



2021

# ANNUAL IMPACT REPORT

COMMUNITY ACTION PLANNING COUNCIL  
OF JEFFERSON CO., INC

## Mission

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



People Helping People





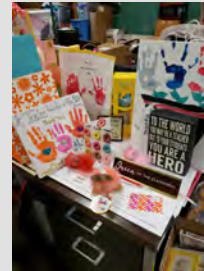
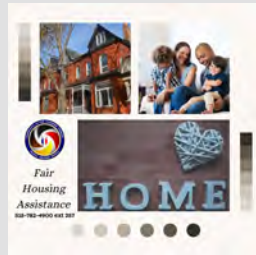
## **Our Mission**

*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**

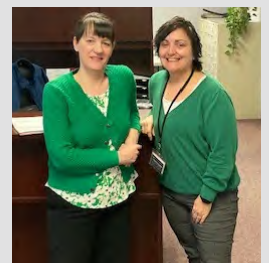
Community Action Planning Council envisions a prosperous community where all people are valued, supported, empowered and successful. Community Action is a valued resource that tirelessly protects and continuously expands these characteristics, building a community where opportunities are abundant and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





# Testimonials



"I had seen you yesterday regarding a tenant's overdue rent. I had told you that you had helped a previous tenant of mine about 2 years ago in a similar way. I am sending you this email because I thought you would like to know that the work you do helps people so much. This previous tenant you had gotten help for unpaid rent is still with us and has been able to stay current with their rent. So, you and the programs you represent do a marvelous job getting a leg up in times of trouble. Thank you for your help and compassion for my tenants that are good people that are being hit by hard times.."

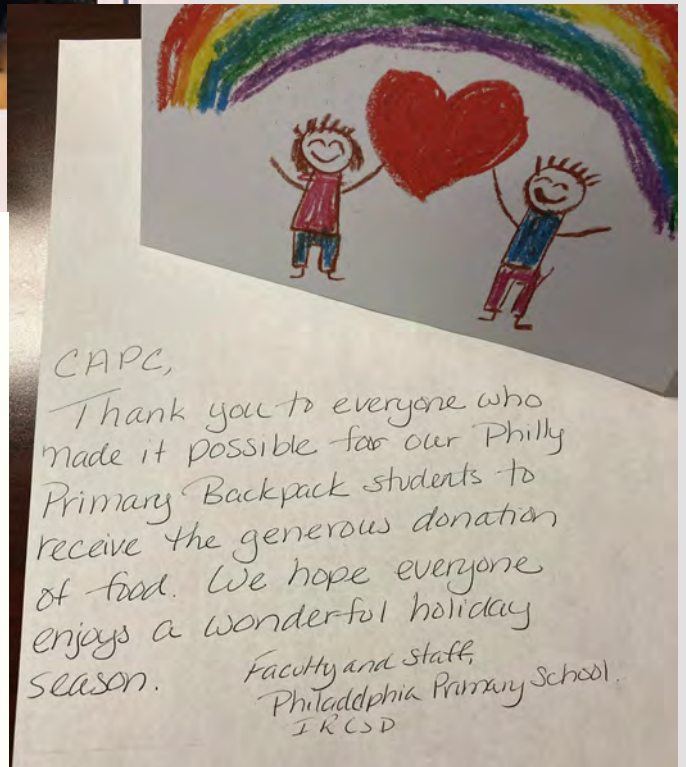
- Landlord

## Testimonial



"I would like to start by saying how thankful I am that my daughter had the opportunity to experience the Head Start Program and how grateful I am for each and every teacher. They went above and beyond to make me and my child feel as comfortable as possible. I have seen how much they love and care for her and I couldn't have asked for any better teachers. Before the Head Start Program, Aria used to be very shy and as the school year progressed Aria has overcome her shyness along with so many other accomplishments. She has learned and recognized all of her numbers, shapes and letters, which was a huge goal that we were hoping to accomplish by the end of the school year. She has also learned about following rules in and out of the classroom. Thanks to the hard work and dedication from the teachers in the Head Start Program, she has learned and improved in everything from writing and counting to facts about the earth, rain and volcanoes to name a few. I am very proud of how much she has grown and matured, I couldn't have done it without the help from her amazing teachers. With everything that has happened this school year, Aria's teachers did an outstanding job at keeping the stress and problems going on in the world due to the COVID-19 pandemic from affecting the children in the class, which is not an easy task. Throughout the school year I saw how patient and caring they were with my child. They went out of their way to keep me updated, engaged and most importantly they kept my child safe and healthy. I appreciate everything they have done for my family. With the school year coming to an end, I know Aria will miss them so much. They have all had a huge impact on her life. I am glad she had the opportunity to learn and enjoy so many new and fun things as well as meeting new friends and teachers. Thank you again."

- Mother of child who attended North Jefferson Head Start Center.



"All across America and the world, people faced unprecedented challenges in 2020, and as the parents of three children with special needs, we did our best to rise to the occasion and provide all of our children the emotional and financial stability they needed during this difficult time. However, as much as we tried to make ends meet, there were months that we fell short, which made it harder at times to focus on being the best parents we could be. That's why I feel it's so important to reach out to Tammy Kitto and Michaela Olin, and express our gratitude, and thank them personally, for not only helping us find the means to keep a roof over our heads but for the compassion and genuine caring they expressed throughout the whole process. Their constant words of encouragement and the level of kindness they expressed toward my family will never be forgotten. They gave me hope, which helped me focus on my job, and directly affected my ability to perform better as a salesperson at work. They've also inspired me to be a better person and reminded me that here in the North Country, looking out for others in times of need is our way of life, and makes us all stronger together as a community. Thank You for everything that you did for us, and for everything you do on a daily basis to help others who really need the CAPC to keep us all North Country Strong."

-Community Action Customer



A note from a very happy customer!



Dear The Owners  
Diana and I would like to thank you and your staff for the wonderful work you all did on our home.  
We are very happy with the results. The windows are beautiful and no longer have drafts around them. The new back and bathroom fans are perfect and do the job they were intended to do. The floors seem to be much smoother also, due to the sandblasting.  
We want to commend all your workers for their great work and their professionalism. They were very respectful of us and our belongings, and all had a great friendly relationship.  
In all, it was a pleasure to have them do the work on the house.  
Again, thanks to all of you - we are very grateful!  
Michelle

## People Helping People



## 2020 - 2021 Board of Directors Officers

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

### Target Sector

Richard Beirman  
John Bonventre  
Adrienne Brethen  
Chelesa Eklund  
Nina Hershey

### Public Sector

Stan Zaremba  
Justin Brotherton  
Nancy Brown  
Anthony Doldo  
Deborah LaMora

### Private Sector

Andrea Kaler  
Krystin Labarge  
Cheryl Mayforth  
Jackie Sharpe  
Timothy Ruetten

### 2020-2021 Head Start Policy Council Officers

Minty Regis - Chairperson  
Chelesa Eklund - Vice Chairperson  
Nicole Tavani - Treasurer  
Allison Carter – Secretary



## Leadership Team

Melinda Gault, Chief Executive Officer, ext 224  
Claudia Whitmire, Chief Operating Officer, ext 250  
Vicki Phillips, Chief Finance Officer, ext 249  
Sarah Colligan, Chief Human Resources Officer, ext 232  
Melissa Jenkins, Head Start/Pre-K Director, ext 241  
Cathy Brodeur, JLCF Director, ext 240  
Mary Jane Matthewson, Family Center Director, ext 296  
Robert Owens, Housing & Energy Services Director, 315.788.4338

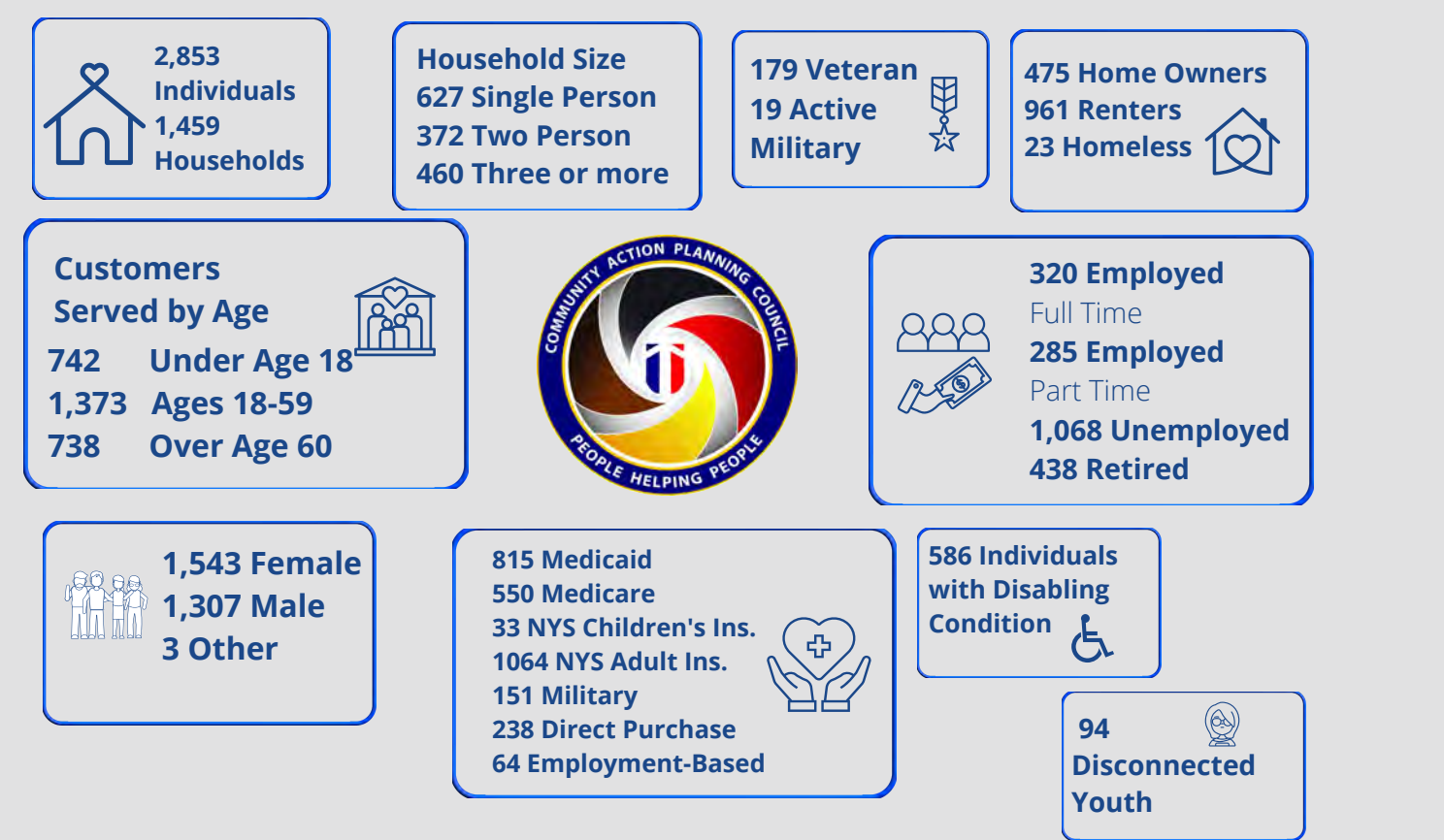


*Dear Friends of Community Action,*

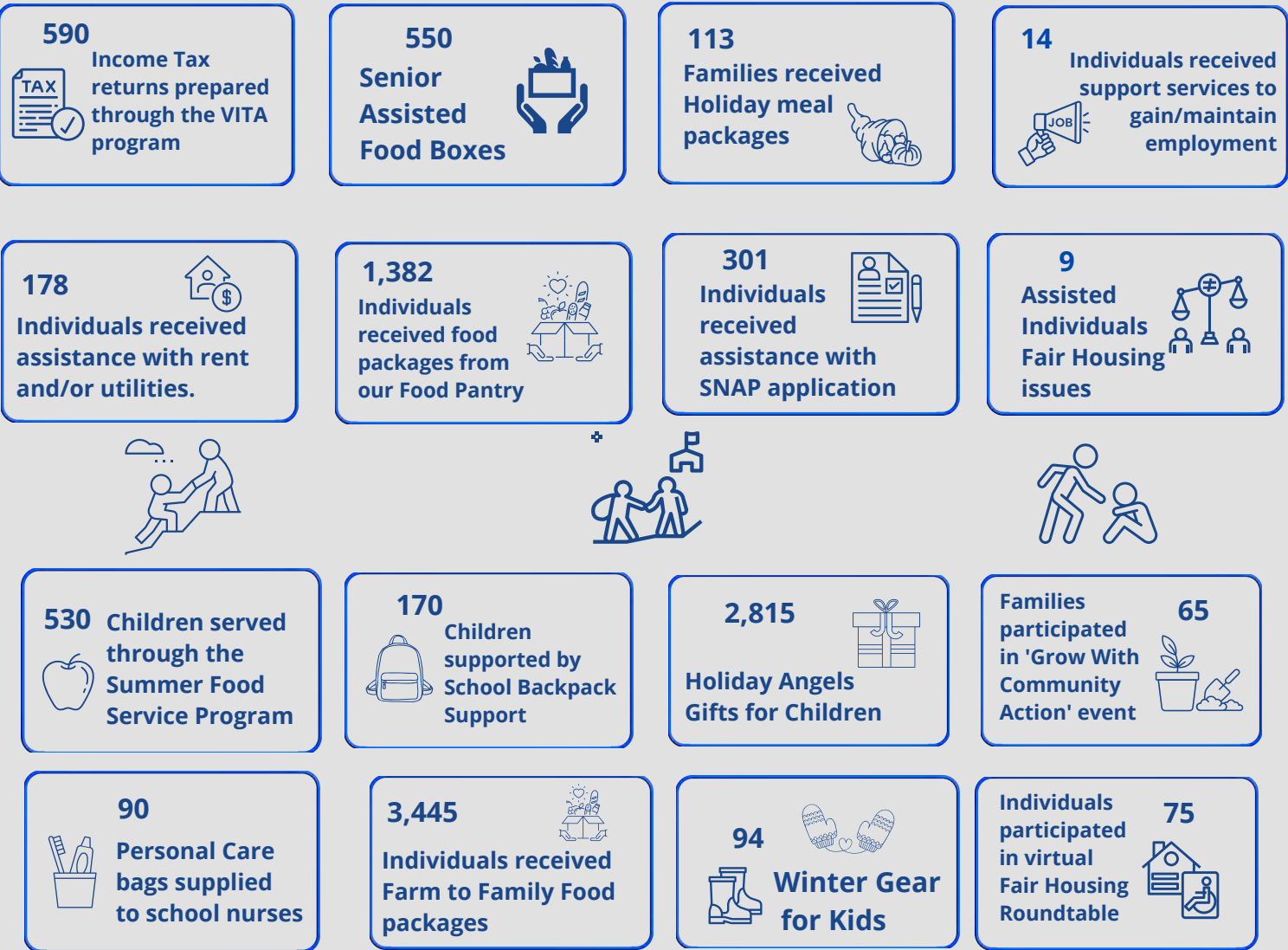
It is with great pleasure and honor to present the 2021 Annual Report for the community that describes the impacts of our agency programs and services over the past year. However, it is with mixed feelings that I write this, my last message, to the community since I am retiring on July 25, 2020. After being with CAPC for almost 30 years, it feels like I am leaving my family but at the same time I am so excited about retiring, traveling and spending more time with the Grands. This past year was filled with new opportunities while still dealing with Covid-19 related issues with staffing and in classrooms. I'm incredibly proud of our Community Action staff. Their resourcefulness resulted in new ways to make sure all members of our communities have their basic needs met and are provided with the social and emotional support they need to get through this difficult time. The national tag line of our Community Action network across the country is "Helping People, Changing Lives." CAPC specific services are tailored to the unique needs and challenges of our 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 positive results without the assistance of our community – staff, volunteers, board members, Policy Council, community and customer input and community partners. With your help, we can continue the fight against poverty!

*Melinda Gault*  
Melinda Gault, CCAP  
Chief Executive Officer

COMMUNITY ACTION CUSTOMERS SERVED (UNDUPLICATED)



FAMILY CENTER SERVICES:





# We value our partnerships!



## ...and our incredible Staff



# Head Start

## *Children Served*

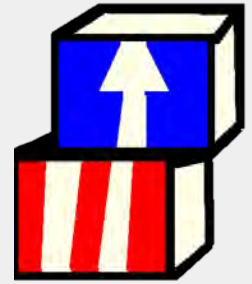
Funded enrollment - 275 children

Eligible Children Served - 198 total children served (reduced enrollment due to COVID-19)

Served 88 % (327 of 415) of children who applied and were found eligible

Served 28% (327 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



## *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 345 students and their families.

### *Watertown City School District*

- 71 full -day slots at Knickerbocker, 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

## *Medical and Dental Care*

·198 enrolled children were up to date with age appropriate preventive and primary care to include immunizations.

·198 newly enrolled children (1st year students) received developmental and sensory screening.

·11 children were diagnosed as needing medical treatment/follow-up.

·11 children received medical follow-up.

·185 children received a professional dental exam.

·21 (11%) children were diagnosed as needing dental treatment.

·21 (100%) of those children received dental treatment.

·32 children were enrolled with diagnosed disabilities.

## *Parent Engagement Activities*

·Parent-Child Meet-N-Greets done virtually before school began

·Parent-Teacher Conferences twice annually

·Spring transition trainings 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

·Reading Railroad Family Literacy Program- lending library with literacy cards

·School Readiness Take-home parent/child activities

·Kept parents actively engaged virtually during closures and throughout the year; at-home activities sent and trainings done virtually

·Home visits were done in person for most of the year; done virtually when positivity rate was extremely high





# Key Accomplishments 2020-2021

- Reduced enrollment in all classrooms. Head Start classes at Watertown, Sacred Heart and Carthage centers operated 5 days a week; classes at Dexter, North Jeff and South Jeff operated 4 days a week with one virtual day.
- Continued to have 3 certified CLASS (Classroom Assessment and Scoring System) observers on staff.
- 93 % of our Master Teachers have at least a Bachelor Degree in Early Childhood Education. - 29% of those have a Master's Degree, and 7% have an Associate Degree in Early Childhood Education or related field.
- 35% of the Teacher Assistants have an Associate Degree and 65% 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.
- 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.

## School Readiness / Kindergarten Preparation Activities

- Parent-Child Meet-N-Greets done virtually before school began
- Parent-Teacher Conferences twice annually
- Spring transition trainings for parents (virtual)
- Notifications to parents for school-based registration dates
- Parent and child attendance at kindergarten registration
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## Community Assessment Findings:

- Substance abuse and addiction rising in the community.
- Number of overdoses from opioid addiction rising.
- Unemployment rates remained high. Schools operating on a hybrid schedule, initially only going to school to days a week in person for public schools, prevented many people from going back to work. COVID positivity, quarantine and isolation also played a factor.
- The increase in 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. Having to deliver services virtually also created an issue for children to receive services.

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

Melissa Jenkins- Head Start/UPK Director, Ext. 241

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

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

Molly Smith - Education/ Mental Health Specialist, Ext. 238

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

Elaine Soper - Office Manager, Ext. 236



# Jefferson-Lewis Childcare Project (JLCP)

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



533 childcare providers participated in training offered by Provider Services staff in 2021



\$386,742 reimbursed for child care to support Essential Workers during the pandemic



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



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



\$632,916 reimbursed to child care providers through CACFP Child Care Homes Sponsorship



*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.*

## Housing & Energy Services

95 applicants were qualified for Weatherization or Empower services



111 homes provided with combined weatherization and EMPOWER improvements, leading to reduced energy usage and costs



76 home energy audits performed



\$ 8,549  
The average energy upgrades to each home.



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





# 2021 Revenues & Expenditures

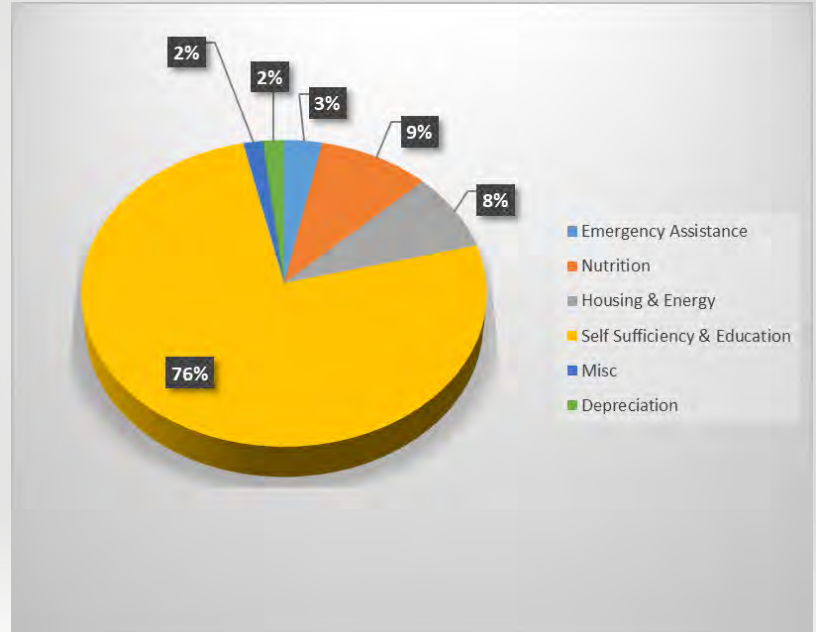
Community Action Planning Council is subject to a comprehensive financial audit each year. The most recent audit (October 1, 2020– September 30, 2021) was reviewed and approved by the board of directors on April 21, 2022. An independent auditing firm found the agency to be in compliance within all program areas and reported no weaknesses or deficiencies with fiscal practices or internal controls.

## Revenue

Federal/State Grants & Contracts	\$ 7,728,632
Local Grants and Contracts	\$ 432,994
Fees	\$ 14,201
In-Kind Revenues	\$ 441,249
Donations	\$ 13,182
Fundraising	\$ -
Tool Rental Income	\$ 6,516
Miscellaneous Income	\$ 7,907
<b>Total Revenues</b>	<b>\$ 8,644,694</b>

## Expenditures

Emergency Assistance	\$ 264,148
Nutrition	\$ 775,786
Housing & Energy	\$ 672,258
Self-Sufficiency & Education	\$ 6,171,094
Local Support	\$ 9,242
Internal Programs	\$ 16,472
General & Administrative	\$ 102,718
Facilities	\$ 7,401
Depreciation	\$ 147,309
<b>Total Expenses</b>	<b>\$ 8,166,428</b>



## Head Start Funding Sources

### Source

Office of Head Start	\$ 2,901,726
Watertown City School UPK/Head Start	\$ 205,583
<b>Total Cash Revenue</b>	<b>\$ 3,107,309</b>
In-Kind/Non Federal Share	\$ 101,334
<b>Total Program Revenue</b>	<b>\$ 3,208,643</b>

## Federal Monitoring and Financial Audit

Federal Monitoring Reviews 2019 Focus Area 1- No findings. To review the full report, go to the website <https://eclkc.ohs.acf.hhs.gov/grantee-profiles/community-action-planning-council-of-jefferson-county-ny>

Financial Audit Fiscal Year 2020-2021

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](mailto:vphillips@capcjc.org)



## Head Start Budget Comparison

Expenditures	Budget	Actual
Personnel	\$ 1,808,288	\$ 1,446,238
Fringe Benefits	\$ 458,195	\$ 382,023
Travel	\$ 5,500	\$ 2,777
Supplies	\$ 38,940	\$ 118,061
Contractual	\$ 258,381	\$ 234,338
Other	\$ 260,138	\$ 463,848
Indirect Costs	\$ 340,899	\$ 304,716
Equipment	\$ 6,637	\$ 88,154
Jefferson County Funding	\$ 4,748	\$ -
<b>Total Program Costs</b>	<b>\$ 3,181,726</b>	<b>\$ 3,040,155</b>





**COMMUNITY ACTION PLANNING COUNCIL**  
518 Davidson Street  
Watertown, NY 13601

NON-PROFIT ORG  
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**

Jennifer Buckley  
Mandi Calhoun  
Molly Smith  
Larissa Blake  
Ralph Fuller

#### **15 Years**

Jennifer Stevens  
Eileen Valentine

#### **30 Years**

Sue Metcalf  
Vicki Phillips  
Kitty Spencer



#### **25 Years**

Kenny Vrooman  
Cathy Mott  
Amy Rathbun



#### **10 Years**

Melissa Jenkins  
Patrick Vincent

### **Educational Achievements!**

#### **Child Development Associate Credential**

Heaven (Kirkey) Christian  
Jennifer Long  
Jillian Baldwin  
Nancy (Bond) Spinner

#### **Small Homes Auditor**

Bob Owens

#### **BPI Building Analyst**

Bob Owens  
Jeremy Bretsch  
Tim Turck

#### **NYSCAA Emerging Leader Institute 2021**

Cori Leshar  
Gaige Bowman

#### **Weatherization Boot Camp**

Eamonn LaDue  
Jeremy Bretsch



**Get In Touch With Us**



[www.capcjc.org](http://www.capcjc.org)



315-782-4900



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Watertown, NY 13601



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