



Cortland County Community Action Program, Inc.  
(CAPCO)

Board of Directors Meeting  
February 22, 2024  
Meeting Agenda

- I. Call to Order
- II. Reciting of the Community Action Promise
- III. Motion for Approval of January 2024 minutes
- IV. Standing Committee Reports
  - 1) PP&E Committee—met on Thursday, February 8, 2024.
    - a) **Resolution 24.12**—HS/EHS Fall 2023 CLASS Report
    - b) **Resolution 24.13**—2024 WIC Customer Satisfaction Survey
    - c) **Resolution 24.14**—FFY2024 CSBG 1<sup>st</sup> Quarter PPR
  - 2) Board Development—did not meet.
  - 3) Finance/Audit Committee—met on Thursday, February 15, 2024.
    - a) **Resolution 24.15**—2024 CDPAP Budget
    - b) **Resolution 24.16**—HS/EHS PY24-25 Year 1 Baseline Grant/Budget Submission
  - 4) Executive Committee—did not meet.
- V. Executive Director Report
- VI. Program Director Reports
  - a) Deputy Director Report
  - b) Energy Services
  - c) Family Development
  - d) Head Start/Early Head Start
  - e) WIC
- VII. Head Start Policy Council Update
- VIII. Old Business
- IX. New Business
- X. Executive Session, if needed.
- XI. Adjournment



## CAPCO Mission

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



## Community Action Promise

*Community Action* changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live.

We care about the entire community, and we are dedicated to helping people help themselves and each other.



**Cortland County Community Action Program, Inc.**  
**(CAPCO)**  
**Board of Directors Meeting**  
**January 25, 2024**  
**Meeting Minutes**

**I. Call to Order**-meeting called to order at 12:04 pm.

**Members Present:** Melissa Alvord, Doug Bentley, Terry Coon, April Dennison, Ella Dilorio, Jeanette Dippo, Mary Beth Mathey, Penny Prignon, Patty Schaap, Lynne Sypher, Shelly Warnow, Sandra Aloï  
**Excused:** Billie MacNabb **Absent:** Larry Woolheater

**II. Motion for Approval of December 2023, Minutes** made by Doug Bentley, 2<sup>nd</sup> Jeanette Dippo. Motion carried.

**III. Standing Committee Reports**

- 1. PP&E Committee**- met January 11, 2024. Jenn reviewed the Head Start/Early Head Start November Management reports and the PY 23-34 School Readiness Goals. Jenn also updated the committee on the Head Start/Early Head Start DRS application. We hope to submit it by January 19, 2024. Kirsten reviewed the 2024 Compliance Workplan, pointing out the mandated Board training and reporting to the Board. Greg reviewed the 2023 Annual Report and updates to progress on the 5-year Strategic Plan 2023-2027.

**Resolution 24.01** – Approval of HS/EHS Program Year 2023-2024 School Readiness Goals. **Motion to approve made by Doug Bentley, Second by April Dennison. Motion carried.**

**Resolution 24.03** – Approval of 2023 Agency Annual Report. **Motion to approve made by Jeanette Dippo, Second by April Dennison. Motion carried.**

**Resolution 24.02** – Approval of 2024 Medicaid Compliance Work Plan. **Motion to approve made by Terry Coon, Second by Mary Beth Mathey. Motion carried.**

**Resolution 24.04**-Approval of the Strategic Plan 2023-2037 Annual Review. **Motion to approve made by Ella Dilorio, second by Melissa Alvord. Motion carried.**

- 2. Executive Committee** –Met January 12, 2024. Greg reviewed updates to CAPCO's Conflict of Interest Disclosure Statement. The new disclosure reflects the current by-laws and is more specific to be in-line with the Medicaid compliance requirements. Discussed using Martha as a consultant to help us replace our Electronic Verification System (EVV). We need a system to simplify billing and provide data for the NYS aggregator requirements we just learned of. We are continuing to recruit a Finance Director. Reviewed the current structure of the Finance Department. Discussed the CDPAP budget, it looks like it will be a much tighter budget relative to the last several years. Discussed Kay's maternity leave and impending departure to accept a position with New York State Department of Health.

**Resolution 24.05** – Approval of updates to the Conflicts-of-Interest Disclosure Statement. **Motion to approve made by Doug Bentley, Second by April Dennison. Motion carried.**

3. **Board Development** –Discussed and approved application of Sandra Aloï to replace Sarah Beshers on the Board of Directors as a public-sector representative, representing Seth Tompson, City Alderman for the 5<sup>th</sup> ward. Discussed and approved continuing with the current slate of officers for the Executive Committee. Regretfully accepted the resignation of Mary Bliss and discussed possible replacements. Discussed replacement of Larry Woolheater as Board of Directors representative to Policy Council as he has reached his term limit. Jeanette Dippo graciously agreed to represent the Board.

**Resolution 24.06** – Approval seating of Sandra Aloï to CAPCO Board of Directors as a public -sector representative of City of Cortland Alderman Seth Thompson. ***Motion to approve made by Jeanette Dippo, Second by Lynne Sypher. Motion carried.***

**Resolution 24.07** – Approval of 2024 Slate of Officers. ***Motion to approve made by Jeanette Dippo, Second by Terry Coon. Motion carried.***

**Resolution 24.08** – Approval of resignation of Mary Bliss from Board of Directors. ***Motion to regretfully approve made by Terry Coon, Second by Mary Beth Mathey. Motion carried.***

**Resolution 24.09** – Approval of selection of Jeanette Dippo as the Board representative to the HS/EHS Policy Council. ***Motion to approve made by Ella Dilorio, Second by Lynne Sypher. Motion carried.***

4. **Finance/Audit Committee** –Greg updated the committee on the current structure of the Finance Department and the arrangements for coverage. He also updated the committee on plans for the 2023 audit. The audit will tentatively take place in-person beginning in May. The agency received a letter outlining the mandate for us to upload data from the EVV system for the CDPAP program to a NYS aggregator. We do not know enough about this to fulfill this mandate and it is likely we cannot do it with the Paychex EVV system we are currently using. We will be working with Martha as a consultant to explore new systems. The mid-year SF-425 for this program year for HS/EHS has been filed. Energy Services has bids to purchase new replacement vans. The Healthy Families contract closed. We did not receive an increase in the new contract, but we were able to pay an incentive to employees to close out the cycle. The WIC program in both counties is fully staffed. Kay, the WIC Director, will be going out on maternity leave at any time and will be leaving shortly after she returns to accept a position at the WIC Regional Office in Syracuse. Reviewed and approved the 2024 Agency Administrative budget, including salary adjustments, per diem for Martha and PKM, purchase of a used utility van for the maintenance department, and reinstating the Executive Assistant position. Reviewed and approved updates to the Fiscal Policy and Procedure Manual to reflect changes related to the change to De Minimis for our indirect cost allocation. The committee reviewed the financial statements prepared by Martha and Debbie from PKM, there was nothing unexpected.

***Motion to accept Financial Statements made by April Dennison. Second by Terry Coon. Motion carried.***

**Resolution 24.10** – Approval of the 2024 Agency Administrative Budget. ***Motion to approve made by Lynne Sypher, Second by Jeanette Dippo. Motion carried.***



**Resolution 24.11** – Approval of updates to the Fiscal Policies and Procedures. ***Motion to approve made by Ella Dilorio, Second by April Dennison. Motion carried.***

- IV. Executive Director Report** – Greg reviewed his report. Discussed plans for the Agency’s 50<sup>th</sup> Anniversary Celebrations this year.
- V. Program Director Reports** – Program Directors summarized their reports and were available for questions.
- VI. Head Start Policy Council Updates** – The meeting will not be held until January 30<sup>th</sup> this month.
- VII. Old Business**- None
- VIII. New Business** –
- Greg will order a 50<sup>th</sup> anniversary banner for Marathon.
  - This year’s golf tournament will be held at Walden Oaks.
  - Board members asked to sign and return 4 documents-Conflict of Interest Statement, Standards of Conduct, Code of Ethics, and Whistleblower Policy.
- IX. Executive Session** – None
- X. Adjournment** –***Motion to adjourn made by Jeanette Dippo, Second by April Dennison. Motion carried.***

***The meeting adjourned at 1:14 pm.***

## PP & E Committee Meeting

February 8, 2024

**Members present:** Terry Coon, Billie MacNabb, Melissa Alvord.

**Staff:** Greg Richards, Kirsten Parker, Jennifer (Jenn) Geibel. Brandy Strauf, Kay Brewster

Meeting called to order at 12:05 pm.

### **Head Start/Early Head Start November 2023 Management Reports**

Jenn reviewed the Management reports for December 2023. Everything is to be expected with the data points.

### **Head Start and Early Head Start Fall 2023 CLASS Report**

Jenn reviewed the FLL 2023 CLASS reports. There were no scores under the re-competition level. We have our own CLASS evaluators. In addition to doing our own evaluations, Federal Head Start staff will come to do evaluations periodically.

### ***Motions to accept the reports approved by committee.***

Jenn updated the committee on the DRS grant application. The application was submitted before the due date but has not moved in the process yet.

### **WIC Customer Satisfaction Survey**

Kay reviewed the results of the WIC Customer Satisfaction Survey. It was overwhelmingly positive. There were three negative responses Kay was able to trace back to the same participant. They referenced breastfeeding support for a baby who is well over a year now. There were about the same number of responses from Cortland and Chenango County.

### ***The committee voted to accept the WIC Customer Satisfaction Survey.***

### **CSBG Program Year 2023-2024 Quarter 1 PPR**

Brandy reviewed the 2023-2024 CSBG Quarter 1 PPR. She explained that some numbers include everyone who is participating in the first quarter and then add new people in subsequent quarters (i.e. WIC and Family Essentials). This makes the numbers appear to be high in the first quarter, but they level off in subsequent quarters. She also explained that we are counting individuals, not families this year.

### ***Motion to accept the 2023-2024 CSBG Quarter 1 PPR approved by the committee.***

No further business to discuss. Meeting adjourned at 1:15 pm.

HEADSTART / EARLY HEADSTART PROGRAM OF CORTLAND COUNTY  
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## HS/EHSMonthly Family Engagement Report

Month: December 2023

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of Families in Center	% of Families Involved
ELC 4	PCM- Winter safety/ornaments	12/12/23	4	4	0	14	29%
Johnson 1	PCM- Winter safety/ornaments	12/13/23	6	8	1	14	43%
	FE- Melted snowman activity	12/22/23	4	9	1	14	29%
Johnson 2	Volunteer Day	12/5/23	6	7	1	13	46%
	PCM- Winter safety/ornaments	12/14/23	4	4	0	13	31%
	FE-Gingerbread story & craft	12/21/23	7	8	2	13	54%
	Hot Cocoa with families	45282	5	5	2	13	38%
Johnson 3	PCM- Winter safety/ornaments	12/15/23	7	10	4	14	50%
	FE- Concert	12/22/23	6	8	3	14	43%
Randall 1	PCM- Winter wreath/safety	12/14/23	7	8	1	16	44%
	FE- Applesauce	12/22/23	6	7	2	16	38%
Randall 2	PCM- Snowglobe/safety tips	12/13/23	7	8	3	15	47%
	FE- Winter tree	12/22/23	2	2	0	15	13%
Smith 1	Winter Ornaments	12/8/23	12	15	7	14	86%
	PCM- Winter games/safety	12/15/23	12	16	7	15	80%

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

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Community Action Program, Inc.

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

**Employee Name:** Trudy Happel **Month/Year:** December 2023

Center	Enrolled	Accepted (but not enrolled)	Withdrawn	% of Daily Attendance	# of Over Income	# of Under 130%	# of Home Visits Scheduled	# of Home Visits Completed	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children
ELC 4	14	0	0	75	2	1	0	2	5	3	1
Johnson 1	14	0	0	83	0	2	4	3	9	3	1
Johnson 2	14	1	0	73	1	0	0	0	13	1	1
Johnson 3	14	1	0	78	0	0	0	0	10	1	0
Randall 1	16	0	0	77	1	1	0	0	1	0	0
Randall 2	16	0	1	73	1	0	1	1	3	0	1
Smith 1	16	0	0	86	1	1	0	0	0	0	0
<b>TOTAL</b>	<b>99</b>	<b>2</b>	<b>1</b>	<b>78%</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>41</b>	<b>8</b>	<b>4</b>

# of Children on the Waiting List:

3 Year Olds

Over Income

Under 130%

Under 100%

19
1
12

4 Year Olds

Over Income

Under 130%

Under 100%

0
2
2

Comments: \_\_\_\_\_

**HEAD START/ EARLY HEAD START PROGRAM OF CORTLAND COUNTY  
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**MONTHLY POLICY COUNCIL REPORT HS  
Health Services- Dental**

Employee Name: Mmselle Sonnacchio

Month: December 2023

Center	# of Children Enrolled	# of 30 Day Dental Letters Sent	# of 60 Day Dental Letters Sent	# of 90 Day Dental Letters Sent	# of 90+ Day Dental Letters Sent	# of Dental Exams Received	# of Children Dental Treatment Needed	# of Children Dental Treatment NOT Started	# of Children Dental Treatment Started	# of Children Dental Treatment Completed	# of Dental Waivers/ Refusals Sent	# of Dental Waivers/ Refusals Received
ELC 4	14	0	0	7	0	7	0	0	0	0	0	0
Johnson 1	14	0	0	5	0	9	0	0	0	0	0	0
Johnson 2	13	0	0	10	0	2	0	0	0	0	0	0
Johnson 3	13	0	0	6	0	7	2	1	0	1	0	0
Randall 1	16	3	0	9	0	4	1	0	0	1	0	0
Randall 2	14	0	1	9	0	4	0	0	0	0	0	0
Smith 1	15	0	0	8	0	6	3	1	1	1	0	0
<b>TOTALS</b>	<b>99</b>	<b>3</b>	<b>1</b>	<b>54</b>	<b>0</b>	<b>39</b>	<b>6</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>
						<b>39%</b>	<b>15%</b>	<b>33%</b>	<b>17%</b>	<b>50%</b>		

Comments:

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

**Employee Name: Mmselle Sonnacchio**

**Month: December 2023**

<b>Center</b>	<b># of Children Enrolled</b>	<b># of Incident/Accidents in the BATHROOM</b>	<b># of Incident/Accidents in the CLASSROOM</b>	<b># of Incident/Accidents in the GROSS MOTOR</b>	<b># of Incident/Accidents in the HALLWAY</b>	<b># of Incident/Accidents in the PLAYGROUND</b>	<b># of Incident/Accidents in the OTHER</b>	<b># of TOTAL Incident/Accidents</b>
ELC 4	14		1					1
Johnson 1	14							0
Johnson 2	13		9				1	10
Johnson 3	13							0
Randall 1	16			1				1
Randall 2	14						1	1
Smith 1	15		3				1	4
<b>TOTALS</b>	<b>99</b>	<b>0</b>	<b>13</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>17</b>

**Comments:** No incidents/accidents were reported to OCFS.

Johnson 2 incidents: 2- Self Harm, 4- Run/Trip, 3- Object, 1- Scratch/Bitten by Child

*There were 2 staff accidents reported due to being bit by a child in the Smith Classroom.*

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

**MONTHLY POLICY COUNCIL REPORT HS**

**Special Needs**

Employee Name: Jill Dunham

Month: December 2023

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIS Special Ed Itinerant Services	Couns. Play Therapy	1;1 Aide	# of Evals	# of Children CPSE Mtg	# of Children Declassified	Refused Referral
Smith 1	2	1	1	1	0	0	1	0	1	2	0	0
Randall 1	4	3	3	2	1	1	2	0	0	2	0	0
Randall 2	6	4	5	3	4	2	3	0	0	1	0	0
Johnson 1	4	1	3	0	0	0	2	0	0	0	0	0
Johnson 2	4	2	3	1	0	2	1	0	1	1	0	0
Johnson 3	2	1	2	2	1	1	0	0	0	0	0	0
ELC 4	5	4	5	4	1	3	0	1	2	1	0	0
<b>TOTALS</b>	27	16	22	13	7	9	9	1	4	7	0	0

27% of enrolled HS children receiving services

HEADSTART / EARLY HEADSTAT PROGRAM OF CORTLAND COUNTY  
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 Community Action Program , Inc.

## EHS Monthly Family Engagement Report

Month: December 2023

Staff: Trudy Happel

Center	Scheduled Activities	Date of Activity	# of Families	# of People	# of Males	# of families in center	% of families involved
<b>Cosimo 1</b>	PCM- Snowflakes	12/15/23	2	2	0	8	25%
	FE- Gingerbread houses	12/22/23	0	0	0	8	0%
<b>Cosimo 2</b>	PCM- Hot Cocoa/reading	12/15/23	3	3	1	8	38%
	FE- Snowglobes	12/22/23	5	7	3	8	63%
<b>Cosimo 3</b>	PCM- Hot Cocoa/reading	12/22/23	4	4	1	7	57%
	PCM-read with your child	12/15/23	2	2	0	7	29%
<b>ELC 1</b>	PCM-pajamas/reading	12/08/23	4	4	0	8	50%
<b>ELC 2</b>	PCM-pajamas/reading	12/15/23	3	3	0	8	38%
<b>ELC 3</b>	FE-Gingerbread ornaments	12/15/23	5	6	0	8	63%
	PCM-pajamas/reading	12/21/23	2	2	0	8	25%
<b>South Main 1</b>	PCM- Mitten activity	12/11/23	2	2	0	5	40%
	FE- Snowman sun catchers	12/22/23	4	5	0	5	80%
<b>South Main 2</b>	PCM- Hot Cocoa/reading	12/20/23	4	4	3	8	50%



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

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Community Action Program, Inc.

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

Employee Name: Trudy Happel

Month/Year: December 2023

Center	Enrolled	Accepted (but not enrolled)	Withdrawn	% of Daily Attendance	# of Over Income	# of Under 130%	# of Home Visits Scheduled	# of Home Visits Completed	# of Goals that have been formalized	# of Goals that have been achieved	# of Homeless Children
Cosimo 1	8	0	0	68	0	0	1	0	2	1	1
Cosimo 2	8	0	0	76	0	0	2	1	5	1	0
Cosimo 3	8	0	0	88	0	0	0	0	6	1	0
ELC 1	8	0	0	58	0	0	0	0	1	1	0
ELC 2	8	0	0	82	0	0	0	0	0	0	0
ELC 3	8	2	0	80	0	0	0	0	1	0	0
South Main 1	8	0	0	78	0	0	0	0	0	0	0
South Main 2	8	0	0	87	0	0	0	0	3	1	0
<b>TOTAL</b>	<b>61</b>	<b>2</b>	<b>0</b>	<b>77%</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>18</b>	<b>5</b>	<b>1</b>

# of Children on the Waiting List:

Children	
Over Income	24
Under 130%	4
Under 100%	34

Comments: \_\_\_\_\_

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

Employee Name: Mmselle Sonnacchio

Month: December 2023

Center	# of Children Enrolled	# of Children Enrolled Age 1 Year and Older	# of Dental Screenings Received	# of Children w/ Dental Concerns Noted	# of Dental Exams Received	# of Children w/ Dental Treatment Needed	# of Children w/ Dental Treatment NOT Started	# of Children w/ Dental Treatment Started	# of Children w/ Dental Treatment Completed	# of Dental Waivers/ Refusals Received
Cosimo 1	8	8	1	0	1	0	0	0	0	0
Cosimos 2	8	8	2	0	0	0	0	0	0	0
Cosimo 3	8	8	6	0	2	0	0	0	0	0
ELC 1	8	0	0	0	0	0	0	0	0	0
ELC 2	8	8	1	0	3	0	0	0	0	0
ELC 3	8	8	3	0	2	0	0	0	0	0
SM 1	5	5	4	1	2	0	0	0	0	0
SM 2	8	8	0	0	3	0	0	0	0	0
<b>TOTALS</b>	<b>61</b>	<b>53</b>	<b>17</b>	<b>1</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
			<b>28%</b>	<b>5%</b>	<b>25%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	

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

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

Employee Name: Mmselle Sonnacchio

Month: December 2023

Center	# of Children Enrolled	# of Incident/Accidents in the BATHROOM	# of Incident/Accidents in the CLASSROOM	# of Incident/Accidents in the GROSS MOTOR	# of Incident/Accidents in the HALLWAY	# of Incident/Accidents in the PLAYGROUND	# of Incident/Accidents in the OTHER	# of TOTAL Incident/Accidents
Cosimo 1	8							0
Cosimo 2	8		3					3
Cosimo 3	8		3					3
ELC 1	8		1					1
ELC 2	8		2	1			1	4
ELC 3	8		1					1
South Main 1	5		2					2
South Main 2	8		1					1
<b>TOTALS</b>	<b>61</b>	<b>0</b>	<b>13</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>15</b>

**Comments:** There were no incidents/accidents reported to OCFS in December.  
There were no staff incidents/accident for December 2023.

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

**MONTHLY POLICY COUNCIL REPORT EHS**

**Special Needs**

Employee Name: Jill Dunham

Month: December 2023

	# of Children Receiving Services	# of Children Receiving more than one service	Speech	OT Fine Motor	PT Gross Motor	SEIS Special Ed Itinerant Services	Couns. Play Therapy	1;1 Aide	# of Evals	# of IFSP Mtg	# of Children Declassified	Refused Referral
ELC 1	0	0	0	0	0	0	0	0	0	0	0	0
ELC 2	2	1	1	2	0	0	0	0	0	0	0	0
ELC 3	1	1	1	1	0	0	0	0	0	0	0	0
Cosimo 1	0	0	0	0	0	0	0	0	0	0	0	0
Cosimo 2	2	1	2	0	1	1	0	0	0	0	0	0
Cosimo 3	1	1	1	0	1	1	0	0	0	0	0	0
South Main 1	2	0	2	0	0	0	0	0	1	0	0	0
South Main 2	1	0	1	0	0	0	0	0	1	1	0	0
<b>TOTALS</b>	9	4	8	3	2	2	0	0	2	0	0	0

15% of enrolled EHS children receiving services

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

Employee Name: Mmselle Sonnacchio

Month: December 2023

Center	# of Children Enrolled	# of Current Physicals Received	# of Current Immunizations Received	# of 12 Month Lead Results Received	# of 12 Month Lead Results ELEVATED	# of 24 Month Lead Results Received	# of 24 Month Lead Results ELEVATED
Cosimo 1	8	3	6	3	0	N/A	N/A
Cosimo 2	8	4	8	6	0	1	0
Cosimo 3	8	3	8	5	0	1	0
ELC 1	8	6	8	N/A	N/A	N/A	N/A
ELC 2	8	7	7	6	1	1	0
ELC 3	8	8	8	6	0	6	0
South Main 1	5	5	5	4	0	4	0
South Main 2	8	8	8	4	0	7	0
<b>TOTALS</b>	<b>61</b>	<b>44</b>	<b>58</b>	<b>34</b>	<b>1</b>	<b>20</b>	<b>0</b>
		<b>72%</b>	<b>95%</b>				

Comments: One child in ELC 2 had elevated lead at their 1 yr screening and is currently being followed by doctor/CCHD.

*2 children in Cos 1 & 1 child in ELC 2 are behind on immunizations due to illnesses and will receive @ next WCC.*

# HEAD START

## CLASSROOM HAPPENINGS

### December 2023

#### Johnson 1

- Science unit: “Busy Bees”- Learning how honeybees carry pollen and also make honey.
- Math: Geometry- Compare shapes and learned about shapes and the different characteristics each shape has.
- Family Activities: We created ornaments with families and made melted snowman out of paint and parts of the snowman.
- Monthly color was brown, and monthly shape was a rectangle.
- Our class took a nature walk to discuss and collect different things in nature and discussed the weather as we walked.
- Discussed body parts for health and experimented with moving different parts of our bodies.
- Our class created animal homes out of play dough and discussed different types of animal habitats.
- Also discussed how to keep our bodies warm when it’s cold out and created a hat and mitten craft.
- Created gingerbread people with BOCES students. Decorated with paint and glue and read the Gingerbread man book.

#### Johnson 2

- Our Volunteer Family Engagement was held on December 5<sup>th</sup>.
- Held another Family Engagement on December 22<sup>nd</sup>, in which we made gingerbread people and hot cocoa with our families.
- We turned our dramatic play area into a weather station for our children to pretend to predict the weather.
- An open-ended project we did in class involved a polar bear art project.
- Another open-ended project we did was melted snow man art project.
- Holiday Safety Family Engagement was held December 14<sup>th</sup>, where we made ornaments and discussed holiday safety with our families.

- We had a PJ day in our class this month
- We worked on happy, sad, angry emotions and learned how to identify them.
- Later in the month we changed our dramatic play area in into home area with a kitchen set and babies.

### Johnson 3

- This month for our science we did a “Bee” unit. The children experimented how bees communicated by dancing.
- They learned bees collected pollen from flowers to pollinate other flowers.
- They also learned why bees are important to our environment. They made bee hats from paper and pipe cleaners.
- The children picked out healthy and junk food from pictures. They also named “hot” items and “cold” items.
- Our class learned how animals lived and what kinds of homes they lived in.
- They also designed their own animal homes out of paper sacks and other items.
- Collin our SUNY placement student teacher put on a magic show for the kids. He had a few of the children be his assistants.
- We had a lock down drill and fire drill this month as well.
- Family Engagement- With Ruth, she had the children paint ornaments with their families.
- Another classroom engagement was that the children put on a musical concert for their families as well.

### ELC 4

- Winter Wonderland: Our class participated in the Cortland Chamber of Commerce and had the kids paint/make their own versions of winter wonderland.
- Parent Engagement number 1: Parents came in and helped their children make ornaments.
- 2<sup>nd</sup> Parent Engagement:- was “Pajamas and Play-doh”, where parents came in and helped make play-doh with their children. They also made different shapes with the play-doh.
- Science: We discussed “Bees”, the kids learned how bees transfers pollen from flower to flower. They did this by taking a fake bee to different

flowers. They also got to explore how honeybees collect nectar to make honey.

- Math: We worked on our shape recognition. For example, we went through different ones and had them sort the several shapes out.
- They also made collages with rectangle shapes.
- Unit: We finished up “Friends and Family” unit and began to talk about weather for our “Weather” unit.
- We spoke about the clothes we should wear depending on if it’s hot or cold outside.

### Randall 1

- We changed our dramatic play area into a doctor’s office this month.
- Science: “Blocks and measurements”. We measured things using blocks.
- In our sensory table we put rice and tweezers for the children to play with.
- For one of our Family Engagement, we made ornaments with our families
- For our second Family Engagement we read about winter and tasted different apples and made applesauce with our families.
- Math: Our class worked on patterns and shapes.
- We started our unit on Careers, animals and their habitats.

### Randall 2

- This month we worked on our “Animal and Habitats” unit for science.
- The letters for the month were “O”, “Q”, “G”.
- PCM- Winter weather safety:- we made snow globes.
- Family Engagement: We made winter trees with our families.
- Social and Emotional:- Our class learned about feelings and problem solving.
- Science: “Blocks and measurements” – measuring and building with blocks.
- Fire drill- We had a fire drill and learned where our primary evacuation spot was.
- Our class learned about same and different this month.
- As well as learning about sequencing and patterns.
- Heggerty:- Learned letter sounds, word blending, syllables and rhyming.
- Math:- number sense and operations.
- Health and nutrition, our class learned about healthy food and hand washing and about germs.



- Our class learned about body parts and their functions- such as organs, heart, lungs, etc....

### Smith

- This month our class worked on “Animals and Habitats” unit.
- We turned our dramatic play area into a vets office.
- We had our winter break this month as well.
- Our class did a melted snowman art project for Main St. Cortland decorations.
- Family Engagement was held on December 8<sup>th</sup>, where we made ornaments with our families.
- Parent meeting on December 15<sup>th</sup> we played winter games with our families.
- Dina came to our classroom and taught the children about apologizing and solutions to problems they may run into.
- We set up an obstacle course in the classroom for the children to go through
- Had an ice cream shop in sensory play this month.

# EARLY HEAD START CLASSROOM HAPPENINGS December 2023

## Cosimos 1

- Family Engagement was held on December 2<sup>nd</sup>, where we made snowflakes with our families and we had two families show up.
- Did another Family Engagement on the 22<sup>nd</sup> in which we did a gingerbread house activity with our families. No families showed up.
- We have been working on feet on the floor and nice touches with our children.
- The children have been very into putting balls into tubes.
- We experimented with marble painting, making cotton-ball snowman, and paper plate wreaths.

## Cosimos 2

- Family Engagement was held on December 22<sup>nd</sup>, where we made snow-globes with our families. We had 7 parents attend.
- We also had a family activity in which we had 4 families attend.
- We have been continuing to work on gentle touches and keeping food on the table and sharing.
- We made it outside for a couple of walks this month.
- We also had another student start this month and he is doing great.
- We have been working on them signing and saying hello, bye bye, all done, and more.
- Our class has also been working on high fives, fists bumps and blowing kisses.
- We played with snow in the sensory table this month as well.
- We drew on the chalkboard many times.
- Our class has done many art projects with paint, markers, bingo dotters.
- We had spirit week and almost everyone participated all week.
- After winter break all our children will be sleeping on cots.

### Cosimos 3

- This month our class painted pictures for the Winter wonderland on Main Street.
- We also glued tissue paper on circles to make ornaments.
- Our class had snowball fights and played with bubbles.
- We got out the parachute, hula hoops and tunnel for gross motor day.
- We set up our dramatic play area with a library.
- We have been learning our body parts with a flash card book.
- We had a parent and me reading activity that 2 families showed up too.
- We have tried to get outside as much as we can.

### ELC 1

- In the month of December our class has welcomed two new friends. They are both spunky and adorable girls that we are having fun getting to know.
- We had our Parent committee meeting, in which we gave a book to each family to read with their baby.
- We enjoyed talking with all of the parents present.
- Lastly, we did spirit week. We loved seeing all the babies in their spirit day clothes.

### ELC 2

- We were selected to have our art work displayed on Main Street businesses, so our children enjoyed making melted snowman for the display.
- Family Engagement- We had pajama day, where our families read to their children, which they enjoyed very much.
- We also enjoyed going for walks when the weather was warm enough.
- The children also enjoyed looking out the windows at the snow.
- This month the children got to explore with glue and tissue paper.
- We are beginning to learn how to pick up after ourselves at transition times.

### ELC 3

- Art- worked with paint dotters on cow cut-outs.
- Worked on shape recognition in class this month.
- We colored a friend banner with cut-outs.

- Our class did a friendship/class mural with paint rollers and sponges.
- We made friendship bracelets with yarn, beads and straws.
- Our class painted with forks to make flowers.
- We painted fish and glued on tissue paper.
- Handprints- “Hands are not for hitting”, a art project we did in class.
- Our class, built towers using foam blocks.
- Our class made shapes out of applesauce, cinnamon and glue.
- We counted our fingers and traced our hands to make a friendship wreath.
- Fishing with friends. Used fishing poles and magnetic fish to fish together.
- Parent Committee meeting- PJs and reading with our parents.
- We made a family collage from cutting pictures out of magazines.
- We made snow flakes out of tissue paper.
- We painted red and green bows.

### South Main 1

- This month our class did so many fun activities.
- One thing we did was make snow flakes out of coffee filters.
- We also made gingerbread ornaments, hand print mittens and snowman.
- We got to play in the snow as well this month.

### South Main 2

- This past month we were only able to get outside a few times, because of the weather.
- When we could, we defiantly took advantage of the nice weather.
- We played snow ball fights inside with fake snowballs.
- We play with tents as well this month.
- We painted snow storms for the Main Street display.
- The children really enjoyed spirit week this month as well.

*Resolution of the Board of Directors*

*Of*

*Cortland County Community Action Program, Inc.*

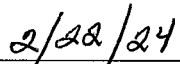
**Resolution No. 24-12**

**WHEREAS**, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the HS/EHS Fall 2023 CLASS Report and,

**WHEREAS**, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the HS/EHS Fall 2023 CLASS Report,

**IT IS HEREBY RESOLVED** that on February 22, 2024, the CAPCO Board of Directors approves the HS/EHS Fall 2023 CLASS Report.

  
\_\_\_\_\_  
Board Secretary

  
\_\_\_\_\_  
Date



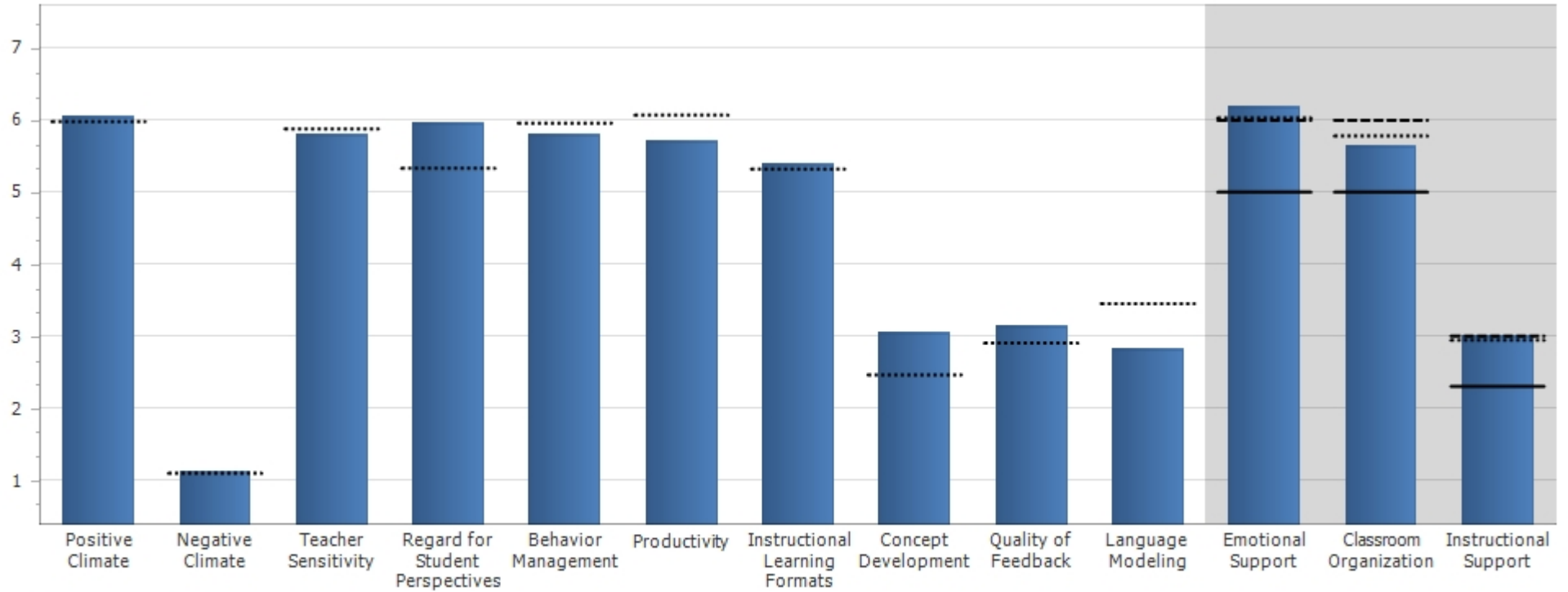
# CAPCO

## 5630 - Pre-K CLASS® Average Score Charts

Observations occurring: 9/1/2023 - 11/30/2023

2020 National Average .....  
Quality Thresholds - - - -  
Re-competition Level \_\_\_\_\_

**CAPCO**



9/1/23 - 11/30/23

	PC	NC	TS	RSP	BM	PD	ILF	CD	QF	LM	ES	CO	IS
9/1/23 - 11/30/23	6.05	1.1	5.81	5.95	5.81	5.72	5.38	3.05	3.14	2.81	6.18	5.64	3

*Resolution of the Board of Directors*

*Of*

*Cortland County Community Action Program, Inc.*

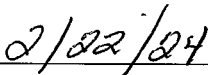
**Resolution No. 24-13**

**WHEREAS**, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the 2024 WIC Customer Satisfaction Survey results and,

**WHEREAS**, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the 2024 WIC Customer Satisfaction Survey results,

**IT IS HEREBY RESOLVED** that on February 22, 2024, the CAPCO Board of Directors approves the 2024 WIC Customer Satisfaction Survey results.

  
\_\_\_\_\_  
Board Secretary

  
\_\_\_\_\_  
Date



**Q1 - What location do you prefer? (Check all that apply)**

ANSWER CHOICES	RESPONSES %	RESPONSE COUNT
Cortland	52.38	33
Cincinnati	0	0
Marathon	0	0
Norwich	30.16	19
Greene	7.94	5
Sherburne	3.17	2
Bainbridge	4.76	3
New Berlin	1.59	1
Total Respondents		63

**Q2 - Appointments are available at days and times that work for me.**

ANSWER CHOICES	RESPONSES %	RESPONSE COUNT
Strongly Agree	75	45
Agree	23.33	14
Disagree	1.67	1
Strongly Disagree	0	0
TOTAL		60

**Q3 - I prefer to complete my appointments: (Check all that apply)**

ANSWER CHOICES	RESPONSES %	RESPONSE COUNT
In person	20.99	17
Over the phone	69.14	56
Online module	9.88	8
Total Respondents		81

**Q4 - I feel that WIC Staff are friendly and helpful.**

ANSWER CHOICES	RESPONSES %	RESPONSE COUNT
Strongly Agree	83.33	50
Agree	11.67	7
No opinion	1.67	1
Disagree	3.33	2
Strongly Disagree	0	0



TOTAL	60
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**Q5 - I feel staff respond in a timely manner**

ANSWER CHOICES	RESPONSES %	RESPONSE COUNT
Strongly agree	76.67	46
Agree	18.33	11
No opinion	1.67	1
Disagree	3.33	2
Strongly Disagree	0	0
TOTAL		60

**Q6 - If you selected disagree or strongly disagree for any of the above questions, please provide more information.**

Responses (60)

- 16. 2 of the staff members will completely ignore me when I do have an appointment, very unprofessional
- 18. N/A
- 35. The main guy in norwich wic is great and helpful
- 38. Estoy de acuerdo
- 39. Everyone in the Norwich office has been nothing short of amazing. WIC helps our family tremendously and my family and myself are so thankful for their services! Wonderful wonderful team there.
- 48. Always nice and is really helpful
- 49. I always have wonderful appreciation for every appointment because of the wonderful people that work with me.
- 53. Roland and Alex are very unprofessional. They do not make you feel welcomed
- 60. From my experience the only staff member that is friendly and helpful us Miranda (I think that's her name), roland is rude and Alex thinks she knows everything and comes across rude

**Q7 - How can WIC improve to provide better nutrition and breastfeeding services to you?**

Responses (60)

- 1. I wish we could swap the cereal for my whole wheat bread / pasta / wraps .. the little ones don't eat a lot of cereal
- 2. Everything has been absolutely positive so far



3. Not a breast feeding mama
4. Allow more baby food instead of rice and oatmeal if baby doesn't tolerate the rice and oatmeal
5. I don't know
6. Everything is great very thankful for the help!
7. NA
8. I oh dk
9. The only thing is the app stopped working so I can't see what I have left
  
10. I no longer breastfeed but when I did I oversupplied, so providing with resources of how to lessen the oversupply
  
11. Maybe add a little more formula to the allowance. But other than that I think wic is amazing and helpful.
12. You're doing great!!!
13. N/A
14. Classes on how to better prepare for how time consuming and exhausting breastfeeding is. As well as how physically and mentally draining it can be.
15. N/A
16. Get better staff that treats everyone with respect
17. Having workers knowing more information about why certain stores kick back benefits and don't pay for things it's supposed to. I've lost so many benefits by not being able to use them as when I get the the checkout the card doesn't work. (When it's loaded with benefits)
18. I feel they should go longer then 5 years old. I feel this way because there's a lot of other children is above 5 years old that actually needs this nutrition just as younger kids do. Especially with the prices going up so high there's some other children there older but not able to get all this. Wic helps alot
19. Wic has always done an amazing jib with my kids and I
20. I didn't do breastfeeding
21. More lactose free options like soy cheese and Greek yogurt.



22. I think the nutrition services are great.

For me personally, I think more CLCs / IBCLCs need to be made available & made known what services can be provided for families. When I started with WIC, almost 2.5 years ago, I was a new mom & newly nursing. I went through 4 months of agony, because I had no breastfeeding support from a CLC/IBCLC. All I had was my peer, which was great, but they are not allowed to help in depth. So I was alone & continued to be alone on my journey, besides the help from my peer. CLCs/IBCLCs lack in our county, so hiring more of them to help with mothers & families would be very helpful. Especially because WIC pushes formula so much. I think mothers feel unsupported in those aspects. & this is why I decided to become a CLC myself. But maybe offer more outreach, more support, and more advocacy for new mothers who sign up for WIC on how to reach the CLCs/IBCLCs. Or maybe make it a requirement for those who wish to work in WIC. The best thing about the WIC department for breastfeeding is the peers, but unfortunately they can only do so much. So I feel that the breastfeeding services do lack in our community. Atleast from my personal experience.

23. Healthier options . Even the "healthy" cereal isn't that healthy.

24. The only thing I'd change or suggest is the packages. Offering any changes or any upgrades someone can receive. If they don't use the PB or can live without it for a few months and can replace it with something else, it might be more helpful financially and nutritionally to change up their typical habits.

25. Offer baby lead weaning such as extra bread, eggs and fruit/vegetables for 6 month babies instead of the baby purées and baby cereal/oatmeal

26. N/a

27. N/A

28. Offer organic products and prune juices

29. good personal

30. I feel once child hits the year old mark they should be supplied with more milk. Unfortunately 3.5 gallons only last a week with a growing toddler. But other than that it's a great help!

31. Na

32. They don't need to improve they are doing great!

33. Continue services after a year old as some are still breastfeeding

34. N/A

35. Pump and support

36. Add more food items and more money for the fruits and veggies.

37. Not sure how. It's a terrific program and the people are great

38. Deberían dar frutas y verduras

39. We receive adequate services through WIC. It bridges the gap in our income for groceries as well as provides healthy and great options for our diet.



40. Keep doing the good work your doing
41. Types of meats , and more options on cereal
42. Nothing
43. Be able to purchase more formula and more varieties of cereals, also be able to get breads, be able to get more juice then just two tubes of frozen
44. Update the system so that when someone has a note from a doctor saying that their child's needs whole milk after the age of two, there is an override in the system to do so. My child's doctor said because if my child's weight, my child should drink whole milk and eat whole milk yogurt.
45. I think Wic meets all my needs for myself and daughter
46. I don't feel there's much to improve on. Cortland location is great
47. No improvement needed.
48. Maybe offer more choices
49. I do not need assistance for this
50. Need help getting a breast pump
51. Breastfeeding is just so hard and so individual. I did need more help, but short of coming to my house and helping me, I don't know what else you could have done.
52. I wish the system was better and could provide more options for infant food types.
53. Better peer counselors
54. Everything is great so far
55. Make more options for things that you can get under each item you receive. Possibly give more for fruits and veggies.
56. Providing food package for breastfeeding mothers past the baby's first year if still breastfeeding
57. They are doing amazing
58. Maybe help by following the babies weight & food requirements. My son was almost 11 lbs when born. He ate much more because he is tall & a strong boy
59. It's good as is
60. Better peer counselors, Alex makes you feel bad about yourself



**Q8 - I feel there is good breastfeeding support at CAPCO WIC.**

ANSWER CHOICES	RESPONSES %	RESPONSE COUNT
Strongly agree	54.39	31
Agree	15.79	9
Neutral	21.05	12
Disagree	3.51	2
Strongly Disagree	5.26	3
TOTAL		57

**Q9 - I think breastfeeding families need the most help with: (Check your top 2 choices)**

ANSWER CHOICES	RESPONSES %	RESPONSE COUNT
Latching	26.53	13
Using/Getting a breast pump	16.33	8
Peer groups (Ex: Mom to Mom groups)	4.08	2
Preparing for and going back to work	30.61	15
Preparing for breastfeeding during pregnancy	16.33	8
Other	6.12	3
TOTAL		49

**Q10 - If you answered Other above, please provide more information**

Responses (60)

10. It only let me choose one option

14. As well as latching, this is a big one

16. When I was suppose to go back to work they refused to help me in anyway. More information for breastfeeding moms returning to work is needed

18. N/A

20. Yes

22. #9 does not allow for two choices. My top two choices, professionally & unprofessionally speaking is : latching & preparing for going back to work/school.



24. 1. People need to understand they can get a FREE breast pump from their own insurance. May as well use it if you have it, being on medicaid, most clients could use the info. There are also many other benefits Medicaid offers (pack and play, bouncer seats, etc.) Offer it! People have NO idea about these benefits.

2. Peer groups are daunting. I hate having to chase 4 kids in some un-child-proofed-area let alone around a bunch of other moms, judgement feels high even though it's not. People need help getting through it. Social anxiety is real to. Please don't struggle alone!

3. Preparing for back to work is HARD. I was blessed to stay at home and have for all 4 of my kids but the mental load it takes on the momma is HARD. Especially when they cannot take the baby, or have taken the baby so long and now the baby maxed out. Daycare is not easy to come by either. You have to sign your kid up 3 years before even giving birth to make sure you have the care you need at the time you need it.

I CAN SAY IT LOUDER BUT SUPPORT. SUPPORT THOSE MOMS AND THEIR MENTAL LOAD ON TOP OF THE MESS THEYVE ALREADY BEEN IN.

28. Using and getting breast pump

35. Helpful

51. Ongoing support. It started off okay, but then I wasn't producing enough and nothing I did seemed to help and she was starving.

**Q11 - Fill in the blank: I wish my WIC program had \_\_\_\_\_ to better support breastfeeding families.**

Responses (60)

8. Idk

9. Na

12. I can't think of anything!

15. Peer groups

16. Staff

18. Class/groups

20. Yes

22. CLCs/ IBCLCs on call/hand to provide services

23. Classes

24. Mental health benefit

25. Programs

26. More options with food packages

29. breastpump

30. I feel breastfeeding support was amazing, unfortunately going back to work is what messed me up ðŸ˜-

35. Info



- 39. Information on non traditional methods or approaches to breastfeeding. Such as the Thompson method, for example.
- 40. More breast feeding moms
- 41. Meat
- 48. I didn't breastfeed so I'm not sure what is needed
- 53. Staff
- 55. Machine options and equipment
- 60. Staff

**Q12 - Fill in the blank: I wish my community had \_\_\_\_\_ to better support breastfeeding families.**

Responses (60)

- 8. Idk
- 9. Na
- 10. More openness
- 12. More spots breastfeed in public!
- 15. Peer Groups
- 16. Staff
- 18. Groups
- 20. Yes
- 22. Breastfeeding classes. Before and after birth.
- 23. Support groups
- 24. Mental health for moms. Just a break for a minute to create a playmate or something.
- 25. Programs
- 26. More groups
- 29. talk
- 30. Better work schedules so woman could actually pump without feeling like a burden.
- 33. Peer interaction/ acceptance of breastfeeding in Public
- 39. Had more breastfeeding stations/rooms in public places.
- 40. More breast feeding supplyâ€™s
- 41. Lactation services
- 48. More classes
- 53. More resources and knowledge
- 55. Moral support and understanding
- 60. More resources



*Resolution of the Board of Directors*

*Of*

*Cortland County Community Action Program, Inc.*

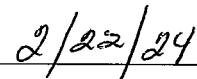
**Resolution No. 24-14**

**WHEREAS**, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed FFY2024 CSBG Quarter 1 PPR and,

**WHEREAS**, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed FFY2024 CSBG Quarter 1 PPR,

**IT IS HEREBY RESOLVED** that on February 22, 2024, the CAPCO Board of Directors approves the FFY2024 CSBG Quarter 1 PPR.

  
\_\_\_\_\_  
Board Secretary

  
\_\_\_\_\_  
Date



**ATTACHMENT C**  
COMMUNITY SERVICES BLOCK GRANT  
**C-2c Work Plan and Program Progress Report (PPR)**

**Contractor** Cortland County Community Action Program Inc. (CAPCO) **FFY** 2024  
**Budget Period** 10/1/23 to 9/30/24 **Contract #** C1001460

<b>Type (Work Plan, Amendment, PPR):</b>
Work Plan

<b>Description of Need (Family, Community, Agency)</b> Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	Low income families lack of access to nutrition education and food
--	--

<b>Program that addresses the need described above:</b> Women, Infants, and Children Program (WIC)	<b>Location (List Name of County):</b> Cortland/Chenango
--	--

Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's WIC Program provides supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional	2200 individuals will be screened for eligibility and enroll in the WIC program.	SRV 7b	Intake form/caseload reports	2200	1388				1388	63%
	2200 of 2200 will improve their health and physical development as a result of access to nutritional foods and nutrition education.	FNPI 5 B	Case files, food voucher records	2200	1388				1388	63%
	300 Infants will be healthier and will increase their ability to fight early childhood infections as a result of breastfeeding.	FNPI 5 B	Peer Counselor Documentation	300	214				214	71%
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**ATTACHMENT C**  
COMMUNITY SERVICES BLOCK GRANT  
**C-2c Work Plan and Program Progress Report (PPR)**

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2024

Type (Work Plan, Amendment, PPR):  
Work Plan

Budget Period 10/1/23 to 9/30/24

Contract # C1001460

**Description of Need (Family, Community, Agency)**  
Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan. Low income families are at nutritional and health risk

Program that addresses the need described above: Snack Packs for Kids Program Location (List Name of County): Cortland

Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Snack Pack for Kids program will provide nutritious foods for food insecure low-income children throughout the county in an effort to help alleviate hunger. (SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	100 children will be screened for eligibility and enroll in the program	SRV 7b	Referral form/Intake	100	84				84	84%
	100-of the 100 children's health and physical development will be improved as a result of adequate nutrition.	FNPI 5 b	Customer Satisfaction Surveys	100	84				84	84%
	2800 Snack pack will be distributed throughout the school year.	FNPI 5	Snack pack tracking form	2800	408				408	15%
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**ATTACHMENT C**  
COMMUNITY SERVICES BLOCK GRANT  
C-2c Work Plan and Program Progress Report (PPR)

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2024

Type (Work Plan, Amendment, PPR):  
Work Plan

Budget Period 10/1/23 to 9/30/24

Contract # C1001460

**Description of Need (Family, Community, Agency)**  
 Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.

Low income families are at nutritional and health risk

**Program that addresses the need described above:** Nutrition Outreach and Education Program (NOEP) /Farmers Market EBT Program **Location (List Name of County):** Cortland

Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Health and Nutrition component provides low income participants access to food through SNAP enrollment and access to local produce using their SNAP benefit at the local farmers market.	250 individuals will be screened for eligibility in the NOEP and EBT Farmers Market Program.	SRV 7b		250	58				58	23%
	125 of the 250 will complete a SNAP application in order to increase healthy lifestyles.	SRV 3I	Application	125	25				25	20%
	100 of the 250 will use their SNAP benefit at the local farmers market to access fresh produce.	FNPI 5	EBT Transactions	100	5				5	5%
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**ATTACHMENT C**  
 COMMUNITY SERVICES BLOCK GRANT  
 C-2c Work Plan and Program Progress Report (PPR)

Page 7 of 17  
 (Total Number of Pages should include C-2a, C-2b and C-2c)

**Contractor** Cortland County Community Action Program Inc. (CAPCO)

**FFY** 2024

**Type (Work Plan, Amendment, PPR):**  
Work Plan

**Budget Period** 10/1/23 to 9/30/24

**Contract #** C1001460

**Description of Need (Family, Community, Agency)**  
 Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.

Children experiencing poverty lack opportunities to prepare them for success in school.

**Program that addresses the need described above:** Head Start/Early Head Start **Location (List Name of County):** Cortland

Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Head Start/Early Head Start program provides comprehensive pre-school activities which include classroom instruction, home base, health and nutrition, and social emotional development for children ages zero to four, as well as support services for their families. ( SRV 2a Early Head Start, SRV 2b Head Start, SRV 5a Immunizations, , SRV 5a-j Health Services, Screening and Assessments , SRV 5dd Child Dental Screenings/Exams, SRV 2v Parenting Supports).	275 children will be screened for eligibility in the Head Start/Early Head Start Program	SRV 7b	application, income verification	275	210				210	76%
	168 of 275 children will be enrolled in the program	SRV 2b	enrollment reports, attendance records	168	172				172	102%
	of the 168 children enrolled, parenting supports will be provided to all 168 caregivers	SRV 2w	case management notes; class attendance	168	172				172	102%
	of the 168 children enrolled, 168 will receive home visits	SRV 2cc	case notes of home visit	168	172				172	102%
	168 of 168 children will obtain age-appropriate medical care	SRV 5b	medical documentation in child's file	168	172				172	102%
	168 of 168 children will obtain age-appropriate immunizations	SRV 5a	medical documentation in child's file	168	172				172	102%
	168 of 168 children will receive Developmental Delay screening	SRV 5c	Ages and Stages report	168	34				34	20%
	168 of 168 children will receive vision screening	SRV 5d	vision documentation in child's file	168	166				166	99%
	143 of 168 children will obtain age-appropriate dental care	SRV 5dd	dental documentation in child's file	143	67				67	47%
	168 of 168 children attending center-based programming will be provided meals/snacks to meet their nutritional needs	SRV 5ii	menus, CACFP Meal Counts	168	172				172	102%
	168 of 168 children will demonstrate improved emergent literacy skills	FNPI 2a	child assessments and progress reports	168	47				47	28%

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**ATTACHMENT C**

COMMUNITY SERVICES BLOCK GRANT  
C-2c Work Plan and Program Progress Report (PPR)

Page 8 of 17

(Total Number of Pages should include C-2a, C-2b and C-2C)

Contractor Cortland County Community Action Program Inc. (CAPCO) FFY 2024  
Budget Period 10/1/23 to 9/30/24 Contract # C1001460

Type (Work Plan, Amendment, PPR):  
Work Plan

Description of Need (Family, Community, Agency)  
Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.  
Children experiencing poverty lack opportunities to prepare them for success in school.

Program that addresses the need described above: Head Start/Early Head Start Continued Location (List Name of County): Cortland

Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe	NPI(s) or Service/	Method(s) of Measurement/Verification Identify the tool or process to be used to	Target	Achieved	Achieved	Achieved	Achieved	Total	%
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the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	Capacity Codes	Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual	PPR #1 A	PPR #2 A	PPR #3 A	PPR #4 A	YTD	YTD %
The agency's Head Start/Early Head Start program provides comprehensive pre-school activities which include classroom instruction, home base, health and nutrition, and social emotional development for children ages zero to four, as well as support services for their families. ( SRV 2aEarly Head Start, SRV 2b Head Start, SRV 5a Immunizations, , SRV 5a-j Health Services, Screening and Assessments , SRV 5dd Child Dental Screenings/Exams, SRV 2v Parenting Supports).	143 of the 168 children will demonstrate skills for school readiness	FNPI 2b	child assessments, progress reports, school district assessments	143	49				49	34%
	143 of the 168 children will demonstrate improved positive approaches to learning	FNPI 2c	child assessments, progress reports, school district assessments	143	27				27	19%
	143 of the 168 children will demonstrate improved mental and behavioral health and well-being.	FNPI 5c	child screening and assessment data, mental health observations	143	63				63	44%
	50 of the 168 parents/caregivers will improve their home environments	FNPI 2e	family matrix scale, case notes	50	0				0	0%
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**ATTACHMENT C**  
COMMUNITY SERVICES BLOCK GRANT  
C-2c Work Plan and Program Progress Report (PPR)

Page 9 of 17  
*(Total Number of Pages should include C-2a, C-2b and C-2C)*

Contractor Cortland County Community Action Program Inc. (CAPCO) FFY 2024  
Budget Period 10/1/23 to 9/30/24 Contract # C1001460

<b>Type (Work Plan, Amendment, PPR):</b>
Work Plan

<b>Description of Need (Family, Community, Agency)</b> Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	Low income families lack essentials such as food, clothing, household needs, transportation assistance, utility assistance, and work supports
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<b>Program that addresses the need described above:</b>	Emergency Assistance Program	<b>Location (List Name of County):</b>	Cortland
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Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %

The agency's Family Development Emergency Assistance Component provides low-income individuals and families with clothing assistance, household needs, medical assistance, transportation assistance, utility assistance, and appropriate referrals as needed.	950 individuals will be screened for eligibility through Family Development's Emergency Assistance Program to meet essential needs.	SRV 7b	Intake Forms	950	745					745	78%
	700 of the 950 will receive clothing assistance	SRV 7n	Intake Forms	700	660					660	94%
	75 of the 950 will receive emergency assistance in rural areas of the community.	SRV 5	Intake Forms	75	38					38	51%
	60 of the 950 will receive CAPCO Cares hygiene kits.	SRV 5nn	Intake Forms	60	27					27	45%
	40 of the 950 will receive emergency food.	SRV 5jj	Intake Forms	40	8					8	20%
	40 of the 950 will receive emergency household needs or utility assistance.	SRV 4i	Intake Forms	40	8					8	20%
	20 of the 700 will receive emergency transportation assistance.	SRV 7d	Intake Forms	20	4					4	20%
	10 of the 700 will receive emergency work supports.	FNPI 1b	Intake Forms	10	0					0	0%
	5 of the 950 will receive emergency medical assistance.	FNPI 5b	Intake Forms	5	0					0	0%
	3500 individuals will be referred to other service providers to better meet their needs.	SRV 7c	Referral Tracking form	3500	1332					1332	38%
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**ATTACHMENT C**  
COMMUNITY SERVICES BLOCK GRANT  
C-2c Work Plan and Program Progress Report (PPR)

Page 10 of 17  
*(Total Number of Pages should include C-2a, C-2b and C-2c)*

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2024

<b>Type (Work Plan, Amendment, PPR):</b>
Work Plan

Budget Period 10/1/23 to 9/30/24

Contract # C1001460

<b>Description of Need (Family, Community, Agency)</b> Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	Low income individuals lack the competencies and resources for achieving academic and employment goals
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<b>Program that addresses the need described above:</b>	Adult Education Program	<b>Location (List Name of County):</b>	Cortland
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Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
Individuals will gain competencies and resources for achieving academic and employment goals through the Adult Education Program. (SRV 2u	100 students will be screened for eligibility and enroll in our Adult Education Program	SRV 7b SRV 2r	Intake/Student file	100	62				62	62%

High School Equivalency Classes)

20 of the 100 will have at least 12 hours of attendance.	FNPI 2f	Attendance records	20	4					4	20%
10 of the 100 will have a grade level improvement in math or reading.	FNPI 2f	Practice tests/case notes	10	1					1	10%
15 of the 100 will take the GED exam, and pass from 1-3 of the four test.	SRV 2u	GED Report/case notes	15	1					1	7%
15 of the 100 will receive their HSE diploma.	FNPI 2g	GED report/case notes	15	5					5	33%
<del>10 of the 100 will have individual math/literacy tutoring to meet education or employment goals.</del>	<del>SRV 2r</del>	<del>Attendance Records</del>							0	#DIV/0!
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**ATTACHMENT C**

COMMUNITY SERVICES BLOCK GRANT  
C-2c Work Plan and Program Progress Report (PPR)

Page 11 of 17  
(Total Number of Pages should include C-2a, C-2b and C-2C)

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2024

**Type (Work Plan, Amendment, PPR):**  
Work Plan

Budget Period 10/1/23 to 9/30/24

Contract # C1001460

<b>Description of Need (Family, Community, Agency)</b> Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	Individuals with low-incomes face challenges effectively planning and achieving family goals
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<b>Program that addresses the need described above:</b>	Community Action Angels Program	<b>Location (List Name of County):</b>	Cortland
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<b>Interventions</b> Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	<b>Benchmarks or Milestones and Outcomes</b> List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	<b>NPI(s) or Service/ Capacity Codes</b>	<b>Method(s) of Measurement/Verification</b> Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
				CAPCO's Family Development component will provide opportunities for low-income families to improve family functioning and achieve their goals through the Community Action Angels initiatives.	625 individuals will be screened for eligibility for assistance through Community Action Angels initiatives.	SRV 7b	Intakes	625	516	
	200 of the 500 individuals and families will participate in the Holiday Giveaway in order to increase family stability.		Sign-in Sheet	200	234				234	117%

350 of the 400 individuals and families will participate in the Coat Giveaway in order to increase family stability.		Sign-in Sheet	350	282					282	81%
50 of the 400 will attend the Pajama Party to improve their interaction with their children by encouraging early literacy and reading to their children.		Sign-in Sheet	50	0					0	0%
25 of the 400 individuals and families will participate in the Everybody's Baby Shower and gain skills to improve parenting.	FNPI 5d	Sign-in Sheet	25	0					0	0%
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**ATTACHMENT C**  
COMMUNITY SERVICES BLOCK GRANT  
C-2c Work Plan and Program Progress Report (PPR)

Contractor Cortland County Community Action Program Inc. (CAPCO)      FFY 2024  
Budget Period 10/1/23 to 9/30/24      Contract # C1001460

<b>Type (Work Plan, Amendment, PPR):</b>
Work Plan

<b>Description of Need (Family, Community, Agency)</b>	
Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	Individuals with low-incomes face challenges effectively planning and achieving family goals

<b>Program that addresses the need described above:</b>	Consumer Directed Care Program	<b>Location (List Name of County):</b>	Cortland
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Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
	250 family caregivers will obtain/maintain employment.	FNPI 1b	Assessment Tool	250	171				171	68%
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**ATTACHMENT C**  
COMMUNITY SERVICES BLOCK GRANT  
**C-2c Work Plan and Program Progress Report (PPR)**

Page 13 of 17  
*(Total Number of Pages should include C-2a, C-2b and C-2c)*

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2024

<b>Type (Work Plan, Amendment, PPR):</b>
Work Plan

Budget Period 10/1/23 to 9/30/24

Contract # C1001460

<b>Description of Need (Family, Community, Agency)</b> Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	Low income families face challenges affording quality, safe, affordable housing
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<b>Program that addresses the need described above:</b>	Energy Services Program	<b>Location (List Name of County):</b>	Cortland/Tompkins
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Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Energy Services Department provides energy saving measures to include: Insulation, Heating systems, Hot Water Tank systems, Air Sealing, Inspecting Combustion appliances, Cooling, Testing Efficiency of Refrigerators, Installing CO Detectors & Smoke detectors, Bathroom & Kitchen ventilation, Energy Audits, and a Health & Safety check of the home. The goal of the program is to make homes energy efficient, safer and more affordable for low-income families. The department also addresses elderly households with emergency repairs. (SRV 4t Energy Efficiency Improvements, SRV 4q emergency Home Repairs, Referrals (SRV 7c)	460 households will be screened for eligibility and enroll in the Energy Services program.	SRV 7b	Application	460	113				113	25%
	240 of the 460 will experience improved health and safety due to improvements within their home through the Weatherization Assistance Program (WAP)	SRV 4q, 4s, 4t FNPI 4g, 4h		Energy Audit Form	240	46			46	19%
	50 of the 460 will experience improved health and safety due to improvements within their home through the Empower Program	SRV 4q, 4s, 4t FNPI 4g, 4h		Pre/Post test/Utility bills	50	20			20	40%
	80 of the 460 will experience improved health and safety due to improvements within their home through HEAP assistance	SRV 4q, 4s, 4t FNPI 4g, 4h		Energy Audit Form	80	21			21	26%
	4 of the 460 will experience improved health and safety due to improvements within their home through the ARPA Program	SRV 4q, 4s, 4t FNPI 4g, 4h		MOU's/ Partnership agreements	4	0			0	0%
	6 of the 460 will experience improved health and safety due to improvements within their home through the Energy Savers Program	SRV 4q, 4s, 4t FNPI 4g, 4h		Energy Audit Form	6	5			5	83%
	80 of the 460 will experience improved health and safety due to improvements within their home through the bipartisan infrastructure law (BIL)	SRV 4q, 4s, 4t FNPI 4g, 4h		Energy Audit Form	80	21			21	26%
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**ATTACHMENT C**  
COMMUNITY SERVICES BLOCK GRANT  
**C-2c Work Plan and Program Progress Report (PPR)**

**Contractor** Cortland County Community Action Program Inc. (CAPCO) **FFY** 2024  
**Budget Period** 10/1/23 to 9/30/24 **Contract #** C1001460

**Type (Work Plan, Amendment, PPR):**  
Work Plan

**Description of Need (Family, Community, Agency)**  
Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.  
Lack of long term supports for low-income, high-risk expectant mothers and new moms

**Program that addresses the need described above:** Healthy Families Program **Location (List Name of County):** Cortland

Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The agency's Healthy Families Program is home visiting program which matches parents with knowledgeable and caring workers who provide information and support during pregnancy and early childhood. Services include helping families access community resources and services, educating families on parenting and child development, connecting families with medical providers, and assessing children for developmental delays. (SRV 5G and SRV 2CC)	80 new or expectant moms will be screened for eligibility through the pre-screening process.	SRV 7b	Prescreening	80	45				45	56%
	65 of the 80 will enroll in the program and assigned a Family Support Specialist	SRV 7a	Intake	65	45				45	69%
	20 of the 65 will demonstrate improved sensitivity and responsiveness in their interactions with their children.	FNPI 5E	Case notes	20	4				4	20%
	750 home visits will be made by Family Support Specialist in order to connect families with medical providers, provide activities to stimulate cognitive and physical Development, etc.	SRV 2cc	Home Visit Log	750	496				496	66%
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**ATTACHMENT C**  
COMMUNITY SERVICES BLOCK GRANT  
**C-2c Work Plan and Program Progress Report (PPR)**

**Contractor** 0 **FFY** 0

**Type (Work Plan, Amendment, PPR):**

Budget Period 10/1/23 to \_\_\_\_\_

Contract # C1001460

Work Plan

<b>Description of Need (Family, Community, Agency)</b> Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.	Low-income individuals lack reliable transportation
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<b>Program that addresses the need described above:</b> Volunteer Driver Program	<b>Location (List Name of County):</b>	Cortland
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Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
We will increase the options for safe, reliable transportation through operating a Volunteer Driver Program (STR 7c Transportation Services Coordination and Support).	150 rides will be provided to medical appointments.	SRV 7d	Drivers Log	150	35				35	23%
	100 individuals will increase access to health services.	SRV 5	Customer Surveys	100	31				31	31%
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**ATTACHMENT C**  
 COMMUNITY SERVICES BLOCK GRANT  
 C-2c Work Plan and Program Progress Report (PPR)

Page 16 of 17  
 (Total Number of Pages should include C-2a, C-2b and C-2C)

Contractor Cortland County Community Action Program Inc. (CAPCO)

FFY 2024

<b>Type (Work Plan, Amendment, PPR):</b>
Work Plan

Budget Period 10/1/23 to 9/30/24

Contract # C1001460

<b>Description of Need (Family, Community, Agency)</b>	
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Briefly identify the need that documents the reason for the programs/services/milestones and outcomes listed below. Corresponds to the needs/strategic objectives identified in Attachment C-1b Demonstrated Needs and Attachment C-1c Strategic Plan.

Individuals with low-incomes lack resources to obtain affordable internet connection vital to access to employment, community services, and other supports.

**Program that addresses the need described above:** Affordable Connectivity Program **Location (List Name of County):** Cortland

Interventions Very briefly describe the services, activities, and advocacy that will address the need and achieve the outcome. (Use service and strategy terminology from CSBG Annual Report Module 3 & Module 4).	Benchmarks or Milestones and Outcomes List the projected baseline number starting with the number seeking assistance followed by the number of customers to be enrolled. Then identify the expected benchmarks or milestones and outcomes to be achieved for the service or activity (Funnel). When possible, describe the service or outcome using language from the Individual and Family National Performance Indicators (FNPIs)/ Individual and Family Services (SRV) or from the Strategies and Community National Performance Indicators (CNPIs) (STRs).	NPI(s) or Service/ Capacity Codes	Method(s) of Measurement/Verification Identify the tool or process to be used to verify progress on the outcome or milestone.	Annual Target	PPR #1 Achieved	PPR #2 Achieved	PPR #3 Achieved	PPR #4 Achieved	YTD Total	YTD %
The Affordable Connectivity Program will develop innovative outreach strategies to reach historically underserved and unserved communities to increase participation among eligible, low income households in need of affordable internet connection.	150 individuals will seek assistance and be screened for eligibility in the Affordable Connectivity Program (ACP)	SRV 7b	the Universal Service Administrative Co. (USAC) Prequalification Widget or the Education Superhighway Pre-Enrollment	150	18				18	12%
	125 individuals meet program eligibility and will enroll in the Affordable Connectivity Program increasing access to employment, community services, and other supports.	CNPI 3b.3	ACP application, Income verification	125	18				18	14%
	125 individuals enrolled in the Affordable Connectivity Program will report improved financial well-being.	FNPI 3h STR 3e	ACP enrollment verification, Program satisfaction Survey.	125	18				18	14%
	15 public enrollment events will be held in the community to facilitate increased participation in the Affordable Connectivity Program.		Outreach tracking forms	15	4				4	27%
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## **Finance/Audit Committee Meeting**

**February 15, 2024**

**Members present:** Ella Dilorio, Shelley Warnow, Doug Bentley, Penny Prignon, Bille MacNabb

Staff: Kirsten Parker & Greg Richards.

Meeting called to order at 8:32 a.m.

### **Agency Updates**

Finance Director Interviews-We have narrowed the applicants down to two finalists. Three candidates were interviewed last Friday by Kirsten, Greg, Danielle, Lisa Stack (fiscal office), and Doug. Today, we will be doing second interviews with two candidates and the program directors. The goal is to make an offer by next week to potentially have someone begin in the position as of April.

Lead Accountant Position-we will post the lead accountant position as soon as an offer has been made to a Finance Director candidate. That person can then help with choosing an accountant.

We have submitted a Bright Ideas grant through CNY Community Foundation for our 50<sup>th</sup> Anniversary Initiative and the Opportunity Community CAPCO Field Day planned for July.

### **Consumer Directed Services**

CDPAP billing is on schedule.

We will be receiving an unexpected deposit of \$212,000 from Medicaid Direct as a rate adjustment from 2017-2021. It will be booked as prior year income as we do not have any information on charges to file it against. This year's CDPAP budget is ready to be approved.

### **Early Childhood Development**

Baseline Grant is due on March 1, 2024. It must be written for a 12-month period but will be transition funding until our DRS application is approved and executed. HS/EHS has a new Program Specialist and a New Fiscal Contact who have been much more responsive.

### **Energy Services Department**

Still waiting for approval for two vans. The request is waiting for Department of Energy approval. HCR has escalated it. Denise and Greg will be looking at some supplemental funding opportunities.

### **Family Development Department**

The ACP grant has ended, which was a \$47,000 loss to the CSBG budget. Martha and Brandy looked at the budget and we will be okay, but we will need an amendment. The County is applying for a SAMSA grant. Patty Schaap has approached CAPCO about being a sub-recipient. We would hire a lead Family Coordinator to support at-risk youth. The funding would be 300,00 over 4 years. Brandy also wrote a \$10,00 grant to Cortland Breakfast Rotary for funds to support snack packs.

### **WIC**

Kay's last day before maternity leave will be tomorrow. Kirsten will have oversight of the WIC program (with Greg) until mid-April when she returns part-time. Kay and Martha looked at what will require a line-item change

with the budget. Kirsten and Martha will finish the process. Part of Kirsten's salary will be covered by WIC during Kay's leave, and we should have enough in the WIC budget to hire a new Director before Kay leaves if we are able to fill the position prior to Kay's departure.

We are working through some issues with NYS DOH WIC Central office on some questions with our voucher trace. The trace was done in September 2023 for a voucher for last April 2023, and we are just getting questions now. We are not doing anything different than we had in the past but there is a new person looking at it who seems to have very little accounting knowledge. We intend to escalate this issue if it is not resolved soon as it has threatened to delay payment on our recent vouchers.

### **Reviewed Financial Statements**

All financials up to date, nothing unexpected. Statements prepared by Martha and Debbie from PKM.

***Motion to accept Financial Statements made by Doug Bentley, 2<sup>nd</sup> by Penny Prignon. Motion accepted.***

### **CDPAP Budget-**

The proposed budget reflects a projection of reduced profit as discussed in the last meeting. Minimum wage for home health aide's went up \$1.35/hour and is slated to continue increasing. Our negotiated reimbursement levels are not increasing enough to keep pace. Also, this year we have included a projected adjustment (write off) in the budget. We are projecting a profit of \$ 94,026, which is a decrease from last year but in an acceptable range.

***Motion to approve the CDPAP budget made by Doug Bentley, 2<sup>nd</sup> by Shelley Warnow. Motion accepted.***

### **Head Start Baseline Grant-**

We are at the end of our 5-year funding cycle, we need to write a baseline grant to continue our funding until the DRS application is approved and executed. The total amount for program operations and training and technical assistance is \$3,396,648.

***Motion to approve the Head Start/Early Head Start baseline application made by Doug Bentley, 2<sup>nd</sup> by Penny Prignon. Motion accepted.***

Meeting adjourned at 9:30 a.m.



**FINANCE COMMITTEE REPORT**  
SUMMARY of December 2023 FINANCIAL STATEMENTS  
February 15, 2024

**AGENCY**

Accounts Payable and Accounts Receivable are current except for Medicaid receivables that are billed per the Medicaid billing schedule.

We have held initial pre-screenings and 1<sup>st</sup> round interviews for the Fiscal Director position. Five (5) pre-screens were initially conducted with 3 candidates brought in for a 1<sup>st</sup> round in-person interview. The interview team for the first round included Greg, Kirsten, Danielle as our HR Generalist, Lisa Stack as our lead Transactional Accountant, and Doug Bentley representing the Board as our Treasurer. Following the 1<sup>st</sup> in-person interview, each candidate was provided with an accounting assessment to complete. We have narrowed the candidate pool down to 2 candidates who will be interviewed by the Agency's Directors Team the morning of 2/15/2024. It is the goal to make an offer by the end of February to potentially have a new Director begin as of April.

Debbie Hayden, a partner and CPA with Port, Kashdin & McSherry (PKM), continues to work with our Fiscal Department to assist with daily accounting functions and month-end closings. Martha continues to work remotely with some in-office time as we finalize annual budgets and higher-level Fiscal needs during the interim of this transition. As a Fiscal Director is hired, the open Accountant position will be posted to receive applications as a new Director begins.

We submitted a Bright Ideas grant through the CNY Community Foundation in the amount of \$5,000 to support our 50<sup>th</sup> anniversary initiatives and the Opportunity Community CAPCO Field Day planned for this July.

**CONSUMER DIRECTED SERVICES**

CDPAP billing submitted for payment through the payroll ending 1/12/2024, which is in line with our billing schedule.

We will be presenting the 2024 CDPAP budget as part of this month's finance package. The proposed budget reflects a projection of reduced profit earnings as discussed in the last meeting with the \$1.35 increase in NYS home health aide minimum wage, that is slated to increase year-over-year through 2026. Medicaid reimbursement is not keeping pace to cover additional costs, including fringe, sick & COVID leave requirements as well as overages in aide hours caused by the requirement to use an EVV system. Currently, we are still negotiating with iCircle on our 2024 rates that came in significantly lower than Fidelis & Nascentia (VNA) and result in a significant budget swing. As discussed at the last meeting, we have eliminated the reimbursement of mileage as of pay period beginning 1/27/2024 and are looking at overall departmental expenses and layout as we work forward.

**EARLY CHILDHOOD DEVELOPMENT**

The DRS application for the 24-25 re-competition grant was officially submitted as of 1/19/2024! On the heels of this submission, we are now developing our normal baseline application that we would typically need to submit for re-funding if we were not in re-competition status. It is required that we

still submit this baseline to ensure we have continued funding in June 2024 with the DRS re-aligning our contract year to July 1-June 30<sup>th</sup>. This will create a funding gap in June of this Program Year. To bridge this gap, we need to submit an entire 12-month baseline, which will also ensure funding beyond June if DRS decisions are not made by July 1<sup>st</sup>. Based on the timing of the baseline application, it is likely that this proposal for submission will come to the full Board under New Business this month.

### **ENERGY SERVICES DEPARTMENT**

Work continues steadily for both WAP and BIL as well as NYSEDA work. Vouchers continue to be timely submitted with financial information provided through accounting processes overseen by Port, Kashdin & McSherry (PKM).

We continue to wait on word for the 2 bids we have in for new utility vans through the NYS contracting system. At this point, we are awaiting approval from NYS HCR, which has taken longer than anticipated with van availability becoming more limited. Denise is working with our representatives at NYS HCR on the timeline for approval.

Denise and Greg will be looking at some supplemental funding opportunities for the department in the coming weeks and assessing our interest and capacity to take on additional funding and subsequently more work.

### **FAMILY DEVELOPMENT DEPARTMENT**

We received the disheartening news that the Affordable Connectivity Program (ACP) needed to end as of 2/7/2024 due to the depletion of available funds at the federal level. Funding was supposed to be over a 2-year period with it just beginning last April 2023 and our funding not starting until June 2023. Participants will no longer receive the broadband discount as of April 2024 pending additional funding, and we will no longer be able to charge expenses to the grant. CAPCO was a subrecipient for this funding through NYSCAA to provide outreach and enroll families in the benefit, also offsetting the operational expenses to our CSBG funding. We are currently looking at our CSBG budget considering this news, and based on the timing of budgeting, the CSBG contract will not be impacted by this change as detrimentally as we anticipated. Nonetheless, Brandy will be looking to put in an amendment in the coming months that the Finance Committee will review.

Patricia Schaap and the Cortland County Office of Mental Health (OMH) approached CAPCO to take part in the County's SAMSHA grant application. CAPCO wrote a piece of the grant to be included as a subrecipient to employ a Lead Family Coordinator position to support at-risk youth with internal and community referrals while being the coordinator of the County's Systems of Care (SOC) with oversight from the County OMH. If awarded, the funding will be for a 4-year period with CAPCO's portion of the budget totaling just over \$300,000 over the 4-years.

Brandy has written a grant through the Cortland Breakfast Rotary Club in the amount of \$10,000 to support SnackPacks. It has also been recommended that we ask for additional funding through the Cortland Community Service Club.

### **WIC**

Kay is scheduled to officially go out on maternity leave as of 2/19/2024 with Kirsten resuming Director oversight of the WIC Program in partnership with Greg. Kay is working with the Regional Office to gain approval for line-item changes, which includes our desire to charge some of Kirsten's



salary to WIC during Kay's leave as well as budget for hiring a new Director as Kay prepares to transition back from maternity part-time in April and then out of her role as of the beginning of June.

We are working through some challenges with an April 2023 trace audit from the NYS DOH central office. We have a new auditor that appears to have limited accounting and program knowledge while imposing unrealistic timeframes for follow-up on questions and needs after NYS DOH did not follow-up on the audit for 5-months following our timely submission of documents in September 2023. Submission of the trace audit back in September 2023 is in-line with previous successfully completed audits. However, there are new staff and oversight to the fiscal function at NYS DOH, resulting in the request for new, additional, and different documentation for the trace audits. We are monitoring the progress of this audit, engaging with our Regional Office, and intend to escalate this issue if the audit is not completed in a timely manner and disagreements in voucher allowability are not sorted out in a timely manner.

# CAPCO

## Aged Accounts Payable Report

<u>Vendor Name</u>	<u>current</u>	<u>31-60</u>	<u>61-90</u>	<u>over 90</u>	<u>NetDue</u>
4IMPRINT, INC	\$1,020.28	\$0.00	\$0.00	\$0.00	\$1,020.28
AIR TEMP HEATING & AIR CONDITIONING, INC.	\$1,008.68	\$0.00	\$0.00	\$0.00	\$1,008.68
ALL COUNTY COLLISION AND REPAIR INC	\$375.00	\$0.00	\$0.00	\$0.00	\$375.00
ASSOCIATION OF NATIONALLY CERTIFIED ROMA TRAINERS	\$130.00	\$0.00	\$0.00	\$0.00	\$130.00
BILL ANDERSON FARM MARKET INC.	\$464.45	\$0.00	\$0.00	\$0.00	\$464.45
BILL BROTHERS	\$184.97	\$0.00	\$0.00	\$0.00	\$184.97
BLEVINS INC	\$0.00	\$149.37	\$0.00	\$0.00	\$149.37
BRANDY FORD	\$0.00	\$0.00	\$0.00	\$87.38	\$87.38
BUILDERS BEST	\$1,223.73	\$0.00	\$0.00	\$0.00	\$1,223.73
CONTENTO AUTO SALES, INC.	\$0.00	\$68.00	\$0.00	\$0.00	\$68.00
E&V ENERGY CORPORATION	\$675.83	\$0.00	\$0.00	\$0.00	\$675.83
FAMILY HEALTH NETWORK OF CNY INC	\$665.00	\$0.00	\$0.00	\$0.00	\$665.00
FIRSTLIGHT FIBER	\$1,381.29	\$0.00	\$0.00	\$0.00	\$1,381.29
HEP SALES	\$2,131.58	\$0.00	\$0.00	\$5.31	\$2,136.89
HUMMEL'S OFFICE EQUIPMENT CO. INC	\$59.30	\$0.00	\$0.00	\$0.00	\$59.30
INOVALON PROVIDER INC	\$251.01	\$0.00	\$0.00	\$0.00	\$251.01
M&T BANK	\$6,783.43	\$0.00	\$0.00	\$0.00	\$6,783.43
MEGHAN DECKER	\$0.00	\$0.00	\$0.00	\$5.08	\$5.08
NATIONAL GRID	\$899.57	\$0.00	\$0.00	\$0.00	\$899.57
NYSCAA	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00
PRICE CHOPPER	\$186.19	\$0.00	\$0.00	\$0.00	\$186.19
PUDGIE'S PIZZA	\$89.42	\$0.00	\$0.00	\$0.00	\$89.42
SANDRA ALOI	\$119.26	\$0.00	\$0.00	\$0.00	\$119.26
TAMI BAILEY	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00
<b>GRAND TOTALS</b>	<b>\$18,098.99</b>	<b>\$217.37</b>	<b>\$0.00</b>	<b>\$127.77</b>	<b>\$18,444.13</b>

A total of 24 vendors(s) listed

**CAPCO**

**Income Statement**

1/1/23-12/31/23 CAPCO ADMINISTRATION

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		12/01/2023 12/31/2023	12/01/2023 12/31/2023	01/01/2023 12/31/2023	01/01/2023 12/31/2023			
<b>ADM - ADMINISTRATIVE CHARGES</b>								
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	417,417	34,785	37,760	417,417	395,346		395,346	22,071
SALARY INCENTIVES							0	0
NEW ACCRUED BENEFIT TIME	35,691	2,974	3,179	35,691	34,056		34,056	1,635
Total SALARIES/WAGES	453,108	37,759	40,939	453,108	429,402	0	429,402	23,706
FRINGES								
FICA EXPENSE	34,663	2,889	2,799	34,663	29,512		29,512	5,151
UNEMPLOYMENT INSURANCE EXPENSE	5,296	441	1,103	5,296	6,290		6,290	-994
WORKERS COMP EXPENSE	394	33	58	394	587		587	-193
DISABILITY INSURANCE EXPENSE	579	48	52	579	610		610	-31
GROUP INSURANCE EXPENSE	43,969	3,664	2,570	43,969	32,604		32,604	11,365
401-K EXPENSE	10,061	838	968	10,061	9,426		9,426	635
Fringes on Accrued Leave Earned	4,662	389	352	4,662	4,360		4,360	302
Total FRINGES	99,624	8,302	7,902	99,624	83,389	0	83,389	16,235
Total PERSONNEL	552,732	46,061	48,841	552,732	512,791	0	512,791	39,941
OTHER THAN PERSONNEL								
OUTREACH SUPPLIES	0	0	0	0	417		417	-417
OFFICE SUPPLIES	9,000	750	2,221	9,000	8,523		8,523	477
COMMERCIAL INSURANCE	14,000	1,167	1,205	14,000	14,464		14,464	-464
LEGAL FEES		0		0	0		0	0
PARKING LOT RENTAL	1,100	92	68	1,100	845		845	255
BOARD EXPENDITURES			0		375		375	-375
POSTAGE	1,500	125	91	1,500	1,370		1,370	130
DUPLICATING & PRINTING	1,900	158	108	1,900	1,822		1,822	78
INTERNET SERVICE	1,100	92	151	1,100	935		935	165
TELEPHONE	500	42	48	500	379		379	121
Computer & Software Expense	32,000	2,667	3,944	32,000	43,618		43,618	-11,618
MEETING EXPENSE	1,500	125	143	1,500	1,194		1,194	306
CONFERENCE EXPENSE	4,800	400	0	4,800	1,995		1,995	2,805
TRAINING & TECHNICAL AST	1,600	133	0	1,600	612		612	988
Staff Development	500	42	270	500	1,455		1,455	-955
LOCAL TRAVEL	400	33	31	400	390		390	10
OUT OF TOWN TRAVEL	10,200	850	0	10,200	6,183		6,183	4,017
DUES & SUBSCRIPTIONS	3,500	292	407	3,500	3,711		3,711	-211
BACKGROUND CHECKS	300	25	0	300	80		80	220
PERMITS, FEES, & RENTALS	500	42	275	500	410		410	90
ADVERTISING	750	63	89	750	214		214	536
BUILDING ALLOCATION	25,000	2,083	2,472	25,000	20,252		20,252	4,748
	110,150	9,179	11,523	110,150	109,245	0	109,245	905
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	2,500	208	4,050	2,500	4,810		4,810	-2,310
Total CONTRACTUAL	2,500	208	4,050	2,500	4,810	0	4,810	-2,310
ADMINISTRATION								
FINANCIAL AUDIT	0	0	0	0	0		0	0
PAYROLL PROCESSING	2,500	208	122	2,500	1,257		1,257	1,243
EAP SERVICES	10,000	833	695	10,000	7,918		7,918	2,082
EQUIPMENT DEPRECIATION	1,515	126		1,515	0		0	1,515
FINANCE & SERVICE CHARGES	0	0	52	0	622		622	-622
ADMINISTRATIVE ALLOCATION	-679,397	-56,616	(65,282)	-679,397	(636,219)	(425)	-636,644	-42,753
Total ADMINISTRATION	-665,382	-55,449	(64,414)	-665,382	(626,422)	-425	-626,846	-38,536
Total EXPENSES	0	0	0	0	425	-425	0	0
NET SURPLUS/(DEFICIT)	0	0	0	0	425	425	0	0

# CAPCO

## Income Statement

1/1/23-12/31/23 CAPCO FACILITY

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL		YTD ACTUAL		FORECAST	TOT CONTRACT	REMAINING
			12/01/2023 12/31/2023	YTD BUDGET	01/01/2023 12/31/2023				
EXPENSES									
OTHER THAN PERSONNEL									
OFFICE SUPPLIES									
COMMERCIAL INSURANCE	12,000	1,000	993	12,000	11,915		\$ 11,915	85	
OFFICE UTILITIES	33,000	2,750	3,776	33,000	29,814		\$ 29,814	3,186	
JANITORIAL MAINTENANCE	4,100	342	371	4,100	3,954		\$ 3,954	146	
BUILDING MAINTENANCE	23,000	1,917	1,959	23,000	15,541		\$ 15,541	7,459	
TRASH REMOVAL	2,900	242	209	2,900	2,508		\$ 2,508	392	
PERMITS, FEES, & RENTALS	0	0	0	0	63		\$ 63	(63)	
BUILDING ALLOCATION	(112,000)	(9,333)	(12,050)	(112,000)	(97,051)		\$ (97,051)	(14,949)	
MAINTENANCE ALLOCATION	37,000	3,083	4,742	37,000	33,256		\$ 33,256	3,744	
Total OTHER THAN PERSONNEL	0	0	0	0	0	0	0	0	0
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	0	0	0	0	0	0	0	0	0
Total CONTRACTUAL	0	0	0	0	0	0	0	0	0
Total EXPENSES	0	0	0	0	0	0	0	0	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0	0

**CAPCO**

**Income Statement**

1/1/23-12/31/23 CDPAP-MEDICAID

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL		YTD ACTUAL		TOTAL CONTRACT	REMAINING
			12/01/2023 12/31/2023	YTD BUDGET	01/01/2023 12/31/2023	FORECAST		
<b>MEDICAID - MEDICAID</b>								
REVENUE								
OTHER REVENUE								
MEDICAID REVENUE	\$ 3,621,483	301,790	344,600	3,621,483	3,611,489		3,611,489	9,995
Prior Years Medicaid Revenue Allowance	\$ -	0	0	0	1,028	0	1,028	(1,028)
					(77,517)		(77,517)	77,517
Total OTHER REVENUE	\$ 3,621,483	301,790	344,600	3,621,483	3,534,999	0	3,612,516	8,967
Total REVENUE	\$ 3,621,483	301,790	344,600	3,621,483	3,534,999	0	3,612,516	8,967
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	\$ 2,745,778	228,815	300,224	2,745,778	2,737,612		2,737,612	8,166
SALARY INCENTIVES							0	0
NEW ACCRUED BENEFIT TIME	\$ 12,525	1,044	1,343	12,525	10,701		10,701	1,823
Total SALARIES/WAGES	\$ 2,758,303	229,859	301,568	2,758,303	2,748,313	0	2,748,313	9,990
FRINGES								
FICA EXPENSE	\$ 210,933	17,578	23,123	210,933	209,007		209,007	1,925
UNEMPLOYMENT INSURANCE EXPENSE	\$ 56,398	4,700	8,773	56,398	50,266		50,266	6,132
WORKERS COMP EXPENSE	\$ 49,868	4,156	7,164	49,868	63,794		63,794	(13,926)
DISABILITY INSURANCE EXPENSE	\$ 8,831	736	830	8,831	10,005		10,005	(1,174)
GROUP INSURANCE EXPENSE	\$ 41,086	3,424	2,676	41,086	28,667		28,667	12,419
401-K EXPENSE	\$ 34,616	2,885	3,876	34,616	34,461		34,461	154
Fringes on Accrued Leave Earned	\$ 1,503	125	145	1,503	1,341		1,341	162
Total FRINGES	\$ 403,234	33,603	46,587	403,234	397,542	0	397,542	5,693
Total PERSONNEL	\$ 3,161,537	263,461	348,154	3,161,537	3,145,855	0	3,145,855	15,682
OTHER THAN PERSONNEL								
OFFICE SUPPLIES	\$ 1,200	100	282	1,200	1,127		1,127	73
PARKING LOT RENTAL	\$ 300	25	45	300	454		454	(154)
POSTAGE	\$ 3,800	317	597	3,800	3,590		3,590	210
DUPLICATING & PRINTING	\$ 1,800	150	129	1,800	2,205		2,205	(405)
INTERNET SERVICE	\$ 350	29	100	350	510		510	(160)
TELEPHONE	\$ 150	13	36	150	197		197	(47)
Computer & Software Expense	\$ 15,120	1,260	1,225	15,120	14,502		14,502	618
MEETING EXPENSE	\$ 200	17	0	200	7		7	193
CONFERENCE EXPENSE	\$ 500	42		500			0	500
TRAINING & TECHNICAL AST	\$ 500	42		500			0	500
Staff Development	\$ 500	42	0	500	335		335	165
LOCAL TRAVEL	\$ 8,000	667	503	8,000	9,433		9,433	(1,433)
OUT OF TOWN TRAVEL	\$ 500	42		500			0	500
STAFF IMMUNIZATIONS	\$ 12,000	1,000	578	12,000	12,835		12,835	(835)
DUES & SUBSCRIPTIONS	\$ 500	42	0	500	0		0	500
BACKGROUND CHECKS	\$ 3,500	292	615	3,500	2,663		2,663	837
PERMITS, FEES, & RENTALS	\$ 11,000	917	1,144	11,000	13,822		13,822	(2,822)
ADVERTISING	\$ 500	42	0	500	157		157	343
BUILDING ALLOCATION	\$ 12,000	1,000	1,034	12,000	9,797		9,797	2,203
Total OTHER THAN PERSONNEL	\$ 72,420	6,035	6,289	72,420	71,633	0	71,633	787
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	\$ 3,500	292	251	3,500	2,933	0	2,933	567
Total INKIND	\$ 3,500	292	251	3,500	2,933	0	2,933	567
ADMINISTRATION								
FINANCIAL AUDIT	\$ 11,200	933	11,059	11,200	24,506		24,506	(13,306)
PAYROLL PROCESSING	\$ 16,000	1,333	1,474	16,000	14,597		14,597	1,403
ADMINISTRATIVE ALLOCATION	\$ 247,461	20,622	22,609	247,461	212,371		212,371	35,090
Total ADMINISTRATION	\$ 274,661	22,888	35,142	274,661	251,474	0	251,474	23,187
Total EXPENSES	\$ 3,512,118	292,677	389,836	3,512,118	3,471,895	0	3,471,895	40,223
<b>NET SURPLUS/(DEFICIT)</b>	<b>109,365</b>	<b>9,114</b>	<b>(45,236)</b>	<b>109,365</b>	<b>63,104</b>	<b>0</b>	<b>140,621</b>	<b>(31,256)</b>

**CAPCO**

**Income Statement**

6/1/2023 - 5/31/2024 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/01/2023 12/31/2023	12/01/2023 12/31/2023	12/31/2023	12/31/2023	12/31/2023	12/31/2023				
<b>HSP - Head Start</b>											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	1,542,785	128,565	175,306	899,958	803,445	739,340	1,542,785	0			
TOTAL GRANT REVENUE	1,542,785	128,565	175,306	899,958	803,445	739,340	1,542,785	0			
OTHER REVENUE											
SPECIAL NEEDS SERVICE REIMBURSEMENT	0	0	2,000	0	4,880	0	4,880	-4,880			
OTHER INCOME	0	0	0	0	0	0	0	0			
CASH DONATIONS	0	0	0	0	0	0	0	0			
INKIND DONATIONS	590,566	49,214	28,000	344,497	165,993	424,573	590,566	0			
TOTAL OTHER REVENUE	590,566	49,214	30,000	344,497	170,873	424,573	595,446	-4,880			
Total REVENUE	2,133,351	177,779	205,306	1,244,455	974,318	1,163,913	2,138,231	-4,880			
EXPENSES											
PERSONELL											
WAGES/SALARIES											
SALARY/WAGE EXPENSE	1,082,838	90,237	117,192	631,656	526,313	545,395	1,071,707	11,131			
NEW ACCRUED BENEFIT TIME	24,811	2,068	3,238	14,473	17,152	7,659	24,811	0			
Total WAGES/SALARIES	1,107,649	92,304	120,429	646,129	543,465	553,053	1,096,518	11,131			
FRINGES											
FICA EXPENSE	90,646	7,554	8,597	52,877	38,359	52,287	90,646	0			
UNEMPLOYMENT INSURANCE EXPENSE	14,656	1,221	3,424	8,549	4,875	5,052	9,926	4,730			
WORKERS COMP EXPENSE	7,649	637	1,256	4,462	5,875	1,775	7,649	0			
DISABILITY INSURANCE EXPENSE	2,246	187	234	1,310	1,372	874	2,246	0			
GROUP INSURANCE EXPENSE	100,226	8,352	7,742	58,465	59,276	40,950	100,226	0			
401-K EXPENSE	21,224	1,769	2,516	12,381	11,151	10,073	21,224	0			
Fringes on Accrued Leave Earned	3,773	314	360	2,201	2,030	1,743	3,773	0			
Total FRINGES	240,420	20,035	24,130	140,245	122,937	112,753	235,690	4,730			
Total PERSONELL	1,348,069	112,339	144,559	786,374	666,402	665,807	1,332,209	15,860			
MATERIALS											
OUTREACH SUPPLIES			0		258		258	-258			
PROGRAM SUPPLIES	1,435	120	984	837	8,167	0	8,167	-6,732			
MEDICAL SUPPLIES	1,000	83		583		1,000	1,000	0			
DISABILITY SUPPLIES	750	63		438		750	750	0			
EDUCATIONAL SUPPLIES	5,000	417	3,459	2,917	6,995	0	6,995	-1,995			
Total MATERIALS	8,185	682	4,442	4,775	15,420	1,750	17,170	-8,985			
OTHER THAN PERSONELL											
FOOD & FOOD SUPPLIES	7,386	616	806	4,309	5,590	2,388	7,978	-592			
SPEECH SERVICES	500	42		292		500	500	0			
DENTAL SERVICES	500	42		292		500	500	0			
MENTAL HEALTH SERVICES	0	0		0		0	0	0			
PARENT SERVICES	500	42	31	292	198	302	500	0			
FAMILY EMPOWERMENT	0	0		0		0	0	0			
CHILD ACCIDENT INSURANCE	700	58	46	408	324	376	700	0			
VEHICLE INSURANCE	2,400	200	216	1,400	1,511	889	2,400	0			
VEHICLE MAINTENANCE	1,000	83	0	583	1,087	0	1,087	-87			
VEHICLE FUEL	1,000	83	95	583	228	772	1,000	0			
VEHICLE REGISTRATION	200	17	32	117	32	168	200	0			
INTERNET SERVICE	3,500	292	1,009	2,042	3,562	-62	3,500	0			
CENTER TELEPHONE	5,000	417	209	2,917	1,431	3,569	5,000	0			
Computer & Software Expense	15,166	1,264	2,222	8,847	7,693	7,473	15,166	0			
MEETING EXPENSE	0	0	0	0	193	0	193	-193			

LINE ITEM	TOTAL BUDGET	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
		12/01/2023 12/31/2023	12/01/2023 12/31/2023	12/01/2023 12/31/2023	12/01/2023 12/31/2023	12/31/2023	12/31/2023					
<b>HSP - Head Start</b>												
CONFERENCE EXPENSE	1,000	83			583			1,000		1,000	1,000	0
TRAINING & TECHNICAL AST	1,000	83	676	583	1,361			-361		1,000	1,000	0
TEACHER TRAININGS	1,500	125	0	875	239			1,261		1,500	1,500	0
Staff Development	518	43		302				518		518	518	0
LOCAL TRAVEL	1,000	83	0	583	28			972		1,000	1,000	0
OUT OF TOWN TRAVEL	1,000	83	0	583	30			970		1,000	1,000	0
POLICY COUNCIL EXPENSE	1,000	83	55	583	215			785		1,000	1,000	0
STAFF IMMUNIZATIONS	500	42	0	292	513			0		513	513	-13
DUES & SUBSCRIPTIONS	1,000	83	177	583	7,960			0		7,960	7,960	-6,960
BACKGROUND CHECKS	597	50	25	348	397			201		597	597	0
PERMITS, FEES, & RENTALS	3,000	250	566	1,750	2,339			661		3,000	3,000	0
EQUIPMENT MAINTENANCE	500	42		292				500		500	500	0
Center Improvements	0							0		0	0	0
EQUIPMENT PURCHASE	0	0		0				0		0	0	0
Total OTHER THAN PERSONELL	50,467	4,206	6,167	29,439	34,931			23,381		58,312	58,312	-7,845
<b>CONTRACTUAL</b>												
CONTRACTUAL SERVICES-OTHER	4,100	342	4,830	2,392	6,155			2,705		8,860	8,860	-4,760
Total CONTRACTUAL	4,100	342	4,830	2,392	6,155			2,705		8,860	8,860	-4,760
<b>INKIND</b>												
VOLUNTEERS/INTERNS	0	0	6,176	0	32,847			0		32,847	32,847	-32,847
VOLUNTEERS-PROFESSIONALS	59,057	4,921	18,526	34,450	103,673			-77,463		26,210	26,210	32,847
INKIND DONATIONS	477,151	39,763	46	278,338	5,759			470,125		475,884	475,884	1,267
INKIND TRANSPORTATION			45		1,267					1,267	1,267	-1,267
INKIND DONATED SPACE	54,358	4,530	3,207	31,709	22,447			31,911		54,358	54,358	0
Total INKIND	590,566	49,214	28,000	344,497	165,993			424,573		590,566	590,566	0
<b>SPACE</b>												
PROGRAM RENT	71,228	5,936	5,079	41,550	33,935			25,395		59,330	59,330	11,898
PROGRAM UTILITIES	2,500	208	194	1,458	1,490			1,010		2,500	2,500	0
SMAIN DEPRECIATION	2,000	167		1,167				2,000		2,000	2,000	0
SMAIN BLG ALLOCATION	25,000	2,083	3,669	14,583	23,841			1,159		25,000	25,000	0
MAINTENANCE ALLOCATION	6,300	525	288	3,675	4,191			2,109		6,300	6,300	0
Total Space	107,028	8,919	9,230	62,433	63,456			31,673		95,130	95,130	11,898
<b>ADMINISTRATION</b>												
OFFICE SUPPLIES	1,536	128	216	896	1,100			436		1,536	1,536	0
COMMERCIAL INSURANCE	500	42	22	292	153			347		500	500	0
PARKING LOT RENTAL	200	17	20	117	134			66		200	200	0
JANITORIAL MAINTENANCE	1,000	83	15	583	389			611		1,000	1,000	0
BUILDING MAINTENANCE	0	0	18	0	471			0		471	471	-471
TRASH REMOVAL	0	0	162	0	1,134			810		1,944	1,944	-1,944
FINANCIAL AUDIT	3,000	250	5,346	1,750	7,410			7,410		7,410	7,410	-4,410
PAYROLL PROCESSING	4,000	333	553	2,333	2,574			1,426		4,000	4,000	0
POSTAGE	1,000	83	17	583	270			730		1,000	1,000	0
DUPLICATING & PRINTING	3,000	250	491	1,750	3,580			2,453		6,033	6,033	-3,033
TELEPHONE	1,200	100	281	700	984			1,406		2,390	2,390	-1,190
ADVERTISING	1,500	125	112	875	140			1,360		1,500	1,500	0
ADMINISTRATIVE ALLOCATION	0	0		0				0		0	0	0
OTHER EXPENDITURES	0	0		0				0		0	0	0
BUILDING ALLOCATION	8,000	667	826	4,667	3,622			4,378		8,000	8,000	0
Total ADMINISTRATION	24,936	2,078	8,078	14,546	21,961			14,023		35,984	35,984	-11,048
Total EXPENSES	2,133,351	177,779	205,306	1,244,455	974,318			1,163,912		2,138,231	2,138,231	-4,880
<b>NET SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>

**CAPCO**

**Income Statement**

6/1/2023 - 5/31/2024 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/01/2023 12/31/2023	12/01/2023 12/31/2023	12/31/2023	12/31/2023	12/31/2023	12/31/2023				
<b>TTA - HEAD START TRAINING &amp; TECH ASST</b>											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	13,645	1,137	0	7,960	7,577	6,068	13,645	0			
TOTAL GRANT REVENUE	13,645	1,137	0	7,960	7,577	6,068	13,645	0			
Total REVENUE	13,645	1,137	0	7,960	7,577	6,068	13,645	0			
EXPENSES											
MATERIALS											
PROGRAM SUPPLIES	0	0	0	0	0	0	0	0	0	0	0
Total MATERIALS	0	0	0	0	0	0	0	0	0	0	0
OTHER THAN PERSONELL											
MEETING EXPENSE	0	0	0	0	0	0	0	0	0	0	0
CONFERENCE EXPENSE	0	0	0	0	0	0	0	0	0	0	0
TRAINING & TECHNICAL AST	13,645	1,137	0	7,960	7,382	6,068	13,450	195	6,068	13,450	195
OUT OF TOWN TRAVEL	0	0	0	0	195	0	195	-195	0	195	-195
Total OTHER THAN PERSONELL	13,645	1,137	0	7,960	7,577	6,068	13,645	0	6,068	13,645	0
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	0	0	0	0	0	0	0	0	0	0	0
Total CONTRACTUAL	0	0	0	0	0	0	0	0	0	0	0
Total EXPENSES	13,645	1,137	0	7,960	7,577	6,068	13,645	0	6,068	13,645	0
<b>NET SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**CAPCO**

**Income Statement**

6/1/2023 - 5/31/2024 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/01/2023 12/31/2023	12/01/2023 12/31/2023	12/31/2023	12/31/2023						
<b>EHS - Early Head Start</b>											
REVENUE											
GRANT REVENUE											
GRANT REVENUE	1,604,219	133,685	165,320	935,794	815,028	789,191	1,604,219	0			
TOTAL GRANT REVENUE	1,604,219	133,685	165,320	935,794	815,028	789,191	1,604,219	0			
OTHER REVENUE											
OTHER INCOME											
OTHER INCOME	\$ -	0	0	0	0	0	0	0			0
INKIND DONATIONS	165,384	13,782	11,020	96,474	70,453	94,931	165,384	0			0
TOTAL OTHER REVENUE	165,384	13,782	11,020	96,474	70,453	94,931	165,384	0			0
Total REVENUE	1,769,603	147,467	176,339	1,032,268	885,481	884,122	1,769,603	0			0
EXPENSES											
PERSONELL											
WAGES/SALARIES											
SALARY/WAGE EXPENSE	\$ 1,135,234	94,603	111,716	662,220	543,262	562,373	1,105,635	29,599			
NEW ACCRUED BENEFIT TIME	\$ 24,951	2,079	2,618	14,555	13,329	11,622	24,951	0			0
Total WAGES/SALARIES	1,160,185	96,682	114,333	676,775	556,591	573,995	1,130,586	29,599			
FRINGES											
FICA EXPENSE	\$ 94,402	7,867	8,260	55,068	39,716	54,685	94,402	0			0
UNEMPLOYMENT INSURANCE EXPENSE	\$ 14,647	1,221	3,264	8,544	8,740	5,907	14,647	0			0
WORKERS COMP EXPENSE	\$ 7,628	636	1,223	4,450	5,445	2,183	7,628	0			0
DISABILITY INSURANCE EXPENSE	\$ 2,518	210	159	1,469	1,073	1,445	2,518	0			0
GROUP INSURANCE EXPENSE	\$ 114,428	9,536	7,638	66,749	52,911	38,192	91,103	23,325			
401-K EXPENSE	\$ 19,890	1,658	1,984	11,603	10,140	9,750	19,890	0			0
Fringes on Accrued Leave Earned	\$ 4,112	343	291	2,399	1,573	2,539	4,112	0			0
Total FRINGES	257,625	21,469	22,819	150,281	119,599	114,701	234,300	23,325			
Total PERSONELL	1,417,810	118,151	137,153	827,056	676,191	688,696	1,364,886	52,924			
MATERIALS											
OUTREACH SUPPLIES											
OUTREACH SUPPLIES	\$ -	0	0	0	159	0	159	-159			
PROGRAM SUPPLIES	\$ 5,409	451	953	3,155	8,704	4,766	13,470	-8,061			
MEDICAL SUPPLIES	\$ 750	63		438		750	750	0			
DISABILITY SUPPLIES	\$ 500	42		292		500	500	0			
EDUCATIONAL SUPPLIES	\$ 1,000	83	85	583	1,917	423	2,340	-1,340			
Total MATERIALS	7,659	638	1,038	4,468	10,780	6,440	17,219	-9,560			
OTHER THAN PERSONELL											
FOOD & FOOD SUPPLIES											
FOOD & FOOD SUPPLIES	\$ 19,805	1,650	0	11,553	3,077	16,473	19,550	255			
SPEECH SERVICES	\$ 250	21		146		250	250	0			
DENTAL SERVICES	\$ 250	21		146		250	250	0			
MENTAL HEALTH SERVICES	\$ -	0		0		0	0	0			
PARENT SERVICES	\$ 750	63	51	438	123	627	750	0			
FAMILY EMPOWERMENT	\$ -	0		0		0	0	0			
CHILD ACCIDENT INSURANCE	\$ 230	19	27	134	190	40	230	0			
VEHICLE INSURANCE	\$ 2,600	217	303	1,517	2,122	478	2,600	0			
VEHICLE MAINTENANCE	\$ 1,000	83	0	583	805	195	1,000	0			
VEHICLE FUEL	\$ 1,000	83	31	583	265	735	1,000	0			
VEHICLE REGISTRATION	\$ 200	17	20	117	20	180	200	0			
INTERNET SERVICE	\$ 3,300	275	1,148	1,925	3,179	121	3,300	0			
CENTER TELEPHONE	\$ 1,200	100	202	700	1,005	195	1,200	0			
Computer & Software Expense	\$ 2,000	167	540	1,167	4,743	1,970	6,713	-4,713			
MEETING EXPENSE	\$ -	0	0	0	118	0	118	-118			
CONFERENCE EXPENSE	\$ 500	42		292		500	500	0			
TRAINING & TECHNICAL AST	\$ 750	63	291	438	481	269	750	0			
TEACHER TRAININGS	\$ 750	63	0	438	531	219	750	0			
Staff Development	\$ 15	1		9		15	15	0			

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		12/01/2023 12/31/2023	12/01/2023 12/31/2023	12/31/2023	12/31/2023			
<b>EHS - Early Head Start</b>								
LOCAL TRAVEL	\$ 750	63		438		750	750	0
OUT OF TOWN TRAVEL	\$ 500	42	0	292	18	482	500	0
POLICY COUNCIL EXPENSE	\$ 500	42	34	292	132	368	500	0
STAFF IMMUNIZATIONS	\$ 250	21	0	146	152	98	250	0
DUES & SUBSCRIPTIONS	\$ 3,000	250	108	1,750	4,788		4,788	-1,788
BACKGROUND CHECKS	\$ 750	63	0	438	254	497	750	0
PERMITS, FEES, & RENTALS	\$ 3,506	292	1,179	2,045	3,628		3,628	-122
Center Improvements	\$ -			0		0	0	0
EQUIPMENT MAINTENANCE	\$ 100	8		58		100	100	0
EQUIPMENT PURCHASE	\$ -	0		0		0	0	0
Total OTHER THAN PERSONELL	43,956	3,663	3,935	25,641	25,629	24,812	50,442	-6,486
<b>CONTRACTUAL</b>								
CONTRACTUAL SERVICES-OTHER	\$ 5,000	417	3,678	2,917	7,316	4,689	12,005	-7,005
Total CONTRACTUAL	5,000	417	3,678	2,917	7,316	4,689	12,005	-7,005
<b>INKIND</b>								
VOLUNTEERS/INTERNS	\$ -	0	1,170	0	10,215		10,215	-10,215
VOLUNTEERS-PROFESSIONALS	\$ 115,388	9,616	4,680	67,310	20,522	83,161	103,683	11,705
INKIND DONATIONS	\$ 7,396	616	61	4,314	2,698	4,698	7,396	0
INKIND TRANSPORTATION			33		1,490	0	1,490	-1,490
INKIND DONATED SPACE	\$ 42,600	3,550	5,075	24,850	35,527	7,073	42,600	0
Total INKIND	165,384	13,782	11,020	96,474	70,453	94,931	165,384	0
<b>SPACE</b>								
PROGRAM RENT	\$ 86,875	7,240	7,031	50,677	48,226	38,649	86,875	0
PROGRAM UTILITIES	\$ 12,000	1,000	3,085	7,000	7,497	4,503	12,000	0
SMAIN DEPRECIATION	\$ 2,000	167		1,167		2,000	2,000	0
SMAIN BLG ALLOCATION	\$ 4,400	367	750	2,567	4,380	20	4,400	0
MAINTENANCE ALLOCATION	\$ 7,000	583	1,904	4,083	16,478	9,518	25,995	-18,995
Total SPACE	112,275	9,356	12,769	65,494	76,580	54,690	131,270	-18,995
<b>ADMINISTRATION</b>								
OFFICE SUPPLIES	\$ 2,000	167	132	1,167	642	1,358	2,000	0
COMMERCIAL INSURANCE	\$ 537	45	143	313	998	713	1,711	-1,174
PARKING LOT RENTAL	\$ 132	11	15	77	104	77	181	-49
JANITORIAL MAINTENANCE	\$ 1,000	83	150	583	1,579	749	2,328	-1,328
BUILDING MAINTENANCE	\$ -	0	28	0	1,963	0	1,963	-1,963
TRASH REMOVAL	\$ 1,400	117	162	817	1,134	266	1,400	0
FINANCIAL AUDIT	\$ 2,700	225	5,063	1,575	7,017	0	7,017	-4,317
PAYROLL PROCESSING	\$ 2,000	167	406	1,167	2,017	2,028	4,045	-2,045
POSTAGE	\$ 500	42	28	292	155	345	500	0
DUPLICATING & PRINTING	\$ 2,000	167	231	1,167	1,339	661	2,000	0
TELEPHONE	\$ 1,000	83	42	583	147	853	1,000	0
ADVERTISING	\$ 250	21	27	146	27	223	250	0
OTHER EXPENDITURES	\$ -	0		0		0	0	0
ADMINISTRATIVE ALLOCATION		0		0		0	0	0
BUILDING ALLOCATION	\$ 4,000	333	321	2,333	1,409	2,591	4,000	0
Total ADMINISTRATION	17,519	1,460	6,747	10,219	18,532	9,864	28,396	-10,877
Total EXPENSES	1,769,603	147,467	176,339	1,032,268	885,481	884,122	1,769,603	0
<b>NET SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**CAPCO**

**Income Statement**

6/1/2023 - 5/31/2024 ECD GRANTS

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD	FORECAST	TOTAL CONTRACT	REMAINING
		12/01/2023 12/31/2023	12/01/2023 12/31/2023	12/31/2023	ACTUAL 12/31/2023			
<b>ETA - EARLY HS TRAINING &amp; TECH. ASST</b>								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	32,755	2,730	3,504	19,107	16,698	16,057	32,755	0
TOTAL GRANT REVENUE	32,755	2,730	3,504	19,107	16,698	16,057	32,755	0
Total REVENUE	32,755	2,730	3,504	19,107	16,698	16,057	32,755	0
EXPENSES								
MATERIALS								
PROGRAM SUPPLIES	0	0	0	0	0	0	0	0
Total MATERIALS	0	0	0	0	0	0	0	0
OTHER THAN PERSONELL								
MEETING EXPENSE	0	0	0	0	0	0	0	0
CONFERENCE EXPENSE	0	0	1,158	0	2,356	0	2,356	-2,356
TRAINING & TECHNICAL AST	32,755	2,730	0	19,107	7,404	16,057	23,461	9,294
OUT OF TOWN TRAVEL	0	0	2,346	0	6,938	0	6,938	-6,938
Total OTHER THAN PERSONELL	32,755	2,730	3,504	19,107	16,698	16,057	32,755	0
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	0	0	0	0	0	0	0	0
Total CONTRACTUAL	0	0	0	0	0	0	0	0
Total EXPENSES	32,755	2,730	3,504	19,107	16,698	16,057	32,755	0
<b>NET SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**CAPCO**

**Income Statement**

6/1/2023 - 5/31/2024 ECD GRANTS

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		12/01/2023 12/31/2023	12/01/2023 12/31/2023	12/31/2023	12/31/2023			
<b>MAG - Management and General</b>								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	203,244	16,937	22,661	118,559	128,350	74,894	203,244	0
TOTAL GRANT REVENUE	203,244	16,937	22,661	118,559	128,350	74,894	203,244	0
Total REVENUE	203,244	16,937	22,661	118,559	128,350	74,894	203,244	0
ADMINISTRATION								
OFFICE SUPPLIES	0	0		0		0	0	0
JANITORIAL MAINTENANCE	0	0		0		0	0	0
BUILDING MAINTENANCE	0	0		0		0	0	0
ADVERTISING	0	0		0		0	0	0
VEHICLE DEPRECIATION	0	0		0		0	0	0
ADMINISTRATIVE ALLOCATION	203,244	16,937	22,661	118,559	128,350	74,894	203,244	0
Total ADMINISTRATION	203,244	16,937	22,661	118,559	128,350	74,894	203,244	0
Total EXPENSES	203,244	16,937	22,661	118,559	128,350	74,894	203,244	0
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

**CAPCO**

**Income Statement**

6/1/2023 - 5/31/2024 ECD GRANTS

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/01/2023 12/31/2023	12/01/2023 12/31/2023	12/31/2023	12/31/2023					
<b>UPK - Universal Pre-K</b>										
REVENUE										
GRANT REVENUE										
GRANT REVENUE	204,605	20,460	41,505	122,763	79,711	124,894	204,605		0	
TOTAL GRANT REVENUE	204,605	20,460	41,505	122,763	79,711	124,894	204,605		0	
OTHER REVENUE										
SERVICE FEES	0	0	0	0	0	0	0	0	0	
SALARY REIMBURSEMENTS	0	0	0	0	0	0	0	0	0	
OTHER INCOME	0	0	0	0	0	0	0	0	0	
TOTAL OTHER REVENUE	0	0	0	0	0	0	0	0	0	
Total REVENUE	204,605	20,460	41,505	122,763	79,711	124,894	204,605		0	
EXPENSES										
PERSONELL										
WAGES/SALARIES										
SALARY/WAGE EXPENSE	106,521	10,652	14,345	63,913	50,947	53,708	104,655		1,866	
NEW ACCRUED BENEFIT TIME	0	0	441	0	1,866	0	1,866		-1,866	
Total WAGES/SALARIES	106,521	10,652	14,786	63,913	52,813	53,708	106,521		0	
FRINGES										
FICA EXPENSE	8,149	815	981	4,889	3,497	3,673	7,170		979	
UNEMPLOYMENT INSURANCE EXPENSE	3,113	311	419	1,868	621	1,569	2,190		923	
WORKERS COMP EXPENSE	635	64	104	381	365	388	754		-119	
DISABILITY INSURANCE EXPENSE	386	39	18	232	98	288	386		0	
GROUP INSURANCE EXPENSE	15,058	1,506	1,806	9,035	10,140	7,226	17,366		-2,308	
401-K EXPENSE	3,196	320	367	1,918	1,303	1,372	2,675		521	
Fringes on Accrued Leave Earned	0	0	50	0	221	0	221		-221	
Total FRINGES	30,537	3,054	3,744	18,322	16,245	14,517	30,761		-224	
Total PERSONELL	137,058	13,706	18,530	82,235	69,058	68,224	137,282		-224	
MATERIALS										
PROGRAM SUPPLIES	0	0	90	0	135	0	135		-135	
EDUCATIONAL SUPPLIES	0	0	0	0	0	0	0		0	
Total MATERIALS	0	0	90	0	135	0	135		-135	
OTHER THAN PERSONELL										
INTERNET SERVICE	0	0	9	0	26	0	26		-26	
CENTER TELEPHONE	0	0	11	0	41	0	41		-41	
Total OTHER THAN PERSONELL	0	0	20	0	67	0	67		-67	
SPACE										
PROGRAM RENT	10,500	1,050	875	6,300	5,542	4,958	10,500		0	
SMAIN BLG ALLOCATION	0	0	190	0	914	0	914		-914	
Total SPACE	10,500	1,050	1,065	6,300	6,456	4,958	11,414		-914	
ADMINISTRATION										
OFFICE SUPPLIES		0	0	0	135	0	135		-135	
COMMERCIAL INSURANCE		0	6	0	37	0	37		-37	
FINANCIAL AUDIT		0	741	0	1,027	0	1,027		-1,027	
PAYROLL PROCESSING	480	48	42	288	163	317	480		0	
TELEPHONE		0	1	0	2	0	2		-2	
ADMINISTRATIVE ALLOCATION	10,362	1,036	1,244	6,217	4,703	5,659	10,362		0	
BUILDING ALLOCATION		0	88	0	335	352	687		-687	
Total ADMINISTRATION	10,842	1,084	2,122	6,505	6,401	6,329	12,730		-1,888	
Total EXPENSES	158,400	15,840	21,828	95,040	82,117	79,511	161,629		-3,229	
<b>NET SURPLUS/(DEFICIT)</b>	<b>46,205</b>	<b>4,620</b>	<b>19,677</b>	<b>27,723</b>	<b>-2,407</b>	<b>45,383</b>	<b>42,976</b>		<b>3,229</b>	

# CAPCO

## Income Statement

07/01/2023 to 06/30/2024 WAP

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		12/01/2023 12/31/2023	12/01/2023 12/31/2023	12/31/2023	12/31/2023			
<b>23.24WAP - 2023-2024 WAP</b>								
<b>REVENUE</b>								
GRANTS								
GRANT REVENUE	880,197	73,350	117,550	440,099	452,160	428,037	880,197	0
Total Grants	880,197	73,350	117,550	440,099	452,160	428,037	880,197	0
Total Revenue	880,197	73,350	117,550	440,099	452,160	428,037	880,197	0
<b>EXPENSES</b>								
Materials								
PROGRAM MATERIALS	136,722	11,394	15,556	68,361	72,475	64,247	136,722	0
SUBCONTRACT MATERIALS	0	0	2,177	0	5,095	0	5,095	(5,095)
Total	136,722	11,394	17,732	68,361	77,570	64,247	141,817	(5,095)
	136,722	11,394	17,732	68,361	77,570	64,247	141,817	(5,095)
Personnel								
Agency Labor								
Agency Salaries								
SALARY/WAGE EXPENSE	407,333	33,944	43,090	203,667	163,303	244,030	407,333	0
NEW ACCRUED BENEFIT TIME	6,869	572	3,588	3,435	11,883	-5,014	6,869	0
Total Agency Salaries	414,202	34,517	46,678	207,101	175,186	239,016	414,202	0
FICA EXPENSE	26,238	2,187	3,197	13,119	11,848	14,390	26,238	0
UNEMPLOYMENT INSURANCE EXPEN	11,342	945	1,324	5,671	1,616	3,232	4,847	6,495
WORKERS COMP EXPENSE	17,833	1,486	2,804	8,917	9,698	8,135	17,833	0
DISABILITY INSURANCE EXPENSE	785	65	54	393	247	538	785	0
GROUP INSURANCE EXPENSE	22,495	1,875	4,723	11,248	20,552	1,943	22,495	0
401-K EXPENSE	6,860	572	1,063	3,430	3,527	3,333	6,860	0
Fringes on Accrued Leave Earned	3,968	331	392	1,984	1,361	2,607	3,968	0
	89,521	7,460	13,558	44,761	48,849	34,178	83,026	6,495
Total Agency Labor	503,723	41,977	60,235	251,862	224,035	273,193	497,228	6,495
Subcontracted Labor								
SUBCONTRACT LABOR	5,000	417	20	2,500	40	4,960	5,000	0
Total Subcontracted Labor	5,000	417	20	2,500	40	4,960	5,000	0
Total Personnel	508,723	42,394	60,255	254,362	224,075	278,153	502,228	6,495
Program Support								
PROGRAM SUPPLIES	4,206	351	384	2,103	2,707	1,499	4,206	0
Damaged Inventory Expense	0					0	0	0
OFFICE SUPPLIES	4,310	359	2,678	2,155	5,836	0	5,836	(1,526)
VEHICLE INSURANCE	6,053	504	615	3,027	3,833	2,220	6,053	0
VEHICLE MAINTENANCE	9,259	772	2,125	4,630	8,434	825	9,259	0

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET		YTD ACTUAL		TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/01/2023 12/31/2023	12/01/2023 12/31/2023	12/31/2023	12/31/2023	FORECAST			
VEHICLE FUEL	12,260	1,022	415	6,130	3,204	9,056	12,260	0	
VEHICLE REGISTRATION	0	0	108	0	255	0	255	(255)	
PROGRAM RENT	12,051	1,004	1,121	6,026	5,102	6,729	11,830	221	
PROGRAM UTILITIES	3,678	307	339	1,839	995	2,683	3,678	0	
JANITORIAL MAINTENANCE	0	0		0		0	0	0	
BUILDING MAINTENANCE	0	0		0		0	0	0	
TRASH REMOVAL	0	0	176	0	1,058	0	1,058	(1,058)	
POSTAGE	540	45	177	270	507	33	540	0	
DUPLICATING & PRINTING	500	42	0	250	1	499	500	0	
INTERNET SERVICE	2,090	174	167	1,045	363	747	1,110	980	
TELEPHONE	0	0	373	0	932	0	932	(932)	
Computer & Software Expense	0	0	300	0	1,705	0	1,705	(1,705)	
MEETING EXPENSE	0	0		0		0	0	0	
CONFERENCE EXPENSE						0	0	0	
Staff Development	1,553	129		777		1,553	1,553	0	
LOCAL TRAVEL	0	0	60	0	226	0	226	(226)	
OUT OF TOWN TRAVEL	2,000	167	56	1,000	280	1,720	2,000	0	
TOOLS EXPENSE	4,713	393	866	2,357	2,392	2,321	4,713	0	
DUES & SUBSCRIPTIONS	845	70	0	423	842	3	845	0	
BACKGROUND CHECKS	0	0	0	0	47	0	47	(47)	
PERMITS, FEES, & RENTALS	0	0	200	0	415	0	415	(415)	
ADVERTISING	556	46	0	278	1,103	0	1,103	(547)	
EQUIPMENT MAINTENANCE	0	0		0		0	0	0	
EQUIPMENT EXPENSE	2,278	190		1,139		824	824	1,454	
EQUIPMENT PURCHASE	4,384	365	7,020	2,192	9,660	-5,276	4,384	0	
MAINTENANCE ALLOCATION	7,766	647	1,016	3,883	2,337	2,491	4,828	2,938	
Total Program Support	79,042	6,587	18,197	39,521	52,234	27,927	80,161	(1,119)	
Audit									
FINANCIAL AUDIT	1,400	117	2,818	700	3,658		3,658	(2,258)	
Total Audit	1,400	117	2,818	700	3,658	0	3,658	(2,258)	
T & TA									
TRAINING & TECHNICAL AST	6,000	500	1,275	3,000	4,630	1,370	6,000	0	
Total T & TA	6,000	500	1,275	3,000	4,630	1,370	6,000	0	
HEALTH AND SAFETY									
HEALTH AND SAFETY WAGES	9,195	766	2,236	4,598	4,291	4,904	9,195	0	
HEALTH AND SAFETY	28,000	2,333	8,188	14,000	17,702	10,298	28,000	0	
HEALTH & SAFETY-SUBMATERIAL	3,000	250	0	1,500	0	3,000	3,000	0	
HEALTH & SAFETY SUBLABOR	0	0	0	0	0	0	0	0	
Total Health and Safety	40,195	3,350	10,423	20,098	21,993	18,202	40,195	0	
LIABILITY INSURANCE	100	8	100	50	100	0	100	0	
EQUIPMENT PURCHASE	43,000	3,583	0	21,500	41,024	0	41,024	1,976	
Administration									
PAYROLL PROCESSING	1,000	83	119	500	448	552	1,000	0	
ADMINISTRATIVE ALLOCATION	64,015	5,335	6,631	32,008	26,429	37,586	64,015	0	
Total Administration	65,015	5,418	6,749	32,508	26,877	38,138	65,015	0	
Total Expenses	880,197	73,350	117,550	440,099	452,160	428,037	880,197	(0)	
<b>NET SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

# CAPCO

## Income Statement

### 10/1/2023-9/30/2024 FAMILY DEVELOPMENT CSBG GRANTS

LINE ITEM	AMENDED	BUDGET	ACTUAL	YTD	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/01/2023 12/31/2023	12/01/2023 12/31/2023	BUDGET	12/31/2023			
<b>23.24CSBG - 2023 - 2024 CSBG</b>								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	254,627	21,219	29,871	63,657	66,739	187,888	254,627	0
Prior Year Revenue	0	0	0	0	0	0	0	0
Total GRANT REVENUE	254,627	21,219	29,871	63,657	66,739	187,888	254,627	0
OTHER REVENUE								
OTHER INCOME	0	0	0	0	0	0	0	0
CASH DONATIONS	0	0	0	0	0	0	0	0
INKIND DONATIONS	60,591	5,049	37,793	15,148	129,986	0	129,986	-69,395
Total OTHER REVENUE	60,591	5,049	37,793	15,148	129,986	0	129,986	-69,395
Total REVENUE	315,218	26,268	67,663	78,805	196,724	187,888	384,613	-69,395
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	128,943	10,745	13,377	32,236	31,976	96,968	128,943	0
SALARY INCENTIVES	0	0	0	0	0	0	0	0
NEW ACCRUED BENEFIT TIME	10,335	861	1,212	2,584	2,672	7,662	10,335	0
Total SALARIES/WAGES	139,278	11,607	14,589	34,820	34,648	104,630	139,278	0
FRINGES								
FICA EXPENSE	10,415	868	1,007	2,604	2,412	8,003	10,415	0
UNEMPLOYMENT INSURANCE EXI	3,070	256	391	768	469	2,601	3,070	0
WORKERS COMP EXPENSE	917	76	72	229	181	736	917	0
DISABILITY INSURANCE EXPENSE	282	24	27	71	81	201	282	0
GROUP INSURANCE EXPENSE	7,641	637	599	1,910	1,798	5,843	7,641	0
401-K EXPENSE	3,061	255	260	765	600	2,461	3,061	0
Fringes on Accrued Leave Earned	1,240	103	118	310	259	981	1,240	0
Total FRINGES	26,626	2,219	2,474	6,657	5,800	20,826	26,626	0
Total PERSONNEL	165,904	13,825	17,063	41,476	40,447	125,457	165,904	0
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	0	0	0	0	0	0	0	0
OUTREACH SUPPLIES	300	25	75	75	300	300	300	0
PROGRAM SUPPLIES	500	42	89	125	181	320	500	0
OFFICE SUPPLIES	807	67	0	202	168	639	807	0
Direct Beneficiary Costs	5,000	417	1,500	1,250	2,189	2,811	5,000	0
FOOD & FOOD SUPPLIES	0	0	0	0	29	0	29	-29
COMMERCIAL INSURANCE	100	8	7	25	22	78	100	0
VEHICLE INSURANCE	4,616	385	385	1,154	1,154	3,462	4,616	0
VEHICLE MAINTENANCE	500	42	125	125	500	500	500	0
VEHICLE FUEL	200	17	33	50	38	162	200	0
VEHICLE REGISTRATION	80	7	20	20	80	80	80	0
PROGRAM RENT	0	0	1,025	0	3,075	0	3,075	-3,075
PARKING LOT RENTAL	840	70	69	210	207	633	840	0
BOARD EXPENDITURES	500	42	0	125	5	495	500	0
POSTAGE	650	54	84	163	164	486	650	0
DUPLICATING & PRINTING	1,500	125	148	375	433	1,067	1,500	0
INTERNET SERVICE	600	50	118	150	177	423	600	0
TELEPHONE	180	15	23	45	42	138	180	0
Computer & Software Expense	1,446	121	515	362	1,530	-84	1,446	0
MEETING EXPENSE	400	33	52	100	310	90	400	0
CONFERENCE EXPENSE	5,880	490	1,048	1,470	1,206	4,674	5,880	0



LINE ITEM	AMENDED	BUDGET	ACTUAL	YTD	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	12/01/2023 12/31/2023	12/01/2023 12/31/2023	BUDGET 12/31/2023	12/31/2023			
TRAINING & TECHNICAL AST	0	0		0		0	0	0
Staff Development	1,000	83		250		1,000	1,000	0
LOCAL TRAVEL	0	0	28	0	51	0	51	-51
OUT OF TOWN TRAVEL	3,639	303	0	910	(3)	3,642	3,639	0
DUES & SUBSCRIPTIONS	3,329	277	935	832	935	2,394	3,329	0
BACKGROUND CHECKS	100	8		25		100	100	0
PERMITS, FEES, & RENTALS	0	0		0		0	0	0
ADVERTISING	150	13		38		150	150	0
EQUIPMENT PURCHASE	0	0		0		0	0	0
BUILDING ALLOCATION	28,000	2,333	3,088	7,000	7,239	20,761	28,000	0
MAINTENANCE ALLOCATION	200	17	504	50	753	0	753	-553
Total OTHER THAN PERSONNEL	60,517	5,043	9,650	15,129	19,903	44,322	64,225	-3,708
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	5,700	475	0	1,425	0	1,992	1,992	3,708
Total CONTRACTUAL	5,700	475	0	1,425	0	1,992	1,992	3,708
INKIND								
FARMERS MARKET EBT EXPENSE	0	0	0	0		0	0	0
VOLUNTEERS/INTERNS	0	0	2,475	0	11,696	0	11,696	-11,696
VOLUNTEERS-PROFESSIONALS	0	0	1,295	0	1,925	0	1,925	-1,925
INKIND DONATIONS	60,591	5,049	34,023	15,148	116,365	0	116,365	-55,774
Total INKIND	60,591	5,049	37,793	15,148	129,986	0	129,986	-69,395
ADMINISTRATION								
FINANCIAL AUDIT	1,623	135	718	406	718	905	1,623	0
PAYROLL PROCESSING	780	65	63	195	145	635	780	0
ADMINISTRATIVE ALLOCATION	20,103	1,675	2,377	5,026	5,526	14,577	20,103	0
Total ADMINISTRATION	22,506	1,876	3,157	5,627	6,388	16,118	22,506	0
Total EXPENSES	315,218	26,268	67,663	78,805	196,724	187,888	384,613	-69,395
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

# Income Statement

10/1/2023 - 9/30/2024 WIC GRANT

LINE ITEM	TOT BUDGET	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
		12/01/2023 12/31/2023	12/01/2023 12/31/2023	12/31/2023	12/31/2023	12/31/2023	12/31/2023					
<b>WIC - WOMEN, INFANTS &amp; CHILDREN</b>												
<b>REVENUE</b>												
GRANTS												
GRANT REVENUE	813,800	67,817	60,663	203,450	142,079	671,721	813,800	0				
Total Grants	813,800	67,817	60,663	203,450	142,079	671,721	813,800	0				
Other Revenue												
PASS THROUGH FUNDS-wic VOUCHERS	0	0		0		0	0	0				
INKIND DONATIONS	0	0		0		0	0	0				
Total Other Revenue	0	0	0	0	0	0	0	0				
Total Revenue	813,800	67,817	60,663	203,450	142,079	671,721	813,800	0				
<b>EXPENSES</b>												
Personnel												
Agency Salaries												
SALARY/WAGE EXPENSE	406,403	33,867	36,877	101,601	77,720	328,683	406,403	0				
SALARY INCENTIVES		0		0		0	0	0				
NEW ACCRUED BENEFIT TIME	21,971	1,831	2,433	5,493	5,005	16,966	21,971	0				
Total Agency Salaries	428,374	35,698	39,309	107,094	82,725	345,649	428,374	0				
Fringes												
FICA EXPENSE	32,771	2,731	2,718	8,193	5,706	27,065	32,771	0				
UNEMPLOYMENT INSURANCE EXPENSE	12,509	1,042	1,078	3,127	1,713	10,795	12,509	0				
WORKERS COMP EXPENSE	1,842	154	159	461	336	1,506	1,842	0				
DISABILITY INSURANCE EXPENSE	666	56	39	167	117	549	666	0				
GROUP INSURANCE EXPENSE	48,380	4,032	2,386	12,095	7,094	41,286	48,380	0				
401-K EXPENSE	9,219	768	409	2,305	887	8,332	9,219	0				
Fringes on Accrued Leave Earned	3,113	259	266	778	545	2,568	3,113	0				
Total Fringes	108,500	9,042	7,054	27,125	16,398	92,101	108,500	0				
Total Personnel	536,874	44,739	46,363	134,218	99,123	437,750	536,874	0				
OTPS												
Space												
PROGRAM RENT	63,060	5,255	4,200	15,765	13,080	35,383	48,463	14,598				
PARKING LOT RENTAL	0	0	44	0	131	394	525	-525				
UTILITIES	3,500	292	2,343	875	7,029	10,544	17,573	-14,073				
JANITORIAL MAINTENANCE		0	0	0	300	-300	0	0				
BUILDING MAINTENANCE	0	0		0		0	0	0				
BUILDING ALLOCATION	34,403	2,867	3,993	8,601	9,361	25,042	34,403	0				
MAINTENANCE ALLOCATION		0	0	0	758	-758	0	0				
Total	100,963	8,414	10,579	25,241	30,659	70,304	100,963	0				
Program Operations												
PROGRAM MATERIALS	0	0		0		0	0	0				
PROGRAM SUPPLIES	7,362	614		1,841		7,362	7,362	0				
OFFICE SUPPLIES	2,500	208	172	625	569	1,931	2,500	0				
MEDICAL SUPPLIES	5,800	483		1,450		5,800	5,800	0				
EDUCATIONAL SUPPLIES	4,000	333		1,000		4,000	4,000	0				
POSTAGE	8,660	722	591	2,165	1,424	7,236	8,660	0				
DUPLICATING & PRINTING	2,630	219	259	658	822	1,808	2,630	0				
INTERNET SERVICE	4,152	346	161	1,038	579	3,573	4,152	0				
TELEPHONE	19,776	1,648	192	4,944	3,154	16,622	19,776	0				
MEETING EXPENSE	0	0		0		0	0	0				
DUES & SUBSCRIPTIONS	400	33	350	100	350	50	400	0				
PERMITS, FEES, & RENTALS	0	0		0		0	0	0				

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		12/01/2023 12/31/2023	12/01/2023 12/31/2023	12/31/2023	12/31/2023			
<b>WIC - WOMEN, INFANTS &amp; CHILDREN</b>								
EQUIPMENT MAINTENANCE	0	0		0		0	0	0
WIC VOUCHER EXPENSE	0	0		0		0	0	0
INKIND DONATIONS	0	0		0		0	0	0
Total Program Operations	55,280	4,607	1,725	13,820	6,898	48,382	55,280	0
Total OTPS	156,243	13,020	12,304	39,061	37,557	118,686	156,243	0
Travel								
VEHICLE INSURANCE	2,340	195	152	585	456	1,884	2,340	0
VEHICLE MAINTENANCE	1,400	117	0	350	1,228	172	1,400	0
VEHICLE FUEL	853	71	91	213	91	762	853	0
VEHICLE REGISTRATION	300	25	0	75	174	126	300	0
CONFERENCE EXPENSE	1,900	158		475		1,900	1,900	0
LOCAL TRAVEL	3,500	292	210	875	606	2,894	3,500	0
OUT OF TOWN TRAVEL	5,491	458	0	1,373	20	5,471	5,491	0
Total Travel	15,784	1,315	453	3,946	2,575	13,209	15,784	0
Equipment								
BREAST PUMPS EXPENSE	3,900	325	0	975	0	3,900	3,900	0
Total Equipment	3,900	325	0	975	0	3,900	3,900	0
Audit								
FINANCIAL AUDIT	4,928	411	904	1,232	904	4,024	4,928	0
Total Audit	4,928	411	904	1,232	904	4,024	4,928	0
Other								
CONTRACTUAL SERVICES-OTHER	13,900	1,158	449	3,475	1,051	12,849	13,900	0
Computer & Software Expense	5,860	488	21	1,465	484	5,376	5,860	0
TRAINING & TECHNICAL AST	0	0		0		0	0	0
Staff Development	0	0		0		0	0	0
PAYROLL PROCESSING	1,440	120	169	360	383	1,057	1,440	0
Memberships	0	0		0		0	0	0
ADVERTISING	12,000	1,000		3,000		12,000	12,000	0
Total Other	33,200	2,767	639	8,300	1,919	31,281	33,200	0
Administration								
ADMINISTRATIVE ALLOCATION	62,871	5,239	0	15,718	0	62,871	62,871	0
Total Administration	62,871	5,239	0	15,718	0	62,871	62,871	0
Total Expenses	813,800	67,817	60,663	203,450	142,079	671,721	813,800	0
<b>NET SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

*Resolution of the Board of Directors*

*Of*

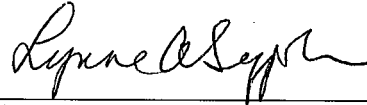
*Cortland County Community Action Program, Inc.*

**Resolution No. 24-15**

**WHEREAS**, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the proposed 2024 CDPAP Budget and,

**WHEREAS**, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 2024 CDPAP Budget,

**IT IS HEREBY RESOLVED** that on February 22, 2024, the CAPCO Board of Directors approves the 2024 CDPAP Budget.



\_\_\_\_\_  
Board Secretary

2/22/24

\_\_\_\_\_  
Date

CAPCO

Income Statement

1/1/2024-12/31/2024 CDPAP MEDICAID PROPOSED BUDGET

LINE ITEM	2023 Budget	2023 Forecast	Proposed 2024 Budget	
<b>MEDICAID - MEDICAID</b>				
REVENUE				
OTHER REVENUE			<b>2024 Revenue:</b>	
MEDICAID REVENUE	\$ 3,621,483	\$3,612,517	\$ 3,890,828	<b>2023 Billed Hours</b> 154,299
ALLOWANCE	\$ -	\$ (77,517)	\$ (56,630)	
Total OTHER REVENUE	\$ 3,621,483	\$3,535,000	\$ 3,834,198	<b>2024 Rates</b> \$ 3,775,328
				<b>PMPM - Fidelis</b> \$ 115,500
Total REVENUE	\$ 3,621,483	\$ 3,535,000	\$ 3,834,198	<b>Medicaid Revenue</b> \$ 3,890,828
EXPENSES				
PERSONNEL				
SALARIES/WAGES				
SALARY/WAGE EXPENSE	\$ 2,745,778	\$ 2,737,612	\$ 2,898,003	<b>2024 Salary/Wages:</b>
SALARY INCENTIVES				<b>2023 Hours-Pers Asst</b> 158,385.75
NEW ACCRUED BENEFIT TIME	\$ 12,525	\$ 10,701	\$ 9,246	<b>2024 Rate \$17.55</b> \$ 2,779,670
Total SALARIES/WAGES	\$ 2,758,303	\$ 2,748,313	\$ 2,907,249	<b>Program Adm Staff</b> \$ 118,333
				<b>Accrued Leave</b> \$ 9,246
				<b>Total Salary/Wage</b> \$ 2,907,249
FRINGES				
FICA EXPENSE	\$ 210,933	\$ 209,007	\$ 222,315	
UNEMPLOYMENT INSURANCE EXPENSE	\$ 56,398	\$ 50,266	\$ 84,916	
WORKERS COMP EXPENSE	\$ 49,868	\$ 63,794	\$ 65,710	
DISABILITY INSURANCE EXPENSE	\$ 8,831	\$ 10,005	\$ 10,909	
GROUP INSURANCE EXPENSE	\$ 41,086	\$ 28,667	\$ 25,853	
401-K EXPENSE	\$ 34,616	\$ 34,461	\$ 36,153	
Fringes on Accrued Leave Earned	\$ 1,503	\$ 1,341	\$ 1,294	
Total FRINGES	\$ 403,234	\$ 397,542	\$ 447,151	
Total PERSONNEL	\$ 3,161,537	\$ 3,145,855	\$ 3,354,400	
OTHER THAN PERSONNEL				
OFFICE SUPPLIES	\$ 1,200	\$ 1,127	\$ 1,200	
PARKING LOT RENTAL	\$ 300	\$ 454	\$ 500	
POSTAGE	\$ 3,800	\$ 3,590	\$ 3,800	
DUPLICATING & PRINTING	\$ 1,800	\$ 2,205	\$ 2,500	
INTERNET SERVICE	\$ 350	\$ 510	\$ 500	
TELEPHONE	\$ 150	\$ 197	\$ 200	
Computer & Software Expense	\$ 15,120	\$ 14,502	\$ 15,120	
MEETING EXPENSE	\$ 200	\$ 7	\$ 200	
CONFERENCE EXPENSE	\$ 500		\$ 500	
TRAINING & TECHNICAL AST	\$ 500		\$ 500	
Staff Development	\$ 500	\$ 335	\$ 500	
LOCAL TRAVEL	\$ 8,000	\$ 9,433	\$ 260	
OUT OF TOWN TRAVEL	\$ 500		\$ 500	
STAFF IMMUNIZATIONS	\$ 12,000	\$ 12,835	\$ 14,000	
DUES & SUBSCRIPTIONS	\$ 500	\$ -	\$ 500	
BACKGROUND CHECKS	\$ 3,500	\$ 2,663	\$ 3,500	
PERMITS, FEES, & RENTALS	\$ 11,000	\$ 13,822	\$ 14,000	
ADVERTISING	\$ 500	\$ 157	\$ 500	
BUILDING ALLOCATION	\$ 12,000	\$ 9,797	\$ 10,000	
Total OTHER THAN PERSONNEL	\$ 72,420	\$ 71,633	\$ 68,780	
CONTRACTUAL				
CONTRACTUAL SERVICES-OTHER	\$ 3,500	\$ 2,933	\$ 3,500	
Total INKIND	\$ 3,500	\$ 2,933	\$ 3,500	
ADMINISTRATION				
FINANCIAL AUDIT	\$ 11,200	\$ 24,506	\$ 14,000	
PAYROLL PROCESSING	\$ 16,000	\$ 14,597	\$ 16,000	
ADMINISTRATIVE ALLOCATION	\$ 247,461	\$ 212,371	\$ 283,492	
Total ADMINISTRATION	\$ 274,661	\$ 251,474	\$ 313,492	
Total EXPENSES	\$ 3,512,118	\$ 3,471,895	\$ 3,740,172	
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$ 109,365</b>	<b>\$ 63,104</b>	<b>\$ 94,026</b>	

*Resolution of the Board of Directors*

*Of*

*Cortland County Community Action Program, Inc.*

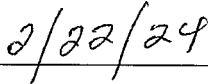
**Resolution No. 24-16**

**WHEREAS**, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the proposed HS/EHS PY2024-2025 Year 1 Baseline Grant/Budget submission and,

**WHEREAS**, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed HS/EHS PY2024-2025 Year 1 Baseline Grant/Budget submission,

**IT IS HEREBY RESOLVED** that on February 22, 2024, the CAPCO Board of Directors approves the HS/EHS PY2024-2025 Year 1 Baseline Grant/Budget submission.

  
\_\_\_\_\_  
Board Secretary

  
\_\_\_\_\_  
Date

**Cortland County Community Action Program, Inc.**  
**CAPCO Head Start/Early Head Start**  
**Grant Number: 02CH010916**

**EXECUTIVE SUMMARY**  
**BASELINE APPLICATION**  
**YEAR 1**

Listed below are the highlights for the baseline application on behalf of the CAPCO Head Start/Early Head Start Program:

- The CAPCO Head Start/Early Head Start Program will remain at the current sites for next year's baseline application except for the Elm Tree site. This includes 7 HS classrooms serving 104 children and 8 EHS classrooms serving 64.
- The continuation application proposes \$1,638,894 for HS program operation, as well as \$13,645 in training and technical assistance. The EHS program operations funds total \$1,711,354, as well as \$32,755 in training and technical assistance. The non-federal share total for both programs totals \$849,162. With non-federal share, we do a grand total and typically, the HS covers the majority. The total for program operations and training and technical assistance is \$3,396,648.
- For the baseline application, it is a full narrative for all functional areas per the directions. The baseline narrative consists of no more than 60 pages with additional documents downloaded as part of the application. Additional documents downloaded include the new program goals, updates school readiness goals, self-assessment program improvement plans, selection criteria, the training and technical assistance plan, the HS/EHS Annual Report, the curriculum alignment with the Head Start Early Learning Framework, agency cost allocation, and the 10% de minimis. Each of these have previously been submitted and approved by the Policy Council and Board of Director's.
- The entire baseline application grant includes two sections. Section I is the program design and approach to services delivery which includes three sub sections. These sub sections are goals, service delivery, and the governance, organizational, and management structures. Section II is the budget and budget justification narrative which includes the breakdown of non-federal share for Head Start/Early Head Start.
- This application is in addition to the DRS grant submitted on January 19, 2024. This application is to extend the current program year one month during negotiations, as well as have as a back-up during the determination of the DRS application.
- Currently, there are no COLA or Quality Improvement monies to report with this application.



February

## Executive Director Report Board of Directors Meeting

Greg Richards  
February 22, 2024

- Initial pre-screenings and 1<sup>st</sup> round interviews for the Fiscal Director position have been held with the 2<sup>nd</sup> round scheduled with the Agency's Directors Team the morning of 2/15/2024. Five (5) pre-screens were initially conducted with 3 candidates brought in for a 1<sup>st</sup> round in-person interview. The interview team for the first round included Greg, Kirsten, Danielle as our HR Generalist, Lisa Stack as our lead Transactional Accountant, and Doug Bentley representing the Board as our Treasurer. Following the 1<sup>st</sup> in-person interview, each candidate was provided with an accounting assessment to complete. We have narrowed the candidate pool down to 2 candidates for the Director's review & feedback. It is the goal to make an offer by the end of February to potentially have a new Director begin as of April.
  - Debbie Hayden and PKM continue to work with our Fiscal Department to assist with daily accounting functions and month-end closings. Martha continues to work remotely with some in-office time as we finalize annual budgets and higher-level Fiscal needs during the interim of this transition. As a Fiscal Director is hired, the open Accountant position will be posted to receive applications as a new Director begins.
- Details surrounding our 50<sup>th</sup> anniversary initiatives are coming into focus with the commitment of both NYS Senator Lea Webb as well as NYS Assemblyperson Anna Kelles to attend our Agency's open house on Wednesday, June 12<sup>th</sup>. As part of their attendance, we are slated to have proclamations from both the NYS Senate & Assembly. Additionally, it is anticipated that the County will also have officials present with a Cortland County proclamation to be read by our very own Doug Bentley! Our former Executive Director, Lindy Glennon, has also confirmed her attendance for the Main Office building dedication. Additionally, I have submitted a Bright Ideas grant through the CNY Community Foundation in the amount of \$5,000 to support our 50<sup>th</sup> anniversary initiatives and the Opportunity Community CAPCO Field Day planned for this July (specific date forthcoming). Formal marketing and invitations for our initiatives will be forthcoming as we continue to work through details and planning.
  - CAPCO's Business After Hours event is scheduled for Wednesday, April 17<sup>th</sup> at our Main Office. As invitations and announcements are created in conjunction with the Chamber of Commerce, will be advertise this event as well as provide specific invites shared with our Board of Directors.
- Jenn and I met with the principal of McGraw Elementary School, Sue Prince, as well as other administrators to talk about the possibility of housing a Head Start classroom at the school again. CAPCO's Head Start Program has not hosted a classroom in McGraw since the school district took on both UPK and 3-PK back in 2020. The district has interest in CAPCO operating the 3-year-old classroom under Head Start due to district funding changes that may impact the district's ability to continue operating 3-PK. Jenn and I are looking at what this could look like given our DRS application and the reduction of Head Start classrooms down to 2 for the upcoming 2024-2025 program year. Given our anticipated structural changes, this may not be a possibility for our program. However, we continue to look at this and other possibilities—including being approached by Racker Center and their interest in operating a 3-year-old room through a childcare partnership. Neither of these partners are currently looking to operate an Early Head Start classroom, which is where our program will be expanding with the anticipated approval of our DRS application.



- We have worked through the E-Rate process for our Agency's phone and internet service for the upcoming E-Rate cycle beginning in July. CAPCO is able to participate in E-Rate and receive discounts on service due to our operation of the Head Start/Early Head Start Program. We only received a bid from First Light Fiber this year, who currently serve as our provider. We were able to work with First Light to receive quotes that are reduced from current levels, resulting in utility savings for HS/EHS as well as programs housed at the Main Office. This is an intricate process that takes much time and attention but results in needed savings. CAPCO's ability to remain with First Light (opposed to the other primary provider, Spectrum) is in large part due to the savings through the E-Rate program.
- I continue to participate with the County-led Housing/Homelessness Coalition. The group had not met since the fall, reconvening this month for updates on housing projects and other initiatives to address housing concerns and the growing unsheltered population in our community. It was reported that the YWCA Cortland has been awarded an ESSHI funding with the Christopher Community developers for 30 more units of permanent supportive housing for both men & women who are victims of domestic violence. This project will operate similarly to the current Grace Brown House. CAPCO has signed an MOU with the YWCA for supportive and emergency services, just as we do now with the Grace Bown House. Catholic Charities has been awarded the SOS Street Outreach Program funding for 9 street outreach positions in Cortland, Tompkins & Tioga counties. Catholic Charities has a pending OMH grant for a 14-bed transitional living project for the recently incarcerated population. Both the Salvation Army and the Cortland Free Library provided updates of increased numbers and challenges. The Mayor noted that the Parker School RFP is back out with anticipation of proposed housing projects. CAPCO continues to be active participate with the group as a primary provider of supportive services. It was reported that CAPCO is working with County Mental Health on the submission of the SAMSHA grant for which CAPCO has written a section to be a subrecipient and employ a Lead Family Coordinator for referrals, assisting in leading the County's System of Care (SOC). I will continue to keep the Board apprised of these efforts and our involvement in this critical coalition.
- We have again submitted a 5310 Transportation Grant through the NYS Department of Transportation (NYSDOT) to help support operational expenses for our Volunteer Transportation Program. We just signed our current 2022 5310 Transportation Grant that was recently awarded in 2023. If awarded funding, CAPCO will again serve as the lead-Agency, subcontracting for a part-time staff person through Seven Valley Health Coalition for dispatch services and Access to Independence (ATI) for use of their accessible van when needed. Seven Valley's will utilize their own grant funding to support ride vouchers while the 5310 grant includes funding for additional ride vouchers for the use of ATI's van. We submitted the same application as prior with an increase in the amounts to account for higher projected staff costs and now that we have a better understanding of the funding timeframe. It is projected to take several months into the next year before funding decisions are made, just like with the first round we applied for and were awarded. However, we found it important to apply for this as we begin operating the current grant and in anticipation of what the needs will be for the Volunteer Transportation Program. A big thank you to Kirsten who worked to put the application in a very short timeframe, something she had to do the first time we applied for this funding back in 2022.

Deputy Director Board Report  
Kirsten Parker  
February 20, 2024

- Golf Tournament Committee-tournament planning is under way. We will be holding the tournament at Walden Oaks this year on May 18. We have 3 confirmed major sponsors and two teams. More sponsorship letters went out this week. We will not officially be doing team registrations until later this spring.
- SAFE committee-the committee updated procedures, wrote a new procedure on lockdowns, and consolidated the emergency procedures into one document to be posted in each room. Safety inspections are up-to date except for Norwich. I will take care of doing that site while I am covering maternity leave.
- Wellness Committee-The committee will be reading “The Happy, Healthy Non-Profit” along with the Director’s team. We should be starting at the beginning of March.
- Medicaid Compliance-Lisa and I are scheduled to do the first review this month. We will report after the next compliance team meeting.
- The next all-staff day will be held March 15<sup>th</sup> at SUNY Cortland, we hope to do a poverty simulation for staff.
- We will be doing a Poverty Simulation at SUNY Cortland the following week for students through the college’s Civic engagement program.



## Energy Services / Building Maintenance February 2024

### Energy Services

#### **Weatherization Assistance Program- PY23.24 (7/1 to 6/30)**

- Assigned a new HCR Field Representative and a new HCR Regional Representative!
- Hired a new Admin. Assistant- Valerie who will be starting on the 20<sup>th</sup>.
- Interviewing candidates for the Crew Laborer position.

#### **BIL- PY23.24 (4/1 to 3/31)**

- Patiently awaiting the approval of DOE and HCR for vehicle approvals

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

- 2 - job completed. 12 - In-Progress

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

- 4 – Clean and Tunes completed.
- 3 – Heating Repair/Replacements completed.

#### **Fee For Service – no activity**

### CAPCO Building Maintenance

- Ben has his new- 2017 Ford Transit Connect Cargo van.





## **Family Development Board Report February 2024**

### **Adult Education**

- We had 16 new enrollments this month (1 NEDP).
- One student passed one part of the four-part GED exam.
- We have started recruiting for the CNA class that will take place in June. An information session will take place in February and March.

### **Emergency Assistance**

- We gave diapers to 78 children enrolled in the Diaper Distribution Program in January and 88 children signed up to receive diapers in February. We can enroll up to 100 children in the program.
- Our Snack Pack Program is currently feeding 123 children each weekend.
- Our Subaru loves event on February 12 was a huge success, giving coats to 90 children.
- The Care and Share Program has opened, giving a \$200 credit for heating costs to eligible families.

### **NOEP**

- Jessica will be helping at the Fresh Food Giveaway on February 20.
- We have been notified that we will be getting a new contract manager. This will be our fourth contract manager in five years.

### **Healthy Families**

- We received 26 referrals in January! 13 of the referrals were due to a facebook post and 13 partner referrals. Of the 26 referrals we were able confirm eligibility for 13 families.
- Our Home Visit Rate from November 1 to January 31 was 86%.
- Information from our Annual Service Review Report was shared with staff and the Healthy Families Advisory Board.
- We learned this week that we were NOT chosen to be among the 15 HFNY sites for a peer review visit by Healthy Families America, so our portion of the HFA Accreditation process is done for now.







# HS/EHS Director's Report

## February 2024



### Enrollment:

- EHS Enrollment: 64/64 enrolled and accepted
- HS Enrollment: 102 accepted, enrolled 100/104
- EHS Waiting list: 76: 28 over income, 5 at 130% and 43 income eligible.
- HS 3-Year-Old Waiting List: 32: 18 over income, 1 at 130% and 13 income eligible.
- HS 4-Year-Old Waiting List: 4: 0 over income, 2 at 130% and 2 income eligible
- Enrollment numbers reported to OHS at the end of January 2024 were 97% for HS and 100% for EHS!

### Staffing:

- Staffing is fairly stable at the moment. We are in the process of onboarding two kitchen aides. The nutrition area will be fully staffed for the first time this program year!

### Old Business:

- DRS application was submitted on January 19. We are able to track our application using a grants.gov tracking number.

### New Business:

- We have a baseline grant due March 1. This will fund our program through June until the new (DRS) grant is awarded.
- Annual Policy Council dinner was held at the Community Restaurant on January 30.

- Next Policy Council meeting is scheduled for February 27, 2024.



## Cortland-Chenango WIC Board Report

Kay Brewster

2/22/24

### Staffing:

- We are currently fully staffed in our program area!
- Kirsten will be providing program oversight while Kay is on maternity leave. Roland will continue as Site Lead in Norwich and work closely with Kirsten.

### Fiscal:

- We are still working on our Line-Item Interchange to adjust our initial budget from the RFA to reflect more accurate costs and cover staffing appropriately.
- We are working with the Central Office and Regional Office to provide additional documentation for our April 2023 voucher trace-new staff at Central Office are requesting different materials than we've ever needed to submit in the past. We are learning what will be required going forward so this can be completed to the new expectation of Central Office.

### Customer Satisfaction Survey: Presented to PPE 2/8/24.

- Ran from 1/8/24-1/30/24; 63 responses.
- 52% from Cortland County, 48% from Chenango County
- Summary of Results:
  - Appointments are available at days and times that work for me.
    - 98% reported Strongly Agree or Agree
  - I prefer to complete my appointments:
    - 69% over the phone, 21% in person, 10% online module
  - I feel that WIC staff are friendly and helpful.
    - 95% strongly agree or agree, 1.67% no opinion, 3.33% disagree.
  - I feel staff respond in a timely manner.
    - 95% strongly agree or agree, 1.67% no opinion, 3.33% disagree.
  - Additional Details for anyone who selected disagree or strongly disagree.
    - Common themes: Respondents took the time to provide additional positive praise. All three of the negative comments were submitted by the same participant and appear to be from past experiences (feedback includes PC-youngest child is 1yr 7months).
  - How can WIC improve to provide better nutrition and breastfeeding services to you?
    - Common themes: Additional food options, adjusting food packages or having them available longer (ex >5y/o or >1yr if still BF), challenges at the grocery store, more breastfeeding staff
  - I feel there is good breastfeeding support at CAPCO WIC
    - 70% strongly agree or agree, 21% neutral, 8% disagree or strongly disagree.
  - I think breastfeeding families need the most help with:
    - 30% preparing for and going back to work, 26% latching, 16% using/getting a breast pump and 16% preparing for breastfeeding during pregnancy.
  - Fill in the blank: I wish my WIC program had \_\_\_ to better support breastfeeding families.
    - Common themes: peer groups and classes, more staff
  - Fill in the blank: I wish my community had \_\_\_ to better support breastfeeding families.
    - Common themes: groups, classes, public spaces for BF, more resources
- Overwhelmingly we received positive feedback, and it appears our program is meeting the needs of the majority of our families who responded to this survey.

**Caseload/Outreach:**

- We are excited that preliminary numbers for January continue to indicate program growth above 2000 participants. Staff are continuing to work well together at the two sites to ensure participants are scheduled/rescheduled in a timely manner.

Month	Target Caseload	Enrollment	Participation	% of Target	% of Enrollment	Final
OCT 2023	2,200	1,463	1,360	61.82%	92.96%	✓
NOV	2,200	1,792	1,642	74.64%	91.63%	✓
DEC	2,200	1,990	1,871	85.05%	94.02%	✓
JAN 2024	2,200	2,067	1,954	88.82%	94.53%	✗
<b>YTD Average:</b>	2,200	1,748	1,624	73.83%	92.91%	

**Social Media:**

- CAPCO Website has been updated to reflect Chenango Sites
- We are working with Foster Martin to update our online presence to make it easier for Chenango families to get the current contact information and location for services.
- We have added a Chenango WIC Facebook and Instagram page so CAPCO and area specific posts can be more easily accessed by Chenango Families