

Cortland County Community Action Program, Inc.
Board of Directors Meeting
February 24, 2022
Meeting Agenda

- I. Call to Order
- II. Motion for Approval January 2021 minutes
- III. Standing Committee Reports
 - 1) PP&E Committee
 - a) Resolution 22.15 – 2021 Annual Report
 - 2) Board Development Committee—did not meet.
 - 3) Finance/Audit Committee
 - a) Resolution 22.16 – NOEP Re-Funding Application
 - b) Resolution 22.17 – Head Start/Early Head Start Year 4 Continuation grant/budget proposal
 - c) Resolution 22.18 – 2022-2023 UPK RFP
 - d) Resolution 22.19 – Dollar General grant/budget submission
 - e) Resolution 22.20 –2022 full Agency Budget
 - 4) Executive Committee—did not meet.
- IV. Executive Director Report
- V. Program Director Reports
 - a) Deputy Director Report
 - b) Consumer Directed Services
 - c) Energy Services
 - d) Family Development
 - e) Head Start/Early Head Start
 - f) WIC
- VI. Head Start Policy Council Update
- VII. Old Business
- VIII. New Business
 - a.) Virtual Committee & Board Meetings, March 2022
- IX. Executive Session if needed
- X. Adjournment

Cortland County Community Action Program, Inc.
Board of Directors Meeting
January 27, 2022
Meeting Minutes

- I. Call to Order – Meeting called to order at 12:04pm
Members Present: Doug Bentley, Sarah Beshers, Mary Beth Bliss, Ella DiIorio, Jeanette Dippo, Billie MacNabb, Patty Schaap, Lynne Sypher, Larry Woolheater, Melissa Alvord, April Dennison. Excused: Mary Beth Mathey, Shelley Warnow, Helen Spaulding. Absent: Mary Beth Bliss, Elizabeth Haskins, and Penny Prignon.

- II. Board reviewed the December 2021 board meeting minutes, noted that the renaming of the Main Office building should be under old business.
Motion for Approval December 2021 minutes made by Doug Bentley, 2nd by Mary Beth Mathey. Motion carried.

- III. Standing Committee Reports
 - 1) PPE Committee – met January 13, 2022. Committee reviewed the Community Needs Assessment that was subcontracted out this year to our community partner, CACTC. Committee reviewed the HS/EHS 2020-2021 Annual Report and went over the required content needed in every year’s report. Committee reviewed HS/EHS Health Services Policy – Allergy & Anaphylaxis and the importance in this new policy. Committee reviewed the HS/EHS Management and Classroom reports for October & November 2021 and explained the impacts COVID continues to have on the classrooms. Kirsten provided update on WIC RFA and presented the proposed process and structure.
 - a) Resolution 22.01 – Motion to approve the Community Needs Assessment made by Jeanette Dippo, 2nd by Doug Bentley. Motion carried.
 - b) Resolution 22.02 – Motion to approve 2021-2022 HS/EHS Annual Report made by Lynne Sypher, 2nd by Jeanette Dippo. Motion carried.
 - c) Resolution 22.03 – Motion to approve HS/EHS Health Services Policy re: Allergy & Anaphylaxis made by Mary Bliss, 2nd by Doug Bentley. Motion carried.

 - 2) Board Development Committee met January 18, 2022. Discussed slate of officers and different changes that would be needed. After a further look, Greg determined that Penny Prignon is O.K. with her board seating through the end of 2025, her term date was not accurately recorded in records and has since been corrected.
 - a) Resolution 22.04 – Motion to approve 2022 CAPCO Board of Directors Slate of Officers made by Doug Bentley, 2nd by Lynne Sypher. Motion carried.

- b) Resolution 22.05 – Motion to approve Re-seating of Doug Bentley for 2nd Board term made by Mary Bliss, 2nd by Larry Woolheater. Motion carried.
- c) Resolution 22.06 – Motion to regretfully approve the Resignation of Elizabeth Haskins from Board made by Lynne Sypher, 2nd by Mary Bliss. Motion carried.
- d) Resolution 22.07 – Motion to approve Seating of Melissa Alvord to the Board made by Jeanette Dippo, 2nd by Sarah Beshers. Motion carried.
- e) Resolution 22.08 – Motion to approve Jeanette Dippo to represent Cortland County Legislator, Ann Homer made by Patricia Schaap, 2nd by Mary Bliss. Motion carried.

3) Finance/Audit Committee met on January 20, 2022. Discussed the Volunteer Driver Program and the Program’s build-back following the effects of COVID-19. The Lease for Learning Adventures (YWCA) is fully executed, the keys have been received and our next steps. The budget development for the 2022-2023 grant submission that is due March 1st. We discussed the continuation of finishing the RFA for WIC and what it looked like completed. The committee reviewed the proposed Admin budget and went over the changes in the budget from last year to this year. The Building budget was reviewed, which included discussion regarding the replacement of the HVAC system in the back of the building. We also discussed the approving another authorized check signor with Greg’s transition to Executive Director and Kirsten Parker’s transition to Deputy Director. Lastly, we discussed the liability insurance renewals for 2022.

Motion to approve financial statements made by Doug Bentley, 2nd by Lynn Sypher. Motion carried.

- a) Resolution 22.09 – Motion to approve 2022 Administration & Building budgets made by Mary Bliss, 2nd by Sarah Beshers. Motion carried.
- b) Resolution 22.10 – Motion to approve 2022 CDPAP budget made by Lynne Sypher, 2nd by Larry Woolheater. Motion carried.
- c) Resolution 22.11 – Motion to approve Kirsten Parker, Deputy Director, as an authorized bank account signatory, made by Mary Beshers, 2nd by Sarah Beshers. Motion carried.

4) Executive Committee—met on January 20, 2022.

- a) Resolution 22.12 – Motion to approve 2022 Liability Insurance Renewals made by Doug Bentley, 2nd by Lynne Sypher. Motion Carried.

IV. Executive Director Report

Greg presented and reviewed the Executive Director report. Highlighted the biggest Agency transition, the change of Executive Director, and other staffing changes made recently (new Deputy Director, WIC Director, Accountant, HR Coordinator, Executive Assistant). Briefly reviewed the progress on the Parker Project with the City of Cortland.

- V. Program Director Reports –
- a) Consumer Directed Services
 - b) Energy Services
 - c) Family Development
 - d) Head Start/Early Head Start
 - e) WIC
- VI. Head Start Policy Council Update – April Dennison, Policy Council Representative to the Board, discussed the Parker School update, that HS/EHS got the keys to Learning Adventure and are hoping to be in by March. Discussed the continuing staffing issues and enrollment because of staffing issues and consistent quarantines and center closures with the NYS OCFS guidance for children under the age of 5. Next Policy Council meeting is scheduled for February 22, 2022.
- VII. Old Business - no old business to discuss.
- VIII. New Business – Kirsten Parker, Deputy Director, discussed the new 5-year Refunding Application for WIC and explained the process for Program expansion, discussing the benefits of it – less contracting out of different counties when they are combined. Kirsten explained we had been contacted by Regional Office and encouraged to apply for a larger service area. Kirsten also explained 2 other counties who had recently done the same – Madison & Jefferson County.
- Denise Peroulakis, Energy Services Director, explained the Weatherization Assistance Program ARPA budget – that this is additional funding, over & above regular WAP funding for electrification. There is no limit to the funding we can ask for & can be used between January 4th and September 30th. The ES Program is putting in for a total of 4 jobs under ARPA.
- a) Resolution 22.13 – Motion to approve WIC Refunding Application (RFA) made by Mary Beshers, 2nd by Ella DiIorio. Motion carried.
 - b) Resolution 22.14 – Motion to approve Weatherization Assistance Program ARPA budget made by Doug Bentley, 2nd by Patty Schaap. Motion carried.
- IX. Executive Session if needed – none needed.
- X. Adjournment motion to adjourn made by Jeanette Dipppo, 2nd by Larry Woolheater.

Meeting adjourned at 1:00pm.

PP&E Committee Meeting

February 10, 2022

Meeting called to order at 12:00pm noon. Members present: Doug Bentley, Lynne Sypher, Patricia Schaap, Melissa Alvord. Excused: Billie MacNabb. Staff: Greg Richards, Kristi Coye, Kirsten Parker, Brandy Strauf, Danielle Treacy.

Committee reviewed the Head Start Continuation Application Executive summary for Year 4 of the Grant. Kristi Coye, HS/EHS Assistant Director, explained the budget for each program, Head Start & Early Head Start, and how the Program does not anticipate an in-kind waiver this upcoming year. A waiver will be put in for the 2021-2022 year. We are hopeful that COVID-19 numbers continue to trend downwards and more “normalcy” returns with full classroom operations. Motion to accept by Lynne Sypher, 2nd by Doug Bentley. Motion Carried.

Committee reviewed the HS.EHS Management. Although guidance has changed on quarantine, children in the age group we serve still need to quarantine for 10 days which contributes to longer closures. We are hopeful mandates continue to lift and kids can remain in classrooms more as guidance continues to shift. Motion to accept by Doug Bentley, 2nd by Patty Schaap. Motion carried.

Greg reviewed the CAPCO Annual Report, discussing our annual impact during a year of great fluctuation in COVID guidance and infection rate in our community, causing disruptions to all programming in 2021. Even with this, the Agency’s numbers of impact to children and families in our community was incredible, meeting a majority of all anticipated impact per our PPR during a year of heightened challenges, even over 2020 during the onset of the pandemic. The Annual Report is shared with the community and posted to the Agency’s website. Motion to accept made by Lynne Sypher, 2nd by Doug Bentley. Motion carried.

Brandy updated the committee on NOEP. The Program just received the new 5-year refunding application from Hunger Solutions. The budget will be \$66,000, which is only a \$1,000 increase over the last 5-year cycle. The majority of the NOEP budget includes salaries & fringe benefits along with outreach materials. This grant was previously held in Syracuse; we wrote for and won the grant for our county for 2017-2022. We have seen great success and impact with NOEP being part of our Agency’s resources, although the grant is small and burdensome for vouchering and reporting. Jessica Stephens, NOEP Coordinator, and Brandy Strauf, Family Development Director, work on the application process with Fiscal. There is a possibility that other Agencies can write for our County with this being the 5-year refunding proposal, but it is known that Hunger Solutions favors providers in the County being served. Patty Schaap has offered to write a letter in support from her role at the County.

No further business, meeting was adjourned at 12:50pm.

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

SUMMARY OF CONTINUATION APPLICATION
YEAR 4

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

- The CAPCO Head Start/Early Head Start Program will remain at the current sites for next year's continuation application except for the Elm Tree site. One additional space change is the leasing of Learning Adventure on Huntington Street, Cortland. We will call this location ELC (Early Learning Center) and there will be four classrooms located at this space: 3 EHS and 1 HS. This includes 10 HS classrooms serving 150 children and 8 EHS classrooms serving 88 children including 2 Home Based sections serving 24 children. We hope to be at full enrollment numbers in the fall of 2022.
- The continuation application is proposing HS program operation funds of \$1,564,642, as well as \$13,645 in training and technical assistance. The EHS program operations funds of \$1,449,084, as well as \$32,755 in training and technical assistance. The non-federal share for HS totals \$394,572 while EHS non-federal share totals \$370,460. With non-federal share, we do a grand total and typically, the HS covers the majority.
- For the continuation application, the narrative reports only updates or changes for grant application year 4. For this application, we updated all policies and procedures which were affected by the COVID-19 pandemic from the previous year. We further updated these policies to incorporate pre-COVID-19 terminology for this program year. Policy Council has continued Zoom/Virtual meetings. The program goals will be updated on a consistent basis and downloaded per the directions. Furthermore, a full Community Assessment was completed in December of 2021 and went to the Board in January of 2022 and the Policy Council in February of 2022. Updates from the Community Assessment will be incorporated into the narrative section, where applicable.
- Additional documents downloaded as part of the continuation application is the results of the self-assessment and program improvement plans, selection criteria for HS/EHS, the cost allocation plan on behalf of the agency, the HS/EHS training and technical assistance plans, and the annual report for HS/EHS. Each of these have previously been submitted and approved by the Policy Council and Board of Director's.

- The entire continuation application grant includes two sections. Section I is the program design and approach to services delivery which includes three sub sections. These sub sections are goals, service delivery, and the governance, organizational, and management structures. Section II is the budget and budget justification narrative.
- Currently, there is no COLA or Quality Improvement monies to report with this application.

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (HEAD START)

Employee Name: Trudy Happel Month: December 2021

Center	Enrolled	Accepted (but not enrolled)	Withdrawn	% of Daily Attendance	# of Over Income	# of Under 130%	# of Home Visits Scheduled	# of Home Visits Completed	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children	
YMCA 1	14											
YMCA 2	16	16	1	0	77	1	1	0	0	1	0	0
YMCA 3	14	12	0	0	56	0	0	1	0	1	0	0
Randall 1	16	12	1	0	57	2	3	0	0	0	0	0
Randall 2	16	16	0	0	66	3	1	0	0	2	0	0
Smith 1	16	13	0	0	73	1	3	0	0	1	0	0
Smith 2	16	12	1	0	65	3	4	0	0	0	0	0
Johnson 1	17	15	1	1	67	0	2	5	3	0	0	0
Johnson 2	17	17	0	0	70	1	2	0	0	0	0	0
ELC 4	8											
TOTAL	113	4	1	66%	11	16	6	3	5	0	0	

of Children on the Waiting List:

3 Year Olds
Over Income
Under 130%
Under 100%

25
4
11

4 Year Olds
Over Income
Under 130%
Under 100%

3
0
2

Comments: _____

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY
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Community Action Program, Inc.

MONTHLY MENTAL HEALTH REPORT HS

Employee Name: Nicole Humphrey

Month: December 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	0	0	0	0	0	0	0	0	0	0
YMCA 2	2	1	1	0	0	0	0	0	0	0
YMCA 3	3	0	1	0	0	0	0	1	0	0
Smith 1	0	0	2	0	0	0	0	1	0	0
Smith 2	4	1	1	1	0	0	0	1	1	0
Randall 1	1	0	3	0	0	0	0	3	0	0
Randall 2	2	2	1	0	0	0	0	1	0	0
Johnson 1	3	0	2	0	0	0	0	2	0	0
Johnson 2	8	0	0	0	0	0	0	0	0	0
ELC 4	0	0	0	0	0	0	0	0	0	0
TOTALS	23	4	11	1	0	0	0	1	9	0

ELC 4 not open

YMCA 1 not open

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY
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Community Action Program, Inc.

MONTHLY POLICY COUNCIL REPORT HS

Special Needs

Employee Name: Jennifer Geibel

Month: December 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												
YMCA II	2	2	2	0	1	1	1	0	1	2	0	0
YMCA III	3	2	3	0	1	0	1	1	0	0	0	0
Smith I	7	4	4	5	1	1	2	0	0	0	0	0
Smith II	2	2	1	2	0	0	1	0	1	2	0	0
Randall I	3	3	3	2	0	1	3	0	0	0	0	0
Randall II	3	2	3	2	0	0	0	0	1	1	0	0
Johnson I	5	3	5	2	1	1	2	0	1	0	0	0
Johnson II	4	1	3	1	0	1	0	0	0	0	0	0
ELC IV												
TOTALS	29	19	24	14	4	5	10	1	4	5	0	0

26% of 156 enrolled HS children receiving services

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

Employee Name: Mmselle Sonnacchio

Month: December 2021

Center	# of Children Enrolled	# of 30 Day Dental Letters Sent	# of 60 Day Dental Letters Sent	# of 90 Day Dental Letters Sent	# of 90+ Day Dental Letters Sent	# of Dental Exams Received	# of Children Dental Treatment Needed	# of Children Dental Treatment NOT Started	# of Children Dental Treatment Started	# of Children Dental Treatment Completed	# of Dental Waivers/ Refusals Sent	# of Dental Waivers/ Refusals Received
Johnson 1	15	0	0	13	0	2	1	1	0	0	0	0
Johnson 2	17	0	0	12	0	5	2	0	0	2	0	0
Randall 1	12	0	0	10	0	2	1	0	0	1	0	0
Randall 2	16	0	0	11	0	5	2	0	0	2	0	0
Smith 1	13	0	0	10	0	3	1	1	0	0	0	0
Smith 2	12	0	0	8	0	4	2	0	0	2	0	0
YMCA 2	16	0	0	9	0	7	4	2	0	2	0	0
YMCA 3	12	0	0	6	0	6	2	1	0	1	0	0
ELC 4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
YMCA 1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTALS	113	0	0	79	0	34	15	5	0	10	0	0
						30%	44%	33%	0%	67%		

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.

MONTHLY POLICY COUNCIL REPORT HS

Health Services- Incident/Accident Report

Employee Name: Mmselle Sonnacchio

Month: December 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	15	1	1					2
Johnson 2	17		2					2
Randall 1	12							0
Randall 2	16					1		1
Smith 1	13							0
Smith 2	12							0
YMCA 2	16							0
YMCA 3	12							0
ELC 4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
YMCA 1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTALS	113	1	3	0	0	1	0	5

Comments: No incidents/accidents were reported to OCFS in December.
 Incident numbers were down in November due to low attendance, holiday and classroom closures.

HEAD START

CLASSROOM HAPPENINGS

December 2021

Johnson 1

- This month in class we discussed hot items versus cold items.
- We made rain sticks with our children.
- Math Unit we studied geometry.
- Science Unit was on “Busy Buzzing Bees”.
- Made tin man hats and practiced being relaxed and tense with Diana.
- Explored how water makes different sounds while being poured into different types of materials.
- We created snowflakes and name snowman.
- Sorted objects into different categories based off similarities.
- Our color for the month was Green.
- The letters we worked on through the month were: “C”, “O”, “Q” and”
- The shape for the month was triangle.

Johnson 2

- We began this month with our science unit “Buzzy Bee” and learned all the body parts of the bee and how they drink nectar from pollen.
- We shut down for Covid for 2 few weeks, but still able to do lending library, which the children look forward to.
- They love taking books home to enjoy.
- We made caterpillars out of the letter “C” and queens for the letter “Q”.
- We decorated gingerbread man ornaments that the BOCES students gave us.
- We made circles and turned them into snowman.
- We learned how to keep our body strong and keep them healthy with veggies, fruits, milk and other good foods.
- We read about snow and made penguins.
- We did a fun shape mystery bag game. I showed the shapes before hand (square, circle and triangle), then put them in a paper bag and had the children reach inside to feel a shape and tell me what it was before they took it out of the bag to see it.

Randall 1

- We discussed how we are helpful at home and school.
- We talked about the chores we do at home.
- We started learning about animals and how humans are animals too.
- We are starting to learn about measuring with 1 inch blocks.
- Our letters for the month were “Uu” and “Cc”.
- Diana and Wally taught us about problems and solutions.
- We tracked every one’s height and weight to see how we are growing.

Randall 2

- For an art project we did a winter picture.
- Science unit was all about magnetics.
- Health Lesson we learned about healthy food versus unhealthy food.
- We made snowman using our names.
- Math Unit we learned to sequence 4 parts.
- Also learned about the similarities and differences between animals and humans.
- Another art project we did was doing a sweater art picture.
- We did some measuring using blocks.
- Worked on rhyming words.
- Our letters for the month were: “C” and “U”
- We played snowball toss in class as well this month, lots of fun.
- Our children made a shape tree in class this month.
- We did an ABAB pattern clap game.
- Our class learned about animal’s needs.
- Turned our dramatic play area into a vet clinic.
- Pretended to make ginger bread.

Smith 1

- This month we finished up Families and Communities unit.
- Science unit, we finished up magnificent magnets.
- Learned all about problem solving and find solutions to solve them.
- Practiced our rhyming skills.
- Learned about our letters for the month which were: “O”, “Q”, “G” and “S”
- Enjoyed taking walks outside and playing on the playground.
- Had a blast adding shapes, colors and lines to our dot/circle craft.
- Had a blast having a snowball fight in the classroom.

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (EARLY HEAD START)

Employee Name: Trudy Happel

Month: December 2021

Center	Enrolled	Accepted (but not enrolled)	Withdrawn	% of Daily Attendance	# of Over Income	# of Under 130%	# of Home Visits Scheduled	# of Home Visits Completed	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children	
Cosimo 1	8	7	0	50	0	1	0	0	0	0	0	
Cosimo 2	8	7	1	27	0	2	0	0	0	0	0	
Cosimo 3	8	6	0	55	0	3	0	0	0	0	0	
ELC 1	8											
ELC 2	8	9	0	67	0	2	0	0	0	0	0	
ELC 3	8											
South Main 1	8	8	0	58	0	1	0	0	0	0	1	
South Main 2	8	7	1	74	0	1	3	2	0	0	0	
Home Based 1	12	6	1	30 42	0	1	19	8	3	0	0	
Home Based 2	12	6	0	0	0	1	0	0	0	0	0	
TOTAL		56	3	0	55%	0	12	22	10	3	0	1

of Children on the Waiting List:

Children	
Over Income	26
Under 130%	4
Under 100%	21

Comments: _____

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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Community Action Program, Inc.

MONTHLY MENTAL HEALTH REPORT EHS

Employee Name: Nicole Humphrey

Month: December 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	
ELC 1	0	0	0	0	0	0	0	0	0	0
ELC 2	4	0	0	0	0	0	0	0	0	0
ELC 3	0	0	0	0	0	0	0	0	0	0
Cosimo 1	1	0	0	0	0	0	0	0	0	0
Cosimo 2	1	0	0	0	0	0	0	0	0	0
Cosimo 3	5	2	0	1	0	0	0	0	0	0
South Main 1	6	0	0	0	0	0	0	0	0	0
South Main 2	4	0	0	0	0	0	0	0	0	0
TOTALS	21	2	0	1	0	0	0	0	0	0

ELC 1 not open

ELC 3 not open

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY
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MONTHLY POLICY COUNCIL REPORT EHS

Special Needs

Employee Name: Jennifer Geibel

Month: December 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 Mtg	# of Children Declassified	Refused Referral
ELC I												
ELC II	1	0	0	0	0	1	0	0	1	0	0	0
ELC III												
Cosimo I	0	0	0	0	0	0	0	0	0	0	0	0
Cosimo II	0	0	0	0	0	0	0	0	0	0	0	0
Cosimo III	1	1	1	0	0	1	0	0	1	1	0	0
South Main I	2	2	2	1	0	2	0	0	0	0	0	0
South Main II	1	1	1	1	0	1	0	0	0	0	0	0
Home Based I	2	2	2	0	0	2	0	0	0	1	0	0
Home Based II	2	2	2	0	0	2	0	0	1	1	0	0
TOTALS	9	8	8	2	0	9	0	0	3	3	0	0

SM 1-1 child receives teacher of the deaf services (1x30 weekly)

16% of 56 enrolled EHS children receiving services

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

Employee Name: Mmselle Sonnacchio

Month: December 2021

Center	# of Children Enrolled	# of Children Enrolled Age 1 Year and Older	# of Dental Screenings Received	# of Children w/ Dental Concerns Noted	# of Dental Exams Received	# of Children w/ Dental Treatment Needed	# of Children w/ Dental Treatment NOT Started	# of Children w/ Dental Treatment Started	# of Children w/ Dental Treatment Completed	# of Dental Waivers/ Refusals Received
Cosimo 1	7	7	0	0	0	0	0	0	0	0
Cosimos 2	6	6	1	0	2	0	0	0	0	0
Cosimo 3	6	6	1	0	2	0	0	0	0	0
ELC 2	9	9	1	0	4	0	0	0	0	0
Home Base 1	5	5	0	0	1	0	0	0	0	0
Home Base 2	7	6	1	0	1	0	0	0	0	0
SM 1	8	8	1	0	2	0	0	0	0	0
SM 2	7	7	2	0	3	1	1	0	0	0
ELC 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTALS	55	54	7	0	15	1	1	0	0	0
			13%	0%	27%	7%	100%	0%	0%	

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

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

Employee Name: Mmselle Sonnacchio

Month: December 2021

Center	# of Children Enrolled	# of Incident/Accidents in the BATHROOM	# of Incident/Accidents in the CLASSROOM	# of Incident/Accidents in the GROSS MOTOR	# of Incident/Accidents in the HALLWAY	# of Incident/Accidents in the PLAYGROUND	# of Incident/Accidents in the OTHER	# of TOTAL Incident/Accidents
Cosimo 1	7							0
Cosimo 2	6							0
Cosimo 3	6		2					2
ELC 2	9		1	1				2
Home Base 1	5							0
Home Base 2	7							0
South Main 1	8							0
South Main 2	7		1					1
ELC 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTALS	55	0	4	1	0	0	0	5

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

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

Employee Name: Mmselle Sonnacchio

Month: December 2021

Center	# of Children Enrolled	# of Current Physicals Received	# of Current Immunizations Received	# of 12 Month Lead Results Received	# of 24 Month Lead Results Received
Cosimo 1	7	3	4	0	N/A
Cosimo 2	6	5	5	5	N/A
Cosimo 3	6	5	5	4	N/A
ELC 2	9	6	6	4	5
Home Base 1	5	2	5	1	1
Home Base 2	7	3	7	2	0
South Main 1	8	4	7	5	5
South Main 2	7	7	7	4	6
ELC 3	N/A	N/A	N/A	N/A	N/A
TOTALS	55	35	48	25	17
		64%	87%		

Comments:

Child at Cos 2 & Cos 3 are on Immunization Catch-up Schedules per doctor.
 3 Children, Cos 1, 1 child (ELC 2), 1 child (SM 1) are behind due to illness, Quarantine, isolation at time of needed WCC immunizations. Appointments rescheduled.

EARLY HEAD START CLASSROOM HAPPENINGS December 2021

Cosimos 3

- Sent home a snowman project for families to work on together.
- We did a gingerbread man craft, gingerbread house, hot chocolate name craft too.
- Also did a mittens art craft.
- For our color brown for the month we made a collage.
- We did some tissue paper painting.
- Made a friendship banner, friendship tree as well.
- We made a melted snowman as well.
- We got to play outside a couple of days when it was warm.
- We had an indoor snowball fights, snowball rescue, animal rescue activities play.
- We also did a brown bear brown bear, animal search active play.

South Main 1

- This month we colored many pictures.
- We played with our friends.
- Made a snowman, such fun that was.
- Put cotton balls on contact paper.
- Danced a lot, great to move around.
- Played in the tunnel as well.
- We went for many walks when the weather was good.
- Got to play outside in the snow, which was fun.
- Read many books this past month.

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 22-15

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed 2021 Agency Annual Report and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 2021 Agency Annual Report,

IT IS HEREBY RESOLVED that on February 24, 2022, the CAPCO Board of Directors approves the 2021 Agency Annual Report.

Board President

Date



CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.

2021 Annual Report

A Message from *Greg Richards,* *Executive Director*

As we reflect on 2021, it will be remembered as a year of anticipated transition during a time of great change and uncertainty as we continue to battle the effects of COVID-19 throughout our Agency and broader community. The year began with the announcement that our longstanding and esteemed former Executive Director, Lindy Glennon, would be retiring at year's end. Lindy Glennon had been the fearless leader of our Agency for past 16 years after spending over 30+ years working with children and families in the Community Action Network. With Lindy's transition, it is my privilege to lead CAPCO to our next chapter while honoring the legacy of Lindy and her impact on our Agency and community.

We begin the new year still reeling from an evolving pandemic that continues to have a daily impact on Agency operations and service delivery. While we began the summer of 2021 hopeful that the "end" was near in sight, we, like the rest of the world, were humbled by the onset of the Delta and Omicron variants of COVID-19. With this, we adjusted, then re-adjusted, and of course continue to adjust and course-correct as we find new and innovative ways to serve those in our community. This included changes in our own health and safety protocols and an Agency-wide COVID-19 vaccination mandate.

None of what we have been able to accomplish during this challenging year, or any other year for that matter, would be possible without the hard-work and dedication of our staff, volunteers, and Board of Directors. During a time when mass amounts of people in our nation and community re-evaluated their lives and resigned from their jobs as they weighed what they value most, our people stuck with the program and continued to provide essential and life-changing services to individuals, children, and families who need it most in our community. This was all done as people at all levels of the Agency faced unprecedented challenges and uncertainty in their own personal lives.

This Annual Report is an ode to our people. The people of our Agency and the people of our community. As Cortland's designated Community Action Agency, we are in the business of helping people and changing lives. This is not possible without the great work being done by even greater people.

Greg Richards

Cortland County Community Action Program, Inc. (CAPCO)

Greg Richards, Executive Director
Kirsten Parker, Deputy Director

Annual Agency budget \$11,197,236

More than 350 individuals on payroll – 120 Agency Employees & 230+ Personal Assistants employed by Consumers in CAPCO's Consumer-Directed Program(s)

Serving more than 4,000+ individuals, 1,700+ families in Cortland County in 2021.

Major Program Areas

- Consumer Directed Services
- Energy Services
- Family Development
- Head Start/Early Head Start
- Woman, Infants & Children (WIC)

Community Action Programs

- More than 1000 Community Action Agencies serve every County in the Country
- CAPCO is the designated Community Action Agency serving Cortland County since 1974

Promise of Community Action

- Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Mission of CAPCO

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

Helping People, Changing Lives

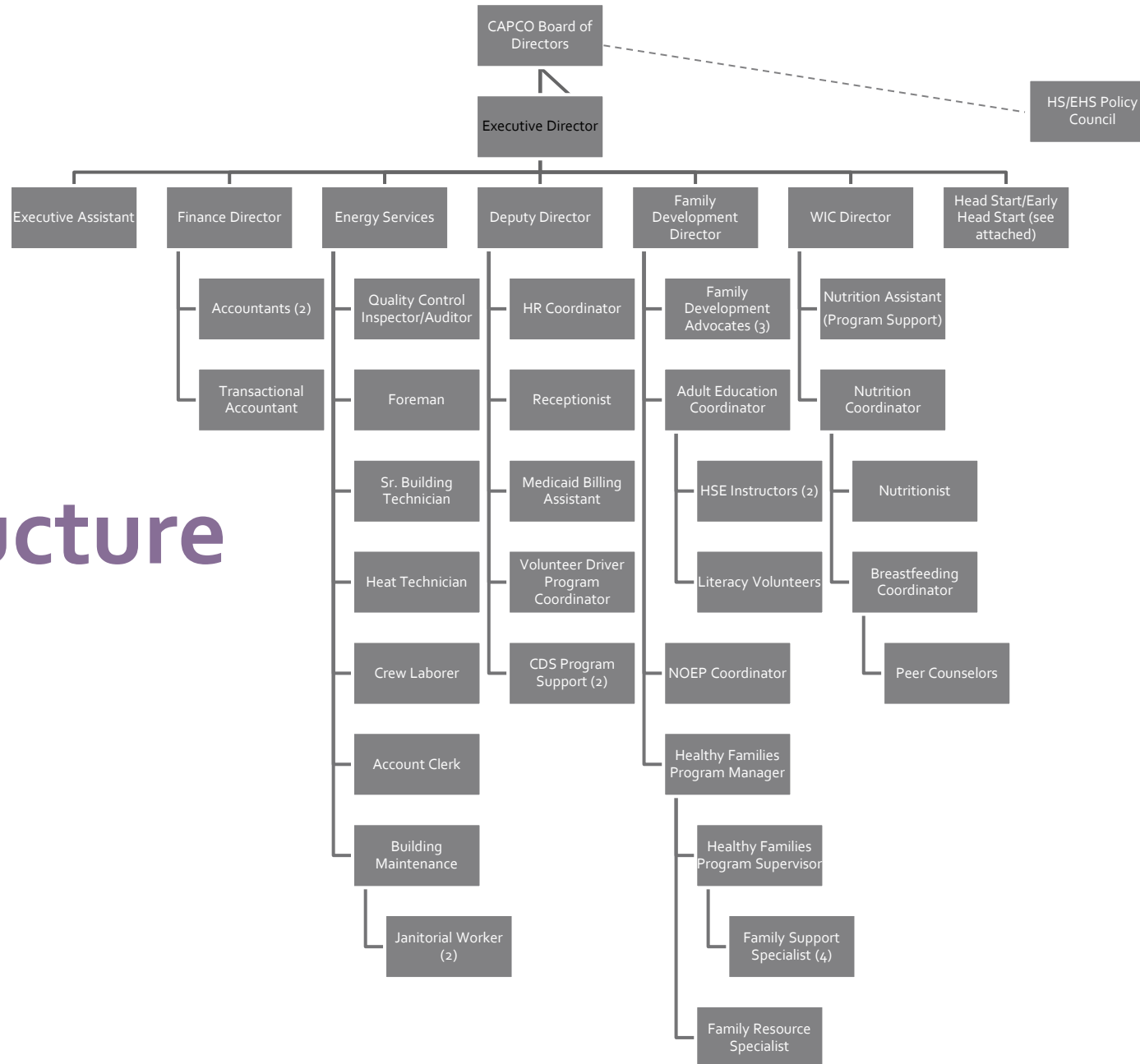
Since 1974

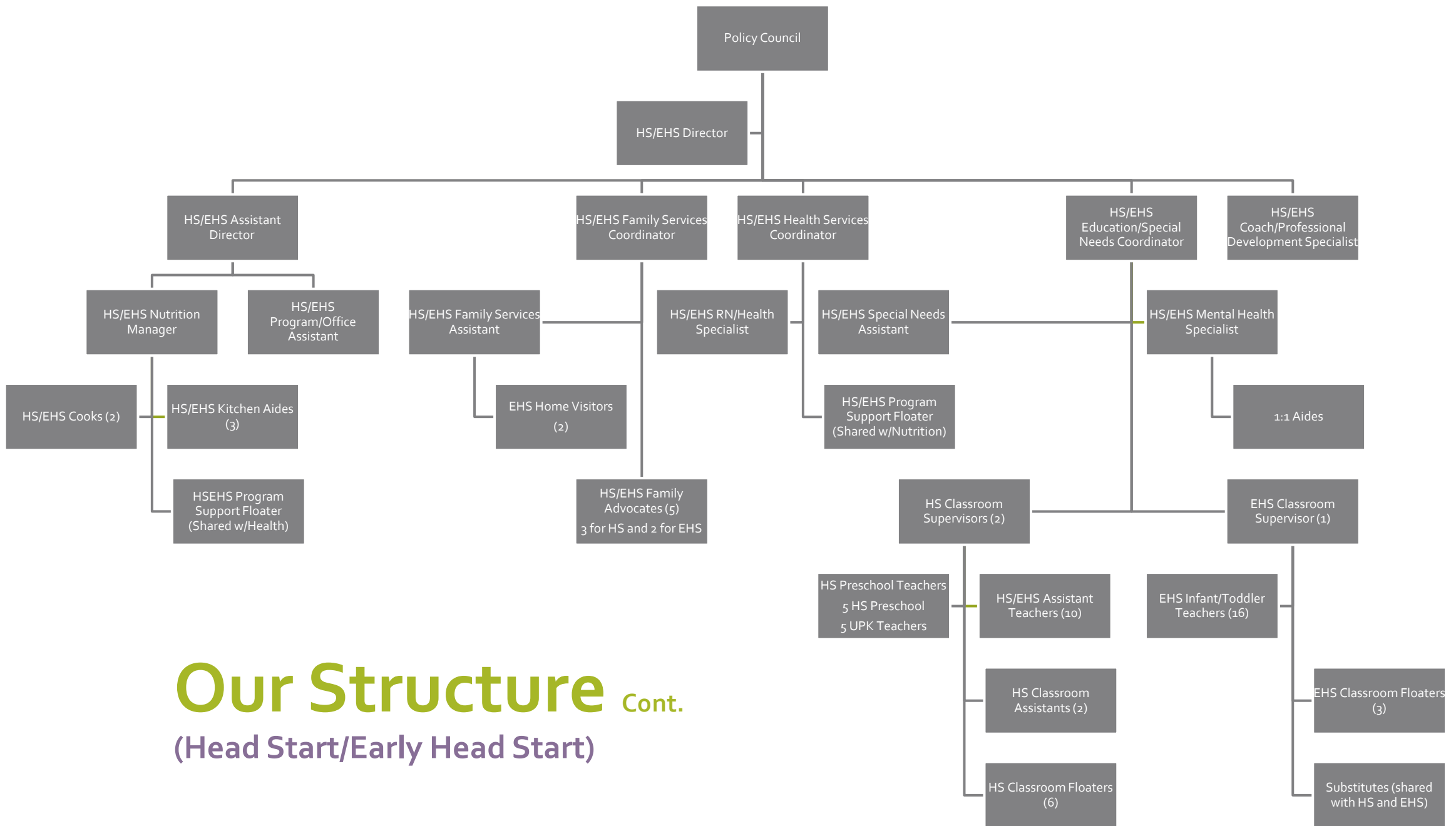
Board of Directors

Our governing body

Shelley Warnow, President
Billie MacNabb, Vice President
Lynne Sypher, Secretary
Helen Spaulding, Treasurer
Douglas Bentley
Sarah Beshers
April Dennison
Ella Dilorio
Jeanette Dippo
Melissa Alvord
Penny Prignon
Larry Woolheater
Mary Beth Mathey
Mary Bliss
Patricia Schaap

Our Structure

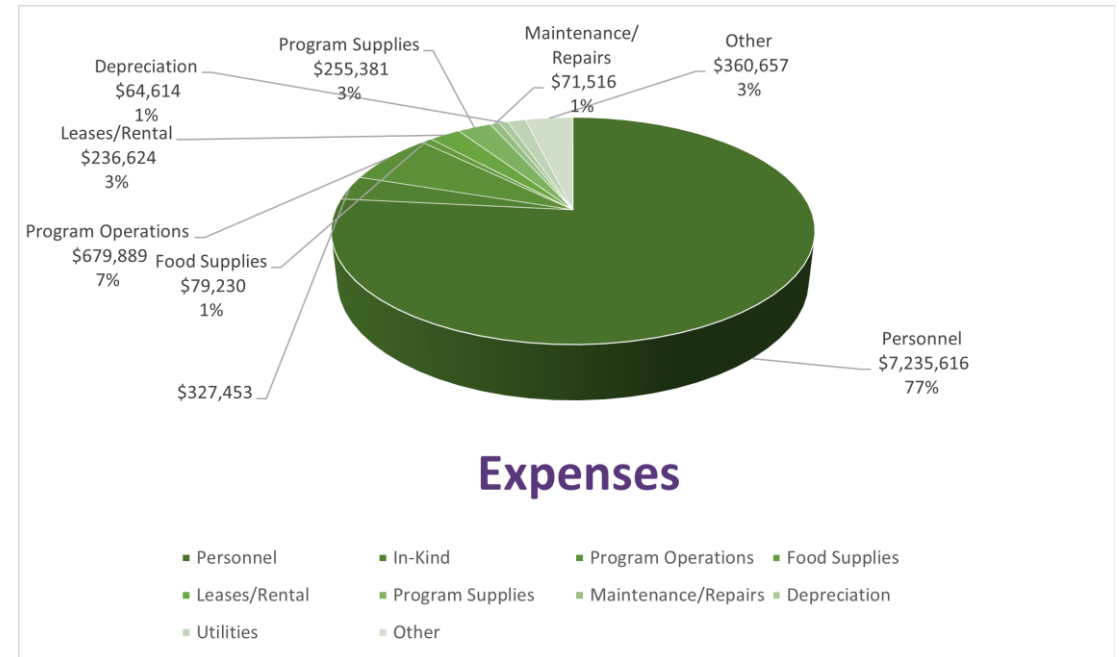
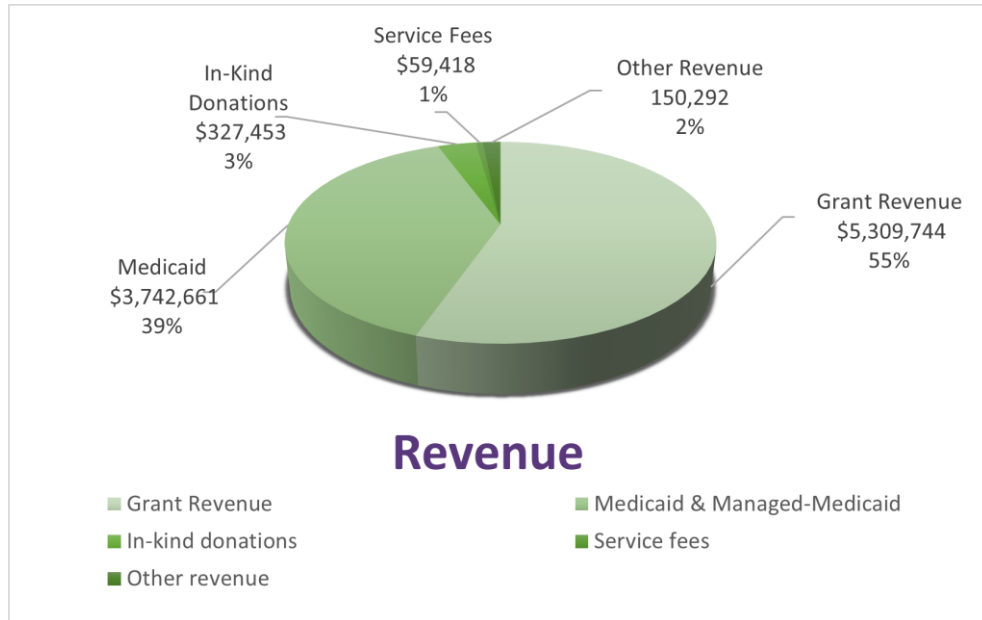




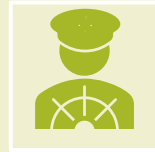
Our Structure Cont.

(Head Start/Early Head Start)

Financial Report – 2020 Fiscal Year



Executive Director Transition



Lindy Glennon, former Executive Director of CAPCO, retired after 16 years as CAPCO's Executive Director and 30+ years in Community Action.



Lindy's last day in the office was December 22, 2021 with the official transition taking place on January 1, 2022.



Lindy remains one of the Family Development Credential (FDC) class instructors for the current class and will be present at CAPCO for the class one Friday per month through June 2022.

A (NOT SO)
NEW
EXECUTIVE
DIRECTOR

Greg Richards began as Executive Director on January 1, 2022.

Originally hired in December 2014 as CAPCO's first Human Resource Director.

Transition to the Agency's Deputy Director in February 2021 before now moving into the Executive Director role.

Locally born and raised in Homer, NY.

Attended Le Moyne College for Management and Leadership with a concentration in Human Resources and a minor in Accounting.

Professional experience in the not-for-profit and human services industries.

FAMILIAR FACES IN NEW PLACES

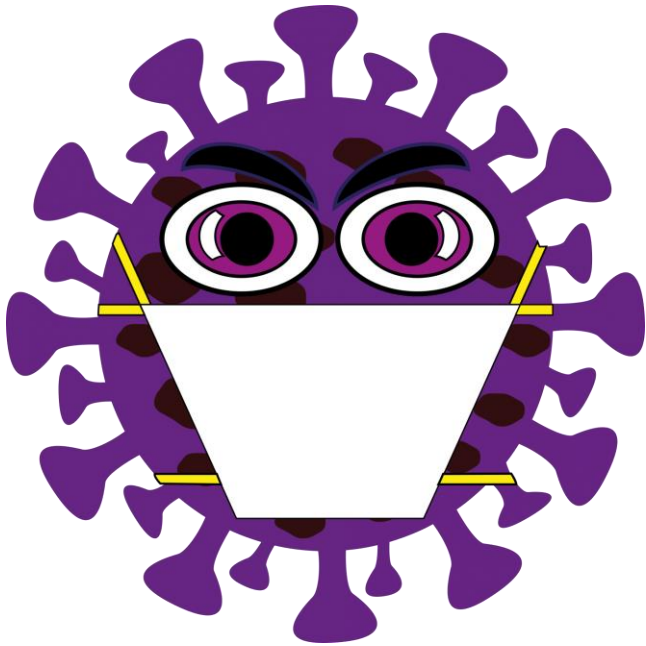


KIRSTEN PARKER TRANSITIONS TO THE **DEPUTY DIRECTOR** ROLE AFTER COMPLETING HER 35TH YEAR WITH THE AGENCY AND AS THE WIC DIRECTOR ON JANUARY 12, 2022.



DANIELLE TREACY MOVES INTO THE **EXECUTIVE ASSISTANT** ROLE SUPPORTING KEY ADMINISTRATIVE AND BOARD OF DIRECTOR FUNCTIONS AS SHE TRANSITIONS OUT OF THE HUMAN RESOURCES FUNCTION INTO A SUPPORT ROLE FOR THE EXECUTIVE DIRECTOR.

All Things COVID-19



Vaccine mandate for the Agency went into effect on January 1, 2022. All current and newly hired employees must be fully vaccinated.

- 2 doses of Pfizer or Moderna *OR* the 1 dose of Johnson & Johnson

CAPCO is asking employees to provide record booster (3rd dose) *if received* to assist in determining isolations/quarantines.

Requirements through the NYS Department of Health are fluid and changing based on the current case numbers and the current impact of Omicron.

HEAD START / EARLY HEAD START



Bethann Wieder, Director
Kristi Coye, Assistant Director

A federally-funded comprehensive, income eligible program with no fees to families to support school readiness.

- **Head Start**

- Preschool educational program for children ages 3-4 years old.
- Funded to serve 150 children in 10 classrooms at various locations throughout Cortland County
 - *Smith Elementary School, Randall Elementary School, CAPCO South Main Facility, Cortland YMCA*
- The CAPCO Head Start Program is a partner with Cortland City School District, offering Universal Pre-Kindergarten (UPK) services in conjunction with our Head Start Program.

- **Early Head Start**

- Infant/Toddler educational program for children ages birth-2 years old.
- Funded to serve 88 children in 8 classrooms at various locations throughout Cortland County
 - *Elm Tree, Cosimos', CAPCO South Main Facility*

HeadStartStrong

#weareheadstart

#headstartforward



HEAD START / EARLY HEAD START (HS/EHS)

2020-2021

A year impacted by a persistent pandemic.

- The Program was fully open for program year Sept. 2020 – June 2021, with virtual option.
- In person services continued for the new Program year beginning September 2021 – present.
- *300 total unduplicated children & families served during the Program Year(s) in 2021.*
- Prior to the release of the vaccination for childcare workers, classrooms were self contained, and staff did not cross over thresholds.
- Delta and Omicron variants at the onset of the Sept. 2021 Program year have caused multiple classroom interruptions & temporary closures, COVID exposures and staffing shortages.
- All staff fully vaccinated as of January 1, 2022.
- Continuing to provide emergency good services to quarantined families.
- Supplemental funding for COVID-19 response to address PPE supplies, extra staff, playground, **4-year-old summer program**, outside event tent, orientation night for families, new classroom furnishings, upgraded technology for classrooms and staff.

HS/EHS:

“Irons in the Fire”
A Look Ahead

- **Learning Adventure**—CAPCO continues our long-standing history of collaborations with the YWCA Cortland as we begin our 3-year lease for the Learning Adventure childcare facility located next to our Cosimo’s location at 5 Huntington St, Cortland expected to house both Early Head Start and Head Start classrooms.
- **Submission of Grant Cycle 4** –CAPCO’s HS/EHS grant runs on a 5-year cycle with continuation grants written by the Program each year.
- **CDA Class** –National credentialing program and 3-year partnership with the YWCA Cortland to certify current staff and community members with a Child Development Associate using on-staff certified CDA trainers. Expected to create a “pipeline” of childcare professionals in our community.
- **2021-2022 Enrollment**—Enrollment begins now for the new Program Year 2022-2023 as we expect full enrollment as we adjust to the enrollment effects of COVID-19
- *The Parker Project*

The Parker Project



- Cortland City School District closed the Parker Elementary School following the 2018-2019 school year.
- Following the school's closure, exploration of property use for childcare began at the end of 2019, initiated by CAPCO and the YWCA Cortland.
- Parker Project Task-Force formed to assess building use and feasibility as an Early Learning Center and report-out to the City of Cortland Common Council.
- COVID-19 delayed discussions until the Fall of 2021
- October 2021: Common Council votes to purchase the Parker School building from the City of Cortland with intentions to develop the property as an Early Learning Center.
- Former Mayor Tobin closed on the property in December 2021.
- CAPCO and the YWCA Cortland are currently working with the new Mayor, Scott Steve, to plan for next steps, including the assessment of our footprint in the building, funding opportunities, and the identification of building repairs and modifications needed in the project's next steps.

Energy Services

Denise Peroulakis, Director



Perform energy conservation measures in the home by conducting an energy audit & then developing a work scope.

- Insulate and air seal
- Repair and Replace heating systems & hot water tanks
- Replace inefficient refrigerators
- Ventilation- bathroom & kitchen fans, dryer vents.
- Install CO and smoke detectors
- Healthy & Safety- Air conditioners

This year saw Energy Services providing the Weatherization Assistance Program (WAP), NYSERDA - EmPower NY, the Home Energy Assistance Program (HEAP), and the department's fee for service Energy Savers Program to all of Cortland County with a significant expansion of service footprint for the WAP and NYSERDA programs in Tompkins County.



Energy Services: By the Numbers 2021

- **142** Households served between Cortland & Tompkins Counties
 - **WAP** - 70 Households (HH) served- \$438,799
 - **EmPower NY** – 35 HH - \$77,772.00
 - **HEAP** – 32 HH - \$31,196
 - (Cooling/ Clean & Tune/Repair Replacement)
 - **Energy Savers** – 5 HH – \$950.00
 - (Blower Doors & Clean & Tunes)

Energy Services

2021: *A Year of Expansion*



Acquired Tompkins County in addition to Cortland County – WAP & EmPower Programs.



With the acquisition of the Tompkins County service area, the department relocated out of the Main Office to a designated facility a 191 Main Street, Cortland



New staff – department of 6 expanded to 11 (5 office – 6 Field)



Growth in Client List- Cortland and Tompkins Co.

Energy Services 2021: Challenges



Availability and supply of materials

Refrigerators, Windows, Doors, Foam, masks.



Lack of fully completed jobs- COVID and supply chain disruptions from start to finish.



COVID- clients & staff availability. A daily challenge.



Vehicles- supply chain with chips and ordering of new vehicles needed in the field.

Family Development

Brandy Strauf, Director



Community Action Angles (Emergency Assistance)

Adult Education

Healthy Families

NOEP (Nutrition Outreach & Education)

Family Success Center



Family Development in 2021

Finding ways to best serve families in the most turbulent of times.

- 112 children received food over the weekends
- 102 Families applied for SNAP benefits to bring more food into their home
- 311 People received clothing and other necessities through Family Essentials
- 107 People received emergency assistance
- 149 People received coats & other winter gear
- 112 Students enrolled in Adult Education
- 14 Students received High School Equivalency Diplomas
- 56 Families received assistance in rural areas through the Family Success Center
- 25 New moms attended Everybody's Baby Shower
- 61 Families enrolled in the Healthy Families Program
- 893 Home visits took place through the Healthy Families Program
- 242 Families received Holiday assistance
- 61 Children participated in the Pajama Party
- 67 People assisted with ERAP applications
- 820 Referrals to appropriate services



Family Development:

*New Challenges,
Same Commitment.*



- Continuing to keep Participants and staff safe during a pandemic
- Completing outreach to promote programs with limited in-person opportunities
- Remaining hypervigilant about not duplicating services
- Staff turnover/recruitment
- Offering a variety of options for service delivery to meet the needs of participants and students
- Acquiring funding to maintain and increase services
- Staying aware of the changing needs of the community

Women, Infants & Children (WIC)

Catherine Brewster, Director



Participants must meet the income guidelines. To be income eligible, participants must receive SNAP benefits, Medicaid, or TANF or they can qualify using household income. Foster children count as a household of one and use their stipend for income which makes them eligible.

Women-pregnant, breastfeeding, and postpartum women

Infants-bottle or breastfeeding up to one year of age.

Children up to the age of 5

Nutrition Education and Counseling

Referrals to other programs and services

Breastfeeding Education and Support using Certified Lactation Counselors and Peer Counselors

Access to Nutritious foods including:

- Milk, egg, cheese, cereal, whole grains, fruits and vegetables, juice, yogurt, peanut butter and beans. For exclusively breastfeeding women, we provide tuna fish and other fish.
- Infant formula, cereal and baby food.

The Impact of WIC

2021

The CAPCO WIC Program provided nutrition education assistance and issued benefits to **1,417** unduplicated participants in 2021.

The CAPCO WIC Program averaged **970+** appointments per month in 2021.

All staff voluntarily vaccinated early, and we have only had one positive case and no work exposures. **Remote appointments** could continue from home when staff could not come into the office.

Most appointments have been completed virtually since the onset of the pandemic with families having the option of in-person appointments throughout 2021.

In general, virtual appointments have been popular with participants appreciating not having to bring in their children for appointments.

Walk-in appointments have increased, and no-shows for appointments have decreased.

WIC 2021:
*New challenges
lead to new
opportunities.*

- **COVID-19:** The Program has been operating under a waiver from the U.S. Department of Agriculture (USDA), which allows the Program to waive the federal requirement that participants be present for appointments since March 2020. The waiver expires every 30 days before determination if it will be renewed, which makes it hard to plan. Currently, the waiver continues allowing for virtual appointments.
- In general, most participants prefer remote appointments for convenience. However, it is anticipated to be a challenge to get participants to come back into clinics and to bring their children again when the waiver expires.
- Assessing children's growth is very difficult over the phone during virtual appointments. Program Nutritionists must rely on what the parents are telling us and information from doctors when it is available.

WIC Outlook:

A Change in Program Leadership

- Agency transitions have provided the opportunity for a leadership transition in WIC.
- Kirsten Parker has served as the WIC Director in Cortland County for the **past 35 years**.
- With Greg Richards moving into the Executive Director role, and Kirsten moving into the Deputy Director role, we will have a new WIC Director for the first time in 35 years.
- We are very excited to announce that effective January 31, 2022, **Catherine “Kay” Brewster** began her first official day as CAPCO’s new WIC Director. Kay is promoted internally from the Program’s lead Nutritionist since 2017. Kay will be an excellent leadership addition to the Program and CAPCO’s Executive Management Team.



Consumer Directed Services (CDS)

Kirsten Parker, Deputy Director; Merwin Greene, Coordinator; Nicki VanBenschoten, Coordinator

Consumer Directed Personal Assistance Program (CDPAP)

- Medicaid
- CAPCO serves as **Fiscal Intermediary** to process payroll and provide Consumer supports with the Consumers receiving in-home services serving as employer.

Consumer Directed In-Home Services Program (EISEP)

- Medicare through the Cortland Area Agency for the Aging
- CAPCO serves as **Fiscal Intermediary** to process payroll and provide Consumer supports with the Consumers receiving in-home services serving as employer.

Currently serving 120+ consumers with 220+ Personal Aides

Eligibility for Consumer Directed Personal Assistance Program

- Be approved for personal assistance services by the Department of Social Services or a managed care company;
- Receive or be eligible to receive Medicaid;
- Maintain Medicaid eligibility (including paying spend downs in a timely manner);
- Expect to need personal assistance for at least 180 days;
- Be medically stable;
- Be self-directing or identify a Designated Representative who is willing to assume the responsibilities of the program on his/her behalf

Volunteer Driver Program

Consumer-Directed Services (CDS)

Provides non-emergency transportation to medical appointments for Medicaid recipients. Transportation is available within Cortland County and from Cortland County to surrounding counties, including Onondaga, Broome and Tompkins.

Volunteer Drivers Needed!

Volunteer Drivers are reimbursed per mile at the Federal mileage reimbursement rate – currently \$.58 ½ cents per mile.

- Must be at least 18 years of age.
- Must have a clean and valid NYS driver's license.
- Must have the minimum vehicle insurance requirements: (both bodily injury and property damage) and proof of a minimum policy for liability coverage of \$100,000 per person/\$300,000 per accident. Proof of such insurance is required and must be maintained.
- Must show proof of vehicle registration.
- Must be approved to drive by CAPCO's vehicle insurance carrier (via DMV Check).

CDS: Success, Challenges & Opportunities

Over **230 Personal Assistants** (Home Health Aides) provided **over 209,000 hours** of in-home care to over **150 Consumers** throughout Cortland County.

3 volunteer drivers provided **191 rides** to and from essential medical appointments through Medicaid Answering Service and collaborations with Seven-Valley Health Coalition's Supports for Health Program.

COVID-19 caused ongoing care interruptions for Consumers with isolations and quarantines of Consumers and Personal Assistants alike.

Changes to **health assessment requirements** for Personal Assistants enhanced the health screening and Consumer safety while providing administrative challenges.

The **build-back of the Volunteer Driver Program** has been slow with COVID-19 limiting the number of drivers willing to have participants in their vehicles. CAPCO had 13 drivers pre-pandemic after the Program gained traction in 2019 prior to the onset of the pandemic.

More Information on CAPCO Programs/Resources

www.capco.org

Facebook/Cortland-County-Community-Action-Program

- **Consumer Directed Services** - Merwin Greene, merwing@capco.org, 607-753-6781
- **Energy Services** - Denise Peroulakis, denisesperoulakis@capco.org, 607-753-6781
- **Family Development** - Brandy Strauf, brandys@capco.org, 607-753-6781
- **Head Start/Early Head Start** - Bethann Wieder, bethannf@capco.org, 607-753-6781
- **WIC** - Catherine “Kay” Brewster, catherineb@capco.org, 607-753-6781
- **Administration**
 - Executive Director, Greg Richards, gregr@capco.org, 607-753-6781
 - Deputy Director, Kirsten Parker, kirstenp@capco.org, 607-753-6781
 - Fiscal Director, Martha Allen, marthaa@capco.org, 607-753-6781

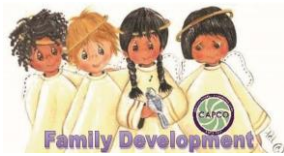
[Video on our Agency:](#)

<https://www.youtube.com/watch?v=k0qmGleesiE>



“We must open the doors of opportunity. But we must also equip our people to walk through those doors.”

-Lyndon B. Johnson



Finance Committee Meeting

February 17, 2022

Meeting called to order at 8:31 a.m.

Finance Committee Members present: Ella Dilorio, Sarah Beshers, Helen Spaulding. Excused: Penny Prignon & Shelly Warnow

Staff: Martha Allen, Greg Richards, Kirsten Parker, Danielle Treacy.

Motion to accept financials as present made by Helen Spaulding, 2nd by Ella Dilorio. Motion carried.

Discussed that the Agency is making plans to use ARP money for staff wellness, in Head Start/Early Head Start and across the agency as well with alternate Agency resources to address staff burnout and overall staff wellness as a strategic priority.

Energy Services has officially submitted the ARPA budget. We have not yet heard if we were approved but should before the end of this month (February 2022).

Family Development is submitting the new 5-year refunding grant for NOEP through Hunger Solutions to begin July 1st, if awarded. This is a small dollar grant that funds the entire NOEP program and full-time staff person, so the Program needed to be creative with the way we allocate the budget and supplement with CSBG. We are currently in year 5 of the current grant. Motion approved by Helen Spaulding, 2nd by Sarah Beshers. Motion carried.

Discussed and reviewed the Head Start/Early Head Start Year 4 Continuation grant and budget proposal. The grant cycle starts June 1, 2022. The budget amount is the same as the first 3 years with no significant changes being submitted. Motion to approve year 4 of grant for HS/EHS made by Ella Dilorio, 2nd by Helen Spaulding. Motion carried.

The 2022-2023 UPK RFP to the Cortland City School district was reviewed with no changes in per student funding and no change in the number of classrooms. We currently run 5 UPK classrooms in the school district and 1 out of the YMCA. Motion to approve UPK RFP by Helen Spaulding, 2nd by Sarah Beshers. Motion carried.

Dollar General Grant – we were not able to present at PP&E committee as we had just received the application. This is a small \$8,000 grant that supplements the cost of Adult Literacy, serving 110 participants. The budget reflects primarily salaries without fringe—funding cannot be used on fringe – only salaries. Motion to approve made by Sarah Beshers, 2nd by Helen Spaulding. Motion carried.

WIC has officially submitted the RFA, no word yet on approval and is not anticipated until June 2022.

Full Agency budget was presented. There is a small dip in revenue from 2021, a big piece of this coming from our anticipated loss of the Medicaid program and only budgeting out 9 months. The total grant revenue is up with Energy Service's expansion and the supplemental ARP and CARES funds. There is still an anticipated surplus in Medicaid.

Motion to approve by Sarah Beshers, 2nd by Helen Spaulding. Motion carried.

Meeting adjourned at 9:10am.

FINANCE COMMITTEE REPORT
SUMMARY of December 2021 FINANCIAL STATEMENTS
PRESENTED BY Martha Allen
February 17, 2022

AGENCY

Accounts Payable and Accounts Receivable are current except for Medicaid receivables. We are presenting the Proposed 2022 full Agency Budget for your approval.

CONSUMER DIRECTED SERVICES

CDPAP billing submitted for payment through the payroll ending 1/28/2021.

As presented at last month's meeting, we are continuing business as usual as we serve our current Consumers as await word on the FI transition from the Department of Health. Kirsten Parker has officially transitioned to her role as Deputy Director, and with this, she now has oversight over the CDS component. Kirsten met with the CDS department to discuss flows and CDPAP transition timeline as we get through the first 2 quarters of the year. We are continuing efforts to re-build the Volunteer Transportation Program with 3 current drivers. As previously mentioned, addressing the build-back of the Volunteer Driver Program is a priority as Kirsten transitions to her new role.

EARLY CHILDHOOD DEVELOPMENT

The Committee is being presented the budget for the 2022-2023 grant submission for Year 4 continuation due March 1st. Part of this process includes forecasting out the rest of the Program year for the current budget while also looking ahead to next Program Year when the Program is anticipated to be closer to full staffing and enrollment.

The HS/EHS Program is looking to utilize supplement ARP monies to respond to staff wellness. The ARP funds are available to the Program for a variety of purposes related to pandemic response, but the Office of Head Start has specifically communicated their expectation for use of funds toward staff wellness. Bethann is working with her team and the Executive Director to institute wellness initiatives as we close out this Program Year and work towards next Program Year.

ENERGY SERVICES DEPARTMENT

The Energy Services Program has submitted the ARP budget proposal, which included 4 jobs for electrification measures. Approval for the proposal is expected by the end of February 2022. Work is going well in Cortland and Tompkins Counties as continue to navigate supply chain issues. The department filled an open Crew Worker position, which moves the department close to full staffing levels with the Tompkins County expansion at the beginning of the contract.

FAMILY DEVELOPMENT DEPARTMENT

Work continues steadily for the CSBG and CSBG CARES contracts with approval for the CARES amendment received the week of 2/14/22. Direct beneficiary assistance has increased as we have begun the new year. Brandy will begin work with Martha for current CSBG and CARES forecasting through the end of the contract period and to begin planning for the submission of the CSBG renewal in October, which will not include CARES that end 9/30/22.

The committee is being presented the Dollar General grant renewal for the Adult Literacy component and the NOEP 5-year budget for the refunding application for review and approval.

WIC

The RFA was officially submitted as of the first week of February 2022. Kirsten has officially transitioned to her new role as Deputy Director with Catherine (i.e. Kay) Brewster officially beginning as WIC Director on January 31, 2022. Business continues as usual with the departmental transitions. Currently, the Program is working with Human Resources to back-fill the Nutritionist position as Kay moves into the Director role.

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

Submitted by Martha Allen on February 17, 2022

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	December
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	3/22/2021	3/8/2021
NYS Vendor Responsibility NFP Form	expires 6 months	9/14/2021
U.S. Government's System for Award Management (SAM).	Annually	9/13/2021
FT-500 Application for Refund of Sales Tax Paid on Petroleum Products	Annually	
Federal Audit Clearinghouse	3/31/2022	11/15/2021
Coporate Tax Returns - IRS 990 & CHAR 500 (auto-approved 6 months extension)	11/15/2021	11/15/2021
Coporate Tax Returns - IRS 5500 (Retirement) (auto-approved 6 month extension)	10/15/2021	10/6/2021
Quarterly payroll tax returns filed by complete payroll	qtrly	yes
US Dept of Labor - Bureau of Labor Statistics - Multiple Worksite (MWR)	qtrly	1/31/2022
Form 1099's	1/31/2022	1/31/2022
Program Reports		
CSBG 2021 -2022 py		
20% Expenditure report		
45% Expenditure report		
70% Expenditure report		
1st QTR Program/Fiscal Attestation Forms	1/31/2022	1/31/2022
2nd QTR Program/Fiscal Attestation Forms	4/30/2022	
3rd Qtr Program/Fiscal Attestation Forms	7/31/2022	
4th Qtr Program/Fiscal Attestation Forms	10/31/2022	
MWBE Reports		
3rd qtr (Oct-Dec)	1/10/2022	1/19/2022
4th QTR (Jan-Mar)	4/10/2022	
1st qtr MWBE Reports (Apr-Jun)	7/10/2022	
2nd qtr MWBE Reports (Jul-Sep)	10/10/2022	
Unaudited Financial Statements - 21.22 Contract	11/30/2022	11/30/2020
Energy Services		
WAP 21-22 PY		
Monthly Voucher to Energy Services for presentation to DHCR	November	12/20/2021
1st qtr MWBE Reports (April-June)	7/10/2021	7/9/2021
2nd qtr MWBE Reports (July-September)	10/10/2021	10/10/2021
3rd qtr MWBE Reports (October-December)	1/10/2022	1/10/2022
4th qtr MWBE Reports (January-March)	4/10/2022	
Unaudited Financial Statements - 21.22WAP	5/31/2022	
Head Start & Early Head Start		
Quarterly Form 425: Enter in Payment Management System (PMS)		
1ST QTR (January - March)	4/30/2022	
2ND QTR (April-June)	7/30/2022	
3RD QTR (July-September)	10/30/2022	
4TH QTR (October-December)	1/30/2022	
Form 425 due: Enter in Payment Manaemant Systems - 20-21 py		
semi-annual (June-November)	1/30/2022	1/30/2022
annual (June-May)	7/30/2022	
final (June-May)	10/30/2022	
Form 429A due: Enter in Grant Solutions - 21-22 py	7/30/2022	
WIC 21-22py		
Monthly Voucher (due 45 days after month end)	November	1/14/2022
MWBE Reports		
1st qtr MWBE Reports (January-March)	4/10/2022	
2nd qtr MWBE Reports (April to June)	7/10/2022	
3rd qtr MWBE Reports (July to September)	10/10/2022	
4th qtr MWBE Reports (October to December)	1/10/2022	1/10/2022
Final Voucher 21-22PY - Line Item Interchange approvd by NYS	11/16/2022	

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	12/1/2021 12/31/2021	12/1/2021 12/31/2021	1/1/2021 12/31/2021	1/1/2021 12/31/2021						
ADM - ADMINISTRATIVE CHARGES											
EXPENSES											
PERSONNEL											
SALARIES/WAGES											
SALARY/WAGE EXPENSE	348,270	29,023	38,056	348,270	373,483	0	373,483	-25,213			
NEW ACCRUED BENEFIT TIME	29,430	2,453	3,833	29,430	32,419	0	32,419	-2,989			
Total SALARIES/WAGES	377,700	31,475	41,889	377,700	405,902	0	405,902	-28,202			
FRINGES											
FICA EXPENSE	28,444	2,370	2,858	28,444	27,841	0	27,841	603			
UNEMPLOYMENT INSURANCE EXPENSE	8,124	677	1,407	8,124	14,131	0	14,131	-6,007			
WORKERS COMP EXPENSE	392	33	38	392	359	0	359	33			
DISABILITY INSURANCE EXPENSE	593	49	54	593	608	0	608	-15			
GROUP INSURANCE EXPENSE	34,230	2,853	2,101	34,230	25,044	0	25,044	9,186			
401-K EXPENSE	9,653	804	1,125	9,653	9,532	0	9,532	121			
Fringes on Accrued Leave Earned	3,747	312	537	3,747	4,539	0	4,539	-792			
Total FRINGES	85,183	7,099	8,120	85,183	82,053	0	82,053	3,130			
Total PERSONNEL	462,883	38,574	50,010	462,883	487,955	0	487,955	-25,072			
OTHER THAN PERSONNEL											
PROGRAM MATERIALS											
PROGRAM SUPPLIES	0	0	0	0	84	0	84	-84			
OFFICE SUPPLIES	8,000	667	307	8,000	8,041	0	8,041	-41			
FOOD & FOOD SUPPLIES	400	33	0	400	182	0	182	218			
COMMERCIAL INSURANCE	11,981	998	1,098	11,981	13,176	0	13,176	-1,195			
PARKING LOT RENTAL	869	72	80	869	719	0	719	150			
LEGAL FEES	0	0	0	0	1,853	0	1,853	-1,853			
POSTAGE	1,000	83	126	1,000	1,256	0	1,256	-256			
DUPLICATING & PRINTING	1,500	125	0	1,500	1,662	0	1,662	-162			
INTERNET SERVICE	900	75	87	900	967	0	967	-67			
TELEPHONE	300	25	32	300	270	0	270	30			
Computer & Software Expense	31,416	2,618	1,927	31,416	38,846	0	38,846	-7,430			
MEETING EXPENSE	1,100	92	0	1,100	178	0	178	922			
CONFERENCE EXPENSE	1,400	117	0	1,400	164	0	164	1,236			
TRAINING & TECHNICAL AST	1,600	133	0	1,600	457	0	457	1,143			
Staff Development	0	0	0	0	317	0	317	-317			
LOCAL TRAVEL	400	33	0	400	27	0	27	373			
OUT OF TOWN TRAVEL	300	25	0	300	2,454	0	2,454	-2,154			
DUES & SUBSCRIPTIONS	400	33	1,386	400	3,961	0	3,961	-3,561			
BACKGROUND CHECKS	2,500	208	0	2,500	44	0	44	2,456			
PERMITS, FEES, & RENTALS	500	42	0	500	325	0	325	175			
ADVERTISING	500	42	0	500	637	0	637	-137			
BUILDING ALLOCATION	14,430	1,203	1,345	14,430	21,988	0	21,988	-7,558			
	79,496	6,625	6,388	79,496	97,608	0	97,608	-18,112			
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	2,000	167	1,120	2,000	1,120	0	1,120	880			
Total CONTRACTUAL	2,000	167	1,120	2,000	1,120	0	1,120	880			
ADMINISTRATION											
FINANCIAL AUDIT	0	0	0	0	0	0	0	0			
PAYROLL PROCESSING	3,000	250	106	3,000	1,901	0	1,901	1,099			
EAP SERVICES	10,480	873	873	10,480	9,521	0	9,521	959			
EQUIPMENT DEPRECIATION	1,515	126		1,515		0	0	1,515			
ADMINISTRATIVE ALLOCATION	-559,374	-46,615	-58,497	-559,374	-598,105	0	-598,105	38,731			
Total ADMINISTRATION	-544,379	-45,365	-57,517	-544,379	-586,683	0	-586,683	42,304			
Total EXPENSES	0	0	0	0	0	0	0	0			
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0			

CAPCO

Income Statement

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

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL		YTD ACTUAL		FORECAST	TOT CONTRACT	REMAINING
			12/1/2021 12/31/2021	YTD BUDGET	1/1/2021 12/31/2021				
EXPENSES									
PERSONNEL									
SALARIES/WAGES									
SALARY/WAGE EXPENSE	0	0	0	0	0	0	0	0	0
NEW ACCRUED BENEFIT TIME								0	0
Total SALARIES/WAGES	0	0	0	0	0	0	0	0	0
FRINGES									
FICA EXPENSE	0	0	0	0	0	0	0	0	0
UNEMPLOYMENT INSURANCE EXPENSE	0	0	0	0	0	0	0	0	0
WORKERS COMP EXPENSE	0	0	0	0	0	0	0	0	0
401-K EXPENSE	0	0	0	0	0	0	0	0	0
Fringes on Accrued Leave Earned								0	0
Total FRINGES	0	0	0	0	0	0	0	0	0
Total PERSONNEL	0	0	0	0	0	0	0	0	0
OTHER THAN PERSONNEL									
OFFICE SUPPLIES	0	0	0	0	215	0	\$ 215	(215)	
COMMERCIAL INSURANCE	14,064	1,172	915	14,064	10,979	0	\$ 10,979	3,085	
PARKING LOT RENTAL	0	0	0	0	0	0	\$ -	0	
OFFICE UTILITIES	24,825	2,069	2,504	24,825	21,399	0	\$ 21,399	3,426	
JANITORIAL MAINTENANCE	28,004	2,334	855	28,004	3,607	0	\$ 3,607	24,397	
BUILDING MAINTENANCE	40,328	3,361	772	40,328	21,474	0	\$ 21,474	18,854	
TRASH REMOVAL	2,528	211	196	2,528	2,294	0	\$ 2,294	234	
Computer & Software Expense	0	0	0	0	2,006	0	\$ 2,006	(2,006)	
BUILDING ALLOCATION	(117,496)	(9,791)	-9,172	(117,496)	-100,051	0	\$ (100,051)	(17,445)	
MAINTENANCE ALLOCATION	5,097	425	3,929	5,097	38,076	0	\$ 38,076	(32,979)	
Total OTHER THAN PERSONNEL	(2,650)	(221)	0	(2,650)	0	0	\$ (0)	(2,650)	
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	2,650	221	0	2,650	0	0	0	2,650	
Total CONTRACTUAL	2,650	221	0	2,650	0	0	0	2,650	
Total EXPENSES	0	0	0	0	(0)	0	(0)	0	
NET SURPLUS/(DEFICIT)	(0)	(0)	0	(0)	0	0	0	(0)	

CAPCO

Income Statement

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

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
			12/1/2021 12/31/2021	YTD BUDGET	1/1/2021 12/31/2021				
MEDICAID - MEDICAID									
REVENUE									
OTHER REVENUE									
MEDICAID REVENUE	\$ 4,025,893	335,491	406,752	4,025,893	3,831,360	0	3,831,360	194,533	
OTHER INCOME	\$ -	0	0	0	0	0	0	0	
Total OTHER REVENUE	\$ 4,025,893	335,491	406,752	4,025,893	3,831,360	0	3,831,360	194,533	
Total REVENUE	\$ 4,025,893	335,491	406,752	4,025,893	3,831,360	0	3,831,360	194,533	
EXPENSES									
PERSONNEL									
SALARIES/WAGES									
SALARY/WAGE EXPENSE	\$ 2,863,976	238,665	294,316	2,863,976	2,720,361	0	2,720,361	143,615	
NEW ACCRUED BENEFIT TIME	\$ 4,408	367	641	4,408	5,736	0	5,736	(1,328)	
Total SALARIES/WAGES	2,868,384	239,032	294,956	2,868,384	2,726,097	0	2,726,097	142,287	
FRINGES									
FICA EXPENSE	\$ 211,699	17,642	22,411	211,699	207,116	0	207,116	4,583	
UNEMPLOYMENT INSURANCE EXPENSE	\$ 60,032	5,003	10,881	60,032	104,619	0	104,619	(44,587)	
WORKERS COMP EXPENSE	\$ 78,599	6,550	6,447	78,599	65,612	0	65,612	12,987	
DISABILITY INSURANCE EXPENSE	\$ 12,467	1,039	999	12,467	12,478	0	12,478	(11)	
GROUP INSURANCE EXPENSE	\$ 57,075	4,756	5,150	57,075	60,750	0	60,750	(3,675)	
401-K EXPENSE	\$ 30,274	2,523	3,818	30,274	28,873	0	28,873	1,401	
Fringes on Accrued Leave Earned	\$ 617	51	90	617	803	0	803	(186)	
Total FRINGES	450,763	37,564	49,795	450,763	480,252	0	480,252	(29,489)	
Total PERSONNEL	3,319,147	276,596	344,752	3,319,147	3,206,349	0	3,206,349	112,798	
OTHER THAN PERSONNEL									
OFFICE SUPPLIES	\$ 914	76	0	914	663	0	663	251	
PARKING LOT RENTAL	\$ 107	9	17	107	147	0	147	(40)	
POSTAGE	\$ 4,819	402	359	4,819	4,611	0	4,611	208	
DUPLICATING & PRINTING	\$ 2,957	246	0	2,957	1,683	0	1,683	1,274	
INTERNET SERVICE	\$ 183	15	19	183	191	0	191	(8)	
TELEPHONE	\$ 454	38	4	454	36	0	36	418	
Computer & Software Expense	\$ 1,710	143	1,247	1,710	13,748	0	13,748	(12,038)	
MEETING EXPENSE	\$ 2,225	185	0	2,225	67	0	67	2,158	
CONFERENCE EXPENSE	\$ 655	55	0	655	0	0	0	655	
TRAINING & TECHNICAL AST	\$ -	0	0	0	50	0	50	(50)	
Staff Development	\$ -	0	0	0	102	0	102	(102)	
LOCAL TRAVEL	\$ 26,413	2,201	771	26,413	12,224	0	12,224	14,189	
OUT OF TOWN TRAVEL	\$ 484	40	0	484	0	0	0	484	
STAFF IMMUNIZATIONS	\$ 1,841	153	0	1,841	6,818	0	6,818	(4,977)	
DUES & SUBSCRIPTIONS	\$ 201	17	0	201	0	0	0	201	
BACKGROUND CHECKS	\$ 5,297	441	484	5,297	5,663	0	5,663	(366)	
PERMITS, FEES, & RENTALS	\$ 13,203	1,100	1,545	13,203	12,967	0	12,967	236	
ADVERTISING	\$ 378	32	0	378	1,052	0	1,052	(674)	
BUILDING ALLOCATION	\$ 6,000	500	310	6,000	6,931	0	6,931	(930)	
Total OTHER THAN PERSONNEL	67,841	5,653	4,756	67,841	66,954	0	66,954	888	
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	\$ 14,500	1,208	222	14,500	3,114	0	3,114	11,386	
Total INKIND	14,500	1,208	222	14,500	3,114	0	3,114	11,386	
ADMINISTRATION									
FINANCIAL AUDIT	\$ 13,000	1,083	0	13,000	8,575	0	8,575	4,425	
PAYROLL PROCESSING	\$ 18,790	1,566	681	18,790	17,195	0	17,195	1,595	
ADMINISTRATIVE ALLOCATION	\$ 215,026	17,919	0	215,026	208,564	0	208,564	6,462	
Total ADMINISTRATION	246,816	20,568	681	246,816	234,334	0	234,334	12,482	
Total EXPENSES	3,648,305	304,025	350,410	3,648,305	3,510,751	0	3,510,751	137,554	
NET SURPLUS/(DEFICIT)	377,588	31,466	56,341	377,588	320,610	0	320,610	56,978	

CAPCO

Income Statement

6/1/2021 - 5/31/2022 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/1/2021 12/31/2021	12/1/2021 12/31/2021	12/31/2021	12/31/2021	FORECAST				
HSP - Head Start										
REVENUE										
GRANT REVENUE										
GRANT REVENUE	1,450,936	120,911	176,188	846,379	890,234	560,702	1,450,936	0		
TOTAL GRANT REVENUE	1,450,936	120,911	176,188	846,379	890,234	560,702	1,450,936	0		
OTHER REVENUE										
SPECIAL NEEDS SERVICE REIMBURSEMENT	0	0	2,565	0	10,400	0	10,400	-10,400		
OTHER INCOME	0	0	0	0	0	0	0	0		
CASH DONATIONS	0	0	0	0	0	0	0	0		
INKIND DONATIONS	590,566	49,214	21,900	344,497	138,806	451,760	590,566	0		
TOTAL OTHER REVENUE	590,566	49,214	24,465	344,497	149,206	451,760	600,966	-10,400		
Total REVENUE	2,041,502	170,125	200,653	1,190,876	1,039,439	1,012,463	2,051,902	-10,400		
EXPENSES										
PERSONELL										
WAGES/SALARIES										
SALARY/WAGE EXPENSE	1,020,820	85,068	128,660	595,478	571,038	363,680	934,719	86,101		
NEW ACCRUED BENEFIT TIME	26,023	2,169	3,749	15,180	18,474	7,549	26,023	0		
Total WAGES/SALARIES	1,046,843	87,237	132,409	610,658	589,512	371,230	960,742	86,101		
FRINGES										
FICA EXPENSE	79,984	6,665	9,321	46,657	41,222	26,253	67,475	12,509		
UNEMPLOYMENT INSURANCE EXPENSE	38,654	3,221	4,757	22,548	21,111	13,445	34,557	4,097		
WORKERS COMP EXPENSE	7,508	626	1,362	4,380	5,781	2,898	8,679	-1,171		
DISABILITY INSURANCE EXPENSE	2,687	224	243	1,567	1,673	1,014	2,687	0		
GROUP INSURANCE EXPENSE	49,789	4,149	11,648	29,044	77,290	46,591	123,881	-74,092		
401-K EXPENSE	22,116	1,843	2,827	12,901	11,807	7,990	19,798	2,318		
Fringes on Accrued Leave Earned	394	33	525	230	2,586	1,057	3,643	-3,249		
Total FRINGES	201,132	16,761	30,683	117,327	161,470	99,249	260,719	-59,587		
Total PERSONELL	1,247,975	103,998	163,092	727,985	750,982	470,479	1,221,461	26,514		
MATERIALS										
PROGRAM MATERIALS	0	0				0	0	0		
PROGRAM SUPPLIES	6,076	506	1,410	3,544	7,963	1,188	9,150	-3,074		
MEDICAL SUPPLIES	1,500	125		875		250	250	1,250		
DISABILITY SUPPLIES	1,000	83	180	583	270	130	400	600		
EDUCATIONAL SUPPLIES	7,500	625	0	4,375	2,168	1,332	3,500	4,000		
Total MATERIALS	16,076	1,340	1,590	9,378	10,401	2,900	13,300	2,776		
OTHER THAN PERSONELL										
FOOD & FOOD SUPPLIES	12,827	1,069	1,537	7,482	12,934	16,400	29,334	-16,507		
SPEECH SERVICES	500	42	665	292	665	0	665	-165		
DENTAL SERVICES	500	42		292		500	500	0		
MENTAL HEALTH SERVICES	0	0		0		0	0	0		
PARENT SERVICES	2,000	167	0	1,167	426	1,574	2,000	0		
FAMILY EMPOWERMENT	0	0		0		0	0	0		
CHILD ACCIDENT INSURANCE	700	58	46	408	324	376	700	0		
VEHICLE INSURANCE	2,600	217	192	1,517	1,347	962	2,308	292		
VEHICLE MAINTENANCE	1,500	125	0	875	223	1,278	1,500	0		
VEHICLE FUEL	1,500	125	90	875	479	450	930	570		
VEHICLE REGISTRATION	200	17	33	117	33	167	200	0		
INTERNET SERVICE	3,500	292	282	2,042	1,919	1,409	3,328	172		
CENTER TELEPHONE	5,000	417	573	2,917	3,436	1,564	5,000	0		
Computer & Software Expense	5,000	417	1,411	2,917	9,176	0	9,176	-4,176		

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/1/2021 12/31/2021	12/1/2021 12/31/2021	12/31/2021	12/31/2021						
HSP - Head Start											
MEETING EXPENSE	0	0	0	0	821	0	821	-821			
CONFERENCE EXPENSE	1,000	83	0	583	181	819	1,000	0			
TRAINING & TECHNICAL AST	1,000	83	0	583	3,195	0	3,195	-2,195			
TEACHER TRAININGS	1,500	125		875		0	0	1,500			
Staff Development	500	42	0	292	1,481	0	1,481	-981			
LOCAL TRAVEL	1,000	83	77	583	410	322	732	268			
OUT OF TOWN TRAVEL	1,000	83		583		0	0	1,000			
POLICY COUNCIL EXPENSE	1,000	83		583		0	0	1,000			
STAFF IMMUNIZATIONS	500	42	0	292	248	252	500	0			
DUES & SUBSCRIPTIONS	9,000	750	0	5,250	456	4,544	5,000	4,000			
BACKGROUND CHECKS	1,200	100	0	700	334	866	1,200	0			
PERMITS, FEES, & RENTALS	3,000	250	480	1,750	2,013	987	3,000	0			
EQUIPMENT MAINTENANCE	500	42		292		500	500	0			
EQUIPMENT PURCHASE	0	0		0		0	0	0			
Total OTHER THAN PERSONELL	57,027	4,752	5,386	33,266	40,101	32,969	73,070	-16,043			
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	4,100	342	0	2,392	13,133	750	13,883	-9,783			
Total CONTRACTUAL	4,100	342	0	2,392	13,133	750	13,883	-9,783			
INKIND											
VOLUNTEERS/INTERNS	0	0	770	0	13,327	0	13,327	-13,327			
VOLUNTEERS-PROFESSIONALS	59,057	4,921	14,447	34,450	89,671	89,671	179,342	-120,285			
INKIND DONATIONS	477,151	39,763	3,150	278,338	11,250	332,290	343,539	133,612			
INKIND DONATED SPACE	54,358	4,530	3,533	31,709	24,558	29,800	54,358	0			
Total INKIND	590,566	49,214	21,900	344,497	138,806	451,760	590,566	0			
SPACE											
PROGRAM RENT	54,358	4,530	4,423	31,709	26,782	27,576	54,358	0			
PROGRAM UTILITIES	2,500	208	258	1,458	1,724	776	2,500	0			
SMAIN DEPRECIATION	6,300	525		3,675		6,300	6,300	0			
SMAIN BLG ALLOCATION	30,000	2,500	2,884	17,500	38,667	5,000	43,667	-13,667			
MAINTENANCE ALLOCATION	2,000	167	55	1,167	576	1,424	2,000	0			
Total Space	95,158	7,930	7,621	55,509	67,749	41,076	108,825	-13,667			
ADMINISTRATION											
OFFICE SUPPLIES	4,000	333	137	2,333	1,292	1,708	3,000	1,000			
COMMERCIAL INSURANCE	500	42	13	292	88	63	150	350			
PARKING LOT RENTAL	200	17	19	117	115	94	208	-8			
JANITORIAL MAINTENANCE	1,000	83	0	583	405	289	694	306			
BUILDING MAINTENANCE	0	0	25	0	1,150	0	1,150	-1,150			
TRASH REMOVAL	0	0	96	0	666	0	666	-666			
FINANCIAL AUDIT	3,500	292	0	2,042	4,528	0	4,528	-1,028			
PAYROLL PROCESSING	4,500	375	152	2,625	2,217	2,283	4,500	0			
POSTAGE	1,200	100	60	700	505	695	1,200	0			
DUPLICATING & PRINTING	5,000	417	61	2,917	1,767	2,233	4,000	1,000			
TELEPHONE	1,200	100	28	700	844	356	1,200	0			
ADVERTISING	1,500	125	105	875	621	879	1,500	0			
OTHER EXPENDITURES	0	0		0		0	0	0			
BUILDING ALLOCATION	8,000	667	369	4,667	4,069	3,931	8,000	0			
Total ADMINISTRATION	30,600	2,550	1,064	17,850	18,268	12,529	30,797	-197			
Total EXPENSES	2,041,502	170,125	200,653	1,190,876	1,039,439	1,012,463	2,051,902	-10,400			
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0			

CAPCO

Income Statement

6/1/2021 - 5/31/2022 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/1/2021 12/31/2021	12/1/2021 12/31/2021	12/31/2021	12/31/2021	12/31/2021	12/31/2021				
TTA - HEAD START TRAINING & TECH ASST											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	13,645	1,137	773	7,960	12,207	1,438	13,645	0			
TOTAL GRANT REVENUE	13,645	1,137	773	7,960	12,207	1,438	13,645	0			
Total REVENUE	13,645	1,137	773	7,960	12,207	1,438	13,645	0			
EXPENSES											
MATERIALS											
PROGRAM SUPPLIES	2,450	204	0	1,429	0	0	0	2,450			
Total MATERIALS	2,450	204	0	1,429	0	0	0	2,450			
OTHER THAN PERSONELL											
MEETING EXPENSE	0	0	0	0	0	0	0	0			
CONFERENCE EXPENSE	0	0	0	0	7,914		7,914	-7,914			
TRAINING & TECHNICAL AST	3,000	250	135	1,750	2,723	277	3,000	0			
OUT OF TOWN TRAVEL	6,195	516	638	3,614	1,571	1,161	2,731	3,464			
Total OTHER THAN PERSONELL	9,195	766	773	5,364	12,207	1,438	13,645	-4,450			
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	2,000	167	0	1,167	0	0	0	2,000			
Total CONTRACTUAL	2,000	167	0	1,167	0	0	0	2,000			
Total EXPENSES	13,645	1,137	773	7,960	12,207	1,438	13,645	0			
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0			

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Income Statement

6/1/2021 - 5/31/2022 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/1/2021 12/31/2021	12/1/2021 12/31/2021	12/31/2021	12/31/2021	12/31/2021	12/31/2021				
EHS - Early Head Start											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	1,342,309	111,859	129,144	783,014	751,339	590,970	1,342,309	0			
TOTAL GRANT REVENUE	1,342,309	111,859	129,144	783,014	751,339	590,970	1,342,309	0			
OTHER REVENUE											
OTHER INCOME											
OTHER INCOME	0	0	0	0	0	0	0	0			
INKIND DONATIONS	165,384	13,782	7,189	96,474	38,519	126,865	165,384	0			
TOTAL OTHER REVENUE	165,384	13,782	7,189	96,474	38,519	126,865	165,384	0			
Total REVENUE	1,507,693	125,641	136,334	879,488	789,859	717,834	1,507,693	0			
EXPENSES											
PERSONELL											
WAGES/SALARIES											
SALARY/WAGE EXPENSE	932,325	77,694	87,993	543,856	467,751	373,092	840,843	91,482			
NEW ACCRUED BENEFIT TIME	58,004	4,834	5,277	33,836	32,229	25,775	58,004	0			
Total WAGES/SALARIES	990,329	82,527	93,271	577,692	499,980	398,867	898,847	91,482			
FRINGES											
FICA EXPENSE	75,539	6,295	6,547	44,064	34,109	27,206	61,315	14,224			
UNEMPLOYMENT INSURANCE EXPENSE	36,505	3,042	3,253	21,295	17,293	13,793	31,086	5,419			
WORKERS COMP EXPENSE	6,752	563	683	3,939	3,728	2,973	6,701	51			
DISABILITY INSURANCE EXPENSE	2,336	195	145	1,363	1,073	1,263	2,336	0			
GROUP INSURANCE EXPENSE	33,100	2,758	7,263	19,308	50,379	36,313	86,692	-53,592			
401-K EXPENSE	15,649	1,304	1,641	9,129	8,520	6,796	15,315	334			
Fringes on Accrued Leave Earned	301	25	739	176	4,512	3,489	8,001	-7,700			
Total FRINGES	170,182	14,182	20,271	99,273	119,613	91,833	211,445	-41,263			
Total PERSONELL	1,160,511	96,709	113,541	676,965	619,593	490,700	1,110,292	50,219			
MATERIALS											
PROGRAM MATERIALS											
PROGRAM MATERIALS	0	0	0	0	0	0	0	0			
PROGRAM SUPPLIES	9,021	752	1,068	5,262	9,450	5,000	14,450	-5,429			
MEDICAL SUPPLIES	750	63	438	292	174	326	500	0			
DISABILITY SUPPLIES	500	42	106	292	174	326	500	0			
EDUCATIONAL SUPPLIES	3,000	250	0	1,750	1,508	1,492	3,000	0			
Total MATERIALS	13,271	1,106	1,174	7,741	11,132	7,568	18,700	-5,429			
OTHER THAN PERSONELL											
FOOD & FOOD SUPPLIES											
FOOD & FOOD SUPPLIES	27,034	2,253	903	15,770	10,859	12,976	23,834	3,200			
SPEECH SERVICES	250	21	146	146	250	250	250	0			
DENTAL SERVICES	250	21	146	146	250	250	250	0			
MENTAL HEALTH SERVICES	0	0	0	0	0	0	0	0			
PARENT SERVICES	750	63	0	438	215	535	750	0			
FAMILY EMPOWERMENT	0	0	0	0	0	0	0	0			
CHILD ACCIDENT INSURANCE	230	19	27	134	190	40	230	0			
VEHICLE INSURANCE	2,600	217	267	1,517	1,867	1,334	3,201	-601			
VEHICLE MAINTENANCE	1,000	83	0	583	463	537	1,000	0			
VEHICLE FUEL	2,000	167	23	1,167	283	1,717	2,000	0			
VEHICLE REGISTRATION	200	17	19	117	19	181	200	0			
INTERNET SERVICE	3,300	275	289	1,925	2,023	1,445	3,468	-168			
CENTER TELEPHONE	1,200	100	338	700	2,052	1,692	3,744	-2,544			
Computer & Software Expense	2,000	167	764	1,167	4,402	3,144	7,547	-5,547			
MEETING EXPENSE	0	0	0	0	422	0	422	-422			
CONFERENCE EXPENSE	500	42	0	292	107	393	500	0			
TRAINING & TECHNICAL AST	750	63	0	438	1,677	500	2,177	-1,427			

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/1/2021 12/31/2021	12/1/2021 12/31/2021	12/31/2021	12/31/2021	12/31/2021	12/31/2021				
EHS - Early Head Start											
TEACHER TRAININGS	750	63			438			750	750	0	
Staff Development	0	0	0	0	0	1,035	0	1,035	1,035	-1,035	
LOCAL TRAVEL	750	63	8	438	208	542	750	500	750	0	
OUT OF TOWN TRAVEL	500	42		292		500	500	500	500	0	
POLICY COUNCIL EXPENSE	500	42		292		500	500	500	500	0	
STAFF IMMUNIZATIONS	250	21	0	146	124	126	250	250	250	0	
DUES & SUBSCRIPTIONS	3,000	250	0	1,750	136	2,864	3,000	3,000	3,000	0	
BACKGROUND CHECKS	750	63	0	438	166	584	750	750	750	0	
PERMITS, FEES, & RENTALS	3,500	292	150	2,042	3,475	1,500	4,975	4,975	4,975	-1,475	
EQUIPMENT MAINTENANCE	100	8		58		100	100	100	100	0	
EQUIPMENT PURCHASE	0	0		0		0	0	0	0	0	
Total OTHER THAN PERSONELL	52,164	4,347	2,787	30,429	29,722	32,459	62,182	62,182	62,182	-10,018	
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	5,000	417	1,366	2,917	11,321	2,000	13,321	13,321	13,321	-8,321	
Total CONTRACTUAL	5,000	417	1,366	2,917	11,321	2,000	13,321	13,321	13,321	-8,321	
INKIND											
VOLUNTEERS/INTERNS	0	0	20	0	1,792		1,792	1,792	1,792	-1,792	
VOLUNTEERS-PROFESSIONALS	115,388	9,616	1,769	67,310	4,610	108,987	113,596	113,596	113,596	1,792	
INKIND DONATIONS	7,396	616	1,850	4,314	7,268	128	7,396	7,396	7,396	0	
INKIND DONATED SPACE	42,600	3,550	3,550	24,850	24,850	17,750	42,600	42,600	42,600	0	
Total INKIND	165,384	13,782	7,189	96,474	38,519	126,865	165,384	165,384	165,384	0	
SPACE											
PROGRAM RENT	61,645	5,137	4,917	35,960	31,329	30,316	61,645	61,645	61,645	0	
PROGRAM UTILITIES	18,000	1,500	1,842	10,500	7,572	10,428	18,000	18,000	18,000	0	
SMAIN DEPRECIATION	4,400	367		2,567		4,400	4,400	4,400	4,400	0	
SMAIN BLG ALLOCATION	7,000	583	286	4,083	3,833	3,167	7,000	7,000	7,000	0	
MAINTENANCE ALLOCATION	2,000	167	2,420	1,167	18,842	750	19,592	19,592	19,592	-17,592	
Total SPACE	93,045	7,754	9,465	54,276	61,576	49,060	110,637	110,637	110,637	-17,592	
ADMINISTRATION											
OFFICE SUPPLIES	2,000	167	81	1,167	760	1,240	2,000	2,000	2,000	0	
COMMERCIAL INSURANCE	537	45	116	313	810	579	1,389	1,389	1,389	-852	
PARKING LOT RENTAL	131	11	14	76	88	72	160	160	160	-29	
JANITORIAL MAINTENANCE	1,000	83	110	583	1,676	550	2,226	2,226	2,226	-1,226	
BUILDING MAINTENANCE	0	0	60	0	5,228	1,000	6,229	6,229	6,229	-6,229	
TRASH REMOVAL	1,400	117	56	817	391	281	672	672	672	728	
FINANCIAL AUDIT	2,700	225	0	1,575	4,253	0	4,253	4,253	4,253	-1,553	
PAYROLL PROCESSING	2,800	233	94	1,633	1,500	1,300	2,800	2,800	2,800	0	
POSTAGE	500	42	23	292	161	339	500	500	500	0	
DUPLICATING & PRINTING	2,000	167	36	1,167	1,067	933	2,000	2,000	2,000	0	
TELEPHONE	1,000	83	21	583	148	106	254	254	254	746	
ADVERTISING	250	21	62	146	386	309	695	695	695	-445	
OTHER EXPENDITURES	0	0		0		0	0	0	0	0	
BUILDING DEPRECIATION	0	0		0		0	0	0	0	0	
BUILDING ALLOCATION	4,000	333	138	2,333	1,527	2,473	4,000	4,000	4,000	0	
Total ADMINISTRATION	18,318	1,527	810	10,686	17,996	9,182	27,178	27,178	27,178	-8,860	
Total EXPENSES	1,507,693	125,641	136,334	879,488	789,859	717,835	1,507,693	1,507,693	1,507,693	0	
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0	0	0	

CAPCO

Income Statement

6/1/2021 - 5/31/2022 ECD GRANTS

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		12/1/2021 12/31/2021	12/1/2021 12/31/2021	12/31/2021	12/31/2021			
ETA - EARLY HS TRAINING & TECH. ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	32,755	2,730	135	19,107	12,785	19,970	32,755	0
TOTAL GRANT REVENUE	32,755	2,730	135	19,107	12,785	19,970	32,755	0
Total REVENUE	32,755	2,730	135	19,107	12,785	19,970	32,755	0
EXPENSES								
MATERIALS								
PROGRAM SUPPLIES	3,600	300		2,100		3,600	3,600	0
Total MATERIALS	3,600	300		2,100		3,600	3,600	0
OTHER THAN PERSONELL								
MEETING EXPENSE	0	0		0		0	0	0
CONFERENCE EXPENSE	0	0	0	0	9,737	0	9,737	-9,737
TRAINING & TECHNICAL AST	6,800	567	135	3,967	2,096	4,704	6,800	0
OUT OF TOWN TRAVEL	17,355	1,446	0	10,124	951	6,667	7,618	9,737
Total OTHER THAN PERSONELL	24,155	2,013	135	14,090	12,785	11,370	24,155	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	5,000	417		2,917		5,000	5,000	0
Total CONTRACTUAL	5,000	417		2,917		5,000	5,000	0
Total EXPENSES	32,755	2,730	135	19,107	12,785	19,970	32,755	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

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Income Statement

6/1/2021 - 5/31/2022 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/1/2021 12/31/2021	12/1/2021 12/31/2021	12/31/2021	12/31/2021					
MAG - Management and General										
REVENUE										
GRANT REVENUE										
GRANT REVENUE	220,481	18,373	1,130	128,614	96,824	123,657	220,481	0		
TOTAL GRANT REVENUE	220,481	18,373	1,130	128,614	96,824	123,657	220,481	0		
Total REVENUE	220,481	18,373	1,130	128,614	96,824	123,657	220,481	0		
ADMINISTRATION										
ADMINISTRATIVE ALLOCATION	220,481	18,373	1,130	128,614	96,824	123,657	220,481	0		
Total ADMINISTRATION	220,481	18,373	1,130	128,614	96,824	123,657	220,481	0		
Total EXPENSES	220,481	18,373	1,130	128,614	96,824	123,657	220,481	0		
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0		

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Income Statement

04/01/2021 to 03/31/2023 ECD-ARP

American Rescue Plan

LINE ITEM	ACTUAL 12/1/2021 12/31/2021	YTD ACTUAL 12/31/2021
ARP		
REVENUE		
GRANT REVENUE		
GRANT REVENUE	3,201	143,583
TOTAL GRANT REVENUE	3,201	143,583
Total REVENUE	3,201	143,583
EXPENSES		
PERSONELL		
WAGES/SALARIES		
SALARY/WAGE EXPENSE		69,362
NEW ACCRUED BENEFIT TIME		0
Total WAGES/SALARIES	0	69,362
FRINGES		
FICA EXPENSE		5,143
UNEMPLOYMENT INSURANCE EXPENSE		2,564
WORKERS COMP EXPENSE		560
DISABILITY INSURANCE EXPENSE		0
GROUP INSURANCE EXPENSE		0
401-K EXPENSE		1,520
Fringes on Accrued Leave Earned		0
Total FRINGES	0	9,788
Total PERSONELL	0	79,151
MATERIALS		
PROGRAM SUPPLIES	1,902	27,177
EDUCATIONAL SUPPLIES	0	1,252
Total MATERIALS	1,902	28,429
OTHER THAN PERSONELL		
FOOD & FOOD SUPPLIES	280	496
PARENT SERVICES	0	2,921
CENTER TELEPHONE	0	31
Staff Development	0	5,000
LOCAL TRAVEL	0	16
Total OTHER THAN PERSONELL	280	8,463
SPACE		
PROGRAM RENT	750	4,500
MAINTENANCE ALLOCATION	0	133
Total MATERIALS	750	4,633
ADMINISTRATION		
OFFICE SUPPLIES	0	4,366
BUILDING MAINTENANCE	0	2,284
DUPLICATING & PRINTING	157	1,034
TELEPHONE	113	5,544
ADMINISTRATIVE ALLOCATION	0	9,679
Total ADMINISTRATION	270	22,907
Total EXPENSES	3,201	143,583
NET SURPLUS/(DEFICIT)	0	0

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Income Statement

6/1/2021 - 5/31/2022 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/1/2021 12/31/2021	12/1/2021 12/31/2021	12/31/2021	12/31/2021	12/31/2021					
UPK - Universal Pre-K											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	250,800	22,770	21,780	159,390	109,890	140,910	250,800	0			
TOTAL GRANT REVENUE	250,800	22,770	21,780	159,390	109,890	140,910	250,800	0			
OTHER REVENUE											
SERVICE FEES	0	0	0	0	0	0	0	0			
SALARY REIMBURSEMENTS	0	0	0	0	0	0	0	0			
OTHER INCOME	0	0	0	0	0	0	0	0			
TOTAL OTHER REVENUE	0	0	0	0	0	0	0	0			
Total REVENUE	250,800	22,770	21,780	159,390	109,890	140,910	250,800	0			
EXPENSES											
PERSONELL											
WAGES/SALARIES											
SALARY/WAGE EXPENSE	153,268	12,772	14,487	89,406	68,997	84,271	153,268	0			
NEW ACCRUED BENEFIT TIME	3,186	266	377	1,859	1,994	1,192	3,186	0			
Total WAGES/SALARIES	156,454	13,038	14,865	91,265	70,991	85,463	156,454	0			
FRINGES											
FICA EXPENSE	11,957	996	1,013	6,975	4,849	7,108	11,957	0			
UNEMPLOYMENT INSURANCE EXPENSE	5,778	482	536	3,371	2,551	3,227	5,778	0			
WORKERS COMP EXPENSE	950	79	84	554	421	529	950	0			
DISABILITY INSURANCE EXPENSE	306	26	22	179	162	144	306	0			
GROUP INSURANCE EXPENSE	9,630	803	1,654	5,618	12,305	-2,675	9,630	0			
401-K EXPENSE	3,420	285	340	1,995	1,622	1,798	3,420	0			
Fringes on Accrued Leave Earned	382	32	53	223	279	103	382	0			
Total FRINGES	32,423	2,702	3,702	18,913	22,189	10,234	32,423	0			
Total PERSONELL	188,877	15,740	18,567	110,178	93,180	95,697	188,877	0			
MATERIALS											
PROGRAM SUPPLIES	7,500	625	0	4,375	0	7,000	7,000	500			
EDUCATIONAL SUPPLIES	0	0	0	0	0	0	0	0			
Total MATERIALS	7,500	625	0	4,375	0	7,000	7,000	500			
OTHER THAN PERSONELL											
FOOD & FOOD SUPPLIES	0	0	0	0	0	0	0	0			
INTERNET SERVICE	50	4	4	29	28	22	50	0			
CENTER TELEPHONE	0	0	12	0	49	60	109	-109			
CONFERENCE EXPENSE	0	0	0	0	0	0	0	0			
TRAINING & TECHNICAL AST	400	33	0	233	0	400	400	0			
TEACHER TRAININGS	2,000	167	0	1,167	0	2,000	2,000	0			
Staff Development	0	0	0	0	0	0	0	0			
LOCAL TRAVEL	1,000	83	1	583	24	976	1,000	0			
Out of Town Travel	2,000	167	0	1,167	0	2,000	2,000	0			
DUES & SUBSCRIPTIONS	1,100	92	0	642	0	1,100	1,100	0			
Total OTHER THAN PERSONELL	6,550	546	17	3,821	100	6,558	6,659	-109			
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	18,000	1,500	1,167	10,500	9,167	8,833	18,000	0			
SMAIN BLG ALLOCATION	0	0	51	0	688	492	1,180	-1,180			
Total SPACE	18,000	1,500	1,218	10,500	9,855	9,325	19,180	-1,180			
ADMINISTRATION											
OFFICE SUPPLIES	0	0	45	0	270	315	585	-585			
COMMERCIAL INSURANCE	400	33	5	233	38	362	400	0			
PARKING LOT RENTAL	25	2	0	15	0	25	25	0			
BUILDING MAINTENANCE	0	0	0	0	0	0	0	0			
FINANCIAL AUDIT	700	58	0	408	711	711	1,422	-722			
PAYROLL PROCESSING	500	42	13	292	217	283	500	0			
POSTAGE	0	0	0	0	0	0	0	0			
TELEPHONE	100	8	0	58	2	98	100	0			
ADVERTISING	0	0	0	0	0	0	0	0			
BUILDING DEPRECIATION	0	0	0	0	0	0	0	0			
ADMINISTRATIVE ALLOCATION	18,287	1,524	0	10,667	5,873	6,824	12,697	5,590			
BUILDING ALLOCATION	1,500	125	25	25	277	1,223	1,500	0			
Total ADMINISTRATION	21,512	1,793	89	11,699	7,388	9,841	17,229	4,283			
Total EXPENSES	242,439	20,203	19,891	140,573	110,522	128,421	238,944	3,495			
NET SURPLUS/(DEFICIT)	8,361	2,567	1,889	18,817	-632	12,489	11,856	-3,495			

CAPCO

Income Statement

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

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		12/1/2021 12/31/2021	12/1/2021 12/31/2021	12/31/2021	12/31/2021			
21.22WAP - 2021-2022 WAP								
REVENUE								
GRANTS								
GRANT REVENUE	942,818	78,568	74,684	707,114	534,053	408,765	942,818	0
Total Grants	942,818	78,568	74,684	707,114	534,053	408,765	942,818	0
Total Revenue	942,818	78,568	74,684	707,114	534,053	408,765	942,818	0
EXPENSES								
Materials								
PROGRAM MATERIALS	91,500	7,625	20,550	68,625	79,166	12,334	91,500	0
SUBCONTRACT MATERIALS	8,500	708	0	6,375	6,039	2,461	8,500	0
Total	100,000	8,333	20,550	75,000	85,205	14,795	100,000	0
	100,000	8,333	20,550	75,000	85,205	14,795	100,000	0
Personnel								
Agency Labor								
Agency Salaries								
SALARY/WAGE EXPENSE	380,726	31,727	21,991	285,545	196,319	174,855	371,174	9,552
NEW ACCRUED BENEFIT TIME	8,951	746	0	6,713	13,877	4,626	18,503	-9,552
Total Agency Salaries	389,677	32,473	21,991	292,258	210,196	179,481	389,677	0
FICA EXPENSE	29,126	2,427	1,860	21,844	15,376	13,376	28,752	373
UNEMPLOYMENT INSURANCE EXPENSE	14,075	1,173	954	10,557	7,723	6,464	14,187	-111
WORKERS COMP EXPENSE	20,051	1,671	1,003	15,038	8,836	8,781	17,617	2,434
DISABILITY INSURANCE EXPENSE	932	78	0	699	329	293	622	310
GROUP INSURANCE EXPENSE	34,994	2,916	0	26,246	11,670	8,000	19,670	15,324
401-K EXPENSE	9,518	793	489	7,139	4,963	4,420	9,383	135
Fringes on Accrued Leave Earned	4,186	349	0	3,140	1,943	648	2,590	1,596
	112,882	9,407	4,306	84,662	50,838	41,982	92,821	20,061
Total Agency Labor	502,559	41,880	26,296	376,919	261,035	221,463	482,498	20,062
Subcontracted Labor								
SUBCONTRACT LABOR	4,444	370	0	3,333	1,589	2,855	4,444	0
Total Subcontracted Labor	4,444	370	0	3,333	1,589	2,855	4,444	0
Total Personnel	507,003	42,250	26,296	380,252	262,624	224,318	486,942	20,062
Program Support								
PROGRAM SUPPLIES	5,000	417	2,524	3,750	6,380	0	6,380	-1,380
OFFICE SUPPLIES	20,500	1,708	85	15,375	14,590	5,910	20,500	0
VEHICLE INSURANCE	6,500	542	320	4,875	2,878	959	3,837	2,663
VEHICLE MAINTENANCE	3,350	279	3,523	2,513	24,445	8,000	32,445	-29,095
VEHICLE FUEL	8,500	708	1,517	6,375	7,717	783	8,500	0
VEHICLE REGISTRATION	0	0	0	0	150	0	150	-150
PROGRAM RENT	29,500	2,458	0	22,125	7,239	0	7,239	22,261

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/1/2021 12/31/2021	12/1/2021 12/31/2021	12/31/2021	12/31/2021			
PARKING LOT RENTAL	100	8	0	75	86	14	100	0
PROGRAM UTILITIES			0		683	3,000	3,683	-3,683
JANITORIAL MAINTENANCE			0		115	0	115	-115
BUILDING MAINTENANCE	0	0	0	0	176	0	176	-176
TRASH REMOVAL			166		994	497	1,491	-1,491
POSTAGE	1,200	100	74	900	675	525	1,200	0
DUPLICATING & PRINTING	450	38	0	338	16	434	450	0
INTERNET SERVICE	25,000	2,083	0	18,750	441	2,000	2,441	22,559
TELEPHONE	0	0	109	0	11,532	326	11,858	-11,858
Computer & Software Expense	0	0	6,268	0	15,301	0	15,301	-15,301
Staff Development	1,100	92	108	825	626	474	1,100	0
LOCAL TRAVEL	1,500	125	0	1,125	180	180	361	1,139
OUT OF TOWN TRAVEL	0	0	0	0	0	0	0	0
TOOLS EXPENSE	12,500	1,042	-47	9,375	9,693	2,807	12,500	0
DUES & SUBSCRIPTIONS	1,500	125	0	1,125	430	1,070	1,500	0
BACKGROUND CHECKS	0	0	0	0	160	0	160	-160
PERMITS, FEES, & RENTALS	0	0	0	0	1,287	0	1,287	-1,287
ADVERTISING	1,500	125	259	1,125	771	729	1,500	0
EQUIPMENT MAINTENANCE	0	0	0	0	2,251	0	2,251	-2,251
EQUIPMENT EXPENSE	8,500	708		6,375		0	0	8,500
BUILDING ALLOCATION	1,500	125	0	1,125	1,427	73	1,500	0
MAINTENANCE ALLOCATION	0	0	0	0	7,539	1,584	9,123	-9,123
Total Program Support	128,200	10,683	14,905	96,150	117,781	29,364	147,145	-18,945
Audit								
FINANCIAL AUDIT	1,804	150	0	1,353	2,920	0	2,920	-1,116
Total Audit	1,804	150	0	1,353	2,920	0	2,920	-1,116
T & TA								
TRAINING & TECHNICAL AST	10,000	833	4,707	7,500	9,964	36	10,000	0
Total T & TA	10,000	833	4,707	7,500	9,964	36	10,000	0
HEALTH AND SAFETY								
HEALTH AND SAFETY WAGES	0	0	3,807	0	12,567		12,567	-12,567
HEALTH AND SAFETY	40,000	3,333	4,319	30,000	13,170	14,263	27,433	12,567
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	8,125	30,000	25,737	14,263	40,000	0
LIABILITY INSURANCE								
	100	8	100	75	100	0	100	0
EQUIPMENT PURCHASE								
	85,000	7,083	0	63,750	0	85,000	85,000	0
Administration								
PAYROLL PROCESSING	1,000	83	0	750	503	497	1,000	0
ADMINISTRATIVE ALLOCATION	69,711	5,809	0	52,283	29,219	40,492	69,711	0
Total Administration	70,711	5,893	0	53,033	29,721	40,990	70,711	0
Total Expenses	942,818	78,568	74,684	707,114	534,053	408,765	942,818	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

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

LINE ITEM	ACTUAL 12/1/2021 12/31/2021	YTD ACTUAL 12/31/2021	FORECAST	TOTAL CONTRACT
21.22PI - 2021-2022 Program Income				
REVENUE				
GRANTS				
Current PY Program Income				0
Total Grants	0	0	0	0
Other Revenue				
Prior Year Revenue		12,048	0	12,048
Total Other Revenue	0	12,048	0	12,048
Total Revenue	0	12,048	0	12,048
EXPENSES				
Materials				
PROGRAM MATERIALS				
				0
SUBCONTRACT MATERIALS				
				0
Total	0	0	0	0
Total	0	0	0	0
Personnel				
Agency Labor				
Agency Salaries				
SALARY/WAGE EXPENSE	0	0		0
NEW ACCRUED BENEFIT TIME	0	0		0
Total Agency Salaries	0	0	0	0
Fringes				
FICA EXPENSE	0	0		0
UNEMPLOYMENT INSURANCE EXPENSE	0	0		0
WORKERS COMP EXPENSE	0	0		0
DISABILITY INSURANCE EXPENSE	0	0		0
GROUP INSURANCE EXPENSE	0	0		0
401-K EXPENSE	0	0		0
Fringes on Acerued Leave Earned	0	0		0
Total Fringes	0	0	0	0
Total Agency Labor	0	0	0	0
Subcontracted Labor				
SUBCONTRACT LABOR				
Total Subcontracted Labor	0	0	0	0
Total Personnel	0	0	0	0
Program Support				
PROGRAM SUPPLIES				
VEHICLE MAINTENANCE	0	0		0
Total Program Support	0	0	0	0
HEALTH AND SAFETY				
HEALTH AND SAFETY	0	0	0	0
Total Expenses	0	0	0	0
NET SURPLUS/(DEFICIT)	0	12,048	0	12,048

CAPCO

Income Statement

10/1/2021-9/30/2022 FAMILY DEVELOPMENT CSBG GRANTS

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		12/1/2021 12/31/2021	12/1/2021 12/31/2021	12/31/2021	12/31/2021			
21.22CSBG - 2021 -2022 CSBG								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	244,739	20,395	20,757	203,949	58,365	186,374	244,739	0
Prior Year Revenue	0	0	0	0	0	0	0	0
Total GRANT REVENUE	244,739	20,395	20,757	203,949	58,365	186,374	244,739	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	60,591	5,049	28,046	50,493	71,561	0	71,561	-10,970
Total OTHER REVENUE	60,591	5,049	28,046	50,493	71,561	0	71,561	-10,970
Total REVENUE	305,330	25,444	48,803	254,442	129,926	186,374	316,300	-10,970
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	123,123	10,260	12,068	102,602	27,521	95,602	123,123	0
NEW ACCRUED BENEFIT TIME	10,335	861	1,241	8,612	3,320	7,014	10,335	0
Total SALARIES/WAGES	133,457	11,121	13,309	111,215	30,841	102,616	133,457	0
FRINGES								
FICA EXPENSE	10,688	891	990	8,906	2,309	8,379	10,688	0
UNEMPLOYMENT INSURANCE EXPENSE	5,165	430	523	4,304	1,195	3,970	5,165	0
WORKERS COMP EXPENSE	454	38	68	378	247	206	454	0
DISABILITY INSURANCE EXPENSE	321	27	31	268	93	228	321	0
GROUP INSURANCE EXPENSE	9,052	754	760	7,543	2,281	6,771	9,052	0
401-K EXPENSE	3,472	289	329	2,894	743	2,730	3,472	0
Fringes on Accrued Leave Earned	1,447	121	174	1,206	465	982	1,447	0
Total FRINGES	30,599	2,550	2,876	25,499	7,332	23,266	30,599	0
Total PERSONNEL	164,056	13,671	16,184	136,713	38,174	125,883	164,056	0
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	2,000	167	0	1,667	17	1,902	1,919	81
PROGRAM SUPPLIES	0	0	0	0	26	0	26	-26
OFFICE SUPPLIES	800	67	120	667	361	439	800	0
Direct Beneficiary Costs	2,000	167	69	1,667	904	1,096	2,000	0
FOOD & FOOD SUPPLIES	100	8	104	83	115	0	115	-15
COMMERCIAL INSURANCE	60	5	4	50	11	49	60	0
VEHICLE INSURANCE	1,680	140	140	1,400	420	1,260	1,680	0
VEHICLE MAINTENANCE	1,500	125	0	1,250	628	872	1,500	0
VEHICLE FUEL	100	8	118	83	-239	339	100	0
VEHICLE REGISTRATION	260	22	0	217	174	87	260	0
PARKING LOT RENTAL	600	50	51	500	154	446	600	0
BOARD EXPENDITURES	500	42	0	417	148	352	500	0
LEGAL FEES	0	0	0	0	0	0	0	0
POSTAGE	800	67	40	667	195	606	800	0
DUPLICATING & PRINTING	800	67	0	667	285	515	800	0
INTERNET SERVICE	1,400	117	44	1,167	166	1,234	1,400	0
TELEPHONE	150	13	22	125	51	99	150	0
Computer & Software Expense	12,100	1,008	738	10,083	2,213	9,887	12,100	0
MEETING EXPENSE	500	42	0	417	100	400	500	0
CONFERENCE EXPENSE	2,000	167	0	1,667	99	1,901	2,000	0

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		12/1/2021 12/31/2021	12/1/2021 12/31/2021	12/31/2021	12/31/2021			
TRAINING & TECHNICAL AST	1,000	83		833		1,000	1,000	0
Staff Development	500	42	0	417	194	306	500	0
LOCAL TRAVEL	265	22	36	221	108	157	265	0
OUT OF TOWN TRAVEL	3,000	250	0	2,500	679	2,321	3,000	0
DUES & SUBSCRIPTIONS	3,400	283	1,645	2,833	1,645	1,755	3,400	0
BACKGROUND CHECKS	0	0		0		0	0	0
PERMITS, FEES, & RENTALS	0					0	0	0
ADVERTISING	200	17	193	167	193	7	200	0
EQUIPMENT PURCHASE	0	0		0		0	0	0
BUILDING ALLOCATION	22,000	1,833	1,231	18,333	7,219	14,781	22,000	0
MAINTENANCE ALLOCATION	0					0	0	0
	57,715	4,810	4,554	48,096	15,865	41,810	57,675	40
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	0	0	0	0	40	0	40	-40
Total CONTRACTUAL	0	0	0	0	40	0	40	-40
INKIND								
FARMERS MARKET EBT EXPENSE	0	0	0	0		0	0	0
VOLUNTEERS/INTERNS	0	0	2,883	0	7,573	0	7,573	-7,573
INKIND DONATIONS	60,591	5,049	25,163	50,493	63,988	0	63,988	-3,397
Total INKIND	60,591	5,049	28,046	50,493	71,561	0	71,561	-10,970
ADMINISTRATION								
FINANCIAL AUDIT	1,400	117	0	1,167	649	751	1,400	0
PAYROLL PROCESSING	700	58	19	583	103	597	700	0
ADMINISTRATIVE ALLOCATION	20,868	1,739	0	17,390	3,535	17,334	20,868	0
Total ADMINISTRATION	22,968	1,914	19	19,140	4,287	18,681	22,968	0
Total EXPENSES	305,330	25,444	48,803	254,442	129,926	186,373	316,299	-10,969
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	-1

Income Statement

10/1/2021 - 9/30/2022 WIC GRANT

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
		12/1/2021 12/31/2021	12/1/2021 12/31/2021	12/31/2021	12/31/2021			
WIC - WOMEN, INFANTS & CHILDREN								
REVENUE								
GRANTS								
GRANT REVENUE	375,808	31,317	37,266	93,952	89,407	286,376	375,783	25
Total Grants	375,808	31,317	37,266	93,952	89,407	286,376	375,783	25
Other Revenue								
PASS THROUGH FUNDS-wic VOUCHERS	0	0		0	0	0	0	0
INKIND DONATIONS	0	0		0	0	0	0	0
Total Other Revenue	0	0	0	0	0	0	0	0
Total Revenue	375,808	31,317	37,266	93,952	89,407	286,376	375,783	25
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	226,661	18,888	23,727	56,665	52,904	173,757	226,661	0
NEW ACCRUED BENEFIT TIME	14,918	1,243	2,013	3,730	4,549	10,369	14,918	0
Total Agency Salaries	241,579	20,132	25,740	60,395	57,453	184,126	241,579	0
Fringes								
FICA EXPENSE	17,094	1,425	1,754	4,274	3,917	13,177	17,094	0
UNEMPLOYMENT INSURANCE EXPENSE	4,862	405	877	1,216	1,956	2,906	4,862	0
WORKERS COMP EXPENSE	756	63	73	189	171	585	756	0
DISABILITY INSURANCE EXPENSE	340	28	28	85	83	257	340	0
GROUP INSURANCE EXPENSE	28,705	2,392	1,561	7,176	4,684	24,021	28,705	0
401-K EXPENSE	5,904	492	539	1,476	1,176	4,728	5,904	0
Fringes on Accrued Leave Earned	0	0	282	0	637	-637	0	0
Total Fringes	57,661	4,805	5,114	14,415	12,624	45,037	57,661	0
Total Personnel	299,240	24,937	30,854	74,810	70,077	229,163	299,240	0
OTPS								
Space								
PROGRAM RENT	1,200	100	0	300	0	1,200	1,200	0
PARKING LOT RENTAL		0	50	0	149	-149	0	0
BUILDING ALLOCATION	32,665	2,722	1,737	8,166	10,191	22,474	32,665	0
Total	33,865	2,822	1,787	8,466	10,341	23,524	33,865	0
Program Operations								
PROGRAM MATERIALS	0	0		0		0	0	0
PROGRAM SUPPLIES		0		0		0	0	0
OFFICE SUPPLIES	1,000	83		250		1,000	1,000	0
MEDICAL SUPPLIES	500	42		125		500	500	0
EDUCATIONAL SUPPLIES	500	42		125		500	500	0
POSTAGE	1,500	125	170	375	652	848	1,500	0
DUPLICATING & PRINTING	500	42	0	125	154	346	500	0
INTERNET SERVICE	1,800	150	48	450	145	1,655	1,800	0
TELEPHONE	660	55	115	165	433	227	660	0
MEETING EXPENSE	0	0		0		0	0	0
DUES & SUBSCRIPTIONS	0	0	0	0	350	-350	0	0
PERMITS, FEES, & RENTALS		0		0		0	0	0
WIC VOUCHER EXPENSE	0	0		0		0	0	0

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
		12/1/2021 12/31/2021	12/1/2021 12/31/2021	12/31/2021	12/31/2021			
WIC - WOMEN, INFANTS & CHILDREN								
INKIND DONATIONS	0	0		0		0	0	0
Total Program Operations	6,460	538	334	1,615	1,733	4,727	6,460	0
Total OTPS	40,325	3,360	2,121	10,081	12,074	28,251	40,325	0
Travel								
VEHICLE INSURANCE	900	75	71	225	213	687	900	0
VEHICLE MAINTENANCE	450	38	0	113	0	450	450	0
VEHICLE FUEL	200	17	0	50	40	160	200	0
VEHICLE REGISTRATION		0	0	0	0	0	0	0
CONFERENCE EXPENSE		0	0	0	0	0	0	0
LOCAL TRAVEL	200	17	0	50	0	200	200	0
OUT OF TOWN TRAVEL	0	0	0	0	0	0	0	0
Total Travel	1,750	146	71	438	254	1,496	1,750	0
Equipment								
BREAST PUMPS EXPENSE	0	0	0	0	0	0	0	0
Total Equipment	0	0	0	0	0	0	0	0
Audit								
FINANCIAL AUDIT	2,873	239	2,126	718	2,126	0	2,126	747
Total Audit	2,873	239	2,126	718	2,126	0	2,126	747
Other								
CONTRACTUAL SERVICES-OTHER	1,200	100	187	300	462	738	1,200	0
Computer & Software Expense	243	20	322	61	965		965	-722
TRAINING & TECHNICAL AST	0	0		0			0	0
PAYROLL PROCESSING	840	70	31	210	149	691	840	0
Memberships	350	29		88		350	350	0
ADVERTISING	500	42		125		500	500	0
Total Other	3,133	261	539	783	1,576	2,279	3,855	-722
Administration								
ADMINISTRATIVE ALLOCATION	28,487	2,374	1,555	7,122	3,301	25,186	28,487	0
Total Administration	28,487	2,374	1,555	7,122	3,301	25,186	28,487	0
Total Expenses	375,808	31,317	37,266	93,952	89,407	286,376	375,783	25
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

10/1/2021 - 9/30/2022 WIC GRANT

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOT CONTRACT	REMAINING
	TOT BUDGET	12/1/2021 12/31/2021	12/1/2021 12/31/2021	12/31/2021	12/31/2021						
EPC - Enhanced Peer Counseling											
REVENUE											
GRANTS											
GRANT REVENUE	16,000	1,333	1,627	4,000	3,943	12,058	16,000	0			
Total Grants	16,000	1,333	1,627	4,000	3,943	12,058	16,000	0			
Total Revenue	16,000	1,333	1,627	4,000	3,943	12,058	16,000	0			
EXPENSES											
Personnel											
Agency Salaries											
SALARY/WAGE EXPENSE	13,000	1,083	1,320	3,250	3,192	9,808	13,000	0			
Total Agency Salaries	13,000	1,083	1,320	3,250	3,192	9,808	13,000	0			
Fringes											
FICA EXPENSE	995	83	101	249	244	750	995	0			
UNEMPLOYMENT INSURANCE EXPENSE	284	24	49	71	118	166	284	0			
WORKERS COMP EXPENSE	62	5	4	16	10	52	62	0			
DISABILITY INSURANCE EXPENSE	135	11	17	34	50	85	135	0			
Total Fringes	1,475	123	171	369	423	1,053	1,475	0			
Total Personnel	14,475	1,206	1,490	3,619	3,614	10,861	14,475	0			
OTPS											
Program Operations											
Computers	0	0	0	0	0	0	0	0			
DUPLICATING & PRINTING	0	0	0	0	5	-5	0	0			
INTERNET SERVICE	240	20	10	60	29	211	240	0			
TELEPHONE	1,248	104	128	312	295	953	1,248	0			
Total Program Operations	1,488	124	137	372	328	1,160	1,488	0			
Total OTPS	1,488	124	137	372	328	1,160	1,488	0			
Travel											
LOCAL TRAVEL	0	0	0	0	0	0	0	0			
OUT OF TOWN TRAVEL	37	3	0	9	0	37	37	0			
Total Travel	37	3	0	9	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	1,627	4,000	3,943	12,058	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. 22-16

WHEREAS, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the proposed NOEP re-funding budget application and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed NOEP re-funding budget application,

IT IS HEREBY RESOLVED that on February 24, 2022, the CAPCO Board of Directors approves the NOEP re-funding budget application.

Board President

Date

CAPCO

2022 -2023 NOEP Grant	PROPOSED BUDGET	
REVENUE	\$	66,000
<u>PERSONNEL</u>		
NOEP Coordinator	\$	36,075
FDD Director	\$	6,240
Total Salaries/Wages	\$	42,315
<u>FRINGE</u>		
NOEP Coordinator	\$	11,341
FDD Director	\$	2,159
Total Fringe Benefits	\$	13,501
Total Personnel	\$	55,816
<u>NON-PERSONNEL DIRECT EXPENSES</u>		
TRAVEL	\$	920
Communications	\$	695
Materials and Supplies	\$	763
Computer	\$	-
Printing	\$	150
Outreach	\$	5,000
Postage	\$	153
Overhead	\$	2,503
INKIND	\$	-
TOTAL NON-PERSONNEL EXPENSES	\$	10,184
Total Expenses	\$	66,000
Net Surplus/(Deficit)	\$	(0.00)

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 22-17

WHEREAS, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the Head Start/Early Head Start Year 4 Continuation grant/budget proposal and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the Head Start/Early Head Start Year 4 Continuation grant/budget proposal,

IT IS HEREBY RESOLVED that on February 24, 2022, the CAPCO Board of Directors approves the Head Start/Early Head Start Year 4 Continuation grant/budget proposal.

Board President

Date



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

December 15, 2021

Grant No. 02CH010916

Dear Head Start Grantee:

An application for funding for the upcoming budget period must be submitted by March 1, 2022.

The following table reflects the annual funding and enrollment levels available to apply for:

Funding Type	Head Start	Early Head Start
Program Operations	\$1,564,642	\$1,449,084
Training and Technical Assistance	\$13,645	\$32,755
Total Funding		\$3,060,126

Program	Head Start	Early Head Start
Federal Funded Enrollment	150	88

Period of Funding: 06/01/2022 - 05/31/2023

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)* for a continuation application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

Application Instructions are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the “Resources” section of the HSES.

Please contact Maria Toledo, Head Start Program Specialist, at 646-905-8122 or maria.toledo@acf.hhs.gov or Aminul Islam, Grants Management Specialist, at 646-905-8124 or aminul.islam@acf.hhs.gov with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the current budget period.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

/Carolyn Baker/

Carolyn Baker
Regional Program Manager
Office of Head Start

Budget Line Items

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Line Item Other Description	Program Operations	TTA	Non-Federal Share	Total Budget
Head Start	a.1	Personnel	Child Health and Development Personnel	Program Managers and Content Area Experts		\$129,388	\$0	\$14,541	\$143,929
Head Start	a.2	Personnel	Child Health and Development Personnel	Teachers / Infant Toddler Teachers		\$231,696	\$0	\$60,535	\$292,231
Head Start	a.5	Personnel	Child Health and Development Personnel	Teacher Aides and Other Education Personnel		\$335,051	\$0	\$50,021	\$385,072
Head Start	a.6	Personnel	Child Health and Development Personnel	Health / Mental Health Services Personnel		\$44,911	\$0	\$8,978	\$53,889
Head Start	a.7	Personnel	Child Health and Development Personnel	Disabilities Services Personnel		\$16,832	\$0	\$0	\$16,832
Head Start	a.8	Personnel	Child Health and Development Personnel	Nutrition Services Personnel		\$89,468	\$0	\$0	\$89,468
Head Start	a.9	Personnel	Child Health and Development Personnel	Other Child Services Personnel	Other Child Services Personnel-Substitutes	\$17,424	\$0	\$0	\$17,424
Head Start	a.10	Personnel	Family and Community Partnership Personnel	Program Managers and Content Area Experts		\$43,821	\$0	\$3,608	\$47,429
Head Start	a.11	Personnel	Family and Community Partnership Personnel	Other Family and Community Partnerships Personnel	Other Family and Community Partnerships Personnel-Family Advocates	\$76,511	\$0	\$0	\$76,511
Head Start	a.12	Personnel	Program Design and Management Personnel	Executive Director / Other Supervisor of HS Director		\$8,677	\$0	\$1,379	\$10,056
Head Start	a.13	Personnel	Program Design and Management Personnel	Head Start / Early Head Start Director		\$31,582	\$0	\$6,310	\$37,892
Head Start	a.14	Personnel	Program Design and Management Personnel	Managers	Assistant Director	\$28,976	\$0	\$5,790	\$34,766
Head Start	a.17	Personnel	Program Design and Management Personnel	Fiscal Personnel		\$28,674	\$0	\$4,557	\$33,231
Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	Deputy Director-Agency	\$7,612	\$0	\$1,210	\$8,822
Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	HR Coordinator-Agency	\$7,734	\$0	\$1,229	\$8,963
Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	Executive Assistant-Agency	\$5,056		\$803	\$5,859

Budget Line Items

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Line Item Other Description	Program Operations	TTA	Non-Federal Share	Total Budget
Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	Receptionist-Agency	\$3,999		\$636	\$4,635
Head Start	b.1	Fringe Benefits		Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)		\$105,864	\$0	\$15,207	\$121,071
Head Start	b.2	Fringe Benefits		Health / Dental / Life Insurance		\$120,418	\$0	\$14,469	\$134,887
Head Start	b.3	Fringe Benefits		Retirement		\$18,786	\$0	\$3,177	\$21,963
Head Start	b.4	Fringe Benefits		Other Fringe	Fringes on Accrued Leave	\$3,958	\$0	\$613	\$4,571
Head Start	b.4	Fringe Benefits		Other Fringe	Fringe on Child Service Consultants, Volunteers, Parent Services, and Policy Council	\$0	\$0	\$61,742	\$61,742
Head Start	c.1	Travel		Staff Out-Of-Town Travel		\$2,166	\$6,195	\$2,185	\$10,546
Head Start	e.1	Supplies		Office Supplies		\$3,280	\$0	\$3,236	\$6,516
Head Start	e.2	Supplies		Child and Family Services Supplies		\$13,500	\$0	\$7,500	\$21,000
Head Start	e.3	Supplies		Food Services Supplies		\$10,692	\$0	\$0	\$10,692
Head Start	e.4	Supplies		Other Supplies	Training Supplies	\$0	\$2,450	\$0	\$2,450
Head Start	e.4	Supplies		Other Supplies	Medical and Disability Supplies	\$2,500	\$0	\$0	\$2,500
Head Start	f.1	Contractual		Administrative Services (e.g., Legal, Accounting)		\$7,639	\$0	\$1,301	\$8,940
Head Start	f.2	Contractual		Health / Disabilities Services		\$1,000	\$0	\$0	\$1,000
Head Start	f.5	Contractual		Training and Technical Assistance		\$1,227	\$0	\$5,436	\$6,663
Head Start	f.8	Contractual		Other Contracts	Parking Lot Rental & EAP Services	\$1,778	\$0	\$276	\$2,054
Head Start	h.2	Other		Rent		\$53,858	\$0	\$64,280	\$118,138
Head Start	h.4	Other		Utilities, Telephone		\$12,542	\$0	\$204	\$12,746
Head Start	h.5	Other		Building and Child Liability Insurance		\$3,190	\$0	\$716	\$3,906
Head Start	h.6	Other		Building Maintenance / Repair and Other Occupancy		\$51,165	\$0	\$2,178	\$53,343
Head Start	h.8	Other		Local Travel		\$1,057	\$0	\$1,009	\$2,066
Head Start	h.10	Other		Child Services Consultants		\$0	\$3,000	\$91,523	\$94,523
Head Start	h.11	Other		Volunteers		\$0	\$0	\$35,954	\$35,954
Head Start	h.13	Other		Parent Services		\$500	\$0	\$95,845	\$96,345
Head Start	h.15	Other		Publications / Advertising / Printing		\$7,482	\$0	\$1,255	\$8,737
Head Start	h.16	Other		Training or Staff Development		\$3,570	\$2,000	\$2,096	\$7,666
Head Start	h.17	Other		Other	Computer & Software	\$20,644	\$0	\$715	\$21,359
Head Start	h.17	Other		Other	Background Checks for Clearances	\$1,243	\$0	\$0	\$1,243
Head Start	h.17	Other		Other	Permits, Fees and Rentals	\$3,071	\$0	\$0	\$3,071
Head Start	h.17	Other		Other	Policy Council	\$1,000	\$0	\$2,870	\$3,870
Head Start	h.17	Other		Other	Staff Immunizations	\$500	\$0	\$0	\$500

Budget Line Items

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Line Item Other Description	Program Operations	TTA	Non-Federal Share	Total Budget
Head Start	h.17	Other		Other	Staff Vehicle Costs	\$4,600	\$0	\$0	\$4,600
Early Head Start	a.1	Personnel	Child Health and Development Personnel	Program Managers and Content Area Experts		\$121,115	\$0	\$0	\$121,115
Early Head Start	a.2	Personnel	Child Health and Development Personnel	Teachers / Infant Toddler Teachers		\$485,979	\$0	\$0	\$485,979
Early Head Start	a.4	Personnel	Child Health and Development Personnel	Home Visitors		\$60,723	\$0	\$0	\$60,723
Early Head Start	a.5	Personnel	Child Health and Development Personnel	Teacher Aides and Other Education Personnel		\$50,820	\$0	\$0	\$50,820
Early Head Start	a.6	Personnel	Child Health and Development Personnel	Health / Mental Health Services Personnel		\$35,911	\$0	\$0	\$35,911
Early Head Start	a.7	Personnel	Child Health and Development Personnel	Disabilities Services Personnel		\$16,819	\$0	\$0	\$16,819
Early Head Start	a.8	Personnel	Child Health and Development Personnel	Nutrition Services Personnel		\$66,218	\$0	\$0	\$66,218
Early Head Start	a.9	Personnel	Child Health and Development Personnel	Other Child Services Personnel	Other Child Services Personnel-Substitutes	\$20,592	\$0	\$0	\$20,592
Early Head Start	a.10	Personnel	Family and Community Partnership Personnel	Program Managers and Content Area Experts		\$40,170	\$0	\$0	\$40,170
Early Head Start	a.11	Personnel	Family and Community Partnership Personnel	Other Family and Community Partnerships Personnel	Other Family and Community Partnerships Personnel-Family Advocates	\$59,319	\$0	\$0	\$59,319
Early Head Start	a.12	Personnel	Program Design and Management Personnel	Executive Director / Other Supervisor of HS Director		\$8,147	\$0	\$0	\$8,147
Early Head Start	a.13	Personnel	Program Design and Management Personnel	Head Start / Early Head Start Director		\$25,241	\$0	\$0	\$25,241
Early Head Start	a.14	Personnel	Program Design and Management Personnel	Managers	Assistant Director	\$23,158	\$0	\$0	\$23,158
Early Head Start	a.17	Personnel	Program Design and Management Personnel	Fiscal Personnel		\$26,922	\$0	\$0	\$26,922
Early Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	Deputy Director-Agency	\$7,146	\$0	\$0	\$7,146
Early Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	HR Coordinator-Agency	\$7,261	\$0	\$0	\$7,261

Budget Line Items

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Line Item Other Description	Program Operations	TTA	Non-Federal Share	Total Budget
Early Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	Executive Assistant-Agency	\$4,747	\$0	\$0	\$4,747
Early Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	Receptionist-Agency	\$3,756	\$0	\$0	\$3,756
Early Head Start	b.1	Fringe Benefits		Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)		\$101,589	\$0	\$30,807	\$132,396
Early Head Start	b.2	Fringe Benefits		Health / Dental / Life Insurance		\$102,971	\$0	\$0	\$102,971
Early Head Start	b.3	Fringe Benefits		Retirement		\$17,213	\$0	\$0	\$17,213
Early Head Start	b.4	Fringe Benefits		Other Fringe	Fringe on Accrued Leave	\$8,727	\$0	\$0	\$8,727
Early Head Start	c.1	Travel		Staff Out-Of-Town Travel		\$1,595	\$17,355	\$0	\$18,950
Early Head Start	e.1	Supplies		Office Supplies		\$3,201	\$0	\$0	\$3,201
Early Head Start	e.2	Supplies		Child and Family Services Supplies		\$7,000	\$0	\$250	\$7,250
Early Head Start	e.3	Supplies		Food Services Supplies		\$19,532	\$0	\$0	\$19,532
Early Head Start	e.4	Supplies		Other Supplies	Training Supplies	\$0	\$3,600	\$0	\$3,600
Early Head Start	e.4	Supplies		Other Supplies	Medical and Dental Supplies	\$1,250	\$0	\$0	\$1,250
Early Head Start	f.1	Contractual		Administrative Services (e.g., Legal, Accounting)		\$5,301	\$0	\$0	\$5,301
Early Head Start	f.2	Contractual		Health / Disabilities Services		\$500	\$0	\$0	\$500
Early Head Start	f.5	Contractual		Training and Technical Assistance		\$964	\$0	\$0	\$964
Early Head Start	f.8	Contractual		Other Contracts	Other Contracts	\$1,614	\$0	\$0	\$1,614
Early Head Start	h.2	Other		Rent		\$37,945	\$0	\$42,600	\$80,545
Early Head Start	h.4	Other		Utilities, Telephone		\$17,820	\$0	\$0	\$17,820
Early Head Start	h.5	Other		Building and Child Liability Insurance		\$2,636	\$0	\$0	\$2,636
Early Head Start	h.6	Other		Building Maintenance / Repair and Other Occupancy		\$28,904	\$0	\$0	\$28,904
Early Head Start	h.8	Other		Local Travel		\$803	\$0	\$0	\$803
Early Head Start	h.10	Other		Child Services Consultants		\$0	\$5,000	\$0	\$5,000
Early Head Start	h.11	Other		Volunteers		\$0	\$0	\$34,965	\$34,965
Early Head Start	h.13	Other		Parent Services		\$750	\$0	\$64,969	\$65,719
Early Head Start	h.15	Other		Publications / Advertising / Printing		\$6,671	\$0	\$0	\$6,671
Early Head Start	h.16	Other		Training or Staff Development		\$1,787	\$6,800	\$0	\$8,587
Early Head Start	h.17	Other		Other	Parking Lot Space for Staff	\$0	\$0	\$10,500	\$10,500
Early Head Start	h.17	Other		Other	Playground Space at Cosimo's Facility	\$0	\$0	\$4,800	\$4,800
Early Head Start	h.17	Other		Other	Policy Council	\$0	\$0	\$2,757	\$2,757
Early Head Start	h.17	Other		Other	Computer & Software	\$6,360	\$0	\$0	\$6,360
Early Head Start	h.17	Other		Other	Background Checks & Clearances	\$790	\$0	\$0	\$790
Early Head Start	h.17	Other		Other	Permits, Fees and Rentals	\$3,567	\$0	\$0	\$3,567
Early Head Start	h.17	Other		Other	Policy Council	\$500	\$0	\$0	\$500

Budget Line Items

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Line Item Other Description	Program Operations	TTA	Non-Federal Share	Total Budget
Early Head Start	h.17	Other		Other	Staff Immunizations	\$250	\$0	\$0	\$250
Early Head Start	h.17	Other		Other	Staff Vehicle Costs	\$4,800	\$0	\$0	\$4,800
Total						\$3,013,726	\$46,400	\$765,032	\$3,825,158

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Number of Employees
Head Start	a.1	Personnel	Child Health and Development Personnel	Program Managers and Content Area Experts	6
Head Start	a.2	Personnel	Child Health and Development Personnel	Teachers / Infant Toddler Teachers	10
Head Start	a.5	Personnel	Child Health and Development Personnel	Teacher Aides and Other Education Personnel	19
Head Start	a.6	Personnel	Child Health and Development Personnel	Health / Mental Health Services Personnel	2
Head Start	a.7	Personnel	Child Health and Development Personnel	Disabilities Services Personnel	1
Head Start	a.8	Personnel	Child Health and Development Personnel	Nutrition Services Personnel	7
Head Start	a.9	Personnel	Child Health and Development Personnel	Other Child Services Personnel	5
Head Start	a.10	Personnel	Family and Community Partnership Personnel	Program Managers and Content Area Experts	2
Head Start	a.11	Personnel	Family and Community Partnership Personnel	Other Family and Community Partnerships Personnel	3
Head Start	a.12	Personnel	Program Design and Management Personnel	Executive Director / Other Supervisor of HS Director	1
Head Start	a.13	Personnel	Program Design and Management Personnel	Head Start / Early Head Start Director	1
Head Start	a.14	Personnel	Program Design and Management Personnel	Managers	1
Head Start	a.17	Personnel	Program Design and Management Personnel	Fiscal Personnel	4
Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	1
Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	1
Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	1

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Number of Employees
Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	1
Head Start	b.1	Fringe Benefits		Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	
Head Start	b.2	Fringe Benefits		Health / Dental / Life Insurance	
Head Start	b.3	Fringe Benefits		Retirement	
Head Start	b.4	Fringe Benefits		Other Fringe	
Head Start	b.4	Fringe Benefits		Other Fringe	
Head Start	c.1	Travel		Staff Out-Of-Town Travel	
Head Start	e.1	Supplies		Office Supplies	
Head Start	e.2	Supplies		Child and Family Services Supplies	
Head Start	e.3	Supplies		Food Services Supplies	
Head Start	e.4	Supplies		Other Supplies	
Head Start	e.4	Supplies		Other Supplies	
Head Start	f.1	Contractual		Administrative Services (e.g., Legal, Accounting)	
Head Start	f.2	Contractual		Health / Disabilities Services	
Head Start	f.5	Contractual		Training and Technical Assistance	
Head Start	f.8	Contractual		Other Contracts	
Head Start	h.2	Other		Rent	
Head Start	h.4	Other		Utilities, Telephone	
Head Start	h.5	Other		Building and Child Liability Insurance	
Head Start	h.6	Other		Building Maintenance / Repair and Other Occupancy	
Head Start	h.8	Other		Local Travel	
Head Start	h.10	Other		Child Services Consultants	
Head Start	h.11	Other		Volunteers	
Head Start	h.13	Other		Parent Services	
Head Start	h.15	Other		Publications / Advertising / Printing	
Head Start	h.16	Other		Training or Staff Development	
Head Start	h.17	Other		Other	
Head Start	h.17	Other		Other	
Head Start	h.17	Other		Other	
Head Start	h.17	Other		Other	
Head Start	h.17	Other		Other	

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Number of Employees
Head Start	h.17	Other		Other	
Early Head Start	a.1	Personnel	Child Health and Development Personnel	Program Managers and Content Area Experts	6
Early Head Start	a.2	Personnel	Child Health and Development Personnel	Teachers / Infant Toddler Teachers	16
Early Head Start	a.4	Personnel	Child Health and Development Personnel	Home Visitors	2
Early Head Start	a.5	Personnel	Child Health and Development Personnel	Teacher Aides and Other Education Personnel	3
Early Head Start	a.6	Personnel	Child Health and Development Personnel	Health / Mental Health Services Personnel	2
Early Head Start	a.7	Personnel	Child Health and Development Personnel	Disabilities Services Personnel	1
Early Head Start	a.8	Personnel	Child Health and Development Personnel	Nutrition Services Personnel	5
Early Head Start	a.9	Personnel	Child Health and Development Personnel	Other Child Services Personnel	5
Early Head Start	a.10	Personnel	Family and Community Partnership Personnel	Program Managers and Content Area Experts	2
Early Head Start	a.11	Personnel	Family and Community Partnership Personnel	Other Family and Community Partnerships Personnel	2
Early Head Start	a.12	Personnel	Program Design and Management Personnel	Executive Director / Other Supervisor of HS Director	1
Early Head Start	a.13	Personnel	Program Design and Management Personnel	Head Start / Early Head Start Director	1
Early Head Start	a.14	Personnel	Program Design and Management Personnel	Managers	1
Early Head Start	a.17	Personnel	Program Design and Management Personnel	Fiscal Personnel	4
Early Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	1
Early Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	1

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Number of Employees
Early Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	1
Early Head Start	a.18	Personnel	Program Design and Management Personnel	Other Administrative Personnel	1
Early Head Start	b.1	Fringe Benefits		Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	
Early Head Start	b.2	Fringe Benefits		Health / Dental / Life Insurance	
Early Head Start	b.3	Fringe Benefits		Retirement	
Early Head Start	b.4	Fringe Benefits		Other Fringe	
Early Head Start	c.1	Travel		Staff Out-Of-Town Travel	
Early Head Start	e.1	Supplies		Office Supplies	
Early Head Start	e.2	Supplies		Child and Family Services Supplies	
Early Head Start	e.3	Supplies		Food Services Supplies	
Early Head Start	e.4	Supplies		Other Supplies	
Early Head Start	e.4	Supplies		Other Supplies	
Early Head Start	f.1	Contractual		Administrative Services (e.g., Legal, Accounting)	
Early Head Start	f.2	Contractual		Health / Disabilities Services	
Early Head Start	f.5	Contractual		Training and Technical Assistance	
Early Head Start	f.8	Contractual		Other Contracts	
Early Head Start	h.2	Other		Rent	
Early Head Start	h.4	Other		Utilities, Telephone	
Early Head Start	h.5	Other		Building and Child Liability Insurance	
Early Head Start	h.6	Other		Building Maintenance / Repair and Other Occupancy	
Early Head Start	h.8	Other		Local Travel	
Early Head Start	h.10	Other		Child Services Consultants	
Early Head Start	h.11	Other		Volunteers	
Early Head Start	h.13	Other		Parent Services	
Early Head Start	h.15	Other		Publications / Advertising / Printing	
Early Head Start	h.16	Other		Training or Staff Development	
Early Head Start	h.17	Other		Other	
Early Head Start	h.17	Other		Other	
Early Head Start	h.17	Other		Other	
Early Head Start	h.17	Other		Other	
Early Head Start	h.17	Other		Other	
Early Head Start	h.17	Other		Other	
Early Head Start	h.17	Other		Other	

Budget Line Items

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Number of Employees
Early Head Start	h.17	Other		Other	
Early Head Start	h.17	Other		Other	
Total					121.00

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 22-18

WHEREAS, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the 2022-2023 UPK RFP and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the 2022-2023 UPK RFP,

IT IS HEREBY RESOLVED that on February 24, 2022, the CAPCO Board of Directors approves the 2022-2023 UPK RFP.

Board President

Date



Cortland County Community Action Program, Inc. (CAPCO)

32 North Main Street ❖ Cortland, NY 13045

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

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

Cortland School District RFP Executive Summary Program Year 2022-2023

The Cortland County Community Action Program, Inc. (CAPCO) is applying for UPK monies for program year 2021-2022 to the Cortland School District on behalf of our Head Start Program.

There will be five UPK RFP's sent to the school district. The UPK RFP applications will be under YMCA 2, Smith 1, Smith 2, Randall 1, and Randall 2 classrooms. Four out of the five classrooms will be located in the perspective elementary schools and the remaining classroom will be located at the YMCA facility.

The number of slots and contracted amount are as follows:

1. YMCA 2 Classroom
12 slots
\$39,600
2. Barry Classroom
16 slots
\$52,800
3. Smith Classroom
16 slots
\$52,800
4. Randall 1 Classroom
16 slots
\$52,800
5. Randall 2 Classroom
16 slots
\$52,800

Note:

Cortland School District provides the space in the elementary school, when available, at a minimal cost to our program. Space could always change based on recommendation from the school district and CAPCO leases.

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 22-19

WHEREAS, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the Dollar General grant/budget submission,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the Dollar General grant/budget submission,

IT IS HEREBY RESOLVED that on February 24, 2022, the CAPCO Board of Directors approves the Dollar General grant/budget submission.

Board President

Date

Please review your proposal information. If you are not ready to submit your proposal at this time, click the "Save Only" button. The proposal will then be available to edit from the Welcome page. Clicking the Submit button will immediately send the application to Dollar General Literacy Foundation and you will then be unable to perform further editing.

If you would like to print a completed copy of your application, then go to 'File' and then 'Print' on your browser toolbar.

Please note: You may need to change the orientation of your page setup from Portrait to Landscape.

Contact Information

*First Name	Gail
*Last Name	Bundy
*Title	HSE Instructor
*Address	32 North Main Street
*City	Cortland
*State	New York
*Zip	13045
*Telephone	607-753-6781
Fax	607-758-3620
*E-mail Address	gailb@capco.org

Organization Information

*Legal Name	Cortland County Community Action Program
*Mailing Address	32 North Main Street
*City	Cortland
*State	New York
*Zip	13045
County	Cortland
*Telephone	607-753-6781
Fax	607-758-3620
*Nearest Dollar General Store	1
IRS 501(c)3 Determination Letter	<ul style="list-style-type: none">• irs letter.pdf (38.25 K), uploaded by Gail Bundy on 02/12/2014

*How long has your organization been in existence? 26 - 50 years

Overview

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

*Project Title Getting Ahead Adult Education Program

*Requested Cash Amount \$8,000.00

*Number of individuals served by funding from this Adult Literacy application

- **ABE- Adult Basic Education** 90.00
- **GED or high school equivalency** 20.00

Total
110.00

*Projected Ethnicity Served

- **African American** 10.00
- **Caucasian** 90.00
- **Hispanic** 4.00
- **Native American** 2.00
- **Multi-Racial** 2.00
- **Other** 2.00

Total
110.00

*Has your organization received previous funding from the Dollar General Literacy Foundation?

Yes

If Yes, what was the grant amount and when did you receive it? Adult Literacy. \$8,000-2014, \$10,000-2016, \$10,000-2017, \$8,000-2019, \$8,000-2020, \$8,000-2021

*How many individuals were served by this project last year?

110

*What is your National Literacy Directory Program ID number?

61099

Community Summary

*Geographic Classification	Rural
*Education Attainment	9.3
*Poverty Rate	16
*Unemployment Rate	5.4
*Language Other Than English	3.3

Project Design and Evaluation

*Statement of Impact	CAPCO will offer 110 students tailored instruction in five subjects. Study options include: Zoom or in-person tutoring, home study, small classes, or blended mixture. At least 40 students will have 12 or more hours; thirty people will take GED exams; 6 will pursue NEDP; 25 will earn diplomas; 5 will pass 1 to 3 of the four GED exams. An additional 9 students will have grade level improvement; 12 literacy students will meet literacy or life-skill goals; 12 students will have career workshops.
*Project Design	Imagine a circular table top with four concentric circles, supported by four legs resting on a base. In the center circle are four values: Respect, Good Mind, Curiosity, and Persistence. Students need to learn to nurture these values within their own spirits to help their brains develop neural pathways essential for learning. The next circle contains the academic requirements of the four GED exam subjects. The next circle contains each student's life goals. Surrounding this circle and permeating into the various rings are the various stresses and constraints that students feel (family, work, COVID, self-doubt, technology, time). The four legs and the base comprise our instructional delivery strategy, which support students in maintaining focus on the center three circles. Brain-based learning and Adverse Childhood Experiences research reveals that stress atrophies key skills needed for learning. Our work must counter those impacts. Our project design emphasizes reading comprehension, creative story-telling and writing, executive function and problem-solving skills, and practical math applications. The four legs rest on our delivery platforms (increased distance learning, loaned computers, phone and Zoom coaching, as well as in-person classroom). The delivery platforms rest on the staff's core values of Respect for our students and our own continuous demonstration of the Good Mind, Curiosity, and Persistence in all our instruction.
*Timeline	CAPCO's program is year-round with open enrollment, closing for major holidays, adverse weather, or public health advice. We are still adapting to changing public health guidelines and the realities of different forms of blended program delivery, which require more staff preparation time. Orientation and pre testing with TABE 11 or CASAS is done by appointment with the program coordinator. Instruction is available in-

person or on Zoom Monday to Thursday. Small in-person class for night students meets Thursday evening. Volunteer tutors meet with students on Mondays or Wednesdays. We mail materials weekly to students working remotely. Remote students meet via Zoom or phone at least twice a month. Every month, we develop our own materials for monthly enrichment and writing themes, and we mail birthday cards to students. Every quarter, we publish a student journal; reach out to referral agencies and conduct tutor training. We also plan to hold three 12week career-based workshops; reach out to referral agencies; tutor trainings. Key Milestones (dependent on public health advice): June 2022. Hold graduation ceremony. Summer 2022. Complete staff / tutor training on GED transition. Fall 2022 Host outdoor student enrichment activity. Winter 2023- Revamp student recruitment materials. Spring 2023. Staff attend virtual COABE adult ed conference. (1357) Quarterly: Publish quarterly student newsletters and literary journal, hold in-house curriculum workshops for staff and tutors.

*Weekly
Instructional Hours
Per Individual
Served

26

*Delivery of
Instruction

Blended model or distance learning
One-on-one instruction
Small group

*Assessment
Methods

At enrollment, all students are assessed with either TABE 11& 12 Reading and Math or the CASAS Reading and Math. These assessments establish baseline for individual student plans. Students and teachers use checklists of academic knowledge areas to monitor progress through the different subject areas. Adults who enroll for tutoring in basic life-skills / literacy identify specific goals. The literacy program coordinator monitors their progress and goal completion through personal interview. Student attendance is recorded daily and compiled monthly. Students are post-tested with the TABE or CASAS at intervals of 20-30 hours of attendance to monitor improvement in basic math and reading skills. HSE students preparing for the official GED exam may also take the GED Ready test. NEDP students are matched with an assessor and tutor. Progress is followed through the NEDP system. In every student encounter, teachers evaluate student progress and adapt instruction to facilitate student learning, reward student motivation, and encourage student's intellectual and emotional growth. The New York State Dept. of State monitors our progress quarterly on program goals related to the CSBG grant. The NYS Dept. of Education sends us quarterly reports comparing our TASC / GED results to state averages. Two local funders send observers to our classroom every year.

*Measurable
Results - Defining
Success

During the funding period, CAPCO anticipates serving at least 110 students. The return to pre-pandemic in-person attendance depends on public health guidelines. Of the 110 students, at least 85 will be HSE and ABE students (NRS levels 4 to 6) working directly for their diplomas. Twenty-five will be lower lever ABE (NRS 0-3) working on personal goals or building basic skills essential for working towards diploma. In our entire student body At least 40 students will have at least 12 hours of in-person instruction. Twenty-five will earn their High School Equivalency diplomas, including six who will complete the NEDP program. Seven will pass between 1 to 3 of the four GED tests. Ten additional students will improve at least 2 grade levels on TABE or CASAS, and twelve of the NRS 0-3 will achieve personal goals. Ten students will contribute to a literary journal. Twelve students will have career-based instruction. We will maintain a tutor pool of 5 volunteers. We will have four quarterly staff and tutor in-service training. Staff will attend the virtual COABE conference. Staff will complete subject study guides to help students and staff) with transition from TASC to GED. Four CAPCO staff (including 2 from Head Start) will complete NEDP assessor certification. Staff will continue to work on improving the use of blended learning techniques in our program delivery.

Resource Capacity

*Project Partners and
Responsibilities

The Cortland County Community Action Program (CAPCO) provides administrative support and staff, classroom space, materials, partial funding for the work-skills workshops, and public health guidance. Other CAPCO programs (e.g. WIC, Head Start, Healthy Families, Family Development) provide referrals and wrap-around services for students in need. Cortland Youth Bureau provides referrals, partial funding for youth, ages 17 to 21, and space for graduation ceremony. Cortland Works Career Center's youth employment program provides employment training, referrals, and small cash awards for youth 21 and under who earn diplomas. Referrals come from five county high school guidance counselors, Cortland County Probation, Cortland County Department of Social Services, Cortland Mental Health, and Catholic Charities. TST BOCES and OCM BOCES conduct official GED tests. Seven Valley's Health Coalition provides transportation to GED test sites. Our new partnership with the National External Diploma program provides student with an online path to diploma. Volunteer tutors provide the backbone for our Literacy Volunteer program. We also give and get referrals from a local volunteer-led ESL program. (Five public libraries (upon request) will provide meeting space for literacy students and tutors. Our most important

partners continue to be our students who refer family and friends and who continue to teach us every day

***Key Personnel**

Joyce Allen, part-time Program Coordinator, is a certified Poverty Coach and Family Development trainer, with a B.S. in Community Health Services. Gail Bundy, part-time teacher, has a M.A. in English and is a Financial Social Work Educator. Katrina Martin, part-time Literacy Volunteer coordinator, is a skilled artist with a B.S. in Human Services. All are certified ProLiteracy Tutor Trainers, have training on the impact of trauma on learning, and have attended COABE's virtual conferences

***Available Technology**

We have 10 wireless enabled iPads to loan to students working remotely or those enrolled in the NEDP program. We subsidize the wireless subscriptions. We have ten seats in the "Learning Upgrade" digital learning platform, providing students with other remote learning options. The main classroom is equipped with 4 Chromebooks and headphones, 2 staff computers, a laptop, a tablet, and an overhead projector and screen for video and internet use instruction. Students use their own phones for simple research. The New York State Commission for the Blind has loaned us an "Enhanced Vision" electronic reader. The night class meets in the agency boardroom with a TV, DVD player, and smart board. We have sets of fraction bars, compasses, protractors, rulers, Texas Instrument TI-20XS multi view calculators, wall maps of the United States and the world, Periodic Table, reading magnifiers, colored transparencies, and reading glasses. The onsite student / computer ratio at any time is 1:1.

***Are you requesting technology with this grant application?**

Yes

If yes, how will it be used to advance the literacy program we would be funding?

CAPCO seeks \$720 to continue to provide wireless access subscriptions for 5 iPads that we loan to students for remote learning. The county we serve is primarily rural with limited access to broadband or to wireless service in some areas. Students with transportation issues and /or Internet connectivity issues still desire access to education. Now that CAPCO has added the National External Diploma Program, we want to ensure that the students who would benefit from that program still have access. Currently, wireless access fees have been covered by our Federal COVID CARES grant -- which expires in September 2022. Requested funds would enable us to continue providing iPad wireless access from October 2022 to April 2023.

Budget Information

*Revenue -
Sources of
Funding

- **DGLF Request** \$8,000.00
- **Government Grants:** \$94,468.00
- **Corporation or Foundation Grants:** \$0.00
- **Individual Donors/Other Contributions:** \$10,000.00

Total
\$112,468.00

*DGLF
Budget
Allocations

- **Salaries - DGLF Request** \$6,800.00
- **Printing and Publications - DGLF Request** \$480.00
- **Computers and Technology - DGLF Request** \$720.00

Total
\$8,000.00

*DGLF
Budget
Narrative

CAPCO is requesting \$8,000 from the Dollar General Literacy Foundation. Salaries. We are asking for \$6,800 for 36.3% of the part-time HSE teacher's base salary. This teacher leads the day and evening classes for most students who pre-test at 5th grade or above. She develops the individual programs for each student, prepares materials in all subjects, monitors the home study, tutors through Zoom, prepares students for the GED exams, and is in process of gaining NEDP assessor certification. Printing and Publications: The \$480 will pay a portion of our copying expenses. The pandemic has resulted in major increases in costs for copying and mailing materials to students. Technology. \$720 will allow us to continue to provide wireless access for five iPads after the emergency federal Covid CARES funds expire in September 2022. Since students keep the iPads an average of six months, we estimate that around ten students will benefit from the ability to have internet access for remote learning options. One other budget note: the \$12,000 in federal CARES funding (which expires in September 2022 has also enabled our program to occupy larger and safer classroom space

*Audited
Financial
Statement

- [2020 990 and CHAR500 CAPCO Public Disclosure Copy.pdf \(317.84 K\), uploaded by Gail Bundy on 02/09/2022](#)

[Approval of Board Chair and Executive Officer](#)

*Executive Director / Officer

Greg Richards

*Board Chairperson

Shelley Warnow

*Board Members

Jeannette Dippo, Representing
Cortland County Legislator

Billie MacNabb, Cortland County
Department of Social Services
Penny Prignon, CFCU
Community Credit Union
Ella Dilorio, Representative of
Marathon School Board Member
April Dennison, Head Start Policy
Council Representative
Patty Schaap, Cortland County
Mental Health
Sarah Beshars, SUNY Cortand
Health Department,
Representative of Cortland
County Legislator
Helen Spaulding, Community
Member
Douglas Bentley, Cortland
County Legislator
Larry Woolheater, Community
Member
Mary Beth Mathey Community
Member
Shelley Warnow, Representative
for Marathon Village Mayor
Mary Bliss, Community Member
Lynne Sypher, Grace Christian
Fellowship
Melissa Alvord, Cortland Area
Agency on Aging

- *I understand that all mailed correspondence, including
payment of an awarded grant proposal, will be sent to the
organization's address provided in the Organization
Information section of this application. I Agree
- *I understand if this proposal is selected for funding and the
grant check is not cashed within ninety days of receipt of
funding, the check will be null and void and the grant will be
forfeited. I Agree
- *I understand that if selected, my organization will be
required to complete a report detailing program outcomes
and budget information. I Agree
- *Submission Approval I Agree

USA Patriot Act Counter-terrorism Compliance

*AGENCY/ORGANIZATION NAME: Cortland County Community Action Program
Check the appropriate box to indicate your compliance with each of the following:

*Patriot Act - Question 1
Agree

*Patriot Act - Question 2
Agree

*Patriot Act - Question 3
Agree

*Patriot Act - Question 4
Agree

*Patriot Act - Question 5
Agree

*Patriot Act - Question 6
Agree

*I certify on behalf of the organization listed above that the foregoing is true.
I Agree

[Save Only](#)

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 22-20

WHEREAS, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the 2022 Agency Budget,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the 2022 Agency Budget,

IT IS HEREBY RESOLVED that on February 24, 2022, the CAPCO Board of Directors approves the 2022 Agency Budget.

Board President

Date

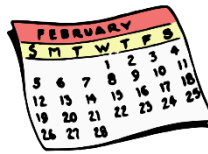
CAPCO

Income Statement

	<u>TOTAL PROPOSED</u>	<u>TOTAL CAPCO</u>	
	<u>2022 BUDGET</u>	<u>2021 BUDGET</u>	variance
REVENUE			
GRANT REVENUE			
GRANT REVENUE	\$ 6,024,711	\$ 4,915,908	
USDA REVENUE	\$ 203,445	\$ 203,445	
PASS THROUGH FUNDS-wic VOUCHERS	\$ 925,000	\$ 925,000	
NYSERDA REVENUE	\$ 204,400	\$ 244,400	
Prior Year Revenue	\$ -	\$ 2,425	
Total GRANT REVENUE	\$ 7,357,556	\$ 6,291,178	\$1,066,378 Increase Energy \$400k, CARES \$164k, ARP \$526k
OTHER REVENUE			
MEDICAID REVENUE	\$ 2,669,139	\$ 4,025,893	-\$1,356,754 Projecting 9 months of revenue
OTHER INCOME	\$ 24,000	\$ 26,000	
CASH DONATIONS	\$ 30,000	\$ 30,000	
INKIND DONATIONS	\$ 867,911	\$ 824,164	
Total OTHER REVENUE	\$ 3,591,050	\$ 4,906,057	-\$1,315,007 Medicaid Revenue
Total REVENUE	\$ 10,948,606	\$ 11,197,235	-\$248,629
EXPENSES			
PERSONNEL			
SALARIES/WAGES			
SALARY/WAGE EXPENSE	\$ 5,712,307	\$ 6,160,630	
NEW ACCRUED BENEFIT TIME	\$ 168,230	\$ 164,987	
Total SALARIES/WAGES	\$ 5,880,537	\$ 6,325,617	-\$445,080 Projecting 9 months of CDPAP Program
FRINGES			
FICA EXPENSE	\$ 433,589	\$ 468,670	
UNEMPLOYMENT INSURANCE EXPENSE	\$ 169,905	\$ 133,533	
WORKERS COMP EXPENSE	\$ 93,592	\$ 128,931	
DISABILITY INSURANCE EXPENSE	\$ 16,638	\$ 19,899	
GROUP INSURANCE EXPENSE	\$ 421,145	\$ 418,421	
401-K EXPENSE	\$ 99,565	\$ 101,582	
Fringes on Accrued Leave Earned	\$ 23,211	\$ 19,425	
Total FRINGES	\$ 1,257,645	\$ 1,290,461	-\$32,816 Projecting 9 months of CDPAP Program
Total PERSONNEL	\$ 7,138,181	\$ 7,616,078	-\$477,897
OTHER THAN PERSONNEL			
PROGRAM MATERIALS	\$ 147,791	\$ 106,141	
PROGRAM SUPPLIES	\$ 49,253	\$ 34,932	
OUTREACH SUPPLIES	\$ 9,000	\$ 7,360	
OFFICE SUPPLIES	\$ 42,637	\$ 22,939	
Direct Beneficiary Costs	\$ 101,730	\$ 105,155	
MEDICAL SUPPLIES	\$ 2,750	\$ 4,750	
DISABILITY SUPPLIES	\$ 1,500	\$ 1,500	
EDUCATIONAL SUPPLIES	\$ 11,000	\$ 11,975	
FOOD & FOOD SUPPLIES	\$ 205,958	\$ 206,148	
SPEECH SERVICES	\$ 1,250	\$ 1,250	
DENTAL SERVICES	\$ 750	\$ 750	
PARENT SERVICES	\$ 2,750	\$ 2,750	
CHILD ACCIDENT INSURANCE	\$ 882	\$ 882	
COMMERCIAL INSURANCE	\$ 30,557	\$ 32,567	
VEHICLE INSURANCE	\$ 16,421	\$ 15,693	
VEHICLE MAINTENANCE	\$ 11,580	\$ 10,972	
VEHICLE FUEL	\$ 14,739	\$ 11,421	
VEHICLE REGISTRATION	\$ 712	\$ 1,063	
PROGRAM RENT	\$ 253,755	\$ 185,715	
PARKING LOT RENTAL	\$ 3,371	\$ 3,508	
OFFICE UTILITIES	\$ 25,000	\$ 25,000	
PROGRAM UTILITIES	\$ 27,500	\$ 12,500	
JANITORIAL MAINTENANCE	\$ 12,431	\$ 34,231	
BUILDING MAINTENANCE	\$ 60,561	\$ 26,761	
TRASH REMOVAL	\$ 4,900	\$ 4,400	
BOARD EXPENDITURES	\$ 500	\$ 1,500	
POSTAGE	\$ 12,977	\$ 10,940	
DUPLICATING & PRINTING	\$ 12,916	\$ 14,907	
INTERNET SERVICE	\$ 18,787	\$ 15,299	
TELEPHONE	\$ 16,714	\$ 12,009	
CENTER TELEPHONE	\$ 2,700	\$ 2,700	

	TOTAL PROPOSED 2022 BUDGET	TOTAL CAPCO 2021 BUDGET	variance
Computer & Software Expense	\$ 76,520	\$ 48,050	
MEETING EXPENSE	\$ 1,673	\$ 4,325	
CONFERENCE EXPENSE	\$ 6,620	\$ 9,155	
TRAINING & TECHNICAL AST	\$ 37,575	\$ 20,060	
TEACHER TRAININGS	\$ 4,250	\$ 4,250	
Staff Development	\$ 2,636	\$ 2,786	
LOCAL TRAVEL	\$ 22,187	\$ 36,969	
OUT OF TOWN TRAVEL	\$ 47,757	\$ 48,062	
TOOLS EXPENSE	\$ 14,000	\$ 3,300	
POLICY COUNCIL EXPENSE	\$ 1,500	\$ 1,500	
STAFF IMMUNIZATIONS	\$ 10,068	\$ 2,591	
DUES & SUBSCRIPTIONS	\$ 25,551	\$ 22,011	
BACKGROUND CHECKS	\$ 7,901	\$ 7,547	
PERMITS, FEES, & RENTALS	\$ 17,067	\$ 20,283	
HEALTH AND SAFETY	\$ 40,000	\$ 28,000	
ADVERTISING	\$ 6,988	\$ 5,014	
EQUIPMENT MAINTENANCE	\$ 9,100	\$ 600	
EQUIPMENT PURCHASE	\$ 106,500	\$ 41,500	
SMAIN BLG ALLOCATION	\$ 50,500	\$ 50,500	
Total OTHER THAN PERSONNEL	\$ 1,591,765	\$ 1,284,223	\$307,542
CONTRACTUAL			
CONTRACTUAL SERVICES-OTHER	\$ 70,452	\$ 79,196	
SUBCONTRACT LABOR	\$ 4,444	\$ 6,000	
SUBCONTRACT MATERIALS	\$ 9,510	\$ 9,510	
Total CONTRACTUAL	\$ 84,406	\$ 94,706	-\$10,300
INKIND			
WIC VOUCHER EXPENSE	\$ 925,000	\$ 925,000	
VOLUNTEERS/INTERNS	\$ 229,930	\$ 219,997	
VOLUNTEERS-PROFESSIONALS	\$ 219,997	\$ 194,152	
INKIND DONATIONS	\$ 338,848	\$ 103,949	
INKIND TRANSPORTATION	\$ -	\$ 229,930	
INKIND DONATED SPACE	\$ 76,136	\$ 76,136	
Total INKIND	\$ 1,789,911	\$ 1,749,164	\$40,747
ADMINISTRATION			
FINANCIAL AUDIT	\$ 24,113	\$ 29,662	
PAYROLL PROCESSING	\$ 27,835	\$ 34,090	
EAP SERVICES	\$ 10,000	\$ 10,480	
EQUIPMENT DEPRECIATION	\$ 1,515	\$ 1,515	
Total ADMINISTRATION	\$ 63,463	\$ 75,748	-\$12,285
Total EXPENSES	\$ 10,667,726	\$ 10,819,918	-\$152,192
NET SURPLUS/(DEFICIT)	\$ 280,880	\$ 377,317	-\$96,437

Executive Director Report



February 2022

- The Parker Project continues to be in early development following the City's closure on the property at the end of 2021 under the former Mayor Tobin. Myself, Bethann Wieder and Kelly Tobin of the YWCA Cortland, and Jami Bistocchi, Childcare Director for the YWCA Cortland, met with the current Mayor Scott Steve, the Deputy Mayor Tom Michaels, as well as the City's attorney, A.J. Meldrim, in early February to plan for next steps. CAPCO's planned footprint in the building at this point-in-time remains as planned with 3 Early Head Start Classrooms (Infant/Toddler), 3 Head Start Classrooms (Preschool), and use of the commercial kitchen. The YWCA Cortland's footprint has decreased for only their summer program at this point following the pandemic's impact on their childcare program. Mayor Scott Steve has received responses to the architectural RFP's as of the first week of February, and he is working through those currently. Kelly Tobin has provided Mayor Scott Steve with all original plans, including putting the Mayor in contact with the NYS Empire State Development as well as DASNY where funds in the amounts of \$500,000 and \$1.1 million were previously secured for the project. These funds remain available for this project per confirmation from both entities for the original build-out of the project. The County Legislature votes on \$200,000 ask for ARP funding for 2 development positions for the project on 2/24/2022. At this point, we are in a holding pattern as the Mayor and the City work through RFP's and work to secure the funds through DASNY and the NYS ESD to move the project forward. Kelly Tobin and I have maintained open communication with the Mayor as he and his team work through the initial steps of this project.
- Transitions continue internally here at CAPCO with our administrative structure coming further into focus. Kirsten Parker has officially transitioned to the Deputy Director position following the submission of the WIC RFA during the first week of February. Kirsten is now the Director-level oversight for all of Consumer-Directed Services as well as the Human Resources function. With this, Catherine (i.e Kay) Brewster has officially been hired as WIC Director, a promotion from her lead Nutritionist role with the Program prior. Human Resources is working with Kay to recruit for a Nutritionist to back-fill Kay's position, which is expected to take several posting rounds as the Program has preference to hire a Registered Dietitian, a requirement of WIC's that Kay currently holds but one that is best if the Nutritionist maintains. Our new lead Accountant, Daniel L'Hommedieu, started in the Fiscal Office, bringing that office to full staffing. Daniel joins us with a 4-year accounting degree from Le Moyne College and experience with non-profit accounting from the local CPA firm—Port, Kashdin & McSherry. As previously reported, our new HR Coordinator, Nikki Thomas, started in mid-January with 20+ years' experience in HR with Guthrie Cortland. The pieces of the puzzle are coming together as we solidify our administrative structure to respond to the needs of the present and the future.
- We are currently dealing with an unfortunate situation that took place in one of our Randall Elementary School rooms that resulted in a self-reported hotline call and a report to the Office of Head Start. The Board Executive Committee has been engaged in this situation since it transpired back on January 27th. The situation involves a Preschool Teacher inappropriately responding to a child's behavior and not utilizing well-trained SOS protocols. The Teacher was a veteran Teacher with adequate experience and education along with the ongoing intensive

training received through CAPCO Head Start/Early Head Start. We have since separated employment with the Teacher, and we continue to work with the Office of Head Start on programmatic corrective action. It is important to note that the Program responded timely and by-the-book in terms of reporting, removing the Teacher from the Program, working with the parent of the child, and training response. The parent has continued to send the impacted child to Program and has not missed a day of programming since the incident. We will continue to keep the Executive Committee apprised of next steps and the outcome of our reporting and discussions with the Office of Head Start.

- Staff wellness continues to be a major priority of the Agency, particularly as we start to come out of the pandemic and back to a version of normalcy. While the Agency has always maintained a Wellness Committee, we established a Trauma-Informed Workgroup in 2021 that initially has looked at internal staff well-being before looking outward at trauma-informed care initiatives. This team is referred to as the CAPCO Cares Team. A survey was conducted in the Fall of 2021 to assess Wellness needs for all of our staff, and the CAPCO Cares Team has worked through those survey results to establish Wellness priorities for our Agency. The Head Start/Early Head Start Program has additional ARP funding that has been communicated by the Office of Head Start to be utilized, in part, for staff wellness initiatives. We are looking to stretch these initiatives across the Agency, not just in HS/EHS, utilizing resources attained in previous years through the Care Compass Network. Working with Bethann and her team as they planned for the HS/EHS-side of the initiative, we are able to bring much of what the HS/EHS team has planned to the entire Agency. While these initiatives are in the beginning stages of planning, we are looking to offer 4 initiative options to our employees that may include: 6-month paid gym membership, 6-month paid Weight Watchers Program, 2022 NYS Park passes, or a Fitbit. These Wellness items will be coupled with an additional Wellness Day, which will act as an additional day away from work that can be used with a 2-week advanced notice anytime before the end of August 2022. This is just a step in the process of infusing staff Wellness into all that we do, which will directly impact the children and families that we serve. I will continue to keep the Board apprised of future initiatives of this strategic priority for our Agency.
- The CSBG CARES amendment was officially approved in February, which included funds for Emergency Assistance that was anticipated to increase as other pandemic subsidies began to end. We have seen a significant up-tick in Emergency Assistance needs since the beginning of the year, and Brandy is working with Martha for the CARES budget projections as those funds are only available through September 2022. Included in the CARES budget amendment was the purchase of new Board Room furniture for our new large Board room space that is bigger and will allow for future social distancing for meetings and community education. Brandy and I have been working with Mary Bliss to arrange for set monthly hours at the Marathon Food Pantry as we look to re-imagine our service offerings through the Marathon Resource Center and other rural communities in our County.

Kirsten Parker
Deputy Director Monthly Report
February 20, 2022

WIC Transition-

I am trying to meet with Kay every day or two to help with the transition. She is familiar with the general operation, has met the Regional Office Staff, and participates in weekly zoom meetings with the other WIC Directors in our region and things are going well.

WIC RFA-

It would be hard to imagine that this process could have been handled any more poorly. I am trying to remain professional but to say I am disgusted is a gross understatement. As you are aware, the RFA came out over two years late. When they finally sent it out, they gave less time than they normally do, did not hold a bidder's conference for questions, which has always been done and part of the shortened time frame included Christmas.

The WIC Association wrote to the State WIC Director and asked for the deadline to be extended for all the reasons above and because most WIC programs are operating with staffing shortages due to COVID. She did not respond to the letter.

The deadline for submitting written questions was early in the process so most (if not all) of the agencies applying had not tried to fill out all the forms before the question deadline. I had read all the directions but had not tried to fill out the budget form yet. We were told the answers to the written questions would come out on or about January 18, about 2 weeks before the due date. The answers were released about a week late with a new budget form to replace the one in the RFA. The budget form for WIC is very long and detailed and most agencies had filled it out and had to do it over.

After the budget form was filled out, you had to enter fields from the budget into New York State's Grant portal, Grant Gateway. The directions to do that made almost no sense. It appears they used the directions from 7 years ago but neglected to update all the changes. It referenced forms and attachments that did not exist, the field titles were wrong, and it said to leave out certain fields and then when you did, you got an error message. I submitted a question to the Grants Gateway portal and got no response.

Four days before it was due, they sent another email with new instructions, about 50 pages long, fixing some, but not all the errors and extended the due date by one week to February 10. We submitted on February 2.

On Friday, we got an email from the State WIC Director that said:

In December 2021, the Department of Health released a Request for Applications for the Special Supplemental Nutrition Program for Women, Infants and Children (WIC). The Department encountered issues during the course of the procurement. Therefore, we will be re-issuing the Request for Applications for both WIC local agencies and vendor management agencies. Applicants' original submissions will be withdrawn. Not-for-profit organizations, nonprofit organizations, governmental organizations, and tribal organizations that submitted applications will need to submit new

applications in the Grants Gateway when it is issued. All applicants will be notified when the Request for Applications is issued.

We have no information on when it will be released, how long we will have to do it this time, when they expect to make awards, if the application will be similar, if they still expect to have new contracts in place by October 1st. I will be following up, but it would be very difficult for us to run the program on another one-year extension with no increase in funding. I don't expect we will get a better explanation of why they did this and what it all means, but I do think they owe it to us.

I will also be discussing this with Greg, but we will have to look at the new application when it comes out and determine then what we can use from before, what Kay can do, and what I need to do to get it completed.

Other Transition items-

Golf Tournament-We have sent out new sponsor letters, we currently are confirming 2 major prizes. Once we have confirmation, we would like to ask for the board's help in selling raffle tickets.

CDPAP- Greg and I met with the department last week, next week I will start working with them to begin developing more formalized written procedures for the department.

Volunteer Driver- I participated in a webinar last week about the new dispatch system. Nikki is already using it; I will be working with her to increase the number of drivers and rides we are able to do.

HR-Greg has been training and working with Nicki. I think I have most of the log-ins and contacts I need and will start working more closely with her.

Reception-I am working on some new ideas to help Claire revamp the employee newsletter.

Committees-I have worked with the Trauma Informed Care Committee and will be revitalizing the wellness committee to work on partnering with Head Start on some of their wellness initiatives.

- Billing is on schedule and up-to-date through 1/28/2022 with the exception of Fidelis billing*
 - *Fidelis moved to a new system for billing that will not allow us to bill past 2/14/22 for our Fidelis Consumers. Martha is currently working with Fidelis to comply with their new process, and it is anticipated this will be established so we can back-bill Fidelis for those claims we are currently unable to bill for.

- Kirsten Parker as the new Deputy Director is now the official Director-level oversight of the CDS component. The intention for CDPAP is to continue to operate business as-usual through the 2nd quarter of the year and then re-evaluate where things stand in the Program. This is, of course, unless we receive word from the Department of Health about the CDS transition beforehand. As a reminder, we were notified in the Spring of 2020 that we had not been chosen as a Fiscal Intermediary for the state-wide FI re-organization. This was a change we were anticipating, but the length of time for the transition to take place has kept the Program in a state of limbo for the past 2 years. At the end of 2021, we began no longer accepting new Consumers from our MLTC's, aside from the County. This has helped us to manage the Consumers that we have while not continuing to grow the Program with additional Consumers as we anticipate the transition out of the Program. With the addition of Kirsten for more intentional programmatic oversight as well as the temporary staff hired in the summer of 2021 to help support the program, it is anticipated that the management of the Program will improve with streamlined processes as we administer the Program with the anticipated transition impending. Kirsten is also working with Nicki on the Volunteer Driver side of things to increase number the number of volunteers, which should ultimately increase the number of daily/weekly rides as the Program is in re-development following the effects of the pandemic.

- EISEP through the Cortland Area Agency for the Aging continues to operate efficiently. We had our first audit/monitoring review of the Program from the Cortland Area Agency for the Aging in February that went well with no initial issues reported. It was advantageous to have the Cortland Area Agency for the Aging onsite to see the administrative workings of this impactful program and community collaboration.



Energy Services Update February 2022

Weatherization Assistance Program- PY2021- 2022

- Cortland -Tompkins County-
 - 9-WAP jobs completed.
 - Availability of materials is increasing. Staff attendance is up. No positions open!!
 - ARPA budget has been submitted for \$220,000. HCR will notify the awardees next week.

EmPower NY

4- jobs have been completed. (Cortland and Tompkins Counties)

HEAP- No activity

Energy Savers- No Activity

CAPCO Building Maintenance-

- North Main- Office shuffle project has been completed.
- Hired a Building Maintenance Worker – PT 30 hours a week.
 - Paul is expected to start March 7th.
- Interviewing for a PT Janitorial position- 15 hours a week.
- Obtaining quotes for the replacement of the back HVAC system at 32 North Main.

Adult Education

- We have completed our end of the calendar year reports. We are back to pre-pandemic attendance numbers.
- Continuing to transition from the TASC exam to the GED exam. GED exam will be offered on an ongoing basis at testing centers.

Emergency Assistance

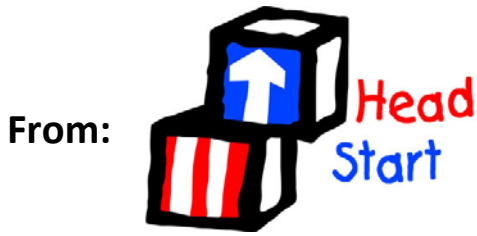
- Congratulation Sara Tetter who has accepted the position of Family Development Advocate.
- We have expanded our Snackpack Program to now be serving Truxton Charter School.

NOEP

- Emergency SNAP allotments are continuing on a month-to-month basis until the end of the public health emergency.
- Jessica will assist at the Fresh Food Giveaway at The Chapel on February 15 at 4:30pm.

Healthy Families

- We welcome Natalie Schwager as our newest Family Support Specialist.
- We continue to recruit for another Family Support Specialist to bring us back to fully staffed.
- We enrolled two new families in January.
- The number of families that we are serving on creative outreach through the pandemic has decreased from 19 to 12.
- Staff have completed the newly required Health Family America CORE training.



From:

Directors Monthly Board Report
HS/EHS Management Team
Month: February 2022

I. Enrollment.

- A. We are in full swing of our 2021-2022 program year.
- B. We have 7 out of 10 Head Start classrooms open. We have 4 out of 8 classrooms open.
- C. Our current wait list: EHS 67 kids, with 40 being income eligible. Head Start 58 kids, with 30 being income eligible.
- D. Due to the vaccination mandate by the President of the United States we are currently not enrolling children until we see what our classroom staffing will look like.

Due to the above mandate 15 HS staff choose not to return to work on Jan 3rd

II. Staffing

- A. We continue to actively recruit new staff for multiple positions.
- B. Two additional EHS teachers have resigned their positions. Currently this will not force any additional rooms to close.

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

- A. We are still working on licensing the learning adventure space. We have moved all furnishings out of Elm Tree over to Learning Adventure.

IV. Old Business

- A. The HS/EHS continuation grant will be submitted after this board meeting.
- B. We continue to pivot and course correct with the endless changes to CDC, NYSDOH and OCFS isolations and quarantine guidelines.
- C. Our program is due for a Federal monitoring review in 2022. We are actively working on each area and responses to what they will be requesting. They will provide us with a 45 day letter before their expected arrival.
- D. COVID test kits from OCFS have been distributed to families.
- E. COVID test kits were also purchased and given out to staff.

V. New Business

- A. Our program was involved in a CPS incident involving a staff member. Greg will give update etc.
- B. The week of Feb 14th all classes were open and operating for the entire week with no COVID exposure activity!

WIC Program Monthly Report

Kay Brewster

2/14/22

- With many thanks to Kirsten, the RFA has been submitted! Now we wait. DOH did not provide a timeline for when they will notify us of any decisions.
- I (Kay) am excited to have started transitioning into my new position as WIC Director and I am working closely with Kirsten to make sure it is a smooth transition. I continue to work in clinic providing nutrition services as I am available while we are filling the nutritionist position. HR has posted the position and we will review applications as they come in.
- We are planning to begin offering participants the option of in-person appointments in March. Currently we are offering in person breastfeeding support and as needed in person visits. The Public Health Emergency has been extended until April 20, 2022 so participants aren't required to come in person until at least July. However, some families have expressed interest in coming back in for current measurements and counseling and staff are eager to see participants in person as well. We don't anticipate many participants accepting, but are ready to consistently offer the option.

Month	Target Caseload	Enrollment	Participation	% of Target	% of Enrollment	Final
OCT 2021	1,200	1,032	977	81.42%	94.67%	✓
NOV	1,200	1,031	960	80.00%	93.11%	✓
DEC	1,200	1,027	962	80.17%	93.67%	✓
JAN 2022	1,200	1,023	953	79.42%	93.16%	✗
YTD Average:	1,200	1,030	966	80.53%	93.82%	