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## **Community Action Program, Inc.**

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To: SCCAP, Inc. Board of Directors  
From: George McDonnell, Board President  
Re: November Meeting  
Date: January 23, 2017

The next meeting of the Schoharie County Community Action Program, Inc. Board of Directors will be held on **Monday, January 23<sup>rd</sup>, in the Board Room at 5:00 pm.**

### **AGENDA**

- ✧ Call to order
- ✧ Department Presentation - Parent and Child Connections Center
- ✧ Approval of November 2016 Board Minutes
- ✧ Executive Session
  - ✧ Legal & Personnel
- ✧ Committees of the Board - Reports & Current Business
  - ✧ Executive
  - ✧ Finance & Audit
    - Finance Report
    - Review of Fiscal Policy
    - Annual Budget
  - ✧ Governance & Nominating
    - Current & Upcoming Vacancies
    - Expiring Terms
  - ✧ Program Planning & Evaluation
  - ✧ Personnel
    - ED Evaluation
- ✧ Committees of the Corporation - Reports & Current Business
  - ✧ Fundraising
- ✧ Staff - Reports
  - ✧ Executive Director
- ✧ Old Business
- ✧ New Business
  - ✧ Logo
  - ✧ Expansion of Space
- ✧ Set Date for Next Meeting
  - ✧ February 27, 2017
- ✧ Adjournment

**Schoharie County Community Action Program  
Board of Directors Meeting  
November 14, 2016**

**Attendance:**

<b>Private Sector</b>		
Member	Position	Attendance
<i>Larry Phillips</i>	<i>Treasurer</i>	x
Rhonda Ferris	Member	x
Jason Evans	Member	excused

<b>Public Sector</b>		
Member	Position	Attendance
<i>George McDonnell</i>	<i>Chair</i>	x
Anna VanDerwerken	Member	x
Earl Van Wormer III	Member	absent

<b>Consumer Sector</b>		
Member	Position	Attendance
<i>Jonathan Litzner</i>	<i>Secretary</i>	x
<i>Dolores Jackson</i>	<i>Vice-chair</i>	x
Vacant	Member	

**Staff:** Jeannette Spaulding – Executive Director, Debbie Palmatier – Assistant Finance Director

**Guests:** none

Meeting called to order at 5:07 pm by George McDonnell

Motion by Dolores, second by Jonathan to move into executive session at 5:08.

Closed executive session at 5:34.

**Approval of Minutes:** *Motion made by Dolores, seconded by Anna to accept the October 2016 minutes. Motion passed.*

**No personnel or legal matters at this time.**

**Committees of the Board:**

**Executive Committee:** No meeting held.

**Finance & Audit Committee:**

Larry reviewed the October financial reports – asked if assets were cash only – yes

Y/E balances on credit cards - are trying to pay in full

Interest on LOC YTD is \$4218.00

Jonathan noted SCCAP has time frames to meet purchases by end of contracts

Walmart credit card must be paid in full each month

VISA can carry a balance forward every month except must pay finance charges from unrestricted dollars

George asked if we can show interest on credit card purchases paid – yes

Motion to accept financial report by Jonathan, seconded by Anna - all in favor

**Resolution 09-12/16:**

2017 - COLA increase to 3%, SEP to remain at 1%, agency contribution toward health insurance purchased through agency broker to decrease to 85% of lowest individual premium, and the elimination of the health insurance opt out of \$1250. Jonathan presented a motion, seconded by Anna – all in favor.

**Governance & Nominating Committee:** no meeting – however 1 vacancy in consumer sector

**Program Planning and Evaluation Committee:**

Reviewed the CSBG 2015-2016 PPR for the 4th quarter of the contract

Larry noted the increases in activities from prior period – some numbers are subject to seasonal time frames.

Dolores noted some numbers exceeded benchmark numbers

Anna noted people receiving emergency assistance increased – 3Q was 17 - 4Q was 281 – Back to school program and early HEAP applications

Larry noted the WIC numbers have increased – higher numbers could be re-enrollments – for example Supervised visitation numbers started high for first quarter and then drop off to only new families as this is an ongoing service delivery.

Jeannette stated milestones can now be adjusted in the PPR based on community need as we go along

Jonathan asked if 800 to 1000 was a milestone adjustment – yes

George questioned the back to school budget VS actual amount spent – there was a delay on the state's side to implement the program with funds having to be spent by September 30. Personnel services for the program were only \$600 with funds spent on families of \$ 5349. We assisted 24 families with 44 children.

**Personnel Committee:**

**Review of the Employee Handbook -**

Employees hired late in the year are not able to use the floating holiday.

Motion by Larry, seconded by Anna to delete the floating holiday and replace with Good Friday. All in favor.

Job descriptions were updated: directors changed from exempt to nonexempt classification; all job description's essential functions reordered to reflect most important function first.

Job descriptions, employee handbook and evaluations all tie together now.

Job descriptions will be reviewed with staff and signed off by all employees.

Motion by Jonathan to approve job descriptions, seconded by Anna, all in favor, motion approved.

Volunteer policy reviewed and discussed by Board. Gives guidelines and expectations of volunteers.

Motion by Anna to approve of the volunteer policy, seconded by Jonathan – all in favor, motion approved.

It was noted that 774 hours have been donated to SCCAP from 10/1/15-9/30/16.

Discussion took place regarding exempt v non-exempt for the deputy executive director. Motion by Larry to make the position of director/deputy executive director a nonexempt position while holding both positions if meeting the classification federal/state requirements, seconded by Dolores– all in favor, motion approved.

### **Committees of the Corporation:**

**Fundraising:** No meeting held however Anna discussed some possible fund raisers – selling poinsettias grown by the college and a Schoharie County “best” pizza competition on February 9, 2017. George pointed out we still need to think about a large fundraiser for 2017. Larry asked if we could get success stories as part of a fundraising campaign. Rhonda said we could set up a table at their 3 banks. Also coats/food collection boxes.

**Community Needs Assessment:** No meeting held.

### **Executive Director Report:**

All organization foundation documents have been completed for 2016 – will only need to be updated as necessary

In 2017 outreach will be our #1 goal to make us known in the community - services and donations

Due to stressors on resources (human and fiscal) the upcoming director’s meeting will be discussing ‘Do we need to/can we do everything?’

WIC-16 audit review for April 2016 was approved by NYS DOH.

**Old Business:** none

**New Business:**

Need to send a thank you to Fenimore – board decided to send a letter of appreciation and a plant/tree for their offices.

Discussed contacting the board members to confirm if attending meeting. It was decided both text/email were acceptable.

Motion to adjourn at 7:05 by George, seconded by Larry.

Respectfully submitted,

*Debbie Palmatier*  
Assistant Finance Director

Next Board Meeting – January 23 @ 5:00 PM

**SCCAP, Inc. - Board of Directors as of January 1, 2017**

PRIVATE SECTOR	PUBLIC SECTOR	CONSUMER SECTOR
<p><b><u>Larry Phillips, Treasurer</u></b>  <b>2<sup>nd</sup> term 02/25/14-2/24/17</b>                      Justine's                      111 Turkey Trot 1B                      Cobleskill, NY 12043                      518-441-2569 cell (best way)                      518-823-4362 phone or fax  <a href="mailto:larryphillips88@gmail.com">larryphillips88@gmail.com</a></p> <p><b><u>Jason Evans</u></b>  <b>3<sup>rd</sup> term 01/23/16-01/22/19</b>                      SUNY Cobleskill                      College of Agriculture &amp; Technology                      Cobleskill, NY 12043                      518-255-5643  <a href="mailto:evansjr@cobleskill.edu">evansjr@cobleskill.edu</a></p> <p><b><u>Rhonda Ferris</u></b>  <b>1<sup>st</sup> term 09/20/16 – 09/19/17</b>                      Bank of Richmondville                      828 Co Hwy 38                      Worcester, NY 12197                      607-397-7639 (H)                      518-231-1773 (C)  <a href="mailto:rferris@bankrich.com">rferris@bankrich.com</a></p>	<p><b><u>George McDonnell, Chair</u></b>  <b>2<sup>nd</sup> term 03/25/14 – 03/24/17</b>                      Director, Schoharie County Youth Bureau                      P.O. Box 233                      Schoharie, NY 12157                      (518) 295-2057 (W)  <a href="mailto:georgemcdonnell@co.schoharie.ny.us">georgemcdonnell@co.schoharie.ny.us</a></p> <p><b><u>Earl Van Wormer III</u></b>  <b>4<sup>th</sup> term 4/23/14-4/22/17 - Last Term</b>                      Town of Esperance Supervisor                      1498 State Route 30A                      Sloansville, NY 12160                      518-868-9304 (H)  <a href="mailto:ctownofe@biznycap.rr.com">ctownofe@biznycap.rr.com</a></p> <p><b><u>Anna VanDerwerken</u></b>  <b>3<sup>rd</sup> term 06/28/14-06/27/17</b>                      Town of Esperance Youth Committee                      805 State Route 30A                      Central Bridge, NY 12035                      518-868-9320 (H)                      607-547-6745 (W)  <a href="mailto:anna.vanderwerken@bhsc.org">anna.vanderwerken@bhsc.org</a></p>	<p><b><u>Dolores Jackson, Vice Chair</u></b>  <b>3<sup>rd</sup> term 06/28/14-06/27/17</b>                      Schoharie County Rural Preservation                      349 Mineral Springs Road                      Cobleskill, NY 12043                      518-234-7604 (W)                      518-234-7209 (H)  <a href="mailto:djscrpc@nycap.rr.com">djscrpc@nycap.rr.com</a></p> <p><b><u>Pastor Jonathan Litzner, Secretary</u></b>  <b>3<sup>rd</sup> term 09/24/16-09/23/19</b>                      Clergy/Food Pantry                      609 E Main Street                      Cobleskill, NY 12043                      518-212-7576 (H)                      405-250-8395 (C)  <a href="mailto:pkchainsaw@gmail.com">pkchainsaw@gmail.com</a></p> <p><b><u>Vacancy</u></b></p>

**SCHOHARIE COUNTY COMMUNITY ACTION PROGRAM, INC.**  
**BOARD OF DIRECTORS**  
**COMMITTEES - As of January 1, 2017**

**Committees of the Board**

Executive Committee: (Officers comprise the Executive Committee)

Chair	George McDonnell
Vice-Chair	Dolores Jackson
Treasurer	Larry Phillips
Secretary	Jonathan Litzner
Past Chair	Betsy Bernocco

Finance & Audit Committee: (Chair plus 5 additional Board members)

Chair – Larry Phillips  
1) Dolores Jackson                   4)  
2) George McDonnell               5)  
3) Jonathan Litzner

Governance & Nominating Committee: (Chair plus at least 3 additional Board members)

Chair – Anna VanDerwerken  
1) George McDonnell               \*) \_\_\_\_\_  
2) Jason Evans                        \*) \_\_\_\_\_  
3)

Program Planning & Evaluation Committee:

Chair – Jason Evans  
1) Larry Phillips  
2) Dolores Jackson  
3) Earl Van Wormer III  
4)  
5)

Personnel Committee: (Chair plus no more than 5 additional Board members)

Chair – Earl Van Wormer, III  
1) Dolores Jackson                   4)  
2) Jonathan Litzner                 5)  
3)

**Committees of the Corporation**


Fundraising Committee:


Chair – Anna VanDerwerken  
Larry Phillips  
Jason Evans


Schoharie County Community Action Program, Inc.  
2016 Board Member Attendance

Board Member	Sector	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bernocco, Betsy	Consumer – Food Pantry	Conf Call	X	Conf Call	X	X	X	X		X			
Evans, Jason	Private - SUNY Cobleskill	X	X	X	X	E	X	X		X	E	E	
Jackson, Dolores	Consumer – Schoharie County Rural Preservation	X	X	X	X	X	X	E		X	X	X	
Ferris, Rhonda	Private - Bank of Richmondville									Guest	X	X	
Litzner, Jonathan	Consumer – Clergy/Food Pantry	E	X	X	X	E	X	X		X	X	X	
McDonnell, George	Public – Schoharie County Youth Bureau	X	X	E	X	X	E	X		X	X	X	
Parsons, Barbara	Private – Bank of Richmondville	X	E	X	E	X	X	X		X			
Phillips, Larry	Private – Justine’s	X	X	E	X	X	X	X		X	X	X	
VanDerwerken, Anna	Public – Town of Esperance	X	E	X	X	X	X	X		X	X	X	
Van Wormer III, Earl	Public– Town of Esperance Supervisor	X	X	Absent	X	X	X	X		X	X	A	

  
Absent

  
No longer on Board

  
No Meeting

  
Meeting held, no quorum

X = In Attendance

E = Excused

L = Late

## Board Terms in calendar year 2017

Board Member	Sector	1st Term (1yr)	2nd Term (3yr)	3rd Term (3yr)	4th Term (3yr)
Van Wormer III, Earl	Public – Town of Esperance Supervisor	04/23/07 - 04/22/08	04/23/08 - 04/22/11	04/23/11 - 04/22/14	04/23/14-04/22/17
Jackson, Dolores	Consumer – Schoharie County Rural Pres.	06/28/10 - 06/27/11	06/28/11 - 06/27/14	06/28/14 – 06/27/17	
VanDerwerken, Anna	Public – Town of Esperance	06/28/10 - 06/27/11	06/28/11 - 06/27/14	06/28/14 – 06/27/17	
Evans, Jason	Private – SUNY Cobleskill	01/23/12 - 01/22/13	01/23/13 – 01/22/16	01/23/16 – 01/22/19	
Pastor Jonathan Litzner	Consumer – Clergy/Food Pantry	09/24/12 - 09/23/13	09/24/13 – 09/23/16	09/24/16 – 09/23/19	
McDonnell, George	Public – Schoharie County Youth Bureau	03/25/13 – 03/24/14	03/25/14 – 03/24/17		
Phillips, Larry	Private – Justine's	02/25/13 - 02/24/14	02/25/14 – 02/24/17		
Ferris, Rhonda	Private - Bank of Richmondville	09/20/16 – 09/19/17			



**ADMINISTRATION**  
**Debbie Palmatier, Assistant Finance Director**  
**November & December 2016**

Debbie and Colleen prepared and processed Open Enrollment.

December 9<sup>th</sup> – Debbie, Colleen and Dawn attended an Agency Staff Training

**CHILD CARE RESOURCE & REFERRAL CENTER**  
**Heather Head, Director**  
**November 2016**

**Mailings and Outreach**

- CACFP mailing
- MAT Training mailing

**Staff Development/Conferences/Trainings attended**

- ECLC Trainers Forum

**Community Meetings/Collaborative Meetings attended**

- Director's Meeting
- ECLC Membership Meeting
- OCCAN
- Building Healthy Families Advisory Board meeting
- ACE's Team meeting

**Other Accomplishments**

- Program Coordinator started November 7

**CHILD CARE RESOURCE & REFERRAL CENTER**  
**Heather Head, Director**  
**December 2016**

**Mailings and Outreach**

- CACFP outreach flyer included in Provider Newsletters
- Parent and Provider Newsletters

**Staff Development/Conferences/Trainings attended**

- Staff holiday gathering

- USDA Nutrition Education in the classroom & Beyond managing phases of Teacher growth
- Autism the Musical
- Through the Eyes of Autism “living along the autism spectrum”
- “Mean” Behavior and Aggression the Origins of Bullying
- Infant Mental Health
- Helping Children Birth-5 Rebound from Trauma

### **Community Meetings/Collaborative Meetings attended**

- Domestic Violence Task Force
- DOCS Infancy Leadership Circle

### **Other Accomplishments**

- CACFP Program Review
- OCFS Site Visit

## **COMMUNITY SERVICES Denelle Baker, Director November 2016**

### Community Services:

The annual Schoharie County Coats for Kids event was coordinated by the Community Services Department. This annual event is in partnership with the following sponsors: News10, WXXA23, Mart Cleaners, Laundry Basket, St. Mark’s Church, the faith based community, and Fidelis.

### Coats for Kids End of the season 2016 report

- 79 households that received coats through CFK, 74 of the households were CSBG eligible.
- 5 households that were not CSBG eligible; 4 of those households were over 250% of the poverty level and 1 family did not indicate income (new intake).
- 33 Coats were received from the Mart Cleaners, Union Street, Cobleskill
- 104 Coats were received from the Laundry Basket, Granite Dr, Cobleskill
- 13 coats were purchased by SCCAP
- 171\* Coats were distributed November 5, 2016 to December 2, 2016
- 150 glove sets were distributed
- 122 hats were distributed
- 3 scarves were distributed
- 12 snow pants were distributed
- 2 infant snowsuits were distributed
- 6 sweaters were distributed
- 8 volunteers assisted with Coats for Kids
- Thank you to Marcy Holmes, Brandy Giudilli and Richard Valetutto, SCCAP Employment Training Center for working with the Community Services Department and the Skills to Success Class for Coats for Kids, their assistance helped with the success.

- 19 coats were distributed by Pat McCoy, St. Mark's Church, Middleburgh did their own coat drive and Coats for Kids distribution, SCCAP supported this effort through outreach in the My Shopper and Flyers.

#### NOEP

#### Month of November, 2016 - Pat MacLeod (SNAP)

- 21 New applications
- 9 Recertification applications
- 277 new Contacts
- 2 Trainings Attended  
Hunger Solutions Webinars: (SNAP & HIV and SNAP & Veterans)
- 5 Outreach locations
  - 1) DVTF Meeting - CRH
  - 2) Coats for Kids - SCCAP x 2
  - 3) Fusion Church - Health Fair
  - 4) Save-A-Lot x 1
  - 5) SUNY Coby - Veteran's Event
- SCCAP partnered with SCORE, U.S. Small Business Administration, Schoharie County Veteran Services, Albany Stratton VA Hospital and the SUNY Cobleskill Veteran Affairs to present the Veterans Resource Fair at SUNY Cobleskill, November 10, 2016. It was attended by Veterans, community members and vendors. We were able to network with other service agencies as well as the Veteran's.
- The Community Services Department participated in the annual Scouting for Food event. Over \$400 worth of food was obtained for the SCCAP food pantry.
- HEAP applications processed in November 155.

#### Trainings/meetings:

Elene Lowden/Kim Witkowski:

Affordable Care Act, income tax training via the web.

Denelle Baker:

Affordable Care Act, income tax training via the web, Schoharie County Human Services Coordinating Council, CASH Executive Albany, NY, SCCAP Director's meeting.

### **COMMUNITY SERVICES**

**Denelle Baker, Director**

**December 2016**

#### Community Services:

- Set up VITA site for tax year 2016.
- The Community Services Department staff all met with a Regional Food Bank representative for agency member enrollment training and review. The SCCAP food pantry passed all of the Regional Food Bank requirements, there were no findings.
- 59 HEAP applications processed.

- 32 pieces of winter clothing, coats, hats, gloves distributed through Coats for Kids.
- 29 food pantries.
- Receipt of Emergency Food and Shelter monies.

NOEP:

- 14 New SNAP applications
- 5 SNAP applications recertification
- 87 Contacts Does not include applicants or re-certification.
- 2 Trainings Attended.
  - Hunger Solutions Webinar for Between Shifts and Between Jobs.
  - SNAP is working for you and also.
- Outreach Locations
  - 1) DVTF Meeting – CRH
  - 2) Holiday Gift Giving Event - SCCAP x 2
  - 3) HSCC Meeting - OFA
  - 4) Save-A-Lot x1
  - 5) Walmart - Unsuccessful Set-Up

Meetings:

Denelle Baker:

SCCAP Directors meeting

Stake Holders meeting CASH Albany NY

Schoharie County Human Services Coordinating Council

**EMPLOYMENT TRAINING CENTER**  
**Marcy Holmes, Interim Director**  
**November 2016**

**Department Events**

Marcy, Richard and Brandy attended a meeting in Schoharie with the Department of Social Services, ACCESS, ACES, and Catskill Center for Independence to evaluate case management issues of mutual participants.

**Skills to Success Class**

The Skills to Success Class participated in 2 Financial Literacy workshops by outside presenters. The workshop topics were “Managing Your Debt” and “How to Keep Your Holiday Spending Under Control”, both are extremely relevant during this holiday season.

The Skills to Success class has begun to receive some of the new population of students who have not previously been required to job search. Although working with this new population will be a challenge to the staff, we plan to focus on preparing them for the job market by identifying the soft and hard skills they already possess. We will also work with them on employer expectations and workplace behavior.

### *Success Story*

An individual came to the STS class with several employment barriers including an outdated resume. We assisted her with preparing an updated and professional resume and gave her tips on preparing for interviews. She has received some call backs and participated in 2 phone interviews. Although she has not found employment yet, she continues to work on building her career readiness and job search skills while seeking full-time employment.

### **Displaced Homemaker Program**

DHP's 7 workshops this month:

- Introduction to MS PowerPoint 2010
- Introduction to MS Publisher 2010
- Introduction to MS Outlook 2010
- Introduction to Intuit QuickBooks 2013, Part I
- Introduction to Intuit QuickBooks 2013, Part II
- Introduction to MS Office 2010
- Introduction to MS Word 2010, Part I

### *Success Story:*

An older student in the Displaced Homemaker Program lost their job a while back and has been dealing with age discrimination issues. The student was doing all the right things to find employment (updated resume, professional cover letters and even an online presence) without any success. We decided to revert back to the tried and true method of hitting the pavement with resume in hand. I sat with the student and came up with some possible locations and we decided that it could not hurt to try. The student dressed for success and began targeting some of the locations and was offered a position the following week. They were in the right place at the right time when a position had just been vacated. The owner was in the office and brought them in for an on-the-spot interview.

## **ENERGY SERVICES**

**Kelly Pitt, Director**

**November 2016**

The Energy Services crew has completed work on 4 households for the Weatherization Assistance Program contract. Some of the energy saving measures installed included wall/attic insulation, fluorescent bulbs, pipe wrap, windows, new refrigerator, ventilation systems, new heating systems, doors and air sealing. After the weatherization work was completed the average fuel savings per household is 376.07 gallons. The average cost of a gallon of fuel for the month of November was \$2.68. This makes an approximate savings of about \$1007.87 per household.

## ENERGY SERVICES

Kelly Pitt, Director

December 2016

The Energy Services crew has completed our work on 2 households for the Weatherization Assistance Program contract. Some of the energy saving measures that were installed was wall/attic insulation, fluorescent bulbs, pipe wrap, windows, new refrigerator, ventilation systems, new heating systems, doors and air sealing. After the weatherization work was completed the average fuel savings per household is 83.89 gallons. The average cost of a gallon of fuel for the month of December was \$2.82. This makes an approximate savings of about \$236.57 per household.

Month	Households Completed	Gallons per Household Saved	* Avg. Cost per Gallon Oil	Total \$ Saved per Household	Total \$ Saved to date under Weatherization
January	4	137.14	2.42	\$331.88	\$1327.52
February	5	405.65	2.39	\$969.50	\$6175.02
March	7	361.02	2.39	\$1440.46	\$16258.24
April	2	45.90	2.39	\$109.70	\$16477.64
May	3	144.76	2.39	\$345.97	\$17515.55
June	4	132.75	2.39	\$317.28	\$18784.67
July	3	172.70	2.39	\$412.76	\$20022.93
August	4	327.63	2.39	\$783.04	\$23155.09
September	4	230.73	2.39	\$551.44	\$25360.85
October	2	19.9	3.35	\$66.67	\$25494.18
November	4	376.07	2.68	\$1007.87	\$29525.66
December	2	83.89	2.82	\$236.57	\$29998.80

[http://www.eia.gov/dnav/pet/pet\\_pri\\_wfr\\_a\\_EPD2F\\_PRS\\_dpgal\\_w.htm](http://www.eia.gov/dnav/pet/pet_pri_wfr_a_EPD2F_PRS_dpgal_w.htm)

\*\*\*\*\*Prices are not updated after March 30, 2016 so the average cost will not change until the new heating season begins. \*\*\*\*\*

## FAMILY SUPPORT AND RESOURCE CENTER

Jodi Gregory, Director

November 2016

We continue to have department meetings, unit meetings and supervision of programs. Jodi attends Director's meeting and administration meetings. Our department meetings are every other week to do a check in and discuss any program issues and what we have accomplished.

### Meetings attended:

FOCUS x 2 to look at services for at risk youth in our community- Jodi  
ACES- Jodi

### Conferences/Trainings:

Addiction Training- Theresa  
Misunderstood Minds- Theresa

Anyone and Everyone- Theresa

### **Creative Connections for Youth**

Keeping regular contact with all mentors to process how things are going

3 youth attended horseback riding lessons

1 does dance

5 have a 1:1 mentor

7 youth attended the Studio Group

Kickboxing classes- 2 youth

71 youth engaged in Time Banking- 3 new referrals

Harvest Gathering held- 8 families attended. 12 youth. Parent volunteered with set up and clean up.

### **Family Support**

Facilitate and attend Family Team Conferences

Collaborative work with other agencies is ongoing- several joint home visits accomplished, several meetings with service providers to discuss service provision

Chris continues to work on his Peer Specialist certification- application submitted

Attended court as needed

Continue with training, and attendance to regional meetings.

Continue to work 1:1 with families and offer peer support, advocacy and systems navigation

### **Skill Building**

Autism Support Group- 2 groups held

Working with 2 individuals with long term support

Beginning to do Skill Building with families during supervised visitation

1:1 Skill Building and Parent Education is ongoing- new referrals from DSS, Probation and Village Court

4R's and 2 S's Parenting Group started for families with oppositional/defiant children – 4 sessions held

## **FAMILY SUPPORT AND RESOURCE CENTER**

**Jodi Gregory, Director**

**December 2016**

We continue to have department meetings, unit meetings and supervision of programs. Jodi attends Director's meeting and administration meetings. Our department meetings are every other week to do a check in and discuss any program issues and what we have accomplished.

Our intern Rachel finished her time with us. We wish her all the best.

### **Meetings attended:**

FOCUS x 2 to look at services for at risk youth in our community- Jodi/Chris

Full staff Meeting- all staff

DV Task Force- Shelly

CARRT- Shelly

Regional Planning Consortium- Chris

### **Conferences/Trainings:**

None this month

### **Creative Connections for Youth**

Keeping regular contact with all mentors to process how things are going

1 youth attended horseback riding lessons

1 does dance

5 have a 1:1 mentor

6 youth attended the Studio Group

Kickboxing classes- 3 youth

72 youth engaged in Time Banking- 2 new referrals

Holiday Store was open to youth in Time Banking. 27 youth obtained gifts for their family members.

### **Family Support**

Facilitate and attend Family Team Conferences

Collaborative work with other agencies is ongoing- several joint home visits accomplished, several meetings with service providers to discuss service provision

Chris continues to work on his Peer Specialist certification- application submitted

Attended court as needed

Continue with training, and attendance to regional meetings.

Continue to work 1:1 with families and offer peer support, advocacy and systems navigation

### **Skill Building**

Working with 2 individuals with long term support

Skill Building continues with families during supervised visitation

1:1 Skill Building and Parent Education is ongoing- new referrals from DSS, Probation and Village Court

4R's and 2 S's Parenting Group finished for families with oppositional/defiant children – 2 sessions held.

Yoga session held at the end of 4 R's and 2S's- crafts done as a family activity along with the yoga.

## **HEALTHY FAMILIES CENTER/WIC**

**Jackie LaLonde, Interim Director**

**November 2016**

### **Conferences/Trainings:**

- WIC Vendor Management Agency oversees all the stores that accept WIC vouchers. They held a meeting in the boardroom for all Schoharie County Vendors. The purpose of the training was to ensure that vendors were in compliance with all regulations.
- Sarah attended a HSCC meeting. They had a business card exchange.

### **Other Accomplishments:**

- Sarah attended a health fair geared toward the ARC employees of Schoharie County. She also attended a Veterans' Resource Fair aimed to help veterans become aware of the services provided in the community.
- Sarah did outreach at Save-A-Lot grocery store.



**HEALTHY FAMILIES CENTER/WIC**  
**Jackie LaLonde, Interim Director**  
**December 2016**

**Conferences/Trainings:**

- *Webinar:* “Special Feeding Needs in Infant and Children”- purpose was to be able to identify normal feeding and growth milestones, identify conditions that result in special feeding needs and when to make a referral and provide tips and strategies for feeding methods.
- I attended my first Mohawk Valley Population Health Improvement Program (MVPHIP) meeting. “The Mohawk Valley PHIP is charged with providing a forum in which stakeholders including county health departments, hospitals, insurers, agencies and a wide range of other interested parties can review the region’s health status and define key priority areas. Decisions are to be based upon information relating to these counties derived from extensive data gathering and analyses by the Research Institute. The Mohawk Valley PHIP then stimulates and supports strategic planning for identifying, sharing, disseminating and helping to implement best practices and local strategies that promote population health and reduce health care disparities in the five county region.( Fulton, Montgomery, Herkimer, Schoharie and Otsego counties)
- Sarah Beekman attended the monthly meeting of the HSCC. She gained some useful information about how Fidelis managed care works.
- I attended our bimonthly WIC Coordinators meeting. We discussed strategies to increase WIC participant and retention rates, NYWIC pilot program, and discussing income eligibility and VOC questions.

**PARENT & CHILD CONNECTIONS CENTER**  
**Rhonda Wilty, Director**  
**November & December 2016**

Over the past year, the PCCC has provided services to 73 families. 39 families have transitioned out of program.

Of these families:

- 11 - have transitioned to unsupervised visitation
- 5 - are now being supervised by family members
- 2 - are being supervised by DSS
- 2 - were referred to therapeutic visitation
- 2 - had visits discontinued
- 2 - adoptions finalized
- 6 – completed intakes but never started visits
- 9 - other reasons (incarceration, moved out of county, rehab)





Child Care Resource & Referral Center  
 Heather Head, Director

	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD
<b>Child and Adult Care Food Program (CACFP) Schoharie County (Contract Yr: Oct 1 - Sept 30)</b>													
Number of Providers	12	14	14	12	11	11	10	10	10	10	10	10	
New Registered Providers	1	0	0	0	0	0	0	0	0	0	0	0	1
New Legally Exempt Providers	1	0	0	0	0	0	0	0	0	0	0	0	1
Monitor Visits	5	5	2	1	2	4	3	4	0	0	0	1	27

<b>Outreach</b>													
Mailing	1	1	1	0	0	1	0	0	3	1	1	1	10
Trainings	4	0	1	0	0	0	3	7	0	0	0	0	10

Community Services (CSBG Contract Yr: Oct 1 - Sep 30)

Denelle Baker, Director

	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD
Special Funds - MISC	1	1	1	0	0	0	0	0	0	0	0	2	5
Housing advocacy (nonpayment)	1	0	0	0	2	1	2	0	3	0	1	1	11
Heat assistance (includes cooking)	0	0	1	0	0	0	0	0	0	0	0	1	2
Food pantry referrals	18	10	9	7	9	6	9	2	3	3	2	1	79
Prescription assistance and advocacy	1	0	0	0	0	0	0	0	0	0	0	0	1
Outside Referrals	28	16	26	24	58	22	28	34	12	41	28	19	336
School Supplies	0	0	0	0	0	0	0	4	226	0	0	0	230
DSS referral	18	5	3	10	11	6	1	3	2	13	10	18	100
Continued Support	6	2	3	10	23	6	12	5	2	3	3	4	79
HEAP	43	25	9	7	0	0	0	2	32	10	155	59	342
SNAP app/renewal/advocacy	35	20	17	22	23	17	37	22	23	16	30	19	281
Telephone contacts (may be duplicated)	245	333	192	212	139	111	194	227	232	183	261	280	2609
Food purchase/assist (includes formula)	0	0	1	2	1	3	4	0	1	3	1	0	16
Diapers	5	1	1	1	4	3	9	4	6	3	0	0	37
Forms assistance other programs	0	0	0	0	5	2	4	1	1	1	1	0	15
Emergency shelter	0	0	1	0	0	0	0	0	0	0	0	0	1
Utility Advocacy	2	0	1	2	3	1	1	2	1	1	0	2	16
Electric payment	1	0	0	1	1	0	2	2	1	0	1	0	9
Rent/mortgage assistance	1	3	0	2	0	2	1	0	0	3	0	0	12
VITA Tax Prep. Site	39	205	158	59	3	3	0	3	1	0	0	0	471
Clothing includes coats for kids (count is per item: coats, gloves, hat, etc.)	14	2	1	0	1	1	0	0	1	6	466	32	0
Transportation	6	5	2	4	4	1	3	2	3	7	8	1	46
Telephone - SAFELINK	0	0	2	0	0	2	1	0	1	0	0	0	6

Food Pantry 11 14 12 10 8 29

Early Ed Children rec books 5 5 5 5 0

Employment Training Center

Marcy Holmes, Director Employment Training Center

	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD
<b>Displaced Homemakers Program [DHP] (Contract Year April 1 - March 31)</b>													
Individuals Served	34	38	33	36	36	38	36	38	39	37	38	34	
Services Provided	91	70	76	98	74	81	120	132	144	89	101	82	1158
Training Workshops	10	7	5	6	8	8	6	24	26	8	7	36	151
New Enrollments	5	3	2	5	2	3	0	1	5	1	5	1	33
Entered Employment	2	3	3	2	1	1	2	2	1	3	3	5	28
Retained Employment 90+ days	1	3	0	3	0	2	0	2	2	0	2	1	16

	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD
<b>Skills to Success [STS] (Contract Year: Jan 1 - Dec 31)</b>													
DSS Referrals	19	18	12	16	25	15	12	11	6	10	10	10	164
Attended STS Classes	13	7	8	9	11	9	4	6	2	3	4	4	80
Additional Presenter Workshops	5	6	9	5	2	1	4	4	1	0	2	0	39
Entered Employment	1	1	2	3	3	4	1	3	4	1	0	1	24

ENERGY SERVICES

Kelly Pitt, Director

	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD
HCR: Contract Yr April 1-March 31													
<b>Units Completed:</b>	4	5	7	2	3	4	3	4	4	2	4	2	44
# Homes	3	5	7	2	3	4	3	4	4	2	4	2	43
<b>Audits Completed:</b>													
Rural Preservation	0	0	0	0	0	0	0	0	0	0	0	0	0
Western Catskill	0	0	0	0	0	0	0	0	1	0	0	0	1
Weatherization	3	2	3	2	4	3	2	3	3	4	4	2	35
<b>HEC:</b>													
Rural Preservation Energy Audits	0	0	0	0	0	0	0	0	0	0	0	0	0
Western Catskill Energy Audits	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Other:</b>													
Empower	0	0	1	0	0	0	0	0	0	0	0	0	1
Cooling Initiative	0	0	0	0	0	3	2	2	1	0	0	0	8

CCSI-Family Support (Contract Yr: Jan 1 - Dec 31)

Jodi Gregory - Director of Family Support and Resource Center

Family Partner Activities	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD
Family Support													
Individual Served (Families)	58	75	64	69	60	76	75	76	86	80	79	64	862
New referrals	7	10	5	7	9	7	4	7	3	7	2	11	79
Family Team Conferences held	13	15	6	17	19	13	10	14	8	9	12	11	147
Phone Contacts/Email/Text	75	89	74	84	91	65	120	129	112	116	93	122	1170
Collateral Contacts	126	163	183	204	214	149	191	208	207	200	151	171	2167
Face to Face Contacts	63	68	80	83	101	75	84	96	98	109	84	77	1018
Skill Building													
Individuals Served/Families	38	41	43	44	34	48	31	41	37	33	37	30	457
New Referrals	16	15	9	9	16	16	9	18	13	12	4	5	142
Skill Building sessions	48	36	69	38	51	34	42	58	33	50	56	30	545
Groups held	0	0	0	0	0	2	3	0	0	5	3	2	15
Phone Contacts/Email/Text	46	32	38	46	57	60	40	84	66	69	43	36	617
Collateral Contacts	12	20	20	11	31	37	10	24	38	18	18	10	249
Face to Face Contacts	56	45	71	48	53	40	43	66	39	62	59	30	612
Intakes	7	9	2	10	6	6	1	8	6	5	1	0	61



CCSI-Family Support (Contract Yr: Jan 1 - Dec 31)

Jodi Gregory - Director of Family Support and Resource Center

Creative Connections for Youth (Contract Year July 1st - June 30th )													
	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD
Individuals served/families	35	33	46	51	54	54	46	39	52	19	37	31	497
New Referrals	4	3	1	2	7	1	12	7	6	1	3	2	49
Active Mentors	5	5	4	6	6	6	6	6	5	5	5	5	64
Youth with 1:1 Mentors	5	5	4	6	6	6	6	6	5	5	5	5	64
Youth active in Time Banking	91	89	90	91	97	98	75	66	66	70	71	72	976
Participated in Groups/Family Gatherings	2	5	20	7	6	4	3	3	1	10	22	9	92
Attended camp	0	0	0	0	0	0	37	0	0	0	0	0	37
Individual activities	4	4	5	2	3	1	1	1	2	3	3	2	31
Helped with school clothes	0	0	0	0	0	0	0	13	24	37	1	0	75
Holiday Store	0	0	0	0	0	0	0	0	0	0	0	27	27
Youth Contacts	46	46	64	41	37	36	30	30	22	41	55	71	519
Phone Contacts/Email/Text	42	102	67	90	136	109	71	12	8	2	43	15	697
Collateral Contacts	6	7	3	3	0	12	11	2	7	3	1	0	55



Parent & Child Connections Center (Contract Yr: Jan 1 - Dec 31)  
 Rhonda Wilty - Director

	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD
<b>Supervised Visitation</b>													
Individuals Served/Families	52	59	88	82	101	112	105	112	102	98	102	121	1134
New Referrals	0	1	3	5	5	2	1	7	3	6	5	4	42
Visitations that occurred	59	78	87	65	70	95	82	109	77	59	74	82	937
Intakes	0	1	2	13	5	1	1	9	3	2	8	8	53
Phone Contacts/Email/Text	59	43	49	76	75	67	91	120	121	74	90	102	967
Collateral Contacts	49	61	67	46	47	70	52	65	80	64	56	64	721
Face to Face Contacts	60	80	89	67	74	96	85	111	80	62	91	102	997