

Trumbull Community
Action Program
2015-2016
Annual Report

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Staff Directory

Administrative Staff

Name	Title
James W. Abicht	President/CEO
Van Nelson	Vice President/COO, Interim President
Rachelle Parker	Vice President of Finance
Joan Galloway	VP Transportation, Clerical and Food Service Programs
Eleanor Popovic	Vice President of Senior Services
Maria Knight	Administrative Assistant to VP's
Michael Santillo	Public Relations Officer
Julie Heverly	Network Administrator
Erin Baker	Web Administrator
Nicci Bell	Payroll Manager

Staff Directory

Head Start Management Staff

Name	Title
Janet Diegan	Director
Toni Heller	Chief Operations Manager
Paula McVicker	Education Manager
Jeanne Nicholas	Site Supervisor
Todd Schnulo	Site Supervisor
Donna Shields	Site Supervisor
Kim Hardesty	Site Supervisor
Ruthann Bernard	Transportation Supervisor
Brian Placer	Transportation Supervisor
Lily Riddle	Registrar
William Masters	Dietitian
Brooke Vondrasek	Health Manager/ Nurse
Valerie Wilkins	Disability Manager
Michelle Charnas	Nurse
Kathy Hutton	Parent Family Community Engagement/RISE Manager

Client Services Management Staff

Name	Title
Sarah Edmonds	Supervisor

Board of Directors

William Turner

Board Chair

Rep: Trumbull County Department Job and Family Services

Thomas Conley

Vice President

Rep: Warren Urban League

Mayor William D. Franklin

Treasurer

Rep: City of Warren

Patricia Latham

Secretary

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

John Brown

Rep: Warren City Council

Elder Ronald P. Fowls

Rep: East Side Church of Christ

Elliot P. Legow

TCAP Legal Council

Sergio Nadler, D.M.D.

Rep: Healthcare Professionals

Nancy Conway

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

Board of Directors

Jodi Markovich

Rep: Head Start Parent Policy Council

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: Trumbull County Commissioners

Ken Kubala

Alternate for Commissioner Daniel J. Polivka

Head Start Program

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.

Meals and Snacks Served

30,362 Total Breakfasts

58,355 Total Lunches

31,711 Total PM Snacks

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

Head Start Financial Report

November 1, 2015 - October 31, 2016

Revenue

Budget: \$4,898,069

YTD Actual: \$4,898,069

Expenditure	Budget	YTD Actual
Salaries	\$2,734,202	\$2,802,462
Fringe Benefits	\$1,415,521	\$1,415,521
Employee Screening/Exams	\$1,500	\$3,556
Audit	\$19,468	\$33,048
Local Mileage	\$12,500	\$6383
Rent	\$108,250	\$91,610
Utilities	\$101,000	\$77,866
Refuse/Exterminating	\$12,020	\$8,048
Security System	\$34,059	\$53,415
Advertising	\$20,000	\$3,451
Building Maintenance	\$53,440	\$41,149
Janitorial Services	\$700	\$75
Liability/Bonding	\$15,672	\$20,241
Telephone	\$54,160	\$41,338
Consumable Supplies	\$13,649	\$20,320
Custodial Supplies	\$8220	\$6497

Head Start Financial Report

November 1, 2015 - October 31, 2016

Budget: \$4,898,069

YTD Actual: \$4,898,069

Expenditure	Budget	YTD Actual
Classroom Supplies	\$7787	\$3194
Head Start Special Supplies	\$1000	\$1116
Repairs/Software	\$66,135	\$36,246
Postage	\$3780	\$3893
Copier Lease/Purchase	\$10,360	\$11,486
Child Liability	\$3813	\$0
Head Start Dues	\$5000	\$6225
Parent Activites	\$2500	\$250
Vehicle Insurance	\$34,459	\$32,883
License/Registration	\$100	\$0
Gasoline	\$60,041	\$33,930
Vehicle Maintenance	\$25,000	\$18,130
Purchase Tools/Equipment	\$1000	\$0
Legal Fees	\$12,500	\$118
Maintenance Office Equip.	\$2,100	\$6,336
Tuition Reimbursements	\$53,793	\$39,480
Food Purchase	\$0	\$57,332
Food Supplies	\$0	\$965
Out of Town Travel	\$2500	\$0
Misc. Expense	\$240	\$19,679
Licensing Costs	\$1600	\$1466
Total	\$4,898,069	\$4,898,069

Head Start Program

Top Rated Centers

Trumbull Community Action Program (TCAP) announced that 4 of its 6 Head Start Centers earned the 5-Star Step Up to Quality Award from the Ohio Department of Jobs and Family Services. A 5-Star rating is the highest that can be achieved. TCAP operates Head Start Centers in Warren, Niles, Newton Falls, Kinsman, Hubbard and Hartford.

TCAP Head Start is a comprehensive preschool program designed to help children from ages 3 to 5 to prepare them with the skills that will help them in kindergarten.

Services offered include education, nutrition, health, disabilities, mental health, social services family development and parent involvement.

A math and science lab is also available for Head Start students. The lab expands learning in math and science with two 35-minute sessions per week for four and five-year-old students attending TCAP.

Classes focus on different math and science 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, Engineering and Math) are taught by using modern technology and developmentally appropriate materials. The lab opened in 2012 and is continually growing.

Enrollment is open all year around.

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 Master's Degree
- 5 Teachers with a Bachelor's Degree
- 12 Teachers with an Associate's Degree

Assistant Teacher Qualifications

- 14 Assistant Teachers with a CDA

Head Start Program

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 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.

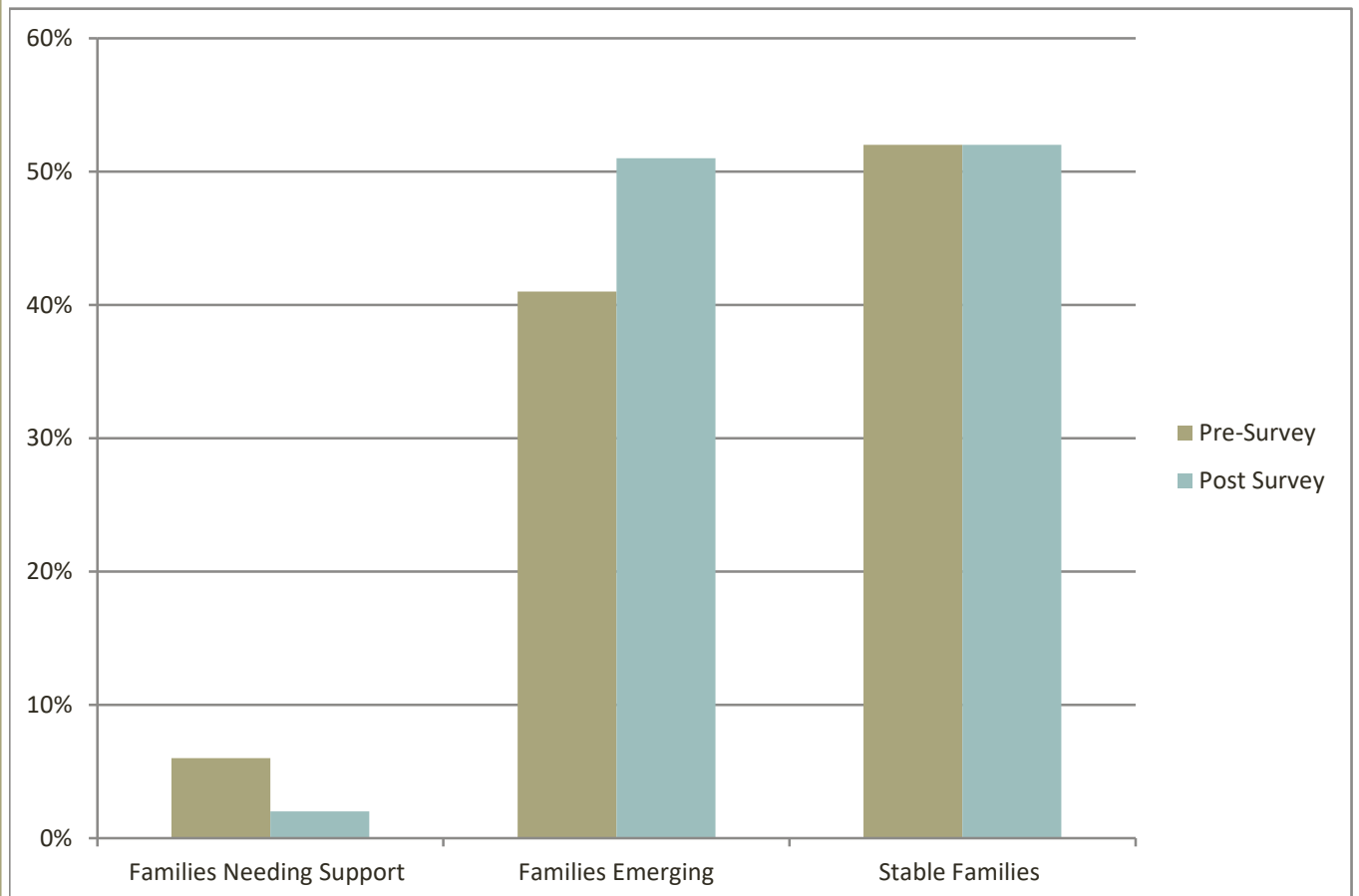
Parent Family Community Engagement (PFCE):

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.

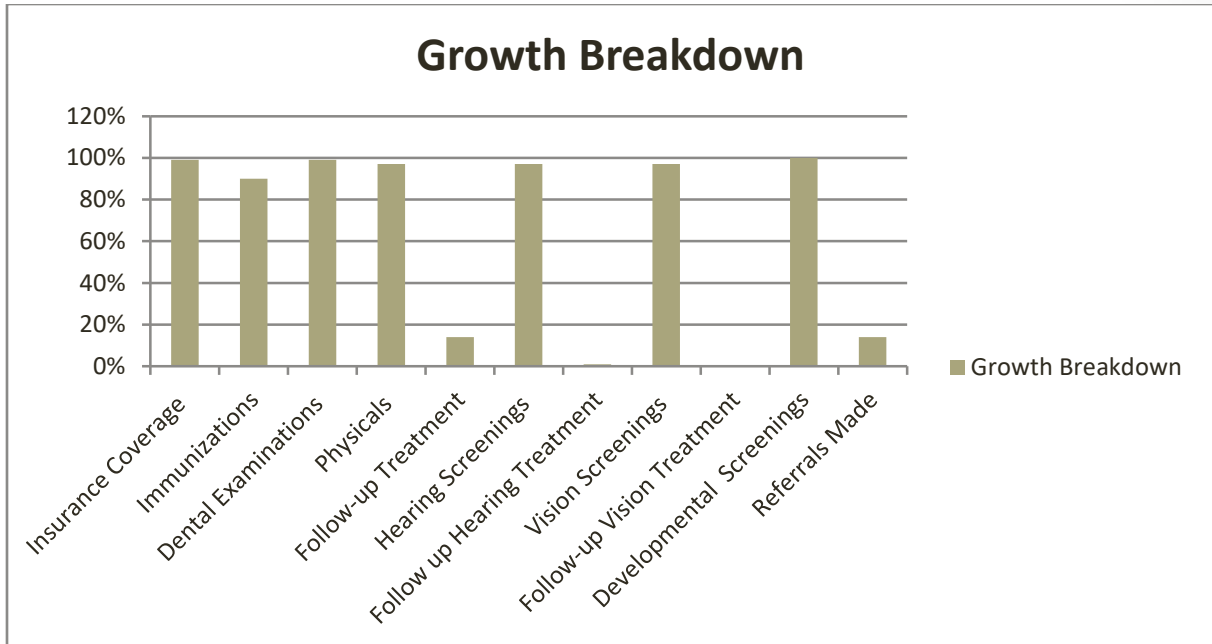
A Family Fun Night was held on April 4, 2016, titled, "Leap into Learning." The objective of the event was the encourage families to observe and participate in their child's Head Start learning experience. A total of 51 family members attended the event.

Families as Learners Data Results



Head Start

Promoting Quality Health



Breakdown by the numbers

Insurance Coverage	736 children
Up to Date Immunizations	671 children
Dental Examinations	738 children
Physicals	722 children
Follow-Up Treatment (from Physical Referral)	106 children
Hearing Screenings	722 children
Follow-Up Treatment (from Hearing Referral)	1 child
Vision Screenings	722 children
Follow-Up Treatment (from Vision Referral)	0 children
Developmental Screenings	746 children
Referrals Made	54 children

Head Start

Enrollment Breakdown

Funded Enrollment	669 children
Percent of Eligible Children	90%
Child Total Enrollment	669 children
Average Monthly Enrollment	669 children (90%)

Type of Eligibility

Below 100% of Federal Poverty Level	520	70%
Receiving Public Assistance (TANF, SSI included)	417	56%
Foster Care Children	10	.01%
Homeless Children	0	0%
Over 100% Poverty Level	63	12%

Monthly Breakdown

<u>Month</u>	<u>Enrolled</u>	<u>Percent</u>
September	608	91%
October	601	90%
November	604	91%
December	591	89%
January	611	92%
February	615	92%
March	615	92%
April	615	92%
May	613	92%

Head Start

Families Serviced by Head Start

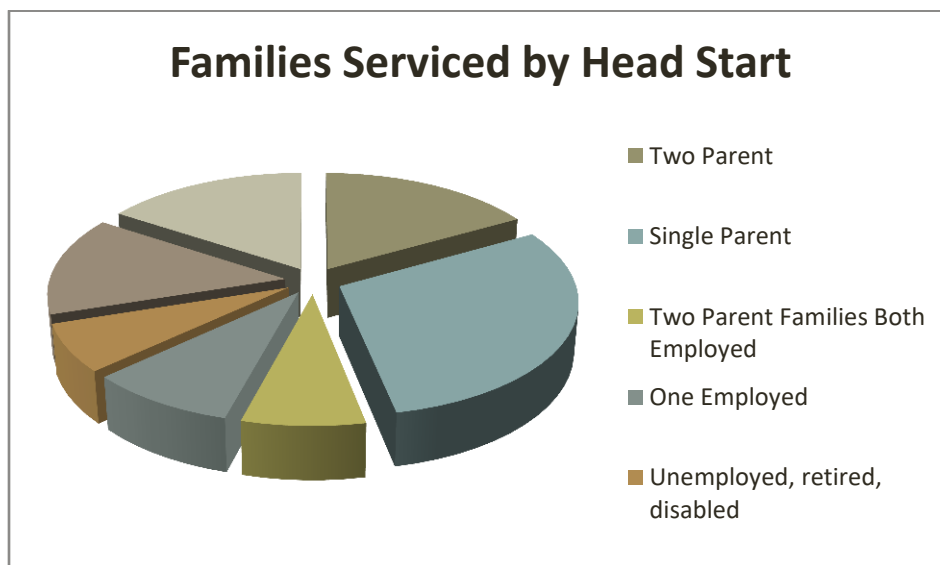
Two Parent Families	239 Families
Single Parent Families	428 Families
Total	667 Families

Two Parent Families

Both Employed	55 Families
One Employed	126 Families
Unemployed, Retired, Disabled	58 Families

Single Parent Families

Employed	205 Families
Unemployed, retired, disabled	223 Families



Agency Financial Report as of December 31, 2016

January 1 – December 31, 2016

Federal Level Funding Received	Value of Resources
2016 CSBG Funds	\$437,887
First Energy Fuel Fund	\$15,048.28
Federal Resources (other than CSBG):	
LIHEAP Fuel Assistance	\$808,997.92
Head Start	\$4,624,136
CDBG	\$8,543.08
All Other USDA Food Programs	\$280,773.76
Title XXX	\$20,626.35
Child Care Development Fund	\$26,000
Title XX	\$25,574.75
Total Non-CSBG Resources	\$5,794,651.86

Private Sector Level	Value of Resources
Funds from Foundations, Corporations, United Way, other non-profits	\$2066.90
Payments by private entities for goods or services for low income clients or communities	\$63,392.49
Value of in-kind services received from businesses	\$0
Total Private Sector Resources	\$65,459.39

Agency Financial Report as of December 31, 2016

January 1 – December 31, 2016

State Level	Value of Resources
State Nutrition Programs	\$280,773.76
State Energy Programs	\$808,997.92
Total State Resources	\$1,089,771.68

Local Level	Value of Resources
Value of Contract Services	\$413,720.34
Total Local Public Resources	\$413,720.34

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, 2015 and ended on March 31, 2016.

Summer Crisis Program - The Summer Crisis (SCP) Program 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, 2016 and ended on August 31, 2016.

Satellite Sites

TCAP added an additional satellite site where applicants can make application 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

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

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

Clients Seen

Winter Crisis Program	2214
Summer Crisis Program	516

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.

Food Buying Club

TCAP's Food Buying Club operates twice a month. TCAP staff members prepare as many as 200 bags full of fresh produce each buying day.

A one-time yearly membership fee is available for \$15 where members purchase bags containing a themed meal. After becoming a member, regular groceries consisting of one large bag and two small bags are available for \$18.

In 2015, 39 new customers signed up for membership with another 17 signing up in 2016.

Food Co-op

Local shoppers are able to visit the Food Co-Op store where they could purchase fresh groceries and canned goods at a largely discounted price. 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.

RISE/ABLE Report

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. TCAP RISE provides individualized educational instruction for each enrolled student and works in collaboration with the Trumbull Career and Technical Center ABLE 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.

2015-16 Data Results

A total of 14 people enrolled in the RISE/ABLE Program in 2015-16. Five individuals earned their GED through our program, two of whom were former Head Start parents.

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. The first U.N.I.T. field trip took place in the spring of 2016 and was received well based on attendance.

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. The TCAP Head Start program purchased the newly revised and updated curriculum which includes a new family workbook and parent handouts. Parenting Wisely served 31 adults between Someplace Safe and the Beatitude House.

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, dietitian and family advocates.

Parents Making a Difference

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

Senior Services

Senior Caregivers 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.

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 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 sees record number of attendees

Our Senior Computer class saw as many as 25 attendees, tripling in size from 4 to 12 regular attendees throughout the year. 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. Topics included a Scratch demo which is a free computer animation program developed by MIT, crafting sites like Pinterest, music streaming services, using Google and its tools. We also had a Skype meeting (video chat) with a Wikipedia specialist that walked the class through using Wikipedia as a learning tool.

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.