



# 2012-2013 Annual Report

## *“Our Mission”*

**T.C.A.P. is a community action agency working  
toward eliminating the barrier and  
boundaries of poverty.**

*James W. Abicht, Pres./C.E.O.*



1230 Palmyra Road SW, Warren, OH 44485

**[www.tcaphelps.org](http://www.tcaphelps.org)**

(330) 393-2507



# 2012-2013 Annual Report

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# 2012-2013 Annual Report

## TCAP Staff

### Administrative Staff

#### **James W. Abicht**

President/ CEO

#### **Van Nelson**

Vice President/Chief Operating Officer

#### **Jeanne Wall**

Vice President/Education

#### **Joan Galloway**

Vice President/Transportation,  
Clerical, Custodial and Food Programs

#### **Eleanor Popovic**

Vice President/ Human Resources/Senior  
Service Director

#### **Rachelle Parker**

Vice President of Finance

#### **Dianna Christie**

Executive Assistant to the CEO

#### **Maria Knight**

Administrative Assistant to the Vice  
Presidents

#### **Julie Heverly**

Network Administrator/Public Relations

### Head Start Management Staff

#### Jeanne Wall

Head Start Director

#### Janet Diegan

Associate Head Start  
Director

#### Christine Kotapish

Associate Head Start  
Director/Health, Mental  
Health, and Disabilities

#### Valerie Wilkins

Disabilities/ Mental  
Health Coordinator

#### Paula McVicker

Educational Coordinator

#### Virginia Hull

Educational Coordinator

#### Gwen Whitaker

Educational Coordinator

### R.I.S.E. Management Staff

#### Kathy Hutton

Rise Director

### H.E.A.P Management Staff

#### Sarah Edmonds

Client Service Supervisor

### H.W.A.P. Management Staff

#### Robert Kren

H.W.A.P. Supervisor

### C.A.T.S. Management Staff

#### Brian Placer

C.A.T.S. Supervisor



# 2012-2013 Annual Report

## TCAP Board Of Directors

### **Mr. William Turner**

**\*Board Chair\***

Rep: Trumbull County Dept of Job and Family Services

### **Mr. Thomas Conley**

**\*Vice President\***

CEO, Warren/ Youngstown Urban League

Rep: Warren Urban League

### **Mr. Wm. D Franklin**

**\*Treasurer\***

Warren City Safety Service Director

Rep: City of Warren

### **Commissioner Daniel J Polivka**

Trumbull County Commissioner

Rep: County Commissioners

### **Mr. John Brown**

Rep: Warren City Council

### **Mr James A. "Doc" Pugh**

Rep: Seven Seventeen Credit Union

### **Elder Ronald Fowlis**

Rep: East Side Church of Christ

### **Dr. Sergio Nadler, D.D.S.**

Rep: Healthcare Professionals

### **Ms. Patricia Latham**

Rep: F.A.C.T. Fine Arts Council of Trumbull County

### **Mrs. Lois Roper**

Rep: Concerned Community Citizens

### **Mrs. Nancy Conway**

Rep: Early Childhood Education

### **Mrs. Jodi Markovich**

Rep: Head Start Parent Policy Council

### **Ms. Ellen Finan**

Rep: First Book of Trumbull County

### **Tabatha Johnson**

Rep: TMHA Trumbull Metropolitan Housing Authority

### **Beverly Jean Pollard**

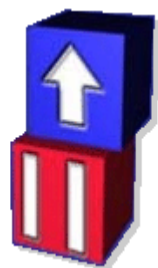
Rep: UMADAOP



# 2012-2013 Annual Report

## TCAP Head Start Philosophy and Goals

- \*Provide quality child development and family services for eligible low-income families and children throughout Trumbull County.
- \*Develop and implement a program which will increase the likelihood of success for Head Start children as they move into future educational and social experiences.
- \*Help parents identify and achieve goals that foster healthy, competent children, economic self-sufficiency, appropriate use of community resources and community services;
- \*Collaborate with other agencies and organizations to meet the goals of the program and advocate for the needs of families and children.
- \*Encourage parents to advocate on behalf of their own interests; and
- \*Partner with parents in the design, implementation and monitoring of the program.



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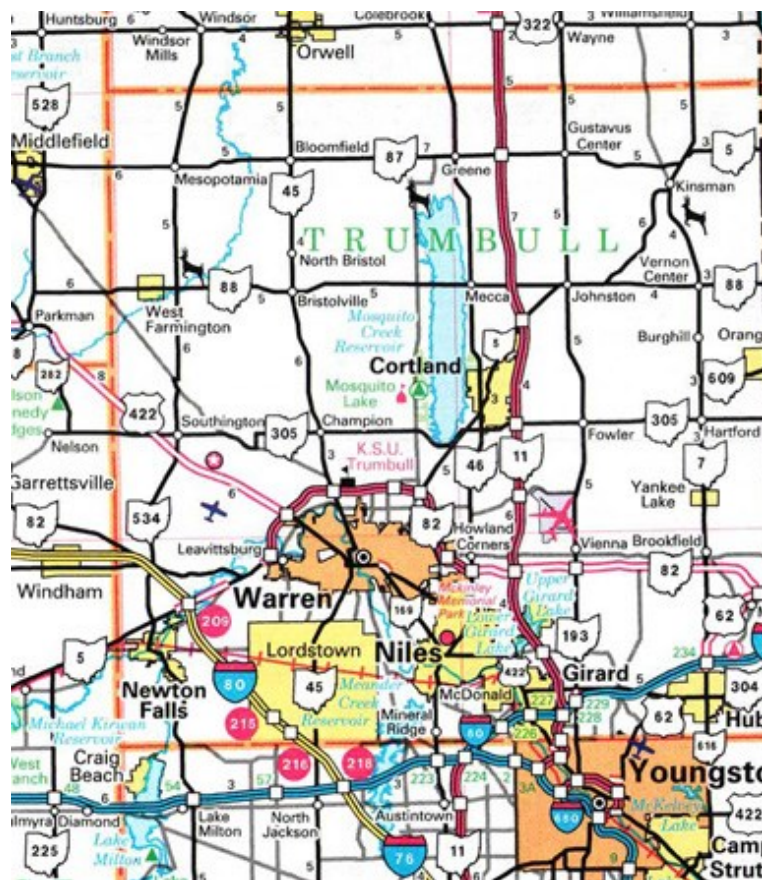
# 2012-2013 Annual Report

## TCAP Head Start

### TCAP Head Start Centers

are located in:

- Girard
- Hartford
- Hubbard
- Kinsman
- Newton Falls
- Niles
- Warren (West Center)



## “Step Up To Quality”

5 Centers Received 2 Stars

Kinsman, Bristol, Hartford, Hubbard and Warren West

3 Centers Received 1 Star

Girard, Niles and Newton Falls





# 2012-2013 Annual Report

## Promoting Good Health for Head Start Children

*Insurance Coverage	769 Children (99%)
*Up to Date Immunizations	742 Children (97%)
*Dental Examinations	717 Children (93%)
*Physicals	780 Children (100%)
*Follow-Up Treatment (from Physical Referral)	145 Children (17%)
*Hearing Screenings	780 Children (99%)
*Follow-Up Treatment (from Hearing Referral)	0 Children (0%)
*Vision Screenings	780 Children (100%)
*Follow-Up Treatment (from Vision Referral)	0 Children (0%)
*Developmental Screenings	780 Children (100%)
*Referral due to At-Risk Screening Results	107 Children (20%)

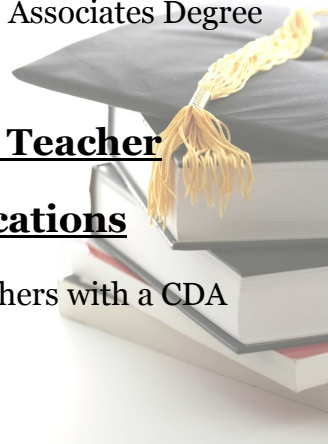


### Teacher Qualifications

- 3 Teachers with a Masters Degree
- 9 Teachers with a Bachelors Degree
- 10 Teachers with an Associates Degree

### Assistant Teacher Qualifications

21 Assistant Teachers with a CDA



## Meals and Snacks Served

33,567	Total Breakfasts
65,279	Total Lunches
35,295	Total PM Snacks
580	Total Suppers



*Head Start's Kitchen Staff Members*



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# 2012-2013 Annual Report

## TCAP Enrollment

Funded Enrollment	669 Children
Percent of Eligible Children	97%
Child Total Enrollment	780 Children
Average Monthly Enrollment	662 (101%)

### **Type of Eligibility**

Working and Below 100% of the Federal Poverty Level	299 (82%)
Receiving Public Assistance Including TANF, SSI, etc.	421 (15%)
Foster Care Children	9 (1%)
Homeless Children	7 (1%)
Over 100% Poverty Level	44 (3%)

### **Enrollment by Month**

Month	Enrolled	Withdraw	Total	%
Sept.	664	6	592	101%
Oct.	668	5	670	101%
Nov.	678	6	670	103%
Dec.	677	0	661	102%
Jan.	665	12	672	103%
Feb.	671	8	670	102%
March	681	8	670	103%
April	684	4	674	103%
May	669	5	677	101%



*The Head Start children's served healthy meals every day.*

## **Families Serviced by Head Start**

Two Parent Families	277 Families (42%)
Single Parent Families	450 Families (58%)
Total	727 Families

### **Two Parent Families**

Both Employed	66 Families (9%)
One Employed	155 Families (54%)
Unemployed, Retired, Disabled	56 Families (39%)

### **Single Parent Families**

Employed	213 Families (35%)
Unemployed, Retired, Disabled	237 Families (66%)

## **In-Kind Contributions**

Head Start is required to obtain local matching in-kind funds for every Federal dollar received by the program. In-kind dollars help to sustain and build the excellent program TCAP has established over the years. In-kind funds received for the Head Start Program from June 2012 to August 2013 were \$884,517.36.





## 2012-2013 Annual Report

### PREPARING HEAD START CHILDREN FOR KINDERGARTEN

We prepare our students for kindergarten in the beginning of the school year with screenings to determine if there are developmental delays or concerns. Assessments are completed on each child on an ongoing basis throughout the school year. This is to determine their skill level within their domain, according to the curriculum influenced by the Head Start Early Learning Framework and the Early Learning Content Standards.

Our teachers use this data to set up the environment and plan topics based on the interests of the children. The data is also used to maximize their learning opportunities and to implement hands-on activities for large group, small group, and for individual attention according to the needs of the students.

We have established school readiness goals as a program. These goals were influenced by the Creative Curriculum, the Head Start Early Learning Framework, and the Ohio Early Learning Content Standards, with input from parents, staff, community, and the staff of the public school districts to which our students will transition.

Our teachers refer to these goals to build upon each student's development and to achieve kindergarten readiness.

### Annual Review

TCAP underwent a federal triennial review in May 2012. This review covers all Head Start performance standards and compliance with the Head Start Act. Our review resulted in 0 deficiencies and TCAP was awarded a 5 year non-competitive grant. We appreciate the efforts and participation of the staff, Policy Council, and Board of Directors.



*Head Start Gym Class Activities*



# 2012-2013 Annual Report

## Parent Involvement Activities

Monthly Parent meetings from October-May provide parents the opportunity to discuss a wide range of activities they want their children to participate in. Parent Policy Council meetings are conducted on a monthly basis throughout the year. Parents attend field trips and *Family Fun Nights* with a focus on economic empowerment.



*Head Start Math and Science Kindergarten Prep Class*

*learns about the seasons*

Medical Care Plans facilitated by school nurses and oral health care (dental vans) offer exams and parent education in this area. On site health and developmental screenings also encourage parent participation in their children's physical health and development. Other parent activities include a Health Services Advisory Committee and Wellness Committee comprised of parents, community partners and staff. Parents also receive nutrition education through nutrition questionnaires and parent discussions with teachers, nurses, dietitian and family advocates.



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## Parents Making a Difference

Total Volunteers	677 Adults
Current or Former Head Start Parents	464 Adults

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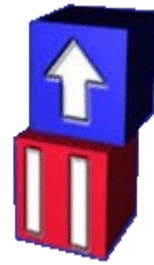
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# 2012-2013 Annual Report

## Head Start Policy Council

Chair Person:	Tara Nichols
Policy Council Members:	James Simones Julie Coffey
Community Representatives:	Tabatha Johnson Anthony D'Apolito



*Children playing on the computers*

Monthly meetings are held at each TCAP Head Start Center to plan activities and field trips. Parents are encouraged to volunteer in classrooms to further the development of their children.

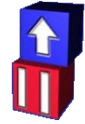
### 2012-2013 Field Trips included:

Cleveland Zoo, Kraynak's, Eastwood Mall Equarium, Youngstown State University's Planetarium and year end picnics held at various parks and other locations.



# 2012-2013 Annual Report

## Head Start Financial Report as of July 23, 2013



Revenue	Budget	YTD Actual
Federal Revenue- Head Start	\$4,751,421.00	\$3,475,466.34

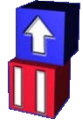
Expenditure	Budget	YTD Actual	Expenditure	Budget	YTD Actual
Salaries	\$2,710,008.00	\$2,073,430.02	Copier Lease/ Purchase	\$13,443.00	\$7,695.66
Fringe Benefits	\$1,474,291.00	\$983,175.47	Copier Maintenance	\$1,341.00	\$1,882.88
Employee Screening/Exams	\$1,000.00	\$2,132.50	Head Start Dues	\$6,500.00	\$5,044.00
Audit	\$19,468.00	\$0.00	Parent Activities	\$500.00	\$0.00
Other Training	\$00.00	\$190.00	Vehicle Insurance	\$30,000.00	\$30,417.10
Local Mileage	\$10,000.00	\$5,115.40	License/Registration	\$800.00	\$54.50
Rent	\$66,950.00	\$45,650.00	Gasoline	\$60,000.00	\$55,922.14
Utilities	\$77,846.00	\$65,832.26	Vehicle Maintenance	\$25,000.00	\$8,101.20
Refuse/ Exterminating	\$6,550.00	\$5,469.41	Purchase Tools/ Equipment	\$2,000.00	\$0.00
Security System	\$25,684.00	\$21,491.83	Purchase Office Equipment	\$0.00	\$0.00
Advertising	\$850.00	\$588.96	Maintenance Office Equipment	\$2,462.00	\$0.00
Building Maintenance	\$36,955.00	\$21,537.93	Tuition Reimbursements	\$56,292.00	\$26,077.11
Janitorial Services	\$3,000.00	\$1,937.60	Food Purchase	\$0.00	\$881.08
Liability/Bonding	\$19,486.00	\$7,181.17	Food Supplies	\$100.00	\$0.00
Telephone	\$39,453.00	\$35,266.10	Contracts/Subgrants	\$30,000.00	\$27,400.00
Consumable Supplies	\$7,697.00	\$14,200.66	Miscellaneous Expense	\$240.00	\$4,278.44
Custodial Supplies	\$4,526.00	\$3,913.20	Licensing Costs	\$1,100.00	\$1,067.50
Classroom Supplies	\$2,000.00	\$7,853.08	<b>Total</b>	<b>\$4,751,421.00</b>	<b>\$3,475,466.34</b>
Head Start Special Supplies	\$2,000.00	\$0.00			
Repairs/Software	\$9,879.00	\$9,598.27			
Postage	\$4,000.00	\$2,080.87			





# 2012-2013 Annual Report

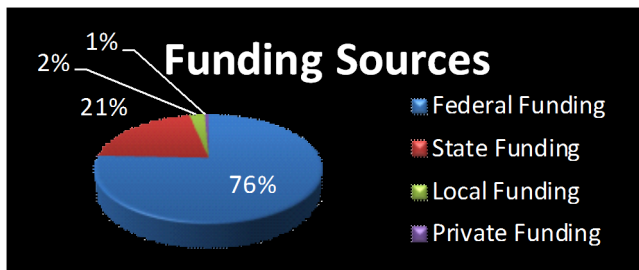
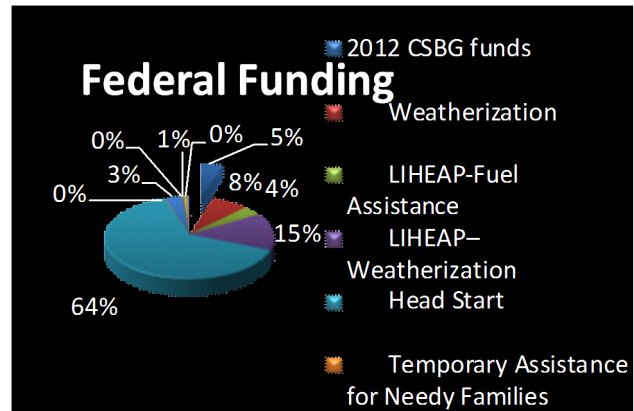
## TCAP Financial Report as of December 31, 2012



Federal Level Funding	Value of Resources	ARRA Only
2012 CSBG funds	\$370,686	
<b>Federal Resources (other than CSBG):</b>		
Weatherization	\$579,142	
LIHEAP-Fuel Assistance	\$294,286	\$122,047
LIHEAP- Weatherization	\$1,118,977	
Head Start	\$4,838,927	
Temporary Assistance for Needy Families	\$15,341	
All Other USDA Food Programs	\$265,068	
Department of Education	\$49,803	
Child Care Development Fund	\$23,000	
Title XX	\$37,426	
<b>Total Non-CSBG Resources</b>	<b>\$7,283,885</b>	<b>\$122,047</b>

State Level	Value of Resources
State Nutrition Programs	\$265,068
State Energy Programs	\$2,114,452
State Education Programs	\$49,803
<b>Total State Resources</b>	<b>\$2,429,323</b>

Local Level	Value of Resources
Value of Contract Services	\$273,991
<b>Total Local Public Resources</b>	<b>\$273,991</b>



Private Sector Level	Value of Resources
Funds from Foundations, Corporations, United Way, other non-profits	\$3,188
Payments by private entities for goods or services for low income clients or communities	\$85,491
<b>Total Private Sector Resources</b>	<b>\$88,679</b>



# 2012-2013 Annual Report

## 2012-2013 HEAD START MOMENTS



**Kids playing on the playground**



**Santa visits TCAP Head Start**

### **Halloween Parade 2012**





# 2012-2013 Annual Report

# RISE



*RISE Class Room*



*The Robin Elzy Learning Center*

The RISE or Reaching Individual Skills and Educational (Goals) program works in conjunction with the Head Start program to help parents of Head Start students earn their GED while their child attends classes. Classes are available Monday through Thursday from 8:30 to 11:30. A ride to school on the bus with your child is provided if needed to attend the RISE program. During classes students learn the fundamental courses needed to pass the GED test, use the computer lab and take practice tests to prepare for the exam.



*RISE Testing Area*





# 2012-2013 Annual Report



## Winter Crisis Program 2012/2013 Report

The Winter Crisis Program (WCP) began November 1, 2012 and ended on March 31, 2013. Under WCP the Client Services Department saw a total of 1,938 clients; of that number, 1,286 were assisted with payment(s) on their utility bill(s), or the purchase of fuel oil, propane, wood or coal. All others were enrolled on PIPP Plus or were found ineligible for the program. The last day of the program was an all walk-in day on which we planned to see everyone who showed up.



Also, during the month of March the state of Ohio received funds from Ohio Edison/First Energy to assist Ohio Edison customers with electric bills; no disconnection notice was required. The Client Services Department assisted 127 Ohio Edison customers for a total of \$19,488.71 spent in Trumbull County.



*Client Service Waiting Area*

For information and to schedule an appointment for 2013 winter crisis season beginning November 1, 2013 please call 1-866-747-1041.

(330) 393-2507

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





# 2012-2013 Annual Report



## Home Weatherization Assistance Program

The Home Weatherization Assistance Program (HWAP) had an outstanding year in 2012-2013. The program was able to reach a total of 74 homes with weatherization assistance.

A total of \$334,743 was utilized to assist clients in making their homes more energy efficient. The HWAP inspectors provided useful information to the clients on how to reduce their usage of gas and electric around the house to save even more money on their monthly utility bills. Through Ohio Edison HWAP also provided energy saving light bulbs to qualifying clients.



The HWAP Main Office



The Intake Office



# 2012-2013 Annual Report

# C.A.T.S.



## Community Action Transportation System

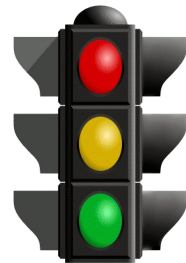


The Community Action Transportation System (CATS) provides safe and reliable transportation to Trumbull County residents.

Currently, we are contracted to provide transportation for the following agencies: Trumbull County Department of Jobs and Family Services, Developmental Disabilities, Area Agency On Aging and Senior Levy Transportation.

We offer Dial-a-Ride to Warren City residents.

For more information contact our CATS office located at 2030 Tod Avenue S.W. Warren, Ohio 44485 Phone: 330-395-2287





# 2012-2013 Annual Report

Local Shoppers can visit our Food Co-op store where they can purchase fresh groceries and canned goods at a largely discounted price. Cash, Checks, and Food stamps accepted The store is open Monday through Friday from 9A.M.- 4 P.M. except holidays.



*The TCAP Food Co-op Grocery Store*



*The Food Co-op's Meat and Cheese display.*

## FOOD CLUB/ FOOD CO-OP

TCAP's Food Buying Club is now twice a month! Our 2012-2013 year proved to be another year of continued growth. TCAP staff members and volunteers prepare as many as 262 bags full of fresh produce. For a \$15.00 yearly membership fee and \$15 per bag members may purchase bags containing a themed meal which typically includes one meat product, fresh fruits and vegetables, potatoes, bread and eggs. The staff and volunteers take the bags to the vehicles of the participants and help load the groceries for no additional charge.



TCAP staff members working hard to get the Food Club bags to clients.



1 large bag and 2 small bags are an exceptional value for only \$15.





# 2012-2013 Annual Report

## Senior Service Program

TCAP created a program in 2009 to assist local seniors called the Senior Care Givers Program. This Program assists with the completion of household chores, minor household repairs, running of local errands, and lawn care such as: leaf and snow removal and lawn mowing. The staff members offer a friendly smile and companionship to income eligible seniors that are unable to leave their homes or are in need of assistance.

This program has been a great success and assists many local seniors. With approximately 100 home visits per month the program is growing and making a difference in the lives of seniors in need from our community.



## Senior Luncheon

TCAP staff members and volunteers gather once a month to prepare and serve a free Senior Luncheon. Senior citizens ages 55 and over are invited to the TCAP cafeteria every month to enjoy the great food and good times.



TCAP's Senior Center

## Senior Center

The center is open Monday-Friday 10:00 a.m.-3:00 p. m. Area seniors can enjoy weekly activities or just come in and socialize.

For more information contact 330-393-2507 ext. 231

SENIOR SERVICES

(330) 393- 2507

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# 2012-2013 Annual Report

## 2012-2013 TCAP MOMENTS



*Flag Day Picnic 2013*



*Halloween 2012*



*Lois Roper from our Senior Computer Class*



*Employee Luncheon 2013  
Grandparent Volunteers*



*Employee Luncheon 2013*



# 2012-2013 Annual Report