



Cortland County Community Action Program, Inc. (CAPCO)

Board of Directors Meeting

January 22, 2026

Agenda

- I. Call to Order
- II. U.S. Pledge of Allegiance
- III. Reciting of the Community Action Promise
- IV. Motion for Approval of December 2025 meeting minutes
- V. Standing Committee Reports
 - 1) PP&E Committee—met on Thursday, January 8, 2026.
 - a) **Resolution 26-01:** WIC Inclement Weather Policy
 - b) **Resolution 26-02:** WIC Electronic Communication Policy
 - c) **Resolution 26-03:** HFNY 24-25 4th Quarter Data Reports
 - d) **Resolution 26-04:** HFNY 24-25 Annual Service Review
 - 2) Board Development—did not meet.
 - 3) Finance/Audit Committee—met on Thursday, January 15, 2026.
 - a) **Resolution 26-05:** 2026 Administration Budget
 - 4) Executive Committee—did not meet.
- VI. Executive Director Report
- VII. Program Director Reports
 - a) Deputy Director
 - b) Energy Services
 - c) Family Development
 - d) Head Start/Early Head Start
 - e) WIC
- VIII. Head Start Policy Council Update
- IX. Old Business
- X. New Business
- XI. Executive Session, if needed.
- XII. Adjournment



Pledge of Allegiance



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





CAPCO Mission

CAPCO inspires **hope**,
empowers **people**,
strengthens **families**,
and builds **community**.



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
December 11, 2025
Meeting Minutes

- I. **Call to Order**-Meeting called to order at 11:37 am.
Members Present: Sandy Aloï, Melissa Alvord, Doug Bentley, Terry Coon, April Dennison, Kellie Givens, Billie MacNabb, Lynne Sypher, Shelley Warnow, Robert Knobel, Ella Dilorio, Patty Schaap
Members Excused: Mary Beth Mathey, Jeannette Diplo, Larry Woolheater
- II. **U.S. Pledge of Allegiance**
- III. **Reciting of the Community Action Promise**
- IV. ***Motion for Approval of October 2025 meeting minutes: Motion to approve by Lynne Sypher, second by Patty Schaap. Motion carried.***
- V. **Standing Committee Reports**

1) **PP&E Committee**—met on Thursday, November 13, 2025

The committee reviewed the Head Start and Early Head Start reports for September 2025. Jenn presented the HS/Early Head Start Annual Report noting that Head Start leadership gathers the data for this comprehensive report and Kristi and Jenn put it together.

Resolution 25-64: Motion to approve the Annual Head Start/Early Head Start Annual Report for Program Year 2024-25 made by Lynne Sypher, Second by Kellie Givens. Motion carried.

Jenn presented the Annual Self-Assessment for the current program year. She explained the goals from last year and would continue and which are considered complete, explaining the new goals developed for this program year and the methodology used to develop the goals.

Resolution 25-65: Motion to approve the Annual Head Start/Early Head Start Self-Assessment for Program Year 2025-26 made by April Dennison, Second by Robert Knobel. Motion carried.

Jenn presented the Head Start/Early Head Start new policy-Limited Exceptions to Slot Vacancies, a new policy developed in response to an informational memo from the Office of Head Start allowing exceptions to the policies around when a program slot must be considered vacant and offered to a child from the waiting list.

Resolution 25-66: Motion to approve Policy ER09 Limited Exceptions to Slot Vacancies made by Terry Coon, Second by Ella Dilorio. Motion carried.

Brandy reviewed the 4th quarter PPR. She explained the methodology for data collection & the overall process of developing our work plan & managing progress through the PPR.

Resolution 25-67: Motion to accept the 4th Quarter 2025 CSBG Periodic Performance Report (PPR) with correction of the year to 24-25 made by Sandy Aloï, Second by April Dennison. Motion carried

Greg reviewed the 2025 Agency Annual Report in detail with the committee. Greg discussed the process for putting the report together with much of the data-based on the 4th Quarter CSBG PPR. The document will be officially published on our website & social media pages.

Resolution 25-68: Motion to approve the 2025 Agency Annual Report made by Lynne Sypher, second by Terry Coon. Motion carried.

2) **Board Development**—met on November 18, 2025.

Regretfully shared the early resignation of Board Member/Board President Shelley Warnow at the end of December 2025.

Resolution 25-69: Motion to regretfully accept the resignation of Shelley Warnow as Board Member/Board President made by Terry Coon, seconded by Doug Bentley. Motion carried

Greg reviewed the proposed slate of officers.

- Melissa Alvord, President
- Ella Diiorio, Vice President
- Doug Bentley, Treasurer
- Lynn Sypher, Secretary

Resolution 25-70: Motion to approve 2026 slate of officers made by Kellie Givens, second by Robert Knobel. Motion carried.

Redesignation of Patricia (Patty) Schaap's board seat from private sector to public sector representing Cathy Bischoff, Cortland County Legislator

Resolution 25-71: Motion to approve redesignation of Patty Schaap's board seat from private sector to public sector with correction to spelling of Patty's name made by April Dennison, second by Ella Dilorio, abstention by Patty Schaap. Motion carried.

Redesignation of Kellie Givens board seat from low-income sector to public sector representing Scott Chamberlin, Village of Marathon Mayor

Resolution 25-72: Motion to approve redesignation of Kellie Givens board seat from low-income sector to public sector made by Lynne Sypher, second by April Dennison, abstention by, Kellie Givens. Motion carried.

Redesignation of Jeanette Dippo board seat from public sector to private sector.

Resolution 25-73: Motion to approve Redesignation of Jeanette Dippo board seat in public sector to private sector made by Sandy Aloï, second by Terry Coon. Motion carried.

Sandra Aloï's Public Sector seat changed from representing previous City of Cortland Alderman Seth Thompson to new City of Cortland Alderman Tom Conlon.

Resolution 25-74: Motion to approve Representation of Sandra Aloï's Public Sector seat changed from previous City of Cortland Alderman Seth Thompson to new City of Cortland Alderman Tom Conlon with correction to spelling of Sandy's name made by Patty Schaap, second by Kellie Givens, abstention by Sandy Aloï. Motion carried.

3) **Finance/Audit Committee**—met on Thursday, November 20, 2025.

Reviewed the financial statements

Motion to approve the Financial Statements made by Lynne Sypher, second by Ella Dilorio. Motion carried.

Shared the proposed Healthy Families NY budget for a 5-year period from 12/1/2025-11/30/2030. This new budget moves the program from Family Development to Early Childhood Development.

Resolution 25- 75: Motion to approve the 2025.2030 Healthy Families Budget made by Ella Dilorio, second by April Dennison. Motion carried.

Shared 25.26 HEAP Contract in the amount of \$725,000. This contract Includes 15% de Minimis.

Resolution 25- 76: Motion to approve the 2025.26 HEAP contract made by Sandy Aloï, second by Melissa Alvord. Motion carried.

25.26 DOE Contract in the amount of \$793,547. Includes a maximum of 9.82% de Minimis per contract (not the 7.5% usually capped by our WAP contracts). This contract includes two minivans and dates to August 2025.

Resolution 25- 77: Motion to approve the 2025.26 DOE contract made by Terry Coon, second by Lynne Sypher. Motion carried.

We are switching from our current financial management software, Blackbaud, to NetSuite, which is preferred by ProNexus. Blackbaud has a new policy and will not sign contracts for less than 3 years and does not have a provision for accessing our data once our contract expires. This causes concerns with data history and balances transferring for year-end in anticipation of our 2025 audit. Kim, Greg & Lisa have been working with our ProNexus conversion team and our auditors at Bonadio to prepare. Kim has pulled down reports to prepare for the loss of access to our data.

Resolution 25-78: Motion to approve the Net Suite conversion made by Terry Coon, second by April Dennison. Motion carried.

4) **Executive Committee**- met on December 1, 2025.

Greg shared the pay & holiday schedules for 2026.

Resolution 25-79: Motion to approve the 2026 Pay Schedule made by Kellie Givens, second Terry Coon, abstention by Patty Schaap, Motion carried.

Greg reviewed the current sick leave policy that requires a Dr. note if a staff member were out more than 3 days and explained the change made to the policy that expands the need for a Dr. note to 5 days and would allow for an attestation from the employee if going to the doctor caused a hardship.

Resolution 25-80: Motion to approve the change to the sick leave policy made by Ella Dilorio, second by April Dennison, abstention by Patty Schaap. Motion carried.

Greg explained that due to the resignation of our main cleaner in-house cleaner, we have decided to move to an outside cleaning service. After reviewing several quotes, we have decided to go with Boots on the Ground Cleaning Service. We have completed the first week and are working out a few issues, but it seems to be going well.

Resolution 25-81: Motion to approve the Boots on the Ground Cleaning Service made by Sandy Aloji, Second by Lynne Sypher. Motion carried.

Greg shared the process that the Director team, Leadership team, and board went through to development a new agency mission statement, vision statement, and values. Greg shared the new mission, vision and values statement that came out of all that work.

CAPCO's updated core mission, vision, and values are:

Mission: CAPCO inspires hope, empowers people, strengthens families, and builds Community.

Vision: A healthy, resilient community where people have the resources, support, and opportunities they need to thrive today and into the future.

Values: To truly live our mission and, ultimately, achieve our vision, the following are CAPCO's values:

Family and Individuals –Services and supports that provide opportunities for people to improve their economic circumstances and strengthen their connections to family and community.

Community – Programs, advocacy, and leadership in the community will result in improved community conditions and greater influence for individuals and families.

Collaboration– Capacity to develop and align diverse partnerships and resources to address critical community needs.

Service Excellence—Deliver high quality programs that meet needs with

professionalism, respect, and dignity & care through innovation, education, wellness, trauma-informed practices and access to opportunities for all people.

Resolution 25-82: Motion to approve the new mission statement by Melissa Alord, second Kellie Givens. Motion carried.

Resolution 25-83: Motion to approve the new vision and values statement by Terry Coon, second Robert Knobel. Motion carried.

Greg shared the process we used for our annual review & update of our current five-year Strategic Plan (2023-2027), which included review of each section by the Director team and a group discussion to finalize the updates as part of our Directors Retreat on November 21st.

Resolution 25-84: Motion to approve the strategic plan updates made by Sandy Aloj, second by April Dennison. Motion carried.

Shared Executive Director Annual Compensation Study.

Resolution 25-85: Motion to approve the 2025 Executive Director compensation study made by Terry Coon, second by Billie McNabb. Motion carried.

- VI. Executive Director Report-** Greg reviewed his report. He elaborated on the update with the unhoused in Cortland and the progress of RHI's Grace Space on Pendelton and the transition to outsourced cleaning through Boots on the Ground Cleaning.
- VII. Program Director Reports-**in the interest of time, Directors offered to answer questions on their written reports.
- a) Deputy Director-working on cleaning up files, training for transition
 - b) Energy Services- Stacey reviewed her report and shared the partnership with DSS for emergency funds to help families that need replacement or repairs of their heating systems.
 - c) Family Development-Brandy reviewed her report and highlighted the 185 families that were able to have food on Thanksgiving due to our Thanksgiving Food Baskets and the local chef that made meals and delivered them to families that were unable to cook. Also shared that we have over 200 children signed up for our Holiday Extravaganza.
 - d) Head Start/Early Head Start-Jenn reviewed her report
 - e) WIC-Lori reviewed her report.
- VIII. Head Start Policy Council Update-** They had a short meeting and discussed where they were at with In-Kind and their in-kind goal for the year. Also, reported that they have found a dentist that is willing to come into classrooms to do exams. This will also help with in-kind.
- IX. Old Business-**none
- X. New Business-**Special recognition of the Shelley Warnow, outgoing president, Billie

McNabb, outgoing Vice President, and the retirement of Kirsten Parker, Deputy Director.

XI. Executive Session-

Motion to go into Executive Session at 1:27pm by April Dennison, second by Sandy Aloï. Motion carried.

Motion to come out of executive session at 1:39pm made by Doug Bentley, second by Ella Dilorò. Motion carried

Resolution 25-86: Motion to approve Executive Director Compensation package made by April Dennison, Second by Terry Coon. Motion carried.

XII. Adjournment at 1:40 pm.

PP&E Committee Meeting

January 8, 2026

Members present: Terry Coon, Jeanette Dippo, Billie MacNabb, Lynne Sypher

Members excused: N/A

Staff: Greg Richards, Jennifer Geibel, Deanna Pace, Lori Spatola-Davis, Brandy Strauf

Meeting called to order at 12:00pm.

Head Start/Early Head Start Management Reports October & November 2025

Jenn reviewed the Head Start/Early Head Start Management Reports for October and November. Jenn noted the addition to highlighted area that showed an increase changed from the previous month. Jenn shared the program's procedures around attendance include tracking absences, evaluation of trends in attendance, and attendance letters when necessary. Jenette shared a resource of public-school attendance campaigns with the program. Jenn noted the increase in their waiting list numbers and noted that this speaks to recent efforts to increase & align enrollment as Office of Head Start likes to see a waitlist. Jenn shared that they have been working on getting parent consent forms for the on-site dentist program that is being setup. Jenn also noted that there was an error in the October report that showed 53% of children in the program were receiving services and shared that was corrected in the November report.

WIC Policy updates—Electronic Communication & Inclement Weather closures

Lori reviewed two new WIC policies

- **Implement Weather Policy-** The policy identifies teams of two people at each site that will be asked to work remotely on a rotating schedule during inclement weather days when the agency closes. The staff will be able to flex out the time that they work on another day. The policy will be in place from November 1-April 30. The policy has been approved by the regional office.

Motion to approve the WIC Implement Weather Policy made by Terry Coon, 2nd by Jeanette Dippo. Motion carried.

- **Electronic Communication Procedures Policy-** This Policy duplicates the agency employee handbook policy and adds WIC specific items to complement the agency policy. This policy has been approved by the WIC regional office.

Motion to approve the WIC Electronic Communication Policy made by Jeanette Dippo, 2nd by Lynne Sypher. Motion carried.

HFNY 4th Quarter Data Reports

Deanna shared the 4th quarter data report and noted not much change in the fourth quarter data. She noted that they hit over the required 75% home visit rate at the end of the year with a 76%

home visit rate, which usually declines during the fourth quarter around the holidays. The program met all but one target for the fourth quarter and the entire year. She noted that the family goal plan 3a, which requires a goal plan within the first 90 days, is the one target not hit and that this is difficult because some families have only completed one-two home visits in the first 90 days. She noted that several programs across that state struggle with this target. The program had a 50% acceptance rate, which is above the requirement. The year ended at 29% program capacity rate, which is well below the requirement, this is discussed in more detail in the annual service review.

Motion to approve the HFNY 4th quarter report made by Lynne Sypher, 2nd by Terry Coon. Motion carried.

HFNY Annual Service Review presentation

Deanna shared the HFNY annual service review 12/1/2024-11/30/2025. Deanna noted that staff remained whole through the 24/25 program year with no turnover. She shared referral outcomes with the highest number of referrals coming from physician offices, and WIC had the most referrals that enrolled. Because of the transition of HFNY to the ECD program, the program hopes to see an increase in the referrals from EHS. Deanna shared eligibility criteria for enrolled families, attendance rate, and retention rate of at one year. Deanna explained that they had a low retention rate, which is directly related to the low-capacity rate. Deanna continues to explore data around retention of families that includes tracing back to individual worker rates. Retention will continue to be a topic in supervision, and they will be setting a goal around retention. They met 18 of 21 performance targets and indicators for the year, which is up from last year. Deanna shared some program highlights for the year that included staff input and areas for growth and strategies.

Motion to approve the HFNY Annual Service review made by Terry Coon, 2nd by Jeanette Dippo. Motion carried.

Greg gave an update on the Emergency repair and replace funding that we received from the Department of Social Services. Due to the end of the government shut down and federal funding starting to flow to the programs that help with heating costs, repairs, and replacements of heating sources, we have not spent much of that funding and may be sending the majority of that funding back.

Greg also shared an article in the Cortland Standard that highlighted CAPCO's annual report. The Cortland Standard found this on our Facebook post, it was a great article about the agency and a nice surprise.

Greg also gave a brief update on the unhoused day space. He shared that the plan for 64 Pendelton St Grace on Pendelton was to open mid-January. CAPCO is still helping with staffing and food at the temporary space at 49 Grant Street in the interim. Greg noted that the new day space was largely due to our community pulling together and many business and individual donations. Greg thanked our board for their efforts and support of CAPCO's role in making this happen.

Meeting Adjourned at 1:08pm

Monthly Family Engagement Report

Month: OCTOBER

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of families in center	% of families involved
Cosimo 1	FE- Pumpkin painting	10/24	1	3	1	7	14%
	PCM- Fall Safety	10/29	0	0	0	7	0%
Cosimo 2	FE- Painting bats	10/24	4	4	0	8	50%
	PCM- Fall Safety	10/30	3	3	1	8	38%
Cosimo 3	FE- Pumpkin handprint	10/17	7	11	3	8	88%
	PCM- Fall Safety	10/28	5	5	1	8	63%
ELC 1	FE- Itsy Bitsy infant art	10/17	0	0	0	8	0%
	PCM- Vision boards	10/29	1	1	0	8	13%
ELC 2	FE- Leaf sun catcher	10/10	7	8	3	8	88%
	PCM- Vision boards	10/23	1	1	1	8	13%
ELC 3	PCM-Vision boards	10/16	6	7	2	7	86%
	FE- Pumpkin painting	10/28	4	5	3	7	57%
ELC 4	FE- Fall craft	10/16	4	4	1	7	57%
	PCM-Vision boards	10/28	0	0	0	7	0%
ELC 5	PCM- Vision boards	10/14	3	3	0	8	38%
	FE- Pumpkin painting	10/31	4	5	1	8	50%
Johnson 1	PCM- Fire safety	10/22	6	6	2	8	75%
	FE- Pumpkin painting	10/29	6	6	2	8	75%
South Main 1	FE- Pumpkin painting	10/24	6	7	1	8	75%
	PCM-Fall safety	10/31	3	4	1	8	38%
South Main 2	FE- Pumpkin painting	10/24	7	9	4	8	88%
	PCM- Fall safety	10/27	3	7	1	8	38%
Johnson 2	PCM- Fire Safety	10/29	7	7	0	17	41%
	FE- Pumpkin painting	10/31	6	6	2	17	35%
Johnson 3	FE- Paper pumpkins	10/24	12	19	5	17	71%
	PCM- Fire Safety	10/29	9	9	2	17	53%

Monthly Family Engagement Report

Month: NOVEMBER

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of families in center	% of families involved	
Cosimo 1	PCM- Holiday food safety	11/19	CANCELLED DUE TO ROOM CLOSURE					
	FE-	11/21	0	0	0	8	0%	
Cosimo 2	PCM- Holiday food safety	11/20	3	3	1	8	38%	
	FE- Tissue paper science	11/21	2	2	0	8	25%	
Cosimo 3	PCM- Holiday food safety	11/18	2	3	1	8	25%	
	FE- Handprint turkeys	11/21	7	9	1	8	88%	
ELC 1	PCM- DIY mobile	11/21	1	1	0	8	13%	
	FE- Sensory bag	11/25	0	0	0	8	0%	
ELC 2	FE- Plate wreath	11/10	4	4	1	8	50%	
	PCM- Sleep masks	11/20	2	2	1	8	25%	
ELC 3	PCM- Sleep routine	11/7	7	9	3	7	100%	
	FE- Textures/sensory table	11/20	6	7	2	7	86%	
ELC 4	FE- Sponge paint turkeys	11/14	2	2	0	7	29%	
	PCM- Sleepy buddy	11/19	4	4	1	7	57%	
ELC 5	PCM- Sleepy buddy	11/6	7	7	0	8	88%	
	FE- Thanksgiving keepsake	11/21	5	5	1	8	63%	
Johnson 1	PCM- Routines/turkey craft	11/25	6	6	1	8	75%	
	FE- Turkey art	11/20	6	6	3	8	75%	
South Main 1	PCM- Holiday food safety	11/21	4	5	1	8	50%	
	FE- Turkey disguise	11/25	6	9	3	8	75%	
South Main 2	PCM- Holiday food safety	11/17	0	0	0	8	0%	
	FE- Colorful turkeys	11/21	5	5	0	8	63%	
Johnson 2	PCM- Routines/turkey craft	11/20	CANCELLED DUE TO ROOM CLOSURE					
	FE- Paper turkeys	11/25	12	13	2	17	71%	
Johnson 3	PCM- Routines/turkey craft	11/24	9	9	6	17	53%	
	FE- Turkey craft	11/25	9	10	4	17	53%	

MONTHLY FAMILY SERVICES REPORT

Employee Name: Trudy Happel

Month/Year: **October 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	90	0	0	7	4	4	0	0
Cosimo 2	8	7	0	78	0	0	1	4	8	0	0
Cosimo 3	8	8	0	89	0	0	1	3	10	0	0
ELC 1	8	8	0	91	0	0	2	3	1	1	0
ELC 2	8	8	0	85	1	0	6	4	2	0	2
ELC 3	8	7	0	96	0	0	3	3	2	0	0
ELC 4	8	8	0	90	1	0	1	1	0	0	0
ELC 5	8	8	0	93	1	0	4	3	1	0	0
Johnson 1	8	8	0	83	1	0	6	6	3	0	0
South Main 1	8	8	0	93	2	0	0	2	6	0	1
South Main 2	8	7	1	90	0	1	1	1	6	0	0
TOTAL	85	1	2	89%	6	1	32	34	43	1	3

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	87	0	0	8	6	2	0	0
Johnson 3	17	17	0	85	0	0	4	3	4	1	0
TOTAL	34	0	0	86%	0	0	12	9	6	1	0

Waitlists:

EHS	Over Income	19
	Under 130%	2
	Under 100%	19

HS	Over Income	18
	Under 130%	2
	Under 100%	22

Attendance Letters Sent	
Cos 2- 1	Johnson 2- 1
Johnson 1-1	Johnson 3- 3

Center	Enrolled	Accepted (but not enrolled)	Withdrawn	% of Daily Attendance
Parker 1	16	15	0	88
Parker 2	16	15	1	86
TOTAL	30	0	1	87%

Waitlist:

UPK	0
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MONTHLY FAMILY SERVICES REPORT

Employee Name: Trudy Happel

Month/Year: **November 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	82	0	0	0	0	5	0	0
Cosimo 2	8	7	1	74	0	1	0	0	8	2	0
Cosimo 3	8	8	0	88	0	0	0	0	10	1	0
ELC 1	8	8	0	84	0	0	0	0	1	1	0
ELC 2	8	8	0	79	1	0	3	2	3	0	2
ELC 3	8	7	0	95	0	0	2	1	2	0	0
ELC 4	8	8	0	81	1	0	1	1	0	0	0
ELC 5	8	8	0	96	1	0	0	0	1	0	0
Johnson 1	8	8	0	79	1	0	0	0	3	0	0
South Main 1	8	8	0	84	2	0	0	0	6	1	1
South Main 2	8	7	1	80	0	1	0	0	6	0	0
TOTAL	85	2	2	84%	6	2	6	4	45	5	3

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	2	2	2	2	2	0	0
Johnson 3	17	17	0	87	0	0	2	2	4	1	0
TOTAL	34	0	2	85%	2	2	4	4	6	1	0

Waitlists:

EHS	Over Income	
	Under 130%	19
	Under 100%	1
		22

HS	Over Income	18
	Under 130%	2
	Under 100%	21

Attendance Letters Sent
Cos 1 - 1 SM1 - 1
Cos 3 - 1

Center	Enrolled	Accepted (but not enrolled)	Withdrawn	% of Daily Attendance
Parker 1	16	15	0	89
Parker 2	16	15	0	81
TOTAL	30	0	0	85%

Waitlist:

UPK	0
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MONTHLY POLICY COUNCIL REPORT
Health Services- Incident/Accident Report

Employee Name: Mmselle Sonnacchio

Month: OCTOBER 2025

Center (EHS)	# 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		4					4
COSIMOS 2	7		3			1		4
COSIMOS 3	8		4			2		6
ELC 1	8		2					2
ELC 2	8		17	1				18
ELC 3	7	1	5	1				7
ELC 4	8		2	2				4
ELC 5	8		3	1		1	1	6
JOHNSON 1	8		3			3		6
SOUTH MAIN 1	8		2				2	4
SOUTH MAIN 2	7		5					5
TOTALS	85	1	50	5	0	7	3	66

Center (HS)	# of Children Enrolled	# of Incident/Accidents in the BATHROOM	# of Incident/Accidents in the CLASSROOM	# of Incident/Accidents in the GROSS MOTOR	# of Incident/Accidents in the HALLWAY	# of Incident/Accidents in the PLAYGROUND	# of Incident/Accidents in the OTHER	# of TOTAL Incident/Accidents
JOHNSON 2	17	2	3			1		6
JOHNSON 3	17							0
TOTALS	34	2	3	0	0	1	0	6

Center (UPK)	# 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
PARKER 1	15					1	1	2
PARKER 2	15		6			3		9
TOTALS	30	0	6	0	0	4	1	11

Incidents Reported to OCFs 3 (Cos 3- licked spoon w/yogurt (eczema), ELC 4- tripped, fell back & cut back of head (2 stitches), J2- fell on playground, laceration to forehead (stitches)).

Staff Incidents/Accidents 2 staff incidents in Johnson 3 (Bitten by Child- Right Arm) and (Scrached by Child- left Arm).

EHS Classroom: ELC 2 18 (12 Trip/Fall, 4 Bitten, Object: 2)-Children are 15-18+ Months and incidents are developmentally appropriate.

HS Classroom: JOHNSON 2 6 (3 Another Child, 2 Fall, 1 Object)

UPK Classroom: PARKER 2 9 (4 Another Child, 2 Object, 2 Other, 1 Fall)

MONTHLY POLICY COUNCIL REPORT
Health Services- Incident/Accident Report

Employee Name: Mmselle Sonnacchio

Month: NOVEMBER 2025

Center (EHS)	# 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		4					4
COSIMOS 2	7		3					3
COSIMOS 3	8		3					3
ELC 1	8		1					1
ELC 2	8		4	1				5
ELC 3	7		6					6
ELC 4	8							0
ELC 5	8		1					1
JOHNSON 1	8		3					3
SOUTH MAIN 1	8		3					3
SOUTH MAIN 2	7		3				2	5
TOTALS	85	0	31	1	0	0	2	34

Center (HS)	# 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		1					1
TOTALS	34	0	2	0	0	0	0	2

Center (UPK)	# 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
PARKER 1	15		2					2
PARKER 2	15							0
TOTALS	30	0	2	0	0	0	0	2

Incidents Reported to OCFS	2 (Cos 1- apricots: possible allergic reaction (rash), ELC 2- cinnamon: possible allergic reaction (rash)).							
Staff Incidents/Accidents	5 staff incidents: ELC 3 (3 Bitten by Child, 1 Kicked by Child) and Johnson 2 (1 Sprained Left Ankle).							
EHS Classroom: ELC 3	6 (2 Another Child, 2 Fall, 2 Object)							
HS Classroom: BOTH	Johnson 2- 1 (Object) & Johnson 3- 1 (Fall)							
UPK Classroom: PARKER 1	2 (1 Fall, 1 Object)							

Health Services Policy Council Dental Report

Employee Name: Mmselle Sonnacchio

Month: OCTOBER 2025

Center (EHS)	# of Children Enrolled	# of Children Enrolled Age 1 Year and Older	# 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 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	0	N/A	-	-	-	7	0	1	0	0	0	0	-
COSIMOS 2	7	7	7	-	-	-	6	0	0	0	0	0	0	-
COSIMOS 3	8	8	7	-	-	-	7	0	1	0	0	0	0	-
ELC 1	8	0	N/A	-	-	-	4	0	N/A	N/A	N/A	N/A	N/A	-
ELC 2	8	8	7	-	-	-	4	0	1	0	0	0	0	-
ELC 3	7	7	7	-	-	-	3	0	0	0	0	0	0	-
ELC 4	8	8	7	-	-	-	4	0	1	0	0	0	0	-
ELC 5	8	8	7	-	-	-	7	0	1	0	0	0	0	-
JOHNSON 1	8	8	6	-	-	-	2	0	2	0	0	0	0	-
SOUTH MAIN 1	8	8	4	-	-	-	4	0	4	0	0	0	0	-
SOUTH MAIN 2	7	7	5	-	-	-	4	0	2	1	0	1	0	-
TOTALS	85	69	57	0	0	0	52	0	13	1	0	1	0	0
							61%	0%	19%	8%	0%	100%	0%	

Center (HS)	# 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 Screenings Received	# of Children w/ Dental Concerns Noted	# 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
JOHNSON 2	17	15	-	-	-	11	0	2	0	0	0	0
JOHNSON 3	17	12	-	-	-	11	0	5	2	0	1	1
TOTALS	34	27	0	0	0	22	0	7	2	0	1	1
						65%	0%	21%	29%	0%	50%	50%

Center (UPK)	# 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 Screenings Received	# of Children w/ Dental Concerns Noted	# 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
PARKER 1	15	14	-	-	-	13	0	1	1	1	0	0
PARKER 2	15	13	-	-	-	12	0	2	1	1	0	0
TOTALS	30	27	0	0	0	25	0	3	2	2	0	0
						83%	0%	17%	66%	100%	0%	0%

Comments: Dental Screenings are completed by a Doctor during child's Physical Exam. Dental Exams are completed by a Dentist.
Due to a lack of Pediatric Dental Care in Cortland County, we track children's screenings to assess Dental Treatment Needs.

	EHS	HS	TOTAL EHS/HS	UPK
Total Dental Screenings & Exams Received/# Enrolled Children	65/85	29/34	94/119	28/30
Total % = # Enrolled Children w/an Oral Health Determination	76%	85%	79%	93%

Health Services Policy Council Dental Report

Employee Name: Mmselle Sonnacchio

Month: NOVEMBER 2025

Center (EHS)	# of Children Enrolled	# of Children Enrolled Age 1 Year and Older	# 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 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	2	-	N/A	-	-	5	0	1	0	0	0	0	-
COSIMOS 2	7	7	-	7	-	-	6	0	0	0	0	0	0	-
COSIMOS 3	8	8	-	7	-	-	7	0	1	0	0	0	0	-
ELC 1	8	0	-	N/A	-	-	6	0	N/A	N/A	N/A	N/A	N/A	-
ELC 2	8	8	-	7	-	-	6	0	1	0	0	0	0	-
ELC 3	7	7	-	7	-	-	4	0	0	0	0	0	0	-
ELC 4	8	8	-	7	-	-	7	0	1	0	0	0	0	-
ELC 5	8	8	-	7	-	-	7	0	1	0	0	0	0	-
JOHNSON 1	8	8	-	5	-	-	4	0	3	0	0	0	0	-
SOUTH MAIN 1	8	8	-	4	-	-	4	0	4	0	0	0	0	-
SOUTH MAIN 2	7	7	-	5	-	-	4	0	2	1	0	1	0	-
TOTALS	85	71	0	56	0	0	60	0	14	1	0	0	1	0
							71%	0%	20%	7%	0%	0%	100%	

Center (HS)	# 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 Screenings Received	# of Children w/ Dental Concerns Noted	# 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
JOHNSON 2	17	-	15	-	-	12	0	2	0	0	0	0
JOHNSON 3	17	-	11	-	-	11	0	6	2	0	1	1
TOTALS	34	0	26	0	0	23	0	8	2	0	1	1
						68%	0%	24%	25%	0%	50%	50%

Center (UPK)	# 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 Screenings Received	# of Children w/ Dental Concerns Noted	# 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
PARKER 1	15	-	-	-	-	13	0	1	1	1	0	0
PARKER 2	15	-	-	-	-	11	0	2	1	1	0	0
TOTALS	30	0	0	0	0	24	0	3	2	2	0	0
						80%	0%	10%	66%	100%	0%	0%

Comments: Dental Screenings are completed by a Doctor during child's Physical Exam. Dental Exams are completed by a Dentist.
Due to a lack of Pediatric Dental Care in Cortland County, we track children's screenings to assess Dental Treatment Needs.

	EHS	HS	TOTAL EHS/HS	UPK
Total Dental Screenings & Exams Received/# Enrolled Children	74/85	31/34	105/119	27/30
Total % = # Enrolled Children w/an Oral Health Determination	87%	91%	88%	90%

**HEALTH SERVICES POLICY COUNCIL
Physical/Immunization/Lead Report**

Employee Name: Mmselle Sonnacchio

Month: OCTOBER 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	8	8	N/A	N/A	N/A	N/A
COSIMOS 2	7	6	7	6	1	N/A	N/A
COSIMOS 3	8	8	8	4	0	1	0
ELC 1	8	5	8	N/A	N/A	N/A	N/A
ELC 2	8	5	7	7	0	N/A	N/A
ELC 3	7	3	7	6	1	N/A	N/A
ELC 4	8	5	8	7	0	3	0
ELC 5	8	8	8	8	1	4	0
JOHNSON 1	8	5	8	6	0	5	0
SOUTH MAIN 1	8	5	8	6	0	6	0
SOUTH MAIN 2	7	6	7	3	0	5	0
TOTALS	85	64	84	53	3	24	0
		75%	99%				

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	14	2
JOHNSON 3	17	17	17	16	1
TOTALS	34	29	34	30	3
		85%	100%		

Center (UPK)	# of Children Enrolled	# of Current Physicals Received	# of Current Immunizations Received	# of Lead Results Received	# of Lead Results ELEVATED
PARKER 1	15	14	15	10	0
PARKER 2	15	14	15	8	0
TOTALS	30	28	30	18	0
		93%	100%		

Comments: One child is behind on immunizations in ELC 2 due to illness & appointment is scheduled for catch-up.

**HEALTH SERVICES POLICY COUNCIL
Physical/Immunization/Lead Report**

Employee Name: Mmselle Sonnacchio

Month: NOVEMBER 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	6	8	1	N/A	N/A	N/A
COSIMOS 2	7	6	7	7	1	N/A	N/A
COSIMOS 3	8	7	8	5	0	1	0
ELC 1	8	6	8	N/A	N/A	N/A	N/A
ELC 2	8	7	8	7	0	1	0
ELC 3	7	4	7	6	1	N/A	N/A
ELC 4	8	7	8	8	0	3	0
ELC 5	8	8	8	5	0	7	0
JOHNSON 1	8	7	8	6	0	5	0
SOUTH MAIN 1	8	4	8	4	0	6	0
SOUTH MAIN 2	7	6	7	4	0	6	0
TOTALS	85	68	85	53	2	29	0
		80%	100%				

Center (HS)	# of Children Enrolled	# of Current Physicals Received	# of Current Immunizations Received	# of Lead Results Received	# of Lead Results ELEVATED
JOHNSON 2	17	14	17	14	1
JOHNSON 3	17	17	17	17	1
TOTALS	34	31	34	31	2
		91%	100%		

Center (UPK)	# of Children Enrolled	# of Current Physicals Received	# of Current Immunizations Received	# of Lead Results Received	# of Lead Results ELEVATED
PARKER 1	15	14	15	10	0
PARKER 2	15	15	15	8	0
TOTALS	30	29	30	18	0
		97%	100%		

Comments:

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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Community Action Program, Inc.

MONTHLY MENTAL HEALTH REPORT EHS /HS

Employee Name: Ashley Abbatiello Kaylean Contento

Month: October 2025

	Behavior Concerns	Observations Completed by Pyramid Team	SOS Calls	# Children Receiving Counseling By MH Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	BIR's	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV	
										Face to Face	Telephone
ELC 1	0	0	0	0	0	0	0	0	0	0	0
ELC 2	2	0	0	0	0	0	1	0	0	0	0
ELC 3	1	0	0	0	0	0	0	0	0	0	0
ELC 4	2	0	4	0	1	0	1	0	0	0	0
ELC 5	2	0	0	0	0	0	2	0	0	0	0
Cosimo 1	0	0	0	0	0	0	0	0	0	0	0
Cosimo 2	0	0	0	0	0	0	0	0	0	0	0
Cosimo 3	2	0	0	0	0	0	0	0	0	0	0
South Main 1	0	0	0	0	0	0	0	0	0	0	0
South Main 2	2	0	0	0	0	0	0	0	0	0	0
Johnson 1	2	0	0	0	0	0	0	0	0	0	0
TOTALS	13	0	4	0	1	0	4	0	0	0	0

Employee Name: Ashley Abbatiello/ Kaylean Contento

Month: October 2025

	Behavior Concerns	Observations Completed by Pyramid Team	SOS Calls	# Children Receiving Counseling By MH Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	BIR's	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV	
										Face to Face	Telephone
Johnson 2	8	1	15	0	1	0	50	0	0	2	0
Johnson 3	3	0	2	4	0	1	2	0	0	0	0
TOTALS	11	1	17	4	1	1	52	0	0	2	0

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY
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 Community Action Program, Inc.

MONTHLY MENTAL HEALTH REPORT EHS /HS

Employee Name: Ashley Abbatiello/ Kaylean Contento

Month: November 2025

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

Employee Name: Ashley Abbatiello/ Kaylean Contento

Month: November 2025

	Behavior Concerns	Observations completed by Pyramid Team	SOS Calls	# Children Receiving Counseling By MH Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	BIR's	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV	
										Face to Face	Telephone
Johnson 2	4	0	17	1	1	0	8	0	0	2	1
Johnson 3	2	0	17	3	2	0	17	0	0	3	0
TOTALS	6	0	34	4	3	0	25	0	0	5	1

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY
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Community Action Program, Inc.
MONTHLY POLICY COUNCIL REPORT EHS /HS

Special Needs

Employee Name: Jill Dunham

Month: October 2025

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

21% of 85 enrolled EHS children receiving services

Employee Name: Jill Dunham

Month: October 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	3	3	2	2	2	0	1	0	2	1	0	0
Johnson 3	8	5	7	4	1	1	4	0	1	1	0	0
TOTALS	11	8	9	6	3	1	5	0	3	2	0	0

53% of 34 enrolled HS children receiving services

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY
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Community Action Program, Inc.
MONTHLY POLICY COUNCIL REPORT EHS /HS

Special Needs

Employee Name: Jill Dunham

Month: November 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	1	0	0	0	0	1	0	0	0	0	0	0
ELC 2	1	1	1	0	0	1	0	0	0	0	0	0
ELC 3	2	0	0	0	1	1	0	0	0	1	0	0
ELC 4	0	0	0	0	0	0	0	0	0	0	0	0
ELC 5	2	2	2	1	0	2	0	0	0	0	0	0
Cosimo 1	0	0	0	0	0	0	0	0	0	0	0	0
Cosimo 2	3	2	3	1	1	1	0	0	0	1	0	0
Cosimo 3	4	4	2	0	2	4	0	0	0	1	0	0
South Main 1	3	1	3	0	0	1	0	0	1	1	0	0
South Main 2	0	0	0	0	0	0	0	0	0	0	0	0
Johnson 1	4	4	4	3	2	4	0	0	2	2	0	0
TOTALS	20	14	15	5	6	15	0	0	3	6	0	0

24% of 85 enrolled EHS children receiving services

Employee Name: Jill Dunham

Month: November 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	3	3	2	2	2	0	1	0	0	3	0	0
Johnson 3	8	5	7	4	1	1	4	0	0	1	0	0
TOTALS	11	8	9	6	3	1	5	0	0	4	0	0

32% of 34 enrolled HS children receiving services

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY
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 Community Action Program, Inc.
MONTHLY MENTAL HEALTH REPORT UPK

Employee Name: Ashley Abbatiello/ Kaylean Contento

Month: October 2025

	Behavior Concerns	Observations completed by Pyramid Team	SOS Calls	# Children Receiving Counseling By MH Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	BIR's	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV	
										Face to Face	Telephone
Parker 1	0	0	0	1	0	0	0	0	0	0	0
Parker 2	2	0	4	2	1	0	7	0	0	0	0
TOTALS	2	0	4	3	1	0	7	0	0	0	0

Special Needs -UPK

Employee Name: Jill Dunham

Month: October 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
Parker 1	4		2	4	1	0	0	1	0	0	0	0	0
Parker 2	5		3	4	3	0	0	2	1	1	1	0	0
TOTALS	9		5	8	4	0	0	3	1	1	1	0	0

30% of 30 enrolled UPK children receiving services

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY

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Community Action Program, Inc.

MONTHLY MENTAL HEALTH REPORT UPK

Employee Name: Ashley Abbatiello/ Kaylean Contento

Month: November 2025

	Behavior Concerns	Observations completed by Pyramid Team	SOS Calls	# Children Receiving Counseling By MH Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	BIR's	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV	
										Face to Face	Telephone
Parker 1	1	1	3	1	0	0	0	0	0	0	0
Parker 2	1	2	5	3	2	0	0	0	0	3	0
TOTALS	2	3	8	4	2	0	0	0	0	3	0

Special Needs -UPK

Employee Name: Jill Dunham

Month: November 2025

	# of Children Receiving Services	# of Children receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIS Special Ed Itinerent Services	Counseling Play Therapy	1;1 Aide	# of Evals	#of Children CPSE mtg	# of Children Declassified	Refused Referral
Parker 1	4	2	4	2	0	0	1	0	0	0	0	0
Parker 2	5	3	4	3	0	0	2	1	1	2	0	0
TOTALS	9	5	8	5	0	0	3	1	1	2	0	0

30% of 34 enrolled UPK children receiving services

EHS Classroom Happenings

October 2025

ELC 1

October 15th-Parent/child activity

October 30th-Picture day

We began doing lending library. We are working on doing more parallel play. The children enjoy our morning song. We are working on tummy time in a group. We have one child that cruises along the shelves. Two of the children are eating table foods. A few children are beginning to roll over. We have a lot of children cooing and smiling. We are continuing to work on crib sleeping. All the children are growing so fast!

ELC 2

This month we've gotten to know each other more. We had spirit week with pajama day. We got a "big kid" climber in our room. We painted pumpkins and spent a lot of time looking at Fall decorations on our walks. For our family engagement, we made a "Fall suncatcher". Then while we napped, our families did an activity with Ms. Rachel in the gross motor room. Overall, we're finally settling into a routine and getting comfortable in our classroom.

ELC 3

In October, we focused on our daily routine. We did first, then to help learn our routines. As the weather gets cold, we have been talking about why we wear coats, hats and gloves. We pay attention to the different colored leaves. For our family engagement we

painted pumpkins. A song we listened to a lot this month was “The goldfish”.

ELC 4

This month we explored some new art. We started the month with chalkboards and chalk. We each had our own board and practiced making marks with chalk. We learned that if we didn’t like what we drew, we could wipe it off. We also explored glue when our parents came, and we realized how sticky glue can be and frustrating when the tissue squares stick to our fingers. We also brought Fall indoors with pumpkins, gourds, and leaves in our sensory table. The leaves were crunchy and fun to play with. We also explored rolling pumpkins down our climber. They went really fast.

ELC 5

We learned all about balls, how they bounce, what different balls do etc. We played outside on the playground, learning through climbing. We went on walks observing all the Halloween decorations. We danced and played with the toys in the classroom.

Cosimos 1

This month, we focused on “you and me”. We did many activities based around the children and their families. We introduced paint with the children and let them explore it with their hands and feet, creating unique hand and feet prints. We also brought out our tummy time mirror and let each child explore independently with it as the teachers pointed out that they could see themselves. This gave the children an opportunity to learn about their faces and what they see. We did a family engagement and painted some pumpkins as well as made little spiders out of the children’s handprints. We brought out some new sensory materials for the children to explore

and another walking toy. The children are becoming more interested in being mobile and strengthening their balancing skills. We did a lot of music and movement as well. The children love making music with rattles and instruments. We had a wonderful month of learning!

Cosimos 2

During the month of October, we worked with our class on using gentle touches and our schedule to learn the daily routine. They all enjoyed singing and dancing to baby shark. We did lots of group activities with squigs since our children love them so much. We had lots of outdoor time. We went on a lot of walks as well. We did our family engagement, and the children and their families painted paper bats. Everyone loved it! At our PCM, Ruth and the families helped the children use watercolors to paint cat masks. Everyone enjoyed that as well! We did a lot of art in October. The children love to draw and paint.

Cosimos 3

This month in Cos 3 we have been working on social emotional skills, regulating our emotions, and using our words to ask for a turn.

- Family engagement- salt dough pumpkins
- Painting pumpkins
- Lending library books
- Dance parties (Gross motor)
- Animal sounds
- Alphabet and letter sounds
- Learning sign language
- Getting used to routines, and class schedule

-Kind words and touches

-Climbing exploration on mats and climber

South Main 1

We enjoyed taking a walk in the garden next to our classroom and seeing all the different veggies and flowers that were growing in it. We got to enjoy a nice long walk to the high school. The children were super excited to see the tiger statues that they had. The children used stamps to make pictures. We used balls in a shake box to make art. The children worked on colors and comparing with blocks. We went on a walk and saw a carpenter using a table saw. We played with balls and worked on our throwing and kicking skills. We painted with toilet paper rolls to make circles and balls. We used many different types of painting materials to create art. We also enjoyed having our families in our classroom for our painting pumpkins family engagement. We also enjoyed painting face masks and talking about Halloween safety for our PCM. We also enjoyed sharing our classroom and playing with our friends in SM 2.

South Main 2

We had our family engagement on October 24th. Most families participated and the others brought their activity home. On October 10th, we had the Cortland librarian come and read to the children with bubbles and puppets. We had our parent committee meeting on October 27th. A few families participated and we made colored cat masks. We started labeling our feelings more often. We have been going on long walks around the community. We brought out the dinosaurs and tools, and the children love using their imagination with them. They love to “fix the slid” and anything they can find.

Johnson 1

- Monthly color-Red-created red collages and went on walks to look for red items.
- Focused on problem solving skills, using solution cards
- Friendship skills-buddy activities and group art projects
- Ball study: crumpled paper into balls, tossed balls into baskets, explored ball textures and sizes
- Read Polar Bear, Polar Bear, Brown Bear, Brown Bear and Pat-a-Cake
- Painted pumpkins with families
- Put out “fire” with families using cups and balls for a fire safety activity
- Created pumpkin and leaf crafts

HS Classroom Happenings

October 2025

Johnson 2

- We started our new unit about balls. We talked about how they move and what shape they are
- We invited our families in to paint pumpkins with us
- We worked on the shape triangle and the color yellow

-We have been enjoying baby doll circle time

Johnson 3

Throughout October, our classroom explored a hands-on Box Study that supported creativity and problem solving. We investigated different types of boxes, practiced using positional words, compared size, and engaged in activities such as patterning, nesting dolls, and simple measuring. We encouraged cooperation and turn taking during building projects and helped children practice positive social interactions while using their imaginations.

UPK Classroom Happenings

October 2025

Parker 1

- Science unit: Astonishing Air
- Continued to work on our classroom rules
- The new playground opened
- Picture day was on 10/9
- We had a fire drill on 10/15 and 10/30 and the kids did great
- We had a lockdown drill on 10/21
- We began learning about ourselves-what is different about us and what we need to survive, our 5 senses
- Decorated pumpkins

Parker 2

We played with Dina the Dinosaur. We went on a dragon hunt, a picnic, and voted on which animals we wish we could be. We played with bubbles and got to know all of our friends.

EHS Classroom Happenings

November 2025

ELC 1

We have four children eating baby food now. We have one cruising along the shelves. We have two that are sitting independently and trying to crawl. All are beginning to roll from their belly to their back. We are improving with sleeping in our cribs. One family came to our parent committee meeting. We explored bubbles and loved it. We are growing so fast!

ELC 2

It has been a busy month in ELC 2. We spent a lot of time doing a new, exciting activity—water play in the sensory bin. We spent a lot of time looking out the window, observing the weather changes. The children loved seeing the snow fall. This month we painted the children's feet and made turkeys out of the footprints. For our family engagement we made wreaths with leaves and our family pictures in the middle. We have been encouraging the children to use their words and be gentle when we are playing. We have also been encouraging the children to wait their turn and ask for a toy. We look forward to all the new things we'll learn in the new year!

ELC 3

In November, we focused on naming colors, animals, and peers. We went outside and played in the snow with all our snow gear on. The children love using the slide. The song we sang a lot this month was the turtle song and the children popped an imaginary bubble on

each other's belly. We did sensory play with uncooked rice and pasta for our family engagement.

ELC 4

The theme this month has been "talk with me". We have enjoyed our Fall themed activities, especially playing and exploring with different Fall shaped pastas. We painted turkeys using a new paint tool- sponges! We painted melting snowmen and had a fun time making our own sensory bottles for home. We saw and talked about all the changing and falling leaves and even saw our first snow fall. We enjoyed watching the snowflakes and talking about the cold and snow.

ELC 5

We learned all about containers. We played with our sensory bin using sand and water. We played on the playground and walked outside as much as we could with the cold weather. We enjoyed the gross motor room on the really cold days!

Cosimos 1

This month was filled with a lot of creative learning activities, smiles, and working on our social emotional skills. We did an art activity that allowed the children to explore independently with paint. They used their hands to explore the texture and create their own unique picture. We did some babydoll circle time demonstrating social emotional skills and gentle touches. Teachers brought out new materials to switch out in the classroom. We did a lot of artwork and used/introduced new materials. The children were very interested in music this month. We started using songs during transition periods and playing songs that go along with whatever activity we are doing.

For example, during toothbrushing time we play a toothbrushing song. We had a wonderful month!

Cosimos 2

During the month of November, we did lots of dancing, playing with bubbles, doing art projects and much more. We had our family engagement where we made confetti and had the kids fan it in the air. We decided to do it again another day so that more families could attend. We also had Ruth's PCM where they painted placemats and talked about food safety. We've also gotten our children fully on our routine every day. They are almost at the point where they know what comes next during the day. They still enjoy playing with squigs and trying to stick them on everything. Overall, we had a fun month with our children and they learned so much!

Cosimos 3

This month in Cos 3 we worked our individual skills goals with our new creative curriculum. We also worked on potty training. Half of our children are now using the potty. Our friends have continued to work on their individual self help skills. We have done various Fall art projects...

- bingo dotter turkeys
- paper turkeys with the children's face (family engagement)
- color a placemat (PCM)
- turkey head bands
- melted snowman pictures
- contact paper and tissue paper snowmen
- handprint snowflakes

-name snowmen

South Main 1

The theme from creative curriculum in November was containers. Then children played with different kinds of containers and made shake box art using a container and 2 small balls. For sensory play, they used plastic cups to scoop and dump sand. We did a food activity where the children helped to make instant pudding by following the directions and taking turns. We talked about and created turkeys and as well as what foods we eat at Thanksgiving. The children enjoyed being outside on the playground before winter comes.

South Main 2

This month we worked on demonstrating gentle touches, sharing and using our words to express emotions, wants and needs. We have been doing a lot of hand over hand serving for meal times and the children have started getting more independent with it along with helping fill their water bottles. We made new slime and the children made their own bag of playdough. Everyone chose the color they wanted and mixed it in by squeezing their bag. We brought snow inside and had the children scoop the snow into plastic cups with spoons and we painted the snow. The local librarian came to read and sing some songs with us. She brought puppets, bubbles, music and bells. For our family engagement, we had our families help make turkeys and hot chocolate dip with the children.

Johnson 1

- Monthly color-Red-created red collages and went on walks to look for red items.
- Focused on problem solving skills, using solution cards
- Friendship skills-buddy activities and group art projects
- Ball study: crumpled paper into balls, tossed balls into baskets, explored ball textures and sizes
- Read Polar Bear, Polar Bear, Brown Bear, Brown Bear and Pat-a-Cake
- Painted pumpkins with families
- Put out “fire” with families using cups and balls for a fire safety activity
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HS Classroom Happenings

November 2025

Johnson 2

- We started our new unit about balls. We talked about how they move and what shape they are
- We invited our families in to paint pumpkins with us
- We worked on the shape triangle and the color yellow
- We have been enjoying baby doll circle time

Johnson 3

In November, our class continued exploring a Boxes Study where we learned about different kinds of boxes, their shapes, and the many ways they are used. We practiced observing boxes closely, talked about what we noticed, and compared their sizes, parts, and features. The children also experimented with building using different types of boxes and worked together to see how shapes can stack, balance, and fit. We finished the month with a Thanksgiving turkey craft with families, where the children added feathers showing what they are thankful for. It was a fun month full of creativity, teamwork, and hands-on learning.

UPK Classroom Happenings

November 2025

Parker 1

- We had 2 fire drills
- Learned about families and communities
- Learned about magnets in science
- Heggerty-rhyming words, putting words together and breaking them in half
- Germs-handwashing
- Junk food vs. healthy snacks
- Math-counting and patterns

Parker 2

- Made playdough

- Enjoyed many activities with our practicum students
- We made turkeys with the letters of our names
- We made leaf collages
- We had a puppet show with our friends



Resolution of the Board of Directors

Of

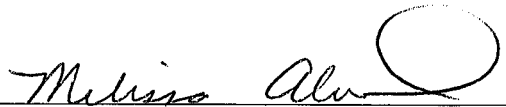
Cortland County Community Action Program, Inc.

Resolution No. 26-01

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed WIC Inclement Weather Policy and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed WIC Inclement Weather Policy,

IT IS HEREBY RESOLVED that on January 22, 2026, the CAPCO Board of Directors approves the WIC Inclement Weather Policy.



Board President or designee

1-22-26

Date

CAPCO – WIC Program Local Policy and Procedure Manual		
Inclement Weather Closure Operations		Updated/reviewed: 12/25
State Policy: N/A	Updated: 12/25	Date Submitted to Regional: 12/25
Federal Regulation: N/A		Dates Approved by RO: 12/23/2025

Purpose

To establish clear procedures and staff expectations during inclement weather, inclement weather days, or partial office closures. This policy ensures continued service delivery, staff safety, and equitable treatment of all WIC staff.

Policy

Effective Annually: November 1 through April 30

1. Inclement weather days are considered regular workdays.
2. When a WIC office is physically closed due to inclement weather, designated staff teams will provide virtual coverage according to the rotation schedule.
3. Flex time or compensatory time is not permitted outside the team-based rotation system.
4. Equity Statement: This policy applies equally to all WIC staff regardless of role, location, or seniority. Responsibilities and expectations are distributed fairly through a team-based rotation schedule.

Procedures

1. Office Closure Determination

- Cortland WIC is physically closed when the Cortland School District closes.
- Norwich WIC is physically closed when the Norwich School District closes.
- Staff will be notified through standard communication channels.

2. Virtual Work Expectations

- All staff are expected to adhere to their regular scheduled work hours during an inclement weather day.
- Staff must remain accessible via phone, email, and Teams during scheduled hours.
- Flex time or altered schedules are not allowed outside the rotation system.
- Complete appointments and documentation promptly.
- Return participant calls by end of day or early the next morning.
- Professional standards and appropriate conduct must be maintained at all times while providing virtual coverage due to inclement weather.

3. Team-Based Inclement Weather Scheduling

- To ensure fairness and balance the workload, virtual coverage during inclement weather days will follow the established late-Monday team rotation.
- Staff scheduled to work late on Monday will serve as the inclement weather coverage team for their site. All other staff will be paid for 7.5 hours and should select “Other” under the Category field, noting “Agency closed due to inclement weather”.
- Staff who are scheduled to work during an inclement weather closure may be permitted to flex those hours to another workday within the same pay period, with supervisor approval, and as appropriate based on scheduled appointments, meetings, and/or trainings. If the inclement weather day falls on the last day of the pay period, the WIC Director will coordinate with the Executive Director to ensure that any approved flex time is communicated to and acknowledged by the Fiscal and Human Resources Departments.
- These staff members will provide virtual services when their assigned site is physically closed.
- Teams will remain consistent with the alternating Monday schedule to ensure predictability and equity.
- The WIC Director and/or Site Manager will maintain a coverage log to ensure fair and consistent implementation.
- **Absence Coverage:** If a scheduled team member is absent, the WIC Director and/or Site Manager will assume their coverage responsibilities.
- **Safeguard Against Overuse:** To promote equitable workload distribution, if the same coverage team is assigned for inclement weather coverage on multiple occasions, the WIC Director and/or Site Manager will review coverage assignments and may consider designating the alternate team as on-call for a subsequent inclement weather event, based on operational needs, staffing availability, and scheduled services.
- **CAI Trainings:** If a CAI training is scheduled, staff must complete it virtually during normal hours and notify the WIC Director of any technical issues.

4. Advance Preparation

- Reduce the next day’s schedule when inclement weather is forecasted.
 - Complete priority appointments the day before if participant availability allows.
 - Convert in-person appointments to virtual when possible.
 - Reschedule non-urgent appointments.

- Complete follow-up tasks early.
- This requirement applies only to the team assigned for that week.
- Supervisors will provide reminders when inclement weather is expected.
- Staff assigned to coverage are responsible for taking home all necessary equipment and materials, including laptops, chargers, and program materials.
- Failure to take home equipment may result in the need to use leave time.

5. Participant Notification and Phone Coverage During Inclement Weather

- Participants are informed of inclement weather closures and alternative contact information through multiple methods.
 - **Cortland County Site:** The site phone system includes a recorded closure message stating that, for the WIC Program, callers should contact the designated WIC cell phone number for WIC appointments and related questions only. While updates to the recorded message require a member of Administration to report to the office, WIC staff will remotely access the Tele-Task system to send participant messages as needed, regardless of whether the recorded message is updated.
 - **Chenango County Site:** Staff have the capability to retrieve voicemail messages remotely using the 3CX mobile application and return participant calls as soon as possible during scheduled work hours. As staff are not able to remotely update the site voicemail greeting, they utilize remote access to the Tele-Task system to send participant messages as needed.
- In addition, CAPCO's Site Manager will place a closure notice on the program's social media platforms to notify participants of service disruptions and provide guidance on how to contact WIC during inclement weather.
- Permanent site phone lines are not automatically forwarded to staff cell phones; however, voicemail access and the dedicated WIC cell phone ensure continuity of communication with participants during closures.

6. Inclement Weather Day Phone Coverage:

- Each site has two WIC-assigned cell phones. The scheduled Inclement Weather team will take home their site's phones when inclement weather is expected.
- Team members will work together to ensure full phone coverage throughout the day, including monitoring calls and returning messages during business hours.
- The team may coordinate among themselves to divide phone responsibilities as needed to maintain timely and consistent participant communication.

IV. Oversight

The WIC Director or designee ensures fair implementation, equitable workload distribution, and continuity of services. Staff concerns will be reviewed promptly to ensure consistent application of this policy.



Resolution of the Board of Directors

Of

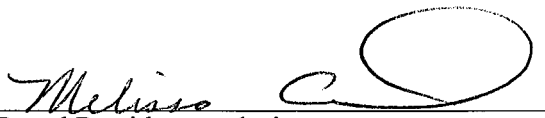
Cortland County Community Action Program, Inc.

Resolution No. 26-02

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed WIC Electronic Communication Policy and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed WIC Electronic Communication Policy,

IT IS HEREBY RESOLVED that on January 22, 2026, the CAPCO Board of Directors approves the WIC Electronic Communication Policy.


Board President or designee

1-22-26
Date

CAPCO - Local Policy and Procedure Manual		
Electronic Information and Communication		Updated/reviewed: 11/21, 12/25
State Policy: 1451	Updated: 8/24	Submitted to Regional: 01/26
Federal Regulation: 18 U.S.C. 1030, 7 CFR §246.2, CAPCO policy		Date of Regional Approval: 01/26

Purpose:

The purpose of this policy is to establish standards for the secure, appropriate, and professional use of electronic communications within the CAPCO WIC Program in compliance with New York State Department of Health WIC Program requirements.

Policy:

1. The CAPCO WIC Program follows the policy guidelines established in the New York State Department of Health (NYS DOH) WIC Program Manual, Policy 1451 Electronic Information and Communication.
2. Consistent with NYS DOH WIC Program Manual Policy 1451, the CAPCO WIC Program adheres to CAPCO’s Personnel Policies and Procedures Manual, including provisions related to electronic communication, electronic device use, information security, and acceptable use standards.

Procedure:

1. CAPCO Responsibility for Electronic Communications: Cortland County Community Action Program, Inc. (CAPCO) is responsible for the electronic communications of its employees and ensures that all electronic equipment, communication systems, and internet services are used securely and appropriately in accordance with NYS DOH requirements and CAPCO policies and procedures.

2. Email Account Creation: The Local Agency Human Resources (HR) Generalist, in coordination with the agency’s contracted IT provider, generates employee email accounts using the standardized format: first name last initial@capco.org

3. Access to Policies and Procedures: Upon hire, each employee is granted access to the Staff Member Page on the Cortland County Community Action Program, Inc. website, which contains CAPCO and WIC Program policies and procedures and are offered a physical copy of the Manual during onboarding.

4. Policy Acknowledgment and Recordkeeping: Employees are required to sign an acknowledgment confirming receipt and understanding of CAPCO and WIC Program policies and procedures. Signed acknowledgments are maintained in the employee’s personnel file in accordance with CAPCO record retention requirements.

5. Account and Record Management:

- The HR Generalist maintains all employee records, including personnel files and electronic access documentation.
- HR maintains a current list of all employee electronic accounts, including access permissions and deactivation status.
- All electronic accounts are deactivated by HR upon an employee's departure from the WIC Program or CAPCO, following a defined process for terminating an employee & access with authorization driven by the Local Agency's Employee Status Form (ESF).

6. Roles and Responsibilities for Electronic Access and Oversight

a. Human Resources (HR)

- Maintaining all employee personnel records
- Retaining administrative access to employee electronic accounts, as necessary, for account management, security, and compliance
- Coordinating the creation and deactivation of electronic accounts
- Ensuring electronic access is removed immediately upon employee separation

b. WIC Director

- Authorizes and manages WIC staff access to electronic systems, user accounts, and social media platforms in accordance with assigned job duties and the principle of least privilege, including maintaining a current and accurate list of all authorized WIC staff names and email addresses with posting or engagement access to WIC electronic communication and social media accounts.
- Completes, submits, and maintains all required access, modification, and termination forms to the Regional Office to establish and maintain staff access to NYWIC, WIChealth.org, and the NYS WIC Resource Hub
- Maintains an accurate and current inventory of all WIC computer equipment and electronic devices to ensure accountability, security, and coverage under agency policies
- Ensures WIC staff compliance with electronic communication, confidentiality, and information security policies and procedures
- Monitors and oversees, along with the Site Manager, WIC social media activity, including posts, comments, and direct messaging, to ensure content is appropriate, secure, and compliant with NYS WIC and Local Agency requirements
- Coordinates with Human Resources and the contracted IT provider regarding system access changes, security concerns, equipment needs, and account deactivation upon staff separation
- Provides and documents required annual Computer Security Training and ensures staff are informed of and acknowledge all relevant policy and procedure updates

c. Contracted IT Provider

CAPCO contracts with an external IT provider to maintain and secure electronic systems and devices. The IT provider is responsible for:

- Installation, maintenance, and monitoring of firewalls

- Installation, maintenance, and updating of anti-virus and anti-malware software
- Secure configuration and maintenance of CAPCO-managed computers and devices
- Supporting system updates, security patches, and technical safeguards

7. Website and Social Media Management

a. Website Management

The Local Agency contracts with an external IT provider to maintain the CAPCO website.

The Executive Director monitors and manages the Local Agency's primary website.

The WIC Director is responsible for the content, accuracy, and oversight of the WIC-specific section of the website.

b. WIC Facebook Social Media Management

This section applies exclusively to the CAPCO WIC Program's official Facebook account.

- The WIC Program works with a contracted marketing company under the direction of the WIC Director and/or Site Manager
- Access to post, comment, message, or manage lead-generation features is limited to authorized staff only
- All activity must comply with NYS DOH WIC requirements, CAPCO policies, and confidentiality standards

c. Monitoring of Social Media Activity

The WIC Director and/or Site Manager conducts regular monitoring of WIC social media posts, comments, and messages to:

- Ensure compliance with program requirements
- Protect participant confidentiality
- Identify and remove inappropriate or unauthorized content
- Ensure timely and appropriate responses
- Monitoring activities and any corrective actions are documented as needed.

8. Computer Security Training

All WIC new hires are required to complete **Annual Computer Security Training** upon hire and annually thereafter.

Training is accessed through the **WIC Resource Hub**.

9. Password and Account Security

- Passwords are created by individual staff members in accordance with CAPCO security standards
- Passwords may not be shared or disclosed
- Employees must safeguard login credentials and report suspected security breaches immediately
- Failure to comply may result in disciplinary action

10. Secure Access and Transmission of Participant Information

- WIC participant documentation may only be accessed using secure devices or accounts that comply with CAPCO policies
- Confidential information must be transmitted securely

- Transmission is permitted only via:
 - Fax with required confidentiality statement, or
 - Encrypted email

11. Prohibited and Restricted Uses

Use of CAPCO or WIC electronic equipment, systems, or accounts is **strictly prohibited** for:

- Illegal, unethical, or unprofessional activities
- Any activity jeopardizing the integrity or legitimate interests of the WIC Program
- Personal use unrelated to job duties (games, travel, recreation, shopping, gambling)
- Circulation of chain letters
- Downloading, viewing, or transmitting threatening, obscene, sexually explicit, or harassing materials
- Solicitation for religious or political causes
- Lobbying activities
- Advertising or promotion of products, services, or activities for personal gain

Violations may result in disciplinary action up to and including termination.

12. Records Retention and Legal Compliance

All electronic messages, documents, and attachments related to WIC Program business are considered **official records** and must comply with:

- WIC record retention requirements
- Confidentiality and privacy standards

Records may be subject to disclosure under the **New York State Freedom of Information Law (FOIL)** or legal or regulatory review.

13. WIC Electronic Communication & Social Media Disclosures

In accordance with WIC Program Manual (WPM) 1451, all Local Agency WIC websites and social media accounts must include the USDA Non-Discrimination Statement (NDS) or a direct hyperlink to the full NDS, as required.

Additionally, all CAPCO WIC social media accounts must display the following disclaimer statement verbatim:

“The purpose of this site is to promote New York State WIC Program services to the community. The viewpoints, opinions, and actions expressed in comments are those of the individuals themselves and may not reflect the opinions and position of Cortland County Community Action WIC Program or its employees. All posts and comments must be reputable and free of bias, advertisement, and political/religious views. Posts or comments with a clear malintent will be deleted, and incorrect information will be corrected.”

The WIC Director is responsible for ensuring that:

- The required **NDS statement or hyperlink** is prominently displayed on all WIC electronic communication platforms, including the Local Agency website and social media accounts.
- The required **social media disclaimer statement** is displayed verbatim on all WIC social media platforms.
- Compliance with these requirements is reviewed periodically and updated as needed to align with current NYS WIC guidance.

Definitions:

- Refer to Acronyms and Definitions in Section 1011



Resolution of the Board of Directors

Of

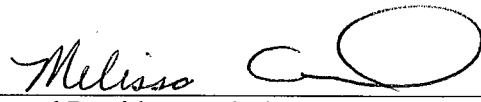
Cortland County Community Action Program, Inc.

Resolution No. 26-03

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed HFNY 2024-2025 4th Quarter Data Reports and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed HFNY 2024-2025 4th Quarter Data Reports,

IT IS HEREBY RESOLVED that on January 22, 2026, the CAPCO Board of Directors approves the HFNY 2024-2025 4th Quarter Data Reports.



Board President or designee

1-22-26

Date

Healthy Families New York / Home Visiting

Summary Of Home Visit Log Activities

Cortland County Healthy Families

Site:

Run For: 09/01/25 - 11/30/25

<-- None -->

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

	Quarter	Contract Period
Total Visits	121	545
Attempted Visits	13	58
Actual Visits	108	487
Average Length of Visit	61 minutes	58 minutes
Visit Characteristics		
Prenatally	15%	9%
Postnatally	85%	91%
Type of Visit: Note: May not equal 100% due to multiple locations		
In PC1's home	78%	73%
In Father Figure/OBP home	0%	0%
Where TC Resides	0%	0%
Out of home	0%	1%
Virtual - Phone	0%	0%
Virtual - Interactive Platforms	12%	15%
Attempted Visits	11%	11%
Group Visits	0%	0%
Location of Out of Home Visits:	0	7
Health care setting	0%	0%
Other service provider's office	0%	0%
Home visiting office	0%	29%
PC1's workplace	0%	0%
Community setting	0%	0%
Other	0%	71%
Who participated in the visits		
Primary caregiver 1	100%	98%
Primary caregiver 2	6%	4%
Biological parent	17%	19%
Father Figure (if not PC2 or biological parent)	0%	1%
Target Child	75%	77%
Grandparent	6%	3%
Target Child's siblings	20%	23%
Other	17%	14%
Father Advocate	0%	0%
Supervisor	2%	2%
Supervisor Observation	2%	1%
Home Visitor engaged in these activities on visit		
Child Development	96%	94%
Parent/Child Interaction (Parenting)	98%	97%
Health Care	89%	87%
Family Functioning	84%	89%
Self Sufficiency	75%	60%
Crisis Intervention	1%	1%
Program Activities	22%	20%
Concrete Activities	23%	36%

Healthy Families New York / Home Visiting

Best Practice Standards Accreditation Evidence

Cortland County Healthy Families

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

Cohort: Participants Served from 09/01/2025 to 11/30/2025

Site:

Case Filters used:

Worker Name	Cases used in this report *	Expected Visits **	Actual Visits	Cases Achieving Score = 3	Cases Achieving Score = 2	Cases Achieving Score = 1	Overall Score	% of cases achieving score 2 or 3
Sierra Babcock	1	2	2	1	0	0	3	100%
Sarah Redenback	8	33	34	7	0	1	2	88%
Kassandra McRidge	6	35	31	4	0	2	1	67%
Katherine Reiner	6	26	23	4	0	2	1	67%
All Workers	21	96	90	16 (76%)	(0%)	5 (24%)	2	76%

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

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

** Rounded Down

Healthy Families New York / Home Visiting
Quarterly Performance Targets for 4 Quarters 9/1/2025 to 11/30/2025
Cortland County Healthy Families

Site: -

Case Filters used:

Contract: -

Health and Development Targets	For the Quarter Ending:			
	2/28/2025	5/30/2025	8/30/2025	11/30/2025
HD1a. Immunizations at 6 months At least 80% of target children will be up to date on ALL 6 month immunizations by 12 months of age. Cohort: Target children between 12 months old and 23 months old that were enrolled before the child turned 6 months old	100% 7 / 7	100% 7 / 7	100% 5 / 5	100% 5 / 5
HD2a. Immunizations at 18 months At least 80% of target children will be up to date on ALL 18 month immunizations by 24 months of age. Cohort: Target children between 24 months old and 36 months old that were enrolled before the child turned 6 months old	100% 6 / 6	100% 8 / 8	100% 7 / 7	100% 6 / 6
HD3. Lead Assessment At least 90% of target children will be assessed for the risk of lead in their environment according to the NYS Health Department's suggested schedule. Cohort: Target children 9 months and older	100% 20 / 20	100% 18 / 18	100% 16 / 16	100% 15 / 15
HD4. Medical Provider for target children At least 95% of target children will have a medical provider. Cohort: All Target children 30 days and older	100% 25 / 25	100% 23 / 23	100% 20 / 20	100% 22 / 22
HD5. Target Child Well Baby Medical Provider Visits by 15 months At least 90% of Target children will have at least 5 well baby visits by 15 months of age. Cohort: Target children 15 months to 21 months of age that were enrolled before the child turned 3 months old	100% 3 / 3	100% 5 / 5	100% 3 / 3	100% 3 / 3
HD6. Target Child Well Baby Medical Provider Visits by 27 months At least 90% of Target children will have 2 well baby visits between 15 and 27 months of age. Cohort: Target children 27 months to 33 months of age that were enrolled before the child turned 15 months old	100% 5 / 5	100% 5 / 5	100% 7 / 7	100% 3 / 3

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

Healthy Families New York / Home Visiting

Quarterly Performance Targets for 4 Quarters 9/1/2025 to 11/30/2025

Cortland County Healthy Families

Site: -

Case Filters used:

Contract: -

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

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

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

** No target children this age in program to calculate

Healthy Families New York / Home Visiting

Quarterly Performance Targets for 4 Quarters 9/1/2025 to 11/30/2025

Cortland County Healthy Families

Site: -

Case Filters used:

Contract: -

Parent Child Interaction Targets	For the Quarter Ending:			
	2/28/2025	5/30/2025	8/30/2025	11/30/2025
PCI2c. Valid CHEERS Check-In Assessments At least 90% of TCs will have 2 valid CCI assessments between the child's second birthday and third birthday. Cohort: Target children that are between 3 and 4 years old and enrolled before they turned 24 months old	100% 3 / 3	100% 4 / 4	100% 4 / 4	100% 6 / 6

Family Life Course Targets	For the Quarter Ending:			
	2/28/2025	5/30/2025	8/30/2025	11/30/2025
FLC1. Employment, Education and Training at target child's first Birthday 50% of families will be enrolled in an education program, job training or job placement program or will obtain employment by the target child's first birthday. Cohort: Families with target children 12 to 18 months old that were enrolled before the child turned 3 months old	100% 3 / 3	100% 4 / 4	100% 3 / 3	100% 1 / 1
FLC2. Employment, Education and Training at target child's second birthday 75% of families will be enrolled in an education program, job training or job placement program or will be employed by the target child's second birthday. Cohort: Families with target children 24 to 30 months old that were enrolled before the child turned 15 months old	80% 4 / 5	83% 5 / 6	100% 3 / 3	100% 2 / 2
FLC3a. Family Goal Plan 85% of families have at least one active goal. Cohort: Active cases that have been enrolled for at least 90 days	100% 25 / 25	95% 20 / 21	100% 21 / 21	95% 21 / 22
FLC3b. Family Goal Plan 100% of families have at least one goal recorded in the past year. Cohort: Active cases that have been enrolled for at least 90 days	100% 25 / 25	95% 20 / 21	100% 21 / 21	95% 21 / 22
FLC4. Family Economic Self-Sufficiency At least 35% of families who reported inadequate/insufficient income at intake will no longer report this need on the target child's first birthday. Cohort: Families under one-step enrollment who reported financial difficulties/insufficient income on the FROG with a target child 1 to 2 years old. Only families that were enrolled before the target child turned 3 months old will be included.	40% 2 / 5	60% 3 / 5	67% 2 / 3	67% 2 / 3

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

Healthy Families New York / Home Visiting
Quarterly Performance Targets for 4 Quarters 9/1/2025 to 11/30/2025
Cortland County Healthy Families

Site: -

Case Filters used:

Contract: -

Family Life Course Targets	For the Quarter Ending:			
	2/28/2025	5/30/2025	8/30/2025	11/30/2025
<p>FLC5. Education of Participants under 21 at Target Child's six month birthday At least 85% of PC1's under 21 at intake and without a high school degree or GED will be enrolled in a degree bearing program or receive a high school degree or GED certificate by the time the Target Child turns 6 months old. Cohort: Target Children 6 to 12 months old and PC1 under 21 years old at Intake without a High School Degree or GED. Only families that were enrolled before the target child turned 3 months old will be included.</p>	** 0 / 0	** 0 / 0	** 0 / 0	** 0 / 0
<p>FLC6. Education of Participants under 21 at Target Child's first birthday At least 90% of PC1's under 21 at intake and without a high school degree or GED will be enrolled in a degree bearing program or receive a high school degree or GED certificate by the Target Child's first birthday. Cohort: Target Children 12 to 18 months old and PC1 under 21 years old at Intake without a High School Degree or GED. Only families that were enrolled before the target child turned 3 months old will be included.</p>	** 0 / 0	** 0 / 0	** 0 / 0	** 0 / 0
<p>FLC7. Referrals for Needed Services At least 75% of enrolled participants with DV, Mental Health, or Substance Abuse issues identified on their assessment will be referred for the appropriate services within 6 months of enrollment Cohort: Participants enrolled from 6 to 12 months with DV, Mental Health, or Substance Abuse issues identified on the assessment</p>	100% 6 / 6	100% 1 / 1	100% 1 / 1	100% 4 / 4

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

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-1.C Referral Source Outcome Summary Report for 9/1/2025 To 11/30/2025

Report Totals

Referrals Total: 13		Screens Total: 5			Engagement Log (Pre-Assessment) Total: 2		Pre-Intake (2-step only) Total: 0		Enrolled Total: 2	
Outcome Not Yet Entered	Closed at Referral	Continued to Screen	Negative	Positive	Offered Services	Closed	Pending	Closed	Pending	
1 (8%)	7 (54%)	5 (38%)	0 (0%)	5 (100%)	4 (80%)	2 (50%)	0 (0%)	0 (0%)	0 (0%)	2 (50%)

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-1.C Referral Source Outcome Summary Report for 9/1/2025 To 11/30/2025

Outcomes by Referral Category

Referral Category Referral Source	Referrals		Screens			Engagement Log (Pre-Assessment)		Pre-Intake (2-step only)		Enrolled
	Outcome Not Yet Entered	Closed at Referral	Continued to Screen	Negative	Positive	Offered Services	Closed	Pending	Closed	
Community based Organization										
CAPCO Family Development	0 (0%)	2 (50%)	2 (50%)	0 (0%)	2 (100%)	2 (100%)	1 (50%)	0 (0%)	0 (0%)	1 (50%)
CAPCO Head Start	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Totals:	0 (0%)	3 (60%)	2 (40%)	0 (0%)	2 (100%)	2 (100%)	1 (50%)	0 (0%)	0 (0%)	1 (50%)
Friends/family										
Family/Friends	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Totals:	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Private Physician and Health Clinic										
OBGYN Associated of Ithaca	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	1 (100%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)
Totals:	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	1 (100%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)
Self-Referral										
CAPCO Family Development	0 (0%)	2 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Self Referral	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Totals:	0 (0%)	3 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
WIC										
CAPCO WIC	1 (33%)	1 (33%)	1 (33%)	0 (0%)	1 (100%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
Totals:	1 (33%)	1 (33%)	1 (33%)	0 (0%)	1 (100%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-1.C Referral Source Outcome Summary Report for 9/1/2025 To 11/30/2025

Outcomes by Referral Category

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

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-1.C Referral Source Outcome Summary Report for 9/1/2025 To 11/30/2025

Outcomes by Referral Source

Referral Source	Referrals		Screens		Engagement Log (Pre-Assessment)		Pre-Intake (2-step only)		Enrolled
	Outcome Not Yet Entered	Closed at Referral	Negative	Positive	Closed	Pending	Closed	Pending	
CAPCO Family Development	0 (0%)	4 (67%)	0 (0%)	2 (100%)	1 (50%)	0 (0%)	0 (0%)	0 (0%)	1 (50%)
CAPCO Head Start	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
CAPCO WIC	1 (33%)	1 (33%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
Family/Friends	0 (0%)	0 (0%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
OBGYN Associated of Ithaca	0 (0%)	0 (0%)	0 (0%)	1 (100%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Self Referral	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Totals:	1 (8%)	7 (54%)	0 (0%)	5 (100%)	2 (50%)	0 (0%)	0 (0%)	0 (0%)	2 (50%)

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-2.B Initial Engagement Process Report for 9/1/2025 To 11/30/2025

Site: <-- All -->

Summary Information

Total # of referrals in the report	Referred with first contact	Referred with NO first contact	Average # of days between referral and first contact	Referred and offered services	Referred and NOT offered services	Average # of days between first contact and offer of services	Average # of days between referral and offer of services
13	12 (92%)	1 (8%)	1	4 (31%)	9 (69%)	29.3	30

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-4.A & B Acceptance Rate and Analysis Report (One-Step) for 09/01/2025 - 11/30/2025

Site: <-- All -->

Case Filters Used: <-- None -->

	Total Not Offered	Total Offered (N)	Enrolled but no First Home Visit	Accepted: Enrolled and has a First Home Visit (A)	Not Accepted: Enrolled and Discharged without a First Home Visit (B)	Not Accepted: Did Not Enroll (C)
Summary						
Totals	9	4 (100%)	0 (0%)	2 (50%)	0 (0%)	2 (50%)
Acceptance Rate - 50%						
Analysis Factors						
Discharge Reason						
Out of Geographical Target	2	1 (25%)			0 (0%)	1 (100%)
Participant Refused	0	1 (25%)			0 (0%)	1 (100%)
Participant Non-Compliant, Unresponsive	2	0 (0%)			0 (0%)	0 (0%)
Program Unable to Locate or Make Contact	2	0 (0%)			0 (0%)	0 (0%)
Referral Outcome has not been entered	1	0 (0%)			0 (0%)	0 (0%)
Target Child Aged Out	2	0 (0%)			0 (0%)	0 (0%)
Inadequate income or no information regarding source of income						
Yes	1	4 (100%)	0 (0%)	2 (50%)	0 (0%)	2 (50%)
Cannot Calculate	8	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Late or no prenatal care						
No	1	2 (50%)	0 (0%)	1 (50%)	0 (0%)	1 (50%)
Unknown	0	1 (25%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)
Yes	0	1 (25%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
Cannot Calculate	8	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Marital status is single, separated, divorced, widowed						
Yes	0	4 (100%)	0 (0%)	2 (50%)	0 (0%)	2 (50%)
Cannot Calculate	8	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
No	1	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
PC1 Age						
21 to 29	2	3 (75%)	0 (0%)	2 (67%)	0 (0%)	1 (33%)
30 and over	1	1 (25%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-4.A & B Acceptance Rate and Analysis Report (One-Step) for 09/01/2025 - 11/30/2025

Site: <-- All -->

Case Filters Used: <-- None -->

	Total Not Offered	Total Offered (N)	Enrolled but no First Home Visit	Accepted: Enrolled and has a First Home Visit (A)	Not Accepted: Enrolled and Discharged without a First Home Visit (B)	Not Accepted: Did Not Enroll (C)
Summary						
Totals	9	4 (100%)	0 (0%)	2 (50%)	0 (0%)	2 (50%)
Acceptance Rate - 50%						
Analysis Factors						
PC1 Age						
18 to 20	2	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Unknown	4	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
PC1 Gender						
Female	4	4 (100%)	0 (0%)	2 (50%)	0 (0%)	2 (50%)
Unknown	5	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
PC1 is under 21 years of age at time of referral						
No	3	4 (100%)	0 (0%)	2 (50%)	0 (0%)	2 (50%)
Unknown	4	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Yes	2	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
PC1 Relation to TC						
Mother	1	4 (100%)	0 (0%)	2 (50%)	0 (0%)	2 (50%)
Cannot Calculate	8	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
PC1 ZIP Code						
13045	2	4 (100%)	0 (0%)	2 (50%)	0 (0%)	2 (50%)
	4	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
13077	1	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
13118	1	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
13803	1	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Primary Language						
English	1	3 (75%)	0 (0%)	2 (67%)	0 (0%)	1 (33%)
Spanish	0	1 (25%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
Cannot Calculate	8	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Referral Source Type						

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-4.A & B Acceptance Rate and Analysis Report (One-Step) for 09/01/2025 - 11/30/2025

Site: <-- All -->

Case Filters Used: <-- None -->

	Total Not Offered	Total Offered (N)	Enrolled but no First Home Visit	Accepted: Enrolled and has a First Home Visit (A)	Not Accepted: Enrolled and Discharged without a First Home Visit (B)	Not Accepted: Did Not Enroll (C)
Summary						
Totals	9	4 (100%)	0 (0%)	2 (50%)	0 (0%)	2 (50%)
Acceptance Rate - 50%						
Analysis Factors						
Referral Source Type						
Community based Organization	3	2 (50%)	0 (0%)	1 (50%)	0 (0%)	1 (50%)
Private Physician and Health Clinic	0	1 (25%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
WIC	2	1 (25%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)
Friends/family	1	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Self-Referral	3	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Trimester (at time of Referral)						
Second Trimester	0	2 (50%)	0 (0%)	1 (50%)	0 (0%)	1 (50%)
First Trimester	1	1 (25%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
Postnatal	2	1 (25%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)
Not Answered	6	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-4.A & B Acceptance Rate and Analysis Report (One-Step) for 09/01/2025 - 11/30/2025

Site: <-- All -->

Case Filters Used: <-- None -->

Case Details

Not Offered Services

PC1ID	Worker	Referral Date	Screen Date	Intake Date	Discharge Date	Discharge Reason
	Deanna Pace	09/15/2025			10/17/2025	Participant Non-Compliant, Unresponsive
	Deanna Pace	10/01/2025			11/14/2025	Out of Geographical Target
	Deanna Pace	10/06/2025			10/06/2025	Out of Geographical Target
	Deanna Pace	10/31/2025				Referral Outcome has not been entered
	Deanna Pace	10/31/2025			12/01/2025	Program Unable to Locate or Make Contact
	Deanna Pace	11/06/2025			11/06/2025	Target Child Aged Out
	Deanna Pace	11/10/2025			11/17/2025	Target Child Aged Out
	Deanna Pace	10/31/2025			12/01/2025	Program Unable to Locate or Make Contact
MS96110411521	Deanna Pace	09/04/2025	10/06/2025		10/06/2025	Participant Non-Compliant, Unresponsive

Accepted: Enrolled and has a First Home Visit

PC1ID	Worker	Referral Date	Screen Date	Intake Date	Discharge Date	Discharge Reason
HL04110412472	Deanna Pace	10/31/2025	12/04/2025	12/04/2025		
TR96110411839	Deanna Pace	09/29/2025	10/14/2025	10/14/2025		

Not Accepted: Did Not Enroll

PC1ID	Worker	Referral Date	Screen Date	Intake Date	Discharge Date	Discharge Reason
LA00110411991	Deanna Pace	09/22/2025	11/04/2025		11/04/2025	Out of Geographical Target

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-4.A & B Acceptance Rate and Analysis Report (One-Step) for 09/01/2025 - 11/30/2025

Site: <-- All -->

Case Filters Used: <-- None -->

SS93110411989	Deanna Pace	10/06/2025	11/03/2025	11/03/2025	Participant Refused
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Healthy Families New York / Home Visiting

Cortland County Healthy Families

Capacity Building (One-Step)

Current situation as of the report end date (11/30/2025):

Capacity (100%)	84
Current Enrollment	24
% of Capacity	29%
Number needed to enroll to reach capacity (100%)	60

Most recent three months of information:

	September 2025	October 2025	November 2025
Referrals	4	7	2
Positive Screens	2	2	2
Families with at Least One Engagement Log	1	1	0
Enrolled Families	1	1	0
Discharged Families	0	1	0

Time period (09/01/2025 - 11/30/2025):

Referrals	13
Positive Screens	6
% of Referrals with Positive Screens	46%
Families with at Least One Engagement Log	2
% of Positive Screens with at Least One Engagement Log	33%
Enrolled Families	2
% Enrolled of Referrals	15%
% Enrolled of Positive Screens	33%
% of Families with at Least One Engagement Log that Enrolled	100%
Retention Rate at One Year for Participants Enrolled between 12/01/2024 - 02/28/2025	0%
Discharged Families	1

Strategic plan to reach capacity:

	In 0.75 months	In 1.5 months	In 3 months
Minimum number of referrals per month	**	**	**
Minimum number of positive screens per month	**	**	**
Minimum number of families with at least one engagement log per month	**	**	**
Minimum number of enrollments per month	**	**	**

** = Cannot calculate, see documentation for more details

Healthy Families New York / Home Visiting

Best Practice Standards Accreditation Evidence

Cortland County Healthy Families

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

Cohort: Best Practice Standards Accreditation Evidence from 09/01/2025 to 11/30/2025

Site:

Worker Name	Supervisor Name	Number of expected supervision sessions	Number of allowed excused supervisions	Adjusted number of expected supervisions	Number of acceptable reflective consultation group meetings	Number of acceptable supervisions	% of acceptable supervisions this period	HFA rating	FTE
McRidge, Kassandra	Babcock, Sierra	12	0	12	0	12	12 (100%)	3	Full time
Redenback, Sarah	Babcock, Sierra	12	0	12	0	11	11 (92%)	3	Full time
Reiner, Katherine	Babcock, Sierra	12	0	12	0	12	12 (100%)	3	Full time

HFA BPS Rating: 3

BPS Rating:

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

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

Cortland County Healthy Families

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

Cohort: Best Practice Standards Accreditation Evidence from 09/01/2025 to 11/30/2025

Site:

Staff Members on leave during report period

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

BPS Rating:

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

Healthy Families New York / Home Visiting

Cortland County Healthy Families

Aggregate Counts Report

From: 09/01/2025 to 11/30/2025

Case Filters Used: <-- None -->

	In Period		Since Program Inception	
Screens				
Positive	6	(100%)	504	(100%)
Negative	6	(100%)	461	(91%)
	0	(0%)	43	(9%)
Parent Surveys				
Positive	0	(100%)	145	(100%)
Negative	0	(0%)	144	(99%)
Father present at assessment	0	(0%)	1	(1%)
	0	(0%)	32	(22%)
FROG Assessments				
Father present at assessment	2	(100%)	67	(100%)
	0	(0%)	13	(19%)
Enrollment				
New Enrollments				
Prenatal	2	(100%)	165	(100%)
Postnatal	2	(100%)	108	(65%)
	0	(0%)	57	(35%)
Served	28		165	
Target Children born	2		138	
Other Target Children served	24		0	
Other children served	28		101	
Active at end of period	24		24	
Home Visits				
Completed Home Visits	121	(100%)	5,832	(100%)
Attempted Home Visits	108	(89%)	4,985	(85%)
Virtual Phone Visits	13	(11%)	847	(15%)
Virtual Interactive Visits	0	(0%)	749	(13%)
	14	(12%)	1,623	(28%)
Families with at least one Home Visit	26		160	
Families with Other Biological Parent or Father Figure participating in at least one visit	7		93	

Healthy Families New York / Home Visiting

Cortland County Healthy Families

Aggregate Counts Report

From: 09/01/2025 to 11/30/2025

Case Filters Used: <-- None -->

Home Visits prior to enrollment

0

29



Resolution of the Board of Directors

Of

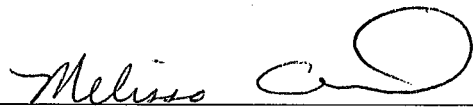
Cortland County Community Action Program, Inc.

Resolution No. 26-04

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed HFNY 2024-2025 Annual Service Review and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed HFNY 2024-2025 Annual Service Review,

IT IS HEREBY RESOLVED that on January 22, 2026, the CAPCO Board of Directors approves the HFNY 2024-2025 Annual Service Review.



Board President or designee

1-22-26

Date

cortland county healthy families



**healthy families
new york**

An Affiliate of Healthy Families America™

a program of the Community Action Program of Cortland County

2024-2025 Program Year

Annual Service Review
Presentation 1/9/26

Meet The Healthy Families Team!

Healthy Families
certified agency

Deanna P
 Program Manager

I've worked and have been working at CAPSIT since 2009. I started in the HFC program.

I work with the most amazing team and consider it an honor to be able to meet them in their work.



Program Supervisor
Serra Rubenok



About me:
 I am a full time mom
 I have two beautiful children
 I am a pet lover
 I love being outdoors with nature
 and my dog

It is so fun to be able to help
 families in their home.



Hilm Sarah

I love to travel and explore new places. I love being the first to try something new with my family.

I am a full time mom and I love being able to help families in their home.

My favorite quote is "The more grateful I am, the more good I see".



Lori Joseph

I was a nanny for eight years.

I love animals
 I grew up in Homer

I love all aspects of this job, but my favorite part is getting to connect with families and getting to know them and their children.

I have been an FRS/FSS for three years.



-My name is Kassandra M (Kassi)

-I'm a boy Mom!

-I was a teacher before I became a Family Support Specialist.

-I was born and raised in Virgil, New York.

-I love art, hiking, sudoku, and learning about life.

-My favorite quote, "The more grateful I am, the more good I see"



Katie Reiner

I started working with Healthy Families in April 2025. I love spending time outside and going on hikes.

I love traveling, and exploring new cities.

My favorite thing about my job is being able to work with families, and help people grow with their children.




Eligibility, Service Area, and Capacity.

BPS 1-1A*

*denotes an area required for
review by Advisory Board

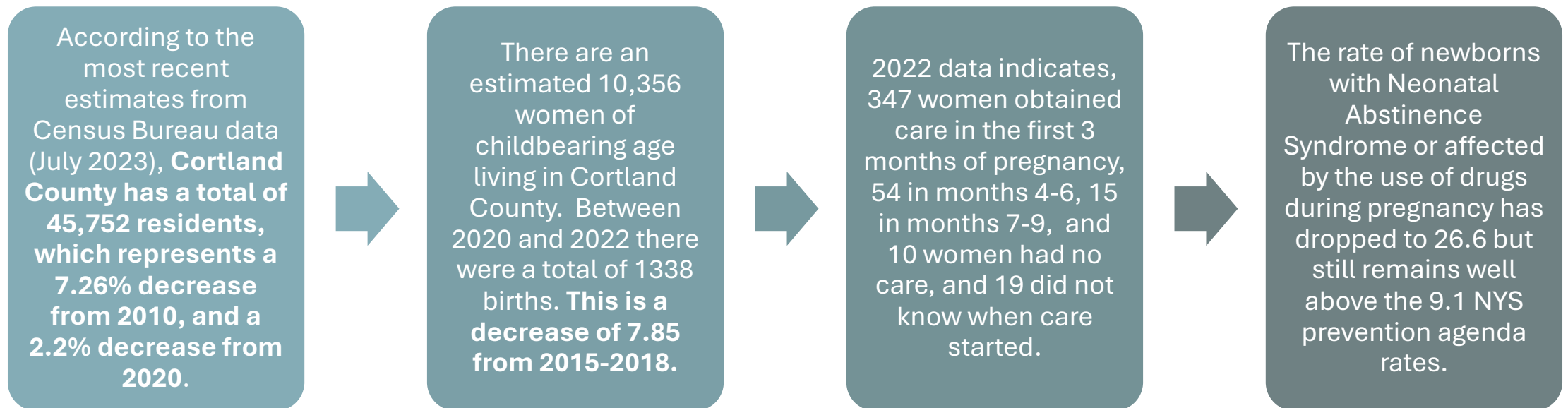
Healthy Families New York (HFNY), as a multi-site system, has established specific criteria to allow individual sites to identify families who may be most in need of or benefit from intensive home visiting services. Services are typically targeted to communities that have high rates of teen pregnancy, infant mortality, public assistance support, and late or no prenatal care.

HFNY sites use a screening tool to determine eligibility of expectant parents and parents with an infant less than 3 months of age. A screen is positive if any of the following are true: marital status is single, separated, divorced, or widowed; late, no, or inconsistent prenatal care; inadequate income or financial concerns; the expectant or new parent is under age 21; or the first three screen items are all unknown. Parents who screen positive are considered eligible for intensive home visiting services and contacted by HFNY staff. These families are then offered services and given an opportunity to enroll in the program.

The service area for Cortland County Healthy Families, part of the Community Action Program of Cortland County (CAPCO), covers all of Cortland County. The program is contracted to serve 84 families.

Our Annual Program Demographics report indicated that our enrolled families mirror census data for our county (slides below). Comparing this information to the demographics of our area, there is no need to change the target population.

BPS 1-1 A – Target Population *



*denotes an area required for review by Advisory Board

Issues Facing the Community

BPS 1-1A *

*denotes an area required for review by Advisory Board

Child Welfare – Cortland County MAPS reports from 2024 indicates decreases in the number of reports. Foster care admission increased by 11.75% over 2023. The percentage of children that were discharged and then returned to foster care within 24 months was 13.2% (compared to 9.9% in comparable counties).

Education - According to NYSED, enrollment in local schools has decreased 7.68% by 216 students compared to the previous year. High school graduation rates in Cortland County decreased to 83.64%. 9.68% of high school students dropped out which is double the NYS average. 15% of students enrolled in grades K-12 have disabilities, and 54% are considered economically disadvantaged (no change from the previous year).

Homelessness - One of the largest groups to see an increase in homelessness are students in the county. Per NYSED 2024-2025 data 100 students in the county are homeless (62 Cortland City School District, 25 Homer). Cortland County continues to see a dramatic increase in the number of residents that are unhoused. The 2024 Point in Time Count for Binghamton, Union Town/Broome, Otsego, Chenango, Delaware, Cortland, and Tioga Counties jumped 66% from 2022 .

Public Benefits - Per Feeding America, 6170 individuals in the county were Food Insecure during 2023 and increase of 35% over 2021. Cortland County Healthy Families program data for those enrolled in the 24-25 contract year show 4% of families receive TANF, 36% receive SNAP, 84% receive WIC and 91% of target children have Medicaid.

Medical Care, Mental Health and Substance use - BPS 1-1A*

- 71% of families who were assessed for services by Cortland County Healthy Families during the 24-25 contract year indicated they were currently experiencing or had a history of mental health issues, no families indicated a history of or current substance use issues.
- In 2023, 401 individuals with Medicaid in the county received emergency mental health care. 1604 were served by an OMH licensed Clinic or specialty provider, and 160 individuals had inpatient psychological stays. Staff made 36 referrals for mental health services during the 24-25 contract year.
- Lower rates of medical providers in the area make receiving regular preventive or emergent care difficult. The ratio of providers to residents has decreased by about 7.25% from 2020. Staff continue to report families are reporting lengthy delays in getting appointments with their provider. In some cases, experiencing a wait of three months or more to be seen for a non-emergency situation.

*denotes an area required for review by Advisory Board



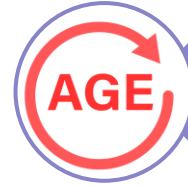
1-1 C Referral Outcomes*

In the 2024-2025 contract year we received referrals from 14 different sources.

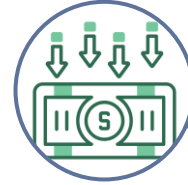
Referral Source	Total Referrals	Positive Screen	Enrolled
WIC	16	7	6
Private Physician Cortland County	25	17	2
FB/Self Referral	7	2	0
Family/Friend	1	1	0
Guthrie/Hospital	7	5	1
Cortland County CPS	4	3	2
CAPCO Head Start	1	0	0
Private Physician Out of County	4	2	1
CAPCO Family Development	4	2	1
UHS Chenango Memorial Hosp.	1	1	1
Cortland County SPOA	1	1	1
Total	71	41	15

*denotes an area required for review by Advisory Board

Positive Screens



7 families (15%) were under 21 at the time of referral



24 families (51%) had inadequate income



15 families (32%) had late or no prenatal care

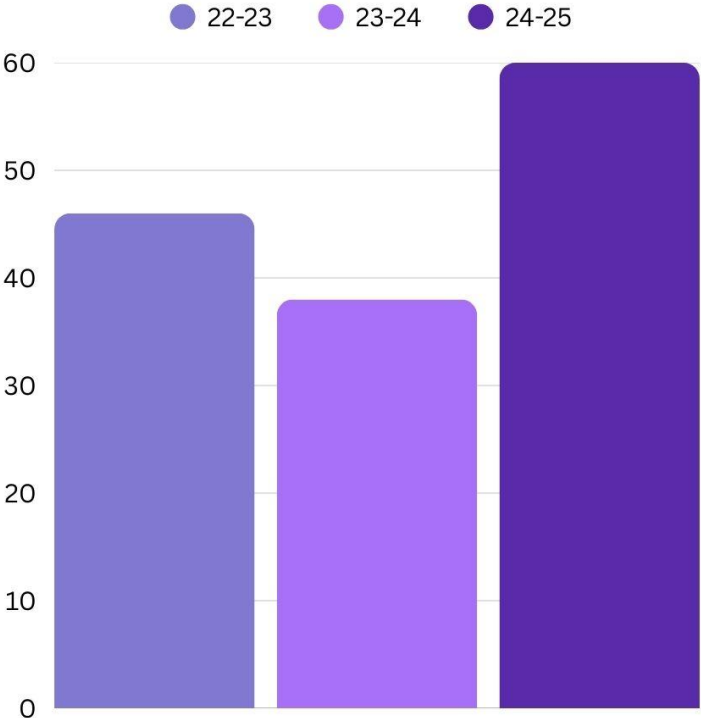


33 families (70%) had a marital status of single, separated, divorced or widowed

Of the 71 referrals we received during the contract year, we were able to complete 47 screens. 87% of these screens were positive and we offered services to 53% of those families.

Acceptance Rate 1-4 A

One Step Enrollment Acceptance Rate Comparison 2022-2025

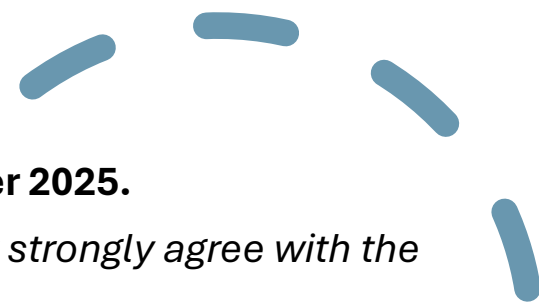


We ended the year with a **60%** acceptance rate, compared to 39% last year. During the year, 25 (100%) families were offered services with 15 (60%) enrolling and having a first home visit, and 10 (40%) not accepting services.

Retention - 3-4 A

Retention reports measure families who are still receiving services one year after they enroll. HFNY retention goal at 1 year is 50%. During the 24-25 program year 87% of families were still enrolled at 3 months, another 60% were still enrolled at 6 months and 47% were still enrolled at 12 months. Factors leading to increased retention include:

Factor leading to retention at 1 year	Discharged by 3 months	Discharged 3-6 months	Discharged 6 -12 months	Retained at End
D- Married	1 (14%)	1 (14%)	1 (14%)	4 (57%)
D- 2 or more prior children	0	0	1 (20%)	4 (80%)
D -More than 12th Grad Ed	1 (12%)	2 (25%)	0	5 (63%)
P -Received at least 20 home visits	0	0	1 (12%)	7 (88%)
P -2nd Trimester at Enrollment	1 (25%)	0	0	2 (75%)
P -Referred by WIC	0	0	0	3 (100%)
S - FROG Score 10+	2 (15%)	3 (23%)	2 (15%)	6 (46%)



Staff Feedback on Equity Plan Topics

Anonymous Data collected in November 2025.

100% of staff responded that they agree or strongly agree with the following:

- My supervisor helps me determine ways to work with challenging families and situations, I have opportunities to reflect on the way my work impacts me and to share my ideas, the program supports me in honoring the cultural beliefs and traditions of the families I am assigned without compromising my own beliefs and traditions
- The program values a strengths-based approach to working with families,
- The materials I share are interesting, easy to understand and help encourage positive PCI.

Areas where staff responses split between agree, strongly agree or neutral:

- I receive training on topics unique to specific cultures. curricula, handouts, and materials are available to represent the race, ethnicity, and language of the families I work with, communication with families is conducted in the family's primary language, in a language they understand or through an interpreter.

24-25 Exit Surveys Data from families who left the program

Families did have the opportunity to share their name if they wanted to, otherwise they remained anonymous. Response to surveys has been exceptionally low for a number of years and results in difficulty in identifying areas of growth. A total of 4 Participant Exit surveys were received for the 2024-2025 contract year.

- 50% - no longer needed services, 75% too busy to participate. 25% - program not what they expected
- 100% of families said their home visitor made them feel comfortable or very comfortable.
- 50% found the program helpful.
- Half of families felt visits happened too often and 50% of families felt that their visits were about the right length of time.
- 50% said they found curricula and activities to be helpful, 25% said they handouts and activities were interesting, 25% did not find them helpful, and 25% indicated their home visitor did not provide activities or handouts (this family would only accept virtual home visits).

We also asked families what changes could be made to improve the program, one family said they had two different home visitors (due to staffing changes) and the first kept visits shorter, was flexible and provided helpful information. Their second home visitor brought activities that were too advanced for my child's age. Another family stated they thought it would be a parent group with optional meetings. All parents said they would recommend the program to others.

24-25 Participant satisfaction surveys were received for the 2024-2025 contract year.

- 100% of families indicated that their home visitor spends enough time with them and that their home visitor brings parent child interaction activities to most visits (up from the previous year).
- 100% of families responded yes when asked if: their home visitor respected the families' background, culture, or beliefs, up from the previous year).
- 100% of families responded yes when asked if their home visitor respected their parenting style up from the previous year).
- 100% of families responded yes when asked if their home visitor shares info that allows you to decide what is best for your child (up from the previous year).
- 100% of families indicated their home visitor spoke in a language they understand.
- 86% of families responded yes when asked if their home visitor provides materials that represent your race, language, and ethnicity (about the same from last year)
- There was an increase in the number of skills parents identified that had improved since they began working with the program.

Participant Feedback on Equity Plan Topics



25-26 DEIB Plan *

*denotes an area required for review by Advisory Board

Describe area of opportunity for growth or improvement	Source of information	Strategies to address this area	Timeline for implementation	Dates and implementation notes (lessons learned, revisions, feedback)
Including all Parents/Caregivers in services	12/20/24 Staff meeting, data reports from HV logs	Continue participating in Fatherhood Conference Calls. Explore new materials or curricula that are inclusive of all parents/caregivers. Brainstorm in team. Regularly Review Data, and brainstorm in team meetings.	By the end of the program year.	Family Strengthening Institute (Si, Sa, L) Fatherhood Conference Calls GGK Engage??? 9/22 (Si, SA, Kas, Kat) 11/30/25 Staff wish to continue working on this as part of our HFNY Fatherhood Initiative Strategy for 25-26
Address barriers to Mental Health/ Substance Use Disorder treatment and distrust of advice from l providers	11/22/24 Staff meeting, data from FROGS/HV and target population stats	Learn more about local providers and additional support that may increase access to services. Network with other staff related to reducing barriers to care. Work with staff to ensure they are staying within the boundaries of their role. Provide ongoing support in supervision.	By the end of the program year.	Parenting Pressures Surgeon General MH & Wellbeing of parents 3/12 (D) Paternal Mental Health 10/5 (All except L) GGK Rise (Kas, Kat) All Staff Day Skid Row to CEO 8/20 11/30/25 Staff wish to continue working in this area for 25-26
Site will complete a Formal Self-Assessment tool related to DEIB	HFA BPS	Have staff complete the “Complequity Organizational Assessment Tool” from Solid Fire Consulting. Use OEQ to explore areas for improvement. Define strategies to continue areas of strength.	Ongoing – by the end of each program year	11/30/25 All staff have completed the tool for the 24-25 year
Support children and families with special needs	Staff Meeting	Learn more about service available for children with special needs, conduct outreach to and better partner with local EI	By the end of the program year	
Presenting and providing materials and information to respect family background, culture, beliefs, and parenting styles	Staff meeting, data from staff and family surveys	materials brought to home visits are representative of family background and culture. Utilize strength-based approaches when sharing information or clarifying statements. Continue training to support this.	By the end of the program year	

Performance Targets and Indicators




OVER THE COURSE OF THE 2024-2025 CONTRACT YEAR, WE MET 18 OF 21 TARGETS IN ALL 4 QUARTERS, COMPARED TO LAST YEAR WHEN WE MET 14 OF 21 TARGETS IN ALL 4 QUARTERS.



CORTLAND COUNTY HEALTHY FAMILIES MET 13 OF 16 PERFORMANCE INDICATORS FOR THE MOST RECENT MEASUREMENT PERIOD FOR THE SIGNATURE MODEL. THIS EXCEEDS THE NYS GOAL TO MEET AT LEAST 50% OF INDICATORS.

Service Provider Selection - 9-4



100% Staff
Retention in
24-25

In November of 2025, we asked our six staff members to complete a satisfaction survey and had a 100% response rate. Most questions had an answer scale of 1-5 with a 1 meaning strongly disagree and a 5 meaning strongly agree. 100% of staff members rated the following questions strongly agree (5):

- Training is available on a variety of topics
- I feel supported by my direct supervisor
- My direct supervisor recognizes my accomplishments,
- I have opportunities to reflect on my work and its impacts
- my supervisor helps me with challenging situations
- I receive enough paid time off
- I have opportunities to share my ideas, my skills and abilities are utilized
- I have a good relationship with my coworkers
- I have opportunities to learn and grow

Standard 10 and 11- Training

Cortland County Health Families staff participated in a wide range of professional development this year. Learning opportunities were made available throughout the year. This was based on feedback from a staff survey specific to training, family surveys, and observations in supervisions.

Training included: DEIB/Cultural Humility, Child Abuse Neglect, GGK Engage, GGK Cultivate, HFNY Family Strengthening Institute, Immunization Ambassador, Certified Lactation Education, and mini trainings in CHEERS, Family Goal Plans, Parent Child Interaction + More!

Program Highlights!

Staff shared the following regarding success that occurred in the year 2024-2025 contract year

Hiring of two new staff members to fill vacancies from the 23-24 program year

100% staff retention for the 24-25 program year

We were able to begin offering regularly scheduled parent groups again in coordination with the Breastfeeding Café at our agency's WIC office.

Achievement of both of our CQI Goals.

Maintained a home visit rate of 75% or higher in all four quarters.

In the 2024 - 2025 contract year the program met all Health and Development targets in all 4 quarters, all Parent Child Interaction targets in all 4 quarters and 7 of 8 Family Life Course Targets in all four quarters.

Met 13 of 16 indicators (81.25%) and 15 of 16 indicators (93.75%) in the previous cycle ending 3/31/25 for a signature model program.

Built strong relationships with families who were served by another staff member while they were out on family leave.

Seeing parents and children have fun, build confidence and skills while completing PCI activities.

A parent who had been resistant to setting a new FGP for over well over a year not only set a new goal but achieved it and has started another goal.

Families with very rigid ideas of what parenting should be like have become open to new ideas.

Having consistent supervision and supervisors who are available outside of those hours along with professional development helped staff members to grow in their skills.

What we have learned on the job we can take home to support ourselves and our own families

Governance and Administration*

*denotes an area required for review by Advisory Board

CCHF Advisory Board Members 2024-2025

Loriann Spatola Davis

Program Director CAPCO WIC - Professional

Judy Gallow

Clinical Nurse Educator, OB Unit Nurse Manager - Professional

Jennifer Geibel

Program Director CAPCO Early Childhood Education

Trudy Happel

Family Services Coordinator, CAPCO Head Start/Early Head Start - Professional

Nichole Lent

Senior Caseworker Foster Care Preventative Unit, Cortland County CPS - Professional

Melanie Phillips

Guthrie Cortland OB Unit Nurse Manager – Professional

Brandy Strauf

Family Development and Program Director for Cortland County Healthy Families - Professional

Deanna Pace

Program Manager, Cortland County Healthy Families – Professional

Sierra Babcock

Program Supervisor, Cortland County Healthy Families – Professional

Areas for Growth



1) CONTINUE ACTIVITIES IN OUR OCFS PIP FOR CAPACITY BUILDING AND FGP INITIATION IMPROVEMENT.



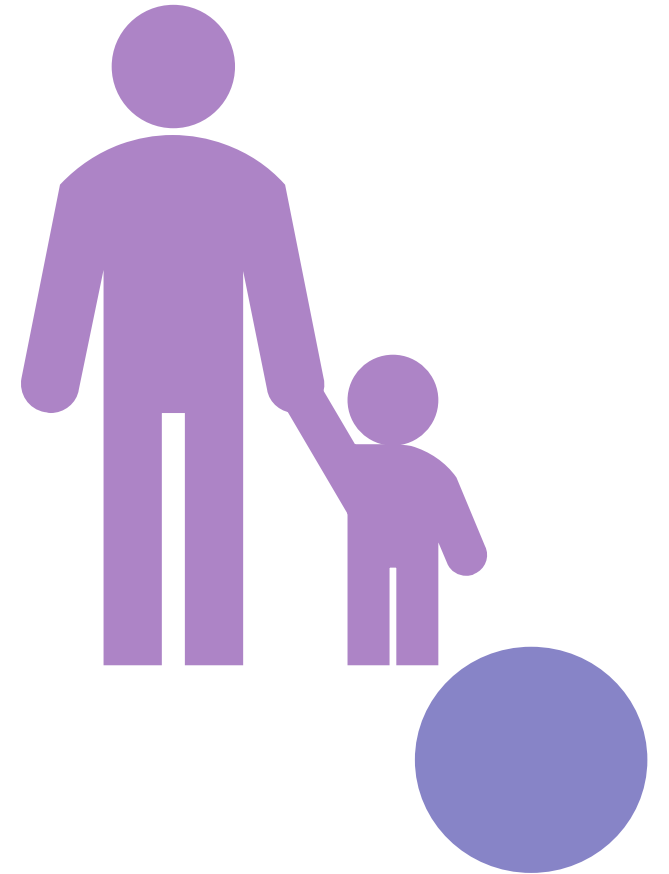
2) FINALIZE DETAILS FOR 2 NEW CONTINUOUS QUALITY IMPROVEMENT PLANS. AT LEAST ONE WILL BE RELATED TO RETENTION OF FAMILIES.



3. IMPLEMENT EQUITY PLAN ACTIVITIES



4. IMPLEMENT OTHER STRATEGIES IN ASR TO INCREASE ENGAGEMENT, IMPROVE ACCEPTANCE AND RETENTION RATES, RECRUIT ADDITIONAL ADVISORY BOARD MEMBERS.



Members present: Kellie Givens, Doug Bentley, Melissa Alvord, Ella Diiorio

Staff: Greg Richards, Brandy Strauf. **ProNexus:** Kim Schmitt

Meeting called to order at 8:30 AM.

Agency: Greg discussed accounts payable and receivable reports, sharing that both were current. The Bonadio Group conducted preliminary fieldwork for the 2025 audit during the week of December 8th. At this time, it is unclear whether more than one single audit will be required. The formal audit is scheduled for April.

We are addressing challenges related to year-end census reporting for our new 401(k) plan. We were unable to implement auto-escalations for the first payroll of the year. American Trust has assured us that this is not an issue. While this may appear during an audit, we have confirmation that it will be explainable as part of the transition process.

We are currently using NetSuite to do purchase orders and ProNexus is preparing the system for staff to begin running reports. There is a training for Directors to learn how to run financial reports in the system on Friday 1/16/26.

Early Childhood Development: Kristi and Jenn are working on year 3 continuation grant. In June we will start year three of the five year grant. They require a continuation grant each year of the contract. The big change to the grant this year is the increase to the administrative budget. They are going from 11% administrative rate to 14% administrative rate align the rate with our other grants. We expect that grant budget to be ready for next month's meeting for review.

Healthy Families' transition has been seamless largely due to the meeting and planning of all staff.

UPK funding appears solid. We are down slightly in revenue due to two open spots but also down slightly in expenses due to staffing which offsets the revenue shortfall. There are currently no 4-year-olds on the UPK waitlist. We will fill the slots as timely as possible.

Energy Services Department: The DOE budget has been approved, and our contract has now been received, signed, and finalized. With this, we have both NYS HEAP and DOE funding to replace what was traditionally our W AP grant. The combined funding is significantly higher.. The increase in funding creates some production challenges, we are now expected to complete 119 units. The team is working on braiding funding together to meet the new target.

We have been finalizing budget and administrative requirements for the Healthy Homes Production grant, administered through the Cortland County Department of Health. Work is expected to begin in February.

Family Development Program: CSBG unaudited financials have been approved by Department of State. We received our CSBG advance payment and recently submitted our 20% voucher for the 25-26CSBG grant cycle.

We were notified yesterday that the federal administration stopped funding to a \$1.9 billion of SAMHSA grants across the country. The County's SAMHSA grant, in which we are a sub-contractor, was one of those grants. We do not know the legality or what the repercussions will be, but we do know that we are not able to voucher beginning yesterday, 1/14/2026. This impact on CAPCO is loss of funding for 1 full-time staff and 10% of the director's salary. Brandy and Greg have looked at the budget and because we filled this role with a current staff member and did not back fill the positions, the budget will remain solid & the Family Advocate position can be restored.

WIC Program: New contract started October 1, 2025. They are using their CNY Community foundation grant to offer childbirth classes. Looking to put in Mother Cabrini Health Foundation RFP to buy a WIC mobile unit. This grant opens in April, more to come on that process and Lori works through the grant process.

Financial Statements: Kim reviewed November Financial reports and shared that reports are as expected nothing unusual. Looking forward to new reports coming out of NetSuite. Staff have started doing PO's and Journal entries in NetSuite. NetSuite financial report training happening 1/16/2026.

Motion to accept the November 2026 Financial Statements made by Doug Bentley, 2nd by Kellie Givens. Motion carried.

2026 Administrative Budget: Greg explained what makes up the administrative budget with the largest expense being personnel, which includes administrative staff and building and maintenance staff. In addition, there is a large amount in building and maintenance expenses covering supplies and unplanned expenses that come up. Contractual expenses are largely the cost for ProNexus. There is a significant increase in the budget this year largely due to the loss of the CDPAP program & the movement of most building/maintenance expenses into the budget. The budget shows a small surplus, this is a safety guard in the case the programs do not spend their entire contract, which would decrease the amount of administration that they would pay. Greg shared that he worked with ProNexus to ensure that they landed on an administrative rate that would cover expenses and not put too much strain on programs.

Motion to approve the 2026 Administrative Budget made by Doug Bentley, 2nd by Ella Diiorio. Motion carried.

There being no further business, meeting adjourned at 9:31 am.



FINANCE COMMITTEE REPORT
SUMMARY of November 2025 FINANCIAL STATEMENTS
January 15, 2026

AGENCY

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

The Bonadio Group conducted preliminary fieldwork for the 2025 audit during the week of December 8th. At this time, it is unclear whether more than one single audit will be required. WIC was selected for a single audit this year based on the size of the grant, and any additional single audits will be determined after the December 2025 closeout. The formal audit is scheduled for April, and we are working diligently to stay on track to deliver a finalized audit by July.

We are currently addressing challenges related to year-end census reporting for our new 401(k) plan with American Trust. This process is new to us, and we've worked closely with their team to resolve discrepancies stemming from the transition from Mutual of America. As a result, we were unable to implement auto-escalations for the first payroll of the year. American Trust has assured us that this is not an issue, given the administrative corrections required on their end and the fact that we are new to the platform. While this may appear during an audit, we have confirmation that it will be explainable as part of the transition process.

The NetSuite transition continued through year-end. We are now actively using the new Purchase Order module, and Kim and the team have been working diligently to complete the transition while closing out 2025. This week, we will begin learning the reporting features, which should mark the completion of the major steps in the transition.

The 2026 Administration Budget is included in this month's package for review and approval. The budget reflects revenue generated by applying a 14% de minimis rate to most of our grants. This adjustment is necessary due to the loss of CDPAP in 2025 and the need to incorporate most building and maintenance functions into the Administration budget. All programs have updated their grant budgets accordingly, and the proposed budget anticipates building and maintenance costs, including staffing.

EARLY CHILDHOOD DEVELOPMENT

We filed our semi-annual SF-425 for our current 2024-2025 HS/EHS grant.

Jenn and Kristi are working closely with Kim and the ProNexus team on the grant and budget for Year 3 of our grant, which begins June 1. The grant submission is due in March and is expected to come before the Finance Committee for review and approval in February. The new budget will include an increase in the administrative de minimis allocation to 14%, aligning this rate with our other federal awards. This adjustment will require the program to review expenses and identify potential reductions, a process we are actively working through.

The ECD department officially welcomed the Healthy Families into the fold as of December 1st. We submitted and received payment on our final voucher for the 24-25 contract.

UPK enrollment is currently down by two open slots. We are actively advertising these openings; however, the Cortland City School District does not have any 4-year-olds on a waitlist to fill them. This affirms our changes in program scope over the past few years and confirms our current enrollment trends. Nevertheless, these openings directly impact revenue, and we remain committed to filling them as soon as possible. From a budget perspective, the revenue shortfall may be partially offset by reduced staffing in UPK classrooms and the use of temporary and substitute positions.

ENERGY SERVICES DEPARTMENT

The DOE budget has been approved, and our contract has now been received, signed, and finalized. With this, we have both NYS HEAP and DOE funding to replace what was traditionally our WAP grant. The combined funding is significantly higher, totaling over \$1,450,000—including \$725,000 from each grant and \$68,000 in Weatherization Readiness Funding. While this increase in funding is positive, it also brings production challenges, as we are now expected to complete 119 units (62 under HEAP and 57 under DOE). These challenges are compounded by delays in contracting and funding, leaving us with a shortened production cycle through August instead of the traditional 12-month timeline. To help meet these goals, we have the ability to “braid” jobs—using both grants on a single unit and counting it as two units—which will assist in achieving production targets.

We are nearing the start of work under the Healthy Homes Production grant, which focuses on lead, radon, and mold abatement. This grant is administered through the Cortland County Department of Health. Over the past several months, we have been finalizing budget and administrative requirements while ensuring our Program Manager completes all necessary training and certifications. Work is expected to begin in February.

FAMILY DEVELOPMENT DEPARTMENT

Our Unaudited Financials for the last program year were officially approved with no issues or corrections from the Department of State. We received our CSBG advance payment and recently submitted our 20% voucher for the 25-26CSBG grant cycle.

Brandy has led the transition of the HFNY function to ECD, including completing the final voucher for the 2024–2025 grant cycle. Her role has expanded to include administrative oversight of the Volunteer Driver and EISEP programs, and the Consumer-Directed Services unit has been integrated into the Family Development Program. Brandy and Greg have been collaborating with the County and our funders at the Health Foundation of Western & Central NY to implement the ITN rides software and engage in broader community planning around transportation supports. Additionally, Brandy met with the Fiscal and HR teams to finalize processes and procedures for managing the EISEP program. With Kirsten’s retirement, Brandy now also oversees front-desk reception operations.

The contract for our second round of 5310 NYS DOT funding (2023) has been executed. We have not yet fully expended our initial 2022 award but will transition to the 2023 award once that occurs. Additionally, the third round of 5310 funding has been submitted by Cortland County Planning/Mobility Management, with CAPCO anticipated to serve as a sub-recipient if awarded.

Our \$80,000 Mother Cabrini Health Foundation grant, awarded to the Adult Education unit for higher education micro-credential supports, was underspent. This was primarily due to course availability and scheduling at Tompkins Community College, as well as duplication of services with CareerWorks. We have since strengthened our partnership with the career center and do not plan to apply for another round of this funding. However, because the grant was paid in full upfront and comes from a foundation, we can continue to use the remaining funds for related purposes and salaries moving forward.

WIC

The final voucher and closeout for the previous funding cycle (24–24 WIC) have been completed. We are currently monitoring expenses during the initial months of the 25–26 WIC contract, which began on October 1ST. As we progress, we will make line-item adjustments as needed to improve forecasting and ensure an effective spend-down strategy for the remainder of the contract period.

We continue to utilize our Bright Ideas grant from the CNY Community Foundation to offer Childbirth Education classes in both Cortland and Chenango counties. Currently, we have no enrollees for the January class in Cortland; however, families are registered for the Chenango class beginning in March.

Lori is pursuing a Mother Cabrini Health Foundation grant to purchase a WIC mobile unit. The Regional Office is enthusiastic about the concept, and we have already met with a foundation representative to discuss the idea. We anticipate submitting the application in April when the portal opens.

CAPCO

Aged Accounts Receivable Report

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
BENNETTP		(\$31)	\$0	\$0	\$0	(\$31)
JOAN BRISTOW		\$0	\$83	\$0	\$0	\$83
RUVIM BUSHMICH	04/30/2021	\$0	\$0	\$0	\$0	\$0
CARE COMPASS NETWORK	12/18/2020	\$0	\$0	\$0	\$800	\$800
Child and Adult Care Food Program	11/13/2025	\$0	\$0	\$0	\$1	\$1
CHILD DEVELOPMENT COUNCIL	08/29/2025	(\$17)	\$0	\$0	\$0	(\$17)
CORTLAND CITY SCHOOL DISTRICT	11/07/2025	\$23,820	\$1,902	\$0	\$0	\$25,722
CORTLAND COUNTY AREA AGENCY	11/14/2025	\$4,571	\$3,836	\$0	\$2,214	\$10,622
Cortland County	11/14/2025	\$3,515	\$0	\$195	\$178	\$3,888
YWCA CORTLAND	09/12/2025	(\$3,598)	\$0	\$0	\$0	(\$3,598)
DEPARTMENT OF HEALTH	10/28/2025	\$0	\$0	\$115,773	\$0	\$115,773
DEPT OF HCR	10/16/2025	\$0	\$0	\$0	\$166,117	\$166,117
HEAP DEPARTMENT	07/17/2025	\$0	\$0	\$0	\$75	\$75
INHS		\$4,045	\$0	\$0	\$0	\$4,045
JUDITH JOHNSON		\$0	\$0	\$0	\$0	\$0
Medicaid	08/01/2917	(\$207,992)	\$0	\$0	\$1,515,187	\$1,307,195
MOTHERS & BABIES PERINATAL	01/19/2018	\$0	\$0	\$0	\$0	\$0
New York State Department of	11/25/2025	\$0	\$0	\$2,099	\$0	\$2,099
NYS OSC	10/24/2025	(\$45,699)	\$0	\$0	\$0	(\$45,699)
NYSCAA	06/27/2025	\$0	\$0	\$7,132	\$13,235	\$20,367
NYSERDA-EMPOWER NEW YORK	08/28/2025	(\$4,964)	\$0	\$0	\$0	(\$4,964)
OCM BOCES	11/14/2025	\$0	\$0	\$0	\$550	\$550
HUNGER SOLUTIONS	11/26/2025	(\$10,302)	\$0	\$0	\$0	(\$10,302)
UNITED WAY OF CORTLAND	11/14/2025	\$833	\$0	\$0	\$0	\$833
VTP-MEDICAID	11/20/2025	\$303	\$186	\$0	\$1,169	\$1,658
YMCA	07/31/2020	\$0	\$0	\$0	\$1	\$1
Grand Totals:		(\$235,516)	\$6,008	\$125,198	\$1,699,527	\$1,595,217

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>
BRANDY FORD	\$0.00	\$0.00	\$0.00	\$87.38	\$87.38
BUILDERS BEST	\$132.06	\$0.00	\$0.00	\$0.00	\$132.06
BUSINESS COUNCIL OF NEW YORK STATE	\$1,056.82	\$0.00	\$0.00	\$0.00	\$1,056.82
CUST SERVICES OF CORTLAND INC	\$885.87	\$0.00	\$0.00	\$0.00	\$885.87
HEP SALES	\$9,717.69	\$0.00	\$0.00	\$5.31	\$9,723.00
HUMMEL'S OFFICE EQUIPMENT CO. INC	\$481.91	\$0.00	\$0.00	\$0.00	\$481.91
LOWE'S	\$1,337.11	\$0.00	\$0.00	\$0.00	\$1,337.11
M&T BANK	\$10,007.54	\$0.00	\$0.00	\$0.00	\$10,007.54
MARTHA ALLEN	\$0.00	\$0.00	\$0.00	\$138.00	\$138.00
MEGHAN DECKER	\$0.00	\$0.00	\$0.00	\$5.08	\$5.08
NYS INSURANCE FUND	\$0.00	\$0.00	\$0.00	\$270.00	\$270.00
TAMI BAILEY	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00
GRAND TOTALS	<u>\$23,619.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$535.77</u>	<u>\$24,154.77</u>

A total of 12 vendors(s) listed

CAPCO

Balance Sheet

	12/31/2024	11/30/2025
ASSETS		
CURRENT ASSETS		
Cash	3,673,862	2,292,213
Grants Receivable	276,267	1,961,519
Accounts Receivable		
ACCOUNTS RECEIVABLE	1,304,952	548,075
Less: ALLOWANCE FOR DOUBTFUL ACCOUNTS	15,253	15,253
MEDICAID VARIANCE RECEIVABLE	(0)	(0)
OTHER RECEIVABLES	5,097	5,172
Net Accounts Receivable	<u>1,294,796</u>	<u>537,994</u>
Prepaid Expenses	12,481	16,212
TOTAL CURRENT ASSETS	<u>5,257,406</u>	<u>4,807,937</u>
PROPERTY AND EQUIPMENT		
Vehicles, furniture and equipment	980,470	1,005,538
Building	1,608,129	1,608,129
NET PROPERTY AND EQUIPMENT AT COST	<u>2,588,599</u>	<u>2,613,667</u>
Less Accumulated Depreciation	(1,403,604)	(1,403,604)
TOTAL PROPERTY AND EQUIPMENT	<u>1,184,995</u>	<u>1,210,063</u>
TOTAL ASSETS	<u><u>6,442,401</u></u>	<u><u>6,018,000</u></u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts Payable	34,674	19,433
Payroll taxes and Accruals	511,734	193,872
Other Current Liabilities	5,910	5,721
Deferred Income	697,432	649,595
Total CURRENT LIABILITIES	<u>1,249,749</u>	<u>868,622</u>
LONG-TERM DEBT	142,327	132,595
TOTAL LIABILITIES	<u>1,392,077</u>	<u>1,001,217</u>
NET ASSETS	5,050,325	5,016,783
Total LIABILITIES AND NET ASSETS	<u><u>6,442,401</u></u>	<u><u>6,018,000</u></u>

CAPCO
Income Statement
TOTAL CAPCO AGENCY

LINE ITEM	ACTUAL 01/01/2024 11/30/2024	ACTUAL 11/01/2025 11/30/2025	ACTUAL 01/01/2025 11/30/2025
REVENUE			
GRANT REVENUE			
GRANT REVENUE	4,914,405	230,569	6,526,019
USDA REVENUE	174,597	0	160,453
EBT REVENUE	0	0	0
PASS THROUGH FUNDS-wic VOUCHERS	1,518,281	0	1,352,608
Total GRANT REVENUE	6,607,283	230,569	8,039,080
OTHER REVENUE			
MEDICAID REVENUE	3,444,565	318	969,376
Prior Years Medicaid Revenue	211,088	0	0
SERVICE FEES	57,259	4,045	15,785
SPECIAL NEEDS SERVICE REIMBURSEMENT	9,545	0	23,750
RENTAL INCOME	4,650	0	4,500
INTEREST INCOME	3,697	201	7,460
OTHER INCOME	144,207	4,731	125,106
CASH DONATIONS	93,452	9,719	71,209
INKIND DONATIONS	1,238,268	0	1,064,006
NYSERDA REVENUE	48,181	0	31,345
Current PY Program Income	1,250	0	0
Total OTHER REVENUE	5,256,161	19,014	2,312,537
Total REVENUE	11,863,444	249,582	10,351,618
EXPENSES			
PERSONNEL			
SALARIES/WAGES			
SALARY/WAGE EXPENSE	6,317,131	321,811	4,654,491
HEALTH AND SAFETY WAGES	15,547	0	11,715
SALARY INCENTIVES	143,215	0	239,826
ACCRUED BENEFIT TIME	0	0	0
NEW ACCRUED BENEFIT TIME	172,957	14,811	177,513
Total SALARIES/WAGES	6,648,850	336,622	5,083,546
FRINGES			
FICA EXPENSE	480,946	23,804	363,066
UNEMPLOYMENT INSURANCE EXPENSE	176,520	9,661	138,038
WORKERS COMP EXPENSE	87,957	1,707	27,849
DISABILITY INSURANCE EXPENSE	16,717	738	11,254
GROUP INSURANCE EXPENSE	294,849	22,065	266,848
401-K EXPENSE	110,710	6,234	91,319
Fringes on Accrued Leave Earned	38,685	2,074	25,156
Total FRINGES	1,206,382	66,283	923,530
Total PERSONNEL	7,855,233	402,905	6,007,076
OTHER THAN PERSONNEL			
PROGRAM MATERIALS	167,606	13,010	166,247
OUTREACH SUPPLIES	7,190	0	468
PROGRAM SUPPLIES	52,340	2,020	175,691
Damaged Inventory Expense	0	0	0
OFFICE SUPPLIES	31,556	809	37,604
Direct Beneficiary Costs	83,442	3,963	77,519
MEDICAL SUPPLIES	5,353	0	828
DISABILITY SUPPLIES	0	0	0
EDUCATIONAL SUPPLIES	36,954	219	27,252
BREAST PUMPS EXPENSE	1,711	0	3,793
FOOD & FOOD SUPPLIES	98,427	7,581	95,512
SPEECH SERVICES	315	0	0
PARENT SERVICES	396	0	1,437
CHILD ACCIDENT INSURANCE	808	35	380
COMMERCIAL INSURANCE	33,225	3,405	37,805
VEHICLE INSURANCE	19,800	2,326	25,581
VEHICLE MAINTENANCE	13,625	153	12,347
VEHICLE FUEL	9,883	1,151	7,578
VEHICLE REGISTRATION	706	0	775
OFFICE RENT	3,480	0	1,020
PROGRAM RENT	210,967	17,454	194,967
PARKING LOT RENTAL	3,465	315	3,465
OFFICE UTILITIES	27,104	271	16,471

PROGRAM UTILITIES	33,625	470	36,113
JANITORIAL MAINTENANCE	9,242	778	7,599
BUILDING MAINTENANCE	23,886	264	9,148
TRASH REMOVAL	9,800	790	9,553
BOARD EXPENDITURES	1,033	0	394
LEGAL FEES	0	0	1,073
POSTAGE	14,066	353	9,634
DUPLICATING & PRINTING	16,368	0	15,678
MORTGAGE INTEREST EXPENSE	4,898	852	9,503
COMMERCIAL LOAN INTEREST	0	0	0
INTERNET SERVICE	13,808	600	6,982
TELEPHONE	21,010	1,143	14,661
CENTER TELEPHONE	3,100	117	2,111
Computer & Software Expense	111,807	5,133	76,965
MEETING EXPENSE	4,351	941	8,318
CONFERENCE EXPENSE	20,800	0	12,608
TRAINING & TECHNICAL AST	40,228	2,867	56,165
TEACHER TRAININGS	824	0	0
STAFF RECOG.	753	0	215
Staff Development	11,815	1,360	5,311
LOCAL TRAVEL	10,760	235	12,869
OUT OF TOWN TRAVEL	17,626	1,013	29,877
TOOLS EXPENSE	3,651	0	17,193
USDA EXPENSE	34,664	0	18,827
POLICY COUNCIL EXPENSE	1,499	20	1,996
STAFF IMMUNIZATIONS	5,098	0	408
DUES & SUBSCRIPTIONS	25,167	1,784	39,402
BACKGROUND CHECKS	3,166	50	1,688
PERMITS, FEES, & RENTALS	26,541	331	26,570
BLDG AUDIT FEES	0	0	1,020
HEALTH AND SAFETY	55,898	0	47,890
HEALTH & SAFETY-SUBMATERIAL	20,423	0	9,463
HEALTH & SAFETY SUBLABOR	16,112	0	27,640
ADVERTISING	11,013	0	2,006
OTHER EXPENDITURES	232	0	1,491
Center Improvements	0	0	0
EQUIPMENT MAINTENANCE	3,929	0	0
CAPITAL PURCHASE	132,535	0	56,671
BUILDING ALLOCATION	0	0	0
Total OTHER THAN PERSONNEL	<u>1,518,081</u>	<u>71,812</u>	<u>1,463,784</u>
CONTRACTUAL			
CONTRACTUAL SERVICES-OTHER	193,866	27,524	323,153
SUBCONTRACT LABOR	3,460	2,575	41,022
SUBCONTRACT MATERIALS	19,747	496	57,904
HEALTH & SAFETY-SUBMATERIAL	20,423	0	9,463
HEALTH & SAFETY SUBLABOR	16,112	0	27,640
Total CONTRACTUAL	<u>253,608</u>	<u>30,594</u>	<u>459,182</u>
INKIND			
FARMERS MARKET EBT EXPENSE	188	0	0
WIC VOUCHER EXPENSE	1,518,281	0	1,352,608
VOLUNTEERS/INTERNS	305,812	0	382,773
VOLUNTEERS-PROFESSIONALS	276,859	0	157,451
INKIND DONATIONS	580,351	0	487,979
INKIND TRANSPORTATION	8,662	0	13,991
INKIND DONATED SPACE	66,584	0	21,812
Total INKIND	<u>2,756,737</u>	<u>0</u>	<u>2,416,614</u>
ADMINISTRATION			
FINANCIAL AUDIT	38,400	13,800	42,300
PAYROLL PROCESSING	32,993	1,450	25,076
EAP SERVICES	7,649	0	7,002
FINANCE & SERVICE CHARGES	1,239	100	1,228
BAD DEBT EXPENSE	72,007	0	0
DEPRECIATION EXPENSE	0	0	0
BUILDING DEPRECIATION	0	0	0
VEHICLE DEPRECIATION	0	0	0
EQUIPMENT DEPRECIATION	0	0	0
ADMINISTRATIVE ALLOCATION	(0)	0	0
capital expenditures clearing	0	0	0
Total ADMINISTRATION	<u>152,289</u>	<u>15,350</u>	<u>75,606</u>
Total EXPENSES	<u>12,535,948</u>	<u>520,661</u>	<u>10,422,262</u>
NET SURPLUS/(DEFICIT)	<u>(672,504)</u>	<u>(271,079)</u>	<u>(70,644)</u>

CAPCO
Income Statement
TOTAL CAPCO AGENCY

LINE ITEM	ECD 01/01/2025 11/30/2025	FDD 01/01/2025 11/30/2025	ESD 01/01/2025 11/30/2025	WIC 01/01/2025 11/30/2025	CDPAP 01/01/2025 11/30/2025	MAG 01/01/2025 11/30/2025
REVENUE						
GRANT REVENUE						
GRANT REVENUE	3,663,733	799,783	1,295,722	727,039		17,572
USDA REVENUE	160,453	0	0	0		0
PASS THROUGH FUNDS-wic VOUCHERS	0	0	0	1,352,608		0
Total GRANT REVENUE	3,824,186	799,783	1,295,722	2,079,647		17,572
OTHER REVENUE						
MEDICAID REVENUE	0	0	0	0		969,376
SERVICE FEES	0	(83)	15,869	0		0
SPECIAL NEEDS SERVICE REIMBURSEMENT	23,750	0	0	0		0
RENTAL INCOME	0	0	0	0		4,500
INTEREST INCOME	0	0	0	0		7,460
OTHER INCOME	38,292	8,500	0	0		76,814
CASH DONATIONS	344	34,475	2,250	5,000		0
INKIND DONATIONS	586,163	477,843	0	0		0
NYSERDA REVENUE	0	0	31,345	0		0
Total OTHER REVENUE	648,549	520,735	49,464	5,000		1,046,190
Total REVENUE	4,472,735	1,320,517	1,345,185	2,084,647		1,063,761
EXPENSES						
PERSONNEL						
SALARIES/WAGES						
SALARY/WAGE EXPENSE	2,100,660	445,432	471,486	434,924		842,964
HEALTH AND SAFETY WAGES	0	0	11,715	0		0
SALARY INCENTIVES	218,826	21,000	0	0		0
NEW ACCRUED BENEFIT TIME	62,507	30,926	30,086	23,508		1,058
Total SALARIES/WAGES	2,381,994	497,358	513,288	458,432		844,023
FRINGES						
FICA EXPENSE	172,047	35,087	32,061	32,984		64,369
UNEMPLOYMENT INSURANCE EXPENSE	63,012	12,662	12,479	11,774		24,210
WORKERS COMP EXPENSE	7,395	738	10,178	832		6,440
DISABILITY INSURANCE EXPENSE	4,346	773	614	805		4,108
GROUP INSURANCE EXPENSE	133,073	25,655	69,928	7,928		2,631
401-K EXPENSE	44,453	9,603	9,637	5,749		12,013
Fringes on Accrued Leave Earned	8,751	4,322	4,524	3,291		148
Total FRINGES	433,077	88,839	139,420	63,362		113,920
Total PERSONNEL	2,815,071	586,197	652,708	521,793		957,942
OTHER THAN PERSONNEL						
PROGRAM MATERIALS	0	1,025	155,912	1,584		0
OUTREACH SUPPLIES	0	68	0	0		400
PROGRAM SUPPLIES	138,802	14,781	7,599	5,514		0
OFFICE SUPPLIES	5,299	2,345	14,809	9,321		19
Direct Beneficiary Costs	0	77,519	0	0		0
MEDICAL SUPPLIES	0	0	0	828		0
EDUCATIONAL SUPPLIES	26,304	0	0	948		0
BREAST PUMPS EXPENSE	0	0	0	3,793		0
FOOD & FOOD SUPPLIES	93,031	617	0	0		0
PARENT SERVICES	1,437	0	0	0		0
CHILD ACCIDENT INSURANCE	380	0	0	0		0
COMMERCIAL INSURANCE	2,991	278	0	192		0
VEHICLE INSURANCE	6,576	4,412	9,347	3,909		0
VEHICLE MAINTENANCE	3,103	426	7,573	1,073		0
VEHICLE FUEL	(590)	(1,421)	8,658	349		0
VEHICLE REGISTRATION	0	99	581	96		0
OFFICE RENT	0	0	0	1,020		0
PROGRAM RENT	111,535	25,725	15,048	36,759		0
PARKING LOT RENTAL	396	1,485	0	594		446
OFFICE UTILITIES	178	1,069	0	671		0

PROGRAM UTILITIES	19,711	2,938	3,963	0	0	9,501
JANITORIAL MAINTENANCE	1,585	289	0	1,386	0	4,340
BUILDING MAINTENANCE	336	857	0	1,145	0	6,811
TRASH REMOVAL	3,863	88	1,941	139	0	3,523
BOARD EXPENDITURES	0	0	0	0	0	394
LEGAL FEES	0	0	0	0	0	1,073
POSTAGE	945	414	1,132	4,609	1,542	992
DUPLICATING & PRINTING	4,330	2,692	1	4,930	2,259	1,466
MORTGAGE INTEREST EXPENSE	0	0	0	0	0	9,503
INTERNET SERVICE	3,625	453	1,116	1,580	0	209
TELEPHONE	1,449	4,607	2,356	5,574	37	639
CENTER TELEPHONE	2,111	0	0	0	0	0
Computer & Software Expense	20,822	8,280	4,107	5,872	495	37,389
MEETING EXPENSE	463	44	0	0	0	7,811
CONFERENCE EXPENSE	5,522	2,923	0	1,260	0	2,903
TRAINING & TECHNICAL AST	37,702	3,666	12,822	0	110	1,865
STAFF RECOG.	0	0	0	0	0	215
Staff Development	274	0	695	488	0	3,854
LOCAL TRAVEL	49	2,458	4,450	578	5,253	80
OUT OF TOWN TRAVEL	15,436	4,811	41	3,723	44	5,822
TOOLS EXPENSE	0	0	17,193	0	0	0
USDA EXPENSE	18,827	0	0	0	0	0
POLICY COUNCIL EXPENSE	1,996	0	0	0	0	0
STAFF IMMUNIZATIONS	205	0	0	0	203	0
DUES & SUBSCRIPTIONS	16,393	1,079	2,733	560	8,850	9,788
BACKGROUND CHECKS	600	161	223	216	489	0
PERMITS, FEES, & RENTALS	11,588	3,699	542	24	6,176	4,540
BLDG AUDIT FEES	0	0	1,020	0	0	0
HEALTH AND SAFETY - MATERIALS	0	0	47,890	0	0	0
HEALTH & SAFETY-SUBMATERIAL	0	0	9,463	0	0	0
HEALTH & SAFETY SUBLABOR	0	0	27,640	0	0	0
ADVERTISING	0	0	1,506	350	0	150
OTHER EXPENDITURES	0	1,491	0	0	0	0
CAPITAL PURCHASE	0	0	56,671	0	0	0
BUILDING ALLOCATION	6,195	18,433	0	20,359	1,281	(46,268)
Total OTHER THAN PERSONNEL	563,470	187,812	417,027	119,443	27,202	146,966
CONTRACTUAL						
CONTRACTUAL SERVICES-OTHER	70,390	9,793	0	36,265	10,403	196,302
SUBCONTRACT LABOR	0	0	41,022	0	0	0
SUBCONTRACT MATERIALS	0	0	57,904	0	0	0
HEALTH & SAFETY-SUBMATERIAL	0	0	9,463	0	0	0
HEALTH & SAFETY SUBLABOR	0	0	27,640	0	0	0
Total CONTRACTUAL	70,390	9,793	136,029	36,265	10,403	196,302
INKIND						
WIC VOUCHER EXPENSE	0	0	0	1,352,608	0	0
VOLUNTEERS/INTERNS	349,568	33,206	0	0	0	0
VOLUNTEERS-PROFESSIONALS	149,964	7,487	0	0	0	0
INKIND DONATIONS	58,269	429,711	0	0	0	0
INKIND TRANSPORTATION	6,551	7,440	0	0	0	0
INKIND DONATED SPACE	21,812	0	0	0	0	0
Total INKIND	586,163	477,843	0	1,352,608	0	0
ADMINISTRATION						
FINANCIAL AUDIT	20,740	3,994	8,476	4,912	4,178	0
PAYROLL PROCESSING	9,863	1,721	1,588	1,847	7,770	2,287
EAP SERVICES	0	0	0	0	0	7,002
FINANCE & SERVICE CHARGES	0	0	0	0	0	1,228
ADMINISTRATIVE ALLOCATION	344,583	50,866	103,400	47,779	87,013	(633,640)
Total ADMINISTRATION	375,186	56,581	113,465	54,537	98,961	(623,124)
Total EXPENSES	4,410,279	1,318,226	1,319,229	2,084,647	1,094,508	193,509
NET SURPLUS/(DEFICIT)	62,456	2,291	25,957	0	(30,746)	(128,737)



Resolution of the Board of Directors

Of


Cortland County Community Action Program, Inc.

Resolution No. 26-05

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

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

IT IS HEREBY RESOLVED that on January 22, 2026, the CAPCO Board of Directors approves the 2026 Administration Budget.



Board President or designee

1-22-26

Date

CAPCO

**Agency Administration
Proposed 2026 Budget**

	PROPOSED
	ADMIN BUDGET
LINE ITEM	2026
ADM - Revenue	\$ 859,181.80
ADM - ADMINISTRATIVE CHARGES	
EXPENSES	
PERSONNEL	
SALARIES/WAGES	
SALARY/WAGE EXPENSE	381,025
SALARY INCENTIVES	
NEW ACCRUED BENEFIT TIME	30,563
Total SALARIES/WAGES	<u>411,588</u>
FRINGES	
FICA EXPENSE	31,019
UNEMPLOYMENT INSURANCE EXPENSE	11,374
WORKERS COMP EXPENSE	3,242
DISABILITY INSURANCE EXPENSE	623
GROUP INSURANCE EXPENSE	23,403
401-K EXPENSE	11,909
Fringes on Accrued Leave Earned	6,148
Total FRINGES	<u>87,718</u>
Total PERSONNEL	<u>499,306</u>
OTHER THAN PERSONNEL	
OUTREACH SUPPLIES	500
OFFICE SUPPLIES	9,000
COMMERCIAL INSURANCE	15,115
PARKING LOT RENTAL	900
BOARD EXPENDITURES	500
POSTAGE	1,500
DUPLICATING & PRINTING	2,100
INTERNET SERVICE	1,100
TELEPHONE	500
Computer & Software Expense	34,923
MEETING EXPENSE	1,300
CONFERENCE EXPENSE	1,600
TRAINING & TECHNICAL AST	1,000
Staff Development	1,200
LOCAL TRAVEL	400
OUT OF TOWN TRAVEL	3,951
DUES & SUBSCRIPTIONS	3,634
BACKGROUND CHECKS	300
PERMITS, FEES, & RENTALS	500
ADVERTISING	500

CAPCO

**Agency Administration
Proposed 2026 Budget**

	ADMIN	PROPOSED ADMIN BUDGET
LINE ITEM		2026
<u>ADM - Revenue</u>		<u>\$ 859,181.80</u>
BUILDING MAINTENANCE		
		<u>30,000</u>
Total OTHER THAN PERSONNEL		<u>110,523</u>
CONTRACTUAL		
CONTRACTUAL SERVICES-OTHER		<u>196,725</u>
Total CONTRACTUAL		<u>196,725</u>
ADMINISTRATION		
PAYROLL PROCESSING		2,000
EAP SERVICES		8,340
FINANCE & SERVICE CHARGES		<u>700</u>
Total ADMINISTRATION		<u>11,040</u>
Total EXPENSES		<u>817,594</u>
ADMINISTRATIVE ALLOCATION		-817,594
NET SURPLUS/(DEFICIT)		<u>41,588</u>



Board of Directors Report Executive Director

January 22, 2026
Greg Richards

- Our 2026 liability insurance renewal—including workers' compensation, auto, and general liability—is complete. VanParys Insurance marketed our coverage, and all carriers remain the same. Despite a difficult market, we secured an overall rate decrease, along with the maximum workers' compensation discount from the NYS Insurance Fund and a reduced unemployment insurance rate through First Nonprofit. This reflects strong claims management by our HR team. Because First Nonprofit's final documents are delayed, the full renewal package will go to the Finance/Audit Committee in February. As a reminder, our broker contact is my sibling, Lindsay Richards of VanParys, who has supported our account for about a decade; John VanParys is the official owner of the brokerage.
- The new Grace Space at the Pendleton Day Center is now expected to open in early February, slightly later than the mid-January target, likely due to renovation delays. The temporary site at 49 Grant Street remains active, with our NOEP Coordinator, Jessica Stephens, providing staffing several days a week and CAPCO continuing Pudgies Pizza support to offset Catholic Charities' costs. Once the permanent space opens, CAPCO's role will shift to a scaled-back, primarily weekly outreach model. Grace Christian Fellowship will share the results of their holiday giving campaign at their upcoming Sunday service. CAPCO helped connect the church with Matt Whitman and the Rural Health Institute, and we appreciate Lynne Sypher's role in supporting that partnership.
- The 2025–2026 Customer Satisfaction Survey is now live and will remain open through early February. Although we typically conduct this agency-wide survey in the fall, internal transitions shifted the timeline into the first weeks of 2026. The survey is available via QR code and in paper form, and has been distributed through WIC's texting system, early childhood classroom backpacks, Family Essentials, and will also reach households served by Energy Services. We expect to review the results with the PP&E Committee in February, or March at the latest.
- We've continued to work through the transitional process of our accounting system to NetSuite with the support of Kim & the ProNexus team. As a reminder to the Board, we lost access to our former solution, Blackbaud, in mid-December with no option to access the system. The ProNexus & NetSuite transition team first established the purchase order module & have worked to set up & reconcile all accounts and program budgets & financials throughout the first weeks of year. Directors and applicable program staff are now able to access income statements while budget & forecast reports are nearing setup completion. Kim is working through year-end reconciliations while cleaning up entries because of the system conversion. Our in-house transactional accountant, Lisa Stack, has been a tremendous support throughout the process.
- The Bonadio audit team completed their preliminary fieldwork in December for the 2025 audit. Kim is finalizing a year-end soft close to determine whether the timing of our federal award spending will trigger an additional single audit. She remains in close communication with Bonadio to keep deliverables on track and support a timely, clean audit. This year's audit will include added complexities due to our transition to NetSuite and the loss of access to Blackbaud, and we have already met with Bonadio several times to plan for expanded testing and review of downloaded reports before the system cutover. Bonadio will also prepare a partial-year 5500 for our former 401(k) plan with Mutual of America, since we converted

mid-year to American Trust. Although this creates an additional audit cost, it will be the final year we are responsible for a 401(k) audit and filing our own 5500.

- Danielle Treacy, our HR Generalist, and I are preparing the year-end 401(k) census for American Trust. The process has been more complicated than expected due to unclear guidance from High Probability, our mid-year plan transition, and reporting limits in Complete Payroll. We also had to correct system issues to ensure accurate data. I've escalated concerns to both High Probability and American Trust, who have been supportive and confirmed there will be no penalties for delays in this conversion year. As a reminder, our move to a Pooled Employer Plan shifts fiduciary and audit responsibilities away from CAPCO while offering a more customized plan with stronger resources for employees.
- We are pursuing capacity funding through the 1115 Waiver—the NYS Medicaid redesign effort we previously paused due to capacity and privacy concerns. After discussions with Healthy Alliance at the NYSCAA Executive Directors retreat, we identified a path for CAPCO to participate by providing targeted HRSN services such as rental, utility, and pre-tenancy supports—areas we already assist with using mostly donated resources. Because these services lack dedicated grant funding, we can seek Waiver capacity dollars without supplanting federal funds. The Waiver runs through March 2027, and our application will request support for a Family Advocate to handle emergency assistance, partial funding for Brandy's role, and an administrative allocation. We expect to submit the application in the coming weeks.
- Federal funding uncertainty continues as the current continuing resolution expires at month's end. Early signs from Congress are somewhat positive, with House committees recommending flat funding for weatherization—a meaningful outcome given recent threats to the program. Still, volatility remains, underscored by the abrupt termination and reinstatement of SAMHSA funding. Jenn, Kristi, and I will be in Washington, D.C. in late January to meet with elected officials and attend the National Head Start Association conference. Brandy and I will also join the National Community Action Foundation hill days in March, and I am coordinating state-level efforts through NYSCAA's Advocacy Committee.
 - We remain in close contact with our County partners regarding the SAMHSA grant. Nearly \$2 billion in SAMHSA funding—including the County's System of Care award, where CAPCO is a sub-recipient—was abruptly terminated overnight between 1/13 and 1/14, then reinstated 24 hours later. While the long-term outlook is uncertain, operations have resumed as normal. If funding were cut again, the impact would be significant, but we could temporarily sustain the current staff role through CSBG, as the SAMHSA Lead Family Coordinator previously held an unfilled Family Advocate position intended to be restored after the grant ends in fall 2027.
- We enter 2026 with a new organizational structure following Kirsten's year-end retirement. Brandy continues as Family Development Director and has taken on several of Kirsten's administrative and deputy-level responsibilities. We're already seeing strong momentum, including revitalizing the Wellness Committee and integrating trauma-informed practices into key initiatives and daily operations. The Consumer-Directed Services department now falls under Family Development, and Brandy has assumed leadership of the EISEP and Volunteer Transportation (VTP) programs. We are also collaborating with ITNAmerica and the Health Foundation of Western & Central NY through our grant to strengthen VTP and explore alternative transportation solutions. Additionally, our fiscal transactional accountant and HR functions now report directly to me.



Early Childhood Development Director's Report January 2026



HS/EHS/UPK Enrollment:

- EHS Enrollment: 87/88 Enrolled
- HS Enrollment: 34/34 Enrolled
- UPK Enrollment: 30/32 Enrolled
- Waitlist: EHS: 26 Income Eligible; 1 130% and 21 Over Income
 - HS: 20 Income Eligible; 2 130%; 18 Over Income
 - UPK: 0

Staffing:

- There are several staff openings throughout the HS/EHS/UPK program options:
 - UPK Teacher/Assistant Teacher-One Assistant has been hired and is onboarding
 - HS Preschool Teacher
 - Infant/Toddler Teacher-Two classroom floaters were promoted to EHS Intern
 - Classroom Floater-Four have been hired and are onboarding
 - Kitchen Aide
 - Substitutes
- A hiring event was held on January 8, 2026.
- Healthy Families has an opening for a Family Resource Specialist.

Healthy Families:

- Fourth quarter voucher was submitted and approved.
- Annual Service Report (ASR) was submitted.
- Two staff completed CLC training and a third staff will finish at the end of January. This is an intensive 96 hours of training!
- Advisory Board met on January 9, 2026.

HS/EHS/UPK:

- We met with our Regional T/TA Office on January 7, 2026. They are now requiring an RTTAPA agreement that will address our T/TA goals.
- Policy Council meets on January 20, 2026.



*Weatherization
Works*

Energy Services / Building Maintenance January 2026

Energy Services

Weatherization Assistance Prq – PY 2025-2026

HEAP 25.26

- PY25.26 – Advance and 1st Voucher payment have been received
- We have 24 of 62 jobs completed.
- DOE is allowing the braiding of funds with HEAP (HCR), this will allow us to ensure production is met.

DOE 25.26

- Total budget \$793, 547: DOE \$725,000, WRF \$68,547. DOE total jobs 57, and we have selected the jobs for WRF.
- Budget has been approved; contract has been signed in the SFS system.
- Vehicle purchase bid requests going out in the mail/email.
- We are working with Cortland Housing Authority to help get both contracts completed.

EmPower NY (Cortland & Tompkins Counties)

- We are taking on enough EMPOWER jobs to keep our contractor status.
- Completing HEAP/DOE 25.26 is a priority.

HEAP- (Cortland & Tompkins Counties)

- HERR (Heat Emergency Repair/Replacement) has been reestablished, but only assisting 60 and over (both counties)
- INHS – Ithaca Neighborhood Housing: we have been able to assist 10 clients with heat repair/replacements.
- CHC – County Heat Crisis – This is the program for the money we received from the County for Heat Emergencies: we haven't seen as much activity as we had anticipated. We have helped 2 clients with repair/replace, and 1 with fuel assistance.

Fee For Service –

- With the absence of the Clean & Tune program, we have helped 2 clients with a C&T. We were mindful of keeping our fee to a minimum.

CAPCO Building Maintenance

- Parging of wall and sidewalk repair – to be completed in the spring of 2026.
- Cleaning – Boots on the Ground: after a rough start, the cleaning is to the standard we expect.
- N. Main Roof – we are working on getting grant funding/quotes as we hope to be able to have this replaced this year.



Family Development Board Report January 2026

Adult Education

- We have completed Adult Education Instructor interviews and are in the final stages of the process. We plan to make an offer of employment next week.
- We have had three new enrollments this month.
- We have students scheduled to test in January.
- During the first quarter we had 8 students that had more than 12 hours of in-person instruction.

Emergency Assistance

- Our annual Holiday Extravaganza was held on December 15. This event gave holiday gifts to 245 children!
- We continue to provide lunch on Fridays at the temporary unhoused day space at 49 Grant St. The space will remain open through January; we have extended the Friday lunches through that date.
- 126 children are receiving food over the weekends in our Snack Pack Program.
- We are getting a lot of requests for hats and gloves in Families Essentials. We continue to ask the community to help with donations of these items.

NOEP

- Jessica continues to do outreach at 49 Grant St which is the temporary days space for the unhoused population.
- Jessica will help out at the Fresh Food Giveaway on January 20 at The Chaple.

SAMHSA

- Chelsea continues to work with Cortland County Mental Health to improve Cortland County's System of Care and Mental Health related services.
- We received notice on January 14 that there was an overnight termination of thousands of SAMHSA grants with Cortland County being one of them. We have since been notified that the termination was restored, and we should not see an interruption in funding. Because we filled this position internally and did not backfill if a termination were to happen our staff would remain whole.

Volunteer Driver Program

- Brandy and Kirsten had several meetings through the end of 2025 to prepare for the Volunteer Driver Program to transition to the Family Development Program.
- Beginning January 1, 2026, Brandy has taken over volunteer driver responsibilities.
- During the months of November and December we provided nine rides to thirteen people in the volunteer driver program.

EISEP

- The EISEP Program has officially moved over to the Family Development Program beginning January 1, 2026.
- We held a meeting in early January with everyone involved in the EISEP process to define roles and responsibilities and plan to continue to meet quarterly to review the progress.
- We currently have 18 aides and 30 consumers enrolled in the program



January 2026
WIC Board Report
Reported by: Loriann Spatola-Davis

Program Overview

This report highlights key activities across the CAPCO WIC Program during the past month. While the program experienced a staffing vacancy during this period, leadership began implementing strategies to address capacity needs and ensure continuity of services. The program continues to advance outreach, community engagement, and operational improvements, while remaining aligned with WIC requirements and CAPCO's strategic priorities.

Outreach & Community Engagement

During December, external outreach activities were limited due to the holiday season; however, the CAPCO WIC Program remained actively engaged in supporting families through internal collaboration and agency-wide initiatives. WIC staff supported CAPCO's Holiday Give-Away and continued working closely with Family Development, Healthy Families, and SNAP staff to assist families with enrollment, benefit questions, and access to essential resources.

In addition, the WIC Director is actively exploring grant opportunities to strengthen outreach and community engagement efforts. With the holiday season behind us, the CAPCO WIC Program will begin developing a more structured and intentional outreach plan focused on strengthening partnerships, increasing program visibility, and expanding access to WIC services across Cortland County.

Breastfeeding & Perinatal Support

The CAPCO WIC Program continues to offer Breastfeeding Cafés at both the Chenango and Cortland County sites, with ongoing demand for in-clinic breastfeeding support, pump access, and follow-up care.

Childbirth Education Classes remain available as part of the program's prenatal support services. A January class scheduled in Cortland was canceled after enrolled families elected not to attend. The next class is scheduled for February at the Norwich Café, with three families currently enrolled.

Looking ahead, the program is planning facilitated group programming in Cortland, which will provide structured education on breastfeeding, prenatal nutrition, and preparation for birth. In contrast, the quarterly group at the Norwich location will function as a Peer Counselor-led support and connection opportunity, offering informal guidance, encouragement, and direct access to WIC Peer Counselors for breastfeeding support. Together, these group offerings will strengthen prenatal and postpartum services for WIC families across both counties.

Operations & Systems Update

In last month's report, it was noted that the program would begin strengthening internal processes and systems, and this work is ongoing. During the month, the WIC Director worked with Amanda to update the staff training log system to support ongoing professional development and compliance. In addition, the WIC Director developed a new inventory system and, in collaboration with Amanda, updated the Cortland site's inventory.

Overall, the CAPCO WIC Program continues preparing for the upcoming Regional Office site visit by reviewing, updating, and ensuring internal documentation, systems, and inventories are in order to support program compliance and readiness.

In addition, the WIC Director and the Chenango County Site Manager are actively working with the New York State WIC Training Center Capacity and Demand Tool pre-work worksheet. This process supports the collection and compilation of site-specific staffing, scheduling, and service delivery data in preparation for an upcoming meeting with the CAI team. Completing this work will help the program more effectively manage caseloads, align staff schedules with available weekly hours, and ensure appropriate time allocation per participant for nutritionists and CPAs. Overall, this effort will support data-informed staffing decisions and strengthen service delivery across the program

Staff Development & Workforce Engagement

The program continues to hold monthly staff check-ins, previously reported as *Stay Interviews*, now referred to as **WIC Wellness, Insight, and Connection** meetings. These conversations support ongoing staff engagement, communication, and retention and will continue to inform staffing, training, and workflow decisions as themes emerge over time.

During this period, the program experienced the separation of one staff member, Abigail. In response, the WIC management team implemented a staffing plan to ensure continuity of services at the Chenango County site. Holly McMahon is providing virtual CPA coverage for Chenango County and traveling on-site every other Friday to support staff and the Peer Counselor team. Based on guidance from the Regional Office and CAPCO's Executive Director, the program will proceed with recruitment to fill the vacant position. In the interim, this coverage plan provides a stable structure to support both staff and participants at the Chenango County site.

Social Media & Marketing

The program continues its partnership with MediaBrush Marketing to strengthen CAPCO WIC's online presence and community visibility. Roland Shea continues to work closely with the MediaBrush team to support content development, share program updates, and ensure posts highlight WIC clinics, staff, and community activities across both Cortland and Chenango Counties. In addition, the program has expanded its digital outreach to include a YouTube channel, with grocery store education videos and a new participant orientation video expected to be released soon. These efforts reflect the program's continued focus on accessible, engaging communication. Board members are encouraged to follow, like, and share CAPCO WIC content as appropriate to help extend the program's reach within the community.

WIC Participation by Site – Close out Data for November 2025

Site	Enrollment	Participation	Participation % of Target Caseload (2,200)
Cortland			
Cortland	1,256	1,218	55.36%
Cincinnati	1	0	0.00%
Marathon	0	0	0.00%
Total	1,257	1,218	55.36%
Chenango			
Norwich	931	868	39.45%
Greene	2	0	0.00%
Bainbridge	4	3	0.14%
Sherburne	9	5	0.23%
New Berlin	0	0	0.00%
Total	946	887	40.64%
Grand Total	2,203	2,094	95.18%

Success Story of the Month

This month, the Peer Counseling team shared several encouraging successes that highlight the impact of their support across both counties. One mother served through the Cortland site who had been experiencing significant challenges with breastfeeding and was exclusively bottle feeding reported meaningful progress after receiving guidance from Peer Counselor Marjorie. Following the support provided, the mother is now breastfeeding directly multiple times each day and expressed strong appreciation for the help she received, noting that she felt confident continuing with Marjorie’s guidance without needing an in-office visit. Additionally, Peer Counselors Alex and Sam from the Chenango site shared that they have recently observed fewer participants turning to formula supplementation in their caseloads, a positive trend reflected in their charts. Together, these examples underscore the important role Peer Counselors play in supporting families and promoting breastfeeding success across the CAPCO WIC Program.