

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
5005 Business Park North
June 5, 2019
9:30 am

AGENDA

1. Call to Order

2. Roll Call

Curtis Floyd
Warren Peterson

Janea Benton
Yolanda Ochoa

Guadalupe Perez
Fred Plane

3. Approval of Agenda

4. Public Forum: *(The public may address the committee on items not on the agenda. 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. New Business

- a. Head Start / Early Head Start Kern Carry Over Fund Request for Budget Year 2018-2019 with Resolution – Yolanda Gonzales, Director of Head Start / State Child Development – **Action Item (p. 2-4)**

6. Committee Member Comments

7. Next Scheduled Meeting

Executive Committee Meeting
Wednesday, July 17, 2019
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

8. Adjournment

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, and online at www.capk.org by 5:00 pm May 31, 2019. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

From: Yolanda Gonzales, Director of Head Start and State Child Development
Date: June 5, 2019
Subject: *Agenda Item 5a:* Head Start/Early Head Start Kern Carry Over Request for the 2018-2019 Budget Year – **Action Item**

The Head Start and State Child Development staff have identified savings in the Kern HS/EHS 2018-2019 Budget Year ending February 28, 2019. A balance of \$210,142 remains in base funds, primarily from the Fringe Benefits and Indirect cost categories. The actual cost of Workers' Compensation insurance was less than the amount estimated in the budget; the actual amount of Indirect costs charged to the grant was less than the amount estimated in the budget.

In consulting with Regional Office, they are open to CAPK carrying the funds over into the current budget period. It has been proposed to use these funds toward the Pete H. Parra loan. The mortgage for Pete Parra has a principal balance at the end of 2/28/19 of \$1,792,832.97. If paid at the current rate without any escalation of payments, CAPK would pay this mortgage off by 6/30/26. An escalated payment from this identified savings would save interest expense and allow for future payments to pay down the principal faster. The debt to equity ratio of the program improves with this escalated payment. Ultimately, this improves the long-term stability of the Kern Head Start program and benefits the children and family we serve.

Included with this memorandum is a budget detail. The amount of \$210,142 will be requested to be moved to the 2019-20 funding year, and CAPK plans to complete this payment to the loan the carry over request is completed by the regional office.

Recommendation

Staff recommends the Board of Directors approve with Resolution the Head Start/Early Head Start Kern Carry Over request.

Attachments:
Kern Budget Detail
Resolution #2019-07

RESOLUTION # 2019-07

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Carry-Over Request for the Head Start/Early Head Start Kern Program

The Executive Committee of Community Action Partnership of Kern' Board of Directors located at 5005 Business Park North, Bakersfield, CA 93309, met on June 5, 2019, in Bakersfield, California at an Special Call meeting and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of "Helping People, Changing Lives" in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, The Executive Committee shall act on behalf of the Community Action Partnership of Kern Board between regular Board meetings and shall report to the Board any actions it has taken in the interim between regular meetings; and

WHEREAS, the Head Start/Early Head Start Kern, Grant #09CH9142, has requested to submit a request to carry-over funding from the 2018-2019 budget year to the 2019-2020 partial budget year; and

WHEREAS, the funds will be used to pay down the principle balance of the Pete H. Parra loan; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the carry over request; and

WHEREAS, the CAPK Executive Committee has determined that there is a need for anti-poverty programs and is willing to accept the submission of a request to carry-over funding; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer to act on behalf of the Board as CAPK's representative signatory with regard to the submission of request to carry over funding from the Head Start/Early Head Start Kern grant (09CH9142).

APPROVED by a majority vote of the Executive Committee of Community Action Partnership of Kern, this 5th day of June 2019.

Curtis Floyd, Chair
CAPK Board of Directors

Date