

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING
300 19th Street, BAKERSFIELD, CA
August 29, 2012
5:30pm

AGENDA

1. **Call to Order**

- a. Moment of Silence/Pledge of Allegiance (*Please Stand*)
- b. Reading of the "Promise of Community Action" (*Please Stand*)

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

- c. Roll Call

<i>Fred Plane</i>	<i>James Camp</i>	<i>Don Bynum</i>	<i>John Ritchie</i>
<i>Garth Corrigan</i>	<i>Zulema Ela</i>	<i>Curtis Floyd</i>	<i>Craig Henderson</i>
<i>Marisa Hernandez</i>	<i>Mike Maggard</i>	<i>Tony Martinez</i>	<i>Yolanda Ochoa</i>
<i>Warren Peterson</i>	<i>Jim Wheeler</i>	<i>Charlie Rodriguez</i>	

Rita Gomez (Consultant for Early Childhood Education)

2. **Approval of Agenda**

- 3. **Introduction of Guests/Public Forum:** (*The public wishing to address the full Board of Directors may do so. Board members may respond briefly to statements made or questions posed. However, the Board of Directors will take no action other than referring the item to staff for study and analysis. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.*)

4. **Special Presentations**

- a. WIC Program Presentation – *presented by Beth Tolley, Program Manager*
- b. Friendship House Summer Program – *presented by Lois Hannible, Program Manager*
- c. Presentation from the Sherriff's Department to the Friendship House Summer Program – *presented by Sergeant John Money*
- d. Plaque presentation to Cadets from the Sherriff's Department – *presented by Jeremy Tobias, Executive Director*

5. **New Business**

- a. Benefits Committee Update – Hefernan Group – ***Info Item (p. 1-2)***
- b. Friendship House Community Center Budget and 9 Year History – Romala Ramkissoon, Director of Family, Youth & Community Services; Christine Anami, Director of Finance – ***Action Item (p. 3-5)***
- c. KaBOOM! Shade Structure Grant for the Friendship House Community Center – Romala Ramkissoon, Director of Family, Youth & Community Services – ***Info Item (Verbal Report)***
- d. Program Approach Update – Brian Parnell, Program, Design and Management Administrator – ***Action Item (p. 6-9)***

6. **Policy Council Report** – Marisa Hernandez, Policy Council Representative (***p. 10***)

7. **Friendship House Advisory Board Report** – Romala Ramkissoon, Director of Family, Youth & Community Services

8. **Executive Director Report** – Jeremy Tobias, Executive Director

9. **Consent Calendar:** *(Information concerning the Consent Items listed below has been forwarded to each Board Member for study prior to this meeting. Unless a Board Member, or member of the public, has a question concerning a particular item and asks that it may be withdrawn from the Consent Calendar, the items are approved at one time by the full Board of Directors. If there is any Board member, or member of the public, wishing to remove any item from consent, please indicate at this time.)*

- a. Application Status Report (***p. 11-13***)
- b. CEDS Enrollment Report (***p. 14***)
- c. CEDS Disabilities Report (***p. 14***)
- d. Marketing and Public Relations Report (***p. 15***)
- e. Funding Request to Administration on Children, Youth and Families for the Abstinence Education Program as presented to the Budget and Finance Committee on August 21, 2012. Budget and Finance Committee recommends full Board approval. (***p. 16***)
- f. Funding Request to Health and Human Services for HIV Testing and Prevention Services as presented to the Budget and Finance Committee on August 21, 2012. Budget and Finance Committee recommends full Board approval. (***p. 17***)
- g. Head Start and Early Head Start Budget to Actual (***p. 18-22***)
- h. Discretionary Fund Update (***p. 23***)
- i. Board of Directors Meeting Minutes of June 27, 2012 (***p. 24-31***)
- j. Audit Committee Meeting Minutes of July 24, 2012 (***p. 32-35***)
- k. Executive Committee Meeting Minutes of July 24, 2012 (***p. 36-40***)

- l. Program Review and Evaluation Meeting Minutes of August 15, 2012 **(p. 41-43)**
- m. Budget and Finance Committee Meeting Minutes of August 21, 2012 **(p. 44-47)**
- n. Various correspondence and communications to be received and filed **(p. 48-61)**
- o. Central Kitchen Report **(p. 62)**
- p. Voice of Safety **(p. 63)**
- q. HR News **(p. 64)**
- r. Financial Statements as presented to the Budget and Finance Committee on August 21, 2012 **(Section 3 of binder)**. Budget and Finance Committee recommends full Board approval.

9. **Board Member Comments**

10. **Closed Session**

11. **Next Scheduled Meeting**

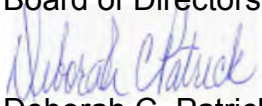
Board of Directors Meeting
Wednesday, September 26, 2012
5:30 p.m.
300 19th Street
Bakersfield, CA 93301

11. **Adjournment**

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 300 19th Street, Bakersfield, and online at www.capk.org by 5:00pm August 24, 2012. Amanda Norman, Assistant to the Executive Director

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Deborah C. Patrick, Director – Human Resources
Date: August 29, 2012
Subject: Benefits Committee Update

RENEWAL 2012

After forming a Benefit's committee populated with a cross section of Employees, Managers and Board Members, the Human Resources department was able to implement a number of changes in 2012 with the support of our membership and setting the stage for future improvements. The following is a recap of the changes which were implemented January 1, 2012:

1. *Employee Contributions* – The level of employee contributions towards the benefit plans were revamped to reflect a flat 35% contribution structure for all employees.
2. *Medical Plan Changes* – After many years of continued reduction in the Health Net enrollment, we were able to implement a local plan, Gem Care, which has more community support. The services offered by Gem Care have been well received by CAPK employees and has proved to be a viable alternative.

In addition, both the Kaiser and Gem Care plans were adjusted to encourage members to consider a more cost effective approach(s) in order to save money for both themselves and the overall plan. The plans were also modified to comply with Health Care Reform mandates as a Non-grandfathered plan. Most notably required copays were removed for Preventative Services thus reducing the overall cost of medical coverage for employees.

3. *Communication* – Improved communication was introduced to better educate our members on how to utilize the services available to them in the most appropriate venue.

COMING FOR 2013

Throughout 2012, we have met with our consultants to address key topics which may be options for Community Action Partnership of Kern (CAPK) to consider, as well as to stay on top of the ever changing health care environment. With health care trends dipping into single digits (increases in health care has gone from double digit increases to single digits), our goal is to continue to educate our membership on how to be well informed consumers. Topics which we addressed:

COMMUNITY ACTION PARTNERSHIP OF KERN

1. *Health Care Reform* – This year again, our plans will be modified slightly to comply with Health Care Reform mandates and re-clarifications. In addition, we are ensuring compliance with such things as providing *Uniformed Summary of Benefits and Coverage* and W-2 Reporting.
2. *Alternative Funding Options* – We attended seminars as well as reviewed with our consultants the many alternative funding options which are available to CAPK. From full self-funding to such options as Health Reimbursement Accounts (HRA). Although self-funding for our size group is very attractive, many challenges unique to CAPK (such as funding sources) make this an option we are not prepared to undertake at this time. However, we will be looking at HRA's to see if this would be financially feasible for us to consider this year.
3. *Plan Changes* – As mentioned above, we will be modifying our plans to comply with Health Care Reform, but we will also be reviewing options which may offer better alternatives to our membership.
4. *Continued Education of our Members* – This concept will focus on services available to our membership from the carriers which, for the most part are free of cost. These services will also help members take ownership of their own healthcare which, in the long run could have a positive impact on our cost. Options which we will be investigating that Kaiser offers are:
 - a. Total Health Assessment Questionnaire
 - b. Healthy Lifestyle Programs
 - c. Personal Health Coaching
5. *Voluntary Programs* – In addition, we will be offering a suite of voluntary programs to our membership during the second quarter of 2013. Coverage's such as personal cancer programs, Long Term Disability and accident programs will be part of the suite of offerings which our membership will be able to purchase through payroll deduction at no cost to CAPK.

Community Action Partnership of Kern - FHCC
Budget - 3/1/12 - 2/28/13

	Budget	Changes/ Revisions	Revised Budget	Year to Date Expenditure	Variance/ Difference
Revenue					
Government Grants	294,337				
CSBG	143,337				
City of Bakersfield	151,000				
Private Grants	79,060				
Kaiser	25,000				
PG&E (Quad)	25,000				
Kaboom - Shade	25,000				
Reading Program	4,060				
Donations	97,100				
Misc	2,100				
Fundraising - Brick	95,000				
Misc Revenue	100				
Recycling	100				
Rental Income	12,500				
WIC	11,000				
Lease of building	1,500				
Total Revenue	483,097				
Expenditures					
Personnel Cost	93,157		-	33,494	59,663
Salaries	77,631			25,391	52,240
Benefits @20%	15,526			8,103	7,423
Operating Cost	85,890		-	40,057	45,833
Occupancy Costs	55,190			23,061	32,129
Supplies	25,000			8,992	16,008
Equipment Lease	100			11	89
Equipment Repair/Maintenance - Office	800			789	11
Equipment Repair/Maintenance - Other	600			67	533
Communication	2,200			964	1,236
Other	2,000			6,173	(4,173)
Capital Expenditure	45,000		-	8,500	36,500
Kaboom - Playground	8,500			8,500	-
Kaboom - Shade Structure	35,000		-		35,000
Donor walkway	1,500		-		1,500
Construction/Renovation	251,000		-	-	251,000
Quad Area	100,000		-		100,000
Recreational fields	151,000		-		151,000
Centralized Administration	8,050		-	2,533	5,517
Kasier	1,250			1,462	(212)
CSBG	6,800			1,071	5,729
Total Expenditures	483,097		-	84,584	398,513

**COMMUNITY ACTION PARTNERSHIP OF KERN
FRIENDSHIP HOUSE- GENERAL OPERATIONS
REVENUE AND EXPENDITURES - 9 YEAR HISTORY**

		<u>2003/04</u>	<u>2004/05</u>	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>TOTAL</u>
REVENUE											
CSBG Contribution							5,880.62	4,476.51	1,924.91	8,660.18	20,942.22
Ebony Counseling Center		1,140.00	285.00								1,425.00
Donations											
-United Way		61,197.59	59,892.00	23,401.00	2,478.00	926.00	218.79	418.61	296.47	2,484.77	151,313.23
-Churches		3,822.25	3,475.00	10,300.00	5,550.00	100.00				3,979.00	27,226.25
-Summer Camp				1,420.00							1,420.00
-Share Our Strength										10,000.00	10,000.00
-Misc.		6,622.83	2,486.43	4,341.20	2,082.20	846.38	1,807.17		500.00	18,907.01	37,593.22
Kern County - Michael Rubio					15,000.00						15,000.00
Rental Income		1,000.00	135.00	200.00							1,335.00
Program Income		329.00	740.00								1,069.00
Vending Machine		479.56	100.00								579.56
Fund Raising (barbeque)			3,431.25								3,431.25
Insurance Proceeds (pool vandalism)			15,550.00								15,550.00
Write-off Pre-acquisition Liabilities					13,355.71						13,355.71
	TOTAL REVENUE	74,591.23	86,094.68	39,662.20	38,465.91	1,872.38	7,906.58	4,895.12	2,721.38	44,030.96	300,240.44
EXPENDITURES											
Salaries		43,982.99	44,345.21	23,180.76	118.98		266.08	396.25		395.47	112,685.74
Benefits		16,123.79	18,927.56	7,007.32	(594.21)		(2,245.83)	106.63		116.47	39,441.73
Travel, including field trips		1,483.80	2,452.64	761.66	11.88		4.68		323.00	108.23	5,145.89
Space Costs (repairs/security)		4,527.76	7,395.47	1,990.07	(180.98)					7,905.95	21,638.27
Supplies		4,635.42	3,106.21	4,018.20	41.23	271.32	38.51	25.06	54.46	15,634.41	27,824.82
Equip Lease/Repair/Maintenance		552.24	1,802.12	412.38	60.33				1.93	135.03	2,964.03
Legal Fees		82.50	462.50	1,025.00				620.00	769.00		2,959.00
Audit Fees/Payroll Service Fees/Consulting Services		82.89	281.71	3,613.60	7,281.20	2,968.89	4,746.45	2,055.00		209.50	21,239.24
Janitorial/Gardening										2,183.00	2,183.00
Communication		5,011.71	3,456.38	1,623.81	(30.00)					2,483.49	12,545.39
Insurance (general liability/auto/crime)		13,106.93	11,970.92	11,019.76	2,740.45	1,192.11	966.97	857.64	416.82		42,271.60
New Hire Costs		744.00	1,397.74	386.97		200.00				707.15	3,435.86
Utilities (electric/gas/water/garbage)		12,836.29	14,802.09	7,827.18	30.20			101.25		15,650.80	51,247.81
Tuition & Registration Fees		100.39							37.50		137.89
Outreach		4.73	141.78							512.59	659.10
Bank Charges		16.37	9.36							16.75	42.48
Tax/License/Misc Fees		825.90	1,757.12	463.32	1,049.57	11.46	269.18	314.68	322.20	3,399.74	8,413.17
Depreciation		16,692.00	21,945.66	16,589.50							55,227.16
Fund Raising Expenses			1,865.00	37.37							1,902.37
Loss due to Demolition of Undepreciated Assets				42,023.59							42,023.59
	TOTAL EXPENDITURES	120,809.71	136,119.47	121,980.49	10,528.65	4,643.78	4,046.04	4,476.51	1,924.91	49,458.58	453,988.14
EXCESS REVENUE (EXPENDITURES)		(46,218.48)	(50,024.79)	(82,318.29)	27,937.26	(2,771.40)	3,860.54	418.61	796.47	(5,427.62)	(153,747.70)

**COMMUNITY ACTION PARTNERSHIP OF KERN
FRIENDSHIP HOUSE - GENERAL OPERATIONS
STATEMENT OF POSITION - 9 YEAR HISTORY**

											New Building at 2/29/12	Combined at 2/29/12
	02/29/04	02/28/05	02/28/06	02/28/07	02/29/08	02/28/09	02/28/10	02/28/11	02/29/12			
ASSETS												
Cash	(39,077.81)	(96,023.22)	(116,256.71)	(109,818.84)	(112,412.12)	(108,166.19)	(108,017.61)	(107,212.29)	(108,476.31)	0.00	(108,476.31)	
Receivables	5,000.00	7,391.00	137.06	977.11	368.79	118.68	127.53	118.68	330.04	0.00	330.04	
Interfund	0.00	(7,350.70)	(6,350.70)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Prepays	3,869.87	2,313.79	1,333.43	508.90	274.01	5.45	0.00	0.00	0.00	0.00	0.00	
Land	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0.00	50,000.00	
Building (net)	48,701.00	58,613.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,212,690.63	3,212,690.63	
TOTAL	68,493.06	14,943.96	(71,136.92)	(58,332.83)	(61,769.32)	(58,042.06)	(57,890.08)	(57,093.61)	(58,146.27)	3,212,690.63	3,154,544.36	
LIABILITIES												
Accounts Payable	27,853.27	2,034.98	737.91	1,065.00	79.48	38.95	0.00	0.00	4,056.21	0.00	4,056.21	
Accrued Expenses	3,621.95	2,465.52	0.00	0.00	320.43	227.68	0.00	0.00	318.75	0.00	318.75	
Other Accruals	(7,990.15)	15,460.26	15,460.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	23,485.07	19,960.76	16,198.17	1,065.00	399.91	266.63	0.00	0.00	4,374.96	0.00	4,374.96	
NET ASSETS												
Beginning	91,226.47	45,007.99	(5,016.80)	(87,335.09)	(59,397.83)	(62,169.23)	(58,308.69)	(57,890.08)	(57,093.61)	3,259,251.36	3,202,157.75	
Revenue/(Expenditures)	(46,218.48)	(50,024.79)	(82,318.29)	27,937.26	(2,771.40)	3,860.54	418.61	796.47	(5,427.62)	(46,560.73)	(51,988.35)	
Ending	45,007.99	(5,016.80)	(87,335.09)	(59,397.83)	(62,169.23)	(58,308.69)	(57,890.08)	(57,093.61)	(62,521.23)	3,212,690.63	3,150,169.40	
TOTAL LIABILITIES & FUND BALANCE	68,493.06	14,943.96	(71,136.92)	(58,332.83)	(61,769.32)	(58,042.06)	(57,890.08)	(57,093.61)	(58,146.27)	3,212,690.63	3,154,544.36	
NOTES:												
1 The Friendship House was acquired on 3/1/03.												
2 The Statement of Position is for the general operations of the Friendship House and does not include activities that are funded with restricted monies such as the Reading Program, Teen Pregnancy Prevention program, Quad Area project, Kaboom project and Sports Field project.												
3 The new building is the construction of the Friendship House Community Center facility that was funded with restricted monies from the California Dept of Parks and Recreation and City of Bakersfield Community Development Block Grant.												
Prepared Date: 7/5/12												

Program Analysis and Proposed Changes

The area served by the Community Action Partnership of Kern Head Start and Early Head Start program is vast. Covering over 8,000 square miles, uniformity of services is neither sought nor desired. Geography and transportation systems of the county also limit access to Head Start and other program services for our families outside of Bakersfield. The number of eligible children is far greater than our program capacity; but even so, many parents who need and want Head Start options cannot access them.

In order to provide services to families across such a large area we provide a variety of program options. In 2011, these options included: Center-based HS Part Day/Part Year, HS Full Day/Full Year, HS Home-based; EHS Center-based Full-Day/Full-Year, EHS Home-based program, and Pregnant Women services.

Every attempt is made to match the needs and desires of the parent with the availability of resources. The center locations are determined based upon need as well as available space. Hours are determined based upon parent aggregate need. The determination of which child is eligible for full-day or part-day services has been based upon family and community needs.

Pregnant Women. In 2010-2011 CAPK served 39 pregnant women through home-based services. Rates of teen pregnancy and of births in general in Kern County warrant expansion of this program, if feasible. Sex education, fatherhood, and other complementary CAPK programs create natural linkages. The home-based option is most effective in rural areas. Nearly all enroll their children in EHS/Head Start, allowing continued family support.

Incarcerated Women. CAPK Head Start previously operated a “home-based” program for mothers in the Turning Point corrections facility, a transitional unit serving multiple prisons. Returns to prison after discharge are less likely among those with access to family while incarcerated. Maintaining contact between parents in prison and their young children benefits both parties. Unfortunately, due to state budget decreases in 2012, the Turning Point facility closed in January 2012. The eleven EHS Home Based slots allocated to that program have been moved to HS and EHS Home Based services for women and children in the greater Bakersfield area.

Early Head Start. 244 EHS slots continue to be offered, but Early Head Start spaces are only a fraction of licensed Head Start spaces in the county. Most eligible children are not served. Given the ongoing birth trends, this age group is growing even more under-served. Young, isolated parents with newborns and toddlers may need more support than older children. The cost of infant care is higher, and the licensing requirements regarding staff ratios may inhibit new providers, particularly in a bad economy. CAPK is looking carefully at options to expand its Early Head Start Home Base program in order to reach the population of eligible children in their earliest stages of development, and early intervention of pregnant teens.

Support for Dual Language Homes. The large number of English-language learners in Head Start means that Head Start is using the full range of program approaches to benefit these children. CEDS is introducing a new policy and training staff on the principles of dual culture/dual language. Staff and parents are being trained throughout to recognize and support the language and culture of parents, of

the home environment, as a critical component of supporting the child's ability to learn both socially and cognitively.

Fatherhood Program. CAPK is continuing to focus resources on Head Start and Early Head Start fathers. Over 104 fathers and children participated in 2010-2011. As a result more fathers are participating in family engagement activities. With the advent of the Office Of Head Start's Family and Community Engagement Initiative, the Fatherhood Program has been subsumed into a larger and more comprehensive effort to engage the parents of Early Head Start and Head Start children, and members of our community. Four full-time Parent and Family Engagement Specialists, as well as our agency Interpreter/Translator, a support clerk and a full-time Manager, have been assigned to focus on involving Head Start and Early Head Start parents and community members in the CEDS program.

Disability Definitions. Head Start has close working relationships with the SELPA's in Kern County and with agencies that provide services to children with disabilities. Children who receive an IEP are offered an opportunity to participate in Head Start. As described in previous sections, the SELPA is using new classifications that keep families in various stages of analysis in order to reduce the number of children who receive an IEP or an IFSP. The effect of these new developments makes it very difficult in some areas to recruit 10% of children with disabilities.

CAPK requested a waiver of the requirement that 10 percent of children have an IEP or IFSP for the 2011/2012 program year. The waiver was granted by the Office of Head Start in 2011. CAPK will review data for the possibility of submitting a new request for the 2012/2013 program year.

Full-Day and Part-Day Center-based Services. As communities are showing less need for full-time services due to the continued increase in high unemployment numbers throughout the county, the need to convert some full-day slots to part-day slots has become apparent. The 630 full-time slots partly funded with state funds, have been reduced to 444 (296 HS and 148 EHS). Where appropriate, converted full-day slots are reassigned to part-day classes (i.e. adding an afternoon program) at other nearby centers.

Proposed Changes to Program Options

In November 2011 Community Action Partnership of Kern decided to end our collaborative agreement with the Mexican American Opportunity Foundation (MAOF). Our contract with MAOF was terminated at the end of our part-year program on May 25, 2012. There were 120 part-day / part-year slots allocated to MAOF, and the freeing up of those slots has allowed CAPK to offer services in other areas. Based on this change and the results of the 2012 Community Assessment Update, Head Start had looked to change center-based services and home-based services as follows:

- The 16 full-day full year toddler slots at the Delano center that we had planned to eliminate have been retained, as our community assessment indicates a high number of teen pregnancies and births in this part of Kern County.
- Maricopa has been challenged with full enrollment, maintaining a waitlist, and retaining qualified staff. Shafter Head Start has had a large waitlist for several years, and numerous children and families are going un-served. As a result, the program had planned to move the 20 part-day preschool slots from Maricopa to Shafter for full-day services. These slots were to be

moved to the Shafter EHS site, where the center would have had one preschool class of 20 children, and two toddler classes of 8 children each.

- To support the Community Assessment data of serving high risk pregnant teens, the program will move 8 full-day Early Head Start slots from Shafter EHS center-based to the EHS Home Base option.
- To support the Community Assessment data of serving high risk pregnant teens, the program will move 8 full-day Early Head Start slots from Stine EHS center-based to EHS Home Base option.
- As stated, in order to comply with Head Start enrollment regulations, CEDS dissolved the partnership between CAPK and the Mexican American Opportunity Foundation (MAOF). Our initial plan was to relocate the 120 Head Start slots to two child development centers, one located in greater Bakersfield, in the 93309 zip code and the other located in Rosamond.
 - 80 of the part-day Head Start slots were to be moved to the Higher Ground Center located less than 1 mile from the Stine Child Development Center. Currently Stine has a waitlist of over 150 children. We were unable to reach a mutually acceptable lease agreement with Higher Ground, and therefore this option is no longer tenable.
 - The remaining 40 part-day slots from MAOF were to be moved to the rural city of Rosamond. This new center would have been located less than ½ mile from the current Rosamond Child Development Center. The current Rosamond site has a waitlist of 32 children and a Head Start Home Base option. Exploration revealed that renovation of the proposed lease in Rosamond would have exceeded the amount of money available for such modifications in our budget, and this option is not currently being pursued.
 - MAOF will continue to operate a half-day State Program option. Families will be offered services at the MAOF center, a nearby CEDS Head Start center, or the Head Start Home Base option. CEDS and MAOF will work together to ensure a smooth transition for all children and families.

With the changes cited above, our current plan for the coming year for the 120 slots moved from MAOF is as follows:

- 40 part-day Head Start slots will be moved to the Faith Avenue Center. A lease has been signed for this location, and renovation is nearly complete. Three years ago Faith Avenue was used as a temporary center for Head Start while we readied another location. It is an ideal site for Head Start services as it lays in a high-need, low income neighborhood and is a block from a local elementary school.
- The 20 slots at Maricopa that were scheduled to be relocated will be retained, and that facility kept open. While Maricopa struggled somewhat to remain fully enrolled in the 2011/2012 program year, its location in a remote corner of rural Kern County justifies its retention.
- The 16 full-day full year toddler slots at the Delano center that we had planned to eliminate have been retained, as our community assessment indicates a high number of teen pregnancies and births in this part of Kern County.

- 24 part day slots will be provided to the Lost Hills Community at the Aldea Park location. While there is one existing center already based in Lost Hills, up until now the additional needs of the community has been met through Home Based services.
- 20 additional slots will be allocated to Home Based services to better serve parents who are unable to utilize center based services.
- To enhance our program's emphasis on school readiness our part-day program will be extended from 3.5 hours to a 4 hour program.

Addendum

In July 2012 CEDS was informed of substantial reductions to our CSPP and CCTR contracts with the State of California. This funding reduction has resulted in the following changes to the 2012/2013 program approach:

Alberta Dillard – HS part day slots decreased from 71 to 60 effective August 13, 2012.

International Village – Closed. Final day of services for 20 HS full day will be August 10, 2012.

Lost Hills – Final day of services for 20 HS full day will be August 10, 2012. 40 HS part day slots will be added beginning August 13, 2012.

Oasis – 10 HS part day slots will be added effective August 13, 2012, for a total of 110.

Shafter EHS – 40 HS part day slots will be added effective August 13, 2012 (instead of 20 full day slots as previously planned).

Delano – the 16 pre-K slots that were going to be retained in the center based program instead will be assigned to EHS Home Base.

Home Base – Head Start home base slots will increase to 205 effective August 13, 2012 (instead of increase to 190 as previously planned).

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: CAPK Board of Directors

From: Patty Hinojosa, Parent and Family Engagement Manager
Date: August 29, 2012
Subject: August 2012 Policy Council Report

The 2011-2012 The Policy Council met on August 10, 2012. Marisa Hernandez Chairperson opened the meeting and quorum was met. Also, Policy Council moved to executive session to discuss two (2) terminations and reconvened with announcing all terminations were approved.

Presentations were provided by Susana Arevalo, 211 Representative. Ms. Arevalo provided an overview of services 211 provides throughout Kern County to include; Food, shelter, clothing, utility assistance, and/or housing. She also encouraged families to call directly for any other social services they may need help with.

In addition, Michael Gage, Weatherization Coordinator from the Green Energy Program provided an overview about the HEAP program and how the program will provide assistance with utility costs to qualifying families. Mr. Gage also stated weatherization services include detecting carbon monoxide in home, duct testing, attic installation, refrigerator replacements, and tips of how to save on energy costs. The ultimate goal of the Weatherization program is to provide safety within the home for the best interest of the family.

The Policy Council approved Program Option Changes and Program Analysis presented by Brian Parnell, PDM Administrator. Mr. Parnell reported proposed program changes have been made due to state cuts in contracts. He stated the changes include eliminating a total of 60 state slots and moving slots to other sites.

Next Scheduled Policy Council Meeting will be held September 14, 2012, starting at 5:30PM at 5005 Business Park North, Suite 130, Bakersfield, CA 93309.

**COMMUNITY ACTION PARTNERSHIP OF KERN
APPLICATION STATUS REPORT
JULY - 2012**

PENDING APPROVAL

DATE OF B&F MEETING	PROGRAM/PROPOSAL	FUNDING SOURCE	AMOUNT REQUESTED
09/21/11	EMERGENCY FOOD & SHELTER PROGRAM	US DEPT. OF HOMELAND SECURITY - UNITED WAY OF KERN COUNTY	150,000
09/21/11	WOMEN, INFANTS, CHILDREN (WIC) PROGRAM - BREASTFEEDING PEER COUNSELING	US DEPT. OF AGRICULTURE - STATE OF CA - DEPT OF PUBLIC HEALTH	219,485
10/17/11	STATE GENERAL CHILD CARE, STATE PRESCHOOL & MCAP	US DEPT OF HEALTH & HUMAN SERVICES - STATE OF CA - DEPT OF EDUCATION	10,586,582
04/12/12	211 FOOD STAMP OUTREACH (2012 - 14)	CALIFORNIA ASSOCIATION OF FOOD BANKS	60,000
3/20/2012	AGENCY WELLNESS PROGRAM	NATIONAL HEALTHY WORKSITE	50,000
4/17/2012	SUMMER FOOD SERVICE PROGRAM	CALIFORNIA DEPT OF EDUCATION, NUTRITIONS SERVICES DIVISION	46,750
4/17/2012	EMERGENCY FOOD AND SHELTER PROGRAM	UNITED WAY OF KERN	150,000
3/20/2012	FOOD BANK- CARDIOVASCULAR HEALTH PROJECT	ASTRA ZENECA	339,747
3/20/2012	211 PROFESSIONAL CALL TAKING SERVICES	UNITED WAYS	328,500
7/17/2012	FOOD BANK GENERAL OPERATING	VENECO INC.	5,000

x

**COMMUNITY ACTION PARTNERSHIP OF KERN
APPLICATION STATUS REPORT
JULY - 2012**

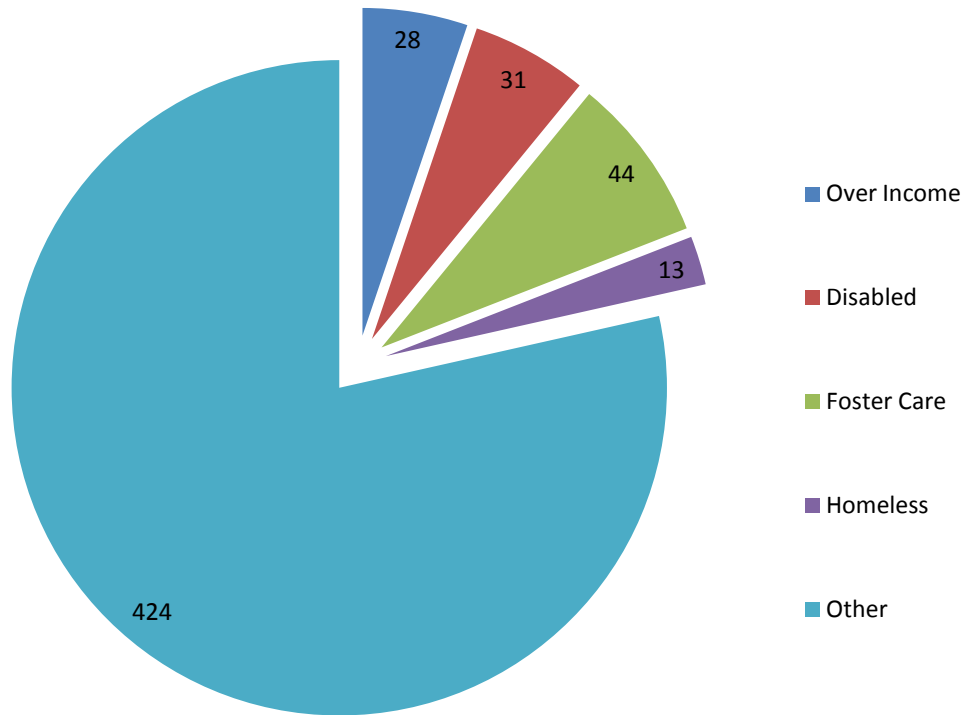
AWARDED					
DATE OF B&F MEETING	PROGRAM/PROPOSAL	FUNDING SOURCE	AMOUNT REQUESTED	AMOUNT AWARDED	FUNDING PERIOD
02/21/12	FHCC - 2011 CHALLENGE GRANT - COMMUNITY QUAD	PACIFIC GAS & ELECTRIC (PG&E)	25,000	25,000	2012*
02/21/12	FOOD POLICY COUNCIL/PLAN TO END HUNGER	UNITED WAY OF KERN COUNTY	50,000	50,000	2012 / 2013
02/21/12	FHCC- KABOOM COMMUNITY PARTNER	DR. PEPPER SNAPPLE AND KABOOM!	IN_KIND	IN_KIND	2012*
02/21/12	FHCC - TEEN PREGNANCY PREVENTION	KAISER PERMANENTE	25,000	25,000	2012*
03/19/12	FOOD BANK - MAZON	MAZON: A JEWISH RESPONSE TO HUNGER	10,000	7,000	2012
04/12/12	FHCC - NO KID HUNGRY	SHARE OUR STRENGTH	20,000	10,000	2012*
04/12/12	FHCC - COMPUTER EQUIPMENT	PACIFIC GAS & ELECTRIC (PG&E)	5,000	5,000	2011
04/12/12	LIFELINE	RHA PROGRAM DESIGN AND MANAGEMENT		REIMBURSEMENT	7/1/12-6/30-13
	CHILD AND ADULT CARE FOOD PROGRAM	US DEPT. OF AGRICULTURE - STATE OF CA- DEPT OF EDU.		REIMBURSEMENT	10/1/11 - 09/30-12
12/21/11	2012 PROGRAM SUPPORT - DISCRETIONARY FUNDS	WELLS FARGO FOUNDATION		15,000	2012*
10/13/11	HEAD START AND EARLY HEAD START	US DEPT OF HEALTH & HUMAN SERVICES - ADMIN FOR CHILDREN AND FAMILIES		28,259,468	03/01/12 - 02/28/13
09/21/11	WOMEN, INFANTS, CHILDREN (WIC) PROGRAM	US DEPT. OF AGRICULTURE - STATE OF CA- DEPT OF PUBLIC HEALTH	3,990,000	3,990,000	2012*
05/22/12	SUMMER MEAL PROGRAM	SHARE OUR STRENGTH	10,000	5,000	2012*
01/17/12	FOOD BANK FREEZER	RESNICK FAMILY FOUNDATION		50,000	2012*
07/17/12	FOOD BANK FREEZER	PACIFIC GAS & ELECTRIC (PG&E)		5,000	2012*
	* - Funding period is for the calendar year (Jan. 31 - Dec. 31)				
			Total	32,446,468	

**COMMUNITY ACTION PARTNERSHIP OF KERN
APPLICATION STATUS REPORT
JULY - 2012**

DECLINED			
DATE OF B&F MEETING	PROGRAM/PROPOSAL	FUNDING SOURCE	AMOUNT REQUESTED
04/12/12	FHCC - 2011 INFRASTRUCTURE	STEWARDSHIP COUNCIL	200,000
04/12/12	FOOD BANK - COMMUNITY DEV. BLOCK GRANT (CDBG)	US DEPT OF HEALTH & URBAN DEV.-KERN COUNTY COMMUNITY & ECONOMIC DEV	238,000
04/12/12	FOOD BANK - COMMUNITY SPIRIT AWARDS	CHEVRON	7,500
	FHCC- SITE DEVELOPMENT/PROGRAMS AND SERVICES	ROY AND IDA EAGLE FOUNDATION	100,000
	FOOD BANK FREEZER	BEN H. GLADYS ARKELIAN FOUNDATION	15,000
3/20/2012	FHCC - AFTER SCHOOL AND SUMMER PROGRAM	CSD TARGETED INITIATIVE	70,000
	FOOD BANK FREEZER	HARRY AND ETHEL WEST FOUNDATION	15,000
7/17/2012	FHCC - AFTER SCHOOL ADVANTAGE PROGRAM	GTECH FOUNDATION	Comp Equip
2/21/2012	FOOD BANK SENIOR PROGRAM	CALIFORNIA WELLNESS FOUNDATION	150,000

COMMUNITY ACTION PARTNERSHIP OF KERN
Child Education and Development Services

July 2012 Head Start and Early Head Start Enrollment
Full Year Program



July 2012 Funded Enrollment:	540
July 2012 Actual Enrollment:	540
Percentage of Funded Enrollment:	100%

Over Income: 5.1%
Disabled: 6.8%
Foster Care: 8.1%
Homeless: 2.4%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee
From: Martin Ramirez, Community Outreach Specialist
Date: August 15, 2012
Subject: PRE Marketing Report

Recently Completed Projects:

- Shafter Youth Center's Information and Education Program Video win county-wide contest.

- Blaze game in benefit to Shafter Youth Center and Friendship House 7-10-12
- PG&E donation to Food Bank. 7-24-12
- After School Program: Shafter Youth Center 7-25-12
- Head Start Open House 7-30-12

Press/Media Outreach:

- Radio Show at Clear Channel Radio: FOX, KRAB 7-20-12
- Radio Show: Radio Lazer and La Mejor 7-18-12
- Head Start: Open House Campaign 7-26-12 Newspapers and Social Media.

Save the Dates

- Fill the Bowl. October 5, 2012. El Padre Hotel.

Outreach/Events Attended:

- East Bakersfield Sheriff's Substation 7-3-12
- Homeless Consumers & Service Providers Day. Wasco 7-9-12
- New Life Center 7-10-12
- Bakersfield City School District. Students Services Department. 7-23-12
- Call to Action Community Working Group 7-24-12
- Bi-National Health Week Meeting 7-26-12

Social Media Updates

- Reading program for youth: Friendship House 7-5-12

Community Action Partnership of Kern Funding Request Profile

Source of Funds: U.S. Dept Health and Human Services

CFDA # 93.060

Project Name: SYC/FHCC

Division Director: Romala Ramkissoon

Funder Name: Administration on Children, Youth and Families

Program Manager: Lois Hannible

Grant Program Name: Competitive Abstinence Education Program

☒ **New Funding**

☐ **Re-Application**

Funding Period: 10/1/2012 – 9/30/2014

A. Narrative description of funding request, including goals:

CAPK, is requesting \$499,415 to implement a two (2)-year competitive abstinence education program in Kern County, California to prevent premarital sexual relations among 495 adolescent youth ages 11 to 19 who are at the greatest risk of STD/STIs and most likely to bear children out of wedlock. The proposed project will utilize the 8-session evidence-based "Making a Difference!" (MAD) teen pregnancy prevention curriculum and will target racial/ethnic minority youth with emphasis on African American, Latino, Foster, Homeless, and Children of Farm Workers, living in MSSA 66b Bakersfield East/Lakeview/La Loma, MSSA 61 Arvin/Lamont/Weedpatch, MSSA 58.1 Shafter, MSSA 58.2 Lost Hills/Wasco, and MSSA 60 Delano/McFarland.

The abstinence education program will consist of two components 1) *group instruction using the MAD curriculum; and 2) opportunities for positive youth development.* Program activities will take place during the after-school and summer program hours at the newly constructed CAPK Friendship House Community Center and the Bakersfield Homeless Center in Bakersfield, California, the CAPK Shafter Youth Center in Shafter, California, and the Wasco Housing Authority in Wasco, California. The program will also target foster youth at the Kern County Network for Children Dream Center.

B. Use of Funds:

The funding will cover two Health Educators at 75%, SYC Program Manager at 30%, FHCC Program Manager at 50%, admin staff, office supplies, communications, postage, travel, utilities, insurances, and incentives.

C. Approvals:

1. Romala Ramkissoon 8/8/12
Division Director Date

3. Christine Armani 8/8/12
Director of Finance Date

2. Lois Hannible 8/16/12
Director of Planning, Research & Dev. Date

4. [Signature] 8/16/12
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: HHS/SAMHSA - Substance Abuse/Mental Health Services Administration; Targeted Capacity Expansion Program: Substance Abuse Treatment for Racial/Ethnic Minority Populations at High-Risk for HIV/AIDS.

CFDA # Pending

Division Director: Carmen Segovia

Program Manager: Dennis Hendrix

Project Name: HIV Capacity and Infrastructure Development

☒ **New Funding**

Funder Name: SAMHSA/Clinica Sierra Vista

Grant Program Name: SAP - HIV Testing and Prevention Services

☐ **Re-Application**

Funding Period: October 1, 2012 to September 30, 2013

A. Narrative description of funding request, including goals:

This grant application to Health And Human Services is a joint effort to secure continued funding for HIV prevention, testing and early intervention services through outpatient substance abuse treatment for high risk minority populations. Clinica Sierra Vista will be the lead agency for this proposed grant opportunity and we will be subcontracting and invoicing to them if funded. The goal is to provide HIV early intervention outreach and program capacity building services through HIV social marketing, targeted outreach and social support services using evidence based models to substance users of color (MSM, IDUs and at risk substance users). The budgeted funding application amount is \$75,000 a year for the 5 year funding cycle.

B. Use of Funds:

The grant will cover 1.40 FTE's of personnel costs for three staff (Program Manager – 35%, Prevention Specialist – 30% and Prevention Assistant – 75%), rent, program supplies, utilities, telephone, travel costs, duplicating/reprographics, insurance. All costs are direct.

C. Approvals:

1. Carmen Segovia 8-9-12
Division Director Date

3. Charlene Arame 8/9/12
Director of Finance Date

2. Duff Mundy 8-16-12
Director of Planning, Research & Dev. Date

4. [Signature] 8/16/12
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: CAPK Budget & Finance Committee

From: John R. Griffith, Fiscal Officer 

Subject: Executive Summary: Head Start Budget to Actual Report
For the Period Ending July 31, 2012

Date: August 21, 2012

The following represents a summary of fiscal changes that occurred year to date through the month end of July 2012, within the Head Start and Early Head Start Programs.

Head Start:

Footnote A:

Labor and Fringes through the end of this period are reported at \$3,877,723 or 32% for labor, and \$1,425,944 or 42% for fringes. The Labor Category is under budget when compared to the year to date pro-rated amounts of its annualized budget (5 months / 12 months) = 42% level of the annualized budget. The Benefits Category was right at the estimated budget for its YTD levels.

Footnote B:

Contractual for this period was reported at \$153,770 YTD or at 45% of its respective budget. This is only 3% over its pro-rated budget YTD, and was comprised primarily from the following sub-categories: Administrative Services of \$90,844 which represented 54.56% of this category, attributed to the purchase of Financial Software, Audit expenditures, and Human Resource Software and Maintenance. Another primary sub-category within the Contractual Category was Educational Contracts @ \$62,926 which was made up of Contracts with the Mexican American Opportunity Foundation Collaboration @ \$50,572 and Program Contracts for Desired Results Developmental Profiles and Parent Surveys @ \$12,354.

Footnote C:

Total Base Funding for this period was @ \$6,891,154 YTD or at 35% of its respective budget.

--- HS Training & Technical Assistance Funding ---

Footnote D:

Total Training & Technical Assistance was at \$122,279 or at 70% year to date of its annualized budget. This was primarily attributed to the following two categories under the T&TA Budget. **Travel for T&TA** was at \$27,106 or at 80% year to date of its annualized budget. This was attributed to travel associated with Program Development and Education. Historically, travel associated with training occurs during the first half of the fiscal year, and this YTD amount reflects that past trend. **Contractual** was made up of \$12,738 for the T&TA Category for Pre-Service Trainings.

Other for T&TA was at \$73,616 or at 103% year to date of its annualized budget. This was made of costs attributed to the following: Seminar Costs, Education and College Coursework; CPR Course Material for parents and programs; Pre-services training facilities and supplies; Child Plus Training; Vehicle Expenses; and costs associated with Committee Meetings to support program implementation.

Footnote E:

Total HS Federal Funding was at \$7,013,433 year to date which represents 35% of its respective budget through July 31, 2012.

Early Head Start:

Footnote F:

Labor and Fringes through the end of this period were reported \$568,291 or 35% of the budget, and \$172,086 or 38% of its budget respectively.

Footnote G:

Total EHS Base Funding for this period was \$904,132 YTD or @ 34% of its annualized budget.

Footnote H:

EHS T&TA Contractual was reported at \$9,640 or at 73% of its budget. This was primarily comprised of the training within the Family & Community Partnership areas, as well as in-service training. Other purchases included the purchases of SAGE Financial Software and Human Resource Software and Maintenance; Audit expenditures; as well as advertising for vacant positions.

Footnote I:

EHS T&TA for Other was reported at \$23,092 or at 87% of its budget. This was primarily comprised of expenditures that included rent, utilities, building maintenance and repairs, as well as Nutritional and Parent Services.

Footnote J:

Grand Total Early Head Start Funding was at \$950,194 or 35% of its annualized budget.

Footnote K:

Total Non-Federal Share to Budget was reported at 39.23% of its annualized budget or \$2,217,349 year-to-date. California Department of Ed was at 45.27% of its budget or \$1,029,372 YTD; and In-Kind was at 35.17% or \$1,187,977 of its budget. These numbers include the estimated Non-Federal Share from the California Department of Education for July 2012. The Part-Year Program was not in operation during the months of June and July, which is a reason why in-kind was below the Year-to-Date benchmark. Part year services resumed on August 13, 2012.

A summary of the In-kind levels generated by each Child Care Center on a monthly basis for this fiscal year is documented on page (BTA-P5). The table shows their YTD goal and their percent achieved through July 31, 2012.

1. **The top 5 centers with the greatest level of In-Kind YTD were as follows:** 1st Place: Casa Loma @ 95.7%; 2nd Place: International Village @ 88.8%; 3rd Place: Lost Hills @ 74.5%; 4th Place: Planz @ 73.4%; and Sunrise Villa @ 63.4%.
2. **The bottom 5 centers with the lowest level of In-Kind YTD were as follows:** Last Place was Mojave @ 16.1%; followed by these centers in sequential order: Willow @ 17.3%; Buttonwillow @ 17.9%; Alberta Dillard @ 19.9%; and at 5th from the bottom of the list was McFarland @ 20.6%.

When comparing Total Non-Federal Share YTD for the Current Fiscal Year, compared to the prior fiscal year, we have over **\$1,174,783 more this year**. We have over 55% more California Department of Ed Funds YTD, and over \$810,746 in In-Kind YTD or over 215% more than reported last year for this same period of time, reflecting five months of activity year-to-date.

Credit Card Update: This report *includes all credit card activity for the **entire agency***, and these numbers are **NOT a reflection of ONLY** Head Start and Early Head Start (*Footnote L*).

Total Credit Charges for this period are \$25,809. From a usage standpoint, 97% of Credit Charges or \$25,129 is current and only 3% or \$680 is within the 1-30 day category. The following three companies had the highest balances: Chevron / Texaco @ \$8,598 representing 33.31% of the total credit card charges for this period. Second place was Bank of America @ \$7,036 which represents 27.26% of all credit charges; and in third for this period of time was Save Mart @\$3,648 or 14.1% for the month end of July 2012.

**Community Action Partnership of Kern
Head Start and Early Head Start
Budget to Actual Report
March 1, 2012 - July 31, 2012
Month 5 of 12 (42%)**

HEAD START						EARLY HEAD START							
BASE FUNDING	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING		BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING		
PERSONNEL	12,057,124	3,877,723	8,179,401	32%	68%	A	1,624,463	568,291	1,056,172	35%	65%	F	
FRINGE BENEFITS	3,375,995	1,425,944	1,950,051	42%	58%	A	454,850	172,086	282,764	38%	62%	F	
TRAVEL	0	0	0	0%	100%		0	0	0	0%	100%		
EQUIPMENT	75,000	0	75,000	0%	100%		0	0	0	0%	100%		
SUPPLIES	754,423	236,842	517,581	31%	69%		234,015	34,837	199,178	15%	85%		
CONTRACTUAL	339,837	153,770	186,067	45%	55%		36,609	10,106	26,503	28%	72%		
CONSTRUCTION	0	0	0	0%	100%	B	0	0	0	0%	0%		
OTHER	3,110,538	1,196,875	1,913,663	38%	62%		302,843	118,812	184,031	39%	61%		
TOTAL BASE FUNDING	19,712,917	6,891,154	12,821,763	35%	65%	C	2,652,780	904,132	1,748,648	34%	66%	G	
TRAINING & TECHNICAL ASSISTANCE FUNDING						EARLY HEAD START							
TRAVEL	33,992	27,106	6,886	80%	20%		13,315	10,829	2,486	81%	19%		
SUPPLIES	30,326	8,819	21,507	29%	71%		13,250	2,501	10,749	19%	81%		
CONTRACTUAL	39,585	12,738	26,847	32%	68%		13,182	9,640	3,542	73%	27%		H
OTHER	71,654	73,616	(1,962)	103%	-3%		26,573	23,092	3,481	87%	13%		I
TOTAL TRAINING & TECHNICAL ASSISTANCE	175,557	122,279	53,278	70%	30%	D	66,320	46,062	20,258	69%	31%		
GRAND TOTAL HS/EHS FEDERAL FUNDING	19,888,474	7,013,433	12,875,041	35%	65%	E	2,719,100	950,194	1,768,906	35%	65%	J	

HEAD START and EARLY HEAD START NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% Earned	% REMAINING
CALIF DEPT OF ED	2,273,834	1,029,372	1,244,462	45.27%	55%
IN-KIND	3,378,060	1,187,977	2,190,083	35.17%	65%
TOTAL NON-FEDERAL	5,651,894	2,217,349	3,434,545	39.23%	60.77%

K

Community Action Partnership of Kern: Agency Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90
Bank of America	7,036				
Chevron & Texaco Business Card	8,598				
Home Depot	2,268	680			
Lowe's	2,614				
Save Mart	3,648				
Smart & Final	965				

\$25,129 \$680 \$0 \$0
97% 3% 0% 0%

CREDITS	TOTAL	STATEMENT DATE
	\$ 7,036	8/7/2012
	\$ 8,598	8/5/2012
	\$ 2,948	8/5/2012
	\$ 2,614	7/25/2012
	\$ 3,648	7/29/2012
	\$ 965	7/29/2012

\$25,809

L

Community Action Partnership of Kern

Non-Federal Share and In-Kind Report for period ending July 31, 2012

LOCATION	FUND ED ENRO LL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	71	7,877	4,663	5,074	0	0	0	0	0	0	0	0	0	17,614	88,617	19.9%
Alicante	40	7,182	5,076	7,154	0	0	0	0	0	0	0	0	0	19,412	49,925	38.9%
Buttonwillow	40	2,971	3,055	2,895	0	0	0	0	0	0	0	0	0	8,921	49,925	17.9%
California City	40	5,614	3,551	4,446	0	0	0	0	0	0	0	0	0	13,611	49,925	27.3%
Casa Loma	40	15,884	13,613	18,273	0	0	0	0	0	0	0	0	0	47,770	49,925	95.7%
Cleo Foran	40	6,371	5,847	4,859	0	0	0	0	0	0	0	0	0	17,077	49,925	34.2%
Delano	96	17,709	16,322	15,373	6,214	7,260	0	0	0	0	0	0	0	62,878	119,820	52.5%
Fairview	40	10,513	7,964	8,662	0	0	0	0	0	0	0	0	0	27,139	49,925	54.4%
Franklin	20	1,739	1,957	2,101	1,922	1,382	0	0	0	0	0	0	0	9,100	24,963	36.5%
Heritage Park	40	6,445	4,662	5,386	0	0	0	0	0	0	0	0	0	16,493	49,925	33.0%
International Village	20	3,417	3,406	5,756	5,597	3,978	0	0	0	0	0	0	0	22,155	24,963	88.8%
Lamont	40	6,925	6,706	4,667	0	0	0	0	0	0	0	0	0	18,297	49,925	36.6%
Lost Hills	20	3,646	3,785	3,974	3,889	3,291	0	0	0	0	0	0	0	18,585	24,963	74.5%
MAOF Collaborative	120	15,307	13,849	8,529	0	0	0	0	0	0	0	0	0	37,685	149,775	25.2%
Maricopa	20	3,392	4,758	4,157	0	0	0	0	0	0	0	0	0	12,308	24,963	49.3%
Martha J. Morgan	75	17,111	12,145	12,141	0	0	0	0	0	0	0	0	0	41,397	93,610	44.2%
McFarland	40	4,007	3,614	2,662	0	0	0	0	0	0	0	0	0	10,283	49,925	20.6%
Mojave	30	2,053	2,006	1,983	0	0	0	0	0	0	0	0	0	6,041	37,444	16.1%
Noble	40	5,053	3,517	4,837	0	0	0	0	0	0	0	0	0	13,406	49,925	26.9%
Oasis	100	10,603	10,958	16,870	0	0	0	0	0	0	0	0	0	38,431	124,813	30.8%
Oildale	40	4,330	3,546	3,814	0	0	0	0	0	0	0	0	0	11,689	49,925	23.4%
Pete H. Parra	172	16,083	16,859	15,262	6,370	4,008	0	0	0	0	0	0	0	58,583	214,678	27.3%
Pioneer	40	6,884	5,811	7,156	0	0	0	0	0	0	0	0	0	19,851	49,925	39.8%
Planiz	40	13,030	12,460	11,143	0	0	0	0	0	0	0	0	0	36,633	49,925	73.4%
Primeros Pasos	102	20,418	17,661	18,694	4,031	3,892	0	0	0	0	0	0	0	64,696	127,309	50.8%
Rafer Johnson	40	5,485	5,103	4,524	0	0	0	0	0	0	0	0	0	15,112	49,925	30.3%
Roosevelt	40	4,572	3,023	3,052	0	0	0	0	0	0	0	0	0	10,647	49,925	21.3%
Rosamond	40	3,332	4,106	3,056	0	0	0	0	0	0	0	0	0	10,494	49,925	21.0%
San Diego Street	64	10,314	8,604	11,373	7,369	6,741	0	0	0	0	0	0	0	44,401	79,880	55.6%
Seibert	40	6,221	5,360	5,089	0	0	0	0	0	0	0	0	0	16,670	49,925	33.4%
Shafter	40	8,556	6,747	7,608	0	0	0	0	0	0	0	0	0	22,912	49,925	45.9%
Shafter Early Head Start	24	2,348	2,168	1,338	1,309	844	0	0	0	0	0	0	0	8,007	29,955	26.7%
Stella Hills	40	4,684	3,027	3,133	0	0	0	0	0	0	0	0	0	10,844	49,925	21.7%
Sterling	128	13,212	13,523	10,738	8,421	7,511	0	0	0	0	0	0	0	53,407	159,760	33.4%
Stine Road	146	21,185	24,376	24,116	13,331	8,759	0	0	0	0	0	0	0	91,766	182,227	50.4%
Sunrise Villa	20	3,196	3,364	3,233	3,770	2,273	0	0	0	0	0	0	0	15,836	24,963	63.4%
Taft	40	6,135	5,839	3,777	0	0	0	0	0	0	0	0	0	15,751	49,925	31.5%
Tehachapi	40	4,347	3,876	4,503	0	0	0	0	0	0	0	0	0	12,727	49,925	25.5%
Vineland	40	4,003	3,878	3,824	0	0	0	0	0	0	0	0	0	11,706	49,925	23.4%
Virginia	40	5,307	5,392	5,806	0	0	0	0	0	0	0	0	0	16,506	49,925	33.1%
Voorhies	40	7,087	5,955	2,027	0	0	0	0	0	0	0	0	0	15,069	49,925	30.2%
Wasco	40	12,126	8,755	6,396	0	0	0	0	0	0	0	0	0	27,278	49,925	54.6%
Williams	40	4,431	3,653	3,546	0	0	0	0	0	0	0	0	0	11,631	49,925	23.3%
Willow	80	7,811	5,559	3,874	0	0	0	0	0	0	0	0	0	17,244	99,850	17.3%
Home Base/Pregnant Women	244	22,690	23,318	17,527	5,706	5,412	0	0	0	0	0	0	0	74,653	149,482	49.9%
Administrative Services		0	0	261	0	0	0	0	0	0	0	0	0	261	0	N/A
Program Services		1,450	5,307	6,413	240	1,009	0	0	0	0	0	0	0	14,419	197,991	7.3%
Governance (Policy Council)		6,522	3,726	4,778	2,404	0	0	0	0	0	0	0	0	17,430	80,821	21.6%
Governance (Board of Directors)		885	868	1,400	0	0	0	0	0	0	0	0	0	3,152	19,160	16.5%
SUBTOTAL IN-KIND	2,592	380,464	343,318	337,259	70,575	56,361	0	0	0	0	0	0	0	1,187,977	3,378,060	35.17%
State Preschool*		102,202	96,364	101,560	92,071	110,019	0	0	0	0	0	0	0	502,216	1,192,865	42.1%
State General Child Care*		118,159	105,684	110,501	100,004	92,809	0	0	0	0	0	0	0	527,156	1,080,969	48.8%
SUBTOTAL CA DEPT of ED	220,361	202,048	212,061	192,075	202,828	0	0	0	0	0	0	0	0	1,029,372	2,273,834	45.27%
GRAND TOTAL		598,251	547,814	544,919	257,714	0	0	0	0	0	0	0	0	2,217,349	5,651,894	39.23%

**COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY FUND
FOR THE MONTH OF JULY 31, 2012**

	<u>03/01/12- 06/30/12</u>	<u>07/01/12- 07/31/12</u>	<u>TOTAL</u>
BEGINNING BALANCE (NOTE 1)	251,310.74		251,310.74
CASH RECEIPTS			
Net 2012 Awards Banquet	22,943.75	(7,358.64) a	15,585.11
Employee Copy Fees	40.50	6.50	47.00
Donations	676.07	146.50	822.57
Vending Machine	0.00	18.25	18.25
Transfer from Lifeline for VITA Appreciation	1,100.00	0.00	1,100.00
Miscellaneous Revenue	<u>207.28</u>	<u>0.00</u>	<u>207.28</u>
TOTAL CASH RECEIPTS	24,967.60	(7,187.39)	17,780.21
CASH DISBURSEMENTS			
Line of Credit Interest Expense	322.22	133.34 b	455.56
Line of Credit Unused Commitment Fee	517.36	615.28 c	1,132.64
Late Fees	70.96	499.46	570.42
Contribution - National Community Action	3,942.65	0.00	3,942.65
Property Taxes - Campus	966.88	0.00	966.88
Audit Fees	23.30	0.16	23.46
Penalty - Licensing	400.00	0.00	400.00
Volunteer Appreciation - VITA	1,033.13	0.00	1,033.13
Fund Raising	1,796.00	0.00	1,796.00
Miscellaneous Expenses	<u>96.93</u>	<u>15.97</u>	<u>112.90</u>
TOTAL CASH DISBURSEMENTS	9,169.43	1,264.21	10,433.64
CASH PROVIDED (USED)	<u>15,798.17</u>	<u>(8,451.60)</u>	<u>7,346.57</u>
ENDING BALANCE	<u><u>267,108.91</u></u>		<u><u>258,657.31</u></u>

NOTES

1 Beginning balance includes \$108,196.84 proceeds from sale of the Family Health Center on 12/30/11.

	<u>FY 2011/12</u>	<u>FY 2012/13</u>	<u>TOTAL</u>
a. 2012 Awards Banquet			
Donations	15,000.00	30,250.00	45,250.00
Less: Expenses	<u>(41.67)</u>	<u>(14,664.89)</u>	<u>(14,706.56)</u>
Net Revenue	14,958.33	15,585.11	30,543.44

Note: 2011 Awards Banquet netted \$41,375.35 (\$58,105.00 revenue less \$16,729.65 expenses).

b. Interest expense on operating line of credit month-end advance for \$400,000 for 3 days and \$450,000 advance for payroll for 6 days.

c. Commitment fee for the second quarter that the \$1 million line of credit was not used. The fee is equal to one-quarter percent (0.25%) per annum based on a 360 day year.

COMMUNITY ACTION PARTNERSHIP OF KERN
MINUTES
BOARD OF DIRECTORS MEETING
June 27, 2012

300 19th Street, BAKERSFIELD, CA
5:30pm

1. Fred Plane, Board Chair, called the meeting to order at 5:31pm at the Community Action Partnership of Kern Administration Office, 300 19th Street, Bakersfield, CA.
 - a. Moment of Silence/Pledge of Allegiance (*Please Stand*)
 - b. Reading of the "Promise of Community Action" (*Please Stand*)
 - c. Roll Call

Present

*Fred Plane
James Camp
Don Bynum
Garth Corrigan
Curtis Floyd
Craig Henderson
Marisa Hernandez
Tony Martinez
Yolanda Ochoa
Warren Peterson
Jim Wheeler
Charlie Rodriguez*

Absent

*John Ritchie
Zulema Ela
Mike Maggard*

Rita Gomez (Consultant for Early Childhood Education)

Also present: Jeremy Tobias, Executive Director; Chris Anami, Director of Finance; Yolanda Gonzales, Director of Child Education & Development; Romala Ramkissoo, Director of Family, Youth & Community Services; Carmen Segovia, Director of Health & Nutrition Services; Deborah Patrick, Director of Human Resources; other CAPK staff.

2. **Approval of Agenda**

Motion was made and seconded to approve the Board of Directors Meeting Agenda for June 27, 2012. Carried by unanimous vote. (Henderson/Wheeler)

3. **Introduction of Guests/Public Forum:** (*The public wishing to address the full Board of Directors may do so. Board members may respond briefly to statements made or questions posed. However, the Board of Directors will take no action other than referring the item to staff for study and analysis. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.*)

4. **Special Presentations**

- a. 2012 Humanitarian Banquet Update and Marketing Program Update – *presented by Corrine Coats, Outreach and Resource Development*

Corrine Coats stated that Jeremy Tobias emailed the Board that she will be leaving CAPK to become an English teacher at Bakersfield High School. This will be her last Board Meeting and wanted to thank the Board. She provided a packet regarding who to contact when she is gone. Jerry Meade and Amanda Norman are the people to contact regarding the banquet. Ian Anderson is for the Annual Food Drives and Fill the Bowl Event. The fundraising Brick Campaign, the contacts are Lois Hannible or Emilio Wagner. She stated that for overall marketing projects the contacts are Ralph Martinez and Martin Ramirez. Jeremy Tobias or Martin Ramirez can be contacted in regards to the Press. Toward the end of July or August, there will be a ribbon cutting ceremony will be held at the Friendship House, however, no date has been set yet. The Fill the Bowl Event will be held at the Padre Hotel on October 5, 2012. We are doing a Food Drive on September 26th at the Fair for the Food Bank and the public will get to enter the Fair with a donation of 3 cans.

This year's Humanitarian Awards Banquet had \$40,000 worth of sponsorships and she provided a list of who did not sponsor this year. This had an impact on our overall budget which had an effect on the banquet. 186 people attended the banquet and it was a very nice evening and everyone enjoyed hearing from speaker Chuck Wall. The total income for the banquet is \$6,000 in paid admissions, \$860 from the silent auction and \$47,000 is what we made. Total revenue is \$33,000. Corrine's goal is to get all the monies collect before her departure.

The Friendship House Brick Fundraiser was the means to collect money to help with the KaBOOM! project. They have raised \$9,000 and our goal is \$10,000. Corrine stated that if any one of the Board Members would like to purchase and help with the finishing costs, the bricks will be laid at the end of July. Jim Wheeler wants to know what the purpose of the banquet is. She stated that we only have one fundraiser for the agency so it is important as a fundraising event and it helps recognize people from the agency. Jeremy Tobias stated that May is Community Action month and it helps raise awareness within the community.

- b. 211 Program Presentation – *presented by Deborah Steagall, Program Manager*

Deborah Steagall stated that 2-1-1 moved to the Sillect site and it has been going well. The phone system allows for the use of headsets and home staff uses laptops. This is important because if there was a disaster we can go to the nearest internet site and we are able to take calls. Deborah stated that we have been using this since February 2012 and we there have been a lot less disruptions. 2-1-1 has a new database system and they are able to log in anywhere with their credentials. She stated that with the two new systems in place, 2-1-1 has the ability to be involved with 2-1-1 California. There is a follow up rate of 5% of our call backs to see if they are satisfied and this is going well. Jim Wheeler wanted to know if 2-1-1 had to have internet for the phone to work and she stated yes. Jim also wanted to know what the backup plan is. Deborah stated that 2-1-1 would contact the home staff. Deborah also stated that they are working to get 2-1-1 out into the community and to let the community know what is offered. The calls are at a continued high rate for food, utility assistance and general information. She welcomed the Board Members to visit the site and she stated that Zulema Ela and Tony Martinez had already been. Charlie Rodriguez asked how they would be able to get into the building. She stated that they would just need to call 2-1-1 and inform then why they were there as the building is secured. Charlie wanted to know if 2-1-1 works with the homeless shelter and utilizing 2-1-1 and she stated that the homeless can call 2-1-1 themselves and they shelter. Jim stated that there is a resource card that gets handed to the homeless and they are

encouraged to contact 2-1-1 for information. Deborah stated that in Wasco, they are going to have a homeless awareness event and 2-1-1 will be there to provide information. Jim wanted to know where we are with partnering with Fresno and Romala stated that we have not had a response from them. Jeremy stated that it is past the deadline and they are not communicating with us yet and we have not received a response.

5. **New Business**

- a. Use of Proceeds from the Sale of the Family Health Center – Christine Anami, Director of Finance – **Action Item**

Chris Anami state that at last week's Budget & Finance meeting, this topic was discussed and the committee approved to apply proceeds towards the Action Venture Deficit and the rest is taken to the Discretionary Fund. The Budget & Finance Board requested that the Board do the final approval of the net proceeds from the sale of the Family Health Center. Chris stated that staff would like to apply some of the proceeds to Action Ventures and then we would not need to carry it any longer. The remaining was recommended to apply to the Discretionary Fund. Jeremy Tobias had a recommendation to apply \$500 every month towards the Friendship House as we have been doing to the Discretionary Fund. Jeremy stated that the deficit on the Friendship House comes from when CAPK took it over. Chris stated that most of the deficit happened in 2004-2006 and that a lot of the tax liens that was acquired were forgiven and we were able to write off the losses. Warren Peterson wanted to know if we have an action plan on how to retire the debt of the Friendship House. Chris stated that we do not have an action plan at this time unless the advisory committee has fundraising activities plan. Jim Camp wanted to know if the Friendship House has a credit balance right now and Chris stated that they do and it is approximately \$35,000 and it consist largely from the contribution of PG&E. Jim wanted to know if there is a continuing deficit and she stated that there is and that it is about \$14,000 from the last three months. Jim stated that Jeremy and Ralph Martinez need to concentrate on that. Jeremy stated that we have some positions that we have not charged to CSBG and that will shift some of the costs. Chris stated that staff salaries are budgeted in CSBG and that is being utilized. Charlie Rodriguez wanted to know where the money from the brick project goes and she stated that the money will go towards the KaBOOM! project. Jim wanted to know what Action Ventures was and Chris stated that it was a venture to bring in unrestricted revenue to the agency which was screen printing, video production and reprographics. Jeremy stated that it did not generate any revenue and had more expenses and in 2005, Action Ventures was shut down and since that time we have been carrying the deficit. Garth Corrigan asked if it was money already out the door and Chris stated yes. Jeremy stated that a couple of years ago that it was decided to put \$500 towards Action Ventures fund to help pay it off. Jeremy also stated that it is not an operation account and he is in support to putting the remaining in the Discretionary Fund.

Motion was made and seconded to approve the Use of Proceeds from the Sale of the Family Health Center. Carried by unanimous vote. (Peterson/Henderson)

- b. 2011-2012 Head Start/Early Head Start Self Assessment – Pam Pritchard, Quality Assurance Administrator – **Action Item**

Pam Pritchard stated that this report is brought every year and all aspects in CEDS are looked at. As a result there were 5 areas of non compliance and we also have a plan of action and

almost everything has been completed. As a result, the first finding was regarding missing documentation and training was provided for future documentation. The second is regarding accident insurance claim forms and this important for PIR and missing documentation skews the data and training was done in this area. Training was held at Fresno Pacific for all Family Service workers and showed them the errors and how to correct them. The third was for incomplete documentation regarding referrals and, again, training was provided. The fourth did not contain documentation of follow-up and they are reviewing the policies and procedures and provided trainings. The fifth is the review of the new hires needing additional training for their position. Pam stated that Yolanda Gonzales and Debi Patrick are on the committee and they are looking at taking a look at providing adequate training.

Motion was made and seconded to approve the 2011-2012 Head Start/Early Head Start Self Assessment. Carried by unanimous vote. (Henderson/Bynum)

- c. Executive Summary of the 2012 Community Assessment Update – Clinton Mungary, Administrative Analyst; Brian Parnell, Program, Design and Management Administrator – **Action Item**

Brian Parnell stated that the Head Start performance standards require CEDS to do a community assessment and this year we could have passed on the assessment but they wanted to do an update. A lot of these changes were driven by the decision to withdraw from the contract with the Mexican American Foundation. They learned from Region IX that grantees cannot receive services and those 22 children have been moved. The enrollment into Transitional Kindergarten will affect Head Start because the children can't be enrolled in Kindergarten and Head Start. The Bakersfield City School District is implementing a Transitional Kindergarten and since Head Start operates with 3-4 year olds, it poses a challenge because that is who we register. The next section addresses the children who have disabilities. For the first 3 years they will not diagnose and then after 3 they will give a diagnosis. Also significant is the Richardson Center changing the services that they provide and they have approached us on numerous occasions about partnering with us. Jim Camp wanted more detail about Region IX's issue with the Mexican American Opportunity Foundation as he is not very clear. Yolanda stated that the purpose was that Region IX wanted us to collaborate with another agency to extend the day. The purpose was to collaborate with another state program.

Motion was made and seconded to approve the Executive Summary of the 2012 Community Assessment Update. Carried by unanimous vote. (Henderson/Bynum)

- d. CEDS Division Program Approach Update – Brian Parnell, Program Design and Management Administrator – **Action Item**

Brian Parnell stated that when we send our refunding application we show what our plan is for the funding. He stated that CEDS is proposing some changes for the upcoming year and that the current plan is to move 20 slots to Faith Avenue which is a new center. It is off of Panama and H Street. There is some discussion on closing the Maricopa site and it was elected to keep Maricopa open and for the upcoming year Maricopa is fully enrolled. These are the program changes that CEDS is proposing to Region IX and Fred Plane wanted to know if this was already approved by the policy council and Brian stated that it was.

Motion was made and seconded to approve the CEDS Division Program Approach Update. Carried by unanimous vote. (Henderson/Ochoa)

- e. CEDS In-kind Report – John Griffith, Assistant Director of Finance; Pam Pritchard, Quality Assurance Administrator – ***Info Item***

John Griffith stated that he and Pam Pritchard will present and report represents the first quarterly in-kind report. The fiscal summary is the first table and first quarter we had an 87% increase and our year-to-date is at 29% and we are above where we should be per budget and our goal is 25% and we are up by 4%. Pam stated that in-kind was a concern last year and the Board shared and Yolanda Gonzales took the concerns to the Policy Council. She stated that through extensive training, she is monitoring the in-kind and everyone understands that this is a requirement. Charlie Rodriguez wanted to know what the good news was and Pam stated that the good news is that we are doing better on in-kind. Jeremy Tobias stated that it is a combination on how involved the parents are and Yolanda stated that it is about educating the parents also. Fred stated that this was a high priority for staff and that he is glad that they have worked hard and are now above the goal.

6. **Policy Council Report** – Marisa Hernandez, Policy Council Representative

Marisa Hernandez stated that the Policy Council had a meeting on June 8th, which was a Hawaiian theme, and they thanked the fathers on the Policy Council at that time. Ricardo de Alba gave a presentation on the importance on father involvement in a child's life. The biggest item was regarding in-kind and the push to document it and that the staff and centers understand what is allowed for in-kind which is getting the parents involved which they are. The next meeting is on July 13, 2012 at with dinner at 5:00pm and the meeting will start at 5:30pm at Business Park North Office.

Motion was made to receive and file the Policy Council Report. Carried by unanimous vote. (Rodriguez/Ochoa)

7. **Friendship House Advisory Board Report** – Romala Ramkissoo, Director of Family, Youth & Community Services

Romala Ramkissoo stated that the advisory board did not meet this month.

a. KaBoom Playground Build Day Report – ***Verbal Report***

Romala stated that build day was on June 1, 2012 and there is a beautiful playground at the Friendship House Community Center. CAPK was responsible for raising \$8,500 and they had parents, high school students and volunteers to help with the build day. The kids painted the trashcan holders and bricks that were laid at the Friendship House. She stated that the Friendship House is really making an impact on the community and it was two months of planning and on June 1, 2012, everything fell together nicely. She encourages the Board Members to visit the Friendship House and Charlie Rodriguez wanted to know if it was finished now and Romala stated that yes the kids can play on it. Jeremy Tobias stated he read at the summer program last week and that the kids are very appreciative and that they are really good kids and it is a good group.

8. **Executive Director Report** – Jeremy Tobias, Executive Director

a. Food Bank Freezer Project – ***Info Item***

Jeremy Tobias stated that one of the projects that they are working on, and back in 2009, they embarked on a plan to replace the refrigerator and freezer. The refrigerator was done in 2010 and the freezer is a little more expensive due to demolishing and is around \$300,000 and we are very close. He stated that the Food Bank just recently had a donation from the Wheeler Foundation for \$50,000. The cost estimates will be revisited and Emilio Wagner will look at the costs and we are doing a final push to reach our \$300,000 goal. Jeremy stated that he is hoping that he can bring this back to the Board at the end of the summer and we will have a ribbon cutting. He would like the Board to be there as the time gets closer.

Jeremy informed the Board that the action plan that was sent to Region IX, which was also sent to Washington, DC, was approved.

Motion was made to receive and file the Executive Director Report. Carried by unanimous vote. (Henderson/Martinez)

9. **Consent Calendar:** *(Information concerning the Consent Items listed below has been forwarded to each Board Member for study prior to this meeting. Unless a Board Member, or member of the public, has a question concerning a particular item and asks that it may be withdrawn from the Consent Calendar, the items are approved at one time by the full Board of Directors. If there is any Board member, or member of the public, wishing to remove any item from consent, please indicate at this time.)*
- a. Application Status Report
 - b. CEDS Enrollment Report
 - c. CEDS Disabilities Report
 - d. Marketing and Public Relations Report
 - e. Installing appliances in-house and adding an Appliance Technician position to the Energy Organizational Chart as presented to the Budget and Finance Committee on June 19, 2012. Budget and Finance Committee recommends full Board approval.
 - f. Funding Request Pacific Gas & Electric for the Food Bank freezer campaign as presented to the Budget and Finance Committee on June 19, 2012. Budget and Finance Committee recommends full Board approval.
 - g. Head Start and Early Head Start Budget to Actual
 - h. Discretionary Fund Update
 - i. ARRA Funding Update
 - j. Board of Directors Meeting Minutes of May 30, 2012

- k. Program Review and Evaluation Meeting Minutes of June 13, 2012
- l. Budget and Finance Committee Meeting Minutes of June 19, 2012
- m. Various correspondence and communications to be received and filed
- n. Central Kitchen Report
- o. Voice of Safety
- p. HR News
- q. Financial Statements as presented to the Budget and Finance Committee on June 19, 2012
(Section 3 of binder). Budget and Finance Committee recommends full Board approval.

Motion was made and seconded to approve the Consent Calendar. Carried by unanimous vote.
(Wheeler/Martinez)

9. **Board Member Comments**

Fred Plane welcomed back Marisa Hernandez and congratulated her on the arrival of her daughter.

Warren Peterson wanted to follow up on the Friendship House Community Center and as a board member he would like to see a presentation or give the Board an idea on how the facility functions and where the fund comes from and he thinks that it is important for the Board to know that. He stated that he leaves it up to Fred Plane to decide. Fred would like to see in the report regarding the history of the deficit of the Friendship House and Jeremy stated that they can do both, a historical view and a present view which will be presented to the Board.

Tony Martinez stated that a couple of weeks ago he stopped at the Friendship House and the women in the WIC office had some concerns. Apparently they came in early and occasionally they have seen people walk onto the property to use the restroom in the back, which will set off the alarm. The other concern is that they are out there by themselves and they have been instructed to leave the door unlocked. Tony thinks that the door should be locked and when a customer comes they could knock and then the person can come in. He thinks that if they can keep the door locked they will be and feel more secured. Tony stated that it is the actual door to the WIC office and Jeremy Tobias stated that he will check into it. Charlie Rodriguez wanted to know why WIC was the way in the back and Jeremy stated that there were 4 units and that it was decided to put them there. Charlie suggested that there be a WIC sign in the front of the Friendship House so the community can see it. Charlie also, stated that people have called and asked him if the Friendship House gives away food and the food giveaway is not consistent. Jeremy stated that there are signs on the door and Charlie stated that if we are going to offer food we need to do it correctly. Charlie stated that a lady walked to the Friendship House to receive food and that day they were not giving food away. Jeremy stated that he will check on the signs at the Friendship House about the food distribution. Jeremy stated that a new glass case is out at the FHCC for signage.

Yolanda Ochoa wanted to share that when she called the main office it is going to the Pete Parra Center and that is what she was told and Jeremy stated that we will check it and she stated that it happened in the last 2 weeks.

Garth Corrigan thanked Corrine Coats for all her hard work and Fred Plane stated that she will do well in her venture.

10. **Closed Session**

11. **Next Scheduled Meeting**

Board of Directors Meeting
Wednesday, August 29, 2012
5:30 p.m.
300 19th Street
Bakersfield, CA 93301

12. Meeting was adjourned at 6:58pm.

COMMUNITY ACTION PARTNERSHIP of KERN
MINUTES
AUDIT COMMITTEE MEETING
300 – 19th Street

July 24, 2012
1:00 p.m.

1. Craig Henderson called the meeting to order at 1:20pm at the Community Action Partnership of Kern Administration Office, 300 19th Street, Bakersfield.
2. Roll Call was taken with a quorum present:

Present

Craig Henderson
Marisa Hernandez
Yolanda Ochoa

Absent

Don Bynum
Mike Maggard

Also present: Jeremy Tobias, Executive Director; Ralph Martinez, Director of Planning, Research and Development; Deborah Patrick, Director of Human Resources; Yolanda Gonzales, Director of Child Education & Development Services; other CAPK staff.

3. **Approval of Agenda**

Craig Henderson called for approval of the Audit Committee Meeting agenda of July 24, 2012. Motion was made and seconded to approve the agenda. Carried by unanimous vote. (Ochoa/Hernandez)

4. **Public Forum:** *(The public wishing to address the committee may do so. Committee members may respond briefly to statements made or questions posed. However, the committee will take no action other than referring the item to staff for study and analysis. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.)*

Jeremy Tobias stated that the Audit Committee Meeting is held 2 times a year with the Auditors. Sometime ago some it was decided to bring the Program Reviews to the Audit Committee to be reviewed and this meeting is the first time in doing so. The Program Reviews will be presented and each staff will address the review and no action is required. The program reviews are dated from March 1st, 2012 to June 30th, 2012.

5. **New Business**

- a. Monitoring Report from California State Controller regarding 2011 Fiscal Year Single Audit Report – Christine Anami, Director of Finance – ***Info Item***

Chris Anami stated that this review was for the WIC Grant and our annual audit report is reviewed to make sure it is in compliance with OMB regulations and this report is for the period ending February 28, 2011. The report indicates that we met all areas of regulations. Chris stated that June's meeting was intended as a follow up from the Audit kick off meeting in January. She stated that Brown Armstrong likes to have the kick off before they come into the field. Jeremy Tobias stated that we are going to try to meet tri-annually to review necessary documents with the auditors and program reviews. Craig Henderson stated that our final audit review is due November 30th, 2012 and he would like to know if the committee will review the report prior to submission. Chris stated that typically the board would not see

the report until it is final and it would be present to the Full Board at January's Meeting. In November depending at the time of the meeting, Chris stated a draft could be presented at the Audit Committee and in January and February a final report could be presented to the Board. Craig asked if the Audit Committee was going to meet 3 times a year meaning every 4 months and Jeremy stated that we are not trying to set up a precise schedule today and the schedule will be flexible. Chris stated that we should meet in November to cover the Program Review reports for July 1, 2012 through October 30th, 2012.

- b. Monitoring Report from Department of Health & Human Services, Region IX regarding Organization-Wide Audit for period March 1, 2010 through February 28, 2011 – Christine Anami, Director of Finance - **Info Item**

Chris stated that this letter was received from the National External Audit Center and this is the group that reviews all audit reports for agency's that have Health & Human Services as their cognate, meaning that most of our funding comes from them. We need to pay attention to the ones that go to ACF & HHS. The letter dated March 8, 2012, is HHS's response and we replied on the first letter to Region IX who responded back that they were satisfied with the outcome and the audit has been cleared. The formal clearance document is included and the document will go to Washington, DC.

- c. Monitoring Report from Department of Health & Human Services regarding Head Start COLA and Quality Improvement (Period March 1, 2010 through February 28, 2011) – Yolanda Gonzales, Director of Child Education and Development Services - **Info Item**

Yolanda Gonzales provided a packet that included more information on the program review. Yolanda stated that when the audit was conducted, there was one finding and we used consultants instead of hiring for those areas. In the report the calculation that was provided was incorrect. Jeremy Tobias stated that one thing that Region IX wanted a report on was job creation and we didn't run the proper formulas and we understated the jobs. Craig Henderson wanted to know if the correct number of jobs is listed and Yolanda stated that the response does not state the number. Jeremy stated that there was confusion on how to report jobs on the creation or continuance of jobs in regards to the funding. Jeremy stated that they do not want to over report and on this report it was under reported.

- d. Monitoring Report to Department of Health & Human Services, Region IX regarding FY 2011-2012 Federal Review Corrective Action Plan – Yolanda Gonzales, Director of Child Education and Development Services - **Info Item**

Yolanda Gonzales stated that every 3 years we are required by the Head Start Office to participate in a monitoring review. The corrective action plan is included which shows how we responded to the areas of non-compliance and has already been submitted to Region IX. Jeremy stated that this is the big review and we did very well and we had 2 minor findings. The findings were corrected and the corrective action plan was brought to the Executive Committee for approval and review. Region IX wanted a certain type of language about the loan and how we keep our inventory list, as we did not list the contract award number and we have since added the column and made the correction. The corrective action plan has been sent to Washington, DC and been approved. The follow up will be done as a desk review and then a conference call with Region IX will be scheduled. Yolanda stated that this review is done every 3 years and it is very comprehensive. The self assessment is conducted yearly by our own staff and helps them understand what needs to be improved.

Yolanda stated that May 26 was the last review and all requirements were met for the agency and she is happy to say that the program is doing very well. Craig Henderson stated that he is pleased in regards to the tri-annual review and the small findings. Jeremy stated that the finding were very small and that the audit was unannounced and we did well for the audit being unannounced.

- e. Monitoring Report to First 5 Kern regarding 2-1-1 Kern County Administrative Review – Romala Ramkissoo, Director of Family, Youth and Community Services – **Info Item**

Deborah Steagall presented and stated that the review was done by First 5 and they let us know that our numbers are good and it helps out county wise. Deborah stated that for the 2010-2011 recommendation they wanted actual numbers and 2-1-1 was able to give it to them. Craig Henderson stated that CAPK has committed approximately \$87,000 in in-kind and Deborah stated that they have been getting interns from Bakersfield College. She also stated that 35 calls is the average and 2-1-1 gets 45 calls in an 8 hour shift. Craig congratulated 2-1-1 for a job well done. Jeremy Tobias stated that this was a good review and it looks like they will continue the partnership. 2-1-1 monitors and tracks all the calls and dropped calls have gone down which is a dramatic improvement. Jeremy stated that the program continues to grow and we have more calls than Fresno and the outreach has been great. Craig asked if we still roll over our calls in the evening and Jeremy stated that during the evening and slow times, 2-1-1 has the ability to have staff work from home and it is much more efficient. We are not contracting with an outside entity to answers the calls at night.

- f. Monitoring Report from County of Kern, Mental Health Department regarding Substance Abuse for Fiscal Year 2010-2011 – Carmen Segovia, Director of Health and Nutrition Services - **Info Item**

Carmen Segovia stated that this is the financial monitoring program review for Dennis Hendrix's program and this is the financial component letter and there were no findings. The County also did a program review and it went over very well. She stated that this was the first time the program received an outstanding outcome in both audits.

- g. Monitoring Report to California Breastfeeding Peer Counseling (BPC) Program regarding WIC Breastfeeding Peer Counselors – Carmen Segovia, Director of Health and Nutrition Services - **Info Item**

Carmen Segovia stated that Beth Tolley will explain but that this is a new component to the WIC program and this is the first year we have this program and this was our first review. Beth stated as the first review that we had a number of items that we were lacking due to start up and the state was not explicit about what we should be doing when we started the program. Beth said that the peer counselors are there to help women who want to breastfeed and also help them on an intense basis with phone calls, appointments, and texting which helps build a relationship to allow woman to be comfortable to breastfeed or ask questions. Beth stated that peer counselors are on call on the evenings and weekends. Pria cooler, who is in charge of the program has outlined the program to what the state wants to see. Carmen stated that one of the objectives was to improve the breastfeeding rates and the last numbers stated that 15% of postpartum women are breastfeeding. Jeremy stated that the valley has a low rate on breastfeeding but WIC is doing a good job in getting the numbers up. Craig Henderson asked if there is a time in how long the women

are to breastfeed. Beth stated that if the women are followed for 6 months they are categorized as exclusive breastfeeding and that is what WIC is wanting. WIC is working on getting a sign together to inform the nurses at the hospitals not to give the babies bottles so this way the women can breastfeed. Marissa Hernandez wants to know why the numbers are low and Beth stated that the culture is not used to breastfeeding and there are other reasons. Marissa stated that Kern County has a high rate of teen pregnancy and encouraging mothers is what is needed to help mother's feel comfortable. Carmen also stated that there are a lot of mothers who cannot pump and it is not convenient.

6. **Committee Member Comments**

Jeremy stated that over the next couple of months we will adjust the time of the meetings.

7. The meeting was adjourned at 2:13pm.

COMMUNITY ACTION PARTNERSHIP OF KERN
MINUTES
EXECUTIVE COMMITTEE MEETING
July 24, 2012

300 – 19th Street, Bakersfield, CA
12:00 p.m.

1. Fred Plane, Board Chair, called the meeting to order at 12:00pm at the Community Action Partnership of Kern Administration Building, 300 19th Street, Bakersfield.
2. Roll Call was taken with a quorum present:

Present

Fred Plane
James Camp
Craig Henderson
Jim Wheeler

Absent

John Ritchie
Don Bynum

Also present: Jeremy Tobias, Executive Director; Christine Anami, Director of Finance; Yolanda Gonzales, Director of Child Education & Development Services; Ralph Martinez, Director of Planning, Research and Development; Debi Patrick, Director of Human Resources; Carmen Segovia, Director of Health and Nutrition Services; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Executive Committee Meeting agenda of July 24, 2012. Carried by unanimous vote. (Henderson/Wheeler)

4. **Public Forum:** *(The public wishing to address the committee may do so. Committee members may respond briefly to statements made or questions posed. However, the committee will take no action other than referring the item to Staff for study and analysis. Speakers are limited to three minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.)*

5. **Special Presentations**

- a. PG&E Check Presentation to the Food Bank Freezer Campaign – *presented by Kristen Doud, PG&E Community Relations Representative*

Ian Anderson stated that he was excited to have Kristen Doud and Katie Harlen who are presenting a check for \$5,000 to the freezer campaign. Ian introduced Kristen Doud and she stated that she had the opportunity to tour the Food Bank and was amazed at all that the food bank does. She also stated that with her understanding of the campaign, the Food Bank will be able to do so much more.

6. **Unfinished Business**

None.

7. **New Business**

- a. Short term loan extension with Wells Fargo Bank for the Pete Parra CDC/Campus Refinancing – Jeremy Tobias, Executive Director – ***Info Item***

Jeremy Tobias stated that the staff has been working with Region IX and we have yet to receive approval. Jeremy stated that Wells Fargo has been good at understanding the situation and they have not shown that we are in any default stages. On July 20, 2012, Wells Fargo stated that CAPK needed to show something on record and an extension was filed with a date of September 20th, 2012 and was approved by Region IX. James Camp wanted to know why Region IX is taking so long to approve the refinance. Jeremy stated that Region IX passed the documents to Washington and it is Washington who is taking some time to approve. Region IX stated that they anticipate an approval and that we just need to wait it out. James wanted to know if there was another loan on the land and who has that. Jeremy stated that there were two loans and that one was paid off so now the primary loan is the focal point.

The board acknowledged receipt of the approved loan agreement.

- b. Funding Request to Dr. Pepper Snapple and Kaboom! For Friendship House Shade Grant – Romala Ramkissoon, Director of Family, Youth and Community Services – ***Action Item***

Tomeka Powell presented on behalf of Romala Ramkissoon and stated that CAPK is looking to apply for a \$25,000 from Kaboom! and it is for a shade structure. Kaboom! requires a \$10,000 match which can be in-kind and or funds. The total cost for the shade structure is \$30,000 so we will have to put in \$5,000 in order to complete it. Jim Wheeler asked if the original Kaboom! project has been paid for and Jeremy Tobias stated that it has. Jeremy stated that we want to continue to raise more money to lay the bricks that were purchased. Much of the costs match would be through in-kind and staff. Craig Henderson wanted to know that if we apply for the \$25,000 then we would have to put up \$10,000. Jeremy stated that yes we could do \$5000 in in-kind and the rest can go to the laying of the brick. Craig would want to know if the group helped fundraise the brick project will continue to raise money and Jeremy stated yes. Craig asked if we are comfortable in putting up the \$5,000 and the committee agreed that they are.

Motion was made and seconded to approve the Funding Request to Dr. Pepper Snapple and Kaboom! For Friendship House Shade Grant. Carried by unanimous vote. (Camp/Wheeler)

- c. Funding Request to Target Foundation for Food Bank Back Pack Buddies Program – Carmen Segovia, Director of Health and Nutrition Services – ***Action Item***

Carmen Segovia stated that this application is for Target asking for \$5,000 for the Food Bank Back Pack Buddy Program. This is for the elementary age children who will receive food for the weekend.

Motion was made and seconded to approve the Funding Request to Target Foundation for Food Bank Back Pack Buddies Program. Carried by unanimous vote. (Henderson/Camp)

- d. Funding Request to Veneco, Inc. for General Support for the Food Bank – Carmen Segovia, Director of Health and Nutrition Services – **Action Item**

Carmen Segovia stated that this is the second time we applied and last year we received \$5,000 and we are reapplying. This is for the food bank and it's for operating expenses and is not restricted.

Motion was made and seconded to approve the Funding Request to Veneco, Inc. for General Support for the Food Bank. Carried by unanimous vote. (Henderson/Wheeler)

- e. Funding Request to The California Endowment for Kern Food Policy Council – Clinton Mungary – Administrative Analyst – **Action Item**

Clinton Mungary stated that this request is for \$50,000 over a 2 year period for the development of a local Food Policy Council between CAPK and United Way. Fred Plane asked if this is a done deal to receive it and does it just need necessary paperwork. Clinton stated that yes this is done and they are currently finalizing the proposal. Jeremy Tobias stated that the California Endowment approached CAPK and stated that if we applied they would like to fund the Food Policy Council. Jeremy stated that Clinton will be in charge of the Food Policy Council and he has some background and strong knowledge of this and this would be his main project.

Motion was made and seconded to approve the Funding Request to The California Endowment for Kern Food Policy Council. Carried by unanimous vote. (Henderson/Wheeler)

- f. Application Status Report – Ralph Martinez, Director of Planning, Research and Development – **Info Item**

Ralph Martinez stated that this last month we received approval from PG&E. Halliburton declined which will be removed as well as GTECH Foundation. James Camp asked if we received anything from Oxidential Petroleum and Ralph stated we have not. James stated to approach them again. James also wanted to know if we approached Grimmway and Ralph stated that they do more faith based organizations. Jeremy Tobias stated that with Aera and Oxy, we have approached them but it is a tough shell to break through and we are still trying. James stated that we need to continue to approach them and break through to get our foot in the door. Jeremy stated that Aera and Oxy are both growing and James wants us to get in their funding cycle.

- g. Head Start and Early Head Start Budget to Actual – John Griffith, Assistant Director of Finance – **Info Item**

John Griffith stated that Head Start is at 31% on budget and we did 4 months below budget and we are monitoring our costs. The in-kind is at 34.8% and is an improvement from last year and we are still trying to push on the in-kind. The credit card report represents the entire agency and 29.5% is current. Overall we are heading in the right direction and James Camp and Fred Plane told John that he was doing a good job.

h. Finance Director Report – Christine Anami, Director of Finance

- Discretionary Fund, June 2012 – **Info Item**

Chris Anami stated that this is the updated analysis of the discretionary fund and she is happy to report that this is the best report to date and shows the monies applied from the sale of the Family Health Center. The negative \$1500 from item C is the amount that was used to go to Action Ventures and that is being restored back to the Discretionary Fund. Chris stated that this is healthy and James Camp said good job.

- Financial Statements, June 2012 – **Action Item (p. 17-113)**

Chris Anami stated that there is nothing unusual to point out in regards to the grants. However, next month she will no longer be including February's financials and the reason because accounting is in the process of closing Head Start's Financials and as a result of submitting that report there is no need to show the February financials. Chris wanted to make the committee aware that the financials are showing a profit of \$1.1 million, which is due to the sale of the Family and Health Center and is better than being in the negative. Craig Henderson wanted to know if it is money that can go to Head Start or keep on the books. Chris stated that it is not going anywhere and the shown profit is strictly for book keeping purposes. She stated that we borrowed \$400,000 from the line of credit at the end of June. In mid July, we needed to borrow \$450,000 for payroll and we are fortunate that the state budget was passed and we received a \$2 million check and she was able to refund the line of credit. Jeremy Tobias stated that July and August are the hard months for cash and typically we have a late state budget and usually we are tough on cash. We just started entering this cash crunch window and this year will be less serious than most years. Craig wanted to know if our line of credit is \$1 million and Chris stated that is what it is at. James Camp asked if we have anything outstanding and Chris informed the committee that we do not. Chris stated that we borrowed the line of credit for 8 days and you will see that reflected on next month's Discretionary Analysis. Jeremy stated that in the future, our goal is to get the discretionary fund large enough to not have to use the line of credit.

Motion was made and seconded to approve the Funding Request to The California Endowment for Kern Food Policy Council. Carried by unanimous vote. (Henderson/Camp)

8. **Committee Member Comments**

9. **Closed Session**

Motion was made and seconded to move the committee into closed session at 12:35pm. Carried by unanimous vote. (Camp/Henderson)

a. CONFERENCE WITH LEGAL COUSEL—EXISTING LITIGATION (Subdivision (a) of Section 54956.9)

Name of case: Garcia v. Bakersfield Memorial Hospital; Hans Yu DO, M.D.; Community Action Partnership of Kern; Tony Hoang, M.D., Case Number: S-1500-CV-276893 DRL

b. Reconvene into Open Session - Closed Session Report

The committee reconvened from closed session at 12:43pm. There was no reportable action taken in closed session.

10. **Next Scheduled Meeting**

Executive Committee Meeting
Wednesday, December 12, 2012
12:00 p.m.
300 – 19th Street
Bakersfield, California 93301

11. Meeting was adjourned at 12:45pm.

COMMUNITY ACTION PARTNERSHIP of KERN
MINUTES
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
August 15, 2012

300 – 19th Street, Bakersfield, CA
12:00 p.m.

1. Warren Peterson called the meeting to order at 12:05pm at the Community Action Partnership of Kern Administration Office, 300 19th Street, Bakersfield.
2. Roll Call was taken with a quorum present:

Present

Warren Peterson
Tony Martinez
Jim Wheeler
Zulema Ela

Absent

John Ritchie

Also present: Carmen Segovia, Director of Health & Nutritional Services; other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review and Evaluation Committee Meeting agenda of August 15, 2012. Carries by unanimous vote. (Wheeler/Martinez)

4. **Public Forum:** *(The public wishing to address the committee may do so. Committee members may respond briefly to statements made or questions posed. However, the committee will take no action other than referring the item to staff for study and analysis. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.)*

5. **Unfinished Business**

None.

6. **New Business**

- a. Funding Request to Administration on Children, Youth and Families for the Abstinence Education Program – Romala Ramkissoon, Director of Family, Youth & Community Services – ***Info Item***

Tomeka Powell presented on behalf of Romala Ramkissoon and stated that CAPK requested \$5,000 to implement an Abstinence Base Education Program for the Friendship House Community Center and Shafter Youth Center. The grant will help deliver the curriculum and she thanked Jim Wheeler for his contribution. Zulema Ela wanted to know about outreach in Arvin. Tomeka stated that Lois Hannible will be working with the activity league and Sergeant John Money in regards to Arvin. Warren Peterson wanted to know if this funding request was a new request or a re-request. Tomeka stated that this is a new request for the program.

- b. Funding Request to Health and Human Services for HIV Testing and Prevention Services – Dennis Hendrix, HIV Program Manager – ***Info Item (p. 2)***

Carmen Segovia presented on behalf of Dennis Hendrix and she stated that this is a new grant application, partnering with Clinica Sierra Vista. She stated that we have had a similar

grant but in this particular one, Clinica Sierra Vista will be the lead agency and if the grant should awarded, CAPK will be partnering with them. This grant is to help with the outreach capacity and our staff is knowledgeable and this will help Clinica Sierra Vista obtain the grant, which will benefit CAPK also. She stated that the grant is for 5 years and this year it will start October 1st, 2012. Warren Peterson asked if Clinica Sierra Vista approached us and Carmen stated that she is not sure how the partnership grant came about. Tony Martinez stated that partnership grants are much stronger at being funded. Tony asked why Kern County does not have the syringe in the grant. Carmen stated that we do not do that at this time but we are going to partner with another agency in order to do so.

- c. Application Status Report – Ralph Martinez, Director of Planning, Research and Development – **Info Item (p. 3-5)**

Tomeka stated that the only changes for this month are for the pending approval for Veneco and we received funding before and reapplied. Tony Martinez stated that he is referring people to our 2-1-1 helpline and people said that they have been told that 2-1-1 can't help them and he would like to know how often the contact numbers are updated. Tomeka stated that Romala can better answer that question as she is not sure at this time.

- d. Child Education and Development Services July Enrollment Update – Brian Parnell,

Krissie Leach presented on behalf of Brian Parnell and stated that in July they had full enrollment and school started on Monday for the Head Start and Early Head Start programs. Tony Martinez wanted to know if CAPK was shutting down any Head Start centers and Krissie stated that International Village in Delano was closed at the time. Tony wanted to know what happened to the staff at the locations. Krissie stated that staff was able to move into other program locations. She also stated that if the classroom closed, the staff had the opportunity to move to home base or another area and staff did not lose their jobs. Tony wanted to know about the staff that gets bumped do they go to other openings. She stated that the Human Resource Department can best speak on this but she has the understanding that they can choose to take another spot and if someone is there then seniority comes into play.

- e. Marketing and Public Relations Report – Martin Ramirez, Community Outreach Specialist – **Info Item (p. 7)**

Martin Ramirez stated that last month, the Shafter Youth Center produced a video and the video won a contest in Kern County. The Shafter Youth Center won \$750 and they were also featured in the Shafter paper. He stated that some upcoming events are on October 5th for Fill the Bowl which will be held at the Padre Hotel and this will help the Food Bank. On August 28th there is a game at the Sam Lynn Ballpark and the purchase of tickets will help the Friendship House Community Center and the Shafter Youth Center.

Tomeka wanted to let the board know that Angie Velarde is doing a great job at the Shafter Youth Center and the center was featured a lot in the newspaper during the summer.

7. **Committee Member Comments**

Warren Peterson wanted to know if CAPK is involved in the free cell phone market and Martin Ramirez stated that we are not. Tomeka Powell wanted to know what organization it was and

Warren stated that he saw it on Niles Street and he stated that it is next to a WIC store. Martin stated that it could be an agency in Fresno and he has the information on the organization and they are looking for a partner to set up a display. Warren wanted know how the organization can do so and he was wondering if we were involved because of scams that are being done with the "free cell phones". Dennis Hendrix stated that we do part of helping people obtain a house phone but not a cell phone.

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, September 12, 2012
12:00 p.m.
300 – 19th Street
Bakersfield, California 93301

9. **Adjournment**

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 300 19th Street, Bakersfield, and online at www.capk.org by 12:00pm on August 10, 2012. Amanda Norman, Assistant to the Executive Director

COMMUNITY ACTION PARTNERSHIP of KERN
MINUTES
BUDGET & FINANCE COMMITTEE MEETING
August 21, 2012

300 – 19th Street, Bakersfield, CA
12:00 p.m.

1. Don Bynum called the meeting to order at 12:02pm at the Community Action Partnership of Kern Administrative Building, 300 19th Street, Bakersfield.
2. Roll call was taken with a quorum present:

Present

Don Bynum
Garth Corrigan
Yolanda Ochoa

Absent

Curtis Floyd
Charlie Rodriguez

Also present: Romala Ramkissoon, Director of Family, Youth and Community Services; Carmen Segovia, Director of Health and Nutrition Services; other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Budget & Finance Committee meeting agenda of August 21, 2012. Carried by unanimous vote. (Ochoa/Corrigan)

4. **Public Forum:** *(The public wishing to address the committee may do so. Committee members may respond briefly to statements made or questions posed. However, the committee will take no action other than referring the item to staff for study and analysis. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.)*

5. **Unfinished Business**

6. **New Business**

- a. Approval of program budget for the Friendship House Community Center for fiscal year 2012/2013 – Romala Ramkissoon, Director of Family, Youth & Community Services –
Action Item

Romala Ramkissoon stated that a summary budget for the Friendship House, which explains how we cover the expenses, is provided. This is to give the committee an idea of how CAPK covers the expenses and we do track our expenses but the summary is new. She stated that this summary is being looked at to do for each of our programs to help the committee to have a better understanding. This summary will go to the Board for approval but was presented to the Budget & Finance Committee for recommendations prior to being sent to the Board. Yolanda Ochoa wanted to know what the year-to-date expenditures were for the Friendship House. Romala stated that the YTD will be inputted and Yolanda stated that she would like to see that on the

summary report. Don Bynum stated that the report should address the debt of the Friendship House and Garth Corrigan agreed that the Board wanted to see the debt from the last Board meeting and this report should come back with the items listed. Garth stated that this should be under new business for discussion and not under consent calendar on the Board agenda. Don wanted to know where we are with the fundraising on the bricks. Romala stated that we are currently at \$10,000 and we received another grant from KaBOOM! for the shade structure and the bricks will be tied in with the shade structure project. This has to be implemented by December 31, 2012 so the project will be started soon. Chris Anami stated that this format is best utilized for all aspects and Romala will put the YTD expenditures on the report prior to the Board meeting. Chris also stated that the history of the Friendship House and how we got to where we are today with the expenses of the Friendship House. Garth wanted Chris and Romala to address Warren Peterson's comments on the Friendship House from the last meeting and the history should be included in the Board item.

Motion was made and seconded to approve the Approval of program budget for the Friendship House Community Center for fiscal year 2012/2013. Carried by unanimous vote. (Ochoa/Corrigan)

- b. Funding Request to Administration on Children, Youth and Families for the Abstinence Education Program – Romala Ramkissoon, Director of Family, Youth & Community Services – **Action Item**

Romala Ramkissoon stated that this is an application to the Administration on Children, Youth and Families for a competitive Abstinence Program for the Friendship House and the Shafter Youth Center. The grant amount is about \$500,000 and it is a 2-year grant. The application has MOUs with the Bakersfield Homeless Center, Bakersfield Youth and the Wasco Housing Authority to target the homeless and foster youth. We are also working with the Sherriff's Activity League with Sherriff Money and he will help with the program also. Yolanda Ochoa wanted to know if MAD is the Mothers Against Drunk Driving and Romala stated no and that the acronym for Mothers Against Drunk Driving is MADD.

Motion was made and seconded to approve the Funding Request to Administration on Children, Youth and Families for the Abstinence Education Program. Carried by unanimous vote. (Corrigan/Ochoa)

- c. Funding Request to Health and Human Services for HIV Testing and Prevention Services – Dennis Hendrix, HIV Program Manager – **Action Item**

Dennis Hendrix stated that this grant is in partnership with Clinica Sierra Vista and they will be the lead agency. He stated that October 1, 2012 is the start of the grant and this is a 5-year grant in yearly cycles and we will have to reapply ever year but un-competitively. He stated that the goal is to get more people into the program who have not been able to utilize the services.

Motion was made and seconded to approve the Funding Request Health and Human Services for HIV Testing and Prevention Services. Carried by unanimous vote.
(Ochoa/Corrigan)

- d. Application Status Report - Ralph Martinez, Director of Planning, Research and Development – **Info Item**

Clinton Mungary presented on behalf of Ralph Martinez and stated that on pending approvals, Veneco Inc. declined and PG&E gave the Food Bank Freezer \$5,000 and another decline was Gtech Foundation for the Friendship House. He stated that those are the only 3 changes this month.

- e. Head Start and Early Head Start Budget to Actual for the Period Ending July 31, 2012 – John Griffith, Fiscal Officer – **Info Item**

John Griffith stated that we are at 42% of the budget and labor is at 32%. Contractual was at 45% and total base funding is at 35%. He stated that Early Head Start, we are at 35% for labor and 38% for the budget and we have inconsistencies but that is from the splitting of the two grants. He stated that we are at 39.23% for the annual budget and our in-kind was at 35.71% and these include the month of July. John stated that the credit card is 79% current and we are moving forward and looking at those areas that we may be over budget. Garth Corrigan wanted to know if we will make it to the end of the year and John stated that we are pushing and we will hopefully make it but we still have a long ways to go. There are many regulations that are changing but they are doing the best that they can.

7. **Finance Director Report**

- a. Discretionary Fund Update – **Info Item**

Chris Anami stated that this report reflects the activity of the Banquet and we are close to closure. The expenditures have all been report and for the total cost, we are close to \$15,000 and there was a \$2,000 reduction and last year we were at \$17,000 but we knew that the revenue would be down this year. There are a couple of outstanding sponsorships and those are being followed up with. Don Bynum sated that this revenue is pretty good. Chris also stated that the Discretionary Fund is looking healthier.

- b. Financial Statements, July 2012 – **Action Item**

Chris Anami stated that she mentioned last month that once the final close out report for Head Start was closed, they would not be included in the financial statements. The report has been closed out and will be audited by the auditors on September 17th, 2012. She stated that as far as the financial statements, July starts the new cycle for many of our grants that ended June 30th, 2012 and that will be reflected in the next financials. Chris stated that the next major cut off that CAPK experiences is September 30, 2012 which is the Federal cycle. We are on a fiscal year from March to February but we have other cut offs we have to meet as well. She is also getting ready for the return of Brown

Armstrong and they just reviewed the pension plan and we will be preparing for the single audit.

Chris addressed Don Bynum's question about the Friendship House and that can be found on D-33. Programs who have multiple activities that are going on are trying to present the financial statements so that the reader can see how each program is performing. She stated that we are showing a positive and that money will go to the shade structure project as well as laying the bricks at the Friendship House. The reading program is due to wind up and this is money we received several years ago. The quad is a separate project and is shown separately. On the next page shows other grants that helps the Friendship House. We received a \$25,000 grant from Kaiser and we cannot combine this money and has to be shown separately. The city gave \$150,000 and has to be showed and maintained separately as well. She stated that earlier when Romala Ramkissoon stated that when she shows the budget to actual on the report it will be a snapshot of the financials where Chris will show all items separately.

Motion was made and seconded to approve the Financial Statements for July 2012.
Carried by unanimous vote. (Ochoa/Corrigan)

8. **Committee Member Comments**

9. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Tuesday, September 18, 2012
12:00 p.m.
300 – 19th Street
Bakersfield, California 93301

10. Meeting was adjourned at 12:33pm

Region IX
90 7th Street
San Francisco, CA 94103

June 28, 2012

Ms. Yolanda Gonzales, Director of Child Education and Development Services
Community Action Partnership of Kern
300 19th Street
Bakersfield, CA 93301

Refer to: 09CH7051/47

Dear Ms. Gonzales:

This letter is in response to your agency's correspondence dated June 22, 2012 requesting ACF Region IX to approve of the release of Federal interest in four modular units located at:

Jefferson Center: 816 Lincoln St. Bakersfield, CA 93305
Longfellow Center: 1900 Stockton St. Bakersfield, CA 93305
McKinley Center: 601 Fourth St. Bakersfield, CA 93304
Pauly Center: 313 Planz Rd. Bakersfield, CA 93305

The four modular units are no longer needed for program purposes. The neighborhoods previously served by these Head Start centers all are being served by alternate Head Start centers. It is therefore unnecessary for the Community Action Partnership of Kern (CAPK) Head Start program to retain ownership of these units.

We are approving your request to sell the modular units to the Bakersfield City School District for a price of \$104,275.60. Our approval is based on the understanding that no Head Start funds will be required to dispose of the modular units because the buyer owns the land where the modular units are located and the modular units will remain on-site. It is the grantee's responsibility to take the necessary actions to remove the federal interest from the modular units. The disposition of the Federal property must be carried out in accordance with 45 CFR Part 74 Section 74.32 Real Property.

Ms. Yolanda Gonzales – Page 2

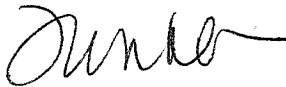
The net proceeds (after deducting actual and reasonable selling and fix-up expenses, if any, from the sales proceeds) will need to be reimbursed to the Administration for Children and Families. The funds should be deposited by the Program Support Center into Miscellaneous Accounts. Enclose a copy of this letter when you mail your check to the Program Support Center. The check should be made payable to the U.S. Department of Health and Human Services and sent to:

U.S. Department of Health and Human Services
Program Support Center
P.O. Box 530231
Atlanta, GA 30353

Please send a copy of this letter and the check to the Regional Office to enable us to update our facility information for your agency on file. Receipt of your check will release all Federal interest in these facilities.

Should you have questions, please contact Debbie Daniel, Financial Operations Specialist at (415) 437-8513 or Cynthia Yao, Program Specialist at (415) 437-8451.

Sincerely,



Jan Len, Regional Program Manager
Office of Head Start, Region IX



Martin Tom, Acting Grants Officer
Office of Grants Management, Region IX

cc: Board Chair
Executive Director
Director of Finance

COUNTY OF KERN
MENTAL HEALTH DEPARTMENT

James A. Waterman, PhD, Director



*Working together toward
Hope, Recovery and Independence*

July 3, 2012

Katrina Badilla
c/o Shafter Youth Center
Community Action Partnership of Kern County
455 E. Euclid Avenue
Shafter, California 93263

Dear Ms. Badilla:

Thank you for your participation in the Prevention of Teen Pregnancy and Alcohol Awareness Contest. The Shafter Youth Center's effort to spread the message about the link between underage alcohol abuse and risky behavior that can result in teen pregnancy are greatly appreciated.

Your video entry, "Protect Yourself," has been selected as a winning entry! As such, your agency is eligible to receive an award of up to \$750. Though your agency provided multiple entries, each organization can receive only prize.

Entries for this contest stretched across multiple art mediums, giving entrants an opportunity to express, in a variety of ways, their artistic talents.

The concepts from the winning entries will be featured in an upcoming awareness campaign highlighting the dangers of underage drinking and its relationship to teen pregnancy.

Thank you again for your contribution, and congratulations on your successful entry.

Sincerely,

Lily Alvarez
Behavioral Health System Administrator
Substance Abuse System of Care

LA:as



3300 Truxtun Ave. • P.O. Box 1000 • Bakersfield, CA 93302
Voice: (661) 868-6600 • FAX: (661) 868-6666 • TTY Relay: 1-800-735-2929

7-11-2012

POLICY: 569-800

Laurie Sproul
Community Action Partnership of Kern County
300 19th St.
Bakersfield, CA 93301

RE: Risk Assessment

Dear Ms. Sproul:

Let me begin by saying how happy I was to discover during my recent visit how diligently you have been working regarding safety over the last several years. Your efforts are to be commended as you have demonstrated concern for implementing a loss control program that not only meets current Cal/OSHA guidelines, but one that does much to protect your employees from the hazards that they must contend with in their workplace. Your safety programs and supporting documentation demonstrate that safety is given a top priority. Since implementing an aggressive Safety Program, your loss ratio has decreased significantly, and your claims frequency has dropped in half. By maintaining an active Safety Program and preventing injuries to your employees, you are directly reducing your workers' compensation costs. Keep up the good work!

As you are aware, it is our role as your workers' compensation insurance carrier, to advise you of conditions which present potential hazards and/or vulnerabilities to Cal/OSHA citations. As I stated above, your safety program is excellent; however, I would like to make the following recommendation:

- Given the large geographic footprint that your company takes up and the large number of facilities your company has, it is difficult for your safety manager to visit all of your sites on a regular basis; thus, Laurie must rely upon the site supervisors to direct and enforce your safety policies and procedures. This is not a problem. In fact, it is an efficient and effective way to ensure your employees are working in a safe environment since the supervisors, themselves, are more familiar with the site hazards than even Laurie because they, like their employees, work around said hazards every day. Unfortunately, the one small weakness in your safety program is that the entire system relies upon both your supervisors' knowledge of safety and their communication with Laurie. Laurie indicated that she regularly talks with all of the site supervisors; however, the supervisors do not communicate much among themselves. I suggest that you hold a quarterly supervisor safety meeting via teleconferencing. This will not only ensure that the supervisors are taking the time to communicate with Laurie without her prompting the discussion, it will also open the lines of communication between your site supervisors, thus allowing them to share their good ideas between sites.

The recommendations set forth in this letter should be addressed over the next 6 months. Should you need any clarification regarding these recommendations or assistance with any other loss control service, please contact me at the number or email address listed below.

The safety and well being of our insured employers and their employees is the prime concern of the State Fund. We are proud of our role in developing and enhancing your loss control programs. We know you will find this information instrumental in educating and encouraging your employees to establish and maintain a safe working environment. As a reminder, State Fund continues to provide these items at no additional cost.

Thank you again for your help and cooperation.

Sincerely,



Curtis Giles
Loss Control Representative
661-664-4018
clgiles@scif.com

C: Debbie Patrick
Clifford & Bradford Ins. 1515 20th St. Bakersfield, Ca. 93301

<http://www.statefundca.com>



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

*Chris A.
Carnes
Audit Committee
BOD*

July 12, 2012

Mr. Jeremy Tobias
Executive Director
Community Action Partnership of Kern
300 19th Street
Bakersfield, CA 93301

Dear Mr. Tobias:

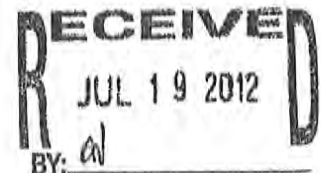
Thank you for the submission of your corrective action plan on January 25, 2012. The actions your food bank has and will be taking to correct the areas out of compliance have been approved.

I want to once again thank you for your assistance and cooperation during the review process. If you have any questions or need further information, please do not hesitate to contact me at (916) 229-3335.

Sincerely,

Terra Red, Program Consultant
Emergency Food Assistance Program

Cc: ERA File





RON CHAPMAN, MD, MPH
Interim Director

State of California—Health and Human Services Agency
California Department of Public Health



EDMUND G. BROWN JR.
Governor

*Chris A.
Carmen S.
Audit Committee
BOD*

JUL 16 2012

Jeremy Tobias, Executive Director
Community Action Partnership of Kern
300 19th St
Bakersfield, CA 93301-4906

Dear Jeremy Tobias:

SUBJECT: REVIEW OF ANNUAL FINANCIAL AND COMPLIANCE AUDIT REPORT
FISCAL YEAR ENDING: 2/28/2011
CONTRACT/GRANT AWARD(S): 05-45247 (CCG), 08-85421 (WIC)

Thank you for the financial and compliance audit report that your agency sent. Our office has completed its review of your agency's annual financial and compliance audit report and has issued the following management decision:

This audit report meets the requirements pursuant to the United States Office of Management and Budget (OMB) Circular A-133.

No significant findings came to our office's attention that may negatively affect the above agreement(s).

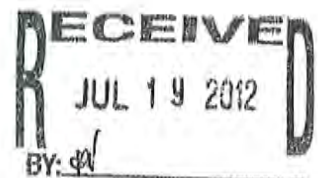
No further documentation is required at this time. Please retain a copy of this letter for your records. If you have any questions regarding this letter, please contact me at (916) 650-0283

Sincerely,

Stefanie Lee, Audit Coordinator
Center for Family Health
c/o Maternal, Child and Adolescent Health Division

cc: Elenita Barcelon, Contract Manager
Maternal, Child and Adolescent Health Division

John Cobbinah, Auditor
State Controller's Office





Ron Chapman, MD, MPH
Director

State of California—Health and Human Services Agency
California Department of Public Health



EDMUND G. BROWN JR.
Governor

*Carmen S.
BOD*

July 26, 2012

Jeremy T. Tobias
Executive Director
Community Action Partnership of Kern
300 - 19th Street
Bakersfield, CA 93301

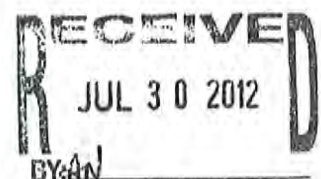
Dear Mr. Tobias:

Federal Fiscal Year (FFY) 2013 Caseload and Funding

I am writing to provide you information regarding your FFY 2013 WIC Base Grant. As you know, we evaluate participation performance annually per the Program Requirements listed in the Contract Management Binder, Chapter 2. We determined that your highest trending participation for the period May 1, 2011 to April 30, 2012 was 92.6 percent, which is below the 97 percent requirement.

Because your agency is very close to the participation requirement we will not be reducing your caseload and funding for FFY 2013 at this time. However, we will monitor your participation for the next six months (July 1 – December 31). If your trending participation is not above 97 percent by January 1, 2013, we will reevaluate our decision not to reduce your caseload and may impose an appropriate reduction effective February 2013.

We appreciate your commitment to furthering the mission of the WIC program. Thank you for your hard work to reach out to eligible families, to improve the nutritional health of women, infants and children and to reduce childhood obesity in California.

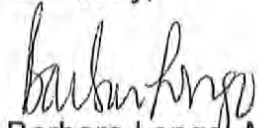


Women, Infants and Children (WIC) Program
3901 Lennane Drive MS 8600 Sacramento, CA 95834
PO Box 997375 MS 8600 Sacramento, CA 95899-7375

Mr. Jeremy T. Tobias
Page 2
July 26, 2012

If you have any questions regarding your funding award or other program details, please contact Andy Barbusca, Chief of Local Agency Support Services, at (916) 928-8732, or your regional advisor.

Sincerely,



Barbara Longo, MS, RD
Deputy Division Chief
Nutrition and Local Program Services
WIC Supplemental Nutrition Program

cc: Elizabeth Tolley
WIC Program Manager
500 East California Avenue
Bakersfield, CA 93307

Carmen Segovia
Director of Health and Nutrition Services
500 East California Avenue
Bakersfield, CA 93307



DEPARTMENT OF HEALTH & HUMAN SERVICES

**Administration for
Children & Families**

Refer to: 09CH7051/FY 2012

**Region IX - OHS
90 7th Street, 9th Floor
San Francisco, CA 94103**

July 26, 2012

Yolanda Gonzales
Head Start/Early Head Start Director
Community Action Partnership of Kern County
Head Start & Early Head Start Programs
300 -19th Street
Bakersfield, CA 93301-4906

Dear Ms. Gonzales

We received your letter on June 29, 2012 indicating your Head Start agency's request to waive:

45 CFR Part 1310.15(a) Child Restraint System

Your waiver request has been found consistent with all relevant statutory requirements and is therefore, approved. This waiver is for program year 2012-13..

Please contact your assigned specialist, Cynthia Yao at (415) 437-8451 if you have any further questions on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Jan Len", is written over a horizontal line.

Jan Len, Regional Program Manager
Office of Head Start – Region IX

cc: Cynthia Yao, Program Specialist
Debbie Daniel, Financial Operations Specialist

Department of Health and Human Services
Administration for Children and Families
Notice of Award (NOA)

SAI NUMBER:

PMS DOCUMENT NUMBER:
09CH705147

1. AWARDING OFFICE: OA/OGM/Region IX		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 09CH7051/47	4. AMEND. NO. 1
5. TYPE OF AWARD: SERVICE	6. TYPE OF ACTION: Supplement		7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.	
8. BUDGET PERIOD: 03/01/2012 THRU 02/28/2013		9. PROJECT PERIOD: 03/01/1989 THRU		10. CAT NO./CFDA: 93.600
11. RECIPIENT ORGANIZATION: COMMUNITY ACTION PARTNERSHIP OF KERN, HEAD START PROGRAM				

26. REMARKS: (Continued from previous page)

(**) Reflects only federal share of approved budget.

This grant action awards supplemental funds in Common Accounting Numbers (CAN) G094122, G094125 and G091126 for Fiscal Year (FY) 2012. The amounts in CAN G094122 and CAN G094125 represent the cost-of-living adjustment increases for Head Start and Early Head Start respectively, and permanently increase the base funding levels. The projected base funding level for the Head Start program in FY 2013 is \$19,854,850 and T/TA is \$175,557. The projected base funding level for the Early Head Start program in FY 2013 is \$2,671,880 and T/TA is \$66,797. The amount in CAN G091126 represents the training and technical assistance increase for Early Head Start.

Special Condition Removed: Fifty Percent of this funding cannot be utilized until the Regional Office receives a final version of the grantee's Wage Comparability Survey.

This award is subject to requirements of HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and purpose of this award. This includes requirements in Parts I and II (available at <http://www.hhs.gov/grantsnet/adminis/gpd/index.htm>) of HHS GPS. Although consistent with HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 74 or 92, directly apply to this award apart from any coverage in HHS GPS.

(See Addendum)

Addendum
Community Action Partnership of Kern – 09CH7051
Additional Notes and Remarks (continued):

HHS GPS (II-56) (see above) and Parts 74.25(c)(2) and 92.30(d)(3) (as applicable) provide authority to ACF to approve Key Staff of HS Grantees. For purposes of this grant key staff is defined as the HS Director or person carrying out the duties of the HS Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded either directly or through indirect cost recovery more than 50% with HS funds.

Funds awarded under this grant cannot be used to pay compensation of an individual, either as a direct cost or any pro-ration as an indirect cost, at a rate in excess of Executive Level II, see ACYF-PI-HS-08-03 issued May 12, 2008. Rate of compensation for an Executive Level II employee is \$179,700 per year. Expenditure of any FY 2012 funds under this award means the grantee accepts this term and condition of its HS/EHS grant. During the budget period, the grantee and any delegates must ensure its grant application, budget, and expenditures meet current compensation cap requirements for any individual charged to this grant.

The ECLKC Grantee and Delegate Profile must be updated quarterly, per ACF-IM-07-04.



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR
CHILDREN & FAMILIES

Refer to:

Office of Head Start
Region IX
90 - 7th Street, 9th Floor
San Francisco, CA 94103

Dear Grantee:

We are pleased to confirm that a grant has been approved to assist your agency in financing the **Head Start program** as referred to in the enclosed Notice of Award (NOA). This grant is made subject to the terms and conditions described in the enclosed NOA.

Please access the following website and carefully read the "Standard Terms and Conditions – Discretionary Grants." It lists the applicable Department of Health and Human Services (DHHS) and Administration for Children and Families (ACF) regulations and policies applicable to your grant.

<http://dhhs.gov/asfr/ogapa/aboutog/grantsnet.html>

Payments under this award will be made through the DHHS Payment Management System (PMS). The PMS staff will be able to guide you on their requirements and can be reached at:

DHHS Payment Management System
P.O. Box 6021
Rockville, MD 20852
Phone: (301) 443-1660
Internet – WWW Homepage: <http://www.dpm.psc.gov>

If the grant includes Special Conditions, you must provide a written response within the time frames specified on the grant award.

If you have any programmatic or monitoring questions regarding this award, please call your assigned Program Specialist.

If you have any questions regarding the business aspects of this award, please contact your assigned Financial Operations Specialist.

Sincerely,

Jan Len, Regional Program Manager
Office of Head Start – Region IX

Martin Tom, Acting Grants Officer
Office of Grants Management

Enclosures

**Department of Health & Human Services
Administration for Children and Families
Notice of Award (NOA)**

SAI NUMBER:

PMS DOCUMENT NUMBER:
09CH705147

1. AWARDING OFFICE: OA/OGM/Region IX		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 09CH7051/47	4. AMEND. NO.: 1			
5. TYPE OF AWARD: SERVICE	6. TYPE OF ACTION: Supplement		7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.				
8. BUDGET PERIOD: 03/01/2012 THRU 02/28/2013		9. PROJECT PERIOD: INDEFINITE		10. CAT NO./CFDA: 93.600 ...			
11. RECIPIENT ORGANIZATION: COMMUNITY ACTION PARTNERSHIP OF KERN HEAD START PROGRAM 300 19TH STREET BAKERSFIELD CA 93301 Fred Plane, President, Board of Directors			12. PROJECT / PROGRAM TITLE: HEAD START PROGRAM				
13. COUNTY: KERN	14. CONGR. DIST: 20, 22	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Yolando Gonzales, Director, Child Education & Development					
16. APPROVED BUDGET: Personnel..... \$ 13,792,408 Fringe Benefits..... \$ 3,849,825 Travel..... \$ 47,307 Equipment..... \$ 75,000 Supplies..... \$ 1,063,246 Contractual..... \$ 429,213 Facilities/Construction..... \$ 0 Other..... \$ 3,512,085 Direct Costs..... \$ 22,769,084 Indirect Costs..... \$ 0 At % of \$ In Kind Contributions..... \$ 0 Total Approved Budget(**)... \$ 22,769,084		17. AWARD COMPUTATION: A. NON-FEDERAL SHARE..... \$ 5,692,271 20.00 % B. FEDERAL SHARE..... \$ 22,769,084 80.00 % 18. FEDERAL SHARE COMPUTATION: A. TOTAL FEDERAL SHARE..... \$ 22,769,084 B. UNOBLIGATED BALANCE FEDERAL SHARE..... \$ 8,631 C. FED. SHARE AWARDED THIS BUDGET PERIOD. \$ 22,760,453 19. AMOUNT AWARDED THIS ACTION: \$ 161,510 20. FEDERAL \$ AWARDED THIS PROJECT PERIOD: \$ 21. AUTHORIZED TREATMENT OF PROGRAM INCOME: ADDITIONAL COSTS <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>22. APPLICANT EIN: 1-952402760-A1</td> <td>23. PAYEE EIN: 1-952402760-A1</td> <td>24. OBJECT CLASS: 41.51</td> </tr> </table>			22. APPLICANT EIN: 1-952402760-A1	23. PAYEE EIN: 1-952402760-A1	24. OBJECT CLASS: 41.51
22. APPLICANT EIN: 1-952402760-A1	23. PAYEE EIN: 1-952402760-A1	24. OBJECT CLASS: 41.51					

25. FINANCIAL INFORMATION:

DUNS: 072947617

ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
OGM	09CH705147	75-2-1536	2012 G091126	\$477		
OGM	09CH705147	75-2-1536	2012 G094122	\$141,933		
OGM	09CH705147	75-2-1536	2012 G094125	\$19,100		

26. REMARKS: (Continued on separate sheets)

Client Population: 2592.
 Number of Delegates: 0.
 Paid by DHHS Payment Management System (PMS), see attached for payment information.
 This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).
 For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html.
 This grant is subject to the requirements as set forth in 45 CFR Part 87.

27. SIGNATURE - ACF GRANTS OFFICER Martin L. Tom <i>Martin L. Tom</i> 7/16/12	DATE: 7/16/12	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY <i>Paul W. Wong</i> 7/12/12
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) <i>Jan Y. Len</i> Jan Y. Len, Regional Program Manager, Office of Head Start - Region IX	DATE: 7/12/12	

Community Action Partnership of Kern
 Child Education Development Services
 Child and Adult Care Food Program/Central Kitchen
 Meals Served Report
 Reporting Month:
 July 2012

Month	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sept. 12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13
Days of Operation	22	21	22	20	21							
Full day centers	11	11	11	11	11							
Half day centers	32	32	32	0	0							
Number of centers												
operational	43	43	43	11	11							

Note: Centers with H.S. and E.H.S. are counted as two.

H.S. & E.H.S. Meal:

Breakfast	21,200	16,794	19,727	5,573	5,519
Lunch	34,740	26,366	31,420	5,812	5,805
Snack	12,846	9,253	11,339	0	0
State Snack	6,138	5,515	6,145	5,108	5,071
HS & EHS meals	74,924	57,928	68,631	16,493	16,395

Regulation:

SEC. 642. POWERS AND FUNCTIONS OF HEAD START AGENCIES. [42 U.S.C. 9837] (d) Program Governance Administration -
 (2) CONDUCT OF RESPONSIBILITIES - Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and policy council, about program planning, policies, and Head Start agency operations, including -- (D) monthly reports of meals and snacks provided through programs of the Department of Agriculture.

LIFTING SAFELY

Do you practice proper lifting techniques?

There are nearly half a million disabling injuries on the job every year and a large percentage of them are back injuries. Improper lifting technique is the cause of many of these injuries. This is demonstrated by the fact that 23% of all workplace injuries occur while lifting or moving heavy materials. Injuries of this nature are painful and sometimes career-ending. However, these incidents can be avoided by practicing proper lifting procedures.

Factors involved in accurately assessing a lift:

The ability to lift an object will depend on the health, physical capability, and overall fitness of the individual performing the lift. Other factors to consider are:

Load placement:

- If you are moving the load manually, place the load directly in front of you, with both your feet and the load facing forward, in order to not twist your back.
- Don't bend at your waist or lift with your back; bend at your knees and use your legs to perform the lift.

Weight lifted:

- The amount of weight to be lifted is a critical factor. The heavier the weight, the greater the potential for injury. Decrease the weight or reduce the number of lifts per day to decrease the potential of sustaining a back injury.

Factors involved in accurately assessing a lift:

Proper grip:

- Hold loads as close to the body as possible.
- The farther the load from the body, the greater the stress on the back.
- Holding the load closely increases the safety of the lift by allowing your body to push an object as opposed to pulling it.
- Carry the load at waist level to create balance and reduce stress.

What should be done if the load looks too heavy or unsafe to be moved by only one person?

Find a way to move the load that will not put you at risk of a back injury. Mechanical methods, such as push carts or forklifts, are means of moving heavy loads without jeopardizing your health and safety. If mechanical methods are not present, ask for help.



Improper lifting technique: Do not bend from the waist!



Get in the habit of practicing safe lifting techniques. Following these simple measures can prevent a potentially serious back injury.



Since the end of summer is approaching and school is about to begin, I wanted to use this opportunity to first welcome back all the staff in our Child Education Division, tell them how important they are to the success of bringing families to self-sufficient and to also welcome all the Head Start Parents to our program. For those parents that are new to Head Start, I can tell you that you and your children will have an experience that you will not soon forget.

Secondly, I want to reemphasize with all our employees how important your job is to improving our community. Too often, you work your daily routine and are not reminded about how important you are. Well, **YOU ARE IMPORTANT**, because you are doing one of the noblest things there is to do, and that is helping people to help themselves. Community Action Partnership of Kern strives to help families achieve economic self-sufficiency with all of our many programs and services, and each and every one of you are doing that each and every day.

The people in Administration Services, (formerly Human Resources and Business Support) and Finance stand ready to assist you in any way possible so that you can devote your attention to serving those in our community who are less fortunate. Do not ever forget that you are appreciated. Thanks for all you do and just know that your work is important.

August SERVICE AWARDS

20-YEARS

Donna Holland
 Tomasa Jara

15-YEARS

Melissa Dewitt

10-YEARS

Anastasia Ruiz

5-YEARS

Minerva Ceja
 Barbara Murguia

The Partnership Welcomes Our New Employees



Yuliana Contreras
 Rosita Curry
 Mallory Fessler
 Melissa Hernandez

Eleonora Herrera
 Nicole Jenkins
 Magaly Quintino
 Anastasia Rivera

Rudy Sandoval
 Ofelia Torres

Back-to-School Tips: Get Ready, Get Organized!

Move over, summer--a new school year is coming! With the start of school, families face new organization challenges. School bells ring--and so do early-morning alarm clocks. Shorter autumn days bring a hectic round of sports, activities and events, and calendars fill with cryptic notes. Can the holidays be far behind?

Use these ideas to prepare your family for the busy days ahead

Calendar Central - Each school year floats on a sea of schedules. School functions. Lunch menus. Scout meetings and music lessons. What do you do when you're drowning in paper? Nothing calms school year chaos like Calendar Central: a centralized site for all family calendars and schedules. You'll need a family event calendar to track after-school activities, school programs and volunteer work. Add specialized calendars and schedules, and you have it: a one-stop shop for family time management.

Ease family into a school year schedule - The first day of school is no time for a drastic adjustment of household sleep schedules. Instead, ease children back into a school year routine gradually. During the last two weeks of summer, re-introduce a school year bedtime. Begin waking late sleepers earlier and earlier, closer to the hour they'll need to rise when school begins.

Wardrobe Planner - August is the second-biggest sales month for clothing retailers. Back to school clothing sales begin as early as July! Are you prepared to run the school clothes gauntlet? An informed shopper is a savvy shopper, so prepare before you shop.

Gather your papers - School entry may require documentation from immunization records to report cards from the previous school year. A little preparation can prevent frantic last-minute searches. Call your child's school before registration day to find out what paperwork will be required--then find it! You won't be sorry come registration day.

Take aim on morning madness - How are school mornings in your home? Crazy and chaotic, or calm and cheerful? Plan ahead to send your schoolchildren out the door in a happy mood. Each evening, think ahead to the following morning. Set the breakfast table as you clear the dinner dishes. Lay out children's clothing the night before. Multi-child households may need a bathroom schedule so that everyone gets equal time before the mirror. **64**