

Cortland County Community Action Program, Inc.
Board of Directors Meeting
March 23, 2023
Meeting Agenda

- I. Call to Order
- II. Motion for Approval of February 2023 minutes
- III. Standing Committee Reports
 - 1) PP&E Committee
 - 2) Board Development—did not meet.
 - 3) Finance/Audit Committee
 - a) **Resolution 23.17**—2023 CDPAP Budget
 - b) **Resolution 23.18**—HS/EHS COLA & QI Budget Submission
 - c) **Resolution 23.19**—CSBG Carryover Amendment
 - 4) Executive Committee—did not meet.
- IV. Executive Director Report
- V. Program Director Reports
 - a) Deputy Director Report
 - b) Energy Services
 - c) Family Development
 - d) Head Start/Early Head Start
 - e) WIC
- VI. Head Start Policy Council Update
- VII. Old Business
- VIII. New Business
 - a) **Resolution 23.20**—HS/EHS Policy: Mandated Reporting (FS16)
- IX. Executive Session, if needed.
- X. Adjournment

Cortland County Community Action Program, Inc.
Board of Directors Meeting
February 23, 2023
Meeting Minutes

- I. **Call to Order**-meeting called to order at 12:02 pm.

Members Present: Melissa Alvord, Doug Bentley, Sarah Beshers, Mary Bliss, Terry Coon, April Dennison, Ella Dilorio, Jeanette Dippo, Billie MacNabb, Mary Beth Mathey, Penny Prignon, Patty Schaap, Lynne Sypher, Shelley Warnow, Larry Woolheater.

- II. **Motion for Approval of January 2023 Minutes** made by Larry Woolheater, 2nd Jeanette Dippo. Motion carried.

- III. Standing Committee Reports

1. **PP&E Committee** – Met on February 9, 2023. Reviewed the HS/EHS December Management reports. Committee reviewed the Program Year 2023-2024 HS/EHS Continuation Grant. This is something we will need to submit whether we get the Reduction grant or not. Committee reviewed the PY 2021-2022 HS/EHS Self-Assessment. Brandy went over the Quarter 1 CSBG PPR with the committee.

- a) **Resolution 23-10 – HS/EHS PY 2021-2022 Self-Assessment** motion made by April Dennison, 2nd by Doug Bentley. Resolution passed.
- b) **Resolution 23-11 – CSBG Quarter 1 PPR** motion made by Terry Coon, 2nd by Melissa Alvord. Resolution passed.

2. **Board Development Committee** – Met on February 14, 2023. Committee discussed the re-seating of Larry Woolheater. Committee discussed the annual survey and will discuss more at next meeting.

- a) **Resolution 23-12 – Re-seating of Larry Woolheater for 2nd Board Term** made by Mary Bliss, 2nd by Lynne Sypher. Resolution passed.

3. **Finance/Audit Committee** – Met on February 16, 2023. Briefly discussed letter sent to NYS Senator Lea Webb's office for roof replacement & continuation of rental space for Adult Education. Committee briefly discussed Bethann Wieder's resignation from the HS/EHS program. HS/EHS will be working on some big facility projects during the winter break. Martha discussed how she & Denise are working through the BIL grant and all that is it expected to entail. Committee discussed the finalization of the APR report for CSBG. Still working through some vacancies in the Healthy Families Program. Committee also went over WIC's budget and being able to move under-spent money around to give some much-needed wage increases and for the recruitment of the Nutritionist position. Still no word on RFA grant but expect word at the end of March.

Motion to approve financials made by Ella Dilorio, 2nd by April Dennison. Motion accepted.

- a) **Resolution 23-13 – HS/EHS 5th Year Continuation Grant for Program Year 2023-2024** made by Doug Bentley, 2nd by Terry Coon. Resolution passed.

- b) **Resolution 23-14 – Selection of the Bonadio Group as our agency accounting/auditing Firm for the next 5 years** made by Jeanette Dippo, 2nd by Terry Coon. Resolution passed.

IV. **Program Director Reports –**

- a) Executive Director Report – Greg reviewed report--had nothing new to add to his report.
- b) Deputy Director Report – Kirsten reviewed report-- had nothing new to add to her report.
- c) Energy Services – Denise reviewed report--had nothing new to add to her report.
- d) Family Development – Brandy reviewed report--had nothing new to add to her report.
- e) Head Start/Early Head Start – Greg reviewed report—had nothing new to add to the report
- f) WIC – Kay reviewed report--was excited to add that they had offered a Nutrition/Breastfeeding Coordinator applicant the position and she had *just* accepted.

V. **Head Start Policy Council Update-** had an emergency meeting on Wednesday, February 15, 2023. Council accepted Bethann Wieder's resignation effective immediately. Will discuss more in Board executive session. Will meet normally on Tuesday, February 28, 2023, for normal business.

VI. Old Business – No old business to discuss.

VII. New Business –

- a) **Resolution 23-15 – HS/EHS Covid Mitigation Policy** made by Terry Coon, 2nd by Mary Bliss. Resolution passed.

VIII. Executive Session – Larry Woolheater motioned, 2nd by April Dennison. Executive session began at 12:39 pm.

- a) **Resolution 23-16 – Resignation of Bethann Wieder as the HS/EHS Director** made by Mary Bliss, 2nd by Doug Bentley. Resolution passed.

IX. **Adjournment** – motion to adjourn made by Terry Coon, 2nd by Mary Bliss. Meeting adjourned at 12:46 pm.

PP&E Committee Meeting

March 9, 2023

Meeting called to order at 12:01 pm.

Members present: Melissa Alvord, Terry Coon, Billie MacNabb Lynne Sypher. Excused: Patricia Schaap.

Staff: Greg Richards, Kirsten Parker, Kristi Coye, Jennifer Geibel, Danielle Treacy.

Committee reviewed the HS/EHS January 2023 Management reports. Jennifer briefly went over the reports. Trending back to pre-COVID with our engagement numbers up across all classrooms with each having at least 1 engagement activity in the month of January. It continued to be noted that more children are receiving special needs than we have seen in our Program previously across all age groups. It was noted that the safety bear curriculum column was at "0", Nicole, our Mental Health Specialist, will start doing classroom visits in March so the number should start to increase.

Committee discussed challenges in our Smith Elementary UPK/Head Start classroom. In the past 2 months we have had a total of 5 CPS calls. 3 of these calls were made by us, 2 made by an anonymous person. CPS calls also trigger investigations from our licensors at OCFS. We do not believe that any of these claims are valid based on our own thorough reviews; we are dealing with some child behavior plans in the classroom that have caused challenging family/parent dynamics and have contributed to the allegations. We have been in good communication with our OCFS licensor, OHS, and more recently, law enforcement, who all have affirmed the process we have taken and have communicated no concerns. In light of these open investigations, we are doing another Mandated Reporter training for all staff and have a staff training scheduled for March 31st.

Committee discussed HS/EHS classroom camera installations. Considering recent allegations and open investigations, one of our saving graces has been a camera that was present in the hallway of one of our classroom locations. We are looking to install cameras in all our classrooms in case of any future accusations, we could go back and review the footage. This is current a recommendation from our OCFS and OHS with other Programs moving in this direction.

Committee reviewed and discussed the Designated Renewal System (DRS) notification for our HS/EHS Program. This was anticipated program after receiving 2 deficiencies within our 5-year grant. We have started preparing with this 12-month advance notice ahead of our new 5-year baseline grant for PY24-25 with some immediate deliverables. 94% of programs are re-awarded when in a DRS cycle, and we have connected with other Programs who have successfully been through the process. The process will remain confidential throughout its entirety as we work toward next year. We are still waiting to hear back on our Change of Scope Reduction grant that was submitted in late October 2022 that would change program structure ahead of our Year 5 cycle.

Committee discussed the WIC RFA. We have received notice of award that includes both Cortland & Chenango Counties to begin in October 2023. We are keeping the news of acquiring Chenango County confidential as Chenango County does not know who won the RFA and will more than likely wait to let their employees know until summer. It is not official that we will accept the expansion as we still have more questions than answers and are requesting a conference call with the state to discuss the budget with the funding level coming in almost \$100,000 less than submitted. As a reminder, we were approached to write for Chenango County following ongoing compliance issues. We are currently

reaching out to other Executive Directors who have been through expansion for resources and insights through this complicated process.

Committee discussed the recent TC3 Poverty Simulation. This was our first TC3 Poverty Simulation that took place in 3 years. TC3 sent in a thank-you letter. TC3 has reached out to CAPCO for further collaboration and ways we can help each other out in the future. CAPCO is looking to do more simulations within this year with other agencies.

No further business. Meeting adjourned at 12:55 pm.

HEADSTART / EARLY HEADSTART PROGRAM OF CORTLAND COUNTY

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Community Action Program , Inc.

HS/EHSMonthly Family Engagement Report

Month: January 2023

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of Families in Center	% of Families Involved
ELC 4	Indoor ice skating	1/13/2022	2	3	1	13	15%
	Cozy book-a-palooza	1/27/2022	8	11	0	13	62%
	PCM	1/26/2023	1	1	0	13	8%
Johnson 1	Moon sand	1/26/2022	9	12	4	14	64%
	PCM	1/26/2023	0	0	0	14	0%
Johnson 2	Snowstorms in a jar	1/20/2022	8	10	3	14	57%
	Exploding snowballs	1/26/2022	4	4	0	14	29%
	PCM	1/26/2023	0	0	0	14	
Randall 1	Sensory Bottles	1/25/2022	5	5	2	15	33%
	PCM	1/26/2023	0	0	0	15	
Randall 2	Snowflakes	1/27/2022	7	9	2	16	44%
	PCM	1/26/2023	0	0	0	16	0%
Smith 1	Letter "d" activity	1/25/2022	6	7	1	14	43%
	PCM	1/26/2023	0	0	0	14	0%
Smith 2							
YMCA 1							
YMCA 2	Tucker Turtle vest	1/25/2022	7	10	4	15	47%
	PCM	1/26/2023	0	0	0	15	0%
YMCA 3							

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (HEAD START)

Employee Name: Trudy Happel Month: January 2023

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
ELC 4 14	13	1	0	75	0	0	4	3	0	0	1
Johnson 1 14	14	0	0	79	1	1	10	5	12	2	0
Johnson 2 14	14	0	1	79	3	2	5	5	3	1	1
Randall 1 16	15	0	1	93	4	1	9	4	11	1	0
Randall 2 16	16	0	0	74	3	2	3	3	13	5	0
Smith 1 16	14	0	1	85	1	3	11	8	0	0	0
Smith 2 16											
YMCA 1 16											
YMCA 2 16	14	1	0	80	1	1	8	5	5	0	0
YMCA 3 14											
TOTAL	100	2	3	81%	13	10	50	33	44	9	2

of Children on the Waiting List:

3 Year Olds
Over Income
Under 130%
Under 100%

10
2
32

4 Year Olds
Over Income
Under 130%
Under 100%

5
0
0

Comments: _____

TH:monitoring:monthlyreports:1718:hsmaster

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: January 2023

	# 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 1												
YMCA 2	4	2	3	1	1	0	1	1	1	1	0	0
YMCA 3												
Smith 1	5	3	4	2	3	0	2	0	0	0	0	0
Smith 2												
Randall 1	4	2	4	1	0	1	1	0	0	0	0	0
Randall 2	3	1	3	0	0	0	1	0	0	0	0	0
Johnson 1	5	2	5	2	0	2	0	0	0	0	0	0
Johnson 2	4	1	3	1	1	1	0	0	0	0	0	1
ELC 4	5	3	4	3	0	1	4	0	2	0	0	0
TOTALS	30	14	26	10	5	5	9	1	3	1	0	1

30% of 100 enrolled HS children receiving services

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

Employee Name: Nicole Humphrey

Month: January 2023

	Behavior Concerns observed by Mental Health Consultant	SOS Calls	# Children Receiving Counseling By MH Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV		Curriculum
								Face to Face	Telephone	
YMCA 1	0	0	0	0	0	0	0	0	0	0
YMCA 2	4	3	0	0	0	0	0	0	0	0
YMCA 3	0	0	0	0	0	0	0	0	0	0
Smith 1	6	3	2	1	0	0	0	2	6	0
Smith 2	0	0	0	0	0	0	0	0	0	0
Randall 1	3	0	1	0	0	0	0	0	1	0
Randall 2	0	0	1	0	0	0	0	0	1	0
Johnson 1	1	0	0	0	0	0	0	0	0	0
Johnson 2	5	0	0	0	0	0	0	0	1	0
ELC 4	3	1	4	0	0	0	0	0	4	0
TOTALS	22	7	8	1	0	0	0	2	13	0

Not open: Y1, Y3, Smith 2

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

Employee Name: Mmselle Sonnacchio

Month: January 2023

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
ELC 4	13							0
Johnson 1	14							0
Johnson 2	14		2	1				3
Randall 1	15							0
Randall 2	16							0
Smith 1	14		2					2
YMCA 2	14			1				1
Smith 2	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	100	0	4	2	0	0	0	6

Comments: **No incidents/accidents were reported to OCFS.**
There were 2 staff accidents reported in January (Slip/fall @ YMCA and Injured by Child @ Smith).

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

Health Services- Dental

Employee Name: Mmselle Sonnacchio

Month: January 2023

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
ELC 4	13	0	0	0	7	6	1	1	0	0	0	0
Johnson 1	14	0	1	1	5	7	0	0	0	0	0	0
Johnson 2	14	0	0	1	8	5	0	0	0	0	0	0
Randall 1	15	0	1	0	10	4	2	1	0	1	0	0
Randall 2	16	0	0	0	10	5	2	2	0	0	0	0
Smith 1	14	0	1	0	8	5	2	2	0	0	0	0
YMCA 2	14	0	0	0	10	4	1	1	0	0	0	0
Smith 2	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	100	0	3	2	58	36	8	7	0	1	0	0
						36%	22%	88%	0%	12%		

Comments:

HEAD START

CLASSROOM HAPPENINGS

January 2023

Johnson 2

- Turned our dramatic play area into a farm where children were able to “milk a cow”, pluck “wool” off a sheep, watch “chickens lay eggs”, pick corn and play with animals in hay.
- Our Sensory bin was filled with corn and the children “fed” different farm animals.
- We made open-ended cows, tractors and pigs.
- Had a Family Engagement on January 20th and made exploding snowballs.
- Had another Family Engagement on January 26th and made a snowstorm in a jar.
- We washed farm animals in our sensory bin with dirt and water.
- We made “Jets” for our Letter “J” this month.
- We practiced our scissor skills this month.
- Senior BOCES students made tractors out of boxes that our children were able to pretend to drive around the farm dramatic play area.

Randall 1

- In January we learned about animals and their habitats they live in.
- We learned about birds and why they have feathers, beaks and how there are ground birds and water birds. We also learned how they camouflage themselves.
- Dina and Wally came to class and taught us different ways to apologize and when it’s appropriate to apologize.
- We had families join us for Family engagement, where we created winter themed sensory bottles. We had five families join us.

Randall 2

- We have enjoyed being able to go outside and play in the snow.
- Our class has been working hard on rhyming words.
- We have learned about different habitats and the three basic needs (food, shelter and water).
- For our Family Engagement we made snowflakes with our families.

- We have learned all about our feathered friends.

Smith 1

- Our class read “Rainbow Fish” book and did a sharing activity to go with it.
- “G” is for gumball letter craft that we did this month.
- Science unit for January was all about our “Feathered friends”.
- Another letter craft we did this month was a snake for the letter “S”.
- Our Family Engagement:- “D” for donut and healthy snack.
- Another science unit was “Animals and their habitats”.
- We used a glove to “milk “cows.
- Our class met Tiny turtle and made our own shells to go into when we are angry.
- Another craft we made this month was a jellyfish for the letter “J”.
- We made paper baby chicks in eggs and had them hatch.
- We also made a teasing shield to protect us from teasing.

YMCA 2

- We reviewed classroom rules and classroom expectations a lot this month.
- We also talked about how to calm down and introduced the Tucker Turtle calm down breathing exercise.
- We explored the “feather friends” science unit.
- The children loved looking through the binoculars at different birds.
- The children experienced how birds eat, by using strainers to imitate how a duck would eat from water.
- They had fun trying to pick-up food with tweezers like a bird’s beak.
- In the habitat unit, our class discovered what plants and animals live in the woods. They also discovered what animals lived near ponds and lakes.
- We had a fire drill this month.
- For our Family Engagement, we invited parents to come in the classroom and help their child make a Tucker Turtle vest.

ELC 4

- During the month of January, we explored magnets and learned about magnetic force.
- Our literacy activity included making snowmen to go along with our “Snowman at Night” book.
- We explored snowmen in the sensory table using baking soda and vinegar.

- For our Family Engagement, we had families join us for ice skating and we had a pizza party to celebrate getting lots of In-Kind hours.
- For a math class we continued to break down counting and grouping by pairs.

HEADSTART / EARLY HEADSTAT PROGRAM OF CORTLAND COUNTY

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Community Action Program , Inc.

EHS Monthly Family Engagement Report

Month: January 2023

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of families in center	% of families involved
Cosimo 1	Color coffee filters	1/13/2023	3	4	0	8	38%
	PCM	1/26/2023	0	0	0	8	0%
Cosimo 2							
Cosimo 3							
ELC 1							
ELC 2	Making sheep	1/20/2023	6	10	3	8	75%
	PCM	1/26/2023	0	0	0	8	0%
ELC 3	The Mitten & activ	1/18/2022	5	6	1	8	63%
	PCM	1/26/2023	0	0	0	8	0%
South Main 1							
South Main 2	Snowball fight & cup stacking	1/20/2022	6	8	2	8	75%
	PCM	1/26/2023	0	0	0	8	0%
	Pizza Party	1/27/2023	6	10	4	8	75%
Home Based	PCM (Bru Crew)	1/4/2023	0	0	0	14	0%

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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MONTHLY FAMILY SERVICES REPORT (EARLY HEAD START)

Employee Name: Trudy Happel

Month: January 2023

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	8	0	91	0	0	2	2	2	0	0
Cosimo 2	8										
Cosimo 3	8										
ELC 1	8										
ELC 2	8	8	0	1	78	0	2	4	3	0	0
ELC 3	8	8	0	1	74	0	0	1	1	2	0
South Main 1	8										
South Main 2	8	8	0	0	78	0	2	5	2	2	0
Home Based 1	12	8	0	0	0 89	0	1	27	24	1	0
Home Based 2	12	9	0	0	11 82	0	0	38	31	1	0
TOTAL	49	0	2	80%	0	5	77	63	8	0	2

of Children on the Waiting List:

Children
Over Income
Under 130%
Under 100%

19
3
64

Comments: _____

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

Special Needs

Employee Name: Jennifer Geibel

Month: January 2023

	# 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 IFSP Mtg	# of Children Declassified	Refused Referral
ELC 1												
ELC 2	2	1	2	1	0	1	0	0	1	1	0	0
ELC 3	4	3	4	3	1	3	0	0	1	2	0	0
Cosimo 1	2	1	2	1	0	1	0	0	0	0	0	0
Cosimo 2												
Cosimo 3												
South Main 1												
South Main 2	0	0	0	0	0	0	0	0	0	0	0	0
Home Based 1	1	1	1	0	1	1	0	0	0	0	0	0
Home Based 2	1	0	0	0	0	1	0	0	0	0	0	0
TOTALS	10	6	9	5	2	7	0	0	2	3	0	0

1 child in ELC 3 receives vision therapy 1x monthly (in home)

20% of 49 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: December 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	3	0	0	0	0	0	0	0	0	0
ELC 3	3	0	0	0	0	0	0	0	0	0
Cosimo 1	3	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
HB 1	0	0	0	0	0	0	0	0	0	0
HB 2	0	0	0	0	0	0	0	0	0	0
TOTALS	13	0	0	0	0	0	0	0	0	0

Not open: COS2, COS3, SM1, ELC1

MONTHLY POLICY COUNCIL REPORT EHS
Health Services- Dental Report

Employee Name: Mmselle Sonnacchio

Month: January 2023

Center	# of Children Enrolled	# of Children Enrolled Age 1 Year and Older	# of Dental Screenings Received	# of Children w/ Dental Concerns Noted	# of Dental Exams Received	# of Children w/ Dental Treatment Needed	# of Children w/ Dental Treatment NOT Started	# of Children w/ Dental Treatment Started	# of Children w/ Dental Treatment Completed	# of Dental Waivers/ Refusals Received
Cosimo 1	8	8	2	0	3	0	0	0	0	0
ELC 2	8	8	1	0	3	0	0	0	0	0
ELC 3	8	8	1	0	4	0	0	0	0	0
Home Base 1	8	7	3	0	1	0	0	0	0	0
Home Base 2	9	7	1	0	1	0	0	0	0	0
SM 2	8	8	5	0	0	0	0	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 1	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	49	46	13	0	12	0	0	0	0	0
			27%	0%	26%	0%	0%	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: 2023

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								0
ELC 2								0
ELC 3								0
Home Base 1								0
Home Base 2								0
South Main 2								0
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 1	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	0	0	0	0	0	0	0	0

Comments:

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

Employee Name: Mmselle Sonnacchio

Month: January 2023

Center	# of Children Enrolled	# of Current Physicals Received	# of Current Immunizations Received	# of 12 Month Lead Results Received	# of 12 Month Lead Results ELEVATED	# of 24 Month Lead Results Received	# of 24 Month Lead Results ELEVATED
Cosimo 1	8	7	8	7	1	7	1
ELC 2	8	6	8	5	0	7	0
ELC 3	8	3	7	4	0	3	0
Home Base 1	8	5	8	4	0	2	0
Home Base 2	9	1	7	3	0	0	0
South Main 2	8	5	8	6	0	6	0
Cosimo 2	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
ELC 1	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
TOTALS	49	27	46	29	1	25	1
		55%	94%				

Comments:

1 child in ELC 3 & 2 children in HB2 are behind on an immunization & appt scheduled for child's next well visit.
 1 child in Cos 1 with elevated lead at their 1 & 2 yr screenings and are being followed by doctor/CCHD.

EARLY HEAD START

CLASSROOM HAPPENINGS

January 2023

Cosimos 1

- This month we played and talked about Animals.
- We painted with our animals, created footprints in the snow with the animals and played with the animals in playdoh.
- We also acted out different animal movements as an active play and did an animal march.
- We talked about why we wear our warm clothing when its cold outside.
- We had our Family Engagement, where we used coffee filters to make snowflakes and had a great turnout.

South Main 2

- This month has been cold and wet. Fortuity we were able to make it outside a few times for walk and to play outside on the playground.
- We talked about animals and did many activities where we learned about farm animals.
- Many families were able to join us for our Family Engagement this month which was stacking cups and a snowball fight.
- Everyone seemed to have so much fun especially the children.
- Many families also came to our In-Kind pizza party that we won as well.
- Our class are becoming good friends, they are excited to come to school each day and are starting to enjoy playing together.

ELC 2

- We started the month by having he children make red collages and hung up a barn.
- We made chickens, muddy pigs, cows, and sheep for our barn.
- The children's families came in for our Family Engagement to help make the sheep.
- We played the game where the floor was lava.
- We sang the "Goldfish" song.
- We mixed the colors blue and yellow to make the color green.

- We have different color and shapes of noodles to lace, sort and count.
- We enjoyed meeting our new friend this month too.

ELC 3

- This month in class this month we learned about animals, their sounds and naming them.
- We made a shape collage, named colors and shapes.
- The children's language skills have come a long way. They are using friend's names, using gentle touches more, and asking for turns.
- They are cleaning up the toys, washing hands by themselves as well.
- We had five families come to our Family Engagement on January 18th.



ADMINISTRATION FOR
CHILDREN & FAMILIES

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

February 28, 2023

Cortland County Community Action Program

Re: Grant No. 02CH010916

Dear Head Start Grant Recipient:

This letter informs you that Cortland County Community Action Program in Cortland, NY, meets one or more of the criteria listed in the Head Start Program Performance Standard Regulation [45 CFR Part 1304](#) requiring an open competition. This letter also provides information on how the determination was made and explains the competitive process.

Basis of Competitive Determination

Cortland County Community Action Program in Cortland, NY, was determined to be ineligible for automatic renewal and designated for competition based on the following condition(s):

45 CFR Part 1304.11(a) - The agency has been determined to have two or more deficiencies across reviews conducted under section 641A(c)(1)(A), (C), or (D) of the Act during the relevant time period under §1304.15.

Deficiency Condition

Based on reviews conducted on 07/12/2019 and 02/18/2022, HHS determined that Cortland County Community Action Program had two or more deficiencies. Specifically, Cortland County Community Action Program was found to be deficient with the following requirement(s):

§1302 Program Operations.

1302.90 Personnel policies.

(c) Standards of conduct.

(1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that:

(ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not

(A) Use corporal punishment;

(C) Bind or tie a child to restrict movement or
tape a child's mouth;

(G) Physically abuse a child.

HHS informed Cortland County Community Action Program of these deficiencies on 08/16/2019 and 04/29/2022. If you would like a copy of your review report(s), please see the Reviews tab in HSES.

Competitive Process and Interim Funding

Should your agency wish to compete to operate a Head Start and/or Early Head Start program, the agency must submit an application under a funding opportunity announcement that will be published later this year on

[Grants.gov](https://www.grants.gov). Funds will be awarded to the organization "that demonstrates that it is the most qualified entity to deliver a high-quality and comprehensive Head Start or Early Head Start program." See [45 CFR Part 1304.13](https://www.ecfr.gov/current/title-45/chapter-I/subchapter-B/part-1304/section-1304.13). Your agency will continue to receive grant funding until such competition has concluded. The grant award project period ends 05/31/2024.

You must file a current [Real Property Status Report](#), Form SF-429 with Attachment A, in GrantSolutions to identify any leased or owned real property subject to a federal interest. Grant recipients are also required to provide [Tangible Personal Property Report](#) SF-428 and SF-428B, and if needed, SF-428S, not later than 90 days after the close of the project period. Grant recipients are to scan and upload completed copies of the SF-428 reports to the specified folders in the Grant Notes section of GrantSolutions.

If you have any questions about the competitive process or the designation determination, please contact your Regional Office.

Sincerely,

/Tala Hooban/

Tala Hooban
Acting Director
Office of Head Start

Enclosure:

Reports - Inventory and Program Information Report (PIR)

The Administration for Children and Families (ACF) requires a comprehensive, up to date inventory of Head Start and Early Head Start real property, equipment and supplies used in grant recipient operations, including those in use by contracted service providers and delegate agencies, to post as part of the upcoming Funding Opportunity Announcement. An onsite verification of Head Start/Early Head Start real property will be conducted. Required inventories are due not later than 45 days after receipt of this letter.

Inventory of Real Property

An SF-429 is required for each facility with federal interest and requires the calculation of federal interest in the property, and documentation supporting a calculation of the Head Start Federal interest and any non-Federal interest share in the property.

Include:

- Accounting records that reflect the expenditures that create the interest share in the property.
- A copy of any mortgage, lease or other contractual encumbrance against property acquired with Head Start funds.
- A copy of the Notice of Federal interest filing.
- Most recent appraisal of property (within three years).

Onsite Assessment of Facilities with Federal Interest

Regional Office may contact the grant recipient regarding the timeline and logistics for scheduling an onsite assessment of each facility (owned and leased) with federal interest. Grant recipients should have information requested in this document available for review.

Inventory of Supplies by Location and Room

Include an inventory of supplies by location, room and condition. Please include items such as classroom furniture and fixtures, desktop and laptop computers and hardware, video and teleconference items, cameras, smart boards, and playground items.

Inventory of Equipment

Provide the most recent equipment inventory that was reconciled to your agency's equipment records. Include a list of all vehicles purchased using Head Start funds, including make, model, year, capacity, and condition of each vehicle.

Inventory Submission Instructions

Grant recipients are to submit the information in the Head Start Enterprise System (HSES) under the DRS tab. Notify the Regional Office using the Correspondence tab that the materials are available.

Program Information Report (PIR)

Grant recipients are to complete and submit the 2023 PIR not later than June 30, 2023. The annual PIR is the federally required Program Performance Report for Head Start.

If you anticipate not being able to meet the above timeframe or requirements, notify your Regional Grants Management Officer in writing immediately.

Please contact your Regional Office with questions.



Department of Health

KATHY HOCHUL
Governor

JAMES V. McDONALD, M.D., M.P.H.
Acting Commissioner

MEGAN E. BALDWIN
Acting Executive Deputy Commissioner

March 7, 2023

Gregory Richards
Executive Director
32 North Main Street
Cortland, NY 13045

Re: RFA#: 20140, Special Supplemental Nutrition for Women, Infants and Children (WIC) –
Reissue, Grants Gateway #: DOH01-WIC2LR-2023

Dear Gregory Richards,

Congratulations! I am writing to inform you that Cortland County Community Action Program, Inc. has been selected for an award under the above referenced Request for Applications (RFA). Selection was based on the competitive review and evaluation of your organization's response to this RFA released in May 2022.

The annual award amount is **\$850,400** for the anticipated contract period of **October 1, 2023 to September 30, 2028**. Details of your award are summarized below:

WIC Award	BFPC Award	BP Award	Final Award
\$809,900	\$36,600	\$3,900	\$850,400

This award amount is intended to support programming to a target caseload of 2,200 participants at the following sites and locations:

New/Existing	Site Type	Site Number/Name	Site Address
Existing	Permanent	1/CAPCO	32 N Main St, Cortland, NY 13045
Existing	Temporary	2/Marathon	1 E. Main St, Marathon, NY 13803
Existing	Temporary	3/Cincinnatus	2708 Lower Cincinnatus Rd, Cincinnatus, NY 13040
New	Permanent	4/Norwich	(Address to be determined) Norwich, NY 13815
Existing	Temporary	5/Greene	28 N. Chenango St, Greene, NY 13778
Existing	Temporary	6/Sherburne	11 Chapel St, Sherburne, NY 13460
Existing	Temporary	7/Bainbridge	3 Church St, Bainbridge, NY 13733

Final grant awards are contingent on the review and approval of the Office of the State Comptroller (OSC) and upon meeting the conditions outlined below.

- The awardee must provide the following to WICBudget@health.ny.gov by the deadlines specified:
 - Confirmation that the proposed site location (Site #4/Norwich (Permanent) at (Address to be determined) in Norwich, NY 13815) meets the WIC Site Space Requirements described in the enclosed *NYS WIC Program Site Changes and Renovations Guide*, or an alternative location meeting these requirements by May 1st, 2023.
 - Recruitment plan to hire and train qualified program staff upon contract start by June 1st, 2023.
 - Complete and submit the enclosed *WIC Site Change Request Form* by July 1st, 2023.

As the RFA indicates, you may request a debriefing of your application. It will be limited only to your application and will not include any discussion of other applications. Requests for debriefing must be received no later than fifteen (15) calendar days from the date of this letter. To request a debriefing, please send an email to James L. Browning at BSFP-FMS.Procure@health.ny.gov. In the subject line, please write: Debriefing Request Special Supplemental Nutrition for Women, Infants and Children (WIC) – Reissue.

The required timeline for on-time execution of this contract is outlined below. An on-time contract allows the grantee to receive a contract advance (if applicable) and prompt payment of vouchers. Grantees have approximately **30 days** from the date of this letter to submit all required contract documents to WICBudget@health.ny.gov. If the budget and supporting documents are not submitted in the scheduled number of calendar days, your agency may receive a Suspension of Prompt Contracting* letter. Failure to meet the timeframes below may result in a late contract, and/or delayed payments to the grantee.

Your contract will be available in the Grants Gateway shortly. Please check your task list.

Required Process Step	Responsible	Timeframe
Submit required supporting documentation (Workers Comp and Disability coverages, MWBE, current Charities Registration status) to WICBudget@health.ny.gov . Update Vendor Responsibility Questionnaire on OSC's website.	Grantee	4/7/2023
Log into NYWIC and complete the annual program budget. Submit budget for review in NYWIC. <i>Then change status to Contract Information Submitted in Grants Gateway.</i>	Grantee	4/18/2023
Program Manager Review and Approval – <i>during this time additional edits by the grantee may be required.</i>	State Agency	5/9/2023
Contract Manager Review and Approval - <i>final contract documents approved prior to signatures</i>	State Agency	5/30/2023
Grantee Signature	Grantee Contract	6/13/2023

	Signatory or System Administrator	
Contract Package Validation - vendor responsibility verification and all internal agency approvals.	State Agency	6/23/2023
Agency Signature	State Agency	7/3/2023
To Attorney General and OSC	State Agency	7/20/2023
Contract Executed before the contract start date of 10/1/2023	OSC	8/4/2023

All contractors are strongly encouraged to complete Grants Gateway training. Training opportunities are posted on <https://grantsmanagement.ny.gov/live-webinars>.

We look forward to working with you on the successful implementation of the project and will be contacting you shortly to check on your status of the required documents. If you have any questions or concerns before that time, please contact WICBudget@health.ny.gov.

Sincerely,



Corie Nadzan, M.P.A., R.D., C.L.C.
NYS WIC Director
Bureau of Supplemental Food Programs

**New York State Prompt Contracting Law establishes timeframes for processing new and renewal contracts and provides for interest payments when contract payments are late due to untimely processing of contracts. If there are delays in the contract process on the part of the contractor, it would render the contractor ineligible for interest for the number of days of delay.*

FFY 2024 - Federal Award Identification
DOH01-C38301GG-3450000
217 Cortland County Community Action Program

Dear WIC Grantee,

Pursuant to 2 CFR 200.332, this letter is to confirm and identify your New York State Department of Health contract # DOH01-C38301GG-3450000 as a grant funded program under the following Federal award(s). Attached is the Federal award identification of the specific fund sources used for the contract.

If you have any questions about the source of funding of your contract with the Department, please contact the NYSDOH Bureau of Supplemental Foods Program, Central Office, for assistance at wicbudget@health.ny.gov.

Thank you,

Fiscal Management Section

Bureau of Supplemental Food Programs

FFY 2024 - Federal Award Identification
DOH01-C38301GG-3450000
217 Cortland County Community Action Program

2024 NSA

(1) Subrecipient Name	CORTLAND COUNTY COMMUNITY ACTION
(2) Subrecipient's Unique Entity Identifier	L1P5ZJLPV4Y3
(3) Federal Award Identification Number (FAIN)	244NY704W1003
(4) Federal Award Date	TBD
(5) Subaward Period of Performance Start and End Date	10/01/2023 - 09/30/2028
(6) Subaward Budget Period Start and End Date	10/01/2023 - 09/30/2024
(7) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient	\$809,900.00
(8) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation	\$809,900.00
(9) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity	\$4,049,500.00
(10) Federal award project description	WIC Nutrition Services and Administration
(11) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity	USDA - Food and Nutrition Service New York State Department of Health wicbudget@health.ny.gov
(12) Assistance Listings Number and Title	10.557 - WIC Special Supplemental Nutrition Program for Women, Infants, and Children
(13) Research and Development Award	No
(14) Indirect cost rate for the Federal award	15.00%

2022 BFPC

(1) Subrecipient Name	CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.
(2) Subrecipient's Unique Entity Identifier	L1P5ZJLPV4Y3
(3) Federal Award Identification Number (FAIN)	224NY744W5003
(4) Federal Award Date	1/28/2022
(5) Subaward Period of Performance Start and End Date	10/01/2023 - 09/30/2028
(6) Subaward Budget Period Start and End Date	10/01/2023 - 09/30/2024
(7) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient	\$35,438.00
(8) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation	\$35,438.00
(9) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity	\$183,000.00
(10) Federal award project description	WIC Breastfeeding Peer Counseling
(11) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity	USDA - Food and Nutrition Service New York State Department of Health wicbudget@health.ny.gov
(12) Assistance Listings Number and Title	10.557 - WIC Special Supplemental Nutrition Program for Women, Infants, and Children
(13) Research and Development Award	No
(14) Indirect cost rate for the Federal award	15.00%

FFY 2024 - Federal Award Identification
DOH01-C38301GG-3450000
217 Cortland County Community Action Program

2023 BFPC

(1) Subrecipient Name	CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.
(2) Subrecipient's Unique Entity Identifier	L1P5ZJLPV4Y3
(3) Federal Award Identification Number (FAIN)	234NY744W5003
(4) Federal Award Date	TBD
(5) Subaward Period of Performance Start and End Date	10/01/2023 - 09/30/2028
(6) Subaward Budget Period Start and End Date	10/01/2023 - 09/30/2024
(7) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient	\$1,162.00
(8) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation	\$1,162.00
(9) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity	\$183,000.00
(10) Federal award project description	WIC Breastfeeding Peer Counseling
(11) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity	USDA - Food and Nutrition Service New York State Department of Health wicbudget@health.ny.gov
(12) Assistance Listings Number and Title	10.557 - WIC Special Supplemental Nutrition Program for Women, Infants, and Children
(13) Research and Development Award	No
(14) Indirect cost rate for the Federal award	15.00%

2024 Food

(1) Subrecipient Name	CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.
(2) Subrecipient's Unique Entity Identifier	L1P5ZJLPV4Y3
(3) Federal Award Identification Number (FAIN)	244NY704W1006
(4) Federal Award Date	TBD
(5) Subaward Period of Performance Start and End Date	10/01/2023 - 09/30/2028
(6) Subaward Budget Period Start and End Date	10/01/2023 - 09/30/2024
(7) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient	\$3,900.00
(8) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation	\$3,900.00
(9) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity	\$19,500.00
(10) Federal award project description	WIC Food
(11) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity	USDA - Food and Nutrition Service New York State Department of Health wicbudget@health.ny.gov
(12) Assistance Listings Number and Title	10.557 - WIC Special Supplemental Nutrition Program for Women, Infants, and Children
(13) Research and Development Award	No
(14) Indirect cost rate for the Federal award	15.00%



February 27, 2023

Mr. Greg Richards
Executive Director
Cortland County Community Action Program, Inc.
32 North Main Street
Cortland, NY 13045

Dear Greg:

On behalf of the faculty, staff, and students of Tompkins Cortland Community College, I would like to extend our sincere appreciation for the Poverty Simulation programs at TC3 on February 22 as part of our annual Mid-Winter Day Program. While I am certain you and your staff have multiple demands on your time and energy, your generosity in providing this program to us was extraordinary.

The Poverty Simulation was a profound experience for the campus community, particularly for those who, thankfully, have not been impacted by deep poverty. The opportunity to "walk a mile in their shoes" was profound, and participants have shared many positive comments as well as motivation around additional service and program enhancements to support the success of all students. I even received comments like, "this was the best Mid-Winter Day yet." I am certain that this learning opportunity will continue to lead to new conversations, ideas, and approaches that will benefit TC3 and those we serve for many years to come.

Again, my profound thanks to you and your staff for a memorable day. Best wishes for continued success.

Sincerely,

A handwritten signature in blue ink, appearing to read "Amy Kremenek". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Amy Kremenek, DM
President

Cc: S. Thompson, TC3 Interim VP of Student Affairs and Chair, Staff Development
Committee
C. Whitmore, TC3 Director of Workforce Development

Office of the President | P.O. Box 139, 170 North Street | Dryden, NY 13053-0139
Phone 607.844.8211 | Toll-Free: 888.567.8211 | Fax: 607.844.6545 | tompkinscortland.edu

The State University of New York | Tompkins Cortland Community College is an Equal Opportunity Employer

Finance Committee Meeting

March 16, 2023

Members present: Ella Dilorio, Sarah Beshers, Doug Bentley.

Excused: Penny Prignon, Shelly Warnow

Staff: Greg Richards, Martha Allen, & Danielle Treacy.

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

Agency

All accounts receivable and payable are current except Medicaid receivables that are billed per the billing schedule.

Consumer Directed Services

Billing is billed through 2/10/2023. Official 2023 budget is ready for review. Our new Transactional Accountant (AP Clerk) will be beginning on Monday, 3/20/2023 and currently working on hiring for the Billing Specialist position that will be posted by end of week. Still waiting to hear back on NYS DOH on status of approval for our attestation to remain a Fiscal Intermediary, anticipated April 2023.

Early Childhood Development

Submitted the PY2023-2024 Year 5 Continuation grant. Still waiting to hear back on Change of Scope Reduction grant. We received official notice of DRS re-competition due to 2 deficiencies we received during our current 5-year cycle. This will remain confidential throughout the duration of the year process. We are already, working on the grant with this 12-month notice and feel confident we will win the grant back. We received our COLA & QI applications that we worked into our budget. COLA came in at 5.6% and combined with QI dollars increased our budget by \$253,000 resulting in an average increase for staff of 11.13%, once approved. This is before the anticipated Change of Scope reduction increases, if approved. Committee also discussed this is our final month to expend our supplemental ARP funds that the Program is on track to expend.

Energy Services Department

Department completed all units under program year 2022 WAP contract. The program is currently trying to supplement work through NYSEDA & HEAP to try to cover the gap between our next program year. We are looking into applying for additional funds through WAP to cover the gap & complete more WAP jobs. BIL funding is expected to flow in April 2023 as well with questions around funding levels from what was initially anticipated.

Family Development Department

Continue to recruit for Healthy Families, we are currently down 3 Family Support Specialist (1 vacancy, 1 left for health reasons and 1 leaving to move out of state). Just hired our Program Supervisor, who will start mid-April. We just submitted a contract amendment that will raise salaries by approximately 12% and will hopefully help with hiring and retention. Working on CSBG amendment for the carryover from Program Year 2021. We had about \$30,000 in carryover. Received approval on ACP grant submitted in January. Final amount awarded to NYSCAA was \$500,000, which is less than the ask and will change Program allocations.

WIC

Officially received the WIC RFA, this contract now includes Chenango County & Cortland County. This is extremely confidential. The budget came in around \$850,000, almost \$100,000 less than what we asked

for. We have requested a conference with NYS DOH to discuss. Program has officially hired our 2nd Nutritionist that comes from out of state with both WIC & Head Start experience. We are very excited to have her start in the coming weeks.

Motion to approve Financials made by Doug Bentley, 2nd by Sarah Beshers. Motion accepted.

CDPAP 2023 Budget

Committee discussed this is a very conservative budget with billing changes and increase in Personal Assistant rates. Program is currently taking on more new participants which will bring in more money. We did build in more administrative jobs now that we believe we will be keeping the program (HR Assistant & CDS Billing Specialist).

Motion to accept budget made by Ella Dilorio, 2nd by Doug Bentley. Motion passed.

HS/EHS COLA & Quality Improvement Budget

Committee discussed this was based on current staffing. COLA increase was 5.6%, highest we have ever been able to give. There was an additional \$100,000 remaining in forecast, and we gave additional increases to identified positions. Average increase after COLA & QI was approximately 11.13%. Program has still not heard back on Change of Scope Reduction Grant yet so if that is received, it will be that much more we will be able to give staff.

Motion to accept HS/EHS PY2023-2024 COLA & Quality Improvement budget made by Doug Bentley, 2nd by Sarah Beshers. Motion passed.

CSBG Carryover Amendment

CSBG had carryover from last year - \$35,472. Most of the budget was put into personnel.

Motion to accept CSBG Carryover Amendment made by Doug Bentley, 2nd by Ella Dilorio. Motion passed.

No further business. Meeting adjourned at 9:28 am.

FINANCE COMMITTEE REPORT
SUMMARY of JANUARY 2023 FINANCIAL STATEMENTS
PRESENTED BY Martha Allen
March 16, 2023

AGENCY

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

CONSUMER DIRECTED SERVICES

CDPAP billing submitted for payment through the payroll ending 02/10/2023. Billing is on schedule, and we continue to work through new process flows resulting from new EVV billing requirements. The official budget for PY2023 is being presented to the Finance Committee for review and approval as part of this March meeting.

The Human Resources department, in collaboration with Fiscal and the Consumer-Directed Services departments, has developed the job description for the new Billing Specialist position that is anticipated to be posted by the of the week 3/17/2023. This position will be the central point for billing preparation and audit tracking, helping to resolve denials and working closely with the CDS department.

We have not yet heard anything back on our attestation from NYS DOH. We have been able to verify that the contract award date has been pushed to April 1, 2023, following initial communications of awards to be in the first quarter of 2023. We continue to put a departmental structure with the understanding that we will be able to continue to serve as a Fiscal Intermediary as we await the official word.

EARLY CHILDHOOD DEVELOPMENT

We have submitted our PY2023-2024 Year 5 Continuation Grant as of 2/28/2023. This is the final year of our 5-year contract before writing our baseline grant for the new 5-year cycle. We have not yet received word on the status of our Change of Scope Reduction grant, which if approved, will replace the submitted Year 5 Continuation Grant. Our Program Specialist has informed us this is currently under review in Washington, D.C., which is promising for anticipated decision.

The Program received the official notice of DRS re-competition when we write our baseline grant next year for PY24-25. This is due to the 2 deficiencies received over the last 5-year cycle. We have begun this process a year in advance, and feel confident we will be re-awarded the grant with 94% of grants in DRS being awarded. *This is confidential with broader staff and leadership not informed.* We have some immediate deliverables as part of this process, including the development of a new inventory tracking system and reporting on real property assets purchased through HS/EHS funds.

We received our COLA and Quality Improvement (QI) applications that are being presented to the committee as part this month's meeting. COLA came in at 5.6%, the highest increase we have seen in several years, though not in line with original 8% ask to keep up with inflation rates. Together with the QI dollars, the contract will increase by \$253,005.00 resulting in an average

increase of 11.13% for staff once approved at the Regional Office level. This is before increases that would take place if we were to be awarded the Change of Scope Reduction.

This month (March 2023) is the final month to expend all our supplemental ARP funds. We remain on track to spend-out with recent enhancements including video surveillance in classrooms to help mitigate health and safety allegations. We continue to spend down one-time funds for facility improvements by the end of May and additional Childcare Stabilization dollars through NYS OCFS. With these additional funds, we are working to develop a plan for the anticipated underspend in the entitlement HS/EHS grant.

ENERGY SERVICES DEPARTMENT

The Energy Services Program has completed all units under our PY22 WAP contract, which was anticipated with the extension and re-alignment of the WAP contract cycle to now end on June 30th with new contracts starting July 1st. With this, the Program will be supplementing work through NYSEDA and HEAP to cover the gap. We also have the opportunity to apply for additional funds through WAP to cover the gap and complete more WAP jobs, which the Program is working through now.

Program structure and needs have been thoroughly assessed by the Program in anticipation of BIL funding that is expected to flow in April 2023. This will result in essentially a doubling of the WAP contract through BIL, bringing the overall Program budget north of \$2 million for the next 5 years. Programs have still not received the official application for this BIL funding.

FAMILY DEVELOPMENT DEPARTMENT

We continue to recruit for more vacancies in our Healthy Families Program and are hopeful that our submitted contract amendment to raise salaries will be approved quickly so we can adjust the pay on our postings. We are still waiting on the official approval. We remain down 1 supervisor and 3 Family Support Specialists, limiting our ability to meet our caseloads.

We are working on the CSBG amendment to include the carryover from PY21. We had just over \$30,000 in carryover, which helps offset the current PY22 CSBG budget.

The ACP grant submitted in January for Affordable Connectivity supports in our community has been approved! We wrote this as a subcontractor through NYSCAA, with the overall State Association ask being north of \$700,000. The final award to NYSCAA was \$500,000. We will be working with NYSCAA on the allocation and anticipated administration of this supplemental funding to our CSBG funding.

WIC

We officially heard word of the WIC RFA on Tuesday, 3/7/2023 after months of waiting and being in the 8th year of our current 5-year contract! The new contract begins with the new WIC cycle on October 1, 2023. The proposal includes Chenango County with an overall budget of north of \$850,000 for both counties. This is *extremely confidential* with the Chenango County provider not aware of who will be taking over the contract and no official communication to staff. The official award is nearly \$100,000 less than we submitted, and we have requested a

conference with NYS DOH to discuss out application. While we anticipate moving forward with contract, it will hinge on the budget and our ability to make the funds work across 2 counties.

The Program has officially (and finally) hired our 2nd Nutritionist that comes from out of state with high qualifications and WIC (and Head Start) experience. The anticipated start date is within 6-weeks. The attraction of this qualified candidate comes on the heels of re-looking at the budget following departmental transitions and increasing salary rates.

CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.

FINANCE DIRECTOR MONTHLY CHECKLIST

FOR THE MONTH JANUARY 2023

Submitted by Martha Allen on March 16, 2023

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	January
Accounts receivable over 90 days past due	N/A	yes - Medicaid
Accounts payable over 90 days past due	N/A	none
NYS Sales and Use Tax Filing	3/31/2023	3/3/2023
NYS Vendor Responsibility NFP Form	expires 6 months	2/9/2023
U.S. Government's System for Award Management (SAM).	Annually	9/13/2022
FT-500 Application for Refund of Sales Tax Paid on Petroleum Products	Annually	
Federal Audit Clearinghouse - 2022 Audit	3/31/2024	
Coporate Tax Returns - IRS 990 & CHAR 500 (auto-approved 6 months extension)	11/15/2023	
Coporate Tax Returns - IRS 5500 (Retirement) (auto-approved 6 month extension)	10/15/2023	
Quarterly payroll tax returns filed by complete payroll	qtrly	yes
US Dept of Labor - Bureau of Labor Statistics - Multiple Worksite (MWR)	qtrly	1/31/2023
Form 1099's	1/31/2023	1/31/2023
Program Reports		
CSBG 2022 -2023 py		
20% Expenditure report		
45% Expenditure report		
70% Expenditure report		
1st QTR Program/Fiscal Attestation Forms	1/31/2023	1/20/2023
2nd QTR Program/Fiscal Attestation Forms	4/30/2023	
3rd Qtr Program/Fiscal Attestation Forms	7/31/2023	
4th Qtr Program/Fiscal Attestation Forms	10/31/2023	
MWBE Reports		
3rd qtr (Oct-Dec)	1/10/2023	1/10/2023
4th QTR (Jan-Mar)	4/11/2023	
1st qtr MWBE Reports (Apr-Jun)	7/10/2023	
2nd qtr MWBE Reports (Jul-Sep)	10/10/2023	
Unaudited Financial Statements - 22.23 Contract	11/30/2023	
Energy Services		
WAP 22-23 PY		
Monthly Voucher to Energy Services for presentation to DHCR	January	2/17/2023
1st qtr MWBE Reports (April-June)	7/10/2022	7/9/2022
2nd qtr MWBE Reports (July-September)	10/10/2022	10/4/2022
3rd qtr MWBE Reports (October-December)	1/10/2023	1/10/2023
4th qtr MWBE Reports (January-March)	4/11/2023	
Unaudited Financial Statements - 22.23WAP	8/29/2023	
Head Start & Early Head Start		
Quarterly Form 425: Enter in Payment Management System (PMS)		
Quarterly Cash Reports NI Longer Required		
Form 425 due: Enter in Payment Manaemant Systems - 22-23 py		
semi-annual (June-November)	1/30/2023	12/30/2022
annual (June-May)	7/30/2023	
final (June-May)	10/30/2023	
Form 429A due: Enter in Grant Solutions - 22-23 py	7/30/2023	
WIC 22-23py		
Monthly Voucher (due 45 days after month end)	January	3/13/2023
MWBE Reports		
1st qtr MWBE Reports (January-March)	4/11/2023	
2nd qtr MWBE Reports (April to June)	7/10/2023	
3rd qtr MWBE Reports (July to September)	10/10/2023	
4th qtr MWBE Reports (October to December)	1/10/2023	1/10/2023
Final Voucher 22-23PY - Line Item Interchange approv by NYS	11/16/2023	

CAPCO

Income Statement

1/1/23-12/31/23 CAPCO ADMINISTRATION

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	1/1/2023 1/31/2023	1/1/2023 1/31/2023	1/1/2023 1/31/2023	1/1/2023 1/31/2023	1/1/2023 1/31/2023					
ADM - ADMINISTRATIVE CHARGES											
EXPENSES											
PERSONNEL											
SALARIES/WAGES											
SALARY/WAGE EXPENSE	417,417	34,785	30,337	34,785	30,337	387,080	417,417	0			
SALARY INCENTIVES						0	0	0			
NEW ACCRUED BENEFIT TIME	35,691	2,974	2,618	2,974	2,618	33,073	35,691	0			
Total SALARIES/WAGES	453,108	37,759	32,955	37,759	32,955	420,153	453,108	0			
FRINGES											
FICA EXPENSE	34,663	2,889	2,254	2,889	2,254	32,409	34,663	0			
UNEMPLOYMENT INSURANCE EXPENSE	5,296	441	886	441	886	4,409	5,296	0			
WORKERS COMP EXPENSE	394	33	42	33	42	352	394	0			
DISABILITY INSURANCE EXPENSE	579	48	46	48	46	534	579	0			
GROUP INSURANCE EXPENSE	43,969	3,664	3,011	3,664	3,011	40,958	43,969	0			
401-K EXPENSE	10,061	838	633	838	633	9,428	10,061	0			
Fringes on Accrued Leave Earned	4,662	389	366	389	366	4,296	4,662	0			
Total FRINGES	99,624	8,302	7,239	8,302	7,239	92,385	99,624	0			
Total PERSONNEL	552,732	46,061	40,194	46,061	40,194	512,538	552,732	0			
OTHER THAN PERSONNEL											
PROGRAM SUPPLIES	0	0		0		0	0	0			
OFFICE SUPPLIES	9,000	750	1,206	750	1,206	7,419	8,625	375			
COMMERCIAL INSURANCE	14,000	1,167	1,205	1,167	1,205	12,795	14,000	0			
LEGAL FEES		0		0		0	0	0			
PARKING LOT RENTAL	1,100	92	78	92	78	1,022	1,100	0			
BOARD EXPENDITURES			375			375	375	-375			
POSTAGE	1,500	125	231	125	231	1,269	1,500	0			
DUPLICATING & PRINTING	1,900	158	152	158	152	1,748	1,900	0			
INTERNET SERVICE	1,100	92	79	92	79	1,021	1,100	0			
TELEPHONE	500	42	36	42	36	464	500	0			
Computer & Software Expense	32,000	2,667	2,306	2,667	2,306	29,100	31,405	595			
MEETING EXPENSE	1,500	125	368	125	368	1,132	1,500	0			
CONFERENCE EXPENSE	4,800	400		400		4,800	4,800	0			
TRAINING & TECHNICAL AST	1,600	133	597	133	597	1,003	1,600	0			
Staff Development	500	42	1,095	42	1,095	0	1,095	-595			
LOCAL TRAVEL	400	33	0	33	0	400	400	0			
OUT OF TOWN TRAVEL	10,200	850	0	850	0	10,200	10,200	0			
DUES & SUBSCRIPTIONS	3,500	292	0	292	0	3,500	3,500	0			
BACKGROUND CHECKS	300	25		25		300	300	0			
PERMITS, FEES, & RENTALS	500	42	0	42	0	500	500	0			
ADVERTISING	750	63	0	63	0	750	750	0			
BUILDING ALLOCATION	25,000	2,083	2,007	2,083	2,007	22,993	25,000	0			
	110,150	9,179	9,734	9,179	9,734	100,416	110,150	0			
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	2,500	208	150	208	150	2,350	2,500	0			
Total CONTRACTUAL	2,500	208	150	208	150	2,350	2,500	0			
ADMINISTRATION											
FINANCIAL AUDIT	0	0	0	0	0	0	0	0			
PAYROLL PROCESSING	2,500	208	237	208	237	2,212	2,449	51			
EAP SERVICES	10,000	833	322	833	322	9,678	10,000	0			
EQUIPMENT DEPRECIATION	1,515	126		126		1,515	1,515	0			
FINANCE & SERVICE CHARGES	0	0	51	0	51	0	51	-51			
ADMINISTRATIVE ALLOCATION	-679,397	-56,616	-50,637	-56,616	-50,637	-628,760	-679,397	0			
Total ADMINISTRATION	-665,382	-55,449	-50,026	-55,449	-50,026	-615,356	-665,382	0			
Total EXPENSES	0	0	51	0	51	-51	0	0			
NET SURPLUS/(DEFICIT)	0	0	51	0	51	51	0				

CAPCO

Income Statement

1/1/23-12/31/23 CAPCO FACILITY

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL		YTD ACTUAL		FORECAST	TOT CONTRACT	REMAINING
			1/1/2023 1/31/2023	YTD BUDGET	1/1/2023 1/31/2023				
GRANT REVENUE	0	0	0	0	0	0	0	0	0
Total GRANT REVENUE	0	0	0	0	0	0	0	0	0
OTHER THAN PERSONNEL									
OFFICE SUPPLIES			0		0	0	\$	-	0
COMMERCIAL INSURANCE	12,000	1,000	993	1,000	993	11,007	\$	12,000	0
OFFICE UTILITIES	33,000	2,750	3,707	2,750	3,707	29,293	\$	33,000	0
JANITORIAL MAINTENANCE	4,100	342	566	342	566	3,534	\$	4,100	0
BUILDING MAINTENANCE	23,000	1,917	1,027	1,917	1,027	21,973	\$	23,000	0
TRASH REMOVAL	2,900	242	209	242	209	2,691	\$	2,900	0
BUILDING ALLOCATION	(112,000)	(9,333)	-9,655	(9,333)	-9,655	(102,546)	\$	(112,201)	201
MAINTENANCE ALLOCATION	37,000	3,083	3,152	3,083	3,152	33,848	\$	37,000	0
Total OTHER THAN PERSONNEL	0	0	0	0	0	(201)		(201)	201
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	0	0	0	0	201	0		201	(201)
Total CONTRACTUAL	0	0	0	0	201	0		201	(201)
Total EXPENSES	0	0	0	0	201	(201)		(0)	0
NET SURPLUS/(DEFICIT)	0	0	0	0	(201)	201		0	(0)

CAPCO

Income Statement

1/1/23-12/31/23 CDPAP-MEDICAID

	PROPOSED		ACTUAL		YTD ACTUAL				
LINE ITEM	TOT BUDGET	BUDGET	1/1/2023 1/31/2023	YTD BUDGET	1/1/2023 1/31/2023	FORECAST	TOTAL CONTRACT	REMAINING	
MEDICAID - MEDICAID									
REVENUE									
OTHER REVENUE									
MEDICAID REVENUE	\$ 3,621,483	301,790	271,742	301,790	271,742	3,349,741	3,621,483	0	
Prior Years Medicaid Revenue	\$ -	0	0	0	0	0	0	0	
Total OTHER REVENUE	\$ 3,621,483	301,790	271,742	301,790	271,742	3,349,741	3,621,483	0	
Total REVENUE	\$ 3,621,483	301,790	271,742	301,790	271,742	3,349,741	3,621,483	0	
EXPENSES									
PERSONNEL									
SALARIES/WAGES									
SALARY/WAGE EXPENSE	\$ 2,745,778	228,815	208,065	228,815	208,065	2,537,713	2,745,778	0	
SALARY INCENTIVES							0	0	
NEW ACCRUED BENEFIT TIME	\$ 12,525	1,044	722	1,044	722	11,802	12,525	0	
Total SALARIES/WAGES	2,758,303	229,859	208,787	229,859	208,787	2,549,516	2,758,303	0	
FRINGES									
FICA EXPENSE	\$ 210,933	17,578	15,851	17,578	15,851	195,082	210,933	0	
UNEMPLOYMENT INSURANCE EXPENSE	\$ 56,398	4,700	6,080	4,700	6,080	50,318	56,398	0	
WORKERS COMP EXPENSE	\$ 49,868	4,156	4,601	4,156	4,601	45,267	49,868	0	
DISABILITY INSURANCE EXPENSE	\$ 8,831	736	780	736	780	8,051	8,831	0	
GROUP INSURANCE EXPENSE	\$ 41,086	3,424	1,852	3,424	1,852	39,234	41,086	0	
401-K EXPENSE	\$ 34,616	2,885	2,779	2,885	2,779	31,836	34,616	0	
Fringes on Accrued Leave Earned	\$ 1,503	125	101	125	101	1,402	1,503	0	
Total FRINGES	403,234	33,603	32,044	33,603	32,044	371,191	403,234	0	
Total PERSONNEL	3,161,537	263,461	240,831	263,461	240,831	2,920,706	3,161,537	0	
OTHER THAN PERSONNEL									
OFFICE SUPPLIES	\$ 1,200	100	0	100	0	1,200	1,200	0	
PARKING LOT RENTAL	\$ 300	25	31	25	31	269	300	0	
POSTAGE	\$ 3,800	317	480	317	480	3,320	3,800	0	
DUPLICATING & PRINTING	\$ 1,800	150	235	150	235	1,565	1,800	0	
INTERNET SERVICE	\$ 350	29	35	29	35	315	350	0	
TELEPHONE	\$ 150	13	16	13	16	134	150	0	
Computer & Software Expense	\$ 15,120	1,260	1,208	1,260	1,208	13,912	15,120	0	
MEETING EXPENSE	\$ 200	17		17		200	200	0	
CONFERENCE EXPENSE	\$ 500	42		42		500	500	0	
TRAINING & TECHNICAL AST	\$ 500	42		42		500	500	0	
Staff Development	\$ 500	42	335	42	335	165	500	0	
LOCAL TRAVEL	\$ 8,000	667	670	667	670	7,330	8,000	0	
OUT OF TOWN TRAVEL	\$ 500	42		42		500	500	0	
STAFF IMMUNIZATIONS	\$ 12,000	1,000	805	1,000	805	11,195	12,000	0	
DUES & SUBSCRIPTIONS	\$ 500	42	0	42	0	500	500	0	
BACKGROUND CHECKS	\$ 3,500	292	209	292	209	3,291	3,500	0	
PERMITS, FEES, & RENTALS	\$ 11,000	917	1,234	917	1,234	9,766	11,000	0	
ADVERTISING	\$ 500	42	0	42	0	500	500	0	
BUILDING ALLOCATION	\$ 12,000	1,000	1,063	1,000	1,063	10,937	12,000	0	
Total OTHER THAN PERSONNEL	72,420	6,035	6,321	6,035	6,321	66,099	72,420	0	
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	\$ 3,500	292	231	292	231	3,269	3,500	0	
Total INKIND	3,500	292	231	292	231	3,269	3,500	0	
ADMINISTRATION									
FINANCIAL AUDIT	\$ 11,200	933	9,179	933	9,179	2,021	11,200	0	
PAYROLL PROCESSING	\$ 16,000	1,333	3,776	1,333	3,776	12,224	16,000	0	
ADMINISTRATIVE ALLOCATION	\$ 247,461	20,622	18,429	20,622	18,429	229,032	247,461	0	
Total ADMINISTRATION	274,661	22,888	31,384	22,888	31,384	243,277	274,661	0	
Total EXPENSES	3,512,118	292,677	278,767	292,677	278,767	3,233,351	3,512,118	0	
NET SURPLUS/(DEFICIT)	109,365	9,114	(7,025)	9,114	(7,025)	116,390	109,365		

FORECAST SUMMARY
22.23 HSEHS Contract June 2022 to May 2023
1/31/2023

	TOTAL BUDGET	Actuals June 2022 to January 2023					YTD Actuals	FORECAST	TOTAL ACTUAL & FORECAST	Actual & Forecast	
		HSP	TTA	EHS	ETA	MAG	Total Grant	Total Grant	Total Grant	ARP	UPK
REVENUE											
TOTAL GRANT REVENUE	\$ 3,060,126	\$ 951,392	\$ 13,780	\$ 733,230	\$ 8,954	\$ 130,203	\$ 1,837,559	\$ 1,222,567	\$ 3,060,126	\$ 356,398	\$ 164,311
TOTAL OTHER REVENUE	\$ 765,032	\$ 198,934		\$ 72,351			\$ 271,284	\$ 502,538	\$ 773,822		-
Total REVENUE	\$ 3,825,158	\$ 1,150,326	\$ 13,780	\$ 805,581	\$ 8,954	\$ 130,203	\$ 2,108,843	\$ 1,725,105	\$ 3,833,948	356,398	164,311
EXPENSES ACTUAL											
Total PERSONELL	\$ 2,506,455	\$ 814,809		\$ 602,732			\$ 1,417,541	\$ 816,162	\$ 2,233,702		129,463
Total MATERIALS	\$ 24,250	\$ 9,810		\$ 4,982			\$ 14,792	\$ 14,352	\$ 29,144		7,500
Total OTHER THAN PERSONELL	\$ 145,200	\$ 44,960	\$ 13,780	\$ 38,283	\$ 8,954		\$ 105,977	\$ 72,580	\$ 178,557		6,714
Total CONTRACTUAL	\$ 9,100	\$ 2,326		\$ 3,620			\$ 5,946	\$ 3,632	\$ 9,578		-
Total INKIND	\$ 765,032	\$ 190,144		\$ 72,351			\$ 262,494	\$ 502,538	\$ 765,032		
Total SPACE	\$ 153,003	\$ 66,213		\$ 67,607			\$ 133,820	\$ 77,309	\$ 211,129		19,000
Total ADMINISTRATION	\$ 222,118	\$ 22,064		\$ 16,007		\$ 130,203	\$ 168,273	\$ 238,533	\$ 406,806		15,595
Total EXPENSES	\$ 3,825,158	\$ 1,150,326	\$ 13,780	\$ 805,581	\$ 8,954	\$ 130,203	\$ 2,108,843	\$ 1,725,105	\$ 3,833,948	356,398	178,272
NET SURPLUS/(DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ (0)	\$ 0	\$ -	\$ (13,961)

		Expenses (less In-kind)						
		TOTAL BUDGET	Actuals June 2022 to January 2023		Other Income			
2022 - 2023 YTD HSEHS	(less in-kind)	Actual	Forecast	Total	Reduces Wages	TOTAL	Underspent / (Overspent)	
HSP	\$ 1,472,219	\$ 960,182	\$ 520,826	\$ 1,481,009	\$ 8,790	\$ 1,472,219	\$ 0	
TTA	\$ 13,645	\$ 13,780	\$ (135)	\$ 13,645		\$ 13,645	\$ -	
EHS	\$ 1,362,308	\$ 733,230	\$ 629,078	\$ 1,362,308		\$ 1,362,308	\$ (0)	
ETA	\$ 32,755	\$ 8,954	\$ 23,802	\$ 32,755		\$ 32,755	\$ -	
MAG	\$ 179,199	\$ 130,203	\$ 48,996	\$ 179,199		\$ 179,199	\$ -	
TOTAL	\$ 3,060,126	\$ 1,846,349	\$ 1,222,567	\$ 3,068,916	\$ 8,790	\$ 3,060,126	\$ 0	
% of Contract Spent		60%						

% of Contract Spent

ARP
ACTUAL YTD
1/31/2023
\$ 228,971
64%

CAPCO

Income Statement

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

		BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	1/1/2023 1/31/2023	1/1/2023 1/31/2023	1/31/2023	1/31/2023	FORECAST	TOTAL CONTRACT	REMAINING
HSP - Head Start								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	1,472,219	122,685	138,660	981,479	951,392	520,827	1,472,219	0
TOTAL GRANT REVENUE	1,472,219	122,685	138,660	981,479	951,392	520,827	1,472,219	0
OTHER REVENUE								
SPECIAL NEEDS SERVICE REIMBURSEMENT	0	0	1,650	0	8,790	0	8,790	-8,790
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	382,256	190,144	383,240	573,384	0
TOTAL OTHER REVENUE	573,384	47,782	1,650	382,256	198,934	383,240	582,174	-8,790
Total REVENUE	2,045,603	170,467	140,310	1,363,735	1,150,326	904,067	2,054,393	-8,790
EXPENSES								
PERSONELL								
WAGES/SALARIES								
SALARY/WAGE EXPENSE	1,021,193	85,099	94,780	680,795	633,393	366,987	1,000,380	20,813
NEW ACCRUED BENEFIT TIME	24,465	2,039	2,250	16,310	20,696	8,710	29,406	-4,941
Total WAGES/SALARIES	1,045,658	87,138	97,029	697,105	654,089	375,698	1,029,786	15,872
FRINGES								
FICA EXPENSE	79,974	6,665	6,922	53,316	46,164	26,747	72,911	7,063
UNEMPLOYMENT INSURANCE EXPENSE	10,454	871	2,769	6,969	20,581	214	20,796	-10,342
WORKERS COMP EXPENSE	6,236	520	1,136	4,157	6,628	3,840	10,468	-4,232
DISABILITY INSURANCE EXPENSE	2,405	200	232	1,603	1,689	929	2,617	-212
GROUP INSURANCE EXPENSE	116,313	9,693	8,352	77,542	69,818	33,409	103,226	13,087
401-K EXPENSE	17,430	1,453	1,853	11,620	12,943	7,177	20,120	-2,690
Fringes on Accrued Leave Earned	3,425	285	315	2,283	2,897	1,045	3,943	-518
Total FRINGES	236,237	19,686	21,580	157,491	160,720	73,361	234,081	2,156
Total PERSONELL	1,281,895	106,825	118,609	854,597	814,809	449,058	1,263,867	18,028
MATERIALS								
PROGRAM MATERIALS			0		10		10	-10
PROGRAM SUPPLIES	6,000	500	581	4,000	4,598	1,402	6,000	0
MEDICAL SUPPLIES	1,500	125		1,000		1,500	1,500	0
DISABILITY SUPPLIES	1,000	83	13	667	63	938	1,000	0
EDUCATIONAL SUPPLIES	7,500	625	50	5,000	5,139	2,361	7,500	0
Total MATERIALS	16,000	1,333	644	10,667	9,810	6,200	16,010	-10
OTHER THAN PERSONELL								
FOOD & FOOD SUPPLIES	10,666	889	2,400	7,111	12,487	8,184	20,671	-10,005
SPEECH SERVICES	500	42	0	333	469	31	500	0
DENTAL SERVICES	500	42		333		500	500	0
MENTAL HEALTH SERVICES	0	0		0		0	0	0
PARENT SERVICES	500	42	59	333	500	0	500	0
FAMILY EMPOWERMENT	0	0		0		0	0	0
CHILD ACCIDENT INSURANCE	700	58	46	467	370	330	700	0
VEHICLE INSURANCE	2,400	200	216	1,600	1,659	864	2,523	-123
VEHICLE MAINTENANCE	1,000	83	40	667	1,006	294	1,300	-300
VEHICLE FUEL	1,000	83	0	667	415	585	1,000	0
VEHICLE REGISTRATION	200	17		133		200	200	0
INTERNET SERVICE	3,500	292	286	2,333	2,506	1,144	3,649	-149
CENTER TELEPHONE	5,000	417	363	3,333	3,235	1,450	4,685	315
Computer & Software Expense	16,000	1,333	827	10,667	8,987	7,013	16,000	0

		BUDGET		ACTUAL	YTD BUDGET		YTD ACTUAL			
LINE ITEM		TOTAL BUDGET	1/1/2023 1/31/2023	1/1/2023 1/31/2023	1/31/2023	1/31/2023	FORECAST	TOTAL CONTRACT	REMAINING	
HSP - Head Start										
MEETING EXPENSE		0	0		0		0	0	0	
CONFERENCE EXPENSE		1,000	83		667		1,000	1,000	0	
TRAINING & TECHNICAL AST		1,000	83	125	667	1,582		1,582	-582	
TEACHER TRAININGS		1,500	125		1,000		1,500	1,500	0	
Staff Development		500	42	30	333	1,045	55	1,100	-600	
LOCAL TRAVEL		1,000	83	0	667	103	52	155	845	
OUT OF TOWN TRAVEL		1,000	83		667		1,000	1,000	0	
POLICY COUNCIL EXPENSE		1,000	83	498	667	530	265	795	205	
STAFF IMMUNIZATIONS		500	42	0	333	133	67	200	301	
DUES & SUBSCRIPTIONS		1,000	83	13	667	7,498	0	7,498	-6,498	
BACKGROUND CHECKS		1,200	100	0	800	408	204	611	589	
PERMITS, FEES, & RENTALS		3,000	250	0	2,000	2,027	973	3,000	0	
EQUIPMENT MAINTENANCE		500	42		333		0	0	500	
EQUIPMENT PURCHASE		0	0		0		0	0	0	
Total OTHER THAN PERSONELL		55,166	4,597	4,903	36,777	44,960	25,708	70,668	-15,502	
CONTRACTUAL										
CONTRACTUAL SERVICES-OTHER		4,100	342	284	2,733	2,326	1,163	3,489	611	
Total CONTRACTUAL		4,100	342	284	2,733	2,326	1,163	3,489	611	
INKIND										
VOLUNTEERS/INTERNS		0	0	0	0	26,590		26,590	-26,590	
VOLUNTEERS-PROFESSIONALS		0	0	0	0	97,805		97,805	-97,805	
INKIND DONATIONS		573,384	47,782	0	382,256	29,955	383,240	413,196	160,188	
INKIND DONATED SPACE		0	0	0	0	35,794		35,794	-35,794	
Total INKIND		573,384	47,782	0	382,256	190,144	383,240	573,384	0	
SPACE										
PROGRAM RENT		53,858	4,488	5,048	35,905	38,326	20,193	58,518	-4,660	
PROGRAM UTILITIES		2,500	208	332	1,667	2,268	1,330	3,597	-1,097	
SMAIN DEPRECIATION		6,300	525		4,200		6,300	6,300	0	
SMAIN BLG ALLOCATION		25,000	2,083	3,903	16,667	24,251	749	25,000	0	
MAINTENANCE ALLOCATION		2,000	167	207	1,333	1,369	631	2,000	0	
Total Space		89,658	7,472	9,491	59,772	66,213	29,203	95,416	-5,758	
ADMINISTRATION										
OFFICE SUPPLIES		2,000	167	0	1,333	1,581	419	2,000	0	
COMMERCIAL INSURANCE		500	42	22	333	148	352	500	0	
PARKING LOT RENTAL		200	17	19	133	134	66	200	0	
JANITORIAL MAINTENANCE		1,000	83	82	667	89	911	1,000	0	
BUILDING MAINTENANCE		0	0	0	0	373	0	373	-373	
TRASH REMOVAL		0	0	162	0	1,134	648	1,782	-1,782	
FINANCIAL AUDIT		3,000	250	3,869	2,000	1,572	1,428	3,000	0	
PAYROLL PROCESSING		4,000	333	1,279	2,667	2,482	1,518	4,000	0	
POSTAGE		1,000	83	107	667	532	468	1,000	0	
DUPLICATING & PRINTING		3,000	250	208	2,000	3,019	-19	3,000	0	
TELEPHONE		1,200	100	28	800	193	97	290	910	
ADVERTISING		1,500	125	0	1,000	272	136	408	1,092	
OTHER EXPENDITURES		0	0		0		0	0	0	
BUILDING ALLOCATION		8,000	667	603	5,333	4,158	3,469	7,627	373	
Total ADMINISTRATION		25,400	2,117	6,379	16,933	22,064	9,494	25,180	220	
Total EXPENSES		2,045,603	170,467	140,310	1,363,735	1,150,326	904,067	2,048,014	-2,411	
NET SURPLUS/(DEFICIT)		0	0	0	0	0	0	6,379	-6,379	

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Income Statement

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

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL	REMAINING
	TOTAL BUDGET	1/1/2023 1/31/2023	1/1/2023 1/31/2023	1/31/2023	1/31/2023		CONTRACT	
TTA - HEAD START TRAINING & TECH ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	13,645	1,137	0	9,097	13,780	-135	13,645	0
TOTAL GRANT REVENUE	13,645	1,137	0	9,097	13,780	-135	13,645	0
Total REVENUE	13,645	1,137	0	9,097	13,780	-135	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	2,365	0	2,365	-2,365
TRAINING & TECHNICAL AST	13,645	1,137	0	9,097	4,114	-135	3,979	9,666
OUT OF TOWN TRAVEL	0	0	0	0	7,301	0	7,301	-7,301
Total OTHER THAN PERSONELL	13,645	1,137	0	9,097	13,780	-135	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	0	9,097	13,780	-135	13,645	0
NET SURPLUS/(DEFICIT)								
	0	0	0	0	0	0	0	0

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Income Statement

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

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	1/1/2023 1/31/2023	1/1/2023 1/31/2023	1/31/2023	1/31/2023					
EHS - Early Head Start										
REVENUE										
GRANT REVENUE										
GRANT REVENUE	1,362,308	113,526	86,084	908,205	733,230	629,078	1,362,308	0		
TOTAL GRANT REVENUE	1,362,308	113,526	86,084	908,205	733,230	629,078	1,362,308	0		
OTHER REVENUE										
OTHER INCOME	\$ -	0	0	0	0	0	0	0		
INKIND DONATIONS	191,648	15,971	11,018	127,765	72,351	119,297	191,648	0		
TOTAL OTHER REVENUE	191,648	15,971	11,018	127,765	72,351	119,297	191,648	0		
Total REVENUE	1,553,956	129,496	97,101	1,035,971	805,581	748,375	1,553,956	0		
EXPENSES										
PERSONELL										
WAGES/SALARIES										
SALARY/WAGE EXPENSE	\$ 947,302	78,942	59,650	631,535	462,652	293,958	756,610	190,692		
NEW ACCRUED BENEFIT TIME	\$ 58,763	4,897	1,605	39,175	20,511	7,909	28,420	30,343		
Total WAGES/SALARIES	1,006,065	83,839	61,255	670,710	483,163	301,867	785,030	221,035		
FRINGES										
FICA EXPENSE	\$ 76,964	6,414	4,306	51,309	33,329	22,488	55,817	21,147		
UNEMPLOYMENT INSURANCE EXPENSE	\$ 10,061	838	1,743	6,707	15,070	172	15,242	-5,181		
WORKERS COMP EXPENSE	\$ 6,002	500	414	4,001	3,513	2,041	5,554	448		
DISABILITY INSURANCE EXPENSE	\$ 2,184	182	117	1,456	984	1,200	2,184	0		
GROUP INSURANCE EXPENSE	\$ 99,117	8,260	7,239	66,078	55,122	32,431	87,553	11,564		
401-K EXPENSE	\$ 15,940	1,328	1,176	10,627	8,679	5,797	14,476	1,464		
Fringes on Accrued Leave Earned	\$ 8,227	686	225	5,485	2,872	1,107	3,979	4,248		
Total FRINGES	218,495	18,208	15,220	145,663	119,569	65,236	184,805	33,690		
Total PERSONELL	1,224,560	102,047	76,476	816,373	602,732	367,103	969,835	254,725		
MATERIALS										
PROGRAM MATERIALS	\$ -	0	0	0	4	0	4	-4		
PROGRAM SUPPLIES	\$ 6,000	500	244	4,000	2,695	3,301	5,996	4		
MEDICAL SUPPLIES	\$ 750	63		500		750	750	0		
DISABILITY SUPPLIES	\$ 500	42		333		500	500	0		
EDUCATIONAL SUPPLIES	\$ 1,000	83	14	667	2,283	3,600	5,883	-4,883		
Total MATERIALS	8,250	688	257	5,500	4,982	8,151	13,133	-4,883		
OTHER THAN PERSONELL										
FOOD & FOOD SUPPLIES	\$ 19,504	1,625	2,636	13,003	13,358	10,544	23,901	-4,397		
SPEECH SERVICES	\$ 250	21	31	167	292	258	550	-300		
DENTAL SERVICES	\$ 250	21		167		250	250	0		
MENTAL HEALTH SERVICES	\$ -	0		0		0	0	0		
PARENT SERVICES	\$ 750	63		500		750	750	0		
FAMILY EMPOWERMENT	\$ -	0		0		0	0	0		
CHILD ACCIDENT INSURANCE	\$ 230	19	27	153	217	109	326	-96		
VEHICLE INSURANCE	\$ 2,600	217	303	1,733	2,314	1,213	3,527	-927		
VEHICLE MAINTENANCE	\$ 1,000	83	0	667	1,258	0	1,258	-258		
VEHICLE FUEL	\$ 1,000	83	40	667	376	624	1,000	0		
VEHICLE REGISTRATION	\$ 200	17		133		200	200	0		
INTERNET SERVICE	\$ 3,300	275	172	2,200	2,479	1,821	4,300	-1,000		
CENTER TELEPHONE	\$ 1,200	100	227	800	2,267	908	3,176	-1,976		
Computer & Software Expense	\$ 2,000	167	440	1,333	4,717	1,761	6,478	-4,478		
MEETING EXPENSE	\$ -	0		0		0	0	0		
CONFERENCE EXPENSE	\$ 500	42		333		500	500	0		
TRAINING & TECHNICAL AST	\$ 750	63	74	500	562	188	750	0		
TEACHER TRAININGS	\$ 750	63	425	500	425	138	563	188		
Staff Development	\$ -	0	0	0	417	500	917	-917		

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	1/1/2023 1/31/2023	1/1/2023 1/31/2023	1/31/2023	1/31/2023			
EHS - Early Head Start								
LOCAL TRAVEL	\$ 750	63	40	500	189	561	750	0
OUT OF TOWN TRAVEL	\$ 500	42		333		500	500	0
POLICY COUNCIL EXPENSE	\$ 500	42	292	333	311	189	500	0
STAFF IMMUNIZATIONS	\$ 250	21	0	167	115	135	250	0
DUES & SUBSCRIPTIONS	\$ 3,000	250	0	2,000	5,141	1,500	6,641	-3,641
BACKGROUND CHECKS	\$ 750	63	25	500	293	458	750	0
PERMITS, FEES, & RENTALS	\$ 3,500	292	0	2,333	3,553	0	3,553	-53
EQUIPMENT MAINTENANCE	\$ 100	8		67		100	100	0
EQUIPMENT PURCHASE	\$ -	0		0		0	0	0
Total OTHER THAN PERSONELL	43,634	3,636	4,733	29,089	38,283	23,206	61,489	-17,855
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	\$ 5,000	417	617	3,333	3,620	2,469	6,089	-1,089
Total CONTRACTUAL	5,000	417	617	3,333	3,620	2,469	6,089	-1,089
INKIND								
VOLUNTEERS/INTERNS	\$ -	0	0	0	6,258	0	6,258	-6,258
VOLUNTEERS-PROFESSIONALS	\$ -	0	0	0	19,941	0	19,941	-19,941
INKIND DONATIONS	\$ 191,648	15,971	0	127,765	10,480	119,297	129,777	61,871
INKIND DONATED SPACE	\$ -	0	0	0	35,671	0	35,671	-35,671
Total INKIND	191,648	15,971	0	127,765	72,351	119,297	191,648	0
SPACE								
PROGRAM RENT	\$ 37,945	3,162	4,312	25,297	35,946	17,248	53,195	-15,250
PROGRAM UTILITIES	\$ 12,000	1,000	2,702	8,000	10,098	13,807	23,905	-11,905
SMAIN DEPRECIATION	\$ 4,400	367		2,933		4,400	4,400	0
SMAIN BLG ALLOCATION	\$ 7,000	583	644	4,667	3,429	3,571	7,000	0
MAINTENANCE ALLOCATION	\$ 2,000	167	2,270	1,333	18,134	9,080	27,213	-25,213
Total SPACE	63,345	5,279	9,927	42,230	67,607	48,106	115,713	-52,368
ADMINISTRATION								
OFFICE SUPPLIES	\$ 2,000	167	0	1,333	932	1,068	2,000	0
COMMERCIAL INSURANCE	\$ 537	45	143	358	1,068	570	1,638	-1,101
PARKING LOT RENTAL	\$ 132	11	15	88	118	59	177	-45
JANITORIAL MAINTENANCE	\$ 1,000	83	257	667	1,261	1,028	2,289	-1,289
BUILDING MAINTENANCE	\$ -	0	-60	0	353	0	353	-353
TRASH REMOVAL	\$ 1,400	117	162	933	1,296	648	1,944	-544
FINANCIAL AUDIT	\$ 2,700	225	3,633	1,800	5,109	0	5,109	-2,409
PAYROLL PROCESSING	\$ 2,000	167	613	1,333	2,148	2,452	4,600	-2,600
POSTAGE	\$ 500	42	3	333	127	373	500	0
DUPLICATING & PRINTING	\$ 2,000	167	75	1,333	1,269	300	1,569	431
TELEPHONE	\$ 1,000	83	16	667	158	842	1,000	0
ADVERTISING	\$ 250	21	0	167	314	0	314	-64
OTHER EXPENDITURES	\$ -	0		0		170,910	170,910	-170,910
BUILDING ALLOCATION	\$ 4,000	333	235	2,667	1,854	1,793	3,647	353
Total ADMINISTRATION	17,519	1,460	5,091	11,679	16,007	180,042	196,049	-178,530
Total EXPENSES	1,553,956	129,496	97,101	1,035,971	805,581	748,375	1,553,956	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

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Income Statement

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

LINE ITEM	TOTAL BUDGET	BUDGET 1/1/2023 1/31/2023	ACTUAL 1/1/2023 1/31/2023	YTD BUDGET 1/31/2023	YTD ACTUAL 1/31/2023	FORECAST	TOTAL CONTRACT	REMAINING
ETA - EARLY HS TRAINING & TECH. ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	32,755	2,730	1,023	21,837	8,954	23,802	32,755	0
TOTAL GRANT REVENUE	32,755	2,730	1,023	21,837	8,954	23,802	32,755	0
Total REVENUE	32,755	2,730	1,023	21,837	8,954	23,802	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	1,389	-1,389	0	0
TRAINING & TECHNICAL AST	32,755	2,730	0	21,837	2,253	25,190	27,444	5,311
OUT OF TOWN TRAVEL	0	0	1,023	0	5,311		5,311	-5,311
Total OTHER THAN PERSONELL	32,755	2,730	1,023	21,837	8,954	23,802	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	1,023	21,837	8,954	23,802	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	1/1/2023 1/31/2023	1/1/2023 1/31/2023	1/31/2023	1/31/2023			
MAG - Management and General								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	179,199	14,933	17,379	119,466	130,203	48,996	179,199	0
TOTAL GRANT REVENUE	179,199	14,933	17,379	119,466	130,203	48,996	179,199	0
Total REVENUE	179,199	14,933	17,379	119,466	130,203	48,996	179,199	0
ADMINISTRATION								
OFFICE SUPPLIES	0	0		0		0	0	0
JANITORIAL MAINTENANCE	0	0		0		0	0	0
BUILDING MAINTENANCE	0	0		0		0	0	0
ADVERTISING	0	0		0		0	0	0
VEHICLE DEPRECIATION	0	0		0		0	0	0
ADMINISTRATIVE ALLOCATION	179,199	14,933	17,379	119,466	130,203	48,996	179,199	0
Total ADMINISTRATION	179,199	14,933	17,379	119,466	130,203	48,996	179,199	0
Total EXPENSES	179,199	14,933	17,379	119,466	130,203	48,996	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		YTD ACTUAL	
	1/1/2023	1/31/2023	1/31/2023	
ARP				
REVENUE				
GRANT REVENUE				
GRANT REVENUE		6,275	228,971	
TOTAL GRANT REVENUE		6,275	228,971	
Total REVENUE		6,275	228,971	
EXPENSES				
PERSONELL				
WAGES/SALARIES				
SALARY/WAGE EXPENSE		0	69,362	
NEW ACCRUED BENEFIT TIME			0	
Total WAGES/SALARIES		0	69,362	
FRINGES				
FICA EXPENSE		0	5,143	
UNEMPLOYMENT INSURANCE EXPENSE		0	2,564	
WORKERS COMP EXPENSE		0	560	
DISABILITY INSURANCE EXPENSE				
GROUP INSURANCE EXPENSE				
401-K EXPENSE		0	1,520	
Fringes on Accrued Leave Earned				
Total FRINGES		0	9,788	
Total PERSONELL		0	79,151	
MATERIALS				
PROGRAM SUPPLIES		539	50,369	
EDUCATIONAL SUPPLIES		0	6,791	
Total MATERIALS		539	57,160	
OTHER THAN PERSONELL				
FOOD & FOOD SUPPLIES		248	6,096	
PARENT SERVICES		0	3,506	
INTERNET SERVICE		110	110	
CENTER TELEPHONE		0	31	
TRAINING & TECHNICAL AST		0	7,140	
Staff Development		1,213	6,213	
LOCAL TRAVEL		0	16	
DUES & SUBSCRIPTIONS		0	7,794	
Total OTHER THAN PERSONELL		1,571	30,905	
SPACE				
PROGRAM RENT		2,200	22,200	
PROGRAM UTILITIES		884	2,017	
MAINTENANCE ALLOCATION		140	273	
Total MATERIALS		3,225	24,490	
ADMINISTRATION				
OFFICE SUPPLIES		360	4,726	
JANITORIAL MAINTENANCE		0	1,899	
BUILDING MAINTENANCE		0	4,746	
DUPLICATING & PRINTING		0	1,975	
TELEPHONE		118	6,903	
ADVERTISING		0	1,652	
ADMINISTRATIVE ALLOCATION		463	15,365	
Total ADMINISTRATION		941	37,265	
Total EXPENSES		6,275	228,971	
NET SURPLUS/(DEFICIT)		0	0	
Total Grant				
		\$	356,398	
YTD Expense				
		\$	228,971	
Remaining Funds				
		\$	127,427	

CAPCO

Income Statement

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

	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL				
LINE ITEM	TOTAL BUDGET	1/1/2023 1/31/2023	1/1/2023 1/31/2023	1/31/2023	1/31/2023	1/31/2023	FORECAST	TOTAL CONTRACT	REMAINING		
UPK - Universal Pre-K											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	250,800	22,770	39,637	182,160	97,778	66,533	164,311	86,489			
TOTAL GRANT REVENUE	250,800	22,770	39,637	182,160	97,778	66,533	164,311	86,489			
OTHER REVENUE											
SERVICE FEES	0	0	0	0	0	0	0	0	0		
SALARY REIMBURSEMENTS	0	0	0	0	0	0	0	0	0		
OTHER INCOME	0	0	0	0	0	0	0	0	0		
TOTAL OTHER REVENUE	0	0	0	0	0	0	0	0	0		
Total REVENUE	250,800	22,770	39,637	182,160	97,778	66,533	164,311	86,489			
EXPENSES											
PERSONELL											
WAGES/SALARIES											
SALARY/WAGE EXPENSE	153,268	12,772	10,830	102,179	47,128	50,034	97,162	56,106			
NEW ACCRUED BENEFIT TIME	3,186	266	398	2,124	2,103	1,083	3,186	0			
Total WAGES/SALARIES	156,454	13,038	11,228	104,303	49,231	51,117	100,348	56,106			
FRINGES											
FICA EXPENSE	11,957	996	752	7,971	3,282	3,473	6,755	5,202			
UNEMPLOYMENT INSURANCE EXPENSE	5,778	482	358	3,852	1,559	1,655	3,213	2,565			
WORKERS COMP EXPENSE	950	79	54	633	237	248	485	465			
DISABILITY INSURANCE EXPENSE	306	26	20	204	141	165	306	0			
GROUP INSURANCE EXPENSE	9,630	803	1,497	6,420	9,465	5,987	15,451	-5,821			
401-K EXPENSE	3,420	285	272	2,280	1,199	1,259	2,457	963			
Fringes on Accrued Leave Earned	382	32	56	255	294	152	446	-64			
Total FRINGES	32,423	2,702	3,008	21,615	16,176	12,938	29,114	3,309			
Total PERSONELL	188,877	15,740	14,236	125,918	65,408	64,055	129,463	59,414			
MATERIALS											
PROGRAM SUPPLIES	7,500	625	0	5,000	13	7,474	7,486	14			
EDUCATIONAL SUPPLIES	0	0	0	0	14		14	-14			
Total MATERIALS	7,500	625	0	5,000	26	7,474	7,500	0			
OTHER THAN PERSONELL											
FOOD & FOOD SUPPLIES	0	0	0	0		0	0	0			
PARENT SERVICES	0	0	0	0	92	0	92	-92			
INTERNET SERVICE	50	4	5	33	29	21	50	0			
CENTER TELEPHONE	72	6	12	48	49	23	72	0			
CONFERENCE EXPENSE	0	0	0	0		0	0	0			
TRAINING & TECHNICAL AST	400	33	267			400	400	0			
TEACHER TRAININGS	2,000	167	1,333			2,000	2,000	0			
Staff Development	0	0	0	0		0	0	0			
LOCAL TRAVEL	1,000	83	0	667	2	998	1,000	0			
Out of Town Travel	2,000	167	1,333			2,000	2,000	0			
DUES & SUBSCRIPTIONS	1,100	92	733			1,100	1,100	0			
Total OTHER THAN PERSONELL	6,622	552	17	4,415	172	6,542	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	2,197	12,000	13,880	4,120	18,000	0			
SMAIN BLG ALLOCATION	1,000	83	154	667	654	346	1,000	0			
Total SPACE	19,000	1,583	2,351	12,667	14,534	4,466	19,000	0			
ADMINISTRATION											
OFFICE SUPPLIES	0	0	45	0	315	0	315	-315			
COMMERCIAL INSURANCE	400	33	6	267	39	22	62	338			
PARKING LOT RENTAL	25	2		17		25	25	0			
BUILDING MAINTENANCE						0		0			
FINANCIAL AUDIT	700	58	0	467	250	450	700	0			
PAYROLL PROCESSING	500	42	51	333	229	271	500	0			
TELEPHONE	100	8	0	67	2	98	100	0			
ADVERTISING	0	0	0	0		0	0	0			
BUILDING DEPRECIATION	0	0	0	0		0	0	0			
ADMINISTRATIVE ALLOCATION	18,287	1,524	1,305	12,191	6,084	6,310	12,393	5,894			
BUILDING ALLOCATION	1,500	125	211	25	452	1,048	1,500	0			
Total ADMINISTRATION	21,512	1,793	1,618	13,367	7,371	8,224	15,595	5,917			
Total EXPENSES	243,511	20,293	18,221	161,366	87,510	90,762	178,272	65,239			
NET SURPLUS/(DEFICIT)	7,289	2,477	21,416	20,794	10,267	-24,228	-13,961	21,250			

CAPCO

Income Statement

4/1/22 to 3/31/23 WAP - Extended to 06/30/2023

LINE ITEM		BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING	
		TOTAL BUDGET	1/1/2023 1/31/2023	1/1/2023 1/31/2023	1/31/2023				1/31/2023
22.23WAP - 2022-2023 WAP									
REVENUE									
GRANTS									
GRANT REVENUE		872,272	72,689	88,212	508,825	646,978	225,294	872,272	0
	Total Grants	872,272	72,689	88,212	508,825	646,978	225,294	872,272	0
	Total Revenue	872,272	72,689	88,212	508,825	646,978	225,294	872,272	0
EXPENSES									
Materials									
PROGRAM MATERIALS		171,008	14,251	19,529	99,755	132,631	38,377	171,008	0
SUBCONTRACT MATERIALS		6,000	500	790	3,500	10,211	-4,211	6,000	0
	Total	177,008	14,751	20,319	103,255	142,842	34,166	177,008	0
		177,008	14,751	20,319	103,255	142,842	34,166	177,008	0
Personnel									
Agency Labor									
Agency Salaries									
SALARY/WAGE EXPENSE		342,981	28,582	34,007	200,072	239,260	70,059	309,318	33,663
NEW ACCRUED BENEFIT TIME		5,669	472	2,356	3,307	18,910	8,640	27,549	-21,880
	Total Agency Salaries	348,650	29,054	36,363	203,379	258,169	78,698	336,868	11,782
FICA EXPENSE		26,238	2,187	2,489	15,306	17,884	5,237	23,121	3,117
UNEMPLOYMENT INSURANCE EXPENSE		11,342	945	1,018	6,616	8,161	2,047	10,208	1,135
WORKERS COMP EXPENSE		17,833	1,486	1,786	10,402	10,109	2,960	13,070	4,763
DISABILITY INSURANCE EXPENSE		785	65	60	458	444	341	785	0
GROUP INSURANCE EXPENSE		23,338	1,945	4,051	13,614	31,195	5,226	36,421	-13,083
401-K EXPENSE		6,860	572	698	4,001	5,217	1,528	6,745	115
Fringes on Accrued Leave Earned		3,968	331	330	2,315	2,647	1,210	3,857	111
		90,364	7,530	10,432	52,712	75,658	18,549	94,207	-3,843
	Total Agency Labor	439,014	36,584	46,795	256,091	333,827	97,247	431,074	7,939
Subcontracted Labor									
SUBCONTRACT LABOR		12,000	1,000	0	7,000	595	11,405	12,000	0
	Total Subcontracted Labor	12,000	1,000	0	7,000	595	11,405	12,000	0
	Total Personnel	451,014	37,584	46,795	263,091	334,422	108,652	443,074	7,939
Program Support									
PROGRAM SUPPLIES		5,000	417	395	2,917	6,031	0	6,031	-1,031
OFFICE SUPPLIES		5,000	417	376	2,917	2,801	752	3,552	1,448
VEHICLE INSURANCE		3,900	325	558	2,275	4,314	1,116	5,430	-1,530
VEHICLE MAINTENANCE		11,900	992	869	6,942	11,032	868	11,900	0
VEHICLE FUEL		15,000	1,250	1,451	8,750	8,390	6,610	15,000	0
VEHICLE REGISTRATION		0	0	0	0	501	0	501	-501
PROGRAM RENT		16,800	1,400	1,228	9,800	9,488	2,317	11,805	4,995
PROGRAM UTILITIES		4,400	367	629	2,567	2,081	1,257	3,339	1,061
JANITORIAL MAINTENANCE			0		0		0	0	0
BUILDING MAINTENANCE		850	71		496		850	850	0

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	1/1/2023 1/31/2023	1/1/2023 1/31/2023	1/31/2023	1/31/2023			
TRASH REMOVAL	2,040	170	176	1,190	1,411	629	2,040	0
POSTAGE	1,000	83	90	583	634	366	1,000	0
DUPLICATING & PRINTING	400	33	0	233	10	20	30	370
INTERNET SERVICE	1,000	83	77	583	608	392	1,000	0
TELEPHONE	2,000	167	249	1,167	1,783	217	2,000	0
Computer & Software Expense	2,520	210	451	1,470	2,869	903	3,772	-1,252
MEETING EXPENSE	0	0	0	0	132	0	132	-132
Staff Development	1,100	92	1,335	642	2,092	0	2,092	-992
LOCAL TRAVEL	2,000	167	51	1,167	111	100	211	1,789
OUT OF TOWN TRAVEL	0	0		0		0	0	0
TOOLS EXPENSE	9,000	750	124	5,250	7,674	1,326	9,000	0
DUES & SUBSCRIPTIONS	500	42	0	292	80	420	500	0
BACKGROUND CHECKS	0	0	0	0	350	0	350	-350
PERMITS, FEES, & RENTALS	2,000	167	0	1,167	792	1,208	2,000	0
ADVERTISING	1,300	108	0	758	855	445	1,300	0
EQUIPMENT MAINTENANCE	900	75	0	525	3,009	0	3,009	-2,109
EQUIPMENT EXPENSE	1,200	100		700	4,307		4,307	-3,107
MAINTENANCE ALLOCATION	0	0	1,141	0	6,229	0	6,229	-6,229
Total Program Support	89,810	7,484	9,200	52,389	77,585	19,794	97,379	-7,569
Audit								
FINANCIAL AUDIT	2,920	243	2,339	1,703	3,290	0	3,290	-370
Total Audit	2,920	243	2,339	1,703	3,290	0	3,290	-370
T & TA								
TRAINING & TECHNICAL AST	6,000	500	179	3,500	4,305	1,695	6,000	0
Total T & TA	6,000	500	179	3,500	4,305	1,695	6,000	0
HEALTH AND SAFETY								
HEALTH AND SAFETY WAGES	0	0	822	0	11,562	0	11,562	-11,562
HEALTH AND SAFETY	45,000	3,750	2,481	26,250	26,271	7,166	33,438	11,562
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	3,303	26,250	37,834	7,166	45,000	0
LIABILITY INSURANCE	100	8	100	58	100	0	100	0
EQUIPMENT PURCHASE	35,000	2,917	0	20,417	0	35,000	35,000	0
Administration								
PAYROLL PROCESSING	1,000	83	287	583	968	32	1,000	0
ADMINISTRATIVE ALLOCATION	64,420	5,368	5,691	37,578	45,633	18,787	64,420	0
Total Administration	65,420	5,452	5,977	38,162	46,601	18,819	65,420	0
Total Expenses	872,272	72,689	88,212	508,825	646,978	225,294	872,272	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

10/1/2022-9/30/2023 FAMILY DEVELOPMENT CSBG GRANTS

	PROPOSED	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	1/1/2023 1/31/2023	1/1/2023 1/31/2023	1/31/2023	1/31/2023	FORECAST	TOTAL CONTRACT	REMAINING
21.22CSBG - 2021 -2022 CSBG								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	244,739	20,395	24,504	203,949	94,356	150,383	244,739	0
Prior Year Revenue	0	0	0	0	0	0	0	0
Total GRANT REVENUE	244,739	20,395	24,504	203,949	94,356	150,383	244,739	0
OTHER REVENUE								
OTHER INCOME	0	0	0	0	0	0	0	0
CASH DONATIONS	0	0	0	0	0	0	0	0
INKIND DONATIONS	60,591	5,049	0	50,493	108,084	0	108,084	-47,493
Total OTHER REVENUE	60,591	5,049	0	50,493	108,084	0	108,084	-47,493
Total REVENUE	305,330	25,444	24,504	254,442	202,440	150,383	352,823	-47,493
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	123,123	10,260	11,938	102,602	39,046	78,877	117,923	5,200
SALARY INCENTIVES			0		5,200		5,200	-5,200
NEW ACCRUED BENEFIT TIME	10,335	861	862	8,612	3,384	6,951	10,335	0
Total SALARIES/WAGES	133,457	11,121	12,800	111,215	47,630	85,827	133,457	0
FRINGES								
FICA EXPENSE	10,688	891	898	8,906	3,658	7,029	10,688	0
UNEMPLOYMENT INSURANCE EXPENSE	5,165	430	349	4,304	1,603	3,562	5,165	0
WORKERS COMP EXPENSE	454	38	61	378	242	211	454	0
DISABILITY INSURANCE EXPENSE	321	27	29	268	116	205	321	0
GROUP INSURANCE EXPENSE	9,052	754	732	7,543	3,031	6,021	9,052	0
401-K EXPENSE	3,472	289	199	2,894	951	2,521	3,472	0
Fringes on Accrued Leave Earned	1,447	121	121	1,206	474	973	1,447	0
Total FRINGES	30,599	2,550	2,389	25,499	10,076	20,523	30,599	0
Total PERSONNEL	164,056	13,671	15,189	136,713	57,706	106,350	164,056	0
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	2,000	167	0	1,667	16	216	232	1,768
PROGRAM SUPPLIES	0	0	0	0	898	0	898	-898
OFFICE SUPPLIES	800	67	57	667	289	511	800	0
Direct Beneficiary Costs	2,000	167	941	1,667	3,768	0	3,768	-1,768
FOOD & FOOD SUPPLIES	100	8	0	83	94	6	100	0
COMMERCIAL INSURANCE	60	5	7	50	27	33	60	0
VEHICLE INSURANCE	1,680	140	385	1,400	1,453	227	1,680	0
VEHICLE MAINTENANCE	1,500	125		1,250		500	500	1,000
VEHICLE FUEL	100	8	29	83	73	27	100	0
VEHICLE REGISTRATION	260	22	153	217	153	107	260	0
PARKING LOT RENTAL	600	50	68	500	272	328	600	0
BOARD EXPENDITURES	500	42	327	417	529	-29	500	0
POSTAGE	800	67	30	667	294	506	800	0
DUPLICATING & PRINTING	800	67	134	667	596	204	800	0
INTERNET SERVICE	1,400	117	53	1,167	203	426	629	771
TELEPHONE	150	13	14	125	57	112	169	-19
Computer & Software Expense	12,100	1,008	681	10,083	3,126	8,543	11,669	431

LINE ITEM	PROPOSED	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	1/1/2023 1/31/2023	1/1/2023 1/31/2023	1/31/2023	1/31/2023			
MEETING EXPENSE	500	42		417		500	500	0
CONFERENCE EXPENSE	2,000	167		1,667		2,000	2,000	0
TRAINING & TECHNICAL AST	1,000	83	199	833	199	801	1,000	0
Staff Development	500	42	813	417	923	-423	500	0
LOCAL TRAVEL	265	22	0	221	2	263	265	0
OUT OF TOWN TRAVEL	3,000	250		2,500		3,000	3,000	0
DUES & SUBSCRIPTIONS	3,400	283	318	2,833	318	3,082	3,400	0
BACKGROUND CHECKS	0	0	0	0	57		57	-57
PERMITS, FEES, & RENTALS	0					0	0	0
ADVERTISING	200	17		167		200	200	0
EQUIPMENT PURCHASE	0	0		0		0	0	0
BUILDING ALLOCATION	22,000	1,833	2,126	18,333	12,289	9,711	22,000	0
MAINTENANCE ALLOCATION	0		242		1,229	0	1,229	-1,229
Total OTHER THAN PERSONNEL	57,715	4,810	6,575	48,096	26,864	30,851	57,715	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	0	0	0	0	0	0	0	0
Total CONTRACTUAL	0	0	0	0	0	0	0	0
INKIND								
FARMERS MARKET EBT EXPENSE	0	0	0	0		0	0	0
VOLUNTEERS/INTERNS	0	0	0	0	9,953	0	9,953	-9,953
INKIND DONATIONS	60,591	5,049	0	50,493	98,132	0	98,132	-37,541
Total INKIND	60,591	5,049	0	50,493	108,084	0	108,084	-47,493
ADMINISTRATION								
FINANCIAL AUDIT	1,400	117	596	1,167	667	733	1,400	0
PAYROLL PROCESSING	700	58	155	583	307	393	700	0
ADMINISTRATIVE ALLOCATION	20,868	1,739	1,990	17,390	8,811	12,057	20,868	0
Total ADMINISTRATION	22,968	1,914	2,741	19,140	9,785	13,183	22,968	0
Total EXPENSES	305,330	25,444	24,504	254,442	202,440	150,384	352,824	-47,494
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

Income Statement

10/1/2022 - 9/30/2023 WIC GRANT

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
		1/1/2023 1/31/2023	1/1/2023 1/31/2023	1/31/2023	12/31/2022			
WIC - WOMEN, INFANTS & CHILDREN								
REVENUE								
GRANTS								
GRANT REVENUE	383,324	31,944	23,181	127,775	97,865	285,459	383,324	0
Total Grants	383,324	31,944	23,181	127,775	97,865	285,459	383,324	0
Other Revenue								
PASS THROUGH FUNDS-wic VOUCHERS	0	0		0	0	0	0	0
INKIND DONATIONS	0	0		0		0	0	0
Total Other Revenue	0	0	0	0	0	0	0	0
Total Revenue	383,324	31,944	23,181	127,775	97,865	285,459	383,324	0
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	205,608	17,134	12,371	68,536	51,978	153,630	205,608	0
SALARY INCENTIVES								
NEW ACCRUED BENEFIT TIME	14,918	1,243	800	4,973	3,621	11,297	14,918	0
Total Agency Salaries	220,526	18,377	13,171	73,509	55,600	164,926	220,526	0
Fringes								
FICA EXPENSE	16,870	1,406	914	5,623	3,846	13,024	16,870	0
UNEMPLOYMENT INSURANCE EXPENSE	7,293	608	361	2,431	1,671	5,622	7,293	0
WORKERS COMP EXPENSE	664	55	46	221	170	494	664	0
DISABILITY INSURANCE EXPENSE	333	28	28	111	100	233	333	0
GROUP INSURANCE EXPENSE	36,886	3,074	1,528	12,295	6,231	30,655	36,886	0
401-K EXPENSE	4,749	396	248	1,583	1,105	3,644	4,749	0
Fringes on Accrued Leave Earned	3,363	280	112	1,121	507	2,856	3,363	0
Total Fringes	70,158	5,847	3,237	23,386	13,630	56,528	70,158	0
Total Personnel	290,684	24,224	16,408	96,895	69,229	221,455	290,684	0
OTPS								
Space								
PROGRAM RENT	1,200	100		400		1,200	1,200	0
PARKING LOT RENTAL		0	51	0	204	-204	0	0
BUILDING ALLOCATION	43,219	3,602	2,966	14,406	17,146	26,073	43,219	0
Total	44,419	3,702	3,017	14,806	17,350	27,069	44,419	0
Program Operations								
PROGRAM MATERIALS	0	0		0		0	0	0
PROGRAM SUPPLIES	1,141	95		380		1,141	1,141	0
OFFICE SUPPLIES	1,000	83		333		1,000	1,000	0
MEDICAL SUPPLIES	500	42		167		500	500	0
EDUCATIONAL SUPPLIES	500	42		167		500	500	0
POSTAGE	1,500	125	214	500	872	628	1,500	0
DUPLICATING & PRINTING	500	42	77	167	309	191	500	0
INTERNET SERVICE	1,800	150	48	600	192	654	846	954
TELEPHONE	660	55	77	220	277	383	660	0
MEETING EXPENSE	0	0		0		0	0	0
DUES & SUBSCRIPTIONS	0	0	0	0	350	0	350	-350
PERMITS, FEES, & RENTALS		0		0		0	0	0

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
		1/1/2023 1/31/2023	1/1/2023 1/31/2023	1/31/2023	12/31/2022			
WIC - WOMEN, INFANTS & CHILDREN								
EQUIPMENT MAINTENANCE			0		16	0	16	-16
WIC VOUCHER EXPENSE	0	0		0		0	0	0
INKIND DONATIONS	0	0		0		0	0	0
Total Program Operations	7,601	633	417	2,534	2,016	4,997	7,013	588
Total OTPS	52,020	4,335	3,433	17,340	19,366	32,067	51,432	588
Travel								
VEHICLE INSURANCE	900	75	76	300	313	587	900	0
VEHICLE MAINTENANCE	450	38	0	150	0	450	450	0
VEHICLE FUEL	200	17	0	67	0	200	200	0
VEHICLE REGISTRATION		0	0	0	0	0	0	0
CONFERENCE EXPENSE		0	0	0	0	0	0	0
LOCAL TRAVEL	200	17	0	67	0	200	200	0
OUT OF TOWN TRAVEL	0	0	0	0	0	0	0	0
Total Travel	1,750	146	76	583	313	1,437	1,750	0
Equipment								
BREAST PUMPS EXPENSE	0	0	0	0	0	0	0	0
Total Equipment	0	0	0	0	0	0	0	0
Audit								
FINANCIAL AUDIT	3,929	327	972	1,310	1,089	2,840	3,929	0
Total Audit	3,929	327	972	1,310	1,089	2,840	3,929	0
Other								
CONTRACTUAL SERVICES-OTHER	3,058	255	110	1,019	418	2,640	3,058	0
Computer & Software Expense	0	0	186	0	588	0	588	-588
TRAINING & TECHNICAL AST	243	20	199	81	199	44	243	0
PAYROLL PROCESSING	840	70	184	280	382	458	840	0
Memberships	350	29		117		350	350	0
ADVERTISING	1,400	117		467		1,400	1,400	0
Total Other	5,891	491	679	1,964	1,586	4,893	6,479	-588
Administration								
ADMINISTRATIVE ALLOCATION	29,050	2,421	1,612	9,683	6,281	22,769	29,050	0
Total Administration	29,050	2,421	1,612	9,683	6,281	22,769	29,050	0
Total Expenses	383,324	31,944	23,181	127,775	97,865	285,460	383,324	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

10/1/2022 - 9/30/2023 WIC GRANT

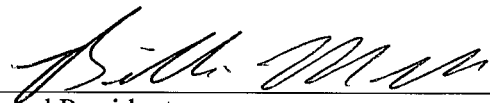
LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
	TOT BUDGET	1/1/2023 1/31/2023	1/1/2023 1/31/2023	1/31/2023	1/31/2023			
EPC - Enhanced Peer Counseling								
REVENUE								
GRANTS								
GRANT REVENUE	16,320	1,360	1,071	5,440	4,313	12,007	16,320	0
Total Grants	16,320	1,360	1,071	5,440	4,313	12,007	16,320	0
Total Revenue	16,320	1,360	1,071	5,440	4,313	12,007	16,320	0
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	13,395	1,116	909	4,465	3,678	9,717	13,395	0
SALARY INCENTIVES							0	0
Total Agency Salaries	13,395	1,116	909	4,465	3,678	9,717	13,395	0
Fringes								
FICA EXPENSE	1,025	85	70	342	282	743	1,025	0
UNEMPLOYMENT INSURANCE EXPENSE	443	37	27	148	118	325	443	0
WORKERS COMP EXPENSE	40	3	3	13	12	28	40	0
DISABILITY INSURANCE EXPENSE	133	11	11	44	44	89	133	0
Total Fringes	1,641	137	111	547	457	1,184	1,641	0
Total Personnel	15,036	1,253	1,019	5,012	4,135	10,901	15,036	0
OTPS								
Program Operations								
Computers	312	26		104		303	303	9
DUPLICATING & PRINTING	0	0	1	0	9	0	9	-9
INTERNET SERVICE	120	10	10	40	38	82	120	0
TELEPHONE	852	71	40	284	130	722	852	0
Total Program Operations	1,284	107	51	428	178	1,106	1,284	0
Total OTPS	1,284	107	51	428	178	1,106	1,284	0
Travel								
LOCAL TRAVEL	0	0	0	0	0	0	0	0
OUT OF TOWN TRAVEL	0	0	0	0	0	0	0	0
Total Travel	0	0	0	0	0	0	0	0
Other								
PAYROLL PROCESSING	0	0	0	0	0	0	0	0
Total Other	0	0	0	0	0	0	0	0
Total Expenses	16,320	1,360	1,071	5,440	4,313	12,007	16,320	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

Resolution of the Board of Directors
Of
Cortland County Community Action Program, Inc.
Resolution No. 23-17

WHEREAS, the Cortland County Community Action Program, Inc. Finance/Audit Committee has reviewed the proposed 2023 CDPAP Budget and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 2023 CDPAP Budget,

IT IS HEREBY RESOLVED that on March 23, 2023, the CAPCO Board of Directors accepts as presented the 2023 CDPAP Budget.



Board President

3/23/23

Date

CAPCO

Income Statement

1/1/2023-12/31/2023 CDPAP MEDICAID

PROPOSED BUDGET

LINE ITEM	2022 Budget	2022 Actual	Proposed 2023 Budget	
MEDICAID - MEDICAID				
REVENUE				
OTHER REVENUE				2023 Revenue:
MEDICAID REVENUE	\$ 2,669,139	\$ 3,114,116	\$ 3,621,483	2022 Billed Hours 153,754
OTHER INCOME	\$ -			
Total OTHER REVENUE	\$ 2,669,139	\$ 3,114,116	\$ 3,621,483	2023 Rates \$ 3,456,483
				PMPM \$ 165,000
Total REVENUE	\$ 2,669,139	\$ 3,114,116	\$ 3,621,483	Medicaid Revenue \$ 3,621,483
EXPENSES				
PERSONNEL				2023 Salary/Wages:
SALARIES/WAGES				2022 Hours-Pers Asst 158,658.75
SALARY/WAGE EXPENSE	\$ 1,849,686	\$ 2,298,552	\$ 2,745,778	2023 Rate \$16.20 \$ 2,570,272
SALARY INCENTIVES		\$ 4,380		Program Adm Staff \$ 175,506
NEW ACCRUED BENEFIT TIME	\$ 4,168	\$ 6,522	\$ 12,525	Accrued Leave \$ 12,525
Total SALARIES/WAGES	1,853,854	\$ 2,309,454	\$ 2,758,303	Total Salary/Wage \$ 2,758,303
FRINGES				
FICA EXPENSE	\$ 141,501	\$ 175,231	\$ 210,933	
UNEMPLOYMENT INSURANCE EXPENSE	\$ 68,383	\$ 76,013	\$ 56,398	
WORKERS COMP EXPENSE	\$ 42,496	\$ 44,745	\$ 49,868	
DISABILITY INSURANCE EXPENSE	\$ 8,752	\$ 9,829	\$ 8,831	
GROUP INSURANCE EXPENSE	\$ 42,391	\$ 45,599	\$ 41,086	
401-K EXPENSE	\$ 19,875	\$ 29,076	\$ 34,616	
Fringes on Accrued Leave Earned	\$ 584	\$ 913	\$ 1,503	
Total FRINGES	323,982	\$ 381,406	\$ 403,234	
Total PERSONNEL	2,177,835	\$ 2,690,860	\$ 3,161,537	
OTHER THAN PERSONNEL				
OFFICE SUPPLIES	\$ 914	\$ 1,120	\$ 1,200	
PARKING LOT RENTAL	\$ 164	\$ 244	\$ 300	
POSTAGE	\$ 6,252	\$ 3,702	\$ 3,800	
DUPLICATING & PRINTING	\$ 1,836	\$ 1,621	\$ 1,800	
INTERNET SERVICE	\$ 191	\$ 293	\$ 350	
TELEPHONE	\$ 36	\$ 87	\$ 150	
Computer & Software Expense	\$ 11,090	\$ 16,231	\$ 15,120	
MEETING EXPENSE	\$ 73	\$ 127	\$ 200	
CONFERENCE EXPENSE	\$ -	\$ 400	\$ 500	
TRAINING & TECHNICAL AST	\$ 50	\$ 150	\$ 500	
Staff Development	\$ 102	\$ 184	\$ 500	
LOCAL TRAVEL	\$ 12,149	\$ 7,513	\$ 8,000	
OUT OF TOWN TRAVEL	\$ -	\$ -	\$ 500	
STAFF IMMUNIZATIONS	\$ 9,318	\$ 11,573	\$ 12,000	
DUES & SUBSCRIPTIONS	\$ 201	\$ -	\$ 500	
BACKGROUND CHECKS	\$ 5,651	\$ 2,861	\$ 3,500	
PERMITS, FEES, & RENTALS	\$ 10,067	\$ 10,897	\$ 11,000	
ADVERTISING	\$ 1,652	\$ 307	\$ 500	
BUILDING ALLOCATION	\$ 7,223	\$ 11,593	\$ 12,000	
Total OTHER THAN PERSONNEL	66,970	\$ 68,902	\$ 72,420	
CONTRACTUAL				
CONTRACTUAL SERVICES-OTHER	\$ 1,994	\$ 3,218	\$ 3,500	
Total INKIND	1,994	\$ 3,218	\$ 3,500	
ADMINISTRATION				
FINANCIAL AUDIT	\$ 6,151	\$ 3,728	\$ 11,200	
PAYROLL PROCESSING	\$ 13,511	\$ 15,105	\$ 16,000	
ADMINISTRATIVE ALLOCATION	\$ 181,317	\$ 217,119	\$ 247,461	
Total ADMINISTRATION	200,979	\$ 235,952	\$ 274,661	
Total EXPENSES	2,447,778	\$ 2,998,933	\$ 3,512,118	
NET SURPLUS/(DEFICIT)	221,360	\$ 115,183	\$ 109,364	

Resolution of the Board of Directors

Of

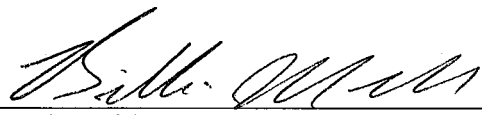
Cortland County Community Action Program, Inc.

Resolution No. 23-18

WHEREAS, the Cortland County Community Action Program, Inc. Finance/Audit Committee has reviewed the proposed HS/EHS PY23-24 COLA & Quality Improvement budget submission and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed HS/EHS PY23-24 COLA & Quality Improvement budget submission,

IT IS HEREBY RESOLVED that on March 23, 2023, the CAPCO Board of Directors accepts as presented the HS/EHS PY23-24 COLA & Quality Improvement budget submission.


Board President

3/23/23
Date

HEAD START / EARLY HEAD START

GRANT: 02CH010916

FY 2024

PROPOSED ALLOCATION OF COLA / QI

Funding Type	COLA	QI	TOTAL
Head Start	\$ 90,055	\$ 42,453	\$ 132,508
Early Head Start	\$ 83,391	\$ 37,106	\$ 120,497
TOTAL	\$ 173,446	\$ 79,559	\$ 253,005

COLA						Quality Improvements			
TOTAL		HEADSTART		EARLY HEADSTART		HEADSTART		EARLY HEADSTART	
Wage	Fringe	Wage	Fringe	Wage	Fringe	Wage	Fringe	Wage	Fringe
\$ 117,861	\$ 16,304	\$ 63,166	\$ 8,738	\$ 54,695	\$ 7,566				
\$ 104,449	\$ 14,113	\$ 15,621	\$ 2,365	\$ 18,742	\$ 2,388	\$ 37,210	\$ 5,130	\$ 32,876	\$ 4,230
\$ 222,309	\$ 30,417	\$ 78,787	\$ 11,103	\$ 73,437	\$ 9,954	\$ 37,210	\$ 5,130	\$ 32,876	\$ 4,230
	\$ 252,726		\$ 89,891		\$ 83,391		\$ 42,339		\$ 37,106
	\$ 279		\$ 165				\$ 114		
\$ 253,005		\$ 90,055		\$ 83,391		\$ 42,453		\$ 37,106	

COLA / QI FUNDS:

Personnel Costs:

1 All Staff Positions 5.6% COLA Increase

2 Additional increases identified positions

3 Average pay increase to staff 11.13% Entry level positions increased to \$15.50 per hour

Total Personnel Costs: Wage/Fringe

Non-Personnel Costs: Child and Family Services Supplies

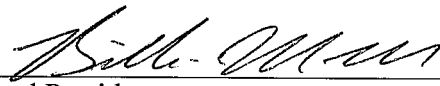
TOTAL COLA / QI FUNDS

Resolution of the Board of Directors
Of
Cortland County Community Action Program, Inc.
Resolution No. 23-19

WHEREAS, the Cortland County Community Action Program, Inc. Finance/Audit Committee has reviewed the proposed CSBG Carryover Amendment and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed CSBG Carryover Amendment,

IT IS HEREBY RESOLVED that on March 23, 2023, the CAPCO Board of Directors accepts as presented the CSBG Carryover Amendment.



Board President

3/23/23

Date

ATTACHMENT B
COMMUNITY SERVICES BLOCK GRANT
B-1 Budget Summary

Contractor Cortland County Community Action Program, Inc. **FFY** 2023

Budget Period 10/1/22 to 9/30/23 **Contract #** C1001460

Location (Enter Name of County or Counties Served): CORTLAND

(a) **TOTAL CSBG ALLOCATION OF GRANT FUNDS (FEDERAL)** \$ 247,353
 (b) **PRIOR YEAR UNEXPENDED CSBG GRANT FUNDS** \$ 35,472
 (c) **TOTAL PROJECT COST** \$ 282,825

Cost Categories	CSBG Grant Funds	Prior Year Unexpended CSBG Grant Funds	Total Project Cost
1. Personnel Services (from Attachment B-2)	\$ 183,284	\$ 21,658	\$ 204,942
2. Delegate Agencies (Subcontractors)	\$	\$	\$ 0
3. Contractual Services/Audit	\$ 7,124	\$ 0	\$ 7,124
4. Equipment Purchase/Lease	\$ 0	\$ 0	\$ 0
5. Other Costs (from Attachment B-3)	\$ 56,945	\$ 13,814	\$ 70,759
6. Administrative Costs			
Indirect Rate _____ %	\$ _____	\$ _____	\$ 0
De Minimis Rate _____ %	\$ _____	\$ _____	\$ 0
Admin. Cost/Rate _____ %	\$ _____	\$ _____	\$ 0
Indirect Cost Rate Base (place "X" in Direct or Personnel Services cell, <input type="checkbox"/> DIRECT <input type="checkbox"/> PERSONNEL SERVICES			
TOTAL	\$ 247,353	\$ 35,472	\$ 282,825

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

3. Contractual Services/Audit

CSBG Grant Funds this FY		
DIRECT: \$ <u>5,100</u>		Item \$ amount
Description: CAP Systems DataBase Maintenance/Support		\$ 5,100
ADMIN: \$ <u>2,024</u>		Item \$ amount
Description: Financial Audit		\$ 951
Payroll Processing		\$ 722
EAP		\$ 351

4. Equipment Purchase/Lease

CSBG Grant Funds this FY		
DIRECT: \$ <u>-</u>		Item \$ amount
Description:		
ADMIN: \$ <u>-</u>		Item \$ amount
Description:		

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

[These figures should auto-fill from the MWBE Goals Calculation page; please verify accuracy of the numbers.]			
MWBE Goal % <u>30%</u>	MBE Goal Amount \$ <u>3987</u>	MBE Goal % <u>15%</u>	
MWBE Goal Amt \$ <u>7,973</u>	WBE Goal Amount \$ <u>3987</u>	WBE Goal % <u>15%</u>	

CSBG funds **must** be used in accordance with the cost principles of 2 CFR Part 200, codified by HHS at 45 CFR Part 75. Grantees must comply with the limitations and prohibitions as stated in federal **CSBG statute (42 U.S.C. 9901 et seq.) Public Law 105-285**, Section 678F and any subsequent amendments.



Executive Director Report Board of Directors Meeting

Greg Richards
March 23, 2023

- Brandy and I conducted an ACEs/Trauma-Informed Care & N.E.A.R Science training for our sister Community Action Agency, Tompkins County Community Action, Inc. (TCAAction) as part of their All-Staff Day on 3/17/2023. Brandy is our official ACE and N.E.A.R. Science certified trainer, which gives us the ability to offer these trainings. Brandy and I developed a great presentation flow that we can expand to other trainings. We trained over 90 of our fellow professionals in Community Action and look forward to more future collaborations!
- The WIC Program has *finally* received notice of award for our RFA that was submitted back in July 2022 following several submission delays by NYS DOH. The award includes Chenango County in addition to our Cortland County service footprint with a 2,200 per month caseload beginning October 2023. I ask that this be held with the utmost confidentiality as we have not yet determined our acceptance of the award, and the current grantee for Chenango, Greater Opportunities, is not aware of the incoming grantee and to our knowledge, has not shared information with their staff as they look to request a determination conference. While we remain optimistic about our Program expansion, our award for the 2 counties came in nearly \$100,000 less than submitted. We will be working through budget development and have requested our own conference to discuss our application and the funding shortfall.
- The Energy Services Program has begun to receive some information for the upcoming BIL funding. Initial communications of awards came in significantly less, about half, than what was anticipated for all Programs across the state. We, along with the broader CAP network, are working with our representatives at NYSWDA to understand the shortfall and push back with NYS HCR as this is in contradiction to our understanding of how the funds would flow over the next 5-years. I will keep committees and the Board apprised as we learn more with our ability to begin BIL work anticipated for 4/1/2023. Our Program structure, including infrastructure/vehicle needs, will need to be re-evaluated based on the funding level outcome. The entire network, working with NYSCAA and NYSWDA, is working through funding level communications that sent shockwaves through the network.
- The HS/EHS Program received the anticipated official correspondence of DRS (Designated Renewal System) for our upcoming 5-year baseline grant for PY24-25, a 12-month advance notification following the 2 deficiencies in the previous 5-year cycle. This too must remain exceptionally confidential as we work through this entire process over the next year. We have begun the process of preparing preliminary deliverables and developing the baseline grant, connecting with other Agencies who have gone through

the DRS process. This coming June (6/1/23) will mark the 5th year of our grant before writing this new baseline grant. 94% of current HS/EHS Programs in a DRS cycle are granted their entire contract back with this being our opportunity to re-evaluate Program structure. We continue to wait for official word on our Change in Scope Reduction application that would take effect with the upcoming Program Year, if approved.

- Challenges have remained in our Smith Elementary UPK/Head Start classroom with open CPS and OCFS investigations resulting from challenging parent dynamics and allegations in the last several weeks. As previously reported to the Board, our internal reviews into all incidents indicate that there has been no abuse, maltreatment, or improper handling of any children in the classroom by any of our staff. However, we must await the final reports from CPS and OCFS to close the cases, resulting in staffing challenges in the room. There have been added staff and supervision to the classroom with these challenges and the room's high behavioral and special needs. Our representatives at OCFS have maintained good communication indicating no concerns of child abuse or maltreatment with an effort to expedite the reports, which at times can take weeks to months. There remain identified concerns over the process followed by the Head Start Director to review an allegation in January with no official violation(s) yet received. I will continue to keep the Board apprised as we await official reports and any next steps.
- We have been in the last-month crunch to expend the remainder of our HS/EHS ARP supplemental funds by 3/31/2023. We are in-line to expend all funds with any over-expenditures being able to be absorbed by our underspent entitlement grant. To expend the final portion of the funds, we have signed a quote to install classroom surveillance in all of our HS/EHS rooms to assist in the review of health and safety allegations and to maintain a safe and high quality program. We continue balance major projects and program enhancements through these expiring ARP funds, one-time improvement funds, and NYS Childcare Stabilization funds, all of which expire in 2023.
- The anticipated release date of determination for the CDPAP attestation to remain an operating Fiscal Intermediary has been pushed to April 2023, per NYS DOH. This follows the RFO process that began in 2019 and was never finalized, resulting in this attestation process, and changing our course to now remain the primary CDPAP provider for Cortland. We anticipate to receive approval having served more than 50 Consumers during the indicated timeframe. We continue to work to put departmental structure in place with this new understanding, hiring an HR Assistant last month and posting for the Billing Specialist position this month. There remain questions on joint employer changes that have not yet been clarified by DOH.

Deputy Director Report
Kirsten Parker
March 20, 2023

- **Golf Tournament**-Plans for the golf tournament are moving forward. We still need hole sponsors and general prizes. Any help you can provide would be appreciated. The cost to sponsor a hole is \$50. We will also be pre-selling raffle tickets again this year. We will be asking for the board's help with ticket sales. I will let you know as soon as prizes are confirmed and the tickets are printed.
- **Volunteer Transportation Program**-Pat has been spreading the word about Volunteer Driver but we still have on driver who drives almost every day and one who is able to drive occasionally. We are required to start using the GPS app for Medicaid rides beginning in April. Our less available driver does not have the capability to use the app on her phone and is not interested in upgrading so we will be down to one driver for the majority of our rides. We can still use the other driver for Seven Valley rides when she is available.
- **Wellness Committee**-the wellness committee decided to raise money for an Employee Emergency Fund which will be part of Community Action Angels. Staff participated in "Penny Wars" the last two weeks and earned over \$600.
- **CDPAP**-We have not heard anything about our attestation. We should be hearing something in April. We are still working through issues with Fidelis billing. We are currently serving 109 consumers in the CDPAP program and 24 in EISEP.
- **WIC RFA**- we have meetings/calls scheduled with the Regional Office, Central Office and another WIC program who has been through a similar awards process over the next two weeks.



Energy Services / Building Maintenance March 2023

Energy Services

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

- Contracts- working with Martha on Amending the PY22.23WAP contract.
- Building a new BIL contract along with a new PY23.24WAP contract.
- Gearing up on hiring: 1- Crew Foreman, 1- Crew Laborer, an Assistant Director, and a PT Office Clerk for April start.

EmPower NY (Cortland & Tompkins Counties)

10 – in-progress jobs.

HEAP- (Cortland & Tompkins Counties)

7- jobs completed for Heating Repair/Replacement.

Fee For Service

2- Blower Door tests done on new construction for occupancy.

CAPCO Building Maintenance

- SMain front building window replacements for the Johnson 1 and BOCES classrooms have been completed. Hallway carpet tiles will be done 3/17 and the new heating will be installed on the 17th and 31st of March.



Adult Education

- In last three months (Dec, Jan, Feb) the numbers of students served each month has finally reached pre-pandemic numbers at around 39 to 40.
- We are seeing a greater degree of anxiety and reluctance to engage in social groups. [Which contributes to lower per student hours.].
- One student completed requirements in for High School Diploma in February. One student passed 2 of 4 tests. One student passed one of four tests in Spanish.

Emergency Assistance

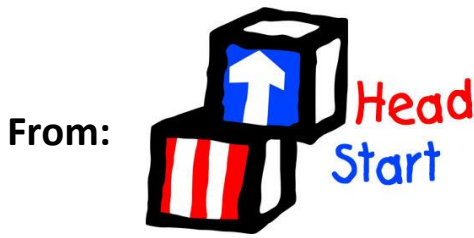
- We continue to help those in need with heating costs through CSBG, Care & Share and Project Share funds.
- We will have prom dresses available for Marathon students who need them at the Marathon Food Pantry in March and April.
- We have planned a Volunteer Appreciation Lunch on April 20 to celebrate our volunteers during Volunteer Appreciation Week.

NOEP

- We completed our NOPE site visit with our Contract Manager on March 16. The site visit went well and our Contract Manager was very happy with Jessica's targets and performance.
- Jessica will be doing outreach at the Fresh Food Giveaway at The Chapel on March 29 at 4:30pm.

Healthy Families

- Healthy families continue to recruit new and expectant families to the program.
- An offer for employment was made and accepted by Kaylean Contento. She will join us on 4/10/23
- For personal reasons Kathleen Simpson resigned from her position as Family Support Specialist.
- We are finishing up interviews for the Family Support Specialist position. We hope to make two offers of employment next week.



From:

Directors Monthly Board Report
HS/EHS Management Team
Month: March 2023

I. Enrollment

- A. Continue to have **7 of 10 HS** classrooms open, serving 94 children of 150 funded slots.
- B. Continue to have **4 of 8 EHS** classrooms open, serving 45 children of 88 funded slots.
- C. Each Home-Based program remains at a case load of 8 and 9 respectively, out of 12 families.
- D. We continue to strive for full enrollment as we wait for our Change of Scope Reduction determination; We anticipate receipt of an under-enrollment letter from OHS this Spring.
- E. As of January, we have 48 HS children on a wait list and 88 EHS children on a wait list.
 - a. 31 of 28 on HS waitlist are income eligible; 67 of 88 on EHS list are income eligible.

II. Staffing

- A. We continue to recruit for opening positions, and substitutes. Still have several vacant positions open (mainly education, EHS full-time positions).
- B. We continue to operate 2 classes of CDA with our staff and the YWCA staff to increase qualifications to open additional rooms with staff on different tracks for completion.

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

- A. Smith Elementary UPK/HS room continues to have challenges with ongoing CPS/OCFS investigations resulting from parent dynamics and heightened behavioral challenges. Extra staff have been added to the room, and there are no concerns of child abuse or maltreatment as we await final reports.
- B. All staff are completing a 2nd round of Mandated Reporter Training in March with a training scheduled for all staff on Friday, 3/31/2023.

IV. Old Business

- A. We are in the final month of our ARP supplemental funds, and we remain on track to spend-out by 3/31/2023. We have signed a contract for camera installations in each of our non-school district classrooms to start before exploring possibility of school sites.
- B. We are working to complete facility projects with our one-time Program Improvement funding that expires at the end of May 2023 with the final NYS OCFS Stabilization funding running through September 2023.
- C. We continue to wait for final word on our reduction Change in Scope grant was submitted on October 28th. Per our Program Specialist, it has made its way to D.C. for final review.
- D. The Head Start Director transition has remained very smooth with Kristi Coye, Asst. Director, and Jennifer Geibel, Edu. Coord., picking up many of the administrative pieces with the Executive Director. Anticipated to post for position in April 2023.

V. New Business

- A. We received the anticipated official correspondence of DRS (Designated Renewal System) for our upcoming 5-year baseline grant for PY24-25, a 12-month advance notification following the 2 deficiencies in the previous 5-year cycle. This must remain exceptionally confidential as we work through this entire process over the next year. We have begun the process of preparing preliminary deliverables and developing the baseline grant, connecting with other Agencies who have gone through the DRS process.

WIC Program Monthly Report

Kay Brewster

2/23/23

Staffing:

- We had two promising interviews for our Nutritionist/Breastfeeding Coordinator position, we will be making an offer this week.

Fiscal

- We will be working with fiscal to adjust FY 23 budget to reflect staffing adjustments (addition of part-time nutrition assistant)
- We are expecting to hear the decision on our RFA sometime in March for FFY 24.

Public Health Emergency:

- The PHE expires 5/11/23, this means the WIC waiver and flexibilities expire on 8/9/23.
- USDA announced the opportunity for State agencies to opt into nationwide waivers for Physical Presence and Remote Benefit Issuance using the authority granted to USDA by the American Rescue Plan Act (ARPA) which will be valid through September 2026. New York State plans to opt into these waivers and will share additional information as it becomes available.
- We continue to offer in person appointments to participants as needed.

Formula Shortage:

- Flexibilities for brands expires this month, effective 3/1/23 there are only expanded container sizes of contracted formulas available.
- Gentlease has been challenging to find. Our Vendor Management Agency has confirmed that it is currently not available in the area and has submitted our participants for drop shipments.
- Family Development has been incredibly helpful for our families during this time with donated formula.

Caseload:

- Caseload is steady. We are excited to be able to do more outreach with the addition of a part time Nutrition Assistant

Month	Target Caseload	Enrollment	Participation	% of Target	% of Enrollment	Final
OCT 2022	1,200	1,106	1,052	87.67%	95.12%	✓
NOV	1,200	1,119	1,060	88.33%	94.73%	✓
DEC	1,200	1,127	1,064	88.67%	94.41%	✓
JAN 2023	1,200	1,122	1,062	88.50%	94.65%	✗
YTD Average:	1,200	1,117	1,059	88.22%	94.75%	

Resolution of the Board of Directors

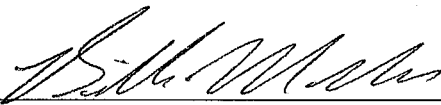
Of

Cortland County Community Action Program, Inc.

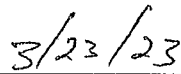
Resolution No. 23-20

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed HS/EHS FS16 Mandated Reporter Policy update,

IT IS HEREBY RESOLVED that on March 23, 2023, the Cortland County Community Action Program, Inc. Board of Directors accepts as presented the HS/EHS FS16 Mandated Reporter Policy update.



Board President



Date

FAMILY SERVICES

Policy ID: FS 16

Subject: Mandated Reporting

Performance Objective:

Our Head Start / Early Head Start programs are legally required to report all situations of suspected child abuse and maltreatment to the Child Abuse Registry in Albany (Social Services Law, Section 413). All staff are mandated reporters during work hours. Although not mandated off hours, staff may make a hotline call as a concerned citizen.

Head Start and Early Head Start play an important role in working with families to prevent child abuse and neglect. Staff from both programs help to identify risk factors for abuse, enhance parenting skills, and offer the family emotional support and resources. A Mental Health Consultant is available to provide support to families.

It is the intent of the CAPCO Head Start / Early Head Start not to become an investigation agency. A hotline call may be made on both families and staff members if there is reasonable cause to suspect child abuse or maltreatment.

In the event of suspected abuse or neglect, the following procedures will be implemented by all staff members.

Operational Procedures:

1. If a staff member recognizes indicators that there are signs of child abuse or maltreatment, either through child or adult disclosure, physical indicators, or tracking of behavioral indicators they are required to make a call to the Child Abuse Registry. The staff person who has a concern is to report the suspicion of child abuse or maltreatment immediately. After the hotline call has been made, the staff person will contact the Family Services Coordinator or the Director to notify them of the situation. If they are not available, the staff member should immediately contact any other available management member. Management's role will be to listen and provide support and guidance.
2. If a hotline call is going to be made, the mandated reporter will complete a DSS 2221A reporting form prior to making the call. Reporting forms will be on site at each location. They are also in the forms box at the Cosimos office.
3. The staff person who suspects abuse or neglect of a child is required to call to the Child Abuse Registry in Albany: 1-800-635-1522. The operator's name and the call ID # should be documented on the report form. If the call is not accepted, it is important to ask why. Also, have operator read back notes to ensure accuracy.
 - Please check the "yes" box to request findings of the investigation. Once you receive the letter from local CPS, forward to Family Services Coordinator.
4. The completed form is immediately given to the Family Services Coordinator (or other management member supporting you through the process) to be mailed to local CPS within the required 24 hours. This completed form should be given to the Family Services Coordinator even

if the call was not accepted. One copy of the report is filed in the CPS tracking binder, located in the Family Services Coordinator's locked file cabinet.

5. The Family Services Coordinator will track the following information for any hotline calls that are made: Date, child's name, center/staff, concern, results (accepted or not), name of person talked to, date & outcome of status letter.
This information (without using child's name) will be compiled at the end of each program year and saved with other program year outcomes/data.
6. The staff person, in cooperation with the Family Services Coordinator or Director, will discuss and decide, case by case:
 - A. **WHAT** steps will be taken to ensure that the child is safe.
 - B. **WHAT** type of contact is appropriate and safe, and
 - C. **WHEN** contact should be made.
7. Confidentiality must be always maintained. Staff are not required to tell the family who made the Hotline call. The family will be notified that the Hotline call was made only after CPS has had contact with the family. Frequent reminders to families that staff are mandated reporters should be conducted throughout the program year. Discretion must be used as to who on staff will receive any or all information pertaining to the report.
8. Head Start / Early Head Start staff are expected to cooperate fully with the Department of Social Services staff through the entire investigation. Local CPS will attempt to obtain a release from the family. With or without the release, by law, we are required to share all relevant information.
9. To protect the confidentiality of the source of the Hotline report, contact notes should not indicate that a Hotline call was made. Contact notes should reflect the follow-up to the Hotline call.
10. If a hotline call is made on a staff member involving a child while in attendance at one of the HS/EHS classrooms, the Director will immediately contact the Executive Director with details about the report.
11. A report will be made to the responsible HHS official, NYS OCFS, and the responsible family member if there is a report of child abuse or maltreatment involving a child while in attendance at one of the HS/EHS classrooms. This report will be made immediately or as soon as possible.
12. Follow-up contact with NYS OCFS and CPS regarding the situation will be documented and filed in the Head Start Director's office. Documentation of hotline calls made on a staff member involving a child while in attendance at one of the HS/EHS classrooms will be filed in the Head Start Director's office
13. If there is a report of child abuse or maltreatment involving a child while in attendance at one of the HS/EHS classrooms, the program will take one or more of the following actions with regard to staff members who are subjects of a child abuse or maltreatment report:
 - increased supervision
 - provide appropriate training to and/or increased supervision
 - provision of instruction and/or remedial counseling
 - appropriate disciplinary action, where applicable
 - dismissal, suspension, or transfer

Related regulations: 1302.47; 1302.53; 1303.22

Policy Council Approval Date: 3/26/19; 9/24/19 Revised: 8/27/19, 11/13/19, 12/17/19, 3/13/20, 3/20/23