

Cortland County Community Action Program, Inc.
Board of Directors Meeting
June 23, 2022
Meeting Agenda

- I. Call to Order
- II. Motion for Approval of April 2022 minutes
- III. Standing Committee Reports
 - 1) PP&E Committee
 - a.) **Resolution 22.35**—HS/EHS Spring 2022 CLASS Reports
 - b.) **Resolution 22.36**—HS/EHS Reports for Fall & Winter School Readiness Goals
 - 2) Board Development Committee—did not meet.
 - 3) Finance/Audit Committee
 - a.) **Resolution 22.37**—2022 WAP Grant/Budget Submission
 - b.) **Resolution 22.38**—CSBG CARES contract amendment
 - c.) **Resolution 22.39**—2022 United Way Grant Submission
 - 4) Executive Committee
 - a.) **Resolution 22.40**—Changes to Personnel Policies and Procedures
- IV. Executive Director Report
- V. Program Director Reports
 - a) Deputy Director Report
 - b) Energy Services
 - c) Family Development
 - d) Head Start/Early Head Start
 - e) WIC
- VI. Head Start Policy Council Update
- VII. Old Business
- VIII. New Business
 - a.) **Resolution 22.41**—2022 WIC Continuation Grant/Budget Submission
 - b.) **Resolution 22.42**—HS/EHS Deficiency Corrective Action Plan
- IX. Executive Session if needed
- X. Adjournment

Cortland County Community Action Program, Inc.
Board of Directors Meeting
May 26, 2022
Meeting Minutes

- I. Call to Order made at 12:02 pm.
Members present: Melissa Alvord, Doug Bentley, Sarah Beshers, April Dennison, Jeanette Dipppo, Billie MacNabb, Mary Beth Mathey, Penny Prignon, Helen Spaulding, Lynne Sypher, Shelley Warnow. Excused: Mary Bliss, Ella Dilorio, Patty Schaap, Larry Woolheater.
- II. Motion to approve April 2022 minutes made by Doug Bentley, 2nd by Jeanette Dipppo. Motion carried.
- III. Standing Committee Reports
 - 1) PP&E Committee – met May 12, 2022. Committee reviewed the second quarter PPR (Program Progress Report) for Quarter 2 numbers for both regular CSBG and CSBG CARES. Committee discussed the Volunteer Driver Program and need for new drivers. Committee reviewed the Head Start/Early Head Start deficiency from the January 26th/27th child situation.
 - a.) **Resolution 22.29**—Motion to accept the 2nd Quarter CSBG and CSBG CARES PPRs made by Helen Spaulding, 2nd by Mary Beth Mathey. Motion carried.
 - 2) Board Development Committee – met on May 17, 2022. Committee discussed replacing Helen Spaulding’s seat on the board and her treasurer seat. Discussed Doug Bentley replacing board Treasurer and Danielle Brown replacing Helen’s seat in the private sector. Discussed switching Mary Beth Mathey and Ella Dilorio seats to cover both private-sector and public-sector representation. Discussed the rescheduled Strategic Planning Retreat on Wednesday, June 1st, 2022.
 - A.) **Resolution 22.30**—Motion to accept Seating of Danielle Brown to the Board of Directors made by Jeanette Dipppo, 2nd Melissa Alvord. Motion carried.
 - B.) **Resolution 22.31**—Motion to accept Re-seating of Mary Beth Mathey to public-sector representative made by Helen Spaulding, 2nd by Jeanette Dipppo. Motion carried.
 - C.) **Resolution 22.32**—Motion to accept the Re-seating of Ella Dilorio to private-sector representative made by Billie MacNabb, 2nd by Jeanette Dipppo. Motion carried.
 - D.) **Resolution 22.33**—Motion to accept the Appointment of Doug Bentley to Board Treasurer made by Jeanette Dipppo, 2nd by April Dennison. Doug Bentley abstained. Motion carried.
 - 3.) Finance/Audit Committee – met on May 19, 2022. Committee discussed the ongoing CDS Fidelis issue that is reaching resolution--we were finally just able to submit the first file for the HHA upload. Committee reviewed and discussed the proposed 2.28% COLA budget for HS/EHS Program Year 2022-2023. Committee also reviewed and discussed the HS/EHS Quality Improvement (QI) proposed budget submission for Program Year 2022-2023. Committee discussed the Energy Services extension of the 2021 contract through June 2022 and the refunding materials for Program Year 2022. Committee discussed the plan to spend out some of the CSBG CARES contract that ends September 2022 with an amendment that will come through June Finance/Audit committee.
Resolution 22.34—HS/EHS COLA and QI budgets motion made by Jeanette Dipppo, 2nd by April Dennison. Motion carried.

Motion to approve March financial statements made by Helen Spaulding, 2nd by Billie MacNabb.
Motion carried

4.) Executive Committee—did not meet.

- IV. Executive Director Report – HS/EHS federal review is currently underway. Everything is going smoothly so far. Strategic planning was postponed on May 4th, rescheduled for Wednesday, June 1st. Participated in CDPAP RFO webinar with Bond, Schoeneck & King on Friday, May 20th, which touched on the RFO process being set-aside with Program having the ability to complete an attestation to continue to operate like we have been. Greg and Kirsten are meeting to research what this all means for the Program and CAPCO's next steps. Update on the Parker Project and the City's Planning Committee meeting on Monday, May 23rd. Updated on 2nd annual golf tournament that took place on Saturday, May 21st. Discussed the HS/EHS program deficiency we have received for the incident that happened in January of 2022 and CAPCO's next steps in our response to the deficiency.
- V. Program Director Reports –
 - a) Deputy Director Report
 - b) Energy Services
 - c) Family Development
 - d) Head Start/Early Head Start
 - e) WIC
- VI. Head Start Policy Council Update – Meeting was cancelled until Tuesday, May 31st.
- VII. Old Business – No Old business.
- VIII. New Business
 - a.) Board Roles and Responsibilities Training**
- IX. Executive Session if needed – None needed.
- X. Adjournment motion made by Helen Spaulding, 2nd by April Dennison.
Meeting adjourned at 1:30 pm.

PP&E Committee Meeting

June 8, 2022

Meeting called to order at 12:06 pm.

Members present: Billie MacNabb, Doug Bentley, Patricia Schaap, Lynne Sypher. Excused: Melissa Alvord. Staff: Greg Richards, Kirsten Parker, Kristie Coye, Danielle Treacy.

Committee reviewed the HS/EHS Management Reports for March & April. Discussed how we are still under enrolled and working on child enrollment for next Program Year. We are currently trying to recruit staff for the fall. We have a total of 18 classrooms and only 10 are filled up. Looked at attendance sheets from March & April. We were still experiencing some shutdowns in the classrooms, but they have steadily declined. We discussed how Head Start is going to be implementing new guidelines from the Health Department that will now only require a 5-day quarantine in lieu of a 10, as long as children are not symptomatic and wear masks for days 6-10. We have been able to resume some family engagement activities and have seen some slow improvement in participation in them (from March to April). We are hopeful for an increase in family engagement and a more “normal” fall.

Committee reviewed the CLASS report. This report is done twice a year – in the fall and spring. The report observes the teacher to child interaction. This is not required but something we do every year. We are currently lucky enough to have 8 CLASS observers employed by us. We reviewed the Spring scores and all were great numbers.

Motion to accept 2022 CLASS Report made by Lynne Sypher, 2nd by Patricia Schaap. Motion carried.

Committee reviewed the School Readiness Goals Report. This report is done three times a year. First thing in the fall, again in the winter and then in the Spring. Kristi let the committee know that we want to see the measurements going up from the “baseline” fall numbers. Looking at the winter numbers, all but 1 has dramatically increased from the fall time.

Motion to accept the School Readiness Goals made by Doug Bentley, 2nd by Billie MacNabb. Motion carried.

Committee discussed a few prospects to replace Doug Bentley’s seat on PP&E as he will be moving into Helen Spaulding’s seat on Finance.

No further business. Meeting adjourned at 12:37 pm.

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: March 2022

	# 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	1	2	0	1	1	0	0	0	0	0	0
YMCA III												
Smith I	8	4	4	6	1	1	2	0	0	5	0	0
Smith II	3	2	1	3	0	0	1	0	0	2	0	0
Randall I	3	3	3	2	0	1	3	0	0	1	0	0
Randall II	4	2	4	2	0	1	2	1	1	1	0	0
Johnson I	5	4	5	3	2	1	2	0	1	4	0	0
Johnson II	5	1	4	1	0	1	0	0	0	3	0	0
ELC IV												
TOTALS	30	17	23	17	4	6	10	1	2	16	0	0

34% of 89 enrolled HS children receiving services

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY
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MONTHLY MENTAL HEALTH REPORT HS

Employee Name: Nicole Humphrey

Month: March 2022

	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	4	5	0	1	0	0	0	0	1	0
YMCA 3	0	0	0	0	0	0	0	0	0	0
Smith 1	1	0	2	0	0	0	0	0	2	1
Smith 2	2	4	1	0	0	0	0	0	1	1
Randall 1	2	0	3	0	0	0	0	0	3	1
Randall 2	2	0	2	0	0	0	0	0	2	1
Johnson 1	4	0	2	0	0	0	0	0	2	0
Johnson 2	7	0	0	1	0	0	0	0	0	0
ELC 4	0	0	0	0	0	0	0	0	0	0
TOTALS	22	9	10	2	0	0	0	0	11	4

Y1, Y3, ELC4 not open

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

Employee Name: Mmselle Sonnacchio

Month: March 2022

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	14							0
Johnson 2	17		1	2		1		4
Randall 1	10		1			1		2
Randall 2	14		2					2
Smith 1	12							0
Smith 2	10							0
YMCA 2	12			1				1
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
YMCA 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTALS	89	0	4	3	0	2	0	9

Comments: No incidents/accidents were reported to OCFS in March.

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: March 2022

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	14	0	0	0	12	2	1	1	0	0	0	0
Johnson 2	17	0	0	0	12	5	2	0	0	2	0	0
Randall 1	10	1	0	0	6	3	1	0	0	1	0	0
Randall 2	14	0	0	0	9	5	2	0	0	2	0	0
Smith 1	12	0	0	0	9	3	1	1	0	0	0	0
Smith 2	10	0	0	0	6	4	2	0	0	2	0	0
YMCA 2	12	0	0	0	6	6	4	2	0	2	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
YMCA 3	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	89	1	0	0	60	28	13	4	0	9	0	0
						31%	46%	31%	0%	69%		

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

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (HEAD START)

Employee Name: Trudy Happel Month: March 2022

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	12	0	1	86	1	0	4	3	1	0
YMCA 3	14										
Randall 1	16	10	0	1	85	2	3	8	3	5	0
Randall 2	16	14	0	0	84	3	1	7	5	7	0
Smith 1	16	12	0	1	67	0	3	8	7	8	0
Smith 2	16	10	0	1	80	3	3	4	4	4	0
Johnson 1	17	14	0	1	75	0	2	4	4	0	0
Johnson 2	17	17	0	0	78	1	2	4	4	0	0
ELC 4	8										
TOTAL	89	0	5	79%	10	14	39	30	25	0	1

of Children on the Waiting List:

3 Year Olds
Over Income
Under 130%
Under 100%

26
4
23

4 Year Olds
Over Income
Under 130%
Under 100%

3
0
2

Comments: _____

HEADSTART / EARLY HEADSTART PROGRAM OF CORTLAND COUNTY
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HS/EHSMonthly Family Engagement Report

Month: March 2022

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of Families in Center	% of Families Involved
YMCA 1							
YMCA 2	Build a Rainbow	3/17/2022	5	6	2	9	56%
YMCA 3							
Randall 1	Making Rain Clouds	3/22/2022	1	2	1	10	10%
Randall 2	Play- Goldilocks & 3 Bears	3/30/2022	3	6	0	13	23%
Smith 1	Weather Chimes	3/17/2022	2	2	0	12	17%
Smith 2	None						0%
Johnson 1	Slime	3/31/2022	1	1	0	13	8%
Johnson 2	Slime	3/24/2022	5	8	4	17	29%
ELC 4							

HEAD START

CLASSROOM HAPPENINGS

March 2022

Johnson 1

- For an art project we made paper plate cars.
- Our science lesson for the month was “Feathered Friends”.
- Math Unit: Measurements. We measured how far our children could jump.
- Our shape for the month was a heart.
- We created hand shadows, constellation pictures, tissue paper collages this month.
- Our letters for the month were: “A”, “V”, “N” and “M”.
- Dina came to class and we played Anger bingo, learned about anger management skills and did some anger puzzles.
- We created shiny and dull collages so we could learn about shiny and dull things.
- “Corduroy” Retelling Extension: Children recreated “Corduroy” and discussed what could be added to the story.
- Nutrition lesson: Did some fruit and vegetable sorting.
- Discussed prisms and explored how they work.
- Sorting bears into groups based on size and color.

Johnson 2

- Science Unit: We began shadow and lights.
- We read “The Bear Hunt” and then made bear hunt maps.
- The children q-tipped painted their names.
- Our class used flashlights to draw shadows of animal figures.
- We used the light table and blocks to build things.
- Zoom Family Engagement was on March 24 at 2:00 pm. The children made slime.
- We made volcanos out of the letter “V”.
- We had the children tear up pieces of colored paper into small squares and glue them on a white rainbow pattern to create their own rainbow.
- We colored coffee filters with markers and had the children spray the filters with spray bottles full of water.

- For our science lesson, we learned about birds, how they fly, what they eat and their body parts as well.
- We created shape birds and tore paper to create rainbows.
- In our sensory table the children practiced washing dishes.
- The children used binoculars to spot hidden birds around the classroom.

Randall 1

- Our letters for the month were: “D”, “P”, “B” and “R”.
- For our science unit we learned about clouds and rainy weather.
- This month we start to learn about classic tales and the lessons they teach us.
- Zoom Family Engagement, our class made rain clouds. We had 1 family join us.

Randall 2

- We finished up our science unit on animal habitats. We learned where different animals lived and about their environment.
- We incorporated animal puppets and videos pertaining to the animal puppets and their environment. We pretended it was a movie the children had tickets to get in.
- Now we are working on Classic Tales unit.
- The children acted out the story “ Goldilocks and the Three Bears” for Family Engagement.
- We finished two science units this month: Shells and rainy weather.
- The children really liked learning about all the different types of shells and their colors and textures.
- I brought my shell collection in for the children to examine them and experiment with (play dough forms).
- The children really enjoyed our science unit on the weather.
- We read the book “Looks like Spilt Milk” and the children made their own clouds out of painting white dots on blue paper ad folding it in half. They are hanging in our room.
- Over all it was a “Fun Month”.

Smith 1

- Students had a blast learning about various tales like “Thumbelina” and “Goldilocks and the Three Bears”.
- In our art class we made big snowmen.
- We finished up Rainy Weather for our science unit this month.

- Our class made a fun paper mâché bowl craft with our student teacher in charge of the activity.

Smith 2

- Read several Classic Tales this month: “The Lion and the Mouse”, “City Mouse, Country Mouse”, “Goldilocks and the three bears”, “Gingerbread man”, and “The Three little Pigs”
- Science lesson: Learned about rainy weather, how mud is made and what rain is good for us.
- Dina came to class and discussed with the children anger management, showed how to problem solve and personal space.
- Math Lesson: Class learned about patterns, counting, measuring using 1” blocks.
- Our letters for the month were: “D”, “P”, and “B.”

YMCA 2

- This month for our letter “K” we made pictures of Kings and for the letter “A” we made alligators.
- Rolled dice and scooped “ice cream” and put them (pom poms) on cones for our math lesson.
- Finished science unit about shells and the children loved talking about their experiences at the beach and making their own beach in a bottle.
- Molly came to the classroom and discussed different ways to help at home and folded laundry with the children.
- We learned how to floss our teeth with using playdough, Legos and yarn.
- Zoom Family Engagement was on March 17th, “growing rainbows”.

EARLY HEAD START CLASSROOM HAPPENINGS

March 2022

Cosimos 1

- We were closed for a week due to COVID exposure.
- We were able to explore the playground for the first time and we were able to get some walks in the warmer weather.
- We are working on using gentle touches, throwing balls or bean bags, not toys.
- We have enjoyed moving to “Dance Freeze” and “If You’re Happy and you Know” songs.
- We are showing more interest in books and using more words to communicate.
- We colored wooden cars, decorated paper plate cars, and made shape cars on the wall.
- Our class explored playdough for the first time.
- March 28th- Zoom Family Engagement Activity: Sensory color bags and 0 parents attended. We have tried different times with no success.
- We have one friend showing interest in using the potty.
- We have no more pacifiers.

ELC 2

- What we did this month for Transportation unit: Car wash in sensory table, played Red Light Green Light Game, made driver license pictures with transportation stamps.
- Finally got out side on the playground this month a few times and lots of walks as well.
- Our class painted train pictures.
- Contact paper shape activating (train construction), we put shapes together and made trains on contact paper for our Family Engagement Activity.
- Made a transportation poster: Put different things like a road, the sky and the water on the poster with different forms of transportation stickers and had the children put each one where they’re used.
- Put colored sand and rocks in the sensory table and drove toy cars through it.

- Drove riding cars outside on playground.
- Baby Doll circle time, lessons 1 and 2.
- We put some new toys and books out this month.
- Started another breathing technique (STAR breathing)
- Painted wooden cars, trucks or airplanes.

South Main 1

- A lot of changes have been happening in March. One in which we changed teachers.
- We have been enjoying outdoors more and creating friendships.
- The children have been exploring playdough and playdough stampers and tools.
- We talked about different ways of transportation and played with trucks, busses, cars and trains.
- On our walks we saw mail trucks, busses, bikes, and motorcycles.
- Our class loves to dance and sing.
- On too cold days we play in the large motor room and enjoy activities such as walk like an animal, balance beam, stepping stones and tunnels.
- We created pictures using the bingo dabbers, what fun.

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: March 2022

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIT Special Ed Itinerant Teacher	Couns. Play Therapy	1;1 Aide	# of Evals	# of Children CPSE Mtg	# of Children Declassified	Refused Referral
ELC I												
ELC II	0	0	0	0	0	0	0	0	0	0	0	0
ELC III												
Cosimo I	0	0	0	0	0	0	0	0	0	0	0	0
Cosimo II												
Cosimo III												
South Main I												
South Main II	1	1	1	1	0	1		0	0	0	0	0
Home Based I	6	4	6	2	0	4	0	0	0	0	0	0
Home Based II												
TOTALS	7	5	7	3	0	5	0	0	0	0	0	0

HB1-1 child receives teacher of the deaf services (2x30 monthly)

21% of 33 enrolled EHS children receiving services

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: March 2022

	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	1	0	0	0	0	0	0	0	0	0
ELC 3	0	0	0	0	0	0	0	0	0	0
Cosimo 1	2	0	0	0	0	0	0	0	0	0
Cosimo 2	0	0	0	0	0	0	0	0	0	0
Cosimo 3	0	0	0	0	0	0	0	0	0	0
South Main 1	0	0	0	0	0	0	0	0	0	0
South Main 2	4	1	0	1	0	0	0	1	0	0
TOTALS	7	1	0	1	0	0	0	1	0	0

ELC1, ELC2, COS2, COS3, SM1 not open

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

Employee Name: Mmselle Sonnacchio

Month: March 2022

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	6	2	6	2	N/A
ELC 2	8	6	8	5	5
Home Base 1	12	5	10	6	3
South Main 2	8	5	8	6	6
Cosimo 2	N/A	N/A	N/A	N/A	N/A
Cosimo 3	N/A	N/A	N/A	N/A	N/A
ELC 3	N/A	N/A	N/A	N/A	N/A
Home Base 2	N/A	N/A	N/A	N/A	N/A
South Main 1	N/A	N/A	N/A	N/A	N/A
TOTALS	34	18	32	19	14
		53%	94%		

Comments:

2 Children (HB 1) are behind due to frequent illness/Quarantine/Isolation at time of needed WCC/Immunizations. Appointments rescheduled.

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

Employee Name: Mmselle Sonnacchio

Month: March 2022

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	6	1	4					5
ELC 2	8		3					3
Home Base 1	12							0
South Main 2	8	1	1					2
Cosimo 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cosimo 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ELC 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Home Base 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
South Main 1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
TOTALS	34	2	8	0	0	0	0	10

Comments:

No incidents/accidents were reported to OCFS in March.

Incidents in Cos 1 were age appropriate- Run/Trip- 2, Bitten/Scratched- 2, Other- 1

Home Base 2 and South Main 1 classroom closed due to staffing . Home Base 2 children were moved to Home Base 2.

MONTHLY POLICY COUNCIL REPORT EHS
Health Services- Dental Report

Employee Name: Mmselle Sonnacchio

Month: March 2022

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	6	6	5	0	1	0	0	0	0	0
ELC 2	8	8	2	0	5	0	0	0	0	0
Home Base 1	12	11	4	0	3	0	0	0	0	0
SM 2	8	8	6	0	2	1	1	0	0	0
Cosimos 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cosimo 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ELC 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Home Base 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SM 1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTALS	34	33	17	0	11	1	1	0	0	0
			52%	0%	33%	9%	9%	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. *Home Base 2 and South Main 1 classroom closed due to staffing . Home Base 2 children were moved to Home Base 2.*

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: March 2022

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	6	0	1	86	0	1	0	1	0	0
Cosimo 2	8										
Cosimo 3	8										
ELC 1	8										
ELC 2	8	8	0	0	83	0	2	2	1	0	0
ELC 3	8										
South Main 1	8	0	0	7	50	0	0	0	0	0	1
South Main 2	8	8	0	0	81	0	1	3	2	0	0
Home Based 1	12	6	0	0	18 79	0	3	38	30	3	0
Home Based 2	12	5	0	0	18 93	0	0	15	14	0	0
TOTAL	33	0	8	75%	0	7	58	48	3	0	3

of Children on the Waiting List:

Children

Over Income

32

Under 130%

9

Under 100%

48

Comments: _____

HEADSTART / EARLY HEADSTAT PROGRAM OF CORTLAND COUNTY
...a service of Cortland County
Community Action Program , Inc.

EHS Monthly Family Engagement Report

Month: March 2022

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of families in center	% of families involved
Cosimo 1	Sensory bags	3/28/2022	0	0	0	6	0%
Cosimo 2							
Cosimo 3							
ELC 1							
ELC 2	Train Construction	3/31/2022	2	6	2	8	25%
ELC 3							
South Main 1							
South Main 2	None						

EARLY HEAD START CLASSROOM HAPPENINGS

March 2022

Cosimos 1

- We were closed for a week due to COVID exposure.
- We were able to explore the playground for the first time and we were able to get some walks in the warmer weather.
- We are working on using gentle touches, throwing balls or bean bags, not toys.
- We have enjoyed moving to “Dance Freeze” and “If You’re Happy and you Know” songs.
- We are showing more interest in books and using more words to communicate.
- We colored wooden cars, decorated paper plate cars, and made shape cars on the wall.
- Our class explored playdough for the first time.
- March 28th- Zoom Family Engagement Activity: Sensory color bags and 0 parents attended. We have tried different times with no success.
- We have one friend showing interest in using the potty.
- We have no more pacifiers.

ELC 2

- What we did this month for Transportation unit: Car wash in sensory table, played Red Light Green Light Game, made driver license pictures with transportation stamps.
- Finally got out side on the playground this month a few times and lots of walks as well.
- Our class painted train pictures.
- Contact paper shape activating (train construction), we put shapes together and made trains on contact paper for our Family Engagement Activity.
- Made a transportation poster: Put different things like a road, the sky and the water on the poster with different forms of transportation stickers and had the children put each one where they’re used.
- Put colored sand and rocks in the sensory table and drove toy cars through it.

- Drove riding cars outside on playground.
- Baby Doll circle time, lessons 1 and 2.
- We put some new toys and books out this month.
- Started another breathing technique (STAR breathing)
- Painted wooden cars, trucks or airplanes.

South Main 1

- A lot of changes have been happening in March. One in which we changed teachers.
- We have been enjoying outdoors more and creating friendships.
- The children have been exploring playdough and playdough stampers and tools.
- We talked about different ways of transportation and played with trucks, busses, cars and trains.
- On our walks we saw mail trucks, busses, bikes, and motorcycles.
- Our class loves to dance and sing.
- On too cold days we play in the large motor room and enjoy activities such as walk like an animal, balance beam, stepping stones and tunnels.
- We created pictures using the bingo dabbers, what fun.

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

Employee Name: Mmselle Sonnacchio

Month: April 2022

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	13			2				2
Johnson 2	17							0
Randall 1	10		1					1
Randall 2	14		2					2
Smith 1	12					1		1
Smith 2	9		1					1
YMCA 2	11		1			1		2
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
YMCA 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTALS	86	0	5	2	0	2	0	9

Comments: No incidents/accidents were reported to OCFS in April.

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

MONTHLY POLICY COUNCIL REPORT HS
Health Services- Dental

Employee Name: Mmselle Sonnacchio

Month: April 2022

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	13	1	0	0	10	2	1	1	0	0	0	0
Johnson 2	17	0	0	0	11	6	2	0	0	2	0	0
Randall 1	10	0	1	0	6	3	2	0	0	2	0	0
Randall 2	14	0	0	0	9	5	4	3	0	1	0	0
Smith 1	12	0	0	0	9	3	1	1	0	0	0	0
Smith 2	9	0	0	0	6	3	1	0	0	1	0	0
YMCA 2	11	0	0	0	6	5	3	2	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
YMCA 3	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	86	1	1	0	57	27	14	7	0	7	0	0
						30%	50%	50%	0%	50%		

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

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY MENTAL HEALTH REPORT HS

Employee Name: Nicole Humphrey

Month: April 2022

	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	4	1	0	0	0	0	0	0	1	1
YMCA 3	0	0	0	0	0	0	0	0	0	0
Smith 1	1	0	2	0	0	0	0	0	0	0
Smith 2	2	0	1	0	0	0	0	0	0	0
Randall 1	2	0	3	0	0	0	0	0	0	0
Randall 2	2	0	2	0	0	0	0	0	0	0
Johnson 1	4	0	2	0	0	0	0	0	0	1
Johnson 2	7	0	0	1	0	0	0	0	0	1
ELC 4	0	0	0	0	0	0	0	0	0	0
TOTALS	22	1	10	1	0	0	0	0	1	3

Y1, Y3, ELC4 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: April 2022

	# 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	1	2	0	1	1	0	0	1	2	0	0
YMCA III												
Smith I	8	4	4	6	1	1	2	0	0	3	0	0
Smith II	3	2	1	3	0	0	1	0	0	2	0	0
Randall I	3	3	3	2	0	1	3	0	0	3	0	0
Randall II	4	2	4	2	0	1	2	1	0	1	0	0
Johnson I	5	4	5	3	2	1	2	0	0	1	0	0
Johnson II	5	1	4	1	0	1	0	0	1	1	0	0
ELC IV												
TOTALS	30	17	23	17	4	6	10	1	2	13	0	0

35% of 86 enrolled HS children receiving services

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (HEAD START)

Employee Name: Trudy Happel Month: April 2022

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	11	0	1	79	1	0	0	0	1	0	0
YMCA 3 14											
Randall 1 16	10	0	0	85	2	3	0	0	5	0	0
Randall 2 16	14	0	0	86	3	1	0	0	6	0	0
Smith 1 16	12	0	0	79	0	3	0	0	8	1	0
Smith 2 16	9	0	1	76	3	3	0	0	4	1	0
Johnson 1 17	13	0	1	74	0	2	0	0	0	0	0
Johnson 2 17	17	0	0	82	1	2	0	0	0	0	0
ELC 4 8											
TOTAL	86	0	3	80%	10	14	0	0	24	2	0

of Children on the Waiting List:

3 Year Olds

Over Income

Under 130%

Under 100%

26
4
25

4 Year Olds

Over Income

Under 130%

Under 100%

3
0
2

Comments: _____

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

HS/EHSMonthly Family Engagement Report

Month: April 2022

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of Families in Center	% of Families Involved
YMCA 1							
YMCA 2	PCM	4/26/2022	0	0	0	9	0%
	Rock painting	4/29/2022	0	0	0	0	
	canceled,staffing issue						
YMCA 3							
Randall 1	PCM	4/26/2022	0	0	0	10	0%
	Planting pinwheels	4/22/2022	3	4	1	10	30%
Randall 2	PCM	4/26/2022	0	0	0	13	0%
	Music in the classroom	4/20/2022	6	9	2	13	46%
	Music class with Mrs. Thayer	4/21/2022	3	6	2	13	23%
Smith 1	PCM	4/26/2022	1	2	1	12	8%
	Egg decorating	4/27/2022	3	3	0	12	25%
Smith 2	PCM	4/26/2022	0	0	0	9	0%
	Making 3 Little Bears	4/22/2022	1	1	1	9	11%
Johnson 1	PCM	4/26/2022	0	0	0	12	0%
	Cloud doug	4/27/2022	0	0	0	12	0%
Johnson 2	PCM	4/26/2022	0	0	0	17	0%
	Flower Pots	4/20/2022	6	8	2	17	35%
ELC 4							

HEAD START CLASSROOM HAPPENINGS APRIL 2022

Johnson 1

- Science Unit: Blocks measure up, using blocks to measure the length of different Items.
- Shape for the month was Star, color was color and the letters for the month were "N", "W" and "Y".
- Health Lesson: Discussed community helpers and what their role is in helping the community.
- Nutrition Lesson: Growing a garden. Discussed what is needed to grow a garden and how to help things grow in a garden.
- Planted grass seeds and created a "Grass Heads". Journal to document the growth of their grass.
- Discussed parts of the flower and what flowers need to grow.
- Reviewed "My Plate" and sorted different foods into each of the 5 food categories.
- Family engagement: Made cloud dough with our families.

Johnson 2

- We began the "Blocks and Measuring" science unit this month.
- And this month we made the letter "W" into worms.
- We did a color shorting game with counting bugs and colored placemats.
- We made hand painted flowers with handprints and made a flowerpot for spring.
- We began to learn about the letter "X" as well this month.
- Also, this month we made grass heads by using dirt in a cup, putting grass seeds in the cup and watering it.
- We put our observations in our journals about the grass growth for 5 weeks.
- We made lots of different colored slime with food coloring and glitter and sequences.
- For art lesson we painted the first letter of our name using a sponge. This lesson was presented by our practicum student.
- With our practicum student our class also made bingo dobber flowers.
- We explored x-rays for the letter "x".

Randall 1

- We learned how bees pollinate flowers. As well as all of the parts of a bee.
- We made our own bees.

- And we learned how bees collected nectar to make honey, how bees smell and how bees communicate.
- We learned about trusted adults that can protect us and planted pin wheels to represent child abuse awareness month. Families joined in this activity thru zoom. We had 3 families attend.
- We read several classic tale stories. Some familiar and some new. We retold and acted out many of the stories.

Randall 2

- We worked on classic tales this month: We read the "Gingerbread Man," the children also acted the story out.
- After reading "The Shoemaker and the Elves," the children made collage of what they did during the daytime and nighttime.
- We worked on counting numbers by attaching links together in math.
- The children also matched numbers with pictures for number recognition.
- For our Social and emotional lesson: We discussed being overwhelmed, making independent choices, and taking care of our own needs.
- For nutrition we discussed the importance of selecting healthy foods to eat.
- In science we discussed Honeybees. The children gained knowledge of the honeybees' body parts, how they identify their hives and the children made their own honeybees out of play dough.
- We had two family engagement meetings on zoom. The children sang, played musical instruments for their parents.
- We were closed a week in April due to COVID.

Smith 1

- This month our class finished the unit on classic tales.
- For our Family Engagement via zoom we did egg decorating.
- We finished our rainy weather unit for science as well this month.
- For our social emotional lesson this month we worked on our friendship skills with Molly.
- Our class had a blast doing spirit week events this month.

Smith 2

- We finished classic tales unit this month.
- For our social emotional lesson, we made turtle shells and reviewed feelings.
- For our science unit this month we started learning about plants.
- Dina came to our classroom and talked with the children about teamwork at home and at school. What you can do at home and learned how to introduce themselves to one and other.
- Also, for our science lesson, we learned about the busy bees along with rainy weather.
- We did an "egg drop" and learned how to protect your egg from breaking.

YMCA 2

- This month we finished our fairy tale unit.
- For science unit we started learning about plants.
- Also, for science we started learning about bussing bees.
- Our letter for the month was “W” and we did a watermelon craft.
- Planted pinwheels and wore blue for child abuse awareness month.
- We decorated bunnies and eggs for our bulletin boards.
- April Family Engagement via zoom was painting rocks.
- X is for x-ray letter craft we did this month.
- We made earth day hearts for Earth Day.
- We had an egg drop test outside and learned what is best to use to protect your egg from breaking.
- Our dramatic play area was changed into a donut shop and the children can decorate fake donuts and take orders.

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

Employee Name: Mmselle Sonnacchio

Month: April 2022

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	6	2	6	3	0
ELC 2	8	4	8	4	6
Home Base 1	11	6	9	6	3
South Main 2	8	6	8	5	5
Cosimo 2	N/A	N/A	N/A	N/A	N/A
Cosimo 3	N/A	N/A	N/A	N/A	N/A
ELC 3	N/A	N/A	N/A	N/A	N/A
Home Base 2	N/A	N/A	N/A	N/A	N/A
South Main 1	N/A	N/A	N/A	N/A	N/A
TOTALS	33	18	31	18	14
		55%	94%		

Comments:

2 Children (HB 1) are behind due to frequent illness/Quarantine/Isolation at time of needed WCC/Immunizations. Appointments rescheduled.

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

Employee Name: Mmselle Sonnacchio

Month: April 2022

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	6							0
ELC 2	8		1					1
Home Base 1	11							0
South Main 2	8		1	2				3
Cosimo 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cosimo 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ELC 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Home Base 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
South Main 1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTALS	33	0	2	2	0	0	0	4

Comments: **No incidents/accidents were reported to OCFS in April.**
Number of incidents is low due to classroom closures due to staffing, COVID, inclement weather & Spring Break.

MONTHLY POLICY COUNCIL REPORT EHS
Health Services- Dental Report

Employee Name: Mmselle Sonnacchio

Month: April 2022

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	6	6	5	0	1	0	0	0	0	0
ELC 2	8	8	2	0	6	0	0	0	0	0
Home Base 1	11	10	4	0	3	0	0	0	0	0
SM 2	8	8	6	0	2	1	1	0	0	0
Cosimos 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cosimo 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ELC 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Home Base 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SM 1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTALS	33	32	17	0	12	1	1	0	0	0
			52%	0%	38%	8%	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.

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

MONTHLY POLICY COUNCIL REPORT EHS

Special Needs

Employee Name: Jennifer Geibel

Month: April 2022

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIT Special Ed Itinerant Teacher	Couns. Play Therapy	1;1 Aide	# of Evals	# of Children Mtg	# of Children Declassified	Refused Referral
ELC I												
ELC II	0	0	0	0	0	0	0	0	0	0	0	0
ELC III												
Cosimo I	0	0	0	0	0	0	0	0	0	0	0	0
Cosimo II												
Cosimo III												
South Main I	1	1	1	1	0	1	0	0	0	1	0	0
South Main II	6	5	6	2	0	4	0	0	0	1	0	0
Home Based I												
Home Based II												
TOTALS	7	6	7	3	0	5	0	0	0	2	0	0

HB1-1 child receives teacher of the deaf services (2x30 monthly)

21% of 33 enrolled EHS children receiving services

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: April 2022

	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	0	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	0	0	0	0	0	0	0	0	0	0
Cosimo 3	0	0	0	0	0	0	0	0	0	0
South Main 1	0	0	0	0	0	0	0	0	0	0
South Main 2	3	0	0	0	0	0	0	0	0	1
TOTALS	4	0	0	0	0	0	0	0	0	1

ELC1, ELC2, COS2, COS3, SM1- not open

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (EARLY HEAD START)

Employee Name: Trudy Happel

Month: April 2022

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	6	0	94	0	1	2	0	0	0	0
Cosimo 2	8										
Cosimo 3	8										
ELC 1	8										
ELC 2	8	8	0	82	0	2	0	0	0	0	1
ELC 3	8										
South Main 1	8										
South Main 2	8	8	0	88	0	1	2	1	0	0	0
Home Based 1	12	11	0	18 65	0	3	20	13	3	0	1
Home Based 2	12										
TOTAL	33	0	1	88%	0	7	24	14	3	0	2

of Children on the Waiting List:

Children	
Over Income	34
Under 130%	10
Under 100%	50

Comments: _____

HEADSTART / EARLY HEADSTAT PROGRAM OF CORTLAND COUNTY
...a service of Cortland County
Community Action Program , Inc.

EHS Monthly Family Engagement Report

Month: April 2022

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of families in center	% of families involved
Cosimo 1	PCM	4/28/2022	0	0	0	6	0%
	None scheduled						
Cosimo 2							
Cosimo 3							
ELC 1							
ELC 2	PCM	4/28/2022	0	0	0	8	0%
	Letter decorating	4/29/2022	5	10	2	8	63%
ELC 3							
South Main 1							
South Main 2	PCM	4/28/2022	0	0	0	8	0%
	Breathing techniques	4/29/2022	2	2	1	8	25%
Home Based	PCM	4/27/2022	2	3	1	9	22%

EARLY HEAD START CLASSROOM HAPPENINGS APRIL 2022

Cosimos 1

- We have one child beginning to potty train.
- We have one close to walking and then they all will be walking. Yeah!
- We have been able to explore our playground many times this month.
- We are working hard on the classroom rule of feet on the floor.
- Our children are starting to use our friend's names more.
- They love bubble play, moving to music, and playing with play dough.
- We love tossing the ball.
- We have been doing balancing with bean bags.
- It has been a crazy month with staff out and so many different faces in the room.

ELC 2

- Our class did a fire painting project for community helpers month.
- Did firefighter painting (talk about what they do and how they help the community).
- Every day at circle time, we get one of the toy people that are all community helpers and talk about what they do and why it is important.
- Family engagement activity via zoom Z (letter art). Learning the first letter of the student's names.
- We went outside a lot on the playground and did many walks as well.
- Our class learned some new songs this month.
- We used chalk outside to draw with and drew "our favorite flowers and animals."
- We did baby circle time.
- We are working on our words to express what we want and need and using gentle touches.
- We got to paint using celery, what fun.

South Main 2

- We learned about community helpers this past April.
- We took walks and talked about the community.
- We went over breathing techniques with parents for our Family Engagement Activity (via zoom).
- We worked on sharing and calming our bodies down.
- Our class has been working on using the potty and using just enough soap at the sink.

- We did baby doll circle time and the children are engaged, having fun, and it is going well.

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 22-35

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the HS/EHS Spring 2022 CLASS Reports and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the HS/EHS Spring 2022 CLASS Reports,

IT IS HEREBY RESOLVED that on June 23, 2022, the CAPCO Board of Directors accepts as presented the HS/EHS Spring 2022 CLASS Reports.

Shelley Warnow
Board President

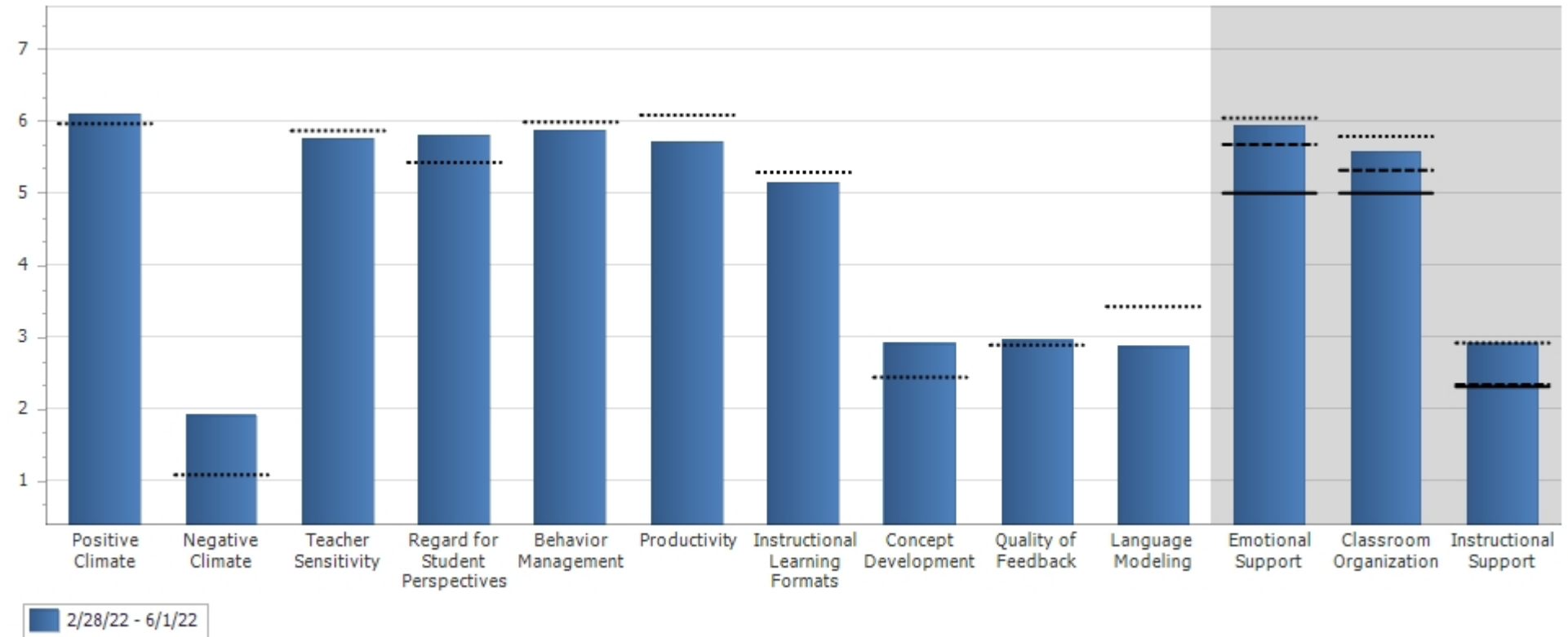
June 23, 2022
Date



CAPCO
5630 - Pre-K CLASS® Average Score Charts
Observations occurring: 2/28/2022 - 6/1/2022

CAPCO

2019 National Average
2019 Lowest 10% Nationally - - -
Re-competition Level _____



	PC	NC	TS	RSP	BM	PD	ILF	CD	QF	LM	ES	CO	IS
2/28/22 - 6/1/22	6.1	1.9	5.76	5.81	5.86	5.71	5.14	2.91	2.95	2.86	5.94	5.57	2.9

Resolution of the Board of Directors
Of
Cortland County Community Action Program, Inc.
Resolution No. 22-36

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the reports for the HS/EHS Fall & Spring 2022 School Readiness Goals and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the reports for the HS/EHS Fall & Spring 2022 School Readiness Goals,

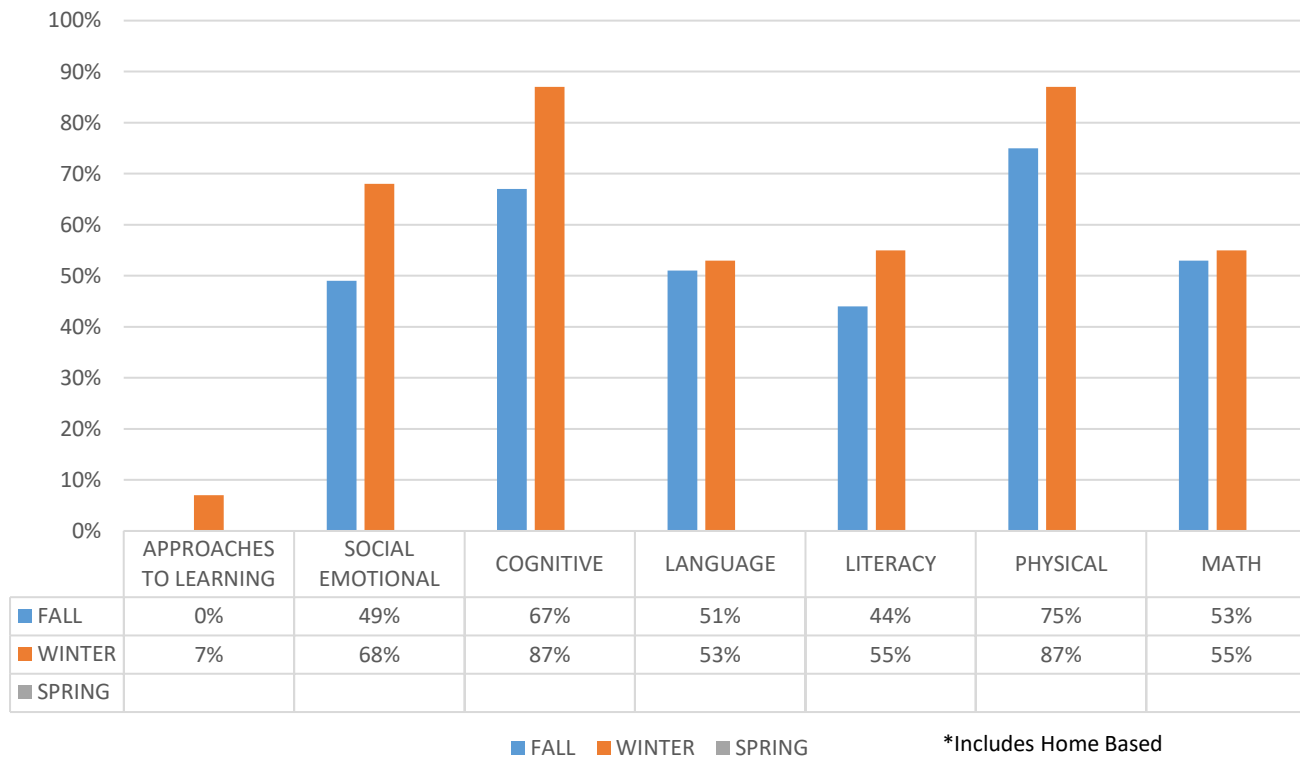
IT IS HEREBY RESOLVED that on June 23, 2022, the CAPCO Board of Directors accepts as presented the reports for the HS/EHS Fall & Spring 2022 School Readiness Goals.

Shelley Warnow
Board President

June 23, 2022
Date

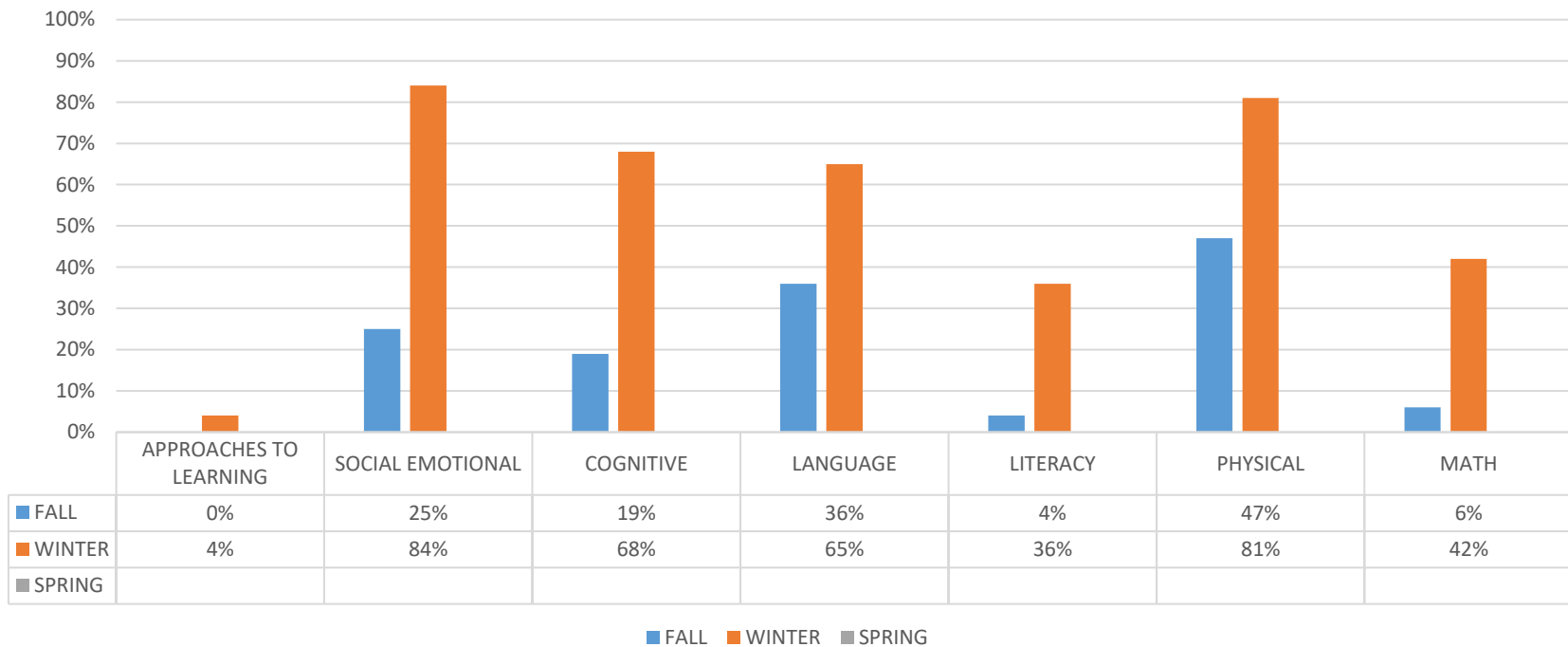
	APPROACHES TO LEARNING	SOCIAL EMOTIONAL	COGNITIVE	LANGUAGE	LITERACY	PHYSICAL	MATH
FALL	0%	49%	67%	51%	44%	75%	53%
WINTER	7%	68%	87%	53%	55%	87%	55%
SPRING							

EHS - Meeting/Exceeding within GOLD Widely Held Expectations
2021-2022



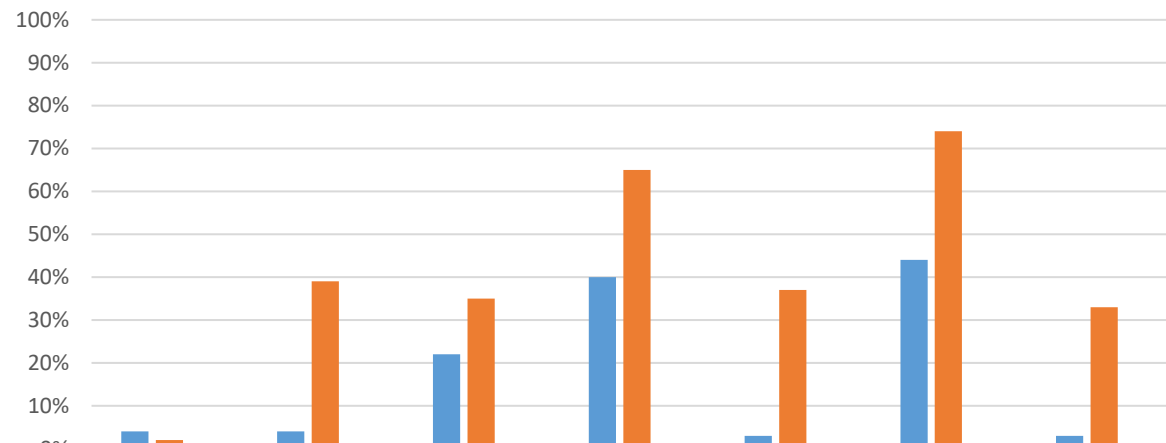
	APPROACHES TO LEARNING	SOCIAL EMOTIONAL	COGNITIVE	LANGUAGE	LITERACY	PHYSICAL	MATH
FALL	0%	25%	19%	36%	4%	47%	6%
WINTER	4%	84%	68%	65%	36%	81%	42%
SPRING							

3 Year Olds - Meeting/Exceeding within GOLD Widely Held Expectations
2021-2022



	APPROACHES TO LEARNING	SOCIAL EMOTIONAL	COGNITIVE	LANGUAGE	LITERACY	PHYSICAL	MATH
FALL	4%	4%	22%	40%	3%	44%	3%
WINTER	2%	39%	35%	65%	37%	74%	33%
SPRING							

4 Year Olds - Meeting/Exceeding within GOLD Widely Held Expectations
2021-2022



	APPROACHES TO LEARNING	SOCIAL EMOTIONAL	COGNITIVE	LANGUAGE	LITERACY	PHYSICAL	MATH
FALL	4%	4%	22%	40%	3%	44%	3%
WINTER	2%	39%	35%	65%	37%	74%	33%
SPRING							

■ FALL ■ WINTER ■ SPRING

Finance Committee Meeting

June 16, 2022

Meeting called to order at 8:34 a.m.

Finance Committee Members present: Ella Dilorio, Doug Bentley & Shelly Warnow. **Excused:** Penny Prignon. **Absent:** Sarah Beshers

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

Motion to accept and file Financial Statements made by Shelly Warnow, 2nd by Doug Bentley. Motion carried.

Consumer Directed Services – Updated on the CDS Fidelis issue. Making strides on Fidelis billing issue with the submission of our first back file at the end of May 2022. Hope to have all back-files caught up before end of August. The RFO process has been set aside for now and it is looking like we will continue to have the opportunity to continue to be the financial intermediary for the CDPA program. No indication currently how long that will be. Greg & Kirsten will meet to see what the future for this year will look like, both immediate and long-term. Looking at possibly starting to accept new consumers through select MLTC's. Was also updated on Fidelis is looking to switch to PMPM (price per member per month administrative rate). The last time Fidelis tried to do this, Lindy fought against it and was able to keep the rate from switching, but it appears Fidelis will now be doing this across the board. This model is not financially beneficial with minimum wage going up & needing to provide benefits. We may look at pulling away from Fidelis & having current consumers go somewhere else depending on the direction of these changes with Fidelis, will keep Board updated.

Early Childhood Development – New program year started 6/1/2022. The COLA & QI budgets were submitted to the Office of Head Start and we are awaiting approval. Discussed breaking our lease for the Elm Tree facility in light of the new Learning Adventure property we are renting. We did sign a 3-year lease in April 2021 that we are working with Bruce Martins from Elm Tree on breaking early with an agreement that all sides would agree with. Will continue to keep the Board updated with the agreement that is made.

Energy Services Department – Extended the 2021 contract to June 2022 in lieu of April 2022. The official 2022 contract has been submitted to HCR. It is again possible that the Program may not be able to complete all projects but that is only due to lack of supply. We are still monitoring more funding through the Infrastructure bill coming as well. Hope to hear more in the months to come.

Motion to accept the 2022 WAP budget Submission made by Doug Bentley, 2nd by Ella Dilorio. Motion carried.

Family Development Department – Looking to amend the CSGB CARES contract to voucher for 70% of the funding. We received notice that we received the NOEP contract through Hunger Solutions. This increased from \$66,000 to \$72,000. We did only receive it for 1 year instead of 5 years. Hunger Solutions will monitor program performance and state funding availability every year for the new 5-year cycle. We received a \$5,000 award through the town of Cortlandville ARP awards to assist with continuing to pay the rent for the Adult Education space. We received a 1-year grant through ProLiteracy and are submitting to the United Way grant for \$15,000 (increase of \$5,000). This will help pay space costs and fund a portion of the Adult Education Coordinator salary.

Motion for CSBG CARES Amendment made by Ella Dilorio, 2nd by Doug Bentley. Motion carried.

Motion for United Way Grant Submission made by Shelley Warnow, 2nd by Ella Dilorio. Motion carried.

WIC- Discussed how we are currently in year 8 of 5-year cycle with only a 2% increase. This causes some challenges with increases in insurance, space cost and budget for salary. We are currently looking at areas that the Agency can absorb some costs to help with the budget. Also continuing to work on RFA submission. The continuation grant is due to be submitted by 6/22/22 and will be brought to the full Board under 'New Business'.

No further business. Meeting adjourned at 9:46 am.

FINANCE COMMITTEE REPORT
SUMMARY of April 2022 FINANCIAL STATEMENTS
PRESENTED BY Martha Allen
June 16, 2022

AGENCY

Accounts Payable and Accounts Receivable are current except for Medicaid receivables that are billed per the Medicaid billing schedule.

CONSUMER DIRECTED SERVICES

CDPAP billing submitted for payment through the payroll ending 05/20/2022 with the exception of Fidelis billing. We have made progress on the Fidelis billing issue, and we were able to submit the first back-billing file for pay period ending 1/28/2022. We are working to continue catching up on back-billing as we work with HHAeXchange for trainings on re-billings and portal management. We are working to be fully caught up with the back-billing and only billing current claims by the end of August 2022.

We participated in a webinar with the NYS CDPA association, CDPAANY'S and the Bond, Schoeneck, and King legal firm concerning the NYS budget passage and the anticipated outcome for the CDPA RFO process. As anticipated, the RFO process has been set aside and operating programs will have the ability to complete an attestation to continue serving as a Fiscal Intermediary (FI). There is no indication as to when the attestation will be available, but the webinar indicated the first quarter of 2023, but again, this is a best guess from all parties. Questions remain about the joint employment piece that remains a major concern without clarification from NYS DOH. We will continue to operate the Program throughout the summer as we look to begin accepting new Consumers and as we wait for further clarity on next steps.

EARLY CHILDHOOD DEVELOPMENT

The HS/EHS Program started the new contract year on 6/1/2022. The COLA and QI budgets were submitted to the Office of Head Start and we wait official approval, which is anticipated in the summer of 2022 to be backdated to 6/1/22.

The Program is looking at our lease with the Elm Tree facility in light of the new Learning Adventure property we are renting from the YWCA Cortland. We have not had children at Elm Tree throughout the Program Year, and it is our anticipation to transition out of that center with the addition of Learning Adventure. We signed a 3-year lease in April 2021 that we are working with Bruce Martins from Elm Tree to break early with an arrangement that works for all parties.

ENERGY SERVICES DEPARTMENT

The Energy Services Program submitted the new contract package for the 2022-2023 grant cycle that technically began April 1st, but with the approval on the extension for last Program Year, we have worked to spend out the 2021 contract with the 2022 contract being presented to the

Finance Committee today. This contract is now technically for 9 months with the 2021 extension through June 2022.

The Program is still monitoring developments on the federal level that could result in additional funding for weatherization through what is being termed as 'BIL' and Weatherization Readiness Funding as a result of the bi-partisan infrastructure bill. There remains no tangible information to share other than anticipated funding that is slated to be available in September. We still expect to learn more as we work through the summer months.

FAMILY DEVELOPMENT DEPARTMENT

An amendment for the CSBG CARES contract is being presented to the committee today to voucher for the 70% of the funding to carry us through the cycle that ends September 30, 2022. We continue to work on the regular CSBG contract amendment that includes the carry-over of \$15,884 from the 2020-2021 Program Year of the regular CSBG contract being factored in for the entitlement amendment.

We received notice that we were again awarded the NOEP contract through Hunger Solutions in the amount of \$72,000, an increase from the previous 5-year funding cycle of \$66,000. It is important to note that awards for the grant were given for just 1 year as Hunger Solutions will monitor Program performance and State funding availability each year of the new 5-year cycle.

We have received an additional award through the town of Cortlandville ARP awards in the amount of \$5,000.00 to assist with continuing to pay the rent for the Adult Education space that has been being paid for through CSBG CARES. This is vital as the CARES funding ends in September. We have received a 1-year grant through ProLiteracy and are submitting the United Way grant with an increased ask of \$15,000.00, up from our typical ask of \$10,000. United Way works to help pay space costs and primarily works to fund a portion the Adult Education Coordinator salary.

WIC

We are actively working to develop the budget for PY 2022, which will be year 8 of our 5-year cycle with a modest 2% increase. This has been a significant challenge with anticipated increases in insurance costs, space cost increases from last year, and planned building work that will impact the WIC department's allocation to the building budget. The Program is looking at areas that the Agency could help to absorb to get us through PY 2022 in anticipation of the RFA being in place for PY 2023. We are still recruiting for a Nutritionist that will impact the budget in terms of pay rate, timing of hire, and anticipated insurance elections.

We will begin work on the RFA following the submission of our PY 2022 continuation. The committee can anticipate reviewing the continuation at the full Board given the time constraints of development and submission.

CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.

FINANCE DIRECTOR MONTHLY CHECKLIST

FOR THE MONTH APRIL 2022

Submitted by Martha Allen on June 16, 2022

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	March
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	3/31/2022	3/16/2022
NYS Vendor Responsibility NFP Form	expires 6 months	3/2/2022
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
Corporate Tax Returns - IRS 990 & CHAR 500 (auto-approved 6 months extension)	11/15/2022	
Corporate Tax Returns - IRS 5500 (Retirement) (auto-approved 6 month extension)	10/15/2022	
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		4/14/2022
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	4/26/2022
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)	4/11/2022	4/11/2022
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	
Energy Services		
WAP 21-22 PY		
Monthly Voucher to Energy Services for presentation to DHCR	May	6/15/2022
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)	4/11/2022	4/11/2022
Unaudited Financial Statements - 21.22WAP - extended to June 2022	7/31/2022	
Head Start & Early Head Start		
Quarterly Form 425: Enter in Payment Management System (PMS)		
Quarterly Cash Reports NI Loneger Required		
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)	April	6/15/2022
MWBE Reports		
1st qtr MWBE Reports (January-March)	4/11/2022	4/11/2022
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

1/1/22-12/31/22 CAPCO ADMINISTRATION

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	4/1/2022 4/30/2022	4/1/2022 4/30/2022	1/1/2022 4/30/2022	1/1/2022 4/30/2022						
ADM - ADMINISTRATIVE CHARGES											
EXPENSES											
PERSONNEL											
SALARIES/WAGES											
SALARY/WAGE EXPENSE	400,914	33,410	35,248	133,638	128,132	272,782	400,914	0			
NEW ACCRUED BENEFIT TIME	33,440	2,787	2,850	11,147	11,352	22,088	33,440	0			
Total SALARIES/WAGES	434,354	36,196	38,098	144,785	139,484	294,870	434,354	0			
FRINGES											
FICA EXPENSE	32,716	2,726	2,659	10,905	9,660	23,056	32,716	0			
UNEMPLOYMENT INSURANCE EXPENSE	14,143	1,179	1,166	4,714	4,237	9,906	14,143	0			
WORKERS COMP EXPENSE	372	31	44	124	154	218	372	0			
DISABILITY INSURANCE EXPENSE	556	46	63	185	249	308	556	0			
GROUP INSURANCE EXPENSE	28,877	2,406	986	9,626	4,202	24,675	28,877	0			
401-K EXPENSE	9,538	795	765	3,179	2,780	6,758	9,538	0			
Fringes on Accrued Leave Earned	3,747	312	399	1,249	1,589	2,158	3,747	0			
Total FRINGES	89,949	7,496	6,082	29,983	22,872	67,077	89,949	0			
Total PERSONNEL	524,303	43,692	44,179	174,768	162,357	361,947	524,303	0			
OTHER THAN PERSONNEL											
PROGRAM SUPPLIES	0	0	0	0	0	0	0	0			
OFFICE SUPPLIES	9,000	750	672	3,000	3,520	5,480	9,000	0			
FOOD & FOOD SUPPLIES	200	17	0	67	0	200	200	0			
COMMERCIAL INSURANCE	14,000	1,167	1,139	4,667	4,882	9,118	14,000	0			
PARKING LOT RENTAL	1,100	92	80	367	322	778	1,100	0			
LEGAL FEES	0	0	0	0	0	0	0	0			
POSTAGE	1,200	100	92	400	521	679	1,200	0			
DUPLICATING & PRINTING	1,700	142	156	567	537	1,163	1,700	0			
INTERNET SERVICE	1,200	100	84	400	335	865	1,200	0			
TELEPHONE	1,200	100	8	400	29	1,171	1,200	0			
Computer & Software Expense	31,150	2,596	2,305	10,383	17,051	14,099	31,150	0			
MEETING EXPENSE	1,100	92	40	367	90	1,010	1,100	0			
CONFERENCE EXPENSE	2,420	202	2,360	807	2,360	60	2,420	0			
TRAINING & TECHNICAL AST	1,600	133	0	533	0	1,600	1,600	0			
Staff Development	500	42	0	167	40	460	500	0			
LOCAL TRAVEL	400	33	0	133	2	398	400	0			
OUT OF TOWN TRAVEL	8,200	683	2,589	2,733	2,589	5,611	8,200	0			
DUES & SUBSCRIPTIONS	3,500	292	0	1,167	117	3,383	3,500	0			
BACKGROUND CHECKS	300	25	0	100	77	223	300	0			
PERMITS, FEES, & RENTALS	500	42	8	167	8	492	500	0			
ADVERTISING	500	42	0	167	280	220	500	0			
BUILDING ALLOCATION	30,000	2,500	1,942	10,000	8,466	21,534	30,000	0			
	109,770	9,148	11,474	36,590	41,226	68,545	109,770	0			
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	2,000	167	1,506	667	1,506	494	2,000	0			
Total CONTRACTUAL	2,000	167	1,506	667	1,506	494	2,000	0			
ADMINISTRATION											
FINANCIAL AUDIT	0	0	0	0	0	0	0	0			
PAYROLL PROCESSING	2,500	208	178	833	915	1,585	2,500	0			
EAP SERVICES	10,000	833	873	3,333	3,493	6,507	10,000	0			
EQUIPMENT DEPRECIATION	1,515	126		505		1,515	1,515	0			
ADMINISTRATIVE ALLOCATION	-650,088	-54,174	-58,210	-216,696	-209,037	-441,051	-650,088	0			
Total ADMINISTRATION	-636,073	-53,006	-57,159	-212,024	-204,629	-431,444	-636,073	0			
Total EXPENSES	0	0	0	0	459	-459	0	0			
NET SURPLUS/(DEFICIT)	0	0	0	0	459	459	0				

CAPCO

Income Statement

1/1/22-12/31/22 CAPCO FACILITY

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
			4/1/2022 4/30/2022		1/1/2022 4/30/2022			
OTHER THAN PERSONNEL								
OFFICE SUPPLIES			18		18			
COMMERCIAL INSURANCE	11,000	917	975	3,667	3,900	7,100	\$ 11,000	0
PARKING LOT RENTAL	0	0	0	0	0	0	\$ -	0
OFFICE UTILITIES	25,000	2,083	2,769	8,333	12,466	12,534	\$ 25,000	0
JANITORIAL MAINTENANCE	3,200	267	196	1,067	950	2,250	\$ 3,200	0
BUILDING MAINTENANCE	60,000	5,000	447	20,000	2,520	57,480	\$ 60,000	0
TRASH REMOVAL	3,500	292	209	1,167	836	2,664	\$ 3,500	0
BUILDING ALLOCATION	(140,700)	(11,725)	-8,156	(46,900)	-33,591	(107,109)	\$ (140,700)	0
MAINTENANCE ALLOCATION	38,000	3,167	3,336	12,667	12,696	25,304	\$ 38,000	0
Total OTHER THAN PERSONNEL	0	0	-205	0	-205	223	0	0
Total EXPENSES	0	0	(205)	0	(205)	223	0	0
NET SURPLUS/(DEFICIT)	0	0	205	0	205	(223)	0	0

CAPCO

Income Statement

1/1/22-12/31/22 CDPAP-MEDICAID

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
			4/1/2022 4/30/2022	YTD BUDGET	1/1/2022 4/30/2022				
MEDICAID - MEDICAID									
REVENUE									
OTHER REVENUE									
MEDICAID REVENUE	\$	2,669,139	222,428	216,424	889,713	1,055,843	1,613,296	2,669,139	0
Prior Years Medicaid Revenue	\$	-	0	0	0	10,059	0	10,059	(10,059)
Total OTHER REVENUE	\$	2,669,139	222,428	216,424	889,713	1,065,901	1,613,296	2,679,198	(10,059)
Total REVENUE	\$	2,669,139	222,428	216,424	889,713	1,065,901	1,613,296	2,679,198	(10,059)
EXPENSES									
PERSONNEL									
SALARIES/WAGES									
SALARY/WAGE EXPENSE	\$	1,849,686	154,141	168,938	616,562	737,875	1,111,811	1,849,686	0
NEW ACCRUED BENEFIT TIME	\$	4,168	347	436	1,389	1,618	2,550	4,168	0
Total SALARIES/WAGES		1,853,854	154,488	169,374	617,951	739,493	1,114,361	1,853,854	0
FRINGES									
FICA EXPENSE	\$	141,501	11,792	12,822	47,167	55,920	85,580	141,501	0
UNEMPLOYMENT INSURANCE EXPENSE	\$	68,383	5,699	5,587	22,794	24,402	43,981	68,383	0
WORKERS COMP EXPENSE	\$	42,496	3,541	3,306	14,165	14,502	27,994	42,496	0
DISABILITY INSURANCE EXPENSE	\$	8,752	729	817	2,917	3,495	5,257	8,752	0
GROUP INSURANCE EXPENSE	\$	42,391	3,533	5,161	14,130	20,612	21,779	42,391	0
401-K EXPENSE	\$	19,875	1,656	2,145	6,625	9,128	10,747	19,875	0
Fringes on Accrued Leave Earned	\$	584	49	61	195	227	357	584	0
Total FRINGES		323,981	26,998	29,898	107,994	128,284	195,697	323,981	0
Total PERSONNEL		2,177,835	181,486	199,272	725,945	867,777	1,310,058	2,177,835	0
OTHER THAN PERSONNEL									
OFFICE SUPPLIES	\$	914	76	0	305	231	684	914	0
PARKING LOT RENTAL	\$	164	14	17	55	70	95	164	0
POSTAGE	\$	6,252	521	190	2,084	1,405	4,847	6,252	0
DUPLICATING & PRINTING	\$	1,836	153	143	612	472	1,364	1,836	0
INTERNET SERVICE	\$	191	16	28	64	84	107	191	0
TELEPHONE	\$	36	3	2	12	9	27	36	0
Computer & Software Expense	\$	11,090	924	1,301	3,697	5,763	5,327	11,090	0
MEETING EXPENSE	\$	73	6		24		73	73	0
CONFERENCE EXPENSE	\$	-	0		0		0	0	0
TRAINING & TECHNICAL AST	\$	50	4		17		50	50	0
Staff Development	\$	102	9		34		102	102	0
LOCAL TRAVEL	\$	12,149	1,012	484	4,050	1,947	10,202	12,149	0
OUT OF TOWN TRAVEL	\$	-	0		0		0	0	0
STAFF IMMUNIZATIONS	\$	9,318	777	379	3,106	1,163	8,155	9,318	0
DUES & SUBSCRIPTIONS	\$	201	17	0	67	0	201	201	0
BACKGROUND CHECKS	\$	5,651	471	39	1,884	571	5,080	5,651	0
PERMITS, FEES, & RENTALS	\$	10,067	839	1,185	3,356	4,526	5,541	10,067	0
ADVERTISING	\$	1,652	138	0	551	152	1,500	1,652	0
BUILDING ALLOCATION	\$	7,223	602	534	2,408	2,036	5,187	7,223	0
Total OTHER THAN PERSONNEL		66,970	5,581	4,303	22,323	18,428	48,542	66,970	0
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	\$	1,994	166	222	665	886	1,108	1,994	0
Total INKIND		1,994	166	222	665	886	1,108	1,994	0
ADMINISTRATION									
FINANCIAL AUDIT	\$	6,151	513	0	2,050	0	6,151	6,151	0
PAYROLL PROCESSING	\$	13,511	1,126	587	4,504	7,300	6,211	13,511	0
ADMINISTRATIVE ALLOCATION	\$	181,317	15,110	18,639	60,439	71,356	109,961	181,317	0
Total ADMINISTRATION		200,979	16,748	19,226	66,993	78,656	122,323	200,979	0
Total EXPENSES		2,447,778	203,982	223,023	815,926	965,747	1,482,031	2,447,778	0
NET SURPLUS/(DEFICIT)		221,361	18,447	(6,598)	73,787	100,154	131,266	231,420	(10,059)

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Income Statement

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

	BUDGET		ACTUAL	YTD BUDGET		YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	1/1/2022 4/30/2022	4/1/2022 4/30/2022	4/30/2022	4/30/2022	FORECAST	TOTAL CONTRACT	REMAINING	
HSP - Head Start									
REVENUE									
GRANT REVENUE									
GRANT REVENUE	1,450,936	120,911	136,710	1,330,025	1,417,771	33,165	1,450,936	0	
TOTAL GRANT REVENUE	1,450,936	120,911	136,710	1,330,025	1,417,771	33,165	1,450,936	0	
OTHER REVENUE									
SPECIAL NEEDS SERVICE REIMBURSEMENT	0	0	2,400	0	17,090	0	17,090	-17,090	
OTHER INCOME	0	0	0	0	0	45,900	45,900	-45,900	
CASH DONATIONS	0	0	0	0	0	0	0	0	
INKIND DONATIONS	590,566	49,214	0	541,352	190,688	80,529	271,217	319,349	
TOTAL OTHER REVENUE	590,566	49,214	2,400	541,352	207,778	126,429	334,207	256,359	
Total REVENUE	2,041,502	170,125	139,110	1,871,377	1,625,549	159,594	1,785,143	256,359	
EXPENSES									
PERSONELL									
WAGES/SALARIES									
SALARY/WAGE EXPENSE	1,020,820	85,068	82,558	935,752	903,711	23,728	927,439	93,381	
NEW ACCRUED BENEFIT TIME	26,023	2,169	2,810	23,854	29,012	2,666	31,678	-5,655	
Total WAGES/SALARIES	1,046,843	87,237	85,368	959,606	932,723	26,394	959,117	87,726	
FRINGES									
FICA EXPENSE	79,984	6,665	5,949	73,319	65,147	1,682	66,829	13,155	
UNEMPLOYMENT INSURANCE EXPENSE	38,654	3,221	2,730	35,433	32,113	637	32,750	5,904	
WORKERS COMP EXPENSE	7,508	626	1,026	6,882	9,531	264	9,795	-2,287	
DISABILITY INSURANCE EXPENSE	2,687	224	209	2,463	2,518	200	2,718	-31	
GROUP INSURANCE EXPENSE	49,789	4,149	9,657	45,640	119,214	9,661	128,875	-79,086	
401-K EXPENSE	22,116	1,843	1,601	20,273	18,473	522	18,995	3,121	
Fringes on Accrued Leave Earned	394	33	393	361	4,062	373	4,435	-4,041	
Total FRINGES	201,132	16,761	21,565	184,371	251,057	13,340	264,397	-63,265	
Total PERSONELL	1,247,975	103,998	106,932	1,143,977	1,183,780	39,734	1,223,514	24,461	
MATERIALS									
PROGRAM MATERIALS	0	0				988	988	-988	
PROGRAM SUPPLIES	6,076	506	11,914	5,570	23,155	3,693	26,848	-20,772	
MEDICAL SUPPLIES	1,500	125		1,375		0	0	1,500	
DISABILITY SUPPLIES	1,000	83	0	917	270	0	270	730	
EDUCATIONAL SUPPLIES	7,500	625	419	6,875	4,067	955	5,022	2,478	
Total MATERIALS	16,076	1,340	12,333	14,736	27,492	5,637	33,128	-17,052	
OTHER THAN PERSONELL									
FOOD & FOOD SUPPLIES	12,827	1,069	1,301	11,758	22,888	5,102	27,991	-15,164	
SPEECH SERVICES	500	42	0	458	665	0	665	-165	
DENTAL SERVICES	500	42		458		0	0	500	
MENTAL HEALTH SERVICES	0	0		0		0	0	0	
PARENT SERVICES	2,000	167	0	1,833	428	90	518	1,482	
FAMILY EMPOWERMENT	0	0		0		0	0	0	
CHILD ACCIDENT INSURANCE	700	58	46	642	509	46	555	145	
VEHICLE INSURANCE	2,600	217	206	2,383	2,172	206	2,378	222	
VEHICLE MAINTENANCE	1,500	125	150	1,375	450	565	1,015	485	
VEHICLE FUEL	1,500	125	140	1,375	758	39	797	703	
VEHICLE REGISTRATION	200	17	0	183	210	0	210	-10	
INTERNET SERVICE	3,500	292	281	3,208	3,059	364	3,423	77	
CENTER TELEPHONE	5,000	417	82	4,583	4,704	511	5,215	-215	
Computer & Software Expense	5,000	417	912	4,583	14,149	2,276	16,425	-11,425	

	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	/1/2022 4/30/2022	4/1/2022 4/30/2022	4/30/2022	4/30/2022	FORECAST	TOTAL CONTRACT	REMAINING
HSP - Head Start								
MEETING EXPENSE	0	0	0	0	884	0	884	-884
CONFERENCE EXPENSE	1,000	83	369	917	550	0	550	450
TRAINING & TECHNICAL AST	1,000	83	0	917	3,327	185	3,511	-2,511
TEACHER TRAININGS	1,500	125		1,375		0	0	1,500
Staff Development	500	42	0	458	1,481	1,201	2,681	-2,181
LOCAL TRAVEL	1,000	83	28	917	596	33	629	371
OUT OF TOWN TRAVEL	1,000	83	998	917	998	2,945	3,943	-2,943
POLICY COUNCIL EXPENSE	1,000	83		917		0	0	1,000
STAFF IMMUNIZATIONS	500	42	0	458	248	0	248	252
DUES & SUBSCRIPTIONS	9,000	750	617	8,250	1,627	13	1,640	7,360
BACKGROUND CHECKS	1,200	100	50	1,100	409	0	409	791
PERMITS, FEES, & RENTALS	3,000	250	0	2,750	2,013	82	2,095	905
EQUIPMENT MAINTENANCE	500	42		458		0	0	500
EQUIPMENT PURCHASE	0	0		0		0	0	0
Total OTHER THAN PERSONELL	57,027	4,752	5,180	52,275	62,124	13,657	75,781	-18,754
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	4,100	342	120	3,758	16,410	4,960	21,370	-17,270
Total CONTRACTUAL	4,100	342	120	3,758	16,410	4,960	21,370	-17,270
INKIND								
VOLUNTEERS/INTERNS	0	0	0	0	16,330	30,913	47,243	-47,243
VOLUNTEERS-PROFESSIONALS	59,057	4,921	0	54,136	125,416	33,959	159,375	-100,318
INKIND DONATIONS	477,151	39,763	0	437,388	11,652	-5,352	6,300	470,851
INKIND DONATED SPACE	54,358	4,530	0	49,828	37,291	21,008	58,299	-3,941
Total INKIND	590,566	49,214	0	541,352	190,688	80,529	271,217	319,349
SPACE								
PROGRAM RENT	54,358	4,530	6,923	49,828	51,975	6,923	58,898	-4,540
PROGRAM UTILITIES	2,500	208	191	2,292	2,854	187	3,040	-540
SMAIN DEPRECIATION	6,300	525		5,775		6,300	6,300	0
SMAIN BLG ALLOCATION	30,000	2,500	4,963	27,500	59,169	0	59,169	-29,169
MAINTENANCE ALLOCATION	2,000	167	386	1,833	1,498	0	1,498	502
Total Space	95,158	7,930	12,463	87,228	115,496	13,410	128,906	-33,748
ADMINISTRATION								
OFFICE SUPPLIES	4,000	333	112	3,667	2,728	689	3,417	583
COMMERCIAL INSURANCE	500	42	19	458	163	21	184	316
PARKING LOT RENTAL	200	17	19	183	190	19	208	-8
JANITORIAL MAINTENANCE	1,000	83	251	917	948	232	1,180	-180
BUILDING MAINTENANCE	0	0	0	0	2,620	0	2,620	-2,620
TRASH REMOVAL	0	0	102	0	1,074	102	1,176	-1,176
FINANCIAL AUDIT	3,500	292	0	3,208	4,528	0	4,528	-1,028
PAYROLL PROCESSING	4,500	375	284	4,125	4,587	329	4,916	-416
POSTAGE	1,200	100	91	1,100	811	43	855	345
DUPLICATING & PRINTING	5,000	417	223	4,583	2,863	204	3,067	1,933
TELEPHONE	1,200	100	431	1,100	1,357	28	1,385	-185
ADVERTISING	1,500	125	0	1,375	1,282	0	1,282	218
OTHER EXPENDITURES	0	0		0		0	0	0
BUILDING ALLOCATION	8,000	667	549	7,333	6,408	0	6,408	1,592
Total ADMINISTRATION	30,600	2,550	2,081	28,050	29,559	1,667	31,226	-626
Total EXPENSES	2,041,502	170,125	139,110	1,871,377	1,625,549	159,594	1,785,143	256,359
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	TOTAL BUDGET	BUDGET 4/1/2022 4/30/2022	ACTUAL 4/1/2022 4/30/2022	YTD BUDGET 4/30/2022	YTD ACTUAL 4/30/2022	FORECAST	TOTAL CONTRACT	REMAINING
TTA - HEAD START TRAINING & TECH ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	13,645	1,137	1,987	12,508	16,511	-2,866	13,645	0
TOTAL GRANT REVENUE	13,645	1,137	1,987	12,508	16,511	-2,866	13,645	0
Total REVENUE	13,645	1,137	1,987	12,508	16,511	-2,866	13,645	0
EXPENSES								
MATERIALS								
PROGRAM SUPPLIES	2,450	204	0	2,246	0	0	0	2,450
Total MATERIALS	2,450	204	0	2,246	0	0	0	2,450
OTHER THAN PERSONELL								
MEETING EXPENSE	0	0	0	0	0	0	0	0
CONFERENCE EXPENSE	0	0	0	0	8,500	0	8,500	-8,500
TRAINING & TECHNICAL AST	3,000	250	360	2,750	3,889	-508	3,381	-381
OUT OF TOWN TRAVEL	6,195	516	1,627	5,679	4,122	-2,358	1,764	4,431
Total OTHER THAN PERSONELL	9,195	766	1,987	8,429	16,511	-2,866	13,645	-4,450
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	2,000	167	0	1,833	0	0	0	2,000
Total CONTRACTUAL	2,000	167	0	1,833	0	0	0	2,000
Total EXPENSES	13,645	1,137	1,987	12,508	16,511	-2,866	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	4/1/2022 4/30/2022	4/1/2022 4/30/2022	4/30/2022	4/30/2022	4/30/2022					
EHS - Early Head Start											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	1,342,309	111,859	70,728	1,230,450	1,117,393	224,916	1,342,309	0			
TOTAL GRANT REVENUE	1,342,309	111,859	70,728	1,230,450	1,117,393	224,916	1,342,309	0			
OTHER REVENUE											
OTHER INCOME	0	0	0	0	0	0	0	0			
INKIND DONATIONS	165,384	13,782	7,594	151,602	58,213	13,877	72,090	93,294			
TOTAL OTHER REVENUE	165,384	13,782	7,594	151,602	58,213	13,877	72,090	93,294			
Total REVENUE	1,507,693	125,641	78,322	1,382,052	1,175,606	238,793	1,414,399	93,294			
EXPENSES											
PERSONELL											
WAGES/SALARIES											
SALARY/WAGE EXPENSE	932,325	77,694	42,111	854,631	677,713	157,900	835,614	96,711			
NEW ACCRUED BENEFIT TIME	58,004	4,834	3,813	53,170	45,704	3,086	48,790	9,214			
Total WAGES/SALARIES	990,329	82,527	45,925	907,802	723,417	160,986	884,404	105,925			
FRINGES											
FICA EXPENSE	75,539	6,295	3,025	69,244	49,285	11,413	60,698	14,841			
UNEMPLOYMENT INSURANCE EXPENSE	36,505	3,042	1,393	33,463	24,237	5,534	29,771	6,734			
WORKERS COMP EXPENSE	6,752	563	326	6,189	5,034	1,228	6,262	490			
DISABILITY INSURANCE EXPENSE	2,336	195	106	2,141	1,571	123	1,694	642			
GROUP INSURANCE EXPENSE	33,100	2,758	6,040	30,342	76,466	6,041	82,507	-49,407			
401-K EXPENSE	15,649	1,304	726	14,345	12,363	1,210	13,573	2,076			
Fringes on Accrued Leave Earned	301	25	534	276	6,399	432	6,831	-6,530			
Total FRINGES	170,182	14,182	12,151	156,000	175,354	25,981	201,335	-31,153			
Total PERSONELL	1,160,511	96,709	58,076	1,063,802	898,771	186,967	1,085,739	74,772			
MATERIALS											
PROGRAM MATERIALS	0	0	0	0	104	0	104	-104			
PROGRAM SUPPLIES	9,021	752	5,265	8,269	18,237	4,264	22,501	-13,480			
MEDICAL SUPPLIES	750	63		688		0	0	750			
DISABILITY SUPPLIES	500	42	0	458	174	0	174	326			
EDUCATIONAL SUPPLIES	3,000	250	842	2,750	2,837	13,682	16,519	-13,519			
Total MATERIALS	13,271	1,106	6,107	12,165	21,352	17,946	39,297	-26,026			
OTHER THAN PERSONELL											
FOOD & FOOD SUPPLIES	27,034	2,253	1,309	24,781	21,091	6,754	27,845	-811			
SPEECH SERVICES	250	21		229		0	0	250			
DENTAL SERVICES	250	21		229		0	0	250			
MENTAL HEALTH SERVICES	0	0		0		0	0	0			
PARENT SERVICES	750	63	0	688	215	22	237	513			
FAMILY EMPOWERMENT	0	0		0		0	0	0			
CHILD ACCIDENT INSURANCE	230	19	27	211	299	27	326	-96			
VEHICLE INSURANCE	2,600	217	287	2,383	3,016	287	3,303	-703			
VEHICLE MAINTENANCE	1,000	83	440	917	980	334	1,315	-315			
VEHICLE FUEL	2,000	167	-49	1,833	344	57	401	1,599			
VEHICLE REGISTRATION	200	17	0	183	194	0	194	6			
INTERNET SERVICE	3,300	275	289	3,025	3,221	430	3,650	-350			
CENTER TELEPHONE	1,200	100	56	1,100	2,885	365	3,250	-2,050			
Computer & Software Expense	2,000	167	471	1,833	7,017	2,531	9,547	-7,547			
MEETING EXPENSE	0	0	0	0	449	0	449	-449			
CONFERENCE EXPENSE	500	42	216	458	323	0	323	177			
TRAINING & TECHNICAL AST	750	63	0	688	1,754	1,009	2,763	-2,013			
TEACHER TRAININGS	750	63		688		0	0	750			
Staff Development	0	0	0	0	1,035	468	1,503	-1,503			

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	4/1/2022 4/30/2022	4/1/2022 4/30/2022	4/30/2022	4/30/2022					
EHS - Early Head Start										
LOCAL TRAVEL	750	63	28	688	257	39	296	454		
OUT OF TOWN TRAVEL	500	42		458		296	296	204		
POLICY COUNCIL EXPENSE	500	42		458		0	0	500		
STAFF IMMUNIZATIONS	250	21	0	229	124	286	410	-160		
DUES & SUBSCRIPTIONS	3,000	250	362	2,750	824	0	824	2,176		
BACKGROUND CHECKS	750	63	0	688	279	50	329	421		
PERMITS, FEES, & RENTALS	3,500	292	0	3,208	4,220	298	4,519	-1,019		
EQUIPMENT MAINTENANCE	100	8		92		0	0	100		
EQUIPMENT PURCHASE	0	0		0		0	0	0		
Total OTHER THAN PERSONELL	52,164	4,347	3,437	47,817	48,528	13,253	61,781	-9,617		
CONTRACTUAL										
CONTRACTUAL SERVICES-OTHER	5,000	417	1,691	4,583	19,983	3,686	23,669	-18,669		
Total CONTRACTUAL	5,000	417	1,691	4,583	19,983	3,686	23,669	-18,669		
INKIND										
VOLUNTEERS/INTERNS	0	0	0	0	2,672	0	2,672	-2,672		
VOLUNTEERS-PROFESSIONALS	115,388	9,616	0	105,772	7,230	0	7,230	108,158		
INKIND DONATIONS	7,396	616	0	6,780	7,343	0	7,343	53		
INKIND DONATED SPACE	42,600	3,550	0	39,050	40,968	13,877	54,845	-12,245		
Total INKIND	165,384	13,782	0	151,602	58,213	13,877	72,090	93,294		
SPACE										
PROGRAM RENT	61,645	5,137	797	56,508	45,258	0	45,258	16,387		
PROGRAM UTILITIES	18,000	1,500	2,258	16,500	21,471	1,464	22,935	-4,935		
SMAIN DEPRECIATION	4,400	367		4,033		0	0	4,400		
SMAIN BLG ALLOCATION	7,000	583	492	6,417	5,865	0	5,865	1,135		
MAINTENANCE ALLOCATION	2,000	167	3,275	1,833	29,814	0	29,814	-27,814		
Total SPACE	93,045	7,754	6,822	85,291	102,408	1,464	103,872	-10,827		
ADMINISTRATION										
OFFICE SUPPLIES	2,000	167	573	1,833	2,232	357	2,589	-589		
COMMERCIAL INSURANCE	537	45	134	492	1,347	132	1,480	-943		
PARKING LOT RENTAL	131	11	14	120	146	14	160	-29		
JANITORIAL MAINTENANCE	1,000	83	599	917	2,977	238	3,215	-2,215		
BUILDING MAINTENANCE	0	0	60	0	6,198	417	6,614	-6,614		
TRASH REMOVAL	1,400	117	60	1,283	631	60	691	709		
FINANCIAL AUDIT	2,700	225	0	2,475	4,253	0	4,253	-1,553		
PAYROLL PROCESSING	2,800	233	151	2,567	3,015	191	3,206	-406		
POSTAGE	500	42	25	458	259	3	261	239		
DUPLICATING & PRINTING	2,000	167	101	1,833	1,638	103	1,742	258		
TELEPHONE	1,000	83	258	917	469	21	491	509		
ADVERTISING	250	21	0	229	773	65	838	-588		
OTHER EXPENDITURES	0	0		0		0	0	0		
BUILDING DEPRECIATION	0	0		0		0	0	0		
BUILDING ALLOCATION	4,000	333	214	3,667	2,412	0	2,412	1,588		
Total ADMINISTRATION	18,318	1,527	2,190	16,792	26,351	1,601	27,952	-9,634		
Total EXPENSES	1,507,693	125,641	78,322	1,382,052	1,175,606	238,793	1,414,399	93,294		
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0		

CAPCO

Income Statement

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

LINE ITEM	TOTAL BUDGET	BUDGET 4/1/2022 4/30/2022	ACTUAL 4/1/2022 4/30/2022	YTD BUDGET 4/30/2022	YTD ACTUAL 4/30/2022	FORECAST	TOTAL CONTRACT	REMAINING
ETA - EARLY HS TRAINING & TECH. ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	32,755	2,730	514	30,025	23,544	9,211	32,755	0
TOTAL GRANT REVENUE	32,755	2,730	514	30,025	23,544	9,211	32,755	0
Total REVENUE	32,755	2,730	514	30,025	23,544	9,211	32,755	0
EXPENSES								
MATERIALS								
PROGRAM SUPPLIES	3,600	300		3,300			0	3,600
Total MATERIALS	3,600	300		3,300		0	0	3,600
OTHER THAN PERSONELL								
MEETING EXPENSE	0	0		0		0	0	0
CONFERENCE EXPENSE	0	0	0	0	10,051	0	10,051	-10,051
TRAINING & TECHNICAL AST	6,800	567	270	6,233	6,339	508	6,847	-47
OUT OF TOWN TRAVEL	17,355	1,446	244	15,909	7,154	8,702	15,857	1,498
Total OTHER THAN PERSONELL	24,155	2,013	514	22,142	23,544	9,210	32,755	-8,600
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	5,000	417		4,583			0	5,000
Total CONTRACTUAL	5,000	417		4,583		0	0	5,000
Total EXPENSES	32,755	2,730	514	30,025	23,544	9,210	32,755	0
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	4/1/2022 4/30/2022	4/1/2022 4/30/2022	4/30/2022	4/30/2022			
MAG - Management and General								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	220,481	18,373	20,072	202,108	192,026	28,455	220,481	0
TOTAL GRANT REVENUE	220,481	18,373	20,072	202,108	192,026	28,455	220,481	0
Total REVENUE	220,481	18,373	20,072	202,108	192,026	28,455	220,481	0
ADMINISTRATION								
ADMINISTRATIVE ALLOCATION	220,481	18,373	20,072	202,108	192,026	28,455	220,481	0
Total ADMINISTRATION	220,481	18,373	20,072	202,108	192,026	28,455	220,481	0
Total EXPENSES	220,481	18,373	20,072	202,108	192,026	28,455	220,481	0
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	4/1/2022 4/30/2022	4/1/2022 4/30/2022	4/30/2022	4/30/2022	4/30/2022	4/30/2022			
UPK - Universal Pre-K										
REVENUE										
GRANT REVENUE										
GRANT REVENUE	250,800	22,770	18,480	250,470	186,450	55,440	241,890	8,910		
TOTAL GRANT REVENUE	250,800	22,770	18,480	250,470	186,450	55,440	241,890	8,910		
OTHER REVENUE										
SERVICE FEES	0	0		0		0	0	0		
SALARY REIMBURSEMENTS	0	0		0		0	0	0		
OTHER INCOME						9,170	9,170	-9,170		
TOTAL OTHER REVENUE	0	0	0	0	0	0	9,170	0		
Total REVENUE	250,800	22,770	18,480	250,470	186,450	55,440	251,060	8,910		
EXPENSES										
PERSONELL										
WAGES/SALARIES										
SALARY/WAGE EXPENSE	153,268	12,772	8,111	140,496	104,579	18,655	123,234	30,034		
NEW ACCRUED BENEFIT TIME	3,186	266	252	2,921	3,001	579	3,579	-393		
Total WAGES/SALARIES	156,454	13,038	8,362	143,416	107,580	19,234	126,813	29,641		
FRINGES										
FICA EXPENSE	11,957	996	568	10,961	7,338	1,307	8,645	3,312		
UNEMPLOYMENT INSURANCE EXPENSE	5,778	482	268	5,297	3,728	617	4,344	1,434		
WORKERS COMP EXPENSE	950	79	43	871	610	98	708	242		
DISABILITY INSURANCE EXPENSE	306	26	18	281	240	41	281	25		
GROUP INSURANCE EXPENSE	9,630	803	1,158	8,828	17,688	1,158	18,846	-9,216		
401-K EXPENSE	3,420	285	195	3,135	2,465	449	2,914	506		
Fringes on Accrued Leave Earned	382	32	35	350	420	81	501	-119		
Total FRINGES	32,423	2,702	2,285	29,721	32,489	3,751	36,240	-3,817		
Total PERSONELL	188,877	15,740	10,648	173,137	140,068	22,984	163,053	25,824		
MATERIALS										
PROGRAM SUPPLIES	7,500	625		6,875		1,000	1,000	6,500		
EDUCATIONAL SUPPLIES	0	0	0	0	146		146	-146		
Total MATERIALS	7,500	625	0	6,875	146	1,000	1,146	6,354		
OTHER THAN PERSONELL										
FOOD & FOOD SUPPLIES	0	0		0		0	0	0		
INTERNET SERVICE	50	4	4	46	44	4	47	3		
CENTER TELEPHONE	0	0	9	0	84	9	93	-93		
CONFERENCE EXPENSE	0	0		0		0	0	0		
TRAINING & TECHNICAL AST	400	33	0	367	1,500	0	1,500	-1,100		
TEACHER TRAININGS	2,000	167		1,833		2,000	2,000	0		
Staff Development	0	0		0		0	0	0		
LOCAL TRAVEL	1,000	83	4	917	28	50	78	922		
Out of Town Travel	2,000	167	691	1,833	691	1,309	2,000	0		
DUES & SUBSCRIPTIONS	1,100	92		1,008		1,100	1,100	0		
Total OTHER THAN PERSONELL	6,550	546	708	6,004	2,347	4,471	6,818	-268		
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	4,820	16,500	22,073	2,197	24,270	-6,270		
SMAIN BLG ALLOCATION	0	0	88	0	1,053	88	1,141	-1,141		
Total SPACE	18,000	1,500	4,908	16,500	23,126	2,285	25,411	-7,411		
ADMINISTRATION										
OFFICE SUPPLIES	0	0	45	0	450	250	700	-700		
COMMERCIAL INSURANCE	400	33	6	367	60	6	66	334		
PARKING LOT RENTAL	25	2		23		0	0	25		
BUILDING MAINTENANCE						0	0	0		
FINANCIAL AUDIT	700	58	0	642	711	0	711	-11		
PAYROLL PROCESSING	500	42	23	458	520	-20	500	0		
POSTAGE						0	0	0		
TELEPHONE	100	8	0	92	3	20	23	77		
ADVERTISING	0	0		0		0	0	0		
BUILDING DEPRECIATION	0	0		0		0	0	0		
ADMINISTRATIVE ALLOCATION	18,287	1,524	1,476	16,763	11,806	2,187	13,993	4,294		
BUILDING ALLOCATION	1,500	125	60	25	459	100	559	941		
Total ADMINISTRATION	21,512	1,793	1,609	18,370	14,010	2,542	16,552	4,960		
Total EXPENSES	242,439	20,203	17,873	220,886	179,697	33,283	212,980	29,459		
NET SURPLUS/(DEFICIT)	8,361	2,567	607	29,584	6,753	22,157	38,080	-20,549		

CAPCO

Income Statement

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

Extended to June 2022

		BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL				
LINE ITEM		TOTAL BUDGET	4/1/2022 4/30/2022	4/1/2022 4/30/2022	4/30/2022	4/30/2022	FORECAST	TOTAL CONTRACT	REMAINING
21.22WAP - 2021-2022 WAP									
REVENUE									
GRANTS									
GRANT REVENUE		942,818	78,568	92,694	942,818	855,771	87,047	942,818	0
	Total Grants	942,818	78,568	92,694	942,818	855,771	87,047	942,818	0
	Total Revenue	942,818	78,568	92,694	942,818	855,771	87,047	942,818	0
EXPENSES									
Materials									
PROGRAM MATERIALS		91,500	7,625	6,977	91,500	124,427	879	125,306	-33,806
SUBCONTRACT MATERIALS		8,500	708	0	8,500	8,919	2,184	11,103	-2,603
	Total	100,000	8,333	6,977	100,000	133,347	3,063	136,409	-36,409
		100,000	8,333	6,977	100,000	133,347	3,063	136,409	-36,409
Personnel									
Agency Labor									
Agency Salaries									
SALARY/WAGE EXPENSE		380,726	31,727	30,509	380,726	312,584	40,100	352,684	28,042
NEW ACCRUED BENEFIT TIME		8,951	746	1,655	8,951	24,292	3,129	27,421	-18,470
	Total Agency Salaries	389,677	32,473	32,163	389,677	336,876	43,229	380,105	9,572
FICA EXPENSE		29,126	2,427	2,304	29,126	24,143	3,068	27,210	1,915
UNEMPLOYMENT INSURANCE EXPENSE		14,075	1,173	1,032	14,075	11,755	1,482	13,238	837
WORKERS COMP EXPENSE		20,051	1,671	1,175	20,051	13,419	2,014	15,433	4,618
DISABILITY INSURANCE EXPENSE		932	78	44	932	591	341	932	0
GROUP INSURANCE EXPENSE		34,994	2,916	2,209	34,994	22,557	2,209	24,766	10,228
401-K EXPENSE		9,518	793	660	9,518	6,809	873	7,682	1,836
Fringes on Accrued Leave Earned		4,186	349	232	4,186	3,401	438	3,839	347
		112,882	9,407	7,656	112,882	82,675	10,426	93,101	19,781
	Total Agency Labor	502,559	41,880	39,820	502,559	419,551	53,655	473,206	29,353
Subcontracted Labor									
SUBCONTRACT LABOR		4,444	370	0	4,444	5,488	0	5,488	-1,044
	Total Subcontracted Labor	4,444	370	0	4,444	5,488	0	5,488	-1,044
	Total Personnel	507,003	42,250	39,820	507,003	425,039	53,655	478,694	28,309
Program Support									
PROGRAM SUPPLIES		5,000	417	812	5,000	8,111		8,111	-3,111
OFFICE SUPPLIES		20,500	1,708	481	20,500	18,017	2,483	20,500	0
VEHICLE INSURANCE		6,500	542	537	6,500	4,567	1,073	5,640	860
VEHICLE MAINTENANCE		3,350	279	676	3,350	26,089	2,500	28,589	-25,239
VEHICLE FUEL		8,500	708	1,593	8,500	14,162	3,186	17,349	-8,849
VEHICLE REGISTRATION		0	0	0	0	241		241	-241
PROGRAM RENT		29,500	2,458	1,087	29,500	13,341	2,174	15,515	13,985
PARKING LOT RENTAL		100	8	0	100	86		86	14
PROGRAM UTILITIES				1,322		4,113	2,644	6,757	-6,757
JANITORIAL MAINTENANCE				0		115		115	-115
BUILDING MAINTENANCE		0	0	0	0	176		176	-176
TRASH REMOVAL				176		1,699		1,699	-1,699
POSTAGE		1,200	100	34	1,200	941		941	259

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	4/1/2022 4/30/2022	4/1/2022 4/30/2022		4/30/2022		4/30/2022				
DUPLICATING & PRINTING	450	38	2		450		24			24	427
INTERNET SERVICE	25,000	2,083	48		25,000		710			710	24,290
TELEPHONE	0	0	174		0		12,148	348		12,496	-12,496
Computer & Software Expense	0	0	234		0		18,790	468		19,257	-19,257
Staff Development	1,100	92	0		1,100		1,627			1,627	-527
LOCAL TRAVEL	1,500	125	0		1,500		287			287	1,213
OUT OF TOWN TRAVEL	0	0	49		0		49			49	-49
TOOLS EXPENSE	12,500	1,042	1,078		12,500		12,908	567		13,475	-975
DUES & SUBSCRIPTIONS	1,500	125	0		1,500		629	1,445		2,074	-574
BACKGROUND CHECKS	0	0	0		0		350			350	-350
PERMITS, FEES, & RENTALS	0	0	0		0		1,995			1,995	-1,995
ADVERTISING	1,500	125	0		1,500		1,186			1,186	314
EQUIPMENT MAINTENANCE	0	0	2,495		0		4,747			4,747	-4,747
EQUIPMENT EXPENSE	8,500	708	0		8,500		0	0		0	8,500
BUILDING ALLOCATION	1,500	125	0		1,500		1,427			1,427	73
MAINTENANCE ALLOCATION	0	0	533		0		11,214	251		11,466	-11,466
Total Program Support	128,200	10,683	11,331		128,200		159,751	17,139		176,890	-48,690
Audit											
FINANCIAL AUDIT	1,804	150	0		1,804		2,920	0		2,920	-1,116
Total Audit	1,804	150	0		1,804		2,920	0		2,920	-1,116
T & TA											
TRAINING & TECHNICAL AST	10,000	833	0		10,000		10,189	0		10,189	-189
Total T & TA	10,000	833	0		10,000		10,189	0		10,189	-189
HEALTH AND SAFETY											
HEALTH AND SAFETY WAGES	0	0	650		0		16,759			16,759	-16,759
HEALTH AND SAFETY	40,000	3,333	1,142		40,000		25,403	32		25,435	14,565
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	1,792		40,000		42,162	32		42,194	-2,194
LIABILITY INSURANCE	100	8	0		100		100	0		100	0
EQUIPMENT PURCHASE	85,000	7,083	24,710		85,000		24,710	0		24,710	60,290
Administration											
PAYROLL PROCESSING	1,000	83	441		1,000		979	21		1,000	0
ADMINISTRATIVE ALLOCATION	69,711	5,809	7,624		69,711		56,573	13,138		69,711	0
Total Administration	70,711	5,893	8,065		70,711		57,552	13,159		70,711	0
Total Expenses	942,818	78,568	92,694		942,818		855,771	87,047		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 4/1/2022 4/30/2022	YTD ACTUAL 4/30/2022	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		1,202		1,202
SUBCONTRACT MATERIALS				0
Total	0	1,202	0	1,202
Total	0	1,202	0	1,202
Personnel				
Agency Labor				
Agency Salaries				
SALARY/WAGE EXPENSE	0	5,063		5,063
NEW ACCRUED BENEFIT TIME	0	71		71
Total Agency Salaries	0	5,134	0	5,134
Fringes				
FICA EXPENSE	0	449		449
UNEMPLOYMENT INSURANCE EXPENSE	0	194		194
WORKERS COMP EXPENSE	0	309		309
DISABILITY INSURANCE EXPENSE	0	10		10
GROUP INSURANCE EXPENSE	0	330		330
401-K EXPENSE	0	137		137
Fringes on Accrued Leave Earned	0	10		10
Total Fringes	0	1,440	0	1,440
Total Agency Labor	0	6,575	0	6,575
Subcontracted Labor				
SUBCONTRACT LABOR				
Total Subcontracted Labor	0	0	0	0
Total Personnel	0	6,575	0	6,575
Program Support				
PROGRAM SUPPLIES	0			0
VEHICLE MAINTENANCE	0	1,295		1,295
Computer & Software Expense	0	1,073		1,073
Total Program Support	0	2,368	0	2,368
HEALTH AND SAFETY				
HEALTH AND SAFETY	0	809	0	809
HEALTH & SAFETY-SUBMATERIAL	0	0	0	0
HEALTH & SAFETY SUBLABOR	0	0	0	0
	0	809	0	809
Administration				
ADMINISTRATIVE ALLOCATION	0	1,095	0	1,095
Total Administration	0	1,095	0	1,095
Total Expenses	0	12,048	0	12,048
NET SURPLUS/(DEFICIT)	0	0	0	0

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Income Statement

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

	PROPOSED	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	4/1/2022 4/30/2022	4/1/2022 4/30/2022	4/30/2022	4/30/2022	FORECAST	TOTAL CONTRACT	REMAINING
21.22CSBG - 2021 -2022 CSBG								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	244,739	20,395	20,995	203,949	136,676	108,063	244,739	0
Prior Year Revenue		0	0	0	0	0	0	0
Total GRANT REVENUE	244,739	20,395	20,995	203,949	136,676	108,063	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	19,442	50,493	124,732	0	124,732	-64,141
Total OTHER REVENUE	60,591	5,049	19,442	50,493	124,732	0	124,732	-64,141
Total REVENUE	305,330	25,444	40,438	254,442	261,408	108,063	369,471	-64,141
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	123,123	10,260	11,273	102,602	68,321	54,802	123,123	0
NEW ACCRUED BENEFIT TIME	10,335	861	912	8,612	6,570	3,765	10,335	0
Total SALARIES/WAGES	133,457	11,121	12,185	111,215	74,891	58,566	133,457	0
FRINGES								
FICA EXPENSE	10,688	891	850	8,906	5,381	4,134	9,515	1,172
UNEMPLOYMENT INSURANCE EXPENSE	5,165	430	373	4,304	2,544	1,812	4,356	809
WORKERS COMP EXPENSE	454	38	23	378	341	113	454	0
DISABILITY INSURANCE EXPENSE	321	27	26	268	187	132	319	3
GROUP INSURANCE EXPENSE	9,052	754	695	7,543	5,152	3,474	8,626	426
401-K EXPENSE	3,472	289	255	2,894	1,704	1,238	2,942	530
Fringes on Accrued Leave Earned	1,447	121	128	1,206	920	527	1,447	0
Total FRINGES	30,599	2,550	2,350	25,499	16,228	11,430	27,659	2,940
Total PERSONNEL	164,056	13,671	14,535	136,713	91,119	69,997	161,116	2,940
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	2,000	167	0	1,667	41	1,713	1,754	246
PROGRAM SUPPLIES	0	0	0	0	231	0	231	-231
OFFICE SUPPLIES	800	67	0	667	439	361	800	0
Direct Beneficiary Costs	2,000	167	744	1,667	1,710	372	2,082	-82
FOOD & FOOD SUPPLIES	100	8	0	83	115	0	115	-15
COMMERCIAL INSURANCE	60	5	4	50	27	33	60	0
VEHICLE INSURANCE	1,680	140	0	1,400	1,805	0	1,805	-125
VEHICLE MAINTENANCE	1,500	125	0	1,250	791	709	1,500	0
VEHICLE FUEL	100	8	180	83	-726	826	100	0
VEHICLE REGISTRATION	260	22	0	217	371		371	-111
PARKING LOT RENTAL	600	50	51	500	360	240	600	0
BOARD EXPENDITURES	500	42	0	417	148	352	500	0
POSTAGE	800	67	50	667	494	306	800	0
DUPLICATING & PRINTING	800	67	163	667	953	816	1,769	-969
INTERNET SERVICE	1,400	117	43	1,167	338	1,062	1,400	0
TELEPHONE	150	13	15	125	100	50	150	0
Computer & Software Expense	12,100	1,008	582	10,083	4,490	7,610	12,100	0
MEETING EXPENSE	500	42	129	417	229	271	500	0

	PROPOSED	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	4/1/2022 4/30/2022	4/1/2022 4/30/2022	4/30/2022	4/30/2022	FORECAST	TOTAL CONTRACT	REMAINING
CONFERENCE EXPENSE	2,000	167	0	1,667	99	1,901	2,000	0
TRAINING & TECHNICAL AST	1,000	83	0	833	145	855	1,000	0
Staff Development	500	42	0	417	194	306	500	0
LOCAL TRAVEL	265	22	0	221	167	98	265	0
OUT OF TOWN TRAVEL	3,000	250	0	2,500	679	2,321	3,000	0
DUES & SUBSCRIPTIONS	3,400	283	1,483	2,833	4,278		4,278	-878
BACKGROUND CHECKS	0	0	0	0	114		114	-114
PERMITS, FEES, & RENTALS	0					0	0	0
ADVERTISING	200	17	0	167	862		862	-662
EQUIPMENT PURCHASE	0	0		0		0	0	0
BUILDING ALLOCATION	22,000	1,833	909	18,333	14,097	7,903	22,000	0
MAINTENANCE ALLOCATION	0					0	0	0
Total OTHER THAN PERSONNEL	57,715	4,810	4,354	48,096	32,551	28,104	60,655	-2,940
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	0	0	0	0	40	-40	0	0
Total CONTRACTUAL	0	0	0	0	40	-40	0	0
INKIND								
FARMERS MARKET EBT EXPENSE	0	0	0	0		0	0	0
VOLUNTEERS/INTERNS	0	0	3,759	0	16,101	0	16,101	-16,101
INKIND DONATIONS	60,591	5,049	15,683	50,493	108,631	0	108,631	-48,040
Total INKIND	60,591	5,049	19,442	50,493	124,732	0	124,732	-64,141
ADMINISTRATION								
FINANCIAL AUDIT	1,400	117	0	1,167	649	751	1,400	0
PAYROLL PROCESSING	700	58	35	583	297	403	700	0
ADMINISTRATIVE ALLOCATION	20,868	1,739	2,072	17,390	12,020	8,848	20,868	0
Total ADMINISTRATION	22,968	1,914	2,107	19,140	12,966	10,002	22,968	0
Total EXPENSES	305,330	25,444	40,438	254,442	261,408	108,063	369,471	-64,140
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

Income Statement

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

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
		4/1/2022 4/30/2022	4/1/2022 4/30/2022	4/30/2022	4/30/2022			
WIC - WOMEN, INFANTS & CHILDREN								
REVENUE								
GRANTS								
GRANT REVENUE	375,808	31,317	20,664	219,221	190,226	185,582	375,808	0
Total Grants	375,808	31,317	20,664	219,221	190,226	185,582	375,808	0
Other Revenue								
PASS THROUGH FUNDS-wic VOUCHERS	0	0		0	0	0	0	0
INKIND DONATIONS	0	0		0		0	0	0
Total Other Revenue	0	0	0	0	0	0	0	0
Total Revenue	375,808	31,317	20,664	219,221	190,226	185,582	375,808	0
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	226,661	18,888	10,999	132,219	106,855	117,133	223,988	2,673
NEW ACCRUED BENEFIT TIME	14,918	1,243	745	8,702	8,465	6,453	14,918	0
Total Agency Salaries	241,579	20,132	11,744	140,921	115,319	123,586	238,906	2,673
Fringes								
FICA EXPENSE	17,094	1,425	809	9,972	7,893	9,201	17,094	0
UNEMPLOYMENT INSURANCE EXPENSE	4,862	405	364	2,836	3,738	1,124	4,862	0
WORKERS COMP EXPENSE	756	63	75	441	382	374	756	0
DISABILITY INSURANCE EXPENSE	340	28	28	198	178	162	340	0
GROUP INSURANCE EXPENSE	28,705	2,392	1,946	16,745	13,785	14,920	28,705	0
401-K EXPENSE	5,904	492	299	3,444	2,636	3,268	5,904	0
Fringes on Accrued Leave Earned	0	0	104	0	1,185	-1,185	0	0
Total Fringes	57,661	4,805	3,625	33,636	29,797	27,864	57,661	0
Total Personnel	299,240	24,937	15,369	174,557	145,116	151,450	296,567	2,673
OTPS								
Space								
PROGRAM RENT	1,200	100	0	700	600	600	1,200	0
PARKING LOT RENTAL		0	50	0	348	249	597	-597
BUILDING ALLOCATION	32,665	2,722	2,702	19,055	21,322	10,697	32,019	646
Total	33,865	2,822	2,752	19,755	22,270	11,546	33,816	49
Program Operations								
PROGRAM MATERIALS	0	0		0		0	0	0
PROGRAM SUPPLIES		0		0		0	0	0
OFFICE SUPPLIES	1,000	83		583		1,000	1,000	0
MEDICAL SUPPLIES	500	42		292		500	500	0
EDUCATIONAL SUPPLIES	500	42		292		500	500	0
POSTAGE	1,500	125	192	875	1,423	77	1,500	0
DUPLICATING & PRINTING	500	42	105	292	595	-95	500	0
INTERNET SERVICE	1,800	150	47	1,050	331	1,469	1,800	0
TELEPHONE	660	55	115	385	853	573	1,425	-765
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
		4/1/2022 4/30/2022	4/1/2022 4/30/2022	4/30/2022	4/30/2022			
WIC - WOMEN, INFANTS & CHILDREN								
INKIND DONATIONS	0	0		0		0	0	0
Total Program Operations	6,460	538	459	3,768	3,551	3,674	7,225	-765
Total OTPS	40,325	3,360	3,211	23,523	25,821	15,220	41,041	-716
Travel								
VEHICLE INSURANCE	900	75	79	525	528	372	900	0
VEHICLE MAINTENANCE	450	38	0	263	0	450	450	0
VEHICLE FUEL	200	17	0	117	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	117	0	200	200	0
OUT OF TOWN TRAVEL	0	0	0	0	0	0	0	0
Total Travel	1,750	146	79	1,021	569	1,181	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	0	1,676	2,126	0	2,126	747
Total Audit	2,873	239	0	1,676	2,126	0	2,126	747
Other								
CONTRACTUAL SERVICES-OTHER	1,200	100	102	700	866	334	1,200	0
Computer & Software Expense	0	0	105	0	1,923	525	2,448	-2,448
TRAINING & TECHNICAL AST	243	20	0	142	450	0	450	-207
PAYROLL PROCESSING	840	70	55	490	573	267	840	0
Memberships	350	29		204		350	350	0
ADVERTISING	500	42	0	292	308	192	500	0
Total Other	3,133	261	261	1,828	4,120	1,668	5,788	-2,655
Administration								
ADMINISTRATIVE ALLOCATION	28,487	2,374	1,745	16,617	12,474	16,013	28,487	0
Total Administration	28,487	2,374	1,745	16,617	12,474	16,013	28,487	0
Total Expenses	375,808	31,317	20,664	219,221	190,226	185,533	375,759	49
NET SURPLUS/(DEFICIT)	0	0	0	0	0	49	49	-49

Resolution of the Board of Directors
Of
Cortland County Community Action Program, Inc.
Resolution No. 22-37

WHEREAS, the Cortland County Community Action Program, Inc. Finance/Audit Committee has reviewed the 2022 WAP Grant & Budget submission and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the reports for the 2022 WAP Grant & Budget submission,

IT IS HEREBY RESOLVED that on June 23, 2022, the CAPCO Board of Directors accepts as presented the reports for the 2022 WAP Grant & Budget submission.

Shelley Warnow
Board President

June 23, 2022
Date

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

Date: 06/07/2022

Time: 14:26

Appendix B

Part I - Budget

Contract/Prog Year/Amend: C095240/2022/0

Program Year Allocation: \$872,272

Budget Start Date: 04/01/2022

Budget End Date: 03/31/2023

Sent to HCR Date: 06/07/2022

I. BUDGET

	Requested Amount	%
A. Materials	\$142,008	16.28%
B. Labor	\$451,014	51.71%
C. Program Support	\$89,810	10.30%
D. Liability Insurance	\$100	0.01%
E. Financial Audit Fee	\$2,920	0.33%
F. Training and Technical Assistance	\$6,000	0.69%
G. Health & Safety	\$80,000	9.17%
H. Administration	\$65,420	7.50%
I. Capital Equipment Purchases	\$35,000	4.01%
TOTAL BUDGET	\$872,272	100.00%

II. A+B+C

A. Materials	\$142,008	20.80%
B. Labor	\$451,014	66.05%
C. Program Support	\$89,810	13.15%
TOTAL A+B+C	\$682,832	100.00%

II. PRODUCTION GOALS

A. Unit Goals	86
B. Avg \$/Unit	\$7,900

Service Areas

Tompkins

Cortland

CORT

Resolution of the Board of Directors
Of
Cortland County Community Action Program, Inc.

Resolution No. 22-38

WHEREAS, the Cortland County Community Action Program, Inc. Finance/Audit Committee has reviewed the CSBG CARES amendment and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the CSBG CARES amendment,

IT IS HEREBY RESOLVED that on June 23, 2022, the CAPCO Board of Directors accepts as presented the CSBG CARES amendment.

Shelley Warnow
Board President

June 23, 2022
Date

ATTACHMENT B
COMMUNITY SERVICES BLOCK GRANT - CARES
B-1 Budget Summary

Contractor Cortland County Community Action Program, Inc. **FFY** 2020-2022

Budget Period 4/1/20 **to** 9/30/22 **Contract #** C1001793

(a) **TOTAL CSBG ALLOCATION OF GRANT FUNDS (FEDERAL)** **\$** 328,878

Cost Categories	CSBG CARES Grant Funds
1. Personnel Services (from Attachment B-2)	\$ 79,394
2. Delegate Agencies (Subcontractors)	\$
3. Contractual Services/Audit	\$ 2,320
4. Equipment Purchase/Lease	\$ 78,855
5. Other Costs (from Attachment B-3)	\$ 169,309
6. Administrative Costs	
Indirect Rate _____ %	\$
De Minimis Rate _____ %	\$
Admin. Cost/Rate _____ %	\$
TOTAL	\$ 329,878

Descriptions and amounts of Contractual Services/Audit and Equipment Purchase/Lease expenses included in Cost Categories 3 and 4:

3. Contractual Services/Audit

CSBG CARES Grant Funds this FY	
DIRECT: \$ -	
Description:	
ADMIN: \$ 2,320	
Description:	\$384 EAP Services, \$486 Payroll Processing, \$950 Financial Audit, \$500 NYSCAA Compensation Study

4. Equipment Purchase/Lease

CSBG CARES Grant Funds this FY	
DIRECT: \$ 78,855	
Description:	Purchase 3 Vehicles: \$49K 1 New Van, \$30K 2 Nissan Rogues to be used by Family Development and Family Essentials. Primary usage for outreach, home visits, transporting participants, training, and collecting donations. These vehicles will be used to make contactless delivery of food, clothing, and cleaning supplies to families effected by COVID-19. In addition the vehicles will be for staff to use to safely complete home visits with one of the focus areas being prevention of COVID-19
ADMIN: \$ -	
Description:	

**TO AVOID ROUNDING ERRORS ON THESE DOCUMENTS, PLEASE ROUND UP. ENTER WHOLE NUMBERS ONLY.
DO NOT INCLUDE DECIMALS OR ANY CALCULATIONS!**

<i>[These figures should auto-fill from the MWBE Goals Calculation page; please verify accuracy of the numbers]</i>			
MWBE Goal %	30%	MBE Goal Amount \$	19711
MWBE Goal Amt \$	39,422	WBE Goal Amount \$	19711
		MBE Goal %	15%
		WBE Goal %	15%
The MWBE Goal is applied to qualified purchases made during the period specified within this contract.			

Resolution of the Board of Directors
Of
Cortland County Community Action Program, Inc.

Resolution No. 22-39

WHEREAS, the Cortland County Community Action Program, Inc. Finance/Audit Committee has reviewed the 2022 United Way Grant submission and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the 2022 United Way Grant submission,

IT IS HEREBY RESOLVED that on June 23, 2022, the CAPCO Board of Directors accepts as presented the 2022 United Way Grant submission.

Shelley Warnow
Board President

June 23, 2022
Date

**United Way for Cortland County
2022 Allocation Request**

July 2022 – June 2023



Download and save form before completing.

Name of Organization applying

Requested Amount

Contact Name

Contact Phone Number

Address

Briefly describe the allocation purpose (1-2 lines)

Describe the problem you are addressing and the service you will use to address it (500 words)

What priority needs are you addressing?

These needs should fit under the United Way pillars of Family Support, Income or Health

Budget Narrative –

What is the total cost of the program? You can provide the program budget for 1 year

Indicate other funding that will be used to support this program?

How much funding do you need from United Way for 1 year of services?

Justify what the funding will be used for?

What geographic area of Cortland County will your program serve?

Does your program serve a diverse or priority need population? Describe

Executive Committee Meeting

June 16, 2022

Meeting called to order at 12:04 pm. Members present: Lynne Sypher, Billie MacNabb, Doug Bentley.

Absent: Shelley Warnow.

Staff: Greg Richards, Kirsten Parker, Danielle Treacy.

Committee reviewed the time-off policy changes. Currently all regular full-time employees are accruing at a personal leave rate of 1.23 hours. Would like to change that to 1.443 hours per pay period. This will give full time employees 5 days a year off (part time pro-rated and will depend on hours worked.)

Motion to approve change in personal time off made by Doug Bentley, 2nd by Lynne Sypher. Motion carried.

Committee reviewed the annual leave policy changes. Looking to change the wording from “at least 20 hours per pay period” to “40 hours per pay period”. This is something that has always been a practice and meant to be in verbiage, but we are now finally fixing.

We are looking to change the rollover amounts at the end of the year from 40 hours to 75 hours. This would now include all employees, not just full-time employees.

Head Start/Early Head Start Specific Changes – Currently, Early Head Start teachers accrue vacation, personal, & sick leave. They have to save 3 weeks of vacation every year for different designated weeks off for Program shut-down. These changes will vacation time for front-line EHS staff. CAPCO will give them their vacation breaks paid off. In addition, we will also give them 1 extra week for Winter Break as well. Traditionally, this was the February week that we had mandatory staff trainings. We have identified 2 days that are low attendance that we will make training days. For Head Start – we will now give Winter Break off as well, in addition to the other 2 weeks of break they have. This will not cost the program any money and save on accrued leave expense.

Motion to approve change in annual leave policy changes made by Billie MacNabb, 2nd by Doug Bentley. Motion carried.

Committee reviewed changes looking to be made under employee categories. Because of above change in annual leave going from at least 20 hours to 40hours, we needed to change the verbiage in the program year employee section as well to 40 hours per pay period in lieu of 20 hours.

Motion to accept made by Lynne Sypher, 2nd by Billie MacNabb. Motion carried.

Committee reviewed changes to be made under inclement weather policy. Currently the policy had staff coming to school at their normal scheduled time when school was under a delay. At times, this would cause confusion of what time to use if a teacher came in and school ended up closing or if they were delayed in coming in as well. Looking to change the policy to now delay being paid for, not needing to report to work until what would be their normal scheduled time.

Motion to approve change in inclement weather policy made by Billie MacNabb, 2nd by Lynne Sypher.
Motion carried.


No further business. Meeting adjourned at 12:50 pm.

Resolution of the Board of Directors
Of
Cortland County Community Action Program, Inc.
Resolution No. 22-40

WHEREAS, the Cortland County Community Action Program, Inc. Executive Committee has reviewed the proposed changes to the Personal Leave, Annual Leave, Employment Categories, and Inclement Weather Personnel Policies and Procedures,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed changes to the Personal Leave, Annual Leave, Employment Categories, and Inclement Weather Personnel Policies and Procedures,

IT IS HEREBY RESOLVED that on June 23, 2022, the CAPCO Board of Directors accepts as presented the proposed changes to the Personal Leave, Annual Leave, Employment Categories, and Inclement Weather Personnel Policies and Procedures.


June 23, 2022
Board President

Date

PERSONAL LEAVE

Effective Date: **June 23, 2016**

Policy Review/Update Effective Date: June 24, 2022
~~October 28, 2021~~

PURPOSE/POLICY

CAPCO provides personal leave for eligible employees. All regular full-time employees accrue personal leave at a rate of 1.443 ~~1.23~~ hours (pro-rated for part-time employees) per pay period and may use personal leave in accordance with this policy.

PROCEDURE

1. Personal leave will begin to accrue immediately upon hire.
2. Employees may request use of paid personal leave after successful completion of the introductory period. Time must be taken in 15-minute increments.
3. Employees are not paid for any unused personal leave time remaining at the end of a calendar year or upon separation from employment. However, employees are allowed to carry over personal leave hours to the next calendar year, at a maximum of 8 hours.
4. Personal leave must be scheduled one week in advance with exceptions approved by an employee's immediate Supervisor.
5. All personal leave requests must be approved by an employee's Supervisor before taken.
6. The time is paid at the employee's regular hourly rate and is not used in the calculation of overtime.
7. Unused personal days are not paid out upon termination.
8. Personal leave time is not earned during any unpaid period of time.

ANNUAL LEAVE

Effective Date: **June 23, 2016**

Policy Review/Update Effective Date: June 24, 2022
~~October 28, 2021~~

PURPOSE/POLICY

CAPCO provides annual leave time for employees to refresh themselves and encourages and supports all employees to use annual leave time regularly. Leave must be preapproved and is not guaranteed to be granted. Leave is approved based on the demands of the program and to insure all program functions are sufficiently covered. All regular full-time and regular part-time employees earn and use annual leave time in accordance with the guidelines outlined below.

PROCEDURE

1. Employees begin to accrue annual leave time immediately upon hire but are ineligible to take annual leave time until after the successful completion of their introductory period.
2. Annual leave time off accruals are based on an employee's anniversary date.
3. An eligible employee earns annual leave time beginning on his/her first day of employment based on the employee's regular schedule and length of service determined by anniversary date.
4. Non-exempt, regular full-time employees earn annual leave time based on the following schedule:

<u>Completed Years of Service</u>	<u>Annual Leave Accruals per Pay Period</u>
Less than 1 Year	3.693 hours
After 1 Year	4.0
After 2 Years	4.31
After 3 Years	4.616
After 4 Years	4.924
After 5 Years	5.232
After 6 Years	5.539
After 7+ Years	5.847

5. Accruals for part-time employees are prorated, and part-time employees must ~~consistently~~ work at least 20-40 hours during the pay period ~~work week~~ to be eligible to accrue annual leave.
6. Employees should request approval in writing at least two weeks in advance before taking annual leave time. Scheduled absences are preplanned with an employee's Supervisor/Program Director in accordance with department guidelines, negotiating the least impact to the work area.
7. It is necessary that CAPCO provide consistent services to the community as indicated by CAPCO's programs and funding sources. Necessary staffing will be maintained at all times to insure this.
8. Time-off requests can be denied if proper request protocol is not followed and/or program demands do not allow it for the time requested. There will be no additional consideration for time-off requests for employees who have pre-planned leave before actually requesting the time-off. Employees should not make leave plans before the time-off approval has been granted.
9. When scheduling conflicts arise, priority for annual leave is established at the discretion of management. Length of employment may determine priority in scheduling annual leave time. Decisions about annual leave time and scheduling are the responsibility of the Supervisor and Program Director.
10. Annual leave time off can be taken in fifteen (15) minute increments of time.
11. CAPCO does not advance annual leave time.

12. CAPCO strongly encourages employees to take annual leave time every calendar year. ~~Full time~~ Employees are allowed to carry over annual leave from one year to the next calendar year at a maximum of ~~75~~ 40 hours; any annual leave time remaining above 40 ~~75~~ hours is forfeited and not paid out. ~~Part time employees are allowed to carry over annual from one year to the next calendar year at a maximum of 20 hours; any annual leave time remaining above 20 hours is forfeited and not paid out.~~
13. Any earned but unused annual leave is paid to eligible employees at the time of termination; provided the employee voluntarily resigns and at least two (2) weeks written advance notice of resignation is given for nonexempt staff and at least thirty (30) days' advance notice is given for exempt staff. All other employees will not be paid for accrued but unused annual leave time upon termination, including but not limited to in instances where an employee is terminated by the Agency. Annual leave time may not be used to extend the termination date.
14. Upon providing written notice of resignation, an employee is not permitted to take accrued leave that was not pre-approved before the resignation notice was provided.
15. If an employee provides advance written notice of resignation that exceeds the minimum notice requirements as set forth in this Manual, the employee will minimally not be permitted to take accrued leave that was not pre-approved during the required notice period.
16. Annual leave time is not earned during any unpaid period of time.

[HEAD START/EARLY HEAD START SPECIFIC]

1. Head Start/Early Head Start classroom staff do not accrue annual leave, and alternately receive the designated and approved paid recesses of the Head Start/Early Head Start Program calendar.
2. Program-Year Head Start non-classroom staff do not accrue annual leave and alternately receive the designated and approved paid recess of the Head Start/Early Head Start Program calendar.
3. Classroom staff for the purposes of this policy are defined as Classroom Teachers (i.e., Preschool Teachers, UPK Teachers, Infant/Toddler Teachers), Assistant Teachers, Classroom Floaters/Assistants, Kitchen Aides, Family Advocates, Home Visitors, and designated Program Cook staff.
4. Early Head Start classroom staff receive the December, February, April, and August Program paid recesses.
5. Program-Year Head Start classroom and non-classroom staff receive the December, February, and April Program paid recesses.

6. This policy does not impact the accruals of Personal or Sick time, nor does it impact receipt of Holiday time for Head Start/Early Head Start staff.

7. This Policy does not impact Head Start employees' status as Program-Year Employees.

INCLEMENT WEATHER AND OTHER EMERGENCIES

Effective Date: **December 7, 2017**

Policy Review/Update Effective Date: June 24, 2022

~~October 28, 2021~~

PURPOSE/POLICY

CAPCO monitors and keeps employees informed of changing weather conditions and other emergency situations before, during, and after the event. The Agency strives for safety for all employees in the event of inclement weather, and other emergency situations, through staff support systems.

PROCEDURE

1. The Executive Director determines if the Agency will open or remain open in the event of severe weather conditions or other emergencies. If the decision is made not to open the Agency, the phone message maybe changed to state that CAPCO is closed due to inclement weather.
2. If the Agency is closed or closes early due to inclement weather, the Executive Director or her/his designee will send a notification to employees using the designated CAPCO contact system. The closure may also be posted on local radio and television stations as available.
3. If the Agency is closed or closes early due to inclement weather, employees are paid for the hours they were scheduled to work.
4. If the Agency remains open and the weather is questionable, employees are to determine if they feel it is safe to try and come to work or leave early. If a nonexempt employee chooses not to come in to work, chooses to leave early, or chooses to come in late, he/she will not be paid for hours not worked, but may use accrued time off benefits, to be determined based on the accrued leave policies stated in this Manual. If an exempt employee chooses not to come to work and is absent and performs no work for a full day, he/she will not be paid for that day, but may use accrued time off benefits. The employee must contact her/his Supervisor prior to the scheduled starting time to indicate if and when he/she will be arriving to work.
5. If the Agency is open and the employee chooses not to come to work or chooses to leave early and then the Agency closes, he/she will receive pay for the hours the Agency closed provided he/she was scheduled to work.
6. Employees who are not scheduled to work, or using personal time off benefits, or on any other paid or unpaid type of absence are not eligible for paid time off due to weather-related or other emergencies.
7. In the event of a fire, storm, or other emergency, safety is most important. Employees are to move to a position of safety or exit the building as quickly as possible. Employees are required to follow written evacuation and safety procedures.

[HEAD START SPECIFIC]

SNOW DAYS

In addition to the procedures above, the Head Start/Early Head Start Program may be delayed or shut down due to inclement weather while the CAPCO Agency remains open. In general, the Head Start/Early Head Start Program makes determinations for delaying or shutting down the program based on the shutdown decisions of the local school districts, particularly when the Head Start/Early Head Start classrooms are located in schools. In rare instances, some Head Start/Early Head Start classrooms may shut down while others remain open. If the school/center shuts down, Classroom staff reporting to classrooms in shutdown schools/centers will not report. All other Head Start/Early Head Start staff will report unless the Agency closes.

- a. If the Head Start/Early Head Start classrooms are on a delay or shutdown due to inclement weather, the Head Start Program Director or her/his designee will send a notification to Head Start/Early Head Start employees using the designated CAPCO contact system.
- b. The Head Start Program Director or her/his designee will contact local news stations to further communicate with staff and inform participant families of delays and program closings.
- c. The Head Start Program Director or her/his designee will contact area radio stations to further communicate any delays or program closings.

~~d. If a Head Start/Early Head Start classroom is on a delay, Classroom staff receive the delay paid for the hours they were scheduled to work. Non-classroom staff are still to report to work at their regularly scheduled time. all Head Start/ Early Head Start staff, including Classroom staff, are still to report to work at their regularly scheduled time.~~

d. Classroom staff for the purposes of this policy are defined as Classroom Teachers (i.e., Preschool Teachers, UPK Teachers, Infant/Toddler Teachers), Assistant Teachers, Classroom Floaters/Assistants, Kitchen Aides, Family Advocates, Home Visitors, and designated Program Cook staff.

EMPLOYMENT CATEGORIES AND DEFINITIONS

Effective Date: **June 23, 2016**

Policy Review/Update Effective Date: June 24, 2022
~~October 28, 2021~~

PURPOSE/POLICY

CAPCO classifies employees and defines categories and responsibilities of employment according to the Fair Labor Standards Act (FLSA) and the New York State Labor Law. CAPCO expects all persons associated with the Agency, regardless of relationship, to respect and follow the policies and procedures outlined in this Manual.

PROCEDURE

1. Job descriptions will indicate whether the position is exempt or nonexempt.
2. Classification will be determined based on the FLSA criteria and New York State Labor Law.

The following are the descriptions of each category.

EMPLOYEE CATEGORIES:

Regular Full-Time Employee

A regular full-time employee is an employee regularly scheduled to work at least 37.5 hours per week, may be exempt or nonexempt, and is not in a temporary status or introductory period. Regular full-time employees are eligible for all standard benefits, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time Employee

A regular part-time employee is an employee with regularly scheduled hours that are less than 37.5 hours per week, may be exempt or nonexempt, and is not in a temporary status or introductory period. Regular part-time employees are not eligible for CAPCO benefits that include minimum hours for eligibility (except those legally required). Refer to Section 3 of this Personnel Policies and Procedures Manual for benefit eligibility guidelines.

Program Year Employee [HEAD START SPECIFIC]

At the conclusion of a successful Introductory Period, the employee will be placed on a regular Program Year status. All such employees will receive paid approved recesses of the Head Start calendar. The number of weeks of employment will be determined in accordance with the approved Head Start calendar. Personal leave benefits for employees who work part-time ~~with regularly scheduled~~ hours of 20-40 hours per pay period week or more will be pro-rated based upon the number of actual hours and weeks worked. Minimum hour requirements may impact accruals of leave benefits. Refer to Section 3 of this Manual for benefit eligibility guidelines. Program Year Employees with a full-time work week of 37.5 hours shall receive the Agency's health and life insurance throughout the entire year according to the Agency's benefit requirements.

Introductory (Probationary) Employee

All exempt and nonexempt employees are on an introductory period for the first 90 days of employment. Additionally, current employees who are transferred or promoted to a new position in a different Program-area, department, and/or functional area are placed on a 90-day

introductory period. Before the end of the introductory period, a written evaluation will be made by the employee's immediate Supervisor, based on satisfactory CAPCO standards, for the purpose of determining the employee's continued employment with the Agency. However, the completion of the introductory period does not guarantee employment for any period of time thereafter. Employees who satisfactorily complete the introductory period will be notified of their new employment category.

Head Start/Early Head Start Employee [HEAD START SPECIFIC]

Employees working primarily* within the Head Start/Early Head Start program or more of the time are classified as Head Start/Early Head Start employees. These employees may work less than 12 months and are subject to additional Head Start/Early Head Start regulations and requirements.

*Per OHS Policy Clarification, "...the dollar amount constitutes more than half of the particular individual's compensation."

Temporary Employee

A temporary employee is hired as an interim replacement to supplement the work force or to assist in a specific project.

Employment assignments in this category are of a limited duration. Temporary employees retain that status until notified of a status change. Temporary workers receive all legally required benefits (e.g., Workers' Compensation (WC) and Social Security), but may be ineligible for any of CAPCO's benefit programs.

NON-EMPLOYEE CATEGORIES:

Volunteer

The term "volunteer" means an unpaid person who is trained to assist in implementing ongoing program activities on a regular basis under the supervision of a staff person in areas such as health, family development, education, transportation, nutrition, and management.

Independent Consultant

A person who receives compensation for professional or technical services at a fee agreed upon and paid by the Agency, who is engaged as an independent contractor (or third-party contractor) for specified services and is not a CAPCO employee. Consultants' compensation will be reported to the IRS and IRS Form 1099 will be issued for all contracts of six hundred dollars (\$600) or more.

Board of Directors

The governing body with legal and fiscal responsibility for administering the programs within the Agency.

Policy Council [HEAD START SPECIFIC]

The formal group of parents and community representatives required to be established by the Agency to assist in decisions about the planning and operation of the Head Start/Early Head Start program.

EMPLOYMENT DEFINITIONS:

Employees are classified as exempt or nonexempt from the overtime provisions of the FLSA (29 CFR Part 541) and state wage and hour laws.

Exempt Employee

Employees in exempt positions are:

- Paid on a salaried basis.
- Paid to do the job and must meet the federal and state DOL requirements for exemption.
- Excluded from specific provisions of federal and state wage and hour laws.
- Not eligible for overtime pay.

Nonexempt Employee

Employees in nonexempt positions are:

- Paid on an hourly or salary basis.
- Entitled to overtime pay for hours worked in excess of 40 in a work week.

Nothing contained in this policy will impact the policy of employment-at-will.

Executive Director Report



June 2022

- CAPCO held our first in-person All-Staff Training Day on Friday, June 10th at the Marathon Civic Building. We typically hold a minimum of 2 All-Staff days each year that are required workdays for staff for staff development and training. Throughout the pandemic, we have held these virtually, and it was a noticeable difference being able to be all in the same space this year and all together across departments and programs. As Deputy Director, Kirsten Parker led the efforts and the committee to plan this spring's All-Staff Day, which typically concluded with a 'fun' and interactive activity for staff. This year, we started our morning with some staff recognitions, followed by Cyber Security by our partners at Plan First. Our Agency's S.A.F.E. Committee conducted a Slips, Trips, and Falls Prevention training followed by Sexual Harassment Prevention training conducted by our HR Coordinator, Nikki Thomas. Our lunch was catered by a local Marathon eatery, Mijo's Grill, followed by Years of Service recognition and wildly popular activities put on by Team Adventure that included outdoor interactive team building activities. A huge thank you to Kirsten and the committee as well as our local Marathon Board Members, Shelley Warnow and Mary Bliss for stopping into this great day!
- Following our Strategic Planning retreat on June 1st and ongoing Management discussions since the beginning of the year, we are continuing to look at our staff recruitment and retention efforts, including policies around time-off accruals and usage, hours of operation, remote work, and inclement weather policies. This includes how we look at working time-off for our Head Start/Early Head Start classroom and front-line staff that have always had a different practice for use of time-off as it relates to following the school district calendar. We are proposing some immediate changes now while we take the summer to do a deeper dive on some larger procedure changes as we head toward the fall of the year. The Executive Committee has reviewed some of those immediate changes that will be presented under Executive Committee's report for resolution approval.
- The Head Start/Early Head Start Program is working with Bruce Martins from Elm Tree Golf Course to re-look at the lease for the Elm Tree Early Head Start space. In April of 2021, the Program signed another 3-year lease with Elm Tree with the unknowns of the space needed coming out of the pandemic shutdowns and the reduction/conversion model we are to start operating under. With this, it has been determined that the Elm Tree space will now not be needed nor can be supported by the entitlement HS/EHS grant with the addition of the Learning Adventure space we are now renting from the YWCA Cortland on Huntington Street. We have attempted to provide Bruce with our 60-day notice to break our lease, but Bruce is requesting concessions as it pertains to the term of the lease and our ability to break the lease. We are working with the Finance Committee and the Program to develop a compromised plan to continue paying Bruce through either OCFS stabilization or our ARP stimulus dollars until which time Bruce can re-rent the space. We will continue to keep the Board apprised of our progress.

- The Parker Project remains very much in limbo at this point as the Parker Planning Committee appointed by the City continues to meet with us at CAPCO and the YWCA Cortland on a bi-weekly basis. Following our last meeting that was held in the Parker building, it was revealed that the architectural bids that were conducted back in February did not provide an updated estimate of renovation costs from the original estimates in 2019. While this is puzzling, Troy Beckwith on the committee will be taking the pro-bono plans that were done in 2019 and using his architectural programming to convert those figures to 2022 dollars. Once we have these figures, we will know the additional costs of the building renovations given inflation and the time span between the initial estimates. Initially, the estimates to renovate the building to be ready to move-in were approximately 1.5 million dollars, and both CAPCO and the YWCA attained the DASNY and NYS Empire grants to cover the costs that the City is currently sitting on with no additional progress made. The YWCA continues to fluctuate in terms of their commitment to the project and space needed if they remain committed with the uncertainties coming out of the pandemic. This, coupled with the anticipated increases in costs, will determine CAPCO's next steps with the project. We will be holding an Executive Committee meeting in July to more in-depthly go over the concerns and challenges with Parker Project and we will continue to keep the full Board apprised.
- We concluded the HS/EHS federal review on May 26th, and we are awaiting the results of the review that can take anywhere from 45-90 days. Bethann and her team are now working to put together the Corrective Action Plan for the January 26th deficiency, which include resources and insights from our Training & Technical Assistance "deployment team" through the Office of Head Start. Our Corrective Action Plan is due by July 1, 2022. Our Agency is also preparing for our TRACS Review through the NYS Department of State (DOS), which is our Agency-wide review on a tri-annual basis as a Community Action Program and how we meet the Organization Standards governed by NYS DOS. Our in-person review dates are scheduled for July 12th & 13th.
- As reported at the May 2022 Board meeting, we have officially submitted our first back-file dating back to the end of January for Fidelis to HHAExchange. While we are thrilled to officially have 1 file through, there is a lot of work to do to get us caught up while real-time billing continues. Martha and her team are working on 3 more files and are working to have all back-billing caught up by the end of the summer. Cash flow remains solid as we work to complete back-billing.

Deputy Director Report
Kirsten Parker
June 2022

- **Volunteer Driver Program**-The Federal mileage reimbursement rate has increased to \$.625. This will allow us to reimburse drivers at a slightly higher rate. We are hoping this will help a little with driver recruitment.
- **Consumer Directed Care**-I will be meeting with Greg to make some decisions and short-term and long-term plans for the program. We are still not taking any new consumers, but we may start to slowly add consumers in the coming weeks. At this time, we will not be accepting new Fidelis consumers.
- **HR/Staff Recruitment**-We have made some progress hiring for Head Start/Early Head Start. We had one promising applicant for the WIC Nutritionist job, but she declined due to the vaccination mandate and not being able to work remotely. Healthy Families offered the position to an applicant for the position they have open, but the candidate never responded.
- **Dairy Parade**- Was held June 7th, CAPCO decorated one of the vans and had about 14 staff and family members volunteered to walk. We gave out recruiting materials for Head Start and WIC and cow bracelets with our QR code for open positions. It was cold, miserable weather, but the rain stopped just long enough for us to get down the route.
- **All-Staff Day**- We held all-staff day on June 10th at the Civic Building in Marathon. Our staff and Plan First did some trainings in the morning, Mijo's Bar and Grill in Marathon catered lunch and then Team Adventure led team building activities outside in the afternoon. Thank you to Mary and Shelley who were able to join us for part of the day. Overall, the day was well received. It was nice to finally be able to meet in person again.
- **WIC Budget**- I have been trying to help Kay with the WIC budget, it will be another very challenging year. The RFA is due right behind it.
- **Family Development Credentialing Program**-My portfolio is finally submitted, now we wait.
- **Golf Tournament**-We do not have the final numbers from the golf tournament yet, but I am anticipating a profit of about \$12,000.



Energy Services / Building Maintenance Update for June 2022

Energy Services

Weatherization Assistance Program- PY2021- 2022 (Cortland & Tompkins Counties)

- HCR has approved the PY22 contract package for \$872,272.
- ARPA contract work is delayed due to subcontractors not bidding, returning calls, having employees to work, and booked out for months. This contract to date ends September 30, 2022.
- We have a Heat Technician returning on the 21st and a new Crew Laborer has started this week. One position still open for another Crew Laborer.
- Wrapping up our PY21 WAP contract to spend out and completing 80 units. Our goal was 97 units. Due to the high material costs we had to do less units.

EmPower NY (Cortland & Tompkins Counties)

6 - jobs have been completed.

HEAP-

19- Air conditioners supplied to HEAP participants.

Energy Savers- N/A

CAPCO Building Maintenance-

- SMain Renovations:
 - Materials have been delivered for the Pavilion.
 - Playground fencing will be done the week of the 20th.
 - Sewer piping replacement will be done 6/24 to 7/1.

Family Development Board Report

June 2022

Adult Education

- We have been awarded the Pro Literacy Opportunity Grant in the amount of \$4,000 to help offset cost in the Adult Education Program.
- We have been awarded a grant from the town of Cortlandville in the amount of \$5,000 to help offset cost in the Adult Education Program.
- Three students enrolled in our collaborative Certified Nursing Assistance (CNA) Program at TC3 that began in June.
- Three students took the GED exam in June. One passed all tests and will receive a diploma and two students passed 2 of the 4 tests needed to receive a diploma.

Emergency Assistance

- We have scheduled our Everybody's Baby Shower for July 27 at 2:00pm. The event provides education, gifts, and referrals to new and expectant moms.
- We will be at the Marathon Food Pantry on June 21 with representatives from SNAP and Fidelis Care.
- We have a site visit with the Food Bank of Central NY scheduled for June 23.
- Family Essentials had installed new hanging racks attached to the walls, eliminating some of the standing rack, making more space for shoppers.

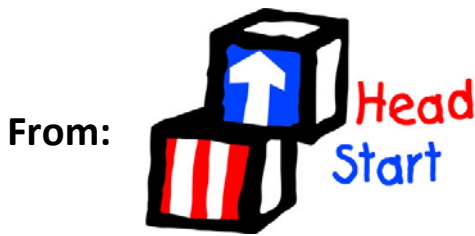
NOEP

- We have received notification of an approved contract beginning July 2022. The contract was increased by \$6,000 to \$72,000. This increase will help us share SNAP and other food resources with the community.
- Jessica planning summer outreach efforts at summer feeding sites and local parks.
- Jessica will help at the Fresh Food Giveaway on June 29 at 4:30 at The Chapel.

Healthy Families

- We have completed interviews for the Family Resource Specialist position and will be checking references and making an offer in the coming weeks.
- We received very positive feedback from our Program Manager from our site visit in May. Staff are working on improving program capacity and documenting parent child interactions.
- We met our goal of receiving 12 new family screenings in the month of May.
- Program staff completed outreach at Kidsville and Molinas Baby Shower recruiting new and expectant moms to the program.





From:

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

I. Enrollment

- A. We are beginning to enroll children for the 2022-2023 program year. Both programs are currently at 50% capacity.
- B. We are striving for full enrollment. We are initiating a staff recruitment initiative and pushing enrollment of children in the community.

II. Staffing

- A. We continue to recruit for opening positions, and substitutes. Still have quite a few vacant positions open (mainly education part- and full-time positions).
- B. We have filled out Nutrition Manager position, in addition to hiring a few Head Start and Early Head Start teaching positions.

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

- A. We have started to plan for the HS/EHS August Pre – Service trainings. We have 3 national trainers booked. These training days will be held at Greek Peak conference center.

IV. Old Business

- A. We are seeing less and less classroom shut downs due to COVID.
- B. A new Parker advisory committee has been formed and have met twice. One was a short meet and greet at CAPCO, the other was a walk through of the building. We are currently waiting on the cities lead to move forward.
- C. Learning Adventure (ELC): We are ready to open! July 1st our EHS classrooms will be closed and will use this day to get their new rooms set up in the new building.
- D. We continue to provide staff wellness for all staff. This Friday is the last day for our Head Start Program. We are providing a chicken BBQ lunch and thank you gifts.
- E. COLA/QI letter has been submitted. We have not heard any thing else from OHS on their acceptance of our grant proposal.
- F. Federal Review was completed the week of May 23rd. All went really well. We await the written report from OHS and we will share that report in the coming months.
- G. We will again be offering a summer extended program for 4 year olds who will be entering kindergarten in the fall. We have secured staff and are following up with interested families.

V. New Business

- A. We will be submitting our corrective action plan for the deficiency we received in response to the incident at the Randall 1 classroom. Submission date is July 1st with a follow up phone call on July 11th

WIC Program Monthly Report

Kay Brewster

6/13/22

- May enrollment and caseload are the highest so far this fiscal year. We are proud to have served over 1000 participants in May.
- We are working hard on our FFY 23 Budget, it is due 6/22. It is very challenging due to the only 2% increase.
- We are also in the process of completing our FFY 24-28 RFA. Our intention is to continue our previous plan of applying for Cortland and Chenango County service areas.
- We continue to have an opening for a nutritionist. We are working with HR to fill this. I am reaching out to colleges/universities hopeful that recent graduates may be interested.
- NYS has released a temporary formula guide including some additional can sizes and brands of formula to help during the shortage. We do not know how long this will be in place. Health Care Providers have been notified via fax and participants have been notified via Facebook and during phone contacts. Convenience and transportation concerns continue to be the primary obstacle for our participants. Participants may need to visit multiple stores on multiple days to obtain what they need but it seems to be available within the week.
- Farmer's Market Nutrition Program benefits were delayed but we now have our coupons and are distributing them to participants. They were increased to \$25 value per participant this year.
- The Public Health Emergency remains through July 20, 2022. Because we have not heard of it being cancelled, it is likely it will be extended again through October 20, 2022. This would mean remote flexibility and waiver of physical presence would remain in place through January 2023.
- We continue to encourage participants to come in person as able and comfortable to optimize WIC services. It continues to be well received; we have many families that do want to come in.

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	956	79.67%	93.45%	✓
FEB	1,200	1,018	958	79.83%	94.11%	✓
MAR	1,200	1,036	975	81.25%	94.11%	✓
APR	1,200	1,041	977	81.42%	93.85%	✓
MAY	1,200	1,062	1,001	83.42%	94.26%	✗
YTD Average:	1,200	1,030	966	80.54%	93.85%	

Resolution of the Board of Directors
Of
Cortland County Community Action Program, Inc.
Resolution No. 22-41

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the 2022 WIC Continuation Grant & Budget submission,

IT IS HEREBY RESOLVED that on June 23, 2022, the Cortland County Community Action Program, Inc. Board of Directors accepts as presented the 2022 WIC Continuation Grant & Budget submission.

Shelley Warnow
Board President

June 23, 2022
Date

Agency:

217 Cortland County Community Action Program

Contract Number:

DOH01-C35449GG-3450000



Budget

Contract Period:

October 01, 2022 - September 30, 2023

[Contract Award Summary](#)
[Budget](#)
[Budget Worksheets](#)
[Comments](#)
[Documents](#)
[Workflow](#)

FFY 2023 Budget Justification - Budget

	FTE	Justified Amount	Budgeted Amount	Unbudgeted Amount
Personal Service and Fringe				
Program Support	1.00	\$60,255.00	\$60,255.00	0
Nutrition Assistant	1.00	\$34,125.00	\$34,125.00	0
Competent Professional Authority	1.00	\$40,950.00	\$40,950.00	0
Qualified Nutritionist	2.00	\$85,196.00	\$85,196.00	0
Total FTEs and Salary	5.00	\$220,526.00	\$220,526.00	0
Fringe Benefits		\$110,407.65	\$70,158.00	\$40,249.65
Total Personal Service and Fringe		\$330,933.65	\$290,684.00	\$40,249.65
Non-Personal Service				
Space (Owned)		\$50,901.00	\$43,219.00	\$7,682.00
Space (Rent)		\$1,200.00	\$1,200.00	0
Utilities		0	0	0
Program Operations		\$12,801.00	\$7,601.00	\$5,200.00
Travel		\$1,750.00	\$1,750.00	0
Equipment		0	0	0
Audit		\$3,930.00	\$3,929.00	\$1.00
ONPS Other		\$6,202.00	\$1,595.00	\$4,607.00
Contractual Staff		0	0	0
Other Contractual Services		\$11,496.00	\$4,296.00	\$7,200.00
Total Space & Subtotal ONPS		\$88,280.00	\$63,590.00	\$24,690.00
Breast Pumps and Collection Kits		\$2,538.19	0	\$2,538.19
Total Breast Pumps & Collection Kits		\$2,538.19	0	\$2,538.19
Breastfeeding Peer Counseling				
BFPC Administrative Staff		0	0	0
BFPC Administrative Staff Fringe		0	0	0
BFPC Travel		\$46.00	\$46.00	0
BFPC Equipment		0	0	0
BFPC Peer Counselors		\$20,960.00	\$15,038.00	\$5,922.00
BFPC Contractual Staff		0	0	0
BFPC Other Contractual Services		0	0	0
BFPC Other		\$1,236.00	\$1,236.00	0
Total BFPC		\$22,242.00	\$16,320.00	\$5,922.00
Total Direct Costs		\$443,993.84	\$370,594.00	\$73,399.84
Indirect		\$29,054.57	\$29,050.00	\$4.57
Total Indirect Costs		\$29,054.57	\$29,050.00	\$4.57
Total Non-Personal Service		\$142,114.76	\$108,960.00	\$33,154.76
Total Allocated		\$473,048.41	\$399,644.00	\$73,404.41
Unallocated		0	0	0
Advance		0	0	0
Grand Total		\$473,048.41	\$399,644.00	\$73,404.41

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 22-42

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed draft HS/EHS Corrective Action Plan in response to the January 26th deficiency,

IT IS HEREBY RESOLVED that on June 23, 2022 the Cortland County Community Action Program, Inc. Board of Directors accepts as presented the proposed HS/EHS Corrective Action Plan in response to the January 26th deficiency.

Shelley Warnow
Board President

June 23, 2022
Date

**CORTLAND COMMUNITY ACTION PROGRAM
HEAD START / EARLY HEAD START**

Corrective Action Plan (CAP)

July 1, 2022

02CH010916

CORTLAND COMMUNITY ACTION PROGRAM HEAD START / EARLY HEAD START

Corrective Action Plan (CAP)

02CH010916

Deficiency: *Human Resource Management 1302.90 Personnel policies, (c) Standard of conduct.* (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standard of conduct that: (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including at a minimum, that staff must not: (A) Use corporal punishment; (G) Physically abuse a child.

OHS Finding: The CAPCO Head Start / Early Head Start program did not ensure all staff abided by CAPCO personnel policies or standard of conduct, so that, at a minimum staff did not maltreat or endanger the health and safety of children. Head Start staff did not follow the CAPCO Head Start written behavior management plan, specifically incident reported on January 27, 2022, that took place at the Randall 1 classroom on January 26, 2022. The CAPCO Head Start / Early Head Start program provided OHS with documentation of the incident, copy of the NYS Office of Children & Family Services (OCFS) incident report, documented responses to additional questions and all other information requested by OHS.

Root Cause and Correction: The CAPCO Head Start / Early Head Start program has thoroughly reviewed the incident that occurred on January 26, 2022. The CAPCO Head Start / Early Head Start program has identified several root causes which contributed to the child maltreatment incident.

The identified causes are as follows:

- 1) Staff Turnover, specifically movement of staff amongst classrooms for coverage
- 2) Staff Burnout due to staffing situations throughout the year
- 3) Lack of implementing the established child guidance/behavior management policy and procedures

While the causes can be identified and corrected through training and improved communication systems, CAPCO Head Start / Early Head Start has zero tolerance in regard to child maltreatment. Upon notification of the classroom incident, the staff member who took part in the endangerment of the health and safety of the child was suspended immediately from work without pay on January 27, 2022 pending investigative results. The staff member was then terminated on February 2, 2022. While the CAPCO Head Start / Early Head Start program provides many hours of training across OCFS and HPPS requirements, the program is focused on ensuring that staff provide nurturing care to all children, supervisors are providing ongoing supervision and support, standards of conduct are followed, positive discipline techniques are used, and best practices in early childhood education is a culture in every classroom.

The CAPCO Head Start / Early Head Start program will prioritize and enhance ongoing training, coaching, supervision, monitoring, in addition to intentionally providing ongoing staff wellness initiatives.

The CAPCO Head Start / Early Head Start program has identified some gaps in systems, communicated these system gaps in person to all staff, developed a training plan with identified strategies for continuous quality improvement, determined how the program will evaluate success of the information from training, and has enhanced the program's ongoing monitoring system. All staff, in all functional areas will participate in trainings within the corrective action plan. The CAP that follows, indicates the action steps CAPCO Head Start / Early Head Start program has implemented and will continue to implement moving forward to ensure the health and safety of the children in the CAPCO Head Start / Early Head Start program and the well being of staff. The training and professional development plan will be included in the programs future Training and Technical Assistance Plans to support the sustainability of the CAP and future efforts to ensure and maintain quality.

Deficiency: Standards of Conduct**System or Service Area: Human Resources****Key Area: Training and Professional Development****Strategy: Enhance staff awareness of proper conduct and expectations when working with children**

Action Steps	Person(s) responsible for implementing strategy	Time Frame	Evidence	
<p>1. Staff will take part in the following to ensure all staff have a thorough understanding of what child abuse means, what their responsibilities are and how to report when necessary:</p> <ul style="list-style-type: none">• Child Abuse and Neglect Training: Identifying and Reporting Child Abuse, Maltreatment and Neglect, System for Reporting and Self-Reporting – 2 hour, pre-service, in house training and formal training provided by Child Advocacy (More is less)• Mandated Reporter Online Training – Two hour child abuse identification and reporting training from the Early Childhood Education and Training Program (ECETP)• Child Supervision Online Training – 1.5 hour training from the Early Childhood Education and Training Program (ECETP). During this fully narrated course trainees will learn about the importance of properly supervising children in child care programs, including information on types of injuries, ratio, supervision techniques, supervision in different scenarios, staff absences and consequences of inadequate supervision.• Safety Huddles and Daily Reflection notebooks – 2 hour, pre-service, in house training provided by Bethann Wieder, Director HS/EHS. Safety huddles create a culture of safety. They are brief and routine meetings for sharing information about potential or existing safety concerns. Daily reflection notebooks is a daily exercise between all classroom teaching staff to meet for five to	<p>Director, Education / Special Needs Coordinator, Mental Health Specialist, HS Leadership team, All Head Start and Early Head Start staff</p> <p>All Head Start and Early Head Start Staff</p> <p>All Head Start and Early Head Start Staff</p> <p>All Head Start and Early Head Start Staff</p>	<p>Pre-Service August 24, 2022</p> <p>Pre-Service August 12 – September 1, 2022</p> <p>Pre-Service August 12 – September 1, 2022</p> <p>August 24, 2022</p>	<p>Training Certificates, meeting agendas, sign in sheets, check lists</p> <p>Check list of certificates on file</p> <p>Check list of certificates on file</p> <p>Agenda and sign in sheet</p>	<p>File attached of all sign in sheets, checklists and agendas</p>

<p>fifteen minutes a day to reflect on and discuss what went well during the day and what did not go well.</p> <ul style="list-style-type: none"> • Day Care regulations: Hand out Day Care regulations to all staff with an overall summary. Training was specific to Active Supervision, Cell Phone Policy, Confidentiality and Behavior Management. • Head Start Performance Standards: All classrooms have a copy of performance standards. Gave an overall summary of the standards and Federal monitoring. Shared the correspondence from OHS on the deficiency and the noncompliance of our program. • Health and Safety Online Training – 5 Hours for newly hired staff. This fully narrated 5 hour e-Learning course offers important information and strategies to facilitate and improve the safety and health of children in regulated child care programs and enrolled legally exempt programs. training from the Early Childhood Education and Training Program (ECETP • Functional area staff meetings as ongoing training and team building. Refreshers in child abuse and neglect, appropriate developmental practices, review of active supervision, transitions and responding to challenging behaviors. See agenda's and sign in sheets. • Improve hiring practices to ensure that the selected candidates are a solid match for the job positions and for working with children. Train Management team and assistants in relationship readiness interview questions. Dispositional qualities for educational professionals. The difference between recruitment and talent 	<p>All Head Start and Early Head Start Staff</p> <p>All Head Start and Early Head Start Staff</p> <p>All Head Start and Early Head Start Staff</p> <p>All classroom staff</p> <p>Management with Assistants, Director</p>	<p>Pre-Service August 12 – September 1, 2022</p> <p>Pre-Service August 12 – September 1, 2022</p> <p>Pre-Service August 12 – September 1, 2022</p> <p>Pre-Service August 12 – September 1, 2022</p> <p>Pre-Service August 12 – September 1, 2022</p>	<p>Agenda and sign in sheet</p> <p>Agenda and sign in sheet</p> <p>Agenda and sign in sheet Certificates on file</p> <p>Agenda and sign in sheets for each age level, EHS, 3yo, 4yo HS staff</p>	
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Deficiency: Standards of Conduct
System or Service Area: Mental Health
Key Area: Well Being; Self Care; Coping Strategies
Strategy: Increase opportunities for staff to cope with daily stress, improve work/life balance, mental health, and overall well-being: build a culture that views self-care and well-being as important.

Action Steps	Person(s) responsible for implementing strategy	Time Frame	Evidence	
1. Head Start Wellness Committee <ul style="list-style-type: none"> Recruit staff for new program year wellness committee. Committee provides training and activities to enhance staff mental health and work / life balance 	Director, Education Coordinator, Education Supervisors	August 24, 2022	Committee reports and minutes	
2. Employee Assistance Program <ul style="list-style-type: none"> Email from Human Resource Director Summary of Benefits 	Human Resources	August 24, 2022	Date stamped email from HR	

Deficiency: Standards of Conduct
System or Service Area: Planning
Key Area: Program Management, Oversight of Systems
Strategy: Communication / Decision Making

Action Steps	Person(s) responsible for implementing strategy	Time Frame	Evidence	
1. Meeting /Discussions with STG International (Technical Assistance). <ul style="list-style-type: none"> Discussion of monitoring event findings and action steps for the development of CAP. Policy Council discussions and approvals Board of Directors Discussions and approvals 	Director, Head Start Management Team, Head Start Leadership Team Director / Assistant Director Executive Director	May 2022	Deployment from Regional Office Approvals, minutes	Attached File

<p>2. Staff Wellness Survey</p> <ul style="list-style-type: none"> Using the 12 Engagement Elements create a staff wellness survey to better understand what staff wellness needs are. 	<p>HS Leadership</p>	<p>August 2022</p>	<p>Survey data</p>	
<p>3. Reflective Supervision</p> <ul style="list-style-type: none"> Send leadership to formal training to create a system of ongoing and regular communication with staff. 	<p>HS/EHS education supervisor</p>	<p>Summer / Fall 2022</p>	<p>Training Certificates</p>	
<p>4. Monthly training schedule</p> <ul style="list-style-type: none"> Ongoing monthly thematic training schedule pushed out to staff to cover an array of staff wellness topics 	<p>PD Specialist, HS Director</p>	<p>Summer 2022</p>	<p>Training Calendar</p>	