

Memorandum

To: CAPCO Board of Directors
From: Lindy Glennon
Date: October 18, 2019
Subject: Board of Directors Meeting

This is to inform you that the CAPCO Board of Directors meeting will be held at 12:00 p.m. ***October 24, 2019 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. Please contact me. Eden is out for at least the next several weeks with her surgery.

Lynne will facilitate our discussion on pgs. 150-187 of ***See Poverty, Be the Difference***.

*Cortland County Community Action Program, Inc.
October 24 2019
Meeting Agenda*

- I Call to Order*

- II. Motion for Approval of the September 26, 2019 Meeting Minutes - if available, may need to wait till December meeting*

- III. Standing Committee Reports*
 - Finance and Audit Committees*
 - *Motion to Receive and File Financial Statements.*
 - *Resolutions:*
 - *19 – 28– is seeking your acceptance the WAP 2019-20 Amendment*
 - *19-29 - is seeking acceptance of RESTORE Proposal*
 - *Board Development Committee -did not meet*
 - *Resolution 19-33 is seeking acceptance of Amber VanDee as PC Rep. to CAPCO Board*
 - *PP& E Committee*
 - *HS/EHS Self Assessment*
 - *Resolution 19 – 30 – is seeking your acceptance the HS/EHS Conversion Reduction Proposal*
 - *Resolution 19-31 - seeking acceptance HS Self Assessment*
 - *Resolution 19-32 - seeking acceptance of Attendance Policy*

- IV. Executive Director Report*
- V. Program Director Reports*
 - *Energy Services*
 - *Family Development*
 - *Head Start/EHS*
 - *WIC*
 - *HR*

- VI. Head Start Policy Council Update*
- VII. Old Business*
- VIII. New Business*
 - See Poverty....Be The Difference - Lynne Sypher will be facilitating the discussion.*
 - Next Meeting - December 5 - Nov/Dec Meeting*

- IX. Executive Session – If necessary*
- X. Adjournment*

FINANCE COMMITTEE

October 17, 2019

In attendance: Shelley Warnow, Helen Spaulding, Ella D'Iorio, Sarah Beshers, Penny Prignon
Staff Present: Martha Allen, Greg Richards

Meeting called to order 8:03a.m.

The Committee reviewed the Finance Director's reports. See attached.

AGENCY

Accounts Payable and Accounts Receivable are current with the exception of Medicaid receivables.

CDS (Consumer Directed Services)

CDPAP billing submitted for payment through the payroll ending August 30, 2019, being consistently current with Medicaid billing ensures a positive cash flow.

Update on CDPAP: CDPAANYS won the lawsuit re: the new Per Member Per Month payments. The State is expected to respond quickly and move forward with the PMPM plan. For now, it means our reimbursement rates remain what they were prior to Sept 1, 2019. The CDPAANYS conference at the end of the month will certainly include more information and planned responses. There remains a projected surplus in the Program for 2019.

There was discussion on the need for additional administrative staffing for the Program with the current size and growth of the Program. As part of this discussion, the upcoming implementation of an EVV timekeeping system was also discussed. With the addition of the EVV system, staff time for payroll and billing will be greatly reduced, freeing up time for the Medicaid Billing Assistant to assist the CDS Director in consumer and aide relations. The Program has conducted a demo on three EVV systems with quotes obtained. Currently, the Program is looking to contract with PayChex for the EVV implementation. There is federal mandate for EVV implementation for January 1, 2020.

EARLY CHILDHOOD DEVELOPMENT

Head Start/Early Head Start is moving forward with the submittal of the Conversion grant with a target date for submission the end of the month October 2019.

New correspondence was received from OHS indicating that beginning Fiscal Year 2020, the Head Start and Early Head Start grants will be combined. This is very good news and will make budgeting, reporting and managing that contract a bit easier.

ENERGY SERVICES DEPARTMENT

Attached for the committee's review and approval is the 2019-2020 WAP amended budget for \$400,000, which was submitted to regional for review. This includes an increase of \$25,000 from the previous contract year to be used for additional units and trainings. Motion to accept 2019-2020 WAP budget amendment made by Ellia D'Iorio, 2nd Sarah Beshers. Motion carried.

Attached for the committee's review and approval is the 2019 Restore Application for \$90,000.

Motion to approve RESTORE application by Shelley Warnow, 2nd Penny Prignon. Motion carried.

FAMILY DEVELOPMENT DEPARTMENT

The Opportunity Community work and the Opportunity Conference is moving forward as part of the AEI contract. The Opportunity Conference is conference is scheduled for October 26, 2019.

The approved amended contract for 18-19CSBG was received on October 1st.

Still waiting approval of the 19.20 CSBG Contract.

WIC

The 19.20 WIC Contract was approved August 29, 2019.

Staff pay rate increases were put through with the 19.20 WIC Contract beginning October 1st.

The 18.19 Contract ended 9/30/19 is forecasted to have a net surplus of \$16,797.

The net surplus in the 18.19 Contract can be attributed to this being the first contract year where staff COLA could not be budgeted. All expenditures not in budget require Regional Office approval.

Contract year 18.19 was the first full year with the implementation of EBT cards, moving away from paper checks. This has proven to be a beneficial transition to our participants.

FINANCE COMMITTEE REPORT
SUMMARY OF AUGUST 2019 FINANCIAL STATEMENTS
PRESENTED BY Martha Allen
October 17, 2019

AGENCY

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Update on CDPAP: CDPAANYS won the lawsuit. It is not over yet. For now it means our reimbursement rates remain what they were prior to Sept 1, 2019. The CDPAANYS conference at the end of the month should be interesting.

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FAMILY DEVELOPMENT DEPARTMENT

The Opportunity Community conference planning remains underway under the AEI contract with the conference scheduled for October 26, 2019.

Still waiting approval of the 19.20CSBG Contract.

WIC

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The 18.19 Contract ended 9/30/19 is forecasted to have a net surplus of \$16,797.

**CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.
FINANCE DIRECTOR MONTHLY CHECKLIST
FOR THE MONTH AUGUST 2019**

Submitted by Martha Allen on October 17, 2019

ITEM/REPORT	DUE	DATE FILED
Subsidiary ledgers in balance for the month?	N/A	yes
Bank accounts have been reconciled through?	N/A	Jul-19
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	3/21/2019	3/20/2019
FT-500 Application for Refund of Sales Tax Paid on Petroleum Products	Annually	
Coporate Tax Returns - IRS 990 & CHAR 500 (auto-approved 6 months extension)	10/15/2019	9/27/2019
Coporate Tax Returns - IRS 5500 (Retirement) (auto-approved 6 month extension)	10/15/2019	10/9/2019
Quarterly payroll tax returns filed by complete payroll	qtrly	yes
US Dept of Labor - Bureau of Labor Statistics - Multiple Worksite (MWR)	qtrly	7/30/2019
Form 1099's	1/31/2019	1/31/2019
EO 38 Filing	6/30/2019	6/30/2019
Program Reports		
CSBG 2018-2019 py		
20% Expenditure report		4/2/2019
45% Expenditure report		7/15/2019
70% Expenditure report		10/10/2019
1st QTR Program/Fiscal Attestation Forms	1/31/2019	1/31/2019
2nd QTR Program/Fiscal Attestation Forms	4/30/2019	4/17/2019
3rd Qtr Program/Fiscal Attestation Forms	7/31/2019	7/19/2019
4th Qtr Program/Fiscal Attestation Forms	10/31/2019	
MWBE Reports		
3rd qtr (Oct-Dec)	1/10/2019	1/10/2019
4th QTR (Jan-Mar)	4/10/2019	4/9/2019
1st qtr MWBE Reports (Apr-Jun)	7/10/2019	7/8/2019
2nd qtr MWBE Reports (Jul-Sep)	10/10/2019	10/10/2019
Unaudited Financial Statements	11/30/2019	
Energy Services		
WAP 19-20 PY		
Monthly Voucher to Energy Services for presentation to DHCR	10th of month	9/10/2019
1st qtr MWBE Reports (April-June)	7/10/2019	7/8/2019
2nd qtr MWBE Reports (July-September)	10/10/2019	10/10/2019
3rd qtr MWBE Reports (October-December)	1/10/2020	
4th qtr MWBE Reports (January-March)	4/10/2020	
Unaudited Financial Statements - 18.19WAP	5/31/2019	6/4/2019
Head Start & Early Head Start		
Quarterly Form 425: Enter in Payment Management System (PMS)		
1ST QTR (January - March)	4/30/2019	4/4/2019
2ND QTR (April-June)	7/30/2019	7/22/2019
3RD QTR (July-September)	10/30/2019	
4TH QTR (October-December)	1/30/2019	1/29/2019
Form 425 due: Upload to GRANT SOLUTIONS - 18-19 py		
semi-annual (June-November)	1/30/2019	1/30/2019
annual (June-May)	7/30/2019	7/22/2019
final (June-May)	10/30/2019	
WIC 18-19py		
Monthly Voucher (due 45 days after month end)	Month of August	10/9/2019
MWBE Reports		
1st qtr MWBE Reports (January-March)	4/10/2019	4/5/2019
2nd qtr MWBE Reports (April to June)	7/10/2019	7/8/2019
3rd qtr MWBE Reports (July to September)	10/10/2019	10/10/2019
4th qtr MWBE Reports (October to December)	1/10/2019	1/10/2019
Final Voucher	11/15/2019	
CDPAP		
Board Packet October 2019	6	
Cost Report (Year Ending 12/31/2018)	7/30/2019	

CAPCO

Aged Accounts Payable Report

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
CINDY DWYER								
CINDY DWYER	100219	10/02/19 Trav Reimb WIC Nutritionist Mtg	\$23.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23.00
<i>Totals for CINDY DWYER</i>			<i>\$23.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$23.00</i>
FIRST NIAGARA BANK, N.A								
FIRST NIAGARA BANK, N.A	4589 APRIL 2	CREDIT FOR PRO RATED RENT BRANDY CAR	\$0.00	\$0.00	\$0.00	\$0.00	(\$140.00)	(\$140.00)
<i>Totals for FIRST NIAGARA BANK, N.A</i>			<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>(\$140.00)</i>	<i>(\$140.00)</i>
HEP SALES								
HEP SALES	09-070516-00	BLG ES81 PO 9324	\$0.00	\$0.00	\$0.00	\$5.31	\$0.00	\$5.31
HEP SALES	09-070516-00	RETURNED MERCHANDISE	\$0.00	\$0.00	\$0.00	\$0.00	(\$5.31)	(\$5.31)
<i>Totals for HEP SALES</i>			<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$5.31</i>	<i>(\$5.31)</i>	<i>\$0.00</i>
LOVING GUIDANCE, INC.								
LOVING GUIDANCE, INC.	175470	Books for Early Head Start	\$202.40	\$0.00	\$0.00	\$0.00	\$0.00	\$202.40
<i>Totals for LOVING GUIDANCE, INC.</i>			<i>\$202.40</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$202.40</i>
M&T BANK								
M&T BANK	234920	K.PARKER CC - Amazon -poster	\$25.75	\$0.00	\$0.00	\$0.00	\$0.00	\$25.75
<i>Totals for M&T BANK</i>			<i>\$25.75</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$25.75</i>
NISSAN MOTOR ACCEPTANCE CORPORATION								
NISSAN MOTOR ACCEPTANCE CORPORATIO	3/30/18-4/1/21	2500 8125 609 LEASE PAYMENT 17 OF 36 JN8AT	\$4,064.19	\$0.00	\$0.00	\$0.00	\$0.00	\$4,064.19
NISSAN MOTOR ACCEPTANCE CORPORATIO	3/30/18-4/1/21	2500 8125 607 LEASE PMT 17 OF 36 5N1AT2MVXJC	\$4,071.50	\$0.00	\$0.00	\$0.00	\$0.00	\$4,071.50
<i>Totals for NISSAN MOTOR ACCEPTANCE CORPORATION</i>			<i>\$8,135.69</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$8,135.69</i>
GRAND TOTALS:			\$8,386.84	\$0.00	\$0.00	\$5.31	(\$145.31)	\$8,246.84

A total of 8 transaction(s) listed

CAPCO

Balance Sheet

	8/31/2019	7/31/2019	6/30/2019	5/31/2019	4/30/2019
ASSETS					
CURRENT ASSETS					
Cash	\$1,325,190	\$1,348,175	\$1,200,876	\$1,353,414	\$1,281,195
Grants Receivable	\$159,957	\$183,862	\$467,567	\$540,980	\$517,981
Accounts Receivable					
ACCOUNTS RECEIVABLE	\$774,496	\$576,139	\$801,975	\$890,946	\$1,056,913
Less: ALLOWANCE FOR DOUBTFUL ACCOUNTS	\$199,439	\$199,439	\$199,439	\$199,439	\$199,439
MEDICAID VARIANCE RECEIVABLE	\$0	\$0	\$0	\$0	\$0
OTHER RECEIVABLES	\$0	\$0	\$0	\$0	\$0
OTHER RECEIVABLES	\$1,033	\$1,033	\$0	\$0	\$0
OTHER RECEIVABLES	\$1,015	\$264	\$872	\$189	\$274
Net Accounts Receivable	<u>\$580,106</u>	<u>\$377,997</u>	<u>\$603,408</u>	<u>\$691,695</u>	<u>\$857,748</u>
Prepaid Expenses	\$43,918	\$61,924	\$55,578	\$77,249	\$103,280
TOTAL CURRENT ASSETS	<u>\$2,109,171</u>	<u>\$1,971,958</u>	<u>\$2,327,429</u>	<u>\$2,663,338</u>	<u>\$2,760,205</u>
PROPERTY AND EQUIPMENT					
Vehicles, furniture and equipment	\$777,593	\$776,708	\$775,365	\$776,681	\$775,995
Building	\$1,186,732	\$1,186,732	\$1,186,732	\$1,186,732	\$1,186,732
NET PROPERTY AND EQUIPMENT AT COST	<u>\$1,964,325</u>	<u>\$1,963,440</u>	<u>\$1,962,097</u>	<u>\$1,963,413</u>	<u>\$1,962,728</u>
Less Accumulated Depreciation	(\$1,062,907)	(\$1,062,907)	(\$1,062,907)	(\$1,062,907)	(\$1,062,907)
TOTAL PROPERTY AND EQUIPMENT	<u>\$901,418</u>	<u>\$900,533</u>	<u>\$899,190</u>	<u>\$900,506</u>	<u>\$899,820</u>
TOTAL ASSETS	<u>\$3,010,589</u>	<u>\$2,872,491</u>	<u>\$3,226,619</u>	<u>\$3,563,844</u>	<u>\$3,660,025</u>
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts Payable	\$51,299	\$9,988	\$9,442	\$97,410	\$66,893
Payroll taxes and Accruals	\$47,568	\$57,185	\$94,868	\$115,305	\$360,231
Other Current Liabilities	\$3,079	\$5,254	\$3,555	\$25,480	\$3,911
Deferred Income	\$205,749	\$231,484	\$261,560	\$286,985	\$251,153
Total CURRENT LIABILITIES	<u>\$307,695</u>	<u>\$303,911</u>	<u>\$369,425</u>	<u>\$525,180</u>	<u>\$682,188</u>
LONG-TERM DEBT	<u>\$238,591</u>	<u>\$239,397</u>	<u>\$240,226</u>	<u>\$241,026</u>	<u>\$241,849</u>
TOTAL LIABILITIES	<u>\$546,286</u>	<u>\$543,309</u>	<u>\$609,651</u>	<u>\$766,206</u>	<u>\$924,037</u>
NET ASSETS	<u>\$2,464,303</u>	<u>\$2,329,183</u>	<u>\$2,616,969</u>	<u>\$2,797,638</u>	<u>\$2,735,988</u>
Total LIABILITIES AND NET ASSETS	<u>\$3,010,589</u>	<u>\$2,872,491</u>	<u>\$3,226,619</u>	<u>\$3,563,844</u>	<u>\$3,660,025</u>

CAPCO

Income Statement

1/1/19-12/31/19 CAPCO ADMINISTRATION

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		8/1/2019 8/31/2019	8/1/2019 8/31/2019	8/1/2019 8/31/2019	1/1/2019 8/31/2019			
ADM - ADMINISTRATIVE CHARGES								
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	304,696	25,391	19,506	203,131	183,218	109,743	292,961	11,735
NEW ACCRUED BENEFIT TIME	21,052	1,754	2,860	14,035	16,618	7,729	24,346	-3,294
Total SALARIES/WAGES	325,748	27,146	22,366	217,165	199,836	117,472	317,307	8,441
FRINGES								
FICA EXPENSE	25,049	2,087	1,464	16,699	13,764	8,395	22,159	2,890
UNEMPLOYMENT INSURANCE EXPENSE	9,823	819	671	6,549	4,422	2,398	6,820	3,003
WORKERS COMP EXPENSE	655	55	48	437	352	219	571	84
DISABILITY INSURANCE EXPENSE	462	38	44	308	320	142	462	0
GROUP INSURANCE EXPENSE	21,859	1,822	1,789	14,573	14,943	7,157	22,100	-241
401-K EXPENSE	8,893	741	438	5,929	4,098	2,462	6,560	2,333
Fringes on Accrued Leave Earned	2,070	173	400	1,380	2,326	1,082	3,408	-1,338
Total FRINGES	68,812	5,734	4,854	45,875	40,225	21,855	62,080	6,732
Total PERSONNEL	394,560	32,880	27,221	263,040	240,060	139,327	379,387	15,173
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	0	0	51	0	51	0	51	-51
PROGRAM SUPPLIES	0	0	0	0	359	0	359	-359
OFFICE SUPPLIES	6,000	500	1,018	4,000	5,616	2,808	8,424	-2,424
FOOD & FOOD SUPPLIES	500	42	0	333	59	29	88	412
COMMERCIAL INSURANCE	4,539	378	971	3,026	8,074	3,884	11,958	-7,419
PARKING LOT RENTAL	720	60	56	480	414	225	639	81
POSTAGE	900	75	99	600	873	436	1,309	-409
DUPLICATING & PRINTING	2,400	200	176	1,600	973	487	1,460	940
INTERNET SERVICE	900	75	68	600	488	270	758	142
TELEPHONE	700	58	25	467	597	98	695	5
Computer & Software Expense	31,849	2,654	2,439	21,233	19,876	9,755	29,631	2,218
MEETING EXPENSE	800	67	0	533	1,083	542	1,625	-825
CONFERENCE EXPENSE	7,000	583	975	4,667	1,393	5,607	7,000	0
TRAINING & TECHNICAL AST	900	75	0	600	564	282	846	54
STAFF RECOG.	200	17	0	133	0	200	200	0
Staff Development	600	50	0	400	388	212	600	0
LOCAL TRAVEL	180	15	0	120	138	42	180	0
OUT OF TOWN TRAVEL	1,000	83	0	667	142	858	1,000	0
DUES & SUBSCRIPTIONS	4,000	333	0	2,667	1,148	2,852	4,000	0
PERMITS, FEES, & RENTALS	300	25	0	200	174	126	300	0
ADVERTISING	500	42	0	333	0	500	500	0
BUILDING ALLOCATION	26,000	2,167	1,994	17,333	15,388	7,694	23,083	2,917
Total OTHER THAN PERSONNEL	89,988	7,499	7,872	59,992	57,796	36,908	94,705	-4,717
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	5,575	465	0	3,717	9,301	4,650	13,951	-8,376
Total CONTRACTUAL	5,575	465	0	3,717	9,301	4,650	13,951	-8,376
ADMINISTRATION								
FINANCIAL AUDIT	100	8	0	67	0	0	0	100
PAYROLL PROCESSING	10,000	833	181	6,667	1,136	3,568	4,703	5,297
EAP SERVICES	10,660	888	743	7,107	5,943	4,717	10,660	0
EQUIPMENT DEPRECIATION	1,515	126		1,010		1,515	1,515	0
ADMINISTRATIVE ALLOCATION	-512,398	-42,700	-36,016	-341,599	-319,588	-185,334	-504,922	-7,476
Total ADMINISTRATION	-490,123	-40,844	-35,093	-326,749	-312,509	-175,534	-488,043	-2,080
Total EXPENSES	0	0	0	0	-5,352	5,352	0	0
NET SURPLUS/(DEFICIT)	0	0	0	0	5,352	-5,352	0	0

CAPCO

Income Statement

1/1/19-12/31/19 CAPCO FACILITY

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL		YTD ACTUAL		TOT CONTRACT	REMAINING
			8/1/2019 8/31/2019	YTD BUDGET	1/1/2019 8/31/2019	FORECAST		
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	4,045	337	55	2,697	1,011	3,034	4,045	0
Total SALARIES/WAGES	4,045	337	55	2,697	1,011	3,034	4,045	0
FRINGES								
FICA EXPENSE	309	26	9	206	70	239	309	0
UNEMPLOYMENT INSURANCE EXPEN	88	7	8	59	30	59	88	0
WORKERS COMP EXPENSE	204	17	1	136	2	202	204	0
GROUP INSURANCE EXPENSE	64	5		43		64	64	0
401-K EXPENSE	40	3	4	27	30	10	40	0
Total FRINGES	706	59	21	471	132	574	706	0
Total PERSONNEL	4,751	396	146	3,167	1,143	3,608	4,751	0
OTHER THAN PERSONNEL								
OFFICE SUPPLIES	0	0	55	0	505	0	505	(505)
COMMERCIAL INSURANCE	14,064	1,172	800	9,376	6,401	3,200	9,601	4,463
VEHICLE FUEL	0	0	0	0	170	0	170	(170)
OFFICE UTILITIES	24,825	2,069	1,661	16,550	16,792	8,396	25,188	(363)
JANITORIAL MAINTENANCE	28,004	2,334	206	18,669	14,928	12,571	27,499	505
BUILDING MAINTENANCE	40,328	3,361	464	26,885	12,883	12,442	25,325	15,003
TRASH REMOVAL	2,528	211	177	1,685	1,417	1,111	2,528	0
MORTGAGE INTEREST EXPENSE	2,782	232	29	1,855	508	0	508	2,274
MORTGAGE PRIN EX - FNB	26,342	2,195	5,995	17,561	23,478	0	23,478	2,864
MORTGAGE PRIN EXP -CITY	2,500	208	0	1,667	2,400	0	2,400	100
LOCAL TRAVEL	0	0	1	0	2	0	2	(2)
BUILDING ALLOCATION	(148,774)	(12,398)	-10,764	(99,183)	-82,220	(42,384)	(124,604)	(24,170)
Total OTHER THAN PERSONNEL	(7,401)	(617)	(1,377)	(4,934)	(2,736)	(4,665)	(7,401)	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	2,650	221	0	1,767	0	2,650	2,650	0
Total CONTRACTUAL	2,650	221	0	1,767	0	2,650	2,650	0
Total EXPENSES	(0)	(0)	(1,231)	(0)	(1,593)	1,593	0	0
NET SURPLUS/(DEFICIT)	0	0	1,231	0	1,593	(1,593)	0	0

CAPCO

Income Statement

1/1/19-12/31/19 CDPAP-MEDICAID

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL		YTD ACTUAL		TOTAL CONTRACT	REMAINING
			8/1/2019 8/31/2019	YTD BUDGET	1/1/2019 8/31/2019	FORECAST		
MEDICAID - MEDICAID								
REVENUE								
OTHER REVENUE								
MEDICAID REVENUE	3,008,380	250,698	314,481	2,005,587	2,589,821	1,314,533	3,904,354	(895,974)
OTHER INCOME	0	0	0	0	0	0	0	0
Total OTHER REVENUE	3,008,380	250,698	314,481	2,005,587	2,589,821	1,314,533	3,904,354	(895,974)
Total REVENUE	3,008,380	250,698	314,481	2,005,587	2,589,821	1,314,533	3,904,354	(895,974)
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	2,063,366	171,947	203,340	1,375,577	1,639,185	1,014,161	2,653,345	(589,980)
NEW ACCRUED BENEFIT TIME	5,672	473	727	3,781	4,512	3,452	7,964	(2,292)
Total SALARIES/WAGES	2,069,038	172,420	204,067	1,379,359	1,643,697	1,017,612	2,661,309	(592,272)
FRINGES								
FICA EXPENSE	157,847	13,154	15,569	105,232	125,104	77,583	202,688	(44,840)
UNEMPLOYMENT INSURANCE EXPENSE	45,085	3,757	6,579	30,056	39,430	22,159	61,589	(16,505)
WORKERS COMP EXPENSE	134,944	11,245	12,126	89,963	71,872	44,467	116,340	18,605
DISABILITY INSURANCE EXPENSE	14,503	1,209	1,213	9,669	9,235	4,851	14,086	416
GROUP INSURANCE EXPENSE	52,730	4,394	4,262	35,153	33,292	17,049	50,341	2,389
401-K EXPENSE	20,634	1,719	1,581	13,756	13,645	10,142	23,787	(3,153)
Fringes on Accrued Leave Earned	735	61	102	490	632	525	1,157	(422)
Total FRINGES	426,478	35,540	41,431	284,319	293,210	176,777	469,987	(43,509)
Total PERSONNEL	2,495,516	207,960	245,498	1,663,677	1,936,907	1,194,389	3,131,297	(635,781)
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	450	38	0	300	294	156	450	0
OFFICE SUPPLIES	2,895	241	0	1,930	431	1,200	1,631	1,263
PARKING LOT RENTAL	136	11	8	91	61	76	136	0
POSTAGE	1,702	142	209	1,135	1,479	740	2,219	(517)
DUPLICATING & PRINTING	1,313	109	187	875	1,351	675	2,026	(714)
INTERNET SERVICE	162	13	19	108	139	77	217	(55)
TELEPHONE	37	3	2	24	11	26	37	0
Computer & Software Expense	12,000	1,000	0	8,000	16	2,000	2,016	9,984
MEETING EXPENSE	0	0	0	0	0	0	0	0
CONFERENCE EXPENSE	655	55	437	0	1,200	1,200	1,200	(545)
TRAINING & TECHNICAL AST	0	0	0	0	0	0	0	0
Staff Development	0	0	0	0	31	0	31	(31)
LOCAL TRAVEL	26,413	2,201	2,445	17,609	18,465	9,779	28,244	(1,830)
OUT OF TOWN TRAVEL	484	40	323	0	500	500	500	(16)
STAFF IMMUNIZATIONS	1,367	114	92	911	1,342	671	2,013	(646)
DUES & SUBSCRIPTIONS	0	0	0	0	0	0	0	0
BACKGROUND CHECKS	2,555	213	983	1,704	2,598	3,932	6,531	(3,975)
PERMITS, FEES, & RENTALS	10,982	915	752	7,322	8,106	4,053	12,159	(1,177)
ADVERTISING	378	31	0	252	0	378	378	0
BUILDING ALLOCATION	3,252	271	415	2,168	2,939	1,660	4,599	(1,347)
Total OTHER THAN PERSONNEL	64,781	5,398	5,110	43,187	37,264	27,122	64,386	394
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	0	0	603	0	804	0	804	(804)
Total INKIND	0	0	603	0	804	0	804	(804)
ADMINISTRATION								
FINANCIAL AUDIT	8,170	681	3,089	5,447	6,908	1,262	8,170	0
PAYROLL PROCESSING	12,075	1,006	1,634	8,050	13,898	8,002	21,899	(9,824)
ADMINISTRATIVE ALLOCATION	193,541	16,128	17,025	129,027	134,028	82,653	216,681	(23,140)
Total ADMINISTRATION	213,786	17,816	21,748	142,524	154,833	91,917	246,750	(32,964)
Total EXPENSES	2,774,082	231,174	272,959	1,849,388	2,129,808	1,313,429	3,443,237	(669,155)
NET SURPLUS/(DEFICIT)	234,298	19,525	41,522	156,198	460,013	1,104	461,117	(226,819)

CAPCO

Income Statement

6/1/19-5/31/20 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	8/1/2019 8/31/2019	8/1/2019 8/31/2019	8/31/2019	8/31/2019	8/31/2019	8/31/2019				
HSP - Head Start											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	1,669,133	139,094	64,826	417,283	226,029	1,443,104	1,669,133	0			
TOTAL GRANT REVENUE	1,669,133	139,094	64,826	417,283	226,029	1,443,104	1,669,133	0			
OTHER REVENUE											
SPECIAL NEEDS SERVICE REIMBURSEMENT	0	0	0	0	1,155	0	1,155	-1,155			
OTHER INCOME	0	0	944	0	944	0	944	-944			
CASH DONATIONS	0	0	90	0	90	0	90	-90			
INKIND DONATIONS	550,937	45,911		137,734	0	550,937	550,937	0			
TOTAL OTHER REVENUE	550,937	45,911	1,035	137,734	2,190	550,937	553,127	-2,190			
Total REVENUE	2,220,070	185,006	65,861	555,018	228,219	1,994,041	2,222,260	-2,190			
EXPENSES											
PERSONELL											
WAGES/SALARIES											
SALARY/WAGE EXPENSE	1,125,480	93,790	24,104	281,370	113,636	1,011,844	1,125,480	0			
NEW ACCRUED BENEFIT TIME	30,153	2,513	4,132	7,538	9,513	20,641	30,153	0			
Total WAGES/SALARIES	1,155,633	96,303	28,235	288,908	123,149	1,032,485	1,155,633	0			
FRINGES											
FICA EXPENSE	85,845	7,154	1,704	21,461	8,328	77,517	85,845	0			
UNEMPLOYMENT INSURANCE EXPENSE	24,519	2,043	1,506	6,130	3,492	21,027	24,519	0			
WORKERS COMP EXPENSE	10,076	840	727	2,519	1,655	8,421	10,076	0			
DISABILITY INSURANCE EXPENSE	2,832	236	306	708	733	2,099	2,832	0			
GROUP INSURANCE EXPENSE	120,814	10,068	8,643	30,203	26,015	94,798	120,814	0			
401-K EXPENSE	30,598	2,550	657	7,649	2,594	28,004	30,598	0			
Fringes on Accrued Leave Earned	3,211	268	578	803	1,332	1,880	3,211	0			
Total FRINGES	277,894	23,158	14,122	69,474	44,149	233,745	277,894	0			
Total PERSONELL	1,433,528	119,461	42,357	358,382	167,298	1,266,230	1,433,528	0			
MATERIALS											
PROGRAM MATERIALS	0	0	161	0	190	0	190	-190			
PROGRAM SUPPLIES	7,339	612	463	1,835	640	6,509	7,149	190			
MEDICAL SUPPLIES	1,500	125		375		1,500	1,500	0			
DISABILITY SUPPLIES	1,000	83		250		1,000	1,000	0			
EDUCATIONAL SUPPLIES	7,500	625	3,867	1,875	4,167	3,333	7,500	0			
Total MATERIALS	17,339	1,445	4,491	4,335	4,996	12,343	17,339	0			
OTHER THAN PERSONELL											
FOOD & FOOD SUPPLIES	23,500	1,958	1,742	5,875	3,733	19,767	23,500	0			
SPEECH SERVICES	1,000	83		250		1,000	1,000	0			
DENTAL SERVICES	500	42		125		500	500	0			
MENTAL HEALTH SERVICES	0					0	0	0			
PARENT SERVICES	2,500	208	41	625	41	2,459	2,500	0			
FAMILY EMPOWERMENT	0	0		0		0	0	0			
CHILD ACCIDENT INSURANCE	652	54	54	163	163	489	652	0			
VEHICLE INSURANCE	2,600	217	163	650	489	2,111	2,600	0			
VEHICLE MAINTENANCE	1,500	125	98	375	329	1,171	1,500	0			
VEHICLE FUEL	3,000	250	0	750	76	2,924	3,000	0			
VEHICLE REGISTRATION	200	17		50		200	200	0			
INTERNET SERVICE	1,500	125	296	375	520	980	1,500	0			
CENTER TELEPHONE	1,500	125	89	375	233	1,267	1,500	0			

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	8/1/2019 8/31/2019	8/1/2019 8/31/2019	8/31/2019	8/31/2019						
HSP - Head Start											
Computer & Software Expense	5,000	417		1,250			5,000	5,000			0
CONFERENCE EXPENSE	1,000	83		250			1,000	1,000			0
TRAINING & TECHNICAL AST	1,000	83		250			1,000	1,000			0
TEACHER TRAININGS	3,000	250		750			3,000	3,000			0
Staff Development	500	42		125			500	500			0
LOCAL TRAVEL	3,000	250	25	750	39		2,961	3,000			0
OUT OF TOWN TRAVEL	1,000	83		250			1,000	1,000			0
POLICY COUNCIL EXPENSE	1,000	83	34	250	61		939	1,000			0
STAFF IMMUNIZATIONS	500	42		125			500	500			0
DUES & SUBSCRIPTIONS	10,000	833	4,191	2,500	8,550		1,450	10,000			0
BACKGROUND CHECKS	1,200	100	0	300	69		1,132	1,200			0
PERMITS, FEES, & RENTALS	3,000	250	466	750	1,358		1,642	3,000			0
EQUIPMENT MAINTENANCE	500	42		125			500	500			0
Total OTHER THAN PERSONELL	69,152	5,763	7,199	17,288	15,660		53,492	69,152			0
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	9,000	750	356	2,250	951		8,049	9,000			0
Total CONTRACTUAL	9,000	750	356	2,250	951		8,049	9,000			0
INKIND											
VOLUNTEERS/INTERNS	0	0		0			0	0			0
VOLUNTEERS-PROFESSIONALS	93,319	7,777		23,330			93,319	93,319			0
INKIND DONATIONS	194,152	16,179		48,538			194,152	194,152			0
INKIND TRANSPORTATION	229,930	19,161		57,483			229,930	229,930			0
INKIND DONATED SPACE	33,536	2,795		8,384			33,536	33,536			0
Total INKIND	550,937	45,911		137,734			550,937	550,937			0
SPACE											
PROGRAM RENT	62,194	5,183	4,197	15,549	14,158		48,036	62,194			0
PROGRAM UTILITIES	2,200	183	307	550	550		1,650	2,200			0
SMAIN BLG ALLOCATION	35,000	2,917	2,398	8,750	14,828		20,172	35,000			0
Total Space	99,394	8,283	6,902	24,849	29,536		69,858	99,394			0
ADMINISTRATION											
OFFICE SUPPLIES	4,560	380	648	1,140	1,684		2,876	4,560			0
COMMERCIAL INSURANCE	2,160	180	189	540	556		1,604	2,160			0
PARKING LOT RENTAL	200	17	12	50	35		165	200			0
JANITORIAL MAINTENANCE	3,000	250	695	750	798		2,202	3,000			0
BUILDING MAINTENANCE		0		0			0	0			0
FINANCIAL AUDIT	5,400	450	2,286	1,350	2,286		3,114	5,400			0
PAYROLL PROCESSING	4,500	375	438	1,125	1,014		3,486	4,500			0
POSTAGE	1,200	100	44	300	176		1,024	1,200			0
DUPLICATING & PRINTING	5,000	417	302	1,250	567		4,433	5,000			0
TELEPHONE	1,200	100	2	300	4		1,196	1,200			0
ADVERTISING	1,500	125	171	375	475		1,025	1,500			0
OTHER EXPENDITURES	0	0		0			2,190	2,190			-2,190
BUILDING ALLOCATION	12,000	1,000	675	3,000	2,047		9,953	12,000			0
Total ADMINISTRATION	40,720	3,393	5,459	10,180	9,643		33,267	42,910			-2,190
Total EXPENSES	2,220,070	185,006	66,764	555,018	228,085		1,994,175	2,222,260			-2,190
NET SURPLUS/(DEFICIT)	0	0	-903	0	134		-134	0			0

CAPCO

Income Statement

6/1/19-5/31/20 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	8/1/2019 8/31/2019	8/1/2019 8/31/2019	8/31/2019	8/31/2019	8/31/2019	8/31/2019				
TTA - HEAD START TRAINING & TECH ASST											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	22,400	1,867	4,380	5,600	7,906	14,494	22,400	0			
TOTAL GRANT REVENUE	22,400	1,867	4,380	5,600	7,906	14,494	22,400	0			
Total REVENUE	22,400	1,867	4,380	5,600	7,906	14,494	22,400	0			
EXPENSES											
MATERIALS											
PROGRAM SUPPLIES	2,000	167	0	500	0	2,000	2,000	0			
Total MATERIALS	2,000	167	0	500	0	2,000	2,000	0			
OTHER THAN PERSONELL											
MEETING EXPENSE	0	0	0	0	0	0	0	0			
CONFERENCE EXPENSE	0	0	96	0	1,759	-1,759	0	0			
TRAINING & TECHNICAL AST	3,000	250	2,294	750	2,294	706	3,000	0			
OUT OF TOWN TRAVEL	11,500	958	1,990	2,875	3,853	7,647	11,500	0			
Total OTHER THAN PERSONELL	14,500	1,208	4,380	3,625	7,906	6,594	14,500	0			
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	5,900	492	0	1,475	0	5,900	5,900	0			
Total CONTRACTUAL	5,900	492	0	1,475	0	5,900	5,900	0			
Total EXPENSES	22,400	1,867	4,380	5,600	7,906	14,494	22,400	0			
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0			

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Income Statement

6/1/19-5/31/20 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	8/1/2019 8/31/2019	8/1/2019 8/31/2019	8/31/2019	8/31/2019						
EHS - Early Head Start											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	968,994	80,749	75,921	242,248	214,367	754,627	968,994	0			
TOTAL GRANT REVENUE	968,994	80,749	75,921	242,248	214,367	754,627	968,994	0			
OTHER REVENUE											
OTHER INCOME	0	0	332	0	332	0	332	-332			
INKIND DONATIONS	170,920	14,243	0	42,730	0	170,920	170,920	0			
TOTAL OTHER REVENUE	170,920	14,243	332	42,730	332	170,920	170,920	0			
Total REVENUE	1,139,914	94,993	76,253	284,978	214,699	925,547	1,139,914	0			
EXPENSES											
PERSONELL											
WAGES/SALARIES											
SALARY/WAGE EXPENSE	579,134	48,261	38,404	144,784	122,584	456,550	579,134	0			
NEW ACCRUED BENEFIT TIME	39,419	3,285	5,038	9,855	11,577	27,842	39,419	0			
Total WAGES/SALARIES	618,554	51,546	43,442	154,638	134,161	484,392	618,554	0			
FRINGES											
FICA EXPENSE	46,400	3,867	2,783	11,600	8,773	37,626	46,400	0			
UNEMPLOYMENT INSURANCE EXPENSE	13,253	1,104	1,405	3,313	3,267	9,985	13,253	0			
WORKERS COMP EXPENSE	5,446	454	827	1,362	1,839	3,607	5,446	0			
DISABILITY INSURANCE EXPENSE	1,582	132	152	396	413	1,169	1,582	0			
GROUP INSURANCE EXPENSE	112,350	9,363	6,703	28,088	20,133	92,217	112,350	0			
401-K EXPENSE	16,114	1,343	782	4,028	2,461	13,653	16,114	0			
Fringes on Accrued Leave Earned	4,198	350	705	1,050	1,621	2,577	4,198	0			
Total FRINGES	199,343	16,612	13,358	49,836	38,507	160,836	199,343	0			
Total PERSONELL	817,896	68,158	56,800	204,474	172,668	645,228	817,896	0			
MATERIALS											
PROGRAM MATERIALS	0	0	0	0	10	0	10	-10			
PROGRAM SUPPLIES	7,834	653	289	1,959	321	7,503	7,824	10			
MEDICAL SUPPLIES	750	63		188		750	750	0			
DISABILITY SUPPLIES	500	42		125		500	500	0			
EDUCATIONAL SUPPLIES	3,000	250	480	750	1,949	1,051	3,000	0			
Total MATERIALS	12,084	1,007	769	3,021	2,280	9,804	12,084	0			
OTHER THAN PERSONELL											
FOOD & FOOD SUPPLIES	17,000	1,417	1,568	4,250	4,871	12,129	17,000	0			
SPEECH SERVICES	250	21		63		250	250	0			
DENTAL SERVICES	250	21		63		250	250	0			
MENTAL HEALTH SERVICES	0	0		0		0	0	0			
PARENT SERVICES	750	63	15	188	15	735	750	0			
FAMILY EMPOWERMENT	0	0		0		0	0	0			
CHILD ACCIDENT INSURANCE	230	19	19	58	57	173	230	0			
VEHICLE INSURANCE	2,600	217	225	650	676	1,924	2,600	0			
VEHICLE MAINTENANCE	1,000	83	34	250	527	473	1,000	0			
VEHICLE FUEL	3,000	250	91	750	164	2,836	3,000	0			
VEHICLE REGISTRATION	200	17		50		200	200	0			
INTERNET SERVICE	4,332	361	269	1,083	518	3,814	4,332	0			
CENTER TELEPHONE	1,200	100	213	300	608	592	1,200	0			
Computer & Software Expense	2,000	167		500		630	630	1,370			
CONFERENCE EXPENSE	500	42		125		500	500	0			
TRAINING & TECHNICAL AST	750	63		188		750	750	0			

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	8/1/2019 8/31/2019	8/1/2019 8/31/2019	8/31/2019	8/31/2019						
EHS - Early Head Start											
TEACHER TRAININGS	750	63		188		750	750	0			
Staff Development	0	0	0	0	0	0	0	0			
LOCAL TRAVEL	1,200	100	9	300	11	1,189	1,200	0			
OUT OF TOWN TRAVEL	500	42		125		500	500	0			
POLICY COUNCIL EXPENSE	500	42	0	125	9	491	500	0			
STAFF IMMUNIZATIONS	250	21		63		250	250	0			
DUES & SUBSCRIPTIONS	3,000	250	1,473	750	3,111	0	3,111	-111			
BACKGROUND CHECKS	750	63	0	188	32	719	750	0			
PERMITS, FEES, & RENTALS	3,500	292	290	875	594	2,795	3,389	111			
EQUIPMENT MAINTENANCE	100	8		25		100	100	0			
Total OTHER THAN PERSONELL	44,612	3,718	4,207	11,153	11,192	32,050	43,242	1,370			
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	5,000	417	5,585	1,250	6,370		6,370	-1,370			
Total CONTRACTUAL	5,000	417	5,585	1,250	6,370	0	6,370	-1,370			
INKIND											
VOLUNTEERS/INTERNS	0	0		0		0	0	0			
VOLUNTEERS-PROFESSIONALS	126,678	10,557		31,670		126,678	126,678	0			
INKIND DONATIONS	1,642	137		411		1,642	1,642	0			
INKIND DONATED SPACE	42,600	3,550		10,650		42,600	42,600	0			
Total INKIND	170,920	14,243	0	42,730	0	170,920	170,920	0			
SPACE											
PROGRAM RENT	46,645	3,887	3,887	11,661	10,211	36,433	46,645	0			
PROGRAM UTILITIES	7,000	583	770	1,750	2,083	4,917	7,000	0			
SMAIN BLG ALLOCATION	15,500	1,292	297	3,875	1,973	13,527	15,500	0			
Total SPACE	69,145	5,762	4,955	17,286	14,267	54,877	69,145	0			
ADMINISTRATION											
OFFICE SUPPLIES	2,000	167	227	500	591	1,409	2,000	0			
COMMERCIAL INSURANCE	537	45	158	134	473	64	537	0			
PARKING LOT RENTAL	70	6	4	18	13	58	70	0			
JANITORIAL MAINTENANCE	3,000	250	1,436	750	3,325	0	3,325	-325			
BUILDING MAINTENANCE		0	516	0	586	0	586	-586			
TRASH REMOVAL	1,400	117	137	350	205	1,195	1,400	0			
FINANCIAL AUDIT	3,200	267	1,342	800	1,342	1,858	3,200	0			
PAYROLL PROCESSING	2,300	192	261	575	668	1,632	2,300	0			
POSTAGE	500	42	8	125	87	413	500	0			
DUPLICATING & PRINTING	2,000	167	115	500	215	1,785	2,000	0			
TELEPHONE	1,000	83	1	250	1	999	1,000	0			
ADVERTISING	250	21	0	63	50	200	250	0			
BUILDING ALLOCATION	4,000	333	253	1,000	768	2,321	3,089	911			
Total ADMINISTRATION	20,257	1,688	4,458	5,064	8,324	11,934	20,257	0			
Total EXPENSES	1,139,914	94,993	76,773	284,979	215,102	924,813	1,139,914	0			
NET SURPLUS/(DEFICIT)	0	0	-520	0	-403	734	0	0			

CAPCO

Income Statement

6/1/19-5/31/20 ECD GRANTS

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		8/1/2019 8/31/2019	8/1/2019 8/31/2019	8/31/2019	8/31/2019			
ETA - EARLY HS TRAINING & TECH. ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	24,000	2,000	1,712	6,000	3,797	20,203	24,000	0
TOTAL GRANT REVENUE	24,000	2,000	1,712	6,000	3,797	20,203	24,000	0
Total REVENUE	24,000	2,000	1,712	6,000	3,797	20,203	24,000	0
EXPENSES								
MATERIALS								
PROGRAM SUPPLIES	1,800	150	0	450	0	1,800	1,800	0
Total MATERIALS	1,800	150	0	450	0	1,800	1,800	0
OTHER THAN PERSONELL								
MEETING EXPENSE	0	0	0	0	0	0	0	0
CONFERENCE EXPENSE	0	0	34	0	845	-845	0	0
TRAINING & TECHNICAL AST	4,600	383	791	1,150	876	3,724	4,600	0
OUT OF TOWN TRAVEL	13,300	1,108	886	3,325	2,076	11,224	13,300	0
Total OTHER THAN PERSONELL	17,900	1,492	1,712	4,475	3,797	14,103	17,900	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	4,300	358	0	1,075	0	4,300	4,300	0
Total CONTRACTUAL	4,300	358	0	1,075	0	4,300	4,300	0
Total EXPENSES	24,000	2,000	1,712	6,000	3,797	20,203	24,000	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

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Income Statement

6/1/19-5/31/20 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	8/1/2019 8/31/2019	8/1/2019 8/31/2019	8/31/2019	8/31/2019						
MAG - Management and General											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	202,901	16,908	9,713	50,725	30,478	172,423	202,901	0			
TOTAL GRANT REVENUE	202,901	16,908	9,713	50,725	30,478	172,423	202,901	0			
Total REVENUE	202,901	16,908	9,713	50,725	30,478	172,423	202,901	0			
ADMINISTRATION											
ADMINISTRATIVE ALLOCATION	202,901	16,908	9,713	50,725	30,478	172,423	202,901	0			
Total ADMINISTRATION	202,901	16,908	9,713	50,725	30,478	172,423	202,901	0			
Total EXPENSES	202,901	16,908	9,713	50,725	30,478	172,423	202,901	0			
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0			

CAPCO

Income Statement

6/1/19-5/31/20 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	8/1/2019 8/31/2019	8/1/2019 8/31/2019	8/31/2019	8/31/2019						
UPK - Universal Pre-K											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	211,200	17,600	0	52,800	19,470	191,730	211,200	0			
TOTAL GRANT REVENUE	211,200	17,600	0	52,800	19,470	191,730	211,200	0			
OTHER REVENUE											
SERVICE FEES	0	0	0	0	4,013	-4,013	0	0			
SALARY REIMBURSEMENTS	37,000	3,083	0	9,250	0	37,000	37,000	0			
TOTAL OTHER REVENUE	37,000	3,083	0	9,250	4,013	32,987	37,000	0			
Total REVENUE	248,200	20,683	0	62,050	23,483	224,717	248,200	0			
EXPENSES											
PERSONELL											
WAGES/SALARIES											
SALARY/WAGE EXPENSE	140,726	11,727	2,183	35,181	11,349	129,377	140,726	0			
NEW ACCRUED BENEFIT TIME	2,781	232	329	695	767	2,014	2,781	0			
Total WAGES/SALARIES	143,507	11,959	2,512	35,877	12,115	131,392	143,507	0			
FRINGES											
FICA EXPENSE	10,914	910	155	2,729	826	10,088	10,914	0			
UNEMPLOYMENT INSURANCE EXPENSE	3,117	260	167	779	308	2,809	3,117	0			
WORKERS COMP EXPENSE	1,281	107	58	320	105	1,176	1,281	0			
DISABILITY INSURANCE EXPENSE	333	28	25	83	51	281	333	0			
GROUP INSURANCE EXPENSE	9,270	773	520	2,318	1,592	7,678	9,270	0			
401-K EXPENSE	3,674	306	59	919	284	3,390	3,674	0			
Fringes on Accrued Leave Earned	296	25	46	74	107	189	296	0			
Total FRINGES	28,886	2,407	1,030	7,221	3,274	25,612	28,886	0			
Total PERSONELL	172,393	14,366	3,542	43,098	15,389	157,003	172,393	0			
MATERIALS											
PROGRAM SUPPLIES	7,500	625	0	1,875	0	6,859	6,859	641			
EDUCATIONAL SUPPLIES	0	0	641	0	641	0	641	-641			
Total MATERIALS	7,500	625	641	1,875	641	6,859	7,500	0			
OTHER THAN PERSONELL											
FOOD & FOOD SUPPLIES	0	0	0	0	0	0	0	0			
INTERNET SERVICE	30	3	4	8	4	8	11	19			
CENTER TELEPHONE	0	0	7	0	19	0	19	-19			
MEETING EXPENSE	0	0	0	0	0	0	0	0			
TRAINING & TECHNICAL AST	400	33	0	100	0	400	400	0			
TEACHER TRAININGS	2,000	167	0	500	0	2,000	2,000	0			
Staff Development	0	0	0	0	0	0	0	0			
CONFERENCE EXPENSE	0	0	0	0	0	0	0	0			
LOCAL TRAVEL	1,000	83	4	250	4	996	1,000	0			
Out of Town Travel	2,000	167	0	500	0	2,000	2,000	0			
DUES & SUBSCRIPTIONS	1,100	92	0	275	0	1,100	1,100	0			
Total OTHER THAN PERSONELL	6,530	544	14	1,633	27	6,503	6,530	0			
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	0	0	0	0	0	0	0	0			
Total CONTRACTUAL	0	0	0	0	0	0	0	0			
SPACE											
PROGRAM RENT	18,964	1,580	1,167	4,741	4,960	13,144	18,104	860			
SMAIN BLG ALLOCATION	0	0	53	0	860	0	860	-860			
Total SPACE	18,964	1,580	1,220	4,741	5,820	13,144	18,964	0			
ADMINISTRATION											
COMMERCIAL INSURANCE	489	41	49	122	148	341	489	0			
PARKING LOT RENTAL	25	2	1	6	3	22	25	0			
FINANCIAL AUDIT	700	58	317	175	317	383	700	0			
PAYROLL PROCESSING	450	38	25	113	77	373	450	0			
TELEPHONE	100	8	0	25	0	100	100	0			
ADVERTISING	0	0	0	0	0	0	0	0			
BUILDING DEPRECIATION	0	0	0	0	0	0	0	0			
ADMINISTRATIVE ALLOCATION	16,036	1,336	367	4,009	1,293	14,743	16,036	0			
BUILDING ALLOCATION	1,000	83	46	250	139	861	1,000	0			
Total ADMINISTRATION	18,800	1,567	805	4,700	1,977	16,822	18,800	0			
Total EXPENSES	224,187	18,682	6,223	56,047	23,855	200,332	224,187	0			
NET SURPLUS/(DEFICIT)	24,013	2,001	-6,223	6,003	-372	24,385	24,013	0			

CAPCO

Income Statement

10/1/18-9/30/19 FAMILY DEVELOPMENT CSBG GRANTS

LINE ITEM	Amended Increase & Discretionary Funds		ACTUAL 8/1/2019 8/31/2019	YTD BUDGET 8/31/2019	YTD ACTUAL 8/31/2019	FORECAST	TOTAL CONTRACT	REMAINING
	BUDGET 8/1/2019 8/31/2019	TOT BUDGET						
18.19CSBG - 2018-2019 CSBG								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	263,464	21,955	23,048	219,553	186,179	77,285	263,464	0
Prior Year Revenue	45,787	3,816	0	38,156	45,787	0	45,787	0
Total GRANT REVENUE	309,251	25,771	23,048	257,709	231,966	77,285	309,251	0
OTHER REVENUE								
OTHER INCOME	0	0	0	0	0	0	0	0
CASH DONATIONS	0	0	0	0	10	0	10	-10
INKIND DONATIONS	58,463	4,872	0	48,719	156,858	0	156,858	-98,395
Total OTHER REVENUE	58,463	4,872	0	48,719	156,868	0	156,868	-98,405
Total REVENUE	367,714	30,643	23,048	306,428	388,834	77,285	466,119	-98,405
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	123,459	10,288	8,378	102,883	103,915	14,524	118,439	5,020
NEW ACCRUED BENEFIT TIME	8,061	672	1,388	6,718	10,304	1,181	11,485	-3,424
Total SALARIES/WAGES	131,520	10,960	9,766	109,600	114,219	15,705	129,924	1,596
FRINGES								
FICA EXPENSE	9,445	787	631	7,871	7,755	1,111	8,866	578
UNEMPLOYMENT INSURANCE EXPENSE	2,698	225	288	2,248	1,888	317	2,206	492
WORKERS COMP EXPENSE	1,012	84	50	844	463	119	582	430
DISABILITY INSURANCE EXPENSE	291	24	30	243	316	30	346	-55
GROUP INSURANCE EXPENSE	10,544	879	721	8,787	8,353	721	9,074	1,470
401-K EXPENSE	3,704	309	145	3,086	1,987	436	2,422	1,281
Fringes on Accrued Leave Earned	1,101	92	194	917	1,443	161	1,604	-503
Total FRINGES	28,794	2,400	2,059	23,995	22,205	2,896	25,101	3,693
Total PERSONNEL	160,314	13,360	11,825	133,595	136,425	18,600	155,025	5,289
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	5,360	447	85	4,467	2,358	3,002	5,360	0
PROGRAM SUPPLIES	0	0	64	0	1,122	0	1,122	-1,122
OFFICE SUPPLIES	842	70	0	702	1,172	0	1,172	-330
Direct Beneficiary Costs	12,654	1,055	547	10,545	2,624	10,030	12,654	0
FOOD & FOOD SUPPLIES	117	10	0	98	624	57	681	-564
PARENT SERVICES	0	0	0	0	62	6	67	-67
COMMERCIAL INSURANCE	0	0	7	0	28	7	35	-35
VEHICLE INSURANCE	2,521	210	123	2,101	1,503	493	1,997	524
VEHICLE MAINTENANCE	1,574	131	0	1,312	2,081	0	2,081	-507
VEHICLE FUEL	120	10	65	100	-40	0	-40	160
VEHICLE REGISTRATION	261	22		218		261	261	0
PARKING LOT RENTAL	900	75	35	750	422	139	562	338
BOARD EXPENDITURES	3,505	292	0	2,921	495	1,610	2,105	1,400
POSTAGE	300	25	35	250	765	70	834	-534
DUPLICATING & PRINTING	600	50	265	500	2,571	234	2,805	-2,205
INTERNET SERVICE	365	30	48	304	500	193	693	-328
TELEPHONE	707	59	20	589	211	80	291	416
Computer & Software Expense	7,567	631	2,239	6,306	6,228	1,339	7,567	0
MEETING EXPENSE	1,000	83	16	833	141	859	1,000	0
CONFERENCE EXPENSE	14,894	1,241	539	12,412	6,216	5,000	11,216	3,678

LINE ITEM	Amended Increase & Discretionary Funds	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL	
		TOT BUDGET	8/1/2019 8/31/2019	8/1/2019 8/31/2019	8/31/2019	8/31/2019	FORECAST	TOTAL CONTRACT	REMAINING
TRAINING & TECHNICAL AST	0	0	0	0	0	4,208	0	4,208	-4,208
Staff Development	3,700	308	0	3,083	163	3,537	3,700	3,700	0
LOCAL TRAVEL	466	39	31	388	540	0	540	540	-74
OUT OF TOWN TRAVEL	15,802	1,317	2,411	13,168	8,268	2,399	10,667	10,667	5,135
DUES & SUBSCRIPTIONS	4,050	338	0	3,375	2,029	2,021	4,050	4,050	0
BACKGROUND CHECKS	0	0	0	0	82	0	82	82	-82
PERMITS, FEES, & RENTALS			0		44	0	44	44	-44
ADVERTISING	550	46	0	458	165	385	550	550	0
EQUIPMENT PURCHASE	5,720	477		4,767		5,720	5,720	5,720	0
BUILDING ALLOCATION	41,371	3,448	2,620	34,476	28,740	10,479	39,220	39,220	2,151
Total OTHER THAN PERSONNEL	124,946	10,412	9,151	104,122	73,322	47,922	121,244	121,244	3,702
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	5,000	417	0	4,167	1,598	3,402	5,000	5,000	0
Total CONTRACTUAL	5,000	417	0	4,167	1,598	3,402	5,000	5,000	0
INKIND									
FARMERS MARKET EBT EXPENSE	0	0	0	0		0	0	0	0
VOLUNTEERS/INTERNS	0	0	0	0	17,613	0	17,613	17,613	-17,613
INKIND DONATIONS	58,463	4,872	0	48,719	139,245	0	139,245	139,245	-80,782
Total INKIND	58,463	4,872	0	48,719	156,858	0	156,858	156,858	-98,395
ADMINISTRATION									
FINANCIAL AUDIT	1,403	117	300	1,169	670	733	1,403	1,403	0
PAYROLL PROCESSING	502	42	53	418	652	210	863	863	-361
ADMINISTRATIVE ALLOCATION	17,086	1,424	1,667	14,238	19,297	6,430	25,727	25,727	-8,641
Total ADMINISTRATION	18,991	1,583	2,020	15,826	20,619	7,374	27,993	27,993	-9,002
Total EXPENSES	367,714	30,643	22,996	306,428	388,821	77,298	466,119	466,119	-98,405
NET SURPLUS/(DEFICIT)	0	0	52	0	12	-13	0	0	0

Income Statement

10/1/18-9/30/19 WIC GRANT

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
		8/1/2019 8/31/2019	8/1/2019 8/31/2019	8/31/2019	8/31/2019			
WIC - WOMEN, INFANTS & CHILDREN								
REVENUE								
GRANTS								
GRANT REVENUE	376,096	31,341	29,314	344,755	305,127	70,969	376,096	0
Total Grants	376,096	31,341	29,314	344,755	305,127	70,969	376,096	0
Other Revenue								
PASS THROUGH FUNDS-wic VOUCHERS	925,000	77,083		847,917		925,000	925,000	0
INKIND DONATIONS	0	0		0		0	0	0
Total Other Revenue	925,000	77,083	0	847,917	0	925,000	925,000	0
Total Revenue	1,301,096	108,425	29,314	1,192,671	305,127	995,969	1,301,096	0
EXPENSES								
Personnel								
Agency Salaries								
SALARY/WAGE EXPENSE	215,689	17,974	15,186	197,715	177,945	28,095	206,039	9,650
NEW ACCRUED BENEFIT TIME	16,176	1,348	1,872	14,828	14,814	1,249	16,063	113
Total Agency Salaries	231,865	19,322	17,058	212,543	192,759	29,344	222,103	9,762
Fringes								
FICA EXPENSE	16,504	1,375	1,129	15,129	13,055	2,149	15,205	1,299
UNEMPLOYMENT INSURANCE EXPENSE	6,473	539	495	5,934	3,181	614	3,795	2,678
WORKERS COMP EXPENSE	1,555	130	106	1,425	830	196	1,026	529
DISABILITY INSURANCE EXPENSE	342	29	28	314	309	33	342	0
GROUP INSURANCE EXPENSE	21,933	1,828	1,813	20,105	21,258	1,463	22,721	-788
401-K EXPENSE	6,473	539	366	5,934	4,061	677	4,738	1,735
Fringes on Accrued Leave Earned		0	262	0	2,074	175	2,249	-2,249
Total Fringes	53,280	4,440	4,200	48,840	44,768	5,307	50,075	3,205
Total Personnel	285,145	23,762	21,258	261,383	237,527	34,651	272,178	12,967
OTPS								
Space								
PROGRAM RENT	825	69		756		900	900	-75
PARKING LOT RENTAL	0	0	50	0	564	48	612	-612
BUILDING ALLOCATION	41,343	3,445	3,177	37,898	33,863	2,303	36,167	5,176
Total	42,168	3,514	3,226	38,654	34,427	3,252	37,679	4,489
Program Operations								
PROGRAM MATERIALS	1,232	103		1,129		0	0	1,232
PROGRAM SUPPLIES		0	5	0	5	0	5	-5
OFFICE SUPPLIES	1,500	125	22	1,375	473	1,266	1,739	-239
MEDICAL SUPPLIES	1,500	125	83	1,375	348	189	537	963
EDUCATIONAL SUPPLIES	3,040	253	1,049	2,787	1,851	1,030	2,881	159
POSTAGE	1,200	100	162	1,100	1,157	124	1,281	-81
DUPLICATING & PRINTING	900	75	9	825	46	19	65	835
INTERNET SERVICE	1,872	156	48	1,716	500	96	597	1,275
TELEPHONE	876	73	179	803	1,863	200	2,063	-1,187
DUES & SUBSCRIPTIONS	350	29	0	321	350	0	350	0
PERMITS, FEES, & RENTALS		0	0	0	87	0	87	-87
WIC VOUCHER EXPENSE	925,000	77,083		847,917		925,000	925,000	0
INKIND DONATIONS	0	0		0		0	0	0

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOT CONTRACT	REMAINING
		8/1/2019 8/31/2019	8/1/2019 8/31/2019	8/31/2019	8/31/2019			
WIC - WOMEN, INFANTS & CHILDREN								
Total Program Operations	937,470	78,123	1,558	859,348	6,681	927,924	934,605	2,865
Total OTPS	979,638	81,637	4,784	898,002	41,108	931,176	972,284	7,354
Travel								
VEHICLE INSURANCE	700	58	59	642	719	59	778	-78
VEHICLE MAINTENANCE	0	0	40	0	1,008	150	1,158	-1,158
VEHICLE FUEL	500	42	0	458	163	0	163	337
VEHICLE REGISTRATION	0	0	0	0	0	99	99	-99
CONFERENCE EXPENSE	0	0	0	0	1,337	0	1,337	-1,337
LOCAL TRAVEL	300	25	0	275	2	0	2	298
OUT OF TOWN TRAVEL	1,840	153	134	1,687	1,366	103	1,469	371
Total Travel	3,340	278	233	3,062	4,595	411	5,006	-1,666
Equipment								
BREAST PUMPS EXPENSE	0	0	0	0	0	0	0	0
Total Equipment	0	0	0	0	0	0	0	0
Audit								
FINANCIAL AUDIT	3,048	254	521	2,794	1,164	326	1,490	1,558
Total Audit	3,048	254	521	2,794	1,164	326	1,490	1,558
Other								
CONTRACTUAL SERVICES-OTHER	7,050	588	571	6,463	592	7,842	8,433	-1,383
Computer & Software Expense	0	0	0	0	175	1,802	1,977	-1,977
TRAINING & TECHNICAL AST		0	0	0	0	0	0	0
PAYROLL PROCESSING	960	80	79	880	1,068	115	1,184	-224
ADVERTISING	1,500	125	0	1,375	257	1,182	1,439	61
Total Other	9,510	793	650	8,718	2,092	10,941	13,033	-3,523
Administration								
ADMINISTRATIVE ALLOCATION	20,415	1,701	1,815	18,714	18,590	3,150	21,740	-1,325
Total Administration	20,415	1,701	1,815	18,714	18,590	3,150	21,740	-1,325
Total Expenses	1,301,096	108,425	29,261	1,192,671	305,075	980,655	1,285,731	15,365
NET SURPLUS/(DEFICIT)	0	0	52	0	52	15,313	15,365	-15,365

CAPCO

Income Statement

10/1/18-9/30/19 WIC GRANT

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOT CONTRACT	REMAINING
	TOT BUDGET	8/1/2019 8/31/2019	8/1/2019 8/31/2019	8/31/2019	8/31/2019						
EPC - Enhanced Peer Counseling											
REVENUE											
GRANTS											
GRANT REVENUE	15,712	1,309	1,634	14,403	12,381	3,331	15,712	0			
Total Grants	15,712	1,309	1,634	14,403	12,381	3,331	15,712	0			
Total Revenue	15,712	1,309	1,634	14,403	12,381	3,331	15,712	0			
EXPENSES											
Personnel											
Agency Salaries											
SALARY/WAGE EXPENSE	11,913	993	1,313	10,920	9,660	1,295	10,955	958			
Total Agency Salaries	11,913	993	1,313	10,920	9,660	1,295	10,955	958			
Fringes											
FICA EXPENSE	911	76	100	835	739	99	838	73			
UNEMPLOYMENT INSURANCE EXPENSE	728	61	37	667	183	28	212	516			
WORKERS COMP EXPENSE	158	13	8	145	47	11	58	100			
DISABILITY INSURANCE EXPENSE	201	17	17	184	185	16	201	0			
401-K EXPENSE	0	0		0		0	0	0			
Total Fringes	1,999	167	163	1,832	1,155	154	1,309	690			
Total Personnel	13,912	1,159	1,475	12,752	10,815	1,449	12,265	1,647			
OTPS											
Program Operations											
OFFICE SUPPLIES	0	0	0	0		0	0	0			
EDUCATIONAL SUPPLIES	0	0	0	0		0	0	0			
DUPLICATING & PRINTING	0	0	5	0	27	6	33	-33			
INTERNET SERVICE	0	0	10	0	100	19	119	-119			
TELEPHONE	1,800	150	134	1,650	1,428	435	1,863	-63			
Total Program Operations	1,800	150	149	1,650	1,555	460	2,015	-215			
Total OTPS	1,800	150	149	1,650	1,555	460	2,015	-215			
Travel											
LOCAL TRAVEL	0	0	0	0	0	0	0	0			
OUT OF TOWN TRAVEL	0	0	0	0	0	0	0	0			
Total Travel	0	0	0	0	0	0	0	0			
Other											
PAYROLL PROCESSING	0	0	0	0	0	0	0	0			
Total Other	0	0	0	0	0	0	0	0			
Total Expenses	15,712	1,309	1,624	14,402	12,370	1,909	14,280	1,432			
NET SURPLUS/(DEFICIT)	0	0	10	0	10	1,422	1,432	-1,432			

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 19-28

WHEREAS, the Cortland County Community Action Program, Inc. (CAPCO) Board of Directors has reviewed the WAP 2019-20 Amendment accepts as presented, as presented, and

IT IS HEREBY RESOLVED that on October 24, 2019 the CAPCO Board of Directors adopts for acceptance the WAP 2019-20 Amendment.

Board President

Date

**New York State Weatherization
Data Collection and Management System
Cortland Community Action Program Inc.**

Date: 10/16/2019

Time: 09:02

Appendix B

Part I - Budget

Contract/Prog Year/Amend: C093240/2019/1

Program Year Allocation: \$400,000

Budget Start Date: 04/01/2019

Budget End Date: 03/31/2020

Sent to HCR Date:

I. BUDGET

	Requested Amount	%	Previously Approved	%	Difference
A. Materials	\$45,328	11.33%	\$34,922	9.31%	\$10,406
B. Labor	\$261,244	65.30%	\$258,050	68.82%	\$3,194
C. Program Support	\$34,524	8.63%	\$31,124	8.30%	\$3,400
D. Liability Insurance	\$100	0.03%	\$100	0.03%	\$0
E. Financial Audit Fee	\$1,804	0.45%	\$1,804	0.48%	\$0
F. Training and Technical Assistance	\$4,500	1.13%	\$2,000	0.53%	\$2,500
G. Health & Safety	\$28,500	7.13%	\$24,500	6.53%	\$4,000
H. Administration	\$24,000	6.00%	\$22,500	6.00%	\$1,500
I. Capital Equipment Purchases	\$0	0.00%	\$0	0.00%	\$0
TOTAL BUDGET	<u>\$400,000</u>	<u>100.00%</u>	<u>\$375,000</u>	<u>100.00%</u>	<u>\$25,000</u>

II. A+B+C

A. Materials	\$45,328	13.29%	\$34,922	10.78%	\$10,406
B. Labor	\$261,244	76.59%	\$258,050	79.62%	\$3,194
C. Program Support	\$34,524	10.12%	\$31,124	9.60%	\$3,400
TOTAL A+B+C	<u>\$341,096</u>	<u>100.00%</u>	<u>\$324,096</u>	<u>100.00%</u>	<u>\$17,000</u>

III. PRODUCTION GOALS

A. Unit Goals	49		47		2
B. Avg \$/Unit	\$6,900		\$6,900		\$0

Service Areas

Cortland

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 19-29

WHEREAS, the Cortland County Community Action Program, Inc. (CAPCO) Board of Directors has reviewed the 2019 RESTORE proposal and accepts as presented, and

IT IS HEREBY RESOLVED that on October 24, 2019 the CAPCO Board of Directors adopts for acceptance the 2019 RESTORE proposal.

Board President

Date

RESTORE Application Summary**Project Name: Cortland County Community Action-2019 RESTORE****Exhibit 1 - Application Summary****A. Funds Requested:**

1. Local Program Name: Cortland County Community Action-2019 RESTORE
2. Total RESTORE funds requested: \$90,000

B. Applicant Information:

1. Applicant Name: Cortland County Community Action Program, Inc.
2. Federal EIN: 16-1004653
- 3a. DOS Charities Registration Number: 44653
- 3b. Not-for-Profit Incorporation Date: 03/01/1974
4. Fiscal Year End Date: 12/31
- 5a. Applicant Types:
 - Local Program Administrator
 - Non-Profit Corporation
 - Weatherization Subgrantee
- 5b. Reports filed with the Attorney General's office in a timely manner: Yes
- 5c. DUNS number: 038360160
6. Official Mailing Address for Contract or Award Materials:
 - 32 North Main St,
 - Cortland, NY 13045
 - CORTLAND County
7. Applicant Phone and Internet Data
 - Phone Number: 607-753-6781
 - Phone Extension:
 - Fax: 607-753-3827
 - Email Address: denisesperoulakis@capco.org
 - URL: www.capco.org
8. Primary Contact Person for Correspondence Related to this Application:
 - Name: Mrs. Denise Peroulakis
 - Title: Director of Energy Services
 - Phone Number: 607-753-6781
 - Phone Extension: 1113
 - Fax Number: 607-753-3827
 - Email: denisesperoulakis@capco.org
 - Is this person authorized to execute an agreement with the HTFC? No
9. Contact Authorized to Execute a Contract with HTFC:
 - Name: Mrs. Lindy Glennon
 - Title: Executive Director
 - Phone Number: 607-753-6781
 - Phone Extension: 1151
 - Fax Number: 607-753-6781
 - Email: lindyg@capco.org

C1. Counties/Municipalities:

<u>County Name</u>	<u>Municipality</u>
CORTLAND	County wide

C2. Regional Council:

1. Regional Council(s):

- | | |
|--|---|
| <input type="checkbox"/> Capital Region | <input type="checkbox"/> Mohawk Valley |
| <input checked="" type="checkbox"/> Central New York | <input type="checkbox"/> New York City |
| <input type="checkbox"/> Finger Lakes | <input type="checkbox"/> North Country |
| <input type="checkbox"/> Long Island | <input type="checkbox"/> Southern Tier |
| <input type="checkbox"/> Mid-Hudson | <input type="checkbox"/> Western New York |

C3. Latitude & Longitude:

Project Latitude: 42.602824

Project Longitude: -76.181014

D. Political Districts:

1. New York State Assembly District(s):

District Number/Name
 126 - Finch, Gary D
 125 - Lifton, Barbara S

2. New York State Senate District(s):

District Number/Name
 51 - Seward, James L

3. United States Congressional District(s):

District Number/Name
 22 - Brindisi, Anthony

E. Units Assisted:

Units to be Assisted: 42

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 19-33

WHEREAS, the Cortland County Community Action Program, Inc. (CAPCO) Board of Directors has reviewed the election of Amber VanDee as the HS/EHS Policy Council representative to the CAPCO Board of Directors, and

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the election of Amber VanDee as the HS/EHS Policy Council representative to the CAPCO Board of Directors and accepts as presented,

IT IS HEREBY RESOLVED that on October 24, 2019 the CAPCO Board of Directors adopts for acceptance the election of Amber VanDee as the HS/EHS Policy Council representative to the CAPCO Board of Directors.

Board President

Date

PP&E Committee

October 15, 2019

In attendance: Lynne Sypher. **Excused:** Doug Bentley, Liz Haskins, Billie MacNabb.

Staff Present: Greg Richards, Brandy Strauf, Bethann Wieder, Kristi Coye

Meeting called to order at 12:02pm

Opportunity Community -- Alliance for Economic Inclusion

CAPCO received word that Dr. Donna Beegle has arranged to have an Emmy-award winning producer, George Riviera, film the Opportunity Conference on October 26th. This is the first time Donna has had a professional documentation of an Opportunity Community event, and it is the hope to use the video for future trainings and marketing of the Opportunity Community model.

Recruitment for Navigators and Neighbors remains ongoing as we approach the Opportunity Conference. As of October 10th, there are over 50 Navigators signed up with 12 families signed up to be attendees (Neighbors) at the conference. The Registration for Neighbor recruitment first went out to potential families on October 3rd. We are working within our own Program-areas to identify families as well as with other Agencies, such as the Family Health Network, DSS, CareerWorks, YWCA and others to market and identify Neighbors for the conference. We maintain a target goal of 100 Neighbors to be paired with a Navigator. We have had 5 Navigator Training sessions. Another will be planned for week of Oct. 21. Additionally, a resource has been developed as a Navigator resource. Oct. 23 there will be a meeting for all Navigators for final questions/answers prior to the Conference. The registration for both Neighbor and Navigator recruitment will be re-sent to the Board of Directors.

Head Start/Early Head Start Conversion Grant

The CAPCO Head Start/Early Head Start Program is submitting a reduction / conversion grant to address under-enrollment in Head Start and the waitlist in Early Head Start.

The Program held a phone call with the OHS Regional Office the week of October 7th with 177 of 200 slots were reported as enrolled. As of the time of this phone call, 5 additional children were accepted but not yet enrolled as of September 30th. Of the children enrolled in Head Start, 33 are 130% of the federal poverty level with 21 filling over-income slots. Up to 27 can be over income. In Early Head Start, all slots are fully enrolled utilizing all at 100% FPL, zero 130% or over income slots.

Head Start has (26) children on the waitlist with (25) 3-year olds over income and (1) 3-year old who is income eligible who does not have transportation to classroom sites with open slots. There are no 4-year olds on the on the waitlist. Early Head Start is fully enrolled at (72) children with (92) children on the waitlist as of October 15th. Of the (92) on the waitlist, (62) are income eligible.

For the reduction / conversion grant, the CAPCO HS/EHS Program seeks to decrease Head Start slots by 25% to allow for a 22% increase in Early Head Start slots. This equates to a decrease of 50 Head Start slots and an increase of 16 Early Head Start slots, bringing total slots from 272 to 238.

The current cost per child for Head Start is \$8,984.91 with the cost per child for Early Head Start \$14,500.63. Decreasing 50 slots in Head Start decreases the Head Start grant by \$449,245.50 with an increase in Early Head Start slots by 16 increases the grant by \$232,010.08. The overall increase to the total Head Start/Early Head Start grant following reduction/conversion would be \$217,235.42. This cost difference will be retained as continuous grant funding to support the financial ability to retain qualified staff as well as the ability to hire qualified staff in the future. Salaries for staff will be addressed as part of this reduction/conversion as we remain on the low-end in wage comparability studies.

The Program received new correspondence from OHS indicating that beginning with Fiscal Year 2020 the Head Start and Early Head Start grants will be combined, with Head Start and Early Head Start split into 2 grants. This will assist the Program administratively and budgetary with the cost flows between the 2 programs.

Head Start/Early Head Start Self-Assessment

The Head Start/Early Head Start Self-Assessment has been completed for Program-Year 2018-2019. This is the monitoring assessment for the Program that includes both staff and parents. The Assessment helps the Program identify strengths and weaknesses and set goals for the next Program Year. There is some carry-forward for ongoing goals resulting from the Self-Assessment that are continuously being reviewed.

There is a new training for Self-Assessment for the 2019-2020 Self-Assessment that Bethann Wieder and Kristi Coye will attend in preparation for the Self-Assessment for the current Program Year. It is expected that a new tool will be implemented for the process.

Meeting adjourned at 12:34pm

Resolution of the Board of Directors
Of
Cortland County Community Action Program,
Inc. Resolution No. 19-30

WHEREAS, the Cortland County Community Action Program, Inc. (CAPCO) Board of Directors has reviewed the proposed HS/EHS Reduction/Conversion and accepts as presented, and

IT IS HEREBY RESOLVED that on October 24, 2019 the CAPCO Board of Directors adopts for acceptance the proposed HS/EHS Reduction/Conversion.

Board President

Date

**Director's Report Conversion
Of HS / EHS slots
October 2019**



Objective: Cortland Community Action Program, CAPCO, is submitting a reduction / conversion grant, with the purpose of addressing local and national issues in regard to, direct competition to enroll preschool children with local school districts, reported under-enrollment for Head Start slots, acknowledge the large numbers of waitlisted Early Head Start Slots and the ability to make a financial impact for competitive wages to recruit and retain staff.

Conversion: CAPCO HS/EHS program seeks to decrease HS slots by 25% to allow for an increase in slots for EHS of 22%. Currently the cost per child, in the 2019-2020 grant is:

Head Start: $\$1,796,982.00 / 200 = \$8,984.91$

Early head Start: $\$1,044,046.00 / 72 = \$14,500.63$

Decreasing slots x cost per child creates a new cost per child

Head Start 50 slot decrease x $\$8984.91 = \$449,245.50$ total dollar decrease to grant

New Grant Dollars $\$1,796,982 - \$449,245.50 = \$1,347,736$

Early Head Start 16 slot increase x $\$14,500.63 = \$232,010.08$

New Grant Dollars $\$1,044,046.00 + \$232,010.08 = \$1,276,056.08$

Old Grant Dollars = $\$1,796,982.00$ (HS) + $\$1,044,046.00$ (EHS) = $\$2,841,028.00$

New Grant Dollars = $\$1,347,736.50$ (HS) + $\$1,276,056.08$ (EHS) = $\$2,623,792.58$

DIFFERENCE $\$217,235.42$

Cost difference to be retained as continuous grant funding to support financial ability to retain quality staff and future ability to hire high quality staff.

Slot conversion:

	CURRENT	PROPOSED	CHANGE
HEAD START	200	150	-50 slots
EARLY HEAD START	72	88	+16 center based slots
TOTAL	272	238	

ENROLLMENT CHALLENGE

This is the second program year to date our HS program has opened without being fully enrolled and continues to struggle to recruit in an effort to be fully enrolled. CAPCO Head Start/Early Head Start Program is proposing this reduction in HS slots due to direct competition of our program with surrounding school districts implementing their own UPK and EPK programs.

REPORTED ENROLLMENT OVERVIEW PY 16-17 / 17-18 / 18-19

Month	Head Start		Early Head Start		Total		
	Reported	Funded	Reported	Funded	Reported	Funded	
Sept. 2016	200	200	72	72	272	272	
Oct. 2016	200	200	72	72	272	272	
Nov. 2016	200	200	72	72	272	272	
Dec. 2016	200	200	72	72	272	272	
Jan. 2017	200	200	72	72	272	272	
Feb. 2017	200	200	72	72	272	272	
March 2017	200	200	72	72	272	272	
April 2017	200	200	72	72	272	272	
May 2017	199	200	72	72	272	272	
June 2017	199	200	72	72	272	272	
July 2017			71	72	71	72	
Aug. 2017			71	72	71	72	
Sept. 2017	186	200	68	72	254	272	-18
Oct. 2017	191	200	72	72	263	272	-9
Nov. 2017	196	200	72	72	268	272	-4
Dec. 2017	191	200	71	72	262	272	-10
Jan. 2018	196	200	72	72	268	272	-4
Feb. 2018	195	200	72	72	267	272	-5
March 2018	192	200	71	72	263	272	-9
April 2018	189	200	71	72	260	272	-12
May 2018	191	200	71	72	262	272	-10
June 2018	187	200	72	72	259	272	-13
July 2018			72	72	72	72	
Aug. 2018			72	72	72	72	
Sept. 2018	176	200	66	72	242	272	-30
Oct. 2018	184	200	72	72	256	272	-18
Nov. 2018	182	200	69	72	251	272	-21
Dec. 2018	183	200	69	72	252	272	-20
Jan. 2019	185	200	70	72	255	272	-17
Feb. 2019	187	200	72	72	259	272	-13
Mar. 2019	187	200	71	72	258	272	-14
April 2019	183	200	72	72	255	272	-17
May 2019	184	200	72	72	256	272	-18
June 2019	184	200	72	72	256	272	-18
July 2019		200	72	72	72	72	
Aug. 2019		200	72	72	72	72	
Sept. 2019	177	200	72	72	249	272	-23
Oct. 2019		200		72			

Resolution of the Board of Directors
Of
Cortland County Community Action Program,
Inc. Resolution No. 19-31

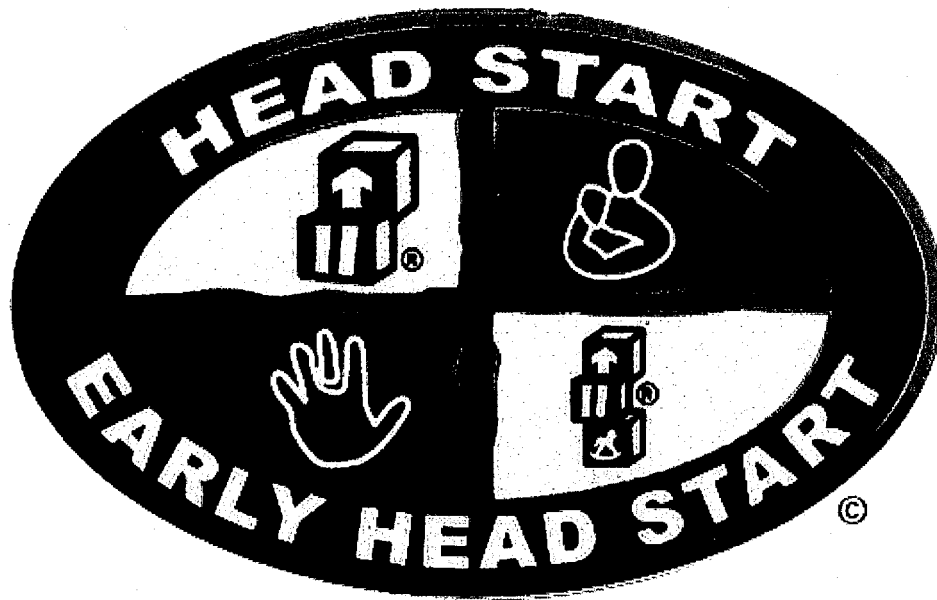
WHEREAS, the Cortland County Community Action Program, Inc. (CAPCO) Board of Directors has reviewed the 2019 HS/EHS Self Assessment and accepts as presented, and

IT IS HEREBY RESOLVED that on October 24, 2019 the CAPCO Board of Directors adopts for acceptance the 2019 HS/EHS Self Assessment.

Board President

Date

SELF- ASSESSMENT



PY 18-19

Policy Council Approval Date: 9/23/2019

Report Includes: Description, process, data, findings, strengths, and program improvement plans.

Self-assessment

POLICY COUNCIL APPROVAL DATE: 9/23/2019

CAPCO MISSION STATEMENT

CAPCO is dedicated to providing and advocating for community-wide actions and program that increase individuals' dignity and self-reliance and improve community conditions, engaging all sectors of the community in Cortland County's fight against poverty.

Head Start/Early Head Start Mission Statement

To enhance the sense of dignity and self-worth of all enrolled children and their families through a comprehensive program which will help them adapt responsibly to present and future environment and life changes.

Quote: "The goal of the Head Start Program is to give at-risk children all across our Nation a fair chance at succeeding in the educational system." Joe Baca

HEAD START/EARLY HEAD START

Agency Background

The Cortland County Community Action Program, Inc. (CAPCO), our grantee agency is a community based, not-for-profit 501c3 Corporation located in Cortland, New York and is the second largest human services provider in the county. CAPCO was incorporated in 1974 and designated as a Community Action Agency under the provisions of the Economic Opportunity Act of 1964 signed by President Lyndon Johnson in his declaration of the “War on Poverty”. For more than 40 years, CAPCO has worked intensely with low income people in our community. Through a broad range of programs and resources, CAPCO provides assistance to over 3500 participants annually. CAPCO is governed by a 15-member tripartite board. One third of the members of the board are elected public officials or their representatives. At least one third of the members are representatives of the low-income community with the remainder of the seats being representatives from the private sector to be chosen from “business, industry, and labor, religious, law enforcement, education or other major groups and interests in the community served.” The board structure reflects and promotes the unique anti-poverty leadership, action, and mobilization responsibilities assigned by law to community action agencies. CAPCO’s board is responsible for assuring the agency continues to assess and respond to the causes and conditions of poverty in our community, achieves anticipated family and community outcomes, and remains administratively and fiscally sound.

Program Description

Head Start: Head Start is a comprehensive program designed to foster the healthy development of pre-school aged children from ages 3 to 5 years old from low-income families. Head Start provides children with daily nutritious meals and many opportunities for social, emotional, and intellectual growth which can prepare them for success in school and life. The CAPCO Head Start Program is funded for 200 children and their families throughout Cortland County. The program also connects children to a health care source and provides services, transportation (if eligible), disabilities services, Individual Education Program and Individual Family Service Plan, as well as mental health, nutrition services, and family engagement. The cornerstone of the program is parent and community involvement which has made it one of the most successful preschool programs.

Early Head Start: The Early Head Start Program is for low-income infants and toddlers, and their families. The CAPCO Early Head Start Program is funded for 72 children and their families through the center based program option, as well as the home based program option. This program has been with the agency and operating since 2010. The Early Head Start Program enhances the children’s physical, social, emotional, and intellectual development; assists and

supports parents' efforts to fulfill their parent's roles and help parents move towards self-sufficiency.

Self-Assessment Process

The Self-Assessment participants included the HS/EHS Management Team, all HS/EHS staff, HS/EHS families, the Policy Council and the Board of Directors. Our program focuses on the process throughout the program year and takes advantage of the data being collected.

Throughout the year, the effectiveness of program operations and progress made toward program goals is tracked through the on-going monitoring system. Our program has weekly HS/EHS Management meetings and these are an essential part of our organization to run effective meetings and to categorize topics according to the all functional areas. The entire staff HS/EHS staff received training in March of 2018 which was geared toward their perspectives on strengths and weaknesses. The Policy Council and Board of Director's gave their input in the spring of 2018 and the family surveys were dispersed and generated in April of 2018. Once the information and data is provided, the HS/EHS Management Team has an opportunity to reflect on the data collected and to compare data across content areas to address higher level issues. Attention was consistently redirected from documentation of compliance of individual performance standards to reflection on such questions as:

- Which data highlights our strengths?
- Which data suggests areas of concerns?
- What does the data tell us about our progress in meeting goals?
- Are there patterns across data sources that we need to attend to?

Ultimately, this process has changed the conversation from what are we doing right to are we doing the right things for our children and families.

The HS/EHS Management Team serves as facilitators of the process and collected data sources and reports for the Self-Assessment to study and to make recommendations for improving the sue of data, as well as for identifying information or data analysis gaps as well as determining whether program goals are realized. The Self-Assessment focuses on program goals in the following areas: School Readiness and early childhood development; family and community engagement, mental health services for families, nutritional services, health and safety within the centers, fiscal policies and procedures and program governance.

Timeframe:

At the beginning of the program year, when new Policy Council members are trained and begin their role as a representative to the Policy Council, they are asked to serve on subcommittees.

These committees serve to assist with all required reports, assessments, etc. The HS/EHS Management Team serve as the team leaders to assist the team with accessing the data needed, to ensure a complete assessment.

This process is on-going throughout the program year with a big push during the months of March through June. The final Self-Assessment will go to Policy Council in August of 2018 for program year 2017-2018.

Aggregating and Analyzing:

Once all the information is gathered, HS/EHS Coordinators will sort through the data to determine compliance, strengths and weaknesses. They looked at all the data which was collected to analyze and summarize their results.

Program Improvement Plans:

Once all the summaries are completed, the HS/EHS Management Team meets to review all areas and determine program goals for the following year, as well as create program improvement plans which include the program strengths.

Self-Assessment Program Summary

The HS/EHS Program of Cortland County has experienced qualified staff. The program is committed to providing quality services to children and families. The program also includes on-going monitoring systems which are designed to enable the program successfully reach program goals and to continually improve services for families.

The HS/EHS Program has a funded enrollment of 272 of which more than 10% are children with special needs (disabilities). HS is funded for 200 with 13 classrooms throughout the county. EHS is funded for 72 with 6 classrooms in the county. At this time, our HS/EHS have demonstrated compliance with the local licensing regulations in New York State.

Program Governance in the HS/EHS Program consists of a Board of Directors and our Policy Council. Both the Board of Directors and Policy Council are informed through monthly packets by the HS/EHS Director and Assistant Director. These reports include an agenda, minutes from the previous month, and all attachments which include the following:

1. Any correspondence from the regional office.
2. Reports: Monthly fiscal reports, credit card statement, monthly CACFP report, HS/EHS management reports, and monthly in-kind reports.

3. Old Business
4. New Business
5. CAPCO Board of Director's Updates
6. Staffing Updates
7. Adjournment

Planning and partnering with other community agencies has helped to enhance continuous program improvement. In addition, the Policy Council and the Board of Director's are active and involved in program planning and decision-making.

There are many avenues which are available to communicate with parents, families, and community partners. Memorandums and other correspondence are completed for ongoing communication. Orientations and trainings are facilitated throughout the program year for families at family engagement activities. This, too, is provided to staff throughout the program year. There are also personal contacts with parents through daily reports, home visits, parent/teacher conferences, monthly contacts and/or via phone, emails, and center based contacts and daily one on one at the center level.

Record keeping and reporting is always being maintained. All children's files are in locked filing cabinets and include up to date observational information. The utilization of the Child Plus database is continuously reviewed to ensure staff is documenting their observations and conversations with families.

The ongoing monitoring systems track program compliance and quality of implementation across all functional areas. The following is tracked by the Coordinator's in each functional area.

Education: Head Start is monitored 3 times per year and Early Head Start is monitored 4 times per year.

- Parent/Teacher contact notes
- Initial home visit
- Parent/Teacher conferences
- TSG baseline, second and third rounds (School Readiness Goals)
- UPK Assessments (UPK students only)
- Child goals
- Brigance (screening tool-45 days and exit)
- ASQ-3 (developmental assessment)
- ASQ-SE (social-emotional assessment)
- Speech screenings
- IFSP/IEP

- Weekly lesson plans and individualization
- CLASS scores (fall and spring)
- TPOT & TPITOS (fall and spring)
- Classroom Happenings (monthly report as to what is happening in each classroom)
- Monthly newsletters sent to the families
- Health and nutrition lessons (1 per month)
- Classroom and Playground daily safety checklists

Disabilities:

- Number of children receiving services
- Number of children receiving multiple services
- Number of children receiving speech therapy
- Number of children receiving occupational therapy
- Number of children receiving physical therapy
- Number of children receiving special education itinerant services and/or 1:1 Aides
- Number of evaluations
- Number of EI/CPSE meetings
- Number of children declassified from services
- Number of refused referrals

Mental Health:

- Number of behavior concerns by classroom
- Number of meetings with classroom staff regarding behavior concerns
- Referrals to mental health agencies
- Number of behavior plans and implementation month
- Number of face to face meetings or home visits with family
- Number of telephone calls with families
- Classrooms receiving Safety Bear curriculum

Family Services:

- Goal Planning: Number set, number achieved, number discontinued/no progress, and number of new or ongoing.
- Family Outcomes: Number FSA completed (1st round), Number of FSA completed (2nd round), Number of FSA increased, Number of FSA decreased, and number of FSA remained the same.
- Family Referrals: Number of referrals made, number completed, number not achieved/declined, and number of ongoing/ new

- Child Abuse & Maltreatment: Number of hotline calls made, number of calls accepted, and number of calls not accepted, and number indicated, number unfounded, number of no response, and reasons for hotline calls.
- Waitlist Numbers
- Program Withdrawals
- Attendance Percentages
- Attendance
- Attendance Letters
- Data collected for 5-year goals: Percentage of families that participate in Family Engagement activities, percentage of families that participate in Family Engagement home visits, the actual number of child education goals that are set and worked on by parents in the home, the number of community events attended by staff to promote outreach efforts, the percentage of families that complete the intake process after submitting an application, and the number of applications received from community agency referrals and the total percentage in regards to total applications received for the year.

Health and Nutrition:

- Insurance information (Medicaid and dental)
- Medical homes
- Dental homes
- Physicals
- Immunizations
- Dental exams
- Dental follow-up/treatment
- Fluoride received
- Vision screenings
- Hearing screenings
- Growth assessments (heights and weights)
- Lead results
- Hemoglobin/Hematocrit results
- Blood pressure results (children 3 years and older only)
- Allergies
- Medications (MAT forms/Care plans)
- IEP care plans

The Coordinator's analyze program data to determine training and technical assistance needs. When areas needs are identified, a plan of action is developed. This practice allows the program

to evaluate services, correct areas of concerns, and make any changes to improve program quality.

The Self-Assessment is completed annually to allow the program re-evaluation in order to enhance services and make changes, where necessary, for continuous improvement.

The Human Resources department organizes and contains all required staff hiring and/or information which is monitored by their department.

Facilities, materials, and equipment are maintained at all centers. Annual inventories are used to identify and prioritize purchases for maintaining and enhancing learning environments both inside and outside. Child outcomes data, including data for children with disabilities, is used to identify necessary instructional materials and equipment to support school readiness progress. The Agency SAFE Committee meets monthly and does building audits quarterly to ensure the physical environments are safe for the children and families we serve. Monthly Health & Safety checklists are completed by the Health Services Assistant for all classrooms. In addition, a maintenance/custodial person was hired this past program year who has improved the progress of maintenance requests by staff for improving the quality of the environments.

ERSEA (Eligibility, recruitment, selection, enrollment and attendance) includes effective policies and procedures to ensure program compliance. Applications are processed throughout the year and there is an extensive waiting list for Early Head Start only. Head Start has not been fully enrolled since the beginning of the fall of 2017 and we are finding it more difficult to maintain full enrollment. Child Plus is used to track and maintain the program wait list.

Creative Curriculum is used as a framework for the educational program. The curriculum is a research based early childhood program designed to improve classroom quality and promote the school readiness of children from infancy through preschool. The curriculum includes objectives for development and learning that is predictive of school success and aligned with the Early Learning Framework. The quality of each classroom is monitored and observed on an ongoing basis.

Teachers work cooperatively with parents to identify goals and develop individual educational plans for all children. Teaching Strategies GOLD is used to formally monitor progress of children toward achieving school readiness goals. An alternating schedule of home visits and parent conferences are conducted throughout the program year. Data is analyzed and aggregated three times during the year. It is analyzed and used to track child outcome progress of school readiness.

Family Engagement activities are integrated across all service areas, thus ensuring individualized family partnership agreements link children and families comprehensive community services in order to meet their personal goals and self-sufficiency needs. Community Partnerships, both formal and informal, facilitate the staff's ability to support strong positive relationships between families and children and ongoing learning for both parents and children. Family partnership agreements are monitored and updated by teachers and by Family Services staff.

Family Engagement is facilitated by the Family Services functional area. Activities which engage parents include program wide family engagement events throughout the program year, as well as opportunities and varied training opportunities. Parents are involved through leadership activities on Policy Council. They are also engaged in developing their child's educational plan.

Mental Health referrals come from teachers and the Mental Health Specialist. Procedures are in place to arrange for further diagnostic testing, examination and/or treatment, as needed, for mental health issues. The Mental Health Specialist is also there for staff when they need the support.

Children with disabilities are served in the program and represent at least 10% of the enrollment. Services are provided with a working collaboration with Early Intervention and the County of Cortland for Pre-K services and reimbursement, as well as the surrounding school districts.

Nutritional services meet the dietary needs of children. A registered dietician from the Child and Adult Care Food Program (CACFP) reviews center menus and provides recommendations for improvement. USDA guidelines are followed and a nutritional training is provided for all staff on an annual basis.

Progress on Previous Self-Assessment Areas of Improvement 2017-2108 Self-Assessment

Program Governance:

Area of Improvement: The Policy Council membership and maintaining membership.

Progress: The Policy Council started out strong in November 2018, however, by June 2019, our membership dwindled down to five members. This is a continuous battle. For next program year, ballots will be sent out to families offering three different time frames; a breakfast time frame, lunch time frame, and dinner time. We will be diligently recruiting for Policy Council and hope the time frame that wins the majority vote, improves the membership of Policy Council.

Prevention and Early Intervention:

Areas of Improvement: Train on Early Intervention and CPSE to current and new staff.

Progress: The CAPCO Head Start/Early Head Start Program had training on the Special Needs Referral Process on September 22, 2018. However, this needs to be reviewed again with staff in the mid-year all day staff training. We are in compliance, but further training and review with staff would be beneficial.

Family Engagement:

Areas of Improvement: To have Western Kentucky train all staff on the importance of why family engagement is so important, as well as educating staff and demonstrating the whole approach.

Progress: This was completed on August 30, 2018 for an entire day of all-staff training. The training was Parent and Family Engagement: Exploring Strategies and Systems and Program Services by Western Kentucky. We are in compliance and staff thoroughly enjoyed this training and was able to utilize their training through the family engagement activities throughout the program year. In compliance.

ERSEA:

Areas of Improvement: Under enrollment in Head Start.

Progress: Our Head Start Program is in an under-enrollment program improvement plan through December of 2019. In program year 2018-2019, we were under-enrolled the entire program year in Head Start. As we begin the new program year, we are currently still under-enrolled in Head Start. The regional office is kept abreast of the enrollment issue in Head Start. Not in compliance.

Mental Health:

Areas of Improvement: Trauma trainings need to be researched and completed with HS/EHS staff.

Progress: We began the process of researching and offering trainings to a small amount of staff in the program year 2018-2019. We anticipate to make this topic program wide during the pre-service training in August of 2019 for the new program year. During the program year 2018-2019, three (3) staff members attended Trauma Informed Care training in Chicago, Illinois from

February 28-March 3, 2019. Two (2) Head Start Teachers and the Director of HS/EHS attended this training. We are in compliance.

Strengthening the Program

The CAPCO Head Start/Early Head Start Program sent out program wide family satisfaction surveys. Participants were asked a series of questions directed towards our strengths. 223 surveys were sent back and 67 were returned. These are some of their responses.

- Classroom staff keep me informed about my child's progress.
- Both Teachers explain every day how my child's day has been.
- Feedback almost every day.
- Amazing Teachers.
- Conferences are very helpful.
- Classroom staff always greeted me and got to know me.
- The classroom staff are always welcoming.
- Family Advocate was very informative/gave resources.
- Environment perfect for the age level (sensory).
- Great teachers, great content to learn, great environment.
- This program is good for children.
- Early Head Start is the best, especially with kids with learning disabilities.
- Had a great experience working with Head Start and their teachers.

Staff, the board and Policy Council also had an opportunity in the Spring of 2018 to have major input in the Self-Assessment and to discuss what is working and is strong, as well as what we need to work on. Below are the strengths per area, as well as any program improvement plans in the specific areas sited.

PROGRAM STRENGTHS AND PROGRAM IMPROVEMENT PLANS

Program Governance

Program Strengths:

- Board of Director's meets monthly.
- Head Start and Early Head Start Management meets twice a week; plans professional development and discusses programming.
- Family Engagement Activities: Classrooms do monthly and make it fun.

Program Improvement Plan #1:

Challenges	Action Plan/Goal	Person Responsible	Timeline	Fiscal Responsibility
Offering the best time for families in order to recruit and maintain parent involvement.	Meet with the new Policy Council in the fall to offer different days and times for what works best for them.	Director and Assistant Director	October 2019	None
Train parents on the new performance standards.	Have monthly newsletter go to families on individual performance standards and list the link on every newsletter for them to view on their own.	Management Team	On-Going	Minimal paper costs.
	Have a link on the CAPCO website for the performance standards and access to the PC minutes		Once website is fully updated, download minutes and access to the link for performance standards.	None

Planning

Program Strengths:

- Daily lesson plans/home visit plans: Individualization/goals and the new Coach position.
- Family Engagement.
- Communication with parents between all components is good.

Communication

Program Strengths:

- Be able to form relationships with families and co-workers.

- Increased communication with Head Start/Early Head Start Director, the management team and leadership team. Increase in emails, the Facebook page for staff, and classroom visits.
- Monthly newsletters.
- Parent/Teacher Conferences: Participation is good. My day sheets and goal setting.

Record Keeping and Reporting

Program Strengths:

- Child Plus: Great for documentation and where it needs to be documented.
- Monthly reports turned in on time and the mail system has improved.
- Mental Health monthly reports. Family Services/Education/Health reports go to the Policy Council every month.
- Bi-weekly reports are completed.

On-Going Monitoring

Program Strengths:

- Monthly classrooms checks, lesson plans are reviewed by supervisors and observations are done.
- CACFP
- Bi-weekly's.
- CLASS, TPOT, TPITOS, classroom observations gets feedback quickly. Feedback is great and nice to know how we as teachers are doing.
- File Checks are done 3-4 times per year.
- Weekly pyramid meetings with the Educational leadership team.

Fiscal Management/Program Management

Program Strengths:

- Receive monthly fiscal reports/updated by email to go to Policy Council.
- Keeps track of spending and making sure the program receives things.
- Good communication from the HS/EHS Director as to where the monies are being spent.

Program Improvement Plan #2:

Challenges	Action Plan/Goal	Person Responsible	Timeline	Fiscal Responsibility
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Finding the time to create the new Data Policy on records.	Meet with HS/EHS Management, as well as the Finance Director to create this policy.	Director Finance Director Management Team	October 2019	None
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Program Improvement Plan #3:

Challenges	Action Plan/Goal	Person Responsible	Timeline	Fiscal Responsibility
Update the fiscal policies and procedures.	Meet with all the Agency Directors to determine the best time to review and complete with the Finance Director.	Agency Leadership which includes all Directors and the Finance Director	January 2020	None

Prevention and Early Intervention

Program Strengths:

- ASQ’s, Brigance, UPK, Teaching Strategies Golf in the first 45-days, hearing and vision screenings, and the social / emotional check lists.
- Pyramid Team
- School Evaluations.
- EI-IFSP Special Needs
- EHS and HS Classrooms receive OT, PT, SEIT, and therapists push in.

Tracking and Follow-Up

Program Strengths:

- Checks and balances are done. Child Plus, written notes, and this helps with communication program wide.
- Pyramid Team meets regularly and supports staff.
- Assessments in education and health are completed on a consistent basis.
- Behavioral tracking is completed.

Health Services

Program Strengths:

- Checks are made to ensure immunizations are up-to-date.
- Follow-up from the health services for child health concerns are done and community referrals are given, if needed.
- RN now on staff.

Individualization

Program Strengths:

- Weekly goals are done.
- This lets us know where children need additional services. This helps provide those services for all children.
- 3-week individualization within lesson plans unless goals are met.
- Parent goals are included.

Special Needs

Program Strengths:

- Speech/OT/PT/SEIT: Therapists from the county come to the classrooms.
- Mental Health: Counseling.
- Goals are set for children and set with the therapists and the families.
- Services are integrated.
- Early Intervention is key.
- Family support.

Curriculum and Assessment

Program Strengths:

- Common Core
- Acelero/Echo
- TSG-Brigance, Ages & Stages, observing children and documenting these observations.
- Lesson Plans: ASQ and Hands on Learning

- Social/Emotional
- Science/Math curriculums
- Dina
- Safety Bear
- Assessments drive curriculum needs
- IMIL/Active Play is wonderful.

Family Engagement

Program Strengths:

- Family events are fun and engaging. Lots of promotion, save the date invitations go out with an RSVP and Facebook events on the family page.
- Both program and classroom activities brings the families together.
- Promotes communication and encourages positive relationships with staff and parents
- Family Engagement activities in the classroom are great.
- Social Interaction from parent to parent and child to child.

Family Partnership Building

Program Strengths:

- We build family partnerships through family engagement activities: Head Start and Early Head Start together throughout all areas of the program.
- Meet with families in their homes or within the community.
- Setting goals with parents: Consistently working with them at home and at the centers.
- Open door policy in Early Head Start.

ERSEA:

Eligibility, Recruitment, Selection, Enrollment, and Attendance

Program Strengths:

- Partnering with school districts.
- Strong communication with school districts.
- Partner with other community agencies.

Program Improvement Plan #4:

Challenges	Action Plan/Goal	Person Responsible	Timeline	Financial Responsibility
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Under enrollment in Head Start.	Continue to try and recruit.	All Staff	On-going	\$350.00
	Write a conversion grant (for 2 nd time) to convert HS slots to EHS slots.	Director and Assistant Director	October 2019	N/A

Using Child Outcomes

Program Strengths:

- Individualization / Goals: Parent/Teacher Conferences and parent goals and working on them.
- Having a Mental Health Specialist on staff full time.

Mental Health

Program Strengths:

- Full Time Mental Health Specialist on staff and part of the pyramid team. Can provide referrals to outside agencies.
- This staff person is also there for staff when they need the additional support due to child behavior and the stress in the classrooms.
- Psychological evaluations done with other evaluations.
- Counseling available for children.
- Safety Bear Curriculum.

Human Resources

- Have a full-time HR Assistant to help with all of the clearances, fingerprints, and SEL's for HS/EHS.

Program Improvement Plan #5:

Challenges	Action Plan/Goal	Person Responsible	Timeline	Financial Responsibility
Staff turnover is high and it is difficult to offer	Continue having hiring events.	Director and Human Resources	On-going	\$1000.00

consistency to the children and families of HS/EHS when we are losing staff.				
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Head Start/Early Head Start Turnover Totals for 2018			
Total Separations:	24	Separation Reasons	
		Layoff:	0
		Performance/Attendance:	2
		Misconduct:	4
		Retirements:	0
		Resignations:	18

Other areas in regard to staff turnover that is frustrating is being able to offer better and significant staff increases to their salaries. We are finding we are losing staff to better wages due to the NYS minimum increase every year. With this increase, we are losing staff to less stressful jobs and better pay. Would love the opportunity to be more competitive so staff can be retained in our program.

Nutrition

Program Strengths:

- Provide healthy meals day and they are family style.
- Designed to health standards with CACFP.
- Introduced new foods and infused water to the children.
- Provide education and recipes to the families.
- Involving children in cooking/baking/prepping, etc. at family engagement events.
- Healthy food choices at events.

FINAL RECOMMENDATIONS

As listed above, the five (5) program improvement plans will be worked on throughout the program year. These recommendations encompass the categories in various functional areas. As with previous years, progress will be reported on throughout the year.

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 19-32

WHEREAS, the Cortland County Community Action Program, Inc. (CAPCO) Board of Directors has reviewed the HS/EHS ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE Policy and accepts as presented, and

IT IS HEREBY RESOLVED that on October 24, 2019 the CAPCO Board of Directors adopts for acceptance the ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE Policy.

Board President

Date

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE

Policy ID: ER 05

Subject: Enrollment

Performance Objective: A child is considered enrolled in the CAPCO Head Start/Early Head Start Program if they have been accepted and attended at least one class for center-based or at least one home visit for the home-based option. CAPCO Head Start must maintain its funded enrollment level of 200 children. CAPCO Early Head Start must maintain its funded enrollment level of 72 children. When a vacancy exists, no more than 30 calendar days may lapse before the vacancy is filled. CAPCO Head Start/Early Head Start will not fill any vacancy when 30 calendar days or less remain in the program’s enrollment year.

Operational Procedures:

1. Prior to enrollment, each family must schedule an appointment to have an enrollment screening and have an up-to-date physical and shot record. The chart below describes the enrollment procedures.

Enrollment Process	Person Responsible
Complete Enrollment Screening (health/nutrition, transportation training, Ages & Stages Questionnaire: SE (newly enrolling children only)	Office Assistant
Enrollment Notification Form to Family Services Assistant (FSA)	Office Assistant
General Consent, Lions Club consent , allergy & medication notification to Health & Nutrition Coordinator (HSC)	Office Assistant
Notify classroom staff/FA that enrollment screening is complete and initial home visit can be scheduled	FSA
FSA notified of IHV completion (via phone, email, or IHV completion form)	Classroom staff, Home Visitors
Enrollment Notification Form information entered into ChildPlus (dates of: screening, physical received, IHV completion)	FSA
Completed enrollment packet given to FSA to allow for documentation	HSC
Enrollment packet given to FA/HV	FSA

2. After the enrollment packet is received by the Family Services staff and the Enrollment Notification Form is completed, the child is eligible for enrollment into the program (center based option). In the center based option, the enrollment date will be the day the child first attends class. In the home based option, the enrollment date will be the date of the first home visit. **If this date is prior to the program year begin date, the latter will be used for data entry purposes.** After the enrollment packet is received by the Family Services staff, the child will be able to **participate in regular weekly home visits** and attend socialization.

3. Classroom staff will be required to call the Family Services Assistant or Coordinator to notify of a child's first day in attendance.
4. Each family will be offered an opportunity to visit the classroom their child will attend. For those children enrolled in September, a program open house will be offered. For children enrolled throughout the year, families will be invited to visit the classroom as needed.
5. Children enrolled in the Head Start Program will be allowed to remain in Head Start until Kindergarten is available for the child. Children enrolled in the CAPCO Early Head Start Program will be allowed to remain in Early Head Start until their third birthday or until the end of the program year (if there are no openings in Head Start.) As soon as an opening occurs in the Head Start Program and if the family agrees, the child will then make the transition.
6. If a child is homeless or in foster care, the CAPCO Head Start/Early Head Start program will make efforts to maintain the child's enrollment whether the family or child moves to a different service area, or transition the child to a program in a different service area, according to the family's needs. Family Services staff will work with the family to ensure continuity within the current program or assist them in transitioning into another program.
7. CAPCO HS/EHS may reserve slots for children that are homeless or are in foster care when a vacancy occurs. If this reserved slot is not filled within 30 days, the slot is then considered vacant and must be filled within the next 30 days.
8. Parent participation in any program activity is voluntary, including consent for data sharing, and is not required as a condition of the child's enrollment.
9. **Change of Location**
Once the child is enrolled in a given classroom or home based section, a child may be transferred to a different location if:
 - a. A slot is vacant in the desired location.
 - b. They move and transportation issues necessitate another placement, or at the request of the parents.
 - c. A child is diagnosed with a disability after enrollment, if necessary, based on their IEP/IFSP.
10. **Re-enrollment**
If a child has been determined to be eligible and is participating in CAPCO Head Start/Early Head Start, he or she remains eligible through that enrollment year and the immediately succeeding enrollment year.
 - In Early Head Start, the family needs to complete the eligibility form to re-verify income before enrollment in Head Start.
11. **Transfers**
Transfers from other Head Start / Early Head Start Programs will go through the same application/selection process as other applicants.

Related Regulations: 1302.15

Revised Date: 9/30/19

Policy Council Previous Approval Date: 3/26/19

October Highlights

- We are making final plans for our first Opportunity Conference. It is scheduled for Oct. 26. We are very excited as we continue to work with Dr. Donna Beegle. She is so happy with the work being done in Cortland, she is working with a videographer to record the Conference and interviews with people from CAPCO and Cortland to be used in future planning efforts in other communities. She would like to interview Kristen Monroe, Sheriff Mark Helms, County Legislators Doug Bentley and Michael Barylski. The planning committee has been working very hard on making sure this will be a very positive experience. MANY thanks to Joyce Allen for taking the lead, Brandy, Greg, Denise, Shelley, Ruth, Jessica and others for all of the work being done. The collaboration with Grace Christian Fellowship has been so positive. Thank you Lynne for all of your work on this project. We are working on providing child care, transportation, good food, community resources and other supports to participants at the Conference. Planning is underway for transportation, child care, food for the day.
- The CAPCO Cares work group had our Kick-Off meeting with Finger Lakes Resilience Network on Oct. 7. This is the collaboration with FCS, YWCA, 7VHC, Catholic Charities and United Way. The CAPCO Cares work group will lead this effort for CAPCO. We will be assessing CAPCO to look at developing steps to work to become a trauma informed organization.
- To expand the efforts of Trauma informed care and work in Cortland County, I am working with a group from SUNY Cortland and Karen Dudgeon to plan a Trauma informed care/ACE summit in Cortland County for the Spring.
- There is a reprieve for CDPAP as a result of a Court proceeding – the Judge determined that the State had failed to follow proper procedures in determining the new proposed funding for CDPAP. This means that for the time being reimbursement rates will remain at the same level they have been since January 1, 2019. We are expecting the State to regroup and attempt to make the changes again. But, the collaboration state-wide is ready to respond.
- We are continuing to work on plans for Parker Elementary School. There has been some positive movement with the State and the NYS Dormitory Authority. I will make sure to update the Board with any decisions/steps. We are also waiting to hear from the Mother Cabrini Foundation re: the grant application for funding to develop the Health Village at the Homer Plaza.



Energy Services Update October 2019

Weatherization Assistance Program 19.20 -

Our amendment for \$400,000 has been approved by our Regional Rep and is moving forward. The office and field staff have submitted accrued leave for November and December, since business is very slow during this time of year. This all works out perfectly because our November production is completed and our December production will be soon.

EmPower NY-

5- units completed and 4-units being audited.

HEAP-Clean & Tune/ HERR & Cooling-

1- home had their furnace cleaned and tuned.

Energy Savers Program- No activity.

Meetings & Training- N/A

CAPCO Building Maintenance-

- **North Main-** Ben has been working on outside projects to button up for winter, while Kathy is on vacation for 2 weeks. Properties are looking good.
- A plowing contract has been awarded to one contractor this year for North Main, South Main, and Elm Tree sites.

- **Healthy Families**
 - Our 2018/2019 Spending adjustment has been approved.
 - The spending adjustment allowed us to add the position of Family Resource Specialist. This position is responsible for recruitment and enrollment of new families. We are hopeful that the addition of this position will help us to increase enrollment.
 - Shelly Jacobi has accepted the position of Family Resource Specialist and we have posted for the position of Family Support Specialist to fill Shelly's position.
 - Our 2019/2020 contract is still pending approval.
- **NOEP (Nutrition Outreach and Education Program)**
 - October 22 begins a new SNAP campaign targeting college students. Jessica will be doing outreach at SUNY Cortland and TC3.
 - 167 families representing 477 individuals signed in at the Fresh Food Giveaway in September. Upcoming Fresh Food Giveaways will be October 28, November 19, and December 17.
- **Adult Education**
 - We are still recruiting for the next Project Getting Ahead class.
 - As the school year begins, we see an increase in students in our high school equivalency program.
 - Our literacy Volunteer Program is holding a Paws for Friendship event on October 23 giving students an opportunity to read to trained therapy dogs in a nonjudgmental environment.
- **Marathon Success Center**
 - Our Open House was successful with many families stopping in to see our new space.
 - We held our annual costume giveaway on October 4.
 - Family photo night is scheduled for November 1.
 - The Snackpack Program has begun with 18 kids receiving food over the weekends.
- **Community Action Angels**
 - We are collecting coats and winter gear for our annual coat giveaway.
 - The Snackpack program has begun serving children from Homer and McGraw schools. Cortland City School District has taken over the program for Cortland students.
 - Summer Farmers markets will be closing for the season at the end of the month.



Directors Monthly Board Report

From: HS/EHS Management Team

Month: October 2019

I. Enrollment

- A. We continue to enroll children for the 2019-2020 program year.
- B. 2019-2020 EHS center based is currently full at 72
- C. 2019-2020 HS enrollment is currently filled at 177 of 200 slots.

II. Staffing

- A. Head Start is currently fully staffed!!! EHS has one teacher opening and Family services has one open position.

III. Center/Office Updates/Policy Council/ Professional Development

- A. We are sorry to have to announce the classrooms that were to be at the United Methodist Church had to be moved to other locations due to licensing issues. We hope to be able to be back in these classrooms in the future. UMC classroom #1 has been moved to the YWCA nursery school classroom on Clayton Ave. We will be calling this classroom Clayton. UMC classroom #2 has been moved to the YWCW Learning Adventure Center. We will be calling this classroom LA.

IV. Old Business

- A. Lindy and Bethann continue to work with other childcare programs and the Parker Task force to explore the future use of Parker Elementary School.
- B. We have applied for The Scotts Miracle-Gro Foundation grant that would enhance our garden growing abilities. Deadline for submission was October 11th. There was not date of award notification given. We will keep you posted.

V. New Business

- A. This month you are receiving the conversation grant for your approval.

VI. Full enrollment initiative

- A. Enrollment report highlights, sent to the Regional Office for September's enrollment numbers are as follows: Head Start enrollment is 177/200 (89% of full enrollment) of the 177 enrolled, 33 slots are at the 130% level, and 21 of 27 slots are at over income levels. Early Head Start enrollment is full 72/72. We are using zero, 130% level / over income slots. Meaning all 72 EHS slots are below poverty level guidelines.
- B. In HS we have (26) children on the 3 year old waitlist, one of those children is income eligible, however they do not have transportation to any of the classrooms that have openings. The other (25) children are over income.
- C. In EHS we have (89) children on a waitlist (47) are income eligible, (15) are 130% level, (27) are over income.
- D. There are zero infant / toddler spots open in Cortland County.

WIC Program Board Report

Kirsten Parker
October 16, 2019

Caseload-The average daily no-show rate (which includes no-shows and same day rescheduled appointments) was 32%. This is about average but up one percent from last month. Our Auto dialer appointment reminder system did not work for a few weeks, but we did manual reminder calls. We had 100% show rate for our Saturday clinic, which is very unusual, but we also had a cold, rainy day with a 54% no-show rate.

Training-Cindy watched the breastfeeding grand rounds webinar, Kay and Haleigh attended WIC breastfeeding training, Kirsten attended navigator training, and Amanda attended income training.

Staffing-one of our peer counselors had a healthy baby girl. We only have one peer counselor working until she comes back from maternity leave. One of our clerks is also pregnant. I will be working with Amanda to make a plan for when we have a vacancy there.

Budget- Martha is forecasting a larger amount of unspent funds than we anticipated. We were able to purchase most of what we wanted but the approval process makes it more difficult. Martha and I have discussed justifying more items in the next budget we submit. I believe most of the accruals were in personnel because of accrued time, but we are going to look at it more closely.

Local Agency Compliance and Self-Assessment- We will need to close or move the Cincinnatus clinic, mainly due to space and confidentiality concerns. We did a survey of participants and while many of them say they could travel to Cortland if they had to, there are also participants who are fairly high risk, who said they could not. For now, I am looking for another place to hold clinic but we may have to close sometime during this fiscal year. There were also confidentiality concerns in Marathon, but we were able to solve them by rearranging the way we use the space.

October 2019: Human Resources Board Report



- a. HR is working with Program-areas for staff recruitment. For Head Start/Early Head Start, the Program is hosting a Hiring Event on October 24th. While HR has worked with the Program to be fully staffed as we began Program Year 2019-2020, we are hiring for additional positions for Classroom Floaters and recent openings in the Early Head Start Program. The Program is looking to continue recruiting for Substitutes as we prepare for upcoming leaves of absence for medical and maternity leave. HR is also working with the Healthy Families component of Family Development to recruit for a Family Support Specialist. A current Family Support Specialist for the Program will transition to the newly development Family Resource Specialist position, which focuses on family assessment and enrollment into the Program.
- b. HR attended a Job Fair at Career Works geared-towards non-profits and human service agencies. At this hiring event, we advertised all openings within the Agency, including Head Start/Early Head Start openings as well as anticipated openings throughout the Agency. The Job Fair had relatively low attendance in our community with 12 overall attendees. However, we were able to obtain resumes from 2 potential candidates.
- c. HR submitted our EEO-1 Component 2 report, a new requirement under the Equal Employment Opportunity Commission. This report required us to report on demographic information within our agency while also tying salary information for both 2017 and 2018. The report proved to be cumbersome in nature, and the EEOC announced that Agencies will not be required to submit the report with salary information beyond 2018.
- d. S.A.F.E. audits remain underway at all of our center locations, excluding Head Start classrooms where there is Program-specific criteria under the Office of Children and Family Services (OCFS). The S.A.F.E. Committee will reconvene the end of October to review the audits and determine action items.
- e. HR worked with Fiscal to form our annual 5500 tax filings for our 401(K) Plan. The filing was for the 2018 plan year, which was audited by Bonadio Group and presented to the Board in August. The audit was finalized in September for timely submittal of the 5500 prior to October 15th.
- f. HR continues to be a part of planning committee for the upcoming Opportunity Community. HR is working as part of the Incentives/Decorations committee as well as the Logistics committee, assisting in staff planning and scheduling for the upcoming conference.