



Cortland County Community Action Program, Inc. (CAPCO)

Board of Directors Meeting

September 25, 2025

**Agenda**

- I. Call to Order
- II. U.S. Pledge of Allegiance
- III. Reciting of the Community Action Promise
- IV. Motion for Approval of July 2025 meeting minutes
- V. Motion for Approval of Special August 2025 meeting minutes
- VI. Standing Committee Reports
  - 1) PP&E Committee—met on Thursday, September 11, 2025.
    - a) **Resolution 25-58**: Updated VTP Driver Handbook
    - b) **Resolution 25-59**: Updated EISEP User Guide
  - 2) Board Development—did not meet.
  - 3) Finance/Audit Committee—met on Thursday, September 18, 2025.
  - 4) Executive Committee—met on Thursday, August 14, 2025.
    - a) **Resolution 25-60**: New Job Descriptions
- VII. Executive Director Report
- VIII. Program Director Reports
  - a) Deputy Director
  - b) Energy Services
  - c) Family Development
  - d) Head Start/Early Head Start
  - e) WIC
- IX. Head Start Policy Council Update
- X. Old Business
- XI. New Business
- XII. Executive Session, if needed.
  - a) **Resolution 25-61**
- XIII. 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

July 24, 2025

**Meeting Minutes**

- I. **Call to Order:** Meeting called to order at 12:01pm  
**Members Present:** Sandra Aloï, Melissa Alvord, Doug Bentley, Terry Coon, Jeanette Dippo, Kellie Givens, Billie MacNabb, MaryBeth Mathey, Patty Schaap, Lynne Sypher, Shelley Warnow, Larry Woolheater.  
**Members Excused:** Ella Dilorio and Robert Knobel  
**Members Absent:** April Dennison
- II. **U.S. Pledge of Allegiance**
- III. **Reciting of the Community Action Promise**
- IV. **Motion for Approval of June 2025 meeting minutes: Motion to approve by Jeanette Dippo, second by Mary Beth Mathey. Motion carried.**
- V. **Standing Committee Reports**
  - 1) **PP&E Committee**—The committee met on July 10. Jenn reviewed the Head Start/Early Head Start Management reports. Attendance is down a little over the summer, staff have been following up with families. Deanna reviewed the results of the annual site review for Healthy Families. Deanna explained the areas in which we scored 1, and Greg and Deanna spoke about plans and initiatives to help address program enrollment we are discussing with OCFS. Deanna also reviewed the Quarterly Data Reports. Capacity remains the continued area of focus. Lori reviewed the Employee Participant Policy for WIC. Employees can participate in the program, but there are steps the program must take to mitigate conflicts of interest and potential fraud.
    - a) **Resolution 25-49: Motion to approve the HFNY Annual Site Visit report made by Doug Bentley, 2<sup>nd</sup> by Melissa Alvord. Motion carried.**
    - b) **Resolution 25-50: Motion to approve the Healthy Families New York 2<sup>nd</sup> Quarter Data Reports made by Lynne Sypher, 2<sup>nd</sup> by Terry Coons. Motion carried.**
    - c) **Resolution 25-51: Motion to approve the WIC Employee Participants policy made by Jeanette Dippo, 2<sup>nd</sup> by Sandy Aloï. Motion carried.**
  - 2) **Board Development**—did not meet.

- 3) **Finance/Audit Committee**—Met on July 17<sup>th</sup>. Greg updated the committee on challenges with the audit. Much of the delay stems from challenges with journal entries and trial balance issues stemming from the transition. The staff at Pro Nexxus have been communicative and timely in addressing requests. Because of all the adjustments that had to be made, there is the potential for a material weakness designation. The committee decided rather than rushing to be ready to present a draft audit at the full board meeting, they would prefer to call a special meeting to approve the audit in August.

Bettina presented the 2024 401(K) Audit. It was completed with an unmodified, clean opinion, and no material weaknesses in internal controls were found.

Greg informed the committee that Excellus is proposing a 15-20% increase in health insurance rates. We will be looking at other options with Dan Goetzmann and we hope to have plans to approve at the special meeting, but we may be close to the end of August deadline.

Due to the time spent on the audit discussion, the committee agreed to approve the CSBG audit at the full board meeting under new business.

**Motion to Accept the May 2025 Financial Statements made by Terry Coons, 2<sup>nd</sup> by Doug Bentley. Motion carried.**

- a) **Resolution 25-52: Motion to approve the 2024 401 (K) Plan Audit and 5500 filing made by Lynne Sypher, 2<sup>nd</sup> by Melissa Alvord. Motion carried.**

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

**VI. Executive Director Report**-Greg reviewed his written report and discussed the audit situation. He also thanked Denise for her 35 years of service, as today is her last day before retirement.

**VII. Program Director Reports**

- a) Deputy Director-did not add to her written report
- b) Energy Services- Stacey updated the board on the crew's summer schedule and production. Denise thanked the Board and CAPCO.
- c) Family Development-Brandy gave an overview of the baby shower and back-to-school assistance.
- d) Head Start/Early Head Start- Jenn is in California at a Director Mentorship program, Greg reviewed her report.
- e) WIC-Lori discussed an RFP she sent out for advertising proposals; she also shared that WIC is fully staffed pending the addition of a peer counselor who has been identified. Lori also shared a Breastfeeding Success story from Chenango County.

- VIII. Head Start Policy Council Update**-Robert was off today, there is no Policy Council meeting in July. He will give a report next month.
- IX. Old Business**-none
- X. New Business**-Greg discussed the CSBG budget. It included the de minimis rate increase from 11% to 15%.
- a) **Resolution 25-53: Motion to approve the 2025-2026 CSBG budget and grant submission made by Terry Coons, 2<sup>nd</sup> by Jeanette Dippo. Motion carried.**
- XI. Executive Session**-none needed
- XII. Adjournment**- Motion to adjourn at 1:05 made by Lynne Sypher, 2<sup>nd</sup> by MaryBeth Mathey. Motion carried.



Cortland County Community Action Program, Inc.

## Special Board of Directors Meeting

August 14, 2025

### Meeting Minutes

- I. **Call to Order**-Meeting called to order at 12:04  
Members Present: Billie MacNabb, Sandy Aloï, Lynne Sypher, Doug Bentley, Robert Knobel, Larry Woolheater, Kellie Givens, April Dennison, Shelley Warnow, Jeanette Dippo, Mary Beth Mathey  
Members Excused: Terry Coon, Ella DiIorio, Melissa Alvord, Patty Schaap
  
- II. **Presentation of the 2024 CAPCO Agency Audit & Financial Statements, 990, and CHAR500 from the Bonadio Group**-Shelby Reeves from the Bonadio group presented the 2024 CAPCO Agency Audit and Financial Statements, 990 and CHAR500. Unfortunately, we had one finding of material weakness related to the closing of the books and the reconciliation of grant-related activity. This was largely due to the turnover in the Finance Office. There were NO non-compliance issues identified. There were no weaknesses in internal controls. The auditor's report was unmodified. Once the audit has passed the internal controls process at Bonadio and we have added our response, the audit will be submitted.
  - a) **Resolution 25-55**—2024 CAPCO Agency Audit & Financial Statements, 990, and CHAR500. Motion to accept the 2024 CAPCO Agency Audit and Financial Statements, 990, and CHAR 500 made by Doug Bentley, 2<sup>nd</sup> by Kellie Givens. Motion carried.
  
- III. **Review of 2025-2026 Health Insurance Renewals**-Greg reviewed the Health Insurance renewal numbers. Dan was able to get us down to a 13.1% increase with two additional plan options (HMO plans). The agency will absorb about 6% of the increase.
  - a) **Resolution 25-56**—Approval of the 2025-2026 Health Insurance Renewals. Motion to approve the 2025-2026 Health Insurance Renewals made by Sandy Aloï, second by Jeanette Dippo. Motion carried.
  
- IV. **Review of HS/EHS Supplemental Nutrition Grant submission**-Head Start was given the opportunity to apply for special Nutrition funding. This application includes reimbursement for dishwashers we just had to purchase as well as some travel and training for the nutrition staff.
  - a) **Resolution 25-57**—Approval of the HS/EHS One-time Supplemental Funds for Nutrition & Healthy Eating for Head Start Children & Families. Motion to approve made by Mary Beth Mathey, second by April Dennison Motion carried.
  
- V. New Business-none
  
- VI. Executive Session-not needed
  
- VII. Adjournment-Motion to adjourn made by April Dennison, second by Mary Beth Mathey. Meeting adjourned at 12:52.

## **PP&E Committee Meeting**

**Sept 11, 2025**

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

Meeting called to order at 12:01 pm.

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

Jenn reviewed the Head Start and Early Head Start reports for June 2025. There was nothing unexpected in the reports; Jenn spoke to attendance again. This was our first summer being open and attendance dropped with some families sending children part-time or not at all. Jenn also shared some good news about a dental screening program potentially visiting Cortland to provide dental screenings for our children. This has not been finalized but seems promising.

### **Revised EISEP/Respite User Guide-**

Kirsten presented the revised EISEP/Respite User Guide. In the past, the program used the same user guide for all consumer directed homecare. There was a lot of information in the guide that was not relevant or not necessarily accurate for EISEP consumers. The guide was revised to be more specific to the users it is intended for. Melissa also reviewed it and made suggestions.

***Motion to approve the revised EISE/Respite User Guide made by Melissa Alvord, 2<sup>nd</sup> by Lynne Sypher.  
Motion carried.***

### **Volunteer Driver Guide Update-**

Kirsten reviewed the revised Volunteer Driver Guide. This guide was updated in preparation for the 5310 DOT Grant review the beginning of August. It incorporates changes to MAS procedures and requirements as well as DOT requirements.

***Motion to approve the updated Volunteer Driver Guide made by Terri Coon, 2<sup>nd</sup> by Lynne Sypher.  
Motion carried.***

### **DOT Review letter**

Kirsten shared the letter we received following the DOT review in August. It was a very successful review with no deficiencies or recommendations.

There being no further business, meeting adjourned at 12:17 pm.

## Monthly Family Engagement Report

Month: JUNE

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of families in center	% of families involved
<b>Cosimo 1</b>	FE- Paper plate cows	6/5	5	5	0	8	63%
	PCM- Birthday cards	6/18	7	7	0	8	88%
<b>Cosimo 2</b>	FE- Sensory activity	6/17	4	5	1	8	50%
	PCM- Birthday cards	6/26	6	9	3	8	75%
<b>Cosimo 3</b>	PCM- Birthday cards	6/27	4	4	0	8	50%
	FE- Free the toys	6/30	6	6	0	8	75%
<b>ELC 1</b>	FE- Com. Helper puzzle	6/18	3	3	0	8	38%
	PCM- Birthday decorations	6/26	0	0	0	8	0%
<b>ELC 2</b>	PCM- Birthday decorations	6/26	1	1	0	8	13%
	FE- Classroom fun	6/26	4	4	0	8	50%
<b>ELC 3</b>	FE- Watermelon art	6/18	6	7	1	8	75%
	PCM- Birthday decorations	6/26	2	3	1	8	13%
<b>ELC 4</b>	PCM- Birthday decorations	6/26	0	0	0	8	0%
<b>ELC 5</b>	FE- Stop light snack	6/20	2	4	2	8	25%
	PCM- Birthday decorations	6/26	0	0	0	8	0%
<b>Johnson 1</b>	FE- Butterflies	6/18	5	5	2	8	63%
	PCM- Photo frame	6/26	3	3	0	8	38%
<b>South Main 1</b>	FE- Planting flowers	6/18	2	2	0	8	25%
	PCM- Birthday banner	6/25	5	5	0	8	63%
<b>South Main 2</b>	FE- Planting flowers	6/18	7	7	3	8	88%
	PCM- Birthday banner	6/25	6	6	3	8	75%
<b>Johnson 2</b>	PCM- Photo props	6/17	5	7	2	17	29%
	FE- Making butterflies	6/27	2	3	1	17	12%
<b>Johnson 3</b>	FE- Fun at the park	6/20	8	10	2	17	
	PCM- Party hats	6/27	Moved due to staff meeting				

MONTHLY FAMILY SERVICES REPORT

Employee Name: Trudy Happel

Month/Year: **JUNE 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	92	0	0	4	3	3	2	0
Cosimo 2	8	8	0	88	1	0	4	3	10	3	0
Cosimo 3	8	8	0	82	0	1	4	2	0	0	0
ELC 1	8	8	0	80	0	0	12	9	14	10	0
ELC 2	8	8	0	88	0	0	11	7	7	4	0
ELC 3	8	8	0	87	2	0	10	7	8	6	0
ELC 4	8	8	0	77	1	0	4	1	12	6	1
ELC 5	8	8	0	87	0	0	4	0	6	5	0
Johnson 1	8	8	0	71	4	0	2	2	1	1	0
South Main 1	8	8	0	73	0	0	3	1	5	1	0
South Main 2	8	8	0	76	0	1	7	4	4	4	0
<b>TOTAL</b>	<b>88</b>	<b>0</b>	<b>0</b>	<b>82%</b>	<b>8</b>	<b>2</b>	<b>65</b>	<b>39</b>	<b>70</b>	<b>42</b>	<b>1</b>

Center	Enrolled	Accepted (but not enrolled)	Withdrawn	% of Daily Attendance	# of Over Income	# of Under 130%	# of Home Visits Scheduled	# of Home Visits Completed	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children
Johnson 2	17	17	0	83	0	0	6	4	5	0	0
Johnson 3	17	17	0	73	0	0	8	5	5	1	1
<b>TOTAL</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>78%</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>9</b>	<b>10</b>	<b>1</b>	<b>1</b>

Waitlists:

<b>EHS</b>	Over Income	32
	Under 130%	5
	Under 100%	52

<b>HS</b>	Over Income	6
	Under 130%	6
	Under 100%	13

**Attendance Letters Sent**  
**South Main 1 - 1**  
**South Main 2 - 1**

Center	Enrolled	Accepted (but not enrolled)	Withdrawn	% of Daily Attendance
Smith 1	16	15	0	86%
Smith 2	16	15	0	86%
<b>TOTAL</b>	<b>30</b>	<b>0</b>	<b>0</b>	

Waitlist:

<b>UPK</b>	0
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**MONTHLY POLICY COUNCIL REPORT**  
**Health Services- Dental Report**

Employee Name: MMSELLE SONNACCHIO

Month: JUNE 2025

Center	# of Children Enrolled	# of Children Enrolled Age 1 Year and Older	# of Dental Screenings Received	# of Children w/ Dental Concerns Noted	# of Dental Exams Received	# of Children w/ Dental Treatment Needed	# of Children w/ Dental Treatment NOT Started	# of Children w/ Dental Treatment Started	# of Children w/ Dental Treatment Completed	# of Dental Waivers/ Refusals Received
COSIMOS 1	8	8	4	0	1	0	0	0	0	N/A
COSIMOS 2	8	8	1	0	3	0	0	0	0	N/A
COSIMOS 3	8	8	1	0	3	0	0	0	0	N/A
ELC 1	8	8	3	0	1	0	0	0	0	N/A
ELC 2	8	8	6	0	2	0	0	0	0	N/A
ELC 3	8	8	1	0	5	0	0	0	0	N/A
ELC 4	8	8	2	0	1	0	0	0	0	N/A
ELC 5	8	8	4	0	2	0	0	0	0	N/A
JOHNSON 1	8	8	1	0	2	0	0	0	0	N/A
SOUTH MAIN 1	8	8	1	0	0	0	0	0	0	N/A
SOUTH MAIN 2	8	8	2	0	5	0	0	0	0	N/A
<b>TOTALS</b>	<b>88</b>	<b>88</b>	<b>26</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
			<b>30%</b>	<b>0%</b>	<b>28%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	

Comments:

Center	# of Children Enrolled	# of 30 Day Dental Letters Sent	# of 60 Day Dental Letters Sent	# of 90 Day Dental Letters Sent	# of 90+ Day Dental Letters Sent	# of Dental Exams Received	# of Children Dental Treatment Needed	# of Children Dental Treatment NOT Started	# of Children Dental Treatment Started	# of Children Dental Treatment Completed	# of Dental Waivers/ Refusals Sent	# of Dental Waivers/ Refusals Received
JOHNSON 2	17	0	1	1	8	7	0	0	0	0	N/A	N/A
JOHNSON 3	17	0	0	0	8	9	5	2	0	3	N/A	N/A
<b>TOTALS</b>	<b>34</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>16</b>	<b>16</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>N/A</b>	<b>N/A</b>
						<b>47%</b>	<b>31%</b>	<b>40%</b>	<b>0%</b>	<b>60%</b>		

Comments:

Center	# of Children Enrolled	# of 30 Day Dental Letters Sent	# of 60 Day Dental Letters Sent	# of 90 Day Dental Letters Sent	# of 90+ Day Dental Letters Sent	# of Dental Exams Received	# of Children Dental Treatment Needed	# of Children Dental Treatment NOT Started	# of Children Dental Treatment Started	# of Children Dental Treatment Completed	# of Dental Waivers/ Refusals Sent	# of Dental Waivers/ Refusals Received
SMITH 1	15	0	0	0	0	5	1	1	0	0	11	0
SMITH 2	15	0	0	0	0	6	5	3	0	2	14	0
<b>TOTALS</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>25</b>	<b>0</b>
						<b>37%</b>	<b>55%</b>	<b>66%</b>	<b>0%</b>	<b>34%</b>		

Comments: Dental waivers were sent to families that didn't turn in a dental form or never turned in proof of treatment being started/completed.

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

Employee Name: Mmselle Sonnacchio

Month: JUNE 2025

Center	# of Children Enrolled	# of Incident/Accidents in the BATHROOM	# of Incident/Accidents in the CLASSROOM	# of Incident/Accidents in the GROSS MOTOR	# of Incident/Accidents in the HALLWAY	# of Incident/Accidents in the PLAYGROUND	# of Incident/Accidents in the OTHER	# of TOTAL Incident/Accidents
COSIMOS 1	8		2					2
COSIMOS 2	8		10			1		11
COSIMOS 3	8					1		1
ELC 1	8		3	2				5
ELC 2	8		1	1		1		3
ELC 3	8		3	2			1	6
ELC 4	8		5			1		6
ELC 5	8		1	1		1	1	4
JOHNSON 1	8							0
SOUTH MAIN 1	8		1					1
SOUTH MAIN 2	8		2			1		3
<b>TOTALS</b>	<b>88</b>	<b>0</b>	<b>28</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>2</b>	<b>42</b>

Comments: There were no incidents/accidents reported to OCFS in June.  
 Cos 2 incidents are developmentally appropriate: 8 (Bitten by Another Child), 2 (Trip/Fall), 1 (Object).  
*There was 1 staff incidents/accidents reported in June @ Cos 2 (Child's head bumped into teacher's mouth while helping child to get on cot)*

Center	# of Children Enrolled	# of Incident/Accidents in the BATHROOM	# of Incident/Accidents in the CLASSROOM	# of Incident/Accidents in the GROSS MOTOR	# of Incident/Accidents in the HALLWAY	# of Incident/Accidents in the PLAYGROUND	# of Incident/Accidents in the OTHER	# of TOTAL Incident/Accidents
JOHNSON 2	17	1						1
JOHNSON 3	17		3			1		4
<b>TOTALS</b>	<b>34</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>

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

Center	# of Children Enrolled	# of Incident/Accidents in the BATHROOM	# of Incident/Accidents in the CLASSROOM	# of Incident/Accidents in the GROSS MOTOR	# of Incident/Accidents in the HALLWAY	# of Incident/Accidents in the PLAYGROUND	# of Incident/Accidents in the OTHER	# of TOTAL Incident/Accidents
SMITH 1	15		6			7		13
SMITH 2	15		1			2	1	4
<b>TOTALS</b>	<b>30</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>1</b>	<b>17</b>

Comments: There were no incidents/accidents reported to OCFS in June. Smith 1 Accidents due to behavior concerns w/a child.  
*There was one staff incident/accident reported in June @ Smith 1 (Bitten by child on thumb).*

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

Employee Name: Mmselle Sonnacchio

Month: JUNE 2025

Center (EHS)	# of Children Enrolled	# of Current Physicals Received	# of Current Immunizations Received	# of 12 Month Lead Results Received	# of 12 Month Lead Results ELEVATED	# of 24 Month Lead Results Received	# of 24 Month Lead Results ELEVATED
COSIMOS 1	8	5	8	6	1	2	0
COSIMOS 2	8	5	8	6	0	6	1
COSIMOS 3	8	2	8	6	1	3	0
ELC 1	8	6	8	4	0	N/A	N/A
ELC 2	8	8	8	8	0	1	0
ELC 3	8	5	8	5	0	4	0
ELC 4	8	4	8	3	1	2	0
ELC 5	8	7	8	7	0	7	1
JOHNSON 1	8	4	8	6	0	5	1
SOUTH MAIN 1	8	4	8	6	1	5	1
SOUTH MAIN 2	8	6	8	5	1	8	1
<b>TOTALS</b>	<b>88</b>	<b>56</b>	<b>88</b>	<b>62</b>	<b>5</b>	<b>43</b>	<b>5</b>
		<b>64%</b>	<b>100%</b>				

Comments:

Center (HS)	# of Children Enrolled	# of Current Physicals Received	# of Current Immunizations Received	# of Lead Results Received	# of Lead Results ELEVATED
JOHNSON 2	17	12	17	13	0
JOHNSON 3	17	9	17	11	0
<b>TOTALS</b>	<b>34</b>	<b>21</b>	<b>34</b>	<b>24</b>	<b>0</b>
		<b>62%</b>	<b>100%</b>		

Comments:

Center (UPK)	# of Children Enrolled	# of Current Physicals Received	# of Current Immunizations Received	# of Lead Results Received	# of Lead Results ELEVATED
SMITH 1	15	7	15	14	0
SMITH 2	15	11	15	12	0
<b>TOTALS</b>	<b>30</b>	<b>18</b>	<b>30</b>	<b>26</b>	<b>0</b>
		<b>60%</b>	<b>100%</b>		

Comments:

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

...a service of the Cortland County

Community Action Program, Inc.

**MONTHLY MENTAL HEALTH REPORT EHS /HS**

Employee Name: Ashley Abbatiello/ Kaylean Contento

Month: June 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	1	0	0	0	0	0	0	
Cosimo 3	1	0	0	1	0	0	0	0	
South Main 1	0	0	0	0	0	0	0	0	
South Main 2	0	1	1	0	0	0	0	0	
Johnson 1	0	0	0	0	0	0	0	0	
<b>TOTALS</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Employee Name: Ashley Abbatiello / Kaylean Contento

Month: June 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	5	1	0	0	0	0	0	
Johnson 3	0	4	1	0	0	0	0	0	
<b>TOTALS</b>	<b>0</b>	<b>9</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**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: June 2025

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIT Special Ed Itinerant Teacher	Couns. Play Therapy	1;1 Aide	# of Evals	# of IFSP Mtg	# of Children Declassified	Refused Referral
ELC 1	2	1	1	1	2	0	0	0	1	0	0	0
ELC 2	2	2	0	0	2	2	0	0	1	0	0	0
ELC 3	2	1	2	0	0	2	0	0	0	0	0	0
ELC 4	0	0	0	0	0	0	0	0	0	0	0	0
ELC 5	4	3	2	2	0	3	1	0	3	2	0	0
Cosimo 1	2	2	2	1	0	2	0	0	0	0	0	0
Cosimo 2	1	1	1	0	1	0	0	0	0	0	0	0
Cosimo 3	1	1	0	1	1	0	0	0	1	0	0	0
South Main 1	0	0	0	0	0	0	0	0	1	1	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	0	0	0	0
<b>TOTALS</b>	18	14	11	8	7	10	3	0	7	3	0	0

20% of 88 enrolled EHS children receiving services

Employee Name: Jill Dunham

Month: June 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	4	0	0
Johnson 3	6	1	5	1	0	0	1	0	0	3	0	0
<b>TOTALS</b>	13	5	12	2	0	3	2	0	0	7	0	0

38% of 34 enrolled HS children receiving services

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

...a service of the Cortland County

Community Action Program, Inc.

**MONTHLY MENTAL HEALTH REPORT UPK**

Employee Name: Ashley Abbatiello/ Kaylean Contento

Month: June 2025

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

**Special Needs**

Employee Name: Jill Dunham

Month: June 2025

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIS Special Ed Itinerant Services	Couns. Play Therapy	1;1 Aide	# of Evals	# of Children CPSE Mtg	# of Children Declassified	Refused Referral
Smith 1	4	1	2	0	0	1	2	0	0	1	4	0
Smith 2	9	3	9	3	0	1	0	1	0	0	9	0
<b>TOTALS</b>	13	4	11	3	0	2	2	1	0	1	13	0

39% of 30 enrolled HS children receiving services

# **EHS Classroom Happenings**

## **June 2025**

### **ELC 1**

We enjoyed playing in the large motor room and taking many walks this month. We have 3 children that are walking independently. We have 7 children that are using sippy cups. We are all eating table foods and loving it. We love hearing our teachers sing to us. We have all adjusted well to sleeping in our cribs. We are learning about spatial awareness and using gentle touches. 3 of our families attended our June family engagement activity.

### **ELC 2**

This month we enjoyed all the nice weather and played outside a lot. We loved playing in the water table outside. We are also still trying to practice walking on the rope. More of us are using more words. One of our favorite things to do is climb (on everything!). We also had 4 families come to our June family engagement activity.

### **ELC 3**

The children painted with watercolors and then glued a “tractor” on it. They also painted strawberry and chocolate milk bottles. We made mice and cheese. We have been working on animal movement activities. We made dinosaurs, volcanos and “chocolate chip cookies”. We learned where milk comes from and how chocolate milk doesn’t come from brown cows. Then we learned how to “milk a cow”. We painted with rollers, farm animals, and vehicles. We colored coffee filters to make lightening bugs. We

made binoculars to go on a “Dragon hunt”. We had water play outside on the playground.

## **ELC 4**

This month in ELC 4, we have been learning about community helpers.

- We learned about plumbers and made handbags with tools
- Painted police cars
- Matched colors on flames and read books about fire fighters
- Used playdough and pipe cleaners to act as a dentist and clean lego “teeth”
- Talked about doctors and what they do for us, made doctor bags
- Created community helper people with children’s face cut outs

We have also been taking longer walks and pointing out community helpers as we go. Another goal we are working on is potty training. Our friends are doing well and don’t need much assistance from their teachers.

## **ELC 5**

6/2-Mailman coloring page

6/3-Post card coloring

6/4-Fireman coloring page

6/5-Milk coloring page

6/9-Police car craft

6/10-Construction site craft

6/11-School bus craft

6/12-First aid bag

6/13-Dentist/tooth craft

6/16-Police car craft

6/17-Garbage truck craft

6/20-Build a city-construction craft

6/23-Open-ended tractor craft

6/24-Police badge craft

6/25-Tool belt craft

6/26-Firefly craft

6/27-Coconut letter tree

6/28-Caterpillar craft

## **Cosimos 1**

This month we introduced walking on the rope. We were able to walk around an entire block just like the big kids! Since June is dairy month, we invited our families in and made cows and talked about where milk comes from. With the weather getting warmer, we are exploring with water outside and have new squishy water balls. We are playing, throwing and squeezing them to cool off. We have learned to line up when ready to go outside and have cool paw prints on the floor to stand on. We are practicing being patient and waiting our turn. We have played eye spy with binoculars and have worked on taking turns. This can be very hard, but we are practicing saying “please” and being patient.

## **Cosimos 2**

In June, we were able to do waterplay outside with the sprinkler for our family engagement activity. We have been working on saying “please” and “thank you”. The class really enjoys helping wash the tables and chairs with washcloths. We continue to be very interested in bugs and trucks.

## **Cosimos 3**

This month we have been working on getting more children to use the potty. We have a few children that have been using the potty consistently and we are so proud of them. A couple of parents came to both our PCM and our family engagement activity.

## **South Main 1**

In June, we worked on deep breathing to calm our big emotions. We also had a spirit week 6/16-6/20 and a lot of children participated. We had our family engagement activity on 6/18 and had a good turn out to plant flowers. We have been getting outside and playing in water a lot. We went fishing in our sensory table also. We have started to take turns to help our teachers set the table. We also have been practicing getting a teacher for help and using our words to communicate.

## **South Main 2**

This month the children have been working on numbers 1-15, along with identifying letters in their names. With Summer now upon us, we have been using the sprinkler and playing in the water table outside. We made plenty of crafts such as painting our hands and feet as well as letting the children explore their creativity through

painting on large paper on the floor. For our family engagement activity, we planted flowers. The children watched them grow and then took them home so they could continue to enjoy them. At our PCM, the children colored a birthday banner for Head Start.

## **Johnson 1**

Monthly color: Orange

Monthly shape: Diamond

Unit: Community Helpers

- Children chose a community helper (officer, firefighter, teacher, doctor) and created badges to wear in the classroom.
- Became engineers and built bridges and tunnels
- Mixed paint (yellow and red) to make the floor of fire
- Talked about Summer safety-the importance of sunscreen and recognizing when you need a drink of water.
- Watched the lifecycle of butterflies-had caterpillars in the classroom that turned into butterflies and were released outside
- Family Engagement-coffee filter butterflies
- Water play in the sensory table and sprinkler
- Spring/Summer walk-identifying colors of flowers we saw on a walk

# **HS Classroom Happenings**

## **June 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**

- We hatched butterflies and released them with the children.
- Lending library books went home for families to enjoy books at home.
- Walked to the rocket ship part with families to play together.
- Made hungry caterpillars with glue and cut outs after reading the book, The Very Hungry Caterpillar.
- A new child, Michael, started with us.

# **UPK Classroom Happenings**

## **June 2025**

### **Smith 1**

- P/T conferences in the home
- Pre-K graduation in the cafeteria on 6/17
- Egg find in the sensory table
- Science-water play
- Transportation Unit

## **Smith 2**

- P/T conferences in the home on 6/6
- Graduation-6/17 in the Smith cafeteria
- Transportation Unit
- Decorating graduation caps
- Water play science kit
- Last day for specials-art, music and library
- Last day 6/18-half day dismissal at 12pm



**Department of  
Transportation**

**KATHY HOCHUL**  
Governor

**MARIE THERESE DOMINGUEZ**  
Commissioner

**JANET HO**  
Assistant Commissioner  
Finance & Integrated Modal Services

August 27, 2025

Greg Richards  
Deputy Director  
Cortland County Community Action Program, Inc.  
32 Main Street,  
Cortland, NY 13045

Dear Mr. Richards,

The New York State Department of Transportation (NYSDOT), in partnership with TransitPlus, recently completed the site visit portion of the Comprehensive Review of Cortland County Community Action Program, Inc. on August 6, 2025. The review assessed compliance with Federal Transit Administration (FTA) and state requirements for recipients of Federal funding through the FTA Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities program. NYSDOT evaluated records and procedures to determine Cortland County Community Action Program, Inc's implementation of program requirements.

The results from this review concluded there were no deficiencies or recommendations for Cortland County Community Action Program, Inc's transit program. This correspondence serves to notify you that NYSDOT has officially concluded your comprehensive review for this cycle.

NYSDOT appreciates your cooperation during this review and commitment to meeting the program requirements. NYSDOT congratulates you on a successful review and encourages Cortland County Community Action Program, Inc. to continue to implement the practices that led to the result of this review. If you have any questions concerning the process or would like a paper copy of this letter, please contact Ross Dubarry at (518) 485-2001 or [ross.dubarry@dot.ny.gov](mailto:ross.dubarry@dot.ny.gov).

Sincerely,

Ross Dubarry  
Service Section Head, Public Transportation Bureau  
Office of Integrated Modal Services

cc: Ross Farrell, NYSDOT Bureau Director  
Retha Doiley-Miller, NYSDOT System Specialist  
Sarah Lasky, Senior Compliance Analyst, TransitPlus/KFH Group

*Resolution of the Board of Directors*

*Of*

*Cortland County Community Action Program, Inc.*

**Resolution No. 25-58**

**WHEREAS**, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed update to the Volunteer Transportation Program Driver Handbook & Guide, and

**WHEREAS**, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed update to the Volunteer Transportation Program Driver Handbook & Guide,

**IT IS HEREBY RESOLVED** that on September 25, 2025, the CAPCO Board of Directors approves the update to the Volunteer Transportation Program Driver Handbook & Guide.

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

*9/25/2025*  
\_\_\_\_\_  
Date



# Medicaid Transportation Driver Handbook



## **Cortland County Community Action Program**

32 North Main Street  
Cortland, NY 13045

Phone: (607)753-6781  
Fax: (607)758-3620

## What We Do

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Welcome!

Cortland County Community Action Program (CAPCO) would like to welcome you to our Volunteer Driver Program. As a Volunteer Driver, you will be going to many locations; as well as meeting and connecting with new people from various backgrounds. You are providing a vital service. Without a car of one's own, access to health services is a major challenge. When it comes to health care – the destination source for most rides provided by our volunteers – this barrier can have potentially devastating consequences. Being a volunteer is a wonderful sacrifice of your own personal time to make sure that vulnerable people can get to the services they need.

As a volunteer driver, you are very important to us and to our mission. We would like to thank you in advance for the services that you will be providing in the future and for becoming a volunteer driver.



### 1. Becoming a Volunteer Driver

Becoming a Volunteer Driver is a rewarding experience. You meet friendly people, experience the gratification of assisting someone in need and receive reimbursement for miles driven. As a Volunteer Driver you set your own schedule and have the flexibility of donating as much or as little time as you are able.

The first step in becoming a Volunteer Driver is to complete the Volunteer Driver Application. In addition to the application, we require the following:

- A valid NYS driver's license.
- A copy of the "Declarations Page" of your Automobile insurance. The driver's automobile insurance will be primary and only insurance. You must provide copies of policies as they renew. You must carry both bodily injury and property damage coverage and show proof of a minimum policy for liability coverage of \$100,000 per person and \$300,000 per accident.
- Copy of current vehicle registration. You must provide updates to CAPCO.
- Phone with ability to download MAS app as required by Medicaid.
- Information as requested for quality assurance reviews, as requested.
- Signed Volunteer/Confidentiality agreement.
- A completed Driving History background screen form.
- A completed Criminal Background packet for Screening.
- W-9 Form for mileage payment reimbursement.
- Completion of CATCC training and orientation with transportation coordinator.

## **2. How It Works: The Basics**

Each day our Transportation Coordinator checks the MAS system trip roster for assigned rides. The coordinator will then use the driver's preferred contact method to contact drivers to ask if they are available for the day and time of a trip. If there are days you know you will not be available, please try to let the coordinator know so she can change our anticipated capacity in the system. When a driver is identified, the coordinator assigns the trip in the system and prints it from the MAS system. The trip sheet provides the information the driver needs about the client and the appointment including name, phone number, pick-up address, destination, pick-up time, appointment time and approximate return time. The trip sheet also includes the age of the rider and if someone (usually a parent or aide) will be coming with them. Once you receive the trip information you must call the client to confirm the trip and tell the rider who will be picking them up that day. If unable to reach the client, please let the coordinator know.

In most cases, you will take the client to the appointment, wait until he or she is finished, and then return the client home.

## **3. Training**

All drivers and any staff working with drivers or dispatch are required to complete CATCC PASS training within 30 days in addition to orientation on forms and CAPCO procedures.

## **4. Transportation Requests:**

Transportation for Medicaid clients must be requested through the MAS (Medical Answering Service) call center. **There are NO exceptions to this rule.** CAPCO does not

have the ability to confirm Medicaid eligibility or secure the authorization for transporting the client. The call center is responsible for that. Medicaid clients should call MAS to book their transportation: Cortland County 1-866-932-7740. **Clients cannot arrange transportation directly with drivers.** The Transportation Coordinator will do their best to accommodate requests. Other clients requesting rides should call Seven Valley Health Coalition. They will determine eligibility and availability of funding and contact CAPCO with a ride request if the client is approved.

## **5. Contacting the Client**

Most clients get worried if they do not hear from a driver. They understandably do not want to miss their appointments. Sometime the day before the appointment, you should call the client to make the final arrangements for pick-up. If you cannot reach the client with the phone number(s) we have given you, call us and we will see if we can find another number. If no other number is available, or if you are unable to make contact, you must still go to the client's home on the day of the appointment. Per Medicaid rules, drivers must wait 15 minutes. If, after 15 minutes, there is no contact, let the office know and we will mark it down as a "no-show" and you may leave. We will reimburse you for your mileage to and from the pick-up location. We can only pick up and drop off the client at the locations listed on the trip sheet. The ride has been pre-authorized. If the client wishes to make a change, or says the information is incorrect, they **MUST** call either MAS or Seven Valleys (depending on who authorized the ride) **BEFORE** the ride to get the information corrected. Without the correction, we either need to pick up and drop off at the original locations or tell them we will have to reschedule the ride.

## **6. Waiting for the Client**

When you arrive at the client's home, you will need to give the client time to come out. If you do not get a response, try going to the door and knocking. If you do not see the client, try calling the phone number(s) you have. After 15 minutes if there is still no sign of the client, please call the office and a staff member will indicate whether you may leave. CAPCO will reimburse the driver's mileage to and from pick-up location for this trip. After arriving at the appointment with the client, you will usually wait until the client is done. If there is another client in the car, you may leave and take the other client to his or her appointment. Make sure the first client is aware you will be returning. You can give the office number to the first client to call when finished. You may give that person your own cell phone number if you wish, but that is optional. Any cell phone costs are the responsibility of the driver. If a client is at the appointment for several hours, simply let the client know the number to call when the appointment is completed. If you determine that you will be home longer than the combined travel time to and from the appointment location, then you may call the office and be authorized to return home. The authorization from the office may allow for reimbursement of miles driven. If the amount of time you will be at home before you start out again is less than the combined traveling time, then it makes no sense to return home. Instead, use the time to go for lunch, go shopping, etc. No additional miles will be reimbursed.

## **7. Additional Stops or Multiple Destinations for a Client**

It is not unusual for someone to have more than one appointment on a certain day. All appointments must be pre-authorized. No stops or appointments that were not arranged in advance will be allowed.

## **8. Other People in the Car**

### **A. Transporting Multiple Clients**

Because of the need to economize and get the most service for each dollar we spend, as well as the limited number of drivers available, it will be necessary at times for two or more clients to share a ride. It will be the job of the Transportation Coordinators to determine if certain clients may ride together and avoid any conflicting pairings. Many clients will not like the idea of having to travel with others because it may mean they will have to leave earlier or return later than would otherwise be the case. Unfortunately, we have little choice. Unless there is a medical or legal reason for the client to be transported individually, our limited resources necessitate the grouping of clients together when their appointment times and locations are reasonably close.

### **B. Clients Who Wish to Take Someone Else Along**

Clients are permitted to take someone else to their appointments. Quite often our seniors or disabled clients will want to take someone to assist them at the doctor's office. It is also expected that a child will be accompanied to a medical appointment by a parent or legal guardian. These can be accommodated, but we must have forewarning of the total number of riders. This enables us to ensure a vehicle of sufficient capacity is sent and helps us when determining how many other clients can be transported in that vehicle. If the client wishes to take others who were not authorized in advance, then those other people will not be allowed to ride. If this presents a problem for the client, the driver should advise the client to contact MAS.

### **C. Drivers Bringing Others Along**

When more than one person is being transported it is because either CAPCO has decided to double-up clients or a client has been authorized to bring someone along to assist. Since the driver is required to undergo a background check to provide transportation, the driver is not allowed to bring anyone else along in the car.

## **9. Documentation**

All drivers must complete the pre-trip checklist found on the voucher before each trip. This will be turned in as part of the voucher. Drivers taking an MAS funded trip must use the MAS app to track the trip with GPS. See the Mobile application user guide for details. All drivers will

complete starting and ending times and mileage on the voucher, check that the trip was completed and sign the form. If the trip is not completed, please check the box accordingly and fill in the comment section and sign the form. See section 11A of this document.

### **10. Smoking and Eating in the Vehicle**

Due to Department of Health guidelines, you may **not smoke** in the vehicle you utilize for transporting clients **at any time**. Clients are also not permitted to smoke in the vehicle.

You do not have to allow a rider to eat or drink in your vehicle. As the vehicle owner, it is your decision whether a client eats or drinks in your vehicle.

### **11. When Problems Arise**

If a problem develops while transporting a client, notify the office promptly. Examples may include the client wanting to make extra stops, wanting to change the destination, or bringing additional people, etc. Ordinarily, changes cannot be accommodated. If a problem arises outside of business hours that does not need to be dealt with right away, call the office and leave a voicemail for the Transportation Coordinator.

#### **A. Inclement Weather**

If in your opinion, weather conditions make travel excessively dangerous, you may cancel that transport. Notify the client and the office. Safety is always the top priority. It is better for the client to reschedule an appointment than to take unnecessary risks during inclement weather.

#### **B. Incident/Accident Reporting**

If an accident or incident occurs while transporting a client, it must be reported to the VTC office as soon as possible. Please ensure you file an accident/incident report within 24 hours. Some reportable incidents include, but are not limited to: motor vehicle accident, receiving a traffic ticket, being stopped by any law enforcement official, any type of medical emergency while transporting a client, anytime 9-1-1 is called, any type of altercation between clients or between driver and client, if you or a client is injured during a trip. Your safety and the safety of our clients are very important to us, so please be sure to follow all State and local traffic laws.

### **10. Traffic Rules and use of cell phones**

Drivers are required to follow all NYS traffic laws including restrictions on the use of cell phones.

***Under New York State law, you cannot use a hand-held mobile telephone or portable electronic device while you drive. Illegal activity includes holding a portable electronic device and doing any of the following:***

- *talking on a handheld mobile telephone*
- *composing, sending, reading, accessing, browsing, transmitting, saving, or retrieving electronic data such as e-mail, text messages, or webpages*
- *viewing, taking, or transmitting images*
- *playing games*

***If you use a portable electronic device while you drive (except to call 911 or to contact medical, fire or police personnel about an emergency), you can receive a traffic ticket and be subject to a fine and a surcharge.***

## **11. Driver Reimbursement**

### **A. Submitting Mileage for Reimbursement**

Drivers are required to complete a voucher for the miles they have driven. These vouchers are printed on the back of your trip sheets and must be submitted **at least every Thursday**. Since the mileage must be entered into our computer system manually, it is essential that vouchers be brought in regularly. Drivers can drop them off any time during business hours or after hours in the black mailbox affixed to the building by the front door. It is not necessary to wait until Thursday to bring them in. If you happen to be in town, you can come by and drop off any that you have. Vouchers can also be faxed to (607)758-3620.

Checks are printed every other Friday and any vouchers to be paid at that time will have to be received by the previous Thursday. Vouchers not received by the Thursday before checks are printed will be paid for in the next period. **Vouchers more than 30 days old cannot be paid.**

If you have any questions about how to fill out the vouchers, feel free to ask the Transportation Coordinator. Checks can be picked up at the office starting at 9:00 AM on the appropriate Friday. Any checks that are not picked up by Friday afternoon will be put in the mail.

### **B. Mileage Reimbursement Rates**

Because you are a volunteer driver, you will not be paid for your time. You will, however, be reimbursed for your mileage. Currently, at the time of printing, the federal rate established by the IRS was set at .70¢ per mile. This will change whenever the IRS changes its rate.

Mileage is reimbursed from the driver's home to the appointment and then back to the driver's home. This includes all **authorized** stops. If you arrive at the client's home and the client is not there or refuses to go, you should inform the office of this. You will still be reimbursed for your mileage to and from the client's home.

If for any reason additional miles are added to the trip that may not have been anticipated (such as taking a detour around construction sites, etc.) be sure to report the circumstances on the voucher. You will still be reimbursed the mileage.

We conduct an audit of mileage submitted to verify accuracy. If a voucher reports unusually high mileage, we will ask the driver why this is so. Any excess miles that can be reasonably explained will be paid. Any mileage deemed unnecessarily high will not be paid.

### **C. Other Reimbursements**

Reimbursement to drivers is not limited to mileage. Drivers are also reimbursed for any bridge or highway tolls they pay. In addition, drivers are reimbursed for parking fees. To receive reimbursement for any of these expenses, simply get a receipt at the time that you pay for them and submit the receipts with the vouchers. **These receipts must be turned in with the appropriate vouchers and cannot be submitted in a separate pay period.**

### **11. Driver-Client Relationship**

While we certainly encourage cordiality and kindness on the part of our drivers when dealing with clients, drivers should endeavor to maintain a professional distance from the clients. Getting too personally involved with the riders could lead to some very serious problems and misunderstandings later. Be friendly but professional.

### **12. Updating Information**

If you change vehicles, you will have to provide the documents for the new vehicle. Those copies can be made in our office; it is not necessary for you to pay for copies to be made. From time to time, we may also ask you to update any of the other information we have on file, such as the days and times you are available, primary and alternate phone numbers, home and mailing addresses, etc. Any time there is a change to any of your information, let us know so we can update our records. Your automobile insurance must remain in effect during all transportation performed by a Volunteer Driver. At any time, if you receive a traffic ticket, are part of an accident or there is a change in your license status (ie.: suspended or revoked), please contact CAPCO immediately so that we may take you off schedule until your issue is resolved.

Continuing to drive with a suspended or revoked license may incur more points, hefty fines or jail time. It is also considered fraud to be reimbursed for miles driven without a valid driver's license. Please let us know if you are going to be unavailable to drive on certain days because of your own appointments or other personal commitments. If you are planning a trip and will be away for a while, let us know so that we can make the necessary adjustments to our scheduling.

## **14. Driver Rights and Responsibilities**

### **A. Drivers' Rights**

Our volunteer drivers are important to the successful completion of our mission. We want your experience with CAPCO's Volunteer Driver Program to be positive. If you have any questions, please feel free to ask at the office.

- A. You have the right to refuse any transportation assignment.
- B. You have the right to refuse specific kinds of rides. For example, you may decide that you wish not to drive to Syracuse or other large cities, or you may not want to drive in the evening.
- C. You have the right to be treated with respect by the client. If a certain client becomes problematic and you do not wish to transport that person again, we will make note of that and see that you are not assigned to that client again.
- D. You have the right to be treated with respect by office staff. If you believe you are not being treated fairly or respectfully, please bring it to our attention.
- E. You have the right to be safe while transporting clients. If a client begins to act in a manner that you believe threatens your safety or the safety of anyone else in the vehicle, you may stop the vehicle and eject that person and drive off. Call the office immediately and explain the situation and we will take care of the problem from there.
- F. You have the right to prohibit smoking, eating, and drinking in your car.
- G. You have the right to cancel rides because of inclement weather. The safety of our clients and drivers is our number one concern and there is no need to be out on the roads during hazardous conditions.
- H. You have the right to receive complete and clear information about trips. We try to provide all the relevant information, but sometimes clients' phones change or are shut off or the client will move without informing anyone. We will do our best to get accurate information.

This is not intended to be a complete list of your rights. These are just some of the basic ones to illustrate our commitment to you and how much we appreciate what you do.

### **B. Drivers' Responsibilities**

Since it is our mission to get clients to their destinations, it is essential that certain rules and requirements must be imposed to ensure that the mission is not only carried out, but carried out safely, efficiently, and to the satisfaction of all parties

- A. You must make all reasonable efforts to contact the client the day before the appointment. If the phone number(s) given you do not work, call us and we will try to get another.
- B. You must show up to get the client even if you were unable to reach the client by phone.

- C. You must ensure that you are picking up all clients early enough to get them to their appointments on time. You should arrive within 15 minutes of the pick-up time listed on the trip sheet. Some appointments will not accept the client even if they are only a few minutes late. Punctuality is essential.
- D. You must ensure that any vehicle that you use to transport clients is legally registered and insured and that documents proving this are on file at the office.
- E. You must ensure that any vehicle you use to transport clients is clean, safe, and in proper working order and is fit for transporting clients.
- F. You must submit vouchers by the appointed deadlines.
- G. Vouchers must be completed accurately and legibly, with any anomalies or unusual circumstances documented, and all pertinent receipts attached.
- H. You must notify the office if a client is not home or if the client refuses to go.
- I. You must not allow any unauthorized people in the vehicle with clients.
- J. You must notify the office as soon as possible if you cannot complete the ride. We will do whatever we can to get someone else to cover it.
- K. Please always be as courteous and respectful as possible to clients.

## **15. HIPAA**

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The Health Insurance Portability and Accountability Act of 1996, commonly referred to as HIPAA, requires this office to implement and maintain policies and safeguards to insure that clients' protected health information (PHI) remains secure and only used in a manner consistent with HIPAA and similar laws. As a VTC volunteer, you are responsible to follow these policies and procedures to protect the privacy and security of client information. Remember that privacy applies to ALL verbal, written and electronic client information. PHI as defined by HIPAA includes, but is not limited to:

- A. Name
- B. Postal Address
- C. All elements of date of birth except year (i.e.: June 3)
- D. Telephone number
- E. Fax number
- F. Email address
- G. Social Security Number
- H. Medical Record Number
- I. Health plan beneficiary numbers
- J. Account numbers
- K. License numbers
- L. Vehicle identifiers (license plate number, VIN number, etc.)
- M. Device serial numbers
- N. Personal websites
- O. Photographs of faces and/or comparable images

P. ANY identifying or unique code or information that can be used to identify a person.

You as a volunteer are responsible for protecting the health information you receive for each client you transport. When you receive trip schedule information please adhere to the following guidelines:

Paper trip schedules:

Trip schedules must not be left in areas accessible by unauthorized people.

Trip schedules must be shredded, or rendered unreadable

Computer or text messaged trip schedules:

Use a unique password

Do not share your password

Log out when walking away from your computer/laptop

## **21. Frequently Asked Questions**

There are certain questions that we frequently get from our drivers. There is a great deal of information presented to drivers at the orientation/interview session and it is sometimes very difficult to remember and understand all of it at that time. The purpose of this section is to list some of the most frequent subjects of confusion or misunderstanding and provide some clear guidance to the drivers. If you have a question, and you do not find it in this list, please do not hesitate to ask any of our staff.

**Q: Is the money I am paid for transporting clients taxable?**

A: No. Because you are paid according to the IRS allowance, what you receive is not income, but reimbursement. If we were to pay you more than the IRS allowance, then the amount over that would be taxable income.

**Q: How will this affect my Social Security or disability income?**

A: Generally speaking, it does not have any effect on either one because it is reimbursement, not income. The effect, however, of your ability to drive for CAPCO may or may not have implications for employability *concerning* a disability claim. You should consult a qualified disability specialist on that matter.

**Q: How long do I have to wait for the client to come out?**

A: You must wait for 15 minutes after arriving at the client's home for that client to come out. Call the client on the phone or try knocking on the door. If there is no response after 15 minutes, you may leave.

**Q: The client does not answer any of my phone calls or return any voicemails. Do I still have to go over there?**

A: Yes. Even if you are unable to contact the client, you still must go to the person's home and see if he or she is there.

**Q: If I can't get my vouchers in before the deadline, can I turn them in late?**

A: You can turn them in late, but they will not be paid in the current pay period. Any vouchers that come in after the deadline will be paid in the next pay period. Vouchers more than 30 days old cannot be paid.

**Q: I have a hard time getting to the office. How else do I turn in vouchers?**

A: Vouchers do not have to be brought to the office in person. Vouchers can also be mailed, faxed, or emailed to the office. You may also have someone else drop them off for you or leave them in the black box next to the front door.

**Q: My client's appointment is taking longer than expected and I have another client to get. What do I do?**

A: If the current client is running late and is presenting a conflict with another transport, call the office. We can find someone else either to take your current client home or to go and get the next client for you.

**Q: I'm feeling sick and don't think I can do my assigned runs. What do I do?**

A: Call the office right away and we will try to get someone else to do the runs. If it is outside business hours, call the on-call number and explain the situation and we will take care of it. Please call as soon as you know there is a problem giving us as much time as possible to work on it.

**Q: Something has come up and I must babysit my grandchildren. Can they come with me on my runs?**

A: Unfortunately, no. Only authorized drivers and clients are allowed in the vehicle. If this kind of situation arises, call the office and we will try to get someone else for the run.

**Q: What if I want to take some days off?**

A: You may take time off whenever you wish; you are a volunteer not an employee, so you are not locked into a specific schedule. It would make our scheduling much easier if you let us know ahead of time when you will be unavailable. We will work around your schedule.

**Q: My client wants to make some additional stops. Is that allowed?**

A: Generally speaking, no. All stops must be authorized in advance. If a client has been authorized for additional stops, you will be told about them at the time we give you the trip information.

## Volunteer Hold Harmless

I agree to release, discharge, indemnify, and hold Cortland Community Action Agency, Inc. (CAPCO) harmless for any and all damages to me or my personal property while performing my volunteer services to CAPCO in a voluntary capacity.

I recognize that while performing my volunteer services in a voluntary capacity, there exists a risk of injury including personal physical harm. On behalf of myself, my heirs, personal representatives and executors, I hereby release, discharge, indemnify and hold harmless CAPCO, its agents, servants and employees from any and all claims, causes of action or demands of any nature or cause connected with my Volunteer agreement. This might include costs and attorney's fees and court costs incurred by CAPCO in connection with my volunteer services based on damage or injuries which may be incurred or sustained by me in any way. Such damage or injuries might include, but are not limited to accidents, injuries and personal property damage.

Public Relations: I understand that public relations are an important part of volunteering with CAPCO. I therefore agree on behalf of my heirs, personal representatives and executors to allow CAPCO to use any photographs taken of me for use in public relations efforts. CAPCO will use reasonable efforts to notify me, but such notification is not a condition of the photograph's release for public relations purposes.

## Medicaid Transportation Driver Guidelines Acknowledgment Form

I, \_\_\_\_\_, certify that I have read the attached Medicaid Transportation Driver Guidelines, the Volunteer Policy Manual, The Mobile Application User Guide, and Hold Harmless Agreement and will adhere to all policies created by CAPCO in cooperation with NYS Medicaid and Health Department regulations. I understand that failure to abide these rules and guidelines may result in my termination as a volunteer driver for CAPCO.

\_\_\_\_\_  
Signature of Volunteer Driver

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Staff Witness

\_\_\_\_\_  
Date

*Resolution of the Board of Directors*

*Of*

*Cortland County Community Action Program, Inc.*

**Resolution No. 25-59**

**WHEREAS**, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed update to the EISEP/Respite User Guide, and

**WHEREAS**, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed update to the EISEP/Respite User Guide,

**IT IS HEREBY RESOLVED** that on September 25, 2025, the CAPCO Board of Directors approves the update to the EISEP/Respite User Guide.

Shelley M Warno  
Board President or designee

9/25/2025  
Date

# Expanded In-Home Service for the Elderly (EISEP) and Respite Care Consumer Guide



## What is Enhanced In-Home Services for the Elderly (EISEP)?

The Expanded In-Home Services for the Elderly Program (EISEP) provides support at home for those 60 and older who need assistance with their personal care or household chores. This support may include case management, home care, respite for caregivers, and other services that help an older individual stay independent at home. This is a program of Cortland County Office for Aging. CAPCO provides payroll support as the Fiscal Intermediary of the program. For more information about EISEP and Respite care, who is eligible and how to apply, please contact the Area Agency on Aging

CAPCO does not identify, hire, or supervise in-home workers. This is the responsibility of the EISEP consumer.

“a consumer who is capable of making choices regarding the consumer’s activities of daily living and the type, quality and management of his or her consumer directed personal assistance; understands the impact of these choices; and assumes responsibility for the results of these choices.” (10 NYCRR 505.28(b)(9))

Since the consumer assumes employer responsibilities, (to **recruit, hire, train, supervise and terminate**) s/he must be capable of performing these duties. Directing the in-home worker and completing the required paperwork are core competencies.

### EISEP Process

1. The Cortland County Area Agency on Aging takes a referral for EISEP services.
2. The Area Agency on Aging determines eligibility, informs CAPCO and sends an authorization.
3. ***CAPCO provides the Consumer with a folder which includes the Participant Agreement (attachment A); a memo regarding timesheets (attachment B), what workers can do and not do (attachment C) which is signed by both the Consumer and the in-home worker(s), time sheets, calendars, etc. In addition, there are several resources in the folder which includes “How to Prepare for a Natural Disaster”, how to put together a 72 Hour Emergency Kit, “Acceptable and Non-Acceptable Interview Questions, Consumer Guide, and an application.***

## **Roles & Responsibilities– This is per the contract and the NYSDOH regulations governing EISEP providers.**

### **Consumer**

A consumer or, if applicable, the representative designated by the consumer has the following responsibilities under the EISEP:

Managing the plan of care including recruiting and hiring a sufficient number of individuals to provide authorized services that are included on the consumer's plan of care; training, supervising and scheduling each in-home worker; and assuring that each consumer directed personal assistant competently and safely performs the tasks that are included on the consumer's plan of care; terminating the in-home worker's employment. *The Consumer cannot deviate from the Care Plan.*

Signing the approved EISEP Agreement between the Area Agency on Aging and the Consumer/Designated Representative and EISEP Agreement with CAPCO

### **CAPCO**

Processing each consumer directed in-home worker's wages and benefits including establishing the amount of each worker's wages; processing all income tax and other required wage withholdings; and complying with worker's compensation, disability and unemployment insurance requirements.

Monitoring the consumer's or, if applicable, the consumer's designated representative's continuing ability to fulfill the consumer's responsibilities under the program and promptly notifying the Area Agency on Aging of any circumstance that may affect the consumer's or, if applicable, the consumer's designated representative's ability to fulfill such responsibilities.

Sharing information with the consumer or, if applicable, the consumer's designated representative, regarding their respective responsibilities and requirements under the CDPAP.

## **Program Overview and Design**

EISEP (Enhanced In-Home Services for the Elderly Program) allow Consumers to independently recruit, hire, train, supervise and (if need be) terminate the In-Home Service Workers (IHSWs) they choose to work with. Regardless of the level of assistance, CAPCO, the Fiscal Intermediary (FI), the organization who supports the administration of the program, maintains a clear line of separation between their role and the role of the consumer. This separation affords CAPCO a reasonable liability position and prevents any interference with the consumer's goal of empowerment

Consumers are not automatically eligible for the program– they are assessed and approved by a county caseworker to gain entry to the program and periodically thereafter

What makes EISEP different from traditional models of home care is that the consumer can train, choose their service worker, and schedule them at time that works for both the worker and consumer.

## **BRIEF SUMMARY:**

***According to the EISEP regulations the consumer has full responsibility both legally and medically for the delivery of their approved care plan***

What is the process for the In-Home Service Workers' employment?

The potential employee will contact the office to make an appointment for the onboarding process. The worker will need to bring a form of photo ID and their Social Security Card or Birth Certificate. The worker will meet with the Program Director first and will fill out the Employee Change Form which contains name address, the Supervisor (Consumer), rate of pay. The worker would then meet with the HR Generalist to complete the rest of the onboarding. The process also includes a Criminal Background check. A calendar is provided to the workers to ensure they are aware of when timesheets are due.

All In-Home Service Workers must provide physical, proof of MMR and have a TB/PPD before they will be approved to start working. A new physical and TB/PPD are required annually thereafter.

What is the process for timesheet verification?

Timesheets are due typically every other Friday unless there is a holiday. The time sheets verifying hours must be signed and dated in ink by both the consumer and the In-Home Service Worker (IHSW). Both the Consumer and the (IHSW) are given a payroll calendar for the year. Time should be recorded in 15-minute increments. The timesheets are verified by the Finance office for errors, which could include miscalculation of hours, more than one employee reporting the same hours for the same Consumer. If this should happen the Consumer is contacted to make corrections. Timesheets can be turned in at the front desk at CAPCO's main office at 32 N. Main Street, Cortland, emailed to [timesheets@capco.org](mailto:timesheets@capco.org) or faxed to CAPCO at 607-758-3620.

Once the timesheets are handed in, staff will record the time in spread sheets to ensure that consumers are not exceeding the number of hours authorized by the Area Agency on Aging.

## What happens next?

Once the timesheets are processed, the hours are billed to the Area Agency on Aging.

## Authorizations

CAPCO staff will track authorizations. If the authorization expires, we will contact the Area Agency on Aging for a new authorization. If we do not receive a new authorization, we will not be able to pay the in-home worker until a new authorization is received.

## What if a Consumer is having a difficult time finding an In-Home Service Worker?

Since it is the ultimate responsibility that that Consumer to find their own IHSW(s), the agency tries their best to assist but makes no recommendations.

# Attachment A

## Cortland County Area Agency on Aging

### EISEP Consumer Directed Personal Assistance Program (CDIS)

#### Participant Agreement

THE EISEP CDIS program provides services within an older person's home to ensure that they can safely remain in their home as long as possible. In addition, the EISEP Consumer Directed In-Home Services program allows greater flexibility and freedom of choice in obtaining such services, while at the same time reducing administrative costs. EISEP Consumer Directed In-Home Services enable individuals to recruit, hire, train, and supervise their attendants.

In conjunction with the Cortland County Area Agency on Aging, CAPCO has agreed to act as the vendor for this project.

To participate in the EISEP Consumer Directed In-Home Services the Consumer must:

1. Recruit, interview, hire, train, supervise, schedule, and if necessary, terminate the consumer's In-Home Service Worker(s).
2. Provide equal employment opportunities and follow CAPCO's Personnel Policies and Procedures.
3. Inform CAPCO and the Area Cortland County Agency on Aging of any changes in status including, but not limited to, Consumer's address, telephone number, worker(s) names, addresses, and any hospitalizations of the consumer.
4. Process the required paperwork for CAPCO including time sheets and required employment documents.
5. Arrange and schedule back up Service Worker(s) for coverage for vacations, holidays, or emergencies, and in case of illness as needed.
6. Ensure that each Service Worker works the hours as indicated on the time sheet.
7. Enter into a written agreement with CAPCO which acknowledges their roles and responsibilities.

8. Recognize that the fulfillment of the above responsibilities may be considered in determining the consumer's continued appropriateness for the program.
9. Accept full responsibility for any personal injury, negligence, or loss of property that may result from the action or inaction of the Consumer's employee.
10. The aide will not, under any circumstances, be reimbursed for mileage without prior approval from the EISEP Case Manager.
11. Assure that the number of hours and days under the care plan are not exceeded.
12. Follow the Plan of Care provided by your EISEP Case Manager.

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Print

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Signature

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Date

## Attachment B

# M E M O R A N D U M

To: EISEP participants

Re: Time Sheet Verification

As part of your participation in the **EISEP** Consumer Directed In-Home Services program, it is your responsibility to verify the accuracy of your service worker's timesheet i.e. the hours and days worked is accurate.

Your worker's position is paid for with EISEP funding; therefore, the agency has legal responsibilities to the Cortland County Area Agency on Aging. Verifying hours the service worker did not work is considered fraud, which is a criminal offense and must be reported to the Cortland County Area Agency on Aging for investigation and will jeopardize your continuation in **EISEP**. It is also a violation of CAPCO's policies, so please be sure when verifying timesheets that the hours and days indicated are correct and that the timesheet is signed by you.

\_\_\_\_\_  
Consumer Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

# ATTACHMENT C

## Consumer/Staff Allowable and Non-Allowed Tasks

To ensure that the Consumer and their aides are doing only those tasks related to the care of the consumer, it is the responsibility of each consumer to direct their aides with allowable tasks (i.e. personal care, housekeeping, etc.). The following activities are not allowed to be done by an aide:

- NAIL CARE IS NOT ALLOWED UNDER ANY CIRCUMSTANCES.
- The workers are never to do tasks associated with any other member of the household (i.e. meals, laundry, dishes, etc.). This service is for the Consumer only, not other members in the household.
- Caring for animals
- Shoveling, mowing, etc.
- Babysitting children

It is the responsibility of each Consumer to share with their aides what tasks are allowed and not allowed. Please make sure that you, as the consumer, have each of your aides fill out the attestation below. You and your consumer should sign affirming that you both understand what allowable tasks are, and what tasks are not allowed, and return this form to CAPCO.

I, \_\_\_\_\_ attest that I have received a copy of this notification  
In-Home Worker's Name

and will under no circumstance perform any of the unallowable tasks listed above. If I should

If I have any questions, I will contact CAPCO for clarification.

\_\_\_\_\_, I understand that I am to abide by the above guidelines.  
Consumer's Name

\_\_\_\_\_  
In-Home Worker Signature

\_\_\_\_\_  
Consumer's Signature

\_\_\_\_\_  
Date

## **Finance/Audit Committee Meeting**

**July 17, 2025**

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

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

Meeting called to order at 8:30 AM.

### **ProNexus Update:**

Greg updated the committee on our staffing with ProNexus. Kim and Matt Begin had been the leads on our account. Over the summer, Kim has taken over as lead/CFFO on our account and serves as our main contact. Matt worked with us to finish the audit and still will be doing some work on our account. John Scanlon, the CFO of Outsourced Accounting Services at ProNexus, will be reviewing our financial statements and attending Finance meetings to explain them and answer any questions.

### **Agency:**

Accounts Payable and receivable are current. We are working to reconcile outstanding receivable balances that we realistically will not be receiving, with a focus on previously written off Medicaid balances. Kim and her team will have this resolved as part of our 2025 closeout.

### **Consumer Directed Services:**

Greg recently signed the contract for \$25,000 over two years for a grant from the Health Foundation of Western and central New York. This will supplement the 5310 funding we get from DOT for the program. A new 5310 grant application has been released, we will be working with the County to explore future opportunities for funding.

Kirsten is working with Lisa and our former MLTS providers to recover outstanding PMPM charges.

### **Early Childhood Development:**

We filed our annual SF-425 in the Payment Management System for the closeout of the 24-25 grant. Kim and Greg on the final report due at the end of September. Kim is working with Jenn and Kristi on tracking expenses.

The new program year officially began in late August, with children returning in early September. We are still actively recruiting for a few staff vacancies and processing new hires through the clearance system. Our UPK classrooms are relocated to Parker this year while construction takes place in the district.

### **Energy Services Department**

The budget and contract for the 25-26 HEAP grant have been submitted. This funding is about 60% of our typical Weatherization Assistance Program (WAP) award. As a reminder the WAP funding was split into two separate contracts due to delays in federal funding—one through HEAP and one through DOE. The HEAP

portion in 725,000 our usual \$850,000 WAP funding. The HEAP contract had not been executed yet, but we are beginning limited production.

\*We have received notification from the NYS Office of Temporary and Disability Assistance (OTDA) that we will not receive the HEAP portion of WAP funding in 2026 due to anticipated cuts. Greg has escalated this issue to state legislators Anna Kelles and Lea Webb, as well as to the Governor's office and key contacts at OTDA. This is part of advocacy efforts across the state, and we remain hopeful that funding decisions will be made that are not this devastating to the program.

Stacey and Peter have been working with the Cortland County Health Department to begin the Healthy Homes Production Grant as sub-recipient.

**Family Development Program:**

Brandy and Kim have finalized the documents for the 25-26 contract which begins on October 1<sup>st</sup>. Brandy is working to spend-out the contract and not have a carry-over this year. She has also been meeting with Early Childhood Development and Healthy Families to prepare for the program's transition in December. Kim and Brandy have worked to prepare the new 25-26 NOEP budget due at the end of September. NOEP payments are still behind but are coming more consistently.

**WIC Program:**

Lori is working to spend out her 24.25 contract. We do anticipate sending some accruals back due to the difficulties of spending within the budget lines for WIC. WIC's new contract is executed and ready for the October 1<sup>st</sup> start. Lori has been working with the advertising company, Media Brush, to produce some videos and manage social media. She will be using a small grant from DOH (\$1,478.50) meant to enhance bilingual capabilities to develop materials in Spanish with Media Brush.

**Financial Statements:**

John reviewed the Financial Statements. He explained that CAPCO has a very strong cash position, even with the loss of CDPAP. In reviewing the balance sheets, he will focus on the overall agency, but individual program information will be sent out and he will answer any questions.

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

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



**FINANCE COMMITTEE REPORT**  
**SUMMARY of July 2025 FINANCIAL STATEMENTS**  
September 18, 2025

**AGENCY**

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

We are working primarily with Kim from ProNexus as our agency's Fiscal lead/CFO. Matt remains actively engaged and played a key role in successfully guiding us through the 2024 audit. The transition to having a single primary point of contact has proven highly effective, streamlining communication and enhancing overall efficiency. John Scanlon will join our monthly FC meetings to present the monthly financials with Kim, ensuring his ongoing engagement with our account. We are pleased with communication and overall Fiscal processes.

**CONSUMER DIRECTED SERVICES**

We are currently finalizing agreements for the VTP funding awarded by the Health Foundation of Western & Central New York, which includes access to the ITNAmerica VTP software platform. This two-year grant totals \$25,000 and is designated to support operational costs. The funding complements our existing 5310 awards, helping to sustain the program with only one driver currently being billed. Looking ahead, we plan to collaborate with the County and a local community group to explore opportunities for a future 5310 application.

Kirsten is actively working with 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. Kirsten remains in close contact with the relevant parties to determine next steps and assess our ability to recoup these charges.

**EARLY CHILDHOOD DEVELOPMENT**

We filed our annual SF-425 in the Payment Management System for the closeout of the 24-25 grant period. Kim and I experienced some confusion with the process and fields that we are working out ahead of the final report that is due at the end of September. Kim continues to work with Jenn & Kristi on expense tracking across funding sources.

The new Program Year officially began in late August, with children returning during the first week of September. The school year has started smoothly overall, though we continue to process new hires through the New York State clearance system and are actively recruiting to fill a small number of remaining vacancies. Our UPK classrooms have temporarily relocated to the Parker building for the year, joining other district classrooms due to ongoing construction in their original facilities. Additionally, the Program is working closely with the Family Development team in preparation for the transition of the Healthy Families Program to Early Childhood Development (ECD) in December, aligned with the upcoming contract renewal.

**ENERGY SERVICES DEPARTMENT**

The budget and contract for the 2025–2026 HEAP grant have been submitted. This funding represents approximately 60% of our typical Weatherization Assistance Program (WAP) award. As a reminder, our

WAP grant was split into two separate contracts due to delays in federal funding—one through HEAP and one through DOE. The HEAP portion totals \$725,000 of our usual \$850,000 WAP funding. While the HEAP contract began in August 2025 and runs through August 2026, it has not yet been executed at the state level, requiring us to begin limited production without a finalized agreement.

We anticipate completing approximately 60 jobs under the HEAP contract. To help offset the delay, Stacey and the team are strategically taking on NYSERDA projects.

\*\*The troubling Weatherization update this month is the notification from the NYS Office of Temporary and Disability Assistance (OTDA) that we will not receive the HEAP portion of WAP funding in 2026 due to anticipated federal cuts. To provide context, OTDA receives federal LiHEAP allocations, with 10% designated for Weatherization programs—typically making up 60% of our program budget. If this change moves forward, it will significantly impact our Energy Services Program. Greg has escalated the issue to state legislators Anna Kelles and Lea Webb, as well as to the Governor’s office and key contacts at OTDA. This is part of a coordinated advocacy effort across the NYS Weatherization network, and we remain hopeful that these efforts will influence funding decisions. Importantly, funding for the 2025–2026 cycle remains secure.

Stacey & Peter have been working closely with the Cortland County Health Department on the start of the Healthy Homes Production grant for lead & radon abatement. Peter will be the main Program Manager, currently serving as one of the Program’s Quality Control Inspectors. Peter is attending his training courses, and we continue to work with administrative requirements to begin work with the funding. It is our hope that work will begin this fall. As a reminder, CAPCO is a sub-recipient from the County for this funding.

## **FAMILY DEVELOPMENT DEPARTMENT**

Brandy & Kim have finalized documents for the 25-26 CSBG contract that begins on October 1<sup>st</sup>. Brandy is working closely with Kim to forecast out the rest of the 24-25 contract with intentions to spend-out the contract opposed to having any carry-over this year. While there are expected to be delays with CSBG funding in 2026 due to federal interruptions, a carry-over would not adequately cover expenses with much Fiscal work needed to track a carry over of funds. Our cash position remains strong to support any anticipated delays.

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.

Kim and Brandy have also worked to prepare the new 25-26 NOEP budget that is due at the end of the month. NOEP payments, while still behind, have begun consistently paying with Hunger Solutions finally receiving their state designations.

## **WIC**

Lori is working to spend out her 24-25 contract that ends this month. We do anticipate having some accruals to send back, but not at the level of 23-24. Lori has already completed line-item changes to accommodate the spend-out plan. WIC’s new contract is executed and ready for the October 1<sup>st</sup> start.

We were awarded a small infrastructure grant as an add-on to our current WIC grant through the NYS Department of Health. The grant is small (\$1,478.50) and is to be used to enhance bilingual capabilities. We will be using our funding to work with our newly contracted advertising company, Media Brush, to develop materials in Spanish.

# CAPCO

## Aged Accounts Receivable Report

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
<b>BENNETTP</b>		(\$31)	\$0	\$0	\$0	(\$31)
<b>RUVIM BUSHMICH</b>	04/30/2021	\$0	\$0	\$0	\$0	\$0
<b>CARE COMPASS NETWORK</b>	12/18/2020	\$0	\$0	\$0	\$800	\$800
<b>Child and Adult Care Food Program</b>	08/22/2025	\$2,476	\$0	\$0	\$1	\$2,476
<b>CHILD DEVELOPMENT COUNCIL</b>	08/29/2025	(\$17)	\$0	\$0	\$0	(\$17)
<b>CORTLAND CITY SCHOOL DISTRICT</b>	07/11/2025	(\$300)	\$0	\$0	\$0	(\$300)
<b>CORTLAND COUNTY AREA AGENCY</b>	08/22/2025	\$6,658	\$0	\$0	\$2,214	\$8,872
<b>Cortland County</b>	08/22/2025	\$5,422	\$2,290	\$0	\$35	\$7,747
<b>YWCA CORTLAND</b>	09/12/2025	(\$3,598)	\$0	\$0	\$0	(\$3,598)
<b>DEPARTMENT OF HEALTH</b>	08/18/2025	\$55,436	\$55,821	\$0	\$0	\$111,257
<b>DEPT OF HCR</b>	08/06/2025	\$0	\$6,350	\$15,666	\$144,101	\$166,117
<b>HEAP DEPARTMENT</b>	07/17/2025	\$0	\$0	\$0	\$75	\$75
<b>JUDITH JOHNSON</b>		\$0	\$0	\$0	\$0	\$0
<b>Medicaid</b>	08/01/2917	(\$207,992)	\$0	\$0	\$1,515,187	\$1,307,195
<b>MOTHERS &amp; BABIES PERINATAL</b>	01/19/2018	\$0	\$0	\$0	\$0	\$0
<b>New York State Department of</b>	04/15/2025	\$0	\$0	\$7,829	\$0	\$7,829
<b>NYS OSC</b>	01/14/2025	(\$45,699)	\$0	\$0	\$0	(\$45,699)
<b>NYSCAA</b>	06/27/2025	\$0	\$0	\$0	\$0	\$0
<b>NYSERDA-EMPOWER NEW YORK</b>	08/28/2025	(\$4,964)	\$0	\$0	\$0	(\$4,964)
<b>OCM BOCES</b>	05/30/2025	\$600	\$550	\$0	\$0	\$1,150
<b>PEACE INC</b>	08/15/2025	\$4,250	\$0	\$0	\$0	\$4,250
<b>UNITED WAY OF CORTLAND</b>	09/12/2025	\$2,500	\$0	\$0	\$0	\$2,500
<b>VTP-MEDICAID</b>	09/11/2025	\$0	\$0	\$8	\$793	\$801
<b>YMCA</b>	07/31/2020	\$0	\$0	\$0	\$1	\$1
<b>Grand Totals:</b>		<b>(\$185,260)</b>	<b>\$65,011</b>	<b>\$23,503</b>	<b>\$1,663,207</b>	<b>\$1,566,462</b>

# 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	\$551.62	\$0.00	\$0.00	\$0.00	\$551.62
AIR TEMP HEATING & AIR CONDITIONING INC.	\$716.00	\$0.00	\$0.00	\$0.00	\$716.00
AM CONSERVATION	\$1,221.05	\$0.00	\$0.00	\$0.00	\$1,221.05
AMERICAN FOOD & VENDING	\$582.40	\$0.00	\$0.00	\$0.00	\$582.40
AmericanTCS Fiduciary Services LLC	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
AT&T MOBILITY	\$1,574.12	\$0.00	\$0.00	\$0.00	\$1,574.12
BADJAD PROPERTY MANAGEMENT LLC	\$14,770.00	\$0.00	\$0.00	\$0.00	\$14,770.00
BEARD ELECTRIC LLC	\$3,347.00	\$0.00	\$0.00	\$0.00	\$3,347.00
BILL ANDERSON FARM MARKET INC.	\$2,899.28	\$0.00	\$0.00	\$0.00	\$2,899.28
BILL BROTHERS	\$774.52	\$0.00	\$0.00	\$0.00	\$774.52
BLEVINS INC	\$16,766.89	\$0.00	\$0.00	\$0.00	\$16,766.89
BOB MARTIN	\$369.47	\$0.00	\$0.00	\$0.00	\$369.47
BONADIO & CO., LLP	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
BRANDY FORD	\$0.00	\$0.00	\$0.00	\$87.38	\$87.38
BRANDY STRAUF	\$178.00	\$0.00	\$0.00	\$0.00	\$178.00
BUILDERS BEST	\$5,826.17	\$0.00	\$0.00	\$0.00	\$5,826.17
BUSINESS COUNCIL OF NEW YORK STATE	\$2,247.69	\$0.00	\$0.00	\$0.00	\$2,247.69
CAMERON ASHLEY BUILDING PRODUCTS, INC.	\$357.20	\$0.00	\$0.00	\$0.00	\$357.20
CAP SYSTEMS INC.	\$2,688.00	\$0.00	\$0.00	\$0.00	\$2,688.00
CAPCO	\$513,000.00	\$0.00	\$0.00	\$0.00	\$513,000.00
CARTER'S TREE SERVICE	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
CENTRAL RESTAURANT PRODUCTS	\$348.62	\$0.00	\$0.00	\$0.00	\$348.62
CITY OF CORTLAND	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
CLARENCE WRIGHT	\$1,653.50	\$0.00	\$0.00	\$0.00	\$1,653.50
CNY LAWNS LLC	\$2,574.00	\$0.00	\$0.00	\$0.00	\$2,574.00
COMPLETE PAYROLL PROCESSING, INC.	\$1,066.25	\$0.00	\$0.00	\$0.00	\$1,066.25
CONTENTO AUTO SALES INC.	\$81.00	\$0.00	\$0.00	\$0.00	\$81.00
CORTLAND CITY SCHOOL DISTRICT	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00
CORTLAND COUNTY TREASURER	\$480.00	\$0.00	\$0.00	\$0.00	\$480.00
CORTLAND ELKS BPOE 748	\$1,040.00	\$0.00	\$0.00	\$0.00	\$1,040.00
CORTLAND HOUSING AUTHORITY	\$68.77	\$0.00	\$0.00	\$0.00	\$68.77
CORTLAND STANDARD	\$195.00	\$0.00	\$0.00	\$0.00	\$195.00
CP READ ENTERPRISES LLC	\$140.97	\$0.00	\$0.00	\$0.00	\$140.97
CURCIO PRINTING	\$863.37	\$0.00	\$0.00	\$0.00	\$863.37
CUST SERVICES OF CORTLAND INC	\$885.87	\$0.00	\$0.00	\$0.00	\$885.87
D. YAMAN PROPERTIES LLC.	\$4,955.00	\$0.00	\$0.00	\$0.00	\$4,955.00
DAVID BROWNS FOOD EQUIPMENT, LLC	\$15,341.00	\$0.00	\$0.00	\$0.00	\$15,341.00
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>
EMPLOYEE SERVICES LLC	\$2,100.71	\$0.00	\$0.00	\$0.00	\$2,100.71
ENERGY CONSERVATORY	\$709.00	\$0.00	\$0.00	\$0.00	\$709.00
FASTENAL COMPANY	\$22.68	\$0.00	\$0.00	\$0.00	\$22.68
FINGER LAKES REFRIGERATION LLC	\$13,075.00	\$0.00	\$0.00	\$0.00	\$13,075.00
FIRST CHOICE ASPHALT SEALING PAVING AND CONCRETE INC.	\$11,550.00	\$0.00	\$0.00	\$0.00	\$11,550.00
FIRSTLIGHT FIBER	\$1,032.93	\$0.00	\$0.00	\$0.00	\$1,032.93
FLEET SERVICES	\$245.75	\$0.00	\$0.00	\$0.00	\$245.75
FLORIDA STATE UNIVERSITY RESEARCH FOUNDATION, INC	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00
GOETZMANN & ASSOCIATES LLC	\$34,991.67	\$0.00	\$0.00	\$0.00	\$34,991.67
GRACE CHRISTIAN FELLOWSHIP	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
GREG RICHARDS	\$160.00	\$0.00	\$0.00	\$0.00	\$160.00
HEALTH FACILITY ASSESSMENT FUND	\$19.00	\$0.00	\$0.00	\$0.00	\$19.00
HEP SALES	\$9,907.21	\$0.00	\$0.00	\$5.31	\$9,912.52
HUMMEL'S OFFICE EQUIPMENT CO. INC	\$6,533.74	\$0.00	\$0.00	\$0.00	\$6,533.74
ID BOOTH INC.	\$2,854.74	\$0.00	\$0.00	\$0.00	\$2,854.74
INOVALON PROVIDER INC	\$277.25	\$0.00	\$0.00	\$0.00	\$277.25
INTELLICORP	\$46.50	\$0.00	\$0.00	\$0.00	\$46.50
INTERFLEX PAYMENTS, LLC	\$272.06	\$0.00	\$0.00	\$0.00	\$272.06
J ROBERTS SPEAKING INC.	\$6,250.00	\$0.00	\$0.00	\$0.00	\$6,250.00
JENNIFER GEIBEL	\$552.18	\$0.00	\$0.00	\$0.00	\$552.18
LAKESHORE LEARNING MATERIALS	\$257.15	\$0.00	\$0.00	\$0.00	\$257.15
LANGUAGELINE SOLUTIONS	\$607.04	\$0.00	\$0.00	\$0.00	\$607.04
LORIANN SPATOLA-DAVIS	\$14.00	\$0.00	\$0.00	\$0.00	\$14.00
LOWE'S	\$5,561.47	\$0.00	\$0.00	\$0.00	\$5,561.47
M & D DELI CENTRAL	\$820.00	\$0.00	\$0.00	\$0.00	\$820.00
M&T BANK	\$35,879.04	\$0.00	\$0.00	\$0.00	\$35,879.04
M&T MORTGAGE	\$3,605.30	\$0.00	\$0.00	\$0.00	\$3,605.30
MAIN STREET AUTO REPAIR	\$599.54	\$0.00	\$0.00	\$0.00	\$599.54
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
MARTHA L HOWLETT	\$64.40	\$0.00	\$0.00	\$0.00	\$64.40
MARY BETH MATHEY	\$596.21	\$0.00	\$0.00	\$0.00	\$596.21
MARY PAT KIERNAN	\$103.99	\$0.00	\$0.00	\$0.00	\$103.99
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	\$423.76	\$0.00	\$0.00	\$0.00	\$423.76
MUTUAL OF AMERICA	\$33,152.82	\$0.00	\$0.00	\$0.00	\$33,152.82
NATIONAL GRID	\$6,395.62	\$0.00	\$0.00	\$0.00	\$6,395.62

# 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>
NEW READERS PRESS	\$179.86	\$0.00	\$0.00	\$0.00	\$179.86
NORTHEAST GROCERY INC.	\$114.37	\$0.00	\$0.00	\$0.00	\$114.37
NYS INSURANCE FUND	\$5,014.49	\$0.00	\$0.00	\$270.00	\$5,284.49
NYSEG	\$1,478.76	\$0.00	\$0.00	\$0.00	\$1,478.76
NYSWDA	\$465.00	\$0.00	\$0.00	\$0.00	\$465.00
O'SHEA COLLISION CENTER	\$1,138.31	\$0.00	\$0.00	\$0.00	\$1,138.31
PETER MARTIN	\$165.00	\$0.00	\$0.00	\$0.00	\$165.00
PETTY CASH	\$187.43	\$0.00	\$0.00	\$0.00	\$187.43
PITNEY BOWES BANK INC	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$659.79	\$0.00	\$0.00	\$0.00	\$659.79
PLAN FIRST COMPUTER SERVICES	\$8,402.72	\$0.00	\$0.00	\$0.00	\$8,402.72
ProNexus LLC	\$33,470.00	\$0.00	\$0.00	\$0.00	\$33,470.00
PUDGIE'S PIZZA	\$513.31	\$0.00	\$0.00	\$0.00	\$513.31
R.E. MICHEL COMPANY, INC.	\$1,142.34	\$0.00	\$0.00	\$0.00	\$1,142.34
RAYSOR COMPUTER REPAIR	\$2,147.52	\$0.00	\$0.00	\$0.00	\$2,147.52
RICHARD R BORRA	\$3,184.00	\$0.00	\$0.00	\$0.00	\$3,184.00
ROGERS SERVICE GROUP, INC	\$697.18	\$0.00	\$0.00	\$0.00	\$697.18
SALLY GRISWOLD LCSW PLLC	\$562.50	\$0.00	\$0.00	\$0.00	\$562.50
SANDRA ALOI	\$885.96	\$0.00	\$0.00	\$0.00	\$885.96
SENTRY ALARMS LLC	\$1,769.77	\$0.00	\$0.00	\$0.00	\$1,769.77
Seven Valleys Health Coalition	\$3,712.52	\$0.00	\$0.00	\$0.00	\$3,712.52
SKYLINE ELECTRIC	\$117.00	\$0.00	\$0.00	\$0.00	\$117.00
SPECTRUM	\$514.96	\$0.00	\$0.00	\$0.00	\$514.96
SPLAT SUMTHIN LLC	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
STACEY HENRY	\$78.00	\$0.00	\$0.00	\$0.00	\$78.00
SUPERFLEET MASTERCARD	\$1,540.62	\$0.00	\$0.00	\$0.00	\$1,540.62
SYRACUSE TIME & ALARM	\$3,628.48	\$0.00	\$0.00	\$0.00	\$3,628.48
TALLMADGE TIRE	\$962.43	\$0.00	\$0.00	\$0.00	\$962.43
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.	\$421.00	\$0.00	\$0.00	\$0.00	\$421.00
THERESA QUAIL	\$180.00	\$0.00	\$0.00	\$0.00	\$180.00
THERESA RADLEY	\$249.00	\$0.00	\$0.00	\$0.00	\$249.00
TOMPKINS CORTLAND COMMUNITY COLLEGE	\$6,294.00	\$0.00	\$0.00	\$0.00	\$6,294.00
TOSHIBA FINANCIAL SERVICES	\$2,762.36	\$0.00	\$0.00	\$0.00	\$2,762.36
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

# 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>
UNITED WAY	\$42.00	\$0.00	\$0.00	\$0.00	\$42.00
UNIVERSITY OF CONNECTICUT	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
US FOODS INC.	\$7,111.15	\$0.00	\$0.00	\$0.00	\$7,111.15
USI EDUCATION AND GOVERNMENT SALES	\$248.37	\$0.00	\$0.00	\$0.00	\$248.37
VICTOR SIEGLE	\$1,125.00	\$0.00	\$0.00	\$0.00	\$1,125.00
VOX TANDEM LLC	\$353.70	\$0.00	\$0.00	\$0.00	\$353.70
WALMART INC.	\$2,033.39	\$0.00	\$0.00	\$0.00	\$2,033.39
WARREN REFRIGERATION LLC	\$180.00	\$0.00	\$0.00	\$0.00	\$180.00
WHOLE ENERGY & HARDWARE	\$6,419.32	\$0.00	\$0.00	\$0.00	\$6,419.32
WHO'S WE? LLC	\$7,276.20	\$0.00	\$0.00	\$0.00	\$7,276.20
YWCA OF CORTLAND	\$5,915.00	\$0.00	\$0.00	\$0.00	\$5,915.00
<b>GRAND TOTALS</b>	<b>\$947,436.22</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$535.77</b>	<b>\$947,971.99</b>

A total of 125 vendors(s) listed

# CAPCO

## Balance Sheet

	<u>12/31/2023</u>	<u>12/31/2024</u>	<u>06/30/2025</u>	<u>07/31/2025</u>
<b>ASSETS</b>				
CURRENT ASSETS				
Cash	\$2,662,822	\$3,673,862	\$2,542,540.30	\$2,793,505.94
Grants Receivable	\$634,706	\$276,267	\$1,700,637.32	\$1,374,219.17
Accounts Receivable				
ACCOUNTS RECEIVABLE	\$965,019	\$1,304,952	\$972,316.90	\$800,513.80
Less: ALLOWANCE FOR DOUBTFUL ACCOUNTS	\$15,253	\$15,253	\$15,253.00	\$15,253.00
MEDICAID VARIANCE RECEIVABLE	\$0	\$0	(\$0.04)	(\$0.04)
OTHER RECEIVABLES	\$9,039	\$5,097	\$5,234.28	\$5,145.68
Net Accounts Receivable	<u>\$958,805</u>	<u>\$1,294,796</u>	<u>\$962,298.14</u>	<u>\$790,406.44</u>
Prepaid Expenses	\$113,844	\$12,481	\$20,043.08	\$40,021.41
TOTAL CURRENT ASSETS	<u>\$4,370,176</u>	<u>\$5,257,406</u>	<u>\$5,225,518.84</u>	<u>\$4,998,152.96</u>
PROPERTY AND EQUIPMENT				
Vehicles, furniture and equipment	\$1,101,705	\$980,470	\$988,930.16	\$998,395.38
Building	\$1,608,129	\$1,608,129	\$1,608,129.32	\$1,608,129.32
NET PROPERTY AND EQUIPMENT AT COST	<u>\$2,709,834</u>	<u>\$2,588,599</u>	<u>\$2,597,059.48</u>	<u>\$2,606,524.70</u>
Less Accumulated Depreciation	(\$1,510,485)	(\$1,403,604)	(\$1,403,603.98)	(\$1,403,603.98)
TOTAL PROPERTY AND EQUIPMENT	<u>\$1,199,349</u>	<u>\$1,184,995</u>	<u>\$1,193,455.50</u>	<u>\$1,202,920.72</u>
TOTAL ASSETS	<u>\$5,569,525</u>	<u>\$6,442,401</u>	<u>\$6,418,974.34</u>	<u>\$6,201,073.68</u>
<b>LIABILITIES AND NET ASSETS</b>				
CURRENT LIABILITIES				
Accounts Payable	\$121,124	\$40,179	\$250,723.22	\$79,202.38
Payroll taxes and Accruals	\$468,619	\$511,734	\$179,614.60	\$168,729.14
Other Current Liabilities	\$6,014	\$6,204	\$6,014.16	\$6,014.16
Defered Income	\$185,519	\$697,432	\$421,419.78	\$419,637.84
Total CURRENT LIABILITIES	<u>\$781,276</u>	<u>\$1,255,548</u>	<u>\$857,771.76</u>	<u>\$673,583.52</u>
LONG-TERM DEBT	\$154,080	\$142,327	\$137,346.02	\$136,389.86
TOTAL LIABILITIES	<u>\$935,356</u>	<u>\$1,397,875</u>	<u>\$995,117.78</u>	<u>\$809,973.38</u>
NET ASSETS	\$4,630,697	\$5,050,271	\$5,429,601.95	\$5,396,845.69
Total LIABILITIES AND NET ASSETS	<u>\$5,566,053</u>	<u>\$6,448,147</u>	<u>\$6,424,719.73</u>	<u>\$6,206,819.07</u>

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

LINE ITEM	ACTUAL		ACTUAL		ACTUAL		ACTUAL	
	01/01/2023	12/31/2023	01/01/2024	12/31/2024	01/01/2024	07/31/2024	07/01/2025	07/31/2025
REVENUE								
GRANT REVENUE								
GRANT REVENUE	6,491,069		6,345,560		2,532,601		524,883	4,525,639
USDA REVENUE	157,364		187,853		109,291		15,462	118,343
EBT REVENUE	1,136		0		0		0	0
PASS THROUGH FUNDS-wic VOUCHERS	930,310		1,662,772		951,949		0	0
Total GRANT REVENUE	7,579,879		8,196,185		3,593,841		540,344	4,643,981
OTHER REVENUE								
MEDICAID REVENUE	3,829,255		3,774,500		2,166,222		888	966,577
Prior Years Medicaid Revenue	1,536		211,088		211,088		0	0
SERVICE FEES	77,134		57,478		48,977		800	11,557
SPECIAL NEEDS SERVICE REIMBURSEMENT	12,415		10,065		6,880		0	16,430
RENTAL INCOME	5,000		5,200		3,000		0	3,300
INTEREST INCOME	2,054		3,930		2,688		202	6,609
OTHER INCOME	229,522		153,537		113,570		14,422	87,314
CASH DONATIONS	126,573		99,265		67,550		11,404	58,158
INKIND DONATIONS	1,046,462		1,315,846		807,098		30,235	782,071
NYSERDA REVENUE	166,064		48,181		34,901		0	29,375
Current PY Program Income	0		19,851		1,250		0	0
Total OTHER REVENUE	5,496,015		5,698,941		3,463,224		57,951	1,961,391
Total REVENUE	13,075,895		13,895,126		7,057,065		598,296	6,605,372
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	6,548,768		6,898,452		3,933,101		311,357	3,186,032
HEALTH AND SAFETY WAGES	14,011		16,527		10,280		2,447	10,797
SALARY INCENTIVES	240,754		143,215		138,679		0	218,826
ACCRUED BENEFIT TIME	(231)		0		0		0	0
NEW ACCRUED BENEFIT TIME	177,014		183,011		110,041		22,253	113,391
Total SALARIES/WAGES	6,980,317		7,241,205		4,192,102		336,057	3,529,047
FRINGES								
FICA EXPENSE	506,829		524,531		302,700		23,310	254,443
UNEMPLOYMENT INSURANCE EXPENSE	124,358		192,158		114,607		14,160	99,780
WORKERS COMP EXPENSE	128,572		96,118		58,120		2,900	20,227
DISABILITY INSURANCE EXPENSE	18,110		18,271		10,761		733	8,392
GROUP INSURANCE EXPENSE	394,052		320,796		192,988		23,306	172,337
401-K EXPENSE	111,402		120,875		69,501		6,004	63,660
Fringes on Accrued Leave Earned	22,213		46,282		15,387		3,115	15,867
Total FRINGES	1,305,535		1,319,031		764,065		73,528	634,706
Total PERSONNEL	8,285,852		8,560,237		4,956,167		409,585	4,163,754

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

LINE ITEM	ACTUAL		ACTUAL		ACTUAL		ACTUAL	
	01/01/2023	12/31/2023	01/01/2024	12/31/2024	01/01/2024	07/31/2024	07/01/2025	07/31/2025
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	279,279		175,260		129,848		19,386	112,109
OUTREACH SUPPLIES	5,108		7,190		1,287		0	425
PROGRAM SUPPLIES	103,533		54,754		30,397		5,104	126,800
Damaged Inventory Expense	45		0		0		0	0
OFFICE SUPPLIES	40,262		33,482		18,052		2,774	24,778
Direct Beneficiary Costs	94,671		84,139		57,240		3,030	32,962
MEDICAL SUPPLIES	0		5,353		0		0	828
DISABILITY SUPPLIES	2,586		0		0		0	0
EDUCATIONAL SUPPLIES	46,879		36,954		2,654		9	15,139
BREAST PUMPS EXPENSE	0		1,711		0		0	3,592
FOOD & FOOD SUPPLIES	84,721		111,804		71,575		9,103	60,618
SPEECH SERVICES	0		315		0		0	0
PARENT SERVICES	4,180		406		347		160	510
CHILD ACCIDENT INSURANCE	881		881		514		35	242
COMMERCIAL INSURANCE	32,894		36,346		21,143		3,405	24,186
VEHICLE INSURANCE	24,237		21,350		12,711		2,326	16,279
VEHICLE MAINTENANCE	32,330		13,920		9,207		(332)	5,623
VEHICLE FUEL	15,388		10,702		5,426		(231)	4,317
VEHICLE REGISTRATION	1,214		967		706		150	581
OFFICE RENT	3,680		4,080		0		0	0
PROGRAM RENT	228,476		228,206		140,285		20,640	122,709
PARKING LOT RENTAL	3,780		3,780		2,205		315	2,205
OFFICE UTILITIES	36,963		29,615		18,843		1,205	11,649
PROGRAM UTILITIES	44,666		37,359		25,656		2,501	25,535
JANITORIAL MAINTENANCE	11,650		10,201		5,508		695	5,076
BUILDING MAINTENANCE	33,262		25,048		19,418		263	4,536
TRASH REMOVAL	10,675		10,685		6,256		886	6,201
BOARD EXPENDITURES	854		1,033		343		54	341
LEGAL FEES	0		0		0		0	1,073
POSTAGE	11,232		15,273		8,692		1,436	7,290
DUPLICATING & PRINTING	15,811		17,249		8,943		973	9,569
MORTGAGE INTEREST EXPENSE	7,855		6,372		3,727		846	6,087
COMMERCIAL LOAN INTEREST	143		0		0		0	0
INTERNET SERVICE	20,291		14,877		8,944		315	3,391
TELEPHONE	14,003		22,362		8,920		1,112	8,976
CENTER TELEPHONE	5,932		3,156		2,472		0	1,353
Computer & Software Expense	124,461		117,569		70,988		7,991	53,943
MEETING EXPENSE	4,935		4,617		3,390		624	3,913
CONFERENCE EXPENSE	22,933		22,940		14,113		2,065	9,794
TRAINING & TECHNICAL AST	75,931		43,628		29,708		2,009	26,081
TEACHER TRAININGS	1,445		1,249		574		0	0
STAFF RECOG.	0		753		850		0	0

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

LINE ITEM	ACTUAL		ACTUAL		ACTUAL		ACTUAL	
	01/01/2023	12/31/2023	01/01/2024	12/31/2024	01/01/2024	07/31/2024	07/01/2025	07/31/2025
Staff Development	21,136		12,085		4,680		334	2,397
LOCAL TRAVEL	18,990		11,170		7,836		1,558	6,819
OUT OF TOWN TRAVEL	39,459		17,626		7,905		867	18,551
TOOLS EXPENSE	12,286		3,806		1,765		2,479	7,803
USDA EXPENSE	48,195		37,616		25,882		2,265	18,827
POLICY COUNCIL EXPENSE	2,376		1,585		1,234		0	1,730
STAFF IMMUNIZATIONS	13,755		5,098		4,300		0	203
DUES & SUBSCRIPTIONS	25,254		25,695		20,868		2,325	32,485
BACKGROUND CHECKS	4,775		3,461		2,124		97	1,153
PERMITS, FEES, & RENTALS	23,622		28,714		18,743		2,230	17,085
HEALTH AND SAFETY	47,056		59,076		37,403		10,405	43,534
HEALTH & SAFETY-SUBMATERIAL	4,609		20,423		4,556		0	14,360
HEALTH & SAFETY SUBLABOR	200		16,112		709		0	28,265
ADVERTISING	4,664		11,013		9,175		228	1,506
OTHER EXPENDITURES	0		232		232		0	1,491
Center Improvements	3,115		0		0		0	0
EQUIPMENT MAINTENANCE	1,008		3,929		207		0	0
CAPITAL PURCHASE	28,682		132,535		132,535		0	56,671
BUILDING ALLOCATION	0		0		0		0	0
Total OTHER THAN PERSONNEL	1,746,366		1,605,762		1,021,099		111,637	991,591
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	96,860		215,582		88,538		42,963	194,503
SUBCONTRACT LABOR	38,068		9,335		2,535		8,243	25,014
SUBCONTRACT MATERIALS	123,476		25,840		14,483		22,099	53,072
HEALTH & SAFETY-SUBMATERIAL	4,609		20,423		4,556		0	14,360
HEALTH & SAFETY SUBLABOR	200		16,112		709		0	28,265
Total CONTRACTUAL	263,211		287,292		110,820		73,304	315,214
INKIND								
FARMERS MARKET EBT EXPENSE	995		188		0		0	0
WIC VOUCHER EXPENSE	930,310		1,662,772		951,949		0	0
VOLUNTEERS/INTERNS	127,604		328,691		203,973		3,985	287,577
VOLUNTEERS-PROFESSIONALS	256,229		295,257		207,440		683	110,959
INKIND DONATIONS	550,071		613,806		334,812		25,568	358,274
INKIND TRANSPORTATION	2,757		8,992		5,115		0	10,370
INKIND DONATED SPACE	109,801		69,101		55,759		0	14,891
Total INKIND	1,977,767		2,978,806		1,759,047		30,235	782,071
ADMINISTRATION								
FINANCIAL AUDIT	39,500		38,400		0		3,500	23,500
PAYROLL PROCESSING	32,502		35,373		23,036		1,990	19,690
EAP SERVICES	7,918		8,350		4,864		700	4,902
FINANCE & SERVICE CHARGES	1,345		1,355		713		100	702
BAD DEBT EXPENSE	12,141		(28,902)		72,007		0	0

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

LINE ITEM	ACTUAL		ACTUAL		ACTUAL		ACTUAL	
	01/01/2023	12/31/2023	01/01/2024	12/31/2024	01/01/2024	07/31/2024	07/01/2025	07/31/2025
DEPRECIATION EXPENSE	0		0		0		0	
BUILDING DEPRECIATION	57,562		57,562		0		0	
VEHICLE DEPRECIATION	33,059		46,173		0		0	
EQUIPMENT DEPRECIATION	26,908		24,327		0		0	
ADMINISTRATIVE ALLOCATION	3		0		0		0	
capital expenditures clearing	0		(102,649)		0		0	
Total ADMINISTRATION	210,938		79,990		100,621		6,291	
Total EXPENSES	12,484,134		13,512,086		7,947,753		631,052	
<b>NET SURPLUS/(DEFICIT)</b>	<b>591,761</b>		<b>383,040</b>		<b>(890,688)</b>		<b>(32,756)</b>	

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

LINE ITEM	ECD	FDD	ESD	WIC	CDPAP	MAG	KITCHEN
	01/01/2025 07/31/2025	01/01/2025 07/31/2025	01/01/2025 07/31/2025	01/01/2025 07/31/2025	01/01/2025 07/31/2025	01/01/2025 07/31/2025	01/01/2025 07/31/2025
REVENUE							
GRANT REVENUE							
GRANT REVENUE	2,516,335	595,193	861,658	513,037	17,261	22,154	0
USDA REVENUE	118,343	0	0	0	0	0	0
Total GRANT REVENUE	2,634,678	595,193	861,658	513,037	17,261	22,154	0
OTHER REVENUE							
MEDICAID REVENUE	0	0	0	0	966,577	0	0
SERVICE FEES	0	0	11,557	0	0	0	0
SPECIAL NEEDS SERVICE REIMBURSEMENT	16,430	0	0	0	0	0	0
RENTAL INCOME	0	0	0	0	0	3,300	0
INTEREST INCOME	0	0	0	0	0	6,609	0
OTHER INCOME	36,090	0	0	0	49,724	1,500	0
CASH DONATIONS	325	23,911	0	5,000	0	28,922	0
IN KIND DONATIONS	436,462	345,609	0	0	0	0	0
NYSERDA REVENUE	0	0	29,375	0	0	0	0
Total OTHER REVENUE	489,307	369,520	40,932	5,000	1,016,301	40,331	0
Total REVENUE	3,123,985	964,713	902,589	518,037	1,033,562	62,486	0
EXPENSES							
PERSONNEL							
SALARIES/WAGES							
SALARY/WAGE EXPENSE	1,347,026	269,273	265,749	263,111	816,902	223,971	0
HEALTH AND SAFETY WAGES	0	0	10,797	0	0	0	0
SALARY INCENTIVES	218,826	0	0	0	0	0	0
NEW ACCRUED BENEFIT TIME	39,164	19,336	21,270	13,720	590	19,312	0
Total SALARIES/WAGES	1,605,017	288,609	297,816	276,831	817,492	243,282	0
FRINGES							
FICA EXPENSE	116,112	20,240	19,224	19,936	62,375	16,555	0
UNEMPLOYMENT INSURANCE EXPENSE	44,354	7,628	7,785	7,467	23,577	8,969	0

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

LINE ITEM	ECD 01/01/2025 07/31/2025	FDD 01/01/2025 07/31/2025	ESD 01/01/2025 07/31/2025	WIC 01/01/2025 07/31/2025	CDPAP 01/01/2025 07/31/2025	MAG 01/01/2025 07/31/2025	KITCHEN 01/01/2025 07/31/2025
WORKERS COMP EXPENSE	5,298	454	6,139	543	6,266	1,527	0
DISABILITY INSURANCE EXPENSE	2,853	465	405	511	3,747	391	0
GROUP INSURANCE EXPENSE	88,678	15,972	42,910	5,117	2,627	17,033	0
401-K EXPENSE	30,893	5,640	5,846	3,338	11,921	6,022	0
Fringes on Accrued Leave Earned	5,483	2,699	2,978	1,921	83	2,704	0
<b>Total FRINGES</b>	<b>293,671</b>	<b>53,119</b>	<b>85,286</b>	<b>38,834</b>	<b>110,596</b>	<b>53,200</b>	<b>0</b>
<b>Total PERSONNEL</b>	<b>1,898,688</b>	<b>341,728</b>	<b>383,102</b>	<b>315,665</b>	<b>928,087</b>	<b>296,483</b>	<b>0</b>
<b>OTHER THAN PERSONNEL</b>							
PROGRAM MATERIALS	0	327	104,476	0	0	7,307	0
OUTREACH SUPPLIES	0	25	0	0	0	400	0
PROGRAM SUPPLIES	106,685	10,253	3,470	0	128	6,263	0
OFFICE SUPPLIES	4,637	1,818	8,125	5,913	19	4,267	0
Direct Beneficiary Costs	0	32,962	0	0	0	0	0
MEDICAL SUPPLIES	0	0	0	828	0	0	0
EDUCATIONAL SUPPLIES	15,139	0	0	0	0	0	0
BREAST PUMPS EXPENSE	0	0	0	3,592	0	0	0
FOOD & FOOD SUPPLIES	60,052	565	0	0	0	0	0
PARENT SERVICES	510	0	0	0	0	0	0
CHILD ACCIDENT INSURANCE	242	0	0	0	0	0	0
COMMERCIAL INSURANCE	1,904	195	0	122	0	21,965	0
VEHICLE INSURANCE	4,185	2,807	4,273	4,163	0	851	0
VEHICLE MAINTENANCE	666	405	4,010	371	0	171	0
VEHICLE FUEL	(354)	(1,059)	5,334	112	0	283	0
VEHICLE REGISTRATION	0	0	581	0	0	0	0
PROGRAM RENT	69,195	17,075	9,709	22,530	0	4,200	0
PARKING LOT RENTAL	252	945	0	378	284	347	0
OFFICE UTILITIES	0	0	0	0	0	11,649	0
PROGRAM UTILITIES	12,335	2,110	2,951	0	0	8,138	0
JANITORIAL MAINTENANCE	951	0	0	1,050	0	3,075	0
BUILDING MAINTENANCE	140	0	0	407	0	3,989	0

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

LINE ITEM	ECD		FDD		ESD		WIC		CDPAP		MAG		KITCHEN	
	01/01/2025 07/31/2025		01/01/2025 07/31/2025		01/01/2025 07/31/2025		01/01/2025 07/31/2025		01/01/2025 07/31/2025		01/01/2025 07/31/2025		01/01/2025 07/31/2025	
TRASH REMOVAL		2,268		0		1,235		0					2,698	0
BOARD EXPENDITURES		0		0		0		0					341	0
LEGAL FEES		0		0		0		0					1,073	0
POSTAGE		777		294		827		3,324		1,451			617	0
DUPICATING & PRINTING		2,611		1,748		0		2,778		1,567			865	0
MORTGAGE INTEREST EXPENSE		0		0		0		0		0			6,087	0
INTERNET SERVICE		1,668		0		791		875		0			57	0
TELEPHONE		852		2,643		1,554		3,508		37			382	0
CENTER TELEPHONE		1,353		0		0		0		0			0	0
Computer & Software Expense		16,258		5,808		2,465		4,486		495			24,431	0
MEETING EXPENSE		368		44		0		0		0			3,501	0
CONFERENCE EXPENSE		4,007		2,232		0		1,260		0			2,295	0
TRAINING & TECHNICAL AST		17,154		1,063		5,999		0		0			1,865	0
Staff Development		0		0		558		245		0			1,594	0
LOCAL TRAVEL		0		1,610		764		332		4,094			20	0
OUT OF TOWN TRAVEL		9,985		2,984		19		1,984		44			3,536	0
TOOLS EXPENSE		0		0		7,803		0		0			0	0
USDA EXPENSE		18,827		0		0		0		0			0	0
POLICY COUNCIL EXPENSE		1,730		0		0		0		0			0	0
STAFF IMMUNIZATIONS		0		0		0		0		203			0	0
DUES & SUBSCRIPTIONS		15,921		608		2,013		400		8,850			4,694	0
BACKGROUND CHECKS		150		161		223		216		404			0	0
PERMITS, FEES, & RENTALS		7,096		0		297		0		6,155			3,537	0
HEALTH AND SAFETY - MATERIALS		0		0		43,534		0		0			0	0
HEALTH & SAFETY-SUBMATERIAL		0		0		14,360		0		0			0	0
HEALTH & SAFETY-SUBLABOR		0		0		28,265		0		0			0	0
ADVERTISING		0		0		1,506		0		0			0	0
OTHER EXPENDITURES		0		1,491		0		0		0			0	0
CAPITAL PURCHASE		0		0		56,671		0		0			0	0
BUILDING ALLOCATION		4,943		13,936		0		15,976		1,281			(36,136)	0
Total OTHER THAN PERSONNEL		382,509		103,049		311,811		74,849		25,011			94,361	0

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

LINE ITEM	ECD		FDD		ESD		WIC		CDPAP		MAG		KITCHEN	
	01/01/2025	07/31/2025	01/01/2025	07/31/2025	01/01/2025	07/31/2025	01/01/2025	07/31/2025	01/01/2025	07/31/2025	01/01/2025	07/31/2025	01/01/2025	07/31/2025
CONTRACTUAL														
CONTRACTUAL SERVICES-OTHER	60,185		6,051		0		3,186		5,136			119,946		0
SUBCONTRACT LABOR	0		0		25,014		0		0			0		0
SUBCONTRACT MATERIALS	0		0		53,072		0		0			0		0
HEALTH & SAFETY-SUBMATERIAL	0		0		14,360		0		0			0		0
HEALTH & SAFETY-SUBLABOR	0		0		28,265		0		0			0		0
<b>Total CONTRACTUAL</b>	<b>60,185</b>		<b>6,051</b>		<b>120,711</b>		<b>3,186</b>		<b>5,136</b>			<b>119,946</b>		<b>0</b>
INKIND														
VOLUNTEERS/INTERNS	261,065		26,512		0		0		0			0		0
VOLUNTEERS-PROFESSIONALS	104,539		6,420		0		0		0			0		0
INKIND DONATIONS	51,319		306,955		0		0		0			0		0
INKIND TRANSPORTATION	4,648		5,722		0		0		0			0		0
INKIND DONATED SPACE	14,891		0		0		0		0			0		0
<b>Total INKIND</b>	<b>436,462</b>		<b>345,609</b>		<b>0</b>		<b>0</b>		<b>0</b>			<b>0</b>		<b>0</b>
ADMINISTRATION														
FINANCIAL AUDIT	11,522		2,219		4,708		2,729		2,322			0		0
PAYROLL PROCESSING	7,052		1,200		1,300		1,336		7,158			1,645		0
EAP SERVICES	0		0		0		0		0			4,902		0
FINANCE & SERVICE CHARGES	0		0		0		0		0			702		0
ADMINISTRATIVE ALLOCATION	225,529		39,214		78,498		41,747		80,872			(465,859)		0
<b>Total ADMINISTRATION</b>	<b>244,103</b>		<b>42,632</b>		<b>84,505</b>		<b>45,812</b>		<b>90,352</b>			<b>(458,610)</b>		<b>0</b>
Total EXPENSES	3,021,947		839,070		900,130		439,511		1,048,587			52,179		0
<b>NET SURPLUS/(DEFICIT)</b>	<b>102,038</b>		<b>125,643</b>		<b>2,459</b>		<b>78,527</b>		<b>(15,025)</b>			<b>10,307</b>		<b>0</b>

## **Executive Committee Minutes**

**August 14, 2025**

**In Attendance:** Shelley Warnow, Lynne Sypher, Doug Bentley, Billie MacNabb

**Staff:** Greg Richards, Kirsten Parker

Meeting called to order at 12:55 pm

### **Revised Job Descriptions-**

Greg explained four Head Start/Early Head Start job descriptions with significant changes.

- **Health Services Assistant**
- **Nutrition Assistant**
- **UPK Classroom Floater**
- **UPK Assistant Teacher**

We have a current job description for a Program Support floater; the position was shared by Health Services and Nutrition Services. This is no longer working well, and the two Health Services Assistant and the Nutrition Assistant splits this position into two positions, one for each component. We already have Classroom Floater and Assistant Teacher job descriptions. These UPK specific job descriptions reflect the difference in hours and take out the Office of Head Start requirements that no longer apply.

***Motion to approve the new job descriptions listed above made by Lynne Sypher, second by Doug Bentley. Motion carried.***

### **Agency Structure Change- Healthy Families-**

Greg reviewed an upcoming change to agency structure involving Healthy Families. Beginning in December with the new contract, the Healthy Families Program will move from the Family Development Program to the Early Childhood Development Program. Families will be given criterion points if they participate in Healthy Families. This should help with our waiting list for Early Head Start Services as well as our capacity issues with Healthy Families. Heather Sciara, Enrollment Specialist for Head Start/Early Head Start will handle enrollment for both programs.

### **2026 Administrative Budget/Transitions**

Greg explained the challenges with the Administrative Budget because of the loss of CDPAP and changes we were forced to make with the building allocation. To make the administrative budget work, he is cutting the hours of the Deputy Director position to 22.5 hours per week in January and eliminating the position in late June. Beginning in January, the Volunteer Driver Program will move to Family Development. Kirsten will continue to oversee EISEP, committees, All-Staff Day planning, the golf tournament, and work with the Board of Directors. In June, those duties will transition to other staff. After a lengthy discussion about concerns, Greg assured the committee we would continue to explore options as we move towards this transition.

## **Executive Committee Follow-up**

**August 25, 2025**

**In Attendance:** Shelley Warnow, Lynne Sypher, Doug Bentley, Billie MacNabb

**Staff:** Greg Richards

Meeting called to order at 10:30am

Greg met with members of the Executive Committee to explore alternative options for the Deputy Director position and the need to lay off the position by mid-2026 due to budgetary changes affected by the transition of CDPAP. Greg presented an alternative plan to offer an early retirement option to Kirsten, inclusive of a severance option utilizing reserves. The committee reviewed the proposal, making alterations throughout the discussion.

The committee decided to meet separately with Kirsten without Greg based on timing with Greg being out of town and to give Kirsten autonomy with the committee. Shelley & Doug agreed to meet with Kirsten to propose an alternative option.

***Motion to approve the Deputy Director early retirement package made by Shelley Warnow, second by Doug Bentley. Motion carried.***

Meeting adjourned at 11:40am.

*Resolution of the Board of Directors*

*Of*

*Cortland County Community Action Program, Inc.*

**Resolution No. 25-60**

**WHEREAS**, the Cortland County Community Action Program, Inc. Executive Committee has reviewed the proposed new job descriptions, including:

- **Health Services Assistant**
- **Nutrition Assistant**
- **UPK Classroom Floater**
- **UPK Assistant Teacher, and**

**WHEREAS**, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed new job descriptions, including:

- **Health Services Assistant**
- **Nutrition Assistant**
- **UPK Classroom Floater**
- **UPK Assistant Teacher**

**IT IS HEREBY RESOLVED** that on September 25, 2025, the CAPCO Board of Directors approves the new job descriptions.

Shelley Warnow  
Board President or designee

9/25/2025  
Date

**Cortland County Community Action Program, Inc.**  
**Job Description**

**Job Title:** Health Services Assistant      **Date:** July 10, 2025  
**Department:** Early Childhood Development      **Reports To:** Health Services Coordinator  
**Director Approval:** \_\_\_\_\_      **FLSA Status:** Non-Exempt

**Job Function:** Facilitate the implementation of the Health Services Functional Area in regard to medical, dental, related services and health requirements of the Performance Standards and related mandates by performing the following duties.

**Essential Duties and Responsibilities include the following.** Other duties may be assigned.

Help maintain, continuously track and update the health records of all children as stated in the Head Start Performance Standards.

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Complete required reports and questionnaires which include Health Assessments (i.e. Vision Screenings, Hearing Screenings, Height/Weight Screenings, etcetera) and maintain any other necessary data as needed for reportable information.

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Submit health related news articles to coordinator which are of interest to children and families for monthly Head Start and staff newsletters, as required.

Help compile all necessary health information of each enrolled child into charts (Child Plus, center and office) to ensure an efficient and orderly tracking system.

Conduct yearly dental in-service for staff, children and families (i.e. demonstrating proper tooth brushing, Family Engagement Activities, Parent Committee Meetings).

Make follow-up phone calls to families of enrolled children, when necessary.

Monitor and complete Health and Safety checklists for each EHS/HS classroom monthly.

Keep all centers stocked with necessary medical and dental supplies as needed (i.e.: toothbrushes, first aid supplies, etcetera) keeping Health Services Coordinator informed.

Maintain inventory of supplies and assist in ordering as needed.

Keep updated career development profile yearly.

Facilitate services for children with any identified or suspected health conditions.

Must work collaboratively with staff and community providers.

Attend required trainings and all requested staff or community meetings, (i.e.: First Aid/CPR, Health Advisory Meetings, Policy Council Meetings, Health/Nutrition Functional Area Meetings, Staff Orientation and Staff Development Meetings).

Must follow agency procedures for reporting suspected child abuse and neglect.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies: Manages difficult or emotional customer situations. Maintains confidentiality and follows Head Start Confidentiality Policy. Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills; Participates in meetings. Writes clearly and informatively; Able to read and interpret written information. Shows respect and sensitivity for cultural differences. Treats others with respect and consideration regardless of their status or position. Works with integrity and ethically. Follows policies and procedures; Completes administrative tasks correctly and on time. Exhibits sound and accurate judgment. Approaches others in a tactful manner; Observes safety and security procedures; Uses equipment and materials properly.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

Associate's degree (A.A.) or equivalent from two-year college or technical school; and one year working with children in the health field with emphasis on pre-school services or equivalent combination of education and experience. Secondary level: One year experience in obstetric and maternal/child health care. Knowledge of community resources. Knowledgeable of the Early Head Start Health Services Functional Area Performance Standards and Health sources and written plans.

#### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients or employees of organization.

#### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

#### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Microsoft Office software (Excel, Word, etc.) and Outlook.

#### **Certificates, Licenses, Registrations**

NYS Nursing License (LPN) preferred, NYS Driver's License

#### **Other Qualifications**

Clearance through the NYS Maltreatment Registry, Annual Physical Examination, TB Test and Fingerprinting for criminal background. Must be able to work a flexible schedule to best meet the needs of the program

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand, reach with hands and arms, climb or balance, and taste or smell. The employee must frequently lift and/or move up to 25lbs and occasionally lift and/or move up to 50lbs. Specific vision abilities required by this job include close vision.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Cortland County Community Action Program, Inc.**  
**Job Description**

**Job Title:** Nutrition Assistant  
**Department:** Head Start/Early Head Start  
**Director Approval:** \_\_\_\_\_

**Date:** July 18, 2025  
**Reports To:** Nutrition Manager  
**FLSA Status:** Non-Exempt (Part-Time)

**Job Function:** To facilitate and perform under the guidance of the Nutrition Manager, stated job duties and responsibilities. Assist with performing food safety, sanitation monitoring, and inventory on behalf of Head Start/Early Head Start while abiding by all Head Start Performance Standards, CACFP Regulations, and NYS Child Care regulations.

**Essential Responsibilities and Duties:**

Assist with the preparation and service of meals and snacks, including assembling ingredients, packaging, and portioning food. This will also include delivering food and food supplies to center sites, as well as dishwashing and sanitation of various kitchen items and sanitation of kitchen areas.

Assist the Nutrition Manager by maintaining accurate records related to food inventory, supplies, purchases, and other nutrition related data.

Assist the Nutrition Manager with ordering food and supplies, and maintaining inventory, as well as all other reports required by the Nutrition area.

Ensure compliance with USDA/CACFP and state guidelines, as well as other health and safety regulations.

Communicate effectively to the Nutrition Manager, staff, and parents regarding nutrition related matters.

Maintain a clean and sanitary kitchen environment when assisting Cooks and Kitchen Aides as a back-up staff person or a substitute for these positions, when necessary.

Assist the Nutrition Manager in planning nutritious meals and snacks that meet Head Start requirements, potentially including special dietary requirements.

Responsible for the weekly cardboard disposal or arrangement with JM Murray to pick-up recycled cardboard.

Follow CACFP guidelines and be ServSafe trained and other duties as assigned.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Maintains confidentiality. Responds well to questions; Participates in meetings. Written Communication -Writes clearly and informatively; Able to read and interpret written information. Treats people with respect; Works with integrity and ethically. Exhibits sound and accurate judgment. Prioritizes and plans work activities; Uses time efficiently. Takes responsibility for own actions; Keeps commitments

Professionalism - Approaches others in a tactful manner; Follows through on commitments. Demonstrates accuracy and thoroughness; Monitors own work to ensure quality. Meets productivity standards; Completes work in timely manner. Observes safety and security procedures; Uses equipment and materials properly.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED); plus, one to three months related experience and/or training in early childhood nutrition or human services; or equivalent combination of education and experience. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy. Experience in purchasing and preparing culturally diverse foods for groups of people.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Microsoft office software (Word, Excel, etc.) and Outlook

**Certificates, Licenses, Registrations**

ServSafe Certificate or equivalent food handler's certification. This can be received while employed in this position. NYS Driver's License.

**Other Qualifications**

Initial Day Care Physical Exam and TB Testing. Then bi-yearly physical exam and TB testing. Fingerprinting for criminal background. Must be able to travel to all Head Start/Early Head Start sites, training, visits, etc. as necessary and requested.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to handle, or feel and taste or smell. The employee is frequently required to walk; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and depth perception.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

**Cortland County Community Action Program, Inc.**  
**Job Description**

**Job Title:** UPK Preschool Assistant Teacher

**Date:** June 10, 2025

**Department:** Early Childhood Development

**Reports To:** Classroom Supervisor

**Director Approval:** \_\_\_\_\_

**FLSA Status:** Non-Exempt


**Job Function:** Assist and share the daily responsibilities with the classroom teacher in providing a secure and positive learning environment which will enable each child to obtain the awareness and skills necessary for a successful transition into kindergarten. This environment should reflect an age-appropriate, self-learning, nurturing, enjoyable, engaging, and a self-confident space that requires performance of the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Arrange and prepare the classroom for the day's learning activities.

Supports the classroom teacher in implementing daily curriculum activities and classroom programs, including Creative Curriculum, IMIL, Active Play, The Incredible Years, Conscious Discipline, and the Pyramid Model. Assists with preparing materials based on provided lesson plans and works collaboratively to carry out planned activities. Helps administer developmental screenings within the first 45 days to identify children's cognitive and social-emotional needs. Uses the Teaching Strategies GOLD tool to observe children's progress and shares documentation with the teacher for input into the assessment system.

Make decisions about the education of children on the basis of information regarding:

- Child development and how children learn
-  • Individual strengths, needs, and interests of each child
- The cultures of each child's family and community.

Follow and practice the following fundamental principles:

- Positive interaction and relationships with adults provides a critical foundation for successful learning
- Social-emotional competence is a significant factor in school success
- Constructive, purposeful play supports learning
- The physical environment affects the type and quality of learning interactions
- Teacher, family, and partnerships promote development and learning.

Promote positive behavior guidance to help children develop appropriate classroom and social interaction skills. Practice effective behavior management skills and strategies

Supervise children at all times, keeping appropriate teacher-to-child ratio at all times and keeping the teacher informed of any issues.

Works with parents to assume leadership role in educating their child.

Engage in positive interactions with families daily, informing family about child while in the classroom and asking applicable and appropriate questions about home life.

Working with the classroom teacher, conduct two classroom conferences with families to discuss the child's progress and include family members in creating child development goals.

Mentor new teachers on classroom operations, policies and procedures.

Ability to manage last minute changes in staff scheduling and daily routines.

Promptly notify Health Services RN and/or Coordinator as well as Supervisor in the event of an emergency health concern while adhering to all Program guidelines and standards, including but not limited to standard set forth by the NYS Office of Children and Family Services.

Must follow agency procedures for reporting suspected child abuse and neglect.

Must attend required trainings and all requested staff or community meetings and must work collaboratively with staff and community providers.

Add appropriate documentation to Program database on routine basis per Program guidelines.

Actively participate in Family Engagement activities, including classroom-specific, Program-specific, and overall Agency activities.

May be requested to work one-on-one with students as needed in the classroom to support the overall curriculum, behaviors, and classroom functions.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Implement and provide positive behavior guidance through Pyramid Model practices. Ability to work on collaborative team. Shares completing and implementing lesson plans. Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control. Speaks clearly and persuasively in positive or negative situations. Demonstrates group presentation skills. Writes clearly and informatively; Able to read and interpret written information. Follows policies and procedures; Completes administrative tasks correctly and on time. Prioritizes and plans work activities; Uses time efficiently.

Shows respect and sensitivity for cultural differences. Treats people with respect; Works cooperatively with integrity and ethically. Approaches others in a tactful manner; Ability to work on a collaborative team, asking questions as necessary and applicable; Observes safety and security procedures.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

At a minimum, have a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead

to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within two years of the time of hire.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to children, parents and other employees of the agency.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Microsoft Office software, (Word, Excel, etc.) and Internet software. Must be able to learn new computer programs for online assessments.

### **Certificates, Licenses, Registrations**

NYS Driver's License preferred. Clearance through the NYS Child Abuse/Maltreatment Registry. Must complete Daycare regulation trainings as required.

### **Other Qualifications**

Initial Day Care Physical Exam and TB Testing upon hire. Fingerprinting for criminal background per the standards set forth by daycare licensing. Must be able to travel to all Head Start sites, training, visits, etc. as necessary and requested.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually loud.

**Cortland County Community Action Program, Inc.**  
Job Description

**Job Title:** UPK Classroom Floater                      **Date:** June 10, 2025  
**Department:** Early Childhood Development   **Reports To:** Classroom Supervisor  
**Director Approval:** \_\_\_\_\_ **FLSA Status:** Non-exempt

**Job Function:** Assist and share the daily responsibilities with the classroom teacher and assistant teacher in providing a secure and positive learning environment which will enable each child to obtain the awareness and skills necessary for a successful transition into Kindergarten. This environment should reflect an age-appropriate, self-learning, nurturing, enjoyable, engaging, and a self-confident space that requires performance of the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Must work cooperatively with the center staff to facilitate daily activities in the absence of a center staff person.

Has the ability to be flexible with frequent daily schedule and location changes.

Responsible for the health and safety of the children in the center, on the playground, in the gym, and on field trips.

Provide active supervision to children while always keeping appropriate teacher-to-child ratio.

Assist with snack and mealtimes. Helps prepare snack and meals. Acts as a role model and eats with the children, facilitating family style meals.

Must assume a helping role in dealing with the daily center chores and services which include sweeping, sanitizing tables and other areas, setting tables, monitor and / or assist with toileting and tooth brushing, assisting with arrival and dismissal of children, and monitor rest times.

Must work jointly with all staff to promote a team approach of the delivery UPK services for all enrolled children, their families, and the community at large.

Promote positive behavior guidance to help children develop appropriate classroom and social interaction skills. Practice effective behavior management skills and strategies

Maintain professionalism, use language appropriate for early childhood settings.

Must follow agency procedures for reporting suspected child abuse and neglect.

Must attend any required orientation, trainings, conferences and meetings.

May be requested to work one-on-one with students as needed in the classroom to support the overall curriculum, behaviors, and classroom functions.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Maintains confidentiality; Keeps emotions under control. Listens and gets clarification; Responds well to questions. Able to read and interpret written information. Shows respect and sensitivity for cultural differences. Treats others with respect and consideration regardless of their status or position. Keeps commitments. Works with integrity and ethically. Follows policies and procedures. Completes administrative tasks correctly and on time. Approaches others in a tactful manner.

Observes safety and security procedures; Uses equipment and materials properly. Is consistently at work and on time. Takes responsibility for own actions. Asks for and offers help when needed.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED); prefer related experience and/or training in a child care setting. Should have a strong desire to work with children birth – 5 years old.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to parents, children, and other employees of the agency.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Able to accurately fill out a time sheet and leave request.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Microsoft Office to access an email account.

**Certificates, Licenses, Registrations**

NYS Driver's License preferred. Clearance through the NYS Maltreatment Registry. Must complete Dare Care regulation trainings as required.

**Other Qualifications**

Initial Day Care Physical Exam and TB Testing. Fingerprint clearance for criminal background check.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to sit; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.



## Executive Director Report Board of Directors Meeting

**Greg Richards**  
**September 25, 2025**

- On August 12th, CAPCO was honored to welcome U.S. Senator Charles Schumer to our South Main property. While the Senator's visit was not specifically focused on CAPCO funding, it was a privilege to host him at our early learning hub and engage in meaningful dialogue about Community Action and the vital services we provide locally and beyond. Senator Schumer was in Cortland to formally announce new legislation aimed at protecting Medicare and Social Security benefits for seniors. His team from the Syracuse office reached out to CAPCO due to our ongoing relationship and consistent communication with the Senator's office. The visit required swift coordination and extensive preparation, and we were proud to be featured across multiple media outlets, including all local news stations and publications. The event provided a valuable opportunity to highlight CAPCO's impact and reinforce our commitment to serving the community.
- We are closely monitoring funding uncertainties surrounding the Weatherization Assistance Program (WAP) and the HEAP designation for the 2026–2027 cycle. The NYS Office of Temporary and Disability Assistance (OTDA) has indicated plans to eliminate its typical 10% LIHEAP allocation to WAP due to anticipated federal cuts. This change would significantly impact both our Energy Services Program and the broader community. Currently, LIHEAP funding accounts for approximately 60% of our Weatherization grant, with the remaining 40% coming from the Department of Energy (DOE). While our existing HEAP contract remains in place through July 2026, this potential shift would affect the next funding cycle beginning August 2026. We appreciate your continued outreach to state and elected officials. Additional calls to action will be forthcoming, and your support remains vital. Please note we are still awaiting the executed contract package for the current 2025–2026 HEAP cycle, which began August 1.
- Following the recent tree removals at our Main Office, I've closed the loop with both Mayor Steve and Mike Dexter of the City's Tree/Design Commission. CAPCO made every effort to follow the proper process for removing the trees, which had caused significant sidewalk damage, potential plumbing issues, and concerns with the front portion of our roof. Prior to her retirement, and after multiple attempts to receive a formal response to our tree removal application, Denise was given verbal direction from the City indicating that CAPCO was responsible for the removal. Unfortunately, the subsequent actions taken by Mike Dexter, including his presentation to the Common Council and the Cortland Standard article, were disappointing. I've expressed our concerns directly to Mike, the Mayor, and the Cortland Standard. All have acknowledged the situation and affirmed that CAPCO acted appropriately throughout the process. We've also received apologies and appreciation for our efforts to address the issue responsibly.

- I had the opportunity to attend the National Community Action Partnership (NCAP) Annual Conference in late August, alongside Brandy and our Adult Education Coordinator, Theresa Radley. It was an honor to be formally recognized for earning the Certified Community Action Professional (CCAP) designation—Community Action’s highest professional credential. We participated in several impactful training sessions and strategic meetings. Through my role with NYSCAA, I also took part in the Regional Caucus for our area, which provided a meaningful opportunity to contribute to national-level discussions. As expected, there was considerable focus on federal funding updates and the ongoing uncertainties affecting Community Action Agencies. It was a valuable and energizing time spent with colleagues from across New York State and the country.
- On August 20, we held our All-Staff Training Day at Greek Peak Mountain Resort. It was a highly successful and energizing day, featuring a series of training sessions, team-building activities, and important program updates from across departments. Highlights included a presentation from High Probability Advisors on the upcoming 401K transition, a movement and stretching activity, years of service recognition, and an incredibly impactful keynote from Joe Roberts of Push for Change. We also celebrated key staff accomplishments and ensured a variety of staff voices were heard throughout the day. These events are essential to fostering staff development, strengthening agency culture, and building camaraderie. Special thanks to the Director Team for their outstanding work in planning and executing the day.
- The Early Childhood Development (ECD) Program Year began in late August, with children returning the first week of September. ECD includes Head Start, Early Head Start, Universal Pre-K (UPK), and will soon expand to include Healthy Families with the contract renewal expected in December. Staffing has been a challenge at the start of the year, primarily due to delays in the NYS OCFS clearance process. The background checks are complex and prone to setbacks, many of which we are actively working through. We’ve escalated the issue with OCFS and are temporarily utilizing supervisory staff and family advocates to maintain classroom coverage. Unfortunately, a few classrooms had to close for a day during the first weeks of school due to staffing shortages and safety concerns. Our UPK classrooms have relocated to Parker School for 1–2 years while the district renovates other sites. Last-minute resignations in that unit also created challenges with a full opening. While these issues are not uncommon for this time of year, we are working through them with an identified path forward.
- On September 12, CAPCO facilitated two back-to-back Poverty Simulations for our partners at Family Health Network (FHN), Cortland’s Federally Qualified Health Center (FQHC). The sessions were attended by a wide range of FHN staff, including medical providers, support personnel, and administrative professionals. It was a meaningful morning of learning and reflection, and we’ve received very positive feedback from FHN leadership and staff on the impact of the experience. These simulations continue to be a valuable tool in building empathy, strengthening partnerships, and deepening our collective commitment to addressing poverty in our community.

- The Adult Education unit is transitioning back to CAPCO's Main Office by the end of September, after renting classroom space above Access to Independence for the past several years. This move is made possible by the conclusion of the CDPAP program, which has opened space at the Main Office, and aligns with the Program's goal of being more connected and visible to participants and staff. As part of the relocation, we've undergone an internal office shuffle: Kirsten has moved back to the front of the building, and Human Resources has relocated next to the Fiscal office. I want to extend my sincere appreciation to Ben Beams, our Building Superintendent, and the Director Team for their tremendous efforts in preparing for the move. Ben did an outstanding job converting two office spaces into a single, functional classroom located adjacent to the large boardroom. We're excited to welcome Adult Education back into the heart of our operations and encourage Board members to stop by and see the new space!
- Last but certainly not least, I want to express my heartfelt gratitude to Kirsten Parker for her remarkable 39 years of service to CAPCO as she prepares to retire at the end of this calendar year. As shared with the Board in recent months, the conclusion of CDPAP and changes in how we fund our Building/Maintenance functions have prompted a deep fiscal review, particularly within the 2026 Administration budget. As a result, Kirsten's position was originally slated for layoff in June 2026. In collaboration with the Board and myself, Kirsten has chosen to transition to early retirement, effective December 26, 2025. We will discuss the 2026 administrative structure and reassignment of duties at the upcoming Board meeting. Above all, I want to recognize Kirsten's immense contributions to our agency. Her leadership has positively impacted countless children and families, leaving a legacy of compassion, care, and lasting change. CAPCO would not be the organization it is today without her. On a personal note, I'm deeply thankful for Kirsten's support during my transition into the Executive Director role. Her steady leadership and collaborative spirit have strengthened both my own growth and the agency's ability to navigate change over the past several years.



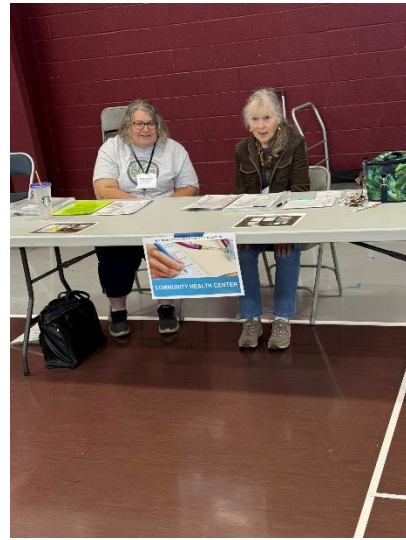
**Schumer Visit:**



**All-Staff Day:**



**Family Health Poverty Simulation:**



**NCAP Conference:**



**Kirsten Parker**  
**Deputy Director Board Report**  
September 22, 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.
- The Volunteer Transportation Program has been busy; we continue to have issues with GPS I am trying to get resolutions on. We had a very successful Department of Transportation review for our 5310 Grant. We had no compliance issues and no recommendations. This month we had a volunteer driver recruitment article in the Office of the Aging newsletter. Unfortunately, although over 2,000 newsletters are distributed, we have not had a single call from potential volunteers. After next week, when Brandy's CSBG contract is closed out, I will begin training her on the Volunteer Driver Program.
- EISEP is operating smoothly. Melissa was here for a site visit in July. I will be talking to Greg about who will be taking over these duties and working on a transition.
- We held a successful All-Staff Training Day at Greek Peak on August 20<sup>th</sup>. The evaluations from staff were very good. They especially appreciated the guest speaker, Joe Roberts.

Retirement is less than 100 days away 😊



*Weatherization  
Works*

## Energy Services / Building Maintenance September 2025

### Energy Services

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

- WAP 24.25 – Final voucher submitted, working on unaudited financials.

#### **Weatherization Assistance Prg – PY25.26HEAP/DOE**

- PY25.26 – HEAP Budget should be approved tomorrow, then will submit for advance. There are talks going on that next year LIHEAP may not be part of our contract. Confusing as this was to solve the delay in funds from DOE.
- DOE 25.26 – Still being told should be here by December, wait and see.
- Healthy Homes – Peter has attended Radon training and has 2 Lead trainings scheduled for October. Our Workplan and Policies & Procedures has been approved.
- Stacey Henry completed the EPA RRP Lead Renovator certification.

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

- We are taking on more EMPOWER jobs.
- EMPOWER has some required training we need to complete by end October, which we have most completed.

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

- Clean & Tune and HERR (Repair/Replacement) from the STATE will not be available this year. We are making plans if this is the case, but hopefully BUDGET will not cut.

**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

- Tree and stump removal brought some drama; we are looking for a shrub or urban tree to plant in those areas.
- Adult Education move: Ben has the new room ready, prepping for the move.



## **Family Development Board Report August/September 2025**

### **Adult Education**

- Our Adult Education classroom will be moving to the main office on 9/26/2025. The classroom will be closed 9/22-9/26 for packing.
- We had one student earn their High School Diploma this month.
- We have five students testing in September.
- Our end of the year graduation will be on November 13, 2025.

### **Emergency Assistance**

- We took 170 children Back-to-School shopping in the month of August!
- We are excited to have Sara Teeter increasing her hours from part time to full time to bring us to two full-time Family Advocates.
- We will be collecting food items in the month of October to be able to do Thanksgiving Basket Giveaway again this year. P&C Fresh will be offering food bag donations again. Brandy has submitted a grant request to Fedelis to cover the cost of the turkeys.
- Our Coat Giveaway is scheduled for November 1, 2025. We will be collecting coats and winter gear in the month of October.

### **NOEP**

- We started a new campaign targeting food insecure college students.
- Jessica will help at the Fresh Food Giveaway at the Chapel on September 29<sup>th</sup>.

### **Healthy Families**

- Our five-year HFNY contract that begins on December 1, 2025, with the change to have the program be a part of Early Childhood Development was approved.
- We are 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.
- The program had four new families enrolled in August.

### **SAMHSA**

- Chelsea continues to work with Cortland County Mental Health to improve Cortland County's System of Care and Mental Health related services.
- Chelsea was a part of a community wide Systems of Care Kick Off, an effort to bring agencies together and enhance the System of Care in Cortland County.



# Early Childhood Development Director's Report September 2025



## Enrollment:

- EHS Enrollment: 88/88 Accepted, 79 Enrolled
- HS Enrollment: 34/34 Accepted, 34 Enrolled
- UPK Enrollment: 31/32 Accepted, 31 Enrolled
- Waitlist: EHS: 11 Income Eligible; 2 130% and 13 Over Income
  - HS: 21 Income Eligible; 2 130%; 16 Over Income
  - UPK: 0

## Staffing:

- Current Open Positions:
  - (1) Preschool Teacher
  - (2) Classroom Floaters
  - In addition, we are still waiting on clearances for a classroom floater, UPK teacher, kitchen aide and several substitutes (see below).
- The clearance process through OCFS is taking an unusually long time. Jenn has had to escalate concerns higher up in OCFS. A few classrooms have had to close due to staffing shortages.

## Old Business:

- A supplemental nutrition grant was submitted last month. We are awaiting approval, which according to OHS will hopefully come this week.
- We are awaiting approval from NYS to have the NY Dental Foundation do an on-site visit to provide oral health services to our HS/EHS enrolled families.

## New Business:

- ECD and Family Development (HFNY) are meeting regularly to plan the transition to Healthy Families over to ECD in December.
- We are exploring options to continue CDA classes, through in-house classes in collaboration with the YWCA or through a Dept. of Labor apprenticeship, or both. Our previous grant funding has ended.
- Jenn attended the NHSA Fall Leadership Conference in Washington, DC September 15-18.
- Policy Council met on September 23, 2025.

**September 2025  
WIC Board Report  
Reported by: Loriann Spatola-Davis**

- ✓ The program has been collaborating with Tipping Point as part of a media campaign aimed at generating leads and boosting engagement through increased “Likes” and follower growth. Since the campaign’s launch, both metrics have shown consistent and steady improvement. This collaboration will conclude on September 30, 2025.
- ✓ As a result of the recent Request for Proposals (RFP), CAPCO WIC was able to utilize funds from the FY25 budget to cover the next fiscal year through a new partnership with MediaBrush Marketing out of Binghamton. MediaBrush has already begun filming videos that will be featured on our social media pages to help families understand what to expect at both WIC locations. A video shoot was also conducted at the Price Chopper in Norwich. Most of the staff participated in the filming, and the project included a testimonial from one of our participants. Roland Shea, Site Manager at our Chenango office, is serving as the lead on this project. In addition, we will be relaunching our social media presence. Currently, each location has its own page; however, these will be merged into a single page to present a more unified front and strengthen overall engagement.

Facebook	
Location	Followers
Cortland	588
Chenango	476
Breastfeeding Peer Support Group	The group currently has 52 members, including 9 staff.

- ✓ The Breastfeeding Cafés at both locations are now fully functional. CAPCO Healthy Families has begun utilizing the space to host parent classes, demonstrating the versatility of the cafés as community resources. Additionally, three families are scheduled to attend the upcoming Childbirth Classes in Norwich this October. Melissa Brangan has also initiated the process of establishing a Joint Service Program Agreement (JSPA) with La Leche League to further strengthen collaboration and support for breastfeeding families.
- ✓ The FFY2026 Budget has been submitted and approved, and the WIC Director is diligently working to spend down the FFY2025 budget in order to minimize the amount of funds returned to the State.

- ✓ The Chenango site is now fully staffed. Abigail Cook, who recently joined the Chenango office as a Qualified Nutritionist, has completed her training and is fully prepared for her role. Holly McMahan, who has been assisting the Chenango office with appointments during the transition, will conclude this support at the end of the month.
- ✓ The Peer Counselor Program was able to replace Raylynn Knolls, Peer Counselor, who departed in August. The program welcomed Deborah Rude as her replacement. Deborah is currently completing her required trainings and will gradually begin taking on a caseload.
- ✓ WIC continues to grow and evolve under the leadership of the WIC Director. With many building updates completed and the creation of a Site Manager position in the Chenango office, the program is now shifting focus to refining internal processes. Effective October 4, 2025, Holly McMahan will be promoted to the Breastfeeding Peer Counselor Coordinator position. In this role, she will serve as the direct supervisor for all four Peer Counselors and will travel to Norwich every other Friday. During inclement weather, Holly will connect with her team virtually via Zoom. This transition brings stability to a segment of the program that has experienced several supervisory changes over the past year, providing the Peer Counselors with one consistent point of contact. Melissa Brangan will remain the Breastfeeding Coordinator, with responsibility for program breastfeeding policies, pumps, MOU/JSPAs, and general oversight. She will also collaborate with Holly on initiatives related to the Breastfeeding Cafés. Together, these changes will strengthen program leadership, provide consistent support to Peer Counselors, and enhance breastfeeding services for WIC families.

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

Site	Enrollment	Participation	Participation % of Target Caseload (2,200)
<b>Cortland</b>			
Cortland	1,251	1,175	54.41%
Cincinnatus			
Marathon			
Total	1,251	1,175	54.341%
<b>Chenango</b>			
Norwich	930	878	39.91%
Greene	2	2	0.09%
Bainbridge	7	2	0.09%
Sherburne	6	5	0.23%
New Berlin	5	2	0.18%
Total	950	889	40.41%
Grand Total	2,201	2,064	93.82 %

### **Success Story**

This month, I would like to highlight a success story that demonstrates how WIC collaborates with other programs at CAPCO to support families in need.

On September 16, a couple came to WIC seeking services. They were experiencing a difficult time and shared that they were down to their last few dollars. Unfortunately, they were not eligible for WIC, as their child is seven years old. After further conversation, the couple expressed how overwhelmed they were navigating the DSS systems for SNAP and TANF. At that point, Jess Stephens from SNAP/NOEP (Nutrition Outreach and Education Program) stepped in and was able to provide them with guidance and assistance. In addition, Brandy Strauf was able to provide the family with a \$50 gift card to help them purchase food immediately.

This situation is a great example of how CAPCO's dedicated staff work together across programs to ensure families receive the support they need, even when one program alone cannot provide assistance.