

2024

ANNUAL IMPACT REPORT



COMMUNITY ACTION PLANNING COUNCIL
OF JEFFERSON COUNTY

518 DAVIDSON STREET
WATERTOWN, NY 13601
315-782-4900

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





CRAIG CASHMAN
CEO

CEO'S MESSAGE

CREATING A CULTURE OF SUCCESS

We are pleased to share with you our 2024 Community Action Planning Council's (CAPC) Annual Impact Report. This report offers a snapshot of our organization's work serving residents of Jefferson County. It also provides a glimpse of the efforts our staff provide working to improve the lives of vulnerable children and families, embodying the spirit of hope, advancing economic opportunity for all, and making our community a better place to live.

What has made our organization so successful throughout the years is that we are part of a greater effort. In 2024 CAPC joined the National Community Action Partnership in commemorating Community Action's 60th Anniversary and the movement that began with President Lyndon B. Johnson signing the Economic Opportunity Act in 1964, known as the "War on Poverty". The original movement shaped CAPC's mission and values and we have faithfully served Jefferson County since then.

What has also made CAPC so successful with improving the lives of vulnerable children and families is our greatest resource, the staff of CAPC. Community Action Agencies and their staff share a culture of compassion together. In a world that often feels fast-paced and focused on personal goals, there's something deeply rewarding about helping others. Whether it's lending a hand to a neighbor, volunteering in your community, or offering support to the people we serve, our staff understand the importance compassion. As we encounter people from different backgrounds and experiences, helping others can teach us valuable life lessons about understanding, patience, and acceptance.

The gratification of helping others is about creating connections, strengthening communities, and finding meaning and purpose in our lives. When we help others, we not only improve their lives, but we also improve our own.

We cannot express enough gratitude to the amazing staff of CAPC. They are the helpers, the advocates, teachers, home visitors, case managers, cooks, the technicians, and so much more! Our staff are beyond dedicated and committed to the mission, values, and core principles throughout the impact report.

When developing the National Community Action Partnership 60 years ago Sargent Shriver, one of the architects of the War on Poverty, said, "What can change the world today is the same thing that has changed it in the past-an idea and the service of dedicated, committed individuals to that idea." Every day, CAPC staff come to work committed to helping others with both compassion and respect so that those in need have the opportunity to thrive.

Craig

Board of Directors



CHRISTINA CURRI



ANNE GARNO



STAN ZAREMBA



ANTHONY DOLDO



CRYSTAL ROBERTS



NANCY BROWN



ANDREA KALER

2024-2025 COMMUNITY ACTION'S BOARD OF DIRECTORS



CHERYL MAYFORTH



PASTOR WARREN DAY



KRYSTIN LABARGE



DOUG OSBORNE



ADRIENNE BRETHEN



RYAN HENRY-WILKINSON



KATIE BRESSETTE



MICHAEL MANEY

Community Action's Leadership Team

Craig Cashman, Chief Executive Officer, ext. 224
Mary Jane Mathewson, Chief Operating Officer, ext. 250

Gaige Bowman, Chief Finance Officer, ext. 246
Sarah Colligan, Chief Human Resources Officer, ext. 232

Melissa Jenkins, Head Start/Pre-K Director, ext. 241
Cori Leshner, Child Care Resource Center Director, ext. 240
Caroline Feasler, Family Center Director, ext. 222
Ralph Fuller, Housing & Energy Services Director, 315.788.4338



The signing of the Economic Opportunity Act on August 20, 1964, launched a new movement and, over time—in virtually every county in America, rural, urban, suburban, and frontier—local people came together and established a Community Action organization. For nearly 60 years, individuals, families, and communities have supported their local CAA. Today, about 1,000 agencies are charged with the sweeping mission of addressing the causes and conditions of poverty that hold people and places back.

Family Center Program Operations 2023-2024

1005 individuals received income tax preparation services, collecting refunds totaling \$907,178.

\$7,390.91 in support services from our Ready to Work Program helped 51 customers gain/maintain employment.



**CAROLINE FEASLER
FAMILY CENTER DIRECTOR**



FAMILY CENTER STAFF

104,250 meals were provided to 6950 individuals both on-site and through our Mobile Food Pantry locations, including two sites at Fort Drum

68 customers and Landlords were assisted with \$26,686.88 in rent payments.

46 community members attended a training on Affirmatively Furthering Fair Housing.

10,000 meals were given through Community Action's Summer Meals for Kids program.

135 children were provided with winter outerwear.

505 Head Start children and their siblings received gifts at Christmas.

389 low-income individuals received a holiday meal package.

Child Care Resources Center Program Operations 2023-2024

In mid-2024 Child Care Resources and Referral Agencies across New York State were renamed Child Care Resource Centers. The former Jefferson-Lewis Childcare Project (JLCP) decided to follow suit and choose a name to most accurately reflect the services we provide and the area we serve. In June 2024, JLCP launched with our new name, Child Care Resource Center, A Program of Community Action Planning Council, and a new logo.



**CORI LESHER
CCRC DIRECTOR**

69 parents / caregivers able to gain or maintain employment through referrals made to licensed care.

170 safe and affordable child care placement opportunities created with assistance from CCRC.

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

\$642,150 reimbursed to child care providers through CACFP Child Care Homes sponsorship.

289 childcare providers participated in training offered by Provider Services staff in 2023.



**CHILD CARE RESOURCE CENTER
STAFF**

Head Start Program Operations 2023-2024

Children Served

Funded enrollment - 275 children
Eligible Children Serves - 326 total children served
74% (326 of 437) of children who applied were found eligible
Average monthly enrollment was 100%

Center Locations

Watertown: 518 Davidson St. Watertown, NY
Carthage: 226 N. School St. Carthage, NY
South Jefferson: Maynard Wilson Bldg. 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 - Jefferson County (30 children)
Included in the above numbers are 4 Pre-K collaborative classrooms serving 68 children

Key Statistics

325 children obtained age appropriate immunizations, medical and/or dental care.
232 newly enrolled children (1st year student) received developmental and sensory screenings.
40 children were diagnosed as needing medical treatment/follow-up.
40 children received medical follow-ups.
249 enrolled children received a professional dental exam.
29 children were diagnosed as needing dental treatment.
20 of those children received dental treatment.
We served 92 children with diagnosed disabilities.



**MELISSA JENKINS
HEAD START/PRE-K DIRECTOR**

Head Start Program Operations 2023-2024

Key Accomplishments

Continued to have 3 certified CLASS (Classroom Assessment and Scoring Systems) observers on staff. 64% of our Master Teachers have at least a Bachelor's Degree in Early Childhood Education. 14% of those have a Master's Degree, while 28% have an Associate Degree in Early Childhood Education or related field.

35% of the Teacher Assistants have at least an Associate Degree and 57% have a CDA (Child Development Associate Certificate). Our centers were all enrolled in the Quality Stars New York Program. Continued Administration of the North Country Alliance for Early Education. Education - Birth - 3rd grade to include involvement from several school districts, day cares, and community stakeholders. 2 Teachers received their Bachelor's Degree.

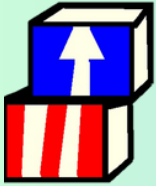


School Readiness/Kindergarten Preparation Activities

Parent-Child Meet-N-Greet 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 date.
Parent and child attendance at kindergarten registration Transition Agreements with local school districts.
Head Start teachers meet with various local kindergarten teachers virtual or in person.
Release child portfolios, assessments, and health reports to receiving elementary school.
Teachers visit local kindergarten classroom to learn upcoming expectations.
Orval Readiness and Reading Program

Parent Engagement Activities

Orval's School Readiness and Reading Program.
Policy Council and Parent Committee.
Grow With Community Action.
Male Involvement.
Nutrition experiences in the classroom.
Parent-Child classroom activities.
Kindergarten transition activities.
Health Services Advisory.
Committee/Classroom/Field Trip Assistance.
Annual Self-Assessment
Volunteer/Employee.
Parent training for mental health, financial literacy, child development, disabilities, etc.
Home visits and goal planning.
Family Fare event.
Fatherhood and Family fun night.
Ready Rosie parenting curriculum.
North Country Alliance for Early Childhood Educator.



Head Start Program Operations 2023-2024

Community Assessment Findings

All school districts in Jefferson County offer Pre-K.

Jefferson County is designated as a Health Care Professional Shortage Area for the Medicaid eligible population in primary care, mental health, and dental health.

Lack of providers to offer services to children with disabilities.

Limited access to transportation creates barriers to access care and services.

Limited affordable, quality childcare spaces.



Head Start Administration Staff



Carthage Head Start Staff



North Jeff Head Start Staff



Indian River Pre-K Staff



MARY HOOVER
PRE-K COORDINATOR
WATERTOWN & SACKETS
HARBOR

Pre-K

Program Operations 2023-2024

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 299 students and their families.

Watertown City School District

78 full-day slots at Ohio, Sherman, and North Elementary Schools, blended funding for 36 day slots for 4 yr. old's and 17 full-day slots for 3 yr. old's located at Watertown Head Start.

Indian River School District

72 part-day and 90 full-day slots located at Philly, Evans Mills, Antwerp, and Calcium Primary schools.

Sackets Harbor School District

18 full-day slots

Pre-K Accomplishments

20% of the teachers have Master's Degrees and are NYS Certified B-2.

School Readiness / Kindergarten preparation activities and Parent Engagement activities done in all Pre-K rooms.

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

Melissa Jenkins - Head Start/Pre-K Director, Ext. 241

Trish Gay - Sr. Specialist Family Services/Parent Involvement/ERSEA Specialist, Ext. 243

Kathi Zecher- Health/Nutrition/Special Needs Specialist, Ext. 242

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

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

Elaine Soper-Office Manager, Ext. 236

Lisann Babcock-Program Manager, Ext. 267



AMANDA MCINTOSH
PRE-K COORDINATOR
INDIAN RIVER

Housing & Energy Services Program Operations 2023-2024

117 applications were qualified for Weatherization and Empower services.

86 home energy audits performed.

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

36 homes provided with Weatherization improvements, leading to reduced usage and costs.

113 applications were qualified to receive air conditioners.



**RALPH FULLER
WEATHERIZATION DIRECTOR**

Did you know?

The program supports 8,500 jobs and provides weatherization services to approximately 35,500 homes every year.



WEATHERIZATION STAFF

Through weatherization improvements and upgrades, these households save an average of \$283 every year.

Weatherization helps alleviate energy through cost-effective building shell improvements such as insulation & air sealing, heating, ventilation, lighting and appliances.

The average cost per unit is \$4695.



Years of Service

Every December Community Action honors staff for their years of service. We sincerely appreciate their hard work and efforts year after year. Congratulations and Thank You to the following staff for their dedication to Community Action.

5 Years of Service

Gaige Bowman
Alexis Burke-Stevens
Cori Leshar
Bridget Moandarino
Jennifer Long

10 Years of Service

Rebecca Pate-Johnson
Kimberly Rizzo
Sonya Schofield

30 Years of Service

Patricia Gay

35 Years of Service

Elaine Soper

40 Years of Service

Penny Covey

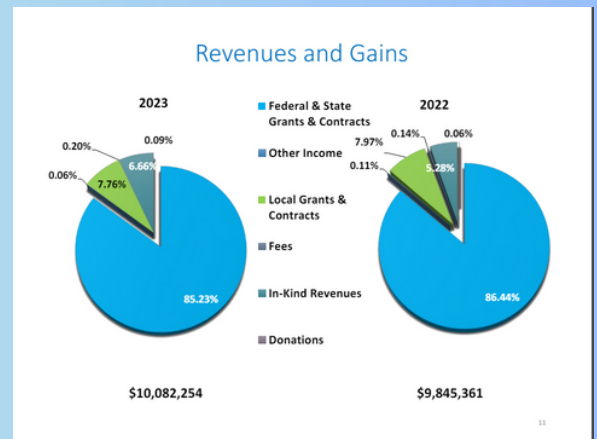


2024 Revenues & Expenditures

Community Action Planning Council is subject to a comprehensive financial audit each year. The most recent audit (October 1, 2023 - September 30, 2024) was reviewed and approved by the Board of Directors April 17, 2025. An independent auditing firm found the agency to be compliance within all programs areas and reported no weaknesses or deficiencies with fiscal practices or internal controls.

Revenue & Gains

Federal/State Grants & Contracts	\$9,391,529
Local Grants and Contract	\$565,929
Fees	\$1,973
In-Kind Revenues	\$620,109
Donations/Fundraising	\$21,119
Tool Rental Income	\$8,117
Miscellaneous Income	\$1,858
Gains	
Total Revenues	\$10,610,634



Expenses & Losses

Emergency Assistance	\$190,373
Nutrition	\$781,689
Housing & Energy	\$1,212,541
Self-Sufficiency & Education	\$7,870,896
Local Support	\$66,945
Internal Programs	\$7,025
General & Administrative	\$123,614
Facilities	\$113,322
Depreciation	\$211,747

Total Expenses & Losses \$10,578,152

Head Start Funding Sources

Source

Office of Head Start	\$3,219,651
Watertown City School Pre-k/In-kind	\$277,300
Carthage School Pre-K/In-kind	\$75,000
In-Kind/Non Federal Share	\$620,109

Total Program Revenue

\$4,192,060

Federal Monitoring and Financial Audit

Financial Audit Fiscal Year 2023-2024 had no audit findings. For a copy of the full audit report contact Gaige Bowman CFO at 315-782-4900 ext. 246 or email at gbowman@capcjc.org

Head Start Budget

Salaries	\$2,043,816
Fringe Benefits	\$459,781
Operations	\$515,316
Occupancy	\$221,374
Professional Services	\$19,960
Child/Parent Services	\$3,544
Indirect Costs	\$374,694
Other	

Total Program Costs

\$3,638,485

