

Cortland County Community Action Program Board of Directors Meeting  
June 24, 2021  
Meeting Agenda

- I. Call to Order
- II. Motion for Approval May 2021 minutes
- III. Standing Committee Reports
  - 1) Executive Committee
    - a) ED Transition update
    - b) Resolution 21.25 – CAPCO Staff Turnover Report 2020-21
    - c) Resolution 21.26 – Executive Director Compensation Report
  - 2) Board Development Committee
    - a) Board Survey
  - 3) PPE Committee
    - a) Resolution 21.27 – Children’s Internet Protection Act Policy (changed #from 21.22)
  - 4) Finance/Audit Committee
    - a) Resolution 21.28– Head Start Lease (Changed #21.23)
    - b) Resolution 21.24 – Energy Services/WAP Lease
- IV. Executive Director Report
- V. Program Director Reports
  - a) Consumer Directed Services
  - b) Energy Services
  - c) Family Development
  - d) Head Start/Early Head Start
  - e) WIC
  - f) Human Resources
- VI. Head Start Policy Council Update
- VII. Old Business
- VIII. New Business
- IX. Executive Session if needed
- X. Adjournment

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

Meeting called to order at 12:02- Members present: Shelley Warnow, Mary Bliss, Ella DiIorio, Jeanette Dippo, Patty Schaap, Helen Spaulding, Lynne Sypher, Larry Woolheater, April Dennison, Doug Bentley, Billie MacNabb. Excused: Liz Haskins, Penny Prignon, Mary Beth Mathey, Sarah Beshers. Staff: Lindy Glennon, Greg Richards, Martha Allen, Bethann Weider, Brandy Strauf, Kirsten Parker, Denise Peroulakis, Danielle Treacy.

Motion for Approval April 2021 minutes with correction to attendance (Shelley Warnow was excused, not present and excused) made by Larry Woolheater, 2<sup>nd</sup> by Mary Bliss. Motion carried.

Standing Committee Reports

- 1) Executive Committee-met May 12<sup>th</sup> and discussed steps in transition plan and hiring new Executive Director. Shelley shared that the Executive Committee met with Lindy and the Management team yesterday for the first listening session and the format seemed to work well.
- 2) Board Development Committee- as previously discussed, Bill McGovern, Marathon Mayor has agreed to a second term and would like for Shelley Warnow to continue to represent him.
  - a) Resolution 21.17 – Motion to appoint Shelley Warnow to a second term as a public sector representative to the Board of Directors representing William McGovern, Marathon Village Mayor motion Jeanette Dippo, 2<sup>nd</sup> Lynne Sypher. Motion carried.
- 3) PPE Committee - No meeting
- 4) Finance/Audit Committee- met May 20. Reviewed financial statements, the additional COVID funding and waiver request for HS/EHS, the WAP budget for Cortland/Tompkins County, the Alliance for Economic Inclusion budget, and the proposal for a credit card for the Deputy Director

Motion to accept financial statements made by Jeanette Dippo, 2<sup>nd</sup> by Mary Bliss. Motion carried.

- a) Resolution 21.18 – Motion to adopt for acceptance the proposed 2021-22 WAP budget for \$942,818 to include Tompkins County made by Ella DiIorio, 2<sup>nd</sup> Jeanette Dippo. Motion carried.
- b) Resolution 21.19 – Motion to adopt for acceptance the proposal for the Alliance for Economic Inclusion (AEI) 2021 Budget in the amount of \$90,209 made by Jeanette Dippo, 2<sup>nd</sup> Billie MacNabb. Motion carried.
- c) Resolution 21.20 – Motion to adopt for acceptance the proposal for the HS/EHS Waiver Request for contract period 6/1/2020-May 31, 2021 made by Lynne Sypher, 2<sup>nd</sup> Jeanette Dippo. Motion carried.
- d) Resolution 21.21 – Motion to adopt for acceptance the proposal for the HS/EHS COVID Funds in the amount of \$248,767 made by Jeanette Dippo, 2<sup>nd</sup> Larry

Woolheater. Motion carried.

- e) Resolution 21.22 – Motion to approve a credit card for the Deputy Director as requested made by Jeanette Dippo, 2<sup>nd</sup> Mary Bliss. Motion carried.
- f) Resolution 21.22 – Motion to adopt for acceptance the proposed WIC budget for FFY 2021-22 I the amount of \$391,808.

Executive Director Report- in addition to her written report Lindy clarified the plans for the June all-staff day.

#### Program Director Reports

Consumer Directed Services-issues continue with the CDPAP time sheets. The program has added a temporary part-time clerk to help with resolving issues.

Energy Services-Denise updated the board on transition activities with Tompkins County and highlighted some of the work Benjamin has done for the agency.

Family Development-Brandy highlighted the \$8,000 grant from Dollar General. Lindy and Brandy shared information about new funding through the American Recovery Plan for an Emergency Rental Assistance Program. CAPCO will be collaborating with Catholic Charities. The program starts on Tuesday and will last as long as there is funding. Brandy will share more information as she gets it. She has a meeting today (May 28<sup>th</sup>).

Head Start/Early Head Start-Bethann shared that they are busy spending out the grant as their fiscal year ends Monday. They are planning extended summer programming for currently enrolled four-year-olds, reviewing continually changing COVID guidance, and have planted the garden at S. Main. They will also be partnering with SUNY Cortland school of Professional Development for teacher training and a mentorship program.

WIC-Kirsten shared that there is still no news on the RFA, it may be delayed again.

Human Resources-in addition to his written report, Greg provided an update on the HR Generalist position.

Head Start Policy Council Update-April has been elected as the chair of policy council and provided an update from the last meeting.

Old Business-no old business.

New Business-Lindy shared that management has been meeting to review current guidance and update COVID policies for employees and participants.

Executive Session -none needed.

Adjournment- Motion to adjourn made by Jeanette Dippo, 2<sup>nd</sup> by Mary Bliss. Meeting adjourned at 1:06.

## Executive Committee

Tuesday, June 15, 2021--Meeting started at 12:15 P.M.

Board Members Present: Shelly Warnow, Billie McNabb, Lynne Sypher Staff Present: Lindy Glennon, Greg Richards

Committee reviewed the 2020 Turnover Report presented by Greg Richards, Deputy Director. Overall turnover for 2020, including both CDPAP and Agency, was down in comparison to 2019 and 2018. The Agency is hopeful this trend will continue in this positive direction with the opportunities for wage and salary adjustments, most notably the significant increases to staff salaries in HS/EHS with the reduction/conversion transition. There was discussion on the timing of the CDPAP Fiscal Intermediary transition and the potential impact on turnover. There remains no update on the timing of the transition as CAPCO continues to ensure all Personal Assistant and Consumer files are up-to-date for when the transition takes place. Motion to approve the 2020 Turnover Report made by Shelly Warnow, 2<sup>nd</sup> Billie McNabb—motion carried.

Committee reviewed the Executive Director Compensation study that is completed on an annual basis as part of the TRACS and ACROS requirements. Greg Richards, Deputy Director, puts together a 990 comparison from like-size Community Action Agencies with similar programming and revenue levels. Lindy's salary was reviewed and adjusted in 2020 with step increases to 2021. The committee reviewed the comparative compensation data while reviewing Lindy's current compensation package. Motion to approve made by Lynne Sypher, 2<sup>nd</sup> Billie McNabb—motion carried.

Committee reviewed the listening sessions that took place with the CAPCO Management team on 5/26/21 and the CAPCO Leadership team on 6/10/2021. Lindy is obtaining the notes that NYSCAA facilitated with the Management team as well the notes taken from the Leadership team. Shelly put together 3 questions to go out to all CAPCO staff through SurveyMonkey for overall staff feedback on leadership qualities. Shelly will be joining the virtual Zoom training for All-Staff Day to inform the staff of the timeline and process for the Executive Director recruitment. Shelly will be reviewing with the Board the Executive Committee's role in the recruitment process and assessing other Board members' interest in participating in the interview rounds. It was also discussed that NYSCAA can assist in the collection of applications and the review before providing all applicants back to the Board. The committee reviewed the tentative timeline for the recruitment process as such:

- Post position in early August 2021
- Review resumes throughout the first half of September 2021
- Schedule interviews for October 2021
- Make offer to candidate by November 1<sup>st</sup>
- Anticipated start date mid-December 2021 for cross-training

No further business. Meeting adjourned at 2:00 P.M.

***Resolution of the Board of Directors***  
***Of***  
***Cortland County Community Action Program, Inc.***  
**Resolution No. 21-25**

**WHEREAS,** the Cortland County Community Action Program, Inc. Executive Committee has reviewed the CAPCO Staff Turnover Report for 2020-21 as presented,

**WHEREAS,** the Cortland County Community Action Program, Inc. Board of Directors has reviewed the CAPCO Staff Turnover Report for 2020-21 as presented,

**IT IS HEREBY RESOLVED** that on June 24, 2021 the CAPCO Board of Directors adopts for acceptance the CAPCO Staff Turnover Report for 2020-21.

Shelley Warnow  
Board President

June 24, 2021  
Date

## 2020 CAPCO Turnover Report: Synopsis

Agency Turnover Totals			
Including CDPAP		Excluding CDPAP	
Total Separations:	128	Total Separations:	25
<b>Separation Reasons</b>		<b>Separation Reasons</b>	
Layoff:	48	Layoff:	0
Performance/Attendance:	18	Performance/Attendance:	1
Misconduct:	3	Misconduct:	2
Retirements:	0	Retirements:	0
Deceased	0	Deceased	0
Resignations:	59	Resignations:	22

<b>Turnover Rate</b> = Total Separations/Monthly Avg. # of Employees x 100			
<b>Avg. Number of Monthly Employees:</b>	<b>383</b>	<b>Avg. Number of Monthly Employees:</b>	<b>128</b>
<b>Total Separations:</b>	<b>128</b>	<b>Total Separations:</b>	<b>25</b>
<b>Turnover Rate:</b>	<b>33%</b>	<b>Turnover Rate:</b>	<b>20%</b>

CDPAP Turnover Totals			
Total Separations:	103	<b>Separation Reasons</b>	
		Layoff:	48
		Performance/Attendance:	17
		Misconduct:	1
		Retirements:	0
		Resignations:	37
		Deceased	0

Head Start/Early Head Start Turnover Totals			
Total Separations:	19	<b>Separation Reasons</b>	
		Layoff:	0
		Performance/Attendance:	1
		Misconduct:	2
		Retirements:	0
		Resignations:	16

WIC			
Total Separations:	2	<b>Separation Reasons</b>	
		Layoff:	0
		Performance/Attendance:	0
		Misconduct:	0
		Retirements:	0
		Resignations:	2

Admin			
Total Separations:	1	<b>Separation Reasons</b>	
		Layoff:	0
		Performance/Attendance:	0
		Misconduct:	0
		Retirements:	0
		Resignations:	1

Family Development			
Total Separations:	3	Separation Reasons	
		Layoff:	0
		Performance/Attendance:	0
		Misconduct:	1
		Retirements:	0
		Resignations:	3

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

### 3-Year Comparison (2018, 2019, 2020)

Agency Turnover Totals							
Including CDPAP				Excluding CDPAP (Agency Turnover)			
	2018	2019	2020		2018	2019	2020
Total Separations:	111	142	128	Total Separations:	31	31	25
Separation Reasons				Separation Reasons			
Layoff:	34	45	48	Layoff:	0	2	0
Performance/Attendance:	7	16	18	Performance/Attendance:	2	3	1
Misconduct:	4	5	3	Misconduct:	1	5	2
Retirements:	0	2	0	Retirements:	0	2	0
Deceased:	0	1	0	Deceased:	0	0	0
Resignations:	66	73	59	Resignations:	25	19	22

Turnover Rate= Total Separations/Monthly Avg. # of Employees x 100							
	2018	2019	2020		2018	2019	2020
Avg. Number of Monthly Employees:	323	368	383	Avg. Number of Monthly Employees:	119	130	128
Total Separations:	111	142	128	Total Separations:	31	31	25
Turnover Rate:	34%	39%	33%	Turnover Rate:	26%	24%	20%

CDPAP Turnover Totals							
	2018	2019	2020		2018	2019	2020
Total Separations:	80	111	103	Separation Reasons			
				Layoff:	34	43	48
				Performance/Attendance:	5	12	17
				Misconduct:	0	1	1
				Retirements:	0	0	0
				Resignations:	41	54	37
				Deceased:	0	1	0

Head Start/Early Head Start Turnover Totals							
	2018	2019	2020		2018	2019	2020

Total Separations:	24	26	19	<b>Separation Reasons</b>			
				Layoff:	0	2	0
				Performance/Attendance:	2	2	1
				Misconduct:	4	4	2
				Retirements:	3	2	0
				Resignations:	18	16	16

WIC Turnover Totals							
	<b>2018</b>	<b>2019</b>	<b>2020</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
Total Separations:	0	1	2	<b>Separation Reasons</b>			
				Layoff:	0	0	0
				Performance/Attendance:	0	0	0
				Misconduct:	0	0	0
				Retirements:	0	0	0
				Resignations:	0	1	2

Admin Turnover Totals							
	<b>2018</b>	<b>2019</b>	<b>2020</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
Total Separations:	2	0	1	<b>Separation Reasons</b>			
				Layoff:	0	0	0
				Performance/Attendance:	0	0	0
				Misconduct:	0	0	0
				Retirements:	0	0	0
				Resignations:	2	0	1

Family Development Turnover Totals							
	<b>2018</b>	<b>2019</b>	<b>2020</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
Total Separations:	3	1	3	<b>Separation Reasons</b>			
				Layoff:	0	0	0
				Performance/Attendance:	0	0	0
				Misconduct:	0	1	1
				Retirements:	0	0	0
				Resignations:	3	0	3

Energy Services Turnover Totals							
	<b>2018</b>	<b>2019</b>	<b>2020</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
Total Separations:	2	3	0	<b>Separation Reasons</b>			
				Layoff:	0	0	0
				Performance/Attendance:	0	1	0
				Misconduct:	0	0	0
				Retirements:	0	0	0
				Resignations:	2	2	0

**Narrative:**

**Agency (Exlcuding CDPAP) Overall Turnover: 4% decrease in overall turnover rate from 2019 and 6% decrease from 2018. 24% decrease in overall resignations to prior year.**

The Agency, excluding our Consumer-Directed Program for which Personal Assistants are employed by the consumer and not CAPCO, continued to see an overall decrease in our turnover rate. This is an incredible statistic given the onset of COVID-19 and uncertainties of programming and funding throughout 2020. Our total number of separations decreased by 6 to 25 from the previous 2 years. Our overall number of **resignations saw a slight increase of 15%**. This number is negligible considering the increased number of staffing in particular Programs and the overall effect of COVID-19 on staffing. As a small to mid-size non-profit, compensation and benefits has always been a challenge in terms of retention when comparing to our for-porift counterparts. Program-areas have been able to identify budget opportunities for compensation enhancements, including cost-of-living adjustment allotments from funding sources in response to the incremental increases in NYS minimum wage. CAPCO continues to look at compensation and benefits as



a non-profit with the understanding that this is not the only contributing factor to retention. CAPCO has enhanced our Performance Evaluation program over the last several years to identify growth opportunities and more clearly define performance expectations--a statistical indicator of employee retention. While COVID-19 restrictions hampered many of our yearly initiatives, the Agency Wellness and Safety initiatives continue to grow for overall workplace engagement with new and unique ways of engaging staff.

#### **Head Start/Early Head Start:**

The Head Start/Early Head Start Program, our largest Agency program with the largest number of staff, saw a 27% decrease in overall staff turnover--a reverse in the trend over the last several years with loss of staff to open school district positions in the community. The HS/EHS Program was able to make significant wage and salary scale adjustment for all positions with the reduction/conversion transition to Early Head Start slots as well as the granted Cost-of-Living increases through the HS/HES grant. This is anticipated to continue to aide in retention efforts for Program Year 2020-2021 and into Program Year 2021-2022. COVID-19 Program guidelines and restrictions also contributed to the lower overall turnover rate for the HS/EHS Program with a lower number of classrooms and overall staffing structure within the Program. CAPCO's HS/EHS Program was able to keep all staff fully employed and compensated as normal through the entirety of the COVID-19 pandemic onset and continuation, which is an incredible accomplishment that staff remained employed and full programming, albeit remote for a portion of the Program Year, offered to the children and participants in the Program.

#### **CDPAP: 7% decrease in total separations**

CAPCO serves as the Financial Intermediary for this Program; therefore, decisions on hiring and terminations remain primarily with the employing consumer. The Consumer Directed Personal Assistance Program (CDPAP) increased the number of consumers in the Program from **76** in 2016 to **106** in 2017, **135** in 2018, **171** in 2019, and approximately over **180** in 2020.

#### **Voluntary Resignations (31% decrease):**

While in 2019 the CDPA Program saw a 31% increase in the number Personal Assistants resigning from employment with their respective consumers, 2020 actually saw the opposite with a 31% decrease in overall resignations. This is extremely positive given the nature of the CDPA Program as well as the immense and unforeseen challenges that COVID-19 presented to in-home care. Even more positive is the very slight increase to overall layoffs at only 11%. This means that more Consumers remained in the Program living independently with the assistance of Personal Assistants and were able to retain aides during the global pandemic while Unemployment benefits and rates were at a record high. While CAPCO continues to work with employing Consumers regarding retention, the turnover rates for 2020 are overall trending in a positive direction with less overall turnover, which is made even more significant with the unprecedented challenges of COVID-19 in 2020.

As is an ongoing theme, consumer feedback and concerns in association meetings/seminars attended for the CDPA Program indicate that compensation continues to impact turnover and a consumer's ability to attract and retain quality Personal Assistants. CAPCO made significant strides in addressing CDPAP resignations due to compensation concerns between 2016 and 2021, which positively impacted voluntary turnover in 2020.

#### **Response and Efforts:**

##### **2020-2021:**

-In December 2020, the HR and Fiscal department worked to comprise budget increases in Personal Assistants pay rates given the continued surplus and reimbursement rates as well as anticipated minimum wage increases. With this, all staff were given percentage increases to hourly wage increases above 2020 minimum wage. This has believed to aide in cost-of-living adjustments and the overall retention of Personal Assistants.

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

- 1.) Tier 1: \$12.60**
- 2.) Tier 2: \$13.00**
- 3.) Tier 3: \$13.25(Enhanced)**

***Resolution of the Board of Directors***

***Of***

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

**Resolution No. 21-26**

**WHEREAS**, the Cortland County Community Action Program, Inc. Executive Committee has reviewed the Executive Director compensation report as presented,

**WHEREAS**, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the Executive Director compensation report as presented,

**IT IS HEREBY RESOLVED** that on June 24, 2021 the CAPCO Board of Directors adopts for acceptance the Executive Director compensation report.

Shelley Warnow  
Board President

June 24, 2021  
Date

### Executive Director Compensation Comparison

**Resources Used:** Form 990's from years 2017, 2018, and 2019 (if available) from geographical and revenue-comparable Community Action Agencies in NYS

Cortland County Community Action Program, Inc. (CAPCO)		
Year	Total Revenue	Executive Dir. Compensation (Annual)
2017	\$7,282,762	\$81,510
2018	\$8,293,464	\$82,077
2019	\$9,688,272	\$85,430

Cattaraugus Community Action, Inc.		
Year	Total Revenue	Executive Dir. Compensation (Annual)
2017	\$8,788,392	\$123,940
2018	\$9,871,968	\$125,708
2019	\$10,628,038	\$143,781

Opportunities for Otsego		
Year	Total Revenue	CEO Compensation (Annual)
2017	\$7,448,193	\$104,872
2018	\$7,859,757	\$108,614
2019	\$8,904,722	\$111,780

Regional Economic Community Action Program		
Year	Total Revenue	Executive Dir. Compensation (Annual)
2017	\$8,710,203	\$82,191
2018	\$8,766,024	\$81,595
2019	not avail.	not avail.

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

Tompkins Community Action		
Year	Total Revenue	Executive Dir. Compensation (Annual)
2017	\$6,253,996	\$96,959
2018	\$14,598,418	\$109,416
2019	\$7,846,696	\$130,360

Proaction of Steuben and Yates Counties		
Year	Total Revenue	Executive Dir. Compensation (Annual)
2017	\$15,173,546	\$111,141
2018	\$15,944,031	\$114,564
2019	\$16,200,174	\$119,628

#### CAPCO Executive Director:

Date of last increase: 1/1/2021

Amount of last increase: \$2.78/hr

Current Hourly Rate (paid salary): \$49.0815/hr (**\$95,708.93** gross annual)

**\*\* 2021 Step Increases:** **1.)** 5/27/2020-4% increase to \$46.3008/hr (\$90,286.56 annually) **2.)** 5% retro payment on salary in the amount of \$4,340.70 in first payroll of December 2020 **3.)** 1/1/2021- 6% increase to current pay rate of \$49.0815/hr (\$95,708.93 annually).

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

Committee reviewed and discussed the draft of the Board Assessment Survey (see attached). Determined this would be shared and introduced to the Board at the June meeting. Board members will have the option to do the hard copy of survey monkey. The survey will open June 24 and Board members will be asked to complete and return no later than Friday, July 16. The Board Development committee will review/analyze the surveys at their meeting July 20. The committee will plan on how to share the results and create plans based on those responses. Jeanette will share the survey and explain the process to the Board at the June meeting. Plans will include sharing relevant sections of the survey with the Board Committees to develop plans, etc. for Board development. This is a survey that will be repeated every three years.

Committee also discussed the list of potential Board members that the Board Development committee created. This is a valuable tool when Board openings happen. The committee will review the current list, make edits as needed and discuss at the July meeting.

No further business, meeting adjourned at 9:40 a.m.

CAPCO Board Members,

Thank you for taking your valuable time to complete this board self-assessment. Keep in mind that this is not a fault-finding hunt. It is an attempt to build a baseline of board performance and understanding about CAPCO and expectations of Board members. This will provide a place to begin to make our board even stronger. This is a standardized evaluation form adapted with additions by the Board Development committee to reflect Organizational Standards and requirements from the NYS Nonprofit Revitalization Act. It is not necessary to respond to every item. If you have not been on the board long enough to respond or do not have an opinion about the item, you can answer Unaware or skip the item and focus on those items you can answer well. For the results to be the most useful and meaningful, every voice is important. We hope to have 100% participation by CAPCO Board members in completing the assessment.

Check only **one** ranking for each item. Please choose:

**Yes** = The board is really on top of this item. There is not much you would change about the board's performance in this area.

**Needs Improvement** = The board does reasonably well but could use some review in this area as a part of a future board development plan.

**No** = When you assign an item this rank you are saying that the board needs to get its act together on this - the sooner the better. These items will be the first items addressed in setting goals for change.

**Unaware** = When you assign an item this rank you are saying that you are unable to rank this item because you are not aware of any evidence of the item. It does not necessarily mean the item does not exist, but that for one reason or another (i.e., the length of time you have been on the board) you simply are not aware of it.

Please give details in the "Comments" section that will explain the reason for answering as you do. These comments will be valuable as the full board discusses results of the evaluation later. It will help the Board Development Committee identify areas for support, resources and training. It is important that you recognize the good things the board does as well as those things on which the board could improve.

### **Category 1: Our board prepares to do its job better**

#### **1.1) We conduct a thorough orientation for all new board members.**

☐ Yes                      ☐ Needs Improvement                      ☐ No                      ☐ Unaware

**Comments:**

*The standard:* New board members share the same level of responsibility as every other member of the board and cannot afford to be unfamiliar with how the board operates or how the organization operates. Neither can the board afford to have new members unfamiliar with operations. Orientation is the responsibility of the full board and not only CAPCO staff, although the initial orientation is initiated by CAPCO staff. The orientation should take place within 6 months of election/ appointment to the board.

#### **1.2) All new board members are given copies of or access to electronic versions of the mission statement, strategic plan, bylaws, board policies and procedures, Certificate of Incorporation, personnel and fiscal policies and procedures and other important documents of the organization.**

☐ Yes                      ☐ Needs Improvement                      ☐ No                      ☐ Unaware

**Comments:**

*The standard:* All of these materials should be in the Board Only Section of the CAPCO website, and each member have access to that Board Only Section. If requested, Board members should be given printed copies of any of these materials. These resources should serve as a reference between meetings, and it should be

referenced for Board business and decisions as needed. The board operates under clear standards and these resources spell out those operational standards.

**1.3) We provide regular board development activities for all board members.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* Board members must perform in a professional manner and professionals regularly spend time doing in-service education if they are in their professions. Board development should be frequent and can be as simple as evaluating meeting procedures or doing this self-evaluation.

**1.4) Our board members have access/opportunity to attend state and national meetings for our type of organization.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* Many types of nonprofits are affiliated with state and national associations. If you are, at least part of your board should attend state and / or national meetings of the association every year. Your board should not operate in isolation, but rather learn from others who govern the same type of organization. As finances allow, you should budget funds for this type of board development.

**1.5) Our board members are interested in attending state and national meetings for our type of organization.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* Given the opportunity, would you like to attend state/regional/national conferences and trainings? If CAPCO was able to pay the cost associated with these meetings, would you be able to commit the time for these meetings – often one to three days involving travel to places in New York State and to other states. As finances allow and we were able to budget for this type of Board Development, would you be interested?

**1.6) Our board budgets money for board development.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* Board development, like staff development, costs money for materials, travel, and trainers. Board members are often reluctant to "spend money on themselves" because every dime that goes to board development will not go to programs and services. But the for-profit world has learned well that there is no better investment than that of assisting those who govern the organization do a better job. If you are budgeting nothing now, make board development part of your long-range planning, fund it at whatever level you feel comfortable with this year and increase that line item over the next few years as you increase your board development activities.

**1.7) Our board is familiar with the CSBG Organizational Standards.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* The CSBG organizational standards provide a standard foundation of organizational capacity for all CSBG Eligible Entities (including CAPCO) across the United States. There are 58 standards. Every Community Action Agency is required to assess and evaluate compliance with all standards annually. This assessment is reviewed and evaluated by the NYS Department of State Division of Community Services.

**Category 2: Our board membership**

**2.1) The Board membership reflects the requirement for Community Action Agencies to a tripartite Board of Directors.**

☐ Yes                      ☐ Needs Improvement                      ☐ No                      ☐ Unaware

**Comments:**

*The Standard:* Per federal regulations, Community Action Agencies are required to have a tripartite Board of Directors – 1/3 publicly elected officials (or people they choose to represent them, 1/3 low-income representatives or people democratically elected to represent low-income people and 1/3 private representatives. There are also requirements for CAPCO as a Head Start contract to have one member with a background/expertise in fiscal management or accounting one member with background/expertise in early childhood education and development and one member that is a licensed attorney familiar with issues that come before the governing body (not to provide legal advice or representation). Members must reflect the community to be served and include parents of children who are currently, or were formerly, enrolled in Head Start programs; and members selected for their expertise in education, business administration, or community affairs.

**2.2) We have a plan for recruiting or encouraging quality people to run for the board.**

☐ Yes                      ☐ Needs Improvement                      ☐ No                      ☐ Unaware

**Comments:**

*The standard:* The best way to develop your board is to seek good new people to replace those leaving. No one knows what it takes to serve the board better than current board members. The board through the Board Development Committee should actively encourage good people to serve on the board. The board must communicate to those who will elect/appoint board members, a job description, and expectations of those they appoint.

**2.3) Our board represents a wide variety of perspectives.**

☐ Yes                      ☐ Needs Improvement                      ☐ No                      ☐ Unaware

**Comments:**

*The standard:* The beauty of a board is that it brings together multiple perspectives that can be applied to governance issues. Board members should reflect a wide variety of community influence and experience. A successful Board has members with different experiences, points of view and involvement in the community being served.

**2.4) Board members understand and demonstrate that they represent all the people the organization serves, not just a special segment.**

☐ Yes                      ☐ Needs Improvement                      ☐ No                      ☐ Unaware

**Comments:**

*The standard:* Even though board members may be appointed or elected to represent a particular constituency, once they get to the board table, every board member must represent all the people served by the organization. Even though each board member brings a special perspective to the issues, the final decision must be based on what's best for the organization's entire constituency, not what's best for a special interest.

**2.5) Our board disciplines or removes board members for nonperformance or inappropriate performance.**

☐ Yes                      ☐ Needs Improvement                      ☐ No                      ☐ Unaware

**Comments:**

*The standard:* Board members are generally very committed to the job, but when occasionally a board member fails to come to meetings, engages in unethical conduct or generally hinders board activity, the full board needs to act. You should have a written set of standards for meeting attendance and a board-approved code of ethics for board members. Then apply the rules when necessary.

**Category 3: Planning-the board's most important job**

**3.1) Our board has developed and formally approved a written strategic plan for the organization.**

☐ Yes                      ☐ Needs Improvement                      ☐ No                      ☐ Unaware

**Comments:**

*The standard:* The most important part of the board's job description is planning for the long-range future of the organization. Boards that do not have a written mission statement and goals are not able to be fully accountable to constituents for outcomes of the organization. You should have a written mission statement and long-range plan that looks several years ahead. Both mission and plan should be reviewed by the full board at least once a year and modified, as necessary.

**3.2) The full board is involved in developing and approving the mission statement and the strategic plan.**

☐ Yes                      ☐ Needs Improvement                      ☐ No                      ☐ Unaware

**Comments:**

*The standard:* Planning the long-range future of the organization is clearly a job for the full board. Even though management, staff and others are part of the planning process, long-range planning cannot be delegated. Board members must understand the needs of those the organization serves and must address those needs in the long-range plan. The mission and plan are the guides for all that happens in the organization and must come from the full board. Even though a committee may bring them forward, the board needs to have input and approve them.

**3.3) The board includes management, staff, and other resource persons in the planning process.**

☐ Yes                      ☐ Needs Improvement                      ☐ No                      ☐ Unaware

**Comments:**

*The standard:* Final approval of the mission statement and strategic plan must be done by only the board, but development of the plan should include all the resources that can help the board develop a good mission statement and strategic plan. Those resources include management, staff, persons outside the organization - anyone who can and will act as an idea person to help you build the plan.

**3.4) The current strategic plan is truly long-range-at least five years.**

☐ Yes                      ☐ Needs Improvement                      ☐ No                      ☐ Unaware

**Comments:**

*The standard:* The strategic plan should include long term goals (up to five years) and short-term goals (over the next year). As you regularly revisit and modify the plan, your goals should be looking further and further ahead. You do not need to write a "five-year plan" but rather a plan that at least looks that far ahead with one or more goals reaching out five years.

**3.5) The mission and strategic plan are communicated to all staff and others who should know.**

☐ Yes                      ☐ Needs Improvement                      ☐ No                      ☐ Unaware

**Comments:**

*The standard:* Just as staff should have a part in developing the mission statement strategic plan, they should also know the goals in the plan the board finally approves. Completion of the goals will happen only if staff understand and accept the goals the board approves because the staff is at the heart of carrying out the plan. The board should communicate to all staff that the board has approved the plan, expects staff to work for completion of the goals, and that the board will continue to be a part of the team effort of board, management, and staff to complete the goals.

**3.6) We consider the long-range plan in every major board decision.**

☐ Yes                      ☐ Needs Improvement                      ☐ No                      ☐ Unaware



**Comments:**

*The standard:* If your plan is well-developed and action-oriented, you will be able to bounce every issue off the plan. To keep the mission and plan before the board, include regular progress reports on the long-range plan in Board committees and full Board meetings. Make it a habit to ask, "How does this relate to our mission?"

**3.7) Board members actively participate in committees assigned to complete long-range goals.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* The board cannot set goals for the organization and then leave the completion to management and staff. Board members should continue to be active in those committees in which they can be a good resource in devising actions and carrying out actions that will complete the goals. Working on long-range goals can be the most productive work that board members do.

**Category 4: The board monitors and evaluates****4.1) The board spends time to study and understand the annual budget before the budget is approved.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* The budget is the board's financial plan for the year and voting to approve the budget implies that you understand the figures and agree with the priorities outlined there. But nonprofit finance can be very complex and, for most board members who are not close to the finances every day, the budget can be a very confusing document. It is easy to assume that other board members understand it, and simply vote for approval even though you don't understand, but that's not good governance. You should allocate adequate time at the budget meeting to discuss the budget and get understandable explanation from the executive who is recommending the approval before you vote.

**4.2) The board spends time to study and understand financial reports before they are approved by the board.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* Like the budget, financial reports can be very confusing for board members who are not in daily touch with the organization's finances. The lay board member cannot be expected to understand all the fine details of the organization's finances, but every board member should be comfortable that the revenue is coming in as it should, and the money is being expended in an appropriate manner. To cut through the confusion, the board must insist that they get good explanations of the finances from the executive or the finance officer who is asking for approval of the report. Every board member must ask pertinent questions until the picture is clear.

**4.3) The board annually has an outside source review the organization's finances.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* The final assurance that finances are in order is to ask someone not affiliated with the organization to annually review the books. The audit is done for the board, and all findings should be presented to the board and the executive.

**4.4) The board reviews the mission and long-range plan annually.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* Reviewing the mission formally once every five years is required through the Organizational Standards. Reviewing the mission statement more often is best practice. It helps to keep all board members back to the same track. All board members must be in consensus about the direction for the organization. Reviewing the strategic plan formally once a year keeps the plan alive and it keeps the board, management, and staff accountable for making the organization work according to the plan.

**4.5) The board measures organizational success/progress by accomplishment of strategic plan goals.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* The board must be able to measure success or failure by some clear method. Meeting or not meeting long-range goals is a clear indicator of success or failure. Once you have a good plan in place, the Board should regularly review progress on the plan. This can be done with a quarterly review and reassessment of the Agency Workplan required as a CSBG grantee. That is where you hear reports from staff about actions taken to reach the established goals.

**4.6) Our board has a policy and plan for evaluating the Executive Director annually.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* The board is responsible for appropriate management. The board must always be in control of the nonprofit, including the Executive Director. The board is the employer and must evaluate its employee at least annually. The board should have a written policy that spells out how the executive will be given a formal, written evaluation annually.

**4.7) We annually evaluate board performance.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* You are fulfilling that standard right now. You should have a board policy that spells out how it will be done annually. The information gathered through this Board evaluation/assessment process provides guidance and direction for support, training and development of the Board of Directors.

**Category 5: The board as policy maker**

**5.1) Our board has written Corporate Bylaws.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* The bylaws are like the board's rule book. New board members need to know the rules even before they join the board. The board takes an unnecessary liability risk if the policies are not clearly understood by all.

**5.2) Board bylaws are reviewed and updated as needed, but at least every five years.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* All the board's rules and guidance need to be current and accurate. The bylaws need to reflect the current policies of the board so that board members, staff and all who come into contact with the organization understand the policies of the board. Outdated policy manuals pose a liability risk for the board. The bylaws must have a legal review at least once every five years per Organizational Standards.

**5.3) The Executive Director is encouraged to recommend new policies to the board.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* As with all board work, the executive staff is the best resource for the board on developing board policy. The board must always approve its own policies, but the executive should be encouraged to present standard and special board policies to the board for approval.

**5.4) New board policies are circulated to all who need to know.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* Most board policies affect staff, management, and those your organization serves. Policies work better when everyone affected by the policies knows what policies the board has passed.

**5.5) Our board policies clearly define who is responsible for implementing or enforcing all policies.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* Board policies are ineffective if no one is assigned responsibility for implementing or enforcing the policies. Having on the books policies that are not followed is as dangerous as having no board policies at all.

**5.6) Cortland County Community Action Program (CAPCO) bylaws include provisions that prohibit conflict of interest by board members, employees, consultants and those who furnish goods or services to CAPCO.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* The organization's bylaws must include provisions that prohibit conflict of interest or the appearance of conflict of interest by board members, employees, consultants, and those who furnish goods or services to the health center. No board member shall be an employee of CAPCO or an immediate family member of an employee.

**Category 6: Our board/executive relationship****6.1) The Executive Director has a Board approved written job description.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* The greatest cause of conflict between board and executive is poor understanding of the role of each segment of this team. A clear, board-approved job description, along with good board policies and a board-developed long-range plan, clarify what the board expects of the executive. You cannot hold an executive accountable for standards that you have not set.

**6.2) The board includes the Executive Director in all deliberations except in the final stages of evaluation of executive performance.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* The executive is the board's greatest resource for all board work and should be very much involved in all board deliberations except as mentioned above. The board should expect discussion and recommendations from the executive during all meetings and on all issues.

**6.3) The board delegates management to the Executive Director and does not interfere with that management except to monitor and evaluate compliance with board policy.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* The board delegates management to the executive director because the board has neither the time nor the expertise to manage. The board then holds the executive director accountable for positive results for the organization resulting from good management. If the board takes back some of the management responsibility and does not allow the executive director to manage freely, then the board cannot hold the executive director accountable for the results. The board must allow the executive director to manage, verify the outcomes of that management and then hold the executive director accountable.

**6.4) The board, and not individual board members, gives direction to the executive director.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* All governance decisions-including giving direction to the executive director must come from the full board. Individual board members have no power except that delegated to them by the full board. If every board member acted as the executive's "boss" the result would be chaos. Even the board chair should understand that he/she acts as liaison between board and the executive director but does not act as the employer. The full board hires, directs, and evaluates the executive director.

**Category 7: Board meetings-where the action is**

**7.1) Our board meeting room is comfortable, businesslike and conducive to the important business our board must conduct.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* We respond to our environment. Important board business cannot be done well in a cramped, uncomfortable room. Your board meeting space should look like a board room, with seating arranged to allow the board chair and board members seated so that they can see each other for easy discussion.

**7.2) Meetings begin and end on schedule.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* The board chair should set the standard by always beginning the meeting on time, even if a full quorum has not been reached. If you do not have a quorum, juggle the agenda so that information issues not requiring votes can be handled first. Once board members understand that the meeting will always begin at the appointed hour, tardiness will decrease. Ending the meeting on time is also important. Board members have busy schedules and expect others to respect those busy schedules. Analyze your agenda carefully and pace the discussion so you get business completed on time.

**7.3) Our agenda is well prepared and includes only issues with which the board needs to deal.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* Most boards deal with many issues that could be better left to management and staff. The Board President and the Executive Director should continue to ask that question each time they build an agenda.

**7.4) The executive director and board chair collaborate to prepare the agenda.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* The board meeting agenda is the board's, not the executive director's, agenda. But the most practical method to develop an agenda is to let the executive write the original and consult with the chairperson about necessary changes before the agenda is mailed to the full board.

**7.5) We stick to the agenda and give the Board President the power to keep us on the agenda.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* The board chair must feel free to call the discussion back into line if it wanders. Everyone will be more pleased with the results of a businesslike meeting than they will with a meeting that just wanders.

**7.6) The board always has enough background information on each agenda item.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* Good decisions come from good information. Board members should receive in the board packet complete background information and recommendations via Board committees on each agenda item.

**7.7) Board members come to meetings prepared to discuss issues and take action.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* If the staff gets the board packet to board members well in advance of the board meeting, then board members should come to the meeting fully prepared to discuss the agenda items. Board members should also feel free to call the executive director ahead of the meeting with questions about agenda items.

**7.8) We follow a system of parliamentary rules.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* Parliamentary procedure is a system to help meetings move smoothly, not a tool for obstruction. Follow a relaxed system of parliamentary procedure in a regular board meeting-just so everyone understands actions to be taken.

**7.9) We have an annual board meeting calendar.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* The annual meeting calendar is simply a calendar of events that the board can anticipate and prepare for-regular board meetings, committee meetings, annual meetings, planning retreat, executive evaluation, board evaluation, budget approval, orientation of new members and so on. The calendar is part of the board member's notebook and is updated regularly.

**7.10) Board members arrive on time for meetings.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* Arrival on time for meetings is simple courtesy to other board members. If the meeting time does not work for all board members, then change the time.

**7.11) Minutes of the meeting include only the important actions taken by the board, and not lengthy dialogue.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* Brevity is an important quality in meeting minutes. Minutes are the official record of your board's actions and there is no place for dialog or editorializing. You can refer to "Robert's Rules of Order, Newly Revised" for an outline of what should be included in meeting minutes.

**7.12) Attendance at all board meetings is nearly 100 percent.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* No matter the size of the board, it is important that all board members attend meetings. Missing meetings hampers the board's ability to do its work and puts the absent member at risk. Absence from the meeting does not relieve the board member of responsibility for actions of the board.

**7.13) The board has a plan for dealing with board member absence from meetings.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* An attendance policy is an inadequate answer to poor meeting attendance. The better answer is to discover why members miss meetings and remove the roadblocks. The board should have a policy that says any member who misses a meeting (unexcused) will be contacted to discover the reason for the absence.

**7.14) All board members attempt to include all other board members in deliberations.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* The real value and purpose of the board meeting is to deliberate the issues utilizing the diverse perspectives of all board members. If some do not participate, the quality of board decisions is diminished. Encouraging discussion from all board members is not just the responsibility of the chairperson. Each board member should actively seek the opinions and perspectives of other board members.

**7.15) Final decisions of the board are accepted and supported by all board members.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* The board must always act like a team, even if the members are not in agreement. Board ethics demand that even though a member is in the minority on any issue, the minority must accept and support the decision of the majority. Individual board members who undermine board decisions damage the organization they serve.

**7.16) Board members respectfully abstain from voting on items in which they have or appear to have a conflict of interest.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* Even though an organization has bylaws that prohibits conflict of interest or the appearance of it, it is the responsibility of all board members to recognize when a conflict of interest exists, or may be construed to exist, and use the privilege to abstain from voting.

**Category 8: Committees of the board**

**8.1) Our board has a written job description for every committee.**

☐ Yes ☐ Needs Improvement ☐ No ☐ Unaware

**Comments:**

*The standard:* Descriptions of makeup and roles for each Board committee are included in the Board bylaws. Every committee exists to serve the board's needs. Committees cannot serve the board well if committee members are not clear about what the board expects. Board members need to know what a committee does before they agree to a committee assignment.

**8.2) Committee members are chosen for high interest or expertise in the committee's area of responsibility.**

☐ Yes                      ☐ Needs Improvement                      ☐ No                      ☐ Unaware

**Comments:**

*The standard:* Committee members who have no interest in the committee's assigned task will not be good committee members. Board members should be allowed to express an interest in a particular committee assignment. The board chairperson should attempt to make assignments accordingly.

**8.3) The executive director or a management staff member appointed by the executive director is a part of every committee.**

☐ Yes                      ☐ Needs Improvement                      ☐ No                      ☐ Unaware

**Comments:**

*The standard:* The executive director is always the board's best resource, and the board should make full use of that resource. The executive director and management team members are not voting members of the committees but should be involved in all committee discussions.

**8.4) The board holds every committee accountable for reports/recommendations.**

☐ Yes                      ☐ Needs Improvement                      ☐ No                      ☐ Unaware

**Comments:**

*The standard:* Committees function only by bringing recommendations back to the full board. If the committee never reports or recommends to the board, then the committee needs new leadership, or it is a committee the board no longer needs.

**8.5) Committee meetings are conducted in the same orderly fashion as board meetings.**

☐ Yes                      ☐ Needs Improvement                      ☐ No                      ☐ Unaware

**Comments:**

*The standard:* The atmosphere should be more relaxed in a committee meeting, and most decisions can be made by consensus of the committee members.

**8.6) Committees come to board meetings prepared to recommend actions to the board.**

☐ Yes                      ☐ Needs Improvement                      ☐ No                      ☐ Unaware

**Comments:**

*The standard:* Board actions generally are initiated by committees or the executive director who have studied an issue in depth and can recommend action to the board. Committee requests for action by the board should include an actual motion and support for the motion by committee members.

**8.7) Committee reports are in writing and included in the board meeting packets sent to board members prior to the board meeting.**

☐ Yes                      ☐ Needs Improvement                      ☐ No                      ☐ Unaware

**Comments:**

*The standard:* It is a waste of board meeting time for committees to make oral reports to the board during the board meeting. Board members need time to study committee recommendations before the meeting.

**8.8) Our board does not redo the committee's work when the committee reports to the board.**

☐ Yes                      ☐ Needs Improvement                      ☐ No                      ☐ Unaware

**Comments:**

*The standard:* There is an element of trust that must be part of the board's use of committees. Final decisions on issues belong to the full board, but there is no reason to use committees if the board reviews in great detail everything the committee already studied. The committee should present a clear report of actions to the full board and make recommendations for board action. The board should be clear on the committee proposal and take action without rehashing all the committee has already done.

*The Board Self-Assessment Instrument* was adapted from “The Board Evaluation Kit” published in 2004 by the Cain Consulting Group, Inc., Hawarden, IA and the tool used by Family Health Network.



## **PPE Committee Meeting—June 10, 2021**

Meeting called to order at 12:04 P.M. Members present: Doug Bentley, Liz Haskins, Billie MacNabb, Patty Schaap. Staff present: Greg Richards, Brandy Strauf, Bethann Wieder Excused: Lynne Sypher

Committee reviewed the HS/EHS reports for April 2021 (see attached).

Committee reviewed the CSBF workplan for Quarter 2. Brandy Strauf educated the committee on the purpose of the workplan as a CSBG-funded Agency and its depiction of the overall Agency impact across all Program-areas. Brandy further explained that the indicators are determined based on the previous year's numbers, but we have the opportunity to amend in the current contract, which typically takes place after the 2<sup>nd</sup> quarter. Amendments occur if it appears we are on target to be below 80% or above 120% of the indicated goal. Overall numbers through Quarter 2 are low compared to indicators due to Programmatic COVID-19 restrictions through the first 2 quarters, which will require amendments. When developing goals for the 2022 workplan, the Agency will look to not solely base numbers on 2020-2021 due to effects of COVID-19 but also look at 2019 numbers. Overall positive feedback from the committee with the services we were able to provide throughout COVID-19 restrictions.

Brandy Strauf presented to the committee the NYS Emergency Rental Assistance Program (ERAP) that CAPCO is administering along with Catholic Charities and Access to Independence. ERAP is an online portal for rental assistance due to the effects of COVID-19. The program will pay for up to 12-months of *back* rent to March 2020 with resources to assist with rent 3-months forward. This program will also assist in the payment of back utility bills (gas and electric). These are direct payments to the landlord. Landlords who accept ERAP funds will be unable to evict the tenants for another 12-months if ERAP funds are accepted. Thus far, CAPCO has not seen this as a deterrent for landlords accepting the funds. Tenants are granted priority for ERAP funds based on income and poverty guidelines. Funding for this Program is limited with the Program continuing until funds are exhausted.

Bethann Wieder presented the new CIPA policy (Children's Internet Protection Act) for HS/EHS. This is a written policy for keeping technology safe from children and their ability to access undesirable websites. The requirement for a CIPA policy is primarily for school districts, but because our E-Rate contract, this policy is being implemented for our HS/EHS Program. The HS/EHS Program already maintains procedures for keeping technology safe, but this policy formalizes those practices. Motion to approve made by Patty Schaap, 2<sup>nd</sup> by Doug Bentley—motion carried.

Committee reviewed the additional American Rescue Plan COVID funding from the for HS/EHS in the amount of \$284,767 to be expended between March 1, 2021 through March 2023. Bethann informed the committee of the Extended Summer Program will run for 6-weeks from July 6<sup>th</sup>-August 13<sup>th</sup> and we currently have 17 families interest in summer programming. The Extended Summer Program will be for 4-year-olds only who are transitioning into kindergarten. This year's 4-year old's are last year's 3-year old's who experience Program interruption due to COVID-19. A 30x60 tent has been rented for the summer to be used at the South Main facility for outdoor activities during the Extended Summer Program.

No further business. Meeting adjourned at 12:59 P.M.

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

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

**Employee Name: Mmselle Sonnacchio**

**Month: April 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	12		1					1
Johnson 2	14						1	1
Johnson 3	11		4				2	6
Randall 1	12							0
Randall 2	15		3				3	6
Smith 1	11		1				1	2
Smith 2	11							0
YMCA 1	12		1			2		3
YMCA 2	11		1					1
YMCA 3	12					2		2
<b>TOTALS</b>	<b>121</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>7</b>	<b>22</b>

**Comments:** No incidents/accidents were reported to OCFS in April.  
Number of incidents/accidents increasing due to more outside play/activities.

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

**MONTHLY POLICY COUNCIL REPORT HS**  
**Health Services- Dental**

**Employee Name: Mmselle Sonnacchio**

**Month: April 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
Johnson1	12	0	0	0	5	6	3	1	0	2	0	0
Johnson 2	14	3	0	0	8	3	1	0	0	1	0	0
Johnson 3	11	0	0	0	9	2	1	1	0	0	0	0
Randall 1	12	1	0	0	8	3	3	0	1	2	0	0
Randall 2	15	0	0	0	11	4	1	0	1	0	0	0
Smith 1	11	0	0	0	3	8	2	2	0	0	0	0
Smith 2	11	0	0	0	7	4	1	1	0	0	0	0
YMCA 1	12	0	0	0	9	3	1	1	0	0	0	0
YMCA 2	11	1	0	0	5	5	1	0	0	1	0	0
YMCA 3	12	0	0	0	9	2	1	0	0	1	0	0
<b>TOTALS</b>	<b>121</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>74</b>	<b>40</b>	<b>15</b>	<b>6</b>	<b>2</b>	<b>7</b>	<b>0</b>	<b>0</b>
						<b>33%</b>	<b>38%</b>	<b>40%</b>	<b>13%</b>	<b>47%</b>		

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

# HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

## MONTHLY FAMILY SERVICES REPORT (HEAD START)

Employee Name: Trudy Happel Month: April 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	0	10	2	1	79	1	4	0	0	2	0	0
YMCA 2 16	11	0	11	0	0	91	0	2	1	1	1	0	0
YMCA 3 14	12	1	8	4	0	89	0	1	2	1	2	0	0
Randall 1 16	12	0	11	1	1	88	2	2	1	1	3	2	0
Randall 2 16	15	0	12	3	0	88	3	5	2	0	1	1	0
Smith 1 16	11	0	10	1	0	90	5	1	0	0	2	1	0
Smith 2 16	11	1	7	4	0	90	0	0	0	0	0	0	0
Johnson 1 14	12	0	11	1	0	85	0	2	0	0	0	0	0
Johnson 2 14	14	0	10	4	0	92	0	2	2	2	0	0	0
Johnson 3 14	11	0	11	0	0	79	0	1	0	0	1	0	0
TOTAL	121	2	101	20	2	87%	11	20	8	5	12	4	0

# of Children on the Waiting List:

3 Year Olds  
Over Income  
Under 130%  
Under 100%

17
6
18

4 Year Olds  
Over Income  
Under 130%  
Under 100%

5
0
0

Comments: \_\_\_\_\_

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

**MONTHLY POLICY COUNCIL REPORT HS**

Special Needs

Employee Name: Jennifer Geibel

Month: April 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	3	5	2	1	0	1	0	0	2	0	0
YMCA II	4	0	4	0	0	0	0	0	0	3	0	0
YMCA III	2	2	2	1	0	0	1	0	2	0	0	0
Smith I	4	1	2	1	0	0	3	0	0	0	0	0
Smith II	3	1	3	1	0	0	0	0	0	0	0	0
Randall I	7	5	4	3	2	2	3	0	0	1	0	0
Randall II	3	0	2	1	0	0	0	0	0	1	0	0
Johnson I	3	3	3	3	0	3	0	0	0	0	0	0
Johnson II	3	0	2	1	0	0	0	0	1	3	0	0
Johnson III	4	3	3	2	2	2	1	0	0	2	0	0
<b>TOTALS</b>	<b>38</b>	<b>18</b>	<b>30</b>	<b>15</b>	<b>5</b>	<b>7</b>	<b>9</b>	<b>0</b>	<b>3</b>	<b>12</b>	<b>0</b>	<b>0</b>

31% of 121 enrolled HS children receiving services

One child in Smith II receiving services virtually

One child in Randall I receiving services virtually

## MONTHLY MENTAL HEALTH REPORT HS

Month: April 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 1	1	0	1	0	0	0	0	0	0	0
YMCA 2	2	0	0	0	0	0	0	0	0	0
YMCA 3	3	0	1	0	0	0	0	0	1	0
Smith 1	2	0	3	0	0	0	0	0	2	1
Smith 2	0	0	0	0	0	0	0	0	2	1
Randall 1	5	0	3	0	0	0	0	0	2	0
Randall 2	2	2	0	0	0	0	0	0	0	0
Johnson 1	3	0	0	0	0	0	0	0	0	0
Johnson 2	4	0	0	1	0	0	0	0	0	0
Johnson 3	6	0	1	1	0	0	0	0	1	1
<b>TOTALS</b>	28	2	9	2	0	0	0	0	8	3

# HEAD START CLASSROOM HAPPENINGS April 2021

## Johnson 1

- This month we did bubble art and bubble play, great times.
- Letters for the month were: "N", "X" and "Y", also our shape for the month was a star and color were purple.
- We made a flower art design, as well as watermelon art too.
- We made coffee filter butterflies, as well as flower vases.
- Our class went on a letter hunting walk.
- Practiced echo clapping.
- We measured things in the classroom with blocks.
- Taught the children kickball basics of the game.
- For an art project we made and mark different parts of a flower.
- We also made flower sculptures.
- For nutrition calls we explored different types of fruit.
- In class we made pictures of the constellations in the sky.
- We made shadow puppets and measured our shadows.
- Another art project we worked on was an umbrella one.
- We made homemade puzzles.
- Our class made some spring pictures this month.
- In the dramatic play area, we had turned it in to a vet's office and we learned words that are used in a vet's office.
- We made some sensory bags.
- We used noodles as a form of paint brush in art class.
- We went on a shadow walk this month.
- Our math unit this month was on algebra.
- We did some moon dough measuring.
- Planted some grass as well.
- We played "Healthy helpers" matching game.
- Also played name recognition game as well.

## Johnson 2

- The class has loved the growing unit this month.
- We brought in sensory bin flower activities, fake flowers, beans for dirt, pots for planting, etc.
- The children love watching their grass grow.
- We read lots of books on growing.
- We discussed how houseplants grow, parts of plants and went on walks looking for signs of spring.
- The children pointed out all the flowers we saw on our walks.
- We changed our kitchen area into a vet office and they are using all sorts of materials to make the pets feel better.
- We are getting better every day tracing our names and identifying letters and shapes as well.
- Friendships are starting to form; however, everybody loves playing with whomever.
- They loved trying new fruits as well.
- Not new to them, but they loved that part of the lesson, because all the children love fruit.

## Johnson 3

- Our letters for this month were: "N", "W", "X", and "Y".
- We completed a fire drill on April 26, 2021.
- Health Lesson #1, learning about sleep, exercise and other things that help us stay healthy.
- Social and emotional; solution cards, classroom rules, and positive play, as well as anger management.
- Nutrition lesson: Spaghetti paint brushes.
- Science; building and measuring with blocks.
- Nutrition lesson #2: Fruit and Vegetable Bingo
- IMIL; Goldfish by Laurie Berkner.
- Health Lesson #2: Tooth brush activity.
- Shapes this month were: Star and the color this month was purple.
- Art class did flower pictures.
- Also planted flowers too.



### Randall 1

- This month we learned many new and reviewed some already known classic tales.
- After reading each tale we retold and acted out the stories.
- We learned the following letters: Bb", "Rr", "Kk", and "Aa".
- We learned about bees and how they pollinate flowers, collect nectar make honey, how they smell and how they communicate with each other.
- Our class learned about how to be kind, friendly, and helpful at school and at home.

### Randall 2

- We had lots of fun learning about bees for our science unit. We also got to taste some honey as well.
- We also loved our fairy tale unit. The best parts were making porridge, sorting for each of the 3 bears and retelling "The 3 Little Pigs".
- We also welcomed a new friend- Miss Carrie.
- We've been working hard on counting and patterns.
- Our teamwork skills have also improved this month.

### Smith 1

- Common Core Unit for this month we did Classic Tales.
- Dina Unit: we worked on friendship.
- Science Unit: We learned all about bees and how they make honey.
- Our class planted pinwheels and learned about being safe in the community.
- We learned about safety bear from Ms. Nicole.
- We played paper ball game inside.
- Our class learned about recycling for Earth Day.

### YMCA 2

- We played in slime sensory bins this month.
- We had puppet show/theater in the dramatic play area set up.
- For our science unit we learned all about bees.
- For our letter V, we made an erupted volcano.

- STEM, we used Fairy Tale manipulatives (Billy Goats, Goldilocks, 3 little pigs).
- We did walks around town this month.
- We played with a bubble machine out on the playground. So much fun.
- With Dina our class learned about teamwork with activities like building rockets together, made paper towers, and painting with Legos.
- Used the letter "M" for a monster craft.
- Used the letter "A" for an alligator craft.
- The letter "V" we made a volcano craft.
- Last letter "K" we made a king craft.
- We did an egg drop experiment outside this month.
- Our class finished our classic tale's unit.

### YMCA 3

- We made shadow puppets, using our hands and paper.
- Our class made a shiny and dull collage.
- We did a unit on flashlights and had a flashlight hunt.
- Our class enjoyed creating our own shadows on the wall.
- We grew grass heads.
- In our sensory bins, we had soil and beans to play with.
- Our class put together a plant parts puzzle.
- We made hand print leaves.
- Also made homemade playdough.
- For our letter "Z" this month we made zebra's
- For our letter "Y" we used the color yellow.
- Science unit: measuring using blocks.
- Nutrition we had a fruit tasting day.
- Health: We learned about germs, demonstrated by putting flour on children's hands.
- In our dramatic play area, we turned it into a Farmer's Market.

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

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

**Employee Name: Mmselle Sonnacchio**

**Month: April 2021**

<b>Center</b>	<b># of Children Enrolled</b>	<b># of Incident/ Accidents in the BATHROOM</b>	<b># of Incident/ Accidents in the CLASSROOM</b>	<b># of Incident/ Accidents in the GROSS MOTOR</b>	<b># of Incident/ Accidents in the HALLWAY</b>	<b># of Incident/ Accidents in the PLAYGROUND</b>	<b># of Incident/ Accidents in the OTHER</b>	<b># of TOTAL Incident/ Accidents</b>
Cosimo 1	8		1					1
Cosimo 3	7		1					1
Elm Tree 1	6							0
South Main 1	7		2				1	3
South Main 2	7						1	1
Cosimo 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
<b>TOTALS</b>	<b>35</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>6</b>

**Comments:**      **No incidents/accidents were reported to OCFS in April.**  
**Lower number of incidents/accidents due to more staff in classrooms and lower attendance in classrooms.**

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

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

**Employee Name: Mmselle Sonnacchio**

**Month: April 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	8	4	8	8	4
Cosimo 3	7	5	7	4	6
Elm Tree 1	6	3	6	5	4
South Main 1	7	4	7	5	4
South Main 2	7	4	7	5	7
Cosimo 2	N/A	N/A	N/A	N/A	N/A
<b>TOTALS</b>	<b>35</b>	<b>20</b>	<b>35</b>	<b>27</b>	<b>25</b>
		57%	100%		

**Comments:** Currently child @ Elm Tree is up-to-date on catch-up schedule, but still behind per CDC Schedule.

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

**MONTHLY POLICY COUNCIL REPORT EHS**  
**Health Services- Dental Report**

**Employee Name: Mmselle Sonnacchio**

**Month: April 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	8	8	6	0	2	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	7	7	6	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
<b>TOTALS</b>	<b>35</b>	<b>35</b>	<b>29</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
			<b>83%</b>		<b>17%</b>					

**Comments:** Dental Screenings are completed by a Doctor during child's Physical Exam. Dental Exams are completed by a Dentist.

Due to a lack of Pediatric Dental Care in Cortland County, we track children's screenings to assess Dental Treatment Needs.

# HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

## MONTHLY FAMILY SERVICES REPORT (EARLY HEAD START)

Employee Name: Trudy Happel

Month: April 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	8	0	8	0	0	87	0	0	2	2	13	1	0
Cosimo 2 8													
Cosimo 3 8	7	1	7	0	0	82	0	0	1	1	5	0	0
South Main 1 8	7	0	7	0	0	80	0	0	1	1	5	1	0
South Main 2 8	7	0	7	0	0	89	0	0	1	1	2	0	0
Elm Tree 1 8	6	0	0	6	0	100	0	0	0	0	4	0	0
Elm Tree 2 8													
New 1 8													
Home Based 1 12													
Home Based 2 12													
TOTAL	35	1	29	6	0	88%	0	0	5	5	29	2	0

# of Children on the Waiting List:

Children

Over Income

Under 130%

Under 100%

25
15
43

Comments: \_\_\_\_\_

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

**MONTHLY POLICY COUNCIL REPORT EHS**

**Special Needs**

Employee Name: Jennifer Geibel

Month: April 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 Children Mtg	# of Children Declassified	Refused Referral
Elm Tree												
Cosimo I	3	2	1	2	1	1	0	0	1	0	0	0
Cosimo II												
Cosimo III	3	1	3	0	1	1	0	0	0	2	0	0
South Main I	1	0	0	0	0	1	0	0	0	0	1	0
South Main II	2	2	2	1	0	2	0	0	1	0	0	0
Home Based I												
Home Based II												
<b>TOTALS</b>	9	5	6	3	2	5	0	0	2	2	1	0

26% of 35 enrolled EHS children receiving services

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

**HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY**

...a service of the Cortland County

Community Action Program, Inc.

**MONTHLY MENTAL HEALTH REPORT EHS**

Employee Name: Nicole Humphrey

Month: April 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	4	0	0	0	0	0	0	0	1	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
<b>TOTALS</b>	17	0	0	0	0	0	0	0	1	0

Elm Tree and Cosimo 2 classrooms closed for in-person



# EARLY HEAD START CLASSROOM HAPPENINGS April 2021

## Cosimos 1

- This month we sang many songs in class.
- We did lots of dancing too.
- The weather was good this month so we got to go outside several times to play.
- We also went on several walks this past month.
- The children have been practicing wearing their masks.
- For art lesson we panted with squish.
- Our class played a game where we knocked down cups with a ball.
- We build with blocks as well.
- The children had fun putting puzzles together.
- We read lots of different books this month.
- The Children had fun coloring many pictures this month.
- We have learned a few colors this month.
- We were able to sort by colors too.

## Cosimos 3

- This month's theme was community helpers. We made garbage trucks, police cars, and badges, and even put out fires, (with water bottle and orbeezes) throughout the classroom.
- We even been able to go out on walks and talked about different community helpers in town.
- We've been working hard on learning to use gentle touches in the classroom.
- We even have been doing good with our colors.
- Unfortunately, we have also lost another 3<sup>rd</sup> person to our classroom.
- Other than that, things have been good and we are enjoying being able to be outside more.

### South Main 1

- This month we learned about community helpers.
- Our shape for the month was oval and our color was purple.
- We were firefighters, we made our own outfits and went around the room putting out fires.
- We played with community helper dolls and equipment.
- We had a doctor's kit and hand a vet office set up in dramatic play area.
- We colored rocket-ships and astronauts' helmets, and flew our rockets from earth to the moon.
- We enjoyed a zoom with our local Fire Department, they showed us around the department, the fire trucks, got dressed up and went down the fire pole.
- We made purple and oval collages with different size ovals to differentiate between big and small.
- Our purple collage we used purple glue and put on different purple items from the art area.

### South Main 2

- We have enjoyed learning about our neighbor/community.
- We mailed letters to our families when learning about mail delivers.
- We learned about doctors and dentists and did an experiment to see what too much sugar can do to our teeth and how water is good for our teeth.
- We practiced brushing a tooth that was dirty.
- We dressed a fireman and put a bandage on a hurt person.
- We practiced stop/drop/and roll to put out a fire that is on us.
- We also learned about who lives in our own homes.
- We have enjoyed our neighborhood walks.
- We played on the playground many times this month.
- We are working on our breathing techniques to calm our selves down.
- We are learning about tapping a friend on the shoulder and asking for a turn or a toy.
- We painted nails at our hair salon.

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

Page 4 of 18

Contractor Cortland County Community Action Program, Inc.

FFY 2021

Budget Period 10/1/20 to 9/30/21

Contract # C1001460

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

<b>Description of Need (Family, Community, Agency)</b> Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	<b>Lack of access to nutrition education and food. (C.)</b>
--	---

Program that addresses the need described above: Women, Infants, and Children (WIC) (DOMAIN: Health & Social/Behavioral Development)

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be <b>enrolled</b> . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s) or Service/Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's WIC Program provides supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional risk.	Of 1560 individuals seeking WIC assistance:		Intake form/caseload reports	1560	1159	160			1319	85%
	1560 of 1560 will improve their health and physical development as a result of access to nutritional foods and nutrition education.	FNPI 5b	Case files, food voucher records	1560	1159	160			1319	85%
	100 infants will be healthier and will increase their ability to fight early childhood infections as a result of breastfeeding.	FNPI 5b	Peer Counselor Documentation	100	72	18			90	90%
	6 partnerships will promote the program, provide space, and funding (1 State Government, 1 Local Government, 1 faith based, 1 not-for-profit, 1	B.5.a-i	MOU's, meeting minutes, association membership	6	6	0			6	100%
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!

(continue on next page, if necessary)

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

Page 5 of 18

Contractor Cortland County Community Action Program, Inc.

FFY 2021

Budget Period 10/1/20 to 9/30/21

Contract # C1001460

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

<b>Description of Need (Family, Community, Agency)</b> Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	<b>Low income families who are at nutritional and health risk (F)</b>
--	---

Program that addresses the need described above: Snack Packs for Kids (Domain Health and Social/Behavioral Development (FNPI 5))

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be <b>enrolled</b> . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s) or Service/Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Snack Pack for Kids program will provide nutritious foods for food insecure low-income children throughout the county in an effort to help alleviate hunger. (SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	150 children will be referred to the program:		Referrals from schools documenting need	150	105	7			112	75%
	150 of 150 children will be enrolled in the program		Referral form	150	105	7			112	75%
	150 of 150 children's health and physical development will be improved as a result of adequate nutrition.	FNPI 5b	Backpack Allocations	150	105	7			112	75%
	Of the 150 children receiving backpacks, 5400 backpacks will be distributed		Backpack Allocations	5400	822	1523			2345	43%
	8 partnerships, will support the program by donating funds, referring eligible children, and providing space. (5 school districts, 1 higher education, 1	B.5.a-i	MOU's, in-kind report	8	8	0			8	100%
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**ATTACHMENT C**  
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Check One:			
<input type="checkbox"/> Work Plan	<input type="checkbox"/> Amendment		
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<b>Description of Need (Family, Community, Agency)</b> Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	<b>Low income families who are at nutritional and health risk (F)</b>
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**Program that addresses the need described above:** Nutrition Outreach and Education Program (NOEP) /Health and Nutrition (Domain Health and Social/Behavioral Development (FNPI 5)

<b>Interventions</b> Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. <b>(Use service and strategy terminology from CSBG Annual Report Module 3 &amp; Module 4).</b>	<b>Benchmarks or Milestones and Outcomes</b> List the projected baseline number starting with the number seeking assistance followed by the number of customers to be <b>enrolled</b> . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	<b>NPI(s) or Service/ Capacity Codes</b>	<b>Method(s) of Measurement/Verification</b> Identify the tool or process to be used to verify progress on the outcome or milestone.	<b>Annual Target</b>	<b>PPR #1 Achieved</b>	<b>PPR #2 Achieved</b>	<b>PPR #3 Achieved</b>	<b>PPR #4 Achieved</b>	<b>YTD Total</b>	<b>YTD %</b>
The agency's Health and Nutrition component provides low income participants access to food through SNAP enrollment as well as introduces low-income families to a holistic approach to healthy lifestyles, including , menu planning, and nutrition education, and improved access to fresh fruits and vegetables through Community Supported Agriculture (CSA) Shares and the Farmer's Market. Our aim is to raise awareness on the importance of healthy lifestyles and help to decrease the incidences of obesity. (SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries) , SRV 5ff Skills Classes (Gardening, Cooking, Nutrition)	Of 165 individuals seeking health and nutrition services:		Intake Form	165	53	42			95	58%
	20 will participate in nutrition education and exhibit improved family functioning.	FNPI 5a	Pre/Post Survey	20	0	11			11	55%
	140 eligible households will receive SNAP benefits in order to increase healthy lifestyle		Intake Form/Case Worker notes.	140	34	19			53	38%
	5 families will have access to fresh fruits and vegetables through participation in Community Supported Agriculture (CSA) Shares with local		Intake Form	5	0	0			0	0%
	Families will receive 75 boxes of fresh fruits and vegetables using SNAP benefits		EBT Transactions	75	7	0			7	9%
	7 partnerships will support the goals of the health and nutrition program, through referrals, funding, space (2 school districts, 1 business, 1 NFP, 3	B.5.a-i	Partnership Agreements/MOU's	8	8	0			8	100%
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<b>Description of Need (Family, Community, Agency)</b> Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	<b>Children face barriers to school readiness (F)</b>
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**Program that addresses the need described above:** Head Start/Early Head Start (Outcomes Across Multiple Domains (FNPI 7))

<b>Interventions</b> Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. <b>(Use service and strategy terminology from CSBG Annual Report Module 3 &amp; Module 4).</b>	<b>Benchmarks or Milestones and Outcomes</b> List the projected baseline number starting with the number seeking assistance followed by the number of customers to be <b>enrolled</b> . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	<b>NPI(s) or Service/Capacity Codes</b>	<b>Method(s) of Measurement/Verification</b> Identify the tool or process to be used to verify progress on the outcome or milestone.	<b>Annual Target</b>	<b>PPR #1 Achieved</b>	<b>PPR #2 Achieved</b>	<b>PPR #3 Achieved</b>	<b>PPR #4 Achieved</b>	<b>YTD Total</b>	<b>YTD %</b>
The agency's Head Start/Early Head Start program provides comprehensive pre-school activities which include classroom instruction, home base, health and nutrition, and social emotional development for children ages zero to four, as well as support services for their families. ( SRV 2aEarly Head Start, SRV 2b Head Start, SRV 5a Immunizations, , SRV 5a-j Health Services, Screening and Assessments , SRV 5dd Child Dental Screenings/Exams, SRV 2v Parenting Supports).	Of 325 children deemed eligible for Head Start/Early Head Start:		HS/EHS Intake Form	325	174	61			235	72%
	272 children will participant in Head Start/Early Head		HS/EHS Attendance Records	272	158	12			170	63%
	272 of 272 children will be up to date on age appropriate immunizations, medical and/or dental care		Child's files	272	158	12			170	63%
	272 of 272 children's health will be improved as a result of adequate nutrition.		CACFP Meal count documentation	272	158	12			170	63%
	136 of 272 children will be developmentally ready to enter kindergarten		CORE report	136	38	0			38	28%
	240 parents/caregivers will be engaged by HS/EHS staff through home visits.		Family worker notes	240	101	15			116	48%
	200 will learn and exhibit improved family functioning.		Family Strengths assessment (FSA)	200	0	0			0	0%
	160 children will receive dental exam and/or follow-up for improved dental health.		CORE report	160	33	13			46	29%
	8 partnerships will be established to support services and in-kind resources (5 businesses, 2 NFP) B.5.a-i		MOU's	8	8	0			8	100%
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<b>Description of Need (Family, Community, Agency)</b> Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	<b>Low income families lack essentials such as food, clothing household appliances, transportation assistance, utility assistance. (F)</b>
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Program that addresses the need described above: Community Action Angels (Services Supporting Multiple Domains (SRV 7))

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be <b>enrolled</b> . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Family Development Component provides low-income families with clothing (SRV 7n, Emergency Clothing Assistance ), household appliances SRV 4q Housing Maintenance & Improvements ), Medical Care (SRV 5f, Doctor Visit Payments), transportation assistance (SRV 7d) Transportation Services, utility assistance (SRV 4i Utility Payment Assistance ), referrals (SRV 7c Referrals )etc.	Of 825 individuals seeking assistance:		Intake Form	825	186	68			254	31%
	768 of 825 will receive clothing.		Database	768	52	51			103	13%
	5 of 825 will receive emergency home repairs.	FNPI4g	Intake Form	5	0	4			4	80%
	10 of 825 will receive emergency food.	FNPI5b	Intake Form	10	3	9			12	120%
	10 of 825 will receive fuel or utility assistance	FNPI4g	Intake Form	10	0	1			1	10%
	10 of 825 will receive emergency transportation		Intake Form	10	0	3			3	30%
	2 of the 825 will receive Emergency Medical Care		Intake Form	2	1	0			1	50%
	20 of the 825 participants will receive workforce development support to be better prepared to enter the workforce .		Referral Tracking Form	20	0	0			0	0%
	220 individuals will be more prepared for Winter by providing winter wear		Sign-In Sheets	220	130	0			130	59%
	400 of the 725 will be referred to other service providers.		Intake Application	400	177	157			334	84%
	8 partnerships will be established to support services and in-kind resources (5 businesses, 2 NFP)	B.5.a-i	MOU's	8	8	0			8	100%

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<b>Description of Need (Family, Community, Agency)</b> Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	<b>Low income individuals lack the competencies and resources for achieving academic and employment goals. (F)</b>
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**Program that addresses the need described above:** Adult Education/Tutoring (Domain Education and Cognitive Development (FNPI 2))

<b>Interventions</b> Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. <b>(Use service and strategy terminology from CSBG Annual Report Module 3 &amp; Module 4).</b>	<b>Benchmarks or Milestones and Outcomes</b> List the projected baseline number starting with the number seeking assistance followed by the number of customers to be <b>enrolled</b> . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	<b>NPI(s) or Service/ Capacity Codes</b>	<b>Method(s) of Measurement/Verification</b> Identify the tool or process to be used to verify progress on the outcome or milestone.	<b>Annual Target</b>	<b>PPR #1 Achieved</b>	<b>PPR #2 Achieved</b>	<b>PPR #3 Achieved</b>	<b>PPR #4 Achieved</b>	<b>YTD Total</b>	<b>YTD %</b>
Individuals will gain competencies and resources for achieving academic and employment goals through the Adult Education Program, on to one tutoring, preparation for TASC testing and Safe Sitter Certification (SRV 2u High School Equivalency Classes)	Of 145 enrolled in the HSE/Tutoring program:		Intake Application	145	31	17			48	33%
	30 will have at least 12 hours of attendance.		Attendance Record	30	0	6			6	20%
	10 will have a grade level improvement in math or reading.	FNPI 2f	Grade level improvement on math TABE test, case notes.	10	0	2			2	20%
	30 will take the TASC exam, and pass from 1-4 of the five test.		Grade level improvement on math TABE test, case notes.	30	7	3			10	33%
	20 will have individual math/literacy tutoring to meet education or employment goals.		Attendance Record	20	8	0			8	40%
	30 will receive their HSE diploma.	FNPI 2h	Case Notes	30	6	4			10	33%
	25 will obtain their Safe Sitter certification required for successful employment.	FNPI 2h	Certificates	25	0	0			0	0%
	5 partnerships will be established to support services, provide space, and referrals (2 Schools, 1 Higher Learning, and 2 NFP)	B.5.a-i	MOU's	5	5	0			5	100%
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<b>Description of Need (Family, Community, Agency)</b> Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	<b>Lack of community facilities in the rural areas of the community ( C )</b>
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Program that addresses the need described above: Family Success Center (Domain Counts of Change for Infrastructure and Asset Building Indicators (CNPI 3))

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be <b>enrolled</b> . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s) or Service/Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency will operate a Family Success Center in the community of Marathon and in an effort to provide services and activities in the rural areas of the county. The center provides opportunities for people in the community to access resources including emergency assistance, application for food stamps, parent support and education, activities for children, support with household finances, health and nutrition through cooking classes, etc.(STR 3o Community Center/Community Facility Establishment)	Increase in the availability of community resources in the rural community of Marathon	CNPI 3b		1	1	0			1	100%
	200 families will receive services in rural areas of the community		Sign in Sheets	200	33	14			47	24%
	1 school district partnerships will be maintained to support the FSC's by providing space.	B.5.a-i	MOU's	1	1	0			1	100%
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<b>Description of Need (Family, Community, Agency)</b> Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	<b>Low income families lack the skills necessary for successful parenting. (F)</b>
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Program that addresses the need described above: Parent Education/Support (Domain Health and Social/Behavioral Development)

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be <b>enrolled</b> . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s) or Service/Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Parent Education/Support is designed to provide parents/caregivers with the skills necessary to effectively parent. Topics include a large variety of issues facing today's parents/caregivers which include: child safety, breastfeeding, soothing your baby, nutrition, community resources and much more.(SRV 5mm Parenting Classes)	35 parents/caregivers will enroll in parenting education.		Intake Forms	35	0	0			0	0%
	25 of 35 will complete the training course.		Intake Forms	25	0	0			0	0%
	25 of the 25 will learn improved parenting skills.	FNPI 5d	Attendance sheets	25	0	0			0	0%
	1 local government partnership will promote the program, 1 State government	B.5.a-i	MOU's	1	1	0			1	100%
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<b>Description of Need (Family, Community, Agency)</b> Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	<b>Individuals with a disability maintaining their independence while living in the community (F)</b>
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Program that addresses the need described above: Consumer Directed Personal Services/ Health and Social/Behavioral Development (FNPI 5)

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be <b>enrolled</b> . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Consumer Directed Services provides services to allow individuals with disabilities and other medical conditions more control over their personal assistance services. This allows an individual the ability to manage his or her care and make decisions based upon his or her own individualized needs and to live in the community as independently as possible.	Of 180 individuals referred for CDPAP Services			180	141	8			149	83%
	180 of 180 will maintain a independent living situation	FNPI 5g	Assessment Tool	180	141	8			149	83%
	Of the 180, 6 250 family caregivers will obtain/maintain employment		Assessment Tool	250	242	0			242	97%
	Partnerships with 1 local government and 3 partnerships with NFP will promote the program and refer clients	B.5.a-i	Contracts	4	4	0			4	100%
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<b>Description of Need (Family, Community, Agency)</b> Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	<b>Low income families face challenges affording quality, safe, affordable housing</b>
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Program that addresses the need described above: Energy Services (Domain Housing (FNPI 4))

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be <b>enrolled</b> . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s) or Service/Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Energy Services Department provides energy saving measures to include: Insulation, Heating systems, Hot Water Tank systems, Air Sealing, Inspecting Combustion appliances, Cooling, Testing Efficiency of Refrigerators, Installing CO Detectors & Smoke detectors, Bathroom & Kitchen ventilation, Energy Audits, and a Health & Safety check of the home. The goal of the program is to make homes energy efficient , safer and more affordable for low-income families. The department also addresses elderly households with emergency repairs. (SRV 4t Energy Efficiency Improvements, SRV 4q emergency Home Repairs , Referrals (SRV 7c)	160 households applying for Energy Services programming		Application	160	18	12			30	19%
	Of 160 households 145 will experience improved health and safety due to improvements within their home.	FNPI 4g	Energy Audit Form	145	31	26			57	39%
	145 households will demonstrate improved energy efficiency and/or energy burden reduction in their homes.	FNPI 4h	Pre/Post test, utility bills from past and present	145	31	26			57	39%
	195 will receive home repairs to improve and maintain their housing	SRV 4q	Energy Audit Form	195	31	26			57	29%
	4 partnerships will promote program (2 business, 2 non-profit.)	B.5.a-i		4	4	0			4	100%
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<b>Description of Need (Family, Community, Agency)</b> Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	<b>Lack of long term supports for expectant mothers and new moms ( F/C )</b>
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Program that addresses the need described above: Healthy Families (Domain Outcomes Health and Social/Behavior Development FNPISE)

<b>Interventions</b> Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. <b>(Use service and strategy terminology from CSBG Annual Report Module 3 &amp; Module 4).</b>	<b>Benchmarks or Milestones and Outcomes</b> List the projected baseline number starting with the number seeking assistance followed by the number of customers to be <b>enrolled</b> . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	<b>NPI(s) or Service/ Capacity Codes</b>	<b>Method(s) of Measurement/Verification</b> Identify the tool or process to be used to verify progress on the outcome or milestone.	<b>Annual Target</b>	<b>PPR #1 Achieved</b>	<b>PPR #2 Achieved</b>	<b>PPR #3 Achieved</b>	<b>PPR #4 Achieved</b>	<b>YTD Total</b>	<b>YTD %</b>
The agency's Healthy Families Program is home visiting program which matches parents with knowledgeable and caring workers who provide information and support during pregnancy and early childhood. Services include helping families access community resources and services, educating families on parenting and child development, connecting families with medical providers, and assessing children for developmental delays. (SRV 5G and SRV 2CC)	50 new or expectant moms will complete the pre-screening process.		Pre screening forms	50	17	21			38	76%
	30 of the 50 will enroll in the program and assigned a Family Support Specialist		Intake and KEMP assessments	30	12	8			20	67%
	30 will demonstrate improved sensitivity and responsiveness in their interactions with their children.	FNPI SE	Case notes	30	4	5			9	30%
	250 home visits will be made by Family Support Specialist in order to connect families with medical providers, provide activities to stimulate cognitive		Home visit log	250	176	201			377	151%
	7 partnerships will promote program and serve on the advisory Board (3 health care institutions and 4 non-profit.)	B.5.a-i	MOU's	7	7	0			7	100%
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**ATTACHMENT C**  
COMMUNITY SERVICES BLOCK GRANT  
**C-2c Work Plan and Program Progress Report (PPR)**

Page 15 of 18

**Contractor** Cortland County Community Action Program, Inc. **FFY** 2021  
**Budget Period** 10/1/20 to 9/30/21 **Contract #** C1001460

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

<b>Description of Need (Family, Community, Agency)</b> Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	<b>Lack of reliable Medicaid transportation ©</b>
--	---

**Program that addresses the need described above:** Volunteer Transportation Program (Domain Outcomes Across Multiple Domains (FNPI 7))

Interventions Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be <b>enrolled</b> . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
Increase the options for safe, reliable Medicaid transportation through operating a Volunteer Driver Program (STR 7c Transportation Services Coordination and Support).	500 rides will be provided to medical appointments.	CNPI 3a.4	Driver's Record	500	55	29			84	17%
	250 individuals will increase access to health services.	FNPI 5b	Surveys	250	37	15			52	21%
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**ATTACHMENT C**

COMMUNITY SERVICES BLOCK GRANT

**C-2c Work Plan and Program Progress Report (PPR)**Page 16 of 18**Contractor** Cortland County Community Action Program, Inc.**FFY** 2021**Budget Period** 10/1/20 to 9/30/21**Contract #** C1001460**Check One:**

- ☐ Work Plan
 ☐ Amendment  
☐ PPR #1
 ☐ PPR #3  
☒ PPR #2
 ☐ PPR #4

**Description of Need (Family, Community, Agency)**

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

**Individuals with low-incomes face challenges effectively planning and achieving family goals (F)****Program that addresses the need described above:****Family Development (Domain Health and Social/Behavioral Development (FNPI 5))**

<b>Interventions</b> Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. <b>(Use service and strategy terminology from CSBG Annual Report Module 3 &amp; Module 4).</b>	<b>Benchmarks or Milestones and Outcomes</b> List the projected baseline number starting with the number seeking assistance followed by the number of customers to be <b>enrolled</b> . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	<b>NPI(s) or Service/ Capacity Codes</b>	<b>Method(s) of Measurement/Verification</b> Identify the tool or process to be used to verify progress on the outcome or milestone.	<b>Annual Target</b>	<b>PPR #1 Achieved</b>	<b>PPR #2 Achieved</b>	<b>PPR #3 Achieved</b>	<b>PPR #4 Achieved</b>	<b>YTD Total</b>	<b>YTD %</b>
CAPCO's Family Development component will provide opportunities for low-income families to improve family functioning , face challenges, and achieve their goals through the following initiatives CAPCO'S Holiday Giveaway, Pajama Party, and school supply giveaway.(SRV 2v Parenting Supports, and Back to School Supplies (School Supplies (SRV 2k)	250 families seeking assistance through the Family Development Component		Intake Form	250	127	61			188	75%
	200 children will participate in the Holiday Giveaway in order to increase family stability.		Intake Form	200	127	0			127	64%
	30 children will attend the Pajama Party to improve their interaction with their children by encouraging early literacy and reading to their children	FNPI 5e	Intake Form	30	0	61			61	203%
	20 Low-income children will receive school supplies, which will provide them the opportunity to increase their ability to fully participate in school related	FNPI 2z.1	Intake Form	20	0	0			0	0%
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**ATTACHMENT C**

## COMMUNITY SERVICES BLOCK GRANT

**C-2c Work Plan and Program Progress Report (PPR)**Page 17 of 18Contractor Cortland County Community Action Program, Inc.FFY 2021Budget Period 10/1/20 to 9/30/21Contract # C1001460

## Check One:

- ☐ Work Plan      ☐ Amendment  
☐ PPR #1      ☐ PPR #3  
☒ PPR #2      ☐ PPR #4

**Description of Need (Family, Community, Agency)**

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

Low-income people own a stake in their community (C.)

**Program that addresses the need described above:****Project Getting Ahead ( Civic Engagement and Community Involvement Indicators (FNPI 6))**

<b>Interventions</b> Briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. <b>(Use service and strategy terminology from CSBG Annual Report Module 3 &amp; Module 4).</b>	<b>Benchmarks or Milestones and Outcomes</b> List the projected baseline number starting with the number seeking assistance followed by the number of customers to be <b>enrolled</b> . Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the outcome using language from the NPIs.	<b>NPI(s) or Service/ Capacity Codes</b>	<b>Method(s) of Measurement/Verification</b> Identify the tool or process to be used to verify progress on the outcome or milestone.	<b>Annual Target</b>	<b>PPR #1 Achieved</b>	<b>PPR #2 Achieved</b>	<b>PPR #3 Achieved</b>	<b>PPR #4 Achieved</b>	<b>YTD Total</b>	<b>YTD %</b>
Project Getting Ahead" training workshops will be provided to youth and adults. Workshops will focus on investigating the impact of poverty, understanding the rules of success in education and employment, developing the knowhow for breaking the cycle of poverty and creating a personal resource plan for success. As part of the Getting Ahead workshops, youth/young adults will work in teams, select, solve and present solutions to civic community issues to a panel of business leaders. In addition participants will attend the Opportunity Conference as part of Communication Across Barriers Opportunity Community (SRV 6e)	25 low income participants enrolled in workshops:		Intake Form	25	0	5			5	20%
	25 participants will improve social/emotional development by working in teams to recommend solutions to a community need.	FNPI 6a	Workshop Attendance	25	0	5			5	20%
	25 Community Action program participants who improved their leadership skills.	FNPI 6a1	Workshop Attendance	25	0	5			5	20%
	25 participants who improved their social networks.	FNPI 6a2	Workshop Attendance	25	0	5			5	20%
	25 participants will gained other skills, knowledge and abilities.	FNPI 6a3	Workshop Attendance	25	0	5			5	20%
	75 low income community members will participate in the opportunity conference	B.5.a-i	sign in sheets	75	0	0			0	0%
	1 partnership will refer participants to the program (local Government)	B.5.a-i	Agreement	1	1	0			1	100%
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*Resolution of the Board of Directors*

*Of*

*Cortland County Community Action Program, Inc.*

**Resolution No. 21-27**

**WHEREAS,** the Cortland County Community Action Program, Inc. Program Planning and Evaluation Committee has reviewed the proposed CAPCO Children's Internet Protection Act (CIPA) policy as presented,

**WHEREAS,** the Cortland County Community Action Program, Inc. Board of Directors has reviewed the CAPCO Children's Internet Protection Act (CIPA) policy as presented,

**IT IS HEREBY RESOLVED** that on June 24, 2021 the CAPCO Board of Directors adopts for acceptance the CAPCO Childrens Internet Protection Act (CIPA) policy.

Shelley Warnow  
Board President

June 24, 2021  
Date

# **Internet Safety Practice for CAPCO Head Start & Early Head Start Program**

## **Introduction**

It is the policy of CAPCO Head Start/Early Head Start to:

(a) Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

## **Definitions**

The Children's Internet Protection Act (CIPA) is federal law that mandates the use of Internet filters and other measures to protect children from explicit and inappropriate content.

Congress enacted CIPA in 2001 to protect minors from offensive Internet content accessible through publicly funded organizations, such as schools and libraries. Public administrators, including teachers and librarians, are responsible for overseeing and ensuring CIPA adherence.

## **Children's Internet Protection Act (CIPA)**

E-rate is a federal program that provides Internet service discounts to CIPA-compliant schools and libraries. Per CIPA, funded organizations must adopt Internet monitoring systems and adhere to formal Internet safety documentation and reporting requirements.

CIPA regulations issued by the Federal Communications Commission (FCC) are as follows:

- Funded institutions must provide suitable and effective Internet safety policies.
- Unsafe content, such as child pornography or other potentially disturbing images, must be blocked.
- Qualifying institutions must hold a minimum of one public hearing and provide ample notice regarding safety proposals.

Although most public organizations restrict access to Facebook and other social network websites, CIPA recipients must develop and set Internet safety policies for monitoring Web, instant messaging, chat and email use.

CIPA does not mandate tracking Internet use but is considered a legislative standard for blocking minors from accessing harmful Internet content.

## **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

**Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of Head Start & Early Head Start programs online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Education, Supervision and Monitoring**

It shall be the responsibility of all CAPCO Head Start & Early Head Start program staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Information Technology Services Staff or designated representatives.

Following receipt of the personnel policy or parent handbook, the staff and parents will acknowledge that he/she received the information, understood it, and will follow the provisions of the Agency's acceptable use policies.

Adoption of this Internet Safety Policy approved:

CAPCO Board of Directors

Date:

CAPCO Head Start/Early Head Start Policy Council

Date:

## **Finance Committee**

Thursday, June 17, 2021--Meeting started at 8:32 A.M.

Board Members Present: Shelly Warnow, Ella Dilorio, Sarah Beshers, Penny Prignon. Staff Present: Martha Allen, Greg Richards

Excused: Helen Spaulding

Committee reviewed the financial statements. Motion to receive and file made by Ella Dilorio, 2<sup>nd</sup> Penny Prignon—motion carried.

Committee reviewed the underspend for the HS/EHS contract that ended 5/31/2021 as well as the potential carry-over of unused COVID funds. The Health Services component of HS/EHS has leased new space next door to the Main Office at 26-28 North Main Street where Healthy Families and now the Adult Literacy departments now. Health Services will be moving into the new office space across from our Adult Literacy Program, which will allow all the Family Services component to be in one space at the Cosimos facility. The committee reviewed the lease through D. Yaman Properties. Motion to approve made by Ella Dilorio, 2<sup>nd</sup> Shelly Warnow—motion carried.

Committee reviewed the lease agreement for the new Energy Services office at 191 S. Main Street, Cortland. Energy Services has begun the process of moving into the space as the Program prepares for the addition of WAP in Tompkins County. We have received approvals to begin this process through HCR as we await the approved contract. The Energy Services Program was able to hire an additional Quality Control Inspector (QCI) through Tompkins County who is a Cortland resident and anticipated to begin with CAPCO in mid-July. The committee reviewed the details of the lease agreement for the new Energy Services office space through Richard R. Borra Holdings, LLC, including scheduled lease increased on a bi-yearly basis. Motion to approve made by Penny Prignon, 2<sup>nd</sup> Sarah Beshers—motion carried.

Martha Allen, Fiscal Director, informed the Board that CAPCO has now received the unaudited financials for CSBG contract ending 9/30/2020 with a carry-over of \$33,481. The Finance Committee is anticipated to review the amended budget with the carry-over in the July 2021 meeting. Additionally, Martha informed the committee that it is believed that the HS/EHS COLA dropped effective 6/17/2021. Martha, HR, and the HS/EHS team will be looking to implement COLA increases for staff prior to the end of the 2020-2021 Program Year.

No further business. Meeting adjourned at 9:01 A.M.

FINANCE COMMITTEE REPORT  
SUMMARY OF April 2021 FINANCIAL STATEMENTS  
PRESENTED BY Martha Allen  
June 17, 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 05/21/2021.  
Still no further word or updates on status of Fiscal Intermediary contracts with the Dept. of Health. We will follow up with the entities that we have been talking to re: possible subcontracts when those FI's have completed the contracting process. We continue to provide CDPAP as usual until those changes happen. We are continuing work with Sam Purrington to develop the Volunteer Transportation Center.

EARLY CHILDHOOD DEVELOPMENT

The Head Start/Early Head Start contract ended 5/31/21, we are forecasting the contract will be \$99k underspent. We have leased space next door at 28 N. Main (on the same floor as the Adult Literacy Program) for staff offices. The lease is funded with the COVID Cares funding. The term of the lease is June 1, 2021 – May 31, 2023 for \$750 per month. See attached lease.

ENERGY SERVICES DEPARTMENT

The WAP 2021-22 budget is still being processed by HCR. We are moving forward with acquiring space for the Energy Services program. We will be leasing space at 191 S. Main Street. The lease is a five-year lease with rent being \$1500 per month for the first 2 years. See attached lease.

FAMILY DEVELOPMENT DEPARTMENT

Work continues steadily for the CSBG and CSBG CARES contracts. We have received the unaudited financial report for contract ending 9/30/2020. The carryover amount is \$33,481. We will be working on the amendment budget for review and approval in July.

WIC

Contract and vouchers are on schedule. The 2021/2022 WIC refunding package for \$391,808 was submitted on 6/8/2021. Most recent information is the 2022 WIC RFO will not be released until Fall 2021.

## CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.

## FINANCE DIRECTOR MONTHLY CHECKLIST

FOR THE MONTH APRIL 2021

Submitted by Martha Allen on June 17, 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	4/30/2021
Form 1099's	2/1/2021	2/1/2021
<b>Program Reports</b>		
<b>CSBG 2020 -2021 py</b>		
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	4/29/2021
3rd Qtr Program/Fiscal Attestation Forms	7/31/2021	
4th Qtr Program/Fiscal Attestation Forms	10/31/2021	
<b>MWBE Reports</b>		
3rd qtr (Oct-Dec)	1/10/2021	1/10/2021
4th QTR (Jan-Mar)	4/10/2021	4/9/2021
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
<b>Energy Services</b>		
<b>WAP 19-20 PY extended to March 31, 2021</b>		
Monthly Voucher to Energy Services for presentation to DHCR	May	6/16/2021
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	4/9/2021
Unaudited Financial Statements - 19.20WAP - contract extended 3.31.2021	5/31/2021	5/31/2021
<b>Head Start &amp; Early Head Start</b>		
Quarterly Form 425: Enter in Payment Management System (PMS)		
1ST QTR (January - March)	4/30/2021	4/30/2021
2ND QTR (April-June)	7/30/2021	
3RD QTR (July-September)	10/30/2021	
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	
<b>WIC 20-210py</b>		
<b>Monthly Voucher</b> (due 45 days after month end)	April	6/14/2021
<b>MWBE Reports</b>		
1st qtr MWBE Reports (January-March)	4/10/2021	4/9/2021
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 20-21PY	11/16/2021	

# CAPCO

## Aged Accounts Payable Report

Vendor Name	current	31-60	61-90	over 90	Net Due
4IMPRINT, INC	\$818.96	\$0.00	\$0.00	\$0.00	\$818.96
AIR TEMP HEATING & AIR CONDITIONING, INC.	\$599.41	\$0.00	\$0.00	\$0.00	\$599.41
AMERICAN PROFESSIONAL AGENCY, INC.	\$126.00	\$0.00	\$0.00	\$0.00	\$126.00
AT&T MOBILITY	\$956.04	\$0.00	\$0.00	\$0.00	\$956.04
BILL BROTHERS	\$505.27	\$0.00	\$0.00	\$0.00	\$505.27
BLEVINS, INC	\$7,849.65	\$0.00	\$0.00	\$0.00	\$7,849.65
BUILDERS BEST	\$568.81	\$0.00	\$0.00	\$0.00	\$568.81
CAP SYSTEMS, INC.	\$425.00	\$0.00	\$0.00	\$0.00	\$425.00
CAPCO	\$215,000.00	\$0.00	\$0.00	\$0.00	\$215,000.00
CNY LAWNS	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
COMPLETE PAYROLL PROCESSING, INC.	\$1,099.69	\$0.00	\$0.00	\$0.00	\$1,099.69
CORTLAND PRODUCE	\$265.85	\$0.00	\$0.00	\$0.00	\$265.85
CORTLAND ROTARY CLUB	\$175.00	\$0.00	\$0.00	\$0.00	\$175.00
CUST SERVICES OF CORTLAND INC	\$144.19	\$0.00	\$0.00	\$0.00	\$144.19
DEWITT'S PRODUCE	\$1,015.90	\$0.00	\$0.00	\$0.00	\$1,015.90
E&V ENERGY CORPORATION	\$2.97	\$0.00	\$0.00	\$0.00	\$2.97
FUN EXPRESS, LLC	\$105.89	\$0.00	\$0.00	\$0.00	\$105.89
GRANT STREET CONSTRUCTION, INC	\$337.04	\$0.00	\$0.00	\$0.00	\$337.04
GROSSMAN MARKETING GROUP	\$710.00	\$0.00	\$0.00	\$0.00	\$710.00
HEP SALES	\$1,559.06	\$0.00	\$0.00	\$5.31	\$1,564.37
HUMMEL'S OFFICE EQUIPMENT CO. INC	\$767.70	\$0.00	\$0.00	\$0.00	\$767.70
ID BOOTH, INC.	\$7.43	\$0.00	\$0.00	\$0.00	\$7.43
INTELLICORP	\$161.35	\$0.00	\$0.00	\$0.00	\$161.35
INTERFLEX PAYMENTS, LLC	\$260.34	\$0.00	\$0.00	\$0.00	\$260.34
LANGUAGELINE SOLUTIONS	\$102.87	\$0.00	\$0.00	\$0.00	\$102.87
LOWE'S	\$4,609.20	\$0.00	\$0.00	\$0.00	\$4,609.20
LUKE SEARLES PLUMBING, INC.	\$773.00	\$0.00	\$0.00	\$0.00	\$773.00
M&T BANK	\$8,783.63	\$0.00	\$0.00	\$0.00	\$8,783.63
M&T MORTGAGE	\$1,613.49	\$0.00	\$0.00	\$0.00	\$1,613.49
MAIN STREET AUTO REPAIR	\$21.00	\$0.00	\$0.00	\$0.00	\$21.00
MICHAEL J SWEENEY	\$714.00	\$0.00	\$0.00	\$0.00	\$714.00
MUTUAL OF AMERICA	\$10,082.85	\$0.00	\$0.00	\$0.00	\$10,082.85
NATIONAL GRID	\$2,457.57	\$0.00	\$0.00	\$0.00	\$2,457.57
NYS INSURANCE FUND	\$5,752.38	\$0.00	\$0.00	\$0.00	\$5,752.38
NYSEG	\$775.44	\$0.00	\$0.00	\$0.00	\$775.44
OSBORNE FLOORING	\$31.60	\$0.00	\$0.00	\$0.00	\$31.60
PETTY CASH	\$108.45	\$0.00	\$0.00	\$0.00	\$108.45
PLAN FIRST COMPUTER SERVICES	\$16,287.73	\$0.00	\$0.00	\$0.00	\$16,287.73
RAYMOND OLIVER	\$330.00	\$0.00	\$0.00	\$0.00	\$330.00
RENZI FOODSERVICE	\$1,232.35	\$0.00	\$0.00	\$0.00	\$1,232.35
SAVE-A-LOT	\$206.92	\$0.00	\$0.00	\$0.00	\$206.92
SHELLEY J SMITH	\$169.68	\$0.00	\$0.00	\$0.00	\$169.68



6/16/2021

# CAPCO

## Aged Accounts Payable Report

Vendor Name	current	31-60	61-90	over 90	Net Due
SUPERFLEET MASTERCARD	\$703.75	\$0.00	\$0.00	\$0.00	\$703.75
SYRACUSE TIME & ALARM	\$820.19	\$0.00	\$0.00	\$0.00	\$820.19
TALLMADGE TIRE	\$916.59	\$0.00	\$0.00	\$0.00	\$916.59
TOMPKINS CORTLAND COMMUNITY COLLEGE	\$2,099.00	\$0.00	\$0.00	\$0.00	\$2,099.00
TOMPKINS TRUST COMPANY	\$1,460.51	\$0.00	\$0.00	\$0.00	\$1,460.51
TOPS MARKETS LLC	\$82.60	\$0.00	\$0.00	\$0.00	\$82.60
TOSHIBA FINANCIAL SERVICES	\$621.98	\$0.00	\$0.00	\$0.00	\$621.98
ULINE, INC.	\$1,547.82	\$0.00	\$0.00	\$0.00	\$1,547.82
UNITED WAY	\$191.00	\$0.00	\$0.00	\$0.00	\$191.00
YMCA	\$87.20	\$0.00	\$0.00	\$0.00	\$87.20
GRAND TOTALS:	\$296,244.35	\$0.00	\$0.00	\$5.31	\$296,249.66
A total of 52 vendor(s) listed					

# CAPCO

## Balance Sheet

	12/31/2020	11/30/2020	10/31/2020	9/30/2020	8/31/2020
<b>ASSETS</b>					
CURRENT ASSETS					
Cash	\$1,787,600	\$1,017,599	\$1,196,222	\$1,259,226	\$1,227,409
Grants Receivable	\$593,008	\$462,697	\$616,874	\$944,209	\$359,346
Accounts Receivable					
ACCOUNTS RECEIVABLE	\$1,379,434	\$1,445,438	\$1,400,805	\$1,368,656	\$1,391,010
Less: ALLOWANCE FOR DOUBTFUL ACCOUNTS	\$334,439	\$334,439	\$334,439	\$334,439	\$334,439
MEDICAID VARIANCE RECEIVABLE	\$0	\$0	\$0	\$0	\$0
OTHER RECEIVABLES	\$0	\$0	\$0	\$0	\$0
OTHER RECEIVABLES	\$624	\$1,144	\$1,210	\$852	\$823
Net Accounts Receivable	\$1,045,618	\$1,112,143	\$1,067,576	\$1,035,068	\$1,057,394
Prepaid Expenses	\$76,720	\$33,211	\$69,342	\$65,350	\$36,298
TOTAL CURRENT ASSETS	\$3,502,947	\$2,625,650	\$2,950,015	\$3,303,854	\$2,680,448
PROPERTY AND EQUIPMENT					
Vehicles, furniture and equipment	\$811,667	\$804,679	\$803,934	\$799,136	\$804,265
Building	\$1,186,732	\$1,186,732	\$1,186,732	\$1,186,732	\$1,186,732
NET PROPERTY AND EQUIPMENT AT COST	\$1,998,399	\$1,991,411	\$1,990,667	\$1,985,868	\$1,990,998
Less Accumulated Depreciation	(\$1,117,527)	(\$1,117,527)	(\$1,129,699)	(\$1,157,064)	(\$1,158,006)
TOTAL PROPERTY AND EQUIPMENT	\$880,873	\$873,885	\$860,967	\$828,805	\$832,991
TOTAL ASSETS	\$4,383,819	\$3,499,535	\$3,810,982	\$4,132,659	\$3,513,439
<b>LIABILITIES AND NET ASSETS</b>					
CURRENT LIABILITIES					
Accounts Payable	\$77,300	\$43,953	\$60,558	\$36,165	\$11,507
Payroll taxes and Accruals	\$372,173	\$181,582	\$181,676	\$174,604	\$392,950
Other Current Liabilities	\$4,705	\$4,705	\$4,705	\$4,731	\$4,708
Deferred Income	\$460,818	\$419,488	\$419,488	\$419,488	\$362,174
Total CURRENT LIABILITIES	\$914,996	\$649,728	\$666,428	\$634,987	\$771,340
LONG-TERM DEBT	\$245,426	\$248,940	\$249,776	\$251,959	\$202,789
TOTAL LIABILITIES	\$1,160,421	\$898,668	\$916,204	\$886,946	\$974,129
NET ASSETS	\$3,223,397	\$2,600,867	\$2,894,779	\$3,245,712	\$2,539,310
Total LIABILITIES AND NET ASSETS	\$4,383,819	\$3,499,535	\$3,810,982	\$4,132,659	\$3,513,439

# CAPCO

## Income Statement

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

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	4/1/2021 4/30/2021	4/1/2021 4/30/2021	1/1/2021 4/30/2021	1/1/2021 4/30/2021						
ADM - ADMINISTRATIVE CHARGES											
EXPENSES											
PERSONNEL											
SALARIES/WAGES											
SALARY/WAGE EXPENSE	348,270	29,023	31,499	116,090	114,260	250,437	364,697	-16,427			
NEW ACCRUED BENEFIT TIME	29,430	2,453	2,359	9,810	10,150	19,280	29,430	0			
Total SALARIES/WAGES	377,700	31,475	33,858	125,900	124,410	269,717	394,127	-16,427			
FRINGES											
FICA EXPENSE	28,444	2,370	2,356	9,481	8,512	18,657	27,170	1,274			
UNEMPLOYMENT INSURANCE EXPENSE	8,124	677	1,165	2,708	4,547	9,259	13,806	-5,682			
WORKERS COMP EXPENSE	392	33	29	131	113	247	360	32			
DISABILITY INSURANCE EXPENSE	593	49	49	198	184	409	593	0			
GROUP INSURANCE EXPENSE	34,230	2,853	1,909	11,410	7,634	15,268	22,902	11,328			
401-K EXPENSE	9,653	804	807	3,218	2,916	6,392	9,308	345			
Fringes on Accrued Leave Earned	3,747	312	330	1,249	1,421	2,699	4,120	-373			
Total FRINGES	85,183	7,099	6,644	28,394	25,327	52,932	78,259	6,924			
Total PERSONNEL	462,883	38,574	40,502	154,294	149,737	322,648	472,386	-9,503			
OTHER THAN PERSONNEL											
PROGRAM SUPPLIES	0	0	0	0	84		84	-84			
OFFICE SUPPLIES	8,000	667	311	2,667	1,842	3,684	5,526	2,474			
FOOD & FOOD SUPPLIES	400	33	0	133	0	400	400	0			
COMMERCIAL INSURANCE	11,981	998	1,098	3,994	4,392	7,589	11,981	0			
PARKING LOT RENTAL	869	72	53	290	210	659	869	0			
POSTAGE	1,000	83	92	333	480	521	1,000	0			
DUPLICATING & PRINTING	1,500	125	100	500	647	853	1,500	0			
INTERNET SERVICE	900	75	77	300	308	592	900	0			
TELEPHONE	300	25	23	100	103	197	300	0			
Computer & Software Expense	31,416	2,618	3,454	10,472	13,711	17,705	31,416	0			
MEETING EXPENSE	1,100	92		367		1,100	1,100	0			
CONFERENCE EXPENSE	1,400	117	0	467	25	1,375	1,400	0			
TRAINING & TECHNICAL AST	1,600	133	0	533	0	1,600	1,600	0			
Staff Development	0	0	0	0	0	0	0	0			
LOCAL TRAVEL	400	33	0	133	0	400	400	0			
OUT OF TOWN TRAVEL	300	25	250	100	250	50	300	0			
DUES & SUBSCRIPTIONS	400	33	0	133	1,266	343	1,609	-1,209			
BACKGROUND CHECKS	2,500	208		833		300	300	2,200			
PERMITS, FEES, & RENTALS	500	42	0	167	0	500	500	0			
ADVERTISING	500	42	122	167	263	237	500	0			
BUILDING ALLOCATION	14,430	1,203	1,314	4,810	6,182	8,248	14,430	0			
	79,496	6,625	6,894	26,499	29,764	46,352	76,116	3,380			
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	2,000	167	0	667	0	2,000	2,000	0			
Total CONTRACTUAL	2,000	167	0	667	0	2,000	2,000	0			
ADMINISTRATION											
PAYROLL PROCESSING	3,000	250	133	1,000	691	2,309	3,000	0			
EAP SERVICES	10,480	873		3,493		0	0	10,480			
EQUIPMENT DEPRECIATION	1,515	126	777	505	3,110		3,110	-1,595			
ADMINISTRATIVE ALLOCATION	-559,374	-46,615	-48,306	-186,458	-183,302	-373,309	-556,611	-2,763			
Total ADMINISTRATION	-544,379	-45,365	-47,396	-181,460	-179,501	-371,000	-550,501	6,122			
Total EXPENSES	0	0	0	0	0	0	0	0			
NET SURPLUS/(DEFICIT)	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
			4/1/2021 4/30/2021	YTD BUDGET	1/1/2021 4/30/2021				
OTHER THAN PERSONNEL									
OFFICE SUPPLIES	0	0	40	0	115	0	\$	115	(115)
COMMERCIAL INSURANCE	14,064	1,172	915	4,688	3,660	7,320	\$	10,979	3,085
PARKING LOT RENTAL	0	0	0	0	0	0	\$	-	0
OFFICE UTILITIES	24,825	2,069	1,796	8,275	8,530	16,295	\$	24,825	0
JANITORIAL MAINTENANCE	28,004	2,334	36	9,335	1,318	2,637	\$	3,955	24,049
BUILDING MAINTENANCE	40,328	3,361	283	13,443	3,155	32,068	\$	35,223	5,105
TRASH REMOVAL	2,528	211	186	843	744	1,784	\$	2,528	0
Computer & Software Expense	0	0	0	0	1,856	0	\$	1,856	(1,856)
BUILDING ALLOCATION	(117,496)	(9,791)	-6,652	(39,165)	-31,282	(86,214)	\$	(117,496)	0
MAINTENANCE ALLOCATION	5,097	425	3,279	1,699	11,788	23,577	\$	35,365	(30,268)
Total OTHER THAN PERSONNEL	(2,650)	(221)	-116	(883)	-116	(2,534)		(2,650)	0
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	2,650	221	0	883	0	2,650		2,650	0
Total CONTRACTUAL	2,650	221	0	883	0	2,650		2,650	0
Total EXPENSES	0	0	(116)	0	(116)	116		0	0
NET SURPLUS/(DEFICIT)	(0)	(0)	116	(0)	116	(116)		0	(0)

# CAPCO

## Income Statement

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

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL		YTD ACTUAL			TOTAL CONTRACT	REMAINING
			4/1/2021 4/30/2021	YTD BUDGET	1/1/2021	4/30/2021	FORECAST		
MEDICAID - MEDICAID									
REVENUE									
OTHER REVENUE									
MEDICAID REVENUE	\$	4,025,893	335,491	304,508	1,341,964	1,327,596	2,664,446	3,992,042	33,851
OTHER INCOME	\$	-	0	0	0	0	0	0	0
Total OTHER REVENUE	\$	4,025,893	335,491	304,508	1,341,964	1,327,596	2,664,446	3,992,042	33,851
Total REVENUE	\$	4,025,893	335,491	304,508	1,341,964	1,327,596	2,664,446	3,992,042	33,851
EXPENSES									
PERSONNEL									
SALARIES/WAGES									
SALARY/WAGE EXPENSE	\$	2,863,976	238,665	218,657	954,659	876,451	1,913,248	2,789,699	74,277
NEW ACCRUED BENEFIT TIME	\$	4,408	367	444	1,469	1,779	3,886	5,664	(1,256)
Total SALARIES/WAGES		2,868,384	239,032	219,101	956,128	878,230	1,917,133	2,795,363	73,021
FRINGES									
FICA EXPENSE	\$	211,699	17,642	16,908	70,566	66,813	146,363	213,177	(1,478)
UNEMPLOYMENT INSURANCE EXPENSE	\$	60,032	5,003	8,084	20,011	36,450	70,733	107,183	(47,151)
WORKERS COMP EXPENSE	\$	78,599	6,550	5,104	26,200	23,061	43,956	67,017	11,582
DISABILITY INSURANCE EXPENSE	\$	12,467	1,039	1,060	4,156	4,269	8,198	12,467	0
GROUP INSURANCE EXPENSE	\$	57,075	4,756	4,673	19,025	20,401	37,383	57,784	(709)
401-K EXPENSE	\$	30,274	2,523	2,244	10,091	8,981	19,639	28,620	1,654
Fringes on Accrued Leave Earned	\$	617	51	62	206	249	544	793	(176)
Total FRINGES		450,763	37,564	38,136	150,254	160,225	326,816	487,041	(36,278)
Total PERSONNEL		3,319,147	276,596	257,237	1,106,382	1,038,455	2,243,950	3,282,404	36,743
OTHER THAN PERSONNEL									
OFFICE SUPPLIES	\$	914	76	0	305	280	634	914	0
PARKING LOT RENTAL	\$	107	9	7	36	29	54	83	24
POSTAGE	\$	4,819	402	336	1,606	2,209	4,419	6,628	(1,809)
DUPLICATING & PRINTING	\$	2,957	246	202	986	914	2,043	2,957	0
INTERNET SERVICE	\$	183	15	10	61	39	144	183	0
TELEPHONE	\$	454	38	3	151	10	23	33	421
Computer & Software Expense	\$	1,710	143	971	570	3,707	400	4,107	(2,397)
MEETING EXPENSE	\$	2,225	185		742		2,225	2,225	0
CONFERENCE EXPENSE	\$	655	55		218		655	655	0
TRAINING & TECHNICAL AST	\$	-	0		0		0	0	0
LOCAL TRAVEL	\$	26,413	2,201	1,135	8,804	4,878	21,535	26,413	0
OUT OF TOWN TRAVEL	\$	484	40		161		484	484	0
STAFF IMMUNIZATIONS	\$	1,841	153	187	614	544	17,000	17,544	(15,703)
DUES & SUBSCRIPTIONS	\$	201	17	0	67	0	201	201	0
BACKGROUND CHECKS	\$	5,297	441	0	1,766	1,842	3,683	5,525	(228)
PERMITS, FEES, & RENTALS	\$	13,203	1,100	1,008	4,401	4,738	9,476	14,214	(1,011)
ADVERTISING	\$	378	32	119	126	477	954	1,431	(1,053)
BUILDING ALLOCATION	\$	6,000	500	555	2,000	2,610	5,219	7,829	(1,828)
Total OTHER THAN PERSONNEL		67,841	5,653	4,532	22,614	22,276	69,150	91,426	(23,585)
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	\$	14,500	1,208	211	4,833	1,341	13,159	14,500	0
Total INKIND		14,500	1,208	211	4,833	1,341	13,159	14,500	0
ADMINISTRATION									
FINANCIAL AUDIT	\$	13,000	1,083	0	4,333	0	13,000	13,000	0
PAYROLL PROCESSING	\$	18,790	1,566	762	6,263	8,550	17,100	25,650	(6,860)
ADMINISTRATIVE ALLOCATION	\$	215,026	17,919	17,348	71,675	72,241	158,996	231,237	(16,211)
Total ADMINISTRATION		246,816	20,568	18,110	82,272	80,791	189,096	269,887	(23,071)
Total EXPENSES		3,648,305	304,025	280,090	1,216,102	1,142,863	2,515,355	3,658,217	(9,912)
NET SURPLUS/(DEFICIT)		377,588	31,466	24,418	125,863	184,733	149,091	333,824	43,764

# FORECAST SUMMARY

20.21 HSEHS Contract June 2020 to May 2021

April 30, 2021

	HSP	TTA	EHS	ETA	MAG	Total Grant	COVID CARES	UPK
<b>REVENUE</b>								
TOTAL GRANT REVENUE	\$ 1,760,785	\$ 22,400	\$ 1,009,125	\$ 24,000	\$ 207,491	\$ 3,023,801	\$ 239,036	\$ 201,630
TOTAL OTHER REVENUE	96,506		41,213			137,719		5,945
<b>Total REVENUE</b>	<b>1,857,291</b>	<b>22,400</b>	<b>1,050,338</b>	<b>24,000</b>	<b>207,491</b>	<b>3,161,520</b>	<b>239,036</b>	<b>207,575</b>
<b>EXPENSES ACTUAL</b>								
Total PERSONELL	1,367,227		747,125			2,114,352		179,169
Total MATERIALS	26,452	-	35,058	-	-	61,511		-
Total OTHER THAN PERSONELL	95,002	16,800	57,760	10,026	-	179,587		274
Total CONTRACTUAL	10,342	-	10,070	-	-	20,412		-
Total INKIND	90,545		41,213			131,758		
Total SPACE	93,442		81,185			174,627		16,339
Total ADMINISTRATION	123,138		62,499		188,014	373,651		15,447
<b>Total EXPENSES</b>	<b>1,806,149</b>	<b>16,800</b>	<b>1,034,910</b>	<b>10,026</b>	<b>188,014</b>	<b>3,055,897</b>	<b>157,220</b>	<b>211,229</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$ 51,142</b>	<b>\$ 5,600</b>	<b>\$ 15,428</b>	<b>\$ 13,974</b>	<b>\$ 19,477</b>	<b>\$ 105,623</b>	<b>\$ 81,816</b>	<b>\$ (3,654)</b>

TOTAL GRANT AWARDED	\$ 3,023,801	\$ 239,036
TOTAL EXPENSE Less Inkind	\$ 2,924,140	\$ 157,220
UNDERSPENT	\$ 99,661	\$ 81,816

# CAPCO

## Income Statement

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

	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	4/1/2021 4/30/2021	4/1/2021 4/30/2021	4/30/2021	4/30/2021	FORECAST	TOTAL CONTRACT	REMAINING
HSP - Head Start								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	1,760,785	146,732	202,626	1,614,053	1,415,413	294,230	1,709,643	51,142
TOTAL GRANT REVENUE	1,760,785	146,732	202,626	1,614,053	1,415,413	294,230	1,709,643	51,142
OTHER REVENUE								
SPECIAL NEEDS SERVICE REIMBURSEMENT	0	0	1,741	0	5,961	0	5,961	-5,961
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	505,026	90,545	0	90,545	460,392
TOTAL OTHER REVENUE	550,937	45,911	1,741	505,026	96,506	0	96,506	454,431
Total REVENUE	2,311,722	192,644	204,367	2,119,079	1,511,918	294,230	1,806,149	505,573
EXPENSES								
PERSONELL								
WAGES/SALARIES								
SALARY/WAGE EXPENSE	1,207,206	100,601	149,872	1,106,606	956,496	116,300	1,072,796	134,410
NEW ACCRUED BENEFIT TIME	32,368	2,697	2,045	29,671	28,332	2,036	30,368	2,000
Total WAGES/SALARIES	1,239,574	103,298	151,916	1,136,276	984,827	118,337	1,103,164	136,410
FRINGES								
FICA EXPENSE	92,281	7,690	11,118	84,591	69,281	8,427	77,708	14,573
UNEMPLOYMENT INSURANCE EXPENSE	26,496	2,208	5,541	24,288	29,054	4,300	33,353	-6,857
WORKERS COMP EXPENSE	10,890	908	1,378	9,983	9,518	1,150	10,668	222
DISABILITY INSURANCE EXPENSE	2,803	234	250	2,569	2,655	228	2,883	-80
GROUP INSURANCE EXPENSE	117,089	9,757	10,247	107,332	101,877	10,247	112,124	4,965
401-K EXPENSE	21,728	1,811	3,195	19,917	20,628	2,447	23,075	-1,347
Fringes on Accrued Leave Earned	4,532	378	286	4,154	3,966	285	4,252	280
Total FRINGES	275,819	22,985	32,014	252,835	236,980	27,083	264,063	11,756
Total PERSONELL	1,515,393	126,283	183,931	1,389,111	1,221,808	145,420	1,367,227	148,166
MATERIALS								
PROGRAM MATERIALS	0	0				0	0	0
PROGRAM SUPPLIES	5,482	457	699	5,025	6,851	12,521	19,371	-13,889
MEDICAL SUPPLIES	1,500	125		1,375		0	0	1,500
DISABILITY SUPPLIES	1,000	83	0	917	416	0	416	584
EDUCATIONAL SUPPLIES	7,500	625	134	6,875	5,845	821	6,665	835
Total MATERIALS	15,482	1,290	833	14,192	13,111	13,341	26,452	-10,970
OTHER THAN PERSONELL								
FOOD & FOOD SUPPLIES	20,046	1,671	3,137	18,376	19,260	2,696	21,957	-1,911
SPEECH SERVICES	1,000	83		917		0	0	1,000
DENTAL SERVICES	500	42		458		0	0	500
MENTAL HEALTH SERVICES	0					0	0	0
PARENT SERVICES	2,000	167	0	1,833	33	0	33	1,967
FAMILY EMPOWERMENT	0	0		0		0	0	0
CHILD ACCIDENT INSURANCE	652	54	46	598	565	46	612	40
VEHICLE INSURANCE	2,600	217	192	2,383	2,086	192	2,279	321
VEHICLE MAINTENANCE	1,500	125	290	1,375	2,328	129	2,457	-957
VEHICLE FUEL	1,500	125	35	1,375	155	38	193	1,307
VEHICLE REGISTRATION	200	17		183		0	0	200
INTERNET SERVICE	3,500	292	301	3,208	3,274	296	3,570	-70
CENTER TELEPHONE	1,500	125	992	1,375	3,354	565	3,919	-2,419
Computer & Software Expense	5,000	417	2,236	4,583	6,354	15,588	21,943	-16,943
MEETING EXPENSE	0	0	0	0	59	36	95	-95

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	4/1/2021 4/30/2021	4/1/2021 4/30/2021	4/30/2021	4/30/2021			
HSP - Head Start								
CONFERENCE EXPENSE	1,000	83	0	917	450	0	450	550
TRAINING & TECHNICAL AST	1,000	83	0	917	370	625	995	5
TEACHER TRAININGS	1,500	125		1,375		0	0	1,500
Staff Development	500	42	0	458	1,174	0	1,174	-674
LOCAL TRAVEL	1,000	83	7	917	463	7	470	530
OUT OF TOWN TRAVEL	1,000	83		917		0	0	1,000
POLICY COUNCIL EXPENSE	1,000	83	0	917	276	0	276	724
STAFF IMMUNIZATIONS	500	42		458		124	124	376
DUES & SUBSCRIPTIONS	10,000	833	673	9,167	8,213	4,073	12,286	-2,286
BACKGROUND CHECKS	1,200	100	0	1,100	187	25	212	988
PERMITS, FEES, & RENTALS	3,000	250	0	2,750	2,288	4,218	6,506	-3,506
EQUIPMENT MAINTENANCE	500	42	0	458	211	0	211	289
EQUIPMENT PURCHASE		0	0	0	15,241	0	15,241	-15,241
Total OTHER THAN PERSONELL	62,198	5,183	7,909	57,015	66,343	28,659	95,002	-32,804
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	9,000	750	117	8,250	6,223	4,119	10,342	-1,342
Total CONTRACTUAL	9,000	750	117	8,250	6,223	4,119	10,342	-1,342
INKIND								
VOLUNTEERS/INTERNS	0	0	0	0	17,633		17,633	-17,633
VOLUNTEERS-PROFESSIONALS	93,319	7,777	0	85,542	35,402		35,402	57,917
INKIND DONATIONS	194,152	16,179	0	177,973	3,926		3,926	190,226
INKIND TRANSPORTATION	229,930	19,161	0	210,769			0	229,930
INKIND DONATED SPACE	33,536	2,795	0	30,741	33,583		33,583	-47
Total INKIND	550,937	45,911	0	505,026	90,545	0	90,545	460,392
SPACE								
PROGRAM RENT	80,794	6,733	4,363	74,061	46,297	4,363	50,661	30,133
PROGRAM UTILITIES	2,200	183	200	2,017	2,290	195	2,485	-285
SMAIN BLG ALLOCATION	35,000	2,917	3,065	32,083	34,589	4,051	38,640	-3,640
MAINTENANCE ALLOCATION			16		1,579	77	1,656	-1,656
Total Space	117,994	9,833	7,644	108,161	84,756	8,686	93,442	24,552
ADMINISTRATION								
OFFICE SUPPLIES	4,560	380	-179	4,180	3,490	4,146	7,636	-3,076
COMMERCIAL INSURANCE	2,160	180	13	1,980	295	13	308	1,852
PARKING LOT RENTAL	200	17	16	183	189	0	189	11
JANITORIAL MAINTENANCE	3,000	250	0	2,750	477	389	866	2,134
BUILDING MAINTENANCE			3,044		3,044	148	3,192	-3,192
FINANCIAL AUDIT	5,400	450	0	4,950	3,599	360	3,959	1,441
PAYROLL PROCESSING	4,500	375	331	4,125	5,503	381	5,884	-1,384
POSTAGE	1,200	100	40	1,100	1,117	100	1,216	-16
DUPLICATING & PRINTING	5,000	417	220	4,583	4,051	61	4,111	889
TELEPHONE	1,200	100	31	1,100	281	30	311	889
ADVERTISING	1,498	125	0	1,373	277	201	478	1,020
OTHER EXPENDITURES	0	0		0		86,186	86,186	-86,186
BUILDING DEPRECIATION	0	0	0	0	1,571	1,571	3,142	-3,142
BUILDING ALLOCATION	12,000	1,000	417	11,000	5,239	421	5,660	6,340
Total ADMINISTRATION	40,718	3,393	3,933	37,325	29,133	94,006	123,138	-82,420
Total EXPENSES	2,311,722	192,644	204,367	2,119,079	1,511,918	294,230	1,806,149	505,574
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	4/1/2021 4/30/2021	4/1/2021 4/30/2021	4/30/2021	4/30/2021			
TTA - HEAD START TRAINING & TECH ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	22,400	1,867	545	20,533	16,180	620	16,800	5,600
TOTAL GRANT REVENUE	22,400	1,867	545	20,533	16,180	620	16,800	5,600
Total REVENUE	22,400	1,867	545	20,533	16,180	620	16,800	5,600
EXPENSES								
MATERIALS								
PROGRAM SUPPLIES	2,000	167	0	1,833	0	0	0	2,000
Total MATERIALS	2,000	167	0	1,833	0	0	0	2,000
OTHER THAN PERSONELL								
MEETING EXPENSE	0	0	499	0	129	0	129	-129
CONFERENCE EXPENSE	0	0	0	0	6,899	620	7,519	-7,519
TRAINING & TECHNICAL AST	3,000	250	46	2,750	9,152	0	9,152	-6,152
OUT OF TOWN TRAVEL	11,500	958	0	10,542	0	0	0	11,500
Total OTHER THAN PERSONELL	14,500	1,208	545	13,292	16,180	620	16,800	-2,300
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	5,900	492	0	5,408	0	0	0	5,900
Total CONTRACTUAL	5,900	492	0	5,408	0	0	0	5,900
Total EXPENSES	22,400	1,867	545	20,533	16,180	620	16,800	5,600
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	4/1/2021 4/30/2021	4/1/2021 4/30/2021		4/30/2021		4/30/2021				
EHS - Early Head Start											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	1,009,125	84,094	115,251		840,938		823,429		170,268	993,697	15,428
TOTAL GRANT REVENUE	1,009,125	84,094	115,251		840,938		823,429		170,268	993,697	15,428
OTHER REVENUE											
OTHER INCOME	0	0	0		0		0		0	0	0
INKIND DONATIONS	170,920	14,243	0		142,433		41,213		0	41,213	129,707
TOTAL OTHER REVENUE	170,920	14,243	0		142,433		41,213		0	41,213	129,707
Total REVENUE	1,180,045	98,337	115,251		983,371		864,642		170,268	1,034,910	145,135
EXPENSES											
PERSONELL											
WAGES/SALARIES											
SALARY/WAGE EXPENSE	648,086	54,007	79,592		540,072		504,235		63,765	568,000	80,086
NEW ACCRUED BENEFIT TIME	40,303	3,359	3,535		33,586		34,421		3,508	37,930	2,373
Total WAGES/SALARIES	688,389	57,366	83,127		573,658		538,656		67,274	605,930	82,459
FRINGES											
FICA EXPENSE	50,013	4,168	5,904		41,678		37,142		4,685	41,826	8,187
UNEMPLOYMENT INSURANCE EXPENSE	14,392	1,199	2,943		11,994		15,159		2,357	17,516	-3,124
WORKERS COMP EXPENSE	5,915	493	597		4,929		4,752		569	5,320	595
DISABILITY INSURANCE EXPENSE	1,634	136	136		1,362		1,318		125	1,443	191
GROUP INSURANCE EXPENSE	64,280	5,357	5,915		53,567		51,778		5,928	57,705	6,575
401-K EXPENSE	13,640	1,137	1,634		11,367		10,739		1,335	12,074	1,566
Fringes on Accrued Leave Earned	5,642	470	495		4,702		4,819		491	5,310	332
Total FRINGES	155,518	12,960	17,625		129,598		125,705		15,490	141,195	14,323
Total PERSONELL	843,907	70,326	100,752		703,256		664,361		82,764	747,125	96,782
MATERIALS											
PROGRAM MATERIALS	0	0	0		0		81		0	81	-81
PROGRAM SUPPLIES	9,000	750	185		7,500		4,298		10,851	15,149	-6,149
MEDICAL SUPPLIES	750	63			625				0	0	750
DISABILITY SUPPLIES	500	42	0		417		50		0	50	450
EDUCATIONAL SUPPLIES	3,000	250	19		2,500		9,702		10,077	19,779	-16,779
Total MATERIALS	13,250	1,104	204		11,042		14,131		20,928	35,058	-21,808
OTHER THAN PERSONELL											
FOOD & FOOD SUPPLIES	29,954	2,496	2,096		24,962		11,255		1,394	12,648	17,306
SPEECH SERVICES	250	21			208				0	0	250
DENTAL SERVICES	250	21			208				0	0	250
MENTAL HEALTH SERVICES	0	0			0				0	0	0
PARENT SERVICES	750	63	0		625		17		0	17	733
FAMILY EMPOWERMENT	0	0			0				0	0	0
CHILD ACCIDENT INSURANCE	230	19	27		192		242		27	269	-39
VEHICLE INSURANCE	2,600	217	267		2,167		2,867		267	3,133	-533
VEHICLE MAINTENANCE	1,000	83	0		833		2,138		306	2,443	-1,443
VEHICLE FUEL	3,000	250	0		2,500		203		100	303	2,697
VEHICLE REGISTRATION	200	17			167				0	0	200
INTERNET SERVICE	4,332	361	270		3,610		2,957		273	3,230	1,102
CENTER TELEPHONE	1,200	100	375		1,000		1,567		458	2,026	-826
Computer & Software Expense	2,000	167	779		1,667		2,137		2,341	4,478	-2,478
MEETING EXPENSE	0	0			0				13	13	-13
CONFERENCE EXPENSE	500	42			417				0	0	500
TRAINING & TECHNICAL AST	750	63	0		625		255		3,000	3,255	-2,505

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL	REMAINING
	TOTAL BUDGET	4/1/2021 4/30/2021	4/1/2021 4/30/2021	4/30/2021	4/30/2021		CONTRACT	
EHS - Early Head Start								
TEACHER TRAININGS	750	63		625		0	0	750
Staff Development	0	0	0	0	521	0	521	-521
LOCAL TRAVEL	1,200	100	4	1,000	633	4	637	563
OUT OF TOWN TRAVEL	500	42		417		0	0	500
POLICY COUNCIL EXPENSE	500	42	0	417	97	0	97	403
STAFF IMMUNIZATIONS	250	21		208		0	0	250
DUES & SUBSCRIPTIONS	3,000	250	237	2,500	2,886	1,431	4,317	-1,317
BACKGROUND CHECKS	750	63	0	625	88	0	88	662
PERMITS, FEES, & RENTALS	3,500	292	50	2,917	3,438	1,484	4,921	-1,421
EQUIPMENT MAINTENANCE	100	8	0	83	187	0	187	-87
EQUIPMENT PURCHASE	0	0	0	0	15,176	0	15,176	-15,176
Total OTHER THAN PERSONELL	57,566	4,797	4,105	47,972	46,663	11,097	57,760	-194
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	5,000	417	316	4,167	6,561	3,509	10,070	-5,070
Total CONTRACTUAL	5,000	417	316	4,167	6,561	3,509	10,070	-5,070
INKIND								
VOLUNTEERS/INTERNS	0	0	0	0	2,163	0	2,163	-2,163
VOLUNTEERS-PROFESSIONALS	126,678	10,557	0	105,565	768	0	768	125,910
INKIND DONATIONS	1,642	137	0	1,368	2,783	0	2,783	-1,141
INKIND DONATED SPACE	42,600	3,550	0	35,500	35,500	0	35,500	7,100
Total INKIND	170,920	14,243	0	142,433	41,213	0	41,213	129,707
SPACE								
PROGRAM RENT	46,645	3,887	3,887	38,871	42,758	3,887	46,645	0
PROGRAM UTILITIES	7,000	583	2,444	5,833	15,575	2,012	17,587	-10,587
SMAIN BLG ALLOCATION	15,500	1,292	304	12,917	3,672	402	4,074	11,426
MAINTENANCE ALLOCATION		0	1,619		11,470	1,411	12,881	-12,881
Total SPACE	69,145	5,762	8,254	57,621	73,474	7,711	81,185	-12,041
ADMINISTRATION								
OFFICE SUPPLIES	2,000	167	47	1,667	1,129	1,406	2,535	-535
COMMERCIAL INSURANCE	537	45	116	448	1,313	116	1,428	-891
PARKING LOT RENTAL	70	6	10	59	111	0	111	-41
JANITORIAL MAINTENANCE	3,000	250	73	2,500	1,540	124	1,664	1,336
BUILDING MAINTENANCE	0	0	805	0	2,895	399	3,294	-3,294
TRASH REMOVAL	1,400	117	144	1,167	1,446	0	1,446	-46
FINANCIAL AUDIT	3,200	267	0	2,667	2,112	338	2,450	750
PAYROLL PROCESSING	2,300	192	158	1,917	2,243	196	2,439	-139
POSTAGE	500	42	10	417	260	13	273	227
DUPLICATING & PRINTING	2,000	167	82	1,667	1,489	36	1,524	476
TELEPHONE	1,000	83	18	833	138	18	156	844
ADVERTISING	250	21	0	208	506	363	869	-619
OTHER EXPENDITURES	0	0		0		40,000	40,000	-40,000
BUILDING DEPRECIATION	0	0	0	0	1,092	1,092	2,185	-2,185
BUILDING ALLOCATION	4,000	333	157	3,333	1,966	158	2,124	1,876
Total ADMINISTRATION	20,257	1,688	1,621	16,881	18,240	44,259	62,499	-42,241
Total EXPENSES	1,180,045	98,337	115,251	983,371	864,642	170,268	1,034,910	145,135
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

# CAPCO

## Income Statement

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

LINE ITEM	TOTAL BUDGET	BUDGET 4/1/2021 4/30/2021	ACTUAL 4/1/2021 4/30/2021	YTD BUDGET 4/30/2021	YTD ACTUAL 4/30/2021	FORECAST	TOTAL CONTRACT	REMAINING
<b>ETA - EARLY HS TRAINING &amp; TECH. ASST</b>								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	24,000	2,000	0	22,000	9,508	518	10,026	13,974
TOTAL GRANT REVENUE	24,000	2,000	0	22,000	9,508	518	10,026	13,974
Total REVENUE	24,000	2,000	0	22,000	9,508	518	10,026	13,974
EXPENSES								
MATERIALS								
PROGRAM SUPPLIES	1,800	150	0	1,650	0	0	0	1,800
Total MATERIALS	1,800	150	0	1,650	0	0	0	1,800
OTHER THAN PERSONELL								
MEETING EXPENSE	0	0	0	0	0	0	0	0
CONFERENCE EXPENSE	0	0	0	0	4,078	218	4,296	-4,296
TRAINING & TECHNICAL AST	4,600	383	0	4,217	5,429	300	5,729	-1,129
OUT OF TOWN TRAVEL	13,300	1,108	0	12,192	0	0	0	13,300
Total OTHER THAN PERSONELL	17,900	1,492	0	16,408	9,508	518	10,026	7,874
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	4,300	358	0	3,942	0	0	0	4,300
Total CONTRACTUAL	4,300	358	0	3,942	0	0	0	4,300
Total EXPENSES	24,000	2,000	0	22,000	9,508	518	10,026	13,974
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	4/1/2021 4/30/2021	4/1/2021 4/30/2021	4/30/2021	4/30/2021			
MAG - Management and General								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	207,491	17,291	21,129	190,200	156,017	31,996	188,014	19,477
TOTAL GRANT REVENUE	207,491	17,291	21,129	190,200	156,017	31,996	188,014	19,477
Total REVENUE	207,491	17,291	21,129	190,200	156,017	31,996	188,014	19,477
EXPENSES								
PERSONELL								
FRINGES								
WORKERS COMP EXPENSE	0	0	0	0	0	0	0	0
Total FRINGES	0	0	0	0	0	0	0	0
Total PERSONELL	0	0	0	0	0	0	0	0
EXPENSES								
MATERIALS								
PROGRAM MATERIALS	0	0	0	0	0	0	0	0
Total MATERIALS	0	0	0	0	0	0	0	0
OTHER THAN PERSONELL								
FOOD & FOOD SUPPLIES	0	0	0	0	0	0	0	0
MEETING EXPENSE	0	0	0	0	0	0	0	0
TRAINING & TECHNICAL AST	0	0	0	0	0	0	0	0
Staff Development	0	0	0	0	0	0	0	0
Total OTHER THAN PERSONELL	0	0	0	0	0	0	0	0
EXPENSES								
SPACE								
PROGRAM UTILITIES	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0
ADMINISTRATION								
OFFICE SUPPLIES	0	0		0		0	0	0
JANITORIAL MAINTENANCE	0	0		0		0	0	0
BUILDING MAINTENANCE	0	0		0		0	0	0
ADVERTISING	0	0		0		0	0	0
VEHICLE DEPRECIATION	0	0		0		0	0	0
ADMINISTRATIVE ALLOCATION	207,491	17,291	21,129	190,200	156,017	31,996	188,014	19,477
Total ADMINISTRATION	207,491	17,291	21,129	190,200	156,017	31,996	188,014	19,477
Total EXPENSES	207,491	17,291	21,129	190,200	156,017	31,996	188,014	19,477
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

## HS/EHS COVID Care Spending for HSES

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

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## Income Statement

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

### COVID

LINE ITEM	ACTUAL	YTD ACTUAL
	4/1/2021 4/30/2021	4/30/2021
<b>COVID</b>		
REVENUE		
GRANT REVENUE		
GRANT REVENUE	2,686	157,220
TOTAL GRANT REVENUE	2,686	157,220
Total REVENUE	2,686	157,220
EXPENSES		
PERSONELL		
WAGES/SALARIES		
SALARY/WAGE EXPENSE	2,189	14,707
NEW ACCRUED BENEFIT TIME	44	169
Total WAGES/SALARIES	2,232	14,876
FRINGES		
FICA EXPENSE	167	1,125
UNEMPLOYMENT INSURANCE EXPENSE	81	462
WORKERS COMP EXPENSE	16	105
DISABILITY INSURANCE EXPENSE	11	56
GROUP INSURANCE EXPENSE		
401-K EXPENSE		
Fringes on Accrued Leave Earned	6	24
Total FRINGES	281	1,771
Total PERSONELL	2,513	16,648
MATERIALS		
PROGRAM SUPPLIES	0	55,925
EDUCATIONAL SUPPLIES	0	15,293
Total MATERIALS	0	71,219
OTHER THAN PERSONELL		
FOOD & FOOD SUPPLIES	0	3,972
INTERNET SERVICE	0	7,970
CENTER TELEPHONE	0	1,709
Computer & Software Expense	0	14,711
DUES & SUBSCRIPTIONS	0	752
PERMITS, FEES, & RENTALS	0	25,481
Total OTHER THAN PERSONELL	0	54,595
ADMINISTRATION		
OFFICE SUPPLIES	0	1,287
JANITORIAL MAINTENANCE	0	1,859
PAYROLL PROCESSING	9	109
ADMINISTRATIVE ALLOCATION	164	11,503
Total ADMINISTRATION	173	14,758
Total EXPENSES	2,686	157,220
NET SURPLUS/(DEFICIT)	0	0

# CAPCO

## Income Statement

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

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	4/1/2021 4/30/2021	4/1/2021 4/30/2021	4/30/2021	4/30/2021			
UPK - Universal Pre-K								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	205,920	17,160	20,130	188,760	181,500	20,130	201,630	4,290
TOTAL GRANT REVENUE	205,920	17,160	20,130	188,760	181,500	20,130	201,630	4,290
OTHER REVENUE								
SERVICE FEES	5,945	495	0	5,450	5,945	0	5,945	0
SALARY REIMBURSEMENTS	0	0	0	0	0	0	0	0
OTHER INCOME			0		0	0	0	0
TOTAL OTHER REVENUE	5,945	495	0	5,450	5,945	0	5,945	0
Total REVENUE	211,865	17,655	20,130	194,210	187,445	20,130	207,575	4,290
EXPENSES								
PERSONELL								
WAGES/SALARIES								
SALARY/WAGE EXPENSE	140,726	11,727	17,691	128,999	122,853	15,524	138,377	2,349
NEW ACCRUED BENEFIT TIME	2,781	232	247	2,549	2,621	245	2,866	-85
Total WAGES/SALARIES	143,507	11,959	17,938	131,548	125,474	15,769	141,243	2,264
FRINGES								
FICA EXPENSE	10,914	910	1,284	10,005	8,697	1,091	9,788	1,126
UNEMPLOYMENT INSURANCE EXPENSE	3,117	260	654	2,858	3,712	574	4,286	-1,169
WORKERS COMP EXPENSE	1,281	107	110	1,174	786	111	897	384
DISABILITY INSURANCE EXPENSE	333	28	24	305	272	24	297	36
GROUP INSURANCE EXPENSE	9,270	773	1,907	8,498	17,210	1,907	19,117	-9,847
401-K EXPENSE	3,674	306	381	3,368	2,782	357	3,139	535
Fringes on Accrued Leave Earned	296	25	35	272	367	34	401	-105
Total FRINGES	28,886	2,407	4,395	26,479	33,827	4,099	37,926	-9,040
Total PERSONELL	172,393	14,366	22,333	158,027	159,301	19,868	179,169	-6,776
MATERIALS								
PROGRAM SUPPLIES	7,500	625		6,875	0	0	0	7,500
EDUCATIONAL SUPPLIES	0	0		0	0	0	0	0
Total MATERIALS	7,500	625	0	6,875	0	0	0	7,500
OTHER THAN PERSONELL								
FOOD & FOOD SUPPLIES	0	0		0		0	0	0
INTERNET SERVICE	30	3	4	28	43	4	47	-17
CENTER TELEPHONE	0	0	8	0	77	11	88	-88
CONFERENCE EXPENSE	0	0		0		0	0	0
TRAINING & TECHNICAL AST	400	33	0	367	125	0	125	275
TEACHER TRAININGS	2,000	167		1,833		0	0	2,000
Staff Development	0	0		0		0	0	0
LOCAL TRAVEL	1,000	83	0	917	14	0	14	986
Out of Town Travel	2,000	167		1,833		0	0	2,000
DUES & SUBSCRIPTIONS	1,100	92		1,008		0	0	1,100
Total OTHER THAN PERSONELL	6,530	544	12	5,986	259	15	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	17,384	21,696	-6,089	15,608	3,356
SMAIN BLG ALLOCATION	0	0	55	0	659	72	731	-731
Total SPACE	18,964	1,580	2,221	17,384	22,355	-6,017	16,339	2,625
ADMINISTRATION								
COMMERCIAL INSURANCE	489	41	5	448	55	5	61	428
PARKING LOT RENTAL	25	2	1	23	9	0	9	16
BUILDING MAINTENANCE			23		23			0
FINANCIAL AUDIT	700	58	0	642	452	57	509	191
PAYROLL PROCESSING	450	38	31	413	413	38	452	-2
POSTAGE						0		0
TELEPHONE	100	8	0	92	3	0	4	96
ADVERTISING	0	0		0		0	0	0
BUILDING DEPRECIATION	0	0	0	0	208	208	416	-416
ADMINISTRATIVE ALLOCATION	16,036	1,336	1,614	14,699	12,333	1,280	13,612	2,423
BUILDING ALLOCATION	1,000	83	28	917	357	29	385	615
Total ADMINISTRATION	18,800	1,567	1,703	17,233	13,853	1,618	15,447	3,352
Total EXPENSES	224,187	18,682	26,270	205,504	195,768	15,484	211,229	12,958
NET SURPLUS/(DEFICIT)	-12,322	-1,027	-6,140	-11,295	-8,323	4,646	-3,654	-8,667



# CAPCO

## Income Statement

4/1/21 to 3/31/22 WAP

### PROPOSED BUDGET

LINE ITEM	PROPOSED TOTAL BUDGET	BUDGET 4/1/2021 4/30/2021	ACTUAL 4/1/2021 4/30/2021	YTD BUDGET 4/30/2021	YTD ACTUAL 4/30/2021	FORECAST	TOTAL CONTRACT	REMAINING
<b>19.20WAP - 2019-2020 WAP</b>								
<b>REVENUE</b>								
GRANTS								
GRANT REVENUE	942,818	78,568	25,287	78,568	25,287	917,531	942,818	0
Total Grants	942,818	78,568	25,287	78,568	25,287	917,531	942,818	0
Total Revenue	942,818	78,568	25,287	78,568	25,287	917,531	942,818	0
<b>EXPENSES</b>								
Materials								
PROGRAM MATERIALS	91,500	7,625	1,993	7,625	1,993	89,507	91,500	0
SUBCONTRACT MATERIALS	8,500	708	0	708	0	8,500	8,500	0
Total	100,000	8,333	1,993	8,333	1,993	98,007	100,000	0
	100,000	8,333	1,993	8,333	1,993	98,007	100,000	0
Personnel								
Agency Labor								
Agency Salaries								
SALARY/WAGE EXPENSE	380,726	31,727	11,129	31,727	11,129	369,597	380,726	0
NEW ACCRUED BENEFIT TIME	8,951	746	821	746	821	8,130	8,951	0
Total Agency Salaries	389,677	32,473	11,950	32,473	11,950	377,727	389,677	0
FICA EXPENSE	29,126	2,427	828	2,427	828	28,297	29,126	0
UNEMPLOYMENT INSURANCE EXPENSE	14,075	1,173	419	1,173	419	13,657	14,075	0
WORKERS COMP EXPENSE	20,051	1,671	362	1,671	362	19,689	20,051	0
DISABILITY INSURANCE EXPENSE	932	78	23	78	23	909	932	0
GROUP INSURANCE EXPENSE	34,994	2,916	1,164	2,916	1,164	33,830	34,994	0
401-K EXPENSE	9,518	793	266	793	266	9,252	9,518	0
Fringes on Accrued Leave Earned	4,186	349	115	349	115	4,071	4,186	0
	112,882	9,407	3,177	9,407	3,177	109,705	112,882	0
Total Agency Labor	502,559	41,880	15,127	41,880	15,127	487,432	502,559	0
Subcontracted Labor								
SUBCONTRACT LABOR	4,444	370	0	370	0	4,444	4,444	0
Total Subcontracted Labor	4,444	370	0	370	0	4,444	4,444	0
Total Personnel	507,003	42,250	15,127	42,250	15,127	491,876	507,003	0
Program Support								
PROGRAM SUPPLIES	5,000	417		417		5,000	5,000	0
OFFICE SUPPLIES	20,500	1,708		1,708		20,500	20,500	0
VEHICLE INSURANCE	6,500	542	320	542	320	6,180	6,500	0
VEHICLE MAINTENANCE	3,350	279	4,688	279	4,688	-1,338	3,350	0
VEHICLE FUEL	8,500	708	147	708	147	8,353	8,500	0

LINE ITEM	PROPOSED	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	4/1/2021 4/30/2021	4/1/2021 4/30/2021	4/30/2021	4/30/2021			
VEHICLE REGISTRATION	0	0		0		0	0	0
PROGRAM RENT	29,500	2,458		2,458		29,500	29,500	0
PARKING LOT RENTAL	100	8	38	8	38	62	100	0
POSTAGE	1,200	100	20	100	20	1,180	1,200	0
DUPLICATING & PRINTING	450	38		38		450	450	0
INTERNET SERVICE	25,000	2,083	15	2,083	15	24,985	25,000	0
TELEPHONE	0	0	17	0	17	-17	0	0
Staff Development	1,100	92		92		1,100	1,100	0
Computer & Software Expense	0	0	75	0	75	-75	0	0
LOCAL TRAVEL	1,500	125		125		1,500	1,500	0
OUT OF TOWN TRAVEL	0	0		0		0	0	0
TOOLS EXPENSE	12,500	1,042	22	1,042	22	12,478	12,500	0
DUES & SUBSCRIPTIONS	1,500	125		125		1,500	1,500	0
BACKGROUND CHECKS	0	0		0		0	0	0
PERMITS, FEES, & RENTALS	0	0		0		0	0	0
ADVERTISING	1,500	125		125		1,500	1,500	0
EQUIPMENT MAINTENANCE	0	0		0		0	0	0
EQUIPMENT EXPENSE	8,500	708		708		8,500	8,500	0
BUILDING ALLOCATION	1,500	125	398	125	398	1,102	1,500	0
MAINTENANCE ALLOCATION	0	0		0		0	0	0
Total Program Support	128,200	10,683	5,738	10,683	5,738	122,462	128,200	0
Audit								
FINANCIAL AUDIT	1,804	150	0	150	0	1,804	1,804	0
Total Audit	1,804	150	0	150	0	1,804	1,804	0
T & TA								
TRAINING & TECHNICAL AST	10,000	833	0	833	0	10,000	10,000	0
Total T & TA	10,000	833	0	833	0	10,000	10,000	0
HEALTH AND SAFETY								
HEALTH AND SAFETY WAGES	0	0	197	0	197		197	-197
HEALTH AND SAFETY	40,000	3,333	686	3,333	686	39,117	39,803	197
HEALTH & SAFETY-SUBMATERIAL	0	0	0	0	0	0	0	0
HEALTH & SAFETY SUBLABOR	0	0	0	0	0	0	0	0
Total Health and Safety	40,000	3,333	883	3,333	883	39,117	40,000	0
LIABILITY INSURANCE								
	100	8	0	8	0	100	100	0
EQUIPMENT PURCHASE								
	85,000	7,083	0	7,083	0	85,000	85,000	0
Administration								
PAYROLL PROCESSING	1,000	83	28	83	28	972	1,000	0
ADMINISTRATIVE ALLOCATION	69,711	5,809	1,518	5,809	1,518	68,193	69,711	0
Total Administration	70,711	5,893	1,546	5,893	1,546	69,165	70,711	0
Total Expenses	942,818	78,568	25,287	78,568	25,287	917,531	942,818	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

# CAPCO

## Income Statement

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

LINE ITEM	ACTUAL		YTD ACTUAL	FORECAST	TOTAL
	4/1/2021	4/30/2021	4/30/2021		CONTRACT
19.20PI - 2019-2020 Program Income					
REVENUE					
GRANTS					
Current PY Program Income					0
Total Grants	0	0	0	0	0
Total Revenue	0	0	0	0	0
EXPENSES					
Materials					
PROGRAM MATERIALS					0
SUBCONTRACT MATERIALS					0
Total	0	0	0	0	0
Total	0	0	0	0	0
Personnel					
Agency Labor					
Agency Salaries					
SALARY/WAGE EXPENSE	0	0	0	0	0
NEW ACCRUED BENEFIT TIME	0	0	0	0	0
Total Agency Salaries	0	0	0	0	0
Fringes					
FICA EXPENSE	0	0	0	0	0
UNEMPLOYMENT INSURANCE EXPENSE	0	0	0	0	0
WORKERS COMP EXPENSE	0	0	0	0	0
DISABILITY INSURANCE EXPENSE	0	0	0	0	0
GROUP INSURANCE EXPENSE	0	0	0	0	0
401-K EXPENSE	0	0	0	0	0
Fringes on Accrued Leave Earned	0	0	0	0	0
Total Fringes	0	0	0	0	0
Total Agency Labor	0	0	0	0	0
Subcontracted Labor					
SUBCONTRACT LABOR					
Total Subcontracted Labor	0	0	0	0	0
Total Personnel	0	0	0	0	0
Program Support					
PROGRAM SUPPLIES	0	0	0	0	0
VEHICLE MAINTENANCE	0	0	0	0	0
Total Program Support	0	0	0	0	0
HEALTH AND SAFETY					
HEALTH AND SAFETY	0	0	0	0	0
HEALTH & SAFETY-SUBMATERIAL	0	0	0	0	0
HEALTH & SAFETY SUBLABOR	0	0	0	0	0
	0	0	0	0	0
Administration					
ADMINISTRATIVE ALLOCATION	0	0	0	0	0
Total Administration	0	0	0	0	0
Total Expenses	0	0	0	0	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0

# CAPCO

## Income Statement

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

		BUDGET	ACTUAL	YTD	YTD ACTUAL			
LINE ITEM	TOT BUDGET	4/1/2021 4/30/2021	4/1/2021 4/30/2021	4/30/2021	4/30/2021	FORECAST	TOTAL CONTRACT	REMAINING
20.21CSBG - 2020 -2021 CSBG								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	239,940	19,995	19,174	39,990	149,871	90,069	239,940	0
Prior Year Revenue	2,425	202	0	404	2,425	0	2,425	0
Total GRANT REVENUE	242,365	20,197	19,174	40,394	152,296	90,069	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	25,918	10,003	50,937	9,082	60,019	0
Total OTHER REVENUE	60,019	5,002	25,918	10,003	50,937	9,082	60,019	0
Total REVENUE	302,384	25,199	45,093	50,397	203,233	99,151	302,384	0
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	110,562	9,214	11,455	18,427	76,778	33,784	110,562	0
NEW ACCRUED BENEFIT TIME	8,248	687	1,024	1,375	6,488	1,760	8,248	0
Total SALARIES/WAGES	118,810	9,901	12,479	19,802	83,266	35,544	118,810	0
FRINGES								
FICA EXPENSE	9,618	802	888	1,603	6,336	3,282	9,618	0
UNEMPLOYMENT INSURANCE EXPENSE	2,747	229	434	458	2,740	7	2,747	0
WORKERS COMP EXPENSE	428	36	28	71	214	214	428	0
DISABILITY INSURANCE EXPENSE	314	26	32	52	215	99	314	0
GROUP INSURANCE EXPENSE	9,367	781	714	1,561	4,543	4,824	9,367	0
401-K EXPENSE	3,457	288	298	576	2,187	1,270	3,457	0
Fringes on Accrued Leave Earned	1,155	96	143	193	908	247	1,155	0
Total FRINGES	27,086	2,257	2,538	4,514	17,144	9,942	27,086	0
Total PERSONNEL	145,896	12,158	15,017	24,316	100,410	45,486	145,896	0
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	3,100	258	0	517	259	1,793	2,052	1,048
PROGRAM SUPPLIES	0	0	28	0	1,048	0	1,048	-1,048
OFFICE SUPPLIES	750	63	0	125	562	188	750	0
Direct Beneficiary Costs	5,425	452	0	904	1,547	3,878	5,425	0
FOOD & FOOD SUPPLIES	90	8	23	15	83	7	90	0
COMMERCIAL INSURANCE	0	0	4	0	27	19	46	-46
VEHICLE INSURANCE	2,064	172	140	344	992	700	1,692	372
VEHICLE MAINTENANCE	1,300	108	0	217	895	502	1,397	-97
VEHICLE FUEL	90	8	38	15	38	52	90	0
VEHICLE REGISTRATION	261	22		44		261	261	0
PARKING LOT RENTAL	900	75	40	150	252	202	454	446
BOARD EXPENDITURES	1,500	125	0	250	626	874	1,500	0
LEGAL FEES	0	0	0	0	1,352	0	1,352	-1,352
POSTAGE	1,100	92	66	183	438	662	1,100	0
DUPLICATING & PRINTING	600	50	97	100	1,009	0	1,009	-409
INTERNET SERVICE	450	38	82	75	517	409	926	-476
TELEPHONE	1,000	83	28	167	234	138	372	628
Computer & Software Expense	2,500	208	450	417	8,527	0	8,527	-6,027
MEETING EXPENSE	1,000	83		167		1,000	1,000	0
CONFERENCE EXPENSE	5,600	467	0	933	2,845	2,755	5,600	0
TRAINING & TECHNICAL AST	0	0	0	0	1,679	0	1,679	-1,679

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		4/1/2021 4/30/2021	4/1/2021 4/30/2021	4/30/2021	4/30/2021			
Staff Development	1,500	125	0	250	218	1,282	1,500	0
LOCAL TRAVEL	414	35	71	69	728	0	728	-314
OUT OF TOWN TRAVEL	7,000	583	277	1,167	602	6,398	7,000	0
DUES & SUBSCRIPTIONS	2,200	183	15	367	3,229	0	3,229	-1,029
BACKGROUND CHECKS	0	0		0		0	0	0
PERMITS, FEES, & RENTALS	0					0	0	0
ADVERTISING	0	0	0	0	144	0	144	-144
EQUIPMENT PURCHASE	0	0		0		0	0	0
BUILDING ALLOCATION	29,910	2,493	1,346	4,985	11,211	8,354	19,565	10,345
MAINTENANCE ALLOCATION	0		0		220	0	220	-220
	68,754	5,730	2,704	11,459	39,282	29,472	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	723	0	4,126		4,126	-4,126
INKIND DONATIONS	60,019	5,002	25,196	10,003	46,811	9,082	55,893	4,126
Total INKIND	60,019	5,002	25,918	10,003	50,937	9,082	60,019	0
ADMINISTRATION								
FINANCIAL AUDIT	1,400	117	0	233	393	1,007	1,400	0
PAYROLL PROCESSING	1,100	92	40	183	389	711	1,100	0
ADMINISTRATIVE ALLOCATION	22,215	1,851	1,414	3,703	11,821	10,394	22,215	0
Total ADMINISTRATION	24,715	2,060	1,453	4,119	12,603	12,112	24,715	0
Total EXPENSES	302,384	25,199	45,093	50,397	203,233	99,151	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
		4/1/2021 4/30/2021	4/1/2021 4/30/2021	4/30/2021	4/30/2021			
WIC - WOMEN, INFANTS & CHILDREN								
REVENUE								
GRANTS								
GRANT REVENUE	375,808	31,317	26,200	219,221	176,614	199,194	375,808	0
Total Grants	375,808	31,317	26,200	219,221	176,614	199,194	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	26,200	219,221	176,614	199,194	375,808	0
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	222,477	18,540	16,740	129,778	107,308	115,169	222,477	0
NEW ACCRUED BENEFIT TIME	14,918	1,243	1,257	8,702	8,147	6,771	14,918	0
Total Agency Salaries	237,395	19,783	17,997	138,480	115,455	121,940	237,395	0
Fringes								
FICA EXPENSE	17,094	1,425	1,248	9,972	7,960	7,993	15,953	1,141
UNEMPLOYMENT INSURANCE EXPENSE	4,862	405	619	2,836	3,502	1,360	4,862	0
WORKERS COMP EXPENSE	756	63	56	441	373	383	756	0
DISABILITY INSURANCE EXPENSE	340	28	28	198	181	159	340	0
GROUP INSURANCE EXPENSE	28,705	2,392	1,492	16,745	9,506	19,199	28,705	0
401-K EXPENSE	5,904	492	344	3,444	2,389	3,516	5,904	0
Fringes on Accrued Leave Earned	0	0	176	0	1,141	0	1,141	-1,141
Total Fringes	57,661	4,805	3,963	33,636	25,051	32,610	57,661	0
Total Personnel	295,056	24,588	21,960	172,116	140,506	154,550	295,056	0
OTPS								
Space								
PROGRAM RENT	1,020	85	0	595	0	1,020	1,020	0
PARKING LOT RENTAL		0	40	0	283	0	283	-283
BUILDING ALLOCATION	32,668	2,722	1,963	19,056	16,002	13,683	29,685	2,983
Total	33,688	2,807	2,003	19,651	16,285	14,703	30,988	2,700
Program Operations								
PROGRAM MATERIALS	2,600	217		1,517		2,600	2,600	0
PROGRAM SUPPLIES		0		0		0	0	0
OFFICE SUPPLIES	3,100	258	0	1,808	190	2,910	3,100	0
MEDICAL SUPPLIES	2,500	208		1,458		2,500	2,500	0
EDUCATIONAL SUPPLIES	1,075	90		627		1,075	1,075	0
POSTAGE	1,700	142	239	992	2,304	1,194	3,497	-1,797
DUPLICATING & PRINTING	250	21	2	146	69	181	250	0
INTERNET SERVICE	2,160	180	48	1,260	338	1,822	2,160	0
TELEPHONE	2,120	177	193	1,237	1,964	156	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
		4/1/2021 4/30/2021	4/1/2021 4/30/2021	4/30/2021	4/30/2021			
WIC - WOMEN, INFANTS & CHILDREN								
INKIND DONATIONS	0	0		0		0	0	0
Total Program Operations	15,505	1,292	481	9,045	5,164	12,439	17,602	-2,097
Total OTPS	49,193	4,099	2,485	28,696	21,449	27,141	48,590	603
Travel								
VEHICLE INSURANCE	900	75	71	525	495	405	900	0
VEHICLE MAINTENANCE		0	0	0	38	0	38	-38
VEHICLE FUEL	200	17	0	117	34	166	200	0
VEHICLE REGISTRATION		0	0	0		0	0	0
CONFERENCE EXPENSE		0	0	0	565	0	565	-565
LOCAL TRAVEL	400	33	0	233	0	400	400	0
OUT OF TOWN TRAVEL	625	52	0	365	0	625	625	0
Total Travel	2,125	177	71	1,240	1,132	1,596	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	828	655	764	1,419	0
Total Audit	1,419	118	0	828	655	764	1,419	0
Other								
CONTRACTUAL SERVICES-OTHER	1,100	92	0	642	669	431	1,100	0
Computer & Software Expense	700	58	25	408	538	162	700	0
TRAINING & TECHNICAL AST		0		0		0	0	0
PAYROLL PROCESSING	960	80	48	560	483	477	960	0
Memberships	350	29		204		350	350	0
ADVERTISING	1,500	125	0	875	107	1,393	1,500	0
Total Other	4,610	384	73	2,689	1,797	2,813	4,610	0
Administration								
ADMINISTRATIVE ALLOCATION	23,405	1,950	1,612	13,653	11,074	12,331	23,405	0
Total Administration	23,405	1,950	1,612	13,653	11,074	12,331	23,405	0
Total Expenses	375,808	31,317	26,200	219,221	176,614	199,195	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	4/1/2021 4/30/2021	4/1/2021 4/30/2021	4/30/2021	4/30/2021			
EPC - Enhanced Peer Counseling								
REVENUE								
GRANTS								
GRANT REVENUE	16,000	1,333	1,035	9,333	7,635	8,366	16,000	0
Total Grants	16,000	1,333	1,035	9,333	7,635	8,366	16,000	0
Total Revenue	16,000	1,333	1,035	9,333	7,635	8,366	16,000	0
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	13,000	1,083	906	7,583	6,184	6,816	13,000	0
Total Agency Salaries	13,000	1,083	906	7,583	6,184	6,816	13,000	0
Fringes								
FICA EXPENSE	995	83	69	580	473	521	995	0
UNEMPLOYMENT INSURANCE EXPENSE	284	24	34	166	203	81	284	0
WORKERS COMP EXPENSE	62	5	3	36	23	39	62	0
DISABILITY INSURANCE EXPENSE	135	11	11	79	76	58	135	0
Total Fringes	1,475	123	117	861	775	700	1,475	0
Total Personnel	14,475	1,206	1,023	8,444	6,960	7,516	14,475	0
OTPS								
Program Operations								
Computers	0	0	0	0	0	0	0	0
DUPLICATING & PRINTING	0	0	1	0	14	0	14	-14
INTERNET SERVICE	240	20	10	140	68	158	226	14
TELEPHONE	1,248	104	1	728	593	655	1,248	0
Total Program Operations	1,488	124	12	868	675	813	1,488	0
Total OTPS	1,488	124	12	868	675	813	1,488	0
Travel								
LOCAL TRAVEL	0	0	0	0	0	0	0	0
OUT OF TOWN TRAVEL	37	3	0	22	0	37	37	0
Total Travel	37	3	0	22	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	1,035	9,334	7,635	8,366	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. 21-28**

**WHEREAS**, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the proposed lease for 28 N. Main Head Start/Early Head Start office space as presented,

**WHEREAS**, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the 28 N. Main Head Start/Early Head Start office space as presented,

**IT IS HEREBY RESOLVED** that on June 24, 2021 the CAPCO Board of Directors adopts for acceptance the 28 N. Main Head Start/Early Head Start office space.

Shelley Warnow  
Board President

June 24, 2021  
Date

## LEASE AGREEMENT

This Lease Agreement (the "Lease") is made as of June 3rd, 2021, between **D. Yaman Properties, LLC** with an address 165 Main St Suite 1, Cortland, New York, 13045 ("Landlord"), and **Cortland County Action Program**, having an address located at 32 North Main Street, Cortland, New York 13045 ("Tenant").

### WITNESSETH:

For good consideration, and intending to be legally bound hereby, Landlord and Tenant agree as follows:

**DEMISED PREMISES:** Landlord hereby leases to Tenant, and Tenant hereby lets from Landlord, those premises (the "Premises") containing approximately 656 s/f of rentable square feet of interior space (the "Tenant's Rentable Square Footage") on the second floor of that building known as 26 North Main Street, Cortland, NY (the "Building"), and outlined in red on Exhibit A hereto.

**TERM:** The term of this Lease (the "Term") shall commence on July 1st, 2021 (the "Commencement Date") and shall expire on June 30th 2023 (the "Expiration Date"). Tenant acknowledges that time is of the essence with respect to the Tenant surrendering and vacating the Premises on the Expiration Date. Except as described in the preceding sentence, Tenant shall have no right or option to extend or renew this Lease other than terms. Landlord shall have no obligation to pay for or perform any fit-up work to the Premises (the "Work").

**RENT COMMENCEMENT DATE:** July 1<sup>st</sup>, 2021

**BASE RENT:** During the Term, Tenant shall pay Landlord base rent ("Base Rent") as follows:

Nine Thousand Dollars (\$9,000.00) per year payable in twelve equal monthly installments of Seven Hundred and Fifty Dollars (\$750.00) per month due and payable on the first of each and every month.

Tenant hereby covenants that all Base Rent shall be paid throughout the Term without notice or demand and without set off, abatement, deduction or counterclaim, except as specifically provided below in this Lease.

**UTILITIES, COMMON AREA MAINTENANCE:** During the Term, Landlord shall provide all utility services required, rendered or furnished to the Building, including the Premises, including water, sewer, and electric current.

Landlord will be responsible for structural repairs and alterations required to the roof, walls, foundation, electrical/plumbing systems, sidewalks, parking areas and driveways at the Building or the Property. Landlord will pay for all janitorial services for the common areas.

**TAXES:** Landlord will pay all real property taxes due or owing or assessed against the Property.

**LATE RENT; SURVIVAL:** If Tenant fails to pay within five (5) days of the date due any Base Rent or Additional Rent (collectively, "Rent"), Tenant shall pay Landlord a late charge for Landlord's administrative expenses equal to five percent (5%) of such unpaid amount per month until paid. Said late charge shall be in addition to (and not a waiver of) any other rights or remedies available to Landlord. Any unperformed obligations of Tenant under this Lease (including, without limitation, any Rent obligations) shall survive the Term. Landlord shall have the same rights and remedies for the nonpayment of Additional Rent as for the nonpayment of Base Rent.

**SECURITY DEPOSIT:** None,

**EXHIBITS:** The following exhibits are attached to and made part of this Lease:

Exhibit A – The Premises

**USE:** Tenant shall use the Premises only for general office use purposes (and lawful incidental uses) for the named Tenant's business, and for no other purpose. Tenant shall not commit waste or damage to the Premises; cause any public or private nuisance; interfere with any other tenants or occupants of the Building; violate any applicable health, building, environmental, fire, zoning, governmental or quasi-governmental laws, requirements or guidelines, or any documents of record affecting the Building or the Land; cause any increase(s) in Landlord's insurance coverages; or otherwise impair the appearance, structural integrity, value, marketability, operations, systems or services of the Building. Tenant shall not abandon or desert the Premises.

**CONDITION; SURRENDER:** Tenant has had an opportunity to examine the Premises, and accepts the same in their current, "as-is" condition, without any warranties (express or implied) on Landlord's part, except as specifically provided herein. Upon the expiration or sooner termination of this Lease, Tenant shall timely surrender the Premises vacant, broom-clean and in substantially as good condition and repair as existing on the Commencement Date, reasonable wear and tear excepted. If Tenant has caused any alterations or fixtures to be installed, Tenant, at its expense, shall remove same prior to its surrender at the request of Landlord.

**LEGAL COMPLIANCE:** Tenant shall promptly comply, at its expense, with all applicable governmental or quasi-governmental laws, codes and requirements relating to Tenant's business operations, to the Building and/or Tenant's use or occupancy of the Premises, provided same are imposed or arise in connection with the actions or omissions of Tenant or Tenant's agents, employees or contractors or those holding under, by or through Tenant.

**ALTERATIONS; SIGNAGE; MECHANICS' LIENS:** Tenant shall make no alterations, additions or improvements to the Premises (including, without limitation, any signage) without Landlord's prior written consent in each instance, which consent shall not be unreasonably withheld. Any such alterations, additions or improvements shall comply, at Tenant's expense, with all applicable laws, codes and legal requirements.

**REPAIRS AND MAINTENANCE.** Tenant, at its expense, shall promptly perform all maintenance, repairs and replacements, as and when needed, to keep the Premises (including windows, doors, carpeting, systems, fixtures, equipment and the interior and exterior portions thereof) in good repair and condition, except Tenant shall have no obligation to make any structural repairs or replacements to the Building unless caused by the negligence or misconduct of Tenant or Tenant's agents, employees, contractors or visitors or those holding under, by or through Tenant. Tenant, at its expense, shall cause the Premises to be regularly cleaned. Landlord shall perform all necessary maintenance, repairs and replacements to the structural portions of the Premises and the Building (as well as to the Building's common areas).

**ASSIGNMENT; SUBLEASE:** Tenant shall not transfer, mortgage, assign or encumber this Lease (or any interest in this Lease) or sublet all or part of the Premises without Landlord's prior written consent in each instance, which consent shall not be unreasonably withheld. No such assignment or subletting shall release or impair Tenant's obligations under this Lease. If Tenant desires to assign this Lease, or sublet all or substantially all of the Premises for substantially the balance of the Term, Landlord shall have the option to terminate this Lease without liability. Any and all profits arising from any subletting or assignment shall accrue and be paid solely to Landlord. Landlord may assign any or all of its interests, rights and obligations under this Lease to any third party, without the consent of Tenant.

**INSURANCE.** Tenant, at its expense, shall maintain in force during the Term Commercial General Liability insurance in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage combined, protecting the Tenant as named insured and naming the Landlord as additional insured on a primary and non-contributory basis against any and all claims in connection with the Premises. Tenant shall maintain Special Perils Property insurance on a full replacement cost basis (with limits sufficient to avoid co-insurance), covering Tenant's property and any fixtures in the Premises, and so protecting the Tenant as named insured. Tenant shall obtain such other insurance and such other coverage amounts as may be reasonably required by Landlord. All Tenant's insurance coverage hereunder shall be provided by reputable insurance carrier(s) licensed to do business in New York State and reasonably satisfactory to Landlord. The Parties waive for themselves and their respective insurance carriers, and shall use reasonable efforts to cause their respective casualty and property insurance policies to contain a waiver of, the right of subrogation against the other Party. Tenant shall provide Landlord with the appropriate certificate of insurance thereof evidencing required insurance coverage(s) on or before the Commencement Date.

**INDEMNITY:** Tenant hereby indemnifies, defends and holds Landlord harmless from and against any and all claims, liabilities, damages and expenses (including reasonable attorneys' fees and costs) in connection with (i) any breach of this Lease by Tenant or Tenant's agents, employees, contractors, visitors, subtenants or assignees (collectively, the "Indemnitors"); (ii) any act or omission of the Indemnitors; or (iii) Tenant's use or occupancy of the Premises. The foregoing indemnity shall include any liability in connection with the use, storage or release of any hazardous substances or environmentally harmful materials by any of the Indemnitors.

**CONDEMNATION :** If all or a substantial part of the Premises, the Building or the Land is acquired by eminent domain, then this Lease shall terminate on the date of the vesting of title in such condemning authority. If less than a substantial part of the Premises, the Building or the Land is taken by eminent domain, Landlord shall have the sole option of either terminating this Lease or continuing same and restoring the Premises as Landlord shall deem practicable. In any event, Tenant shall have no claim to

any condemnation awards, but Tenant shall have the right to seek lawful separate damages from the condemning authority solely for its loss of business and moving expenses.

**CASUALTY:** If the Premises or the Building shall be destroyed by fire or other casualty or are likewise rendered untenable, Landlord, at its sole option, may restore the Premises to as near its previous condition as is reasonably practicable. In such event, Rent shall be abated proportionately to the extent the Premises are rendered untenable, provided such casualty is not the fault of Tenant or Tenant's agents, employees, contractors or visitors or those holding by, under or through Tenant. If, however, Landlord, within ninety (90) days after the happening of such casualty, notifies Tenant of Landlord's election not to so restore, this Lease shall thereupon terminate, and Tenant shall vacate and surrender the Premises pursuant to this Lease. Tenant shall be solely responsible for insuring its property and Landlord shall have no obligation to repair or replace same, notwithstanding anything to the contrary contained in this Lease. Landlord agrees to proceed in good faith and with reasonable diligence in connection with any casualty restoration.

**DEFAULT; REMEDIES.** If Tenant fails to pay any Rent when due, and such failure continues for a period of five (5) days after written notice thereof, or, if Tenant fails to comply with any other of its obligations under this Lease and such failure continues for an unreasonable period of time following written notice thereof (not to exceed twenty (20) days), such failure shall, at Landlord's option, be deemed a breach or default of this Lease, and Landlord may, at its election and without further notice: (i) give Tenant ten (10) days' written notice of the expiration of the Term and upon the giving of such notice and the expiration of such ten (10) day period, Tenant's right to possession of the Premises will cease and this Lease will be terminated, except as to Tenant's liability, as if the expiration of the term fixed in such notice were the end of the Term; (ii) terminate Tenant's right of possession of the Premises but continue the Lease; (iii) re-enter and reclaim possession of all or part of the Premises pursuant to legal process; (iv) sue Tenant periodically for the Rent and Landlord's lawful damages incurred; or (v) collect the balance of the Rent due under this Lease.

**HOLDING OVER:** If Tenant retains possession of all or any part of the Premises after the end of the Term, or has failed on or before the Expiration Date to deliver the Premises to Landlord in the condition required under this Lease, Tenant shall pay as Rent a sum equal to Two Hundred Percent (200%) of the amount, including Base Rent and Additional Rent and any other charges under this Lease, payable for the month preceding such holding over and each month thereafter, computed on a daily basis for each day that Tenant remains in possession. In addition to this amount, Tenant shall be liable for all damages, consequential as well as direct, sustained by reason of Tenant's holding over. In no event shall a month-to-month tenancy be created by such holdover.

**SUBORDINATION; LEASE STATUS:** This Lease is subject and subordinate to all mortgages, ground or underlying leases or other encumbrances which may now or hereafter affect the Premises, the Building or the Land and to all renewals, modifications, consolidations, replacements and extensions thereof. This clause shall be self-operative and no further instrument of subordination shall be required. In confirmation of such subordination, however, Tenant shall, from time to time, execute and deliver within five (5) days of Landlord's request, any instrument evidencing such subordination that Landlord requests.

**QUIET ENJOYMENT:** If and as long as Tenant duly pays the Rent and timely performs all of its obligations under this Lease, Tenant shall quietly enjoy the Premises, without hindrance or molestation by Landlord, subject to the terms of this Lease and any superior mortgages, ground leases and encumbrances.

**LANDLORD LIMITATIONS:** In any action to enforce the obligations of Landlord under this Lease, Tenant shall look solely to the estate and property of Landlord in the Building and Land (Landlord's separate and personal liability hereunder being waived), and no resulting judgment shall be the basis of execution, or be a lien on, the assets of Landlord other than its interest in the Building and Land.

**ACCESS:** Landlord and/or its agents shall have the right to enter the Premises at reasonable hours to examine the same, to make such repairs, additions or alterations as Landlord may deem reasonably necessary for the safety, services, preservation, marketability or restoration of the Building, or to exhibit the same to prospective purchasers. In addition, during the Term, Landlord or its agents may exhibit the Premises to prospective tenants. In exercising its access rights under this Section, Landlord shall use reasonable efforts not to unduly interfere with Tenant's business operations.

**CONSTRUCTION:** Tenant understands that Landlord, and its respective agents and employees, shall have the right to enter upon the Premises and to perform at such time such work as to erect fences and to place construction staging equipment on or around the Premises, provided that such activities will not unreasonably interfere with Tenant's occupancy of the Premises.

**BROKERAGE:** Tenant hereby warrants and represents it has not engaged or dealt with any realtor, broker or agent in connection with the procurement or negotiation of this Lease and agrees to indemnify, defend and hold Landlord harmless from and against any and all claims, liabilities, damages and expenses (including reasonable attorneys' fees and costs), for any claims or charges raised or instituted by any broker.

**NOTICES:** Any notice or other communication required or given hereunder shall be writing and sent to the relevant addresses first set forth above (or to such other addresses as the Parties respectively may designate by notice given in accordance with this Section) and shall be delivered personally or sent by certified mail or reputable overnight courier service, postage prepaid, return receipt requested, and shall be deemed given when so delivered personally or when indicated to have been delivered by receipt for such certified or overnight mail. Notwithstanding the foregoing, Tenant's notice address after the Commencement Date shall be that of the Premises at the Building, subject to Tenant's rights to change such address under this Section.

**MISCELLANEOUS:** This Lease shall be governed by and construed in accordance with the laws of New York. If any term of this Lease or any application thereof is adjudged invalid or unenforceable, the remainder of this Lease and any other application thereof shall not be affected, but shall remain in effect. This Lease (together with all Exhibits attached hereto), constitutes the entire agreement between the Parties concerning the matters set forth herein, and any prior or contemporaneous agreement or understanding shall have no effect. This Lease shall not be modified or amended except by a writing signed by the Party against whom enforcement of the modification or amendment is sought.

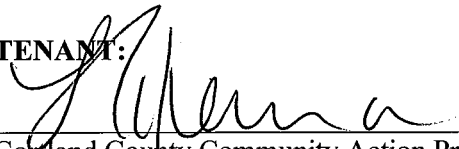
**CONFIDENTIALITY:** Landlord and Tenant will each maintain the terms and conditions of this Lease in the strictest confidence and will not disclose any such terms and conditions (other than to each party's accountants, lenders and attorneys or as may be required by law or regulatory requirements) without the express written consent of the other party, in each


instance. Any disclosure permitted hereunder will be made on the condition that the recipient of information about this Lease will be subject to the same confidentiality requirements.

LANDLORD:

\_\_\_\_\_  
D. Yaman Properties, LLC

By: \_\_\_\_\_

**TENANT:**   
\_\_\_\_\_  
Cortland County Community Action Program

By:  \_\_\_\_\_

***Resolution of the Board of Directors***  
***Of***  
***Cortland County Community Action Program, Inc.***  
**Resolution No. 21-24**

**WHEREAS,** the Cortland County Community Action Program, Inc. Finance Committee has reviewed the proposed lease for 191 S. Main for Energy Services as presented,

**WHEREAS,** the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed lease for 191 S. Main for Energy Services as presented,

**IT IS HEREBY RESOLVED** that on June 24, 2021 the CAPCO Board of Directors adopts for acceptance the lease for 191 S. Main for Energy Services.

Shelley Warnow  
Board President

June 24, 2021  
Date



**THIS LEASE** made this 28<sup>th</sup> day of May, 2021, between **RICHARD R. BORRA HOLDINGS, LLC**, a New York limited liability company with an address of 270 Tompkins Street, Cortland, New York 13045, hereinafter referred to as the "Landlord", and **CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC., (CAPCO)**, a New York Not for Profit Corporation with an address of 32 North Main Street, Cortland, New York 13045, hereinafter referred to as the "Tenant".

**WITNESSETH:**

For and in consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

1. **LEASED PREMISES:** Landlord hereby leases to Tenant and Tenant hereby rents and hires from Landlord approximately 2069 square feet of space located on the west end of the first floor of premises commonly known as 191 South Main Street, Cortland, New York, together with a minimum of eight parking spaces located in the adjacent parking lot (collectively hereinafter referred to as the "Premises"). Landlord covenants that Tenant, on paying the rent and performing the covenants herein, shall and may peaceably and quietly have, hold and enjoy the Premises for the term described herein.

2. **TERM:** The term shall be five (5) years commencing on June 1, 2021 and ending on May 31, 2026. In the event the funding sources (Federal, State of New York, or local) discontinues or reduces the funding necessary for Tenant to continue operate said facility, or for any reason withdraws its certificate of approval for said facility, this lease will be terminated sixty (60) days after Landlord receives written notice from the Tenant of such discontinuance of funding without further liability to either party.

3. **OPTION TO RENEW:** Provided Tenant is in full compliance with the terms and conditions of this lease, Tenant shall have the option to renew this lease for one additional five (5) year term, under the same terms and conditions hereof, with the exception of rent. Rent during said renewal term shall be

as set forth below. Tenant must exercise this option to renew by delivering written notice to Landlord no later than six (6) months before the expiration of the initial term of this lease set forth in Paragraph "2", herein. If the Tenant fails to exercise this option, this lease shall automatically terminate.

4. **RENT:** Tenant shall pay rent, in advance on the first day of each month, commencing June 1, 2021, and the 1<sup>st</sup> day of each month thereafter until the expiration of the initial term of this lease, as follows:

Rental Period	Amount Per Month
June 1, 2021 to May 31, 2023	\$1,500.00
June 1, 2023 to May 31, 2025	\$1,545.00
June 1, 2025 to May 31, 2027*	\$1,592.00
June 1, 2027 to May 31, 2029*	\$1,639.00
June 1, 2029 to May 31, 2031*	\$1,688.00
*Includes renewal term	

Said rent shall be paid to Landlord at 270 Tompkins Street, Cortland, New York 13045, or at such other location as Landlord may so designate.

5. **SECURITY DEPOSIT:** (Intentionally omitted.)

6. **PERMISSIBLE USE:** The Premises shall be used as office and storage space in connection with Tenant's home rehabilitation programs. The Premises shall be used for no other purpose without the written consent of the Landlord.

7. **COVENANT TO REPAIR AND UPKEEP OF PREMISES:** Tenant shall take good care of the Premises and the fixtures and appurtenances therein, and, at its sole cost and expense, make all

ordinary repairs thereto as and when needed to preserve them in good working order and condition.

However, nothing herein contained shall require Tenant to make any structural repairs, except that Tenant shall be liable for all repairs necessitated by its negligence or intentional conduct or that of its agents or employees. Landlord shall, at its own cost and expense, keep and maintain all fixtures and systems used in connection with Tenant's use of the Premises.

(a) **Snow Removal:** Landlord shall be responsible to keep the sidewalk and driveway areas clean of snow and ice or other hazardous conditions at all times.

(b) **Trash Removal:** Tenant, at its sole cost and expense, shall be responsible to maintain an appropriate trash receptacle and all trash disposed throughout the lease term.

(c) **Pest Control:** Tenant, at its sole cost and expense, shall be responsible for pest control spraying as needed.

8. **ASSIGNMENT OF LEASE:** Tenant shall not assign or sublet the Premises without the prior written consent of Landlord.

9. **COMPLIANCE WITH STATUTES:** Tenant shall promptly execute and comply with all statutes, ordinances, rules, orders, regulations and requirements of the federal, state and municipal government, and of any and all their departments and bureaus applicable to the Premises, for the correction, prevention and abatement of nuisances, violations or other grievances in, upon or connected with the Premises during the term, occurring after the execution of this lease.

10. **ALTERATIONS / LEASEHOLD IMPROVEMENTS:** Tenant reserves for itself the right to make any alterations required for its particular purposes at its own cost and expense. Alterations necessary to ensure Tenant's compliance with all conditions of its operating certificate, or certificate of approval, may be made without the consent of the Landlord. All other alterations that the Tenant may find necessary shall be made subject to the Landlord's approval. Such approval shall not be unreasonably



withheld, providing that the proposed changes are not in violation of rules or ordinances or regulations of governmental authority and the Board of Fire Underwriters. Upon termination of the lease, the Tenant shall remove all such fixtures and improvements installed by it and shall leave the Premises in the condition as they found it, reasonable wear and tear excepted.

11. **DAMAGE TO PREMISES BY FIRE OR OTHER CAUSE:** If the Premises are partially damaged or substantially damaged by fire or other cause during the term of this lease, Landlord shall have the sole option of repairing said damage or canceling this lease in accordance herewith. Tenant shall immediately notify Landlord in case of fire or other damage to the Premises. In the event Landlord decides not to cancel this lease and repair said damage, then the following shall apply:

A. If the Premises are partially or substantially damaged by fire or other cause, without the fault of Tenant, its servants, agents, employees, visitors or licensees, the damage shall be repaired at the expense of Landlord, and the rent until such repairs shall be made shall be apportioned according to the part of the Premises which is usable by Tenant;

B. If the Premises are partially or substantially damaged by fire or other cause, due to the fault of Tenant, its servants, agents, employees, visitors or licensees, without prejudice to any other rights and remedies of Landlord, and without prejudice to any other rights and remedies of Landlord's insurer, the damage shall be repaired by Landlord, but there shall be no apportionment or abatement of rent. No penalty shall accrue for any delay which may arise by reason of adjustment of insurance on the part of Landlord and for any delay on account of "labor troubles", or any other cause, similar or dissimilar, beyond Landlord's control.

No damages, compensation, or claims shall be payable to Tenant for inconvenience or annoyance arising from any repair or restoration of any portion of the Premises, except for rent abatement, as previously set forth herein.

In the event Landlord should elect not to repair the damage to the Premises it may, within ten (10) days after such fire or other cause, give Tenant a notice in writing of such decision, and, thereupon, the term of this lease shall expire by lapse of time upon the third day after such notice is given, and Tenant shall vacate the Premises and surrender the same to Landlord. Tenant's liability for rent shall cease as of the day following the casualty. Tenant hereby expressly waives the provisions of Section 227 of the Real Property Law, or any like law which may hereafter be enacted, and agrees that the foregoing provisions of this article shall govern and control in lieu thereof, this article being an express agreement.

12. **PUBLIC TAKING:** If the whole or any part of the Premises shall be acquired or condemned by Eminent Domain for any public or quasi-public use or purpose, then, and in that event, the term of this lease shall cease and terminate from the date of title vesting in such proceeding and Tenant shall have no claim against Landlord for the value of any unexpired term of said lease.

13. **RIGHT OF ENTRY:** Tenant agrees that Landlord and their agents, or other representatives, shall have the right to enter into and upon the Premises, or any part thereof, at all reasonable hours for the purpose of examining the same, or making such repairs or alterations therein as may be necessary for the safety and preservation thereof.

14. **SUBORDINATION OF LEASE:** This lease is subject and subordinate to all mortgages which may now or hereafter affect the real property of which Premises form a part, and to all renewals, modifications, consolidations, replacements and extensions thereof. This clause shall be self-operative and no further instrument of subordination shall be required by any mortgagee. In confirmation of such subordination, Tenant shall execute promptly any certificate or certificates for and on behalf of Landlord.

15. **RE-LETTING PREMISES:** In the event the Premises, or any part thereof, shall become vacant during the term, or should Tenant be evicted by summary proceedings or otherwise, Landlord, or



their representatives, may re-enter the same, either by force or otherwise, without being liable to prosecution therefor, and re-let the Premises as the agent of Tenant and receive the rent thereof; applying the same, first to the payment of such expenses as may be put to in re-entering, and then to the payment of the rent due by these presents; the balance (if any) to be paid over to Tenant, which shall remain liable for any deficiency.

16. **DAMAGE BY WATER:** It is expressly agreed and understood by and between the parties to this agreement that Landlord shall not be liable for any damage or injury by water which may be sustained by Tenant or other persons or for any other damage or injury resulting from the carelessness, negligence or by reason of the breakage, leakage or obstruction of the water pipes, or other leakage in or about the Premises.

17. **WAIVER OF NOTICE ON DEFAULT:** If default be made in any of the covenants herein contained, then it shall be lawful for Landlord to re-enter the Premises and to have again, repossess and enjoy the same. Tenant hereby expressly waives the service of any notice in writing of Landlord's intention to re-enter.

18. **TERMINATION:** It is expressly understood and agreed that in case the Premises shall be deserted or vacated, or if default be made in the payment of the rent or any part thereof as herein specified, or if, without the consent of Landlord, Tenant shall sell, assign, or mortgage this lease or, if default be made in the performance of any of the covenants and agreements in this lease contained on the part of Tenant to be kept and performed, or if Tenant shall fail to comply with any of the statutes, ordinances, rules, orders, regulations and requirements of the federal, state and municipal government or of any and all their departments and bureaus applicable to the Premises, or hereafter established as herein provided, or if Tenant shall file a petition in bankruptcy or be adjudicated bankrupt or make an assignment for the benefit of creditors to take advantage of any insolvency act, Landlord may, if it so elects at any time thereafter,

terminate this lease, and the term thereof, upon giving Tenant five (5) days notice in writing, mailed certified or registered mail, of its intention so to do, and upon the giving of such notice, this lease and the term thereof shall terminate, expire and come to an end on the date fixed in such notice as if said date were the date originally fixed in this lease for the termination or expiration thereof.

19. **OPERATING COSTS:** Tenant shall pay Tenant's Operating Costs. "Operating Costs" shall include, without limitation, electricity, gas, ordinary maintenance, trash removal, and window cleaning. Landlord shall be responsible for all water and sewer charges as incurred.

20. **TAXES AND ASSESSMENTS:** Landlord shall pay all real estate taxes and other special assessments levied against the Premises during the term hereof.

21. **INSURANCE:**

(A) **HAZARD INSURANCE:** Tenant shall keep the premises insured against loss by fire or other hazard, through a reputable insurance company, with a minimum coverage of \$500,000.00, and pay all premiums due and owing thereon. In the event Tenant fails to pay any premium due and owing thereon, Landlord may pay said premium and deduct the amount of the same from the rent;

(B) **LIABILITY INSURANCE:** Tenant shall, at its own cost and expense, maintain insurance protecting and indemnifying Landlord against any and all claims for injury or damages to persons or property or for loss of life or of property occurring upon or in or about the Premises, such insurance to afford minimum protection during the initial term, and renewal term, if Tenant elects to renew this lease, of not less than Two Million (\$2,000,000) Dollars in respect to any one occurrence or accident.

All such insurance shall be affected under valid and enforceable policies and shall be issued by insurer of recognized responsibility, acceptable to Landlord, and shall contain a provision whereby the insurer agrees not to cancel the insurance without twenty (20) days prior written notice to Landlord.

On or before the commencement date of this lease, Tenant shall furnish Landlord with a certificate evidencing the aforesaid insurance coverage.

22. **INDEMNIFICATION.** Tenant shall indemnify and save Landlord harmless from and against any and all liabilities, damages, expenses, fines, penalties, actions, causes of action, suits, costs, claims, or judgments arising from injury or damage during the term of this Lease to person or property occasioned wholly or in part by any act or omission of Tenant, its employees, customers and invitees. Tenant shall, at its sole cost and expense, defend any and all suits or actions that may be brought against Landlords. If Tenant fails to do so, Landlord may, at the cost and expense of Tenant and upon prior written notice, defend any and all such suits or actions.

23. **STRICT PERFORMANCE:** The failure of Landlord to insist upon strict performance of any of the covenants or conditions of this lease, or to exercise any option herein conferred in any one or more instances, shall not be construed as a waiver or relinquishment for the future of any such covenants, conditions or options, but the same shall be and remain in full force and effect.

**IN WITNESS WHEREOF**, the parties have caused their seals to be hereunto affixed, and these presents to be signed by their duly authorized officers the day and year first above written.

**RICHARD R. BORRA HOLDINGS, LLC, Landlord**

By: \_\_\_\_\_

**Richard R. Borra, Member**

**CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.,  
(CAPCO), Tenant**

By: \_\_\_\_\_

**Lindy Glennan  
Executive Director**



STATE OF NEW YORK )  
COUNTY OF CORTLAND ) ss.:

On June 1<sup>st</sup>, 2021, before me, the undersigned, a Notary Public in and for said State, personally appeared **Richard R. Borra**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

*Kaitlyn Gordon*  
Notary Public



KAITLYN MARIE GORDON  
Notary Public, State of New York  
Reg. No. 01GO6394230  
Qualified in Cortland County  
Commission Expires 11/2023

STATE OF NEW YORK )  
COUNTY OF CORTLAND ) ss.:

On May 28, 2021, before me, the undersigned, a Notary Public in and for said State, personally appeared **Lindy Glennon**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

*Mary A. Coye Robillard*  
Notary Public

Mary A. Coye Robillard  
4854939  
Notary Public, State of New York  
Qualified in Cortland County  
My commission expires MARCH 24th, 2022

## May Highlights

- The process for contracting with the newly identified Fiscal Intermediaries for CDPAP continues, but, slowly. The newest information is a survey that every entity that applied to the RFO for the FI contracts is being asked to complete. This will be used to make determinations for additional FI's as indicated by the guidance from the Legislature to expand the pool of FI's to include communities that were not adequately represented in the initial determinations. It appears that the timeline is now to have this piece done by the end of July, any changes to FI's to be offered contracts and the contract process to be complete by November 2021. We are continuing to look at and discuss opportunities for subcontracting to support the consumers in the CDPA Program with the new model. Until that happens, CAPCO will continue to provide CDPAP to the consumers. We are continuing to work to prepare what we can to be ready for the transition when it happens.
- The Executive Committee has continued to meet to discuss plans for the transition and hiring of the Executive Director by the end of the year. Two listening sessions have been facilitated with the Management Team and the Leadership Team. On Friday, June 18, Shelley met with all CAPCO staff to update them on the plans. A survey was sent to all CAPCO staff to gather input for this process
- CAPCO had an All Staff Day on Friday, June 18. We began that with a 2 hour virtual/zoom meeting. Shelley spoke with all staff about plans for the ED search process. The Management Team gave program area updates. Tiffney Marley from the National Community Action Partnership was our keynote speaker – A Sense of Belonging in this Moment in Time – she spoke to challenges and steps to be taken to address racial equity as a foundation for our celebration and recognition of Juneteenth. We recognized CAPCO staff for years of service. After the zoom meeting, all staff did a drive through at our S. Main site to get a bagged lunch and a gift.
- Brandy Strauf and I have completed the requirements for being certified as ACE Interface Master Trainers. We are awaiting that final word from NYSCAA. We are planning to use this resource to offer training and development throughout the community in the areas of NEAR science (Neurobiology, Epigenetics, ACEs and Resilience).
- I was re-elected to the NYSCAA Board of Directors at the NYSCAA Annual Meeting June 10. I continue to serve as the Board President for that Board of Directors.
- We are continuing discussions for the Parker project. On June 14, Bethann and I met with others including the YWCA, Bob Haight (Chamber of Commerce), Mayor Brian Tobin, Paul Hieder (Chair, County Legislature), Cathy Bischoff (County Legislator) and Robert Edwards (Cortland School Superintendent) to discuss options, possible funding and next steps for Parker.

## **Consumer Directed Services**

- Billing is up-to-date through pay period ending 5/21/21.
- CAPCO HR is working closely with the CDS Department to update health records for our Personal Assistants. As part of emerging requirements, Fiscal Intermediaries must have on file for every Personal Assistant (Home Health Aide) an annual TB/PPD Test and physical examination along with 1-time proof of MMR vaccination. We are making progress on ensuring all Personal Assistants have the proper documentation on file before the CDPAP transition eventually takes place.
- The process for contracting with the newly identified Fiscal Intermediaries for CDPAP continues, but, slowly. It appears that the timeline is now to have this piece done by the end of July, any changes to FI's to be offered contracts and the contract process to be complete by November 2021. We are continuing to look at and discuss opportunities for subcontracting to support the consumers in the CDPAP Program with the new model. Until that happens, CAPCO will continue to provide CDPAP to the consumers. We are continuing to work to prepare what we can to be ready for the transition when it happens.
- There remains no update on the Fiscal Intermediary status. Lindy and HR have had ongoing conversations with chosen FI's for the potential of a subcontracting relationship. There remains no further guidance on this and no timeline yet communicated on the FI transition.



## Energy Services Update June 2021

### **Weatherization Assistance Program- PY2021- 2022**

- Cortland -Tompkins County-
  - **Moving...moving...moving.**
  - Continue every day to move inventory and items from the North main office to the new office. Phone and internet to go in next week.
  - The Energy Auditor/QCI position has been filled by Peter Martin. He will be starting the middle of June. We will now advertise for a Heating Technician.
  - We are currently working on jobs in Tompkins County.

### **EmPower NY**

- Six jobs have been completed this last month.

### **HEAP**

- Activity has increased with Cooling and Clean and Tunes referrals.

### **CAPCO Building Maintenance-**

- Working on hiring a part time Building Maintenance Worker and a part time custodial worker to replace Kathy Stockton who recently retired.

## **Family Development Board Report**

**June 2021**

### **Adult Education**

- The first TC3 CNA class began on June, we were able to enroll one graduate from our HSE class through AEI funding.
- 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.
- We have six students enrolled in the National External Diploma Program (NEDP).

### **Emergency Assistance**

- We are partnering with Catholic Charities, and Access to Independence to promote and assist with applications with New York States Emergency Rental Assistance Program (ERAP).
- We are seeing an increase in participants visiting Family Essentials.
- We are starting to plan an outdoor Baby Shower for late July. This event will provide gifts and parenting education to new and expectant moms.

### **NOEP**

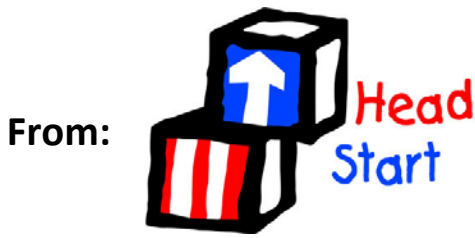
- The Summer Feeding Program will be providing free lunches to children in our community again this summer. Jessica will be doing outreach at the feeding sites.
- Jessica will be helping out at the Fresh Food Giveaway on June 28 at the Chapel at 4:30pm.
- Loaves and Fishes has begun serving lunches in their new outdoor seating area on Tuesdays and Thursdays, weather permitting. Jessica will go back to doing outreach during serving times.

### **Healthy Families**

- We received follow from our Contract Manager on our site review in May. The review was very positive as we were found to be exceeded standards in the performance review for all areas other capacity or home visits rates. We have a plan in place to improve both of these areas.
- We currently have 43 families enrolled, which is almost 54% capacity.
- For the month of May, we received twelve parent referrals.
- Shelly Jacobi has accepted a position with the Head Start Program leaving a vacancy for our Family Resource Specialist Position. We have posted the position internally.
- We continue to recruit for expectant moms and families with children up to 3 months old.

### **Client Success**

- A single expectant mom was referred to our Healthy Families Program 4 months ago by a partner. The young woman was homeless at the time of referral and with support of her Family Support Specialist, S through their weekly virtual home visits the young woman had secured and moved into permanent housing. This relationship has not only given mom the resources to find a home but also peace of mind knowing that she has a safe place to bring her new baby home to.



From:

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

**I. Enrollment.**

- A. We have started recruitment / acceptance for the 2021-2022 school year.

**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 classrooms will close for the program year on June 23<sup>rd</sup>.
- B. We have secured new office space in the building next to the Main office. We will be moving Health Services into that space on July 1

**IV. Old Business**

- A. We did a walk through of Parker School and engaged in discussion about the building's future

**V. New Business**

- A. We will be operating an extended summer program for currently enrolled 4 year olds.

### WIC Monthly Report

Kirsten Parker

6/18/2021

- The WIC budget has been submitted. We were able to give small increases, but because we did not receive any increase in the budget, the other lines in the budget are as lean as they have been.
- The latest news on the RFA is that it will not be out until fall. Unless the RFA is significantly different than I expect, we are looking at applying for an expanded service area. I will give more information on this as it happens.
- There is no news from USDA on the request from NYS to continue to do some appointments by phone even after the state of emergency is lifted in an effort to modernize the program. This means that as of now, in August, we will have to go back to doing ALL appointments in person. I expect if this happens, we will see a significant drop in caseload even as some of the pandemic relief measures end.
- Martha and I will be testing the new Fiscal module in NYWIC for the state. That pilot should be coming soon.

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	1,025	85.42%	96.33%	✓
APR	1,200	1,062	1,016	84.67%	95.67%	✓
MAY	1,200	1,059	989	82.42%	93.39%	✗
YTD Average:	1,200	1,053	1,004	83.63%	95.29%	

## June 2021: Deputy Director/Human Resources Board Report



- The HR Department worked with the CAPCO Management team to plan and carry-out our Agency's June 2021 All-Staff Day. While we were hopeful we could hold our All-Staff Day in-person, we elected the virtual Zoom option followed by a drive-through at our South Main Facility when we began planning for the day back in early April. CAPCO used the drive-thru model last June at the height of the pandemic, and staff and leadership gave very positive feedback. The morning virtual training included a presentation on Social Equity from the National Community Action Partnership (NCAP). HR leads the recognition for Years of Service. For this year's All-Staff Day we had 12 staff reach a 5-year milestone (i.e. 5 years, 10 years, 15 years, etc.). The event was a success with positive overall staff feedback.
- HR is an active member of the CAPCO Cares team that is charged with implementing trauma-informed initiatives in our Agency. As part of this process, the committee is initially focusing on staff wellness and conducting a staff survey to assess areas of focus for our own staff wellness and employee engagement. The CAPCO Cares team will work with our Agency Wellness Committee to analyze the results and implement further initiatives to the Agency and our staff.
- HR led a review of staff personnel files by the NYS Office of Children and Family Services (OCFS) for the license renewals of several of our Head Start/Early Head Start sites. This was the first in-person review we have had with OCFS since the onset of the pandemic. We have zero (0) findings and no recommendations in the review. A huge thank you to Danielle Treacy, HR Assistant/Executive Assistant, for maintaining proper documentation in all staff personnel files.
- We have re-posted the HR Generalist position after the first round of postings and interviews were unsuccessful. We have posted the position more broadly in the community and in contiguous counties. We have also engaged local universities in the process, including Le Moyne College where Greg Richards, HR Director, was identified as a candidate back in 2014. We will keep the Board apprised of this process and our progress with the posting ending the week of 6/21/2021.
- HR is supporting and conducting the recruitment of key positions as we prepare for Programmatic needs heading into the summer and as we approach the new HS/EHS Program Year 2021-2022. HR is currently working with the HS/EHS Program to finalize staffing for the new Program Year. We are recruiting for Classroom support staff, Assistant Teachers, and Classroom Substitutes. HR is also closely working with the Energy Services Department to plan for the recruitment of additional staffing as we expand into Tompkins County. The transition will also impact our Building Maintenance function with Ben Beams moving to a new Building Superintendent position. We are recruiting for a part-time, 30 hours per week Building Maintenance Worker position that can learn from Ben and serve as maintenance and custodial support. HR will be attending the upcoming SUNY Cortland Back2Work Job Fair to assist in the recruitment of these and other key positions on Tuesday, June 22<sup>nd</sup>.



- HR has started the process of working with our Health Insurance broker, Goetzmann and Associates, for our health insurance renewals. CAPCO's medical and dental plans renew off-calendar year on September 1<sup>st</sup>. This coincides with the return of the majority of our Agency staff in the Head Start Program. We begin the process of reviewing the quotes from Excellus BCBS with an anticipated increase that is over 10%. This increase is not final and Goetzmann and Associates will work with alternate carriers to obtain quotes, which will ultimately decrease the overall Excellus increase. We will be presenting renewals to the Board in July.