



Cortland County Community Action Program, Inc. (CAPCO)

Board of Directors Meeting

July 24, 2025

**Agenda**

- I. Call to Order
- II. U.S. Pledge of Allegiance
- III. Reciting of the Community Action Promise
- IV. Motion for Approval of June 2025 meeting minutes
- V. Standing Committee Reports
  - 1) PP&E Committee—met on Thursday, July 10, 2025.
    - a) **Resolution 25-49:** HFNY Annual Site Visit report
    - b) **Resolution 25-50:** HFNY 2<sup>nd</sup> Quarter Data Reports
    - c) **Resolution 25-51:** WIC Employee Participants policy
  - 2) Board Development—did not meet.
  - 3) Finance/Audit Committee—met on Thursday, July 17, 2025.
    - a) **Resolution 25-52:** 2024 401(K) Plan Audit & 5500 filing
  - 4) Executive Committee—did not meet.
- VI. Executive Director Report
- VII. Program Director Reports
  - a) Deputy Director
  - b) Energy Services
  - c) Family Development
  - d) Head Start/Early Head Start
  - e) WIC
- VIII. Head Start Policy Council Update
- IX. Old Business
- X. New Business
  - a) **Resolution 25-53:** 25-26 CSBG Budget & Grant Submission
- XI. Executive Session, if needed.
- XII. Adjournment



# Pledge of Allegiance



I pledge allegiance to the  
flag of the United States of  
America, and to the  
Republic for which it  
stands, one Nation under  
God, indivisible, with liberty  
and justice for all.





## CAPCO Mission

CAPCO is dedicated to providing and advocating for community-wide actions and programs that increase individuals' dignity and self-reliance and improve community conditions, engaging all sectors of the community in Cortland County's fight against poverty.



## Community Action Promise

*Community Action* changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live.

We care about the entire community, and we are dedicated to helping people help themselves and each other.



Cortland County Community Action Program, Inc. (CAPCO)  
Board of Directors Meeting  
June 26, 2025  
**Meeting Minutes**

- I. **Call to Order:** Meeting called to order at 12 pm  
**Members Present:** Terry Coon, Ella DiIorio, Billie MacNabb, Melissa Alvord, April Dennison, Jeanette Dippo, Robert Knobel, Sandy Aloï, Doug Bentley, Lynne Sypher, Larry Woolheater  
**Members Excused:** Kellie Givens, Patty Schaap, Shelley Warnow
- II. **U.S. Pledge of Allegiance**
- III. **Reciting of the Community Action Promise**
- IV. **Motion for Approval of May 2025 meeting minutes: Motion to approve by Doug Bentley, second by April Dennison. Motion carried.**
- V. **Standing Committee Reports**
  - 1) **PP&E Committee**—met on Thursday, June 12, 2025. Reviewed the Head Start and Early Head Start reports. Jenn updated the committee on the need for the Corrective Action Plan. We had already changed the policy to include the missing word and done staff training when the deficiency was dropped so we did not submit the plan. Reviewed updates to the Health Services policies. Jenn shared the letter of completion for the Under Enrollment Plan for Head Start. Kirsten shared that WIC, CSBG, and Energy Services all working on budgets or contingency plans.
    - a) **Resolution 25-43: Motion to approve the HS/EHS Health Services policy updates made by Doug Bentley, 2<sup>nd</sup> by Sandy Aloï. Motion carried.**
    - b) **Resolution 25-44: Motion to accept the HS Under-Enrollment Plan Completion made by Doug Bentley, 2<sup>nd</sup> by Robert Knobel. Motion carried.**
  - 2) **Board Development**—did not meet.
  - 3) **Finance/Audit Committee**—met on Thursday, June 19, 2025. The audit is taking longer than expected because of some journal entries that were not done after the last audit by the previous Finance Director. We have been awarded a small 2-year grant from the Health Foundation of Western Central New York for the Volunteer Driver Program. The Head Start/Early Head Start budget was executed on time and for the full contract year. UPK will continue as a stand-alone program. We have the crew working overtime to try to get the Energy Services jobs done. This will keep them working as we do not have a contract package yet. Weatherization was supposed to begin on July 1<sup>st</sup>. Family Development received 100% of their grant proposal from the United Way for adult education. They have been able to get their budget to work with the 15% de minimis

rate. WIC was told they were getting an increase, then got a letter taking it back. We had to change the way we charge space costs because of DOH. Matt reviewed the financial reports. The committee reviewed and approved the WIC budget, UPK Budget, and the UPK contracts. Greg gave an update on the 401K transition.

- a) **Resolution 25-45: Motion to approve the 25-26 WIC Budget & Grant Submission made by Terry Coon, 2<sup>nd</sup> by Ella DiIorio. Motion carried.**
  - b) **Resolution 25-46: Motion to approve the 25-26 UPK Budget made by Terry Coon, 2<sup>nd</sup> by Melissa Alvord. Motion carried.**
  - c) **Resolution 25-47: Motion to approve 25-26 UPK Contracts made by Jeanette Dippo, 2<sup>nd</sup> by April Dennison. Motion carried.**
- 4) **Executive Committee**—did not meet.
- VI. Executive Director Report**-in addition to his written report, Greg reported that he has been elected as Vice-President of NYSCAA and was appointed to the Community Action Advisory Council as well as passing the written portion of his CCAP exam.
- VII. Program Director Reports**
- a) Deputy Director-gave brief overview of the golf tournament.
  - b) Energy Services- discussed late contract and contingency plans
  - c) Family Development-8 students enrolled in healthcare career programs. Our baby shower will be held July 9, HFNY had a successful site visit with concerns about enrollment
  - d) Head Start/Early Head Start-enrollment is good, have had some staffing issues, maternity leaves. Will be moving to Parker next year while school is getting some remodeling.
  - e) WIC-both breastfeeding cafes are open and operating. Discussed issues with budget. Lori also shared a breastfeeding success story.
- VIII. Head Start Policy Council Update**-Robert gave policy council update.
- IX. Old Business**-none
- X. New Business**-the Bylaws were reviewed; no changes were recommended.
- a) **Resolution 25-48: Review of Board of Directors Bylaws**
- XI. Executive Session**-none needed
- XII. Adjournment**- **Motion to adjourn at 1:10 made by Ella DiIorio, 2<sup>nd</sup> by Robert Knobel. Meeting adjourned.**

## **PP&E Committee Meeting**

**July 10, 2025**

**Member present:** Melissa Alvord, Jeanette Dippo; **Excused:** Lynne Sypher, Terry Coon, Billie MacNabb  
**Staff:** Greg Richards, Jennifer Geibel, Deann Pace, Lori Spatola-Davis

Meeting called to order at 12:01 pm.

### **Head Start/Early Head Start Management Reports**

Jenn reviewed the Head Start and Early Head Start reports for May 2025. There was nothing unexpected in the reports; Jenn spoke to attendance in the summer months being down, especially with this being our first year of programming over the summer. The Program reviews policies to ensure acceptable family attendance in balance with our current waitlist.

### **Healthy Families Annual Site Review-**

Deanna presented the results of our annual site review for the 24-25HFNY grant cycle. Scores for each area of review should be between 2 & 3; scores below this benchmark require a corrective action/performance improvement plan. Our program does very well on this review each year, and our contract manager often brings his supervisor to demonstrate a high functioning program. OCFS evaluates 50 areas against Healthy Families America best practice standards. For Performance Standards, we received a 1 rating in one area: on time developmental screenings. 3 children between 36 and 48 months did not receive all required ASQ screenings for the year. NO PIP is required in this area. For Safety & Essential Standards, we received a 1 rating in 2 areas: all participants always have an active Family Goal Plan, and the approval of the FROG assessment within 3 business days. Both areas require a PIP. Lastly, Program Capacity continues to be a deficiency—we are currently serving 25 families (30%) of our contracted enrollment agreement of 84 families. Greg & Deanna spoke to active plans and initiatives to help address program enrollment that are being discussed with OCFS.

***Motion to approve the 24-25HFNY annual site review made by Jeanette Dippo, 2<sup>nd</sup> by Melissa Alvord. Motion carried.***

### **Healthy Families Quarterly Data Reports-**

Deanna reviewed the HFNY 2<sup>nd</sup> quarter data reports, highlighting key data points and performance measures, including capacity, home visit rates, as well as family goal planning & attainment. There was nothing unexpected in the reports. The area of continued focus for improvement remains capacity. Currently, we have 25 families enrolled with a funded capacity of 84. While it is known that reaching the 84 will be difficult based on Medicaid births in Cortland County, we should be working to improve this number with an initial target of getting to a caseload of 50-60 families.

***Motion to approve the HFNY 2<sup>nd</sup> quarter data reports annual site review made by Jeanette Dippo, 2<sup>nd</sup> by Melissa Alvord. Motion carried.***

## **WIC 'Employee Participants' Policy Update**

Lori reviewed the updates to the Employee Participants WIC policy & procedure (state policy 1466). This was a straightforward policy that delineates procedures to ensure conflicts are avoided & mitigated for employee WIC participants. The policy reviews notification & identification, documentation, prohibited actions, training, tracking, and certification. This policy has been reviewed and approved by our NYS DOH regional office.

***Motion to approve the WIC Employee Participants policy made by Melissa Alvord, 2<sup>nd</sup> by Jeanette Dippo. Motion carried.***

Meeting Adjourned at 12:52 pm.

## Monthly Family Engagement Report

Month: MAY

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of families in center	% of families involved
<b>Cosimo 1</b>	PCM- Playground safety	5/13	5	5	0	8	63%
	FE- Flower petal suncatchers	5/27	6	6	0	8	75%
<b>Cosimo 2</b>	PCM- Playground safety	5/15	4	6	2	8	50%
	FE- Bug painting	5/28	7	7	1	8	88%
<b>Cosimo 3</b>	PCM- Playground safety	5/16	4	4	1	8	50%
	FE- Playing tag	5/22	0	0	0	8	0%
<b>ELC 1</b>	FE- Making butterflies	5/22	2	2	0	8	25%
	PCM- Active play	5/29	0	0	0	8	0%
<b>ELC 2</b>	FE- Grassheads	5/22	5	6	1	7	71%
	PCM- Active play	5/29	2	2	0	7	29%
<b>ELC 3</b>	FE- Amazing Science	5/22	5	6	2	8	63%
	PCM- Active play	5/29	2	3	1	8	13%
<b>ELC 4</b>	FE- Planting grass heads	5/9	4	6	3	7	57%
	PCM- Active play	5/29	0	0	0	7	0%
	FE- Rock painting	5/30	4	5	3	7	57%
<b>ELC 5</b>	FE- Planting vegetables	5/22	5	5	0	8	63%
	PCM- Active play	5/29	1	1	0	8	0%
<b>Johnson 1</b>	PCM- Family goals	5/13	7	7	3	8	88%
	FE- Flowers & pots	5/22	3	3	1	8	38%
<b>South Main 1</b>	FE- Chalk paint	5/14	Cancelled due to rain				
	PCM- Playground safety	5/19	5	5	1	8	63%
	FE- Chalk paint	5/29	5	5	1	8	63%
<b>South Main 2</b>	FE- Chalk paint	5/14	Cancelled due to rain				
	PCM- Playground safety	5/21	4	4	0	8	50%
	FE- Chalk paint	5/28	5	5	2	8	63%
<b>Johnson 2</b>	FE- Flowers & pots	5/22	7	8	1	17	41%
	PCM- Family goals	5/29	2	3	1	17	12%
<b>Johnson 3</b>	PCM- Family goals	5/9	6	6	0	16	38%
	FE- Paper butterflies	5/22	8	8	1	16	50%

MONTHLY FAMILY SERVICES REPORT

Employee Name: Trudy Happel

Month/Year: **MAY 25**

Center	Enrolled	Accepted (but not enrolled)	Withdrawn	% of Daily Attendance	# of Over Income	# of Under 130%	# of Home Visits Scheduled	# of Home Visits Completed	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children
Cosimo 1	8	8	0	91	0	0	3	2	3	2	0
Cosimo 2	8	8	0	88	1	0	3	4	10	2	0
Cosimo 3	8	8	0	89	0	1	1	1	0	0	0
ELC 1	8	8	0	88	0	0	0	0	14	10	0
ELC 2	8	8	0	96	0	0	0	1	7	2	0
ELC 3	8	8	0	92	2	0	1	2	8	5	0
ELC 4	8	8	0	81	1	0	10	6	12	6	1
ELC 5	8	7	1	81	0	0	7	7	6	5	0
Johnson 1	8	8	0	89	4	0	5	4	1	1	0
South Main 1	8	8	0	84	0	0	2	3	5	0	0
South Main 2	8	8	0	85	0	1	4	4	4	4	0
<b>TOTAL</b>	<b>87</b>	<b>1</b>	<b>0</b>	<b>88%</b>	<b>8</b>	<b>2</b>	<b>36</b>	<b>34</b>	<b>70</b>	<b>37</b>	<b>1</b>

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
Johnson 2	17	17	0	88	0	0	5	3	5	0	0
Johnson 3	17	16	1	73	0	0	2	1	5	1	1
<b>TOTAL</b>	<b>33</b>	<b>1</b>	<b>1</b>	<b>81%</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>4</b>	<b>10</b>	<b>1</b>	<b>1</b>

Waitlists:

<b>EHS</b>	Over Income	30
	Under 130%	5
	Under 100%	49

<b>HS</b>	Over Income	5
	Under 130%	6
	Under 100%	12

**Attendance Letters Sent**  
South Main 1 - 1

Center	Enrolled	Accepted (but not enrolled)	Withdrawn	% of Daily Attendance
Smith 1	16	15	0	88%
Smith 2	16	15	1	85%
<b>TOTAL</b>	<b>30</b>	<b>0</b>	<b>1</b>	

Waitlist:

<b>UPK</b>	0
------------	---

**MONTHLY POLICY COUNCIL REPORT**  
**Health Services- Dental Report**

Employee Name: MMSELLE SONNACCHIO

Month: MAY 2025

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
COSIMOS 1	8	8	4	0	2	0	0	0	0	N/A
COSIMOS 2	8	8	0	0	4	1	0	1	0	N/A
COSIMOS 3	8	8	0	0	2	0	0	0	0	N/A
ELC 1	8	6	4	0	0	0	0	0	0	N/A
ELC 2	8	8	4	0	0	0	0	0	0	N/A
ELC 3	8	8	0	0	5	0	0	0	0	N/A
ELC 4	8	8	0	0	1	0	0	0	0	N/A
ELC 5	7	7	4	0	3	0	0	0	0	N/A
JOHNSON 1	8	8	0	0	2	0	0	0	0	N/A
SOUTH MAIN 1	8	8	3	0	1	0	0	0	0	N/A
SOUTH MAIN 2	8	8	1	0	5	0	0	0	0	N/A
<b>TOTALS</b>	<b>87</b>	<b>85</b>	<b>20</b>	<b>0</b>	<b>25</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>N/A</b>
			<b>23%</b>	<b>0%</b>	<b>29%</b>	<b>4%</b>	<b>0%</b>	<b>100%</b>	<b>0%</b>	

Comments:

Center	# of Children Enrolled	# of 30 Day Dental Letters Sent	# of 60 Day Dental Letters Sent	# of 90 Day Dental Letters Sent	# of 90+ Day Dental Letters Sent	# of Dental Exams Received	# of Children Dental Treatment Needed	# of Children Dental Treatment NOT Started	# of Children Dental Treatment Started	# of Children Dental Treatment Completed	# of Dental Waivers/ Refusals Sent	# of Dental Waivers/ Refusals Received
JOHNSON 2	17	1	1	0	8	8	0	0	0	0	N/A	N/A
JOHNSON 3	16	0	0	0	8	7	4	2	1	1	N/A	N/A
<b>TOTALS</b>	<b>33</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>16</b>	<b>15</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>N/A</b>	<b>N/A</b>
						<b>45%</b>	<b>27%</b>	<b>50%</b>	<b>25%</b>	<b>25%</b>		

Comments:

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
SMITH 1	15	0	0	0	10	5	1	0	1	0	N/A	N/A
SMITH 2	16	0	0	0	10	6	4	2	0	2	N/A	N/A
<b>TOTALS</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>11</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>N/A</b>	<b>N/A</b>
						<b>35%</b>	<b>45%</b>	<b>40%</b>	<b>20%</b>	<b>40%</b>		

Comments:

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

Employee Name: Mmselle Sonnacchio

Month: MAY 2025

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
COSIMOS 1	8		7					7
COSIMOS 2	8		4			2	1	7
COSIMOS 3	8		7					7
ELC 1	8		2					2
ELC 2	8		2			1	2	5
ELC 3	8		4	4			5	13
ELC 4	8		2					2
ELC 5	7		3	1		1		5
JOHNSON 1	8							0
SOUTH MAIN 1	8		2			1		3
SOUTH MAIN 2	8		2					2
<b>TOTALS</b>	<b>87</b>	<b>0</b>	<b>35</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>8</b>	<b>53</b>

Comments: There were 2 incidents/accidents reported to OCFS in May (Cos 3- Head Injury & Johnson 1- Unknown Mark on Ear).  
*ELC 3 incidents are developmentally appropriate: 10 (Running/Fall), 2 (Another Child), 1 (Object).*  
*There were no staff incidents/accidents reported in May.*

Center	# of Children Enrolled	# of Incident/Accidents in the BATHROOM	# of Incident/Accidents in the CLASSROOM	# of Incident/Accidents in the GROSS MOTOR	# of Incident/Accidents in the HALLWAY	# of Incident/Accidents in the PLAYGROUND	# of Incident/Accidents in the OTHER	# of TOTAL Incident/Accidents
JOHNSON 2	17		2					2
JOHNSON 3	16		1					1
<b>TOTALS</b>	<b>33</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

Comments: There were no incidents/accidents reported to OCFS in May.  
*There were no staff incidents/accidents reported in May.*

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
SMITH 1	15		11				1	12
SMITH 2	15		2					2
<b>TOTALS</b>	<b>30</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>14</b>

Comments: There were no incidents/accidents reported to OCFS in May.  
*There was one staff incidents/accidents reported in May @ Smith 1 (Shoe thrown by a child & hit in head).*

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

Employee Name: Mmselle Sonnacchio

Month: MAY 2025

Center (EHS)	# 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
COSIMOS 1	8	5	8	6	1	0	0
COSIMOS 2	8	4	8	7	0	5	1
COSIMOS 3	8	3	8	5	0	2	0
ELC 1	8	6	8	1	0	N/A	0
ELC 2	8	4	8	6	0	0	0
ELC 3	8	4	8	5	0	0	0
ELC 4	8	1	8	5	1	0	0
ELC 5	7	4	7	7	0	7	2
JOHNSON 1	8	1	8	5	0	5	1
SOUTH MAIN 1	8	4	8	8	0	7	1
SOUTH MAIN 2	8	4	8	2	0	4	0
<b>TOTALS</b>	<b>87</b>	<b>40</b>	<b>87</b>	<b>57</b>	<b>2</b>	<b>30</b>	<b>5</b>
		<b>46%</b>	<b>100%</b>				

Comments:

Center (HS)	# of Children Enrolled	# of Current Physicals Received	# of Current Immunizations Received	# of Lead Results Received	# of Lead Results ELEVATED
JOHNSON 2	17	14	17	14	0
JOHNSON 3	16	9	16	13	0
<b>TOTALS</b>	<b>33</b>	<b>23</b>	<b>33</b>	<b>27</b>	<b>0</b>
		<b>70%</b>	<b>100%</b>		

Comments:

Center (UPK)	# of Children Enrolled	# of Current Physicals Received	# of Current Immunizations Received	# of Lead Results Received	# of Lead Results ELEVATED
SMITH 1	15	9	15	14	0
SMITH 2	15	12	15	13	0
<b>TOTALS</b>	<b>30</b>	<b>21</b>	<b>30</b>	<b>27</b>	<b>0</b>
		<b>70%</b>	<b>100%</b>		

Comments:

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

**Special Needs**

Employee Name: Jill Dunham

Month: May 2025

	# 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	2	1	1	1	2	0	0	0	0	0	0	0
ELC 2	2	2	0	0	2	2	0	0	0	0	0	0
ELC 3	3	1	2	0	0	2	0	0	0	0	0	0
ELC 4	0	0	0	0	0	0	0	0	0	0	0	0
ELC 5	4	3	2	1	0	3	1	0	1	1	0	0
Cosimo 1	2	2	2	1	0	2	0	0	0	0	0	0
Cosimo 2	1	1	1	0	1	0	0	0	0	0	0	0
Cosimo 3	1	1	0	1	1	0	0	0	0	0	0	0
South Main 1	0	0	0	0	0	0	0	0	0	0	0	0
South Main 2	3	2	2	2	0	0	2	0	2	2	0	0
Johnson 1	1	1	1	1	1	1	0	0	0	1	0	0
<b>TOTALS</b>	19	14	11	7	7	10	3	0	3	4	0	0

22% of 87 enrolled EHS children receiving services

Employee Name: Jill Dunham

Month: May 2025

	# 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
Johnson 2	7	4	7	1	0	3	1	0	0	1	0	0
Johnson 3	7	1	6	1	0	0	1	0	0	0	0	0
<b>TOTALS</b>	14	5	13	2	0	3	2	0	0	1	0	0

36% of 33 enrolled HS children receiving services

**HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY**

...a service of the Cortland County  
Community Action Program, Inc.

**MONTHLY MENTAL HEALTH REPORT EHS / HS**

Employee Name: Ashley Abbatiello/ Kaylean Contento

Month: May 2025

	Behavior Concerns observed by Mental Health Consultant/ Behavioral Specialist	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	
								Face to Face	Telephone
ELC 1	0	0	0	0	0	0	0	0	0
ELC 2	0	0	0	0	0	0	0	0	0
ELC 3	0	0	0	0	0	0	0	0	0
ELC 4	0	0	0	0	0	0	0	0	0
ELC 5	0	0	0	0	0	0	0	0	0
Cosimo 1	0	1	0	0	0	0	0	0	0
Cosimo 2	1	1	0	0	0	0	0	0	0
Cosimo 3	1	0	0	1	0	0	0	0	0
South Main 1	0	0	0	1	0	0	0	1	0
South Main 2	0	0	2	0	0	0	0	3	2
Johnson 1	0	0	0	0	0	0	0	0	0
Johnson 2	0	2	1	0	0	0	0	0	0
Johnson 3	0	0	1	0	0	0	0	0	0
<b>TOTALS</b>	2	4	4	0	0	0	0	4	2

**HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY**

...a service of the Cortland County

Community Action Program, Inc.

**MONTHLY MENTAL HEALTH REPORT UPK**

Employee Name: Ashley Abbatiello/ Kaylean Contento

Month: May 2025

	Behavior Concerns observed by Mental Health Consultant/ Behavioral Specialist	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	
								Face to	Telephone
								Face to	
Smith 1	11	1	0	0	0	0	0	0	
Smith 2	1	0	0	0	0	0	0	0	
<b>TOTALS</b>	12	1	0	0	0	0	0	0	

**Special Needs**

Employee Name: Jill Dunham

Month: May 2025

	# 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
Smith 1	4	1	2	0	0	1	2	0	0	1	0	0
Smith 2	8	2	8	3	0	1	0	1	1	6	0	0
<b>TOTALS</b>	12	3	10	3	0	2	2	1	1	7	0	0

40% of 30 enrolled HS children receiving services

# **EHS Classroom Happenings**

## **May 2025**

### **ELC 1**

This month we have a few more consistent walkers. We had a family engagement where we made butterflies, and a few families stayed and did the project with us. We are working on using gentle touches and keeping our feet on the floor. The weather has been nicer, so we have been taking lots of walks. We have 6 babies that are now 1 years old and the last 2 will turn 1 in June. We have been working on getting the babies to all nap at the same time. Most of the babies are eating table food now.

### **ELC 2**

This month in ELC 2 we:

- Went to play on the playground many times and enjoyed the sunshine
- Learning to hold on to the walking rope and go for short walks
- Dumping our own food plates and cups and washing our hands after we eat
- We made grass heads at our family engagement and 6 families joined us
- We made handprint flamingos and chickens. We also made ladybugs and caterpillars

### **ELC 3**

The children glued colored paper onto a flower cut out and made crabs. We played with bubbles on the playground. We used q-tips to paint blossoms on a tree. We made handprint fruits and vegetables for our bulletin board. We colored and glued a farmer craft. We created sea creatures, sharks, fish, jellyfish, and crabs. We also made garden fairy silhouettes and footprint fairies. We made a butterfly mobile. We worked on our yoga moves for “going on a dragon hunt”. We practiced walking on a balance beam and climbing the rock wall without help. We had a fun family engagement doing science experiments.

### **ELC 4**

- Flower shop dramatic play
- Parts of a flower craft
- Family engagement 5/9- grass heads
- Sorted flowers by color
- Lima bean planting and hung them in the window
- Open-ended flower painting craft
- Painting with mud
- Family engagement on 5/30- rock painting
- Friendship flower craft

### **ELC 5**

- 5/1-Sunflower painting
- 5/2-Free coloring
- 5/5-Tulip coloring

5/6-Personal name garden  
5/7-Watering can craft  
5/8-Grapes coloring  
5/9-Mother's day flower/dirt and worms craft  
5/12-Grape stamping with paper towel rolls  
5/13-Peas in a pod  
5/14-Sunflower process art  
5/15-Umbrella craft  
5/16-Contact paper flowers  
5/19-What does a flower need to grow?  
5/20-Window greenhouse craft with lima beans  
5/21-Grass head craft  
5/22-Free color  
5/27-Nature walk  
5/28-Dotting letter K  
5/29-Cherry tree craft  
5/30-"My garden" craft

## **Cosimos 1**

This month we spent a lot of time outside. We started walking on the rope, and we are learning the playground rules. Our families came in to help us make flower suncatchers. We have been coloring, painting, and playing with playdough.

## **Cosimos 2**

In May, our class became really interested in bugs and trucks. We found bugs on our playground and got to use bug toys in our classroom. We also have been doing racetracks and filling/dumping trucks. We used “lug a jugs” on the playground and for our PCM we made fingerprint bug paintings.

## **Cosimos 3**

In Cos 3 this month we did a lot! We invited families to play tag on the playground with the children. The families were also invited to use the “lug a jugs” with their children. We made a group mural with crayons. We made ladybugs using paint and pictures. We colored our community action posters. We have continued to work on potty training in our class. We’ve gone on several walks and played outside on the playground as much as possible. We have done small groups at the table with magnetiles, Mr. potato heads, insects and blocks. We changed out our books and rearranged our room too.

## **South Main 1**

We are excited to announce that all students in the classroom are now three years old and can go on the big playground. We have been working on using words to get what the children want instead of screaming or hitting. We have also been working on sharing and problem solving. We have been working on recognition of letters in the children’s names. We had our family engagement this month and painted with “chalk paint” made from corn starch, water and paint. The children used the chalk paint on black paper. Due to the frequent rain this month, we have been singing a lot of songs about the rain and how we wish the sun would come out. We have created

a new classroom rules poster so we can go over the new rules as well as the old ones. We have welcomed a new song to our circle time. The kids seem to love it and look forward to it every morning.

## **South Main 2**

In the classroom we have been working on counting numbers 1-10, identifying letters in the alphabet and social emotional skills such as asking a friend to play and utilizing the tap and ask strategy. For our family engagement, we painted with sidewalk chalk paint. For our PCM, we tested our strength by pulling around a gallon of water and then raced to see who could do it faster. With the weather getting warmer, the children have been able to explore more outside. One day this month, we got a strong thunderstorm. The children loved talking about it and making observations about the weather.

## **Johnson 1**

- Monthly shape-diamond

- Monthly color-purple

- Planted flowers and decorated flowerpots for our family engagement

- Went for a flower walk and pointed out all the flowers we saw starting to grow and talked about their colors.

- Created coffee filter flowers and talked about and labeled the parts of a flower

- Taught children/allowed children to explore washing fruits and vegetables with a fruit and vegetable wash station in the sensory table.

- Large motor play-stepping stones, balls, hula hoops, tunnels, dance freeze and dance parties
- Assisted in growing friendship skills by partner painting and pairing children together for puzzles and ball toss games
- Read “Planting a Rainbow”, “From Seed to Pumpkin”, “Grow Flower Grow”, and “Little Flower Seed”

## **HS Classroom Happenings**

**May 2025**

### **Johnson 2**

- We learned about farms and markets
- We enjoyed the playground
- We invited our families in to plant flowers
- Our families came to make flower bouquets with us
- We learned about traffic safety

### **Johnson 3**

We studied the farmers market and science was astonishing air. We had a family engagement this month and made toilet paper roll butterflies. The children and families enjoyed lending library.

## **UPK Classroom Happenings**

**May 2025**

### **Smith 1**

- TPOT and CLASS observations

- Transitioned out of rest time
- Planted grass heads
- 5/30/25 Show and Tell family engagement
- Transportation unit
- Self-control bubbles
- Cooperative group art projects
- Soil/construction vehicle sensory play
- House area

## **Smith 2**

- Transportation unit
- Grew ladybugs and released them into nature
- Rock painting family engagement on 5/30
- Finished plant unit
- Fork painting tulips
- Beginning botanist science kit
- Milk carton trains
- The Lorax book and truffalla trees art project
- Buddy activities-building friendship skills

*Resolution of the Board of Directors*

*Of*

*Cortland County Community Action Program, Inc.*

**Resolution No. 25-49**

**WHEREAS**, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed annual Healthy Families site visit report, and

**WHEREAS**, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed annual Healthy Families site visit report,

**IT IS HEREBY RESOLVED** that on July 24, 2025, the CAPCO Board of Directors approves the annual Healthy Families site visit report.

*Shelley M. Warnoe*  
\_\_\_\_\_  
Board President or designee

*July 24, 2025*  
\_\_\_\_\_  
Date



## Office of Children and Family Services

**KATHY HOCHUL**  
Governor

**DAMIA HARRIS-MADDEN, Ed.D., MBA, M.S.**  
Commissioner

June 13, 2025

Deanna Pace  
Program Manager  
Healthy Families Program  
Cortland County Community Action Program, Inc. (CAPCO)  
32 N. Main Street, Cortland, NY 13045

Re: Contract # C029038– Site Visit

Dear Deanna:

I would like to thank you and your staff for accommodating me during my site visit on May 15, 2025. It was a pleasure meeting with program staff and hearing about the wonderful work you are doing with the families you serve.

As you are aware, New York State Office of Children and Family Services is required to monitor your program's compliance regarding the terms of the above noted contract. We discussed several topics during the visit including capacity and utilization of the program, Healthy Families America Best Practice Standards (BPS), program performance and case record review. We also had the opportunity to meet with program staff and supervisor.

We appreciate the services Cortland County Community Action Program Inc. has provided in the community and we are looking forward to continuing working with you to help provide these needed services and achieve desirable outcomes with the families your program serves.

If you have any questions or comments, please do not hesitate to contact me at (518) 473-3673 or [Thomas.Dwyer@ocfs.ny.gov](mailto:Thomas.Dwyer@ocfs.ny.gov).

Sincerely,

Thomas Dwyer  
Program Contract Manager  
Healthy Families New York Home Visiting Program

Cc: File  
Allison Contento, NYS Office of Children & Family Services  
Kristen Kirkland, NYS Office of Children & Family Services  
Margaret Fiacchi, NYS Office of Children & Family Services  
Erika Leveillee, Prevent Child Abuse New York  
Corinne Noble, Center for Human Services Research  
Brandy Strauf, Cortland County Community Action Program, Inc.  
Greg Richards, Cortland County Community Action Program, Inc.

## Site Visit

**May 15, 2025**

Attendees: Tom Dwyer (OCFS); Deanna Pace (CAPCO); Sierra Babcock (CAPCO); Greg Richards (CAPCO); Brandy Strauf (CAPCO); and program staff (CAPCO).

## Utilization

According to your 2024 - 2025 contract and proposed staffing pattern, you had the capacity to serve 84 families at one time and anticipated serving 84 - 126 families in the contract year. According to the data on 5/15/25, the program had 26 families enrolled, and was at 31% of the contracted capacity. We acknowledge the challenges and factors that influence capacity. As we discussed at the visit last year, Healthy Families New York suggests programs serve up to 15% of their Medicaid births in their community. Reviewing the NYS Department of Health Data for 2019-2021, your county's Medicaid births are approximately 219 a year. If your program targeted the 15% of Medicaid births your contracted capacity would be approximately 33 families. The contracted capacity has the Healthy Families program aiming to serve about 38% of the Medicaid births which is more than two times what is suggested for capacity. However, it should be noted that your program is currently serving just above the 15% of Medicaid births. We discussed the impact that the births in the county and the current contracted capacity is having on meeting the minimum contractual threshold of serving 85% of the contracted capacity. We discussed the positive impact that the Child Welfare Protocol might have on utilization, allowing for more families to access Healthy Families in Cortland County. Although Cortland County does not have a projected start date for the HFNY Child Welfare Protocol, the NYS Family First Prevention Plan supports HFNY expanding Child Welfare Protocol to all counties of the state as funding to do becomes available. Despite the challenges with the births and ability to reach the target utilization, the Cortland County Healthy Families program will continue to work to increase the utilization of the program to be sure they are reaching as many families as possible in County.

## Performance Indicators

As we discussed at the visit, the last measurable performance period ended March 31, 2025. It was noted that your program was able to meet 15 out of the 16 measurable Performance Indicators. This includes:

- Quarterly Performance Targets reviewed for these targets: HD 1a, 2a, 3-8, PCI1 and 2a, FLC 1,3, and 7. If stated target achieved at least 3 of four times, target is considered met.
- Retention Rate at One Year for Participants who enrolled. (Target 50%) The program achieved 67%.
- FROG Scale Assessment completed within 30 days. (Target 100%) The program achieved 100%.
- First Home Visit in 3 Months- Signature Families: First Home Visit prior to 3 months after Target Child's birth for performance period. (Target 80%) The program was at 95%
- All required forms (Follow-up) for last month of performance period were completed. (Target 25% or less) The program was at 5%.
- Core Training – Accreditation requirements for training: Orientation, Core, Shadowing, Prenatal and FGP for staff hired as of 01/01/19 for the period ending 03/31/25 (Target 5 of 5) The program achieved 5 of 5.
- Wraparound Training: 3-month, 6 month and 12 months were completed. (Target 3 of 3) The program achieved 3 of 3.
- HFA Home visit Rate. (Target 75% or better) the program achieved 75%.
- Supervisor observation of FSS/FRS/Dual was achieved.
- Prenatal Enrollment - The percentage of all participants enrolled from 10/1/24 – 03/31/25. (Target 50%) The program was at 50%.
- The percentage of participants on Creative Outreach. (Target 10% of less) The program was at 4%.
- Regular and Protected Supervision for Performance Period was completed and receiving a 3 rating, meaning that all staff received 90% (or greater) of required supervisory sessions.
- Caseload Management – No FSS exceeded the maximum case weight of thirty points for more than 3 consecutive months.
- Initiation of Service Plan- Families served in past year will have a service plan initiated within 2 weeks of FROG supervisor approval. (Target 100%) The program was at 100%.
- Service plan in-depth discussion – Supervisor and FSS discuss service plan at least once each quarter. (Target 100%) The program was at 100%.

It appears the program had challenges achieving the following Performance Indicators the last performance period:

- Program Capacity – The average of active enrolled participants at end of quarters ending 01/01/25 and 03/31/25. Divided by contract capacity. (Target 85% or better) The program was at 32%.

When I reviewed the information in the HFNY MIS from 3/1/24-2/28/25, it appears that the program is meeting the following Performance Targets on a consistent basis:

- 100% of target children are up to date on all 6 months immunizations by 12 months old. (80% target)
- 100% of target children are up to date with all 18-month immunizations by 24 months of age. (80% target)
- 100% of target children are assessed for the risk of lead in their environment according to the NYS Health Department's suggested schedule. (90% target)
- 100% of target children have a medical provider. (95% target)
- 100% of target children had at least 5 well baby visits by 15 months of age. (90% target)
- 100% of target children had at least 2 well baby visits between 15 and 27 months or age. (90%)
- 100% of target children had the required number of Ages and Stages Questionnaire (ASQ) forms completed and will demonstrate age-appropriate developmental milestones on the Ages and Stages Questionnaire or be referred for further evaluations/services if delays are detected. (98% target)
- 100% Of PC1s who were enrolled pre-natally will breast feed their children for at least 3 months from the birth of the child. (30% target)
- 100% Of PC1s who were enrolled prenatally will breast feed their target children for at least 6 months from the birth of the child. (30% target)
- 100% of target children will have 2 valid CEERS check-in assessments by the child's first birthday. (90% target)
- 100% of target children will have 2 valid CEERS check-in assessments by the child's second birthday (90% Target)
- 88% - 100% of families were enrolled in a and education program job training or job placement program or will obtain employment by the target child's first birthday. 50% target)
- 80%- 100% of families will be enrolled in a and education program job training or job placement program or will obtain employment by the target child's second birthday. (75% target)
- 96% - 100% of families will have at least one active goal at all times. (85% target)
- 96%- 100% Of families had at least one goal recorded in the past year. (100% target) The program was able to meet this target from 3/1/24 – 8/31/24 and again from 12/1/24 – 2/28/25. The program was at 96% from 9/1/24 – 11/30/24.
- 100% of enrolled participants with DV, Mental Health or Substance Abuse issues identified on their assessment will be referred for the appropriate services within 6 months of enrollment.

The following Performance Target did not have any participants in the cohort:

- The percentage of PC1s under 21 at intake and without a high school degree or GED will be enrolled in a degree bearing program or receive a high school degree or GED certificate by the Target Child's first birthday. (90% target)

The program had a challenge meeting the following performance targets on a consistent basis:

- The percentage of families who reported inadequate/insufficient income at intake will no longer report this need on the target child's first birthday. (35% target). The program was unable to meet the target from 3/1/24 – 11/30/24 however was able to meet the target with 50% from 12/1/24 – 2/28/25.
- The percentage of PC1s under 21 at intake and without a high school degree or GED will be enrolled in a degree bearing program or receive a high school degree or GED certificate by the time the target child turns 6 months old. (85% target) It was noted that there were no participants in the cohort from 3/1/24 – 5/31/24 and again from 12/1/24 – 2/28/25. It was also noticed that there were less than 75% valid cases and we were unable to calculate the percentage from 6/1/24- 11/30/24.

- The percentage of primary care takers will have a medical provider. (90% Target) The program was able to meet the target 91% from 6/1/24 – 8/31/24 and again at 92% from 12/1/24 - 2/28/ 25 but was unfortunately not able to meet it from 3/1/24 – 8/31/24 and again from 9/1/24 – 11/30/24 and was at 86%- 87%.
- The percentage of TCs will have 2 valid CCI assessments between the child's second and third birthday (90% target) The program was able to achieve this 100% from 9/1/24 – 2/28/25. The program had challenges meeting this from 3/1/24 – 8/31/24, there was less than 75% valid cases therefore we were unable to calculate the percentage.

### **Areas that exceed the standard in the attached Performance tool**

- A The site has a description of its 1). Eligibility criteria, 2.) community data (include source and year) 3). The geographic service area, the total number of families projected annually to be served based on site capacity, The description and data utilized have been reviewed by the site's advisory board within the last two years (for a 3) or last four years (for a 2) and adjusted based on changing community demographics or program infrastructure.
- 1-1C The site tracks the number of families identified or referred by referral source and their eligibility status. The site implements strategies to help maximize existing program capacity and support family needs in the community.
- 1-2B The site monitors its initial engagement process, tracking the timelines from receipt of referral to offer of service, whether able to establish initial contact or not, whether services are offered or not and reasons why if families were not offered services.
- 1-2C The site develops strategies, based on its data from 1-2B, to strengthen its initial engagement process with families, aiming to reduce barriers and provide equitable access to HFA services.
- 1-3B The first home visit occurs prenatally or within the first three months.
- 2-1C The FROG administered within the timeframe identified in sites policy and procedure.
- 3-1B The sites practices ensure services are offered to families on a voluntary basis.
- 4-3B Services are offered to families for a minimum of three years after the birth of the baby (whichever is later)
- 6-3D The site utilizes the CHEERS Check In (CCI) tool at least twice annually during each year of the child's life from birth through thirty six (36) months.
- 6-5C The site ensures the ASQ-SE is used during home visits unless developmentally inappropriate and is administered according to the developers' instructions to ensure valid results.
- 6-5D The site tracks focus children suspected of having a developmental delay and provides appropriate referrals and follow up as needed.
- 7-1B Focus children have a medical/health care provider.
- 7-2B The Site ensures immunizations are up to date for focus children at one year of age.
- 7-2C The site ensures immunizations are up to date for target children at two years of age.
- 12-1D The ratio of supervisors to direct staff and volunteers and interns (performing the same function) is sufficient to allow regular, ongoing effective supervision to occur.
- 8-1B Full time FSS do not exceed case weight of thirty points.
- 9-1B The program Manager if hired after the last accreditation site visit (2017) meets all of the required criteria in the standard.
- 12-3C The sites practice ensures supervisors receive regularly scheduled reflective supervision.
- 12-4B The site ensures Program Managers are held accountable for the quality of their work and receive skill development and professional support.
- 10-2 Staff (direct service staff, supervisors, and program managers) are oriented 1) child abuse and neglect indicators and 2) reporting requirements after HFA hire date and prior to direct work with families or supervision of staff.
- GA-3C Parents are informed and sign a new release of information form every time information is to be shared with a new external source or with the same source but for subsequent time period. The consent form must include at minimum:

- A signature from the person whose information will be released or parent/legal guardian of a person who is unable to provide authorization
- The specific information to be released
- The purpose for which the information is to be used
- The specific date the release takes effect
- The timeframe or date the release expires (not to exceed 12 months)
- The name of the person/agency to whom the information is to be released
- The name of the HFNY site providing the confidential information
- A statement that the person/family may withdraw their authorization at any time
- 4-2C Each family's progress (as identified on completed HFA level change forms) to a new level of service is reviewed and agreed upon by the FSS and supervisor prior to moving the family from one level of service to another. Please note completed HFA level change forms meet the documentation needs for 4.2C.
- 5-4B The sites practices engage families in partnership, elevating family voice and honoring family diversity.
- 10-4A All staff administering the FROG Scale receive intensive HFA Core FROG Scale training by a certified trainer who has been trained to train others, prior to first use of the tool and all supervisors receive this training within six months of hire.
- 10-4B All staff (including program managers hired January 1, 2022, or later) have received intensive HFA Core Foundations training by an HFA certified trainer, within six months o date of hire, to understand key components of the HFA model. Program Managers hired prior to January 1, 2022, receive the training 18 months of hire.
- 10-4C Supervisors and program managers have received intensive HFA Supervision training, by a certified trainer who has been trained to train others, within six months of date of hire to understand the key components of supervision, as well as the role home visitors. NYS Standard is that supervisors have the core training for the role they supervise prior to the supervision of the staff in that role.
- 12-2B The site ensures all direct service staff reflective supervision pertaining to their work and are provided opportunities for skill development and professional support to continuously improve the quality of their performance. This would include supervisors who carry a caseload.
- GA-3B The site ensures that all parents are notified and receive a copy of family rights and confidentiality at the onset of services, both verbally and in writing. Documentation that the rights and confidentiality assurances were reviewed with the families is placed in the participant file and a copy is provided for the family to keep. At a minimum these forms include the following:

#### Family Rights

- The right to be treated fairly, with courtesy and respect
- the right to decline service (voluntary nature)
- the right to be referred, as appropriate, to other service providers
- the right to participate in the planning of services to be provided
- the right to a complaint, who to contact should the need arise including the phone number or contact information and the process and timeframe associated with response and resolution

#### Confidentiality

- the manner in which information is shared, with whom and the process for release of information forms to be signed when exchanging information to make reports to funders, evaluators or researchers (typically in aggregate format)
- the circumstances when information would be shared with consent (e.g. for purposes of referral or if participating in a research or evaluation study where identifying information is shared, or when data is required by funders or model developer includes identifying information)
- the circumstances when information is shared without consent (i.e., need to report child abuse and neglect)

### **Area for improvement in the attached Performance Tool**

- 6-5B The site ensures that the ASQ is used during home visits to monitor child development at specified intervals, unless developmentally inappropriate, and is administered according to the developers' instructions to ensure valid results.
- 2-1B The FROG scale is administered and documented uniformly and in accordance with site policy and procedures.
- 6-2B The FSS supports the family in setting and achieving goals that are meaningful to the parent.

### **Staff Interviews**

I had the opportunity to meet with all program staff. We discussed several topic areas including: if staff had the opportunity to receive on-going professional development; if they have the opportunity to learn and grow professionally; where the policy and procedure manual is; how they are made aware of new policies that are released; if they felt supported by their supervisor and how morale has been within the program and office environment. All staff appeared to be happy, excited to work with the families and dedicated to the work. They expressed they felt very supported by each other, their supervisor, program manager and agency. It was very evident that the program seems to have truly compassionate staff that are providing services to the families in Cortland County. We also spent some time reviewing the program's performance and discussing those areas that the program is doing well in, and those areas that need improvement. Staff appeared to be open to the discussion and seemed genuinely interested in being part of work to help make this amazing program even better. We spent a good amount of time discussing current capacity of the program, the current barriers and challenges including the amount of people that are homeless and some strategies that could be used, to create awareness of the program and possibly increase enrollment.

I would once again, like to recognize the outstanding job of the Program Manager. I understand all the hard work it takes to be an effective team leader. It was evident that she is respected, responsive and valued by program staff. These are all desirable qualities to have and demonstrate to the team so the program can produce favorable outcomes. This is truly a great example of the parallel process.

### **Contractual Requirements**

When I reviewed the information in the Contract Management System (CMS), it appears that the agency is submitting both, fiscal and program reports in a timely manner for the current contract year. Please be sure to continue to monitor your spending on a regular basis and continue to submit your required documentation as stated in the contract. In the event you need to submit a spending adjustment plan, please make sure you contact your OCFS Program Contract Manager ahead of time to discuss those changes.

### **Program Improvement Plan**

I recognize all the areas the program is doing well in; however, I am requesting that you submit a Program Improvement Plan (PIP) to address the following challenges. The plan should include specific activities that will address the concern, who will be responsible for each of the activities and what date will it be accomplished. This PIP is due on **Friday, July 18, 2025**. You should report on your progress quarterly, utilizing the quarterly program report.

- Please submit a Program Improvement Plan to increase enrollment. As mentioned above, HFNY guides programs to aim to serve 10% to 15% of their annual Medicaid births. As we discussed, the program is struggling to achieve the minimum requirement for utilization of 85% of their contracted capacity due to several factors. Given this information, the program's plan on utilization should include, focus on efforts to increase prenatal enrollment, making connections with non-traditional referral sources and building a stronger relationship with their local department of social services.
- Please develop a plan to ensure the FROG scale is administered and documented uniformly and in accordance with site policy and procedures.
- Please develop a plan to ensure all families have an active family goal plan and the program is meeting all the requirements as outlined in the HFA BPS 6-2B.

*Resolution of the Board of Directors*

*Of*

*Cortland County Community Action Program, Inc.*

**Resolution No. 25-50**

**WHEREAS**, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed 2<sup>nd</sup> quarter Healthy Families data reports, and

**WHEREAS**, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 2<sup>nd</sup> quarter Healthy Families data reports,

**IT IS HEREBY RESOLVED** that on July 24, 2025, the CAPCO Board of Directors approves the 2<sup>nd</sup> quarter Healthy Families data reports.

Shelley M. Warron  
Board President or designee

July 24, 2025  
Date

# Healthy Families New York / Home Visiting

## Home Visit Log Summary Quarterly

### Cortland County Healthy Families

Site: <--All -->

2nd Quarter 03/01/25 - 05/31/25

Case Filters used:

Contract: 12/01/24 - 11/30/25

	Quarter	Contract Period
<b>Total Visits</b>	144	323
Attempted Visits	16	33
Actual Visits	128	290
Average Length of Visit	59 minutes	57 minutes
<b>Visit Characteristics</b>		
Prenatally	4%	7%
Postnatally	96%	93%
Type of Visit: Note: May not equal 100% due to multiple locations		
In PC1's home	72%	69%
In Father Figure/OBP home	0%	0%
Where TC Resides	0%	0%
Out of home	2%	1%
Virtual - Phone	0%	0%
Virtual - Interactive Platforms	15%	20%
Attempted Visits	11%	10%
Group Visits	0%	0%
Location of Out of Home Visits:	3	4
Health care setting	0%	0%
Other service provider's office	0%	0%
Home visiting office	33%	25%
PC1's workplace	0%	0%
Community setting	0%	0%
Other	67%	75%
<b>Who participated in the visits</b>		
Primary caregiver 1	98%	99%
Primary caregiver 2	0%	2%
Biological parent	20%	21%
Father Figure (if not PC2 or biological parent)	0%	1%
Target Child	77%	78%
Grandparent	3%	2%
Target Child's siblings	16%	19%
Other	7%	6%
Father Advocate	0%	0%
Supervisor	2%	1%
Supervisor Observation	2%	1%
<b>Home Visitor engaged in these activities on visit</b>		
Child Development	93%	94%
Parent/Child Interaction (Parenting)	97%	98%
Health Care	80%	89%
Family Functioning	88%	92%
Self Sufficiency	52%	51%
Crisis Intervention	2%	1%
Program Activities	33%	20%
Concrete Activities	55%	38%

# Healthy Families New York / Home Visiting

## Best Practice Standards Accreditation Evidence

### Cortland County Healthy Families

#### 4-2.B HFA Home Visit Completion Rate Analysis - Summary

Cohort: Participants Served from 03/01/2025 to 05/31/2025

Site: <--All -->

Case Filters used: <-- None -->

Worker Name	Cases used in this report *	Expected Visits **	Actual Visits	Cases Achieving Score = 3	Cases Achieving Score = 2	Cases Achieving Score = 1	Overall Score	% of cases achieving score 2 or 3
Sierra Babcock	5	14	20	5	0	0	3	100%
Loraine Joseph	10	47	42	4	5	1	3	90%
Sarah Redenback	12	67	61	7	1	4	1	67%
<b>All Workers</b>	<b>27</b>	<b>128</b>	<b>123</b>	<b>16 (59%)</b>	<b>6 (22%)</b>	<b>5 (19%)</b>	<b>2</b>	<b>81%</b>

3 90% or greater of cases receive a 2 or a 3
2 75% up to 90% of cases receive a 2 or a 3
1 Less than 75% of cases receive a 2 or a 3

\* Cases with less than one expected visit are not included in the "Cases Used in this Report" column. Those cases transferred to a different worker in the period will appear in multiple workers' case counts.

\*\* Rounded Down

# Healthy Families New York / Home Visiting

## Performance Targets for 4 Quarters

### Cortland County Healthy Families

Site: <--All -->

2nd Quarter 03/01/25 - 05/31/25

Case Filters used:

Contract: 12/01/24 - 11/30/25

Health and Development Targets	For the Quarter Ending:			
	8/31/2024	11/30/2024	2/28/2025	5/31/2025
<b>HD1a. Immunizations at 6 months</b> At least 80% of target children will be up to date on ALL 6 month immunizations by 12 months of age. Cohort: Target children between 12 months old and 23 months old that were enrolled before the child turned 6 months old	100%	100%	100%	100%
<b>HD2a. Immunizations at 18 months</b> At least 80% of target children will be up to date on ALL 18 month immunizations by 24 months of age. Cohort: Target children between 24 months old and 36 months old that were enrolled before the child turned 6 months old	100%	100%	100%	100%
<b>HD3. Lead Assessment</b> At least 90% of target children will be assessed for the risk of lead in their environment according to the NYS Health Department's suggested schedule. Cohort: Target children 9 months and older	100%	100%	100%	100%
<b>HD4. Medical Provider for target children</b> At least 95% of target children will have a medical provider. Cohort: All Target children 30 days and older	100%	100%	100%	100%
<b>HD5. Target Child Well Baby Medical Provider Visits by 15 months</b> At least 90% of Target children will have at least 5 well baby visits by 15 months of age. Cohort: Target children 15 months to 21 months of age that were enrolled before the child turned 3 months old	100%	100%	100%	100%
<b>HD6. Target Child Well Baby Medical Provider Visits by 27 months</b> At least 90% of Target children will have 2 well baby visits between 15 and 27 months of age. Cohort: Target children 27 months to 33 months of age that were enrolled before the child turned 15 months old	**	100%	100%	100%

\* Less than 75% valid cases, unable to calculate percentage  
 \*\* No target children this age in program to calculate

# Healthy Families New York / Home Visiting

## Performance Targets for 4 Quarters

### Cortland County Healthy Families

Site: <--All -->

2nd Quarter 03/01/25 - 05/31/25

Case Filters used:

Contract: 12/01/24 - 11/30/25

Health and Development Targets	For the Quarter Ending:			
	8/31/2024	11/30/2024	2/28/2025	5/31/2025
<b>HD7. Age Appropriate Developmental level</b> At least 98% of target children will have the required number of Ages and Stages Questionnaire (ASQ) forms completed and will demonstrate age appropriate developmental milestones on the Ages and Stages Questionnaire or be referred for further evaluations/services if delays are detected. Cohort: Target children 4 months and older	100%	100%	100%	100%
<b>HD8. Medical Provider for Primary Care Taker 1</b> At least 90% of Primary Care Takers will have a medical provider Cohort: All Primary Care Takers enrolled over 30 days from the end date of the quarter.	91%	87%	92%	92%

Parent Child Interaction Targets	For the Quarter Ending:			
	8/31/2024	11/30/2024	2/28/2025	5/31/2025
<b>PCI1. Primary Care Taker 1 breast feeding</b> 30% of PC1s who were enrolled pre-natally will breast feed their target children for at least 3 months from the birth of the child Cohort: Families with a bio-mom enrolled prenatally where target children are now 6 to 15 months of age	100%	100%	100%	100%
<b>PCI1a. Primary Care Taker 1 breast feeding</b> 30% of PC1s who were enrolled pre-natally will breast feed their target children for at least 6 months from the birth of the child Cohort: Families with a bio-mom enrolled prenatally where target children are now 6 to 15 months of age	100%	100%	100%	100%
<b>PCI2a. Valid CHEERS Check-In Assessments</b> At least 90% of TCs will have 2 valid CCI assessments by the child's first birthday. Cohort: Target children that are between 1 and 2 years old and enrolled before they turned 3 months old	100%	100%	100%	100%

\* Less than 75% valid cases, unable to calculate percentage

\*\* No target children this age in program to calculate

# Healthy Families New York / Home Visiting

## Performance Targets for 4 Quarters

### Cortland County Healthy Families

Site: <--All -->

2nd Quarter 03/01/25 - 05/31/25

Case Filters used:

Contract: 12/01/24 - 11/30/25

Parent Child Interaction Targets	For the Quarter Ending:			
	8/31/2024	11/30/2024	2/28/2025	5/31/2025
<b>PCI2b. Valid CHEERS Check-In Assessments</b> At least 90% of TCs will have 2 valid CCI assessments between the child's first birthday and second birthday. Cohort: Target children that are between 2 and 3 years old and enrolled before they turned 12 months old	100%	100%	100%	100%
<b>PCI2c. Valid CHEERS Check-In Assessments</b> At least 90% of TCs will have 2 valid CCI assessments between the child's second birthday and third birthday. Cohort: Target children that are between 3 and 4 years old and enrolled before they turned 24 months old	*	100%	100%	100%

Family Life Course Targets	For the Quarter Ending:			
	8/31/2024	11/30/2024	2/28/2025	5/31/2025
<b>FLC1. Employment, Education and Training at target child's first Birthday</b> 50% of families will be enrolled in an education program, job training or job placement program or will obtain employment by the target child's first birthday. Cohort: Families with target children 12 to 18 months old that were enrolled before the child turned 3 months old	100%	100%	100%	100%
<b>FLC2. Employment, Education and Training at target child's second birthday</b> 75% of families will be enrolled in an education program, job training or job placement program or will be employed by the target child's second birthday. Cohort: Families with target children 24 to 30 months old that were enrolled before the child turned 15 months old	100%	80%	80%	83%
<b>FLC3a. Family Goal Plan</b> 85% of families have at least one active goal. Cohort: Active cases that have been enrolled for at least 90 days	100%	96%	100%	95%
<b>FLC3b. Family Goal Plan</b> 100% of families have at least one goal recorded in the past year. Cohort: Active cases that have been enrolled for at least 90 days	100%	96%	100%	95%

\* Less than 75% valid cases, unable to calculate percentage  
 \*\* No target children this age in program to calculate

# Healthy Families New York / Home Visiting

## Performance Targets for 4 Quarters

### Cortland County Healthy Families

Site: <--All -->

2nd Quarter 03/01/25 - 05/31/25

Case Filters used:

Contract: 12/01/24 - 11/30/25

Family Life Course Targets	For the Quarter Ending:			
	8/31/2024	11/30/2024	2/28/2025	5/31/2025
<p><b>FLC4. Family Economic Self-Sufficiency</b>                      At least 35% of families who reported inadequate/insufficient income at intake will no longer report this need on the target child's first birthday.                      Cohort: Families under one-step enrollment who reported financial difficulties/insufficient income on the FROG with a target child 1 to 2 years old. Only families that were enrolled before the target child turned 3 months old will be included.</p>	0%	33%	50%	75%
<p><b>FLC5. Education of Participants under 21 at Target Child's six month birthday</b>                      At least 85% of PC1's under 21 at intake and without a high school degree or GED will be enrolled in a degree bearing program or receive a high school degree or GED certificate by the time the Target Child turns 6 months old.                      Cohort: Target Children 6 to 12 months old and PC1 under 21 years old at Intake without a High School Degree or GED. Only families that were enrolled before the target child turned 3 months old will be included.</p>	*	*	**	**
<p><b>FLC6. Education of Participants under 21 at Target Child's first birthday</b>                      At least 90% of PC1's under 21 at intake and without a high school degree or GED will be enrolled in a degree bearing program or receive a high school degree or GED certificate by the Target Child's first birthday.                      Cohort: Target Children 12 to 18 months old and PC1 under 21 years old at Intake without a High School Degree or GED. Only families that were enrolled before the target child turned 3 months old will be included.</p>	**	**	**	**
<p><b>FLC7. Referrals for Needed Services</b>                      At least 75% of enrolled participants with DV, Mental Health, or Substance Abuse issues identified on their assessment will be referred for the appropriate services within 6 months of enrollment                      Cohort: Participants enrolled from 6 to 12 months with DV, Mental Health, or Substance Abuse issues identified on the assessment</p>	100%	100%	100%	100%

\* Less than 75% valid cases, unable to calculate percentage

\*\* No target children this age in program to calculate

# Healthy Families New York / Home Visiting

## Cortland County Healthy Families

### 1-1.C Referral Source Outcome Summary Report for 3/1/2025 To 5/31/2025

#### Report Totals

Referrals <i>Total: 14</i>			Screens <i>Total: 9</i>			Engagement Log (Pre-Assessment) <i>Total: 2</i>		Pre-Intake (2-step only) <i>Total: 0</i>		Enrolled <i>Total: 2</i>
Outcome Not Yet Entered	Closed at Referral	Continued to Screen	Negative	Positive	Offered Services	Closed	Pending	Closed	Pending	
0 (0%)	5 (36%)	9 (64%)	1 (11%)	8 (89%)	4 (44%)	2 (50%)	0 (0%)	0 (0%)	0 (0%)	2 (50%)

# Healthy Families New York / Home Visiting

## Cortland County Healthy Families

### 1-1.C Referral Source Outcome Summary Report for 3/1/2025 To 5/31/2025

#### Outcomes by Referral Category

Referral Category Referral Source	Referrals			Screens			Engagement Log (Pre-Assessment)		Pre-Intake (2-step only)		Enrolled
	Outcome Not Yet Entered	Closed at Referral	Continued to Screen	Negative	Positive	Offered Services	Closed	Pending	Closed	Pending	
<b>DSS/CWS</b>											
Cortland Co. CPS	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
<b>Totals:</b>	<b>0 (0%)</b>	<b>1 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>
<b>Hospital</b>											
Guthrie Cortland Medical Center	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
<b>Totals:</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>1 (100%)</b>	<b>0 (0%)</b>	<b>1 (100%)</b>	<b>1 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>1 (100%)</b>
<b>Private Physician and Health Clinic</b>											
Dr. Djafari	0 (0%)	1 (13%)	7 (88%)	1 (14%)	6 (86%)	2 (29%)	2 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Northeast Pediatrics	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
OBGYN Associated of Ithaca	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
<b>Totals:</b>	<b>0 (0%)</b>	<b>2 (20%)</b>	<b>8 (80%)</b>	<b>1 (13%)</b>	<b>7 (88%)</b>	<b>3 (38%)</b>	<b>2 (67%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>1 (33%)</b>
<b>Self-Referral</b>											
Self Referral	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
<b>Totals:</b>	<b>0 (0%)</b>	<b>1 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>
<b>WIC</b>											
CAPCO WIC	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
<b>Totals:</b>	<b>0 (0%)</b>	<b>1 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>

# Healthy Families New York / Home Visiting

## Cortland County Healthy Families

1-1.C Referral Source Outcome Summary Report for 3/1/2025 To 5/31/2025

### Outcomes by Referral Category

Referral Category Referral Source	Referrals			Screens			Engagement Log (Pre-Assessment)		Pre-Intake (2-step only)		Enrolled
	Outcome Not Yet Entered	Closed at Referral	Continued to Screen	Negative	Positive	Offered Services	Closed	Pending	Closed	Pending	

# Healthy Families New York / Home Visiting

## Cortland County Healthy Families

### 1-1.C Referral Source Outcome Summary Report for 3/1/2025 To 5/31/2025

#### Outcomes by Referral Source

Referral Source	Referrals			Screens			Engagement Log (Pre-Assessment)		Pre-Intake (2-step only)		Enrolled
	Outcome Not Yet Entered	Closed at Referral	Continued to Screen	Negative	Positive	Offered Services	Closed	Pending	Closed	Pending	
CAPCO WIC	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Cortland Co. CPS	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Dr. Djafari	0 (0%)	1 (13%)	7 (88%)	1 (14%)	6 (86%)	2 (29%)	2 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Guthrie Cortland Medical Center	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
Northeast Pediatrics	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
OBGYN Associated of Ithaca	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
Self Referral	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
<b>Totals:</b>	<b>0 (0%)</b>	<b>5 (36%)</b>	<b>9 (64%)</b>	<b>1 (11%)</b>	<b>8 (89%)</b>	<b>4 (44%)</b>	<b>2 (50%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>2 (50%)</b>

**Healthy Families New York / Home Visiting**  
**Cortland County Healthy Families**  
**1-2.B Initial Engagement Process Report for 3/1/2025 To 5/31/2025**

Site: <--All -->

**Summary Information**

<b>Total # of referrals in the report</b>	<b>Referred with first contact</b>	<b>Referred with NO first contact</b>	<b>Average # of days between referral and first contact</b>	<b>Referred and offered services</b>	<b>Referred and NOT offered services</b>	<b>Average # of days between first contact and offer of services</b>	<b>Average # of days between referral and offer of services</b>
14	14 (100%)	0 (0%)	1.9	4 (29%)	10 (71%)	18	20

**Referred and NOT Offered Services by Reason**

<b>Reason</b>	<b>Number of Families</b>
Program Unable to Locate or Make Contact	5 (50%)
Participant Refused	2 (20%)
Target Child Aged Out	1 (10%)
Transferred/Referred/Involved in Other Program	1 (10%)
Other	1 (10%)

# Healthy Families New York / Home Visiting

## Cortland County Healthy Families

### 1-4.A & B Acceptance Rate and Analysis Report (One-Step) for 06/01/2024 - 05/31/2025

Site: <--All -->

Case Filters Used: <-- None -->

	Total Not Offered	Total Offered (N)	Enrolled but no First Home Visit	Accepted: Enrolled and has a First Home Visit (A)	Not Accepted: Enrolled and Discharged without a First Home Visit (B)	Not Accepted: Did Not Enroll (C)
<b>Summary</b>						
<b>Totals</b>	52	31 (100%)	0 (0%)	12 (39%)	0 (0%)	19 (61%)
<b>Acceptance Rate - 39%</b>						
<b>Analysis Factors</b>						
<b>Discharge Reason</b>						
Participant Refused	11	17 (55%)			0 (0%)	17 (100%)
Out of Geographical Target	5	1 (3%)			0 (0%)	1 (100%)
Program Unable to Locate or Make Contact	29	1 (3%)			0 (0%)	1 (100%)
Other	2	0 (0%)			0 (0%)	0 (0%)
Participant Unavailable Due to School or Employment	0	0 (0%)			0 (0%)	0 (0%)
PC1 No Longer has Custody (Adoption/Foster Care)	0	0 (0%)			0 (0%)	0 (0%)
Referral Outcome has not been entered	1	0 (0%)			0 (0%)	0 (0%)
Target Child Aged Out	2	0 (0%)			0 (0%)	0 (0%)
Transferred/Referred/Involved in Other Program	2	0 (0%)			0 (0%)	0 (0%)
<b>Inadequate income or no information regarding source of income</b>						
Yes	10	20 (65%)	0 (0%)	11 (55%)	0 (0%)	9 (45%)
No	19	6 (19%)	0 (0%)	0 (0%)	0 (0%)	6 (100%)
Unknown	2	5 (16%)	0 (0%)	1 (20%)	0 (0%)	4 (80%)
Cannot Calculate	21	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
<b>Late or no prenatal care</b>						
No	13	19 (61%)	0 (0%)	9 (47%)	0 (0%)	10 (53%)
Yes	9	8 (26%)	0 (0%)	2 (25%)	0 (0%)	6 (75%)
Unknown	9	4 (13%)	0 (0%)	1 (25%)	0 (0%)	3 (75%)
Cannot Calculate	21	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
<b>Marital status is single, separated, divorced, widowed</b>						

# Healthy Families New York / Home Visiting

## Cortland County Healthy Families

### 1-4.A & B Acceptance Rate and Analysis Report (One-Step) for 06/01/2024 - 05/31/2025

Site: <--All -->

Case Filters Used: <-- None -->

	Total Not Offered	Total Offered (N)	Enrolled but no First Home Visit	Accepted: Enrolled and has a First Home Visit (A)	Not Accepted: Enrolled and Discharged without a First Home Visit (B)	Not Accepted: Did Not Enroll (C)
<b>Summary</b>						
<b>Totals</b>	52	31 (100%)	0 (0%)	12 (39%)	0 (0%)	19 (61%)
Acceptance Rate - 39%						
<b>Analysis Factors</b>						
<b>Marital status is single, separated, divorced, widowed</b>						
Yes	18	26 (84%)	0 (0%)	9 (35%)	0 (0%)	17 (65%)
No	13	5 (16%)	0 (0%)	3 (60%)	0 (0%)	2 (40%)
Cannot Calculate	21	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
<b>PC1 Age</b>						
21 to 29	26	17 (55%)	0 (0%)	8 (47%)	0 (0%)	9 (53%)
30 and over	13	9 (29%)	0 (0%)	2 (22%)	0 (0%)	7 (78%)
18 to 20	2	3 (10%)	0 (0%)	1 (33%)	0 (0%)	2 (67%)
Under 18	2	2 (6%)	0 (0%)	1 (50%)	0 (0%)	1 (50%)
Unknown	9	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
<b>PC1 Gender</b>						
Female	51	30 (97%)	0 (0%)	12 (40%)	0 (0%)	18 (60%)
Male	0	1 (3%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
Unknown	1	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
<b>PC1 is under 21 years of age at time of referral</b>						
No	39	26 (84%)	0 (0%)	10 (38%)	0 (0%)	16 (62%)
Yes	4	5 (16%)	0 (0%)	2 (40%)	0 (0%)	3 (60%)
Unknown	9	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
<b>PC1 Relation to TC</b>						
Mother	31	31 (100%)	0 (0%)	12 (39%)	0 (0%)	19 (61%)
Cannot Calculate	21	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
<b>PC1 ZIP Code</b>						
13045	21	22 (71%)	0 (0%)	10 (45%)	0 (0%)	12 (55%)

# Healthy Families New York / Home Visiting

## Cortland County Healthy Families

### 1-4.A & B Acceptance Rate and Analysis Report (One-Step) for 06/01/2024 - 05/31/2025

Site: <--All -->

Case Filters Used: <-- None -->

	Total Not Offered	Total Offered (N)	Enrolled but no First Home Visit	Accepted: Enrolled and has a First Home Visit (A)	Not Accepted: Enrolled and Discharged without a First Home Visit (B)	Not Accepted: Did Not Enroll (C)
<b>Summary</b>						
<b>Totals</b>	52	31 (100%)	0 (0%)	12 (39%)	0 (0%)	19 (61%)
Acceptance Rate - 39%						
<b>Analysis Factors</b>						
<b>PC1 ZIP Code</b>						
13077	7	3 (10%)	0 (0%)	1 (33%)	0 (0%)	2 (67%)
13803	1	2 (6%)	0 (0%)	0 (0%)	0 (0%)	2 (100%)
13087	0	1 (3%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)
13118	2	1 (3%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
13136	0	1 (3%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
13159	1	1 (3%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
	7	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
13040	2	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
13052	1	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
13053	1	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
13068	2	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
13101	1	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
13158	4	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
13770	1	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
13863	1	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
<b>Primary Language</b>						
English	31	31 (100%)	0 (0%)	12 (39%)	0 (0%)	19 (61%)
Cannot Calculate	21	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
<b>Referral Source Type</b>						
Private Physician and Health Clinic	30	17 (55%)	0 (0%)	3 (18%)	0 (0%)	14 (82%)
Community based Organization	2	3 (10%)	0 (0%)	1 (33%)	0 (0%)	2 (67%)
DSS/CWS	4	3 (10%)	0 (0%)	2 (67%)	0 (0%)	1 (33%)
WIC	6	3 (10%)	0 (0%)	3 (100%)	0 (0%)	0 (0%)

# Healthy Families New York / Home Visiting

## Cortland County Healthy Families

### 1-4.A & B Acceptance Rate and Analysis Report (One-Step) for 06/01/2024 - 05/31/2025

Site: <--All -->

Case Filters Used: <-- None -->

	Total Not Offered	Total Offered (N)	Enrolled but no First Home Visit	Accepted: Enrolled and has a First Home Visit (A)	Not Accepted: Enrolled and Discharged without a First Home Visit (B)	Not Accepted: Did Not Enroll (C)
<b>Summary</b>						
<b>Totals</b>	52	31 (100%)	0 (0%)	12 (39%)	0 (0%)	19 (61%)
Acceptance Rate - 39%						
<b>Analysis Factors</b>						
<b>Referral Source Type</b>						
Hospital	5	2 (6%)	0 (0%)	1 (50%)	0 (0%)	1 (50%)
Self-Referral	5	2 (6%)	0 (0%)	1 (50%)	0 (0%)	1 (50%)
County Based Agency	0	1 (3%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)
<b>Trimester (at time of Referral)</b>						
Postnatal	33	21 (68%)	0 (0%)	5 (24%)	0 (0%)	16 (76%)
First Trimester	1	5 (16%)	0 (0%)	3 (60%)	0 (0%)	2 (40%)
Third Trimester	3	4 (13%)	0 (0%)	3 (75%)	0 (0%)	1 (25%)
Second Trimester	3	1 (3%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)
Not Answered	12	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)

# Healthy Families New York / Home Visiting

## Cortland County Healthy Families

### Capacity Building (One-Step)

Current situation as of the report end date (05/31/2025):

---

Capacity (100%)	84
Current Enrollment	25
% of Capacity	30%
Number needed to enroll to reach capacity (100%)	59

Most recent three months of information:

---

	March 2025	April 2025	May 2025
Referrals	6	6	2
Positive Screens	6	3	5
Families with at Least One Engagement Log	2	1	1
Enrolled Families	2	1	1
Discharged Families	3	0	1

Time period (06/01/2024 - 05/31/2025):

---

Referrals	83
Positive Screens	53
% of Referrals with Positive Screens	64%
Families with at Least One Engagement Log	12
% of Positive Screens with at Least One Engagement Log	23%
Enrolled Families	12
% Enrolled of Referrals	14%
% Enrolled of Positive Screens	23%
% of Families with at Least One Engagement Log that Enrolled	100%
Retention Rate at One Year for Participants Enrolled between 09/01/2023 - 08/31/2024	35%
Discharged Families	13

Strategic plan to reach capacity:

---

	In 3 months	In 6 months	In 12 months
Minimum number of referrals per month	385	193	96
Minimum number of positive screens per month	246	123	62
Minimum number of families with at least one engagement log per month	56	28	14
Minimum number of enrollments per month	56	28	14

-----  
\*\* = Cannot calculate, see documentation for more details

# Healthy Families New York / Home Visiting Best Practice Standards Accreditation Evidence

## Cortland County Healthy Families

### 12-1.B Regularly Scheduled and Protected Supervision - Summary

Cohort: Best Practice Standards Accreditation Evidence from 03/01/2025 to 05/31/2025

Site: <--All -->

Worker Name	Supervisor Name	Number of expected supervision sessions	Number of allowed excused supervisions	Adjusted number of expected supervisions	Number of acceptable reflective consultation group meetings	Number of acceptable supervisions	% of acceptable supervisions this period	HFA rating	FTE
Joseph, Loraine	Pace, Deanna	12	0	12	0	12	12 (100%)	3	Full time
McRidge, Kassandra	Babcock, Sierra	12	1	11	0	10	10 (91%)	3	Full time
Redenback, Sarah	Babcock, Sierra	12	0	12	0	9	9 (75%)	2	Full time
Reiner, Katherine	Babcock, Sierra	6	0	6	0	6	6 (100%)	3	Full time

**Healthy Families New York / Home Visiting  
Best Practice Standards Accreditation Evidence**

**Cortland County Healthy Families**

**12-1.B Regularly Scheduled and Protected Supervision - Summary**

**Cohort: Best Practice Standards Accreditation Evidence from 03/01/2025 to 05/31/2025**

**Site: <--All -->**

---

**Staff Members on leave during report period**

<b>Staff Member Name</b>	<b>Leave Start Date</b>	<b>Leave End Date</b>
--------------------------	-------------------------	-----------------------

**HFA BPS Rating: 2**

**BPS Rating:**

- 3 - All staff receives 90% or above of expected supervision sessions
- 2 - All staff receives atleast 75% of expected supervision sessions
- 1 - Some staff receives less than 75% of expected supervision sessions

*Resolution of the Board of Directors*

*Of*

*Cortland County Community Action Program, Inc.*

**Resolution No. 25-51**

**WHEREAS**, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed WIC Employee Participants policy & procedure update, and

**WHEREAS**, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed WIC Employee Participants policy & procedure update,

**IT IS HEREBY RESOLVED** that on July 24, 2025, the CAPCO Board of Directors approves the WIC Employee Participants policy & procedure update.

*Shelley M. Warron*  
Board President or designee

*July 24, 2025*  
Date

<b>CAPCO - Local Policy and Procedure Manual</b>		
<b>Employee Participants</b>		Updated/reviewed: 5/21, 6/25
State Policy: 1466	Updated: 4/25	Submitted to Regional: 6/25
Federal Regulation: 246.4(a)(26)		Date of Regional Approval: 6/1/2021,6/20/25

**PURPOSE:**

To establish clear guidelines and ensure transparency, consistency, and accountability when Local Agency employees participate in the WIC program as clients, while maintaining program integrity and confidentiality in accordance with state and federal regulations.

**POLICY:**

1. CAPCO WIC Program follows the policy guidelines established in the New York State Department of Health WIC Program Manual #1466 Employee Participants, including the Policy Supplement.

**LA PROCEDURE:**

**Identification and Documentation in NYWIC:**

- **Notification and Identification:**
  - WIC staff, including Peer Counselors, must notify the WIC Director or designated staff whether they or individuals close to them (e.g., relatives, close friends, foster children in their care) are active WIC participants and/or will be applying for WIC Benefits.
- **Documentation in NYWIC:**
  - The WIC Director or designated staff must enter a “General Note” in the participant’s record with the following heading:  
“Employee Participant – Staff member [Name] cannot complete appointment and/or intake.”
  - A corresponding “**Alert**” must be placed in NYWIC to flag the participant's record for all staff.
  - Additionally, a “**Schedule Note**” must be added for each appointment to allow sufficient time for appropriate staffing and ensure program compliance.
  - A WIC staff person applying for WIC benefits must meet the same eligibility requirements, provide all required information, and receive the same services as any other WIC participant.

## **Prohibited Actions**

1. WIC staff, including Peer Counselors, are prohibited from participating in eligibility determination, certification, or benefit issuance for themselves or for individuals with whom they have a personal connection.
2. These tasks must be completed by designated staff, the WIC Director, or the Site Manager who has no personal relationship with the participant.

## **Training**

1. The WIC Director and/or the Chenango County Site Manager will review the policy annually at a joint staff meeting and/or as needed.
2. All new staff must receive training as part of their initial training.

## **Internal Confidential Tracker**

1. The WIC Director (or designee) will maintain a confidential list of employee participants and staff members who are restricted from interacting with certain participants due to close personal relationships for internal monitoring and compliance purposes.
2. The WIC Coordinator will review the employee participant tracker **quarterly** to ensure completeness and accuracy.

## **Review of Certification Records**

1. Certification records for employee participants must be reviewed by the WIC Director or an assigned designee within **two weeks** of the certification date.
2. The reviewer must document the review in the MIS (e.g., via a staff note or comment section) indicating completion and any issues found.
3. If a concern is identified, it must be escalated to the WIC Director immediately.

## **Definitions:**

- Refer to Acronyms and Definitions in Section 1011

## Finance/Audit Committee Meeting

July 17, 2025

**Members present:** Shelley Warnow, Kellie Givens, Doug Bentley, Ella Dilorio

**Staff:** Greg Richards, Kirsten Parker. **ProNexus:** Matthew Begin and Kim Schmitt **Guest:** Bettina, Bonadio Group

Meeting called to order at 8:30 AM.

### **Financial Audit Update:**

Greg began with an update on current challenges with the audit. Much of the delay in the audit stems from challenges with journal entries and trial balance issues stemming from the transition year. Greg emphasized that while the transition to Pro Nexus and the departure of Martha contributed to the delays, the current team, including Matt and Kim, has been cooperative and timely in addressing the auditors' requests. Bettina confirmed that while the audit is not fully ready, she will present a draft focusing on the 401(k) side, and there is potential for a material weakness designation due to misstatements and misclassifications, which the team is working to address. The team, including Matt, Kim, and Tina, worked tirelessly to prepare a draft audit for presentation, but timing issues with deferred revenue and grants receivable prevented its completion for the meeting. Greg discussed the possibility of presenting the draft audit to the full board at the meeting next week. Shelley suggested and the committee agreed that rather than rushing to get it done, it would be better to call a special meeting in August to approve the audit allowing more time for preparation and relieving pressure on the team. Bettina reported that the organization was close to completing the audit, with only a few reconciliation tasks remaining. Greg will work with Bettina to arrange a date.

### **401K Audit:**

Bettina presented the 2024 401k Employee Benefit Plan Audit. It was completed with an unmodified, clean opinion, and no material weaknesses in internal controls were found. Bettina highlighted that employees contributed \$190,000 to retirement with net assets of \$3.26 million. She noted that loan activity remained stable.

**Motion to accept the 401K Employee Benefit Plan Audit made by Doug Bentley, 2<sup>nd</sup> by Ella Dilorio. Motion carried.**

### **Insurance Renewal:**

Greg discussed renewal challenges. Dan Goetzmann is negotiating hard, but Excellus is currently proposing a 15-20% increase in health insurance rates and a 10% increase in dental insurance. Dan is exploring quotes from MVP and United Healthcare as potential alternatives. We most likely will not have a plan to approve until August

### **Updates:**

**-CDS-**we have cancelled our contract with HHA Exchange as we are no longer billing for CDPAP services. We will continue to pay them \$500/month for a few months for data retention. We have received a \$35,000 grant from Western Central Health Foundation to help with the Volunteer Transportation Program. Brandy, Kirsten and Greg will be attending a kick-off meeting next week in Rochester.

**-ECD-** finalizing expenditures from this past year and preparing our last draw down. This needs to be done by August 30, 2025. UPK teachers' hours were cut from 37.5 to 30. This was not a welcome change for them, but we have not seen any teachers applying for HS/EHS positions from UPK most likely because they still get summers off.

**-Energy Services-**the crew is working 5 10-hour days to get the weatherization jobs done. Greg reported they have very positive attitudes, despite the challenging summer schedule. They will also get an incentive if all the jobs are completed. Weatherization Assistance Program funding will be split into 2 separate grants: one for HEAP and another one for the Department of Energy. There are some thoughts that this will help with cash flow and be beneficial for local agencies. Denise will retire next week.

**-FDD-**planning some structural changes to be discussed at Executive Committee meeting in August.

**-WIC-**performing well. They were able to hire a new QN for Chenango County. Changes to building allocation are impacting other funding sources.

### **Financial Statements:**

Matt reviewed the Financial Statements. We are currently showing a surplus. This is expected to decrease once administrative dollars are allocated.

**Motion to accept the May 2025 Financial Statements made by Doug Bentley, 2<sup>nd</sup> by Shelley Warnow.  
Motion carried.**

The Committee agreed to approve CSBG budget at the full board meeting. The only real change is the increase to the de minimis rate to 15%

**There being no further business, meeting adjourned at 9:55 am.**



## **FINANCE COMMITTEE REPORT**

### **SUMMARY of May 2025 FINANCIAL STATEMENTS**

July 17, 2025

#### **AGENCY**

Accounts Payable and Accounts Receivable are current per the processing schedule.

The committee will be reviewing a draft version of our 2024 audit, which was challenging to finalize & involved multiple clarification meetings and re-testing efforts between The Bonadio Group and our ProNexus accounting team. As previously communicated, the process was delayed due to ProNexus needing to adjust journal entries that were not completed during the finalization of the 2023 audit. These adjustments led to several imbalances that required resolution with the auditors. Additionally, Bonadio has faced its own internal scheduling and resource constraints, which have further impacted the audit timeline. Our finalized audit presentation should be ready for the full Board meeting following the draft review during Finance Committee.

Goetzmann & Associates is actively managing our 2025–26 health insurance renewals, which are proving more difficult than in recent years. Excellus is currently projecting a 15–20% rate increase. Dan is marketing our plans to other carriers, though provider acceptance remains a barrier in our region. Dan has made progress in negotiating Excellus rates down by leveraging market comparisons in the past, so we remain hopeful in our approach. If medical rates remain high, we may need to consider separating dental coverage from medical. Due to the complexity of this renewal, the final review of our decision by the Board may need to occur in September due to timing.

#### **CONSUMER DIRECTED SERVICES**

Things are relatively quiet in this area since the end of CDPA. Our review indicates consumers have successfully transitioned to PPL or another solution at this point. Re-billings are up-to-date, and we have moved forward with our cancellation of our EVV system, HHAeXchange. Kirsten continues to oversee the operation & billing of EISEP and VTP, which are smaller & more manageable programs. We will be attending the kickoff event for our 2-year, \$25,000 award for VTP rides & operations through the Health Foundation of Western Central NY on July 23<sup>rd</sup>.

#### **EARLY CHILDHOOD DEVELOPMENT**

The 2025–26 HS/EHS continuation grant is in progress, with the program focused on improving real-time expense tracking and ensuring proper allocation between UPK and other supplemental funding sources for a smooth start to the new year. This marks the first summer of full-year operations for both EHS and HS, while UPK remains a 10-month program with summer staff layoffs. As previously shared, UPK staff were notified of reduced hours for 2025–26, with classrooms operating only 5 hours daily & to help maintain a balanced budget in the stand-alone unit.

#### **ENERGY SERVICES DEPARTMENT**

The crew remains on 10-hour days through August 8 to complete production under the 2024–25 WAP extension. We've been notified that our WAP contract will be split into two funding sources—HEAP and DOE—returning to a structure used in prior years. This change, likely in response to anticipated federal delays, may help prevent funding gaps, though it adds administrative complexity. The HEAP portion is expected to run from 8/1/2025 to 9/30/2026 (13 months), and the DOE portion from 7/1/2025 to 6/30/2026, aligning with the typical WAP cycle. However, we have yet to receive contract packages for either.

Additionally, we have requested additional BIL funding to carry us through the fall. This is a proactive effort to get ahead of further expected delays & will work to ensure continued jobs and work for the crew & department.

We continue planning for the start of our HUD Healthy Homes Production Grant as a sub-recipient of the Cortland County Health Department. While work has not yet began the County waits for contract execution, we are meeting with the County and completing pre-implementation requirements, such as creating a work plan & program policies and assessing needs for the Tier 1 environmental review. Stacey has begun charging some of her time to the grant as of July 1<sup>st</sup>.

Denise officially retires from her post as current ES Asst. Director & Bldg./Maint. Director on Thursday, July 24<sup>th</sup>. Denise has been an INCREDIBLE asset to our agency over the past 35 years and has worked extremely hard & well with Stacey to navigate the leadership transition amidst much unique and challenging circumstances with funding & program operations in the current political environment. Denise will forever be a member of our CAPCO family, and her contributions cannot be overstated. *THANK YOU, DENISE!*

### **FAMILY DEVELOPMENT DEPARTMENT**

The committee will be reviewing the CSBG budget that was submitted at the end of June for the 25-26 grant cycle that begins on October 1<sup>st</sup>. We are working through a spending plan to expend the remainder of our 24-25 contract that ends on 9/30/2025. There is a forecasted underspend due to position changes and the execution of our SAMHSA grant with Cortland County Mental Health. Brandy and the HFNY team are also forecasting the rest of our Healthy Families budget and planning for a budget amendment ahead of our HFNY 3<sup>rd</sup> quarter.

NOEP vouchers through Hunger Solutions are finally starting to be paid. As the committee has reviewed, we have been waiting on payments back to the 2023 grant year. Payments are becoming current, and we have officially signed our 25-26 contract. We anticipate continued delays from Hunger Solutions due to funding delays on their end from NYS. Nonetheless, CAPCO is *finally* starting to see some of our voucher back payments be paid.

While not 100% yet, it is likely the Adult Education will be moving their classroom space back to the Main Office to fill open space as well as offset budget needs for rental expense. If this change were to happen, the move could happen as soon as this fall or into the winter/spring of 2026.

### **WIC**

The 25-26 WIC budget & contract package was submitted and is under review by NYS DOH. Lori is working on a spending plan to spend out the remainder of the 24-25 contract that ends on 9/30/2025. We are looking forward to carrying out an advertising contract early for next year to utilize this year's contract funds. Lori is currently working through an RFP process for this now. We also implemented staff salary increases early with a retro amount for staff.

We have hired a Qualified Nutritionist (QN) in Chenango County, and with that hire, the department is fully staffed again across both counties!

# CAPCO

## Aged Accounts Receivable Report

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
<b>BENNETTP</b>		(\$31)	\$0	\$0	\$0	(\$31)
<b>RUVIM BUSHMICH</b>	04/30/2021	\$0	\$0	\$0	\$0	\$0
<b>CARE COMPASS NETWORK</b>	12/18/2020	\$0	\$0	\$0	\$800	\$800
<b>Child and Adult Care Food Program</b>	06/17/2025	\$17,608	\$0	\$0	\$1	\$17,608
<b>CHILD DEVELOPMENT COUNCIL</b>	01/08/2025	(\$17)	\$0	\$0	\$0	(\$17)
<b>CORTLAND CITY SCHOOL DISTRICT</b>	06/05/2025	\$23,820	\$24,314	\$0	\$0	\$48,134
<b>CORTLAND COUNTY AREA AGENCY</b>	06/20/2025	(\$160)	\$4,309	\$0	\$2,214	\$6,363
<b>Cortland County</b>	06/20/2025	\$0	\$3,425	\$0	\$35	\$3,460
<b>YWCA CORTLAND</b>	06/27/2025	\$0	\$4,789	\$0	\$0	\$4,789
<b>DEPARTMENT OF HEALTH</b>	06/13/2025	\$0	\$0	\$62,513	\$0	\$62,513
<b>DEPT OF HCR</b>	06/30/2025	\$0	\$15,666	\$41,125	\$102,976	\$159,767
<b>HEAP DEPARTMENT</b>	06/26/2025	\$2,375	\$0	\$0	\$75	\$2,450
<b>JUDITH JOHNSON</b>		\$0	\$0	\$0	\$0	\$0
<b>Medicaid</b>	08/01/2917	(\$230,502)	\$0	\$0	\$1,546,598	\$1,316,096
<b>MOTHERS &amp; BABIES PERINATAL</b>	01/19/2018	\$0	\$0	\$0	\$0	\$0
<b>New York State Department of</b>	04/15/2025	\$0	\$7,829	\$0	\$0	\$7,829
<b>NYS OSC</b>	01/14/2025	(\$45,699)	\$0	\$0	\$0	(\$45,699)
<b>NYSCAA</b>	06/27/2025	\$0	\$0	\$0	\$0	\$0
<b>NYSERDA-EMPOWER NEW YORK</b>	06/10/2025	(\$4,964)	\$0	\$0	\$0	(\$4,964)
<b>OCM BOCES</b>	05/30/2025	\$0	\$550	\$0	\$0	\$550
<b>HUNGER SOLUTIONS</b>	06/23/2025	\$0	\$0	\$0	\$15,364	\$15,364
<b>VTP-MEDICAID</b>	06/20/2025	\$635	\$627	\$88	\$705	\$2,056
<b>YMCA</b>	07/31/2020	\$0	\$0	\$0	\$1	\$1
	<b>Grand Totals:</b>	<b>(\$236,935)</b>	<b>\$61,509</b>	<b>\$103,726</b>	<b>\$1,668,769</b>	<b>\$1,597,070</b>

# CAPCO

## Aged Accounts Payable Report

<b>Vendor Name</b>	<b>current</b>	<b>31-60</b>	<b>61-90</b>	<b>over 90</b>	<b>NetDue</b>
BILL ANDERSON FARM MARKET INC.	\$193.44	\$0.00	\$0.00	\$0.00	\$193.44
BILL BROTHERS	\$84.02	\$0.00	\$0.00	\$0.00	\$84.02
BRANDY FORD	\$0.00	\$0.00	\$0.00	\$87.38	\$87.38
BUILDERS BEST	\$632.17	\$0.00	\$0.00	\$0.00	\$632.17
CININNATUS HOME CENTER	\$314.47	\$0.00	\$0.00	\$0.00	\$314.47
HEP SALES	\$1,975.60	\$0.00	\$0.00	\$5.31	\$1,980.91
LOWE'S	\$557.46	\$0.00	\$0.00	\$0.00	\$557.46
M&T BANK	\$2,853.80	\$0.00	\$0.00	\$0.00	\$2,853.80
MARTHA ALLEN	\$0.00	\$0.00	\$0.00	\$138.00	\$138.00
MEGHAN DECKER	\$0.00	\$0.00	\$0.00	\$5.08	\$5.08
MICHAEL J SWEENEY	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00
NYS INSURANCE FUND	\$0.00	\$0.00	\$0.00	\$270.00	\$270.00
PUDGIE'S PIZZA	\$55.96	\$0.00	\$0.00	\$0.00	\$55.96
TAMI BAILEY	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00
WALMART INC.	\$744.50	\$0.00	\$0.00	\$0.00	\$744.50
WHO'S WE? LLC	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
<b>GRAND TOTALS</b>	\$7,681.42	\$0.00	\$0.00	\$535.77	\$8,217.19

A total of 16 vendors(s) listed

# CAPCO

## Balance Sheet

	12/31/2023	12/31/2024	04/30/2025	05/31/2025
<b>ASSETS</b>				
CURRENT ASSETS				
Cash	\$2,662,822	\$3,673,862	\$3,296,795	\$2,672,798.90
Grants Receivable	\$634,706	\$343,472	\$586,656	\$1,461,040.44
Accounts Receivable				
ACCOUNTS RECEIVABLE	\$965,019	\$1,368,015	\$1,094,730	\$1,015,015.66
Less: ALLOWANCE FOR DOUBTFUL ACCOUNTS	\$15,253	\$15,253	\$15,253	\$15,253.00
MEDICAID VARIANCE RECEIVABLE	\$0	\$0	\$0	(\$0.04)
OTHER RECEIVABLES	\$9,039	\$5,097	\$4,996	\$5,518.28
Net Accounts Receivable	<u>\$958,805</u>	<u>\$1,357,859</u>	<u>\$1,084,473</u>	<u>\$1,005,280.90</u>
Prepaid Expenses	\$113,844	\$12,481	\$50,819	\$43,409.11
TOTAL CURRENT ASSETS	<u>\$4,370,176</u>	<u>\$5,387,674</u>	<u>\$5,018,742</u>	<u>\$5,182,529.35</u>
PROPERTY AND EQUIPMENT				
Vehicles, furniture and equipment	\$1,101,705	\$980,470	\$976,891	\$983,850.79
Building	\$1,608,129	\$1,608,129	\$1,608,129	\$1,608,129.32
NET PROPERTY AND EQUIPMENT AT COST	<u>\$2,709,834</u>	<u>\$2,588,599</u>	<u>\$2,585,020</u>	<u>\$2,591,980.11</u>
Less Accumulated Depreciation	(\$1,510,485)	(\$1,403,604)	(\$1,403,604)	(\$1,403,603.98)
TOTAL PROPERTY AND EQUIPMENT	<u>\$1,199,349</u>	<u>\$1,184,995</u>	<u>\$1,181,416</u>	<u>\$1,188,376.13</u>
TOTAL ASSETS	<u>\$5,569,525</u>	<u>\$6,572,669</u>	<u>\$6,200,159</u>	<u>\$6,370,905.48</u>
<b>LIABILITIES AND NET ASSETS</b>				
CURRENT LIABILITIES				
Accounts Payable	\$121,124	\$40,179	\$47,665	\$41,308.42
Payroll taxes and Accruals	\$468,619	\$511,734	\$92,768	\$192,351.93
Other Current Liabilities	\$6,014	\$6,204	\$6,107	\$6,107.28
Deferred Income	\$185,519	\$791,270	\$657,670	\$719,105.68
Total CURRENT LIABILITIES	<u>\$781,276</u>	<u>\$1,349,386</u>	<u>\$804,210</u>	<u>\$958,873.31</u>
LONG-TERM DEBT	\$154,080	\$142,327	\$139,214	\$138,268.58
TOTAL LIABILITIES	<u>\$935,356</u>	<u>\$1,491,714</u>	<u>\$943,424</u>	<u>\$1,097,141.89</u>
NET ASSETS	\$4,630,697	\$5,086,701	\$5,261,851	\$5,278,250.98
Total LIABILITIES AND NET ASSETS	<u>\$5,566,053</u>	<u>\$6,578,414</u>	<u>\$6,205,275</u>	<u>\$6,375,392.87</u>

**CAPCO**  
**Income Statement**  
TOTAL CAPCO AGENCY

LINE ITEM	ACTUAL 01/01/2023 12/31/2023	ACTUAL 01/01/2024 12/31/2024	ACTUAL 01/01/2024 05/31/2024	ACTUAL 05/01/2025 05/31/2025	ACTUAL 01/01/2025 05/31/2025
REVENUE					
GRANT REVENUE					
GRANT REVENUE	6,491,069	6,427,557	463,222	1,038,723	3,282,320
USDA REVENUE	157,364	187,853	71,274	19,950	85,273
EBT REVENUE	1,136	0	0	0	0
PASS THROUGH FUNDS-wic VOUCHERS	930,310	1,662,772	675,799	0	0
Total GRANT REVENUE	7,579,879	8,278,182	1,210,296	1,058,673	3,367,593
OTHER REVENUE					
MEDICAID REVENUE	3,829,255	3,774,500	1,553,007	1,018	964,123
Prior Years Medicaid Revenue	1,536	211,088	211,088	0	0
SERVICE FEES	77,134	59,414	27,015	2,955	6,292
SPECIAL NEEDS SERVICE REIMBURSEMENT	12,415	10,065	5,920	3,425	14,140
RENTAL INCOME	5,000	5,200	2,500	550	2,750
INTEREST INCOME	2,054	3,930	2,231	264	3,696
OTHER INCOME	229,522	153,537	100,244	19,105	56,728
CASH DONATIONS	126,573	99,265	65,331	9,067	45,288
INKIND DONATIONS	1,046,462	1,315,846	670,505	0	490,652
NYSERDA REVENUE	166,064	48,181	26,511	4,916	29,375
Current PY Program Income	0	1,250	800	0	0
Total OTHER REVENUE	5,496,015	5,682,276	2,665,154	41,300	1,613,044
Total REVENUE	13,075,895	13,960,458	3,875,450	1,099,973	4,980,637
EXPENSES					
PERSONNEL					
SALARIES/WAGES					
SALARY/WAGE EXPENSE	6,548,768	6,898,452	2,963,631	491,276	2,541,538
HEALTH AND SAFETY WAGES	14,011	16,527	6,958	1,503	7,435
SALARY INCENTIVES	240,754	143,215	135,722	214,915	216,449
ACCRUED BENEFIT TIME	(231)	0	0	0	0
NEW ACCRUED BENEFIT TIME	177,014	183,011	81,199	20,863	83,230
Total SALARIES/WAGES	6,980,317	7,241,205	3,187,510	728,557	2,848,651
FRINGES					
FICA EXPENSE	506,829	524,531	229,865	52,741	206,279
UNEMPLOYMENT INSURANCE EXPENSE	124,358	192,158	87,297	9,632	70,068
WORKERS COMP EXPENSE	128,572	96,118	43,780	1,694	14,918
DISABILITY INSURANCE EXPENSE	18,110	18,271	7,903	738	6,926
GROUP INSURANCE EXPENSE	394,052	320,796	137,660	24,086	127,288
401-K EXPENSE	111,402	120,875	52,852	14,404	51,232
Fringes on Accrued Leave Earned	22,213	46,282	11,368	2,921	11,644
Total FRINGES	1,305,535	1,319,031	570,724	106,215	488,354
Total PERSONNEL	8,285,852	8,560,237	3,758,233	834,772	3,337,006

**CAPCO**  
**Income Statement**  
TOTAL CAPCO AGENCY

LINE ITEM	ACTUAL 01/01/2023 12/31/2023	ACTUAL 01/01/2024 12/31/2024	ACTUAL 01/01/2024 05/31/2024	ACTUAL 05/01/2025 05/31/2025	ACTUAL 01/01/2025 05/31/2025
OTHER THAN PERSONNEL					
PROGRAM MATERIALS	279,279	175,260	87,319	22,307	74,707
OUTREACH SUPPLIES	5,108	7,190	1,074	362	387
PROGRAM SUPPLIES	103,533	54,754	19,334	69,458	103,721
Damaged Inventory Expense	45	0	0	0	0
OFFICE SUPPLIES	40,262	33,482	12,213	1,478	18,710
Direct Beneficiary Costs	94,671	84,139	29,144	1,463	19,853
MEDICAL SUPPLIES	0	5,353	0	0	828
DISABILITY SUPPLIES	2,586	0	0	0	0
EDUCATIONAL SUPPLIES	46,879	36,954	228	20	15,109
BREAST PUMPS EXPENSE	0	1,711	0	0	3,592
FOOD & FOOD SUPPLIES	84,721	111,804	54,895	8,621	42,752
SPEECH SERVICES	0	315	0	0	0
PARENT SERVICES	4,180	406	326	0	327
CHILD ACCIDENT INSURANCE	881	881	367	35	173
COMMERCIAL INSURANCE	32,894	36,346	15,102	3,405	17,376
VEHICLE INSURANCE	24,237	21,350	9,133	2,326	11,628
VEHICLE MAINTENANCE	32,330	13,920	7,608	262	2,815
VEHICLE FUEL	15,388	10,702	4,131	600	3,754
VEHICLE REGISTRATION	1,214	967	551	150	431
OFFICE RENT	3,680	4,080	0	0	0
PROGRAM RENT	228,476	228,206	100,757	17,593	84,428
PARKING LOT RENTAL	3,780	3,780	1,575	315	1,575
OFFICE UTILITIES	36,963	29,615	15,060	1,260	9,493
PROGRAM UTILITIES	44,666	37,359	21,521	2,782	20,502
JANITORIAL MAINTENANCE	11,650	10,201	4,614	880	4,031
BUILDING MAINTENANCE	33,262	25,048	13,384	1,073	3,983
TRASH REMOVAL	10,675	10,685	4,484	886	4,429
BOARD EXPENDITURES	854	1,033	220	59	234
LEGAL FEES	0	0	0	1,073	1,073
POSTAGE	11,232	15,273	5,870	806	5,554
DUPLICATING & PRINTING	15,811	17,249	6,672	1,822	7,542
MORTGAGE INTEREST EXPENSE	7,855	6,372	3,115	857	4,361
COMMERCIAL LOAN INTEREST	143	0	0	0	0
INTERNET SERVICE	20,291	14,877	6,357	303	2,773
TELEPHONE	14,003	22,362	6,096	1,366	6,590
CENTER TELEPHONE	5,932	3,156	2,041	207	1,238
Computer & Software Expense	124,461	117,569	42,891	8,187	39,150
MEETING EXPENSE	4,935	4,617	1,491	375	3,245
CONFERENCE EXPENSE	22,933	22,940	9,912	(50)	7,729
TRAINING & TECHNICAL AST	75,931	43,628	19,257	10,784	21,473
TEACHER TRAININGS	1,445	1,249	574	0	0
STAFF RECOG.	0	753	850	0	0

**CAPCO**  
**Income Statement**  
TOTAL CAPCO AGENCY

LINE ITEM	ACTUAL		ACTUAL		ACTUAL		ACTUAL	
	01/01/2023	12/31/2023	01/01/2024	12/31/2024	01/01/2024	05/31/2024	05/01/2025	05/31/2025
Staff Development	21,136		12,085		1,851		1,578	1,901
LOCAL TRAVEL	18,990		11,170		4,847		868	4,132
OUT OF TOWN TRAVEL	39,459		17,626		4,750		1,990	15,636
TOOLS EXPENSE	12,286		3,806		1,306		624	5,145
USDA EXPENSE	48,195		37,616		17,815		2,969	12,659
POLICY COUNCIL EXPENSE	2,376		1,585		1,045		230	1,686
STAFF IMMUNIZATIONS	13,755		5,098		3,863		0	203
DUES & SUBSCRIPTIONS	25,254		25,695		7,874		4,248	26,917
BACKGROUND CHECKS	4,775		3,461		1,581		87	915
PERMITS, FEES, & RENTALS	23,622		28,714		13,573		1,418	13,283
HEALTH AND SAFETY	47,056		59,076		28,745		2,477	25,037
HEALTH & SAFETY-SUBMATERIAL	4,609		20,423		4,556		(1,305)	9,008
HEALTH & SAFETY SUBLABOR	200		16,112		709		21,565	29,115
ADVERTISING	4,664		11,013		7,342		0	750
OTHER EXPENDITURES	0		232		0		0	1,491
Center Improvements	3,115		0		0		0	0
EQUIPMENT MAINTENANCE	1,008		3,929		207		0	0
CAPITAL PURCHASE	28,682		132,535		132,535		0	56,671
BUILDING ALLOCATION	0		0		0		0	0
Total OTHER THAN PERSONNEL	1,746,366		1,605,762		740,766		197,811	750,114
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	96,860		215,582		42,845		34,734	132,523
SUBCONTRACT LABOR	38,068		9,335		2,535		0	16,771
SUBCONTRACT MATERIALS	123,476		25,840		14,471		3,961	26,759
HEALTH & SAFETY-SUBMATERIAL	4,609		20,423		4,556		(1,305)	9,008
HEALTH & SAFETY SUBLABOR	200		16,112		709		21,565	29,115
Total CONTRACTUAL	263,211		287,292		65,115		58,955	214,176
INKIND								
FARMERS MARKET EBT EXPENSE	995		188		0		0	0
WIC VOUCHER EXPENSE	930,310		1,662,772		675,799		0	0
VOLUNTEERS/INTERNS	127,604		328,691		168,804		0	173,774
VOLUNTEERS-PROFESSIONALS	256,229		295,257		193,524		0	78,500
INKIND DONATIONS	550,071		613,806		261,663		0	219,991
INKIND TRANSPORTATION	2,757		8,992		5,104		0	8,320
INKIND DONATED SPACE	109,801		69,101		41,410		0	10,067
Total INKIND	1,977,767		2,978,806		1,346,305		0	490,652
ADMINISTRATION								
FINANCIAL AUDIT	39,500		38,400		0		10,000	15,000
PAYROLL PROCESSING	32,502		35,373		16,203		1,494	16,260
EAP SERVICES	7,918		8,350		3,475		700	3,501
FINANCE & SERVICE CHARGES	1,345		1,355		510		100	501
BAD DEBT EXPENSE	12,141		0		0		0	0

**CAPCO**  
**Income Statement**  
TOTAL CAPCO AGENCY

LINE ITEM	ACTUAL		ACTUAL		ACTUAL		ACTUAL	
	01/01/2023	12/31/2023	01/01/2024	12/31/2024	01/01/2024	05/31/2024	05/01/2025	05/31/2025
DEPRECIATION EXPENSE		0		0		0		0
BUILDING DEPRECIATION		57,562		57,562		0		0
VEHICLE DEPRECIATION		33,059		46,173		0		0
EQUIPMENT DEPRECIATION		26,908		24,327		0		0
ADMINISTRATIVE ALLOCATION		3		0		0		0
capital expenditures clearing		0		(102,649)		0		0
Total ADMINISTRATION		210,938		108,892		20,188		12,295
Total EXPENSES		12,484,134		13,540,988		5,930,608		1,103,832
<b>NET SURPLUS/(DEFICIT)</b>		<b>591,761</b>		<b>419,469</b>		<b>(2,055,158)</b>		<b>(3,859)</b>
								<b>153,427</b>

**CAPCO**  
**Income Statement**  
TOTAL CAPCO AGENCY

LINE ITEM	ECD		FDD		ESD		WIC		CDPAP		MAG		KITCHEN	
	01/01/2025	05/31/2025	01/01/2025	05/31/2025	01/01/2025	05/31/2025	01/01/2025	05/31/2025	01/01/2025	05/31/2025	01/01/2025	05/31/2025	01/01/2025	05/31/2025
REVENUE														
GRANT REVENUE														
GRANT REVENUE	1,948,437		390,948		587,892		315,628		17,261		22,154		0	
USDA REVENUE	85,273		0		0		0		0		0		0	
Total GRANT REVENUE	2,033,710		390,948		587,892		315,628		17,261		22,154		0	
OTHER REVENUE														
MEDICAID REVENUE	0		0		0		0		964,123		0		0	
SERVICE FEES	0		0		6,292		0		0		0		0	
SPECIAL NEEDS SERVICE REIMBURSEMENT	14,140		0		0		0		0		0		0	
RENTAL INCOME	0		0		0		0		0		2,750		0	
INTEREST INCOME	0		0		0		0		0		3,696		0	
OTHER INCOME	20,641		0		0		0		34,587		1,500		0	
CASH DONATIONS	325		17,456		0		5,000		0		22,507		0	
INKIND DONATIONS	261,478		229,174		0		0		0		0		0	
NYSERDA REVENUE	0		0		29,375		0		0		0		0	
Total OTHER REVENUE	296,584		246,630		35,667		5,000		998,710		30,453		0	
Total REVENUE	2,330,294		637,578		623,558		320,628		1,015,971		52,607		0	
EXPENSES														
PERSONNEL														
SALARIES/WAGES														
SALARY/WAGE EXPENSE	1,007,810		193,251		181,231		190,236		803,848		165,162		0	
HEALTH AND SAFETY WAGES	0		0		7,435		0		0		0		0	
SALARY INCENTIVES	216,449		0		0		0		0		0		0	
NEW ACCRUED BENEFIT TIME	29,148		13,558		15,365		10,125		469		14,565		0	
Total SALARIES/WAGES	1,253,408		206,808		204,031		200,361		804,317		179,726		0	
FRINGES														
FICA EXPENSE	90,789		14,505		13,003		14,402		61,377		12,203		0	
UNEMPLOYMENT INSURANCE EXPENSE	26,292		4,965		4,897		4,981		23,120		5,813		0	

**CAPCO**  
**Income Statement**  
TOTAL CAPCO AGENCY

LINE ITEM	ECD		FDD		ESD		WIC		CDPAP		MAG		KITCHEN	
	01/01/2025	05/31/2025	01/01/2025	05/31/2025	01/01/2025	05/31/2025	01/01/2025	05/31/2025	01/01/2025	05/31/2025	01/01/2025	05/31/2025	01/01/2025	05/31/2025
WORKERS COMP EXPENSE		3,263		303		3,772		377		6,146		1,057		0
DISABILITY INSURANCE EXPENSE		2,081		342		283		366		3,563		292		0
GROUP INSURANCE EXPENSE		66,658		11,406		30,656		3,798		2,636		12,133		0
401-K EXPENSE		24,371		4,103		4,106		2,384		11,847		4,421		0
Fringes on Accrued Leave Earned		4,081		1,890		2,151		1,417		66		2,039		0
Total FRINGES		217,535		37,515		58,867		27,726		108,753		37,958		0
Total PERSONNEL		1,470,943		244,323		262,898		228,087		913,070		217,685		0
OTHER THAN PERSONNEL														
PROGRAM MATERIALS		0		89		67,502		0		0		7,116		0
OUTREACH SUPPLIES		0		25		0		0		0		362		0
PROGRAM SUPPLIES		95,658		5,673		1,696		0		0		693		0
OFFICE SUPPLIES		3,816		1,306		5,642		4,937		19		2,989		0
Direct Beneficiary Costs		0		19,853		0		0		0		0		0
MEDICAL SUPPLIES		0		0		0		828		0		0		0
EDUCATIONAL SUPPLIES		15,109		0		0		0		0		0		0
BREAST PUMPS EXPENSE		0		0		0		3,592		0		0		0
FOOD & FOOD SUPPLIES		42,423		329		0		0		0		0		0
PARENT SERVICES		327		0		0		0		0		0		0
CHILD ACCIDENT INSURANCE		173		0		0		0		0		0		0
COMMERCIAL INSURANCE		1,360		153		0		88		0		15,776		0
VEHICLE INSURANCE		2,989		2,005		3,052		2,973		0		608		0
VEHICLE MAINTENANCE		645		405		1,544		86		0		135		0
VEHICLE FUEL		191		(544)		3,785		112		0		209		0
VEHICLE REGISTRATION		0		0		431		0		0		0		0
PROGRAM RENT		49,425		11,725		6,875		15,554		0		850		0
PARKING LOT RENTAL		180		675		0		270		203		248		0
OFFICE UTILITIES		0		0		0		0		0		9,493		0
PROGRAM UTILITIES		9,809		1,788		2,473		0		0		6,431		0
JANITORIAL MAINTENANCE		711		0		0		750		0		2,570		0
BUILDING MAINTENANCE		140		0		0		407		0		3,436		0

**CAPCO**  
**Income Statement**  
TOTAL CAPCO AGENCY

LINE ITEM	ECD		FDD		ESD		WIC		CDPAP		MAG		KITCHEN	
	01/01/2025	05/31/2025	01/01/2025	05/31/2025	01/01/2025	05/31/2025	01/01/2025	05/31/2025	01/01/2025	05/31/2025	01/01/2025	05/31/2025	01/01/2025	05/31/2025
TRASH REMOVAL		1,620		0		882		0		0		1,927		0
BOARD EXPENDITURES		0		0		0		0		0		234		0
LEGAL FEES		0		0		0		0		0		1,073		0
POSTAGE		576		191		587		2,326		1,387		487		0
DUPLICATING & PRINTING		1,961		1,509		0		2,173		1,224		675		0
MORTGAGE INTEREST EXPENSE		0		0		0		0		0		4,361		0
INTERNET SERVICE		1,546		0		562		625		0		40		0
TELEPHONE		617		1,898		1,199		2,526		37		313		0
CENTER TELEPHONE		1,238		0		0		0		0		0		0
Computer & Software Expense		13,588		4,801		1,758		1,911		495		16,596		0
MEETING EXPENSE		268		44		0		0		0		2,933		0
CONFERENCE EXPENSE		4,007		2,232		0		0		0		1,490		0
TRAINING & TECHNICAL AST		16,570		433		4,470		0		0		0		0
Staff Development		0		0		162		245		0		1,494		0
LOCAL TRAVEL		0		874		0		332		2,924		2		0
OUT OF TOWN TRAVEL		8,029		2,255		19		1,984		44		3,306		0
TOOLS EXPENSE		0		0		5,145		0		0		0		0
USDA EXPENSE		12,659		0		0		0		0		0		0
POLICY COUNCIL EXPENSE		1,686		0		0		0		0		0		0
STAFF IMMUNIZATIONS		0		0		0		0		203		0		0
DUES & SUBSCRIPTIONS		15,441		259		1,613		400		5,900		3,304		0
BACKGROUND CHECKS		75		161		223		53		404		0		0
PERMITS, FEES, & RENTALS		5,086		0		201		0		5,459		2,537		0
HEALTH AND SAFETY - MATERIALS		0		0		25,037		0		0		0		0
HEALTH & SAFETY-SUBMATERIAL		0		0		9,008		0		0		0		0
HEALTH & SAFETY SUBLABOR		0		0		29,115		0		0		0		0
ADVERTISING		0		0		750		0		0		0		0
OTHER EXPENDITURES		0		1,491		0		0		0		0		0
CAPITAL PURCHASE		0		0		56,671		0		0		0		0
BUILDING ALLOCATION		3,855		10,870		0		12,461		1,281		(28,467)		0
Total OTHER THAN PERSONNEL		311,781		70,498		230,404		54,631		19,579		63,220		0

**CAPCO**  
**Income Statement**  
TOTAL CAPCO AGENCY

LINE ITEM	ECD		FDD		ESD		WIC		CDPAP		MAG		KITCHEN	
	01/01/2025	05/31/2025	01/01/2025	05/31/2025	01/01/2025	05/31/2025	01/01/2025	05/31/2025	01/01/2025	05/31/2025	01/01/2025	05/31/2025	01/01/2025	05/31/2025
CONTRACTUAL														
CONTRACTUAL SERVICES-OTHER	32,148		4,569		0		2,618		5,136		88,053		0	
SUBCONTRACT LABOR	0		0		16,771		0		0		0		0	
SUBCONTRACT MATERIALS	0		0		26,759		0		0		0		0	
HEALTH & SAFETY-SUBMATERIAL	0		0		9,008		0		0		0		0	
HEALTH & SAFETY SUBLABOR	0		0		29,115		0		0		0		0	
Total CONTRACTUAL	32,148		4,569		81,653		2,618		5,136		88,053		0	
INKIND														
VOLUNTEERS/INTERNS	158,868		14,906		0		0		0		0		0	
VOLUNTEERS-PROFESSIONALS	74,928		3,572		0		0		0		0		0	
INKIND DONATIONS	13,587		206,405		0		0		0		0		0	
INKIND TRANSPORTATION	4,029		4,291		0		0		0		0		0	
INKIND DONATED SPACE	10,067		0		0		0		0		0		0	
Total INKIND	261,478		229,174		0		0		0		0		0	
ADMINISTRATION														
FINANCIAL AUDIT	7,355		1,417		3,005		1,742		1,481		0		0	
PAYROLL PROCESSING	5,348		875		1,047		960		6,743		1,287		0	
EAP SERVICES	0		0		0		0		0		3,501		0	
FINANCE & SERVICE CHARGES	0		0		0		0		0		501		0	
ADMINISTRATIVE ALLOCATION	174,017		30,758		53,141		30,525		76,657		(365,097)		0	
Total ADMINISTRATION	186,720		33,050		57,193		33,226		84,880		(359,808)		0	
Total EXPENSES	2,263,070		581,614		632,147		318,563		1,022,666		9,150		0	
<b>NET SURPLUS/(DEFICIT)</b>	<b>67,224</b>		<b>55,964</b>		<b>(8,589)</b>		<b>2,066</b>		<b>(6,695)</b>		<b>43,457</b>		<b>0</b>	

*Resolution of the Board of Directors*

*Of*

*Cortland County Community Action Program, Inc.*

**Resolution No. 25-52**

**WHEREAS**, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the proposed 2024 401(K) Plan Audit & 5500 filing as presented by The Bonadio Group, and

**WHEREAS**, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 2024 401(K) Plan Audit & 5500 filing as presented by The Bonadio Group,

**IT IS HEREBY RESOLVED** that on July 24, 2025, the CAPCO Board of Directors approves the 2024 401(K) Plan Audit & 5500 filing as presented by The Bonadio Group.

*Shelley M. Warnow*  
Board President or designee

*July 24, 2025*  
Date

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

**Financial Statements  
as of December 31, 2024 and 2024  
Together with  
Independent Auditor's Report**

*Draft - Subject to Change*

## INDEPENDENT AUDITOR'S REPORT

August XX, 2025

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

### **Scope and Nature of the ERISA Section 103(a)(3)(C) Audit**

We have performed audits of the accompanying financial statements of Employee Benefit Plan of Cortland County Community Action Program, Inc. (the Plan), an employee benefit plan subject to the Employee Retirement Income Security Act of 1974 (ERISA), as permitted by ERISA Section 103(a)(3)(C) [ERISA Section 103(a)(3)(C) audit]. The financial statements comprise the statements of net assets available for benefits as of December 31, 2024 and 2023, and the related statements of changes in net assets available for benefits for the years then ended, and the related notes to the financial statements.

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

Management has obtained certifications from a qualified institution as of and for the years ended December 31, 2024 and 2023, stating that the certified investment information, as described in Note 3 to the financial statements, is complete and accurate.

### **Opinion on the Financial Statements**

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

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

(Continued)

## INDEPENDENT AUDITOR'S REPORT

(Continued)

### ***Basis for Opinion***

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

### ***Responsibilities of Management for the Financial Statements***

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

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

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

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

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

(Continued)

## INDEPENDENT AUDITOR'S REPORT

(Continued)

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

In performing an audit in accordance with generally accepted auditing standards, we:

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

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

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

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

(Continued)

## INDEPENDENT AUDITOR'S REPORT

(Continued)

### Other Matters - Supplemental Schedules Required by ERISA

The supplemental Schedule H, Line 4i - Schedule of Assets (Held at End of Year) as of December 31, 2024 and the Schedule H, Line 4a - Schedule of Delinquent Participant Contributions for the year ended December 31, 2024, are presented for purposes of additional analysis and are not a required part of the financial statements but are supplementary information required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information included in the supplemental schedules, other than that agreed to or derived from the certified investment information, has been subjected to auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with generally accepted auditing standards. For information included in the supplemental schedules that agreed to or is derived from the certified investment information, we compared such information to the related certified investment information.

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

In our opinion:

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

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

**STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS  
DECEMBER 31, 2024 AND 2023**

---

	<u>2024</u>	<u>2023</u>
<b>ASSETS</b>		
INVESTMENTS, at fair value:		
Separate account funds	\$ 2,885,707	\$ 2,547,930
FULLY BENEFIT RESPONSIVE FIXED ANNUITY CONTRACT, at contract value	<u>311,377</u>	<u>110,927</u>
Total investments	3,197,084	2,658,857
RECEIVABLES:		
Notes receivable from participants	<u>63,198</u>	<u>62,930</u>
Total receivables	<u>63,198</u>	<u>62,930</u>
NET ASSETS AVAILABLE FOR BENEFITS	<u>\$ 3,260,282</u>	<u>\$ 2,721,787</u>

The accompanying notes are an integral part of these statements.

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

**STATEMENTS OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS FOR THE YEARS ENDED DECEMBER 31, 2024 AND 2023**

	<u>2024</u>	<u>2023</u>
ADDITIONS:		
Participant contributions	\$ 189,748	\$ 201,417
Employer contributions	124,202	114,966
Rollover contributions	-	117,736
Corrective contributions	<u>3,714</u>	<u>-</u>
Total contributions	317,664	434,119
Interest income on notes receivable from participants	4,273	4,460
Interest income	7,058	2,106
Net appreciation in fair value of investments	<u>328,975</u>	<u>373,067</u>
Total additions	<u>657,970</u>	<u>813,752</u>
DEDUCTIONS:		
Benefits paid to participants	115,059	498,203
Administrative fees	<u>4,416</u>	<u>2,062</u>
Total deductions	<u>119,475</u>	<u>500,265</u>
CHANGE IN NET ASSETS AVAILABLE FOR BENEFITS	538,495	313,487
NET ASSETS AVAILABLE FOR BENEFITS - beginning of year	<u>2,721,787</u>	<u>2,408,300</u>
NET ASSETS AVAILABLE FOR BENEFITS - end of year	<u>\$ 3,260,282</u>	<u>\$ 2,721,787</u>

The accompanying notes are an integral part of these statements.

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

## NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2024 AND 2023

---

### 1. DESCRIPTION OF PLAN

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

#### **General**

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

#### **Eligibility**

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

#### **Contributions**

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

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

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

#### **Participant Accounts**

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

#### **Vesting**

Participants are immediately vested in their account balances, which includes voluntary contributions, the Organization contributions, and actual earnings/losses thereon.

## 1. DESCRIPTION OF PLAN (Continued)

### Notes Receivable from Participants

Participants may borrow an amount up to the lesser of 50% of the amount of their vested balance or \$50,000. The loan amount cannot exceed the maximum amount imposed by the IRC. A participant may borrow a minimum of \$1,000. Loans are repayable over not more than five years, except in the case of a loan for the purchase of a primary residence. All loans must bear interest at a reasonable interest rate and commensurate with the current commercial rates charged in similar loans by persons in the business of lending money. Total notes receivable from participants outstanding at December 31, 2024 and 2023 were \$63,198 and \$62,930, respectively. All loans bear interest at 4.25% to 9.50% at December 31, 2024. Notes mature at various times through December 2029.

### Payment of Benefits

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

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### Basis of Accounting

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

### Investments

Investments, except for fully benefit-responsive investment contracts, are reported at fair value. The Plan's investments in separate account funds are valued at fair value using the net asset value (NAV) per share practical expedient based on the value of underlying investments. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fully benefit-responsive investment contracts are reported at contract value. Contract value is the relevant measure for the portion of the net assets available for benefits attributable to fully benefit-responsive investment contracts because contract value is the amount participants would receive if they were to initiate permitted transactions under the terms of the Plan.

Purchases and sales of securities are reflected on a trade date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation (depreciation) includes the Plan's gains and losses on investments bought and sold as well as held during the year. All investments are participant directed.

### Notes Receivable from Participants

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

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### **General Account**

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

The general account is credited with interest at a rate determined by Mutual of America from time to time, and Mutual of America reserves the right to change the interest rates applicable to amounts held in this account at their discretion, but not below the minimum guaranteed interest rate (2.85% and 1.50% for 2024 and 2023, respectively).

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

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

### **Risks and Uncertainties**

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

### **Payment of Benefits**

Benefit payments to participants are recorded when paid.

### **Administrative Expenses**

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

### **Estimates**

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

### 3. INVESTMENT INFORMATION

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

	<u>2024</u>	<u>2023</u>
Investments	\$ <u>3,197,084</u>	\$ <u>2,658,857</u>
Notes receivable from participants	\$ <u>63,198</u>	\$ <u>62,930</u>
Interest income on notes receivable from participants	\$ <u>4,273</u>	\$ <u>4,460</u>
Interest income	\$ <u>7,058</u>	\$ <u>2,106</u>
Net appreciation in fair value of investments	\$ <u>328,975</u>	\$ <u>373,067</u>
Schedule of Assets (Held at End of Year)	Schedule I	

### 4. SEPARATE ACCOUNT FUNDS

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

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

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

### 5. PARTY-IN-INTEREST TRANSACTIONS

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

## **6. TAX STATUS**

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

## **7. PLAN TERMINATION**

Although it has not expressed any intent to do so, the Organization has the right, under the Plan document, to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA.

## **8. RECONCILIATION TO FORM 5500**

The classification of changes in net assets available for benefits for the years ended December 31, 2024 and 2023 differs between these financial statements and Form 5500. However, the total change in net assets available for benefits for the periods then years agrees between these financial statements and Form 5500.

## **9. DELINQUENT PARTICIPANT CONTRIBUTIONS**

For the year ended December 31, 2024, the Organization was unable to remit certain participant contributions to the Plan on a timely basis as defined by the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA due to a change in the Mutual of America platform. Untimely remittances identified on the Schedule of Delinquent Participant Contributions, which totaled \$60,349, were corrected outside of the Department of Labor Voluntary Fiduciary Correction Program in 2024. Additionally, the Organization has compensated participants for lost earnings resulting from the delay in contributions.

## **10. SUBSEQUENT EVENTS**

Subsequent events have been evaluated through August XX, 2025, which is the date the financial statements were available to be issued.

On April 24, 2025, the Board of Directors of the Organization approved the transition of Plan assets from Mutual of America to American Trust under a pooled employer plan.

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

Schedule I

EMPLOYER IDENTIFICATION NUMBER 16-1004653

PLAN #001

SCHEDULE H LINE 4i - SCHEDULE OF ASSETS (HELD AT END OF YEAR)

DECEMBER 31, 2024

(a)	(b) Identity of Issue, Borrower, Lessor, or Similar Party	(c) Description of Investment Including Maturity Date, Rate of Interest, Collateral, Par or <u>Maturity Value</u>	(e) Current Value
<b>SEPARATE ACCOUNT FUNDS:</b>			
	American Century VP Capital Appreciation	Separate account fund	\$ 42,390
	Calvert SRI VP Balanced Portfolio	Separate account fund	111,871
	Fidelity VIP Asset Manager Portfolio	Separate account fund	81,465
	Fidelity VIP Contrafund	Separate account fund	44,526
	Vanguard VIF Real Estate Index Portfolio	Separate account fund	280
*	Mutual of America Clear Passage 2015 Fund	Separate account fund	180
*	Mutual of America Clear Passage 2020 Fund	Separate account fund	132,194
*	Mutual of America Clear Passage 2025 Fund	Separate account fund	185,608
*	Mutual of America Clear Passage 2030 Fund	Separate account fund	487,186
*	Mutual of America Clear Passage 2035 Fund	Separate account fund	333,075
*	Mutual of America Clear Passage 2040 Fund	Separate account fund	302,792
*	Mutual of America Clear Passage 2045 Fund	Separate account fund	477,884
*	Mutual of America Clear Passage 2050 Fund	Separate account fund	242,731
*	Mutual of America Clear Passage 2055 Fund	Separate account fund	105,438
*	Mutual of America Clear Passage 2060 Fund	Separate account fund	157,125
*	Mutual of America Clear Passage 2065 Fund	Separate account fund	33,027
*	Mutual of America Aggressive Allocation	Separate account fund	297
*	Mutual of America All America Fund	Separate account fund	29,688
*	Mutual of America Bond Fund	Separate account fund	10,613
*	Mutual of America Composite Fund	Separate account fund	548
*	Mutual of America Conservative Allocation	Separate account fund	3,742
*	Mutual of America Equity Index Fund	Separate account fund	13,723
*	Mutual of America International Fund	Separate account fund	1,962
*	Mutual of America Mid-Cap Equity Index	Separate account fund	12,490
*	Mutual of America Moderate Allocation	Separate account fund	17,685
*	Mutual of America Money Market Fund	Separate account fund	1,515
*	Mutual of America Retirement Income Fund	Separate account fund	18,579
*	Mutual of America Small Cap Growth Fund	Separate account fund	12,299
*	Mutual of America Small Cap Value Fund	Separate account fund	2,061
	Invesco Main Street VA	Separate account fund	17,455
	T. Rowe Blue Chip Growth Portfolio	Separate account fund	2,833
	Vanguard VIF Diversified Value	Separate account fund	2,445
			2,885,707
<b>GENERAL ACCOUNT:</b>			
*	Mutual of America Interest Accumulation Account	Fixed annuity contract	311,377
<b>PARTICIPANT LOANS:</b>			
*	Notes receivable from participants	Interest at 4.25%-9.50%, various monthly payments through December 2029	63,198
			\$ 3,260,282

\* Denotes party-in-interest

\*\* Costs eliminated as participant directed.

The accompanying notes are an integral part of these schedules.

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

**EMPLOYER IDENTIFICATION NUMBER 16-1004653**

**PLAN #001**

**SCHEDULE H, LINE 4a - SCHEDULE OF DELINQUENT PARTICIPANT CONTRIBUTIONS FOR THE YEAR ENDED DECEMBER 31, 2024**

<u>Total that Constitutes Nonexempt Prohibited Transactions</u>				
<u>Participant Contributions Transferred Late to Plan</u>	<u>Contributions not Corrected</u>	<u>Contributions Corrected Outside VFCP</u>	<u>Contributions Pending Correction in VFCP</u>	<u>Total Fully Corrected Under VFCP and PTE 2002-51</u>
\$ 60,349	\$ -	\$ 60,349	\$ -	\$ -

Draft - Subject to Change

The accompanying notes are an integral part of these schedules.

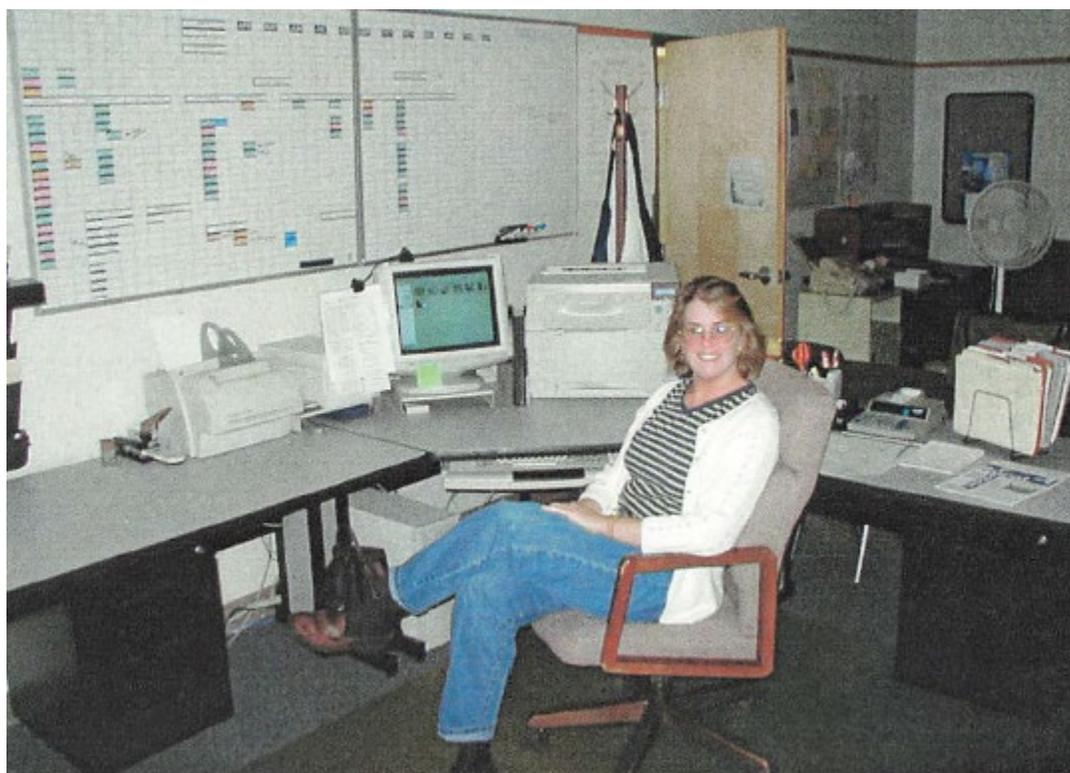


## Executive Director Report Board of Directors Meeting

**Greg Richards**  
**July 24, 2025**

- We continue to work through challenges in finalizing the 2024 audit with the Bonadio Group, largely stemming from unresolved journal entries at the close of the 2023 audit, which led to imbalances and required extensive coordination between Bonadio and ProNexus. I've kept the Finance Committee informed throughout, and we are closely monitoring progress ahead of the July 17 Finance Committee and July 24 Board meetings. While we hope to avoid it, a special meeting may be scheduled in August if finalization is delayed. Notably, audit planning began in December 2024, with pre-testing completed that month and single audits starting in April 2025. The delays are complex and not due to lack of effort from ProNexus; rather, Bonadio's capacity and sequencing of testing while issues were resolved remains an area for improvement, which we continue to address with Bettina.
- Dan Goetzmann of Goetzmann & Associates is actively managing our 2025–26 health insurance renewals, which are proving more challenging than in recent years. Excellus is currently projecting a 15–20% rate increase. Dan is marketing our plans to other carriers, though provider acceptance remains a barrier in our region. Dan has made progress in negotiating Excellus rates down by leveraging market comparisons in the past, so we remain hopeful in our approach. If medical rates remain high, we may need to consider separating dental coverage from medical. Due to the complexity of this renewal, the final review of our decision by the Board may need to occur in September due to timing.
- There's been significant national attention on the recently passed "One Big Beautiful Bill," which includes major cuts to entitlement programs like Medicaid and SNAP. While this is deeply concerning for families who rely on these supports, it does not currently impact our existing grant funding. The bill addresses mandatory spending only and was passed nearly three months behind schedule. Attention now shifts to the discretionary side of the federal budget, where funding for programs like CSBG, Head Start, and Weatherization could be at risk. Early indicators suggest these programs may face cuts or elimination, though final decisions rest with Congress. I previously developed an advocacy toolkit adopted by our state association, and I will be updating it to support renewed advocacy efforts as the appropriations debate begins in the House ahead of the September 30<sup>th</sup> federal budget deadline.
- The NYS Department of State (DOS) was onsite the week of July 7<sup>th</sup> for our tri-annual review, TRACS. The review is intensive and looks at over 58 federal standards and an added 150+ indicators by NYS. While the review is needed based on our CSBG funding, the review is conducted on overall agency operations across program-areas. The review also includes a fiscal section. Early reports indicate we passed the review at 100%, but we will need to await the official report, which can take several weeks. A big thank you to our staff who have worked tirelessly over the past several months to prepare. It is clear that we are viewed as one of DOS's highest performing agencies with much appreciation communicated to us for our audit organization and overall performance.

- Following last month's funding update for our Energy Services program, we've been notified that our WAP contract will once again be split between HEAP and DOE funding sources—a structure used in prior years. This change, likely in response to anticipated federal delays, may help prevent funding gaps, though it introduces added administrative complexity. The HEAP portion is expected to run from 8/1/2025 to 9/30/2026 (13 months), and the DOE portion from 7/1/2025 to 6/30/2026, aligning with the standard WAP cycle. While this shift could ultimately benefit the program, we have yet to receive contract packages for either. Stacey is working closely with Denise to ensure a smooth transition ahead of Denise's retirement on July 24.
- As of the day of our Board meeting, July 24<sup>th</sup>, Denise Peroulakis retires after 35 years of dedicated and impactful service to our agency and community. CAPCO would simply not be who and what we are without Denise. Denise began her career in our Fiscal office before moving to Energy Services and taking on the directorship of Building & Maintenance. The rest has been incredible history! Denise has led our Energy Services Program to new heights and expansion, helping the state cover Chenango County in 2018 and then officially expanding into Tompkins County in 2021. Building on the legacy of our former ES Director and Denise's now husband, Massimo Sammons, Denise has built a multi-faceted program and developed succession to build on for many years after Denise is gone. However, Denise will never truly be gone from our CAPCO family. Denise remains an integral part of who we are and where we are headed as an agency. I cannot thank Denise enough for leadership, contributions, and simply being Denise. She is one of a kind and a true gem whose legacy will last forever. **THANK YOU, DENISE!!!**



**Kirsten Parker**  
**Deputy Director Board Report**  
July 17, 2025

- We are finished with CDPAP billing and have cancelled our contract with HHA Exchange, the program we used to track aides time and to bill Medicaid and Managed care companies. We will continue a reduced contract for several months to preserve data but will most likely cancel that soon as well.
- The Volunteer Transportation Program has been busy; we continue to have issues with GPS I am trying to get resolutions on. We will have a 5310 Department of Transportation review at the beginning of August. We have uploaded the required documentation and will have a site visit in the first week of August.
- We received a two-year grant for \$35,000 from the Health Foundation of Western Central New York to enhance the Volunteer Transportation Program. Greg, Brandy and I will be attending a kick-off meeting next week in Rochester.
- EISEP is operating smoothly. Melissa will be coming for a site visit later this month.



## Energy Services / Building Maintenance July 2025

### Energy Services

#### Weatherization Assistance Prg.- PY24.25

- WAP 24.25 – We currently have 71 jobs completed, 13 at QCI status, 15 to go! Our crew and office staff are working very hard!
- PY25.26 – HEAP and DOE funds will now be on separate contracts to help minimize the issue of contracts coming late. HEAP should be here August 1<sup>st</sup> is what they are hoping for.
- WRF –We have 5 jobs completed, and the final job is in progress.
- Healthy Homes – We met with Anna Powell from the Chautauqua County Health Department, and she gave us information to pass along to Cortland County Health Dept. We had a meeting with CCHD and hope to have one with all of us together.

#### BIL- PY23.24 (4/1/23 to 3/31/25)

- We have been told the amount we can request is \$217,000 which will allow 15 jobs.
- This extension will take us to December 31, 2025.

#### EmPower NY (Cortland & Tompkins Counties)

- With WAP being extended, we are still taking referrals but waiting to audit.
- We have 4 waiting for an audit.

#### HEAP- (Cortland & Tompkins Counties)

- Clean and Tune and HERR will open in the fall.

#### Fee For Service – Currently no clients.

### CAPCO Building Maintenance

SMain Front- RAMP Project: Completed, pending final inspection.

SMain Front- Landscaping has been notified to start.

SMain Parking lot: Scheduled for July 24<sup>th</sup> and 25<sup>th</sup>.

We completed a fire drill on Monday July 14<sup>th</sup> at the Main Office.

Pending tree/stump removal at the N. Main office.

To the Directors, my Colleagues, and the Board,

Thank you for 35 years of challenges,  
adventures, and laughter! Keep up the great  
work you do each day. Our community is so  
fortunate, and we have come so FAR !!!





## Family Development Board Report July 2025

### Adult Education

- This month we enrolled 3 new students, 1 student received their diploma, and 3 students are testing later in the month.
- We set a record in the third quarter with eight students recording more than 8 hours of in-person instruction.

### Emergency Assistance

- Our Everybody's Baby Shower on July 9 was a successful event with 12 of the 16 new moms receiving essentials for their new baby and referrals for some vital services.
- We started accepting applications for Back-to-School clothing assistance. We will be able to enroll 150 children to shop for back-to-school clothing.
- Donna Hayes has come back to volunteer in the Emergency Assistance Program, helping complete in-kind forms and sending Thank You Letters.

### NOEP

- Our new contract began on July 1, 2025.
- Jessica will help at the Fresh Food Giveaway at the Chapel on July 30<sup>th</sup>.
- Jessica is researching and waiting for more information on the impact of the recent federal cuts to SNAP.

### Healthy Families

- Our second quarter voucher was approved in early July.
- Lori will be going out on maternity leave on July 31. Kassi and Katie have been meeting with her families to prepare to take over her cases while she is out.
- One new family enrolled this month.
- Deanna is working on a performance improvement plan for OCFS for the area of capacity. Staff have been meeting to discuss ideas to increase program capacity.
- We will be hosting a monthly parenting group starting July 18<sup>th</sup> through November in the WIC Breastfeeding Café.

### SAMHSA

- Chelsea continues to work with Cortland County Mental Health to improve Cortland County's System of Care and Mental Health related services.
- Chelsea will begin doing outreach for the grant during summer park events in Cortland and Cincinnatus in July.



# Early Childhood Development Director's Report July 2025



## Enrollment (for PY 2025-2026):

- EHS Enrollment: 76/88 Accepted
- HS Enrollment: 34/34 Accepted
- UPK Enrollment: 32/32 Accepted
- Waitlist: EHS: 5 Income Eligible; 3 130% and 14 Over Income
  - HS: 18 Income Eligible; 2 130%; 15 Over Income
  - UPK: 0

## Staffing:

- A hiring event with open interviews was held on June 30, 2025. Another one is scheduled for July 23. We are anticipating opens for next program year for:
  - Infant/toddler teacher
  - Preschool Teacher
  - Assistant Teacher
  - Classroom Floater
  - Substitute Teacher/Kitchen Aide
  - Nutrition Assistant
- Due to a resignation, a new kitchen aide has been hired for next program year.
- Effective August 18, we will be restructuring our program support floater role. The current full-time Program Support Floater position—which has historically supported both Health Services and Nutrition—will be eliminated. In its place, we will introduce two new part-time positions: Health Assistant and Nutrition Assistant. Our current Program Support Floater will transition into the Health Assistant role. We will be hiring a new team member to fill the Nutrition Assistant position. This change is intended to provide more focused support for each area and better meet the needs of our programs.

## Old Business:

- We moved our two Smith classrooms over to Parker with the help of a moving company. The classrooms are spacious with easy access and we will also have access to a third empty classroom across the hall for storage and food prep.

## New Business:

- Notification was received from OHS welcoming us to the new “Northeast region” as a follow up from the closure of the Region 2 Office in New York. Although the notification stated we would have a new program specialist, we have not received any official notification of a new program specialist. Siobhan is still listed as our program specialist in HSES.
- Jenn is attending the UCLA Director Mentorship program at UCLA July 21-25.
- There is no Policy Council meeting scheduled for July.

**July2025**

**WIC Board Report**

**Reported by: Loriann Spatola-Davis**

- ✓ The program continues its collaboration with Tipping Point as part of an ongoing media campaign aimed at generating leads and boosting engagement through increased “Likes” and follower growth. Since the campaign's launch, both metrics have shown consistent and steady improvement.
- ✓ Recently, the program issued a Request for Proposals (RFP) to five agencies—including Tipping Point—located across Central New York in areas such as Syracuse, Binghamton, Ithaca, and Norwich. The objective of this upcoming social media campaign is to raise awareness of the WIC program and drive increased participation among eligible families.

Facebook		
Location	Likes	Followers
Cortland	470	488
Chenango	393	392
Breastfeeding Peer Support Group	The group currently has 51 members, including 9 staff.	

- ✓ The program is moving forward with utilizing the Breastfeeding Cafés at both locations to host Childbirth Classes, as previously reported. The classes have been promoted through our social media platforms, and all currently enrolled prenatal participants have been mailed information regarding the upcoming session beginning on August 9th. As of the time of this report, no participants have registered for the class.
- ✓ Both the Cortland and Chenango Breastfeeding Café locations are now open and operating on Mondays, Wednesdays, and Fridays from 9:00 a.m. to 2:00 p.m.
- ✓ The FFY2026 Budget has been reviewed, edits completed, and submitted to Albany for final review/approval.
- ✓ The WIC Director is currently reviewing accruals in the FFY2025 budget with the goal of minimizing the return of unspent funds. To support this effort, several initiatives have been identified, including the continuation and/or renewal of the advertising campaign, the purchase of two new Dell laptops, and staff participation in the NYSCAA & NYSWDA Annual Conference. Approval was granted for four registrations; the WIC Director and Chenango Site Manager will attend, with four additional staff members sharing the remaining registrations. In addition, the program will be reviewing office supplies, printing materials, and other operational needs to ensure all allowable expenditures are fully utilized before the close of the fiscal year.
- ✓ The Chenango site is now fully staffed following the recent hire of Abigail Cook, a Qualified Nutritionist. John's last day with CAPCO was July 10th. Until Abigail is fully trained and ready to provide participant-centered nutrition assessments and education, Holly will continue to assist with appointments to ensure continuity of care.

- ✓ The program will celebrate World Breastfeeding Week from August 1st–7th. As part of the celebration:
  - The Chenango Site will participate in "Music in the Park" in Norwich on Wednesday, August 7th, with an outreach table and breastfeeding resources.
  - In Cortland, Melissa will represent CAPCO at the Community Beach Party at Yaman Park on Thursday, August 7th, in collaboration with the Cortland County Breastfeeding Coalition.
- ✓ The Peer Counselor Program has been fully staffed for the past six months; however, Raylynn Knolls will be leaving in August to explore new opportunities now that all of her children are in school. We wish her the best of luck in her future endeavors. The program has received a few applications for the upcoming vacancy, and one interview has been scheduled. This position is for 9 hours per week and can be challenging to fill due to the limited hours and minimum wage rate. The Regional Office has reviewed and approved the program's request to reduce the number of Peer Counselors to three. This adjustment will be explored with the next vacancy, allowing the program to move forward with this option upon resignation. Reducing the number of Peer Counselors would enable the program to offer more hours and/or increase salaries for the remaining positions, improving recruitment and retention efforts.

**WIC Participation by Site – Close out Data for May 2025**

Site	Enrollment	Participation	Participation % of Target Caseload (2,200)
<b>Cortland</b>			
Cortland	1,218	1,172	53.27%
Cincinnatus	1		0.00%
Marathon			
<b>Total</b>	<b>1,219</b>	<b>1,172</b>	<b>53.27%</b>
<b>Chenango</b>			
Norwich	900	835	37.95%
Greene	15	10	0.45%
Bainbridge	14	10	0.45%
Sherburne	10	5	0.23%
New Berlin	4	4	0.18%
<b>Total</b>	<b>943</b>	<b>864</b>	<b>40.32%</b>
<b>Grand Total</b>	<b>2,162</b>	<b>2,036</b>	<b>92.55%</b>

**NOTE:** Participation Rate did decrease slightly in Chenango – however staffing changes may be a contributing factor.

**Success Story of the Month:**

This month, the Chenango Site’s Breastfeeding Café made a positive impact on a local mom. While visiting the Eaton Center for an appointment, she stopped by the café and found a comfortable, welcoming space to relax and nurse her baby. The staff warmly greeted her and offered a WIC eligibility screening. Although she was not eligible for WIC services, she appreciated the supportive environment and plans to visit the café regularly whenever she has appointments at the Eaton Center. This story highlights how the Breastfeeding Café provides valuable support and a nurturing space for mothers in the community.

*Resolution of the Board of Directors*

*Of*

*Cortland County Community Action Program, Inc.*

**Resolution No. 25-53**

**WHEREAS**, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 2025-2026 CSBG budget & grant submission,

**IT IS HEREBY RESOLVED** that on July 24, 2025, the CAPCO Board of Directors approves the review of the 2025-2026 CSBG budget & grant submission.

*Shelley M. Warnow*  
Board President or designee

*July 24, 2025*  
Date



	OTHER THAN PERSONNEL			
<b>5.d</b>	PROGRAM MATERIALS			0
<b>5.m</b>	OUTREACH SUPPLIES	\$	-	0
<b>5.d</b>	PROGRAM SUPPLIES	\$	1,300.00	1,300
<b>5.d</b>	OFFICE SUPPLIES	\$	500.00	500
<b>5.b</b>	Direct Beneficiary Costs	\$	6,500.00	6,500
<b>5.d</b>	FOOD & FOOD SUPPLIES	\$	300.00	300
	Legal Fees			0
<b>5.f</b>	COMMERCIAL INSURANCE	\$	200.00	200
<b>5.f</b>	VEHICLE INSURANCE	\$	4,750.00	4,750
<b>5.l</b>	VEHICLE MAINTENANCE	\$	600.00	600
<b>5.l</b>	VEHICLE FUEL	\$	-	0
<b>5.l</b>	VEHICLE REGISTRATION	\$	160.00	160
<b>5.j</b>	PROGRAM RENT			0
<b>5.j</b>	PARKING LOT RENTAL	\$	900.00	900
<b>5.c</b>	BOARD EXPENDITURES	\$	-	0
<b>5.g</b>	POSTAGE	\$	600.00	600
<b>5.h</b>	DUPLICATING & PRINTING	\$	1,500.00	1,500
<b>5.k</b>	INTERNET SERVICE	\$	300.00	300
<b>5.k</b>	TELEPHONE	\$	150.00	150
<b>5.n</b>	Computer & Software Expense	\$	800.00	800
<b>5.d</b>	MEETING EXPENSE	\$	-	0
<b>5.e</b>	CONFERENCE EXPENSE	\$	5,380.00	5,380
<b>5.e</b>	TRAINING & TECHNICAL AST			0
<b>5.e</b>	Staff Development			0
<b>5.l</b>	LOCAL TRAVEL	\$	-	0
<b>5.l</b>	OUT OF TOWN TRAVEL	\$	3,614.00	3,614
<b>5.e</b>	DUES & SUBSCRIPTIONS	\$	300.00	300
<b>5.e</b>	BACKGROUND CHECKS	\$	103.00	103
<b>5.h</b>	PERMITS, FEES, & RENTALS	\$	-	0
<b>5.e</b>	ADVERTISING	\$	-	0
<b>5.i</b>	Office Utilities	\$	13,542.28	13,542
<b>5.n</b>	EQUIPMENT DEPRECIATION/Technology	\$	105.00	105
<b>5.j</b>	BUILDING ALLOCATION	\$	-	0
<b>5.j</b>	MAINTENANCE ALLOCATION	\$	-	0
	Total OTHER THAN PERSONNEL	\$	41,604.28	0
				41,604
	CONTRACTUAL			
<b>3</b>	CONTRACTUAL SERVICES-OTHER	\$	5,100.00	5,100
	Total CONTRACTUAL	\$	5,100.00	0
				5,100
	INKIND			
	FARMERS MARKET EBT EXPENSE			0
	VOLUNTEERS/INTERNS			0
	INKIND DONATIONS	\$	-	0
	Total INKIND	\$	-	0
				0
	ADMINISTRATION			
	FINANCIAL AUDIT	\$	1,200.00	1,200
	PAYROLL PROCESSING	\$	920.00	920
	EAP SERVICES			
<b>0.00%</b>	ADMINISTRATIVE ALLOCATION			0
	Total	\$	2,120.00	0
				2,120

		Total EXPENSES	\$ 222,510.08	0	222,510
	NET SURPLUS/(DEFICIT)		\$ 32,265.92	0	32,266
	Total Expense - before adm		\$ 222,510.08	0	222,510
	LESS:				
	Direct Beneficiary Costs		\$ 6,500.00		6,500
	PROGRAM RENT		\$ -		0
	PARKING LOT RENTAL		\$ 900.00		900
	Total MTDC		\$ 215,110.08		215,110
	Admin cost 15%		\$ 32,266.51		32,267
	Total Expense		\$ 254,776.59	\$	254,777
	2026 Contract		\$ 254,776.00	\$	254,776
	variance		\$ (0.59)	\$	1
1	Personnel Services		\$ 173,685.80	\$ -	\$ 173,686
3	Contractual Services/Audit				
	CAP Data Dase		\$ 5,100.00		\$ 5,100
	Audit		\$ 1,200.00	\$ -	\$ 1,200
	Payroll Processing		\$ 920.00	\$ -	\$ 920
	EAP			\$ -	\$ -
	Total		\$ 7,220.00	\$ -	\$ 7,220
4	Equipment Purchase / Lease		\$ -	\$ -	\$ -
5.a	Bank Charges		\$ -	\$ -	\$ -
5.b	Beneficiary Client Costs		\$ 6,500.00	\$ -	\$ 6,500
5.c	Board Allowance and Development		\$ -	\$ -	\$ -
5.d	Consumable Supplies		\$ 2,100.00	\$ -	\$ 2,100
5.e	Employee Development and Recruitment		\$ 5,783.00	\$ -	\$ 5,783
5.f	Insurance and Bonding		\$ 4,950.00	\$ -	\$ 4,950
5.g	Postage, Freight and Express		\$ 600.00	\$ -	\$ 600
5.h	Publications, Printing, and Subscriptions		\$ 1,500.00	\$ -	\$ 1,500
5.i	Repairs and Services		\$ 13,542.28	\$ -	\$ 13,542
5.j	Space Costs		\$ 900.00	\$ -	\$ 900
5.k	Telephone and Electronic Communications		\$ 450.00	\$ -	\$ 450
5.l	Travel		\$ 4,374.00	\$ -	\$ 4,374
5.m	Marketing/Public Awareness/Outreach		\$ -	\$ -	\$ -
5.n	Technology		\$ 905.00	\$ -	\$ 905
			\$ -	\$ -	
5	Other Costs		\$ 41,604.28	\$ -	\$ 41,604
	Admin		\$ 32,266.51		32,267
	TOTAL		\$ 254,776.59	\$ -	\$ 254,776.59