

2017-2018

Trumbull Community
Action Program
Annual Report

Table of Contents

Staff Directory	2-4
Board of Directors	4-5
Head Start Report	6-12
Financial Report	13-14
Client Services	15
C.A.T.S. and ASPIRE	16
Senior Services	17-18

Staff Directory

Administrative Staff

Name	Title
Van Nelson	CEO
Rachelle Babock	CAO
Toni Heller	COO
Maria Knight	Administrative Assistant
Nicci Bell	Payroll Manager

Staff Directory

Head Start Management

Name	Title
Janet Diegan	Director
Paula McVicker	Associate Head Start Director
Todd Schnulo	Associate Head Start Director
Jeanne Nicholas	Site Supervisor
Donna Shields	Site Supervisor
La'Tia Leapline	Registrar
Susan Esmail	Dietitian
Michelle Charnas	Medical Assistant
Tomasica Coleman	Medical Assistant
William Madison	Parent Family Community Engagement

Client Services Management staff

Name	Title
Sarah Edmonds	Supervisor

Board of Directors

William Turner

Board Chair

Rep: Trumbull County Department of Job & Family Services

Thomas Conley

Vice President

Rep: Warren Urban League

Mayor William D. Franklin

Treasurer

Rep: Warren City council

Patricia Latham

Secretary

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

John Brown

Rep: Warren City Council

Elder Ronald P. Fowlis

Rep: East Side Church of Christ

Elliot P. Legow

Rep: TCAP Legal Council

Sergio Nadler, D.M.D.

Rep: Healthcare Professionals

Pam Perino

Rep: Early Childhood Education

Krista Fike

Rep: Head Start Parent Policy Council

Board of Directors

Ellen Finan

Rep: First Book of Trumbull County

Rhonda Bennett

Rep: SW Neighborhood Association

Eddie Colbert

Rep: Warren City Council

Fred Simmons

Rep: South East Side Community Association, Inc.

Daniel J. Polivka

Rep: South East Side Community Association, Inc.

Ken Kubala

Alternate for Commissioner Daniel J. Polivka

Nicholas Coggins

Alternate for Commissioner Daniel J. Polivka

Head Start Program

Philosophy & Goals

To provide quality hold development and family services for eligible low-income families and children throughout Trumbull County.

To develop and implement a program which will increase the likelihood of success for the Head start children as they move into future educational and social experiences.

To help parents identify and achieve goals that foster healthy, competent children, economic self-sufficiency, appropriate use of the community resources and community services.

To collaborate with our agencies and organizations to meet the goals of the program and advocate for the needs of families and children.

To encourage parents to advocate on behalf of their own interest.

To partner with parents in the design, implementation and monitoring of the program.

<i>Meals and Snacks Served</i>		<i>Head Start Policy Council</i>	
		<i>Chair Person</i>	
43,571	<i>Total Breakfast</i>	<i>Nichole Guyer</i>	
		<u><i>Policy Council Members</i></u>	
		<i>Faith Bryant</i>	<i>Patricia Elliot</i>
		<i>MaryAnn Rough</i>	<i>Krista Fike</i>
61,655	<i>Total Lunches</i>	<i>Suzanne Brown</i>	<i>Katherine Dillion</i>
		<i>Jessica Battaglia</i>	<i>Bobbie Rader-Ball</i>
		<i>Elizabeth Stewart</i>	
		<u><i>Community Representatives</i></u>	
40,058	<i>Total PM Snacks</i>	<i>Deanna Prezioso</i>	<i>Mary Smith</i>
		<i>Matt Kresic</i>	

Head Start Financial Report

November 1, 2017- October 31, 2018

Budget: \$5,454,796.00

YTD Actual: \$5,150,689.67

Expenditure	Budget	YTD Actual
Salaries	\$2,978,113.00	\$3,027,658.21
Fringe Benefits	\$1,741,187.00	\$1,023,478.88
Employee Screening Exams	\$1,500.00	\$7,535.84
Audit	\$19,468.00	\$30,887.67
Local Mileage	\$10,000.00	\$12,462.58
Rent	\$104,0800.00	\$102,130.00
Utilities	\$80,000.00	\$86,444.92
Refuse/Exterminating	\$7,800.00	\$7,551.44
Security System	\$31,379.00	\$38,334.93
Advertising	\$2,500.00	\$8,232.17
Building Maintenance	\$38,000.00	\$50,960.62
Janitorial Services	\$700.00	\$3,731.17
Liability/Bonding	\$16,287.00	\$19,186.79
Telephone	\$40,000.00	\$44,385.70
Consumable Supplies	\$45,864.00	\$43,957.51
Custodial Supplies	\$4,720.00	\$3,392.51
Other Training Reg.	\$6,124.00	\$2,295.67
Copier Maintenance	\$1,500.00	\$0
Vehicle Purchase	\$6,500.00	\$167,282.00

Head Start Financial Report

November 1, 2017- October 31, 2018

Revenue

Budget: **\$5,454,796.00**

YTD Actual: **\$5,150,689.67**

Expenditure	Budget	YTD Actual
Classroom Supplies	\$24,517.00	\$26,462.50
Head Start Supplies	\$1,000.00	\$445.00
Repairs/Software	\$40,000.00	\$52,902.77
Postage	\$2,500.00	\$3,297.63
Copier/Lease Purchase	\$9,520.00	\$14,468.86
Child Liability	\$4,613.00	\$3,497.00
Head Start Dues	\$4,000.00	\$5,305.00
Parent Activities	\$250.00	\$280.78
Vehicle Insurance	\$34,000.00	\$23,074.00
License/registration	\$1,500.00	\$1,197.00
Gasoline	\$50,000.00	\$25,399.17
Vehicle Maintenance	\$20,000.00	\$42,893.99
Purchase Tools/Equipment	\$1,000.00	\$23,412.53
Legal fees	\$7,532.00	\$4,50.00
Maintenance Office Equipment	\$2,100.00	\$4,205.08
Contracts	\$0.00	\$111844.48
Tuition Reimbursement	\$53,792.00	\$58,235.65
Food Purchase	\$0.00	\$1,352.30
Kitchen Supplies	\$0.00	\$3,011.66
Out of town Travel	\$5,000.00	\$64.00
Misc. Expenses	\$ 2,750.00	\$1,173.73
Licensing costs	\$500.00	\$967.63
Total	\$5,454,796.00	\$5,150,689.67

Head Start Program

TOP RATED CENTERS

Trumbull Community Action Program (TCAP) announced that 2 of its 7 Head Start Centers earned the 5-Star Step Up to quality award from the Ohio department of Job and family Services. A 5-Star rating is the highest that can be achieved. 4 have 4-Star ratings, and one has not been rated yet. TCAP operates Head Start Centers in Warren, Niles, Newton Falls, Kinsman, Hubbard, Hartford, and Trumbull NW.

TCAP Head Start is a comprehensive preschool program designed to help prepare children ages 3-5 for kindergarten.

Services offered include education, nutrition, health, disabilities, mental health, social services and family development. A steam lab is also available for Head Start students at the warren center. Steam materials and lessons are included in all Head Start classrooms.

Lessons focus on different steam subjects taken from Ohio State Standards, the Creative Curriculum and the Head start Outcomes Framework. Subjects such as magnets, light and reflection, patterns, and STEM (Science, Technology and developmentally appropriate materials).

Enrollment is open all year round.

Preparation

According to the Head Start Early Learning Framework and Early Learning Development Standards, assessments are completed on each child to determine their skill level throughout the school year.

Our teachers use this data to set up the environment and plan topics based on the interests of the children. This data is 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 Early Learning Development 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.

Teacher Qualifications

1 Teacher with a Masters Degree

7 Teachers with a Bachelors Degree

13 Teachers with an Associates Degree

Assistant Teacher Qualifications

17 Assistant Teachers with a CDA

Head Start

Parent Involvement

Monthly Parent meetings from October- May provide parents the opportunity to discuss a wide range of activities. Monthly parent center committee meetings are held at each TCAP Head Start Center. Activities are based on individual groups needs as well as classroom activities and field trips. Parent Policy Council meetings are conducted on a monthly basis throughout the year. Groups of parents and community representatives help in the decision-making process to support the goals o the Head Start Program.

Parent Family Community Engagement (PFCE):

Parents are involved in numerous ways in order to further family well-being. These include: Parent-Child Relationships, Families as Lifelong Educators, Families as Learners, Family Engagement in Transition, Family Connections to Peers and Community, and Families as Advocates and Leaders.

Family Advocates assist each family with completing a Family Partnership Agreement. This partnership provides families the opportunity to identify and set family goals specific to their needs and interests. The completion of family goals helps to reinforce the ultimate goal of being kindergarten ready.

Head Start

Promoting Quality Health: Breakdown by the Numbers

Insurance Coverage	652 Children
Up to Date Immunizations	648 Children
Dental Examinations	499 Children
Physicals	675 Children
Follow-Up Treatment (from Physical Referral)	58 Children
Hearing Screenings	733 Children
Follow-Up Treatment (from Hearing Referral)	1 Child
Vision Screenings	733 Children
Follow-Up Treatment (from Vision Referral)	17 Children
Developmental Screenings	495 Children

Enrollment Breakdown

Referrals Made	30 Children
Funded Enrollment	603 Children
Percent of Eligible Children	90%
Child Total Enrollment	603 Children
Average Monthly Enrollment	592 Children (99%)

<u>Type of Eligibility</u>		
Below 100% of Federal Poverty Level	535	89%
Receiving Public Assistance (TANF, SSI included)	126	24%
Foster Care Children	9	.02%
Homeless Children	3	.01%
Over 100% Poverty Level	60	10%

Monthly Breakdown

Month	Enrolled	Percent
August	531	88%
September	603	100%
October	603	100%
November	603	100%
December	603	100%
January	592	99%
February	598	100%
March	603	100%
April	603	100%
May	584	97%

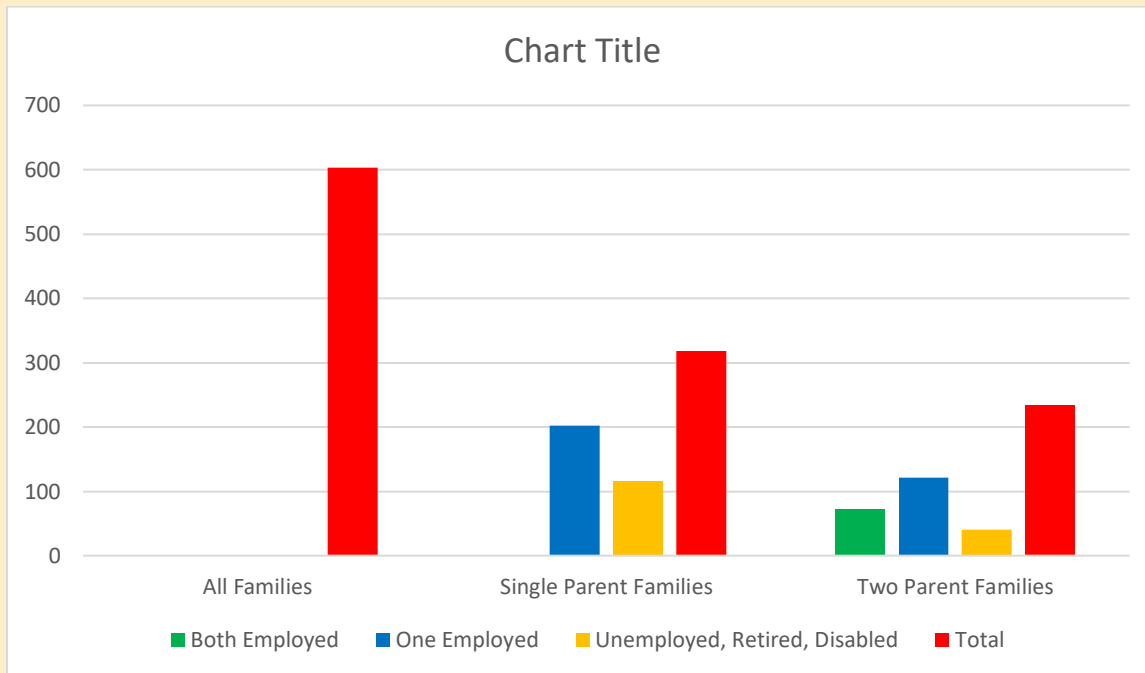
Head Start

Families Serviced by Head Start

Two Parent Families 232 Families
Single Parent Families 431 Families
Total 663 Families

Two Parent Families
Both Employed 54 Families
One Employed 135 Families
Unemployed, Retired, Disabled 43 Families

Single Parent Families
Employed 202 Families
Unemployed, Retired, Disabled 229 Families



Agency Financial Report as of December 31, 2018

January 1 – December 31, 2018

Federal Level Funding Received	Value of Resources
2018 CSBG Funds	\$308,623.46
First Energy Fuel Fund	\$0
Federal Resources (other than CSBG):	
LIHEAP Fuel Assistance	\$109,1927.00
Head Start	\$5,309,586.00
CDBG	\$9,000.00
All Other USDA Food Programs	\$270,000.00
Title XXX	\$24,914.00
Total Non-CSBG Resources	\$6,939,072.87
Title XX	\$13,591.80
Total Resources	\$7,027,642.26

Private Sector Level	Value of Resources
Funds from Foundations, Corporations, United Way, other non-profits	\$0
Payments by private entities for goods or services for low income clients or communities	\$150,000.00
Value of in-kind services received from businesses	\$0
Total Private Sector Resources	\$150,000.00

Agency Financial Report as of December 31, 2018

January 1 – December 31, 2018

State Level	Value of Resources
State Nutrition Programs	\$270,000.00
State Early Childhood Programs	\$136,000.00
State Energy Programs	\$1,091,927.00
Total State Resources	\$1,497,927.00

Local Level	Value of Resources
Value of Contract Services	\$253,324.00
Local Government	\$52,490.00
Total Local Public Resources	\$434,677.26

Client Services Report

Home Energy Assistance Program (HEAP) is an assistance program that provides a one-time benefit annually to your primary heating source account.

PIPP Plus is an extended payment arrangement that requires regulated gas and electric companies to accept payments based on a percentage of the household income.

Winter Crisis Program Our Winter Crisis Program (WCP) provides a one-time benefit annually to your primary heating account. The Winter Crisis Program began November 1, 2017 and ended on March 31, 2018.

Winter Crisis Program Our Winter Crisis Program (WCP) provides a one-time benefit annually to your primary heating account. The Winter Crisis Program began November 1, 2017 and ended on March 31, 2018.

Summer Crisis Program The Summer Crisis Program (SCP) provides a one-time benefit annually to our electric bill and or the purchase of fans and air conditioners. The Summer Crisis Program began on July 1, 2018 and ended on August 31, 2018.

Satellite Sites

TCAP has additional satellite sites where applicants can submit applications by appointment, giving the public a total of four options.

Niles Community Center- 401 Vienna Avenue, Suite 2, Tiffany Square, Niles, Ohio 44446

Newton Falls Methodist Church- 334 Ridge Road, Newton Falls, Ohio 44444

City of Hubbard Municipal Building- 220 West Liberty St, Hubbard, Ohio 44425

TCAP Warren West Building – 1230 Palmyra Rd SW, Warren, Ohio 44485

Clients Seen

<u>Winter Crisis Program</u>	2101
<u>Summer Crisis Program</u>	430

WCP: Of the total number of clients seen, 1968 were assisted with payment(s) on their utility bill(s), or the purchase of fuel oil, propane, wood, or coal.

Community Action Transportation System

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

C.A.T.S. is 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. Warren City residents also receive transportation services through the Community Development Block Grant (CDBG).

Hours of operation are 9 a.m. – 4 p.m., Monday through Friday. Twenty-four hours advance notice is required.

Parenting Wisely Program

This program helps to increase knowledge in the area of child discipline /behavior management. Classes are scheduled by appointment and are held at monthly parent meetings. Parenting wisely served 26 adults between Someplace Safe and the Beatitude House. Upon completion of the program 67% of the respondents agreed that physical punishment of children should not be allowed.

Care Plans

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, dietian and family advocates.

Parenting Making a Difference

<u>Total Volunteers</u>	1,434 Adults
<u>Current or Former Head Start Programs</u>	788 Adults

Senior Services

Senior Caregivers Program

TCAP created the Senior Caregivers Program in 2009 to assist local seniors. Since its inception, the program has been a success and continues to be beneficial today. Seniors 60 years and older living in Warren or neighboring communities and who meet the Federal Poverty Guideline of 125 percent are eligible for the program.

Services are all non-medical in nature and could be as simple as a friendly visit or daily household chores including light housekeeping, light laundry, running errands, and grocery shopping. With approximately 60 home visits per month, the program continues to grow in its mission of assisting seniors who have the most need, therefore, making it possible for them to remain in their current residence. All services are provided at no expense.

Monthly Senior Lunch

TCAP staff members and volunteers gather once a month to prepare and serve a free lunch. Senior citizens ages 55 and over are invited to the TCAP cafeteria to enjoy great food and good times. All lunches include a salad and dessert.

After the lunch is completed, seniors enjoy 10 games of bingo. The Senior Luncheon is sponsored by the Community Services Block Grant. Free transportation is offered by C.A.T.S. (see page 18).

Senior Services

Senior Center

Area seniors enjoy weekly activities in addition to just visiting to have a cup of coffee and socialize. Activities include bingo, quilting, chair exercises, and movie day. The Senior Center is accessible Monday- Friday from 10 a.m. – 3 p.m.

Senior Computer Class

Our Senior Computer Class had 18 students signed up with an average attendance of 5 per class. The beginning of the year focused on the basics of using a computer. Microsoft Publisher was featured to make creative designs like flyers and greeting cards.

Over the summer the lessons were focused on single lesson classes and introduced more “now” topics including crafting sites like Pinterest, music streaming services, using Google, and its tools. We also had a Skype meeting (video chat).

Over the course of the year, basic user-friendly hardware demonstrations were also covered. The class offers one free day or discussion day a month where students can work on individual projects. Discussion topics are popular computer topics that can be explained further so students understand the topic.