

# Memorandum

To: CAPCO Board of Directors  
From: Eden C. Harrington-Hall, Director, Consumer Directed Services  
Date: May 18, 2018  
Subject: Board of Directors Meeting

This is to inform you that a CAPCO Board of Directors meeting will be held at 12:00 p.m. ***May 24, 2018 at the Main office.***

If you have any questions, or would like additional information about the Board packet, please call me at CAPCO - 753-6781.

*Cortland County Community Action Program, Inc.*

*May 24, 2018 Meeting Agenda*

- I. Call to Order*
- II. Motion for Approval of the April 26, 2018 Meeting Minutes*
- III. Standing Committee Reports*
  - *Executive Committee*
  - *Resolution –*
  - *18 – 10 - is seeking your acceptance the HS/EHS Budget Amendment*
  - *18 – 11 – is seeking your acceptance the 2017 Staff Turnover Report*
  - *18 – 12 – is seeking your acceptance the new job descriptions*
  - ! ➤ *Finance and Audit Committee*
    - *Motion to Receive and File Financial Statements.*
    - Resolution:*
    - 18 – 13 – is seeking your acceptance the proposed 2018 Agency, Administration, Facilities, and CDPAP budgets*
  - *Board Development Committee*
  - *PP& E Committee*
    - *HS/EHS Reports*
    - *ERSEA Training*
- IV. Executive Director Report*
- V. Program Director Reports*
  - WIC*
  - *Family Development*
  - *Energy Services*
  - *Head Start*
  - *CDPAP*
  - *HR*
- VI. Head Start Policy Council Update*
- VII. Old Business*
- VIII. New Business*
- IX. Executive Session – If Needed*
- X. Adjournment*

*Cortland County Community Action Program, Inc.*

*April 26, 2018 Meeting Minutes*

*I Call to Order at 12:30 p.m.*

*In attendance: Penny Prignon, Jeanette Dippo, Ella Clark, Shelley Warnow, Helen Spaulding, Elizabeth Haskins, Larry Woolheater. Excused: Douglas Bentley, Shawn Allen, Mary Ann Discenza, Pat Snyder, Billie MacNabb, Lynne Sypher. Absent: Ashlie Mosher*

*II. Motion for Approval of the March 22, 2018 Meeting Minutes made by Larry Woolheater; seconded by Penny Prignon. There being no changes or additions, motion carried.*

*III. Standing Committee Reports*

*➤ Executive Committee – no meeting*

*➤ Finance and Audit Committee*

*➤ Martha is currently working on the 2018 Administration, Facilities, and Agency Wide Budgets.*

*➤ Working on the CDPAP 2018 budget and hope to present it at the May meeting.*

*➤ Early Childhood Development – the 2018/2019 refunding application was submitted on March 1<sup>st</sup>. In addition, the conversion Grant was not approved, however, we did receive \$5,000 from the CNY Community Foundation to purchase equipment for vision exams.*

*➤ Family Development – We have hired the Program Manager for the Healthy Families Program.*

*! ➤ Motion to Receive and File Financial Statements made by Helen Spaulding; seconded by Penny Prignon. There being no further discussion, motion carried.*

*➤ Resolution:*

*➤ 18 – 08 – is seeking your acceptance the CSBG Amendment. Motion for acceptance made by Helen Spaulding; seconded by Larry Woolheater. We received the Amendment Package which reflects a 1% decrease to current funding. There being no further discussion, motion carried.*

*• Board Development Committee*

*➤ The Committee reviewed Board Self-Assessment, Eden will send it out again to the full Board to see if we can get some more feedback.*

*➤ With the resignation of Rama Haidara from the Board, we will need to fill the Secretary position. At the Board meeting members were asked if anyone was interested. After some discussion, it was decided since we were missing several Board members to send an email to the full Board to see if anyone would be interested in serving.*

- It was decided to ask the Board for a list of people they think would be interested in serving on the Board. If we have a list of names, then recruitment will be much easier when we have a vacancy.
- *PP& E Committee*
  - *The committee reviewed the HS/EHS Reports for the month of February.*
  - *We finally received the Healthy Families contract.*

*Resolution:*

- *18 – 09 – is seeking your acceptance the United Way Proposal. Motion for acceptance made by Ella Clark; seconded by Larry Woolheater. The proposal is in the amount of \$15,000 to support the Literacy Program. There being no further discussion, motion carried.*

*IV. Executive Director Report*

*V. Program Director Reports*

*WIC*

- *Family Development*
- *Energy Services*
- *Head Start*
- *CDPAP*
- *HR*

*VI. Head Start Policy Council Update*

*VII. Old Business*

*VIII. New Business*

*IX. Executive Session – If Needed*

*X. There being no further business motion for adjournment made by Larry Woolheater; seconded by Jeanette Dippo. Meeting adjourned at 12:50 p.m.*

Members present: Shelley Warnow (Vice Chair), Helen Spaulding (Treasurer), Shawn Allen (Chair).  
Staff: Lindy Glennon. Meeting called to order at 8:45 a.m.

The Committee reviewed the proposed budget amendment for the HS/EHS contract period ending 5/31/18. (See attached). The proposal is to spend purchase two (2) 2017 Dodge Grand Caravans, one has 45,000 miles on it and the other has 47,000 miles. Each vehicles asking price is \$18,800.00. These vehicles are "used", in excellent condition, and will be utilized as our DOT Staff Vehicles. The budget amendment includes: insurance check for the vehicle totaled in 2017 reimbursement of \$12,000.00 was received and deposited into the EHS funding. This leaves \$6800.00 to be re-aligned in the budget. We will be redistributing the \$6800.00 from our group insurance line under fringe benefits. In regards to the second vehicle, this amount will be taken out of the HS budget. The \$18,800.00 will be taken out of personnel salaries under Teachers and Assistant Teachers. Motion to approve the budget amendment and the purchase of 2 vehicles made by Helen Spaulding, 2<sup>nd</sup> Shawn Allen – motion carried.

The committee reviewed the new job descriptions for the Healthy Families Program, HR Assistant and the 2 positions for the Volunteer Driver/CDS program. (See attached). Motion to approve these job descriptions made by Shelley Warnow, 2<sup>nd</sup> Helen Spaulding – motion carried.

The committee reviewed the 2017 turnover report. (See attached). Committee reviewed the information as prepared by HR that including a three year comparison (2015, 2016, 2017). Report also included the breakdown with and without CDPAP staffing. It was also broken down for each program. The analysis of the turnover in each component included plans and responses that are being utilized to respond to specific separation challenges and Agency responses and options. Motion to accept the report as presented made by Shawn Allen, 2<sup>nd</sup> Shelley Warnow.

***Resolution of the Board of Directors***

*of*

***Cortland County Community***

***Action Program, Inc.***

Resolution No.18 - 10

**W**HEREAS, the Cortland County Community Action Program, Inc. Executive Committee has reviewed the proposed HS/EHS budget amendment including the recommendation to purchase two vans and has recommended accepting as presented, and

**W**HEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposal and accepts as presented.

**I**T IS HEREBY RESOLVED that on May 17, 2018 the Executive Committee on behalf of the Board of Directors adopts for acceptance the proposed HS/EHS Budget Amendment.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

**CAPCO HEAD START/EARLY HEAD START PROGRAM**

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

**BUDGET REVISION NARRATIVE**

**02CH3062**

Per the regional office on April 17, 2018, we have been asked to submit a budget revision in regard to the purchase of two used Head Start/Early Head Start staff vehicles. In the HSES system, an amendment for a budget revision has been completed and the SF424 and SF424a forms have been completed.

Our HS/EHS program had two "DOT" staff vehicles in the past. One was totaled a few years ago and never replaced and the second one was totaled in October 2017 and hasn't been replaced to date.

At this time, our program would like to purchase two (2) 2017 Dodge Grand Caravans, one has 45,000 miles on it and the other has 47,000 miles. Each vehicles asking price is \$18,800.00. These vehicles are "used", in excellent condition, and will be utilized as our DOT Staff Vehicles.

On behalf of the HS/EHS Program of Cortland County, we are requesting for our budget to be re-aligned in certain line items. For the vehicle which was totaled last October 2017, an insurance check reimbursement of \$12,000.00 was received and deposited into the EHS funding. This leaves \$6800.00 to be re-aligned in our budget. We will be redistributing the \$6800.00 from our group insurance line under fringe benefits. In regard to the second vehicle, this amount will be taken out of the HS budget. The \$18,800.00 will be taken out of personnel salaries under Teachers and Assistant Teachers.

Due to the fact we do not have school buses or offer transportation services, having DOT staff vehicles is vital to the success of our program. These DOT vehicles are used for incidental situations in the classrooms to transport children home, when necessary. In addition, we utilize these vehicles to transport families to and from Home Based socialization and Policy Council meetings when they have no other means to attend. Furthermore, they are utilized for local and state regional trainings for staff, when offered and are within driving distance. As stated previously, these vehicles are replacing what we have always maintained in the past and have been without for quite some time. Without these DOT staff vehicles, it has been difficult for the program. We look forward to hearing a favorable response from the regional office.

Lastly, the Policy Council and Board of Directors have approved this request and the resolutions have been downloaded.

**BUDGET INFORMATION - Non-Construction Programs**

OMB Number: 4040-0006  
Expiration Date: 01/31/2019

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Head Start: Program Operations	93.600	\$	\$	\$ 0	\$ 0	\$ 0
2. Head Start: TTA	93.600			0	0	0
3. Early Head Start: Program Operations	93.600			0	0	0
4. Early Head Start: TTA	93.600			0	0	0
<b>5. Totals</b>		\$	\$	\$ 0	\$ 0	\$ 0

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**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Head Start: Program Operations	(2) Head Start: TTA	(3) Early Head Start: Program Operations	(4) Early Head Start: TTA	
a. Personnel	\$ -18,800	\$ 0	\$ 0	\$ 0	\$ -18,800
b. Fringe Benefits	0	0	-6,800	0	-6,800
c. Travel	0	0	0	0	0
d. Equipment	18,800	0	6,800	0	25,600
e. Supplies	0	0	0	0	0
f. Contractual	0	0	0	0	0
g. Construction	0	0	0	0	0
h. Other	0	0	0	0	0
i. Total Direct Charges (sum of 6a-6h)	0	0	0	0	0
j. Indirect Charges	0	0	0	0	0
k. TOTALS (sum of 6i and 6j)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
7. Program Income	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Head Start: Program Operations	\$ <input type="text" value="0"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text" value="0"/>	
9. Head Start: TTA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	
10. Early Head Start: Program Operations	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	
11. Early Head Start: TTA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	
12. TOTAL (sum of lines 8-11)	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text" value="0"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. Non-Federal	\$ <input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
17.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
18.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
19.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
20. TOTAL (sum of lines 16 - 19)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: <input type="text"/>		22. Indirect Charges: <input type="text"/>			
23. Remarks: <input type="text"/>					

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<b>Application for Federal Assistance SF-424</b>		
<p><b>* 1. Type of Submission:</b></p> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<p><b>* 2. Type of Application:</b></p> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision	<p><b>* If Revision, select appropriate letter(s):</b></p> <p>Other: <input style="width: 100%;" type="text"/></p> <p><b>* Other (Specify):</b></p> <p>Budget Revision <input style="width: 100%;" type="text"/></p>
<p><b>* 3. Date Received:</b> <input style="width: 100%;" type="text"/></p>	<p><b>4. Applicant Identifier:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="02CH3062"/></p>	
<p><b>5a. Federal Entity Identifier:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="N/A"/></p>	<p><b>5b. Federal Award Identifier:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="02CH3062"/></p>	
<b>State Use Only:</b>		
<p><b>6. Date Received by State:</b> <input style="width: 100%;" type="text"/></p>	<p><b>7. State Application Identifier:</b> <input style="width: 100%;" type="text"/></p>	
<b>8. APPLICANT INFORMATION:</b>		
<p><b>* a. Legal Name:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC."/></p>		
<p><b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> <input style="width: 100%; border: 1px solid black;" type="text" value="161004653"/></p>	<p><b>* c. Organizational DUNS:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="038360160"/></p>	
<b>d. Address:</b>		
<p><b>* Street1:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="32 N Main St"/></p> <p><b>Street2:</b> <input style="width: 100%; border: 1px solid black;" type="text"/></p>		
<p><b>* City:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="Cortland"/></p>		
<p><b>County/Parish:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="Cortland County"/></p>		
<p><b>* State:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="NY: New York"/></p>		
<p><b>Province:</b> <input style="width: 100%; border: 1px solid black;" type="text"/></p>		
<p><b>* Country:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="USA: UNITED STATES"/></p>		
<p><b>* Zip / Postal Code:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="13045-2122"/></p>		
<b>e. Organizational Unit:</b>		
<p><b>Department Name:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="CAPCO"/></p>	<p><b>Division Name:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="Head Start/Early Head Start"/></p>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<p><b>Prefix:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="Mrs."/></p>	<p><b>* First Name:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="Bethann"/></p>	
<p><b>Middle Name:</b> <input style="width: 100%; border: 1px solid black;" type="text"/></p>		
<p><b>* Last Name:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="Wieder"/></p>		
<p><b>Suffix:</b> <input style="width: 100%; border: 1px solid black;" type="text"/></p>		
<p><b>Title:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="Director"/></p>		
<p><b>Organizational Affiliation:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="Cortland County Community Action Program, Inc."/></p>		
<p><b>* Telephone Number:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="(607) 753-6781 x105"/></p>	<p><b>Fax Number:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="(607) 758-3620"/></p>	
<p><b>* Email:</b> <input style="width: 100%; border: 1px solid black;" type="text" value="bethannf@capco.org"/></p>		

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

ACF-Head Start

**11. Catalog of Federal Domestic Assistance Number:**

93.600

CFDA Title:

Head Start

**\* 12. Funding Opportunity Number:**

eGrants-N/A

\* Title:

N/A

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Cortland County

**\* 15. Descriptive Title of Applicant's Project:**

To submit a budget revision to re-align HS and EHS monies to purchase two used vehicles.

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="0"/>
* b. Applicant	<input type="text" value="0"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="0"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="0"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

***Resolution of the Board of Directors***

*of*

***Cortland County Community***

***Action Program, Inc.***

Resolution No.18-11

**W**HEREAS, the Cortland County Community Action Program, Inc. Executive Committee has reviewed the 2017 Staff Turnover Report and has recommended accepting as presented, and

**W**HEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the Staff Turnover Report and accepts as presented.

**I**T IS HEREBY RESOLVED that on May 24, 2018 the Board of Directors adopts for acceptance the Staff Turnover Report.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

**2017 CAPCO Turnover Report: Synopsis**

<b>Agency Turnover Totals</b>			
<b>Including CDPAP</b>		<b>Excluding CDPAP</b>	
Total Separations:	81	Total Separations:	28
<b>Separation Reasons</b>		<b>Separation Reasons</b>	
Layoff:	22	Layoff:	1
Performance/Attendance:	19	Performance/Attendance:	6
Misconduct:	3	Misconduct:	1
Retirements:	3	Retirements:	3
Deceased:	0	Deceased:	0
Resignations:	34	Resignations:	17

<b>Turnover Rate= Total Separations/Monthly Avg. # of Employees x 100</b>			
<b>Avg. Number of Monthly Employees:</b>	<b>299</b>	<b>Avg. Number of Monthly Employees:</b>	<b>123</b>
<b>Total Separations:</b>	<b>81</b>	<b>Total Separations:</b>	<b>28</b>
<b>Turnover Rate:</b>	<b>27%</b>	<b>Turnover Rate:</b>	<b>23%</b>

<b>CDPAP Turnover Totals</b>			
Total Separations:	53	<b>Separation Reasons</b>	
		Layoff:	21
		Performance/Attendance:	13
		Misconduct:	2
		Retirements:	0
		Resignations:	17
		Deceased:	0

<b>Head Start/Early Head Start Turnover Totals</b>			
Total Separations:	27	<b>Separation Reasons</b>	
		Layoff:	1
		Performance/Attendance:	6
		Misconduct:	1
		Retirements:	3
		Resignations:	16

<b>WIC</b>			
Total Separations:	1	<b>Separation Reasons</b>	
		Layoff:	0
		Performance/Attendance:	0
		Misconduct:	0
		Retirements:	0
		Resignations:	1

<b>Admin</b>			
Total Separations:	0	<b>Separation Reasons</b>	
		Layoff:	0
		Performance/Attendance:	0
		Misconduct:	0
		Retirements:	0
		Resignations:	0

<b>Family Development</b>		
Total Separations:	0	<b>Separation Reasons</b>
		Layoff: 0
		Performance/Attendance: 0
		Misconduct: 0
		Retirements: 0
		Resignations: 0

<b>Energy Services</b>		
Total Separations:	0	<b>Separation Reasons</b>
		Layoff: 0
		Performance/Attendance: 0
		Misconduct: 0
		Retirements: 0
		Resignations: 0



3-Year Comparison (2015, 2016, 2017)

Agency Turnover Totals					
Including CDPAP			Excluding CDPAP		
2015	###	2017	###	###	2017
Total Separations:	56	81	81	16	28
<b>Separation Reasons</b>					
Layoff:	15	23	22	4	0
Performance/Attendance:	15	11	19	0	3
Misconduct:	2	2	3	0	0
Retirements:	2	1	3	2	1
Deceased:	0	1	0	0	0
Resignations:	22	35	34	10	22

Turnover Rate= Total Separations/Monthly Avg. # of Employees x 100					
2015	###	2017	###	###	2017
Avg. Number of Monthly Employees:	227	259	299	120	123
Total Separations:	56	81	81	16	28
Turnover Rate:	25%	31%	27%	13%	23%

CDPAP Turnover Totals					
2015	###	2017	###	###	2017
Total Separations:	40	53	53	11	21
<b>Separation Reasons</b>					
Layoff:	11	23	21	8	13
Performance/Attendance:	15	8	13	2	2
Misconduct:	0	0	0	0	0
Retirements:	0	0	0	0	0
Deceased:	0	1	0	0	0
Resignations:	12	14	17	0	1

Head Start/Early Head Start Turnover Totals					
2015	###	2017	###	###	2017
Total Separations:	12	23	22	3	0
<b>Separation Reasons</b>					
Layoff:	3	0	1	0	0
Performance/Attendance:	0	0	3	0	0
Misconduct:	0	0	0	0	0
Retirements:	0	0	0	0	0
Resignations:	9	20	16	0	0

WIC Turnover Totals					
2015	###	2017	###	###	2017
Total Separations:	2	3	1	1	0
<b>Separation Reasons</b>					
Layoff:	1	0	0	0	0
Performance/Attendance:	0	1	0	0	0
Misconduct:	0	0	0	0	0
Retirements:	1	1	0	0	0
Resignations:	0	1	1	0	0

Admin Turnover Totals					
2015	###	2017	###	###	2017
Total Separations:	1	1	0	0	0
<b>Separation Reasons</b>					
Layoff:	0	0	0	0	0
Performance/Attendance:	0	0	0	0	0
Misconduct:	0	0	0	0	0
Retirements:	0	0	0	0	0
Resignations:	1	1	0	0	0

Family Development Turnover Totals					
2015	###	2017	###	###	2017
Total Separations:	1	1	0	0	0
<b>Separation Reasons</b>					
Layoff:	0	0	0	0	0
Performance/Attendance:	0	0	0	0	0
Misconduct:	0	0	0	0	0
Retirements:	1	0	0	0	0
Resignations:	0	1	0	0	0

Energy Services Turnover Totals					
2015	###	2017	###	###	2017
Total Separations:	0	0	0	0	0
<b>Separation Reasons</b>					
Layoff:	0	0	0	0	0
Performance/Attendance:	0	0	0	0	0
Misconduct:	0	0	0	0	0
Retirements:	0	0	0	0	0
Resignations:	0	0	0	0	0

**Narrative:**

**CDPAP:**

CAPCO serves as the Financial Intermediary for this Program; therefore, decisions on hiring and terminations remain primarily with the employing consumer. The Consumer Directed Personal Assistance Program (CDPAP) increased the number of consumers in the Program from 66 in 2015 to 76 in 2016 and 106 in 2017.

**Layoffs (28% decrease):**

In 2017, consumers in the CDPAP Program hired a total of 28 new Personal Assistants. Consumers in the Program have a fluid need for Personal Assistants based on the level of care needed and number of hours for which they are approved. Consumers also leave the CDPAP Program for natural reasons such as the consumer needing a higher level of care and entering assisted living or the consumer passing away. Based on fluctuations in consumer need, separations of Personal Assistants are most commonly due to layoff (lack of work). Based on the nature of the Program and the number of newly hired aides to the Program (in addition to the number existing prior to 2017), we are pleased with the decrease in layoffs in 2017. It is our belief that the Program continues to serve its valuable purpose in the community to offer eligible consumers the opportunity to obtain in-home care by familiar aides, increasing quality of life and health conditions.

**Voluntary Resignations (21% increase):**

The CDPAP Program saw a slight increase in the number Personal Assistants resigning from employment with their respective consumers. The Program is set up for the consumer to hire aides that are known to them, including family members who may or may not be trained home health aides, but nonetheless determined to be suitable for the consumer's care plan. It is often found that aides will temporarily take on the Personal Assistant responsibilities for a limited amount of time to get the consumer into the Program and receiving services. Additionally, family situations may impact the employment relationship, and the level of care the consumer needs may fluctuate resulting in voluntary staffing changes. As is an ongoing theme, consumer feedback and concerns in association meetings/seminars attended for the CDPAP Program indicate that compensation continues to impact turnover and a consumer's ability to attract and retain quality Personal Assistants. CAPCO made significant strides in addressing CDPAP resignations due to compensation concerns in 2016, which positively impacted voluntary turnover in 2017, particularly considering the increased number of Personal Assistants added to the Program in 2017. Further efforts continue to be made, with additional strides made last year.

**Response and Efforts:**

**2016:**

- Elimination of the 25 hour per week cap. This allowed consumers to hire Personal Assistants for full-time hours if needed and increased benefit eligibility.
- Application and receipt of enhanced Medicaid reimbursement rate for eligible consumers
- Existing employees of consumers in the Program were given a 1%, 1.5%, 2% increase based on length of service and tier of care being provided (3 tier system).
- Pay ranges for newly hired employees were increased for all tiers, coinciding with minimum wage increase

**2017:**

- Cost of living increase for Personal Assistants in the 4th quarter of 2017 reflective of the increases in 2016, including retroactive amounts.
- Pay ranges for newly hired employees increased, again coinciding with the annual increase in minimum wage:
  - 1.) Tier 1: \$10-\$15 minimum wage increase
  - 2.) Tier 2: \$10.65-\$11.20
  - 3.) Tier 3: \$11.25-\$12.25

**2018:**

- As of December 2017, CAPCO maintained a surplus in the Program, but we are awaiting a determination on our submitted cost report that may impact our rate. Once we have a determination on our rate going forward, CAPCO will continue to look at the possibility of bringing back the accrued leave option for employees of consumers in the CDPAP Program.
- CAPCO continues to be an active member of the State Association for CDPAP (CDPAPANS) for increased resources to administer the CDPAP Program and to advocate for the legislative agenda for the Program, including funding to pay Personal Assistants a competitive living wage so consumers can attract and retain care givers.

**HEAD START/EARLY HEAD START:**

Staffing for the Head Start/Early Head Start Program continues to be a primary focus for the Program Year 2017-2018, but we are pleased with the progress made in 2017. While the total number of separations increased year-over-year, we are encouraged by the decrease in key separation reasons and our ongoing feedback from current and outgoing staff members.

**Voluntary Resignations (20% decrease):**

The HS/EHS Program saw a decrease in the number of staff resigning from employment with the Program, particularly between Program-years. With the implementation of Exit Interview Questionnaires, we see progress in the reasons for separations and CAPCO's efforts to retain staff for critical components of the Program. Of the voluntary resignations, 5 were substitutes who were removed from the sub list for availability purposes. We had 3 teachers/assistant teachers move on to local school districts and 2 move on to alternate career opportunities. The Head Start Program continues to have the ongoing challenge of recruiting and retaining Preschool Teachers, particularly UPK Teachers, who must be fully credentialed with Master's level degrees as a Teacher in a school district. Head Start is offered considered to be a stepping-stone and route to ultimate career goals of being a Teacher in a school district. Nonetheless, the Program continues to work to retain Preschool Teachers with much focus on compensation and continual feedback. The Head Start component of the HS/EHS Program operates on a Program-year basis (10-months) with a summer lay-off period. During this period, there is a standard attrition of staff who return to the Program from the previous year.

**Performance/Attendance (50% increase):**

Although there is an increase in the number of separations due to performance and/or attendance from 2016, the majority of separations represent substitutes who were unavailable to sub when called, accounting for attendance separations. The additional separations were executed after much deliberation with Human Resources, Program leadership, and the staff as well as opportunities for development and improvement, with considerations of the level of performance concerns and length of time with the Program considered. Of the separations in this category, there are no major concerns moving forward with the Program feeling confident with the staff we have in place to carry out services in accordance with the Agency and Program mission.

**Retirements:**

In analysis of the turnover data, we had 3 retirements that increased overall turnover in 2017. The retirements were expected and well-planned in advance, with a recruitment plan in place that engaged the outgoing staff members. The 3 retiring staff members were with Program and Agency 18 years, 24 years, and 26 years respectively. All 3 retirees gave excellent as well as constructive feedback regarding their employment upon their departure. The impact of the retired staff members continues to resonate in the Program, and our succession plan continues to be affirmed following their retirement.

**Response and Efforts:**

The Head Start/Early Head Start Program received a Cost of Living Adjustment (COLA) for personnel salaries in the 2018-2019 HS/EHS contract budget. With approval from our Regional office, we were able to put an emphasis on raises salaries of our Education staff, naming teaching staff to stay competitive in the market with growing qualification guidelines. Fringe rates and the structure of our benefit offerings were analyzed in depth in 2017, with meetings with our health insurance broker beginning in March 2017 for our September 1st plan renewal. CAPCO was able to maintain insurance rates for employees by working to restructure benefit plan offerings. While this process continues to be ongoing, we were able to work towards balancing our ability to increase wages with contributions to health insurance benefits. CAPCO's training and professional development efforts continue to enhance with the first year implementation of our new Performance Appraisal Process that puts more emphasis on staff development and feedback. There has also been a New Employee Orientation process put into place to better acclimate new staff to the Agency. In an effort to gain more detailed insights into voluntary separations, CAPCO is practicing a Exit Interview process that will help CAPCO conceptualize trends of why employees are choosing to leave the Agency and aide in setting strategic priority areas.

**2018-2019 Outlook:**

With the board's active involvement, the Program has submitted an application for a Conversion grant to convert slots from Head Start to Early Head Start to meet the growing community need for infant/toddler care and education. With this, the grant application budgets for a probable salary raise for Preschool Teachers, which will work toward further market competitiveness to match the qualifications required for the positions in an ongoing effort to retain high quality teaching staff.

**WIC:**

WIC experienced one official separation in 2017 with the resignation of a long-time Enhanced Peer Counselor due to family movement out of the area. The Peer Counselor left great feedback and the Program and Agency feels affirmed in our employee relations efforts. A notable separation not listed is the retirement of our Breastfeeding Coordinator/Nutritionist of 25 years at the end of 2017. The outgoing Breastfeeding Coordinator remains on CAPCO's payroll as a consultant during the transition, but we have successfully hired a new addition to the CAPCO family and feel confident in the succession of the Program's critical position.

***Resolution of the Board of Directors***

*of*

***Cortland County Community***

***Action Program, Inc.***

Resolution No.18-12

**W**HEREAS, the Cortland County Community Action Program, Inc. Executive Committee has reviewed the proposed new Job Descriptions for the Healthy Families Program, HR Assistant and the 2 positions for the Volunteer Driver/CDS program and has recommended accepting as presented, and

**W**HEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the Job Descriptions and accepts as presented.

**I**T IS HEREBY RESOLVED that on May 24, 2018 the Board of Directors adopts for acceptance the new Job Description.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

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

**Job Title:** Family Support Specialist  
**Reports To:** Program Supervisor  
**Director Approval:** \_\_\_\_\_

**Date:** January 16, 2018  
**Department:** Family Development  
**FLSA Status:** Non-Exempt

**Job Function:** Responsible for establishing a trusting relationship with families through initiating and maintaining regular, long term contact with families for the purpose of strengthening the parent-child relationship, providing child development information, offering support in the areas of goal setting and problem solving through the performance of the following duties

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

Initiate and maintain regular contact with families, primarily in their homes.

Conduct interviews in the home to identify at-risk families and making appropriate referrals to community resources

Provide prenatal and other health education

Assist families to strengthen parent-child relationships, provide resources as necessary.

Assist parents to improve their skills to optimize the home environment for the child's well-being and safety.

Assist Program participants in making and attending health and human service appointments, including activities related to employment and educational goals.

Keep the Program leadership advised on unified community concerns and issues on a regular basis through scheduled meetings.

Work cooperatively with other CAPCO programs and community agencies

Maintain functional knowledge of other local, state, and federal programs relating to low income individuals. Work with other human services agencies in order to create more effective flow of service in the community.

Participate in training programs which relate to job responsibilities.

**Competencies**

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

Manages difficult or emotional participant situations; Responds to requests for service and assistance. Maintains confidentiality. Demonstrates group presentation skills. Writes clearly and informatively. Displays original thinking and creativity. Exhibits objectivity and openness to others' views. Demonstrates accuracy and thoroughness. Treats others with respect and consideration regardless of their status or position. Works with integrity and ethically; Upholds organizational values.

Strong listening skills; ability to handle stressful situations. Emotionally mature and capable of exercising judgment; respect for and sensitivity to the needs and rights of

others, including those with differing cultural, racial, sexual, or ethnic identities. Follows policies and procedures; Completes administrative tasks correctly and on time; Benefits organization through outside activities. Observes safety and security procedures; Uses equipment and materials properly. Asks for and offers help when needed.

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

Knowledge of community resources; successful parenting and/or child care experience; ability to identify family strengths and foster self-sufficiency and independence in families; ability to be satisfied with on-going projects where positive outcomes are often not immediately apparent; ability to establish trusting relationships and work effectively with mothers, fathers, and extended family; Belief that children need to be nurtured.

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

Associates degree in human services or related field and at least 1 year experience working with at risk families and/or children or High school diploma / GED plus three years life/work experience caring for young children or providing family development services required.

### **Language Skills**

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

### **Mathematical Skills**

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

### **Computer Skills**

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

### **Other Skills and Abilities**

Experience in working with individuals, neighborhood groups (youth and adults) and community organizations. Ability to grasp the problems confronting low-income residents, especially fiscal challenges. Working knowledge of the family development process.

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

NYS Driver's License

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

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

required by this job include close vision. Must be able to travel to various locations. Ability to work flexible hours to support the program.

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

The noise level in the work environment is usually moderate.

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

**Job Title:** Program Manager, Healthy Families   **Date:** January 16, 2018  
**Reports To:** Family Development Director   **Department:** Family Development  
**Director Approval:** \_\_\_\_\_   **FLSA Status:** Non-Exempt

**Job Function:** Responsible for the development, implementation, and management of all aspects of the Healthy Families Program by ensuring that the Program achieves contractual objectives through partnering with community resources and developing collaborative ventures to better serve children and families in the county.

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

In collaboration with the Family Development Director, assists with overall planning and direction of the Program

Supervises and provides team leadership in the development and ongoing operation of the Healthy Families program.

Develops the collaborative efforts necessary and implements the Healthy Families program in Cortland County.

Responsible for the oversight of the day-to-day management of the Healthy Families Program in coordination with the Program Supervisor

Coordinates staff training and development opportunities.

Assists with budgeting of Healthy Families, grant writing, program development.

Assists with Healthy Families public relations; attends and participates in community meetings.

Attends professional meetings, conferences and workshops pertinent to the operation of the program(s).

Provides direct supervision to the family support workers and other staff when their supervisor is unavailable.

Provides periodic program highlights to be shared with the Healthy Families Advisory Council, Family Development Director, and other community coalitions.

Monitors data collection for Healthy Families.

Supervises use of curriculum to assess effectiveness with the target population, cultural diversity.

Assists Family Development Director in the creation/monitoring of Memorandums of Understanding with collaborative partners.

Understands and implements Critical Elements for the Healthy Families Program.

Monitors compliance to HFA standards.

Coordinates and monitors activities and events for program participants.

Conducts staff meetings.

Coordinates semi-annual file review.

Assesses staffing needs; Recommends hiring and staffing; Works closely with Human Resource Director and Family Development Director.

Evaluates individual staff on an annual basis.

Maintains records in accordance with all contractual, Agency, and legal standards

Maintains local advisory council to provide consultation and support to Healthy Families by advocating for the programs' mission, shared vision, goals and strategic plans.

As necessary, provide direct service, e.g. crisis intervention to families

### **Competencies**

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

Manages difficult or emotional participant situations; Responds to requests for service and assistance. Maintains confidentiality. Demonstrates group presentation skills. Strong listening skills. Writes clearly and informatively. Displays original thinking and creativity. Capable of exercising judgment; ability to appropriately handle stressful situations. Exhibits objectivity and openness to others' views. Demonstrates accuracy and thoroughness. Treats others with respect and consideration regardless of their status or position. Works with integrity and ethically; Upholds organizational values.

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

Knowledge of community resources; successful parenting and/or child care experience; Understanding of and experience strength-based and family-centered provision of primary prevention services, and/or direct experience as a home visitor. Knowledge of infant and child development, parent-child attachment, maternal-infant health, and the dynamics of child abuse and neglect. Ability to grasp the problems confronting low-income residents, especially fiscal challenges. Working knowledge of the family development process.

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

Minimum Bachelor's degree in human services field working with children and families, Master's degree preferred in Public Health or Human Services Administration. At least three (3) years of relevant experience in human service program administration, including experience in managing a budget, staff supervision/development, quality assurance and improvement, and site development. Experience in working with individuals, neighborhood groups (youth and adults) and community organizations.

### **Supervisory Responsibilities**

Directly supervise Program Supervisor with indirect supervision of four (4) Family Support Workers. In coordination with Family Development Director, responsible for the overall direction, coordination, and evaluation of the Healthy Families unit. Carries out

supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Ability to provide leadership, set program goals and objectives, promote team building, make difficult decisions, remain flexible and supportive of workers' tasks, and be consistent and calm during crises.

### **Language Skills**

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

### **Mathematical Skills**

Ability to add, subtracts, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **Computer Skills**

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

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

Acceptable NYS Driver's License. Infant mental health endorsement level III or IV preferred, may be required to obtain upon hire. Final selection for Program Managers must be approved by the OCFS Program Contract Manager.

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

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. Must be able to travel to various locations. Ability to work flexible hours to support the program.

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

The noise level in the work environment is usually moderate.



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

**Job Title:** Program Supervisor, Healthy Families  
**Reports To:** Program Manager  
**Director Approval:** \_\_\_\_\_

**Date:** January 16, 2018  
**Department:** Family Dev.  
**FLSA Status:** Non-Exempt

**Job Function:** Responsible for the day-to-day management of the Healthy Families New York (HFNY) Program through the direct supervision of the Family Support Workers by performing the following duties.

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

Schedule and direct the work of each Family Support Worker (FSW)

Coordinate staff training and development opportunities. Maintain a work environment that provides maximum support for well-being; responsible for recommending and acquiring necessary materials for staff development

In collaboration with the Program Manager and leadership, assist in interviewing and hiring, identifying and providing training opportunities, and monitoring and evaluating performance of the Family Support Workers' performance

Facilitate the Healthy Families Advisory Committee

Attends and participates in community meetings, assisting in the Program's public relations

Attends professional meetings, conferences and workshops pertinent to the operation of the Program

Periodically provide comprehensive Program highlights to be shared with the Healthy Families Advisory Committee, CAPCO Board of Directors, and other community coalitions

Monitors collection, tracking, and communication of Program data for the Healthy Families component.

Monitor and oversee use of curriculum to assess effectiveness with the target population, including cultural diversity.

Arrange for, and conduct when necessary, family and child assessments during Family Support Worker home visit

Conduct participant record reviews and oversee quality of data management system

Provide documentation on services needed and provided to each family

**Competencies**

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

Maintains confidentiality. Manages difficult or emotional participant situations. Demonstrates group presentation skills. Strong listening skills. Writes clearly and informatively. Displays original thinking and creativity. Exhibits objectivity and openness to others' views. Demonstrates accuracy and thoroughness. Treats others with respect and consideration regardless of their status or position. Works with integrity and ethically; Upholds organizational values.

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

A solid understanding of and/or experience in supervising and motivating staff, as well as providing support to staff in stressful work environments. Experience with and commitment to reflective practice. Knowledge of infant and child development, and parent-child attachment; experience with family services that embrace the concepts of family-centered and strength-based service provision.

Knowledge of maternal-infant health, and the dynamics of child abuse and neglect. Experience in providing services to culturally diverse communities and families, experience in home visiting, with a strong background in prevention services to the 0-3 age population.

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

Minimum Bachelor's degree in human services or field related to working with children or families, Master's degree preferred. Three (3) years of relevant experience or equivalent combination of education and experience, including five (5) years direct service in home visiting or related field and a documented history of progressive professional development with an Associate's degree in a related field.

#### **Supervisory Responsibilities**

Directly supervise four (4) Family Support Workers. In coordination with Program Manager, responsible for the day-to-day supervision and direction of the Healthy Families unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

#### **Language Skills**

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

#### **Mathematical Skills**

Ability to add, subtracts, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

#### **Computer Skills**

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

#### **Other Skills and Abilities**

Experience in working with individuals, neighborhood groups (youth and adults) and community organizations. Ability to grasp the problems confronting low-income residents, especially fiscal challenges. Working knowledge of the family development process.

## **Certificates, Licenses, Registrations**

NYS Driver's License

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

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. Must be able to travel to various locations. Ability to work flexible hours to support the program.

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

The noise level in the work environment is usually moderate.

## Cortland County Community Action Program, Inc.

### Job Description

**Job Title:** HR Assistant

**Date:** September 19, 2017

**Department:** Administration

**Reports To:** Human Resource Director

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

**FLSA Status:** Non-Exempt

**Job Function** Handles and provides support for various Human Resource Management functions within the Agency by performing the following duties.

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

Initiate, perform, and track the onboarding process of newly hired employees for each CAPCO Program ensuring all pre-employment checks, trainings, and documentation are attained/completed in a compliance with Program and Agency standards and in a timely fashion.

Initiate and track the intake process for volunteers in the Consumer Directed Services Volunteer Driver Program.

Collaborate and communicate with Program leadership regarding the status of new hires in the onboarding process, including communication of documentation needed.

Verify all job references and background checks as necessary.

Timely and accurate processing of employee data/information into designated HR/Payroll software including but not limited to: new hire inputs, TimeClock setup, tax information, direct deposits, pay rate changes, personal info changes, terminations, etc.

Create, organize, and maintain employee personnel files in compliance with Agency policies/practices and legal requirements.

Audit employee files for compliance and proper documentation as needed, including systematically filing, tracking and communicating expired information within files.

Process and maintain terminated, inactive, and resigned employee files in accordance with Agency practices and legal requirements.

Input withholdings for payroll deductions into designated HR/Payroll software, including but not limited to child support withholdings and other garnishments. Collaborate with payroll software provider as necessary.

Complete responses to external requests for employment and income verifications in compliance with all Agency policies and procedures and legal requirements.

Assist with various Human Resource and other administrative projects as requested by the Human Resource Director.

### **Competencies**

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

Identifies, communicates, and resolves problems in a timely manner. Assist with designated projects; Responds promptly to staff needs. Maintains confidentiality.

Contributes to building a positive team spirit. Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment. Follows policies and procedures; Approaches others in a tactful manner; Follows through on commitments.

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

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

Associate's degree (A. A.) or equivalent from two-year college or technical school, plus 1-3 years related experience and/or training in Human Resource Management and payroll functions; or equivalent combination of education and experience.

### **Language Skills**

Ability to read, analyze, and professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Aptitude to evaluate and deal with individualized situations within the guidelines of applicable labor laws and best practices.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Human Resource systems; Internet software; Payroll systems and Microsoft Processing software.

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

Current NYS driver's license.

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

may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

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

The noise level in the work environment is usually moderate.

## Cortland County Community Action Program, Inc.

### Job Description

**Job Title:** Medicaid Billing Assistant  
**Department:** Consumer Directed Services  
**Director Approval:** \_\_\_\_\_

**Date:** December 1, 2017  
**Reports To:** CDS Director  
**FLSA Status:** Non-Exempt

**Job Function** Responsible for the timely submission of Medicaid claims, review employee timesheets for accuracy, and provide administrative support and backup to the Program Director

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

Processing Medicaid/Managed Care claims, general Medicaid/Managed Care claims deposits including verification of payments and adjustments, as needed,

Check eligibility and benefit verification

Review aide timesheets for accuracy and completeness and obtain any missing information

Prepare, review, and transmit claims either electronically or paper claim processing

Follow-up on unpaid claims within standard billing cycle timeframe

Check and review each insurance payment for accuracy and compliance with contract discount

Follow-up regarding any discrepancy in payments if necessary

Research and appeal denied claims

### Competencies

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

Identifies, communicates, and resolves problems in a timely manner. Assist with designated projects; Responds promptly to staff needs. Maintains confidentiality.

Contributes to building a positive team spirit. Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment. Follows policies and procedures; Approaches others in a tactful manner; Follows through on commitments.

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

**Education and/or Experience**

High School Diploma or equivalency required; Associates degree in related field preferred; plus 1-3 years' experience; or equivalent combination of education and experience.

**Language Skills**

Ability to read, analyze, and professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Must have good administrative, organizational and communication skills. Ability to relate to all socio-economical segments of the community and work well with both professional and non-professional individuals.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Aptitude to evaluate and deal with individualized situations within the guidelines of applicable labor laws and best practices.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Internet software and Microsoft Processing software. Ability to send/receive email messages, post information to a database or spreadsheet, and word processing.

**Certificates, Licenses, Registrations**

Current and acceptable NYS driver's license.

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

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

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



## Cortland County Community Action Program, Inc.

### Job Description

**Job Title:** Transportation Dispatcher

**Date:** December 1, 2017

**Department:** Consumer Directed Services

**Reports To:** CDS Director

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

**FLSA Status:** Non-Exempt

**Job Function** Responsible to coordinate Medicaid client transportation to and from medical care and treatment in Cortland and surrounding counties. Establishes priorities and schedules rides in a manner consistent with customer service goals.

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

Work closely with Medical Answering Services (MAS) to ensure all assigned trips are completed, approved and comply with MAS and DOH policy and procedure.

Respond to trip requests from MAS in a timely manner per MAS and Agency Program policies.

Clearly explain Medicaid Transportation Services to enrollees and drivers in relation to the process of acquiring and rendering Medicaid transportation services.

Prepare all trip sheets for drivers.

Pay strict attention to detail with ability to multi-task in a fast paced office environment.

Knowledge of NYS DOH regulations in relation to the Medicaid Transportation Program.

Remain up to day and familiar with Cortland County and the City of Cortland, and surrounding counties geography.

Interact with a variety of individuals including participants, health care and transportation providers, staff, and the public. Will need empathy and compassion, and the ability to keep calm in distressing situations.

Perform routine filing and maintenance of records.

Exercise good listening and writing skills; speak plainly and communicate effectively

Provide outstanding customer service.

Exercise independent judgment and diffuse confrontational situations

Attend meetings and trainings, including evening meetings and out of town travel as necessary.

All other duties and responsibilities as assigned by the CDS Director

### **Competencies**

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

Identifies, communicates, and resolves problems in a timely manner. Assist with designated projects; Responds promptly to staff needs. Maintains confidentiality.

Contributes to building a positive team spirit. Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment. Follows policies and procedures; Approaches others in a tactful manner; Follows through on commitments.

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

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

High School Diploma or equivalency required; Associates degree in Office Technology or related field preferred; plus 1 year experience with data entry and dispatching; or equivalent combination of education and experience.

### **Language Skills**

Ability to read, analyze, and professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Must have good administrative, organizational and communication skills. Ability to relate to all socio-economical segments of the community and work well with both professional and non-professional individuals.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Aptitude to evaluate and deal with individualized situations within the guidelines of applicable labor laws and best practices.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Internet software and Microsoft Processing software. Ability to send/receive email messages, post information to a database or spreadsheet, and word processing.

**Certificates, Licenses, Registrations**

Current and acceptable NYS driver's license.

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

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

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

The noise level in the work environment is usually moderate.

Meeting called to order at 8:05 a.m. Members present: Shelley Warnow, Helen Spaulding. Absent: Ella Clark, Penny Prignon. Staff: Martha Allen and Lindy Glennon

The committee reviewed the May Finance Report (See Attached).

AGENCY - Accounts Payable and Accounts Receivable are current with the exception of Medicaid receivables. The 2018 Proposed Agency Budget, along with the budgets for Administration, North Main Street Facility and CDPAP are included for review. The Proposed 2018 Agency Budget is \$8,920,440 this is an increase of \$976,145 from the 2017 Agency Budget. This increase is due primarily to two new contracts (Healthy Families \$360k and NOEP \$65k), and \$414k increase in

CDPAP - CDS (Consumer Directed Services) We are current on CDPAP billing, we have submitted for payment through the payroll ending April 27, 2018, being consistently current with Medicaid billing ensures a positive cash flow. The 2018 Proposed CDPAP budget of \$2,414,690 includes a projected net surplus of \$211,762. We continue to work on a plan re: additional salary increases as well as possibility of reinstating accrued leave for full time CDPAP staff.

EARLY CHILDHOOD DEVELOPMENT - Cortland UPK has allocated an additional \$23,530 to the CAPCO UPK Program to spend on materials and supplies. These extra funds give us the opportunity to purchase Hatch Tablets that have the capability to interface with our assessment tool that links to our curriculum. We are requesting a budget modification in our 17.18HSEHS Contract to spend \$37,600 to purchase two DOT Vans. This modification requires Board and Policy Council approval in order for the Regional Head Start office to approve the request. On May 15, 2018, we received notification of the award for the 2018/2019 HSEHS contract of \$2,767,274.

**FINANCE COMMITTEE REPORT**  
**SUMMARY OF DECEMBER 2017 FINANCIAL STATEMENTS**

*PRESENTED BY Martha Allen*

*May 17, 2018*

AGENCY

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The Proposed 2018 Agency Budget is \$8,920,440 this is an increase of \$976,145 from the 2017 Agency Budget. This increase is due primarily to two new contracts (Healthy Families \$360k and NOEP \$65k), and \$414k increase in CDPAP.

CDS (Consumer Directed Services)

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On May 15, 2018, we received notification of the award for the 2018/2019 HSEHS contract of \$2,767,274.

ENERGY SERVICES DEPARTMENT

Work is underway for the 2018-19 WAP and NYSERDA EmPower contracts. Interviews are being done now for the Office Assistant position to be vacated by Stacey Henry.

FAMILY DEVELOPMENT DEPARTMENT

We did not receive the Dollar General Grant this year. United Way has not published their 2018 awards. We filed the Amendment for the 17.18CSBG Contract for \$232,733 and the MWBE certification.

WIC

On May 11, 2018, we received the 2019 WIC Funding Award for \$391,808 it is due June 22, 2018. The WIC base amount increased, but we lost the COLA and Unallocated funds that were in the 2018 Contact. There is a WIC Regional meeting on Friday, May 18, 2018, that should answer our questions.

**CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.**  
**FINANCE DIRECTOR MONTHLY CHECKLIST**  
**FOR THE MONTH MARCH 2018**

*Submitted by Martha Allen on May 17, 2018*

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	Feb-18
Accounts receivable over 90 days past due	N/A	yes - Medicaid
Accounts payable over 90 days past due	N/A	none
NYS Sales and Use Tax Filing	3/21/2018	3/8/2018
FT-500 Application for Refund of Sales Tax Paid on Petroleum Products	Annually	1/25/2018
Coporate Tax Returns - IRS 990 & CHAR 500 (auto-approved 6 months extension)	10/15/2018	
Coporate Tax Returns - IRS 5500 (Retirement) (auto-approved 6 month extension)	10/15/2018	
Quarterly payroll tax returns filed by complete payroll	qtrly	yes
US Dept of Labor - Bureau of Labor Statistics - Multiple Worksite (MWR)	qtrly	1/31/2018
Form 1099's	1/31/2018	1/24/2018
EO 38 Filing	6/30/2018	
<b>Program Reports</b>		
<b>CSBG 2017-2018 py</b>		
20% Expenditure report		4/26/2018
45% Expenditure report		
70% Expenditure report		
1st QTR Program/Fiscal Attestation Forms	1/31/2018	1/31/2018
2nd QTR Program/Fiscal Attestation Forms	4/30/2018	4/26/2018
3rd Qtr Program/Fiscal Attestation Forms	7/31/2018	
4th Qtr Program/Fiscal Attestation Forms	10/31/2018	
<b>MWBE Reports</b>		
3rd qtr (Oct-Dec)	1/10/2018	1/10/2018
4th QTR (Jan-Mar)	4/10/2018	4/10/2018
1st qtr MWBE Reports (Apr-Jun)	7/10/2018	
2nd qtr MWBE Reports (Jul-Sep)	10/10/2018	
Unaudited Financial Statements	11/30/2018	
<b>Healthy Families of New York - HFNY 2017-2018 py</b>		
<b>Vouchers / Reports</b>		
1st QTR (December - February) - <b>Contract not approved until April 6th</b>	3/30/2018	
2nd QTR (March - May)	6/30/2018	
3rd QTR (June - August)	9/30/2018	
4th QTR (September - November) - Final	12/30/2018	
<b>MWBE Reports</b>		
1st QTR (December - February) <b>Contract not approved until April 6th</b>	3/10/2018	
2nd QTR (March - May)	6/10/2018	
3rd QTR (June - August)	9/10/2018	
4th QTR (September - November) - Final	12/10/2018	
<b>Energy Services</b>		
<b>WAP 17-18 PY</b>		
Monthly Voucher to Energy Services for presentation to DHCR	Final Voucher due 4/30/2018	4/27/2018
1st qtr MWBE Reports (April-June)	7/10/2017	7/7/2017
2nd qtr MWBE Reports (July-September)	10/10/2017	10/10/2017
3rd qtr MWBE Reports (October-December)	1/10/2018	1/10/2018
4th qtr MWBE Reports (January-March)	4/10/2018	4/10/2018
Unaudited Financial Statements	5/31/2018	
<b>Head Start &amp; Early Head Start</b>		
Quarterly Form 425: Enter in Payment Management System (PMS)		
1ST QTR (January - March)	4/30/2018	4/9/2018
2ND QTR (April-June)	7/30/2017	7/17/2017
3RD QTR (July-September)	10/30/2017	10/30/2017
4TH QTR (October-December)	1/30/2018	1/10/2018
Form 425 due: Upload to GRANT SOLUTIONS - 17-18 py		
semi-annual (June-November)	1/30/2018	2/15/2018
annual (June-May)	7/30/2018	
final (June-May)	8/30/2018	
<b>WIC 17-18py</b>		
<b>Monthly Voucher</b> (due 45 days after month end)	Month of March	5/15/2018

# CAPCO

## Balance Sheet

	3/31/2018	2/28/2018	1/31/2018	12/31/2017	11/30/2017
<b>ASSETS</b>					
<b>CURRENT ASSETS</b>					
Cash	\$780,487	\$823,464.25	\$763,835.16	\$582,696.12	\$550,692.45
Grants Receivable	\$610,119	\$579,143.39	\$506,588.28	\$584,899.12	\$509,986.24
Accounts Receivable					
ACCOUNTS RECEIVABLE	\$0	\$0.00	\$0.00	\$0.00	\$0.00
ACCOUNTS RECEIVABLE	\$0	\$0.00	\$0.00	\$0.00	\$0.00
ACCOUNTS RECEIVABLE	\$607,759	\$536,088.28	\$505,890.05	\$585,091.74	\$559,811.79
Less: ALLOWANCE FOR DOUBTFUL ACCOUNTS	\$54,874	\$54,874.00	\$54,874.00	\$54,874.00	\$54,874.00
MEDICAID VARIANCE RECEIVABLE	(\$196)	(\$196.36)	(\$196.36)	(\$196.36)	(\$196.36)
OTHER RECEIVABLES	\$0	\$0.00	\$0.00	\$39,245.82	\$0.00
OTHER RECEIVABLES	\$0	\$0.00	\$0.00	\$0.00	\$0.00
OTHER RECEIVABLES	\$467	\$452.03	\$558.95	\$450.19	\$450.19
Net Accounts Receivable	\$553,155	\$481,469.95	\$451,378.64	\$569,717.39	\$505,191.62
Prepaid Expenses	\$108,492	\$127,413.89	\$92,437.36	\$159,121.97	\$96,474.59
<b>TOTAL CURRENT ASSETS</b>	<b>\$2,052,254</b>	<b>\$2,011,491.48</b>	<b>\$1,814,239.44</b>	<b>\$1,896,434.60</b>	<b>\$1,662,344.90</b>
<b>PROPERTY AND EQUIPMENT</b>					
Vehicles, furniture and equipment	\$724,465	\$729,090.37	\$719,604.10	\$718,174.69	\$767,768.53
Building	\$1,176,680	\$1,176,680.16	\$1,176,680.16	\$1,176,680.16	\$1,176,680.16
<b>NET PROPERTY AND EQUIPMENT AT COST</b>	<b>\$1,901,145</b>	<b>\$1,905,770.53</b>	<b>\$1,896,284.26</b>	<b>\$1,894,854.85</b>	<b>\$1,944,448.69</b>
Less Accumulated Depreciation	(\$1,012,837)	(\$1,012,836.51)	(\$1,012,836.51)	(\$1,012,836.51)	(\$1,052,076.57)
<b>TOTAL PROPERTY AND EQUIPMENT</b>	<b>\$888,309</b>	<b>\$892,934.02</b>	<b>\$883,447.75</b>	<b>\$882,018.34</b>	<b>\$892,372.12</b>
SOFTWARE DEVOLPMENT COSTS	\$0	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL ASSETS</b>	<b>\$2,940,562</b>	<b>\$2,904,425.50</b>	<b>\$2,697,687.19</b>	<b>\$2,778,452.94</b>	<b>\$2,554,717.02</b>
<b>LIABILITIES AND NET ASSETS</b>					
<b>CURRENT LIABILITIES</b>					
Accounts Payable	\$70,081	\$370,357.96	\$283,479.39	\$304,957.70	\$98,050.82
Payroll taxes and Accruals	\$273,513	(\$91,393.05)	(\$103,515.48)	(\$30,201.02)	\$63,752.42
Other Current Liabilities	(\$23,726)	(\$23,436.34)	(\$22,992.34)	(\$23,382.34)	(\$63,251.77)
Defered Income	\$232,405	\$234,792.46	\$237,179.96	\$239,567.46	\$197,709.96
<b>Total CURRENT LIABILITIES</b>	<b>\$552,273</b>	<b>\$490,321.03</b>	<b>\$394,151.53</b>	<b>\$490,941.80</b>	<b>\$296,261.43</b>
LONG-TERM DEBT	\$294,269	\$295,105.83	\$295,859.80	\$296,611.02	\$334,677.34
<b>TOTAL LIABILITIES</b>	<b>\$846,541</b>	<b>\$785,426.86</b>	<b>\$690,011.33</b>	<b>\$787,552.82</b>	<b>\$630,938.77</b>
<b>NET ASSETS</b>	<b>\$2,094,021</b>	<b>\$2,118,998.64</b>	<b>\$2,007,675.86</b>	<b>\$1,990,900.12</b>	<b>\$1,923,778.25</b>
<b>Total LIABILITIES AND NET ASSETS</b>	<b>\$2,940,562</b>	<b>\$2,904,425.50</b>	<b>\$2,697,687.19</b>	<b>\$2,778,452.94</b>	<b>\$2,554,717.02</b>

***Resolution of the Board of Directors***

***of***

***Cortland County Community***

***Action Program, Inc.***

Resolution No.18 - 13

**W**HEREAS, the Cortland County Community Action Program, Inc. Finance Committee has reviewed the 2018 Agency, Administration, Facilities and CDPAP and has recommended accepting as presented, and

**W**HEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the budgets and accepts as presented.

**I**T IS HEREBY RESOLVED that on May 24, 2018 the Board of Directors adopts for acceptance the 2018 budgets.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date



**CAPCO**

**Income Statement**

		<b>TOTAL PROPOSED 2018 BUDGET</b>
<b>REVENUE</b>		
<b>GRANT REVENUE</b>		
GRANT REVENUE	\$	4,372,696
USDA REVENUE	\$	203,445
PASS THROUGH FUNDS-wic VOUCHERS	\$	925,000
NYSERDA REVENUE	\$	95,000
Prior Year Revenue	\$	45,560
Total GRANT REVENUE	\$	<u>5,641,701</u>
<b>OTHER REVENUE</b>		
MEDICAID REVENUE	\$	2,414,690
SPECIAL NEEDS SERVICE REIMBURSEMENT	\$	32,000
OTHER INCOME	\$	24,417
CASH DONATIONS	\$	21,620
INKIND DONATIONS	\$	786,013
Total OTHER REVENUE	\$	<u>3,278,739</u>
<b>Total REVENUE</b>	<b>\$</b>	<b><u>8,920,440</u></b>
<b>EXPENSES</b>		
<b>PERSONNEL</b>		
<b>SALARIES/WAGES</b>		
SALARY/WAGE EXPENSE	\$	4,456,889
NEW ACCRUED BENEFIT TIME	\$	147,332
Total SALARIES/WAGES	\$	<u>4,604,221</u>
<b>FRINGES</b>		
FICA EXPENSE	\$	342,573
UNEMPLOYMENT INSURANCE EXPENSE	\$	130,541
WORKERS COMP EXPENSE	\$	102,851
DISABILITY INSURANCE EXPENSE	\$	16,933
GROUP INSURANCE EXPENSE	\$	426,024
401-K EXPENSE	\$	85,628
Fringes on Accrued Leave Earned	\$	12,748
Total FRINGES	\$	<u>1,117,299</u>
<b>Total PERSONNEL</b>	<b>\$</b>	<b>5,721,520</b>
<b>OTHER THAN PERSONNEL</b>		
PROGRAM MATERIALS	\$	100,689
PROGRAM SUPPLIES	\$	16,012
OFFICE SUPPLIES	\$	19,375
Direct Beneficiary Costs	\$	39,860
MEDICAL SUPPLIES	\$	6,700
DISABILITY SUPPLIES	\$	1,500
EDUCATIONAL SUPPLIES	\$	12,454
BREAST PUMPS EXPENSE	\$	2,526
FOOD & FOOD SUPPLIES	\$	156,421
SPEECH SERVICES	\$	1,250
DENTAL SERVICES	\$	750
MENTAL HEALTH SERVICES	\$	1,000
PARENT SERVICES	\$	4,250
FAMILY EMPOWERMENT	\$	500
CHILD ACCIDENT INSURANCE	\$	810
COMMERCIAL INSURANCE	\$	32,637
VEHICLE INSURANCE	\$	10,743
VEHICLE MAINTENANCE	\$	7,178
VEHICLE FUEL	\$	6,000

**TOTAL PROPOSED  
2018 BUDGET**

VEHICLE REGISTRATION	\$	900
PROGRAM RENT	\$	155,446
PARKING LOT RENTAL	\$	3,259
OFFICE UTILITIES	\$	24,400
PROGRAM UTILITIES	\$	9,000
JANITORIAL MAINTENANCE	\$	31,818
BUILDING MAINTENANCE	\$	32,707
TRASH REMOVAL	\$	3,928
BOARD EXPENDITURES	\$	4,130
POSTAGE	\$	7,132
DUPLICATING & PRINTING	\$	13,670
MORTGAGE INTEREST EXPENSE	\$	4,604
MORTGAGE PRIN EX - FNB	\$	31,291
MORTGAGE PRIN EXP -CITY	\$	6,000
INTERNET SERVICE	\$	8,583
TELEPHONE	\$	12,824
CENTER TELEPHONE	\$	9,058
Computer & Software Expense	\$	46,566
MEETING EXPENSE	\$	2,262
CONFERENCE EXPENSE	\$	8,874
TRAINING & TECHNICAL AST	\$	24,345
TEACHER TRAININGS	\$	6,419
Staff Development	\$	3,488
LOCAL TRAVEL	\$	48,216
OUT OF TOWN TRAVEL	\$	65,293
TOOLS EXPENSE	\$	1,800
POLICY COUNCIL EXPENSE	\$	1,800
STAFF IMMUNIZATIONS	\$	2,200
DUES & SUBSCRIPTIONS	\$	34,360
BACKGROUND CHECKS	\$	4,825
PERMITS, FEES, & RENTALS	\$	13,781
HEALTH AND SAFETY	\$	28,540
ADVERTISING	\$	6,300
EQUIPMENT PURCHASE	\$	3,000
SMAIN BLG ALLOCATION	\$	43,500
Total OTHER THAN PERSONNEL	\$	1,124,975
CONTRACTUAL		
CONTRACTUAL SERVICES-OTHER	\$	43,805
SUBCONTRACT LABOR	\$	6,461
SUBCONTRACT MATERIALS	\$	8,500
Total CONTRACTUAL	\$	58,766
INKIND		
WIC VOUCHER EXPENSE	\$	925,000
VOLUNTEERS/INTERNS	\$	239,502
VOLUNTEERS-PROFESSIONALS	\$	61,551
INKIND DONATIONS	\$	125,708
INKIND DONATED SPACE	\$	359,252
Total INKIND	\$	1,711,013
ADMINISTRATION		
FINANCIAL AUDIT	\$	26,212
PAYROLL PROCESSING	\$	27,599
EAP SERVICES	\$	10,660
EQUIPMENT DEPRECIATION	\$	1,515
Total ADMINISTRATION	\$	65,986
Total EXPENSES	\$	8,682,260
NET SURPLUS/(DEFICIT)	\$	238,180

# CAPCO

## Income Statement

1/1/18-12/31/18 CAPCO ADMINISTRATION

<u>LINE ITEM</u>	<u>PROPOSED ADMIN BUDGET 2018</u>
<b>ADM - ADMINISTRATIVE CHARGES</b>	
EXPENSES	
PERSONNEL	
SALARIES/WAGES	
SALARY/WAGE EXPENSE	\$ 267,832
NEW ACCRUED BENEFIT TIME	\$ 18,644
Total SALARIES/WAGES	<u>\$ 286,476</u>
FRINGES	
FICA EXPENSE	\$ 21,773
UNEMPLOYMENT INSURANCE EXPENSE	\$ 8,538
WORKERS COMP EXPENSE	\$ 569
DISABILITY INSURANCE EXPENSE	\$ 402
GROUP INSURANCE EXPENSE	\$ 10,537
401-K EXPENSE	\$ 7,564
Fringes on Accrued Leave Earned	\$ 1,986
Total FRINGES	<u>\$ 51,369</u>
Total PERSONNEL	<u>\$ 337,845</u>
OTHER THAN PERSONNEL	
OFFICE SUPPLIES	\$ 6,000
FOOD & FOOD SUPPLIES	\$ 500
COMMERCIAL INSURANCE	\$ 14,230
PARKING LOT RENTAL	\$ 735
POSTAGE	\$ 600
DUPLICATING & PRINTING	\$ 1,200
INTERNET SERVICE	\$ 1,038
TELEPHONE	\$ 767
Computer & Software Expense	\$ 21,962
MEETING EXPENSE	\$ 800
CONFERENCE EXPENSE	\$ 2,000
TRAINING & TECHNICAL AST	\$ 900
STAFF RECOG.	\$ 200
Staff Development	\$ 600
LOCAL TRAVEL	\$ 180
OUT OF TOWN TRAVEL	\$ 500
DUES & SUBSCRIPTIONS	\$ 14,000
PERMITS, FEES, & RENTALS	\$ 300
BUILDING ALLOCATION	\$ 26,000
Total OTHER THAN PERSONNEL	<u>\$ 92,512</u>
CONTRACTUAL	
CONTRACTUAL SERVICES-OTHER	\$ 4,400
Total CONTRACTUAL	<u>\$ 4,400</u>
ADMINISTRATION	
FINANCIAL AUDIT	\$ 100
PAYROLL PROCESSING	\$ 8,000
EAP SERVICES	\$ 10,660
EQUIPMENT DEPRECIATION	\$ 1,515
ADMINISTRATIVE ALLOCATION	\$ (455,032)
Total ADMINISTRATION	<u>\$ (434,757)</u>
Total EXPENSES	<u>\$ -</u>
<b>NET SURPLUS/(DEFICIT)</b>	<u><u>\$ -</u></u>

# CAPCO

## Income Statement

1/1/18-12/31/18 CAPCO FACILITY

<u>LINE ITEM</u>	<b>Proposed 2018 Budget</b>
EXPENSES	
PERSONNEL	
SALARIES/WAGES	
SALARY/WAGE EXPENSE	\$ 5,109
Total SALARIES/WAGES	<u>\$ 5,109</u>
FRINGES	
FICA EXPENSE	\$ 391
UNEMPLOYMENT INSURANCE EXPENSE	\$ 153
WORKERS COMP EXPENSE	\$ 257
GROUP INSURANCE EXPENSE	\$ 366
401-K EXPENSE	\$ 51
Total FRINGES	<u>\$ 1,219</u>
Total PERSONNEL	<u>\$ 6,328</u>
OTHER THAN PERSONNEL	
COMMERCIAL INSURANCE	\$ 14,064
OFFICE UTILITIES	\$ 24,400
JANITORIAL MAINTENANCE	\$ 25,818
BUILDING MAINTENANCE	\$ 32,707
TRASH REMOVAL	\$ 2,528
MORTGAGE INTEREST EXPENSE	\$ 4,604
MORTGAGE PRIN EX - FNB	\$ 31,291
MORTGAGE PRIN EXP -CITY	\$ 6,000
BUILDING ALLOCATION	\$ (150,391)
Total OTHER THAN PERSONNEL	<u>-8,978</u>
CONTRACTUAL	
CONTRACTUAL SERVICES-OTHER	<u>\$ 2,650</u>
Total CONTRACTUAL	<u>\$ 2,650</u>
Total EXPENSES	<u>0</u>
<b>NET SURPLUS/(DEFICIT)</b>	<u><b>0</b></u>

# CAPCO

## Income Statement

1/1/18-12/31/18 CDPAP-MEDICAID

LINE ITEM	Proposed 2018 Budget
<b>MEDICAID - MEDICAID</b>	
REVENUE	
OTHER REVENUE	
MEDICAID REVENUE	\$ 2,414,690
Total OTHER REVENUE	<u>\$ 2,414,690</u>
Total REVENUE	<u>\$ 2,414,690</u>
EXPENSES	
PERSONNEL	
SALARIES/WAGES	
SALARY/WAGE EXPENSE	\$ 1,679,727
NEW ACCRUED BENEFIT TIME	\$ 4,914
Total SALARIES/WAGES	<u>1,684,641</u>
FRINGES	
FICA EXPENSE	\$ 124,320
UNEMPLOYMENT INSURANCE EXPENSE	\$ 48,924
WORKERS COMP EXPENSE	\$ 54,988
DISABILITY INSURANCE EXPENSE	\$ 9,874
GROUP INSURANCE EXPENSE	\$ 46,244
401-K EXPENSE	\$ 17,123
Fringes on Accrued Leave Earned	\$ 564
Total FRINGES	<u>302,037</u>
Total PERSONNEL	<u>\$ 1,986,678</u>
OTHER THAN PERSONNEL	
OFFICE SUPPLIES	\$ 600
PARKING LOT RENTAL	\$ 120
POSTAGE	\$ 2,000
DUPLICATING & PRINTING	\$ 1,700
INTERNET SERVICE	\$ 190
TELEPHONE	\$ 200
Computer & Software Expense	\$ 800
MEETING EXPENSE	\$ 100
CONFERENCE EXPENSE	\$ 1,500
TRAINING & TECHNICAL AST	\$ 500
LOCAL TRAVEL	\$ 19,651
OUT OF TOWN TRAVEL	\$ 500
STAFF IMMUNIZATIONS	\$ 1,200
BACKGROUND CHECKS	\$ 2,875
PERMITS, FEES, & RENTALS	\$ 10,481
ADVERTISING	\$ 500
BUILDING ALLOCATION	\$ 4,500
Total OTHER THAN PERSONNEL	<u>\$ 47,418</u>
ADMINISTRATION	
FINANCIAL AUDIT	\$ 6,800
PAYROLL PROCESSING	\$ 9,982
ADMINISTRATIVE ALLOCATION	\$ 152,050
Total ADMINISTRATION	<u>\$ 168,832</u>
Total EXPENSES	<u>\$ 2,202,928</u>
NET SURPLUS/(DEFICIT)	<u>\$ 211,762</u>

## Board Development Committee

May 15, 2018

In attendance: Jeanette Dippo, Pat Snyder, Larry Woolheater. Excused: Mary Ann Discenza.  
Absent: Ashlie Mosher. Staff: Eden Harrington-Hall

Meeting to order at 8:47 a.m.

The committee reviewed the results of the Board Self-Assessment (see attached) in order to identify areas which the members believe we should concentrate our efforts on training ideas. According to the results, it was determined that Board Roles and Responsibilities was top on the list. The group also wanted to note the answers to question 8, 18, 22, 24 and 26. Lindy will be having a conference call with Meghan Johnston to discuss training topics and Eden will also send her the survey results, so she can discern what direction to best take.

Jeanette suggested that each member of the Board should have access to each Board member's application in order to better know what each member's background and expertise is. Eden can put this in the Board only section of the website for easy access.

Jeanette suggested we have an agenda for each committee meeting – in advance of the meetings.

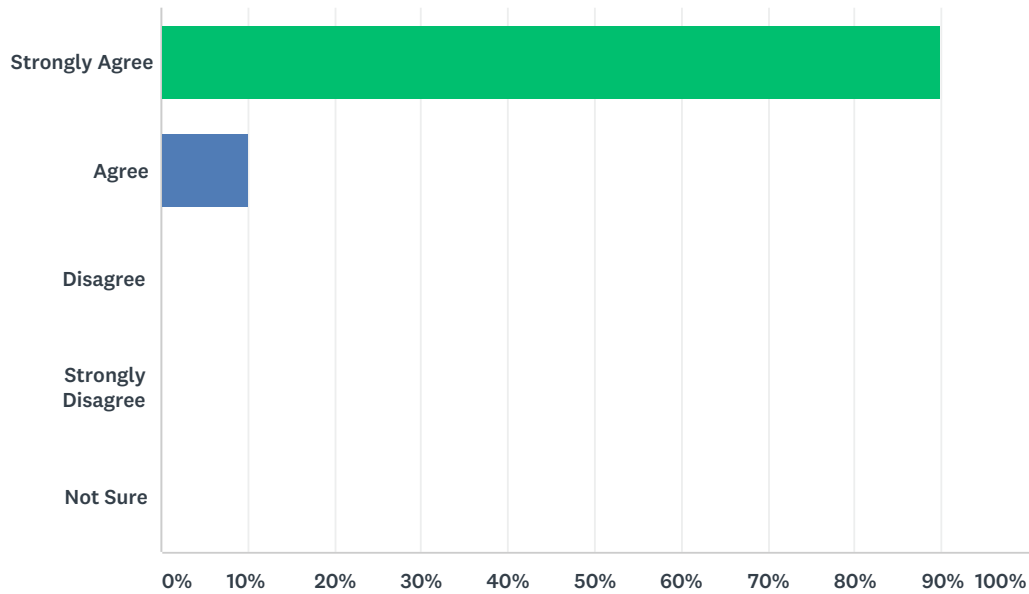
Eden shared that we have a volunteer who she believes would be an excellent addition to the Board to take the seat vacated by Rama. All agreed she would be a good fit based upon her work she has done at CAPCO. Eden will speak with her to see if she would be interested in serving. If she is interested, Eden will get her the application and a petition to nominate her as a represented of the low-income community and to meet with the committee at next month's meeting.

Jeanette thought it would be a good idea to also have an agency wide calendar of events to share with the Board (i.e. the upcoming Pajama Party, fundraising activities, when grants are due, etc.), this will give the Board an opportunity to maybe assist with these events.

There being no further business, meeting adjourned at 9:30 a.m.

## Q2 The agency has a written mission statement which the Board understands and routinely considers when establishing organizational plans, policies and priorities.

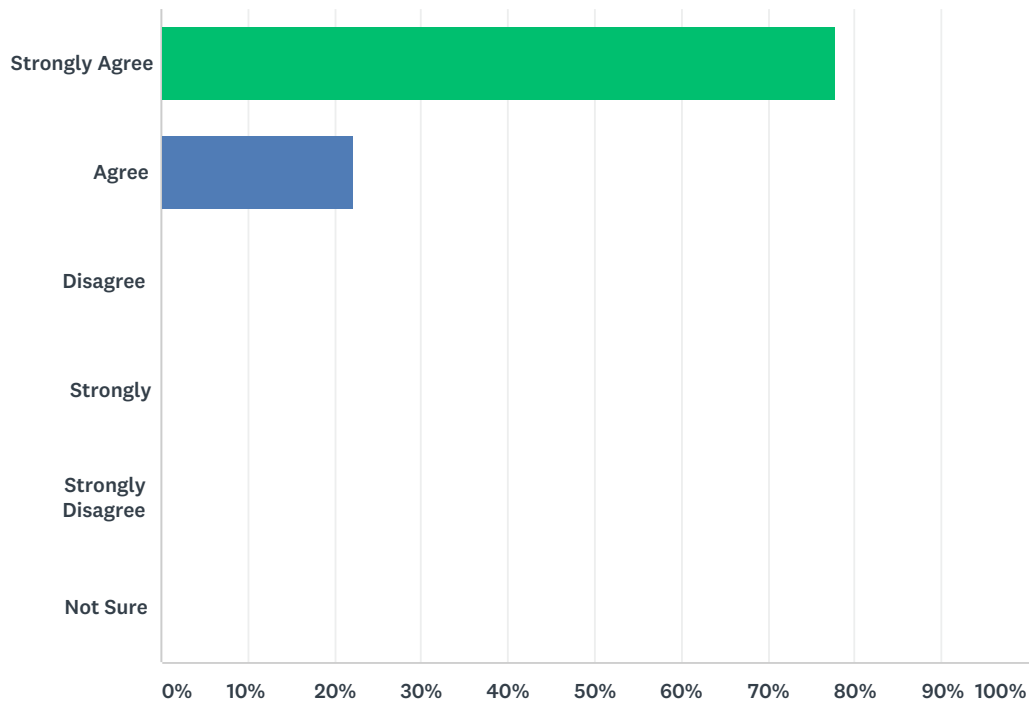
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	90.00%	9
Agree	10.00%	1
Disagree	0.00%	0
Strongly Disagree	0.00%	0
Not Sure	0.00%	0
<b>TOTAL</b>		<b>10</b>

### Q3 The size and composition of the Board meets both agency Bylaw and Federal/State CSBG and other applicable regulatory/legal standards.

Answered: 9 Skipped: 1

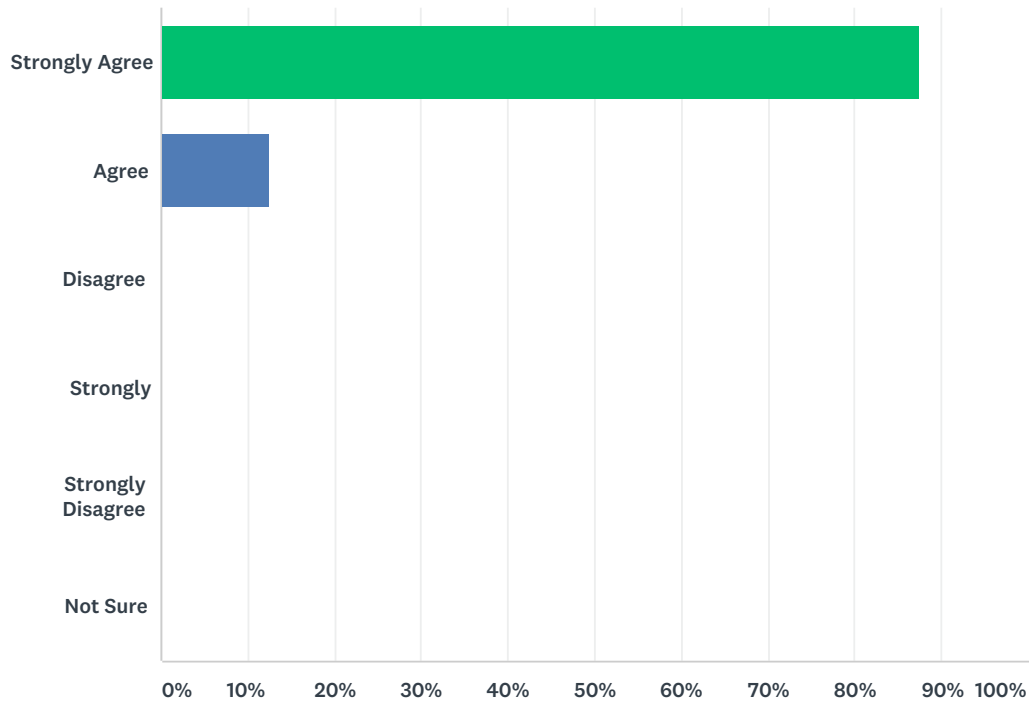


ANSWER CHOICES	RESPONSES	
Strongly Agree	77.78%	7
Agree	22.22%	2
Disagree	0.00%	0
Strongly	0.00%	0
Strongly Disagree	0.00%	0
Not Sure	0.00%	0
<b>TOTAL</b>		<b>9</b>



**Q4 Board members reflect a diverse array of experience, expertise and community representation which helps the Board make more thoughtful and informed decisions.**

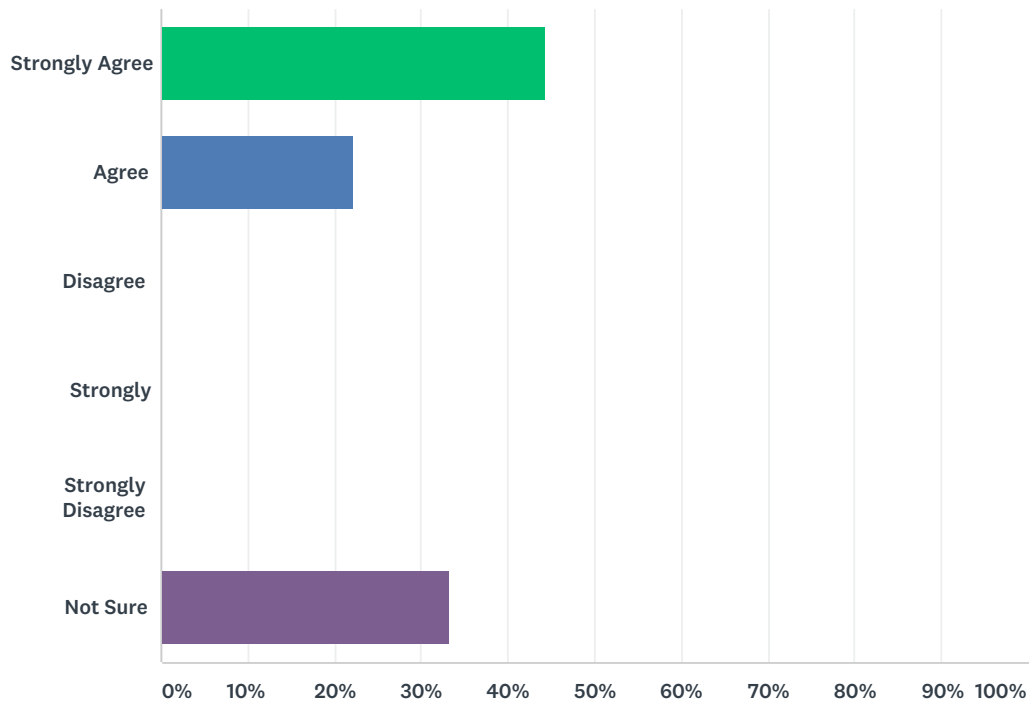
Answered: 8 Skipped: 2



ANSWER CHOICES	RESPONSES	
Strongly Agree	87.50%	7
Agree	12.50%	1
Disagree	0.00%	0
Strongly	0.00%	0
Strongly Disagree	0.00%	0
Not Sure	0.00%	0
<b>TOTAL</b>		<b>8</b>

### Q5 The Board has been offered training to address emerging needs and promote Best Practices in agency governance.

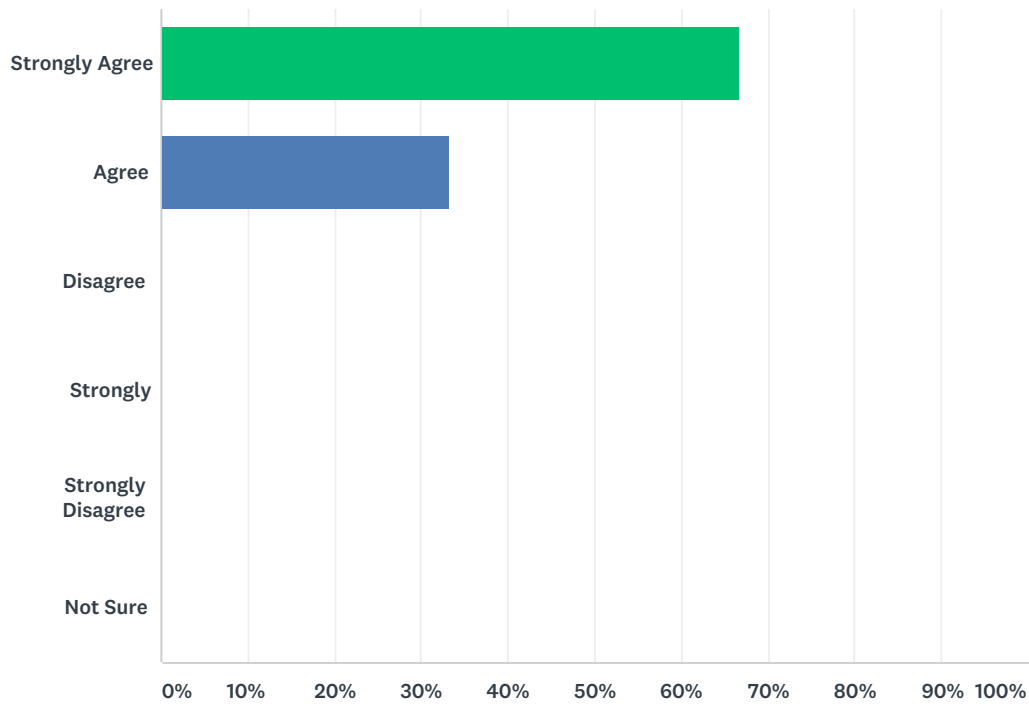
Answered: 9 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly Agree	44.44%	4
Agree	22.22%	2
Disagree	0.00%	0
Strongly	0.00%	0
Strongly Disagree	0.00%	0
Not Sure	33.33%	3
<b>TOTAL</b>		<b>9</b>

### Q6 The Board does a good job of recruiting, nominating, electing and orienting new Board members on a timely basis.

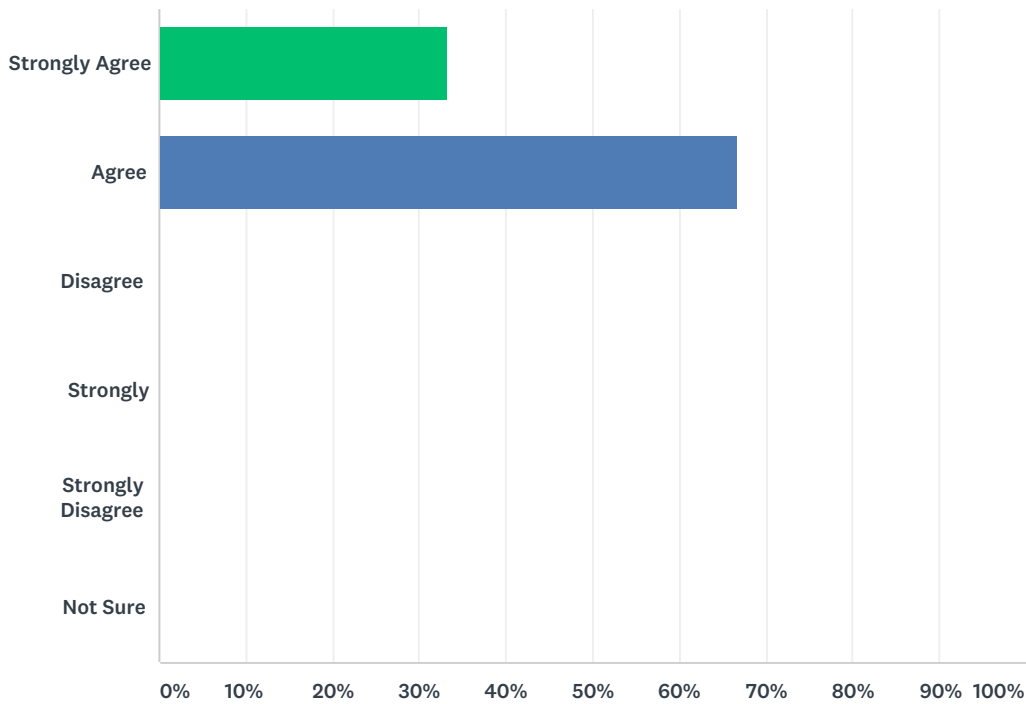
Answered: 9 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly Agree	66.67%	6
Agree	33.33%	3
Disagree	0.00%	0
Strongly	0.00%	0
Strongly Disagree	0.00%	0
Not Sure	0.00%	0
<b>TOTAL</b>		<b>9</b>

### Q7 The Board receives meeting notices, agendas, minutes and relevant information at least 5 days in advance of Board meetings.

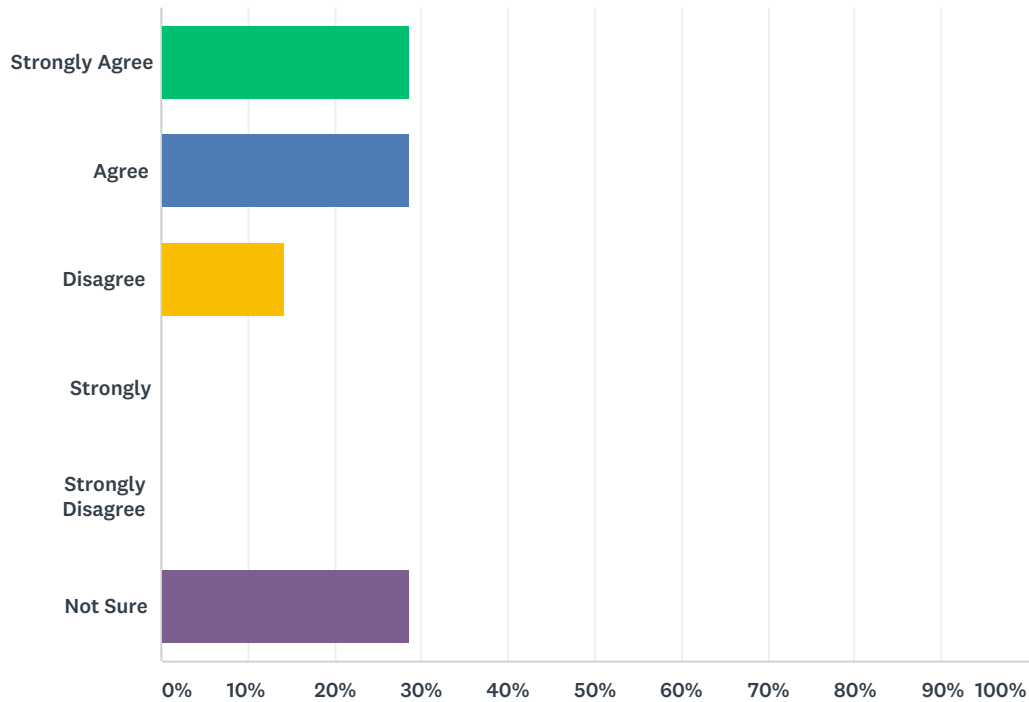
Answered: 9 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly Agree	33.33%	3
Agree	66.67%	6
Disagree	0.00%	0
Strongly	0.00%	0
Strongly Disagree	0.00%	0
Not Sure	0.00%	0
<b>TOTAL</b>		<b>9</b>

**Q8 Board meetings are focused on broader issues of policy formulation, strategic planning and management oversight rather than procedural issues, administrative details or simple information reporting.**

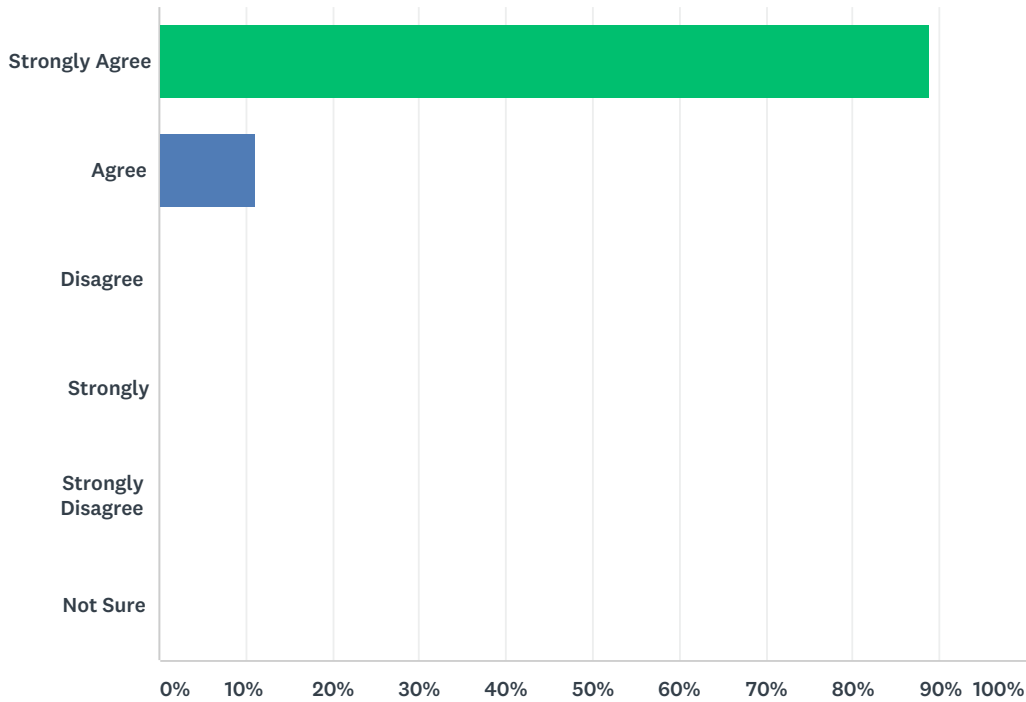
Answered: 7 Skipped: 3



ANSWER CHOICES	RESPONSES	
Strongly Agree	28.57%	2
Agree	28.57%	2
Disagree	14.29%	1
Strongly	0.00%	0
Strongly Disagree	0.00%	0
Not Sure	28.57%	2
<b>TOTAL</b>		<b>7</b>

### Q9 The roles and responsibilities of the Board and the agency's Executive are clear and respected.

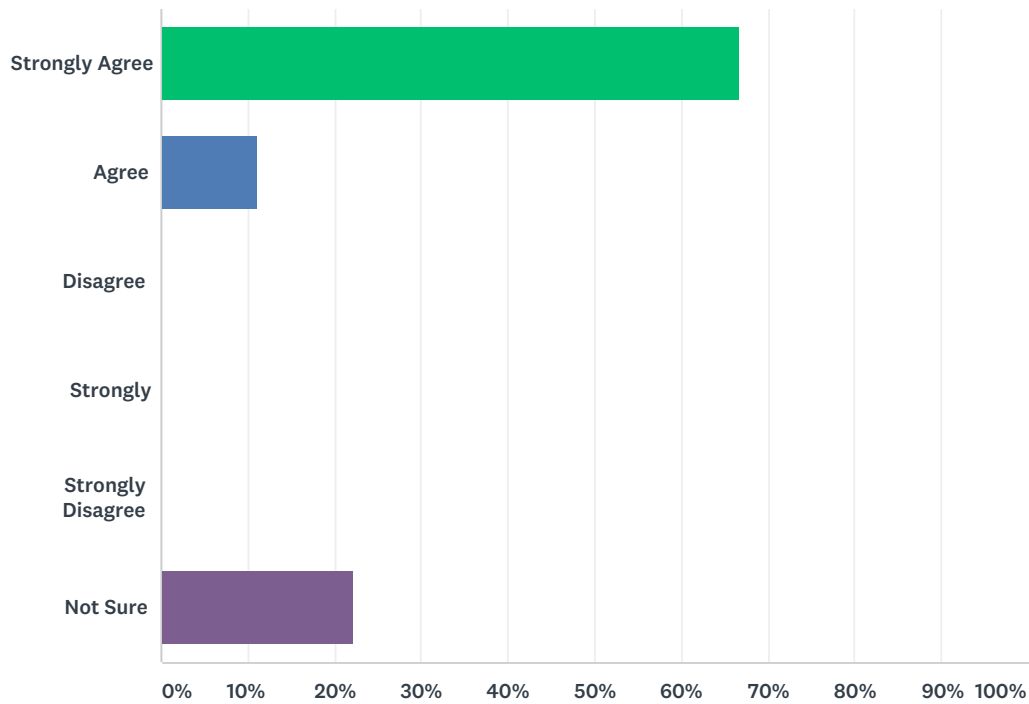
Answered: 9 Skipped: 1



ANSWER CHOICES	RESPONSES
Strongly Agree	88.89% 8
Agree	11.11% 1
Disagree	0.00% 0
Strongly	0.00% 0
Strongly Disagree	0.00% 0
Not Sure	0.00% 0
<b>TOTAL</b>	<b>9</b>

### Q10 The Board completes a timely, annual written appraisal of the performance of the agency's Executive/CEO.

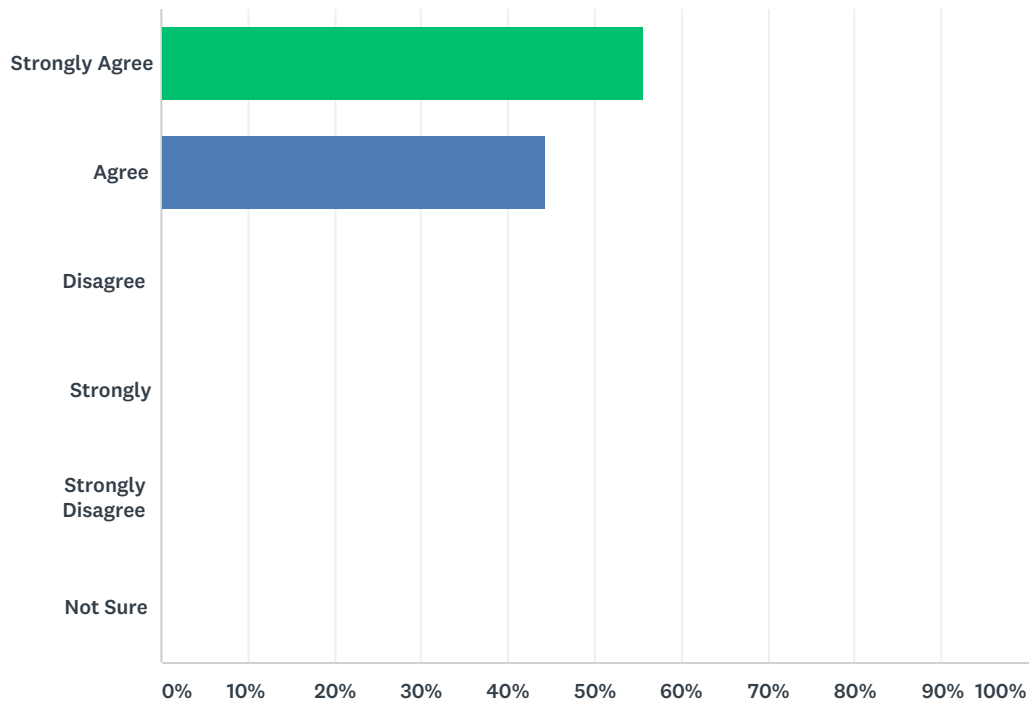
Answered: 9 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly Agree	66.67%	6
Agree	11.11%	1
Disagree	0.00%	0
Strongly	0.00%	0
Strongly Disagree	0.00%	0
Not Sure	22.22%	2
<b>TOTAL</b>		<b>9</b>

### Q11 Board member meeting attendance reflects a strong collective commitment to promoting the mission and goals of the agency.

Answered: 9 Skipped: 1

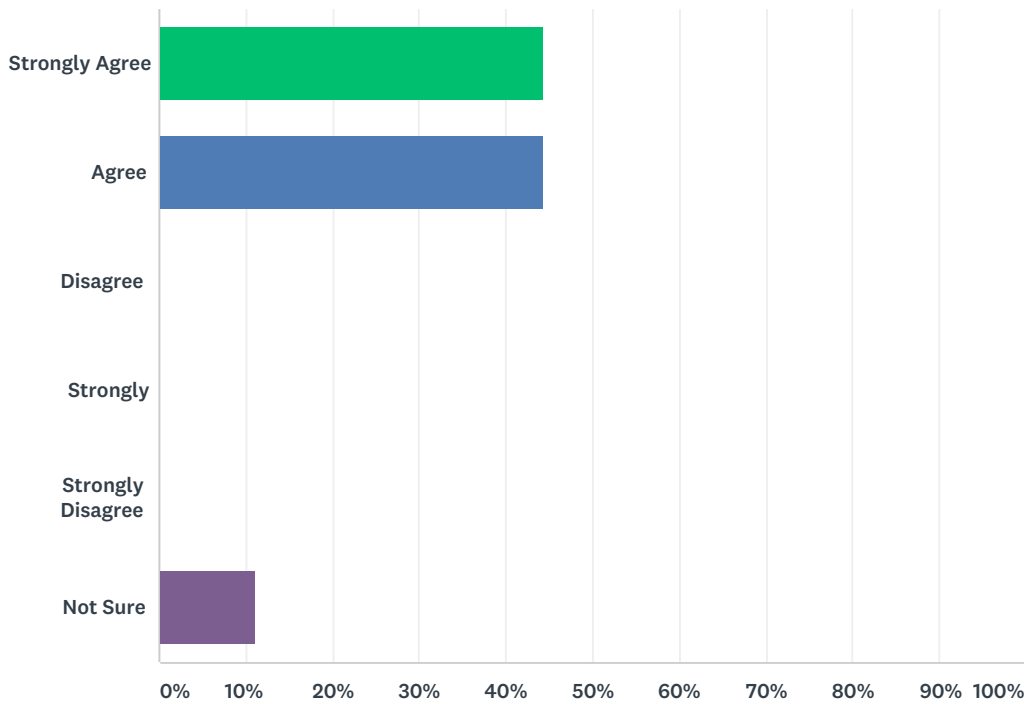


ANSWER CHOICES	RESPONSES	
Strongly Agree	55.56%	5
Agree	44.44%	4
Disagree	0.00%	0
Strongly	0.00%	0
Strongly Disagree	0.00%	0
Not Sure	0.00%	0
<b>TOTAL</b>		<b>9</b>



### Q12 The Board has approved an updated agency Strategic Plan and progress in implementing the Plan is reviewed on an annual basis.

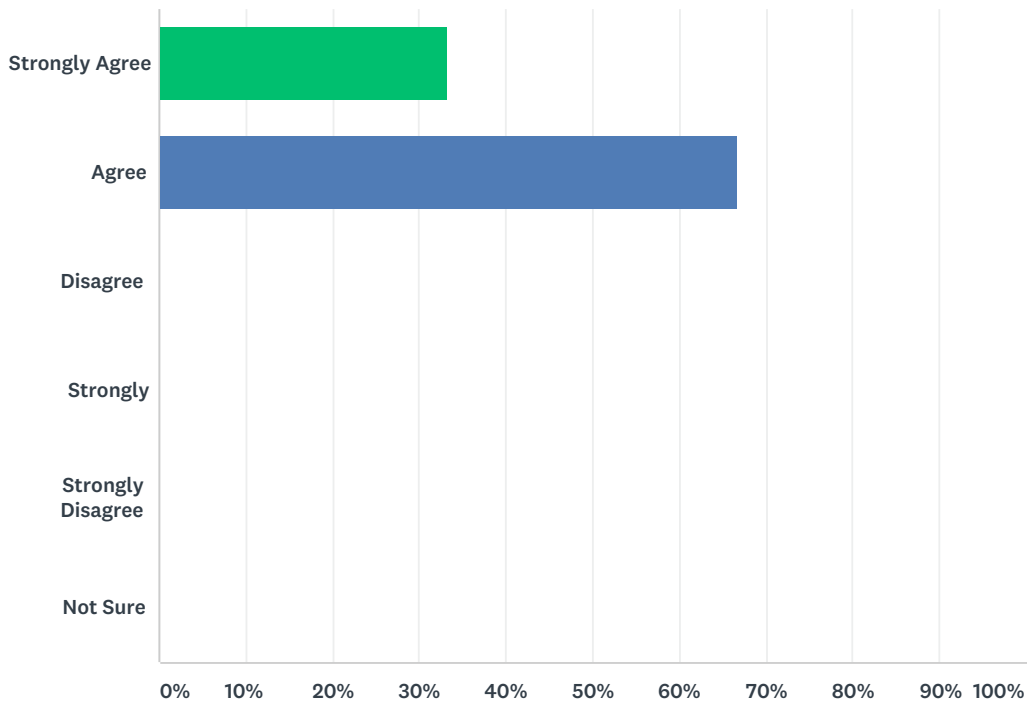
Answered: 9 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly Agree	44.44%	4
Agree	44.44%	4
Disagree	0.00%	0
Strongly	0.00%	0
Strongly Disagree	0.00%	0
Not Sure	11.11%	1
<b>TOTAL</b>		<b>9</b>

### Q13 The Board approves an annual organizational operating budget prior to the start of a new corporate fiscal year.

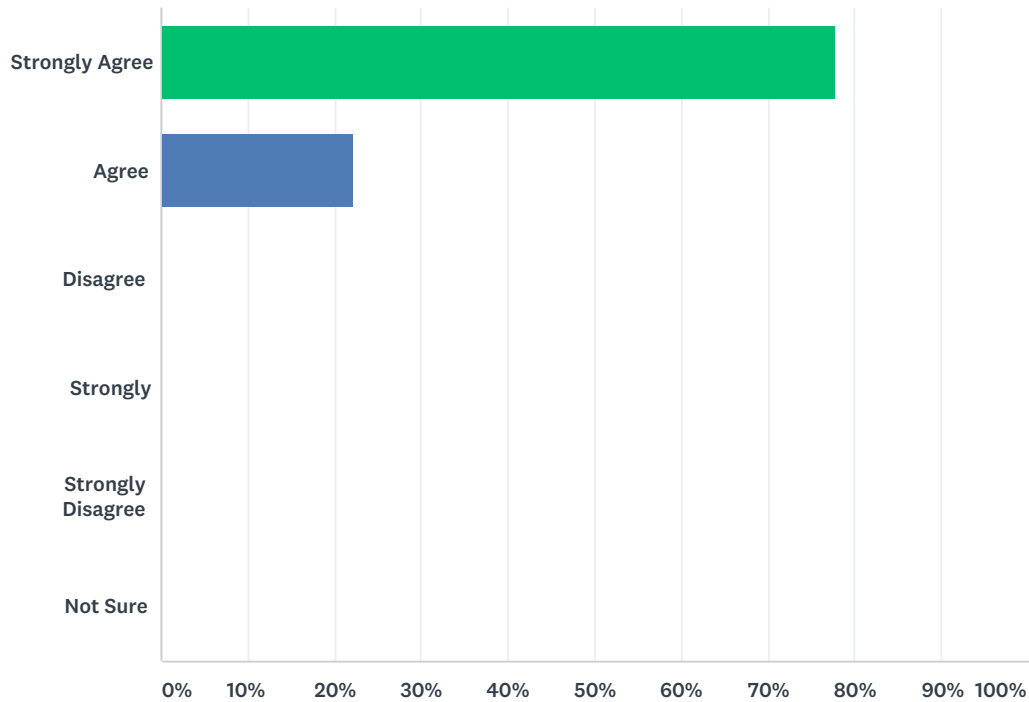
Answered: 9 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly Agree	33.33%	3
Agree	66.67%	6
Disagree	0.00%	0
Strongly	0.00%	0
Strongly Disagree	0.00%	0
Not Sure	0.00%	0
<b>TOTAL</b>		<b>9</b>

### Q14 The Board routinely receives and reviews timely, accurate and understandable financial reports throughout the year including an independent annual audit.

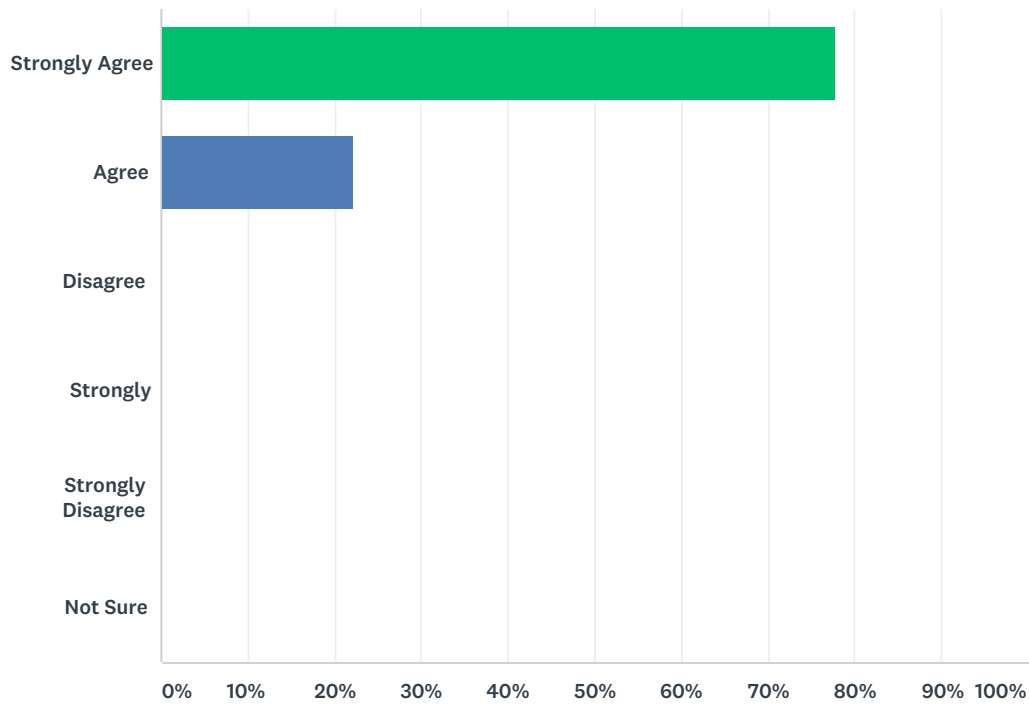
Answered: 9 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly Agree	77.78%	7
Agree	22.22%	2
Disagree	0.00%	0
Strongly	0.00%	0
Strongly Disagree	0.00%	0
Not Sure	0.00%	0
<b>TOTAL</b>		<b>9</b>

## Q15 Board Members have received, signed and comply with agency Code of Ethics and Conflict-of-Interest policies.

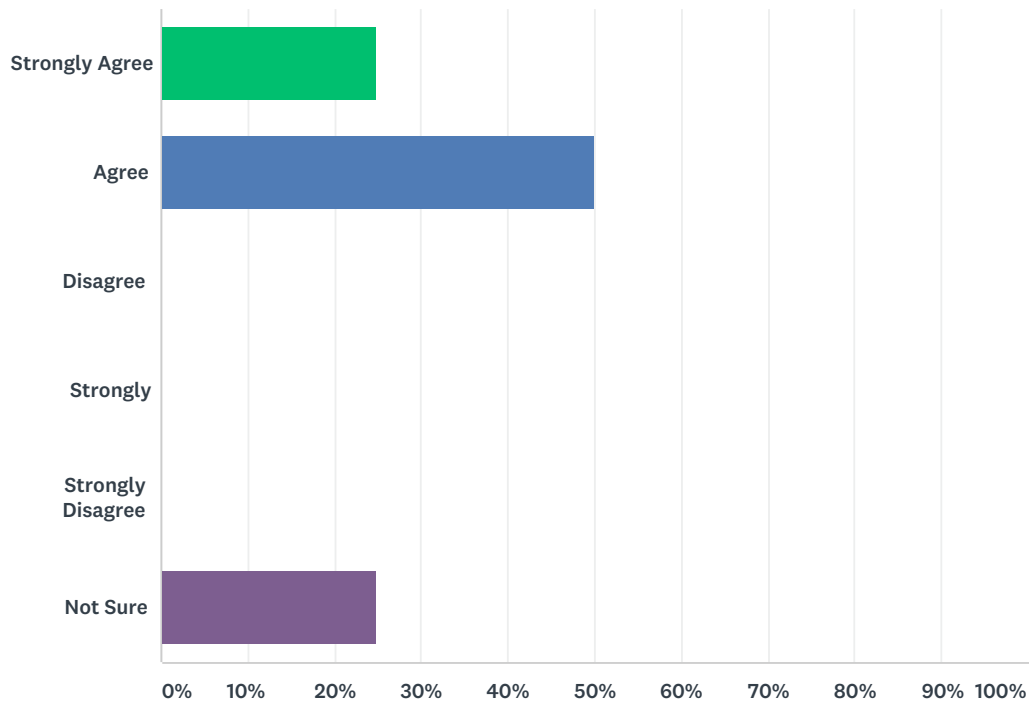
Answered: 9 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly Agree	77.78%	7
Agree	22.22%	2
Disagree	0.00%	0
Strongly	0.00%	0
Strongly Disagree	0.00%	0
Not Sure	0.00%	0
<b>TOTAL</b>		<b>9</b>

### Q16 The Board is knowledgeable about agency programs and receives reports assessing performance based on ROMA goals and standards.

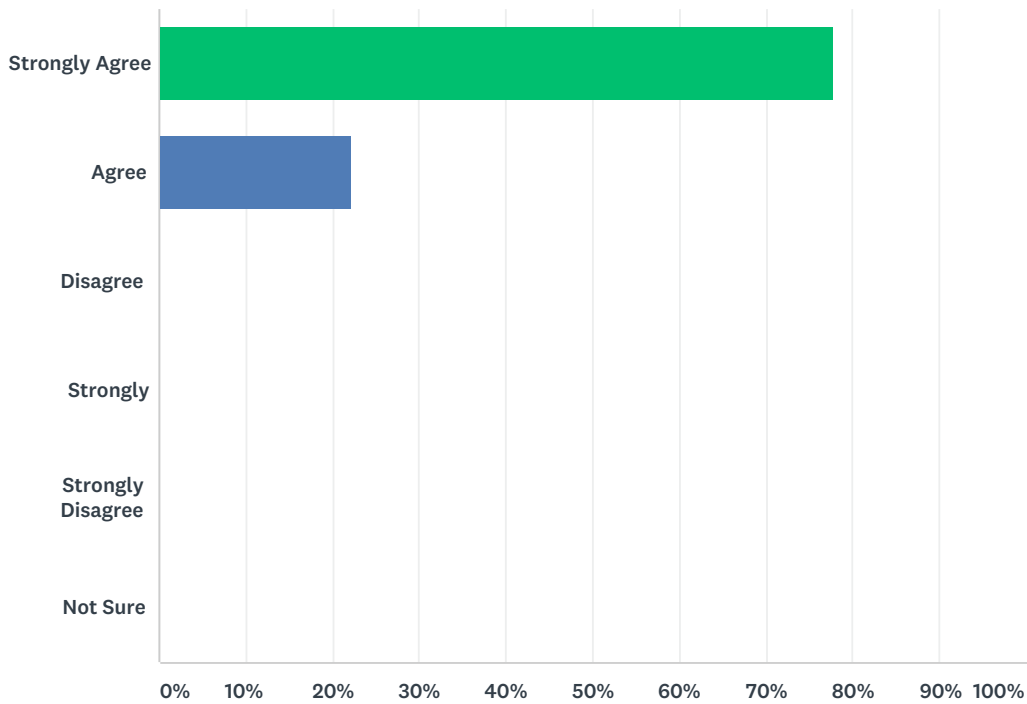
Answered: 8 Skipped: 2



ANSWER CHOICES	RESPONSES	
Strongly Agree	25.00%	2
Agree	50.00%	4
Disagree	0.00%	0
Strongly	0.00%	0
Strongly Disagree	0.00%	0
Not Sure	25.00%	2
<b>TOTAL</b>		<b>8</b>

## Q17 Board Committees are active and contribute to the overall effectiveness and productivity of the Board.

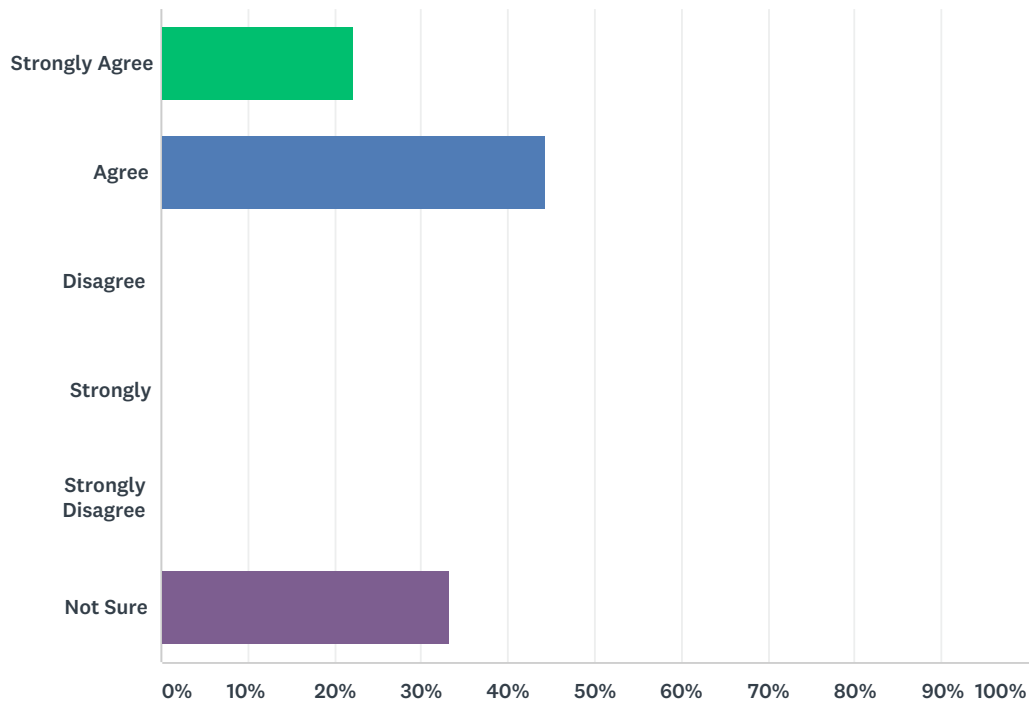
Answered: 9 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly Agree	77.78%	7
Agree	22.22%	2
Disagree	0.00%	0
Strongly	0.00%	0
Strongly Disagree	0.00%	0
Not Sure	0.00%	0
<b>TOTAL</b>		<b>9</b>

### Q18 The Board acknowledges and exercises its responsibilities to assist in agency marketing and fundraising.

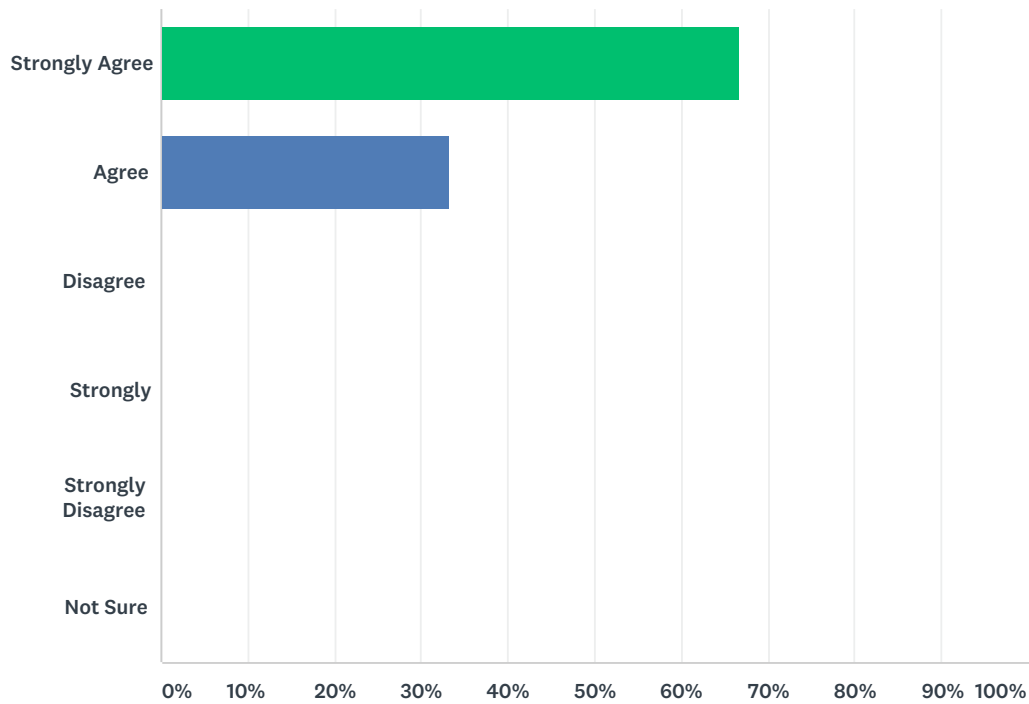
Answered: 9 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly Agree	22.22%	2
Agree	44.44%	4
Disagree	0.00%	0
Strongly	0.00%	0
Strongly Disagree	0.00%	0
Not Sure	33.33%	3
<b>TOTAL</b>		<b>9</b>

### Q19 Board meetings make the most productive use of member’s time and afford opportunities for members to share ideas and opinions.

Answered: 9 Skipped: 1

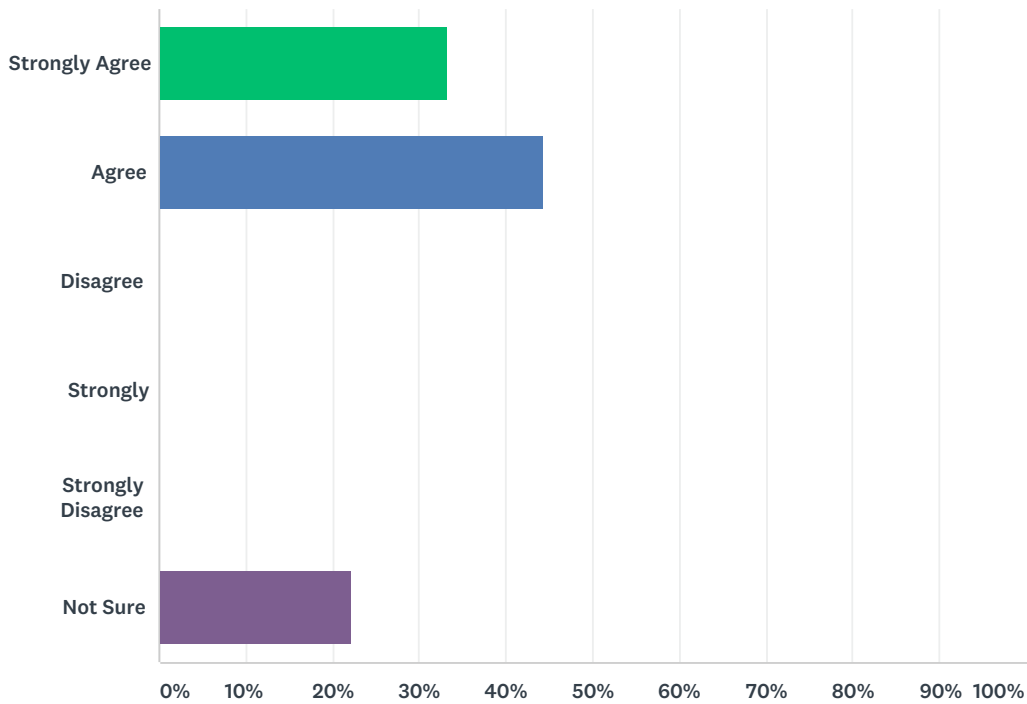


ANSWER CHOICES	RESPONSES	
Strongly Agree	66.67%	6
Agree	33.33%	3
Disagree	0.00%	0
Strongly	0.00%	0
Strongly Disagree	0.00%	0
Not Sure	0.00%	0
<b>TOTAL</b>		<b>9</b>



### Q20 The Board has an adequate amount of liability insurance and has adequate risk management and control policies in place.

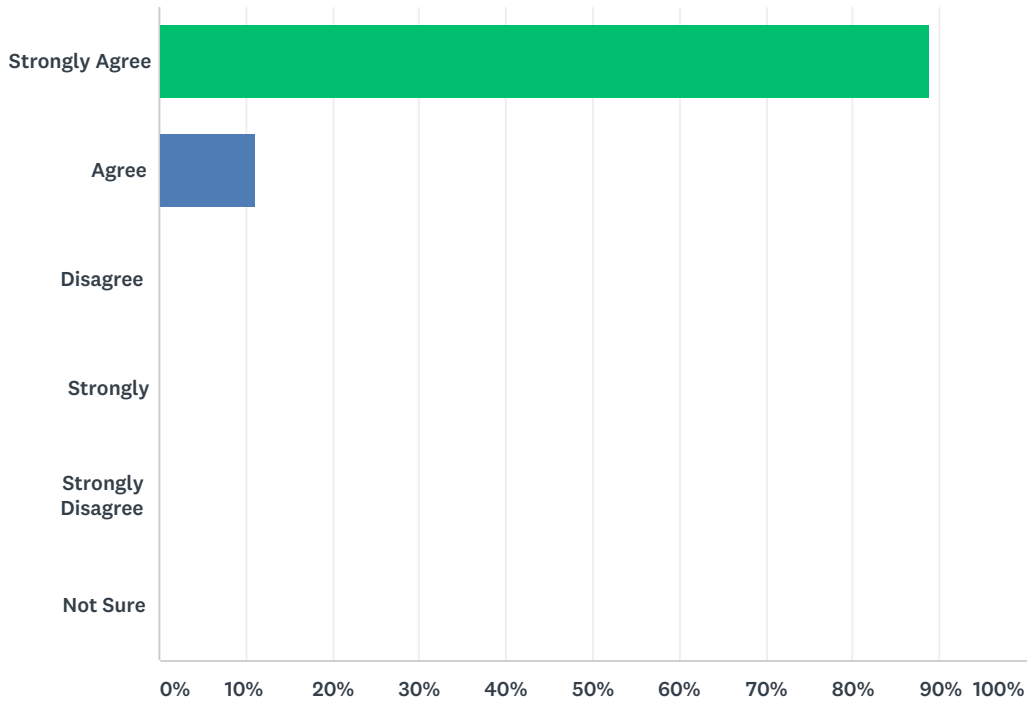
Answered: 9 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly Agree	33.33%	3
Agree	44.44%	4
Disagree	0.00%	0
Strongly	0.00%	0
Strongly Disagree	0.00%	0
Not Sure	22.22%	2
<b>TOTAL</b>		<b>9</b>

## Q21 Overall, my experience as a Board member has been both positive and productive.

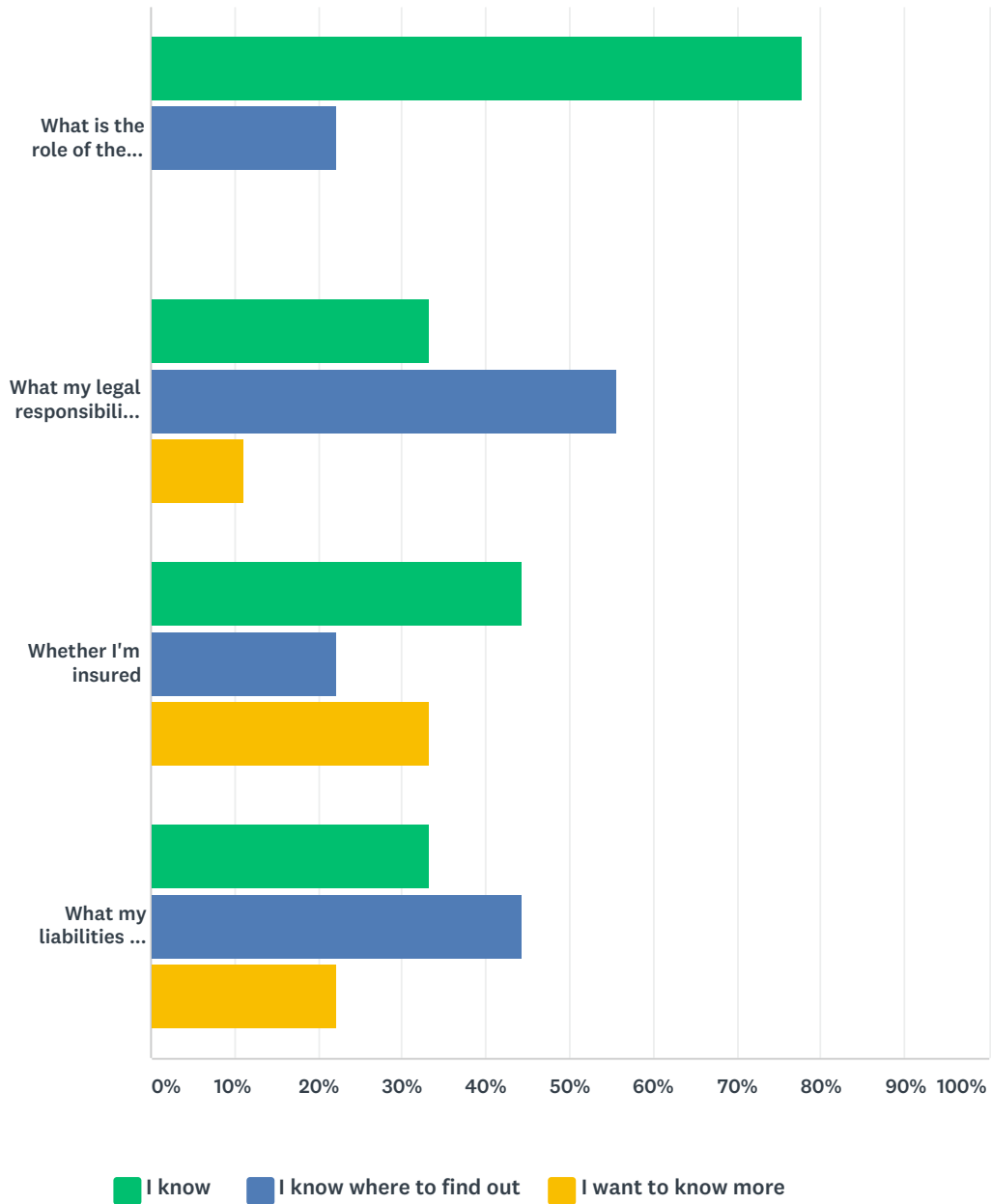
Answered: 9 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly Agree	88.89%	8
Agree	11.11%	1
Disagree	0.00%	0
Strongly	0.00%	0
Strongly Disagree	0.00%	0
Not Sure	0.00%	0
<b>TOTAL</b>		<b>9</b>

## Q22 DO I KNOW THE LEGAL SIDE OF BOARD MEMBERSHIP?

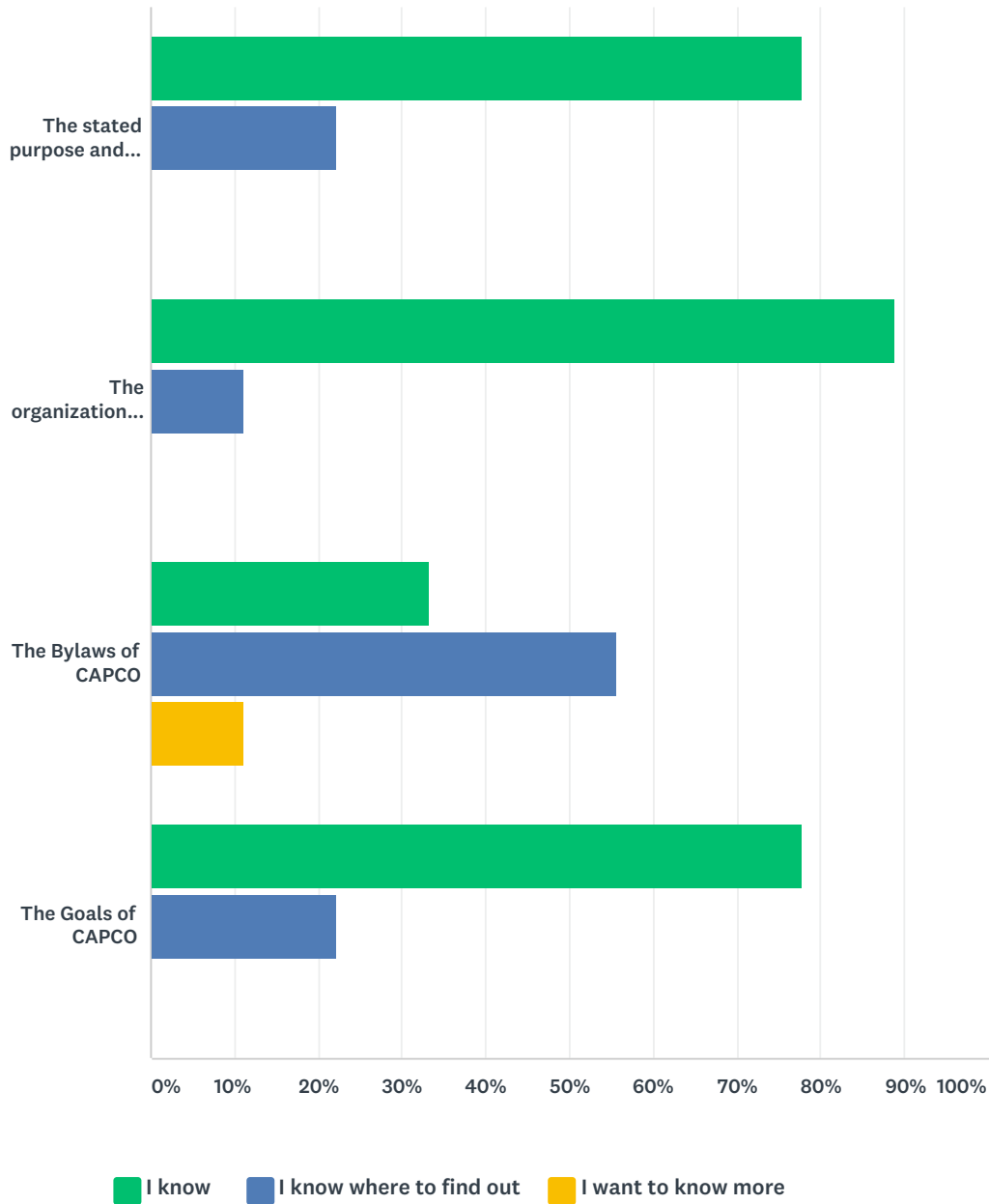
Answered: 9 Skipped: 1



	I KNOW	I KNOW WHERE TO FIND OUT	I WANT TO KNOW MORE	TOTAL
What is the role of the board	77.78% 7	22.22% 2	0.00% 0	9
What my legal responsibilities are	33.33% 3	55.56% 5	11.11% 1	9
Whether I'm insured	44.44% 4	22.22% 2	33.33% 3	9
What my liabilities are as a board member	33.33% 3	44.44% 4	22.22% 2	9

## Q23 DO I UNDERSTAND THE ORGANIZATION?

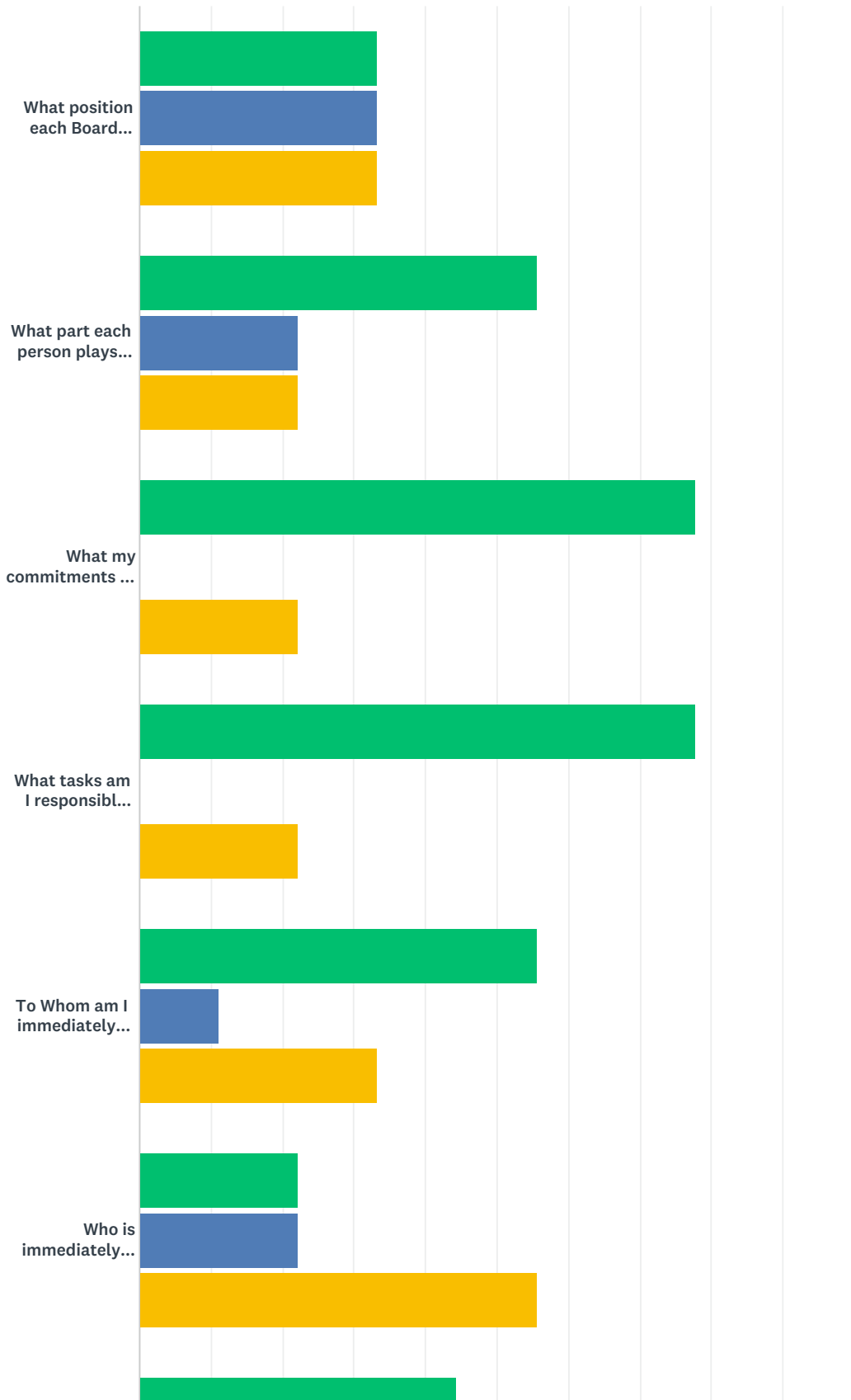
Answered: 9 Skipped: 1

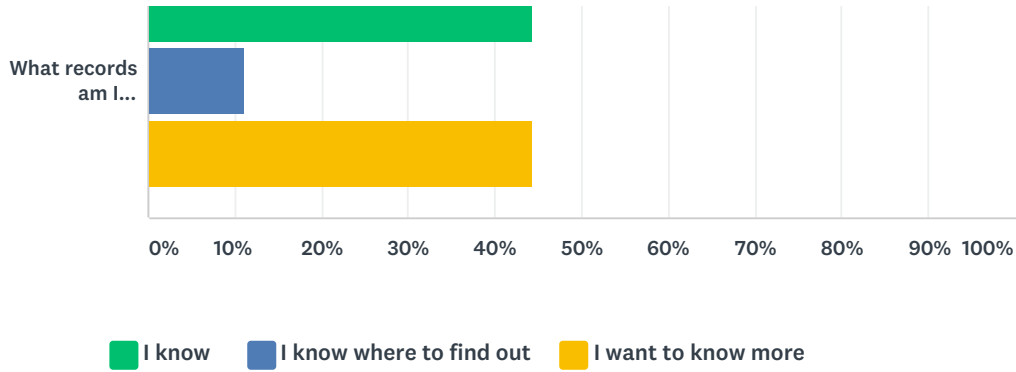


	I KNOW	I KNOW WHERE TO FIND OUT	I WANT TO KNOW MORE	TOTAL
The stated purpose and Mission of CAPCO	77.78% 7	22.22% 2	0.00% 0	9
The organizational structure	88.89% 8	11.11% 1	0.00% 0	9
The Bylaws of CAPCO	33.33% 3	55.56% 5	11.11% 1	9
The Goals of CAPCO	77.78% 7	22.22% 2	0.00% 0	9

# Q24 DO I KNOW THE BOARD MEMBERS?

Answered: 9 Skipped: 1

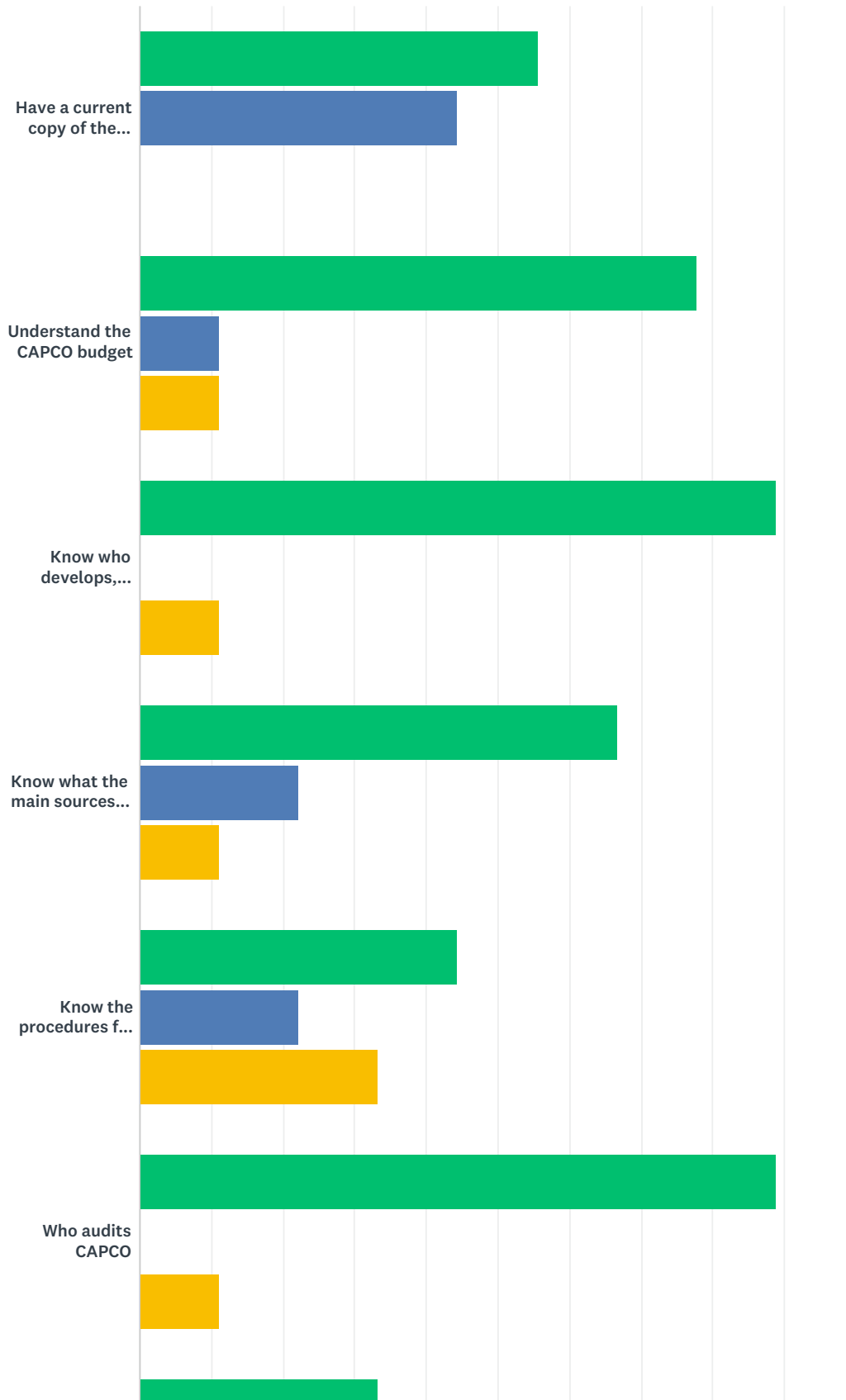


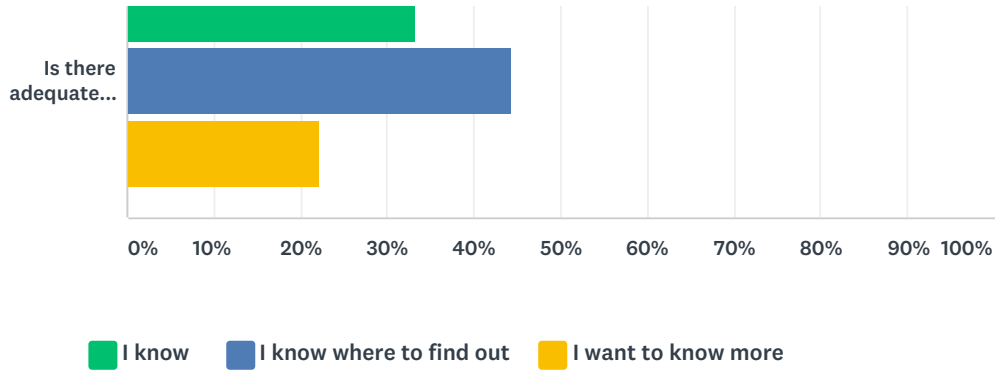


	I KNOW	I KNOW WHERE TO FIND OUT	I WANT TO KNOW MORE	TOTAL
What position each Board member holds in the community	33.33% 3	33.33% 3	33.33% 3	9
What part each person plays in the purpose of CAPCO	55.56% 5	22.22% 2	22.22% 2	9
What my commitments of time & money are	77.78% 7	0.00% 0	22.22% 2	9
What tasks am I responsible for	77.78% 7	0.00% 0	22.22% 2	9
To Whom am I immediately responsible	55.56% 5	11.11% 1	33.33% 3	9
Who is immediately responsible to me	22.22% 2	22.22% 2	55.56% 5	9
What records am I responsible for	44.44% 4	11.11% 1	44.44% 4	9

# Q25 DO I KNOW THE BUDGET?

Answered: 9 Skipped: 1



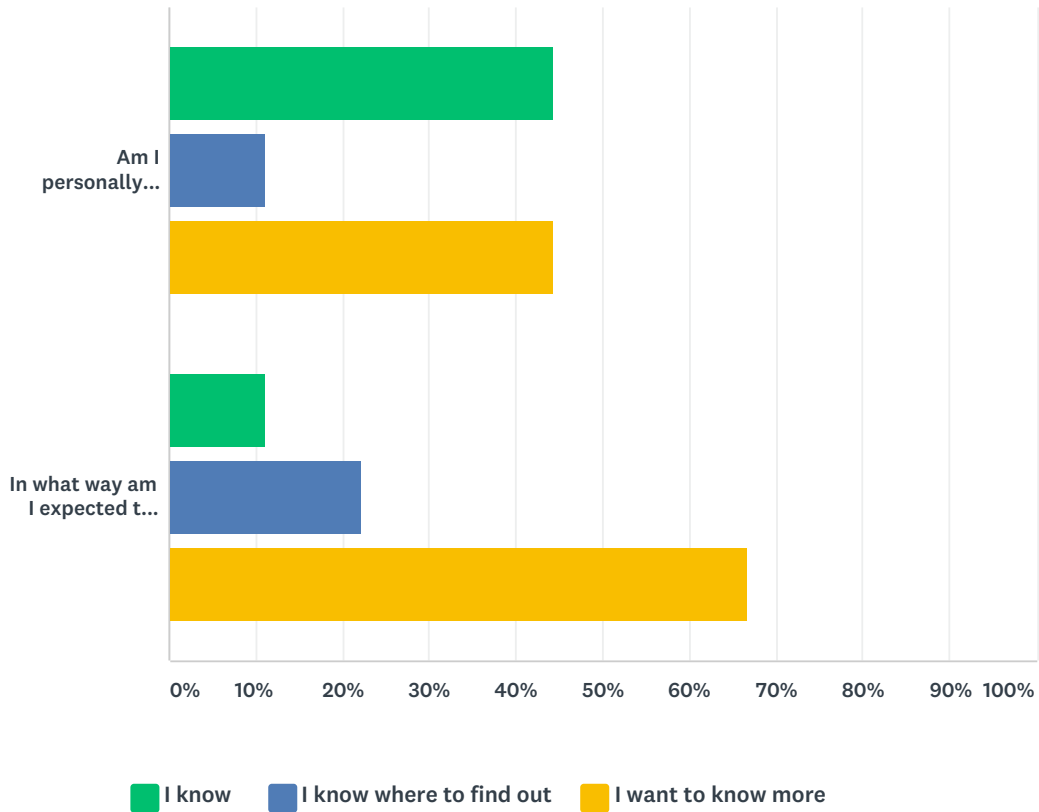


	I KNOW	I KNOW WHERE TO FIND OUT	I WANT TO KNOW MORE	TOTAL
Have a current copy of the budget	55.56% 5	44.44% 4	0.00% 0	9
Understand the CAPCO budget	77.78% 7	11.11% 1	11.11% 1	9
Know who develops, approves and administers the budget	88.89% 8	0.00% 0	11.11% 1	9
Know what the main sources of revenue are	66.67% 6	22.22% 2	11.11% 1	9
Know the procedures for capital expenditures are	44.44% 4	22.22% 2	33.33% 3	9
Who audits CAPCO	88.89% 8	0.00% 0	11.11% 1	9
Is there adequate insurance	33.33% 3	44.44% 4	22.22% 2	9



## Q26 DO I PARTICPATE IN FUND RAISING?

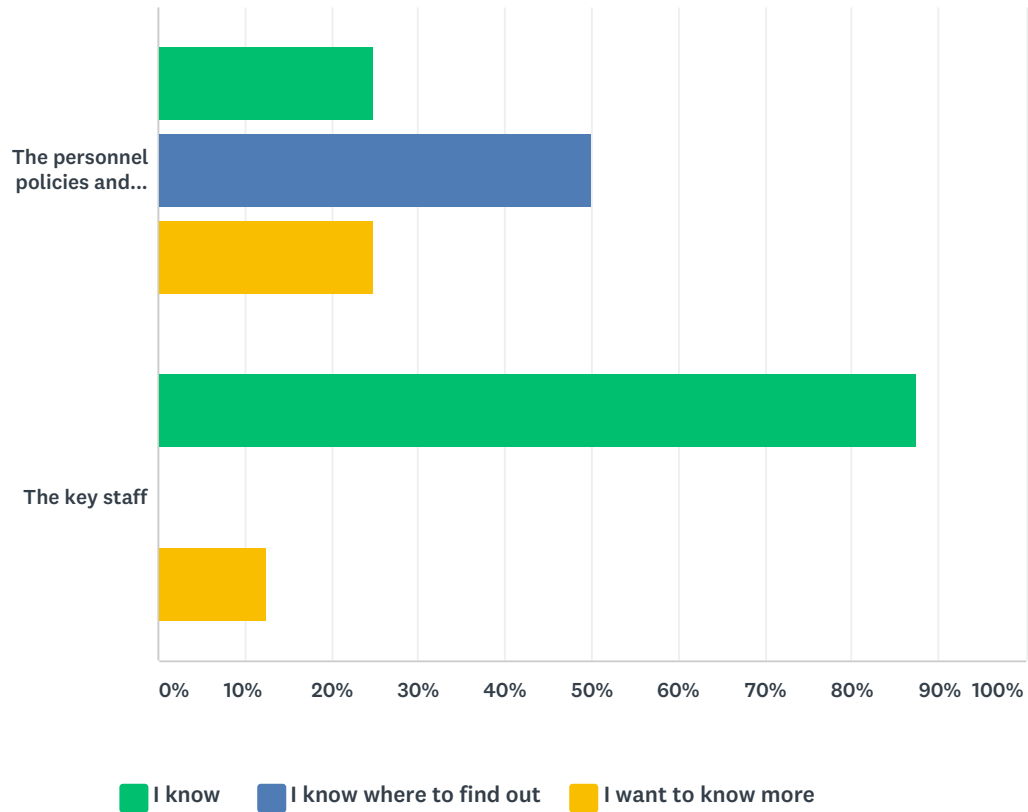
Answered: 9 Skipped: 1



	I KNOW	I KNOW WHERE TO FIND OUT	I WANT TO KNOW MORE	TOTAL
Am I personally donating to the Agency	44.44% 4	11.11% 1	44.44% 4	9
In what way am I expected to participate in fund raising events	11.11% 1	22.22% 2	66.67% 6	9

## Q27 DO I KNOW THE STAFF?

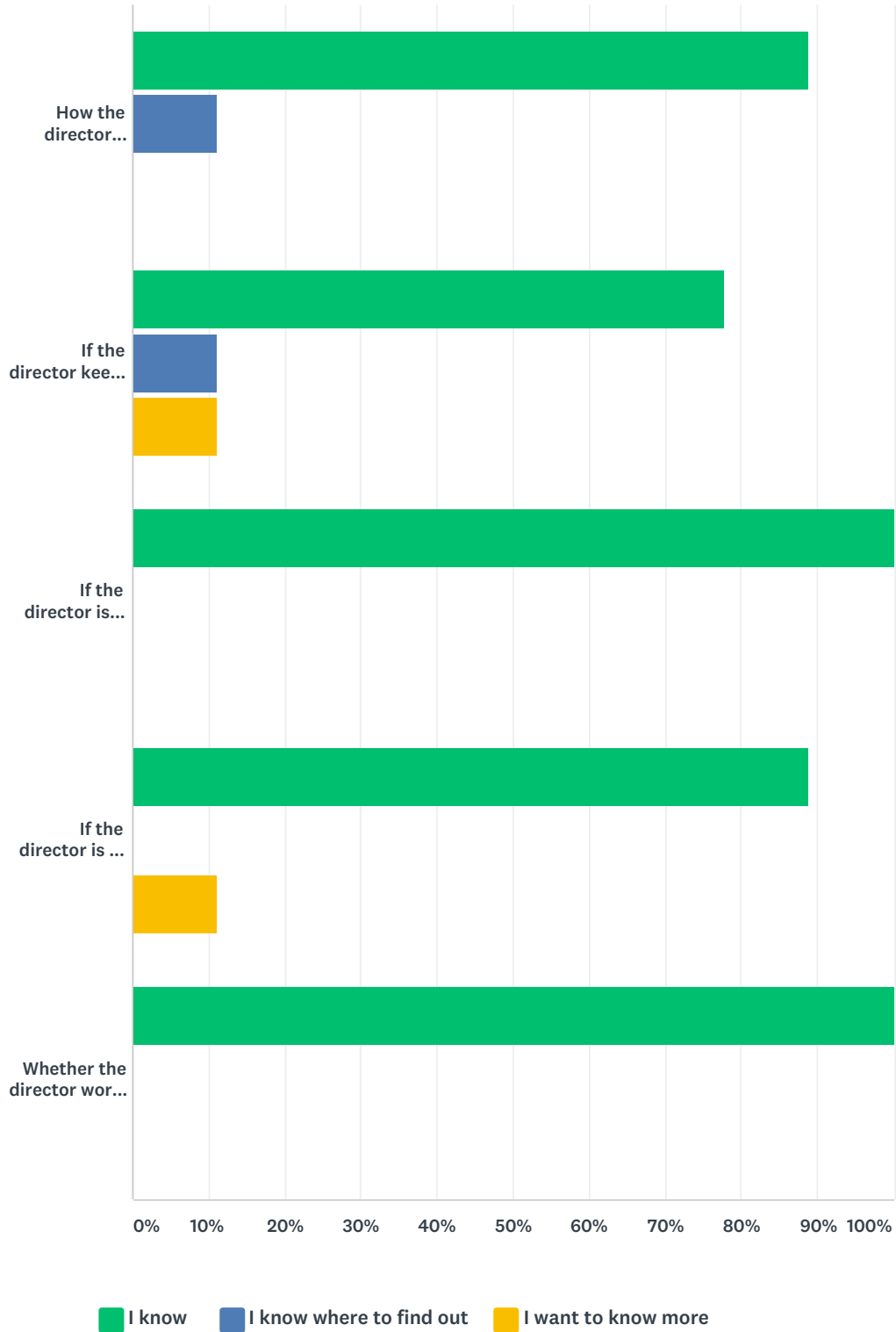
Answered: 8 Skipped: 2



	I KNOW	I KNOW WHERE TO FIND OUT	I WANT TO KNOW MORE	TOTAL
The personnel policies and procedures	25.00% 2	50.00% 4	25.00% 2	8
The key staff	87.50% 7	0.00% 0	12.50% 1	8

## Q28 DO I KNOW THE EXECUTIVE DIRECTOR?

Answered: 9 Skipped: 1



	I KNOW	I KNOW WHERE TO FIND OUT	I WANT TO KNOW MORE	TOTAL
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## Copy of Board Self Assessment

SurveyMonkey

How the director intends to accomplish the goals of CAPCO	88.89% 8	11.11% 1	0.00% 0	9
If the director keeps within the budget	77.78% 7	11.11% 1	11.11% 1	9
If the director is good with personnel	100.00% 9	0.00% 0	0.00% 0	9
If the director is a good organizer	88.89% 8	0.00% 0	11.11% 1	9
Whether the director works well with other in the Community	100.00% 9	0.00% 0	0.00% 0	9

## Q29 In your opinion, what 3 actions could be taken to improve the performance and productivity of the Board during the coming year:

Answered: 7 Skipped: 3

#	RESPONSES	DATE
1	not sure	4/17/2018 4:38 PM
2	I cannot think of any.	4/16/2018 8:22 AM
3	I'm not sure but I would like to be more helpful.	4/9/2018 12:34 PM
4	1. Ongoing education of current issues/topics 2. Informing Board on ways to donate to CAPCO. 3. Engaging Board in fundraising activities.	4/5/2018 10:07 PM
5	?	4/5/2018 5:41 PM
6	I think our Board is performing very well and is very productive. I can't point to any specific areas of weakness.	4/5/2018 3:37 PM
7	I feel like there is a lot of duplication among the committees sometimes, we are all (or 2 out of 3) discussing the same things, and then we discuss it again at the Board Meeting. I also feel like many members don't read the Board packet before the meeting and have no idea what they're voting on.	4/5/2018 9:02 AM

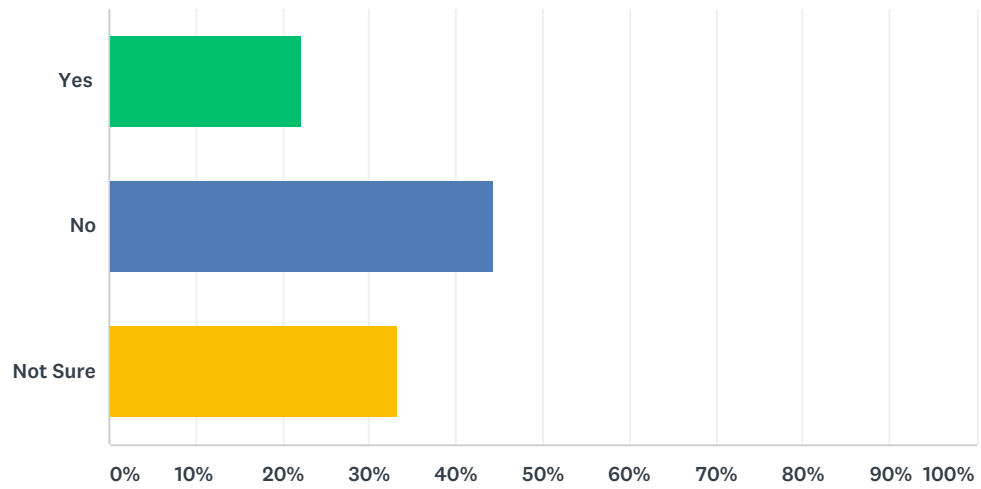
**Q30 Would the performance of the Board be improved with training focused on addressing specific needs? If so, what are some the needs which you feel should be addressed during the upcoming year?**

Answered: 7 Skipped: 3

#	RESPONSES	DATE
1	Not sure	4/17/2018 4:38 PM
2	I cannot think of any,	4/16/2018 8:22 AM
3	Yes, but I'm not sure what areas	4/9/2018 12:34 PM
4	See above comments in #29.	4/5/2018 10:07 PM
5	?	4/5/2018 5:41 PM
6	The one area that I feel would benefit all board members is in the area of budget building.	4/5/2018 3:37 PM
7	Possibly- in answering some of the above questions I struggled. I think I know what the expectations of me are and what my responsibilities are but do I really? Maybe there are things I'm missing. Becoming a new Board member and doing the Orientation is a little overwhelming at first, maybe a review for everyone of the expectations and responsibilities?	4/5/2018 9:02 AM

### Q31 Is there any way you feel the Board could make more effective use of your time and talents?

Answered: 9 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	22.22%	2
No	44.44%	4
Not Sure	33.33%	3
<b>TOTAL</b>		<b>9</b>

## Q32 Any Other Suggestions for Improving Board Effectiveness?

Answered: 3 Skipped: 7

#	RESPONSES	DATE
1	No	4/17/2018 4:38 PM
2	Keep on doing your fine job! Maintaining all the wonderful things is a chore in itself!	4/5/2018 10:07 PM
3	Not at this time.	4/5/2018 9:02 AM



PP&E Committee

May 15, 2018

In attendance: Douglas Bentley, Shawn Allen, Billie MacNabb, Liz Haskins, Lynne Sypher. Staff: Lindy Glennon, Eden Harrington-Hall, Bethann Weider, Heather Sciara

Meeting to order at 12:02 p.m.

Heather Sciara was present to give a brief overview of the Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) training which will be provided to the full Board at this month's meeting.

Bethann Weider was in attendance to present the HS/EHS March reports as follows:

HS Special Needs – 52 children are receiving services with 27 of them receiving more than one service, with 12 receiving Couns. Play Therapy. Children need to have an IEP in order to receive services. Bethann noted that once in school children have to meet 13 criteria's and the school districts make the determination if they continue to receive services.

HS Mental Health – Bethann that the report will be changed next program year to better reflect how the report is interpreted. The first column is cumulative over the year (31 over the course of the year). Types of activities the Mental Health Consultant does with the children and their families are Safety Bear, conversations with parents on strategies they can work with their children at home who are exhibiting behavioral issues.

HS Dental – of 185 children enrolled, 132 have received their dental exams. There are several children who need to have major procedures, but there are no pediatric dentist in Cortland so HS works with the families to try and get them into a pediatric dentist in either Binghamton or Syracuse, but many times there is at least a 6 month waiting list.

HS Family Services – attendance is at 92% with 1 income eligible 3 year old and 2 income eligible children on the wait list.

EHS Special Needs 11 children are receiving services with 8 receiving more than one service.

EHS Mental Health – over the past program year 7 children received services.

EHS Dental – of the 71 children enrolled 29 have received dental exams – it was noted that EHS dentals are not required.

EHS incident/Accident Report – a total of 17 incidents/accidents were reported no of which needed to be reported to OCFS. Bethann reported that in May there were 5 incidents/accidents which needed to be reported to OCFS, none of the reports were from the same classroom. However, day care licensing wanted us to do a CPS report because the parent of one of the children did not seek medical attention which Bethann did not agree that a report needed to be done, but did the report and it ended up being unfounded.

There being no further discussion, motion made by Lynne Sypher; seconded by Liz Haskins to accept the HS/EHS reports. Motion carried.

We will be leasing space next door for the staff of Healthy Families to be housed. The lease is for one year at \$1,000 per month. Lindy will be speaking with Dave Yaman to see if we could do a two year lease at \$1,000 per month. We hope to move into the space between July and August. The staff will be at the South Main site temporarily until FCS moves out. She will keep everyone updated. Motion to approve the lease made by Doug Bentley; seconded by Lynne Sypher. Motion carried.

We did not receive the Dollar Grant to fund the Literacy component, but we were not surprised because we have received funding 3 out of the 4 years. We will continue to provide literacy through CSBG funding and we will be applying for funding in September through the J.M. McDonald funding and literacy is a project they like to fund.

We received the advance for the Healthy Families component and have hired the Direct Supervisor position and we will be posting for 2 of the 4 Family Support staff now and the other 2 at the end of the summer. There is intense training which staff have to attend in June before they can work with families. The program is for pregnant women and children ages 0-5 and there are not income guidelines. Because children in HS/EHS are already receiving services similar to Healthy Families they will not be eligible to receive services.

The HS/EHS conversion grant was not approved and they are doing any waivers at this time.

There being no further business, meeting adjourned at 1:00 p.m.

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

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Community Action Program, Inc.

**MONTHLY POLICY COUNCIL REPORT HS**

**Special Needs**

Employee Name: Jennifer Geibel

Month: March 2018

	# 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 Children CPSE Mtg	# of Children Declassified	Refused Referral
Randall	3	2	3	0	1	1	1	0	0	2	1	0
Smith	3	2	3	2	0	0	1	0	0	1	0	0
Parker	5	4	5	2	1	1	1	0	0	0	0	0
YMCA I	2	1	2	1	0	1	0	0	0	1	0	0
YMCA II	8	5	8	1	0	3	2	0	0	2	0	0
YMCA III	6	3	5	1	0	1	2	0	0	0	0	0
McGraw I	6	2	6	0	0	1	1	0	0	1	0	0
Homer I	1	1	1	0	0	1	1	0	0	0	0	0
Homer II	2	1	2	1	0	1	0	0	0	0	0	0
Marathon	1	0	1	0	0	0	0	0	1	0	0	0
Johnson I	6	2	6	1	1	0	1	0	0	0	0	0
Johnson II	3	0	3	0	0	0	0	0	0	0	0	0
Barry	6	4	5	3	1	2	2	0	0	2	0	0
<b>TOTALS</b>	<b>52</b>	<b>27</b>	<b>50</b>	<b>12</b>	<b>4</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>1</b>	<b>9</b>	<b>1</b>	<b>0</b>

28% of 185 enrolled HS children receiving services

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

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**MONTHLY MENTAL HEALTH REPORT HS**

Employee Name: Nicole Humphrey

Month: March 2018

	# of children with Behavior Concerns Noted By Mental Health Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV		Curriculum
						Face to Face	Telephone	
YMCA I	1	0	0	0	0	0	0	1
YMCA II	2	0	0	1	0	0	0	1
YMCA III	2	1	0	0	0	2	0	1
Smith	1	0	0	0	0	0	0	0
Parker	1	0	0	0	0	0	0	0
Randall	2	0	0	0	0	0	1	0
Homer I	1	0	0	0	0	0	0	0
Homer II	3	0	0	0	0	0	0	0
McGraw I	5	0	0	1	0	0	1	0
Johnson I	2	1	0	0	0	0	1	0
Johnson II	1	0	0	0	0	0	2	0
Marathon	3	0	0	0	0	0	0	0
Barry	7	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>31</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>3</b>

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY  
 ...a service of the Cortland County Community Action Program, Inc.

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

Employee Name: Mmselle Sonnacchio

Month: March 2018

Center	# of Children Enrolled	# of 30 Day Dental Letters Sent	# of 60 Day Dental Letters Sent	# of 90 Day Dental Letters Sent	# of 90+ Day Dental Letters Sent	# of Dental Exams Received	# of Children Dental Treatment Needed	# of Children Dental Treatment NOT Started	# of Children Dental Treatment Started	# of Children Dental Treatment Completed	# of Dental Waivers/ Refusals Received
Barry	14	0	1	0	3	10	1	1	0	0	0
Homer I	14	0	0	0	2	12	1	0	0	1	0
Homer 2	14	0	0	0	4	10	2	1	1	0	0
Johnson 1	14	0	0	0	3	11	3	0	1	2	0
Johnson 2	14	0	1	0	6	7	2	2	0	0	0
Marathon	10	0	0	0	5	5	4	2	0	2	0
McGraw	14	1	0	0	3	10	3	2	0	1	0
Parker	16	0	1	0	4	11	2	1	0	1	0
Randall	16	0	0	0	2	14	2	2	0	0	0
Smith	16	0	0	0	0	16	8	6	0	2	0
YMCA I	14	1	0	0	6	7	3	2	0	1	0
YMCA 2	17	0	0	0	5	12	5	3	0	2	0
YMCA 3	12	0	0	0	5	7	4	1	1	2	0
<b>TOTALS</b>	<b>185</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>48</b>	<b>132</b>	<b>40</b>	<b>23</b>	<b>3</b>	<b>14</b>	<b>0</b>

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

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

**MONTHLY FAMILY SERVICES REPORT (HEAD START)**

**Employee Name:** Trudy Happel      **Month:** March 2018

Center / Enrollment Slots	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
YMCA 1    14	14	0	0	93	3	2	2	2	6	1	2
YMCA 2    20	17	2	2	91	4	2	2	2	13	2	0
YMCA 3    14	12	1	4	78	0	2	3	2	6	1	0
Barry      16	14	1	1	92	4	3	1	0	17	11	0
Parker     16	16	0	0	97	4	2	2	2	8	7	0
Randall    16	16	0	0	96	1	1	1	0	15	11	0
Smith      16	16	0	0	95	5	1	0	0	2	0	0
Homer 1    16	14	0	0	96	1	3	0	0	2	0	0
Homer 2    14	14	0	0	88	2	3	0	1	1	0	1
McGraw     16	14	0	1	97	0	3	0	0	0	0	1
Marathon   14	10	0	1	93	1	1	0	0	8	4	0
Johnson 1  14	14	0	0	96	0	1	2	2	3	0	0
Johnson 2  14	14	0	0	83	0	3	3	2	3	0	0
<b>TOTAL</b>	<b>185</b>	<b>4</b>	<b>9</b>	<b>92%</b>	<b>25</b>	<b>27</b>	<b>16</b>	<b>13</b>	<b>84</b>	<b>37</b>	<b>4</b>

# of Children on the Waiting List:

3 Year Olds  
Over Income  
Under 130%  
Under 100%

16
0
1

4 Year Olds  
Over Income  
Under 130%  
Under 100%

12
1
1

Comments: **YMCA 3 and Johnson 2 attendance was down due to custody issues, transportation, and delay.**

HEADSTART / EARLY HEADSTART PROGRAM OF CORTLAND COUNTY  
 ...a service of Cortland County  
 Community Action Program , Inc.

## HS Monthly Family Engagement report

Month: March 2018

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of Families in Center	% of Families Involved
YMCA 1	NONE						
YMCA 2	NONE						
YMCA 3	Bedtime Math	3/26/2018	8	10	3	14	57%
Barry	NONE						
Parker	Poison Control	3/23/2018	3	4	1	16	19%
Randall	Puzzle Picture Frames	3/28/2018	6	8	2	16	38%
Smith	Sparkles	3/23/2018	3	4	2	16	19%
Homer 1	Bike Safety	3/23/2018	4	5	2	14	29%
Homer 2	Bike Safety	3/23/2018	1	1	1	14	7%
McGraw	Daisy Pictures	3/13/2018	0	0	0	15	0%
Marathon	Green Eggs & Ham	3/16/2018	1	1	0	11	9%
Johnson 1	March of the Stuffed Animals	3/28/2018	6	7	2	14	43%
Johnson 2	Bedtime Math	3/28/2018	0	0	0	14	0%

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

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Community Action Program, Inc.

**MONTHLY POLICY COUNCIL REPORT EHS**

**Special Needs**

Employee Name: Jennifer Geibel

Month: March 2018

	# 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 Children CPSE Mtg	# of Children Declassified	Refused Referral
Elm Tree	3	2	2	1	1	2	0	0	0	1	0	0
Cosimo I	0	0	0	0	0	0	0	0	0	0	0	0
Cosimo II	2	1	1	1	2	0	0	0	1	1	0	0
Cosimo III	1	0	1	0	0	0	0	0	0	0	0	0
South Main I	1	1	1	1	0	0	0	0	0	0	0	0
South Main II	1	1	1	0	0	1	0	0	0	0	0	0
Home Based I	1	1	1	1	0	0	0	0	0	0	0	0
Home Based II	2	2	0	1	2	1	0	0	1	1	0	0
<b>TOTALS</b>	11	8	7	5	5	4	0	0	2	3	0	0

15% of 71 EHS children enrolled receiving services



**HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY**  
 ...a service of the Cortland County  
 Community Action Program, Inc.

**MONTHLY MENTAL HEALTH REPORT EHS**

Employee Name: Nichole Humphrey

Month: March 2018

	# of children with Behavior Concerns Noted By Mental Health Consultant	Meeting with Classroom Staff Regarding Behavior Concerns	Referral to Mental Health Agency	Total # of Behavior Plans in Place	Behavior Plans Implemented this Month	# of Meetings with Family or HV		Curriculum
						Face to Face	Telephone	
Elm Tree	4	0	0	0	0	0	0	0
Cosimo I	0	0	0	0	0	0	0	0
Cosimo II	0	0	0	0	0	0	0	0
Cosimo III	1	0	0	0	0	0	0	0
South Main I	1	0	0	0	0	0	0	0
South Main II	1	0	0	0	0	0	0	0
Home Based I	0	0	0	0	0	0	0	0
Home Based II	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY  
 ...a service of the Cortland County Community Action Program, Inc.

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

Employee Name: Mmselle Sonnacchio

Month: March 2018

Center	# of Children Enrolled	# of Children Enrolled Age 1 Year and Older	# 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
Cosimo 1	8	8	1	0	0	0	0	0
Cosimo 2	8	8	0	0	0	0	0	0
Cosimo 3	8	8	3	0	0	0	0	0
Elm Tree	8	8	7	0	0	0	0	0
Home Based 1	11	8	3	0	0	0	0	0
Home Based 2	12	7	2	0	0	0	0	0
South Main 1	8	8	7	0	0	0	0	0
South Main 2	8	8	6	1	1	0	0	0
<b>TOTALS</b>	<b>71</b>	<b>63</b>	<b>29</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Comments: Enrollment at 71 due to pending Physical & Immunization Record for new child at Home Based 1.**

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY  
 ...a service of the Cortland County Community Action Program, Inc.

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

Employee Name: Mmselle Sonnacchio

Month: March 2018

Center	# of Children Enrolled	# of Incident/Accidents in the BATHROOM	# of Incident/Accidents in the CLASSROOM	# of Incident/Accidents in the GROSS MOTOR	# of Incident/Accidents in the HALLWAY	# of Incident/Accidents in the PLAYGROUND	# of Incident/Accidents in the OTHER	# of TOTAL Incident/Accidents
Cosimo 1	8	0	8	0	0	0	0	8
Cosimo 2	8	0	0	0	0	0	0	0
Cosimo 3	8	0	1	0	0	0	0	1
Elm Tree	8	0	2	3	0	0	0	5
Home Based 1	11	0	0	0	0	0	0	0
Home Based 2	12	0	0	0	0	0	0	0
South Main 1	8	0	2	0	0	0	0	2
South Main 2	8	0	1	0	0	0	0	1
<b>TOTALS</b>	<b>71</b>	<b>0</b>	<b>14</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

**Comments:** No Incident/Accidents were reported to OCFS (Office of Children & Family Services) in March 2018.  
 Enrollment at 71 due to pending Physical & Immunization Record for new child at Home Based 1.

HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY  
 ...a service of the Cortland County  
 Community Action Program, Inc.

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

**Employee Name: Mmselle Sonnacchio**

**Month: March 2018**

Center	# of Children Enrolled	# of Current Physicals Received	# of Current Immunizations Received	# of 12 Month Lead Results Received	# of 24 Month Lead Results Received
Cosimo 1	8	1	8	2	N/A
Cosimo 2	8	6	8	7	0
Cosimo 3	8	3	8	4	2
Elm Tree	8	7	8	7	5
Home Based 1	11	1	11	3	1
Home Based 2	12	6	12	5	1
South Main 1	8	7	8	8	4
South Main 2	8	2	8	5	5
<b>TOTALS</b>	<b>71</b>	<b>33</b>	<b>71</b>	<b>41</b>	<b>18</b>

**Comments: Enrollment at 71 due to pending Physical & Immunization Record for new child at Home Based 1.**

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

...a service of the Cortland County

Community Action Program, Inc.

**MONTHLY FAMILY SERVICES REPORT (EARLY HEAD START)**

**Employee Name:** Trudy Happel **Month:** March 2018

Center / Enrollment Slots	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	0	0	92	0	0	0	0	3	0	0
Cosimo 2	8	0	0	94	0	0	0	1	2	0	0
Cosimo 3	8	0	0	84	0	1	0	0	4	0	0
South Main 1	8	0	0	91	0	0	0	0	3	1	0
South Main 2	8	0	0	79	0	0	0	0	2	0	0
Elm Tree	8	0	1	89	0	1	0	0	5	0	0
Home Based 1	12	1	0	14 soc 67 HV	0	0	45	30	3	1	0
Home Based 2	12	0	0	33 soc 90 HV	0	0	41	37	12	0	0
<b>TOTAL</b>	<b>72</b>	<b>1</b>	<b>1</b>	<b>88%</b>	<b>0</b>	<b>2</b>	<b>86</b>	<b>68</b>	<b>34</b>	<b>2</b>	<b>0</b>

# of Children on the Waiting List:

Expectant

Over Income

Under 130%

Under 100%

4
0
0

Children

Over Income

Under 130%

Under 100%

23
10
73

Comments: \_\_\_\_\_ Cosimo 3 and South Main 2 attendance was down due to transportation and family concerns regarding child illness.

HEADSTART / EARLY HEADSTART PROGRAM OF CORTLAND COUNTY  
 ...a service of Cortland County  
 Community Action Program , Inc.

## EHS Monthly Family Engagement report

Month: March 2018

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of families in center	% of families involved
Cosimo 1	Planting Flowers	3/12/2018	5	5	2	8	63%
Cosimo 2	Planting Flowers	3/20/2018	6	10	3	8	75%
Cosimo 3	Planting Flowers	3/20/2018	4	4	0	8	50%
South Main 1	Green Eggs & Ham breakfast	3/6/2018	5	7	2	8	63%
South Main 2	Green Eggs & Ham breakfast	3/6/2018	3	3	1	8	38%
Elm Tree	Green Eggs & Ham breakfast	3/16/2018	5	5	1	8	63%
Home Based 1	None						
Home Based 2	None						

- Claudia Tenney was here to learn more at CAPCO on April 23. She spent more than 1 ½ hours touring the Main Office, meeting and talking with staff and participants. We were able to share information about Family Development, Energy Services, WIC, HS/EHS and CDC. She was very impressed and affirming in her look at what we do and the impact it has on our community. I am happy to say that she is genuinely supportive of CSBG, WAP, WIC and Head Start and supports continued and growing funding.
- We are moving ahead (finally) with the Healthy Families contract. To date we have hired four of the six staff for the program. Deanna, the Program Director has been involved in the hiring of the other staff. She is attending a number of the required trainings to get us ready to implement the program. We have signed a lease for the space next door to the Main Office as office space for the Healthy Families program. We hope to be in that space sometime in July.
- Brandy, Joyce and I attended a conference in Albany for Adverse Childhood Experiences (ACE). This is something that we are very interested in and are looking at how to implement it throughout the Agency. It deals with the scientific study and details regarding how adverse childhood experiences impacts children as they grow and into adulthood. It has a profound impact on the work we are doing as we look at those adverse impacts as associated with poverty. We are looking forward to the NYSCAA Annual Conference in June as there is a track of training focused on ACE and Trauma Informed Care. We will look forward to sharing more about this area in the near future.
- Eden, Greg and I attended a MoveNY meeting in Elmira that focused on Volunteer Driver Program. We also met with Mike Drenzo from MAS to focus on startup – we have new Volunteer Driver applications. We have identified 2 software programs that will be a significant support in getting us started and making sure we're successful. It is our plan to finally get this program started in the next couple of weeks.
- We have two signed contracts/agreements with Care Compass Network as part of the DSRIP initiatives. One is to administer PAM surveys (to determine if Medicaid recipients have primary care and, if not, to help them move in that direction). The other contract is a Navigation contract – this focuses on making sure that Medicaid eligible consumers are following through with accessing needed medical care, connected to the right resources, removing barriers to them being healthy.
- Recognizing the growing concerns in our community regarding opioid use and abuse, we are focusing on making sure that all staff are trained to administer NARCAN. In February, Bethann had someone come into the HS/EHS staff and provide the training. On May 23, someone from the health department will be at the Main Office to train all staff in this location. We are including Energy Services, WIC, Family Development and administration staff in this training. As the number of overdoses continues to increase in public places, we want to make sure that we are prepared in case this treatment is needed.

WIC Program Monthly Report  
Kirsten Parker  
May 17, 2018

- We have received our budget call letter. We did not get the COLA money we have received for many years, which is a loss of a little over \$30,000. From what I understand, they moved what would have been in our COLA line into our base budget for one year only. The increase was a little over \$16,000. This results in net loss of about \$15,300 for this year and a projected loss of about \$32,000 for next year (when we are back to not being able to use the unallocated money).
- Greg and I had conducted interviews last week and I was hoping to make an offer to someone this week. I have decided to hold off a little longer to see what I find out at the budget meeting on Friday. The State Health Department is still saying the positions are a priority and all positions should be filled but our budget is about 66% personnel so not taking anything from personnel may be difficult. I need to talk to them and spend some time figuring out what we have available. I am not comfortable having someone give notice at their current position until I am confident I can sustain the position here for a reasonable amount of time.
- The pilots for NYWIC and eWIC started in the Albany region as scheduled April 30, so far I have not heard of any major issues.
- Amanda, our clerk, who has been working clinic by herself with my help when I am able, was charged with bringing down our monthly no-show rate. I am very pleased to be able to report that with her determined leadership on the project, the March rate was 2.5% lower than February and was the lowest in the region.
- We have had several tragedies with WIC children in the last 4-6 weeks which have been very hard on the WIC staff.
- I will have staff at training and will have to help cover clinic on Thursday, so I most likely will not be able to attend the board meeting again, but I hope to be there in June and if anyone ever has any questions, I would be happy to answer them.



- Susan Towers accepted the position of the Healthy Families Program Supervisor. Susan is a past CAPCO Head Start and WIC parent and has vast experience working with at risk families.
- Deanna Pace, Healthy Families Program Manager has been busy completing needed training for the Healthy Families Program.
- Deanna and Susan completed interviews for two Family Support Specialist. Two offers were made for the positions; we are waiting to hear back from the candidates.
- Deanna and Brandy set up a temporary office space at our South main location for the Healthy Families Program until our office space next door is vacant.
- We were awarded the SUNY Cortland Learning by Giving grant in the amount of \$5000. We only asked for \$2000 but the students were so impressed with the program they wanted to give more.
- We have 44 children signed up to attend our annual Pajama Party.
- Brandy, Joyce, and Lindy attended an ACE (Adverse Childhood Experiences) Symposium on May 7. The symposium was very informative. The information on trauma informed care was stellar and will be shared with all staff.
- We are up to five volunteer drivers. We are looking to begin the program June 1. We are in the process of being set up and trained in the Medicaid Answering System (MAS) Data Base.
- Both Cortland and Homer Farmers Markets have started and we are working with Seven Valley's Health Coalition to do some SNAP promotion.
- Laurie completed a Safesitter class at the Marathon Success Center.
- Project Share heating fund will close for the season on May 25.



## Energy Services Directors Report

May 2018

- WAP 18.19 - Production on track. No news about our Amendment yet. Recently hired an Account Clerk who will start June 11<sup>th</sup>.
- EmPower NY- 6- HP audits have been completed. Steady referrals are coming in.
- AO Smith water tanks- no activity. Intertek will no longer be testing the units.
- HEAP- HERR program- No activity.
- Energy Savers- No activity.
- Meetings & Training-
- Building Maintenance- no new activity.

**Directors Monthly Board Report**  
**From: HS/EHS Management Team**  
**Month: May 2018**

**I. Enrollment**

A. We continue to enroll children in HS and EHS for program year 2018-2019. We are following the guidance of Regional Head Start to enroll as represented in our refunding grant for year 5; 200 Head Start slots and 72 Early Head Start slots.

**II. Center/Office Updates/Policy Council**

A. Conferences

- a. Jill Dunham (coach) and Jennifer Geibel (Education / Special Needs Coordinator) attended TPITOS reliability training on the Pyramid Model Assessment tool in Albany. TPITOS stands for Teaching Pyramid Infant – Toddler Observation Scale. It is a measure for examining the level of support provided by classroom teachers for infant/toddler social-emotional learning. We now have 6 reliable reviewers!!
- b. Bethann, Jennifer Geibel, and Trudy (Family Engagement Coordinator) will be attending a Data Training in New Jersey to further our knowledge on how to prepare, collect, aggregate, analyze, use and share data to make program and professional development improvements.

**III. Old Business**

- A. Our refunding grant for year 5 of the 5 year grant was received by the regional office and is still being reviewed. Specific, detailed information was supplied to the regional office to request a program location change from Marathon to Elm Tree. Approval is still pending. In Addition a very detailed T/TA (Training and Technical Assistance) plan has been revised, as per the regional office, and now is approved.
- B. We received the monies for the Bright Ideas grant through Cortland County in the amount of \$5,000. Head Start has added \$2,500 to that grant and has moved forward in purchasing the Vision Spot Screener.

**IV. New Business**

- A. Cortland City School district has provided our UPK classrooms with left over grant money to purchase supplies. The total for 5 classrooms received is approximately \$23,000. We are excited with the opportunity to purchase some exciting technology for our classrooms.
- B. We have been in contact with the principal from Homer Elementary School and after their budget vote they will be adding 2 additional UPK classrooms. They have found a classroom for us to additionally serve children. Homer was very gracious in sharing lists of accepted students with us. For continuity of care 9 children from the Homer 3 year old classroom will now be accepted into our Homer HS classroom, and

- enrollment will continue for that room. We are confident the room will be filled within the next few weeks.
- C. We are looking to spend down our current year budget as this grant cycle ends on May 31<sup>st</sup> 2018.
  - D. We are in the process of gaining approval from Policy Council, The CAPCO Board, and the regional office to purchase two vans that will be DOT approved.

CDS  
May 2018

It has been a tough month, within a week of each other two consumers passed away, but one of the families told me that her mother passed away at home as she wished. The other one was very unexpected as he was only 38 years old.

Current caseload is 97 and I anticipate at least 3 more referrals over the next couple of weeks.

Martha Allen, Greg Richards and myself will be attending training on the 31<sup>st</sup> of this month in Albany on the mandatory implementation of an Electronic Visit Verification (EVV) which will be mandatory January 2019. EVV is defined as:

*"...a system under which visits conducted as part of such [PCS and HHCS] services are electronically verified with respect to (i) the type of services performed; (ii) the individual receiving the services; (iii) the date of the service; (iv) the location of service delivery; (v) the individual providing the service; (vi) the time the service begins and ends."*

NYS has decided that it is the Fiscal Intermediaries (FI) choice of what vendor they want. I have contacted a few other FI's to see if any of them are currently using EVV and only one is and they built theirs in-house. Of course this direction is mandatory, but no addition funding is being provided.

Lindy and I attended a meeting in Elmira earlier this month regarding the Volunteer Driver Program. The meeting was by far the most informative one we have attending. Attendees included some very experienced agencies which have been doing the Volunteer Driver Program for several years. We also met with Mike from Medicaid Answering Services and we are getting ready to launch the program once we have the software.

Lindy and I had a conference call with Care Compass Network who are administering DYSRIP funding. We will be doing the Navigation immediately as well as PAM Surveys once staff are trained . This will generate additional unrestricted funding.

# HR Board Report

## May 2018



- **Spring 2018 All-Staff Day Planning:** HR is leading the All-Staff Day Planning Committee for the Spring 2018 All-Staff Day. As in years past, this training day will have Agency training initiatives in the morning with an interactive training initiative in the afternoon. We will hold the event at the McGraw Community Building with activities both inside and outside. The theme of the day will be exploring CAPCO’s mission and vision as we strategically plan for the future. We will also look at the CAPCO logo and educate our staff on its meaning and development. Below is a draft of our agenda for the day, with the planning still in process:
  - Agency mission and vision
  - Poverty Coaching/ACE Trauma Informed Care
  - Fire Extinguisher Training
  - Slips, Trips, and Falls Training
  - Instant Artist—connecting to the CAPCO mission in a creative way
- **Leadership Cortland:** I had my final Leadership Cortland session on May 17<sup>th</sup> where I was able to be exposed to the criminal justice system in Cortland County by visiting the Cortland County Courthouse and Cortland County Jail. We then explored aspects of the dairy industry in Cortland County with a visit to the E-Z Acres, the McMahan farm. The experience of Leadership Cortland has been very beneficial helping me to understand the opportunities and challenges in the county, while making meaningful connections that will benefit our Agency. I am a part of the Leadership Cortland Project Group entitled “There’s an App for That”. Since October, we have worked to develop an application working with the local start-up, Abstract Elemental. As a team, we worked with the Chamber of Commerce and Cortland Visitors Bureau to raise over \$5,000.00 to develop the application. Once the app is up and running, the Cortland Visitors Bureau will take over the app for operation. On the app, there will be information regarding accommodations, restaurants, community events, as well as Human Services/Community Resources. The app is not only intended for visitors coming into the community, but for local residents to gain information. This will aide our program participants in navigating the resources throughout our community. We have plans for extensive advertisement for the application the official launch by mid-summer 2018. We will be presenting the app at our upcoming graduation on May 30, 2018.
- **2018 Relay For Life:** The CAPCO Crew will once again be participating in Cortland’s Relay for Life with leading efforts by the Wellness Committee. We currently have over 30 staff members signed up to participate on the CAPCO Crew team, and our Agency’s fundraising efforts are in full swing. The event not only serves an important purpose that CAPCO is proud to align ourselves with, but it has also become a cultural staple for our Agency where we rally as a unified team for this good cause and spend quality time with one another in leading CAPCO’s Relay for Life efforts. We are fundraising in the following ways:
  - Bake Sales
  - Bottle and Can Drive

- Basket Raffles
- Really Ridiculous Relay Receptacles

**Recruitment:** HR is proud to announce that we have partnered with each Program to successfully fill the numerous open positions in each of our growing programs. HR handles all phases of the recruitment and selection process from the needs analysis and job description update, budget and compensation analysis, job postings, resume/application review and prescreen, developing interview questions and process, selection input with the