



All-Staff Day

March 31, 2025

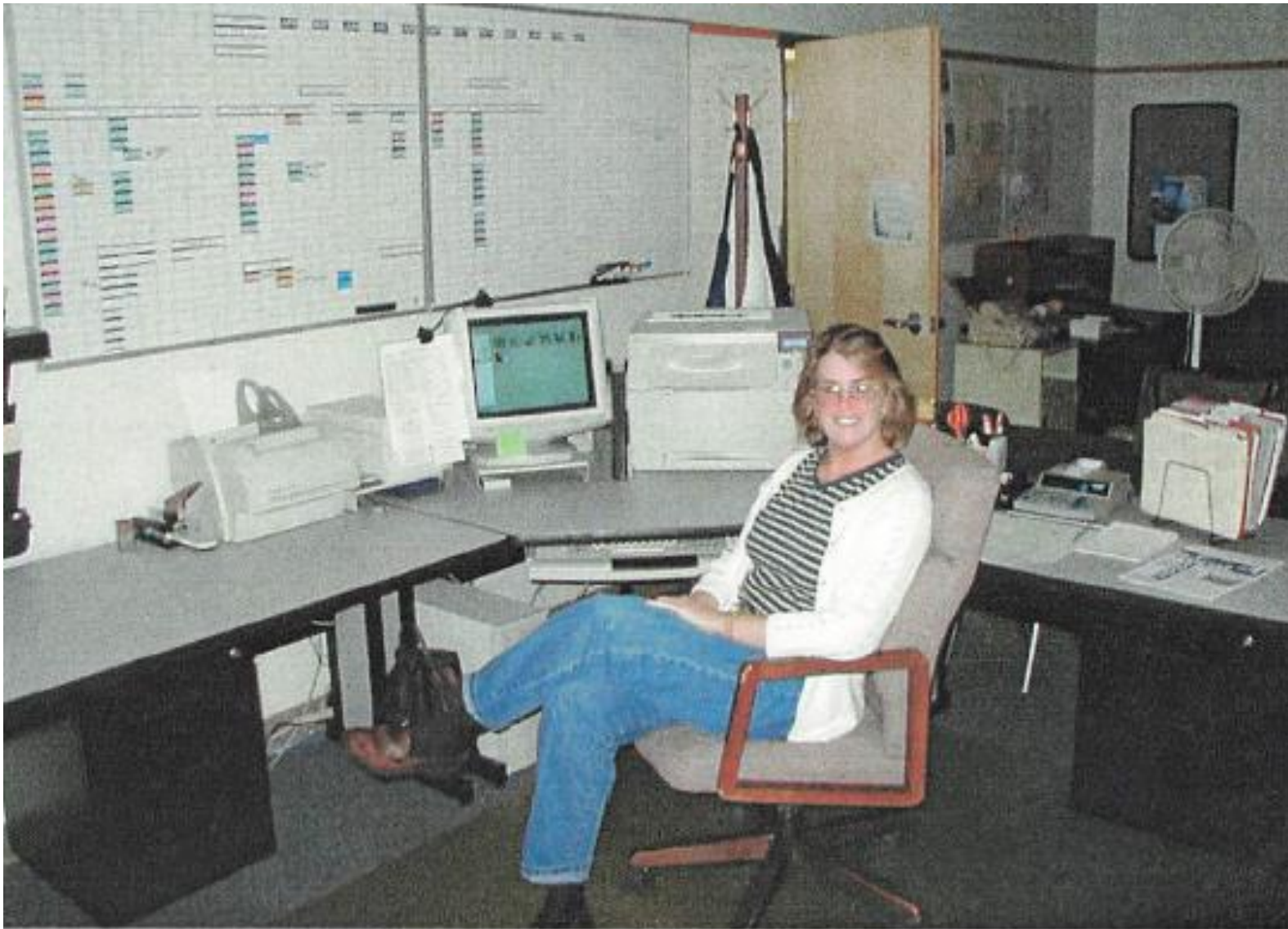
HELPING

CHANGING LIVES

**Helping People,
Changing Lives!**



✓ Partially retired in October 2024



✓ Will *officially* retire on **July 25, 2025**

THANK YOU, DENISE!



Federal Government

- Federal funding freeze attempt
 - Court injunctions
- Continuing Resolution (CR)
 - Gov't funded through Sept. 30th
 - Little to no effect on CAPCO funding
- Budget process for 2026 already underway
- Executive Orders & D.E.I.
 - Website disclaimers

Advocacy



- NHSA Hill Days – January 2025
 - Congressman John Mannion
 - Senators Chuck Schumer & Kirsten Gillibrand
- Schumer & Gillibrand staff visit at the Early Learning Center!
 - February 28th
- NCAF Hill Days – March 2025
 - Congressman Josh Riley
 - Congressman John Mannion
 - Senators Chuck Schumer & Kirsten Gillibrand



Community Needs Assessment

- Updated every 3-years
- Working with our state association—NYSCAA
- Overall assessment for the agency with specific HS/EHS sections
 - Staff, Board, Partner, Community & Participant surveys
- Drives strategic planning & overall direction
- Scheduled to be approved in Spring 2025



CDPAP Transition

- Services moving to 1 single state-wide Fiscal Intermediary
 - Public Partnership LLC (PPL)
 - March 31, 2025 (today)
- Maintain EISEP in-home services (Office for the Aging) & Volunteer Transportation Program
- Program administration to move to Kirsten Parker, Deputy Director
 - 30 hours per week beginning in June 2025



CDPAP Transition Cont.

- Donna Hayes' last day, **March 14th**
 - Remains Reception fill-in/substitute
- **April 11th**: Patty Poch & Merwin Greene's positions to transition
- **April 18th**: Grace Overbaugh's position to transition
- **April 28th**:
 - Merwin Greene to move to morning Receptionist (7:45am—11:30am)
 - Claire Webster to move to Afternoon Receptionist (11:30am-4pm)



New Funding!

- SAMHSA Children's Mental Health Initiative
 - Cortland County Office of Mental Health / CAPCO Family Development
 - Strengthening & enhancing County's System of Care (SOC)
 - **LaRoy Nelson**, Lead Family Coordinator
- Mother Cabrini Health Foundation
 - CAPCO Adult Education
 - Healthcare micro-credentials & higher education classes
- Healthy Homes Production Grant
 - Cortland County Health Department / CAPCO Energy Services
 - Lead & radon abatement in identified Cortland County residences

Facility Cleaning Schedule



Employee	Services	Monday	Tuesday	Wednesday	Thursday	Friday
Steve 4:00pm	Janitorial	Nmain	Cosimos / Smain BACK	Nmain	ELC - Pre Service	Smain FT
Jessica 4pm	Janitorial	OFF	HF & Nmain	OFF	HF & Nmain & Literacy	Nmain

THANK YOU to our esteemed Maintenance & Janitorial staff!

Space Appearance



- Facilities should be presentable, ***always!***
- Garbage should be taken out **daily**.
- Recycling should be taken out **no less than weekly**.
- Offices **neat** with adequate egress.
 - Classrooms organized & tidy **each day**.
 - Agency vehicles cleaned **out after each use**—no garbage or personal belongings left behind.
- Items & deliveries in designated storage areas—***no piles or stacking in hallways & common areas.***



Space Appearance Cont.

- Floors need to be assessed for **food** after eating—crumbs picked-up/vacuumed ***after each instance***.
 - Offices, breakrooms, kitchens, conference rooms, common spaces
 - Classrooms
- Food put out in common areas/kitchen for staff & volunteers
 - MUST be picked up by the end of each day.
 - Not a duty of janitorial staff.

Email Signatures



Greg Richards

Executive Director

Administration

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Helping People, Changing Lives Since 1974

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Two Factor Authentication for Email

- Cyber Security incidents are on the rise
- Requiring a second factor, 2FA reduces the risk of unauthorized access to your accounts and sensitive information.
- 2FA helps protect against phishing attempts where attackers try to trick you into revealing your password.
- If your email is compromised it can be used to reset many other passwords.



Staff will need to download Microsoft Authenticator App

To install Authenticator on your iOS device, scan the QR code or download and install **Microsoft Authenticator** from the Apple app store.





Staff will need to download Microsoft Authenticator App

To install Authenticator on your android device, scan the QR code or download and install **Microsoft Authenticator** from the Google Play store.



5th Annual Golf Tournament

- Saturday, May 31st, 2025
- Knickerbocker Country Club in Cincinnati

We need YOUR help:

- **Hole sponsors** - \$50 per hole
- **Raffle prizes** – gift cards, t-shirts, golf ball packs, water bottles, games, etc.
- Selling **major prize** raffle tickets *ahead* of tournament
- Identifying teams



April: Child Abuse Prevention Month

- Planting pinwheels on Friday, April 4th or throughout the week at all CAPCO locations.
- Wear **blue** on Friday, April 4th
- Take pictures!

