



Cortland County Community Action Program, Inc. (CAPCO)

Board of Directors Meeting

October 23, 2025

Agenda

- I. Call to Order
- II. U.S. Pledge of Allegiance
- III. Reciting of the Community Action Promise
- IV. Motion for Approval of September 2025 meeting minutes
- V. Standing Committee Reports
 - 1) PP&E Committee—met on Thursday, October 9, 2025.
 - a) **Resolution 25-62:** HFNY 3rd Quarter Data Reports
 - 2) Board Development—did not meet.
 - 3) Finance/Audit Committee—met on Thursday, October 16, 2025.
 - a) **Resolution 25-63:** 2025-2026 NOEP Budget
 - 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) **Greg's annual Performance Evaluation, completion deadline.**
 - b) **Mission statement feedback survey forthcoming.**
 - c) **Reminder: normal committees in November, full Board Meeting on Thursday, 12/11/2025 @ the Cortland Elks (Annual Meeting).**
- 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
September 25, 2025
Meeting Minutes

- I. **Call to Order**-Meeting called to order at 12:01 pm.
Members Present: Melissa Alvord, Doug Bentley, Terry Coon, April Dennison, Ella DiIorio, Jeannette Dippo, Kellie Givens, Billie MacNabb, Patty Schaap, Lynne Sypher, Shelley Warnow, Robert Knobel
Members Excused: Sandy Aloji, Mary Beth Mathey, Larry Woolheater
- II. **U.S. Pledge of Allegiance**
- III. **Reciting of the Community Action Promise**
- IV. **Motion for Approval of July 2025 meeting minutes: Motion to approve by Doug Bentley, second by April Dennison. Motion carried.**
- V. **Motion for Approval of Special August 2025 meeting minutes: Motion to approve made by April Dennison, second by Kellie Givens. Motion carried.**
- VI. **Standing Committee Reports**
 - 1) **PP&E Committee**—met on Thursday, September 11, 2025. Reviewed the June 2025 Head Start and Early Head Start Management reports. Attendance was a little lower, this is our first summer open. Jenn shared some good news about a possible dental screening program. Kirsten reviewed updated Volunteer Transportation and EISEP User Guides. Kirsten shared the DOT review letter.
 - a) **Resolution 25-58: Motion to approve the Updated Volunteer Transportation Program Driver Handbook made by Terry Coon, second by Melissa Alvord. Motion carried.**
 - b) **Resolution 25-59: Motion to approve the Updated EISEP/Respite User Guide made by Doug Bentley, second by Melissa Alvord. Motion carried.**
 - 2) **Board Development**—did not meet
 - 3) **Finance/Audit Committee**—met on Thursday, September 18, 2025. Greg updated the committee on changes to our lead accountant on our ProNexus account and John Scanlon's role. We will be working to clean up old balances in accounts receivable. We have new contract for Volunteer Driver Grant from Health Foundation of Western and Central New York for Volunteer Driver (\$25,000). We will be submitting our final SF-425 to close out PY 24.25 by the end of the month. Funding for the Weatherization Program is uncertain. There is talk we could lose our LIHEAP portion of our funding in 2026. This amounts to about 60% of the budget. Everyone should continue advocacy efforts if willing and able. CSBG 24.25 ends September 30, 2025 as does 24.25 WIC. John Scanlon reviewed the Financial Statements.

Motion to approve the Financial Statements made by April Dennison, second by Robert Knobel. Motion carried.

- 4) **Executive Committee**—met on Thursday, August 14, 2025. Reviewed four job descriptions, all in the Childhood Development Program. They did have a Program Support Floater. This has been split into two positions—the HS/EHS Health Services Assistant and the HS/EHS Nutrition Assistant. The two UPK specific job descriptions reflect the difference in hours and take out some of the HEAD Start specific requirements that do not apply. The Healthy Families program will be moving from Family Development to Early Childhood Development. The Deputy Director position will be cut from 30 hours per week to 22.5 in January and eliminated in June. The committee met again August 25, 2025, and formulated an alternative plan to offer the current Deputy Director early retirement.

a) Resolution 25-60: Motion to approve four new job descriptions (with the change to call the first two HS/EHS Health Services Assistant and HS/EHS Nutrition Assistant to differentiate the Nutrition Assistant from the WIC Nutrition Assistant) made by April Dennison, second by Lynne Sypher. Motion carried.

- VII. **Executive Director Report**- Greg reviewed his report. There was a discussion on the issue with the trees. The Board decided to vote on adding concrete where the trees were when the sidewalks are replaced. Terry Coon made the motion to replace the tree area with concrete, second by April Dennison. Motion carried.

VIII. **Program Director Reports**-in the interest of time, Directors offered to answer questions on their written reports.

- a) Deputy Director
- b) Energy Services
- c) Family Development
- d) Head Start/Early Head Start
- e) WIC

- IX. **Head Start Policy Council Update**-Robert Knobel gave the Policy Council Update. Head Start did not receive the Nutrition Grant they had applied for. The Office of Head Start will hold their application should more money become available.

X. **Old Business**

XI. **New Business**

- XII. Executive Session, if needed. **Motion to enter Executive Session made by Ella DiIorio, second by April Dennison. Motion carried. Entered Executive Session at 1:02 pm. Motion to exit Executive Session made by Doug Bentley, second by April Dennison. Motion Carried. Exited Executive session at 1:17 pm.**

- a) **Resolution 25-61 Motion to approve Retirement Severance Package for Kirsten Parker made by Doug Bentley, second by April Dennison. Motion carried.**

XIII. **Adjournment at 1:19 pm.**

PP&E Committee Meeting

October 9, 2025

Member present: Melissa Alvord, Billie MacNabb, Lynne Sypher. Excused: Terry Coon, Jeanette Dippo
Staff: Greg Richards, Jennifer Geibel, Deann Pace, Kirsten Parker

Meeting called to order at 12:01 pm via Zoom.

Head Start/Early Head Start Management Reports

Jenn reviewed the Head Start and Early Head Start reports for July and August 2025. There was nothing unexpected in the reports; Jenn spoke to attendance in the summer months being down, especially with this being our first year of programming over the summer. Jenn reported that a few families chose to keep their children home over the summer. With more Early Head Start services, we are seeing more children receiving special services. One child fell into a shelf and required medical treatment but returned to class the next day.

Healthy Families New York Third Quarter Data Reports-

Deanna presented the 3rd Quarter HF Data reports. This is the first quarter in some time that the Healthy Families Program has been fully staffed. There were a few decreases in some numbers due to documentation questions with new staff. These have been addressed. Overall, the program had a 93% home visiting rate with 4 staff completing 100% of their home visits. All Health and Development targets were met. An increased percentage of referred families were screened. There were a significant number of referrals from WIC. The number of referrals from Dr Djafari was down, Deanna will call and see what is going on there. 75% of referrals were accepted and the average time from referral to first contact was less than one day. Capacity increased slightly. Although a good number of new families started, there were also families who left the program for various reasons. 100% of the required reflective supervision sessions were completed.

Motion to accept the Third Quarter Healthy Families New York Data Reports made by Melissa Alvord, 2nd by Billie MacNabb. Motion carried.

Agency updates

Agency management will be holding a retreat at Greek Peak on November 21st at Greek Peak to review the Agency Strategic Plan and Mission Statement.

The new day center for unhoused individuals RTI plans to open is not ready and probably won't be ready for a while. Without Grace Space, the population has been more visible around downtown, especially around the County Office Building. After refusing to use the building on Grant Street before, the County now wants a center at Grant Street temporarily. They are not offering any financial support at this point. There will be a modified, watered down, version of the day center open from 11-3 Monday-Friday. CAPCO will be manning the space with 1-2 people every day until the end of October. CAPCO will also be providing Pudge's Pizza on Fridays and will assist Catholic Charities with some of the supplies needed to open. The center will not stay open past October 31st without support from the City/County, and it is likely the new center on

Pendleton Street will not be ready yet either. The warming center is opening early on nights it is below freezing with modified hours. DSS staff are staffing for now.

Meeting Adjourned at 12:44 pm.

Monthly Family Engagement Report

Month: JULY/AUGUST

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- Heat safety	7/18	6	6	0	7	86%
	EOY Celebration	7/30	6	9	3	7	86%
Cosimo 2	PCM- Heat safety	7/17	5	6	2	8	63%
	FE- Rock Painting	7/22	5	5	2	8	63%
	EOY Celebration	8/5	7	11	3	8	88%
Cosimo 3	FE- Playdough party	7/24	2	3	1	8	25%
	PCM- Egg Farmer	7/31	4	5	1	8	50%
	EOY Celebration	8/1	7	14	6	8	88%
ELC 1	FE- Ice Cube Painting	7/11	1	1	0	8	13%
	PCM- Birthday decorations	7/24	0	0	0	8	0%
	EOY Celebration	7/28	7	9	1	8	88%
ELC 2	FE- Summer Fun	7/16	6	6	1	7	86%
	PCM- Birthday decorations	7/24	2	2	0	7	29%
	Pizza Party	7/29	4	6	1	7	57%
	EOY Celebration	8/6	6	12	4	7	86%
ELC 3	FE- Stained glass art	7/16	7	10	4	8	88%
	PCM- Birthday decorations	7/24	3	4	2	8	38%
	EOY Celebration	7/29	7	17	4	8	88%
	Pizza Party	8/4	4	8	4	8	50%
	FE- Popsicles & playground	8/5	4	6	2	8	50%
ELC 4	PCM- Birthday decorations	7/24	0	0	0	8	0%
	EOY- Celebration	8/5	3	4	1	8	38%
ELC 5	FE- Sidewalk decorating	7/18	4	5	2	8	50%
	PCM- Birthday decorations	7/24	1	1	1	8	13%
	EOY Celebration	8/4	4	6	3	8	50%
Johnson 1	PCM- Scavenger hunt	7/17	2	2	0	8	25%
	EOY- Celebration	7/29	5	15	6	8	63%
South Main 1	FE- Insect scavenger hunt	7/18	Cancelled due to paving				
	Pizza Party	7/29	2	3	1	6	33%
	PCM- Active Play	7/29	4	4	1	6	67%
	EOY Celebration	7/31	3	11	5	6	50%
South Main 2	FE- Decorate sidewalk	7/23	4	5	0	8	50%
	PCM- Active Play	7/29	4	4	0	8	50%
	EOY Celebration	8/6	8	19	5	8	100%
Johnson 2	PCM- Scavenger hunt	7/23	Cancelled due to paving and power outage.				
	FE- Sensory bottles	7/29	4	6	2	12	33%
	EOY Celebration	8/1	9	31	11	12	75%
Johnson 3	PCM- Party hats	7/3	3	3	0	10	30%
	PCM- Scavenger hunt	7/18	4	4	0	12	33%
	EOY Celebration	8/4	10	25	8	12	83%

MONTHLY FAMILY SERVICES REPORT

Employee Name: Trudy Happel

Month/Year: **JULY 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	95	0	0	7	6	3	2	0
Cosimo 2	8	8	0	79	1	0	4	4	10	4	0
Cosimo 3	8	8	0	85	0	1	4	6	0	0	0
ELC 1	8	8	0	94	0	0	7	7	14	11	0
ELC 2	8	8	0	90	0	0	5	7	7	4	0
ELC 3	8	8	0	84	2	0	5	6	8	7	0
ELC 4	8	7	0	65	1	0	5	6	12	6	1
ELC 5	8	8	0	73	0	0	6	7	6	5	1
Johnson 1	8	8	0	74	4	0	2	2	1	1	0
South Main 1	8	6	0	77	0	0	2	2	5	1	0
South Main 2	8	8	0	82	0	1	1	2	4	4	0
TOTAL	85	0	5	82%	8	2	48	55	70	45	2

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	13	0	66	0	0	5	7	5	1	0
Johnson 3	17	12	0	73	0	0	3	6	5	1	0
TOTAL	25	0	9	70%	0	0	8	13	10	2	0

Waitlists:

EHS	Over Income	32
	Under 130%	6
	Under 100%	57

HS	Over Income	6
	Under 130%	6
	Under 100%	13

Attendance Letters Sent

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

Waitlist:

UPK	
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MONTHLY POLICY COUNCIL REPORT
Health Services- Dental Report

Employee Name: MMSELLE SONNACCHIO

Month: JULY 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	7	7	7	0	0	0	0	0	0	0
COSIMOS 2	8	8	4	0	3	0	0	0	0	0
COSIMOS 3	8	8	4	0	1	0	0	0	0	0
ELC 1	7	7	7	0	1	0	0	0	0	0
ELC 2	8	8	6	0	2	0	0	0	0	0
ELC 3	8	8	4	0	4	0	0	0	0	0
ELC 4	7	7	5	0	0	0	0	0	0	0
ELC 5	8	8	5	0	2	0	0	0	0	0
JOHNSON 1	8	8	1	0	2	0	0	0	0	0
SOUTH MAIN 1	6	6	4	0	0	0	0	0	0	0
SOUTH MAIN 2	8	8	1	0	5	0	0	0	0	0
TOTALS	83	83	48	0	20	0	0	0	0	0
			58%	0%	24%	0%	0%	0%	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	13	0	0	1	0	3	0	0	0	0	9	0
JOHNSON 3	12	0	0	0	0	5	3	1	0	2	7	0
TOTALS	25	0	0	1	0	8	3	1	0	2	16	0
						32%	38%	33%	0%	66%		

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	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SMITH 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTALS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
						N/A	N/A	N/A	N/A	N/A		

Comments: Smith classrooms closed for 24-25 PY in June 2025. No data to report.

MONTHLY POLICY COUNCIL REPORT
Health Services- Incident/Accident Report

Employee Name: Mmselle Sonnacchio

Month: JULY 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	7		4			1		5
COSIMOS 2	8		6			2		8
COSIMOS 3	8		2					2
ELC 1	7		4					4
ELC 2	8		4					4
ELC 3	8	2	4			3	2	11
ELC 4	7		11	1		2	1	15
ELC 5	8		1			2	1	4
JOHNSON 1	8		2			1		3
SOUTH MAIN 1	6							0
SOUTH MAIN 2	8		2					2
TOTALS	83	2	40	1	0	11	4	58

Comments: There was 1 incident reported to OCFS in July (Cos 1: Laceration to head (child fell into shelf)/1 Staple Received).
ELC 4 incidents are developmentally appropriate: 5 (Bitten by Child), 3 (Trip/Fall), 3 (Object), 2 (Running), and 2 (Scratch/Pinch by Child).
There was 1 staff incidents/accidents reported in July @ ELC 4 (Teacher was bitten by a child on the forearm).

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	13		1					1
JOHNSON 3	12	2	2			1	3	8
TOTALS	25							9

Comments: There were no incidents/accidents reported to OCFS in July.
Johnson 3 incidents: 4 (Trip/Fall), 2 (Object), 1 (Scratched by Child), and 1 (Self injury).
There were no staff incidents/accidents reported in July.

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	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
SMITH 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
TOTALS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0

Comments: Smith classrooms closed for 24-25 PY in June 2025. No data to report.

MONTHLY POLICY COUNCIL REPORT
Health Services- Physical/Immunization Report

Employee Name: Mmselle Sonnacchio

Month: JULY 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	7	7	7	5	1	6	0
COSIMOS 2	8	6	8	7	0	6	1
COSIMOS 3	8	6	8	5	1	4	0
ELC 1	7	6	7	5	0	N/A	0
ELC 2	8	8	8	7	0	1	0
ELC 3	8	4	8	6	0	6	0
ELC 4	7	3	7	3	1	3	0
ELC 5	8	5	8	8	0	8	2
JOHNSON 1	8	3	8	6	0	5	1
SOUTH MAIN 1	6	4	6	6	0	5	1
SOUTH MAIN 2	8	6	8	6	1	6	0
TOTALS	83	58	83	64	4	50	5
		70%	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	13	9	13	13	0
JOHNSON 3	12	12	12	11	1
TOTALS	25	21	25	24	1
		84%	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	N/A	N/A	N/A	N/A	N/A
SMITH 2	N/A	N/A	N/A	N/A	N/A
TOTALS	N/A	N/A	N/A	N/A	N/A
		N/A	N/A		

Comments: Smith classrooms closed for 24-25 PY in June 2025. No data to report.

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: August 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	1	0	0	0	0	0	0	0
ELC 2	3	3	1	0	2	3	0	0	0	1	0	0
ELC 3	2	1	1	0	0	1	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	2	0	3	1	0	0	2	0	0
Cosimo 1	3	3	3	1	0	3	0	0	0	0	0	0
Cosimo 2	1	1	1	0	1	0	0	0	0	0	0	0
Cosimo 3	1	1	0	1	1	0	0	0	1	1	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	0	0	0
Johnson 1	1	1	1	1	1	1	0	0	1	1	0	0
TOTALS	20	16	12	8	6	12	3	0	2	5	0	0

24% of 83 enrolled EHS children receiving services

Employee Name: Jill Dunham

Month: August 2025

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIS Special Ed Itinerant Services	Couns. Play Therapy	1;1 Aide	# of Evals	# of Children CPSE Mtg	# of Children Declassified	Refused Referral
Johnson 2	7	4	7	1	0	3	1	0	0	0	0	0
Johnson 3	3	0	2	1	0	0	1	0	0	0	0	0
TOTALS	10	4	9	2	0	3	2	0	0	0	0	0

40% of 25 enrolled HS children receiving services

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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Community Action Program, Inc.

MONTHLY MENTAL HEALTH REPORT EHS /HS

Employee Name: Ashley Abbatiello/ Kaylean Contento

Month: August 2025

	Behavior Concerns observed by Mental Health Consultant/ Behavioral Specialist	SOS Calls	# Children Receiving Counseling By MH Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV	
								Face to Face	Telephone
ELC 1	0	0	0	0	0	0	0	0	
ELC 2	0	0	0	0	0	0	0	0	
ELC 3	0	0	0	0	0	0	0	0	
ELC 4	0	0	0	0	0	0	0	0	
ELC 5	0	0	0	0	0	0	0	0	
Cosimo 1	0	1	0	0	0	0	0	0	
Cosimo 2	0	2	0	0	0	0	0	0	
Cosimo 3	0	0	0	0	0	0	0	0	
South Main 1	0	0	0	0	0	0	0	0	
South Main 2	0	0	2	0	0	0	0	0	
Johnson 1	0	0	0	0	0	0	0	0	
TOTALS	0	3	2	0	0	0	0	0	

Employee Name: Ashley Abbatiello / Kaylean Contento

Month: August 2025

	Behavior Concerns observed by Mental Health Consultant/ Behavioral Specialist Consultant	SOS Calls	# Children Receiving Counseling By MH Consultant 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
Johnson 2	0	2	1	0	0	0	0	0	
Johnson 3	0	0	1	0	0	0	0	0	
TOTALS	0	2	2	0	0	0	0	0	

EHS Classroom Happenings

July 2025

ELC 1

We had our end of the year celebration on 7/28 and all our families attended. We had a family engagement on 7/11 and enjoyed painting with ice cubes. We love walking to the large motor room and playing there. We are starting to use some words to communicate. We are all using sippy cups now. We are all resting in our cribs and nap time and are getting closer to a scheduled nap time.

ELC 2

We went outside many times to play on the playground and go on walks. We loved water play outside. We had popsicles during our family engagement, and all families joined us. We were one of the classes that won a pizza party for inkind and 5 families joined us for the pizza party.

ELC 3

We painted with red, white and blue cotton balls. We also made red, white and blue collages using different shapes and paper. We used toilet paper rolls to paint “fireworks” and used cocoa powder to make “muddy” pigs for sensory play. We made picnic scenes with baskets, blankets, hot dogs and watermelons. The children made footprint mosquitos. We worked on decorations for Head Start’s 60th birthday celebration and Hawaiian decorations for our end of year celebration. We went on a walk and saw many community helpers that waved to us and beeped their horns for us (mail carrier,

construction, garbage truck, sheriff, and delivery trucks). The children have begun to put together 6-piece puzzles. We made a campsite craft.

ELC 4

- Introduction to insects and bugs
- Made snails with paper plates, paint and paper
- Used sensory bin with bugs and fine motor pinchers
- Worms & dirt art activity
- Bingo dotter bug sheets
- Made ocean animals with handprints with paint
- Painted with bugs
- Used sensory bin with soap and water to clean dirty paint bugs
- Caterpillar names
- Paper plate grasshoppers
- Made ants
- Magnifying glasses with small toy bugs-trying to see details of each bug
- Lots of insect song/books
- Searched for bugs on the playground that were hidden by teachers

ELC 5

7/1-Popsicle craft

7/2-Fireworks craft

7/3-Sun craft

7/7-Flag wind chime craft
7/8-Butterfly craft
7/9-Bee craft
7/10-Spider craft
7/11-Ladybug craft
7/14-Fish craft
7/15-Lemonade/Summer drink craft
7/16-Beach ball craft
7/17-Sunglasses craft
7/18-Free art craft
7/21-Melted ice cream craft
7/22-Nature picture frame craft
7/23-Floating in pool craft
7/24-Carrot in a cup craft
7/28-Bingo dotters
7/29-ABC book cover
7/30-Playdough
7/31-Kinetic Sand

Cosimos 1

This month we started off by saying goodbye and good luck to Ms Lindsey and her new baby. She sent us pictures of him and he is so cute! We enjoyed outside playing with some reuseable water balls. We had so much fun squeezing them

over ourselves or tossing them to our friends. They helped us cool off in the heat! We are still practicing walking like the big kids on the rope and are getting pretty good at it. We have been playing with our shadows on walks and on the playground to see what we can make them do when we move our bodies. We finished July with our end of the year celebration. We had ice cream and danced with our families-it was so fun!

Cosimos 2

We painted rocks for our family engagement. We are working on using our manners, especially at the table during meals. The kids continue to be very interested in cars and trucks. We also have been talking a lot about the weather.

Cosimos 3

A lot has been happening in our classroom. We have made it outside every day! We practiced gluing to make beach balls and finished our special footprint books for our families. We had some parents show up for our family engagement. The families worked together to make playdough. We continue to work on potty training and have one more child in underwear most of the time.

South Main 1

July has been very eventful for our classroom. We have combined with the other classroom which has been preparing the children for the bigger group size they will be in next year. The kids have also been adapting to doing circle time differently, which is one of their favorite times of the day. We have been doing a lot of water play outside. As the year comes to a close, we are planning our end of

the year celebration. We have been working on using kind words in the classroom, like using please and thank you. We have seen amazing progress with our children adapting to their new environment, and we have no doubt they will thrive in Head Start!

South Main 2

This month we did a lot of water play, using the sprinkler and sensory bin. For our family engagement this month, we used sidewalk chalk to color on the driveway. Our PCM included the children and families trying a new game where they knocked over cups using dice. We completed all parent/teacher conferences. The children love dancing to superhero songs and building with magnetiles.

Johnson 1

Monthly color: Green

Monthly shape: Heart

Unit: Insects and spiders

-Favorite books this month- “I like bugs”, “The very ugly bug”, and “feet are not for kicking”

-Went on a bug scavenger hunt in the field

-Painted with different textured objects

-Created spider webs out of white string and paper plates

-Played in the sprinkler and worked on friendship skills by creating buddy art and asking friends to play

-End of the year celebration with families-gave choice of chalk, sprinkler, parachute and photo ops.

HS Classroom Happenings

July 2025

Johnson 2

We have been learning all about insects. We hatched butterflies and released them. We have learned all about seashells. Our families and friends came to visit and helped us make our own butterflies.

Johnson 3

7/3-Family engagement-making party hats for Head Start's 60th birthday celebration

7/18-Families joined us to walk to the rocket park and play

7/25-Parent/teacher conferences

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 25-62

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed 3rd Quarter Healthy Families Data Reports, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 3rd Quarter Healthy Families Data Reports,

IT IS HEREBY RESOLVED that on October 23, 2025, the CAPCO Board of Directors approves the 3rd Quarter Healthy Families Data Reports.

Shelley M. Warnow
Board President or designee

October 23, 2025
Date

Healthy Families New York / Home Visiting

Home Visit Log Summary Quarterly

Cortland County Healthy Families

Site: <--All -->

3rd Quarter 06/01/25 - 08/31/25

Case Filters used:

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

	Quarter	Contract Period
Total Visits	137	452
Attempted Visits	16	46
Actual Visits	121	406
Average Length of Visit	58 minutes	57 minutes
Visit Characteristics		
Prenatally	11%	8%
Postnatally	89%	92%
Type of Visit: Note: May not equal 100% due to multiple locations		
In PCI's home	78%	72%
In Father Figure/OBP home	0%	0%
Where TC Resides	0%	0%
Out of home	2%	2%
Virtual - Phone	0%	0%
Virtual - Interactive Platforms	8%	16%
Attempted Visits	12%	10%
Group Visits	0%	0%
Location of Out of Home Visits:	3	7
Health care setting	0%	0%
Other service provider's office	0%	0%
Home visiting office	33%	29%
PCI's workplace	0%	0%
Community setting	0%	0%
Other	67%	71%
Who participated in the visits		
Primary caregiver 1	93%	98%
Primary caregiver 2	8%	3%
Biological parent	17%	19%
Father Figure (if not PC2 or biological parent)	0%	1%
Target Child	74%	77%
Grandparent	2%	2%
Target Child's siblings	38%	23%
Other	16%	13%
Father Advocate	0%	0%
Supervisor	2%	1%
Supervisor Observation	2%	1%
Home Visitor engaged in these activities on visit		
Child Development	92%	93%
Parent/Child Interaction (Parenting)	96%	97%
Health Care	83%	87%
Family Functioning	86%	90%
Self Sufficiency	67%	57%
Crisis Intervention	0%	1%
Program Activities	15%	19%
Concrete Activities	41%	38%

Healthy Families New York / Home Visiting

Best Practice Standards Accreditation Evidence

Cortland County Healthy Families

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

Cohort: Participants Served from 06/01/2025 to 08/31/2025

Site: Case Filters used:

Worker Name	Cases used in this report *	Expected Visits **	Actual Visits	Cases Achieving Score = 3	Cases Achieving Score = 2	Cases Achieving Score = 1	Overall Score	% of cases achieving score 2 or 3
Deanna Pace	1	1	1	1	0	0	3	100%
Sierra Babcock	4	10	13	4	0	0	3	100%
Loraine Joseph	8	20	17	4	3	1	2	88%
Sarah Redenback	8	37	41	7	1	0	3	100%
Kassandra McRidge	2	3	4	2	0	0	3	100%
Katherine Reiner	6	31	26	5	0	1	2	83%
All Workers	29	102	102	23 (79%)	4 (14%)	2 (7%)	3	93%

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

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

** Rounded Down

Healthy Families New York / Home Visiting
Quarterly Performance Targets for 4 Quarters 6/1/2025 to 8/31/2025
Cortland County Healthy Families

Site: -

Case Filters used:

Contract: -

Health and Development Targets	For the Quarter Ending:			
	11/30/2024	2/28/2025	5/31/2025	8/31/2025
HD1a. Immunizations at 6 months At least 80% of target children will be up to date on ALL 6 month immunizations by 12 months of age. Cohort: Target children between 12 months old and 23 months old that were enrolled before the child turned 6 months old	100% 7 / 7	100% 7 / 7	100% 7 / 7	100% 5 / 5
HD2a. Immunizations at 18 months At least 80% of target children will be up to date on ALL 18 month immunizations by 24 months of age. Cohort: Target children between 24 months old and 36 months old that were enrolled before the child turned 6 months old	100% 8 / 8	100% 6 / 6	100% 8 / 8	100% 7 / 7
HD3. Lead Assessment At least 90% of target children will be assessed for the risk of lead in their environment according to the NYS Health Department's suggested schedule. Cohort: Target children 9 months and older	100% 20 / 20	100% 20 / 20	100% 18 / 18	100% 16 / 16
HD4. Medical Provider for target children At least 95% of target children will have a medical provider. Cohort: All Target children 30 days and older	100% 28 / 28	100% 25 / 25	100% 23 / 23	100% 20 / 20
HD5. Target Child Well Baby Medical Provider Visits by 15 months At least 90% of Target children will have at least 5 well baby visits by 15 months of age. Cohort: Target children 15 months to 21 months of age that were enrolled before the child turned 3 months old	100% 3 / 3	100% 3 / 3	100% 5 / 5	100% 4 / 4
HD6. Target Child Well Baby Medical Provider Visits by 27 months At least 90% of Target children will have 2 well baby visits between 15 and 27 months of age. Cohort: Target children 27 months to 33 months of age that were enrolled before the child turned 15 months old	100% 2 / 2	100% 5 / 5	100% 5 / 5	100% 7 / 7

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

Healthy Families New York / Home Visiting
Quarterly Performance Targets for 4 Quarters 6/1/2025 to 8/31/2025
Cortland County Healthy Families

Site: -

Case Filters used:

Contract: -

Health and Development Targets	For the Quarter Ending:			
	11/30/2024	2/28/2025	5/31/2025	8/31/2025
HD7. Age Appropriate Developmental level At least 98% of target children will have the required number of Ages and Stages Questionnaire (ASQ) forms completed and will demonstrate age appropriate developmental milestones on the Ages and Stages Questionnaire or be referred for further evaluations/services if delays are detected. Cohort: Target children 4 months and older	100%	100%	100%	100%
	22 / 22	21 / 21	20 / 20	19 / 19
HD8. Medical Provider for Primary Care Taker 1 At least 90% of Primary Care Takers will have a medical provider Cohort: All Primary Care Takers enrolled over 30 days from the end date of the quarter.	87%	92%	96%	95%
	27 / 31	24 / 26	23 / 24	21 / 22

Parent Child Interaction Targets	For the Quarter Ending:			
	11/30/2024	2/28/2025	5/31/2025	8/31/2025
PCI1. Primary Care Taker 1 breast feeding 30% of PC1s who were enrolled pre-natally will breast feed their target children for at least 3 months from the birth of the child Cohort: Families with a bio-mom enrolled prenatally where target children are now 6 to 15 months of age	100%	100%	100%	100%
	3 / 3	3 / 3	2 / 2	2 / 2
PCI1a. Primary Care Taker 1 breast feeding 30% of PC1s who were enrolled pre-natally will breast feed their target children for at least 6 months from the birth of the child Cohort: Families with a bio-mom enrolled prenatally where target children are now 6 to 15 months of age	100%	100%	100%	100%
	3 / 3	3 / 3	2 / 2	2 / 2
PCI2a. Valid CHEERS Check-In Assessments At least 90% of TCs will have 2 valid CCI assessments by the child's first birthday. Cohort: Target children that are between 1 and 2 years old and enrolled before they turned 3 months old	100%	100%	100%	100%
	6 / 6	6 / 6	6 / 6	4 / 4
PCI2b. Valid CHEERS Check-In Assessments At least 90% of TCs will have 2 valid CCI assessments between the child's first birthday and second birthday. Cohort: Target children that are between 2 and 3 years old and enrolled before they turned 12 months old	100%	100%	100%	100%
	8 / 8	6 / 6	8 / 8	7 / 7

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

Healthy Families New York / Home Visiting

Quarterly Performance Targets for 4 Quarters 6/1/2025 to 8/31/2025

Cortland County Healthy Families

Site: -

Case Filters used:

Contract: -

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

Family Life Course Targets	For the Quarter Ending:			
	11/30/2024	2/28/2025	5/31/2025	8/31/2025
FLC1. Employment, Education and Training at target child's first Birthday 50% of families will be enrolled in an education program, job training or job placement program or will obtain employment by the target child's first birthday. Cohort: Families with target children 12 to 18 months old that were enrolled before the child turned 3 months old	100%	100%	100%	100%
	3 / 3	3 / 3	4 / 4	3 / 3
FLC2. Employment, Education and Training at target child's second birthday 75% of families will be enrolled in an education program, job training or job placement program or will be employed by the target child's second birthday. Cohort: Families with target children 24 to 30 months old that were enrolled before the child turned 15 months old	80%	80%	83%	100%
	4 / 5	4 / 5	5 / 6	3 / 3
FLC3a. Family Goal Plan 85% of families have at least one active goal. Cohort: Active cases that have been enrolled for at least 90 days	96%	100%	95%	100%
	26 / 27	25 / 25	20 / 21	21 / 21
FLC3b. Family Goal Plan 100% of families have at least one goal recorded in the past year. Cohort: Active cases that have been enrolled for at least 90 days	96%	100%	95%	100%
	26 / 27	25 / 25	20 / 21	21 / 21
FLC4. Family Economic Self-Sufficiency At least 35% of families who reported inadequate/insufficient income at intake will no longer report this need on the target child's first birthday. Cohort: Families under one-step enrollment who reported financial difficulties/insufficient income on the FROG with a target child 1 to 2 years old. Only families that were enrolled before the target child turned 3 months old will be included.	33%	40%	60%	67%
	1 / 3	2 / 5	3 / 5	2 / 3

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

Healthy Families New York / Home Visiting
Quarterly Performance Targets for 4 Quarters 6/1/2025 to 8/31/2025
Cortland County Healthy Families

Site: -

Case Filters used:

Contract: -

Family Life Course Targets	For the Quarter Ending:			
	11/30/2024	2/28/2025	5/31/2025	8/31/2025
FLC5. Education of Participants under 21 at Target Child's six month birthday At least 85% of PC1's under 21 at intake and without a high school degree or GED will be enrolled in a degree bearing program or receive a high school degree or GED certificate by the time the Target Child turns 6 months old. Cohort: Target Children 6 to 12 months old and PC1 under 21 years old at Intake without a High School Degree or GED. Only families that were enrolled before the target child turned 3 months old will be included.	* 0 / 0	** 0 / 0	** 0 / 0	** 0 / 0
FLC6. Education of Participants under 21 at Target Child's first birthday At least 90% of PC1's under 21 at intake and without a high school degree or GED will be enrolled in a degree bearing program or receive a high school degree or GED certificate by the Target Child's first birthday. Cohort: Target Children 12 to 18 months old and PC1 under 21 years old at Intake without a High School Degree or GED. Only families that were enrolled before the target child turned 3 months old will be included.	** 0 / 0	** 0 / 0	** 0 / 0	** 0 / 0
FLC7. Referrals for Needed Services At least 75% of enrolled participants with DV, Mental Health, or Substance Abuse issues identified on their assessment will be referred for the appropriate services within 6 months of enrollment Cohort: Participants enrolled from 6 to 12 months with DV, Mental Health, or Substance Abuse issues identified on the assessment	100% 7 / 7	100% 6 / 6	100% 1 / 1	100% 1 / 1

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

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-1.C Referral Source Outcome Summary Report for 6/1/2025 To 8/31/2025

Report Totals

Referrals Total: 17		Screens Total: 11		Engagement Log (Pre-Assessment) Total: 2		Pre-Intake (2-step only) Total: 0		Enrolled Total: 6	
Outcome Not Yet Entered	Closed at Referral	Negative	Positive	Closed	Pending	Closed	Pending		
1 (6%)	5 (29%)	0 (0%)	11 (100%)	2 (25%)	0 (0%)	0 (0%)	0 (0%)	6 (75%)	
	11 (65%)		8 (73%)						

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-1.C Referral Source Outcome Summary Report for 6/1/2025 To 8/31/2025

Outcomes by Referral Category

Referral Category Referral Source	Referrals		Screens			Engagement Log (Pre-Assessment)		Pre-Intake (2-step only)		Enrolled
	Outcome Not Yet Entered	Closed at Referral	Continued to Screen	Negative	Positive	Offered Services	Closed	Pending	Closed	
DSS/CWS										
Cortland Co. CPS	0 (0%) 0 (0%)	0 (0%) 0 (0%)	1 (100%) 1 (100%)	0 (0%) 0 (0%)	1 (100%) 1 (100%)	1 (100%) 1 (100%)	0 (0%) 0 (0%)	0 (0%) 0 (0%)	0 (0%) 0 (0%)	1 (100%) 1 (100%)
Totals:										
Hospital										
Guthrie Cortland - Maternity	0 (0%)	0 (0%)	3 (100%)	0 (0%)	3 (100%)	2 (67%)	2 (100%)	0 (0%)	0 (0%)	0 (0%)
UHS Chenango Memorial Hospital - Norwich	0 (0%) 0 (0%)	0 (0%) 0 (0%)	1 (100%) 4 (100%)	0 (0%) 0 (0%)	1 (100%) 4 (100%)	1 (100%) 3 (75%)	0 (0%) 2 (67%)	0 (0%) 0 (0%)	0 (0%) 0 (0%)	1 (100%) 1 (33%)
Totals:										
Private Physician and Health Clinic										
Dr. Djafari	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
FHN - OB's	0 (0%) 0 (0%)	0 (0%) 0 (0%)	1 (100%) 2 (100%)	0 (0%) 0 (0%)	1 (100%) 2 (100%)	1 (100%) 1 (50%)	0 (0%) 0 (0%)	0 (0%) 0 (0%)	0 (0%) 0 (0%)	1 (100%) 1 (100%)
Totals:										
Self-Referral										
CAPCO Family Development	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Self Referral	0 (0%) 0 (0%)	0 (0%) 1 (50%)	1 (100%) 1 (50%)	0 (0%) 0 (0%)	1 (100%) 1 (100%)	0 (0%) 0 (0%)	0 (0%) 0 (0%)	0 (0%) 0 (0%)	0 (0%) 0 (0%)	0 (0%) 0 (0%)
Totals:										
WIC										
CAPCO WIC	1 (13%)	4 (50%)	3 (38%)	0 (0%)	3 (100%)	3 (100%)	0 (0%)	0 (0%)	0 (0%)	3 (100%)

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-1.C Referral Source Outcome Summary Report for 6/1/2025 To 8/31/2025

Outcomes by Referral Category

Referral Category	Outcomes by Referral Category										
	Referrals		Screens			Engagement Log (Pre-Assessment)		Pre-Intake (2-step only)		Enrolled	
Referral Source	Outcome Not Yet Entered	Closed at Referral	Continued to Screen	Negative	Positive	Offered Services	Closed	Pending	Closed	Pending	Enrolled
Totals:	1 (13%)	4 (50%)	3 (38%)	0 (0%)	3 (100%)	3 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	3 (100%)

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-1.C Referral Source Outcome Summary Report for 6/1/2025 To 8/31/2025

Outcomes by Referral Source

Referral Source	Referrals		Screens			Engagement Log (Pre-Assessment)		Pre-Intake (2-step only)		Enrolled
	Outcome Not Yet Entered	Closed at Referral	Continued to Screen	Negative	Positive	Offered Services	Closed	Pending	Closed	
CAPCO Family Development	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
CAPCO WIC	1 (13%)	4 (50%)	3 (38%)	0 (0%)	3 (100%)	3 (100%)	0 (0%)	0 (0%)	0 (0%)	3 (100%)
Cortland Co. CPS	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
Dr. Djafari	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
FHN - OB's	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
Guthrie Cortland - Maternity	0 (0%)	0 (0%)	3 (100%)	0 (0%)	3 (100%)	2 (67%)	2 (100%)	0 (0%)	0 (0%)	0 (0%)
Self Referral	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
UHS Chenango Memorial Hospital - Norwich	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
Totals:	1 (6%)	5 (29%)	11 (65%)	0 (0%)	11 (100%)	8 (73%)	2 (25%)	0 (0%)	0 (0%)	6 (75%)

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-2.B Initial Engagement Process Report for 6/1/2025 To 8/31/2025

Site: <-- All -->

Summary Information

Total # of referrals in the report	Referred with first contact	Referred with NO first contact	Average # of days between referral and first contact	Referred and offered services	Referred and NOT offered services	Average # of days between first contact and offer of services	Average # of days between referral and offer of services
17	16 (94%)	1 (6%)	0.8	8 (47%)	9 (53%)	17.6	18.5

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-4.A & B Acceptance Rate and Analysis Report (One-Step) for 06/01/2025 - 08/31/2025

Site: <-- All -->

Case Filters Used: <-- None -->

	Total Not Offered	Total Offered (N)	Enrolled but no First Home Visit	Accepted: Enrolled and has a First Home Visit (A)	Not Accepted: Enrolled and Discharged without a First Home Visit (B)	Not Accepted: Did Not Enroll (C)
Summary						
Totals	9	8 (100%)	0 (0%)	6 (75%)	0 (0%)	2 (25%)
Acceptance Rate - 75%						
Analysis Factors						
Discharge Reason						
Participant Non-Compliant, Unresponsive	0	1 (13%)			0 (0%)	1 (100%)
Participant Refused	3	1 (13%)			0 (0%)	1 (100%)
Miscarriage/ Pregnancy Terminated	0	0 (0%)			0 (0%)	0 (0%)
Out of Geographical Target	2	0 (0%)			0 (0%)	0 (0%)
Program Unable to Locate or Make Contact	3	0 (0%)			0 (0%)	0 (0%)
Referral Outcome has not been entered	1	0 (0%)			0 (0%)	0 (0%)
Inadequate income or no information regarding source of income						
Yes	1	7 (88%)	0 (0%)	5 (71%)	0 (0%)	2 (29%)
No	2	1 (13%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)
Cannot Calculate	6	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Late or no prenatal care						
No	0	6 (75%)	0 (0%)	6 (100%)	0 (0%)	0 (0%)
Yes	1	2 (25%)	0 (0%)	0 (0%)	0 (0%)	2 (100%)
Cannot Calculate	6	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Unknown	2	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Marital status is single, separated, divorced, widowed						
Yes	3	8 (100%)	0 (0%)	6 (75%)	0 (0%)	2 (25%)
Cannot Calculate	6	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
PC1 Age						
21 to 29	6	3 (38%)	0 (0%)	3 (100%)	0 (0%)	0 (0%)

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-4.A & B Acceptance Rate and Analysis Report (One-Step) for 06/01/2025 - 08/31/2025

Site: <-- All -->

Case Filters Used: <-- None -->

	Total Not Offered	Total Offered (N)	Enrolled but no First Home Visit	Accepted: Enrolled and has a First Home Visit (A)	Not Accepted: Enrolled and Discharged without a First Home Visit (B)	Not Accepted: Did Not Enroll (C)
Summary						
Totals	9	8 (100%)	0 (0%)	6 (75%)	0 (0%)	2 (25%)
Acceptance Rate - 75%						
Analysis Factors						
PC1 Age						
30 and over	3	3 (38%)	0 (0%)	1 (33%)	0 (0%)	2 (67%)
18 to 20	0	1 (13%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)
Under 18	0	1 (13%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)
PC1 Gender						
Female	8	8 (100%)	0 (0%)	6 (75%)	0 (0%)	2 (25%)
Unknown	1	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
PC1 is under 21 years of age at time of referral						
No	9	6 (75%)	0 (0%)	4 (67%)	0 (0%)	2 (33%)
Yes	0	2 (25%)	0 (0%)	2 (100%)	0 (0%)	0 (0%)
PC1 Relation to TC						
Mother	3	8 (100%)	0 (0%)	6 (75%)	0 (0%)	2 (25%)
Cannot Calculate	6	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
PC1 ZIP Code						
13045	5	3 (38%)	0 (0%)	2 (67%)	0 (0%)	1 (33%)
13040	0	1 (13%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)
13077	0	1 (13%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)
13101	0	1 (13%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)
13158	1	1 (13%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)
13803	1	1 (13%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
13036	1	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
13784	1	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Primary Language						
English	3	8 (100%)	0 (0%)	6 (75%)	0 (0%)	2 (25%)

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-4.A & B Acceptance Rate and Analysis Report (One-Step) for 06/01/2025 - 08/31/2025

Site: <-- All -->

Case Filters Used: <-- None -->

	Total Not Offered	Total Offered (N)	Enrolled but no First Home Visit	Accepted: Enrolled and has a First Home Visit (A)	Not Accepted: Enrolled and Discharged without a First Home Visit (B)	Not Accepted: Did Not Enroll (C)
Summary						
Totals	9	8 (100%)	0 (0%)	6 (75%)	0 (0%)	2 (25%)
Acceptance Rate - 75%						
Analysis Factors						
Primary Language						
Cannot Calculate	6	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Referral Source Type						
Hospital	1	3 (38%)	0 (0%)	1 (33%)	0 (0%)	2 (67%)
WIC	5	3 (38%)	0 (0%)	3 (100%)	0 (0%)	0 (0%)
DSS/CWS	0	1 (13%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)
Private Physician and Health Clinic	1	1 (13%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)
Self-Referral	2	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Trimester (at time of Referral)						
Postnatal	2	5 (63%)	0 (0%)	3 (60%)	0 (0%)	2 (40%)
Third Trimester	4	2 (25%)	0 (0%)	2 (100%)	0 (0%)	0 (0%)
First Trimester	2	1 (13%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)
Not Answered	1	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)

Healthy Families New York / Home Visiting

Cortland County Healthy Families

Capacity Building (One-Step)

Current situation as of the report end date (08/31/2025):

Capacity (100%)	84
Current Enrollment	26
% of Capacity	31%
Number needed to enroll to reach capacity (100%)	58

Most recent three months of information:

	June 2025	July 2025	August 2025
Referrals	6	5	6
Positive Screens	2	5	4
Families with at Least One Engagement Log	1	1	4
Enrolled Families	1	1	4
Discharged Families	2	0	3

Time period (06/01/2025 - 08/31/2025):

Referrals	17
Positive Screens	11
% of Referrals with Positive Screens	65%
Families with at Least One Engagement Log	6
% of Positive Screens with at Least One Engagement Log	55%
Enrolled Families	6
% Enrolled of Referrals	35%
% Enrolled of Positive Screens	55%
% of Families with at Least One Engagement Log that Enrolled	100%
Retention Rate at One Year for Participants Enrolled between 09/01/2024 - 11/30/2024	50%
Discharged Families	5

Strategic plan to reach capacity:

	In 0.75 months	In 1.5 months	In 3 months
Minimum number of referrals per month	438	219	110
Minimum number of positive screens per month	284	142	71
Minimum number of families with at least one engagement log per month	155	77	39
Minimum number of enrollments per month	155	77	39

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

Cortland County Healthy Families

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

Cohort: Best Practice Standards Accreditation Evidence from 06/01/2025 to 08/31/2025

Site:

Worker Name	Supervisor Name	Number of expected supervision sessions	Number of allowed excused supervisions	Adjusted number of expected supervisions	Number of reflective consultation group meetings	Number of acceptable supervisions	% of acceptable supervisions this period	HFA rating	FTE
McRidge, Cassandra	Babcock, Sierra	12	0	12	0	12	12 (100%)	3	Full time
Redenback, Sarah	Babcock, Sierra	12	1	11	0	11	11 (100%)	3	Full time
Reiner, Katherine	Babcock, Sierra	12	0	12	0	12	12 (100%)	3	Full time

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

Cortland County Healthy Families

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

Cohort: Best Practice Standards Accreditation Evidence from 06/01/2025 to 08/31/2025

Site:

Staff Members on leave during report period

Staff Member Name	Leave Start Date	Leave End Date
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HFA BPS Rating: 3

BPS Rating:

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

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

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

Meeting called to order at 8:30 AM.

Agency/Government Shutdown:

Accounts payable and Receivable are current per the processing schedule. The Finance Department/ProNexus is continuing to work on cleaning up the ageing report as we move to a new electronic accounting system.

We are continuing to monitor funds daily due to the government shutdown. We have been able to voucher funds, but we do not expect this to continue as the state depletes the funds they have already received from the Federal government. For now, we have enough cash reserves to continue operating as usual. Should we start to consider accessing our line of credit, the board will be informed.

Consumer Directed Services:

We have been working with a subcommittee of the County's Transportation Advisory Committee (TAC) to develop a new 5310 proposal. The new grant would be separate from the two we currently have, and the county would be the lead recipient with CAPCO as a subcontractor.

Kirsten is following up on the outstanding PM/PM payments we are owed.

Early Childhood Development:

We are unable to submit our Final SF-425 in the Payment Management System to the Office of Head Start to officially close out the 2024-2025 Grant Cycle. The report cannot be accessed in the system, and we are unable to reach anyone in the Office of Head Start due to the shutdown. We are documenting our efforts to reach someone and complete the report.

The Early Childhood Development Program is closely monitoring funding. We have noted a slight decline in UPK enrollment which will directly impact revenue. We are actively working with the school district to fill these openings. ECD is also preparing to assume the oversight of the Healthy Families Program as of December 1.

Energy Services Department

Our 2025-2026 contract has been approved. We continue to wait for our advance and ability to voucher for the program that technically began on August 1. Greg and Stacey met with Anna Kelles to raise the issue of the anticipated HEAP for next year's grant. They also met with members of the New York State Weatherization Directors Association (NYSWDA) and have plans for continued advocacy and education. Work will begin soon on the Healthy Homes Production grant with the Cortland County Health Department.

Family Development Program:

The new CSBG contract began on October 1, 2025. We are not anticipating any carry-over from the 24-25 contract and expect a delay in receiving our advance because of the shutdown. Brandy has been meeting with Early Childhood Development and Healthy Families to prepare for that transition.

WIC Program:

The new contract began on October 1. Federally, WIC could be out of money by the end of October. We are monitoring updates as they come in.

ProNexus:

We are switching from Blackbaud (Financial Edge) system to Net Suite (an Oracle product). Kim, John, Lisa and Greg are working on setting up the system. There is an initial set-up cost, but it should be covered with the savings from leaving Blackbaud.

Financial Statements:

Kim reviewed the Financial Statements. Accounts receivable look about the same. The current column on aging account isn't current. The Ageing account will be cleaned up with the transition to the new software system. On the balance sheet, timing made the accounts payable a little higher. Doug is signing checks today. Revenue has decreased because of the CDPAP program. Salaries have decreased. This is also due to the loss of CDPAP as well as the Finance Director position.

Motion to accept the August 2025 Financial Statements made by Doug Bentley, 2nd by Ella Dilorio. Motion carried.

NOEP Budget:

Money is finally flowing. We are now caught up until February 2024. The budget for the program which started July 1 is \$76,000. The program will not allow 15% Administrative charges, so the charges for ProNexus are being direct charged to the grant.

Motion to approve the August 2025.2026 Nutrition Education and Outreach Program made by Doug Bentley, 2nd by Kellie Givens. Motion carried.

There being no further business, meeting adjourned at 9:07 am.



FINANCE COMMITTEE REPORT
SUMMARY of August 2025 FINANCIAL STATEMENTS
October 16, 2025

AGENCY

Accounts Payable and Accounts Receivable are current per the processing schedule. We continue to work on reconciling outstanding receivable balances reflected in the aging report, with a particular focus on previously written-off Medicaid receivables, prioritizing this cleanup initiative to ensure these items are resolved as part of our 2025 year-end closeout.

We remain amid the current government shutdown. As previously reported to the Board, we continue to closely monitor our reserves and cash flow. While we are still able to voucher certain funds through New York State—specifically those already received by the state—the majority of federal funding remains on hold until the government reopens. This situation is being monitored daily, and we remain in a strong financial position to maintain normal operations for the time being. As a contingency, we do have a line of credit available, which we have never had to use in our history. At present, we are not approaching the need to access it, but the Board will be promptly informed should that become a consideration. We have escalated the impact of the shutdown to our elected officials and will continue to advocate for resolution.

CONSUMER DIRECTED SERVICES

We've been working with a subcommittee of the County's Transportation Action Committee (TAC) to develop a new community-wide 5310 grant proposal. Currently, CAPCO holds two 5310 grants that support Volunteer Transportation operations, which we are actively managing. This new grant would be a separate initiative, led collaboratively with County Mobility Management taking the lead. If awarded, CAPCO would continue to employ a dispatch coordinator, but the role would expand to operate across multiple funding streams and be integrated within the County's Mobility Management framework. The County plans to submit the application by early November. In the meantime, CAPCO will maintain its current operations until any new funding is officially awarded and executed.

Kirsten is continuing to pursue our former Managed Long-Term Care (MLTC) providers to recover outstanding PMPM (per member, per month) charges identified during a recent Medicaid accounts receivable audit. The total potential recovery is approximately \$40,000, though the final amount will depend on claim credits and other billing adjustments related to the initial transition to PMPM billing. We do not have a further update currently.

EARLY CHILDHOOD DEVELOPMENT

We are currently unable to submit our Final SF-425 to the Office of Head Start to officially close out the 2024–2025 grant cycle. The report is not accessible within the system, and we have escalated the issue to OHS for resolution. However, due to the ongoing government shutdown, we do not expect an immediate response. In the meantime, we continue to document our efforts and remain prepared to complete the report as soon as it becomes available.

Active budget-to-actual analysis and projections are underway across all Early Childhood Development (ECD) funding sources, aligned with the midpoint of the fiscal year. We've noted a slight decline in enrollment in our UPK classrooms, which will directly impact revenue. We are actively working with the school district to address and fill these openings. Additionally, as a reminder, ECD is preparing to assume responsibility for the Healthy Families Program, with the transition scheduled to coincide with the start of the new contract term on December 1.

ENERGY SERVICES DEPARTMENT

Our 2025-2026 HEAP contract was approved! While we continue to wait for our advance and ability to voucher, we have started production under this contract that technically started August 1st. As a reminder, our normal WAP grant has been split in 2—HEAP funds & Department of Energy (DOE) funds. The HEAP side accounts for over 60% of our normal WAP funds with the DOE contract expected to be the rest. Currently, we are hearing the DOE contract could be delayed until January 2026 but are not certain at this point.

Greg & Stacey met with our NYS Assemblymember Anna Kelles on October 3rd to raise issue with the anticipated HEAP for next year's 2026-2027 grant. As a reminder, NYS OTDA notified grantees that we will not receive the HEAP portion of WAP funding in 2026 due to anticipated federal cuts, which would essentially cut our overall program by minimally 60% by this time next year. Greg and Stacey also met with several members of the New York State Weatherization Directors Association (NYSWDA) while in attendance at the NYSCAA/NYSWDA Conference, and we have plans for continued advocacy and education while joining statewide coordinated efforts. We remain business as usual for this contract as we work through the anticipated changes to the next funding cycle.

We're nearing the start of work on the Healthy Homes Production grant in partnership with the Cortland County Health Department. Peter Martin, our Quality Control Inspector, will serve as the lead staff member for this project. We plan to coordinate remediation efforts through subcontractors. Peter is currently finalizing the required training courses, and we anticipate project activities will begin shortly.

FAMILY DEVELOPMENT DEPARTMENT

The new CSBG grant cycle began on October 1st. We are not anticipating a carry-over from the 24-25 contract, and we do expect a delay in receiving our advance due to ongoing challenges at the federal level & the current government shutdown. However, we remain in a strong cash position and will monitor expenses as we await our contract execution.

Brandy has been meeting consistency with Early Childhood Development and the Healthy Families Program to prepare for the program's transition to ECD in December when the contract renews. Family Development will take on a more active role with EISEP and Volunteer Transportation with Kirsten's upcoming retirement and the transition of Healthy Families.

WIC

We have completed the 24-25 contract. We do anticipate accruals and overall underspend for the grant cycle. Kim will be working with Lori to close out the contract and officially report on any accruals. Lori did a great job spending lines down and putting forth amendments within the confines of the process WIC allows. Kim is starting the process of forecasting early with Lori to better align budget to actual expenditures and limit any future accruals.

We held our first Childbirth Education class this month at the Chenango County WIC Clinic. Our esteemed Nutritionist, Holly McMahan, is leading those classes with her credentials. We are utilizing the breastfeeding café as well as special Bright Ideas funding to run the classes. We hope to expand on offerings in the future.

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	09/25/2025	\$18,172	\$0	\$0	\$1	\$18,172
CHILD DEVELOPMENT COUNCIL	08/29/2025	(\$17)	\$0	\$0	\$0	(\$17)
CORTLAND CITY SCHOOL DISTRICT	07/11/2025	\$22,726	\$0	\$0	\$0	\$22,726
CORTLAND COUNTY AREA AGENCY	09/30/2025	\$5,555	\$0	\$0	\$2,214	\$7,770
Cortland County	08/22/2025	\$6,116	\$5,227	\$2,290	\$35	\$13,668
YWCA CORTLAND	09/12/2025	(\$3,598)	\$0	\$0	\$0	(\$3,598)
JAMES COSIMO		\$235	\$0	\$0	\$0	\$235
DEPARTMENT OF HEALTH	09/17/2025	\$63,482	\$47,819	\$0	\$0	\$111,301
DEPT OF HCR	09/26/2025	\$0	\$0	\$6,350	\$159,767	\$166,117
HEAP DEPARTMENT	07/17/2025	\$0	\$0	\$0	\$75	\$75
JUDITH JOHNSON		\$0	\$0	\$0	\$0	\$0
Medicaid	08/01/2917	(\$207,992)	\$0	\$0	\$1,515,187	\$1,307,195
MOTHERS & BABIES PERINATAL	01/19/2018	\$0	\$0	\$0	\$0	\$0
New York State Department of	04/15/2025	\$0	\$0	\$0	\$7,829	\$7,829
NYS OSC	01/14/2025	(\$45,699)	\$0	\$0	\$0	(\$45,699)
NYSCAA	06/27/2025	\$0	\$0	\$0	\$0	\$0
NYSERDA-EMPOWER NEW YORK	08/28/2025	(\$4,964)	\$0	\$0	\$0	(\$4,964)
OCM BOCES	05/30/2025	\$1,200	\$0	\$0	\$550	\$1,750
UNITED WAY OF CORTLAND	09/12/2025	\$2,500	\$0	\$0	\$0	\$2,500
VTP-MEDICAID	09/25/2025	\$685	\$61	\$0	\$801	\$1,547
YMCA	07/31/2020	\$0	\$0	\$0	\$1	\$1
	Grand Totals:	(\$141,629)	\$53,106	\$8,640	\$1,687,260	\$1,607,378

CAPCO

Aged Accounts Payable Report

<u>Vendor Name</u>	<u>current</u>	<u>31-60</u>	<u>61-90</u>	<u>over 90</u>	<u>NetDue</u>
4IMPRINT INC	\$3,057.65	\$0.00	\$0.00	\$0.00	\$3,057.65
ACE SECURITY CONTROL LOCKSMITH CORPORATION	\$1,075.00	\$0.00	\$0.00	\$0.00	\$1,075.00
AFLAC	\$1,123.28	\$0.00	\$0.00	\$0.00	\$1,123.28
AIR TEMP HEATING & AIR CONDITIONING INC.	\$1,157.00	\$0.00	\$0.00	\$0.00	\$1,157.00
AM CONSERVATION	\$1,554.54	\$0.00	\$0.00	\$0.00	\$1,554.54
AMERICAN FOOD & VENDING	\$744.86	\$0.00	\$0.00	\$0.00	\$744.86
AMERICAN PROFESSIONAL AGENCY, INC.	\$78.00	\$0.00	\$0.00	\$0.00	\$78.00
APPLEGATE GREENFIBER AQUISITION LLC	\$5,493.60	\$0.00	\$0.00	\$0.00	\$5,493.60
AT&T MOBILITY	\$787.06	\$0.00	\$0.00	\$0.00	\$787.06
BADJAD PROPERTY MANAGEMENT LLC	\$7,385.00	\$0.00	\$0.00	\$0.00	\$7,385.00
BEARD ELECTRIC LLC	\$455.59	\$0.00	\$0.00	\$0.00	\$455.59
BILL ANDERSON FARM MARKET INC.	\$3,173.57	\$0.00	\$0.00	\$0.00	\$3,173.57
BILL BROTHERS	\$968.35	\$0.00	\$0.00	\$0.00	\$968.35
BLEVINS INC	\$2,676.70	\$0.00	\$0.00	\$0.00	\$2,676.70
BOB MARTIN	\$240.40	\$0.00	\$0.00	\$0.00	\$240.40
BRANDY FORD	\$0.00	\$0.00	\$0.00	\$87.38	\$87.38
BRANDY STRAUF	\$95.00	\$0.00	\$0.00	\$0.00	\$95.00
BUILDERS BEST	\$6,675.03	\$0.00	\$0.00	\$0.00	\$6,675.03
Bushy's Pro Shine Auto Detailing	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00
BUSINESS COUNCIL OF NEW YORK STATE	\$2,167.06	\$0.00	\$0.00	\$0.00	\$2,167.06
CAP SYSTEMS INC.	\$892.50	\$0.00	\$0.00	\$0.00	\$892.50
CAPCO	\$502,000.00	\$0.00	\$0.00	\$0.00	\$502,000.00
CARTER'S TREE SERVICE	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
CHELSEA PERI	\$44.00	\$0.00	\$0.00	\$0.00	\$44.00
CITY OF CORTLAND	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
CITY WATER DEPARTMENT	\$480.07	\$0.00	\$0.00	\$0.00	\$480.07
CNY LAWNS LLC	\$1,794.00	\$0.00	\$0.00	\$0.00	\$1,794.00
COMPLETE PAYROLL PROCESSING, INC.	\$1,407.66	\$0.00	\$0.00	\$0.00	\$1,407.66
CORTLAND CITY SCHOOL DISTRICT	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00
CORTLAND COUNTY TREASURER	\$180.00	\$0.00	\$0.00	\$0.00	\$180.00
CORTLAND HOUSING AUTHORITY	\$68.77	\$0.00	\$0.00	\$0.00	\$68.77
CORTLAND PRODUCE	\$652.05	\$0.00	\$0.00	\$0.00	\$652.05
CORTLAND STANDARD	\$195.00	\$0.00	\$0.00	\$0.00	\$195.00
CP READ ENTERPRISES LLC	\$362.73	\$0.00	\$0.00	\$0.00	\$362.73
CURCIO PRINTING	\$2,442.48	\$0.00	\$0.00	\$0.00	\$2,442.48
CUST SERVICES OF CORTLAND INC	\$1,771.74	\$0.00	\$0.00	\$0.00	\$1,771.74
D. YAMAN PROPERTIES LLC.	\$1,965.00	\$0.00	\$0.00	\$0.00	\$1,965.00
DONNA MCCLORY-LYON	\$367.19	\$0.00	\$0.00	\$0.00	\$367.19

CAPCO

Aged Accounts Payable Report

<u>Vendor Name</u>	<u>current</u>	<u>31-60</u>	<u>61-90</u>	<u>over 90</u>	<u>NetDue</u>
FASTENAL COMPANY	\$22.68	\$0.00	\$0.00	\$0.00	\$22.68
FIRSTLIGHT FIBER	\$1,032.92	\$0.00	\$0.00	\$0.00	\$1,032.92
FLEET SERVICES	\$153.81	\$0.00	\$0.00	\$0.00	\$153.81
FLORIDA STATE UNIVERSITY RESEARCH FOUNDATION, INC	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00
FOOD BANK OF CENTRAL NEW YORK	\$4,504.05	\$0.00	\$0.00	\$0.00	\$4,504.05
GOETZMANN & ASSOCIATES LLC	\$71,032.83	\$0.00	\$0.00	\$0.00	\$71,032.83
GREG RICHARDS	\$110.00	\$0.00	\$0.00	\$0.00	\$110.00
HEALTH FACILITY ASSESSMENT FUND	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00
HEP SALES	\$10,705.89	\$0.00	\$0.00	\$5.31	\$10,711.20
HHAEXCHANGE	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
HUMMEL'S OFFICE EQUIPMENT CO. INC	\$5,937.72	\$0.00	\$0.00	\$0.00	\$5,937.72
ID BOOTH INC.	\$4,194.65	\$0.00	\$0.00	\$0.00	\$4,194.65
INOVALON PROVIDER INC	\$554.50	\$0.00	\$0.00	\$0.00	\$554.50
INTERFLEX PAYMENTS, LLC	\$545.40	\$0.00	\$0.00	\$0.00	\$545.40
INTERNET MARKETING MAGICIANS LLC	\$681.50	\$0.00	\$0.00	\$0.00	\$681.50
JENNIFER GEIBEL	\$566.42	\$0.00	\$0.00	\$0.00	\$566.42
JOY TREACY	\$22.00	\$0.00	\$0.00	\$0.00	\$22.00
KAYLEAN CONTENTO	\$181.29	\$0.00	\$0.00	\$0.00	\$181.29
LAKESHORE LEARNING MATERIALS	\$257.15	\$0.00	\$0.00	\$0.00	\$257.15
LANGUAGELINE SOLUTIONS	\$910.79	\$0.00	\$0.00	\$0.00	\$910.79
LOWE'S	\$5,210.07	\$0.00	\$0.00	\$0.00	\$5,210.07
M&T BANK	\$61,587.20	\$0.00	\$0.00	\$0.00	\$61,587.20
M&T MORTGAGE	\$1,802.65	\$0.00	\$0.00	\$0.00	\$1,802.65
MAIN STREET AUTO REPAIR	\$578.54	\$0.00	\$0.00	\$0.00	\$578.54
MARATHON COMMUNITY FOOD PANTRY	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
MARTHA ALLEN	\$0.00	\$0.00	\$0.00	\$138.00	\$138.00
MARY BETH MATHEY	\$296.21	\$0.00	\$0.00	\$0.00	\$296.21
MEDELA INC	\$125.05	\$0.00	\$0.00	\$0.00	\$125.05
MediaBrush Marketing LLC	\$24,840.00	\$0.00	\$0.00	\$0.00	\$24,840.00
MEGHAN DECKER	\$0.00	\$0.00	\$0.00	\$5.08	\$5.08
MICHAEL J SWEENEY	\$222.00	\$0.00	\$0.00	\$0.00	\$222.00
MUTUAL OF AMERICA	\$24,423.52	\$0.00	\$0.00	\$0.00	\$24,423.52
NATIONAL GRID	\$5,303.71	\$0.00	\$0.00	\$0.00	\$5,303.71
NORTHEAST GROCERY INC.	\$210.50	\$0.00	\$0.00	\$0.00	\$210.50
NYS DEPARTMENT OF STATE	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
NYS INSURANCE FUND	\$3,876.45	\$0.00	\$0.00	\$270.00	\$4,146.45
NYSEG	\$1,566.22	\$0.00	\$0.00	\$0.00	\$1,566.22
NYSWDA	\$465.00	\$0.00	\$0.00	\$0.00	\$465.00

CAPCO

Aged Accounts Payable Report

Vendor Name	current	31-60	61-90	over 90	NetDue
O'SHEA COLLISION CENTER	\$1,138.31	\$0.00	\$0.00	\$0.00	\$1,138.31
PETER MARTIN	\$209.00	\$0.00	\$0.00	\$0.00	\$209.00
PETTY CASH	\$186.22	\$0.00	\$0.00	\$0.00	\$186.22
PITNEY BOWES BANK INC	\$1,817.25	\$0.00	\$0.00	\$0.00	\$1,817.25
PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$659.79	\$0.00	\$0.00	\$0.00	\$659.79
PLAN FIRST COMPUTER SERVICES	\$6,924.34	\$0.00	\$0.00	\$0.00	\$6,924.34
ProNexus LLC	\$33,864.00	\$0.00	\$0.00	\$0.00	\$33,864.00
R.E. MICHEL COMPANY, INC.	\$3,509.85	\$0.00	\$0.00	\$0.00	\$3,509.85
RAYSOR COMPUTER REPAIR	\$918.76	\$0.00	\$0.00	\$0.00	\$918.76
REBEKAH JOHNSON	\$22.00	\$0.00	\$0.00	\$0.00	\$22.00
RICHARD R BORRA	\$1,592.00	\$0.00	\$0.00	\$0.00	\$1,592.00
SALLY GRISWOLD LCSW PLLC	\$187.50	\$0.00	\$0.00	\$0.00	\$187.50
SANDRA ALOI	\$543.10	\$0.00	\$0.00	\$0.00	\$543.10
SENTRY ALARMS LLC	\$1,269.77	\$0.00	\$0.00	\$0.00	\$1,269.77
SKYLINE ELECTRIC	\$174.15	\$0.00	\$0.00	\$0.00	\$174.15
SPECTRUM	\$389.98	\$0.00	\$0.00	\$0.00	\$389.98
STACEY HENRY	\$78.00	\$0.00	\$0.00	\$0.00	\$78.00
SUNY CORTLAND	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
SUPERFLEET MASTERCARD	\$812.40	\$0.00	\$0.00	\$0.00	\$812.40
SUSAN FEDELE	\$22.00	\$0.00	\$0.00	\$0.00	\$22.00
SYRACUSE TIME & ALARM	\$1,982.48	\$0.00	\$0.00	\$0.00	\$1,982.48
TALLMADGE TIRE	\$1,567.37	\$0.00	\$0.00	\$0.00	\$1,567.37
TAMI BAILEY	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00
TEACHING STRATEGIES LLC	\$15,518.00	\$0.00	\$0.00	\$0.00	\$15,518.00
TELETASK INC.	\$5,800.00	\$0.00	\$0.00	\$0.00	\$5,800.00
THE GLASS SMITH INC.	\$122.00	\$0.00	\$0.00	\$0.00	\$122.00
THERESA RADLEY	\$9.00	\$0.00	\$0.00	\$0.00	\$9.00
TOSHIBA FINANCIAL SERVICES	\$1,535.22	\$0.00	\$0.00	\$0.00	\$1,535.22
TOWN OF CORTLANDVILLE	\$90.00	\$0.00	\$0.00	\$0.00	\$90.00
ULINE, INC.	\$484.70	\$0.00	\$0.00	\$0.00	\$484.70
UNITED WAY	\$84.00	\$0.00	\$0.00	\$0.00	\$84.00
US FOODS INC.	\$8,915.89	\$0.00	\$0.00	\$0.00	\$8,915.89
VICTOR SIEGLE	\$1,566.76	\$0.00	\$0.00	\$0.00	\$1,566.76
VOX TANDEM LLC	\$513.70	\$0.00	\$0.00	\$0.00	\$513.70
WALMART INC.	\$4,316.04	\$0.00	\$0.00	\$0.00	\$4,316.04
WHO'S WE? LLC	\$3,876.53	\$0.00	\$0.00	\$0.00	\$3,876.53
YWCA OF CORTLAND	\$3,110.00	\$0.00	\$0.00	\$0.00	\$3,110.00
ZEV SUPPLIES CORP	\$57.65	\$0.00	\$0.00	\$0.00	\$57.65

CAPCO

Aged Accounts Payable Report

GRAND TOTALS	\$894,284.36	\$0.00	\$0.00	\$535.77	\$894,820.13
A total of 114 vendors(s) listed					

CAPCO

Balance Sheet

	<u>12/31/2023</u>	<u>12/31/2024</u>	<u>08/31/2025</u>
ASSETS			
CURRENT ASSETS			
Cash	\$2,662,822	\$3,673,862	\$2,520,905.47
Grants Receivable	\$634,706	\$276,267	\$1,733,467.40
Accounts Receivable			
ACCOUNTS RECEIVABLE	\$965,019	\$1,304,952	\$737,466.93
Less: ALLOWANCE FOR DOUBTFUL ACCOUNTS	\$15,253	\$15,253	\$15,253.00
MEDICAID VARIANCE RECEIVABLE	\$0	\$0	(\$0.04)
OTHER RECEIVABLES	\$9,039	\$5,097	\$5,532.39
Net Accounts Receivable	<u>\$958,805</u>	<u>\$1,294,796</u>	<u>\$727,746.28</u>
Prepaid Expenses	\$113,844	\$12,481	\$28,047.27
TOTAL CURRENT ASSETS	<u>\$4,370,176</u>	<u>\$5,257,406</u>	<u>\$5,010,166.42</u>
PROPERTY AND EQUIPMENT			
Vehicles, furniture and equipment	\$1,101,705	\$980,470	\$993,172.38
Building	\$1,608,129	\$1,608,129	\$1,608,129.32
NET PROPERTY AND EQUIPMENT AT COST	<u>\$2,709,834</u>	<u>\$2,588,599</u>	<u>\$2,601,301.70</u>
Less Accumulated Depreciation	(\$1,510,485)	(\$1,403,604)	(\$1,403,603.98)
TOTAL PROPERTY AND EQUIPMENT	<u>\$1,199,349</u>	<u>\$1,184,995</u>	<u>\$1,197,697.72</u>
TOTAL ASSETS	<u>\$5,569,525</u>	<u>\$6,442,401</u>	<u>\$6,207,864.14</u>
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES			
Accounts Payable	\$121,124	\$40,179	\$118,497.98
Payroll taxes and Accruals	\$468,619	\$511,734	\$164,925.21
Other Current Liabilities	\$6,014	\$6,204	\$6,014.16
Deferred Income	\$185,519	\$697,432	\$482,701.09
Total CURRENT LIABILITIES	<u>\$781,276</u>	<u>\$1,255,548</u>	<u>\$772,138.44</u>
LONG-TERM DEBT	\$154,080	\$142,327	\$135,456.32
TOTAL LIABILITIES	<u>\$935,356</u>	<u>\$1,397,875</u>	<u>\$907,594.76</u>
NET ASSETS	\$4,630,750	\$5,050,638	\$5,306,067.81
Total LIABILITIES AND NET ASSETS	<u>\$5,566,106</u>	<u>\$6,448,513</u>	<u>\$6,213,662.57</u>

CAPCO
Income Statement
TOTAL CAPCO AGENCY

LINE ITEM	ACTUAL 01/01/2024 12/31/2024	ACTUAL 01/01/2024 08/31/2024	ACTUAL 08/01/2025 08/31/2025	ACTUAL 01/01/2025 08/31/2025
REVENUE				
GRANT REVENUE				
GRANT REVENUE	6,345,560	2,878,980	523,657	5,013,925
USDA REVENUE	187,853	119,870	2,476	120,819
EBT REVENUE	0	0	0	0
PASS THROUGH FUNDS-wic VOUCHERS	1,662,772	1,095,335	0	0
Total GRANT REVENUE	8,196,185	4,094,185	526,133	5,134,744
OTHER REVENUE				
MEDICAID REVENUE	3,774,500	2,454,065	863	967,552
Prior Years Medicaid Revenue	211,088	211,088	0	0
SERVICE FEES	57,478	52,259	0	11,557
SPECIAL NEEDS SERVICE REIMBURSEMENT	10,065	6,880	910	17,340
RENTAL INCOME	5,200	3,000	0	3,300
INTEREST INCOME	3,930	2,936	233	6,842
OTHER INCOME	153,537	121,619	11,023	98,337
CASH DONATIONS	99,265	71,544	1,000	59,158
INKIND DONATIONS	1,315,846	859,912	71,152	909,830
NYSERDA REVENUE	48,181	38,511	1,970	31,345
Current PY Program Income	19,851	1,250	0	0
Total OTHER REVENUE	5,698,941	3,823,064	87,150	2,105,260
Total REVENUE	13,895,126	7,917,249	613,283	7,240,004
EXPENSES				
PERSONNEL				
SALARIES/WAGES				
SALARY/WAGE EXPENSE	6,898,452	4,408,211	323,076	3,509,108
HEALTH AND SAFETY WAGES	16,527	10,923	1,350	12,147
SALARY INCENTIVES	143,215	143,215	0	218,826
ACCRUED BENEFIT TIME	0	0	0	0
NEW ACCRUED BENEFIT TIME	183,002	128,827	14,269	127,660
Total SALARIES/WAGES	7,241,196	4,691,177	338,694	3,867,741
FRINGES				
FICA EXPENSE	524,531	338,755	23,943	278,387
UNEMPLOYMENT INSURANCE EXPENSE	192,158	128,642	9,520	109,300
WORKERS COMP EXPENSE	96,118	65,267	2,378	22,606
DISABILITY INSURANCE EXPENSE	18,271	12,277	664	9,056
GROUP INSURANCE EXPENSE	320,796	218,498	21,885	194,222
401-K EXPENSE	120,875	77,541	6,321	69,982
Fringes on Accrued Leave Earned	46,292	16,945	1,998	17,864
Total FRINGES	1,319,041	857,925	66,709	701,416
Total PERSONNEL	8,560,237	5,549,102	405,403	4,569,157

CAPCO
Income Statement
TOTAL CAPCO AGENCY

LINE ITEM	ACTUAL 01/01/2024 12/31/2024	ACTUAL 01/01/2024 08/31/2024	ACTUAL 08/01/2025 08/31/2025	ACTUAL 01/01/2025 08/31/2025
OTHER THAN PERSONNEL				
PROGRAM MATERIALS	175,260	142,474	11,657	123,766
OUTREACH SUPPLIES	7,190	1,315	0	425
PROGRAM SUPPLIES	54,754	35,740	20,452	147,252
Damaged Inventory Expense	0	0	0	0
OFFICE SUPPLIES	33,482	20,855	6,682	31,460
Direct Beneficiary Costs	84,139	71,745	24,223	57,185
MEDICAL SUPPLIES	5,353	2,351	0	828
DISABILITY SUPPLIES	0	0	0	0
EDUCATIONAL SUPPLIES	36,954	3,699	1,176	16,315
BREAST PUMPS EXPENSE	1,711	0	0	3,592
FOOD & FOOD SUPPLIES	111,804	72,674	1,145	61,763
SPEECH SERVICES	315	0	0	0
PARENT SERVICES	406	347	830	1,339
CHILD ACCIDENT INSURANCE	881	587	35	276
COMMERCIAL INSURANCE	36,346	24,164	3,405	27,591
VEHICLE INSURANCE	21,350	14,500	2,326	18,605
VEHICLE MAINTENANCE	13,920	9,687	1,540	7,163
VEHICLE FUEL	10,702	6,359	1,084	5,400
VEHICLE REGISTRATION	967	706	0	581
OFFICE RENT	4,080	0	0	0
PROGRAM RENT	228,206	158,037	18,012	140,720
PARKING LOT RENTAL	3,780	2,520	315	2,520
OFFICE UTILITIES	29,615	21,143	1,677	13,326
PROGRAM UTILITIES	37,359	27,825	3,714	29,249
JANITORIAL MAINTENANCE	10,201	6,098	925	6,001
BUILDING MAINTENANCE	25,048	21,476	1,263	5,799
TRASH REMOVAL	10,685	7,142	886	7,087
BOARD EXPENDITURES	1,033	343	0	341
LEGAL FEES	0	0	0	1,073
POSTAGE	15,273	10,118	405	7,694
DUPLICATING & PRINTING	17,249	10,234	1,347	10,916
MORTGAGE INTEREST EXPENSE	6,372	3,727	869	6,956
COMMERCIAL LOAN INTEREST	0	0	0	0
INTERNET SERVICE	14,877	9,898	1,361	4,752
TELEPHONE	22,362	10,446	1,369	10,345
CENTER TELEPHONE	3,156	2,582	255	1,608
Computer & Software Expense	117,569	88,252	6,861	60,804
MEETING EXPENSE	4,617	4,313	2,996	6,910
CONFERENCE EXPENSE	22,940	17,950	99	9,893
TRAINING & TECHNICAL AST	43,628	32,867	21,392	47,473
TEACHER TRAININGS	1,249	824	0	0
STAFF RECOG.	753	953	215	215

CAPCO
Income Statement
TOTAL CAPCO AGENCY

LINE ITEM	ACTUAL		ACTUAL		ACTUAL		ACTUAL	
	01/01/2024	12/31/2024	01/01/2024	08/31/2024	08/01/2025	08/31/2025	01/01/2025	08/31/2025
Staff Development	12,085		10,053		479		2,876	
LOCAL TRAVEL	11,170		8,624		3,685		10,504	
OUT OF TOWN TRAVEL	17,626		10,142		839		19,390	
TOOLS EXPENSE	3,806		2,035		6,591		14,393	
USDA EXPENSE	37,616		25,882		0		18,827	
POLICY COUNCIL EXPENSE	1,585		1,234		0		1,730	
STAFF IMMUNIZATIONS	5,098		4,679		0		203	
DUES & SUBSCRIPTIONS	25,695		22,240		400		32,885	
BACKGROUND CHECKS	3,461		2,621		100		1,253	
PERMITS, FEES, & RENTALS	28,714		20,046		2,764		19,849	
BLDG AUDIT FEES	0		0		1,020		1,020	
HEALTH AND SAFETY	59,076		39,456		6,107		49,642	
HEALTH & SAFETY-SUBMATERIAL	20,423		4,556		(4,897)		9,463	
HEALTH & SAFETY SUBLABOR	16,112		709		(625)		27,640	
ADVERTISING	11,013		9,175		0		1,506	
OTHER EXPENDITURES	232		232		0		1,491	
Center Improvements	0		0		0		0	
EQUIPMENT MAINTENANCE	3,929		207		0		0	
CAPITAL PURCHASE	132,535		132,535		0		56,671	
BUILDING ALLOCATION	0		0		0		0	
Total OTHER THAN PERSONNEL	1,605,762		1,138,375		154,974		1,146,565	
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	215,582		106,968		27,413		221,916	
SUBCONTRACT LABOR	9,335		2,535		8,191		33,205	
SUBCONTRACT MATERIALS	25,840		16,024		(5,191)		47,881	
HEALTH & SAFETY-SUBMATERIAL	20,423		4,556		(4,897)		9,463	
HEALTH & SAFETY SUBLABOR	16,112		709		(625)		27,640	
Total CONTRACTUAL	287,292		130,792		24,891		340,105	
INKIND								
FARMERS MARKET EBT EXPENSE	188		0		0		0	
WIC VOUCHER EXPENSE	1,662,772		1,095,335		0		0	
VOLUNTEERS/INTERNS	328,691		213,470		9,421		334,720	
VOLUNTEERS-PROFESSIONALS	295,257		209,792		14,052		136,988	
INKIND DONATIONS	613,806		372,760		43,642		405,653	
INKIND TRANSPORTATION	8,992		5,115		1,729		12,964	
INKIND DONATED SPACE	69,101		58,775		2,307		19,505	
Total INKIND	2,978,806		1,955,248		71,152		909,830	
ADMINISTRATION								
FINANCIAL AUDIT	38,400		11,000		5,000		28,500	
PAYROLL PROCESSING	35,373		24,771		1,113		20,803	
EAP SERVICES	8,350		5,559		700		5,602	
FINANCE & SERVICE CHARGES	1,355		813		100		802	

CAPCO
Income Statement
TOTAL CAPCO AGENCY

LINE ITEM	ACTUAL		ACTUAL		ACTUAL		ACTUAL	
	01/01/2024 12/31/2024		01/01/2024 08/31/2024		08/01/2025 08/31/2025		01/01/2025 08/31/2025	
BAD DEBT EXPENSE	(28,902)		72,007		0		0	
DEPRECIATION EXPENSE	0		0		0		0	
BUILDING DEPRECIATION	57,562		0		0		0	
VEHICLE DEPRECIATION	46,173		0		0		0	
EQUIPMENT DEPRECIATION	24,327		0		0		0	
ADMINISTRATIVE ALLOCATION	(314)		0		313		313	
capital expenditures clearing	(102,649)		0		0		0	
Total ADMINISTRATION	79,676		114,151		7,227		56,021	
Total EXPENSES	13,511,773		8,887,667		663,646		7,021,677	
NET SURPLUS/(DEFICIT)	383,353		(970,419)		(50,363)		218,327	

CAPCO
Income Statement
TOTAL CAPCO AGENCY

LINE ITEM	ECD 01/01/2025 08/31/2025	FDD 01/01/2025 08/31/2025	ESD 01/01/2025 08/31/2025	WIC 01/01/2025 08/31/2025	CDPAP 01/01/2025 08/31/2025	MAG 01/01/2025 08/31/2025
REVENUE						
GRANT REVENUE						
GRANT REVENUE	2,727,180	679,089	991,722	576,519	17,261	22,154
USDA REVENUE	120,819	0	0	0	0	0
Total GRANT REVENUE	<u>2,847,999</u>	<u>679,089</u>	<u>991,722</u>	<u>576,519</u>	<u>17,261</u>	<u>22,154</u>
OTHER REVENUE						
MEDICAID REVENUE	0	0	0	0	967,552	0
SERVICE FEES	0	0	11,557	0	0	0
SPECIAL NEEDS SERVICE REIMBURSEMENT	17,340	0	0	0	0	0
RENTAL INCOME	0	0	0	0	0	3,300
INTEREST INCOME	0	0	0	0	0	6,842
OTHER INCOME	36,090	4,250	0	0	56,496	1,500
CASH DONATIONS	325	24,911	0	5,000	0	28,922
IN KIND DONATIONS	516,899	392,931	0	0	0	0
NYSERDA REVENUE	0	0	31,345	0	0	0
Total OTHER REVENUE	<u>570,655</u>	<u>422,091</u>	<u>42,902</u>	<u>5,000</u>	<u>1,024,048</u>	<u>40,564</u>
Total REVENUE	<u>3,418,653</u>	<u>1,101,180</u>	<u>1,034,623</u>	<u>581,519</u>	<u>1,041,309</u>	<u>62,718</u>
EXPENSES						
PERSONNEL						
SALARIES/WAGES						
SALARY/WAGE EXPENSE	1,500,429	303,914	331,249	297,683	822,428	253,405
HEALTH AND SAFETY WAGES	0	0	12,147	0	0	0
SALARY INCENTIVES	218,826	0	0	0	0	0
NEW ACCRUED BENEFIT TIME	44,352	21,929	23,274	15,870	693	21,542
Total SALARIES/WAGES	<u>1,763,607</u>	<u>325,844</u>	<u>366,670</u>	<u>313,553</u>	<u>823,121</u>	<u>274,947</u>
FRINGES						
FICA EXPENSE	127,542	22,868	23,865	22,567	62,798	18,748
UNEMPLOYMENT INSURANCE EXPENSE	48,654	8,600	9,559	8,437	23,732	10,317

CAPCO
Income Statement
TOTAL CAPCO AGENCY

LINE ITEM	ECD		FDD		ESD		WIC		CDPAP		MAG	
	01/01/2025 08/31/2025		01/01/2025 08/31/2025		01/01/2025 08/31/2025		01/01/2025 08/31/2025		01/01/2025 08/31/2025		01/01/2025 08/31/2025	
WORKERS COMP EXPENSE	5,777		509		7,704		608		6,309		1,697	
DISABILITY INSURANCE EXPENSE	3,191		552		448		588		3,832		445	
GROUP INSURANCE EXPENSE	100,450		18,255		47,615		5,777		2,630		19,494	
401-K EXPENSE	33,816		6,340		7,235		3,835		11,937		6,819	
Fringes on Accrued Leave Earned	6,209		3,062		3,258		2,222		97		3,016	
Total FRINGES	325,641		60,185		99,686		44,034		111,335		60,536	
Total PERSONNEL	2,089,248		386,029		466,356		357,586		934,455		335,483	
OTHER THAN PERSONNEL												
PROGRAM MATERIALS	0		484		115,743		0		0		7,540	
OUTREACH SUPPLIES	0		25		0		0		0		400	
PROGRAM SUPPLIES	124,401		10,082		5,436		0		0		7,333	
OFFICE SUPPLIES	4,885		1,818		14,208		5,913		19		4,618	
Direct Beneficiary Costs	0		57,185		0		0		0		0	
MEDICAL SUPPLIES	0		0		0		828		0		0	
EDUCATIONAL SUPPLIES	16,315		0		0		0		0		0	
BREAST PUMPS EXPENSE	0		0		0		3,592		0		0	
FOOD & FOOD SUPPLIES	61,169		593		0		0		0		0	
PARENT SERVICES	1,339		0		0		0		0		0	
CHILD ACCIDENT INSURANCE	276		0		0		0		0		0	
COMMERCIAL INSURANCE	2,175		216		0		140		0		25,060	
VEHICLE INSURANCE	4,782		3,208		4,883		4,758		0		973	
VEHICLE MAINTENANCE	666		405		5,388		532		0		171	
VEHICLE FUEL	(473)		(1,202)		6,464		255		0		356	
VEHICLE REGISTRATION	0		0		581		0		0		0	
PROGRAM RENT	79,780		19,750		10,797		26,018		0		4,375	
PARKING LOT RENTAL	288		1,080		0		432		324		396	
OFFICE UTILITIES	0		240		0		0		0		13,086	
PROGRAM UTILITIES	14,979		2,341		3,150		0		0		8,779	
JANITORIAL MAINTENANCE	1,071		0		0		1,200		0		3,730	
BUILDING MAINTENANCE	140		0		0		407		0		5,252	

CAPCO
Income Statement
TOTAL CAPCO AGENCY

LINE ITEM	ECD		FDD		ESD		WIC		CDPAP		MAG	
	01/01/2025	08/31/2025	01/01/2025	08/31/2025	01/01/2025	08/31/2025	01/01/2025	08/31/2025	01/01/2025	08/31/2025	01/01/2025	08/31/2025
TRASH REMOVAL		2,592		0		1,411		0		0		3,084
BOARD EXPENDITURES		0		0		0		0		0		341
LEGAL FEES		0		0		0		0		0		1,073
POSTAGE		799		300		845		3,663		1,455		632
DUPLICATING & PRINTING		3,026		1,933		0		3,116		1,831		1,010
MORTGAGE INTEREST EXPENSE		0		0		0		0		0		6,956
INTERNET SERVICE		2,599		144		879		1,031		0		99
TELEPHONE		1,000		3,239		1,666		4,006		37		398
CENTER TELEPHONE		1,608		0		0		0		0		0
Computer & Software Expense		17,552		6,960		3,068		4,675		495		28,054
MEETING EXPENSE		408		44		0		0		0		6,458
CONFERENCE EXPENSE		4,007		2,330		0		1,260		0		2,295
TRAINING & TECHNICAL AST		34,692		3,666		7,250		0		0		1,865
STAFF RECOG.		0		0		0		0		0		215
Staff Development		274		0		695		313		0		1,594
LOCAL TRAVEL		0		1,915		3,690		346		4,534		20
OUT OF TOWN TRAVEL		10,676		3,054		19		1,984		44		3,614
TOOLS EXPENSE		0		0		14,393		0		0		0
USDA EXPENSE		18,827		0		0		0		0		0
POLICY COUNCIL EXPENSE		1,730		0		0		0		0		0
STAFF IMMUNIZATIONS		0		0		0		0		203		0
DUES & SUBSCRIPTIONS		16,161		608		2,013		560		8,850		4,694
BACKGROUND CHECKS		250		161		223		216		404		0
PERMITS, FEES, & RENTALS		8,858		70		327		24		6,159		4,411
BLDG AUDIT FEES		0		0		1,020		0		0		0
HEALTH AND SAFETY - MATERIALS		0		0		49,642		0		0		0
HEALTH & SAFETY-SUBMATERIAL		0		0		9,463		0		0		0
HEALTH & SAFETY-SUBLABOR		0		0		27,640		0		0		0
ADVERTISING		0		0		1,506		0		0		0
OTHER EXPENDITURES		0		1,491		0		0		0		0
CAPITAL PURCHASE		0		0		56,671		0		0		0
BUILDING ALLOCATION		5,575		15,718		0		18,020		1,281		(40,594)

CAPCO
Income Statement
TOTAL CAPCO AGENCY

LINE ITEM	ECD		FDD		ESD		WIC		CDPAP		MAG	
	01/01/2025 08/31/2025		01/01/2025 08/31/2025		01/01/2025 08/31/2025		01/01/2025 08/31/2025		01/01/2025 08/31/2025		01/01/2025 08/31/2025	
Total OTHER THAN PERSONNEL	442,430	137,856	349,070	83,286	25,635	108,286						
CONTRACTUAL												
CONTRACTUAL SERVICES-OTHER	61,276	7,026	0	9,599	8,848	135,167						
SUBCONTRACT LABOR	0	0	33,205	0	0	0						
SUBCONTRACT MATERIALS	0	0	47,881	0	0	0						
HEALTH & SAFETY-SUBMATERIAL	0	0	9,463	0	0	0						
HEALTH & SAFETY-SUBLABOR	0	0	27,640	0	0	0						
Total CONTRACTUAL	61,276	7,026	118,189	9,599	8,848	135,167						
INKIND												
VOLUNTEERS/INTERNS	305,008	29,712	0	0	0	0						
VOLUNTEERS-PROFESSIONALS	130,140	6,848	0	0	0	0						
INKIND DONATIONS	56,722	348,930	0	0	0	0						
INKIND TRANSPORTATION	5,525	7,440	0	0	0	0						
INKIND DONATED SPACE	19,505	0	0	0	0	0						
Total INKIND	516,899	392,931	0	0	0	0						
ADMINISTRATION												
FINANCIAL AUDIT	13,974	2,691	5,710	3,310	2,815	0						
PAYROLL PROCESSING	7,611	1,301	1,362	1,449	7,293	1,787						
EAP SERVICES	0	0	0	0	0	5,602						
FINANCE & SERVICE CHARGES	0	0	0	0	0	802						
ADMINISTRATIVE ALLOCATION	267,005	45,514	93,937	47,779	82,877	(536,798)						
Total ADMINISTRATION	288,590	49,506	101,009	52,538	92,985	(528,606)						
Total EXPENSES	3,398,443	973,347	1,034,624	503,009	1,061,923	50,330						
NET SURPLUS/(DEFICIT)	20,210	127,833	0	78,510	(20,614)	12,388						

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 25-63

WHEREAS, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the proposed 2025-2026 NOEP Budget, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 2025-2026 NOEP Budget,

IT IS HEREBY RESOLVED that on October 23, 2025, the CAPCO Board of Directors approves the 2025-2026 NOEP Budget.

Shelley M. Warnow
Board President or designee

October 23, 2025
Date

Agency: Cortland CAP

Description: 25-26 Annual Budget (FYE 6/30/2026)

Approved By: on

Account	State Only	State Match	Federal Match	Total
Personnel	\$432.00	\$22,092.00	\$22,092.00	\$44,616.00
Fringe	\$129.00	\$6,499.50	\$6,499.50	\$13,128.00
Travel	\$0.00	\$312.00	\$312.00	\$624.00
Communications	\$0.00	\$598.00	\$598.00	\$1,196.00
Materials and Supplies	\$0.00	\$398.50	\$398.50	\$797.00
Printing	\$0.00	\$100.00	\$100.00	\$200.00
Outreach	\$199.00	\$1,892.50	\$1,892.50	\$3,984.00
Postage	\$0.00	\$27.50	\$27.50	\$55.00
Administrative	\$0.00	\$5,700.00	\$5,700.00	\$11,400.00
Total Allocated	\$760.00	\$37,620.00	\$37,620.00	\$76,000.00



Executive Director Report Board of Directors Meeting

Greg Richards
October 23, 2025

- We continue to monitor the current federal government shutdown. Presently, it does not appear that Congress is nearing a resolution nor that there is a clear timeline when the parties will come back together in chamber. With this, we are anticipating a prolonged shutdown and watching cashflow very closely. We received payment on many of our September vouchers with NYS dispersing funds received prior to the shutdown. Fortunately, the Payment Management System remains open for us to draw Head Start funds more frequently to offset any future cashflow concerns. As of now, we remain business as usual and are closely monitoring the situation.
- Advocacy efforts are becoming more critical as the Trump Administration is implementing RIFs (Red in Force) procedures to permanently layoff staff members at critical bureaucratic agencies, including the Office of Community Services (OCS) where much of our program originate at the federal level. RIF procedures are special presidential powers during times of government shutdown, and in official statements, this is the Trump Administration's attempt to impact Democratic priorities and programs during the shutdown. This could have vast future effects on our programming, even after the government re-opens. Essentially, it is an attempt to close or greatly change programs during this shutdown without having to work through the Congressional process. We are working with David Bradley & NCAF to develop communications to our elected officials, and I will be sharing more advocacy tools with the Board in the coming weeks.
- CAPCO was well represented and honored at this year's NYSCAA/NYSWDA Conference & Awards dinner! With the State Association conference in Syracuse this year, we were able to send several more staff to different training sessions throughout the week. In all, we had about 30 staff attend one or more of the training sessions & had a great crowd in attendance for the awards gala. We're proud to share that **Amanda Keep**, our incredible WIC Nutrition Assistant, received the Community Action Promise Award; **Denise Peroulakis**, our esteemed former Energy Services Director, was honored with the Dedication & Advocacy Award; and our distinguished **Adult Education Program** earned the Opportunity & Access Award! Also of note, **Stacey Henry** was officially inducted into the NYSWDA Board of Directors, taking Denise's seat as our new Energy Services Director. It was clear that CAPCO's stance & impact on the state & regional level is stronger than ever, which directly correlates to the services & impact in the communities we serve!
- CAPCO, alongside the Rural Health Institute and Catholic Charities, has helped open a temporary day space at 49 Grant Street—a County-owned building currently used by Catholic Charities' S.O.S. team. The County requested this due to rising concerns around the unhoused population, delays in opening the Warming Center (post-11/1), and setbacks with the permanent Pendleton Street site. CAPCO is providing staff support four days a week for

two hours daily through October, despite no formal County or City funding. A meeting is scheduled to discuss next steps beyond October 31 as Pendleton Street progresses. This remains a complex issue with political challenges, but CAPCO will continue to support coalition efforts and advocate for stronger County involvement.

- We have begun the transition to NetSuite for our new accounting software solution through ProNexus. NetSuite is an Oracle product that is widely used by ProNexus with other clients & is a top-tier solution. We have remained with Blackbaud throughout the transition, but the time is right to make the transition to close out the books for the year. Our current contract with Blackbaud expires in December, and we have a goal to be live with NetSuite by 12/1. This is a big undertaking for the Fiscal office and Administration, and there will be a learning curve for Program Directors, but this solution should be a better, more user-friendly & streamlined solution for us going forward.
- We are amid the 401K transition from Mutual of America to American Trust/High Probability Advisors. The Plan officially cutover as of 10/1 with the upcoming blackout period to transition funds from Mutual to American Trust. Our new representative from High Probability Advisors will be holding an all-employee meeting on November 4th and then scheduling individual employee meetings throughout that week. The new Plan will be advantageous for staff and administrative processes, but it is nonetheless a significant current lift to transition & establish the new Plan.
- I was asked by Dr. Amy Kremenack, President of Tompkins Cortland Community College (TC3) to participate in a panel discussion as part of TC3's staff development day. The panel centered around reaching marginalized populations & strategies for the college to engage with the low-income population, including the establishment of new programs and credentialing tracks. This was a great fit considering our growing partnership with TC3 through the Adult Education Program and my own involvement with the TC3 Foundation. We are also exploring deeper partnerships through Early Childhood Development, including staff credentialing and CDA offerings.
- I have been asked to participate in a housing roundtable discussion with NYS Senator Lea Webb and other leaders around the region at the Senator's Binghamton office on Tuesday, October 21st. I will be bringing our perspective from our work on the day center as well as our work through Weatherization and the current threats to funding. It is an honor to be asked to participate and speaks to our efforts to develop relationships with our elected officials at all levels of government.
- We will be shutting down the agency for the afternoon on Friday, December 19th, for a holiday party and special retirement celebration for Kirsten Parker. We hope to host the event at Grace Christian Fellowship and have the lunch catered. The afternoon will be fun with no formal programming other than recognizing Kirsten, playing some fun games, and being together to celebrate the holidays. I encourage the Board to mark your calendars and stop into the festivities. I will provide more information to the Board as plans are solidified.

NYSCAA/NYSWDA Conference Awards:



Kirsten Parker
Deputy Director Board Report
October 20, 2025

- We have some outstanding pm/pm (per member, per month) charges from all three Managed Care Organizations for CDPAP I am working on trying to get payment for.
- I have been working with Brandy on transitioning the Volunteer Driver Program. We have done less rides this month. Sandy was called for jury duty, and she is still our only driver. Greg, Brandy and I have been meeting with Melissa Potter, County Mobility Manager and Trish from County planning to work on a new collaborative 5310 grant. The County would be the lead on the grant, and we would subcontract to hire a volunteer coordinator/dispatcher who would be housed at the County Office Building with Mobility Management. The grant will be submitted in November.
- We have a few new consumers in EISEP but also lost a few so we are steady. Lisa has been doing the billing for EISEP and with my departure, she will be the point person for authorizations, and Danielle in HR will continue to onboard new aides. Brandy will also be trained in EISEP, so that she can also be a contact.
- I am trying to clean up files, do some preparation for the golf tournament and do some “how-to” guides in preparation for my retirement.



*Weatherization
Works*

Energy Services / Building Maintenance October 2025

Energy Services

Weatherization Assistance Prq – PY25.26HEAP/DOE

- PY25.26 – Pending signed contract and advance to be sent.
- Government shut down and budget remarks are a big concern.
- DOE 25.26 – Still being told should be here by December, we will wait and see.
- Healthy Homes – Meeting to plan a “GO LIVE” date.
- Stacey Henry was selected as a Board member for NYSWDA.

EmPower NY (Cortland & Tompkins Counties)

- We are taking on more EMPOWER jobs.
- All required EMPOWER trainings have been met.

HEAP- (Cortland & Tompkins Counties)

- DSS is sending clients to Temporary Assistance, and we have had our first referral.
- INHS – Ithaca Neighborhood Housing has a program that will help Tompkins County residents with heating repairs.

Fee For Service – Currently no clients. With Healthy Homes, we may get crew trained for Lead and Radon abatement with the future being unknown for funding.

CAPCO Building Maintenance

- Adult Education move: Completed
- Children’s sink install at SMF – Ben as a good start on this project.
- Parging & sidewalk repair – to be completed this month.



Family Development Board Report October 2025

Adult Education

- Gail Bundy has announced her retirement for the end of October. Gail has been a valued member of our Family Development team for over 15 years. Gail's dedication to our Adult Education Program has been vital to the over 200 High School Diplomas received in the program.
- Staff and students are adjusting to the new classroom. It has been nice having our Adult Education Staff at the main office.
- We have eight new enrollments this month.
- Our end of the year graduation will be on November 13, 2025.

Emergency Assistance

- We were awarded a \$1,000 grant from Fedelis to help cover the cost of the turkeys in our Thanksgiving Basket giveaway. Sign-ups for the Thanksgiving Basket giveaway will begin on November 3 with distribution dates of November 17th and 18th.
- Our Coat Giveaway is scheduled for November 1, 2025. We are currently collecting more adult coats for the giveaway.
- Our Snack Pack program started again for the 25/26 school year.
- We continue to see an increased need for utility assistance with colder temperatures, rising utility costs and HEAP not open for the season yet.

NOEP

- Jessica has expanded her outreach efforts to 49 Grant St which is the temporary days space for the unhoused population.
- Jessica will help at the Fresh Food Giveaway at the Chapel on October 29th.

Healthy Families

- We continue working on the transition of the program to the Early Childhood Education Department. Staff from both departments meet monthly to help ensure a smooth transition.
- Staff ended the agency program year completing 542 home visits at a 82% completion rate.

SAMHSA

- Chelsea continues to work with Cortland County Mental Health to improve Cortland County's System of Care and Mental Health related services.
- Chelsea has been a key part of the soft launch of the new County System of Care website, linking families to vital services.



Early Childhood Development Director's Report October 2025



Enrollment:

- EHS Enrollment: 87/88 Accepted, 84 Enrolled
- HS Enrollment: 34/34 Accepted, 34 Enrolled
- UPK Enrollment: 30/32 Accepted, 28 Enrolled
- Waitlist: EHS: 15 Income Eligible; 2 130% and 15 Over Income
 - HS: 22 Income Eligible; 2 130%; 16 Over Income
 - UPK: 0

Staffing:

- Current Open Positions:
 - 1 Preschool Teacher
 - 1 Classroom Floaters
 - 1 UPK Teacher
 - 1 Kitchen Aide

Old Business:

- We received notification at the end of September that we did not receive the supplemental nutrition grant.

New Business:

- Picture days are scheduled for the week of October 27.
- We reported two injuries to OCFS in October. A child tripped and fell into a piece of playground equipment on October 15 and we had a child bite that broke the skin on October 16.
- Policy Council meets on October 28, 2025. New members will be invited to attend in October to observe the first meeting and formally join in November.

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

Program Overview

The following highlights reflect progress made since last month's report and outline key activities currently underway across the CAPCO WIC Program. With site renovations now completed and staff positioned in strengthened roles, the focus has shifted toward enhancing outreach, community engagement, and program operations to ensure continued alignment with WIC policies, procedures, and strategic priorities.

Outreach & Marketing Highlights

The following updates highlight ongoing outreach and engagement initiatives under the CAPCO WIC Program, aimed at strengthening community connections, increasing visibility, and enhancing participant engagement across both counties.

Marketing & Outreach Update

As part of CAPCO WIC's new partnership with MediaBrush Marketing (contract effective October 1, 2025), the team has begun implementing the next phase of our outreach strategy. The Chenango County WIC Facebook page will be retired, and CAPCO WIC will transition to a single, unified page under the name "CAPCO WIC Program – Cortland & Chenango Counties." MediaBrush has also begun developing an orientation video to help families better understand what to expect at our WIC sites. Since launching, the new page has already reached 622 followers and 5 following, demonstrating strong initial engagement and community interest. I invite all Board members to visit, like, and follow our new page to stay connected with our outreach efforts and program updates.

Outreach & Incentive Initiatives

In alignment with these enhanced outreach efforts, and as part of the final spend-down of the FFY2025 budget, the program purchased a variety of outreach and incentive items to support future community engagement efforts. Each item will be connected to a specific theme or event. While these initiatives are still in the planning phase, current ideas include using pedometers for a "Spring into Health" initiative featuring a *Walking the County's Parks Bingo* challenge, and calendars for a "Start the New Year Healthy" campaign. In addition, pens and hand sanitizers will be distributed at community tabling events throughout the year, paired with our new CAPCO-branded tent to increase visibility and promote program awareness across both counties.

Program Operations & Compliance Preparation

In last month's report, it was noted that the program would begin focusing on strengthening internal processes and systems. Now that site renovations have been completed and staff are positioned in updated roles and titles, our next step is to ensure that all operational areas are organized and functioning efficiently, as well as to confirm that CAPCO WIC is following all policies and procedures.

In February 2026, CAPCO WIC is scheduled for its bi-annual site visit from the Regional Office. In preparation for that review, the team will focus on the following key areas:

- Staff training and continuing education logs
- Breast pump inventory
- NYS Peer Counselor productivity tracking
- WIC clinic lab logs, including anthropometric and hematologic equipment maintenance
- Resource and referral library

These efforts will not only strengthen our program operations but also position CAPCO WIC to effectively manage and adapt to any future changes within the program environment.

Breastfeeding & Maternal Support Initiatives

The CAPCO WIC Program continues to promote and support Breastfeeding Cafés at both the Chenango and Cortland County sites.

In Chenango County, the Childbirth Education Classes have officially begun, and we are pleased to report that two families are currently participating.

Holly McMahon, Peer Counselor Coordinator, will be meeting with Melanie Phillips, BSN, LDRP Nurse Manager at Guthrie Cortland Medical Center, and her team to explore collaboration between the Guthrie team and CAPCO's Childbirth Classes to strengthen community connections and enhance participant education.

The WIC Director and Breastfeeding Coordinator will also be developing Memorandums of Understanding (MOUs) and Joint Service Planning Agreements (JSPAs) with additional community partners to further promote the Breastfeeding Cafés and expand access to ongoing support for WIC families.

WIC Participation by Site – Close out Data for August 2025

Site	Enrollment	Participation	Participation % of Target Caseload (2,200)
Cortland			
Cortland	1,248	1,199	54.50%
Cincinnati			
Marathon	1	1	0.05%
Total	1,249	1,200	54.55%
Chenango			
Norwich	927	882	40.09%
Greene	5	2	0.09%
Bainbridge	5	0	0.00%
Sherburne	2	1	0.05%
New Berlin	5	2	0.09%
Total	944	887	40.32%
Grand Total	2,193	2,087	94.87%

Success Story

This month, the CAPCO WIC Program is proud to highlight a significant recognition and professional development milestone. Amanda Keep, WIC Nutrition Assistant, was honored with the **2025 Community Action Promise Award**. This award recognizes individuals within the Community Action network who exemplify the spirit of hope, demonstrate compassion and leadership, and go above and beyond to improve the lives of others in their communities. Amanda was selected for her outstanding dedication, initiative, and commitment to the families and communities we serve. Four WIC staff members were in attendance at the awards ceremony to celebrate this well-deserved recognition.

In addition to the awards ceremony, three additional WIC staff members attended one day of the NYSCAA/NYSWDA Annual Conference in Syracuse, NY, gaining valuable insight into the broader work and mission that Community Action embodies. This professional development opportunity allowed staff to participate in workshops, connect with peers across the state, and bring back innovative ideas to strengthen local service delivery and community engagement.