



2020 IMPACT REPORT



COMMUNITY ACTION PLANNING COUNCIL
OF JEFFERSON COUNTY, INC.



Our Mission

Community Action Planning Council assists, supports, and empowers people through diverse programs designed to alleviate poverty, promote self-sufficiency and advance community prosperity.

Our Vision

Community Action Planning Council envisions a prosperous community where all people are valued, supported, empowered and successful. Community Action is a valued resource that tirelessly protects and continuously expands these characteristics, building a community where opportunities are abundant and people help themselves and each other.

Our Values

- Helping, supporting, empowering people
- Responsive to the needs of the community
- Respectful, non-judgmental treatment of people
- Passionate about our work
- Motivated to continue learning
- Committed to providing high-quality programs
- Fostering a healthy work environment

Board of Directors

Officers

Stan Zaremba – President
Andrea Kaler – Vice President
Krystin LaBarge – Treasurer
Nancy Brown – Secretary



Target Area

Richard Beirman
John Bonventre
Adrienne Brethen
Chelesa Eklund
Nina Hershey

Public Area

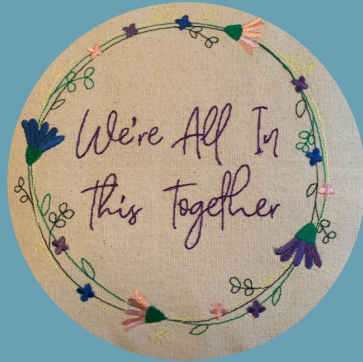
Stan Zaremba
Justin Brotherton
Nancy Brown
Anthony Doldo
Deborah LaMora

Private Area

Andrea Kaler
Krystin Labarge
Cheryl Mayforth
Jackie Sharpe
Timothy Ruetten



Leadership Team



Melinda Gault, Executive Director, ext 224
Claudia Whitmire, Deputy Director, ext 250
Vicki Phillips, Finance Director, ext 249
Rose Battista, Human Resources Director, ext 232 (Retired 2/26/2021)
Sarah Colligan, Human Resources Director, ext 232 (Current)
Marie Ambrose, Head Start/Pre-K Director, ext 241
Cathy Brodeur, JLCP Director, ext 240
Mary Jane Matthewson, Family Center Director, ext 222
Robert Owens, Housing & Energy Services Director, 315.788.4338

Dear Community Action Friends:

It is my pleasure and honor to present the 2020 Annual Report for the community that describes the impacts of our agency programs and services over the past year. And what a year it has been! When the pandemic began a year ago, it seemed we were living in a surreal world and in many ways, it still does. With that being said, I'm incredibly proud of our Community Action staff who reacted so quickly to change. Their dedication to our community's health and well-being has been demonstrated by their quick program adaptations, all while experiencing many of their own fears and anxieties. Their resourcefulness resulted in new ways to make sure members of our community have their basic needs met and are provided with the social and emotional support they need to get through this difficult time. Their compassion and their flexibility have been admirable and, in some cases, even heroic. The national tag line of our Community Action network across the country is "Helping People, Changing Lives." However, specific services within each local agency are tailored to the unique needs and challenges of the local community, while building on individual and community strengths. As you review this report's information on our services and outcomes, please know that we could not achieve such amazing results without the assistance of our community – staff, volunteers, board members, donors, community contributions, customer input and community partners. With your help, we can continue the fight against poverty and the work toward advancing community prosperity! Thank you and I look forward to our continued work together in the future.

Melinda Gault

Fiscal Year: October 2019 - September 30, 2020

- 20,531 individuals served
- 6,047 families served
- 653 volunteers contributed 7,231 hours of volunteer service
- 6,316 volunteer hours contributed by individuals living in poverty

Family Center Services

546 families received income tax preparation services, collecting refunds totaling \$824,018

8 individuals were provided with support services allowing them to gain/maintain employment or education

1723 families were provided with emergency food through the Food Pantry

64 households received assistance with rent and utility payments.

29 individuals assisted with issues relating to housing discrimination

830 families were assisted through SNAP (Food Stamp) application process

16 investigators graduated from "Gettin Ahead in a Just Getting By World" Workshops

256 children received a nutritious lunch during the summer months when school meal programs are not available

116 children provided with winter outerwear

2,869 children received gifts at Christmas

238 children received backpacks, school supplies, shoes, clothing and personal care items to begin the school year.



22% of individuals served are children under the age of 18

58% of households served live at or below 100% of the poverty level

1% are homeless

4% do not have health insurance

31% of individuals age 25 and over have not graduated high school

18% are single-parent families

13% of families served have at least one member of the household who is active duty or a veteran



Jefferson-Lewis Childcare Project (JLCP)



Community businesses have joined us to offer special recognition in the way of discounts or other promotions to Early Childhood Professional cardholders working in a Registered or Licensed program. The business also receives a window cling identifying them as a supporter of Early Childhood.



224 parents/caregivers able to gain or maintain employment or education through referrals made to licensed care

88 safe and affordable child care placement opportunities created with assistance from JLCP

854 children received adequate nutrition through meals provided by registered/licensed providers participating in the Child and Adult Care Food Program (CACFP)

\$539,162 reimbursed to child care providers through CACFP Child Care Homes sponsorship

349 childcare providers participated in training offered by Provider Services staff in 2020



Housing & Energy Services

97 applicants were qualified for Weatherization or Empower services

70 home energy audits performed

22 homes provided with EMPOWER improvements, leading to reduced energy usage and costs

60 homes provided with weatherization improvements, leading to reduced energy usage and costs

Did you know?

Every \$1 invested in Weatherization Assistance returns \$4 in energy, health and safety benefits.

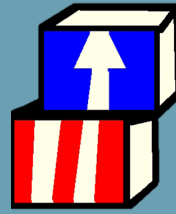
Weatherization saves under-resourced families with an average of \$283 (30%) per year in heating, cooling and electric costs



Head Start

Children Served

Funded enrollment - 275 children
Eligible Children Served - 320 total children served
Served 75% (320 of 427) of children who applied and were found eligible
Served 28% (320 of 1157) of the children estimated to be eligible in the county.
Average Monthly enrollment - 100%



Center Locations

Watertown: 518 Davidson St. Watertown, NY
Carthage: 226 N. School St. Carthage, NY
South Jefferson: Maynard Wilson Building 13180 Route 11 Adams Center, NY
Dexter: 415 E. Grove St. Dexter, NY
North Jefferson: 8442 S. Main St. Evans Mills, NY
Sacred Heart: 320 W. Lynde St., Watertown, NY



Program Options

Center-Based - Full-Day and Part-Day (245 children):
 Watertown, Dexter, Carthage, South Jefferson,
 North Jefferson, and Sacred Heart
Home-Based- (30 children)
 Watertown, Dexter and Carthage
Included in the above numbers are 3 Pre-K Collaborative classrooms serving 53 children

School Readiness / Kindergarten Preparation Activities

- Parent-Child Meet-N-Greets before school begins
- Parent-Teacher Conferences twice annually
- Child visitation to kindergarten classrooms in the spring
- Spring transition training for parents (virtual)
- Notifications to parents for school-based registration dates
- Parent and child attendance at kindergarten registration
- Transition Agreements with local school districts
- Head Start teachers meet with various local kindergarten teachers (virtual)
- Release child portfolios, assessments, and health reports to receiving elementary schools
- Teachers visit local kindergarten classrooms to learn of upcoming expectations
- Reading Railroad Family Literacy Program- lending library with literacy cards
- School Readiness Take-home parent/child activities
- Major Transition Summit held for 2 counties school districts-Oct 2019- 112 participants in attendance
- Kept parents actively engaged virtually during the pandemic

Parent Engagement Activities

- Reading Rainbow - library exchange program
- Policy Council and Parent Committee
- School Readiness Take Home Activities
- Male Involvement
- Nutrition experiences in the classroom
- Parent-Child classroom activities
- Kindergarten transition activities (Virtual this year)
- Health Services Advisory Committee
- Classroom/Field Trip Assistant
- Annual Self-Assessment Volunteer
- Employee Interview Committee Member
- Parent training for mental health, financial literacy, transition, child development, disabilities, etc.
- Home visits and goal planning with parents
- Family Fare event



Medical and Dental Care

- 314 enrolled children were up to date with age appropriate preventative and primary care to include immunizations.
- 314 newly enrolled children (1st year students) received developmental and sensory screening.
- 37 children were diagnosed as needing medical treatment/follow-up.
- 34 children received medical follow-up.
- 235 newly enrolled children received a professional dental exam.
- 52 (22%) children were diagnosed as needing dental treatment.
- 45 (87%) of those children received dental treatment.
- We served 64 children with diagnosed disabilities.

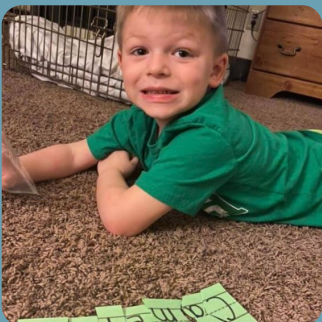


Key Accomplishments 2019-2020

- 100% enrollment throughout the year until schools closed in March.
- Continued to have 3 certified CLASS (Classroom Assessment and Scoring System) observers on staff.
- 93 % of our Master Teachers have at least a Bachelor's Degree in Early Childhood Education. - 31% of those have a Master's Degree, and 7% have an Associate Degree in Early Childhood Education or related field.
- 36% of the Teacher Assistants have an Associate Degree and 64% have a CDA (Child Development Associate Certificate)
- 3 Teacher Aides completed the CDA Program.
- We purchased a new 18 passenger school bus to replace an older one.
- Purchased a new SUV for Dexter Home-Based Visitor.
- Our centers were all enrolled in the Quality Stars New York Program.
- Continued work with the North Country Alliance for Early Childhood Education - Birth – 3rd grade to include involvement from several school districts, daycares, and community stakeholders.
- Sponsored a major Kindergarten Transition Summit in October 2019 to include all area school districts. 112 participants attended.
- Began our Positive Solutions program for Head Start parents.

Community Assessment Findings

- Substance abuse and addiction rising in the community.
- Number of overdoses from opioid addiction rising.
- Rise in unemployment rates following emergency closures due to the pandemic. Many retail stores and restaurants were closed for 3-4 months during 2020. Business is slowly returning to normal and unemployment is decreasing.
- The increase in the minimum wage has caused the number of eligible children at or below 100% poverty to decrease.
- There is a shortage of related service providers in our community to include: SEIT Teachers and Speech Therapists. Many children received very few services during the shutdown between March and June 2020.



Pre-K Collaboration

Community Action operates Pre-K Programs in collaboration with 3 local school districts to provide educational services and family support to a total of 329 students and their families.

Watertown City School District

– 71 full-day slots at Ohio, Sherman, and North Elementary Schools, blended funding for 36 full-day slots for 4 yr. olds and 17 full-day slots for 3 yr. olds located at Watertown Head Start

Indian River School District

– 187 part-day slots located at Philly, Evans Mills, and Calcium Primary Schools.

Sackets Harbor School District - 18 full-day slots.

Pre-K Key Accomplishments

- 50% of the teachers have a Master's Degree and are NYS Certified B-2.
- 50% of teachers have a Bachelors's Degree with a 5-yr. plan.
- 1 Certified CLASS observer.
- 1 staff member completed their CDA.
- All staff were trained in all three Pyramid Model modules.



To reach our Head Start / Pre-K Leadership team, dial 315-782-4900 and the extensions listed below:

Marie Ambrose- Head Start/UPK Director, Ext. 241

Trish Gay - Parent Family Community Engagement/ ERSEA Specialist, Ext. 243

Kathi Zecher- Health/ Nutrition/ Disabilities Specialist, Ext. 242

Melissa Jenkins - Education/ Mental Health Specialist, Ext. 238

Colleen Mayne-Butler- Transition/ Transportation/ Projects Specialist, Ext. 282

Elaine Soper- Office Manager, Ext. 236



Head Start/Pre-K COVID-19 Highlights/Accomplishments

- Successful transition to remote learning in March 2020.
- Staff worked from home during March-June to provide a continuum of services for the children and families.
- Turned to remote learning rapidly following the Coronavirus Emergency program closure. All staff worked from home for 3 months.
- Delivered activity bags to all students 2-3 times per month with lesson plans.
- Successful implementation of hybrid learning in fall 2021.
- Implemented COVID safety practices when the school opened.
- Seamlessly moved from hybrid to remote when schools closed periodically.
- Head Start and Pre-K Programs remained open after re-opening in September.
- Offered a variety of virtual training during the closure to include: Mental Wellness, Self-Care, book clubs, home-schooling, virtual learning, along with many more pertaining to preschool learning and parent engagement.
- Mastered the mechanics of virtual learning to include ZOOM, Google Meets, Webinars, etc.
- Delivered food to families in need during the months of March-June 2020.



Our COVID-19 Response



10,661

CFAP Food Boxes Distributed

The Coronavirus Food Assistance Program (CFAP) is a federally-funded program that keeps the food industry workers employed while also providing fresh food to 3,537 families

In Partnership with the Food Bank of CNY, Renzi Food Service and American Red Cross Eastern New York



781

Families who received milk and dairy products.

On 4/21/2021 we hosted a "drive-by" distribution at our agency
In Partnership with the American Dairy Association North East



3,705

Food pantry bags delivered to 10 Senior Citizen Housing complexes

In partnership with Watertown Housing Authority & Neighbors of Watertown



\$121,828

CARES I - Scholarships provided to Essential workers for the cost of child care.

72 Families/143 Children enrolled in 20 participating programs



\$7,457

CARES I- PPE supplies provided to child care programs.



43,604

Breakfast and Lunches served. Delivered to 11 sites in Watertown and General Brown School Districts from March 19-June 19.

In Partnership with Watertown and General Brown School Districts



\$93,288

CARES II - Assisted 13 programs with PPE and supplies needed to re-open their child care programs.



\$231,412

CARES III - Scholarships provided to Essential workers for the cost of child care.

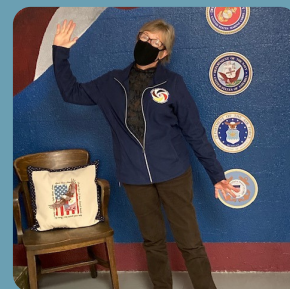
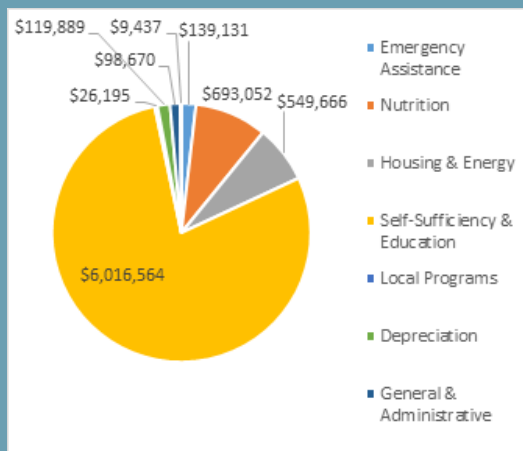
48 Families/95 Children enrolled in 20 participating programs

2020 Revenues & Expenditures

Community Action Planning Council is subject to a comprehensive financial audit each year. The most recent audit (October 1, 2019 – September 30, 2020) was reviewed and approved by the board of directors on March 18, 2020. An independent auditing firm found the agency to be in compliance within all program areas and reported no weaknesses or deficiencies with fiscal practices or internal controls.

Revenue

Federal/State Grants & Contracts	\$ 6,487,783
Local Grants and Contracts	\$ 545,782
Fees	\$ 11,401
In-Kind Revenues	\$ 534,024
Donations	\$ 29,005
Fundraising	\$ 58
Tool Rental Income	\$ 3,410
Miscellaneous Income	\$ 1,269
Total Revenues	\$ 7,612,732



Expenditures

Emergency Assistance	\$ 139,131
Nutrition	\$ 693,052
Housing & Energy	\$ 549,666
Self-Sufficiency & Education	\$ 6,016,564
Local Support	\$ 26,195
Internal Programs	\$ 10,264
General & Administrative	\$ 98,670
Facilities	\$ 9,437
Depreciation	\$ 119,889
Total Expenses	\$ 7,662,868

Head Start Funding Sources

Source

Office of Head Start	\$ 2,901,726
Watertown City School UPK/Head Start	\$ 248,320
Total Cash Income - Pre-K funding	\$ 3,150,046
In-Kind/Non Federal Share	\$ 725,432
Total Program Revenue	\$ 3,875,478

Head Start Budget Comparison

Federal Monitoring and Financial Audit

Federal Monitoring Reviews 2019 Focus Area 1

No findings. To review the full report, contact Marie Ambrose, Head Start Director, mambrose@capcjc.org or 315-782-4900 Ext 241 or view reports on the website <https://eclkc.ohs.acf.hhs.gov/grantee-profiles/community-action-planning-council-of-jefferson-county-ny>

Financial Audit Fiscal Year 2019-2020

No audit findings. For a copy of the full audit report, contact Vicki Phillips – Fiscal Director at 315-782-4900 Ext. 246 or e-mail at vphillips@capcjc.org

Expenditures

	Budget	Actual
Personnel	\$ 1,676,450	\$ 1,533,382
Fringe Benefits	\$ 463,254	\$ 410,440
Travel	\$ 20,000	\$ 8,036
Supplies	\$ 69,705	\$ 104,818
Contractual	\$ 261,877	\$ 168,419
Other	\$ 320,537	\$ 265,968
Indirect Costs	\$ 338,223	\$ 298,138
Equipment	\$ -	\$ 120,578
Carryover Funds to FY 21	\$ -	\$ 240,267
Total Program Costs	\$ 3,150,046	\$ 3,010,178

Head Start CARES Act Funding

Revenues	\$ 241,672
Expenditures	\$ 76,606
Carryover Funds to FY 21	\$ 166,066





COMMUNITY ACTION PLANNING COUNCIL
518 Davidson Street
Watertown, NY 13601

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US POSTAGE PAID
WATERTOWN, NY
PERMIT NO. 12

We honor Community Action Staff for their years of service. We sincerely appreciate thier hard work and efforts year after year. Congratulations and Thank you to the following staff for their dedication to Community Action:

5 Years

Autumn Hudson
Carrie Kenzior
Amanda Lajuett
Wendy Morrow
Robert Owens
Hoyt Reff
Diana Shullette
Jennifer Steele
Tara Vieth
Patricia Waldner

15 Years

Susan Joannette
Cathy Brodeur

20 Years

Barbara Tucker

35 Years

Marie Ambrose
Penny Covey



Bonnie Patrick, a long term Food Service Assistant with Community Action, in Watertown, passed away in 2020 after a battle with cancer. Bonnie was a hard worker and an inspiration to us all. She worked during the pandemic to make sure children who were out of school received meals every day.

Get In Touch With Us



www.capcjc.org



315-782-4900



518 Davidson Street
Watertown, NY 13601



facebook.com/capcjc.org



instagram.com/capcjc/