



Cortland County Community Action Program, Inc. (CAPCO)

Board of Directors Meeting

June 26, 2025

Agenda

- I. Call to Order
- II. U.S. Pledge of Allegiance
- III. Reciting of the Community Action Promise
- IV. Motion for Approval of May 2025 meeting minutes
- V. Standing Committee Reports
 - 1) PP&E Committee—met on Thursday, June 12, 2025.
 - a) **Resolution 25-43:** HS/EHS Health Services policy updates
 - b) **Resolution 25-44:** HS Under-Enrollment Plan Completion
 - 2) Board Development—did not meet.
 - 3) Finance/Audit Committee—met on Thursday, June 19, 2025.
 - a) **Resolution 25-45:** 25-26 WIC Budget & Grant Submission
 - b) **Resolution 25-46:** 25-26 UPK Budget
 - c) **Resolution 25-47:** 25-26 UPK Contracts
 - 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 25-48:** Review of Board of Directors Bylaws
- 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
May 22, 2025
Meeting Minutes

- I. Call to Order: Meeting called to order at 12 pm
Members Present: Shelley Warnow, Terry Coons, Billie MacNabb, April Dennison, Jeanette Dippo, Patty Schaap, MaryBeth Mathers, Melissa Alvord, Ella DiIorio, Doug Bentley, Robert Knobel, Lynne Sypher
Members Excused: Kellie Givens, Sandy Aloï
Members Absent: Larry Woolheater
- II. U.S. Pledge of Allegiance
- III. Reciting of the Community Action Promise
- IV. **Motion for Approval of April 2025 meeting minutes: Motion for approval by Melissa Alvord, second by Jeanette Dippo. Motion carried.**
- V. Standing Committee Reports
 - 1) PP&E Committee—met on Thursday, May 8, 2025. Reviewed Head Start and Early Head Start reports. Reviewed the corrective action plan for the Standards of Conduct Policy. Lori reviewed the updated WIC Breastfeeding and High-Risk policies. Brandy reviewed the 2nd Quarter PPR. Discussed Healthy Homes Production Grant.
 - a) **Resolution 25-36:** WIC policy updates. Motion to approve WIC policy updates made by Jeanette Dippo, second by April Dennison. Motion carried.
 - b) **Resolution 25-37:** CSBG Quarter 2 PPR. Motion to approve 2nd Quarter CSBG PPR made by Doug Bentley, second by Terry Coons. Motion carried.
 - 2) Board Development—met on Tuesday, May 13, 2025. Discussed resignation of Katy Mowers who has moved out of the area with her family. Robert Knobel has been appointed as the board representative by the Policy Council; he also has a petition of low-income participants. In addition, reviewed the board term spreadsheet, some upcoming term expirations and possible replacements.
 - a) **Resolution 25-38:** Resignation of Katy Mowers. Motion to regretfully accept the resignation of Katy Mowers made by MaryBeth, second by April Dennison. Motion carried.
 - b) **Resolution 25-39:** Seating of Robert Knobel. Motion to approve seating of Robert Knobel as Policy Council Representative to the CAPCO Board of Directors made by Lynne Sypher, second by Terry Coons. Motion carried.
 - 3) Finance/Audit Committee—met on Thursday, May 15, 2025. The CDPAP program is

winding down, we are hearing from fewer consumers and aides and the billing we can do is complete. Head Start/Early Head Start working on spending out the budget, is in discussions with the City School District regarding UPK for next year. Greg is working with Energy Services on contingency plans; the contract will almost certainly be late again. CSBG is submitting the 45-day voucher. Chelsea has moved into the SAMSHA funded positioning which helps with CSBG budget. WIC Central office has made a significant change to how space can be charged, which is having negative effects on all the agency budgets. Greg presented information on the ProNexus contract renewal.

- a) **Motion to approve the March 2025 Financial statements made by April Dennison, second by Melissa Alvord. Motion carried.**
 - b) **Resolution 25-40:** ProNexus contract renewal. Motion to approve renewal of contract with ProNexus, LLC made by Robert Knobel, second by Lynne Sypher. Motion carried.
- 4) Executive Committee—did not meet.
- VI. Executive Director Report-Greg briefly reviewed his report.
- VII. Program Director Reports-provided written reports in the interest of time.
- a) Deputy Director-Kirsten reminded board members that she needs raffle tickets sold or unsold by next Friday, May 30, 2025
 - b) Energy Services
 - c) Family Development
 - d) Head Start/Early Head Start
 - e) WIC
- VIII. Head Start Policy Council Update-meeting is after the board meeting this month
- IX. Old Business
- X. New Business-Greg and Jenn explained the HS/EHS FAI Review report and the Continuation Notice of Award
- a) **Resolution 25-41:** Review & approval of revised HS/EHS FA1 Review Report. Motion to approve made by April Dennison, 2nd by Melissa Alvord. Motion carried.
 - b) **Resolution 25-42:** Review and approval of HS/EHS PY25-26 Continuation Notice of Award. Motion to approve made by Lynne Sypher, 2nd by Robert Knobel. Motion carried.
 - c) **Board Training:** Advocacy 101
- XI. Executive Session, if needed.
- XII. Adjournment
Motion to adjourn made by April Dennison, 2nd by Melissa Alvord. Meeting adjourned at 1:10 pm.

PP&E Committee Meeting

June 12, 2025

Member present: Melissa Alvord, Lynne Sypher, Terry Coon, Billie MacNabb, Jeanette Dippo
Staff: Kirsten Parker and Jennifer Geibel

Meeting called to order at 12:05 pm.

Head Start/Early Head Start Management Reports and Corrective Action Plan

Jenn reviewed the Head Start and Early Head Start reports. There was nothing unexpected in the reports, attendance has improved. Jenn updated the committee on the Corrective Action Plan for the Standards of Conduct Policy that was missing a word. Since we have heard from our representative in the regional office, the non-compliance requiring a Corrective Action plan has been removed. The policy had been updated, and staff had been retrained, but the Corrective Action Plan was not submitted.

HS/EHS Health Services Policy Updates-

Jenn reviewed updates to the Health Services policies. Many of the revisions were updated due to the end of the COVID emergency. If necessary, policies now include a blanket statement that procedures may be changed without notice in the event of a public health emergency based on the guidance of the Health Department, CDC, or similar agencies.

Motion to approve the updated HS/EHS policies made by Lynne Sypher, 2nd by Terry Coon. Motion carried.

HS/EHS Under Enrollment Plan Completion-

Jenn shared documents from the Office of Head Start recognizing Head Start's successful completion of their under-enrollment plan for Head Start. This was confirmation that we made the right decision with the change of scope.

Motion to accept the completion of the HS/EHS Under Enrollment Plan completion made by Terry Coon, 2nd by Lynne Sypher. Motion carried.

Updates

Kirsten shared that most of the agency's management team are currently heavily engaged in budget processes. Early Childhood Development has just started a new contract and is in the process of closing out the contract that ended on May 31st. WIC and Family Development have received their contract packages and are busy working on budgets. Energy Services most likely will not receive their contract on time, and they are busy working on contingency plans to carry the program through until the next contract is received.

Meeting Adjourned at 12:36.

Monthly Family Engagement Report

Month: APRIL

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of families in center	% of families involved
Cosimo 1	PCM- Self-Care	4/8	3	3	0	8	38%
	FE- Yogurt parfaits	4/29	4	4	0	8	50%
Cosimo 2	PCM- Self-Care	4/9	4	4	1	8	50%
	FE- Tissue paper flowers	4/25	4	4	0	8	50%
Cosimo 3	PCM- Self-Care	4/4	3	3	0	8	38%
	FE- Reading with your child	4/25	3	3	1	8	38%
ELC 1	PCM- Learning through play	4/24	0	0	0	8	0%
	FE- Paper plate umbrella	4/25	2	3	0	8	25%
ELC 2	PCM- Potty training	4/24	2	2	1	7	29%
	FE- Hand flowers	4/25	6	8	1	7	86%
ELC 3	FE- Silly picture/door hanger	4/11	7	10	4	8	88%
	PCM- Potty training	4/24	2	5	3	8	25%
ELC 4	FE- Taste the rainbow	4/10	4	4	3	8	50%
	PCM- Potty training	4/24	0	0	0	8	0%
ELC 5	PCM- Potty training	4/24	2	2	1	8	25%
	FE- Nothing scheduled						
Johnson 1	FE- Oval painting	4/10	7	7	2	8	88%
	PCM- Food hunt/ CA prevention	4/23	3	3	0	8	38%
South Main 1	PCM- Self-Care	4/10	2	2	0	7	29%
	FE- Owl snack	4/22	4	4	0	7	57%
South Main 2	FE- Easter egg hunt	4/9	6	8	3	8	75%
	PCM- Self-Care	4/30	5	6	1	8	63%
Johnson 2	PCM- Food hunt/CA prevention	4/11	8	11	4	16	50%
	FE- Vinegar magic	4/24	5	7	2	16	31%
Johnson 3	FE- Planting marigolds	4/11	6	6	1	17	35%
	PCM- Food hunt/CA prevention	4/24	8	8	0	17	47%

MONTHLY FAMILY SERVICES REPORT

Employee Name: Trudy Happel

Month/Year: April 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	73	0	0	0	0	3	2	0
Cosimo 2	8	8	0	84	1	0	1	0	10	2	0
Cosimo 3	8	8	0	88	0	1	0	0	0	0	0
ELC 1	8	8	0	89	0	0	5	5	14	9	0
ELC 2	8	8	0	93	0	0	3	2	7	2	0
ELC 3	8	8	0	91	2	0	4	2	8	5	0
ELC 4	8	7	0	69	1	0	2	1	12	5	1
ELC 5	8	7	0	91	0	0	4	4	6	3	0
Johnson 1	8	8	0	95	4	0	0	0	1	1	0
South Main 1	8	8	0	77	0	0	1	1	5	0	0
South Main 2	8	8	0	93	0	1	0	0	4	4	0
TOTAL	86	0	2	86%	8	2	20	15	70	33	1

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	90	0	0	4	2	5	0	0
Johnson 3	17	16	1	81	0	0	1	3	5	1	1
TOTAL	33	1	1		0	0	5	5	10	1	1

Waitlists:

EHS	Over Income	26
	Under 130%	4
	Under 100%	43

HS	Over Income	5
	Under 130%	6
	Under 100%	15

Attendance Letters Sent 4/8/25
ELC 4- 1
Johnson 3 - 1

Center	Enrolled	Accepted (but not enrolled)	Withdrawn	% of Daily Attendance
Smith 1	16	15	0	78%
Smith 2	16	16	0	86%
TOTAL	31	0	1	

Waitlist:

UPK	0
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MONTHLY POLICY COUNCIL REPORT
Health Services- Dental Report

Employee Name: **MMSELLE SONNACCHIO**

Month: **APRIL 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	3	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	4	0	0	0	0	N/A
ELC 1	8	6	4	0	0	0	0	0	0	N/A
ELC 2	8	8	0	0	0	0	0	0	0	N/A
ELC 3	8	8	1	0	5	0	0	0	0	N/A
ELC 4	7	7	2	0	1	0	0	0	0	N/A
ELC 5	7	7	0	0	3	0	0	0	0	N/A
JOHNSON 1	8	8	1	0	2	0	0	0	0	N/A
SOUTH MAIN 1	8	8	0	0	2	0	0	0	0	N/A
SOUTH MAIN 2	8	8	0	0	4	0	0	0	0	N/A
TOTALS	86	84	11	0	27	1	0	1	0	N/A
			13%	0%	32%	4%	0%	100%	0%	

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	0	1	8	7	0	0	0	0	N/A	N/A
JOHNSON 3	16	0	0	0	8	8	4	1	1	2	N/A	N/A
TOTALS	33	1	0	1	16	15	4	1	1	2	N/A	N/A
						45%	27%	25%	25%	50%		

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	11	4	0	0	0	0	N/A	N/A
SMITH 2	16	0	0	1	11	4	3	2	0	1	N/A	N/A
TOTALS	31	0	0	1	22	8	3	2	0	1	N/A	N/A
						26%	38%	67%	0%	33%		

Comments:

MONTHLY POLICY COUNCIL REPORT
Health Services- Incident/Accident Report

Employee Name: Mmselle Sonnacchio

Month: APRIL 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							0
COSIMOS 2	8		9					9
COSIMOS 3	8		4				2	6
ELC 1	8		2				1	3
ELC 2	8		1	1		1		3
ELC 3	8	1	1	1		1		4
ELC 4	7			1		1		2
ELC 5	7		2			1		3
JOHNSON 1	8		1				1	2
SOUTH MAIN 1	8		4			1	1	6
SOUTH MAIN 2	8		3					3
TOTALS	86	1	27	3	0	5	5	41

Comments: There were no incidents/accidents reported to OCFS in April.
Cos 2 incidents are developmentally appropriate: 4 (Running/Fall), 3 (Bitten), 2 (Object).
There were no staff incidents/accidents reported in April.

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	1	1					2
JOHNSON 3	16		2			2	1	5
TOTALS	33	1	3	0	0	2	1	7

Comments: There were no incidents/accidents reported to OCFS in April.
There was 1 staff incident/accident reported in April- J3 (Scratched by a Child).

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		3				2	5
SMITH 2	16		5					5
TOTALS	31	0	8	0	0	0	2	10

Comments: There was 1 incident/accident reported to OCFS in April @ Smith 2 (Nursemaid's Elbow: Child went to throw self back and elbow slipped).
There was 1 staff incident/accident reported in April- Smith 2 (Child's head hit staff in jaw/face during).

MONTHLY POLICY COUNCIL REPORT
Health Services- Physical/Immunization Report

Employee Name: Mmselle Sonnacchio

Month: APRIL 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	3	8	1	1	N/A	N/A
COSIMOS 2	8	4	8	7	0	5	1
COSIMOS 3	8	2	8	5	0	2	0
ELC 1	8	4	8	1	0	N/A	N/A
ELC 2	8	0	8	6	0	N/A	N/A
ELC 3	8	5	8	5	0	0	0
ELC 4	7	2	7	4	1	1	0
ELC 5	7	2	7	6	0	6	2
JOHNSON 1	8	3	8	6	0	5	1
SOUTH MAIN 1	8	4	8	8	0	7	1
SOUTH MAIN 2	8	4	8	4	0	3	0
TOTALS	86	33	86	53	2	29	5
		38%	100%				

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	16	17	16	0
JOHNSON 3	16	13	16	14	1
TOTALS	33	29	33	30	1
		88%	100%		

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	11	15	14	0
SMITH 2	16	13	16	12	0
TOTALS	31	24	31	26	0
		77%	100%		

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: April 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	1	1	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	0	0	0	0
Cosimo 1	2	2	2	1	0	2	0	0	1	1	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	0	1	0	0
Johnson 1	1	1	1	1	1	1	0	0	0	0	0	0
TOTALS	19	14	11	7	7	10	3	0	2	3	0	0

22% of 86 enrolled EHS children receiving services

Employee Name: Jill Dunham

Month: April 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	3	0	0	2	0	0
Johnson 3	7	1	6	1	0	0	0	0	1	3	0	0
TOTALS	14	5	13	2	0	3	3	0	1	5	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 UPK

Employee Name: Ashley Abbatiello/ Kaylean Contento

Month: April 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
Smith 1	0	1	1	0	0	0	0	1	0
Smith 2	0	0	0	0	0	0	0	0	0
TOTALS	0	1	1	0	0	0	0	0	0

Special Needs

Employee Name: Jill Dunham

Month: March 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
TOTALS	12	3	10	3	0	2	2	1	1	7	0	0

39% of 31 enrolled HS children receiving services

EHS Classroom Happenings

April 2025

ELC 1

We now have 6 children that have turned 1 in our classroom. On April 25th, we had our parent activity. We have six children eating table foods now. We are working on transitioning to sippy cups. We have one child walking steadily and another that is taking steps. We have enjoyed many walks outside; talking about the weather, things we hear and see. We are trying to use the word stop. We are working on gentle touches and personal space. We have updated our pictures for the Wish You Well board because so many of us have changed a lot since September. We love to have “conversations” back and forth of sounds and words.

ELC 2

This month in ELC 2 we have had so much fun playing outside on our playground. Many of our children are walking now and saying a lot of words. We had our Family Engagement on April 25th. Several families attended and we made flowers with the children’s handprints.

ELC 3

This month we played with fish and plastic eggs in the sensory table. We used bingo dobbers to make bunnies. We also colored and glued fire trucks and played with colored pasta in the sensory table. We created a community helpers hat and played with playdough. We colored garbage trucks and glued “garbage to them”. The children enjoyed mess free art, painting in a bag. We colored a farmers market play stand. Ms. Tammi from the Cortland Free Library visited

us for story time. We went on our first walk using the colored rope with loops to hold onto and the whole class did great. The children planted grass seeds for a science project. Also, for science we made a colorful flower collage, talked about sink and float while doing an activity in the sensory table.

ELC 4

- Farmer's market/grocery store dramatic play
- Color blue collage
- Taste the rainbow family engagement
- Wash the veggies sensory bin
- Open ended salad art
- Glued cut out pictures of food onto a paper bag
- painted with sticks
- Earth day crafts

ELC 5

- 4/1-My plate activity
- 4/2-Grocery cart activity
- 4/3-Ice cream cone decorating
- 4/4-Farmers market stand craft
- 4/7-Fork carrot painting
- 4/8-Lego corn painting
- 4/9-Spaghetti craft
- 4/10-Tomato craft

4/11-Salad craft

4/22-Lunch bag craft

4/24-Police badge craft

4/28-Grape craft

4/29-Peas in a pod craft

4/30-Ice cream craft

Cosimos 1

We finally have nice Spring weather, and we got to see leaves budding on trees during our walks. We also got to enjoy the playground on these nice days! We worked in groups and colored on big paper. We introduced new toys to explore in the classroom. We now have some more stacker puzzles and a baby crib for the dramatic play area. We enjoyed having a snack with our families. We made yogurt parfaits.

Cosimos 2

In April, we've been able to play on the playground and go on more walks. We crossed the street for the first time. Our class has been practicing taking turns and what to do while we wait for our turn and what to do while we are waiting. Our family engagement was a parent recommended craft where they made flowers with the children.

Cosimos 3

This month we have had a great time getting outside to play on the playground. We made raindrop suncatchers, dotter eggs and colored paper plate umbrellas. Our family engagement was in the morning at drop off this month. The families read with their children.

We have two children that are now potty trained and more are working on it!

South Main 1

This month we had our family engagement on the 22nd. We made owl snacks. We had a lot of families join us and the children really enjoyed the activity. We had a spirit week with a lot of participation. We also welcomed a new student who is acclimating well in the classroom. In the classroom we have been practicing gentle touches, getting a teacher and problem-solving skills. We finally were able to go for walks and play on the playground. Some of our children have been regularly using the potty and all the children are working on potty training.

South Main 2

This month we were able to get outside more frequently, and our children are now all 3. Now we are able to use the bigger playground! Our family engagement this month was an egg hunt. The children counted out 6 eggs. For our PCM, we played water bottle bowling. The children worked on learning and identifying letters by making alphabet soup. Also, the children have loved playing our morning jump up and down game and playing in the dramatic play area. We have started classroom jobs that are assigned every morning at circle time.

Johnson 1

-Monthly shape-Oval

-Monthly color-Purple

-Family Engagement-Egg printing with paint on ovals

- Turned our dramatic play into a grocery store for farms, markets and foods unit
- Created food collages out of fruits and vegetables
- Fruit and vegetable wash in the sensory table
- Worked on friendship skills with painting activities in pairs and building animal houses together
- Tossed/kicked balls in pairs
- Went on a walk to see if any flowers have bloomed early
- Popped bubbles with pool noodles
- “Create your own pizza” activity-the children were given different cut outs of pizza toppings to create their unique pizza (we also practiced using a small amount of glue with this activity)
- Focused on asking another friend to play-building friendship skills

HS Classroom Happenings

April 2025

Johnson 2

- We read stories about fairy tales and really enjoyed them
- We learned how to measure things by using different materials in the classroom
- Our parents/families came in to do a fruit scavenger hunt with Ms. Rachel
- Our families also came in to paint with vinegar
- We really enjoyed being able to play on the playground

Johnson 3

We planted flower seeds for our family engagement. Our science unit was feathered friends. The family engagement with Rachel was a fruit and vegetable heart.

UPK Classroom Happenings

April 2025

Smith 1

- Plants unit
- Flower shop dramatic play
- Buzzing bees science kit
- Spring Break 4/14-4/18
- Pinwheel planting 4/7
- Brigance final round/started TSG round 3
- Family engagement 4/25 celebrated Earth Day by planting basil
- Sand and cars sensory play
- SUNY Cortland student lessons and literacy packs

Smith 2

- Busy bees science unit
- Plants-creative curriculum unit
- Family engagement 4/25 -planting basil
- Growing lima beans in the sensory bin
- Planting grass heads and giving them a haircut

- Egg drop science experiment
- Plant pinwheels with the child advocacy center 4/7
- SUNY Cortland student lesson plans and implementation
- Started our ladybug growing kit

Resolution of the Board of Directors

Of

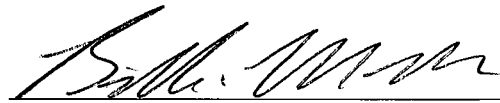
Cortland County Community Action Program, Inc.

Resolution No. 25-43

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed updates to the HS/EHS Health Services policies, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed updates to the HS/EHS Health Services policies,

IT IS HEREBY RESOLVED that on June 26, 2025, the CAPCO Board of Directors approves the updates to the HS/EHS Health Services policies



Board President or designee

6/26/25

Date

Health Services Policy Changes

Program Year 2024-2025

Policy ID	Policy Name	Changes
HS & SP	ALL POLICIES	<p>Job Title Change: Program Floater to Program Support Floater</p> <p>Added information:</p> <p>In the event of a public health emergency, concern, and/or outbreak of a communicable disease, Head Start/Early Head Start has the right to modify or eliminate practices based on the guidance of the state/local health department, OCFS, OHS or any other regulatory agency. When there is no longer a concern or it has been recommended/deemed safe by the appropriate regulatory agency, normal procedures will be reinstated.</p> <p>If policies & procedures need to be implemented, modified or eliminated, the HS/EHS Program will communicate such changes to all families & staff. Communication will be via face-to-face conversation, email, written letters, phone calls, social media outlets, etcetera to ensure ALL families & staff are aware of the changes and have the opportunity to ask any questions or state any concerns.</p>
HS 01	Health Services Advisory Committee	<p>Changes: Policy Name Change to Health & Mental Health Services Advisory Committee.</p> <p>HSAC: Changed to HMHSAC throughout policy</p>
HS 02	Parent Engagement and Communication Regarding Health and Related Services	No Other Changes- See Above
HS 03	Child Health Status and Care	No Other Changes- See Above
HS 04	Sensory Screening	<p>Removed: Home Based Option/Home Visitor</p> <p>Changes: Health Services Assistant to Program Support Floater</p>
HS 05	Toothbrushing	Removed:

Health Services Policy Changes

Program Year 2024-2025

		Sanitizers due to no longer being used in the classrooms. Changes: Sanitizers to Storage Units
HS 06	Tobacco Use	No Changes
HS 07	Lead Screening	No changes
HS 08	Hemoglobin Screening	No Changes
HS 09	Daily Health Checks	Sentence Change: NOTE: If the child is okay when they arrive but is sent home due to a health-related concern, the <i>Daily Health Check</i> MUST be updated. Removed: a. Daily temperature checks are to be completed on all children in attendance at the end of the classroom’s scheduled lunchtime and as needed due to symptoms of illness.
HS 10	Allergy & Anaphylaxis	No Changes
SP 01	Health & Safety Checklist	Changes: Health Services Assistant to Program Support Floater. 5. Added the following positions to receiving the report from the Program Support Floater; Director, Asst Director, Education Coordinator, Classroom Supervisors, Nutrition Manager, and RN/Health Specialist.
SP 02	Playground Safety	Sentence Change: 6. A STOP sign MUST be used on any equipment that is off limits for children. Staff are responsible for making the decision on what equipment is appropriate for their children/age group, UNLESS The Management Team, School District, and/or OCFS specify what equipment is OK. 9. A consistent signal for gathering the children MUST be determined AND Face to Name Recognition Check MUST be completed. NOTE: The signal can be used for lining up as well as in an emergency. Face to Name

Health Services Policy Changes

Program Year 2024-2025

		Recognition Check <u>MUST</u> be used for all transitions (See Policy: ED 16- Using Face to Name Recognition Checks)
SP 03	Classroom Safety	No Other Changes- See Above
SP 04	Handwashing	No Other Changes- See Above
SP 05	Diapering & Toileting	No Other Changes- See Above
SP 06	First Aid Kits	No Other Changes- See Above
SP 07	Sleeping Practices	No Other Changes- See Above
SP 08	Health Emergency Procedure	No Other Changes- See Above
SP 09	Emergency Preparedness	No Other Changes- See Above
SP 10	Injury Prevention & Reporting	No Other Changes- See Above
SP 11	Short Term Exclusion	<p>Added Sentence:</p> <p style="padding-left: 40px;">z. Any child prescribed antibiotics <u>MUST</u> receive 24 hours of medication (number of doses needed in 24 hours) before returning to the program, <i>regardless of diagnosis</i>.</p>
SP 12	Head Lice	<p>Sentence Change:</p> <p>8. Robi combs are available in all classrooms to aid families in the treatment process. A <i>Robi Comb Consent</i> <u>MUST</u> be signed by the Parent/Guardian prior to the comb being used in the classroom.</p> <p style="text-align: center;">NOTE: Robi Combs will ONLY be used in the classroom if time and ratio allow.</p> <p style="text-align: center;">If needed, Family Services and/or Health Services staff may be available to help with treatment/combing.</p> <p>9. Robi combs are available to families to aid in the treatment process. A <i>Robi Comb Consent</i> <u>MUST</u> be signed by the Parent/Guardian prior to the comb being signed out to the family. Families are asked to return the comb, in a timely manner, after lice concern is successfully under control.</p> <p>10. The parent/guardian will be required to transport the child to the center after treatment has been completed.</p>

Health Services Policy Changes

Program Year 2024-2025

		<p>NOTE: Parent/Guardian <u>MUST</u> remain with the child until the child has been checked by program staff.</p> <p>If live lice remain, the child will not be allowed to stay at school.</p> <p>If this is a chronic situation, the plan implemented <u>MUST</u> be followed.</p>
SP 13	Medications	No Other Changes- See Above
SP 14	Vector Control & Pesticide Use	No Other Changes- See Above
SP 15	Animals in the Classroom	No Other Changes- See Above
SP 16	Personal Protective Equipment (PPE)	No Other Changes- See Above POLICY NOT CURRENTLY IN USE
SP 17	Cleaning, Sanitizing or Disinfecting	No Other Changes- See Above
SP 18	COVID-19 Mitigation	No Changes
SP 19	Lead Exposure Prevention	No Changes

Resolution of the Board of Directors

Of

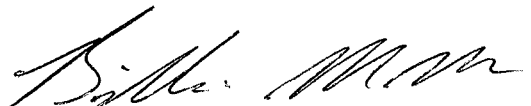
Cortland County Community Action Program, Inc.

Resolution No. 25-44

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed completion of the HS Under Enrollment Plan, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed completion of the HS Under Enrollment Plan,

IT IS HEREBY RESOLVED that on June 26, 2025, the CAPCO Board of Directors approves the completion of the HS Under Enrollment Plan.


Board President or designee

6/26/25
Date



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region 2 | 26 Federal Plaza, Room 4114, New York NY 10278 | eclkc.ohs.acf.hhs.gov

June 2, 2025

Mrs. Shelley Warnow, President of the Board of Directors
Cortland County Community Action Program, Inc.
32 N Main St
Cortland, NY 13045-2122

Re: Grant No. 02CH012714

Dear Mrs. Warnow,

This letter serves as formal recognition from the Office of Head Start (OHS) of Cortland County Community Action Program, Inc.'s satisfactory completion of the underenrollment plan. Cortland County Community Action Program, Inc. has achieved and maintained at least 97% enrollment in Head Start Preschool for six consecutive months following the conclusion of the 12-month period, which concluded on April 21, 2024.

Section 641A(h)(3) of the Head Start Act requires OHS to determine which Head Start agencies have operated with an actual enrollment that is less than full funded enrollment for at least four consecutive months. OHS is also required to collaborate with such agencies on the development of a plan and timetable for reducing or eliminating underenrollment.

Cortland County Community Action Program, Inc. met the criteria listed in the Head Start Act and successfully implemented a plan to reduce underenrollment over the 12-month period as described in Section 641A(h)(4).

Achieving and maintaining full enrollment took significant work and effort and we congratulate you on this important accomplishment.

Thank you for all that you do on behalf of children and families.

Sincerely,
Office of Head Start

ATTACHMENT A

[Sec. 641A Standards; Monitoring of Head Start Agencies and Programs](#)

...

(h) Reduction of Grants and Redistribution of Funds in Cases of Underenrollment-

(1) DEFINITIONS- In this subsection:

(A) ACTUAL ENROLLMENT- The term 'actual enrollment' means, with respect to the program of a Head Start agency, the actual number of children enrolled in such program and reported by the agency (as required in paragraph (2)) in a given month.

(B) BASE GRANT- The term 'base grant' has the meaning given the term in section 640(a)(7).

(C) FUNDED ENROLLMENT- The term 'funded enrollment' means, with respect to the program of a Head Start agency in a fiscal year, the number of children that the agency is funded to serve through a grant for the program during such fiscal year, as indicated in the grant agreement.

(2) ENROLLMENT REPORTING REQUIREMENT- Each entity carrying out a Head Start program shall report on a monthly basis to the Secretary and the relevant Head Start agency

(A) the actual enrollment in such program; and

(B) if such actual enrollment is less than the funded enrollment, any apparent reason for such enrollment shortfall.

(3) SECRETARIAL REVIEW AND PLAN- The Secretary shall

(A) on a semiannual basis, determine which Head Start agencies are operating with an actual enrollment that is less than the funded enrollment based on not less than 4 consecutive months of data;

(B) for each such Head Start agency operating a program with an actual enrollment that is less than its funded enrollment, as determined under subparagraph (A), develop, in collaboration with such agency, a plan and timetable for reducing or eliminating underenrollment taking into consideration--

(i) the quality and extent of the outreach, recruitment, and communitywide strategic planning and needs assessment conducted by such agency;

(ii) changing demographics, mobility of populations, and the identification of new underserved low-income populations;

(iii) facilities-related issues that may impact enrollment;

(iv) the ability to provide full-working-day programs, where needed, through funds made available under this subchapter or through collaboration with entities carrying out other early childhood education and development programs, or programs with other funding sources (where available);

(v) the availability and use by families of other early childhood education and development options in the community served; and

(vi) agency management procedures that may impact enrollment; and

(C) provide timely and ongoing technical assistance to each agency described in subparagraph (B) for the purpose of assisting the Head Start agency to implement the plan described in such subparagraph.

(4) IMPLEMENTATION- Upon receipt of the technical assistance described in paragraph (3)(C), a Head Start agency shall immediately implement the plan described in paragraph (3)(B). The Secretary shall, where determined

appropriate, continue to provide technical assistance to such agency.

(5) SECRETARIAL REVIEW AND ADJUSTMENT FOR CHRONIC UNDERENROLLMENT-

(A) IN GENERAL- If, after receiving technical assistance and developing and implementing the plan as described in paragraphs (3) and (4) for 12 months, a Head Start agency is operating a program with an actual enrollment that is less than 97 percent of its funded enrollment, the Secretary may--

- (i) designate such agency as chronically underenrolled; and
- (ii) recapture, withhold, or reduce the base grant for the program by a percentage equal to the percentage difference between funded enrollment and actual enrollment for the program for the most recent year for which the agency is determined to be underenrolled under paragraph (3)(A).

(B) WAIVER OR LIMITATION OF REDUCTIONS- The Secretary may, as appropriate, waive or reduce the percentage recapturing, withholding, or reduction otherwise required by subparagraph (A), if, after the implementation of the plan described in paragraph (3)(B), the Secretary finds that--

- (i) the causes of the enrollment shortfall, or a portion of the shortfall, are related to the agency's serving significant numbers of highly mobile children, or are other significant causes as determined by the Secretary;
- (ii) the shortfall can reasonably be expected to be temporary; or
- (iii) the number of slots allotted to the agency is small enough that underenrollment does not create a significant shortfall.

(6) REDISTRIBUTION OF FUNDS-

(A) IN GENERAL- Funds held by the Secretary as a result of recapturing, withholding, or reducing a base grant in a fiscal year shall be redistributed by the end of the following fiscal year as follows:

- (i) INDIAN HEAD START PROGRAMS- If such funds are derived from an Indian Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Head Start programs.
- (ii) MIGRANT AND SEASONAL HEAD START PROGRAMS- If such funds are derived from a migrant or seasonal Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more programs of the type from which such funds are derived.
- (iii) EARLY HEAD START PROGRAMS- If such funds are derived from an Early Head Start program in a State, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Early Head Start programs in that State. If such funds are derived from an Indian Early Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Early Head Start programs.
- (iv) OTHER HEAD START PROGRAMS- If such funds are derived from a Head Start program in a State (excluding programs described in clauses (i) through (iii)), then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Head Start programs (excluding programs described in clauses (i) through (iii)) that are carried out in such State.

(B) ADJUSTMENT TO FUNDED ENROLLMENT- The Secretary shall adjust as necessary the requirements relating to funded enrollment indicated in the grant agreement of a Head Start agency receiving redistributed funds under this paragraph.

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

Staff: Greg Richards, Kirsten Parker. **ProNexus:** Matthew Begin and Kim Schmitt

Meeting called to order at 8:30 AM.

Greg reviewed the narrative of the Finance Committee Report.

- **Updates**-the audit is taking longer than expected because the journal entries necessary after the 2023 audit were not done due to the situation with Martha. ProNexus had to catch all of that up for the trial balance to be correct. We are still anticipating that the audit will be completed for the board to approve in July. Because of changes WIC made which will not allow a building allocation and the loss of CDPAP, we are looking at the 2026 Admin budget now because the admin budget and the program budgets we are doing now all depend upon each other. The 2025 admin budget is tight, but the 2026 admin budget will be much tighter. Greg will be pulling the Executive Committee of the Board together to discuss changes that will need to be made.
- **Consumer Directed Services**- we are finished with the CDPAP Program, we may have some straggling payments coming in, but the billing is complete, and we are receiving very few calls from aides and consumers at this point. We continue the Volunteer Driver Program and the EISEP programs. We have been awarded a two-year grant from the Health Foundation for Western Central New York. It is \$15,000 in the first year and \$10,000 in the second year and includes a data base we will be required to use.
- **Early Childhood Development**- the 2025-2026 budget was executed on time and is for the full contract year. We will be submitting a budget for UPK as a stand-alone program, with some cuts we were able to formulate a break-even budget. We are still projecting a loss for UPK this year. Currently we estimate the loss will be about \$20,000.
- **Energy Services** – the new Weatherization Assistance Program (WAP) contract is supposed to begin on July 1. We do not have a contract package yet. The State Plan has not been approved, and the contracts cannot be sent out. We are hearing that we may not have a contract until January or February. We have 36 jobs to finish because of the delay in the contract this year. We were able to get an extension, and the Weatherization crew will be mandated to work 10-hour days from June 30th to the middle of August to complete as many jobs as possible. This will keep funding for these jobs coming in. We have also applied for additional BIL jobs.
- **Family Development** – Brandy and ProNexus are working on the CSBG budget. We will be able to make this work with a 15% de minimis rate partially because of Chelsea's role with the SAMSHA grant. Adult Education was funded at 100% of our \$5,000 request to the United Way. Our proposal was the only one that was fully funded, and it received the highest score of all the proposals for the county.
- **WIC**- NYS DOH is making a significant change in how space and building costs must be budgeted and charged. We are not able to use a building allocation. The program initially received a contract call letter with a \$50,000 increase, but the Health Department then sent a second letter taking that back and we are receiving flat funding. With the new amount, Lori had to decrease some of the planned staff increases, but staff will still be receiving raises and there should be some money in the budget in the event we have unexpected costs.

Financial Reports

Matt Begin from ProNexus reviewed the April financial reports and gave a detailed analysis of accounts receivable, grants receivable, and deferred income. They continue to make changes to reporting, the reports are more real-time now and not based on how we project numbers will end up.

Motion to approve April 2025 Financial Statements made by Kellie Givens, 2nd Ella Dilorio. Motion carried.

Review and Approval of WIC Budget

Greg presented the 2025-2026 WIC Program budget. The budget is flat funded at \$850,400 and includes staff increases and 15% de minimis rate (\$122,055).

Motion to approve the 2025-2026 WIC Program budget made by Doug Bentley, 2nd by Shelley Warnow. Motion carried.

Review and Approval of UPK Budget

Greg presented the 2025-2026 UPK Program budget of \$264,773. The stand-alone budget is for two classrooms of 16 children each. It includes the 15% de minimis rate, hours cut for employees and rent. The classrooms will be at Parker Elementary which will be rented from the city while Barry undergoes renovations.

Motion to approve the 2025-2026 UPK Program budget made by Shelley Warnow, 2nd by Doug Bentley. Motion carried.

Review and Approval of UPK Contracts

Greg reviewed the UPK contracts with the Cortland City School District. There is one contract for each classroom. Each classroom of 16 children at Parker school is funded for \$127,000.

Motion to approve the 2025-2026 UPK Program contracts made by Ella Diiorio, 2nd by Kellie Givens. Motion carried.

401K Plan update

Greg updated the committee on the transition to the new 401K plan. We are still planning to transition to the new plan but the transition has been delayed because of the current 401k audit underway now. Mutual of America is not being responsive to requests and we do not want to make that worse by informing them that we are leaving the plan. The transition will most likely be delayed until Fall.

There being no further business, meeting adjourned at 9:18 am.



FINANCE COMMITTEE REPORT

SUMMARY of April 2025 FINANCIAL STATEMENTS

June 19, 2025

AGENCY

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

We are finalizing final needs and questions with our auditors at Bonadio. We expect the audit to be ready for the July Finance Committee & full Board meeting. There were several adjustments that needed to be made due to last year's post-audit entries not being completed. This may have an impact on the final audit report, and Greg is working with Bettina on any findings or corrective actions that may come out of the adjustments, if any. This is anticipated to be a non-issue for next year's audit as ProNexus will have completed all year-end and post-audit adjustments.

We are working through 2026 Administration budget scenarios early due to anticipated increases in administrative expenses with the changes to building & maintenance expenses stemming from requirements from NYS DOH and our 25-26 WIC grant. This has been an intricate process while also considering decreased revenue in 2026 with the full year loss of CDPA. I am working with leadership members and the ProNexus team to develop scenarios and plans for 2026. There will be more to come on what this is expected to look like in the coming months, but we are making plans to increase the de minimis Admin rate to 15%.

CONSUMER DIRECTED SERVICES

We heard the good news that we have been awarded the grant through the Health Foundation for Western Central New York to help offset our Volunteer Transportation Program expenses in addition to the NYS DOT 5310 grant we are currently working through. The amounts are \$15,000 in year 1 and \$10,000 for year 2. This will help offset projected losses in VTP, and we can balance the funding with our 2nd 5310 award that we have not yet executed in the amount of \$98,000.

EARLY CHILDHOOD DEVELOPMENT

Our 25-26 HS/EHS continuation grant was approved and executed ahead of schedule! This was great news and was a result of our persistent efforts to contact OHS and leverage our federally elected officials.

We are presenting the 25-26 UPK budget for approval, which maintains the 2 classrooms but results in an hour reduction for the staff. The budget shows a break-even, and we will monitor this closely given the funds are not tied to HS/EHS. As a reminder to the committee, we are projecting a loss for this year's 24-25 contract due to the change in reimbursement rate by the Cortland City School district.

ENERGY SERVICES DEPARTMENT

We received an extension on our 24-25WAP contract to finish production. The extension is a result of our contract being 6+ months late. With the extension to the middle of August, there are approximately 36 jobs left to complete, and the crew will be going to 10-hour days with overtime for the month of July to ensure completion.

Additionally, we have requested additional BIL funding to carry us through the fall. This is a proactive effort to get out ahead of further expected delays with the upcoming contract period, which is scheduled to start on July 1st. NYS HCR has communicated the expected delay with the NYS state plan not yet approved by U.S. Department of Energy (DOE) and no contract package yet issued. The additional BIL jobs will keep the program whole while we wait for next year's WAP contract. A big thank you to Stacey

& Denise for their efforts to put together a sound & proactive plan for the near future functioning of the program.

The Cortland County Health Department is considering implementing Our budget for the HUD Healthy Homes Production Grant through the Cortland County Health Department has been approved, and we are awaiting next steps from HUD to execute the contract. We have identified our internal Quality Control Inspector (QCI) as the primary staff member for the funding, which will offset WAP and other ES expenses.

FAMILY DEVELOPMENT DEPARTMENT

Brandy is working with ProNexus to prepare for the upcoming CSBG budget, which we expect to submit before the end of June. The package includes the increase in Admin, but the budget is still positive with an open position for the next few years due to charging a Family Advocate position to the SAMSHA grant through Cortland County Mental Health.

We received the good news that our Adult Education program was funded at 100% of our \$5,000 request, and we had the highest scoring grant application in the County. HUGE thank you to Brandy as well as our Adult Education Coordinator, Theresa Radley, for their efforts. CAPCO is the only program that received 100% of our request!

WIC

The 25.26 WIC budget was pulled back due to the state reducing the award amount for all NYS programs. The initial award letter included an approximate increase of \$50,000. The increase was not approved at the federal level, causing us to reduce overall expenses and re-submit. This had an impact on all programs, and we are hopeful that the increase may be added back mid-year or for next year's package. Overall, the impact was minimal, and we modified staff increases. The increases were at an exceptional level originally, and the reduction was minimal and more in-line with current market rates. The package is ready to go and will be provided at this month's meeting for review & approval.

We continue to recruit for a Nutritionist for our Chenango County clinic in Norwich.

CAPCO

Aged Accounts Receivable Report

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
BENNETTP		(\$31)	\$0	\$0	\$0	(\$31)
RUVIM BUSHMICH	04/30/2021	\$0	\$0	\$0	\$0	\$0
CARE COMPASS NETWORK	12/18/2020	\$0	\$0	\$0	\$800	\$800
Child and Adult Care Food Program	05/12/2025	\$19,950	\$0	\$0	\$1	\$19,950
CHILD DEVELOPMENT COUNCIL	01/08/2025	(\$17)	\$0	\$0	\$0	(\$17)
CORTLAND CITY SCHOOL DISTRICT	06/05/2025	\$24,314	\$0	\$0	\$0	\$24,314
CORTLAND COUNTY AREA AGENCY	06/13/2025	(\$160)	\$7,549	\$68	\$2,147	\$9,603
Cortland County	04/30/2025	\$3,425	\$2,325	\$0	\$35	\$5,785
YWCA CORTLAND	06/13/2025	(\$226)	\$0	\$0	\$0	(\$226)
DEPARTMENT OF HEALTH	05/15/2025	\$0	\$70,130	\$55,481	\$0	\$125,611
DEPT OF HCR	06/04/2025	\$0	\$47,425	\$40,262	\$62,714	\$150,401
HEAP DEPARTMENT	06/05/2025	\$2,890	\$0	\$0	\$207	\$3,097
JUDITH JOHNSON		\$0	\$0	\$0	\$0	\$0
Medicaid	08/01/2917	(\$201,634)	\$0	\$21,939	\$1,498,617	\$1,318,922
MOTHERS & BABIES PERINATAL	01/19/2018	\$0	\$0	\$0	\$0	\$0
New York State Department of	04/15/2025	\$7,829	\$0	\$0	\$0	\$7,829
NYS OSC	01/14/2025	(\$45,699)	\$0	\$0	\$0	(\$45,699)
NYSCAA	11/08/2024	\$0	\$0	\$8,988	\$9,218	\$18,206
NYSERDA-EMPOWER NEW YORK	06/10/2025	(\$4,964)	\$0	\$0	\$0	(\$4,964)
OCM BOCES	05/30/2025	\$550	\$0	\$0	\$0	\$550
HUNGER SOLUTIONS	05/28/2025	\$0	\$0	\$0	\$20,358	\$20,358
VTP-MEDICAID	05/22/2025	\$596	\$1,187	\$55	\$651	\$2,488
YMCA	07/31/2020	\$0	\$0	\$0	\$1	\$1
	Grand Totals:	(\$193,177)	\$128,616	\$126,793	\$1,594,748	\$1,656,979

CAPCO

Aged Accounts Payable Report

Vendor Name	current	31-60	61-90	over 90	NetDue
AT&T MOBILITY	\$472.78	\$0.00	\$0.00	\$0.00	\$472.78
BRANDY FORD	\$0.00	\$0.00	\$0.00	\$87.38	\$87.38
BROOKE KEENEY	\$93.12	\$0.00	\$0.00	\$0.00	\$93.12
BUILDERS BEST	\$969.06	\$0.00	\$0.00	\$0.00	\$969.06
DELUXE	\$88.28	\$0.00	\$0.00	\$0.00	\$88.28
GRAINGER	\$171.24	\$0.00	\$0.00	\$0.00	\$171.24
HEP SALES	\$2,550.91	\$0.00	\$0.00	\$5.31	\$2,556.22
ID BOOTH INC.	\$2,167.18	\$0.00	\$0.00	\$0.00	\$2,167.18
INTERFLEX PAYMENTS, LLC	\$65.40	\$0.00	\$0.00	\$0.00	\$65.40
LOWE'S	\$3,998.39	\$0.00	\$0.00	\$0.00	\$3,998.39
M&T BANK	\$4,769.93	\$0.00	\$0.00	\$0.00	\$4,769.93
M&T MORTGAGE	\$1,802.65	\$0.00	\$0.00	\$0.00	\$1,802.65
MARTHA ALLEN	\$0.00	\$0.00	\$0.00	\$138.00	\$138.00
MEGHAN DECKER	\$0.00	\$0.00	\$0.00	\$5.08	\$5.08
NYS INSURANCE FUND	\$0.00	\$0.00	\$0.00	\$270.00	\$270.00
PAMELA JENKINS	\$829.32	\$0.00	\$0.00	\$0.00	\$829.32
PITNEY BOWES BANK INC	\$1,517.25	\$0.00	\$0.00	\$0.00	\$1,517.25
SPECTRUM	\$124.98	\$0.00	\$0.00	\$0.00	\$124.98
TALLMADGE TIRE	\$36.95	\$0.00	\$0.00	\$0.00	\$36.95
TAMI BAILEY	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00
TOMPKINS CORTLAND COMMUNITY COLLEGE	\$7,497.00	\$0.00	\$0.00	\$0.00	\$7,497.00
VOLO'S AUTO SUPPLY INC	\$9.38	\$0.00	\$0.00	\$0.00	\$9.38
WALMART INC.	\$635.29	\$0.00	\$0.00	\$0.00	\$635.29
GRAND TOTALS	\$27,799.11	\$0.00	\$0.00	\$535.77	\$28,334.88

A total of 23 vendors(s) listed

CAPCO

Balance Sheet

	12/31/2023	12/31/2024	01/31/2025	02/28/2025	03/31/2025	04/30/2025
ASSETS						
CURRENT ASSETS						
Cash	\$2,662,822	\$3,673,862.31	\$3,200,494	\$3,001,305	\$2,722,715	\$3,296,794.94
Grants Receivable	\$634,706	\$343,471.86	\$578,391	\$769,799	\$1,063,953	\$426,379.71
Accounts Receivable						
ACCOUNTS RECEIVABLE	\$965,019	\$1,368,014.88	\$1,518,453	\$1,461,325	\$1,484,411	\$1,094,730.12
Less: ALLOWANCE FOR DOUBTFUL ACCOUNTS	\$15,253	\$15,253.00	\$15,253	\$15,253	\$15,253	\$15,253.00
MEDICAID VARIANCE RECEIVABLE	(\$0)	(\$0.04)	(\$0)	(\$0)	(\$0)	(\$0.04)
OTHER RECEIVABLES	\$9,039	\$5,097.03	\$4,964	\$4,960	\$4,965	\$4,995.52
Net Accounts Receivable	\$958,805	\$1,357,858.87	\$1,508,164	\$1,451,031	\$1,474,122	\$1,084,472.60
Prepaid Expenses	\$113,844	\$12,480.66	\$92,912	\$80,562	\$51,923	\$50,190.09
TOTAL CURRENT ASSETS	\$4,370,176	\$5,387,673.70	\$5,379,961	\$5,302,697	\$5,312,714	\$4,857,837.34
PROPERTY AND EQUIPMENT						
Vehicles, furniture and equipment	\$1,101,705	\$980,470.06	\$974,229	\$990,656	\$983,744	\$976,890.90
Building	\$1,608,129	\$1,608,129.32	\$1,608,129	\$1,608,129	\$1,608,129	\$1,608,129.32
NET PROPERTY AND EQUIPMENT AT COST	\$2,709,834	\$2,588,599.38	\$2,582,358	\$2,598,785	\$2,591,873	\$2,585,020.22
Less Accumulated Depreciation	(\$1,510,485)	(\$1,403,603.98)	(\$1,403,604)	(\$1,403,604)	(\$1,403,604)	(\$1,403,603.98)
TOTAL PROPERTY AND EQUIPMENT	\$1,199,349	\$1,184,995.40	\$1,178,754	\$1,195,181	\$1,188,269	\$1,181,416.24
TOTAL ASSETS	\$5,569,525	\$6,572,669.10	\$6,558,715	\$6,497,878	\$6,500,983	\$6,039,253.58
LIABILITIES AND NET ASSETS						
CURRENT LIABILITIES						
Accounts Payable	\$121,124	\$40,178.52	\$98,541	\$71,867	\$30,538	\$47,664.62
Payroll taxes and Accruals	\$468,619	\$511,733.69	\$147,100	\$168,052	\$172,498	\$92,768.29
Other Current Liabilities	\$6,014	\$6,203.65	\$6,033	\$6,014	\$9,697	\$6,107.28
Defered Income	\$185,519	\$791,270.23	\$852,041	\$850,304	\$760,536	\$657,670.01
Total CURRENT LIABILITIES	\$781,276	\$1,349,386.09	\$1,103,714	\$1,096,236	\$973,270	\$804,210.20
LONG-TERM DEBT	\$154,080	\$142,327.46	\$141,627	\$140,922	\$140,126	\$139,214.17
TOTAL LIABILITIES	\$935,356	\$1,491,713.55	\$1,245,341	\$1,237,158	\$1,113,396	\$943,424.37
NET ASSETS	\$4,630,697	\$5,086,700.94	\$5,319,119	\$5,266,466	\$5,393,332	\$5,101,574.60
Total LIABILITIES AND NET ASSETS	\$5,566,053	\$6,578,414.49	\$6,564,460	\$6,503,623	\$6,506,728	\$6,044,998.97

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	04/30/2024	01/01/2025	04/30/2025
REVENUE								
GRANT REVENUE								
GRANT REVENUE	6,491,069		6,427,557		326,774		2,083,321	387,106
USDA REVENUE	157,364		187,853		71,274		65,324	15,905
EBT REVENUE	1,136		0		0		0	0
PASS THROUGH FUNDS-wic VOUCHERS	930,310		0		0		0	0
Total GRANT REVENUE	7,579,879		6,615,410		398,048		2,148,644	403,011
OTHER REVENUE								
MEDICAID REVENUE	3,829,255		3,774,500		1,161,848		963,105	1,131
Prior Years Medicaid Revenue	1,536		211,088		211,088		0	0
SERVICE FEES	77,134		59,414		19,920		3,337	0
SPECIAL NEEDS SERVICE REIMBURSEMENT	12,415		10,065		4,400		10,715	2,325
RENTAL INCOME	5,000		5,200		2,000		2,200	550
INTEREST INCOME	2,054		3,930		757		3,431	220
OTHER INCOME	229,522		153,537		61,873		37,623	7,895
CASH DONATIONS	126,573		99,265		32,590		36,222	9,448
INKIND DONATIONS	1,046,462		1,315,846		503,553		490,652	177,558
NYSERDA REVENUE	166,064		48,181		20,040		24,458	8,351
Current PY Program Income	0		1,250		0		0	0
Total OTHER REVENUE	5,496,015		5,682,276		2,018,068		1,571,743	207,478
Total REVENUE	13,075,895		12,297,686		2,416,117		3,720,388	610,489
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	6,548,768		6,898,452		2,168,205		2,050,262	414,455
HEALTH AND SAFETY WAGES	14,011		16,527		5,389		5,932	3,100
SALARY INCENTIVES	240,754		143,215		11,950		1,534	0
ACCRUED BENEFIT TIME	(231)		0		0		0	0
NEW ACCRUED BENEFIT TIME	177,014		183,011		59,493		62,367	15,350
Total SALARIES/WAGES	6,980,317		7,241,205		2,245,037		2,120,094	432,906
FRINGES								
FICA EXPENSE	506,829		524,531		161,015		153,538	31,010
UNEMPLOYMENT INSURANCE EXPENSE	124,358		192,158		61,533		60,436	12,193
WORKERS COMP EXPENSE	128,572		96,118		31,939		13,224	2,360
DISABILITY INSURANCE EXPENSE	18,110		18,271		6,294		6,188	1,554
GROUP INSURANCE EXPENSE	394,052		320,796		109,842		103,202	26,148
401-K EXPENSE	111,402		120,875		36,428		36,828	7,835
Fringes on Accrued Leave Earned	22,213		46,282		8,329		8,723	2,141
Total FRINGES	1,305,535		1,319,031		415,379		382,139	83,241
Total PERSONNEL	8,285,852		8,560,237		2,660,416		2,502,234	516,147
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	279,279		175,260		79,083		52,400	16,522
OUTREACH SUPPLIES	5,108		7,190		0		25	0
PROGRAM SUPPLIES	103,533		54,754		16,534		34,263	19,213
Damaged Inventory Expense	45		0		0		0	0
OFFICE SUPPLIES	40,262		33,482		10,843		17,231	5,562
Direct Beneficiary Costs	94,671		84,139		12,058		18,390	12,121
MEDICAL SUPPLIES	0		5,353		0		828	828
DISABILITY SUPPLIES	2,586		0		0		0	0
EDUCATIONAL SUPPLIES	46,879		36,954		228		15,089	14,609
BREAST PUMPS EXPENSE	0		1,711		0		3,592	3,592
FOOD & FOOD SUPPLIES	84,721		111,804		46,144		34,132	8,683
SPEECH SERVICES	0		315		0		0	0
PARENT SERVICES	4,180		406		72		327	0
CHILD ACCIDENT INSURANCE	881		881		294		138	35
COMMERCIAL INSURANCE	32,894		36,346		12,082		13,971	3,405
VEHICLE INSURANCE	24,237		21,350		7,456		9,302	2,326
VEHICLE MAINTENANCE	32,330		13,920		7,014		2,553	609
VEHICLE FUEL	15,388		10,702		3,241		3,153	598
VEHICLE REGISTRATION	1,214		967		551		282	0
OFFICE RENT	3,680		4,080		0		0	0
PROGRAM RENT	228,476		228,206		80,606		66,835	17,593
PARKING LOT RENTAL	3,780		3,780		1,260		1,260	315
OFFICE UTILITIES	36,963		29,615		12,720		8,233	1,463
PROGRAM UTILITIES	44,666		37,359		18,376		17,720	3,716
JANITORIAL MAINTENANCE	11,650		10,201		3,555		3,151	350
BUILDING MAINTENANCE	33,262		25,048		12,477		2,910	571
TRASH REMOVAL	10,675		10,685		3,598		3,543	886
BOARD EXPENDITURES	854		1,033		124		175	0
POSTAGE	11,232		15,273		4,725		4,748	820
DUPLICATING & PRINTING	15,811		17,249		4,858		5,721	1,294
MORTGAGE INTEREST EXPENSE	7,855		6,372		2,508		3,503	891

COMMERCIAL LOAN INTEREST	143	0	0	0	0
INTERNET SERVICE	20,291	14,877	5,637	2,470	943
TELEPHONE	14,003	22,362	5,230	5,224	1,268
CENTER TELEPHONE	5,932	3,156	1,533	1,031	376
Computer & Software Expense	124,461	117,569	35,272	32,887	7,675
MEETING EXPENSE	4,935	4,617	1,187	2,870	629
CONFERENCE EXPENSE	22,933	22,940	8,652	7,779	4,139
TRAINING & TECHNICAL AST	75,931	43,628	18,888	10,689	8,839
TEACHER TRAININGS	1,445	1,249	574	0	0
STAFF RECOG.	0	753	850	0	0
Staff Development	21,136	12,085	1,851	323	78
LOCAL TRAVEL	18,990	11,170	4,050	3,265	1,086
OUT OF TOWN TRAVEL	39,459	17,626	3,849	13,646	4,051
TOOLS EXPENSE	12,286	3,806	1,241	4,521	261
USDA EXPENSE	48,195	37,616	13,815	9,690	3,722
POLICY COUNCIL EXPENSE	2,376	1,585	1,045	1,457	145
STAFF IMMUNIZATIONS	13,755	5,098	3,710	203	0
DUES & SUBSCRIPTIONS	25,254	25,695	6,105	22,668	15,652
BACKGROUND CHECKS	4,775	3,461	1,439	829	176
PERMITS, FEES, & RENTALS	23,622	28,714	12,047	11,865	5,163
HEALTH AND SAFETY	47,056	59,076	25,076	22,560	4,928
HEALTH & SAFETY-SUBMATERIAL	4,609	20,423	4,556	10,313	0
HEALTH & SAFETY SUBLABOR	200	16,112	709	7,550	0
ADVERTISING	4,664	11,013	7,342	750	0
OTHER EXPENDITURES	0	232	0	1,491	1,372
Center Improvements	3,115	0	0	0	0
EQUIPMENT MAINTENANCE	1,008	3,929	207	0	0
CAPITAL PURCHASE	28,682	132,535	102,806	56,671	0
BUILDING ALLOCATION	0	0	0	0	0
Total OTHER THAN PERSONNEL	1,746,366	1,605,762	608,078	554,228	176,503
CONTRACTUAL					
CONTRACTUAL SERVICES-OTHER	96,860	215,582	22,796	95,865	29,173
SUBCONTRACT LABOR	38,068	9,335	2,065	16,771	0
SUBCONTRACT MATERIALS	123,476	25,840	13,559	22,797	0
HEALTH & SAFETY-SUBMATERIAL	4,609	20,423	4,556	10,313	0
HEALTH & SAFETY SUBLABOR	200	16,112	709	7,550	0
Total CONTRACTUAL	263,211	287,292	43,685	153,296	29,173
INKIND					
FARMERS MARKET EBT EXPENSE	995	188	0	0	0
WIC VOUCHER EXPENSE	930,310	0	0	0	0
VOLUNTEERS/INTERNS	127,604	328,691	131,814	173,774	53,515
VOLUNTEERS-PROFESSIONALS	256,229	295,257	147,081	78,500	41,408
INKIND DONATIONS	550,071	613,806	187,616	219,991	78,404
INKIND TRANSPORTATION	2,757	8,992	3,914	8,320	1,714
INKIND DONATED SPACE	109,801	69,101	33,128	10,067	2,517
Total INKIND	1,977,767	1,316,034	503,553	490,652	177,558
ADMINISTRATION					
FINANCIAL AUDIT	39,500	38,400	0	5,000	0
PAYROLL PROCESSING	32,502	35,373	14,910	14,765	2,065
EAP SERVICES	7,918	8,350	2,780	2,801	700
FINANCE & SERVICE CHARGES	1,345	1,355	408	401	100
BAD DEBT EXPENSE	12,141	0	0	0	0
DEPRECIATION EXPENSE	(0)	0	0	0	0
BUILDING DEPRECIATION	57,562	57,562	0	0	0
VEHICLE DEPRECIATION	33,059	46,173	0	0	0
EQUIPMENT DEPRECIATION	26,908	24,327	0	0	0
ADMINISTRATIVE ALLOCATION	3	0	0	0	0
capital expenditures clearing	0	(102,649)	0	0	0
Total ADMINISTRATION	210,938	108,892	18,097	22,967	2,866
Total EXPENSES	12,484,134	11,878,217	3,833,829	3,723,377	902,247
NET SURPLUS/(DEFICIT)	591,761	419,469	(1,417,713)	(2,990)	(291,758)

CAPCO
Income Statement
TOTAL CAPCO AGENCY

LINE ITEM	ECD		FDD		ESD		WIC		CDPAP		MAG	
	01/01/2025	04/30/2025	01/01/2025	04/30/2025	01/01/2025	04/30/2025	01/01/2025	04/30/2025	01/01/2025	04/30/2025	01/01/2025	04/30/2025
REVENUE												
GRANT REVENUE												
GRANT REVENUE		1,171,885		337,886		310,682		237,094		7,137		18,637
USDA REVENUE		65,324		0		0		0		0		0
Total GRANT REVENUE		1,237,208		337,886		310,682		237,094		7,137		18,637
OTHER REVENUE												
MEDICAID REVENUE		0		0		0		0		963,105		0
SERVICE FEES		0		0		3,337		0		0		0
SPECIAL NEEDS SERVICE REIMBURSEMENT		10,715		0		0		0		0		0
RENTAL INCOME		0		0		0		0		0		2,200
INTEREST INCOME		0		0		0		0		0		3,431
OTHER INCOME		12,426		0		0		0		23,697		1,500
CASH DONATIONS		325		17,456		0		5,000		0		13,440
INKIND DONATIONS		261,478		229,174		0		0		0		0
NYSERDA REVENUE		0		0		24,458		0		0		0
Total OTHER REVENUE		284,944		246,630		27,795		5,000		986,802		20,572
Total REVENUE		1,522,153		584,517		338,477		242,094		993,939		39,208
EXPENSES												
PERSONNEL												
SALARIES/WAGES												
SALARY/WAGE EXPENSE		730,363		135,211		131,401		140,190		793,427		119,670
HEALTH AND SAFETY WAGES		0		0		5,932		0		0		0
SALARY INCENTIVES		1,534		0		0		0		0		0
NEW ACCRUED BENEFIT TIME		21,508		10,043		10,572		7,750		2,460		10,034
Total SALARIES/WAGES		753,405		145,254		147,904		147,940		795,886		129,704
FRINGES												
FICA EXPENSE		53,931		10,143		9,445		10,604		60,580		8,835
UNEMPLOYMENT INSURANCE EXPENSE		20,997		3,875		3,945		4,022		22,918		4,679
WORKERS COMP EXPENSE		2,665		242		3,053		313		6,097		854
DISABILITY INSURANCE EXPENSE		1,687		271		228		294		3,473		236
GROUP INSURANCE EXPENSE		53,369		9,124		24,530		3,143		3,389		9,648
401-K EXPENSE		14,180		2,931		3,013		1,777		11,754		3,173
Fringes on Accrued Leave Earned		3,011		1,398		1,480		1,085		344		1,405
Total FRINGES		149,841		27,982		45,693		21,237		108,555		28,831
Total PERSONNEL		903,246		173,237		193,598		169,177		904,441		158,535
OTHER THAN PERSONNEL												
PROGRAM MATERIALS		0		30		51,983		0		0		387
OUTREACH SUPPLIES		0		25		0		0		0		0
PROGRAM SUPPLIES		29,342		3,727		1,100		0		0		93
OFFICE SUPPLIES		3,564		914		5,293		4,452		19		2,989
Direct Beneficiary Costs		0		18,390		0		0		0		0

MEDICAL SUPPLIES	0	0	0	828	0	0
EDUCATIONAL SUPPLIES	15,089	0	0	0	0	0
BREAST PUMPS EXPENSE	0	0	0	3,592	0	0
FOOD & FOOD SUPPLIES	33,803	329	0	0	0	0
PARENT SERVICES	327	0	0	0	0	0
CHILD ACCIDENT INSURANCE	138	0	0	0	0	0
COMMERCIAL INSURANCE	1,088	132	0	70	0	12,681
VEHICLE INSURANCE	2,391	1,604	2,442	2,379	0	486
VEHICLE MAINTENANCE	645	363	1,324	86	0	135
VEHICLE FUEL	191	(448)	3,174	82	0	154
VEHICLE REGISTRATION	0	0	282	0	0	0
PROGRAM RENT	42,840	8,500	3,090	12,065	0	340
PARKING LOT RENTAL	144	540	0	216	162	198
OFFICE UTILITIES	0	0	0	0	0	8,233
PROGRAM UTILITIES	8,596	1,487	2,180	0	0	5,456
JANITORIAL MAINTENANCE	591	0	0	600	0	1,960
BUILDING MAINTENANCE	140	0	0	407	0	2,363
TRASH REMOVAL	1,296	0	706	0	0	1,542
BOARD EXPENDITURES	0	0	0	0	0	175
POSTAGE	447	151	451	2,053	1,354	292
DUPLICATING & PRINTING	1,598	705	0	1,853	1,008	556
MORTGAGE INTEREST EXPENSE	0	0	0	0	0	3,503
INTERNET SERVICE	1,491	0	448	500	0	32
TELEPHONE	494	1,514	941	2,000	36	239
CENTER TELEPHONE	1,031	0	0	0	0	0
Computer & Software Expense	12,271	3,888	1,405	1,600	495	13,229
MEETING EXPENSE	68	0	0	0	0	2,802
CONFERENCE EXPENSE	4,057	2,232	0	0	0	1,490
TRAINING & TECHNICAL AST	8,853	433	1,403	0	0	0
Staff Development	0	0	78	245	0	0
LOCAL TRAVEL	0	689	0	332	2,242	2
OUT OF TOWN TRAVEL	8,029	1,825	0	484	44	3,265
TOOLS EXPENSE	0	0	4,521	0	0	0
USDA EXPENSE	9,690	0	0	0	0	0
POLICY COUNCIL EXPENSE	1,457	0	0	0	0	0
STAFF IMMUNIZATIONS	0	0	0	0	203	0
DUES & SUBSCRIPTIONS	12,878	259	1,463	400	4,425	3,244
BACKGROUND CHECKS	75	161	163	27	404	0
PERMITS, FEES, & RENTALS	5,086	0	106	0	4,158	2,515
HEALTH AND SAFETY - MATERIALS	0	0	22,560	0	0	0
HEALTH & SAFETY-SUBMATERIAL	0	0	10,313	0	0	0
HEALTH & SAFETY SUBLABOR	0	0	7,550	0	0	0
ADVERTISING	0	0	750	0	0	0
OTHER EXPENDITURES	0	1,491	0	0	0	0
CAPITAL PURCHASE	0	0	56,671	0	0	0
BUILDING ALLOCATION	3,130	8,824	0	10,116	1,281	(23,350)
Total OTHER THAN PERSONNEL	210,840	57,765	180,396	44,386	15,830	45,010
CONTRACTUAL						

CONTRACTUAL SERVICES-OTHER	15,343	2,115	0	2,103	5,136	71,167
SUBCONTRACT LABOR	0	0	16,771	0	0	0
SUBCONTRACT MATERIALS	0	0	22,797	0	0	0
HEALTH & SAFETY-SUBMATERIAL	0	0	10,313	0	0	0
HEALTH & SAFETY SUBLABOR	0	0	7,550	0	0	0
Total CONTRACTUAL	15,343	2,115	57,431	2,103	5,136	71,167
INKIND						
VOLUNTEERS/INTERNS	158,868	14,906	0	0	0	0
VOLUNTEERS-PROFESSIONALS	74,928	3,572	0	0	0	0
INKIND DONATIONS	13,587	206,405	0	0	0	0
INKIND TRANSPORTATION	4,029	4,291	0	0	0	0
INKIND DONATED SPACE	10,067	0	0	0	0	0
Total INKIND	261,478	229,174	0	0	0	0
ADMINISTRATION						
FINANCIAL AUDIT	2,452	472	1,002	581	493	0
PAYROLL PROCESSING	4,591	742	939	820	6,561	1,112
EAP SERVICES	0	0	0	0	0	2,801
FINANCE & SERVICE CHARGES	0	0	0	0	0	401
ADMINISTRATIVE ALLOCATION	106,863	26,388	45,635	23,093	74,876	(276,854)
Total ADMINISTRATION	113,906	27,602	47,576	24,494	81,929	(272,540)
Total EXPENSES	1,504,815	489,893	479,001	240,160	1,007,336	2,172
NET SURPLUS/(DEFICIT)	17,338	94,624	(140,524)	1,934	(13,398)	37,037



Department of Health

KATHY HOCHUL
Governor

JAMES V. McDONALD, MD, MPH
Commissioner

JOHANNE E. MORNE, MS
Executive Deputy Commissioner

June 3, 2025

Loriann Spatola-Davis
WIC Coordinator
WIC LA 217 – Cortland County Community Action Program
32 N Main St
Cortland, NY 13045

Dear Loriann Spatola-Davis,

Thank you for your continued partnership and dedication to supporting the health and well-being of WIC participants across New York State.

Based on the amounts allocated in the Fiscal Year 2026 Enacted Budget, the financial parameters that guide our contract negotiations have been revised from the initial award letters. The New York State total cash value for the WIC Program will be the same as the previous program period and WIC local agency budget awards will remain unchanged for Federal Fiscal Year 2026.

Revised award details are included in this communication, which serves as a replacement to the award letter issued to your agency on April 14, 2025. WIC local agencies are encouraged to make all necessary adjustments to their budgets in NYWIC, ensuring consistency with the revised award details, by **June 30, 2025**.

Details of your award are summarized below:

The New York State Department of Health has awarded \$850,400 to Cortland County Community Action Program, Inc. under Contract # C38301GG to implement the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) for the renewal period October 1, 2025, to September 30, 2026.

WIC Award	Breastfeeding Peers Counseling Award	Breast Pump Award	Total Annual Award
\$809,900	\$36,600	\$3,900	\$850,400

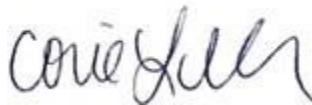
The Total Annual Award is intended to support programming to a target awarded caseload of 2,200 participants in the following planning areas: Chenango, Cortland

We appreciate your flexibility and commitment as we work together to ensure that WIC services remain accessible and effective. Our goal is to support a fair, transparent, and collaborative process for all contractors.

If you have any questions or require assistance with your budget submission or revisions, please do not hesitate to contact your Regional Office Representative.

Thank you again for your partnership and for the critical role you play in serving WIC families throughout New York State.

Sincerely,

A handwritten signature in black ink, appearing to read "Corie Nadzan". The signature is fluid and cursive, with the first name "Corie" being more prominent than the last name "Nadzan".

Corie Nadzan, MPA, RD, CLC
New York State WIC Director
Bureau of Supplemental Food Programs

FFY 2026 - Federal Award Identification
DOH01-C38301GG-3450000
217 Cortland County Community Action Program

Dear WIC Grantee,

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

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

Thank you,

Fiscal Management Section

Bureau of Supplemental Food Programs

FFY 2026 - Federal Award Identification
DOH01-C38301GG-3450000
217 Cortland County Community Action Program

2026 NSA

(1) Subrecipient Name	CORTLAND COUNTY COMMUNITY ACTION	
(2) Subrecipient's Unique Entity Identifier	L1P5ZJLPV4Y3	
(3) Federal Award Identification Number (FAIN)	264NY704W1003	
(4) Federal Award Date	TBD	
(5) Subaward Period of Performance Start and End Date		#N/A
(6) Subaward Budget Period Start and End Date		#N/A
(7) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient	\$769,638.00	
(8) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation	\$769,638.00	
(9) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity	\$3,848,190.00	
(10) Federal award project description	WIC Nutrition Services and Administration	
(11) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity	USDA - Food and Nutrition Service New York State Department of Health wicbudget@health.ny.gov	
(12) Assistance Listings Number and Title	10.557 - WIC Special Supplemental Nutrition Program for Women, Infants, and Children	
(13) Research and Development Award	No	
(14) Indirect cost rate for the Federal award	15.00%	

2024 BFPC

(1) Subrecipient Name	CORTLAND COUNTY COMMUNITY ACTION	
(2) Subrecipient's Unique Entity Identifier	L1P5ZJLPV4Y3	
(3) Federal Award Identification Number (FAIN)	244NY744W5003	
(4) Federal Award Date	4/3/2024	
(5) Subaward Period of Performance Start and End Date		#N/A
(6) Subaward Budget Period Start and End Date		#N/A
(7) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient	\$34,313.00	
(8) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation	\$34,313.00	
(9) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity	\$190,104.00	
(10) Federal award project description	WIC Breastfeeding Peer Counseling	
(11) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity	USDA - Food and Nutrition Service New York State Department of Health wicbudget@health.ny.gov	
(12) Assistance Listings Number and Title	10.557 - WIC Special Supplemental Nutrition Program for Women, Infants, and Children	
(13) Research and Development Award	No	
(14) Indirect cost rate for the Federal award	15.00%	

FFY 2026 - Federal Award Identification
DOH01-C38301GG-3450000
217 Cortland County Community Action Program

2025 BFPC

(1) Subrecipient Name	CORTLAND COUNTY COMMUNITY ACTION	
(2) Subrecipient's Unique Entity Identifier	L1P5ZJLPV4Y3	
(3) Federal Award Identification Number (FAIN)	254NY744W5003	
(4) Federal Award Date	TBD	
(5) Subaward Period of Performance Start and End Date		#N/A
(6) Subaward Budget Period Start and End Date		#N/A
(7) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient	\$4,655.00	
(8) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation	\$4,655.00	
(9) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity	\$190,104.00	
(10) Federal award project description	WIC Breastfeeding Peer Counseling	
(11) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity	USDA - Food and Nutrition Service New York State Department of Health wicbudget@health.ny.gov	
(12) Assistance Listings Number and Title	10.557 - WIC Special Supplemental Nutrition Program for Women, Infants, and Children	
(13) Research and Development Award	No	
(14) Indirect cost rate for the Federal award	15.00%	

2026 Food

(1) Subrecipient Name	CORTLAND COUNTY COMMUNITY ACTION	
(2) Subrecipient's Unique Entity Identifier	L1P5ZJLPV4Y3	
(3) Federal Award Identification Number (FAIN)	264NY704W1006	
(4) Federal Award Date	TBD	
(5) Subaward Period of Performance Start and End Date		#N/A
(6) Subaward Budget Period Start and End Date		#N/A
(7) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient	\$3,900.00	
(8) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation	\$3,900.00	
(9) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity	\$3,900.00	
(10) Federal award project description	WIC Food	
(11) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity	USDA - Food and Nutrition Service New York State Department of Health wicbudget@health.ny.gov	
(12) Assistance Listings Number and Title	10.557 - WIC Special Supplemental Nutrition Program for Women, Infants, and Children	
(13) Research and Development Award	No	
(14) Indirect cost rate for the Federal award	15.00%	

Resolution of the Board of Directors

Of

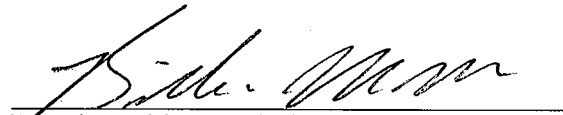
Cortland County Community Action Program, Inc.

Resolution No. 25-45

WHEREAS, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the proposed 25-26 WIC Budget & Grant submission, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 25-26 WIC Budget & Grant submission,

IT IS HEREBY RESOLVED that on June 26, 2025, the CAPCO Board of Directors approves the 25-26 WIC Budget & Grant submission.



Board President or designee

6/26/25

Date

Agency:

217 Cortland County Community Action Program

Contract Number:

DOH01-C38301GG-3450000



Contract Award Summary

Contract Period:

October 01, 2025 - September 30, 2026

Contract Award Summary Budget Budget Worksheets Comments Documents Workflow

Show 25 records

Grant Name	Contract Period Amount	Justified Amount	Budget Amount	Unbudgeted Amount
Breast Pumps	\$3,900.00	\$3,900.00	\$3,900.00	\$0.00
BFPC Grant	\$36,600.00	\$36,716.00	\$36,600.00	\$116.00
Unallocated	\$0.00	\$0.00	\$0.00	\$0.00
WIC Grant	\$809,900.00	\$811,072.94	\$809,900.00	\$1,172.94
Total = \$850,400.00	Total = \$851,688.94	Total = \$850,400.00	Total = \$1,288.94	

1 - 4 of 4 records

Agency:

217 Cortland County Community Action Program

Contract Number:

DOH01-C38301GG-3450000



Budget

Contract Period:

October 01, 2025 - September 30, 2026

Contract Award Summary **Budget** Budget Worksheets Comments Documents Workflow

FFY 2026 Budget Justification - Budget

	FTE	Justified Amount	Budgeted Amount	Unbudgeted Amount
Personal Service and Fringe				
Program Support	1.00	\$73,310.00	\$73,310.00	0
Nutrition Assistant	2.00	\$75,153.00	\$75,153.00	0
Competent Professional Authority	3.00	\$159,478.00	\$159,478.00	0
Qualified Nutritionist	3.00	\$157,521.00	\$157,521.00	0
Total FTEs and Salary	9.00	\$465,462.00	\$465,462.00	0
Fringe Benefits		\$93,843.84	\$93,843.00	\$0.84
Total Personal Service and Fringe		\$559,305.84	\$559,305.00	\$0.84
Non-Personal Service				
Space (Owned)		0	0	0
Space (Rent)		\$45,937.00	\$45,937.00	0
Utilities		\$11,308.00	\$11,308.00	0
Program Operations		\$32,309.00	\$32,309.00	0
Travel		\$10,463.00	\$10,463.00	0
Equipment		0	0	0
Audit		\$4,481.10	\$3,309.00	\$1,172.10
ONPS Other		\$2,452.00	\$2,452.00	0
Contractual Staff		0	0	0
Other Contractual Services		\$22,762.00	\$22,762.00	0
Total Space & Subtotal ONPS		\$129,712.10	\$128,540.00	\$1,172.10
Breast Pumps and Collection Kits		\$3,900.00	\$3,900.00	0
Total Breast Pumps & Collection Kits		\$3,900.00	\$3,900.00	0
Breastfeeding Peer Counseling				
BFPC Administrative Staff		0	0	0
BFPC Administrative Staff Fringe		0	0	0
BFPC Travel		0	0	0
BFPC Equipment		0	0	0
BFPC Peer Counselors		\$33,210.00	\$33,094.00	\$116.00
BFPC Contractual Staff		0	0	0
BFPC Other Contractual Services		0	0	0
BFPC Other		\$3,506.00	\$3,506.00	0
Total BFPC		\$36,716.00	\$36,600.00	\$116.00
Total Direct Costs		\$729,633.94	\$728,345.00	\$1,288.94
Indirect		\$122,055.00	\$122,055.00	0
Total Indirect Costs		\$122,055.00	\$122,055.00	0
Total Non-Personal Service		\$292,383.10	\$291,095.00	\$1,288.10
Total Allocated		\$851,688.94	\$850,400.00	\$1,288.94
Unallocated		0	0	0
Advance		0	0	0
Grand Total		\$851,688.94	\$850,400.00	\$1,288.94

Resolution of the Board of Directors

Of

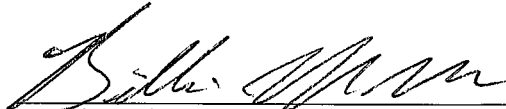
Cortland County Community Action Program, Inc.

Resolution No. 25-46

WHEREAS, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the proposed 25-26 UPK Budget, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 25-26 UPK Budget,

IT IS HEREBY RESOLVED that on June 26, 2025, the CAPCO Board of Directors approves the 25-26 UPK Budget.


Board President or designee

6/26/25
Date

CAPCO

ECD UPK 25.26

LINE ITEM	26.25 Total UPK Budget
REVENUE	
GRANT REVENUE	
GRANT REVENUE	\$254,080.00
USDA REVENUE	\$10,693.05
TOTAL GRANT REVENUE	<u>\$264,773.05</u>
Total REVENUE	<u>\$264,773.05</u>
EXPENSES	
PERSONELL	
WAGES/SALARIES	
SALARY/WAGE EXPENSE	\$148,777.28
SALARY INCENTIVES	\$100.00
NEW ACCRUED BENEFIT TIME	\$2,469.76
Total WAGES/SALARIES	<u>\$151,347.05</u>
FRINGES	
FICA EXPENSE	\$11,532.61
UNEMPLOYMENT INSURANCE EXI	\$4,228.62
WORKERS COMP EXPENSE	\$681.81
DISABILITY INSURANCE EXPENSE	\$314.13
GROUP INSURANCE EXPENSE	\$26,365.21
401-K EXPENSE	\$3,408.88
Fringes on Accrued Leave Earned	\$825.77
Total FRINGES	<u>\$47,357.03</u>
Total PERSONELL	<u>\$198,704.08</u>
MATERIALS	
PROGRAM SUPPLIES	\$976.96
EDUCATIONAL SUPPLIES	\$1,215.28
Total MATERIALS	<u>\$2,192.25</u>
OTHER THAN PERSONELL	
FOOD & FOOD SUPPLIES	\$15,000.00
SPEECH SERVICES	\$420.00
INTERNET SERVICE	\$44.75
CENTER TELEPHONE	\$67.03
TRAINING & TECHNICAL AST	\$160.00
Staff Development	\$238.44
STAFF IMMUNIZATIONS	\$150.00
DUES & SUBSCRIPTIONS	\$0.00
PERMITS, FEES, & RENTALS	\$300.00
Total OTHER THAN PERSONELI	<u>\$16,380.22</u>

SPACE	
PROGRAM RENT	\$7,000.00
SMAIN BLG ALLOCATION	\$2,603.71
Total Space	<u>\$9,603.71</u>
ADMINISTRATION	
COMMERCIAL INSURANCE	\$89.28
FINANCIAL AUDIT	\$1,883.43
PAYROLL PROCESSING	\$1,460.73
TELEPHONE	\$4.18
ADMINISTRATIVE ALLOCATION	\$33,645.01
BUILDING ALLOCATION	\$810.17
Total ADMINISTRATION	<u>\$37,892.80</u>
Total EXPENSES	<u>\$264,773.06</u>
NET SURPLUS/(DEFICIT)	<u><u>(\$0.00)</u></u>

Resolution of the Board of Directors

Of

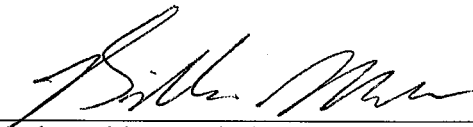
Cortland County Community Action Program, Inc.

Resolution No. 25-47

WHEREAS, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the proposed 25-26 UPK Contracts, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 25-26 UPK Contracts,

IT IS HEREBY RESOLVED that on June 26, 2025, the CAPCO Board of Directors approves the 25-26 UPK Contracts.



Board President or designee

6/26/25

Date



Cortland Enlarged City School District
Universal Pre-Kindergarten Program Contract 2025/2026 SY
Agency: CAPCO Class #1

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program up to and including funds of \$127,040 to provide educational program activities and services for up to and including #16 children as set forth in Part 151 of the Regulations of the Commissioner, and do hereby certify that information therein is correct and that the agency is in total compliance with applicable Federal and State laws and regulations, including, but not limited to:

- 1. Title VI of the Civil Rights Act of 1964;
2. Title IX of the Educational Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Age Discrimination Act of 1973; and
5. Part 151-1 of the Regulations of the Commissioner
6. Section 3502, subdivision 37 of NYS Education Law
7. Stewart B. McKinney Homeless Assistance Act

I realize that the Cortland Enlarged City School District reserves the right to terminate this agreement upon thirty days written notice to the agency. It is mutually understood that the District will exercise said termination in the event the UPK funding is not allocated to the District in the State Budget.

In addition:

- 1. The applicant agency will adopt and use proper methods of administering each program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations and other recipients responsible for carrying out each program; and (b) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
2. The applicant agency will cooperate in carrying out any evaluation of such program conducted by or for the District and/or the State Education Department.
3. The applicant agency will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for funds under such program.
4. The applicant agency will (a) make reports to the District and/or the State Education Department as may be necessary to enable the District and/or Department to perform its duties under each program, and (b) maintain records, provide information and afford access to records as the District and/or State Education Department may find necessary to carry out its duties.
5. The applicant agency's application is consistent with the Universal Pre-Kindergarten Program plan adopted by the District.
6. The applicant agency must provide and document that the equivalent of 180 days of instruction will be provided.

06/02/2025
Date

[Handwritten Signature]
Signature of Agency's Authorized Representative

Date

Greg Richards
Type/Print Name of Authorized Representative

Date

Signature of Agency's Authorized Representative

Date

Robert J Edwards
Type/Print Name of Authorized Representative



Cortland Enlarged City School District
Universal Pre-Kindergarten Program Contract 2025/2026 SY
Agency: CAPCO Class #2

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program up to and including funds of \$127,040 to provide educational program activities and services for up to and including #16 children as set forth in Part 151 of the Regulations of the Commissioner, and do hereby certify that information therein is correct and that the agency is in total compliance with applicable Federal and State laws and regulations, including, but not limited to:

- 1. Title VI of the Civil Rights Act of 1964;
2. Title IX of the Educational Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Age Discrimination Act of 1973; and
5. Part 151-1 of the Regulations of the Commissioner
6. Section 3502, subdivision 37 of NYS Education Law
7. Stewart B. McKinney Homeless Assistance Act

I realize that the Cortland Enlarged City School District reserves the right to terminate this agreement upon thirty days written notice to the agency. It is mutually understood that the District will exercise said termination in the event the UPK funding is not allocated to the District in the State Budget.

In addition:

- 1. The applicant agency will adopt and use proper methods of administering each program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations and other recipients responsible for carrying out each program; and (b) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
2. The applicant agency will cooperate in carrying out any evaluation of such program conducted by or for the District and/or the State Education Department.
3. The applicant agency will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for funds under such program.
4. The applicant agency will (a) make reports to the District and/or the State Education Department as may be necessary to enable the District and/or Department to perform its duties under each program, and (b) maintain records, provide information and afford access to records as the District and/or State Education Department may find necessary to carry out its duties.
5. The applicant agency's application is consistent with the Universal Pre-Kindergarten Program plan adopted by the District.
6. The applicant agency must provide and document that the equivalent of 180 days of instruction will be provided.

06/02/2025
Date

[Handwritten Signature]
Signature of Agency's Authorized Representative

Date

Greg Richards
Type/Print Name of Authorized Representative

Date

Signature of Agency's Authorized Representative

Date

Robert J Edwards
Type/Print Name of Authorized Representative



Executive Director Report Board of Directors Meeting

Greg Richards
June 26, 2025

- With the 25–26 WIC and CSBG contract packages due by month’s end, we’ve begun planning the 2026 financials—particularly the Administration budget. We’re moving to adopt the new 15% de minimis rate across all contracts with administrative allocations. This early start is driven by required changes in how we account for building and maintenance costs, which will now increase admin expenses, especially as 2026 will be our first full year without CDPAP revenue. To comply, we’ll incorporate most building/maintenance costs into the Administration budget and directly charge allowable expenses to contract line items, replacing our traditional building allocation method, which will no longer be permitted. It’s a complex shift, especially following a lean 2025 Admin budget. We’re currently exploring scenarios and plan to convene the Executive Committee this summer.
- The ProNexus team is in the final stages of completing the 2024 audit with the Bonadio Group. While the overall process has been smoother and timelier than in past years, delays arose from incomplete journal entries needed to finalize the 2023 audit. This led to several adjustments and rounds of clarification tied to the Trial Balance, which underpins much of the audit. Most of these issues have now been resolved, and we expect the audit to be ready for the July meeting. Given the volume of adjustments, there is a possibility Bonadio may issue a finding; however, Bettina has not indicated this thus far. We remain confident that this was a one-time complication related to 2023 and expect improved outcomes moving forward, as ProNexus completes its first full year and strengthens our year-end processes.
- We anticipate a significant delay in executing our 25–26 WAP contract for Energy Services. Although the new cycle begins July 1, we’ve yet to receive the contract package, and NYS HCR has confirmed that the State Plan is still awaiting approval by the U.S. DOE. This likely pushes execution into fall or even early winter—a major operational challenge, especially following a six-month delay with our current WAP contract that has impacted our ability to complete all 24–25 production. In response, we’ve secured an extension to complete 24–25 WAP jobs through mid-August. Beginning June 30, our ES Crew will work 10-hour days for six weeks, just the third time in our history we’ve extended production hours. While not ideal, this keeps grant revenue flowing during the expected contract gap. We’ve also requested additional BIL jobs to help sustain operations through year-end. This year’s planning has been especially complex, requiring more intricate funding strategies amid increased uncertainty around future Weatherization funding.
- I have been elected Vice President and to the Executive Committee of the New York State Community Action Association (NYSCAA). I was re-elected to the state association board last year, and I have held a board position since taking on the Executive Director role in 2022. It is an honor to be elected to a greater leadership role at the state level, and we find ourselves at a pivotal time with many veteran Executive Directors retiring and a complicated political time as we fight to tell the Community Action story and prove our incredible value to communities across NYS and the entire country.
- I was asked by the Director of Community Services at the New York State Department of State (NYS DOS) to join the CSBG Advisory Council to the NYS Legislature. I am working with Assemblymember Anna Kelles on my appointment, and I attended my first meeting in Albany last

week. This too is a great honor & opportunity, and I look forward to working with state officials on all matters of CSBG as well as our other funding that comprises our agency and other CAAs across NYS.

- Our 5th Annual Golf Tournament concluded Community Action Month on Saturday, May 31st. It was a cold & rainy day at Knickerbocker Country Club, but that did not dampen spirits as we had our largest turnout to date! We had a total of 23 teams (most ever!) and a multitude of sponsors. I cannot thank Kirsten & our Golf Tournament Committee enough—we continue to elevate our tournament each year as we become more and more of a known community tournament. Check out some pictures below. Kirsten will have financials prepared for an upcoming Finance Committee to debrief on how the tournament shook out financially.
- The CAPCO Energy Services team led the charge for this year’s 2025 Cortland Dairy Parade, bringing together a larger planning committee to craft an unforgettable display. At the heart of it: the “MOOO-MOBILE”—an ES utility van transformed with cow spots, paired with coordinated t-shirts, cow-tail giveaways, and proud banners promoting our services. This beloved community event gave us a wonderful opportunity to connect, laugh, and strengthen bonds outside the usual workday. Huge thanks to everyone who joined in, and special appreciation to the ES department for their creativity and leadership!
- 2 CAPCO staff completed & graduated from the 2025 Leadership Cortland class through Cortland’s Chamber of Commerce. Congratulations to our WIC Breastfeeding Coordinator, Melissa Brangan, as well as our Family Development Adult Education Coordinator, Theresa Radley, for completing this intensive & prestigious program. Leadership Cortland is a longstanding program in our community, and it was re-invigorated following some down years after the pandemic. Thank you to our esteemed staff for their efforts as they continue on their leadership journey with CAPCO!







Kirsten Parker
Deputy Director Board Report
June 19, 2025

- We are finished with the CDPAP program. We may have a few late payments coming, but we have completed the billing we can do and are hearing very little from aides and consumers at this point.
- The Volunteer Driver 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 received a packet of information to fill out and upload that is far more in depth than I anticipated. I am working on that now; it needs to be uploaded in the next few weeks before I go on vacation.
- Lisa and Danielle have been helping me with the EISEP program. We are getting time sheets submitted in a much timelier manner and things have been operating very smoothly.
- I am very happy to report the Golf Tournament is over for this year. We had a great turnout with 24 teams. The weather was horrible. I think most teams did not finish the 18 holes. I give a lot of credit to the teams that did, we probably should have had an endurance prize for them. Overall, it went well. It is a very nice course, and the people were very good to work with. We don't have the final numbers, but I think we profited about \$11,000. Thank you to all the Board members that came and helped in that miserable weather and to all of you for helping to sell raffle tickets. We have scheduled our next tournament for May 30th at Knickerbocker. Save the date!



Weatherization
Works

Energy Services / Building Maintenance June 2025

Energy Services

Weatherization Assistance Prg.- PY24.25

- WAP 24.25 – DOE has granted an extension; we have a plan in place to respectively meet our goal. We currently have 45 jobs completed, 4 at QCI status.
- WRF –We have 4 jobs completed, and 1 is in progress, 1 job we are waiting for quotes, and funds are still available if we have any deferrals.
- Healthy Homes – We met with Madison County for guidance, and they recommended we reach out to Chautauqua County, in the process of scheduling a date and time.

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

- We requested an extension of 9 months (this will take us to the end of December) and \$400,000+ which was granted.

EmPower NY (Cortland & Tompkins Counties)

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

HEAP- (Cortland & Tompkins Counties)

- Cooling hasn't been as steady as in previous years. Clean and Tune and HERR will open in the fall.

Fee For Service – Currently no clients.

CAPCO Building Maintenance



South Main – Heat Pumps – Completed

ELC – Fence & Tree Removal: construction of new fence & landscaping completed.

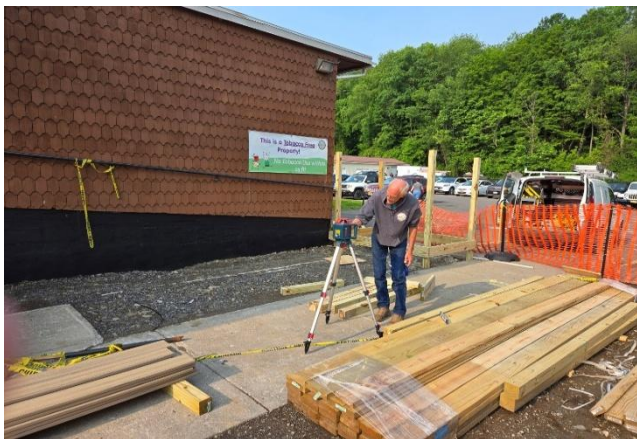




- South Main Front- Egress doors- completed but still needs paint



- South Main- Garden project – completed- vegetables growing.



- South Main Front- RAMP Project: In-progress
- South Main Front- Landscaping will start when Ramp is completed.
- South Main Parking lot: Contracted and will be done this Summer



Family Development Board Report June 2025

Adult Education

- We currently have eight students enrolled in our Health Care Career Connections Program. Students are enrolled in Medical Billing, Phlebotomy, and CNA.
- We have been notified that we have received a Proliteracy grant in the amount of \$5,000.
- We had one student receive their Diploma this month.
- Our Adult Education Coordinator, Theresa Radley completed Leadership Cortland and graduated in June.

Emergency Assistance

- We continue to see an increase in need for help paying for National Grid and NYSEG bill.
- We have scheduled our Everybody's Baby Shower for July 9 and have started coordinating speakers for the event.
- We are wrapping up the Snack Pack Program for the 2024-2025 school year, 92 children received food over the weekends this year.

NOEP

- Jessica will help at the Fresh Food Giveaway at the Chaple on June 17th.
- Jessica has started educating families who receive SNAP benefits with children in school about the Summer EBT Transfers starting in June.
- NOEP outreach will again take place in local parks this summer targeting families with school aged children.

Healthy Families

- Katie has completed all her CORE training and is now serving families.
- We completed our annual site visit on May 15 with our OCFS Contract Manager. The visit was overwhelming positive with some continued concerns about program capacity. Our program received a Program Improvement Plan for improving capacity.
- Staff have been meeting and making plans for new strategies to reach more families.

SAMHSA

- Chelsea continues to work with Cortland County Mental Health to improve Cortland County's System of Care and Mental Health related services.



Early Childhood Development Director's Report June 2025



Enrollment:

- EHS Enrollment: 88/88 Enrolled (100%)
- HS Enrollment: 33/34 Enrolled, 34 Accepted (97%)
- UPK Enrollment: 31/32 Enrolled (97%)
- Waitlist: EHS: 52 Income Eligible; 5 130% and 32 Over Income
HS: 13 Income Eligible; 6 130%; 5 Over Income
UPK: 0

Staffing:

- One infant/toddler teacher opening. This position will be filled for 25.26 Program Year
- We have anticipated teacher, assistant teacher and classroom floater positions posted for next program year and are still actively recruiting for substitutes.
- Anticipating several maternity leaves in the next couple months.

Old Business:

New Business:

- Last day of UPK was on June 18, 2025. We have committed to two UPK classrooms next year. The district will be moving us to Parker next year.
- We received our Under Enrollment Completion letter for Head Start.
- Policy Council met on June 24, 2025.

June 2025
WIC Board Report
Reported by: Loriann Spatola-Davis

- ✓ The program continues its collaboration with Tipping Point as part of a media campaign designed to generate leads and enhance engagement by increasing "Likes" and followers. Since the campaign's launch, both metrics continue to show steady growth.

Location	Likes	Followers
Cortland	426	441
Chenango	350	351
Breastfeeding Peer Support Group	The group currently has 52 members, including 9 staff.	

- ✓ 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 Breastfeeding Peer Counselors, whose workspaces are located within the cafés, manage the day-to-day operations. WIC Nutrition Staff provide additional support as needed, especially for issues beyond the counselors' scope of practice, and Nutrition Assistants are available to conduct initial eligibility screenings for walk-ins who are not yet enrolled in the program.
- ✓ Currently, we have one active Memorandum of Understanding (MOU) with CAPCO Head Start and a Joint Program Service Agreement (JPSA) with Healthy Families. MOUs with Greater Opportunities of Broome and Chenango County Head Start, as well as JPSAs for PACT (Parents and Children Together, affiliated with Guthrie and equivalent to Healthy Families) and the Chenango County Health Department, are under review by the Regional and/or Central Office. We will continue to engage with HCP and other local social programs to foster collaboration and expand our collective impact.
- ✓ The FFY2026 Budget Call Letter was received on April 14th, and all required supporting documents were submitted by the deadline of May 9, 2025. Following approval by the Finance Committee on June 19, 2025, the WIC Director submitted the FFY2026 budget. This year presented significant challenges as the anticipated 6% increase for WIC in the New York State Budget was withdrawn, eliminating the \$54,771 increase for which we had hoped. Despite this setback, we were still able to provide raises and adjust salaries to better align with each position's responsibilities and titles, working closely with Greg to ensure fair and appropriate compensation across roles. Additionally, due to a new policy change in how space costs are documented, our de Minimis Rate increased to 15%. As a result, WIC scaled back program operations expenses and reduced the advertising budget to accommodate this change while maintaining program integrity.

- ✓ Our Chenango site continues to face some staffing challenges; however, the team is working collaboratively to ensure that clinic operations remain as smooth as possible. H. McMahon from the Cortland office is providing valuable support by managing virtual appointments on Tuesdays and Thursdays. J. Sostarich has been approved to work remotely for up to 10 hours per week and is assisting with appointments on Thursday evenings and Fridays through July 4th. John will remain with us until the vacancy is filled or until his school schedule no longer permits, whichever comes first. We recently welcomed Keisha Harvey as our new Nutrition Assistant, and she is currently undergoing training. We remain optimistic that the vacant Nutritionist position will be filled by the end of July. We have one strong candidate, who qualifies as a Qualified Nutritionist (QN). Our current budget can support this role. For context, M. Anderson held a similar salary while classified as a CPA. The WIC Director will submit a Line-Item Request to reallocate funds from the CPA line to the QN line, as needed. The FFY2026 Budget was submitted to support three Qualified Nutritionists and three CPAs, so the addition of another QN is already accounted for within our budget projections. I am hopeful that by our upcoming board meeting, I will have positive updates to share.
- ✓ Childbirth classes are one step closer to becoming a reality. H. McMahon will be reaching out to our local healthcare providers and related programs to begin promoting the classes. Holly will be working with another doula to facilitate the sessions. We are hopeful the first class will start on August 9th. The Bright Ideas Grant will fully support this initiative, and we will begin working on securing additional grant funding if the program proves successful.

CAPCO Childbirth Classes Schedule

Site	Month	Days	Time
Cortland	August	9th, 16th, 23rd, 30th	11 a.m. – 1 p.m.
Norwich	October	4th, 11th, 18th, 25th	11 a.m. – 1 p.m.
Cortland	January	10th, 17th, 24th, 31st	11 a.m. – 1 p.m.
Norwich	March	7th, 14th, 21st, 28th	11 a.m. – 1 p.m.
Cortland	May	9th, 16th, 23rd, 30th	11 a.m. – 1 p.m.
Norwich	July	11th, 18th, 25th, August 1st	11 a.m. – 1 p.m.

WIC Participation by Site – Close out Data for April 2025

Site	Enrollment	Participation	Participation % of Target Caseload (2,200)
Cortland			
Cortland	1,220	1,167	53.05%
Cincinnati			
Marathon			
Total	1,220	1,167	53.05%
Chenango			
Norwich	887	840	38.18%
Greene	21	20	0.91%
Bainbridge	20	13	0.59%
Sherburne	4	3	0.14%
New Berlin	16	11	0.50%
Total	948	887	40.32%
Grand Total	2,168	2,054	93.36%

Success Stories:

As an addition to my monthly reports going forward, I will be including success stories from our team when available. These moments are worth celebrating as they highlight the meaningful impact of our work and provide an opportunity to recognize and support one another. Sharing these stories with CAPCO’s Board will showcase the dedication and achievements of our staff. Staff are encouraged to submit and share their successes so that colleagues may be inspired to learn from each other. This exchange can foster new ideas and collaborations, ultimately enhancing our collective efforts.

Here is our first success story, submitted by H. McMahon.

“A few months ago, we had a participant who was breastfeeding her 3-month-old tell us she was pregnant again, and that she was very worried she wouldn't be able to continue breastfeeding due to what she was reading online. She was even considering stopping breastfeeding all together (her OBGYN was aware she was breastfeeding and did not say she should stop). She expressed frustration due to all the contradictory information. We reminded her that at WIC, we use evidence-based information so she could use us as a resource if she is not sure something is true. We discussed a lot of the information she was reading and discussed what was true based on the evidence. At the end of the conversation, she seemed to be feeling much more at ease. Yesterday, she checked in with us and shared that her baby is still fully breastfeeding and continues to gain weight adequately, she was very happy and proud that she was able to continue, and she is very close to her 1 year goal now that if her milk does switch to colostrum to support the new baby, she feels okay with the possibility of needing supplementation for the older baby.”

Resolution of the Board of Directors

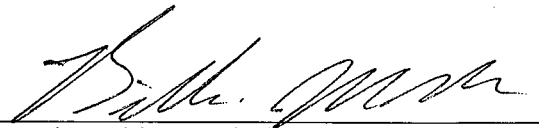
Of

Cortland County Community Action Program, Inc.

Resolution No. 25-48

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed review of the CAPCO Board of Directors bylaws,

IT IS HEREBY RESOLVED that on June 26, 2025, the CAPCO Board of Directors approves the review of the CAPCO Board of Directors bylaws.


Board President or designee

6/26/25
Date