



Cortland County Community Action Program, Inc.
(CAPCO)
Board of Directors Meeting
July 25, 2024
Meeting Agenda

- I. Call to Order
- II. Reciting of the Community Action Promise
- III. Motion for Approval of June 2024 minutes
- IV. Standing Committee Reports
 - 1) PP&E Committee—met on Thursday, July 11, 2024.
 - a) **Resolution 24.29**—PY2023-2024 HS/EHS Spring School Readiness Goals
 - b) **Resolution 24.30**—HS/EHS Spring 2024 CLASS Report
 - c) **Resolution 24.31**—Healthy Families 2nd Quarter Progress Report
 - 2) Board Development—did not meet.
 - 3) Finance/Audit Committee—met on Thursday, July 18, 2024.
 - a) **Resolution 24.32**—Quarter 2 Medicaid Compliance Billing Audit & Review
 - b) **Resolution 24.33**—WIC FFY2025 Grant & Budget Submission
 - 4) Executive Committee—did not meet.
- V. Executive Director Report
- VI. Program Director Reports
 - a) Deputy Director
 - 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
 - a.) **Resolution 24.34**—2024-2025 Health Insurance Renewals
 - b.) **Special Board Meeting for 2023 Audit**—August 15, 2024 @ 12pm oon
- 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
June 27, 2024
Meeting Minutes

I. Call to Order-meeting called to order at 12:02 pm.

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

II. Community Action Promise

III. Motion for Approval of May 2024 Minutes made by Doug Bentley, 2nd Jeanette Dippo. Motion carried.

IV. Standing Committee Reports

- 1. PP&E Committee**- met June 13, 2024. The committee reviewed the Head Start/Early Head Start Management Reports. Jenn reported that the program has had a higher than usual number of families moving out of the area. Jenn also gave an update on the DRS application. We have had a couple of calls and discussed changes they want us to make. We agreed to serve 6 more Head Start children. Lori Spatola-Davis, the current WIC Director at Tioga Opportunities has accepted the WIC Director position. She will start in early July.
- 2. Board Development-did not meet.**
- 3. Finance/Audit Committee** – met on June 20, 2024. Committee reviewed financial statements. Greg introduced the committee to the ProNexus team, who was able to attend via zoom. CDPAP is up to date on billing, there is no more news on the future of fiscal intermediaries. Greg updated the committee on the DRS grant. We anticipate an award letter by 7/1/24 but do not have official word yet. HS/EHS received a COLA of just over 2%, employees will receive an increase. The WAP contract will finish by the end of June. We are on track to meet production and spend out the grant. We have not received the contract package for next year, but the budget is ready. We will be building in the leadership transition for Denise’s expected partial retirement. We still anticipate needing to do a CSBG amendment. The new contract for NOEP begins July 1, 2024, but we are just being paid for the 2022-2023 contract. We will continue to look at the viability of this program. The new WIC budget has been submitted. We anticipate the new WIC Director will begin on July 8. We will need to do a line-item change for this year’s budget. As expected, we had one “ding” on our ACROS for the late audit submission. Everything else was fine. We plan to have a *special* board meeting to approve the audit for this year August 15th at noon.

Motion to accept March 2024 financial statements made by April Dennison. Second by Doug Bentley. Motion carried.

4. Executive Committee-did not meet

V. Executive Director Report – Greg recapped the June 12th Legislative Open House and building dedication, discussed plans for the July 25th Field Days event. Other information is in his written report.

VI. Program Director Reports –

Deputy Director/WIC-Miranda, Chenango County Nutritionist has passed her IBCLC exam! Kay has started her new job, Lori, our new WIC Director, will be gin in a few weeks.

Energy Services-Denise referred to her written report.

Family Development – Brandy provided a written report and shared that she passed her CCAP exam!

Head Start/Early Head Start- Jenn referred to her written report.

VII. **Head Start Policy Council Updates** – April provided updates from the last meeting.

VIII. **Old Business**- None

IX. **New Business** – None

XI. **Executive Session** – None

X. **Adjournment** –*Motion to adjourn made Sandra Aloj, Second by April Dennison. Motion carried.*

The meeting adjourned at 1:04 pm.

Members present: Lynne Sypher, Melissa Alvord, Patty Schaap, Terry Coon

Excused: Billie MacNabb

Staff: Kirsten Parker, Greg Richards, Deanna Pace, Kristi Coye

Meeting called to order at 12:03 pm.

Head Start and Early Head Start Management Reports

Kristi reviewed the Head Start and Early Head Start Management Reports. All is to be expected.

Head Start School Readiness Goals-Spring

Shows scores for school readiness goals for Fall, Winter, and Spring. Children are showing great improvement in all areas. Approach to Learning is an area to work on for three-year olds, Math for four-year olds, but overall, they are good and as expected.

Motion to accept School Readiness Goal report made by Lynne Sypher, 2nd by Patti Schaap. Motion carried.

Head Start and Early Head Start Spring 2024 CLASS report

We have certified staff and do our own CLASS evaluations. Periodically the Office of Head Start will also come here to do CLASS evaluations as part of their 5-year monitoring. The evaluations rate the interactions between staff and children. If the program is found to be below the National Standard, it would be put into a competitive/DRS grant process. Our program was well above the levels requiring re-competition.

Motion to accept Spring 2024 CLASS reports made by Patti Schaap, 2nd by Lynne Sypher. Motion carried.

Head Start and Early Head Start DRS Update

We finally got official confirmation that our DRS application was approved for July 1st. Unfortunately, there are errors in the official correspondence. It lists the contract period as 11 months and the budget is 1/12 lower than it should be. Jenn is on vacation, but Greg and Kristi have sent messages to the Office of Head Start and are waiting for a reply.

Healthy Families Site Visit Report

Deanna explained the reports from the Healthy Families site visit. The program did very well. They will continue to work on capacity. They have more than the expected number of families for the number of Medicaid births in our area, but their caseload is low relative to the contract. There may be an opportunity to apply for Child Welfare Protocol which would give us the opportunity to enroll families over a longer time frame and change the numbers a bit.

Motion to accept the Healthy Families Site Visit Report made by Lynne Sypher, 2nd by Melissa Alvord. Motion carried.

There being no further business meeting was adjourned at 12:55 pm.

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

HS/EHSMonthly Family Engagement Report

Month: May 2024

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- Clothespin butterflies	5/20/24	3	3	0	14	21%
	FE- Rock painting	5/31/24	11	13	2	14	79%
Johnson 1	PCM- Clothespin butterflies	5/21/24	6	6	0	14	43%
	FE- plant & decorate pots	5/14/24	8	12	2	14	57%
Johnson 2	PCM- Clothespin butterflies	5/22/24	5	7	3	14	36%
	FE- Plant magic beans	5/3/24	10	10	5	14	71%
	FE- Fairy tale snacks	5/16/24	5	6	2	14	36%
	FE- Nature bracelets	5/31/24	7	9	4	14	50%
Johnson 3	PCM- Clothespin butterflies	5/31/24	7	10	4	14	50%
	FE- Dental Asst. & pony beads	5/23/24	8	11	2	14	57%
Randall 1	PCM-Bus safety	5/20/24	2	2	0	15	13%
	FE- Rock painting	5/23/24	3	3	0	15	20%
Randall 2	PCM-Bus safety	5/20/24	4	5	2	15	27%
	FE-Graduation caps	5/31/24	5	5	2	15	33%
Smith 1	PCM- explore a school bus	5/16/24	6	8	4	15	40%
	FE- Magic show	5/10/24	9	12	5	15	60%

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (HEAD START)

Employee Name: Trudy Happel **Month/Year:** May 2024

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	95	2	1	7	4	12	8	0
Johnson 1	14	1	0	88	0	2	10	5	12	8	0
Johnson 2	14	0	0	88	1	0	4	8	15	6	1
Johnson 3	14	0	0	83	0	0	12	7	15	7	1
Randall 1	16	0	3	81	1	1	0	0	1	0	0
Randall 2	16	0	1	81	2	0	2	3	3	1	1
Smith 1	16	0	1	81	0	1	1	3	0	0	0
TOTAL	96	1	5	85%	6	5	36	30	58	30	3

of Children on the Waiting List:

3 Year Olds
Over Income
Under 130%
Under 100%

18
1
14

4 Year Olds
Over Income
Under 130%
Under 100%

0
2
2

Comments: _____

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

MONTHLY POLICY COUNCIL REPORT HS

Special Needs

Employee Name: Jill Dunham

Month: May 2024

	# 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	3	1	3	1	0	0	1	0	0	0	0	0
Randall 1	6	3	4	2	1	2	3	0	0	3	0	0
Randall 2	7	5	5	4	4	2	4	0	2	2	0	0
Johnson 1	3	1	3	0	0	0	1	0	0	1	0	0
Johnson 2	4	1	3	0	0	1	1	0	1	2	0	0
Johnson 3	3	2	3	2	1	1	0	0	0	3	0	0
ELC 4	6	3	6	3	0	3	0	1	1	2	0	0
TOTALS	32	16	27	12	6	9	10	1	4	13	0	0

32% of 100 enrolled HS children receiving services

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

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

Employee Name: Mmselle Sonnacchio

Month: May 2024

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	0	7	7	0	0	0	0	0	0
Johnson 1	13	0	0	0	4	8	2	2	0	0	0	0
Johnson 2	14	0	0	2	9	2	0	0	0	0	0	0
Johnson 3	14	0	1	0	7	6	2	1	0	1	0	0
Randall 1	13	0	0	0	9	4	1	0	0	1	0	0
Randall 2	15	0	0	1	7	6	2	1	0	1	0	0
Smith 1	13	0	0	0	8	5	2	2	0	0	0	0
TOTALS	96	0	1	3	51	38	9	6	0	3	0	0
						40%	24%	67%	0%	33%		

Comments:

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

Employee Name: Mmselle Sonnacchio

Month: May 2024

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
ELC 4	14							0
Johnson 1	13						1	1
Johnson 2	14		5				2	7
Johnson 3	14		1					1
Randall 1	13		1					1
Randall 2	15					1		1
Smith 1	13					2	1	3
TOTALS	96	0	7	0	0	3	4	14

Comments: No incidents/accidents were reported to OCFS.
Johnson 2: Bitten by Another Child: 3, Running/Tripping: 2, Object: 1, Another Child: 1

There were no staff accidents reported in May.

HEAD START/EARLY HEAD START PROGRAM OF CORTLAND COUNTY

...a service of the Cortland County

Community Action Program, Inc.

MONTHLY FAMILY SERVICES REPORT (EARLY HEAD START)

Employee Name: Trudy Happel

Month/Year: **May 2024**

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	85	0	0	3	3	2	1	1
Cosimo 2	8	0	0	93	0	0	3	3	7	5	0
Cosimo 3	8	0	0	97	0	0	3	3	6	4	1
ELC 1	8	0	0	80	0	0	8	3	2	1	0
ELC 2	8	0	0	91	0	0	3	2	1	0	0
ELC 3	8	0	0	94	0	0	2	2	1	0	0
South Main 1	8	0	0	92	0	0	1	1	1	0	0
South Main 2	8	0	0	84	0	0	1	1	3	1	0
TOTAL	64	0	0	90%	0	0	24	18	23	12	2

of Children on the Waiting List:

Children	
Over Income	37
Under 130%	6
Under 100%	57

Comments: _____

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

MONTHLY POLICY COUNCIL REPORT EHS

Special Needs

Employee Name: Jill Dunham

Month: May 2024

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

16% of 64 enrolled EHS children receiving services

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

Employee Name: Mmselle Sonnacchio

Month: May 2024

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	4	0	1	0	0	0	0	0
Cosimos 2	8	8	5	0	0	0	0	0	0	0
Cosimo 3	8	8	5	0	3	0	0	0	0	0
ELC 1	8	8	7	0	1	0	0	0	0	0
ELC 2	8	8	3	0	3	0	0	0	0	0
ELC 3	8	8	6	0	2	0	0	0	0	0
SM 1	8	8	3	0	2	0	0	0	0	0
SM 2	8	8	5	0	3	0	0	0	0	0
TOTALS	64	64	38	0	15	0	0	0	0	0
			59%	0%	23%	0%	0%	0%	0%	

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

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

Employee Name: Mmselle Sonnacchio

Month: May 2024

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		5			3		8
Cosimo 2	8		2			1	2	5
Cosimo 3	8		7				2	9
ELC 1	8		2					2
ELC 2	8		13			4	1	18
ELC 3	8		2			1	2	5
South Main 1	8		2				1	3
South Main 2	8		3			3		6
TOTALS	64	0	36	0	0	12	8	56

Comments: There were no incidents/accidents reported to OCFS this month.
There were no staff accidents reported this month.
ELC 2: Bitten/Scratched by Another Child: 11, Toy/Object: 3, Other: 3, Running/Tripping: 1

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

Employee Name: Mmselle Sonnacchio

Month: May 2024

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	1	7	2	0	1	0
Cosimo 2	8	3	8	7	0	1	0
Cosimo 3	8	4	8	6	0	2	0
ELC 1	8	2	8	2	0	N/A	N/A
ELC 2	8	1	8	5	1	2	0
ELC 3	8	5	8	5	0	6	0
South Main 1	8	3	8	8	1	4	0
South Main 2	8	3	8	4	0	7	0
TOTALS	64	22	63	39	2	23	0
		34%	99%				

Comments:

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

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

1 children behind on immunizations in Cos 1 due to illnesses/missed appts and will be caught up at next well child visit.

HEAD START

CLASSROOM HAPPENINGS

May 2024

Johnson 1

- The children created boats and tested them out to see if they sank or floated.
- Our monthly shape was the heart and our color was yellow.
- Our class created heart collages.
- We practiced our listening and following directions skills for street safety by playing the game “Red light, green light”.
- Health lesson: Community helper. The children discussed community helpers and how they help keep everyone safe. The children even dressed up as community helpers.
- We worked on the “Fairy Tale and Nursey Rhymes” unit this month.
- Retold the stories: “The Three Billy Goats Gruff”, “3 Little Pigs”- made each pigs house “3 little bears”- made porridge.
- Parent Posse: Created butterflies with families.
- Family Engagement: Planted flowers and discussed what plants need to grow.

Johnson 2

- Our class did an open-ended shape castle craft.
- Family Engagement: Was held on May 3rd where we planted magic growing beans with our families.
- Did another open-ended dragon art project.
- We did a three little pig project based on the story “3 Little pigs”.
- We sent home to our families a 30-day fitness challenge.
- We did a number of letters in our names comparison chart.
- Family Engagement: Held on May 16th where we made fairy tale snacks for our families.
- Family Engagement: Held on May 31st we made nature bracelets with our families.
- We did dirt in worms art project.
- We played “5 green speckled frog bingo” dotting game.

- We ended “Fairy Tale” unit and started “Insects and spiders: unit this month.

Johnson 3

- We worked on the “Fairy Tale’ unit for the month of May. The children acted out the “Billy Goat Gruff”.
- We made abiyayo puppets.
- The children help make porridge (some liked it and others didn’t).
- We also acted out “3 green speckle frogs”.
- The children learned about air in our “Air” unit for science.
- We had a feather race, they caught air in a plastic bag.
- We introduced Tucker turtle to our students this month and they learned how to calm down Tucker’s way.
- The children made Tucker Turtle shells and bounced negative words off them.
- We had a special guest attend our Family Engagement: One of our parents works at a dentist office and came in and met with the students letting them brush giant teeth properly.
- They got to take a new tooth brush home.
- We also made pony bead jewelry.
- For our Parent Posse the children made hand print flower with their parents.
- We did our monthly fire drill as well.

ELC 4

- Our color for the month of May was red and our shape was a square.
- Theme: “Fairy Tales”.
- The children painted toilet paper rolls green for the fairy tale “Jack and the beanstalk”.
- In the sensory bin there was a Jack and the beanstalk theme. We put the green toilet paper rolls, lima beans and dirt in the sensory table.
- For our circle time before going to breakfast we would do different nursery rhyme times such a “Humpty Dumpty”, “Hickory Dickory Dock” and many more.
- For one of the arts and crats activities our class did, the children made a variety of the 3 little pigs houses.
- They were able to choose which house to recreate (brick/sticks or straw).

- Family Engagement Number 1: Ms. Ruth's engagement: The children were able to make butterflies using coffee filters.
- Family Engagement Number 2: Families came in and helped their children paint rocks.

Randall 1

- Our PCM involved learning about bus safety.
- We started our "Transportation" unit this month.
- Family Engagement: Our families came in and helped their children paint rocks.
- Science unit was about learning about plants.
- We made paper airplanes to go along with our class learning about Amelia Earhart.
- For math we worked on counting to 20 and continued to work on grouping objects in piles from 1 through 15.
- We also continued to work on simple patterns.

Randall 2

- We worked on our "Transportation" unit this month.
- Math lesson: We worked on Algebra with creating patterns.
- Science: "Beginning Botanist" we are learning about plants and what seeds need to grow.
- Nutrition: We learned about farmers market and what you can buy there.
- Family Engagement: With our families we learned about bus safety.
- Family Engagement: Another family engagement, our families helped their children decorate their graduation caps.
- Music Class: our children got to practice playing the piano.
- Our class did a review on social emotional and problem solving with Dina.
- We did our 2nd round Brigance testing this month.
- Did 3rd round of TSG scoring.
- Heggerty-phoneme awareness', letter sounds, syllables, beginning and understanding word sounds and rhyming.

Smith 1

- Family Engagement: Held on May 12th at 2PM, we had the magician Collin come in and amaze our families with his magic tricks.

- PCM was held on May 16th at 11:30 am where we learned about bus safety.
- In our dramatic play we made it into a construction area.
- CAPCO family night, whose theme was flowers. We made flower presses with our families.
- We made a spider web to practice teamwork with our children.
- Read the story “Sunflower house” and our children made sunflowers to go along with the story.
- Also read “Sour grape” and then we made emotion grape faces to go with the story.
- Read “It looked like spilt milk”. Then we did a smush painting activity to go with this story.
- Our class worked on our “Transportation” unit this month.
- Science unit: We have started the “Beginning Botanist” this month.
- We held a musical parade with our class.
- Did a musical junk as well.

EARLY HEAD START CLASSROOM HAPPENINGS May 2024

Cosimos 1

- We planted vegetable seeds and are watching them grow.
- Our class has switched to tables from trays and are learning about spatial awareness.
- We love to talk about flowers and colors on our walks.
- We have measured how tall we have grown so far.
- In class we are learning about sun safety and how to use sun screen.
- Our class gets to play with the playground equipment a lot more now with the nice weather we are having.
- The children love to explore with bubbles.

Cosimos 2

- Family Activity: We planted flowers, it went well and was a good turn out with our families.
- Family Engagement: Involved playing outside and drawing with chalk. Everyone seemed to enjoy themselves.
- Our class have been playing in the sand table outside and really enjoy it too.
- The children have many more words now and are starting to name more objects we point to outside and on our walks.
- We are working on learning shapes and colors.
- Also, we are working on learning each other names as well.
- We have added a new classroom rule that we throw balls only in class.
- Got out some new blocks and the children have gotten good at stacking them.
- We have been practicing new transition techniques and doing bubbles when we come inside.

Cosimos 3

- Family Engagement: This month we did one on “Unicorn Fizz”, where we added vinegar to baking soda to see the reaction.
- We also planted flower with Michelle our family advocate.
- We created finger paintings for our art show.
- We measured each one of our friends to see how big we all have gotten.
- We added sand to our sensory table and the children are enjoying it.
- We have continued with “Baby Doll” circle time and are now on the “I love you” ritual chapter.

ELC 1

- In the month of may we played in the water sensory bin outside.
- We are doing paintings for Mother and Father days.
- Family Engagement: We painted apples with our families.
- We have been to the large motor room to play.
- Also, we have gone on many walks in the neighborhood.
- We are all in sitting in tray tables and eating whole food now.

ELC 2

- We have been talking about the different insects we see on the playground when we go out to play there.
- We started working on going for walks using the walking rope.
- During our walks we talked about a train we saw, all the birds and flowers we saw as well.
- Our class is doing a height chart to show classification of the shortest to the tallest.
- The children have been learning about fruits and vegetables.
- We have been dancing to the “Cha Cha slide”.
- We are working on prepositional words next to, in front of and behind.
- The children enjoy finding the “Kitty Car” on our walks.

ELC 3

- May 1st: We made flowers for our “Flower shop” in the dramatic play area.
- May 2nd; Our children made classroom flowers to hang up.

- May 3rd: Another project we did was make “sunshine and watering cans”.
- May 6th: The children used flower stamps to make pictures with.
- May 8th: In our sensory table we had flowers for the children to play with.
- May 9th: Our class made contact paper flower suncatchers.
- May 10th; We made a banana tree.
- May 13th: Our students made monkeys and bananas to hang on our banana tree.
- May 14th: We made “carrot hands” growing out of dirt.
- May 16th: The children made grapes.
- May 20th: Next we made bees to pollenate the flowers we had made early.
- May 21st: Our class made “love” birds out of paper bags.
- May 22nd: Next we made bird nests with eggs in them.
- May 28th: Made the start of a coconut tree.
- May 29th: We made coconuts to put on our coconut tree.
- May 30th: Our class made an apple tree.

South Main 1

- The children are becoming very great friends with one and other.
- They love playing with sprinkler and going outside as summer is on its way.
- We have been doing a lot of painting and dramatic play.
- Playing together as a group is becoming very fun and interesting.
- We enjoy going to the black top and tracing our bodies.
- Taking turns and sharing has become easier along with the rest of the classroom rules.
- As we are becoming better friends we see more hugs and joint playing and hear our friends ask us to play.
- Over all the friendships are advanced.

South Main 2

- This month we had lots of fun planting flowers with Michelle.
- The children had lots of fun playing in the sprinkler and taking our daily walks when it is not raining.
- We had fun learning about things you can buy at the farmers market.
- We have been talking a lot about letters and our students can now name at least one letter when we see it.

- We have also continued to work on counting.
- The Children have been displaying the social skills they have learned in the classroom.
- With a little help they have been asking each other to play or for a turn with a toy they want.

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 24-29

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed PY2023-2024 HS/EHS Spring School Readiness Goals report and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed PY2023-2024 HS/EHS Spring School Readiness Goals report,

IT IS HEREBY RESOLVED that on July 25, 2024, the CAPCO Board of Directors approves the PY2023-2024 HS/EHS Spring School Readiness Goals report.

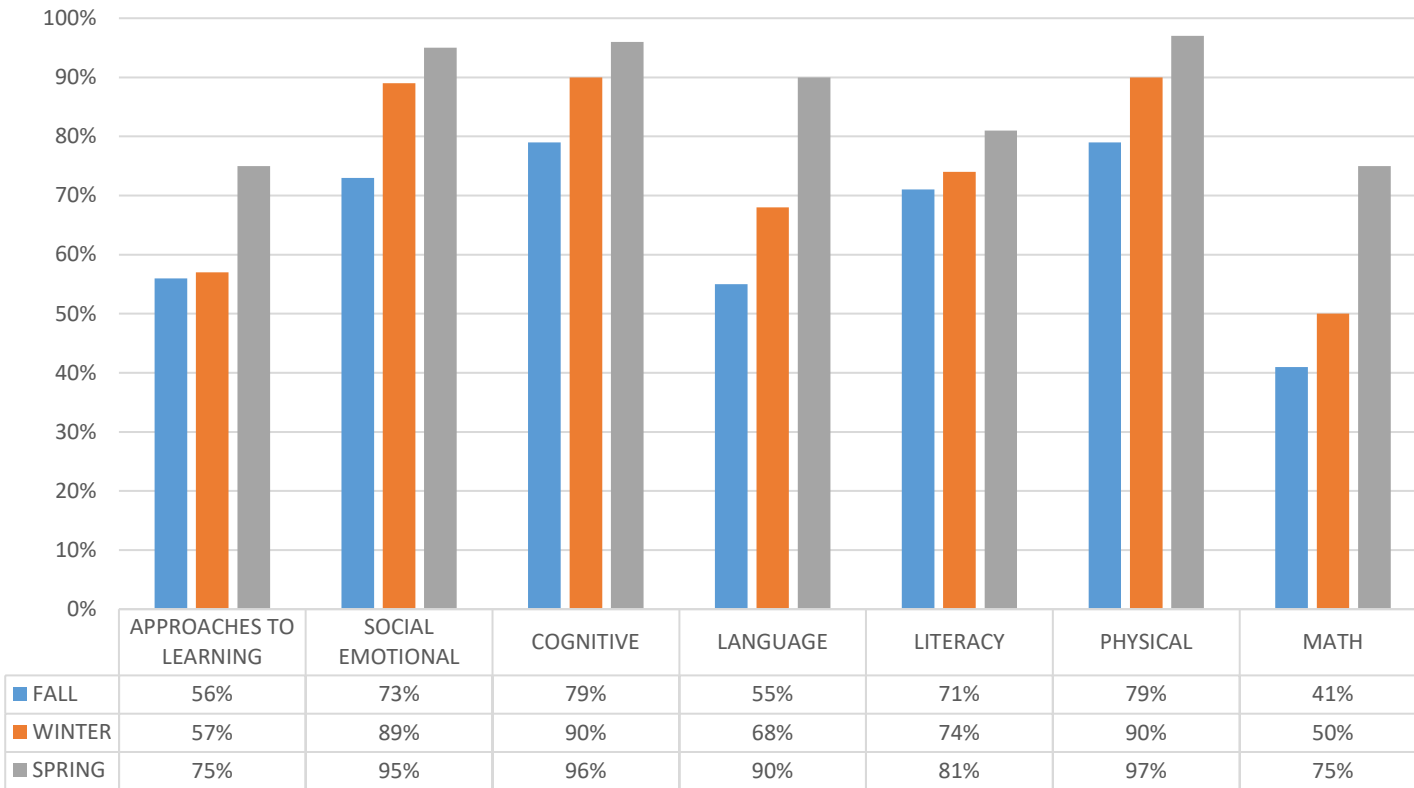
Shelley Warnow
Board President

July 25, 2024
Date

APPROACHES TO LEARNING SOCIAL EMOTIONAL COGNITIVE LANGUAGE LITERACY PHYSICAL MATH

FALL	56%	73%	79%	55%	71%	79%	41%
WINTER	57%	89%	90%	68%	74%	90%	50%
SPRING	75%	95%	96%	90%	81%	97%	75%

EHS - Meeting/Exceeding within GOLD Widely Held Expectations
2023-2024

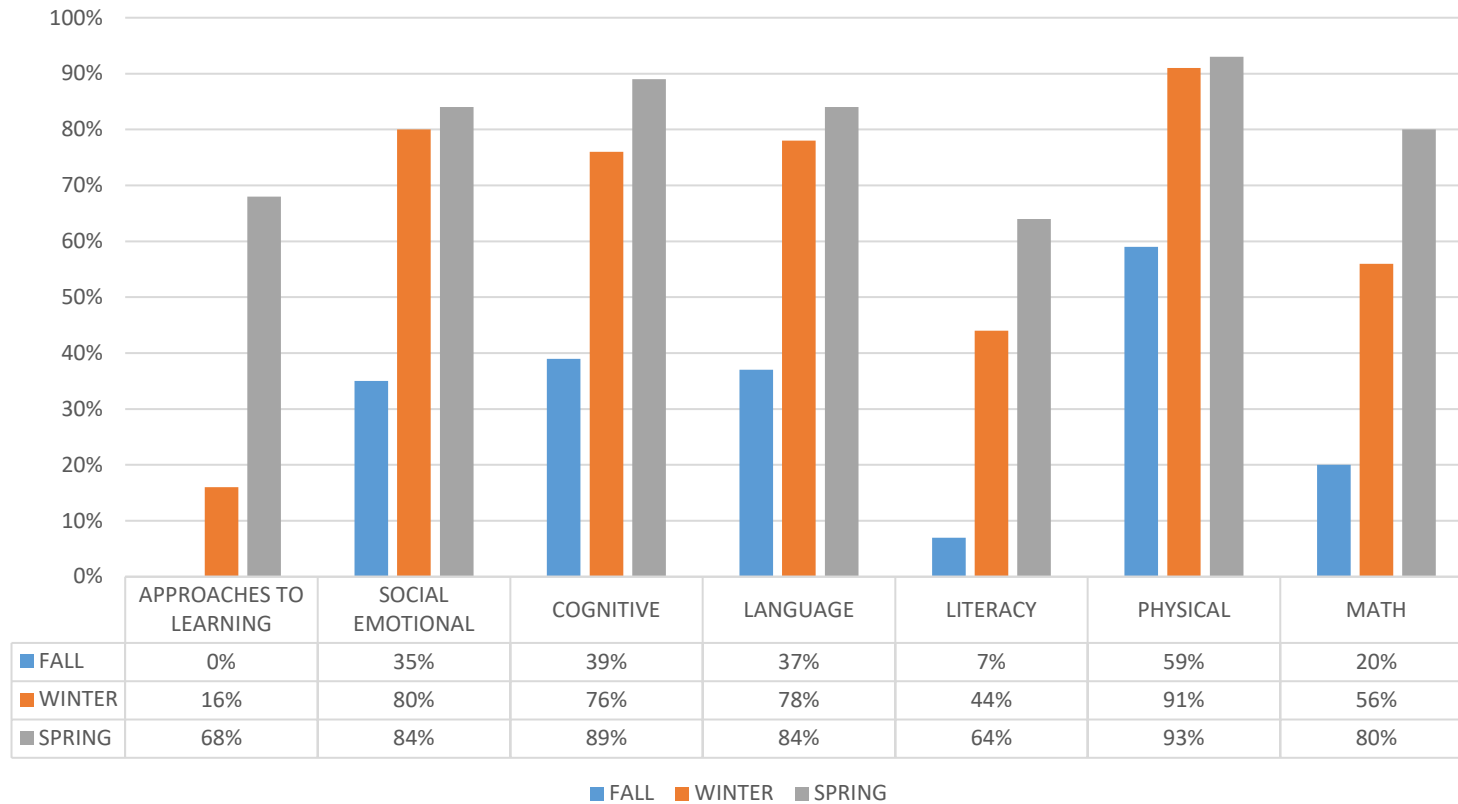


FALL WINTER SPRING

*Includes Home Based

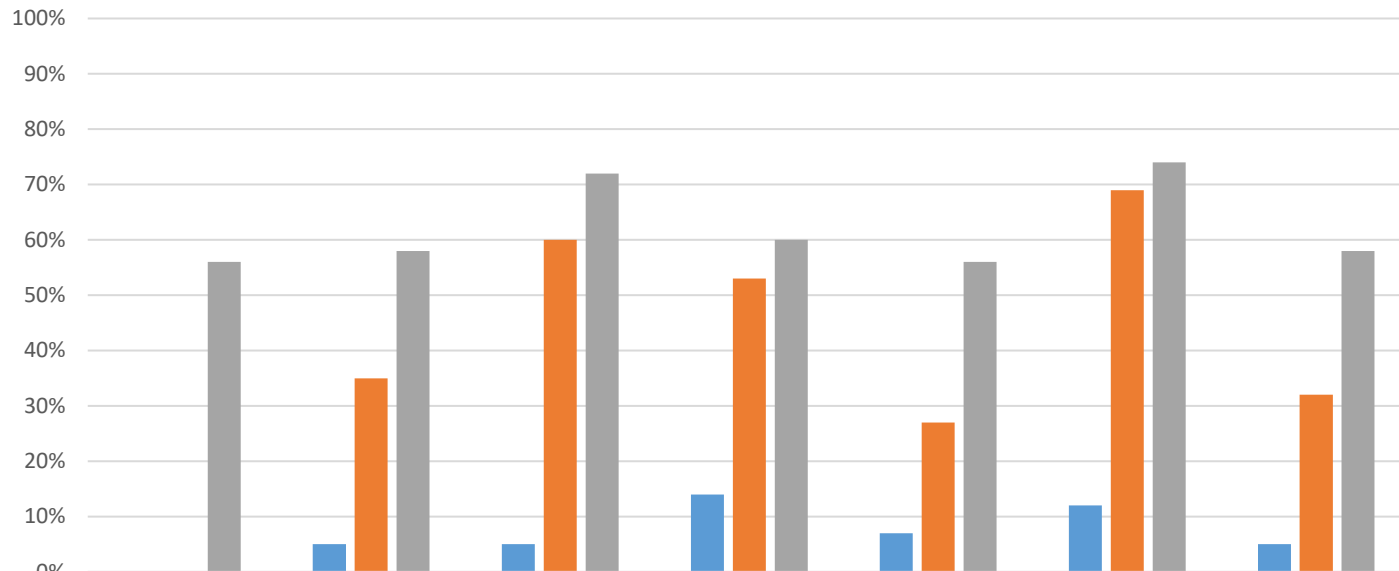
	APPROACHES TO LEARNING	SOCIAL EMOTIONAL	COGNITIVE	LANGUAGE	LITERACY	PHYSICAL	MATH
FALL	0%	35%	39%	37%	7%	59%	20%
WINTER	16%	80%	76%	78%	44%	91%	56%
SPRING	68%	84%	89%	84%	64%	93%	80%

3 Year Olds - Meeting/Exceeding within GOLD Widely Held Expectations
2023-2024



	APPROACHES TO LEARNING	SOCIAL EMOTIONAL	COGNITIVE	LANGUAGE	LITERACY	PHYSICAL	MATH
FALL	0%	5%	5%	14%	7%	12%	5%
WINTER	0%	35%	60%	53%	27%	69%	32%
SPRING	56%	58%	72%	60%	56%	74%	58%

4 Year Olds - Meeting/Exceeding within GOLD Widely Held Expectations
2023-2024



	APPROACHES TO LEARNING	SOCIAL EMOTIONAL	COGNITIVE	LANGUAGE	LITERACY	PHYSICAL	MATH
FALL	0%	5%	5%	14%	7%	12%	5%
WINTER	0%	35%	60%	53%	27%	69%	32%
SPRING	56%	58%	72%	60%	56%	74%	58%

■ FALL ■ WINTER ■ SPRING

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 24-30

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed HS/EHS Spring 2024 CLASS report and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed HS/EHS Spring 2024 CLASS report,

IT IS HEREBY RESOLVED that on July 25, 2024, the CAPCO Board of Directors approves the HS/EHS Spring 2024 CLASS report.

Shelley Warnow
Board President

July 25, 2024
Date



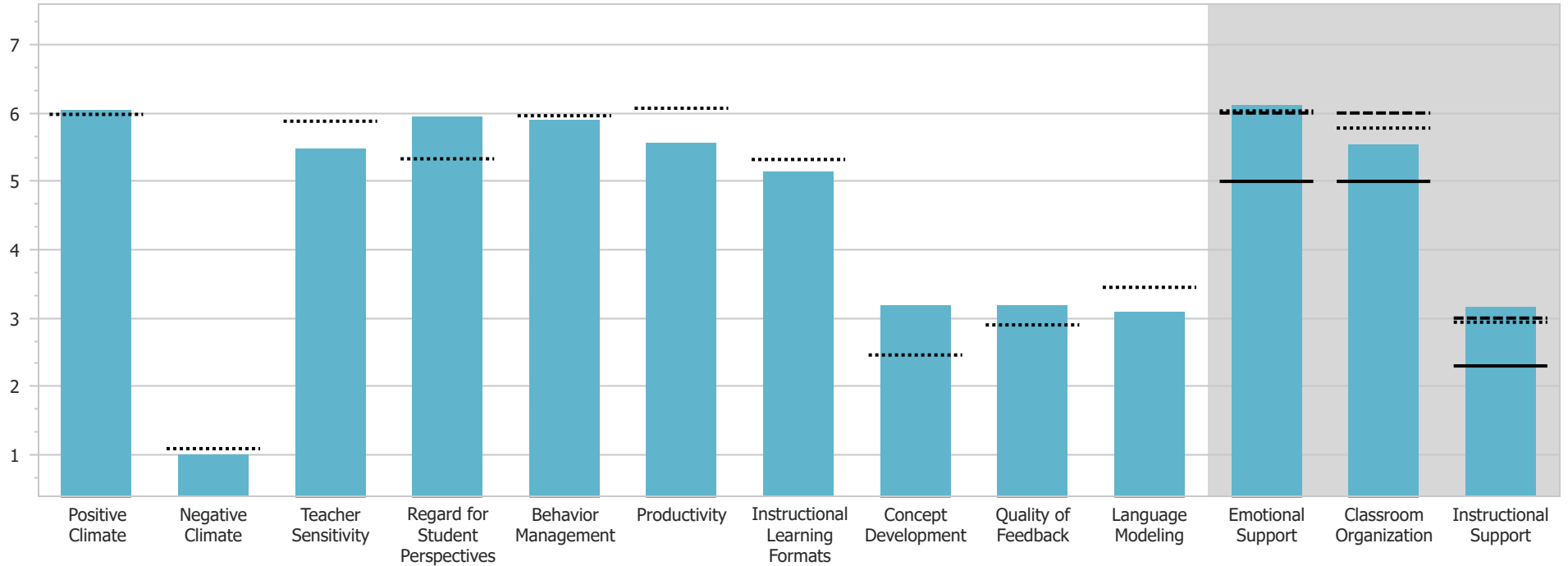
CAPCO

5630 - Pre-K CLASS® Average Score Charts

Observations occurring: 2/1/2024 - 5/31/2024

CAPCO

2020 National Average
Quality Thresholds - - - -
Re-competition Level _____



2/1/24 - 5/31/24

	PC	NC	TS	RSP	BM	PD	ILF	CD	QF	LM	ES	CO	IS
2/1/24 - 5/31/24	6.05	1	5.48	5.95	5.9	5.57	5.14	3.19	3.19	3.09	6.12	5.54	3.16

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 24-31

WHEREAS, the Cortland County Community Action Program, Inc. Program, Planning & Evaluation (PP&E) Committee has reviewed the proposed Healthy Families New York PY2023 2nd quarter progress report and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed Healthy Families New York PY2023 2nd quarter progress report,

IT IS HEREBY RESOLVED that on July 25, 2024, the CAPCO Board of Directors approves the Healthy Families New York PY2023 2nd quarter progress report.

Shelley Warnow
Board President

July 25, 2024
Date

Healthy Families New York / Home Visiting

Home Visit Log Summary Quarterly

Cortland County Healthy Families

Site: <--All -->

2nd Quarter 03/01/24 - 05/31/24

Case Filters used:

Contract: 12/01/23 - 11/30/24

	Quarter	Contract Period
Total Visits	235	490
Attempted Visits	29	52
Actual Visits	206	438
Average Length of Visit	58 minutes	56 minutes
Visit Characteristics		
Prenatally	15%	13%
Postnatally	85%	87%
Type of Visit: Note: May not equal 100% due to multiple locations		
In PC1's home	66%	64%
In Father Figure/OBP home	0%	0%
Where TC Resides	0%	0%
Out of home	0%	0%
Virtual - Phone	0%	0%
Virtual - Interactive Platforms	21%	25%
Attempted Visits	12%	11%
Group Visits	0%	0%
Location of Out of Home Visits:	1	1
Health care setting	0%	0%
Other service provider's office	100%	100%
Home visiting office	0%	0%
PC1's workplace	0%	0%
Community setting	0%	0%
Other	0%	0%
Who participated in the visits		
Primary caregiver 1	98%	99%
Primary caregiver 2	7%	7%
Biological parent	17%	19%
Father Figure (if not PC2 or biological parent)	2%	2%
Target Child	70%	72%
Grandparent	2%	3%
Target Child's siblings	17%	16%
Other	4%	5%
Father Advocate	0%	0%
Supervisor	2%	2%
Supervisor Observation	2%	2%
Home Visitor engaged in these activities on visit		
Child Development	93%	89%
Parent/Child Interaction (Parenting)	100%	96%
Health Care	98%	95%
Family Functioning	100%	96%
Self Sufficiency	53%	47%
Crisis Intervention	3%	3%
Program Activities	21%	21%
Concrete Activities	38%	37%

Healthy Families New York / Home Visiting

Best Practice Standards Accreditation Evidence

Cortland County Healthy Families

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

Cohort: Participants Served from 03/01/2024 to 05/31/2024

Site: <--All -->

Case Filters used: <-- None -->

Worker Name	Cases used in this report *	Expected Visits **	Actual Visits	Cases Achieving Score = 3	Cases Achieving Score = 2	Cases Achieving Score = 1	Overall Score	% of cases achieving score 2 or 3
Deanna Pace	5	18	19	4	1	0	3	100%
Sierra Babcock	4	33	32	3	1	0	3	100%
Loraine Joseph	4	17	21	4	0	0	3	100%
Sarah Redenback	5	31	29	3	1	1	2	80%
Kalie Binelli	10	67	58	6	3	1	3	90%
Zana Hamilton	4	42	29	0	1	3	1	25%
All Workers	32	208	188	20 (63%)	7 (22%)	5 (16%)	2	84%

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

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

** Rounded Down

Healthy Families New York / Home Visiting

Performance Targets for 4 Quarters

Cortland County Healthy Families

Site: <--All -->

2nd Quarter 03/01/24 - 05/31/24

Case Filters used:

Contract: 12/01/23 - 11/30/24

Health and Development Targets	For the Quarter Ending:			
	8/31/2023	11/30/2023	2/29/2024	5/31/2024
HD1a. Immunizations at 6 months At least 80% of target children will be up to date on ALL 6 month immunizations by 12 months of age. Cohort: Target children 12 to 23 months old	100%	92%	100%	100%
HD2a. Immunizations at 18 months At least 80% of target children will be up to date on ALL 18 month immunizations by 24 months of age. Cohort: Target children 24 months old or older	100%	100%	100%	100%
HD3. Lead Assessment At least 90% of target children will be assessed for the risk of lead in their environment according to the NYS Health Department's suggested schedule. Cohort: Target children 9 months and older	100%	100%	100%	100%
HD4. Medical Provider for target children At least 95% of target children will have a medical provider. Cohort: All Target children 30 days and older	100%	100%	100%	100%
HD5. Target Child Well Baby Medical Provider Visits by 15 months At least 90% of Target children will have at least 5 well baby visits by 15 months of age. Cohort: Target children 15 months to 21 months of age	100%	100%	100%	100%
HD6. Target Child Well Baby Medical Provider Visits by 27 months At least 90% of Target children will have 2 well baby visits between 15 and 27 months of age. Cohort: Target children 27 months to 33 months of age	67%	75%	100%	100%
HD7. Age Appropriate Developmental level At least 98% of target children will demonstrate age appropriate developmental milestones on the Ages and Stages Questionnaire or be referred for further evaluations/services if delays are detected. Cohort: Target children 4 months and older	100%	100%	100%	100%

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

** No target children this age in program to calculate

Page 1 of 4

Printed: 06/21/24

Data as of: 6/20/2024

Healthy Families New York / Home Visiting

Performance Targets for 4 Quarters

Cortland County Healthy Families

Site: <--All -->

2nd Quarter 03/01/24 - 05/31/24

Case Filters used:

Contract: 12/01/23 - 11/30/24

Health and Development Targets	For the Quarter Ending:			
	8/31/2023	11/30/2023	2/29/2024	5/31/2024
HD8. Medical Provider for Primary Care Taker 1 At least 90% of Primary Care Takers will have a medical provider Cohort: All Primary Care Takers enrolled over 30 days from the end date of the quarter.	93%	89%	85%	86%

Parent Child Interaction Targets	For the Quarter Ending:			
	8/31/2023	11/30/2023	2/29/2024	5/31/2024
PCI1. Primary Care Taker 1 breast feeding 30% of PC1s who were enrolled pre-natally will breast feed their target children for at least 3 months from the birth of the child Cohort: Families that were enrolled pre-natally where target children are now 6 to 15 months of age	25%	40%	40%	100%
PCI1a. Primary Care Taker 1 breast feeding 30% of PC1s who were enrolled pre-natally will breast feed their target children for at least 6 months from the birth of the child Cohort: Families that were enrolled pre-natally where target children are now 6 to 15 months of age	25%	40%	40%	100%
PCI2a. Valid CHEERS Check-In Assessments At least 90% of TCs will have 2 valid CCI assessments by the child's first birthday. Cohort: Target children that are between 1 and 2 years old.	100%	100%	100%	100%
PCI2b. Valid CHEERS Check-In Assessments At least 90% of TCs will have 2 valid CCI assessments between the child's first birthday and second birthday. Cohort: Target children that are between 2 and 3 years old.	**	100%	100%	100%
PCI2c. Valid CHEERS Check-In Assessments At least 90% of TCs will have 2 valid CCI assessments between the child's second birthday and third birthday. Cohort: Target children that are between 3 and 4 years old.	*	*	*	*

Family Life Course Targets	For the Quarter Ending:			
	8/31/2023	11/30/2023	2/29/2024	5/31/2024

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

Healthy Families New York / Home Visiting

Performance Targets for 4 Quarters

Cortland County Healthy Families

Site: <--All -->

2nd Quarter 03/01/24 - 05/31/24

Case Filters used:

Contract: 12/01/23 - 11/30/24

Family Life Course Targets	For the Quarter Ending:			
	8/31/2023	11/30/2023	2/29/2024	5/31/2024
FLC1. Employment, Education and Training at target child's first Birthday 50% of families will be enrolled in an education program, job training or job placement program or will obtain employment by the target child's first birthday. Cohort: Families with target children 12 to 18 months	100%	83%	88%	88%
FLC2. Employment, Education and Training at target child's second birthday 75% of families will be enrolled in an education program, job training or job placement program or will be employed by the target child's second birthday. Cohort: Families with target children 24 to 30 months old	100%	100%	100%	100%
FLC3. Family Goal Plan 100% of families have at least one active goal at all times. Cohort: Active cases that have been enrolled for at least 90 days	100%	100%	100%	100%
FLC4. Family Economic Self-Sufficiency At least 35% of families who reported inadequate/insufficient income at intake will no longer report this need on the target child's first birthday. Cohort: Families under one-step enrollment who reported financial difficulties/insufficient income on the FROG with a target child 1 to 2 years old	**	**	50%	0%
FLC5. Education of Participants under 21 at Target Child's six month birthday At least 85% of PC1's under 21 at intake and without a high school degree or GED will be enrolled in a degree bearing program or receive a high school degree or GED certificate by the Target Child's 6 month birthday. Cohort: Target Children 6 to 12 months old and PC1 under 21 years old at Intake without a High School Degree or GED	100%	100%	100%	**

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

** No target children this age in program to calculate

Healthy Families New York / Home Visiting

Performance Targets for 4 Quarters

Cortland County Healthy Families

Site: <--All -->

2nd Quarter 03/01/24 - 05/31/24

Case Filters used:

Contract: 12/01/23 - 11/30/24

Family Life Course Targets	For the Quarter Ending:			
	8/31/2023	11/30/2023	2/29/2024	5/31/2024
FLC6. Education of Participants under 21 at Target Child's first birthday At least 90% of PC1's under 21 at intake and without a high school degree or GED will be enrolled in a degree bearing program or receive a high school degree or GED certificate by the Target Child's first birthday. Cohort: Target Children 12 to 18 months old and PC1 under 21 years old at Intake without a High School Degree or GED	**	**	100%	**
FLC7. Referrals for Needed Services At least 75% of enrolled participants with DV, Mental Health, or Substance Abuse issues identified on their assessment will be referred for the appropriate services within 6 months of enrollment Cohort: Participants enrolled from 6 to 12 months with DV, Mental Health, or Substance Abuse issues identified on the assessment	100%	100%	100%	100%

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

** No target children this age in program to calculate

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-1.C Referral Source Outcome Summary Report for 3/1/2024 To 5/31/2024

Report Totals

Outcome Not Yet Entered	Referrals <i>Total: 19</i>		Screens <i>Total: 10</i>			Engagement Log (Pre-Assessment) <i>Total: 2</i>		Pre-Intake (2-step only) <i>Total: 0</i>		Enrolled <i>Total: 2</i>
	Closed at Referral	Continued to Screen	Negative	Positive	Offered Services	Closed	Pending	Closed	Pending	
0 (0%)	9 (47%)	10 (53%)	3 (30%)	7 (70%)	4 (40%)	2 (50%)	0 (0%)	0 (0%)	0 (0%)	2 (50%)

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-1.C Referral Source Outcome Summary Report for 3/1/2024 To 5/31/2024

Outcomes by Referral Category

Referral Category Referral Source	Referrals			Screens			Engagement Log (Pre-Assessment)		Pre-Intake (2-step only)		Enrolled
	Outcome Not Yet Entered	Closed at Referral	Continued to Screen	Negative	Positive	Offered Services	Closed	Pending	Closed	Pending	
Community based Organization											
CAPCO Head Start	0 (0%)	2 (67%)	1 (33%)	0 (0%)	1 (100%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
Cortland Co. DSS	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
CAPCO Family Development	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
Totals:	0 (0%)	3 (60%)	2 (40%)	0 (0%)	2 (100%)	2 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	2 (100%)
DSS/CWS											
Cortland Co. CPS	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Totals:	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Hospital											
Guthrie Cortland - Maternity	0 (0%)	1 (50%)	1 (50%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
St. Joseph's Health	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Guthrie Cortland Medical Center	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Totals:	0 (0%)	2 (50%)	2 (50%)	0 (0%)	2 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Private Physician and Health Clinic											
Dr. Djafari	0 (0%)	1 (20%)	4 (80%)	3 (75%)	1 (25%)	1 (25%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Guthrie OB Office	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	1 (100%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Totals:	0 (0%)	1 (17%)	5 (83%)	3 (60%)	2 (40%)	2 (40%)	2 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-1.C Referral Source Outcome Summary Report for 3/1/2024 To 5/31/2024

Outcomes by Referral Category

Referral Category Referral Source	Referrals			Screens			Engagement Log (Pre-Assessment)		Pre-Intake (2-step only)		Enrolled
	Outcome Not Yet Entered	Closed at Referral	Continued to Screen	Negative	Positive	Offered Services	Closed	Pending	Closed	Pending	
WIC											
CAPCO WIC	0 (0%)	3 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Totals:	0 (0%)	3 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-1.C Referral Source Outcome Summary Report for 3/1/2024 To 5/31/2024

Outcomes by Referral Source

Referral Source	Referrals			Screens			Engagement Log (Pre-Assessment)		Pre-Intake (2-step only)		Enrolled
	Outcome Not Yet Entered	Closed at Referral	Continued to Screen	Negative	Positive	Offered Services	Closed	Pending	Closed	Pending	
CAPCO Family Development	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
CAPCO Head Start	0 (0%)	2 (67%)	1 (33%)	0 (0%)	1 (100%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
CAPCO WIC	0 (0%)	3 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Cortland Co. CPS	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Cortland Co. DSS	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Dr. Djafari	0 (0%)	1 (20%)	4 (80%)	3 (75%)	1 (25%)	1 (25%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Guthrie Cortland - Maternity	0 (0%)	1 (50%)	1 (50%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Guthrie Cortland Medical Center	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Guthrie OB Office	0 (0%)	0 (0%)	1 (100%)	0 (0%)	1 (100%)	1 (100%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
St. Joseph's Health	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Totals:	0 (0%)	9 (47%)	10 (53%)	3 (30%)	7 (70%)	4 (40%)	2 (50%)	0 (0%)	0 (0%)	0 (0%)	2 (50%)

Healthy Families New York / Home Visiting
Cortland County Healthy Families
1-2.B Initial Engagement Process Report for 3/1/2024 To 5/31/2024

Site: <--All -->

Summary Information

Total # of referrals in the report	Referred with first contact	Referred with NO first contact	Average # of days between referral and first contact	Referred and offered services	Referred and NOT offered services	Average # of days between first contact and offer of services	Average # of days between referral and offer of services
19	19 (100%)	0 (0%)	1.7	4 (21%)	15 (79%)	9.8	10.5

Referred and NOT Offered Services by Reason

Reason	Number of Families
Participant Refused	8 (53%)
Transferred/Referred/Involved in Other Program	1 (7%)
Out of Geographical Target	2 (13%)
Program Unable to Locate or Make Contact	4 (27%)

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-4.A & B Acceptance Rate and Analysis Report (One-Step) for 06/01/2023 - 05/31/2024

Site: <--All -->

Case Filters Used: <-- None -->

	Total Offered (N)	Enrolled but no First Home Visit	Accepted: Enrolled and has a First Home Visit (A)	Not Accepted: Enrolled and Discharged without a First Home Visit (B)	Not Accepted: Did Not Enroll (C)
Summary					
Totals	31 (100%)	1 (3%)	15 (48%)	0 (0%)	15 (48%)
Acceptance Rate - 48%					
Analysis Factors					
Discharge Reason					
Refused	14 (45%)			0 (0%)	14 (100%)
Unable to locate	1 (3%)			0 (0%)	1 (100%)
Involved Oth Prog	0 (0%)			0 (0%)	0 (0%)
Other	0 (0%)			0 (0%)	0 (0%)
Expectant/New parent is under 21 years of age at time of screen					
No	24 (77%)	0 (0%)	12 (50%)	0 (0%)	12 (50%)
Yes	7 (23%)	1 (14%)	3 (43%)	0 (0%)	3 (43%)
Inadequate income or no information regarding source of income					
Yes	20 (65%)	0 (0%)	13 (65%)	0 (0%)	7 (35%)
No	10 (32%)	0 (0%)	2 (20%)	0 (0%)	8 (80%)
Unknown	1 (3%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)
Late or no prenatal care					
No	14 (45%)	0 (0%)	8 (57%)	0 (0%)	6 (43%)
Unknown	9 (29%)	1 (11%)	4 (44%)	0 (0%)	4 (44%)
Yes	8 (26%)	0 (0%)	3 (38%)	0 (0%)	5 (63%)
Marital status is single, separated, divorced, widowed					
Yes	24 (77%)	1 (4%)	9 (38%)	0 (0%)	14 (58%)
No	7 (23%)	0 (0%)	6 (86%)	0 (0%)	1 (14%)
PC1 Age					

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-4.A & B Acceptance Rate and Analysis Report (One-Step) for 06/01/2023 - 05/31/2024

Site: <--All -->

Case Filters Used: <-- None -->

21 to 29	12 (39%)	0 (0%)	6 (50%)	0 (0%)	6 (50%)
30 and over	12 (39%)	0 (0%)	6 (50%)	0 (0%)	6 (50%)
18 to 20	6 (19%)	1 (17%)	2 (33%)	0 (0%)	3 (50%)
Under 18	1 (3%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)
PC1 Gender					
Female	31 (100%)	1 (3%)	15 (48%)	0 (0%)	15 (48%)
PC1 Relation to TC					
Mother	30 (97%)	1 (3%)	14 (47%)	0 (0%)	15 (50%)
Other	1 (3%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)
PC1 ZIP Code					
13045	21 (68%)	1 (5%)	10 (48%)	0 (0%)	10 (48%)
13803	4 (13%)	0 (0%)	3 (75%)	0 (0%)	1 (25%)
13101	2 (6%)	0 (0%)	1 (50%)	0 (0%)	1 (50%)
13040	1 (3%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)
13073	1 (3%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
13077	1 (3%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
13141	1 (3%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)
Primary Language					
English	31 (100%)	1 (3%)	15 (48%)	0 (0%)	15 (48%)
Referral Source Type					
Private Physician and Health Clinic	12 (39%)	0 (0%)	4 (33%)	0 (0%)	8 (67%)
Other	8 (26%)	0 (0%)	3 (38%)	0 (0%)	5 (63%)
Community based Organization	5 (16%)	1 (20%)	3 (60%)	0 (0%)	1 (20%)
WIC	4 (13%)	0 (0%)	4 (100%)	0 (0%)	0 (0%)
Hospital	2 (6%)	0 (0%)	1 (50%)	0 (0%)	1 (50%)
Trimester (at time of Screen)					

Healthy Families New York / Home Visiting

Cortland County Healthy Families

1-4.A & B Acceptance Rate and Analysis Report (One-Step) for 06/01/2023 - 05/31/2024

Site: <--All -->

Case Filters Used: <-- None -->

Postnatal	18 (58%)	1 (6%)	8 (44%)	0 (0%)	9 (50%)
Second Trimester	6 (19%)	0 (0%)	4 (67%)	0 (0%)	2 (33%)
First Trimester	4 (13%)	0 (0%)	3 (75%)	0 (0%)	1 (25%)
Third Trimester	3 (10%)	0 (0%)	0 (0%)	0 (0%)	3 (100%)

Healthy Families New York / Home Visiting

Cortland County Healthy Families

Capacity Building (One-Step)

Current situation as of the report end date (05/31/2024):

Capacity (100%)	84
Current Enrollment	37
% of Capacity	44%
Number needed to enroll to reach capacity (100%)	47

Most recent three months of information:

	March 2024	April 2024	May 2024
Referrals	11	6	2
Positive Screens	3	1	3
Families with at Least One Engagement Log	0	1	0
Enrolled Families	0	1	0

Time period (06/01/2023 - 05/31/2024):

Referrals	101
Positive Screens	59
% of Referrals with Positive Screens	58%
Families with at Least One Engagement Log	17
% of Positive Screens with at Least One Engagement Log	29%
Enrolled Families	16
% Enrolled of Referrals	16%
% Enrolled of Positive Screens	27%
% of Families with at Least One Engagement Log that Enrolled	94%
Retention Rate at One Year for Participants Enrolled between 09/01/2022 - 08/31/2023	62%

Strategic plan to reach capacity:

	In 3 months	In 6 months	In 12 months
Minimum number of referrals per month	161	80	40
Minimum number of positive screens per month	94	47	23
Minimum number of families with at least one engagement log per month	27	14	7
Minimum number of enrollments per month	25	13	6

** = Cannot calculate, see documentation for more details

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

Cortland County Healthy Families

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

Cohort: Best Practice Standards Accreditation Evidence from 03/01/2024 to 05/31/2024

Site: <--All -->

Worker Name	Supervisor Name	Number of expected supervision sessions	Number of allowed excused supervisions	Adjusted number of expected supervisions	Number of acceptable supervisions	% of acceptable supervisions this period	HFA rating	FTE
Babcock, Sierra	Contento, Kaylean	13	0	13	13	13 (100%)	3	Full time
Binelli, Kalie	Contento, Kaylean	12	0	12	12	12 (100%)	3	Full time
Hamilton, Zana	Contento, Kaylean	12	0	12	12	12 (100%)	3	Full time
Joseph, Loraine	Pace, Deanna	12	0	12	12	12 (100%)	3	Full time
Redenback, Sarah	Contento, Kaylean	12	0	12	11	11 (92%)	3	Full time

Healthy Families New York / Home Visiting

Best Practice Standards Accreditation Evidence

Cortland County Healthy Families

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

Cohort: Best Practice Standards Accreditation Evidence from 03/01/2024 to 05/31/2024

Site: <--All -->

Staff Members on leave during report period

Staff Member Name	Leave Start Date	Leave End Date
-------------------	------------------	----------------

HFA BPS Rating: 3

BPS Rating:

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



Agency Name:
Contract Numbers: State Contract- C029038
MIECHV Contract-
Name of Person Completing Form: Deanna Pace

**QUARTERLY REPORT
 NARRATIVE**

1ST 2ND 3RD 4TH

DATES COVERED BY THE REPORT: 3/1/2024 to 5/31/2024

Data Report Attached Yes No

STAFF RECRUITMENT & RETENTION

(BPS Standard 9-4, 9-3.B) (CA Standard Q-4.7, Q-4.6, Q-4.5)

Who left the program when and reasons why (include some details to indicate reason)? If applicable, what did the program do to address the reason(s) staff left? How long does the program anticipate this position will be vacant? (Reminder: Prior approval is required by Central Administration for all program managers and for program supervisors that do not meet the HFA standard.)
 NA this quarter

What strategies/activities did the program use to recruit and retain staff and what team building activities did the program implement this quarter? (i.e., how the open position is advertised, wellness events, team building events, etc.)
 During the quarter we completed a few team building activities during staff meetings. Staff worked together to build houses using index cards and tape two times. The first time the instructions had clearly defined roles with information that the value was on the end result, not the customer. The second time the instructions did not have clearly defined roles and the value was on the customer and the process. We invited staff to reflect on the activity and how this could translate into work with family goal plans. Icebreaker activities in meetings included answering questions associated with a particular flavor of starburst candy or what color they would be and why.

Who was hired, when, for what position? date the criminal background check occurred.
 NA this quarter

The impact this turnover has had on the program (i.e., utilization, caseload, case weight, families on TR (as a result), FROG, home visit achievement)
 NA this quarter

Vacancies/staff on extended leave this quarter.
NA this quarter

TRAINING & STAFF DEVELOPMENT

(BPS Standard 10, 11, 12-2.B, 12-3.B, 12-4.B) (CA Standard Q-4.5)

Summarize training needs met this quarter (i.e., CORE, Wrap-around, annual reporting of child abuse and neglect training, cultural humility training, etc.)

Sierra Babcock completed GGK Preschool Training. At this time, all other staff are up to date with Core, Wrap Around and other annual training.

Current unmet training needs (PHQ-9, ASQ, CORE, etc.)

NA this quarter

Reasons that contributed to unmet training needs

NA this quarter

Please summarize any opportunities that were made available this quarter for the professional development of staff (FSS, FRS, Supervisors, Program Manager).

Staff participated in our agency's Winter All Staff Day. During this biannual event activities included a poverty simulation (new staff were assigned to be a part of a group experiencing poverty, existing staff served as resources), listening to information on the history of community action and watching the movie Resilience.

Our agency has also brought back its Family Worker Group with quarterly meetings designed to provide education, resources, and networking opportunities for direct service staff. At the April meeting they offered Narcan training and program updates. Program Manager Deanna Pace attended the NYS Breastfeeding Coalition Conference and received her Family Development Credential after nine months of classes and projects. The program held a Staff Inservice day on April 30th. We brought in a speaker from Cortland Prevention Resources who shared information on LGBTQ terminology and how to show up as an active ally when you are not sure how to comfortably speak up or advocate for change. We also held sessions on addressing mistrust in medical providers, and how to set up steps in FGP's. In May we included extra time in staff meetings to discuss setting up safety plans when there are mental health concerns, supporting families and children with disabilities, shared research on discipline and discussed how to present this to families, and the use of Normalizing related to CHEERS. We brainstormed how to prompt a discussion on CHEERS in virtual visits, approach use of GGK activities with families, maintain boundaries, dig deeper with tough

topics (FSS and FRS). Staff also reviewed the Home Visiting 101 course on professional behavior that is part of wraparound training, prior to a staff meeting and then reflected on the information together.

QUALITY ASSURANCE/MANAGEMENT IMPROVEMENT ACTIVITIES

(BPS Standard 12-1. B, 12-3.B, 12-3.C, GA-2.B (CA Standard Q-4.6)

Summarize activities used to determine the level of quality of services provided (i.e., Participant surveys, observations, file review, staff surveys, service plan, QA phone calls, case record/binder review, supervision notes reviewed, etc.).

The program supervisor completed file reviews, and 4 of 5 staff members had home visit observations.

Did direct staff receive at least 75% of their required weekly supervision as outlined in the HFA Best Practice Standard 12-1. B? **Yes** **No**

Did supervisory staff receive reflective supervision at least monthly? **Yes** **No**

If applicable, challenges meeting weekly/monthly supervision.
NA this quarter

Forms/tracking mechanisms revised or developed.
NA this quarter

Summarize technical assistance/support received during the quarter to ensure model fidelity (i.e., TA on CHEERS, webinars, TA that was obtained independently or with Central Administration support, etc.).

NA this quarter

Summarize CQI activities the program completed during this quarter and progress toward reaching goals. Cortland County Healthy Families currently has two active CQI goals. We review these goals in team meetings every month allowing us to reflect on and revise strategies based on current data. Our first CQI goal is to increase the number of on-time discussions of Health and Safety topics by 60% at each recommended interval. We have met this goal for the 2-month interval but continue to struggle with on-time discussions at 1 and 4 months. Our second CQI goal is to increase capacity by improving our retention rate for one year to 85%. We have increased our retention rate from the previous quarter by 4% (65% to 69%). Our most recent PIs showed a retention rate of 80% for the PI reporting cycle). Did you share the progress with advisory board to gather insight and/or recommendations? **Yes** **No**

Did you enter these CQI activities entered in MIS? Yes | No

FATHER ENGAGEMENT (Please refer to the Aggregate Counts report in MIS to gather data for this section).

Number of fathers or father figures involved in FROGs this quarter.
One father was present at assessment this quarter during the FROG. This a 67% decrease from last quarter

Number of fathers or father figures involved in home visits this quarter.
Thirteen families had OBP or a father figure present during visits this quarter. This is a 24% decrease from the last quarter.

What barriers to fatherhood engagement were identified this quarter?
Staff are reporting some of the barriers this quarter have been discomfort on the part of OBP/FF in participating in visits despite staff working to encourage and include them. Other issues include changes to OBP/FF schedules and changing dynamics within the family.

Summarize outcomes of activities implemented to increase fatherhood engagement this quarter (fatherhood conference calls, activities, family events, trainings, etc.).

At our May staff meeting, the Program Manager shared information on gifts and activities staff could complete with families to celebrate Father's Day. At least one staff member from the program attends fatherhood conference calls. Information from the calls is shared during team meetings. Data on fathers or father figures participating in the program is also shared to help us analyze trends. Staff are encouraged to share information and ideas that seem to work well to encourage fathers to engage in visits

PROGRAM OUTREACH & ENGAGEMENT ACTIVITIES

(BPS Standard 1-1.B,1-4.A) (CA Standard Q-4.1)

All outreach efforts to referral sources, including building, strengthening, and sustaining the coordination of home visiting within the larger community of perinatal and early childhood service systems (i.e., tabling, presentations, health fairs, etc.).

Healthy Families staff participated in several outreach activities during the quarter including tabling at our agency's main office in high-traffic areas, conducting

outreach in rural areas, and participating in our Chamber of Commerce Business after-hours event that over 75 people attended. We also participated in our local Child Advocacy Center Event during Child Abuse Prevention Month, providing information on our program. The Program Manager has been working with other PMs as part of a collaboration with Madison, Chenango/Tioga, Onondaga, Oneida, and Otsego Counties. The goal is to create posters and flyers that can be distributed to hospitals, healthcare providers, and other services that work across multiple counties to make it easier for all programs to receive referrals.

New referral source connections made this quarter.

We received our first referral from St. Joseph's hospital this quarter.

Partnerships developed (formal and informal), including any steps taken towards a coordinated intake and referral system with other home visiting programs (if applicable).

Our program continues to work with the Child Development Councils family support home visiting service to distribute a combined referral form to resources and referral partners within our county.

Signed agreements, MOUs/MOAs sent to OCFS.

Yes

No

Notable changes regarding referrals and/or screenings this quarter.

The number of referrals we received this quarter decreased significantly over the last quarter when we had a record number of self-referrals following the advertisement of a giveaway. The number of referrals received this quarter (19) is more in line with what we would typically see. Of these referrals, 10 resulted in screens, 7 of which were positive.

TRACKING OF SITE'S CAPACITY, PROGRAM UTILIZATION AND PARTICIPANT RECRUITMENT

(BPS Standard 1-1.C, 1-2.C, 1-3.B, 2-2.C, 3-4.A) (CA Standard Q-4.1, Q-4.2)

How many participants are currently enrolled in the program this quarter?

37 participants were enrolled as of 5/31/24 which represents 44% of our capacity.

If not meeting the number stated in the contract(s) this quarter, why and what is your plan to increase the number of participants in the program? Please comment on # of referrals and/or screens, acceptance, and retention rates.

Several factors are impacting our goal to reach capacity. The first is a decline in the birth rate of the county, by about 5% over a 3-year period, combined with an almost 7% decrease in the overall population of the county since 2010. In addition,

a lack of medical providers, particularly OBs, who have been willing and able to send referrals, combined with WIC policy changes and staffing issues from last year resulted in a decreased number of referrals that continues into the current year. 50% of our FSS staff recently completed their first full year of work with Healthy Families, and the learning curve related to the importance of achieving home visits (which impacts retention) took a while for them to grasp. Finally, our program is currently contracted to serve more than double the number of Medicaid births in our area compared with other Healthy Family Programs. If our contractual capacity were adjusted for us to serve about 15% of Medicaid births (33 families) we would be over capacity. In spite of these barriers, we will continue to work on increasing enrollment to meet our contractual obligations. Our first goal will be to achieve at least 65% capacity by the end of 2024. This will require us to receive 21 referrals per month, resulting in 12 screens. Of these screens, we will enroll 3 families. After achieving 65% capacity we will revisit our strategies to set additional goals. Program staff will target the prenatal population, increase connections with non-traditional referral sources, and strengthen our relationship with DSS.

Activities to recruit & retain participants (i.e., baby showers, street outreach, materials distributed such as curriculum or diapers, incentives, etc.).

Cortland County Healthy Families staff utilize a variety of methods and distribute incentive items to recruit and retain participants. All newly enrolled families receive a book to read to their children. Staff also regularly distribute books that are age appropriate as children grow. We provide toothbrushes for all children, My Plates for older children, utilize GGK certificates along with HFA parent certificates and provide copies of curriculum handouts and activities at visits. In the third quarter we will be working with staff to increase the number of times we bring and get parents to engage in PCI activities during visits.

Who is not engaging in your program (referring to the Acceptance Rate and Analysis report will be helpful in gathering this information)?

4 families were offered services during the 2nd quarter. Of those families only 2 refused services, 1 enrolled, but then requested discharge from services prior to the first home visit following the FROG. The family indicated they only wanted help with childcare. We are in continued contact with 1 additional family, but they have not yet enrolled. Per our acceptance rate analysis all of the families offered services were over 21 at the time of referral, had inadequate income, and were referred by either a Community Based Organization or Physician. Trimester at referral did not have an impact on refusing services. When comparing this information to acceptance rates over past year factors leading to an increase in refusal of services included having adequate income (80%), being unmarried, single, divorced or widowed (50%), being referred by a physician (67%), being referred in the postnatal (50%) period or third trimester (100%).

Number of families referred by each referral source this quarter. (Referral source outcome)

The table below breaks down referral sources data for the 2nd quarter.

Referral Source	Total Referrals	Positive Screen	Enrolled
WIC	3	0	0
Private Physician	5	2	0
FB/Self-Referral	0	0	0
Family/Friend	0	0	0
Guthrie Hospital	3	2	0
Guthrie OB	1	1	0
Cortland County CPS	1	1	0
CAPCO Head Start	3	2	1
Cortland County DSS	1	Closed at referral	0
CAPCO Family Development	1	1	0
St. Joseph's Hospital	1	Closed at referral	0

What was the eligibility status of those who were referred during this quarter?
 Of the 19 families referred to the program, we were able to collect eligibility information for 10 potential participants. Of those 10 families, 7 families were eligible for services.

Explain how the site uses data to monitor capacity and apply strategies to fill slots or reduce gaps in service.

The Program Manager runs updated retention, caseload, initial engagement, and acceptance reports regularly during each month, and capacity reports at the beginning of each month. Information is shared with staff during team meetings. Strategies are developed as a team and during individual supervision sessions related to both enrollment of new families and retention of current families. The Program Manager also compares the demographic data of enrolled families to those of our target population and collaborates with staff to consider how we might engage missing pockets of the community.

MONITORING INITIAL ENGAGEMENT PROCESSES AND STRATEGIES TO STRENGTHEN

(BPS Standard 1-2.B, 1.2C) (CA Standard Q-4.1)

Based on information in the 1-2B MIS report and information from your ASR/Equity Plan summarize strategies developed to strengthen the initial engagement process and provide an update on strategies that have been implemented

Cortland County Healthy Families is consistently initiating contact with referred families in less than 2 days which is 3 days earlier than expectations in HFNY Policy 1-2A. This quarter we were able to slightly reduce the amount of time from the point of initial contact until an offer of services was made. We were also able to engage in conversations with almost 90% of referred families this quarter, however after a few conversations, many families stopped returning calls, texts, messages, or letters. The table below summarizes engagement activities in the 2nd quarter compared to the 1st quarter.

Quarter	Total Referrals Received	#Days referral to 1 st contact	# Days 1 st Contact to offer of services	Contact Established	No Contact Established	Referred and Offered Services	Referred and Not Offered Services
1 st	45	2.2	10.2	45 (100%)	0 (0%)	16 (36%)	29 (64%)
2 nd	19	1.7	9.8	17 (100%)	0(0%)	4 (21%)	15 (79%)

*(attach the 1st page of the initial engagement process report 1-2.B)

PROGRESS/BARRIERS TO REACHING PERFORMANCE TARGETS AND INDICATORS

(BPS Standard 5-3.B, 7-1.B, 7-1.C) (CA Standard Q-4.2)

Based on the last performance indicators from CHSR, what improvements in performance indicators have occurred? What actions did you take to accomplish this? (Please write out performance indicators.)

Our program improved in the number of performance targets met (from 9 to 11), our retention rate increased from 58% to 80%, we reduced the number of invalid follow up forms by 2% for a total of less than 8% invalid, we also reduced the number of families on creative outreach from 21% to 14%.

Based on data in the Home Visit Log Summary report (from MIS), what aspects of home visiting are thriving in your program? What aspects can be strengthened in your program?

During the 2nd quarter Cortland County Healthy Families increased the overall number of home visits it completed and increased the length of visits from 56 minutes to 58 minutes. The number of in-home visits increased, and the number virtual visits decreased by 5% each. Other areas of improvement include a 5% or more increase in the number of times Child Development, PCI, Family Functioning and Self Sufficiency topics were discussed. Areas to strengthen include continued work to increase in-home visits, increase OBP or FF participation in visits, and increase participation by TC in-home visits.

Explanations as to why specific performance targets were not met. (Please write out all performance targets.)

See table below.

Performance Target	Reason not met
HD8. Medical Provider for PC1	5 families out of 35 families in the cohort do not have a PCP. One of has indicated that they choose not to have a regular PCP because they are afraid of getting bad "health" news and they would rather not know. The remaining families have either indicated that they "don't have the time" to set up care for themselves, or shared difficulties getting established with a provider. The current ratio of Primary Care Providers to persons in the county is more than 1 provider for every 2000 people.
PC12c. Valid CCI between 2 nd and third birthday	Of the 6 children in this cohort, 2 children received 1 CCI between their 2 nd and 3 rd birthdays (following previous policy) and 1 child had no CCI done between the 2 nd and 3 rd birthday. Program is working with staff to address barriers to completing on time CCI.
FLC.4 Family Economic Self Sufficiency	Only 2 families in the cohort. One family is a single mother, with developmental delays and mental health issues preventing her from working regularly. The second family prefers for mom to stay home, while OBP provides income, which is based on seasonal work.

Specific to well-child care (7-1.C) please include what strategies have been developed and/or implemented to address any identified barriers of the receipt of well-child care visits.

Currently, 100% of enrolled children are meeting all targets related to immunizations, well child visits, and having a regular medical home. However, we know that access to care, particularly in care for PC1's is an issue. Staff identified this as an area they wanted to focus on as part of our Equity Plan. On our 4/30/24 staff in service day we reflected on barriers to receiving care that families may face, the causes of the barriers and brainstormed how to overcome them.

Were any unmet targets or indicators due to inequitable access to care or services? If so, how is the program working to address barriers and promote equity?

Related to HD8 – Medical providers for PC1, many families have shared the difficulties they face in getting established with a provider/and or receiving regular care. The current ratio of Primary Care Providers to persons in the county is more

than 1 provider for every 2000 people. Other families have indicated a fear of “bad news” or difficulty finding time for medical care.

Model fidelity (the extent to which your program delivers services that align with HFA BPS), Where does your program succeed? What areas need to be strengthened? (i.e., unmet performance indicators, etc.)

Overall, Cortland County Health Families is meeting or exceeding 24 performance related Best Practice Standards, and meeting or exceeding all safety and essential standards except one (which we have already corrected). Our home visit rate has an 83% average from June of 2023 until May of 2024, with only one month where we missed the expected 75% home visit rate (by 1%).

We did not meet the FROG supervisor core training requirement as the PM miscalculated when this was due for our new Program Supervisor. Other areas to improve include program capacity (see utilization), prenatal enrollment, continuing to reduce the number of families of creative outreach (dropped significantly from 21% to 14% for this period). The program will also target improvements to Service Planning as we missed two indicators in this area. The first was related to the initiation of the service plan. For this Indicator, the Program Manager was serving as the FRS/FSS for one family during the holidays (when our ASR was due) and missed the target initiation date. We also did not meet the Service Plan in-depth discussion target. It should be noted that this is because the Program Manager is serving families, and while the service plans are regularly updated, and support is provided to her by the Program Director, this review is not able to be included in the MIS. All other enrolled families are having on-time and in-depth discussions in supervision.

How does your program address or plan to address these challenges?

The Program Manager is utilizing MIS reports which are reviewed bi-weekly to ensure Service Plan initiation dates are met. The Program Manager is also working to reduce the number of families she is serving. A few families will be transitioning to Preschool or Kindergarten and will end services in the fall. Any remaining families will slowly be moved to other staff members to decrease the likelihood they will drop out of the program due to a change in staff worker.

FUNDING, PUBLIC RELATIONS & COMMUNITY SYSTEMS

(BPS Standard 5-3.B) (CA Standard Q-4.2)

Participation on Task Force Committees. Highlight any advocacy done in these community groups to improve equitable opportunities within the community and increasing access and supports for staff and families.

Healthy Families staff serve as members of the Cortland Breastfeeding Partnership, Mothers and Babies Network, Head Start Health Services Advisory Committee, the County LEICC Committee, Literacy Coalitions, and Homelessness/Hunger Coalitions. Work within these groups focuses on issues

facing the program's target population and considers how to support or address concerns. A new task force to address the needs of the unhoused in our community has been established, and several agency staff members are involved. The Cortland City library, which provided space during the daytime for the unhoused to come in from the elements during the winter months faced backlash from community members who voiced concerns about substance use and criminal activities happening there. As a result, policies were revised, and staff were retrained. The unhoused population now reports feeling unwelcome in the space, which makes it difficult for them to access a cool space in the summer and warm spaces in the winter. Other community issues include substance use, lack of transportation, inability to access health care, inability to access food, and increases in crime and violence

Social media presence (social media, web presence, press articles).

Our program has both Facebook and Instagram pages. We have 660 followers on Facebook and 6 followers on Instagram. Ninety-six percent of our followers are female. Most of our followers are women ages 25-34, and 3.8% of our followers are men. Half of our followers live in the city of Cortland; the other percentages are evenly distributed to rural outlying areas in Cortland and the surrounding counties.

Grants applied for and/or received and its interface with the Healthy Families grant. Our agency was chosen to administer Project Hope and Warmth applications which allowed families with National Grid utilities and incomes above HEAP benefit levels to receive a credit of around \$205 per household towards energy costs. Many of our participant families and some Healthy Families Staff were able to take advantage of this assistance.

Community contributions to the program?

Our community regularly donates clothing, toys, books, infant, and child household items to our agency's Family Essentials program. These are then passed on to participants in the program when needed.

Available funding in the community.

NA this quarter.

PROGRAM ENRICHMENT-

(BPS Standard 5-4.C) (CA Standard Q-4.2)

Follow up/progress with items noted in Program Improvement Plan (PIP) from the most recent OCFS site visit report and/or from most recent PCANY QA observations and visits.

Our Annual OCFS Site visit was held on May 14, 2024. During the visit, we discussed areas of strength and areas needing improvement moving forward. We are in the process of developing a PIP to address 2 areas: capacity and family goal plans which is due July 12th.

Progress on activities noted in the previous quarterly report. Last quarter our plans included working with staff around barriers to health care, which we completed on 4/30/24, however conversations and support will continue as needed. The FRS and Program Manager along with the team continue to try to build connections with and increase referrals from those in the community who may be working with prenatal women. We have developed a new referral sheet that we will be taking to OB offices in the area that requires less information to complete in the hopes of increasing the number of referrals the office itself makes, rather than providing information to the family and relying on them to follow up. In June we will be providing training to staff on the importance of completing CCI every six months.

Was the program's ASR/Equity Plan presented to its advisory board? **Yes** **No**
Date Presented: 2/8/2024

Please include feedback/suggestions received from your advisory board regarding the ASR/Equity Plan (be sure to include feedback on Capacity 1-1C, Equity Plan review 5-4C) At our April 2024 Advisory Board meeting we followed up with members to gather additional feedback on our ASR. Related to referrals members remarked that a change in the Head Start referral process yielded an increased number of concrete referrals. Related to engagement and acceptance rates, members suggested targeting physicians who may be seeing a families that are not already engaged in other community-based organizations. Related to the DEIB remarked that those in poverty are facing serious issues with housing, evictions, homelessness, transportation, childcare options, and substance use-. These larger barriers mean other things are put on the back burner. Members suggested that staff fine tune their "elevator speeches" to be more specific to what each family may need and share information on how the program can directly benefit the family.

Did the program provide its advisory board minutes where the ASR/Equity Plan was discussed? **Yes** **No**

PLANS FOR NEXT QUARTER (regarding challenges identified this quarter)
Complete plans for our PIP, work on prenatal enrollment, increase the number of home visits where staff bring activities that result in an increased parent child interaction.

OTHER PROGRAM ACCOMPLISHMENTS and UPCOMING EVENTS (optional)
At our most recent site visit, the program received a score of 3 in 31 areas, and a 2 in 13 areas of the rating tool. The program received a 1 rating in only 2 areas

ALL FIELDS ARE REQUIRED TO BE FILLED PRIOR TO SUBMISSION OF DOCUMENT

Please refer to the “Quarterly Report Guidelines for Data Reports” document located on the HFNY website under Reporting for more detailed information on how to analyze data reports referenced.

Members present: Shelley Warnow, Doug Bentley, Penny Prignon, Ella Dilorio. Excused: Kelly Givens
Staff: Greg Richards, ProNexus Team-John Scanlon, Diana Bronson, Matt Begin

Meeting called to order at 8:33 a.m.

Agency

Accounts payable and receivable are current except for Medicaid receivables that are billed per the Medicaid billing schedule. ProNexus continues to work through the knowledge transfer process with Martha and has begun to take on the month-end closing process. Our audit is nearing completion with Martha working to provide the final needs. There will be a special Board meeting on August 15th @ 12pm noon to receive the audit from Bonadio. Health Insurance renewals are projected to come in at 6% increases for both medical & dental. The agency's director team is meeting the week of the Board meeting to discuss the agency's contribution levels to then propose to the full Board at the upcoming meeting.

Consumer Directed Services

We are on schedule for billing. There is no update on CDPAP and the future of fiscal intermediaries with the current expectation remaining a transition by April 2025. The Compliance Committee met this month for its quarterly compliance meeting and to review the quarterly billing audit that included Nascentia/VNA claims. The audit was clean and showed correct billing with 1 payroll discrepancy that was not billed, resulting from time rounding from the EVV clock-in/out system. We officially started the 5310 Transportation Grant in collaboration with Seven Valley's and Access to Independence. We have not vouchered through this funding source before, but vouchering will be done on a quarterly basis.

Motion to accept the 2nd quarter Medicaid Compliance billing audit by Shelley Warnow, 2nd by Doug Bentley. Motion accepted.

Early Childhood Development

The program received an award letter for the DRS grant, but the letter project period and corresponding funding amount is inaccurate, only funding the program for 11-months each year for the next 5-year funding period from 7/1-5/31, which is our prior grant's funding cycle end date. This is both not feasible and impractical, and this is believed to be an administrative error; we are awaiting follow-up from the Office of Head Start. We continue to implement the new program year under our new DRS program structure beginning with staff returning August 19th. We are receiving another round of childcare stabilization staff incentives through NYS OCFS. We are working through the guidance and distribution with OCFS now. We have 45 days to issue the funds once received with the funds expected to be distributed to our staff in September.

Energy Services Department

We ended our 23-24WAP contract in June with full production met. Our new cycle began on July 1st, but we still do not have a contract package to submit a budget. The delays are at the federal Department of Energy level with NYS HCR being communicative on the procurement process.

Work on BIL and NYSEDA continue in the interim as we monitor our need to begin WAP production before our contract is received and then executed. Our current cash position allows us to continue to keep the crew &

program whole with the contract delays. This is closely monitored and will be impacted by impending changes to revenue generate through CDPAP.

Family Development Department

We have still not received our contract package for FFY2025 that begins October 1st. There is likely to be an amendment to the current contract budget that is typically completed at the same time as the new budget submission. We were invited to apply for the Mother Cabrini Foundation for our adult education micro-credential program. Brandy submitted the application in the amount of \$80,000 for 1-year of funding. ProNexus continues to catch-up NOEP vouchers with payments still chronically behind from 2022.

WIC

Lori Spatola-Davis started as Director this month and she has hit the ground running with her depth of experience in WIC. We needed to make a line-item change to our budget to continue with vouchers this month. The change was expected with Kirsten having hours in the WIC budget during Kay's maternity and her transition. We submitted our new budget package for our next cycle beginning October 1, 2024. The committee reviewed the budget submission.

Motion to accept the submission of the WIC FFY2025 budget made by Ella Dilorio, 2nd by Doug Bentley. Motion accepted.

Reviewed Financial Statements

All financials up to date, nothing unexpected. Greg pointed out the over budget in consultant fees for the administrative budget and under budget lines in salaries. This was expected with the hiring of ProNexus and not backfilling the Director and lead Accountant positions internally. It is still expected that the change will result in our coming-in under-budget. Statements prepared by Martha with ProNexus expected to take on this process for the September meeting.

Motion to accept Financial Statements made by Doug Bentley, 2nd by Ella Dilorio. Motion accepted.

Meeting adjourned at 9:34 a.m.



FINANCE COMMITTEE REPORT
SUMMARY of May 2024 FINANCIAL STATEMENTS
July 18, 2024

AGENCY

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

Members from our team at ProNexus came for an in-person visit and tour on July 8th. Additional in-person time was spent with Martha to continue the knowledge transfer. We were notified that we will have 4 professionals assigned to our agency. Currently, the team is working daily with Martha on knowledge-transfer as real time/daily deliverables and needs continue. Martha still handled much of the financial statement development for this month (May 2024 financials) while ProNexus takes on the month-end close process and contract needs with the assistance of Martha. It is anticipated that this knowledge-transfer process will continue for the next few months with Martha beginning to turn processes over.

We received our health insurance renewals from working with our broker, Dan Goetzmann of Goetzmann & Associates. We are looking at a 6% overall increase for both medical and dental renewals. We have not experienced an increase in dental in over 10 years, and the renewal for medical at 6% is well below the projections for 4th quarter renewals that anticipated to be upwards of 17%. We are now working through scenarios, and a proposal will come before the full Board on July 25th based on the timing of the renewals.

CONSUMER DIRECTED SERVICES

CDPAP billing submitted for payment through the payroll ending 6/14/2024, which is in line with our billing schedule.

There remains no further update on the CDPAP and the future process for the state to move to 1 single statewide Fiscal Intermediary, which would essentially end CAPCO's involvement in the program, anticipated in April 2025. We have received correspondence from the NYS DOH on our lack of remittances in the NYS Aggregator and to provide a status update. This has been a struggle for us as we got a handle on our EVV billing throughout the last year, and we now need to adhere to our obligations to also upload to the Aggregator. The process for uploading is complex, and we are now working through that set-up to begin uploading as soon as possible with little support from NYS DOH. Currently, this has had no effect on our claims and remittances as we've demonstrated our ongoing efforts to comply.

We officially began our 5310 Transportation Grant with Seven Valley's Health Coalition (SVHC) & Access to Independence as of 7/1/2024! This will help offset operational VTP costs while offering additional rides through SVHC in conjunction with our standard MAS rides.

EARLY CHILDHOOD DEVELOPMENT

We received notice that we were awarded the Head Start/Early Head Start contract for Cortland County through our DRS application! However, the notice of award is inaccurate as it only funds us for 11 months of the year, ending in May each year opposed to the new cycle end of June 30th. This is clearly a mistake on the part of the Office of Head Start that was based on our previous

grant cycle. However, this effected the amount of the funding that was only calculated on 11-months, opposed to 12. The award also does not provide clarity on the carry-forward of the COLA adjustments we did as part of our June 2024 “bridge” grant/ We have notified the Office of Head Start who has acknowledged our concerns and are looking into the issue currently. We will continue to implement with the inaccurate letter, which I included as part of the finance package this month.

We are receiving funds for the 4th cycle of Childcare Stabilization funding through the NYS Office of Children & Families. The funds will be given in the form of a bonus by September 2024, similar to the prescribed process we implemented for the 3rd round of this funding. Jenn & her team are working through this funding now and developing a plan for communication and distribution upon the new Program Year starting in August.

ENERGY SERVICES DEPARTMENT

The 2023-2024 WAP contract officially came to an end on June 30, 2024. We still do not even have our package yet to submit for the new cycle that has already started as of July 1st. Our representatives from NYS HCR have continued to keep communication open as we wait on the package, and we are strategically not actively beginning WAP production until a package is received. After package submission, it will take several weeks or more for contract execution.

We continue to keep the Energy Services unit whole with full staffing despite our lack of funding through WAP with steady work through BIL and NYSERDA work. As a reminder, no new budget or contract needed to be submitted this year for BIL, but it will need to be for year 3 in 2025. We are closely monitoring contract funding and job availability through alternate funding sources during this contract transitional period.

Denise and I are making transition plans for her anticipated retirement from the Director position. As a reminder, Denise intends to step down from the Director position as we close out 2024 and move into the Assistant Director role for a smooth transition and to maintain Director-level oversight of buildings & maintenance. We intend to begin the recruitment process for the Director position the middle to end of August 2024.

FAMILY DEVELOPMENT DEPARTMENT

We continue to wait for our new FFY 2025 CSBG contract package from NYS DOS to begin our new contract on October 1, 2024. In addition to this being our yearly cycle, this October will also start a new overall 5-year cycle for CSBG. We will need to likely complete an amendment to end our current contract (FFY 2024). This is typically done with the development of our new package, which we do not yet have. At a minimum, we should have an amendment with potential a new cycle package to approve in September.

We submitted our Mother Cabrini foundation grant for micro-credentialling support through TC3 following our initial letter of interest that Brandy submitted last month. If awarded in full, it would bring upwards of \$80,000 to the FDD unit for this purpose. As of now, Mother Caprini funding is only 1 year.

We are writing a small Wilkins Foundation Grant to support our SnacPack program. We will likely ask for upwards of \$3,000 in anticipation of lesser funding to support this program that is run primarily all on donations.

As we look ahead, we will be identifying a need for an amendment to our HFNY contract ahead of the final quarter with the grant cycle ending and new one beginning on December 1, 2024.

ProNexus is working to get us up to date on our vouchers through NOEP. Payments as one of their first priorities. We have started our new contract as of 7/1/2024 as we continue to receive payments from our 2022 contract.

WIC

Lori Spatola-Davis joined us this month and has hit the ground running! Lori is settling in and has spent time in at our Chenango County clinic as well. Frist thing, Lori is working with Martha for a line-item change for our current contract ahead of this month's voucher. We submitted the WIC budget last month for the new cycle that begins October 1st, and that budget is included for approval as part of this package.

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>Credits</u>	<u>NetDue</u>
BRANDY FORD	\$0.00	\$0.00	\$0.00	\$87.38	\$0.00	\$87.38
FIRST NIAGARA BANK, N.A	\$0.00	\$0.00	\$0.00	\$0.00	(\$140.00)	(\$140.00)
HEP SALES	\$0.00	\$0.00	\$0.00	\$5.31	(\$5.31)	\$0.00
HUMMEL'S OFFICE EQUIPMENT CO. INC	\$10.68	\$0.00	\$0.00	\$0.00	\$0.00	\$10.68
MEGHAN DECKER	\$0.00	\$0.00	\$0.00	\$5.08	\$0.00	\$5.08
MUTUAL OF AMERICA	\$11,205.35	\$0.00	\$0.00	\$0.00	\$0.00	\$11,205.35
NATIONAL COMMUNITY ACTION PARTNERSHIP	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00
NATIONAL GRID	\$3,501.44	\$0.00	\$0.00	\$0.00	\$0.00	\$3,501.44
R.E. MICHEL COMPANY, INC.	\$0.00	\$0.00	\$0.00	\$0.00	(\$922.15)	(\$922.15)
TAMI BAILEY	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
GRAND TOTALS	<u>\$14,842.47</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$127.77</u>	<u>(\$1,067.46)</u>	<u>\$13,902.78</u>

A total of 10 vendors(s) listed

CAPCO

Aged Accounts Receivable Report

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
BENNETTP		(\$31)	\$0	\$0	\$0	(\$31)
RUVIM BUSHMICH	04/30/2021	\$0	\$0	\$0	\$0	\$0
CARE COMPASS NETWORK	12/18/2020	\$0	\$0	\$0	\$800	\$800
Child and Adult Care Food Program	05/08/2024	\$15,839	\$22,177	\$0	\$1	\$38,017
CORTLAND CITY SCHOOL DISTRICT	06/21/2024	\$17,177	\$0	\$0	\$0	\$17,177
CORTLAND COUNTY AREA AGENCY	06/27/2024	(\$16,489)	\$4,042	\$86	\$21,529	\$9,168
Cortland County	06/07/2024	\$0	\$1,520	\$0	\$35	\$1,555
YWCA CORTLAND	06/27/2024	\$0	\$11,138	\$0	\$0	\$11,138
DEPARTMENT OF HEALTH	06/02/2016	\$0	\$0	\$0	\$0	\$0
HEAP DEPARTMENT	06/27/2024	\$9,848	\$565	\$1,910	\$625	\$12,948
JUDITH JOHNSON		\$0	\$0	\$0	\$0	\$0
Medicaid	08/01/2917	(\$370,933)	\$129,558	\$124,153	\$1,628,006	\$1,510,785
MOTHERS & BABIES PERINATAL	01/19/2018	\$0	\$0	\$0	\$0	\$0
NYSCAA	06/21/2024	\$3,616	\$0	\$0	\$0	\$3,616
NYSERDA-EMPOWER NEW YORK	06/13/2024	\$2,136	\$0	\$0	\$0	\$2,136
OCM BOCES	06/21/2024	\$0	\$0	\$0	\$0	\$0
HUNGER SOLUTIONS		\$0	\$0	\$0	\$20,229	\$20,229
VTP-MEDICAID	06/20/2024	\$355	\$1,172	\$26	\$705	\$2,259
YMCA	07/31/2020	\$0	\$0	\$0	\$1	\$1
	Grand Totals:	(\$338,481)	\$170,173	\$126,176	\$1,671,932	\$1,629,798

CAPCO

Income Statement

1/1/24-12/31/24 CAPCO ADMINISTRATION

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	05/01/2024 05/31/2024	05/01/2024 05/31/2024	01/01/2024 05/31/2024	01/01/2024 05/31/2024	01/01/2024 05/31/2024					
ADM - ADMINISTRATIVE CHARGES											
EXPENSES											
PERSONNEL											
SALARIES/WAGES											
SALARY/WAGE EXPENSE	464,304	38,692	40,567	193,460	150,229	213,760	363,990	100,314			
SALARY INCENTIVES			0		150		150				
NEW ACCRUED BENEFIT TIME	40,033	3,336	2,760	16,680	10,918	13,986	24,904	15,129			
Total SALARIES/WAGES	504,337	42,028	43,327	210,140	161,297	227,747	389,044	115,293			
FRINGES											
FICA EXPENSE	38,582	3,215	3,011	16,076	11,137	15,864	27,001	11,581			
UNEMPLOYMENT INSURANCE EXPENSE	8,842	737	1,138	3,684	4,214	5,996	10,210	-1,368			
WORKERS COMP EXPENSE	604	50	50	252	190	264	454	149			
DISABILITY INSURANCE EXPENSE	579	48	43	241	219	360	579	0			
GROUP INSURANCE EXPENSE	38,573	3,214	1,603	16,072	8,512	16,833	25,345	13,228			
401-K EXPENSE	12,891	1,074	1,148	5,371	4,069	6,050	10,119	2,772			
Fringes on Accrued Leave Earned	5,392	449	386	2,247	1,528	1,958	3,487	1,905			
Total FRINGES	105,463	8,789	7,379	43,943	29,869	47,326	77,195	28,268			
Total PERSONNEL	609,800	50,817	50,706	254,083	191,166	275,072	466,239	143,562			
OTHER THAN PERSONNEL											
PROGRAM MATERIALS	0		0		114	0	114	-114			
OUTREACH SUPPLIES	500	42		208		386	386	114			
OFFICE SUPPLIES	9,000	750	929	3,750	4,306	6,028	10,334	-1,334			
COMMERCIAL INSURANCE	14,500	1,208	1,358	6,042	6,789	9,505	16,294	-1,794			
LEGAL FEES	0	0		0		0	0	0			
PARKING LOT RENTAL	900	75	50	375	307	347	654	246			
BOARD EXPENDITURES	500	42	95	208	145	655	800	-300			
POSTAGE	1,500	125	82	625	559	1,241	1,800	-300			
DUPLICATING & PRINTING	2,100	175	131	875	699	1,401	2,100	0			
INTERNET SERVICE	1,100	92	0	458	302	798	1,100	0			
TELEPHONE	500	42	53	208	214	286	500	0			
Computer & Software Expense	48,286	4,024	3,889	20,119	21,329	27,223	48,552	-266			
MEETING EXPENSE	1,300	108	122	542	584	1,674	2,259	-959			
CONFERENCE EXPENSE	1,800	150	690	750	690	1,110	1,800	0			
TRAINING & TECHNICAL AST	1,000	83	55	417	55	945	1,000	0			
Staff Development	1,200	100	0	500	154	1,046	1,200	0			
LOCAL TRAVEL	400	33	0	167	67	333	400	0			
OUT OF TOWN TRAVEL	3,936	328	0	1,640	0	7,436	7,436	-3,500			
DUES & SUBSCRIPTIONS	4,000	333	0	1,667	2,534	1,466	4,000	0			
BACKGROUND CHECKS	300	25		125		300	300	0			
PERMITS, FEES, & RENTALS	500	42	0	208		500	500	0			
ADVERTISING	500	42	0	208	5,330	1,000	6,330	-5,830			
BUILDING ALLOCATION	23,600	1,967	1,669	9,833	11,896	11,704	23,600	0			
	117,422	9,785	9,122	48,926	56,074	75,384	131,459	-14,037			
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	2,500	208	0	1,042	0	132,025	132,025	-129,525			
Total CONTRACTUAL	2,500	208	0	1,042	0	132,025	132,025	-129,525			
ADMINISTRATION											
FINANCIAL AUDIT	0	0	0	0	0	0	0	0			
PAYROLL PROCESSING	2,000	167	33	833	532	1,468	2,000	0			
EAP SERVICES	8,340	695	695	3,475	3,475	4,865	8,340	0			
FINANCE & SERVICE CHARGES	700	58	0	292	208	492	700	0			
EQUIPMENT PURCHASE	17,000	1,417	0	7,083	17,000	0	17,000	0			
ADMINISTRATIVE ALLOCATION	-757,762	-63,147	(60,555)	-315,734	(268,369)	-489,393	-757,762	0			
Total ADMINISTRATION	-729,722	-60,810	(59,828)	-304,051	(247,154)	-482,568	-729,722	0			
Total EXPENSES	0	0	0	0	87	-87	0	0			
NET SURPLUS/(DEFICIT)	0	0	0	0	87	87	0	0			

CAPCO

Income Statement

1/1/24-12/31/24 CAPCO FACILITY

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL		YTD ACTUAL		FORECAST	TOTAL BUDGET	REMAINING
			05/01/2024 05/31/2024	YTD BUDGET	01/01/2024 05/31/2024				
EXPENSES									
OTHER THAN PERSONNEL									
COMMERCIAL INSURANCE	12,000	1,000	1,097	5,000	5,487	6,513	\$ 12,000	0	
OFFICE UTILITIES	30,113	2,509	2,340	12,547	14,928	15,185	\$ 30,113	0	
JANITORIAL MAINTENANCE	3,994	333	40	1,664	1,140	2,854	\$ 3,994	0	
BUILDING MAINTENANCE	45,541	3,795	764	18,975	9,692	35,849	\$ 45,541	0	
TRASH REMOVAL	2,533	211	209	1,055	1,100	1,433	\$ 2,533	0	
BUILDING ALLOCATION	(129,765)	(10,814)	(8,134)	(54,069)	(57,980)	(71,785)	\$ (129,765)	0	
MAINTENANCE ALLOCATION	35,584	2,965	3,684	14,827	25,632	9,952	\$ 35,584	0	
Total OTHER THAN PERSONNEL	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0	

CAPCO

Income Statement

1/1/24-12/31/24 CDPAP-MEDICAID

LINE ITEM	TOTAL BUDGET	BUDGET	ACTUAL		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
			05/01/2024 05/31/2024	YTD BUDGET	01/01/2024 05/31/2024				
MEDICAID - MEDICAID									
REVENUE									
OTHER REVENUE									
MEDICAID REVENUE	3,890,828	324,236	389,616	1,621,178	1,559,998	2,155,634	3,715,633	175,196	
Prior Years Medicaid Revenue		0	0	0	211,088	0	211,088	(211,088)	
Allowance	-56,630	(4,719)	0	(23,596)	0	(56,630)	(56,630)	0	
Total OTHER REVENUE	3,834,198	\$ 319,517	\$ 389,616	\$ 1,597,583	\$ 1,771,087	\$ 2,099,004	\$ 3,870,091	\$ (35,893)	
Total REVENUE	3,834,198	\$ 319,517	\$ 389,616	\$ 1,597,583	\$ 1,771,087	\$ 2,099,004	\$ 3,870,091	\$ (35,893)	
EXPENSES									
PERSONNEL									
SALARIES/WAGES									
SALARY/WAGE EXPENSE	2,898,003	241,500	320,620	1,207,501	1,200,288	1,658,579	2,858,867	39,136	
SALARY INCENTIVES						0	0	0	
NEW ACCRUED BENEFIT TIME	9,246	771	1,056	3,853	3,910	5,349	9,259	(13)	
Total SALARIES/WAGES	2,907,249	242,271	321,676	1,211,354	1,204,198	1,663,929	2,868,126	39,123	
FRINGES									
FICA EXPENSE	222,315	18,526	24,464	92,631	91,568	126,555	218,123	4,192	
UNEMPLOYMENT INSURANCE EXPENSE	84,916	7,076	8,993	35,382	33,668	46,523	80,191	4,725	
WORKERS COMP EXPENSE	65,710	5,476	5,885	27,379	22,005	30,441	52,446	13,264	
DISABILITY INSURANCE EXPENSE	10,909	909	840	4,545	4,109	6,800	10,909	0	
GROUP INSURANCE EXPENSE	25,853	2,154	1,500	10,772	6,431	10,497	16,929	8,925	
401-K EXPENSE	36,153	3,013	4,725	15,064	16,711	24,441	41,152	(4,998)	
Fringes on Accrued Leave Earned	1,294	108	148	539	547	749	1,297	(2)	
Total FRINGES	447,151	37,263	46,554	186,313	175,041	246,006	421,047	26,104	
Total PERSONNEL	3,354,400	279,533	368,230	1,397,667	1,379,238	1,909,935	3,289,173	65,227	
OTHER THAN PERSONNEL									
OFFICE SUPPLIES	1,200	100	21	500	43	1,157	1,200	0	
PARKING LOT RENTAL	500	42	41	208	213	287	500	0	
POSTAGE	3,800	317	473	1,583	1,676	2,124	3,800	0	
DUPLICATING & PRINTING	2,500	208	277	1,042	945	1,555	2,500	0	
INTERNET SERVICE	500	42	0	208	196	304	500	0	
TELEPHONE	200	17	9	83	60	140	200	0	
Computer & Software Expense	15,120	1,260	1,163	6,300	5,906	8,268	14,174	946	
MEETING EXPENSE	200	17		83		200	200	0	
CONFERENCE EXPENSE	500	42		208		500	500	0	
TRAINING & TECHNICAL AST	500	42		208		500	500	0	
Staff Development	500	42		208		500	500	0	
LOCAL TRAVEL	260	22	27	108	334	188	522	(262)	
OUT OF TOWN TRAVEL	500	42	0	208	17	483	500	0	
STAFF IMMUNIZATIONS	14,000	1,167	153	5,833	2,932	4,105	7,037	6,963	
DUES & SUBSCRIPTIONS	500	42	0	208	0	500	500	0	
BACKGROUND CHECKS	3,500	292	101	1,458	725	1,014	1,739	1,761	
PERMITS, FEES, & RENTALS	14,000	1,167	817	5,833	5,994	8,006	14,000	0	
ADVERTISING	500	42	0	208	34	466	500	0	
BUILDING ALLOCATION	10,000	833	698	4,167	4,978	5,022	10,000	0	
Total OTHER THAN PERSONNEL	68,780	5,732	3,779	28,658	24,053	35,319	59,372	9,408	
CONTRACTUAL									
CONTRACTUAL SERVICES-OTHER	3,500	292	0	1,458	502	2,998	3,500	0	
Total INKIND	3,500	292	0	1,458	502	2,998	3,500	0	
ADMINISTRATION									
FINANCIAL AUDIT	14,000	1,167	0	5,833	0	14,000	14,000	0	
PAYROLL PROCESSING	16,000	1,333	578	6,667	7,195	8,805	16,000	0	
ADMINISTRATIVE ALLOCATION	283,492	23,624	19,456	118,122	90,276	126,109	216,385	67,107	
Total ADMINISTRATION	313,492	26,124	20,034	130,622	97,471	148,914	246,385	67,107	
Total EXPENSES	3,740,172	311,681	392,043	1,558,405	1,501,264	2,097,166	3,598,430	141,741	
NET SURPLUS/(DEFICIT)	94,026	7,836	(2,427)	39,178	269,823	1,838	271,661	(177,634)	
NET SURPLUS/(DEFICIT) - LESS PRIOR YEAR INCOME			\$ (2,427)		\$ 58,734		\$ 60,572		

FORECAST SUMMARY
23.24 HSEHS Contract June 2023 to May 2024
05/31/2024`

	TOTAL BUDGET	Actuals June 2023 to May 2024					YTD Actuals Total Grant	FORECAST Total Grant	TOTAL ACTUAL & FORECAST Total Grant	Total Actual & Forecast UPK
		HSP	TTA	EHS	ETA	MAG				
REVENUE										
TOTAL GRANT REVENUE	\$ 3,396,648	\$ 1,576,224	\$ 12,817	\$ 1,522,629	\$ 30,913	\$ 226,625	\$ 3,369,209	\$ 27,440	\$ 3,396,648	\$ 193,096
TOTAL OTHER REVENUE	\$ 755,950	\$ 413,533		\$ 152,065			\$ 565,597	\$ 190,353	\$ 755,950	-
Total REVENUE	\$ 4,152,598	\$ 1,989,756	\$ 12,817	\$ 1,674,694	\$ 30,913	\$ 226,625	\$ 3,934,806	\$ 217,792	\$ 4,152,598	193,096
EXPENSES ACTUAL										
Total PERSONELL	\$ 2,765,879	\$ 1,327,451		\$ 1,265,337			\$ 2,592,788	\$ -	\$ 2,592,788	149,812
Total MATERIALS	\$ 15,844	\$ 19,950		\$ 16,769			\$ 36,719	\$ 5,012	\$ 41,731	503
Total OTHER THAN PERSONELL	\$ 94,423	\$ 75,145	\$ 12,817	\$ 57,837	\$ 30,913		\$ 176,712	\$ 38,701	\$ 215,414	171
Total CONTRACTUAL	\$ 9,100	\$ 15,472		\$ 16,509			\$ 31,981	\$ -	\$ 31,981	-
Total INKIND	\$ 755,950	\$ 402,308		\$ 152,065			\$ 554,372	\$ 190,353	\$ 744,725	
Total SPACE	\$ 219,303	\$ 114,454		\$ 134,946			\$ 249,400	\$ 2,000	\$ 251,400	12,878
Total ADMINISTRATION	\$ 42,455	\$ 34,976		\$ 31,232		\$ 226,625	\$ 292,833	\$ (18,273)	\$ 274,560	12,942
Total EXPENSES	\$ 3,902,954	\$ 1,989,756	\$ 12,817	\$ 1,674,694	\$ 30,913	\$ 226,625	\$ 3,934,806	\$ 217,792	\$ 4,152,598	176,305
NET SURPLUS/(DEFICIT)	\$ 249,644	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0)	\$ 0	\$ 0	\$ 16,791

2023-2024 YTD HSEHS	Expenses (less In-kind)						
	TOTAL BUDGET	23.24 HSEHS Contract June 2023 to May 2024			Other Income		
	(less in-kind)	Actual	Forecast	Total	Reduces Wages	TOTAL	Underspent / (Overspent)
HSP	\$ 1,542,785	\$ 1,587,449	\$ (33,439)	\$ 1,554,010	\$ 11,225	\$ 1,542,785	\$ (0)
TTA	\$ 13,645	\$ 12,817	\$ 828	\$ 13,645		\$ 13,645	\$ -
EHS	\$ 1,604,219	\$ 1,522,629	\$ 81,590	\$ 1,604,219		\$ 1,604,219	\$ 0
ETA	\$ 32,755	\$ 30,913	\$ 1,842	\$ 32,755		\$ 32,755	\$ -
MAG	\$ 203,244	\$ 226,625	\$ (23,381)	\$ 203,244		\$ 203,244	\$ (0)
TOTAL	\$ 3,396,648	\$ 3,380,434	\$ 27,440	\$ 3,407,873	\$ 11,225	\$ 3,396,648	\$ (0)
% of Contract Spent		100%					

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	05/01/2024 05/31/2024	05/01/2024 05/31/2024	05/31/2024*	05/31/2024*				
HSP - Head Start									
REVENUE									
GRANT REVENUE									
GRANT REVENUE	1,542,785	128,565	275,123	1,542,785	1,576,224	-33,439	1,542,785	0	
TOTAL GRANT REVENUE	1,542,785	128,565	275,123	1,542,785	1,576,224	-33,439	1,542,785	0	
OTHER REVENUE									
SPECIAL NEEDS SERVICE REIMBURSEMENT	0	0	1,520	0	10,800	0	10,800	-10,800	
OTHER INCOME	0	0	0	0	425	0	425	-425	
CASH DONATIONS	0	0	0	0	0	0	0	0	
INKIND DONATIONS	590,566	49,214	0	590,566	402,308	177,034	579,341	11,225	
TOTAL OTHER REVENUE	590,566	49,214	1,520	590,566	413,533	177,034	590,566	0	
Total REVENUE	2,133,351	177,779	276,643	2,133,351	1,989,756	143,595	2,133,351	0	
EXPENSES									
PERSONELL									
WAGES/SALARIES									
SALARY/WAGE EXPENSE	1,082,838	90,237	123,566	1,082,838	987,798	0	987,798	95,040	
SALARY INCENTIVES			80,783		81,083	(28,550)	52,533	-52,533	
NEW ACCRUED BENEFIT TIME	24,811	2,068	3,396	24,811	29,200	0	29,200	-4,389	
Total WAGES/SALARIES	1,107,649	92,304	207,745	1,107,649	1,098,081	-28,550	1,069,531	38,118	
FRINGES									
FICA EXPENSE	90,646	7,554	15,210	90,646	78,423	(2,181)	76,243	14,403	
UNEMPLOYMENT INSURANCE EXPENSE	14,656	1,221	5,699	14,656	20,052	-1,317	18,735	-4,079	
WORKERS COMP EXPENSE	7,649	637	1,573	7,649	10,253	-363	9,890	-2,241	
DISABILITY INSURANCE EXPENSE	2,246	187	245	2,246	2,523	0	2,523	-277	
GROUP INSURANCE EXPENSE	100,226	8,352	6,381	100,226	91,872	0	91,872	8,354	
401-K EXPENSE	21,224	1,769	4,448	21,224	22,530	(1,028)	21,502	-278	
Fringes on Accrued Leave Earned	3,773	314	475	3,773	3,716	0	3,716	56	
\$	240,420	20,035	34,032	240,420	229,370	-4,889	224,481	15,939	
Total PERSONELL	1,348,069	112,339	241,776	1,348,069	1,327,451	-33,439	1,294,012	54,057	
PROGRAM MATERIALS									
MATERIALS									
OUTREACH SUPPLIES			0		258	0	258	-258	
PROGRAM SUPPLIES	1,435	120	631	1,435	12,532	0	12,532	-11,097	
MEDICAL SUPPLIES	1,000	83		1,000		0	0	1,000	
DISABILITY SUPPLIES	750	63		750		0	0	750	
EDUCATIONAL SUPPLIES	5,000	417	0	5,000	7,159	0	7,159	-2,159	
Total MATERIALS	8,185	682	631	8,185	19,950	0	19,950	-11,765	
OTHER THAN PERSONELL									
FOOD & FOOD SUPPLIES	7,386	616	806	7,386	10,908		10,908	-3,522	
SPEECH SERVICES	500	42		500		0	0	500	
DENTAL SERVICES	500	42		500		0	0	500	
MENTAL HEALTH SERVICES	0	0		0		0	0	0	
PARENT SERVICES	500	42	158	500	371		371	129	
FAMILY EMPOWERMENT	0	0		0		0	0	0	
CHILD ACCIDENT INSURANCE	700	58	46	700	555		555	145	
VEHICLE INSURANCE	2,400	200	534	2,400	4,183		4,183	-1,783	
VEHICLE MAINTENANCE	1,000	83	0	1,000	1,312		1,312	-312	
VEHICLE FUEL	1,000	83	0	1,000	228		228	772	
VEHICLE REGISTRATION	200	17	0	200	207		207	-7	
INTERNET SERVICE	3,500	292	238	3,500	5,509		5,509	-2,009	
CENTER TELEPHONE	5,000	417	244	5,000	2,388		2,388	2,612	

LINE ITEM	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	05/01/2024 05/31/2024	05/01/2024 05/31/2024	05/31/2024	05/31/2024	05/31/2024	05/31/2024				
HSP - Head Start											
Computer & Software Expense	15,166	1,264	701	15,166	11,726		11,726			3,440	
MEETING EXPENSE	0	0	72	0	495		495			-495	
CONFERENCE EXPENSE	1,000	83		1,000			0			1,000	
TRAINING & TECHNICAL AST	1,000	83	0	1,000	2,936		2,936			-1,936	
TEACHER TRAININGS	1,500	125	0	1,500	332		332			1,168	
Staff Development	518	43	0	518	591		591			-73	
LOCAL TRAVEL	1,000	83	0	1,000	28		28			972	
OUT OF TOWN TRAVEL	1,000	83	0	1,000	82		82			918	
POLICY COUNCIL EXPENSE	1,000	83	0	1,000	863		863			137	
STAFF IMMUNIZATIONS	500	42	0	500	926		926			-426	
DUES & SUBSCRIPTIONS	1,000	83	92	1,000	8,513		8,513			-7,513	
BACKGROUND CHECKS	597	50	0	597	639		639			-42	
PERMITS, FEES, & RENTALS	3,000	250	217	3,000	3,920		3,920			-920	
EQUIPMENT MAINTENANCE	500	42		500			0			500	
Center Improvements	0						0			0	
EQUIPMENT PURCHASE	0	0	18,432	0	18,432		18,432			-18,432	
Total OTHER THAN PERSONELL	50,467	4,206	21,541	50,467	75,145		75,145	0		-24,678	
CONTRACTUAL											
CONTRACTUAL SERVICES-OTHER	4,100	342	1,299	4,100	15,472		15,472	0		-11,372	
Total CONTRACTUAL	4,100	342	1,299	4,100	15,472		15,472	0		-11,372	
INKIND											
VOLUNTEERS/INTERNS	0	0		0	125,615		125,615	0		-125,615	
VOLUNTEERS-PROFESSIONALS	59,057	4,921		59,057	218,826		218,826	0		-159,769	
INKIND DONATIONS	477,151	39,763		477,151	19,066	177,034	196,100			281,051	
INKIND TRANSPORTATION					3,527		3,527			-3,527	
INKIND DONATED SPACE	54,358	4,530		54,358	35,273		35,273			19,085	
Total INKIND	590,566	49,214		590,566	402,308	177,034	579,341			11,225	
SPACE											
PROGRAM RENT	71,228	5,936	5,079	71,228	59,330		59,330			11,898	
PROGRAM UTILITIES	2,500	208	212	2,500	2,698		2,698			-198	
SMAIN DEPRECIATION	2,000	167		2,000	4,510		4,510			-2,510	
SMAIN BLG ALLOCATION	25,000	2,083	3,814	25,000	42,604		42,604			-17,604	
MAINTENANCE ALLOCATION	6,300	525	485	6,300	5,314		5,314			986	
Total Space	107,028	8,919	9,589	107,028	114,454	0	114,454			-7,426	
ADMINISTRATION											
OFFICE SUPPLIES	1,536	128	40	1,536	2,441		2,441			-905	
COMMERCIAL INSURANCE	500	42	31	500	307		307			193	
PARKING LOT RENTAL	200	17	20	200	233		233			-33	
JANITORIAL MAINTENANCE	1,000	83	368	1,000	1,311		1,311			-311	
BUILDING MAINTENANCE	0	0	0	0	471		471			-471	
TRASH REMOVAL	0	0	162	0	1,944		1,944			-1,944	
FINANCIAL AUDIT	3,000	250	0	3,000	7,410		7,410			-4,410	
PAYROLL PROCESSING	4,000	333	164	4,000	5,348		5,348			-1,348	
POSTAGE	1,000	83	10	1,000	521		521			479	
DUPLICATING & PRINTING	3,000	250	454	3,000	5,340		5,340			-2,340	
TELEPHONE	1,200	100	0	1,200	1,547		1,547			-347	
ADVERTISING	1,500	125	0	1,500	509		509			991	
OTHER EXPENDITURES	0	0		0			0			0	
ADMINISTRATIVE ALLOCATION	0	0		0			0			0	
BUILDING ALLOCATION	8,000	667	558	8,000	7,596		7,596			404	
Total ADMINISTRATION	24,936	2,078	1,807	24,936	34,976	0	34,976			-10,040	
Total EXPENSES	2,133,351	177,779	276,643	2,133,351	1,989,756	143,595	2,133,351			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	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		05/01/2024 05/31/2024	05/01/2024 05/31/2024	05/31/2024	05/31/2024			
TTA - HEAD START TRAINING & TECH ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	13,645	1,137	518	11,371	12,817	828	13,645	0
TOTAL GRANT REVENUE	13,645	1,137	518	11,371	12,817	828	13,645	0
Total REVENUE	13,645	1,137	518	11,371	12,817	828	13,645	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	0	0	4,549	0	4,549	-4,549
TRAINING & TECHNICAL AST	13,645	1,137	246	11,371	7,628	828	8,455	5,190
OUT OF TOWN TRAVEL	0	0	272	0	640	0	640	-640
Total OTHER THAN PERSONELL	13,645	1,137	518	11,371	12,817	828	13,645	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	13,645	1,137	518	11,371	12,817	828	13,645	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	05/01/2024 05/31/2024	05/01/2024 05/31/2024	05/31/2024*	05/31/2024*					
EHS - Early Head Start										
REVENUE										
GRANT REVENUE										
GRANT REVENUE	1,604,219	133,685	217,610	1,604,219	1,522,629	81,590	1,604,219		1,604,219	0
TOTAL GRANT REVENUE	1,604,219	133,685	217,610	1,604,219	1,522,629	81,590	1,604,219		1,604,219	0
OTHER REVENUE										
OTHER INCOME	\$ -	0	0	0	0	0	0		0	0
INKIND DONATIONS	165,384	13,782	0	165,384	152,065	13,319	165,384		165,384	0
TOTAL OTHER REVENUE	165,384	13,782	0	165,384	152,065	13,319	165,384		165,384	0
Total REVENUE	1,769,603	147,467	217,610	1,769,603	1,674,694	94,909	1,769,603		1,769,603	0
EXPENSES										
PERSONELL										
WAGES/SALARIES										
SALARY/WAGE EXPENSE	\$ 1,135,234	94,603	123,204	1,135,234	995,711	0	995,711		995,711	139,523
SALARY INCENTIVES			34,939		34,989	28,550	63,539		63,539	-63,539
NEW ACCRUED BENEFIT TIME	\$ 24,951	2,079	2,717	24,951	22,363	0	22,363		22,363	2,588
Total WAGES/SALARIES	1,160,185	96,682	160,859	1,160,185	1,053,062	28,550	1,081,612		1,081,612	78,573
FRINGES										
FICA EXPENSE	\$ 94,402	7,867	11,816	94,402	75,870	2,181	78,051		78,051	16,351
UNEMPLOYMENT INSURANCE EXPENSE	\$ 14,647	1,221	4,411	14,647	22,387	1,317	23,704		23,704	-9,057
WORKERS COMP EXPENSE	\$ 7,628	636	941	7,628	8,434	363	8,798		8,798	-1,169
DISABILITY INSURANCE EXPENSE	\$ 2,518	210	170	2,518	2,000	0	2,000		2,000	518
GROUP INSURANCE EXPENSE	\$ 114,428	9,536	6,020	114,428	83,217	0	83,217		83,217	31,211
401-K EXPENSE	\$ 19,890	1,658	2,394	19,890	17,528	1,028	18,556		18,556	1,334
Fringes on Accrued Leave Earned	\$ 4,112	343	380	4,112	2,838	0	2,838		2,838	1,274
Total FRINGES	257,625	21,469	26,132	257,625	212,274	4,889	217,163		217,163	40,462
Total PERSONELL	1,417,810	118,151	186,991	1,417,810	1,265,337	33,439	1,298,775		1,298,775	119,035
MATERIALS										
PROGRAM MATERIALS			0		32		32		32	-32
OUTREACH SUPPLIES	\$ -	0	0	0	159	0	159		159	-159
PROGRAM SUPPLIES	\$ 5,409	451	616	5,409	14,598	4,892	19,490		19,490	-14,081
MEDICAL SUPPLIES	\$ 750	63		750		0	0		0	750
DISABILITY SUPPLIES	\$ 500	42		500		0	0		0	500
EDUCATIONAL SUPPLIES	\$ 1,000	83	0	1,000	1,980	120	2,100		2,100	-1,100
Total MATERIALS	7,659	638	616	7,659	16,769	5,012	21,781		21,781	-14,122
OTHER THAN PERSONELL										
FOOD & FOOD SUPPLIES	\$ 19,805	1,650	0	19,805	4,235	681	4,917		4,917	14,888
SPEECH SERVICES	\$ 250	21		250		0	0		0	250
DENTAL SERVICES	\$ 250	21		250		0	0		0	250
MENTAL HEALTH SERVICES	\$ -	0		0		0	0		0	0
PARENT SERVICES	\$ 750	63	97	750	246	215	461		461	289
FAMILY EMPOWERMENT	\$ -	0		0		0	0		0	0
CHILD ACCIDENT INSURANCE	\$ 230	19	27	230	326	54	380		380	-150
VEHICLE INSURANCE	\$ 2,600	217	0	2,600	2,122	442	2,564		2,564	36
VEHICLE MAINTENANCE	\$ 1,000	83	0	1,000	1,919	0	1,919		1,919	-919
VEHICLE FUEL	\$ 1,000	83	65	1,000	369	44	413		413	587
VEHICLE REGISTRATION	\$ 200	17	0	200	197	0	197		197	3
INTERNET SERVICE	\$ 3,300	275	274	3,300	4,902	855	5,758		5,758	-2,458
CENTER TELEPHONE	\$ 1,200	100	251	1,200	2,032	164	2,196		2,196	-996
Computer & Software Expense	\$ 2,000	167	410	2,000	7,784	14,021	21,805		21,805	-19,805
MEETING EXPENSE	\$ -	0	44	0	303	0	303		303	-303
CONFERENCE EXPENSE	\$ 500	42		500		0	0		0	500
TRAINING & TECHNICAL AST	\$ 750	63	0	750	1,751	7,931	9,681		9,681	-8,931
TEACHER TRAININGS	\$ 750	63	0	750	1,012	0	1,012		1,012	-262
Staff Development	\$ 15	1	0	15	850	1,213	2,063		2,063	-2,048
LOCAL TRAVEL	\$ 750	63		750		0	0		0	750
OUT OF TOWN TRAVEL	\$ 500	42	0	500	412	0	412		412	88

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	05/01/2024 05/31/2024	05/01/2024 05/31/2024	05/31/2024*	05/31/2024*			
EHS - Early Head Start								
POLICY COUNCIL EXPENSE	\$ 500	42	0	500	529	0	529	-29
STAFF IMMUNIZATIONS	\$ 250	21	0	250	670	0	670	-420
DUES & SUBSCRIPTIONS	\$ 3,000	250	1,677	3,000	7,747	4,610	12,357	-9,357
BACKGROUND CHECKS	\$ 750	63	0	750	487	0	487	264
PERMITS, FEES, & RENTALS	\$ 3,506	292	483	3,506	8,647	5,802	14,449	-10,943
Center Improvements	\$ -			0		0	0	0
EQUIPMENT MAINTENANCE	\$ 100	8		100		0	0	100
EQUIPMENT PURCHASE	\$ -	0	11,297	0	11,297	0	11,297	-11,297
Total OTHER THAN PERSONELL	43,956	3,663	14,624	43,956	57,837	36,032	93,869	-49,913
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	\$ 5,000	417	1,556	5,000	16,509	0	16,509	-11,509
Total CONTRACTUAL	5,000	417	1,556	5,000	16,509	0	16,509	-11,509
INKIND								
VOLUNTEERS/INTERNS	\$ -	0	0	0	27,218		27,218	-27,218
VOLUNTEERS-PROFESSIONALS	\$ 115,388	9,616	0	115,388	50,083	21,714	71,797	43,591
INKIND DONATIONS	\$ 7,396	616	0	7,396	15,791	-8,395	7,396	0
INKIND TRANSPORTATION			0		3,144	0	3,144	-3,144
INKIND DONATED SPACE	\$ 42,600	3,550	0	42,600	55,829	0	55,829	-13,229
Total INKIND	165,384	13,782	0	165,384	152,065	13,319	165,384	0
SPACE								
PROGRAM RENT	\$ 86,875	7,240	7,031	86,875	83,381	0	83,381	3,494
PROGRAM UTILITIES	\$ 12,000	1,000	1,658	12,000	19,030	0	19,030	-7,030
SMAIN DEPRECIATION	\$ 2,000	167		2,000		2,000	2,000	0
SMAIN BLG ALLOCATION	\$ 4,400	367	779	4,400	8,213	0	8,213	-3,813
MAINTENANCE ALLOCATION	\$ 7,000	583	2,849	7,000	24,323	0	24,323	-17,323
Total SPACE	112,275	9,356	12,318	112,275	134,946	2,000	136,946	-24,671
ADMINISTRATION								
OFFICE SUPPLIES	\$ 2,000	167	25	2,000	1,809	1,135	2,944	-944
COMMERCIAL INSURANCE	\$ 537	45	116	537	1,580	316	1,896	-1,359
PARKING LOT RENTAL	\$ 132	11	16	132	182	32	213	-81
JANITORIAL MAINTENANCE	\$ 1,000	83	460	1,000	3,038	1,011	4,048	-3,048
BUILDING MAINTENANCE	\$ -	0	143	0	2,106	567	2,674	-2,674
TRASH REMOVAL	\$ 1,400	117	162	1,400	1,944	324	2,268	-868
FINANCIAL AUDIT	\$ 2,700	225	0	2,700	7,017	0	7,017	-4,317
PAYROLL PROCESSING	\$ 2,000	167	205	2,000	4,071	818	4,890	-2,890
POSTAGE	\$ 500	42	10	500	346	64	410	90
DUPLICATING & PRINTING	\$ 2,000	167	151	2,000	2,089	291	2,380	-380
TELEPHONE	\$ 1,000	83	0	1,000	230	63	293	707
ADVERTISING	\$ 250	21	0	250	253	0	253	-3
OTHER EXPENDITURES	\$ -	0		0		0	0	0
ADMINISTRATIVE ALLOCATION		0	0	0	3,613	0	3,613	-3,613
BUILDING ALLOCATION	\$ 4,000	333	217	4,000	2,954	486	3,440	560
Total ADMINISTRATION	17,519	1,460	1,504	17,519	31,232	5,108	36,340	-18,821
Total EXPENSES	1,769,603	147,467	217,610	1,769,603	1,674,694	94,909	1,769,603	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	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		05/01/2024 05/31/2024	05/01/2024 05/31/2024	05/31/2024	05/31/2024			
ETA - EARLY HS TRAINING & TECH. ASST								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	32,755	2,730	83	27,296	30,913	1,842	32,755	0
TOTAL GRANT REVENUE	32,755	2,730	83	27,296	30,913	1,842	32,755	0
Total REVENUE	32,755	2,730	83	27,296	30,913	1,842	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	75	0	75	0	75	-75
CONFERENCE EXPENSE	0	0	0	0	2,356	0	2,356	-2,356
TRAINING & TECHNICAL AST	32,755	2,730	83	27,296	18,991	1,842	20,833	11,922
OUT OF TOWN TRAVEL	0	0	0	0	9,491	0	9,491	-9,491
Total OTHER THAN PERSONELL	32,755	2,730	83	27,296	30,913	1,842	32,755	0
Total EXPENSES	32,755	2,730	83	27,296	30,913	1,842	32,755	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	TOTAL BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		05/01/2024 05/31/2024	05/01/2024 05/31/2024	05/31/2024	05/31/2024			
MAG - Management and General								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	203,244	16,937	27,074	203,244	226,625	-23,381	203,244	0
TOTAL GRANT REVENUE	203,244	16,937	27,074	203,244	226,625	-23,381	203,244	0
Total REVENUE	203,244	16,937	27,074	203,244	226,625	-23,381	203,244	0
ADMINISTRATION								
ADMINISTRATIVE ALLOCATION	203,244	16,937	27,044	203,244	226,625	-23,381	203,244	0
Total ADMINISTRATION	203,244	16,937	27,044	203,244	226,625	-23,381	203,244	0
Total EXPENSES	203,244	16,937	27,074	203,244	226,625	-23,381	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	05/01/2024 05/31/2024	05/01/2024 05/31/2024	05/31/2024	05/31/2024			
UPK - Universal Pre-K								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	204,605	20,460	18,329	184,144	175,619	17,477	193,096	11,509
TOTAL GRANT REVENUE	204,605	20,460	18,329	184,144	175,619	17,477	193,096	11,509
OTHER REVENUE								
SERVICE FEES	0	0	0	0	0	0	0	0
SALARY REIMBURSEMENTS	0	0	0	0	0	0	0	0
OTHER INCOME	0	0	0	0	0	0	0	0
TOTAL OTHER REVENUE	0	0	0	0	0	0	0	0
Total REVENUE	204,605	20,460	18,329	184,144	175,619	17,477	193,096	11,509
EXPENSES								
PERSONELL								
WAGES/SALARIES								
SALARY/WAGE EXPENSE	106,521	10,652	14,922	95,869	105,789	8,400	114,190	-7,669
NEW ACCRUED BENEFIT TIME	0	0	445	0	3,195	159	3,354	-3,354
Total WAGES/SALARIES	106,521	10,652	15,367	95,869	108,985	8,559	117,544	-11,023
FRINGES								
FICA EXPENSE	8,149	815	1,078	7,334	7,428	588	8,016	133
UNEMPLOYMENT INSURANCE EXPENSE	3,113	311	412	2,802	2,153	232	2,385	728
WORKERS COMP EXPENSE	635	64	82	572	670	46	717	-82
DISABILITY INSURANCE EXPENSE	386	39	18	347	174	10	184	202
GROUP INSURANCE EXPENSE	15,058	1,506	1,246	13,552	16,371	1,246	17,617	-2,559
401-K EXPENSE	3,196	320	381	2,876	2,706	215	2,921	275
Fringes on Accrued Leave Earned	0	0	62	0	407	22	429	-429
Total FRINGES	30,537	3,054	3,280	27,483	29,908	2,360	32,268	-1,731
Total PERSONELL	137,058	13,706	18,647	123,352	138,893	10,919	149,812	-12,754
MATERIALS								
PROGRAM MATERIALS	0	0	46	0	367	135	503	-503
EDUCATIONAL SUPPLIES	0	0	0	0	0	0	0	0
Total MATERIALS	0	0	46	0	367	135	503	-503
OTHER THAN PERSONELL								
PARENT SERVICES			0		30		30	-30
INTERNET SERVICE	0	0	0	0	44	0	44	-44
CENTER TELEPHONE	0	0	11	0	88	9	98	-98
CONFERENCE EXPENSE	0	0	0	0	0	0	0	0
TRAINING & TECHNICAL AST	0	0	0	0	0	0	0	0
TEACHER TRAININGS	0	0	0	0	0	0	0	0
Staff Development	0	0	0	0	0	0	0	0
LOCAL TRAVEL	0	0	0	0	0	0	0	0
Out of Town Travel	0	0	0	0	0	0	0	0
DUES & SUBSCRIPTIONS	0	0	0	0	0	0	0	0
Total OTHER THAN PERSONELL	0	0	11	0	162	9	171	-171
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	0	0	0	0	0	0	0	0
Total CONTRACTUAL	0	0	0	0	0	0	0	0
SPACE								
PROGRAM RENT	10,500	1,050	875	9,450	9,917	875	10,792	-292
BUILDING DEPRECIATION					234			0
SMAIN BLG ALLOCATION	0	0	198	0	1,888	198	2,086	-2,086
Total SPACE	10,500	1,050	1,073	9,450	12,038	1,073	12,878	-2,378
ADMINISTRATION								

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	05/01/2024 05/31/2024	05/01/2024 05/31/2024	05/31/2024`	05/31/2024`			
UPK - Universal Pre-K								
OFFICE SUPPLIES		0	0	0	135	0	135	-135
COMMERCIAL INSURANCE		0	6	0	66	6	72	-72
FINANCIAL AUDIT		0	0	0	1,027	0	1,027	-1,027
PAYROLL PROCESSING	480	48	12	432	288	50	338	142
TELEPHONE		0	0	0	3	1	4	-4
ADMINISTRATIVE ALLOCATION	10,362	1,036	1,017	9,326	9,531	1,017	10,548	-186
BUILDING ALLOCATION		0	59	0	759	59	818	-818
Total ADMINISTRATION	10,842	1,084	1,095	9,758	11,809	1,133	12,942	-2,100
Total EXPENSES	158,400	15,840	20,873	142,560	163,269	13,270	176,305	-17,905
NET SURPLUS/(DEFICIT)	46,205	4,620	-2,543	41,584	12,350	4,207	16,791	29,414

CAPCO

Income Statement

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

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	05/01/2024 05/31/2024	05/01/2024 05/31/2024	5/31/2024	5/31/2024					
23.24WAP - 2023-2024 WAP										
REVENUE										
GRANTS										
GRANT REVENUE	880,197	73,350	65,219	806,847	782,619	58,599	841,218	38,979		
Total Grants	880,197	73,350	65,219	806,847	782,619	58,599	841,218	38,979		
Total Revenue	880,197	73,350	65,219	806,847	782,619	58,599	841,218	38,979		
EXPENSES										
Materials										
PROGRAM MATERIALS	136,722	11,394	3,564	125,329	117,722	5,765	123,487	13,235		
SUBCONTRACT MATERIALS	0	0	782	0	14,605	0	14,605	-14,605		
Total	136,722	11,394	4,346	125,329	132,327	5,765	138,092	-1,370		
	136,722	11,394	4,346	125,329	132,327	5,765	138,092	-1,370		
Personnel										
Agency Labor										
Agency Salaries										
SALARY/WAGE EXPENSE	407,333	33,944	35,828	373,389	307,411	28,527	335,938	71,395		
NEW ACCRUED BENEFIT TIME	6,869	572	2,856	6,297	22,624	2,274	24,898	-18,029		
Total Agency Salaries	414,202	34,517	38,684	379,685	330,035	30,801	360,836	53,366		
FICA EXPENSE	26,238	2,187	2,581	24,052	22,199	1,885	24,084	2,154		
UNEMPLOYMENT INSURANCE EXPEN	11,342	945	1,037	10,397	5,766	825	6,592	4,750		
WORKERS COMP EXPENSE	17,833	1,486	1,589	16,347	16,479	1,265	17,745	88		
DISABILITY INSURANCE EXPENSE	785	65	43	720	469	316	785	0		
GROUP INSURANCE EXPENSE	22,495	1,875	4,096	20,620	40,802	3,138	43,940	-21,445		
401-K EXPENSE	6,860	572	852	6,288	6,956	632	7,588	-728		
Fringes on Accrued Leave Earned	3,968	331	400	3,637	2,865	318	3,184	784		
Total Fringes	89,521	7,460	10,598	82,061	95,537	8,380	103,918	-14,397		
Total Agency Labor	503,723	41,977	49,282	461,746	425,573	39,181	464,754	38,969		
Subcontracted Labor										
SUBCONTRACT LABOR	5,000	417	0	4,583	368	0	368	4,632		
Total Subcontracted Labor	5,000	417	0	4,583	368	0	368	4,632		
Total Personnel	508,723	42,394	49,282	466,329	425,940	39,181	465,121	43,602		
Program Support										
PROGRAM SUPPLIES	4,206	351	170	3,856	4,982	195	5,177	-971		
Damaged Inventory Expense	0					0	0	0		
OFFICE SUPPLIES	4,310	359	234	3,951	7,766	617	8,383	-4,073		
VEHICLE INSURANCE	6,053	504	474	5,549	6,772	474	7,246	-1,193		
VEHICLE MAINTENANCE	9,259	772	510	8,487	10,182	311	10,493	-1,234		
VEHICLE FUEL	12,260	1,022	116	11,238	5,099	408	5,507	6,753		

LINE ITEM	BUDGET		ACTUAL	YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	05/01/2024 05/31/2024	05/01/2024 05/31/2024	5/31/2024	5/31/2024					
VEHICLE REGISTRATION	0	0	0	0	394	0	394		-394	
PROGRAM RENT	12,051	1,004	971	11,047	9,911	971	10,882		1,169	
PROGRAM UTILITIES	3,678	307	160	3,372	2,262	160	2,422		1,256	
TRASH REMOVAL	0	0	176	0	1,941	176	2,117		-2,117	
POSTAGE	540	45	63	495	876	35	911		-371	
DUPLICATING & PRINTING	500	42	0	458	4	0	4		496	
INTERNET SERVICE	2,090	174	74	1,916	728	74	802		1,288	
TELEPHONE	0	0	243	0	2,066	243	2,309		-2,309	
Computer & Software Expense	0	0	269	0	4,709	720	5,429		-5,429	
MEETING EXPENSE	0	0	0	0	30	0	30		-30	
CONFERENCE EXPENSE						0	0		0	
Staff Development	1,553	129		1,424		0	0		1,553	
LOCAL TRAVEL	0	0	14	0	562	0	562		-562	
OUT OF TOWN TRAVEL	2,000	167	0	1,833	280	0	280		1,720	
TOOLS EXPENSE	4,713	393	65	4,320	3,461	100	3,561		1,152	
DUES & SUBSCRIPTIONS	845	70	0	775	1,002	0	1,002		-157	
BACKGROUND CHECKS	0	0	0	0	209	0	209		-209	
PERMITS, FEES, & RENTALS	0	0	0	0	582	0	582		-582	
ADVERTISING	556	46	0	510	1,922	0	1,922		-1,366	
EQUIPMENT MAINTENANCE	0	0	0	0	207	0	207		-207	
EQUIPMENT EXPENSE	2,278	190		2,088		0	0		2,278	
EQUIPMENT PURCHASE	4,384	365		4,019	9,660	0	9,660		-5,276	
MAINTENANCE ALLOCATION	7,766	647	371	7,119	3,613	371	3,984		3,782	
Total Program Support	79,042	6,587	3,910	72,455	79,220	4,854	84,074		-5,032	
Audit										
FINANCIAL AUDIT	1,400	117	0	1,283	3,658		3,658		-2,258	
Total Audit	1,400	117	0	1,283	3,658	0	3,658		-2,258	
T & TA										
TRAINING & TECHNICAL AST	6,000	500	0	5,500	5,550	450	6,000		0	
Total T & TA	6,000	500	0	5,500	5,550	450	6,000		0	
HEALTH AND SAFETY										
HEALTH AND SAFETY WAGES	9,195	766	1,125	8,429	8,155	1,172	9,327		-132	
HEALTH AND SAFETY	28,000	2,333	3,401	25,667	35,196	2,976	38,172		-10,172	
HEALTH & SAFETY-SUBMATERIAL	3,000	250	0	2,750	2,756	0	2,756		244	
HEALTH & SAFETY SUBLABOR	0	0	0	0	709	0	709		-709	
Total Health and Safety	40,195	3,350	4,526	36,845	46,816	4,148	50,964		-10,769	
LIABILITY INSURANCE	100	8	0	92	100	0	100		0	
EQUIPMENT PURCHASE	43,000	3,583	0	39,417	41,024	0	41,024		1,976	
Administration										
PAYROLL PROCESSING	1,000	83	30	917	965	120	1,086		-86	
ADMINISTRATIVE ALLOCATION	64,015	5,335	3,125	58,680	47,019	4,080	51,099		12,916	
Total Administration	65,015	5,418	3,155	59,597	47,984	4,200	52,185		12,830	
Total Expenses	880,197	73,350	65,219	806,847	782,619	58,599	841,218		38,979	
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0		0	

CAPCO

Income Statement

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

LINE ITEM	AMENDED	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	05/01/2024 05/31/2024	05/01/2024 05/31/2024	5/31/2024	5/31/2024			
23.24CSBG - 2023 - 2024 CSBG								
REVENUE								
GRANT REVENUE								
GRANT REVENUE	254,627	21,219	25,438	169,751	168,675	85,952	254,627	0
Prior Year Revenue	0	0	0	0	0	0	0	0
Total GRANT REVENUE	254,627	21,219	25,438	169,751	168,675	85,952	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	0	40,394	306,048	0	306,048	-245,457
Total OTHER REVENUE	60,591	5,049	0	40,394	306,048	0	306,048	-245,457
Total REVENUE	315,218	26,268	25,438	210,145	474,723	85,952	560,675	-245,457
EXPENSES								
PERSONNEL								
SALARIES/WAGES								
SALARY/WAGE EXPENSE	128,943	10,745	14,067	85,962	78,230	40,587	118,816	10,127
SALARY INCENTIVES	0	0	50	0	250	0	250	-250
NEW ACCRUED BENEFIT TIME	10,335	861	1,149	6,890	6,118	3,294	9,412	923
Total SALARIES/WAGES	139,278	11,607	15,266	92,852	84,597	43,880	128,478	10,800
FRINGES								
FICA EXPENSE	10,415	868	1,074	6,943	6,467	3,088	9,555	860
UNEMPLOYMENT INSURANCE EXP	3,070	256	396	2,047	1,963	1,138	3,102	-32
WORKERS COMP EXPENSE	917	76	44	611	350	127	477	440
DISABILITY INSURANCE EXPENSE	282	24	23	188	206	92	299	-17
GROUP INSURANCE EXPENSE	7,641	637	369	5,094	3,543	1,478	5,020	2,621
401-K EXPENSE	3,061	255	317	2,041	1,802	916	2,718	343
Fringes on Accrued Leave Earned	1,240	103	161	827	741	461	1,202	38
Total FRINGES	26,626	2,219	2,385	17,751	15,073	7,301	22,373	4,253
Total PERSONNEL	165,904	13,825	17,651	110,603	99,670	51,181	150,851	15,053
OTHER THAN PERSONNEL								
PROGRAM MATERIALS	0	0		0		0	0	0
OUTREACH SUPPLIES	300	25		200		0	0	300
PROGRAM SUPPLIES	500	42	73	333	803		803	-303
OFFICE SUPPLIES	807	67	0	538	168	639	807	0
Direct Beneficiary Costs	5,000	417	410	3,333	3,915	1,085	5,000	0
FOOD & FOOD SUPPLIES	0	0	0	0	425	0	425	-425
COMMERCIAL INSURANCE	100	8	8	67	61	31	92	8
VEHICLE INSURANCE	4,616	385	388	3,077	3,093	1,551	4,644	-28
VEHICLE MAINTENANCE	500	42	42	333	42	458	500	0
VEHICLE FUEL	200	17	41	133	(907)		-907	1,107
VEHICLE REGISTRATION	80	7		53		80	80	0
PROGRAM RENT	0	0	1,025	0	8,200	4,100	12,300	-12,300
PARKING LOT RENTAL	840	70	70	560	553	281	834	6
BOARD EXPENDITURES	500	42	0	333	75	0	75	425
POSTAGE	650	54	24	433	335	315	650	0
DUPLICATING & PRINTING	1,500	125	334	1,000	1,193	307	1,500	0
INTERNET SERVICE	600	50	0	400	420	180	600	0
TELEPHONE	180	15	11	120	105	75	180	0
Computer & Software Expense	1,446	121	515	964	4,155	691	4,846	-3,400
MEETING EXPENSE	400	33	9	267	349	51	400	0
CONFERENCE EXPENSE	5,880	490	570	3,920	4,954	926	5,880	0
TRAINING & TECHNICAL AST	0	0	220	0	925	0	925	-925
Staff Development	1,000	83	0	667	77	100	177	823
LOCAL TRAVEL	0	0	17	0	98	98	196	-196
OUT OF TOWN TRAVEL	3,639	303	0	2,426	557	1,509	2,066	1,573
DUES & SUBSCRIPTIONS	3,329	277	0	2,219	1,194	2,135	3,329	0

LINE ITEM	AMENDED	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
	TOTAL BUDGET	05/01/2024 05/31/2024	05/01/2024 05/31/2024	5/31/2024	5/31/2024			
BACKGROUND CHECKS	100	8		67		50	50	50
PERMITS, FEES, & RENTALS	0	0		0			0	0
ADVERTISING	150	13		100		75	75	75
EQUIPMENT PURCHASE	0	0		0			0	0
BUILDING ALLOCATION	28,000	2,333	2,084	18,667	22,097	5,903	28,000	0
MAINTENANCE ALLOCATION	200	17	220	133	1,162	881	2,043	-1,843
Total OTHER THAN PERSONNEL	60,517	5,043	6,062	40,345	54,047	21,523	75,570	-15,053
CONTRACTUAL								
CONTRACTUAL SERVICES-OTHER	5,700	475	0	3,800	0	5,700	5,700	0
Total CONTRACTUAL	5,700	475	0	3,800	0	5,700	5,700	0
INKIND								
FARMERS MARKET EBT EXPENSE	0	0	0	0		0	0	0
VOLUNTEERS/INTERNS	0	0	0	0	30,836	0	30,836	-30,836
VOLUNTEERS-PROFESSIONALS	0	0	0	0	4,293	0	4,293	-4,293
INKIND DONATIONS	60,591	5,049	0	40,394	270,919	0	270,919	-210,328
Total INKIND	60,591	5,049	0	40,394	306,048	0	306,048	-245,457
ADMINISTRATION								
FINANCIAL AUDIT	1,623	135	0	1,082	718	905	1,623	0
PAYROLL PROCESSING	780	65	15	520	397	383	780	0
ADMINISTRATIVE ALLOCATION	20,103	1,675	1,709	13,402	13,843	6,260	20,103	0
Total ADMINISTRATION	22,506	1,876	1,724	15,004	14,958	7,548	22,506	0
Total EXPENSES	315,218	26,268	25,438	210,145	474,723	85,952	560,675	-245,457
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
		05/01/2024 05/31/2024	05/01/2024 05/31/2024	05/01/2024 05/31/2024	5/31/2024	5/31/2024						
WIC - WOMEN, INFANTS & CHILDREN												
REVENUE												
GRANTS												
GRANT REVENUE	813,800	67,817	70,464	542,533	429,153	384,647	813,800	0				
Total Grants	813,800	67,817	70,464	542,533	429,153	384,647	813,800	0				
Other Revenue												
PASS THROUGH FUNDS-wic VOUCHERS	0	0		0	329,335	0	329,335	-329,335				
INKIND DONATIONS	0	0		0	0	0	0	0				
Total Other Revenue	0	0	0	0	329,335	0	329,335	-329,335				
Total Revenue	813,800	67,817	70,464	542,533	758,488	384,647	1,143,135	-329,335				
EXPENSES												
Personnel												
Agency Salaries												
SALARY/WAGE EXPENSE	406,403	33,867	45,099	270,935	241,076	190,126	431,202	-24,799				
SALARY INCENTIVES		0		0	0	0	0	0				
NEW ACCRUED BENEFIT TIME	21,971	1,831	2,907	14,647	15,100	12,499	27,599	-5,628				
Total Agency Salaries	428,374	35,698	48,006	285,583	256,176	202,626	458,801	-30,427				
Fringes												
FICA EXPENSE	32,771	2,731	3,299	21,847	17,692	13,908	31,600	1,171				
UNEMPLOYMENT INSURANCE EXPENSE	12,509	1,042	1,265	8,339	6,296	5,333	11,629	880				
WORKERS COMP EXPENSE	1,842	154	142	1,228	849	597	1,446	396				
DISABILITY INSURANCE EXPENSE	666	56	51	444	363	213	576	90				
GROUP INSURANCE EXPENSE	48,380	4,032	2,360	32,253	17,122	12,742	29,864	18,516				
401-K EXPENSE	9,219	768	525	6,146	2,749	2,211	4,961	4,258				
Fringes on Accrued Leave Earned	3,113	259	407	2,076	1,959	1,750	3,709	-595				
Total Fringes	108,500	9,042	8,047	72,333	47,029	36,754	83,783	24,717				
Total Personnel	536,874	44,739	56,053	357,916	303,205	239,379	542,584	-5,711				
OTPS												
Space												
COMMERCIAL INSURANCE			0		2	14	16	-16				
PROGRAM RENT	63,060	5,255	2,672	42,040	26,438	10,688	37,126	25,935				
PARKING LOT RENTAL	0	0	54	0	371	216	587	-587				
UTILITIES	3,500	292	0	2,333	7,029	0	7,029	-3,529				
JANITORIAL MAINTENANCE		0	150	0	1,050	600	1,650	-1,650				
BUILDING ALLOCATION	34,403	2,867	2,695	22,935	28,572	10,781	39,353	-4,950				
MAINTENANCE ALLOCATION		0	0	0	758	758	1,516	-1,516				
Total	100,963	8,414	5,571	67,309	64,219	23,057	87,276	13,687				
Program Operations												
PROGRAM MATERIALS	0	0		0	0	0	0	0				
PROGRAM SUPPLIES	7,362	614	0	4,908	0	7,362	7,362	0				
OFFICE SUPPLIES	2,500	208	81	1,667	853	1,647	2,500	0				
MEDICAL SUPPLIES	5,800	483	0	3,867	0	5,800	5,800	0				
EDUCATIONAL SUPPLIES	4,000	333	0	2,667	0	4,000	4,000	0				
POSTAGE	8,660	722	417	5,773	3,775	4,885	8,660	0				
DUPLICATING & PRINTING	2,630	219	379	1,753	2,268	362	2,630	0				
INTERNET SERVICE	4,152	346	95	2,768	1,177	2,975	4,152	0				
TELEPHONE	19,776	1,648	186	13,184	4,978	4,978	9,957	9,819				
DUES & SUBSCRIPTIONS	400	33	0	267	400	400	800	-400				

LINE ITEM	TOT BUDGET	BUDGET	ACTUAL	YTD BUDGET	YTD ACTUAL	FORECAST	TOTAL CONTRACT	REMAINING
		05/01/2024 05/31/2024	05/01/2024 05/31/2024	5/31/2024	5/31/2024			
WIC - WOMEN, INFANTS & CHILDREN								
PERMITS, FEES, & RENTALS	0	0	0	0	214	0	214	-214
EQUIPMENT MAINTENANCE	0	0	0	0	0	0	0	0
WIC VOUCHER EXPENSE	0	0	0	0	329,335	0	329,335	-329,335
INKIND DONATIONS	0	0	0	0	0	0	0	0
Total Program Operations	55,280	4,607	1,157	36,853	343,001	32,409	375,410	-320,130
Total OTPS	156,243	13,020	6,728	104,162	407,220	55,466	462,686	-306,443
Travel								
VEHICLE INSURANCE	2,340	195	162	1,560	1,357	983	2,340	0
VEHICLE MAINTENANCE	1,400	117	0	933	1,279	4,120	5,398	-3,998
VEHICLE FUEL	853	71	64	569	332	521	853	0
VEHICLE REGISTRATION	300	25	0	200	174	126	300	0
CONFERENCE EXPENSE	1,900	158	0	1,267	225	1,675	1,900	0
LOCAL TRAVEL	3,500	292	105	2,333	990	2,510	3,500	0
OUT OF TOWN TRAVEL	5,491	458	623	3,661	695	4,796	5,491	0
Total Travel	15,784	1,315	954	10,523	5,051	14,731	19,782	-3,998
Equipment								
BREAST PUMPS EXPENSE	3,900	325	0	2,600	0	3,900	3,900	0
Total Equipment	3,900	325	0	2,600	0	3,900	3,900	0
Audit								
FINANCIAL AUDIT	4,928	411	0	3,286	904	4,024	4,928	0
Total Audit	4,928	411	0	3,286	904	4,024	4,928	0
Other								
CONTRACTUAL SERVICES-OTHER	13,900	1,158	180	9,267	2,344	11,556	13,900	0
Computer & Software Expense	5,860	488	33	3,907	779	7,950	8,729	-2,869
TRAINING & TECHNICAL AST	0	0	0	0	0	0	0	0
Staff Development	0	0	0	0	0	0	0	0
PAYROLL PROCESSING	1,440	120	55	960	1,098	1,098	2,196	-756
Memberships	0	0	0	0	0	0	0	0
ADVERTISING	12,000	1,000	0	8,000	241	11,759	12,000	0
Total Other	33,200	2,767	268	22,133	4,462	32,363	36,825	-3,625
Administration								
ADMINISTRATIVE ALLOCATION	62,871	5,239	6,460	41,914	37,645	34,783	72,428	-9,557
Total Administration	62,871	5,239	6,460	41,914	37,645	34,783	72,428	-9,557
Total Expenses	813,800	67,817	70,464	542,533	758,488	384,647	1,143,134	-329,334
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0

CAPCO

Income Statement

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

LINE ITEM	TOT BUDGET	BUDGET		ACTUAL		YTD BUDGET		YTD ACTUAL		FORECAST	TOTAL CONTRACT	REMAINING
		05/01/2024 05/31/2024	05/01/2024 05/31/2024	5/31/2024	5/31/2024	5/31/2024	5/31/2024					
EPC - Enhanced Peer Counseling												
REVENUE												
GRANTS												
GRANT REVENUE	36,600	3,050	3,323	24,400	19,827	16,773	36,600	0				
Total Grants	36,600	3,050	3,323	24,400	19,827	16,773	36,600	0				
Total Revenue	36,600	3,050	3,323	24,400	19,827	16,773	36,600	0				
EXPENSES												
Personnel												
Agency Salaries												
SALARY/WAGE EXPENSE	28,945	2,412	2,928	19,297	17,390	11,555	28,945	0				
SALARY INCENTIVES							0	0				
Total Agency Salaries	28,945	2,412	2,928	19,297	17,390	11,555	28,945	0				
Fringes												
FICA EXPENSE	2,214	185	224	1,476	1,330	884	2,214	0				
UNEMPLOYMENT INSURANCE EXPENSE	846	71	82	564	458	388	846	0				
WORKERS COMP EXPENSE	125	10	9	83	62	63	125	0				
DISABILITY INSURANCE EXPENSE	266	22	22	177	172	94	266	0				
Total Fringes	3,451	288	338	2,301	2,022	1,429	3,451	0				
Total Personnel	32,396	2,700	3,266	21,597	19,412	12,984	32,396	0				
OTPS												
Program Operations												
Computer & Software Expense	144	12		96		84	84	60				
DUPLICATING & PRINTING	0	0	17	0	60	0	60	-60				
INTERNET SERVICE	408	34	0	272	70	338	408	0				
TELEPHONE	3,012	251	40	2,008	285	2,727	3,012	0				
Total Program Operations	3,564	297	57	2,376	415	3,149	3,564	0				
Total OTPS	3,564	297	57	2,376	415	3,149	3,564	0				
Travel												
LOCAL TRAVEL	64	5	0	43	0	64	64	0				
OUT OF TOWN TRAVEL	0	0	0	0	0	0	0	0				
Total Travel	64	5	0	43	0	64	64	0				
Other												
PAYROLL PROCESSING	576	48	0	384	0	576	576	0				
Total Other	576	48	0	384	0	576	576	0				
Total Expenses	36,600	3,050	3,323	24,400	19,827	16,773	36,600	0				
NET SURPLUS/(DEFICIT)	0	0	0	0	0	0	0	0				



Recipient Information

1. Recipient Name

CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC.
32 N Main St
Cortland, NY 13045-2122

2. Congressional District of Recipient

19

3. Payment System Identifier (ID)

1161004653A1

4. Employer Identification Number (EIN)

161004653

5. Data Universal Numbering System (DUNS)

038360160

6. Recipient's Unique Entity Identifier (UEI)

L1P5ZJLPV4Y3

7. Project Director or Principal Investigator

Ms. Jennifer Geibel
jenniferg@capco.org
607-753-6781

8. Authorized Official

Ms. Shelley Warnow
Board President
donsgirl1956@aol.com
607-849-6071

Federal Agency Information

ACF/OHS Region II Grants Office

9. Awarding Agency Contact Information

Mr. David Kadan
Grants Management Officer
David.Kadan@acf.hhs.gov
202-205-8562

10. Program Official Contact Information

Ms. Carolyn S Baker
Regional Program Manager
Office of Head Start - Region 2
carolyn.baker@acf.hhs.gov
646-905-8145

Federal Award Information

11. Award Number

02CH012714-01-00

12. Unique Federal Award Identification Number (FAIN)

02CH012714

13. Statutory Authority

42 USC 9801 ET SEQ.

14. Federal Award Project Title

Head Start and Early Head Start

15. Assistance Listing Number

93.600

16. Assistance Listing Program Title

Head Start

17. Award Action Type

New

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date	07/01/2024	- End Date	05/31/2025
20. Total Amount of Federal Funds Obligated by this Action	\$3,113,594.00		
20a. Direct Cost Amount	\$2,845,200.00		
20b. Indirect Cost Amount	\$268,394.00		
21. Authorized Carryover	\$0.00		
22. Offset	\$0.00		
23. Total Amount of Federal Funds Obligated this budget period	\$0.00		
24. Total Approved Cost Sharing or Matching, where applicable	\$778,399.00		
25. Total Federal and Non-Federal Approved this Budget Period	\$3,891,993.00		
26. Period of Performance Start Date	07/01/2024	- End Date	06/30/2029
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance	\$3,891,993.00		

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Mr. David Kadan
Grants Management Officer

30. Remarks



Recipient Information
Recipient Name CORTLAND COUNTY COMMUNITY ACTION PROGRAM, INC. 32 N Main St Cortland, NY 13045-2122
Congressional District of Recipient 19
Payment Account Number and Type 1161004653A1
Employer Identification Number (EIN) Data 161004653
Universal Numbering System (DUNS) 038360160
Recipient's Unique Entity Identifier (UEI) L1P5ZJLPV4Y3
31. Assistance Type Discretionary Grant
32. Type of Award Service

33. Approved Budget (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$2,047,609.00
b. Fringe Benefits	\$431,584.00
c. Total Personnel Costs	\$2,479,193.00
d. Equipment	\$0.00
e. Supplies	\$57,098.00
f. Travel	\$39,166.00
g. Construction	\$0.00
h. Other	\$269,743.00
i. Contractual	\$0.00
j. TOTAL DIRECT COSTS	\$2,845,200.00
k. INDIRECT COSTS	\$268,394.00
l. TOTAL APPROVED BUDGET	\$3,113,594.00
m. Federal Share	\$3,113,594.00
n. Non-Federal Share	\$778,399.00

34. Accounting Classification Codes						
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
4-G024122	02CH01271401	ACFOHS	41.51	93.600	\$3,071,061.00	75-24-1536
4-G024120	02CH01271401	ACFOHS	41.51	93.600	\$4,794.00	75-24-1536
4-G024121	02CH01271401	ACFOHS	41.51	93.600	\$37,739.00	75-24-1536

Kristi Coye

From: HSES - DO NOT REPLY <no-reply@hsesinfo.org>
Sent: Thursday, July 11, 2024 10:36 AM
To: Shelley Warnow; Greg Richards; Jennifer Washington; Jennifer Geibel; Rita Stone; Siobhan Raines
Cc: Kristi Coye
Subject: [EXTERNAL]HSES Grantee - 02CH012714 - DRS Grant Awarded 6/26/2024 - Discrepancy in Award

This message was sent from outside the company. Please do not click links or open attachments unless you recognise the source of this email and know the content is safe.

From: Kristi Coye (kristic@capco.org)
Grant Number: 02CH012714
Grantee Name: Cortland County Community Action Program, Inc.

Good Morning:

I hope this email finds each of you well. Our program has received our new grant award for new grant number 02CH012714 through the DRS process. This is wonderful news and we couldn't be more grateful to continue the HS/EHS Program in Cortland County.

As we reviewed the award letter, there is some discrepancies which we need clarification on as soon as possible so we can move forward with planning our 12-month program. Our agency is hopeful we can schedule a zoom call with Siobhan, Jennifer and Rita next week when Jennifer Geibel, our Director, is back from vacation.

It appears the award is for only 11-months and should be awarded for 12-months through 6/30/2025 and not 5/31/2025.

Our past grant was through 5/31 each year. Our program was required to write a continuation for program year 2024-2025 in order to prorate for the month of June 2024 which was awarded and received. This was completed because we awaited an answer on the DRS grant application submitted which begins with a start date of 7/1.

I have attached a spreadsheet which details the actual 12-month grant we applied for the dates of 7/1/2024-6/30/2025 in the amount of \$3,396,648. The notice of award approved on 6/26/2024 was for the dates of 7/1/2024-5/31/2025 and in the amount of \$3,113,594 with a shortage to our program of 1-month totaling \$283,054.

The spreadsheet attached demonstrates the numbers in question and the discrepancies our program is concerned about.

On behalf of the Cortland County Community Action Program, Inc., we are asking for the attached to be reviewed and to schedule a zoom call next week to discuss our concerns. We are eager to find a resolution as

soon as possible and look forward to hearing from you soon regarding our request.

Thank you.

Sincerely,

Kristi Coye
HS/EHS Assistant Director

Attachments: There are (1) attachment(s) related to this message available to be viewed or downloaded in HSES.

Please login to HSES (<https://hses.ohs.acf.hhs.gov/>) to view and respond.

To be able to log in and respond to a message in HSES under the Correspondence tab, you will need an account. If you do not yet have one, please contact the HSES Help Desk to obtain a user ID and password.

This message was sent by the Head Start Enterprise System (<https://hses.ohs.acf.hhs.gov/>). For assistance, please contact the HSES Help Desk at help@hsesinfo.org or call 1-866-771-4737 (toll-free) or 1-571-429-4858 (local), Monday - Friday, 8 a.m. - 7 p.m. EST (not available on weekends or federal holidays). Reference ID: [1433390]

Grant Number: 02CH012714

Award Notification Dates: 7/1/2024-5/31/2025

Asked for funding for 12-months and only awarded 11-months

Grant should go through 6/30/2025 each year not 5/31/2025

Original Grant Submission through DRS

Object Class Category	HS Program Operations	HS T/TA	EHS Program Operations	EHS T/TA	Grand Total of what the program applied for	Actual Federal Award Amounts AWARDED on 6/26/2024	Difference Still Needed
Personnel	\$ 441,150.00	\$ -	\$ 1,792,605.00	\$ -	\$ 2,233,755.00	\$ 2,047,609.00	\$ 186,146.00
Fringe	\$ 121,749.00	\$ -	\$ 349,070.00	\$ -	\$ 470,819.00	\$ 431,584.00	\$ 39,235.00
Travel	\$ -	\$ 4,850.00	\$ -	\$ 37,876.00	\$ 42,726.00	\$ 39,166.00	\$ 3,560.00
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 10,137.00	\$ 380.00	\$ 50,052.00	\$ 1,720.00	\$ 62,289.00	\$ 57,098.00	\$ 5,191.00
Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 80,030.00	\$ -	\$ 212,662.00	\$ 1,574.00	\$ 294,266.00	\$ 269,743.00	\$ 24,523.00
Total Direct Charges	\$ 653,066.00	\$ 5,230.00	\$ 2,404,389.00	\$ 41,170.00	\$ 3,103,855.00	\$ 2,845,200.00	\$ 258,655.00
Indirect Charges	\$ 62,918.00	\$ -	\$ 229,875.00	\$ -	\$ 292,793.00	\$ 268,394.00	\$ 24,399.00
Total Direct and Indirect	\$ 715,984.00	\$ 5,230.00	\$ 2,634,264.00	\$ 41,170.00	\$ 3,396,648.00	\$ 3,113,594.00	\$ 283,054.00

Grant 02CH012714 is short 1-month funding totaling \$283,054

Original submission was \$3,396,648 which divided by 12 = \$283,054

Awarded amount totals \$3,113,594

Correct \$ Amounts should be an addition of 1 month which totals \$283,054.

When 1 month of \$283,054 + \$3,113,594 (awarded amount) = \$3,396,648 (Original Grant \$ Submitted)

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 24-32

WHEREAS, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the proposed Quarter 2 Medicaid Compliance Billing Audit & Review and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed Quarter 2 Medicaid Compliance Billing Audit & Review,

IT IS HEREBY RESOLVED that on July 25, 2024, the CAPCO Board of Directors approves the Quarter 2 Medicaid Compliance Billing Audit & Review.

Shelley Warnow
Board President

July 25, 2024
Date

Compliance Committee Meeting
July 17, 2024

In attendance: Kirsten, Lisa, Grace, Danielle, Donna, Patty.

Excused: Greg and Merwin

Kirsten minutes

VNA/Nascenta Review- Grace reviewed 6 consumer/aide records. There were 2 inconsequential findings. For one consumer we billed .25 hours less than we paid the aide. This was because of rounding on the punch time of the aide. She did not come in to do a correction in time. Medicaid was not overbilled; it is not a compliance issue. We also had one instance where the Medicaid number, not the VNA number, was on one of our internal records. Again, this is not a compliance issue. This is a form we use.

Medicaid Participant Audit-We received the results of a Medicaid audit DSS did on December billing for their participants. Again, there was one inconsequential finding. It was the exact situation as above. We paid an aide for 4.25 hours because of the time she punched and could only bill Medicaid for 4 hours. This is not an issue for Medicaid, but employees have been asked

Policy Review- We review one policy per meeting. Reviewed "Discipline and Enforcement of Compliance Standards."

Program Updates- no official news on change to one fiscal intermediary, discussed trying to get corrections for even .25 overages, will deal with whether to pay on a case-by-case basis. If the same aide is doing it every week, we are going to need to send a letter and stop paying.

Patty and Danielle will do the next record review for Icircle. They will be reviewing records in August for the last payroll in July.

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 24-33

WHEREAS, the Cortland County Community Action Program, Inc. Finance & Audit Committee has reviewed the proposed WIC FFY2025 Grant & Budget submission and,

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed WIC FFY2025 Grant & Budget submission,

IT IS HEREBY RESOLVED that on July 25, 2024, the CAPCO Board of Directors approves the WIC FFY2025 Grant & Budget submission.

Shelley Warron
Board President

July 25, 2024
Date

Agency:

217 Cortland County Community Action Program

Contract Number:

DOH01-C38301GG-3450000



Budget Summary - Original

Contract Period:

October 01, 2024 - September 30, 2025

Budget FYF 2025 Budget Amounts from Contract Execution

	FTE	Amount	Amount Spent	Percent Spent	Amount Remaining
Personal Service and Fringe					
Program Support	1.00	\$73,125.00	\$0.00	0	\$73,125.00
Nutrition Assistant	2.00	\$74,676.00	\$0.00	0	\$74,676.00
Competent Professional Authority	4.00	\$205,254.00	\$0.00	0	\$205,254.00
Qualified Nutritionist	2.00	\$101,819.00	\$0.00	0	\$101,819.00
Total FTEs and Salary	9.00	\$454,874.00	\$0.00	0	\$454,874.00
Fringe Benefits		\$92,342.07	\$0.00	0	\$92,342.07
Total Personal Service and Fringe		\$547,216.07	\$0.00	0	\$547,216.07
Non-Personal Service					
Space (Owned)		\$44,600.01	\$0.00	0	\$44,600.01
Space (Rent)		\$38,530.00	\$0.00	0	\$38,530.00
Utilities		0	\$0.00	0	\$0.00
Program Operations		\$51,508.00	\$0.00	0	\$51,508.00
Travel		\$13,574.00	\$0.00	0	\$13,574.00
Equipment		0	\$0.00	0	\$0.00
Audit		\$4,538.55	\$0.00	0	\$4,538.55
ONPS Other		\$20,724.00	\$0.00	0	\$20,724.00
Contractual Staff		0	\$0.00	0	\$0.00
Other Contractual Services		\$17,996.00	\$0.00	0	\$17,996.00
Total Space & Subtotal ONPS		\$191,470.56	\$0.00	0	\$191,470.56
Breast Pumps and Collection Kits		\$3,900.00	\$0.00	0	\$3,900.00
Total Breast Pumps & Collection Kits		\$3,900.00	\$0.00	0	\$3,900.00
Breastfeeding Peer Counseling					
BFPC Administrative Staff		0	\$0.00	0	\$0.00
BFPC Administrative Staff Fringe		0	\$0.00	0	\$0.00
BFPC Travel		0	\$0.00	0	\$0.00
BFPC Equipment		0	\$0.00	0	\$0.00
BFPC Peer Counselors		\$32,795.00	\$0.00	0	\$32,795.00
BFPC Contractual Staff		0	\$0.00	0	\$0.00
BFPC Other Contractual Services		0	\$0.00	0	\$0.00
BFPC Other		\$3,805.00	\$0.00	0	\$3,805.00
Total BFPC		\$36,600.00	\$0.00	0	\$36,600.00
Total Direct Costs		\$779,186.63	\$0.00	0	\$779,186.63
Indirect		\$71,213.37	\$0.00	0	\$71,213.37
Total Indirect Costs		\$71,213.37	\$0.00	0	\$71,213.37
Total Non-Personal Service		\$303,183.93	\$0.00	0	\$303,183.93
Total Allocated		\$850,400.00	\$0.00	0	\$850,400.00
Unallocated		0	\$0.00	0	\$0.00
Advance		0	\$0.00	0	\$0.00
Grand Total		\$850,400.00	\$0.00	0	\$850,400.00



July

Executive Director Report Board of Directors Meeting

Greg Richards
July 25, 2024

- The start of July brought word on our Head Start/Early Head Start DRS grant following negotiation calls and grant/budget form revisions at the end of June. We received an official award letter on July 11, 2024 (dated in June); however, the award letter is inaccurate, only funding our program for an 11-month period (7/1 through 5/31) and leaving the month of June unfunded for each of the years in the 5-year period. This is not in-line with our negotiations and the funding amount and period agreed upon throughout that process. Furthermore, it would not be feasible to operate an 11-month program, nor is that believed to be the intention of the Office of Head Start. This is believed to be an administrative error in our award letter, and we are awaiting follow-up from the Office of Head Start on this issue. We continue to implement for Program Year 2024-2025 under the knowledge that we have indeed been re-awarded the Head Start/Early Head Start grant for Cortland County through 2029! We will share the official award letter with the Board once we receive clarification from the Office of Head Start on the discrepancy.
 - We received confirmation that our start-up funds to expand our EHS offerings will be automatic to our new DRS award along with COLA. Specifics on these additional awards are forthcoming from the Office of Head Start.
 - Staffing is looking solid to begin the new year following the internal change in scope recruitment process to end the last program-year along with a highly successful hiring event that brought in several qualified candidates to fill open positions for the new year. The new Program Year begins with staff returning on August 19th and children following Labor Day.
- There has been a delay in the distribution and subsequent execution of contract packages for both CSBG through the NYS Department of State (DOS) and WAP through the NYS Department of Housing & Community Renewal (HCR). Our new WAP contract was supposed to begin July 1st, but we have not yet received the package to put together our budget submission. Procurement delays through HCR are at the federal Department of Energy level with HCR remaining communicative throughout the delays. We still have BIL funding that is in the middle of its 2-year current funding cycle, as well as NYSERDA & HEAP work to sustain the crew and production while we wait for our WAP contract. We will assess starting new WAP jobs prior to contract execution on a case-by-case basis as the need arises. The CSBG package is typically out by now to start our new cycle on October 1, 2025. We received word from DOS that the package will be out next week with a 1% reduction for next program year and a return to current year levels in 2026. Flat funding is expected throughout the remainder of the next 5-year period. Delays in contract execution continue to be monitored closely with our agency's current cash position remaining strong amidst impending changes to CDPAP and threats to our unrestricted revenue generation as we work into 2025.
- We welcomed our new & esteemed WIC Director, Loriann "Lori" Spatola-Davis to start the month of July! Lori joins us with over 30 years of WIC experience with the last several years serving as the WIC Coordinator for Tioga County. Lori has jumped right into things spending

days at both our main Cortland location and our Chenango County WIC Clinic in Norwich. Lori's experience and established relationships both with staff and the DOH Regional Office has made the transition smooth and seamless. Lori has already been a great addition to our agency's executive management team. Welcome, Lori!

- CAPCO continues to be an active member of the County's Housing & Homelessness Coalition. Matt Whitman & the Rural Health Institute (formerly CACTC) have largely taken the lead on organizing the Coalition and our efforts to address the growing unhoused population and corresponding challenges in our community. The Coalition has established three (3) working committees from the Coalition, including a communications workgroup, a data workgroup, and a center workgroup. CAPCO is participating in all workgroups with the main Coalition meetings and several of the workgroups being hosted at our CAPCO Main Office. Our role in assisting to organize these meetings is important as we assess our collaborative role to address the goals of the Coalition, including the establishment of some iteration of a day center in our community. The communications workgroup has established a website to keep our community apprised of the Coalition's happenings that is set to launch in August, and key data from our agency's programs and services are informing the data workgroup's assessments, which will help to inform the Coalition's overall direction.
- Team members from ProNexus were onsite on July 8th to tour our facilities and meet members of our team. In-person training time was well spent with Martha as we continue to establish processes and workflows during the transition to this new arrangement. We have been assigned a 4th professional to our team with Martha working to transfer knowledge and establish new workflows with our internal transactional staff and the ProNexus team. Martha continues to be the main point-of-contact for our 2023 audit, which is nearing completion. We continue to plan for a special Board meeting on Thursday, August 15th at 12pm noon to receive and accept the audit from the Bonadio Group.
- Our big CAPCO Field Day event is upcoming this week on Thursday, July 25th (the same day as our Board meeting)! We are expecting a great turnout of children & families. We will have a live camel, a bounce house obstacle course, face painting, an ice cream truck, snacks, Mighty Molar, a fire truck, lawn games, playgrounds, and community resources with activities for families to learn about helpful services. We are so excited to focus on families in our programs and our broader community as we continue to celebrate our 50th Anniversary throughout 2024! Come join the fun between 2-5pm!



Deputy Director

Kirsten Parker

July 17, 2024

- **Volunteer Driver-** Nothing has changed, we are still operating with one driver. We have another driver who filled out all the information and is one step away from being able to drive but his phone seems to be disconnected and we have not been able to contact him. Our driver was able to do a lot of the transportation for our CNA students who needed transportation. The driver we had before who was not willing to meet the GPS requirements for Medicaid rides is willing to do some of the rides we are getting from Seven Valley's Health Coalition.
- **Consumer Directed** We have no word on the changes to the program. Billing is up to date, Merwin has been out sick, and Patti and Donna did a great job getting CDPAP payroll done in a timely manner.
- **Corporate Compliance-** We were a little late getting our corporate compliance review done but Grace reviewed VNA/Nascentia this month and I have the result for your review. We also received the results of an audit DSS did on the straight Medicaid claims for December. We received notice from Fidelis that we need to pay back \$305.09 for overpayment on 2 consumers (claims for 3 days). Fidelis is saying that the consumers were inpatient on the same dates. Without access to their medical records, we cannot prove it, but we think that the overlap is when aides have worked earlier in the day than a hospital admission or later in the day after a hospital discharge. I have been in contact with Fidelis and have not been able to get any concrete information. We are going to pay it, but we will continue to pursue it.
- **Wellness Committee-**the committee has decided to do a physical activity challenge for staff in the Fall. We will meet later in the summer to plan implementation.
- **S.A.F.E Committee-**The SAFE committee does not meet in the summer because of all the changes that happen to buildings during the summer.
- **Golf Committee-**I am working on a draft financial statement for the golf tournament.
- **The 50th Anniversary Committee-**The committee met this week and I think we are ready for the Field Days event on July 27, 2024. Everyone is welcome to attend on July 25th from 2 pm-5 pm.
- **WIC-** for the first time since I started the Deputy Director position, I think almost all my WIC duties are over. Kay did a fantastic job, but I still needed to help her with a lot of things that don't happen every day. Lori probably knows as much or more than I do. I help more with explaining how and why we did some things and telling her where I think things are. I am still working on the paperwork for the new to us vehicle and getting staff into EPACES to verify Medicaid.



Energy Services / Building Maintenance July 2024

Energy Services

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

- **PY24.25 budget** is currently being uploaded into the HCR database.
- **WRF funds-** will be awarded soon and every subgrantee will be awarded funds.
- **Staffing-** Codie Lockwood has joined our program as the new Crew Laborer.

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

- Production on schedule with current production goals.

EmPower NY (Cortland & Tompkins Counties)

- 1- completed
- 10- In-Progress

HEAP- (Cortland & Tompkins Counties)

- 0 – Clean and Tunes completed.
- 1 – Heating Repair/Replacements completed.
- 31 - Cooling – air conditioners installed since April.

Fee For Service – no activity

CAPCO Building Maintenance

- Ben continues to do miscellaneous projects while the kids and staff are off for the summer.



Family Development Board Report July 2024

Adult Education

- We have seen an increase in enrollments this summer with eight new enrollments this month.
- We have submitted a Mother Cabrini Foundation grant in the amount of \$80,000 to expand Adult Education to include post-graduation certification programs through TC3. The award will be announced by the end of 2024.
- All five of our CNA students have passed their written exams, four of the students passed their clinical exam, and 2 students have acquired employment.

Emergency Assistance

- We have saw an increased need for assistance with Electric bills.
- Our annual Everybody's Baby Shower is scheduled for July 24. We will be providing great education, program referrals, and needed items for families with new babies.
- The Double Up Food Bucks Program started on July 1. This program allows SNAP participants to double the value of their EBT transactions up to \$20 at the Farmers market.
- We have spots available in our Diaper Distribution Program for children needing diapers.

NOEP

- Jessica will be helping at the Fresh Food Giveaway on July 30.
- We have been awarded the 24/25 NOEP Contact which began on July 1, 2024.
- Jessica will be providing NOEP grocery bags to families attending the Everybody's Baby Shower.

Healthy Families

- The Healthy Families Program is partnering with WIC and the Cortland breastfeeding Partnership to hold a World Breast Feeding event on 8/1/24.
- We enrolled 2 new families this month and discharged families.
- We continue to recruit expectant moms and families with infants up to 3 months old.



HEAD START

HS/EHS Director's Report July 2024



Enrollment:

- EHS Enrollment (July): 64/64 (100%)
- EHS for Fall 2024: 103 children have been accepted; 19 openings remain
- HS and UPK classrooms are fully enrolled for next year: 34/34 HS and 32/32 UPK

Staffing:

- A hiring event was held on July 11. It was our most successful hiring event to date and offers were made for 2 infant/toddler teachers, 1 EHS intern, 4 classroom floaters and a 1:1 aide. Openings remain for: cook, 1 infant toddler teacher and a mental health specialist. Interviews for the mental health specialist will occur on July 22.

Old Business:

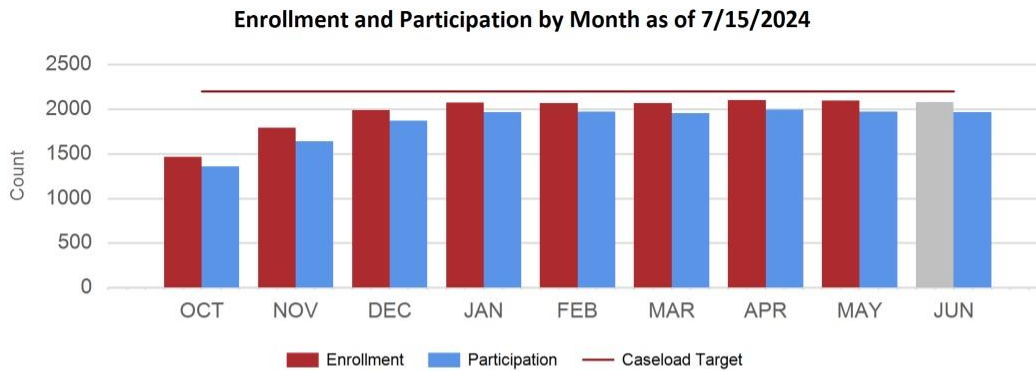
- A notice of award was received for our DRS grant! We are still in talks with the Regional Office over some discrepancies with the funding amount and budget period dates. Our program specialist will be scheduling a phone call with a fiscal representative. We are still waiting for official notification on our start up funds award and COLA for the new grant.

New Business:

- We are busy planning for August pre-service. Staff return on August 19, 2024.
- Policy Council did not meet in June. The next Policy Council meeting is scheduled for July 23, 2024.
- CDA classes have finished. Five HS/EHS staff are working on completing their credentialing process.

July 2024
WIC Board Report
Reported by: Loriann Spatola-Davis

- Loriann Spatola-Davis, WIC Director started July 8, 2024.
- Loriann is working with staff to complete the FFY2024 LACASA Quality Assurance Surveys.
- The FFY2024 LACASA Final Report was completed and submitted to the Regional Office for review/approval.
- Farmers’ Market Coupons distribution started June 1, 2024. Staff reported that issuance is going great. As of July 15, 2024, Norwich has 29 booklets remaining and Cortland with 146.
- Erica Eaton will represent the WIC Program at the Everybody’s Baby Shower on July 24 being held at CAPCO’s main office. Erica will facilitate a brief speech about the program.
- As per the Regional Office, the program will have to complete a Line-Item Interchange prior to sending in the May Voucher, and Vacancy Report. Loriann will work with Martha and Kirsten to determine the lines that are over/under spent to ensure timely submission.
- Base on the WIC Caseload Repot, the enrollment has decreased. Once the program is fully staffed and back on track, will need to look at outreach efforts.
- The caseload is fairly equal between Cortland and Norwich (see participation per site table below). Tracking this data going forward may give insight on where to focus our outreach efforts.



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	2,070	1,964	89.27%	94.88%	✓
FEB	2,200	2,066	1,969	89.50%	95.30%	✓
MAR	2,200	2,069	1,956	88.91%	94.54%	✓
APR	2,200	2,101	1,996	90.73%	95.00%	✓
MAY	2,200	2,097	1,971	89.59%	93.99%	✓
JUN	2,200	2,077	1,967	89.41%	94.70%	✗
YTD Average:	2,200	1,956	1,841	83.69%	94.13%	

WIC Caseload

WIC Participation Per Site

Site	Enrollment	Participation	% of Target
Cortland			
Cortland	1,117	1,050	47.73%
Cincinnatus	11	10	0.45%
Marathon	23	21	0.95%
Total	1,151	1,081	49.23%
Norwich			
Norwich	871	823	37.41%
Greene	31	27	1.23%
Bainbridge	19	17	0.77%
Sherburne	10	8	0.36%
New Berlin	15	15	0.68%
Total	946	890	40.45%

Resolution of the Board of Directors

Of

Cortland County Community Action Program, Inc.

Resolution No. 24.34

WHEREAS, the Cortland County Community Action Program, Inc. Board of Directors has reviewed the proposed 2024-2025 Health Insurance Renewals,

IT IS HEREBY RESOLVED that on July 25, 2024, the Cortland County Community Action Program, Inc. Board of Directors accepts as presented the 2024-2025 Health Insurance Renewals.

Shelley Warnow

Board President

July 25, 2024

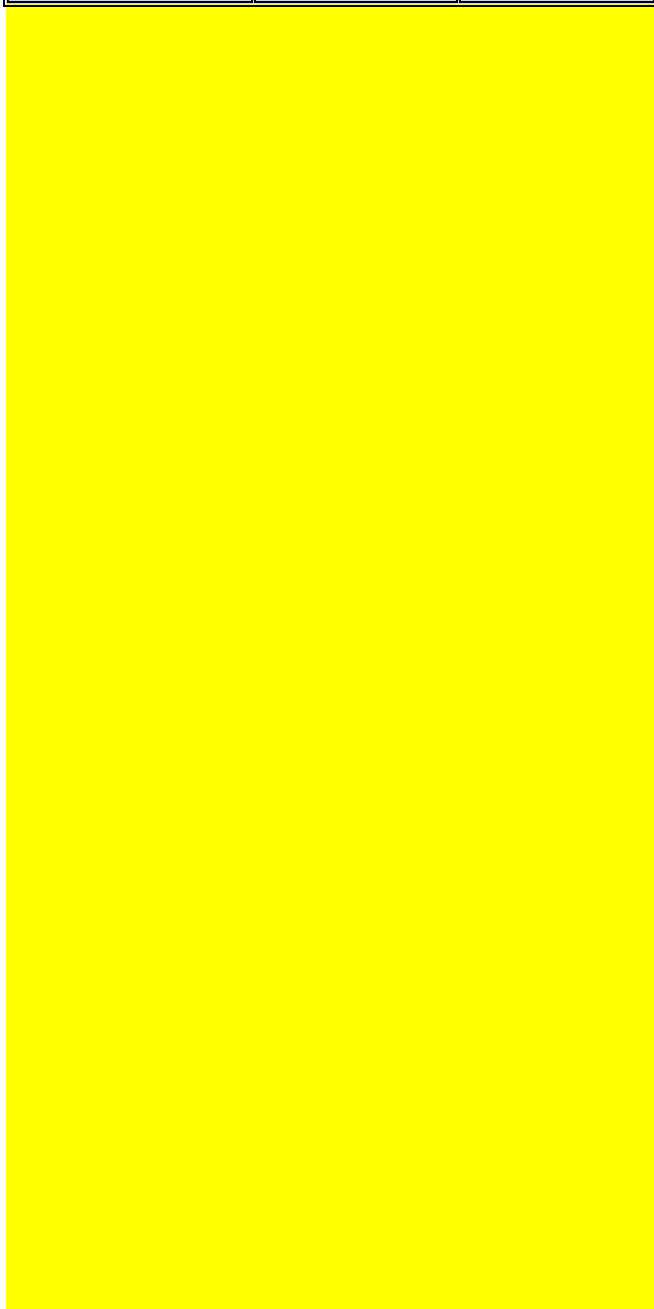
Date

Plan Increase	6.00%	
Agency % of Increase	Increase in Expense	
0.00%	0.00%	\$24,683
SB 25-500	Hybrid	Ded. 3
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -

CAPCO SELECTION!

Agency % of Increase	Increase in Expense	
70.00%	4.20%	\$ 17,277.88
SB 25-500	Hybrid	Ded. 3
\$ 22.05	\$ 17.15	\$ 9.35
\$ 49.25	\$ 39.17	\$ 23.73
\$ 10.18	\$ 7.91	\$ 4.32
\$ 22.73	\$ 18.08	\$ 10.95
\$ 264.56	\$ 205.78	\$ 112.21
\$ 591.05	\$ 470.09	\$ 284.76

2 Tier	2 Tier	2 Tier
1	9	6
0	8	3
Renewal - 9/1/2024		
SB 25-500	Hybrid	Ded. 3
\$25/\$40	\$40/\$60	Ded/Coins
\$500/\$1,500	\$1,000/\$3,000	\$5,500/\$11,000
80%	70%	70%
\$1,500/\$4,500	\$3,000/\$9,000	\$6,350/\$12,700
Ded/Coins	Ded/Coins	Ded/Coins
\$5/\$35/\$70	\$7 Generic Only	\$10/\$35/\$70
---	---	Preventive RX
---	---	Must meet Ded 1st
SB 25-500	Hybrid	Ded. 3
6.00%	6.00%	6.00%
\$1,298.56	\$1,010.20	\$550.92
\$2,901.14	\$2,307.67	\$1,397.69
\$1,298.56	\$27,553.16	\$7,498.59
\$36,350.31		
\$15,582.72	\$330,637.92	\$89,983.08
\$436,203.72		
\$2,056.89		
\$24,682.68		
SB 25-500	Hybrid	Ded. 3
↑/↓ Against High		
\$73.49	\$57.16	\$31.17
\$164.18	\$130.58	\$79.10



SB 25-500	Hybrid	Ded. 3
\$762.40	\$673.97	\$461.68
\$1,469.92	\$1,365.25	\$1,060.18
\$762.40	\$16,987.73	\$5,950.62
\$23,700.75		
\$9,148.80	\$203,852.76	\$71,407.44
\$284,409.00		

SB 25-500	Hybrid	Ded. 3
\$536.16	\$336.23	\$89.24
\$1,431.22	\$942.42	\$337.51
\$536.16	\$10,565.43	\$1,547.97
\$12,649.56		
\$6,433.92	\$126,785.16	\$18,575.64
\$151,794.72		

SB 25-500	Hybrid	Ded. 3
\$247.46	\$155.18	\$41.19
\$660.56	\$434.96	\$155.77
SB 25-500	Hybrid	Ded. 3
Employee Payroll Increase on 9/1/2024		
\$73.49	\$26.38	\$14.39
\$75.78	\$60.27	\$36.51

\$ 813.84	\$ 713.98	\$ 483.50
\$ 1,584.85	\$ 1,456.66	\$ 1,115.55
\$ 813.84	\$ 18,079.09	\$ 6,247.64
	\$ 25,140.57	
\$ 9,766.12	\$ 216,949.03	\$ 74,971.73
	\$ 301,686.88	
	\$ 17,277.88	

\$ 484.72	\$ 296.22	\$ 67.42
\$ 1,316.29	\$ 851.01	\$ 282.14

26 Payrolls		
\$223.72	\$136.72	\$31.12
\$607.52	\$392.78	\$130.22
Payroll increase (26 pays)		
\$10.18	\$7.91	\$4.32
\$22.73	\$18.08	\$103.42

NEW Premium Monthly Total	CAPCO Monthly Premium (NOT changing)	Difference	Monthly Employee	26 Pays Employee
30.45	\$ 15.86	14.59	175.08	6.73
62.43	\$ 37.09	25.34	304.08	11.70
87.10	\$ 54.98	32.12	385.44	14.82
39.29	\$ 21.71	17.58	210.96	8.11
80.55	\$ 49.99	30.56	366.72	14.10
112.37	\$ 73.57	38.80	465.60	17.91
NEW Premium Monthly Total	CAPCO Monthly Premium (NOT changing)	Difference	Monthly Employee	22 Pays Employee
30.45	\$ 15.86	14.59	175.08	7.96
62.43	\$ 37.09	25.34	304.08	13.82
87.10	\$ 54.98	32.12	385.44	17.52
39.29	\$ 21.71	17.58	210.96	9.59
80.55	\$ 49.99	30.56	366.72	16.67
112.37	\$ 73.57	38.80	465.60	21.16