

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

- I. Call to Order
- II. Motion for Approval of July 2022 minutes
- III. Motion for Approval of Special September 2022 meeting minutes
- IV. Bonadio Group Presentation: 2021 401(K) Retirement Plan Audit
- V. Standing Committee Reports
 - 1) PP&E Committee
 - a) **Resolution 22.48**—OHS Deficiency Follow-Up Report
 - b) **Resolution 22.49**—HS/EHS Program Policy Updates
 - 2) Board Development Committee—did not meet
 - 3) Finance/Audit Committee
 - a) **Resolution 22.50**—2021 401K Retirement Plan Audit
 - 4) Executive Committee—did not meet
- VI. Executive Director Report
- VII. Program Director Reports
 - a) Deputy Director Report
 - b) Energy Services
 - c) Family Development
 - d) Head Start/Early Head Start
 - e) WIC
- VIII. Head Start Policy Council Update
- IX. Old Business
- X. New Business
 - a.) Update from 9/19/2022 meeting with Mayor Steve regarding the Parker Project
- XI. Executive Session if needed
- XII. Adjournment

Cortland County Community Action Program, Inc.
Board of Directors Meeting
July 28, 2022
Meeting Minutes

- I. Call to Order made at 12:04 pm.
Members present: Melissa Alvord, Doug Bentley, Sarah Beshers, Mary Bliss, Danielle Brown, April Dennison, Jeanette Dippo, Billie MacNabb, Lynne Sypher, Shelley Warnow, Larry Woolheater. Excused: Ella Dilorio, Mary Beth Mathey, Penny Prignon, Patty Schaap.
- II. Motion to approve June 2022 minutes made by Doug Bentley, 2nd by Larry Woolheater. Motion carried.
*Note – resolution 22.35 to be corrected– motion not terminated, motion was carried.
- III. Standing Committee Reports
 - 1) PP&E – Committee did not meet for the month of July
 - 2) Board Development Committee – met on July 19, 2022. Committee discussed Ella Dilorio’s term ending. Discussed Danielle Brown representation.
 - a) **Resolution 22-43** – Motion to accept Ella Dilorio’s re-seating to the Board of Directors for a 2nd 5-year term made by Lynne Sypher, 2nd by Doug Bentley. Motion passed.
 - b) **Resolution 22-44** – Motion to accept Danielle Brown re-designation to the low-income/consumer-sector designation made by Doug Bentley, 2nd by Melissa Alvord. Motion passed.
 - 3) Finance Committee – met on July 22, 2022. Committee discussed Tompkins Trust banking issue. Committee discussed health insurance renewal. Discussed Fidelis billing. Discussed the Early Childhood contract and CARES money. Discussed Energy Services final voucher and spending down contract. Discussed CARES amendment and TRACS review. Discussed WIC 22-23 budget and RFA.

Motion to approve June financial statements made by Larry Woolheater, 2nd by Jeanette Dippo. Motion carried.

 - 4) Executive Committee – met on July 14, 2022. Committee discussed Nicole Thomas, HR Coordinator, leaving. Discussed second quarter recruitment and positions we are still looking to fill. Discussed Management Retreat scheduled for September 7, 2022. Discussed the CAPLAW Conference in Chicago that occurred end of June and being made aware of HS/EHS CARES funding available. Discussed the Parker School project.
- IV. Executive Director Report – Greg updated committee on check fraud situation and

being enrolled in Positive Pay now through Tompkins Trust. Discussed TRACS review being complete. Discussed the Head Start/Early Head Start federal review that took place in May and the report. Greg discussed the Executive Committee meeting that took place and some of the Parker Project concerns.

V. Program Director Reports

- a) **Deputy Director Report** – Discussed Nikki V. being out on medical leave in the Volunteer Driving program & 5310 grant. Discussed billing in Consumer Directed Program. Discussed HR Coordinator recruitment. Talked about WIC RFA and 3rd submission. Discussed Health Insurance renewal for September.
- b) **Energy Services Report** – Everything is running smoothly. Discussed projects being completed – plumbing in South Main building and new pavilion being built at our South Main site.
- c) **Family Development** – Discussed Adult Education grant awarded and the CNA Program. Shared about the Baby Shower in July and the increase being seen for emergency assistance. Shared about the different NOEP events and places Jessica is helping at. Updated the Board on Healthy Families new staff and different trainings.
- d) **Head Start/Early Head Start** – Updated Board on enrollment and the need for staffing to be fully enrolled, hopeful for new Program Year with recruitment initiatives. Discussed the corrective action plan submitted for the deficiency in January 2022. Discussed ELC site and opening (finally!) in July. Talked about the Federal Review that was completed in May. Discussed all the new additions to the South Main Site.
- e) **WIC** – Discussed the 22-23 budget submitted and the RFA that was submitted for the 3rd time. Discussed the increase in participants being seen and caseload going up. Talked about the formula shortage that is being seen worldwide. Updated the Board on the Farmer's Market Coupon booklets that are being given out. Discussed the Public Health Emergency that still remains and the extension being given again. Talked about the different events that CAPCO will be participating in for World Breastfeeding Week for August.

VI. Head Start Policy Council Update – Food permit was approved for Learning Adventure so we are able to have children in the building starting July 5, 2022. Currently have positions open, working with HR to fill positions. There have not been many classroom closures due to COVID. Continuing to recruit for children and enrolling for 22.23 Program Year. School Readiness Spring Report approved. Eligibility Policy approved to include SNAP, this means families will be automatically eligible for the program if they receive SNAP benefits. Working on Corrective Action Plan for the deficiency. Program Year 22.23 staff calendar was approved.

VII. Old Business – No Old Business.

VIII. New Business

Discussed the Head Start/Early Head Start Program & Performance Summary Report. We received on the report two "Areas of Concern" and one "Non-compliance". The two areas of

concern we had full anticipated and had plans in place. These were for the areas of Early Head Start Teacher (Infant/Toddler Teacher) qualifications as well as testing for lead paint at specific HS/EHS sites. The area of non-compliance is based on background check clearances before staff begin work. When the HS/EHS Performance Standards changed in 2019, this allowed staff to begin work before background check results came back so long as staff were not left alone with children. The NYS Office of Children and Family Services (OCFS) also changed their standards to allow staff to begin while we await the results so long as staff are not left alone with children. The non-compliance cited that we must receive completed background check results before staff can start, which directly contradicts the new Performance Standards. We are pushing back on this and working with the Regional Office with a meeting scheduled for July 26, 2022.

Resolution 22-45 – Motion to accept the proposed 2022-2023 Health Insurance Renewal made by Doug Bentley, 2nd by Larry Woolheater. Motion Carried.

Resolution 22-46 – Motion to accept the proposed 2022-2023 CSBG grant/budget submission made by April Dennison, 2nd by Larry Woolheater. Motion Carried.

****Reminder – No meeting in August.****

Motion to adjourn made by April Dennison, 2nd by Larry Woolheater. Meeting adjourned at 1:12 pm.

Cortland County Community Action Program, Inc.
Special Board of Directors Meeting
September 12, 2022
Meeting Minutes

Call to Order made at 12:02 pm.

Members present: Melissa Alvord, Doug Bentley, Sarah Beshers, Mary Bliss, April Dennison, Jeanette Dipppo, Ella Dilorio, Billie MacNabb, Penny Prignon, Helen Spaulding, Lynne Sypher, Shelley Warnow, Larry Woolheater. Excused: Mary Beth Mathey, Danielle Brown

Meeting called to order at 12:00 pm.

1. Greg updated board on what is happening with the Parker Project. Since new mayor took office in January, little to no progress has been made. YWCA has been analyzing their stance with the Parker Project as well. We were notified 3 weeks ago that the YWCA would not be pursuing the Parker Project which., set the course for CACPO's next steps. CAPCO will be sitting down with the mayor, on Monday, September 19, 2022, to notify him, along with the YWCA, that we will not be moving forward. The Executive Committee has met and discussed this at length but wanted to update the Board before it became public. We believe that the mayor is expecting this announcement but still anticipate some frustration and disappointment about the decision. We feel like this is a different partnership with a different commitment and also need a better formalized quote and financial plan to be able to move forward. COVID and inflation is also impacting this decision as well, costs for improvement have skyrocketed.
2. On September 2, 2022, Head Start/Early Head Start was made aware of a One-Time Program Improvement Funding that is being made available, of up to \$250,000. There is a quick turn around time that is needed to submit for the grant. We came up with a very rough budge breakdown of different projects that we can do. We are looking at a estimates and proposal in the amount of approximately \$239,500. These are just proposals and rough estimates, if we are awarded money, it is not guaranteed we will receive it all and we will reevaluate and prioritize projects and costs.

Resolution 22-47 - motion to approve the HS/EHS One-Time Program Improvement Funding Proposal made by Jeannette Dipppo, 2nd by April Dennison. Motion carried.

No further business. Meeting adjourned at 12:48 pm.

Employee Benefit Plan of Cortland County Community Action Program, Inc.

Board of Directors Presentation
September 22, 2022



September 22, 2022

Dear Board Members,

We are pleased to meet with you today for the purpose of discussing the results of the 2021 annual audit of the Employee Benefit Plan of Cortland County Community Action Program, Inc.

The purpose of this meeting is to assist the Board in meeting its governance and compliance responsibilities. Our discussion of these documents with you helps ensure that you understand the results of the audit procedures we performed and provides discussion regarding future considerations for CAPCO. We value and encourage your observations and input.

The key takeaways from this presentation are:

- Pending your acceptance, we plan on issuing an unmodified opinion on your financial statements. This opinion is an ERISA Section (a)(C)(3) opinion.
- We had no material weaknesses noted during our audit.
- The Plan is reporting a surplus of \$476k in 2021.

We are committed to providing you with the highest level of professional service.

Yours truly,

BONADIO & CO., LLP

Financial Highlights

	<u>2021</u>	<u>2020</u>	<u>2019</u>
Net assets Available for Benefits	\$2,611,662	\$2,135,181	\$1,955,209

- Net assets available for benefits includes loans of \$82k in 2019; \$54k in 2020, and \$40k in 2021.
- Net assets available for benefits increased with contributions and investment earnings offset by withdrawals from the Plan in 2021.

	<u>2021</u>	<u>2020</u>	<u>2019</u>
Employer contributions	\$107,353	\$99,600	\$87,285
Employee contributions	\$161,906	\$141,340	\$120,612
Rollover contributions	\$51,649	\$-	\$29,332
Investment income	\$321,301	\$220,670	\$298,497
Benefit payments	\$162,400	\$280,994	\$75,192
Change in net asset available for benefit	\$476,481	\$179,972	\$458,429

- Employee contributions increased with an increase in the number of employees contributing to the Plan.
- Investment income increased from a gain of \$221k in 2020 to a gain of \$321k in 2021. Market conditions were more favorable in 2021.
- Benefit payments decreased \$119k, which is based upon participant decisions as to when to withdraw funds.

Meeting called to order at 12:03 pm.

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

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

Committee reviewed the HS/EHS OHS Close-Out of Deficiency. Greg briefly went over what happened with the incident that happened in January at Randall with our staff. HS/EHS has received their letter stating that we have satisfied what we needed to do with our corrective action. This does not mean that it completely goes away, it will stay on our record for our 5-year period. A recompetite could happen, not to say it will happen, where another agency could take our Head Start/Early Head Start funding. Bethann has talked with other programs and they too are suffering with deficiency issues as well. Bethann let the committee know she will be headed to Washington, D.C. next week to advocate for the Head Start/Early Head Start with lawmakers.

Motion to accept the OHS Deficiency report made by Billie MacNabb, 2nd by Patricia Schaap.

Motion carried.

Committee reviewed the HS/EHS Policy Updates.

First policy to review was Policy ID: ED 04 (HS/EHS) – Subject: Monitoring. Added 2 sections to it to include each supervisor to submit their scheduled to Education Coordinator and Functional Area meetings to be held bi-monthly. Bethann feels this will better allow us to keep better track of happenings in classrooms and problems occurring.

Motion to accept Policy ID: ED 04 (HS/EHS) update made by Patricia Schapp, 2nd by Melissa Alvord.

Motion Carried.

Second policy was a new policy added, this is Policy ID: ED 19 (EHS/HS), Subject: Planning (HS/EHS). This will allow the program sufficient paid time for teacher planning.

Motion to accept new Policy ID: ED 19 made by Patricia Schapp, 2nd by Melissa Alvord. Motion Carried.

Final policy update was to Policy ID: HR02, Performance Standard: 1302.90. We have made the change to have a Head Start/Early Head Start Standards of Conduct Policy to be signed off twice a year, August pre-service orientation and in January. Previously it had only been done in August pre-service and if there was an incident that happened. We are hopeful that having it signed off two different times will allow staff to look at the policy and ask questions if needed, really absorb and remember everything in policy.

Motion to accept Policy ID: HR02 update made by Patricia Schaap, 2nd by Melissa Alvord. Motion Carried.

Committee briefly reviewed the Head Start/Early Head Start Classroom Happenings. Most were of Early Head Start, Head Start does not have class during the summer. A few things to note was ELC opened in July. Parents are now allowed to bring their children into the classroom and allowed to pick them up in the afternoon. We did discuss the parking challenge that may arise now that Voyant is closing. We have parked in the parking lot next to ELC (Voyant). Voyant has always maintained the parking lot for us, allowing an additional approximately 40 spots. It is unsure what will happen with these spots. Greg and Bethann are currently working with the mayor, Voyant Plant Manager and other representatives to try to work out a plan.

Committee briefly spoke about the meeting occurring with the mayor, on September 19, 2022. We will be discussing, with the YWCA, about pulling out of the Parker Project. We believe that the mayor is expecting this announcement but still anticipate some frustration and disappointment about the decision. We are optimistic about a productive meeting.

No further business. Meeting adjourned at 12:38 pm.

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 22-48

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning, and Evaluation (PP&E) Committee has reviewed the HS/EHS Performance Monitoring Summary of the deficiency Corrective Action Plan and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the HS/EHS Performance Monitoring Summary of the deficiency Corrective Action Plan,

IT IS HEREBY RESOLVED that on September 22, 2022, the CAPCO Board of Directors accepts as presented the HS/EHS Performance Monitoring Summary of the deficiency Corrective Action Plan.

Shelley M. Warnow
Board President

9/22/2022
Date



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Mrs. Shelley Warnow

Cortland County Community Action Program

32 North Main Street

Cortland, NY 13045 - 2122

From: Responsible HHS Official

Date: 08/09/2022

Katie Hamm

Acting Director, Office of Head Start

From July 5, 2022 to July 11, 2022, the Administration for Children and Families (ACF) conducted a monitoring review of Cortland County Community Action Program Head Start and Early Head Start programs to determine whether the previously identified findings had been corrected. The Office of Head Start (OHS) would like to thank your governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Mrs. Shelley Warnow, Authorizing Official/Board Chair, as legal notice to your agency of the results of the program review.

Based on the information gathered during this review, we have closed the previously identified findings which are included in this report. For any previous findings that are not included in this report and remain open, the recipient will receive a future follow-up review to determine the compliance status of those findings.

Please contact your Regional Office for guidance should you have any questions or concerns.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following recipients:

Ms. Carolyn Baker, Regional Program Manager

Mr. Greg Richards, Chief Executive Officer/Executive Director

Ms. Bethann Wieder, Head Start Director

Ms. Bethann Wieder, Early Head Start Director

Glossary of Terms

Compliant	No findings. Meets requirements of Head Start Program Performance Standard.
Area of Concern	An area for which the agency needs to improve performance. These issues should be discussed with the recipient's Regional Office of Head Start for possible technical assistance.
Area of Noncompliance	An area for which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more area of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the recipient's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency	<p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p>

The program strengthened staff wellness procedures. The Head Start director stated the staff wellness team met every other week to brainstorm ideas and bring staff together for different events to build a culture that viewed self-care and well-being as necessary. The program added a tap-out process so staff could call for support. As part of a reflective process, the program added a 15-minute break for teachers to reflect and discuss potential or existing safety issues to enhance staff awareness of proper conduct and expectations when working with children.

The recipient ensured staff did not maltreat or endanger the health and safety of children, including, at a minimum, that staff must not use corporal punishment or physically abuse a child. This area of deficiency is corrected.

----- End of Report -----

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 22-49

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning, and Evaluation (PP&E) Committee has reviewed the proposed HS/EHS Policy Updates, including ED04 (Monitoring), ED19 (Planning), and HR02 (Standards of Conduct) and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed HS/EHS Policy Updates, including ED04 (Monitoring), ED19 (Planning), and HR02 (Standards of Conduct),

IT IS HEREBY RESOLVED that on September 22, 2022, the CAPCO Board of Directors accepts as presented the HS/EHS Policy Updates, including ED04 (Monitoring), ED19 (Planning), and HR02 (Standards of Conduct).

Shelley M. Warnow
Board President

9/22/2022
Date

EDUCATION

Policy ID: ED 04 (HS/EHS)

Subject: Monitoring

Performance Objective: The Education Services Functional Area will implement ongoing monitoring to ensure effective execution of the Head Start Program Performance Standards.

Operational Procedures:

- 1) Classroom supervisors will be responsible for monitoring three times per year (four times for EHS) in December, March, and June (August). This in-depth review will include the following content:

Parent/Teacher Contact Notes (ChildPlus database documentation)

Initial Home Visit Report

What My Teacher Wants to Know

Individual Transition Plan from previous year (if applicable)

TSG Baseline, 2nd and 3rd Rounds

Developmental Screening Tool-Brigance (HS) or ASQ-3 (EHS), 45 days and Exit

Social-Emotional Screening tool-Brigance (HS) or ASQ-SE (EHS), 45 days and Exit

Parent Teacher Conference Forms

A written report will be given to the Education Coordinator and shared with the Head Start/Early Head Start Director.

Any necessary changes will be indicated on the report form and follow up will be completed to ensure action has been taken.

- 2) The Education Coordinator will also monitor formal monthly observations, CLASS observations, TPOT & TPITOS observations, team meetings and any child observations completed.
- 3) Behavior Incident Reports (BIR's) will be monitored and submitted monthly to the Pyramid Model data collector by the Mental Health Consultant. ASQ data will be collected by the Inclusion Specialist twice per year. The Pyramid Model data collector is responsible for submitting the BIR data reports and ASQ data to NYS Pyramid Model in addition to any other data collected (TPOT, TPITOS) for Pyramid Model Implementation.
- 4) Each supervisor will be required to submit a draft of their weekly schedule to the Education Coordinator each Friday for the following week. The supervisor will keep a copy of the schedule and updates it as necessary throughout the week to note any changes (i.e. SOS call to a classroom not scheduled for a visit) and reasons for each visit (drop off

materials, observation, SOS call, etc.). The revised schedule will be submitted to the Education Coordinator each Friday.

- 5) Functional Area meetings will be held bi-monthly. The Standard of Conduct will be a standing agenda item. Agenda's and sign in sheets will be kept in the Education Coordinators monitoring binder system.

In the event of a public health emergency, concern, and/or outbreak of a communicable disease, Head Start/Early Head Start has the right to modify this policy. When there is no longer a concern or it has been recommended/deemed safe by the appropriate regulatory agency, the policy will be reinstated.

Related Regulations: 1302.33

Original Policy Council Approval Date: April 23, 2019

Revised: September 9, 2019

Policy Council Approved: September 12, 2019

Board Approved: September 11, 2019

Revised: August 7, 2020

Policy Council Approved: September 9, 2020

Board Approved: September 24, 2020

Revised: September 21, 2021

Policy Council Approved: October 26, 2021

Board Approved: December 16, 2021

EDUCATION

Policy ID: ED 19 (EHS/HS)

Subject: Planning (EHS/HS)

Performance Objective: The program provides sufficient paid time for teacher planning.

Operational Procedures:

- 1) Teaching staff (teacher, assistant teacher) are provided daily opportunities to plan as a teaching team.
- 2) Each staff's schedule allows for 1.5 hrs. daily when children are not in program to plan and prepare materials.
- 3) During planning time, teaching staff have access to a laptop and the Internet.

Policy Council Approved:

Board Approved:

HUMAN RESOURCE MANAGEMENT

Policy ID: HR02

Performance Standard: 1302.90

Subject: Standards of Conduct

Performance Objective: The CAPCO Head Start/Early Head Start Program will establish and maintain a *Standards of Conduct* policy and procedure to ensure all staff, consultants, contractors, and volunteers abide by the Program's set-forth Standards of Conduct.

Operational Procedures:

1. The CAPCO Head Start/Early Head Start Program will establish and maintain a Standards of Conduct policy and procedure that includes, at a minimum, standards set-forth in the Head Start/Early Head Start Performance Standards, which include but are not limited to:
 - I. Ensuring staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behaviors.
 - II. Ensuring staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, at a minimum in accordance with the Head Start/Early Head Start Performance Standards.
 - III. Ensuring staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including but not limited to gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
 - IV. Requiring staff, consultants, contractors, and volunteers to comply with Program confidentiality policies concerning personal identifiable information about children, families, and other staff members in accordance minimally with the Head Start/Early Head Start Performance Standards.
 - V. Ensuring no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.
2. The CAPCO Head Start/Early Head Start Standards of Conduct policy and procedure will be provided to and reviewed with newly hired staff as well as consultants, contractors, and volunteers prior to working with the Program and being permitted to work within a CAPCO Head Start or Early Head Start classroom.
3. The CAPCO Head Start/Early Head Start Standards of Conduct policy and procedure will be provided to and reviewed with current employees as well as consultants, contractors, and volunteers on an ongoing basis via electronically or physical distribution. This will be signed off by staff twice per year; August pre-service orientation and January.

4. An employee's failure to adhere to CAPCO Head Start/Early Head Start's Standards of Conduct policy and procedure may lead to disciplinary action, up to and including termination of employment.
5. Failure to adhere to CAPCO Head Start/Early Head Start's Standards of Conduct policy and procedure may lead to termination of a consultant's, contractor's, and/or volunteer's current and/or future relationship with the Program.
6. In response to updated regulations, laws, and performance standards, the CAPCO Head Start/Early Head Start Standards of Conduct policy and procedure will be reviewed and updated as needed on an ongoing basis.
7. Changes and updates to the CAPCO Head Start/Early Head Start Standards of Conduct policy and procedure will be reviewed and approved with written authorization from the CAPCO Board of Directors and CAPCO Head Start/Early Head Start Policy Council.
8. Changes and updates to the CAPCO Head Start/Early Head Start Standards of Conduct policy and procedure will be communicated to and acknowledged by all staff, consultants, contractors, and volunteers electronically or via physical distribution/sign-off.
9. The CAPCO Head Start/Early Head Start Standards of Conduct policy and procedure can be found in CAPCO's Personnel Policies and Procedures Manual.

Related Regulations: 1302.90 (c)

Last revision: June 2016 (with Agency Personnel Policies) New Revision: February 2020

Policy Council Approval Date: February 25, 2020

Board Approval Date: July 23, 2020

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

HS/EHSMonthly Family Engagement Report

Month: June 2022

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of Families in Center	% of Families Involved
YMCA 1							
YMCA 2	Playground party	6/21/2022	9	13	2	9	100%
YMCA 3							
Randall 1	Walk to Beaudry Park	6/14/2022	6	11	3	10	60%
Randall 2	Making ice cream	6/21/2022	6	8	2	11	55%
Smith 1	Walking to the park	6/17/2022	4	6	2	12	33%
Smith 2	Walk around the town	6/9/2022	7	10	1	9	78%
Johnson 1	Sensory bottles	6/16/2022	0	0	0	12	0%
Johnson 2	Outdoor water play	6/16/2022	3	3	0	16	19%
ELC 4							

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (HEAD START)

Employee Name: Trudy Happel

Month: June 2022

Center	Enrolled	Accepted (but not enrolled)	Withdrawn	% of Daily Attendance	# of Over Income	# of Under 130%	# of Home Visits Scheduled	# of Home Visits Completed	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children
YMCA 1	14										
YMCA 2	16	11	0	94	1	0	0	0	1	0	0
YMCA 3	14					3					
Randall 1	16	10	0	86	2	1	3	1	5	4	0
Randall 2	16	12	0	84	2	3	3	2	6	1	0
Smith 1	16	12	0	82	0	3	0	2	8	2	0
Smith 2	16	9	0	86	2	2	0	1	3	1	0
Johnson 1	17	13	0	85	0	2	0	0	0	0	0
Johnson 2	17	16	0	88	1		0	3	0	0	0
ELC 4	8										
TOTAL	83	0	0	85%	8	14	6	9	23	8	0

of Children on the Waiting List:

3 Year Olds
Over Income
Under 130%
Under 100%

26
4
25

4 Year Olds
Over Income
Under 130%
Under 100%

3
0
2

Comments: _____

TH:monitoring:monthlyreports:1718:hsmaster

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

Employee Name: Mmselle Sonnacchio

Month: June 2022

Center	# of Children Enrolled	# of Incident/ Accidents in the BATHROOM	# of Incident/ Accidents in the CLASSROOM	# of Incident/ Accidents in the GROSS MOTOR	# of Incident/ Accidents in the HALLWAY	# of Incident/ Accidents in the PLAYGROUND	# of Incident/ Accidents in the OTHER	# of TOTAL Incident/ Accidents
Johnson 1	13							0
Johnson 2	16							0
Randall 1	10					1	1	2
Randall 2	12		1					1
Smith 1	12					1		1
Smith 2	9							0
YMCA 2	11		2			2		4
ELC 4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
YMCA 1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
YMCA 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTALS	83	0	3	0	0	4	1	8

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

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

MONTHLY POLICY COUNCIL REPORT HS

Health Services- Dental

Employee Name: Mmselle Sonnacchio

Month: June 2022

Center	# of Children Enrolled	# of 30 Day Dental Letters Sent	# of 60 Day Dental Letters Sent	# of 90 Day Dental Letters Sent	# of 90+ Day Dental Letters Sent	# of Dental Exams Received	# of Children Dental Treatment Needed	# of Children Dental Treatment NOT Started	# of Children Dental Treatment Started	# of Children Dental Treatment Completed	# of Dental Waivers/ Refusals Sent	# of Dental Waivers/ Refusals Received
Johnson 1	13	0	0	1	0	2	1	1	0	0	12	4
Johnson 2	16	0	0	0	0	6	2	0	0	2	10	3
Randall 1	10	0	0	0	0	6	1	0	0	1	6	4
Randall 2	12	0	0	0	0	7	6	3	0	3	10	4
Smith 1	12	0	0	0	0	5	1	0	0	1	9	3
Smith 2	9	0	0	0	0	4	1	0	0	1	5	2
YMCA 2	11	0	0	0	0	5	3	2	0	1	7	6
ELC 4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
YMCA 1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
YMCA 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTALS	83	0	0	1	0	35	15	6	0	9	59	26
						42%	43%	40%	0%	60%		

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

Dental Waiver Reasons:

1. Child went & didn't turn in form. 2. Treatment scheduled after end of program. 3. No local pediatric dentists.

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

MONTHLY POLICY COUNCIL REPORT HS

Special Needs

Employee Name: Jennifer Geibel

Month: June 2022

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIS Special Ed Itinerant Services	Couns. Play Therapy	1;1 Aide	# of Evals	# of Children CPSE Mtg	# of Children Declassified	Refused Referral
YMCA I												
YMCA II	2	1	2	0	1	1	0	0	0	0	2	0
YMCA III												
Smith I	8	4	4	6	1	1	2	0	1	1	8	0
Smith II	3	2	1	3	0	0	1	0	0	0	3	0
Randall I	3	3	3	2	0	1	3	0	0	0	3	0
Randall II	2	0	2	0	0	0	0	0	0	0	2	0
Johnson I	5	4	5	3	2	1	2	0	0	1	0	0
Johnson II	6	2	5	1	0	1	1	0	0	3	1	0
ELC IV												
TOTALS	29	16	22	15	4	5	9	0	1	5	19	0

35% of 83 enrolled HS children receiving services

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

MONTHLY MENTAL HEALTH REPORT HS

Employee Name: Nicole Humphrey

Month: June 2022

	Behavior Concerns observed by Mental Health Consultant	SOS Calls	# Children Receiving Counseling By MH Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV		Curriculum
								Face to Face	Telephone	
YMCA 1	0	0	0	0	0	0	0	0	0	0
YMCA 2	3	1	0	0	0	0	0	0	0	0
YMCA 3	0	0	0	0	0	0	0	0	0	0
Smith 1	1	0	2	0	0	0	0	0	1	0
Smith 2	2	0	1	0	0	0	0	0	0	0
Randall 1	1	0	3	0	0	0	0	0	1	0
Randall 2	2	0	0	0	0	0	0	0	0	0
Johnson 1	0	0	2	0	0	0	0	0	1	0
Johnson 2	3	2	1	0	0	0	0	0	1	0
ELC 4	0	0	0	0	0	0	0	0	0	0
TOTALS	12	3	9	0	0	0	0	0	4	0

Not open: Y1, Y3, ELC4

HEAD START

CLASSROOM HAPPENINGS

June 2022

Johnson 1

- Retelling “Very Hungry Caterpillar”, using props and cut-outs from story.
- Science Unit: Discovering shells, Through-out this unit children categorized shells based on common features, learned how shells are used as protection, and discussed where shells are found.
- Measured different insects using small cubes and string.
- Practiced listening and waiting while playing Dina bingo.
- Created color mixing sensory bags. Children put 2 colors into a bag and mixed those colors together to create new colors.
- Created marble webs using paint, a bin, and a marble.
- Team mural with music. Children painted on a large piece of paper in a group as music played.
- Math: Data Analysis – children created and read/compared different graphs.
- Health Lesson: Summer Safety- discussed how to keep ourselves safe during summer (sun screen, pool/water safety).
- Nutrition- Dairy where does dairy come from.
- Alphabet review book – created on alphabet book to help children review letters.

Johnson 2

- Began our science unit on shells, so we made Ocean sensory bottles with sand and shells.
- For our nutrition lesson, we made paper plate cows.
- Made circles and had stripes of the children to make bees for the bug unit.
- For our Family Engagement: Families joined us outside for bubble fun in the sensory table.
- We made puffy paint and retold the story of “The Very Hungry Caterpillar”, using pictures and gluing them in the correct order.
- We sorted shells based off size, shiny vs. dull and smooth vs. rough.

- We read lots of books, did animal pose yoga, learned the letters in our name and counted to ten.
- We made paper bees and butterflies.
- Miss Heather got us butterflies to watch grow and we let them go back to their homes in nature.

Randall 1

- We finished up learning about plants and how they grow and change.
- We learned about light and shadows.
- We learned how while light can bend to make a rainbow and we learned different kinds of light (natural and artificial) and we learned how shadows are made.
- We learned the letters “Xx”, “Yy” and “Zz”.
- We have learned how to be helpful at home and at school.
- We completed all our last parent/teacher conferences the majority at the school.
- We walked to Beaudry Park, we had 3 families walk with us and then 3 more families joined us at the park.
- We had a total of 11 people join our June parent activity.

Randall 2

- We finished the plant unit. The children discovered why and how plants are important to humans and our planet.
- We had a day learning about dairy . We discussed “June is Dairy Month” and the importance of dairy and dairy items.
- We talked about the parade.
- We started the “Light Unit”. We learned about the different types of lighting, shadows, white light, dark, and what is transparence.
- With Dina we discussed the importance of listening, self-regulation, it’s ok to say “no” and the importance of our own feeling and other people’s feelings too.
- We discussed pedestrian safety. Did activities for road signs and learnt about the meaning of the different road signs.
- The children practiced letter recognition and counting objects, recognizing the numbers that went with the amount counted.
- For Parent Engagement we made ice cream while the parents watch on zoom.

- The last day of school the children took musical instruments outside and held a parade.

Smith 1

- Finished up Light and Shadow Unit.
- Students participated in a show and tell experience where they brought a special item into the classroom.
- Students enjoyed asking question and making comments on their friends' special items.
- Completed Parent Teacher conferences.
- For our final Family Engagement, we walked to and played at Suggett Park.
- Finished our science unit: Beginning Botanist. The children enjoyed learning about plants and how they grow.

Smith 2

- Light Unit: learned about Prisms, reflecting light, transparent, translucent, day and night, what you do to cause these to happen.
- Science: Plant unit- seeds, sprout, roots, leaves, stem, flower, different part of a plant.
- As well learned about different types of seeds and leaves.
- Retelling what you did.
- Constellations: What are they? We made our own stars and planets.
- Dina came into class and reviewed all the social and emotional skills we learned throughout the year.
- Math: we learned about patterns, counting, and shapes.
- Our letters for the month were "W", "X", "Y", and "Z".

YMCA 2

- Had Finally Parent Teacher Conferences this month.
- Science Unit for this month was "Beginning Botanist.
- Also did a unit on Light and Shadow.
- We played shape bingo.
- Held a playground party to celebrate the end of the school year with families.
- Painted with ice popsicles with water colors in our sensory bins.

- Also played with floating blocks in water in sensory bins.
- Our dramatic play area was turned into a Farmers Market.
- We Traced our bodies and decorated them.
- We played musical shapes and letters.

HEADSTART / EARLY HEADSTAT PROGRAM OF CORTLAND COUNTY
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Community Action Program , Inc.

EHS Monthly Family Engagement Report

Month: June 2022

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of families in center	% of families involved
Cosimo 1	Bubble foam	6/17/2022	1	1	0	6	17%
Cosimo 2							
Cosimo 3							
ELC 1							
ELC 2	Build a bug	6/17/2022	3	5	2	8	38%
ELC 3							
South Main 1							
South Main 2	Coffee filter butterflies	6/30/2022	3	4	2	8	38%

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (EARLY HEAD START)

Employee Name: Trudy Happel

Month: June 2022

Center	Enrolled	Accepted (but not enrolled)	Withdrawn	% of Daily Attendance	# of Over Income	# of Under 130%	# of Home Visits Scheduled	# of Home Visits Completed	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children
Cosimo 1	8	6	0	78	0	1	6	3	0	0	0
Cosimo 2	8										
Cosimo 3	8										
ELC 1	8										
ELC 2	8	8	0	81	0	2	8	5	0	0	1
ELC 3	8										
South Main 1	8										
South Main 2	8	8	0	89	0	1	13	7	0	0	0
Home Based 1	12	11	0	24 68	0	3	53	36	9	1	1
Home Based 2	12										
TOTAL	33	0	0	83%	0	7	80	51	9	1	2

of Children on the Waiting List:

Children	
Over Income	37
Under 130%	10
Under 100%	60

Comments: _____

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

Employee Name: Mmselle Sonnacchio

Month: June 2022

Center	# of Children Enrolled	# of Current Physicals Received	# of Current Immunizations Received	# of 12 Month Lead Results Received	# of 24 Month Lead Results Received
Cosimo 1	6	3	6	3	1
ELC 2	8	6	8	5	6
Home Base 1	11	6	10	7	4
South Main 2	8	5	8	6	4
Cosimo 2	N/A	N/A	N/A	N/A	N/A
Cosimo 3	N/A	N/A	N/A	N/A	N/A
ELC 3	N/A	N/A	N/A	N/A	N/A
Home Base 2	N/A	N/A	N/A	N/A	N/A
South Main 1	N/A	N/A	N/A	N/A	N/A
TOTALS	33	20	32	21	15
		61%	97%		

Comments:

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

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

Employee Name: Mmselle Sonnacchio

Month: June 2022

Center	# of Children Enrolled	# of Incident/ Accidents in the BATHROOM	# of Incident/ Accidents in the CLASSROOM	# of Incident/ Accidents in the GROSS MOTOR	# of Incident/ Accidents in the HALLWAY	# of Incident/ Accidents in the PLAYGROUND	# of Incident/ Accidents in the OTHER	# of TOTAL Incident/ Accidents
Cosimo 1	6		4					4
ELC 2	8		1				1	2
Home Base 1	11							0
South Main 2	8		2					2
Cosimo 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cosimo 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ELC 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Home Base 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
South Main 1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTALS	33	0	7	0	0	0	1	8

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

MONTHLY POLICY COUNCIL REPORT EHS
Health Services- Dental Report

Employee Name: Mmselle Sonnacchio

Month: June 2022

Center	# of Children Enrolled	# of Children Enrolled Age 1 Year and Older	# of Dental Screenings Received	# of Children w/ Dental Concerns Noted	# of Dental Exams Received	# of Children w/ Dental Treatment Needed	# of Children w/ Dental Treatment NOT Started	# of Children w/ Dental Treatment Started	# of Children w/ Dental Treatment Completed	# of Dental Waivers/ Refusals Received
Cosimo 1	6	6	5	0	1	0	0	0	0	0
ELC 2	8	8	2	0	6	0	0	0	0	0
Home Base 1	11	10	4	0	3	0	0	0	0	0
SM 2	8	8	6	0	2	1	1	0	0	0
Cosimos 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cosimo 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ELC 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Home Base 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SM 1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTALS	33	32	17	0	12	1	1	0	0	0
			52%	0%	38%	8%	100%	0%	0%	

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

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

MONTHLY POLICY COUNCIL REPORT EHS

Special Needs

Employee Name: Jennifer Geibel

Month: June 2022

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

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

21% of 33 enrolled EHS children receiving services

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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Community Action Program, Inc.

MONTHLY MENTAL HEALTH REPORT EHS

Employee Name: Nicole Humphrey

Month: June 2022

	Behavior Concerns observed by Mental Health Consultant	SOS Calls	# Children Receiving Counseling By MH Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV		Curriculum
								Face to Face	Telephone	
ELC 1	0	0	0	0	0	0	0	0	0	0
ELC 2	1	0	0	0	0	0	0	0	0	0
ELC 3	0	0	0	0	0	0	0	0	0	0
Cosimo 1	2	0	0	0	0	0	0	0	0	0
Cosimo 2	0	0	0	0	0	0	0	0	0	0
Cosimo 3	0	0	0	0	0	0	0	0	0	0
South Main 1	0	0	0	0	0	0	0	0	0	0
South Main 2	4	0	0	0	0	0	0	0	0	0
TOTALS	7	0	0	0	0	0	0	0	0	0

Not open: ELC1, ELC3, COS2, COS3, SM1

EARLY HEAD START CLASSROOM HAPPENINGS June 2022

Cosimos 1

- Some of the children have begun to drink from regular cups.
- We are learning about summer safety by using sun screen.
- We have been using the playground and class walks more, now with the nice weather.
- We have also used sidewalk chalk, balls, hula hoops, bubbles, and crayon on cardboard, and the tunnel when using the playground.
- We also began to use tricycles too.
- We made foaming bubbles for our Parent/Child zoom activity, and had one parent in attendance on June 17th.
- We are using much more language skills and singing words to songs.
- We made sun catchers, ladybugs, and played with playdough and cars.
- We love song and movements to open and shut them.
- We are beginning to show more awareness to others feelings and beginning to share more.

ELC 2

- This month in ELC2 classroom we learned a lot of things about bugs and insects.
- We made rock bugs for our Family Engagement activity and we had 3 families attend by zoom.
- We made paper plate caterpillars.
- Also made name caterpillars, using our names.
- Another bug we made was butterflies.
- We went on many walks and found different bugs during our walks.
- Our class planted sunflower seeds, will be fun to watch them grow.
- Our children drew bugs on the sidewalk with chalk.
- We talked about moving to a new classroom and we are all so excited.
- We made a bug poster, showing many different kinds of bugs.
- We had a bug scavenger hunt as well.

South Main 2

- We learned a lot about insects, spiders, dairy and summer safety this month.
- The children loved to learn the differences between insects, spiders and other animals.
- The children used magnifying glasses to explore our environment to find a variety of bugs.
- The children loved making bug fossils out of playdough and bug manipulatives.
- The children had their own binoculars, using paint, glue, toilet paper rolls and yarn.
- We talked about what binoculars are used for.
- We had fun playing in the bug and dirt sensory bins and learned how to make bubbles into other sensory bins.
- We made coffee filter butterflies on zoom while families watched.
- The children loved showing their families their creations.
- We made ladybugs from egg cartons and learned that ladybugs have 7 spots.
- We talked about the life cycles of caterpillars and learned they turn into butterflies or moths.
- We have been keeping an eye on the river and, learning about the water cycle (it has been dry).
- We talk about how to keep our bodies safe in water and the sun (sun screen).
- We talked about dairy and where our milk and cheese come from.
- We enjoyed the fenced in playground so much. It gives the children a sense of freedom to enjoy the grass area and have more room to explore.
- We enjoyed a variety of books and songs about insects and spiders.
- We have started to learn about our names and letters and numbers.
-

EARLY HEAD START

CLASSROOM HAPPENINGS

July and August 2022

Cosimos 1/ELC 1

- Cosimos 1 moved to ELC 1, children are adjusting well to the new classroom.
- Children are enjoying exploring the new toys and large motor room.
- We have enjoyed water play and squash painting and painting rocks.
- We had a great parent turnout for our first in person engagement.
- We are enjoying dancing and learning the movements.
- We are using more words and continuing to expand our language.
- We also have enjoyed many days outside on the playground.
- The children have grown so much the last couple of weeks.
- Their language skills have grown and their social skills have gotten better as well.
- They are identifying friends and teachers names and faces during circle time and throughout the day.
- We have done lots of playground time and walking around the town.
- The children have done a great job learning to hold hands and walk.

ELC 2

- This month in ELC 2, we all got to move into our new room.
- The children love the new room and the new toys.
- The children also love playing in the large motor room.
- Some things we did this month include: many walks around the blocks, listening to sound we hear and naming them, looking for animals and naming them.
- Tuesday July 19th we all walked up with the other classrooms to watch the bubble man show in the Court House Park.
- They play in the sensory table, filled with sand and measuring cups, spoons and small cups.
- Family Engagement was set for July 21st, but was canceled because we were shutdown. We tried again on the 28th there was a rain storm.
- Water color painting on coffee filters.
- Welcomed Ms. Tiffany to our classroom.

- Colored and decorated end of the year scrapbooks.
- Played with parachute
- Did classroom walks' around town.
- Playground time to enjoy the sunshine
- Had sand in sensory bin with vehicles, bugs and dinosaurs.
- Used water colors to make flowers.
- Practiced our colors.
- Enjoyed our last 2 weeks of school.
- Danced to a lot of music.

South Main 2/ELC 3

- We explored a new room and environment.
- We are excited to have families able to bring their children into the classroom.
- We explored different ways to paint: with plastic forks, q-tips, flowers and pine needles, and sponges.
- The children loved their extra space to play at S. Main after the fence was put up.
- The children also enjoyed watching the contractors build the pavilion.
- They asked a lot of questions!
- We explored items that were magnetic versus non-magnetic.
- We love the magnetic fishing poles and Ms. Susan visited to teach us how to make our own magnetic fish.
- We walked to the Court House Park to watch the Bubble Mania Show. The children had so much fun learning all about bubbles.
- After playing on Cosimos playground since our move, we took a morning walk up to S. Main playground to play.
- The children pointed out what was different: Sunflowers growing in garden, and a new sidewalk to playground.
- We have been working hard on self-help skills: toileting, dressing. Undressing, calming our bodies.
- Learning new songs.
- Started learning about letters in our names.
- We have continued with Baby Doll circle time. We have been learning a lot of skills.
- We enjoyed washing our cars at Cosimos.
- Played at South Main Playground.

- Continuing to learn self-help skills through toileting training and daily routines.
- We continue to practice scissor safety and skills.
- We talk a lot about ways to calm our body through deep breathing and I love you rituals.
- The fave books for August are “The Watermelon Seed” and “The Big Bad Bully Bug”.
- Everyone enjoyed the family engagement of painting with bubbles
- Friendships have been made.

HEADSTART / EARLY HEADSTAT PROGRAM OF CORTLAND COUNTY
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Community Action Program , Inc.

EHS Monthly Family Engagement Report

Month: July2022

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of families in center	% of families involved
Cosimo 1	Rock painting	7/15/2022	5	10	0	6	83%
Cosimo 2							
Cosimo 3							
ELC 1							
ELC 2	Canceled due to COVID						
ELC 3							
South Main 1							
South Main 2	Painting with sensory balls	7/28/2022	5	8	3	8	63%

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (EARLY HEAD START)

Employee Name: Trudy Happel

Month: July 2022

Center	Enrolled	Accepted (but not enrolled)	Withdrawn	% of Daily Attendance	# of Over Income	# of Under 130%	# of Home Visits Scheduled	# of Home Visits Completed	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children
Cosimo 1	8	6	0	76	0	1	3	3	0	0	0
Cosimo 2	8										
Cosimo 3	8										
ELC 1	8										
ELC 2	8	8	0	82	0	2	1	2	0	0	1
ELC 3	8										
South Main 1	8										
South Main 2	8	8	0	85	0	1	0	0	0	0	0
Home Based 1	12	22	0	33 77	0	3	48	37	7	2	1
Home Based 2	12										
TOTAL	44	0	0	81%	0	7	52	42	7	2	2

of Children on the Waiting List:

Children	
Over Income	37
Under 130%	10
Under 100%	60

Comments: _____

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

MONTHLY POLICY COUNCIL REPORT EHS

Special Needs

Employee Name: Jennifer Geibel

Month: July 2022

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

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

21% of 33 enrolled EHS children receiving services

MONTHLY POLICY COUNCIL REPORT EHS
Health Services- Dental Report

Employee Name: Mmselle Sonnacchio

Month: July 2022

Center	# of Children Enrolled	# of Children Enrolled Age 1 Year and Older	# of Dental Screenings Received	# of Children w/ Dental Concerns Noted	# of Dental Exams Received	# of Children w/ Dental Treatment Needed	# of Children w/ Dental Treatment NOT Started	# of Children w/ Dental Treatment Started	# of Children w/ Dental Treatment Completed	# of Dental Waivers/ Refusals Received
Cosimo 1	6	6	3	0	1	0	0	0	0	0
ELC 2	8	8	2	0	6	0	0	0	0	0
Home Base 1	11	11	4	0	3	0	0	0	0	0
SM 2	8	8	3	0	2	1	1	0	0	0
Cosimos 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cosimo 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ELC 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Home Base 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SM 1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTALS	33	33	12	0	12	1	1	0	0	0
			36%	0%	36%	8%	100%	0%	0%	

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

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

Employee Name: Mmselle Sonnacchio

Month: July 2022

Center	# of Children Enrolled	# of Incident/ Accidents in the BATHROOM	# of Incident/ Accidents in the CLASSROOM	# of Incident/ Accidents in the GROSS MOTOR	# of Incident/ Accidents in the HALLWAY	# of Incident/ Accidents in the PLAYGROUND	# of Incident/ Accidents in the OTHER	# of TOTAL Incident/ Accidents
Cosimo 1	6		3					3
ELC 2	8							0
Home Base 1	11					2		2
South Main 2	8		3	1		2	1	7
Cosimo 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cosimo 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ELC 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Home Base 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
South Main 1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTALS	33	0	6	1	0	4	1	12

Comments: One incident was reported to OCFS in July due to head injury & parent went for medical check.
 SM 2 had 7 incidents due to new center/location and more exploring.

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

Employee Name: Mmselle Sonnacchio

Month: July 2022

Center	# of Children Enrolled	# of Current Physicals Received	# of Current Immunizations Received	# of 12 Month Lead Results Received	# of 24 Month Lead Results Received
Cosimo 1	6	4	6	3	1
ELC 2	8	6	8	5	6
Home Base 1	11	7	10	8	4
South Main 2	8	5	8	6	4
Cosimo 2	N/A	N/A	N/A	N/A	N/A
Cosimo 3	N/A	N/A	N/A	N/A	N/A
ELC 3	N/A	N/A	N/A	N/A	N/A
Home Base 2	N/A	N/A	N/A	N/A	N/A
South Main 1	N/A	N/A	N/A	N/A	N/A
TOTALS	33	22	32	22	15
		67%	97%		

Comments:

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

EARLY HEAD START

CLASSROOM HAPPENINGS

July and August 2022

Cosimos 1/ELC 1

- Cosimos 1 moved to ELC 1, children are adjusting well to the new classroom.
- Children are enjoying exploring the new toys and large motor room.
- We have enjoyed water play and squash painting and painting rocks.
- We had a great parent turnout for our first in person engagement.
- We are enjoying dancing and learning the movements.
- We are using more words and continuing to expand our language.
- We also have enjoyed many days outside on the playground.
- The children have grown so much the last couple of weeks.
- Their language skills have grown and their social skills have gotten better as well.
- They are identifying friends and teachers names and faces during circle time and throughout the day.
- We have done lots of playground time and walking around the town.
- The children have done a great job learning to hold hands and walk.

ELC 2

- This month in ELC 2, we all got to move into our new room.
- The children love the new room and the new toys.
- The children also love playing in the large motor room.
- Some things we did this month include: many walks around the blocks, listening to sound we hear and naming them, looking for animals and naming them.
- Tuesday July 19th we all walked up with the other classrooms to watch the bubble man show in the Court House Park.
- They play in the sensory table, filled with sand and measuring cups, spoons and small cups.
- Family Engagement was set for July 21st, but was canceled because we were shutdown. We tried again on the 28th there was a rain storm.
- Water color painting on coffee filters.
- Welcomed Ms. Tiffany to our classroom.

- Colored and decorated end of the year scrapbooks.
- Played with parachute
- Did classroom walks' around town.
- Playground time to enjoy the sunshine
- Had sand in sensory bin with vehicles, bugs and dinosaurs.
- Used water colors to make flowers.
- Practiced our colors.
- Enjoyed our last 2 weeks of school.
- Danced to a lot of music.

South Main 2/ELC 3

- We explored a new room and environment.
- We are excited to have families able to bring their children into the classroom.
- We explored different ways to paint: with plastic forks, q-tips, flowers and pine needles, and sponges.
- The children loved their extra space to play at S. Main after the fence was put up.
- The children also enjoyed watching the contractors build the pavilion.
- They asked a lot of questions!
- We explored items that were magnetic versus non-magnetic.
- We love the magnetic fishing poles and Ms. Susan visited to teach us how to make our own magnetic fish.
- We walked to the Court House Park to watch the Bubble Mania Show. The children had so much fun learning all about bubbles.
- After playing on Cosimos playground since our move, we took a morning walk up to S. Main playground to play.
- The children pointed out what was different: Sunflowers growing in garden, and a new sidewalk to playground.
- We have been working hard on self-help skills: toileting, dressing. Undressing, calming our bodies.
- Learning new songs.
- Started learning about letters in our names.
- We have continued with Baby Doll circle time. We have been learning a lot of skills.
- We enjoyed washing our cars at Cosimos.
- Played at South Main Playground.

- Continuing to learn self-help skills through toileting training and daily routines.
- We continue to practice scissor safety and skills.
- We talk a lot about ways to calm our body through deep breathing and I love you rituals.
- The fave books for August are “The Watermelon Seed” and “The Big Bad Bully Bug”.
- Everyone enjoyed the family engagement of painting with bubbles
- Friendships have been made.

Finance Committee Meeting

September 16, 2021

Meeting called to order at 8:35 a.m.

Finance Committee Members present: Doug Bentley, Shelley Warnow, Penny Prignon, Ella Dilorio, Sarah Beshar. Guest: Bettina Lipphardt, Bonadio (Auditor).

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

Bettina presented the annual 401(k) audit for 2021 (see attached). This was a clean audit. 2021 was a great year for investments and the market so our plan year ended the year with a \$476k increase. The plan, as of 12/31/21 is valued at \$2,611,662. CAPCO made \$107,353 in contributions. Employee contributions increased with an increase in the number of employees contributing to the Plan. Market conditions have been a challenge this year so we are interested to see how the year ends up. As Bettina told us last year, the auditor did have to include a fuller opinion. There were no questions from the committee.

Motion to receive the audit as presented was made by Doug Bentley, 2nd by Shelley Warnow. Motion carried.

Consumer Directed Services – Updated on the CDS Fidelis issue. We are almost done catching up all old billing, then we will need to do current. It will take Fidelis some time to pay us back the money. Discussed how minimum wage for home healthcare workers in New York State is set to increase by \$2.00/hour on October 1, 2022. We have not received word yet on if this will happen. We also have not heard from MLTC providers of a rate increase to offset this increase. We will be pushing for more of an increase.

We currently have 2 consistent Volunteer Drivers providing rides. We have not heard anything on 5310 Transportations Grant Application we submitted. We have received a \$0.05 rate increase through Seven Valley's Health Coalition for rides.

Early Childhood Development – Started the new 2022-2023 Program Year on August 22, 2022 (when staff arrived, school started September 7, 2022). We were able to open 7 out of 10 classrooms for Head Start, 4 of 8 classrooms for Early Head Start. We have enough kids on the Head Start waitlist to open up another classroom and enough kids on Early Head Start waitlist to open 3 more classrooms. HR is continuing to work on recruitment. HS/EHS Program has applied and was awarded the NYS OCFS Stabilization Funding 2.0. This funding is used for personnel and retention. We can pay out retention bonuses that are based on years of service with employees hired within the year receiving a \$500 total bonus. These will be paid out at the end of October and end of April, so long as the employee still works with us. We will also offer sign-on bonuses and have begun advertising this in our postings. We briefly discussed the One-Time Program Improvement funds plan for facility enhancements.

Energy Services – Was approved for new contract package for 2022-2023 grant. We will now move over the new NYS HCR database, something that we have been piloting for the past year. Program completed the renewal certification to continue to provide NYSERDA programming in both Cortland and Tompkins Counties. We are anticipating the new "BIL" funding that will be available come January 2023. This will allow the program an additional \$872,000, nearly doubling the budget of the program. This will

be for a 5-year period on top of what we already receive for our WAP grant, NYSEDA, HEAP and fee-for service. Denise has already started working with Greg as to what we will need if we receive this additional money as far as space, vehicles and staffing.

Family Development Department – Submitted the CSBG FFY23 and are awaiting approval. We are awaiting back on 2 grants we have wrote for – 1st for \$2,500 through the Tompkins Community Bank Foundation to support SnackPacks, 2nd for \$15,000 through KeyBank Foundation to support salaries in the Adult Education component. We received \$45,000 in funds to support back-to-school shopping. We were able to help approximately 296 kids over 3 weeks with shopping at local stores.

WIC – we are working to close out the 2022 WIC contract. We have been understaffed so we are underspent in contract. We have asked for approval for a one-time incentive proposal for current staff to help spend out contract. Still have not heard back on status of RFA that we submitted back in July. Unfortunately, we have learned of our only nutritionist leaving (offered another WIC position closer to her home) so we are currently brainstorming how we can fill the spot temporarily and permanently.

Motion to accept and file financial statements made by Doug Bentley, 2nd by Shelley Warnow. Motion carried.

Reviewed 2020-2022 Golf tournament. Made approximately \$13,283. We were up 1 team for a total of 19 teams this year. Some sponsors had donated for 2020 and donated again this year. Our goal for next year is more teams and over \$10k.

Looked at review of anticipated increase in minimum wage for home health aides, broken down at what we currently receive from MLTC's. We will be fighting for increases from them.

No further business. Meeting adjourned at 9:47 am.

FINANCE COMMITTEE REPORT
SUMMARY of July 2022 FINANCIAL STATEMENTS
PRESENTED BY Martha Allen
September 15, 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 meet with the Finance Committee to review the draft Employee Benefit Plan 2020 Audit.

We have completed financials for the 2022 Golf Tournament to share with the committee and Board.

CONSUMER DIRECTED SERVICES

CDPAP billing submitted for payment through the payroll ending 08/12/2022 with the exception of Fidelis billing. We will have all the back-billing we are able to submit to Fidelis for back payment by September 19th. While we work on back-billing, we have also prioritized current billing to avoid further timely denials. As we work to get up-to-date, we will identify a new process for routine HHAeXchange billing with the Fiscal Office and the CDS department.

Minimum wage for home healthcare workers in NYS, including CDPA Personal Assistants, is scheduled to increase by \$2.00/hour on October 1, 2022. This was part of the NYS Budget that was passed in April 2022. We are in contact with each of our MLTC providers as we have not received any notice on a rate increase. We will present the impact of the increase to minimum wage without enhanced rates, but we anticipate increases to our rates to cover the minimum wage increase.

We currently have 2 consistent Volunteer Drivers who are actively providing rides in our community. We continue to recruit more drivers as we still await word on our 5310 Transportation Grant application. We received a \$.05 rate increase through Seven Valley's Health Coalition for rides provided through their transportation programs.

EARLY CHILDHOOD DEVELOPMENT

The HS/EHS Program began their new Program Year 2022-2023 on August 22, 2022. We opened the new year with 7 of 10 Head Start classrooms open and 4 of 8 Early Head Start classrooms open. We are currently down 13 staff members, but the Education team is working diligently with Human Resources to fill positions. It is anticipated that there will be 5 new position offers by the end of the week.

The HS/EHS Program applied for NYS OCFS (Office of Children and Family Services) Stabilization Funding 2.0. This funding is to be used specifically for personnel and retention. With this, we have implemented a retention bonus structure to be paid out the first payroll of following October 31st and April 30, 2023. The bonus is tiered based on years of service with

employees hired within 1 year receiving a \$500 total bonus and employees who have been with the Program for 15+ years received a \$2,000 total bonus. We will also use these funds for sign-on bonuses and begin to advertise this in our postings.

The full Board reviewed and approved the HS/EHS One-Time Program Improvement funds plan on September 12th, totaling over \$239,000 in proposed facility enhancements.

ENERGY SERVICES DEPARTMENT

The Energy Services Program has approval for the new contract package for the 2022-2023 grant cycle that technically began April 1st. We have signed and executed the contract. With this, the Program now must move to the new NYS HCR database, which we have been piloting over the last year. However, this is a significant lift and impacts how we submit vouchers.

The Program has completed documentation to renew our certification to continue to provide NYSERDA programming in both Cortland and Tompkins Counties.

It is anticipated that the new 'BIL' funding will be available in January with a start date of 4/1/2023. It is anticipated that we will receive an additional \$872,000, nearly doubling the budget in the Program. We are working through the details and preparing for our needs when this additional funding becomes available. The funding will be for a 5-year period on top of our regular WAP grant, NYSERDA work, HEAP, and fee-for-service.

FAMILY DEVELOPMENT DEPARTMENT

We submitted CSBG FFY23 and are awaiting approval for the contract year that starts October 1st. Because this is an end of a cycle, we will have until March 2023 to expend FFY22.

We have written 2 supplemental grants. The 1st was through the Tompkins Community Bank Foundation in the amount of \$2,500.00 to support SnackPacks. The 2nd was through the KeyBank Foundation in the amount of \$15,000.00 to support salaries in the Adult Education component. We are awaiting word on the status of these grants.

We received approval and have expended all of our FFY22 discretionary funds to support back-to-school shopping. We were able to spend \$45,000, impacting 296 kids in approximately a 3-week period.

WIC

We are working to close-out the FFY22 for the WIC contract and have an underspend with the transition in staff and being down a Nutritionist. We have put in a proposal for a one-time incentive proposal for staff to work to spend out the remaining funds in the grant. We are working with our representatives at NYS DOH to gain these approvals.

We 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.

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CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.

FINANCE DIRECTOR MONTHLY CHECKLIST

FOR THE MONTH JULY 2022

Submitted by Martha Allen on September 15, 2022

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	Jul-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	9/13/2021
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	
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	
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	
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)	July 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	
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	

9/14/2022

CAPCO

Aged Accounts Payable Report

Vendor Name	current	31-60	61-90	over 90	Net Due
AIR TEMP HEATING & AIR CONDITIONING, INC.	\$929.77	\$0.00	\$0.00	\$0.00	\$929.77
AT&T MOBILITY	\$227.40	\$0.00	\$0.00	\$0.00	\$227.40
BLEVINS, INC	\$897.00	\$0.00	\$0.00	\$0.00	\$897.00
BONADIO & CO., LLP	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
BRANDY FORD	\$0.00	\$0.00	\$0.00	\$87.38	\$87.38
BUILDERS BEST	\$1,318.48	\$0.00	\$0.00	\$0.00	\$1,318.48
HEP SALES	\$0.00	\$0.00	\$0.00	\$5.31	\$5.31
M&T BANK	\$21,630.45	\$0.00	\$0.00	\$0.00	\$21,630.45
MEGHAN DECKER	\$0.00	\$0.00	\$0.00	\$5.08	\$5.08
ONE CALL NOW	\$713.12	\$0.00	\$0.00	\$0.00	\$713.12
SHELLEY J SMITH	\$13.75	\$0.00	\$0.00	\$0.00	\$13.75
TAMI BAILEY	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00

GRAND TOTALS:

\$29,729.97

\$0.00

\$0.00

\$127.77

\$29,857.74

A total of 12 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	7/1/2022 7/31/2022	7/1/2022 7/31/2022	1/1/2022 7/31/2022	1/1/2022 7/31/2022						
ADM - ADMINISTRATIVE CHARGES											
EXPENSES											
PERSONNEL											
SALARIES/WAGES											
SALARY/WAGE EXPENSE	400,914	33,410	45,972	233,867	241,534	160,134	401,668	-754			
NEW ACCRUED BENEFIT TIME	33,440	2,787	4,202	19,507	21,217	12,941	34,158	-718			
Total SALARIES/WAGES	434,354	36,196	50,173	253,373	262,751	173,075	435,826	-1,472			
FRINGES											
FICA EXPENSE	32,716	2,726	3,461	19,085	18,159	12,039	30,199	2,518			
UNEMPLOYMENT INSURANCE EXPENSE	14,143	1,179	1,520	8,250	7,988	5,296	13,283	860			
WORKERS COMP EXPENSE	372	31	61	217	301	200	501	-129			
DISABILITY INSURANCE EXPENSE	556	46	60	324	436	298	734	-178			
GROUP INSURANCE EXPENSE	28,877	2,406	2,364	16,845	11,367	13,570	24,937	3,940			
401-K EXPENSE	9,538	795	982	5,564	5,195	3,444	8,640	898			
Fringes on Accrued Leave Earned	3,747	312	588	2,186	2,970	1,812	4,782	-1,035			
Total FRINGES	89,949	7,496	9,036	52,470	46,417	36,659	83,077	6,873			
Total PERSONNEL	524,303	43,692	59,209	305,844	309,168	209,734	518,902	5,401			
OTHER THAN PERSONNEL											
PROGRAM SUPPLIES	0	0		0		0	0	0			
OFFICE SUPPLIES	9,000	750	533	5,250	4,648	4,352	9,000	0			
FOOD & FOOD SUPPLIES	200	17	0	117	0	200	200	0			
COMMERCIAL INSURANCE	14,000	1,167	1,139	8,167	8,298	5,693	13,990	10			
PARKING LOT RENTAL	1,100	92	83	642	565	413	978	122			
LEGAL FEES	0	0		0		0	0	0			
POSTAGE	1,200	100	175	700	862	874	1,736	-536			
DUPLICATING & PRINTING	1,700	142	165	992	1,051	826	1,876	-176			
INTERNET SERVICE	1,200	100	84	700	587	419	1,006	194			
TELEPHONE	1,200	100	7	700	50	35	85	1,115			
Computer & Software Expense	31,150	2,596	2,335	18,171	24,052	11,674	35,726	-4,576			
MEETING EXPENSE	1,100	92	0	642	679	485	1,164	-64			
CONFERENCE EXPENSE	2,420	202	0	1,412	2,360	586	2,946	-526			
TRAINING & TECHNICAL AST	1,600	133	0	933	600	1,000	1,600	0			
Staff Development	500	42	41	292	220	280	500	0			
LOCAL TRAVEL	400	33	0	233	2	398	400	0			
OUT OF TOWN TRAVEL	8,200	683	3,270	4,783	6,603	1,597	8,200	0			
DUES & SUBSCRIPTIONS	3,500	292	150	2,042	267	3,233	3,500	0			
BACKGROUND CHECKS	300	25	0	175	77	223	300	0			
PERMITS, FEES, & RENTALS	500	42	0	292	43	457	500	0			
ADVERTISING	500	42	0	292	280	220	500	0			
BUILDING ALLOCATION	30,000	2,500	1,137	17,500	12,053	17,947	30,000	0			
	109,770	9,148	9,118	64,033	63,296	50,912	114,207	-4,437			
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	2,000	167	0	1,167	1,506	494	2,000	0			
Total CONTRACTUAL	2,000	167	0	1,167	1,506	494	2,000	0			
ADMINISTRATION											
FINANCIAL AUDIT	0	0	0	0	0	0	0	0			
PAYROLL PROCESSING	2,500	208	300	1,458	1,544	1,132	2,677	-177			
EAP SERVICES	10,000	833	873	5,833	6,113	4,367	10,480	-480			
EQUIPMENT DEPRECIATION	1,515	126		884		1,515	1,515	0			
FINANCE & SERVICE CHARGES	0	0	51	0	51	256	307	-307			
ADMINISTRATIVE ALLOCATION	-650,088	-54,174	-69,500	-379,218	-381,135	-268,953	-650,088	0			
Total ADMINISTRATION	-636,073	-53,006	-68,276	-371,043	-373,427	-261,683	-635,110	-963			
Total EXPENSES	0	0	51	0	543	-543	0	0			
NET SURPLUS/(DEFICIT)	0	0	51	0	543	543	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
			7/1/2022 7/31/2022		1/1/2022 7/31/2022			
OTHER THAN PERSONNEL								
OFFICE SUPPLIES			0		18	(18) \$	-	0
COMMERCIAL INSURANCE	11,000	917	975	6,417	6,825	4,875 \$	11,699	(699)
OFFICE UTILITIES	25,000	2,083	1,836	14,583	18,177	6,823 \$	25,000	0
JANITORIAL MAINTENANCE	3,200	267	110	1,867	1,669	1,531 \$	3,200	0
BUILDING MAINTENANCE	60,000	5,000	261	35,000	3,463	50,500 \$	53,962	6,038
TRASH REMOVAL	3,500	292	209	2,042	1,463	2,037 \$	3,500	0
BUILDING ALLOCATION	(140,700)	(11,725)	-5,471	(82,075)	-49,350	(91,350) \$	(140,700)	0
MAINTENANCE ALLOCATION	38,000	3,167	2,080	22,167	20,118	17,882 \$	38,000	0
Total OTHER THAN PERSONNEL	0	0	0	0	2,383	(7,721)	(5,338)	5,338
Total EXPENSES	0	0	0	0	2,383	(7,721)	(5,338)	5,338
NET SURPLUS/(DEFICIT)	0	0	0	0	(2,383)	7,721	5,338	(5,338)

CAPCO

Income Statement

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

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING	
			7/1/2022 7/31/2022	YTD BUDGET	1/1/2022 7/31/2022				
MEDICAID - MEDICAID									
REVENUE									
OTHER REVENUE									
MEDICAID REVENUE	\$	2,669,139	222,428	327,762	1,556,998	1,828,306	1,214,296	3,042,601	(373,462)
Prior Years Medicaid Revenue	\$	-	0	0	0	-2,937	0	(2,937)	2,937
Total OTHER REVENUE	\$	2,669,139	222,428	327,762	1,556,998	1,825,368	1,214,296	3,039,664	(370,525)
Total REVENUE	\$	2,669,139	222,428	327,762	1,556,998	1,825,368	1,214,296	3,039,664	(370,525)
EXPENSES									
PERSONNEL									
SALARIES/WAGES									
SALARY/WAGE EXPENSE	\$	1,849,686	154,141	238,090	1,078,984	1,317,582	785,697	2,103,279	(253,593)
NEW ACCRUED BENEFIT TIME	\$	4,168	347	532	2,431	2,989	1,179	4,168	0
Total SALARIES/WAGES	\$	1,853,854	154,488	238,622	1,081,415	1,320,571	786,876	2,107,447	(253,593)
FRINGES									
FICA EXPENSE	\$	141,501	11,792	18,041	82,542	99,842	59,538	159,380	(17,879)
UNEMPLOYMENT INSURANCE EXPENSE	\$	68,383	5,699	7,874	39,890	43,572	25,983	69,555	(1,173)
WORKERS COMP EXPENSE	\$	42,496	3,541	4,630	24,789	25,812	15,194	41,006	1,490
DISABILITY INSURANCE EXPENSE	\$	8,752	729	806	5,105	5,934	2,818	8,752	0
GROUP INSURANCE EXPENSE	\$	42,391	3,533	3,943	24,728	34,908	19,714	54,622	(12,231)
401-K EXPENSE	\$	19,875	1,656	2,983	11,594	16,251	9,844	26,095	(6,220)
Fringes on Accrued Leave Earned	\$	584	49	75	341	418	165	584	0
Total FRINGES	\$	323,981	26,998	38,351	188,989	226,738	133,256	359,994	(36,013)
Total PERSONNEL	\$	2,177,835	181,486	276,973	1,270,404	1,547,309	920,132	2,467,441	(289,606)
OTHER THAN PERSONNEL									
OFFICE SUPPLIES	\$	914	76	120	533	393	280	673	241
PARKING LOT RENTAL	\$	164	14	19	96	123	94	217	(53)
POSTAGE	\$	6,252	521	238	3,647	2,383	1,702	4,085	2,167
DUPLICATING & PRINTING	\$	1,836	153	109	1,071	824	1,012	1,836	0
INTERNET SERVICE	\$	191	16	28	111	140	51	191	0
TELEPHONE	\$	36	3	2	21	16	20	36	0
Computer & Software Expense	\$	11,090	924	1,335	6,469	9,575	1,515	11,090	0
MEETING EXPENSE	\$	73	6	75	43	127	0	127	(54)
CONFERENCE EXPENSE	\$	-	0		0		0	0	0
TRAINING & TECHNICAL AST	\$	50	4	75	29	75	0	75	(25)
Staff Development	\$	102	9	0	60	62	40	102	0
LOCAL TRAVEL	\$	12,149	1,012	1,039	7,087	4,013	8,136	12,149	0
OUT OF TOWN TRAVEL	\$	-	0		0		0	0	0
STAFF IMMUNIZATIONS	\$	9,318	777	981	5,436	2,952	6,366	9,318	0
DUES & SUBSCRIPTIONS	\$	201	17	0	117	0	201	201	0
BACKGROUND CHECKS	\$	5,651	471	340	3,296	1,254	896	2,149	3,502
PERMITS, FEES, & RENTALS	\$	10,067	839	371	5,872	6,757	3,310	10,067	0
ADVERTISING	\$	1,652	138	0	964	152	1,500	1,652	0
BUILDING ALLOCATION	\$	7,223	602	602	4,213	3,312	3,911	7,223	0
Total OTHER THAN PERSONNEL	\$	66,970	5,581	5,334	39,066	32,157	29,034	61,191	5,779
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	\$	1,994	166	712	1,163	2,061	3,562	5,623	(3,629)
Total INKIND	\$	1,994	166	712	1,163	2,061	3,562	5,623	(3,629)
ADMINISTRATION									
FINANCIAL AUDIT	\$	6,151	513	0	3,588	0	6,151	6,151	0
PAYROLL PROCESSING	\$	13,511	1,126	1,726	7,881	10,500	6,330	16,830	(3,319)
ADMINISTRATIVE ALLOCATION	\$	181,317	15,110	24,028	105,768	129,590	78,567	208,158	(26,841)
Total ADMINISTRATION	\$	200,979	16,748	25,755	117,238	140,091	91,048	231,139	(30,160)
Total EXPENSES	\$	2,447,778	203,982	308,774	1,427,871	1,721,618	1,043,776	2,765,394	(317,616)
NET SURPLUS/(DEFICIT)									
		221,361	18,447	18,988	129,127	103,750	170,520	274,270	(52,909)

CAPCO

Income Statement

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

	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	7/1/2022 7/31/2022	7/1/2022 7/31/2022	7/31/2022	7/31/2022	FORECAST	TOTAL CONTRACT	REMAINING
HSP - Head Start								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	1,472,219	122,685	87,831	245,370	168,946	1,303,273	1,472,219	0
TOTAL GRANT REVENUE	1,472,219	122,685	87,831	245,370	168,946	1,303,273	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	95,564	33,150	540,234	573,384	0
TOTAL OTHER REVENUE	573,384	47,782	0	95,564	34,470	540,234	574,704	-1,320
Total REVENUE	2,045,603	170,467	87,831	340,934	203,415	1,843,508	2,046,923	-1,320
EXPENSES								
PERSONELL								
WAGES/SALARIES								
SALARY/WAGE EXPENSE	1,021,193	85,099	48,067	170,199	98,089	923,104	1,021,193	0
NEW ACCRUED BENEFIT TIME	24,465	2,039	3,619	4,078	6,309	18,156	24,465	0
Total WAGES/SALARIES	1,045,658	87,138	51,686	174,276	104,398	941,260	1,045,658	0
FRINGES								
FICA EXPENSE	79,974	6,665	3,444	13,329	7,053	72,921	79,974	0
UNEMPLOYMENT INSURANCE EXPENSE	10,454	871	1,590	1,742	3,244	7,210	10,454	0
WORKERS COMP EXPENSE	6,236	520	348	1,039	902	5,334	6,236	0
DISABILITY INSURANCE EXPENSE	2,405	200	183	401	386	2,019	2,405	0
GROUP INSURANCE EXPENSE	116,313	9,693	9,069	19,386	19,605	96,708	116,313	0
401-K EXPENSE	17,430	1,453	1,111	2,905	2,132	15,298	17,430	0
Fringes on Accrued Leave Earned	3,425	285	507	571	883	2,542	3,425	0
Total FRINGES	236,237	19,686	16,251	39,373	34,204	202,033	236,237	0
Total PERSONELL	1,281,895	106,825	67,937	213,649	138,602	1,143,293	1,281,895	0
MATERIALS								
PROGRAM MATERIALS								
PROGRAM SUPPLIES	6,000	500	517	1,000	517	5,483	6,000	0
MEDICAL SUPPLIES	1,500	125		250		1,500	1,500	0
DISABILITY SUPPLIES	1,000	83		167		1,000	1,000	0
EDUCATIONAL SUPPLIES	7,500	625	520	1,250	520	6,980	7,500	0
Total MATERIALS	16,000	1,333	1,037	2,667	1,037	14,963	16,000	0
OTHER THAN PERSONELL								
FOOD & FOOD SUPPLIES	10,666	889	346	1,778	814	9,852	10,666	0
SPEECH SERVICES	500	42		83		500	500	0
DENTAL SERVICES	500	42		83		500	500	0
MENTAL HEALTH SERVICES	0	0		0		0	0	0
PARENT SERVICES	500	42	42	83	42	458	500	0
FAMILY EMPOWERMENT	0	0		0		0	0	0
CHILD ACCIDENT INSURANCE	700	58	46	117	93	608	700	0
VEHICLE INSURANCE	2,400	200	206	400	412	1,988	2,400	0
VEHICLE MAINTENANCE	1,000	83	480	167	480	520	1,000	0
VEHICLE FUEL	1,000	83	94	167	94	906	1,000	0
VEHICLE REGISTRATION	200	17		33		200	200	0
INTERNET SERVICE	3,500	292	282	583	563	2,937	3,500	0
CENTER TELEPHONE	5,000	417	332	833	706	4,294	5,000	0
Computer & Software Expense	16,000	1,333	1,014	2,667	1,858	14,142	16,000	0

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		7/1/2022 7/31/2022	7/1/2022 7/31/2022	7/31/2022	7/31/2022			
HSP - Head Start								
MEETING EXPENSE	0	0		0		0	0	0
CONFERENCE EXPENSE	1,000	83		167		1,000	1,000	0
TRAINING & TECHNICAL AST	1,000	83	626	167	626	374	1,000	0
TEACHER TRAININGS	1,500	125		250		1,500	1,500	0
Staff Development	500	42	125	83	125	375	500	0
LOCAL TRAVEL	1,000	83	5	167	24	976	1,000	0
OUT OF TOWN TRAVEL	1,000	83		167		1,000	1,000	0
POLICY COUNCIL EXPENSE	1,000	83		167		1,000	1,000	0
STAFF IMMUNIZATIONS	500	42		83		500	500	0
DUES & SUBSCRIPTIONS	1,000	83	4,086	167	4,086	-3,086	1,000	0
BACKGROUND CHECKS	1,200	100	72	200	72	1,128	1,200	0
PERMITS, FEES, & RENTALS	3,000	250	369	500	425	2,576	3,000	0
EQUIPMENT MAINTENANCE	500	42		83		500	500	0
EQUIPMENT PURCHASE	0	0		0		0	0	0
Total OTHER THAN PERSONELL	55,166	4,597	8,125	9,194	10,419	44,747	55,166	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	4,100	342	242	683	242	3,858	4,100	0
Total CONTRACTUAL	4,100	342	242	683	242	3,858	4,100	0
INKIND								
VOLUNTEERS/INTERNS	0	0	0	0	1,515		1,515	-1,515
VOLUNTEERS-PROFESSIONALS	0	0	0	0	10,062		10,062	-10,062
INKIND DONATIONS	573,384	47,782	0	95,564	16,849	540,234	557,083	16,301
INKIND DONATED SPACE	0	0	0	0	4,723		4,723	-4,723
Total INKIND	573,384	47,782	0	95,564	33,150	540,234	573,384	0
SPACE								
PROGRAM RENT	53,858	4,488	4,863	8,976	11,786	42,072	53,858	0
PROGRAM UTILITIES	2,500	208	326	417	326	2,174	2,500	0
SMAIN DEPRECIATION	6,300	525		1,050		6,300	6,300	0
SMAIN BLG ALLOCATION	25,000	2,083	2,802	4,167	4,269	20,731	25,000	0
MAINTENANCE ALLOCATION	2,000	167	147	333	424	1,576	2,000	0
Total Space	89,658	7,472	8,139	14,943	16,805	72,853	89,658	0
ADMINISTRATION								
OFFICE SUPPLIES	2,000	167	338	333	522	1,478	2,000	0
COMMERCIAL INSURANCE	500	42	21	83	42	458	500	0
PARKING LOT RENTAL	200	17	19	33	38	162	200	0
JANITORIAL MAINTENANCE	1,000	83	29	167	29	971	1,000	0
BUILDING MAINTENANCE	0	0	173	0	173	0	173	-173
TRASH REMOVAL	0	0	162	0	324	0	324	-324
FINANCIAL AUDIT	3,000	250		500		3,000	3,000	0
PAYROLL PROCESSING	4,000	333	542	667	581	3,419	4,000	0
POSTAGE	1,000	83	125	167	202	798	1,000	0
DUPLICATING & PRINTING	3,000	250	335	500	395	2,605	3,000	0
TELEPHONE	1,200	100	28	200	55	1,145	1,200	0
ADVERTISING	1,500	125	237	250	237	1,263	1,500	0
OTHER EXPENDITURES	0	0		0		823	823	-823
BUILDING ALLOCATION	8,000	667	341	1,333	562	7,438	8,000	0
Total ADMINISTRATION	25,400	2,117	2,351	4,233	3,161	23,559	26,720	-1,320
Total EXPENSES	2,045,603	170,467	87,831	340,934	203,415	1,843,508	2,046,923	-1,320
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

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

LINE ITEM	TOTAL BUDGET	BUDGET 7/1/2022 7/31/2022	ACTUAL 7/1/2022 7/31/2022	YTD BUDGET 7/31/2022	YTD ACTUAL 7/31/2022	FORECAST	TOTAL CONTRACT	REMAINING
TTA - HEAD START TRAINING & TECH ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	13,645	1,137	2,668	2,274	2,823	10,822	13,645	0
TOTAL GRANT REVENUE	13,645	1,137	2,668	2,274	2,823	10,822	13,645	0
Total REVENUE	13,645	1,137	2,668	2,274	2,823	10,822	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	0	0	0	0	0	0
TRAINING & TECHNICAL AST	13,645	1,137	2,457	2,274	2,457	10,822	13,279	366
OUT OF TOWN TRAVEL	0	0	211	0	366	0	366	-366
Total OTHER THAN PERSONELL	13,645	1,137	2,668	2,274	2,823	10,822	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	2,668	2,274	2,823	10,822	13,645	0
NET SURPLUS/(DEFICIT)								
	0	0	0	0	0	0	0	0

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	7/1/2022 7/31/2022	7/1/2022 7/31/2022	7/31/2022	7/31/2022						
EHS - Early Head Start											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	1,362,308	113,526	104,827	227,051	168,409	1,193,899	1,362,308	0			
TOTAL GRANT REVENUE	1,362,308	113,526	104,827	227,051	168,409	1,193,899	1,362,308	0			
OTHER REVENUE											
OTHER INCOME	\$ -	0	0	0	0	0	0	0			
INKIND DONATIONS	191,648	15,971	0	31,941	5,634	186,014	191,648	0			
TOTAL OTHER REVENUE	191,648	15,971	0	31,941	5,634	186,014	191,648	0			
Total REVENUE	1,553,956	129,496	104,827	258,993	174,043	1,379,913	1,553,956	0			
EXPENSES											
PERSONELL											
WAGES/SALARIES											
SALARY/WAGE EXPENSE	\$ 947,302	78,942	67,956	157,884	107,388	839,914	947,302	0			
NEW ACCRUED BENEFIT TIME	\$ 58,763	4,897	5,004	9,794	8,198	50,565	58,763	0			
Total WAGES/SALARIES	1,006,065	83,839	72,960	167,678	115,585	890,480	1,006,065	0			
FRINGES											
FICA EXPENSE	\$ 76,964	6,414	4,877	12,827	7,704	69,260	76,964	0			
UNEMPLOYMENT INSURANCE EXPENSE	\$ 10,061	838	2,247	1,677	3,551	6,510	10,061	0			
WORKERS COMP EXPENSE	\$ 6,002	500	850	1,000	1,196	4,806	6,002	0			
DISABILITY INSURANCE EXPENSE	\$ 2,184	182	123	364	257	1,927	2,184	0			
GROUP INSURANCE EXPENSE	\$ 99,117	8,260	6,026	16,520	12,067	87,050	99,117	0			
401-K EXPENSE	\$ 15,940	1,328	1,223	2,657	1,901	14,039	15,940	0			
Fringes on Accrued Leave Earned	\$ 8,227	686	701	1,371	1,148	7,079	8,227	0			
Total FRINGES	218,495	18,208	16,046	36,416	27,824	190,671	218,495	0			
Total PERSONELL	1,224,560	102,047	89,006	204,093	143,409	1,081,151	1,224,560	0			
MATERIALS											
PROGRAM MATERIALS	\$ -	0	4	0	4	0	4	-4			
PROGRAM SUPPLIES	\$ 6,000	500	461	1,000	461	5,536	5,996	4			
MEDICAL SUPPLIES	\$ 750	63		125		750	750	0			
DISABILITY SUPPLIES	\$ 500	42		83		500	500	0			
EDUCATIONAL SUPPLIES	\$ 1,000	83	48	167	48	952	1,000	0			
Total MATERIALS	8,250	688	512	1,375	512	7,738	8,250	0			
OTHER THAN PERSONELL											
FOOD & FOOD SUPPLIES	\$ 19,504	1,625	853	3,251	1,497	18,007	19,504	0			
SPEECH SERVICES	\$ 250	21		42		250	250	0			
DENTAL SERVICES	\$ 250	21		42		250	250	0			
MENTAL HEALTH SERVICES	\$ -	0		0		0	0	0			
PARENT SERVICES	\$ 750	63	24	125	24	726	750	0			
FAMILY EMPOWERMENT	\$ -	0		0		0	0	0			
CHILD ACCIDENT INSURANCE	\$ 230	19	27	38	54	176	230	0			
VEHICLE INSURANCE	\$ 2,600	217	287	433	575	2,025	2,600	0			
VEHICLE MAINTENANCE	\$ 1,000	83	273	167	273	727	1,000	0			
VEHICLE FUEL	\$ 1,000	83		167		1,000	1,000	0			
VEHICLE REGISTRATION	\$ 200	17		33		200	200	0			
INTERNET SERVICE	\$ 3,300	275	289	550	577	2,723	3,300	0			
CENTER TELEPHONE	\$ 1,200	100	195	200	438	762	1,200	0			
Computer & Software Expense	\$ 2,000	167	474	333	885	1,115	2,000	0			
MEETING EXPENSE	\$ -	0		0		0	0	0			
CONFERENCE EXPENSE	\$ 500	42		83		500	500	0			
TRAINING & TECHNICAL AST	\$ 750	63	74	125	74	676	750	0			
TEACHER TRAININGS	\$ 750	63		125		686	686	64			
Staff Development	\$ -	0	64	0	64	0	64	-64			

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	7/1/2022 7/31/2022	7/1/2022 7/31/2022	7/31/2022	7/31/2022			
EHS - Early Head Start								
LOCAL TRAVEL	\$ 750	63	25	125	25	725	750	0
OUT OF TOWN TRAVEL	\$ 500	42		83		500	500	0
POLICY COUNCIL EXPENSE	\$ 500	42		83		500	500	0
STAFF IMMUNIZATIONS	\$ 250	21		42		250	250	0
DUES & SUBSCRIPTIONS	\$ 3,000	250	2,642	500	2,642	358	3,000	0
BACKGROUND CHECKS	\$ 750	63	53	125	53	697	750	0
PERMITS, FEES, & RENTALS	\$ 3,500	292	256	583	441	3,060	3,500	0
EQUIPMENT MAINTENANCE	\$ 100	8		17		100	100	0
EQUIPMENT PURCHASE	\$ -	0		0		0	0	0
Total OTHER THAN PERSONELL	43,634	3,636	5,536	7,272	7,621	36,013	43,634	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	\$ 5,000	417	545	833	545	4,455	5,000	0
Total CONTRACTUAL	5,000	417	545	833	545	4,455	5,000	0
INKIND								
VOLUNTEERS/INTERNS	\$ -	0	0	0	374	0	374	-374
VOLUNTEERS-PROFESSIONALS	\$ -	0	0	0	157	0	157	-157
INKIND DONATIONS	\$ 191,648	15,971	0	31,941	8	186,014	186,022	5,626
INKIND DONATED SPACE	\$ -	0	0	0	5,096	0	5,096	-5,096
Total INKIND	191,648	15,971	0	31,941	5,634	186,014	191,648	0
SPACE								
PROGRAM RENT	\$ 37,945	3,162	3,887	6,324	7,774	30,171	37,945	0
PROGRAM UTILITIES	\$ 12,000	1,000	935	2,000	935	11,065	12,000	0
SMAIN DEPRECIATION	\$ 4,400	367		733		4,400	4,400	0
SMAIN BLG ALLOCATION	\$ 7,000	583	278	1,167	423	3,927	4,350	2,650
MAINTENANCE ALLOCATION	\$ 2,000	167	2,264	333	4,650		4,650	-2,650
Total SPACE	63,345	5,279	7,363	10,558	13,782	49,563	63,345	0
ADMINISTRATION								
OFFICE SUPPLIES	\$ 2,000	167	219	333	327	1,673	2,000	0
COMMERCIAL INSURANCE	\$ 537	45	132	90	264	273	537	0
PARKING LOT RENTAL	\$ 132	11	15	22	29	103	132	0
JANITORIAL MAINTENANCE	\$ 1,000	83	123	167	196	805	1,000	0
BUILDING MAINTENANCE	\$ -	0	295	0	295	0	295	-295
TRASH REMOVAL	\$ 1,400	117	162	233	324	1,076	1,400	0
FINANCIAL AUDIT	\$ 2,700	225		450		2,700	2,700	0
PAYROLL PROCESSING	\$ 2,000	167	416	333	451	1,549	2,000	0
POSTAGE	\$ 500	42	38	83	47	453	500	0
DUPLICATING & PRINTING	\$ 2,000	167	171	333	207	1,793	2,000	0
TELEPHONE	\$ 1,000	83	21	167	42	958	1,000	0
ADVERTISING	\$ 250	21	139	42	139	111	250	0
OTHER EXPENDITURES	\$ -	0		0		0	0	0
BUILDING ALLOCATION	\$ 4,000	333	133	667	219	3,486	3,705	295
Total ADMINISTRATION	17,519	1,460	1,864	2,920	2,540	14,979	17,519	0
Total EXPENSES	1,553,956	129,496	104,827	258,993	174,043	1,379,913	1,553,956	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

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

LINE ITEM	TOTAL BUDGET	BUDGET 7/1/2022 7/31/2022	ACTUAL 7/1/2022 7/31/2022	YTD BUDGET 7/31/2022	YTD ACTUAL 7/31/2022	FORECAST	TOTAL CONTRACT	REMAINING
ETA - EARLY HS TRAINING & TECH. ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	32,755	2,730	1,567	5,459	1,658	31,097	32,755	0
TOTAL GRANT REVENUE	32,755	2,730	1,567	5,459	1,658	31,097	32,755	0
Total REVENUE	32,755	2,730	1,567	5,459	1,658	31,097	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	0	0	0	0	0	0
TRAINING & TECHNICAL AST	32,755	2,730	1,443	5,459	1,443	31,097	32,540	215
OUT OF TOWN TRAVEL	0	0	124	0	215		215	-215
Total OTHER THAN PERSONELL	32,755	2,730	1,567	5,459	1,658	31,097	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	1,567	5,459	1,658	31,097	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	7/1/2022 7/31/2022	7/1/2022 7/31/2022	7/31/2022	7/31/2022			
MAG - Management and General								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	179,199	14,933	16,713	29,867	28,547	150,652	179,199	0
TOTAL GRANT REVENUE	179,199	14,933	16,713	29,867	28,547	150,652	179,199	0
Total REVENUE	179,199	14,933	16,713	29,867	28,547	150,652	179,199	0
ADMINISTRATION								
ADMINISTRATIVE ALLOCATION	179,199	14,933	16,713	29,867	28,547	150,652	179,199	0
Total ADMINISTRATION	179,199	14,933	16,713	29,867	28,547	150,652	179,199	0
Total EXPENSES	179,199	14,933	16,713	29,867	28,547	150,652	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 7/1/2022 7/31/2022	YTD ACTUAL 7/31/2022
ARP		
REVENUE		
GRANT REVENUE		
GRANT REVENUE	5,390	182,947
TOTAL GRANT REVENUE	5,390	182,947
Total REVENUE	5,390	182,947
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	2,190	41,619
EDUCATIONAL SUPPLIES	319	1,571
Total MATERIALS	2,509	43,190
OTHER THAN PERSONELL		
FOOD & FOOD SUPPLIES	390	4,351
PARENT SERVICES	0	2,921
CENTER TELEPHONE	0	31
TRAINING & TECHNICAL AST	0	140
Staff Development	0	5,000
LOCAL TRAVEL	0	16
DUES & SUBSCRIPTIONS	80	7,704
Total OTHER THAN PERSONELL	470	20,163
SPACE		
PROGRAM RENT	750	9,750
MAINTENANCE ALLOCATION	0	133
Total MATERIALS	750	9,883
ADMINISTRATION		
OFFICE SUPPLIES	0	4,366
BUILDING MAINTENANCE	0	4,019
DUPLICATING & PRINTING	157	1,975
TELEPHONE	113	6,334
ADVERTISING	972	982
ADMINISTRATIVE ALLOCATION	420	12,885
Total ADMINISTRATION	1,662	30,560
Total EXPENSES	5,390	182,947
NET SURPLUS/(DEFICIT)	0	0

CAPCO

Income Statement

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

LINE ITEM	BUDGET		ACTUAL	YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	7/1/2022 7/31/2022	7/1/2022 7/31/2022	7/31/2022	7/31/2022			
UPK - Universal Pre-K								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	250,800	22,770	0	45,540	18,150	232,650	250,800	0
TOTAL GRANT REVENUE	250,800	22,770	0	45,540	18,150	232,650	250,800	0
OTHER REVENUE								
SERVICE FEES	0	0	0	0	0	0	0	0
SALARY REIMBURSEMENTS	0	0	0	0	0	0	0	0
OTHER INCOME	0	0	0	0	0	0	0	0
TOTAL OTHER REVENUE	0	0	0	0	0	0	0	0
Total REVENUE	250,800	22,770	0	45,540	18,150	232,650	250,800	0
EXPENSES								
PERSONELL								
WAGES/SALARIES								
SALARY/WAGE EXPENSE	153,268	12,772	5,045	25,545	10,328	142,940	153,268	0
NEW ACCRUED BENEFIT TIME	3,186	266	395	531	649	2,537	3,186	0
Total WAGES/SALARIES	156,454	13,038	5,440	26,076	10,977	145,477	156,454	0
FRINGES								
FICA EXPENSE	11,957	996	361	1,993	730	11,227	11,957	0
UNEMPLOYMENT INSURANCE EXPENSE	5,778	482	167	963	342	5,436	5,778	0
WORKERS COMP EXPENSE	950	79	25	158	53	897	950	0
DISABILITY INSURANCE EXPENSE	306	26	16	51	34	272	306	0
GROUP INSURANCE EXPENSE	9,630	803	1,157	1,605	2,314	7,316	9,630	0
401-K EXPENSE	3,420	285	135	570	265	3,155	3,420	0
Fringes on Accrued Leave Earned	382	32	55	64	91	291	382	0
Total FRINGES	32,423	2,702	1,915	5,404	3,829	28,594	32,423	0
Total PERSONELL	188,877	15,740	7,355	31,480	14,806	174,071	188,877	0
MATERIALS								
PROGRAM SUPPLIES	7,500	625	13	1,250	13	7,487	7,500	0
EDUCATIONAL SUPPLIES	0	0	0	0	0	0	0	0
Total MATERIALS	7,500	625	13	1,250	13	7,487	7,500	0
OTHER THAN PERSONELL								
FOOD & FOOD SUPPLIES	0	0		0		0	0	0
PARENT SERVICES	0	0	0	0	92	0	92	-92
INTERNET SERVICE	50	4	4	8	8	42	50	0
CENTER TELEPHONE	72	6	0	12	6	66	72	0
CONFERENCE EXPENSE	0	0		0		0	0	0
TRAINING & TECHNICAL AST	400	33		67		400	400	0
TEACHER TRAININGS	2,000	167		333		2,000	2,000	0
Staff Development	0	0		0		0	0	0
LOCAL TRAVEL	1,000	83		167		1,000	1,000	0
Out of Town Travel	2,000	167		333		2,000	2,000	0
DUES & SUBSCRIPTIONS	1,100	92		183		1,100	1,100	0
Total OTHER THAN PERSONELL	6,622	552	4	1,104	106	6,608	6,714	-92
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	0	0	0	0	0	0	0	0
Total CONTRACTUAL	0	0	0	0	0	0	0	0
SPACE								
PROGRAM RENT	18,000	1,500	700	3,000	2,897	15,103	18,000	0
SMAIN BLG ALLOCATION	1,000	83	50	167	76	924	1,000	0
Total SPACE	19,000	1,583	750	3,167	2,973	16,027	19,000	0
ADMINISTRATION								
OFFICE SUPPLIES	0	0	45	0	90	0	90	-90
COMMERCIAL INSURANCE	400	33	6	67	11	389	400	0
PARKING LOT RENTAL	25	2		4		25	25	0
BUILDING MAINTENANCE						0		0
FINANCIAL AUDIT	700	58		117		700	700	0
PAYROLL PROCESSING	500	42	43	83	46	454	500	0
TELEPHONE	100	8	0	17	1	99	100	0
ADVERTISING	0	0		0		0	0	0
BUILDING DEPRECIATION	0	0		0		0	0	0
ADMINISTRATIVE ALLOCATION	18,287	1,524	664	3,048	1,474	16,813	18,287	0
BUILDING ALLOCATION	1,500	125	37	25	61	1,439	1,500	0
Total ADMINISTRATION	21,512	1,793	795	3,361	1,682	19,920	21,602	-90
Total EXPENSES	243,511	20,293	8,917	40,360	19,580	224,113	243,693	-182
NET SURPLUS/(DEFICIT)	7,289	2,477	-8,917	5,180	-1,430	8,537	7,107	182

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Income Statement

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

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	7/1/2022 7/31/2022	7/1/2022 7/31/2022	7/31/2022	7/31/2022			
21.22WAP - 2021-2022 WAP								
REVENUE								
GRANTS								
GRANT REVENUE	872,272	72,689	103,996	145,379	150,153	722,119	872,272	0
Total Grants	872,272	72,689	103,996	145,379	150,153	722,119	872,272	0
Total Revenue	872,272	72,689	103,996	145,379	150,153	722,119	872,272	0
EXPENSES								
Materials								
PROGRAM MATERIALS	171,008	14,251	19,575	28,501	30,140	140,868	171,008	0
SUBCONTRACT MATERIALS	6,000	500	820	1,000	981	5,019	6,000	0
Total	177,008	14,751	20,395	29,501	31,121	145,887	177,008	0
	177,008	14,751	20,395	29,501	31,121	145,887	177,008	0
Personnel								
Agency Labor								
Agency Salaries								
SALARY/WAGE EXPENSE	342,981	28,582	36,952	57,164	50,908	292,073	342,981	0
NEW ACCRUED BENEFIT TIME	5,669	472	2,975	945	4,747	922	5,669	0
Total Agency Salaries	348,650	29,054	39,927	58,108	55,654	292,996	348,650	0
FICA EXPENSE	26,238	2,187	2,809	4,373	3,853	22,385	26,238	0
UNEMPLOYMENT INSURANCE EXPENSE	11,342	945	1,304	1,890	1,795	9,548	11,342	0
WORKERS COMP EXPENSE	17,833	1,486	1,526	2,972	2,062	15,770	17,833	0
DISABILITY INSURANCE EXPENSE	785	65	63	131	107	678	785	0
GROUP INSURANCE EXPENSE	23,338	1,945	3,538	3,890	7,693	15,645	23,338	0
401-K EXPENSE	6,860	572	770	1,143	1,074	5,785	6,860	0
Fringes on Accrued Leave Earned	3,968	331	417	661	665	3,303	3,968	0
	90,364	7,530	10,426	15,061	17,248	73,116	90,364	0
Total Agency Labor	439,014	36,584	50,353	73,169	72,902	366,112	439,014	0
Subcontracted Labor								
SUBCONTRACT LABOR	12,000	1,000	0	2,000	25	11,975	12,000	0
Total Subcontracted Labor	12,000	1,000	0	2,000	25	11,975	12,000	0
Total Personnel	451,014	37,584	50,353	75,169	72,927	378,087	451,014	0
Program Support								
PROGRAM SUPPLIES	5,000	417	765	833	1,116	3,884	5,000	0
OFFICE SUPPLIES	5,000	417	507	833	507	4,493	5,000	0
VEHICLE INSURANCE	3,900	325	537	650	1,073	2,827	3,900	0
VEHICLE MAINTENANCE	11,900	992	2,381	1,983	3,055	8,845	11,900	0
VEHICLE FUEL	15,000	1,250	1,304	2,500	1,304	13,696	15,000	0
VEHICLE REGISTRATION	0	0	229	0	229	-229	0	0
PROGRAM RENT	16,800	1,400	1,194	2,800	2,262	14,538	16,800	0
PROGRAM UTILITIES	4,400	367	176	733	291	4,109	4,400	0
JANITORIAL MAINTENANCE		0		0		0	0	0
BUILDING MAINTENANCE	850	71		142		850	850	0

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	7/1/2022 7/31/2022	7/1/2022 7/31/2022		7/31/2022		7/31/2022				
TRASH REMOVAL	2,040	170	176		340		353		1,687	2,040	0
POSTAGE	1,000	83	40		167		86		914	1,000	0
DUPLICATING & PRINTING	400	33	2		67		6		394	400	0
INTERNET SERVICE	1,000	83	75		167		143		857	1,000	0
TELEPHONE	2,000	167	237		333		350		1,650	2,000	0
Computer & Software Expense	2,520	210	762		420		1,171		1,349	2,520	0
MEETING EXPENSE	0	0	0		0		132		-132	0	0
Staff Development	1,100	92	36		183		120		980	1,100	0
LOCAL TRAVEL	2,000	167	0		333		8		1,992	2,000	0
OUT OF TOWN TRAVEL	0	0			0				0	0	0
TOOLS EXPENSE	9,000	750	2,895		1,500		3,405		5,595	9,000	0
DUES & SUBSCRIPTIONS	500	42	30		83		30		470	500	0
BACKGROUND CHECKS	0	0	77		0		164		-164	0	0
PERMITS, FEES, & RENTALS	2,000	167	0		333		87		1,913	2,000	0
ADVERTISING	1,300	108	0		217		65		1,235	1,300	0
EQUIPMENT MAINTENANCE	900	75	2,360		150		2,360		-1,460	900	0
EQUIPMENT EXPENSE	1,200	100			200				1,200	1,200	0
BUILDING ALLOCATION	0	0	614		0		1,142		-1,142	0	0
MAINTENANCE ALLOCATION	0	0			0				0	0	0
Total Program Support	89,810	7,484	14,395		14,968		19,458		70,352	89,810	0
Audit											
FINANCIAL AUDIT	2,920	243	0		487		0		2,920	2,920	0
Total Audit	2,920	243	0		487		0		2,920	2,920	0
T & TA											
TRAINING & TECHNICAL AST	6,000	500	316		1,000		1,371		4,629	6,000	0
Total T & TA	6,000	500	316		1,000		1,371		4,629	6,000	0
HEALTH AND SAFETY											
HEALTH AND SAFETY WAGES	0	0	2,476		0		3,363		0	3,363	-3,363
HEALTH AND SAFETY	45,000	3,750	3,663		7,500		4,965		36,672	41,637	3,363
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	6,139		7,500		8,328		36,672	45,000	0
LIABILITY INSURANCE	100	8	0		17		0		100	100	0
EQUIPMENT PURCHASE	35,000	2,917	4,307		5,833		4,307		30,693	35,000	0
Administration											
PAYROLL PROCESSING	1,000	83	186		167		217		783	1,000	0
ADMINISTRATIVE ALLOCATION	64,420	5,368	7,904		10,737		12,424		51,996	64,420	0
Total Administration	65,420	5,452	8,090		10,903		12,642		52,778	65,420	0
Total Expenses	872,272	72,689	103,996		145,379		150,153		722,118	872,272	0
NET SURPLUS/(DEFICIT)	0	0	0		0		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	7/1/2022 7/31/2022	7/1/2022 7/31/2022	7/31/2022	7/31/2022	FORECAST	TOTAL CONTRACT	REMAINING
21.22CSBG - 2021 -2022 CSBG								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	244,739	20,395	23,068	203,949	192,749	34,408	227,157	17,582
Prior Year Revenue		0	0	0	0	0	0	0
Total GRANT REVENUE	244,739	20,395	23,068	203,949	192,749	34,408	227,157	17,582
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	0	50,493	193,184	0	193,184	-132,593
Total OTHER REVENUE	60,591	5,049	0	50,493	193,184	0	193,184	-132,593
Total REVENUE	305,330	25,444	23,068	254,442	385,933	34,408	420,341	-115,011
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	123,123	10,260	14,121	102,602	103,107	19,275	122,382	741
NEW ACCRUED BENEFIT TIME	10,335	861	1,553	8,612	9,921	2,119	12,040	-1,706
Total SALARIES/WAGES	133,457	11,121	15,674	111,215	113,028	21,395	134,423	-965
FRINGES								
FICA EXPENSE	10,688	891	1,058	8,906	7,991	1,444	9,435	1,252
UNEMPLOYMENT INSURANCE EXPENSE	5,165	430	467	4,304	3,694	637	4,332	833
WORKERS COMP EXPENSE	454	38	29	378	412	40	452	2
DISABILITY INSURANCE EXPENSE	321	27	25	268	261	49	310	11
GROUP INSURANCE EXPENSE	9,052	754	902	7,543	7,631	1,804	9,435	-383
401-K EXPENSE	3,472	289	368	2,894	2,607	503	3,110	363
Fringes on Accrued Leave Earned	1,447	121	217	1,206	1,389	297	1,686	-239
Total FRINGES	30,599	2,550	3,066	25,499	23,985	4,774	28,759	1,839
Total PERSONNEL	164,056	13,671	18,740	136,713	137,013	26,169	163,182	874
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	2,000	167	0	1,667	41	0	41	1,959
PROGRAM SUPPLIES	0	0	47	0	386	77	463	-463
OFFICE SUPPLIES	800	67	0	667	439	88	527	273
Direct Beneficiary Costs	2,000	167	0	1,667	1,750	250	2,000	0
FOOD & FOOD SUPPLIES	100	8	18	83	133	0	133	-33
COMMERCIAL INSURANCE	60	5	4	50	39	8	47	13
VEHICLE INSURANCE	1,680	140	0	1,400	737	0	737	943
VEHICLE MAINTENANCE	1,500	125	340	1,250	1,548	100	1,648	-148
VEHICLE FUEL	100	8	0	83	-830	0	-830	930
VEHICLE REGISTRATION	260	22	0	217	371	0	371	-111
PARKING LOT RENTAL	600	50	32	500	495	65	560	40
BOARD EXPENDITURES	500	42	75	417	223	50	273	227
POSTAGE	800	67	138	667	709	275	985	-185
DUPLICATING & PRINTING	800	67	116	667	1,264	233	1,497	-697
INTERNET SERVICE	1,400	117	43	1,167	466	86	552	848
TELEPHONE	150	13	4	125	127	7	134	16
Computer & Software Expense	12,100	1,008	600	10,083	6,245	1,200	7,445	4,655

	PROPOSED	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	7/1/2022 7/31/2022	7/1/2022 7/31/2022	7/31/2022	7/31/2022	FORECAST	TOTAL CONTRACT	REMAINING
MEETING EXPENSE	500	42	51	417	545	100	645	-145
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	100	402	98
LOCAL TRAVEL	265	22	0	221	167	98	265	0
OUT OF TOWN TRAVEL	3,000	250	0	2,500	679	50	729	2,271
DUES & SUBSCRIPTIONS	3,400	283	30	2,833	4,308	100	4,408	-1,008
BACKGROUND CHECKS	0	0	0	0	114	120	234	-234
PERMITS, FEES, & RENTALS	0					0	0	0
ADVERTISING	200	17	0	167	862	150	1,012	-812
EQUIPMENT PURCHASE	0	0		0		0	0	0
BUILDING ALLOCATION	22,000	1,833	555	18,333	15,799	1,109	16,908	5,092
MAINTENANCE ALLOCATION	0		0		30	0	30	-30
Total OTHER THAN PERSONNEL	57,715	4,810	2,052	48,096	37,193	4,265	41,458	16,257
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	0	0	23,081	0	23,081	-23,081
INKIND DONATIONS	60,591	5,049	0	50,493	170,103	0	170,103	-109,512
Total INKIND	60,591	5,049	0	50,493	193,184	0	193,184	-132,593
ADMINISTRATION								
FINANCIAL AUDIT	1,400	117	0	1,167	649	751	1,400	0
PAYROLL PROCESSING	700	58	75	583	432	113	545	155
ADMINISTRATIVE ALLOCATION	20,868	1,739	2,201	17,390	17,422	3,110	20,532	336
Total ADMINISTRATION	22,968	1,914	2,276	19,140	18,503	3,974	22,477	491
Total EXPENSES	305,330	25,444	23,068	254,442	385,933	34,408	420,341	-115,011
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

Income Statement

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

		BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL		
LINE ITEM	TOT BUDGET	7/1/2022 7/31/2022	7/1/2022 7/31/2022	7/31/2022	7/31/2022	FORECAST	TOT CONTRACT	REMAINING
WIC - WOMEN, INFANTS & CHILDREN								
REVENUE								
GRANTS								
GRANT REVENUE	375,808	31,317	29,327	313,173	263,868	76,981	340,849	34,959
Total Grants	375,808	31,317	29,327	313,173	263,868	76,981	340,849	34,959
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	29,327	313,173	263,868	76,981	340,849	34,959
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	226,661	18,888	17,472	188,884	150,963	41,866	192,829	33,832
SALARY INCENTIVES			0		50	0	50	-50
NEW ACCRUED BENEFIT TIME	14,918	1,243	1,800	12,432	12,064	1,110	13,173	1,745
Total Agency Salaries	241,579	20,132	19,272	201,316	163,076	42,976	206,052	35,527
Fringes								
FICA EXPENSE	17,094	1,425	1,271	14,245	11,133	3,203	14,336	2,758
UNEMPLOYMENT INSURANCE EXPENSE	4,862	405	578	4,052	5,199	1,385	6,583	-1,721
WORKERS COMP EXPENSE	756	63	253	630	1,040	606	1,646	-890
DISABILITY INSURANCE EXPENSE	340	28	22	283	244	44	289	51
GROUP INSURANCE EXPENSE	28,705	2,392	2,116	23,921	18,893	4,232	23,126	5,579
401-K EXPENSE	5,904	492	408	4,920	3,657	977	4,634	1,270
Fringes on Accrued Leave Earned	0	0	252	0	1,689	155	1,844	-1,844
Total Fringes	57,661	4,805	4,900	48,051	41,855	10,602	52,458	5,203
Total Personnel	299,240	24,937	24,171	249,367	204,932	53,578	258,510	40,730
OTPS								
Space								
PROGRAM RENT	1,200	100	0	1,000	600	600	1,200	0
PARKING LOT RENTAL		0	51	0	499	102	601	-601
BUILDING ALLOCATION	32,665	2,722	1,681	27,221	26,411	3,600	30,011	2,654
Total	33,865	2,822	1,732	28,221	27,509	4,302	31,811	2,054
Program Operations								
PROGRAM MATERIALS	0	0		0		0	0	0
PROGRAM SUPPLIES		0		0		0	0	0
OFFICE SUPPLIES	1,000	83		833		0	0	1,000
MEDICAL SUPPLIES	500	42		417		0	0	500
EDUCATIONAL SUPPLIES	500	42		417		0	0	500
POSTAGE	1,500	125	327	1,250	2,198	700	2,898	-1,398
DUPLICATING & PRINTING	500	42	79	417	836	159	995	-495
INTERNET SERVICE	1,800	150	47	1,500	471	94	565	1,235
TELEPHONE	660	55	115	550	1,199	230	1,429	-769
MEETING EXPENSE	0	0		0		0	0	0
DUES & SUBSCRIPTIONS	0	0	0	0	350	111	461	-461
PERMITS, FEES, & RENTALS		0		0		159	159	-159

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
		7/1/2022 7/31/2022	7/1/2022 7/31/2022	7/31/2022	7/31/2022			
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	567	5,383	5,053	1,454	6,507	-47
Total OTPS	40,325	3,360	2,299	33,604	32,563	5,756	38,318	2,007
Travel								
VEHICLE INSURANCE	900	75	79	750	765	158	923	-23
VEHICLE MAINTENANCE	450	38	180	375	180	180	360	90
VEHICLE FUEL	200	17	0	167	40	50	90	110
VEHICLE REGISTRATION		0	0	0	0	0	0	0
CONFERENCE EXPENSE		0	0	0	0	0	0	0
LOCAL TRAVEL	200	17	0	167	0	0	0	200
OUT OF TOWN TRAVEL	0	0	0	0	0	0	0	0
Total Travel	1,750	146	259	1,458	985	388	1,373	377
Equipment								
BREAST PUMPS EXPENSE	0	0	0	0	0	0	0	0
Total Equipment	0	0	0	0	0	0	0	0
Audit								
FINANCIAL AUDIT	2,873	239	0	2,394	2,126	500	2,626	247
Total Audit	2,873	239	0	2,394	2,126	500	2,626	247
Other								
CONTRACTUAL SERVICES-OTHER	1,200	100	141	1,000	1,311	7,753	9,064	-7,864
Computer & Software Expense	0	0	105	0	2,238	210	2,448	-2,448
TRAINING & TECHNICAL AST	243	20	0	203	450	0	450	-207
PAYROLL PROCESSING	840	70	110	700	764	162	926	-86
Memberships	350	29		292		4,000	4,000	-3,650
ADVERTISING	500	42	0	417	373	0	373	127
Total Other	3,133	261	356	2,611	5,136	12,125	17,261	-14,128
Administration								
ADMINISTRATIVE ALLOCATION	28,487	2,374	2,242	23,739	18,128	4,634	22,761	5,726
Total Administration	28,487	2,374	2,242	23,739	18,128	4,634	22,761	5,726
Total Expenses	375,808	31,317	29,327	313,173	263,868	76,981	340,849	34,959
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	7/1/2022 7/31/2022	7/1/2022 7/31/2022	7/31/2022	7/31/2022				
EPC - Enhanced Peer Counseling									
REVENUE									
GRANTS									
GRANT REVENUE	16,000	1,333	1,228	13,333	10,778	4,277	15,056	944	
Total Grants	16,000	1,333	1,228	13,333	10,778	4,277	15,056	944	
Total Revenue	16,000	1,333	1,228	13,333	10,778	4,277	15,056	944	
EXPENSES									
Personnel									
Agency Salaries									
SALARY/WAGE EXPENSE	13,000	1,083	1,013	10,833	8,623	3,666	12,289	711	
Total Agency Salaries	13,000	1,083	1,013	10,833	8,623	3,666	12,289	711	
Fringes									
FICA EXPENSE	995	83	78	829	660	281	940	54	
UNEMPLOYMENT INSURANCE EXPENSE	284	24	34	237	298	121	419	-135	
WORKERS COMP EXPENSE	62	5	3	52	28	12	39	23	
DISABILITY INSURANCE EXPENSE	135	11	11	112	133	22	155	-21	
Total Fringes	1,475	123	125	1,230	1,118	435	1,554	-78	
Total Personnel	14,475	1,206	1,139	12,063	9,741	4,102	13,843	632	
OTPS									
Program Operations									
Computers	0	0		0		0	0	0	
DUPLICATING & PRINTING	0	0	1	0	16	0	16	-16	
INTERNET SERVICE	240	20	9	200	94	19	113	127	
TELEPHONE	1,248	104	78	1,040	927	157	1,083	165	
Total Program Operations	1,488	124	89	1,240	1,037	175	1,213	275	
Total OTPS	1,488	124	89	1,240	1,037	175	1,213	275	
Travel									
LOCAL TRAVEL	0	0	0	0	0	0	0	0	
OUT OF TOWN TRAVEL	37	3	0	31	0	0	0	37	
Total Travel	37	3	0	31	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	1,228	13,334	10,778	4,277	15,056	945	
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0	

Increase in Minimum Wage for Home Health Aides - October 1, 2022

Current Per Hour average rate for Aides	\$	13.33
Fringe @ 14%	\$	1.87
Per Hour wage/fringe	\$	15.20

Per Hour increase in Pay	\$	2.00
Fringe @ 14%	\$	0.28
Per Hour total increase wage/fringe	\$	2.28

October 1st	
Per Hour Staff wage/fringe	\$ 17.48

Current Billing Rates:	Per Hour	PMPM
Medicaid	\$ 18.24	
Medicaid Enhanced	\$ 22.13	
Fidelis (1)	\$ 19.48	\$ 250.00
iCircle	\$ 17.73	
VNA	\$ 20.80	

Per Hour Billing Rates include Staff and Admin Costs (except for Fidelis Rate)

(1) Fidelis - new rate June 1, 2022 Per hour rate covers staffing costs, PMPM rate covers Admin costs.

PMPM - Per Member Per Month

CAPCO

Income Statement

2020 - 2022 Golf Tournament

	<u>ACTUAL 2022 GOLF</u>
Revenues	
OTHER INCOME	5,715
CASH DONATIONS	12,764
INKIND DONATIONS	<u>2,663</u>
Total Revenues	<u>21,142</u>
Expenses	
PROGRAM MATERIALS	4,559
PROGRAM SUPPLIES	528
POSTAGE	109
INKIND DONATIONS	<u>2,663</u>
Total Expenses	<u>7,859</u>
 NET SURPLUS/(DEFICIT)	 <u><u>13,283</u></u>

Resolution of the Board of Directors
Of
Cortland County Community Action Program, Inc.
Resolution No. 22-50

WHEREAS, the Cortland County Community Action Program, Inc. Finance/Audit Committee has reviewed the proposed 2021 401K Retirement Plan audit and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 2021 401K Retirement Plan audit,

IT IS HEREBY RESOLVED that on September 22, 2022, the CAPCO Board of Directors accepts as presented the 2021 401K Retirement Plan audit.

Shelley M. Warnow
Board President

9/22/2022
Date

Employee Benefit Plan of Cortland County Community Action Program, Inc.

Board of Directors Presentation
September 22, 2022



Employee Benefit Plan of Cortland County Community Action Program, Inc. Meeting Agenda

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September 22, 2022

Dear Board Members,

We are pleased to meet with you today for the purpose of discussing the results of the 2021 annual audit of the Employee Benefit Plan of Cortland County Community Action Program, Inc.

The purpose of this meeting is to assist the Board in meeting its governance and compliance responsibilities. Our discussion of these documents with you helps ensure that you understand the results of the audit procedures we performed and provides discussion regarding future considerations for CAPCO. We value and encourage your observations and input.

We are committed to providing you with the highest level of professional service.

Yours truly,

BONADIO & CO., LLP

Required Communications

Matter to be Communicated	Auditor's Response
<p>Auditor's Responsibility</p>	<p>We have audited the financial statements of Cortland County Community Action Program Employee Benefit Plan (the Plan), an employee benefit plan subject to the Employee Retirement Income Security Act of 1974 (ERISA), as permitted by ERISA Section 103(a)(3)(C) [ERISA Section 103(a)(3)(C) audit] for the year ended December 31, 2021, and we will issue our report thereon. As permitted by ERISA Section 103(a)(3)(C), our audit did not extend to any statements or information related to assets held for investment of the Plan (investment information) by Mutual of America Life Insurance Company, the custodian of the Plan's assets. Mutual of America is regulated, supervised, and subject to periodic examination by a state or federal agency, that prepared and certified the statements or information regarding assets so held in accordance with 29 CFR 2520.103-5. Our audit did not extend to the certified investment information, except for obtaining and reading the certification, comparing the certified investment information with the related information presented and disclosed in the financial statements and supplemental schedules, and reading the disclosures relating to the certified investment information to assess whether they are in accordance with the presentation and disclosure requirements of GAAP. Accordingly, the objective of an ERISA Section 103(a)(3)(C) audit is not to express an opinion about whether the financial statements as a whole are presented fairly, in all material respects, in accordance with GAAP. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter dated July 25, 2022. Professional standards also require that we communicate to you the following information related to our audit.</p>
<p>Form 5500 Procedures</p>	<p>We are required to obtain and read a substantially complete draft of Form 5500 prior to dating our auditor's report. The purpose of this procedure is to identify any material inconsistencies between the draft Form 5500 and the Plan's financial statements. We identified no material inconsistencies in performing and completing our audit.</p>

Required Communications

Matter to be Communicated	Auditor's Response
Reportable Findings	<p>For purposes of this letter, a reportable finding is a matter that includes one or more of the following: (1) noncompliance or suspected noncompliance with laws and regulations, (2) a finding that in our professional judgment is significant and relevant to you regarding your responsibility to oversee the financial reporting process, and (3) an indication of internal control deficiencies identified during the audit that have not been previously communicated to management by other parties and that we determined are sufficiently important to merit management's attention. We did not identify any reportable findings, as defined above, during our audit.</p>
Qualitative Aspects of Accounting Practices	<p>Accounting Policies Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Plan are described in Note 2 to the financial statements.</p> <p>New Accounting Pronouncements There are no new accounting pronouncements.</p> <p>Accounting Transactions We noted no transactions entered into by the Plan during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.</p> <p>Accounting Estimates Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. As described in Note 3 to the financial statements, the valuation of the Plan's investments was certified by Mutual of America. There are no other estimates that we consider particularly sensitive.</p> <p>Financial Statement Disclosures The financial statement disclosures are neutral, consistent, and clear.</p>

Required Communications

Matter to be Communicated	Auditor's Response
Difficulties Encountered in Performing the Audit	We encountered no difficulties in dealing with management in performing and completing our audit. We did encounter certain delays in obtaining information from third party service provider.
Corrected and Uncorrected Misstatements	Professional standards require us to accumulate all misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no corrected or uncorrected misstatements identified during the audit.
Disagreements with Management	For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.
Management Representations	We have requested certain representations from management that are included in the management representation letter.
Management Consultations with Other Independent Accountants	In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" in certain situations. If a consultation involves application of an accounting principle to the financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.
Other Audit Findings or Issues	We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our being hired.

Financial Highlights

	<u>2021</u>	<u>2020</u>	<u>2019</u>
Net assets Available for Benefits	\$2,611,662	\$2,135,181	\$1,955,209

- Net assets available for benefits includes loans of \$82k in 2019; \$54k in 2020, and \$40k in 2021.
- Net assets available for benefits increased with contributions and investment earnings offset by withdrawals from the Plan in 2021.

	<u>2021</u>	<u>2020</u>	<u>2019</u>
Employer contributions	\$107,353	\$99,600	\$87,285
Employee contributions	\$161,906	\$141,340	\$120,612
Rollover contributions	\$51,649	\$-	\$29,332
Investment income	\$321,301	\$220,670	\$298,497
Benefit payments	\$162,400	\$280,994	\$75,192
Change in net asset available for benefit	\$476,481	\$179,972	\$458,429

- Employee contributions increased with an increase in the number of employees contributing to the Plan.
- Investment income increased from a gain of \$221k in 2020 to a gain of \$321k in 2021. Market conditions were more favorable in 2021.
- Benefit payments decreased \$119k, which is based upon participant decisions as to when to withdraw funds.

**EMPLOYEE BENEFIT PLAN OF
CORTLAND COUNTY COMMUNITY
ACTION PROGRAM, INC.**

**Financial Statements
as of December 31, 2021 and 2020
Together with
Independent Auditor's Report**

INDEPENDENT AUDITOR'S REPORT

September XX, 2022

To the Plan Administrator of the
Employee Benefit Plan of Cortland County
Community Action Program, Inc.:

Scope and Nature of the ERISA Section 103(a)(3)(C) Audit for the 2021 Financial Statements

We have performed an audit of the accompanying financial statements of Employee Benefit Plan of Cortland County Community Action Program, Inc., an employee benefit plan subject to the Employee Retirement Income Security Act of 1974 (ERISA), as permitted by ERISA Section 103(a)(3)(C) [ERISA Section 103(a)(3)(C) audit]. The financial statements comprise the statement of net assets available for benefits as of December 31, 2021, and the related statement of changes in net assets available for benefits for the year then ended, and the related notes to the financial statements (2021 financial statements).

Management, having determined it is permissible in the circumstances, has elected to have the audit of the 2021 financial statements performed in accordance with ERISA Section 103(a)(3)(C) pursuant to 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. As permitted by ERISA Section 103(a)(3)(C), our audit need not extend to any statements or information related to assets held for investment of the plan (investment information) by a bank or similar institution or insurance carrier that is regulated, supervised, and subject to periodic examination by a state or federal agency, provided that the statements or information regarding assets so held are prepared and certified to by the bank or similar institution or insurance carrier in accordance with 29 CFR 2520.103-5 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA (qualified institution).

Management has obtained certifications from qualified institutions as of and for the year ended December 31, 2021, stating that the certified investment information, as described in Note 3 to the financial statements, is complete and accurate.

Opinion on the 2021 Financial Statements

In our opinion, based on our audit and on the procedures performed as described in the Auditor's Responsibilities for the Audit of the 2021 Financial Statements section:

- the amounts and disclosures in the 2021 financial statements referred to above, other than those agreed to or derived from the certified investment information, are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.
- the information in the 2021 financial statements referred to above related to assets held by and certified to by qualified institutions agrees to, or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

INDEPENDENT AUDITOR'S REPORT

(Continued)

Basis for Opinion on the 2021 Financial Statements

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the 2021 Financial Statements section of our report. We are required to be independent of Employee Benefit Plan of Cortland County Community Action Program, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our ERISA Section 103(a)(3)(C) audit opinion.

Responsibilities of Management for the 2021 Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. Management's election of the ERISA Section 103(a)(3)(C) audit does not affect management's responsibility for the financial statements.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Employee Benefit Plan of Cortland County Community Action Program, Inc.'s ability to continue as a going concern for one year after the date that the financial statements are available to be issued.

Management is also responsible for maintaining a current plan instrument, including all plan amendments; administering the plan; and determining that the plan's transactions that are presented and disclosed in the financial statements are in conformity with the plan's provisions, including maintaining sufficient records with respect to each of the participants, to determine the benefits due or which may become due to such participants.

Auditor's Responsibilities for the Audit of the 2021 Financial Statements

Except as described in the Scope and Nature of the ERISA Section 103(a)(3)(C) Audit of the 2021 Financial Statements section of our report, our objectives are to obtain reasonable assurance about whether the 2021 financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

INDEPENDENT AUDITOR'S REPORT

(Continued)

Auditor's Responsibilities for the Audit of the 2021 Financial Statements (Continued)

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the 2021 financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the 2021 financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Employee Benefit Plan of Cortland County Community Action Program, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the 2021 financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Employee Benefit Plan of Cortland County Community Action Program, Inc.'s ability to continue as a going concern for a reasonable period of time.

Our audit did not extend to the certified investment information, except for obtaining and reading the certification, comparing the certified investment information with the related information presented and disclosed in the 2021 financial statements, and reading the disclosures relating to the certified investment information to assess whether they are in accordance with the presentation and disclosure requirements of accounting principles generally accepted in the United States of America.

Accordingly, the objective of an ERISA Section 103(a)(3)(C) audit is not to express an opinion about whether the financial statements as a whole are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

INDEPENDENT AUDITOR'S REPORT

(Continued)

2021 Supplemental Schedule Required by ERISA

The supplemental Schedule H, Line 4i - Schedule of Assets (Held at End of Year) as of December 31, 2021, is presented for purposes of additional analysis and is not a required part of the financial statements but is supplementary information required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information included in the supplemental schedule, other than that agreed to or derived from the certified investment information, has been subjected to auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS. For information included in the supplemental schedule that agreed to or is derived from the certified investment information, we compared such information to the related certified investment information.

In forming our opinion on the supplemental schedule, we evaluated whether the supplemental schedule, other than the information agreed to or derived from the certified investment information, including their form and content, are presented in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.

In our opinion:

- the form and content of the supplemental schedule, other than the information in the supplemental schedule that agreed to or is derived from the certified investment information, are presented, in all material respects, in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.
- the information in the supplemental schedule related to assets held by and certified to by qualified institutions agrees to, or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Auditor's Report on the 2020 Financial Statements

We were engaged to audit the 2020 financial statements of Employee Benefit Plan of Cortland County Community Action Program, Inc. As permitted by 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA, the plan administrator instructed us not to perform and we did not perform any auditing procedures with respect to the information certified by qualified institutions. In our report dated September 23, 2021, we indicated that (a) because of the significance of the information that we did not audit, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion and accordingly, we did not express an opinion on the 2020 financial statements, and (b) the form and content of the information included in the 2020 financial statements other than that derived from the certified information were presented in compliance with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.

**EMPLOYEE BENEFIT PLAN OF CORTLAND COUNTY COMMUNITY ACTION
PROGRAM, INC.**

**STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS
DECEMBER 31, 2021 AND 2020**

	<u>2021</u>	<u>2020</u>
ASSETS		
INVESTMENTS, at fair value:		
Separate account funds	\$ 2,408,236	\$ 1,945,678
FULLY BENEFIT RESPONSIVE FIXED ANNUITY CONTRACTS, at contract value	<u>163,728</u>	<u>135,912</u>
Total investments	2,571,964	2,081,590
RECEIVABLES:		
Notes receivable from participants	<u>39,698</u>	<u>53,591</u>
Total receivables	<u>39,698</u>	<u>53,591</u>
NET ASSETS AVAILABLE FOR BENEFITS	<u>\$ 2,611,662</u>	<u>\$ 2,135,181</u>

The accompanying notes are an integral part of these statements.

EMPLOYEE BENEFIT PLAN OF CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.

**STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS
FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2020**

	<u>2021</u>	<u>2020</u>
ADDITIONS:		
Participant contributions	\$ 161,906	\$ 141,340
Employer contributions	107,353	99,600
Rollover contributions	<u>51,649</u>	<u>-</u>
Total contributions	320,908	240,940
Interest income on notes receivable from participants	2,128	4,064
Interest income	1,520	1,207
Net appreciation in fair value of investments	<u>317,653</u>	<u>217,399</u>
Total additions	<u>642,209</u>	<u>463,610</u>
DEDUCTIONS:		
Benefits paid to participants	162,400	280,994
Administrative fees	<u>3,328</u>	<u>2,644</u>
Total deductions	<u>165,728</u>	<u>283,638</u>
CHANGE IN NET ASSETS AVAILABLE FOR BENEFITS	476,481	179,972
NET ASSETS AVAILABLE FOR BENEFITS - beginning of year	<u>2,135,181</u>	<u>1,955,209</u>
NET ASSETS AVAILABLE FOR BENEFITS - end of year	<u><u>\$ 2,611,662</u></u>	<u><u>\$ 2,135,181</u></u>

The accompanying notes are an integral part of these statements.

EMPLOYEE BENEFIT PLAN OF CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2021 AND 2020

1. DESCRIPTION OF PLAN

The following brief description of the Employee Benefit Plan of Cortland County Community Action Program, Inc. (the Plan) is provided for general information purposes only. Participants should refer to the Plan document for a more complete description of the Plan's provisions.

General

The Plan is a defined contribution plan available to all employees of Cortland County Community Action Program, Inc. (the Organization) who meet certain eligibility requirements. The Plan is administered by the Organization. Mutual of America Life Insurance Company (Mutual of America) is the custodian and recordkeeper of the Plan's assets. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA).

Eligibility

All employees are eligible to begin salary deferrals as soon as they begin employment with the Organization, pursuant to a properly completed and valid salary deferral agreement entered into by the employee and they have reached the age of 18.

Contributions

Active participants may make voluntary pre-tax contributions in the form of salary reductions up to 100% of annual compensation and any applicable rollovers from other qualified plans, subject to certain limitations of the Plan and the Internal Revenue Code (IRC) under Section 401(k). Eligible participants, who attain the age of 50 before the end of the Plan year, are eligible to make catch-up contributions, subject to certain limitations of the IRC.

The Plan provides for auto-enrollment at 1% with an available opt-out feature. The auto enrollment escalates after a year to 2%.

The Organization contributes 2% for those participants who have attained one year of service with the Organization and have completed 1,000 hours of service. Additionally, the Organization contributes an additional 1% for those participants who contribute between 2% and 3%.

Participant Accounts

Each participant's account is credited with the participant's contribution, the employer's contribution, and Plan earnings/losses on all contributions. Allocations of earnings/losses and administrative expenses are based on account balances, according to specific terms provided by the Plan. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

Vesting

Participants are immediately vested in their account balances, which includes voluntary contributions, employer contributions, and actual earnings thereon.

1. DESCRIPTION OF PLAN (Continued)

Notes Receivable from Participants

Participants may borrow an amount up to the lesser of 50% of the amount of their vested balance or \$50,000. The loan amount cannot exceed the maximum amount imposed by the IRC. A participant may borrow a minimum of \$1,000. Loans are repayable over not more than five years, except in the case of a loan for the purchase of a primary residence. All loans must bear interest at a reasonable interest rate and commensurate with the current commercial rates charged in similar loans by persons in the business of lending money. Total notes receivable from participants outstanding at December 31, 2021 and 2020 were \$39,698 and \$53,591, respectively. All loans bear interest at 4.25% at December 31, 2021. Notes mature at various times through October 2026.

Payment of Benefits

Participants are eligible for retirement benefits upon reaching age 65. Upon termination of service due to death, disability, or retirement, a participant may elect to receive either a lump-sum amount equal to the value of the participant's vested interest in his or her account, or distributions based on various annuity options or fixed income payments. For termination of service for other reasons, a participant may receive the value of the vested interest in his or her account as a lump-sum distribution. Terminated participants also have the option of leaving their funds in their account, provided they are not required to take minimum distributions from their account according to the provisions of the IRC. Participants who have reached age 59½ may take in-service distributions.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The accompanying financial statements of the Plan are prepared in accordance with accounting principles generally accepted in the United States of America.

Investments

Investments are reported at fair value (except for fully benefit-responsive investment contracts, which are reported at contract value). Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Purchases and sales of securities are reflected on a trade date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation (depreciation) includes the Plan's gains and losses on investments bought and sold as well as held during the year. All investments are participant directed.

Notes Receivable from Participants

Notes receivable from participants are measured at their unpaid principal balance plus any accrued but unpaid interest. Delinquent notes receivable from participants are reclassified as distributions based upon the terms of the plan document.

General Account

All amounts allocated to the Interest Accumulation Account become part of Mutual of America's general account. The amount in the Interest Accumulation Account at any time will be equal to the sum of all amounts that have been allocated to such account, including interest credited to the account, less the sum of all amounts that have been withdrawn from such account. Participants' principal and previously credited interest are guaranteed. Mutual of America assumes the investment risk of the underlying investments of the Interest Accumulation Account. This guarantee is subject to Mutual of America's financial strength and claims-paying ability. Mutual of America's general account investment strategy is to maintain high-quality assets with excellent liquidity, strong capital adequacy and a proper matching of assets and liabilities.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

General Account (Continued)

The general account is credited with interest at a rate determined by Mutual of America from time to time, and Mutual of America reserves the right to change the interest rates applicable to amounts held in this account at their discretion, but not below the minimum guaranteed interest rate (1.0% for 2021 and 2020).

The interest rate credited to amounts in the general account is a current rate and is not dependent upon the length of time the assets are invested with Mutual of America. Further, requests for withdrawal (subject to Plan provisions) can be made at any time and are processed on the day that they are received; they are not dependent on Mutual of America having to liquidate securities in order to generate a payment. The contract value is the redeemable value of the fund; there are no deferred sales charges, load assessments, interest rate adjustments, or surrender charges that would affect the value as a result of a withdrawal request. Therefore, the amounts held in the general account have been determined to be cash equivalents and are considered fully benefit-responsive.

Certain events limit the ability of the Plan to transact at contract value with the issuer. Such events include the following: (1) amendments to the Plan documents, including complete or partial Plan termination or merger with another plan or (2) bankruptcy of the Plan Sponsor. The Plan Administrator does not believe that the occurrence of any such event, which would limit the Plan's ability to transact at contract value with participants, is probable.

Risks and Uncertainties

The Plan invests in various investment securities. Investment securities are exposed to various risks, such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participants' account balances and the amount reported in the financial statements.

Payment of Benefits

Benefit payments to participants are recorded when paid.

Administrative Expenses

Expenses incurred in connection with the purchase or sale of securities are charged against the investment funds whose assets are involved in such transactions. Certain administrative costs of the Plan are paid by the Organization. All other expenses relating to participant transactions are deducted from those participant accounts as transactions occur.

Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires the plan administrator to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

3. INVESTMENT INFORMATION

The following information included in the accompanying financial statements and supplemental schedule was obtained from data that has been prepared and certified as to complete and accurate by the custodian:

	<u>2021</u>	<u>2020</u>
Investments	\$ <u>2,571,964</u>	\$ <u>2,081,590</u>
Notes receivable from participants	\$ <u>39,698</u>	\$ <u>53,591</u>
Interest on notes receivable from participants	\$ <u>2,128</u>	\$ <u>4,064</u>
Interest income	\$ <u>1,520</u>	\$ <u>1,207</u>
Net appreciation in fair value of investments	\$ <u>317,653</u>	\$ <u>217,339</u>
Schedule of Assets (Held at End of Year)	Schedule I	

4. SEPARATE ACCOUNT FUNDS

The separate account funds are invested in domestic stocks, international stocks, and fixed securities, such as asset or mortgage-backed securities and corporate bonds, and in mutual funds that hold such investments. The net asset value of the separate account fund is not publicly quoted. The values of the underlying investments are used in determining the net asset value of the separate account fund. Underlying equity securities have observable quoted pricing inputs. Underlying fixed securities have observable pricing inputs, including quoted prices for similar assets in the active or non-active markets. Underlying mutual funds are valued at publicly quoted pricing inputs.

There are no restrictions in connection with the transfer among or withdrawal from any of the investment alternatives in the separate account, other than that excessively frequent transfers or redemptions might be rejected. Each underlying fund has reserved the right to reject any aggregate purchase of fund shares that it determines to be inconsistent with their fund's policies and procedures relating to market timing.

The separate account funds currently invest in underlying funds, which have different investment objectives, investments policies, and risks. The investment strategies of these funds will vary based on the participant's chosen risk preferences. The separate account fund does not have any unfunded commitments.

5. PARTY-IN-INTEREST TRANSACTIONS

Mutual of America is the custodian of the Plan's assets. As such, transactions between Mutual of America and the Plan qualify as party-in-interest transactions. Additionally, notes receivable from participants are party-in-interest transactions.

6. TAX STATUS

Mutual of America obtained a determination letter for the Plan prototype on March 31, 2014 in which the Internal Revenue Service stated that the Plan prototype and related trust were, at that time, designed in accordance with the applicable requirements of the Internal Revenue Code. However, the Plan Administrator believes that the Plan is currently designed and being operated in compliance with the applicable requirements of the Internal Revenue Code. Therefore, no provision for income taxes has been included in the Plan's financial statements.

7. PLAN TERMINATION

Although it has not expressed any intent to do so, the Organization has the right, under the Plan document, to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA. In the event of Plan termination, participants will become 100% vested in their accounts.

8. RECONCILIATION TO FORM 5500

The classification of changes in net assets available for benefits for the periods ended December 31, 2021 and 2020 differs between these financial statements and Form 5500. However, the total change in net assets available for benefits for the periods then ended agrees between these financial statements and Form 5500.

9. SUBSEQUENT EVENTS

Subsequent events have been evaluated through September XX, 2022, which is the date the financial statements were available to be issued.

EMPLOYEE BENEFIT PLAN OF CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.**EMPLOYER IDENTIFICATION NUMBER 16-1004653****PLAN #001****SCHEDULE H LINE 4i - SCHEDULE OF ASSETS (HELD AT END OF YEAR)****DECEMBER 31, 2021**

(a)	(b) Identity of Issue, Borrower, Lessor, or Similar Party	(c) Description of Investment Including Maturity Date, Rate of Interest, Collateral, Par or Maturity Value	(e) Current Value
SEPARATE ACCOUNT FUND:			
	American Century VP Capital Appreciation	Pooled Separate Account	\$ 35,707
	Calvert SRI VP Balanced Portfolio	Pooled Separate Account	102,415
	Fidelity VIP Asset Manager Portfolio	Pooled Separate Account	211,737
	Fidelity VIP Contrafund	Pooled Separate Account	32,943
	Fidelity VIP Equity Income	Pooled Separate Account	-
	Fidelity VIP Mid-Cap	Pooled Separate Account	3,730
*	Mutual of America 2020 Retirement Fund	Pooled Separate Account	72,938
*	Mutual of America 2025 Retirement Fund	Pooled Separate Account	264,234
*	Mutual of America 2030 Retirement Fund	Pooled Separate Account	398,731
*	Mutual of America 2035 Retirement Fund	Pooled Separate Account	227,600
*	Mutual of America 2040 Retirement Fund	Pooled Separate Account	213,984
*	Mutual of America 2045 Retirement Fund	Pooled Separate Account	431,520
*	Mutual of America 2050 Retirement Fund	Pooled Separate Account	150,301
*	Mutual of America 2055 Retirement Fund	Pooled Separate Account	71,304
*	Mutual of America 2060 Retirement Fund	Pooled Separate Account	36,081
*	Mutual of America 2065 Retirement Fund	Pooled Separate Account	1,641
*	Mutual of America Aggressive Allocation	Pooled Separate Account	130
*	Mutual of America All America Fund	Pooled Separate Account	23,783
*	Mutual of America Bond Fund	Pooled Separate Account	11,047
*	Mutual of America Composite Fund	Pooled Separate Account	480
*	Mutual of America Conservative Allocation	Pooled Separate Account	28,213
*	Mutual of America Equity Index Fund	Pooled Separate Account	9,066
*	Mutual of America International Fund	Pooled Separate Account	1,097
*	Mutual of America Mid-Cap Equity Index	Pooled Separate Account	11,507
*	Mutual of America Moderate Allocation	Pooled Separate Account	24,002
*	Mutual of America Money Market Fund	Pooled Separate Account	809
*	Mutual of America Retirement Income Fund	Pooled Separate Account	9,350
*	Mutual of America Small Cap Growth Fund	Pooled Separate Account	12,029
*	Mutual of America Small Cap Value Fund	Pooled Separate Account	2,986
	Invesco Main Street VA	Pooled Separate Account	13,052
	T. Rowe Blue Chip Growth Portfolio	Pooled Separate Account	1,445
	Vanguard VIF Diversified Value	Pooled Separate Account	4,374
			<hr/>
			2,408,236
GENERAL ACCOUNT FUND:			
*	Mutual of America Interest Accumulation Account	Fixed Investment Contract	163,728
PARTICIPANT LOANS:			
*	Notes receivable from participants	Interest at 4.25%, various monthly payments through October 2026	<hr/>
			39,698
			<hr/>
			\$ 2,611,662

* Denotes party-in-interest

The accompanying notes are an integral part of these schedules.



Executive Director Report

September 2022

- CAPCO has been out and about in our community, participating in numerous community events since the onset of Spring as we have come out of many of our pandemic restrictions. We were represented at the Community Matters Fair at Suggett Park on Sunday, 9/4/2022. We were able to connect with many community members at this highly attended event. We had a lot of interest in our HS/EHS Programming as we work to reach full enrollment and full staffing. We were also present at the Homer Central School open house for the Intermediate School on 9/15/2022 and plan to be in attendance for the Elementary School open house in October. We are slated to participate in numerous job fairs, including an upcoming fair through Tompkins Cortland Community College that will also couple with a community resource fair. We will participate in the upcoming job fair specific to the closing of Voyant/Kik. Our efforts to participate in all relevant community events are back in full force as we work to fill critical positions and market our resources with the evolving needs of our community coming out of the pandemic.
- Our new HR Coordinator, Madlyn Schafer, started on 8/22/2022, and she has hit the ground running on all HR-fronts, including working closely with Program Directors on recruitment strategies to fill our vacancies. Madlyn joins our Agency with progressive education and experience in HR at TCAT in Ithaca. Madlyn has acclimated to our culture quickly and has been the perfect fit for our Agency's growing HR-needs. Madlyn is working with the Executive Director, Deputy Director, and all Program Director to re-evaluate our recruitment and onboarding processes as work to fill numerous openings across the Agency. Currently, we are recruiting for the following positions:
 - 13 HS/EHS staff openings for which 5 offers have been made.
 - 2 Nutritionists for the WIC department.
 - 1 Crew Worker for the Energy Services department.
 - 1 Family Support Specialist for the Healthy Families unit.
 - 1 Family Development Coordinator for which an offer has been made.
- We received news that our WIC Nutritionist, Molly Snedden, has accepted a position with Tompkins County WIC, which is located closer to home for Molly as a resident of Tompkins County. Molly was our only designated Nutritionist with Kay Brewster moving to the WIC Director in February and has been covering clinic as we have worked to back-fill that position. We have had little to no traction on the position with the required qualifications. With Molly's departure, we will only be down to Kay. We have re-worked the department to only have 2 Nutritionists as opposed to the 3 that we had had over the last few years. We did this as we have operated under 2 Nutritionists in the past and this allows us to up the salary levels. Molly gave us an abundance of notice and will not leave until the end of October 2022. This will give us time to continue to recruit and strategize to cover clinic following Molly's departure. Kirsten's experience and qualifications to help with clinic will be utilized to bridge the gap. We are also in contact with other Agencies and may be able to utilize former/retired staff in the interim as well. We will keep the Board apprised as work through coverage and recruitment.

- Brandy and I attended the National Community Action Partnership (NCAP) Convention in New York City the last week of August with Jessica McKane, our Family Development Advocate, and Gail Bundy, our Adult Education Instructor. The conference was widely attended, and we were able to connect with our broader national network and key bureaucratic officials through the Department of Energy and the Office of Head Start as we work through unprecedented challenges coming out the pandemic.
- CAPCO and Access to Independence (ATI) are partnering to conduct a vaccination clinic for both COVID-19 and Flu vaccines on Saturday, October 8, 2022. The clinic is part of ATI's funding through the Center for Disease Control and will be conducted by Rite Aid pharmacy at CAPCO's South Main Facility. We are offering \$10 gas card incentives for the first 50 participants, and we plan to advertise this through mailers to all our participants in our database as well as to in backpacks to each HS/EHS family. Now that children under the age of 5 can be vaccinated, we will be specifically educating our HS/EHS families on the COVID-19 vaccine and offering the clinic as a way to vaccinate HS/EHS children and enhance the health and safety in classrooms as well as consistency in classrooms remaining open for child positives and exposures. COVID-19 vaccines are currently *not* required for child participation. We are also working with Family Health Network (FHN) to offer educational sessions ahead of the clinic for families who have questions or concerns about either or both vaccine options. ATI will be advertising this throughout the community and we are hopeful to have community participation for both the COVID and Flu vaccine offerings.
- The Management Team met for a full day retreat on Wednesday, 9/7/2022, to discuss a variety of topics around our work structure and policies as we work through the evolving job market and as we look at retention and recruitment. The Board can expect proposals on some of these topics by the end of the year as we work through what is best for our Agency, employees, and continuing to meet our mission at enhanced levels. The following topics were discussed and will continue to be analyzed as we work through the fall and look ahead towards 2023:
 - Remote Work possibilities
 - Hours of Operation and flexibilities
 - Personal leave accruals/front loading possibilities
 - Vacation/Annual leave buy-out options
- With the unfortunate news of the closing of the Voyant/Kik facility on Huntington Street, we have attempted to connect with management at Voyant/Kik on our parking for our HS/EHS classrooms at Early Learning Center (formerly YWCA Learning Adventure) and the Cosimo's facility. Currently, we park in the Voyant/Kik parking lot on Huntington at no cost or maintenance. With the impending closure, we have attempted to get answers on what parking will look like for our staff when the facility closes. We have had no success getting in touch with the proper people to gain clarity, and we have looped in Bob Haight from the Chamber and Mayor Scott Steve who are working on our behalf to get in touch with Voyant/Kik and work to secure parking after the building's closure. Currently, are not clear on when that closure will officially happen and when our parking lot access may be in jeopardy. The HS/EHS Program has

the ability to lease spaces and maintain the lot, but we need clarity on our ability to continue to use the lot. Depending on the outcome with Voyant/Kik, we will also contact Dave Yaman for the Crescent Commons space for parking. We used to park in the lot that is now Crescent Commons but were notified that was no longer possible with the development of Crescent Commons, which is how we ended up parking at Voyant/Kik. We will re-engage with Dave Yaman to assess possibilities now that the building has been developed for several years once we have been able to touch-base with Voyant/Kik. When we are fully staffed and enrolled, we will serve approximately 70 childcare slots with 35 staff positions between the Early Learning Center and the Cosimo's facility.

- Our Head Start Program Year 2022-2023 kicked off with staff returning on 8/22/2022 and the children starting on 9/7/2022. We started the Program Year with 7 of 10 Head Start rooms opening and 4 of 8 Early Head Start rooms opening. The classrooms that were not able to open are a result of a combination of enrollment and staffing. Currently, we have children on a waiting list to open 1 more Head Start room and 2 more EHS rooms; however, staffing remains a challenge to open these rooms. HR is working closely with HS/EHS Program leadership to recruit staff and Family Services is continuing the enrollment push. We are not unique to start the Program Year; NYSCAA conducted a state-wide study, and collectively across NYS, HS/EHS Programs are beginning the school year down approximately 20% of the workforce and child enrollment. This also seen nationally as well and has been the hot topic for the National Partnership as advocating at the federal level continues around child eligibility with increased State minimum wage rates and the adoption of UPK by school districts across the country, resulting in the need to convert to Early Head Start slots. With this, we will continue our heightened efforts on both the staff and child recruitment side of things as we work with our regional analyst to communicate our challenges and strategies.

Deputy Director
Monthly Report
September 2022

- **Golf Tournament**-We have final numbers for the Golf Tournament. We netted a profit of \$13,283. This is an increase of about \$4,500 from the first year. This year we charged a little more per team, we had a few sponsors donate for the 2020 tournament which was ultimately cancelled, and then choose to donate again this year. The major difference was that we sold raffle tickets ahead of time. The board was a huge help in selling the tickets. We appreciate all your help.
- **CDPAP-**
 - Martha is done with the back billing for Fidelis, as soon as Complete Payroll completes their steps, these will be posted, and we will start current billing.
 - I am working on tightening up and formalizing some policies with Greg's help.
 - We have not formally started taking new consumers, but we are accepting them on a case-by-case basis except for Fidelis consumers.
 - The NYS minimum wage for home health aides will increase \$2/hour on October 1st. Greg is reaching out to the MLTC's to negotiate new rates. We recently received an increase from Fidelis but already informed them the increase would not be sufficient to meet our increased costs with the minimum wage hike.
- **Technology**- We worked with Plan First to upgrade our virtual server this month. I spent several days working through issues, most of them have been resolved but we are still working on some issues Plan First needs to resolve.
- **Volunteer Driver Program**- We have two consistent drivers. We also have a couple others who have expressed interest but have not followed through and completed paperwork. I checked the DOT website this morning but did not find any indication that the 5310 grant we applied for has been awarded.
- **Committees**
 - The Wellness Committee is conducting a staff survey to see what kinds of promotions staff would like to see this year.
 - Safety Committee is continuing to do building audits and is exploring appropriate trainings on active shooters and other safety issues.
- **Human Resources**-Madlyn, our new HR Coordinator has started and is doing an excellent job working on some new recruiting strategies and building some new systems.
- **CDPAP-**
 - Martha is done with the back billing for Fidelis, as soon as Complete Payroll completes their steps, these will be posted, and we will start current billing.
 - I am working on tightening up and formalizing some policies with Greg's help.
 - We have not formally started taking new consumers, but we are accepting them on a case-by-case basis except for Fidelis consumers.
 - The NYS minimum wage for home health aides will increase \$2/hour on October 1st. Greg is reaching out to the MLTC's to negotiate new rates. We recently received an increase from Fidelis but already informed them the increase would not be sufficient to meet our increased costs with the minimum wage hike.
- **WIC**-Because I have a history with the Regional Office and a lot of WIC contacts I am helping Kay with some end of the year spending, planning for next year and brainstorming ideas to continue to operate clinic while she is severely understaffed. I will be helping with WIC clinic part-time when our current Nutritionist leaves to provide coverage until we can find a more permanent solution.



Energy Services / Building Maintenance September 2022

Energy Services

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

- HCR has approved the PY22 contract package for \$872,272. We have submitted a voucher for the advance & a second voucher was submitted on 9/16. HCR told us 5 months into our contract that we needed to use the “NEW” cloud based database to submit for payment and buildings. No critical information transferred from the old to the new database which has made us work harder as a TEAM.
- ARPA contract is moving along and has been extended to September 30, 2023.
- BIL- 5 year contract- our agency will receive \$872,272 each year on top of our regular WAP funds. Contracts with subgrantees will be issued in January 2023.
- Interviewing potential Crew Laborers – 2 of these positions currently open.

EmPower NY (Cortland & Tompkins Counties)

6 - jobs have been completed. 15- pending jobs. I have started to defer jobs to other contractors due to WAP production and staffing issues.

HEAP-

44- Air conditioners supplied to HEAP participants this summer.
3- Clean and Tunes completed.

CAPCO Building Maintenance



Adult Education

- We have changed Katrin Martin's title to Family development Instructor to reflect the added responsibilities that she has taken on in the Adult Education Program.
- We are currently interviewing for the position of Family Development Coordinator who completes the enrollment of new students in the program. Brandy has stepped into the roll of enrolling new students during the transition.

Emergency Assistance

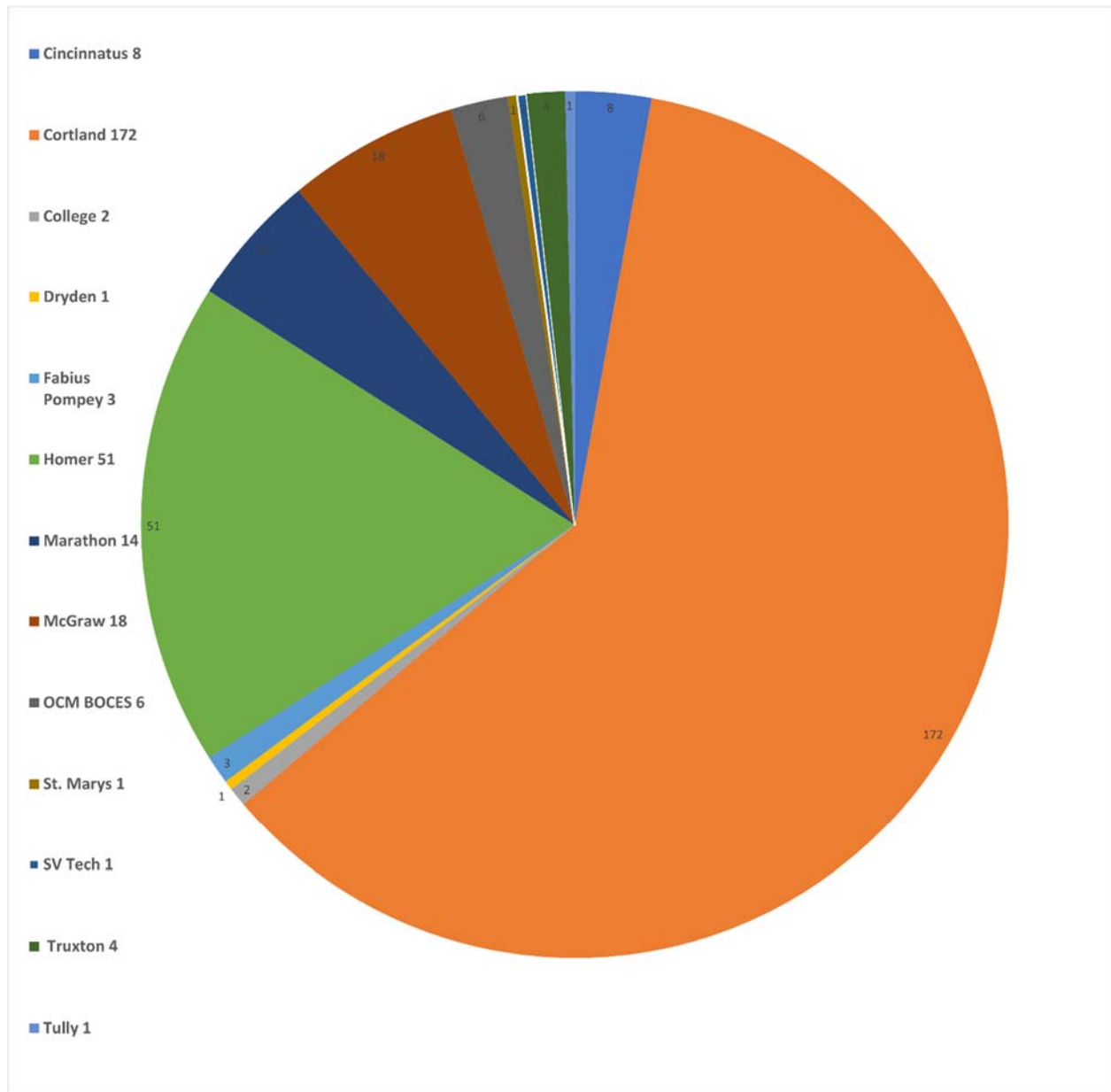
- We received discretionary funding to help children go back to school. With the funding we were able to take 282 children shopping for back-to-school clothing, shoes, and supplies needed to start school.
- We distributed school supplies at the Marathon Food Pantry in August.
- We are wrapping up CARES pandemic emergency funding with the funding period ending September 30, 2022. I am looking to commemorate the impact the funding had on individuals and our community in some way.
- Family Essentials has seen an increase in donated furniture over the summer. Sara has been working to get items to those who need them in the community.

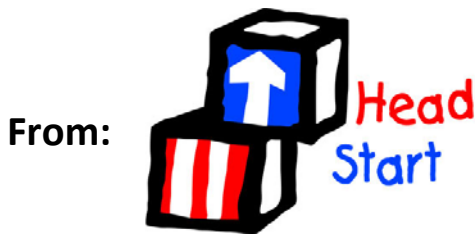
NOEP

- SNAP benefits continue to be the emergency allotment for those receiving a SNAP benefit. The emergency allotment will end 30 days after the public health emergency ends.
- Jessica will be helping at the Fresh Food Giveaway at The Chapel on September 29 at 4:30pm.

Healthy Families

- We enrolled nine new families in the last quarter bringing our caseload to 51 families.
- We tripled the number of in-person home visits in the last quarter. OCFS is still allowing remote visits when needed.
- We have openings and continue to recruit new and expectant moms to the program.





From:

Directors Monthly Board Report
HS/EHS Management Team
Month: September 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 43 HS children on a wait list and 66 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. Our pre-service events at Greek Peak went over well with staff based on feedback surveys.
- B. We are recruiting families to join our new program year policy council.

IV. Old Business

- A. We received notification from the OHS that we successfully corrected our deficiency for the Randall incident
- B. The Head Start wellness committee is meeting to plan for the new school year.
- C. COLA/QI letter has been received. It was disbursed with the first payroll of this program year.
- D. We are still waiting for word on our appeal to the non compliance during our federal review. We have been made aware that OHS is not forming a task force to look into the 90 day background standard that does not align with the Head Start Act.
- E. Many projects have been completed with the use of Child Care Stabilization grant 1.0

V. New Business

- A. Child Care Stabilization grant 2.0 was made available to all that also applied to 1.0. This new grant will be used to provide staff with retention bonuses.
- B. We started up a new CDA class. This will be our second of three years. CAPCO has 9 candidates enrolled. YWCA has 6 candidates enrolled!
- C. Greg and Bethann will be attending the Region II Head Start Conference in November and Bethann is currently in Washington DC for the Fall Leadership Institute.

WIC Program Monthly Report

Kay Brewster

9/16/22

- We had a nutritionist resign with her last day in September and our other nutritionist has put in her notice. Her last day is in October. We are actively recruiting and working with HR to find candidates for the positions.
 - We have restructured the department by removing a nutritionist position to try to make our compensation more competitive. New structure includes the WIC director, 2 nutritionists, 1 full time support staff and 1 part time support staff.
- Caseload continues to increase. We are using new chatbot outreach materials provided by Hunger Solutions. We also recognize the increase in cost of foods/household goods are increasing families need to come on program.
 - The National WIC Association is doing the first National Enrollment Week in October. We will be doing a billboard campaign around Cortland for the month of October to go along
- The formula shortage continues to be a concern but does seem to be improving slowly. Specialty formulas continue to be difficult to find. The temporary flexibilities NYS put in place have relieved some of the burden on families.
- We have completed our Farmers Market Nutrition Program for the year. We successfully distributed over 900 coupon booklets.
- The Public Health Emergency remains until October 20, 2022. Remote flexibility and waiver of physical presence remains in place through January 2023. We anticipate the PHE being extended again which would put flexibilities in place through April 2023.
- We continue to encourage participants to come in person as able and comfortable to optimize WIC services. It continues to be well received; we have many families that do want to come in.
- We participated in a World Breastfeeding Week walk and luncheon with the Cortland Breastfeeding Partnership in August. Healthy Families tabled with us and our Peer Counselors joined us as well.

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	1,096	1,047	87.25%	95.53%	✗
YTD Average:	1,200	1,044	983	81.95%	94.20%	