

# 2014-2015 Annual Report

## *Our Mission*

“Trumbull Community Action Program is a community action agency working toward eliminating the barrier and boundaries of poverty.”



1230 Palmyra Road SW, Warren, OH 44485

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

(330) 393-2507



# 2014-2015 Annual Report

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# 2014-2015 Annual Report

## TCAP Staff

### Administrative Staff

**James W. Abicht**

President/ CEO

**Van Nelson**

Vice President/Chief Operating Officer

**Joan Galloway**

Vice President/Transportation,  
Clerical, Custodial and Food Programs

**Eleanor Popovic**

Vice President/Senior Service Director

**Rachelle Parker**

Vice President of Finance

**Janet Diegan**

Head Start Director

**Dianna Christie**

Executive Assistant to the CEO

**Maria Knight**

Administrative Assistant to VP's

**Michael Santillo**

Public Relations Officer

**Nicci Bell**

Payroll Manager

### Head Start Management Staff

Toni Heller Chief Operations Manager

Christine Kotapish Associate Head Start Director

Kathy Hutton Associate Head Start Director  
and R.I.S.E. Director

Valerie Wilkins Disabilities/ Mental  
Health Coordinator

Paula McVicker Educational Coordinator

Jeanne Nicholas Educational Coordinator

Donna Shields Educational Coordinator

Kim Hardesty Educational Coordinator

Ruthann Bernard Transportation Supervisor

### Client Services Management Staff

Sarah Edmonds Client Services Supervisor

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

Brian Placer Supervisor



# 2014-2015 Annual Report

## TCAP Board Of Directors

**William Turner** \*Board Chair\*

Rep: Trumbull County Department  
Job and Family Services

**Sergio Nadler, D.M.D.**

Rep: Healthcare Professionals

**Thomas Conley** \*Vice President\*

Rep: Warren Urban League

**Nancy Conway**

Rep: Early Childhood Education  
and S.O.F.I.A.

**Mayor William D. Franklin**

\*Treasurer\*

Rep: City of Warren

**Jodi Markovich**

Rep: Head Start Parent Policy Council

**Patricia Latham**

\*Secretary\*

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

**Ellen Finan**

Rep: First Book of Trumbull County

**John Brown**

Rep: Warren City Council

**Rhonda Bennett**

Rep: SW Neighborhood Association

**James A. "Doc" Pugh**

Rep: Seven Seventeen Credit Union

**Eddie Colbert**

Rep: Warren City Council

**Elder Ronald P. Fowlis**

Rep: East Side Church of Christ

**Fred Simmons**

Rep: South East Side Community  
Association, Inc.

**Elliot P. Legow**

TCAP Legal Council

**Daniel J. Polivka**

Rep: Trumbull County Commissioners

**Ken Kubala**

Alternate for Commissioner Polivka



## 2014-2015 Annual Report

### Head Start Philosophy and Goals



\*To provide quality child 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 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 community resources and community services.

\*To collaborate with other 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 interests.

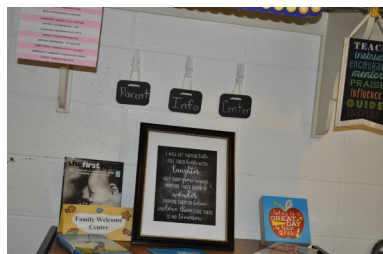
\*To partner with parents in the design, implementation and monitoring of the program.





# 2014-2015 Annual Report

## TCAP has Head Start Centers in six locations



Hubbard



Hartford



Kinsman



Newton Falls



Niles



Warren West

**All six of our Centers received a 4 or 5 star rating**

5 Star rating:

Hartford, Hubbard, Kinsman and Warren West

4 Star rating:

Niles and Newton Falls





# 2014-2015 Annual Report

## Promoting Good Health for Head Start Children

*Insurance Coverage	567 Children (76%)
*Up to Date Immunizations	689 Children (92%)
*Dental Examinations	554 Children (74%)
*Physicals	717 Children (96%)
*Follow-Up Treatment (from Physical Referral)	124 Children (17%)
*Hearing Screenings	717 Children (96%)
*Follow-Up Treatment (from Hearing Referral)	1 Children (1%)
*Vision Screenings	717 Children (96%)
*Follow-Up Treatment (from Vision Referral)	0 Children (0%)
*Developmental Screenings	747 Children (100%)
*Referrals Made	36 Children (4%)

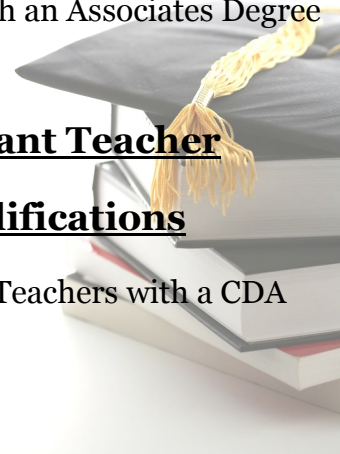


### Teacher Qualifications

- 1 Teacher with a Masters Degree
- 8 Teachers with a Bachelors Degree
- 12 Teachers with an Associates Degree

### Assistant Teacher Qualifications

- 18 Assistant Teachers with a CDA



## Meals and Snacks Served

31,384	Total Breakfasts
61,378	Total Lunches
31,711	Total PM Snacks



(330) 393- 2507

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1230 Palmyra Road SW,  
Warren, OH 44485



# 2014-2015 Annual Report

## TCAP Enrollment

Funded Enrollment	669 Children
Percent of Eligible Children	91%
Child Total Enrollment	747 Children
Average Monthly Enrollment	646 (97%)
<b>Type of Eligibility</b>	
Below 100% of the Federal Poverty Level	411 (55%)
Receiving Public Assistance Including TANF, SSI, etc.	255 (34%)
Foster Care Children	12 (1%)
Homeless Children	0 (0%)
Over 100% Poverty Level	69 (9%)

## Enrollment by Month

Withdraw for the year: 98

Month	Enrolled	Percent
Sept.	635	95%
Oct.	629	94%
Nov.	637	95%
Dec.	635	95%
Jan.	649	97%
Feb.	649	97%
March	669	100%
April	668	99%
May	640	96%

## Families Serviced by Head Start

Two Parent Families	210 Families (31%)
Single Parent Families	457 Families (63%)
Total	667

### **Two Parent Families**

Both Employed	57 Families (8%)
One Employed	111 Families (17%)
Unemployed, Retired, Disabled	42 Families (6%)

### **Single Parent Families**

Employed	167 Families (25%)
Unemployed, Retired, Disabled	290 Families (43%)

## In-Kind Contributions

Head Start is required to obtain 25% of matching in-kind funds for the total grant money received. In-kind funds received for the Head Start Program from November 1, 2014 to October 31, 2015 were \$1,203,115.21.





## 2014-2015 Annual Report

# Preparing Head Start Children



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.



# 2014-2015 Annual Report

## Parent Involvement Activities

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 need 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 of 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.

**DAD'S U.N.I.T.** Head Start provides monthly meetings for Head Start fathers, custodial males, grandfathers and uncles by providing the DAD'S. U.N.I.T. (United Now Involved Together). The DAD'S U.N.I.T. provides opportunities for the male caregiver to plan and participate in activities with their child while fostering skills that promote economic stability and positive parent-child relationships while strengthening their families.

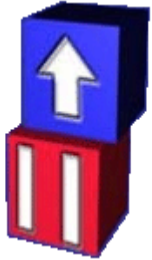
**Parenting Wisely Program:** This program helps to increase knowledge in the area of child discipline/behavior management. Classes run every Tuesday and Thursday in the Robin Elzy Learning Center. Parenting Wisely is sponsored by the Ohio Children's Trust Fund grant.

### Parents Making a Difference

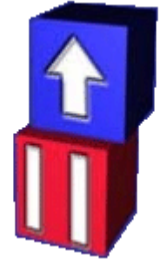
Total Volunteers	976 Adults
Current or Former Head Start Parents	689 Adults



# 2014-2015 Annual Report



## **Head Start Policy Council**



### **Chair Person**

Jessica Shaw

### **Policy Council Members**

William Bishop	Sherri Means
Nichole Guyer	Michelle Zahniser
Koretta Watson	Suzanne Brown

### **Community Representatives**

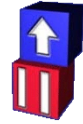
Deanna Prezioso  
Mary Smith



# 2014-2015 Annual Report

## Head Start Financial Report as of October 31, 2015

November 1, 2014—October 31, 2015



Revenue		Budget		YTD Actual	
Federal Revenue- Head Start		\$4,812,458.00		\$4,812,458.00	

Expenditure	Budget	YTD Actual	Expenditure	Budget	YTD Actual
Salaries	\$2,716,355.00	\$2,710,521.76	Copier Lease/ Purchase	\$10,882.00	\$11,105.56
Fringe Benefits	\$1,499,188.00	\$1,470,410.56	Child Liability	\$3,813.00	\$3,874.00
Employee Screening/Exams	\$3,000.00	\$3,547.00	Head Start Dues	\$6,500.00	\$6,000.00
Audit	\$25,468.00	\$28,627.22	Parent Activities	\$250.00	\$250.00
Other Training	\$0.00	\$0.00	Vehicle Insurance	\$22,000.00	\$33,971.00
Local Mileage	\$10,000.00	\$7,399.03	License/Registration	\$100.00	\$262.50
Rent	\$83,650.00	\$75,850.00	Gasoline	\$65,000.00	\$46,800.00
Utilities	\$88,824.00	\$90,591.96	Vehicle Maintenance	\$20,000.00	\$18,284.66
Refuse/ Exterminating	\$7,820.00	\$8,176.41	Purchase Tools/ Equipment	\$1,000.00	\$0.00
Security System	\$31,715.00	\$30,502.18	Legal Fees	\$0.00	\$1,148.50
Advertising	\$2,000.00	\$1,402.68	Maintenance Office Equipment	\$1,680.00	\$201.00
Building Maintenance	\$55,000.00	\$60,867.98	Tuition Reimbursements	\$53,792.00	\$18,868.17
Janitorial Services	\$1,000.00	\$557.96	Food Purchase	\$0.00	\$55,587.82
Liability/Bonding	\$15,672.00	\$21,154.62	Food Supplies	\$0.00	\$0.00
Telephone	\$47,400.00	\$45,534.70	Out of Town Travel	\$2,500.00	\$1,258.19
Consumable Supplies	\$21,400.00	\$21,226.85	Miscellaneous Expense	\$240.00	\$6,727.30
Custodial Supplies	\$8,288.00	\$8,169.97	Licensing Costs	\$1,600.00	\$1,113.65
Classroom Supplies	\$7,787.00	\$147.97	<b>Total</b>	<b>\$4,812,458.00</b>	<b>\$4,779,994.55</b>
Head Start Special Supplies	\$1,000.00	\$0.00			
Repairs/Software	\$13,754.00	\$18,277.81			
Postage	\$3,780.00	\$3,837.86			



# 2014-2015 Annual Report

## TCAP Agency Financial Report as of December 31, 2015

January 1, 2015— December 31, 2015

Federal Level Funding Received	Value of Resources
2015 CSBG funds	\$383,025.00
Federal Resources (other than CSBG):	
LIHEAP-Fuel Assistance	\$936,237.52
Head Start	\$4,844,150.00
CDBG	\$7,327.03
All Other USDA Food Programs	\$208,242.22
Title XXX	\$18,661.80
Child Care Development Fund	\$26,000.00
Title XX	\$35,146.00
<b>Total Non-CSBG Resources</b>	<b>\$6,458,789.57</b>

State Level	Value of Resources
State Nutrition Programs	\$208,242.22
State Energy Programs	\$936,237.52
<b>Total State Resources</b>	<b>\$1,144,479.74</b>

Local Level	Value of Resources
Value of Contract Services	\$380,972.11
<b>Total Local Public Resources</b>	<b>\$380,972.11</b>

Private Sector Level	Value of
Funds from Foundations, Corporations, United Way, other non-profits	\$125,622.10
Payments by private entities for goods or services for low income clients or communities	\$69,704.02
Value of in-kind services received from businesses	\$1,131,760.59
<b>Total Private Sector Resources</b>	<b>\$1,327,086.71</b>



# 2014-2015 Annual Report

# RISE



*RISE Class Room*

The RISE or Reaching Individual Skills and Education program works in conjunction with the Head Start program to help parents of Head Start students earn their GED while their child attends class.

Hours are available Monday through Thursday from 8:30 - 11:30 a.m. Head Start parents needing transportation can ride the bus to the RISE program with prior arrangements. Enrolled adults can learn the fundamental courses needed to pass the GED test, and also receive adult basic literacy education programming.



*The Robin Elzy Learning Center*

TCAP Rise provides individualized educational instruction for each enrolled student and works in collaboration with the Trumbull Career and Technical Center ABE program to assist adults with reaching their educational goals, including GED attainment. The mission of TCAP RISE is to educate, expand and improve opportunities for adults as learners, leaders and workers in the community.



# 2014-2015 Annual Report



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

## 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, 2014 and ended on March 31, 2015. Under the WCP the Client Services Department saw a total of 2240 clients; of that number, 2012 were assisted with payment(s) on their utility bill(s), or the purchase of fuel oil, propane, wood or coal.

## Summer Crisis Program

Summer Crisis (SCP) provides a one-time benefit annually to your electric bill and or the purchase of fans and air conditioners. The Summer Crisis Program began on July 1, 2015 and ended on August 31, 2015. Under the SCP the Client Services Department saw a total of 693 clients.

## **Satellite Sites**

TCAP offers 3 satellite sites where applicants can make application by appointment. The sites include:

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

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

Tod's Crossing Senior Living—1330 Blakely Circle SW, Warren, Ohio 44485



## 2014-2015 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.

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





## 2014-2015 Annual Report

# FOOD CO-OP/ FOOD BUYING CLUB

### Food Buying Club



TCAP's Food Buying Club operates twice a month. TCAP staff members prepare as many as 220 bags full of fresh produce each buying day. A yearly membership is available for \$15. Members may purchase bags containing a themed meal which typically includes one meat product, fresh fruits and vegetables, potatoes, bread and eggs. One large bag and two small bags of groceries are available for \$18. Staff members take the bags to the vehicles and help load the groceries for those individuals unable to do so.

### Food Co-Op



Local shoppers can visit the Food Co-Op store where they can purchase fresh groceries and canned goods at a largely discounted price. The deli features meats and cheeses from Middlefield. There is no membership required.



Senior citizens 55 and over receive 10 percent off all items every Thursday. Cash, checks and food stamps are accepted. The store is open Monday through Friday from 9 a.m.– 4 p.m. and closed on holidays.

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# 2014-2015 Annual Report

## Senior Service Program

TCAP created the Senior Care Givers 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.

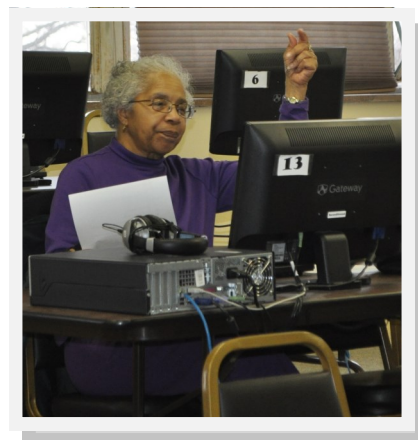
Services are all non-medical in nature and could be as simple as a friendly visit or daily household chores including light housekeeping, light laundry, running errands and grocery shopping. With approximately 60 home visits per month, the program continues to grow in its mission of assisting seniors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

## Senior Luncheon and Senior Center

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 16). The Senior Center is open Monday-Friday, 10 a.m.-3 p. m. Area seniors can enjoy weekly activities or just come in to have a cup of coffee and socialize. Activities include bingo, quilting and movie day.

### Senior Computer Classes

The Robin Elzy Learning Center is the site of the Senior Computer Class, which occurs from 10-11 a.m. every Friday. Keyboard and mouse skills to basic Internet usage are among the many topics covered during the free training. Microsoft programs and email correspondence are also covered.





## 2014-2015 Annual Report

# TCAP Turns 50!



Trumbull Community Action Program (TCAP) observed its 50<sup>th</sup> anniversary on May 18, 2015 at the Warren West Community Center, 1230 Palmyra Road SW, Warren, Ohio.

The event was an informal indoor/outdoor celebration open to the public, where guests could enjoy games, food and entertainment. Over 200 people attended the celebration.

Guest speakers included Trumbull County Commissioners Frank Fuda and Mauro Cantalamessa, City of Warren Mayor William D. Franklin and Josh Summer, development director at the Ohio

Association of Community Action Agencies (OCAAA). State Representative Michael O'Brien was also in attendance and made an on the spot presentation, praising the agency for its service over the years.

TCAP has been serving Trumbull County since its inception in 1965, when it was formerly called the Warren-Trumbull Council for Economic Opportunity Inc. In 1975, the agency changed its name to the Warren-Trumbull Community Service Agency (WTCSA). It has been operating as TCAP since 1999.

With programs and services continually on the rise, staff demand has increased greatly over the years. In 1985, TCAP employed a staff of 42. Today, the agency employs nearly 150 individuals under the direction of President/CEO James Abicht and is governed by a 15-member Board of Directors.



“TCAP is half-a-century old. Fifty years of providing quality services to the low income of the Warren-Trumbull community. Fifty years of struggling to survive during hostile administrations and congresses. Five decades of continually reevaluating our community's ever-changing needs and revising programs to meet those needs. But whatever the struggles, the difficult decisions to be made, the hard work involved by a dedicated and committed staff, TCAP continues to be here for the young (Head Start) the old (Senior Services) and everyone in-between (food, transportation and energy programs). It has been my pleasure to be part of this agency for 39 of its 50 years.”

*James W. Abicht*  
TCAP President/CEO