

Cortland County Community Action Program, Inc.
Board of Directors Meeting
July 27, 2023
Meeting Agenda

- I. Call to Order
- II. Motion for Approval of June 2023 minutes
- III. Standing Committee Reports
 - 1) PP&E Committee
 - 2) Board Development—did not meet.
 - 3) Finance/Audit Committee
 - 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 23.35**—2023-2024 Health Insurance Renewals
 - b) **Resolution 23.36**—2023-2024 Weatherization Assistance Program Budget & Grant submission
- IX. Executive Session, if needed.
- X. Adjournment

Cortland County Community Action Program, Inc.
Board of Directors Meeting
June 22, 2023
Meeting Minutes

1. **Call to Order:** Meeting called to order at 12:05 p.m.

Members Present: April Dennison, Larry Woolheater, Jeanette Dippo, Lynne Sypher, Ella Dilorio, Doug Bentley, Melissa Alvord, Terry Coon, Shelley Warnow, Billie MacNabb.

Excused: Mary Bliss, Penny Prignon, Sarah Beshers, Mary Beth Mathey, Patti Schaap

2. **Motion for approval of May 2023 minutes** made by Doug Bentley, 2nd by Jeanette Dippo.
Motion carried.

3. **Standing Committee Reports**

1. **Program, Policy, and Evaluation (PP&E) Committee** met on June 8, 2023. Kirsten briefly reviewed the Head Start and Early Head Start Management Reports. Head Start staff were on the way to a conference in White Plains but there were no significant deviations from previous reports. Kirsten also briefly reviewed the Head Start/Early Head Start Change in Scope. We had discussed this previously but now that we have verbal approval we are moving ahead. All staff have been informed. Staff will need to reapply for effected positions and interviews will be scheduled next week. The transition with Chenango County WIC is going well. We have signed a lease and are waiting for the landlord to sign and return it to us. There was a positive article in the Cortland Standard this week regarding the WIC expansion.

2. **Board Development Committee-** did not meet.

3. **Finance/Audit Committee-**Met June 15, 2023. All accounts receivable and payable are current except for Medicaid per the billing schedule. CDPAP-we continue to work on rebilling some unique situations. Approval of the attestation was finally received, now we are waiting for contract documents. Early Childhood-with the Change in Scope and COLA, we were able to give larger retroactive pay increases for Head Start/Early Head Start staff. Energy Services-received contract package for BIL funding but not regular WAP funding package yet, new van will probably not be here in time to pay for it from this year's budget, will plan on two for new budget. CSBG-we received an additional small amount of money. We will need to approve an amendment. It will be added to the Direct Beneficiary line. WIC is in the process of interviewing 3 of the 5 current Chenango County staff for the new clinic.

- a.) **Resolution 23.33**—CSBG FY23 Amendment—Motion to approve made by Lynne Sypher, 2nd by Ella Dilorio. Motion carried.

4. **Executive Committee-**did not meet.

4. **Management Reports-**

1. Executive Director-Greg reviewed his report with the Board.
2. Deputy Director-Kirsten reviewed her report with the Board.
3. Energy Services-Denise reviewed her report with the Board.

4. Family Development-Brandy reviewed her report with the Board.
5. Head Start/Early Head Start-Jenn reviewed her report with the Board.
6. WIC-Kay reviewed her report with the Board.
5. **Head Start/Early Head Start Policy Council Update**-April reported that the Policy Council had not yet met this month per the meeting schedule. She will give an update at the next meeting.
6. **Old Business**-None
7. **New Business**
 1. **Resolution 23.34**--CSBG Customer Income Eligibility Policy and Procedure- Motion to approve made by Jeanette Dippo, 2nd Doug Bentley.
8. **Executive Session**-None needed
9. Motion to Adjourn made by Jeanette Dippo, 2nd Larry Woolheater. Motion Carried.

Meeting adjourned at 12:54 pm.

PP&E Committee Meeting

July 13, 2023

Meeting called to order at 11:59 am.

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

Staff: Kirsten Parker, Greg Richards, Jennifer Geibel, Brandy Strauf.

Committee reviewed the HS/EHS Change of Scope approval letter/NOA. Greg shared the Change in Scope Notice of Award. It was received on the afternoon of the Board meeting in June. As discussed, we will be switching to 7 Head Start and 8 Early Head Start classrooms. Total enrollment for the program will be 168 children. Greg shared his confidence in the direction of the Program given where we have been over the last few years and certainly the last several months with an establishment of our new leadership team under Jennifer Geibel and our overall Program structure.

Committee reviewed the funding award letter from Senator Lea Webb office. We were awarded \$12,000 to help fund the adult education program. We were approached by Senator Webb's office about our needs back in April prior to the finalization of the State budget. We had also asked for and did not receive \$76,000.

Committee reviewed the HS/EHS March 2023 Management reports. Jenn went over reports and highlighted areas of focus. Nothing new or alarming about the progress reports.

Jenn also updated the committee on current enrollment numbers for HS/EHS in the Fall. These numbers will change over the summer, but they are currently the best they have been in several years. HS/EHS is nearly fully staffed. We currently have one full-time opening and a few part-time openings. We are advertising for some anticipated openings, hoping to have applications to pull from if not everyone ends up returning. For students, Head Start is currently full, with a small waiting list and Early Head Start has two openings we will be filling and has a small waiting list. We have not had to fill many spots with over-income students.

Committee reviewed the 3rd Quarter PPR. Brandy explained the 3rd quarter PPR and pointed out which goals we will most likely amend because we will either be below 80% or above 120% of our projections and provided explanations for the benchmark deviations.

No further business. Meeting adjourned at 12:33pm.



CORTLAND COUNTY
DEPARTMENT OF SOCIAL SERVICES

Kristen Monroe
Commissioner

Allison Veintimilla
Deputy Commissioner

July 14, 2023

Brandy Strauf
CAPCO
32 North Main St
Cortland NY 13045

Re: CAPCO Cares Bags

Dear Ms. Strauf:

I am writing this letter regarding your CAPCO Cares Bag Program. I have been the homeless Caseworker at Cortland County Department of Social Services for the past seven years. I believe it was sometime in early 2000 when the program began. During the COVID pandemic the number of homeless individuals and families we serve drastically increased. Prior to the pandemic, at any given time, we would typically serve approximately 30 homeless individuals and three to four families. Currently we are serving 66 individuals and 11 families. We currently average approximately 50 new cases each month. As recent as two months ago we were housing a total of 96 cases. These statistics are being shared to show that the homeless situation in our community continues to be a struggle.

I cannot begin to say how valuable the CAPCO Cares Bags are to our clients. The contents of the bag were carefully considered before the program was implemented. The items we are able to provide the clients in these bags are essential to making their stay at the motels much easier. For example, we can easily connect people to various food pantries in the community, but they return to the motel with canned goods and then have to prepare the meal in a microwave. Thanks to these bags they now find themselves with supplies to properly prepare the meal. These bags contain a plastic reusable food container, stainless steel silverware, a washcloth, as well as dish soap, and other items. These few items, which we are unable to provide to the clients, allow them to be able to adequately prepare a meal in their room and to complete basic cleansing.

It is very easy to overlook simple things most of us take for granted in our everyday lives, until one day they are suddenly taken away from us, or we find ourselves without them. At DSS no matter how hard we work; we do not hear the words "thank you" often. When we have these bags to give out our clients are all sincerely grateful for the semblance of a normal life the bags provide. We are extremely grateful to this program, as it has become an integral piece of us being able to better support and serve our client in their time of need.

Sincerely,

Eric M. Lott
Caseworker
Adult Services

Tammy McCall
Grade A Supervisor
Adult Services

ATTACHMENT C
COMMUNITY SERVICES BLOCK GRANT
C-2c Work Plan and Program Progress Report (PPR)

Contractor Cortland County Community Action Program Inc. (CAPCO)	FFY 2023	Type (Work Plan, Amendment, PPR): Work Plan
Budget Period 10/1/22 to 9/30/23	Contract # C1001460	

Description of Need (Family, Community, Agency) Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	Lack of access to nutrition education and food.
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------

Program that addresses the need described above:	Women, Infants, and Children Program (WIC)	Location (List Name of County):
---------------------------------------------------------	--------------------------------------------	----------------------------------------

Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's WIC Program provides supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional	1560 individuals will enroll in the WIC program.	SRV 7b	Intake form/caseload reports	1560	1237	129	126		1492	96%
	1560 of 1560 will improve their health and physical development as a result of access to nutritional foods and nutrition education.	FNPI 5 B	Case files, food voucher records	1560	1237	129	126		1492	96%
	120 infants will be healthier and will increase their ability to fight early childhood infections as a result of breastfeeding.	FNPI 5 B	Peer Counselor Documentation	120	75	30	39		144	120%
	6 partnerships will promote the program, provide space, and funding (1 State Government, 1 Local Government, 1 faith based, 1 not-for-profit, 1 consortium, 1 State association)	B.5I	MOU's, meeting minutes, association membership	6	4	0	0		4	67%
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!

(continue on next page, if necessary)

ContractorCortland County Community Action Program Inc. (CAPCO)

FFY2023

Type (Work Plan, Amendment, PPR):
Work Plan

Budget Period10/1/22to9/30/23

Contract #C1001460

Description of Need (Family, Community, Agency)
Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.

Low income families who are at nutritional and health risk

Program that addresses the need described above:

Snack Packs for Kids Program

Location (List Name of County):Cortland

Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Snack Pack for Kids program will provide nutritious foods for food insecure low-income children throughout the county in an effort to help alleviate hunger. (SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	80 children will enroll in the program	SRV 7b	Referral form/Intake	80	81	20	2		103	129%
	80 of the 80 children's health and physical development will be improved as a result of adequate nutrition.	FNPI 5 b	Customer Satisfaction Surveys	80	81	20	2		103	129%
	2800 Backpack will be distributed throughout the school year.	FNPI 5	Backpack tracking form	2800	891	1200	1188		3279	117%
	7 partnerships, will support the program by donating funds, referring eligible children, and providing space. (5 school districts, 1 higher education, 1 financial institution)	B.5I	MOU/ In-kind forms	7	7	0	0		7	100%
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!

(continue on next page, if necessary)

ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT
C-2c Work Plan and Program Progress Report (PPR)

ContractorCortland County Community Action Program Inc. (CAPCO)

FFY2023

Type (Work Plan, Amendment, PPR):
Work Plan

Budget Period10/1/22to9/30/23

Contract #C1001460

Description of Need (Family, Community, Agency)
Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.

Low income families who are at nutritional and health risk

Program that addresses the need described above:

Nutrition Outreach and Education Program (NOEP) /Farmers Market EBT Program

Location (List Name of County):Cortland

Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------	----------------------------------------------------------------------------------------------------------------------------------	---------------	-----------------	-----------------	-----------------	-----------------	-----------	-------

CSBG Annual Report Module 3 & Module 4).	(SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).			A	Pf	Pf	Pf	Pf		
The agency's Health and Nutrition component provides low income participants access to food through SNAP enrollment and access to local produce using their SNAP benefit at the local farmers market.	250 individuals will access the NOEP and the EBT Farmers Market Program.	SRV 7b	Application	250	65	63	38		166	66%
	150 of the 250 will complete a SNAP application in order to increase healthy lifestyles.	SRV 3I	Application	150	31	42	17		90	60%
	100 of the 250 with use their SNAP benefit at the local farmers market to access fresh produce.	FNPI 5	EBT Transactions	100	11	0	10		21	21%
	8 partnerships will support the goals of the health and nutrition program, through referrals, funding, space (2 school districts, 2 Colleges, 2 NFP, 1 local government, 1 state association)	B.5I	Partner agreements	8	8	0	0		8	100%
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!

(continue on next page, if necessary)

ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT
C-2c Work Plan and Program Progress Report (PPR)

Page 6 of 14
(Total Number of Pages should include C-2a, C-2b and C-2C)

Contractor	Cortland County Community Action Program Inc. (CAPCO)	FFY	2023	Type (Work Plan, Amendment, PPR):
Budget Period	10/1/22 to 9/30/23	Contract #	C1001460	Work Plan

Description of Need (Family, Community, Agency) Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	Children face barriers to school readiness
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------

Program that addresses the need described above:	Head Start/Early Head Start Program	Location (List Name of County):	Cortland
---------------------------------------------------------	-------------------------------------	----------------------------------------	----------

Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Head Start/Early Head Start program provides comprehensive pre-school activities which include classroom instruction, home base, health and nutrition, and social emotional development for children ages zero to four, as well as support services for their families.(SRV 2aEarly Head Start, SRV 2b Head Start, SRV 5a Immunizations, , SRV 5a-j Health Services, Screening and Assessments , SRV 5dd Child Dental Screenings/Exams, SRV 2v Parenting Supports).	300 children will apply for the Head Start/Early Head Start Program	SRV 7b	HS/EHS Intake Form	300	220	73	80		373	124%
	175 of the 300 will be enrolled in the Head Start/Early Head Start program.	SVR 2a SVR 2b	HS/EHS Attendance Records	175	156	9	5		170	97%
	175 of the 300 will have a current physical and be up to date on immunizations.	SRV 2a SRV 2b	Child's files	175	156	9	5		170	97%
	175 of the 300 children's health will be improved as a result of adequate nutrition.	FNPI 5b	CACFP Meal count documentation	175	156	9	5		170	97%
	50 of the 300 children will receive dental exams and/or follow-up for improved dental health.	SRV 5dd	Child's files	50	36	8	5		49	98%

75 of 300 children will be developmentally ready to enter kindergarten	FNPI 2b	CORE report	75	48	39	14		101	135%
125 of 300 children's parents/caregivers will be engaged in home visits with a family worker.	SRV 2cc	Family worker notes	125	124	7	5		136	109%
100 of 300 families will gain new skills and exhibit improved family functioning.	FNPI 2e	Family Strengths assessment (FSA)	100	0	0	40		40	40%
8 partnerships will be established to support services and in-kind resources (1 institute of higher education, 5 businesses, 2 NFP)	B.5I	MOU's/Partnership agreements	8	8	0	0		8	100%
								0	#DIV/0!
								0	#DIV/0!

(continue on next page, if necessary)

ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

C-2c Work Plan and Program Progress Report (PPR)

Page 7 of 14

(Total Number of Pages should include C-2a, C-2b and C-2C)

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2023

Type (Work Plan, Amendment, PPR):

Budget Period 10/1/22 to 9/30/23

Contract # C1001460

Work Plan

Description of Need (Family, Community, Agency) Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	Low income families lack essentials such as food, clothing, household needs, transportation assistance, utility assistance, and work supports.
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------

Program that addresses the need described above:	Emergency Assistance Program	Location (List Name of County):	Cortland
---------------------------------------------------------	------------------------------	----------------------------------------	----------

Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Family Development Emergency Assistance Component provides low-income individuals and families with clothing assistance, household needs, medical assistance, transportation assistance, utility assistance, and appropriate referrals as needed.	700 individuals will seek assistance through Family Development's Emergency Assistance Program to meet essential needs.	SRV 7b	Intake Forms	700	354	186	181		721	103%
	500 of the 700 will receive clothing assistance	SRV 7n	Intake Forms	500	303	111	139		553	111%
	50 of the 700 will receive emergency assistance in rural areas of the community.	SRV 5	Intake Forms	50	27	16	12		55	110%
	50 of the 700 will receive CAPCO Cares hygiene kits.	SRV 5nn	Intake Forms	50	1	27	3		31	62%
	40 of the 700 will receive emergency food.	SRV 5jj	Intake Forms	40	9	8	4		21	53%
	20 of the 700 will receive emergency household needs or utility assistance.	SRV 4i	Intake Forms	20	7	12	15		34	170%
	10 of the 700 will receive emergency transportation assistance.	SRV 7d	Intake Forms	10	6	8	6		20	200%

10 of the 700 will receive emergency work supports.	FNPI 1b	Intake Forms	10	0	2	0		2	20%
5 of the 700 will receive emergency medical assistance.	FNPI 5b	Intake Forms	5	1	2	2		5	100%
1200 individuals will be referred to other service providers to better meet their needs.	SRV 7c	Referral Tracking form	1200	1139	728	921		2788	232%
7 partnerships will be established to support services and in-kind resources (5 businesses, 2 NFP)	B.5I	MOU's/Partnership agreements	7	7	0	0		7	100%

(continue on next page, if necessary)

ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

C-2c Work Plan and Program Progress Report (PPR)

Page 8 of 14

(Total Number of Pages should include C-2a, C-2b and C-2C)

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2023

Type (Work Plan, Amendment, PPR):

Work Plan

Budget Period 10/1/22 to 9/30/23

Contract # C1001460

Need (Family,	Low income individuals lack the competencies and resources for achieving academic and employment goals.
---------------	---------------------------------------------------------------------------------------------------------

Program that addresses the need described above:	Adult Education Program	Location (List Name of County):	Cortland
--------------------------------------------------	-------------------------	---------------------------------	----------

Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
Individuals will gain competencies and resources for achieving academic and employment goals through the Adult Education Program. (SRV 2u High School Equivalency Classes)	100 students will enroll in our Adult Education Program	SRV 7b SRV 2r	Intake/Student file	100	51	25	10		86	86%
	15 of the 100 will have at least 12 hours of attendance.	FNPI 2f	Attendance records	15	3	7	8		18	120%
	12 of the 100 will have a grade level improvement in math or reading.	FNPI 2f	Practice tests/case notes	12	1	4	2		7	58%
	15 of the 100 will take the GED exam, and pass from 1-3 of the four test.	SRV 2u	GED Report/case notes	15	2	3	5		10	67%
	15 of the 100 will receive their HSE diploma.	FNPI 2g	GED report/case notes	15	4	1	3		8	53%
	10 of the 100 will have individual math/literacy tutoring to meet education or employment goals.	SRV 2r SRV 2f	Attendace Records	10	2	0	6		8	80%
	8 partnerships will be established to support services, provide space, and referrals (5 School districts, 1 Higher Learning, and 2 NFP)	B.5I	MOU's/partner agreements	8	8	0	0		8	100%
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!

(continue on next page, if necessary)

ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT
C-2c Work Plan and Program Progress Report (PPR)

Contractor	Cortland County Community Action Program Inc. (CAPCO)	FFY	2023	Type (Work Plan, Amendment, PPR): Work Plan
Budget Period	10/1/22 to 9/30/23	Contract #	C1001460	

Need (Family,	Individuals with low-incomes face challenges effectively planning and achieving family goals
---------------	----------------------------------------------------------------------------------------------

Program that addresses the need described above:	Community Action Angels Program	Location (List Name of County):	Cortland
--------------------------------------------------	---------------------------------	---------------------------------	----------

Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
CAPCO's Family Development component will provide opportunities for low-income families to improve family functioning and achieve their goals through the Community Action Angels initiatives.	425 individuals will seek assistance through Community Action Angels initiatives.	SRV 7b	Intakes	425	464	0	81		545	128%
	200 of the 425 individuals and families will participate in the Holiday Giveaway in order to increase family stability.		Sign-in Sheet	200	207	0	0		207	104%
	150 of the 400 individuals and families will participate in the Coat Giveaway in order to increase family stability.		Sign-in Sheet	150	257	0	0		257	171%
	50 of the 400will attend the Pajama Party to improve their interaction with their children by encouraging early literacy and reading to their children.		Sign-in Sheet	50	0	0	54		54	108%
	25 of the 400 individuals and families will participate in the Everybody's Baby Shower and gain skills to improve parenting.	FNPI 5d	Sign-in Sheet	25	0	0	27		27	108%
	11 Partnerships will promote the program and make referrals (1 financial institution, 4 NFP, 5 School districts, 1 Institute for higher education.	B.5I	MOU's/Partnership agreements	11	11	0	0		11	100%
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!

(continue on next page, if necessary)

ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT
C-2c Work Plan and Program Progress Report (PPR)

Contractor	Cortland County Community Action Program Inc. (CAPCO)	FFY	2023	Type (Work Plan, Amendment, PPR): Work Plan
Budget Period	10/1/22 to 9/30/23	Contract #	C1001460	

Description of Need (Family, Community, Agency) Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	Individuals with a disability maintaining their independence while living in the community
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------

Program that addresses the need described above:	Consumer Directed Personal Services Program	Location (List Name of County):	Cortland
--------------------------------------------------	---------------------------------------------	---------------------------------	----------

Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Consumer Directed Services provides services to allow individuals with disabilities and other medical conditions more control over their personal assistance services. This allows an individual the ability to manage his or her care and make decisions based upon his or her own individualized needs and to live in the community as independently as possible.	160 individuals will enroll in tha program and maintain an independent living situation.	SRV 7b FNPI 5g	Assessment Tool	160	142	6			148	93%
	250 family caregivers will obtain/maintain employment.	FNPI 1b	Assessment Tool	250	143	22	24		189	76%
	4 Partnerships with 1 local government and 3 NFP will promote the program and refer to the program.	B.5I	MOU's/Partner agreements	4	4	0	0		4	100%
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!

(continue on next page, if necessary)

ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT
C-2c Work Plan and Program Progress Report (PPR)

Page 11 of 14
(Total Number of Pages should include C-2a, C-2b and C-2C)

Contractor	Cortland County Community Action Program Inc. (CAPCO)	FFY	2023	Type (Work Plan, Amendment, PPR):
Budget Period	10/1/22 to 9/30/23	Contract #	C1001460	Work Plan

Description of Need (Family, Community, Agency) Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	Low income families face challenges affording quality, safe, affordable housing
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------

Program that addresses the need described above:	Energy Services Program	Location (List Name of County):	Cortland
--------------------------------------------------	-------------------------	---------------------------------	----------

Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Energy Services Department provides energy saving measures to include: Insulation, Heating systems, Hot Water Tank systems, Air Sealing, Inspecting Combustion appliances, Cooling, Testing Efficiency of Refrigerators, Installing CO Detectors & Smoke detectors, Bathroom & Kitchen ventilation, Energy Audits, and a Health & Safety check of the home. The goal of the program is to make homes energy efficient, safer and more affordable for low income families.	170 190 households will enroll in the Energy Services program.	SRV 7b	Application	190	60	65	56		181	95%
	130 of the 170 will experience improved health and safety due to improvements within their home though the Weatherization Assistance Program (WAP)	SRV 4q, 4s, 4t FNPI 4g, 4h	Energy Audit Form	130	28	29	16		73	56%
	25 of the 170 will experience improved health and safety due to improvements within their home though the Empower Program	SRV 4q, 4s, 4t FNPI 4g, 4h	Pre/Post test/Utility bills	25	10	11	13		34	136%

efficient , safer and more affordable for low-income families. The department also addresses elderly households with emergency repairs. (SRV 4t Energy Efficiency Improvements, SRV 4q emergency Home Repairs , Referrals (SRV 7c)	8 of the 170 will experience improved health and safety due to improvements within their home though HEAP assistance	SRV 4q, 4s, 4t FNPI 4g, 4h	Energy Audit Form	8	22	23	25		70	875%
	4 of the 170 will experience improved health and safety due to improvements within their home though the ARPA Program	SRV 4q, 4s, 4t FNPI 4g, 4h	MOU's/ Partnership agreements	4	0	0	2		2	50%
	2 of the 170 will experience improved health and safety due to improvements within their home though the Energy Savers Program	SRV 4q, 4s, 4t FNPI 4g, 4h	Energy Audit Form	2	0	2	0		2	100%
	28 of the 170 will experience improved health and safety due to improvements within their home though the bipartisan infrastructure law (BIL)	SRV 4q, 4s, 4t FNPI 4g, 4h	Energy Audit Form	28	0	0	0		0	0%
	4 partnerships will promote program (2 business, 2 non-profit.)	B.5I		4	4	0	0		4	100%
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!

(continue on next page, if necessary)

ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT

C-2c Work Plan and Program Progress Report (PPR)

Page 12 of 14

(Total Number of Pages should include C-2a, C-2b and C-2C)

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2023

Type (Work Plan, Amendment, PPR):
Work Plan

Budget Period 10/1/22 to 9/30/23

Contract # C1001460

Description of Need (Family, Community, Agency) Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	Lack of long term supports for expectant mothers and new moms
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------

Program that addresses the need described above:	Healthy Families Program	Location (List Name of County):	Cortland
---------------------------------------------------------	--------------------------	----------------------------------------	----------

Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Healthy Families Program is home visiting program which matches parents with knowledgeable and caring workers who provide information and support during pregnancy and early childhood. Services include helping families access community resources and services, educating families on parenting and child development, connecting families with medical providers, and assessing children for developmental delays. (SRV 5G and SRV 2CC)	80 new or expectant moms will complete the pre-screening process.	SRV 7b	Prescreenings	80	46	5	3		54	68%
	65 of the 80 will enroll in the program and assigned a Family Support Specialist	SRV 7a	Intake	65	43	6	2		51	78%
	35 of the 65 will demonstrate improved sensitivity and responsiveness in their interactions with their children.	FNPI 5E	Case notes	35	3	4	7		14	40%
	750 home visits will be made by Family Support Specialist in order to connect families with medical providers, provide activities to stimulate cognitive and physical Development, etc.	SRV 2cc	Home Visit Log	750	188	209	201		598	80%
	7 partnerships will promote program and serve on the advisory Board (3 health care institutions and 4 non-profit.)	B.5I	MOU's/Advisory Board Attendance	7	7	0	0		7	100%
									0	#DIV/0!

									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!

(continue on next page, if necessary)

ATTACHMENT C

COMMUNITY SERVICES BLOCK GRANT
C-2c Work Plan and Program Progress Report (PPR)

Page 13 of 14
(Total Number of Pages should include C-2a, C-2b and C-2C)

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2023

Type (Work Plan, Amendment, PPR):
Work Plan

Budget Period 10/1/22 to 9/30/23

Contract # C1001460

Description of Need (Family, Community, Agency) Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	Lack of reliable transportation
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------

Program that addresses the need described above:	Volunteer Driver Program	Location (List Name of County):	Cortland
---------------------------------------------------------	--------------------------	----------------------------------------	----------

Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
Increase the options for safe, reliable transportation through operating a Volunteer Driver Program (STR 7c Transportation Services Coordination and Support).	200 rides will be provided to medical appointments.	SRV 7d	Drivers Log	200	31	39	42		112	56%
	100 individuals will increase access to health services.	SRV 5	Customer Surveys	100	27	28	25		80	80%
	2 partnerships will promote program (1 business, 1 non-profit.)	B.5I	MOU's	2	2	0	0		2	100%
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!
									0	#DIV/0!

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

HS/EHSMonthly Family Engagement Report

Month: May 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	Library visit	5/12/2023	7	8	3	14	50%
	Fire station visit	5/22/2023	6	8	1	14	43%
Johnson 1	Planting sunflower seeds	5/18/2023	8	11	2	13	62%
Johnson 2	Rock painting	5/12/2023	9	12	5	13	69%
	Scavenger hunt	5/25/2023	Canceled due to parking lot paving			13	
Randall 1	Walk to BeaudryPark	5/25/2023	9	13	3	15	60%
Randall 2	Scavenger hunt	5/23/2023	7	9	2	13	54%
Smith 1	Rock painting	5/22/2023	3	3	0	12	25%
Smith 2							
YMCA 1							
YMCA 2	Walk to fire station	5/11/2023	9	15	3	13	69%
YMCA 3							

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (HEAD START)

Employee Name: Trudy Happel Month: May 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	14	0	0	90	0	0	5	4	1	1	1
Johnson 1 14	13	0	0	91	1	1	6	7	12	4	0
Johnson 2 14	13	0	0	90	3	2	8	7	3	1	1
Randall 1 16	15	0	0	96	4	1	6	4	12	3	0
Randall 2 16	13	0	0	91	3	1	10	5	13	6	1
Smith 1 16	12	0	0	86	1	3	4	4	0	0	0
Smith 2 16											
YMCA 1 16											
YMCA 2 16	13	0	0	90	1	1	4	4	5	1	0
YMCA 3 14											
TOTAL	93	0	0	91%	13	9	43	35	46	16	3

of Children on the Waiting List:

3 Year Olds
Over Income
Under 130%
Under 100%

9
3
29

4 Year Olds
Over Income
Under 130%
Under 100%

5
0
0

Comments: _____

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: May 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	
								In person/ Zoom	Telephone
YMCA 1	0	0	0	0	0	0	0	0	0
YMCA 2	2	2	1	1	0	0	0	1	1
YMCA 3	0	0	0	0	0	0	0	0	0
Smith 1	3	8	3	1	1	1	0	2	2
Smith 2	0	0	0	0	0	0	0	0	0
Randall 1	3	0	1	0	0	0	0	0	0
Randall 2	0	0	0	0	0	0	0	0	0
Johnson 1	1	0	0	0	0	0	0	0	0
Johnson 2	7	0	1	0	0	0	0	0	0
ELC 4	0	0	4	0	0	0	0	0	3
TOTALS	16	10	10	2	1	1	0	3	6

Not open: Y1, Y3, Smith 2

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

MONTHLY POLICY COUNCIL REPORT HS

Special Needs

Employee Name: Jennifer Geibel

Month: May 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	7	2	6	1	1	0	1	1	0	4	0	0
YMCA 3												
Smith 1	5	3	4	3	3	0	3	0	1	3	0	0
Smith 2												
Randall 1	5	3	5	1	0	2	1	0	0	3	0	0
Randall 2	4	0	4	1	2	0	0	0	2	1	0	0
Johnson 1	6	2	6	2	0	2	0	0	1	3	0	0
Johnson 2	5	2	4	1	1	1	1	0	1	1	0	0
ELC 4	8	4	7	4	1	2	4	0	1	7	0	0
TOTALS	40	16	36	13	8	7	10	1	6	22	0	0

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

MONTHLY POLICY COUNCIL REPORT HS

Health Services- Dental

Employee Name: Mmselle Sonnacchio

Month: May 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	14	0	0	0	0	7	2	1	1	0	7	0
Johnson 1	13	0	1	0	0	8	1	0	0	1	4	0
Johnson 2	13	1	0	0	0	8	2	0	0	2	4	0
Randall 1	15	0	0	0	0	4	2	1	0	1	11	0
Randall 2	13	0	1	0	0	7	2	1	0	1	5	0
Smith 1	12	0	1	0	0	4	2	0	0	2	7	0
YMCA 2	13	0	0	0	0	3	1	0	1	0	10	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	93	1	3	0	0	41	12	3	2	7	48	0
						44%	29%	25%	17%	58%		

Comments:

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

Employee Name: Mmselle Sonnacchio

Month: May 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	14							0
Johnson 1	13					1		1
Johnson 2	13		1	4	1	3	1	10
Randall 1	15		1			1		2
Randall 2	13					1		1
Smith 1	12		1			8		9
YMCA 2	13		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	93	0	4	4	1	14	1	24

Comments: 1 incidents/accident was reported to OCFS in May. J2 child tripped on stairs and cut chin needing stitches.

J2: 5- injured by another child, 4- running/trip/fall

S1: 6- running/trip/fall while on playground and injured by an object, 3- injured by another child.

There were 3 staff accidents reported due to child injuring staff in Smith 1 classroom.

HEAD START

CLASSROOM HAPPENINGS

May 2023

Johnson 1

- Expressed creativity by creating Lois Ehlea Collages.
- Science Unit: “Astonishing Air”- Children learned that air takes up space and explored ways air moves.
- Nutrition Lesson: Farmer’s Market – Our dramatic play area was turned into a Farmers Market, where the children shopped for food.
- Our class learned about how fruits and vegetables grow and created fruit collages.
- Health Lesson: Vehicle Safety- We talked about the importance of car-seats and wearing seat belts.
- We recalled and retold the story “The carrot Seed”.
- This month our class started our “Insect and spider’s” unit and created bug headbands. After-words the children moved around the classroom like bugs and insects.
- We also learned about the characteristics of insects and created an insect and not insect pictures.

Johnson 2

- We put dirt and zoo animals in sensory bin for the letter “Z” this month.
- Health: Was about traffic safety, we went on a traffic safety walk in the community and talked about what road signs mean.
- We also played traffic safety bingo.
- Social/Emotional: we learned the importance of sharing.
- Family Engagement: We invited families in to do some rock painting with their children.
- Family Engagement: Another family engagement was to do a scavenger hunt, but got cancelled due to paving going on.
- Our class turned our dramatic play area into a bug exhibit.

- Science: We learned about how many body parts an insect has.
- Our class went on some nature walks this past month.
- The children played with bubbles on the playground.
- We did an open-ended garden art project.
- Also, did an open-ended dirt and worm art project.
- Plus did an open-ended sunflower art project.

Randall 1

- We finished up learning all about plants and how they grow and change.
- We also discussed how plants and humans, animals need each other.
- We have started learning about seeds and how to be botanists.
- For our family engagement we went to Beaudry park and we had 9 families join us.

Randall 2

- In Haggerty we are working hard on words that begin with the same sound.
- In science, we have learned about seeds and how they grow.
- We germinated lima beans which are hanging in our windows.
- We planted flower seeds which we have enjoyed watching grow.
- For our family engagement, we invited our families to join us on a scavenger hunt with us.
- In class we are learning all about the different types of transportation.

Smith 1

- Family Engagement: We invited families to join us for some rock painting.
- We turned our dramatic play area into a Farmers Market.
- In our sensory table we put water and fishes in it for the children to fish.
- We turned our dramatic play area into a construction zone for the children to play in, for our transportation unit.
- Set up a block play sensory table for the children.
- The children worked on self-control with blowing bubbles.
- Read the book "It looked like spilt milk" to our class.

- We did a smash painting activity for art lesson.
- Played limbo in class
- Science Unit: We started the “Beginning Botanist” unit this month.

YMCA 2

- During the month of May, the children learned about plants.
- We discussed the parts of the plant and went on a nature walk and identified plants.
- The children took magnifying glasses to have a close look at the leaves veins.
- We planted flower seeds and grass seeds.
- The children made books to track their flower progress and cut their grass as it grew.
- Dino came to class and helped the children learn how to introduce themselves to someone and how to share their personal items with show and tell.
- The children also learned the importance of bees and how they help our environment.
- We had our monthly fire drill.
- Jenn was here from health and was impressed how the children line up when the alarm went off.
- We also had a hard-lock down drill.
- For our Family Engagement, we visited the fire department.
- Nine parents came to the classroom and we all walked to the fire department.
- The parents were very attentive with their child. It was a fun time for everyone.

ELC-4

- May was a busy month with finishing up our unit on Growing plants.
- We learned about plants and how they grow.
- We enjoyed planting seeds and watching them start growing.
- Our science unit included “air” and all its wonder.

- The children enjoyed watching the balloon inflate and deflate.
- Our class painted caterpillars, flowers, and raindrops.
- We also worked on graphing our block building and used different materials to measure.
- Family Engagement: Was a visit to the fire station and the library. Families enjoyed the stories and the fire presentation.

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

EHS Monthly Family Engagement Report

Month: May 23

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of families in center	% of families involved
Cosimo 1	Planting sunflower seeds	5/19/2023	6	8	1	8	75%
Cosimo 2							
Cosimo 3							
ELC 1							
ELC 2	Plant life cycle	5/25/2023	5	5	1	8	63%
ELC 3	Planting seeds	5/25/2023	6	7	3	8	75%
South Main 1							
South Main 2	Planting vegetables	5/12/2023	5	8	2	8	63%
Home Based	Potty training	5/31/2023	3	3	0	11	27%

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (EARLY HEAD START)

Employee Name: Trudy Happel

Month: May 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	0	0	94	0	0	3	1	2	0	0
Cosimo 2	8										
Cosimo 3	8										
ELC 1	8										
ELC 2	8	0	0	92	0	1	2	1	0	0	0
ELC 3	8	0	0	94	0	0	3	2	2	1	0
South Main 1	8										
South Main 2	8	0	0	89	0	2	9	6	2	0	0
Home Based 1	12	7	0	29 86	0	1	28	24	2	0	0
Home Based 2	12	6	0	0 71	0	0	31	22	8	6	0
TOTAL	45	0	0	92%	0	4	76	56	16	7	0

of Children on the Waiting List:

Children

Over Income

Under 130%

Under 100%

22

3

80

Comments: _____

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

MONTHLY MENTAL HEALTH REPORT EHS

Employee Name: Nicole Humphrey

Month: May 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	
								In person/ Zoom	Telephone
ELC 1	0	0	0	0	0	0	0	0	0
ELC 2	3	0	0	0	0	0	0	0	0
ELC 3	5	0	0	0	0	0	0	0	0
Cosimo 1	0	0	0	0	0	0	0	0	0
Cosimo 2	0	0	0	0	0	0	0	0	0
Cosimo 3	0	0	0	0	0	0	0	0	0
South Main 1	0	0	0	0	0	0	0	0	0
South Main 2	2	0	0	0	0	0	0	0	0
HB 1	0	0	0	0	0	0	0	0	0
HB 2	0	0	0	0	0	0	0	0	0
TOTALS	10	0	0	0	0	0	0	0	0

Not open: COS2, COS3, SM1, ELC1

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

MONTHLY POLICY COUNCIL REPORT EHS

Special Needs

Employee Name: Jennifer Geibel

Month: May 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	0	0	0	0	0	0	0	0	1	0	0	0
ELC 3	5	4	5	3	1	4	0	0	0	1	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	2	2	1	1	2	2	0	0	0	0	0	0
Home Based 2	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	9	7	8	5	3	7	0	0	1	1	0	0

MONTHLY POLICY COUNCIL REPORT EHS
Health Services- Dental Report

Employee Name: Mmselle Sonnacchio

Month: May 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	4	1	1	0	0	0
ELC 2	8	8	1	0	5	1	1	0	0	0
ELC 3	8	8	1	0	5	0	0	0	0	0
Home Base 1	7	7	3	0	0	0	0	0	0	0
Home Base 2	6	6	3	0	0	0	0	0	0	0
SM 2	8	8	3	0	5	1	0	0	1	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	45	45	13	0	19	3	2	0	1	0
			29%	0%	42%	16%	67%	0%	33%	

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: May 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	8					3	1	4
ELC 2	8		5			3	1	9
ELC 3	8		2			2		4
Home Base 1	7							0
Home Base 2	6							0
South Main 2	8		1			2	1	4
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	45	0	8	0	0	10	3	21

Comments: 2 incidents/accidents were reported to OCFS in May due to children needing follow-up medical care.
One at ELC 3 (unknown rash on mouth/waist/forearm) & SM 2 (buckle fracture of right forearm).
ELC 2 had a new child learning classroom rules.
There were no staff accidents reported in May.

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

Employee Name: Mmselle Sonnacchio

Month: May 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	8	8	8	1	7	1
ELC 2	8	6	8	5	0	8	0
ELC 3	8	5	7	5	1	4	1
Home Base 1	7	4	7	4	0	2	0
Home Base 2	6	4	6	3	0	0	0
South Main 2	8	2	8	6	0	7	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	45	29	44	31	2	28	2
		64%	98%				

Comments:

1 child in ELC 3 is 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.
1 child in ELC 3 with elevated lead at their 1 & 2 yr screenings and are being followed by doctor/CCHD.

EARLY HEAD START CLASSROOM HAPPENINGS May 2023

Cosimos 1

- We learned about growing, Farmers Markets and car safety this month.
- We learned a new deep breathing technique, the “Dandelion”.
- We connected the new technique with real dandelions that we see on our walks.
- The children loved using the dandelions to paint with too.
- Our class read lots of books about flowers, plants and ourselves and how different things grow.
- We also learned some new songs this month.
- The children loved how we turned the dramatic play area into a Farmers Market for them.
- For our Family Engagement we invited our families to come in and plant sunflower seeds and learn about what plants/flowers need to grow.
- We got to watch our sunflowers grow this month.
- We have started circle time on the carpet, classroom jobs and setting the table for meal times.
- We have enjoyed going outside everyday and taking walks everyday as well.
- The children continue to enjoy “Baby Doll” circle time.
- We are learning how to be a good friend to each other and using our words more.

ELC 2

- We enjoyed the month of May by partner painting and mixing colors together.
- We experimented with objects in water to see if it would float or sink.
- We bought flowers in our Farmer’s Market that we had turned our dramatic play area into.
- Our class worked on our fine motor skills by practicing using scissors to cut paper.

- We made a new friend and welcomed her to our classroom.
- For our family engagement we learned with our families how to grow a plant by making a life cycle chart.
- We enjoyed some “Fun Fridays” by spending our mornings playing at Beaudry park.
- We made crocodiles with green paint.
- On the last day of May we were all finally “3” and enjoyed the 3-year-old playground.
- We played “Red Light, Green Light”, tag, used hoola hops as cars and a lot of “one-foot, two-foot” hop scotch.

ELC-3

- This month in class we did many things.
- We went on many walks, and talked about the weather, looked and named things we saw on our walks.
- We played on our new playground.
- Our class painted and colored pictures. Made paper plate flowers.
- For our family engagement, we invited our families to come and help us plant seeds. We had 6 family members join us.
- We are practicing walking on the rope together.
- We played in dirt and looked for bugs in our sensory table.
- Our class painted the outside fence with water.
- We also played with the bubble machine outside.

South Main

- This month was all about growing.
- We Learned how things grow and what plants need to grow.
- We discussed what our bodies need to be healthy and to grow.
- For our family engagement we invited our families to plant in our garden and had a great turn-out.
- Our families are still engaging in our lending library program.

Finance Committee Meeting

July 20, 2023

Members present: Doug Bentley, Sarah Beshers, Penny Prignon, Shelley Warnow, Ella Dilorio
Staff: Kirsten Parker, Martha Allen, & Greg Richards.

Meeting called to order at 8:30 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 5/19/2023. Still working through some of our unique billing situations with Fidelis. We were able to bill for some of the denied claims from the first half of 2022. Fidelis should be opening a window to rebill for denied claims for the second half of 2022.

Our new Billing Specialist, Grace, started July 10th. She is learning fast and will be taking on a lot of the billing and rebilling duties for CDPAP, freeing up Martha, Kirsten and Merwin for other duties.

Early Childhood Development

We finally received formal approval of our Change in Scope. The COLA and QI budgets were also approved. We have already planned for these approvals to begin formal implementation the new Program Year 23-24 that begins this Fall. The Program expects to have full enrollment and full staffing. There will be a hiring event next week (July 26th) to fill the last few positions we have open as well as to build up our Substitute list and have applications ready in the event we have some staff decide not to return as anticipated.

We signed a one-year extension of our lease with Cosimo's at the same terms. When our application for Head Start is approved, we will most likely sign a longer agreement. The OCFS stabilization grant 2.0, which was for staff payments, has been mostly expended but we will be looking at a forecast. 1.0, which was used primarily for facilities, ends 9/30/2023 and we have an underspend for several of our licenses given the other supplemental funding throughout the year. We are looking at doing some upgrades at Cosimo's and the commercial kitchen. We anticipate that there may be a 3rd round of stabilization grants specific for direct child contact staff bonuses this fall. We will be watching to see if we are eligible.

Energy Services Department

The contract for BIL has been signed, but we are still waiting for the advance. The 23-24 WAP budget was submitted yesterday, so we do not have that advance yet either. Using Agency money now but the advances should be here in a matter of days/weeks. The vehicle we were planning to purchase last year is finally at the dealership. We should have it in the next few weeks. We will be purchasing from this year's budget now. We are planning for future vehicle purchases to replace the older Energy Services vehicles which have needed extensive repairs.

Family Development Department

We have officially started the FCC/ACP grant through NYSCAA. We are also applying for another opportunity through NYSCAA for diaper distribution. We are asking for \$40,000 per year for two years, which does not include the cost of the diapers that would be funded by the lead grantee, NYSCAA.

We are receiving \$12,000 from Senator Lea Webb's office for our adult literacy program. This will pay the rent for the Adult Education classroom at the Main Office Annex (26 N. Main). We also asked for funds to support a new roof for the new office. This request was not approved.

The State will not be distributing the discretionary funds we have used in the past to do back-to-school shopping. Brandy and Martha will be meeting to forecast the CSBG budget and will look at staff increases and using some unspent funds to fund our own back-to-school shopping program.

We will be offering a Family Development Credentialing Program beginning in the Fall. We have about 12 staff enrolled and will also be opening the course to the community as a fee for service.

WIC

The WIC program in Chenango County is struggling and will only have 2 remaining staff as of August to operate their WIC clinic. The Regional Office has approached CAPCO about taking over the program earlier. This is not something we feel we can do without additional funding, but we are in discussions and monitoring that situation as plan for the transition. WIC Central Office has approved us to use funds from our current Cortland contract for some start up costs including the cost of moving, installing phones, etc. Martha, Kirsten, and Kay will be meeting to forecast the WIC budget and see how much we can make available. We had asked to use some of the accruals Chenango will have from all their vacancies, but this was not feasible given the timeframe for approvals and amendments to take place.

We were forced to sign-on to the De Minimis indirect allocation method last month, but we have not given up on fighting this yet. We are working with the Executive Director of Fulmont County to see if we can get this overturned. In the meantime, we will prepare to change our allocation methods by October 1st.

All financials up to date, nothing unexpected. Income was more than usual for UPK with supplemental federal pandemic funding being spent-out.

Motion to approve Financials made by Shelley Warnow, 2nd by Ella Dilorio. Motion accepted.

Golf Tournament

Martha was able to complete the financials for the golf tournament. We made a profit of \$11,670. We are still owed \$500 from Mutual of America. This should bring our total to \$12,170. As a comparison, the first year we made \$8,626, last year we made \$13,284 but that included donations from 2020 when the tournament was cancelled, and it was also cancelled in 2021.

Health Insurance

Currently as of the meeting, we have only received one quote from Excellus with a 9.84% increase. Dan Goetzmann is working to get a quote from MVP with the hope that we will either switch to MVP or use the quote to leverage a better rate from Excellus. We will be working on this up until the last minute and will present our plan under new business at the full board meeting.

No further business. Meeting adjourned at 9:45 am.



FINANCE COMMITTEE REPORT
SUMMARY of May 2023 FINANCIAL STATEMENTS
PRESENTED BY Martha Allen
July 20, 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 05/16/2023, which is in line with our billing schedule.

Fidelis billing continues to be billed by Fiscal on its own schedule through EVV HHAExchange billing. We have been working with Fidelis on back-billings and re-billings. We were granted a very short window to conduct re-billings for the back-files that were initially unable to be billed for the period of January 2022 through June 2022. While we were unable to re-bill for all denied claims, we were able to submit the larger claims for re-billing that were initially denied, including some of the unique billing situations we have been working with Fidelis on for the last several months.

We have hired a Billing Specialist, Grace Overbaugh, who began on July 10th and has hit the ground running! Grace is working closely with Fiscal and the CDS department to learn process flows and has already jumped in and started to work several steps in the intricate billing process. Grace is beginning with learning the non-HHA side of billing before taking on that process from Martha for the Fidelis billing. This position will alleviate administrative work from both the CDS department and the current Fiscal staff and should work to better re-coup denials with more timely re-billings, which will result in better remittances to offset the cost of the position.

EARLY CHILDHOOD DEVELOPMENT

We *finally* received our official Notice of Award for our Change in Scope as well as our Cost-of-Living (COLA) and Quality Improvement (QI) budgets. We began planning and implementation for this with our verbal approval in June and prior to the end of the HS Program Year. While it was a huge lift and scramble to roll-out the Change in Scope prior to the end of June, it has paid off with our program structure set and ready to go to start the new Program Year this fall. Currently, we are slated to be fully enrolled in both HS and EHS. We have just a few open positions to be fully staffed and anticipate being able to fill those for the fall. We are feeling as confident as we have over the last several years and as we head into the new Program Year with all classrooms anticipated to be open at full programming levels. A huge thank you to the HS/EHS team for their efforts over the last few challenging years and certainly the last several months to get us to this point.

We have signed and executed an extension on our lease for the Cosimos Facility on Huntington Street. We signed a 1-year extension and renewed everything as-is, including total cost that will not increase over the next 12 months. This facility houses the commercial kitchen and all leased equipment from Cosimos, 6 office spaces, and 3 classrooms. We communicated to the Cosimo

family that we intend to sign-on for a longer-term lease to align with our HS/EHS 5-year grant, but we need to wait for our approval for the next 5-years as we work through DRS before we can sign a longer-term lease. The Cosimos family expressed numerous times throughout our meeting how much they enjoy working with us at CAPCO and how far the relationship has come over the years. There was a lot of optimism for the state of the building that continues to improve with our improvements and the landlord's improvements as well as the overall relationship and leadership team we have in place.

While most of our pandemic supplemental funding has expired, we still have the NYS OCFS Stabilization 1.0 and 2.0 funds to spend-out by the end of September 2023. We built our pavilion at the South Main Facility with the stabilization dollars, and we have remaining funds for our other center licenses. We will be adding a breakroom at Cosimos and looking at other improvements at the site as we anticipate a longer-term lease for the kitchen. We also intend to add cameras at the school district sites with the utilization of these funds. It is anticipated that we will send back some dollars, which is appropriate considering our federal funding and additional supplemental dollars over the last 3 years. There is anticipated to be Stabilization 3.0 specific for direct -child contact staff bonuses/incentives to roll out this fall or early next year. Jenn is watching this opportunity and reviewing the parameters for our Agency's consideration to apply.

ENERGY SERVICES DEPARTMENT

We have signed our contract package for BIL, but we are awaiting the official contract execution and advance. However, we have needed to move into starting more BIL work with our 22WAP contract ending on June 30th and no new contract in place for 23WAP yet, which started July 1st. We have been able to comfortably support this BIL work as we wait for our advance and continue to watch cash flow as we keep the crew whole and working to support program operations in the interim.

Aging vehicles and our overall functional vehicle inventory have been a concern in Energy Services over the past several years. Denise has done an excellent job of planning to replace our current inventory over the next few years. We had intended to purchase a new vehicle in the 22WAP contract, but this needed to be moved to 23WAP based on the timing of the vehicle's delivery. We are spending a lot on maintenance and repairs to remain functional right now, and Denise is working closely with the Executive Director to plan for future vehicle purchases through funding streams over the next few years.

FAMILY DEVELOPMENT DEPARTMENT

We have officially started the FCC/ACP grant through NYSCAA and have been charging expenses since the middle of June. We are in the midst of writing for another opportunity as a sub-recipient to NYSCAA for the Diaper Grant opportunity through the Office of Community Services (OCS). As a network, NYSCAA is writing for this grant and will deliver services through subrecipient CAA's in the network. The Diaper Grant opportunity is 2-year funding, and if awarded, will be for a total of \$40,000 each year.

We wrote to NYS Senator Lea Webb's office back in April for discretionary funding to support rent in our Adult Education classroom at the Main Office Annex (26-28 North Main Street) as well as funding for our Main Office roof replacement. Though we had heard anecdotes that we were

receiving funding, we have finally heard official word that we have been awarded \$12,000 to support the rental expense for Adult Education! This will help to further cover rental expenses that began under the CSBG CARES pandemic funding and offset CSBG expenses.

Brandy and Martha are forecasting out the remainder of CSBG for FFY2023 that ends on September 30th. This will be a critical look as we spend out this year's contract and look at next year's and beyond with the heightened supplemental funds and grants that will offset CSBG and should free up additional CSBG funds. We will be looking at all budget line items, including reviewing staff wage increases and looking to apply retroactively if possible.

We will be offering the Family Development Credential (FDC) class beginning in September with our certified instructors, Brandy Strauf and Jill Dunham as our HS/EHS Edu. Coordinator. We currently have 12 CAPCO staff signed up for the course that is offered at-cost to Programs. We will also be advertising externally to local organizations as well as within our CAA network as a fee-for-service.

WIC

We continue to make plans for the Chenango County expansion. We are attending bi-weekly transition calls with the NYSDOH central and regional offices and have requested a 2-day shutdown in October for the transition. We continue to push the issue of start-up costs. While we were able to get creative with the lease start date, other start-up expenses such as IT, utilities, and moving cannot be charged to the new contract until 10/1. The Regional Office has also expressed concerns over the current Chenango County WIC clinic that is slated to have only 2 staff left beginning in August to operate their clinic through the end of September. While CAPCO is interested in supporting where we can, we cannot begin to operate the clinic early, especially without additional funding.

We requested to utilize some of the current Chenango County WIC funding as there is anticipated to be an underspend with the short staffing through the end of September for our own start-up costs and the potential of our current Cortland staff supporting Chenango County earlier than 10/1. However, this is not being indicated as a possibility, but we have been approved to use our current FFY23 funds for Cortland for start-up costs. While this is not ideal, we have had an underspend in the last few years and are anticipated to again this year with our staffing levels for much of the contract period. We will be working through the forecast for the remainder of this year and determining the dollars to utilize for Chenango County start-up versus investing back into our Cortland clinic. A huge thank you to Kay, Kirsten, and Martha for working through the scenarios and the restrictions from NYSDOH.

We were forced to sign-on to the De Minimis indirect administrative allocation method due to NYSDOH refusing to recognize our allowable cost-allocation plan, and we continue to push this issue at the State and Federal level with our signed letter of protest last month. We continue to work with our network through NYSCAA and CAPLAW. Our latest effort has been to engage with our elected officials across the State to shed light on this issue and will be signing on to further communications with the NYSDOH and state offices. In the meantime, Martha will continue to prepare for the change in our administrative allocation across federal contracts as of 10/1/2023.

CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.

FINANCE DIRECTOR MONTHLY CHECKLIST

FOR THE MONTH MAY 2023

Submitted by Martha Allen on July 20, 2023

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	March
Accounts receivable over 90 days past due	N/A	yes - Medicaid
Accounts payable over 90 days past due	N/A	none
NYS Sales and Use Tax Filing	3/31/2023	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	4/26/2023
Form 1099's	1/31/2023	1/31/2023
Program Reports		
CSBG 2022 - 2023 py		
20% Expenditure report		4/21/2023
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	4/23/2023
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	4/10/2023
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	May	6/19/2023
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	4/10/2023
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)	May	7/14/2023
MWBE Reports		
1st qtr MWBE Reports (January-March)	4/11/2023	4/10/2023
2nd qtr MWBE Reports (April to June)	7/10/2023	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

Aged Accounts Payable Report

Vendor Name	current	31-60	61-90	over 90	Net Due
ABILITY NETWORK INC.	\$251.01	\$0.00	\$0.00	\$0.00	\$251.01
BRANDY FORD	\$0.00	\$0.00	\$0.00	\$87.38	\$87.38
CITY WATER DEPARTMENT	\$286.80	\$0.00	\$0.00	\$0.00	\$286.80
CNY LAWNS	\$570.00	\$0.00	\$0.00	\$0.00	\$570.00
D. YAMAN PROPERTIES LLC.	\$3,715.00	\$0.00	\$0.00	\$0.00	\$3,715.00
ELM TREE REALTY, LLC	\$1,450.00	\$0.00	\$0.00	\$0.00	\$1,450.00
FAMILY HEALTH NETWORK OF CNY, INC	\$1,045.88	\$0.00	\$0.00	\$0.00	\$1,045.88
FIRST CHOICE ASPHALT SEALING PAVING AND CONCRETE INC.	\$2,631.00	\$0.00	\$0.00	\$0.00	\$2,631.00
FIRST NONPROFIT COMPANIES	\$45,725.00	\$0.00	\$0.00	\$0.00	\$45,725.00
FIRSTLIGHT FIBER	\$246.50	\$0.00	\$0.00	\$0.00	\$246.50
GOETZMANN & ASSOCIATES LLC	\$48,490.88	\$0.00	\$0.00	\$0.00	\$48,490.88
GUTHRIE MEDICAL GROUP, P.C.	\$316.00	\$0.00	\$0.00	\$0.00	\$316.00
HEP SALES	\$0.00	\$0.00	\$0.00	\$5.31	\$5.31
INTERFLEX PAYMENTS, LLC	\$81.75	\$0.00	\$0.00	\$0.00	\$81.75
LOWE'S	\$3,609.69	\$0.00	\$0.00	\$0.00	\$3,609.69
MEGHAN DECKER	\$0.00	\$0.00	\$0.00	\$5.08	\$5.08
MELISSA R. HOLL	\$45.85	\$0.00	\$0.00	\$0.00	\$45.85
MICHAEL J SWEENEY	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
PITNEY BOWES BANK INC	\$1,520.99	\$0.00	\$0.00	\$0.00	\$1,520.99
PRICE CHOPPER	\$45.12	\$0.00	\$0.00	\$0.00	\$45.12
RICHARD R BORRA HOLDINGS LLC	\$1,545.00	\$0.00	\$0.00	\$0.00	\$1,545.00
SANDRA ALOI	\$141.48	\$0.00	\$0.00	\$0.00	\$141.48
TALLMADGE TIRE	\$21.00	\$0.00	\$0.00	\$0.00	\$21.00
TAMI BAILEY	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00
VAN BORTEL FORD	\$41,023.63	\$0.00	\$0.00	\$0.00	\$41,023.63
YWCA OF CORTLAND	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00

GRAND TOTALS:**\$155,462.58****\$0.00****\$0.00****\$127.77****\$155,590.35****A total of 26 vendor(s) listed**

CAPCO

Income Statement

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

	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	5/1/2023 5/31/2023	5/1/2023 5/31/2023	1/1/2023 5/31/2023	1/1/2023 5/31/2023	FORECAST	TOTAL CONTRACT	REMAINING
ADM - ADMINISTRATIVE CHARGES								
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	417,417	34,785	34,429	173,924	165,720	251,696	417,417	0
SALARY INCENTIVES						0	0	0
NEW ACCRUED BENEFIT TIME	35,691	2,974	2,740	14,871	13,716	21,975	35,691	0
Total SALARIES/WAGES	453,108	37,759	37,168	188,795	179,436	273,671	453,108	0
FRINGES								
FICA EXPENSE	34,663	2,889	2,569	14,443	12,349	22,314	34,663	0
UNEMPLOYMENT INSURANCE EXPENSE	5,296	441	509	2,207	3,847	1,449	5,296	0
WORKERS COMP EXPENSE	394	33	52	164	253	141	394	0
DISABILITY INSURANCE EXPENSE	579	48	54	241	262	317	579	0
GROUP INSURANCE EXPENSE	43,969	3,664	3,012	18,320	15,059	28,909	43,969	0
401-K EXPENSE	10,061	838	776	4,192	3,584	6,477	10,061	0
Fringes on Accrued Leave Earned	4,662	389	384	1,943	1,920	2,742	4,662	0
Total FRINGES	99,624	8,302	7,356	41,510	37,275	62,349	99,624	0
Total PERSONNEL	552,732	46,061	44,525	230,305	216,712	336,020	552,732	0
OTHER THAN PERSONNEL								
OFFICE SUPPLIES	9,000	750	335	3,750	3,618	4,064	7,682	1,318
COMMERCIAL INSURANCE	14,000	1,167	1,205	5,833	6,027	7,973	14,000	0
LEGAL FEES		0	0	0	0	0	0	0
PARKING LOT RENTAL	1,100	92	72	458	377	723	1,100	0
BOARD EXPENDITURES			0		375	0	375	-375
POSTAGE	1,500	125	121	625	710	790	1,500	0
DUPLICATING & PRINTING	1,900	158	129	792	821	1,079	1,900	0
INTERNET SERVICE	1,100	92	86	458	410	690	1,100	0
TELEPHONE	500	42	35	208	175	325	500	0
Computer & Software Expense	32,000	2,667	3,728	13,333	14,484	17,516	32,000	0
MEETING EXPENSE	1,500	125	314	625	700	800	1,500	0
CONFERENCE EXPENSE	4,800	400	0	2,000	1,995	2,805	4,800	0
TRAINING & TECHNICAL AST	1,600	133	0	667	597	1,003	1,600	0
Staff Development	500	42	0	208	1,185	0	1,185	-685
LOCAL TRAVEL	400	33	0	167	18	382	400	0
OUT OF TOWN TRAVEL	10,200	850	412	4,250	2,672	7,528	10,200	0
DUES & SUBSCRIPTIONS	3,500	292	0	1,458	1,151	2,349	3,500	0
BACKGROUND CHECKS	300	25	0	125	80	220	300	0
PERMITS, FEES, & RENTALS	500	42	0	208	0	500	500	0
ADVERTISING	750	63	0	313	125	625	750	0
BUILDING ALLOCATION	25,000	2,083	1,172	10,417	9,361	15,639	25,000	0
	110,150	9,179	7,611	45,896	44,883	65,008	109,892	258
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	2,500	208	0	1,042	150	2,350	2,500	0
Total CONTRACTUAL	2,500	208	0	1,042	150	2,350	2,500	0
ADMINISTRATION								
FINANCIAL AUDIT	0	0	0	0	0	0	0	0
PAYROLL PROCESSING	2,500	208	93	1,042	611	1,889	2,500	0
EAP SERVICES	10,000	833	690	4,167	3,081	6,920	10,000	0
EQUIPMENT DEPRECIATION	1,515	126		631		1,515	1,515	0
FINANCE & SERVICE CHARGES	0	0	52	0	259	0	259	-259
ADMINISTRATIVE ALLOCATION	-679,397	-56,616	-52,970	-283,082	-265,488	-413,909	-679,397	0
Total ADMINISTRATION	-665,382	-55,449	-52,135	-277,243	-261,538	-403,586	-665,123	-259
Total EXPENSES	0	0	0	0	207	-207	0	0
NET SURPLUS/(DEFICIT)	0	0	0	0	207	207	0	

CAPCO

Income Statement

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

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL		YTD ACTUAL		FORECAST	TOT CONTRACT	REMAINING
			5/1/2023 5/31/2023	YTD BUDGET	1/1/2023 5/31/2023				
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									
COMMERCIAL INSURANCE	12,000	1,000	993	5,000	4,964	7,036	\$ 12,000	0	
OFFICE UTILITIES	33,000	2,750	2,132	13,750	16,934	16,066	\$ 33,000	0	
JANITORIAL MAINTENANCE	4,100	342	40	1,708	2,093	2,007	\$ 4,100	0	
BUILDING MAINTENANCE	23,000	1,917	403	9,583	6,913	16,087	\$ 23,000	0	
TRASH REMOVAL	2,900	242	209	1,208	1,045	1,855	\$ 2,900	0	
BUILDING ALLOCATION	(112,000)	(9,333)	-5,260	(46,667)	-43,462	(68,538)	\$ (112,000)	0	
MAINTENANCE ALLOCATION	37,000	3,083	1,769	15,417	11,512	25,488	\$ 37,000	0	
Total OTHER THAN PERSONNEL	0	0	285	0	0	0	0	0	0
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	0	0	0	0	0	0	0	0	0
Total CONTRACTUAL	0	0	0	0	0	0	0	0	0
Total EXPENSES	0	0	285	0	0	0	0	0	0
NET SURPLUS/(DEFICIT)	0	0	(285)	0	0	0	0	0	0

CAPCO

Income Statement

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

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
			5/1/2023 5/31/2023	YTD BUDGET	1/1/2023 5/31/2023			
MEDICAID - MEDICAID								
REVENUE								
OTHER REVENUE								
MEDICAID REVENUE	\$ 3,621,483	301,790	274,165	1,508,951	1,402,010	2,219,473	3,621,483	0
Prior Years Medicaid Revenue	\$ -	0	0	0	0	0	0	0
Total OTHER REVENUE	\$ 3,621,483	301,790	274,165	1,508,951	1,402,010	2,219,473	3,621,483	0
Total REVENUE	\$ 3,621,483	301,790	274,165	1,508,951	1,402,010	2,219,473	3,621,483	0
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	\$ 2,745,778	228,815	211,114	1,144,074	1,042,492	1,703,286	2,745,778	0
SALARY INCENTIVES							0	0
NEW ACCRUED BENEFIT TIME	\$ 12,525	1,044	784	5,219	3,658	8,867	12,525	0
Total SALARIES/WAGES	2,758,303	229,859	211,899	1,149,293	1,046,150	1,712,153	2,758,303	0
FRINGES								
FICA EXPENSE	\$ 210,933	17,578	16,080	87,889	79,402	131,531	210,933	0
UNEMPLOYMENT INSURANCE EXPENSE	\$ 56,398	4,700	3,362	23,499	24,849	31,549	56,398	0
WORKERS COMP EXPENSE	\$ 49,868	4,156	5,073	20,778	25,139	24,729	49,868	0
DISABILITY INSURANCE EXPENSE	\$ 8,831	736	855	3,680	4,124	4,708	8,831	0
GROUP INSURANCE EXPENSE	\$ 41,086	3,424	2,301	17,119	11,057	30,029	41,086	0
401-K EXPENSE	\$ 34,616	2,885	2,588	14,423	13,325	21,291	34,616	0
Fringes on Accrued Leave Earned	\$ 1,503	125	110	626	512	991	1,503	0
Total FRINGES	403,234	33,603	30,369	168,014	158,407	244,827	403,234	0
Total PERSONNEL	3,161,537	263,461	242,268	1,317,307	1,204,557	1,956,980	3,161,537	0
OTHER THAN PERSONNEL								
OFFICE SUPPLIES	\$ 1,200	100	-85	500	115	1,085	1,200	0
PARKING LOT RENTAL	\$ 300	25	34	125	159	141	300	0
POSTAGE	\$ 3,800	317	206	1,583	1,626	2,174	3,800	0
DUPLICATING & PRINTING	\$ 1,800	150	297	750	1,073	727	1,800	0
INTERNET SERVICE	\$ 350	29	38	146	181	169	350	0
TELEPHONE	\$ 150	13	15	63	80	70	150	0
Computer & Software Expense	\$ 15,120	1,260	1,213	6,300	5,978	9,142	15,120	0
MEETING EXPENSE	\$ 200	17	0	83	7	193	200	0
CONFERENCE EXPENSE	\$ 500	42		208		500	500	0
TRAINING & TECHNICAL AST	\$ 500	42		208		500	500	0
Staff Development	\$ 500	42	0	208	335	165	500	0
LOCAL TRAVEL	\$ 8,000	667	799	3,333	3,215	4,785	8,000	0
OUT OF TOWN TRAVEL	\$ 500	42		208		500	500	0
STAFF IMMUNIZATIONS	\$ 12,000	1,000	1,111	5,000	4,752	7,248	12,000	0
DUES & SUBSCRIPTIONS	\$ 500	42	0	208	0	500	500	0
BACKGROUND CHECKS	\$ 3,500	292	121	1,458	1,172	2,328	3,500	0
PERMITS, FEES, & RENTALS	\$ 11,000	917	985	4,583	5,354	5,646	11,000	0
ADVERTISING	\$ 500	42	0	208	0	500	500	0
BUILDING ALLOCATION	\$ 12,000	1,000	563	5,000	4,719	7,281	12,000	0
Total OTHER THAN PERSONNEL	72,420	6,035	5,299	30,175	28,767	43,653	72,420	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	\$ 3,500	292	251	1,458	1,176	2,324	3,500	0
Total INKIND	3,500	292	251	1,458	1,176	2,324	3,500	0
ADMINISTRATION								
FINANCIAL AUDIT	\$ 11,200	933	0	4,667	9,179	2,021	11,200	0
PAYROLL PROCESSING	\$ 16,000	1,333	934	6,667	7,284	8,716	16,000	0
ADMINISTRATIVE ALLOCATION	\$ 247,461	20,622	14,019	103,109	85,008	162,453	247,461	0
Total ADMINISTRATION	274,661	22,888	14,954	114,442	101,471	173,190	274,661	0
Total EXPENSES	3,512,118	292,677	262,771	1,463,383	1,335,972	2,176,146	3,512,118	0
NET SURPLUS/(DEFICIT)	109,365	9,114	11,394	45,569	66,038	43,327	109,365	

FORECAST SUMMARY

22.23 HSEHS Contract June 2022 to May 2023

5/31/2023

	TOTAL BUDGET	Actuals June 2022 to February 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	\$ 1,509,193	\$ 15,345	\$ 1,118,505	\$ 22,763	\$ 209,888	\$ 2,875,693	\$ 215,122	\$ 3,090,815	\$ 356,398	\$ 191,207	
TOTAL OTHER REVENUE	\$ 765,032	\$ 327,308		\$ 114,805			\$ 442,113	\$ 2,365	\$ 444,478			-
Total REVENUE	\$ 3,825,158	\$ 1,836,501	\$ 15,345	\$ 1,233,310	\$ 22,763	\$ 209,888	\$ 3,317,806	\$ 217,487	\$ 3,535,292	356,398	191,207	
EXPENSES ACTUAL												
Total PERSONELL	\$ 2,506,455	\$ 1,281,021		\$ 901,948			\$ 2,182,969	\$ 150,106	\$ 2,333,075		114,794	
Total MATERIALS	\$ 24,250	\$ 21,285		\$ 14,955			\$ 36,240	\$ 21,266	\$ 57,506		26	
Total OTHER THAN PERSONELL	\$ 145,200	\$ 72,733	\$ 15,345	\$ 58,735	\$ 22,763		\$ 169,575	\$ 33,802	\$ 203,377		232	
Total CONTRACTUAL	\$ 9,100	\$ 11,206		\$ 10,465			\$ 21,672	\$ -	\$ 21,672		-	
Total INKIND	\$ 765,032	\$ 312,633		\$ 114,805			\$ 427,438	\$ -	\$ 427,438			
Total SPACE	\$ 153,003	\$ 106,296		\$ 109,638			\$ 215,934	\$ 12,008	\$ 227,942		26,413	
Total ADMINISTRATION	\$ 222,118	\$ 31,327		\$ 22,763		\$ 209,888	\$ 263,977	\$ 305	\$ 264,283		12,916	
Total EXPENSES	\$ 3,825,158	\$ 1,836,501	\$ 15,345	\$ 1,233,310	\$ 22,763	\$ 209,888	\$ 3,317,806	\$ 217,487	\$ 3,535,292	356,398	154,381	
NET SURPLUS/(DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ (0)	\$ 0	\$ -	\$ 36,827	

CAPCO

Income Statement

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

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	5/1/2023 5/31/2023	5/1/2023 5/31/2023	5/31/2023	5/31/2023					
EHS - Early Head Start										
REVENUE										
GRANT REVENUE										
GRANT REVENUE	1,362,308	113,526	96,731	1,362,308	1,118,505	243,803	1,362,308	0		
TOTAL GRANT REVENUE	1,362,308	113,526	96,731	1,362,308	1,118,505	243,803	1,362,308	0		
OTHER REVENUE										
OTHER INCOME	\$ -	0	0	0	0	0	0	0		
INKIND DONATIONS	191,648	15,971	0	191,648	114,805	0	114,805	76,843		
TOTAL OTHER REVENUE	191,648	15,971	0	191,648	114,805	0	114,805	76,843		
Total REVENUE	1,553,956	129,496	96,731	1,553,956	1,233,310	243,803	1,477,113	76,843		
EXPENSES										
PERSONELL										
WAGES/SALARIES										
SALARY/WAGE EXPENSE	\$ 947,302	78,942	59,809	947,302	697,379	51,574	748,953	198,349		
NEW ACCRUED BENEFIT TIME	\$ 58,763	4,897	1,487	58,763	26,454	680	27,134	31,629		
Total WAGES/SALARIES	1,006,065	83,839	61,296	1,006,065	723,833	52,254	776,087	229,978		
FRINGES										
FICA EXPENSE	\$ 76,964	6,414	4,528	76,964	50,494	3,846	54,340	22,624		
UNEMPLOYMENT INSURANCE EXPENSE	\$ 10,061	838	915	10,061	20,245	1,507	21,752	-11,691		
WORKERS COMP EXPENSE	\$ 6,002	500	585	6,002	5,483	273	5,756	246		
DISABILITY INSURANCE EXPENSE	\$ 2,184	182	132	2,184	1,509	0	1,509	675		
GROUP INSURANCE EXPENSE	\$ 99,117	8,260	7,136	99,117	83,410	0	83,410	15,707		
401-K EXPENSE	\$ 15,940	1,328	1,159	15,940	13,270	970	14,240	1,700		
Fringes on Accrued Leave Earned	\$ 8,227	686	208	8,227	3,704	95	3,799	4,428		
Total FRINGES	218,495	18,208	14,664	218,495	178,115	6,691	184,805	33,690		
Total PERSONELL	1,224,560	102,047	75,959	1,224,560	901,948	58,945	960,893	263,667		
MATERIALS										
PROGRAM MATERIALS	\$ -	0	0	0	4	0	4	-4		
PROGRAM SUPPLIES	\$ 6,000	500	999	6,000	11,763	2,122	13,885	-7,885		
MEDICAL SUPPLIES	\$ 750	63		750		0	0	750		
DISABILITY SUPPLIES	\$ 500	42		500		908	908	-408		
EDUCATIONAL SUPPLIES	\$ 1,000	83	162	1,000	3,189	8,083	11,271	-10,271		
Total MATERIALS	8,250	688	1,161	8,250	14,955	11,113	26,068	-17,818		
OTHER THAN PERSONELL										
FOOD & FOOD SUPPLIES	\$ 19,504	1,625	1,908	19,504	20,195	1,295	21,490	-1,986		
SPEECH SERVICES	\$ 250	21		250			0	250		
DENTAL SERVICES	\$ 250	21		250			0	250		
MENTAL HEALTH SERVICES	\$ -	0		0			0	0		
PARENT SERVICES	\$ 750	63	76	750	405	611	1,016	-266		
FAMILY EMPOWERMENT	\$ -	0		0			0	0		
CHILD ACCIDENT INSURANCE	\$ 230	19	27	230	326	0	326	-96		
VEHICLE INSURANCE	\$ 2,600	217	303	2,600	3,527	0	3,527	-927		
VEHICLE MAINTENANCE	\$ 1,000	83	111	1,000	1,869	0	1,869	-869		
VEHICLE FUEL	\$ 1,000	83	87	1,000	658	37	694	306		
VEHICLE REGISTRATION	\$ 200	17		200			0	200		
INTERNET SERVICE	\$ 3,300	275	353	3,300	3,665	44	3,709	-409		
CENTER TELEPHONE	\$ 1,200	100	267	1,200	3,354	53	3,407	-2,207		
Computer & Software Expense	\$ 2,000	167	448	2,000	6,594	3,126	9,720	-7,720		
MEETING EXPENSE	\$ -	0	0	0	28	0	28	-28		
CONFERENCE EXPENSE	\$ 500	42		500			0	500		
TRAINING & TECHNICAL AST	\$ 750	63	65	750	1,902	0	1,902	-1,152		
TEACHER TRAININGS	\$ 750	63	0	750	550	0	550	200		
Staff Development	\$ -	0	0	0	417	0	417	-417		

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	5/1/2023 5/31/2023	5/1/2023 5/31/2023	5/31/2023	5/31/2023						
EHS - Early Head Start											
LOCAL TRAVEL	\$	750	63	0	750	197	0	197	553		
OUT OF TOWN TRAVEL	\$	500	42	0	500	3,199	0	3,199	-2,699		
POLICY COUNCIL EXPENSE	\$	500	42	16	500	417	353	770	-270		
STAFF IMMUNIZATIONS	\$	250	21	0	250	115	0	115	135		
DUES & SUBSCRIPTIONS	\$	3,000	250	221	3,000	6,011	0	6,011	-3,011		
BACKGROUND CHECKS	\$	750	63	19	750	457	9	467	284		
PERMITS, FEES, & RENTALS	\$	3,500	292	95	3,500	3,696	0	3,696	-196		
Center Improvements				0		1,153	11,702	12,855	-12,855		
EQUIPMENT MAINTENANCE	\$	100	8		100			0	100		
EQUIPMENT PURCHASE	\$	-	0		0			0	0		
Total OTHER THAN PERSONELL		43,634	3,636	3,996	43,634	58,735	17,228	75,964	-32,330		
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	\$	5,000	417	1,746	5,000	10,465	0	10,465	-5,465		
Total CONTRACTUAL		5,000	417	1,746	5,000	10,465	0	10,465	-5,465		
INKIND											
VOLUNTEERS/INTERNS	\$	-	0	0	0	12,766	0	12,766	-12,766		
VOLUNTEERS-PROFESSIONALS	\$	-	0	0	0	33,350	0	33,350	-33,350		
INKIND DONATIONS	\$	191,648	15,971	0	191,648	12,634	0	12,634	179,014		
INKIND DONATED SPACE	\$	-	0	0	0	56,055	0	56,055	-56,055		
Total INKIND		191,648	15,971	0	191,648	114,805	0	114,805	76,843		
SPACE											
PROGRAM RENT	\$	37,945	3,162	6,040	37,945	56,650	0	56,650	-18,705		
PROGRAM UTILITIES	\$	12,000	1,000	1,763	12,000	19,313	1,036	20,349	-8,349		
SMAIN DEPRECIATION	\$	4,400	367		4,400		4,400	4,400	0		
SMAIN BLG ALLOCATION	\$	7,000	583	700	7,000	6,239	0	6,239	761		
MAINTENANCE ALLOCATION	\$	2,000	167	3,418	2,000	27,436	0	27,436	-25,436		
Total SPACE		63,345	5,279	11,920	63,345	109,638	5,436	115,074	-51,729		
ADMINISTRATION											
OFFICE SUPPLIES	\$	2,000	167	58	2,000	1,352	0	1,352	648		
COMMERCIAL INSURANCE	\$	537	45	143	537	1,638	0	1,638	-1,101		
PARKING LOT RENTAL	\$	132	11	14	132	176	0	176	-44		
JANITORIAL MAINTENANCE	\$	1,000	83	150	1,000	1,947	61	2,008	-1,008		
BUILDING MAINTENANCE	\$	-	0	880	0	1,675	0	1,675	-1,675		
TRASH REMOVAL	\$	1,400	117	162	1,400	1,944	0	1,944	-544		
FINANCIAL AUDIT	\$	2,700	225	0	2,700	5,109	0	5,109	-2,409		
PAYROLL PROCESSING	\$	2,000	167	239	2,000	3,057	96	3,153	-1,153		
POSTAGE	\$	500	42	1	500	186	0	186	314		
DUPLICATING & PRINTING	\$	2,000	167	148	2,000	2,029	0	2,029	-29		
TELEPHONE	\$	1,000	83	20	1,000	230	0	230	770		
ADVERTISING	\$	250	21	0	250	724	0	724	-474		
OTHER EXPENDITURES	\$	-	0		0			0	0		
BUILDING ALLOCATION	\$	4,000	333	133	4,000	2,696	0	2,696	1,304		
Total ADMINISTRATION		17,519	1,460	1,949	17,519	22,763	157	22,920	-5,401		
Total EXPENSES		1,553,956	129,496	96,731	1,553,956	1,233,310	92,879	1,326,188	227,768		
NET SURPLUS/(DEFICIT)		0	0	0	0	0	150,924	150,924	-150,924		

CAPCO

Income Statement

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

LINE ITEM	TOTAL BUDGET	BUDGET 5/1/2023 5/31/2023	ACTUAL 5/1/2023 5/31/2023	YTD BUDGET 5/31/2023	YTD ACTUAL 5/31/2023	FORECAST	TOTAL CONTRACT	REMAINING
ETA - EARLY HS TRAINING & TECH. ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	32,755	2,730	8,238	32,755	22,763	9,992	32,755	0
TOTAL GRANT REVENUE	32,755	2,730	8,238	32,755	22,763	9,992	32,755	0
Total REVENUE	32,755	2,730	8,238	32,755	22,763	9,992	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	0	1,389	-1,389
TRAINING & TECHNICAL AST	32,755	2,730	7,550	32,755	10,889	5,261	16,150	16,605
OUT OF TOWN TRAVEL	0	0	688	0	10,485	4,731	15,216	-15,216
Total OTHER THAN PERSONELL	32,755	2,730	8,238	32,755	22,763	9,992	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	8,238	32,755	22,763	9,992	32,755	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

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

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	5/1/2023 5/31/2023	5/1/2023 5/31/2023	5/31/2023	5/31/2023			
MAG - Management and General								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	179,199	14,933	22,686	179,199	209,888	0	209,888	-30,689
TOTAL GRANT REVENUE	179,199	14,933	22,686	179,199	209,888	0	209,888	-30,689
Total REVENUE	179,199	14,933	22,686	179,199	209,888	0	209,888	-30,689
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	22,686	179,199	209,888	0	209,888	-30,689
Total ADMINISTRATION	179,199	14,933	22,686	179,199	209,888	0	209,888	-30,689
Total EXPENSES	179,199	14,933	22,686	179,199	209,888	0	209,888	-30,689
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

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

American Rescue Plan

LINE ITEM	ACTUAL		YTD ACTUAL	
	5/1/2023	5/31/2023	5/31/2023	
ARP				
REVENUE				
GRANT REVENUE				
GRANT REVENUE		41,076	356,398	
TOTAL GRANT REVENUE		41,076	356,398	
Total REVENUE		41,076	356,398	
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 MATERIALS		556	556	
PROGRAM SUPPLIES		16,883	81,677	
EDUCATIONAL SUPPLIES		0	7,011	
Total MATERIALS		17,439	89,244	
OTHER THAN PERSONELL				
FOOD & FOOD SUPPLIES		0	6,208	
PARENT SERVICES		0	5,402	
INTERNET SERVICE		110	440	
CENTER TELEPHONE		0	31	
Computer & Software Expense		8,073	8,073	
CONFERENCE EXPENSE		3,354	6,979	
TRAINING & TECHNICAL AST		282	31,388	
Staff Development		0	13,441	
LOCAL TRAVEL		0	16	
OUT OF TOWN TRAVEL		450	450	
DUES & SUBSCRIPTIONS		0	8,547	
Total OTHER THAN PERSONELL		12,269	80,975	
SPACE				
PROGRAM RENT		2,200	28,800	
PROGRAM UTILITIES		774	4,204	
MAINTENANCE ALLOCATION		1,643	4,628	
Total MATERIALS		4,617	37,632	
ADMINISTRATION				
OFFICE SUPPLIES		1,555	7,668	
JANITORIAL MAINTENANCE		1,761	3,660	
BUILDING MAINTENANCE		0	22,876	
DUPLICATING & PRINTING		0	1,975	
TELEPHONE		118	7,256	
ADVERTISING		25	1,677	
ADMINISTRATIVE ALLOCATION		3,292	24,284	
Total ADMINISTRATION		6,751	69,397	
Total EXPENSES		41,076	356,398	
NET SURPLUS/(DEFICIT)		0	0	
Total Grant		\$	356,398	
YTD Expense		\$	356,398	
Remaining Funds		\$	-	

CAPCO

Income Statement

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

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	5/1/2023 5/31/2023	5/1/2023 5/31/2023	5/31/2023	5/31/2023					
UPK - Universal Pre-K										
REVENUE										
GRANT REVENUE										
GRANT REVENUE	250,800	22,770	17,695	273,240	191,207	0	191,207	59,593		
TOTAL GRANT REVENUE	250,800	22,770	17,695	273,240	191,207	0	191,207	59,593		
OTHER REVENUE										
SERVICE FEES	0	0	0	0	0	0	0	0		
SALARY REIMBURSEMENTS	0	0	0	0	0	0	0	0		
OTHER INCOME	0	0	0	0	0	0	0	0		
TOTAL OTHER REVENUE	0	0	0	0	0	0	0	0		
Total REVENUE	250,800	22,770	17,695	273,240	191,207	0	191,207	59,593		
EXPENSES										
PERSONELL										
WAGES/SALARIES										
SALARY/WAGE EXPENSE	153,268	12,772	7,162	153,268	83,293	0	83,293	69,975		
NEW ACCRUED BENEFIT TIME	3,186	266	235	3,186	3,311	0	3,311	-125		
Total WAGES/SALARIES	156,454	13,038	7,397	156,454	86,603	0	86,603	69,851		
FRINGES										
FICA EXPENSE	11,957	996	502	11,957	5,795	0	5,795	6,162		
UNEMPLOYMENT INSURANCE EXPENSE	5,778	482	95	5,778	2,387	0	2,387	3,391		
WORKERS COMP EXPENSE	950	79	49	950	482	0	482	468		
DISABILITY INSURANCE EXPENSE	306	26	22	306	250	0	250	56		
GROUP INSURANCE EXPENSE	9,630	803	1,450	9,630	16,717	0	16,717	-7,087		
401-K EXPENSE	3,420	285	178	3,420	2,096	0	2,096	1,324		
Fringes on Accrued Leave Earned	382	32	33	382	464	0	464	-82		
Total FRINGES	32,423	2,702	2,330	32,423	28,191	0	28,191	4,232		
Total PERSONELL	188,877	15,740	9,726	188,877	114,794	0	114,794	74,083		
MATERIALS										
PROGRAM SUPPLIES	7,500	625	0	7,500	13	0	13	7,487		
EDUCATIONAL SUPPLIES	0	0	0	0	14	0	14	-14		
Total MATERIALS	7,500	625	0	7,500	26	0	26	7,474		
OTHER THAN PERSONELL										
FOOD & FOOD SUPPLIES	0	0		0		0	0	0		
PARENT SERVICES	0	0	0	0	92	0	92	-92		
INTERNET SERVICE	50	4	4	50	50	0	50	0		
CENTER TELEPHONE	72	6	6	72	87	0	87	-15		
CONFERENCE EXPENSE	0	0		0		0	0	0		
TRAINING & TECHNICAL AST	400	33		400		0	0	400		
TEACHER TRAININGS	2,000	167		2,000		0	0	2,000		
Staff Development	0	0		0		0	0	0		
LOCAL TRAVEL	1,000	83	0	1,000	2	0	2	998		
Out of Town Travel	2,000	167		2,000		0	0	2,000		
DUES & SUBSCRIPTIONS	1,100	92		1,100		0	0	1,100		
Total OTHER THAN PERSONELL	6,622	552	10	6,622	232	0	232	6,390		
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	18,000	24,863	0	24,863	-6,863		
SMAIN BLG ALLOCATION	1,000	83	181	1,000	1,549	0	1,549	-549		
Total SPACE	19,000	1,583	2,378	19,000	26,413	0	26,413	-7,413		
ADMINISTRATION										
OFFICE SUPPLIES	0	0	45	0	540	0	540	-540		
COMMERCIAL INSURANCE	400	33	6	400	70	0	70	330		
PARKING LOT RENTAL	25	2		25		0	0	25		
BUILDING MAINTENANCE		0				0	0	0		
FINANCIAL AUDIT	700	58		700	865	0	865	-165		
PAYROLL PROCESSING	500	42	37	500	411	0	411	89		
TELEPHONE	100	8	0	100	4	0	4	96		
ADVERTISING	0	0		0		0	0	0		
BUILDING DEPRECIATION	0	0		0		0	0	0		
ADMINISTRATIVE ALLOCATION	18,287	1,524	679	18,287	10,275	0	10,275	8,012		
BUILDING ALLOCATION	1,500	125	37	25	752	0	752	748		
Total ADMINISTRATION	21,512	1,793	804	20,037	12,916	0	12,916	8,596		
Total EXPENSES	243,511	20,293	12,919	242,036	154,381	0	154,381	89,130		
NET SURPLUS/(DEFICIT)	7,289	2,477	4,776	31,204	36,827	0	36,827	-29,538		

CAPCO

Income Statement

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

		BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL				
LINE ITEM		TOTAL BUDGET	5/1/2023 5/31/2023	5/1/2023 5/31/2023	5/31/2023	5/31/2023	FORECAST	TOTAL CONTRACT	REMAINING
22.23WAP - 2022-2023 WAP									
REVENUE									
GRANTS									
GRANT REVENUE		872,272	58,151	55,758	814,121	864,206	8,066	872,272	0
	Total Grants	872,272	58,151	55,758	814,121	864,206	8,066	872,272	0
	Total Revenue	872,272	58,151	55,758	814,121	864,206	8,066	872,272	0
EXPENSES									
Materials									
PROGRAM MATERIALS		136,160	9,077	6,829	127,083	156,221	0	156,221	(20,061)
SUBCONTRACT MATERIALS		6,000	400	0	5,600	5,942	0	5,942	58
	Total	142,160	9,477	6,829	132,683	162,163	0	162,163	(20,003)
		142,160	9,477	6,829	132,683	162,163	0	162,163	(20,003)
Personnel									
Agency Labor									
Agency Salaries									
SALARY/WAGE EXPENSE		342,981	22,865	24,025	320,116	319,630	0	319,630	23,351
NEW ACCRUED BENEFIT TIME		5,669	378	1,798	5,291	24,679	0	24,679	(19,010)
	Total Agency Salaries	348,650	23,243	25,823	325,407	344,309	0	344,309	4,341
FICA EXPENSE		26,238	1,749	1,764	24,489	23,763	0	23,763	2,475
UNEMPLOYMENT INSURANCE EXPENSE		11,342	756	300	10,586	9,763	0	9,763	1,579
WORKERS COMP EXPENSE		17,833	1,189	991	16,644	14,586	0	14,586	3,247
DISABILITY INSURANCE EXPENSE		785	52	28	733	592	0	592	193
GROUP INSURANCE EXPENSE		22,495	1,500	2,127	20,995	41,917	0	41,917	(19,422)
401-K EXPENSE		6,860	457	443	6,402	6,873	0	6,873	(13)
Fringes on Accrued Leave Earned		3,968	265	231	3,703	3,455	0	3,455	513
		89,521	5,968	5,885	83,553	100,948	0	100,948	(11,428)
	Total Agency Labor	438,171	29,211	31,708	408,959	445,257	0	445,257	(7,087)
Subcontracted Labor									
SUBCONTRACT LABOR		12,000	800	0	11,200	395	0	395	11,605
	Total Subcontracted Labor	12,000	800	0	11,200	395	0	395	11,605
	Total Personnel	450,171	30,011	31,708	420,159	445,652	0	445,652	4,519
Program Support									
PROGRAM SUPPLIES		5,000	333	0	4,667	6,782	0	6,782	(1,782)
Damaged Inventory Expense				0		45	0	45	(45)
OFFICE SUPPLIES		5,000	333	269	4,667	6,793	260	7,053	(2,053)
VEHICLE INSURANCE		3,900	260	558	3,640	6,546	558	7,104	(3,204)
VEHICLE MAINTENANCE		11,900	793	4,821	11,107	14,789	0	14,789	(2,889)
VEHICLE FUEL		15,000	1,000	127	14,000	9,884	127	10,011	4,989
VEHICLE REGISTRATION		0	0	0	0	800	0	800	(800)
PROGRAM RENT		16,800	1,120	641	15,680	12,708	641	13,349	3,451
PROGRAM UTILITIES		4,400	293	114	4,107	3,390	114	3,504	896
JANITORIAL MAINTENANCE			0		0		0	0	0

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	5/1/2023 5/31/2023	5/1/2023 5/31/2023		5/31/2023		5/31/2023				
BUILDING MAINTENANCE	850	57			793			0		0	850
TRASH REMOVAL	2,040	136	176		1,904	2,117		176		2,293	(253)
POSTAGE	1,000	67	42		933	895		42		937	63
DUPLICATING & PRINTING	400	27	0		373	11		0		11	390
INTERNET SERVICE	1,000	67	48		933	2,953		48		3,000	(2,000)
TELEPHONE	2,000	133	175		1,867	2,521		175		2,696	(696)
Computer & Software Expense	2,520	168	1,407		2,352	5,020		1,407		6,427	(3,907)
MEETING EXPENSE	0	0	0		0	153		0		153	(153)
CONFERENCE EXPENSE			225			0		225		225	(225)
Staff Development	1,100	73	0		1,027	2,173		0		2,173	(1,073)
LOCAL TRAVEL	2,000	133	47		1,867	123		47		170	1,830
OUT OF TOWN TRAVEL	0	0			0					0	0
TOOLS EXPENSE	9,000	600	3,658		8,400	10,580		3,658		14,239	(5,239)
DUES & SUBSCRIPTIONS	500	33	62		467	442		62		504	(4)
BACKGROUND CHECKS	0	0	0		0	350		0		350	(350)
PERMITS, FEES, & RENTALS	2,000	133	72		1,867	872		72		944	1,056
ADVERTISING	1,300	87	0		1,213	855		0		855	445
EQUIPMENT MAINTENANCE	900	60	0		840	3,798		0		3,798	(2,898)
EQUIPMENT EXPENSE	1,200	80			1,120					0	1,200
EQUIPMENT PURCHASE						21,815				21,815	(21,815)
MAINTENANCE ALLOCATION	0	0	422		0	7,765		422		8,187	(8,187)
Total Program Support	89,810	5,987	12,864		83,823	124,179		8,034		132,213	(42,403)
Audit											
FINANCIAL AUDIT	2,920	195	0		2,725	3,290		0		3,290	(370)
Total Audit	2,920	195	0		2,725	3,290		0		3,290	(370)
T & TA											
TRAINING & TECHNICAL AST	6,000	400	32		5,600	6,768		32		6,800	(800)
Total T & TA	6,000	400	32		5,600	6,768		32		6,800	(800)
HEALTH AND SAFETY											
HEALTH AND SAFETY WAGES	0	0	470		0	14,888		0		14,888	(14,888)
HEALTH AND SAFETY	80,691	5,379	733		75,312	41,805		0		41,805	38,886
HEALTH & SAFETY-SUBMATERIAL	0	0	0		0	4,609		0		4,609	(4,609)
HEALTH & SAFETY SUBLABOR	0	0	0		0	200		0		200	(200)
Total Health and Safety	80,691	5,379	1,203		75,312	61,502		0		61,502	19,189
LIABILITY INSURANCE	100	7	0		93	100		0		100	0
EQUIPMENT PURCHASE	35,000	2,333	0		32,667	0		0		0	35,000
Administration											
PAYROLL PROCESSING	1,000	67	50		933	1,222		0		1,222	(222)
ADMINISTRATIVE ALLOCATION	64,420	4,295	3,071		60,125	59,331		0		59,331	5,089
Total Administration	65,420	4,361	3,121		61,059	60,553		0		60,553	4,867
Total Expenses	872,272	58,151	55,758		814,120	864,206		8,066		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

	AMENDED	BUDGET	ACTUAL	YTD	YTD ACTUAL			
LINE ITEM	TOTAL BUDGET	5/1/2023 5/31/2023	5/1/2023 5/31/2023	5/31/2023	5/31/2023	FORECAST	TOTAL CONTRACT	REMAINING
22.23CSBG - 2022 - 2023 CSBG								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	249,731	20,811	24,051	166,487	154,914	94,817	249,731	0
Prior Year Revenue	35,472	2,956	0	23,648	35,472	0	35,472	0
Total GRANT REVENUE	285,203	23,767	24,051	190,135	190,386	94,817	285,203	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	40,394	288,272	0	288,272	-227,681
Total OTHER REVENUE	60,591	5,049	0	40,394	288,272	0	288,272	-227,681
Total REVENUE	345,794	28,816	24,051	230,529	478,657	94,817	573,475	-227,681
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	126,617	10,551	12,457	84,411	86,707	34,710	121,417	5,200
SALARY INCENTIVES	0	0	0	0	5,200	0	5,200	-5,200
NEW ACCRUED BENEFIT TIME	30,396	2,533	910	20,264	6,768	23,628	30,396	0
Total SALARIES/WAGES	157,013	13,084	13,367	104,675	98,675	58,338	157,013	0
FRINGES								
FICA EXPENSE	8,439	703	938	5,626	7,248	1,191	8,439	0
UNEMPLOYMENT INSURANCE EXI	3,648	304	91	2,432	2,448	1,200	3,648	0
WORKERS COMP EXPENSE	468	39	71	312	517	-49	468	0
DISABILITY INSURANCE EXPENSE	370	31	29	247	231	139	370	0
GROUP INSURANCE EXPENSE	8,979	748	768	5,986	6,102	2,877	8,979	0
401-K EXPENSE	4,036	336	213	2,691	1,753	2,283	4,036	0
Fringes on Accrued Leave Earned	1,254	105	127	836	948	306	1,254	0
Total FRINGES	27,194	2,266	2,236	18,129	19,247	7,947	27,194	0
Total PERSONNEL	184,207	15,351	15,603	122,805	117,922	66,285	184,207	0
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	100	8	0	67	31	69	100	0
PROGRAM SUPPLIES	858	72	147	572	1,457	0	1,457	-599
OFFICE SUPPLIES	850	71	320	567	2,408	0	2,408	-1,558
Direct Beneficiary Costs	12,512	1,043	2,132	8,341	9,219	847	10,066	2,446
FOOD & FOOD SUPPLIES	0	0	166	0	290	0	290	-290
COMMERCIAL INSURANCE	84	7	7	56	56	28	84	0
VEHICLE INSURANCE	4,273	356	385	2,849	2,992	1,281	4,273	0
VEHICLE MAINTENANCE	250	21	96	167	142	108	250	0
VEHICLE FUEL	100	8	-193	67	-149	246	97	3
VEHICLE REGISTRATION	150	13	0	100	153	0	153	-3
PARKING LOT RENTAL	717	60	66	478	539	178	717	0
BOARD EXPENDITURES	600	50	0	400	586	14	600	0
POSTAGE	800	67	62	533	472	328	800	0
DUPLICATING & PRINTING	1,500	125	151	1,000	1,131	369	1,500	0
INTERNET SERVICE	1,713	143	51	1,142	518	1,195	1,713	0
TELEPHONE	179	15	14	119	114	65	179	0
Computer & Software Expense	7,020	585	585	4,680	5,469	1,551	7,020	0
MEETING EXPENSE		0	0	0	48	0	48	-48
CONFERENCE EXPENSE	7,130	594	330	4,753	2,130	2,925	5,055	2,075
TRAINING & TECHNICAL AST	0	0	1,045	0	1,504	0	1,504	-1,504
Staff Development	400	33	0	267	923	0	923	-523

LINE ITEM	AMENDED	BUDGET	ACTUAL	YTD	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	5/1/2023 5/31/2023	5/1/2023 5/31/2023	BUDGET 5/31/2023	5/31/2023			
LOCAL TRAVEL	0	0	0	0	3	0	3	-3
OUT OF TOWN TRAVEL	4,930	411		3,287		4,927	4,927	3
DUES & SUBSCRIPTIONS	3,229	269	0	2,153	1,801	1,428	3,229	0
BACKGROUND CHECKS	200	17	0	133	57	144	200	0
PERMITS, FEES, & RENTALS	0	0		0		0	0	0
ADVERTISING	400	33		267		400	400	0
EQUIPMENT PURCHASE	0	0		0		0	0	0
BUILDING ALLOCATION	23,486	1,957	1,202	15,657	19,914	1,446	21,361	2,126
MAINTENANCE ALLOCATION	0		160	0	2,126	0	2,126	-2,126
Total OTHER THAN PERSONNEL	71,481	5,957	6,726	47,654	53,934	17,547	71,481	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	25,990	0	25,990	-25,990
VOLUNTEERS-PROFESSIONALS	0	0	0	0	5,469	0	5,469	-5,469
INKIND DONATIONS	60,591	5,049	0	40,394	256,813	0	256,813	-196,222
Total INKIND	60,591	5,049	0	40,394	288,272	0	288,272	-227,681
ADMINISTRATION								
FINANCIAL AUDIT	951	79	0	634	667	284	951	0
PAYROLL PROCESSING	634	53	50	423	498	136	634	0
ADMINISTRATIVE ALLOCATION	27,930	2,328	1,672	18,620	17,366	10,564	27,930	0
Total ADMINISTRATION	29,515	2,460	1,721	19,677	18,530	10,985	29,515	0
Total EXPENSES	345,794	28,816	24,051	230,529	478,657	94,817	573,475	-227,681
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

Income Statement

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

		BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL				
LINE ITEM		TOT BUDGET	5/1/2023 5/31/2023	5/1/2023 5/31/2023	5/31/2023	5/31/2023	FORECAST	TOTAL CONTRACT	REMAINING
WIC - WOMEN, INFANTS & CHILDREN									
REVENUE									
GRANTS									
GRANT REVENUE		383,324	31,944	24,481	255,549	198,715	184,609	383,324	0
	Total Grants	383,324	31,944	24,481	255,549	198,715	184,609	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	24,481	255,549	198,715	184,609	383,324	0
EXPENSES									
Personnel									
Agency Salaries									
SALARY/WAGE EXPENSE		205,608	17,134	15,878	137,072	113,093	92,265	205,358	250
SALARY INCENTIVES			0	0	0	250		250	-250
NEW ACCRUED BENEFIT TIME		14,918	1,243	1,110	9,945	7,860	7,058	14,918	0
	Total Agency Salaries	220,526	18,377	16,988	147,017	121,203	99,323	220,526	0
Fringes									
FICA EXPENSE		16,870	1,406	1,190	11,247	8,423	8,447	16,870	0
UNEMPLOYMENT INSURANCE EXPENSE		7,293	608	141	4,862	2,818	4,475	7,293	0
WORKERS COMP EXPENSE		664	55	64	443	422	242	664	0
DISABILITY INSURANCE EXPENSE		333	28	33	222	222	111	333	0
GROUP INSURANCE EXPENSE		36,886	3,074	1,540	24,591	12,391	24,495	36,886	0
401-K EXPENSE		4,749	396	197	3,166	2,094	2,655	4,749	0
Fringes on Accrued Leave Earned		3,363	280	155	2,242	1,100	2,263	3,363	0
	Total Fringes	70,158	5,847	3,320	46,772	27,470	42,688	70,158	0
	Total Personnel	290,684	24,224	20,308	193,789	148,673	142,011	290,684	0
OTPS									
Space									
PROGRAM RENT		1,200	100		800		1,200	1,200	0
PARKING LOT RENTAL			0	58	0	429		429	-429
BUILDING ALLOCATION		43,219	3,602	1,677	28,813	27,783	15,006	42,790	429
	Total	44,419	3,702	1,735	29,613	28,213	16,206	44,419	0
Program Operations									
PROGRAM MATERIALS		0	0		0		0	0	0
PROGRAM SUPPLIES		1,141	95	57	761	57	1,084	1,141	0
OFFICE SUPPLIES		1,000	83		667		531	531	469
MEDICAL SUPPLIES		500	42		333		500	500	0
EDUCATIONAL SUPPLIES		500	42		333		500	500	0
POSTAGE		1,500	125	299	1,000	1,840	0	1,840	-340
DUPLICATING & PRINTING		500	42	76	333	613	0	613	-113
INTERNET SERVICE		1,800	150	51	1,200	392	1,408	1,800	0

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		5/1/2023 5/31/2023	5/1/2023 5/31/2023	5/31/2023	5/31/2023			
WIC - WOMEN, INFANTS & CHILDREN								
TELEPHONE	660	55	77	440	582	78	660	0
MEETING EXPENSE	0	0		0		0	0	0
DUES & SUBSCRIPTIONS	0	0	0	0	0	0	0	0
PERMITS, FEES, & RENTALS	0	0		0		0	0	0
EQUIPMENT MAINTENANCE	0	0	0	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	561	5,067	3,500	4,101	7,601	0
Total OTPS	52,020	4,335	2,296	34,680	31,712	20,308	52,020	0
Travel								
VEHICLE INSURANCE	900	75	76	600	618	282	900	0
VEHICLE MAINTENANCE	450	38	0	300	0	450	450	0
VEHICLE FUEL	200	17	0	133	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	133	0	200	200	0
OUT OF TOWN TRAVEL	0	0	0	0	10	-10	0	0
Total Travel	1,750	146	76	1,167	628	1,122	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	0	2,619	1,089	2,840	3,929	0
Total Audit	3,929	327	0	2,619	1,089	2,840	3,929	0
Other								
CONTRACTUAL SERVICES-OTHER	3,058	255	404	2,039	1,580	678	2,257	801
Computer & Software Expense	0	0	12	0	801	0	801	-801
TRAINING & TECHNICAL AST	243	20	0	162	199	44	243	0
PAYROLL PROCESSING	840	70	77	560	658	182	840	0
Memberships	350	29		233	350	0	350	0
ADVERTISING	1,400	117	0	933	350	1,050	1,400	0
Total Other	5,891	491	493	3,927	3,938	1,953	5,891	0
Administration								
ADMINISTRATIVE ALLOCATION	29,050	2,421	1,308	19,367	12,674	16,376	29,050	0
Total Administration	29,050	2,421	1,308	19,367	12,674	16,376	29,050	0
Total Expenses	383,324	31,944	24,481	255,549	198,715	184,609	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	TOTAL CONTRACT	REMAINING
	TOT BUDGET	5/1/2023 5/31/2023	5/1/2023 5/31/2023	5/31/2023	5/31/2023			
EPC - Enhanced Peer Counseling								
REVENUE								
GRANTS								
GRANT REVENUE	16,320	1,360	1,067	10,880	8,610	7,710	16,320	0
Total Grants	16,320	1,360	1,067	10,880	8,610	7,710	16,320	0
Total Revenue	16,320	1,360	1,067	10,880	8,610	7,710	16,320	0
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	13,395	1,116	912	8,930	7,341	6,054	13,395	0
SALARY INCENTIVES							0	0
Total Agency Salaries	13,395	1,116	912	8,930	7,341	6,054	13,395	0
Fringes								
FICA EXPENSE	1,025	85	70	683	563	462	1,025	0
UNEMPLOYMENT INSURANCE EXPENSE	443	37	5	295	182	261	443	0
WORKERS COMP EXPENSE	40	3	4	27	28	12	40	0
DISABILITY INSURANCE EXPENSE	133	11	11	89	89	44	133	0
Total Fringes	1,641	137	90	1,094	862	779	1,641	0
Total Personnel	15,036	1,253	1,002	10,024	8,203	6,833	15,036	0
OTPS								
Program Operations								
Computers	312	26		208		271	271	41
DUPLICATING & PRINTING	0	0	16	0	41	0	41	-41
INTERNET SERVICE	120	10	9	80	77	44	120	0
TELEPHONE	852	71	40	568	289	563	852	0
Total Program Operations	1,284	107	65	856	406	878	1,284	0
Total OTPS	1,284	107	65	856	406	878	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	1,067	10,880	8,610	7,710	16,320	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

CAPCO GOLF TOURNAMENT


Annual Fundraiser in May	2019	2020/2022	2023
Revenues			
OTHER INCOME	\$ 2,565	\$ 5,715	\$ 1,665
CASH DONATIONS	\$ 10,550	\$ 12,764	\$ 16,917
INKIND DONATIONS		\$ 2,663	\$ 2,472
Total Revenues	\$ 13,115	\$ 21,142	\$ 21,054
Expenses			
PROGRAM MATERIALS		\$ 4,559	\$ 5,027
PROGRAM SUPPLIES	\$ 4,395	\$ 528	\$ 1,787
POSTAGE	\$ 88	\$ 109	\$ 64
DUPLICATING & PRINTING	\$ 5		\$ 34
INKIND DONATIONS		\$ 2,663	\$ 2,472
Total Expenses	\$ 4,489	\$ 7,858	\$ 9,384
NET SURPLUS/(DEFICIT)	\$ 8,626	\$ 13,284	\$ 11,670

CAPCO

2023/2024 HEALTH INSURANCE		Plan Increase 9.48%		
		Agency % of Increase	Increase in Expense	
		100.00%	9.48%	\$48,358
		SB 25-500	Hybrid	Ded. 3
Staff Monthly Increase Contribution	Employee	\$ -	\$ -	\$ -
	Family	\$ -	\$ -	\$ -
Staff Increase per Payroll (26 pays)	Employee	\$ -	\$ -	\$ -
	Family	\$ -	\$ -	\$ -
Staff Increase Annual	Employee	\$ -	\$ -	\$ -
	Family	\$ -	\$ -	\$ -

Agency % of Increase	Increase in Expense	
50.00%	4.74%	\$ 24,178.98
SB 25-500	Hybrid	Ded. 3
\$ 55.05	\$ 42.82	\$ 23.36
\$ 123.00	\$ 97.84	\$ 59.26
\$ 25.41	\$ 19.77	\$ 10.78
\$ 56.77	\$ 45.15	\$ 27.35
\$ 660.66	\$ 513.90	\$ 280.32
\$ 1,476.00	\$ 1,174.02	\$ 711.12

Agency % of Increase	Increase in Expense	
75.00%	7.11%	\$ 36,268.47
SB 25-500	Hybrid	Ded. 3
\$ 27.53	\$ 21.41	\$ 11.68
\$ 61.50	\$ 48.92	\$ 29.63
\$ 12.71	\$ 9.88	\$ 5.39
\$ 28.38	\$ 22.58	\$ 13.68
\$ 330.33	\$ 256.95	\$ 140.16
\$ 738.00	\$ 587.01	\$ 355.56

AGENCY COST	 100.00%	50.00%	75.00%
MEDICAID	\$ 3,581	\$ 1,791	\$ 2,686
HSEHS	\$ 26,361	\$ 13,181	\$ 19,771
UPK	\$ 2,263	\$ 1,132	\$ 1,697
WAP	\$ 7,606	\$ 3,803	\$ 5,704
NOEP	\$ 774	\$ 387	\$ 580
HFNY	\$ 845	\$ 423	\$ 634
CSBG	\$ 1,123	\$ 561	\$ 842
ADMIN	\$ 2,794	\$ 1,397	\$ 2,095
MAINT	\$ 1,028	\$ 514	\$ 771
WIC	\$ 1,983	\$ 991	\$ 1,487
Total	\$ 48,358	\$ 24,179	\$ 36,268



Executive Director Report Board of Directors Meeting

Greg Richards
July 27, 2023

- Transition plans for the WIC Chenango County expansion continue to roll-out. The lease for the clinic space has officially been signed, and we have made offers for 3 positions to current Chenango County staff, including the Breastfeeding Coordinator/Nutritionist position and the Peer Counselor positions. We have now posted externally the remaining 2 Nutritionists and the Nutrition Assistant position. We have been meeting bi-weekly with NYSDOH central office to plan for the transition, and we have officially requested a 2-day shutdown for the start in October to set-up the new clinic and ensure all the pieces are in place to begin functioning as a clinic. There remain several start-up costs that we are working with our Regional Office to identify ways to cover costs as we cannot access any new funds until October 1st. There is the potential to utilize some funds out of our current contract, but this is not ideal nor our first option. There is anticipated to be an underspend in the current Chenango County budget with anticipated short staffing to end the grant period through September 30th. We have been asked by the Regional Office about the possibility of supporting the Chenango County clinic before the official 10/1 start date. We officially asked the NYSDOH about accessing current Chenango County funds prior to 10/1 to help support the clinic and assist with start-up costs.
 - Although we were forced to sign-on to the De Minimis indirect administrative allocation method due to NYSDOH refusing to recognize our allowable cost-allocation plan, we continue to push this issue at the State and Federal level. We continue to work with our network through NYSCAA and CAPLAW. Our latest effort has been to engage with our elected officials across the State to shed light on this issue and will be signing on to further communications with the NYSDOH and state offices. In the meantime, Martha will continue to prepare for the change in our administrative allocation across federal contracts as of 10/1/2023.
- We are writing as a sub-recipient to NYSCAA for the Diaper Grant opportunity through the Office of Community Services (OCS). As a network, NYSCAA is writing for this grant and will deliver services through subrecipient CAA's in the network. NYSCAA had several Agencies interested in being a subrecipient and narrowed their selection to 4 Agencies. CAPCO is proud to have been selected for this opportunity in addition to the current FCC/ACP grant that we are operating as a subrecipient for NYSCAA. This speaks to the quality of our programming and our relationship with NYSCAA and the network. The Diaper Grant opportunity is 2-year funding, and if awarded, will be for a total of \$40,000 each year. This opportunity fits into our Family Development's emergency assistance unit and will be additional programming for the families that we serve across all programs. The offset that these mission-based supplemental opportunities to our entitlement CSG grant is critical to the Family Development Program, and we are looking to be in a healthy position in Family Development with heightened supplemental funding over the next few years.

- We wrote to NYS Senator Lea Webb's office back in April for discretionary funding to support rent in our Adult Education classroom at the Main Office Annex (26-28 North Main Street) as well as funding for our Main Office roof replacement. Though we had heard anecdotes that we were receiving funding, we have finally heard official word that we have been awarded \$12,000 to support the rental expense for Adult Education! Although we were not funded for the roof replacement, we understood this was a stretch when applying. This, like the other supplemental funding, will have a great impact on the Family Development budget and offsetting the CSBG contract. We have a priority to engage with our state representatives and invite them to our Agency as we work towards the Fall and into 2024.
- I continue to take part in the Housing Coalition organized by Cortland County DSS. This originally started as a homelessness taskforce of local service agencies and has transitioned to a coalition to assess Cortland's housing stock and prepare for funding opportunities for supportive housing as a community. We are not currently a housing provider in the community, and we collaborate well with the housing providers in Cortland, which is predominately Catholic Charities. There are potential opportunities for homeless and housing navigation that CAPCO could potentially look at along with the emergency assistance supportive services that we currently provide to the community.
- Following our last Board meeting, we received the official Notice of Award for the HS/EHS Change in Scope Reduction. This is a formality as we were previously given verbal approval by our Program Specialist, and we began implementation in June prior to the end of the PY22-23 Program Year. Currently, we are slated to be fully enrolled to start the new Program Year and have almost all positions filled apart from a few permanent positions that we are recruiting for now along with substitute positions. It has been an extremely intensive few months for the HS/EHS Program, and we are feeling great about where we stand as a Program and as we work into PY23-24.
- Although the majority of our major facility projects have either been finalized or are wrapping up due to the end of our HS/EHS COVID supplemental funding, we are working to spend out our OCFS childcare stabilization funds. We will have electricity added to the new pavilion at the CAPCO South Main Facility along with the posts and ceiling wrapped. This will allow us to do more outdoor training, family events, and community events. We also are still working with the Cortland City School District to add classroom cameras to the school district sites. As the Board recalls, we added cameras to every room last Spring and have been working with the school to work within their policies to add cameras to the school UPK sites. This would assist in spending out our supplemental funds along with other projects and improvements being assessed prior to the funding expiration at the end of September.
- It is Health Insurance renewal time again with our Plan Year running from September 1st through August 31st. As is typical each year, this is a tight turnaround to receive quotes, analyze, and then determine plan designs and the CAPCO contribution prior to sending our communications to staff for Open Enrollment meetings in August. We are currently utilizing Excellus BlueCross BlueShield and have maintained similar plan designs for the last several

years. The initial quote from Excellus was asking for a 9.48% increase. Our broker, Dan Goetzmann of Goetzmann & Associates, has been working to attain quotes from other providers and leveraging Excellus to reduce the increase while looking at plan designs. It is anticipated that our final proposal will need to be brought to the full Board under new business based on the timing of the renewal and quotes.

- We held our Spring All-Staff Day on Friday, June 23rd! It was a great day held at the Marathon Civic Building with training provided by the NYS Parks & Recreation department, Ithaca College, and safety training by the City of Cortland Fire Department. We had a delicious lunch from Mijo's before recognizing our years of service recipients, and we ended our day with team building and lawn games before dismissing for the day and wishing our HS Program Year employees a good summer off. A HUGE thank you to Kirsten for leading our All-Staff Day committee and planning this training day!



Deputy Director Report
Kirsten Parker
July 2023

- Volunteer Driver Program-We have had two drivers driving consistently this month. Both are frustrated with the number of rider no-shows and late cancellations.
- Consumer Directed Care-We have not heard anything about the new contract we are waiting for. We continue to work through some of the issues with the old billing from Fidelis. Our Medicaid Billing Specialist started July 10th and is learning fast. She will be talking on a lot of the billing Martha and Merwin have been doing and a lot of the follow-up denials Kirsten has been doing.
- Golf Tournament-as was reported to the Finance Committee, the golf tournament made about \$12,000 this year. I am very happy with that number and will be meeting with the committee to review the tournament and decide what changes we would like to make next year.
- All-Staff Day was held June 23rd in in Marathon. The feedback from staff was very positive. Thank you to Sarah Beshers for your help in securing one of the morning speakers. He was very well received.
- Greg, Danielle, and I attended the CAPLAW conference in Austin June 27-29 and learned a lot.
- Employee Newsletter-I do a monthly employee newsletter for all CAPCO staff. I sent you a copy this month. We will continue to email you a copy of the newsletter to help keep you updated on agency events and news.



Energy Services / Building Maintenance July 2023

Energy Services

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

- We welcomed our new Administrative Assistant- Kacey Weeks on the 10th.
- Martha and I are working at closing out this contract.
- HCR - Fiscal Rep Jeff Cain, did a physical examination of all WAP equipment, office equipment and vehicles for DOE review that is required. All assets were accurate as reported and compared to the new database list of equipment for accuracy.

Weatherization Assistance Program- PY23.24

- Contract PY23.24 began July 1st, 2023. The contract has been approved by HCR and submitted voucher for the advance.
- Unit goal will be to weatherize 88 units.

BIL- PY23.24 (April 1, 2023 to March 30, 2024)

- 6 jobs have been completed under this new contract. We are scheduled to do 28 jobs this contract year.

ARPA- PY22.23

- 3 out of 4 jobs have been completed. This contract will end July 31, 2023.

EmPower NY (Cortland & Tompkins Counties)

- 8 – job completed. 2 - In-Progress

HEAP- (Cortland & Tompkins Counties)

- 11- Cooling (A/C units) jobs completed. The cooling program has ended but the Clean and Tune program has been sending referrals.

Fee For Service – No activity.

CAPCO Building Maintenance

- Ben and Steve are busy cleaning, stripping, and polishing classroom/office floors.
- Shampooing area carpets from all sites.
- Putting fresh paint on trim and signs at South Main.
- Touch up painting in the class rooms.
- North Main driveway has been cleaned, crack filled, and sealed.
- Updates to SMain pavilion will begin this month. Adding electrical outlets and ceiling lights. Adding a ceiling, wrapping columns with metal, installing 2 closets and a bench.

Family Development Board Report July 2023

Adult Education

- Three of our CNA students need to retake a portion of their state test. We are working with those students to schedule retakes.
- We had 2 new students enroll in the GED program this month.
- 2 Students will be taking the GED test in July.
- We are planning a graduation ceremony on August 18 for all students that graduated during the 22/23 program year.

Emergency Assistance

- Care & Share and Project Share Programs both still have funding to help those who have fallen behind on NYSEG or National Grid bills. We continue to assist with these applications.
- We continue to collect coats and winter gear for our annual Coat Giveaway in October.
- We continue to spread the word about the Affordable Connectivity Program and assist with application for the \$30 discount on internet services.
- We provided 30 more CAPCO Cares bags to the Department of Social Services to give to homeless individuals placed in temporary housing. To date we have given 185 bags to the department since we started this program in early 2020.



NOEP

- We received notification that our proposal for continued funding from the Nutrition Outreach and Education Program (NOEP) has been approved for the 2023/2024 program year with a \$4,000 increase.
- Jessica will be helping at the fresh food giveaway at The Chapel on July 31 at 4:30pm

Healthy Families

- We continue to recruit expectant moms and families with infants up to 3 months old.
- Zana Hamilton has completed her Healthy Families CORE training.
- We achieved an 82% home visit rate for the quarter April-June.



HS/EHS Director's Report July 2023



Enrollment:

As of the end of June 2023, we have the following updates regarding enrollment:

- 7 out of 10 HS classrooms open.
- 4 out of 8 EHS classrooms open.
- EHS Enrolled: 45
- HS Enrollment: 93
- EHS Waiting list numbers is 110: 25 over income, 3 at 130% and 82 income eligible.
- HS 3-Year-Old Waiting List: 41: 9 over income, 3 at 130% and 29 income eligible.
- Looking ahead to next Program Year, children have already been accepted. We have 1 opening in EHS and HS is full. We have 21 children on a waitlist for EHS (14 over income, 2 @ 130% and 5 income eligible) and 19 children on a waitlist for HS (14 over income, 3 130% and 2 income eligible).

Staffing:

We continue to recruit for open positions and substitutes. We have been successful in EHS with retaining and promoting current staff and have filled all of those vacancies. We have also filled our kitchen aide positions. As of the end of June, we are short 5 staff; 1 HS assistant teacher and 4 classroom floaters.

Old Business:

- Classroom and COVID-19 closures have been kept to a minimum.
- Three staff completed CDA class in June. They are completing the final steps to CDA certification. An additional 4 staff are still enrolled in a class to be completed in July.

New Business:

- Spring School Readiness Reports were submitted to both boards.
- Jill Dunham has accepted the Education Coordinator position! She was previously HS/EHS Coach/Professional Development Specialist.
- Joy Treacy has accepted the Coach/Professional Development Position and Ashley Abbatiello has accepted the Behavioral Specialist Position! Both were internal candidates taking on new roles after many years of classroom experience.
- Board Updates given by Larry Woolheater to the Policy Council.
- Next Policy Council meeting is scheduled for August 22, 2023.

WIC Program Monthly Report

Kay Brewster

7/18/23

Staffing:

- We continue working on training. Our per diem nutritionist is no longer able to provide coverage and our nutrition assistant continues to be out on medical leave. We are exploring possibilities for hiring/training Chenango staff early to facilitate the transition this fall.

Fiscal:

- We are working with Fiscal to project out our fiscal year and come up with realistic plans for the transition to Chenango including staff hiring/training prior to 10/1/23.

Chenango:

- The lease is signed and accepted.
- We had 3 applications from the internal posting to current Chenango staff. We are awaiting responses on our official job offers.
- We have posted externally for the remaining positions at Chenango and have received some promising applications.
- We meet with Central Office every other week to discuss the process for the transition. We now have NYWIC access to LA 209's schedule and information.

Public Health Emergency:

- Beginning in August we are required to offer participants the option for in person OR remote appointments. NYS will be coming out with more specific guidelines on anthropometry requirements. We are beginning to offer in person appointments to new participants and providing training to staff on in person clinic flow.
- We plan to start implementing online nutrition education through WICHealth this summer to continue offering a remote option for families.

Formula Shortage:

- All flexibilities have expired. The situation appears stable at this time.

Farmers Market:

- We have issued 580 FMNP coupon booklets so far this season. We are able to issue to FMNP booklets to families 6/1-9/30/23

Caseload:

- Our June enrollment and participation are the highest it has been so far this fiscal year.

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	1,063	88.58%	94.74%	✓
FEB	1,200	1,108	1,048	87.33%	94.58%	✓
MAR	1,200	1,123	1,059	88.25%	94.30%	✓
APR	1,200	1,107	1,048	87.33%	94.67%	✓
MAY	1,200	1,121	1,068	89.00%	95.27%	✓
JUN	1,200	1,133	1,075	89.58%	94.88%	✗
YTD Average:	1,200	1,117	1,058	88.15%	94.73%	

Resolution of the Board of Directors
Of
Cortland County Community Action Program, Inc.
Resolution No. 23.35

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the employee 2023-2024 Health Insurance Renewals,

IT IS HEREBY RESOLVED that on July 27, 2023, the Cortland County Community Action Program, Inc. Board of Directors accepts as presented the employee 2023-2024 Health Insurance Renewals.

Shelley M. Warnow
Board President

July 27, 2023
Date



Proprietary Information - Confidential

**Summary of Proposals
CAPCO**

Contract Period: September 1, 2023 through August 31, 2024

Funding Arrangement:

Prospective

Proposal Summary			
Proposal and Description	Comparison to Adjusted Current Benefit Premium	Vs. Current Premium ¹	Estimated Contract Period Premium ¹
Renew at Adjusted Current Benefits	NA	5.50%	\$ 549,475

¹Assumes contract distribution as shown on detailed rates exhibit

Proposal - Renew at Adjusted Current Benefits

CAPCO

Contract Period: September 1, 2023 through August 31, 2024

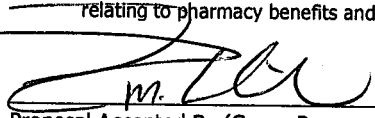
Funding Arrangement:

Prospective

All Subscribers			
Plan	Tier	Projected Contracts	Rate
SimplyBlue 25-500 (BR ID: 2067950-01)	Single	1	\$ 1,225.07
	Family	0	2,736.96
Signature Hybrid 1 (BR ID: 2067951-01)	Single	11	\$ 953.04
	Family	10	2,177.09
Signature Deductible 3 (BR ID: 2067953-01)	Single	11	\$ 519.75
	Family	5	1,318.59

Financial Terms / Assumptions

- Rates shown are good through 8/22/2023. If Group does not accept this rate action prior to the expiration date, Excellus BlueCross BlueShield reserves the right to re-rate the proposal.
- Signature below indicates acceptance of all rates and terms for this proposal and its accompanying benefit sheet.
- Terms and assumptions used in this rate sheet are superseded by the group contract.
- Rates are for prospective financial arrangement (Excellus BlueCross BlueShield, Central New York Region at risk).
- Quoted premium rates contain a factor for broker commissions included in the overall retention load; administered under the Central New York Region Broker Program.
- Enrollment variations greater than +/-10% require a rate review which may cause a rate adjustment.
- Large claim pooling applies.
- Benefits in these proposals have been modified to comply with Health Care Reform and are subject to change due to our continued efforts to comply with federal and/or state laws and regulations.
- Proposed rates include benefits required by the Federal Mental Health Parity final regulations issued November 2013.
- This proposal includes a High Deductible Health Plan. Deviations from proposed contribution will require a rate review which may cause a rate adjustment.
- Submitting reports with respect to the benefit plan, in the time and manner required under Section 204 of the Transparency Provisions of the CAA and/or related regulations and/or other authoritative guidance issued under the CAA, on behalf of the group relating to pharmacy benefits and drug costs.


Proposal Accepted By (Group Representative)

Executive Director
Title

7/25/2023
Date

QFC

**Renew at Adjusted Current Benefits
CAPCO**

Contract Period: September 1, 2023 through August 31, 2024

Funding Arrangement:

Prospective

Population:	All Subscribers		
Plan:	SimplyBlue 25-500 In - Out	Signature Hybrid 1 In - Out	Signature Deductible 3 In - Out
OV Copay:	\$25/\$40 - 40%	\$40/\$60 - 50%	30% - 50%
Deductible:	\$500 - \$500	\$1,000 - \$2,000	\$5,500 - \$11,000
Family Deductible:	\$1,500 - \$1,500	\$3,000 - \$6,000	\$11,000 - \$22,000
Out of Pocket Max:	\$1,500 - \$1,650	\$3,000 - \$6,000	\$6,350 - \$12,700
Family OOP Max:	\$4,500 - \$4,950	\$9,000 - \$18,000	\$12,700 - \$25,400
Coinsurance:	20% - 40%	30% - 50%	30% - 50%
Inpatient Copay:	20% - 40%	30% - 50%	30% - 50%
ER Copay:	\$250 - \$250	\$300 - \$300	30% - 30%
OP Surgery Copay:	20% - 40%	30% - 50%	30% - 50%
Benefit Cycle:	Plan Year Benefits	Plan Year Benefits	Plan Year Benefits
Dependent/Student:	26 / 26	26 / 26	26 / 26
Pharmacy Plan:	\$5/\$35/\$70, \$0 GEN FOR KIDS	\$7 GENERIC, \$0 Gen for Kids	\$10/\$35/\$70 Integrated Rx, \$0 Gen for Kids
Mail Order Pricing:	2 Copay 90 Day Supply	2 Copay 90 Day Supply	2 Copay 90 Day Supply
Preventive Rx:	NA	NA	Preventive Rx not subject to the Deductible
Additional Provisions:	<ul style="list-style-type: none"> • Preventive CIF, Womens Preventive CIF • Benefits comply with Federal Mental Health Parity • DME, Prosthetics, Orthotics, Foot Orthotics, Medical Supplies 20% • NYS Autism Spectrum Disorder Mandate • Domestic Partner • None • Equipment Rider (Eyewear, Hearing Aids) • Vision 12M-\$60 	<ul style="list-style-type: none"> • Preventive CIF, Womens Preventive CIF • Benefits comply with Federal Mental Health Parity • DME, Prosthetics, Orthotics, Foot Orthotics, Medical Supplies 30% • NYS Autism Spectrum Disorder Mandate • Domestic Partner 	<ul style="list-style-type: none"> • Preventive CIF, Womens Preventive CIF • Benefits comply with Federal Mental Health Parity • DME, Prosthetics, Orthotics, Foot Orthotics, Medical Supplies 30% • NYS Autism Spectrum Disorder Mandate • Domestic Partner • None • No HSA/HRA Funding

BR ID: 2067950-01

2067951-01

2067953-01

QFC

Initial to signify approval of benefits for proposal : G.R.



Proprietary Information - Confidential

Proposal - Renew at Current Benefits
CAPCO

Contract Period: September 1, 2023 through August 31, 2024

Funding Arrangement:

Prospective

All Subscribers			
Plan	Tier	Projected Contracts	Rate
Dental Blue Options	Single	10	\$ 37.07
	2-Person	11	75.99
	Family	10	106.01
Dental Blue Options	Single	5	\$ 28.73
	2-Person	4	58.89
	Family	2	82.17

Financial Terms / Assumptions

- Rates shown are good through 8/22/2023. If Group does not accept this rate action prior to the expiration date, Excellus BlueCross BlueShield reserves the right to re-rate the proposal.
- Signature below indicates acceptance of all rates and terms for this proposal and its accompanying benefit sheet.
- Terms and assumptions used in this rate sheet are superceded by the group contract.
- Rates are for prospective financial arrangement (Excellus BlueCross BlueShield, Central New York Region at risk).
- Quoted premium rates contain a factor for broker commissions included in the overall retention load, administered under the Central New York Region Broker Program.
- Enrollment variations greater than +/-10% require a rate review which may cause a rate adjustment.
- Above Rates Assume Employer Is Contributing To The Plan.
- Rate increase effective 9/1/2024 will not exceed 3.0% upon renewal excluding any applicable fees required by the Affordable Care Act and changes in benefit design, new federal or state mandates, or new tax policies.


Proposal Accepted By (Group Representative)

Executive Director

Title

7/25/2023
Date

QFC

**Renew at Current Benefits
CAPCO**

Contract Period: September 1, 2023 through August 31, 2024

Funding Arrangement:

Prospective

Population:	All Subscribers	
Plan:	Dental Blue Options	Dental Blue Options
Coinsurance:	In / Out of Network	In / Out of Network
Class I:	100% / 100%	100% / 100%
Class II:	80% / 80%	80% / 80%
Class IIA:	80% / 80%	80% / 80%
Class III:	50% / 50%	50% / 50%
Class IV:	50% / 50%	0% / 0%
Fee Schedules:	In / Out of Network	In / Out of Network
In Area:	Blue Shield / 90% UCR	Blue Shield / 90% UCR
Out of Area:	Blue Shield / 90% UCR	Blue Shield / 90% UCR
Deductible:	\$50/\$150	\$50/\$150
Annual Max:	\$1,500	\$750
Benefit Cycle:	Plan Year Benefits	Plan Year Benefits
Deductible Classes:	Classes II, IIA, III	Classes II, IIA, III
Max Classes:	Classes II, IIA, III	Classes II, IIA, III
Ortho Lifetime Max:	\$2,000	\$0
Riders:	<ul style="list-style-type: none"> • Dependent To Age 26 • Student To Age 26 	<ul style="list-style-type: none"> • Dependent To Age 26 • Student To Age 26

QFC

Initial to signify approval of benefits for proposal : GR

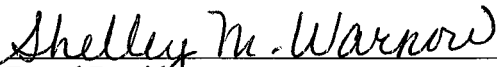
2023/2024 HEALTH INSURANCE															
105.50% CAPCO					Agency % of Increase	Increase in Expense			Agency % of Increase	Increase in Expense			Agency % of Increase	Increase in Expense	
					80.00%	4.40%	\$ 22,439.30		85.00%	4.68%	\$ 23,841.75		90.00%	4.95%	\$ 25,244.21
					SB 25-500	Hybrid	Ded. 3		SB 25-500	Hybrid	Ded. 3		SB 25-500	Hybrid	Ded. 3
	Staff Monthly Increase Contribution	Employee	\$ 12.77	\$ 9.94	\$ 5.42		\$ 9.58	\$ 7.45	\$ 4.06		\$ 6.39	\$ 4.97	\$ 2.71		
		Family	\$ 28.54	\$ 22.70	\$ 13.75		\$ 21.40	\$ 17.02	\$ 10.31		\$ 14.27	\$ 11.35	\$ 6.87		
	Staff Increase per Payroll (26 pays)	Employee	\$ 5.90	\$ 4.59	\$ 2.50		\$ 4.42	\$ 3.44	\$ 1.88		\$ 2.95	\$ 2.29	\$ 1.25		
		Family	\$ 13.17	\$ 10.48	\$ 6.35		\$ 9.88	\$ 7.86	\$ 4.76		\$ 6.59	\$ 5.24	\$ 3.17		
	Staff Increase Annual	Employee	\$ 153.28	\$ 119.24	\$ 65.03		\$ 114.96	\$ 89.43	\$ 48.77		\$ 76.64	\$ 59.62	\$ 32.51		
		Family	\$ 342.44	\$ 272.39	\$ 164.98		\$ 256.83	\$ 204.29	\$ 123.73		\$ 171.22	\$ 136.20	\$ 82.49		

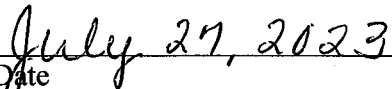
AGENCY COST	100.00%	80.00%	85.00%	90.00%
MEDICAID	\$ 2,077	\$ 1,662	\$ 1,766	\$ 1,870
HSEHS	\$ 15,291	\$ 12,233	\$ 12,997	\$ 13,762
UPK	\$ 1,313	\$ 1,050	\$ 1,116	\$ 1,181
WAP	\$ 4,412	\$ 3,529	\$ 3,750	\$ 3,970
NOEP	\$ 449	\$ 359	\$ 382	\$ 404
HFNY	\$ 490	\$ 392	\$ 417	\$ 441
CSBG	\$ 651	\$ 521	\$ 554	\$ 586
ADMIN	\$ 1,620	\$ 1,296	\$ 1,377	\$ 1,458
MAINT	\$ 596	\$ 477	\$ 507	\$ 537
WIC	\$ 1,150	\$ 920	\$ 978	\$ 1,035
Total	\$ 28,049	\$ 22,439	\$ 23,842	\$ 25,244

Resolution of the Board of Directors
Of
Cortland County Community Action Program, Inc.
Resolution No. 23.36

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the 2023-2024 Weatherization Assistance Program budget and contract submission,

IT IS HEREBY RESOLVED that on July 27, 2023, the Cortland County Community Action Program, Inc. Board of Directors accepts as presented the 2023-2024 Weatherization Assistance Program budget and contract submission.


Board President


Date

Date: 07/10/2023

Time: 02:27 PM

New York State Weatherization

Data Collection & Management System

CORT - Cortland County Community Action Program, Inc.

Contract # C09524GG

Prog Year 2023

Amendment# 0

Program Year Allocation: \$880,197.00

Approved By HCR: 7/1/2023

Part I - Budget

Program Operations	\$723,487
Materials	\$136,722
% of Program Operations	18.90%
Salaries and Fringe	\$502,723
Subcontracted Costs	\$5,000
% of Program Operations	70.18%
Program Support	\$79,042
% of Program Operations	10.93%
Building Maintenance	\$7,766
Weatherization Equipment	\$4,384
Dues & Fees	\$845
Staff Development	\$1,553
Telecommunications	\$2,090
Postage & Shipping	\$540
Printing & Copying	\$500
Office Equipment	\$2,278
Office Supplies	\$4,310
Advertising & Marketing	\$556
Vehicle Fuel	\$12,260
Vehicle Insurance	\$6,053
Vehicle Maintenance & Repair	\$9,259
Utilities	\$3,678
Weatherization Tools & Supplies	\$4,713
Work Site Consumables	\$4,206
Office Rent/Mortgage	\$12,051
Travel	\$2,000

Date: 07/10/2023

Time: 02:27 PM

New York State Weatherization

Data Collection & Management System

CORT - Cortland County Community Action Program, Inc.

Contract # C09524GG

Prog Year 2023

Amendment# 0

Program Year Allocation: \$880,197.00

Approved By HCR: 7/1/2023

Health and Safety	\$40,195
Materials	\$28,000
Salaries and Fringe	\$9,195
Subcontracted Costs	\$3,000
Liability Insurance	
Total Premium	\$8,500
Budgeted Amount	\$100
Effective Date	7/1/2023
Termination Date	6/30/2024
% of Total Annual Liability Insurance Premium	1.18%
Financial Audit	
Total Financial Audit Fee	\$12,850
Budgeted Amount	\$1,400
% of Total Annual Financial Audit Fee	10.89%
Training and Technical Assistance	\$6,000
Staff Training	\$1,780
Conferences	\$1,703
T & TA Equipment	\$2,387
Memberships and Subscriptions	\$130
Capital Equipment	\$43,000
Administration	\$66,015
Salaries and Fringe	\$0
Indirect Costs	\$66,015
Administrative Services	\$0
Rate	7.50%

No data found for Contract Number: C09524GG and Program Year: 2023 and Amendment Number: 0

Date: 07/10/2023

Time: 02:27 PM

New York State Weatherization

Data Collection & Management System

CORT - Cortland County Community Action Program, Inc.

Contract # C09524GG

Prog Year 2023

Amendment# 0

Program Year Allocation: \$880,197.00

Approved By HCR: 7/1/2023

Part II - Production Schedule

Month	Year	Units
July	2023	0
August	2023	4
September	2023	7
October	2023	8
November	2023	8
December	2023	6
January	2024	8
February	2024	8
March	2024	8
April	2024	8
May	2024	11
June	2024	12
TOTAL		88

Part III - Salaries and Fringe