

Planning Committee Minutes
Wednesday, March 8, 2023
via zoom/telephone/in person

MEMBERS PRESENT: Shirley Copes (Chair), Steve Hodgens, Paula Freedman

MEMBERS EXCUSED: None

MEMBERS ABSENT: None

STAFF PRESENT: Carolyn D. Brown, Mary Beth Welch, Stephanie Bingham,
Todd Goehle

CALL TO ORDER:

The March 8, 2023 Planning Committee meeting called to order at 4:49 PM by Shirley Copes. It was noted for the record that a quorum was present.

APPROVAL OF PREVIOUS MINUTES

Paula Freedman made a motion to approve the February 2023 minutes; Shirley Copes seconded, and the motion passed unanimously.

PRESENTATION

CSBG (Community Service Block Grant) Annual Program Report – 2022

Associate Director Stephanie Bingham and Director of Family Services Mary Beth Welch presented to the Board that CSBG requires that the Annual Program Report be presented to Board annually. The Annual Program Report is comprised of FNPI's (Family National Performance Indicators). PEACE, Inc. reports on 33 FNPI's and 48 Services. Variances of +/- 20% of established targets are considered acceptable. The following reported FNPI's were over/under the threshold.

FNPI 1d – The number of unemployed adults who obtained and maintained employment for at least 180 days (up to living wage) Number of participants 51, Target 14, Actual 11, Target accuracy 79%

Brought attention to our follow-up methods, and we've made plans to utilize our calendar reminders for quarterly check-ins with clients who have achieved funneled outcomes

FNPI 2b – The number of children (0 to 5) who demonstrated improved positive approaches toward learning, including improved attention skills. Number of participants 1,131 Target 1,300, Actual results 915, Target accuracy 70%

The shortage of Head Start staff hinders a classroom's roster

FNPI 2c – The number of children (0 to 5) who demonstrated skills for school readiness. Number of participants 69, Target 154, Actual 47, Target accuracy 31%

FNPI 2d – The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). Number of participants 69, Target 154, Actual 47, Target accuracy 31%

Big Brothers Big Sisters could not open all of their School-Base and Corporate-Based programs, affecting the number of participants and reaching their target

FNPI 2g – The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.). Number of participants 36, Target 30, Actual 24, Target accuracy 80%

ESFRC ran into scheduling challenges with their GED program, but in the meantime, found other organizations within the county for referrals

FNP 3b – The number of individuals who achieved and maintained capacity to meet basis needs for 180 days. Number of participants 59, Target 29, Actual 21, Target accuracy 72%

FNPI 3e – The number of individuals who used their savings to purchase an asset. Number of participants 173, Target 170, Actual 122, Target accuracy 72%

Brought attention to our follow-up methods, and we've made plans to utilize our calendar reminders for quarterly check-ins with clients who have achieved funneled outcomes

FNPI 4b - The number of households who obtained safe and affordable housing. Number of participants 115, Target 88, Actual 114, Target accuracy 130%

FNPI 4c – The number of households who maintained safe and affordable housing for 90 days. Number of participants 115, Target 88, Actual 114, Target accuracy 130%

Unpredicted the amount of community members in need of housing – issue with extreme rate hikes from landlords.

FNPI 4d – The number of households who maintained safe and affordable housing for 180 days. Number of participants 115, Target 68, Actual 87, Target accuracy 128%

Brought attention to our follow-up methods, and we've made plans to utilize our calendar reminders for quarterly check-ins with clients who have achieved funneled outcomes

FNPI 4h - The number of individuals with improved energy efficiency and/or energy burden reduction in their homes.

Energy & Housing (E&H) ran into issues with homeownership; many multifamily homes on the waitlist were sold between the time of enrollment and program implementation. When a home changes ownership, E&H has to create new contracts, adding more time to their process.

FNPI 5b – The number of individuals who demonstrated improved physical health and well-being. Number of participants 259, Target 155, Actual 116, Target accuracy 75%

Brought attention to our follow-up methods, and we've made plans to utilize our calendar reminders for quarterly check-ins with clients who have achieved funneled outcomes. In addition, this highlights the importance of pre and post-surveys for scheduled programming. These will help us to identify the achieved outcomes from our services better.

FNPI 5z.1 – Individuals will report a better sense of food security. Number of participants 35, Target 100, Actual 35, Target accuracy 35%

FNPI 5z.2 – Individuals will report increased social inclusion. Number of participants 20, Target 50, Actual 20, Target accuracy 40%

These are CARES outcomes. Actual results are below the targets because they are for a 2.5-year cycle. The target needs to remain the same, and we could only count the outcomes achieved within this single year's CSBG cycle.

FNP 6a.2 - The number of Community Action program participants who improved their social networks. Number of participants 90, Target 75, Actual 52, Target accuracy 69%

Brought attention to our follow-up methods, and we've made plans to utilize our calendar reminders for quarterly check-ins with clients who have achieved funneled outcomes. In addition, this highlights the importance of pre and post-surveys for scheduled programming. These will help us to identify the achieved outcomes from our services better.

The APR summary was given to the Committee members for their review. PEACE, Inc. reports on the following indicators: Employment, Education, Income and Asset Building, Housing, Health, and Civic and Community Engagement. The FNPI's for each indicator was presented, and it was shared which program contributes to each category.

The report concluded with a summary of improvement opportunities:

- Ensure integrity of GoEngage database and continue to review records;
 - monthly audits and site visits for training and/or support
 - utilizing all functionality: training and certification records, volunteer tracking, and the new client and parent portal
 - work directly with GoEngage Engineers to continue enhancements and learning
- Continue team approach between the FRCs and Head Start – plans to schedule FRC Family Advocate hours at Head Start sites once per month
- Use PPR/APR as a Data Driven Decision Tool – compare to monthly Board Reports and Census
- Enhance intake process – QR codes, scanning capabilities, etc.
- Add the new Workforce Development program to our CSBG Work Plan to capture all possible outcomes for employment, education, and income/asset building

The Planning Committee, will be provided an overview of the FRC Program. As well as client survey results in April 2023.

GRANT SUMMARY REPORT:

The current Grant Summary report attached was also distributed to the Committee in the meeting packets for their review.

Community Engagement Director Todd Goehle reported on the Lead Reduction Proposals.

OLD BUSINESS: None.

NEW BUSINESS: None.

OHS COLA & QI Budget Modification will be presented to the Board at the March meeting for review and approval.

OTHER: None.

ADJOURNMENT

At 5:33 PM, Steve Hodgins moved to adjourn the meeting, seconded by Paula Freedman.

<u>Funding Source</u>	<u>Project</u>	<u>Program</u>	<u>Submission Date</u>	<u>Request Amount</u>	<u>Status</u>	<u>Award Date</u>	<u>Award Amount</u>
Change Machine	Free Tax Preparation and Financial Coaching	Free Tax Preparation	2/8/2023	\$75,000	Denied	NA	NA
John Ben Snow Foundation - LOI	Big Brothers Big Sisters - School based City of Syracuse & Mattydale	BBBS	2/2/2023	\$10,000	Denied	NA	NA
Allyn Foundation	Free Tax Preparation	Free Tax Preparation	11/7/2022	\$50,000	Awarded	1/19/2023	\$25,000
American Heart Association	ESFRC Know Diabetes by Heart	Family Services	Nov-23	NA	Awarded	12/6/2022	\$16,650.00
Global Partners LP	Global Partners & NYSCAA Oil Heat Client Payments	NA	1/5/2023	NA	Awarded	1/5/2023	\$7,105



2022 Annual Progress Report Review

March 2023

Stephanie Bingham

Mary Beth Welch

The Annual Progress Report is submitted to Department of State, Community Service Block Division annually. The report on provides a summary of our CSBG funded program activities achievements(data counts & narratives) as well as the demographics of participants served.

- CSBG year – 10/1 – 9/30 (includes data from the final CARES report)
- Work Plans are compiled in Q3/Q4 of CSBG year
- Amendments are typically submitted in Q3/Q4 of CSBG year
- Variances +/- 20% require an explanation
- APR submitted to the DOS 2/20/23
- APR exceptions/responses submitted to DOS – TBD by DOS
- Report on Individual and Family National Performance Indicators (FNPI's) & Services Provided
- Total client count, as reported on 2022 APR: 8,396
 - 105 client increase from 2021 APR



2022 Annual Progress Report

Employment Indicators

FNPI	Number of participants	Target	Actual Results	Target Accuracy
FNPI 1b – The number of unemployed adults who obtained employment (up to a living wage)	51	43	36	84%
FNPI 1c – The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage)	51	21	19	90%
FNPI 1d – The number of unemployed adults who obtained and maintained employment for at least 180 days (up to living wage)	51	14	11	79%*

Services Provided:

SVR 1C – Youth Summer Work Placements	5
SRV 1d Apprenticeship/Internship	1
SRV 1i Coaching	27
SRV 1j Resume Development	25
SRV 1l Job Referrals	46

* Narrative:

FNPI 1d – Brought attention to our follow-up methods, and we've made plans to utilize our calendar reminders for quarterly check-ins with clients who have achieved funneled outcomes

Programs – FRC's

Activities – Family Development, Job Fairs, Referrals

2022 Annual Progress Report

Education Indicators

FNPI		Number of participants	Target	Actual Results	Target Accuracy
FNPI 2b – The number of children (0 to 5) who demonstrated improved positive approaches toward learning, including improved attention skills.		1131	1300	915	70%*
FNPI 2c – The number of children (0 to 5) who demonstrated skills for school readiness.		69	154	47	31%*
FNPI 2d – The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills).		69	154	47	31%*
FNPI 2e – The number of parents/caregivers who improved their home environments.		36	38	36	100%

2022 Annual Progress Report

Education Indicators

FNPI	Number of participants	Target	Actual Results	Target Accuracy
FNPI 2f – The number of adults who demonstrated improved basic education.	36	30	24	80%
FNPI 2g – The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.	36	5	0	0%*
FNPI 2h – The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.	36	5	4	80%

*Narrative:

FNPI 2b – shortage of Head Start staff hinders a classroom's roster

FNPI 2c & 2d – Big Brothers Big Sisters could not open all of their School-Base and Corporate-Based programs, affecting the number of participants and reaching their target

FNPI 2g – ESFRG ran into scheduling challenges with their GED program, but in the meantime, found other organizations within the county for referrals



2022 Annual Progress Report

Education Indicators

Services Provided:

• SRV 2a Early Head Start	267
• SRV 2b Head Start	864
• SRV 2k School Supplies	472
• SRV 2l Before and After School Activities	37
• SRV 2m Summer Youth Recreational Activities	119
• SRV 2n Summer Education Programs	40
• SRV 2o Behavior Improvement Programs	13
• SRV 2p Mentoring	69
• SRV 2w Parenting Supports	13
• SRV 2bb Scholarships	27
• SRV 2cc Home Visits	77

Programs – BBBS, FRCs, Head Start

Activities – FRC Back-to-School supply drives, Parenting Education Classes, grant activity

2022 Annual Progress Report

Income and Asset Building

FNPI	Number of participants	Target	Actual Results	Target Accuracy
FNPI 3a – The number of individuals who achieved and maintained capacity to meet basis needs for 90 days.	59	41	44	107%
FNPI 3b – The number of individuals who achieved and maintained capacity to meet basis needs for 180 days.	59	29	21	72%*
FNPI 3c – The number of individuals who opened a savings account of IDA	59	3	3	100%
FNPI 3d – The number of individuals who increased their savings.	478	446	448	100%
FNPI 3e – The number of individuals who used their savings to purchase an asset	173	170	122	72%*
FNPI 3h – The number of individuals who increased their net worth	149	132	109	83%



2022 Annual Progress Report

Income and Asset Building

Services Provided

• SVR 3g Child Support Payments	7
• SRV 3h Health Insurance	30
• SRV 3i Social Security/SSI Payments	51
• SRV 3k TANF Benefits	177
• SRV 3l SNAP Benefits	1000
• SRV 3o VITA, EITC, or Other Tax Preparation programs	1554

Programs – FRC’s

Activities – Family Development, community outreach, programming, financial literacy classes

*Narrative:

FNPI 3b & 3e – Brought attention to our follow-up methods, and we’ve made plans to utilize our calendar reminders for quarterly check-ins with clients who have achieved funneled outcomes

2022 Annual Progress Report

Housing Indicators

FNPI	Number of participants	Target	Actual Results	Target Accuracy
FNPI 4b - The number of households who obtained safe and affordable housing.	115	88	114	130%
FNPI 4c – The number of households who maintained safe and affordable housing for 90 days.	115	80	105	131%
FNPI 4d – The number of households who maintained safe and affordable housing for 180 days.	115	68	87	128%
FNPI 4e – The number of households who avoided eviction.	115	40	36	90%
FNPI 4h The number of individuals with improved energy efficiency and/or energy burden reduction in their homes.	249	240	145	60%*



2022 Annual Progress Report

Housing Indicators

Services Provided:

• SRV 4c Rent Payments (includes Emergency Rent Payments)	45
• SRV 4d Deposit Payments	3
• SRV 4f Eviction Counseling	248
• SRV 4g Landlord/Tenant Mediations	8
• SRV 4i Utility Payments (LIHEAP-includes Emergency Utility Payments)	378
• SRV 4k Utility Arrears Payments	5
• SRV 4n Transitional Housing Placements	2
• SRV 4p Rental Counseling	70

Programs – Energy & Housing, FRCs

Activities – Collaborations, referrals

*Narrative:

FNPI 4h – Energy & Housing (E&H) ran into issues with homeownership; many multifamily homes on the waitlist were sold between the time of enrollment and program implementation. When a home changes ownership, E&H has to create new contracts, adding more time to their process.

2022 Annual Progress Report

Health & Social/Behavioral Development Indicators

FNPI		Number of participants	Target	Actual Results	Target Accuracy
FNPI 5a	The number of individuals who demonstrated increased nutrition skills.	144	87	86	99%
FNPI 5b	The number of individuals who demonstrated improved physical health and well-being.	259	155	116	75%*
FNPI 5C	The number of individuals who demonstrated improved mental and behavioral health and well-being.	359	265	227	86%
FNPI 5d	The number of individuals who improved skills related to the role of adult parents/caregivers.	115	64	55	86%
FNPI 5e	The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.	83	15	15	100%

2022 Annual Progress Report

Health & Social/Behavioral Development Indicators

FNPI	Number of participants	Target	Actual Results	Target Accuracy
FNPI 5f – The number of seniors (65+) who maintained an independent living situation.	320	257	267	104%
FNPI 5g – The number of individuals with disabilities who maintained an independent living situation.	535	540	484	90%
FNPI 5h – The number of individuals with chronic illness who maintained an independent living situation.	83	36	31	85%
FNPI 5z.1 – Individuals will report a better sense of food security.	35	100	35	35%*
FNPI 5z.2 – Individuals will report increased social inclusion.	20	50	20	40%*



2022 APR - Annual Progress Report

Health & Social/Behavioral Development Indicators

Services Provided:

• SRV 5g Maternal/Child Health	17
• SRV 5v Mental Health Counseling	77
• SRV 5z Domestic Violence Support Grp Meetings	6
• SRV 5dd Child Dental Screenings/Exams	951
• SRV 5ii Prepared Meals	52066
• SRV 5jj Food Distribution	1215
• SRV 5kk Family Mentoring Sessions	85
• SRV 5mm Parenting Class	18
• SRV 5nn Hygiene kits/boxes	2066

Programs – FRCs, Senior Nutrition, Senior Services

Activities – Food pantries, Diaper Bank, Food Delivery Program, referrals, client visits, collaborations

*Narrative:

FNPI 5b – Brought attention to our follow-up methods, and we've made plans to utilize our calendar reminders for quarterly check-ins with clients who have achieved funneled outcomes. In addition, this highlights the importance of pre and post-surveys for scheduled programming. These will help us to identify the achieved outcomes from our services better.

FNPI 5z.1 & 5z.2 – These are CARES outcomes. Actual results are below the targets because they are for a 2.5-year cycle. The target needs to remain the same, and we could only count the outcomes achieved within this single year's CSBG cycle.



2022 Annual Progress Report

Civic Engagement and Community Involvement

FNPI		Number of participants	Target	Actual Results	Target Accuracy
FNP 6a.2 - The number of Community Action program participants who improved their social networks.		90	75	52	69%*
FNP 6a.3 - The number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.		90	100	81	81%

Programs – ECC, Foster Grandparents
Activities – Client engagement, socialization

*Narrative:
FNPI 6a.2 – Brought attention to our follow-up methods, and we've made plans to utilize our calendar reminders for quarterly check-ins with clients who have achieved funneled outcomes. In addition, this highlights the importance of pre and post-surveys for scheduled programming. These will help us to identify the achieved outcomes from our services better.



2022 Annual Progress Report

Services Supporting Multiple Domains

Services Provided:

• SRV 7a Case Management	320
• SRV 7c Referrals	369
• SRV 7d Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)	1963
• SRV 7h Birth Certificates	4
• SRV 7i Social Security Card	10
• SRV 7j Drivers License	4
• SRV 7m Legal Assistance	14
• SRV 7n Emergency Clothing Assistance	674
• SRV 7o Mediation/Customer Advocacy Interventions	84

2022- Annual Progress Report

Improvement Opportunities

TO BE REVIEWED BY SB & MBW

- *Ensure integrity of GoEngage database and continue to review records*
 - *monthly audits and site visits for training and/or support*
 - *utilizing all functionality: training and certification records, volunteer tracking, and the new client and parent portal*
 - *work directly with GoEngage Engineers to continue enhancements and learning*
- *Continue team approach between the FRCs and Head Start – plans to schedule FRC Family Advocate hours at Head Start sites once per month*
- *Use PPR/APR as a Data Driven Decision Tool – compare to monthly Board Reports and Census*
- *Enhance intake process – QR codes, scanning capabilities, etc.*
- *Add the new Workforce Development program to our CSBG Work Plan to capture all possible outcomes for employment, education, and income/asset building*