

Trumbull Community
Action Program
2016-2017
Annual Report

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Staff Directory

Administrative Staff

Name	Title
Van Nelson	CEO
Rachelle Parker	CFO
Eleanor Popovic	Senior Services Director
Maria Knight	Administrative Assistant to VP's
Julie Heverly	Network Administrator
Erin Baker	Head Start IT
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	Health Manager
Donna Shields	Site Supervisor
Brian Placer	Transportation Manager
Lily Riddle	Registrar
William Masters	Dietitian
Valerie Wilkins	Disability/Mental Health
Michelle Charnas	Medical Assistant
Tomasica Coleman	Medical Assitant
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. Fowlis

Rep: East Side Church of Christ

Elliot P. Legow

TCAP Legal Council

Sergio Nadler, D.M.D.

Rep: Healthcare Professionals

Nancy Conway

Board of Directors

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

Susanne Brown

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

33,379 Total Breakfasts

61,421 Total Lunches

32,368 Total PM Snacks

Head Start Policy Council

Chair Person

Linda Greene

Policy Council Members

Faith Bryant

Patricia Elliott

Nichole Guyer

MaryAnn Rough

Krista Fike

Suzanne Brown

Community Representatives

Deanna Prezioso

Mary Smith

Head Start Financial Report

November 1, 2016 - October 31, 2017

Budget: \$5,482,751

YTD Actual: \$5,482,751

Expenditure	Budget	YTD Actual
Salaries	\$3,069,894.00	\$3,134,654.29
Fringe Benefits	\$1,490,731.00	\$1,480,754.63
Employee Screening/Exams	\$1,500.00	\$10,718.00
Audit	\$19,468.00	\$29,638.29.00
Local Mileage	\$18,500.00	\$10,454.35.00
Rent	\$123,250.00	\$97,250.00
Utilities	\$101,000.00	\$73,400.85
Refuse/Exterminating	\$12,020.00	\$7,769.23
Security System	\$34,059.00	\$40,231.70
Advertising	\$22,000.00	\$3,805.97
Building Maintenance	\$56,940.00	\$73,245.81
Janitorial Services	\$700.00	\$2,643.05
Liability/Bonding	\$15,672.00	\$20,111.06
Telephone	\$54,160.00	\$49,168.30
Consumable Supplies	\$45,864.00	\$31,823.92
Custodial Supplies	\$6,720.00	\$5,314.40
Other Training Reg.	\$4,000.00	\$10,426.78
Copier Maintenance	\$840.00	\$512.34
Contracts	\$0.00	\$20,778.41

Head Start Financial Report

November 1, 2016 - October 31, 2017

Revenue

Budget: \$5,482,751

YTD Actual: \$5,482,751

Expenditure	Budget	YTD Actual
Classroom Supplies	\$135,187.00	\$61,780.99
Head Start Special Supplies	\$2,000.00	\$648.23
Repairs/Software	\$40,000.00	\$82,931.16
Postage	\$3,780.00	\$2,505.53
Copier Lease/Purchase	\$9,520.00	\$5,257.25
Child Liability	\$4,613.00	\$3,880.00
Head Start Dues	\$5,000.00	\$6,245.00
Parent Activites	\$2,041.00	\$295
Vehicle Insurance	\$34,459.00	\$2,3697.35
License/Registration	\$100.00	\$1,737.63
Gasoline	\$60,500.00	\$36,540.52
Vehicle Maintenance	\$25,000.00	\$24,784.20
Purchase Tools/Equipment	\$1,000.00	\$0.00
Legal Fees	\$12,500.00	\$2,520.00
Maintenance Office Equip.	\$2,100.00	\$4,205.08
Purchase Office Equip.	\$0.00	\$179.90
Tuition Reimbursements	\$53,793.00	\$53,793.00
Food Purchase	\$0.00	\$54,118.81
Kitchen Supplies	\$7,500.00	\$11,548.18
Out of Town Travel	\$2,500.00	\$2,152.52
Misc. Expense	\$2,240.00	\$1,229.27
Licensing Costs	\$1,600.00	\$0.00
Total	\$5,482,751	\$5,482,751

Head Start Program

Top Rated Centers

Trumbull Community Action Program (TCAP) announced that 5 of its 7 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, Hartford and Trumbull NW.

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

6 Teachers with a Bachelor's Degree

14 Teachers with an Associate's Degree

Assistant Teacher Qualifications

16 Assistant Teachers with a CDA

Head Start Program

Parent Involvement

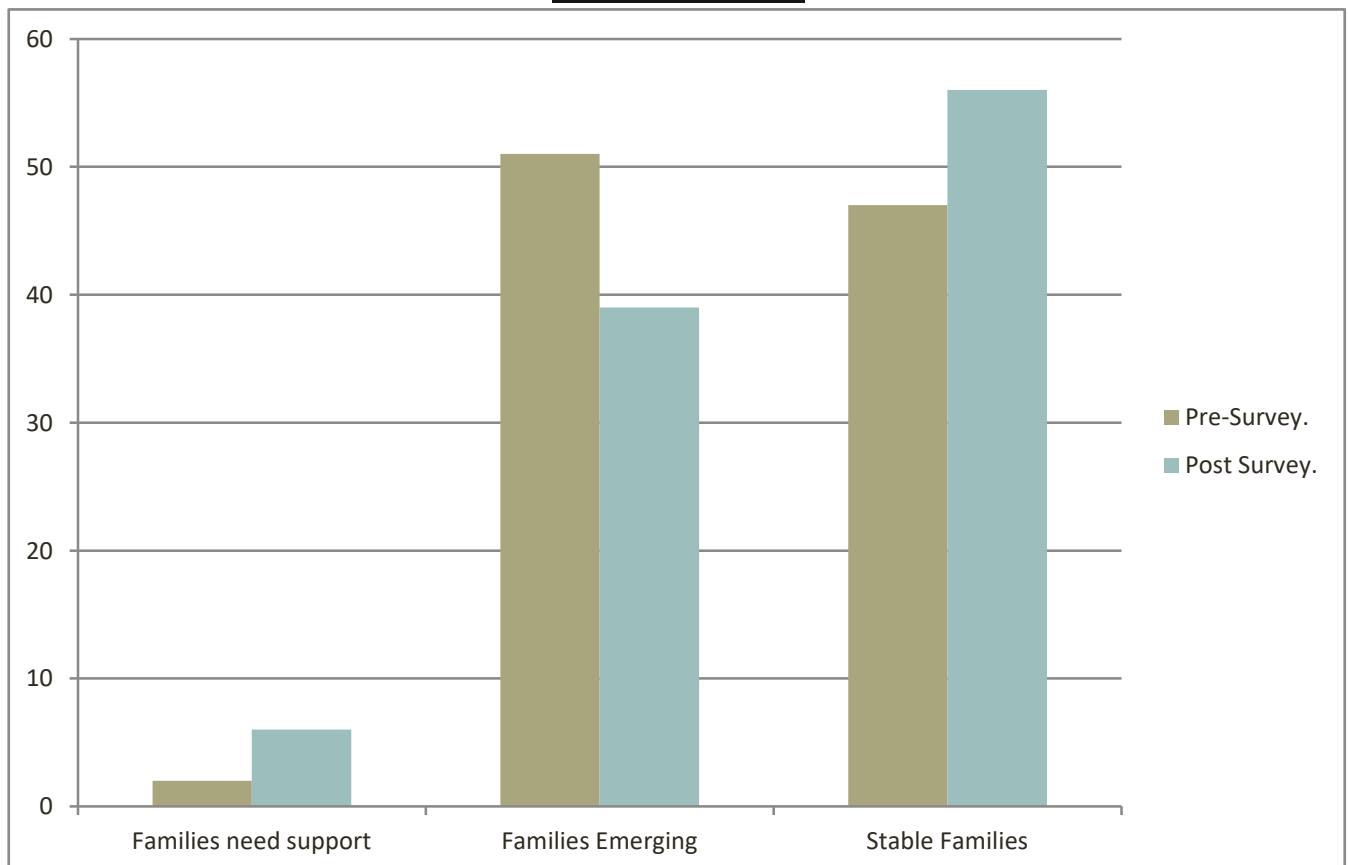
Monthly Parent meetings from October-May provide parents the opportunity to discuss a wide range of activities. Monthly parent center committee meetings are held at each TCAP Head Start Center. Activities are based on individual groups need as well as classroom activities and field trips. Parent Policy 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.

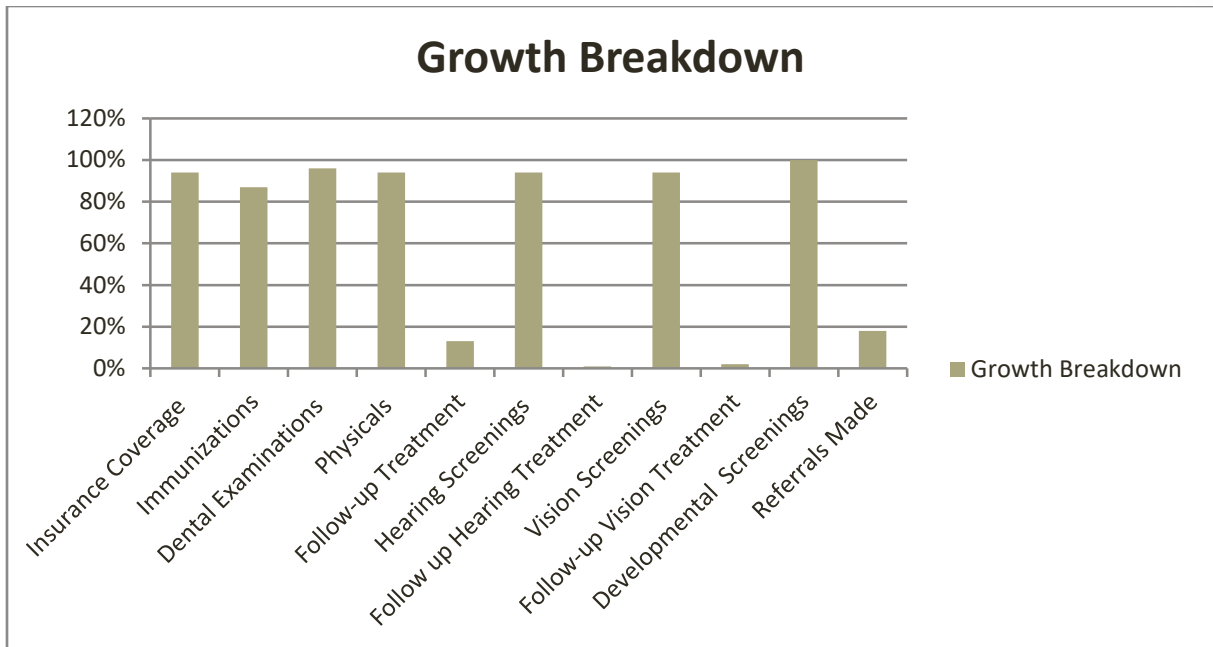
Family Advocates assist each family with completing a Family Partnership Agreement. This partnership provides families the opportunity to identify and set family goals specific to their needs and interests. The completion of family goals helps to reinforce the ultimate goal of being kindergarten ready.

Families Well Being



Head Start

Promoting Quality Health



Breakdown by the numbers

Insurance Coverage	695 children
Up to Date Immunizations	643 children
Dental Examinations	710 children
Physicals	692 children
Follow-Up Treatment (from Physical Referral)	97 children
Hearing Screenings	692 children
Follow-Up Treatment (from Hearing Referral)	7 children
Vision Screenings	692 children
Follow-Up Treatment (from Vision Referral)	17 children
Developmental Screenings	732 children

Head Start

Enrollment Breakdown

Referrals Made	134 children
Funded Enrollment	603 children
Percent of Eligible Children	90%
Child Total Enrollment	603 children
Average Monthly Enrollment	567 children (94%)

Type of Eligibility

Below 100% of Federal Poverty Level	537	89%
Receiving Public Assistance (TANF, SSI included)	122	21%
Foster Care Children	7	.02%
Homeless Children	5	.01%
Over 100% Poverty Level	61	11%

Monthly Breakdown

<u>Month</u>	<u>Enrolled</u>	<u>Percent</u>
August	454	76%
September	517	86%
October	564	94%
November	567	94%
December	572	95%
January	580	97%
February	603	100%
March	603	100%
April	603	100%
May	603	100%

Head Start

Families Serviced by Head Start

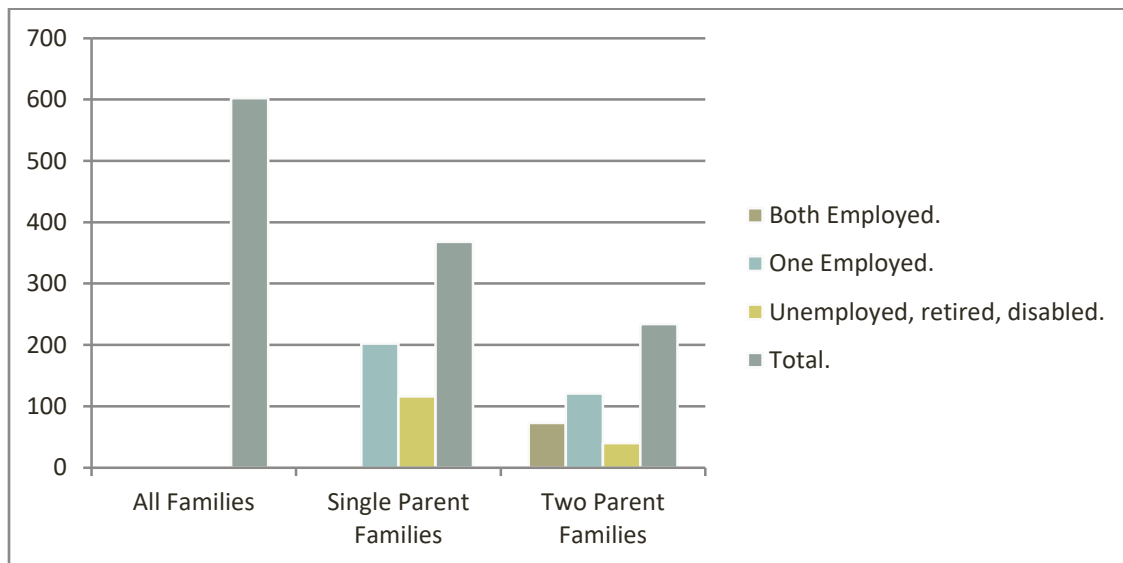
Two Parent Families	234 Families
Single Parent Families	368 Families
Total	602 Families

Two Parent Families

Both Employed	73 Families
One Employed	121 Families
Unemployed, Retired, Disabled	40 Families

Single Parent Families

Employed	202 Families
Unemployed, retired, disabled	116 Families



Agency Financial Report as of December 31, 2017

January 1 – December 31, 2017

Federal Level Funding Received	Value of Resources
2017 CSBG Funds	\$437,682
First Energy Fuel Fund	\$0
Federal Resources (other than CSBG):	
LIHEAP Fuel Assistance	\$916,334.84
Head Start	\$5,188,555.00
CDBG	\$9860.36
All Other USDA Food Programs	\$347,913.82
Title XXX	\$17,183.20
Child Care Development Fund	\$0
Title XX	\$21,543.65
Total Non-CSBG Resources	\$6,939,072.87

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	\$23,004.30
Value of in-kind services received from businesses	\$0
Total Private Sector Resources	\$23,004.30

Agency Financial Report as of December 31, 2017

January 1 – December 31, 2017

State Level	Value of Resources
State Nutrition Programs	\$347,913.82
State Energy Programs	\$916,333.84
Total State Resources	\$1,264,247.66

Local Level	Value of Resources
Value of Contract Services	\$434,677.26
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, 2016 and ended on March 31, 2017.

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, 2017 and ended on August 31, 2017.

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, OH 44485

Clients Seen

Winter Crisis Program	2101
Summer Crisis Program	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.

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.

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.

ASPIRE Report

The ASPIRE 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 Tuesday through Thursday from 9am –12 pm. Head Start parents needing transportation can ride the bus to the ASPIRE 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. ASPIRE 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 ASPIRE is to educate, expand and improve opportunities for adults as learners, leaders and workers in the community.

2016-17 Data Results

A total of 9 Head Start Parents and 24 Walk-ins enrolled in the ASPIRE Program in 2016-17. Out Of the 33 students enrolled 38.1% advanced in grade level.

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. 34 fathers, 38 children and 2 mothers attended meetings covering topics such as: goal setting, importance of being an involved parent, educational activities to do with children, how father impact their child's education, and why dads are important.

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, dietitian and family advocates.

Parents Making a Difference

Total Volunteers	967 Adults
Current or Former Head Start Parents	687 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

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.