

Cortland County Community Action Program, Inc.
Board of Directors Meeting
October 27, 2022
Meeting Agenda

- I. Call to Order
- II. Motion for Approval of September 2022 minutes
- III. Standing Committee Reports
 - 1) PP&E Committee
 - a) **Resolution 22.51**—2021-2022 HS & EHS Program Information Reports
 - b) **Resolution 22.52**—HS/EHS Submission of Change of Scope/Reduction Application
 - 2) Executive Committee
 - a) **Resolution 22.53**—2022 Risk Management Report
 - b) **Resolution 22.54**—EHS Intern Job Description
 - 3) Board Development
 - a) **Resolution 22.55**—Re-seating of Lynne Sypher
 - 4) Finance/Audit Committee
- 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.) Special Board of Directors meeting scheduled for **November 10th @ 12:00pm noon** for Agency Audit Presentation by the Bonadio Group
- IX. Executive Session if needed
- X. Adjournment

Cortland County Community Action Program, Inc.
Board of Directors Meeting
September 22, 2022
Meeting Minutes

I. **Call to Order**-meeting called to order at 12:00 pm.

Members Present: Shelly Warnow, Sarah Beshers, Billie MacNabb, Patty Schaap, April Dennison, Jeanette Dippo, Doug Bentley, Mary Beth Mathey, Ella Dilorio, Danielle Brown, Lynn Sypher, Larry Woolheater

Excused: Melissa Alvord, Mary Bliss

Absent: Penny Prignon

II. **Motion for Approval of July 2022 Minutes** made by Lynn Sypher, 2nd Doug Bentley. Motion carried.

Motion for Approval of Special September 2022 Minutes made by Jeanette Dippo, 2nd by Ella Dilorio. Motion carried.

III. 2021 401(k) Audit Presentation – Bettina Lipphardt, Bonadio Group

a) **Resolution 22-50** – Accept the 2021 401(k) Audit made by Jeanette Dippo, 2nd by April Dennison. Motion carried.

IV. Standing Committee Reports

1) **PP&E Committee** – Met September 15, 2022. Committee reviewed the HS/EHS OHS Close-Out Deficiency, HS/EHS Policy Updates and HS/EHS Classroom Happenings. Committee was updated on Parker Project. Greg updated the board that we still have not heard back from Voyant either, as we are concerned with the company going out where our staff at Cosimos and ELC will park. We are working hard with some public officials to figure out a spot before the end of the year.

a) **Resolution 22-48** – Accept the HS/EHS Performance Monitoring Summary of the Deficiency Corrective Action Plan made by Larry Woolheater, 2nd by Mary Beth Mathey. Motion carried.

b) **Resolution 22-49** – Accept the proposed HS/EHS Policy Updates, including ED04 (Monitoring), ED19 (Planning), and HR02 (Standards of Conduct) made by Billie MacNabb, 2nd by April Dennison. Motion carried.

2) **Board Development Committee** – Did not meet

3) **Finance/Audit Committee** – Met on September 16, 2022. Bettina presented the annual 401(k) Audit for 2021. Discussed the CDS Fidelis billing issue & the minimum wage increase for home health aides. Discussed the Volunteer Driver Program, the new drivers we have and increase from Seven Valley's Health Coalition for rides. Discussed HS/EHS new program year, the Stabilization Funding 2.0 we've applied for & received, & the one-time Program Improvement funds plan through OHS. Discussed Energy Services' new HCR database, the renewal of our certification to work in both Cortland & Tompkins County, the new 'BIL' funding

we will be receiving in April 2023. Discussed the close-out of the entitlement CSBG contract at the end of September and the close-out of the CSBG COVID CARES funding as of 9/30/2022.

4) **Executive Committee**—Did not meet

V. **Executive Director Report**- Greg Reviewed his report

VI. **Program Director Reports – all reviewed by Program Director's**

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** – No Old Buisness

VIII. **New Business** – Greg updated the board on the Parker Project meeting. Greg felt it was a good meeting. The Mayor appeared to have expected to the news. Frustrations on the Mayor's part continue with the decisions made from the prior Mayor and the City closing on the building early and now owning the building. We are having this remain confidential. In the meeting, it was agreed that we would announce the news in unity (Mayor/City, YWCA & CAPCO). Mayor would first like to announce it to key stake holders and then announce at Common Council meeting. A key stakeholders meeting is scheduled for Monday, 9/26/22. He did not want to invite the entire Common Council and does not want press invited. We are hopeful this plan stays in place.

IX. **Executive Session** if needed-None Needed

X. **Adjournment** – Motion to adjourn made by Larry Woolheater, 2nd by April Dennison. Meeting adjourned at 1:23 pm.

Joint PP&E and Executive Committee Meeting—October 13, 2022

PP&E Committee Meeting

October 13, 2022

Meeting called to order at 12:03 pm.

Members present: Patricia Schaap, Melissa Alvord, Lynne Sypher. Excused: Billie MacNabb, Doug Bentley. Absent: Danielle Brown

Staff: Greg Richards, Kirsten Parker, Bethann Wieder, Kristi Coye, Danielle Treacy.

Committee reviewed the HS/EHS PIR (Program Information Report). Kristi Coye, HS/EHS Assistant Director, briefly went over what the report is and how it is used. This is a required report that is due every year following the end of the Program Year. All Programs are required to complete. All the child outcome, enrollment, progress, and staff data are collected and reported on. Head Start takes all data and complies so we can compare with other agencies/programs. Kristi reviewed over the numbers, showed nothing concerning or out of line with expectations.

Motion to accept the Head Start PIR made by Lynne Sypher, 2nd by Melissa Alvord. Motion carried.

Motion to accept the Early Head Start PIR made by Lynn Sypher, 2nd by Melissa Alvord. Motion carried.

Greg updated the committee on the parking update with Voyant (KIK). We have heard nothing back from anyone. Greg, the Mayor, members from the Chamber of Commerce have all reached out to various people at Voyant with no call back. We did reach out to David Yaman about parking at Crescent Commons. He can supply us with 10 spots, which will cost a little over \$1000 annually. This will not be enough spots for everyone. Some people could park in front of ELC, some in front of Cosimos and there are a few spots behind Cosimos. This would not be enough for everyone, but it would be some relief.

Greg updated the committee on WIC. WIC was able to hire a Nutritionist that started on Tuesday (October 11, 2022). We are still looking at backups (Kirsten is still certified to conduct clinic and we have also been in contact with the former WIC Director from Chenango County that retired after over 40 years' experience who could support temporarily and remotely). We also have been in contact with a former Nutritionist, Holly McMahon, who has expressed interest in helping to provide temporary coverage as our new Nutritionist is trained and we recruit our 2nd Nutritionist.

Energy Services is looking at their contract going from over \$800k to over \$2 million a year with the anticipated BIL funding. We will have this for 5 years straight starting in April 2023. Much like ARRA time between 2009/2010 during the Great Recession, after year 6, we will probably need to lay people off as funding will reduce back to normal levels. Denise Peroulakis, ES Director, is gearing up and preparing for what we will need. Goal is to have 1 "crew" for Tompkins County and 1 "crew" for Cortland County. With this, we will need to hire more crew, office staff and looking at an Assistant Director.

CDPAP still has lots of unanswered questions. Kirsten is attending a virtual conference in November that will hopefully provide us with more information. We believe we will still be a provider in 2023. We will

also possibly be a joint employer, which will shift from being more of the financial intermediary, which we have been since taking on the program. We are also looking into hiring a Billing Specialist, that would sit with Fiscal but be strictly for CDPAP as we work through new and emerging EVV billing requirements.

Volunteer Driver Program is picking up some. We now have 2 consistent drivers with 1 that is working on clearing to drive and another interest. We are still looking at reevaluating the program and the future as we still have not heard on the 5310 grant application back in March.

Executive Committee Meeting

October 13, 2022

Members present:

- PP&E: Patricia Schaap, Melissa Alvord, Lynne Sypher, April Dennison.
- Executive: Doug Bentley, Shelley Warnow, Lynne Sypher
- Excused: Billie MacNabb.

Staff: Greg Richards, Kirsten Parker, Bethann Wieder, Danielle Treacy.

Meeting called to order at 12:19 pm.

HS/EHS Change of Scope – Bethann discussed submitting a Change of Scope Reduction grant. In this grant, we will seek to keep the same funding but serve less kids. This will allow for us to increase salaries for our employees while addressing the chronic under enrollment challenges on the Head Start 3 & 4 year-old side. Previously, this was difficult to even consider a Change of Scope. Now, we are being encouraged to submit the grant from our Program Specialist. Our Program Specialist, Mariah, is telling us to reduce kids to be able to increase salaries because the funding will not be there in the near future with reauthorization not expected for another 5-years. Bethann updated the committee on her recent trip to Washington, D.C. Approximately 75-80% of programs are under enrolled and understaffed. We are hearing that Head Start is going to start monitoring programs again on enrollment, something they have held off during COVID. If Programs are still under enrolled by December, action plans will be implemented. We have been struggling with keeping fully enrolled even before COVID, with more school districts taking on 3PK and UPK, eligibility shortfalls with increased minimum wage, and overall population shifts. We are fearful that we will be penalized for not being fully enrolled, which will have a funding impact if the Change of Scope Reduction is not submitted, accepted, and implemented. We are hopeful that this grant will be approved before the end of January so that we can plan for the new program year, June 1, 2022.

This reduction will not touch the Early Head Start side, strictly the Head Start side (where we continue to see chronic under enrollment). We are looking to reduce by 3 classrooms, 2 UPK & 1 3-Year-Old Classroom. We will go from 268 kids to 168 kids, many of which we are currently not serving. It is anticipated that the UPK slots would be re-assigned to other Cortland provider (i.e. YWCA, CDC, SUNY Cortland, etc.) to ensure children continue to be served if not through our Program. This will save the Program approx. \$327,000 a year that will go directly into salaries. Teachers will see a minimum of a \$2-\$4/hr raise with all Program staff receiving a minimum of a \$1.00/hr increase. A chart of the changes was provided to the committees for review and discussion.

Motion to approve HS/EHS Change of Scope Reduction made by Doug Bentley, 2nd by April Dennison. Motion carried.

EHS Intern Job Description – This new position is a formality and designed to meet OHS qualification standards. This position allows us to address our performance standard finding we received as part of our federal review in May 2022 regarding Infant/Toddler Teachers that start without a CDA. We have only changed the job function in this description with language about receiving a CDA credential and training as a support in classrooms while the certification is attained.

Motion to accept job description made by Shelley Warnow, 2nd by Lynn Sypher. Motion Carried.

Risk Assessment – Kirsten went over the Risk Assessment that is completed bi-annually. Reviewed the different risks that were identified and our areas of focus going forward. Most were not applicable or necessary for us to address immediately but give us areas of consideration. There was nothing unexpected in the report.

Motion to accept the Risk Assessment made by Doug Bentley, 2nd by Lynne Sypher. Motion Carried.

No further business. Meeting adjourned at 1:31 pm.

Resolution of the Board of Directors
Of
Cortland County Community Action Program, Inc.
Resolution No. 22-51

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning, and Evaluation (PP&E) Committee has reviewed the proposed 2021-2022 Program Information Reports for both Head Start and Early Head Start and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 2021-2022 Program Information Reports for both Head Start and Early Head Start,

IT IS HEREBY RESOLVED that on October 27, 2022, the CAPCO Board of Directors accepts as presented the 2021-2022 Program Information Reports for both Head Start and Early Head Start.

Board President

Date

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 22-51

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning, and Evaluation (PP&E) Committee has reviewed the proposed 2021-2022 Program Information Reports for both Head Start and Early Head Start and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 2021-2022 Program Information Reports for both Head Start and Early Head Start,

IT IS HEREBY RESOLVED that on October 27, 2022, the CAPCO Board of Directors accepts as presented the 2021-2022 Program Information Reports for both Head Start and Early Head Start.

Shelley Warnow
Board President

10 | 27 | 2022
Date



2021-2022 EARLY HEAD START PROGRAM INFORMATION REPORT

02CH010916-200 Cortland County Communication Action Program, Inc.

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	02CH010916
Program Number	200
Program Type	Early Head Start
Program Name	Cortland County Communication Action Program, Inc.
Program Address	32 North Main Street
Program City, State, Zip Code (5+4)	Cortland, NY, 13045
Program Phone Number	(607) 753 6781 - 1105
Head Start or Early Head Start Director Name	Ms. Bethann Wieder
Head Start or Early Head Start Director Email	bethannf@capco.org
Agency Email	bethannf@capco.org
Agency Web Site Address	www.capco.org
Name and Title of Approving Official	Mrs. Shelley Warnow, President of the Board of Directors
Unique Entity Identifier (UEI)	L1P5ZJLPV4Y3
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates

FUNDED ENROLLMENT

Funded enrollment by funding source

	# of children / pregnant women
A.1 Funded Enrollment:	88
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	88
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0
c. Funded Enrollment from the MIECHV Grant Program using the Early Head Start home visiting model	0

Funded enrollment by program option

	# of slots
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	64
1. Of these, the number that are available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	24
A.4 Family child care option	0
A.5 Locally designed option	0

	# of pregnant women slots
A.6 Pregnant women slots	0

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	64
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

CLASSES IN CENTER-BASED

	# of classes
A.9 Total number of center-based classes operated	8
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	2
b. 1 year old	24
c. 2 years old	34
d. 3 years old	0
g. Total cumulative enrollment of children	60

Pregnant women (EHS programs)

	# of pregnant women
A.11 Cumulative enrollment of pregnant women	0

Total cumulative enrollment

	# of children / pregnant women
A.12 Total cumulative enrollment	60

Primary type of eligibility

	# of children / pregnant women
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	43
b. Public assistance such as TANF and SSI	2
c. Foster care	1
d. Homeless	1
e. Eligibility based on other type of need, but not counted in A.13.a through d	0

	# of children / pregnant women
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	13

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.

Income eligible children accepted first and 130% is accepted thereafter. Policy on file.

Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	2
b. Three or more years	9

Transition and turnover

	# of children
A.18 Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll	27
a. Of the infants and toddlers who left the program above, the number of infants and toddlers who were enrolled less than 45 days	3
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	0
1. Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program	0
2. Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program	0
3. Of the infants and toddlers who aged out of Early Head Start, the number who did not enter another early childhood program	0

	# of pregnant women
A.19 Total number of pregnant women who left the program after receiving Early Head Start services but before the birth of their infant, and did not re-enroll	0
A.20 Number of pregnant women receiving Early Head Start services at the time their infant was born	0
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in the program	0
b. Of the pregnant women enrolled when their infant was born, the number whose infant was not subsequently enrolled in the program	0

Child care subsidy

	# of children
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0

Ethnicity and race

of children / pregnant women

	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
A.25 Race and ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	1
d. Native Hawaiian or other Pacific Islander	0	0
e. White	1	50
f. Bi-racial/Multi-racial	0	8
g. Other	0	0
h. Unspecified	0	0

Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	59
1. Of these, the number of children acquiring/learning another language in addition to English	0
b. Spanish	1
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

Dual language learners

	# of children
A.27 Total number of Dual Language Learners	1

Transportation

	# of children
A.28 Number of children for whom transportation is provided to and from classes	0

RECORD KEEPING

Management Information Systems

A.29 List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, families, and program staff.	
	<i>Name/title</i>
ChildPlus	

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	47	3
a. Of these, the number who are current or former Head Start or Early Head Start parents	12	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	98
a. Of these, the number who are current or former Head Start or Early Head Start parents	63

EDUCATION AND CHILD DEVELOPMENT STAFF

Infant and toddler classroom teachers (EHS and Migrant programs)

	# of classroom teachers
B.6 Total number of infant and toddler classroom teachers	18

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
a. An advanced degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	1

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
b. A baccalaureate degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	2

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
c. An associate degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	5

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	5
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	4

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
e. None of the qualifications listed in B.6.a through B.6.d	5

	# of classroom teachers
B.7 Total number of infant and toddler classroom teachers that do not have any qualifications listed in B.6.a through B.6.d	5
a. Of these infant and toddler classroom teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.6.a through B.6.d.	4

Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	3
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	2
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	1
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	1

	# of family child care providers
B.9 Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0

	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	1	20
f. Biracial/Multi-racial	0	0
g. Other	0	0
h. Unspecified	0	0

Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	0
a. Of these, the number who are proficient in more than one language other than English	0

	# of non-supervisory education and child development staff
B.15 Language groups in which staff are proficient:	
a. Spanish	0
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
l. Unspecified (language is not known or parents declined identifying the language)	0

STAFF TURNOVER

All staff turnover

	(1) # of Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	17	0
a. Of these, the number who were replaced	3	0

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	9
a. Of these, the number who were replaced	1
b. Of these, the number who left while classes and home visits were in session	8
c. Of these, the number that were teachers who left the program	8

	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	0
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or relocation	0
c. Involuntary separation	1
d. Other (e.g., change in job field, reason not provided)	8
1. Specify: Vaccination mandate and change in job field.	
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer	0

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	60	59
a. Of these, the number enrolled in Medicaid and/or CHIP	58	58
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	2	1
C.2 Number of children with no health insurance	0	1

Health insurance - pregnant women (EHS programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.3 Number of pregnant women with at least one type of health insurance	0	0
a. Of these, the number enrolled in Medicaid	0	0
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	0	0
C.4 Number of pregnant women with no health insurance	0	0

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	60	60
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	0	0

Accessible health care - pregnant women (EHS Programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.6 Number of pregnant women with an ongoing source of continuous, accessible health care provided by a health care professional that maintains their ongoing health record and is not primarily a source of emergency or urgent care	0	0

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care according to the relevant state's EPSDT schedule for well child care	45	43

	# of children
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed	8
1. Of these, the number who received medical treatment for their diagnosed chronic health condition	7
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:	# of children
1. No medical treatment needed	0
2. No health insurance	0
3. Parents did not keep/make appointment	0
4. Children left the program before their appointment date	0
5. Appointment is scheduled for future date	0
6. Other	1
1. Specify:	Unknown due to not receiving updated lead results from family or doctor.

C.8 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	0
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	3
d. Seizures	2
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	9
f. Hearing Problems	3
g. Vision Problems	0
h. Blood lead level test with elevated lead levels >5 g/dL	1
i. Diabetes	0

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.10 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	45	52
C.11 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	13	6
C.12 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Medical services – pregnant women (EHS programs)

	# of pregnant women
C.13 Indicate the number of pregnant women who received the following services while enrolled in EHS:	
a. Prenatal health care	0
b. Postpartum health care	0
c. A professional oral health assessment, examination, and/or treatment	0
d. Mental health interventions and follow-up	0
e. Education on fetal development	0
f. Education on the benefits of breastfeeding	0
g. Education on the importance of nutrition	0
h. Education on infant care and safe sleep practices	0
i. Education on the risks of alcohol, drugs, and/or smoking	0
j. Facilitating access to substance abuse treatment (i.e., alcohol, drugs, and/or smoking)	0

Prenatal health – pregnant women (EHS programs)

	# of pregnant women
C.14 Trimester of pregnancy in which the pregnant women served were enrolled:	
a. 1st trimester (0-3 months)	0
b. 2nd trimester (3-6 months)	0
c. 3rd trimester (6-9 months)	0
C.15 Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	0

Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	42	43

Infant and toddler preventive dental services (EHS and Migrant programs)

	# of children at end of enrollment
C.19 Number of all children who are up-to-date according to the dental periodicity schedule in the relevant state's EPSDT schedule	28

Mental health consultation

	# of staff
C.20 Total number of classroom teachers, home visitors, and family child care providers	21
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	19

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.21 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	11
a. Of these, the number who received an evaluation to determine IDEA eligibility	9
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	7
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	2
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	2
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	2

	# of children
C.22 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	0
c. Evaluation is pending and not yet completed by responsible agency	2
d. Other	0

Infant and toddler Part C early intervention services (EHS and Migrant programs)

	# of children
C.24 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	10
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to this program year	9
2. During this enrollment year	1
b. Of these, the number who have not received early intervention services under IDEA	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.26 Number of all newly enrolled children since last year's PIR was reported	49
C.27 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	35
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	9

C.28 The instrument(s) used by the program for developmental screening
<i>Name/title</i>
ASQ (all editions)

Assessment

C.29 Approach or tool(s) used by the program to support ongoing child assessment
<i>Name/title</i>
Teaching Strategies GOLD Online

Curriculum

C.30 Curriculum used by the program:
a. For center-based services
<i>Name/title</i>
Creative Curriculum for Infants, Toddlers, and Twos
c. For home-based services
<i>Name/title</i>
Partners For A Healthy Baby (Florida State University)
e. For building on the parents' knowledge and skill (i.e., parenting curriculum)
<i>Name/title</i>
Positive Solutions for Families

Classroom and home visit observation tools

	Yes (Y) / No (N)
C.31 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes

C.32 If yes, classroom and home visit observation tool(s) used by the program:
a. Center-based settings
<i>Name/title</i>
Other (Please Specify)
b. Home-based settings
<i>Name/title</i>
Other (Please Specify)

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.33 Total number of families:	56
a. Of these, the number of two-parent families	26
b. Of these, the number of single-parent families	30
C.34 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	53
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	24
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	2
b. Grandparents	3
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	0
e. Other	0

Parent/guardian education

	# of families at enrollment
C.35 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	13
b. An associate degree, vocational school, or some college	8
c. A high school graduate or GED	26
d. Less than high school graduate	9

Employment, Job Training, and School

	# of families at enrollment
C.36 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	41
1. Of these families, the number in which one or more parent/guardian is employed	41
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	0
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	0
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	15

	<i># of families at end of enrollment</i>
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	42
1. Of these families, the number of families that were also counted in C.36.a (as having been employed, in job training, or in school at enrollment)	39
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	3
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	12
1. Of these families, the number of families that were also counted in C.36.a	0
2. Of these families, the number of families that were also counted in C.36.b	12

	<i># of families at enrollment</i>
C.38 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	1
b. At least one parent/guardian is a veteran of the United States military	1

Federal or other assistance

	<i># of families at enrollment</i>	<i># of families at end of enrollment</i>
C.39 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	5	4
C.40 Total number of families receiving Supplemental Security Income (SSI)	9	7
C.41 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	46	48
C.42 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	33	35

Family services

	# of families
C.43 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	14
b. Housing assistance (e.g., subsidies, utilities, repairs)	9
c. Asset building services (e.g., financial education, debt counseling)	1
d. Mental health services	6
e. Substance misuse prevention	2
f. Substance misuse treatment	3
g. English as a Second Language (ESL) training	0
h. Assistance in enrolling into an education or job training program	3
i. Research-based parenting curriculum	0
j. Involvement in discussing their child's screening and assessment results and their child's progress	55
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	41
l. Education on preventive medical and oral health	0
m. Education on health and developmental consequences of tobacco product use	0
n. Education on nutrition	0
o. Education on postpartum care (e.g., breastfeeding support)	0
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	1
C.44 Of these, the number of families who were counted in at least one of the services listed above	56

Father engagement

	# of father/ father figures
C.45 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	11
b. Family goal setting	5
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	22
d. Head Start program governance, such as participation in the Policy Council or policy committees	0
e. Parenting education workshops	0

Homelessness services

	# of families
C.46 Total number of families experiencing homelessness that were served during the enrollment year	3
	# of children
C.47 Total number of children experiencing homelessness that were served during the enrollment year	3

	# of families
C.48 Total number of families experiencing homelessness that acquired housing during the enrollment year	2

Foster care and child welfare

	# of children
C.49 Total number of enrolled children who were in foster care at any point during the program year	2
C.50 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	1

REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	22081552847
Last Update Date	08/15/2022



2021-2022 EARLY HEAD START PROGRAM INFORMATION REPORT

02CH010916-200 Cortland County Communication Action Program, Inc.

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	02CH010916
Program Number	200
Program Type	Early Head Start
Program Name	Cortland County Communication Action Program, Inc.
Program Address	32 North Main Street
Program City, State, Zip Code (5+4)	Cortland, NY, 13045
Program Phone Number	(607) 753 6781 - 1105
Head Start or Early Head Start Director Name	Ms. Bethann Wieder
Head Start or Early Head Start Director Email	bethannf@capco.org
Agency Email	bethannf@capco.org
Agency Web Site Address	www.capco.org
Name and Title of Approving Official	Mrs. Shelley Warnow, President of the Board of Directors
Unique Entity Identifier (UEI)	L1P5ZJLPV4Y3
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates

FUNDED ENROLLMENT

Funded enrollment by funding source

	# of children / pregnant women
A.1 Funded Enrollment:	88
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	88
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0
c. Funded Enrollment from the MIECHV Grant Program using the Early Head Start home visiting model	0

Funded enrollment by program option

	# of slots
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	64
1. Of these, the number that are available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	24
A.4 Family child care option	0
A.5 Locally designed option	0

	# of pregnant women slots
A.6 Pregnant women slots	0

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	64
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

CLASSES IN CENTER-BASED

	# of classes
A.9 Total number of center-based classes operated	8
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	2
b. 1 year old	24
c. 2 years old	34
d. 3 years old	0
g. Total cumulative enrollment of children	60

Pregnant women (EHS programs)

	# of pregnant women
A.11 Cumulative enrollment of pregnant women	0

Total cumulative enrollment

	# of children / pregnant women
A.12 Total cumulative enrollment	60

Primary type of eligibility

	# of children / pregnant women
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	43
b. Public assistance such as TANF and SSI	2
c. Foster care	1
d. Homeless	1
e. Eligibility based on other type of need, but not counted in A.13.a through d	0

	<i># of children / pregnant women</i>
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	13

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.

Income eligible children accepted first and 130% is accepted thereafter. Policy on file.

Prior enrollment

	<i># of children</i>
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	2
b. Three or more years	9

Transition and turnover

	<i># of children</i>
A.18 Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll	27
a. Of the infants and toddlers who left the program above, the number of infants and toddlers who were enrolled less than 45 days	3
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	0
1. Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program	0
2. Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program	0
3. Of the infants and toddlers who aged out of Early Head Start, the number who did not enter another early childhood program	0

	<i># of pregnant women</i>
A.19 Total number of pregnant women who left the program after receiving Early Head Start services but before the birth of their infant, and did not re-enroll	0
A.20 Number of pregnant women receiving Early Head Start services at the time their infant was born	0
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in the program	0
b. Of the pregnant women enrolled when their infant was born, the number whose infant was not subsequently enrolled in the program	0

Child care subsidy

	<i># of children</i>
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0

Ethnicity and race

<i># of children / pregnant women</i>

	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
A.25 Race and ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	1
d. Native Hawaiian or other Pacific Islander	0	0
e. White	1	50
f. Bi-racial/Multi-racial	0	8
g. Other	0	0
h. Unspecified	0	0

Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	59
1. Of these, the number of children acquiring/learning another language in addition to English	0
b. Spanish	1
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

Dual language learners

	# of children
A.27 Total number of Dual Language Learners	1

Transportation

	# of children
A.28 Number of children for whom transportation is provided to and from classes	0

RECORD KEEPING

Management Information Systems

A.29 List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, families, and program staff.	
	<i>Name/title</i>
ChildPlus	

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	47	3
a. Of these, the number who are current or former Head Start or Early Head Start parents	12	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	98
a. Of these, the number who are current or former Head Start or Early Head Start parents	63

EDUCATION AND CHILD DEVELOPMENT STAFF

Infant and toddler classroom teachers (EHS and Migrant programs)

	# of classroom teachers
B.6 Total number of infant and toddler classroom teachers	18

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
a. An advanced degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	1

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
b. A baccalaureate degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	2

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
c. An associate degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	5

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	5
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	4

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
e. None of the qualifications listed in B.6.a through B.6.d	5

	# of classroom teachers
B.7 Total number of infant and toddler classroom teachers that do not have any qualifications listed in B.6.a through B.6.d	5
a. Of these infant and toddler classroom teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.6.a through B.6.d.	4

Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	3
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	2
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	1
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	1

	# of family child care providers
B.9 Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0

	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	1	20
f. Biracial/Multi-racial	0	0
g. Other	0	0
h. Unspecified	0	0

Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	0
a. Of these, the number who are proficient in more than one language other than English	0

	# of non-supervisory education and child development staff
B.15 Language groups in which staff are proficient:	
a. Spanish	0
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
l. Unspecified (language is not known or parents declined identifying the language)	0

STAFF TURNOVER

All staff turnover

	(1) # of Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	17	0
a. Of these, the number who were replaced	3	0

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	9
a. Of these, the number who were replaced	1
b. Of these, the number who left while classes and home visits were in session	8
c. Of these, the number that were teachers who left the program	8

	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	0
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or relocation	0
c. Involuntary separation	1
d. Other (e.g., change in job field, reason not provided)	8
1. Specify: Vaccination mandate and change in job field.	
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer	0

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	60	59
a. Of these, the number enrolled in Medicaid and/or CHIP	58	58
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	2	1
C.2 Number of children with no health insurance	0	1

Health insurance - pregnant women (EHS programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.3 Number of pregnant women with at least one type of health insurance	0	0
a. Of these, the number enrolled in Medicaid	0	0
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	0	0
C.4 Number of pregnant women with no health insurance	0	0

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	60	60
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	0	0

Accessible health care - pregnant women (EHS Programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.6 Number of pregnant women with an ongoing source of continuous, accessible health care provided by a health care professional that maintains their ongoing health record and is not primarily a source of emergency or urgent care	0	0

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care according to the relevant state's EPSDT schedule for well child care	45	43

	# of children
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed	8
1. Of these, the number who received medical treatment for their diagnosed chronic health condition	7
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:	# of children
1. No medical treatment needed	0
2. No health insurance	0
3. Parents did not keep/make appointment	0
4. Children left the program before their appointment date	0
5. Appointment is scheduled for future date	0
6. Other	1
1. Specify:	Unknown due to not receiving updated lead results from family or doctor.

C.8 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	0
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	3
d. Seizures	2
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	9
f. Hearing Problems	3
g. Vision Problems	0
h. Blood lead level test with elevated lead levels >5 g/dL	1
i. Diabetes	0

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.10 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	45	52
C.11 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	13	6
C.12 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Medical services – pregnant women (EHS programs)

	# of pregnant women
C.13 Indicate the number of pregnant women who received the following services while enrolled in EHS:	
a. Prenatal health care	0
b. Postpartum health care	0
c. A professional oral health assessment, examination, and/or treatment	0
d. Mental health interventions and follow-up	0
e. Education on fetal development	0
f. Education on the benefits of breastfeeding	0
g. Education on the importance of nutrition	0
h. Education on infant care and safe sleep practices	0
i. Education on the risks of alcohol, drugs, and/or smoking	0
j. Facilitating access to substance abuse treatment (i.e., alcohol, drugs, and/or smoking)	0

Prenatal health – pregnant women (EHS programs)

	# of pregnant women
C.14 Trimester of pregnancy in which the pregnant women served were enrolled:	
a. 1st trimester (0-3 months)	0
b. 2nd trimester (3-6 months)	0
c. 3rd trimester (6-9 months)	0
C.15 Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	0

Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	42	43

Infant and toddler preventive dental services (EHS and Migrant programs)

	# of children at end of enrollment
C.19 Number of all children who are up-to-date according to the dental periodicity schedule in the relevant state's EPSDT schedule	28

Mental health consultation

	# of staff
C.20 Total number of classroom teachers, home visitors, and family child care providers	21
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	19

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.21 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	11
a. Of these, the number who received an evaluation to determine IDEA eligibility	9
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	7
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	2
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	2
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	2

	# of children
C.22 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	0
c. Evaluation is pending and not yet completed by responsible agency	2
d. Other	0

Infant and toddler Part C early intervention services (EHS and Migrant programs)

	# of children
C.24 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	10
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to this program year	9
2. During this enrollment year	1
b. Of these, the number who have not received early intervention services under IDEA	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.26 Number of all newly enrolled children since last year's PIR was reported	49
C.27 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	35
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	9

C.28 The instrument(s) used by the program for developmental screening
<i>Name/title</i>
ASQ (all editions)

Assessment

C.29 Approach or tool(s) used by the program to support ongoing child assessment
<i>Name/title</i>
Teaching Strategies GOLD Online

Curriculum

C.30 Curriculum used by the program:
a. For center-based services
<i>Name/title</i>
Creative Curriculum for Infants, Toddlers, and Twos
c. For home-based services
<i>Name/title</i>
Partners For A Healthy Baby (Florida State University)
e. For building on the parents' knowledge and skill (i.e., parenting curriculum)
<i>Name/title</i>
Positive Solutions for Families

Classroom and home visit observation tools

	Yes (Y) / No (N)
C.31 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes

C.32 If yes, classroom and home visit observation tool(s) used by the program:
a. Center-based settings
<i>Name/title</i>
Other (Please Specify)
b. Home-based settings
<i>Name/title</i>
Other (Please Specify)

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.33 Total number of families:	56
a. Of these, the number of two-parent families	26
b. Of these, the number of single-parent families	30
C.34 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	53
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	24
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	2
b. Grandparents	3
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	0
e. Other	0

Parent/guardian education

	# of families at enrollment
C.35 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	13
b. An associate degree, vocational school, or some college	8
c. A high school graduate or GED	26
d. Less than high school graduate	9

Employment, Job Training, and School

	# of families at enrollment
C.36 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	41
1. Of these families, the number in which one or more parent/guardian is employed	41
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	0
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	0
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	15

	<i># of families at end of enrollment</i>
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	42
1. Of these families, the number of families that were also counted in C.36.a (as having been employed, in job training, or in school at enrollment)	39
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	3
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	12
1. Of these families, the number of families that were also counted in C.36.a	0
2. Of these families, the number of families that were also counted in C.36.b	12

	<i># of families at enrollment</i>
C.38 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	1
b. At least one parent/guardian is a veteran of the United States military	1

Federal or other assistance

	<i># of families at enrollment</i>	<i># of families at end of enrollment</i>
C.39 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	5	4
C.40 Total number of families receiving Supplemental Security Income (SSI)	9	7
C.41 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	46	48
C.42 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	33	35

Family services

	# of families
C.43 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	14
b. Housing assistance (e.g., subsidies, utilities, repairs)	9
c. Asset building services (e.g., financial education, debt counseling)	1
d. Mental health services	6
e. Substance misuse prevention	2
f. Substance misuse treatment	3
g. English as a Second Language (ESL) training	0
h. Assistance in enrolling into an education or job training program	3
i. Research-based parenting curriculum	0
j. Involvement in discussing their child's screening and assessment results and their child's progress	55
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	41
l. Education on preventive medical and oral health	0
m. Education on health and developmental consequences of tobacco product use	0
n. Education on nutrition	0
o. Education on postpartum care (e.g., breastfeeding support)	0
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	1
C.44 Of these, the number of families who were counted in at least one of the services listed above	56

Father engagement

	# of father/ father figures
C.45 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	11
b. Family goal setting	5
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	22
d. Head Start program governance, such as participation in the Policy Council or policy committees	0
e. Parenting education workshops	0

Homelessness services

	# of families
C.46 Total number of families experiencing homelessness that were served during the enrollment year	3
	# of children
C.47 Total number of children experiencing homelessness that were served during the enrollment year	3

	# of families
C.48 Total number of families experiencing homelessness that acquired housing during the enrollment year	2

Foster care and child welfare

	# of children
C.49 Total number of enrolled children who were in foster care at any point during the program year	2
C.50 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	1

REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	22081552847
Last Update Date	08/15/2022



2021-2022 HEAD START PROGRAM INFORMATION REPORT
02CH010916-000 Cortland County Communication Action Program, Inc.

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	02CH010916
Program Number	000
Program Type	Head Start
Program Name	Cortland County Communication Action Program, Inc.
Program Address	32 North Main Street
Program City, State, Zip Code (5+4)	Cortland, NY, 13045-2122
Program Phone Number	(607) 753 6781 - 1105
Head Start or Early Head Start Director Name	Ms. Bethann Wieder
Head Start or Early Head Start Director Email	bethannf@capco.org
Agency Email	bethannf@capco.org
Agency Web Site Address	http://www.capco.org
Name and Title of Approving Official	Mrs. Shelley Warnow, President of the Board of Directors
Unique Entity Identifier (UEI)	L1P5ZJLPV4Y3
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates

FUNDED ENROLLMENT

Funded enrollment by funding source

	# of children
A.1 Funded Enrollment:	150
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	150
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0

Funded enrollment by program option

	# of slots
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	150
1. Of these, the number that are available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	0
A.4 Family child care option	0
A.5 Locally designed option	0

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	150
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

CLASSES IN CENTER-BASED

	# of classes
A.9 Total number of center-based classes operated	10
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	0
b. 1 year old	0
c. 2 years old	0
d. 3 years old	59
e. 4 years old	74
f. 5 years and older	0
g. Total cumulative enrollment of children	133

Total cumulative enrollment

	# of children
A.12 Total cumulative enrollment	133

Primary type of eligibility

	# of children
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	90
b. Public assistance such as TANF and SSI	8
c. Foster care	4
d. Homeless	0
e. Eligibility based on other type of need, but not counted in A.13.a through d	13
	# of children
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	18

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.

All income eligible children are accepted first and 130% are accepted thereafter. Policy on file.

Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	18
b. Three or more years	41

Transition and turnover

	# of children
A.16 Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll	50
a. Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days	5

	# of preschool children
A.17 Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	54

Child care subsidy

	# of children
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0

Ethnicity and race

	# of children	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
A.25 Race and ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	8
d. Native Hawaiian or other Pacific Islander	0	0
e. White	3	97
f. Bi-racial/Multi-racial	2	23
g. Other	0	0
h. Unspecified	0	0

Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	132
1. Of these, the number of children acquiring/learning another language in addition to English	0
b. Spanish	0
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	1
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

Dual language learners

	# of children
A.27 Total number of Dual Language Learners	1

Transportation

	# of children
A.28 Number of children for whom transportation is provided to and from classes	0

RECORD KEEPING

Management Information Systems

A.29 List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, families, and program staff.
Name/title
ChildPlus

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	56	8
a. Of these, the number who are current or former Head Start or Early Head Start parents	13	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	220
a. Of these, the number who are current or former Head Start or Early Head Start parents	152

EDUCATION AND CHILD DEVELOPMENT STAFF

Preschool classroom and assistant teachers (HS and Migrant programs)

	(1) # of classroom teachers	(2) # of assistant teachers
B.3 Total number of preschool education and child development staff by position	10	14

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
a. An advanced degree in:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	4	0

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
b. A baccalaureate degree in one of the following:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or		
3. Any field and is part of the Teach for America program and passed a rigorous early childhood content exam	4	0

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
c. An associate degree in:		
1. Early childhood education		
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	2	2

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	0	5
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	5

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
e. None of the qualifications listed in B.3.a through B.3.d	0	7

Preschool classroom teachers program enrollment

	# of classroom teachers
B.4 Total number of preschool classroom teachers that do not meet qualifications listed in B.3.a or B.3.b	2
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	0

Preschool classroom assistant teachers program enrollment

	# of assistant teachers
B.5 Total number of preschool assistant teachers that do not have any qualifications listed in B.3.a through B.3.d	7
a. Of these preschool assistant teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.3.a through B.3.d.	4

Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	0
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0

	# of home visitors
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0
	# of family child care providers
B.9 Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0
	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	1
d. Native Hawaiian or other Pacific Islander	0	0
e. White	1	22
f. Biracial/Multi-racial	0	0
g. Other	0	0
h. Unspecified	0	0

Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	2
a. Of these, the number who are proficient in more than one language other than English	0

of non-supervisory
education and child
development staff

B.15 Language groups in which staff are proficient:	
a. Spanish	2
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
l. Unspecified (language is not known or parents declined identifying the language)	0

STAFF TURNOVER

All staff turnover

	(1) # of Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	14	0
a. Of these, the number who were replaced	4	0

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	8
a. Of these, the number who were replaced	2
b. Of these, the number who left while classes and home visits were in session	6
c. Of these, the number that were teachers who left the program	5

	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	0
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or relocation	0
c. Involuntary separation	1
d. Other (e.g., change in job field, reason not provided)	7

1. Specify:	New vaccination mandate and change in job field.	
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer		0

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	132	132
a. Of these, the number enrolled in Medicaid and/or CHIP	130	130
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	2	2
C.2 Number of children with no health insurance	1	1

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	133	133
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	0	0

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care according to the relevant state's EPSDT schedule for well child care	28	74

	# of children
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed	5
1. Of these, the number who received medical treatment for their diagnosed chronic health condition	2
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:	# of children
1. No medical treatment needed	1
2. No health insurance	0
3. Parents did not keep/make appointment	1
4. Children left the program before their appointment date	0
5. Appointment is scheduled for future date	0
6. Other	1

1. Specify:	Child withdrew from the program before follow-up could occur.
-------------	---

C.8 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	1
b. Attention deficit hyperactivity disorder (ADHD)	1
c. Asthma	4
d. Seizures	0
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	20
f. Hearing Problems	4
g. Vision Problems	9
h. Blood lead level test with elevated lead levels >5 g/dL	4
i. Diabetes	0

Body Mass Index (BMI) – children (HS and Migrant programs)

	# of children at enrollment
C.9 Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	
a. Underweight (BMI less than 5th percentile for child's age and sex)	12
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	75
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	19
d. Obese (BMI at or above 95th percentile for child's age and sex)	27

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.10 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	105	84
C.11 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	26	49
C.12 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	102	101

Preschool dental services (HS and Migrant programs)

	# of children at end of enrollment
C.17 Number of children who received preventive care during the program year	19
C.18 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	30
a. Of these, the number of children diagnosed as needing dental treatment during the program year - at end of enrollment	4
1. Of these, the number of children who have received or are receiving dental treatment - at end of enrollment	0
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover dental treatment	0
2. No dental care available in local area	0
3. Medicaid not accepted by dentist	0
4. Dentists in the area do not treat 3 – 5 year old children	0
5. Parents did not keep/make appointment	1
6. Children left the program before their appointment date	0
7. Appointment is scheduled for future date	3
8. No transportation	0
9. Other	0

Mental health consultation

	# of staff
C.20 Total number of classroom teachers, home visitors, and family child care providers	10
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	10

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.21 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	24
a. Of these, the number who received an evaluation to determine IDEA eligibility	20
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	20
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	0
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	4

	# of children
C.22 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	1
c. Evaluation is pending and not yet completed by responsible agency	2
d. Other	1
1. Specify:	No follow-through from the family.

Preschool disabilities services (HS and Migrant programs)

	# of children
C.23 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	40
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to this program year	30
2. During this enrollment year	10
b. Of these, the number who have not received special education and related services	6

Preschool primary disabilities (HS and Migrant programs)

	(1) # of children determined to have this disability	(2) # of children receiving special services
C.25 Diagnosed primary disability:		
a. Health impairment (i.e., meeting IDEA definition of "other health impairment")	0	0
b. Emotional disturbance	0	0
c. Speech or language impairments	20	4
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	0	0
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	0	0
i. Autism	2	1
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	7	0
l. Multiple disabilities (excluding deaf-blind)	11	1
m. Deaf-blind	0	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.26 Number of all newly enrolled children since last year's PIR was reported	98
C.27 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	79
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	35
C.28 The instrument(s) used by the program for developmental screening	
<i>Name/title</i>	
ASQ (all editions)	
Brigance (all editions)	

Assessment

C.29 Approach or tool(s) used by the program to support ongoing child assessment
<i>Name/title</i>
Teaching Strategies GOLD Online

Curriculum

C.30 Curriculum used by the program:
a. For center-based services
<i>Name/title</i>
Creative Curriculum (PreSchool)

Classroom and home visit observation tools

	Yes (Y) / No (N)
C.31 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes
C.32 If yes, classroom and home visit observation tool(s) used by the program:	
a. Center-based settings	
<i>Name/title</i>	
Teaching Pyramid Observation Tool (TPOT)	
Classroom Assessment Scoring System (CLASS: Infant, Toddler, or Pre-K)	

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.33 Total number of families:	118
a. Of these, the number of two-parent families	56
b. Of these, the number of single-parent families	62
C.34 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	108
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	45
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	8
b. Grandparents	6
c. Relative(s) other than grandparents	1
d. Foster parent(s) not including relatives	3
e. Other	0

Parent/guardian education

	# of families at enrollment
C.35 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	36
b. An associate degree, vocational school, or some college	12
c. A high school graduate or GED	57
d. Less than high school graduate	13

Employment, Job Training, and School

	# of families at enrollment
C.36 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	87
1. Of these families, the number in which one or more parent/guardian is employed	87
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	5
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	2
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	31

	<i># of families at end of enrollment</i>
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	89
1. Of these families, the number of families that were also counted in C.36.a (as having been employed, in job training, or in school at enrollment)	85
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	4
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	28
1. Of these families, the number of families that were also counted in C.36.a	1
2. Of these families, the number of families that were also counted in C.36.b	27

	<i># of families at enrollment</i>
C.38 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	0
b. At least one parent/guardian is a veteran of the United States military	2

Federal or other assistance

	<i># of families at enrollment</i>	<i># of families at end of enrollment</i>
C.39 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	9	8
C.40 Total number of families receiving Supplemental Security Income (SSI)	12	13
C.41 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	78	69
C.42 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	70	72

Family services

	# of families
C.43 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	9
b. Housing assistance (e.g., subsidies, utilities, repairs)	3
c. Asset building services (e.g., financial education, debt counseling)	1
d. Mental health services	3
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	0
h. Assistance in enrolling into an education or job training program	4
i. Research-based parenting curriculum	0
j. Involvement in discussing their child's screening and assessment results and their child's progress	116
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	51
l. Education on preventive medical and oral health	0
m. Education on health and developmental consequences of tobacco product use	2
n. Education on nutrition	0
o. Education on postpartum care (e.g., breastfeeding support)	0
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	1
C.44 Of these, the number of families who were counted in at least one of the services listed above	116

Father engagement

	# of father/ father figures
C.45 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	29
b. Family goal setting	13
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	33
d. Head Start program governance, such as participation in the Policy Council or policy committees	0
e. Parenting education workshops	0

Homelessness services

	# of families
C.46 Total number of families experiencing homelessness that were served during the enrollment year	1
	# of children
C.47 Total number of children experiencing homelessness that were served during the enrollment year	1

	<i># of families</i>
C.48 Total number of families experiencing homelessness that acquired housing during the enrollment year	1

Foster care and child welfare

	<i># of children</i>
C.49 Total number of enrolled children who were in foster care at any point during the program year	8
C.50 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	2

D. GRANT LEVEL QUESTIONS

INTENSIVE COACHING

	# of education and child development staff
D.1 The number of education and child development staff (i.e., teachers, preschool assistant teachers, home visitors, FFC providers) that received intensive coaching	3
	# of coaches
D.2 The number of individuals that provided intensive coaching, whether by staff, consultants, or through partnership	1

FAMILY SERVICES STAFF QUALIFICATIONS

	# of family services staff
D.5 Total number of family services staff:	5
a. Of these, the number that have a credential, certification, associate, baccalaureate, or advanced degree in social work, human services, family services, counseling, or a related field	4
b. Of these, the number that do not meet one of the qualifications described in D.5.a	1
1. Of the family services staff in D.5.b, the number enrolled in a degree or credential program that would meet a qualification described in D.5.a.	1
2. Of the family services staff in D.5.b, the number hired before November 7, 2016	0

FORMAL AGREEMENTS FOR COLLABORATION

	# of formal agreements
D.6 Total number of formal agreements with child care partners	0
D.7 Total number of LEAs in the service area	8
a. Of these, the total number of formal agreements with those LEAs to coordinate services for children with disabilities	8
b. Of these, the total number of formal agreements with those LEAs to coordinate transition services	0

REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	22081552837
Last Update Date	08/15/2022

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

Resolution No. 22-52

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning, and Evaluation (PP&E) Committee has reviewed the proposed Head Start/Early Head Start Change of Scope Reduction Grant Application and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the Head Start/Early Head Start Change of Scope Reduction Grant Application,

IT IS HEREBY RESOLVED that on October 27, 2022, the CAPCO Board of Directors accepts as presented the Head Start/Early Head Start Change of Scope Reduction Grant Application.

Board President

Date

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 22-52

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning, and Evaluation (PP&E) Committee has reviewed the proposed Head Start/Early Head Start Change of Scope Reduction Grant Application and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the Head Start/Early Head Start Change of Scope Reduction Grant Application,

IT IS HEREBY RESOLVED that on October 27, 2022, the CAPCO Board of Directors accepts as presented the Head Start/Early Head Start Change of Scope Reduction Grant Application.

Shelley Warner
Board President

10/27/2022
Date

Proposed Budget Reduction for HSEHS Comparative Summary

	Current Contract 2022-2023	# of Children	PROPOSED BUDGET - REDUCTION	# of Children	Change in \$	Change in # of Children
Head Start	\$ 1,608,123	150	\$ 1,515,128	104	\$ (92,995)	\$ (46)
Early Head Start	\$ 1,489,120	88	\$ 1,582,115	64	\$ 92,995	\$ (24)
HS T&TA	\$ 13,645		\$ 13,645		\$ -	
EHS T&TA	\$ 32,755		\$ 32,755		\$ -	
	<u>\$ 3,143,643</u>		<u>\$ 3,143,643</u>		<u>\$ (0)</u>	
InKind	\$ 785,911		\$ 785,911		\$ -	
Head Start Early Head Start Budget	<u>\$ 3,929,554</u>	<u>238</u>	<u>\$ 3,929,554</u>	<u>168</u>	<u>\$ (0)</u>	<u>(70)</u>

PROPOSED BUDGET - REDUCTION

	HSP	TTA	EHS	ETA	MAG	Total Grant	UPK
REVENUE							
TOTAL GRANT REVENUE	1,608,123	13,645	1,489,120	32,755		3,143,643	158,400
TOTAL OTHER REVENUE	-		-			-	-
Total REVENUE	1,608,123	13,645	1,489,120	32,755	-	3,143,643	158,400
EXPENSES							
Total PERSONELL	1,246,099		1,324,245			2,570,344	131,710
Total MATERIALS	12,000		8,250	-	-	20,250	-
Total OTHER THAN PERSONELL	52,066	13,645	43,635	32,755	-	142,091	1,889
Total CONTRACTUAL	4,100		5,000	-		9,100	
Total INKIND	-		-			-	
Total SPACE	80,928		94,275			175,203	10,500
Total ADMINISTRATION	119,945		106,710			226,655	9,283
Total DIRECT EXPENSES	1,515,128	13,645	1,582,115	32,755	-	3,143,643	153,382
NET SURPLUS/(DEFICIT)	\$ 92,995	\$ -	\$ (92,995)	\$ -	\$ -	\$ 0	\$ 5,018

Cortland County Community Action Program, Inc.
Reduction Grant: Change of Scope Summary for Board and Policy Council

Objective: The Cortland County Community Action Program, Inc., CAPCO, is submitting a reduction grant with the purpose of decreasing children's slots in Head Start and Early Head Start to increase staff wages. This reduction will assist in meeting full enrollment with appropriate waiting lists in Head Start and Early Head, as well as increase staff wages to support the financial ability to retain and hire qualified staff.

Reduction: The CAPCO HS/EHS program proposes to decrease a total of 70 slots (29.4118 % decrease) between both programs while maintaining on-going, continuous funding, and to support the financial ability to retain qualified staff, as well as the ability to hire qualified staff in the future. Head Start would decrease from 150 slots to 104 slots and Early Head Start would decrease from 88 slots to 64 with the elimination of both Home-Based sections of 12 each. The chart below demonstrates the current and proposed change in numbers:

Program	Current Center	# Enrolled	Proposed Center	Proposed Enrollment
HS/UPK	Smith I	16	Smith I	16
HS/UPK	Smith II (Currently Closed due to staffing)	16	Delete	0
HS/UPK	Randall I	16	Randall I	16
HS/UPK	Randall II	16	Randall II	16
HS (3-year)	Johnson I	14	Johnson I	14
HS (3-year)	Johnson II	14	Johnson II	14
HS (3 and 4-year)	YMCA I (Currently Closed due to staffing)	14	Delete	0
HS/UPK	YMCA II	16	Delete	0
HS (3-year)	YMCA III (Currently Closed due to staffing)	14	Johnson III	14
HS (3-year)	ELC 4	14	ELC 4	14
Totals for HS		150		104
EHS	Cosimo's I	8	Cosimo's I	8
EHS	Cosimo's II (Currently Closed due to staffing)	8	Cosimo's II	8
EHS	Cosimo's III (Currently Closed due to staffing)	8	Cosimo's III	8
EHS	South Main I (Currently Closed due to staffing)	8	South Main I	8
EHS	South Main II	8	South Main II	8
EHS	ELC 1 (Currently Closed due to staffing)	8	ELC 2	8
EHS	ELC 2	8	ELC 3	8

Program	Current Center	# Enrolled	Proposed Center	Proposed Enrollment
EHS	ELC 3	8	ELC 3	8
EHS	Home Based (Duplication of services-Currently have 8)	12	Home Based	0
EHS	Home Based (Duplication of services-Currently have 8)	12	Home Based	0
Totals for EHS		88		64
Grand Total		238		168

Implementation Date: The CAPCO HS/EHS reduction grant will go into effect June 1, 2023 (grant cycle year 4), however, implementation will begin the school program year beginning September 6, 2023. With this implementation date, no children will be excluded the current program year because it falls in the beginning of a new school year.

Freed Up Funds: The funds which will be freed up due to the reduction of 70 HS and EHS slots will go towards increasing salaries and fringe for the positions we will be able to retain. Most of the freed-up funds will be allocated to staff and fringe. Any additional monies would be designated under fringe. As stated in Washington, DC at the Fall Leadership in September 2022, the message was to apply for the reduction grant to increase staff salaries significantly. The table below demonstrates the positions which will be eliminated, as well as the funds which will be freed up to give the program the opportunity to raise salaries, as well as change the salary chart for new hires.

Program	Number of Positions	Title/Description	Amount	Total Amount
HS	3	Assistant Teachers	\$25,136	\$75,408
HS	1	Pre-School Teacher	\$28,011	\$28,011
HS	2	UPK Teachers	\$29,617	\$59,234
HS	1	Family Advocate	\$25,314	\$25,314
HS	1	Kitchen Aide	\$15,034	\$15,034
HS/EHS	1	Program Assistant	\$14,140 for HS \$14,140 for EHS	\$28,280 (50/50 split HS/EHS)
EHS	1	Home Visitors	\$31,193	\$31,193
EHS	1	Home Visitor	\$30,229	\$30,229
HS	N/A	YMCA 12-month lease	\$30,900	\$30,900
HS	N/A	Smith 12-month lease (1 classroom)	\$3,500	\$3,500
HS Totals:	8.5		\$251,541	\$251,541
EHS Totals:	2.5		\$76,233	\$76,233
Grand Totals:	11 positions		\$327,103	\$327,103

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

Resolution No. 22-53

WHEREAS, the Cortland County Community Action Program, Inc. Executive Committee has reviewed the proposed 2022 Risk Management Report and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 2022 Risk Management Report,

IT IS HEREBY RESOLVED that on October 27, 2022, the CAPCO Board of Directors accepts as presented the 2022 Risk Management Report.

Board President

Date

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 22-53

WHEREAS, the Cortland County Community Action Program, Inc. Executive Committee has reviewed the proposed 2022 Risk Management Report and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 2022 Risk Management Report,

IT IS HEREBY RESOLVED that on October 27, 2022, the CAPCO Board of Directors accepts as presented the 2022 Risk Management Report.

Shelley Warnow
Board President

10/27/2022
Date

Risk Assessment Executive Summary

Risk Management Basics

This segment of the executive summary contains recommendations related to Risk Management Basics, including the assignment of responsibility for risk management, risk oversight, and risk committees.

Governance Risk

This segment of your executive summary contains priority recommendations to strengthen your board.

- See the full report for suggestions to increase the engagement and dialogue during Finance Committee presentations.
- Consider developing an annual or bi-annual board self-assessment process to provide feedback to individual board members, as well as feedback on the performance of the board as a governing team.

Facilities and Building Security

This section of your executive summary contains priority recommendations based on your answers to the questions in the Facilities and Building Security Module.

- Review your evacuation plans to ensure that they are comprehensive; a list of elements that should be included in a thorough plan can be found in your full report for this module.
- Consider the value of requiring ID badges for all visitors. Explore affordable options and possible barriers to implementation. Solicit input from staff prior to implementing a new badge policy.

Human Resources and Employment Practices

This section of your executive summary notes priority recommendations based on your answers to the questions in the Human Resources and Employment Practices module.

Contracts

This section of your executive summary features priority recommendations related to contracts and your nonprofit's contracting processes.

- Revisit the current process for entering into Independent Contractor Agreements, to identify why it is especially challenging or time-consuming to finalize these agreements before work begins on a particular contract. Perhaps there are extra steps or other reasons why it takes longer than is practical to finalize these agreements. For example, some leaders report that onerous insurance requirements in their independent contractor agreements cause a hold-up on the contractor's end.
- Obtaining legal review of all significant contracts prior to execution should be a priority as you evolve risk management practices in your agency.

Client and Participant Safety

This section of your executive summary contains priority recommendations based on your answers to the questions in the Client and Participant Safety module.

Transportation

This section of your executive summary contains priority recommendations based on your answers to the questions in the Transportation module.

You indicated that your organization provides or sponsors transportation services or owns (or leases) vehicles. The following transportation issues were identified as concerns during the assessment. Look to the full report for details.

- Your organization may be directly or vicariously liable when volunteers or employees operate a vehicle on behalf of your organization. The conditions for each situation and the proper procedures are addressed in the full report.
- Remember that cargo is not typically covered under regular vehicle policy. Check with your broker to see if you have the appropriate policy for coverage (usually inland marine coverage).

Technology and Privacy Risk Management

This section of your executive summary contains priority recommendations based on your answers to the questions in the Technology and Privacy Risk Management module.

- You indicated that your agency does not have a data breach plan in place. We recommend that you address this gap as soon as possible. See the full report for this module for information on key components in a plan, as well as hyperlinks to NYS and other state breach notification laws.

Special Events

This section of your executive summary contains priority recommendations based on your answers to the questions in the Special Events module.

- Hosting special events may require risk management efforts not normally associated with the normal operations of your organization. Be sure to consider the various components of the event and risks associated with these components. Doing so will help the event be successful and have a positive impact for your organization.
- Documentation is an important part of risk management in all phases of activity. We recommend you begin documenting risk management activities as soon as possible.
- You should be taking the necessary steps to address spectator safety as a part of your event.
- Vehicle operating and insurance concerns need to be addressed if you are transporting event participants yourself or by contracting an outside service.
- Verify that the documentation and procedures used for accident reporting is consistent with the requirements of your organization and those of any insurance providers for the event itself.

Crisis Management and Business Continuity Planning

This section of your executive summary contains priority recommendations based on your answers to questions in the Crisis Management and Business Continuity Planning module.

Volunteer Risk Management

This section of your executive summary offers priority recommendations based on your answers to the questions in the Volunteer Risk Management module.

- Consider adding volunteer position descriptions to your volunteer risk management toolbox. Additional information is provided in your full report.

- We recommend that you resolve to apply a consistent, documented process to guide the screening and selection of volunteers. Recognize that a consistent process related to the risks of volunteer service should be used with respect to all positions, or with respect to similar positions. For example, if you require reference checks for sensitive volunteer roles, you should require that references be checked and documented *prior* to the placement of a volunteer in a sensitive role. Staff members who refuse to follow your process should not be permitted to continue in screening roles, or offered additional training and support to help them follow your policies and process.
- You indicated that some, but not all, volunteers undergo an orientation prior to serving. We recommend that you require an onboarding or orientation process for all volunteers. Doing so increases the likelihood that volunteers will serve safely and effectively. In cases where it is difficult or impossible to provide an orientation, closer supervision or periodic in-service training should be provided.

Fundraising and Resource Development

This section of your executive summary contains priority recommendations based on your answers to the questions in the Fundraising and Resource Development module.

- Planning for the possibility that an individual donor will walk away from your nonprofit is sound risk management. See the report for insight on the reasons some donors walk away, and four tips for reducing the likelihood and potential impact of losing a major individual donor.
- You indicated that your nonprofit does not have practices in place to manage the risk of non-compliance with the CAN-SPAM Act. See the full report for additional information on this federal law, including resource links.
- Nonprofits that have minimal experience with government contracts may be caught off guard and unprepared for some of the risks associated with such funding, including inadequate funding for infrastructure, late payment/reimbursement, and complex reporting requirements. Thoughtfully consider the range of risks and 'what ifs' before you seek any government contract.

End of Report - 10/12/2022 4:31:34 PM

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

Resolution No. 22-54

WHEREAS, the Cortland County Community Action Program, Inc. Executive Committee has reviewed the proposed EHS Intern job description and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed EHS Intern job description,

IT IS HEREBY RESOLVED that on October 27, 2022, the CAPCO Board of Directors accepts as presented the EHS Intern job description.

Board President

Date

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 22-54

WHEREAS, the Cortland County Community Action Program, Inc. Executive Committee has reviewed the proposed EHS Intern job description and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed EHS Intern job description, .

IT IS HEREBY RESOLVED that on October 27, 2022, the CAPCO Board of Directors accepts as presented the EHS Intern job description.

Shelley Warnow
Board President

10/27/2022
Date

Cortland County Community Action Program, Inc.
Job Description

Job Title: ~~Infant/Toddler Teacher~~ EHS Intern
2022

Date: ~~June 3, 2020~~ August 12,

Department: Early Head Start

Reports To: Classroom Supervisor

Director Approval: _____

FLSA Status: Non-Exempt

Job Function: To train on the design and implement of a variety of active plans to stimulate and sustain the interest of young children, and that contribute to their social, emotional, intellectual, and physical development. Implementing the Head Start Performance Standards, Day Care Regulations and other mandates by performing the following duties:

UPON HIRE, the EHS Intern will enroll in a CDA Program through the Cortland County Community Action Program, Inc. and will have up to 10 months to complete. Once the CDA is satisfactorily completed, the EHS Intern will transition to an EHS Infant/Toddler Teacher. Until the CDA is completed, the EHS Intern will train and serve as a back-up set of hands in a classroom with two credentialed EHS Infant/Toddler Teachers.

Essential Duties and Responsibilities include the following. Other duties may be assigned. With the assistance of the assigned EHS Infant/Toddler Teacher, the EHS Classroom Supervisor, and the Coach/Professional Development Specialist, the EHS Intern will learn and be trained on the following during the internship:

Develops activities and lesson plans consistent within the Creative Curriculum, Creates opportunities within the domains of the Birth – 5 Head Start Early Learning Framework.

Designs and implements, weekly lesson plans according to the individual needs of the children.

Completes assessments on children using appropriate evaluation tool, i.e. ASQ-3, Teaching Strategies Gold, Brigance Birth – 36 months.

Provides guidance and assistance in activity leadership. Leads children in songs, games, finger plays, and other activities.

Observes and evaluates children's development level and maintains record of progress according to the child's individual development plan. Interacts with children during programmed activities. Uses approved child guidance and care giving techniques which support overall program objectives.

Observe children to detect early signs of distress or abnormal behavior. Participates in conferences with parents. Prepares and submits accurate and timely reports, as required. Participates in team meetings with supervisor and other pyramid team members as needed.

Conduct parent involvement activities and encourage parents to become involved.

Conduct parent / teacher conferences, minimally 2 times a year, in addition to 2 home visits per year. Work with families throughout the year as per the HS planning calendar to discuss the child's progress and include family members in creating child development goals.

Ensures that care is provided in compliance with Performance Standards as outlined in applicable regulation and continually reviews activities and plans for appropriateness. Is knowledgeable and follows NYS Daycare Regulations.

Maintains daily attendance for meals served, health checks recorded and complies with proper signing in and out of children according to center procedures, as well as other forms of daily required documentation.

Attends to the physical needs of the children (i.e. diapering, feeding, toileting, resting, etc.) Rocks, holds babies and assists children during family style meals. Guides children to develop self-help skills. Assists children in collecting their belongings when they depart.

Cleans up activity materials, sweeps and mops floors after each meal in cooperation with other staff. Provides custodial duties not provided by the Lease Agreement.

Fill out required forms for children referred to CPSE committee meeting, attending committee meetings as needed.

Work collaboratively with classroom team, taking the lead role in mentoring new staff in the classroom.

Add appropriate documentation to Program database on routine basis per Program guidelines.

Collect, track, and maintain In-Kind information and data for Program reporting.

Complete all applicable end-of-month paperwork timely per Program guidelines.

Actively participate in Family Engagement activities, including classroom-specific, Program-specific, and overall Agency activities.

Must work jointly with all Head Start and Early Head Start staff, volunteers, interns, and providers to promote a team approach in the delivery of Early Head Start services to all enrolled children, their families and the community at large.

Engage in positive interactions with families daily, informing family about child while in the classroom and asking applicable and appropriate questions about home life.

Monitor and complete multiple assessments for practicum students as necessary.

Must have flexibility to adapt to last minute staff and daily schedule adjustments.

Promptly notify Health Services RN and/or Coordinator as well as Supervisor in the event of an emergency health concern while adhering to all Program guidelines and standards, including but not limited to standard set forth by the Office of Head Start and NYS Office of Children and Family Services.

Must follow agency procedures for reporting suspected child abuse and neglect.

Must attend required trainings and all requested staff or community meetings.

May be requested to work one-on-one with students as needed in the classroom to support the overall curriculum, behaviors, and classroom functions.

May be re-assigned to alternate classrooms throughout the Program to provide support as needed. Assignments may be temporary or long-term dependent on Program-need.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Develops lesson plans. Promotes positive behavior management skills. Ability to work on a collaborative team, asking questions as necessary and applicable. Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control. Speaks clearly and persuasively in positive or negative situations. Demonstrates group presentation skills. Writes clearly and informatively; Able to read and interpret written information. Follows policies and procedures; Completes administrative tasks correctly and on time. Prioritizes and plans work activities; Uses time efficiently.

Shows respect and sensitivity for cultural differences. Treats people with respect; Works with integrity and ethically. Approaches others in a tactful manner; Observes safety and security procedures.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma. If an Infant/Toddler CDA or 12 credit hours of Early Childhood Education, specific to caring for children birth to 3 years old, is not in their possession, the individual will enroll in a Infant/Toddler CDA program through the agency and to be completed within 10 months. Minimum Infant / Toddler Child Development Accreditation (CDA), or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within two years of the time of hire. Associate's degree (A. A.) in Early Childhood Education preferred or equivalent coursework in early childhood education, specific to caring for children Birth—3 years old.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to children, parents and other employees of the agency.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Able to accurately complete timesheet and leave requests

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office software and Internet software. Must be able to learn new computer programs for online assessments.

Certificates, Licenses, Registrations

NYS Drivers License, Clearance through the NYS Maltreatment Registry. Must complete Daycare Regulation Trainings as required.

Other Qualifications

Physical Examination, TB Testing upon hire. Fingerprinting for criminal background per the standards set forth by daycare licensing. Must be able to travel to all Early Head Start and Head Start sites, training, visits, etc as necessary and requested.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually loud.

Board Development Committee Meeting

October 17, 2022

Members present: Larry Woolheater, Mary Bliss, Mary Beth Mathey and Jeanette Dippo

Staff: Greg Richards & Danielle Treacy

Meeting called to order at 8:45 am.

Danielle Brown regretfully sent her resignation to Greg & Kirsten. Danielle was so excited to join and, in the future, would love to be reconsidered to be on the board but unfortunately is currently too busy with other projects and committees and with her children.

Motion to regretfully accept Danielle Brown's resignation made by Mary Bliss, 2nd by Larry Woolheater. Motion carried.

Greg was thinking of reaching out to Terry Coon, who works at Guthrie Cortland and is head of a knitting group that donates to CAPCO. Greg was going to call and gauge her interest with the blessing of the committee. Greg will update the group at the next meeting. Mary Bliss also suggested Kelly Perry, a retired Virgil School teacher who was looking into being more involved in organizations.

Greg discussed sending out a short, 4 question survey, via Survey Monkey, to the Board at the beginning of November. In it, he would ask for the members name, current committee, if they have any interest in another committee, and if the member has any ideas for someone else that might like to serve on our Board. This would allow for us to create a list of backup people to consider serving on the Board when a seat opens.

Committee briefly went over a spreadsheet with the Board members, when they joined, when their 5-year and 10-year mark would come due. We seem to be in a good spot for a few years but in the event someone needs to leave unexpectedly or when a lot of spots open, it would be beneficial to have a list prepared.

Lynne Sypher's 1st term is ending this month. Lynn is and Officer and Secretary of the board. Motion to accept Lynn Sypher for 2nd term made by Jeanette Dippo, 2nd by Larry Woolheater. Motion carried.

Greg briefly discussed some of the changes we are looking at for the HS/EHS Change of Scope Reduction grant application that will be presented to the Board coming out of the joint PP&E and Executive Committee meeting in October.

Reminder, we have no Board of Directors meeting in November. It will be a combined November and December on Thursday, December 8, 2022 with committees still meeting in November.

Meeting adjourned at 9:20 am.

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

Resolution No. 22-55

WHEREAS, the Cortland County Community Action Program, Inc. Board Development Committee has reviewed the proposed re-seating of Lynne Sypher representing the private-sector for a 2nd 5-year term from 10/2022 - 10/2027 and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed re-seating of Lynne Sypher representing the private-sector for a 2nd 5-year term from 10/2022 - 10/2027,

IT IS HEREBY RESOLVED that on October 27, 2022, the CAPCO Board of Directors accepts as presented the re-seating of Lynne Sypher representing the private-sector for a 2nd 5-year term from 10/2022 - 10/2027.

Board President

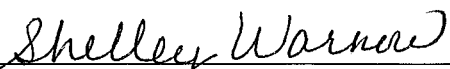
Date

Resolution of the Board of Directors
Of
Cortland County Community Action Program, Inc.
Resolution No. 22-55

WHEREAS, the Cortland County Community Action Program, Inc. Board Development Committee has reviewed the proposed re-seating of Lynne Sypher representing the private-sector for a 2nd 5-year term from 10/2022 - 10/2027 and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed re-seating of Lynne Sypher representing the private-sector for a 2nd 5-year term from 10/2022 - 10/2027,

IT IS HEREBY RESOLVED that on October 27, 2022, the CAPCO Board of Directors accepts as presented the re-seating of Lynne Sypher representing the private-sector for a 2nd 5-year term from 10/2022 - 10/2027.



Board President

10/27/2022

Date

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

Resolution No. 22-56

WHEREAS, the Cortland County Community Action Program, Inc. Board Development Committee has reviewed the proposed Board resignation of Danielle Brown and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed Board resignation of Danielle Brown,

IT IS HEREBY RESOLVED that on October 27, 2022, the CAPCO Board of Directors regrettfully accepts as presented the Board resignation of Danielle Brown.

Board President

Date

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 22-56

WHEREAS, the Cortland County Community Action Program, Inc. Board Development Committee has reviewed the proposed Board resignation of Danielle Brown and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed Board resignation of Danielle Brown,

IT IS HEREBY RESOLVED that on October 27, 2022, the CAPCO Board of Directors regretfully accepts as presented the Board resignation of Danielle Brown.

Shelley Warnow
Board President

10/27/2022
Date

Greg Richards

From: Danielle Brown <dbrown@squaredealinc.com>
Sent: Thursday, October 13, 2022 11:10 AM
To: Greg Richards
Cc: Kirsten Parker
Subject: [EXTERNAL]Board Position

This message was sent from outside the company. Please do not click links or open attachments unless you recognise the source of this email and know the content is safe.

Greg and Kirsten,

It saddens me to send you this email, but I feel I have bit off a bit more than I can chew at this point in my life. While the Capco Board commitment is minimal, I have my hands is far too many pots at this time. I was hopeful with work, kids, other commitments and life I could juggle it all and I cannot.

Please accept this email as my resignation from my position effective immediately, I strongly feel this position needs to be held by someone that can commit and offer more than I can at this point in time.

Please know that this was a tough decision, once my children are grown (which is only a handful of years away), I would love the opportunity to re-join when a seat becomes available.

Best of luck to you all, you do so much for so many!

Danielle Brown
Human Resource Manager
98 US Route 11
Marathon, NY 13803
607-849-3502 Ext 116
dbrown@squaredealinc.com
www.squaredealinc.com



**SQUARE DEAL
MACHINING, INC.**

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Finance Committee Meeting

October 20, 2022

Members present: Sarah Beshers, Ella Dilorio, Shelly Warnow, Doug Bentley

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

Meeting called to order at 8:01 am.

Greg discussed how the full Agency Audit through Bonadio Group was not quite ready yet due to some staffing issues and documents that needed to be provided. There remains no anticipation of any audit concerns—this is a timing issue. We will have a special full Board meeting on Thursday, November 10, 2022 to review it for approval ahead of the November 15th filing deadline.

Agency – Everything looking good. Currently working to wrap up 2021 Audit.

CDPAP – Fidelis is all caught up, we are currently waiting on payment for back billing. We anticipated a delay with the back billing and expect it to slowly trickle in the next couple of months. Currently working on better automated process. We are also working on the attestation process/application to continue serving as a CDPAP Fiscal Intermediary, which we just discovered the other day was live on the website (we were given no notice that the application was available). We will have until November 29, 2022 to complete the application. We are also looking into hiring a Billing Specialist given the changes in billing with the new EVV requirements. It is anticipated that the position will sit in Fiscal but will be specific to CDPA billing. More to come on this proposal as we work on budgets for 2023.

Energy Services – Completely closed out the 2021-2022 contract. We are currently in the planning stages of ramping up staff in anticipation of the BIL grant that will double the current Program budget slated to begin in April 2023 for the next 5-year period.

Family Development – Completely spent out COVID Cares grant by the deadline of 9/30/2022 with the majority hitting direct beneficiary. Working to close out this contract and the normal entitlement CSBG contract. We had our Annual Coat Drive on Saturday, October 15, 2022, at our Main Office. We saw over 300 people and gave out over 500 items. We went to our Marathon center and saw an additional 20 families and plan on returning in November to distribute more. Our new Adult/Family Development Coordinator, Theresa, started on October 11, 2022. She is working out great. Currently looking for a Family Development Advocate to fill.

WIC – We hired a new Nutritionist, Erica Eaton. We are looking for another Nutritionist & part time Nutrition Assistant. We are going to go down a Nutritionist to help bring salaries up to attract candidates. We operated under this model previously. Also working on the close out and line item changes for the contract that ended 9/30/2022.

Motion to accept and file the financial reports made by Shelley Warnow, 2nd by Ella Dilorio. Motion carried.

Discussed the Head Start Reduction Grant: Change of Scope. In this grant, we will seek to keep the same funding but serve less kids. This will allow for us to increase salaries for our employees. Previously, this was difficult to pursue a Change of Scope. Now, we are being encouraged to submit the grant from our Program Specialist. Our Program Specialist is telling us to reduce kids to be able to increase salaries because program and funding changes are not anticipated with HS/EHS not slated to be reauthorized

within the next 5-years. OHS will once again begin monitoring programs again for enrollment, something they have held off during COVID. If Programs are still under enrolled by December, Programs will on an action plan. We have been struggling with keeping fully enrolled even before COVID, with more school districts taking on 3PK and UPK. We are fearful that we will be penalized for not being fully enrolled and have a forced funding reduction if we do not attempt to submit a Change of Scope Reduction plan. We are hopeful that this grant will be approved before the end of January so that we can plan for the new Program Year, June 1, 2022. This was discussed and reviewed in depth as part of the joint PP&E and Executive Committee meeting in October.

This reduction will not touch the Early Head Start side, strictly the Head Start Side (side we are under enrolled in and have seen chronic under enrollment since 2018). We are looking to cut 3 classrooms, 2 UPK & 1 3-Year-Old Classroom. We will go from 268 kids to 168 kids, and this will save the Program approx. \$327,000 a year that will go directly into salaries. Teachers will look into a \$2-\$4/hr raise with all positions receiving a minimum of a \$1.00/hr increase.

No further business. Meeting adjourned at 8:45 am.

FINANCE COMMITTEE REPORT
SUMMARY of August 2022 FINANCIAL STATEMENTS
PRESENTED BY Martha Allen
October 20, 2022

AGENCY

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

Bettina Lipphardt (Bonadio) will not meet with the Finance Committee in October to review 2021 Agency audit due to Audit not yet being complete. There are no anticipated concerns with the audit. It is a timing issue with staff shortages and Bonadio getting the documents needed from CAPCO to complete sections of the single audit. We are working to schedule a special Board meeting for review and approval ahead of the November 15th filing deadline.

CONSUMER DIRECTED SERVICES

CDPAP billing submitted for payment through the payroll ending 09/23/2022. Fidelis back-billing is now caught up with all back files submitted to Fidelis for payment. We anticipate it could take several months for Fidelis to process back payment, but our part of this intensive process is complete. We are now billing current for Fidelis and working with HHAeXchange to attain additional users and train additional staff on the process. We will also be exploring the possibility of adding a Billing Clerk specific to CDPA billing as additional MLTC's prepare to transition to this new way of billing under the new EVV requirements.

We found out on October 19th that the attestation process to continue operating as a CDPA Fiscal Intermediary was released as of 9/30/22. We were not notified of this but did discover this in enough time to complete the process. We are working to submit the attestation by the due date of November 29, 2022. Kirsten is attending a seminar through the NYS association for CDPAP, CDPAANY's the last week of October to gain more clarity on the process, future developments of CDPA, and the impact of the possibility of joint employment as a Fiscal Intermediary.

EARLY CHILDHOOD DEVELOPMENT

The HS/EHS Program continues to operate with 7 of 10 classrooms open in Head Start and 4 of 8 classrooms open in Early Head Start. Delays in classrooms opening continue to be a combination of child enrollment and staffing challenges.

The Executive and PP&E Committees met jointly in October to review the proposal to do a 'Change of Scope' and reduce slot offerings for our HS/EHS Program. The reduction would include reducing by three Head Start rooms—2 UPK rooms (4-year-olds) and 1 3-year old room. The scope change would have no impact on our EHS offerings and the 8 classrooms we maintain for EHS. Consideration of writing to change scope is being encouraged across the country as there are no anticipated funding changes or program regulation changes within the next 5-years with HS/EHS not slated to be authorized within the next 5-years. With this, our own Program Specialist, Mariah, has contacted us and identified our Program as a Program that could benefit from writing for a reduced 'Change of Scope'. If the 'Change of Scope' is awarded, it is expected to free up approximately \$320,000 to be utilized directly for sustainably increasing salaries. A breakdown of the proposed changes is included as part of this packet.

The HS/EHS Program was notified that we were awarded \$239,000 for Program Improvement as the Board approved in September 2022. This was a very quick turnaround, and work has already begun on attaining bids for the proposed facility improvements, most predominantly at our owned South Main location. These projects will be David Bacon Act applicable with prevailing wage expectations.

ENERGY SERVICES DEPARTMENT

The Energy Services Program continues to work within the new HCR database. Jobs are continuing through WAP, and it is anticipated that the new contract period will extend through June 30th going forward following the extension to the PY21 contracts this past spring.

Staffing continues to improve with 2 new Crew Workers hired this past month. Denise is working to identify staffing and resource needs when we receive the additional BIL electrification funding, that will nearly double the size of the Energy Services department for the next 5-years beginning in April 2023. We still do not have a lot of details surrounding this funding, but we have begun to make plans for capacity and what will be needed to handle the heightened units.

FAMILY DEVELOPMENT DEPARTMENT

We completed and spent out 100% of the COVID CARES funding with the majority going to direct beneficiary. Martha is working to close out the contract and file final financials with NYS DOS. We are so proud of the work we have done the last 3-years with this funding and intend to put together a document to show the impact we had with the funding.

We also completed the spend-out of our Discretionary funding for back-to-school shopping. We expended all \$45,000 on back-to-school shopping for families in our community.

We held our Annual Coat Drive on October 15th at the Main Office and gave away nearly 500 items to nearly 300 individuals. We saw an additional 20 families at our Marathon location at the Food Pantry and will be going back to Marathon to distribute more winter items in November.

We hired our new Adult Education/Family Development Coordinator, Theresa Radley, who began last week, and we are now searching for a new Family Development Advocate.

WIC

The department has worked on line-item changes as the new contract began October 1st. We have hired 1 Nutritionist that began this month and are still recruiting for 1 additional Nutritionist and a part-time Nutrition Assistant to reach full staffing. We are continuing to explore interim staffing needs when Molly leaves at the end of the month. We are considering utilizing Kirsten and possibly a former WIC Director from Chenango County, if needed.

We still have not heard word yet on the status of our RFA submission back in July that takes effect in October 2023. As a reminder, this RFA included the addition of Chenango County WIC services.

CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.

FINANCE DIRECTOR MONTHLY CHECKLIST

FOR THE MONTH AUGUST 2022

Submitted by Martha Allen on October 20, 2022

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	Sep-22
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	9/2/2022
U.S. Government's System for Award Management (SAM).	Annually	9/13/2022
FT-500 Application for Refund of Sales Tax Paid on Petroleum Products	Annually	
Federal Audit Clearinghouse - 2021 Audit	3/31/2023	
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	10/13/2022
Quarterly payroll tax returns filed by complete payroll	qtrly	yes
US Dept of Labor - Bureau of Labor Statistics - Multiple Worksite (MWR)	qtrly	7/30/2022
Form 1099's	1/31/2022	1/31/2022
Program Reports		
CSBG 2021 -2022 py		
20% Expenditure report		4/14/2022
45% Expenditure report		7/25/2022
70% Expenditure report		9/15/2022
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	7/26/2022
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	7/8/2022
2nd qtr MWBE Reports (Jul-Sep)	10/10/2022	10/7/2022
Unaudited Financial Statements - 21.22 Contract	11/30/2022	
Energy Services		
WAP 22-23 PY		
Monthly Voucher to Energy Services for presentation to DHCR	ADVANCE	9/13/2022
1st qtr MWBE Reports (April-June)	7/10/2022	7/9/2022
2nd qtr MWBE Reports (July-September)	10/10/2022	10/7/2022
3rd qtr MWBE Reports (October-December)	1/10/2023	
4th qtr MWBE Reports (January-March)	4/11/2023	
Unaudited Financial Statements - 21.22WAP - extended to June 2022	8/29/2022	8/29/2022
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 Management Systems - 20-21 py		
semi-annual (June-November)	1/30/2022	1/30/2022
annual (June-May)	7/30/2022	7/30/2022
final (June-May)	10/30/2022	
Form 429A due: Enter in Grant Solutions - 21-22 py	7/30/2022	7/30/2022
WIC 21-22py		
Monthly Voucher (due 45 days after month end)	August 2022	10/12/2022
MWBE Reports		
1st qtr MWBE Reports (January-March)	4/11/2022	4/11/2022
2nd qtr MWBE Reports (April to June)	7/10/2022	7/8/2022
3rd qtr MWBE Reports (July to September)	10/10/2022	10/9/2022
4th qtr MWBE Reports (October to December)	1/10/2022	1/10/2022
Final Voucher 21-22PY - Line Item Interchange approved by NYS	11/16/2022	

10/18/2022

CAPCO

Aged Accounts Receivable Report

<u>Aging Balance For</u>	<u>Last Paid</u>	<u>current</u>	<u>31-60</u>	<u>61-90</u>
ACCESS TO INDEPENDENCE		\$276.45	\$0.00	\$0.00
CORTLAND CITY SCHOOL DISTRICT	6/24/2022	\$17,850.00	\$0.00	\$0.00
CORTLAND COUNTY AREA AGENCY ON AGING	9/30/2022	\$3,908.66	\$9,122.50	\$533.00
Cortland County	7/29/2022	\$1,320.00	\$0.00	\$0.00
HEAP DEPARTMENT	8/25/2022	\$380.00	\$0.00	\$0.00
Medicaid	8/1/2917	(\$277,602.71)	\$0.00	\$171,451.52
NYSERDA-EMPOWER NEW YORK	10/3/2022	\$3,394.08	\$5,054.38	\$0.00
OCM BOCES	6/17/2022	\$500.00	\$500.00	\$0.00
VTP-MEDICAID	9/29/2022	\$688.13	\$549.25	\$0.00
YMCA	7/31/2020	\$0.00	\$0.00	\$0.00
Grand Totals:		(\$249,285.39)	\$15,226.13	\$171,984.52

over 90	Balance
\$0.00	\$276.45
\$0.00	\$17,850.00
\$4,859.00	\$18,423.16
\$35.00	\$1,355.00
\$0.00	\$380.00
\$1,606,246.62	\$1,500,095.43
\$0.00	\$8,448.46
\$0.00	\$1,000.00
\$29.13	\$1,266.51
\$1.40	\$1.40
\$1,611,171.15	\$1,549,096.41

CAPCO

Aged Accounts Payable Report

Vendor Name	current	31-60	61-90	over 90	Net Due
AIR TEMP HEATING & AIR CONDITIONING, INC.	\$423.00	\$0.00	\$0.00	\$0.00	\$423.00
AJ MEDICAL PRODUCTS	\$123.00	\$0.00	\$0.00	\$0.00	\$123.00
AM CONSERVATION	\$319.10	\$0.00	\$0.00	\$0.00	\$319.10
AT&T MOBILITY	\$402.63	\$0.00	\$0.00	\$0.00	\$402.63
BILL ANDERSON FARM MARKET, INC.	\$1,304.50	\$0.00	\$0.00	\$0.00	\$1,304.50
BILL BROTHERS	\$343.72	\$0.00	\$0.00	\$0.00	\$343.72
BLEVINS, INC	\$9,364.07	\$0.00	\$0.00	\$0.00	\$9,364.07
BONADIO & CO., LLP	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
BRANDY FORD	\$0.00	\$0.00	\$0.00	\$87.38	\$87.38
BUILDERS BEST	\$2,033.04	\$0.00	\$0.00	\$0.00	\$2,033.04
CAPCO	\$190,000.00	\$0.00	\$0.00	\$0.00	\$190,000.00
CENTRAL RESTAURANT PRODUCTS	\$55.21	\$0.00	\$0.00	\$0.00	\$55.21
CHARLES SCHELL	\$208.89	\$0.00	\$0.00	\$0.00	\$208.89
CORTLAND PRODUCE	\$374.70	\$0.00	\$0.00	\$0.00	\$374.70
EMPLOYEE SERVICES INC	\$2,068.76	\$0.00	\$0.00	\$0.00	\$2,068.76
FAMILY HEALTH NETWORK OF CNY, INC	\$1,483.21	\$0.00	\$0.00	\$0.00	\$1,483.21
FOOD BANK OF CENTRAL NEW YORK	\$862.43	\$0.00	\$0.00	\$0.00	\$862.43
GALETON	\$2,807.02	\$0.00	\$0.00	\$0.00	\$2,807.02
GOETZMANN & ASSOCIATES, LLC	\$45,935.72	\$0.00	\$0.00	\$0.00	\$45,935.72
GRANT STREET CONSTRUCTION, INC	\$21.00	\$0.00	\$0.00	\$0.00	\$21.00
GREG RICHARDS	\$48.00	\$0.00	\$0.00	\$0.00	\$48.00
HEP SALES	\$5,307.26	\$0.00	\$0.00	\$5.31	\$5,312.57
HUMMEL'S OFFICE EQUIPMENT CO. INC	\$623.67	\$0.00	\$0.00	\$0.00	\$623.67
INTERFLEX PAYMENTS, LLC	\$224.63	\$0.00	\$0.00	\$0.00	\$224.63
JOHNSTON PAPER CORPORTATION	\$837.44	\$0.00	\$0.00	\$0.00	\$837.44
LAKESHORE LEARNING MATERIALS	\$415.32	\$0.00	\$0.00	\$0.00	\$415.32
LANGUAGELINE SOLUTIONS	\$125.98	\$0.00	\$0.00	\$0.00	\$125.98
LOWE'S	\$699.00	\$0.00	\$0.00	\$0.00	\$699.00
M&T MORTGAGE	\$1,613.49	\$1,613.49	\$0.00	\$0.00	\$3,226.98
MAIN STREET AUTO REPAIR	\$738.53	\$0.00	\$0.00	\$0.00	\$738.53
MARTHA L HOWLETT	\$111.88	\$0.00	\$0.00	\$0.00	\$111.88
MEDELA, INC	\$570.81	\$0.00	\$0.00	\$0.00	\$570.81
MEGHAN DECKER	\$0.00	\$0.00	\$0.00	\$5.08	\$5.08
MICHAEL J SWEENEY	\$148.73	\$0.00	\$0.00	\$0.00	\$148.73
MUTUAL OF AMERICA	\$11,108.28	\$0.00	\$0.00	\$0.00	\$11,108.28
NATIONAL GRID	\$2,713.71	\$0.00	\$0.00	\$0.00	\$2,713.71
NORTHCLIFFLE APARTMENTS	\$433.00	\$0.00	\$0.00	\$0.00	\$433.00
NYSCAA	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00
NYSEG	\$1,134.25	\$0.00	\$0.00	\$0.00	\$1,134.25
PITNEY BOWES BANK INC	\$1,520.99	\$0.00	\$0.00	\$0.00	\$1,520.99
PLAN FIRST COMPUTER SERVICES	\$2,936.88	\$0.00	\$0.00	\$0.00	\$2,936.88
PRICE CHOPPER	\$428.28	\$0.00	\$0.00	\$0.00	\$428.28

10/18/2022

CAPCO

Aged Accounts Payable Report

Vendor Name	current	31-60	61-90	over 90	Net Due
RENZI FOODSERVICE	\$45.54	\$0.00	\$0.00	\$0.00	\$45.54
SANDRA ALOI	\$255.02	\$0.00	\$0.00	\$0.00	\$255.02
SKYLINE ELECTRIC	\$6.96	\$0.00	\$0.00	\$0.00	\$6.96
SUPERFLEET MASTERCARD	\$2,883.58	\$0.00	\$0.00	\$0.00	\$2,883.58
SYNERGY GLOBAL SOLUTIONS INC	\$643.25	\$0.00	\$0.00	\$0.00	\$643.25
SYSCO FOOD SERVICES OF SYRACUSE	\$484.80	\$0.00	\$0.00	\$0.00	\$484.80
TAMI BAILEY	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00
THE GLASS SMITH, INC.	\$296.00	\$0.00	\$0.00	\$0.00	\$296.00
TOMPKINS TRUST COMPANY	\$1,460.51	\$0.00	\$0.00	\$0.00	\$1,460.51
TOSHIBA FINANCIAL SERVICES	\$1,466.94	\$0.00	\$0.00	\$0.00	\$1,466.94
ULINE, INC.	\$46.50	\$0.00	\$0.00	\$0.00	\$46.50
UNITED WAY	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00
USI EDUCATION AND GOVERNMENT SALES	\$254.32	\$0.00	\$0.00	\$0.00	\$254.32
WALMART, INC.	\$1,098.56	\$0.00	\$0.00	\$0.00	\$1,098.56
YMCA	\$21.80	\$0.00	\$0.00	\$0.00	\$21.80
ZEV SUPPLIES CORP	\$1,651.82	\$0.00	\$0.00	\$0.00	\$1,651.82
GRAND TOTALS:	\$303,230.73	\$1,613.49	\$0.00	\$127.77	\$304,971.99
A total of 58 vendor(s) listed					

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	8/1/2022 8/31/2022	8/1/2022 8/31/2022	1/1/2022 8/31/2022	1/1/2022 8/31/2022						
ADM - ADMINISTRATIVE CHARGES											
EXPENSES											
PERSONNEL											
SALARIES/WAGES											
SALARY/WAGE EXPENSE	400,914	33,410	28,940	267,276	270,474	130,230	400,704	210			
NEW ACCRUED BENEFIT TIME	33,440	2,787	2,609	22,293	23,826	11,740	35,565	-2,125			
Total SALARIES/WAGES	434,354	36,196	31,549	289,569	294,300	141,970	436,270	-1,916			
FRINGES											
FICA EXPENSE	32,716	2,726	2,167	21,811	20,326	9,787	30,113	2,603			
UNEMPLOYMENT INSURANCE EXPENSE	14,143	1,179	957	9,429	8,945	4,307	13,251	892			
WORKERS COMP EXPENSE	372	31	34	248	336	162	497	-125			
DISABILITY INSURANCE EXPENSE	556	46	63	371	499	252	751	-195			
GROUP INSURANCE EXPENSE	28,877	2,406	2,352	19,251	13,718	10,807	24,525	4,351			
401-K EXPENSE	9,538	795	622	6,359	5,817	2,801	8,618	920			
Fringes on Accrued Leave Earned	3,747	312	365	2,498	3,336	1,644	4,979	-1,232			
Total FRINGES	89,949	7,496	6,559	59,966	52,977	29,758	82,734	7,215			
Total PERSONNEL	524,303	43,692	38,108	349,536	347,276	171,728	519,004	5,300			
OTHER THAN PERSONNEL											
PROGRAM SUPPLIES	0	0		0		0	0	0			
OFFICE SUPPLIES	9,000	750	489	6,000	5,137	3,863	9,000	0			
FOOD & FOOD SUPPLIES	200	17	0	133	0	200	200	0			
COMMERCIAL INSURANCE	14,000	1,167	1,139	9,333	9,436	4,554	13,990	10			
PARKING LOT RENTAL	1,100	92	83	733	648	330	978	122			
LEGAL FEES	0	0		0		0	0	0			
POSTAGE	1,200	100	82	800	944	328	1,272	-72			
DUPLICATING & PRINTING	1,700	142	229	1,133	1,279	914	2,193	-493			
INTERNET SERVICE	1,200	100	84	800	671	335	1,006	194			
TELEPHONE	1,200	100	21	800	71	84	155	1,045			
Computer & Software Expense	31,150	2,596	2,303	20,767	26,354	9,210	35,565	-4,415			
MEETING EXPENSE	1,100	92	0	733	679	340	1,019	81			
CONFERENCE EXPENSE	2,420	202	0	1,613	2,360	586	2,946	-526			
TRAINING & TECHNICAL AST	1,600	133	0	1,067	600	1,000	1,600	0			
Staff Development	500	42	0	333	220	280	500	0			
LOCAL TRAVEL	400	33	0	267	2	398	400	0			
OUT OF TOWN TRAVEL	8,200	683	0	5,467	6,603	1,597	8,200	0			
DUES & SUBSCRIPTIONS	3,500	292	165	2,333	432	3,068	3,500	0			
BACKGROUND CHECKS	300	25	60	200	138	163	300	0			
PERMITS, FEES, & RENTALS	500	42	143	333	186	314	500	0			
ADVERTISING	500	42	0	333	280	220	500	0			
BUILDING ALLOCATION	30,000	2,500	1,128	20,000	13,180	16,820	30,000	0			
	109,770	9,148	5,925	73,180	69,220	44,604	113,824	-4,054			
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	2,000	167	0	1,333	1,506	494	2,000	0			
Total CONTRACTUAL	2,000	167	0	1,333	1,506	494	2,000	0			
ADMINISTRATION											
FINANCIAL AUDIT	0	0	0	0	0	0	0	0			
PAYROLL PROCESSING	2,500	208	197	1,667	1,741	922	2,662	-162			
EAP SERVICES	10,000	833	873	6,667	6,986	3,493	10,480	-480			
EQUIPMENT DEPRECIATION	1,515	126		1,010		1,515	1,515	0			
FINANCE & SERVICE CHARGES	0	0	52	0	103	206	309	-309			
ADMINISTRATIVE ALLOCATION	-650,088	-54,174	-45,103	-433,392	-426,238	-223,556	-649,794	-294			
Total ADMINISTRATION	-636,073	-53,006	-43,981	-424,049	-417,408	-217,420	-634,828	-1,245			
Total EXPENSES	0	0	52	0	595	-595	0	0			
NET SURPLUS/(DEFICIT)	0	0	52	0	595	595	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
			8/1/2022 8/31/2022		1/1/2022 8/31/2022			
OTHER THAN PERSONNEL								
OFFICE SUPPLIES			0		18	(18) \$	-	0
COMMERCIAL INSURANCE	11,000	917	975	7,333	7,800	3,900 \$	11,699	(699)
OFFICE UTILITIES	25,000	2,083	2,099	16,667	20,276	8,397 \$	28,673	(3,673)
JANITORIAL MAINTENANCE	3,200	267	466	2,133	2,135	1,065 \$	3,200	0
BUILDING MAINTENANCE	60,000	5,000	172	40,000	3,635	50,458 \$	54,093	5,907
TRASH REMOVAL	3,500	292	209	2,333	1,672	1,828 \$	3,500	0
BUILDING ALLOCATION	(140,700)	(11,725)	-5,424	(93,800)	-54,774	(78,822) \$	(133,596)	(7,104)
MAINTENANCE ALLOCATION	38,000	3,167	1,502	25,333	21,620	10,810 \$	32,430	5,570
Total OTHER THAN PERSONNEL	0	0	0	0	2,383	(2,383)	0	0
Total EXPENSES	0	0	0	0	2,383	(2,383)	0	0
NET SURPLUS/(DEFICIT)	0	0	0	0	(2,383)	2,383	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
			8/1/2022 8/31/2022	YTD BUDGET	1/1/2022 8/31/2022				
MEDICAID - MEDICAID									
REVENUE									
OTHER REVENUE									
MEDICAID REVENUE	\$ 2,669,139	222,428	206,542	1,779,426	2,000,672	950,529	2,951,201	(282,062)	
Prior Years Medicaid Revenue	\$ -	0	0	0	-2,937	0	(2,937)	2,937	
Total OTHER REVENUE	\$ 2,669,139	222,428	206,542	1,779,426	1,997,735	950,529	2,948,264	(279,125)	
Total REVENUE	\$ 2,669,139	222,428	206,542	1,779,426	1,997,735	950,529	2,948,264	(279,125)	
EXPENSES									
PERSONNEL									
SALARIES/WAGES									
SALARY/WAGE EXPENSE	\$ 1,849,686	154,141	159,348	1,233,124	1,476,930	700,933	2,177,863	(328,177)	
NEW ACCRUED BENEFIT TIME	\$ 4,168	347	690	2,779	3,679	489	4,168	0	
Total SALARIES/WAGES	1,853,854	154,488	160,039	1,235,903	1,480,610	701,422	2,182,031	(328,177)	
FRINGES									
FICA EXPENSE	\$ 141,501	11,792	12,122	94,334	111,964	53,137	165,101	(23,600)	
UNEMPLOYMENT INSURANCE EXPENSE	\$ 68,383	5,699	5,270	45,588	48,842	23,180	72,022	(3,639)	
WORKERS COMP EXPENSE	\$ 42,496	3,541	3,081	28,331	28,893	13,555	42,448	48	
DISABILITY INSURANCE EXPENSE	\$ 8,752	729	791	5,835	6,725	2,027	8,752	0	
GROUP INSURANCE EXPENSE	\$ 42,391	3,533	3,495	28,261	38,402	13,979	52,382	(9,991)	
401-K EXPENSE	\$ 19,875	1,656	2,031	13,250	18,282	8,932	27,214	(7,339)	
Fringes on Accrued Leave Earned	\$ 584	49	97	389	515	68	584	0	
Total FRINGES	323,981	26,998	26,886	215,988	253,624	114,879	368,502	(44,521)	
Total PERSONNEL	2,177,835	181,486	186,924	1,451,890	1,734,233	816,301	2,550,534	(372,698)	
OTHER THAN PERSONNEL									
OFFICE SUPPLIES	\$ 914	76	12	610	405	202	607	307	
PARKING LOT RENTAL	\$ 164	14	19	110	142	75	217	(53)	
POSTAGE	\$ 6,252	521	297	4,168	2,680	1,340	4,020	2,232	
DUPLICATING & PRINTING	\$ 1,836	153	162	1,224	986	850	1,836	0	
INTERNET SERVICE	\$ 191	16	28	127	168	23	191	0	
TELEPHONE	\$ 36	3	9	24	25	11	36	0	
Computer & Software Expense	\$ 11,090	924	1,243	7,393	10,819	4,974	15,793	(4,703)	
MEETING EXPENSE	\$ 73	6	0	49	127	0	127	(54)	
CONFERENCE EXPENSE	\$ -	0	0	0	0	0	0	0	
TRAINING & TECHNICAL AST	\$ 50	4	75	33	150	0	150	(100)	
Staff Development	\$ 102	9	0	68	62	40	102	0	
LOCAL TRAVEL	\$ 12,149	1,012	659	8,099	4,672	7,477	12,149	0	
OUT OF TOWN TRAVEL	\$ -	0	0	0	0	0	0	0	
STAFF IMMUNIZATIONS	\$ 9,318	777	1,870	6,212	4,822	4,496	9,318	0	
DUES & SUBSCRIPTIONS	\$ 201	17	0	134	0	201	201	0	
BACKGROUND CHECKS	\$ 5,651	471	259	3,767	1,513	756	2,269	3,382	
PERMITS, FEES, & RENTALS	\$ 10,067	839	604	6,711	7,361	2,706	10,067	0	
ADVERTISING	\$ 1,652	138	0	1,101	152	1,500	1,652	0	
BUILDING ALLOCATION	\$ 7,223	602	597	4,815	3,909	3,314	7,223	0	
Total OTHER THAN PERSONNEL	66,970	5,581	5,834	44,646	37,991	27,967	65,958	1,011	
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	\$ 1,994	166	231	1,329	2,293	925	3,218	(1,224)	
Total INKIND	1,994	166	231	1,329	2,293	925	3,218	(1,224)	
ADMINISTRATION									
FINANCIAL AUDIT	\$ 6,151	513	0	4,101	0	6,151	6,151	0	
PAYROLL PROCESSING	\$ 13,511	1,126	826	9,007	11,326	2,478	13,805	(294)	
ADMINISTRATIVE ALLOCATION	\$ 181,317	15,110	14,934	120,878	144,525	69,098	213,623	(32,306)	
Total ADMINISTRATION	200,979	16,748	15,761	133,986	155,851	77,727	233,578	(32,599)	
Total EXPENSES	2,447,778	203,982	208,751	1,631,852	1,930,369	922,920	2,853,288	(405,510)	
NET SURPLUS/(DEFICIT)	221,361	18,447	(2,208)	147,574	67,366	27,609	94,976	126,385	

CAPCO

Income Statement

6/1/2022 - 5/31/2023 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	8/1/2022 8/31/2022	8/1/2022	8/31/2022	8/31/2022	8/31/2022					
HSP - Head Start											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	1,472,219	122,685	84,709	368,055	253,655	1,218,564	1,472,219	0			
TOTAL GRANT REVENUE	1,472,219	122,685	84,709	368,055	253,655	1,218,564	1,472,219	0			
OTHER REVENUE											
SPECIAL NEEDS SERVICE REIMBURSEMENT	0	0	0	0	1,320	0	1,320	-1,320			
OTHER INCOME	0	0	0	0	0	0	0	0			
CASH DONATIONS	0	0	0	0	0	0	0	0			
INKIND DONATIONS	573,384	47,782	0	143,346	39,590	533,794	573,384	0			
TOTAL OTHER REVENUE	573,384	47,782	0	143,346	40,910	533,794	574,704	-1,320			
Total REVENUE	2,045,603	170,467	84,709	511,401	294,565	1,752,358	2,046,923	-1,320			
EXPENSES											
PERSONELL											
WAGES/SALARIES											
SALARY/WAGE EXPENSE	1,021,193	85,099	43,002	255,298	141,091	880,102	1,021,193	0			
NEW ACCRUED BENEFIT TIME	24,465	2,039	2,473	6,116	8,781	15,684	24,465	0			
Total WAGES/SALARIES	1,045,658	87,138	45,475	261,415	149,872	895,786	1,045,658	0			
FRINGES											
FICA EXPENSE	79,974	6,665	3,094	19,994	10,146	69,828	79,974	0			
UNEMPLOYMENT INSURANCE EXPENSE	10,454	871	1,422	2,614	4,666	5,788	10,454	0			
WORKERS COMP EXPENSE	6,236	520	382	1,559	1,284	4,952	6,236	0			
DISABILITY INSURANCE EXPENSE	2,405	200	218	601	603	1,802	2,405	0			
GROUP INSURANCE EXPENSE	116,313	9,693	8,439	29,078	28,044	88,269	116,313	0			
401-K EXPENSE	17,430	1,453	929	4,358	3,061	14,369	17,430	0			
Fringes on Accrued Leave Earned	3,425	285	346	856	1,229	2,196	3,425	0			
Total FRINGES	236,237	19,686	14,829	59,059	49,034	187,203	236,237	0			
Total PERSONELL	1,281,895	106,825	60,304	320,474	198,906	1,082,989	1,281,895	0			
MATERIALS											
PROGRAM MATERIALS											
PROGRAM SUPPLIES	6,000	500	882	1,500	1,399	4,601	6,000	0			
MEDICAL SUPPLIES	1,500	125		375		1,500	1,500	0			
DISABILITY SUPPLIES	1,000	83		250		1,000	1,000	0			
EDUCATIONAL SUPPLIES	7,500	625	2,445	1,875	2,965	4,535	7,500	0			
Total MATERIALS	16,000	1,333	3,327	4,000	4,364	11,636	16,000	0			
OTHER THAN PERSONELL											
FOOD & FOOD SUPPLIES	10,666	889	217	2,667	1,031	9,635	10,666	0			
SPEECH SERVICES	500	42		125		500	500	0			
DENTAL SERVICES	500	42		125		500	500	0			
MENTAL HEALTH SERVICES	0	0		0		0	0	0			
PARENT SERVICES	500	42	70	125	112	388	500	0			
FAMILY EMPOWERMENT	0	0		0		0	0	0			
CHILD ACCIDENT INSURANCE	700	58	46	175	139	561	700	0			
VEHICLE INSURANCE	2,400	200	206	600	619	1,781	2,400	0			
VEHICLE MAINTENANCE	1,000	83	0	250	480	520	1,000	0			
VEHICLE FUEL	1,000	83	0	250	94	906	1,000	0			
VEHICLE REGISTRATION	200	17		50		200	200	0			
INTERNET SERVICE	3,500	292	282	875	845	2,655	3,500	0			
CENTER TELEPHONE	5,000	417	373	1,250	1,079	3,921	5,000	0			
Computer & Software Expense	16,000	1,333	1,594	4,000	3,452	12,548	16,000	0			
MEETING EXPENSE	0	0		0		0	0	0			

	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL				
LINE ITEM	TOTAL BUDGET	8/1/2022 8/31/2022	8/1/2022	8/31/2022	8/31/2022	8/31/2022	FORECAST	TOTAL CONTRACT	REMAINING		
HSP - Head Start											
CONFERENCE EXPENSE	1,000	83			250		1,000	1,000	0		
TRAINING & TECHNICAL AST	1,000	83		0	250	626	374	1,000	0		
TEACHER TRAININGS	1,500	125			375		1,500	1,500	0		
Staff Development	500	42		0	125	125	375	500	0		
LOCAL TRAVEL	1,000	83		69	250	93	907	1,000	0		
OUT OF TOWN TRAVEL	1,000	83			250		1,000	1,000	0		
POLICY COUNCIL EXPENSE	1,000	83			250		1,000	1,000	0		
STAFF IMMUNIZATIONS	500	42			125		500	500	0		
DUES & SUBSCRIPTIONS	1,000	83		3,173	250	7,259	-6,259	1,000	0		
BACKGROUND CHECKS	1,200	100		147	300	220	981	1,200	0		
PERMITS, FEES, & RENTALS	3,000	250		520	750	944	2,056	3,000	0		
EQUIPMENT MAINTENANCE	500	42			125		500	500	0		
EQUIPMENT PURCHASE	0	0			0		0	0	0		
Total OTHER THAN PERSONELL	55,166	4,597		6,697	13,792	17,116	38,050	55,166	0		
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	4,100	342		522	1,025	763	3,337	4,100	0		
Total CONTRACTUAL	4,100	342		522	1,025	763	3,337	4,100	0		
INKIND											
VOLUNTEERS/INTERNS	0	0		0	0	1,515		1,515	-1,515		
VOLUNTEERS-PROFESSIONALS	0	0		0	0	10,491		10,491	-10,491		
INKIND DONATIONS	573,384	47,782		0	143,346	18,138	533,794	551,931	21,453		
INKIND DONATED SPACE	0	0		0	0	9,447		9,447	-9,447		
Total INKIND	573,384	47,782		0	143,346	39,590	533,794	573,384	0		
SPACE											
PROGRAM RENT	53,858	4,488		6,923	13,465	18,710	35,148	53,858	0		
PROGRAM UTILITIES	2,500	208		445	625	771	1,729	2,500	0		
SMAIN DEPRECIATION	6,300	525			1,575		6,300	6,300	0		
SMAIN BLG ALLOCATION	25,000	2,083		4,402	6,250	8,671	16,329	25,000	0		
MAINTENANCE ALLOCATION	2,000	167		47	500	471	1,530	2,000	0		
Total Space	89,658	7,472		11,817	22,415	28,622	61,036	89,658	0		
ADMINISTRATION											
OFFICE SUPPLIES	2,000	167		449	500	971	1,029	2,000	0		
COMMERCIAL INSURANCE	500	42		21	125	63	437	500	0		
PARKING LOT RENTAL	200	17		19	50	57	143	200	0		
JANITORIAL MAINTENANCE	1,000	83		0	250	29	971	1,000	0		
BUILDING MAINTENANCE	0	0		0	0	173	0	173	-173		
TRASH REMOVAL	0	0		162	0	486	0	486	-486		
FINANCIAL AUDIT	3,000	250			750		3,000	3,000	0		
PAYROLL PROCESSING	4,000	333		314	1,000	894	3,106	4,000	0		
POSTAGE	1,000	83		108	250	310	690	1,000	0		
DUPLICATING & PRINTING	3,000	250		603	750	999	2,001	3,000	0		
TELEPHONE	1,200	100		28	300	83	1,117	1,200	0		
ADVERTISING	1,500	125		0	375	237	1,263	1,500	0		
OTHER EXPENDITURES	0	0			0		661	661	-661		
BUILDING ALLOCATION	8,000	667		339	2,000	900	7,100	8,000	0		
Total ADMINISTRATION	25,400	2,117		2,042	6,350	5,202	21,518	26,720	-1,320		
Total EXPENSES	2,045,603	170,467		84,709	511,401	294,565	1,752,358	2,046,923	-1,320		
NET SURPLUS/(DEFICIT)	0	0		0	0	0	0	0	0		

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Income Statement

6/1/2022 - 5/31/2023 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	8/1/2022 8/31/2022	8/1/2022 8/31/2022	8/31/2022	8/31/2022	8/31/2022					
TTA - HEAD START TRAINING & TECH ASST											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	13,645	1,137	2,638	3,411	5,461	8,184	13,645	0			
TOTAL GRANT REVENUE	13,645	1,137	2,638	3,411	5,461	8,184	13,645	0			
Total REVENUE	13,645	1,137	2,638	3,411	5,461	8,184	13,645	0			
EXPENSES											
MATERIALS											
PROGRAM SUPPLIES	0	0	0	0	0	0	0	0			
Total MATERIALS	0	0	0	0	0	0	0	0			
OTHER THAN PERSONELL											
MEETING EXPENSE	0	0	0	0	0	0	0	0			
CONFERENCE EXPENSE	0	0	868	0	868	0	868	-868			
TRAINING & TECHNICAL AST	13,645	1,137	427	3,411	2,884	8,184	11,068	2,577			
OUT OF TOWN TRAVEL	0	0	1,343	0	1,709	0	1,709	-1,709			
Total OTHER THAN PERSONELL	13,645	1,137	2,638	3,411	5,461	8,184	13,645	0			
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	0	0	0	0	0	0	0	0			
Total CONTRACTUAL	0	0	0	0	0	0	0	0			
Total EXPENSES	13,645	1,137	2,638	3,411	5,461	8,184	13,645	0			
NET SURPLUS/(DEFICIT)											
	0	0	0	0	0	0	0	0			

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Income Statement

6/1/2022 - 5/31/2023 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	8/1/2022 8/31/2022	8/1/2022 8/31/2022	8/31/2022	8/31/2022					
EHS - Early Head Start										
REVENUE										
GRANT REVENUE										
GRANT REVENUE	1,362,308	113,526	72,489	340,577	239,639	1,122,669	1,362,308	0		
TOTAL GRANT REVENUE	1,362,308	113,526	72,489	340,577	239,639	1,122,669	1,362,308	0		
OTHER REVENUE										
OTHER INCOME	\$ -	0	0	0	0	0	0	0		
INKIND DONATIONS	191,648	15,971	0	47,912	11,681	179,967	191,648	0		
TOTAL OTHER REVENUE	191,648	15,971	0	47,912	11,681	179,967	191,648	0		
Total REVENUE	1,553,956	129,496	72,489	388,489	251,320	1,302,636	1,553,956	0		
EXPENSES										
PERSONELL										
WAGES/SALARIES										
SALARY/WAGE EXPENSE	\$ 947,302	78,942	45,339	236,826	152,727	794,575	947,302	0		
NEW ACCRUED BENEFIT TIME	\$ 58,763	4,897	3,509	14,691	11,875	46,888	58,763	0		
Total WAGES/SALARIES	1,006,065	83,839	48,849	251,516	164,601	841,464	1,006,065	0		
FRINGES										
FICA EXPENSE	\$ 76,964	6,414	3,309	19,241	11,013	65,951	76,964	0		
UNEMPLOYMENT INSURANCE EXPENSE	\$ 10,061	838	1,499	2,515	5,051	5,010	10,061	0		
WORKERS COMP EXPENSE	\$ 6,002	500	284	1,501	1,480	4,522	6,002	0		
DISABILITY INSURANCE EXPENSE	\$ 2,184	182	123	546	380	1,804	2,184	0		
GROUP INSURANCE EXPENSE	\$ 99,117	8,260	6,038	24,779	18,105	81,012	99,117	0		
401-K EXPENSE	\$ 15,940	1,328	803	3,985	2,704	13,236	15,940	0		
Fringes on Accrued Leave Earned	\$ 8,227	686	491	2,057	1,662	6,565	8,227	0		
Total FRINGES	218,495	18,208	12,549	54,624	40,396	178,099	218,495	0		
Total PERSONELL	1,224,560	102,047	61,397	306,140	204,997	1,019,563	1,224,560	0		
MATERIALS										
PROGRAM MATERIALS	\$ -	0	0	0	4	0	4	-4		
PROGRAM SUPPLIES	\$ 6,000	500	636	1,500	1,096	4,900	5,996	4		
MEDICAL SUPPLIES	\$ 750	63		188		750	750	0		
DISABILITY SUPPLIES	\$ 500	42		125		500	500	0		
EDUCATIONAL SUPPLIES	\$ 1,000	83	0	250	48	952	1,000	0		
Total MATERIALS	8,250	688	636	2,063	1,148	7,102	8,250	0		
OTHER THAN PERSONELL										
FOOD & FOOD SUPPLIES	\$ 19,504	1,625	308	4,876	1,804	17,700	19,504	0		
SPEECH SERVICES	\$ 250	21		63		250	250	0		
DENTAL SERVICES	\$ 250	21		63		250	250	0		
MENTAL HEALTH SERVICES	\$ -	0		0		0	0	0		
PARENT SERVICES	\$ 750	63	41	188	66	684	750	0		
FAMILY EMPOWERMENT	\$ -	0		0		0	0	0		
CHILD ACCIDENT INSURANCE	\$ 230	19	27	58	81	149	230	0		
VEHICLE INSURANCE	\$ 2,600	217	287	650	862	1,738	2,600	0		
VEHICLE MAINTENANCE	\$ 1,000	83	0	250	273	727	1,000	0		
VEHICLE FUEL	\$ 1,000	83	47	250	47	953	1,000	0		
VEHICLE REGISTRATION	\$ 200	17		50		200	200	0		
INTERNET SERVICE	\$ 3,300	275	289	825	866	2,434	3,300	0		
CENTER TELEPHONE	\$ 1,200	100	224	300	663	537	1,200	0		
Computer & Software Expense	\$ 2,000	167	824	500	1,709	291	2,000	0		
MEETING EXPENSE	\$ -	0		0		0	0	0		
CONFERENCE EXPENSE	\$ 500	42		125		500	500	0		
TRAINING & TECHNICAL AST	\$ 750	63	0	188	74	676	750	0		
TEACHER TRAININGS	\$ 750	63		188		686	686	64		
Staff Development	\$ -	0	0	0	64	0	64	-64		

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	8/1/2022 8/31/2022	8/1/2022 8/31/2022	8/31/2022	8/31/2022						
EHS - Early Head Start											
LOCAL TRAVEL	\$	750	63	23	188	48	702	750			0
OUT OF TOWN TRAVEL	\$	500	42		125		500	500			0
POLICY COUNCIL EXPENSE	\$	500	42		125		500	500			0
STAFF IMMUNIZATIONS	\$	250	21	115	63	115	135	250			0
DUES & SUBSCRIPTIONS	\$	3,000	250	1,856	750	4,498	-1,498	3,000			0
BACKGROUND CHECKS	\$	750	63	78	188	131	620	750			0
PERMITS, FEES, & RENTALS	\$	3,500	292	146	875	587	2,913	3,500			0
EQUIPMENT MAINTENANCE	\$	100	8		25		100	100			0
EQUIPMENT PURCHASE	\$	-	0		0		0	0			0
Total OTHER THAN PERSONELL		43,634	3,636	4,266	10,909	11,887	31,747	43,634			0
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	\$	5,000	417	63	1,250	608	4,392	5,000			0
Total CONTRACTUAL		5,000	417	63	1,250	608	4,392	5,000			0
INKIND											
VOLUNTEERS/INTERNS	\$	-	0	0	0	568	0	568			-568
VOLUNTEERS-PROFESSIONALS	\$	-	0	0	0	157	0	157			-157
INKIND DONATIONS	\$	191,648	15,971	0	47,912	765	179,967	180,731			10,917
INKIND DONATED SPACE	\$	-	0	0	0	10,192	0	10,192			-10,192
Total INKIND		191,648	15,971	0	47,912	11,681	179,967	191,648			0
SPACE											
PROGRAM RENT	\$	37,945	3,162	2,437	9,486	8,761	29,184	37,945			0
PROGRAM UTILITIES	\$	12,000	1,000	653	3,000	1,587	10,413	12,000			0
SMAIN DEPRECIATION	\$	4,400	367		1,100		4,400	4,400			0
SMAIN BLG ALLOCATION	\$	7,000	583	436	1,750	860	2,129	2,989			4,011
MAINTENANCE ALLOCATION	\$	2,000	167	1,362	500	6,011		6,011			-4,011
Total SPACE		63,345	5,279	4,888	15,836	17,219	46,126	63,345			0
ADMINISTRATION											
OFFICE SUPPLIES	\$	2,000	167	263	500	591	1,410	2,000			0
COMMERCIAL INSURANCE	\$	537	45	132	134	396	141	537			0
PARKING LOT RENTAL	\$	132	11	15	33	44	88	132			0
JANITORIAL MAINTENANCE	\$	1,000	83	73	250	268	732	1,000			0
BUILDING MAINTENANCE	\$	-	0	0	0	295	0	295			-295
TRASH REMOVAL	\$	1,400	117	162	350	486	914	1,400			0
FINANCIAL AUDIT	\$	2,700	225		675		2,700	2,700			0
PAYROLL PROCESSING	\$	2,000	167	203	500	654	1,346	2,000			0
POSTAGE	\$	500	42	42	125	89	411	500			0
DUPLICATING & PRINTING	\$	2,000	167	196	500	403	1,597	2,000			0
TELEPHONE	\$	1,000	83	21	250	63	937	1,000			0
ADVERTISING	\$	250	21	0	63	139	111	250			0
OTHER EXPENDITURES	\$	-	0		0		0	0			0
BUILDING ALLOCATION	\$	4,000	333	132	1,000	351	3,355	3,705			295
Total ADMINISTRATION		17,519	1,460	1,239	4,380	3,779	13,740	17,519			0
Total EXPENSES		1,553,956	129,496	72,489	388,489	251,320	1,302,636	1,553,956			0
NET SURPLUS/(DEFICIT)		0	0	0	0	0	0	0			0

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Income Statement

6/1/2022 - 5/31/2023 ECD GRANTS

LINE ITEM	TOTAL BUDGET	BUDGET 8/1/2022 8/31/2022	ACTUAL 8/1/2022 8/31/2022	YTD BUDGET 8/31/2022	YTD ACTUAL 8/31/2022	FORECAST	TOTAL CONTRACT	REMAINING
ETA - EARLY HS TRAINING & TECH. ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	32,755	2,730	1,549	8,189	3,207	29,548	32,755	0
TOTAL GRANT REVENUE	32,755	2,730	1,549	8,189	3,207	29,548	32,755	0
Total REVENUE	32,755	2,730	1,549	8,189	3,207	29,548	32,755	0
EXPENSES								
MATERIALS								
PROGRAM SUPPLIES	0	0	0	0	0	0	0	0
Total MATERIALS	0	0	0	0	0	0	0	0
OTHER THAN PERSONELL								
MEETING EXPENSE	0	0	0	0	0	0	0	0
CONFERENCE EXPENSE	0	0	509	0	509	-509	0	0
TRAINING & TECHNICAL AST	32,755	2,730	251	8,189	1,694	30,057	31,751	1,004
OUT OF TOWN TRAVEL	0	0	789	0	1,004		1,004	-1,004
Total OTHER THAN PERSONELL	32,755	2,730	1,549	8,189	3,207	29,548	32,755	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	0	0	0	0	0	0	0	0
Total CONTRACTUAL	0	0	0	0	0	0	0	0
Total EXPENSES	32,755	2,730	1,549	8,189	3,207	29,548	32,755	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

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Income Statement

6/1/2022 - 5/31/2023 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	8/1/2022 8/31/2022	8/1/2022 8/31/2022	8/31/2022	8/31/2022			
MAG - Management and General								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	179,199	14,933	11,704	44,800	40,201	138,998	179,199	0
TOTAL GRANT REVENUE	179,199	14,933	11,704	44,800	40,201	138,998	179,199	0
Total REVENUE	179,199	14,933	11,704	44,800	40,201	138,998	179,199	0
ADMINISTRATION								
ADMINISTRATIVE ALLOCATION	179,199	14,933	11,704	44,800	40,201	138,998	179,199	0
Total ADMINISTRATION	179,199	14,933	11,704	44,800	40,201	138,998	179,199	0
Total EXPENSES	179,199	14,933	11,704	44,800	40,201	138,998	179,199	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

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Income Statement

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

American Rescue Plan

LINE ITEM	ACTUAL 8/1/2022 8/31/2022	YTD ACTUAL 8/31/2022
ARP		
REVENUE		
GRANT REVENUE		
GRANT REVENUE	17,961	202,359
TOTAL GRANT REVENUE	17,961	202,359
Total REVENUE	17,961	202,359
EXPENSES		
PERSONELL		
WAGES/SALARIES		
SALARY/WAGE EXPENSE	0	69,362
NEW ACCRUED BENEFIT TIME		0
Total WAGES/SALARIES	0	69,362
FRINGES		
FICA EXPENSE		5,143
UNEMPLOYMENT INSURANCE EXPENSE		2,564
WORKERS COMP EXPENSE		560
DISABILITY INSURANCE EXPENSE		0
GROUP INSURANCE EXPENSE		0
401-K EXPENSE		1,520
Fringes on Accrued Leave Earned		0
Total FRINGES	0	9,788
Total PERSONELL	0	79,151
MATERIALS		
PROGRAM SUPPLIES	3,043	44,663
EDUCATIONAL SUPPLIES	4,780	6,351
Total MATERIALS	7,823	51,014
OTHER THAN PERSONELL		
FOOD & FOOD SUPPLIES	0	4,351
PARENT SERVICES	0	2,921
CENTER TELEPHONE	0	31
TRAINING & TECHNICAL AST	7,000	7,140
Staff Development	0	5,000
LOCAL TRAVEL	0	16
DUES & SUBSCRIPTIONS	60	7,764
Total OTHER THAN PERSONELL	7,060	27,223
SPACE		
PROGRAM RENT	2,200	13,400
MAINTENANCE ALLOCATION	0	133
Total MATERIALS	2,200	13,533
ADMINISTRATION		
OFFICE SUPPLIES	0	4,366
BUILDING MAINTENANCE	0	4,019
DUPLICATING & PRINTING	0	1,975
TELEPHONE	113	6,446
ADVERTISING	0	982
ADMINISTRATIVE ALLOCATION	765	13,650
Total ADMINISTRATION	878	31,438
Total EXPENSES	17,961	202,359
NET SURPLUS/(DEFICIT)	0	0

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Income Statement

6/1/2022 - 5/31/2023 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	8/1/2022 8/31/2022	8/1/2022 8/31/2022	8/31/2022	8/31/2022						
UPK - Universal Pre-K											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	250,800	22,770	0	68,310	18,150	232,650	250,800	0			
TOTAL GRANT REVENUE	250,800	22,770	0	68,310	18,150	232,650	250,800	0			
OTHER REVENUE											
SERVICE FEES	0	0	0	0	0	0	0	0	0	0	0
SALARY REIMBURSEMENTS	0	0	0	0	0	0	0	0	0	0	0
OTHER INCOME	0	0	0	0	0	0	0	0	0	0	0
TOTAL OTHER REVENUE	0	0	0	0	0	0	0	0	0	0	0
Total REVENUE	250,800	22,770	0	68,310	18,150	232,650	250,800	0			
EXPENSES											
PERSONELL											
WAGES/SALARIES											
SALARY/WAGE EXPENSE	153,268	12,772	4,046	38,317	14,374	138,894	153,268	0			0
NEW ACCRUED BENEFIT TIME	3,186	266	263	797	912	2,274	3,186	0			0
Total WAGES/SALARIES	156,454	13,038	4,308	39,114	15,286	141,168	156,454	0			0
FRINGES											
FICA EXPENSE	11,957	996	280	2,989	1,010	10,947	11,957	0			0
UNEMPLOYMENT INSURANCE EXPENSE	5,778	482	134	1,445	475	5,303	5,778	0			0
WORKERS COMP EXPENSE	950	79	20	238	73	877	950	0			0
DISABILITY INSURANCE EXPENSE	306	26	20	77	54	252	306	0			0
GROUP INSURANCE EXPENSE	9,630	803	1,157	2,408	3,471	6,159	9,630	0			0
401-K EXPENSE	3,420	285	109	855	374	3,046	3,420	0			0
Fringes on Accrued Leave Earned	382	32	37	96	128	254	382	0			0
Total FRINGES	32,423	2,702	1,756	8,106	5,585	26,838	32,423	0			0
Total PERSONELL	188,877	15,740	6,065	47,219	20,871	168,006	188,877	0			0
MATERIALS											
PROGRAM SUPPLIES	7,500	625	0	1,875	13	7,487	7,500	0			0
EDUCATIONAL SUPPLIES	0	0	0	0	0	0	0	0			0
Total MATERIALS	7,500	625	0	1,875	13	7,487	7,500	0			0
OTHER THAN PERSONELL											
FOOD & FOOD SUPPLIES	0	0	0	0	0	0	0	0			0
PARENT SERVICES	0	0	0	0	92	0	92	-92			0
INTERNET SERVICE	50	4	4	13	12	38	50	0			0
CENTER TELEPHONE	72	6	0	18	11	61	72	0			0
CONFERENCE EXPENSE	0	0	0	0	0	0	0	0			0
TRAINING & TECHNICAL AST	400	33	0	100	0	400	400	0			0
TEACHER TRAININGS	2,000	167	0	500	0	2,000	2,000	0			0
Staff Development	0	0	0	0	0	0	0	0			0
LOCAL TRAVEL	1,000	83	0	250	0	1,000	1,000	0			0
Out of Town Travel	2,000	167	0	500	0	2,000	2,000	0			0
DUES & SUBSCRIPTIONS	1,100	92	0	275	0	1,100	1,100	0			0
Total OTHER THAN PERSONELL	6,622	552	4	1,656	115	6,599	6,714	-92			0
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	0	0	0	0	0	0	0	0			0
Total CONTRACTUAL	0	0	0	0	0	0	0	0			0
SPACE											
PROGRAM RENT	18,000	1,500	2,197	4,500	5,093	12,907	18,000	0			0
SMAIN BLG ALLOCATION	1,000	83	78	250	154	846	1,000	0			0
Total SPACE	19,000	1,583	2,275	4,750	5,248	13,752	19,000	0			0
ADMINISTRATION											
OFFICE SUPPLIES	0	0	45	0	135	0	135	-135			0
COMMERCIAL INSURANCE	400	33	6	100	17	383	400	0			0
PARKING LOT RENTAL	25	2	0	6	0	25	25	0			0
BUILDING MAINTENANCE	0	0	0	0	0	0	0	0			0
FINANCIAL AUDIT	700	58	0	175	0	700	700	0			0
PAYROLL PROCESSING	500	42	26	125	72	428	500	0			0
TELEPHONE	100	8	0	25	1	99	100	0			0
ADVERTISING	0	0	0	0	0	0	0	0			0
BUILDING DEPRECIATION	0	0	0	0	0	0	0	0			0
ADMINISTRATIVE ALLOCATION	18,287	1,524	670	4,572	2,144	16,143	18,287	0			0
BUILDING ALLOCATION	1,500	125	37	25	98	1,402	1,500	0			0
Total ADMINISTRATION	21,512	1,793	784	5,028	2,466	19,181	21,647	-135			0
Total EXPENSES	243,511	20,293	9,128	60,528	28,712	215,026	243,738	-227			0
NET SURPLUS/(DEFICIT)											
	7,289	2,477	-9,128	7,782	-10,562	17,624	7,062	227			0

CAPCO

Income Statement

4/1/22 to 3/31/23 WAP

		BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL				
LINE ITEM		TOTAL BUDGET	8/1/2022 8/31/2022	8/1/2022 8/31/2022	8/31/2022	8/31/2022	FORECAST	TOTAL CONTRACT	REMAINING
22.23WAP - 2022-2023 WAP									
REVENUE									
GRANTS									
GRANT REVENUE		872,272	72,689	71,474	363,447	221,627	650,645	872,272	0
	Total Grants	872,272	72,689	71,474	363,447	221,627	650,645	872,272	0
	Total Revenue	872,272	72,689	71,474	363,447	221,627	650,645	872,272	0
EXPENSES									
Materials									
PROGRAM MATERIALS		171,008	14,251	14,857	71,253	44,996	126,012	171,008	0
SUBCONTRACT MATERIALS		6,000	500	176	2,500	1,157	4,843	6,000	0
	Total	177,008	14,751	15,033	73,753	46,153	130,855	177,008	0
		177,008	14,751	15,033	73,753	46,153	130,855	177,008	0
Personnel									
Agency Labor									
Agency Salaries									
SALARY/WAGE EXPENSE		342,981	28,582	25,344	142,909	76,252	236,734	312,985	29,996
NEW ACCRUED BENEFIT TIME		5,669	472	2,035	2,362	6,782	15,774	22,556	-16,887
	Total Agency Salaries	348,650	29,054	27,379	145,271	83,034	252,507	335,541	13,109
FICA EXPENSE		26,238	2,187	2,003	10,933	5,856	18,180	24,036	2,203
UNEMPLOYMENT INSURANCE EXPENSE		11,342	945	902	4,726	2,697	8,374	11,071	272
WORKERS COMP EXPENSE		17,833	1,486	1,035	7,430	3,098	9,617	12,714	5,118
DISABILITY INSURANCE EXPENSE		785	65	49	327	156	629	785	0
GROUP INSURANCE EXPENSE		23,338	1,945	3,603	9,724	11,295	25,218	36,513	-13,175
401-K EXPENSE		6,860	572	641	2,858	1,716	5,326	7,042	-182
Fringes on Accrued Leave Earned		3,968	331	285	1,653	949	2,208	3,158	810
		90,364	7,530	8,519	37,652	25,767	69,552	95,318	-4,955
	Total Agency Labor	439,014	36,584	35,898	182,922	108,800	322,059	430,860	8,154
Subcontracted Labor									
SUBCONTRACT LABOR		12,000	1,000	0	5,000	25	11,975	12,000	0
	Total Subcontracted Labor	12,000	1,000	0	5,000	25	11,975	12,000	0
	Total Personnel	451,014	37,584	35,898	187,922	108,825	334,034	442,860	8,154
Program Support									
PROGRAM SUPPLIES		5,000	417	515	2,083	1,630	3,370	5,000	0
OFFICE SUPPLIES		5,000	417	275	2,083	782	4,218	5,000	0
VEHICLE INSURANCE		3,900	325	537	1,625	1,610	2,290	3,900	0
VEHICLE MAINTENANCE		11,900	992	1,129	4,958	4,183	7,717	11,900	0
VEHICLE FUEL		15,000	1,250	1,191	6,250	2,495	12,505	15,000	0
VEHICLE REGISTRATION		0	0	0	0	229	0	229	-229
PROGRAM RENT		16,800	1,400	1,217	7,000	3,480	13,320	16,800	0
PROGRAM UTILITIES		4,400	367	173	1,833	464	3,936	4,400	0
JANITORIAL MAINTENANCE			0		0		0	0	0
BUILDING MAINTENANCE		850	71		354		850	850	0

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	8/1/2022 8/31/2022	8/1/2022 8/31/2022	8/31/2022	8/31/2022			
TRASH REMOVAL	2,040	170	176	850	529	1,511	2,040	0
POSTAGE	1,000	83	66	417	152	848	1,000	0
DUPLICATING & PRINTING	400	33	2	167	8	392	400	0
INTERNET SERVICE	1,000	83	77	417	219	781	1,000	0
TELEPHONE	2,000	167	201	833	551	1,449	2,000	0
Computer & Software Expense	2,520	210	250	1,050	1,421	1,099	2,520	0
MEETING EXPENSE	0	0	0	0	132	0	132	-132
Staff Development	1,100	92	0	458	120	980	1,100	0
LOCAL TRAVEL	2,000	167	49	833	57	1,943	2,000	0
OUT OF TOWN TRAVEL	0	0		0		0	0	0
TOOLS EXPENSE	9,000	750	681	3,750	4,086	4,914	9,000	0
DUES & SUBSCRIPTIONS	500	42	0	208	30	470	500	0
BACKGROUND CHECKS	0	0	0	0	164	500	664	-664
PERMITS, FEES, & RENTALS	2,000	167	368	833	455	1,545	2,000	0
ADVERTISING	1,300	108	0	542	65	1,235	1,300	0
EQUIPMENT MAINTENANCE	900	75	268	375	2,628	2,500	5,128	-4,228
EQUIPMENT EXPENSE	1,200	100		500		1,200	1,200	0
BUILDING ALLOCATION	0	0		0		0	0	0
MAINTENANCE ALLOCATION	0	0	570	0	1,712	1,189	2,901	-2,901
Total Program Support	89,810	7,484	7,743	37,421	27,201	70,763	97,964	-8,154
Audit								
FINANCIAL AUDIT	2,920	243	0	1,217	0	2,920	2,920	0
Total Audit	2,920	243	0	1,217	0	2,920	2,920	0
T & TA								
TRAINING & TECHNICAL AST	6,000	500	339	2,500	1,710	4,290	6,000	0
Total T & TA	6,000	500	339	2,500	1,710	4,290	6,000	0
HEALTH AND SAFETY								
HEALTH AND SAFETY WAGES	0	0	1,943	0	5,306	0	5,306	-5,306
HEALTH AND SAFETY	45,000	3,750	5,445	18,750	10,410	29,284	39,694	5,306
HEALTH & SAFETY-SUBMATERIAL	0	0		0		0	0	0
HEALTH & SAFETY SUBLABOR	0	0	0	0	0	0	0	0
Total Health and Safety	45,000	3,750	7,388	18,750	15,716	29,284	45,000	0
LIABILITY INSURANCE								
	100	8	0	42	0	100	100	0
EQUIPMENT PURCHASE								
	35,000	2,917	0	14,583	4,307	30,693	35,000	0
Administration								
PAYROLL PROCESSING	1,000	83	89	417	306	694	1,000	0
ADMINISTRATIVE ALLOCATION	64,420	5,368	4,984	26,842	17,409	47,011	64,420	0
Total Administration	65,420	5,452	5,073	27,258	17,715	47,705	65,420	0
Total Expenses	872,272	72,689	71,474	363,447	221,627	650,645	872,272	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 8/1/2022 8/31/2022	YTD ACTUAL 8/31/2022	FORECAST	TOTAL CONTRACT
22.23PI - 2022-2023 Program Income				
REVENUE				
GRANTS				
Current PY Program Income				0
Total Grants	0	0	0	0
Other Revenue				
Prior Year Revenue			0	0
Total Other Revenue	0	0	0	0
Total Revenue	0	0	0	0
EXPENSES				
Materials				
PROGRAM MATERIALS				0
SUBCONTRACT MATERIALS				0
Total	0	0	0	0
Total	0	0	0	0
Personnel				
Agency Labor				
Agency Salaries				
SALARY/WAGE EXPENSE	0	0		0
NEW ACCRUED BENEFIT TIME	0	0		0
Total Agency Salaries	0	0	0	0
Fringes				
FICA EXPENSE	0	0		0
UNEMPLOYMENT INSURANCE EXPENSE	0	0		0
WORKERS COMP EXPENSE	0	0		0
DISABILITY INSURANCE EXPENSE	0	0		0
GROUP INSURANCE EXPENSE	0	0		0
401-K EXPENSE	0	0		0
Fringes on Accrued Leave Earned	0	0		0
Total Fringes	0	0	0	0
Total Agency Labor	0	0	0	0
Subcontracted Labor				
SUBCONTRACT LABOR				
Total Subcontracted Labor	0	0	0	0
Total Personnel	0	0	0	0
Program Support				
PROGRAM SUPPLIES	0	0		0
VEHICLE MAINTENANCE	0	0		0
Computer & Software Expense	0	0		0
Total Program Support	0	0	0	0
HEALTH AND SAFETY				
HEALTH AND SAFETY	0	0	0	0
HEALTH & SAFETY-SUBMATERIAL	0	0	0	0
HEALTH & SAFETY SUBLABOR	0	0	0	0
Administration				
ADMINISTRATIVE ALLOCATION	0	0	0	0
Total Administration	0	0	0	0
Total Expenses	0	0	0	0
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	8/1/2022 8/31/2022	8/1/2022 8/31/2022	8/31/2022	8/31/2022	FORECAST	TOTAL CONTRACT	REMAINING
21.22CSBG - 2021 -2022 CSBG								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	244,739	20,395	15,696	203,949	208,445	36,294	244,739	0
Prior Year Revenue		0	0	0	0	0	0	0
Total GRANT REVENUE	244,739	20,395	15,696	203,949	208,445	36,294	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	36,519	50,493	260,739	0	260,739	-200,148
Total OTHER REVENUE	60,591	5,049	36,519	50,493	260,739	0	260,739	-200,148
Total REVENUE	305,330	25,444	52,214	254,442	469,183	36,294	505,478	-200,148
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	123,123	10,260	9,779	102,602	112,886	9,830	122,716	407
NEW ACCRUED BENEFIT TIME	10,335	861	424	8,612	10,345	837	11,183	-848
Total SALARIES/WAGES	133,457	11,121	10,204	111,215	123,231	10,667	133,898	-441
FRINGES								
FICA EXPENSE	10,688	891	733	8,906	8,724	819	9,543	1,144
UNEMPLOYMENT INSURANCE EXPENSE	5,165	430	323	4,304	4,018	362	4,379	786
WORKERS COMP EXPENSE	454	38	21	378	433	22	455	-1
DISABILITY INSURANCE EXPENSE	321	27	22	268	283	26	309	13
GROUP INSURANCE EXPENSE	9,052	754	843	7,543	8,474	680	9,154	-102
401-K EXPENSE	3,472	289	252	2,894	2,859	284	3,143	329
Fringes on Accrued Leave Earned	1,447	121	60	1,206	1,449	117	1,566	-119
Total FRINGES	30,599	2,550	2,254	25,499	26,240	2,310	28,549	2,049
Total PERSONNEL	164,056	13,671	12,458	136,713	149,471	12,977	162,448	1,608
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	2,000	167	0	1,667	41	0	41	1,959
PROGRAM SUPPLIES	0	0	68	0	454	0	454	-454
OFFICE SUPPLIES	800	67	9	667	448	0	448	352
Direct Beneficiary Costs	2,000	167	81	1,667	1,832	20	1,852	148
FOOD & FOOD SUPPLIES	100	8	50	83	183	15	198	-98
COMMERCIAL INSURANCE	60	5	4	50	43	4	47	13
VEHICLE INSURANCE	1,680	140	0	1,400	737	0	737	943
VEHICLE MAINTENANCE	1,500	125	38	1,250	1,586	0	1,586	-86
VEHICLE FUEL	100	8	0	83	-830	134	-696	796
VEHICLE REGISTRATION	260	22	0	217	371	0	371	-111
PARKING LOT RENTAL	600	50	32	500	527	32	560	40
BOARD EXPENDITURES	500	42	52	417	275	0	275	225
POSTAGE	800	67	28	667	738	52	790	10
DUPLICATING & PRINTING	800	67	152	667	1,417	69	1,486	-686
INTERNET SERVICE	1,400	117	43	1,167	509	43	552	848
TELEPHONE	150	13	9	125	135	12	148	2
Computer & Software Expense	12,100	1,008	585	10,083	6,830	585	7,415	4,685
MEETING EXPENSE	500	42	52	417	597	23	620	-120

LINE ITEM	PROPOSED	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	8/1/2022 8/31/2022	8/1/2022 8/31/2022	8/31/2022	8/31/2022			
CONFERENCE EXPENSE	2,000	167	0	1,667	99	0	99	1,901
TRAINING & TECHNICAL AST	1,000	83	0	833	145	0	145	855
Staff Development	500	42	0	417	302	0	302	198
LOCAL TRAVEL	265	22	36	221	203	59	262	3
OUT OF TOWN TRAVEL	3,000	250	0	2,500	679	0	679	2,321
DUES & SUBSCRIPTIONS	3,400	283	0	2,833	4,308	100	4,408	-1,008
BACKGROUND CHECKS	0	0	0	0	114	47	160	-160
PERMITS, FEES, & RENTALS	0		16		16	0	16	-16
ADVERTISING	200	17	0	167	862	26	888	-688
EQUIPMENT PURCHASE	0	0		0		0	0	0
BUILDING ALLOCATION	22,000	1,833	550	18,333	16,348	612	16,961	5,039
MAINTENANCE ALLOCATION	0		0		30	0	30	-30
Total OTHER THAN PERSONNEL	57,715	4,810	1,805	48,096	38,998	1,833	40,831	16,884
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	0	0	0	0	40	0	40	-40
Total CONTRACTUAL	0	0	0	0	40	0	40	-40
INKIND								
FARMERS MARKET EBT EXPENSE	0	0	0	0		0	0	0
VOLUNTEERS/INTERNS	0	0	5,214	0	33,807	0	33,807	-33,807
INKIND DONATIONS	60,591	5,049	31,305	50,493	226,932	0	226,932	-166,341
Total INKIND	60,591	5,049	36,519	50,493	260,739	0	260,739	-200,148
ADMINISTRATION								
FINANCIAL AUDIT	1,400	117	0	1,167	649	104	753	647
PAYROLL PROCESSING	700	58	39	583	471	66	538	162
ADMINISTRATIVE ALLOCATION	20,868	1,739	1,394	17,390	18,816	1,283	20,099	769
Total ADMINISTRATION	22,968	1,914	1,433	19,140	19,936	1,453	21,389	1,579
Total EXPENSES	305,330	25,444	52,214	254,442	469,183	16,263	485,446	-180,116
NET SURPLUS/(DEFICIT)	0	0	0	0	0	20,031	20,031	-20,031

Income Statement

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

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
		8/1/2022 8/31/2022	8/1/2022 8/31/2022	8/31/2022	8/31/2022			
WIC - WOMEN, INFANTS & CHILDREN								
REVENUE								
GRANTS								
GRANT REVENUE	375,808	31,317	27,829	344,491	291,698	54,670	346,368	29,440
Total Grants	375,808	31,317	27,829	344,491	291,698	54,670	346,368	29,440
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	27,829	344,491	291,698	54,670	346,368	29,440
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	226,661	18,888	12,231	207,773	163,194	14,405	177,598	49,063
SALARY INCENTIVES			0		50	12,000	12,050	-12,050
NEW ACCRUED BENEFIT TIME	14,918	1,243	27	13,675	12,091	865	12,956	1,962
Total Agency Salaries	241,579	20,132	12,258	221,447	175,334	27,270	202,604	38,975
Fringes								
FICA EXPENSE	17,094	1,425	890	15,670	12,023	1,972	13,995	3,099
UNEMPLOYMENT INSURANCE EXPENSE	4,862	405	404	4,457	5,603	783	6,386	-1,524
WORKERS COMP EXPENSE	756	63	199	693	1,239	140	1,379	-623
DISABILITY INSURANCE EXPENSE	340	28	22	312	266	22	288	52
GROUP INSURANCE EXPENSE	28,705	2,392	2,129	26,313	21,023	2,203	23,226	5,479
401-K EXPENSE	5,904	492	274	5,412	3,932	755	4,686	1,218
Fringes on Accrued Leave Earned	0	0	4	0	1,692	121	1,813	-1,813
Total Fringes	57,661	4,805	3,923	52,856	45,778	5,996	51,774	5,887
Total Personnel	299,240	24,937	16,181	274,303	221,112	33,265	254,378	44,862
OTPS								
Space								
PROGRAM RENT	1,200	100	0	1,100	600	0	600	600
PARKING LOT RENTAL		0	51	0	550	51	601	-601
BUILDING ALLOCATION	32,665	2,722	1,666	29,943	28,077	1,855	29,932	2,733
Total	33,865	2,822	1,717	31,043	29,227	1,906	31,133	2,732
Program Operations								
PROGRAM MATERIALS	0	0		0		0	0	0
PROGRAM SUPPLIES		0		0		0	0	0
OFFICE SUPPLIES	1,000	83		917		1,319	1,319	-319
MEDICAL SUPPLIES	500	42		458		1,945	1,945	-1,445
EDUCATIONAL SUPPLIES	500	42		458		59	59	441
POSTAGE	1,500	125	264	1,375	2,462	209	2,671	-1,171
DUPLICATING & PRINTING	500	42	79	458	915	76	991	-491
INTERNET SERVICE	1,800	150	47	1,650	517	47	564	1,236
TELEPHONE	660	55	115	605	1,313	115	1,428	-768
MEETING EXPENSE	0	0		0		0	0	0
DUES & SUBSCRIPTIONS	0	0	0	0	350	111	461	-461
PERMITS, FEES, & RENTALS		0	159	0	159	0	159	-159

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
		8/1/2022 8/31/2022	8/1/2022 8/31/2022	8/31/2022	8/31/2022			
WIC - WOMEN, INFANTS & CHILDREN								
WIC VOUCHER EXPENSE	0	0		0		0	0	0
INKIND DONATIONS	0	0		0		0	0	0
Total Program Operations	6,460	538	664	5,922	5,717	3,880	9,597	-3,137
Total OTPS	40,325	3,360	2,381	36,965	34,944	5,786	40,730	-405
Travel								
VEHICLE INSURANCE	900	75	79	825	843	79	922	-22
VEHICLE MAINTENANCE	450	38	0	413	180	918	1,098	-648
VEHICLE FUEL	200	17	0	183	40	0	40	160
VEHICLE REGISTRATION		0	0	0	0	0	0	0
CONFERENCE EXPENSE		0	0	0	450	0	450	-450
LOCAL TRAVEL	200	17	0	183	0	0	0	200
OUT OF TOWN TRAVEL	0	0	0	0	0	0	0	0
Total Travel	1,750	146	79	1,604	1,514	997	2,511	-761
Equipment								
BREAST PUMPS EXPENSE	0	0	0	0	0	2,154	2,154	-2,154
Total Equipment	0	0	0	0	0	2,154	2,154	-2,154
Audit								
FINANCIAL AUDIT	2,873	239	0	2,634	2,126	278	2,404	469
Total Audit	2,873	239	0	2,634	2,126	278	2,404	469
Other								
CONTRACTUAL SERVICES-OTHER	1,200	100	6,900	1,100	8,211	995	9,206	-8,006
Computer & Software Expense	0	0	105	0	2,343	3,017	5,360	-5,360
TRAINING & TECHNICAL AST	243	20	0	223	0	0	0	243
PAYROLL PROCESSING	840	70	55	770	819	45	864	-24
Memberships	350	29		321	373	0	373	-23
ADVERTISING	500	42	0	458	0	4,031	4,031	-3,531
Total Other	3,133	261	7,060	2,872	11,746	8,088	19,834	-16,701
Administration								
ADMINISTRATIVE ALLOCATION	28,487	2,374	2,129	26,113	20,256	4,101	24,358	4,129
Total Administration	28,487	2,374	2,129	26,113	20,256	4,101	24,358	4,129
Total Expenses	375,808	31,317	27,829	344,491	291,698	54,670	346,368	29,440
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

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

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
	TOT BUDGET	8/1/2022 8/31/2022	8/1/2022 8/31/2022	8/31/2022	8/31/2022			
EPC - Enhanced Peer Counseling								
REVENUE								
GRANTS								
GRANT REVENUE	16,000	1,333	1,082	14,667	11,861	3,147	15,007	993
Total Grants	16,000	1,333	1,082	14,667	11,861	3,147	15,007	993
Total Revenue	16,000	1,333	1,082	14,667	11,861	3,147	15,007	993
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	13,000	1,083	868	11,917	9,491	2,739	12,230	770
Total Agency Salaries	13,000	1,083	868	11,917	9,491	2,739	12,230	770
Fringes								
FICA EXPENSE	995	83	66	912	726	210	936	59
UNEMPLOYMENT INSURANCE EXPENSE	284	24	29	260	326	91	417	-133
WORKERS COMP EXPENSE	62	5	3	57	30	9	39	23
DISABILITY INSURANCE EXPENSE	135	11	11	124	144	11	155	-21
Total Fringes	1,475	123	109	1,352	1,227	320	1,547	-72
Total Personnel	14,475	1,206	977	13,269	10,718	3,059	13,777	698
OTPS								
Program Operations								
Computers	0	0		0		0	0	0
DUPLICATING & PRINTING	0	0	18	0	34	0	34	-34
INTERNET SERVICE	240	20	9	220	103	9	113	127
TELEPHONE	1,248	104	78	1,144	1,005	78	1,083	165
Total Program Operations	1,488	124	105	1,364	1,143	88	1,230	258
Total OTPS	1,488	124	105	1,364	1,143	88	1,230	258
Travel								
LOCAL TRAVEL	0	0	0	0	0	0	0	0
OUT OF TOWN TRAVEL	37	3	0	34	0	0	0	37
Total Travel	37	3	0	34	0	0	0	37
Other								
PAYROLL PROCESSING	0	0	0	0	0	0	0	0
Total Other	0	0	0	0	0	0	0	0
Total Expenses	16,000	1,333	1,082	14,667	11,861	3,147	15,007	993
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

Cortland County Community Action Program, Inc.
Reduction Grant: Change of Scope
02CH010916

Program	Number of Positions	Title/Description	Amount	Total Amount
HS	3	Assistant Teachers	\$25,136	\$75,408
HS	1	Pre-School Teacher	\$28,011	\$28,011
HS	2	UPK Teachers	\$29,617	\$59,234
HS	1	Family Advocate	\$25,314	\$25,314
HS	1	Kitchen Aide	\$15,034	\$15,034
HS/EHS	1	Program Assistant	\$14,140 for HS \$14,140 for EHS	\$28,280 (50/50 split HS/EHS)
EHS	1	Home Visitors	\$31,193	\$31,193
EHS	1	Home Visitor	\$30,229	\$30,229
HS	N/A	YMCA 12-month lease	\$30,900	\$30,900
HS	N/A	Smith 12-month lease (1 classroom)	\$3,500	\$3,500
HS Totals:	8.5		\$251,541	\$251,541
EHS Totals:	2.5		\$76,233	\$76,233
Grand Totals:	11 positions		\$327,103	\$327,103

FT	KITCHEN AIDE	1	
PT	KITCHEN AIDE	2	-1
PT	KITCHEN FLOATER	1	
PT	KITCHEN AIDE - SUB	1	
FT - USDA	COOK	2	
	COACH/PROF. DEV. SPEC.	1	
	ED/SPEC NEEDS COORD	1	
	FAMILY ENGAGEMENT ASST.	1	
	FAMILY SERVICES COOR	1	
	FRONT RECEPT./OFFICE ASSISTAN	1	
	HEAD START DIRECTOR	1	
	HEALTH SERVICES COORD	1	
	HS/EHS ASSISTANT DIRECTOR	1	
	HS HEALTH ASSISTANT	1	
	MENTAL HEALTH SPECIALIST	1	
	NUTRITION SERVICES SUPERVISOR	1	
	OFFICE ASSISTANT	1	-1
	RN/HEALTH SPECIALIST	1	
	SPEC NEEDS AST.	1	
	Behavioral Specialist		1
0	Infant/Toddler Teacher	16	
0	Family Advocate	2	
-2	Home Visitor	0	
0	3rd Person in Classroom	3	
	Supervisor	1	
-1	PreSchool Teacher	4	
-3	Assistant Teacher	7	
-2	UPK Teacher	3	
-1	Family Advocate	2	
-1	3rd Person in Classroom	6	
-1	Supervisor	1	

		Annual Hours		1950										1650		1650		1650	
Program Type	Center Name	Class / Group Name	Infant/Toddler Teacher	Family Advocate	Home Visitor	3rd Person in Classroom	Supervisor	Pre School Teacher	Assistant Teacher	UPK Teacher	Family Advocate	3rd Person in Classroom	Supervisor						
EHS	Cosimo's	Cosimo's I Center	2	2		3	1				3		2						
EHS	Cosimo's	Cosimo's II Center	2																
EHS	Cosimo's	Cosimo's III Center	2																
EHS	Elm Tree Center	Elm Tree Center 1	2																
		ELC 1																	
EHS	Elm Tree Center	Elm Tree Center 2	2																
		ELC 2																	
EHS	South Main	South Main I Center	2																
EHS	South Main	South Main II Center	2																
		ELC 3																	
EHS	NEW LOCATION	NEW LOCATION	2																
EHS	South Main	Home Based I			1														
EHS	South Main	Home Based II			1														
HS	Smith School	Smith I							1	1									
HS	Smith School	Smith II							1	1		1							
		Randall I							1	1									
HS	Randall School	Randall II							1	1		1							
HS	South Main	Johnson I						1	1	1		1							
HS	South Main	Johnson II						1	1	1		1							
		Johnson III						1	1	1		1							
HS	YMCA Head Start	YMCA I Center							1	1									
HS	YMCA Head Start	YMCA II Center							1	1		1							
HS	YMCA Head Start	YMCA III Center						1	1	1		1							
					-2			-1	-3	-2	-1	-1	-1						
Total Staff			16	2	0	3	1	4	7	3	2	6	1						

Executive Director Report



October 2022

- We are working closely with our auditors at Bonadio Group to finalize our 2021 Agency Audit that was supposed to be finalized and presented to the Finance/Audit Committee and Board of Directors in October. However, due to some delays with staffing and needing additional documents from CAPCO's end, we are scheduling a special meeting for Thursday, November 10th at 12pm noon for the presentation and approval of the 2021 Agency Audit. This will ensure we have a finalized and approved audit to file our 990-tax filing no later than the due date of November 15th.
- We held our Annual Coat Giveaway on Saturday, October 15th at the Main Office and on Tuesday, October 18th at the Marathon Food Pantry at the Civic Building. Between both locations, we gave away over 500 winter items to over 300 individuals. The demand was heightened in Marathon with Brandy doing an additional 10 deliveries, and we are planning to be present again in November for another coat giveaway opportunity. A huge thank you to the Family Development team led by Brandy and the assistance of other departments, including Amanda, our WIC Nutrition Assistant, for her assistance.
- We found out on October 19th that the attestation process to continue operating as a CDPAP Fiscal Intermediary was released as of 9/30/22. We were not notified of this but did discover this in enough time to complete the process. We are working to submit the attestation by the due date of November 29, 2022. Kirsten is attending a seminar through the NYS association for CDPAP, CDPAANY's, the last week of October to gain more clarity on the process, future developments of CDPA, and the impact of the possibility of joint employment as a Fiscal Intermediary. As we look ahead to 2023, we are looking to explore the possibility of adding a Billing Specialist specific to CDPAP billing as additional MLTC's prepare to transition to the new way of billing under the new EVV requirements. The idea will be to have this position sit under Fiscal with funding through Medicaid. We will keep the Board apprised as we explore what this could look like as budgets are developed looking ahead to 2023.
- The Executive Committee and PP&E Committee met jointly on October 13th to review the proposal to submit a Change of Scope Reduction Grant for our Head Start/Early Head Start Program. The reduction would include reducing by three Head Start rooms—2 UPK rooms (4-year-olds) and 1 3-year-old room. The scope change would have no impact on our EHS offerings and the 8 classrooms we maintain for EHS. Consideration of writing to change scope is being encouraged across the country as there are no anticipated funding changes or program regulation changes within the next 5-years with HS/EHS not slated to be reauthorized to address national wage disparities, enrollment eligibility, and overall population shifts. With this, our own Program Specialist, Mariah, has contacted us and identified our Program as a Program that could benefit from writing for a reduced 'Change of Scope'. If the 'Change of Scope' is awarded, it is expected to free up approximately \$320,000 to be utilized directly for sustainably increasing salaries. A breakdown of the proposed changes is included as part of this packet.

- We continue to work on parking for the HS/EHS Cosimos site and the Early Learning Center on Huntington Street following the announcement of Kik's closing. As I updated the Board last month, we have had no luck getting in touch with anyone at Kik and even involved the Chamber and the City Mayor to reach out on our behalf with still no response back. With this, we are going to reach out to the Cortland Business Development Council to see if they could be of assistance in getting in touch with Kik's. In the meantime, we have a back-up plan in place with Dave Yaman and Crescent Commons. We are able to lease 10 spaces at Crescent Commons and park some additional cars in the front of our Cosimo's and ELC facilities. This does not resolve all the parking needs if we are unable to continue using the Kik lot, but we will continue to pursue Kik's as we work to implement back-up plans. We are still not certain the date that the lot would not be available to us due to the lack of communication from Kik's.
- I have been participating on a special committee put together by Kristin Monroe, Commissioner of Department of Social Services (DSS), to address the growing homelessness and housing challenges in our community. Other Agencies in our community, including Catholic Charities, Cortland Housing Authority, Cortland County Mental Health, and the Salvation Army are also participating members on this committee. As part of this committee, a meeting was also set up with landlords with the help of Mayor Scott Steve for a special housing discussion between landlords and service providers. Brandy attended in my place due to a scheduling conflict. The meeting was a bit contentious from the side of landlords, specifically to the housing providers and frustration around understanding the benefits that tenants are receiving. With this, we are working with the County to put together a document that lists providers in the community, contact information, and the services provided. We will continue to hold these meetings that include the landlords, with the next scheduled for January.
- I have joined several Boards over the last several months in addition to my previous involvement with several other organizations/Boards. I am now serving as a member of the Seven Valley's Health Coalition Board, the United Way for Cortland County Board, and took Lindy's seat as a Board Member for the New York State Community Action Association (NYSCAA). I attended the NYSCAA Board meeting and Strategic Planning Retreat ahead of the NYSCAA Annual Conference at the end of September. We had 5 additional staff attend between Family Development, Energy Services, and Administration. I remain an active member of the Family Health Network Board, the YWCA Personnel Committee, and Cortland Breakfast Rotary.
- We held a training for our CAPTAIN database, which is our primary Agency-wide database for client intake and data tracking. We are looking to enhance our use of the CAPTAIN database across Programs and create better consistency of the data being input to better use the database for reporting to drive our annual PPR and APR process. With the addition of our new Adult Education/Family Development Coordinator who will be the primary system administrator for our Agency, we find this to be the ideal time to update eligibility in our database and re-focus our efforts on data collection, referrals, and reporting. We are excited to continue to enhance our use of the database and re-engage participation across the Agency.
- We are proud to say that we expended 100% of our COVID CARES dollars that were awarded in 2020 as 3-year pandemic response and relief funding. The funding ended on 9/30/2022. The vast majority of the funding went to direct beneficiaries, resulting in families receiving heightened emergency assistance in our community. We were also able to support the Salvation

Army with the installation of a shower in the Warming Center that was an identified need that our funding could support. The success of the strategy we employed to spend out the dollars cannot be overstated. We strategically limited usage of the funds until the final year of the funding knowing that pandemic-level benefits would begin to fall off and family needs would increase. This played out just as we expected and provided enhanced emergency assistance at a significantly heightened level throughout the last 12-months as families faced new and unique challenges coming out of the pandemic. A HUGE thank you to Brandy and the Family Development team for their efforts and foresight in this process. It looks extremely favorable to the NYS Department of State for our 100% expenditure of the funds, primarily for direct beneficiary supports.



Deputy Director
Monthly Report
October 2022

- **CDPAP-**
 - As you know, although we were not granted an award through the RFO Process, we were told we would have the opportunity to sign an attestation and continue to operate CDPAP. We were informed that this would most likely be available in the first quarter of 2023. In preparing to attend the CDPANYS conference next week, I was looking at some materials and we discovered that it was released on September 30, and we were not notified. It is due on November 29th, it does not seem to be too involved but I hope to get more information at the conference next week.
 - All the CDPAP aides received the NYS mandated \$2/hour increase. This will increase again in January. Greg has negotiated new rates with the insurance companies, but we will have to readdress it as the pay rates continue to increase.
 - We currently have about 130 consumers
- **Volunteer Driver Program-** We have one consistent driver and one who is more sporadic. We also have a couple others who have expressed interest but have not followed through and completed paperwork. We did 17 rides in September. I have reached out to DOT to get information on the status of the 5310 grant we applied for, but at this point I must believe we have not been chosen.
- **Committees**
 - The Wellness Committee completed a staff survey and is making plans for some employee engagement and wellness activities.
 - Safety Committee is continuing to do building audits and is exploring appropriate trainings on active shooters and other safety issues.
- **Human Resources**-the management team met in September to talk about work life balance and employee retention. We will have some updated policies to present to the board before the end of the year.
- **WIC-** I will be helping with WIC clinic part-time when our current Nutritionist leaves to provide coverage while Kay is training the new WIC Nutritionist.



Energy Services / Building Maintenance October 2022

Energy Services

Weatherization Assistance Program- PY22.23 (Cortland & Tompkins Counties)

- Production: 28 out of 30 units completed this contract.
- Hired 2 new crew workers and lost 1 Crew Foreman.
- New weatherization applications being received daily.

EmPower NY (Cortland & Tompkins Counties)

1 - job completed. 10- pending jobs. We are being flooded with applications.

HEAP-

5- jobs completed for Heating Repair/Replacement.

CAPCO Building Maintenance

- Ben out on leave
- Victoria Stockton resigned
- Hired internal employee Jessica Stephens to clean with Kristi Coye as substitute janitorial.
- Hired a new PT Bldg Maintenance Worker- Patrick who will start 10/27 to help Ben.

Adult Education

- We welcome Theresa Radley to the position of Family Development Coordinator. Theresa come to us with a wealth of knowledge in general and higher education.
- We finished our 21/22 program year serving 111 students, 8 students matched with volunteer tutors, and 15 students receiving their high school diploma.
- Our Literacy Volunteer students will be having a Halloween open house in October to celebrate their progress.

Emergency Assistance

- Jessica McKane has resigned from her position of Family Development Advocate. We wish her luck in her future endeavors. We have posted the position and we are recruiting candidates.
- We held our annual Coat Giveaway on October 15. We gave away over 500 winter items to over to almost 300 individuals in our community.
- We will be distributing coats and winter gear at the Marathon Food Pantry on October 19.
- There were 97 EBT transactions at the Cortland Downtown Farmers Market this summer due to our Farmer Market EBT program. This program puts local fresh produce in the hands of income eligible families in our community.
- CARES pandemic emergency funding ended September 30, 2022. Over the two-year period
 - 206 people received emergency financial assistance
 - 177 students attended classes in our new classroom space
 - Over 500 people utilized our renovated Family Essentials room.
 - 25 people received furniture through our furniture recycling program
 - Renovations to the Marathon Food Pantry
 - Renovation to the CAPCO boardroom
 - A new shower installed at the community warming center for homeless families to use.
 - Over 300 COVID testing kits distributed
 - A public intake portal added to our website to allow people to apply for services online

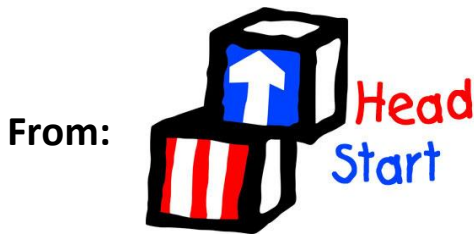
NOEP

- During the 21/22 contracts Jessica helped 177 families complete the SNAP application to supplement their food budget.
- Jessica will be helping at the Fresh Food Giveaway at The Chapel on October 19 at 4:30pm.

Healthy Families

- Sierra Babcock has resigned from her position of Family Support Specialist. We wish her luck in her future endeavors. We have posted the position and we are recruiting candidates.
- We continue to recruit new and expectant moms to the program.





From:

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

I. Enrollment

- A. Head Start is currently at 69% capacity and Early Head Start is at 54% capacity
- B. We have 7 of 10 HS classrooms open (we have 2 openings)
- C. We have 4 of 8 EHS classrooms open (we have 1 opening)
- D. Each Home Based program has a case load of 8 out of 12 families
- E. We are striving for full enrollment. We have initiated a staff recruitment initiative and continue to push for enrollment of children in the community.
- F. We have 45 HS children on a wait list and 70 EHS children on a wait list

II. Staffing

- A. We continue to recruit for opening positions, and substitutes. Still have quite a few vacant positions open (mainly education full-time positions).

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

- A. We have 5 applications ballots for Policy Council. We will begin this year with in person meetings.

IV. Old Business

- A. The Head Start wellness committee has started up the book club and winning wednesdays.
- B. We will be using Child Stabilization Grant 2.0 to provide retention bonuses the first week of Nov.
- C. Many projects have been completed with the use of Child Care Stabilization grant 1.0
- D. We have started the new CDA class for this program year. We have 13 candidates signed up.

V. New Business

- A. We are putting the finishing touches on the reduction grant that was presented to the board today.
- B. We held our first large family event with 100 people in attendance! It was a fall themed event held at the Grange.
- C. Greg and Bethann will be attending the Region II Head Start Conference in November.

WIC Program Monthly Report

Kay Brewster

10/19/22

Staffing:

- We welcomed Erica Eaton as a Qualified Nutritionist this month. We are excited to have her join our team.
- Molly Snedden's last day will be 10/28. We are so grateful for her to have extended her last day to assist in training and transitioning out. We will miss her. She has been an integral part of our team for almost two years.
- We continue to have one Nutritionist opening. We are actively working with HR to fill this position and have adjusted our advertising.

Fiscal:

- We are working with Fiscal to close out FFY 22. We were able to obtain new breast pumps through end of year spending.

Public Health Emergency:

- The PHE has been extended through January 2023. WIC waiver of physical presence expires 90 days after the PHE ends. At this time we anticipate in person appointments resuming in April 2023.
- We continue to offer in person appointments to participants as needed.

Formula Shortage:

- Temporary flexibilities in approved formulas are in place through December 2022. Availability seems fairly stable at this point.

Caseload:

- The National WIC Association (NWICA) ran the first National Enrollment Week this month. WIC had billboards placed around Cortland to coincide with enrollment week along with social media posts reflecting the campaign.
- Caseload continues to increase. We have attended and plan to attend several outreach opportunities such as Coat Drives, school open houses and Trunk or Treat to continue promoting enrollment.



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	1,002	83.50%	94.35%	✓
JUN	1,200	1,076	1,024	85.33%	95.17%	✓
JUL	1,200	1,094	1,043	86.92%	95.34%	✓
AUG	1,200	1,097	1,052	87.67%	95.90%	✓
SEP	1,200	1,099	1,050	87.50%	95.54%	✗
YTD Average:	1,200	1,049	990	82.47%	94.36%	