

2013-2014 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

(330) 393-2507



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TCAP Staff

Administrative Staff

James W. Abicht

President/ CEO

Jeanne Wall

Vice President of Education/Head Start Director

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

Dianna Christie

Executive Assistant to the CEO

Maria Knight

Administrative Assistant to VP's

Michael Santillo

Public Relations Officer

Nicci Bell

Payroll Manager

Julie Heverly

Network Administrator

(330) 393- 2507

Head Start Management Staff

Janet Diegan Acting Head Start Director

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/ Teacher

H.E.A.P. Management Staff

Sarah Edmonds Client Services Supervisor

C.A.T.S. Management Staff

Brian Placer Supervisor



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TCAP 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

Rep: City of Warren
Treasurer

Patricia Latham *Secretary*

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

John Brown

Rep: Warren City Council

James A. "Doc" Pugh

Rep: Seven Seventeen Credit Union

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

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

Jodi Markovich

Rep: Head Start Parent Policy Council

Ellen Finan

Rep: First Book of Trumbull County

Rhonda Bennett

Rep: SW Neighborhood Association

Tabatha Johnson

Rep: TMHA Trumbull Metropolitan
Housing Authority

Fred Simmons

Rep: South East Side Community
Association, Inc.

Daniel J. Polivka

Rep: Trumbull County Commissioners

Ken Kubala

Alternate for Commissioner Polivka

Lois Roper

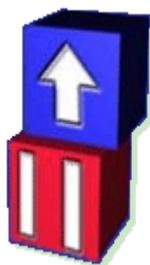
Rep: Concerned Community Citizens



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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.





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TCAP has Head Start Centers in seven different locations:

Girard

Hartford

Hubbard

Kinsman

Newton Falls

Niles

Warren (West Community Center)

Six Centers received 3 Stars



Hartford, Hubbard, Kinsman, Newton Falls
Niles and Warren West

One Center Received 1 Star



Girard





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Promoting Good Health for Head Start Children

*Insurance Coverage	757 Children (98%)
*Up to Date Immunizations	735 Children (95%)
*Dental Examinations	674 Children (87%)
*Physicals	667 Children (86%)
*Follow-Up Treatment (from Physical Referral)	146 Children (19%)
*Hearing Screenings	667 Children (87%)
*Follow-Up Treatment (from Hearing Referral)	6 Children (1%)
*Vision Screenings	667 Children (87%)
*Follow-Up Treatment (from Vision Referral)	6 Children (1%)
*Developmental Screenings	776 Children (100%)
*Referrals Made	77 Children (10%)

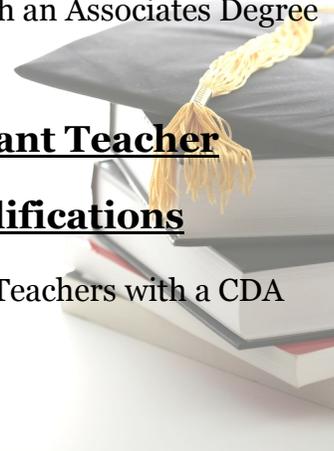


Teacher Qualifications

- 2 Teachers with a Masters Degree
- 7 Teachers with a Bachelors Degree
- 13 Teachers with an Associates Degree

Assistant Teacher Qualifications

- 21 Assistant Teachers with a CDA



Meals and Snacks Served

32,008	Total Breakfasts
62,367	Total Lunches
33,314	Total PM Snacks



(330) 393- 2507

www.tcaphelps.org

1230 Palmyra Road SW,
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TCAP Enrollment

Funded Enrollment	669 Children
Percent of Eligible Children	91%
Child Total Enrollment	776 Children
Average Monthly Enrollment	623 (93%)
Type of Eligibility	
Below 100% of the Federal Poverty Level	282 (37%)
Receiving Public Assistance Including TANF, SSI, etc.	415 (54%)
Foster Care Children	9 (1%)
Homeless Children	7 (1%)
Over 100% Poverty Level	63 (8%)

Families Serviced by Head Start

Two Parent Families	242 Families (34%)
Single Parent Families	487 Families (67%)
Total	729 Families

Two Parent Families

Both Employed	47 Families (7%)
One Employed	128 Families (18%)
Unemployed, Retired, Disabled	67 Families (10%)

Single Parent Families

Employed	224 Families (31%)
Unemployed, Retired, Disabled	263 Families (36%)

Enrollment by Month

Withdraw for the year: 120

Month	Enrolled	Percent
Sept.	414	62%
Oct.	614	92%
Nov.	619	93%
Dec.	616	92%
Jan.	625	94%
Feb.	669	100%
March	669	100%
April	669	100%
May	665	99%
June	665	99%

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, 2013 to October 31, 2014 were \$1,203,114.50.



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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.



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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.

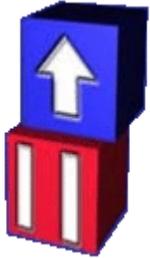
Parenting Wisely Program: This program helps to increase knowledge in the area of child discipline/behavior management. Classes run every Tuesday and Thursday in the Robin Elzy Learning Center. Parenting Wisely is sponsored by the Ohio Children's Trust Fund grant.

Parents Making a Difference

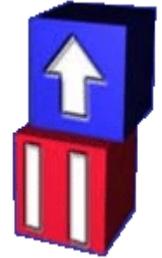
Total Volunteers	932 Adults
Current or Former Head Start Parents	647 Adults



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Head Start Policy Council



Chair Person:

Shannon Michetti

Policy Council Members:

Cori Vath

Margaret Furbee

Taslim Patterson

Community Representatives:

Tabatha Johnson

Anthony D'Apolito



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Head Start Financial Report as of October 31, 2014

November 1, 2013—October 31, 2014



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

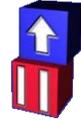
Expenditure	Budget	YTD Actual	Expenditure	Budget	YTD Actual
Salaries	\$2,717,718.00	\$2,923,782.53	Copier Lease/ Purchase	\$14,339.00	\$12,379.34
Fringe Benefits	\$1,506,971.00	\$1,195,434.93	Child Liability	\$3,813.00	\$0.00
Employee Screening/Exams	\$3,500.00	\$4,620.00	Head Start Dues	\$6,000.00	\$5,855.00
Audit	\$19,468.00	\$26,943.76	Parent Activities	\$250.00	\$250.00
Other Training	\$0.00	\$0.00	Vehicle Insurance	\$22,000.00	\$24,995.00
Local Mileage	\$10,000.00	\$7,527.02	License/Registration	\$100.00	\$153.50
Rent	\$79,505.00	\$84,665.00	Gasoline	\$65,000.00	\$67,288.79
Utilities	\$71,015.00	\$85,962.30	Vehicle Maintenance	\$23,000.00	\$14,164.26
Refuse/ Exterminating	\$8,220.00	\$8,518.57	Purchase Tools/ Equipment	\$1,000.00	\$0.00
Security System	\$29,370.00	\$25,927.85	Legal Fees	\$0.00	\$1,274.50
Advertising	\$1,315.00	\$1,316.49	Maintenance Office Equipment	\$2,462.00	\$186.00
Building Maintenance	\$35,000.00	\$42,885.24	Tuition Reimbursements	\$56,292.00	\$23,828.55
Janitorial Services	\$2,475.00	\$682.15	Food Purchase	\$0.00	\$63,740.94
Liability/Bonding	\$15,672.00	\$16,961.91.	Food Supplies	\$0.00	\$0.00
Telephone	\$45,760.00	\$49,536.53	Contracts/Subgrants	\$27,000.00	\$33,566.90
Consumable Supplies	\$15,197.00	\$20,972.50	Miscellaneous Expense	\$240.00	\$1,021.85
Custodial Supplies	\$4,953.00	\$7,079.32	Licensing Costs	\$1,100.00	\$1,169.70
Classroom Supplies	\$2,000.00	\$1,339.19	Total	\$4,812,458.00	\$4,779,994.55
Head Start Special Supplies	\$2,000.00	\$0.00			
Repairs/Software	\$15,812.00	\$21,271.84			
Postage	\$3,911.00	\$4,693.09			



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TCAP Agency Financial Report as of December 31, 2014

January 1, 2014— December 31, 2014



Federal Level Funding Received	Value of Resources
2014 CSBG funds	\$345,411.00
Federal Resources (other than CSBG):	
LIHEAP-Fuel Assistance	\$1,213,231.12
Head Start	\$4,910,785.00
CDBG	\$5,721.39
All Other USDA Food Programs	\$311,245.18
Title XXX	\$13,161.15
Child Care Development Fund	\$16,000.00
Title XX	\$39,015.50
Total Non-CSBG Resources	\$6,854,570.34

State Level	Value of Resources
State Nutrition Programs	\$311, 245.18
State Energy Programs	\$1,213,231.12
Total State Resources	\$1,524,476.30

Local Level	Value of Resources
Value of Contract Services	\$304,725.26
Total Local Public Resources	\$304,725.26

Private Sector Level	Value of Resources
Funds from Foundations, Corporations, United Way, other non-profits	\$15,843.60
Payments by private entities for goods or services for low income clients or communities	\$81,046.55
Value of in-kind services received from businesses	\$303, 040.76
Total Private Sector Resources	\$399,930.91



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RISE



RISE Class Room

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 class. Classes 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. The mission of TCAP RISE is to educate, expand and improve opportunities for adults as learners, leaders and workers in the community.

The TCAP RISE/ABLE program held its graduation ceremony May 19, 2014 in the auditorium at the Warren West Community Center. A total of 10 students earned a GED during the 2013-14 school year. TCAP RISE works in collaboration with the Trumbull Career and Technical Center ABLE program to assist adults with reaching their educational goals, including GED attainment.



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Winter Crisis Program 2013/2014 Report

The Winter Crisis Program (WCP) began November 1, 2013 and ended on March 31, 2014. Under the WCP the Client Services Department saw a total of 2,258 clients; of that number, 2015 were assisted with payment(s) on their utility bill(s), or the purchase of fuel oil, propane, wood or coal. The last day of the program was an all walk-in day on which we planned to see everyone who showed up.



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 Community Center—52 E. Quarry Street, Newton Falls, Ohio 44444

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



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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).



C.A.T.S. Transportation Vehicles

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.



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FOOD CLUB/ FOOD CO-OP

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. TCAP staff members take the bags to the vehicles and help load the groceries for those individuals unable to do so at no additional charge.



One large bag and two small bags of groceries are available for \$18.

Local shoppers can visit the Food Co-op store where they can 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.



The TCAP Food Co-op Grocery Store



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



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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 and neighboring communities are eligible for the program. 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.

Services are all non-medical in nature and could be as simple as a friendly visit or as daily home-maker services including light housekeeping, light laundry, running errands and grocery shopping. With approximately 100 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.



TCAP'S Senior Center

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