-12,322	-1,027	110	-9,241	-2,501	9,216	6,715	-19,037			

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Income Statement

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

LINE ITEM	AMENDED	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	Extended	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	1/2021 2/28/20	2/1/2021 2/28/2021	2/28/2021	2/28/2021	FORECAST		
19.20WAP - 2019-2020 WAP								
REVENUE								
GRANTS								
GRANT REVENUE	1,000,000	41,667	52,290	958,333	729,988	194,816	924,804	75,196
Total Grants	1,000,000	41,667	52,290	958,333	729,988	194,816	924,804	75,196
Total Revenue	1,000,000	41,667	52,290	958,333	729,988	194,816	924,804	75,196
EXPENSES								
Materials								
PROGRAM MATERIALS	108,783	4,533	6,903	104,250	81,348	15,932	97,280	11,503
SUBCONTRACT MATERIALS	4,500	188	610	4,313	4,385		4,385	115
Total	113,283	4,720	7,513	108,563	85,733	15,932	101,665	11,618
	113,283	4,720	7,513	108,563	85,733	15,932	101,665	11,618
Personnel								
Agency Labor								
Agency Salaries								
SALARY/WAGE EXPENSE	423,849	17,660	18,517	406,189	326,363	30,141	356,504	67,345
NEW ACCRUED BENEFIT TIME	21,192	883	1,596	20,309	26,955	1,596	28,551	-7,358
Total Agency Salaries	445,041	18,543	20,112	426,498	353,318	31,737	385,055	59,987
FICA EXPENSE	34,046	1,419	1,468	32,627	24,597	2,386	26,983	7,062
UNEMPLOYMENT INSURANCE EXPENSE	9,724	405	750	9,319	8,358	1,062	9,420	304
WORKERS COMP EXPENSE	17,736	739	753	16,997	13,938	1,096	15,034	2,703
DISABILITY INSURANCE EXPENSE	1,079	45	39	1,034	669	39	707	372
GROUP INSURANCE EXPENSE	69,221	2,884	2,246	66,337	45,507	2,246	47,753	21,468
401-K EXPENSE	11,454	477	481	10,977	8,427	778	9,205	2,248
Fringes on Accrued Leave Earned	2,967	124	223	2,843	3,774	223	3,997	-1,030
	146,227	6,093	5,959	140,134	105,269	7,830	113,099	33,128
Total Agency Labor	591,268	24,636	26,072	566,632	458,587	39,567	498,154	93,115
Subcontracted Labor								
SUBCONTRACT LABOR	4,000	167	-208	3,833	1,561	0	1,561	2,439
Total Subcontracted Labor	4,000	167	-208	3,833	1,561	0	1,561	2,439
Total Personnel	595,268	24,803	25,864	570,466	460,148	39,567	499,715	95,554
Program Support								
PROGRAM SUPPLIES	6,200	258	153	5,942	3,727	394	4,121	2,079
OFFICE SUPPLIES	4,400	183	1,699	4,217	5,543	1,476	7,019	-2,619
VEHICLE INSURANCE	5,788	241	351	5,547	5,188		5,188	600
VEHICLE MAINTENANCE	8,350	348	0	8,002	13,991	4,749	18,740	-10,390
VEHICLE FUEL	9,500	396	372	9,104	6,956	1,612	8,568	932
VEHICLE REGISTRATION	0	0	0	0	632	150	782	-782
PROGRAM RENT	2,400	100	0	2,300	1,980		1,980	420
PARKING LOT RENTAL	1,558	65	69	1,493	1,250	29	1,279	279

LINE ITEM	AMENDED	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	Extended	TOTAL	REMAINING
	TOTAL BUDGET	1/2021 2/28/20	2/1/2021 2/28/2021	2/28/2021	2/28/2021	FORECAST	CONTRACT	
POSTAGE	600	25	10	575	572		572	28
DUPLICATING & PRINTING	400	17	0	383	16		16	384
INTERNET SERVICE	4,010	167	29	3,843	553		553	3,457
TELEPHONE	0	0	141	0	2,600	208	2,808	-2,808
Staff Development	1,450	60	2,161	1,390	3,269	585	3,854	-2,404
Computer & Software Expense		0	0	0	286		286	-286
LOCAL TRAVEL	0	0	4	0	146	70	216	-216
OUT OF TOWN TRAVEL	3,150	131	0	3,019	2,188		2,188	962
TOOLS EXPENSE	4,300	179	2,617	4,121	7,631	2,955	10,586	-6,286
DUES & SUBSCRIPTIONS	1,480	62	350	1,418	900	300	1,200	280
BACKGROUND CHECKS	0	0	0	0	133	38	171	-171
PERMITS, FEES, & RENTALS	0	0	0	0	350		350	-350
ADVERTISING	450	19	144	431	417		417	33
EQUIPMENT MAINTENANCE	0	0	0	0	605		605	-605
EQUIPMENT EXPENSE						24,710	24,710	-24,710
BUILDING ALLOCATION	22,436	935	810	21,501	16,256		16,256	6,180
MAINTENANCE ALLOCATION	0	0	0	0	129		129	-129
Total Program Support	76,472	3,186	8,908	73,286	75,318	37,276	112,594	-36,122
Audit								
FINANCIAL AUDIT	3,608	150	0	3,458	2,556	1,052	3,608	0
Total Audit	3,608	150	0	3,458	2,556	1,052	3,608	0
T & TA								
TRAINING & TECHNICAL AST	10,000	417	0	9,583	7,292	2,708	10,000	0
Total T & TA	10,000	417	0	9,583	7,292	2,708	10,000	0
HEALTH AND SAFETY								
HEALTH AND SAFETY WAGES	0	0	1,760	0	21,549		21,549	-21,549
HEALTH AND SAFETY	71,000	2,958	4,657	68,042	31,631	16,254	47,885	23,115
HEALTH & SAFETY-SUBMATERIAL	0	0	0	0	600		600	-600
HEALTH & SAFETY SUBLABOR	0	0	366	0	966		966	-966
Total Health and Safety	71,000	2,958	6,783	68,042	54,746	16,254	71,000	0
LIABILITY INSURANCE	200	8	0	192	100	100	200	0
EQUIPMENT PURCHASE	70,169	2,924	0	67,245	0	70,169	70,169	0
Administration								
PAYROLL PROCESSING	2,500	104	58	2,396	1,352	58	1,410	1,090
ADMINISTRATIVE ALLOCATION	57,500	2,396	3,165	55,104	42,742	11,700	54,442	3,058
Total Administration	60,000	2,500	3,223	57,500	44,094	11,758	55,852	4,148
Total Expenses	1,000,000	41,667	52,290	958,334	729,988	194,816	924,804	75,197
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

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Income Statement

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

LINE ITEM	ACTUAL		YTD ACTUAL	FORECAST	TOTAL
	2/1/2021	2/28/2021	2/28/2021		CONTRACT
18.19PI - 2018-2019 Program Income					
REVENUE					
GRANTS					
Current PY Program Income			24,327		24,327
Total Grants	0	0	24,327	0	24,327
Total Revenue	0	0	24,327	0	24,327
EXPENSES					
Materials					
PROGRAM MATERIALS					
SUBCONTRACT MATERIALS					
Total	0	0	0	0	0
Total	0	0	0	0	0
Personnel					
Agency Labor					
Agency Salaries					
SALARY/WAGE EXPENSE	0	0	4,700	0	4,700
NEW ACCRUED BENEFIT TIME	0	0	729	0	729
Total Agency Salaries	0	0	5,429	0	5,429
Fringes					
FICA EXPENSE	0	0	412	0	412
UNEMPLOYMENT INSURANCE EXPENSE	0	0	118	0	118
WORKERS COMP EXPENSE	0	0	334	0	334
DISABILITY INSURANCE EXPENSE	0	0	10	0	10
GROUP INSURANCE EXPENSE	0	0	1,474	0	1,474
401-K EXPENSE	0	0	162	0	162
Fringes on Accrued Leave Earned	0	0	102	0	102
Total Fringes	0	0	2,612	0	2,612
Total Agency Labor	0	0	8,041	0	8,041
Subcontracted Labor					
SUBCONTRACT LABOR					
Total Subcontracted Labor	0	0	0	0	0
Total Personnel	0	0	8,041	0	8,041
Program Support					
PROGRAM SUPPLIES	0	0	394	0	394
VEHICLE MAINTENANCE	0	0	2,039	0	2,039
Total Program Support	0	0	2,433	0	2,433
HEALTH AND SAFETY					
HEALTH AND SAFETY	0	0	689	0	689
HEALTH & SAFETY-SUBMATERIAL	0	0	0	0	0
HEALTH & SAFETY SUBLABOR	0	0	0	0	0
Total	0	0	689	0	689
Administration					
ADMINISTRATIVE ALLOCATION	0	0	2,433	0	2,433
Total Administration	0	0	2,433	0	2,433
Total Expenses	0	0	13,596	0	13,596
NET SURPLUS/(DEFICIT)	0	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	YTD	FORECAST	TOTAL CONTRACT	REMAINING
		2/1/2021 2/28/2021	2/1/2021 2/28/2021	BUDGET 2/28/2021	ACTUAL 2/28/2021			
20.21CSBG - 2020 -2021 CSBG								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	239,940	19,995	25,698	39,990	106,766	133,174	239,940	0
Prior Year Revenue	2,425	202	0	404	2,425	0	2,425	0
Total GRANT REVENUE	242,365	20,197	25,698	40,394	109,191	133,174	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	2,073	10,003	18,387	41,632	60,019	0
Total OTHER REVENUE	60,019	5,002	2,073	10,003	18,387	41,632	60,019	0
Total REVENUE	302,384	25,199	27,771	50,397	127,578	174,806	302,384	0
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	110,562	9,214	11,314	18,427	54,506	56,056	110,562	0
NEW ACCRUED BENEFIT TIME	8,248	687	995	1,375	4,440	3,808	8,248	0
Total SALARIES/WAGES	118,810	9,901	12,309	19,802	58,946	59,864	118,810	0
FRINGES								
FICA EXPENSE	9,618	802	971	1,603	4,516	5,102	9,618	0
UNEMPLOYMENT INSURANCE EXPENSE	2,747	229	475	458	1,848	899	2,747	0
WORKERS COMP EXPENSE	428	36	31	71	156	272	428	0
DISABILITY INSURANCE EXPENSE	314	26	32	52	151	163	314	0
GROUP INSURANCE EXPENSE	9,367	781	714	1,561	3,114	6,253	9,367	0
401-K EXPENSE	3,457	288	329	576	1,573	1,884	3,457	0
Fringes on Accrued Leave Earned	1,155	96	139	193	622	533	1,155	0
Total FRINGES	27,086	2,257	2,692	4,514	11,979	15,107	27,086	0
Total PERSONNEL	145,896	12,158	15,002	24,316	70,925	74,971	145,896	0
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	3,100	258	80	517	88	2,565	2,653	447
PROGRAM SUPPLIES	0	0	270	0	447	0	447	-447
OFFICE SUPPLIES	750	63	143	125	351	399	750	0
Direct Beneficiary Costs	5,425	452	40	904	1,432	3,993	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	20	0	20	-20
VEHICLE INSURANCE	2,064	172	136	344	711	1,353	2,064	0
VEHICLE MAINTENANCE	1,300	108		217		1,300	1,300	0
VEHICLE FUEL	90	8		15		90	90	0
VEHICLE REGISTRATION	261	22		44		261	261	0
PARKING LOT RENTAL	900	75	39	150	133	767	900	0
BOARD EXPENDITURES	1,500	125	20	250	626	874	1,500	0
LEGAL FEES	0	0	0	0	1,352	0	1,352	-1,352
POSTAGE	1,100	92	47	183	327	773	1,100	0
DUPLICATING & PRINTING	600	50	114	100	772	0	772	-172
INTERNET SERVICE	450	38	82	75	354	96	450	0
TELEPHONE	1,000	83	27	167	181	819	1,000	0
Computer & Software Expense	2,500	208	5,505	417	7,612	0	7,612	-5,112
MEETING EXPENSE	1,000	83		167		1,000	1,000	0
CONFERENCE EXPENSE	5,600	467	55	933	2,560	2,544	5,104	496

LINE ITEM	TOT BUDGET	BUDGET		YTD BUDGET		FORECAST	TOTAL CONTRACT	REMAINING
		2/1/2021	2/28/2021	2/1/2021	2/28/2021			
TRAINING & TECHNICAL AST	0	0	434	0	1,679	0	1,679	-1,679
Staff Development	1,500	125	0	250	218	1,282	1,500	0
LOCAL TRAVEL	414	35	84	69	467	0	467	-53
OUT OF TOWN TRAVEL	7,000	583	0	1,167	247	6,753	7,000	0
DUES & SUBSCRIPTIONS	2,200	183	0	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	144	0	144	0	144	-144
EQUIPMENT PURCHASE	0	0		0		0	0	0
BUILDING ALLOCATION	29,910	2,493	1,436	4,985	7,823	13,832	21,655	8,255
MAINTENANCE ALLOCATION	0		0		220	0	220	-220
	68,754	5,730	8,659	11,459	28,822	39,932	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	688	0	2,270		2,270	-2,270
INKIND DONATIONS	60,019	5,002	1,385	10,003	16,117	41,632	57,749	2,270
Total INKIND	60,019	5,002	2,073	10,003	18,387	41,632	60,019	0
ADMINISTRATION								
FINANCIAL AUDIT	1,400	117	0	233	393	1,007	1,400	0
PAYROLL PROCESSING	1,100	92	49	183	298	802	1,100	0
ADMINISTRATIVE ALLOCATION	22,215	1,851	1,989	3,703	8,752	13,463	22,215	0
Total ADMINISTRATION	24,715	2,060	2,037	4,119	9,443	15,272	24,715	0
Total EXPENSES	302,384	25,199	27,771	50,397	127,578	174,806	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
		2/1/2021 2/28/2021	2/1/2021 2/28/2021	2/28/2021	2/28/2021			
WIC - WOMEN, INFANTS & CHILDREN								
REVENUE								
GRANTS								
GRANT REVENUE	375,808	31,317	27,501	156,587	122,425	253,383	375,808	0
Total Grants	375,808	31,317	27,501	156,587	122,425	253,383	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	27,501	156,587	122,425	253,383	375,808	0
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	222,477	18,540	16,904	92,699	73,673	148,804	222,477	0
NEW ACCRUED BENEFIT TIME	14,918	1,243	1,235	6,216	5,633	9,285	14,918	0
Total Agency Salaries	237,395	19,783	18,140	98,915	79,306	158,089	237,395	0
Fringes								
FICA EXPENSE	17,094	1,425	1,256	7,123	5,457	10,848	16,305	789
UNEMPLOYMENT INSURANCE EXPENSE	4,862	405	625	2,026	2,259	2,603	4,862	0
WORKERS COMP EXPENSE	756	63	57	315	260	496	756	0
DISABILITY INSURANCE EXPENSE	340	28	28	142	125	215	340	0
GROUP INSURANCE EXPENSE	28,705	2,392	1,486	11,960	6,528	22,177	28,705	0
401-K EXPENSE	5,904	492	351	2,460	1,697	4,207	5,904	0
Fringes on Accrued Leave Earned	0	0	173	0	789	0	789	-789
Total Fringes	57,661	4,805	3,976	24,025	17,114	40,547	57,661	0
Total Personnel	295,056	24,588	22,115	122,940	96,420	198,636	295,056	0
OTPS								
Space								
PROGRAM RENT	1,020	85	0	425	0	1,020	1,020	0
PARKING LOT RENTAL		0	39	0	156	0	156	-156
BUILDING ALLOCATION	32,668	2,722	2,094	13,612	11,062	20,433	31,495	1,173
Total	33,688	2,807	2,132	14,037	11,218	21,453	32,671	1,017
Program Operations								
PROGRAM MATERIALS	2,600	217		1,083		2,600	2,600	0
PROGRAM SUPPLIES		0		0		0	0	0
OFFICE SUPPLIES	3,100	258	60	1,292	60	3,040	3,100	0
MEDICAL SUPPLIES	2,500	208		1,042		2,500	2,500	0
EDUCATIONAL SUPPLIES	1,075	90		448		1,075	1,075	0
POSTAGE	1,700	142	251	708	1,814	0	1,814	-114
DUPLICATING & PRINTING	250	21	24	104	63	187	250	0
INTERNET SERVICE	2,160	180	48	900	241	1,919	2,160	0
TELEPHONE	2,120	177	203	883	1,578	542	2,120	0
MEETING EXPENSE	0	0		0		0	0	0
DUES & SUBSCRIPTIONS	0	0	0	0	300	0	300	-300
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
		2/1/2021 2/28/2021	2/1/2021 2/28/2021	2/28/2021	2/28/2021			
WIC - WOMEN, INFANTS & CHILDREN								
INKIND DONATIONS	0	0		0		0	0	0
Total Program Operations	15,505	1,292	586	6,460	4,057	11,862	15,919	-414
Total OTPS	49,193	4,099	2,719	20,497	15,275	33,315	48,590	603
Travel								
VEHICLE INSURANCE	900	75	72	375	353	547	900	0
VEHICLE MAINTENANCE		0	38	0	38	0	38	-38
VEHICLE FUEL	200	17	0	83	34	166	200	0
VEHICLE REGISTRATION		0	0	0	0	0	0	0
CONFERENCE EXPENSE		0	565	0	565	0	565	-565
LOCAL TRAVEL	400	33	0	167	0	400	400	0
OUT OF TOWN TRAVEL	625	52	0	260	0	625	625	0
Total Travel	2,125	177	675	885	990	1,738	2,728	-603
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	0	591	655	764	1,419	0
Total Audit	1,419	118	0	591	655	764	1,419	0
Other								
CONTRACTUAL SERVICES-OTHER	1,100	92	154	458	309	791	1,100	0
Computer & Software Expense	700	58	56	292	485	215	700	0
TRAINING & TECHNICAL AST		0		0	0	0	0	0
PAYROLL PROCESSING	960	80	59	400	373	587	960	0
Memberships	350	29		146		350	350	0
ADVERTISING	1,500	125	0	625	107	1,393	1,500	0
Total Other	4,610	384	270	1,921	1,275	3,335	4,610	0
Administration								
ADMINISTRATIVE ALLOCATION	23,405	1,950	1,722	9,752	7,810	15,595	23,405	0
Total Administration	23,405	1,950	1,722	9,752	7,810	15,595	23,405	0
Total Expenses	375,808	31,317	27,501	156,587	122,425	253,383	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 CONTRACT	REMAINING
	TOT BUDGET	2/1/2021 2/28/2021	2/1/2021 2/28/2021	2/28/2021	2/28/2021						
EPC - Enhanced Peer Counseling											
REVENUE											
GRANTS											
GRANT REVENUE	16,000	1,333	1,314	6,667	5,451	10,549	16,000	0			
Total Grants	16,000	1,333	1,314	6,667	5,451	10,549	16,000	0			
Total Revenue	16,000	1,333	1,314	6,667	5,451	10,549	16,000	0			
EXPENSES											
Personnel											
Agency Salaries											
SALARY/WAGE EXPENSE	13,000	1,083	978	5,417	4,363	8,637	13,000	0			
Total Agency Salaries	13,000	1,083	978	5,417	4,363	8,637	13,000	0			
Fringes											
FICA EXPENSE	995	83	75	414	334	661	995	0			
UNEMPLOYMENT INSURANCE EXPENSE	284	24	36	118	136	148	284	0			
WORKERS COMP EXPENSE	62	5	3	26	17	45	62	0			
DISABILITY INSURANCE EXPENSE	135	11	11	56	54	81	135	0			
Total Fringes	1,475	123	125	615	540	935	1,475	0			
Total Personnel	14,475	1,206	1,104	6,031	4,903	9,573	14,475	0			
OTPS											
Program Operations											
Computers						0	0	0			
DUPLICATING & PRINTING	0	0	3	0	7	0	7	-7			
INTERNET SERVICE	240	20	10	100	48	185	233	7			
TELEPHONE	1,248	104	198	520	493	755	1,248	0			
Total Program Operations	1,488	124	211	620	548	940	1,488	0			
Total OTPS	1,488	124	211	620	548	940	1,488	0			
Travel											
LOCAL TRAVEL	0	0	0	0	0	0	0	0			
OUT OF TOWN TRAVEL	37	3	0	15	0	37	37	0			
Total Travel	37	3	0	15	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	1,333	1,314	6,667	5,451	10,549	16,000	0			
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0			

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 21-13

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the proposal to dispose of the 2005 Chevrolet Cargo Van (#4) as presented,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposal to dispose of the 2005 Chevrolet Cargo Van (#4) as presented,

IT IS HEREBY RESOLVED that on April 22, 2021 the CAPCO Board of Directors adopts for acceptance the proposal to dispose of the 2005 Chevrolet Cargo Van (#4).

Shelley Warnow

Board President

April 22, 2021

Date

Recommendation to Eliminate 2005 Chevrolet Express Van

Vehicle History:

2005 Chevrolet Express Van #4, VIN 1GCGG25V851157366, plate no. 80722JT. Mileage: 49850. This vehicle was purchase by the Weatherization Assistance Program on 12/10/2004 for \$14,732.00. On November 14, 2012 it was disposed of by the WAP program and given to CSBG, since we were downsizing. It really has sat in the parking lot since then and not used. I have attached the release from HCR for tracking purposes.

Vehicle Conditions:

The vehicle is in poor condition and has not been used since August of 2019 when it was sent to O'Shea Tire for an inspection and did not pass for the following reasons:

- Front brakes- rotors, calipers, and pads need replacing
- Emergency brake not working
- Rear brakes- shoes, calipers, pads, and rotors.
- Tie rod ends need replacing
- Sway bar link kit loose- replacing
- Wheel alignment needed
- Frame badly rusted and Left side cracked
- Differential transfer case leaking – transmission
- Attached is the detail from O'Shea Tire & Service Center- This vehicle is not worth repairing with a cracked frame.

Proposal:

We are proposing disposal of this van through Weitsman of Ithaca: Van would be towed to 105 Cherry Street, Ithaca NY this cost would be \$150.00. Weitsman offers a disposal of \$300/per gross ton. Approx. \$1200.00 minus the towing fee - Approximately \$1,050 paid to CAPCO.

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 21-14

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the proposal for Head Start/Early Head Start COVID Cares funds in the amount of \$71,631 as presented,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposal for Head Start/Early Head Start COVID Cares funds in the amount of \$71,631 as presented,

IT IS HEREBY RESOLVED that on April 22, 2021 the CAPCO Board of Directors adopts for acceptance the proposal for Head Start/Early Head Start COVID Cares funds in the amount of \$71,631.

Shelley Warnow
Board President

April 22, 2021
Date

Summary

Budget Summary

Grant Program, Function or Activity	New or Revised Budget		Total
	Federal	Non-Federal	
1. Operations: Operations	\$71,631	\$0	\$71,631
5. Totals	\$71,631	\$0	\$71,631

Guidance

This application contains a funding amount for one-time activities to prevent, prepare for, and respond to COVID-19. The total funding amount has been entered in the object class category "Other" on the SF-424A. If applicable, this amount reflects the allocations for all Head Start grants held by the organization and includes Head Start and Early Head Start allotments. Adjustments to funding amounts between object class categories on the SF-424A are permitted, however the Federal total cannot be adjusted as it reflects the total amount allocated by the Office of Head Start. Please review, edit if needed, and submit the application to the Regional Office as soon as possible and no later than the date indicated. Allocations were provided proportionally to all grants based on federal funded enrollment levels as required by the Consolidated Appropriations Act, 2021 (P.L. 116-260). Narratives, budget justifications, and governing body or policy council approvals are not required for this application, except for purchases that require prior approval such as for equipment or the purchase, construction, or major renovation of facilities. If any of these activities are included, a narrative explaining the purchases will be required.

The Head Start Act recognizes that lack of resources in a community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. In order to request a waiver of non-federal match, place the amount of \$0 in Section C of your SF-424A in your application. No separate waiver request is required. For more information, please see <https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-21-01>.

Applications are due April 9, 2021.

Please contact your Program Specialist using the correspondence tab within this application with questions.

	Allocation	Requested
CRRSA (COVID-19)	\$71,631	\$71,631

Status History

[Hide Details](#)

Date	Status	User	Comments
03/30/2021 03:01 PM, EDT	Started by Grantee	Bethann Fischer	

Warnings / Errors

[Hide Details](#)

For assistance, please contact the HSES Help Desk at help@hsesinfo.org or call 1-866-771-4737 (toll-free) or 1-571-429-4858 (local), Monday - Friday, 8 a.m. - 7 p.m. EST
(not available on weekends or federal holidays)

Bethann Fischer

From: HSES Announcements <notice@hsesannouncements.org>
Sent: Monday, March 29, 2021 3:59 PM
To: Bethann Fischer
Subject: [EXTERNAL]New grant applications for additional COVID-19 funding due April 9th



As a result of the Consolidated Appropriations Act, 2021 approximately \$250 million is available for grants to Head Start grantees for one-time activities in response to COVID-19. All Head Start, Early Head Start, and Early Head Start-Child Care Partnership grantees are eligible to receive funding for one-time activities in response to COVID-19. The Consolidated Appropriations Act, 2021, one-time funding will be issued by formula based on federal funded enrollment as required by the appropriation.

Head Start programs may need to undertake a wide range of one-time, specific actions or activities in response to COVID-19. Activities could include:

1. Mental health services, supports, crisis response, and intervention services.
2. Coordination, preparedness, and response efforts with state, local, tribal, and territorial public health departments and other relevant agencies.
3. Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture (USDA).

4. Training and professional development for staff on infectious disease management.
5. Purchasing necessary supplies and contracted services to sanitize and clean facilities and vehicles.
6. Other actions that are necessary to maintain and resume the operation of programs, such as hiring substitute staff, investing in technology infrastructure, making improvements to air conditioning systems, or other emergency assistance.

These funds will be staged in a new temporary grant with the acronym HET, HAT, or HNT in HSES. That grant is now available after you log into HSES. Once you select the new grant, go to the Financials tab and start the Non-Competing New application. The total funding amount is pre-populated in the "Other" object class category on the SF-424A of the application. Adjustments to funding amounts are permitted between object class categories on the SF-424A tab; however, the Federal Total cannot be adjusted as it reflects the total amount allocated by the Office of Head Start. Please review the application, edit if needed, and submit the application to the Regional Office.

Applications are due by April 9th.

The Head Start Act recognizes that lack of resources in a community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. In order to request a waiver of non-federal match, place the amount of \$0 in Section C of your SF-424A in your application. No separate waiver request is required. For more information, please see Program Instruction [ACF-PI-HS-20-03](#).

HSES Help Desk

Head Start Enterprise System

Email: help@hsesinfo.org

Toll Free: 866-771-4737 **Local:** 571-429-4858

Hours of Operation:

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 21-15

WHEREAS, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the proposal for Head Start/Early Head Start retroactive pay for 2020-21 as presented,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposal for Head Start/Early Head Start retroactive pay for 2020-21 as presented,

IT IS HEREBY RESOLVED that on April 22, 2021 the CAPCO Board of Directors adopts for acceptance the proposal for Head Start/Early Head Start retroactive pay for 2020-21.

Shelley Warnow

Board President

April 22, 2021

Date

Proposed for Retro Salary Adjustments for HS/EHS based on Board approved budget as of 2/2021:

Proposed Increase in Pay for 20.21 HSEHS Contract	
Salary	\$ 133,531
Fringe @ 15%	\$ 20,030
Total Increase in Personell Expense	\$ 153,561

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 21.16

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 2021 WAP Contract as presented,

IT IS HEREBY RESOLVED that on April 22, 2021 the Cortland County Community Action Program, Inc. Board of Directors accepts as presented the proposed 2021 WAP Contract.

Shelley Warnow

Board President

April 22, 2021

Date

**New York State Weatherization
Data Collection and Management System
Cortland Community Action Program Inc.**

Date: 04/15/2021

Time: 09:37

Appendix B

Part I - Budget

Contract/Prog Year/Amend: C093240/2021/0

Program Year Allocation: \$400,000

Budget Start Date: 04/01/2021

Budget End Date: 03/31/2022

Sent to HCR Date:

Draft #3

I. BUDGET

	Requested Amount	%
A. Materials	\$46,161	11.54%
B. Labor	\$233,357	58.33%
C. Program Support	\$34,108	8.53%
D. Liability Insurance	\$100	0.03%
E. Financial Audit Fee	\$1,804	0.45%
F. Training and Technical Assistance	\$5,000	1.25%
G. Health & Safety	\$20,470	5.12%
H. Administration	\$24,000	6.00%
I. Capital Equipment Purchases	\$35,000	8.75%
TOTAL BUDGET	\$400,000	100.00%

II. A+B+C

A. Materials	\$46,161	14.72%
B. Labor	\$233,357	74.41%
C. Program Support	\$34,108	10.88%
TOTAL A+B+C	\$313,626	100.01%

III. PRODUCTION GOALS

A. Unit Goals	41
B. Avg \$/Unit	\$7,600

Service Areas

Cortland

CORT

**New York State Weatherization
 Data Collection & Management System
 CORT - Cortland Community Action Program Inc.
 Contract # C093240 Prog Year 2021 Amendment # 0
 Budget Support Documentation**

Program Year Allocation: \$400,000

Part I - Budget

A. Materials

Sent To HCR:

Agency Materials	\$45,161		
Subcontracted Materials	\$1,000	Materials budgeted equals	14.72 % of A+B+C
Total Materials	\$46,161	Materials budgeted equals	11.54 % of Program Year Allocation

B. Labor

Agency Labor	\$166,565		
Agency Fringe	\$65,792		
Total Agency Labor	\$232,357		
Subcontracted Labor	\$1,000	Labor budgeted equals	74.41 % of A+B+C
Total Labor	\$233,357	Labor budgeted equals	58.34 % of Program Year Allocation

C. Program Support

Building Maintenance.....	\$0	Weatherization Equipment.....	\$0
Office Space	\$11,218	Travel.....	\$1,200
Warehouse Space.....	\$0	Staff Development	\$450
Utilities/Fuel.....	\$3,800	Worksite Consumables.....	\$2,500
Insurance/Bonding.....	\$0	Telecommunications.....	\$2,210
Vehicle Maintenance.....	\$3,350	Postage & Shipping.....	\$300
Vehicle Insurance	\$3,200	Advertising/Marketing.....	\$250
Vehicle Lease/Purchase.....	\$0	Printing/Copying.....	\$200
Office Supplies.....	\$1,800	Dues/Fees.....	\$750
Office Furniture/Equipment.....	\$0	Energy Audit	\$0
Weatherization Tools/Supplies	\$2,100	Other (see Below).....	\$780
		Total Program Support	\$34,108
Office Space Sqr Ft:	855	Warehouse Space Sqr Ft:	0

Other Items

Parking Lot Rental	\$780
_____	\$0
_____	\$0
_____	\$0
_____	\$0

Program Support budgeted equals 10.88 % of A+B+C
 Program Support budgeted equals 8.53 % of Program Year Allocation

Total A+B+C: \$313,626 **Total A+B+C budgeted = 78.41 % of Program Year Allocation**

D. Liability Insurance

Total Premium.....	\$8,500	Effective Date	04/01/2021
Budgeted Amount.....	\$100	Termination Date	03/31/2022
Liability Insurance budgeted equals	1.18 % of Total Annual Liability Insurance Premium		
Liability Insurance budgeted equals	0.03 % of Program Year Allocation		

New York State Weatherization
Data Collection & Management System
CORT - Cortland Community Action Program Inc.
Contract # C093240 Prog Year 2021 Amendment # 0
Budget Support Documentation

Program Year Allocation: \$400,000 **Part I - Budget**

E. Financial Audit

Total Financial Audit Fee..... \$12,850
Budgeted Amount..... \$1,804
Financial Audit budgeted equals 14.04 % of Total Annual Financial Audit Fee
Financial Audit budgeted equals 0.45 % of Program Year Allocation

F. Training and Technical Assistance

Budgeted Amount \$5,000
Training and Technical Assistance budgeted equals 1.25 % of Program Year Allocation

G. Health and Safety

Budgeted Amount \$20,470
Health and Safety budgeted equals 5.12 % of Program Year Allocation

H. Administration

Salaries & Fringe \$0
Indirect Costs:..... \$0 Rate 0 %
Admin Services (See Below): \$24,000
Admin Other (See Below):..... \$0
Total Administration: \$24,000
Administration Budgeted equals 6.00 % of Program Year Allocation

Admin Services Budgeted Items

Payroll Services _____

Admin Other Budget Items

I. Capital Equipment Purchase

Budgeted Amount: \$35,000
Capital Equipment Purchases Budgeted equals 8.75 % of Program Year Allocation

Date: 04/15/2021

Time: 09:37

**New York State Weatherization
Data Collection & Management System
CORT - Cortland Community Action Program Inc.
Contract # C093240, Prog Year 2021, Amendment # 0
Budget Support Documentation
Part II - Production Schedule**

<u>Month</u>	<u>Year</u>	<u>Units</u>
April	2021	0
May	2021	0
June	2021	4
July	2021	4
August	2021	4
September	2021	4
October	2021	4
November	2021	3
December	2021	3
January	2022	5
February	2022	5
March	2022	5
TOTAL		41

Date: 04/15/2021

Time: 09:38

**New York State Weatherization
 Data Collection & Management System
 CORT - Cortland Community Action Program Inc.
 Contract # C093240, Prog Year 2021, Amendment # 0
 Budget Support Documentation
Part III - Salaries and Fringe**

Name	Sheet #	Title	Salary	Weeks	Contract Portion	Contract Amount	Admin		Labor	
							%	Amount	%	Amount
Salaries										
Timothy Birdsall	1	Building Analyst								
Jeremy Devereese	1	Technician/Specialist Heating								
Jason Hutchings	1	Crew Laborer								
Joel LaVigne	1	Crew Laborer								
Jeanie Mowry	1	Account Clerk								
Jason O'Neill	1	Crew Laborer								
Denise Peroulakis	1	Director								
Charles Schell	1	Field Coordinator/Auditor								
TOTAL SALARIES										
Incentive Payments										
Timothy Birdsall	1	Building Analyst								
Jeremy Devereese	1	Technician/Specialist Heating								
Jason Hutchings	1	Crew Laborer								
Joel LaVigne	1	Crew Laborer								
Jeanie Mowry	1	Account Clerk								
Jason O'Neill	1	Crew Laborer								
Denise Peroulakis	1	Director								
Charles Schell	1	Field Coordinator/Auditor								
TOTAL INCENTIVES			\$0			\$0		\$0		\$0
TOTAL			\$280,350			\$166,565		\$0		\$166,565

Admin-Budgeted Salary (from above)	\$0
Admin-Budgeted Fringe.....	\$0
Total Admin Salary and Fringe	\$0

Labor-Budgeted Salary (from above)	\$166,565
Labor-Budgeted Fringe	\$65,792
Total Labor Salary and Fringe	\$232,357

Date: 04/15/2021

Time: 09:38

New York State Weatherization
Data Collection & Management System
CORT - Cortland Community Action Program Inc.
Contract # C093240, Prog Year 2021, Amendment # 0
Budget Support Documentation

Part IV - Capital Purchases

<u>Item</u>	<u>Quantity</u>	<u>Cost</u>	<u>Justification</u>
2020- Dodge Box Truck	1	\$35,000	Trade In 2007 Isuzu Cube Van (ARRA) Vehicle
Total		\$35,000	

Program Income Budget Report

Contract No / Program Year: C093240 / 2021

Amend No 0

PROGRAM INCOME ALLOCATIONS

Beginning Balance:	10,731
Program Income Earned:	0
Program Income Available:	10,731
Program Income Budgeted:	10,731
Available (A+B+C):	1,073
FUNDS REMAINING:	0

UNITS

	AVG \$/UNIT	GOAL (units)
	7,600	0
PI Production Schedule Total:		1

PROGRAM INCOME BUDGET LINE ITEMS TOTAL:		10,731
% of Total	% of A+B+C	
0.00 %	0.00 %	A. Materials Total: 0
		Agency Materials: 0
		Subcontracted Materials: 0
0.00 %	0.00 %	B. Labor Total: 0
		Agency Labor: 0
		Subcontracted Labor: 0
10.00 %	100.00 %	C. Program Support: 1,073
		Total A+B+C: 1,073
0.00 %		D. Liability Insurance: 0
0.00 %		E. Financial Audit: 0
0.00 %		F. T & TA Total: 0
0.00 %		G. Health & Safety: 0
0.00 %		H. Admin total: 0
		MAX % 10.0 % MAX allowed: 1,073
90.00 %		I. Capital Purchase: 9,658

Plan Dt: 04/01/2021

HCR Approved

HCR Approved Dt:

Program Income Production Schedule Report

Contract / Program Year: C093240 / 2021

Production Start Date: 03/01/2022

PI Budget Amend No: 0

Total Unit Goals: 0

<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	
0	0	0	0	0	0	
<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Total Program Income Units</u>
0	0	0	0	0	1	1

April Highlights

- We are continuing to meet with the agencies chosen as FI's by the Dept. of Health to provide CDPAP services for Cortland County. We are discussing opportunities for subcontracting to support the consumers in the CDPA Program with the new model. There is still no timeline at this point – there has been no further action by NYSDOH to initiate the contracting process with the new FI's. Until that happens, CAPCO will continue to provide CDPAP to the consumers. There has been some Legislation passed that will impact the RFO decisions, but, none that will affect CAPCO. We still think this could easily continue through the rest of this fiscal year. We are working to prepare what we can to be ready for the transition when it happens.
- On April 9, Executive Directors from the Community Action Agencies in Claudia Tenney's congressional district met with her and her Chief of Staff. This was a very positive and productive in person meeting. Rep. Tenney spent 2 hours with us listening to our concerns, challenges and priorities. She asked really pertinent questions and was engaged in the process with us. She is very supportive of the areas that we know are important to our community – HS/EHS, WAP, CSBG, WIC and others. She was interested in the Volunteer Driver Program/transportation issues. She is interested in visiting CAPCO and I will be working with her Chief of Staff to arrange that.
- We are continuing conversations about the future plans for Parker and the collaboration with CAPCO, YWCA, Cortland City Schools and the City of Cortland. The United Way is preparing a funding proposal to be sent to Rep. Claudia Tenney for Community Opportunity funding for the Parker Project. Part of that request is \$1,000,000 for capital improvements that would allow us to get the initial renovations started. We are planning to go back to the Common Council sometime this summer about making the decision to purchase the property from the School District.
- We have been notified that the Alliance for Economic Inclusion in moving forward with the contracts that had to be halted last March due to the Pandemic. This was funding we were to receive to work with TC3 to provide CNA training and workforce development. We are excited that we will be able to continue that plan. We anticipate contract information in the very near future.

- The HR Director continues to lead the CDS Department with the Executive Director while monitoring the timeline of CDS changes with the announcement of Fiscal Intermediary selections. This process continues to evolve with the Department of Health recently announcing a process for additional Fiscal Intermediaries to be chosen. CAPCO continues business as usual in terms of adhering to compliance changes and Program administration while we await clearer guidance. CAPCO continues to have conversations with chosen Fiscal Intermediaries about sub-contracting possibilities. These discussions continue to evolve with CAPCO minimally identifying 2 chosen Fiscal Intermediaries as potential partners.
- Billing is up-to-date through pay period ending 3/12/2021. With the payroll changes and the impact of EVV on processing, billing fell behind the billing schedule by 1 payroll. This is expected to be up-to-date per the billing schedule for pay period ending 3/26/2021 by week ending 4/23/2021.
- HR continues to work closely with Merwin Greene and Nicki VanBenschoten in the CDS Department as well as Consumers to address ongoing situations/circumstances surrounding COVID-19, EVV telephony changes, aide requirements in terms of pre-employment and annual TB tests, physical examinations, and proof of MMR. The CDS Program is making contact via phone with every Consumer in the Program to verbally discuss the changes and provide clarifications on processes and expectations. Consumers have generally responded positively to changes as CAPCO has worked hard to explain the reasons behind the changes and ease the burden of the changes for both the Consumers and home health aides.
- We are meeting with Sam Purington from the Volunteer Transportation Center (VTC) Watertown, NY about working with CAPCO and Seven Valleys Health Coalition to expand our current Volunteer Driver Program and develop a VTC in Cortland.



Energy Services Update April 2021

Weatherization Assistance Program- PY2021

- Cortland & Chenango County Production – Contract has been completed with a goal of 104 units and 104 completed. There will be some unspent funds that will be returned to HCR after the unaudited statement is filed.
- Capital Purchases- I was notified on March 26th, that DOE denied the purchase of our box truck. We are still waiting on the delivery of our Ford Cargo Express Van, which is due in May.
- Budget: Received our budget package on March 31st and is due April 16th to the Regional Supervisor for approval. This contract will be submitted for \$400,000, but we are expecting additional funds this year and most likely will have to amend the original contract.
- CAPCO/Chenango Vehicle: One 2009 Chevy van has been transferred to Seneca Co. WAP who was in desperate need of a vehicle.
- CAPCO/Chenango Vehicle: 2006 Chevy Box truck needs a new transmission and is in the repair shop being serviced.

EmPower NY

- Started catching up on our EmPower jobs that have been on hold for 3 months. We have several jobs lined up and referrals are starting to be received again.

HEAP

- No activity

CAPCO Building Maintenance-

- North Main- Lots of Spring clean up is being done. Work on our driveway will be done soon- a new concrete pad under the dumpster and a section of the sidewalk will be replaced.
- South Main- On June 26th the parking lot will be cleaned, crack filled, sealed, and stripped. We are also having a new seamless gutter installed across the front of the new storage building.

Adult Education

- Our 19/20 Dollar General grant final report was submitted. Over the course of the contract April 2020-March 2021 we served 73 students and 10 students received their diploma.
- We are beginning to see an increase in new students looking to work toward getting their diploma.
- Adult Literacy student have completed their next addition of This and That focusing on non-human companions.
- We are recruiting for the next round of Getting Ahead students. The class runs for 12 weeks and participants are compensated with a gift card for their participation. The class takes a closer look at community issues and allows the students to be a part of the solution.

Emergency Assistance

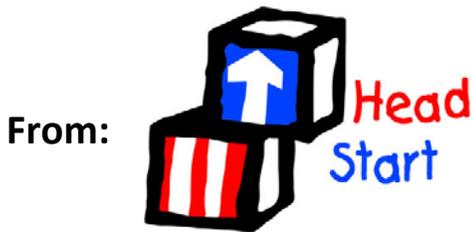
- Family Essentials is now open to the public with safety restrictions on Tuesdays 9am-4pm.
- We received a donation of an estimated \$50,000 of new clothing from P.E.A.C.E incorporated. We have started distributing the clothing in Family Essentials.
- Our virtual Pajama Party gave pajamas, books, and blankets to 61 children in Cortland County. 39 children in 15 families logged on for the event.

NOEP

- Jessica will help out at the March Fresh Food Giveaway April 26, 2021 at 5:00pm located at The Chapel.
- Jessica completed a virtual NOEP site review with our new contract manager. He will send his final reports in the next couple weeks, but he shared that he was very impressed with the work Jessica is doing in Cortland County.

Healthy Families

- For the month of March, we received five parent referrals and enrolled two new families.
- We completed 81% of home visits in the month of March.
- We continue to recruit for expectant moms and families with children up to 3 months old.



From:

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

I. Enrollment.

- A. We have started recruitment / acceptance for the 2021-2022 school year.
- B. HS/EHS currently has 154 children enrolled, 27 are virtual, 6 in-person children have not started yet.

II. Staffing

- A. We continue to actively recruit new staff for multiple positions.
- B. Currently we have had some people leave our program for other opportunities. We are still able to staff all classrooms and we have come up with some other creative solutions for coverage.

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

- A. EHS continues to operate 4 of 8 classrooms. HS is operating all 13 classrooms
- B. May 28th we will be providing staff with a 2 hour training on active supervision

IV. Old Business

- A. We received regional approval to buy out the lease agreements on our Nissan Rogue's.
- B. We have finally received regional approval on our in-kind waiver for 2019-2020 program year.
- C. Since last meeting we have had no COVID positive cases.
- D. We attended the Staff and Wellness Institute. We now await our assignment to a coach / mentor to assist with an implementation plan of action.
- E. The CAPCO kitchen hosted it's first You Tube cooking class! It was a big hit amongst families. You can view it here: <https://www.youtube.com/watch?v=7salD3pFELY>

V. New Business

- A. We will be applying for another in-kind waiver for program year 2020-2021.
- B. We have been contacted by SUNY Cortland early childhood education program to enter into a collaborative partnership. More news will be shared as this develops.

WIC Monthly Report

Kirsten Parker

4/16/2021

- I looked this morning but was not able to find any information that the public health emergency has been extended. As of right now it looks like it still expires April 21, which would mean WIC would reopen on May 20. There is talk that it will be extended through 2021, which would mean WIC would not have to reopen until January 2022. Some states have reopened and are not using the waiver, but New York has not said what it plans to do. We will continue to make plans and wait for news.
- Participants really like doing appointments by phone, but staff are looking forward to seeing the children in person again.
- As of this month, I stopped scheduling Saturday hours temporarily. We have not been able to fill the appointments and if I do not have to give comp time, we have more appointments available during the week.
- After a dip in caseload in February, March caseload rebounded hitting a new high. I have also been doing a manual count and our numbers are a few higher than the WIC reports. I am working with the help desk and Regional Office on that, but we are happy with the increase.

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	1,013	84.42%	96.02%	✓
FEB	1,200	1,053	996	83.00%	94.59%	✓
MAR	1,200	1,064	1,023	85.25%	96.15%	✗
YTD Average:	1,200	1,049	997	83.07%	95.01%	

April 2021: Human Resources Board Report



- The HR Department is continuing to work with the Fiscal Department and the CDS Program to refine the new payroll process with the EVV changes and the Telephony punch-in/punch-out system. This has been a transition with Aides adjusting to the punch requirements and our administrative departments refining our process flows and procedures. This remains a work in progress, but we are in our 3rd full payroll of only using the Telephony punch-in/punch-out system. We have been implementing this system since the first of the year, but we officially transitioned to only using Telephony the first payroll in March 2021.
- Human Resources is working with Family Health Network and Guthrie Medical Center to set-up Occupational Health clinics to plan for our current aides receiving an updated tuberculosis (PPD) test, physical examination, and proof of MMR. These are emerging regulations for annual requirements that CAPCO has been made aware of from our work and collaboration with other Fiscal Intermediaries. We have been contacting Consumers to inform them of these changes, and the HR department will begin notifying aides in phases of the requirement with a timeline for completion.
- The CAPCO Wellness Committee has officially rolled out our Walking Challenge! This fun and interactive challenge engages staff to walk on their own or safely in group settings and record their steps/miles in a central Survey Monkey format. We did a similar challenge several years ago, and staff response to the challenge has been overwhelmingly positive with mass staff participation. We will be walking the distance to the Grand Canyon and back to Cortland. The goal is for our collective steps to take us a northern route to the Grand Canyon and back to Cortland through a southern route by the end of June 2021 when our Head Start staff are off for the summer. We have landmark destinations along the way with a chance for staff to be entered into a chance for a fun prize! This challenge re-introduces our Wellness initiatives to the Agency following restrictions due to COVID-19. This challenge is able to be done safely and adhere to our safety protocols while engaging staff in a wellness activity and a shared goal.
- HR is continuing to review the details and guidance of the American Rescue Plan. As part of this legislation, we are looking at changes to COBRA administration. Our health insurance brokerage firm, Goetzmann and Associates, currently administers COBRA on CAPCO's behalf. As part of this relationship, Goetzmann and Associates is reviewing the details of the legislation that impact CAPCO and reviewing the employee separations that will be impacted. CAPCO is working with our payroll provider, Complete Payroll Processing, to identify the steps for claiming the payroll tax credit as a measure to address the cost impact of the COBRA changes as well as the payment of COVID-19 leave that CAPCO has been able to offer since the onset of the pandemic.
- The HR and Fiscal departments have worked with Head Start/Early Head Start leadership on the preparation for staff pay rate increases. The Board approved the HS/EHS budget that included the increases and will be reviewing the proposal to institute the increases retroactively in this month's meeting (April 2021). HR and Fiscal play an integral role in implementing the changes and communicating increases, which will take place methodically to address staff questions and ensure staff have all of the necessary information regarding their pay rate increases.